

## First Commands

Turning the microphone on and off (1.1)

**Speech On/Off**  
**Microphone Off**

Examples: **“Speech On”** turns yellow microphone on (green)  
**“Speech Off”** puts green microphone to sleep (yellow)  
**“Microphone Off”** turns microphone off (red)

Dictating text (1.2, 6.6, 7.6, 7.7)

Correcting misrecognitions, training words and vocabulary (1.3, 1.4, 1.5)

**Nope**  
**Nope <any words on the screen>**  
**NatSpeak Train**  
**This Train**  
**NatSpeak Recognition** (shows what NatSpeak has heard)

Examples: **“Nope”** corrects last phrase  
**“Nope <any words on the screen>”** corrects any words  
**“NatSpeak Train”** brings up the Training dialog box  
**“This Train”** brings up the Training dialog box with current selection

Accessing NatSpeak and UC Menu Items (1.6, 1.7, 1.9)

**UC Menu**  
**Rulers Menu**  
**NatSpeak Menu**  
**UC <menu item or dialog box>**  
**Rulers <menu item>**  
**NatSpeak <menu item or dialog box>**

Examples: **“UC Menu”** opens UC menu

**“UC Contents”** opens UC menu/Contents  
**“UC Lesson 3”** opens UC menu/Lessons/Lesson 3  
**“UC Full”** opens UC menu/References/Full Reference of Commands  
**“UC Common”** opens UC menu/References/Common Commands  
**“Rulers Bottom”** toggles the bottom rulers bar  
**“UC Request”** opens UC menu/Request a Feature  
**“NatSpeak Tools”** opens NatSpeak menu/Tools  
**“NatSpeak Recognition”** opens NatSpeak menu/Words/Recognition History  
**“NatSpeak Vocabulary”** opens NatSpeak Vocabulary Editor dialog box  
**“NatSpeak Exit”** opens NatSpeak menu and clicks Exit

Opening and closing programs (2.1, 2.2)

**<standard program name> Open**  
**<standard program name> New**  
**<standard program name> Close**  
**start <any program name in your Start menu>**

Examples: **“Word Open”** switches to or opens Word  
**“Word Close”** closes Word

[Standard programs: Access, Acrobat, Address Book, Base, Calc, Calculator, Draw, Dreamweaver, Emacs, Eudora, Excel, (Outlook) Express, Filezilla, Firefox, Google Desktop, Illustrator, InDesign, Impress, Internet (Explorer), iTunes, Math, (Windows) Media Player, Netscape, Notepad, Outlook, PageMaker, Photoshop, Picasa, PowerPoint, Project, Quark, QuickView, Quicken, Solitaire, Thunderbird, Visio, Visual (Studio), Windows (Explorer), Word, WordPad, Writer] Note: words in parentheses are for reference only. They are not part of the spoken commands.

Accessing and working with Windows, including Taskbar and Tray (2.3)

**Win(dow) Min(imize)**  
**Win(dow) Max(imize)**  
**Win(dow) Restore**  
**Win(dow) Close**

**Window 1-20**  
**Tray 1-20**

**Screen Clear**

Examples: **“Window Maximize”** (or **“Win Max”**) maximizes the current window  
**“Window 2”** goes to second program on the Taskbar  
**“Tray 3”** clicks third item from the left on the System Tray

Navigating menus and dialog boxes (2.7, also 3.1, 3.2, 5.1)

**Start Menu**  
**Mouse Menu (or Touch Right)**  
**Cursor Menu**  
**Under <1-3 letters, numbers, or symbols>**  
**Letter <1-4 letters>**

[a-z: alphabet letters or Alpha (or Apple), Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliett, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, Xray, Yankee, Zulu]

**Space** (toggle checkbox)  
**Alternate Down** (toggle drop-down list)  
**Cancel**  
**Escape**

Examples: **“Start Menu”** opens the Start menu  
**“Cursor Menu”** right-clicks at the cursor location  
**“Under f”** (or **Under Foxtrot**) opens a menu whose label contains an underlined “f”

Clicking, placing and moving the mouse arrow (4.1, 4.2)

**Touch**  
**Touch Twice**  
**Touch Right (or Mouse Menu)**  
**Rulers Open/Close**  
**0-100 By 0-100**  
**0-100 By 0-100 No Touch**

Examples: **“Touch”** clicks the mouse arrow  
**“Touch Right”** right-clicks  
**“Rulers Open”** puts the UC Rulers around your screen  
**“50 By 50”** puts the mouse in the center of the screen, then left-clicks  
**“50 By 50 No Touch”** puts the mouse in the center of the screen without clicking

Hitting command keys and letters (6.1, 6.4, 6.5, also 3.1, 3.2)

**<any command, number or symbol key> Short**  
**Backspace**  
**Enter**  
**Space**  
**Function 1-12**  
**spell <1-20 characters including “Cap” characters>**

Examples: **“3 Short”** types “3”  
**“Enter”** hits the Enter key  
**“Function 2”** hits the “F2” key  
**“Spell b c 3”** types “bc3”

Hitting command keys multiple times (6.6)

**1-40 Enter/Space/Tab/Backspace/Delete/Escape**  
**1-200 Left/Right/Up/Down**

Examples: “**5 Backspace**” hits the Backspace key 5 times  
“**2 Enter**” hits the Enter key 2 times  
“**60 Up**” hits the Up arrow 60 times

Positioning the cursor and making new lines and paragraphs (7.1, 7.2, 7.4, 7.5, also 5.1, 9.3)

**Go Before/After <any word, phrase or symbol>**

**Line/Graph/Screen Up**  
**Line/Graph/Screen Down**  
**1-200 Left/Right/Up/Down**  
**1-200 Screen Up/Screen (Down)**  
**1-20 Before/After**  
**1-20 Line Up/Line (Down)**  
**Go Top/Bottom/Home/End**

**new line/paragraph**  
**Another Line/Graph**  
**Insert Line/Graph**

Examples: “**Go Before guitar**” puts the cursor before the word “guitar”  
“**Graph Up**” moves the cursor up one paragraph  
“**3 Left**” moves the cursor left 3 characters  
“**5 Before**” moves the cursor left 5 words  
“**3 After**” moves the cursor right 3 words  
“**2 Screen**” moves the cursor down 2 screens  
“**Go Top**” moves the cursor to the top of the document  
“**Another Line**” makes a new line below the cursor

Selecting text (7.6, 7.7)

**Words <any words>**  
**Words <any words> Through <any words>**  
**This Word/Line/Graph**  
**1-200 Lefts/Rights/Ups/Downs**  
**1-20 Befores/Afters/Lines/Line Ups**

Examples: “**Words cool cat**” selects the words “cool cat”  
“**Words the cool Through square**” selects the words “the cool” through the word “square”, for example “the cool cat strolled through the town square”  
“**5 Lefts**” selects 5 characters to the left of the cursor  
“**3 Befores**” selects the 3 words before the cursor

Copying, cutting, pasting, deleting, formatting and undoing (7.8, 7.9)

**This Copy/Cut/Paste/Delete**  
**This Bold/Italic**  
**1-40 Undo/Redo/Scratch**

Examples: “**This Copy**” copies a selection to the system clipboard  
“**This Delete**” deletes a selection  
“**2 Undo**” undoes 2 actions (in most programs)  
“**2 Scratch**” undoes phrases of dictation

Capitalizing and compounding (7.11, 7.12)

**Cap/No Caps/All Caps <word>**  
**Cap/Caps <1-4 letters>**  
**Add Caps**  
**1-20 Compound**

Examples: “**Cap Tabby**” types “Tabby”  
“**Add Caps**” adds initial caps to selected text  
“**2 Compound**” deletes the two spaces between the three words to the left of the cursor

Email: opening, checking, starting (8.1)

**Outlook/Express/Eudora/Thunderbird Open**  
**Outlook/Express/Eudora/Thunderbird Check**  
**Outlook/Express/Eudora/Thunderbird Message**

Examples: “**Express Open**” opens Outlook Express  
“**Thunderbird Check**” checks mail in Thunderbird  
“**Outlook Message**” opens a new message in Outlook

Bringing up a Web site and using the Site list (9.1)

**Firefox/Internet Open**  
**Firefox/Internet New**  
**Under d (or Under Delta) (address bar)**  
**<any site on the Site list> Site**

Examples: “**Firefox Open**” opens Firefox  
“**Firefox New**” opens a new instance of Firefox  
“**Google Site**” opens the Google Web site in default browser  
“**New York Times Site**” opens the New York Times web site in default browser

Navigating Web sites (9.3, 9.5, 9.6)

**Alternate Left** (back a page)  
**Alternate Right** (forward a page)  
**1-40 Alternate Left/Right** (back or forward by pages)  
**Control Tab** (forward a tab)  
**Shift Control Tab** (back a tab)  
**1-40 Control Tab/Shift Control Tab** (back or forward by tabs)  
**1-200 Go** (clicks links in Firefox)  
**<0-9> <0-9> (<0-9>) Go** (clicks link in Firefox)  
**Control Insert** (toggles link numbers in Firefox)  
**<link word or phrase>** (clicks link in IE)

Examples: “**Alternate Left**” goes back one page  
“**3 Alternate Right**” goes forward 3 pages  
“**Shift Control Tab**” goes back one tabbed view  
“**Control Tab**” goes forward one tabbed view  
“**16 Go**” clicks link labeled “16” (Firefox)  
“**Exchange**” clicks link containing word “Exchange” (IE)

**IMPORTANT:** the “Go” Firefox command requires the Firefox Mouseless Browsing plug-in (see **UC Intro 2.3.2**); the <link word or phrase> Internet Explorer command requires a NatSpeak setting (see **UC Lesson 9.6**).

Setting Break Timer (10.12)

**1-90 Seconds Break**  
**1-90 Minutes Break**

Example: “**30 Seconds Break**” turns the microphone off, then 30 seconds later turns the microphone back on and says “I’m back”

Controlling the Windows sound system (10.15)

**Volume 1-100**

Example: “**Volume 50**” turns your computer volume to half of full volume