

## Spacing and Punctuation in Dictation

What you say	What happens
New line	Puts the cursor on the next line.
New paragraph	Enters a blank line and capitalises the next word.
No space	Prevents a space from being inserted.
Spacebar	Inserts a space.

What you say	What happens
Colon	Inserts a colon and joins it to the preceding word.
Comma	Inserts a comma and joins it to the preceding word.
Exclamation mark	Inserts an exclamation mark, joins it to the preceding word and capitalises the next word.
Full stop	Inserts a full stop, joins it to the preceding word and capitalises the next word.
Question mark	Inserts a question mark, joins it to the preceding word and capitalises the next word.
Semicolon	Inserts a semicolon and joins it to the preceding word.

See online help for the list of symbols and characters you can enter in your dictation.

## Spelling Words and Numbers

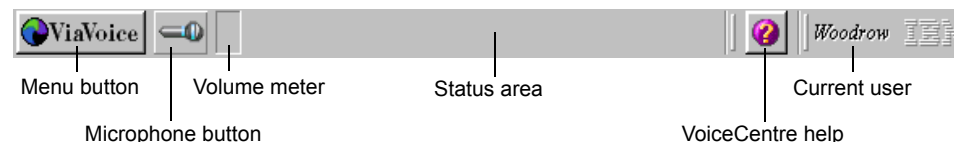
What you say	What happens
Begin spell	Enters spelling mode. Say letters or use the phonetic alphabet below.
Begin numbers	Enters number mode. Say single digits or characters.
Return/cancel	Exits spelling and number mode.

Phonetic alphabet				
Alpha	Golf	Mike	Sierra	Yankee
Bravo	Hotel	November	Tango	Zulu
Charlie	India	Oscar	Uniform	
Delta	Juliet	Papa	Victor	
Echo	Kilo	Quebec	Whiskey	
Foxtrot	Lima	Romeo	X-ray	

## ViaVoice™ Standard Millennium Edition Command Reference

UK English

### VoiceCentre



### VoiceCentre and What Can I Say?

What you say	What happens
Microphone off	Turns the microphone off.
Go to sleep	Puts the microphone into sleep mode.
Wake up	Turns the microphone back on from sleep mode.
Dictate to SpeakPad	Opens SpeakPad for dictation.
Information Central	Displays help information.
Create new user	Displays ViaVoice Options to add a new user.
ViaVoice Options	Displays the options available for user settings.
Begin reading	Reads the selected text out loud.
What Can I Say?	Displays a window with commands for ViaVoice.
What Can I Say for <view>	Displays commands for the specified view.
What can you teach me	Displays a list of subjects the Agent can teach you.
Teach me about <subject>	Displays information about the specified subject.

## Dictation

What you say	What happens
<b>Dictate to SpeakPad</b>	Opens SpeakPad for dictation.
<b>Scratch that</b>	Deletes the last dictated word or phrase.
<b>Select &lt;text&gt;</b>	Selects the <text>.
<b>Select this</b>	Selects the text on or in front of the cursor.
<b>Select document</b>	Selects all text in the current document.
<b>Play this</b>	Plays the audio for the selected dictated text.
<b>Create macro</b>	Creates a dictation macro for the selected text.

## Text Editing

What you say	What happens
<b>Undo this</b>	Undoes the last editing command (copy this, etc.).
<b>Cut this</b>	Deletes the selected text and copies it to the clipboard.
<b>Copy this</b>	Copies the selected text to the clipboard.
<b>Paste this</b>	Pastes the text from the clipboard.
<b>Delete this</b>	Deletes the selected text.
<b>Delete to end of line</b>	Deletes the entire line of text from the cursor position.
<b>Select line</b>	Selects the entire line of text.
<b>Select to beginning of document</b>	Selects the text from the cursor to the beginning of the document.
<b>Select to end of document</b>	Selects the text from the cursor to the end of the document.

## Correcting Dictation

What you say	What happens
<b>Correct this</b>	Corrects the text on or in front of the cursor.
<b>Correct &lt;text&gt;</b>	Opens the Correction window for the specified word or phrase.
<b>Try Again</b>	Selects the next occurrence of specified text for correction.
<b>Pick &lt;n&gt;</b>	Replaces text with word <n> from the list of alternate words.
<b>Return to text</b>	Gives focus to the dictated text.
<b>Show Correction window</b>	Displays the window for correcting misrecognised text.
<b>Hide Correction window</b>	Closes the Correction window.

## Cursor Movement

What you say	What happens
<b>Next word</b>	Places the cursor in front of the next word.
<b>Previous word</b>	Places the cursor in front of the previous word.
<b>Next line</b>	Places the cursor on the next line.
<b>Previous line</b>	Places the cursor on the previous line.
<b>Next page</b>	Places the cursor on the next page.
<b>Previous page</b>	Places the cursor on the previous page.
<b>Move to beginning of line</b>	Places the cursor at the beginning of the line.
<b>Move to end of line</b>	Places the cursor at the end of the line.
<b>Move to beginning of document</b>	Places the cursor at the beginning of the document.
<b>Move to end of document</b>	Places the cursor at the end of the document.

## Text Formatting

What you say	What happens
<b>Bold on/off</b>	Bolds dictated words until you say Bold off.
<b>Bold this</b>	Bolds the text on or in front of the cursor.
<b>Capitalise on/off</b>	Capitalises dictated words until you say Capitalise off.
<b>Capitalise this</b>	Capitalises the text on or in front of the cursor.
<b>Italicise on/off</b>	Italicises dictated words until you say Italicise off.
<b>Italicise this</b>	Italicises the text on or in front of the cursor.
<b>Lowercase on/off</b>	Lowercases dictated words until you say Lowercase off.
<b>Lowercase this</b>	Lowercases the text on or in front of the cursor.
<b>Underline on/off</b>	Underlines dictated words until you say Underline off.
<b>Underline this</b>	Underlines the text on or in front of the cursor.
<b>Uppercase on/off</b>	Uppercases dictated words until you say Uppercase off.
<b>Uppercase this</b>	Uppercases the text on or in front of the cursor.