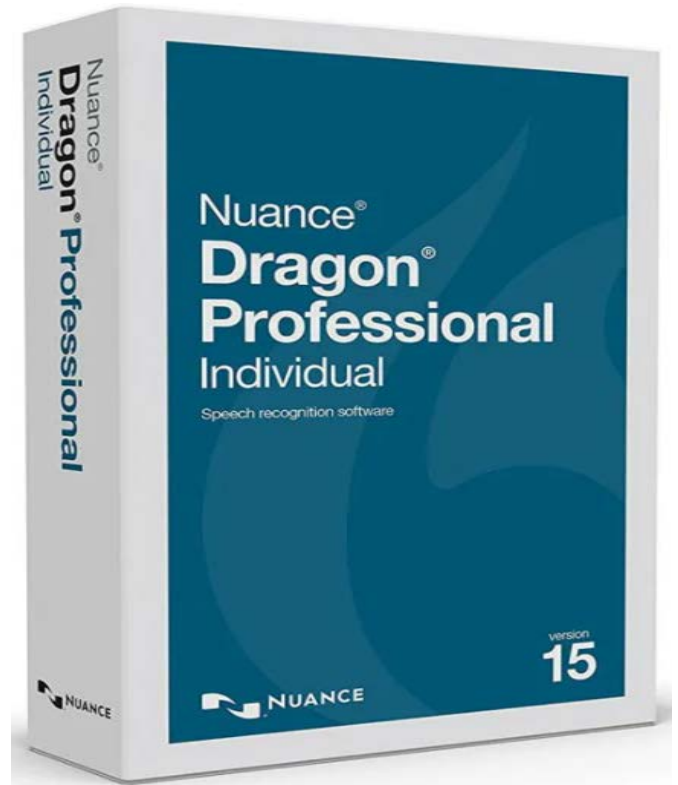# How to Construct an E-mail Using Dragon

Introduction

- Get more done at school or at home with Dragon Naturally Speaking, Professional Edition, an accurate speech recognition, dictation and transcription software.
- It supports anyone who may require voice to text transcription to give themselves a break from typing. Anyone that may have access needs can utilize this powerful speech recognition solution to express their thoughts and construct full research online with the power of their voice.
- Dragon can directly open your e-mail account and construct a new e-mail via voice commands.

Task Challenge Activity: How to Construct an E-mail with Dragon

Here are some commands you can use to practice initiating e-mail:

To compose a new email:

1. **Log in** to your **Web mail application**.

2. Compose a new email. Do one of the following:

    - Say **"Click Compose"** or "**Click New**", depending on the button name.
    - Say "**Click Button**" and then say "**Choose <*number*>**".
   A new email appears.

3. Dictate the email address in the **To** field.

4. Move to the **Subject** field. Do one of the following:

    - Say "**Click Subject**".
    - Say "**Press Tab".**
    - Say "**Click Text Field**", and then say "**Choose <*number*>**".

5. Dictate the subject line.

6. Move to the **Body** field. Do one of the following:

    - Say "**Press Tab**".
    - Say "**Click Text Field**", and then say "**Choose <*number*>**".

7. Dictate your email message.

8. Send your mail. Do one of the following:

    - Say "**Click Send**".
    - Say "**Click Button**", and then say "**Choose <*number*>**".

Your email is sent.

Commands to read new email:

- Say **"Click Link",** and then say "**Choose <*number*>**". Choose the number next to the Inbox link.

Commands to reply to an email:

1. Open an email. Do one of the following:

    - Say "**Click Link",** and then say "**Choose <*number*>**".
    - Click the message to open it.

2. Reply to the email. Do one of the following:

    - Say "**Click Reply**" or "**Click Reply All**".
    - Say "**Click Button**", and then say **"Choose <*number*>".**

3. Dictate your reply.

4. Send your reply. Do one of the following:

    - Say "**Click Send".**
    - Say "**Click Button**", and then say "**Choose <*number*>".**

Commands to forward an email:

1. Open an email. Do one of the following:

    - Say "**Click Link**", and then say "**Choose <*number*>".**
    - Click the message to open it.

2. Forward the email. Do one of the following:

    - Say **"Click Forward"**.
    - Say "**Click Button**" or "**Click Link",** and then say "**Choose <*number*>**".

3. Dictate an email address in the **To** field.

4. Move to the **Body** field. Do one of the following:

    - Say "**Press Tab".**
    - Say "**Click Link**", and then say "**Choose <*number*>**".

5. Optionally dictate a message.

6. Send your email. Do one of the following:

    - Say **"Click Send".**
    - Say "**Click Button**", and then say "**Choose <*number*>**".

To move between fields:

Do one of the following:

1. Say "**Press Tab**".
2. Say "**Click <*text field name*>".**
3. Say "**Click Text Field**", and then say "**Choose <*number*>".**

To view email in other folders:

Say **"Click <*folder name*>".**

Or

1. Say **"Click Link".**

Numbers appear next to all links.

2. Say "**Choose <*number*>".**

Commands for Basic Dictation on E-mail:

- **Add lines and spaces**: "*New line; Press enter; New paragraph; Press Tab key; Tab key [n] times*"
- **Dictating punctuation: "***Period; Comma; Question mark; Exclamation mark*"
- **Fixing mistakes***: "Undo; Undo that; Scratch that; Scratch that [n] times; Delete line; Delete last words; Delete; Resume with Backspace; Correct that"*
- **Select text**: "*Select all; Select next words; Select through; Select previous paragraph; Select document; Unselect that*"
- **Format Underline**: "*Capitalize; All caps on/off; Quote that; Bracket that*"
- **Copy and paste:** "*Cut; Copy that Cut; Copy Cut; Copy from to; Paste that*"
- **Spell out**: "*Spell that; Spell [puppy]; Spell [alpha]; Switch to Spell mode*"
- **Move the insertion point:** "*Insert before; Go back; Go to top/bottom; Move down [5] lines; Go to end of line; Move left [n] characters; Page up/down*"
- **Move in a list***: "Move down; Go to bottom/top; Press Enter; Press right arrow"*

How can I learn how to use it?

Nuance. "Working with Microsoft Outlook."
https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/CommandandControl/outlook_working_with_email.htm
-This website will show you how to work Dragon with MS Outlook)

Nuance. "Dictating email addresses and web addresses."
https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/Dictation/dictating_email_and_web_addresses.htm
-This website will show you how to dictate e-mail addresses and web addresses)

Where can I get ideas on how to use it with students?

Nuance Communications, Inc. "Dragon Home v15 – Email."
https://www.youtube.com/watch?v=D42JeSAjkUA
-This video shows you example how to e-mail friends and family by dictating, editing and sending messages with Microsoft Outlook, or with Gmail)

What if I want to know even more?

Nuance. "Using voice shortcuts to send email and create calendar entries."
https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/CommandandControl/using_voice_shortcuts_to_send_email_create_calendar.htm
-This website will show you how to use voice shortcuts to send email and create calendar entries.

Nuance. "Learn from sent e-mails"
https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/DialogBoxes/addcontacts/acw_start.htm
-This website shows you how to train Dragon to learn from sent e-mails