

Say Natural Commands

ViaVoice natural commands for Microsoft Word 97 are voice commands that enable you to use a flexible style and everyday language to perform common word-processing tasks. A natural command can be as simple as **Select the last paragraph**, or as complex as **Change the font to Arial ten point bold**.

You can say the ViaVoice natural commands whenever Microsoft Word 97 is the active program, even with files that were typed, not dictated. Follow these general guidelines:

- 1 Focus on one task at a time.
- 2 Think in concrete terms about what you want to do. Compose your command using terms and choices provided by Microsoft Word 97.
or
[Say What Can I Say for Active Program](#) to view examples of natural commands. [Click here for information on how to say words in brackets](#). Then click in the Microsoft Word 97 window to make it the [focus window](#) again.
- 3 You might want to place the cursor where you want the change to occur. Or say a command, such as **Move the cursor to the top of the page** or **Select the first word**.
- 4 Using [continuous speech](#), say the command as one sentence, without pauses or hesitation:
 - § [Specify an action](#).
 - § [Specify an object to apply it to](#).
 - § [Specify which Object \(if needed\)](#).
 - § [Specify the details \(if needed\)](#).For example, say:
Make (action)
 the first (object qualifier)
 word (object)
 italic (details).
- 5 If the result is not what you intended, [correct your natural command](#) errors. For example, say **Undo the last command**, and then say the command a little differently.

You can say natural commands only if the Word 97 Natural Commands [command set](#) is selected. Say **ViaVoice Options**, and then click **Command Sets** to view or change the active command sets.

Attention Word

You can say the attention word **Computer** before all natural commands and dictation commands. The attention word lets ViaVoice know that your next words are commands, not dictation. Pause briefly from dictation, and say **Computer** followed immediately by the command.

If ViaVoice continually misrecognises your commands as dictation, you can select the **Required** option on the Command Sets tab. When you select this option, ViaVoice processes everything you say for a dictation application as dictation until it hears "Computer" followed by your command. Then it processes your next words as a command.

[Click here to see examples of natural commands.](#)

Note

If a dialog box opens when you say a natural command, use your mouse or keyboard to complete the dialog.

Examples of Natural Commands

Examples

- Align this paragraph to the right.
- Begin printing from here to the end of the file.
- Centre everything.
- Change the highlighter to blue.
- Check the spelling.
- Close the file without saving.
- Double-space the third paragraph.
- Make row one bold italics twelve point.

Tips

- § ViaVoice will not understand extra words, such as **Please, I want to, or and** (in most cases). Use only word-processing terms, and say one command at a time.
- § If you tell ViaVoice to select one or more paragraphs, remember that ViaVoice counts each paragraph mark (¶), including the extra paragraph marks that you or ViaVoice adds between paragraphs of text. For example, if you say **Select the first three paragraphs**, and you have an empty line (with a paragraph mark) between paragraphs, ViaVoice will select the first paragraph, the empty line, and the second paragraph. If paragraph marks are not visible, you can click **Tools, Options**, and then click **View**. Click **Paragraph marks** to select them.
- § If you select the **Check grammar as you type** option (click **Tools, Options**, and then click **Spelling & Grammar**), the grammar check occurs (and wavy green lines can appear) after you move the cursor from a formatting or editing change.

Correct Natural Command Errors

Try the following suggestions if your command does not produce the change you want:

- § If your natural command is recognised on the status bar, but is not performed, ViaVoice might be busy trying to process your last dictation. Pause to let ViaVoice catch up, and then say your command again.
- § If ViaVoice recognised your command, but the command is not possible, Clippit, the Office Assistant, appears with general instructions.
- § If your command appears on the screen as dictated text (this happens if you pause too long while saying a command), say **Scratch that** to delete the dictated text, and say the command again.
- § Say **Undo the last <n> actions** until you are back where you started. If you go too far, you can say **Redo that**.
- § State the command a little differently. For example, if **Bold this word** didn't bold the right word, say **Undo the last action**, and then you could say **Make the next word bold**.
- § Look in the Active Program view of the **What Can I Say** window for suggestions. Or say **How do I say <action>**. For example, to see examples of commands that you can use to select text in your document, say **How do I say select text?** [Click here for information on how to say words in brackets.](#)
- § Use a combination of the mouse, keyboard, and voice commands to make the change.

Specify an Action

The first word must be an action verb to specify the task you want the computer to perform.

Alignment [Examples](#)

Align, centre, justify, left-justify, right-justify (specify the object or range to align).

Colour [Examples](#)

Change, colour, make, shade (specify the object or range to colour and the new colour, using colours provided by Microsoft Word 97).

Create [Examples](#)

Add, create, insert, make, new, put (specify the object to create, such as a new line or page, and, if needed, where to create it).

Cut, copy, and paste [Examples](#)

Copy, cut, paste (specify the object and, if needed, the destination).

Delete text [Examples](#)

Clear, delete, erase, remove (specify the object or range of objects to delete in text or table).

Find/Replace [Examples](#)

Find text, find the next occurrence, replace all, replace the previous one (specify the object or range of objects to find/replace).

Format font [Examples](#)

Bold, change, colour, convert, italicise, make (specify the new type of format, such as font, colour, font size, or typestyle, and the object to format, using the choices provided in Microsoft Word 97).

Highlighter [Examples](#)

Highlight, clear (specify the object or range to highlight and, if needed, the highlighter colour).

Indenting [Examples](#)

Indent, make, set (specify the object or range to indent and, if needed, how much to indent).

Line spacing [Examples](#)

Change, double-space, make, set, single-space (specify the object, such as the file, and, if needed, the type of spacing, such as double-spaced or single-spaced).

Move text [Examples](#)

Move (specify the object to move, such as a paragraph, and, if needed, the destination).

Move the cursor [Examples](#)

Go to, jump to, move to, move the cursor to, scroll to (specify the object to move, such as the cursor, and the destination).

Open/Close Document [Examples](#)

Close, close and save, create, new file, open, rename the file (specify how to close or save the file).

Printing [Examples](#)

Print, print preview, start/close/cancel print preview (specify the print command and the object or range to print).

Selection [Examples](#)

Select, change selection, deselect, extend the selection, increase the selection, reduce the selection, unselect (specify the object or range to select).

Spell and grammar check [Examples](#)

Check, check the grammar, correct the spelling, grammar check, spell check (specify what object or range to check)

Table [Examples](#)

Add, change, convert, create, delete, insert, make, set (specify which cell, column, row, or table and, if needed, the format)

Undo/Redo/Repeat [Examples](#)

Cancel, redo, repeat, undo (specify which action/s to undo or redo, such as undo the last five actions, or how many times to repeat the last action).

Specify an Object

Specify the part of the text to change.

Text objects:

document **page** **selection**
file **paragraph** **sentence**
line **section** **word**

Table objects:

cell **row**
column **table**

Tips

- § You can use a pronoun to refer to the object upon which the cursor is located, such as **it**, **that**, **this**, or **here**.
- § You can include a range of objects, such as **Select from here to the end of the document**.
- § For tables, you can select a cell, column, row, or table and you can select a range of adjoining cells, columns, rows, or tables, such as, **Select cells two to four in rows three through ten**.

Specify the Details

If needed, specify the details, using Microsoft Word 97 words and choices.

Details include:

- Location, such as **beginning** or **top**
- Spacing, such as **double-space** or **one point five**
- Font, such as **Arial**
- Font style, such as **regular**, **italic**, or **bold**
- Size, such as **ten point**
- Colour, such as **colour blue**

When you change the font (using options on the **Format** menu, **Font** page), you can include up to three changes to apply to an object in one command. For example, you can say **Make the last paragraph Arial eight point bold**.

Using “and” in a natural command

Do not say “and” between the details or actions in a command or to say compound commands. Generally, ViaVoice does not understand “and” when used in a natural command. For example, if you say **Select the first paragraph and make it bold**, ViaVoice will not understand the command.

There are two exceptions: You can use “and” when creating tables, such as **Create a table with two rows and three columns**, and when saving files, such as **Close and save the file**.

Alternative Methods

- § Click **ViaVoice, What Can I Say, View**, and click **Active Program**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Then click **What Can I Say, View**, and then click **Active Program**.

How Do I Say Words in Brackets?

The Natural Commands displayed in the What Can I Say window consist of general tasks followed by words in angled brackets. For example, in the Active Program view, when MS Word 97 is running, you see the task Open and Close Documents followed by <create document>.

Words in the brackets represent a general task with many possible commands. To view examples of commands for the task, say **How do I say** followed by the word or phrase inside the brackets. Using our example, you can see examples of natural commands for <create document> by saying **How do I say create document?** A [VoiceTip](#) appears with information on the command. Or you can place the cursor over the bracketed words, and a VoiceTip appears.

Continuing with the example, to create a new file in Word 97, you can say **New file** for <create document>.

Specify Which Object

If needed, specify which object to change with your command.

Qualifiers include:

First/last/next to last

First (n), last (n), next (n) , where (n) is the number of elements

Next/previous

First/second/third/ and so on

Range (n1 through n2), such as first through fifth

All/this

Examples:

Centre the first paragraph.

Copy the next three words.

Move this row to the end of the table.

Examples

Centre the first section.

Right-justify the first page.

Left-justify the last two paragraphs.

Full-justify the first row of table two.

Examples

Close it.

Save the changes.

Open all recent files.

Save the file as text.

Save the file and close.

Open a new document.

Open the most recent file.

Save the file with the rtf format.

Close the file without saving.

Save the file with a new name.

Save the file as. (Opens "Save As" dialog.)

Examples

Colour the first page blue.

Make the first two columns red.

Make the last paragraph red.

Make sentences one to five green.

Colour the last two columns of the last table blue.

Examples

Create a 3 by 5 table.

Insert a new page here.

Make a table with 3 rows and 4 columns.

Add a new paragraph at the top of the page.

Create a new page at the bottom of the fourth page.

Examples

Paste it here.

Paste special.

Copy the selection.

Cut the first five sentences.

Paste it to the top of the second page.

Copy the first two paragraphs to the clipboard.

Move the next paragraph to the clipboard. (Similar to "Cut".)

Copy the first sentence to the bottom of the second paragraph.

Examples

Erase that.

Clear the first paragraph.

Delete the next three words.

Examples

Find the previous one.

Replace the next one.

Find the next occurrence.

Replace the previous one.

Find a word. (Opens "Find and Replace" dialog.)

Replace a word. (Opens "Find and Replace" dialog.)

Examples

Begin-regular

Turn bold on.

Turn bullets on.

Uppercase on.

Bold the first word.

Turn numbering off.

Make the last row Arial.

Bold the first paragraph.

Underline the last sentence.

Sentence-case the selection.

Bold the first column of the first table.

Change the first paragraph to Arial 12.

Increase the font size of the last paragraph 5 points.

Examples

Highlight the first paragraph.

Highlight the last sentence blue.

Highlight the first column of this table.

Turn off the highlighting in the first section.

Remove the highlight from the first ten words.

Examples

Make the left indent 2 points.

Make the right indent 5 millimeters.

Indent the first two paragraphs one inch.

Examples

Double-space the file.

Make the first five paragraphs single-spaced.

Double-space the second column of this table.

Examples

Move it here.

Move the selection up two lines.

Move the last five paragraphs here.

Move this sentence left three sentences.

Move this paragraph to the top of page two.

Move the first paragraph to the bottom of the file.

Move the second table to the top of the third page.

Move the first sentence to the end of the paragraph.

Examples

Move up a row.

Move up ten lines.

Move right a column.

Move back two words.

Go to the top of the file.

Move left three sentences.

Move forward two paragraphs.

Go to the top of the second page.

Move to the top of the second paragraph.

Go to the bottom of the next to last paragraph.

Examples

Print preview on.

Print the first page.

Print the selection.

Print preview the file.

Cancel print preview.

Print the next five paragraphs.

Print from the second paragraph through the end of the second page.

Examples

Select the file.

Select the last page.

Select the paragraph.

Select the first ten lines.

Select the last ten sentences.

Select from the top of the second paragraph to the bottom of the third page.

Examples

Spell check the entire file.

Grammar check the first page.

Grammar check the first column of the first table.

Check the spelling of the first two rows of this table.

Examples

Add a table here.

Create a table. (Creates a default table.)

Make a 6 by 4 table formatted as Classic 2.

Make a new table at the bottom of the first page.

Insert a 2 by 3 table at the end of the third paragraph.

Examples

Undo that.

Redo that.

Repeat that.

Repeat that 5 times.

Undo the last 2 actions.

Undo the previous action.

Redo the previous 5 actions.

accelerator key

A keyboard key or key combination, sometimes called a shortcut key, that invokes a particular command, such as Ctrl+P (print) or Alt+F (open the file menu).

active object

The button, check box, window, text, or other item that you have selected.

Active Program command set

The voice commands that edit and format your text in the active dictation method.

active window

See [focus window](#).

active words

The set of words that a speech-recognition system is listening for at a given time. The [speech recogniser](#) can recognise a spoken word only if that word is active. See also [input focus](#).

actor

An animated face that you can select to read the text when you use ViaVoice Outloud.

All Commands

The view in the What Can I Say window that assists you in finding the names of commands in ViaVoice.

attention word

The word Computer, which tells ViaVoice to process your next words as a command, not type them as dictation. Pause briefly, and say "Computer" followed by your command. Do not pause or hesitate during the command.

audio adapter

See [sound card](#) .

audio application

A program that uses the sound card.

audio input device

Any device that you use for speaking to the computer. The device you use depends on the software you have installed and the enrolments you have completed. For example, if you have a microphone and a digital recorder, you must complete a separate enrolment for each audio device.

Audio Setup

A program that helps you prepare your microphone or audio input device for use with ViaVoice. It shows you how to connect and test the microphone and adjust your audio settings.

Audio Setup wizard

A program that helps you prepare your microphone or audio input device for use with ViaVoice. It shows you how to connect and test the microphone and adjust your audio settings.

base vocabulary

A starter set of words that ViaVoice recognises. This starter set comes with ViaVoice. You can change to another base vocabulary, but only one can be active at a time.

cardinal numbers

Numbers used for counting, such as one, two, and three. *Contrast with [ordinal numbers](#).*

click

To press a mouse button once, usually the left button unless otherwise indicated.

command

A word or phrase that instructs the computer to perform an action.

Command Reference

A reference source of the most commonly used speech commands for ViaVoice.

command sets

Groups of related voice commands that can be used to control a program or perform an action.. They can be [selected](#) in ViaVoice Options.

Computer

The attention word that tells ViaVoice to process your next words as a command, not type them as dictation.

continuous general dictation

Dictating using the [base vocabulary](#) included in ViaVoice and any added [topics](#), as well as your personal vocabulary.

continuous speech

Speech spoken distinctly, without extra pauses between words. You can pause between phrases to take a breath or collect your thoughts.

control

To use commands and [macros](#) to access program in ViaVoice and perform tasks in your dictation application.

Correction window

The Correction window offers a choice of words similar in sound to a selected, dictated word. When you correct a dictated word in the correction window, ViaVoice updates your [personal speech files](#) and adds the word to your personal vocabulary.

Or you can use the Correction window to display a selected word or phrase (dictated or typed) and correct, format, or delete it from the text.

current user

The user for whom ViaVoice is updating personal speech files. The current user name appears on VoiceCentre.

customise

To change the behavior or characteristics of a function.

deselect

To remove the check from a feature by clicking the circle or check box. This turns off the feature until you click it again to select it. In some cases, you must select an alternative choice to deselect a feature or to clear a highlighted selection by clicking outside the selection.

desktop

Part of the Windows user interface. It is the background area of your screen where you can drag and drop folders and use shortcuts for quick access.

destination window

The target window where you want to transfer your dictated text after you dictate into SpeakPad.

dictate

In ViaVoice, the process of entering text by speaking into a microphone or audio input device. All spoken words appear as text in a document, unless you pause to say a ViaVoice command.

Dictation Inline Commands command set

The voice commands that format your dictated text, such as **Bold on** or **Uppercase this**, or undo dictation, such as **Scratch that**.

dictation macro

A [macro](#) that is active when you are dictating. It is typically used to format, punctuate, and insert user-defined text into a dictation document.

Dictation Macro Editor

A program that lets you create dictation [macros](#) to format, punctuate, and insert text into a dictation document.

double-click

To press the mouse button twice in rapid succession, usually the left button unless otherwise indicated.

enrol

To teach ViaVoice how you pronounce words.

Enrolment

A program included with ViaVoice for improving speech recognition.

Enrolment is a two-part process. First, using your microphone or audio input device, you dictate predefined sets of sentences or words, called [enrolment scripts](#), which ViaVoice records. Then, in Training, ViaVoice analyses the recorded sentences and updates your personal speech files.

enrolment script

The sets of predefined sentences or words that you speak into a microphone or audio input device as part of Enrolment.

enrolment session

One or more invocations of the enrolment process during which a user reads an [enrolment script](#) and the system records it.

environment

The working location in which you completed your enrolment for a microphone or audio input device. Each environment has its own level of ambient noise. You should enrol separately for each environment to ensure the best recognition.

firm word

A word that is definitely recognised during dictation and will not be changed when subsequent words are recognised. *Contrast with [infirm word](#).*

focus

The window you are currently using. You can distinguish the window in focus because the window title bar has colour.

focus window

The window you are currently using. You can distinguish the window in focus because the window title bar has colour.

highlight

To mark a word or phrase to indicate selection. For example, you can highlight a word using the **Select this** voice commands. Or you can double-click on a word to highlight it. Or you can click and drag the mouse over a selection to highlight it.

infirm word

A word that has been tentatively recognised during dictation, but might be changed in the context of subsequent words. *Contrast with [firm word](#).*

input focus

Focus given to the foreground window where dictated or typed text appears. You can give input focus to a window by clicking on it. You can distinguish the window in focus because the window title bar has colour.

insertion point

The cursor position that identifies where text will be inserted.

isolated-word speech

Speech that contains brief, deliberate pauses between words to help improve the recognition process. *Contrast with [continuous speech](#).* ViaVoice uses continuous speech for dictation.

language

The language selected in ViaVoice Options on the User page.

macro

A shortcut used to carry out a series of actions. A macro typically decreases the number of keystrokes, mouse clicks, or voice commands needed to perform a specific task.

migrate

To move personal speech files from an older ViaVoice or VoiceType product to this product.

Migrate Users

A program that can move your personal speech files from another computer running an older ViaVoice or VoiceType product to this computer.

misrecognised

A dictated word that ViaVoice recognises as another word.

natural commands

The voice commands that enable you to use a flexible style and everyday language to perform common word-processing tasks while using Microsoft Word 97.

open

To start a program. It is also used to indicate a program that is currently running.

options

Settings that determine how a particular program or function looks and behaves. You can view and change the options for ViaVoice by using the ViaVoice Options program.

ordinal numbers

Numbers used to indicate sequence, such as first, second, and third. *Contrast with [cardinal numbers](#).*

PCMCIA

Personal Computer Memory Card International Association.

personal speech files

A set of files containing speech information that you accumulated while using ViaVoice as a specific user. This consists of enrolments, the personal speech vocabulary, statistics of word usage, and macros. Each user has one set of personal speech files.

personal vocabulary

Words that you add to the base vocabulary using either the [correction window](#) or [Vocabulary Expander](#) .

phoneme

The smallest unit of sound that is used in the pronunciation of words.

phonetic alphabet

A set of words that you can use to identify letters of the alphabet, such as the word *alpha* for the letter A. You can use it to help ViaVoice recognise similar-sounding letters correctly. Refer to the Command Reference card for the complete list of words associated with the phonetic alphabet.

pronunciation

A string of phonemes (units of sound) that represents how a given word is pronounced. A word can have several pronunciations; for example, the word tomato might have pronunciations toe-MAH-toe and toe-MAY-toe.

Quick Tour

A multimedia, interactive presentation that demonstrates how to use ViaVoice.

right-click

To press the alternate mouse button once, usually the right button unless redefined by the user.

select

To choose menu items, buttons, or icons by moving the mouse pointer to the item or icon, then clicking the left mouse button. This action selects the item by highlighting it or placing a mark before it. You can click the item again to [deselect](#) it.

selected user

The user for whom ViaVoice is updating personal speech files. The current user name is shown on VoiceCentre. If you start to use the VoiceCentre and you are not the selected user, ViaVoice will use and update the wrong personal speech files. This will result in poor recognition accuracy for both you and the user for whom ViaVoice is erroneously updating personal speech files.

session

All of your dictation data, including recorded audio for your dictated text. You can save a session when you close the file you are dictating (using SpeakPad or Microsoft Word 97). When you later reopen the file, you can choose to restore the session data. This restores the original dictation environment including your original recorded audio, which allows you to continue correction or delegate correction of a saved session to a colleague.

Software Registration

A program for registering ViaVoice software. You fill out an online form and then have the option of sending it in by modem, fax, or mail.

sound card

An adapter that receives input from a microphone or input line and converts the sound to computer information. The adapter can play back the information to an external speaker, headphone, or line output.

sounds-like spelling

A way of specifying the pronunciation of a word or phrase whose pronunciation is uncertain. You do this by pronouncing the parts of the word as though they are separated by hyphens, such as eye-triple-E for IEEE.

SpeakPad

A speech-enabled dictation application included in ViaVoice. You can review and edit your dictated words, and you can transfer those words to another application, if desired.

speech-enabled application

An application that responds to voice.

speech files

A set of files containing speech information that you accumulated while using ViaVoice as a specific user. This consists of enrolments, the personal speech vocabulary, statistics of word usage, and macros. Each user has one set of personal speech files.

speech recogniser

A program that analyses speech and converts it to keystrokes or commands.

spell mode

A dictation mode that enables you to spell words.

system menu

An icon in the upper-left corner of a window. It displays a menu that contains choices that affect the window.

target application

A program to which you want to transfer a text file. You can dictate a file into SpeakPad, and then transfer the file to a target application such as WordPerfect.

taskbar

Part of the Windows user interface. It is the central location where all your currently running programs can be found.

template

A special kind of dictation macro that enables you to provide data-entry fields.

Text Editing command set

The voice commands that control the cursor and select and edit text, such as **Cut** and **Copy**.

text-to-speech mode

The state that ViaVoice is in when it reads aloud the text in the focus window. See also [ViaVoice Outloud](#) .

tooltip

A pop-up window that contains general information or the name of a button.

topics

Sets of specialised, add-on words that you can select to narrow the focus of the specialised vocabulary. You can activate more than one topic at one time, but you should activate only the topics that you need for this session.

train

To teach ViaVoice how you pronounce words.

training

The second part of the enrolment process, during which the computer updates your personal speech files using the voice data collected during the first part of enrolment. *See also* [Enrolment](#).

A process by which you update your personal speech files using the [Vocabulary Expander](#), [What Can I Say](#) , or [Dictation Macro Editor](#).

transcribe

Use ViaVoice to convert previously recorded speech data into text. You can generate speech data by using audio devices, such as digital recorders to record your dictation, transfer the speech data to your computer, and then use ViaVoice to transcribe the data.

transcription

The process of using ViaVoice to convert previously-recorded speech data into text. You can generate speech data by using audio devices, such as digital recorders to record your dictation, transfer the speech data to your computer, and then use ViaVoice to transcribe the data.

user name

A name or identifier that is uniquely associated with a user of ViaVoice. The current user name is displayed on the VoiceCentre.

User Wizard

The program in ViaVoice that takes you through all the steps you need to get started. It guides you through setting up your microphone or audio input device and gives you a mini-enrolment exercise to help you practise dictating.

ViaVoice Options

The program that you can use to view and customise the various settings used by ViaVoice.

ViaVoice Outloud

The program that ViaVoice uses to convert text to speech. A computer-generated voice reads your text aloud.

ViaVoice tour

A multimedia, interactive presentation that demonstrates how to use ViaVoice.

ViaVoice User Guide

The ViaVoice User Guide takes you through installation, setup, and your first experiences with ViaVoice. There are many new features and improvements in this version of ViaVoice. Whether you're using ViaVoice for the first time or you're an advanced user, the Guide helps you use the power of ViaVoice to accomplish your work.

vocabulary

A set of words that ViaVoice recognises, including the [base vocabulary](#) and the [personal vocabulary](#). Contrast with [topics](#) .

Vocabulary Expander

A program that analyses existing documents or word lists to add words to your vocabulary.

Vocabulary and Topic Installer

A program that helps you install any of the optional vocabularies or topics for ViaVoice.

Vocabulary Manager

A program that lets you delete and record (train) pronunciations of words added to your personal vocabulary.

VoiceCentre

The program through which you access ViaVoice programs, control your dictation application, and begin dictating.

voice command

A spoken word or phrase that invokes a single action or a sequence of actions. See also [macro](#).

VoiceTip

A pop-up window that contains examples for a word or phrase appearing in brackets in What Can I Say window.

What Can I Say

A program that includes all the words, commands, and macros you can say to control VoiceCentre and to format and edit text while dictating.

