

**FORMATTING COMMANDS**

<b>Say . . .</b>	<b>To . . .</b>
Set Font <font face> (Ex. Set Font Arial)	Changes font face
Set Size <4-100> (Ex. Set Size 20)	Changes font size
Set Font <bold, italics, underline>	Changes the font style
Bold that	Bolds the selected text
Underline that	Underlines the selected text
Italicize that	Italicizes the selected text
Restore that (or Format that regular)	Returns selected text to regular
Center that	Centers the text between the margins
Left Align that	Aligns the text with the left margin
Cap that	Capitalizes the selected text
No cap that	Makes selected text all lowercase
All cap that	Capitalizes ALL letters in selected text
Caps on	Capitalizes all words following the command
Caps off	Returns capitalization to normal
All caps on	Capitalizes all letters in following dictation
All caps off	Returns capitalization to normal
Tab Key or Press Tab Key	Tabs to next tab position
Cut that	Cuts selected text and places on clipboard
Copy that	Copies selected text and places on clipboard
Paste that	Inserts text from clipboard

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Left Align that	Aligns the text with the left margin
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