

Voice Dictation

Speak the following words to enter punctuation marks or other characters.

apostrophe '	end quote ”	cent sign ¢
open bracket [begin single quote '	pound sterling sign £
close bracket]	end single quote '	euro sign €
open parenthesis (semicolon ;	yen sign ¥
close parenthesis)	ampersand &	cross-eyed laughing face XD
open brace {	asterisk *	frowny face :-(
close brace }	at sign @	smiley face :-)
open angle bracket <	backslash \	winky face ;-)
close angle bracket >	forward slash /	copyright sign ©
colon :	caret ^	registered sign ®
comma ,	center dot ·	trademark sign ™
dash -	large center dot •	equals sign =
ellipsis ...	degree sign °	greater than sign >
exclamation mark !	hashtag <i>or</i> pound sign #	less than sign <
hyphen -	percent sign %	minus sign -
period, point, dot, <i>or</i> full stop .	underscore _	multiplication sign x
question mark ?	vertical bar	plus sign +
quote ”	dollar sign \$	

Speak these words to change text formatting:

- caps on (formats next phrase in title case)
- caps off (resumes default letter case)
- all caps (formats next word in ALL CAPS)
- all caps on (proceeds in ALL CAPS)
- all caps off (resumes default letter case)
- new line (adds line break)— NOTE: adds new line AFTER exiting dictation
- numeral (formats next phrase as number)
- roman numeral (formats next phrase as Roman numeral)
- new paragraph (adds paragraph break) — NOTE: adds break AFTER exiting dictation
- no space on (formats next phrase without spaces)
- no space off (resumes default spacing)
- tab key (advances cursor to the next tab stop)

If you turned on Enhanced Dictation, you can also [use dictation commands](#) to **bold**, **italicize**, **underline**, **select**, **copy**, **delete**, **undo**, and **perform other actions**.