

Nuance[®] Dragon[®] Dictate for Mac[®]

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 formatting

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]



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.

To learn more about Dragon Dictate for Mac, as well as the complete line of Dragon speech recognition products, visit:

www.nuance.com/dragon/

Dragon Dictate window commands	
Show/hide Status Window	The Status window is the primary user interface for Dragon. 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 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 so that it will be less likely to make the same mistake moving forward.
Bring Dictate to the front	Brings Dragon Dictate 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 - Safari	
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 Boston Celtics schedule.” These commands work regardless of what application is currently open on your screen.
Scroll One Screen Down/Up	Scroll the current page down or up
Working in your Gmail inbox*	
Show Links	Displays a number next to all clickable links in your Gmail inbox.
Choose <n>	Click on the numbered link after you have displayed the links using the “Show Links” command.
Click <link>	Click on available links simply by speaking “Click” followed by the name of the link. For example, you can say “Click Inbox”, “Click Sent Mail” or “Click Back to Inbox.” You can also click on emails in your inbox by saying “Click” followed by the first 3-5 words in the email subject.
Managing email	
Send email to [name]	Consult your Address Book in Mail. Dragon Dictate 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. NOTE: Enable Email Commands in Dictate’s Preferences first.

*Safari and Firefox browsers only. You must have Dragon Web Extensions installed. Visit www.nuance.com/extensions to install the latest versions.



About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit www.nuance.com.

