

# 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