



VoxAid AT Edition

Zotero

Commands cheat sheet



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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.

Frequently used functions

Command(s) you can say	Description
open Zotero launch Zotero show zotero	Opens the Zotero application.
minimize Zotero hide zotero	Minimizes the Zotero application.
close zotero exit zotero	Closes the Zotero application.
open the zotero style repository open zotero styles web site	Opens the browser at the Zotero Repository website.
switch to libraries pane go to libraries pane	Changes focus to the libraries pane.
Move down	Selects the next option (unavailable in the item pane).
Move up	Selects the previous option (unavailable in the item pane).
create new collection new collection folder	Opens the New Collection window, ready for you to name your collection.
create new item new item	Opens the Items menu.
create new note new note	Create a new note.
create new book item add book item	Creates a new book item type.
create new book section item add book section item	Creates a new book section item type.
create new journal item add journal item	Creates a new journal article item type.
create new newspaper article item add newspaper article	Creates a new newspaper article item type.
create new case item add law case item	Creates a new case item type.
create new web page item add web page item	Creates a new web page item type.
move to next field	Moves to the next field in the Item pane.
move to previous field	Moves to the previous field in the Item pane.



Frequently used functions (cont'd)

Command(s) you can say	Description
copy citation	Copies the citation for the selected items.
copy bibliography	Copies the bibliography for the selected items.
perform quick search go to search field	Places the cursor into the search field.
perform advanced search open advanced search window	Opens the Advanced Search window.
open zotero preferences window open preferences window	Opens the Zotero Preferences window.
create zotero timeline create timeline open timeline window	Opens the Zotero Timeline window.
close timeline window close timeline	Closes the Zotero Timeline window.

Inserting and Editing Citations and Bibliography functions

Command(s) you can say	Description
add edit citation add zotero citation add citation	Opens the Add/Edit Citation window - Select the source to be cited. If an existing citation is currently selected, it will be replaced.
insert zotero citation insert citation	Opens the Add/Edit Citation window - Select the source to be cited. If an existing citation is currently selected, you will be prompted (OK/Cancel) to replace the existing Zotero field.
select source Select this title	In the Add/Edit Citation window, inserts the selected source as a citation in MS Word.
edit this citation change this citation	Opens the Add/Edit Citation window - Select the alternative source to be cited. An existing Zotero citation field must be selected.
add edit bibliography add zotero bibliography add bibliography	Creates a Zotero Bibliography (from the cursor position) made up of the Zotero citations within the document. If an existing Zotero bibliography exists, the Edit Bibliography window is revealed. There must be a Zotero citation within the document.
edit bibliography	Opens the Edit Bibliography window The document must contain an existing Zotero bibliography.
insert zotero bibliography insert bibliography create a bibliography create references	Creates a Zotero Bibliography (from the cursor position) made up of the Zotero citations within the document. Any other existing Zotero bibliography in the document will be updated.
refresh zotero refresh bibliography refresh references	Updates all Zotero citations to reflect changes.
unlink citations unlink zotero citations remove zotero codes	Removes all Zotero field codes and unlinks the Zotero library.
open zotero document preferences change zotero style	Opens the Zotero – Document Preferences window.



VoxAid commands cheat sheet for MS Office

Notes:

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VoxAid command phrases include natural language variations to perform tasks.

Microsoft Word

Command(s) you can say	Description
highlight in <colour> ¹ highlight selected text <colour> ¹	Highlights the colour of the selected text in the specified colour. For example, say "highlight in red".
Remove the highlight Clear the highlight	Removes highlighting that has been applied.
extract highlighted text export highlighted text	Extract all highlighted text within a document and copies to a new document.
autofit all tables autofit tables to window	Autofit to window all tables within the document.
extract all comments extract comments to new document	Extracts all comments within a document and copies to a new document.
show line numbers display line numbers	Show line numbers.
hide line numbers remove line numbers	Hide line numbers.
turn split screen on turn split screen off	Turns on I off Split screen.
split screen (x) percent	Split screen by a percentage amount. For example, say "split screen 60 percent" (increments of 10).

Microsoft Excel

Command(s) you can say	Description
create a table of contents	Creates a table of contents indexing all worksheets within the workbook.
copy worksheet to new workbook	Copies the active worksheet to a new workbook.
create new workbook for each worksheet	Creates an individual workbook for each of the worksheets within the document. Saves the new workbooks on the user's desktop.
export chart to word	Exports the selected chart to an open Word document.
export chart to powerpoint	Exports the selected chart to an open PowerPoint document.
export all charts to microsoft powerpoint export all charts to powerpoint	Exports all charts to an open PowerPoint document.



Microsoft PowerPoint

Command(s) you can say	Description
create a table of contents	Creates a table of contents indexing all slides within the workbook.
export slide to new powerpoint file export slides to new powerpoint	Exports all selected slides to a new PowerPoint file.
export slide to microsoft word	Exports the selected slide to an open Word document.
export all slides to microsoft word	Exports all slides within the document to an open Word document.

Microsoft Publisher

Command(s) you can say	Description
bring to front	Bring to front the selected object(s).
bring forwards	Bring forwards the selected object(s).
send to back	Send to back the selected object(s).
send backwards	Send backwards the selected object(s).
group objects	Group the selected objects.
ungroup objects	Ungroup the selected group of objects.
center selected object	Center aligns the selected object.
center page objects	Center aligns all objects on the active page.
center all objects	Center aligns all objects throughout the document.
rotate left 45 rotate right 45 rotate left 90 rotate right 90	Rotates the selected object. For example, say "rotate right 90".
rotate 180 rotate 270	Rotate object.
rotate by	Rotate object by a specific amount. Dictate the amount into the pop up window.

Office Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.

Footnote:

¹ Available colour options: automatic colour | black | blue | turquoise | bright green | pink | red | yellow | white | dark blue | teal | green | violet | dark red | dark yellow | grey | light grey

