

In this session you will:

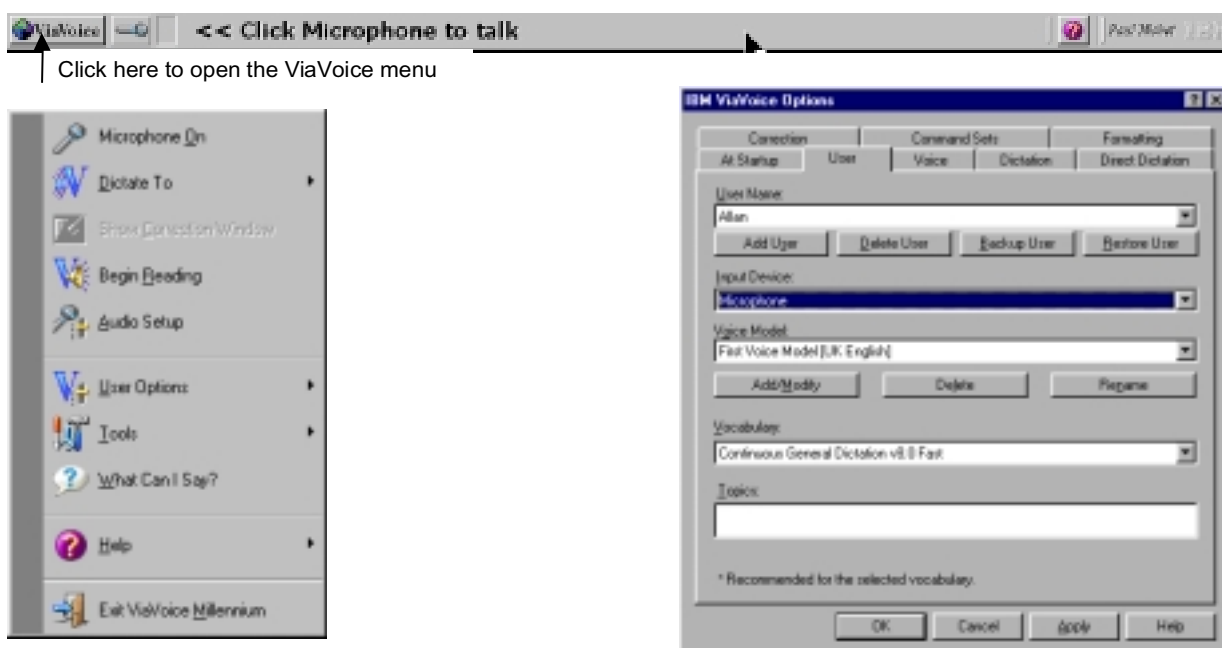
1. learn how to connect and adjust the microphone
2. learn how to start *IBM ViaVoice* and create / open your voice file
3. train *IBM ViaVoice* to recognise your voice.

Your teacher will show how you can use *IBM ViaVoice* to write by using your voice.

**Start ViaVoice** - Start the program by double clicking on the [ViaVoice icon](#) on the desktop or clicking on [Start > Programs > IBM ViaVoice VoiceCentre](#).

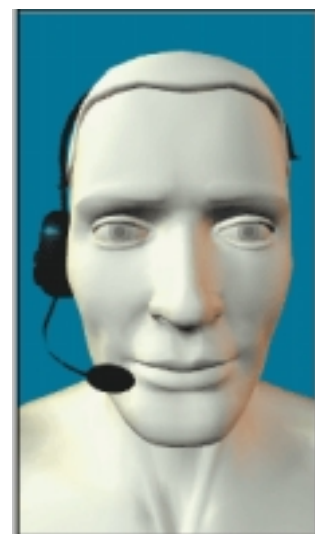
If you have not used *ViaVoice* before, you will need to create a voice file with your name. You will only have to do this once - in future you will just make sure that your voice file is selected.

**Create your voice file** - Do this by clicking on [ViaVoice > User Options > ViaVoice Options](#). Click [User](#), followed by [Add User](#) and then type in your name. Now click [Next](#).



**Adjust the Microphone** - Position the microphone headset on your head so that it is comfortable and then adjust the position of the microphone. It should be placed a little to the side of your mouth and about a thumb's width from your lips. Most microphones get their best sound signal from one particular direction, usually shown by a red or a white dot on the end of the microphone. Make sure this dot is pointing towards your mouth.

**Adjust the microphone volume** by reading the text below into the computer. Click on [Start](#) and read the text shown. When the computer has adjusted the volume it will beep. Now click [Next](#).



### Adjusting the microphone level

This is a short paragraph that I am reading in my normal relaxed tone of voice. I will pause naturally between phrases and sentences. The computer is using this to set my audio level. When it has finished, I will hear a short tone and the system will show me the audio quality level. I will repeat this paragraph until I hear the tone.

If the audio quality is poor, click on the [Fix poor audio quality](#) button to get some advice on how to improve it. Your teacher will help you with this.

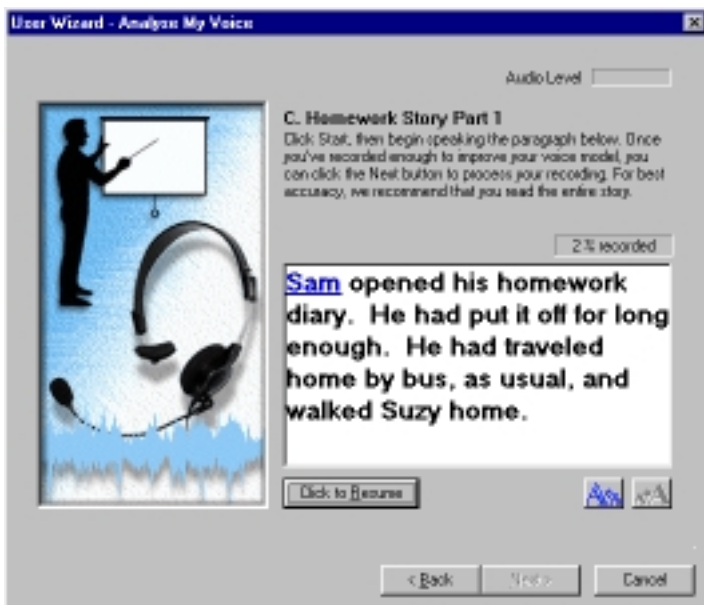
**Train ViaVoice to recognise your voice** - You will now have to train the program to recognise your voice by creating your own voice model. You will have to read passages of text into the computer. The first passage is shown below. Practice this text until you are sure you can speak it without stumbling. Click [Start](#) and read the paragraph. The text will turn grey as the computer recognises the speech. If you find it difficult to read the text, click on the [Pause](#) button after each sentence and practise the next sentence before clicking on [Resume](#).

### Creating my Personal Voice Model text

Speak clearly with a relaxed tone of voice when you dictate. During dictation, you must dictate punctuation marks to tell the system where to place them. But when you create or improve your personal voice model, you do not need to dictate all punctuation marks.

ViaVoice will then process the recording to create a basic voice model for you. Before you start dictating though, you must train the system some more. Click on [Next](#) and choose a story from the list. The easiest to read is the *Homework Story*. Your teacher should be able to give you a printout of the texts. This will give you a chance to practise with the text and find any difficult words.

1. The text to be read is shown on screen, and as the program recognises the speech, the words change from black to grey.
2. Click [Start](#), read the first phrase or short sentence, then wait for the text to turn grey before carrying on with the next phrase. Once you get into the swing of it, you can dictate more text without pausing.



3. You should follow the text with the mouse pointer as you read it.
4. Dictate a few words or a phrase at a time, rather than speaking individual words and pausing between each word.
5. If the program doesn't seem to recognise anything, click [Pause](#), and start again by reading the first few words. Make a conscious effort to speak clearly, and wait until the text turns grey before continuing.
6. You can click on [Pause](#) after each phrase or sentence, to stop recording so you can practise reading the next one. Although you can speak each word one at a time, it is better to say short phrases.

# Train the Program (cont.)

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7. If you have problems reading the text, your teacher may whisper it to you.
8. You can make the story text larger and easier to read by clicking on the buttons just above [Cancel](#). This also means you see fewer words on each screen, so it may be easier to read.
9. If you stutter, or say a word wrongly, *ViaVoice* will beep and mark the unrecognised word blue. You should repeat the word until it is recognised. If you get stuck on a word, and it refuses to turn grey, click [Pause](#), wait for the computer to stop beeping, then [Resume](#), and try again.
10. Stop and have a rest at least three or four times during training to relax and have a sip of water.

A good feature of *ViaVoice* is that you can stop the enrolment at any time - *ViaVoice* will remember how far you have got, and you can carry on from the same place later. If you run out of time and need to stop the training, click on the [Cancel](#) button, and then click [Yes](#) to save the voice file made so far.

To resume the training the next session, use [ViaVoice Options](#) to select your voice model, and then choose the training story, and you will be able to carry on from where you left off.

When you finish dictating, the computer will take a few minutes to create a voice file for you.

**Finish** - If you have time at the end of the session, click on [ViaVoice > Help > Information Central](#) and look through the [Help](#) files.

Take a few minutes to discuss how the session went with your teacher.

Shut down *ViaVoice* by clicking on [ViaVoice > User Options > User](#) to change to the Test User and then clicking on [ViaVoice > Exit ViaVoice](#).