

# WINDOWS SPEECH RECOGNITION INSTRUCTIONS

## GETTING STARTED

### OPENING SPEECH RECOGNITION SOFTWARE:

1. Open Control Panel
2. Click Ease of Access
3. Click on Speech Recognition
4. Plug in headphones
5. Click the Start Speech Recognition
6. Select Headset Microphone

*Note: You will need a headset with a microphone.*

### ADJUST THE VOLUME OF MICROPHONE:

You will be required to read a sentence provided in order for the program to adjust the volume settings.

**Reminder:** Please speak slowly and clearly in to the microphone.

### IMPROVE SPEECH RECOGNITION ACCURACY:

- Select “enable document review” and select “next”

### CHOOSE AN ACTIVATION MODE:

- Select “use manual activation mode” and select “next”

### TRAINING YOUR VOICE

1. Go to Control Panel
2. Click on Ease of Access
3. Click on Speech Recognition
4. Click on Start Speech Recognition
5. Select “Train your computer to better understand you”

You will be required to complete a voice training.

# WINDOWS SPEECH RECOGNITION INSTRUCTIONS

## STARTING LISTENING MODE:

- Use the mouse or touch pad to **click on the Microphone button** to start the listening mode. Alternatively, you can say “**Start Listening**”

## USING THE PROGRAM

### OPENING MICROSOFT WORD:

Use the mouse or touch pad to open program through the start menu, or, use voice command: Say “**Start Microsoft Word**”

*You are now ready to begin dictating to the computer!*

**REMINDER:** For greatest accuracy, you must speak slowly and clearly.

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## SPEECH RECOGNITION COMMAND GUIDE:

TO INSERT ALTERNATIVE WORDS, NUMBERS, SPACING, OR CAPITALIZATION	
<u>To insert the numeral form of a number</u> (i.e. ‘4’ versus ‘four’)	Say “ <b>numeral [number]</b> ”
<u>To insert the literal word for the next command</u> (i.e. ‘period’ versus ‘.’)	Say “ <b>literal [word]</b> ”
<u>To tell the program to NOT insert a space before the next word</u>	Say “ <b>no space</b> ”
<u>To capitalize the first letter of a word</u> <u>To capitalize a whole word</u> <u>To make all letters of a word lowercase</u>	Say “ <b>capitalize [word]</b> ” Say “ <b>all caps [word]</b> ” Say “ <b>no caps [word]</b> ”
TO NAVIGATE ON THE PAGE	
<u>To put the cursor before or after a specific word</u>	Say “ <b>go to [word]</b> ” or “ <b>go after [word]</b> ”

## WINDOWS SPEECH RECOGNITION INSTRUCTIONS

<p><u>To move the cursor to the beginning or end of a document</u></p>	<p>Say “<b>go to start of document</b>” or “<b>go to end of document</b>”; “<b>go to start of paragraph</b>”; “<b>go to end of sentence</b>”)</p>
<p><u>To scroll</u></p>	<p>Say “<b>scroll up</b>” (also works for down, left, right) “<b>scroll down</b>”, “<b>scroll left</b>”, “<b>scroll right</b>”</p>
<p><u>To click on any item by its name</u></p> <p><u>To double click on any item</u></p>	<p>Say “<b>click [name]</b>” (i.e. “<b>click file</b>”; “<b>click start</b>”)</p> <p>Say “<b>double click [name]</b>” (i.e. “<b>double click recycle bin</b>”; “<b>double click [file name]</b>”)</p>
<p><u>To click on any command on the page</u> (i.e. clicking on options in file menu, clicking on the page layout menu, clicking on ‘bold’, etc.)</p>	<p>Say “<b>show numbers</b>”. Then, say the “[<b>number</b>]” marked above the item that you would like to click on. Then say “<b>okay</b>”. i.e., to click the Bold button, say: “<b>show numbers. 52. okay</b>”</p>
<p><u>To press any key on the keyboard</u></p> <p>NOTE: Certain keys can be pressed without saying “press” first</p>	<p>Say “<b>press [keyboard key]</b>” (i.e. “<b>press a</b>”, “<b>press capitol B</b>”, “<b>press control plus a</b>”, “<b>press y three times</b>”)</p> <p>i.e. “<b>delete</b>”, “<b>backspace</b>”, “<b>enter</b>”, “<b>page up</b>”, “<b>page down</b>”, “<b>home</b>”, “<b>end</b>”, “<b>tab</b>”</p>

### DELETING OR CORRECTING WORDS

<p><u>To erase a line or a word that has just been said</u></p>	<p>Say “<b>undo that</b>” or “<b>delete that</b>”</p>
<p><u>To delete a word typed earlier in the text</u></p> <p>NOTE: If the word is used more than once in the text, the program will place a</p>	<p>Say “<b>delete [word]</b>”</p> <p>Say the “[<b>number</b>]” of the specific word that you would like to delete, then say “[<b>okay</b>]”.</p>

## WINDOWS SPEECH RECOGNITION INSTRUCTIONS

number over each instance of the word that it finds in the passage	I.e. <b>“Delete Textbook. Two. Okay”</b>
<u>To select a string of words to delete</u>	Say <b>“select [word] to [word]”</b> . Once the text is highlighted, say <b>“delete that”</b>
<u>To correct a word</u>  NOTE: If you do not see your intended word in the numbered list...	Say <b>“Correct [word]”</b> . A list of similar sounding words will appear in numbered order. If the correct word is listed, say <b>“[number]”</b> and <b>“okay”</b> .  Say the word again and a new list of words will appear. If the word is still missing, say <b>“Spell it”</b> . Say each letter slowly and clearly. i.e. <b>“E”</b> or <b>“A as in apple”</b>

### COMMANDS FOR PUNCTUATION MARKS AND SPECIAL CHARACTERS

TO MAKE THIS APPEAR	SAY THIS
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
“	Open double quote; Open quote
”	Close double quote; Close quote; Close inverted commas
’	Apostrophe
‘	Open single quote
’	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
\$	Dollar sign
%	Percent sign
^	Caret
(	Open parenthesis; Open paren

## WINDOWS SPEECH RECOGNITION INSTRUCTIONS

)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
–	En dash
—	Em dash
=	Equal sign
+	Plus sign
{	Open brace; Open curly bracket
}	Close brace; Close curly bracket
[	Open bracket; Open square bracket
]	Close bracket; Close square bracket
	Vertical bar
:~)	Smiley face
:-(	Frowny face
;-)	Winky face
™	Trademark sign
¾	Three quarter sign
¼	One quarter sign

### COMMANDS FOR PUNCTUATION MARKS AND SPECIAL CHARACTERS

TO MAKE THIS APPEAR	SAY THIS
½	One half sign
£	Pound sterling sign
&	Ampersand; And sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign
§	Section sign
©	Copyright sign
®	Registered sign, Registered trademark sign
°	Degree sign
¶	Paragraph sign
...	Ellipsis; Dot dot dot
f	Function sign

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TO WORK WITH TEXT	
<u>To insert a line into the document</u>	Say <b>“new line”</b>
<u>To insert a new paragraph into the document</u>	Say <b>“new paragraph”</b>
<u>To insert a tab</u>	Say <b>“tab”</b>