

Common Commands in Speech Recognition

Frequently used commands:

To do this:	Say this:
Click any item by its name	Click File; Start; View
Click any item	Click Recycle Bin; Click Computer; Click file name
Double-click any item	Double-click Recycle Bin; Double-click Computer; Double-click file name
Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Scroll in one direction	Scroll up; scroll down; scroll left; scroll right
Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select word
Select a word and start to correct it	Correct word
Select and delete specific words	Delete word
Show a list of applicable commands	What can I say?
Update the list of speech commands that are currently available	Refresh speech commands
Make the computer listen to you	Start listening
Make the computer stop listening	Stop listening
Minimize the microphone bar	Minimize speech recognition
How to- How do I do something?	For example, say "How do I install a printer?" and a list of help options will appear

Commands for working with text:

To do this:	Say this:
Insert a new line in a document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the numeral form of a number	Numeral number
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Don't insert a space before the next word	No space
Go to the start of the sentence that the cursor is in	Go to start of sentence
Go to the start of the paragraph the cursor is in	Go to start of paragraph
Go to the start of the document	Go to start of document
Go to the end of the sentence that the cursor	Go to end of sentence

is in	
Go to the end of the paragraph that the cursor is in	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select the word in the current document	Select word
Select all text in the current document	Select all
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of the word	Caps word
Capitalize all the letters of the word	All caps word
Make all the letters in the word lowercase	No caps word
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for punctuation marks and special characters:

To make this appear:	Say this:
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
"	Open quote
"	Close quote
'	Apostrophe
'	Open single quote
'	Close single quote
/	Forward slash
\	Backslash
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
\$	Dollar sign
%	Percent sign
(Open parenthesis
)	Close parenthesis
_	Underscore
-	Hyphen; Minus sign; Dash
=	Equal sign
+	Plus sign

Commands for using common controls:

To do this:	Say this:
Click any item by saying its name	File; Edit; View; Save; Bold
Click any item	Click File; Click Bold; Click Save; Click Close
Double-click any item	Double-click Computer; Double-click Recycle Bin; Double-click folder name
Right-click any item	Right-click Computer; Right-click Recycle Bin; Right-click folder name
Minimize all windows to show your desktop	Show desktop
Click something you don't know the name of	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to click it)
Click a numbered item	19 OK; 5 OK
Double-click a numbered item	Double-click 19; Double-click 5
Right-click a numbered item	Right-click 19; Right-click 5

Commands for working with windows:

To do this:	Say this:
Open a program	Open Paint; Open WordPad; Open program name
Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Close a program	Close that; Close Paint; Close Documents
Minimize	Minimize that; Minimize Paint; Minimize Documents
Maximize	Maximize that; Maximize Paint; Maximize Documents
Restore	Restore that; Restore Paint; Restore Documents
Cut	Cut that; Cut
Copy	Copy that; Copy
Paste	Paste
Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
Scroll an exact distance in other units	Scroll up 5; Scroll down 7
Go to a field in a form or a program	Go to field name; Go to Subject; Go to Address; Go to Cc

Commands for keyboard keys:

To do this:	Say this:
Press any key on the keyboard	Press keyboard key; Press a; Press capital b; Press Shift plus a; Press Ctrl plus a
Press certain keyboard keys without saying “press” first	Delete; Backspace; Enter; Page up; Page down; Home; End; Tab