



VoxAid AT Edition

Evernote v6

Commands cheat sheet



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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.

