Nuance[®] Dragon[®] for Mac[®]

Controlling the microphone

Go to sleep Wake up 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/italicise "text"

Undoing and deleting

Scratch that Undo last action / Redo last action

Correcting text Correct "text" [through/to "text"] 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

Capitalising

Capitalise "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 Minimise window Zoom window Close this window Switch to next/previous application Search Mac for [text] Search Spotlight for [text]

Punctuation

Period/Full stop 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 for Mac, as well as the complete line of Dragon speech recognition products, visit:

www.nuance.co.uk/dragon/



Dragon for Mac window commands	
Show/hide Status Window	The Status window is the primary user interface for Dragon.
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.
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	
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></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 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. NOTE: Enable Email Commands in Dragon for Mac's Preferences first.

** 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.



© 2015 Nuance Communications, Inc. Nuance proprietary information. All rights reserved. Nuance, the Nuance logo and Dragon are trademarks and/or registered trademarks of Nuance Communications, Inc. and/or its subsidiaries in the United States and/or other countries. All other trademarks are properties of their respective owners.