Work by Speech

Built-in Commands

Work by Speech lets you control your computer by voice alone, without needing a keyboard and mouse. The following tables list built-in voice commands that you can use with this program.

If a word or phrase is bolded, it's an example. Replace it with similar words to get the result you want.

OFF mode

Say this	To do this	Key combination	Max executions
Start speech recognition	Turn on speech recognition	No	1

Command mode

1. General commands:

Say this	To do this	Key combination	Max executions
Recognition off	Turn off speech recognition	No	1
Dictation	Switch to dictation mode	No	1
Show speech recognition	Show speech recognition window	No	1
Hide speech recognition	Hide speech recognition window	No	1
Open **Google Chrome**; Open **Chrome**; Open **Google**	Open an application. You can use full application name or part of it.	No	1
Switch to **Google Chrome**; Switch to **Chrome**; Switch to **Google**	Switch to an open application. You can use full application window title or part of it.	No	1
Minimize	Minimize current application	No	1
Maximize	Maximize current application	No	1
Restore	Restore current application	No	1
Close that	Close current application	No	1
Start recording	Start macro recording if macro recording window is open.	No	1
Stop recording	Stop macro recording if macro recording window is open.	No	1
Get position	Set X and Y in mouse action window to current mouse cursor position.	No	1

2. Mouse control commands:

Say this	To do this	Key combination[1]	Max executions[2]
Move	Show the mousegrid and move the mouse cursor to the chosen figure.	Yes	50
West	Show the mousegrid and left click in the chosen figure.	Yes	50
East	Show the mousegrid and right click in the chosen figure.	Yes	50
Double	Show the mousegrid and double click in the chosen figure.	Yes	50
Triple	Show the mousegrid and triple click* in the chosen figure.	No	1
Drag	Perform a drag and drop operation by using the mousegrid.	Yes	50
Click	Perform a left click.	Yes	50
East click	Perform a right click.	Yes	50
Double click	Perform a double click.	Yes	50
Triple click	Perform a triple click*.	No	1
Hold	Hold the left button.	Yes	1
Hold east	Hold the right button.	Yes	1
Release	Release mouse buttons if pressed.	No	1
Up **50**	Move cursor up by a chosen number of pixels (max value: 100).	No	1
Down **50**	Move cursor down by a chosen number of pixels (max value: 100).	No	1
Left **50**	Move cursor left by a chosen number of pixels (max value: 100).	No	1
Right **50**	Move cursor right by a chosen number of pixels (max value: 100).	No	1
Top edge	Move cursor to the middle of the top screen edge.	No	1
Bottom edge	Move cursor to the middle of the bottom screen edge.	No	1
Left edge	Move cursor to the middle of the left screen edge.	No	1
Right edge	Move cursor to the middle of the right screen edge.	No	1
Screen center	Move cursor to the middle of the screen.	No	1
Scroll up	Scroll up the mouse wheel.	Yes	50
Scroll down	Scroll down the mouse wheel.	Yes	50
Scroll left	Scroll left the mouse wheel.	Yes	50
Scroll right	Scroll right the mouse wheel.	Yes	50

* - triple clicking can be used to select the entire line or the entire paragraph.

[1] – Some mouse control commands can be used with control, shift, alt, windows keys:
- Control / shift / alt / windows **+** command
  - ➢ **Example:** control west (performs ctrl + left click by using the mousegrid)
- Control / shift / alt / windows **+** control / shift / alt / windows **+** command
  - ➢ **Example:** control shift west (performs ctrl + shift + left click by using the mousegrid)

[2] – Some mouse control commands can be executed more than once:
- Command **+** twice / x times
  - ➢ **Example 1:** west twice (performs left click twice in different coordinates by using the mousegrid)
  - ➢ **Example 2:** scroll down 5 times (scroll downs the mouse wheel 5 times)

[1, 2] – Some mouse control commands can be executed more than once while using control, shift, alt, windows keys:
- Control / shift / alt / windows **+** command **+** twice / x times
  - ➢ **Example:** control west twice (performs ctrl + left click twice in different coordinates by using the mousegrid)
- Control / shift / alt / windows **+** control / shift / alt / windows **+** command **+** twice / x times
  - ➢ **Example:** control shift west 10 times (performs ctrl + shift + left click 10 times in different coordinates by using the mousegrid)

3. Commands available when the mousegrid is visible:

The mousegrid divides the screen into up to 2550 figures (depending on program settings). Each figure contains up to 2 characters. To read them you need to know the mousegrid alphabet which is described in the *Mousegrid Alphabet* document.

Say this	To do this
Escape / cancel	Hide the mousegrid and cancel all operations.
Alfa bravo	Choose a figure with letters ab
November november	Choose a figure with letters nn
November twice	Choose a figure with letters nn
One two	Choose a figure with number 12
Twelve	Choose a figure with number 12
Top edge	Move cursor to the middle of the top screen edge.
Bottom edge	Move cursor to the middle of the bottom screen edge.
Left edge	Move cursor to the middle of the left screen edge.
Right edge	Move cursor to the middle of the right screen edge.
Up	Move the mousegrid up.
Down	Move the mousegrid down.
Left	Move the mousegrid left.
Right	Move the mousegrid right.

4. Keys pressing commands:

Say this	To press key(s)	Key combination[3]	Max executions[4]
Start	Windows key	No	1
Switch application	Windows + tab (say *up/down/left/ right* to select a window and *enter* to switch to it)	No	1
Show desktop	Windows + D	No	1
Open computer	Windows + E	No	1
Open task manager	Ctrl + shift + escape	No	1
Open settings	Windows + I	No	1
Open power menu	Windows + X	No	1
Rename	F2	No	1
Find	Ctrl + F	No	1
Replace	Ctrl + H (in Word, Notepad, etc.)	No	1
Properties	Alt + enter (open properties of selected file(s))	No	1
Menu	Shift + F10 (simulate right-click on selected item(s))	No	1
Capture that	Alt + print screen (create screenshot for the current program)	No	1
Select all	Ctrl + A	No	1
Copy	Ctrl + C	No	1
Cut	Ctrl + X	No	1
Paste	Ctrl + V	No	20
Undo	Ctrl + Z	No	20
Redo	Ctrl + Y	No	20
New	Ctrl + N	No	1
Open	Ctrl + O	No	1
Save	Ctrl + S	No	1
Print	Ctrl + P	No	1
Web address	Ctrl + L	No	1
New tab	Ctrl + T (in web browser)	No	1
Close tab	Ctrl + W (in web browser)	No	1
Restore tab	Ctrl + Shift + T (in web browser reopen previously closed tabs)	No	1
Previous tab	Ctrl + Shift + Tab (in web browser)	No	10
Next tab	Ctrl + Tab (in web browser)	No	10
First tab, … , eight tab	Ctrl + 1, … , Ctrl + 8 (in web browser)	No	1
Last tab	Ctrl + 9 (in web browser)	No	1
Back	Browser back key	No	20
Next	Browser forward key	No	20
Search	Browser search key	No	1
Refresh	Browser refresh key	No	1
Volume up	Volume up key	No	20
Volume down	Volume down key	No	20

Say this	To press key(s)	Key combination[3]	Max executions[4]
Volume mute	Volume mute key	No	1
Play pause	Media play pause key	No	1
Stop media	Media stop key	No	1
Next track	Media next track key	No	1
Previous track	Media previous track key	No	1
Control	Ctrl	Yes	20
Shift	Shift	Yes	20
Alt	Left alt	Yes	20
Right alt	Right alt	Yes	1
Windows	Windows key	Yes	20
Space	Space	Yes	20
Escape	Escape (can cancel actions like file saving, opening, printing, etc.)	Yes	1
Tab	Tab	Yes	1
Caps lock	Caps lock	Yes	1
Backspace	Backspace	Yes	50
Enter	Enter	Yes	50
Insert	Insert	Yes	1
Delete	Delete	Yes	50
Home	Home	Yes	1
End	End	Yes	1
Page up	Page up	Yes	50
Page down	Page down	Yes	50
Print screen	Print screen	Yes	1
Up	Up	Yes	50
Down	Down	Yes	50
Left	Left	Yes	90
Right	Right	Yes	90
1	1	Yes	20
2	2	Yes	20
3	3	Yes	20
4	4	Yes	20
5	5	Yes	20
6	6	Yes	20
7	7	Yes	20
8	8	Yes	20
9	9	Yes	20
0 / null	0	Yes	20
Alfa	A	Yes	20
Bravo	B	Yes	20
Charlie	C	Yes	20
Delta	D	Yes	20
Echo	E	Yes	20
Foxtrot	F	Yes	20
Golf	G	Yes	20
Hotel	H	Yes	20
India	I	Yes	20

Say this	To press key(s)	Key combination[3]	Max executions[4]
Juliett	J	Yes	20
Kilo	K	Yes	20
Lima	L	Yes	20
Mike	M	Yes	20
November	N	Yes	20
Oscar	O	Yes	20
Papa	P	Yes	20
Quebec	Q	Yes	20
Romeo	R	Yes	20
Sierra	S	Yes	20
Tango	T	Yes	20
Uniform	U	Yes	20
Victor	V	Yes	20
Whiskey	W	Yes	20
Xray	X	Yes	20
Yankee	Y	Yes	20
Zulu	Z	Yes	20
Function 1, … , function 12	F1, …, F12	Yes	1
Comma	,	Yes	1
Dot / Period	.	Yes	3
Slash	/	Yes	2
Hyphen / Minus / Dash	-	Yes	2
Asterisk / Multiply	*	Yes	1

[3] – Some keys pressing commands can be used with other keys:
- Control / shift / alt / windows **+** command
  - ➢ **Example 1:** control tab (presses ctrl + tab at the same time)
  - ➢ **Example 2:** control charlie (presses ctrl + C at the same time)
- Control / shift / alt / windows **+** Control / shift / alt / windows **+** command
  - ➢ **Example:** control shift tab (presses ctrl + shift + tab at the same time)

[4] – Some keys pressing commands can be executed more than once:
- Command **+** twice / x times
  - ➢ **Example 1:** paste twice (pastes clipboard content twice)
  - ➢ **Example 2:** paste 5 times (pastes clipboard content 5 times)

[3, 4] – Some keys pressing commands can be executed more than once while using other keys:
- Control / shift / alt / windows **+** command **+** twice / x times
  - ➢ **Example:** control whiskey twice (presses ctrl + W twice)
- Control / shift / alt / windows **+** Control / shift / alt / windows **+** command **+** twice / x times
  - ➢ **Example:** control shift tab 10 times (presses ctrl + shift + tab 10 times)

5. Character inserting commands:

Say this	To insert	Key combination	Max executions[5]
Plus	+	No	2
Equal	=	No	3
Semicolon	;	No	1
Colon	:	No	1
Double quote	"	No	1
Quote / Apostrophe	'	No	1
Greater than	>	No	3
Less than	<	No	3
Backslash	\	No	2
At	@	No	1
Exclamation	!	No	3
Question	?	No	3
Sharp / Hash / Number	#	No	1
Pound	£	No	1
Dollar	$	No	1
Percent	%	No	1
Caret	^	No	1
Open paren	(	No	1
Close paren	)	No	1
Underscore	_	No	2
Open brace	{	No	1
Close brace	}	No	1
Open bracket	[	No	1
Close bracket	]	No	1
Vertical bar	|	No	2
Ampersand	&	No	2
Double slash	//	No	1
Back quote	`	No	1
Plus or minus	±	No	1
Multiplication	×	No	1
Division	÷	No	1
Cent	¢	No	1
Section	§	No	1
Copyright	©	No	1
Registered	®	No	1
Degree	°	No	1
Paragraph	¶	No	1
Function	ƒ	No	1
Micro	µ	No	1

[5] **– Some character inserting commands can be executed more than once:**
- Command **+** twice / x times
  - ➢ **Example 1:** equal twice (inserts = twice)
  - ➢ **Example 2:** equal 3 times (inserts = 3 times)

Dictation mode

1. **Commands always available:**

Say this	To do this	Key combination	Max executions
Recognition off	Turn off speech recognition	No	1
Command	Switch to command mode	No	1

2. **Commands available when *Use better dictation* is selected:**

Say this	To do this	Key combination	Max executions
Start listening	Change Windows Dictation Tool mode to listening by restarting it.	No	1
Toggle	Toggle Windows Dictation Tool	No	1

Windows Dictation Tool commands:

https://support.microsoft.com/en-us/windows/use-voice-typing-to-talk-instead-of-type-on-your-pc-fec94565-c4bd-329d-e59a-af033fa5689f