

Voice Commands

1. Hashtag

Simply say '**Hashtag**' anywhere in the sentence preceded by your keyword – one word, not a phrase - to apply this hashtag to current recording/note.

For example:

Hashtag Meeting

Hashtag Travel

2. To Dos

Start a sentence with one of the following phrases:

Remember ...

Contact ...

To do ...

Record a to do ...

To do list ...

To do item ...

Create a todo list ...

Follow up ...

Task ...

Create a task ...

List of things to ...

Checklist ...

List ...

List of things to buy ...

Shopping list ...

Grocery list ...

Bullet list ...

Daily to do list ...

The task will be saved in the Todos tab of the app.

3. Reminders

To create a reminder, use the following keywords, **followed by the Day** (Monday, Tuesday etc, Tomorrow, next Monday etc.)' and **specific Time** (10 AM / 6PM etc)' when you would like to be reminded.

Remind me to ...

Remember ...

Remind me to ...

Calendar ...

Follow up ...

Create Calendar Entry ...

Schedule ...

Make an appointment ...

Create an event

All keywords should be followed by the date and time, when you would like to be reminded.

For example:

Remind me to buy milk at 6:30 PM

Calendar a call with Susan at 3 PM