

# NaturallySpeaking QuickMacros

By Jim Bendewald

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## Introduction

*NaturallySpeaking QuickMacros* is a tool for learning to create custom macros. With this booklet one can quickly learn to create useful macros with the help of screen shots, examples and sample script. This booklet is intended for anyone who wants to learn how to create custom macros.

*QuickMacros* is intended for the average user to provide just the right amount of information to learn the macro capability of Dragon NaturallySpeaking. If the reader feels a need for more background material, the information in Appendixes A and B will be helpful.

The terms “commands” and “macros” are fairly synonymous. However, this manual strives to distinguish **Commands** as built-in commands that come with Dragon NaturallySpeaking; for example, **Go to Sleep**. In contrast, a **Macro** is used as custom script that is created by a user. Macros could be a single line of code or a whole series of scripts compiled to accomplish a task. For example, **Today's Date** is a custom macro that runs through a number of steps before dropping into the document the current date with a specific date style.

With the help of this booklet the user will be instructed in how create macros for faster deleting, editing, navigation and quick access to menu items. Of course with the user's creativity much more can be accomplished.

Jim Bendewald  
CompuTALK  
[jim@speak-it.com](mailto:jim@speak-it.com)  
[www.speak-it.com](http://www.speak-it.com)  
(888) 773-2599

## I. Vocabulary Editor

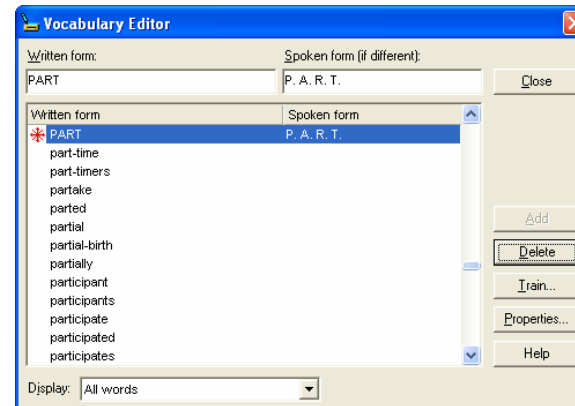
Though using the Vocabulary Editor does not officially create macros, the effect is similar enough to include the use here. The Vocabulary Editor is a fantastic tool. Too often people neglect this powerful tool because they do not understand it or even know it is there. With Version 8 this tool has become even more important. The program is used to add such things as acronyms, phrases or business names.

1. Open the **Vocabulary Editor** by saying, “**Start Vocabulary Editor**” OR click from the Dragon NaturallySpeaking toolbar **Words** and then **View/Edit**.
2. In the **Written Form** type the words as they are to appear in the document.
3. In the **Spoken Form** type the phonetic sound of the phrase or the alternative pronunciation.
4. Click on **Add** and notice a red asterisk next to the new entry.

### Unusual-Spelling EXAMPLE:

In the **Written Form** type *QuickMacros* while in the **Spoken Form** type *Quick Macros*, and then click on **Add**. Next, click on **Train** to train the new term. Close the Vocabulary Editor and test the entry by going back to the document and dictating **Quick Macros**.

The Vocabulary Editor is very useful for the variety of acronyms that one might use. Many standard acronyms are already built into the Dragon NaturallySpeaking vocabulary. For consistent accuracy, new words and acronyms often need a spoken form as well as a written form.



### Acronym EXAMPLE:

In the **Written Form** type the made-up acronym **PART** and add **P. A. R. T.** in the **Spoken Form** field. Then, click on **Add**, click on **Train** and train this new entry saying each letter quickly during the training. Take notice that the nomenclature for stating acronyms in the **Spoken Form** is the letters are capitalized with periods after each letter and then a space before the next letter. Test the new term in a document by dictating each letter quickly.

A very powerful yet often untapped feature in the Vocabulary Editor is its ability to allow the user to the change properties of the term. With Dragon NaturallySpeaking Version 8 comes the ability to create **Smart Text** in a document by changing even more properties. To open the properties, window click on the item to be changed and then click on **Properties**.

### Abbreviation EXAMPLE:

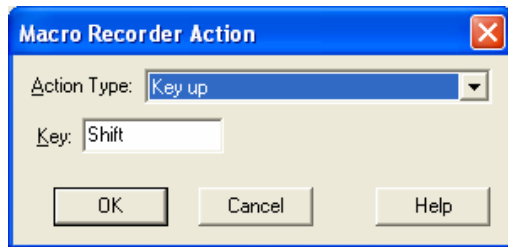
Sometimes people prefer to have certain words appear in an abbreviated form. Suppose that for **pages** the user would prefer to consistently use the abbreviated form **pp.** while dictating. To do this, in the **Written Form** of the **Vocabulary Editor** type in the word **pages** and then click on **Properties**. Check the **Use Alternate Written Form** box and choose **pp.** from the drop-down window. Click on **OK** and notice that the term now has a blue asterisk next to it (this indicates that a change in properties has been made).

# QuickMacros

## Edit-Recorder EXAMPLE:

Add a new letter to the existing action script by clicking on the newly created **My Recording** macro from the **Command Browser** and click on the **Edit** button. Click after the last action script in the list then click on the **Insert** button. For **Action Type** choose **Key Down**. For **Key** choose **J**. To complete the action, it must also be released up. Click on the **Select** button again and for the **Action Type** choose **Key Up**. For the **Key**, again choose **J**.

As a variation to this example, capitalize a letter by starting this above process with an **Action Type** of **Shift**, then proceed with **Action Type** with the **Key Down** and the **Key Up**. When the editing is completed, click the **Save** button and test the macro by dictating its name.



## By-Mouse EXAMPLE:

Add a new macro for clearing the desktop. Open the **MyCommands Editor** and **Save** the new macro as **Clear Desktop**. For **Availability** choose **Global**, for **Command Type** choose **Macro Recorder** and click the **Record** button, then the **Stop** button. Click **Record** then quickly move the pointer to a blank spot on the task bar and right click, then left click on **Show the Desktop**. Click on **Stop**, then from the Recorder Menu Bar click on the **Close** button. Save the macro and test it by having a few programs up and running, then say **Clear Desktop**.

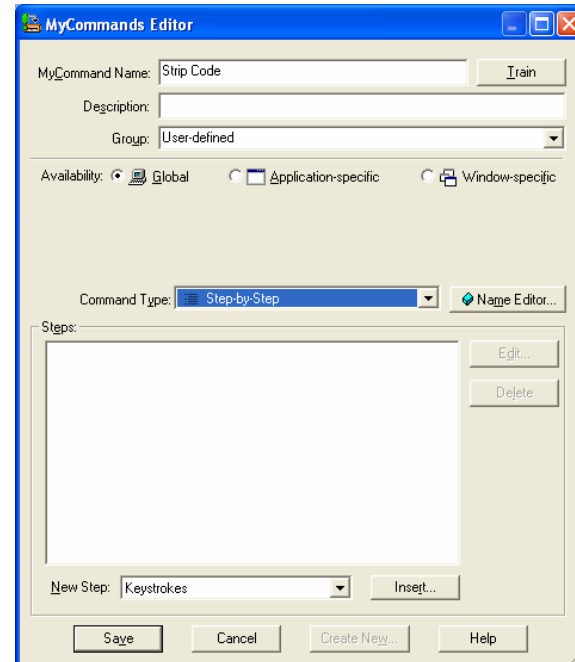
**NOTE:** The macro is still executed fairly quickly. Here is an example of a macro where recording mouse clicks is very helpful because creating the macro through keystrokes is not understood.

## IV. Step-by-Step

The Step-by-Step, Macro Recorder and Advanced Scripting tools are better suited to creating macros that execute a series of keystroke combinations. While macros can be complex, the Step-by-Step approach has made programming easy.

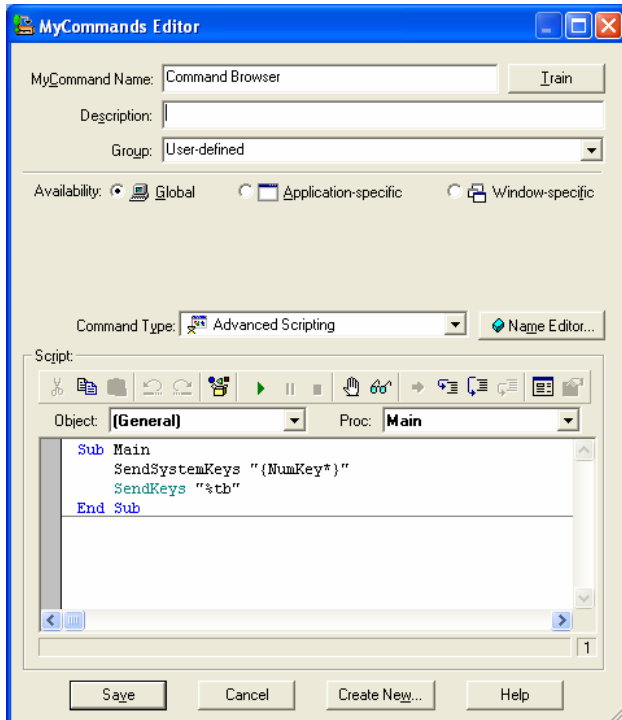
Step-by-Step is easy to learn though it is not as powerful as Advanced Scripting. The good news is *NaturallySpeaking QuickMacros* will make even Advanced Scripting understandable. In addition, for most macros the step-by-step procedure is fine.

To start a Step-by-Step macro go to the Dragon NaturallySpeaking toolbar and click on **Tools, Command Browser, New** button and give the macro a name in the **MyCommand Name** field. Then choose **Step-by-Step** from the **Command Type** field.



Click on the drop-down next to **New Step**. Here are options for **Keystrokes, Open (application), Wait, Type Text, SendKeys, Stop Listening, Microphone On, and Microphone Off**.

and end of the line of script. All functions are surrounded by the { } brackets. A list of functions can be found in **Appendix B**.



### 3. Format Macros

Another type of macro that is very useful is the format macros. Format macros require understanding how to select text using the keyboard. Some examples of keyboard selecting can be found in Appendix C.

#### Bold-3 EXAMPLE:

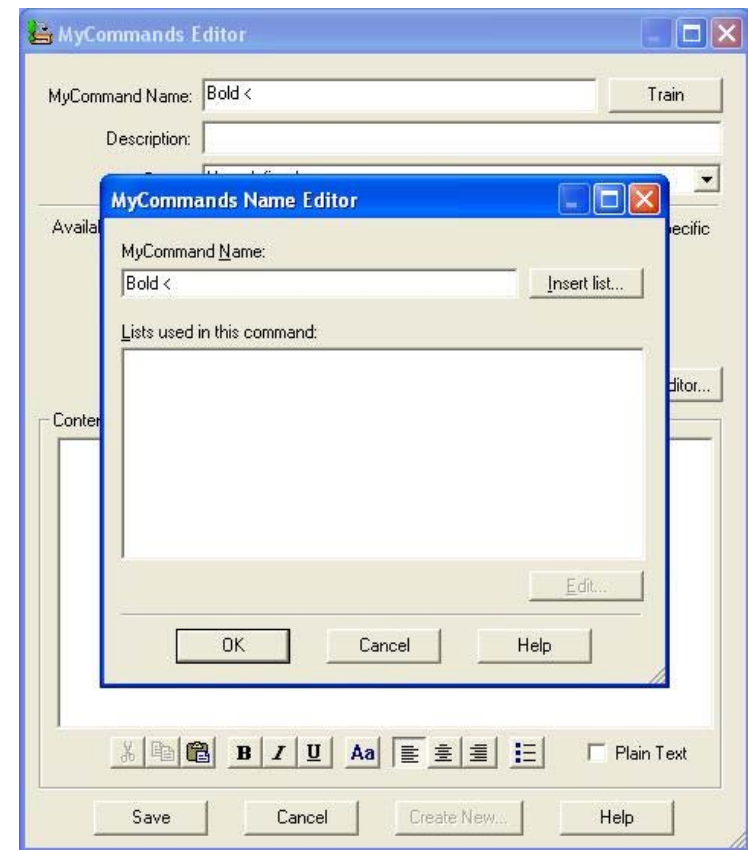
Suppose the user wants to make the previous three words bold. The Dragon command is **Bold Previous Three Words**. But a custom macro can do the same thing with just two words; name the macro **Bold 3**. Making the previous three words bold can be done very nicely using **Advanced Scripting**. When creating a new command first figure out how to do the command using the keyboard, then create the voice macro. Keep the **Availability** for the macro at **Global**. The script is in bold.

- Step 1 **SendKeys "+^{Left 3}"** selects previous 3 words
- Step 2 **SendKeys "^b"** applies the bold
- Step 3 **SendKeys "{right}"** takes the selection off
- Step 4 **SendKeys "^b"** takes the bold off
- Step 4 **SendKeys "{end}"** keeps the bold off

### 4. Lists

The above example needs more work because there is a need to bold any number of words. Creating a lot of macros is very time consuming. Using lists and variables provides a method for handling numerous words in a single macro.

To begin, create a new macro and name it **Bold <1to99>**. As soon as the first less than sign (<) is typed, the **MyCommands Name Editor** screen is opened (shown below).



**QuickMacros**

# NaturallySpeaking QuickNotes



**A FAST!**

Reference to

NaturallySpeaking

Commands

**Jim Bendewald**

QuickNotes is an easy-to-use quick reference guide for retrieving Dragon NaturallySpeaking built-in commands. Most users' needs can be accomplished by referring to QuickNotes. QuickNotes complements the Dragon NaturallySpeaking 8 manual by providing corresponding page numbers if more information is needed. Keep QuickNotes on your desk for those commands you need at the moment.

Since no one can remember all the commands, QuickNotes is intended to provide just the right amount of information needed to review commands for various programs. *QuickMacros* strives to provide a clear map for opening the treasures of Dragon NaturallySpeaking to the average user. Purchase it from your Dragon NaturallySpeaking Value Added Reseller for \$15 or visit [www.speak-it.com](http://www.speak-it.com).