



Quick Start. *Say it, and it happens.*

Ten minutes from install to running your computer by voice. Below that, the commands you'll use every day — in Windows, in Chrome, in Excel, and in the two companion apps.

Getting started

- 1 Install and open Calla Voice.** The first run downloads the speech models once (a few hundred megabytes); after that it works offline. A small status bar appears with a colored badge showing the current mode.
- 2 Check the microphone.** Say “microphone check” and talk normally — the meter should sit in the green band. A headset or desk mic within a foot of your mouth works best.
- 3 Try three commands.** “open chrome” · “website youtube” · “scroll down”. The black console window shows exactly what Calla heard, which is the fastest way to learn what phrasing works.
- 4 Dictate something.** Click into any text box (or say “click search”), say “dictation mode”, and talk. Punctuation is added for you. Say “scratch that” to erase the last sentence, “command mode” to stop typing.
- 5 Install the Chrome extension** (Calla Voice Browser Control) so “click sign in”, “show numbers” and “choose 14” work on web pages.
- 6 Say “what can I say”** any time — the list opens with the commands for whatever program is in front, and “help” opens the plain-language guide.

Modes

The badge in the corner shows the mode:  green = Command ·  blue = Dictation ·  orange = Spell ·  purple = Number ·  gray = Sleep. You rarely need to switch: a whole command spoken by itself runs even mid-dictation.

SAY	WHAT HAPPENS
“dictation mode” / “start typing”	Everything you say is typed into the current program
“command mode” / “stop typing”	Speech is treated as commands (the default)
“spell mode” / “spell mode off”	Letters, digits and NATO alphabet type literally — “mike sierra foxtrot tango”, “capital b seven”
“number mode” / “number mode off”	Only numbers and NATO letters type; everything else is a command (built for Excel)
“go to sleep” / “wake up”	Ignore everything until woken
“restart calla voice”	Restarts the program (after changing settings or commands)
“quit calla voice”	Exit the program

Apps & windows

SAY	WHAT HAPPENS
“open <app>”	Opens any installed program — “open chrome”, “open word”, “open calla photo”
“switch to <name>”	Brings that window to the front — “switch to excel”
“switch window”	Alt+Tab to the next window

“close window” · “minimize window” · “maximize window”	Window controls for the front program
“close dialog” / “cancel”	Presses Escape — closes a popup without closing the program
“show desktop”	
“full screen”	F11 in most programs, the right key in Excel; say it again to exit
“website <name>”	Opens a site — “website amazon”, “website youtube” (hundreds are built in)
“search <anything>”	Google search in your browser — works in every mode
“talk to claudé”	Jumps to the Claude window and starts dictating
“taskbar 3”	Opens or focuses the third pinned taskbar icon
“press <keys>”	Any key combination — “press control s”, “press alt f4”, “press enter”
“export my profile” / “import my profile”	Back up or restore your commands, words and settings (a zip in Documents)

Chrome & browsing

SAY	WHAT HAPPENS
“new tab” · “close tab” · “reopen tab”	
“next tab” / “previous tab”	
“go back” / “go forward” / “refresh”	
“address bar”	Puts the cursor in the address bar — then dictate or spell

“find <word>”	Finds that word on the page
“zoom in” / “zoom out” / “reset zoom”	
“click bookmark <name>”	Opens one of your Chrome bookmarks by name

Clicking things by name

On web pages this uses the Chrome extension; in every other program (Excel ribbon, Settings, dialogs, the Claude app) Calla reads Windows' accessibility tree to find the control by its visible name.

SAY	WHAT HAPPENS
“click <text>”	Clicks the button, link, tab or menu item with that text — “click sign in”, “click 10 day”. Puts the cursor in a text box by its label too: “click search”
“show numbers”	Numbered green tags appear on everything clickable on the page
“choose 14” / “click 14” / “fourteen”	Clicks that numbered element
“hide numbers” / “cancel”	Removes the tags
“press it”	A button ignored the click? Sends a real mouse click to the last target
“what can I click”	Lists the clickable names in the front window

Scrolling & the mouse

SAY	WHAT HAPPENS
“scroll down” / “scroll up”	Add a number: “scroll down five”
“page down” / “page up”	Instant — fires in a fraction of a second
“go to top” / “go to bottom”	

“click” · “double click” · “right click”	At the mouse pointer (or the grid cell)
“move mouse up 50”	Nudges the pointer up/down/left/right
SAY	MOUSE GRID (DRAGON STYLE)
“mouse grid”	Numbered 3×3 grid over the monitor the pointer is on
“mouse grid screen two”	The grid on a specific monitor
“5” or “5 3 4”	Zooms into that cell — a run of numbers drills several levels
“mouse grid 8 5 3 4”	Opens the grid and drills straight down in one breath
“click” / “escape”	Click the center of the cell, or close the grid

Dictation

Speak naturally — punctuation is added automatically. Say punctuation to force it: “comma”, “period”, “question mark”, “open quote” ... “close quote”, “new line”, “new paragraph”. These commands work while dictating:

SAY	WHAT HAPPENS
“scratch that”	Erases the last thing you dictated (say it again to keep going back)
“delete last word” / “backspace five”	
“correct that” / “correct that to <words>”	Fixes the last phrase
“select all” · “copy that” · “cut that” · “paste that”	
“undo that” / “redo that” / “save”	

“press enter” (or any key)	
“spell <letters>”	Spells one word without leaving dictation — “spell x y z”
“type <words>”	Types the words literally, even if they look like a command
“command mode”	Back to commands

Cursor & editing

SAY	WHAT HAPPENS
“move up three” / “move down 5”	Moves the cursor that many lines
“move left two words” / “move right 4”	Words or characters
“select up 3” / “select down 2”	Selects that many lines
“select line” / “clear line”	Selects the current line — or selects and erases it
“select last word” / “unselect”	
“start of line” / “end of line”	
“delete that”	Deletes the selection

Spell mode & number mode

SPELL MODE	
“spell mode”	Orange badge. Say letters, digits or NATO: “m s f t”, “whiskey charlie romeo”, “capital b seven”
“w c r one nine six eight at gmail dot com”	Whole words like <i>gmail</i> and <i>dot com</i> type literally

“scratch that” / “backspace”	Work here too
“spell mode off”	Back to the mode you came from
NUMBER MODE	
“number mode”	Purple badge. Switches on by itself when Excel comes to the front
“one two five” · “3.5” · “minus sign 80” · “5%” · “\$1,250”	Number talk types; ordinary words are ignored so nothing stray lands in a cell
“alpha bravo” / “capital delta”	NATO letters type as letters
“number mode off”	Back to the mode you came from

Excel

These fire only while Excel is the front window.

SAY	WHAT HAPPENS
“column W row 10” / “cell W 10”	Jumps to that cell (NATO works: “column whiskey row 10”)
“row 42”	Jumps to that row
“next cell” / “previous cell” / “next row”	Tab, Shift+Tab, Enter
“first cell” / “last cell”	Ctrl+Home / Ctrl+End
“top of the column” / “bottom of data”	Jump to the edge of the data
“select column” / “select row” / “clear cell”	
“next sheet” / “previous sheet”	
“hide the ribbon” / “full screen mode”	More room for the sheet

Training words

Works like Dragon. Watch the black console window to see what was heard, then teach it.

SAY	WHAT HAPPENS
“find word <word>” → “pick two” → “train that”	Finds an existing word, picks a match, then you say it the way you normally do — the mishear is saved
“train word” → spell it → “save word”	Adds a brand-new word (names, tickers, jargon)
“delete that”	Removes the picked word from the vocabulary



Calla Reader PDF

COMPANION APP

A full PDF reader and annotator built to be run by voice. These commands work only while Calla Reader PDF is the front window — everywhere else the same words keep their normal meaning.

SAY	READING
“next page” / “previous page” / “next page 3”	Turn pages, with an optional count
“first page” / “last page” / “page 12”	Jump
“zoom in” / “zoom out” / “actual size”	
“fit width” / “fit page”	
“rotate right” / “rotate left”	
“continuous” / “single page”	Scroll mode
“side panel” · “dark mode” · “full screen”	View toggles
“find <words>” / “next match” / “previous match”	Search

“open file” · “save” · “save as” · “print” · “print preview” · “close file”	File
SAY	MARKING UP & EDITING
“highlight” · “underline” · “strikethrough” · “squiggly”	Pick a text-markup tool, then drag over the text
“sticky note” · “free text” · “ink”	Notes and freehand drawing
“rectangle” · “ellipse” · “line” · “arrow”	Shapes
“select tool” / “delete annotation”	Back to the pointer; remove the last mark
“annotation color” / “stroke color”	Color pickers
“sign document” / “manage signatures”	Place a saved signature — click to place, drag to size
“insert page before” / “insert page after” / “delete page”	Page management
“extract page” / “extract range” / “append pdf”	Split and merge
“export images” / “export text” / “save with password” / “properties”	



Calla Photo

COMPANION APP

A fast photo viewer and editor where every toolbar button is a phrase. Edits autosave; “undo” steps back up to 25 changes.

SAY	VIEWING
“next photo” / “previous photo” / “next photo 5”	Move through the folder

“first photo” / “last photo”	
“zoom in” / “zoom out” / “actual size”	
“fit window” / “fit width”	
“toolbar” · “thumbnails” · “text descriptions” · “navigation arrows” · “dark mode” · “full screen”	View toggles
“open image” · “open folder” · “save” · “save as” · “close image”	File
“delete photo”	Sends the file to the Recycle Bin and moves to the next one
SAY	EDITING
“rotate right” / “rotate left” / “flip horizontal” / “flip vertical”	
“crop” ... drag ... “apply”	Or “cancel” to back out
“outline” / “highlight” / “outline settings”	Circle or highlight part of a picture
“eraser” / “eraser color” / “add text”	Paint over an area, or drop text on the image
“resize” / “straighten” / “brightness”	Edit dialogs
“grayscale” · “sepia” · “invert” · “enhance” · “sharpen” · “blur”	Filters
“cartoon” · “anime” · “vintage” · “black and white” · “sketch” · “posterize”	Artistic filters
“undo” / “redo”	

Your own commands

Say “studio” to open the Command Browser and add a phrase that types text, presses keys, opens a program, opens a website, or runs anything — “my email address”, “sign my name”, “check the weather”. Give one command several spoken names with an alias. Everything you add is backed up with “export my profile”.