UC Getting Started

Contents

Tip: to navigate to a section say "UC Getting Started 1-4 (Point 1-5)", for example, **"Getting Started 4"**

Overview

Welcome to Utter Command.

You'll soon be using speech commands that work the way your brain does. Getting Started contains all you need to begin using Utter Command speech commands: a whirlwind tour that will give you a taste of how the commands work, a cheat sheet of first commands, and a tour of the most important elements of Utter Command: UC Menu, Rulers, UC List, and on-screen guides.

The best way to start is to take the Whirlwind tour.

Getting Started 1: Whirlwind tour

The Whirlwind tour shows you how to

- access the Utter Command menu
- control windows and dialog boxes
- move the mouse
- press keyboard shortcuts
- access files and folders
- dictate and edit text
- check and send email
- access the Web

Whirlwind Tour syntax

The Utter Command Whirlwind Tour contains three columns:

Command	Text that explains what will happen when you say the command	Lookup number e.g. **1.2**

- The left column contains the commands you say to take the tour.

- The middle column has an explanation of what should happen when you say the command.

- The right column contains a section number that you can use to look up details about that command in the UC manual Lesson and Full reference sections (for example, **"UC Lesson 1.2"**, **"UC Full 1.2"**).

Getting ready to take the tour

Make sure that Utter Command and NaturallySpeaking are installed and you've optimized your computer setup with recommended NatSpeak, Windows, Word, Adobe Reader and Firefox settings -- see **UC Intro 2**: Setting up. (say **"UC Intro 2"** after UC is installed.)

Taking the Whirlwind tour

1. Close all open windows, including minimized windows.

2. Make sure NaturallySpeaking is open with the microphone asleep (the microphone should appear yellow in the System Tray).

3. Say the bolded words in the left column of the tour in order, and watch what happens after you say each command

   Tip: You can also take the tour using the Whirlwind Tour on-screen guide (say **"UC Whirlwind"** to call it up)

Whirlwind Tour Say these commands in the order they appear, taking care to watch what happens

Command	Description	Ref
Speech On	Turns the asleep (yellow) microphone on (green)	**1.1**
A. UC Menu		
UC Menu	Opens the UC menu	**1.6**
Top Commands	Opens the Top Commands submenu	**3.1**
2 Escape	Closes the UC submenu and menu	**2.3**
UC Top General	Opens the Top General Guide -- an on-screen guide of top UC commands	**1.6**
Window Close	Closes the Top General Guide	**2.3**
B. PROGRAMS		
Notepad Open	Opens Notepad	**2.1**
Window Close	Closes the current window, which is Notepad	**2.3**
Word Open · Paint Open	Opens Word, Opens Paint	**2.10**
Window 1	Switches to the first window on the Taskbar -- probably Word	**2.3**
Window 2	Switches to the second window on the Taskbar -- probably Paint	**2.3**
Word Close	Closes Word	**2.3**
Paint Close	Closes Paint	**2.3**
Notepad Open	Opens Notepad	**2.1**
Screen Clear	Minimizes all open windows	**2.3**
C. CLICKING the MOUSE		
Rulers Open (watch Mouse arrow)	Puts rulers around the screen (Note: Rulers show you mouse coordinates; Rulers don't have to be opened, however, to use mouse commands)	**2.5**
50 By 50	Clicks mouse arrow at the 50 horizontal and 50 vertical coordinates -- middle of screen	**4.2**
70 By 70	Clicks at the 70 horizontal by 70 vertical coordinates -- lower right	**4.2**
80 By	Clicks at the 80 horizontal and same vertical coordinates – same height further right	**4.2**
Touch Right	Right-clicks at the mouse arrow to bring up the Right-click menu	**4.1**
D. MOVING and SIZING WINDOWS		
Notepad Open	Switches to Notepad	**2.1**
Window 10 By 10	Moves the top left corner of Notepad near top left of the screen	**2.6**
Size 90 By 50	Sizes Notepad window to 90% of maximum width and 50% of height	**2.4**
Window Max	Maximizes Notepad	**2.3**
Window Min	Minimizes Notepad	**2.3**
Notepad Close · Rulers Close	Closes Notepad and rulers	**2.10**
E. WINDOWS MENUS		
Start Menu	Opens the Start menu	**2.7**
Programs (Vista: **All Programs**)	Opens the Programs submenu	**3.1**
2 Escape	Closes the menus	**2.7**
Control Open	Opens the Control Panel directly	**2.7**
Window Close	Closes the Control Panel	**2.3**
Tray 2	Clicks on the 2 Tray item counting from the left	**2.3**
Tray 1	Clicks on the 1 Tray item counting from the left	**2.3**
Escape	Closes the Tray item menu	**2.7**
F. PROGRAM MENUS		
Word Open	Opens Word	**2.1**
Under f (or **Under Foxtrot**)	Clicks the File menu	**3.1 (6.9)**
Letter i (or **Letter India**)	Clicks Properties	**3.1 (6.2)**
Window Close	Closes the Properties dialog box	**2.3**
Under f i (or **Under Foxtrot India**)	Calls up the Properties dialog box directly	**3.3 (6.9)**
Window Close	Closes the Save As dialog box	**2.3**
Cursor Right	Opens the Right-click menu at the cursor position	**2.7**
Escape	Closes the Right-click menu	**2.7**

G. FOLDERS & FILES		
Windows New	Opens Windows Explorer	**5.1**
Bird Pictures Folder	Navigates to the Bird Pictures folder	**5.7**
Word Open · Arizona Trip Folder	Opens the Word Open dialog box to the Arizona Trip folder	**5.11**
UC Demo Folder	Opens the UC Demo folder	**5.7**
Demo Four (or **5 Down · Enter**)	Selects the Demo Four file	**5.6**
Enter	Opens the Demo Four file	**6.1**
Window Close	Closes the Demo Four file	**2.3**
Demo Four File	Opens the Demo Four file directly	**5.6**
Window Close Times 2	Closes Word and Windows Explorer	**2.10**

H. DICTATING & EDITING IN ANY PROGRAM		
WordPad Open Max	Opens WordPad and maximizes the window	**2.3**
We saw many many little birds	Types "We saw many many little birds"	**1.2**
skimming over the water	Types "skimming over the water"	**1.2**
4 Befores	Selects the four words before the cursor: skimming over the water	**7.7**
swooping over the swamp	Replaces the selection with "swooping over the swamp"	**1.2**
2 Befores	Selects the two words before the cursor: the swamp	**7.7**
the marsh	Replaces the selection with "the marsh"	**1.2**
2 Before · 2 Befores Bold	Moves 2 words before, selects 2 before, bolds: **swooping over**	**7.21**
End · 1 Befores	Moves to end of line and selects 1 word before the cursor: marsh	**7.20**
pond	Replaces the selection with "pond"	**1.2**

I. TYPING BY SPEECH		
Another Graph	Makes a new paragraph below the cursor	**7.4**
Falcons are fast	Types "Falcons are fast"	**1.2**
Left Backspace	Hits the Left key then the Backspace key: "Falcons are fa|t"	**6.13**
Right Echo	Hits the Right key then the letter "e": "Falcons are fate|"	**7.16**
Backspace · Left Backspace · India	Hits Backspace, Left, Backspace, i: "Falcons are fi|t"	**7.16**
Line Delete	Selects, then deletes the line of text	**7.21**
Window Close · No (Vista: **Window Close · Under November**)	Closes WordPad without saving changes	**2.10**

J. EMAIL		
Express Eileen	Opens Outlook Express and prepares an email message to Eileen, leaving the cursor on the subject line	**8.4**
Window Close · No · Window Close	Closes the message without saving it, then closes Express	**2.9**
Express Eileen David	Opens Express and prepares an email message to Eileen and David, leaving the cursor on the subject line	**8.4**
cap about this demo	Types "About this demo" on the subject line	**1.2**
1 Tab	Hits Tab to put the cursor in the message field	**6.6**
you have to see it	Types "You have to see it" in the message field	**1.2**
Window Close · No · Window Close	Closes the message without saving it, then closes Express	**2.9**

K. THE INTERNET		
Google Site	Opens the Google Web site in your default browser	**9.1**
Control Tango	Opens a New Tab (in Firefox and Internet Explorer 7)	**9.5**
Weather Site	Opens the National Weather Service Web site	**9.1**
Redstart Systems Site	Opens the Redstart Systems Web site	**9.1**
8 Go (Firefox or **Command** IE)	Clicks a link *Note: Firefox requires Add-on -- **UC Intro 2.3.2**; IE requires NatSpeak setting -- **UC Intro 2.4b***	**9.3 (9.4)**
Screen 2	Goes to 2nd screen of the Command Examples page *Note: in Firefox **"Function 7"** toggles functionality -- see **UC Lesson 9.6***	**9.5 (7.3)**
Screen 1	Goes to 1st screen of the Command Examples page	**9.5 (7.3)**
Go Back	Goes back one page to the Redstart Home page	**9.5**
Tab Back	If you're using tabbed views, goes back one view to Weather site	**9.5**
Tab Forward	Goes forward one tabbed view to take you back to Redstart	**9.5**
Window Close	Closes browser (*if necessary,* **"Local 80 By 40"** *clicks Close Tabs*)	**2.3**

Getting Started 2: The First Commands cheat sheet

The First Commands cheat sheet that follows contains all the commands and examples you need to get started doing your own work with UC.

Cheat sheet syntax

- Slashes show options: **"Speech On/Off"** is shorthand for **"Speech On"** and **"Speech Off"**

- Angle brackets indicate lists: **"Letter <1-3 letters>"** shows that you can say "Letter" followed by any 1, 2, or 3 letters, e.g. **"Letter b c"**

- Parentheses show optional text: "**Win**(**dow**) **Close**" indicates that you can say **"Window Close"** or **"Win Close"**

- Numbers after a section title show where to look up commands for more details Tip: you can open on-screen documentation to a section or subsection by saying its name: "**UC Lesson 1**", "**UC Lesson 1 Point 1**" or **"UC Full 1 Point 1**")

For NatSpeak Users

There are a few NatSpeak commands that are worded differently in Utter Command. The chart below shows these commands, and the logic behind the rewording.

Getting Started Table 1: brief comparison of NatSpeak commands that are reworded in Utter Command

UC wording	NatSpeak wording	Wording analysis
Words <any words> Words <any words> Through <any words>	select <any words> select <any words> through <any words>	"Words" is a little easier to say than "select" and simply identifies what is being selected. The more complicated action, object construction isn't necessary.
Words Copy/Cut/Delete/Bold/Italic/Underline <any words> Words Copy/Cut/Delete/Bold/Italic/ Underline <any words> Through <any words>	copy/cut/delete/bold/italicize/underline <any words> copy/cut/delete/bold/italicize/underline <any words> through <any words>	"Words" starts this whole set of UC commands, making them easier to remember and use, reducing command clashes with dictation, and eliminating the common misrecognition between "cap <any words>" and "cut <any words>"
Nope Nope <any words on the screen>	correct that correct <any words on the screen>	NatSpeak's "correct that" command clashes with "correct <any words>" when the "That" is on the screen. "Nope" eliminates the problem and is easier and more fun to say.
Add Caps Add All Caps Add No Caps	cap that all caps that no caps that	NatSpeak's "cap that" commands, which change the capitalization of the previous phrase, clash with the NatSpeak text commands that return the word "That" with various capitalizations.
Touch Touch Twice Touch Right	mouse click (or left click) mouse double click mouse right click	"Touch" is easy on your voice while "click" is particularly hard on your voice.

*Select-and-Say commands shown here in dark gray work only in some programs, including Notepad and the Microsoft Office Suite.

> Tip: you can switch between UC wording and NatSpeak wording by saying **"UC Options"**, **"Under Uniform"** to toggle the "Use UC Wording..." checkbox

Further resources

UC Intro 1.2 - brief comparison of NatSpeak and UC Commands
UC Appendices 4 - full comparison of NatSpeak and UC Commands
UC Lesson 1.3 - Select-and-Say correction commands
UC Lesson 7.6 - Select-and-Say selection commands

First Commands

Turning the microphone on and off (1.1)

Speech On/Off
Microphone Off

Examples: **"Speech On"** turns yellow microphone on (green)
"Speech Off" puts green microphone to sleep (yellow)
"Microphone Off" turns microphone off (red)

Opening and closing programs (2.1, 2.2)

<standard program name> Open
<standard program name> New
<standard program name> Close
start <any program name in your Start menu>

Examples: **"Word Open"** switches to or opens Word
"Word Close" closes Word

[Standard programs: Access, Base, Calc, Calculator, DOS, Draw, Dreamweaver, Emacs, Eudora, Excel, Express, Firefox, Illustrator, Impress, InDesign, Internet, iTunes, Math, Media Player, Netscape, Notepad, Outlook, Photoshop, Picasa, PowerPoint, Project, Publisher, Quicken, Reader, Solitaire, Thunderbird, Visio, Visual, Windows, Word, WordPad, Writer]

Dictating text (1.2, 6.6, 7.6, 7.7)

cap <any word>
1-20 Befores
1-20 Afters
1-40 Backspace
1-40 Delete
Words <any words on the screen>

Correcting misrecognitions, training, vocab. (1.3, 1.4, 1.5)

Nope
Nope <any words> (on screen)
NatSpeak/This Train
NatSpeak Recognition (shows what NatSpeak has heard)

Examples: **"Nope"** corrects last phrase
"Nope <any words on the screen>" corrects
"NatSpeak Train" brings up Training dialog box
"This Train" brings up Training dialog box with current selection

Navigating menus (1.6, 1.7, 1.9, 2.3, 2.7, 3.1, 3.2, 5.1)

Start Menu
Touch/Cursor Right
Tray 1-20
Under <1-3 letters, numbers, or symbols>
Letter <1-3 letters>
UC Menu
NatSpeak Menu
UC <menu item or dialog box>
NatSpeak <menu item or dialog box>

Examples: **"Under f"** (or **Under Foxtrot**) opens "F" menu
"Cursor Right" right-clicks at cursor location
"Tray 1" opens the first tray item menu
"UC Menu" opens UC Menu
"UC Top General" opens UC Top General
"NatSpeak Recognition" Recognition History
"NatSpeak Vocabulary" Vocabulary Manager

[Letters: use regular alphabet letters *or* Alpha (or Apple), Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, Xray, Yankee, Zulu]

Navigating dialog boxes (3.2, 3.3)

<label name>
1-40 Shift Tab\Tab (Edit fields)
1-40 Tab Back\Forward (Tabs)
Space (**or Control Space**) (toggle checkbox)
Alternate Down (toggle drop-down list)
Escape
Cancel

Examples: **"Pages"** goes to "Pages" label
"3 Tab" moves forward three Edit fields
"Escape" closes dialog box

Accessing and working with Windows (2.3, 7.2)

Win(dow) **Min**(imize)
Win(dow) **Max**(imize)
Win(dow) **Restore**
Win(dow) **Close**
Window 1-20
Screen Clear
(1-40) Screen Up/Down
Screen 1-500

Examples: **"Window Maximize"** (or **"Win Max"**) maximizes
"Window 2" brings up second program on Taskbar
"Screen 3" goes to third screen of doc/Web page

Clicking, placing and moving the mouse arrow (4.1, 4.2)

Touch
Touch Twice/Right
Rulers Open/Close
0-100 By 0-100
0-100 By 0-100 No Touch

Examples: **"Touch"** clicks the mouse arrow
"Touch Right" right-clicks
"Rulers Open" puts rulers around your screen
"50 By 50" puts the mouse in the center of the screen, then left-clicks
"50 By 50 No Touch" puts the mouse in the center of the screen without clicking

Hitting keys (6.1, 6.4, 6.5, 6.6, also 3.1, 3.2)

spell <1-20 characters> (including "Cap")
<any command key, number or symbol> Short
Backspace/Enter/Space
Function 1-12
1-40 Enter/Space/Tab/Backspace/Delete/Escape
1-500 Left/Right/Up/Down (over 100 say digits separately)

Examples: **"Spell b c 3"** types "bc3"
"Star Short" types "*"
"Enter" hits the Enter key
"Function 2" hits the "F2" key
"5 Backspace" hits Backspace key 5 times
"2 Enter" hits Enter key 2 times
"60 Up" hits Up arrow 60 times

Positioning cursor, screen (5.1, 7.1, 7.2, 7.4, 7.5, 5.1, 9.5)

Go Before/After <any word, phrase or symbol>
1-500 Left/Right/Up/Down (over 100 say digits separately)
Go Top/Bottom/Home/End
1-20 Before/After
1-20 Line/Graph Up/(Down)
Screen Up/Down
1-40 Screen Up/(Down)
Screen 1-100
new   line/paragraph
Another Line/Graph

Examples: **"Go Before guitar"** puts cursor before "guitar"
  "3 Left" moves cursor left 3 characters
  "Go Top" moves cursor to top of document
  "5 Before" moves cursor left 5 words
  "Screen 3" moves cursor to 3rd screen of doc
  "Another Graph" makes a new paragraph

Selecting (7.6, 7.7 also 1.2)

Words <any words> (on screen)
Words <any words> Through <any words>
This Word/Line/Graph
1-100 Lefts/Rights/Ups/Downs
1-20 Befores/Afters/Line Ups/Lines

Examples: **"Words cool cat"** selects the words "cool cat"
  "Words the cool Through square" selects "the cool" through "square"
  "5 Lefts" selects 5 characters to left of cursor
  "3 Befores" selects the 3 words before cursor

Copying, cutting, pasting, deleting, formatting, undoing (7.8, 7.9)

This Copy/Cut/Paste/Delete
This Bold/Italic/Bold Italic/Underline
Size 1-60
1-40 Undo/Redo/Scratch
copy/cut/paste/delete/bold/italic/underline <any words>

Examples: **"This Copy"** copies selection to system clipboard
  "Size 15" changes selected text font size to 15
  "2 Undo" undoes 2 actions (in most programs)
  "2 Scratch" undoes phrases of dictation
  "Bold cool cat" bolds the words "cool cat"

Capitalizing and compounding (7.11, 7.12)

cap/no caps/all caps <any word>
Cap/Caps <1-3 letters>
Add Caps (last phrase)
1-10 Compound

Examples: **"Cap Trouble"** types "Trouble"
  "Add Caps" adds initial caps to selected text
  "2 Compound" deletes 2 spaces between words to left

Email: opening, checking, starting (8.1)

Outlook/Express/Eudora/Thunderbird Open/Check
Outlook/Express/Eudora/Thunderbird Message
send message to <any names>

Examples: **"Thunderbird Open"** opens Thunderbird
  "Outlook Message" opens new Outlook message
  "send message to Kim" opens message in default email and puts "Kim" in the "To" field

Bringing up a Web site and using the Site list (9.1)

Firefox/Internet Open
Firefox/Internet New
Go Address (address bar)
Address <1-2 letters> (address bar, type ahead link history)
<any site on the Site list> Site
<any site on the Site list> Search
search Web for <any words>

Examples: **"Firefox Open"** opens or goes to open Firefox
  "Firefox New" opens a new instance of Firefox
  "Google Site" opens Google in default browser
  "New York Times Search" opens Google search narrowed to New York Times site
  "search Web for orchards in Boston" does Google search "orchards+Boston"

Navigating the Web (9.3, 9.4, 9.5)

1-500 Go (clicks links -- Firefox; over 100 say separately)
Control Insert (toggles link numbers -- Firefox)
<link word or phrase> (clicks link -- IE)
Screen Up/Down
Go Back (back a page)
Go Forward (forward a page)
1-40 Back/Forward (back or forward by pages)
Tab Back/Forward (back or forward a tab)
1-40 Tab Back/Forward (back or forward by tabs)

Examples: **"16 Go"** clicks link labeled "16" (Firefox)
  "1 6 7 Go" clicks link labeled "167" (Firefox)
  "Exchange" (IE) clicks link containing "Exchange"
  "Go Back" (or **"1 Back"**) goes back one page
  "3 Forward" goes forward 3 pages
  "Tab Back" goes back one tabbed view

IMPORTANT: **"1-500 Go"** requires Firefox add-on (see **UC Intro 2.3.2**); **"<link word or phrase>"** requires NatSpeak setting (see **UC Lesson 9.4**)

Setting a Break Timer (10.12)

1-60 Seconds Break
1-60 Minutes Break

Example: **"30 Seconds Break"** turns microphone off, waits 30 seconds, turns microphone on, says "I'm back"

Program commands (10.15, 10.21)

Doc(ument) New/Save/Send
File 0-9 (opens file menu, clicks recent document number)
Find Open (opens Find dialog boxes in current program)
Print/Save Open
Font/Open/Options/Page/Paragraph/Replace Open
Zoom In/Out (Control +/- programs like browsers, graphics)
Zoom 1-500 (View/Zoom percentage programs like Word)
Volume 1-100 (Vista: **All Volume 1-100**)

Examples: **"Volume 50"** turns computer volume to half
  "Save Open" opens "Save As" dialog box
  "Zoom 1 2 5" zooms to 125% in Word, Excel etc.

Further cheat sheet resources:

"UC Common" - most common commands
"UC Full" - every command with brief explanations
"UC Quick" - list of every command
"UC Visual" - illustrated list of commands

Getting Started 3: The elements of Utter Command

Utter Command is made up of several elements:
- UC's system of speech commands gives you easy, efficient speech control of your computer
- UC menu lays out the elements of Utter Command and is fully speech-enabled
- Rulers allow you to place and click the mouse using a single speech command
- The UC List dialog box gives you power beyond the keyboard and mouse
- On-screen guides show you what to say, and allow you to build your own cheat sheets
- UC Clipboard files give you super cut-and-paste and file management abilities

Getting Started 3.1 The UC menu

Section 1: On-screen versions of documentation that'll help you get started

- *Getting Started* -- the pdf version of this document
- *Whirlwind Tour Guide* -- the Whirlwind Tour on-screen guide

Section 2: pdf versions of all sections of the manual

- *Contents, Intro, Appendices, Index*
- *Lessons* -- explanations, examples of self-guided tours for every UC command
- *Task Tours* -- 36 practical tours of common tasks: email, editing, Word, Excel, PowerPoint, Media Player...
- *References* -- Full Reference of every command with brief explanantions, Quick Reference of all commands, Common Commands cheat sheet
- *Visual Cheat Sheets* -- illustrations of key commands, including Windows, dialog boxes, email, Web, and UC List

Section 3: On-screen guides

- *Top Commands* -- the top commands for specific programs
- *Tour Guides* -- on-screen versions of tours
- *Drill Guides* -- on-screen versions of drills
- *Key, Letter and List Guides* -- speech names for keyboard keys, letters, and the UC List presets
- *Custom Guides* -- blank on-screen guides you can type or paste into

Section 4: UC List and Rulers

- *UC List* -- custom lists of File, Folder, Web Site, email Nickname, Keyword, Reminder, Tab, Enter and Touch commands

- *UC Rulers* -- on-screen rulers that help you more precisely control the mouse by speech

Section 5: Info and info exchange
- Access FAQ, Videos, Patch on Speech blog (tips), UC Exchange (info and advice), and UC News Web pages

Section 6: Contact us
- Access Report a Bug, Request a Feature and Make a Comment Web pages

Section 7: Administrative
- Register, About dialog box, toggle UC off/on, dismiss tray icon

Quick access

To call up any UC menu or submenu item directly
- say "UC" plus the first word of a menu item (or in cases of ambiguity use two words)

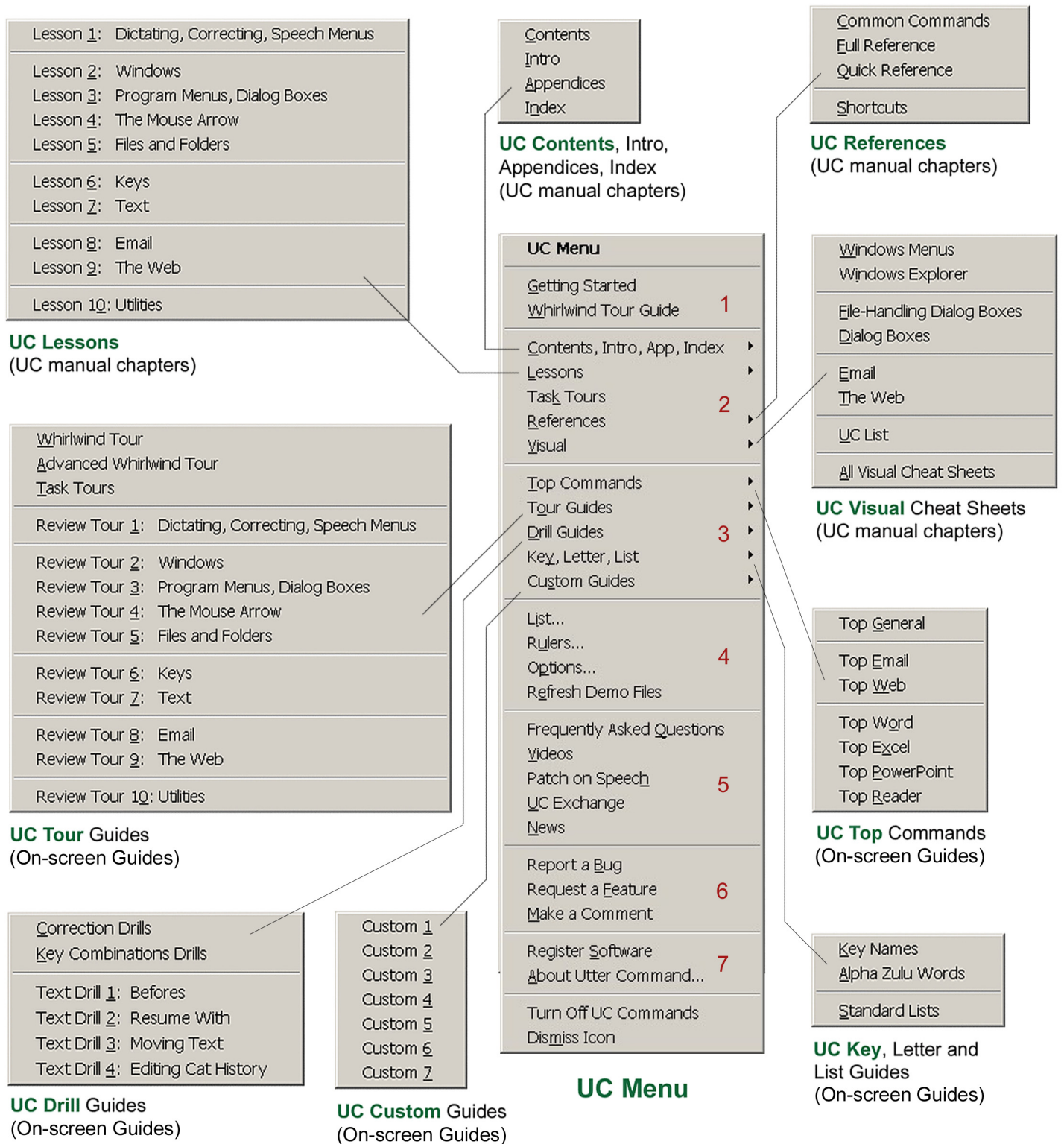Examples: **"UC Getting Started"** clicks Getting Started, which opens this document
"UC Top" clicks Top Commands to open the Top Commands submenu
"UC Top General" clicks Top Commands/Top General to bring up the Top General on-screen guide
"UC List" clicks List, which opens the UC List dialog box

For more details about UC menu items see **UC Lesson 1.6**, especially Table 1.6b.

Figure 3.1: The Utter Command Menu -- say **"UC Menu"** to call it up

Lesson 1:	Dictating, Correcting, Speech Menus
Lesson 2:	Windows
Lesson 3:	Program Menus, Dialog Boxes
Lesson 4:	The Mouse Arrow
Lesson 5:	Files and Folders
Lesson 6:	Keys
Lesson 7:	Text
Lesson 8:	Email
Lesson 9:	The Web
Lesson 10:	Utilities

UC Lessons
(UC manual chapters)

Contents
Intro
Appendices
Index

UC Contents, Intro,
Appendices, Index
(UC manual chapters)

Common Commands
Full Reference
Quick Reference
Shortcuts

UC References
(UC manual chapters)

UC Menu

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Options...	4
Refresh Demo Files	
Frequently Asked Questions	
Videos	
Patch on Speech	5
UC Exchange	
News	
Report a Bug	
Request a Feature	6
Make a Comment	
Register Software	7
About Utter Command...	
Turn Off UC Commands	
Dismiss Icon	

UC Menu

Windows Menus
Windows Explorer
File-Handling Dialog Boxes
Dialog Boxes
Email
The Web
UC List
All Visual Cheat Sheets

UC Visual Cheat Sheets
(UC manual chapters)

Whirlwind Tour	
Advanced Whirlwind Tour	
Task Tours	
Review Tour 1:	Dictating, Correcting, Speech Menus
Review Tour 2:	Windows
Review Tour 3:	Program Menus, Dialog Boxes
Review Tour 4:	The Mouse Arrow
Review Tour 5:	Files and Folders
Review Tour 6:	Keys
Review Tour 7:	Text
Review Tour 8:	Email
Review Tour 9:	The Web
Review Tour 10:	Utilities

UC Tour Guides
(On-screen Guides)

Top General
Top Email
Top Web
Top Word
Top Excel
Top PowerPoint
Top Reader

UC Top Commands
(On-screen Guides)

Correction Drills	
Key Combinations Drills	
Text Drill 1:	Befores
Text Drill 2:	Resume With
Text Drill 3:	Moving Text
Text Drill 4:	Editing Cat History

UC Drill Guides
(On-screen Guides)

Custom 1
Custom 2
Custom 3
Custom 4
Custom 5
Custom 6
Custom 7

UC Custom Guides
(On-screen Guides)

Key Names
Alpha Zulu Words
Standard Lists

UC Key, Letter and
List Guides
(On-screen Guides)

To call up a UC submenu or item directly

- say "UC" plus the first word -- or in cases of ambiguity two words -- of a menu item

> Examples: **"UC Lessons"** opens the UC menu item open to the Lessons submenu
> **"UC Whirlwind"** opens the Whirlwind Tour on-screen guide
> **"UC Common"** opens the on-screen (pdf) version of the Common Commands Cheat Sheet

Getting Started 3.2: Mouse commands and the UC Rulers

You can click anywhere on your screen using a single speech command. To place and click the mouse
- say a horizontal coordinate from 1-100 followed by a vertical coordinate from 1-100

    Example: **"60 By 50"** places the mouse at the 60 horizontal coordinate by 50 vertical coordinate

The Rulers utility puts rulers around your screen so you can more precisely place the mouse and move windows. *Note: you can use the mouse coordinates commands with or without Rulers open.*

To put rulers on your screen
- say **"Rulers Open"**

Figure 3.3a: Rulers on screen at default left, top locations -- arrow at **"47 By 58"**
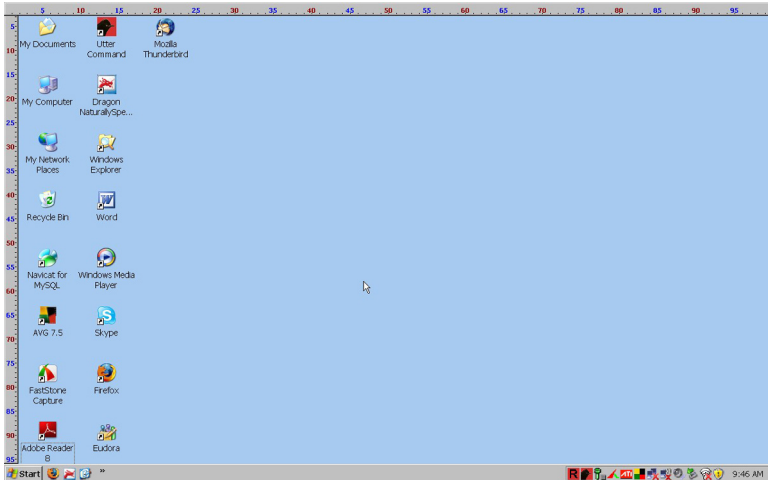
Figure 3.2b: Rulers close-up

To dismiss Rulers
- say **"Rulers Close"**

You can also control where rulers appear — across the left and/or right and/or top and/or bottom edges of your screen.

To call up the Rulers menu
- say **"Rulers Menu"**

When Rulers is open and the Rulers icon appears in the Tray, you can acces the Rulers menu and configure Rulers directly.

To access Rulers options directly when Rulers is open
- say "Rulers" followed by the first word of the menu item (or in cases of ambiguity two words)

    Examples: **"Rulers Bottom"** shows or hides the bottom ruler
              "Rulers Right" shows or hides the right ruler
              "Rulers Ones Tics" shows or hides tic marks
              "Rulers Color" opens the Rulers Color dialog box

Figure 3.2c: Rulers icon in the system tray

Rulers icon

Figure 3.2d: The Rulers menu

Learn more about UC Rulers:

- **UC Lesson 2.5,** Rulers **2.6**, Moving windows
- **UC Lesson 4.2** Placing and clicking the mouse arrow
- **UC Lesson 4.5** Dragging with the mouse arrow
- **UC Lesson 10.10** Putting it all together in any program
- **UC Task Tour 7,** Rulers and mouse, **8**, Mouse and solitaire
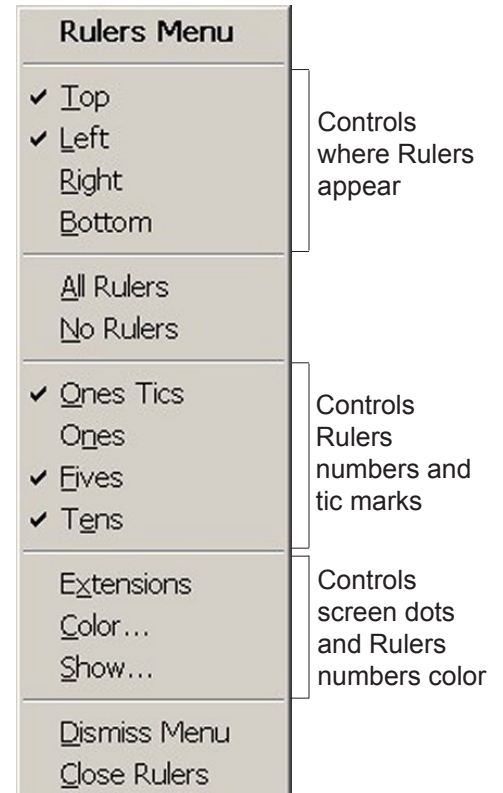
Getting Started 3.3: The UC Options and UC List dialog boxes

UC Options

See **UC Intro 4.3** for information on the UC Options dialog box. This allows you to choose to use the UC wording for Select-and-Say commands or switch back to Dragon wording

UC List

The UC list dialog box allows you to maintain lists of folders, files, Web sites, email contacts, keywords, reminders, Tab text, Enter text, and Touch commands that can be used in speech commands that call up folders, files and Web sites, prepare email, search for keywords in any program, set reminders, combine typing text and hitting Tab and Enter, and name mouse clicks. All the lists come with some presets -- the examples below are presets you can try.

- The **File list** is a list of files you can call up from anywhere -- say the filename followed by "File"
  Example: **"Demo One File"**

- The **Folder list** is a list of drives and folders you can call up from Windows Explorer or any program that uses an open-file type dialog box -- *in Windows Explorer or a program that uses an open-file type dialog box*, say the folder name followed by "Folder"
  Example: **"C Drive Folder"**, **"UC Demo Folder"**

- The **Site list** is a list of Web sites you can call up from anywhere by saying the site name followed by "Site"
  Example: **"Google Site"**

- The **Nickname list** is a list of email addressee names; you can set up an email message to as many as three contacts by saying the name of your email program (Outlook, Express, Eudora or Thunderbird) followed by the contact names
  Example: **"Express Eric"**

- The **Keyword list** is a list of words you can search for in any program by saying "Find" followed by the keyword
  Example: **"Find Summary"**

- The **Reminder list** is a list of words or phrases you can set the computer to remind you about in a given number of seconds, minutes or hours
  Example: **"15 minutes check fax"**

- The **Tab list** allows you to combine text with Tab commands to speed filling out forms
  Examples: **"2 Tab My Address"**
       "2 Tab My Name 1 Tab My Address"

- The **Enter list** allows you to combine text with "Enter" to speed the command line interface
  Example: **"Directory Enter"**

- The **Touch and Local Touch lists** are lists of named mouse coordinates
  Examples: **"Color Touch"** (may have to adjust numbers)
       "Color Gray Touch" (clicks twice)

Figure 3.3: The UC List dialog box/File
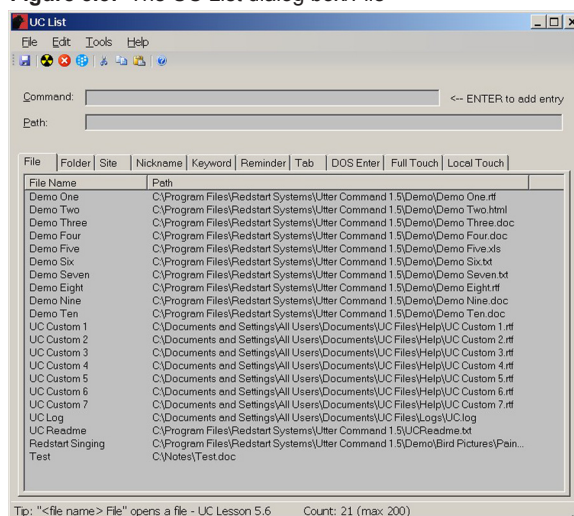
Learn to add your own entries to UC List:

- **UC Lesson 5.6** (File list), **5.7** (Folder list), **5.8** (Managing Lists), **5.9** (Quickly adding files and folders)
- **UC Lesson 8.4** (Nickname list)
- **UC Lesson 9.1** and **9.2** (Site list)
- **UC Lesson 10.1** (Keyword list), **10.13** (Reminder list), **10.22** (Tab list), **10.23** (Enter list), **10.24** (Touch and Local Touch lists), Review
- **UC Task Tours 12** (email) **13** (Site) **17** (Keyword doc) **18** (Keyword spreadsheet) **19** (Keyword PowerPoint)
- **UC UC List** Visual Cheat Sheet

Getting Started 3.4: Utter Command on-screen guides

The on-screen guides

The 36 on-screen guides are lists of helpful information that appear in a window on the right side of your screen when you call them up.

They include

- reference lists including the Alpha-Zulu words
- top General commands and commands for specific programs such as Word, Excel and PowerPoint
- self-guided tour and drill scripts including the UC Whirlwind Tour
- seven custom guides that you can use to keep your own command sequences, notes or lists

You'll find the guides in the third section of the UC menu.

To call up an on-screen guide say "UC" followed by the first word of the guide name (or in cases of ambiguity two words)

Examples: **"UC Alpha"**
  "UC Top General"
  "UC Top Word"
  "UC Whirlwind"
  "UC Custom 1"

Figure 3.4b:
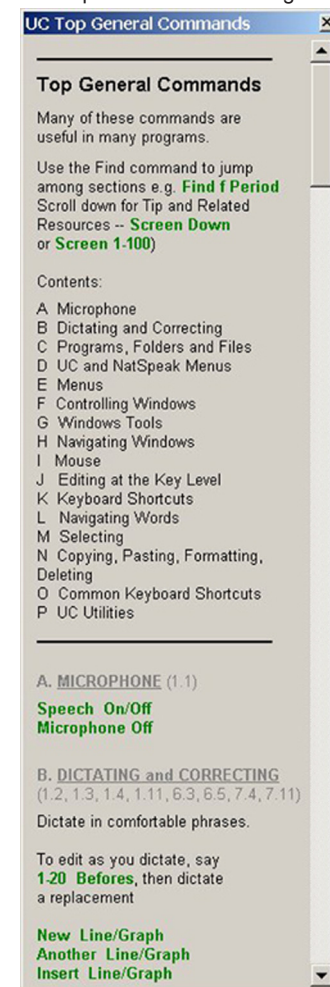The Top General on-screen guide

Figure 3.4a: The Alpha Zulu words on-screen guide

Learn to use on-screen guides, including making your own:

- **UC Lesson 1.6**: Accessing UC menu items
- **UC Lesson 10.16**: Keeping your own notes on UC documentation
- **UC Task Tour 3**: Making your own on-screen guide

Getting Started 3.5: The UC Clipboard files

The UC Clipboard allows you to work with files in ways that aren't possible with the standard Windows copy and paste facilities, usually referred to as the Windows Clipboard.

The UC Clipboard lets you to copy or cut multiple sections of text or graphics without having to immediately paste them, and to collect one or many pieces of information in clipboard-like files that don't disappear when you turn off your computer.

There are two types of UC clipboard files -- replacement and add

1. The 1-20 files function as a multiple Windows clipboard for text. When you copy text to one of these files by saying, for instance **"Copy to 1 File"**, new text *replaces* existing text.

   The 1-20 files are useful for temporarily stashing text while you are editing so you can cut and paste multiple pieces of text at once.

2. List 1-20 files, Alpha-Zulu files, and Doc 1-20 files are more permanent. When you copy text to one of these files by saying, for instance **"Copy to List 1 File"**, new text is *added* to the bottom of a file.

   The List 1-20 files, Alpha-Zulu files, and Doc 1-20 files are useful for

   - keeping lists
   - collecting information like Internet addresses
   - sorting information, including as you collect it
   - establishing a garbage file for saving cut text rather than deleting it
   - establishing an easy-to-call-up working file that can later be given a permanent file name

   Tip: The Alpha file comes set up as a master list for keeping track of all your other files.

Learn more about UC Clipboard:

- **UC Lesson 10.3**: Opening the UC Clipboard files
- **UC Lesson 10.4**: Copying or cutting and pasting directly to and from the UC Clipboard files
- **UC Lesson 10.5**: Copying between the Windows clipboard and UC Clipboard files
- **UC Task Tour 20**: Cutting and pasting with UC Clipboard "1-20 File" temporary Notepad files
- **UC Task Tour 21**: Cutting and pasting with UC Clipboard "1-20 List File" permanent Notepad files
- **UC Task Tour 22**: Cutting and pasting with UC Clipboard "Alpha-Zulu File" permanent WordPad files
- **UC Task Tour 23**: Using the UC Clipboard "Doc 1-20 File" permanent Word files

- redstartsystems.com/ucclipboard.html (say "**UC Elements Site"** then click on "UC Clipboard")

Getting Started 4: Where to go from here

Utter Command uses a grammar that follows the way your brain works, so you learn quickly as you go along. There are several ways to learn more about UC.

The basics

- Read UC lessons 1.3, 1.4, and 1.5 to learn the basics of dictation (say **"UC Lesson 1.3"**)

- Once you're comfortable with the First Commands from page 6, expand your reach with the Common Commands cheat sheet ("**UC Common"**, and if necessary **"This Print"**)

Practical task tours

- Take the Task Tours that are closest to what you want to do (**"UC Task Tours"**, and to print, say **"This Print"**)

- Watch videos of the Task Tours at www.redstartsystems.com/uctasktours.html (**"UC Videos"**)

  Tip: The Task Tours contain a cross-reference number for every command. Use the cross-reference number to access a detailed explanation of that command in the lesson, e.g., **"UC Lesson 1 Point 2"**.

References

- **UC Full** reference briefly explains every UC command
- **UC Quick** reference lists every UC command
- **UC Index** of commands lists every UC command in alphabetical order
- **UC Visual** Cheat Sheets illustrate Menus, Windows Explorer, dialog boxes, Email, Web, and UC List

Lessons

The lessons include detailed explanations and examples for every command, and section and review tours. You can browse the lessons, use them as a dictionary lookup, or go through them to learn Utter Command systematically. Say "UC Lesson" followed by a number from 1-10 to bring up the on-screen version of a lesson, e.g. **"UC Lesson 1"**.

If you're like most people, you'll be most interested in word processing, the Internet, email, and general control. Here's a lesson plan for these:

- Word Processing basics: **UC Lesson 1.3-1.5**
- Internet basics: **UC Lesson 9.1-9.6**
- Outlook, Express, Thunderbird or Eudora: **UC Lesson 8.1-8.5**.
- Web-based mail like Hotmail or Gmail: **UC Lesson 9.10**
- Advanced text handling: **UC Lesson 7**
- Windows handling: **UC Lessons 2.1-2.7**
- Mouse control: **4.1-4.4**
- File and folder control: **5.1-5.7**
- Specific programs: **UC Lesson 3**, **6**, **10.6-10.10, 10.21;** also take a look at **"UC Shortcuts"**, and **"UC Top"** on-screen guides
- If you have repetitive strain injuries make sure to see **UC Lesson 10.12**

Further Resources:

- **UC Contents**: see what to say to access any section of the UC manual with a single speech command
- **UC Intro**: set up and optimization instructions -- *IMPORTANT: go through these instructions*
- **UC Appendices**: troubleshooting, workarounds, NatSpeak/Utter Command equivalents guide
- **UC Exchange:** (www.redstartsystems.com/ucexchange.html) exchange learning materials like lists of particularly useful commands, sequences and self-guided tours
- **Redstart Systems Site:** (www.redstartsystems.com) there are additional learning materials posted on the Redstart Systems site, including the Making Speech Fly blog and all kinds of videos

- **UC Make:** opens the Redstart Make a Comment page -- **we welcome questions and comments!**