VoxAid AT Edition

MindGenius v2019

Commands cheat sheet

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VoxAid commands cheat sheet for MindGenius 2019

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 mindgenius launch mindgenius	Opens the MindGenius application.
close mindgenius exit mindgenius	Closes the MindGenius application.
create a new document create a new mind map	Create a new document based on the default template.
add sibling branch create new branch add new branch	Creates a new sibling branch in the mind map and places the cursor in the branch ready for dictation.
add a child branch create child branch add new child branch	Adds a child branch to the selected branch and places the cursor in the branch ready for dictation.
add parent branch add a new parent branch	Creates a branch immediately before the selected branch, therefore the currently selected branch will become a child branch of the new branch. Places the cursor in the branch ready for dictation.
add (x) branches create (x) branches create (x) sibling branches	Adds (x) sibling branches to the map (1…10). For example, say "add 3 branches".
add (x) child branches create (x) child branches	Adds (x) child branches to a branch (1…10). For example, say "add 3 child branches".
go to notes editor add note switch to notes pane	Places the cursor in the notes pane for the selected branch.
go back to map pane go to map pane	Selects the map pane.
dock notes dock the notes	Docks the notes pane below the map.
restore notes to side bar move notes to side bar	Restores the notes pane to the sidebar.
add hyperlink add a link	Opens the Add Hyperlink(s) window.
add attachment add an attachment	Opens the Add Attachment(s) window.
browse for a picture add image to branch	Opens File Explorer.

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Frequently used (cont'd)

Command(s) you can say	Description
browse gallery browse mind genius gallery	Shows the Picture Gallery pane in the sidebar.
format branch picture edit branch picture	Opens the Format Picture window for the selected branch.
edit branch edit branch title	Edit the title of the selected branch.
edit child branch edit the child branch	Places the cursor into the child branch of the selected branch ready for dictation.
edit parent branch edit the parent branch	Places the cursor into the parent branch of the selected branch ready for dictation.
apply that press enter	Confirms the dictated phrase or word in a branch title.
delete this branch delete branch	Deletes the selected topic and all connected subtopics.
remove this branch remove this branch only	Deletes only the selected branch, any existing child branches will remain as part of the map.
edit branch style change branch appearance	Opens the Branch Appearance window.
save this map save document	Saves the MindGenius document.
save to google drive export to google drive	Save to the cloud.
save to one drive export to one drive	Save to the cloud.
save to dropbox export to dropbox	Save to the cloud.
save as html file export as html file	Opens the Save As File Explorer window.
save map as a pdf export map as pdf	Opens the Save As File Explorer window.
save as a jpeg image	Opens the Save As File Explorer window.
save as a png image	Opens the Save As File Explorer window.
save as a bmp image	Opens the Save As File Explorer window.
save as a emf image save as an enhanced metafile	Opens the Save As File Explorer window.
save map as an excel file save as an excel file	Opens the Save As File Explorer window.
show export as pdf options show save as pdf options	Reveals the Export as PDF options window.
show export as powerpoint options show save as powerpoint options	Reveals the Save as PowerPoint options window.
show export as excel options show save as excel options	Reveals the Excel Export Options window.
show export as word options show save as word options	Reveals the Save as Word options window.
show export as visio options show save as visio options	Reveals the Save as Visio options window (if Visio 2000 or later is installed).
show export as microsoft project options show save as project options	Reveals the Save as Microsoft Project options window (if Project 98 or later is installed).

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View functions

Command(s) you can say	Description
`fit map`	Resizes the map to fit the current window size.

`select map core`
`select central branch`
`go to core branch`
	Returns the focus to and selects the map core.

`focus branch`
`focus on this branch only`
`isolate branch`
	Displays and applies focus only to the selected topic and its subtopics.

`show map view` `switch to map view`	Displays the map view.
`show the map view clockwise` `show map clockwise`	Shows the mind map in map view (clockwise branches).
`show the map view counter clockwise` `show map counter clockwise`	Shows the mind map in map view (clockwise branches).
`apply the input tree map layout` `show the input tree map layout`	Shows the mind map in input tree map layout view.
`apply the output tree map layout` `show the output tree map layout`	Shows the mind map in output tree map layout view.
`apply the outline map layout` `show outline view`	Shows the mind map in outline view.

`toggle map numbering`
`show map numbering`
`hide map numbering`
	Turns on/off map numbering on branches.

`print preview` `show print preview`	Switches to the print preview view.
`close print preview`	Closes the print preview view.
`show core branch only` `collapse map`	Display the map showing only level one topics.

`collapse selected branch`
`collapse this branch`
`collapse branch`
	Hides all the child branches of the selected branch.

`expand selected branch` `expand branch`	Expands the selected topic to reveal its subtopics.
`limit view to level one branches` `show one level`	Displays the map showing only level one branches.
`limit view to level two branches` `show two levels`	Displays the map showing branches that are level one and two.
`limit view to level three branches` `show three levels`	Displays the map showing branches that are level one, two and three.
`show all levels of branches` `show all levels`	Displays the map showing topics of all levels.
`zoom in`	Zooms in to the map.
`zoom out`	Zooms out from the map.
`return to 100 percent view` `set zoom to 100 percent`	Sets the zoom to 100%.

`toggle auto zoom`
`turn on auto zoom`
`turn off auto zoom`
	Toggles the auto zoom setting.

`toggle full screen view`
`switch to full screen view`
`show full screen view`
	Shows the map in full screen view.

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View functions (cont'd)

Command(s) you can say	Description
close full screen view	Closes the full screen view.
select branch below select next branch	Moves selection down through the visible tree
select branch above select previous branch	Moves selection up through the visible tree
select first branch move to top sibling branch	Selects the first topic in the level of branches.
select last branch move to bottom sibling branch	Selects the last branch in the level of branches.
move left	Selects the branch to the left of the selected branch.
move right	Selects the branch to the right of the selected branch.
move up	Selects the branch above the selected branch.
move down	Selects the branch below the selected branch.
select all branches	Selects all branches.
cut branches cut branch	Cuts the selected branch(s).
copy branches copy branch	Copies the selected branch(s).
paste branch paste branches paste from clipboard	Pastes from the clipboard. Pastes the contents of the Clipboard into a subtopic of the selected topic.
decrease horizontal spacing	Decreases the horizontal spacing between branches.
increase horizontal spacing	Increases the horizontal spacing between branches.
increase vertical spacing	Increases the vertical spacing between branches.
decrease vertical spacing	Decreases the vertical spacing between branches.
show ribbon screen keys	Shows the ribbon screen keys.
switch to status view show status view close status view	Toggles the Status view.
switch to priority view show priority view close priority view	Toggles the Priority view.
switch to categories view show categories view close categories view	Toggles the Categories view.
switch to resources view show resources view close resources view	Toggles the Resources view.

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Other functions

Command(s) you can say	Description
show map statistics show word count	Shows the MindGenius Results page.
spell check map perform spell check	Performs a spell check of the map.
show mindgenius options window reveal mindgenius options window	Reveals the MindGenius Options window.
export as word export to word	Opens the Save As window, ready to be saved as a MS Word document.
select a boundary style add boundary remove boundary	Shows the available boundary styles (A branch must be selected).
toggle auto colour auto colour on auto colour off	Toggles the Auto Colour feature.

Tasks and Sorting functions

Command(s) you can say	Description
apply branch start date	Makes ready for a Start date to be inserted for the selected branch.
apply branch due date	Makes ready for a Due date to be inserted for the selected branch.
apply branch end date	Makes ready for an End date to be inserted for the selected branch.
apply branch percentage	Makes ready for a percentage value to be applied for the selected branch.
apply branch status	Makes ready for a status option to be applied to the selected branch.
apply branch duration value	Makes ready for a duration value to be applied to the selected branch.
apply branch duration measurement apply branch duration unit	Makes ready for a duration unit to be selected for the selected branch.
apply branch priority	Makes ready for a priority option to be applied to the selected branch.
apply branch work value	Makes ready for a work value to be applied to the selected branch.
apply branch work measurement apply branch work unit	Makes ready for a work unit to be selected for the selected branch.
apply branch cost	Makes ready for a cost value to be applied to the selected branch.
apply branch quantity	Makes ready for a quantity value to be applied to the selected branch.
apply branch complete branch completed	Marks the selected branch/task as complete.
clear branch tasks	Clears all task data from the selected branches.
create resource map create resource centric map	Opens the Create Resource-Centric Map window.
turn on project mode change to gantt chart	Turns on the Project Mode to view the map as Gantt chart.
send tasks to outlook	Send selection to Outlook as tasks.
cancel that	To change your mind when you are about to apply a task.
next option	When a task is selected, use this phrase to navigate through the options.
previous option	When a task is selected, use this phrase to navigate through the options.

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Tasks and Sorting functions (cont'd)

Command(s) you can say	Description
`sort by branch title`	Sorts branches by their titles.
`sort by branch due date`	Sorts branches by their due date.
`sort by branch start date`	Sorts branches by their start date.
`sort by branch end date`	Sorts branches by their end date.
`sort by branch duration`	Sorts branches by their duration values.
`sort by percent complete` `sort by percentage complete`	Sorts branches by their percentage values.
`sort by branch priority`	Sorts branches by their priority.
`sort by branch status`	Sorts branches by their status.
`sort by branch cost`	Sorts branches by their cost values.
`sort by branch quantity` `sort by branch quantity value`	Sorts branches by their quantity values.
`sort by branch work`	Sorts branches by their work values.
`sort by branch category`	Sorts branches by their categories.
`show sort options` `show sort options window`	Reveals the Show Options window.

Gantt Chart functions

Command(s) you can say	Description
`create a gantt chart`	Converts the existing map into a Gantt chart.
`open task properties window` `show task properties window`	Opens the Task Properties window.
`apply task start date`	Makes ready for a Start date to be inserted for the selected task.
`apply task due date`	Makes ready for a Due date to be inserted for the selected task.
`apply task end date`	Makes ready for an End date to be inserted for the selected task.
`apply task percentage`	Makes ready for a percentage value to be applied for the selected task.
`apply task status`	Makes ready for a status option to be applied to the selected task.
`apply task duration value`	Makes ready for a duration value to be applied to the selected task.
`apply task duration measurement` `apply task duration unit`	Makes ready for a duration unit to be selected for the selected task.
`apply task priority`	Makes ready for a priority option to be applied to the selected task.
`apply task work value`	Makes ready for a work value to be applied to the selected task.
`apply task work measurement` `apply task work unit`	Makes ready for a work unit to be selected for the selected task.
`apply task cost`	Makes ready for a cost value to be applied to the selected task.
`apply task quantity`	Makes ready for a quantity value to be applied to the selected task.
`apply task complete`	Marks the selected task as complete.

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Gantt Chart functions (cont'd)

Command(s) you can say	Description
show project options show file properties window	Opens the File Properties window.
new child task add new child task	Inserts a new child task.
new sibling task add new sibling task	Inserts a new sibling task.
select task above move to task above	Selects the task above the selected task.
select task below move to task below	Selects the task below the selected task.
select this task and the task above select this and the task above	Selects the selected task and the task above.
select this task and the task below select this and the task below	Selects the selected task and the task below.
indent task indent this task	Indents the selected task.
outdent task outdent this task	Outdents the selected task.
delete task delete this task	Deletes the selected task.
scroll to task	Scrolls the chart to bring the selected task into view.
link tasks link selected tasks	Links the selected tasks
link selected task to the task below link to task below	Links the selected task to the task below.
link selected task to the task above link to task above	Links the selected task to the task above.
unlink tasks unlink selected tasks	Unlinks the selected tasks.
toggle the critical path show the critical path hide the critical path	Toggles the critical path.
show timeline in quarters	Changes the visible timeline unit to quarters.
show timeline in months	Changes the visible timeline unit to months.
show timeline in weeks	Changes the visible timeline unit to weeks.
show timeline in days	Changes the visible timeline unit to days.
show timeline in hours	Changes the visible timeline unit to hours.
filter by tasks due date is overdue filter by due date is overdue	Shows tasks that fulfil the filter description.
filter by tasks due date is today filter by due date is today	Shows tasks that fulfil the filter description.
filter by tasks due date is this week filter by due date is this week	Shows tasks that fulfil the filter description.
filter by tasks end date is ending this week filter by end date is ending this week	Shows tasks that fulfil the filter description.
filter by tasks end date is today filter by end date is today	Shows tasks that fulfil the filter description.
filter by tasks end date is overdue filter by end date is overdue	Shows tasks that fulfil the filter description.

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Gantt Chart functions (cont'd)

Command(s) you can say	Description
filter by tasks end date is ended filter by end date is ended	Shows tasks that fulfil the filter description.
filter by tasks status is not started filter by status is not started	Shows tasks that fulfil the filter description.
filter by tasks status is in progress filter by status is in progress	Shows tasks that fulfil the filter description.
filter by tasks status is completed filter by status is completed	Shows tasks that fulfil the filter description.
filter by status is waiting on someone else	Shows tasks that fulfil the filter description.
filter by tasks status is deferred filter by status is deferred	Shows tasks that fulfil the filter description.
open the filter builder window open filter builder window	Reveals the Filter Builder window.
open quick filter window open quick filter	Reveals the Quick Filter window.
filter by summaries filter by task summaries	Shows tasks that fulfil the filter description.
filter by milestones filter by task milestones	Shows tasks that fulfil the filter description.
filter by tasks assigned to me	Shows tasks that fulfil the filter description.
filter by tasks not assigned to anyone	Shows tasks that fulfil the filter description.
toggle non matches hide non matches show non matches	Hides or shows the branches that do not pass the current filter.
clear filter	Clears the applied filter.

Slides functions

Command(s) you can say	Description
switch to slide view switch to map view	Toggles between Map view and Slide view.
start slide show from first slide	Starts the slideshow from the first slide.
start slide show from this slide	Starts the slideshow from the selected slide.
next slide	Moves to the next slide in the slide show presentation.
previous slide	Moves to the previous slide in the slide show presentation.
close slide show exit slide show	Closes the slide show presentation.
add new slide add blank slide	Adds a blank slide.
insert slide text	Enables the user to add text to the selected slide.
insert slide picture	Enables the user to add a picture to the selected slide.
move slide up move this slide up	Moves the position of the selected slide up one position.
move slide down move this slide down	Moves the position of the selected slide down one position.
delete this slide delete slide	Deletes the selected slide.

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Slides functions (cont'd)

Command(s) you can say	Description
`format slide background` `change slide background`	Opens the Format Slide Background window.
`edit slide transition` `open slide transition window`	Opens the Edit Slide Transition window.
`save slides`	Saves the MindGenius document.

`export slides as powerpoint file`
`export as powerpoint`
`export to powerpoint`
	Opens the Save As window, ready to be saved as a MS PowerPoint document.

`export slides as pdf file` `export slides as pdf`	Opens the Save As window, ready to be saved as a PDF document.

Additional functions

Command(s) you can say	Description

`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".

MindGenius Notes:

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.

When dictating within MindGenius, we are of the opinion that performing dictation works best with the Dictation Box switched off.

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