

## WINDOWS 7 Speech Recognition 8 Reference Card

### Common Speech Recognition commands

#### Frequently used commands

The following table shows some of the most commonly used commands in Speech Recognition. Words in italic font indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Click any item by its name</b>	Click File; Start; View
<b>Click any item</b>	Click Recycle Bin; Click Computer; Click file name
<b>Double-click any item</b>	Double-click Recycle Bin; Double-click Computer; Double-click file name
<b>Switch to an open program</b>	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
<b>Scroll in one direction</b>	Scroll up; Scroll down; Scroll left; Scroll right
<b>Insert a new paragraph or new line in a document</b>	New paragraph; New line
<b>Select a word in a document</b>	Select word
<b>Select a word and start to correct it</b>	Correct word
<b>Select and delete specific words</b>	Delete word
<b>Show a list of applicable commands</b>	What can I say?
<b>Update the list of speech commands that are currently available</b>	Refresh speech commands
<b>Make the computer listen to you</b>	Start listening
<b>Make the computer stop listening</b>	Stop listening
<b>Move the Speech Recognition microphone bar</b>	Move speech recognition
<b>Minimize the microphone bar</b>	Minimize speech recognition
<b>View Windows Help and Support content about specific tasks</b>	How do I do something?  For example, say "How do I install a printer?" and a list of help topics is returned.  Note that this command is only available if you're using the U.S. English Speech Recognizer. For more information, see <a href="#">Setting speech options</a> .

### Dictation

#### Commands for working with text

The following table shows commands for using Speech Recognition to work with text. Words in italic font indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Insert a new line in the document</b>	New line
<b>Insert a new paragraph in the document</b>	New paragraph
<b>Insert a tab</b>	Tab
<b>Insert the literal word for the next command (for example, you can insert the word "comma" instead of the punctuation mark)</b>	Literal word
<b>Insert the numeral form of a number</b>	Numeral number
<b>Put the cursor before a specific word</b>	Go to word
<b>Put the cursor after a specific word</b>	Go after word
<b>Don't insert a space before the next word</b>	No space
<b>Go to the start of the sentence that the cursor is in</b>	Go to start of sentence
<b>Go to the start of the paragraph the cursor is in</b>	Go to start of paragraph
<b>Go to the start of the document</b>	Go to start of document
<b>Go to the end of the sentence that the cursor is in</b>	Go to end of sentence
<b>Go to the end of the paragraph that the cursor is in</b>	Go to end of paragraph
<b>Go to the end of the current document</b>	Go to end of document
<b>Select the word in the current document</b>	Select word
<b>Select the word range in the current document</b>	Select word range; Select word through word
<b>Select all text in the current document</b>	Select all
<b>Select a number of words before the location of the cursor</b>	Select previous 20 words; Select previous 10 words
<b>Select a number of words after the location of the cursor</b>	Select next 20 words; Select next 10 words
<b>Select the last text you dictated</b>	Select that
<b>Clear the selection on the screen</b>	Clear selection
<b>Capitalize the first letter of the word</b>	Caps word
<b>Capitalize all the letters of the word</b>	All caps word
<b>Make all the letters in the word lowercase</b>	No caps word
<b>Change the next number of words to uppercase</b>	Change next 10 words to uppercase
<b>Change the next number of words to lowercase</b>	Change next 10 words to lowercase
<b>Delete the previous sentence</b>	Delete previous

	sentence
<b>Delete the next sentence</b>	Delete next sentence
<b>Delete the previous paragraph</b>	Delete previous paragraph
<b>Delete the next paragraph</b>	Delete next paragraph
<b>Delete the selected or last dictated text</b>	Delete that

### Windows

#### Commands for working with windows

The following table shows commands for using Speech Recognition to work with windows and programs. Words in italic font indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Open a program</b>	Open Paint; Open WordPad; Open program name
<b>Switch to an open program</b>	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
<b>Close a program</b>	Close that; Close Paint; Close Documents
<b>Minimize</b>	Minimize that; Minimize Paint; Minimize Documents
<b>Maximize</b>	Maximize that; Maximize Paint; Maximize Documents
<b>Restore</b>	Restore that; Restore Paint; Restore Documents
<b>Cut</b>	Cut that; Cut
<b>Copy</b>	Copy that; Copy
<b>Paste</b>	Paste
<b>Delete</b>	Delete that; Delete
<b>Undo</b>	Undo that; Scratch that; Undo
<b>Scroll in one direction</b>	Scroll up; Scroll down; Scroll right; Scroll left
<b>Scroll an exact distance in pages</b>	Scroll down 2 pages; Scroll up 10 pages
<b>Scroll an exact distance in other units</b>	Scroll up 5; Scroll down 7
<b>Go to a field in a form or a program</b>	Go to field name; Go to Subject; Go to Address; Go to Cc

## Punctuation marks and special characters

### Commands for punctuation marks and special characters

The following table shows commands for using Speech Recognition to insert punctuation marks and special characters. Words in *italic font* indicate that you can say many different things in place of the example word or phrase and get useful results.

To make this appear	Say this
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
“	Open double quote; Open quote
”	Close double quote; Close quote; Close inverted commas
'	Apostrophe
‘	Open single quote
’	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
\$	Dollar sign
%	Percent sign
^	Caret
(	Open parenthesis; Open paren
)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
–	En dash
—	Em dash
=	Equal sign
+	Plus sign
{	Open brace; Open curly bracket
}	Close brace; Close curly bracket
[	Open bracket; Open square bracket
]	Close bracket; Close square bracket
	Vertical bar
:)	Smiley face
:(	Frowny face
;-)	Winky face
™	Trademark sign
¾	Three quarter sign
¼	One quarter sign
½	One half sign
£	Pound sterling sign

&	Ampersand; And sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign
§	Section sign
©	Copyright sign
®	Registered sign, Registered trademark sign
°	Degree sign
¶	Paragraph sign
...	Ellipsis; Dot dot dot
f	Function sign

## Controls

### Commands for using common controls

The following table shows commands for using Speech Recognition to perform tasks in Windows. Words in *italic font* indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Click any item by saying its name</b>	File; Edit; View; Save; Bold
<b>Click any item</b>	Click File; Click Bold; Click Save; Click Close
<b>Double-click any item</b>	Double-click Computer; Double-click Recycle Bin; Double-click folder name
<b>Right-click any item</b>	Right-click Computer; Right-click Recycle Bin; Right-click folder name
<b>Minimize all windows to show your desktop</b>	Show desktop
<b>Click something you don't know the name of</b>	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to click it.)
<b>Click a numbered item</b>	19 OK; 5 OK
<b>Double-click a numbered item</b>	Double-click 19; Double-click 5
<b>Right-click a numbered item</b>	Right-click 19; Right-click 5

## Keyboard keys

### Commands for keyboard keys

The following table shows commands for using Speech Recognition to press keyboard keys. Words in *italic font* indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Press any key on the keyboard</b>	Press keyboard key; Press a; Press capital b; Press Shift plus a; Press Ctrl plus a
<b>Press certain keyboard keys without saying "press" first</b>	Delete; Backspace; Enter; Page Up; Page down; Home; End; Tab

## Click anywhere on the screen

### Commands for clicking anywhere on the screen

The following table shows commands for using Speech Recognition to click anywhere on the screen. Words in *italic font* indicate that you can say many different things in place of the example word or phrase and get useful results.

To do this	Say this
<b>Show the mousegrid</b>	Mousegrid
<b>Move the mouse pointer to the center of any mousegrid square</b>	Number—or numbers—of the square; 1; 7; 9; 1, 7, 9
<b>Click any mousegrid square</b>	Click number of the square
<b>Select an item to drag with the mousegrid</b>	Number—or numbers—of the square where the item appears; 3, 7, 9 (followed by) mark
<b>Select an area where you want to drag the item with the mousegrid</b>	Number—or numbers—of the square where you want to drag; 4, 5, 6 (followed by) click