Voice commands

Everything you can say in Hallways, grouped by where you are. You don't need to learn it all: start with the first two sections, and say “what can I do” wherever you are to hear the commands for that place.

How talking to Hallways works

- Hallways is always listening while its window is in front. Say a command in a normal voice. Short, whole phrases work best.
- When Hallways doesn't understand, it plays a short low tone. Just say it again, perhaps a little more slowly.
- Most commands have several wordings. The tables give the main one first; the others are listed under *also*.
- Where it says <*name*>, say the name of a place, a panel or a portal, as written on its sign.
- Changing things (edit, cut, paste, delete) needs your **4-character code** to be entered first. Without it, Hallways says “Enter your code first.”
- If Hallways seems to have stopped listening, press `Ctrl` + `L` (or `F5`).
- You can also type any command: press `Ctrl` + `K`, type it, and press `Enter`.

Finding your way

Going places and knowing where you are

Say	What it does
goto <name>	Takes you to a place, panel or portal by its name. Hallways looks first on the panel you are at, then in the room or hallway, then on the whole floor.
where am I	Says where you are.
what is here	Says what is in front of you: the panel and its portals. Also: what's here.
what can I do	Says the commands for where you are. Also: options, what can I do here.
look around	Turns slowly all the way round, saying the panels as you face them. “stop” ends it, facing the nearest wall. Also: look all around.
goto room center	The middle of the room you are in. Also: room center, middle of the room.
goto hallway center	The middle of the hallway you are in. Also: hallway center, middle of the hallway.
goto south crossing	One of the crossings where the hallways meet: south, center, north, northeast, northwest.

Say	What it does
goto elevator	The elevator. Inside it, say a floor: “first floor”, “second floor”, “third floor” or “basement”.
goto second floor	Another floor, without the elevator. Also: goto first floor, goto third floor, goto basement, goto floor two …
which floor is this	Says the floor you are on.
center	Puts you in the middle of the corridor, facing along it.

Moving and looking

Walking, turning and looking

Say	What it does
forward	Walks forward until you say “stop”. Also: forward fast.
backward	Walks backward. Also: backward fast.
stop	Stops walking or looking around.
turn left	Turns left. Also: turn right.

Say	What it does
turnaround	Turns you to face the other way.
look left	Looks left without moving. Also: look right, look forward, look back.
move left	Steps sideways to the left. Also: move right.

At a panel

A panel is a board of portals on a wall, with its name on a sign.

Getting closer to a panel and moving between panels

Say	What it does
closer	Steps closer: from across the room to the panel, then to full screen. Also: come closer.
step back	Steps back one level. Also: back up.
away	Steps back to see the whole wall. Also: step away.
at panel	Stands right in front of the panel. Also: look at panel.

Say	What it does
full screen	Fills the screen with the panel. “exit full screen” comes back.
step left	Moves to the next panel along the wall. Also: step right.
paste in <panel>	Puts the portal you cut onto that panel, without going there (needs your code).
refresh icons	Updates the portals' pictures from Windows and the websites. Also: refresh all icons.

At a portal

Go to a portal first (“goto <name>”, or click it). These commands then act on it.

Opening a portal and finding out about it

Say	What it does
open	Opens it: the program, document, folder or website. Also: open portal.
listen	Hears it in Hallways: a text read aloud, a book or audio played. Also: read, play, read it.

Say	What it does
open document	Opens a text file in its own program, such as Notepad. Also: open in notepad.
portal info	Says what the portal is and where it leads. Also: show info.
portal menu	Opens the portal's menu of choices.
email portal	Starts a new email at the Mail station with the portal's file attached.
export portal	Puts a copy of its file in your Exports folder. Also: export file.
open explorer	Shows its file or folder in File Explorer. Also: open file explorer.

Organizing portals

All of these need your 4-character code. A portal is only ever pasted into an empty place, never on top of another portal.

Editing, moving, copying and removing portals

Say	What it does
edit portal	Opens its edit window: name, address, notes, picture. In it, say “ok” to save or “cancel”.

Say	What it does
	Also: edit.
cut portal	Picks it up to move it. Nothing changes until you paste. Also: cut.
copy portal	Makes a second portal to the same thing, which you then paste elsewhere. Also: copy.
paste	Puts what you cut or copied into the empty place you selected, or into the first free place of the panel you are at. Also: paste here, paste portal.
paste link	Makes a new portal from a web address or file path you copied in Windows. Also: paste new portal, new portal from clipboard.
what is cut	Says what is waiting to be pasted.
cancel cut	Forgets the cut. Nothing was moved.
delete portal	Asks to confirm; say it again within 10 seconds to remove it. It goes to the Deleted Portals panel in the Sorting Room. Also: delete.
restore portal	In Deleted Portals, puts it back where it was. Also: restore.
archive portal	Moves it out of the palace into Archives, in the Sorting Room.

Say	What it does
	Also: archive, archive this.
select	Adds the portal you are at to a selection, to cut, copy, delete or archive several at once. Also: select portal, add to selection.
select all	Selects every portal on the panel. Also: select all portals.
what is selected	Says what is in the selection.
clear selection	Empties the selection. Also: unselect all.
move up	On a scrolling panel, moves the portal up one place. Also: move down, move to top, move to bottom.
cut panel	Picks up a whole scrolling panel; “paste” at another panel puts it there (the two swap if needed).
archive panel	Moves the whole panel you are at to Archives.
empty sorting room	Asks to confirm, then clears the Sorting Room's New panels.

Books and podcasts

For books and podcasts read in Hallways. Open one first with “listen” at its portal.

Reading and listening

Say	What it does
read book	Plays the current book from where you stopped. Also: play book, resume book.
stop reading	Pauses it, keeping your place.
rewind	Goes back a little. Also: fast forward.
next chapter	The next chapter. Also: previous chapter.
read from start	Starts the book again from the beginning.
current book	Says what you are reading. Also: what am I reading.
close book	Closes it, keeping your place for next time.
read podcast	Plays the current podcast. Also: play podcast, resume podcast.
stop playing	Stops what is playing.

BARD books

Hallways works with BARD Express, the National Library Service's player. BARD's windows stay minimized, and Hallways tells you what is happening. BARD remembers where you stopped.

Your BARD bookshelf and the BARD player

Say	What it does
update bookshelf	At the BARD Bookshelf panel, makes a portal for each book on your BARD bookshelf, with its author and summary. Also: add my bard books, update bard books.
play book	Plays the book open in BARD. Also: resume book, book play.
pause book	Pauses it. Also: stop reading, stop book, stop.
rewind	Back a little. Also: rewind book, fast forward.
next chapter	The next section. Also: previous chapter.
book louder	Louder. Also: book softer.
book faster	Reads faster. Also: book slower.
close book	Closes the player and BARD Express. Also: close bard.

Say	What it does
book buttons	Says the player's buttons.

Photos and videos

Photo walls, the slideshow and the theater screen

Say	What it does
describe photo	Describes the photo in front of you, aloud. Also: what's in the photo.
next photo	The next photo. Also: next, previous photo, first photo.
slideshow	Shows the photos one after another. “stop slideshow” ends it.
full screen	Shows the photo or video on the whole screen. “exit full screen” comes back.
edit photo in photos	Opens the photo in the Photos app. Also: open photo in paint, show photo in explorer.
pause video	Pauses the video. Also: resume video, stop video.
goto theater screen	Takes you to the seat in front of the big screen.

Stations

Stations are alcoves for everyday tasks: writing, mail, contacts, planning and settings. Go to one and it starts a session; while you are in a session, what you say goes to the station. In every station, “help” says what you can do there.

Going to a station and leaving it

Say	What it does
goto writing station	Also “goto mail station”, “goto contact station”, “goto planning station”, “goto settings”.
start writing	Starts a session without moving. Also “start mail”, “start contacts”, “start planning”, “start settings”.
end session	Leaves the station, back to the palace. Also: exit, goodbye, I'm done, back to the palace.

Writing station

Write and edit documents by voice. Besides the commands below, you can simply say what to change, for example “change Friday to Saturday” or “make the second paragraph shorter”.

Writing station

Say	What it does
new document	Starts a new document.

Say	What it does
add content	Hallways asks what to add; say the next sentence or paragraph. Also: add a paragraph, add text.
start dictation	Everything you say becomes text until you say “end dictation”. Also: dictate, continue dictation.
read it	Reads the whole document. Also: read the last sentence, read the last paragraph.
delete the last sentence	Removes it. Also: delete the last paragraph, undo.
the title is …	Sets the title. Also: change title, read title.
save	Saves the document. Also: save document, rename document.
list my documents	Says your documents; then “open” and the name.
review	Goes over the document with you.

While dictating, start a command with the word “command” so it isn't taken as text: “command new paragraph”, “command undo”, “command delete the last sentence”, “command read it back”.

Mail station

Mail station: reading

Say	What it does
check inbox	Your new emails. Also: today's emails, yesterday's emails.
next email	The next one. Also: previous email, first email, last email.
read email	Reads it. Also: read it.
list attachments	Says what is attached. Also: open attachment, save attachment, save all attachments.
reply	Starts your answer. Also: answer.
new email	Starts a new email. Also: write email.
delete email	Deletes it, after you confirm.

Mail station: writing an email

Say	What it does
add recipient	Hallways asks who; say the person's name. Also: list recipients, delete last recipient, clear recipients.
set subject	Hallways asks for the subject. Also: read subject, clear subject, no subject.

Say	What it does
add content	Adds what you say next. Also: dictate, new paragraph, delete last sentence, undo, start over.
attach this portal	Attaches a portal's file. Also: add attachment, remove attachment.
review	Reads the whole email back.
send	Sends it, after you confirm. Also: send email.
discard	Throws the draft away, after you confirm.

Contact station

Say a person's name to find them. When several people match, say “first”, “second” and so on.

Contact station

Say	What it does
read the card	Reads the person's details.
her phone number	Just that detail. Also: his email, their address …
write to her	Starts an email to them at the Mail station. Also: email him, write email.
make a portal	Makes a portal for this person, to find them again in the palace.

Say	What it does
new search	Looks for someone else. Also: someone else.
refresh contacts	Reloads your contacts.

Planning station

Planning station: your calendar

Say	What it does
today	Today's events. Also: tomorrow, this week, next week, next day.
next event	The next one. Also: previous event, first event, last event.
read it	All the details of the event. Also: details.
how many	How many events there are.

Settings station

Say a setting's name to hear it and change it: Ding, Didn't catch that tone, Talk while walking, Say listening, Speaking speed, Portal menu, Portal menu delay, Assistant, Speak through NVDA, Voice Access hand-off, Animations, Tutorial, Portals per panel, Start with Windows, Log file. For on-off settings, add “on” or “off”, for example “animations off”. Some setup settings need your code.

Quick settings, from anywhere

Say	What it does
speak faster	Hallways talks faster. Also: speak slower.
talk less	Quieter while you walk. Also: talk more.

Search and lists

Finding a portal without knowing where it is

Say	What it does
search	Hallways asks what you are looking for, then finds the matching portals.
list results	Says the results again; then “number one”, “number two” … goes to one. Also: cancel search.
list most used	Says the portals you open most.
list last used	Says what you last opened on this computer, as on the Recently opened panel in your computer's room.

Screen reader and other commands

Other commands

Say	What it does
screen reader on	Lets NVDA speak inside Hallways. Also: screen reader off.
show directory	Shows the palace as a tree of folders, for a sighted helper. Also: hide directory.
cancel	Cancels what is going on.
exit hallways	Closes Hallways.

Keyboard shortcuts

Hallways uses no keys that screen readers keep for themselves (the numeric keypad, Insert, Caps Lock).

Keyboard shortcuts

Keys	What they do
`Up` / `Down`	Forward / backward
`Left` / `Right`	Turn left / right

Keys	What they do
`Shift` + `Left` / `Right`	Step left / right, to the next panel
`Shift` + `Down`	Turn around
`Space`	Stop
`Alt` + arrows	Look left, forward, right, back
`Enter`	Open the portal you are at
`Escape`	Stop talking, or cancel a search
`Tab` / `Shift` + `Tab`	Next / previous portal on the panel (`Home`, `End`: first, last)
`+` / `-`	Closer to / back from the panel in front
`Ctrl` + `H`	Favorites
`Ctrl` + `E`	The elevator
`Ctrl` + `1` to `5`	South, center, north, northwest, northeast crossing
`Ctrl` + `I`	Where am I
`F1`	What can I do (`Shift` + `F1`: the keys for where you are)
`Ctrl` + `F`	Search
`Ctrl` + `K`	Type a command

Keys	What they do
`Ctrl` + `L` or `F5`	Restart listening
`Ctrl` + `X` / `C` / `V`	Cut / copy / paste the portal
`Delete`	Delete the portal
`F2`	Edit the portal (in the edit window: `Ctrl` + `S` saves, `Escape` cancels)
`Alt` + `Enter`	The portal's information, said
`Ctrl` + `Up` / `Down`	Move the portal up / down its scrolling panel (`Ctrl` + `Home` / `End`: top, bottom)
`Ctrl` + `P`	Play or pause the current book (`Ctrl` + `Left` / `Right`: back, forward; `Ctrl` + `Page Up` / `Page Down`: chapters)
`Alt` + `1` to `9`	At a station: its buttons, in order
`Ctrl` + `D`	The Directory (then arrows, `Enter`, `Escape`)
Menu key, or `Shift` + `F10`	The menu for what you are at

With a photo full screen: `Left` / `Right` for the previous / next photo, `Space` for the slideshow, `Home` for the first, `Escape` to come back.