

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 (**“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”**)

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

New functionality for 2.0: new commands supplement (say **“UC New Commands”**)

Section 2: Detailed table of contents

Volume 1

UC Intro (say “UC Intro”)

Overview

1. Why Utter Command? (say “UC Intro 1”)
 - 1.1 UC in a nutshell (say “UC Intro 1 Point 1” etc.)
 - 1.2 Differences between UC and NatSpeak
 - 1.3 A comparison of keyboard, mouse, NatSpeak and UC commands
2. Setting up
 - 2.1 Installing Utter Command and adjusting Natspeak vocabulary
 - 2.2 Recommended settings for the Windows operating system
 - 2.2.1 UC commands you'll need for settings changes
 - 2.2.2 Taskbar and Start Menu Properties: A comfortable view
 - 2.2.3 Control Panel: Underline shortcuts, mouse snap and font size
 - 2.2.4 Win7 laptops: Power setting
 - 2.3 Recommended settings for selected programs
 - 2.3.1 Make pdf documents appear quickly in Adobe *Reader*
 - 2.3.2 Use the *Firefox* Mouseless Browsing add-on to click links by speech
 - 2.3.3 Toggle between screen and text navigation in *Firefox*: an explanation
 - 2.3.4 Make sure pdf's open in an application (usually *Adobe Reader*) rather than Firefox
 - 2.3.5 Set Windows Explorer to open rtf files in *WordPad* rather than Word by default
 - 2.3.6 Speed *Word* by not checking Spelling and Grammar as you type; make sure dgnword.dll file is installed
 - 2.3.7 Prevent the Getting Started task pane from automatically appearing in *Word, Excel 2003*
 - 2.4 Recommended settings for the NatSpeak Options dialog box
 - 2.5 For Office 2007 and 2010 users
 - 2.6 For Win7 users
3. Whirlwind Tour of Utter Command
 - 3.1 Whirlwind Tour preparation
 - 3.2 Taking the Whirlwind Tour
 - 3.3 Learning more about the commands
 - 3.4 Whirlwind Tour
 - 3.5 Advanced Whirlwind Tour
4. The elements of Utter Command
 - 4.1 The UC menu
 - 4.2 The Rulers menu
 - 4.3 Utter Command dialog boxes
 - 4.4 Utter Command On-screen Guides and UC Clipboard files
5. The Utter Command manual
 - 5.1 Parts of the manual
 - 5.2 Style and conventions
 - 5.3 Practical advice for learning UC
6. Windows, programs and speech interface elements and behavior
 - 6.1 Windows objects
 - 6.2 Windows behavior
 - 6.3 Speech interface objects
 - 6.4 Speech interface behavior

We want your feedback

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: Folder, File, Site, Find, Reminder
15. Making words and Windows dance
16. Controlling a window from another window
17. Using the Find list to quickly move around a document
18. Using the Find list to quickly move around a spreadsheet
19. Using the Find list 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 menus (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 Outlook, Express, Eudora and Thunderbird 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 menus (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 Outlook, Express, Eudora and Thunderbird email
9. Working with the Web
10. Utilities and Productivity tools

Note: you can find strategies and shortcut keys for common programs at the UC Knowledge Base web page (say **“UC Knowledge Base Site”**)

UC Appendices (say “UC Appendices”)

Overview

1. Setting up and maintaining your computer, speech engine user, and voice
 - 1.1 Computer set up
 - 1.2 Sound card and microphone set up
 - 1.3 Installing NatSpeak
 - 1.4 Setting up a pristine NatSpeak user
 - 1.5 Maintaining your NatSpeak user in the manner it deserves
 - 1.6 Keeping your disk drive defragmented
 - 1.7 Running a lean machine
 - 1.8 Maintaining your voice
2. Troubleshooting NatSpeak
 - 2.1 Microphone sound level
 - 2.2 NatSpeak user accuracy degrading
 - 2.3 NatSpeak misrecognitions
 - 2.4 Further resources
3. Workarounds for cranky speech, Windows and program elements
 - 3.0 The speech engine isn't recognizing a command or a command isn't doing what it should
 - 3.1 Spacing anomalies and/or Select-and-Say commands aren't working properly
 - 3.2 Windows or program elements don't respond to speech commands
 - 3.3 “Window Close” doesn't do what I think it should
 - 3.4 A menu item isn't responding to an “Under” command
 - 3.5 The cursor isn't moving in an Open or Save As dialog box
 - 3.6 Jumping cursor
 - 3.7 A Window Taskbar button command isn't working properly
 - 3.8 <Standard Program> Open isn't responding or is invoking an error
 - 3.9 Misrecognitions between zero and the letter o
 - 3.10 Misrecognitions between a and 8, q and 2, and b or p and 3
 - 3.11 Misrecognitions of letters in commands
 - 3.12 A text-handling command doesn't do what I think it should
 - 3.13 The Compound command deletes punctuation
 - 3.14 Speech On
 - 3.15 Microphone latency
 - 3.16 Maximizing Windows
 - 3.17 I can't call up a file directly that's loose in the My Documents folder
 - 3.18 Email
 - 3.19 Further resources
4. For NaturallySpeaking users: NaturallySpeaking commands, Utter Command equivalents, and beyond
 - 4.1 Utter Command equivalents and beyond - Cheat Sheet
 - 4.2 Utter Command equivalents and beyond
5. Human-Machine Grammar
 - 5.1 A brief explanation of Human-Machine Grammar
 - 5.2 The rules
 - 5.3 The words
 - 5.4 Further resources
6. Things to think about when writing your own speech commands
 - 6.1 Structured grammar vs. natural language
 - 6.2 Command-writing metaphor
 - 6.3 Further resources

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
- 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

UC Drill: Correction

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”)

Overview

Setting the foundation

Going faster

Lesson

Browsing and selecting files and folders

5.1 Navigating Windows Explorer (say “UC Lesson 5 Point 1” etc.)

5.2 Navigating file-handling dialog boxes

5.3 Opening recently used files from the Start Documents menu

5.4 Selecting multiple files in a row

5.5 Selecting files and folders scattered throughout a list in Windows Explorer

Calling up files and folders directly using UC List

5.6 Calling up files

5.7 Calling up folders (including drives)

5.8 List Export, Import, Merge and Options

Going faster: Quickly adding files and folders, and pasting file and folder addresses

5.9 Quicker ways to add files and folders to your File and Folder lists

5.10 Pasting file and folder addresses

5.11 Opening a program and folder at once

Review Tour: Working with files and folders

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, underscoring, compounding 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, formatting 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 Bepores

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 Outlook, Express, Eudora and Thunderbird 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 the 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 addresses, quick links, switching browsers, and Web apps

- 9.7** Narrowing searches to a specific Web site and/or specific text
- 9.8** Pasting the address 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 a word or phrase 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: Utilities and productivity tools

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**)

New functionality for 2.0: new commands supplement (say “UC New Commands”)