



# Speaking Email – Cheat Sheet

## Swipes & taps

**Swipe left/right** – read next or previous email

**Scroll up/down** – jump forward/back a few sentences


**Single-tap** – trigger listening for voice command (and/or buttons - configure in preferences)

**Double-tap** – your choice of 'done' command (eg 'archive' or 'mark-as-read' - configure in preferences)


## Voice commands - when email playing



Tap anywhere during playback, or wait for a trigger point to activate voice command listening.

### Email playback control


  **Play/Stop** – resume or stop playing

  **Previous/Next** – play previous/next email

 **Repeat** – re-start playing current email

  **Rewind/Skip** – jump back/ahead a few sentences

  **Slower/Faster** – change the speech rate

 **Voice** – change the speaking voice


 **Help**


tap the screen and say 'help' any time to list commands you can say.


 **Quit**


tap the screen and say 'quit' any time to exit Speaking Email.


### Email handling and actions

 **Read** – mark as read on your mail server


 **Unread** – mark as unread on your mail server


 **Flag** – add a flag or star on your server


 **Archive** – move to 'archive' folder on your server

 **File** – move to a folder of your choice

 **Trash** – move to trash / deleted items folder on your server

 **Block** – delete this and all future email from this sender

 **Ignore Sender** – filter out mail you don't want to hear


 **Important** – mark a sender as important so they will be read out first in future


 **Undo**


Every command except 'send' can be undone. For example if you 'trash' by mistake, tap the screen and say 'undo'. This will bring the email back to your inbox.

 **Done**


Perform your choice of 'done' action, such as archive or mark-as-read on your server.


 **Dictate Reply** – reply by voice dictation


 **Instant Reply** – reply by selecting from a list of preset replies


 **Forward** – forward the email to a colleague


## Other commands


 **Inbox** – browse list of emails in the current folder


 **Folder** – switch to playing a different folder


 **Account** – switch to a different email account

 **Compose** – create a new email

 **Menu** – show the home / menu screen

 **Time** – say the current time

 **People** – read out the sender and recipients

 **When** – read out the date and time received

 **Search**

Quick search of your recent emails by subject or sender (in the current folder).

 **Clear Search**


After searching, your results are filtered - say 'clear' for all emails.


 **Preferences**


Adjust preferences using voice control.


## Voice commands - when dictating


Tap anywhere during dictation, or wait for 5 seconds.


 **Read Back** – read your dictated text to you


 **Add Sentence** – resume dictation by starting a new sentence


 **Continue Sentence** – resume dictation mid-sentence


 **Delete Word** – delete the last word you dictated


 **Delete Sentence** – delete the last sentence you dictated

 **Replace** – change a word you dictated (say the word)

 **Reply All** – toggle between 'Reply All' and 'Reply Sender Only'

 **Recipient** – change the recipient when forwarding

 **Language** – switch the dictation language

 **Send** – send the dictated message, including original email (and attachments if forwarding)

 **Discard**

Tap and say 'discard' or 'cancel' or resume playing email

 **Redo**

Tap and say 'redo' to start the dictation again from scratch

### Punctuation

Say 'full stop' or 'period', 'comma', 'question mark', 'exclamation mark', 'dash', 'new line', 'smiley face'. These work in any language (eg say 'punt' for a full stop in Dutch).