

## Using Natural Punctuation

Dragon can automatically add periods and commas at the appropriate places in your dictation without you having to explicitly speak that punctuation. The Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation inserts only periods and commas. You have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

**NOTE:** You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off" or by selecting *Tools > Options* from the menu of the DragonBar and clicking *Automatically add commas and periods on the Formatting tab*.

## Dictating Punctuation

You can dictate punctuation at any time while you are using Dragon, even when Natural Punctuation is enabled.

Use the following list as a guide to dictating the most common punctuation marks. (For a complete list of punctuation, see the online help.)

TO ENTER	SAY (US/Canada)	SAY (Other Dialects)
,	comma	comma
.	period	full stop
!	exclamation point <i>or</i> exclamation mark	exclamation mark
?	question mark	question mark
-	hyphen	hyphen
:	colon	colon

## Starting New Lines and Paragraphs

While you are dictating, you can use the following commands to duplicate the action of pressing the ENTER key once (to add a new line) or twice (to add a new paragraph).

Saying "New Paragraph" presses the ENTER key twice and capitalizes the next word you dictate.

### Tips for dictating text

- To erase the last thing you said, say "Scratch That."
- You can repeat "Scratch That" to undo a sequence of phrases.
- To undo the effects of a command, say "Undo That." If "Undo That" fails to undo an action, try repeating the command until you completely undo the operation.
- To stop a recognition in progress (and turn the microphone off), click the small red button inside the Results Box.
- You can change the very last phrase you spoke by saying "Bold That," "Cap That," "Correct That," and so on; you do not have to select the text first.
- To remove a trailing space after a word, you can say "Delete Previous Character."
- You can create a spoken form for words you prefer not to say aloud. For example, you can create a command that types "Snookums" whenever you say "Mary's nickname."
- To clear (deselect) your last selection, say "Unselect That." For information on correcting any mistakes, see Chapter 5, Correcting and Editing on page 63.

## Using the Dictation Box

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.

In these situations, you can use a special window, called the Dictation Box. You use the Dictation Box to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

**To start the Dictation Box:**

1. Place your cursor where you want to put the text.
2. Start the Dictation Box by either:
  1. Saying "Show Dictation Box"
  2. Select Tools > Dictation Box from the DragonBar
  3. Use CTRL + SHIFT + D
3. When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all Dragon commands.
4. Once you are done dictating and editing the text, say or click "Transfer." The text you dictated in the Dictation Box is transferred to the application.  
For more information on using the Dictation Box with a non-standard window, see the online help.

## **Printing and Saving Your Dictated Text**

### **Printing**

From the File menu of your word processor, use the mouse to choose Print. Or say "Click File," pause, and say "Print." You can also simply say, "Print Document" or "Print File" if the Natural Language Commands are enabled. See the online help for more information.

### **Saving**

From the File menu, choose Save. You can also say "Click File" and then say "Save." Remember, you have to pause between the "Click File" and the "Save" commands to have Dragon recognize them as two separate commands. If the Natural Language Commands have been enabled, you can say "Save Document."