

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 *ViaVoice* and select your voice file
3. Open your blank page file.

## Format Text with Voice

Switch the mic on and dictate:

```
COMPUTER-SELECT-ALL  
COMPUTER-DELETE
```

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

```
COMPUTER-BOLD-ON, COMPUTER-UPPERCASE-ON  
Speech recognition training session 5 [NEW-PARAGRAPH]  
COMPUTER-BOLD-OFF, COMPUTER-UPPERCASE-OFF  
Name [COLON] your name [NEW-PARAGRAPH]  
As well as dictating, I can also tell the computer what to do [EXCLAMATION-MARK]  
COMPUTER-GO-TO-SLEEP
```

## Hint!

Speak the command words together without a pause - say "Computer-bold-on" - if you pause between each word, the program may type them on screen, instead of carrying out the command. If *ViaVoice* types your command instead of performing it, say "Scratch-that" and the text will be deleted. Repeat the command.

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 Box, 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 > Help Topics > Dictation > Edit and Format text with your voice](#) to see how other formatting can be done by voice. See Appendix B in the *ViaVoice User's Guide*, and also the *ViaVoice Command Reference Card*.

**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 *ViaVoice*. Try to produce a few paragraphs of four or five sentences each.

Highlight each sentence in turn and use [Playback](#) to listen to what you dictated, and [Begin Reading](#) to hear what *ViaVoice* actually typed.

**Don't correct any errors.** If there are no errors, carry on dictating until the computer makes some. You will save the recording, and then correct the errors in Session 6.

**Save speech session** - Switch the mic off and save the text. You will also save the playback recording of the speech, so you can correct any mistakes in the next session.

The Save Session facility is very useful because you can get on with dictation without worrying about having to correct any errors. Meanwhile, your teacher can be working with another pupil. At the end of the lesson, you can save the complete recording of what you said. Then later you can load the session and go through it with your teacher, using [Playback](#) to listen to the dictation, and correct the errors.

Once you have finished dictating:

1. Say "[Computer-File](#)" and "[Save session](#)"
2. Now say "[Computer-dictate-directly](#)" and name your file - call it *MySession5*. Finally, say "[Save](#)".

## Hint!

Saving complete recordings of speech sessions takes up a lot of space on the hard disc - approximately 750 kb for every minute of dictation. Once you have finished with a speech session recording, delete it from the hard disc to free up space.

**Use voice to move around the document** - Say "[Computer-move-to-top](#)" and the cursor should go to the top of your document. Remember to run the words together so that *ViaVoice* recognises what you said as a command rather than separate words. Then say "[Computer-move-down-3-lines](#)", followed by "[Computer-move-right-4-words](#)". Switch the mic off and click [Help > Help Topics > Command Reference > Movement Commands](#) to see what other commands you can use. Turn the mic back on and try some of them. See also Chapter 11 in the *ViaVoice User's Guide*.

**Use voice to Playback and Read Back** - Move the cursor to the top again and say "[Computer-Select-Line](#)" and "[Computer-Play-This](#)". This will play back a recording of what you said. Then say "[Computer-Begin-Reading](#)" 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.

**Use voice to control the mouse and programs** - Click on [Help > Help Topics > VoiceMouse](#). Review the mouse commands and try a few out.

1. Say "[Computer-Begin-VoiceMouse](#)" to start the VoiceMouse
2. "[Computer-move-up-slowly...faster...stop](#)" moves the mouse up the screen.
3. "[Computer-click](#)" to click
4. "[Computer-end-VoiceMouse](#)"
5. "[Computer-start-program-calculator](#)" opens the Windows Calculator.
6. "[Four plus five equals](#)"
7. "[Five hundred and twenty three divided by seven equals](#)"
8. "[Close-program-calculator](#)".

# Voice Commands, Composing & Dictating

## 5b

**Add a new word to the dictionary** - *ViaVoice* 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 *ViaVoice* 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] Amoruso or Eminem [FULL STOP] [NEW LINE]

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

1. To add the word "Eminem", click on *ViaVoice*'s "guess" and then click on [Correction](#).
2. Type in "Eminem" to the Correction Box. *ViaVoice* will ask if you want to add the word to the dictionary. Click [Yes](#).
3. Click [Record](#) and say the word.
4. Click [Done](#) and the new word will be added to the dictionary.
5. Repeat the process for the other words.

Test the new words by saying:

Now the computer knows about Quidditch [COMMA] Amoruso and Eminem [FULL STOP]

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