

Talking to your Computer: Speech Recognition

Procedure:

- Control Panel
- Speech Recognition
- Microphone setup
- Speak
- Train to your voice: read copy presented aloud (takes about five minutes).
- Open the Speech Reference Card, print it for reference (printed below)

We will do the tutorial so you can see how this all works.

Dictate to Word Pad (Open Word Pad, start listening)

Dictate to Outlook (open Outlook, start listening)

Uses for this speech recognition:

- Share handwritten letters with family members by reading them using speech recognition, then email the digitized letter.
- Speak extemporaneously as you compose.
- Read something so you can save it to the computer for later.

To do this

Select a word in a document
Select a word and start to correct it
Select and delete specific words
Show a list of applicable commands
Update the list of speech commands available
Make the computer listen to you
Make the computer stop listening
Move the Speech Recognition microphone bar
Minimize the microphone bar
Insert a new line in the document
Insert a new paragraph in the document
Insert a tab
Insert the literal word for the next command
Insert the numeral form of a number
Put the cursor before a specific word
Put the cursor after a specific word
Don't insert a space before the next word
Go to the start of the sentence that the cursor is in

Say this

Select word
Correct word
Delete word
What can I say?
Refresh speech commands
Start listening
Stop listening
Move speech recognition
Minimize speech recognition
New line
New paragraph
Tab
Literal word
Numeral number
Go to word
Go after word
No space
Go to start of sentence

Go to the start of the paragraph the cursor is in	Go to start of paragraph
Go to the start of the document	Go to start of document
Go to the end of the sentence that the cursor is in	Go to end of sentence
Go to the end of the paragraph that the cursor is in	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select the word in the current document	Select word
Select the word range in the current document	word range
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous 20 words;
Select a number of words after the location of the cursor	Select next 20 words;
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of the word	Caps word
Capitalize all the letters of the word	All caps word
Make all the letters in the word lowercase	No caps word
Change the next number of words to uppercase	Change next 10 words to uppercase
Change the next number of words to lowercase	Change next 10 words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

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