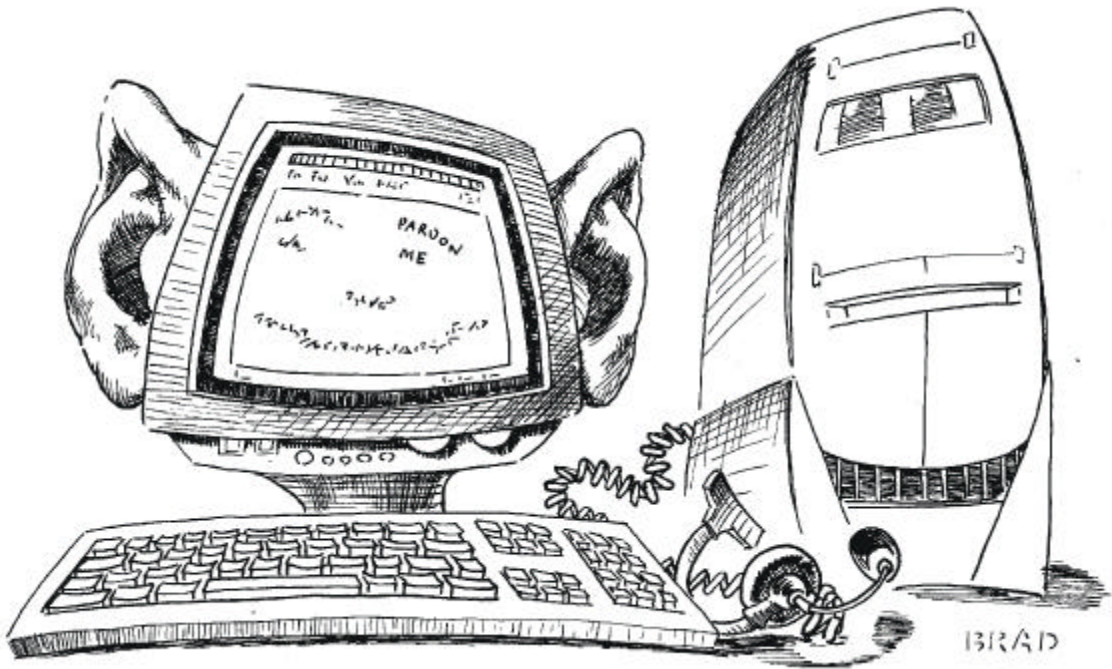


**VIAVOICE 98 Too!**

# **BEGIN DICTATION USING VIAVOICE GOLD**



**SUSAN FULTON**

## Speech Recognition

is a dazzling technology making huge leaps forward in making computers more useful. It sounds great, to have your computer "take a memo" and obey your command. But is this really possible?

Susan Fulton answers that question with a resounding "Yes! If you have the right guidance."

This is what she provides in *Begin Dictation*. Why let yourself in for frustration, wasted time and wasted money when practical how-to's are so readily at hand? Based on years of experience using speech recognition to accomplish real activities, *Begin Dictation* is more than a simple user's manual. With step-by-step illustrated instructions, Susan Fulton shows you how to make your speech program work for you and, indeed, dazzle you.

**This book is a must-have for people using the following software:**

- ViaVoice Gold
- VoiceDirect Continuous programs by IMSI
- ViaVoice
- ViaVoice Transcription
- Lotus WordPro with ViaVoice
- Lotus SmartSuite Millenium Edition
- **ViaVoice 98** — Executive, Office, Home

**If you are serious about using speech recognition, you need this book.**

Susan Fulton is a leader in speech recognition technology at The New York Times. On the Internet, her web site, Computing Out Loud<sup>SM</sup> ([www.out-loud.com](http://www.out-loud.com)), draws hundreds of visitors looking for honest assessments of speech tools for the computer. Here is what people say about Susan Fulton:

"Our company was in the first class certified by IBM as Speech Recognition Specialists in 1993. With all our experience, we have gleaned many useful ideas from Susan. Tips on how to dictate and use macros have been especially useful to us and our clients. Susan's web site, Computing Out Loud, is also a great reference tool." — *Martin Markoe, President, Speech Controlled Computer Systems, Inc.*

"Susan Fulton is very knowledgeable in speech recognition programs, including IBM's. At the Mount Sinai I.J. Selikoff Center for Occupational and Environmental Medicine, she has instructed dozens of people in the applications, benefits and limitations of speech recognition."

— *Jonathan Dropkin, Ergonomist, Mount Sinai Center*



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# Begin Dictation

## ***Using ViaVoice Gold***

Revised 2<sup>nd</sup> Edition

By Susan Fulton

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### **Typographical conventions in this book**

Commands are in boldface type, like this: **Create macro.**

Typed characters are designated by italic type: *typed input.*

Dictated material is quoted: “I am dictating now.”

Dictation macro headings appear in quotes: “My very own e-mail address.”

# **Chapter 1**

## **Speech recognition and ViaVoice Gold**

## ***Tired of typing? Looking for speedy transcription?***

Speech recognition technology is beginning to be seen as more than a novelty or a tool for the disabled. With the introduction of software that recognizes something close to normal speech, ordinary computer users are beginning to take notice.

Maybe they don't type so well. Maybe they find writing actually easier this way. Maybe they use speech software to actually speed their work along. Maybe they use it to do tasks that were once done by others, like transcriptionists or secretaries.

What is "continuous speech"? It means dictating text in close-to-normal speech patterns. Continuous speech is not really "natural speech," though, because you still have to speak distinctly. No slurring, please. And you will be peppering your dictation with things like "period" and "comma." And you can't just turn on the computer and start telling it what to do. You still have to direct the computer according to its needs, not yours.

Still, such accommodations to the machine are nothing compared with what we used to make. Until quite recently, speech software users had to pause between the words we dictated to help the computer understand us better.

When I first started using speech recognition, the computer was my sworn enemy, something to be feared. I was in the depths of a very stubborn case of repetitive strain injury – brought on by intense daylong computer work. I had come to this point by way of hot-seat editing jobs at a major metropolitan newspaper.

Speech recognition gave me hope when I needed it the most. And it gave me back my voice – my ability to communicate.

Today, it is providing a great deal of flexibility for many people, disabled or not.

Not only is it better than it used to be, making fewer errors and being quite speedy, but it is also a great deal less expensive.

Several years ago it cost thousands to establish a voice-enabled workstation, and it required a great deal of help from expert technicians and vendors. Today you can walk into your local computer market and have choices starting at about \$50 or even less.

This is good news, especially if you try one and decide maybe there's something else more suitable for you. Yes, it'll cost you, but not catastrophically.

This book is meant to guide you in using ViaVoice Gold 4.3. This program was introduced late in 1997, the year in which NaturallySpeaking from Dragon Systems inaugurated continuous speech for general use. With ViaVoice Gold, IBM brought to the retail shelves the first fully integrated program offering continuous speech in all Windows applications as well as full speech control over computing tasks.



**Figure 1: One of ViaVoice Gold's many welcome screens**

The fact that these programs are available in the mass market is due in large measure to the advent of ever-more-powerful computers. It was only in 1996 that speech recognition made the big jump away from dependence on specialized soundboards that did much of the actual computing work. With more powerful computers, ordinary soundcards could be used. Thus began the march toward more widespread use of speech.

Will speech replace the keyboard and mouse? Maybe, someday. But I rather hope not. In my opinion, the best workstation is the one that provides variety and flexibility. Will I type? Will I click or tap? Will I speak? Whatever, so long as it's my call.

### ***Resources on the Internet***

IBM's speech software site on the World Wide Web is <http://www.software.ibm.com/speech/>.

There are two e-mail lists devoted to speech recognition. They can be explored by going to <http://voicerecognition.com/voice-users> and to <http://www.onelist.com/subscribe.cgi/voicegroup>.

And I have a Web site at <http://www.out-loud.com>.

## **Speech categories: How VVGold fits in**

Maybe you've heard a lot about speech recognition over the years, and the recent onslaught of programs seems like just more of the same. Maybe you've heard mention of various programs and recall bits and pieces of information about them (or nothing at all). What follows is a very simplified breakdown of what's available, so you can see how the program this book is about fits in.

### **Windows programs**

#### **Continuous speech**

**NaturallySpeaking** (v.3) from Dragon Systems. Standard Edition: dictation and commands in its own text editor, Corel WordPerfect and Microsoft Word, plus other text entry areas in Windows. Preferred Edition (more features, including ability to press keys by voice). Professional Edition (includes command macro ability, plus DragonDictate software that uses discrete speech, which requires pausing between words). Manufacturer's prices as of fall 1998 ranged from around \$100 up to \$700. All editions include voice mousing.

**ViaVoice** from IBM. ViaVoice Gold and its newer sibling, ViaVoice 98 Executive, are unified programs providing for full voice control of Windows plus continuous speech dictation into all applications. Manufacturer's prices as of fall 1998: ViaVoice Gold, \$124; ViaVoice 98 Executive, \$149. The ViaVoice 98 line includes the Office and Home editions, which lack direct dictation into other applications. All versions include command macros (capturing keystrokes, mouse movements, voice commands), support use by several people, provide for creation of text macros, and have a feature for expanding the available vocabulary to suit the user's needs. Another product that is based on ViaVoice Gold is from IMSI: Voice Direct Continuous Gold (\$99).



**Figure 2: A talking head from the tutorial**

**Voice Xpress** from Lernout & Hauspie, which bought Kurzweil and in which Microsoft has a significant stake. Voice Xpress Professional (\$149) provides command and control of the computer environment plus dictation into all applications. Included are command and text macro capability. The Voice Xpress line includes several other products with lower prices.

**FreeSpeech98** from Philips Electronics. This is the newest continuous speech product, for sale at \$39, offering command and control of Windows as well as dictation. This has the least polished user interface of the continuous speech programs, in my opinion.

### **Discrete speech**

**DragonDictate.** Most notable feature: extensive macro scripting capability. Has voice mousing. Limited window of opportunity for training speech engine on just-dictated words.

**Kurzweil Voice.** Most notable feature: no switching between command and dictation mode. Not fussy about its surrounding hardware and software. Has voice mousing. Limited window of opportunity for training speech engine on just-dictated words. In this line are VoicePad, VoicePlus and VoicePro.

**Simply Speaking Gold.** Similar to ViaVoice Gold, but with discrete speech. Most notable features: excellent recognition and speed transcribing text, plus the ability to correct speech misrecognitions (and teach the speech engine) made hundreds of words ago. No voice mousing. (Simply Speaking provides just dictation.)

### **Command-only software**

**Kurzweil VoiceCommands.** For Microsoft Word.

**InCUBE** by the Command Corporation. For Sun as well as Windows.

**Listen for Windows** by Verbex.

**VoicePower** by Voisys.

**Macintosh**

**PowerSecretary** by Dragon. Uses discrete speech. No longer sold.

**OS/2**

**VoiceType** by IBM (similar to Simply Speaking Gold).

## **What about the computer itself?**

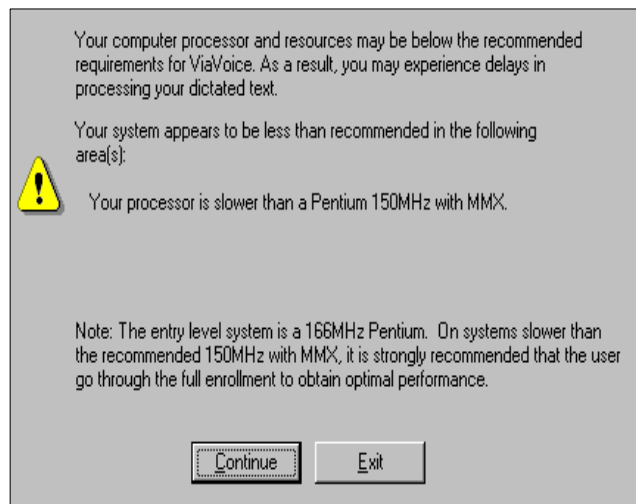
Now that you have decided that this is the program for you, whether it's to protect your health, increase your productivity, save money on transcription costs or to show how up-to-the-minute you are on high-tech gadgetry, let's take an honest look at the hardware requirements.

The more power and juice you can provide to the program the better it will behave. If you are buying a new computer, the ones typically sold today have the processing speed and sometimes the random access memory needed to run the software. IBM recommends a minimum of 32 MB of RAM on a 150 MMX Pentium, a 166 non-MMX Pentium or AMD-K6 MMX processor. (As of this writing, the IBM Web site does not include the Cyrix chip among processors it has tested and found to be compatible.)

Minimum is just that. Go for more. Get the most that you can afford in terms of processing speed and RAM, especially RAM.

On the other hand, it is possible to run the software on a slower processor if that's what you have to work with. In that case, it's a good idea to add RAM. I have used ViaVoice Gold on a 133 non-MMX Pentium with 48 MB of RAM.

If you are running Windows 95, you'll see excellent results if you run the software on a 233 MMX Pentium II, 512k L2 cache, with at least 64 megabytes of RAM. If you plan to dictate directly into Microsoft Word, you will need that much



**Figure 3: You can get decent results even with slower processor speeds.**

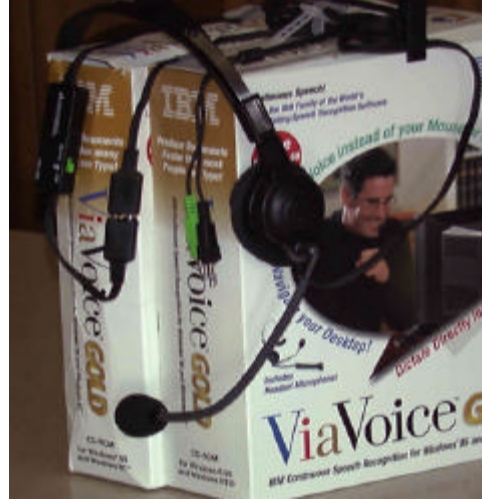
more oomph, and this is also true if you are running Windows NT. That is because Microsoft Word and Windows NT need lots of power themselves.

A word about laptops. These can be more problematic running speech software because the tight quarters and internal noise can have adverse affects. If you already have a laptop, query IBM as to whether the laptop can handle the software, or buy the software from a retailer that accepts returns. The IBM Web site has lists of compatible hardware that are worth consulting.

## **About microphones**

I have tried lots of microphones, beginning with a Shure close-talking microphone with a hair-pinching multi-piece headband that did not have a built-in speaker. Headset microphones are the most commonly used for speech recognition, and most mikes sold today for speech have earpiece speakers, making desktop speakers unnecessary. Qualities to consider include accuracy, sensitivity to non-speech noise, stability, comfort and durability.

Your software comes with a microphone, and if you get good results, great. If not, well, users of speech recognition have often improved their results by



**Figure 4: Andrea ANC-600, top; Philips SpeechMike, left, and the TalkMic, above.**

switching to other mikes, such as the following.

Sennheiser MD431 II	\$500 plus	Super-cardioid microphone can be hand-held or mounted in a stand. Requires an adapter plug to fit the computer's mike socket. Has on-off switch on microphone body. At audio stores.
Plantronics Supra Noise-Canceling Headset (H51N), with CAT cable	100	Try <a href="http://www.shopper.com">www.shopper.com</a> for price search. In-line mute switch is available. Non-noise-canceling Supra works well, too. See <a href="http://www.plantronics.com">www.plantronics.com</a> .
Plantronics Supra with CAT M10 (telephone-to-PC switch box)	180-200	Toggle switch on switch box can be used as mute switch. Volume control on box is for the telephone link.
Andrea ANC-600	75	Headset mike with rugged, flexible boom. More durable than earlier Andrea models. Has mute switch. Comfortable. Try <a href="http://www.speechcontrol.com">www.speechcontrol.com</a> .
Avid AV-1 microphone	25	Very good even when not in close-talking position. Comfortable, stable. Power-booster box available. See <a href="http://www.aherncorp.com">www.aherncorp.com</a> .
TalkMic	80-100	Uses pressure-gradient technology. This mike is noted for stable positioning. One version does not have an ear speaker. See <a href="http://www.talk-systems.com">www.talk-systems.com</a> .
Emkay	45	Similar to TalkMic in construction, but has a different microphone element. See <a href="http://www.emkayproducts.com/">http://www.emkayproducts.com/</a>
Philips SpeechMike	180	Hand-held mike that is also a trackball. See <a href="http://www.speechmike.philips.com">www.speechmike.philips.com</a> and <a href="http://www.speechcontrol.com">www.speechcontrol.com</a> .
VXI Gold (Parrot)	75	Very comfortable. Works with optional switch box for use with telephone as well. See <a href="http://www.vxicorp.com">www.vxicorp.com</a> .

### ***About soundcards***

If you are buying a new computer system, that is the time to specify the soundcard. It's a good idea to check the IBM Web site for the latest list of compatible soundcards. The Dragon Systems site ([www.dragonsys.com](http://www.dragonsys.com)) is also useful in this regard.

Many people like the Turtle Beach cards; also favored are the SoundBlaster 64's (whether Gold or not). Even very inexpensive cards like the basic SoundBlaster 16 PnP have been successfully used with continuous speech software. In a desktop system, it's easy enough to swap out soundcards if you wish.

### ***Should you get a new (fill in the blank)?***

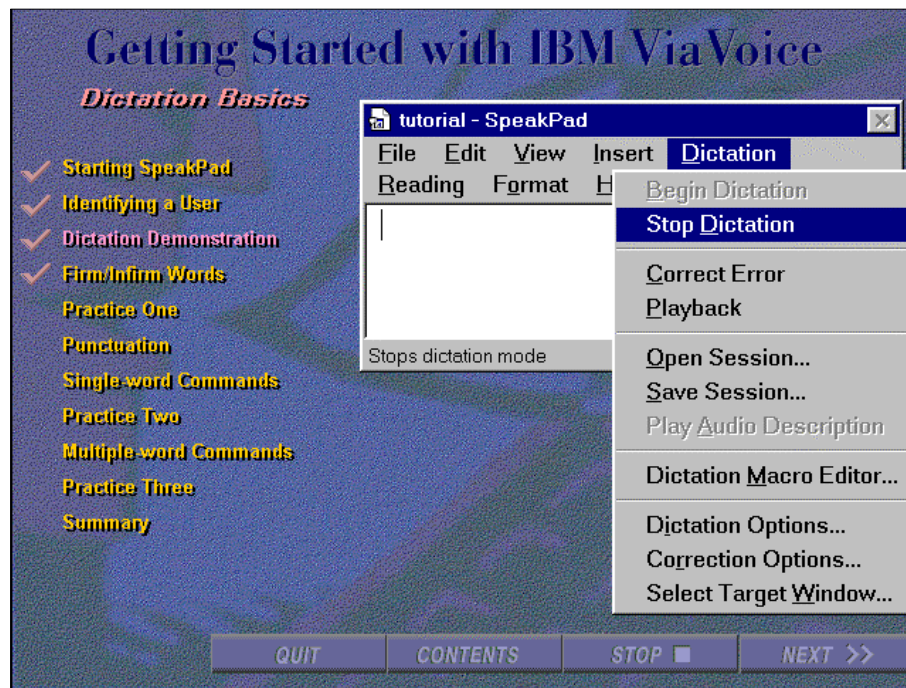
A clean "sound path" is necessary for excellent results, but it is all too easy to get rather absorbed with issues like whether to buy a new computer, a new soundcard, a new microphone, more RAM, or even new software.

If you are not getting excellent recognition, make sure you take the steps discussed in this book. Then, consider new hardware if you wish; at that point, you won't be throwing away your money. The easiest upgrade is a new microphone, so that's a good place to start.

## How this book can help

ViaVoice Gold comes with ample help files that pop open on the screen to help new users get going.

There's also a tutorial on the installation CD; launch it through the Start menu. Go to Programs/IBM ViaVoice/Help/Interactive Tutorial.



**Figure 5: Built-in documentation can make you work harder. Don't click on Stop dictation. Say Stop dictation instead.**

So what's this book for? Well, it's been my experience that all too often help files and tutorials have little connection with what people are actually trying to accomplish. The documentation will tell you how to do things, but not why you would want to do them. It also can give you downright misleading ideas on how to do things. The tutorial, for example, talks about choosing Stop Dictation from the SpeakPad's dictation menu in the early lesson. Not until later does it suggest you just say "Stop dictation."

Why bother learning to choose a menu item when the better choice is uttering a voice command after your final word of dictation?

Far too often the how-to's say to click on something. Telling someone using speech software to click a mouse button is just plain silly when there's a voice command available. And in ViaVoice Gold there *are* voice commands to carry out practically everything.

Mind you, I am most definitely not saying you should always use your voice to do things. You probably shouldn't, in fact. The point is we already know how to use the keyboard and mouse. What we don't know, starting out, is what voice commands accomplish what we want. This is what I try to provide you in this book. Then understanding all three input and navigation tools – keyboard, pointing device, and speech – you get to decide what works best for what task or circumstance.

While using **SpeakPad**, you can click **Begin-Reading** in the **Reading** menu.

You can also use ViaVoice Outloud to listen to the help in ViaVoice. When VoiceCenter is active, just say **Begin-Reading**.

- 1 Click the Windows **Start** button.
- 2 Select **Settings** and then **Taskbar**.

If you don't get good speech recognition with a moderate tone of voice, click **Start, Programs, IBM ViaVoice, Tools, Microphone Setup** to adjust the audio level of the microphone.

**Click **Begin Dictation** to start dictating.**

**Figure 6: Help files often suggest clicking instead of talking. Voice commands, from top left: Begin Reading; Start button, Settings, Taskbar; start Microphone Setup; Begin dictation.**

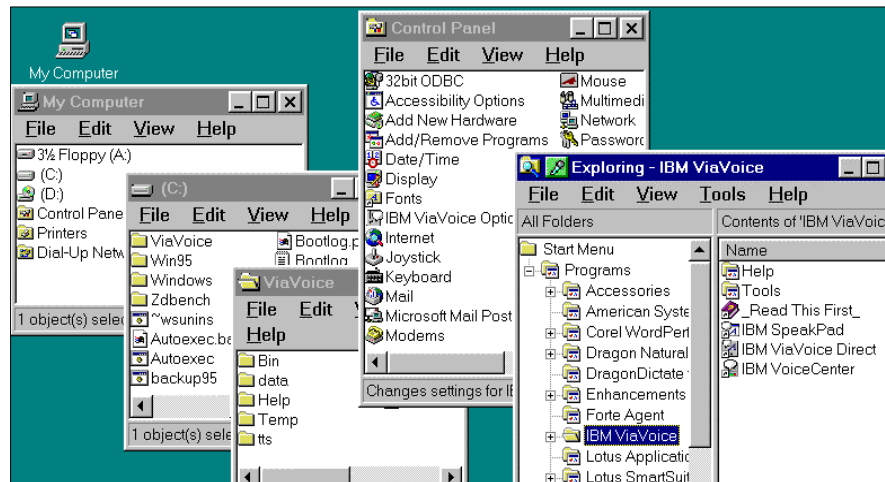
IBM does provide a way to produce your own paper documentation, in Adobe Acrobat form, and you are invited during the installation procedure to make your printout. All too often, the feeling is, “Not now; I’d rather play with the program.”

And then it's very easy to forget about it as you go about learning the program. When you do want it printed, how do you do so? Go to the Start button, select Find, select Files or Folders, and search for a file called *refus.pdf*; this is what you want to print out. There is a similar file that lists

commands, but be aware that the commands listed aren't all there are by a long shot. You're better off consulting the back of this book.

For people with extensive experience using PC's, the information here may seem excruciatingly detailed. But remember that what your hands do rather instinctively will not be so easily accomplished when you do it by voice. You have to think about what steps the computer takes.

This is complex software, and it can be a wonderful tool. But specific guidance is needed. And it's usually not forthcoming from the people we might ordinarily turn to for help, fellow computer users, for instance, or the employer's systems people, or your brother-in-law.



**Figure 7: ViaVoice is all over, typical of Windows applications.**

In addition, the usual learning methods for software, futzing around among icons and exploring menus, will take you only so far with speech software.

Whatever your experience, please be advised that for anyone suffering symptoms like pain or clumsiness, no tool can replace appropriate medical care, not even this wondrous technology. And remember that the voice can be susceptible to strain just like any other part of the body. Moderation and realistic expectations are critical.



## **Chapter 2**

### **Getting started**

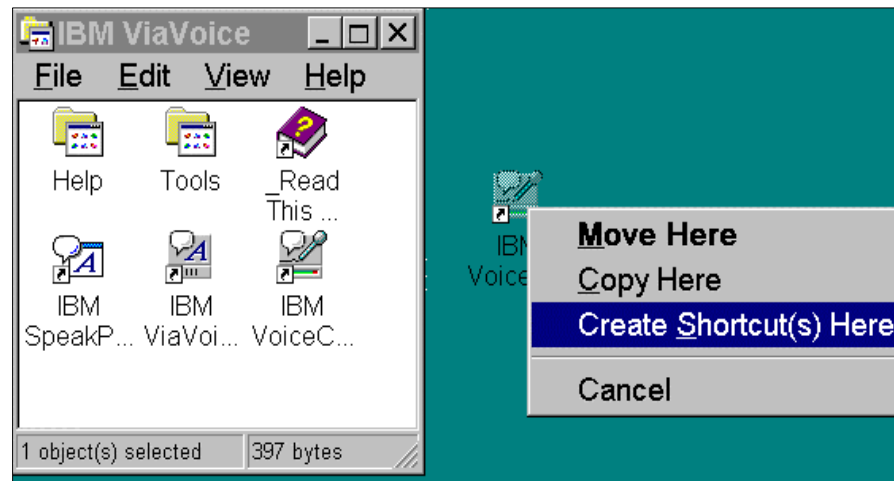
## ***Eager to start? OK, let's start – on how to start***

### ***Installing ViaVoice Gold***

This is a pretty simple process, guided by the installation wizard. One question you will be asked is whether you want to install support for Microsoft Word. You can do this now, or weeks later, because the installation is basically a toggle. A checkmark in the appropriate box adds the voice enabler for Word, and removing the checkmark takes it away. You can go back and forth, as your work habits call for. Word takes longer to load when the dictation feature is enabled.

You'll be asked to register the product during the installation process, and that's a good idea. If you don't, you'll be prompted to do so in a few days. My suggestion is to fill in the blanks now and get it over with. Send it to the printer, if you wish, but registering by modem is easy too because the software does all the work for you.

At the end of the installation, you'll be guided into the new user wizard. But check out your taskbar first; open the "program folder" shown on your taskbar so that you can create a Desktop "shortcut" for the IBM VoiceCenter, the heart of ViaVoice Gold. To do that, right-click and drag



**Figure 8: Make a Desktop shortcut after installation.**

the icon from the window to the Desktop and let go of the mouse button. Choose “Create shortcut here” from the menu that opens when you let go.

Now proceed with the new user wizard. This process essentially guides you through the microphone setup and into an enrollment.

### ***Should you enroll?***

When this question is asked, answer Yes. Although you can use ViaVoice Gold without enrolling, you will get much better results if you do enroll. The time you spend now doing this could save you lots of frustration and time later.

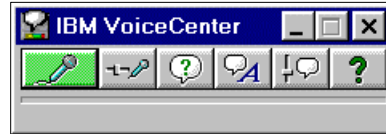
The enrollment helps the speech engine understand your voice. But there’s something else perhaps just as important. The enrollment serves to train you on the best ways to talk to your computer. You can do the initial 50-sentence enrollment in about 10 minutes and then have the software analyze that data (a process called “training” the speech engine). Then use the program and, as you have time, do the full enrollment of 265 sentences. That can be done in stages.

## ***Make your voice a ready tool***

I'm sure you're eager to begin dictating, and if you really can't wait, skip forward a few pages. But please return to this section, for it is here that you'll find useful tips for making speech recognition an integral part of your computing setup. Things should be set up so that there are no hurdles to keep you from using the program. (Using the program itself has enough hurdles.)

Your speech program should start up when the computer does, with the microphone ready to go, no clicking necessary. There should be a Desktop "shortcut" too.

The idea here is that speech will be a tool on a par with the keyboard and mouse. You don't have to do anything special to use those, do you? Well, let's make your speech software just as available. (Well, almost; you will still have to put your headset on.)



**Figure 9: VoiceCenter, command central.**

I really can't stress this enough. All too often people will buy a program like this and find themselves not using it and wondering why not. This is why. So, as eager as you are to develop your dictation skills, this is just as important.

Let's use ViaVoice Gold right away to accomplish our goals. Click it open now, and let that be the last time that you have to do anything special to run the program. Click on the Windows Start button, then Programs, then IBM ViaVoice, then IBM VoiceCenter. These instructions are specific to Windows 95; Windows NT users may find minor differences.

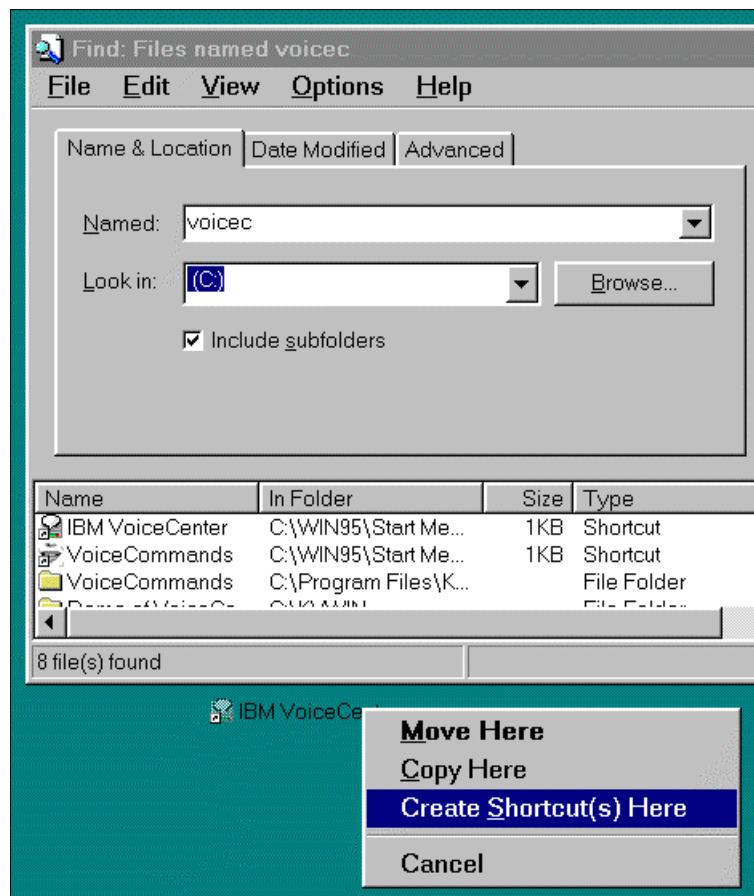
Click on the button at the far left depicting a microphone to turn on the microphone. You're ready to talk.

## ***Create a Desktop icon***

If you did not create a Desktop shortcut from the program group display after installation, do so now. The shortcut should be for the VoiceCenter; with it running, you have voice control over all other parts of your speech software – and your computer.

The fastest way will be described first, followed by instructions on how to do it all by voice.

Click in a blank spot on the Taskbar, and hit F3 on the keyboard. The Find Files or Folders window will appear. Type *VoiceCenter* in the Named field (capitalization doesn't matter), and hit Enter. When the file "IBM VoiceCenter" appears, right-click and drag it to the Desktop, and choose the shortcut option in the popup menu that appears when you let go of the

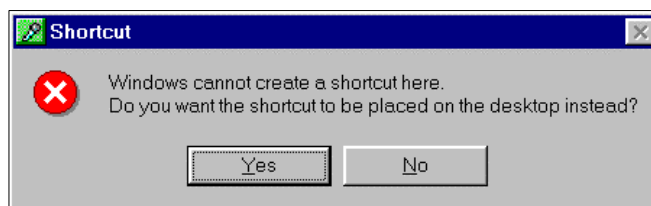


**Figure 10: If you didn't create a shortcut after installation, do it by hunting down the VoiceCenter, through the Find feature.**

buttons. You now have a Desktop shortcut to the essence of ViaVoice Gold, the VoiceCenter.

As a way to reinforce its important role, rename it to ViaVoice Gold. Left-click it, hit F2 and type in *ViaVoice Gold* and hit Enter. With the shortcut still highlighted, hit Ctrl + C to copy it to the Clipboard in preparation for the next section.

Here's the voice method. Say **Start button**, then **Find**, then **Files or Folders**. To input "voicecenter" in the Named field, use spell mode, which, by the way, requires slight pausing between the words. Say **Begin spell, victor, oscar, india, charlie, echo, charlie, echo, november, tango, echo, romeo, Return**. (You can actually stop after the "charlie" and probably get what you want.) Say **Find now**, or **Enter**. When the file shows up in the list of found items, make sure it's selected and say **Popup menu**, then **Create shortcut**. A message will come forth saying you can't create a shortcut here and asking if you want one on the Desktop instead. You say **Yes**. Say **Close** to close Find.



**Figure 11: When you make a shortcut by voice, you'll see this. Say Yes.**

(You should not have had to do anything to the Look In field of the Find box because the way we opened it should have it specifying the [C:] drive automatically. If for some reason, it specifies the Desktop or something else, you should delete that as the place to search. To do so, say **Look In**, then **Delete selection**. You can then proceed with the search.)

To rename your shortcut by voice, first go to the Desktop by saying **Go to Program Manager**. Your shortcut should appear highlighted. Say **Popup menu** and then **Rename**. Say **Begin spell, Capital-V, india, alpha, capital-V, oscar, india, charlie, echo, spacebar, capital-G, oscar, lima, delta. Return**. Now say **Enter**.

In preparation for the next section, say **Copy selection**.

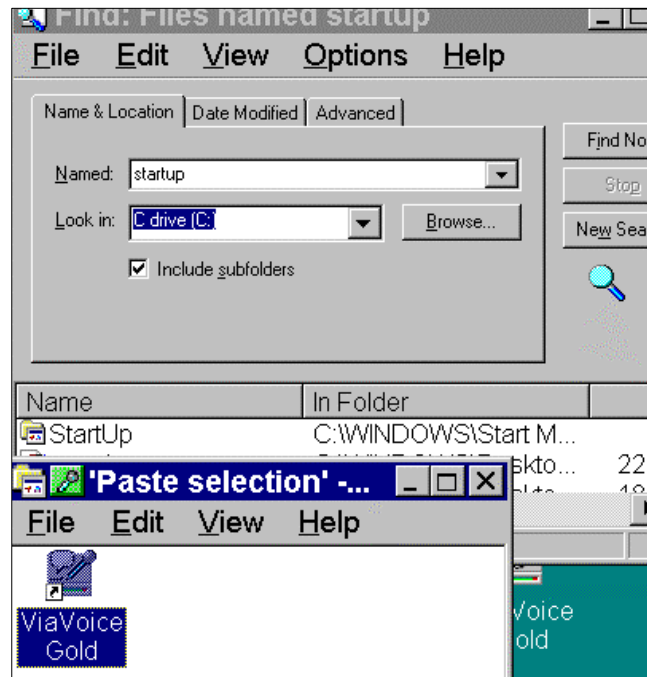
## ***Have Gold come on when your PC does***

Next, we'll add ViaVoice Gold to your StartUp group.

Do the find process again, specifying *StartUp* in the Named field.

Let's continue with the voice method. In the previous section, you finished by saying **Copy selection** with the Desktop shortcut highlighted. Now you need to reopen the Find window: **Start menu, Find, Files or Folders**. The cursor will be in the name field when the window opens. Say **Begin spell, sierra, tango, alpha, romeo, tango, uniform, papa, Return**. More than one "found" item may appear; select the StartUp item that is located in C:\Windows\Start Menu\Programs. It will probably be the first item listed and already be highlighted. If so, say **Enter**, to open it.

Once the StartUp folder is open, say **Paste selection** and your



**Figure 12: Paste the copy of the ViaVoice Gold icon in the StartUp folder.**

shortcut icon will be copied here. Say **Close**. You're done; the next time you start your computer, ViaVoice Gold will start up automatically.

Here's the hand method:

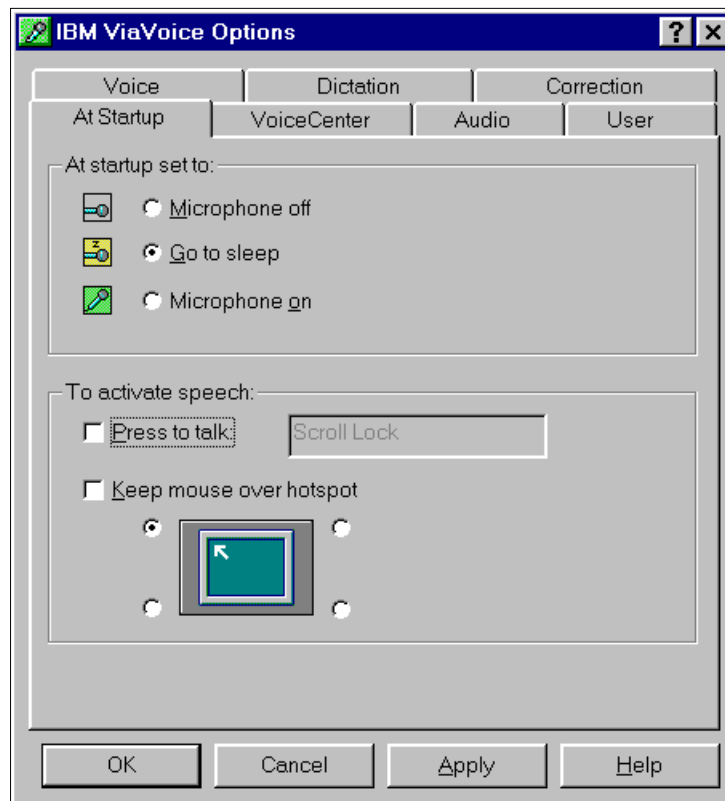
Open the Find window; remember, the fastest way is to click an empty place in the Taskbar, and hit F3. Type *StartUp* in the Named field and hit Enter.

When the found items appear, open the folder that's in C:\Windows\Start Menu\Programs. Hit Ctrl + V to drop the shortcut copy you made (in the previous section) into the folder. Close the folder and the Find window. You're done.

If for some reason you didn't make a copy of the Desktop shortcut during the previous section, the paste commands we've just described won't work. So make your copy now and proceed as described.

### **Start up with the mike asleep**

Say **ViaVoice Options**. Say **At startup tab** to bring that tabbed page to the foreground. Say **Go to sleep** to set the microphone to be asleep when the program starts. Ignore the other settings on that page. (NOTE: The Press to Talk function, when checked, lets you press the designated key and utter one command, and one command only, before the mike goes off again. That command can be **Microphone on**, and this command will keep the mike alive.)

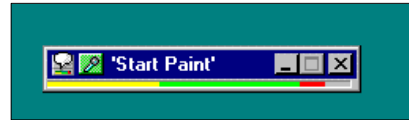


**Figure 13: Options pages allow settings to be changed, like the state of the microphone when VVGold starts running.**

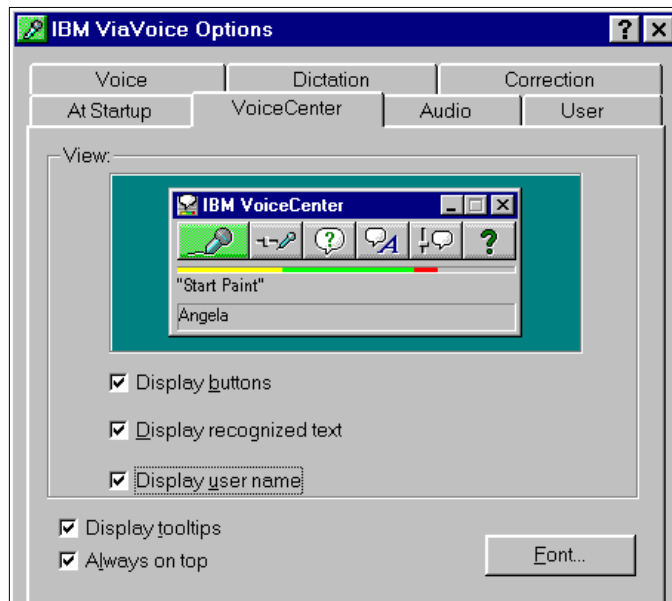
## **Provide some visual cues**

### **Make VoiceCenter always visible**

With the ViaVoice Options box still visible, say **VoiceCenter page** to push that page to the forefront. There all options should be checked. Check or uncheck an item simply by saying the phrase, as in **Always on top**. The idea is to have the VoiceCenter – command central – visible and giving you feedback while you are learning the program. The commands you say will

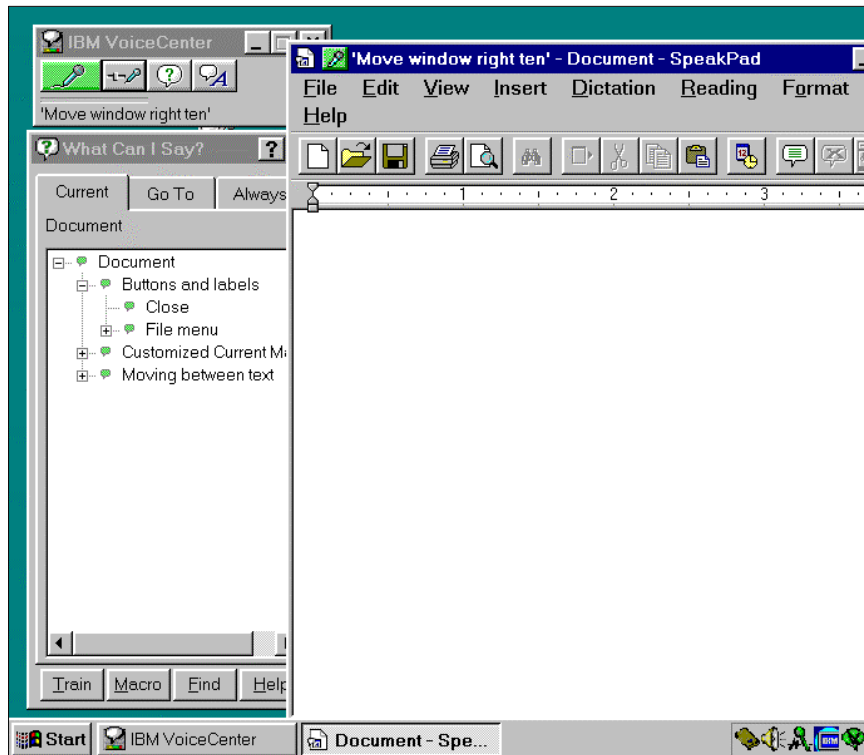


**Figure 14: The smallest VoiceCenter**



**Figure 15: When you are starting out, the more cues the better. Check everything.**

be displayed in the VoiceCenter window. As you become more proficient, you may find that having the VoiceCenter smaller (or even minimized) is more to your liking. To have a small VoiceCenter, just uncheck the options Display buttons, Display recognized text and Display user name.



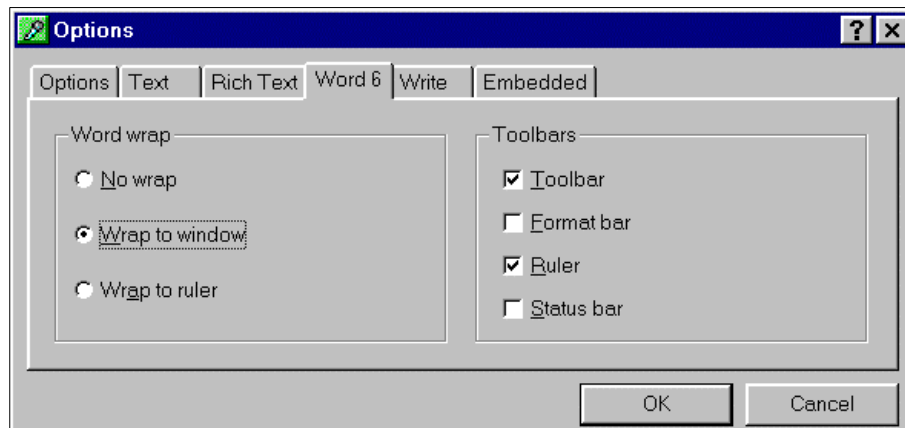
**Figure 16: Show the What Can I Say? window for hints on commands, and resize the SpeakPad.**

### ***Position the SpeakPad window***

Say **Start SpeakPad**. Position it so that the VoiceCenter does not obscure it. The default position of the VoiceCenter after installation is the top left of the screen. My preferred arrangement is with the small VoiceCenter at the top left (its default position), with the large SpeakPad at bottom right (not maximized) so that the What Can I Say? box, when open, will nestle in nicely.

To position the SpeakPad, make sure it has Windows' focus (the title bar is blue); shift the focus there by saying **Go to SpeakPad**. Then say

**Move window right 10** (repeat similar commands, using any number from 1 to 20, till it's positioned as desired).



**Figure 17: SpeakPad's View menu has Options that allow you to wrap text to fit the resized window.**

If SpeakPad opens maximized, say **Restore SpeakPad** to shrink it back down.

If you work with the SpeakPad sized like this, as I recommend for beginning users, you'll need to make another adjustment so that your text fits within the window and doesn't run off the right side where you can't see it. Say **Options** (which is a listing within the View menu, but you don't need to say "View" first), then, with the "Word 6" page in view, say **Wrap to window**. If the Word 6 page is not in view, turn to it by saying **Word 6 tab**. The Text, Rich Text and Word 6 options refer to the file typos in which SpeakPad documents can be saved. The Word 6 type can be read by later versions of Word.

### ***Other setting changes***

While we're messing around with the SpeakPad settings, let's change one more. This will be useful much later in the book when we're dealing with macros and templates built in the Dictation Macro Editor. Say **Field**

**Markers.** This should take the checkmark off the Field Markers menu item.

I would also suggest making the point size bigger in the SpeakPad, by choosing “12” in the drop down list in the format bar or by saying **Font**, then **Size, 12, Enter**.

To make these changes permanent, type a word or two in the document and save it under some name.

