Glean &
Sonocent Audio Notetaker
Commands cheat sheet

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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.

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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.

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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 evets. 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.

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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 *science lecture*". 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.

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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.

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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.

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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.

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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.

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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.

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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.

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