**Speech Recognition Commands**

| **To do this** | **Say this** |
| --- | --- |
| Click any item (name) | File; Start; View |
| Click item | Click Recycle Bin; Click Computer; Click File |
| Double-click item | Double-click Computer; Double-click File |
| Switch to an open program | Switch to WordPad; Switch to program name |
| Scroll direction | Scroll up; Scroll down; Scroll left; Scroll right |
| Insert a new paragraph or new line  | New paragraph; New line |
| Select a word  | Select word |
| Select a word and correct it | Correct word |
| Select & delete words | Delete word |
| Show a list of applicable commands | What can I say? |
| Update the list of speech commands that are currently available | Refresh speech commands |
| Make the computer listen to you | Start listening |
| Make the computer stop listening | Stop listening |
| Move the Speech Recognition microphone  | Move speech recognition |
| Minimize the microphone bar | Minimize speech recognition |
| View Windows Help  | How do I \_\_\_\_\_? |

### Commands for working with text

| **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; for example, you can insert the word "comma" instead of the punctuation mark | Literal word |
| Insert the numeral 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 |
| Do not insert a space before the next word | No space |
| Go to the start of the sentence  | Go to start of sentence |
| Go to the start of the paragraph  | Go to start of paragraph |
| Go to the start of the document | Go to start of document |
| Go to the end of the sentence that the cursor is in | Go to end of sentence |
| Go to the end of the paragraph  | Go to end of paragraph |
| Go to the end of the current document | Go to end of document |
| Select a word  | Select word |
| Select the word range | Select word range; Select word through word |
| Select all text in the current document | Select all |
| Select the last text you dictated | Select that |
| Clear the selection  | Clear selection |
| Capitalize the first letter of the word | Caps word |
| Capitalize all the letters of the word | All caps word |
| Make all the letters in the word lowercase | No caps word |
| 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 keyboard keys

|  |  |
| --- | --- |
| Press any key on the keyboard | Press keyboard key; Press a; Press capital b; Press SHIFT plus a |
| Press certain keyboard keys without saying "Press" first | Delete; Backspace; Enter; Page Up; Page down; Home; End; Tab |

### Commands for punctuation marks and special characters

| **To make this appear** | **Say this** |
| --- | --- |
| , | Comma |
| ; | Semicolon |
| . | Period; Dot; Decimal point |
| : | Colon |
| “ | Open double quote; Open quote; Open inverted commas |
| ” | 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; Hash sign |
| $ | Dollar sign |
| % | Percent sign |
| ^ | Caret |
| ( | Open parenthesis; Open paren |
| ) | Close parenthesis |
| \_ | Underscore |
| - | Hyphen; Minus sign; Dash |
| – | En dash |
| — | Double 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 |
| :-) | Press smiley face |
| :-( | Press frowny face |
| ;-) | Press winky face |
| ™ | Trademark sign |
| ¾ | Three quarter sign |
| ¼ | One quarter sign |
| ½ | One half sign |
| £ | Pound sterling sign; pound; pound sign |
| & | Ampersand; 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 |
| ƒ | Function sign |

### Commands for using common controls

| **To do this** | **Say this** |
| --- | --- |
| Click any item by saying its name | File; Edit; View; Save; bold |
| Click any item | Click File; Click bold; Click Save; Click Close |
| Double-click any item | Double-click Computer; Double-click Recycle Bin; Double-click Folder name |
| Right-click any item | Right-click Computer; Right-click Recycle Bin; Right-click Folder name |
| Minimize all windows to show your desktop | Show Desktop |
| Click something you don't know the name of | Show numbers (Numbers will appear on the screen for every item in the active window) |
| Click a numbered item | 19 OK; 5 OK |
| Double-click a numbered item | Double-click 19; Double-click 5 |
| Right-click a numbered item | Right-click 19; Right-click 5 |

### Commands for working with windows

| **To do this** | **Say this** |
| --- | --- |
| Open a program | Open Paint; Open WordPad; Open program name |
| Switch to an open program | Switch to Paint; Switch to WordPad;  |
| Close a program | Close that; Close Paint; Close Documents;  |
| Restore | Restore that; Restore Paint; Restore Internet Explorer (only works with the active window) |
| Minimize | Minimize that; Minimize Paint  |
| Maximize | Maximize that; Maximize Paint |
| Cut | Cut that; Cut |
| Copy | Copy that; Copy |
| Paste | Paste |
| Delete | Delete that; Delete |
| Undo | Undo that; Scratch that; Undo |
| Scroll direction | Scroll up; Scroll down; Scroll right; Scroll left |
| Scroll an exact distance in pages | Scroll down 2 pages; Scroll up 10 pages |
| Go to a field  | Go to field name; Go to Subject; Go to Address;  |