

DRAGON KEYWORDS TO EDIT/NAVIGATE DICTATED TEXT

EDITING:

Delete that

Scratch that

Undo that

Insert before/insert after <word or phrase>

Say "select" (options below):

* all

* this/next/previous/first/last paragraph

* this/next/previous/first/last word

* this/next/previous/first/last sentence

Say "Select <word or name>" then say "Choose <one, two, three, etc.>" from drop down menu

Deselect that

Correct that

FORMATTING:

ALL CAPS that (*entire word*)

Bold that or format that bold

Caps that (*first letter of word*)

Underline that

Make that an auto text

BUILDING VOCABULARY:

Add that to vocabulary (*after highlighting word or text*)

CREATING AUTO-TEXTS (TEMPLATES):

Make that an auto-text (*after highlighting text*), name it, then Apply

TIPS:

If how a word is pronounced is different from how it is written, you should also enter a pronunciation.

ANCHOR SPEECH FOCUS:

To lock the cursor in place to review the chart, surf the web, etc., and have dictated text go where the cursor is "locked" in your note, say "Anchor Speech Focus," then say "Release Speech Focus" to "unlock" cursor. Note in this mode, the Dragon microphone icon turns into a

lock.

NAVIGATING:

Go to bottom

Go to top

Next line/new line

Next paragraph/new paragraph

Resume with <word or phrase> (*used immediately after recording if irrelevant text is recorded*)

Select <word or phrase> (*will highlight word that is closest to the cursor*)

Select again (*if same word, wrong instance*) or select previous (*to scroll backwards*)

Select next (*to scroll forward*)

Select last paragraph

Select <* through *> (*to select a consecutive block of text*)

What Can I Say (*displays voice commands and auto-texts*)

First/Last/Previous/Next field

Open/close dictation box

Transfer/recall text

Anchor/release speech focus (*place cursor where dictation goes, can move to other applications*)

POWER MIC

