



# Methodist Rehabilitation Center

## Assistive Technology

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

1	<b>Scratch that</b>	removes the last utterance	
2	<b>Scratch that &lt;1-20&gt; times</b>	removes the last 1-20 utterances	
3	<b>Undo</b>	undoes the last action	
4	<b>Delete previous word</b>	deletes the previous word <b>Delete previous &lt;1-20&gt; words</b> deletes the specified number of words	
5	<b>Backspace Backspace &lt;1-20&gt;</b>	Backspaces/removes previous character backspaces/removes the specified number	
6	*Select *	<b>Select next character</b>	highlights the next character
		<b>Select forward &lt;1-20&gt; characters</b>	highlights next defined number of characters
		<b>Select previous word</b>	highlights the previous word
		<b>Select back &lt;1- 20&gt; words</b>	defined number of words
		<b>Select next line</b>	highlight the next line
		<b>Select forward &lt;1-20&gt; lines</b>	defined number of words
		<b>Select previous paragraph</b>	highlights previous paragraph
		<b>Select back &lt;1- 20&gt; paragraphs</b>	defined number of paragraphs
		<b>Select all Select document</b>	either highlights full document

7	*Correct*	<b>Correct &lt;word&gt;</b>	opens the correction menu for a specific word
		<b>Correct &lt;text string&gt;</b>	opens the correction menu for a text string
8	*Moving the insertion point*	<b>Move right a character</b>  <b>Move left &lt;1-20&gt; characters</b>  <b>Move forward &lt;1-20&gt; characters</b>  <b>Move back &lt;1-20&gt; characters</b>	to move the insertion point by a character or characters
		<b>Move right a word</b>  <b>Move left &lt;1-20&gt; words</b>	to move the insertion point by a word or words
		<b>Move up a paragraph</b>  <b>Move back &lt;1-20&gt; Paragraphs</b>  <b>Move Down a paragraph</b>  <b>Move forward &lt;1-20&gt; paragraphs</b>	to move the insertion point by paragraph
9	<b>New line</b>	presses the Enter key once	
10	<b>New paragraph</b>	presses the Enter key twice and capitalizes the next word	