

DITO Commands Continued

If a word or phrase is bolded, it is an example that can be replaced.

Common Speech Recognition commands

To do this	Say this
Open Start	Start
Open Cortana	Press Windows C
Open Search	Press Windows S
Perform an action in an app	Right-click; Press Windows Z; press ctrl B
Select an item by its name	File; Start; View
Select an item or icon	Click Recycle Bin ; Click Computer ; Click file name
Double-click an item	Double-click Recycle Bin ; Double-click Computer ; Double-click file name
Switch to an open app	Switch to Paint ; Switch to WordPad ; Switch to program name ; Switch application
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select word
Select a word and start to correct it	Correct word

Select and delete specific words	Delete word
Show a list of applicable commands	What can I say?
Update the list of speech commands that are currently available	Refresh speech commands
Turn on listening mode	Start listening
Turn off listening mode	Stop listening
Move the Speech Recognition microphone bar	Move speech recognition
Minimize the microphone bar	Minimize speech recognition

Commands for dictation

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word (for example, insert the word "comma" instead of the punctuation mark)	Literal word
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral number
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Don't insert a space before the next word	No space

Go to the start of the current sentence	Go to start of sentence
Go to the start of the current paragraph	Go to start of paragraph
Go to the start of the current document	Go to start of document
Go to the end of the current sentence	Go to end of sentence
Go to the end of the current paragraph	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select a word in the current document	Select word
Select a word range in the current document	Select word range ; Select word through word
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous 20 words; Select previous 10 words
Select a number of words after the location of the cursor	Select next 20 words; Select next 10 words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of a word	Caps word
Capitalize all the letters of a word	All caps word
Make all the letters in a word lowercase	No caps word
Change the next number of words to uppercase	Change next 10 words to uppercase

Change the next number of words to lowercase	Change next 10 words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for the keyboard

To do this	Say this
Press a key or key combination	Press keyboard key ; press A ; press capital B ; press Shift plus A ; press Ctrl plus A
Press certain keyboard keys without saying "press" first	Delete; Backspace; Enter; Page Up; Page Down; Home; End; Tab

Commands for punctuation marks and special characters

To do this	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

Commands for Windows and apps

To do this	Say this
Select an item by its name	File; Start; View
Select an item or icon	Click Recycle Bin ; click Computer ; click file name
Double-click an item	Double-click Computer ; double-click Recycle Bin ; double-click folder name
Right-click an item	Right-click Computer ; right-click Recycle Bin ; right-click folder name
Minimize all windows to show your desktop	Show desktop
Select something if you don't know what it's called	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to select it.)
Select a numbered item	19 OK; 5 OK
Double-click a numbered item	Double-click 19 ; Double-click 5

Right-click a numbered item	Right-click 19 ; Right-click 5
Open an app	Open Paint ; Open WordPad ; Open app name
Switch to an open app	Switch to Paint ; Switch to WordPad ; Switch to app name ; Switch application
Close an app	Close that; Close Paint ; Close Documents
Minimize	Minimize that; Minimize Paint ; Minimize Documents
Maximize	Maximize that; Maximize Paint ; Maximize Documents
Restore	Restore that; Restore Paint ; Restore Documents
Cut	Cut that; Cut
Copy	Copy that; Copy

Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
Scroll an exact distance in other units	Scroll up 5 ; Scroll down 7
Go to a field in a form or app	Go to field name ; Go to Subject ; Go to Address ; Go to cc

Commands for using the mouse

To do this	Say this
Show the mousegrid	Mousegrid
Move the pointer to the center of a mousegrid square	Number of the square ; 1; 7; 9
Select a mousegrid square	Click number of the square
Select an item to drag with the mouse	Number of the square where the item appears (followed by) mark; 3 mark; 7 mark; 9 mark
Select an area in the mousegrid where you want to drag the item	Number of the square where you want to drag the item (followed by) click; 4 click; 5 click; 6 click