

Commands for diction

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word	Literal word
Insert the numerical form of a number	Numeral number
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Don't insert a space before the next word	No space
Go to the start of the current sentence	Go to start of sentence
Go to the start of the current paragraph	Go to start of paragraph
Go to the start of the current document	Go to start of document
Go to the end of the current sentence	Go to end of sentence
Go to the end of the current paragraph	go to end of paragraph
Go to the end of the current document	Go to send of document
Select a word in the current document	Select word
Select a word range in the current document	Select word range; select word through word
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous 20 words; previous 10 words
Select a number of words after the location of the cursor	Select next 20 words; select next 10 words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of a word	Caps word
Capitalize all the letters of a word	All caps word
Make the letters in a word lowercase	No caps word
Change the next number of words to uppercase	Change the next 10 words to uppercase
Change the next number of words to lowercase	Change the next 10 words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for punctuation marks and special characters

To insert this	Say this
,	Comma
;	Semicolon
.	Period; dot; decimal point
:	Colon
“	Open double quote; open quote
”	Close double quote; close quote; close inverted commas
’	Apostrophe
‘	Open single quote
’	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde
@	At sign
!	Exclamation mark; exclamation point
?	Question mark
#	Number sign; pound sign
\$	Dollar sign
%	Percent sign
^	Caret
(Open parenthesis; open paren
)	Close parenthesis; close paren
_	Underscore
-	Hyphen; minus sign; dash
–	En dash
—	Em dash
=	Equal sign
+	Plus sign
{	Open brace; open curly bracket
}	Close brace; close curly bracket
[Open bracket; open square bracket
]	Close bracket; close square bracket
	Vertical bar
: -)	Smiley face
: -(Frowny face
; -)	Winky face
™	Trademark sign
$\frac{3}{4}$	Three-quarter sign
$\frac{1}{4}$	One-quarter sign

½	One-half sign
£	Pound sterling sign
&	Ampersand sign; and sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign
§	Section sign
	Copyright sign
®	Registered sign; registered trademark sign
°	Degree sign
¶	paragraph sign
...	Ellipsis; dot dot dot
f	Function sign

Commands for the keyboard

To do this	Say this
Press a key or key combination	Press keyboard key; press A; press capital B; press shift plus A; press Ctrl plus A;
Press certain keyboard keys without saying "press" first	Delete; backspace; enter; page up; page down; home; end; tab

NOTES:

- You can also use the ICAONATO alphabet. For example, say "press alpha" to press A or "press bravo" to press B.
- Speech recognition commands for the keyboard only work with languages that use Latin alphabets.