

# Common Fluency Direct Voice Commands

## EDITING / FORMATTING:

<b>Command Name</b>	<b>Action executed</b>
Add to Dictionary	Opens up the 'Add a Word' box to add a word to your dictionary and record pronunciation
All Caps On / All Caps Off	Turns caps lock on or off (Used if a longer Heading needs to be in UPPERCASE)
Bold / Italicize / Underline That	Will <b>bold</b> / <i>italicize</i> / <u>underline</u> the selected text
Cap That	Will capitalize the first letter of the selected word
Copy / Cut / Paste That	Copies / Cuts / Pastes selected text to where cursor is
Correct That Correct Selection	Once word is highlighted, the system will offer up alternate words to substitute. If no offered word is correct, the term can be added to the dictionary
Delete That	Once word(s) are highlighted, saying this command will delete the word(s)
Open /Close Parentheses	Places in ( or )
Open / Close Quotation	Places in " or "
Remove All Fields	Removes all blank fields (typically used at the end of a dictation to 'clean up' an FD Macro)
Save This Text	Highlight text to be set up in a new command, say "Save this text" and the command window will be opened in order to complete the command build feature
Select <Word(s)>	Finds and highlights the specific word or words spoken <ul style="list-style-type: none"> <li>• If more than one word exists, say "previous one" or "next one" to highlight previous or next one Instance of the word</li> </ul>
Select <Word> Through <Word>	Selects the first word, and all words after, up to and including the last word (max. 8 words)
Select Current Paragraph / Sentence	Highlights all words in the current paragraph or sentence
Select Next < # > Words	Highlights the next number of words following the cursor placement <ul style="list-style-type: none"> <li>• <b>NOTE: Punctuation is seen as a 'word' for this purpose</b></li> </ul>
Select Previous < # > Words	Highlights the previous number of words following the cursor placement <ul style="list-style-type: none"> <li>• <b>NOTE: Punctuation is seen as a 'word' for this purpose</b></li> </ul>
Spell Mode	Opens keyboard spelling window
Uppercase That / Lowercase That	Will convert selected text to all UPPERCASE or lowercase
Undo That	Undoes or backs out the previous performed action or text

## NAVIGATING:

<b>Command Name</b>	<b>Action executed</b>
Go to Beginning / End of sentence	Places cursor at the Beginning or End of sentence
Go to Beginning /End of paragraph	Places cursor at the Beginning or End of paragraph
Go to Beginning /End of document	Places cursor at the Beginning or End of document
Insert After <Word(s)>	Places cursor after spoken word
Insert Before <Word(s)>	Places cursor before spoken word
Next / Previous Field	Moves cursor to next field or previous field
New Line	Moves cursor to next line down
New paragraph	Moves cursor 2 lines down (if formatting is set to double)
Scroll Up / Scroll Down	Scrolls screen Up and Down
Tab Key	Mimics the tab key on the keyboard; tabs cursor over