

In this session you will:

1. use voice commands to control basic functions in DragonPad
2. use 'Scratch That'
3. force *NaturallySpeaking* to understand dictation or commands.

Getting Started - We will begin by making sure that the system is working properly.

1. Put the microphone on
2. Start up *NaturallySpeaking* and select your voice file
3. Open the computer file you saved last time
4. Repeat the first three sentences you dictated last time to make sure the system is working properly and the mic is in the right place. If accuracy is poor, check mic position and try again. Correct any errors and save the file.
5. Switch the mic off.

Dictate and Correct Errors - Now we will do a little more dictation and correct mis-recognised words.

1. Open the *My Blank Page* file and fill in the date and the number of this session (3).
2. Switch off the microphone and practise the text below before you dictate it.
3. Switch the mic on and dictate:

My name is (your name) [FULL-STOP] [NEWLINE]

Today is (day of the week) [FULL-STOP] [NEWLINE]

This is the second time that I have spoken to a computer [FULL-STOP] [NEWLINE]

The program should be getting better at listening to my voice [FULL-STOP]

[NEWLINE]

4. Switch the microphone off and correct any mis-recognised words. Your teacher will help you with this.
5. Save the file as *MySession3*.
6. Now switch the microphone back on and dictate the following text:

It is important for you to know how to speak to this computer [FULL-STOP] [NEW-LINE]

Each word should be spoken clearly to get the best accuracy [FULL-STOP] [NEW-LINE]

Try not to stutter and be careful not to breathe too loudly into the microphone [FULL-STOP] [NEW-LINE]

Imagine that you are talking to someone who does not understand the language very well [FULL-STOP] [NEW-LINE]

Try not to confuse your computer too much [EXCLAMATION-MARK] [NEW-LINE]

Talking too quickly makes it hard to keep up with the dictation [FULL-STOP] You also tend to slur your words [FULL-STOP] [NEW-LINE]

A good thing about speech recognition is that you never make spelling mistakes

[FULL-STOP] [NEW-LINE]

7. Switch the mic off.
8. Select the text, copy it (press **CTRL-C**) and then paste it (**CTRL-V**) so you have two copies.
9. Your teacher will go through the first copy, marking errors, and will get an Accuracy Score for the system.
10. Type the Accuracy Score below the first copy of the text.
11. Now go through the second copy of the text with your teacher, correcting any mis-recognised words.

Voice Commands - Commands are used to control menus and buttons on the computer, and move the cursor or mouse around the screen. Your teacher will show you some of the commands - have a go. If you don't think they will be useful, there's no need to spend much time on them.

1. Switch the mic on and say **Click File**, then **Print**, then **OK** to print the file.
2. Click on **Help > Sample Command** list and look through the commands to see what you can do by voice. Try any that you think may be useful.
3. Switch the mic off.

You can also see the commands in the *Dragon Quick Start* booklet and in the *CALL Dragon Quick Guides*.

Force Commands or Dictation - Sometimes the computer will type the words instead of treating them as a command - for example it might type 'File' on screen, instead of opening the File Menu. You can force *NaturallySpeaking* to do the action by pressing the **CTRL** key while you say the command.

Sometimes you **do** want it to type the word, rather than treat it as a command. You force dictation by holding down the **SHIFT** key as you dictate.

1. Switch the mic on.
2. Hold the **SHIFT** key down, and dictate "*I can write a file, print it and save it.*" Try dictating the same text **without** holding down the **SHIFT** key. If you speak fairly quickly, the text will appear on the screen, but if you speak slowly, it is likely that the computer will think you are giving it commands and will try to print your file!
3. Dictate "**Click File**", **Save** to save the file.

'Scratch That' - Sometimes the program gets commands or dictation completely wrong and types a load of rubbish on screen. Rather than correcting the whole lot, it may be better to say "**Scratch That**", which deletes the last thing typed, or command dictated.

1. Dictate a sentence very quickly, slurring your words together.
2. Hold down **CTRL** and say **Scratch That**. The sentence will be deleted.
3. Dictate the sentence properly.

Recap - Dictate a few sentences about what you have learned in this session, about voice commands and Scratch That. Save the file.

Finish - Exit from the program and remove and store the microphone.