



Note #1: Any command name that end in <dictation> requires Dragon 13 or higher

Note #2: Commands on steroids appear in bold

Cursor Movement

Beginning - moves the cursor to the beginning of a document

Bottom - moves the cursor to the end of a document

Continue - moves the cursor to end of the current line or paragraph

Start Line - moves the cursor to the end of the line and presses the “Enter Key”

Paragraph or Start Paragraph - moves the cursor to the end of the current paragraph and presses the “Enter Key” twice

Hard Line – presses “Shift+Enter” to begin a new line. Recommended for browsers and email.

Hard Paragraph – presses “Shift+Enter” twice to begin a new paragraph. Recommended for browsers and email

<Go or Move> <Direction> <1to1000> - presses {Up}, {Down}, {Left} or {Right} Arrow keys 1-1000 times

Examples: **Go Up 27** or **Move Right 320**

Page <Direction> - moves the cursor up/down 1 pages

Page <Direction> <1to20> - moves the cursor up/down 1 to 20 pages

<Backspace or Delete> Back - presses {Backspace} or {Delete} and moves the cursor to the end of the current paragraph

<Backspace or Delete> <1to20> Back - presses {Backspace} or {Delete} 1 to 20 times and moves the cursor to the end of the current paragraph

<Backspace or Delete or Enter or Tab or Shift Tab or Space or Escape> - presses the appropriate key

<Backspace or Delete or Enter or Tab or Shift Tab or Space or Escape> <1to20> - presses the appropriate key 1 to 20 times

Examples: **Shift Tab 5** - presses {Shift Tab} 5 times / **Space 20** - presses {Spacebar} 20 times

Add <Line or Paragraph> to <Beginning or End> - adds a new line or paragraph to the beginning or end of document

Tab Paragraph - moves the cursor to the end of the paragraph, presses the “Enter Key” twice and indent 1 Tab to begin a new paragraph

Tab Line - moves the cursor to the end of the line, presses the “Enter Key”, indents 1 Tab to begin a new line and automatically capitalizes the first spoken word

Editing & Moving Text

<Delete or Copy or Cut> – delete, copy or cut selected item or text

<Select or Delete> to <Beginning or End> – selects or deletes all text from the cursor position to the beginning or end of page

<Select or Delete> to <Beginning or End> of <Section> – selects or deletes to beginning of line, paragraph or page

<Select or Delete> to <Beginning or End> – selects or deletes to beginning or end of document

<Select or Delete or Copy or Cut> All – selects or deletes everything including text, files or folders

<Select or Delete or Copy or Cut> <Line or Paragraph> – selects, deletes, copies or cuts current line or paragraph

<Select or Delete or Copy or Cut> <Next or Previous> <Word or Paragraph or Page> –

<Select or Delete or Copy or Cut> <Next or Previous> <1to20> <Characters or Words or Lines or Paragraphs or Pages> –

<Undo or Redo> – undo or redo the last event

<Undo or Redo> <1to20> – undo or redo 1 to 20 of the last events, including formatting, editing and deletes

Add <Punctuation> After <dictation> – adds punctuation after any word/s and returns the cursor to the previous position

Example: Say **Add Semicolon After <diamond>** to change “my diamond a rarity” to “my diamond; a rarity”

Add <Parentheses or Quotes or Angle Brackets or Brackets or Braces or Single Quotes or Commas> to <dictation> – surrounds any word/s in (), “”, [] ect. and returns the cursor to the previous position

Change To <dictation> - changes selected text to anything you dictate and moves the cursor to the end of the current paragraph

Example: If you select a phrase like “brown fox”, in the middle of a paragraph, say **Change To <yellow dog>** to change brown fox to yellow dog and move the cursor to the end of the paragraph.

Select-&-Say Correction

Replace <dictation> (with <dictation>) - allows you to simultaneously select and replace text in the immediate previous paragraph.

Example: If you dictate “the brown fox jumped over the fence” you can say **Replace <brown fox> with <yellow dog>** to change “brown fox” to “yellow dog” and move the cursor to the end of the current paragraph. Works in most applications.

Replace All <dictation> (with <dictation>) – same as **Replace <dictation>** (with <dictation>) but replaces every occurrence in an entire document.

Example: If you need to replace the word “she” with “he” throw out an entire document where the word “she” appears numerous times, say **Replace All <she> with <he>**

Select <text> - allows you to highlight a word or group of words, for editing or correcting.

Select <text> through <text> - allows you to highlight a group of words (by only saying the 1st and last word/s in the phrase you wish to select) so that you can replace the highlighted text.

Correct, Nope or Spell That - commands are used to correct the last word/phrase dictated. These correction commands bring up the **Spelling Correction** dialog box, providing several possible words/phrases choices.

Correct That - This command is used to correct the last word/phrase dictated in a Select-&-Say application. It brings up the **Spelling Correction** dialog box, providing several possible words/phrases from which you may choose.

Choose <1 - 9> allows you to select the correct phrase (from within the Spell dialog box).

<Add to or Delete from> Vocabulary – add or delete word/s from active vocabulary

Pick <1 - 10> - allows you to select the correct phrase (from within the Spell dialog box) and additionally places the cursor at the end of the current paragraph.

<1 - 10> Word - allows you to select an individual word. Example: From within the **Dictation Box**, say 3rd Word to highlight the 3rd Word. You can then dictate or type your correction.

<1 - 10> Word <dictation> - same as **<1 - 10> Word** but will additionally allow you to simultaneously dictate your correction. Example: If you wanted to correct the 2nd word in the **This his a test**, say **2nd Word is** to select the 2nd word, replace **his** with **is** and close the Spelling Window.

Change To <dictation> - allows you to change highlighted text to anything you dictate and moves the cursor to the end of the current paragraph. Example: Dictate “the fox jumped over the fence”. Say **select fox** to highlight fox. Say **Change To <brown dog>** to change the previous phrase to “the brown dog jumped over the fence” and move the cursor to the end of the current paragraph.

Change That To <dictation> - example: If you dictate “I misplaced my car” you can change your last dictated phrase (in full text control applications) to “I can’t find my SUV” by saying by saying **Change That To <I can’t find my SUV>**

Spelling Window (Spell Correction)

(The advantage of Spell That correction is being able to spell out corrections)

Correct <text> - allows you to “select and correct” a phrase.

Correct – will select the last phrase you dictated (in a Dragon friendly application), pull up the Spelling Window, default to selecting the 1st choice and highlight the correction in case the 1st possible choice is incorrect. You can accept the default correction by saying **click OK, Enter** or **Enter 1**

Pick <1 - 9> - allows you to select the correct phrase and moves the cursor to the end of the current paragraph.

<num> Word - allows you select one specific word from a group of words in the Correction Dialog Box from 1 to 10 or the last word.

<num> Word <num> Letter - allows you select one specific word and one specific letter from a group of words in the Correction Dialog Box.

<num> Word <num> Letter <Alphabet> - allows you to replace one specific letter in one specific word from a group of words in the Correction Dialog Box.

Delete <num> Word - allows you select and delete one specific word from a group of words in the Correction Dialog Box from 1 to 10 or the **Last Word**. Example: To delete the 3rd word, say **Delete 3rd Word**.

<num> Word <dictation> - same as **<num> Word** but additionally allows you to dictate words within the command. Example: If you are correcting the phrase “is that a nine volt battery” you could say **4th word numeral nine** to change the 4th word from **nine** to **9**, producing “is that a 9 volt battery” and simultaneously inserting your corrected phrase into your document.

Last Word <dictation> - same as **<num> Word <dictation>** but used to select the last word in a phrase.

Change To <dictation> - allows you to change highlighted text to anything you dictate, closes the Spelling Window and moves the cursor to the end of the current paragraph. Example: Dictate “the fox jumped over the fence”. Say **correct fox** to highlight fox. Say **Change To <brown dog>** to change the previous phrase to “the brown dog jumped over the fence” and move the cursor to the end of the current paragraph.

Train <1to9> - When Spoken from within the Correction Dialog Box will select the choice number, click the **Train** button and click the **Go** button (so that you can train your selection). THIS COMMAND WILL also close the Training utility after you stop speaking.

Insert <dictation> - forces Dragon to accept dictation within the Spelling Window. Example: If you wish to dictate “John Smith” as opposed to being limited to spelling, say **Insert John Smith**.

Change To <dictation> - same as **Insert <dictation>** but additionally closes the correction window.

Punctuation/Letters

Comma - inserts a comma ‘,’ **Period** - inserts a period ‘.’ **Question Mark** - inserts a question mark ‘?’ etc...

<Punctuation> Back - inserts punctuation such as a comma, period, question mark ect... and moves the cursor to the end of the current paragraph. Example, say **Comma back** to insert a comma ‘,’ and move the cursor to the end of the current paragraph.

<ica_complex> <ica_complex> <ica_complex> Back - inserts between 1 and 3 letters and moves the cursor to the end of the current paragraph. Example: dictate “I finish the work”. Now say **Insert after finish** follow by saying **echo delta Back** to add the letters **ed** to the end of the word **finish** to change it to **finished** and move the cursor to the end of the current paragraph.

Single Word Commands

Cut, Copy, Paste, Print, Find, Spacebar, Delete, Backspace, Maximize, Minimize, Exit, Close, Undo, Open, Scratch, Italicize, Underline, Continue, Resume, Refresh, Over and New

Oops!

Scratch That or Strike That - undoes the most recently dictated words/phrases

Scratch That <1 - 10 Times> or Strike < 1 - 10 > - undoes as many as 10 of the most recently dictated words/phrases

Undo - undoes the last action

Undo <1 - 20> - undoes up to 20 of the previous 20 actions (commands or dictations)

Note: Not all programs support multiple undo capability. Redo < 1 - 20 > reverses the action.

Copy Line - copies the entire line (from beginning to end) that the cursor is in

Copy Paragraph - copies the entire paragraph (from beginning to end) that the cursor is in

Cut Line - cuts the entire line (from beginning to end) that the cursor is in

Cut Paragraph - cuts the entire paragraph (from beginning to end) that the cursor is in

Delete Line - deletes the entire line (from beginning to end) that the cursor is in

Delete Paragraph - deletes the entire paragraph (from beginning to end) that the cursor is in

Formatting

Uppercase or All Caps That - Capitalizes each word in the selected text or (of the most recently dictated phrase).

Title Case or Cap That - Adds initial caps to each word in the selected text or (of the most recently dictated phrase).

Lowercase or No Caps That - Removes initial capitalization of each word in the selected text or (of the most recently dictated phrase).

Title Case/Lowercase/Uppercase <Back> apply formatting to selected text and move the cursor to the end of the paragraph

BackSpace <1to20> Back – Presses the backspace key 1-20 times and moves the cursor to the end of the paragraph

Delete <1to20> Back – Presses the delete key 1-20 times and moves the cursor to the end of the paragraph

All Caps <word> - Capitalizes each letter in the *next* dictated word.

Cap <word > or Cap Next <word > - capitalizes the *next* dictated word

Bold, italicize, Underline, UPPERCASE, lowercase, Sentence Case, Title Case - formats selected text

Bold, italicize, Underline, ALL CAPITALIZE, Capitalize - formats selected text word/s without having to select the phrase

Format That <Arial/Times/Courier/Comic/Impact/Garamond/Kaufmann> - changes font style, in selected text

Format That Size <4 - 130> - changes font size of selected text

<Format> – Say **Bold or Strikethrough or Underline or Italicize or Title or Title Case or Lowercase or Uppercase** to apply formatting to selected text

<Format> Back – applies formatting to selected word/s and moves the cursor to the end of the paragraph.

Example: Say **Title Back** to apply **Title Case** formatting and move the cursor to the end of the current paragraph

<Format> All – applies formatting to entire document. Example: Say **Bold All** to apply **bold** formatting to everything

Set All <Arial or Times or Courier or Comic or Impact or Garamond or Kaufmann> - changes the font face in selected text

Set All <Arial or Times or Courier or Comic or Impact or Garamond or Kaufmann> - changes the font face in everything

Set All <Arial or Times or Courier or Comic or Impact or Garamond or Kaufmann> <4to120>- changes the font face and size

Example: Set All Times 16 to change the font face to *Times 16* in everything

Hyphenate <dictation> - selects any text, hyphenates the phrase and returns the cursor to the previous position

Highlight <dictation> {Only available in Word & Outlook} - yellow shades word/s without having to select the phrase

Color <Color> <dictation> {Only available in Word & Outlook} – **Color <red, blue, green, black, purple or yellow>** without having to select the phrase

Sticky Mouse & Sticky Keys

<LEFT or RIGHT> Mouse <Hold Down or Release> - allows you to hold down or release the left or right mouse button
<WINDOWS or Control or Shift or Alt> Key <Hold Down or Release> - allows you to hold down or release the Windows, Control, Shift or Alt Keys

Mouse Control

DISPLAY Numbers - numbers every conceivable place you can mouse left, middle or right click in any document or window.
Note that this command only produces limited results in Google Chrome and Firefox.

Mouse <Direction> <1 - 5000> - moves cursor, left, right, up or down *as many as 5000 pixels* (micro mouse movements)
<Left/Right/Double> Click – to mouse left click, right click or double click.

New Mouse Command <dictation>, **New Mouse App Command <dictation>** or **New Mouse Application Command <dictation>** - to quickly add mouse commands to any application by hovering the mouse directly over the button or menu you want to click on. Example: If you are working in a non-Dragon friendly application that requires you to mouse left click on a menu or icon, simply place your mouse over the coordinates you want to click on. If you hover your mouse over a button called, for example, **widget**, you can say **New Mouse Command <widget>** which will record the mouse X & Y coordinates, create a new application-specific command (for the application you are using), type the word **Widget** in the Command Name field, paste the X & Y coordinates into the Content box (scripting field), add a left mouse click and save the command. Just say **widget** to click on the widget button/menu.

New Mouse Window Command <dictation> - same as **New Mouse Command <dictation>** but Window Specific

New <1to300> Command <dictation>, **New <1to300> App Command <dictation>** or **New <1to300> Application Command <dictation>** - Begin by saying **DISPLAY Numbers** to number every possible mouse click position. If you decide that you want to make an application specific macro with number 87, say **New 87 Command <dictation>**. Example: If you say **New 87 Command widget**, this macro will left mouse click on number 87, name the command widget, and save the command. You can use this process to completely automate almost any application or utility. To open your trigger widget button just say **widget**.

New <1to300> Window Command <dictation> - same as **New <1to300> Command <dictation>** but Window Specific

Opening Files, Programs and Folders

Start/Open/Launch/Show <file/folder/program/shortcut> - This command opens desktop (files, folders or shortcuts) *from the desktop or Start menu*.

Example 1: **Start Word** - opens Microsoft Word

Example 2: **Switch to Internet Explorer** - brings Internet Explorer into focus if it is open but out of view.

Open <dictation> - open any Windows File Explorer folder or file. Example: If you can see a folder called “cool stuff” say **Open <cool stuff>** to open the folder or file.

Window Controls

Maximize or Minimize or Restore – minimize, maximize or restore Window

<Previous or Next or Other> Window – switches to previous, next or toggles between 2 Windows

Clear Desktop or Show Desktop - minimizes all windows. **Restore Desktop** returns all Windows to their previous state

Close <1-10> - closes up to 10 (of the most recently opened) windows.

Exit or Close – closes file, window or application

Window Movement & Resizing

Quickly reposition any Window with the **WINDOW <window position>** command. Example: Say **Window left half** to reposition the window to the left side of your monitor. Other commands include **Window <right half, top half, bottom half, middle, top left, top right, bottom left, bottom right and maximize>**

<Lengthen/Widen/Shorten/Taper/Narrow> Window <1-100> – will resize any selected window (open folder or open file)

<Larger/Much Larger/Smaller/Much Smaller> Window – will resize any selected window (open folder or open file) 10 or 25 clicks

Move Window <Left/Right/Up/Down> <1-100> – will move any selected window (open folder or open file) 1 to 100 clicks

Creating Global Text Commands

Add to Address List - This command will copy any highlighted text into a new Text & Graphics Command, place a checkmark in “Plain Text” paste the command into the command Content field, add the name of the person or company into the name field, add the word Address to the name of the command and save the command. Example: If you highlight a 3 to 5 line address and Jack Henry is the 1st line of the address, KnowBRAINER will name your command **Jack Henry’s Address**.

New Text Command - This command will launch the NaturallySpeaking New Text & Graphics Command Wizard, place a checkmark in “Plain Text” (to force the command to take on the formatting attributes of any document the command is deployed in)

Another option for creating text commands is to select previously typed or dictated text by voice or by mouse and say **Build A Command**

*Example: Select any phrase (of any length), by highlighting the text with the cursor and saying **Build A Command** to will copy the text to the clipboard, start a new global text command, paste the text into the "Content" box and prompt you to name the command. Say **Save** to save and close the command.*

The most efficient way to create a Text and Graphics command is to say **New Text Command <dictation>** or **Build A Command <dictation>**. Example: If you wanted to turn “Lungs: Clear to auscultation bilaterally; no wheezes, no rhonchi and no rales.” into a boilerplate text command, you could highlight the previous phrase and say **Build A Command <normal lungs>** to copy the highlighted text into a new Text and Graphics command, name the command **normal lungs** and save the command.

Vocabulary Editor Commands

Add To Vocabulary – copies selected text to the clipboard and pastes the phrase into to your vocabulary as a single entry.

Example: If you want “Hermitage Animal Center” to always appear in Title Case, say “Hermitage Animal Center”. If you say “animal center”, the text will appear in lowercase but if you say “Hermitage Animal Center” the text will appear in Title Case.

Add To Written Form – same as **Add To Vocabulary** but places the cursor in the Spoken Form in case you additionally need a Spoken Form

Delete From Vocabulary – will deleted any highlighted word from your active vocabulary

Search Vocabulary Editor – will copy any selected word, open the Vocabulary Editor and search for the word

Search Vocabulary For <dictation> – Example: Say **Search Vocabulary for turtle** to open the Vocabulary Editor and search for the word “turtle”.

Search Vocabulary Editor – will copy

You can click any Vocabulary Editor button by saying it’s name like **Add**, **Delete**, or **Properties** but some buttons will anticipate your next step. Example: If you say **Train**, KnowBRAINER will click the **Train** button, begin the process by clicking the next **Train** button and give you 3 seconds to begin training your selected word. The command will wait for you to finish and click the **Save** button.

You can say **Display** to view your display choices but you can also combine everything into 1 step by saying something like **Display Custom Words**.

Browser Commands (All Browsers)

Search <Ask, Bing, eBay, Dictionary, Google, KnowBRAINER, KnowBRAINER Forum, Nuance Knowledgebase, Thesaurus, Wikipedia, Yahoo, You Tube> – copies selected text to the clipboard, pastes copied text into the Search Field and initiates the search

<Language> Translation For <dictation> – opens 1 of 49 Google website languages and translates anything you say.

Example: To translate “where my car keys” in Spanish, say **Spanish Translation For <where are my car keys>**

Go To <dictation> – switches focus to your favorite browser, opens a new tab, uses the duckduckgo search engine and opens the top choice in the white list.

Example: Say **Go To <speech recognition forum>** to go to the KnowBRAINER speech recognition forum (because it’s #1)

Go to Home Page – goes to homepage or multiple homepages

Google Chrome Browser

Click <0to500> – to click any number (requires installing **Click By Voice** Google Chrome extension)

Click <0to500> <dictation> – to click any number and simultaneously dictate (requires **Click By Voice** Google Chrome extension)

Example: To dictate “John Doe” in the customer/patient name field, which happens to be #57, say **Click <57> <John Doe>**

[Show Application Commands](#) – from within Google Chrome to view all chrome commands