# Dictation Commands

All Caps – Completely capitalizes the next word.

Caps – Capitalize the beginning of the next word.

Upper Case [Letter] – make the next letter upper case.

Caps On – This turns on Caps Lock.

Caps Off – Turn off Caps Lock.

No Caps – No capital letters in the current word

Numeral [Number] – This types a number instead of the word for that number.

New Paragraph – Create a new paragraph.

New Line – Create a new line at the current insertion point.

No Space – Force dictation to not put a space between the next word.

No Space On – Force dictation to not put spaces after words.

No Space Off – Start putting spaces after words.

## Punctuation and Special Character Commands

Period

Comma

Question mark

Reverse question mark

Hyphen

Dash

Em Dash

Exclamation Point

Underscore

Open Parenthesis

Close Parenthesis

Open Square Bracket

Close Square Bracket

Open Brace

Close Brace

Colon

Semi Colon

Ellipsis

Quote

End Quote

Back Quote

Single Quote

End Single Quote

Double-Quote

Apostrophe

Slash

Back Slash

Tilde

Ampersand

Percent Sign

Copyright Sign

Registered Sign

Section Sign

Dollar Sign

Cent Sign

Degree Sign

Caret

At Sign

Pound Starting Sign

Yen Sign

Euro Sign

Pound Sign

Smily Face or Smiley

Frowny Face, Frown or Sad Face

Winky face or Winky