

REFERENCE GUIDE

Built-in voice commands

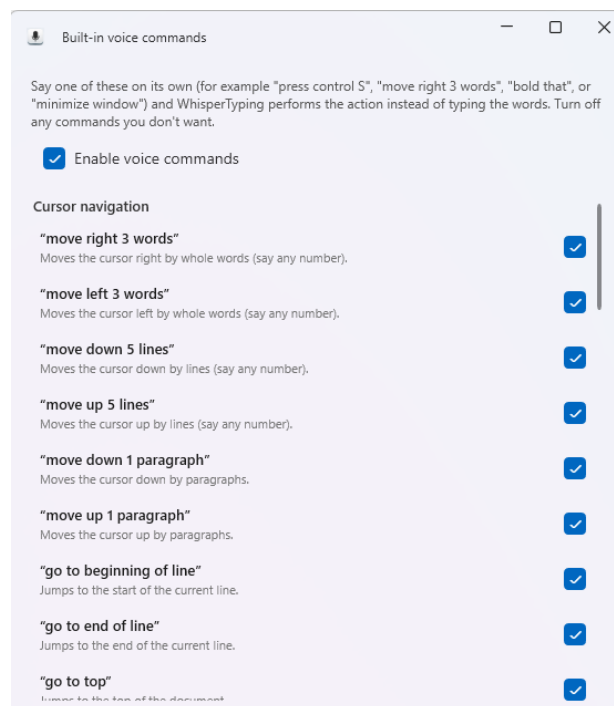
Control the cursor, edit text, format selections and manage Windows by voice

NUMBERS FROM 1 TO 10

Any command containing a number accepts a quantity from 1 to 10. For example, say “move right 1 word”, “move right 5 words” or “move right 10 words”. Use singular wording for 1 and plural wording for 2–10.

How voice commands work

Say a command on its own. SRC performs the action instead of typing the command words. Commands act in the active application, so first place the cursor in the document or select the text you want to change. Pause briefly before and after the phrase, and do not add conversational words.



Enable voice commands and switch individual commands on or off

Open the command list

Open SRC Settings, select Replacements, then choose Voice commands. Turn Enable voice commands on. Use the checkbox beside an individual command to enable or disable it.

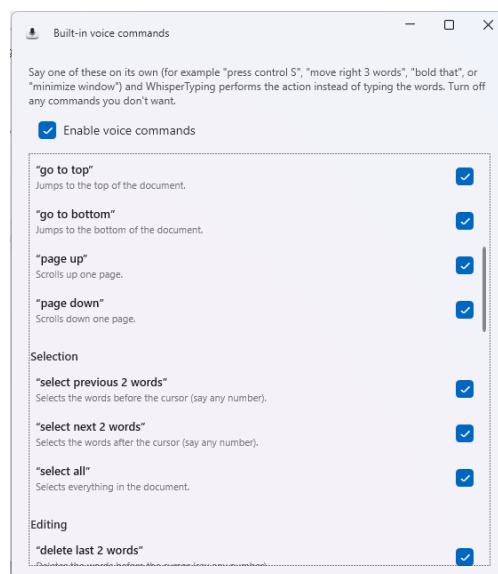
Cursor navigation

Move the insertion point without touching the keyboard. Replace [1–10] with the number you need.

Say	What it does
"move right [1–10] word(s)"	Moves the cursor right by the specified number of whole words.
"move left [1–10] word(s)"	Moves the cursor left by the specified number of whole words.
"move down [1–10] line(s)"	Moves the cursor down by the specified number of lines.
"move up [1–10] line(s)"	Moves the cursor up by the specified number of lines.
"move down [1–10] paragraph(s)"	Moves the cursor down by the specified number of paragraphs.
"move up [1–10] paragraph(s)"	Moves the cursor up by the specified number of paragraphs.
"go to beginning of line"	Jumps to the start of the current line.
"go to end of line"	Jumps to the end of the current line.
"go to top"	Jumps to the top of the document.
"go to bottom"	Jumps to the bottom of the document.
"page up"	Scrolls up one page.
"page down"	Scrolls down one page.

EXAMPLE

To move four words to the left, say "move left 4 words". To move one paragraph down, say "move down 1 paragraph".



Cursor movement, document navigation and selection commands in SRC

Selection and editing

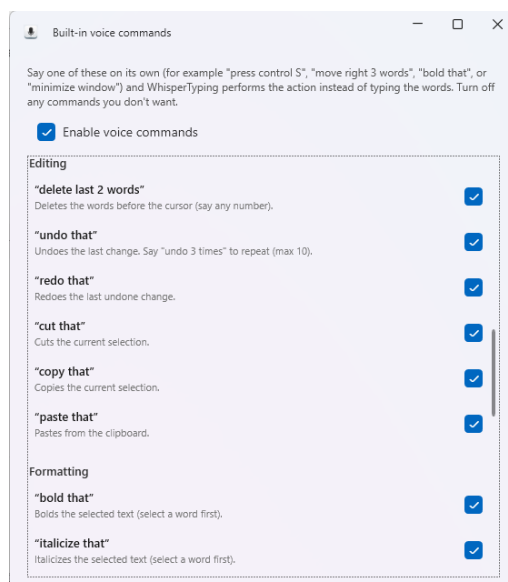
Selection

Say	What it does
"select previous [1–10] word(s)"	Selects the specified number of words before the cursor.
"select next [1–10] word(s)"	Selects the specified number of words after the cursor.
"select all"	Selects everything in the active document or text field.

Editing

Say	What it does
"delete last [1–10] word(s)"	Deletes the specified number of words immediately before the cursor.
"undo that"	Undoes the last change.
"undo [1–10] times"	Repeats Undo the specified number of times; maximum 10.
"redo that"	Redoes the last undone change.
"cut that"	Cuts the current selection to the clipboard.
"copy that"	Copies the current selection to the clipboard.
"paste that"	Pastes the current clipboard contents.

Selection first: "cut that" and "copy that" act on selected text. Use a selection command or select the text manually before speaking the editing command.



Editing and formatting commands can be enabled individually

Formatting, keyboard and windows

Formatting

Say	What it does
"bold that"	Bolds the selected text.
"italicize that"	Italicises the selected text.
"underline that"	Underlines the selected text.

Keyboard shortcuts

Say	What it does
"press control S"	Sends a keyboard shortcut to the active application. The command supports Control, Shift, Alt and Windows keys.

Examples include "press control S", "press control shift S", "press alt F4" and "press windows D". The result depends on the shortcut supported by the active Windows application.

Window management

Say	What it does
"minimize window"	Minimises the current window.
"maximize window"	Maximises the current window.
"restore window"	Returns the current window to its previous size.
"snap left"	Snaps the current window to the left half of the screen.
"snap right"	Snaps the current window to the right half of the screen.

ACTIVE WINDOW

Keyboard and window commands act on the currently active application or window. Check which window is active before speaking the command.

Snippets and command tips

Built-in snippets

Say	What it does
"insert date"	Types today's date.
"insert time"	Types the current time.
"insert universal date"	Types a long, unambiguous date—for example, 9 June 2026.
"insert ISO date"	Types the date in ISO 8601 format—for example, 2026-06-09.
"insert date and time"	Types the current date and time—for example, 9 June 2026, 14:54.
"insert clipboard"	Pastes the clipboard contents without formatting.

Good practice

Practice	Why it helps
"Use commands on their own"	Avoid adding conversational words before or after the phrase.
"Check the cursor or selection"	Make sure the action will occur in the intended place.
"Use 1–10 for quantities"	Numeric movement, selection, deletion and repeated Undo commands support 1 through 10.
"Disable commands you do not need"	Turning off unused commands can reduce accidental activation.
"Test in a blank document"	Learn unfamiliar commands before using them in important work.

AVAILABILITY

This guide reflects the built-in commands shown in the current SRC command list. Commands may be added or changed in later software versions.