Dragon macro (custom command) set from Viva Voce

### Navigation — access applications and documents

* “Switch back" (return to previous window)
* “Bring up folder TEMPLATE" (copy this macro to open folders)
* “Browse to folder TEMPLATE”
* “Browse to desktop” (this macro will need to be adapted for your use)
* “GO <word/outlook/Internet/Excel/ folder>" (switch between applications, a bit shorter than saying “switch to”)
* "Next <dock/document>" (cycle through open documents in Word and Excel)
* "Switch Windows", then “Press 3”etc (to move between open Word & Excel docs)
* "Recent docks", then “Press 2” etc (access recent documents in Word and Excel)
* “Lock computer”
* “Restart the computer immediately” (close all applications *except* Dragon, before using this command)

### Dual monitors

* “Flick left/right” (move the active window to the other monitor)
* “Reverse screens left/right”(move the active window on the left monitored to the right monitor and vice versa)

### Split screen

* “Slit to the <left/right>” (split the active window to the left or right side of the screen)

### Formatting

* "Copy all" (use to select all text and copy)
* "curly that" (italicise selected text)
* "delete to end" (delete from cursor to end of line)
* "find text" (Ctrl+F)
* "bold and curly" (apply bold and italics to selected text)
* "change <font / case>"
* "insert smiley” ()
* "Pop <bold / cap / curly/ delete>" (format the one word under the mouse pointer)

### Navigating

* “<Home /end> key" (move to beginning or end of line)
* "Minimise all"

### Dates

* "date <1to31n> <month>" (use to ensure dates are correctly formatted)
* "date <1to31n> <month> <year>"
* "Insert <1to31n> <month> <year>" (date with non-breaking spaces)

### Saving documents

* "save as"
* "save as PDF"
* "save dock"

### Dragons vocabulary

* "edit vocab" (shorter than the built-in command)
* "train now" (use to train pronunciation of vocabulary item, shorter than “click train”, then “click go”)

### Miscellaneous

* "Enter", "File" (shorter than built-in command names)
* "Repeat action" (Ctrl+y)
* "tab back" (Shift+Tab)
* "tell me about <the international communications alphabet/caps/numbers>" (tip sheets)
* “Shot of <screen/window>” (take a screenshot of the screen or active window)
* “Flick <left/right>” (move the active window to the other monitor)

### Microphone control

* "Standby" (alternative to “go to sleep”)
* "Mic off"

### Mouse clicks (shorter than the built-in commands)

* “<Left/right> click"
* "Click one / two"
* "Double click"

### Internet

* "Go <back /forward> "
* "Bring up <Viva Voce / Dragon technical /customer page / Dragon tips / microphone FAQs / mics for use with Dragon / mics for use with Dragon and phone / Dragon Blog /Ergonomic Office>" (bring up a webpage)
* "Secret Dragon password" (access to Viva Voce customer page at <http://www.vivavocesrs.com/401/login.php?redirect=/resources-for-viva-voce-customers.html> )

### Microsoft Word

* “<copy / paste> format" (format painter)
* "Today's date"
* “Insert page numbers”
* “highlight colour” ; “highlight yellow”, “remove highlight”
* “text colour” (show text colour palette)

#### Track changes

* "track changes"
* "accept all changes"
* "accept and move"
* "accept change"
* "insert a comment"
* "reject and move"
* "reject change"

#### Microsoft Word styles

* "apply <wordstyle>" (say eg “Apply heading 1”, “Apply Normal”)
* “Show styles” (bring up the apply styles dialogue, CTRL+SHIFT+S)
* "clear all formatting"

### Microsoft Outlook

* “<go/move> to <folder>” (go to or move selected email/s to an Outlook folder)
* “Insert Viva Voce email address”
* “unclassified”; “unofficial; “DLM” (choose security classification when sending an email)

### Microsoft Excel

* "Format Cells"
* “<Next / previous> sheet" (move to the previous or next sheet)
* “<Next/previous> sheet <1to99>" (move between multiple worksheets in a workbook)
* “<Next / Previous> tab"
* "Copy to the right”, “Copy down>"
* "centre bold and curly" (format selected text: centred, bold & italics)
* "cut that"
* "paste <format/special/values>"
* "current time"
* "format <border/patterns/currency>"
* "merge cells"
* "today's date"
* "two decimal places"
* “text colour” (show text colour palette)
* “click Sum”

### PDFs

* "actual size"
* "save a copy"
* "print document"
* "scroll"
* “stop” (stop scrolling)

### TRIM

* "quick select"

### PowerPoint

* “Text colour” (open the text colour palate)
* “go to <Notes/slide>” (mouse position macro to move cursor between Notes field and Slide field)
* “Insert a slide”
* “New slide”
* “View slideshow”
* “press escape” (to close the slideshow)