NAVIGATION COMMANDS

"accept defaults"	"first field"
"field complete"	"last field"
"new line"	"start of field"
"new paragraph"	"end of field"
"next field"	"go to end of paragraph"
"previous field"	"go to end of sentence"

WORK EFFICIENTLY

- You can **"select"** the text and record new text.
- Use your voice instead of keyboard or mouse to perform tasks.
- You can place the cursor in the middle of text and then record/type to insert new text.
- Say **"what can I say"** for a list of all available commands.
- Use hotkeys or the buttons on your microphone.

TIPS

- If single words are not being recognized correctly, try to avoid correcting one word at a time; delete the whole phrase and say it again.
- Say **"open settings"** to configure hotkeys and microphone buttons.
- Use hotkeys or the buttons on your microphone to initiate actions.

ADD CUSTOM WORDS

"manage vocabulary" to Add/Delete custom words (names, locations, new medications)

"train word"

CONTROL THE APPLICATION

"open Dictation Box"	"recall text"
"close Dictation Box"	"discard text"
"transfer text"	"launch help"

"close Dragon" – hide the application

"open Dragon" – show the application after being closed/hidden

ANCHORING

"anchor speech focus" – allows the user to place the cursor where they want the dictation to go, then move around to other applications (labs, xrays, etc.)

"release speech focus"

"show anchored application" brings the anchored application back into focus

FORMATTING

"format that bold"	"format that underline"
"format that italic"	"format that normal"

MANAGE AUTO-TEXTS

"make that an auto-text" or **"add auto-text"** – select the words/paragraph you would like to make an auto text and it starts the Add process

MANAGE COMMANDS

"create command" or **"add command"** – opens the dialog box to add step-by-step commands

CORRECTION

"scratch that" or "delete that"	"scratch word" or "delete word"
"undo that"	"redo that"
"select <text>" or "correct <text>"	"select <text> to <text>" or "select <text> through <text>" or "correct <text> to <text>" or "correct <text> through <text>"
"resume with <text>" – continues editing from the specified text	"insert before <text>"
"go back" returns the cursor focus to before the previous selection command.	"add that to vocabulary"
"do not recognize that word" – deletes the select word from the vocabulary	"all caps that"
"cap that"	"deselect that" or "unselect that" or "cancel selection" or "cancel"
"select all"	"select this paragraph"
"select next paragraph"	"select previous paragraph"
"select first paragraph"	"select last paragraph"
"select this word"	"select next word"
"select previous word"	"select first word"
"select last word"	"select this sentence"
"select next sentence"	"select previous sentence"
"select first sentence" (or last)	

POWER MIC

A	=	Transfer Text
B	=	Previous Field
C	=	Next Field
D	=	Press-and-hold
E	=	Accepts Defaults
F	=	Anchor/Release Speech Focus