

Use Siri and/or Dictation - Tips & Spoken Commands

Greetings My Friends,

I often get asked what a person can do with Siri and/or Dictation, and how could it increase a person's productivity. Below you'll find a concise "How To" outline to point out some of the most productive things you can do on both OS X (Mountain Lion 10.8.x or Mavericks 10.9.x >) and/or any iOS devices (iPhone, iPad, or iPod Touch). Siri on iOS 7 is really like having your very own personal assistant as Apple continues to add many new features (for example: being able to turn system Settings ON or OFF, searching Wikipedia, and launching Apps).

So even with a condensed outline, there's still quite a bit of information to peruse below. My hope is that something new will jump off the page that you'd never known or seen before, and that you'll be able to glean some new "best practices" that will make your life easier everyday! :-)

Enjoy and continued blessings to you!

Tony K.

First, confirm that Dictation is Activated on Mac or Siri on iOS devices:

OS X (Any Mac running Mountain Lion 10.8.x or Mavericks 10.9.x >):

- Go to **Apple** menu > **Systems Preferences...** > **Dictation & Speech** > then click on the **Dictation** tab.
 - Turn **Dictation: On**
 - Only on Mavericks 10.9.x > **Check** the **Use Enhanced Dictation** (this will download the 785MB dictation program that allows offline use and continuous dictation with live feedback).
 - Choose a **Shortcut**:
 - All Apple keyboards have a **Fn (Function Key)**, so you might choose that.
 - Laptop and Bluetooth (non-Extended Keyboards have the **fn** key in the lower left corner. Extended Keyboards with the 10 key pad have the **fn** to the right of the **Delete** key.

iOS Devices (iPhone, iPad, and iPod Touch):

- Go to **Settings** > **General** > **Siri** >
 - **Siri - ON** - this will add the Siri/Dictation 'Microphone' key next to the Space Bar on the keyboard.
 - **Language** > **English (United States)** ✓
 - **Voice Gender** > choose **Male** ✓ or **Female** ✓
 - **Voice Feedback** > choose **Hands Free** ✓ or **Always** ✓ - I use the later.
 - **My Info** > select your **Contact Card**
 - **Raise to Speak - ON**
 - I prefer this method because it allows a person to talk to Siri without pushing a button (as long as the phone is unlocked), and it's a lot less "nerdy" or obvious to others that a person is using Siri (much more private than the speakerphone for everyone to hear).

Special Word Commands that Control Dictation:

Say the **Word Command** in ***Bold Italic***, then the **Result** that will be typed out:

New Line (or ***Next Line***)

Result: Inserts a new text line, entering one (1) Return. Goes to the next text line.

New Paragraph (or ***Next Paragraph***)

Result: Begins a new paragraph, entering two (2) Returns. Goes to the next paragraph.

Begin Quote / End Quote (or ***Quote*** and ***Unquote***)

Result: Example: "double quotes"

Begin Single Quote / End Single Quote

Result: Example: 'single quotes'

Cap

Result: Capitalizes the next word spoken

Example: "His name is ***cap*** Tony"

Caps On / Caps Off

Result: Capitalizes the first letter of all the "main" words that are spoken (similar to Title Case).

Example: "this is what ***caps on*** Seems to Do As a Person Keeps ***caps off*** talking"

All Caps

Result: Capitalizes all the letters of the next spoken word.

Example: "you are ***all caps*** NUTS to do that"

All Caps On / All Caps Off

Result: Turns ON Caps Lock or Turns OFF Caps Lock.

Example: "is it just me or ***all caps on*** AM I THE ONLY ONE ***all caps off*** that cars about this"

No Caps

Result: Disables Auto-Capitalization on the next word spoken.

Example: "going to ***no caps*** portland today"

No Caps On / No Caps Off

Result: Disables Auto-Capitalization until you say No Caps Off.

Example: "The White House is a ***no caps on*** white house ***no caps off***"

No Space

Result: Does not insert a space after the next spoken word.

Example: "how are you ***no space*** doingtoday Frank"

No Space On

Result: Lets words run together without any spaces between them.

Example: "that thing is ***no space on*** reallyreallyexpensive"

No Space Off

Result: Resumes inserting spaces between words.

Space Bar

Result: Inserts a space, plus it can prevent auto-hyphenation.

Example: "this restaurant is first ***space bar*** class"

Numeral

Result: Types the numeral, such as 13 instead of "thirteen".

Example: "he started from position *numeral* 5"

Roman Numeral

Result: Types the spoken as a Roman number.

Example: "in January it's *Roman numeral* MMXIII"

Punctuation, Symbols, Other Characters:

Most Common Commands	Result
(What a person says in <i>Bold Italic</i>)	(What will be typed out)
<i>Period</i>	.
<i>Comma</i>	,
<i>Question Mark</i>	?
<i>Exclamation Point</i>	!
<i>Semi Colon</i>	;
<i>Colon</i>	:
<i>Hyphen</i>	-
<i>Open Parenthesis</i>	(
<i>Close Parenthesis</i>)
<i>Ellipsis</i>	...
<i>Ampersand</i>	&
<i>At Sign</i>	@
<i>Pound Sign</i>	#
<i>Quote</i>	"
<i>End-Quote</i>	"
<i>Back Quote</i>	"
<i>Single Quote</i>	'
<i>End Single Quote</i>	'
<i>Double-Quote</i>	"
<i>Apostrophe</i>	'
<i>Slash</i>	/
<i>Back Slash</i>	\
<i>Smiley Face</i> (or " <i>smiley</i> ")	: -)
<i>Frowny Face</i> (or " <i>sad face</i> ", " <i>frowny</i> ")	: -(
<i>Winky Face</i> (or " <i>winky</i> ")	; -)

Perhaps Lesser Used Commands	Result
<i>Open Square Bracket</i>	[
<i>Close Square Bracket</i>]
<i>Open Curly Bracket</i> or <i>Open Brace</i>	{
<i>Close Curly Bracket</i> or <i>Close Brace</i>	}
<i>Open Angle Bracket</i>	<
<i>Close Angle Bracket</i>	>
<i>Vertical Bar</i>	
<i>Plus Sign</i>	+
<i>Minus Sign</i>	-
<i>Equal Sign</i>	=
<i>Division Sign</i>	÷
<i>Plus</i> or <i>Minus Sign</i>	±
<i>Dash</i>	-
<i>Em Dash</i>	—
<i>Underscore</i>	_
<i>Tilde</i>	~

Paragraph Sign	¶
Percent Sign	%
Copyright Sign	©
Registered Sign	®
Trademark Sign	™
Section Sign	§
Dollar Sign	\$
Cent Sign	¢
Degree Sign	°
Caret	^
Pound Sterling Sign	£
Yen Sign	¥
Euro Sign	€
Micro Sign	μ
Inverted Question Mark	¿

Siri - Tips, Tricks and what the personal assistant can do (listed alphabetically):

Common Functions or App Categories -
Examples of what a person can say in italic

App Launching -
Play Words with Friends
Open Calendars
Launch Photos
Open Facebook

Calendar -
Adding Events
Set up a meeting at 9
Set up a meeting with Tony Knight at 9
Meet with Nelson at noon
Set up a meeting about hiring tomorrow at 9am
New appointment with Susan Park Friday at 3
Schedule a planning meeting at 8:30 today in the boardroom

Asking About Events
What does the rest of my day look like?
What's on my calendar for Friday?
When is my next appointment?
When am I meeting with Jimmy?
Where is my next meeting?

Changing Events
Move my 3pm meeting to 4:30
Reschedule my appointment with Dr. Patrick to next Monday at 9am
Add Emily to my meeting with Bryan
Cancel the budget review meeting

Clock -
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Alarms

Wake me up tomorrow at 7am
Set an alarm for 6:30am
Wake me up in 8 hours
Change my 6:30 alarm to 6:45
Turn off my 6:30 alarm
Delete my 7:30 alarm

Clocks & Date

What time is it in Jerusalem?
What is today's date?
What's the date this Saturday?

Timer

Set the timer for ten minutes
Show the timer
Pause the timer
Resume timer
Reset the timer
Stop timer

Contacts -**Asking About Contacts**

What's Emily's address?
What is Susan Park's phone number?
When is my wife's birthday?
Show Lindsey's home email address
What's my brother's work address?

Establishing Relationships

My mom is Susan Park
Jimmy Patrick is my brother
Call my brother at work
Victor Agreda is my hairdresser
Kelly Guimont is my colleague

Finding Contacts

Show Brian Conway
Find people named Park
Who is Jimmy Patrick?

Pronunciation

Learn how to pronounce my name
Learn how to pronounce my mom's name

Email or Mail -**Checking Email**

Check email
Any new email from Tim Martinson today?
Show new mail about the lease
Show the email from Eleanor yesterday

Responding to Email

*Reply Dear Susan sorry about the late payment
Call him at work*

Sending Email

*Email Emily about the trip
Email Lindsey about the change in plans
New email to Susan Park
Mail Dad about the rent check
Email Dr. Patrick and say I got the forms, thanks
Mail Emily and Bryan about the party and say I had a great time*

Facebook -

*Post to Facebook headed to the new Pixar movie
Write on my wall just landed in San Diego!*

Facetime -

*FaceTime Bryan
Make a FaceTime call to August Preuit*

Find My Friends App -

*Where's Bryan?
Where is my sister?
Is my wife at home?
Where are all my friends?
Who is here?
Who is near me?
Let me know when Jimmy leaves home
Let Susan know when I leave work*

General Questions & Answers -

General Siri Questions (Wolfram Alpha)
*What does repartee mean?
Flip a coin
Roll the dice
How many calories in a bagel?
What is a 15% tip on \$56.74 for four people?
Who's buried in Grant's tomb?
How long do dogs live?
What is the Gossamer Condor?
What's the square root of 128?
How many dollars is €45?
How many days until Christmas?
How far away is the Sun?
When is the next solar eclipse?
Show me the Orion constellation
What's the population of Jamaica?
How high is Mt. Everest?
How deep is the Atlantic ocean?
What's the price of gasoline in Salem, Oregon?*

Lock Screen Reading - (If enabled in Settings)

*Read my notifications
Do I have any new messages?*

Maps & Navigation -

Local Businesses

Find coffee near me

Where's the nearest coffee shop?

Find a gas station near work

Maps

Show me the Space Needle

Show me a map of 1 Infinite Loop Cupertino California

Navigation

How do I get home?

Directions to my dad's work

Get me directions from San Francisco to Santa Barbara

What's my next turn?

Are we there yet?

What's my ETA?

Find a florist along my current route

Messages -

Reading Messages & Text Alerts

Read my new messages

Read it again

Responding to Messages & Texts

Reply that's great news

Tell him I'll be there in 10 minutes

Call her

Searching for Messages & Text

Read my last message from Nelson

Sending Messages & Text

Tell Susan I'll be right there

Send a message to Bryan King

Send a message to Janaé saying how about tomorrow

Tell Joyce the show was great

Send a message to Susan on her mobile saying I'll be late

Send a message to 408 555 1212

Text Bryan and Keith where are you?

Movies -

Finding Movie Showtimes

I want to see the new Pixar movie

What's playing at the movies tomorrow?

What's playing at Lancaster Cinemas

Finding Movie Theaters

Find some movie theaters near here

Getting Movie Tickets (USA ONLY)

Three tickets to see The Wizard of OZ

Buy four tickets to see Toy Story 2 in Salem Oregon

Buy four tickets to see Toy Story 3 in Salem Oregon

Major Movie Awards

Which movie won Best Picture in 1983?

Reading Movie Reviews

Show me the reviews for Toy Story 3

Searching for Movie Information

Find Disney movies

What comedies are playing?

Who starred in Tron Legacy?

Who directed Finding Nemo?

What is Toy Story 3 rated?

Music -

iTunes Radio

Play iTunes Radio

Play more songs like this one

Don't play this song again

I like this song

Music Library

Play Something Beautiful by Newsboys

Play In the Hands of God shuffled

Play Third Day

Play some blues

Play my party mix

Shuffle my roadtrip playlist

Play

Pause

Skip

Notes -

Show me Notes

Search notes for <search term>

Note that I spent \$12 on lunch

Note to self: check out that new Newsboys album

Find my meeting notes

Show me my notes from June 25

Phone -

Phone Calls

Call Bryan King's home

Call Jessica Knight's mobile

Call Nelson on his work phone

Call 408 555 1212 (speak each digit separately, for 800 area code in the US, you can say, "eight hundred")

Call home

Call 911

Redial that last number

Do I have

FaceTime August

Voicemail

*Do I have any new voicemail?
Play me the voicemail from Jerry*

Reminders -

*Add artichokes to my grocery list
Add skydiving to my bucket list
Remind me to call mom
Remind me to call my mom when I get home
Remember to take an umbrella
Remind me take my medicine at 6am tomorrow
Remind me to pick up flowers when I leave here
Remind me when I leave to call Bryan
Remind me to finish the report by 6*

Restaurant -**Reservations**

*Table for four in Portland tonight
Make a reservation at a romantic Italian restaurant tonight at 7pm*

Restaurant Reviews

*Show me the reviews for Thai Beer in Salem Oregon
Show me the reviews for In-N-Out Burger in Redding California*

Searching for Restaurants

*Find some burger joints in Salem
Good Mexican restaurants around here*

Settings -**iOS Settings**

*Turn on airplane mode
Is Bluetooth on?
Make the screen brighter
Make the screen 10% darker
Turn off cellular data
Turn on Bluetooth
Go to Twitter settings
Show me my privacy settings
Enable Wi-Fi
Open Mail settings
Turn on Do Not Disturb*

Sports -**Game Schedules**

*When do the Oregon Ducks play next?
When is the Seattle Mariners first game of the season?
Show me the schedule for baseball
What basketball games are on today?*

Player Information

*Who has the highest slugging percentage?
Who has the most home runs on the Giants?
Who has the most goals in soccer?*

who has the most goals in soccer?

Which quarterback has the most passing yards?

Scores

Did the Oregon Ducks win their college football game?

Did the Trail Blazers win?

How did Kansas City do?

What was the score the last time the Tigers played the Red Sox?

Show me the football scores from last night

Standings

How did the Trail Blazers do last season?

Get me college football rankings

Did Seattle make the playoffs?

Team Information

Show me the roster for the Dodgers

Who is pitching for the Miami Marlins this season?

Is anyone on the Red Sox injured?

Stocks -

What's Apple's stock price?

What is Apple's PE ratio?

What did Yahoo close at today?

How is the Nike doing?

How are the markets doing?

What is the Dow at?

Twitter -

Searching Twitter

Show me my tweets

Find tweets with the hashtag BayBridge

What's trending on Twitter?

Tweeting

Post to Twitter another beautiful day in Eastern Oregon

Tweet with my location great concert

Tweet meeting up with Dave McCready for lunch today

Tweet the new iPad looks insanely great! hashtag Apple Keynote

Weather -

What's the weather for today?

What's the weather for tomorrow?

Will it rain in Cupertino this week?

Check next week's forecast for Anaheim?

What's the forecast for this evening?

How's the weather in Orlando right now?

How hot will it be in Palm Springs this weekend?

What's the high for Anchorage on Thursday?

What's the temperature outside?

How windy is it out there?

When is sunrise in Jerusalem?

Web Search -

web search

Search the web for Miniature Dachshunds

Search for vegetarian pasta recipes

Search the web for best cable plans

Search Wikipedia for Abraham Lincoln

Bing San Diego Zoo

Google the war of 1812

Find pictures 1969 Camaros

What's the new for Portland?