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KNOWBRAINER QUICKSTART

KnowBrainer's Top 20 Most Popular Commands

Note that you won't be able to take advantage of the latest 4 years of commands until you install and run the new KnowBrainer [Commands Updater](#) utility which should only be run after you launch KnowBrainer twice

NOTE that this Quickstart includes our most popular commands with definitions and examples. If you don't have time for this Quickstart, click the [TOP 5](#) to jump to the end of this document where you will find an abbreviated list of the top 5 "got to have" commands which will be hyperlinked to the longer definitions.

KnowBrainer Sidebar

Double-click the KnowBrainer 2020 shortcut to launch KnowBrainer and Dragon, if it's not already running.

HIDE Sidebar will close the KnowBrainer Sidebar but not KnowBrainer

SHOW Sidebar will reopen the KnowBrainer Sidebar

Editing/Force Dictation Commands

(In Dragon friendly and non-friendly applications)

Type <dictation> Used to force dictation anywhere you can type. New dictation will begin capitalized while selected text will be replaced with proper capitalization and spacing.

Note: While **Type <dictation>** permits direct dictation into any non-Dragon friendly application but may deploy too quickly for some networks, like Citrix. If you are unable to use **Type <dictation>**, substitute **Print <dictation>** (adds an extra space to the end so that you can repeatedly use this command. **Space <dictation>** is the same as **Print <dictation>** is but adds a space beginning rather than the end. However, a better solution is to use [DragonCapture](#) which permits Direct Dictation everywhere and doesn't require a KnowBrainer trigger command.

Cursor Movement

Paragraph – moves the cursor to the end of the current paragraph and presses {Shift+Enter} twice to begin a new paragraph

Paragraph <dictation> - moves the cursor to end of the current line or paragraph and allows you to simultaneously dictate.

Beginning - Bottom - Continue – moves the cursor to the beginning of a file, and of a file or end of current paragraph.

Form/EMR/EHR/Field/Cell Dictation

Type <Next/Tab/Right/Left/Up/Down/Enter/> <dictation> <dictation> - deposits your dictation and jumps to the next cell or field.

Example: Type <Next> <one thirty-seven over eighty-four> - types 137/84 and moves the cursor to the next field

Notepad <dictation> – Simultaneously opens NotePad and captures your dictation. This is similar to Dragon’s Dictation Box but much faster.

Example: Say NotePad <my dog has fleas> - to simultaneously open NotePad and type “My dog has fleas”.

Transfer – Cuts all of Notepad’s text to Windows clipboard, closes Notepad and transfers the Windows clipboard text to the target application (such as an EMR). You might also consider checking out [DragonCapture](#) which will allow you to directly dictate anywhere Dragon can’t and doesn’t even require a command. No need to cut and paste from the Dictation Box or another application.

Repeating Commands

<Tab/Back Tab/Enter/Space/Delete/Backspace.Left/Right/Up/Down> <1 - 20> presses specified key, *as many as 20 times*. Page Up, Page Down and Enter can be deployed as many as 100 times.

Example: Tab 7, Delete 4, Backspace 3, Right 5, Enter 33.

Outlook Commands

Subject - moves the cursor to the Subject box and capitalizes the first letter of each dictated word

Subject <dictation> - moves the cursor to the Subject box (while simultaneously accepting dictation), capitalizes the first letter of each dictated word and moves the cursor to the message box.

Respond - Clicks the Reply button, switches to HTML and overwrites your personal signature.

Send and Delete – sends message, deletes the original message and previews the next message

Email <email> - global and Outlook specific command will create a new Outlook Email message, insert (any name on your list) into the address field, move the cursor to the Subject field and apply Title Case. If you frequently email a list of relatives/friends/associates, you can edit this commands list which includes 4 addresses that to us. You can test this command by saying **Email <KnowBrainer>** and then dictate the subject which will appear in Title Case.

Search <folders> For <dictation> - searches any Outlook included folder for any subject matter.

Example: Say Search <Calendar> for <guitar lesson>, Search <Notes> for <oil change> and Search <Deleted Items> for <KnowBrainer>.

Browser Commands

Search for <dictation> – moves the cursor to the Search field (address field), types <whatever you say> into the search field and clicks the Search button.

Example: Say Search For <electric cars> to pull up electric car websites

<Back or Forward> <1to20> – move Back or Forward 1 to 20 pages

<New or Close> Window – creates a new tab/window or closes the current window

Window <1to9> – moves focus to the numbered window.

Example: Say **Window 3** to bring the 3rd window into focus

Google For <dictation> – switches focus to your favorite browser, opens a new tab, and displays a list of speech recognition forums.

Example: Say **Google For <speech recognition forums>** to bring up a list of speech recognition forums in your favorite browser. Note that there is only one speech recognition forum left out of the previous 12

Open Any File, Application, Folder, File, Website, Picture, Song etc. (One of the most powerful commands)

Windows Open <dictation> – opens any application or recently used utility, folder or file

Example: **Windows Open <Word>** opens Microsoft Word. **Windows Open <Settings>** opens Windows Settings utility

Windows Open

<App/Application/Folder/Web/File/Document/Utility/Song/Music/Video/Photo/Picture/Photograph><name of file, application, picture, song, document etc.> (this command is a more bulletproof approach)

Example 1: **Windows Open <Utility> <Mouse>** - opens Windows mouse settings

Example 2: **Windows Open <File> <Sales>** - opens our “Sales” spreadsheet on Drive D

Example 3: **Windows Open <Folder> <Paid>** - opens our “Sales” folder

Example 5: **Windows Open <Web> <KnowBrainer>** - opens Bing search engine and offers everything related to “KnowBrainer”

Example 6: **Windows Open <Song> <If you could read my mind>** – opens & plays Gordon Lightfoot’s “If you could read my mind” in Windows Groove Play

File Explorer

Find <dictation> – places the cursor in the search field and searches for your dictation

KnowBrainer Sidebar Commands

All KnowBrainer commands are stored within the KnowBrainer sidebar which doubles as a Command Browser. If you browse the global command list you will see thousands of example commands which you can deploy by simply saying the command name.

Say **Show Sidebar** or **Show Global Commands** to view the KnowBrainer global commands.

Say **Hide Sidebar** to hide the KnowBrainer sidebar.

Say **Show Application Commands** to open the KnowBrainer to view the application-specific commands (commands that can only be triggered from within a specific application). *Note that you can only view the application-specific commands for the application you have your cursor in (Windows focus).* For example, if your cursor is inside a Microsoft Outlook

Window, you will be able to view all of the Outlook application specific and window commands. Window specific commands are denoted in green while application-specific and global commands are denoted in white (in default view). Say **Show Hardcoded Commands** to view the KnowBrainer Sidebar tab of commands.

Say **Find Command <dictation>** to highlight any KnowBrainer command (or come close). Example: say **Find Command <Continue>** to highlight the **Continue** command which you can open, for editing with a double mouse click.

Say **Edit Global Command <dictation>** to highlight and open any global command for editing. Example: If you wish to edit the global **Hard Paragraph** command say **Edit Global Command <Hard Paragraph>**.

Say **Edit Application Command <dictation>** to highlight and open any application command for editing. Example: If you wish to edit the Microsoft Word **Merge Documents** command, bring Microsoft Word into focus and say **Edit Application Command <Merge Documents>**. If you only want to highlight, rather than open, the Microsoft Word **Merge Documents** command, substitute **Find Application Command <Merge Documents>**



[Click By Voice](#) Mouseless Browsing

The Following Global Commands Require the [Click By Voice](#)
Extension for Google Chrome and Microsoft Edge (2nd-Build)

Number Controls

Mouse Numbers Off – hides all numbers which can get in the way on some websites

Mouse Numbers On – displays numbers

Mouse All Numbers On – same as **Mouse Numbers On** but displays additional more detailed numbers

Click Numbered Links, Menus, Buttons and Fields

IMPORTANT: Do not try to try to click #23 by saying **Mouse Click <twenty-three>** because it will be ignored. Say **Mouse Click <two three>**. To click #897 say **Mouse Click <one nine seven>** rather than **Mouse Click <eight hundred and ninety-seven>**.

Mouse Click <0to9> - clicks any number between 0 & 9.

Mouse Click <0to9> <0to9> - clicks any number between 10 & 99.

Mouse Click <0to9> <0to9> <0to9> - clicks any number between 100 & 999.

Mouse Click <0to9> <0to9> <0to9> <0to9> - clicks any number between 1000 & 9999.

Example: Click any link, button, menu or field that displays from 1 to 4 digits and say **Mouse Click <one>** to click #1, **Mouse Click <one two>** to click #12, **Mouse Click <one two three>** to click #123 or **Mouse Click <one two three four>** to click #1234.

Click Numbered Fields With Simultaneous Dictation

Existing text is automatically overwritten

& all dictation begins with a Capital letter

Mouse Click <0to9> <dictation> - clicks any number between 0 & 9 and allows simultaneous dictation.

Mouse Click <0to9> <0to9> <dictation> - clicks any number between 10 & 99 and allows simultaneous dictation.

Mouse Click <0to9> <0to9> <0to9> <dictation> - clicks any number between 100 & 999 and allows simultaneous dictation.

Mouse Click <0to9> <0to9> <0to9> <0to9> <dictation> - clicks any number between 1000 & 9999 and allows simultaneous dictation.

Example: Click into any field that displays from 1 to 4 digits by saying **Click <one> <awesome results>** to click #1 and type "Awesome results". Say **Click <one two> <awesome results>** to click #12 and type "Awesome results". Say **Click <one two three> <awesome results>** to click #123 and type "Awesome results". Say **Click <one two three four> <awesome results>** to click #1234 and type "Awesome results". *Note how the 1st letter of the 1st word appears capitalized.*

Click Numbered Drop-downs

Each number must be dictated individually (no combinations)

Mouse Drop <0to9> - clicks any number between 0 & 9

Mouse Drop <0to9> <0to9> - clicks any number between 10 & 99

Mouse Drop <0to9> <0to9> <0to9> - clicks any number between 100 & 999

Mouse Drop <0to9> <0to9> <0to9> <0to9> - clicks any number between 1000 & 9999

Example: Click any drop down that displays from 1 to 4 digits by saying **Mouse Drop <one>** to drop down #1. Say **Mouse Drop <one two>** to drop down #12. Sa **Mouse Drop <one two three>** to drop down #123 or **Mouse Drop <one two three four>** to drop down #1234.

Click Numbered Drop-downs and Simultaneously Dictate

Each number must be dictated individually (no combinations)

Mouse Drop <0to9> <dictation> - clicks any number between 0 & 9 and allows you to simultaneously dictate your choice.

Mouse Drop <0to9> <0to9> <dictation> - clicks any number between 10 & 99 and allows you to simultaneously dictate your choice.

Mouse Drop <0to9> <0to9> <0to9> <dictation> - clicks any number between 100 & 999 and allows you to simultaneously dictate your choice.

Mouse Drop <0to9> <0to9> <0to9> <0to9> <dictation> - clicks any number between 1000 & 9999 and allows you to simultaneously dictate your choice.

Example: Imagine a drop-down menu with 2 choices which are “Except” and “Deny” Click any drop down that displays from 1 to 4 digits. Say **Drop <one> <accept>** to click #1, choose “except” and roll up the drop down field. Say **Drop <one two> <accept>** to click #12, choose “except” and roll up the drop down field. Say **Drop <one two three> <accept>** to click #123, choose “except” and roll up the drop field. Say **Drop <one two three four> <accept>** to click #1234, choose “except” and roll up the drop field.

Add Checkmarks To Numbered Check Boxes

Each number must be dictated individually (no combinations)

Mouse Check <0to9> - adds a checkmark to any numbered box between 0 & 1

Mouse Check <0to9> <0to9> - adds a checkmark to any numbered box between 10 & 99

Mouse Check <0to9> <0to9> <0to9> - adds a checkmark to any numbered box between 100 & 999

Mouse Check <0to9> <0to9> <0to9> <0to9> - adds a checkmark to any numbered box between 1000 & 9999

Example: Click any check box that displays from 1 to 4 digits by saying **Check <one>** to add a checkmark to box #1. Say **Check <one two>** to add a checkmark to box #12. Say **Check <one two three>** to add a checkmark to box #123 or **Check <one two three four>** to add a checkmark to box #1234.

Search Numbered Fields

Existing text is automatically selected (if present)

Each number must be dictated individually (no combinations)

Mouse Search <0to9> - places your cursor in any numbered Search field from 0 & 1

Mouse Search <0to9> <0to9> - places your cursor in any numbered Search field from 10 & 99

Mouse Search <0to9> <0to9> <0to9> - a places your cursor in any numbered Search field from 100 & 999

Mouse Search <0to9> <0to9> <0to9> <0to9> - places your cursor in any numbered Search field from 1000 & 9999

Example: Say **Mouse Search <one>** to position your cursor in the #1 field. Say **Mouse Search <one two>** to position your cursor in the #12 field. Say **Mouse Search <one two three>** to position your cursor in the box #123 field or **Mouse Search <one two three four>** to position your cursor in the #1234 field.

Down <dictation> allows you to simultaneously dictate and initiate a search

Example: If you want to search for KnowBrainer, say **Finish <KnowBrainer>**

Search Numbered Fields With Simultaneous Dictation

Each number must be dictated individually (no combinations)

Mouse Search <0to9> <dictation> - clicks any number between 0 & 9 and allows simultaneous dictation.

Mouse Search <0to9> <0to9> <dictation> - clicks any number between 10 & 99 and allows simultaneous dictation.

Mouse Search <0to9> <0to9> <0to9> <dictation> - clicks any number between 100 & 999 and allows simultaneous dictation.

Mouse Search <0to9> <0to9> <0to9> <0to9> <dictation> - clicks any number between 1000 & 9999 and allows simultaneous dictation.

Example: Say **Search <one><KnowBrainer>** to position your cursor in the #1 field and simultaneously search for "KnowBrainer". Say **Search <one two>** to position your cursor in the #12 field and simultaneously search for "KnowBrainer". Say **Search <one two three>** to position your cursor in the box #123 field and simultaneously search for "KnowBrainer". Say **Search <one two three four>** to position your cursor in the #1234 field and simultaneously search for "KnowBrainer".



Click & End

Each number must be dictated individually (no combinations)

Mouse Bottom <0to9> – clicks any number between 0 & 1 and moves focus to the end of the following page (handy on forums)

Mouse Bottom <0to9> <0to9> – clicks any number between 10 & 99 and moves focus to the end of the following page

Mouse Bottom <0to9> <0to9> <0to9> – clicks any number between 100 & 999 and moves focus to the end of the following page

Mouse Bottom <0to9> <0to9> <0to9> <0to9> – clicks any number between 1000 & 9999 and moves focus to the end of the following page

New Window

Each number must be dictated individually (no combinations)

Mouse New Window <0to9> – opens any number between 0 & 1 to a new browser window

Mouse New Window <0to9> <0to9> – opens any number between 10 & 99 to a new browser window

Mouse New Window <0to9> <0to9> <0to9> – opens any number between 100 & 999 to a new browser window

Mouse New Window <0to9> <0to9> <0to9> <0to9> – opens any number between 1000 & 9999 to a new browser window

New Tab

Each number must be dictated individually (no combinations)

Mouse New Tab <0to9> – opens any number between 0 & 1 to a new browser tab

Mouse New Tab <0to9> <0to9> – opens any number between 10 & 99 to a new browser tab

Mouse New Tab <0to9> <0to9> <0to9> – opens any number between 100 & 999 to a new browser tab

Mouse New Tab <0to9> <0to9> <0to9> <0to9> – opens any number between 1000 & 9999 to a new browser tab

KnowBRAINER Top 5 Commands

Click on any of the following underlined command hyperlinks for a more extensive definition and example

Type <dictation> Used to force dictation anywhere you can type

Paragraph – moves the cursor to the end of the current paragraph and creates a new paragraph

Paragraph <dictation> - moves the cursor to end of the current paragraph, creates a new paragraph and allows you to simultaneously dictate

Continue – moves the cursor to end of the current paragraph

Continue With <dictation> - moves the cursor to end of the current paragraph and allows you to simultaneously dictate

White Glove Remote Support

If you have a Dragon emergency, need help installing, custom work or training click [White Glove Remote Installation & Support](#) to order our international remote support