

In this session you will:

1. use voice commands to control basic functions in *SpeakPad*
2. use 'Scratch That'

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

1. Put the microphone on
2. Start up *ViaVoice* and select your voice file
3. Open the *MySession2* 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 correcting mis-recognised words.

1. Open the *MyBlankPage* 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 dictate "[Computer-dictate-to-SpeakPad](#)"
2. Say "[Computer-open](#)" and open the *MySession3* file.
3. Say "[Computer-print](#)" then "OK" to print the file.
4. Say "[Computer-File](#)", then "[Save-as](#)" then "[Computer-dictate-directly](#)". Now dictate a name for the file, e.g. *Test Document* and say "[Computer-stop-direct-dictation](#)", followed by "[Save](#)".
5. Switch the mic off.

Your teacher will click on [ViaVoice > What can I say](#) to show you some of the other voice commands you can use. Commands are also listed on the ViaVoice Command Reference card. If *ViaVoice* consistently fails to recognise a command, train it by clicking on [ViaVoice > What can I say](#). Find the command in the list, double-click on it and then record your pronunciation of the command into the computer.

The Attention Word - We have set *ViaVoice* so you must say the 'Attention Word' before each command, which makes it less likely that it will type commands when it should carry them out, and vice versa. If you want to actually type the word 'computer', pause slightly after you say the word. You can choose to use a different attention word by clicking on the [Command Sets](#) tab in the [ViaVoice Options](#). You can also tell *ViaVoice* that you don't want to say the attention word at all - click on the [Dictation](#) tab in the [ViaVoice Options](#) and untick [Attention Word Required](#). We don't recommend this until after you have learned to use *ViaVoice*, as it can be confusing if the computer tries to perform odd commands rather than typing words.

'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.

Homework Story 2 - Do the next third of Homework Story 2 and save the changes to your voice file.

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