



# Methodist Rehabilitation Center

## Assistive Technology

Adaptive Computing Tutorial  
 Dragon Naturally Speaking for Windows  
 Top Ten General Commands

1	<b>Wake up</b>	Turns microphone on	alternative: <b>Listen to me</b>
2	<b>Go to sleep</b>	Puts microphone to rest	alternative: <b>Stop listening</b>
3	<b>Scratch that</b>	To remove and forget the last utterance	<b>Scratch that &lt;x &gt; times</b> will remove the last x utterances
4	Select *	<b>Select &lt;word&gt;</b>	will highlight that word and allow changes
	Correct*	<b>Correct &lt;word&gt;</b> <b>Correct &lt;text&gt;</b>	allows corrections to text
5	<b>What can I say</b>	provides a list of currently available commands	
6	Press *	<b>Press &lt;key&gt;</b>	the same as pressing the key on the keyboard; see extra info below
7	<b>Spell that</b>	allows the user to dictate the letters or Alpha-Bravo words	used for a one time occurrence of a word or name
8	<b>Start &lt;application name&gt;</b>	application name must be exactly as listed on Desktop or in the Start Menu List	

9	*Modes on/off*	<b>Spell mode on</b> <b>Spell mode off</b>	only letters, numbers, and commands are recognized
		<b>Number mode on</b> <b>Number mode off</b>	only numbers recognized
		<b>Command mode on</b> <b>Command mode off</b>	only commands are recognized
10	Window management	<b>Close window</b>	will close the active window, will probably bring up a dialog box to save the file
		<b>Maximize window</b>	makes the window large
		<b>Minimize window</b>	minimizes the window

### Press Command + Keyboard Key Names

To type a letter use **Press <letter>**

example: **Press t** will type the letter t.

To type a capital letter, use **Press Cap <letter>**

example: **Press Cap t** will type the letter T.

To type a number use **Press <number>**

example: **Press 5** will type the number 5

To activate a Function key use **Press Function <number>**

example: **Press Function 1** will activate help

To perform a keyboard shortcut, use **Press <modifier key> <key>**

Modifier key names are: Shift + Shift, CTRL = Control, Alt = Alt

When you're pressing keys, you can press any combination of the modifier keys (SHIFT, CTRL, and ALT) at the same time as another key, such as a letter.

For example, you can say:

**Press Control Z** to undo the last action

**Press Alt F** to open the File menu)

**Press Shift Tab** to moves backward through dialog box options

Other named keys names may be used with **Press**

Up Arrow

Down Arrow

Right Arrow

Left Arrow

Home Key

End Key

Page Up

Page Down

Insert Key

Delete Key

Control Key

Shift Key

Alt Key

Print Screen

Scroll Lock

Pause Key

Num Lock