

Nuance® Dragon® Professional Anywhere

Best practices and common commands.

Microphone control

- Click the red microphone button in Dragon to enable the microphone
- Click the green microphone button in Dragon to disable the microphone
- Press the microphone on/off hotkey to enable/disable
- Press and hold the Push-to-talk hotkey to enable and release the hotkey to disable
- Set hotkeys in Dragon in “Tools> Options> Hotkeys”

PowerMic control

- Press and hold the red PowerMic talk button to enable the microphone; release the button to turn off the microphone

Dictation best practices

- Speak in full sentences
- Include punctuation
- Pause briefly before and after saying a command
- Treat “new line”, “new paragraph” and punctuation as regular dictation—no pause required

Note: Dragon automatically capitalizes the first word after a period or paragraph

Dictating characters

Character	What you say	Character	What you say
.	Period	(Open parenthesis or Open paren
,	Comma)	Close parenthesis or Close paren
?	Question mark	&	Ampersand or and sign
:	Colon	!	Exclamation point or exclamation mark
;	Semi-colon	–	Hyphen
“	Open quote	--	Dash
”	Closed quote		

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Command	What it does
Cap <XYZ>	Capitalizes the first letter of dictated text ["Cap good morning" > "Good morning"]
Correct <XYZ>	Opens the correction menu for the selected text
Select <XYZ through XYZ>	Selects a range of text and opens the correction menu
Scratch that	Deletes the last dictated text
Undo that	Reverses the last action (like using ctrl-z on your keyboard)
New line	Inserts a new line and begins typing as a continuation of the previous text (the first sentence is not capitalized unless it follows a period)
New paragraph	Inserts two lines and begins typing as a new paragraph (the first sentence is capitalized regardless of the previous text)
Go to end	Cursor goes to the end of the text on the current page
What can I say	Opens the What Can I Say dialog box, displaying available navigation/correction/formatting/punctuation commands

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