

In this session you will learn to:

1. start *ViaVoice* and select your voice file
2. turn the microphone on and off
3. dictate some text
4. use Playback to check dictation
5. correct mis-recognised words
6. understand the difference between correcting dictation and revising text
7. exit the program.

Start ViaVoice - Make sure that the microphone is connected and positioned correctly. Load *ViaVoice* by double clicking on the *ViaVoice* icon on the desktop or clicking on **Start > Programs > IBM ViaVoice - UK English**. Select YOUR voice file by clicking on **ViaVoice > User Options > ViaVoice Options > User**.

Hint!

Be sure to select YOUR voice file when loading the program. If you use another person's file, you will get poor recognition and you will damage their file! You can check the current voice file at any time in *ViaVoice* by looking in the top right corner of the *ViaVoice* toolbar - the current user will be shown.

Getting Started - Your teacher will show you how to create a blank document file, called *MyBlankPage*. You will load this at the start of most sessions. It will have your name in it and space for you to add the date and the Session number. Make sure you use this file and add the date and session number at the start of each session.

Turn the Microphone on and off - When using a speech recognition system, you sometimes have to switch the microphone off quickly, e.g. you may want to ask your teacher a question, or there may be some noise in the room. There are three ways to turn the microphone on and off:

With the mouse - Click on the microphone icon on the button bar.

With the keyboard - The **F12** key can be used to switch the mic off and on.

By voice - The command **Computer Microphone Off** can be used to turn the microphone off, but you will have to use the mouse or keyboard to turn it back on again. Use the command "**Computer Go to Sleep**" to temporarily turn the mic off. Say "**Computer Wake Up**" to turn the microphone on again.

Your teacher may control the microphone for you to start with, but try the different methods to see which works best for you.

Turn the Microphone on and off - You are now going to dictate some text. *Read the Ten Golden Rules on Dictation*. Make sure you are relaxed and comfortable with the microphone in the correct position. Turn the microphone on and dictate the following text:

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

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

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

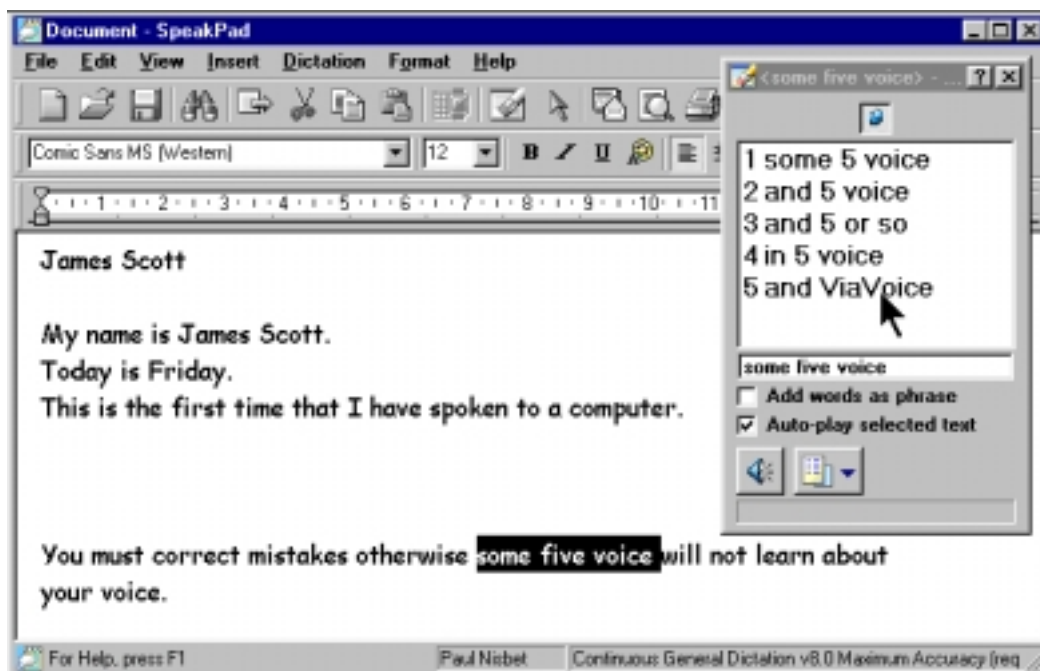
Turn off the microphone.

Use Playback to Check your Dictation - Your teacher will review the text you have dictated with you and will show you how to use Playback to check your dictation. You can play back a recording of what you actually said and compare it with the text on screen to check it for accuracy.

1. Use the mouse to highlight a word, phrase or sentence you need to check.
2. Click on [Dictation > Playback](#) button.
3. You can also press [Alt-D](#) then [P](#) to play back the selection.

Correct Mis-recognised Words - Your teacher will also show you how to correct mis-recognised words. If there are no mis-recognised words in what you have dictated so far, your teacher will ask you to dictate a few more sentences until the computer makes a mistake. The program will sometimes mis-hear what you say and type the wrong word. You must correct it so that the computer will understand your speech properly.

1. Use [Playback](#) to listen to the recording of the dictation, to help you find any mis-recognised words.
2. Click the [Correction](#) button on the SpeakPad or press [F2](#) on the keyboard to bring up the Correction Window.
3. To correct a single word, just click once on the word and it will appear in the Correction Box along with a list of alternatives. If two words are incorrect, highlight them both.
4. When the words appear in the Correction Box, they will be played back. If they are not played back, tick [Auto-Play selected text](#).
5. See if the desired word is in the list. If it is, select it with the mouse. If the word is not offered, type it in. Note that ViaVoice predicts words as you type each letter, so if you see the word, just click on it. Once the word is completed, press [Return](#) to correct the word in the SpeakPad.
6. If the word is correct, but you want to capitalise the first letter or change the case, click on the [Format](#) button.
7. Save the document ([File > Save](#)) as *MySession2*



When you have corrected the mis-recognised words, turn on the microphone and read the same text again. It should be more accurate the second time.

Dictate and Correct (cont.) 2b

Major Hint!

It is very important to correct mis-recognised words - if you don't, *ViaVoice* will probably make the same mistake the next time. Mis-recognitions **MUST** be corrected with the Correction Box - **do not** just type over or delete mistakes with the keyboard as this just changes the text, and does not tell the program that it has made a mistake.

Practise Dictation - Dictate a few paragraphs from a piece of writing that you have previously handwritten or typed. Or, dictate new work using sentence starters, such as "*Last weekend I...*", "*Next weekend I will...*", "*My favourite band / team / book / is ...*". Think about what you want to say and practise it with the microphone off, before turning the microphone on and starting to dictate. It can also be helpful for you to write the text out by hand before you start to dictate. Talk to your teacher about how you feel about using speech recognition and try to dictate a couple of sentences to describe how you feel. Remember to correct and train any mis-recognised words and to dictate all the punctuation.

Recap - Take some time to dictate what you have learned this session - for example "*I can dictate by speaking clearly....I must always fix mistakes by using the Correction window*".

Print and save your work again.

Start Homework Story 2 - Open [ViaVoice Options > User](#) and click on [Add/Modify](#), make sure you have a Voice Model selected, and click [Next](#) twice. Select *Homework Story 2* from the list. Do the first third of the training (or more if you have time). Ask your teacher for a printout of the text, read through it and practise any difficult words or sentences before you start. Click [Cancel](#) to stop reading, and then [Yes](#) to save the voice file.

Exit the program - Change to the Test User. Close the program: click [ViaVoice > Exit ViaVoice](#).