

# Voice Commands

## Controlling the Microphone

"Go to sleep"

temporarily deactivate microphone

"Wake up"

reactivate microphone

"Microphone off"

turn the microphone off

## DictaNet commands

"Instruction on / instruction off"

add instructions (displayed in green)

"Phrase list on / phrase list off"

open phrase list

"Play document"

play back the entire document

"End of dictation / dictation off"

end the active dictation and open the save menu

## Paragraphs & lines

"New paragraph"

press Enter key twice, capitalize next word

"New line"

press Enter key once, don't capitalize next word

"Space bar"

press the Space Bar

"Tab key"

press the Tab key

## Capitalizing text

"Cap that"

capitalize first letter of each word in selected text

"All-caps that"

apply all uppercase to selected text

"cap / no caps ..."

start / don't start next word with a capital

"All-caps on"

start writing in all uppercase

"All-caps off"

stop writing in all uppercase

## Formatting text

"Bold that"

apply bold to selected text

"Italicize that"

apply italics to selected text

"Underline that"

apply underline to selected text

"Font-name ..."

change font type, e.g. Times New Roman, Arial

"Font-size ..."

change font size, e.g. 10, 12, 14

"Restore that"

remove formatting from selected text

## Erasing and undoing

"Scratch that"

erase selected text

"Undo that"

undo last action

## Selecting and correcting

"Select ..."

select that word/phrase

"Select again"

select another instance of the last thing you selected

"Correct ..."

correct mistakes of the speech recognition

"Correct that"

opens correction mode

## Moving around in a document

"Insert after ... / insert before ..."

insert after/before specified text

"Go to top / go to bottom"

move cursor to top/bottom of the document

"Go to beginning of line / go to end of line"

move cursor to beginning/end of the line