



Numbers, Punctuation, and Capitalization

This chapter describes how to dictate numbers, punctuation, capitalization, Web addresses, and a few other special items.

Numbers

Numbers

To dictate a number, just say it. NaturallySpeaking will type either the digit (“5”) or the word (“five”), making a guess of which you intended. To force NaturallySpeaking to type a digit instead of a word (for numbers 0 to 9), say “numeral” plus the number (“numeral 2”). This tip is especially useful when

dictating the digits 2 and 4, which are usually mistaken for “to” and “for” unless you say “numeral 2” and “numeral 4.”

NaturallySpeaking adds commas to numbers of five digits or more (such as 21,469), but not four digit numbers (2146). To add a comma to a four digit number, say “comma” where you want the comma. See the table below for examples. For a decimal point, just say “point.” If you dictate a Zip code, NaturallySpeaking knows not to add a comma and formats the Zip code correctly.

<i>To type</i>	<i>Say any of these</i>
315	three hundred fifteen three one five three fifteen
809	eight-hundred nine eight zero nine eight oh nine
1485	one thousand four hundred eighty-five fourteen eighty-five
1,485	one comma four hundred eighty five one comma four eight five one comma four eighty-five
809,212	eight hundred and nine thousand two hundred twelve eight zero nine comma two one two
51.2	fifty-one point two five one point two
.2	point two
0.102	zero point one oh two
500	five hundred
5000	five thousand
90,210	ninety thousand two hundred ten
90210 (<i>Zip code</i>)	nine oh two one oh
90210-1164 (<i>Zip code</i>)	nine oh two one oh hyphen one one six four
75%	seventy-five percent sign
\$99	ninety-nine dollars
\$99.10	ninety-nine dollars and ten cents
\$8.2 million	eight point two million dollars

After dictating a number, you can change it from digits to words by saying “Format That Spelled Out.” You can change from words to digits by saying “Format That Number.” These commands also change ordinal words, like “first” and “tenth” to “1st” and “10th.” They change currency too: “80 cents” becomes “\$.80” and “200 dollars” becomes “\$200.”

Dates

Dictate dates as you would usually speak them:

<i>To type</i>	<i>Say this</i>
April 21, 2000	April twenty-one comma two thousand (<i>not</i> April twenty-first)
7/6/96	seven slash six slash ninety-six

Times

Say times as you would usually speak them.

<i>To type</i>	<i>Say this</i>
5:00	five o'clock
5:00 AM	five o'clock a m
3:17 PM	three seventeen p m

If what you dictate includes “a.m.” “p.m.” or “o'clock,” NaturallySpeaking adds a colon automatically. Otherwise you must say the colon (“three colon thirty” for 3:30). If you didn’t say the colon, NaturallySpeaking wouldn’t know you wanted a time and would type the number 330.

You can change the labels AM and PM to something else if you like (for example, “a.m.” and “p.m.”). To do this, from the Start Menu choose Settings, Control Panel, Regional Settings, then click the Time tab and change the AM and PM symbols as you prefer.

Phone Numbers

To dictate phone numbers, just say the phone number. It will usually be formatted correctly, with dashes separating the number groups.

<i>To type</i>	<i>Say this</i>
510-555-1212	five one oh five five five one two one two

If you want different punctuation, say:

- ▶ “hyphen” for “-”
- ▶ “open paren” and “close paren” for “(” and “)”

<i>To type</i>	<i>Say this</i>
555-1212	five five five hyphen one two one two
(510) 555-1212	five fifty-five hyphen twelve twelve open paren five one oh close paren five five five hyphen one two one two

Fractions

To dictate the most common fractions, just say them as you normally would. This applies if the denominator (bottom) is 1 through 10, or 16.

<i>To type</i>	<i>Say this</i>
1/2	one half
5/7	five sevenths
15/16	fifteen sixteenths
3 3/8	three and three eighths

For all fractions, say “slash” or “over” where you want the slash in the fraction. The numerator (top) can be up to 199, and the denominator (bottom) has no size limit.

<i>To type</i>	<i>Say this</i>
5/12	five over twelve
6 10/99	six space bar ten slash ninety-nine
3/8	three slash eight
110/180	one ten over one eighty

Roman Numerals

These commands type Roman numerals:

<i>To type</i>	<i>Say this</i>
I	roman one
II	roman two
III	roman three
IV	roman four
V	roman five
VI	roman six
VII	roman seven
VIII	roman eight
IX	roman nine
X	roman ten
XX to XC	roman twenty to roman ninety <i>by tens</i>
C	roman one hundred
CC to CM	roman two hundred <i>to</i> roman nine hundred <i>by hundreds</i>
M	roman one thousand
MM	roman two thousand
MMM	roman three thousand

String together the commands above to get the number you want:

XXXVIII (38)	roman thirty roman eight
MCMLXIX (1969)	roman one thousand roman nine hundred roman sixty roman nine

Punctuation

<i>To type</i>	<i>Say this</i>
Most common	
,	comma
.	period dot point (each one has different spacing characteristics)
?	question mark

!	exclamation mark exclamation point
"	open quote close quote
'	open single quote close single quote
(open paren open parenthesis left paren
)	close paren close parenthesis right paren
'	apostrophe
's	apostrophe-ess
-	hyphen minus sign
-- (double hyphen)	dash
	space bar

Less common

&	ampersand and sign
*	asterisk
@	at sign
`	backquote
\	backslash
^	caret
[open bracket left bracket
]	close bracket right bracket
{	open brace left brace
}	close brace right brace
<	less than open angle bracket
>	greater than close angle bracket
:	colon
;	semicolon
\$	dollar sign
...	ellipsis

=	equal sign
#	number sign pound sign
%	percent sign
~	tilde
_	underscore
	vertical bar
:-)	smiley face

Possessives

Say “apostrophe” or “apostrophe-ess” as needed. Say it right after the word, without pausing.

<i>To type</i>	<i>Say this</i>
boat’s	boat apostrophe-ess
girls’	girls apostrophe

Adding Spaces and Removing Spaces

- ▶ “Space Bar” acts like pressing the space bar.
- ▶ “No Space” before a word omits the space between words. This is especially useful for typing a compound word, such as “bullfeathers” (say “bull No Space feathers”). (You could also say “bullfeathers” normally and add it as a new word in the Correction window if you’ll be saying it more than once.)
- ▶ “No Space On” disables automatic spacing: thisiswhatyouget. “No Space Off” returns formatting to normal.
- ▶ “Compound That” removes spaces from the last thing you said.

<i>To type</i>	<i>Say this</i>
OpenAccess	Cap open Cap access (pause) Compound That

It’s easier, though, to say “no space” while dictating.

OpenAccess	Cap open no space Cap access
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NaturallySpeaking types two spaces after the end of a sentence. You can change this to one space using the Options command in the NaturallySpeaking Tools menu (see page 218).

Hyphenated Words

Say common hyphenated words normally. For example, “door-to-door,” “time-share.”

To type a hyphen, say “hyphen.”

<i>To type</i>	<i>Say this</i>
first-time skier	first hyphen time skier

E-mail and Web Addresses

Dictate e-mail and Web addresses by saying them as you normally would.

<i>To type</i>	<i>Say this</i>
socks@whitehouse.gov	socks at-sign white house dot gov
http://www.SayIcan.com	h t t p w w w dot say I can dot com

NaturallySpeaking automatically recognizes these words as part of Internet addresses: “com,” “org,” “gov,” “net,” “mil,” and “sys.” Also, these words if you spell them out: “e d u,” “c a,” “c o,” and “u k.” The program knows you’re dictating a Web address if what you say starts with “h t t p,” “w w w,” or “web.” To change capitalization of e-mail and Web addresses, use the capitalization voice commands described later in this chapter.

For any e-mail or Web address you’ll be using three times or more, create a dictation shorthand for it. That way you can say “Christopher’s e-mail address” to get the text you want—you avoid having to dictate the whole address and punctuation each time. For detailed instructions on creating shorthands, see Chapter 10.

Special Characters

There’s a special procedure to dictate certain unusual characters (such as these: ©¶§÷½¥) and accented and international characters (such as these: úÑæî). For each character you want to use in regular dictation, you need to do a one-time process of

adding that character to your personal vocabulary. In your document, or the NaturallySpeaking window, follow these steps:

1. Say the character name (such as “paragraph sign”). See page 42 for a list of character names, or search for “spelling characters” in NaturallySpeaking’s online help.
2. The computer will type the name, not the character. Say “Correct That” to open the Correction Window.
3. Say the character name again. This will enter the character in the Correction window. If you get the wrong character, press the Backspace key to delete it and try again.
4. Say “Choose 1” or press Enter. The Correction window closes, the special character appears in your document, and you’ve added this character to your dictation vocabulary. Be sure to save your speech files to make this change permanent.

Capitalization

You can change capitalization while dictating. Some commands work for just the next word you dictate, while others remain in effect until canceled. You can also change the capitalization of text that’s already dictated.

NaturallySpeaking will automatically capitalize proper names and the first word in a sentence. Some words have both uppercase and lowercase forms, and NaturallySpeaking will take a guess based on context. If the program types the wrong capitalization, correct it manually or teach the computer in the Correction window.

To Modify the Next Word

- ▶ “Cap” will make the next word appear with its first letter capitalized. It’s as if you held the Shift key down for the word’s first letter.
- ▶ “All Caps” will type the next word you say all UPPERCASE.
- ▶ “No Caps” will force the next word to be lowercase.

<i>To type</i>	<i>Say this</i>
Her last name was Lake. naturallyspeaking	her last name was Cap lake period No Caps NaturallySpeaking

To type the word “cap” instead of the command (as in “baseball cap”), pause after saying it. To type a word with a capital letter in the middle of it, like “WordPerfect,” teach “WordPerfect” to the computer as a new word by saying it once then using the Correction window.

To Modify Several Words

- ▶ “Caps On” will Capitalize the First Letter of Each Word. This is especially useful for dictating titles. Naturally-Speaking knows not to capitalize prepositions and articles, such as “in” and “the.” “Caps Off” returns capitalization to normal.
- ▶ “All Caps On” will type ALL UPPERCASE. “All Caps Off” returns capitalization to normal.
- ▶ “No Caps On” will type all lowercase words. “No Caps Off” returns capitalization to normal.

<i>To type</i>	<i>Say this</i>
The Catcher in the Rye	Caps On the catcher in the rye Caps Off

Capitalization automatically returns to normal if you move in your document.

You can use commands that modify a single word (“No Caps”) even while a command that modifies several word (“Caps On”) is active.

<i>To type:</i>	<i>Say this:</i>
The CATCHER in the Rye	Caps On the All Caps catcher in the rye Caps Off

To Modify Text After It’s Been Typed

Say “Cap That,” “All Caps That,” or “No Caps That” to change what’s already on the screen. If text is selected, the selected text

will be changed. If no words are selected, the last phrase you dictated will be changed. Like other formatting commands:

- ▶ Pause before and after saying these commands.
- ▶ They will modify the last phrase you said, in any program.
- ▶ They will modify selected text only in Select-and-Say programs, including the NaturallySpeaking window.

For more details on formatting commands, see Chapter 6.

These three commands are quite useful—especially “Cap That.” Even if you forget to say a capitalization command as you’re dictating, you can easily correct afterwards without redictating what you said.

<i>To type</i>	<i>Say this</i>
The Catcher in the Rye	the catcher in the rye (pause) Cap That

