

Windows 7 Speech Recognition Quick Start Guide

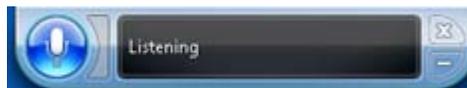
Overview

Speech Recognition allows the user to control a computer by voice. Any person who finds it difficult to type or navigate the computer may benefit from Speech Recognition. Using his/her voice, the user can start programs, open menus, click buttons, dictate text into documents, and write and send e-mails.

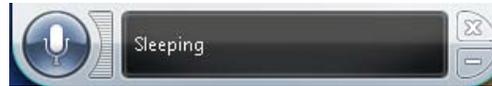
How to Use

To begin Speech Recognition, make sure the microphone headset plugged in to the computer. Once the microphone is connected, complete the following steps:

1. To open Speech Recognition, click on the **Start button**, then **control panel**, click **Ease of Access**, then **Speech Recognition**, and then click **Start Speech Recognition**. Alternatively, you can open the program by clicking on the **Start button** and typing **Windows Speech Recognition** in the search box.
2. The Speech Recognition User Interface will appear at the top of the screen.
3. Say "**start listening**" or click the **microphone button** to start the listening mode. The microphone will turn blue and the feedback box will read "listening" if the computer is ready to listen.



4. When you are finished with Speech Recognition, say “**stop listening,**” or click the **microphone button** at the top of the screen. The microphone will turn gray and the feedback box will read “sleeping,” indicating the microphone is off. Also, your headset may have a mute button which is a useful way to temporarily pause the session.



New User Set-up

If Speech Recognition has never been used on the computer before, it will direct the user through set-up process and tutorial when Speech Recognition is launched for the first time.

If Speech Recognition has been used previously on a computer, you can still adjust the microphone set-up, take a speech recognition tutorial, and train the computer to better recognize your voice. To access these options, open the **Control Panel**, click **Ease of Access**, then click **Speech Recognition**.

If you are launching Speech Recognition for the first time, follow these instructions to set-up a new user.

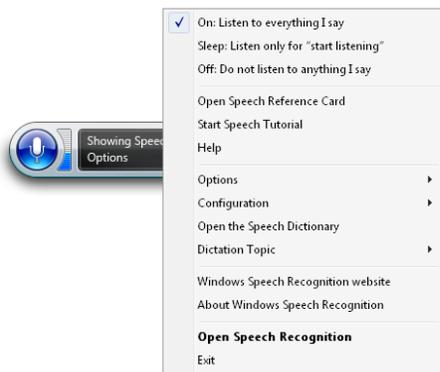
1. To open Speech Recognition, click on the **Start button**, then **control panel**, click **Ease of Access**, then **Speech Recognition**, and then click **Start Speech Recognition**. Alternatively, you can open the program by clicking on the **Start button** and typing **Windows Speech Recognition** in the search box.
2. The **Set Up Your Microphone** box will appear. Follow the prompts.
3. The **Improve Speech Recognition Accuracy** box will appear. Follow the prompts.
4. The **Choose Voice Activation Mode** box will appear. Choose **use voice activation mode** to turn speech recognition on and off with your voice.
5. The **Print the Speech Reference Card** box will appear. If you want to have a hard copy of this reference card, follow the prompts to print commands.
6. The **Run Speech Recognition Every Time I Start the Computer** box will appear. If you want Speech Recognition to turn on automatically when you turn on your computer, click **Run Speech Recognition at Startup**.
7. The **You Can Now Control This Computer by Voice** box will appear, click **Start Tutorial**. Follow the tutorial prompts.
8. After the tutorial is completed, the Speech Recognition User Interface will appear at the top of the screen.

9. Say "**start listening**" or click the **microphone button** to start the listening mode, the microphone will turn blue and the feedback box will read "listening" if the computer is ready to listen.
10. When you are finished with Speech Recognition, say "**stop listening,**" or click the **microphone button** at the top of the screen. The microphone will turn gray and the feedback box will read "sleeping," indicating the microphone is off. Also, your headset may have a mute button which is a useful way to temporarily pause the session.

Speech Options

The Speech Recognition user interface has a context menu that makes additional speech options available. To use the Speech Option menu, say "**Show Speech Options**".

Then say the option you'd like choose from the menu. For example, say "**Start Speech Tutorial**".



Common Voice Recognition Commands

If you are unsure of what commands can be used in a program, you can say “**what can I say?**” and a Windows Help and Support box will appear with a list of common commands that can be used. Below is an example of the support box that will appear.

To do this	Say this
Click any item	Click <i>Recycle Bin</i> ; Click <i>Computer</i> ; Click <i>File</i>
Double-click any item	Double-click <i>Recycle Bin</i> ; Double-click <i>Computer</i> ; Double-click <i>file name</i>
Switch to an open program	Switch to <i>Paint</i> ; Switch to <i>WordPad</i> ; Switch to <i>program name</i> ; Switch application
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select <i>word</i>
Select a word and start to correct it	Correct <i>word</i>
Select and delete specific words	Delete <i>word</i>
Clear the selection on the screen	Clear selection
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Select a number of words after the location of the cursor	Select next 20 words; Select next 10 words
Select the last text you dictated	Select that
Delete the selected or last dictated text	Delete that
Make the computer listen to you	Start listening
Make the computer stop listening	Stop listening

Advanced Features

Advanced Speech Options include user settings that are established during the set- process including:

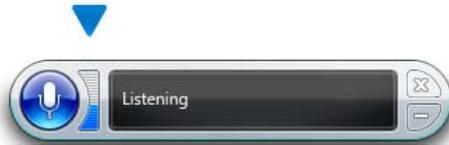
1. Run speech recognition at startup
2. Review documents and mail to improve accuracy
3. Enable voice activation

To change these settings, click on the **Start button, Control Panel, Ease of Access, Speech Recognition,** and then **Advanced Speech Options** on the left-hand side of the window.

Troubleshooting Tips

Audio Meter

When you speak to the computer, you will see the Audio Meter next to the microphone will move up and down. This movement indicates the microphone is hearing what you are saying. If you are speaking and the Audio Meter is not moving, you should double check that your microphone is plugged in correctly and not muted.



Feedback

Next to the audio meter is a text feedback area. If the computer understood your command, this area will show you what the computer is doing as a result of this command. When the computer doesn't understand you or recognize your command, this area will display **“what was that?”** The microphone button will then change to orange. When this happens you can try the following: say the command again, try a different command, or say **“what can I say?”**



Program Manufacturer Contact Info

Microsoft Corporation

Website <http://windows.microsoft.com/en-US/windows/home>

Cost: Free with Microsoft Windows 7