

# Nuance<sup>®</sup>

# Dragon<sup>®</sup> Dictate

# Medical for Mac<sup>®</sup>

## 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.

### Controlling the microphone

Go to sleep  
Wake up/Turn the microphone on  
Microphone off

### Selecting text

Select "text" [through/to "text"]  
Select next/previous  
Select all  
Unselect that

### Editing and formatting

Cut selection  
Copy selection  
Paste from clipboard  
Bold/underline/italicise "text"

### Undoing and deleting

Scratch that  
Undo last action/Redo last action

### Correcting text

Correct "text" [through/to "text"]  
Show/hide Recognition window  
Read document/Read the selection

### Inserting lines and spaces

New line  
New paragraph  
Press the Enter key/Press OK  
Tab key/Press the key Tab

### Capitalising

Capitalise "text" [through/to "text"]  
Caps on/Caps off  
All caps on/All caps off  
Uppercase "text" [through/to "text"]  
Lowercase "text" [through/to "text"]

### Moving around in documents

Move forward/backward [number] words  
Move left/right [number] words  
Go to beginning; Go to end  
Move to beginning of document  
Move to end of document  
Insert before [text]; insert after [text]

### Controlling the desktop

Activate [application name]  
Open [application name]  
Launch [application name]  
Quit [application name]  
Hide this/the application  
Minimise window  
Zoom window  
Close this window  
Switch to next/previous application  
Search Mac for [text]  
Search Spotlight for [text]

### Punctuation

Period or Full stop  
Comma  
Question mark  
Exclamation point or exclamation mark  
Colon  
Semi-colon  
Open quote/close quote  
Open parenthesis/close parenthesis  
Ellipsis  
Ampersand  
Dash  
Hyphen  
Put brackets around [text]  
Put parentheses around [text]  
Put quotes around [text]

#### Dragon Dictate Medical for Mac window commands

|                                     |   |
|-------------------------------------|---|
| Show/hide status window             | The Status window is the primary user interface for Dragon Dictate Medical for Mac. This “control center” for the application includes a microphone icon, a sound input level, a mode button, a “bring to front” button, and a Recognition Window to correct errors. The bottom area of the Status window indicates the dictation target window (e.g., which application Dragon Dictate Medical for Mac will place your text into). |
| Show/hide Available Commands window | The Available Commands Window serves as a “cheat sheet” on your desktop to remind you about the voice commands that you can use to control your computer.   |
| Show/hide Recognition window        | The Recognition window is used to correct misrecognized text, “teaching” Dragon Dictate Medical for Mac so that it will be less likely to make the same mistake moving forward.   |
| Bring Dictate to the front          | Brings Dragon Dictate Medical for Mac to the front so that you can access the Status window and menu bar options.   |

#### Button/keyboard commands

|   |   |
|---|---|
| Press Cancel/Don't Save/OK                      | Selects and clicks a specific button within a dialog box.   |
| Press the key [key name]                        | Enters the key name as though the key had been pressed on the keyboard. Key names are alphabet keys, numbers, function keys, or other named keys.       |
| Press the key [modifiers] [key name] [key name] | Enters the key combination as though the keys had been pressed on the keyboard. Modifiers are Control, Shift, Command, Option, Function, and Caps Lock. |

#### Working on the web

|                                     |   |
|-------------------------------------|---|
| Search Google/Bing/Yahoo for “text” | Select from Google, Bing or Yahoo to find your specific search criteria on the Web. For example, “Search Google for Centers for Disease Control and Prevention.” These commands work regardless of what application is currently open on your screen.           |
| Jump to [site address]              | Web 100 Commands take you in your browser to any of 100 commonly used Web sites just by saying the name of the site. For example, you can say “Jump to Wikipedia” to open the Wikipedia web page no matter what application is currently active on your screen. |
| Access open location window         | In Safari, this command moves your cursor to the address bar. Dictate the site address just as you would say it to a colleague. When you have dictated the complete address, say “Press the key Enter.”   |
| Scroll up/down                      | Navigate the content of a web page by voice.  |

#### Managing email

|                      |  |
|----------------------|--|
| Send email to [name] | Consult your Address Book in Mail. Dragon Dictate Medical for Mac allows you to say the name of any person or group having an email address in your Address Book. “Name” is the primary addressee of your message. You can specify multiple recipients by appending and [Name] to your command. After you’ve dictated your text, say Send message to send your mail. |
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#### 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](http://www.nuance.com).