Fluency Direct Command Sheet

Common Navigation & Editing Commands	Actions
Undo That / Scratch That	Undo last utterance
New / Next Line	Move cursor down 1 Line
New / Next Paragraph	Move cursor down 2 Lines
Select Current / Previous / Next Word	Highlight <word>
Select Current / Previous / Next Sentence	Highlight <sentence>
Select Current / Previous / Next Paragraph	Highlight <paragraph>
Unselect That	Remove highlight from <text>
Select Next / Previous <n> Words	Highlight <2 to 10 words>
Delete That	Delete <text>
Delete Next / Previous <n> Words	Delete 2 to10 words
Delete Current / Previous / Next Sentence	Delete selected sentence
Delete Current / Previous / Next Paragraph	Delete selected paragraph
Start of Sentence / Paragraph / Document	Put cursor at beginning
End of Sentence / Paragraph / Document	Put cursor at end
Insert Before <text>	Put cursor before <text>
Insert After <text>	Put cursor after <text>

Common Navigation & Editing Commands	Actions
UPPERCASE THAT / lowercase that	UPPER/lower case of <text>
Capitalize That	Capitalize 1st letter of <text>
Cap Next / Previous <n> Words	Capitalize 1st letter of next/previous words
UPPERCASE Next / Previous <n> Words	UPPERCASE next/previous words
CAPS ON / caps off	Turn CAPS On to start / Turn Off to end
Number One <dictation> New Line Number Two <dictation> New Line	1. <dictation> 2. <dictation>
Correct <text>	Display Correction Box
Select All	Highlight all <text>
Save This Text (*Create Command from* <text>)	Display Command Box
Cut That / Copy That / Paste That	Cut / Copy / Paste <text>
Show / Open Speech Box	Display Scratchpad for Editing/Transfer
Transfer Text	Transfer Speech Box contents
Remove All Fields	Remove [ ] in text
Show / Open Dictionary / Abbreviations / Commands	Display *Manage Dictionary / Abbreviations / Commands* windows

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Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally