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Editing and Formatting

After you draft a letter or other document, you'll usually want to revise it. This chapter discusses editing—reorganizing and fine-tuning your words. It also covers using bold text, different fonts, and other formatting.

You can edit by voice, keyboard, mouse, or all three methods combined. When you're starting out, take the time to learn how to edit with voice commands. As you become more familiar with the software, make changes in the way that is most comfortable for you. See Chapter 12 for recommendations on what editing methods are best for different situations.

If you want to edit by voice, it's easiest to use a Select-and-Say application. If the application you want to use (such as an e-mail program) is not Select-and-Say, editing by keyboard and mouse will probably be easier. Alternately, you can edit your text by voice in the NaturallySpeaking window, then copy and paste

it into the other application. See page 36 for a list of what applications are Select-and-Say.

When you're editing by voice, use any of the commands described in this chapter. However, do not use "Correct That." "Correct That," "Spell That" (its synonym), and the Correction window are reserved for instances when NaturallySpeaking misrecognizes what you said and types the wrong word. Chapter 5 discusses this kind of correction.

Select and Dictate

To revise and rewrite, simply select the text you want to fix—by voice, keyboard, or mouse—then dictate the new text. As with typing, the newly dictated text will replace the selection. Be sure, though, that NaturallySpeaking selects the correct block of text, so that other text is not inadvertently deleted.

If you've selected text and then dictate a word unintentionally, or if NaturallySpeaking misrecognizes a command, the selected text will disappear. Press Ctrl+Z to Undo (or choose Undo from the Edit menu).

Selecting by Voice

You can use two types of commands to select text by voice. The simplest commands select words verbatim—you say "Select" plus the words you want to change. You can use these commands only in Select-and-Say applications. These selection commands are described on page 37 and summarized below.

<i>Example</i>	<i>General form</i>
Select computer (where "computer" is the word you want to change)	Select <text>
Select we to states (selects a range of words, from the first word to the second)	Select <text> to <text> Select <text> through <text>
Select Again (if the computer chooses the wrong occurrence of the word you said)	Select Again

The other selection commands use navigation language. First, move the cursor to the text you want to change by saying “Move,” a direction, and how far to go. See the examples below. When you’re next to the text to change, say “Select” plus the number of words, characters, or lines to be changed. Again, see the examples. These commands work in almost any Windows program.

<i>Say this</i>	<i>Options</i>
Moving	
Move Up 7 Lines	Move <Up/Down/Back/Forward>
Move Back 2 Paragraphs	<1-20> <Lines/Paragraphs>
Move Down a Line	Move <Up/Down/Back/Forward> a <Line/Paragraph>
Move Right 3 Characters	Move <Left/Right/Back/Forward> <1-20> <Words/Characters>
Move Back a Word	Move <Left/Right/Back/Forward> a <Word/Character/Line/Paragraph>
Go to Top of Document	<Go/Move> to
Move to Beginning of Line	<Top/Bottom/Start/Beginning/End> of <Document/Line/Paragraph>
Go to Top	Go to <Top/Bottom> (goes to top or bottom of document)
Selecting	
Select Last 3 Words	Select <Next/Last/Previous/ Forward/Back> <1-20>
Select Back 2 Paragraphs	<Words/Paragraphs/Characters>
Select Word	Select <Word/Paragraph>
Select Next Paragraph	Select <Next/Last/Previous/ Forward/Back> <Word/Paragraph>
Select Document	
Select All	
Select That	selects the last phrase you said

When you’ve selected the words you want to change, dictate (or type) the revised text. The new text will replace the selection.

Selecting by Mouse

Using the mouse is the easiest way to select—just drag the mouse across the text you want to change. Selecting by mouse is often slower, however, than using the keyboard.

There are a few mouse shortcuts. In many programs you can select one word by double-clicking on that word. In some programs, such as Microsoft Word and WordPerfect, you can select a whole line by clicking in the left margin next to that line.

Keyboard Editing Shortcuts

If you prefer to edit by typing, speed your work by using keyboard shortcuts. These shortcuts work in almost any Windows program, and they will dramatically slash the time and keystrokes you spend editing. Take the time to learn them—ten minutes spent practicing with these keys can save you many hours in editing.

<i>Press these keys</i>	<i>To do this</i>
Ctrl	hold down the Ctrl key to move by jumps, instead of one character at a time
Ctrl+Left (Left Arrow key)	move cursor by one word at a time
Ctrl+Right (Right Arrow key)	
Ctrl+Up (Up Arrow key)	move cursor by one paragraph at a time
Ctrl+Down (Down Arrow key)	
Ctrl+Backspace	delete word to the left of cursor
Ctrl+Delete	delete word to the right of cursor
Shift	hold down the Shift key to select as you move
Shift+Left, Shift+Right	select one character at a time
Shift+Up, Shift+Down	select one line at a time
Ctrl+Shift	hold down the Ctrl and Shift keys together to select in jumps
Ctrl+Shift+Left	select one word at a time
Ctrl+Shift+Right	
Ctrl+Shift+Up	select one paragraph at a time
Ctrl+Shift+Down	
Backspace key	delete left
Delete key	delete right
Home key	skip to start of line
End key	skip to end of line
Shift+Home	select to start of line
Shift+End	select to end of line
Also available	
Ctrl+Home	skip to start of document
Ctrl+End	skip to end of document

Ctrl+Shift+Home	select to start of document
Ctrl+Shift+End	select to end of document

More Editing Commands

Selecting and dictating is not the only way to revise. You can delete, copy, cut, paste, and move the cursor to right where you want it.

<i>Example commands</i>	<i>Variations, or what the command does</i>
Deleting	
Scratch That	deletes the last word or phrase you dictated, or what's selected
Delete That	deletes the last word or phrase you dictated, or what's selected
Delete Last 3 Words Delete Back 2 Paragraphs	Delete <Last/Next/Previous /Forward/Back> <1-20> <Words/Paragraphs/Characters>
Delete Word	Delete <Word/Paragraph>
Delete Next Paragraph	Delete <Last/Next/Previous /Forward/Back> <Word/Paragraph/Character>
Backspace	Deletes previous character
Backspace 5	Backspace <2-20>
Undo	
Undo That	note: It's more reliable to undo mistakes by hand than by voice; choose Undo from the Edit menu (in most programs), or press Ctrl+Z
Undo Last Action	
Cut and Paste	
Copy That	copies the selected text to the clipboard
Cut That	moves the selected text to the clipboard
Paste That	pastes the clipboard text into the document
Moving the Cursor	
Insert Before New York	Insert Before <text> (puts the cursor just before <text>)
Insert After Albuquerque	Insert After <text> (puts the cursor just after <text>)

Insert Before That	puts the cursor at the start of the selection
Insert After That	puts the cursor at the end of the selection

Practice these commands in the NaturallySpeaking window to learn how they work. Sometimes they work differently, or don't work at all, in other programs. By learning in the NaturallySpeaking window, you'll know what is supposed to happen when you say each command.

“Resume With” Command

Use the “Resume With” command when you change your mind or misspeak while you're dictating. It's best suited for editing as you're composing rather than editing already completed text.

To use this command, say “Resume With” plus a word or two you just spoke, then the new text you want to say. Here's an example of how the process works.

<i>Do this</i>	<i>The computer shows</i>
Say “I enjoyed talking on the phone with you today”	I enjoyed talking on the phone with you today
You change your mind—you want it to say “visiting” instead of “talking on the phone”	
Say “Resume With enjoyed visiting with you today” (say this without pausing)	I enjoyed visiting with you today

Here's how NaturallySpeaking interprets “Resume With enjoyed visiting with you today.” The key words “Resume With” tell NaturallySpeaking that you're not just dictating, you're saying this particular command. NaturallySpeaking searches backwards in your document to find whatever the next word is—in this case “enjoyed.” It deletes all text beyond “enjoyed.” NaturallySpeaking then types the rest of what you said, “visiting with you today.”

What Is “That”?

The word “That” in voice commands refers to the text selected. If no text is selected, “That” refers to the last phrase you dictated.

Phrases are separated by your pauses. If you dictate a whole paragraph without pausing, then pause and say “Scratch That,” NaturallySpeaking will erase the whole paragraph. If you pause after each word, then pause and say “Scratch That,” NaturallySpeaking will erase only the last word you said.

Formatting

The NaturallySpeaking word processor works well for simple tasks, such as letters and memos. Lack of page numbering and double-spacing are its most immediate limitations. In the NaturallySpeaking window, use these commands to change formatting.

Bold, Italics, and Underline

Select some text, then say:

- ▶ “Bold That”
- ▶ “Italicize That”
- ▶ “Underline That”
- ▶ “Restore That” (to return to plain text)

Fonts

To change fonts, say “Set Font” or “Format That” plus the name of a font, a size, or a style, as shown:

<i>Say one of these</i>	<i>Plus one of these typefaces</i>	<i>Plus a size</i>	<i>Plus a style</i>
Set Font	Arial	4 to 120	Bold
Format That	Courier		Italics
	Times		Underline
	Times New		Plain
	Roman		Plain Text
			Regular

You can specify just a typeface, just a style, or a combination. Use “Format That” instead of “Set Font” in any of these commands if you prefer.

<i>Example</i>	<i>General form</i>
Set Font Times	Set Font <typeface>
Set Font Times 12	Set Font <typeface> <size>
Set Font Times 12 Bold	Set Font <typeface> <size> <style>
Set Font Times Bold	Set Font <typeface> <style>
Set Font Bold	Set Font <style>

To change just the size of a font, use the commands “Set Size” or “Format That Size.”

<i>Example</i>	<i>General form</i>
Set Size 18	Set Size <4 to 120>
Format That Size 12	Format That Size <4 to 120>

Uppercase, Lowercase, and Titles

<i>Say one of these</i>	<i>To do this</i>
Cap That	capitalize the first letter of each word, except small words (“the,” “of,” etc.); this is especially useful for dictating titles
Format That Cap	
Format That Caps	
Format That Capitals	
Format That Initial Caps	
All Caps That	change to all uppercase
Format That All Caps	
Format That Uppercase	
No Caps That	change to all lowercase
Format That No Caps	
Format That Lowercase	

The easiest way to dictate a title:

1. Pause briefly.
2. Say the title.
3. Pause.
4. Say “Cap That.”

See Chapter 8 for commands that let you capitalize as you dictate, instead of after the fact.

Left, Right, Center, and Bullets

<i>Say one of these</i>	<i>To do this</i>
Left Align That Format That Left Aligned	make paragraph flush left
Right Align That Format That Right Aligned	make paragraph flush right
Center That Format That Centered	make paragraph centered
Format That Bullet Style	make paragraph bulleted; to remove bullets, repeat command

Hyphenation and Removing Spaces

<i>Say one of these</i>	<i>To do this</i>
Compound That Format That Without Spaces	take out the spaces between words
Hyphenate That Format That With Hyphens	add hyphens between words (not within words)

Spelling Out Numbers

If you say “seventeen,” NaturallySpeaking takes its best guess at whether you want to type “17” or “seventeen.” You can change from the digits to words and back with the commands “Format That Number” and “Format That Spelled Out.” Simply select the text to change, then say either of these two commands.

<i>Say this</i>	<i>To do this</i>
Format That Number	Change words to digits
Format That Spelled Out	Change digits to words

When Is Each Command Available?

Many commands are available in some programs but not others. This table summarizes when each correction and editing option is available.

<i>Ways of correcting</i>	<i>Available in the NaturallySpeaking window and other Select-and-Say programs</i>	<i>Available in other Windows programs</i>
Keyboard and mouse	yes	yes
Select and delete by character, word, and paragraph	yes	yes
Select words by saying "Select" plus the words you want	yes	no
Use "Insert Before/After," "Resume With"	yes	no
Use "Bold That" and other formatting commands	some programs—try it and see	no
Use the Correction window to teach the computer ("Correct That")	yes	yes, but only for the most recent phrase you've said
Other commands	yes	sometimes—try it

Recommendations for Commands

- ▶ If a command doesn't work, try a different version of it. NaturallySpeaking recognizes long words better than short words. If "Select Back 3 Words" doesn't work, try "Select Previous 3 Words."
- ▶ Avoid the Delete commands, except "Delete That." Delete in two steps. First, select what you want to erase. Then say "Delete That." This prevents the computer from acting out "Delete Next 22 Paragraphs" when you actually said "Delete Next 2 Paragraphs."
- ▶ If you want to undo, don't do it by voice. Press Ctrl+Z instead, or choose Undo from the Edit menu. It's too easy for NaturallySpeaking to misunderstand you and prevent you from going back.

NaturallySpeaking in Different Programs

In the NaturallySpeaking window, in Word and WordPerfect, and in other Select-and-Say applications, NaturallySpeaking has full information about what words are on the screen. If you say "Select Boston," NaturallySpeaking knows just where to go. If you select some words by keyboard or mouse, then say "Correct That," NaturallySpeaking knows what words are selected.

In other programs, however, such as Eudora and Excel, NaturallySpeaking can't tell what words are on the screen, except for the most recent phrase you've said. You can say "Correct That," but it will only correct the last thing you said.

To see if a particular command is available in the application you're using, say the command while holding down the Ctrl key. This will force NaturallySpeaking to recognize your speech as a command. If nothing happens after you say the command with the Ctrl key held down, the command you said is not available in that application. If you test commands without holding down the Ctrl key, NaturallySpeaking may type text instead of executing a command. In this case, you won't know whether the command's failure was because the command is not available or because NaturallySpeaking misrecognized what you said.

