

Voice Commands, Composing & Dictating

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In this session you will:

1. move around the text and format with voice
2. control the mouse
3. add a new word to the dictionary
4. plan, compose, dictate and correct text.

Getting Started

1. Put the microphone on
2. Start up *NaturallySpeaking* and select your voice file
3. Open your blank page file.

Format Text with Voice

Switch the mic on and dictate:

SELECT ALL
DELETE THAT

This will delete the text in the blank document. Now dictate:

SET-FONT-BOLD, SET-SIZE-18

Speech recognition training session 5 [NEW-PARAGRAPH]

SET-FONT-PLAIN, SET-SIZE-12

Name: your name [NEW-PARAGRAPH]

As well as dictating, I can also tell the computer what to do [EXCLAMATION-MARK]

GO-TO-SLEEP

Hint!

Speak the command words together without a pause - say "Set-font-bold" - if you pause between each word, the program may type them on screen, instead of carrying out the command. If *NaturallySpeaking* types your command instead of performing it, say "Scratch-that" and the text will be deleted. Repeat the command. If it is typed again, hold down the **Ctrl** key and repeat the command - this will force *NaturallySpeaking* to accept the speech as a command rather than as dictation.

Avoid using **Scratch-that** all the time. If only a few errors are made in the sentence it is much better to correct them with the Correction Window, than delete the whole thing with "scratch-that". Use **Scratch That** where more or less the whole phrase or sentence is messed up.

Click on [Help > Sample Commands](#), and then [Formatting Text](#) to see how other formatting can be done by voice.

Plan, compose, dictate and correct text - You will now go through the process of planning, composing and dictating a new piece of work.

Switch the mic off and discuss the poster or picture that you brought in with your teacher. Talk about the different parts that make up the picture.

Now switch the mic on and try to describe what is happening using *NaturallySpeaking*. Try to produce a few paragraphs of four or five sentences each.

Highlight each sentence in turn and click the [Playback](#) button to listen to what you dictated, and [Read That](#) to hear what *NaturallySpeaking* actually typed. You can click on the [Stop](#) button or press [ESC](#) to stop the playback and the reading. Use the Correction Box to fix any errors.

When you have corrected all the errors, say “[File](#)” and “[Print](#)” to print the file and “[File](#)” and “[Save](#)” to save it as MySession5.

Use voice to move around the document - Say “[Go-to-top](#)” and the cursor should go to the top of your document. Remember to run the words together so that *NaturallySpeaking* recognises what you said as a command rather than separate words. Now say “[Move-down-one-paragraph](#)” and then “[Move-down-two-lines](#)”. Switch the mic off and click [Help > Voice Commands > Moving around in a document](#) to see what other commands you can use. Turn the mic back on and try some of them.

Use voice to Playback and Read Back - Move the cursor to the top again and say “[Play Back Line](#)”. This will play back a recording of what you said. Then say “[Read Line](#)” and the computer will read the text written on the screen. You can use these commands to listen to what you said, and what was typed, as often as you want to check for errors.

After you say “[Read Line](#)”, the cursor is moved down to the next line, ready for reading or playing back the next line.

You can read, or play back, an entire paragraph by putting the cursor in the middle of a paragraph and saying “[Read Paragraph](#)” or “[Play Back Paragraph](#)”.

Use voice to control the mouse and programs - Click on [Help > Voice Commands > Controlling programs and the desktop > Moving and clicking the mouse](#). Review the mouse commands and try a few out. Say “[Mousegrid](#)” and choose a part of the screen by saying the grid number. Move the mouse pointer around by saying “[Move-up-5](#)”, “[Move-right-10](#)”. Try to point at an icon on the desktop, then start it by saying “[Mouse-double-click](#)”.

Add a new word to the dictionary - *NaturallySpeaking* has a huge dictionary so it knows most of the words that you will use. However, sometimes you will say a word that is not in the dictionary so you will have to teach *NaturallySpeaking* the new word. Switch the mic on and dictate:

The computer knows a lot of unusual words and proper names [\[COMMA\]](#) like
Auchterarder [\[COMMA\]](#) Yamaha [\[COMMA\]](#) and Larsson [\[FULL STOP\]](#) [\[NEW LINE\]](#)
But it does not know Quidditch [\[COMMA\]](#) Artur Boruc or Rihanna [\[FULL STOP\]](#) [\[NEW LINE\]](#)

NaturallySpeaking will not have typed these words because they are not in the dictionary.

1. Double click on what it typed for **Quidditch**, and then click [Correction](#).
2. Type in “Quidditch” to the Correction Box and then click [Train](#) to train the word.
3. Click [Record](#) and then read the word.
4. *NaturallySpeaking* may ask you to dictate other words with a similar sound so that it can distinguish between them.
5. Click on OK and the new word will be added to the dictionary.
6. Repeat the process for the other words.

Test the new words by saying:

Now the computer knows about Quidditch [\[COMMA\]](#) Artur Boruc and Rihanna [\[FULL STOP\]](#)

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