NUANCE

Dragon Dictate Medical for Mac
Command Cheat Sheet

HOW TO ISSUE COMMANDS

When issuing voice commands, be sure to pause before and after the full text of the command, but do not pause in the middle of the command. Do not include additional words within your command.

CONTROLLING THE MICROPHONE
Go to sleep
Wake up/Turn the microphone on
Microphone off

SELECTING TEXT
Select "text" [through/to "text"]
Select next/previous
Select all
Unselect that

EDITING AND FORMATING
Cut selection
Copy selection
Paste from clipboard
Bold/underline/italicize "text"

UNDOING AND DELETING
Scratch that
Undo last action / Redo last action

CORRECTING TEXT
Correct "text" [through/to "text"]
Show/hide Recognition window
Read document /Read the selection

INSERTING LINES AND SPACES
New line
New paragraph
Press the Enter key/Press OK
Tab key/Press the key Tab

CAPITALIZING
Capitalize "text" [through/to "text"]
Caps on/Caps off
All caps on/All caps off
Uppercase "text" [through/to "text"]
Lowercase "text" [through/to "text"]

MOVING AROUND IN DOCUMENTS
Move forward/backward [number] words
Move left/right [number] words
Go to beginning; Go to end
Move to beginning of document
Move to end of document
Insert before [text]; insert after [text]

CONTROLLING THE DESKTOP
Activate [application name]
Open [application name]
Launch [application name]
Quit [application name]
Kill [application name]
Hide this/the application
Minimize window
Zoom window
Close this window
Switch to next/previous application
Search Mac for [text]
Search Spotlight for [text]

PUNCTUATION
Period
Comma
Question mark
Exclamation point or exclamation mark
Colon
Semi-colon
Open quote/close quote
Open parenthesis/close parenthesis
Ellipsis
Ampersand
Dash
Hyphen
Put brackets around [text]
Put parentheses around [text]
Put quotes around [text]

DRAGON DICTATE MEDICAL FOR MAC WINDOW COMMANDS

Show/hide Status Window	The Status window is the primary user interface for Dragon Dictate Medical for Mac. This "control center" for the application includes a microphone icon, a sound input level, a mode button, a "bring to front" button, and a Recognition Window to correct errors. The bottom area of the Status window indicates the dictation target window (e.g., which application Dragon Dictate Medical for Mac will place your text into).
Show/hide Available Commands window	The Available Commands Window serves as a "cheat sheet" on your desktop to remind you about the voice commands that you can use to control your computer.
Show/hide Recognition window	The Recognition window is used to correct misrecognized text, "teaching" Dragon Dictate Medical for Mac so that it will be less likely to make the same mistake moving forward.
Bring Dictate to the front	Brings Dragon Dictate Medical for Mac to the front so that you can access the Status window and menu bar options.

BUTTON/KEYBOARD COMMANDS

Press Cancel/Don't Save/OK	Selects and clicks a specific button within a dialog box.
Press the key [key name]	Enters the key name as though the key had been pressed on the keyboard. Key names are alphabet keys, numbers, function keys, or other named keys.
Press the key [modifiers] [key name] [key name]	Enters the key combination as though the keys had been pressed on the keyboard. Modifiers are Control, Shift, Command, Option, Function, and Caps Lock.

WORKING ON THE WEB

Search Google/Bing/Yahoo for "text"	Select from Google, Bing or Yahoo to find your specific search criteria on the Web. For example, "Search Google for Centers for Disease Control and Prevention." These commands work regardless of what application is currently open on your screen.
Jump to [site address]	Web 100 Commands take you in your browser to any of 100 commonly used Web sites just by saying the name of the site. For example, you can say "Jump to American Heart Association" to open the American Heart Association web page no matter what application is currently active on your screen.
Access open location window	In Safari, this command moves your cursor to the address bar. Dictate the site address just as you would say it to a colleague. When you have dictated the complete address, say "Press the key Enter."
Scroll up/down	Navigate the content of a web page by voice.

MANAGING EMAIL

Send email to [name]	Consult your Address Book in Mail. Dragon Dictate Medical for Mac allows you to say the name of any person or group having an email address in your Address Book. "Name" is the primary addressee of your message. You can specify multiple recipients by appending and [Name] to your command. After you've dictated your text, say Send message to send your mail.