# Google Docs Voice Typing Commands

## Select Text

To select text, say these commands:

• Select [word or phrase], Select all

• Select all matching text

• Select list item

• Select list items at current level

• Select next character

• Select next [number] characters

• Select last character

• Select last [number] characters

• Select line

• Select next line

• Select next [number] lines

• Select last line

• Select last [number] lines

• Select paragraph

• Select next paragraph

• Select next [number] paragraphs

• Select last paragraph

• Select last [number] paragraphs

• Select word

• Select next word

• Select next [number] words

• Select last word

• Select last [number] words

• Deselect

• Unselect

• Select none

## Format

To format your document, say these commands:

Text formatting

• Apply heading [1–6]

• Apply normal text

• Apply subtitle

• Apply title

• Bold

• Italicize

• Italics

• Strikethrough

• Subscript

• Superscript

• Underline

• Uppercase

• Title case

• Lowercase

Font size

• Decrease font size

• Increase font size

• Font size [6-400]

• Make bigger

• Make smaller

Paragraph formatting

• Decrease indent

• Increase indent

• Line spacing [1-100]

• Line spacing double

• Line spacing single

Alignment

• Align center

• Align justified

• Align left

• Align right

• Center align

• Left align

• Right align

Lists

• Create bulleted list

• Create numbered list,

• Insert bullet

• Insert number

Remove formatting

• Clear formatting

• Remove formatting

• Remove bold

• Remove italics

• Remove strikethrough

• Remove underline

## Edit

To edit your document, say these commands:

•Copy

•Cut

•Paste

•Delete

•Delete last word

•Delete [word or phrase]

•Insert link [then say the URL you want to use]

•Copy link

•Delete link

•Insert table of contents

•Delete table of contents

•Update table of contents

•Insert comment [then say your comment]

•Insert bookmark

•Insert equation

•Insert footer

•Insert footnote

•Insert header

•Insert horizontal line

•Insert page break

Stop Voice Typing

To stop voice typing, say "Stop listening."

To move the cursor to the end of the paragraph and start voice typing again, say "Resume."

To move the cursor to the end of a particular word or phrase, say "Resume with [word or phrase]."

Here are all the commands you can say to resume voice typing:

•Resume

•Resume with [word or phrase]

•Go to the end of the paragraph

•Move to the end of the paragraph

•Go to the end of the line

•Move to the end of the line

•Go to [word]

To open a list of voice commands in your document, say these commands:

•Voice typing help

•Voice commands list

•See all voice commands

## Accessibility

Accessibility Commands

To use these commands, turn on screen reader support. It's best to wear headphones so the screen reader feedback isn't typed into your document.

•Speak cursor location

•Speak from cursor location

•Speak selection

•Speak selection formatting

•Speak table row and column headers

•Speak table cell location

•Speak table column header

•Speak table row header