



Common Dictation Commands

ACTION	SYMBOL	SAY
Punctuation		
To add a full stop	.	Full stop
To add a comma	,	Comma
To add a colon	:	Colon
To add a hyphen or a dash	-	Hyphen
To insert open quotation marks	“	Open quote
To insert close quotation marks	”	Close quote
To insert open parentheses	(Open paren
To close parentheses)	Close paren
Dictating and Editing		
To select and replace several consecutive words e.g. 3 siblings to be replaced with 1 sibling	n/a	Select 3 siblings <i>Wait for Dragon to highlight the text</i> 1 Sibling
To select a phrase e.g. a red, itchy rash	n/a	Select A through rash
To correct a word e.g. here instead of her	n/a	Select her <i>Wait for Dragon to highlight the text</i> Here
To select a word e.g. red	n/a	Select red
To go to a new line	↵	New line
To create a new paragraph	n/a	New paragraph
To add a missing word e.g. Insert “is” after the word child	n/a	Insert after child <i>Wait for Dragon to reposition the cursor</i> Is
To delete the last word dictated	n/a	Delete that
To copy and paste a range of text e.g. “a red, itchy rash” to the end of the current sentence	n/a	Select A through rash <i>Wait for Dragon to highlight the text</i> Copy that Go to end Paste that
To undo the last action e.g. Un-bold a word, remove a sentence	n/a	Undo that



Common Dictation Commands (cont.)

ACTION	SYMBOL	SAY
Formatting		
To bold the last typed word/s	n/a	Bold that
To bold a word in the middle of a sentence. You need to select the required word e.g. Seriously	n/a	Select seriously <i>Wait for Dragon to highlight the text</i> Bold that
To capitalise the 1 st letter of a word e.g. child to Child	n/a	Child Cap that
To capitalise the whole word e.g. Change Immediately to IMMEDIATELY	n/a	Select Immediately All Caps That
To lowercase the whole word e.g. Change PATIENT to patient	n/a	Select patient Make it lowercase
Navigating		
To go to the end of the document	n/a	Go to end
To go to the beginning of the document	n/a	Go to top
To go to the end of the line	n/a	Go to end of line
Automatic Dragon Functionality		
Capital letters at the beginning of a sentence		
Dragon will insert a numeric not the written word e.g. 8 not eight		
All Verbal Commands		
To see full range of Dragon Commands, say "What can I say"		