

Using Dragon with Microsoft Outlook – Command Cheat Sheet

Dragon NaturallySpeaking Professional provides a number of natural language commands to use with Microsoft Outlook. Using the sample commands below, you can avoid the multiple menu-selection and mouse-movement steps associated with the traditional Microsoft Windows interface.

Read, Create, and Send E-mail:

To	Say
Read your e-mail	<ol style="list-style-type: none">1. "Start Microsoft Outlook"2. "Go To Inbox"3. "Check for new mail"4. "Open Mail Message" to read first unread message5. "View Next Unread Message" to open the next message
Reply to a message	<ol style="list-style-type: none">1. "Reply to Message" or "Reply to This Message" to reply to the sender only, or "Reply to All" to reply to all recipients of the message2. Dictate your reply3. "Send Message"
Create a new message	<ol style="list-style-type: none">1. "Create E-mail"2. Dictate the address of the recipient3. "Subject"4. Dictate the subject line5. "Text Field" or "Move to Text"6. Dictate the text of the message7. "Send Message"
Miscellaneous e-mail commands	<ul style="list-style-type: none">▪ "Mark the Message as Unread"▪ "Copy this Message to a Folder"▪ "Flag Message for Followup"▪ "Close All Items"

** Notes:

- In e-mail commands, you can substitute **message**, **e-mail**, or **memo** for *mail*, and **go** for *move*.
- As you create e-mails, you move between fields by saying **Tab** or **Tab-key**, or by saying:
 - **Move to To [field]** -- moves the cursor so that you can then dictate the recipient's address
 - **Move to CC [field] / move to BCC [field] / move to Subject [field]**
 - **Move to Body [field]** -- moves the cursor to the body of the e-mail so that you can dictate the message

Make Appointments

To	Say
Open your calendar	<ol style="list-style-type: none"> 1. "Start Microsoft Outlook" 2. "View Calendar"
Create an event	<ol style="list-style-type: none"> 1. "Compose New All Day Event" 2. Dictate the subject line, for example, "Company Picnic" 3. "Set Start Time to <day>", for example "Set Start Time to Monday" (note: available only in Outlook 2000 and Outlook XP) 4. "Press Tab Key" to move to the text box 5. Dictate any additional information you want for the event, for example "Be sure to bring your choice of beverage" 6. "Invite People to This Event" 7. Dictate the e-mail addresses of all the people you want to receive the invitation 8. "Send this appointment"
Other appointment commands	<ul style="list-style-type: none"> ■ "Make This an Online Event" ■ "Set Reminder On" ■ "Show Time as Tentative" ■ "Decline This Event" ■ "Mark This Appointment as Unread" ■ "Forward This Appointment"

Add Contacts

To	Say
Open your address book	<ol style="list-style-type: none"> 1. "Start Microsoft Outlook" 2. "View Address Book"
Create a new contact	<ol style="list-style-type: none"> 1. "Create New Contact" 2. Dictate a name in the Full name box, for example, "Joel Huffman" 3. "Press Alt Yankee" to open the Company field 4. Dictate a company name, for example "Mega Products Limited" 5. "Click Business" to open the telephone number field 6. Dictate a telephone number, for example "7815551212" (if "phone numbers" is selected on the Formatting dialog box, Dragon will format the number in standard telephone number format.)
Save the new contact	"Save and Close This"

Dragon Voice Shortcuts for E-mail and Calendar

Dragon Voice Shortcuts collapse common multi-step tasks into direct voice commands that you can say at anytime, no matter what is active on your screen.

Shortcut Type	Syntax	Example command	What happens
Send email to specific contacts	Send [an] email to <name> <name>...<name> and <name>	"Send email to John Doe and Jane Smith"	A new email appears with John Doe and Jane Smith's email addresses in the To field. Note: You can use the terms e-mail, mail, or message interchangeably.
Send email on a specific subject	Send [an] email (about on) <subject>	"Send email about project schedule"	A new email appears with the phrase "Project Schedule" in the Subject field. Note: You can use the terms e-mail, mail, or message interchangeably.
Schedule a meeting with specific contacts	(schedule create book) ([a] meeting [an] appointment) with <name> <name>...<name> and <name>	"Schedule a meeting with John Doe and Jane Smith"	A new Appointment window appears with John Doe and Jane Smith listed as attendees. This command works only with Microsoft Outlook.
Open an existing email on a specific topic	Find an email about <dictation>	"Find an email about project schedule"	Displays an existing email that contains the keywords "project schedule". You use this command, you must have one of the following search software installed on your system: <ul style="list-style-type: none">■ Google Desktop■ Microsoft Vista search For more information, see Voice Shortcuts for Desktop Search .