CONTROLLING THE MICROPHONE:
• Go to sleep/Stop listening
• Wake up.Listen to me
• Microphone off

GETTING HELP:
• Give me help
• What can I say
• Display sample commands

SELECTING AND CORRECTING:
• Select <xyz>
• Select again
• Select the next <number> characters
• Select previous paragraph
• Select document
• Correct <word>
• Select all
• Unselect that

INSERTING LINES AND SPACES:
• New line
• New paragraph
• Press Enter
• Press Tab key

CAPITALIZING:
• Capitalize that; Cap that
• All caps on
• All caps off
• No caps

EDITING AND FORMATTING TEXT:
• Cut that
• Copy that
• Copy all to clipboard
• Paste it here

UNDOING AND DELETING:
• Scratch that
• Delete that
• Undo that
• Backspace <n>

MOVING AROUND IN YOUR DOCUMENT:
• Move left <number> words
• Move down <number> lines
• Go to end of line
• Page up
• Page down
• Insert before <xyz>

CONTROLLING YOUR DESKTOP:
• Start <application name> (for example, Microsoft Word, Lotus Notes, Windows Explorer)
• Start <Folder name>
• Move down <number>
• Move up <number>
• Click Start
• Shut down computer
• Open <desktop icon name>
• Switch to <application name>
• Minimize window
• Maximize window

EMAIL COMMANDS
• Check for new mail
• View by sender
• Forward mail
• Reply to all
• Delete mail
• Create new message
• Subject field
• Go to body field
• Attach a file
• Check spelling
• Send mail
• View sent items folder
• Send and receive

ADDRESS BOOK AND CONTACTS COMMANDS
• Show the address book
• Display contacts folder
• Delete contact

CALENDAR COMMANDS
• Switch to the calendar folder
• Show date
• View month
• Create a new appointment
• Invite attendees
• Cancel invitation
• Save and close

*These commands are available only if the option Enable Natural Language Commands has been selected.
### QUICK VOICE FORMATTING

<table>
<thead>
<tr>
<th>TO...</th>
<th>SAY...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete the specified text or a range of text.</td>
<td>Delete &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Delete from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Delete &lt;text&gt; through &lt;text&gt;</td>
</tr>
<tr>
<td>Cut the specified text or a range of text.</td>
<td>Cut &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Cut from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Cut &lt;text&gt; through &lt;text&gt;</td>
</tr>
<tr>
<td>Copy the specified text or a range of text.</td>
<td>Copy &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Copy from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Copy &lt;text&gt; through &lt;text&gt;</td>
</tr>
<tr>
<td>Bold the specified text or a range of text.</td>
<td>Bold &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Bold from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Bold &lt;text&gt; through &lt;text&gt;</td>
</tr>
<tr>
<td>Italicize the specified text or a range of text.</td>
<td>Italicize &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Italicize from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Italicize &lt;text&gt; through &lt;text&gt;</td>
</tr>
<tr>
<td>Underline the specified text or a range of text.</td>
<td>Underline &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Underline from &lt;text&gt; to &lt;text&gt;</td>
</tr>
<tr>
<td></td>
<td>Underline &lt;text&gt; through &lt;text&gt;</td>
</tr>
</tbody>
</table>