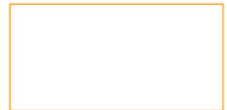
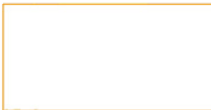


MindReader for Outlook

User's Guide



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1 Overview

What is MindReader for Microsoft Outlook?

MindReader is provided as an add-in for Microsoft Outlook.

If you frequently write similarly formulated e-mails in your everyday work, you can save a lot of time by using MindReader.

When typing your e-mails, MindReader may display formulations from e-mails you have written and sent earlier. Those suggestions you can paste into your e-mail and adapt them slightly if necessary.

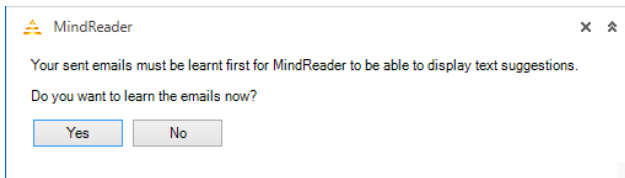
To this end, MindReader first has to learn your sent e-mails.

2 Using MindReader

Learning sent emails

Before MindReader can find and display matching text suggestions from your sent emails, it has to learn your sent emails.

When starting Microsoft Outlook the first time after installing the add-in *MindReader*, the following window is displayed:



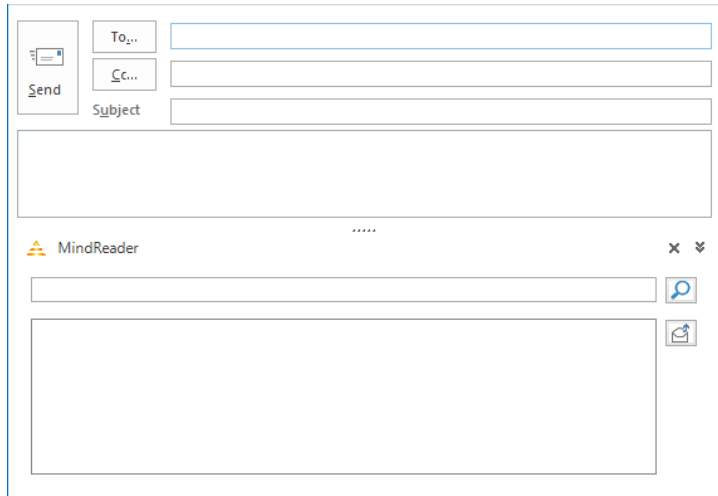
Learning your emails later

If you want MindReader to learn your sent emails later, close the window. You can display the window again by clicking **Auto search | Learn emails** in the MindReader toolbar.

- 1 Click **Yes** to start the learning process.
MindReader learns your sent emails and imports them into a specially created database.
Only when you have performed the learning process completely, the automatic search for text suggestions is enabled.

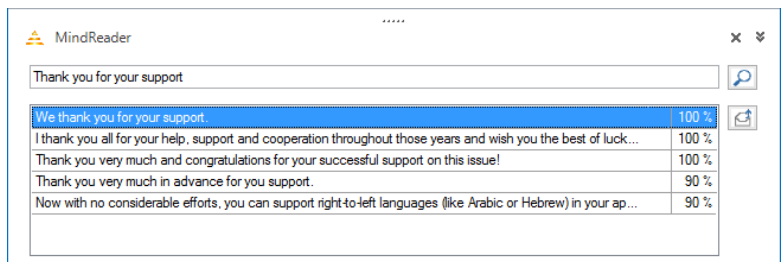
Working with text suggestions

When you open a new email or reply to an email, Outlook automatically displays the MindReader search window below the email input window:



As soon as you start typing, MindReader transfers the text into the search window and searches for text suggestions.


MindReader displays text suggestions as follows:



The suggestions are sorted by their quality of fit; the suggestion with the highest quality is positioned at the top.

Checking the context of the text suggestions

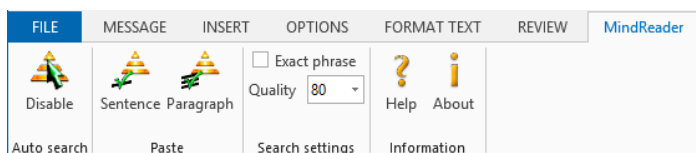
You can check the context of a found text suggestion as follows:

- ▲ Display a tooltip with the entire paragraph by moving the mouse pointer to the suggestion.
- ▲ Display the email from which the suggestion originates
 - by opening the context menu of the suggestion and select **Display email with suggestion**
 - by selecting the suggestion and clicking on 

Transferring text suggestions

You can paste the single sentence or the entire paragraph into you email:

- ▲ Select the desired suggestion and click **Paste | Sentence** or **Paste | Paragraph** in the MindReader toolbar:



Alternatively you can use the suggestion’s context menu to do so.

For selecting and pasting suggestions you can also use hot keys:

Action	Hot key
Navigating down in the suggestion list	Alt + Down arrow
Navigating up in the suggestion list	Alt + Up arrow
Pasting selected suggestion	Alt + Right arrow
Pasting the entire paragraph of a selected suggestion	Alt + Left arrow

Alternatively you can paste a suggestion by simply double-clicking it.

Do not display text suggestions again


If you consider a text suggestion as unsuitable, you can prevent it from being displayed again in the future.

To do so, select **Do not display suggestion again** in the suggestion’s context menu.

Defining search settings

You can define the following search settings in the MindReader toolbar:

- ▲ **Exact phrase** – This specifies that the entered text has to occur as an exact phrase in the suggestions.
- ▲ **Quality** – This specifies how well the suggestions should at least match the entered text. A high value results in less suggestions.

- Disabling / enabling automatic search** You can disable the automatic search for text suggestions and enable it again by clicking **Auto search | Disable** or **Enable** in the MindReader toolbar.
- You can also search manually by entering the search text in the MindReader search window and clicking the  symbol.

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