



# **VoxAid AT Edition**

## **MindManager**

### **Commands cheat sheet**



## Table of Contents

VoxAid commands cheat sheet for MindManager v19, 2020, 21, 22 & 23 .....	3
Frequently used .....	3
Navigation functions.....	4
View functions.....	5
Other functions.....	6
Additional functions.....	7
MindManager Notes:.....	8



# 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 left   right   up   down <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 loud 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 versions 2021 and above.

