Dragon Dictation Beginning Tutorial Guide

Commands:

Control The Microphone Commands

Go to sleep

Stop listening

Wake up Microphone off

Get Help commands

Give me help

What can I say

Dragon Learning Center

Search Dragon Help for…

Search the computer

Search the computer for...

Search documents for...

Search email for…

Working with the web

QQ(Dragon Web Extensions must be enabled in

Internet Explorer, Google Chrome or Firefox)

Go to Address Bar, Press alt d

Click Go, Press Enter

Refresh page, Press F5

Open new tab, Press control t

Find on this page, Press control f

click <link name>

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

<n> or hide numbers or cancel

Select text

Select all

Select <xyz>

Select next <n> words

Select <start> through <end>

Select previous paragraph

Select document

Unselect that

Correct Dragon's errors

Correct <xyz> or say Correct that

Edit text

Resume with <xyz>

Delete line

Delete last <n> words

Scratch that <n> times

Backspace <n>

Undo that

Cut that

Paste that

Quote that

Show Dictation Box

Spell out

Spell that

Spell <cap b a hyphen 5>

Spell <space Charlie alpha papa>

Switch to Spell mode

Move the insertion point

Insert before <xyz>

Go back

Go to top I bottom

Move down <n> lines

Go to end of line

Move left <n> characters

Page up I down

Add lines and spaces

New line

New paragraph

Press Enter

Press Tab key

Tab <n> times

Move in a list

Move down <n>

Go to bottom I top

Press Enter

Press right arrow

Format

Bullet selection, Unbullet that

Bold the previous line

Underline <xyz>, Capitalize <xyz>

Make this uppercase, Uncap that

All caps on I off

Work with windows

Switch to <window name>

Minimize window

Show Desktop

Restore windows

List all windows

List windows for <program>

Start and close items

(see the options for Start menu and Desktop)

Click Start

Start DragonPad

Start <item name>

Start Microsoft Word

Start Mail

Start Internet Explorer

Open Control Panel

Close window, Press alt F4

Move the mouse

Move mouse up

Move mouse right

Move mouse down slower

Stop

Position the mouse

MouseGrid

MouseGrid window

MouseGrid <1 to 9><1 to 9>

Cancel

Click the mouse

Mouse click

Mouse double click

Mouse right click

Drag the mouse

Drag mouse down faster

Mouse drag lower right very fast

Example Exercises:

Mouse drag up very fast

Command Type	Sample Wording
Search the Web (default search engine)	"Search the Web for Italian restaurants in San José CA."
Search specific Web sites	"Search eBay for antiques."
Open the top Web site from Google's "I'm feeling lucky" for given keyword(s)	"Open top site for local weather forecast."
Search the Web with a specific search engine	"Search Google for birthday cake recipe"
Search the Web for a specific type of information	"Search video for Olympic ceremony 2018 "
**Post to Facebook	Post to Facebook "Looking forward to a fun night with friends"

If you would like to..	Just say…
** Delete the specified text or a range of text	– Delete \<text\> – Delete from \<text\> to \<text\> – Delete \<text\> through \<text\>
** Cut the specified text or a range of text.	– Cut \<text\> – Cut from \<text\> to \<text\> – Cut \<text\> through \<text\>
** Copy the specified text or a range of text	– Copy \<text\> – Copy from \<text\> to \<text\> – Copy \<text\> through \<text\>
Add quotes or brackets.	– Quote that – Empty Quotes – Bracket that – Empty Brackets

Note: Similar commands exist for "bold," "italicize," "underline" and "capitalize."