



VoxAid AT Edition

Inspiration

Commands cheat sheet



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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.



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.

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 ¹	Opens the Diagram and Map Defaults window.
sync outline to diagram ¹	Performs the sync outline to diagram function.



Settings, Tools and Utility functions (cont'd)

Command(s) you can say	Description
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.

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:

¹ The command is only available for Inspiration version 10.

