



# **VoxAid AT Edition**

## **Matchware MindView**

### **Commands cheat sheet**



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# 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.

