Using Dragon with Microsoft Word – Command Cheat Sheet

Say What You See

As with all applications, you can "say what you see" on your screen to control Microsoft Word by voice. You can say the names of menus, menu commands, or items in a dialog box. For example, say "Insert" to access the options within the Insert menu.

Natural Language Commands for Microsoft Word

Many of the commands in Word 2007 work the same as they do in Word 2003, despite the difference of the user interface. By using these "Natural Language Commands," you can avoid the multiple menu-selection and mouse-movement steps associated with the traditional Microsoft Windows interface. For example:

- New File
- Save file as/Save the file
- Delete the next sentence/paragraph
- View normal/page layout
- Zoom to *n* percent
- Format that eight points underline
- Set the font color to green in this line
- Set the page width to eight inches
- Show paragraph marks
- Double space the document
- Set background to yellow
- Show word count
- Check spelling/do spell check

*** To use these and hundreds of other convenient commands in Word 2003 or Word 2007, be sure to select "Enable Natural Language Commands" within the Commands tab of the Options dialog box under the Tools menu of the DragonBar. For more information about Natural Language Commands, see the User Guide and online Help.***

Word 2007 Commands

Since Word 2007 not only introduces a new user interface, but also a variety of new capabilities, we've listed some of the new Natural Language Commands specific to Word 2007 below.

Common Tasks:
- Go to/hide/open/display/switch to/show thumbnails
- Turn/set side by side view off/on
- Add/create/insert [a] special character
- Add/create/insert [a] hyperlink/chart

Sample Page Layout menu commands:
- View themes; set colors of theme; change the font of [that/the/this] theme
- Create/add line numbering continuously; erase/delete/remove line numbering
- Create/add/insert a watermark
- Set the page color

Sample Reference menu commands:
- Previous footnote/endnote
- Create/add/insert [a] citation/caption
- Create/add/insert index
- Add [this/it/that] in the index

Sample Review menu commands:
- Show/view/open/hide/close [the] research [task] pane
- Translate the first sentence/word; translate the entire page
- Create/insert/add [a] new comment
- Erase/delete/clear/remove all comments shown
- [Move to/go to] [the] next/previous comment
- Hide/close [the] review pane
- Accept/reject [the/this/that] change and go/move to next

Sample Office Button menu commands:
- Open/show document information/document information [panel]
- Quick print [file/document]
- Save [document] as PDF
- Encrypt file
- Add digital signature
- Mark [the] file/document as final
- View/open/show [the] document management [task] pane
- Share [the/that/this] document/file

Sample Mailings menu commands:
- Create blank/new envelope/label
- How/view/hide merge preview

Sample Blog Post menu commands:
- Create a new blog account
- Open a blog post
- Publish [this/that] post to [the] blog account