

Useful Built-in Dragon Commands for Microsoft Word

By default, Dragon offers full text and editing control when working with MS Word.

Select and Correct

Command(s) you can say	Description
Select <text>	Selects/highlights the word or phrase dictated. This makes it ready for further dictation which will automatically replace the selected text. Where there is more than one instance of the selected text, a number will be revealed next to each occurrence. The desired text can be selected by dictating the number (e.g. say "2").
Correct <text>	Selects/highlights the word or phrase dictated. This makes it ready for further dictation which will automatically replace the selected text. Where there is more than one instance of the selected text, a number will be revealed next to each occurrence. The desired text can be selected by dictating the number (e.g. say "2"). Note: Dragon learns from the correction and updates the user profile. For example, saying "Correct Jane" and replacing the text with "Jayne" will teach Dragon to write out "Jayne" in the future.

Selecting Text

Command(s) you can say	Description
Select all	Selects all objects (text & images) within the document.
Unselect that	Un-selects any selected text.
Select <text/phrase> through<text/phrase>	Selects the range of text from the first word/phrase to the second word/phrase.
Select paragraph	Selects the paragraph where the cursor is currently positioned.
Select next paragraph	Selects the paragraph after the current cursor position.
Select previous paragraph	Selects the paragraph before the current cursor position.
Select next word Select the next word	Selects the word after the current cursor position.
Select previous word Select the previous word	Selects the word before the current cursor position.
Select next (x) words Select the next (x) words	Selects the next (x) words after the cursor. For example, say "select next 5 words". Note: Dragon will count punctuation as part of the number of words.
Select previous (x) words Select the previous (x) words	Selects the next (x) words before the cursor. For example, say "select previous 5 words". Note: Dragon will count punctuation as part of the number of words.

Navigation within a Word document

Command(s) you can say	Description
Insert after <text>	Positions the cursor after the dictated word or phrase. Where there is more than one instance of the dictated text, a number will be revealed next to each occurrence. The desired text can be selected by dictating the number (e.g. say "2").
Insert before <text>	Positions the cursor before the dictated word or phrase. Where there is more than one instance of the dictated text, a number will be revealed next to each occurrence. The desired text can be selected by dictating the number (e.g. say "2").
End of line Go to the end of the line	Moves the cursor to the end of the line.
Start of line Go to the beginning of the line	Moves the cursor to the start of the line.
End of document	Moves the cursor to the end of the document.
Beginning of document	Moves the cursor to the beginning of the document.
Move left (x) characters	Moves the current cursor position (x) characters to the left. For example, say "Move left 3 characters"
Move right (x) characters	Moves the current cursor position (x) characters to the right. For example, say "Move right 3 characters"
Move left (x) words	Moves the current cursor position (x) words to the left. For example, say "Move left 3 words"
Move right (x) words	Moves the current cursor position (x) words to the right. For example, say "Move right 3 words"
Move up (x) lines	Moves the current cursor position (x) lines up. For example, say "Move up 2 lines"
Move down (x) lines	Moves the current cursor position (x) lines down. For example, say "Move down 2 lines"
Move up (x) paragraphs	Moves the current cursor position (x) paragraphs up. For example, say "Move up 3 paragraphs"
Move down (x) paragraphs	Moves the current cursor position (x) paragraphs down. For example, say "Move down 3 paragraphs"

Formatting Text

Command(s) you can say	Description
Set font size to (x) points	Changes the selected text to font size (x). For example, say "set font size to 20 points"
Change font colour to <colour> Set font colour to <colour>	Changes the selected text, or text following the current cursor position to the colour dictated. For example, say "change colour to red".
Change font to Set font to 	Changes the font of the selected text, or text following the current cursor position to the font type dictated. For example, say "change font type to Times New Roman".
Change the style to <styles>	Changes the selected text to the style dictated. For example, say "change style to heading 1".
Make this bullet style Bullet that	Applies default Bullet points to the selected text, or text following the current cursor position.
Hyphenated Words <word> hyphen <word>	For example, say "built hyphen in" to produce "built-in"
Compound Words <word> no space <word>	For example, say "rail no space road" to produce "railroad".
Insert page break	Inserts a page break at the cursor position.

Working with tables

Command(s) you can say	Description
Insert (x) by (y) table	Creates a table (x) columns by (y) rows. For example, say "insert 3 by 4 table".
Insert row above	Inserts a blank row above the row containing the cursor.
Insert row below	Inserts a blank row below the row containing the cursor.
Delete row	Deletes the row containing the cursor.
Insert column to the left	Inserts a blank column to the left of the column containing the cursor.
Insert column to the right	Inserts a blank column to the right of the column containing the cursor.

Word Functions

Command(s) you can say	Description
Set background to <colour>	Changes the background colour of the document. For example, say "set background to Yellow".
Show word count	Shows the word count statistics for the document.
Check spelling	Performs a spell check of the document.
Read the selection	Reads out loud the selected text.