

## Task Tour 9: Dictating, editing, and formatting in any program

Easily edit and format text as you dictate. Use these generic commands in any program you can dictate text into.

Say commands in order, making sure to watch what happens between commands. Pause at any “ · ” to go step-by-step. Say “UC Lesson” or “UC Full” followed by a lookup number for command details (for example, “**UC Lesson 2 Point 1 5**”).

Say these commands in order	This is what will happen	Lookup
<b>Speech On · Word Open</b>	Turns the asleep (yellow) microphone on and opens Word	<b>2.15</b>
<b>I’m going to change the last two words 2 Befores couple of words</b>	Types “I’m going to change the last two words Selects the two words before the cursor Replaces the selection with “couple of words”	<b>1.2 7.7 1.2</b>
<b>new paragraph · Now I’ll select the first word 1st Word and now (· spacebar)</b>	Types “Now I’ll select the first word” Selects the first word of the line the cursor is on Replaces the selection with “and now”	<b>7.4 · 1.2 7.19 1.2</b>
<b>Another Graph Now I’ll format text 3rd Word Bold</b>	Makes a new paragraph below the cursor Types “Now I’ll format text” Bolds “format”	<b>7.4 1.2 7.21</b>
<b>Another Graph Now I’ll do the same thing differently 1 Before · 2 Befores Bold</b>	Makes a new paragraph below the cursor Types “Now I’ll do the same thing differently” Bolds “same thing”	<b>7.4 1.2 7.21</b>
<b>Another Graph I don’t want to keep this for very long Line Delete</b>	Makes a new paragraph below the cursor Types “I don’t want to keep this for very long” Deletes the line the cursor is on	<b>7.4 1.2 7.21</b>
<b>new line · And I don’t want to keep most of this 2 Before · Line Top Delete</b>	Makes a new line below the cursor and types “And I don’t want to keep most of this” Moves the cursor two words to the left and deletes everything to the left of the cursor	<b>7.4 · 1.2 7.21</b>
<b>Go Top Line Size 20 Font f e · Enter Color 2 Down · 2 Right · Enter</b>	Goes to the top of the document Selects line and changes font to 20 Makes the font of the selected text Felix Makes the color of the selected text blue	<b>7.5 7.21 7.8 7.8</b>
<b>Window Close · No · Speech Off</b>	Closes Word without saving changes and puts the microphone to sleep (yellow)	<b>2.16</b>

(UC 19, key/mouse 37)

**TIP:** “**Another Graph**” and “**Another Line**” make a new paragraph or line below the cursor no matter where the cursor is on the line. “**new paragraph**” and “**new line**” make a new paragraph or line at the cursor position and can be mixed with dictation.

**Vista Potential Gotcha:** in Vista/Word 2007/NatSpeak 9.5 when you select a small amount of text, then type over it, the correction sometimes doesn’t appear until you hit Enter. In the seventh line above, for instance, if this happened “and now” would not appear until you say “Another Graph”. Workarounds: wait for the next step to see the change or say “Enter Backspace” to make the change appear without changing anything else.