

Say “**Check Audio**” to adjust microphone settings each time you put your headset on.

COMMON NAVIGATION COMMANDS	
Say . . .	To . . .
“New Line” or “Press Enter”	Press the Enter key once
“New Paragraph”	Press the Enter key twice
“Space Bar”	Press the Space key
“Tab Key”	Press the Tab key
“Go to Bottom”	Move insertion point to end of document
“Go to Top”	Move insertion point to beginning of document
“Go to Beginning of Line/Paragraph” “Go to End of Line/Paragraph”	Move insertion point to beginning or ending of current line or paragraph
“Insert Before...” or “Insert After <word or words>”	Move insertion point before or after certain text to insert text there
“Select <words>/line/paragraph/all>”	Select words/lines/paragraphs/all to replace, correct, format, delete
“Select Again”	Select the same word or words again but in a different place
“Move right/left <n> characters/ words”	Moves insertion point right or left specified number of characters or words
“Move up/down <n> lines”	Moves insertion point up or down specified number of lines

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