

*Quick Reference*

PerfectOffice

for WINDOWS

# Speech Commands



# SPEECH COMMANDS

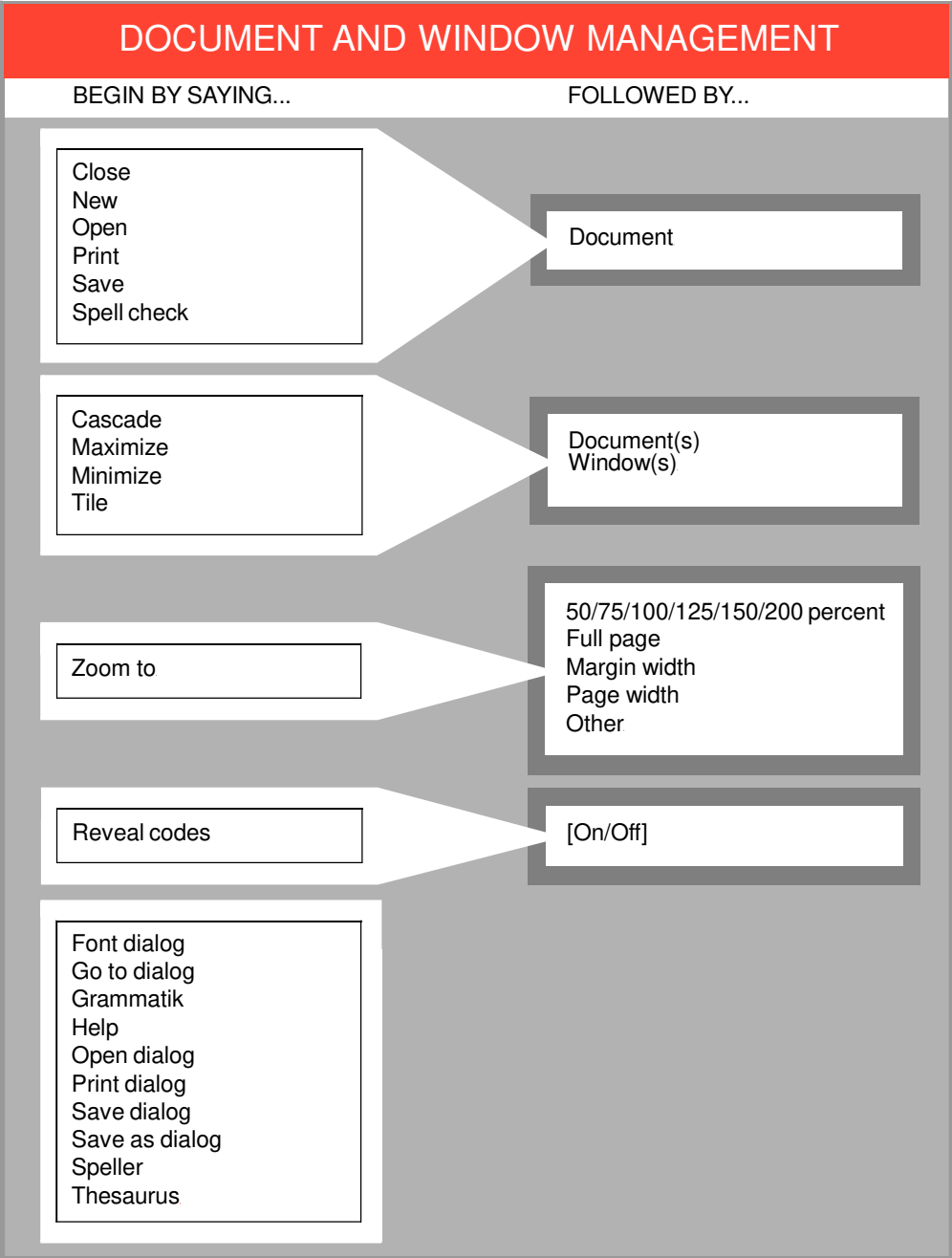
This booklet contains the speech commands for some of the basic navigation, editing, and document management tasks you perform when using the DragonDictate® Talk -> To™ PerfectOffice™ speech recognition system in WordPerfect 6.1 for Windows (CD-ROM version) or the PerfectOffice suite of products (CD-ROM version).

To use this Quick Reference booklet,

- 1 Turn to the product commands you want to use.
- 2 Find the command category heading you want (for example, Navigation), then find the speech command you want.
- 3 Read into the microphone the appropriate commands from left to right without pausing between words.

[ ] designates an optional word or number. For instance, the word “[Previous]” in certain speech commands is optional; you can choose to say the word “Previous” as part of the command or not. Some commands will require you to say a number (usually one through five) as in “Up three lines”.

- 4 If you change your mind after saying a speech command, in most cases you can reverse the action by saying “Undo”.



## TEXT EDITING AND FORMATTING

BEGIN BY SAYING...

FOLLOWED BY...

Center[Justify]  
Double space  
Full justify  
Indent  
Left justify  
Right justify  
Single space  
Triple space

Paragraph  
Selection

Copy  
Cut  
Delete  
New/Create  
Print  
Spell check

Word  
Line  
Sentence  
Paragraph  
Page  
Document  
Selection

Backspace  
Indent  
Redo  
Tab  
Undelete  
Undo

## TEXT AND DOCUMENT ATTRIBUTES

BEGIN BY SAYING...

FOLLOWED BY...

Bold  
Capitalize/Initial caps  
Double quote  
Italicize/Italic  
Lowercase/No caps  
Single quote  
Small caps  
Underline  
Uppercase/All caps

Word  
Line  
Sentence  
Paragraph  
Selection

WORDPERFECT COMMANDS

## TEXT AND DOCUMENT ATTRIBUTES (CONT.)

BEGIN BY SAYING...

FOLLOWED BY

Set/Change

Columns  
Font  
Font Size  
Justification  
Line Spacing  
Margins  
Page Size/Paper Size

All Caps/Caps [Lock]  
Bold  
Columns  
Italics  
Select[ion]  
Underline

On  
Off

## SELECTION

BEGIN BY SAYING...

FOLLOWED BY...

Select

[1-5]  
[Previous]

Character(s)  
Word(s)  
Line(s)  
Sentence(s)  
Paragraph(s)  
Page(s)

Select

Document  
On  
Off

Begin  
Clear  
End  
Paste

Selection

# NAVIGATION

BEGIN BY SAYING...

FOLLOWED BY...

Beginning of/Top of\*  
End of/Bottom of\*  
\*Does not apply to Line,  
Word, or Sentence.

[Previous]

Word  
Line  
Sentence  
Paragraph  
Page  
Document

Previous  
Next

Character  
Word  
Line  
Sentence  
Paragraph  
Page

Page

Up  
Down

Cursor

Left  
Right

Stop

Scroll

Up  
Down

Stop

Up  
Down

1-5

Line(s)  
Paragraph(s)  
Page(s)

Left/Back  
Right/Forward

1-5

Character(s)  
Word(s)  
Sentence(s)  
Paragraph(s)

WORDPERFECT COMMANDS

# DESKTOP

BEGIN BY SAYING...

FOLLOWED BY...

Launch/Run

Calculator  
Cardfile  
Clock  
DOS  
Envoy  
File manager  
GroupWise/Mail  
InfoCentral  
Notepad  
Presentations  
Print manager  
Program  
Quattro Pro  
QuickFinder  
Sound recorder  
Speller  
Thesaurus  
Windows setup  
WordPerfect

New/Create  
Edit

Button  
Macro  
Quick Task  
Script  
Toolbar

Quick

Clips  
Copy  
Cut  
Files  
Open  
Paste  
Run  
Task

Cascade  
Tile  
Minimize  
Maximize  
Exit

DAD

Restart  
Exit

Windows

# NAVIGATION

BEGIN BY SAYING...

FOLLOWED BY...

Beginning of/Top of  
End of/Bottom of

[Previous]

Column  
Row  
Page  
Table\*  
\*Table is local set of cells

Up/Down  
Left/Right

1-5

Cell(s)  
Column(s)  
Row(s)  
Table(s)

Previous  
Next

Cell  
Column  
Row  
Page

Zoom to

25/50/75/80/90/100/125/  
150/200 Percent

Page

Up  
Down

Cursor/Scroll

Left/Right  
Up/Down

Stop

Find

Next  
Previous

Find

QUATTRO PRO COMMANDS



# CELL AND TEXT EDITING

BEGIN BY SAYING...

FOLLOWED BY...

Bold  
Center [Align]  
Copy  
Cut  
Delete  
Fill  
Form  
Invert\*  
Italicize  
Left align  
Multiply\*  
Name  
Query  
Regress  
Reformat  
Right align  
Sort  
Sum  
Transpose  
Underline  
\*Table and Selection only

Cell  
Column  
Row  
Selection  
Table

Select

[1-5]  
[Previous]

Cell(s)  
Column(s)  
Row(s)

Select

1-5 by 1-5  
Page  
Table

Begin  
End  
Paste

1-5 by 1-5  
Page  
Table

Delete  
Insert

Column  
Entire column  
Entire row  
Row  
Page

## CELL AND TEXT EDITING (CONT.)

BEGIN BY SAYING...

Backspace  
Undo  
Redo

## TEXT AND NOTEBOOK ATTRIBUTES

BEGIN BY SAYING...

FOLLOWED BY...

Bold  
Italics  
Select[ion]  
Underline

On  
Off

Set/Change

Alignment  
Cell properties  
[Cell] style  
Column width  
Font  
Font size  
Graph title(s)  
Graph type  
Page properties  
Page size/Paper size  
Properties  
Preferences

## NOTEBOOK AND WINDOW MANAGEMENT

BEGIN BY SAYING...

FOLLOWED BY...

Calculate  
Close  
Import  
New/Create  
Open  
Save

Notebook/Spreadsheet

## NOTEBOOK AND WINDOW MANAGEMENT (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Print

Notebook/Spreadsheet  
Page  
Table

Cascade  
Tile

Notebook/Spreadsheet  
Windows

Analysis expert  
Budget expert  
Chart expert  
Consolidator  
Consolidate expert  
Database desktop  
Data model desktop  
Expert help  
Help  
Graph expert  
Open dialog  
Performance expert  
Save dialog  
Save as dialog  
Scenario expert  
Scenario manager  
Speller  
What if expert

# NAVIGATION AND SELECTION

BEGIN BY SAYING...

FOLLOWED BY...

First  
Last  
Next  
Previous

Slide

Page

Up  
Down  
Left  
Right

Cursor/Scroll

Up/Down  
Left/Right

Stop

Zoom to

50/75/100/150/200 percent  
Full page  
Margin size/Width  
Screen  
Size

Find

Next  
Previous

Single click  
Double click

Drag

Up  
Down  
Left  
Right  
Lower left  
Lower right  
Upper left  
Upper right

PRESENTATIONS COMMANDS

## NAVIGATION AND SELECTION (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Previous  
Next

Day  
Week  
Month  
Year

Calendars

Find [dialog]  
Font dialog  
Grammatik  
Help  
Open dialog  
Print dialog  
Save as dialog  
Save dialog  
Speller  
Thesaurus

## SLIDE EDITING

BEGIN BY SAYING...

FOLLOWED BY...

Edit slide show  
Play slide show  
Sort slides  
Speaker notes

Edit

Backgrounds  
Layouts  
Outline  
Slide list  
Slide order  
Slides

Cut  
Copy  
Delete  
Paste

Selection

Bold  
Italics  
Underline

On  
Off

## SLIDE EDITING (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

New

Arrow  
Bezier  
Bitmap  
Circle  
Circular arc  
Close curve  
Curve  
Ellipse  
Elliptical arc  
Freehand  
Line  
Polygon  
Regular polygon  
Rectangle  
Rounded rectangle

Add  
New

Bullet chart  
Bullet slide  
Combo slide  
Data chart  
Data slide  
Organizational chart  
Organizational slide  
Slide  
Title slide

Set/Change

Color [Attributes]  
Fill [Attributes]  
Font  
Font size  
Grid  
Line [Attributes]  
Line spacing  
Margins  
Page size  
Preferences  
Shadow [Attributes]  
Text [Attributes]

PRESENTATIONS COMMANDS

## SLIDE EDITING (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Grid  
[Grid] Snap  
Ruler  
Crosshair [Cursor]

On  
Off

New  
Close  
Open  
Save

Drawing  
Slide show/Presentation

Print

Current view  
Full page  
Slide/Drawing  
Handouts  
Selected object(s)  
Selection  
Slide show/Presentation  
Slide list  
Speaker notes

# OBJECT VIEWING AND NAVIGATION

BEGIN BY SAYING...

FOLLOWED BY...

Clear  
Collapse  
Expand  
Hoist  
Promote

[Line/Item]

Next  
Previous

Line/Item  
Object  
Screen  
Day  
Week  
Month  
Year  
Page

Clear  
Sort  
Top of/Beginning of  
Bottom of/End of

List/View

Move item

To beginning/To top  
To end/To bottom  
Up  
Down

Page  
Scroll

Up  
Down

Up  
Down

1-5

Line(s)/Item(s)

Calls to make  
Clear to end  
FastFind  
Find by example  
Housekeeping [Object]  
Information  
Flatten outline

INFOCENTRAL COMMANDS



# iBASE AND OBJECT EDITING

BEGIN BY SAYING...

FOLLOWED

Delete  
New/Create  
Open  
Rename  
Save

iBase

Set/Change

Password  
Preferences

New/Add

Account  
Appointment  
Area  
Category  
Event  
Heading  
Institutional  
Meeting  
Object  
Organization  
Person  
Product  
Project  
Publication  
Restaurant  
School  
Task  
Telephone call

Copy  
Cut  
Delete  
Paste

Object

Connect  
Find  
Relate  
Telephone/Call

Object

## iBASE AND OBJECT EDITING (CONT.)

BEGIN BY SAY-

Attach memo  
Complete connection  
File manager  
Search file(s)  
Undo

INFOCENTRAL COMMANDS

## VIEWING AND NAVIGATION

BEGIN BY SAYING...

FOLLOWED BY...

Beginning of/Top of  
End of/Bottom of

Document

Up  
Down

1-5 pages

First  
Last

Page

Next  
Previous

Page  
View

Page

Up  
Down

Show/View  
Hide

Annotations  
Quick tips  
Status bar  
Thumbnails  
Toolbar

Scroll

Up  
Down  
Left  
Right

Find

Next  
Previous

Go to

Bookmark  
Page

## VIEWING AND NAVIGATION (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Zoom to

25/50/75/80/90/100/120/  
200/400 percent  
Margin width  
Page width  
Page height

Zoom

In  
Out

## ANNOTATION

BEGIN BY SAYING...

FOLLOWED BY...

Bookmark  
Highlight  
Hypertext  
Selection  
Scroll  
Zoom in  
Zoom out

Tool

New

Bookmark  
Hyperlink  
Note

Copy  
Paste

Selection

Highlight text  
Insert note

Double click  
Single click/Button click

ENVOY COMMANDS

## DOCUMENT AND WINDOW MANAGEMENT

BEGIN BY SAYING...

FOLLOWED BY...

Close  
New  
Open  
Print  
Save

Document

Cascade  
Tile

Documents/Windows

Find dialog  
Help  
Open dialog  
Print dialog  
Save as dialog

# VIEW AND WINDOW MANAGEMENT

BEGIN BY SAYING...

FOLLOWED BY...

Address book  
Calendar  
Grammatik  
In box  
Main window  
Out box  
Speller  
Thesaurus  
Trash  
Unopened items

Filter  
Sort

List/View

Sort By

Date  
Sender  
Subject  
Type

Filter

Appointments  
Mail  
Notes  
Tasks  
Phone Messages

Set/Change

Password  
Preferences  
Rules

GROUPWISE COMMANDS

# MESSAGE MANAGEMENT

BEGIN BY SAYING...

FOLLOWED BY...

Assign task  
Assign personal task  
Busy search/Busy query  
Empty trash  
Print calendar  
Read [my] mail  
Read [my] new mail  
Schedule appointment/meeting  
Write note

New

Appointment  
Meeting  
Message/Mail  
Note  
Personal task  
Phone message  
Task

Select

[1-5]  
[Previous]

Message(s)/Item(s)

Archive  
Delete  
Print  
Save  
Spell check

Message/Item  
Selection

Open  
Read  
Next  
Previous

Attachment  
Message/Item

Up  
Down

[1-5]

Message(s)/Item(s)

GROUPWISE COMMANDS

## MESSAGE MANAGEMENT (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Scroll

Up  
Down

Stop

Cursor

Left  
Right

Stop

Page

Up  
Down

## TEXT EDITING AND NAVIGATION

BEGIN BY SAYING...

FOLLOWED BY...

Bold  
Italics  
Underline

Selection  
Off  
On

Copy  
Cut  
Delete  
Spell check

Word  
Line  
Selection

Select

[1-5]  
[Previous]

Character(s)  
Line(s)  
Word(s)

Back space  
Paste selection

GROUPWISE COMMANDS



GROUPWISE COMMANDS

TEXT EDITING AND NAVIGATION (CONT.)

BEGIN BY SAYING...

FOLLOWED BY...

Beginning of/Top of  
End of/Bottom of

Message  
Line  
Word

Up  
Down

[1-5]

Line(s)

Left  
Right

[1-5]

Word(s)  
Character(s)

Next  
Previous

Character  
Field  
Line  
Word

Find

Next  
Previous

Set

Font  
Font Size

Find [Dialog]  
Font Dialog