

# Nuance® Dragon® Professional Individual 15

## Correcting and deleting

- Scratch that
- Delete that
- Undo/Redo that
- Select <XYZ>
- Select that (selects last utterance)
- Select first/last/next word/all
- Select <word> through <word>
- Unselect that

## Inserting lines and spaces

- New paragraph
- New line
- Insert before/after <XYZ>

## Capitalising

- Cap that
- Cap <XYZ>
- All caps on/off
- All caps that

## Navigating

- Go to bottom/end
- Go to end of <paragraph/sentance>
- Go to start of <paragraph/sentance>
- Next/previous field

## Moving around

- Tab key
- Press Enter
- What can I say
- Open vocabulary editor
- (select text) Make this a command
- Maximise/Minimise window

## Dictate punctuation

| Say                        | To Type |
|----------------------------|---------|
| Comma                      | ,       |
| Full-stop                  | .       |
| Exclamation point          | !       |
| Question mark              | ?       |
| Colon                      | :       |
| Semicolon                  | ;       |
| Open quote/close quote     | "..."   |
| Open bracket/close bracket | (...)   |

## Spelling

- Spell that
- Spell <a b c d...>
- Spell <alpha bravo tango>

## Essential Actions

- Shutdown Dragon before you shut down your computer.  
**DragonBar > Exit Dragon**
- Export your user profile to a USB stick or other drive once a month.  
**Profile > Manage User Profiles > Advanced > Export**
- Run the acoustic tuning once a week.  
**Audio > Launch Accuracy Tuning**
- Check Microphone  
**Audio > Check Microphone**
- Plug-in your microphone before starting Dragon, and un-plug it after exiting Dragon.
- **DragonBar**
- The DragonBar is situated at the top of the screen.
- Hovering over the DragonBar will extend it.

