**DRAGON NATURALLY SPEAKING COMMANDS**

**CONTROL THE MICROPHONE**

* Go to sleep
* Stop listening Wake up
* Listen to me Microphone off

**GET HELP GIVE ME HELP**

* “Search the help for …”
* What can I say
* Show navigation commands
* Show correction commands
* Show formatting commands
* Show punctuation commands
* Open help

**BASIC DICTATION AND EDITING**

**Add lines and spaces**

* New line | Press enter
* New paragraph
* Press Tab key | Tab key | Tab <n> times

**Dictating punctuation**

* Period
* Comma
* Question mark
* Exclamation mark

**Fixing mistakes**

* Undo | Undo that
* Scratch that
* Scratch that <n> times
* Delete line
* Delete last <n> words
* Delete <text>
* Resume with <xyz>
* Backspace <n>
* Correct <xyv>
* Correct that

**Select text**

* Select all
* Select <xyz>
* Select next <n> words
* Select <start> through <end>
* Select previous paragraph
* Select document
* Unselect that

**Format**

* Underline <xyz>
* Capitalize <xyz>
* All caps on | off
* Quote that
* Bracket that

**Copy and paste**

* Cut | Copy that
* Cut |Copy <text>
* Cut |Copy from <text> to <text>
* Paste that

**Spell out**

* Spell that
* Spell <cap b a hypen 5>
* Switch to Spell mode

**Move the insertion point**

* Insert before <xyz>
* Go back
* Go to top | bottom
* Move down <n> lines
* Go to end of line
* Move left <n> characters
* Page up | down

**Move in a list**

* Move down
* Go to bottom | top
* Press Enter
* Press right arrow

**Add new words or commands**

* Add new word
* Add new command
* Open vocabulary editor
* Open command browser
* Search the computer
* Search the computer for...
* Search documents for...
* Search e-mail for...

**Searching the web**

* Search the web for
* Search eBay for
* Open top sites for
* Search video for

**Working with the web** (*Dragon Web Extensions must be enabled in Internet Explorer® or Chrome™)*

* Show links Press
* alt d
* Press Enter
* Press F5
* Open new tab, Press control t
* Press control f
* click
* click link
* click text field or click edit box
* click [radio] button
* click checkbox
* click image
* click list box then show choices – If more than one match: choose or hide numbers or cancel

**Work with windows**

* Switch to Minimize window
* Show Desktop
* Restore windows
* List all windows
* List windows for

**Start and close items** *(see the options for Start menu and Desktop)*

* Click Start
* Start DragonPad
* Start Microsoft Word
* Start Internet Explorer
* Open Control Panel Close window, Press alt F4
* Mouse control
* Move mouse up
* Move mouse right
* Move mouse down slower
* Stop
* Mouse click
* Mouse double click
* Mouse right click