



Methodist Rehabilitation Center

Assistive Technology

Adaptive Computing Tutorial
 Dragon Naturally Speaking for Windows
 Top Ten Desktop Navigation Commands

1	Start <program name> Start <file name>	start a program or open a document using program name or document name on icon on Desktop	file name example: sales.doc Start sales dot doc journal.wpd Start journal dot w p d
2	Start <folder name?>	opens a folder on the Desktop or in an active window	
3	Click Start	opens the Start Menu	alternative: Click Start Menu
4	Click <button> Click <tab> Click <option>	most options in Windows are available by using Click <option name>	
5	Mouse click	after placing the mouse pointer over the Desktop, a mouse click puts the focus on the Desktop	
6	Start <icon name>	after placing the focus on the Desktop, saying the icon name will open the program, file, folder, etc.	
7	*active window controls*	Click minimize	will minimize the active window to the bar
		Click maximize	will maximize an active window to large size
		Click restore	will return a maximized window to original size
		Click close Close window	close the active window

8	Press ALT F4	closes the active program, if no program is open this will close down the computer	
9	*Scroll vertically in window*	Move up Move down Move up <1-20> Move down <1-20>	will scroll up and down the page, user may specify number of bumps
10	*scroll horizontally in window*	Move left Move right Move left <1-20> Move right <1-20>	will scroll left and right on the page, user may specify number of bumps