



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.


Email playback control


 **Play** – resume playing (also tap on command area background)


 **Back** – play previous email (you can also swipe)


 **Next** – play next email (you can also swipe)

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

 **Rewind** – jump back 4 sentences (you can also scroll up)

 **Skip** – skip forward 4 sentences (you can also scroll down)

 **Slower** – slow down the speech rate

 **Faster** – speed up the speech rate

 **Stop**

Tap the screen and say 'stop' during email playback to stop listening and speaking.


 **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


 **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 the same action as double-tap, such as archive or mark-as-read on your server.


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


 **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).