



# **VoxAid AT Edition**

## **Commands cheat sheets**



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# VoxAid commands cheat sheet for Calibre 4.xx

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Library Management functions

Command(s) you can say	Description
add books add books to calibre add a book	Adds books to Calibre.
get books find books online	Get books.
show book details show this books details	Show Book details.
edit the metadata of the selected books edit metadata	Edits the metadata of the selected books.
edit the selected field edit metadata of the selected field	Edits the metadata of the currently selected field in the book list.
edit table of contents edit this books table of contents	Edit Table of Contents of the selected book.
convert this book convert selected books	Converts the selected books.
edit this book edit the selected book	Edit the selected book.
toggle mark mark this book unmark this book	Toggle mark/unmarked status on selected books.
download metadata for this book download metadata	Download metadata and covers of the selected book.
polish this book open polish book window	Opens the Polish books window.
open containing folder open file location	Opens the containing folder of the selected book.
save this book	Save to disk
send to device send book to device	Sends the book to a device.
add formats to the selected books format the selected books	Add formats to the selected books.



## Library Management functions (cont'd)

Command(s) you can say	Description
add empty books to calibre add an empty book to calibre	Adds empty books to Calibre.
merge selected records merge these books	Merge selected records.
merge selected records and keep originals merge books and keep originals	Merge selected records, keeping originals.
focus the book list	Focus the book list.
clear the additional restriction	Clear the additional restriction.
remove this book remove these books from calibre	Removes the selected books.
open virtual library select a virtual library	Select a virtual library.
select next virtual tab select the next virtual library tab	Selects the next virtual library tab.
select previous virtual tab select previous virtual library tab	Selects the previous virtual library tab.
clear the virtual library	Clear the virtual library.
quit calibre close calibre	Quit calibre.
restart calibre	Restart calibre.
restart calibre in debug mode restart in debug mode	Restart calibre in debug mode.

## View functions

Command(s) you can say	Description
select next book next book move down	Selects the next book in the list of books.
select previous book previous book move up	Selects the previous book in the list of books.
move to first book select first book	Selects the first book in the list of books.
move to last book select last book	Selects the last book in the list of books.
view this book open in calibre viewer	Opens the Calibre viewer.
view this book in a specific format choose view format	View the selected book in a specific format.
toggle jobs list show job list hide job list	Toggles the Jobs list.
toggle cover browser show cover browser hide cover browser	Toggles the Cover browser.



## View functions (cont'd)

Command(s) you can say	Description
toggle book details panel show book details panel hide book details panel	Toggles the Book details panel.
toggle tag browser show tag browser hide tag browser	Toggles the Tag browser.
toggle cover grid view show cover grid hide cover grid	Toggles the Cover grid view.

## Search functions

Command(s) you can say	Description
go to search bar go to search field focus in search bar	Focus the Search bar
search in quick view panel search in quick view window	Perform a search in the Quick View panel
open quick view window open quick view panel	Open the Quick View popup for viewing books in related series/tags/etc.
focus the quick view panel focus on the quick view panel	Focus the opened Quick View panel
close quick view panel close quick view window close quick view	Closes the Quick View panel
open advanced search open advanced search window advanced search	Open the advanced search dialog
clear current search close advanced search cancel this search	Clear the current search
find next match search for next match	Finds the next book that matches the current search (only works if search highlighting is turned on in search preferences)
find previous match search for previous match	Finds the previous book that matches the current search (only works if search highlighting is turned on in search preferences)
create a virtual library from this search	Creates a temporary virtual library based on the current search.
show all books by this author show books by this author	Shows books by the same author as the current book.
show books with this tag show books with these tags	Shows books with the same tags as the current book.
show all books by this publisher show books by this publisher	Shows books by the same publisher as the current book.
show all books in this series show books in this series	Shows books in the same series as the current book.



## Edit metadata functions

Command(s) you can say	Description
edit title edit title field	Selects the Title field within the Edit metadata window.
edit author edit author field	Selects the Author field within the Edit metadata window.
download book cover download cover	Searches the web for a book cover.
edit publisher edit publisher field	Selects the Publisher field within the Edit metadata window.
edit publish date edit publish date field	Selects the Published field within the Edit metadata window.
change book cover browse book covers	Opens the File Explorer window.
automatically trim borders trim borders	Automatically trims the book cover border.
manually trim borders trim borders manually	Manually trim the book cover border.
undo last trim	Undo last trim adjustment.
show html source	Shows comments html source.
show normal view	Shows comments in normal view.
edit comments	Places the cursor in the Comments field.



# VoxAid commands cheat sheet for ClaroRead

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Speech functions

Command(s) you can say	Description
press play	Starts reading out loud the text from the cursor position.
play sentence	Starts reading out loud the text from the cursor position to the end of the sentence.
press stop	Stops the reading out of text.
mute speech unmute speech	Toggles whether the speech can be heard or not during play.
save as audio file	Opens the Save as window, ready to save as a wav file.
save as video file	Opens the Save To Video window.

## Check functions

Command(s) you can say	Description
perform claro spellcheck	Opens the Check window (Meanings Tab).
go to suggestions go to synonyms	Toggles focus between the Suggestions and Synonyms list in the Check window.
display homophones check for homophones	Opens Check window (Homophones Tab).
go to alternative homophones go to alternatives	Moves focus to the Alternatives list in the Check window.
turn on prediction turn off prediction	Toggles the Prediction window.
choose (n) prediction choose prediction (x)	Selects the (x) prediction (1...5) from the list of predictions. For example, say "choose third prediction" or "choose prediction three."

*When performing the Claro check functions, the results displayed will depend upon the options selected in the ClaroRead Settings > Check Tab options.*



## Formatting text functions

Command(s) you can say	Description
claro increase font	Increases the font size by two points.
claro decrease font	Decreases the font size by two points.
apply font one	Converts the document or selected text to the settings set Font 1.
change character spacing toggle the character spacing	Increases the character spacing by two points.
change line spacing toggle the line spacing	Increases the line spacing.
change paragraph spacing toggle the paragraph spacing	Increases the paragraph spacing.

## Scan and capture and functions

Command(s) you can say	Description
scan from paper	Starts up the scanning process.
scan from pdf	Opens the Load PDF or image File window.
scan from file	Opens the Load PDF or image File window.
scan from screen	Sends the captured text to the clipboard.
capture highlighted text	Capture all the highlighted text in Microsoft Word and place into ClaroCapture.
capture selected text	Capture the selected text in Microsoft Word and place into ClaroCapture.

## Settings functions

Command(s) you can say	Description
open claroread settings	Opens the Settings window.
display claro toolbar hide claro toolbar	Toggles whether the ClaroRead toolbar is displayed.
disable claro shortcuts enable claro shortcuts	Toggles whether ClaroRead shortcuts are enabled or disabled.
turn on speak under mouse	Turns on Speak Under Mouse settings option.
turn on explorer speak under mouse turn on firefox speak under mouse	Turns on Speak Under Mouse settings option.
turn off speak under mouse	Turns off Speak Under Mouse settings option.
turn on speak when mouse selects turn off speak when mouse selects toggle speak when mouse selects	Toggles On/Off the speak when mouse selects settings option.
display claroread help	Opens the ClaroRead online help.



# VoxAid commands cheat sheet for ClaroCapture, ClaroView & ScreenRuler

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

## Functions

Command(s) you can say	Description
capture highlighted text	Capture the highlighted text in Microsoft Word.
capture selected text	Capture the selected text.
capture screen section <sup>1</sup>	Capture a section of the screen.
capture text from screen <sup>1</sup>	Capture the text from a section of the screen.
create a blank capture item <sup>1,4</sup>	Creates a blank capture item in ClaroCapture.
capture the contents of the clipboard <sup>1,4</sup>	Captures the Clipboard into ClaroCapture.
change to minibar <sup>1,4</sup>	Change to ClaroCapture minibar
hide the captured items <sup>1,4</sup> show captured items <sup>1,4</sup>	Show/hides the captured items.
select this colour <sup>2, 3</sup>	Selects the selected colour.

## Claro Software Notes:

Dragon generic, menu, keyboard and mouse commands are available for use when using Claro software and at times should be used with these custom commands.

For example, the custom command *"capture screen section"* can be used with the *"mouse grid"* command to draw a frame around the intended section.

When performing dictation, the "Dictation Box" may appear and the use of commands such as *"click transfer"* and *"click cancel"* work in the normal way.

## Footnote:

<sup>1</sup> ClaroCapture must be the active window.

<sup>2</sup> ClaroView must be the active window.

<sup>3</sup> Claro ScreenRuler must be the active window.

<sup>4</sup> Available in ClaroCapture v5.



# VoxAid commands cheat sheet for Dolphin SuperNova Magnifier & Screen Reader Edition v18

## Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## File functions

Command(s) you can say	Description
show supernova control panel show supernova	Shows/reveals the SuperNova control panel. The SuperNova application must be already running.
hide supernova control panel hide supernova	Hides the SuperNova control panel. The SuperNova application must be already running.
change keyboard settings keyboard settings	Opens the Choose Keyboard and Hotkey window.
change hot key settings hot key settings	Opens the Hot Keys Desktop (101 or more keys) Defaults Number Pad window.
new situation settings create new situation settings	Opens the New Situation Settings window.
create new application settings create a new settings file use an existing settings file	Opens the New Application Settings window.
create new map file use an existing map file open select map file window	Opens the Select map file window
edit situation settings open situation settings	Opens the Situation Management window.
edit application settings open application settings open settings file management window	Opens the Settings File Management window.
edit map file settings open map file management window	Opens the Map file Management window.
import application settings import application settings file	Opens the Import window (looking for Dolphin Atlas files).
import map import map file	Opens the Import window (looking for Dolphin Map files).



## File functions (cont'd)

Command(s) you can say	Description
import script import script file	Opens the Import window (looking for Dolphin Script files).
import user settings import user settings file	Opens the User Settings Import window (looking for Dolphin Settings files).
export application settings export application settings file	Opens the Browse for Folder window (ready for you to select the intended destination).
export map export map file	Opens the Select map file to export window.
export script export script file	Opens the Browse for Folder window (ready for you to select the intended destination).
export user settings export user settings file	Opens the User Settings Export window (ready to save a Dolphin Settings file).
open profiles window open the profiles window	Opens the Profile window.
restore global preferences	Opens the Restore Dolphin Defaults window (confirm to restore to the Dolphin defaults).
restore all maps and scripts restore maps and scripts	Opens the Restore all maps from Defaults window (confirm to restore to the Dolphin defaults).
restore default settings restore defaults	Reveals the Restore Defaults menu options.
save settings save all settings	Saves the current Dolphin SuperNova settings.
exit supernova quit supernova	Quits the Dolphin SuperNova application.

## Magnifier and Screen functions

Command(s) you can say	Description
magnifier on turn magnifier on	Turns on the Magnifier View
magnifier off turn magnifier off	Turns off the Magnifier view
full screen view switch to full screen view	Switches the current Magnifier View to the Full Screen magnifier view.
fixed window view switch to fixed window view	Switches the current Magnifier View to the Fixed Window magnifier view.
magnifying glass view switch to magnifying glass view	Switches the current Magnifier View to the Magnifying Glass magnifier view.
resizing glass view	Switches the current Magnifier View to the Resizing Glass magnifier view.



## Magnifier and Screen functions (cont'd)

Command(s) you can say	Description
toggle view <sup>3</sup> change view <sup>3</sup>	Switch to the next Magnifier View type, repeat again to change to the next of the Magnifier views.
increase magnification <sup>3</sup> zoom in <sup>3</sup> make larger <sup>3</sup>	Increases the magnification level.
decrease magnification <sup>3</sup> zoom out <sup>3</sup> make smaller <sup>3</sup>	Decreases the magnification level.
pan left <sup>1,3</sup> pan to the left <sup>1,3</sup>	Pans the screen to the left.
pan right <sup>1,3</sup> pan to the right <sup>1,3</sup>	Pans the screen to the right.
pan up <sup>1,3</sup> pan upwards <sup>1,3</sup>	Pans the screen upwards.
pan down <sup>1,3</sup> pan downwards <sup>1,3</sup>	Pans the screen downwards.
apply left split screen view left split screen view	Switch the current Magnifier View to the Left Split Screen magnifier view.
apply right split screen view right split screen view	Switch the current Magnifier View to the Right Split Screen magnifier view.
apply top split screen view top split screen view	Switch the current Magnifier View to the Top Split Screen magnifier view.
apply bottom split screen view bottom split screen view	Switches the current Magnifier View to the Bottom Split Screen magnifier view.
move application right between monitors <sup>1</sup> move application to the right monitor <sup>1</sup>	When a user has two screens, it moves the selected application window on the left monitor to the right monitor.
move application left between monitors <sup>1</sup> move application to the left monitor <sup>1</sup>	When a user has two screens, it moves the selected application window on the right monitor to the left monitor.
<sup>1</sup> The command is available only on Desktop (101 or more keyboards)	
<sup>3</sup> The command requires the magnifier view to be switched on	

## Visual functions

Command(s) you can say	Description
open mouse pointers window change mouse pointer	Opens the Mouse Pointers window.
open doc reader settings window change doc reader settings window	Opens the Doc Reader Settings window.
advanced visual options visual advanced options window	Opens the Visual Advanced Options window.
colour scheme on turn on colour scheme	Turns on the SuperNova Colour Scheme option.
colour scheme off turn off colour scheme	Turns off the SuperNova Colour Scheme option.



## Visual functions (cont'd)

Command(s) you can say	Description
colour scheme one <sup>4</sup> invert brightness <sup>4</sup>	Changes the screen to the Invert Brightness colour scheme.
colour scheme two <sup>4</sup> apply negative colour scheme <sup>4</sup>	Changes the screen to the Negative colour scheme.
colour scheme three <sup>4</sup> apply greyscale colour scheme <sup>4</sup>	Changes the screen to the Greyscale colour scheme.
colour scheme four <sup>4</sup> apply high contrast white on black <sup>4</sup>	Changes the screen to the High Contrast White on Black colour scheme.
colour scheme five <sup>4</sup> apply high contrast black on white <sup>4</sup>	Changes the screen to the High Contrast Black on White colour scheme.
colour scheme six <sup>4</sup> apply yellow on blue <sup>4</sup> apply yellow on blue colour scheme <sup>4</sup>	Changes the screen to the Yellow on Blue colour scheme.
colour scheme seven <sup>4</sup> apply green on black <sup>4</sup> apply green on black colour scheme <sup>4</sup>	Changes the screen to the Green on Black colour scheme.
colour scheme eight <sup>4</sup> apply white on blue <sup>4</sup> apply white on blue colour scheme <sup>4</sup>	Changes the screen to the White on Blue colour scheme.
colour scheme nine <sup>4</sup> apply white on green <sup>4</sup> apply white on green colour scheme <sup>4</sup>	Changes the screen to the White on Green colour scheme.
colour scheme ten <sup>4</sup> apply red on black <sup>4</sup> apply red on black colour scheme <sup>4</sup>	Changes the screen to the Red on Black colour scheme.
colour scheme eleven <sup>4</sup> apply red white and blue <sup>4</sup> apply red white and blue colour scheme <sup>4</sup>	Changes the screen to the Red, White and Blue colour scheme.
colour scheme twelve <sup>4</sup> apply blue yellow and black <sup>4</sup> apply blue yellow and black colour scheme <sup>4</sup>	Changes the screen to the Blue, Yellow and Black colour scheme.
colour scheme thirteen <sup>4</sup> apply emerald colour scheme <sup>4</sup>	Changes the screen to the Emerald colour scheme.
colour scheme fourteen <sup>4</sup> apply yellow on black <sup>4</sup> apply yellow on black colour scheme <sup>4</sup>	Changes the screen to the Yellow on Black colour scheme.
colour scheme fifteen <sup>4</sup> apply stormy skies colour scheme <sup>4</sup>	Changes the screen to the Stormy Skies colour scheme.
colour scheme sixteen <sup>4</sup> apply green screen <sup>4</sup> apply green screen colour scheme <sup>4</sup>	Changes the screen to the Green Screen colour scheme.
colour scheme seventeen <sup>4</sup> apply blue wash colour scheme <sup>4</sup>	Changes the screen to the Blue Wash colour scheme.
colour scheme eighteen <sup>4</sup> apply pink colour scheme <sup>4</sup>	Changes the screen to the Pink colour scheme.
colour scheme nineteen <sup>4</sup> apply psychedelic colour scheme <sup>4</sup>	Changes the screen to the Psychedelic colour scheme.
<sup>4</sup> The command requires the colour scheme option to be switched on	



## Visual functions (cont'd)

Command(s) you can say	Description
colour scheme twenty <sup>4</sup> apply orange colour scheme <sup>4</sup>	Changes the screen to the Orange colour scheme.
colour scheme twenty one <sup>4</sup> apply blue tint <sup>4</sup> apply blue tint colour scheme <sup>4</sup>	Changes the screen to the Blue Tint colour scheme.
colour scheme twenty two <sup>4</sup> apply cyan tint <sup>4</sup> apply cyan tint colour scheme <sup>4</sup>	Changes the screen to the Cyan Tint colour scheme.
colour scheme twenty three <sup>4</sup> apply green tint <sup>4</sup> apply green tint colour scheme <sup>4</sup>	Changes the screen to the Green Tint colour scheme.
colour scheme twenty four <sup>4</sup> apply red tint <sup>4</sup> apply red tint colour scheme <sup>4</sup>	Changes the screen to the Red Tint colour scheme.
custom colour scheme <sup>4</sup> apply custom colour scheme <sup>4</sup>	Changes the screen to the Custom Scheme.
configure custom colour scheme	Opens the Configure Custom Colour Scheme window. The current colour scheme must be set to the custom colour scheme.
highlighting on turn on highlighting	Turns on the SuperNova highlighting option.
highlighting off turn off highlighting	Turns off the SuperNova highlighting option.
toggle highlighting	Switches SuperNova highlighting from on to off and vice versa.
default highlighting <sup>5</sup> reset highlighting <sup>5</sup> change to default highlighting <sup>5</sup>	Switches the current highlighting style back to the Default highlighting style.
large red highlighting <sup>5</sup> switch to large red highlighting <sup>5</sup>	Switches the current highlighting style to the Large Red highlighting style.
large red with mouse highlighting <sup>5</sup> switch to large red with mouse highlighting <sup>5</sup>	Switches the current highlighting style to the Large Red with Mouse highlighting style.
large blue highlighting <sup>5</sup> switch to large blue highlighting <sup>5</sup>	Switches the current highlighting style to the Large Blue highlighting style.
large blue with mouse highlighting <sup>5</sup> switch to large blue with mouse highlighting <sup>5</sup>	Switches the current highlighting style to the Large Blue with Mouse highlighting style.
large yellow highlighting <sup>5</sup> switch to large yellow highlighting <sup>5</sup>	Switches the current highlighting style to the Large Yellow highlighting style.
large yellow with mouse highlighting <sup>5</sup> switch to large yellow with mouse highlighting <sup>5</sup>	Switches the current highlighting style to the Large Yellow with Mouse highlighting style.
highlighting options open highlighting options window	Opens the Highlighting Options window, enabling a user to create a custom highlighting style.
switch to custom highlighting <sup>5</sup> turn on custom highlighting <sup>5</sup>	Switches the current highlighting style to the Custom highlighting style.
<sup>4</sup> The command requires the colour scheme option to be switched on	
<sup>5</sup> The command requires the highlighting option to be switched on, to see the effect	



## Line View functions

Command(s) you can say	Description
line view document <sup>1</sup> line view the document <sup>1</sup>	Reveals the Line View of the text of the current document. The Line View starts with the text that is at the beginning of the document.
start line view from cursor start line view	Reveals the Line View of the text of the current document. The Line View starts from the cursor position.
start scrolling	Causes the text to start scrolling right to left.
stop scrolling	Stops the scrolling of the Line View text.
scroll faster increase scroll speed	Increases the scrolling speed of the Line View text.
scroll slower decrease scroll speed	Decreases the scrolling speed of the Line View text.
skip backwards	Jumps backwards along the line of text.
skip forwards	Jumps forwards along the line of text.
skip backwards low skip backwards medium skip backwards high	Jumps backwards an amount of text along the line of text.
skip forwards low skip forwards medium skip forwards high	Jumps forwards an amount of text along the line of text.
exit line view close line view	Closes the Line View.
<sup>1</sup> The command is available only on Desktop (101 or more keyboards)	

## Hooked Area functions

Command(s) you can say	Description
hooked areas on show hooked areas	Reveals any existing Hooked Areas.
hooked areas off hide hooked areas	Hides any existing Hooked Areas.
create hooked area	Creates a Hooked Area.
place hooked area set hooked area	Confirms the Hooked Area.
modify hooked area edit hooked area	Selects a Hooked Area.
go to next area next hooked area	Selects the next Hooked Area.
delete hooked area	Deletes the selected Hooked Area.
turn foci highlights on	Turns Foci highlights on.
turn foci highlights off	Turns Foci highlights off.
zoom into hooked area increase magnification of hooked area	Increases the magnification level within the selected Hooked Area.



## Hooked Area functions (cont'd)

Command(s) you can say	Description
zoom out from hooked area decrease magnification of hooked area	Decreases the magnification level within the selected Hooked Area.
increase x magnification <sup>1</sup> increase the x magnification <sup>1</sup>	Increases and stretches on the x axis the magnification level within the selected Hooked Area.
decrease x magnification <sup>1</sup> decrease the x magnification <sup>1</sup>	Decreases and squashes on the x axis the magnification level within the selected Hooked Area.
increase y magnification <sup>1</sup> increase the y magnification <sup>1</sup>	Increases and stretches on the y axis the magnification level within the selected Hooked Area.
decrease y magnification <sup>1</sup> decrease the y magnification <sup>1</sup>	Decreases and squashes on the y axis the magnification level within the selected Hooked Area.
<sup>1</sup> The command is available only on Desktop (101 or more keyboards)	

## Voice/Speech functions

Command(s) you can say	Description
speech on turn speech on voice on turn voice on	Turns on the SuperNova Speech option.
speech off turn speech off voice off turn voice off	Turns off the SuperNova Speech option.
increase volume <sup>6</sup> turn up voice <sup>6</sup>	Increases the speech volume.
decrease volume <sup>6</sup> turn down voice <sup>6</sup>	Decreases the speech volume.
increase speed <sup>6</sup> speed up the voice <sup>6</sup>	Increases the rate of speed of the speech.
decrease speed <sup>6</sup> slow down the voice <sup>6</sup>	Decreases the rate of speed of the speech.
change synthesiser <sup>1,6</sup> next synthesiser <sup>1,6</sup>	Changes the voice to the next synthesiser voice.
change language <sup>1,6</sup> next language <sup>1,6</sup>	Changes the language of the voice.
select a different voice change voice	Opens the Voice Preferences window.
stop speech <sup>1</sup>	Stops speech.
stop read from here <sup>1</sup>	Stops the speech.
open doc reader window <sup>2</sup>	Opens the Doc Reader window.
close doc reader window	Closes the Doc Reader window.
time and date <sup>1</sup>	Speaks out loud the current time and date.



## Voice/Speech functions (cont'd)

Command(s) you can say	Description
battery status <sup>1</sup>	Speaks out loud the current laptop/PC battery status.
open voice preferences window	Opens the Voice Preferences window.
show voice and language settings	Opens the Voice Preferences window.
show user defined voices settings	Opens the Voice Preferences window.
show synthesiser configuration settings	Opens the Voice Preferences window.
<sup>1</sup> The command is available only on Desktop (101 or more keyboards)	
<sup>2</sup> The command is available for Laptop keyboards only	
<sup>6</sup> The command requires the Speech mode to be turned On	

## Braille functions

Command(s) you can say	Description
braille output on	Turns Braille Output on.
braille output off	Turns Braille Output off.
show braille preferences	Opens the General Preferences window
braille general announcements	Opens the General Announcements window
braille input routing buttons options	Opens the Input from Display window.
braille input dolphin cursor options	Opens the Input from Display using Dolphin Cursor window.
braille character options	Opens the Characters window.
braille layout options	Opens the Layout options window.
braille status cells options	Opens the Status Cells window.
braille cursor style options	Opens the Cursor Style options window.
show braille on screen on	Turns on the Show Braille On Screen option.
show braille on screen off	Turns off the Show Braille On Screen option.
set braille verbosity level to minimum	Sets the Braille Verbosity level to the option Minimum.
set braille verbosity level to low	Sets the Braille Verbosity level to the option Low.
set braille verbosity level to medium	Sets the Braille Verbosity level to the option Medium.
set braille verbosity level to high	Sets the Braille Verbosity level to the option High.
braille hooked areas on	Turns on the Braille Hooked Areas option.
braille hooked areas off	Turns off the Braille Hooked Areas option.
show braille advanced options	Opens the Braille Advanced Options window.



## General functions

Command(s) you can say	Description
turn off supernova hotkeys <sup>1</sup>	Turns off/deactivates the SuperNova Hotkeys
turn on supernova hotkeys <sup>1</sup>	Turns on/enables the SuperNova Hotkeys.
supernova start up preferences	Opens the Startup Preferences window.
supernova update settings	Opens the Automatic Update settings window.
supernova control panel settings	Opens the Control Panel Settings window.
supernova web settings	Opens the Web Page Settings window.
supernova touch screen settings	Opens the Touchscreen window.
supernova feedback settings	Opens the Feedback Settings window.
supernova advanced options	Opens the General Advanced Options.
scan from file	Opens the Open file to scan from... window.
scan from scanner	
open supernova scanner settings	Opens the Scan And Read Settings... window.
setup supernova scanner	Opens the Scan And Read Settings... window.
select the supernova scan language	Opens the Scan And Read Settings... window.
where are my scanned supernova documents	Opens the Scan And Read Settings... window and shows the directory path to the Scan and Read Output Folder
show my books	Opens the Bookshelf-online window (My Books).
show my newspapers	Opens the Bookshelf-online window (Newspapers).
open file in reader	Opens the Open Dolphin Doc Reader file... window.
show online books	Opens the Bookshelf-online window (Select Content Provider).
show supernova news	Opens the News window.
supernova radio stations	Opens the Radio Stations window.
supernova podcasts	Opens the Podcasts window.
<sup>1</sup> The command is available only on Desktop (101 or more keyboards)	



## Supernova Notes:

Dragon generic, menu, keyboard and mouse commands are available for use in Dolphin Supernova and at times should be used with these custom commands.

When performing dictation, the "Dictation Box" may at times appear and the use of commands such as "click transfer" and "click cancel" work in the normal way. The Dictation box can be turned off for the current application.

### Footnote:

<sup>1</sup> *The command is available only on Desktop (101 or more keyboards)*

<sup>2</sup> *The command is available for Laptop keyboards only*

<sup>3</sup> *The command requires the magnifier view to be switched on*

<sup>4</sup> *The command requires the colour scheme option to be switched on*

<sup>5</sup> *The command requires the highlighting option to be switched on, to see the effect*

<sup>6</sup> *The command requires the Speech mode to be turned On*



## VoxAid commands cheat sheet for Evernote version 6

### Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

Global commands (Global commands can be used at any time; Evernote does not need to be the active window)

Command(s) you can say	Description
create a new evernote note create a new note in evernote open new evernote	Creates/Opens a new Evernote note window.
find in evernote	Starts a new Evernote search.
find in evernote the phrase (x) find in evernote the word (x)	Starts a new Evernote search with the dictated word or phrase placed in the search field.
copy selection clip selection	Copies the selected text or item to the Clipboard.
paste clipboard into evernote as a new note paste into evernote as a new note	Pastes the contents of the Clipboard into a new Evernote note.
perform a screen capture take a screen capture	Performs a full screen capture which is saved to the Clipboard, the screen will blink briefly.

### Search commands

Command(s) you can say	Description
quick search	Opens the Evernote search window with the cursor placed in the search field; ready for you to dictate what you are searching for.
search all notes	Reveals the Evernote search window with the cursor placed in the search field; ready for you to dictate the word or phrase to search for in all the notes.
search all notes for the word (x) search all notes for the phrase (x)	Starts a new Evernote search of all the notes for the dictated word or phrase. For example, say "search all notes for the word politician".
find within note search within note	Reveals the Evernote search window with the cursor placed in the search field; ready for you to dictate the word or phrase you are searching for in the selected note text.



## Search commands (cont'd)

Command(s) you can say	Description
find the word (x) find the phrase (x) search note for the word (x) search note for the phrase (x)	Starts a new Evernote search for the dictated word or phrase within the selected note text. For example, say "find the phrase houses of parliament".
find next	Finds and selects the next instance of the searched for word or phrase.
find previous	Finds and selects the previous instance of the searched for word or phrase.
search for notebook search notebooks	Opens the search Notebook window with the cursor placed in the search field; ready for you to dictate the name of the Notebook you are searching for.
search for the notebook (x) locate the notebook (x)	Opens the search Notebook window with the dictated notebook title in the search field. For example, say "search for the notebook research".
show search explanation	Shows the search explanation.
show all the tags used search tags	Shows all the Tags that have been used
search for the tag (x) search for the tag named (x)	Opens the search Tag window with the dictated Tag title in the search field. For example, say "search for the tag approved".
view tags used view the tags used in this notebook view the tags used in this note	Shows the Tags used in the selected Notebook or Note
create a saved search	Opens the Saved Search Properties window.
show saved searches show my saved searches	Shows created saved searches.

## Application commands

Command(s) you can say	Description
create a new note new note	Opens a new note window.
create a new notebook new notebook	Opens the New Notebook window, ready for you to dictate a name for the new Notebook.
create a new local notebook new local notebook	Opens the New Local Notebook window, ready for you to dictate a name for the new Local Notebook.
create a new evernote tag create a new tag	Opens the Create Tag window, ready for you to dictate a name for the new Tag.
new ink note create a new ink note	Opens a new Ink Note window.
new audio note create a new audio note	Opens a new Audio Note window.
new webcam note create a new webcam note	Opens the New Webcam Note window.



## Application commands (cont'd)

Command(s) you can say	Description
new screenshot note create a new screenshot note	Reveals the crosshair lines, ready for you to capture a window or portion of the screen.
assign a tag open the assigns tag window	Opens the Assign Tags window. It shows a list of the available Tags that can be assigned to the selected note(s).
new chat start new chat	Opens the Work Chat window.
switch to another user	Switches to a second user in the Evernote application.
perform sync sync evernote synchronise evernote	Synchronises the Evernote application with Evernote on the Web.
perform spell checker spell check	Performs a spell check.
print this note print these notes	Opens the Print window.
print preview show print preview	Shows the note as a PDF in Adobe Reader.
display note info show note info	Reveals a pop-up window containing information about the selected note.
open online help show evernote help	Opens the browser at Evernote online help.
import evernote file import an evernote file	Reveals the Open window, ready for you to import an Evernote file.
import microsoft onenote file import a microsoft onenote file	Reveals the Open window, ready for you to import a OneNote file. You will need to have the desktop version of OneNote 2007 or higher installed on your PC.
export evernote file back up evernote perform export	Opens the Export x note(s) window.
exit evernote quit evernote	Closes the Evernote application.
show account info show account information	Reveals the Account Info window.
show evernote options window show evernote options	Reveals the Evernote Options window.
customise evernote toolbar customise toolbar	Reveals the Evernote Toolbar pop up window.



## View commands

Command(s) you can say	Description
display shortcuts in left panel show the shortcuts	Shows the created Evernote shortcuts in the left panel.
display shortcuts in a separate tool bar show shortcuts as a separate tool bar	Shows the created Evernote shortcuts in a separate toolbar.
display shortcuts in tool bar	Shows the created shortcuts in the Evernote toolbar.
hide evernote shortcuts hide the shortcuts	Hides the created shortcuts.
toggle view switch to another view switch to a different view	Switches the current Evernote view to another type of view.
switch to snippet view	Switches the current Evernote view to the Snippet view.
switch to card view	Switches the current Evernote view to the Card view.
switch to top list view	Switches the current Evernote view to the Top List view.
switch to side list view	Switches the current Evernote view to the Side List view.
switch to thumbnail view	Switches the current Evernote view to the Thumbnail view.
toggle left panel show left panel hide left panel	Toggle show/hide the Left Panel.
toggle note list show note list hide note list	Toggle show/hide the Note List.
toggle note panel show note panel hide note panel	Toggle show/hide the Note Panel.
toggle tag view show tag view hide tag view	Toggle show/hide the Tag view.
zoom in	Zooms into Evernote
zoom out	Zooms out from Evernote.
reset zoom	Resets the zoom back to the default zoom level.
toggle status bar show status bar hide status bar	Toggle show/hide the Status Bar.
toggle editing toolbar show editing toolbar hide editing toolbar	Toggle show/hide the Editing Toolbar.
toggle shared with me show shared with me hide shared with me	Toggle show/hide the Shared with Me window.



## Note Editor commands

Command(s) you can say	Description
increase font size	Increases the font size of the selected text within the selected note.
decrease font size	Decreases the font size of the selected text within the selected note.
show font window	Opens the Font window.
make selection superscript change to superscript	Changes the selected text to superscript.
make selection subscript change to subscript	Changes the selected text to subscript.
format selection as a bulleted list	Formats the selected text as a bulleted list.
format selection as a numbered list format selection as an ordered list	Formats the selected text as a numbered list.
make selection strikethrough strikethrough the selected text	Strikethrough the selected text.
left justify left justify this text	Left justifies the selected text.
right justify right justify this text	Right justifies the selected text.
justify text justify this text	Justifies the selected text.
center the text center this text	Centers the selected text.
increase indentation	Increases the indentation of the selected text.
decrease indentation	Decreases the indentation of the selected text.
highlight selected text	Highlights the selected text.
insert horizontal line insert horizontal rule	Inserts a horizontal line.
insert a checkbox	Inserts a Check Box.
check all checkboxes	Checks all Check Boxes in the selected note.
uncheck all checkboxes	Unchecks all Check Boxes in the selected note.
add hyperlink	Opens the Add Link window, ready for you to insert a hyperlink.
edit hyperlink	Opens the Edit Link window, ready for you to edit the hyperlink.
remove hyperlink	Removes the hyperlink from the selected hyperlinked text.
remove formatting	Removes formatting of the selected text.
simplify formatting	Simplifies the format of the selected text.
insert a table	Opens the Insert Table window.
present this note	Switches the selected note to the Presentation Mode.



## Note Editor commands (cont'd)

Command(s) you can say	Description
present on another screen present this note on another screen	Switches the selected note to the Presentation Mode. When a user has two screens, it opens the Presentation Mode on the second monitor.
encrypt selected text	Opens the Note Encryption window.
tag this note open assign tags dialog	Opens the Assigns Tags window. You can now select a Tag or create a new one to be assigned to the selected note.
insert date and time insert todays date and time	Inserts the current Date and Time.

## Note List commands (Note List commands work when focus is on a note in the Note List Section)

Command(s) you can say	Description
go to previous note	Moves the focus to the previous note.
go to next note	Moves the focus to the next note.
scroll up one page scroll up	Moves the focus to the note one page up in the list of notes in the Notes List Section.
scroll down one page scroll down	Moves the focus to the note one page down in the list of notes in the Notes List Section.
go to first note in list go to the first note in list	Moves the focus to the first note in the list of notes in the Notes List Section.
go to last note in list go to the last note in list	Moves the focus to the last note in the list of notes in the Notes List Section.
delete this note move note to trash	Moves the selected note to the Evernote Trash.
select all notes	Selects all the notes within the Notes List Section.
open in a new window open this note in a separate window	Opens the selected note in a separate window.
copy internal link to the clipboard copy internal link	Copies the internal link the selected note to the clipboard.
copy sharable link to the clipboard copy sharable link	Copies the sharable link the selected note to the clipboard.
copy note copy this note	Reveals the Copy Note to Notebook window.
move note move this note	Reveals the Move Note window.
duplicate note duplicate this note	Creates a duplicate copy of the selected note. The duplicate note will have the suffix "copy" added to the title name.
email this note email the selected notes	Opens the Email Note window.
share this note share selected notes	Opens the Share within Evernote window.



## Note List commands (cont'd)

Command(s) you can say	Description
post to facebook share this note on facebook	Opens the browser to Facebook.com
post to twitter tweet this note	Opens the browser to Twitter.com. Ready for you to tweet the note title and sharable link of the selected note.
post to linkedin share this note on linkedin	Opens the browser to LinkedIn.com
set focus in the note editor edit this note	Places the cursor into the Note Editor section of the selected note.
show note history show this notes history	Reveals the history of the selected note.
show word and resources counts show word and resources stats	Opens the Word and Resource Counts window. Displays word count, paragraph numbers etc.

### Evernote Notes:

Dragon generic, menu, keyboard and mouse commands are available for use in Evernote and at times should be used with these custom commands.

For example, when the Evernote left pane is in focus, commands such as "*press down arrow*" and "*press right arrow*" can be used to navigate between the Stacks and reveal/hide any Notebooks within Stacks. To select a Notebook, use the generic command "*press enter*".

When performing dictation, the "Dictation Box" may at times appear and the use of commands such as "*click transfer*" and "*click cancel*" work in the normal way. The Dictation box can be turned off for the current application.



# VoxAid commands cheat sheet for Inspiration v9 & v10

## Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Frequently used

Command(s) you can say	Description
open starter screen show inspiration starter window	Opens the Starter screen.
open new diagram document	Selects Diagram option in the Starter window.
open new outline document	Selects Outline option in the Starter window.
open new map document	Selects Map option in the Starter window.
open inspiration templates	Selects Templates option in the Starter window.
open new document new document	Opens a new document.
open existing document open an existing document	Opens an existing document.
close active window close the active window close active window	Closes the active window.
minimize window minimize inspiration	Minimize window.
save current document save document	Save current document.
print document print this document print this	Opens the Print window.
print preview show print preview open print preview	Opens the Print Preview window.
close print preview	Closes the Print Preview window.
exit inspiration quit inspiration close inspiration	Quit/Exit Inspiration.
paste date paste todays date	Inserts todays date.
apply that finish editing	Confirms the dictated phrase or word.



## Frequently used (cont'd)

Command(s) you can say	Description
open find window	Opens the Find window.
find the topic (x) find the phrase (x)	Looks for and if found, applies focus to the Topic of the dictated topic title. For example, say "find the topic conclusion".
spell check document perform spell check	Opens the Spell Check window and performs a spell check on the document.
insert hyperlink add hyperlink	Insert hyperlink.
add a note to this symbol add a note to this topic add note	Add a note to the selected symbol or topic.
toggle note show note hide note	Toggle show/hide the selected note.
show all notes	Shows all notes.
hide all notes	Hides all notes.
open word guide	Opens the Word Guide window.
toggle checklist show checklist hide checklist	Toggles show/hide checklists.
insert graphic insert an image	Opens the Open window.
open the export window	Opens the export window
export to pdf	Opens the Save: Inspiration window.
export to powerpoint	Opens the Save: Inspiration window.
transfer to word processor	Opens the Transfer Options window.
make map document	Creates a Map document.
gather hyperlinked files	Gather hyperlinked files
export to ipad inspiration maps	Opens the Export as Inspiration Maps document window.
import ipad inspiration maps	Opens the Import an iPad Inspiration Maps document window.
transfer to clipboard	Copies the content to the Clipboard.
Transfer to google docs	Opens a new Google Docs document in the default browser. Dictate "Paste That" to paste the content.



## Frequently used in Diagram view functions

Command(s) you can say	Description
make a symbol to the left create a symbol to the left	Makes a symbol to the left.
make a symbol to the right create a symbol to the right	Makes a symbol to the right.
make a symbol above create a symbol above	Makes a symbol above.
make a symbol below create a symbol below	Makes a symbol below.
turn on rapidfire start rapidfire	Turns on RapidFire.
turn off rapidfire stop rapidfire	Turns off RapidFire
set rapidfire to with links	Sets RapidFire to with links mode.
set rapid fire to without links	Sets RapidFire to without links mode.
toggle link tool turn link tool on turn link tool off	Toggle on/off Link tool.
fit document to window	Fits the document to window, available in Diagram view only.
show specified number of levels open show levels window	Opens the Show Levels window.
focus on this symbol apply focus focus in	Focus in on selected area of document while hiding other elements.
show entire document focus out	Focus out to show entire document.
show subtopics hide subtopics toggle subtopics	Toggles show/hide the Subtopics of the selected symbol.
resize note resize the selected note	Resize the selected note.
paste symbol size	
end text editing	End text editing and select the note.
deselect note	Deselect note and select the note's symbol or topic.
arrange symbols as tree	Arranges the symbols as a tree diagram.
arrange symbols as web	Arranges the symbols as a web diagram.
arrange symbols as split tree	Arranges the symbols as a split tree diagram.
toggle auto arrange auto arrange on auto arrange off	The diagram is arranged automatically.
bring to front bring symbol to the front	Brings to front the selected symbol (only if AutoArrange symbols setting is off).
send to back send symbol to the back	Sends to back the selected symbol (only if AutoArrange symbols setting is off).
apply shadow remove shadow	Apply/remove a shadow to the selected symbols.



## Frequently used in Diagram view functions (cont'd)

Command(s) you can say	Description
change to captioned remove caption	Toggles the converting of a symbol into a captioned symbol.
change to white background remove white text background	Apply/remove the white text background effect to the selected symbols.
frame this symbol remove frame	Apply/remove a frame to the selected symbols.
apply dashed line remove dashed line	Apply/remove a dashed line to the selected symbols.
evenly space vertically	Evenly space the selected symbols vertically.
evenly space horizontally	Evenly space the selected symbols horizontally.
align symbol tops	Aligns the top edges of the selected symbols.
align horizontal centres	Aligns the horizontal centres of the selected symbols.
align symbol bottoms	Aligns the bottom edges of the selected symbols.
align the left sides	Aligns the left sides of the selected symbols.
align the vertical centres	Aligns the vertical centres of the selected symbols.
align the right sides	Aligns the right sides of the selected symbols.
take snapshot	Opens the Snapshot for Presentation window.



## Frequently used in Outline view functions

Command(s) you can say	Description
add topic	Inserts a topic.
insert subtopic	Inserts a subtopic.
smart topic insert	Smart topic insert.
insert higher level topic	Inserts a higher-level topic.
insert new main idea	Inserts a new main idea.
move left move topic left	Moves the selected topic left.
move right move topic right	Moves the selected topic right.
select this level of topics select this level	Selects all topics of the same level as the selected topic.
select subtopics	Selects the topic and subtopics of the selected topic.
flip up move topic up	Moves the topic position up.
flip down move topic down	Moves the topic position down.
promote subtopics	Promotes the subtopics.
demote topics	Demotes the subtopics.
split topic	Splits the topic.
combine topics	Combines the selected topics.
break apart break apart topic	Breaks apart the selected topic.
show sort window show sort settings	Shows the Sort window.
sort the order of topics sort these topics	Sorts the topics based on sort settings.
set notes text split text and add to note	Set Notes Text, pushes topic text from the cursor position into the topic note.
toggle page break set page break remove page break	Toggle insert/remove a page break.
lock item lock topic	Lock topic.
unlock item unlock topic	Unlock topic.
change prefix labels to working format change prefix to roman numerals change prefix to alpha numerals change prefix to legal change prefix labels to numeric change prefix to bullets change prefix to power outlining change to no prefix	Changes the prefix label style.
open custom prefix labels create custom prefix labels	Opens the Custom Prefix Labels window.
start prefix at main idea toggle start at main idea	Starts the prefix label from the main idea.



## Frequently used in Map view functions

Command(s) you can say	Description
add branch topic	Adds a branch topic.
add branch subtopic	Adds a branch subtopic to the selected branch.
turn on rapidfire start rapidfire	Turns on RapidFire.
set rapidfire to attached	Sets RapidFire to attached mode.
set rapid fire to detached	Sets RapidFire to detached mode.
delete selected branch delete branch	Deletes the selected branch.
detach selected branch detach branch	Detaches the selected branch.
move symbol above branch	Moves the symbol to above the branch.
move symbol below branch	Moves the symbol to below the branch.
toggle create relationship tool create relationship cancel create relationship	Toggle create relationship tool.
increase branch thickness	Increases the thickness of the branch.
decrease branch thickness	Decreases the thickness of the branch.
take snapshot	Opens the Snapshot for Presentation window.

## View documents functions

Command(s) you can say	Description
switch between views change to map view change to outline view	Toggles between the Outline and Map view.
zoom in	Zoom in to the document.
zoom out	Zoom out from the document.
set default set default look of symbols set default look of links set default look of notes	Sets the default look to the same as the selected symbol, links or notes.
apply default apply default look of symbols apply default look of links apply default look of notes	Applies the default look to symbols, links or notes.
toggle symbol palette show symbol palette hide symbol palette	Toggle Symbol palette (diagram & map view only).
toggle toolbars show toolbars hide toolbars	Toggle toolbars.
toggle main toolbar show main toolbar hide main toolbar	Toggle main toolbar.



## View documents functions (cont'd)

Command(s) you can say	Description
toggle formatting toolbar show formatting toolbar hide formatting toolbar	Toggle formatting toolbar.
toggle show grid turn grid on turn grid off	Toggle on/off Show Grid (diagram view only).
toggle page lines show page lines hide page lines	Toggle display of page lines (diagram & map view only).
toggle rulers show rulers hide rulers	Toggle display of rulers (diagram & map view only).
toggle prefixes show prefixes hide prefixes	Toggle display of prefixes next to topics (outline view only).
toggle symbols show symbols hide symbols	Toggle display of symbols next to topics (outline view only).
toggle link text show link text hide link text	Toggle show/hide link text (outline view only).

## Listen tool functions

Command(s) you can say	Description
toggle preferences listen tool make the listen tool available make the listen tool unavailable	Toggles on/off the availability of the listen tool.
toggle listen tool turn on listen tool turn off listen tool	Toggles on/off the Listen tool.
read text in current selection read text aloud	Reads out loud the text.

## Symbol palette functions

Command(s) you can say	Description
toggle symbol palette show symbol palette hide symbol palette	Toggle Symbol palette.
start symbol search search symbols	Places the cursor in the search symbols field.
display next library on symbol palette show library on symbol palette display next library	Displays the next library on symbol palette.
display previous library on symbol palette show previous library on symbol palette display previous library	Displays the previous library on symbol palette.



## Symbol palette functions (cont'd)

Command(s) you can say	Description
add oval symbol change to oval symbol	Converts a selected symbol into an oval symbol. If no symbols are selected, then a new oval symbol is created.
add rectangle symbol change to rectangle symbol	Converts a selected symbol into a rectangle symbol. If no symbols are selected, then a new rectangle symbol is created.
add rounded rectangle symbol change to rounded rectangle symbol	Converts a selected symbol into a rounded rectangle symbol. If no symbols are selected, then a new rounded rectangle symbol is created.
add text-only symbol change to text-only symbol	Converts a selected symbol into a text-only symbol. If no symbols are selected, then a new text-only symbol is created.
add cloud symbol change to cloud symbol	Converts a selected symbol into a cloud symbol. If no symbols are selected, then a new cloud symbol is created.
add custom strip symbol change to custom strip symbol	Converts a selected symbol into a custom strip symbol. If no symbols are selected, then a new custom strip symbol is created.

## Navigation (Diagram view) functions

Command(s) you can say	Description
show grid settings window show grid settings	Show the Grid Settings window.
toggle show grid show grid on show grid off	Toggle on/off Show Grid.
toggle snap to grid snap to grid on snap to grid off	Toggle on/off Snap to Grid.
scroll left one grid box scroll left	Scroll left one grid box.
scroll right one grid box scroll right	Scroll right one grid box.
scroll up by one grid box	Scroll up one grid box.
scroll down by one grid box	Scroll down one grid box.
scroll to top left	Scroll to top left.
scroll to bottom right	Scroll to bottom right.
scroll up one page	Scroll up one page.
scroll down one page	Scroll down one page.
scroll left one page	Scroll left one page.
scroll right one page	Scroll right one page.
scroll to selection	Scroll to selection.



## Navigation (Diagram view) functions (cont'd)

Command(s) you can say	Description
move crosshair one grid box left move crosshair left	Move crosshair one grid box left.
move crosshair one grid box right move crosshair right	Move crosshair one grid box right.
move crosshair one grid box up move crosshair up	Move crosshair one grid box up.
move crosshair one grid box down move crosshair down	Move crosshair one grid box down.

## Navigation (Outline view) functions

Command(s) you can say	Description
scroll to top	Scrolls to the top.
scroll to bottom	Scrolls to the bottom.
scroll to selection	Scrolls to the selected topic.

## Navigation (Map view) functions

Command(s) you can say	Description
scroll up	Scroll up the page.
scroll down	Scroll down the page.

## Selecting and moving (in Diagram view) functions

Command(s) you can say	Description
select all objects	Selects all objects.
select all objects at this level select this level	Selects all objects at the same level as the selected object.
select first main idea select main idea	Selects the first main idea.
select nearest symbol left	selects the nearest symbol left.
select nearest symbol right	selects the nearest symbol right.
select nearest symbol up	selects the nearest symbol up.
select nearest symbol down	selects the nearest symbol down.
move symbol left move symbol right move symbol up move symbol down	Nudges the selected symbol(s) left   right   up   down one pixel.
move left by ten, twenty,... ninety move right by ten, twenty,... ninety move upwards by ten, twenty,... ninety move downwards by ten, twenty,... ninety	Nudges the selected symbol(s) left   right   up   down by a larger amount. For example, say "move left by thirty".



## Selecting and moving (in Diagram view) functions (cont'd)

Command(s) you can say	Description
move selected symbols left one grid box move selected symbols left	Moves the selected symbol(s) left one grid box.
move selected symbols right one grid box move selected symbols right	Moves the selected symbol(s) right one grid box.
move selected symbols up one grid box move selected symbols up	Moves the selected symbol(s) up one grid box.
move selected symbols down one grid box move selected symbols down	Moves the selected symbol(s) down one grid box.
group selected diagram objects group selected objects	Group the selected diagram objects.
ungroup selected diagram objects ungroup these objects	Ungroup the selected diagram grouped objects.
arrange diagram open arrange window	Opens the Arrange window.

## Selecting and moving (in Outline view) functions

Command(s) you can say	Description
select all topics	Selects all topics.
select all topics at this level select this level of topics	Selects all topics at the same level as the selected object.
select first main idea select main idea	Selects the first main idea.
select this topic select this topic only	Selects the cursor position topic.
select previous topic	Selects the previous topic.
select next topic	Selects the next topic.
select next topic above at same level	Select next topic above at same level.
select next topic below at same level	Select next topic below at same level.
select superior topic	Selects the superior topic.
select superior topic and hide	Select superior topic and hide.
select inferior topic and show it	Select inferior topic and show it.
select inferior topic	Selects the inferior topic.

## Selecting and moving (in Map view) functions

Command(s) you can say	Description
select all branches	Selects all branches.
select all branches at this level	Selects all branches at the same level as the selected branch.
select central idea select main idea	Selects the first central idea.



## Selecting and moving (in Map view) functions (cont'd)

Command(s) you can say	Description
select branch to the left	Selects the branch to the left of the selected branch.
select branch to the right	Selects the branch to the right of the selected branch.
select branch above	Selects the branch above the selected branch.
select branch below	Selects the branch below the selected branch.
nudge selected branches left one pixel nudge branches left	Nudges the selected branch(s) left one pixel.
nudge selected branches right one pixel nudge branch right	Nudges the selected branch(s) right one pixel.
nudge selected branches up one pixel nudge branch up	Nudges the selected branch(s) up one pixel.
nudge selected branches down one pixel nudge branch down	Nudges the selected branch(s) down one pixel.

## Presentation functions

Command(s) you can say	Description
create new slide click new slide	
duplicate slide click duplicate	
split slide click split slide	
add container	
create new talking point click talking point	
display talking points hide talking points	
move talking point left click left	
move talking point right click right	
slide transition	
play presentation	
open auto play settings	
send tools to top send tools to bottom	
click back click back icon	
start over	
customize theme	



## Selecting text functions

Command(s) you can say	Description
extend selection to beginning of topic	
extend selection to end of topic	
extend selection to beginning of line	
extend selection to end of line	
extend selection left one character	
extend selection right one character	
extend selection left one word	
extend selection right one word	
extend selection up one line	
extend selection down one line	
extend selection up one paragraph	
extend selection down one paragraph	
end text editing	

## Editing text functions

Command(s) you can say	Description
move cursor to beginning of topic	
move cursor to end of topic	
move cursor to beginning of line	



## Editing text functions (cont'd)

Command(s) you can say	Description
move cursor to end of line	
move cursor left one character	
move cursor right one character	
move cursor left one word	
move cursor right one word	
move cursor up one line	
move cursor down one line	
move cursor up one paragraph	
move cursor down one paragraph	

## Formatting text functions.

Command(s) you can say	Description
remove text formatting	
apply plain text format format as plain text	
make text all caps change text to all caps	
left align the text left justify the text	
center align the text center the text	
right align the text right justify the text	
increase font size	
decrease font size	
superscript the text make this text superscript	
subscript the text make this text subscript	

**Note:** Common built-in Dragon commands such as “*bold that*”, “*underline that*” & “*italicise that*” can be dictated.



## Settings, Tools and Utility functions

Command(s) you can say	Description
change default Background colour <sup>1</sup>	Opens the Diagram and Map Defaults window.
change outline Background colour <sup>2</sup>	Opens the Diagram and Map Defaults window.
sync outline to diagram <sup>1</sup>	Performs the sync outline to diagram function.
presentation manager open presentation settings	Opens the Presentation Settings window.
create headers and footers	Opens the Page Setup: Diagram window.
open arrange settings window	Opens arrange settings window (diagram view only).
insert a sound file	Opens the Open window.
insert a video	Opens the Open window.
record a sound	Opens the record window.
play sound	Play the sound on the selected symbol.
play video	Play the video on the selected symbol.
remove sound	Removes the sound from the selected symbol.
open choose voice window change current voice	Opens the choose voice window.
open summation window	Opens the summation window.
start template wizard	Starts the template wizard.
show default settings open default settings window	Opens the default settings window.
show preferences window	Opens the preferences window.
add symbol to library	Opens the Symbol size window.
new symbol library create new symbol library	Opens the Add New Library window.
edit symbol libraries	Opens the Edit Symbol Libraries window.
toggle picture to topic turn on picture to topic turn off picture to topic	Toggles the Picture to Topic setting.
show behaviours preferences	
show display preferences	
show audio preferences	
show keyboard preferences	
show formats and units preferences	
tile side by side tile top to bottom	Tiles all open Inspiration documents.
cascade the documents	Cascades all the open Inspiration documents.
click citation <sup>2</sup> add references <sup>2</sup>	Opens the Citation / Sources window.



## Inspiration Notes:

Dragon generic, menu, keyboard and mouse commands are available for use in Inspiration and at times should be used with these custom commands.

When performing dictation, the "Dictation Box" may appear and the use of commands such as "*click transfer*" and "*click cancel*" work in the normal way. The dictation box feature can be turned off.

## Footnote:

<sup>1</sup> *The command is only available for Inspiration version 10.*

<sup>2</sup> *The command is only available for Inspiration version 10 updated.*



# VoxAid commands cheat sheet for MindGenius 2019

## Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Frequently used

Command(s) you can say	Description
open mindgenius launch mindgenius	Opens the MindGenius application.
close mindgenius exit mindgenius	Closes the MindGenius application.
create a new document create a new mind map	Create a new document based on the default template.
add sibling branch create new branch add new branch	Creates a new sibling branch in the mind map and places the cursor in the branch ready for dictation.
add a child branch create child branch add new child branch	Adds a child branch to the selected branch and places the cursor in the branch ready for dictation.
add parent branch add a new parent branch	Creates a branch immediately before the selected branch, therefore the currently selected branch will become a child branch of the new branch. Places the cursor in the branch ready for dictation.
add (x) branches create (x) branches create (x) sibling branches	Adds (x) sibling branches to the map (1...10). For example, say "add 3 branches".
add (x) child branches create (x) child branches	Adds (x) child branches to a branch (1...10). For example, say "add 3 child branches".
go to notes editor add note switch to notes pane	Places the cursor in the notes pane for the selected branch.
go back to map pane go to map pane	Selects the map pane.
dock notes dock the notes	Docks the notes pane below the map.
restore notes to side bar move notes to side bar	Restores the notes pane to the sidebar.
add hyperlink add a link	Opens the Add Hyperlink(s) window.
add attachment add an attachment	Opens the Add Attachment(s) window.
browse for a picture add image to branch	Opens File Explorer.



## Frequently used (cont'd)

Command(s) you can say	Description
browse gallery browse mind genius gallery	Shows the Picture Gallery pane in the sidebar.
format branch picture edit branch picture	Opens the Format Picture window for the selected branch.
edit branch edit branch title	Edit the title of the selected branch.
edit child branch edit the child branch	Places the cursor into the child branch of the selected branch ready for dictation.
edit parent branch edit the parent branch	Places the cursor into the parent branch of the selected branch ready for dictation.
apply that press enter	Confirms the dictated phrase or word in a branch title.
delete this branch delete branch	Deletes the selected topic and all connected subtopics.
remove this branch remove this branch only	Deletes only the selected branch, any existing child branches will remain as part of the map.
edit branch style change branch appearance	Opens the Branch Appearance window.
save this map save document	Saves the MindGenius document.
save to google drive export to google drive	Save to the cloud.
save to one drive export to one drive	Save to the cloud.
save to dropbox export to dropbox	Save to the cloud.
save as html file export as html file	Opens the Save As File Explorer window.
save map as a pdf export map as pdf	Opens the Save As File Explorer window.
save as a jpeg image	Opens the Save As File Explorer window.
save as a png image	Opens the Save As File Explorer window.
save as a bmp image	Opens the Save As File Explorer window.
save as a emf image save as an enhanced metafile	Opens the Save As File Explorer window.
save map as an excel file save as an excel file	Opens the Save As File Explorer window.
show export as pdf options show save as pdf options	Reveals the Export as PDF options window.
show export as powerpoint options show save as powerpoint options	Reveals the Save as PowerPoint options window.
show export as excel options show save as excel options	Reveals the Excel Export Options window.
show export as word options show save as word options	Reveals the Save as Word options window.
show export as visio options show save as visio options	Reveals the Save as Visio options window (if Visio 2000 or later is installed).
show export as microsoft project options show save as project options	Reveals the Save as Microsoft Project options window (if Project 98 or later is installed).



## View functions

Command(s) you can say	Description
fit map	Resizes the map to fit the current window size.
select map core select central branch go to core branch	Returns the focus to and selects the map core.
focus branch focus on this branch only isolate branch	Displays and applies focus only to the selected topic and its subtopics.
show map view switch to map view	Displays the map view.
show the map view clockwise show map clockwise	Shows the mind map in map view (clockwise branches).
show the map view counter clockwise show map counter clockwise	Shows the mind map in map view (clockwise branches).
apply the input tree map layout show the input tree map layout	Shows the mind map in input tree map layout view.
apply the output tree map layout show the output tree map layout	Shows the mind map in output tree map layout view.
apply the outline map layout show outline view	Shows the mind map in outline view.
toggle map numbering show map numbering hide map numbering	Turns on/off map numbering on branches.
print preview show print preview	Switches to the print preview view.
close print preview	Closes the print preview view.
show core branch only collapse map	Display the map showing only level one topics.
collapse selected branch collapse this branch collapse branch	Hides all the child branches of the selected branch.
expand selected branch expand branch	Expands the selected topic to reveal its subtopics.
limit view to level one branches show one level	Displays the map showing only level one branches.
limit view to level two branches show two levels	Displays the map showing branches that are level one and two.
limit view to level three branches show three levels	Displays the map showing branches that are level one, two and three.
show all levels of branches show all levels	Displays the map showing topics of all levels.
zoom in	Zooms in to the map.
zoom out	Zooms out from the map.
return to 100 percent view set zoom to 100 percent	Sets the zoom to 100%.
toggle auto zoom turn on auto zoom turn off auto zoom	Toggles the auto zoom setting.
toggle full screen view switch to full screen view show full screen view	Shows the map in full screen view.



## View functions (cont'd)

Command(s) you can say	Description
close full screen view	Closes the full screen view.
select branch below select next branch	Moves selection down through the visible tree
select branch above select previous branch	Moves selection up through the visible tree
select first branch move to top sibling branch	Selects the first topic in the level of branches.
select last branch move to bottom sibling branch	Selects the last branch in the level of branches.
move left	Selects the branch to the left of the selected branch.
move right	Selects the branch to the right of the selected branch.
move up	Selects the branch above the selected branch.
move down	Selects the branch below the selected branch.
select all branches	Selects all branches.
cut branches cut branch	Cuts the selected branch(s).
copy branches copy branch	Copies the selected branch(s).
paste branch paste branches paste from clipboard	Pastes from the clipboard. Pastes the contents of the Clipboard into a subtopic of the selected topic.
decrease horizontal spacing	Decreases the horizontal spacing between branches.
increase horizontal spacing	Increases the horizontal spacing between branches.
increase vertical spacing	Increases the vertical spacing between branches.
decrease vertical spacing	Decreases the vertical spacing between branches.
show ribbon screen keys	Shows the ribbon screen keys.
switch to status view show status view close status view	Toggles the Status view.
switch to priority view show priority view close priority view	Toggles the Priority view.
switch to categories view show categories view close categories view	Toggles the Categories view.
switch to resources view show resources view close resources view	Toggles the Resources view.



## Other functions

Command(s) you can say	Description
show map statistics show word count	Shows the MindGenius Results page.
spell check map perform spell check	Performs a spell check of the map.
show mindgenius options window reveal mindgenius options window	Reveals the MindGenius Options window.
export as word export to word	Opens the Save As window, ready to be saved as a MS Word document.
select a boundary style add boundary remove boundary	Shows the available boundary styles (A branch must be selected).
toggle auto colour auto colour on auto colour off	Toggles the Auto Colour feature.

## Tasks and Sorting functions

Command(s) you can say	Description
apply branch start date	Makes ready for a Start date to be inserted for the selected branch.
apply branch due date	Makes ready for a Due date to be inserted for the selected branch.
apply branch end date	Makes ready for an End date to be inserted for the selected branch.
apply branch percentage	Makes ready for a percentage value to be applied for the selected branch.
apply branch status	Makes ready for a status option to be applied to the selected branch.
apply branch duration value	Makes ready for a duration value to be applied to the selected branch.
apply branch duration measurement apply branch duration unit	Makes ready for a duration unit to be selected for the selected branch.
apply branch priority	Makes ready for a priority option to be applied to the selected branch.
apply branch work value	Makes ready for a work value to be applied to the selected branch.
apply branch work measurement apply branch work unit	Makes ready for a work unit to be selected for the selected branch.
apply branch cost	Makes ready for a cost value to be applied to the selected branch.
apply branch quantity	Makes ready for a quantity value to be applied to the selected branch.
apply branch complete branch completed	Marks the selected branch/task as complete.
clear branch tasks	Clears all task data from the selected branches.
create resource map create resource centric map	Opens the Create Resource-Centric Map window.
turn on project mode change to gantt chart	Turns on the Project Mode to view the map as Gantt chart.
send tasks to outlook	Send selection to Outlook as tasks.
cancel that	To change your mind when you are about to apply a task.
next option	When a task is selected, use this phrase to navigate through the options.
previous option	When a task is selected, use this phrase to navigate through the options.



## Tasks and Sorting functions (cont'd)

Command(s) you can say	Description
sort by branch title	Sorts branches by their titles.
sort by branch due date	Sorts branches by their due date.
sort by branch start date	Sorts branches by their start date.
sort by branch end date	Sorts branches by their end date.
sort by branch duration	Sorts branches by their duration values.
sort by percent complete sort by percentage complete	Sorts branches by their percentage values.
sort by branch priority	Sorts branches by their priority.
sort by branch status	Sorts branches by their status.
sort by branch cost	Sorts branches by their cost values.
sort by branch quantity sort by branch quantity value	Sorts branches by their quantity values.
sort by branch work	Sorts branches by their work values.
sort by branch category	Sorts branches by their categories.
show sort options show sort options window	Reveals the Show Options window.

## Gantt Chart functions

Command(s) you can say	Description
create a gantt chart	Converts the existing map into a Gantt chart.
open task properties window show task properties window	Opens the Task Properties window.
apply task start date	Makes ready for a Start date to be inserted for the selected task.
apply task due date	Makes ready for a Due date to be inserted for the selected task.
apply task end date	Makes ready for an End date to be inserted for the selected task.
apply task percentage	Makes ready for a percentage value to be applied for the selected task.
apply task status	Makes ready for a status option to be applied to the selected task.
apply task duration value	Makes ready for a duration value to be applied to the selected task.
apply task duration measurement apply task duration unit	Makes ready for a duration unit to be selected for the selected task.
apply task priority	Makes ready for a priority option to be applied to the selected task.
apply task work value	Makes ready for a work value to be applied to the selected task.
apply task work measurement apply task work unit	Makes ready for a work unit to be selected for the selected task.
apply task cost	Makes ready for a cost value to be applied to the selected task.
apply task quantity	Makes ready for a quantity value to be applied to the selected task.
apply task complete	Marks the selected task as complete.



## Gantt Chart functions (cont'd)

Command(s) you can say	Description
show project options show file properties window	Opens the File Properties window.
new child task add new child task	Inserts a new child task.
new sibling task add new sibling task	Inserts a new sibling task.
select task above move to task above	Selects the task above the selected task.
select task below move to task below	Selects the task below the selected task.
select this task and the task above select this and the task above	Selects the selected task and the task above.
select this task and the task below select this and the task below	Selects the selected task and the task below.
indent task indent this task	Indents the selected task.
outdent task outdent this task	Outdents the selected task.
delete task delete this task	Deletes the selected task.
scroll to task	Scrolls the chart to bring the selected task into view.
link tasks link selected tasks	Links the selected tasks
link selected task to the task below link to task below	Links the selected task to the task below.
link selected task to the task above link to task above	Links the selected task to the task above.
unlink tasks unlink selected tasks	Unlinks the selected tasks.
toggle the critical path show the critical path hide the critical path	Toggles the critical path.
show timeline in quarters	Changes the visible timeline unit to quarters.
show timeline in months	Changes the visible timeline unit to months.
show timeline in weeks	Changes the visible timeline unit to weeks.
show timeline in days	Changes the visible timeline unit to days.
show timeline in hours	Changes the visible timeline unit to hours.
filter by tasks due date is overdue filter by due date is overdue	Shows tasks that fulfil the filter description.
filter by tasks due date is today filter by due date is today	Shows tasks that fulfil the filter description.
filter by tasks due date is this week filter by due date is this week	Shows tasks that fulfil the filter description.
filter by tasks end date is ending this week filter by end date is ending this week	Shows tasks that fulfil the filter description.
filter by tasks end date is today filter by end date is today	Shows tasks that fulfil the filter description.
filter by tasks end date is overdue filter by end date is overdue	Shows tasks that fulfil the filter description.



## Gantt Chart functions (cont'd)

Command(s) you can say	Description
filter by tasks end date is ended filter by end date is ended	Shows tasks that fulfil the filter description.
filter by tasks status is not started filter by status is not started	Shows tasks that fulfil the filter description.
filter by tasks status is in progress filter by status is in progress	Shows tasks that fulfil the filter description.
filter by tasks status is completed filter by status is completed	Shows tasks that fulfil the filter description.
filter by status is waiting on someone else	Shows tasks that fulfil the filter description.
filter by tasks status is deferred filter by status is deferred	Shows tasks that fulfil the filter description.
open the filter builder window open filter builder window	Reveals the Filter Builder window.
open quick filter window open quick filter	Reveals the Quick Filter window.
filter by summaries filter by task summaries	Shows tasks that fulfil the filter description.
filter by milestones filter by task milestones	Shows tasks that fulfil the filter description.
filter by tasks assigned to me	Shows tasks that fulfil the filter description.
filter by tasks not assigned to anyone	Shows tasks that fulfil the filter description.
toggle non matches hide non matches show non matches	Hides or shows the branches that do not pass the current filter.
clear filter	Clears the applied filter.

## Slides functions

Command(s) you can say	Description
switch to slide view switch to map view	Toggles between Map view and Slide view.
start slide show from first slide	Starts the slideshow from the first slide.
start slide show from this slide	Starts the slideshow from the selected slide.
next slide	Moves to the next slide in the slide show presentation.
previous slide	Moves to the previous slide in the slide show presentation.
close slide show exit slide show	Closes the slide show presentation.
add new slide add blank slide	Adds a blank slide.
insert slide text	Enables the user to add text to the selected slide.
insert slide picture	Enables the user to add a picture to the selected slide.
move slide up move this slide up	Moves the position of the selected slide up one position.
move slide down move this slide down	Moves the position of the selected slide down one position.
delete this slide delete slide	Deletes the selected slide.



## Slides functions (cont'd)

Command(s) you can say	Description
format slide background change slide background	Opens the Format Slide Background window.
edit slide transition open slide transition window	Opens the Edit Slide Transition window.
save slides	Saves the MindGenius document.
export slides as powerpoint file export as powerpoint export to powerpoint	Opens the Save As window, ready to be saved as a MS PowerPoint document.
export slides as pdf file export slides as pdf	Opens the Save As window, ready to be saved as a PDF document.

## Additional functions

Command(s) you can say	Description
locate the topic (x) find the topic (x) focus on the topic (x) select the topic (x)	Looks for and if found, applies focus to the Topic of the dictated topic title. For example, say "locate the topic conclusion".

## MindGenius Notes:

When performing dictation, the "Dictation Box" will appear and the use of commands such as "*click transfer*" and "*click cancel*" work in the normal way.

When dictating within MindGenius, we are of the opinion that performing dictation works best with the Dictation Box switched off.



# VoxAid commands cheat sheet for MindManager v19, 2020, 21, 22 & 23

## Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Frequently used

Command(s) you can say	Description
create new map create a new mind map	Creates a new mind map.
open existing map open an existing mind map	Opens the Open File window.
save this map	Saves the current mind map or opens the Save As window if the map is not been saved previously.
close this map close this mind map	Closes the current mind map.
add new topic new topic	Creates a new topic in the mind map.
add and edit topic edit new topic edit a new topic	Creates a new topic and places the cursor in the topic ready for dictation.
edit topic edit this topic	Makes the selected topic ready for dictation.
apply that press enter	Confirms the dictated phrase or word in a topic title.
edit next topic edit the next topic	Makes the topic after the selected topic ready for dictation.
edit previous topic edit the previous topic	Makes the topic before the selected topic ready for dictation.
delete topic delete this topic	Deletes the selected topic and all connected subtopics.
remove this topic remove this topic only	Deletes only the selected topic, any existing subtopics will remain as part of the map.
select all topics	Selects all topics and elements within the map.
add subtopic insert subtopic new subtopic	Adds a subtopic to the selected topic.
add topic before insert topic before add topic above	Creates a topic at the same level before the selected topic.
add parent topic insert parent topic	Creates a topic immediately before the selected topic, therefore the existing selected topic will become a subtopic of the new topic.
amend this topic <sup>2</sup> amend topic <sup>2</sup>	Places the cursor at the end of the selected topic text.
amend from the beginning <sup>2</sup> amend topic from beginning <sup>2</sup>	Places the cursor at the beginning of the selected topic text.



## Frequently used (cont'd)

Command(s) you can say	Description
add (x) topics create (x) topics	Adds (x) topics to the map (1...10). For example, say "add 3 topics".
add (x) subtopics create (x) subtopics	Adds (x) subtopics to a topic (1...10). For example, say "add 3 subtopics".
add note show notes	Creates a note or reveals an existing note for the selected topic.
hide notes hide note	Hides the note of the selected topic.
add callout add callout topic	Adds a callout topic to the selected topic.
add link add a link	Opens the Add Link window.
add attachment add an attachment	Opens the Attach Files window.
paste as callout paste as a callout	Pastes the contents of the Clipboard into a callout attached to the selected topic.
paste as topic paste as a topic	Pastes the contents of the Clipboard into a subtopic of the selected topic.

## Navigation functions

Command(s) you can say	Description
select central topic go to central topic	Selects the central topic.
select next topic select the next topic	Selects the next topic in the level of topics.
select previous topic select the previous topic	Selects the previous topic in the level of topics.
go to first topic Move to top sibling topic	Selects the first topic in the level of topics.
go to end topic Move to bottom sibling topic	Selects the last topic in the level of topics.
go to last topic	Selects the last created topic in the map.
select parent select parent topic	Selects the parent topic of the selected topic.
move left   right   up   down	Selects the topic to the left, right, up or down of the selected topic. For example, say "move left".
select all siblings above   below	Selects all the siblings above or below the selected topic. For example, say "select all siblings above".
select all siblings	Selects all siblings of the selected topic.
move forward   backward through selection history	Moves to the topic forward or backward through the topic selection history. For example, say "move back through history".
scroll up scroll down	Scrolls the map up or down.
scroll up (n) times scroll down (n) times	Scrolls the map up or down by an amount. For example, say "scroll up five times". The range is 1...10.
Nudge the map up   down   left   right <sup>2</sup>	Nudges the map left, right, up or down. For example, say "nudge the map left".



## View functions

Command(s) you can say	Description
balance map	Balances the Main Topics in the map by displaying an equal number of topics on either side of the Central Topic.
fit map	Resizes the map to fit the current window size.
show numbering	Applies numbering to the child topics of the selected parent topic.
remove numbering remove numbering from topics	Removes numbering from the child topics of the selected parent topic.
reset topic positions reset all topic positions	Resets all topic positions in the map.
focus topic	Applies focus to the selected topic.
focus on this topic only isolate topic	Displays only the selected topic and its subtopics.
show priority view show icon view	Shows the mind map in priority view.
show map view	Shows the mind map in map view.
show outline view	Shows the mind map in outline view.
show schedule view	Shows the mind map in schedule view.
print preview show print preview	Switches to the print preview view.
close print preview	Closes the print preview view.
collapse map	Display the map showing only level one topics.
collapse topic	Hides all the subtopics of the selected topic.
expand level expand topic	Expands the selected topic to reveal its subtopics.
show one level	Displays the map showing only level one topics.
show two levels	Displays the map showing topics that are level one and two.
show three levels	Displays the map showing topics that are level one, two and three.
show all levels	Displays the map showing topics of all levels.
move topic down	Moves the selected topic down one position place.
move topic up	Moves the selected topic up one position place.
move topic to home	Moves the selected topic to the last position in the level of topics.
move topic to end	Moves the selected topic to the first position in the level of topics.
zoom in	Zooms in to the map.
zoom out	Zooms out from the map.
increase font	Increases the font size of the selected topic title text.
decrease font	Decreases the font size of the selected topic title text.



## Other functions

Command(s) you can say	Description
make priority one make this priority one	Adds the priority 1 icon to the selected topic.
make priority two make this priority two	Adds the priority 2 icon to the selected topic.
make priority three make this priority three	Adds the priority 3 icon to the selected topic.
make priority four make this priority four	Adds the priority 4 icon to the selected topic.
make priority five make this priority five	Adds the priority 5 icon to the selected topic.
make priority six make this priority six	Adds the priority 6 icon to the selected topic.
make priority seven make this priority seven	Adds the priority 7 icon to the selected topic.
make priority eight make this priority eight	Adds the priority 8 icon to the selected topic.
make this priority nine	Adds the priority 9 icon to the selected topic.
remove icon remove all icons	Removes all icons from the selected topics.
strikethrough this topic	Applies a strikethrough to the active topic title.
remove strikethrough	Removes the strikethrough from the active topic title.
add boundary draw a boundary	Adds a boundary around the active topic and it's subtopics.
remove boundary remove this boundary	Removes the boundary from the selected parent topic that has a boundary.
add tag create tag	Reveals the New Tag window.
create a relationship insert a relationship	Creates a relationship that starts from the selected topic.
split topic at cursor and create new sibling	Split topic at cursor location to create new sibling.
split topic from cursor and create subtopic	Split topic at cursor location to create new subtopic.
split topic split into multiple topics	Splits the selected topic title (by spaces) into new topics.
split topic as multiple subtopics split into multiple subtopics	Splits the selected topic title (by spaces) into new subtopics.
apply fill colour add fill colour	Fills the topic with the last selected fill colour.
select fill colour select a fill colour	Reveals the fill colour palette.
clear formatting	Reverts the selected topic back to its original style settings.
show mind manager options window reveal mind manager options window	Reveals the MindManager Options window.
spell check map perform spell check	Performs a spell check of the map.
export as word export to word	Opens the Export Map As window, ready to be saved as a MS Word document.
export as powerpoint <sup>3</sup> export to powerpoint <sup>3</sup>	Opens the Export Map As window, ready to be saved as a MS PowerPoint document.
export as excel <sup>1</sup> export to excel <sup>1</sup>	Opens the Excel Export Settings window.



## Other functions (cont'd)

Command(s) you can say	Description
send to microsoft word send topic to microsoft word	
send to new linked map send topic to new linked map	
send to microsoft outlook as task send to outlook as task	
send to microsoft outlook as appointment send to outlook as appointment	
send to new spreadsheet send topic to new spreadsheet	Sends as a CSV file.
send to zapier send topic to zapier	
send to opml document send topic to opml document	
send to microsoft excel <sup>2</sup> send topic to microsoft excel <sup>2</sup>	
send to share point <sup>2</sup> send items to share point <sup>2</sup>	
create slide from topic create slides from topics	
publish this mind map <sup>1</sup> start new publish <sup>1</sup>	Opens the Publish window.
start co editing session <sup>1</sup>	Starts the co-editing functionality.

## Additional functions

Command(s) you can say	Description
show map word count word count this map show word count for map	Produces a pop-up window displaying a breakdown of the number of words in Topics, Callouts, Floating topics and Notes for the whole mind map. The total number of words is also displayed.
show topic word count word count this topic topic word count	Produces a pop-up window displaying the number of words in the topic and any notes attached to the topic.
locate the topic (x) find the topic (x) focus on the topic (x) select the topic (x)	Looks for and if found, applies focus to the Topic of the dictated topic title. For example, say "locate the topic conclusion".
convert this topic to a callout change to callout convert to callout	Converts the selected Topic into a Callout.
convert this callout to a topic change to topic convert to topic	Converts the selected Callout into a Topic.
create a topic alert <sup>1</sup> create a topic alarm <sup>1</sup> add a topic alert <sup>1</sup>	Opens the Add Topic Alert window, which allows you to set a reminder to open and work with a specific map.
add a standard image <sup>1</sup> add a standard image to this topic <sup>1</sup>	Opens the Add Image file browser window, ready for you to select an image to be added to the selected topic or map workspace.
add a thumbnail image <sup>1</sup> add a thumbnail image to this topic <sup>1</sup>	Opens the Add Image file browser window, ready for you to select a thumbnail image for the selected topic.



## Additional functions(cont'd)

Command(s) you can say	Description
search for an image of a (x) <sup>1</sup> find an image of a (x) <sup>1</sup>	Works when the Add Image window is active. It will search the MindManager library of images for the dictated image. For example, say "search for an image of a building". Use Dragon generic commands to navigate the available images ("press down arrow" / "press up arrow").
select image <sup>1</sup> select this image <sup>1</sup>	Works when the Add Image window is active. It will select the highlighted image and close the Add Image window.
read this back to me <sup>1</sup> read this out loud <sup>1</sup> read this topic <sup>1</sup>	Reads out load the selected Topic or Callout.
add task information <sup>2</sup> show the task information <sup>2</sup>	Adds the task information to the selected topics.
split by periods split by full stops	Splits the selected topic title (by periods) into new topics.
split by commas split by semi-colons split by colons split by question marks	Splits the selected topic title by the dictated punctuation mark into new topics.
merge these topics	Merges the topic title of the selected topics into a new topic. Note, numbering must be switched on to maintain the order.
merge topics and create note	Merges the topic title of the selected topics into a note of a new topic. Note, numbering must be switched on to maintain the order.

### MindManager Notes:

Dragon generic, menu, keyboard and mouse commands are available for use in MindManager and at times should be used with these custom commands.

For example, the custom command "*create relationship*" can be used with the "*mouse grid*" command to place the relationship on the intended Topic. To complete the formation of the relationship, use the generic mouse command "*mouse click*".

When performing dictation, the "Dictation Box" will appear and the use of commands such as "*click transfer*" and "*click cancel*" work in the normal way.

### Footnote:

<sup>1</sup> The command is only available for MindManager versions 2020 and above.

<sup>2</sup> The command is only available for MindManager version 2021 and above.

<sup>3</sup> The command is not available for MindManager version 2021 and above.



## VoxAid commands cheat sheet for MindView v7, v8 & v9

### Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

### Frequently used Mind Map functions

Command(s) you can say	Description
create a new mind map <sup>2</sup>	Creates a new Mind Map document.
create a new left right map <sup>2</sup>	Creates a new Left Right Map.
create a new top down map <sup>2</sup>	Creates a new Top Down Map.
create a new outline <sup>2</sup>	Creates a new Outline document.
create a new time line <sup>2</sup>	Creates a new Time Line document.
create a new gantt chart <sup>2</sup>	Creates a new Gantt chart.
create a new kanban board <sup>2</sup>	Creates a new Kanban Board document.
create a new year wheel <sup>2</sup>	Creates a new Year Wheel document.
create a branch add new topic	Creates a new branch in the mind map.
edit this branch edit this topic	Makes the selected branch ready for dictation.
add and edit branch edit a new branch edit a new topic	Creates a new branch and places the cursor in the branch ready for dictation.
add and edit sub-branch edit a new sub-branch edit a new subtopic	Creates a new sub-branch and places the cursor in the branch ready for dictation.
apply that press enter finish editing	Confirms the dictated phrase or word in a branch title.
delete this branch delete this topic	Deletes the selected branch and all connected sub-branches.
remove this branch only remove this topic only	Deletes only the selected topic, any existing subtopics will remain as part of the map.
select all branches select all topics select everything	Selects all branches within the map.



## Frequently used Mind Map functions (cont'd)

Command(s) you can say	Description
create sub-branch add subtopic new subtopic	Adds a sub-branch to the selected topic.
Add a pre-branch insert parent topic	Creates a branch immediately before the selected branch, therefore the existing selected branch will become a sub-branch of the new branch.
create (x) branches   sub branches add (x) topics   sub topics insert (x) topics   sub topics	Adds (x) branches/sub branches to the map (1...20). For example, say "add 3 branches".
paste clipboard as branch paste as a branch paste as a topic	Pastes the contents of the Clipboard as a sub-branch of the selected branch.
add branch note	Creates a new note for the selected branch.
edit branch note edit notes go to topic notes	Moves the focus from the selected branch and places the cursor into the Text Note Editor.
go to branch go to topic go back to branch	Moves the cursor from the Text Note Editor and places focus on the selected branch.
show notes show text note editor	Shows the Text Note Editor for the selected branch.
hide notes close notes close text note editor	Hides the text note editor for the selected branch.
add a comment insert a comment show comment	Opens the Comment window for the selected branch.
close comment window close comment	Closes the active Comment window.
add attachment to branch add attachment to topic	Opens the Finder window.
add hyperlink to branch add hyperlink to topic	Opens the Hyperlink window. Dictate "press tab" to navigate between the fields.
show word count show document statistics	Shows the Document Statistics window.
create a branch connection add a branch connection	Activates the Branch Connection option.



## View functions

Command(s) you can say	Description
switch to mind map view change to mind map	Displays the document in the Mind Map view.
switch to top down view change to top down	Displays the document in the Top Down view.
switch to left right view change to left right	Displays the document in the Left Right view.
switch to timeline view change to timeline	Displays the document in the Timeline view.
switch to outline view change to outline view	Displays the document in the Outline view.
switch to gantt view change to gantt view	Displays the document in the Gantt view.
switch to kanban view <sup>2</sup> change to kanban view <sup>2</sup>	Displays the document in the Kanban view.
switch to year wheel <sup>2</sup> change to year wheel <sup>2</sup>	Displays the document in the Year Wheel view.
toggle full screen mode switch to full screen full screen mode on full screen mode off	Toggle Full Screen Mode on and off.
fit map to window resize map	Resizes the map to fit the current window size.
apply branch focus branch focus	Applies focus to the selected branch and its sub-branches only.
clear branch focus remove branch focus	Removes focus from the selected branch to show the whole map.
collapse this branch hide sub branches collapse topic	Hides all the sub-branches of the selected branch.
expand this branch show sub branches expand topic	Expands the selected branch to reveal its sub-branches.

## Capture and Citation functions

Command(s) you can say	Description
capture text <sup>1</sup> capture image <sup>1</sup>	Starts up the Capture function.
insert citation <sup>1</sup> open citations window <sup>1</sup>	Opens the Insert Citation window.
manage citations <sup>1</sup>	Opens the Manage Citations window.
manage sources <sup>1</sup>	Opens the Sources window.
create a new source manually <sup>1</sup>	Opens the Edit Source window.
add source by isbn <sup>1</sup> find source by title <sup>1</sup> add source by author <sup>1</sup>	Opens the Add New Source window (Powered by WorldCat). Ready for you to dictate the ISBN, author or title.
import my zotero sources <sup>1</sup>	Opens the Select Sources to Import window.
import my mendeley sources <sup>1</sup>	Opens the Select Sources to Import window.



## Artificial Intelligence (AI) functions (MindView v9 only)

Command(s) you can say	Description
generate brainstorm* brainstorm topic*	Generates a brainstorm of ideas for the selected topic.
generate topic ideas* create topic ideas*	Generates a list of topic ideas for the selected topic.
generate questions* create questions for this topic*	Generates a list of related questions for the selected topic.
generate pros & cons* what are the pros & cons*	Generates a list of pros & cons for the selected topic.
write a definition* create a definition for this topic*	Generates a definition for the selected topic.
write a synopsis* create a synopsis for this topic*	Generates a synopsis for the selected topic.
write an abstract* create an abstract for this topic*	Generates an abstract for the selected topic.
fix the grammar in this topic*	Fixes grammatical errors in the selected topic.
fix the grammar in this text**	Fixes grammatical errors in the selected text.
rephrase this topic*	Generates a revised version of the selected topic.
rephrase this text**	Generates a revised version of the selected text.
simplify this topic*	Generates a simplified version of the selected topic.
simplify this text**	Generates a simplified version of the selected text.
expand this topic*	Generates an expanded version of the selected topic.
expand this text**	Generates an expanded version of the selected text.
Translate this topic to <language>* Translate topic to <language>*	Translates the topic text to a specific language. For example, you can say "translate this topic to French"
Translate this text to <language>** Translate text to <language>**	Translates the selected text in the Text Note Editor to a specific language. For example, you can say "translate text to Spanish"

\* Use this command on a selected topic (cursor is not within the Text Note Editor area).

\*\* Use this command on selected text within the Text Note Editor.

<Language>: British English, American English, French, German, Spanish, Italian, Portuguese, Arabic, Chinese, Danish, Norwegian, Swedish, Russian, Hindi

## Additional functionalities

Command(s) you can say	Description
read this back to me read this out loud read this	Reads out the selected branch label, comment, or text note.
Show read aloud options <sup>2</sup>	Open the Read Aloud options window.
Change voice to David <sup>2</sup> Switch to voice one <sup>2</sup>	Change the read aloud voice to David.
Change voice to Hazel <sup>2</sup> Switch to voice two <sup>2</sup>	Change the read aloud voice to Hazel.
Change voice to Zira <sup>2</sup> Switch to voice three <sup>2</sup>	Change the read aloud voice to Zira.



## Additional functionalities (cont'd)

Command(s) you can say	Description
create (x) branches add (x) topics insert (x) topics	Adds (x) branches to the map (1...20). For example, say "add 3 branches".
create (x) sub-branches add (x) subtopics insert (x) subtopics	Adds (x) sub-branches to a branch (1...20). For example, say "add 3 sub-branches".
find the word (x) find the phrase (x) search for the word (x) search for the phrase (x)	Looks for instances of the dictated word or phrase. For example, say "find the word conclusion".
split by spaces split by periods split by commas split by semi colons split by question marks	Splits the branch text by the delimiter dictated into new branches. For example, you can say "split branch by full stops".

### MindView Notes:

For best results MindView should be opened after the Dragon application is opened.

Dragon generic, menu, keyboard, and mouse commands are available for use in MindView and at times should be used with these custom commands.

For example, the custom command "*create branch connection*" can be used with the generic "*mouse grid*" and "*mouse click*" commands to place the connection between the source and connected branch.

Equally, when using the custom command "*edit branch*", you will notice that the whole text is selected. Use the generic Dragon command "*Unselect that*" and then use generic commands to edit the required portions of the text.

When performing dictation, the "Dictation Box" may appear and the use of commands such as "*click transfer*" and "*click cancel*" work in the normal way.

### Footnote:

<sup>1</sup> The command is only available for MindView v8 & v9.

<sup>2</sup> The command is only available for MindView v9.



# VoxAid commands cheat sheet for Microsoft OneNote

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Manage Pages, Notebooks and Sections functions

Command(s) you can say	Description
open a notebook	Open a notebook
open a new onenote window open new onenote window	Open a new OneNote window
open a small onenote window create a side note	Open a small one note window to create a side note
open move option open copy option	Open move option for current section (opens the Move or Copy Section window)
create new section create section	Create new section
create new section group	Create new section group
create page below current page create a new page below	Create a new page below the current page tab on the same level
create a sub-page below current page create new sub-page below	Create a new sub-page below the current page
password protect this section add a password	Password protect the section
lock all sections	Lock all password protected sections
change paper size	Open the Paper size pane

## OneNote Window functions

Command(s) you can say	Description
toggle full page view enable full page view disable full page view	Enable or disable the full-page view
toggle ruler lines show ruler lines hide ruler lines	Show or hide Ruler lines on current page



## OneNote Window functions (cont'd)

Command(s) you can say	Description
increase width of page tab	Increase width of page tab
decrease width of page tab	Decrease width of page tab
increase width of section tab	Increase width of section tab
decrease width of section tab	Decrease width of section tab
toggle section tabs show section tabs hide section tabs	Show or hide section tab
zoom in	Zoom in
zoom out	Zoom out
toggle office ribbon show office ribbon hide office ribbon	Show or hide office ribbon
toggle full screen view enable full screen view disable full screen view	Enable or disable the full screen view
replicate onenote window replicate this window	Replicate OneNote window
dock One Note window undock One Note window	Dock/ undock OneNote program window to desktop

## Navigation functions

Command(s) you can say	Description
jump to title of page	Jump to the title of the page and select it
switch notebook change notebook	Switch to a different notebook on the Navigation bar; then dictate "press up arrow" or "press down arrow" to select a notebook. Dictate "press enter" to confirm
go to next page in section go to next page	Go to next page in section
go to previous page in section go to previous page	Go to previous page in section
go to next section	Go to next section
go to previous section	Go to previous section
go to first page in section go to first page	Go to first page in the section
go to last page in section go to last page	Go to last page in the section
move focus to notebook area	Move focus to Notebook area; continue by dictating "press up arrow" or "press down arrow" to select page. Dictate "Press Escape" to cancel
move focus to pages area	Move focus to Pages area; continue by dictating "press up arrow" or "press down arrow" to select page. Dictate "Press Escape" to cancel
move focus to section area	Move focus to Section area; continue by dictating "press up arrow" or "press down arrow" to select section. Dictate "Press Escape" to cancel



## Add Items functions

Command(s) you can say	Description
add hyperlink insert hyperlink	Insert hyperlink
insert current date insert todays date	Insert current Date
insert current time insert the time	Insert current Time
insert current date and time insert todays date and time	Insert current date and time
insert document on current page insert file on current page	Insert document or file on current page
insert document as a printout insert file as a printout	Insert document or file as a printout on current page
show document printouts hide document printouts	Show/Hide document printouts on current page (when running OneNote in high contrast mode)
insert picture from file insert image from file	Insert picture from file
insert picture from scanner insert picture from camera	Insert picture from scanner or a camera
insert screen clipping	Insert screen clipping. the OneNote icon must be active in the notification area on the windows taskbar

## Tag Notes functions

Command(s) you can say	Description
apply to do tag check to do tag clear to do tag	Apply, mark, or clear 'To-Do' tag
apply important tag clear important tag	Apply or clear the Important tag
apply question tag clear question tag	Apply or clear the 'Question' tag
apply remember for later tag clear remember for later tag	Apply or clear the 'Remember for later' tag
apply definition tag clear definition tag	Apply or clear the 'Definition' tag
apply highlight tag remove highlight tag	Apply or clear the 'Highlight' tag
apply contact tag clear contact tag	Apply or clear the 'Contact' tag
apply address tag clear address tag	Apply or clear the 'Address' tag
apply phone number tag clear phone number tag	Apply or clear the 'Phone number' tag
remove all note tags clear all note tags	Remove all note tags from the selected notes



## OneNote Tables functions

Command(s) you can say	Description
insert a table create a table	Open Insert Table window
create a column insert a column	Create another column in a table with a single row
create a row insert a row	Create another row when in the last cell in a table
create a column to the right insert a column on the right	Create column to the right of current column in table
create a column to the left insert a column on the left	Create column to the left of current column in table
create a row below insert a row below	Create row below current row in table
create a row above insert a row above	Create row above the current one in table (when the cursor is at the beginning of any row)
delete this row delete row	Delete current empty row in table (when the cursor is at the beginning of the row)
create another paragraph insert another paragraph	Create another paragraph in the same cell in a table
convert text to math equation convert to a math equation	Start a math equation or convert selected text to a math equation

## Outlines functions

Command(s) you can say	Description
show through level 1	show through level 1
expand to level 2 show to level 2	Expand to level 2
expand to level 3 show to level 3	Expand to level 3
expand to level 4 show to level 4	Expand to level 4
expand to level 5 show to level 5	Expand to level 5
expand to level 6 show to level 6	Expand to level 6
expand to level 7 show to level 7	Expand to level 7
expand to level 8 show to level 8	Expand to level 8
expand to level 9 show to level 9	Expand to level 9
expand all levels	Expand all levels
increase indent by one level increase indent	Increase the indent by one level
decrease indent by one level decrease indent	Decrease the indent by one level
expand collapsed outline expand outline	Expand a collapsed outline
collapse expanded outline collapse outline	Collapse an expanded outline



## Search functions

Command(s) you can say	Description
move to search box go to search field	Move insertion point to search box
press down arrow move down press up arrow move up	Navigate up and down the search results and preview next result
dismiss search	While searching all notebooks, go to selected result and dismiss search
change scope to find on this page	Change the search scope to; find on this page
change scope to this section	Change the search scope to; this section
change scope to this section group	Change the search scope to; this section group
change scope to this notebook	Change the search scope to; this notebook
change scope to all notebooks	Change the search scope to; all notebooks
open search results pane	Open the Search Results pane
search page for the word (x) search page for the phrase (x)	Search only current page. For example, say "search page for the phrase "William Shakespeare".
move to next result	While searching current page, move to next result
move to previous result	While searching current page, move to previous result
dismiss page search	Finish searching page

## Outlook 2016 functions

Command(s) you can say	Description
send page by email	Send selected pages in an Email
create a today outlook task	Create a Today Outlook task from selected note
create a tomorrow outlook task	Create a Tomorrow Outlook task
create a this week outlook task	Create a This Week Outlook task
create a next week outlook task	Create a Next Week Outlook task
create a no date outlook task	Create a No Date Outlook task
open selected outlook task	Open the selected Outlook task
mark outlook task as complete	Mark the selected Outlook task as complete
delete selected outlook task	Delete selected Outlook task
sync changes in shared notebook	Sync changes in current shared notebook
sync changes in all shared notebooks	Sync changes in all shared notebooks
mark current page as unread	Mark current page as unread



## Other functions

Command(s) you can say	Description
perform spell check check spelling	Check spelling
open research pane open thesaurus show synonyms	Open research pane and thesaurus for the currently selected word
start a new audio recording start a recording	Start new audio recording
play selected audio	Play selected audio recording
stop playback of selected audio stop playback	Stop playback of selected audio recording
rewind ten seconds	Rewind the current audio recording by 10 seconds
rewind five minutes	Rewind the current audio recording by 5 minutes
fast forward ten seconds	Fast-forward the current audio recording by 10 seconds
fast forward five minutes	Fast-forward the current audio recording by 5 minutes
start a new video recording start video recording	Start new video recording

## Styling and Formatting functions

Command(s) you can say	Description
insert line break	Insert a line break without starting a new paragraph
insert new paragraph	Insert a new paragraph
indent paragraph	Indent paragraph
outdent paragraph	Outdent paragraph
move the selected paragraphs up move paragraph up	Move the current paragraph or several selected paragraphs up
move the selected paragraphs down move paragraph down	Move the current paragraph or several selected paragraphs down
jump to title of page	Jump to the title of the page and select it
highlight selected text	Highlight the selected text
apply heading style one	Apply Heading 1 style to the current note
apply heading style two	Apply Heading 2 style to the current note
apply heading style three	Apply Heading 3 style to the current note
apply heading style four	Apply Heading 4 style to the current note
apply heading style five	Apply Heading 5 style to the current note
apply heading style six	Apply Heading 6 style to the current note



## Styling and Formatting functions (cont'd)

Command(s) you can say	Description
apply normal style	Apply Normal style to the current note
increase font size	Increase the font size of the selected text
decrease font size	Decrease the font size of the selected text
apply superscript remove superscript	Apply or remove superscript on the selected text
apply subscript remove subscript	Apply or remove subscript on the selected text
apply strikethrough remove strikethrough	Apply or remove strikethrough on the selected text
apply bullet points remove bullet points	Apply or remove bulleted list format on the selected text
apply numbering remove numbering	Apply or remove numbered list format on the selected text
apply normal format	Apply normal format on the selected text
change page colour	Change the page colour (dictate "press up arrow, press down arrow, press left arrow, press right arrow" to navigate the available colours, dictate "press enter" to select your choice)
remove page colour	Remove and set page colour to none
change section colour to <colour> <sup>1</sup>	Change the current section colour. For example, say "change section colour to purple".
remove section colour	Remove and set section colour to none

### MS OneNote Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.

When performing dictation, the "Dictation Box" may at times appear and the use of commands such as "click transfer" and "click cancel" work in the normal way. The Dictation box can be turned off for the current application.

#### Footnote:

<sup>1</sup> Available colour options: blue | yellow | green | red | purple | cyan | orange | magenta | blue mist | purple mist | tan | lemon | apple | teal | red chalk | silver |



# VoxAid commands cheat sheet for Sonocent Audio Notetaker 5

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Navigation and File functions

Command(s) you can say	Description
move focus left	Moves focus to the pane to the left.
move focus right	Moves focus to the pane to the right.
go forward (x) chunk(s) move forward (x) chunk(s)	Moves the cursor when the Audio pane is in focus, forward by the dictated number of chunks. For example, say "move forward 5 chunks" (The range is 1-10).
go back (x) chunk(s) move back (x) chunk(s) move backwards (x) chunk(s)	Moves the cursor when the Audio pane is in focus, backwards by the dictated number of chunks. For example, say "move backwards 5 chunks" (The range is 1-10).
move to section above go to section above	Moves the cursor to the section above its current position.
move to section below go to section below	Moves the cursor to the section below its current position.
go to end of section move to end of section	Moves the cursor when the Audio pane is in focus to the end of the section.
go to beginning of section move to beginning of section go to start of section	Moves the cursor when the Audio pane is in focus to the start of the section.
new project new blank project create a new project	Opens a new Sonocent Notetaker project.
save project save this file	Saves the current project.
close project close this file	Closes the current project.
edit tags edit project details	Reveals the Tags window.



## Audio Chunk functions

Command(s) you can say	Description
select this chunk select next chunk	Selects the next chunk.
select the next (x) chunks	Selects the dictated number of next audio chunks. For example, say "select the next 5 chunks" (The range is 1-10 ).
select the previous chunk select previous chunk	Selects the previous chunk.
select the previous (x) chunks	Selects the dictated number of previous audio chunks. For example, say "select the previous 5 chunks" (The range is 1-10 ).
unselect this chunk unselect these chunks	Unselects the selected chunk(s).
merge chunks merge these chunks	Merges the selected chunks.
split chunk split this chunk	Splits the selected chunk.
change to chunk colour (x) chunk colour (x)	Changes the colour of the selected audio chunk(s). For example, say "chunk colour 4" (The range is 1-5 ).
select chunk colour change audio colour Select audio text Colour	Select audio chunk colour.
default chunk colour change to default chunk colour	Changes the colour of the selected audio chunk(s) to the default colour as determined by the settings.

## Section functions

Command(s) you can say	Description
insert section break create section break	Inserts a section break.
remove section break	Removes a section break.
insert section above create section break above	Inserts a section break above the current cursor position.
insert section below create section break below	Inserts a section break below the current cursor position.
select section select this section	Selects the section.
change to section colour (x) section colour (x)	Changes the colour of the active section. For example, say "section colour 8" (The range is 6-9).
section colours select section colour change section colour	Select section colour.



## Import / Export functions

Command(s) you can say	Description
import audio files import audio	Opens the Import Audio File Explorer window.
import an image import image	Opens the Import Images File Explorer window.
import slides or pdfs import slides import pdf import powerpoint slides	Opens the Import Slides or PDF File Explorer window.
import transcription	Opens the Import Transcription File Explorer window.
export audio as album create audio album	Opens the Browse for Folder window.
export selected audio export audio	Opens the Save Selected Audio As File Explorer window. An audio chunk(s) must be selected.
export text and images export images and text	Opens the File Explorer window ready for saving.
export text pane export text export text only	Opens the File Explorer window ready for saving.
export images pane export images export images only	Opens the File Explorer window ready for saving.
export reference pane export reference export reference only	Opens the File Explorer window ready for saving.
export text pane with time code	Opens the File Explorer window ready for saving.
export images pane with time code	Opens the File Explorer window ready for saving.
export reference pane with time code	Opens the File Explorer window ready for saving.
export text and images with time code export images and text with time code	Opens the File Explorer window ready for saving.
export as video create video	Opens the Video Export Options window.
export as small video	Opens the Export Video File Explorer window ready for saving.
export as medium video	Opens the Export Video File Explorer window ready for saving.
export as large video	Opens the Export Video File Explorer window ready for saving.



## Audio functions

Audio functions work best when the audio is set to come through your headphones.

Command(s) you can say	Description
press pause press pause button	Pause playback of audio.
press play press play button	Play audio.
press record press record button start recording	Starts the recording process.
press stop stop recording press stop button	Stops playback or recording.
skip backwards skip backward	Moves the cursor backwards by one audio chunk.
skip forwards skip forward	Moves the cursor forwards by one audio chunk.
slow down	Slow down the rate of playback.
speed up	Speed up the rate of playback.
increase volume make louder	Increase playback volume.
decrease volume make quieter	Decrease playback volume.
pause mode on turn on pause mode	Turns on Pause Mode.
pause mode off turn off pause mode	Turns off Pause Mode.
add noise cancellation to audio add noise cancellation	Apply noise cancellation setting.
remove noise cancellation	Remove noise cancellation setting.
add click reduction to audio add click reduction	Apply click reduction setting.
remove click reduction	Remove click reduction setting.
add low frequency cut to audio add low frequency cut	Apply low frequency cut setting.
remove low frequency cut	Remove low frequency cut setting.
add high frequency cut to audio add high frequency cut	Apply high frequency setting.
remove high frequency cut	Remove high frequency setting.
make audio thinner	Apply audio thinner setting.
remove audio thinner	Remove audio thinner setting.



## Audio functions (cont'd)

Audio functions work best when the audio is set to come through your headphones.

Command(s) you can say	Description
make audio brighter	Apply audio brighter setting.
remove audio brighter	Remove audio brighter setting.
play back in mono play audio in mono	Apply Audio Clean-Up setting.
play back in stereo	Apply Audio Clean-Up setting.
change voice shift to normal	Apply Audio Voice Shift setting.
change voice shift to deeper	Apply Audio Voice Shift setting.
change voice shift to deepest	Apply Audio Voice Shift setting.
change voice shift to higher	Apply Audio Voice Shift setting.
change voice shift to highest	Apply Audio Voice Shift setting.
show voice shift settings	Show Voice Shift settings.
show clean up settings show audio clean up settings	Show Clean-Up settings.
trim silence trim the silence	Trims the silence in between audio chunks.
push audio back	Pushes audio from the cursor position back to the previous section.
push audio	Pushes audio from the cursor position to the next section.
perform audio replace replace audio	Opens the Import Replacement Audio window.

## View functions

Command(s) you can say	Description
switch to full screen show in presentation mode	Switch to Full Screen view.
show audio links	Reveals the audio links.
hide audio links	Hides the audio links.
move focus left	Selects the pane to the left of the current pane.
move focus right	Selects the pane to the right of the current pane.
hide audio pane remove audio pane	Hides the audio pane.
show audio pane	Shows the audio pane.
hide timecode	Hides the timecode details
show time code	Shows the timecode details.



## View functions (cont'd)

Command(s) you can say	Description
hide references pane remove references pane	Hides the reference pane.
show references pane	Shows the reference pane.
truncate references pane	Truncates the reference pane.
hide images pane remove images pane	Hides the images pane.
show images pane	Shows the images pane.
truncate images pane	Truncates the images pane.
hide text pane remove text pane	Hides the text pane.
show text pane	Shows the text pane.
truncate text pane	Truncates the text pane.
view home screen go to home screen	Goes to the Sonocent Audio Notetaker Home tab.
view all projects view projects	Goes to the Sonocent Audio Notetaker All Projects tab.
view audio files view all audio files	Goes to the Sonocent Audio Notetaker All audio files tab.
view portable devices	Goes to the Sonocent Audio Notetaker Portable devices tab.
search projects search the projects	Goes to the Sonocent Audio Notetaker Search Projects tab.

## More functions

Command(s) you can say	Description
extract audio extract the audio	Opens the Select Colours window.
extract sections extract the sections	Opens the Select Colours window.
extract text this slide extract text from slide	Extracts text from the selected section slide.
extract text all slides extract text from all slides	Extracts text from all slides.
send text to audio pane send speech to audio pane	Creates an audio chunk of the selected text.
send all text to audio pane send all speech to audio pane	Creates audio chunk(s) for all text.
push text to section below push selected text to section below	Pushes the text from the cursor position to the section below.
read out loud this text read this text turn text to speech on	Reads out loud the text from the cursor position within the Text or References pane.
stop reading this text stop reading turn text to speech off	Stop the reading of text.
speak all text read out all text	Reads out loud all text.



## More functions (cont'd)

Command(s) you can say	Description
show speech settings speech settings	Opens the Speech Properties window.
scribe selected audio scribe the selected audio	Scribes the selected audio chunk.
scribe all audio	Scribes all audio.
scribe current section scribe the current section	Scribes the audio within the selected section.
scribe by colour	Opens the Select Colours window.
show scribe settings	Shows the current scribe settings.
switch on continuous colouring	Turns on continuous colouring.
switch off continuous colouring	Turns off continuous colouring.
edit tags edit project details	Opens the Tag window.
adjust boundaries	Shows Adjust Boundaries options.
check spelling perform spell check	Perform a spell check.
capture screen	Reveals the screen capture window.
copy all text and images	Copy all text and images.
edit colour key edit colour keys	Opens the Edit Colour Key window.
show settings show settings window	Opens the Sonocent Audio Notetaker Settings window.
configure speech recognition settings open configure speech recognition settings	Opens the Open/Configure Speech Recognition window.

### Sonocent Audio Notetaker Notes:

Audio functions work best when the audio is set to come through your headphones.



# VoxAid commands cheat sheet for Glean

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Working with or recording a new event

Command(s) you can say	Description
create event create a new event	Opens a new event. Available when active within an event.
start a new event start event	Opens a new event. Available from the Glean home screen.
add title insert title edit title	Places the cursor in the title field.
start in person recording start microphone recording	Start a microphone only recording.
start screen recording record the screen	Opens the Choose what to share window.
start screen and mic recording record screen and mic	Opens the Choose what to share window.
stop recording press stop	Stops the recording.
press heading press heading label	Posts a heading label to the feed.
press important press important label	Posts an important label to the feed.
press review press review label	Posts a review label to the feed.
press task press task label	Posts a task label to the feed.
insert note add note	Moves the focus to the add note area, ready for dictation.
edit note	Moves the focus to blank labels within the event. Dictate "find next/find previous to navigate and then dictate "close search".
insert a heading note mark as heading label as heading	Moves the focus to the add note area, ready for dictation and marks as ready to be posted as a heading label.
insert important note mark as important label as important	Moves the focus to the add note area, ready for dictation and marks as ready to be posted as an important label.



## Working with or recording a new event (cont'd)

Command(s) you can say	Description
insert review note mark as review label as review	Moves the focus to the add note area, ready for dictation and marks as ready to be posted as a review label.
insert a task note mark as a task label as task	Moves the focus to the add note area, ready for dictation and marks as ready to be posted as a task label.
new line	Moves the cursor to a new line in the text note.
post note add note to feed add to feed	Post your note to the feed.
edit the last note	Edit the last note you posted
take screenshot post screenshot	Adds a screenshot to the feed.

## Working with slides and images

Command(s) you can say	Description
import slides	Opens the file explorer.
post slide post next slide	Posts the slide to the feed.
next slide go to next slide	Shows the next slide.
previous slide go to previous slide	Shows the previous slide.
go to slide one show first slide	Goes to the first slide.
show current slide go to current slide	Goes to the current slide.
post image	Opens the file explorer.

## View functions

Command(s) you can say	Description
toggle layout view hide audio show the audio	Toggles the hiding and showing of the audio section.
change to reading view switch to reading view	Change to the reading view
go back go back to edit view go to edit view	Go back to the edit view from the reading view.
toggle lightning mode change to lightning mode switch to default mode	Toggle between lightning view and the default view.



## While working in Lightning mode

Command(s) you can say	Description
post as heading	Post a Heading.
post as important label	Post an Important label.
post as review label	Post a Review label.
post as task label	Post a Task label.

## Reviewing or editing an event

Command(s) you can say	Description
press play	Play the recorded audio.
press pause	Pause audio playback.
change to default speed	Changes the playback speed of the audio to default (1x).
double the play back speed	Changes the playback speed of the audio 2x.
change to speed 1   2   3   4   5   6	Changes the playback speed of the audio 1...6   0.5x...3x. For example, say "change to speed 4".
play note	Plays back the audio from the beginning of the selected note.
pause play	Pause playback of the selected note audio.
skip backwards move backwards	Skips backwards to the previous audio section of the selected note.
skip forwards move forwards	Skips forwards to the next audio section of the selected note.
expand note	Expands the selected note.
collapse note	Collapses the selected note.
delete note	Deletes the selected note.

## Search functions

Command(s) you can say	Description
show my events go to my events	Goes to the Glean home screen and shows the list of recorded events. Available when active within an event.
find the event (x) search for the event (x)	Searches through the list of events and selects the event with a portion of the dictated word or phrase in the title. For example, say "find the event science lecture". Available from the Glean home screen.



## Search functions (cont'd)

Command(s) you can say	Description
open this event	Opens the selected event in the list of events.
open the event (x)	Searches through the list of events and opens the event with a portion of the dictated word or phrase in the title. For example, say "open the event <i>science lecture</i> ". Available from the Glean home screen.
find the word (x) find the phrase (x) search for the word (x) search for the phrase (x)	Looks through the notes for instances of the dictated word or phrase. For example, say "find the phrase assignment tasks".
close search bar close the find window	Closes the find window.
find next	Finds and highlights the next instance of the searched for word or phrase.
find previous	Finds and highlights the previous instance of the searched for word or phrase.

## Additional functions

Command(s) you can say	Description
copy notes copy notes to clipboard	Copies the event notes to the clipboard.
post definition insert a definition card	Opens the Post Definition window.
look up definition create definition from text	Carries out a post definition search for the selected text.

## Glean Notes:

Audio functions work best when the audio is set to come through your headphones.



# VoxAid commands cheat sheet for TextHelp Read&Write

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Speech functions

Command(s) you can say	Description
press play	Starts reading out loud the text from the cursor position.
press pause	Starts reading out loud the text from the cursor position to the end of the sentence.
press stop	Stops the reading out of text.
rewind speech press rewind button	Plays from the sentence before the cursor position.
fast forward speech press forward button	Plays from the sentence after the cursor position.
open audio maker create mp3	Opens the Audio Maker window. You can say "close window" to close the window.
open pdf reader	Opens the Open window ready to navigate to the PDF.
scan file scan text	Opens the Scan window.

## Check functions

Command(s) you can say	Description
perform check it	Opens the Check window (Meanings Tab).
open dictionary	Opens the Dictionary window. You can say "close window" to close.
open picture dictionary	Opens the picture dictionary window. You can say "close window" to close the window.
open prediction window close prediction window	Toggles the Prediction window.
choose prediction (x)	Selects the (x) prediction (1...8) from the list of predictions. For example, say "choose prediction three".
turn on keyboard access to read and write turn off keyboard access to read and write	



# VoxAid commands cheat sheet for Zotero 5

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

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VoxAid command phrases include natural language variations to perform tasks.

## Frequently used functions

Command(s) you can say	Description
open Zotero launch Zotero show zotero	Opens the Zotero application.
minimize Zotero hide zotero	Minimizes the Zotero application.
close zotero exit zotero	Closes the Zotero application.
open the zotero style repository open zotero styles web site	Opens the browser at the Zotero Repository website.
switch to libraries pane go to libraries pane	Changes focus to the libraries pane.
Move down	Selects the next option (unavailable in the item pane).
Move up	Selects the previous option (unavailable in the item pane).
create new collection new collection folder	Opens the New Collection window, ready for you to name your collection.
create new item new item	Opens the Items menu.
create new note new note	Create a new note.
create new book item add book item	Creates a new book item type.
create new book section item add book section item	Creates a new book section item type.
create new journal item add journal item	Creates a new journal article item type.
create new newspaper article item add newspaper article	Creates a new newspaper article item type.
create new case item add law case item	Creates a new case item type.
create new web page item add web page item	Creates a new web page item type.
move to next field	Moves to the next field in the Item pane.
move to previous field	Moves to the previous field in the Item pane.



## Frequently used functions (cont'd)

Command(s) you can say	Description
copy citation	Copies the citation for the selected items.
copy bibliography	Copies the bibliography for the selected items.
perform quick search go to search field	Places the cursor into the search field.
perform advanced search open advanced search window	Opens the Advanced Search window.
open zotero preferences window open preferences window	Opens the Zotero Preferences window.
create zotero timeline create timeline open timeline window	Opens the Zotero Timeline window.
close timeline window close timeline	Closes the Zotero Timeline window.

## Inserting and Editing Citations and Bibliography functions

Command(s) you can say	Description
add edit citation add zotero citation add citation	Opens the Add/Edit Citation window - Select the source to be cited. If an existing citation is currently selected, it will be replaced.
insert zotero citation insert citation	Opens the Add/Edit Citation window - Select the source to be cited. If an existing citation is currently selected, you will be prompted (OK/Cancel) to replace the existing Zotero field.
select source Select this title	In the Add/Edit Citation window, inserts the selected source as a citation in MS Word.
edit this citation change this citation	Opens the Add/Edit Citation window - Select the alternative source to be cited. An existing Zotero citation field must be selected.
add edit bibliography add zotero bibliography add bibliography	Creates a Zotero Bibliography (from the cursor position) made up of the Zotero citations within the document. If an existing Zotero bibliography exists, the Edit Bibliography window is revealed. There must be a Zotero citation within the document.
edit bibliography	Opens the Edit Bibliography window The document must contain an existing Zotero bibliography.
insert zotero bibliography insert bibliography create a bibliography create references	Creates a Zotero Bibliography (from the cursor position) made up of the Zotero citations within the document. Any other existing Zotero bibliography in the document will be updated.
refresh zotero refresh bibliography refresh references	Updates all Zotero citations to reflect changes.
unlink citations unlink zotero citations remove zotero codes	Removes all Zotero field codes and unlinks the Zotero library.
open zotero document preferences change zotero style	Opens the Zotero – Document Preferences window.



# VoxAid commands cheat sheet for Google Chrome

## Notes:

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Address Bar & Tabs

Command(s) you can say	Description
select address bar go to address bar select url	Places the cursor in the address bar and highlights any existing URL.
duplicate tab copy this tab	Makes a new copy of the current tab.
reopen last tab open previous tab	Reopens the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
go to home page click home button	Opens the home page in the current tab.
go back press back button	Takes you to the previous page in the current tab.
go incognito switch to incognito window switch to incognito mode	Opens a new tab in incognito mode.

## Bookmarks functions

Command(s) you can say	Description
show bookmarks bar hide bookmarks bar	Show or hide the bookmarks bar.
save tab as bookmark save as bookmark add to bookmarks bar	Save the current tab as a bookmark.
open the bookmarks manager	Open the bookmarks manager.

## Webpage functions

Command(s) you can say	Description
refresh this page reload page	Refreshes the webpage.
reload and ignore cache	Reloads the current page and ignores the cached content.
print page print this page	Opens the options to print the current page.



## Webpage functions (cont'd)

Command(s) you can say	Description
save page save this page	Opens the options to save the current page.
stop loading	Stops the loading of a webpage.
toggle full screen mode full screen mode exit full screen mode	Switches the page to full-screen mode and vice versa.

## Menus

Command(s) you can say	Description
clear browsing data clear browser data clear the cache clean the cache	Opens the Clear browsing data window.
show history show browser history open history tab	Opens the History page in a new tab.
show downloads open downloads tab	Opens the Downloads page in a new tab.
show bookmarks menu open bookmarks tab show bookmarks	Opens the Bookmarks page in a new tab.
import bookmarks	Reveals the Open window ready for you to select the intended bookmark file.
export bookmarks	Reveals the Save As window ready for you to name and save your bookmark file.
open extensions	Opens the Extensions page in a new tab.
find the word <word or phrase> find the phrase <word or phrase> search page for <word or phrase>	Opens the Find Bar search field and searches the page for the word or phrase dictated. For example, say "search page for william shakespeare".
find next match go to next match	Jumps to the next match to your Find Bar search.
find previous match go to previous match	Jumps to the previous match to your Find Bar search.
show tools menu open tools menu	Shows the Tools menu.
show developer tools show elements panel open elements panel	Shows the Elements panel.
show console panel open console panel	Shows the Console Panel.
show source code	Displays the non-editable HTML source code for the current page.

## Google Chrome Notes:

Users of Dragon NaturallySpeaking 13 and above can gain virtually full text control by installing the Dragon Web Extension for Google Chrome and we would advise that you do so.



# VoxAid commands cheat sheet for Microsoft Edge

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Search functions

Command(s) you can say	Description
select address bar edit url	Selects the contents of the address bar.
search in address bar	Opens a search query in the address bar.
paste and search	Paste and search or Paste and go (if it's a URL).
paste without format	Paste without formatting.
convert to url convert to web address	Add www. to the beginning and .com to the end of text in the address bar.
find the word <word or phrase> find the phrase <word or phrase> search page for <word or phrase>	Opens the Find Bar search field and searches the page for the word or phrase dictated. For example, say "search page for William Shakespeare".
find next	Finds the next occurrence of the word or phrase searched for.
find previous	Finds the previous occurrence of the word or phrase searched for.
search again find in the current tab	Searches the current Tab/page for the word or phrase of the last search.

## Favourites functions

Command(s) you can say	Description
show favourites bar hide favourites bar	Show or hide the favourites bar.
save tab as favourite save as favourite	Save the current tab as a favourite.
save all tabs to folder save open tabs	Save all open tabs as favourites in a new folder.
manage favourites click favourites	Open Favourites management.
click (n <sup>th</sup> ) favourites item (n) click the (n <sup>th</sup> ) item in favourites	Click the n <sup>th</sup> favourites item. For example, say "click fifth favourites item".
focus on (n <sup>th</sup> ) favourites item	Places focus on the n <sup>th</sup> favourites item. For example, say "focus on fifth favourites item".



## Window and Tab functions

Command(s) you can say	Description
new window open new window	Opens a new window.
new inprivate window open new inprivate window	Opens a new InPrivate window.
close this window close window	Closes the current window.
duplicate tab	Duplicate the current tab.
close current tab close tab	Closes the current.
switch to new tab open new tab	Open a new tab and switch to it.
reopen closed tab reopen last tab	Reopen the last closed tab and switch to it.
switch to tab (n) go to tab (n)	Switch to a specific tab. For example, say "switch to tab 5".
switch to next tab go to next tab	Switch to the next tab.
switch to previous tab go to previous tab	Switch to the previous tab.
switch to last tab go to last tab	Switch to the last tab.
reload tab refresh tab	Reload the current tab.
reload tab and ignore cache	Reload the current tab, ignoring cached content.
mute tab unmute tab	Mute the sound of the current tab (toggle).
read out loud stop reading	Read out loud page text.
open collections close the collections	Opens the collections.
show downloads	Show downloads.
show history list	Show history.
save current page	Save the current page.



## Navigation functions

Command(s) you can say	Description
go home go to home page	Open your home page in the current tab.
go back click back	Go back.
go forward click forward	Go forward.
set focus on first item	Set focus on first item.
switch to next pane go to next pane	Switch to next pane.
switch to previous pane go to previous pane	Switch to previous pane.
scroll down webpage scroll up webpage	Scroll down/up by one page.
scroll down (n) pages scroll up (n) pages	Scroll down/up by (n) pages. For example, say "scroll down three pages".

## View and Print functions

Command(s) you can say	Description
reload page reload page	Reload the current page.
reload and ignore cache	Reload the current page, ignoring cached content.
zoom in	Zoom in
zoom out	Zoom out.
reset zoom level reset zoom	Reset zoom level.
switch to full screen exit full screen	Enter full screen (toggle).
print page	Print the current page.
print using system dialog	Print using the system dialog.

## Additional functions

Command(s) you can say	Description
browse as guest sign in	Sign in as a different user or browse as a Guest.
show profile settings	Show profile settings.
open settings click settings	Open the settings menu.
go to startup settings startup settings	Open the Startup settings menu.
focus settings	Set focus on the settings menu.



## Additional functions (cont'd)

Command(s) you can say	Description
open context menu	Open the context menu.
turn caret browsing on turn caret browsing off	Turn caret browsing on or off.
enter immersive reader exit immersive reader	Enable/disable immersive reader.
create QR code	Create a QR code for the current page.
capture screen	Capture the screen.
cast media to device	Cast media to a device.
translate page	Translate to another language.
open file	Open a file from your computer in Edge.
fit to page fit pdf to width	Toggle pdf between fit to page and fit to width.
rotate to the left rotate left	Rotate pdf counter-clockwise 90°.
rotate to the right rotate right	Rotate pdf clockwise 90°.
show developer tools	Open Developer Tools.
view source view page source	View page source.
clear browsing data clear the cookies clear browsing history clear cached files clear download history	
open help	.
send feedback to edge	

## MS Edge Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.



# VoxAid commands cheat sheet for Mozilla Firefox

## Notes

It is useful to be aware of the default built-in Dragon menu, keyboard and mouse commands.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Address Bar & Tabs

Command(s) you can say	Description
select address bar go to address bar jump to address bar select url	Places the cursor in the address bar and highlights any existing URL.
open address in new window search in new window	Opens the current address in a new window.
go to home page click home button home page	Opens the home page in the current tab.
duplicate this tab duplicate tab copy this tab copy tab	Makes a new copy of the current tab.
jump to next browser tab go to next browser tab	Moves focus to the next browser tab.
jump to previous browser tab go to previous browser tab	Moves focus to the previous browser tab.
reopen last tab	Reopens the last tab you've closed.
move tab left move current tab left	Moves the tab position one place to the left.
move tab right move current tab right	Moves the tab position one place to the right.
move tab left (x) move current tab left (x)	Moves the current tab, (x) places to the left. For example, say "move tab left 3".
move tab right (x) move current tab right (x)	Moves the current tab, (x) positions to the right. For example, say "move tab right 3".



## Webpage

Command(s) you can say	Description
press back button one page backward back button	Takes you to the previous page in the current tab.
press forward button one page forward forward button	Takes you one page forward in the current tab.
refresh this page refresh web page reload page	Refreshes the webpage.
reopen last window open previous window	Reopens the last Firefox window you've closed.
print page print this page	Opens the options to print the current page.
print preview show print preview	Displays the print preview of the current page.
save page save this page	Opens the options to save the current page.
stop loading	Stops the loading of a webpage.
toggle full screen mode full screen mode exit full screen mode	Switches the page to full-screen mode and vice versa.

## Menus

Command(s) you can say	Description
clear browsing data clear browser cache clean the cache clear firefox cache	Opens the Clear Recent History window.
show downloads open downloads window	Reveals the list of Downloads in the Firefox Library window.
show all bookmarks open bookmarks window show bookmarks search bookmarks	Reveals the Bookmarks in the Firefox Library window.
show bookmarks tool bar show the bookmarks tool bar	Reveals the Bookmarks tool bar.
hide bookmarks tool bar hide the bookmarks tool bar	Hides the Bookmarks tool bar.
show bookmarks side bar show the bookmarks side bar	Reveals the Bookmarks side bar.
hide bookmarks side bar hide the bookmarks side bar	Hides the Bookmarks side bar.
import bookmarks import bookmarks file	Reveals the Import Bookmarks File window ready for you to select the intended bookmark file.
export bookmarks	Reveals the Export Bookmarks File window ready for you to save the bookmark file.
show all history open history window	Reveals the history of visited web pages in the Firefox Library window.



## Menus (cont'd)

Command(s) you can say	Description
show history in address bar reveal history in address bar	Reveals the list of recently visited web pages in the Address bar.
show recent history reveal recent history	Reveals the list of recently visited web pages.
show search history reveal search history	Reveals the list of recently searched for web pages.
show history side bar show the history side bar	Reveals the History side bar.
hide history side bar hide the history side bar	Hide the History side bar.
clear recent history	Opens the Clear Recent History window.
go to search bar jump to search bar go to firefox search bar firefox search bar	Places the cursor in the Firefox Search bar.
find the word <word or phrase> find the phrase <word or phrase> search page for <word or phrase> search the page for the word <word or phrase> search the page for the phrase <word or phrase>	Opens the Find Bar search field and searches the page for the word or phrase dictated. For example, say "search page for william shakespeare".
find next match go to next match	Jumps to the next match to your Find Bar search.
find previous match go to previous match	Jumps to the previous match to your Find Bar search.
show menu bar	Reveals the Firefox menu bar.
hide menu bar	Hides the Firefox menu bar.

## Developer Tools

Command(s) you can say	Description
responsive design mode switch to responsive design mode	Switches the web page to responsive design mode.
close responsive design mode exit responsive design mode	Closes the responsive design mode.
open the scratch pad open scratch pad	Open the Scratch Pad window.
close the scratch pad close scratch pad	Closes the Scratch Pad window.
show the inspector display the inspector	Reveals the Inspector option in the developer console.
show page source reveal page source show page source code	Displays the non-editable HTML source code for the current page.
open the browser console show the browser console	Opens the Browser Console window.
show the web console open the web console	Reveals the Console option in the developer console.



## Developer Tools (cont'd)

Command(s) you can say	Description
open the style editor show the style editor	Reveals the Style Editor option in the developer console.
show the performance console open the performance console	Reveals the Performance option in the developer console.
show the storage inspector open the storage inspector	Reveals the Storage option in the developer console.
show the accessibility console open the accessibility console	Reveals the Accessibility option in the developer console.
open the firefox web i d e show the firefox web i d e	Opens the Firefox WebIDE window.
show the network console open the network console	Reveals the Network option in the developer console.
open page info window show page info window show website page info	Opens the Page info window.
show page media details show media for web site	Reveals the Media option in the Page info window.
show add ons show firefox add on	Opens the Add-ons Manager tab in the browser.

## Misc

Command(s) you can say	Description
close console window close page info details	Use to close the develop console windows, Firefox library window or any of the other Firefox windows. It emulates the windows keyboard shortcut (Alt F4) to close a focussed window.
switch to reader mode	Switches the browser to Firefox Reader View.
close reader mode	Switches from Reader View back to normal web view.
toggle reader mode	Toggles between the Firefox Reader View and the normal web view.
new private window go private	Opens a new Private tab in the browser.
complete web address complete web address and go	Completes .com address in the Address Bar. It adds the "http" prefix and ".com" suffix to entry, then loads the page.
which version of firefox is this display firefox version	Displays the Firefox version being used.

## Mozilla Firefox Notes:

Users of Dragon NaturallySpeaking 13 and above can gain virtually full text control by installing the Dragon Web Extension for Mozilla Firefox and we would advise that you do so.





# VoxAid commands cheat sheet for MS Office

## Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

## Microsoft Word

Command(s) you can say	Description
highlight in <colour> <sup>1</sup> highlight selected text <colour> <sup>1</sup>	Highlights the colour of the selected text in the specified colour. For example, say "highlight in red".
extract highlighted text export highlighted text	Extracts all highlighted text within the active document and copies to a new document.
extract the highlights as plain text	Extracts all highlighted text within the active document and copies to a new document as plain text.
extract the <colour> <sup>1</sup> highlights export the <colour> <sup>1</sup> highlights	Extracts all highlighted text of a specific colour from the active document to a new Word document. For example, say "extract the red highlights".
remove the highlights clear the highlights	Removes the highlights from the selected text.
remove the <colour> <sup>1</sup> highlights clear the <colour> <sup>1</sup> highlights	Removes the highlights of a specific colour from the selected text. For example, say "remove the red highlights".
collect the highlights	Collects all the highlighted text from all open Word documents and copies to a new document.
collect the <colour> <sup>1</sup> highlights	Collects all the highlighted text of a specific colour from all open Word documents and copies to a new document. For example, say "collect the red highlights".
collect the <colour> <sup>1</sup> & <colour> <sup>1</sup> highlights	Collects all the highlighted text of specific colours from all open Word documents and copies to a new document. For example, say "collect the red and yellow highlights".
collect all the <colour> <sup>1</sup> <colour> <sup>1</sup> & <colour> <sup>1</sup> highlights	Collects all the highlighted text of specific colours from all open Word documents and copies to a new document. For example, say "collect all the red yellow and green highlights".
read the <colour> highlights <sup>1</sup> read back all <colour> highlights <sup>1</sup>	Reads back all text with the specified highlight colour. For example, say "read the green highlights".
read back the highlighted text	Reads back all the highlighted text in the active Word document. For example, say "read back highlighted text".
convert style to intense quote apply the style emphasis	Changes the selected text to any style specified. <b>Note:</b> You may need to add the desired style name to the Dragon vocabulary and perform the Train process.



## Microsoft Word (cont'd)

Command(s) you can say	Description
close word without saving quit word without saving	Closes all Word documents without prompting to save and quits Microsoft Word.
close all documents without saving close all without saving	Closes all Word documents without prompting to save.
close document without saving close without saving	Closes the active Word document without prompting to save.
remove hyperlinks	Removes all hyperlinks from the whole document.
extract all comments extract comments to new document	Extracts all comments within a document and copies to a new document.
show line numbers hide line numbers	Show / Hide line numbers.
change to sepia	Changes the document view to the sepia reading mode view. <b>Note:</b> You may need to add "sepia" to the Dragon vocabulary and perform the Train process.
switch to inverse	Changes the document view to the inverse reading mode view.
change to no colour	Changes the document view to the no colour reading mode view.
close reading view	Closes the reading view.
turn split screen on turn split screen off	Turns on / off Split screen.
split screen (x) percent	Split screen by a percentage amount. For example, say "split screen 60 percent" (increments of 10).
autofit all tables autofit tables to window	Autofit to window all tables within the document.
format table as apa format table with caption as apa format table as apa seven	Converts the selected table into APA format.
insert monday to friday right insert wednesday to sunday down	Produces a series of days of the week across the active table cells. For example, say "insert Monday to Sunday right".
insert may to september right insert january to december down	Produces a series of month names across the active table cells. For example, say "insert May to June up".
insert bravo to golf left insert charlie to hotel up	Produces a series of capital letters across the active table cells. For example, say "insert Charlie to Foxtrot right".
insert 35 to 45 left insert 21 to 16 down	Produces a series of numbers across the active table cells. For example, say "insert 25 to 30 up".

<sup>1</sup> Available colour options: automatic colour | black | blue | turquoise | bright green | pink | red | yellow | white | dark blue | teal | green | violet | dark red | dark yellow | grey | light grey



## Microsoft Excel

Command(s) you can say	Description
select range echo 1 to golf 5 select the cells alpha 10 to bravo 15	Allows for a natural language variation to selecting a range of cells (responds to the phonetic alphabet).
show sheet (n) choose worksheet number (n)	Selects the specified worksheet tab by its position. For example, say "choose worksheet number two".
select the sheet <name> go to sheet <name>	Selects the specified worksheet tab by its name. For example, say "select sheet marketing".
convert font to calibri switch the font to comic sans	Changes the font of the selected cell(s) to any font specified. <b>Note:</b> You may need to add the desired font name to the Dragon vocabulary and perform the Train process.
speak the selection read the range	Reads out loud the selected range of cells.
change tab colour to <colour> <sup>1</sup> tab colour to <colour> <sup>1</sup>	Change the Tab colour to the specified colour. For example, say "tab colour red".
auto fit column width auto fit the cell width	Auto fits the width of the selected cell(s) or column.
auto fit row height auto fit cell height	Auto fits the height of the selected cell(s) or column.
transpose the data transpose the selection	Transposes the copied selected range.
extend selection on extend selection off	Turns on/off the extend selection mode feature.
insert monday to friday right insert wednesday to sunday down	Produces a series of days of the week across cells. For example, say "insert Monday to Sunday right".
insert may to september right insert january to december down	Produces a series of month names across cells. For example, say "insert May to June up".
insert bravo to golf left insert charlie to hotel up	Produces a series of capital letters across cells. For example, say "insert Charlie to Foxtrot right" (responds to the phonetic alphabet).
insert 35 to 45 left insert 21 to 16 down	Produces a series of numbers across cells. For example, say "insert 25 to 30 up".
move tab to <position> move sheet to <position>	Moves the position of the worksheet tab. For example, say "move tab to first position", or say "move tab to last position", say "move tab to position 3" (limited to 1-50 positions).
move tab left <number> move sheet right <number>	Moves the position of the worksheet tab. For example, say "move left seven", or say "move sheet right 2", say "move tab left" (limited to 1-20 positions).
sort sheets alphabetically	Sorts the order of the sheets by name alphabetically.
create a table of contents	Creates a table of contents indexing all worksheets within the workbook.
copy worksheet to new workbook	Copies the active worksheet to a new workbook.
create new workbook for each worksheet	Creates an individual workbook for each of the worksheets within the document. Saves the new workbooks on the user's desktop.
export chart to word	Exports the selected chart to an open Word document.
export chart to powerpoint	Exports the selected chart to an open PowerPoint document.
export all charts to powerpoint	Exports all charts to an open PowerPoint document.



## Microsoft PowerPoint

Command(s) you can say	Description
create a table of contents	Creates a table of contents indexing all slides within the workbook.
move slide to position (n) move slide to start position move slide to last position	Moves the selected slide to position (n) in the order of slides. For example, you can say "move slide to position three" (Positions 1-50).
read selected text read this to me	Reads out loud the selected text.
Show rulers Hide rulers	Shows/hides the PowerPoint rulers.
duplicate this object	Creates a duplicate of the selected object.
copy formatting pick up style	Copies the shape, picture or text formatting of the selected object.
paste formatting apply style	Applies the shape, picture or text formatting of the copied object.
display grid hide grid	Show/hides the grid.
display guides hide guides	Show/hides the guidelines.
align left   center   right	Aligns the selected object(s). For example, say "align left".
align top   middle   bottom	Aligns the selected object(s). For example, say "align bottom".
align left   center   right	Aligns the selected object(s). For example, say "align left".
align top   middle   bottom	Aligns the selected object(s). For example, say "align bottom".
distribute horizontally   vertically	Distributes the selected objects. For example, say "distribute vertically".
align to slide	Selects the align to slide option.
align selected objects	Selects the align selected objects option.
display selection pane hide selection pane	Show/hides the selection pane.
display notes pane hide the notes pane	Show/hides the display notes pane.
open footer dialog box Open Header dialog box	Opens the header and Footer window.
insert header	Opens the header and Footer window, ready for the Header text.
insert footer	Opens the header and Footer window, ready for the Footer text.
start slideshow from beginning	Starts the slideshow from the first slide.
start slideshow from current slide	Starts the slideshow from the current slide.
Show slide animations run animation	Shows animations from the selected slide.
Remove slide animations remove animations	Removes animations from the selected slide.



## Microsoft PowerPoint (cont'd)

Command(s) you can say	Description
export slide to new powerpoint file	Exports all selected slides to a new PowerPoint file.
export slide to microsoft word	Exports the selected slide to an open Word document.
export all slides to microsoft word	Exports all slides within the document to an open Word document.
extract all text extract text to file	Extracts all presentation text and creates a file on the user's desktop.

## Microsoft Publisher

Command(s) you can say	Description
bring to front	Bring to front the selected object(s).
bring forwards	Bring forwards the selected object(s).
send to back	Send to back the selected object(s).
send backwards	Send backwards the selected object(s).
group objects	Group the selected objects.
ungroup objects	Ungroup the selected group of objects.
center selected object	Center aligns the selected object.
center page objects	Center aligns all objects on the active page.
center all objects	Center aligns all objects throughout the document.
rotate left 45   rotate right 45 rotate left 90   rotate right 90	Rotates the selected object. For example, say "rotate right 90".
rotate 180 rotate 270	Rotate object.
rotate by	Rotate selected object. Dictate the amount into the pop-up window.

## Office Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.

### Footnote:

<sup>1</sup> Available colour options: automatic colour | black | blue | turquoise | bright green | pink | red | yellow | white | dark blue | teal | green | violet | dark red | dark yellow | grey | light grey

