UC Contents:
Utter Command table of contents

Welcome to the Utter Command manual.

If you're opening this manual for the first time, make sure to look at the introduction (say **"UC Intro"**), which explains the conventions this manual follows and contains instructions on installing UC software and optimizing your computer setup.

To call up any section or subsection of the electronic version of the help manual
- say "UC" followed by the name of the section, optionally followed by 1-10, optionally followed by "Point" 1-24

  Examples: **"UC Intro"** opens the UC manual to the Intro section
  "UC Reference 1" opens the UC manual to Reference section 1
  "UC Lesson 2 Point 1" opens the UC manual to Lesson 2.1

To navigate within this table of contents
- say "Find" followed by "Intro", "Lesson", "Task Tours", "Common", "Full", "Quick", "Appendices", "Preview" or "Review", optionally followed by 1-10, optionally followed by "Point" 1-24

  Examples: **"Find Task Tours"** moves the cursor to the UC Task Tours entry in the table of contents below
  "Find 2.3" moves the cursor to lesson section 2.3 in the table of contents below

Section 1: Compact table of contents

Getting Started: all you need to get started with UC -- the Whirlwind Tour, First Commands cheat sheet, and brief explanations of the UC Menu, UC List and Rulers (say **"UC Getting Started"**)

Common Commands: common command cheat sheet -- First Commands, Additional, Select-and-Say (**"UC Common"**)

Visual: 7 Visual Cheat Sheets illustrate key concepts (**"UC All Visual"**)

> Visual Cheat Sheets: Windows menu, Windows Explorer, File-handling, dialog boxes, email, Web, UC List

Volume 1

Contents: the Utter Command table of contents (**"UC Contents"**)

Intro: Installing and maintaining UC (**"UC Intro"**)

1. Why Utter Command? (**"UC Intro 1"** etc.)
2. Setting up Utter Command
3. Whirlwind Tour of Utter Command
4. The elements of Utter Command
5. The Utter Command manual
6. Windows, programs and speech interface elements and behavior
7. We want your feedback

Task Tours: these tours take you through practical tasks

> Tasks include sending email, cutting and pasting from the Internet, controlling music, and efficiently using programs like Word, Writer, Excel and PowerPoint. They'll also show you how to access any file, folder or Web site using a single speech command, quickly navigate through documents using keywords, and quickly carry out multiple cut and paste steps with the UC clipboard files. (**"UC Task Tours"**)

Full Reference: full list of all UC commands including short definitions (**"UC Full"**)

Quick Reference: concise list of all UC commands (**"UC Quick"**)

Shortcuts: shortcut key commands for Windows, email, Web, and common programs (**"UC Shortcuts"**)

Appendices: troubleshooting, workarounds, equivalents and grammar rules (say **"UC Appendices"**)

1. Setting up and maintaining your computer, speech engine user, and voice (say **"UC Appendices 1** etc.**"**)
2. Troubleshooting NatSpeak
3. Workarounds for cranky speech, Windows and program elements
4. For NaturallySpeaking users: common NaturallySpeaking commands and Utter Command equivalents
5. Human-Machine Grammar
6. Things to think about when writing your own speech commands

Index: alphabetical index of command words as they appear in UC Full Reference -- by section number and full reference page number (**"UC Index"**)

Volume 2

Lessons: All you need to know about UC in 10 detailed lessons, including self-guided tours

1. Dictating, correcting, training, speech menus (**"UC Lesson 1"** etc.)
2. Working with Windows
3. Working with program menus and dialog boxes
4. Working with the mouse arrow
5. Working with files and folders
6. Working at the key level
7. Working with text
8. Working with Outlook, Express, Eudora and Thunderbird email
9. Working with the Web
10. Utilities and productivity tools

Section 2: Detailed table of contents

Volume 1

UC Intro (say **"UC Intro"**)

UC Task Tours: Practical tours (say **"UC Task Tours"**)

UC Menu and help

1. Accessing the UC menu (say **"UC Task Tours 1"** etc.)
2. Navigating UC on-screen help files
3. Making your own On-screen Guide

Basic control: Windows menus and dialog boxes, program menus and dialog boxes, and the mouse

4. Accessing Windows menus
5. Accessing Windows dialog boxes
6. Accessing menu functions
7. Rulers and mouse commands
8. Using mouse commands to play Solitaire

Word Processing, email and the Internet

9. Dictating, editing and bolding in any program
10. Moving text around
11. Dictating a list
12. Sending email
13a. The Internet (with Firefox as your default browser: *recommended*)
13b. The Internet (with Internet Explorer as your default browser)

Beyond the keyboard and mouse

14. Using the UC List dialog box for instant folder, file and reminder access
15. Making words and Windows dance
16. Controlling a window from another window
17. Using Keywords to quickly move around a document
18. Using Keywords to quickly move around a spreadsheet
19. Using Keywords to quickly move around slides
20. Cutting and pasting with UC Clipboard "1-20 File" temporary Notepad files
21. Using the UC Clipboard "1-20 List File" permanent Notepad files
22. Using the UC Clipboard "Alpha-Zulu File" permanent WordPad files
23. Using the UC Clipboard "Doc 1-20 File" permanent Word files

Using UC commands to do anything in any program

24. Finding the right commands
25. Using keyboard shortcuts, mouse commands and toolbar buttons

26. Formatting in Word
27a. Formatting in Word using Word's Styles utility -- *dialog box version*
27b. Formatting in Word using Word's Styles utility -- *task pane version*
28. Making an Excel chart and graph
29. Making a PowerPoint presentation
30. Controlling PowerPoint slides
31. Adding a contact in Outlook
32. Adding an appointment in Outlook, common method
33. Adding an appointment in Outlook, direct-to-dialog-box method
34. Controlling Media Player

35. Controlling menus in any program including Writer
36. Filling out forms

UC Full Reference: Full list of all UC commands including short definitions (say **"UC Reference"**)

Overview

1. Dictation, speech menus and speech help (say **"UC Full 1"** etc.)
2. Working with Windows
3. Working with Program menus and dialog boxes
4. Working with the Mouse Arrow
5. Working with Files and Folders
6. Working at the Key Level
7. Working with Text
8. Working with Email
9. Working with the Web
10. Utilities and Productivity Tools

UC Quick Reference: Concise list of all UC commands (say **"UC Quick"**)

Overview

1. Dictation, speech menus and speech help (say **"UC Quick 1"** etc.)
2. Working with Windows
3. Working with Program menus and dialog boxes
4. Working with the Mouse Arrow
5. Working with Files and Folders
6. Working at the Key Level
7. Working with Text
8. Working with Email
9. Working with the Web
10. Utilities and Productivity Tools

UC Shortcuts: Lookup shortcut keys for common programs (say **"UC Shortcuts"**)

Overview

1. Windows system key commands, key commands common to menus (say **"UC Shortcuts 1"** etc.)
2. Key commands new in Vista
3. Key commands common to many programs
4. Key commands common to many dialog boxes, forms and hyperlinked pages (like Word Help)
5. Key commands common to tree and file-based views (like Windows Explorer and Open File dialog boxes)
6. Email
    6.1 Common email key commands and sequences
    6.2 Common Outlook key commands and sequences
7. Common Web key commands
8. Common Acrobat Reader 7.0 key commands
9. Common Word 2003 key commands
10. Common Excel 2003 key commands
11. PowerPoint 2003 key commands
12. Windows Media Player 11 key commands
13. Gmail key commands
14. Google Documents key commands
15. Google Spreadsheets key commands

UC Appendices (say **"UC Appendices"**)

UC Index (say **"UC Index"**)

Volume 2

Lesson 1: Dictating, correcting, training, speech menus (say **"UC Lesson 1"**)

Overview

    Setting the foundation
    Going faster

Lesson
    Dictating
        1.1   Turning the microphone on and off (say **"UC Lesson 1 Point 1"** etc.)
        1.2   Dictating basics

    Correcting misrecognitions and improving recognition
        1.3   Correcting NatSpeak misrecognitions
        1.4   Forcing commands to be recognized and using NatSpeak's Recognition History
        1.5   Improving recognition by training words and adding vocabulary

    Accessing UC and NatSpeak menus and help
        1.6   Accessing UC menu items
        1.7   Opening the UC documentation to a specific section or subsection
        1.8   Navigating documents including the UC documentation
        1.9   Accessing NatSpeak menu items and restarting NatSpeak

    Going faster: Improving recognition more quickly
        1.10 Correcting more quickly
        1.11 Training and adding vocabulary more quickly

Review Tour: Dictating, correcting, training, speech menus

Lesson 2: Working with Windows (say **"UC Lesson 2"**)

Overview
    Setting the foundation
    Going faster

Lesson
    Accessing programs, windows and documents
      2.1   Opening and closing standard programs (say **"UC Lesson 2 Point 1"** etc.)
      2.2   Opening and closing any program that appears on your Start menu or desktop
      2.3   Opening, closing, minimizing and maximizing windows and documents, including from the Taskbar and Tray

    Sizing and moving windows
      2.4   Sizing windows
      2.5   Getting ready to move windows: Rulers
      2.6   Moving windows

    Navigating the Windows operating system
      2.7   Navigating Windows operating system menus and dialog boxes

    Going faster: Manipulating windows
      2.8   Opening a program and recent document in one step
      2.9   Closing and saving a window or document in one step
      2.10 Closing and/or opening several windows or documents at once
      2.11 Clearing the desktop and calling up a window in one step, and calling up two windows at once
      2.12 Sizing and moving a window at once
      2.13 Switching to a new window and moving the cursor at once
      2.14 Moving the cursor in one window while remaining in another window
      2.15 Turning speech on and switching windows at once
      2.16 Switching windows and putting the microphone to sleep at once
      2.17 Switching windows and turning the microphone off at once

    Going faster: Advanced menu commands
      2.18 Clicking a Tray icon and pressing keys
      2.19 Opening the Right-click menu and pressing keys
      2.20 Opening the Start menu and pressing keys
      2.21 Opening the Control Panel and pressing keys
      2.22 Opening a standard program and hitting a keyboard shortcut

Review Tour: Working with Windows

Lesson 3: Working with program menus and dialog boxes (say **"UC Lesson 3"**)

Overview
    Setting the foundation
    Going faster

Lesson
    Navigating
       3.1   Navigating program menus (say **"UC Lesson 3 Point 1"** etc.)
       3.2   Navigating dialog boxes: the basics
       3.3   Speaking keyboard shortcuts to directly access menu and dialog box items

    Going faster: Combining keys and actions
       3.4   Combining keyboard shortcuts with "Close" or "Enter"
       3.5   Combining keyboard shortcuts

    Preview of commands from other lessons that speed working with program menus and dialog boxes
       6.15 Preview Typing a number and moving the cursor (speeds dialog box, form, and spreadsheet input)
       6.16 Preview Typing a number and moving the cursor several times in a row (greatly speeds dialog box, form, and spreadsheet input)
       7.8   **Preview** Copying, cutting, pasting, deleting, formatting
       10.21 Preview Program Commands

    Review Tour: Working with Program Menus and Dialog Boxes

Lesson 4: Working with the mouse arrow (say **"UC Lesson 4"**)

Overview
    Setting the foundation
    Going faster
    To mouse or not to mouse

Lesson
    Clicking, placing, and moving the mouse arrow
       4.1   Clicking the mouse buttons (say **"UC Lesson 4 Point 1"** etc.)
       4.2   Placing and clicking the mouse arrow
       4.3   Placing and clicking the mouse arrow within a single window
       4.4   Moving the mouse arrow left, right, up or down

    Dragging
       4.5   Dragging with the mouse arrow

    Going faster: Fine increments and advanced clicking
       4.6   Placing, moving and dragging the mouse arrow in fine increments
       4.7   Clicking multiple times
       4.8   Control key clicking and dragging

    Going faster: Combining commands
       4.9   Moving the mouse arrow and selecting text
       4.10 Moving the mouse arrow and hitting keys
       4.11 Undoing and moving and clicking the mouse arrow

    Preview of mouse commands from other lessons
       7.22 Preview Selecting text and clicking the mouse
       10.24 The Touch and Local Touch lists - naming common mouse clicks

    Review Tour: Working with the mouse arrow

Lesson 5: Working with files and folders (say **"UC Lesson 5"**)

Lesson 6: Working at the key level (say **"UC Lesson 6"**)

Overview
    Setting the foundation
    Going faster
    The keys

Lesson
    Hitting keys
        6.1   Hitting command and Function keys (say **"UC Lesson 6 Point 1"** etc.)
        6.2   Typing just letters
        6.3   Typing capital letters
        6.4   Typing single numbers, symbols and NumPad keys
        6.5   Typing letters, numbers and/or symbols using the "spell" command

    Hitting keys multiple times in a row
        6.6   Hitting command keys multiple times
        6.7   Typing letters, numbers, symbols and Function keys multiple times
        6.8   Typing double punctuation marks

    Shift, Control, Alternate and Win
        6.9   Keyboard shortcuts
        6.10 Holding and releasing Shift, Control and Alternate

    Special cases
        6.11 Mixing letters and words
        6.12 Typing long numbers

    Going faster: Advanced combinations
        6.13 Hitting 2 to 4 cursor/formatting, Function and/or symbol keys (speeds formatting)
        6.14 Hitting 2 to 4 cursor/formatting, Function and/or symbol keys several times in a row
        6.15 Typing a number and moving the cursor (speeds dialog box, form and spreadsheet input)
        6.16 Typing a number and moving the cursor several times in a row
        6.17 Hitting 2 or 3 command keys, including multiples (speeds formatting)
        6.18 Hitting 2 or 3 command keys, including multiples, several times in a row

    Reviews and previews of key commands from other lessons
        3.4   **Review** Combining keyboard shortcuts with "Close" or "Enter" (speeds menu and dialog box navigation)
        7.16 **Preview** Making changes on-the-fly at the key level (speeds key-level editing)
        7.21 **Preview** Selecting text and copying, cutting, pasting, deleting, bolding, italicizing, or hitting a keyboard shortcut
        9.5   **Preview** Navigating pages, tabs and Web page elements (Native speech commands for Alternate Left and Right, and Control and Shift Control Tab)

Key combination summary
Review Tour: Working at the Key Level
Key combinations Drill 1: Morphing Email
Key combinations Drill 2: Morphing Margins
Key combinations Drill 3: Red Stars Redstart
Key combinations Drill 4: Fast Fact

Lesson 7: Working with text (say **"UC Lesson 7"**)

Overview
    Setting the foundation
    Going faster
    Some definitions

Lesson
    Moving the cursor and making new lines and paragraphs
        7.1   Positioning the cursor relative to a given word, phrase or 1-3 characters (say **"UC Lesson 7 Point 1"**)
        7.2   Positioning the cursor by characters, words, lines, paragraphs or screens
        7.3   Moving the cursor to a given character, word, line, paragraph or screen
        7.4   Making new lines and paragraphs
        7.5   Positioning the cursor at the beginning or end of a word, line, paragraph or document

    Selecting text
        7.6   Selecting text by specific word, phrase or character
        7.7   Selecting characters, words, lines, paragraphs and screens near the cursor

    Copying, cutting, pasting, deleting, formatting, undoing, redoing and duplicating
        7.8   Copying, cutting, pasting, deleting, formatting
        7.9   Undoing, redoing, and scratching
        7.10 Duplicating words, lines, paragraphs and selections

    Specifying different forms of words
        7.11 Capitalizing
        7.12 Hyphenating, compounding, underscoring and spacing
        7.13 Specifying symbolic, written and abbreviated forms of words
        7.14 Conquering the difficult words "to" and "for"

    Changing text on-the-fly
        7.15 Making changes on-the-fly at the word level
        7.16 Making changes on-the-fly at the key level

    Going faster: Advanced selecting
        7.17 Selecting the top or bottom portion of a word, line, paragraph or document
        7.18 Selecting characters, words, lines and paragraphs on both sides of the cursor
        7.19 Selecting a character of a word, word of a line, line of a paragraph, or paragraph

    Going faster: Advanced combinations
        7.20 Moving the cursor and selecting text
        7.21 Selecting text and copying, cutting, pasting, deleting, bolding, italicizing, or hitting a keyboard shortcut
        7.22 Selecting text and clicking the mouse

    Going faster: Advanced moving
        7.23 Moving the cursor by character, line or screen a number of times in a row
        7.24 Moving characters, words, lines and paragraphs

Movement and selection review charts
Review Tour: Working with text
Text Drill 1: On-the-fly editing with Befores
Text Drill 2: On-the-fly editing with Resume With
Text Drill 3: Moving Text
Text Drill 4: Editing Cat History

Lesson 8: Working with Outlook, Express, Eudora and Thunderbird email (say UC Lesson 8)

Overview
    Setting the foundation
    Going faster

Lesson
    Email basics
        8.1   Opening an email program, checking mail and starting a message (say **"UC Lesson 8 Point 1"** etc.)
        8.2   Moving the cursor among fields and addressing an email message
        8.3   Sending, attaching, replying, forwarding, selecting and moving messages, and beyond

    Using the Nickname list
        8.4   Using the Nickname list

    Going faster: Combinations
        8.5   Starting a new message to regular and CC'd recipients
        8.6   Copying to an email message

Review Tour: Working with email

Lesson 9: Working with the Web (say **"UC Lesson 9"**)

Overview
    Setting the foundation
    Going faster

Lesson
    Web basics
        9.1   Bringing up a Web site (say **"UC Lesson 9 Point 1"** etc.)
        9.2   Adding Web sites to your Site list
        9.3   Clicking links in Firefox
        9.4   Clicking links in Internet Explorer (NatSpeak commands)
        9.5   Navigating pages, tabs and Web page elements
        9.6   Selecting text from a Web page

    Going faster: Specific searches, pasting paths, quick links, switching browsers, and Web apps
        9.7   Narrowing searches to a specific Web site and/or specific text
        9.8   Pasting the path of a Web site
        9.9   Going to any unlinked Web address, and switching browsers

        9.10 Putting it all together in any Web app, including Gmail and Hotmail

Review Tour: Working with the Web

Lesson 10: Utilities and productivity tools (say **"UC Lesson 10"**)

Overview

Lesson
   Finding keywords
      10.1 Finding keywords in any program (say **"UC Lesson 10 Point 1"** etc.)

   Copying and pasting among files
      10.2   Copying to a program file, the most recent window or a window on the Taskbar
      10.3   Opening the UC Clipboard files
      10.4   Copying or cutting and pasting directly to and from the UC Clipboard files
      10.5   Copying between the Windows clipboard and UC Clipboard files

   Adding dates, lists and numbers in any program
      10.6   Adding the date and time in any program
      10.7   Adding day, month and quarter lists
      10.8   Numbering new and existing lines

   Working in any program
      10.9   Navigating, numbers, functions, selecting and formatting in tables and spreadsheets
      10.10 Putting it all together in any program

   Timing and breaks
      10.11 Setting the Timer
      10.12 Setting the Break Timer
      10.13 Setting the Reminder Timer
      10.14 Combining the Break Timer and the Timer

   Controlling sound
      10.15 Controlling the Windows sound system

   Using the UC Custom and Notes files
      10.16 Keeping your own notes in UC

   Commanding the computer while the microphone is asleep
      10.17 Moving among and within programs while the microphone is asleep
      10.18 Switching slides, hitting Enter, undoing, redoing, and clicking while the microphone is asleep
      10.19 Controlling media while the microphone is asleep
      10.20 Turning on the microphone temporarily

   General Utilities
      10.21 Program commands
      10.22 The Tab list - speeding up filling out forms
      10.23 The Enter list - speeding up the command line
      10.24 The Touch and Local Touch lists - naming any mouse click

Review Tour
Printable list of UC Clipboard files
Review of UC List commands (from **UC Lesson 5.6**, **5.7**, **8.4**, **9.2**, **10.1** and **10.13**)