

## REVIEW COPY – NO REPRODUCTION AUTHORIZED

```
SendKeys "%e"
```

Next, selecting “Find” is needed. This could be done using a keystroke but for this example we choose to use the “MenuPick” to get to the “Find”.

```
MenuPick "Find"
```

This opens a new window. You often need to wait before entering text into new windows. Add a Wait statement for 1/2 of a second, namely:

```
Wait .5
```

At this point, with comments added, the script consists of:

```
Sub Main
' macro to get me home 10 minutes earlier each day
SendKeys "^{Home}" ' 1. ctrl+home to go to top of
                    ' document
SendKeys "%e"      ' 2. alt+e to move to Edit menu
MenuPick "Find"    ' 3. select the "find"
' Alternate-Steps 2 & 3 can be done via a SendKeys "^^f"
Wait .5            ' 4. Wait a while
End Sub
```

Next, the “RE:” is to be found. We combine keystrokes on a single line, as in:

```
SendKeys "RE:{Enter}{Esc}"
```

Again, we switch windows so another Wait is in order.<sup>2</sup>

```
Wait .5
```

Next, select the text by using the “Right” arrow twice to skip the space that follows the “:” on the RE: line. Since we have two consecutive “Right” commands, we use the special format “{keystroke number-iterations}” or in this case “{Right 2}” to slightly simplify the script. This technique is particularly helpful when generating many spaces or tabs.

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<sup>2</sup> An alternate technique is to add a second numeric parameter to the SendKeys statement. Any value except 0 causes a pause while the keystrokes are sent to the application. For example, SendKeys a\$,1 sends the string a\$ and waits for it to be sent before proceeding with the remainder of the script. This may be faster than introducing Wait statements.

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Then do a “shift+end”, or “+{End}”, specified using the “+” modifier for the Shift key, to select everything until the end of the line.

There is no need to wait in between these keystrokes, so they can be concatenated on a single SendKeys statement, giving:

```
SendKeys "{Right 2}+{End}"
```

Append the Windows copy, “Ctrl+c”, stated as “^c” using the “^” modifier signifying “Ctrl” for SendKeys. We include those characters as part of the character string to be sent to NaturallySpeaking. Modifying the above line, we now have:

```
SendKeys "{Right 2}+{End}^c"
```

If following along, we suggest that you save the command at this point and try it. If there are problems, then in between lines where you would expect to be able to see changes on the screen, insert statements such as:

```
Wait 5
```

This causes a 5 second wait between the steps. If you execute this, remain silent while the script is executing so that your speech is not heard by NaturallySpeaking. A script showing such (optional) Wait statements and the statements up to this point, including added comments, looks like:

```
Sub Main
' macro to get me home 10 minutes earlier each day
SendKeys "^{Home}" ' 1. ctrl+home move to top of document
Wait 5 ' temporary, look at what is happening
SendKeys "%e" ' 2. alt+e select Edit menu
Wait 5 ' temporary, look at what is happening
MenuPick "Find" ' 3. select the "find"
' Alternate-Steps 2 & 3 can be done via a SendKeys "^f"
Wait .5 ' 4. Wait a while
Wait 5 ' temporary, look at what is happening
' 5. try to find "RE:" then destroy the "Find" window
SendKeys "RE:{Enter}{Esc}"
Wait .5 ' 6. Wait a while
Wait 5 ' temporary, look at what is happening
' 7. move right two then select the rest of the line
' 8. copy the selected text with ctrl+c
SendKeys "{Right 2}+{End}^c"
End Sub
```

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There are eight steps automated. Even if you stopped at this point, you would have a worthwhile macro.

If your microphone is on, don't talk while trying to debug this or else you may get unwanted results. Then get back to add the rest of the command by going to the Command Browser, then Custom, then find the command using the Search function.

To continue, we add another wait. Then add commands to open the "Save" window, an "Alt+f", expressed as "%f", to get to the file menu then an "a" to pick the "Save As". Add another wait.

```
Wait .5
SendKeys "%fa"
Wait .5
```

At this point, we can enter the directory path. If following along and this example directory is not appropriate (likely for Windows-2000® and Windows-XP® systems), choose a directory that exists on your system. "C:\Temp" is almost always present.

```
SendKeys "C:\My Documents\ReadyForSignature\"
' Alternate of SendKeys "C:\Temp\"
Wait .5
```

Note that a "\ " was appended as a part of the directory name. Now it is time to paste the file name.

```
SendKeys "^v" ' paste the file name
Wait .5
```

A prudent person will test the command at this point. There is no need to unnecessarily save files on your system. If hands-free use is not your goal, then just getting to this point with one verbal command is useful and you can verify the file name before clicking "Save" manually. But for completeness, and to illustrate another fundamental command, you can save the file using:

```
HeardWord "click", "Save"
```

HeardWord acts as if you say the words as a command. It gets very picky about capitalization. One way to find out what it wants in terms of capitalization