

macOS Voice Control Cheat Sheet (Beginner)

Beginner-friendly reference with short explanations and examples.

Getting Started

Command	What it does	Example / Notes
Start listening	Turn Voice Control on (listening).	Say it once; microphone icon shows listening.
Stop listening	Pause Voice Control without turning it off.	Use when dictation is interfering.
Show numbers	Labels clickable controls with numbers.	Then say "Click 12".
Hide numbers	Removes the number overlay.	Say after you click.
Show grid	Displays a grid for precise clicking.	Say "Show grid", then a number to zoom, then "Click 12".
Hide grid	Closes the grid.	

Dwell Panel and Scrolling

Command	What it does	Example / Notes
Show numbers → Click the Dwell button	Safest way to trigger Dwell actions (Scroll, Drag & Drop, Right-Click, Paste)	Say "Show Numbers, Click 15" on the Scroll icon.
Scroll down	Scrolls the current view downward.	Works in Safari, Finder lists, many apps.
Scroll up	Scrolls the current view upward.	
Scroll to top	Jumps to the top of the page/list.	
Scroll to bottom	Jumps to the bottom of the page/list.	

Clicking, Dragging, and Pointer Control

Command	What it does	Example / Notes
Show numbers → Click #	Clicks an element by number.	Show numbers → "Click 18".
Double-click #	Double-clicks the numbered element.	"Double-click 18".
Right-click #	Secondary click on numbered element.	"Right-click 18".
Drag # to #	Drags from one numbered item to another.	"Drag 12 to 24".
Click and hold #	Press-and-hold on a numbered element.	Then "Release".
Release	Releases click-and-hold / ends hold.	
Move cursor left 10 pixels	Nudges pointer in small increments.	Also right/up/down.

Text Selection and Editing

Command	What it does	Example / Notes
Select all	Selects all text in the current context.	
Select word	Selects the word at the insertion point.	

Select next 3 words	Selects a range forward.	
Extend selection 2 lines	Extends selection forward.	
Extend selection back 2 lines	Extends selection backward.	
Copy that	Copies the current selection.	
Paste that	Pastes clipboard content.	
Undo that	Undo last action.	
Redo that	Redo last undone action.	
Replace phrase with phrase	Search/replace by voice.	Replace “teh” with “the”.
Correct that	Invokes correction UI for recent dictation.	

Dictation and Key Presses

Command	What it does	Example / Notes
Type phrase	Forces literal typing (useful for URLs, file names)	Type seankelleys dot com.
Insert date	Inserts today’s date.	
Press Return key	Presses Enter/Return.	
Press Escape key	Presses Esc.	

System Naming Differences

Command	What it does	Example / Notes
System Settings	The Settings app name changes by OS.	On older OS it’s “System Preferences”.
Open Spotlight	Spotlight command phrasing changes by OS.	Older OS uses “Search Spotlight for ...”.

Finder Commands (import required)

These phrases come from your exported Finder Voice Control command set. They work after importing the .voicecontrolcommands file.

About Finder

About Finder

Add to Sidebar

Add to Side Bar, Add to Sidebar

Application

Group By App, Group By Application

as Columns

Display as Columns, Show as Columns, View as Columns

as Gallery

Display as Gallery, Show as Gallery, View as Gallery

as Icons

Display as Icons, Show as Icons, View as Icons

as List

Display as List, Show as List, View as List

Bring All to Front

Bring All to Front

Clean Up

Clean Up

Close Window

Close [This] Window

Compress

Compress [This], Compress These

Customize Toolbar...

Customize Tool Bar, Customize Toolbar

Date Created

Clean Up By Date Create It, Clean Up By Date Created, Group Stacks By Date Create It, Group Stacks By Date Created, Sort By Date Created

Duplicate

Duplicate [This], Duplicate These

Eject

Eject [This]

Emoji & Symbols

[Show] Emoji and Symbols

Empty Trash...

Empty [the] Trash

Enter Full Screen

Enter Full Screen

Exit Full Screen

Exit Full Screen

Find

Find

Finder

[Begin] Slideshow [Selection], [Select] Start Up Disk on Desktop, [Select] Startup Disk on Desktop, Add to Dock, Clean Up By Date Modified, Clean Up By Kind, Clean Up By Name, Clean Up By Size, Clean Up By Tags, Close All [Windows], Connect to Server, Copy as Link, Copy as Path Name, Copy as Pathname, Copy File, Copy Files, Copy Item, Copy Items, Copy Path, Copy Paths, Cycle Through Windows, Delete Immediately, Deselect All, Duplicate Exactly, Empty Trash Without Prompt, Enclosing Folder, Enclosing Folder in New Window, Exit Tab Overview, Get Summary Info, Go to AirDrop [Folder], Go to Applications [Folder], Go to Computer [Folder], Go to Desktop [Folder], Go to Documents [Folder], Go to Downloads [Folder], Go to Folder, Go to Home [Folder], Go to iCloud [Folder], Go to Library [Folder], Go to Network [Folder], Go to Recents [Folder], Go to Shared [Folder], Go to Utilities [Folder], Group By Date Last Open, Group By Date Last Opened, Group By Kind, Group By Name, Group Stacks By Date Added, Group Stacks By Date At It, Group Stacks By Date Last Open, Group Stacks By Date Last Opened, Group Stacks By Date Modified, Group Stacks By Kind, Group Stacks By Tags, Hide Path Bar, Hide Preview, Hide Side Bar, Hide Sidebar, Hide Status Bar, Hide Tab Bar, Hide Tool Bar, Hide Toolbar, Hide View Options, Minimize All, Move Item Here, Move Items Here, New Folder with Selected Items, New Folder with Selection, Open AirDrop [Folder], Open and Close Window, Open Applications [Folder], Open Computer [Folder], Open Desktop [Folder], Open Documents [Folder], Open Downloads [Folder], Open Home [Folder], Open iCloud [Drive] [Folder], Open in New Window and Close, Open Library [Folder], Open Network [Folder], Open Recents [Folder], Open Shared [Folder], Open Utilities [Folder], Paste Exactly, Show [the] Inspector, Show [Window] Preview, Show All Tabs, Show Contents of Computer, Show Network Contents, Show Next Window, Show Path Bar, Show Path Input, Show Side Bar, Show Sidebar, Show Status Bar, Show Tab Bar, Show Tool Bar, Show Toolbar, Show View Options, Silently Empty Trash, Sort Alphabetically, Sort By Date Added, Sort By Date at it, Sort By Date Last Open, Sort By Date Last Opened, Sort by Date Modified, Sort By Kind, Sort By Name, Sort By None, Sort By Size, Sort By Tags, Toggle Path Bar, Toggle Preview, Toggle Side Bar, Toggle Sidebar, Toggle Stacks, Toggle Status Bar, Toggle Tab Bar, Toggle Tabs, Toggle Tool Bar, Toggle Toolbar, Use Stacks

Get Info

Get Info

Hide Finder

Hide [the] Finder

Hide Others

Hide [the] Other Applications, Hide [the] Other Apps, Hide Others

Hide Preview Options

Hide Preview Options

Make Alias

Make Alias

Merge All Windows

Merge All Windows

Move Tab to New Window

Move Tab to New Window

Move to Trash

Move to Trash

New Finder Window

New Finder Window

New Folder

New Folder

New Smart Folder

New Smart Folder

None

Group Stacks By None

Open

Open [Selection], Open [the] Selected Item, Open [the] Selected Items, Open These, Open This

Open in New Tab

Open in New Tab

Preferences...

[Open] [Finder] Preferences, Show [Finder] Preferences

Print

Print [This], Print These

Quick Look

Quick Look [This]

Rename...

Rename [This], Rename These

Replace Tiled Window

Replace Tiled Window

Show All

Show All, Show All Applications, Show All Apps, Show Other Applications, Show Other Apps, Show Others

Show Clipboard

Show [the] Clipboard

Show Original

Show Original

Show Preview Options

Show Preview Options

Show Progress Window

Show Progress Window

Snap to Grid

Sort By Snap to Grid

Tags...

[Assign] Tags, Edit Tags

Tile Window to Left Side of Screen

Move Window to Left Side of Screen, Tile Window to Left Side of Screen

Tile Window to Right Side of Screen

Move Window to Right Side of Screen, Tile Window to Right Side of Screen

Use Groups

Toggle Groups, Use Groups