

Getting Started with MS Speech Recognition

What is MS Speech Recognition?

Microsoft Office's speech recognition tool is a program that allows you to dictate to your PC instead of typing. If you are using Office XP or 2003, your computer has speech recognition built right in.

Using the speech tool allows you to decrease wear and tear on your fingers and wrists and possibly improve the speed and efficiency with which you complete your work.

What you must supply is a microphone and an hour block of your time to train the tool.

Initial Training

The following steps will get you started with speech. You will not have to repeat these steps when you wish to use the speech recognition feature at a later date.

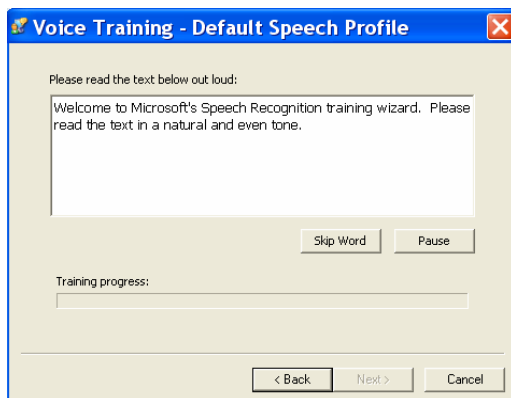
1. Obtain a microphone.



2. Plug the microphone jack into the back of the PC.



3. Open Microsoft Word.
4. From the menu bar, select **Tools** > **Speech**. *The Welcome to Office Speech Recognition dialog box opens.*
5. Follow the steps in the wizard.



When you have finished dictating, the speech tool updates itself and the Language toolbar appears.




At this point, you are ready to begin dictating. It is recommended that you continue training the speech tool through two or three more passages.

Training the Speech Tool

You may train the speech tool at any time. The more time you put into training the tool, the better it will be at interpreting your speech.

To continue training the tool:

1. Select **Start** > **Control Panel** > **Speech**. *The Speech Properties dialog box opens.*
2. Click the **Train Profile**  button. *The Voice Training – Default Speech Profile dialog box opens.*
3. Select a passage to read aloud.
4. Follow the onscreen directions.

Regular Use of Speech Recognition

To use speech recognition after you have installed it:

1. On the menu bar, select **Tools** > **Speech**. *The Language bar opens.*

The Language bar will be in dictation mode, ready for you to speak.

Switch between speech recognition's two modes, Dictation and Voice Command, by clicking either button on the Language bar or by saying "Dictation" or "Voice Command."

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Dictation mode button



Voice Command mode button

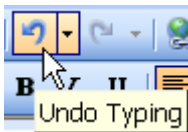
Generally you'll be in dictation mode, entering content.


Voice command mode is used to select menu, toolbar, dialog box, and task pane items by using your voice.


For example, to insert a bulleted list, the voice command mode needs to be accessed. The steps are:

- a) To drop down two lines, say "new paragraph."
- b) To switch to voice command mode, say "voice command."
- c) To add the bullet, say "bullet."
- d) To switch back to dictation mode, say "dictation."
- e) To add the bulleted text, say "red."
- f) To add the next bulleted item, say "white."
- g) To add the final bulleted item, say "blue."
- h) To turn off the bullets, say "enter," pause, and then say "enter" one more time.

If you would like to use one of the tools in voice command mode, for instance *Undo Typing*, say the name of the toolbar button. To check the name of the tool, hover the cursor over it.



If you wish to turn the microphone off for any reason, say "Microphone" or click Microphone  on the Language bar.

If you wish to dictate text into any Office program, and the microphone is not already turned on, click Microphone  on

the Language bar. You may need to then click Dictation on the Language bar, or say "Dictation."

Adding Words to the Speech Dictionary

The speech dictionary is a tool that allows a word such as a proper name or department name to be recognized and spelled properly.

To add a name to the speech dictionary:

1. On the speech toolbar, select **Tools > Add/Delete Word(s)**. *The dictionary dialog box opens.*
2. Type the word into the Word field.
3. Click the **Record Pronunciation** button.
4. **Say the word.** *The word will appear alphabetically in the dictionary.*
5. Click **Close**.

Tips:

- ✓ Use your mouse and/or keyboard along with the speech tool. The speech recognition tool is designed to work best in combination with keystrokes or mouse clicks.
- ✓ Use your normal speaking voice and try to keep the position of the microphone consistent.
- ✓ It is easier for the speech tool to interpret phrases than individual words. Try reading as though you were reading a story aloud to someone.
- ✓ When dictating, finish a complete section of your work before making corrections and formatting changes. Afterwards, return to make the edits.