# Nuance<sup>®</sup> Dragon<sup>®</sup> Legal Individual

## **Control the microphone**

Go to sleep | Stop listening Wake up | Listen to me Microphone off

## Get help

Give me help "Search the help for ..." What can I say

Show navigation commands

- Show correction commands
- Show formatting commands
- Show punctuation commands
- Open help

## Basic dictation and editing

## Add lines and spaces

New line | Press enter New paragraph Press Tab key | Tab key | Tab Tab <n> times

### **Dictating punctuation**

Period Comma Question mark Exclamation mark

## Fixing mistakes

Undo | Undo that Scratch that Scratch that <n> times Delete line Delete last <n> words Delete <text> Resume with <xyz> Backspace <n> Correct <xyz> Correct that

## Select text

Select all Select <xyz> Select next <n> words Select <start> through <end> Select previous paragraph Select document Unselect that

## Format

Underline <xyz>, Capitalize <xyz> All caps on | off Quote that Bracket that

## Copy and paste

Cut | Copy that Cut |Copy <text> Cut |Copy from <text> to <text> Paste that

### Spell out

Spell that Spell <cap b a hyphen 5> Spell <Charlie alpha papa> Switch to Spell mode

## Move the insertion point

Insert before <xyz> Go back Go to top | bottom Move down <n> lines Go to end of line Move left <n> characters Page up | down

## Move in a list

Move down <n> Go to bottom | top Press Enter Press right arrow

## Add new words or commands

Add new word Add new command Open vocabulary editor Open command browser

## Search the computer

Search the computer for... Search documents for... Search e-mail for...

## Searching the web

Search the web for <text> Search eBay for <text> Open top sites for <text> Search video for <text>



## How to issue commands

When issuing voice commands, be sure to pause before and after the full text of the command, but do not pause in the middle of the command. Do not include additional words within your command.

## To click a button or other interface item

Say its name preceded by "click" (see the Commands tab of the Options dialog).

## To learn more about Dragon Legal Individual, as well as the complete line of Dragon speech recognition products, visit:

www.nuance.com/dragon/



## Working with the web

(Dragon Web Extensions must be enabled in Internet Explorer<sup>®</sup> or Chrome<sup>™</sup>) Show links Press alt d Press Enter Press F5 Open new tab, Press control t Press control f click <link name> click link click text field or click edit box click [radio] button click checkbox click image click list box then show choices - If more than one match: choose <n> or hide numbers or cancel

## Work with windows

Switch to <window name> Minimize window Show Desktop Restore windows List all windows List windows for <program>

## Start and close items

(see the options for Start menu and Desktop) Click Start Start DragonPad Start <item name> Start Microsoft Word Start Internet Explorer Open Control Panel Close window, Press alt F4

## Mouse control

Move mouse up Move mouse right Move mouse down slower Stop Mouse click Mouse double click Mouse right click

## About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit www.nuance.com.



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