



# **IBM ViaVoice™ Standard Millennium Edition**

## **User's Guide**

***Release 7.0***

Note: Before using this information and the product it supports, be sure to read the information in [“Appendix” on page 33](#).

### **First Edition (September 1999)**

This edition applies to version 1, release 7, modification level 0 of IBM ViaVoice Standard Millennium Edition UK English (program number 5639-H62) and to all subsequent releases and modifications until otherwise indicated in new editions.

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## Chapter 1. Getting Started

## Getting Started

### Minimum System Requirements for Microsoft® Windows® 95 or Windows 98

- Processor performance equivalent to Intel® Pentium® 166MHz with MMX™ and 256K L2 cache or equivalent (including AMD-K6® 200MHz or AMD-K6 with 3DNow!™, each with at least 256K of L2 cache or equivalent).
- 48MB of RAM in total.
- 290MB available hard disk space.
- Display mode set to 256 colours or higher is recommended.
- A Windows 95/98 compatible 16-bit sound card of good recording quality (with microphone input jack).
- Quad speed (or faster) CD-ROM drive.

### For Windows NT® 4.0 with Service Pack 4 (same as above with these exceptions)

- 64MB of RAM.
- Administrator authority required to install and use this program.
- A Windows NT compatible 16-bit sound card of good recording quality (with microphone input jack).

ViaVoice and its files should not be compressed with disk-compression utilities. Additional RAM and a faster processor can improve performance. Recognition rate depends highly on the recording quality of the sound card. ViaVoice is optimised for Pentium II, Pentium III, AMD-K6 and 3DNow! processors.



Hello, my name is Woody and welcome to the future! I am here to help you with ViaVoice. I am able to teach you about ViaVoice, read back your text, and explain some of the features of this product.

## Chapter 1. Getting Started

### Entering Your Serial Number

Before installation, ViaVoice will ask you to enter a serial number, which you can find on the back cover of your User's Guide. Please refer to this unique serial number when installing ViaVoice or contacting technical support.

### Installing ViaVoice

Follow the instructions on each screen of the Installation Wizard when installing ViaVoice.

At the end of the installation, you can select the option to place VoiceCentre in your Startup folder so that it will open automatically when you start your computer. Otherwise, to open it, click the **Start** button, point to the **Programs** menu and select **IBM ViaVoice VoiceCentre**.

### Using ViaVoice for the First Time

After you have installed ViaVoice successfully and restarted your system, you are ready to dictate!

To start VoiceCentre if it is not already running, click **Start**, point to **Programs** and select **IBM ViaVoice VoiceCentre**.

### The User Wizard

Woody appears and starts the User Wizard. The User Wizard takes you through the steps necessary to set up your microphone and teach ViaVoice your speaking style, which you will do by recording a story. You must complete all User Wizard tasks and process your recording, to obtain a voice model, before you can use ViaVoice.

If you encounter problems during Audio Setup, the wizard will provide you with solutions. You must resolve any audio problems found during Audio Setup before you can use ViaVoice.

Once you have processed your voice model and completed the User Wizard, you are ready to dictate documents.

## Chapter 1. Getting Started

### Dictating for the First Time

After you finish work with the User Wizard, the VoiceCentre appears as a taskbar on your screen. Put your microphone on and position it correctly. Follow the instructions below to dictate for the first time in ViaVoice.

1. Click the microphone button (the button appears green).
2. Say **Dictate to SpeakPad**. SpeakPad opens, and you can begin dictating the following text. Speak clearly at a normal pace.

**This has three bedrooms and two attic bedrooms SEMICOLON some renovation work is needed FULLSTOP NEWPARAGRAPH**

**Ignore the message and COMMA more importantly COMMA don't pass it on FULLSTOP NEWPARAGRAPH**

**I think that this rather diminishes the role of the father FULLSTOP NEWPARAGRAPH**

**Their sound is based on four different musical personalities working together FULLSTOP NEWPARAGRAPH**

**A similar scheme for branch staff last year was oversubscribed FULLSTOP MICROPHONE OFF**

The text you said appears in the SpeakPad document window.

Congratulations! You have successfully dictated for the first time. To learn more about dictating and making corrections, see ["Start Dictating" on page 13](#).



Congratulations on purchasing a program that may seem like technology straight from a science-fiction movie. ViaVoice will learn, and your speech recognition accuracy will improve with time. Remember that ViaVoice needs to learn how you speak. Make sure each person has their own personal voice model. Before you know it, ViaVoice will be your new dictating professional!

## Chapter 1. Getting Started

### Using ViaVoice Help for Detailed Instructions

Information Central contains all help for ViaVoice.

1. Click the **Help** button to display the VoiceCentre help.
2. Click the **Information Central** button on the help window. Select a ticket containing the topic for the specific area of help you need.
  - **Getting Started** contains links to Learn How to Dictate and VoiceCentre so that you can learn how to start dictating and how to use VoiceCentre. It also has two useful topics on Help Conventions and a ViaVoice Glossary if you need more information on speech terminology.
  - **ViaVoice Help** contains the information and steps for ViaVoice functions. Refer to any of these topics if you need help on a specific area.
  - **Command Reference** contains many frequently used commands. Use the easy-to-view tables in each section to find a specific command.
  - **Product Support** contains a topic with links to the PDF format (Printable Document Format) of the User's Guide and Command Reference Card. You'll see these in Adobe Acrobat™ Reader. There is also a Technical Support link that takes you to the ViaVoice web site for technical support.
  - **Productivity Tips** contains a topic link to the Improving Speech Recognition and to the Quick Productivity topic. There is also a link that takes you to the ViaVoice web site to view the IBM Frequently Asked Questions page.



ViaVoice Help has the Contents, Index and Search tabs on the left. If you want to view the help information using the entire window, click the Help Topics button to open or close the three tabs. You may also jump to Information Central from every help topic by clicking the Information Central button.

Help Topics

Information Central



## Chapter 2. What is VoiceCentre?

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### What is VoiceCentre?

VoiceCentre is the control centre of ViaVoice. From VoiceCentre you can access all settings and options in ViaVoice.

If you chose during installation to place VoiceCentre in your StartUp folder, VoiceCentre starts when you start your computer.

### Starting VoiceCentre

If you did not place VoiceCentre in your StartUp folder, follow these steps:

1. Click the **Start** button.
2. Point to **Programs**, select **IBM ViaVoice** and click **VoiceCentre**.

VoiceCentre appears as a taskbar at the top of your screen. (The taskbar view is the default setting.)

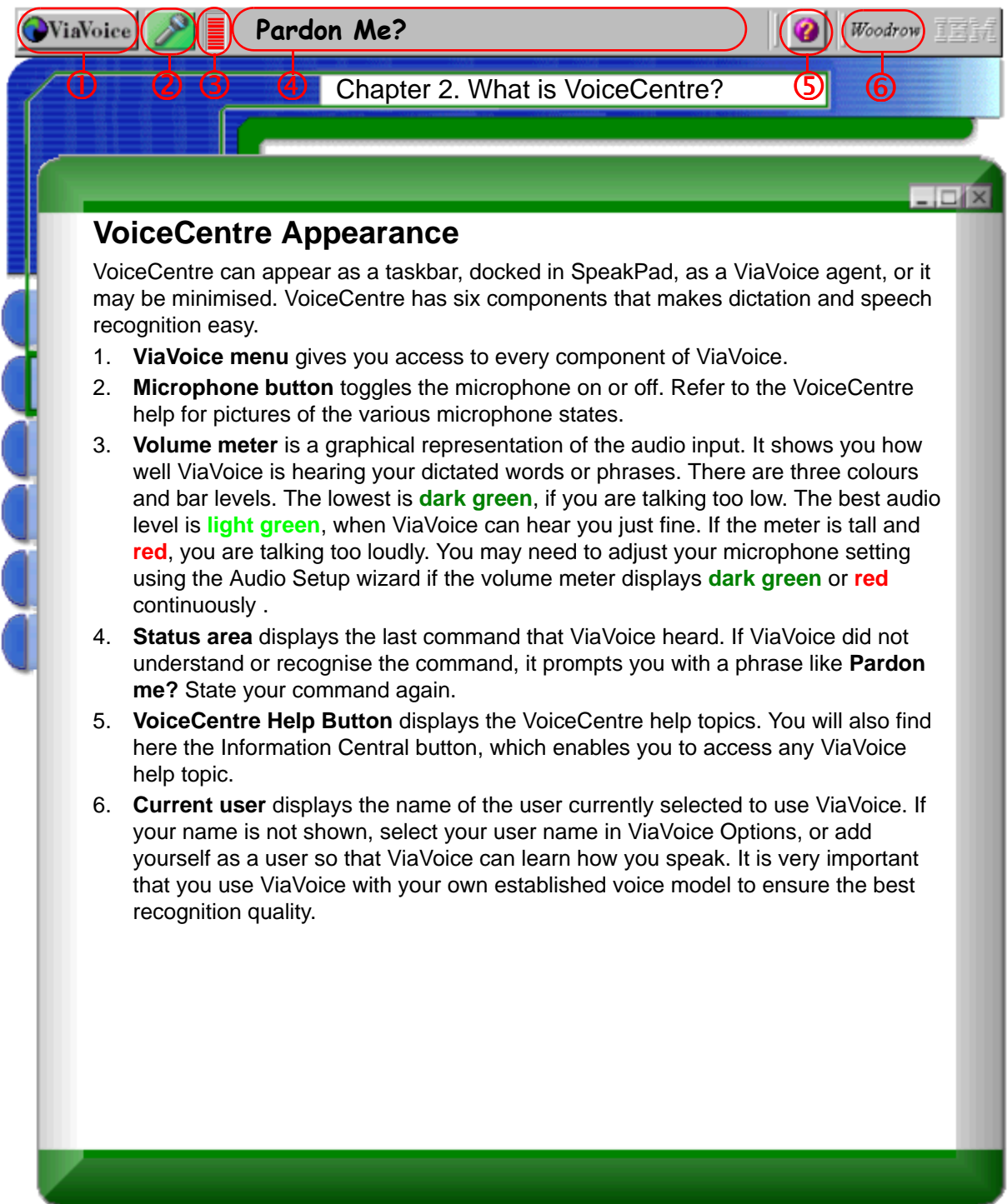
### Teach Me About VoiceCentre

You can have Woody teach you about VoiceCentre by turning the microphone button on and saying **Teach me about VoiceCentre**.

You can also have Woody teach you about **Dictation**, the **Microphone**, **Correction**, or **What Can I Say**.



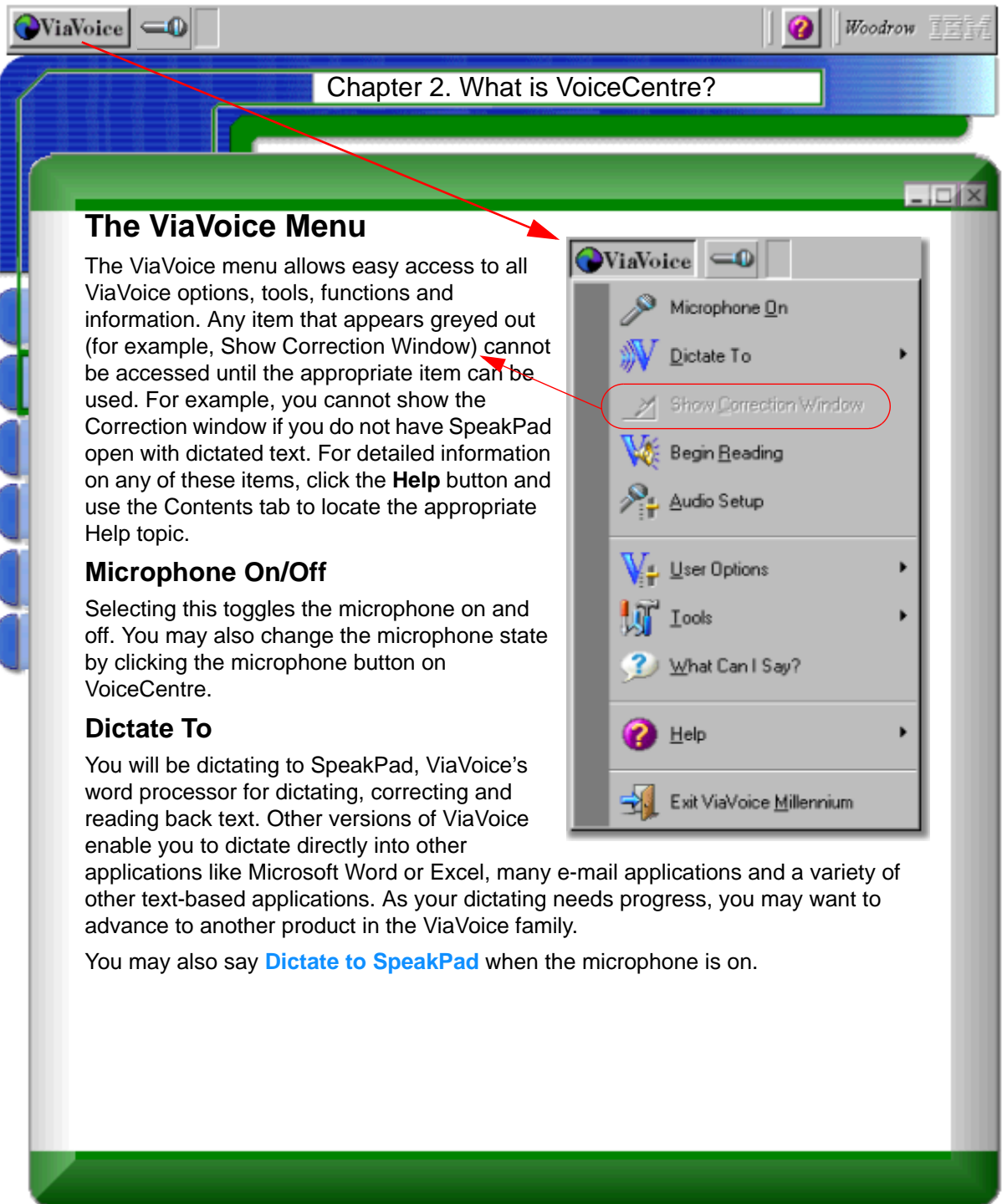
"We have now reached that point in time when advances in computer intelligence, signal processing, combined with the power of the average home computer, make it possible for us to use human speech to interact with our computers."



## VoiceCentre Appearance

VoiceCentre can appear as a taskbar, docked in SpeakPad, as a ViaVoice agent, or it may be minimised. VoiceCentre has six components that makes dictation and speech recognition easy.

1. **ViaVoice menu** gives you access to every component of ViaVoice.
2. **Microphone button** toggles the microphone on or off. Refer to the VoiceCentre help for pictures of the various microphone states.
3. **Volume meter** is a graphical representation of the audio input. It shows you how well ViaVoice is hearing your dictated words or phrases. There are three colours and bar levels. The lowest is **dark green**, if you are talking too low. The best audio level is **light green**, when ViaVoice can hear you just fine. If the meter is tall and **red**, you are talking too loudly. You may need to adjust your microphone setting using the Audio Setup wizard if the volume meter displays **dark green** or **red** continuously .
4. **Status area** displays the last command that ViaVoice heard. If ViaVoice did not understand or recognise the command, it prompts you with a phrase like **Pardon me?** State your command again.
5. **VoiceCentre Help Button** displays the VoiceCentre help topics. You will also find here the Information Central button, which enables you to access any ViaVoice help topic.
6. **Current user** displays the name of the user currently selected to use ViaVoice. If your name is not shown, select your user name in ViaVoice Options, or add yourself as a user so that ViaVoice can learn how you speak. It is very important that you use ViaVoice with your own established voice model to ensure the best recognition quality.



## Chapter 2. What is VoiceCentre?

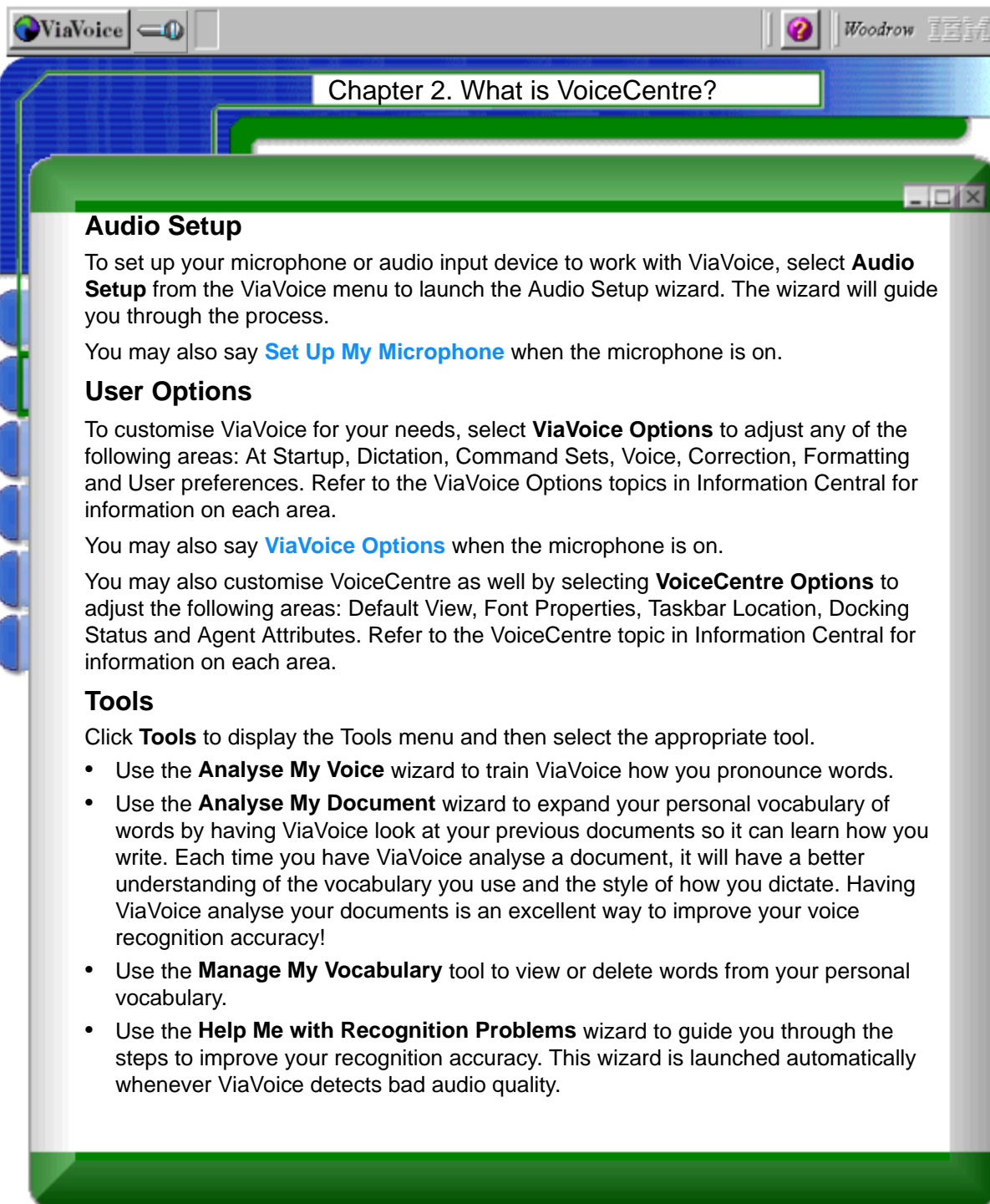
### Show Correction Window

Use the Correction window to correct any words ViaVoice misrecognises in your dictation. Each time you use the Correction window, ViaVoice updates your personal speech files, which improves future recognition! The Show Correction window menu item is greyed out until you dictate text into SpeakPad.

What you say	What happens
Show Correction window	Opens the Correction window so that you can correct a word or phrase.
Close Correction window	Closes the Correction window.
Correct <text>	This command selects the designated text in your dictation and opens (or gives focus to) the Correction window so that you can correct it. <text> is the word or phrase you want to correct.
Try again	After selecting a word or phrase by saying <b>Correct &lt;text&gt;</b> , say <b>Try again</b> to select the next occurrence of that word or phrase.
Correct this	Opens or gives focus to the Correction window and places the selected word in the Correction window to allow its correction.
Pick <n>	Selects the correct word from the alternates list in the Correction window. (<n> is the number of the correct word.) The selected word replaces the word on the screen.

### Begin Reading

You can proofread your dictation easily by having Woody read aloud your text. (This is called text-to-speech.) First select the passage you want read back to you by highlighting the desired text. Then select **Begin Reading** from the ViaVoice menu. Listen to the computer-generated voice read your document.



## Chapter 2. What is VoiceCentre?

### Audio Setup

To set up your microphone or audio input device to work with ViaVoice, select **Audio Setup** from the ViaVoice menu to launch the Audio Setup wizard. The wizard will guide you through the process.

You may also say **Set Up My Microphone** when the microphone is on.

### User Options

To customise ViaVoice for your needs, select **ViaVoice Options** to adjust any of the following areas: At Startup, Dictation, Command Sets, Voice, Correction, Formatting and User preferences. Refer to the ViaVoice Options topics in Information Central for information on each area.

You may also say **ViaVoice Options** when the microphone is on.

You may also customise VoiceCentre as well by selecting **VoiceCentre Options** to adjust the following areas: Default View, Font Properties, Taskbar Location, Docking Status and Agent Attributes. Refer to the VoiceCentre topic in Information Central for information on each area.

### Tools

Click **Tools** to display the Tools menu and then select the appropriate tool.

- Use the **Analyse My Voice** wizard to train ViaVoice how you pronounce words.
- Use the **Analyse My Document** wizard to expand your personal vocabulary of words by having ViaVoice look at your previous documents so it can learn how you write. Each time you have ViaVoice analyse a document, it will have a better understanding of the vocabulary you use and the style of how you dictate. Having ViaVoice analyse your documents is an excellent way to improve your voice recognition accuracy!
- Use the **Manage My Vocabulary** tool to view or delete words from your personal vocabulary.
- Use the **Help Me with Recognition Problems** wizard to guide you through the steps to improve your recognition accuracy. This wizard is launched automatically whenever ViaVoice detects bad audio quality.

## Chapter 2. What is VoiceCentre?

### What Can I Say

To view the voice commands you can say with ViaVoice, select **What Can I Say** from the ViaVoice menu. You might find it useful to keep the What Can I Say window open next to SpeakPad when dictating.

You may also say **What Can I Say** when the microphone is on. Or, say **Teach me about What Can I Say** to learn about the window.

### Help

Click **Help** and select any of the following help items:

- **VoiceCentre Contents** opens the help on VoiceCentre (anything covered in this chapter).
- **Information Central** opens the main help file, allowing quick access to any of the ViaVoice help topic containing detailed steps and information.
- **About ViaVoice** opens the About ViaVoice window containing copyright and product information.
- **ViaVoice on the Web** launches your default web browser and opens the ViaVoice web page containing news and information on ViaVoice.
- **Register your ViaVoice Software** launches the IBM Product Registration program so that you can register ViaVoice electronically.

### Exit ViaVoice Millennium

To close VoiceCentre and quit ViaVoice, click **Exit ViaVoice Millennium**.



If you have any questions about ViaVoice or if you wish to know more about our voice recognition products, use the **ViaVoice on the Web** help link to launch your default web browser (if you have an Internet service provider and connection, that is).

## What is a Voice Model?

A voice model refers to collected speech data for each user who analyses and processes their voice. Each voice model reflects how the user speaks with a particular microphone within a given acoustic environment. If you plan to use ViaVoice in different locations with different levels of background noise, you should create a voice model in each location.

### Creating a Voice Model

There are good reasons why you may want to create several different voice models to match each location where you plan to use ViaVoice:

- **Different noise levels.** For example, if you intend to use your laptop at home, at the office, and on the train, create three different voice models so that each model matches the background noise and acoustic environment in each location. This ensures the best recognition performance.
- **Transcription device.** If you install the ViaVoice Transcription program, create a voice model using the transcription device.
- **Different microphones.** If you install a microphone other than the one that came with ViaVoice, create a voice model using your new microphone. You must ensure that the microphone has been tested and is supported by ViaVoice. Using a high quality microphone is necessary for good recognition accuracy. Go to the ViaVoice Technical Support web site for a list of ViaVoice-compatible accessories.

### Analysing Your Voice

1. Click the **ViaVoice** button, point to **User Options** and select **ViaVoice Options**.
2. Select the **User** tab.
3. Select the appropriate **User Name** (if you do not have yourself listed as a user, follow the **To add a new user ...** steps).
4. Click the **Add Voice Model** button.
5. Follow the User Wizard instructions to analyse your voice.
6. Click **OK** to save the changes.

## Chapter 2. What is VoiceCentre?

### Multiple ViaVoice Users

A single installation of ViaVoice supports several users. Each user creates a personal voice model with his or her own user name and logs into ViaVoice with that user name. This way, ViaVoice uses the personal voice model for the current user and adds to the user's personal vocabulary as it "learns" to recognise more words and commands spoken by the current user. The current user is displayed on the far right side of VoiceCentre.

#### To add a new user

1. Click the **ViaVoice** button, point to **User Options** and select **ViaVoice Options**.
2. Select the **User** tab.
3. Click the **Add User** button.
4. Follow the User Wizard to add a new user to ViaVoice. After you finish, ViaVoice makes the new user the default user.
5. Click **Apply** to save changes. Your user name appears in the Current User section of VoiceCentre.



#### To change a user

1. Click the **ViaVoice** button, point to **User Options** and select **ViaVoice Options**.
2. Select the **User** tab.
3. Select the appropriate **User Name**.
4. Click **Apply** to change the current user.



Personal speech files are data associated with a user name that help ViaVoice understand that user's pronunciation and use of words. A user's voice models, personal vocabulary, dictation corrections and added pronunciations constitute the user's personal speech files.



ViaVoice  "Teach me about dictation"  Woodrow IBM

Chapter 3. Start Dictating

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## Start Dictating

You can dictate text into SpeakPad, the speech-enabled word processor that comes with ViaVoice. SpeakPad has the same features of WordPad, but it also has some additional buttons and menus that you can use for dictating.

SpeakPad will be your main dictation word processor, but you can also transfer text to other word processors or to text-based applications for additional editing, formatting or printing.


### Before Dictating

1. Ensure that the microphone button is on (green). If it is not, click the button to turn it on so that ViaVoice is ready to dictate.
2. Ensure that your user name appears on VoiceCentre, or say **Who am I?** If your user name is not present, see ["Multiple ViaVoice Users" on page 12.](#)

### Teach Me About Dictation

You can have Woody teach you about Dictation by turning the microphone on and saying **Teach me about Dictation.**

You can also have Woody teach you about **The Microphone, VoiceCentre, What Can I Say or Correction.**



Welcome to the future! Did you know that most of the major telecommunications companies have integrated speech recognition into their directory assistance and telephone operator functions.

## Chapter 3. Start Dictating

## Dictating to SpeakPad

1. Say **Dictate to SpeakPad**, or click the **ViaVoice** menu button, point to **Dictate to** and select **SpeakPad**.
2. Dictate text using continuous speech. Dictate punctuation marks and formatting commands such as Full stop, Comma and New Paragraph, along with the text. For more information, refer to the **Dictating Special Characters** from the **Command Reference** topic in ViaVoice Help, or go to ["Formatting Text" on page 18](#).
3. ViaVoice might misrecognise words as you dictate. You can increase your recognition accuracy by correcting misrecognised words using the Correction window. Say **Show Correction window**.  
For more information, refer to the **Correction** topic in ViaVoice Help or go to ["Making Corrections" on page 21](#).
4. Save your work in one of two ways:
  - Save only the dictated text portion in a standard file format. To do this, click **File** and select **Save As**. Use this method if you have corrected errors with the Correction window. Or,
  - Save the text and audio portion in a SpeakPad-compatible file format (VPS). To do this, click **File** and select **Save Session**. This method saves the audio data with your text so that you can make corrections later. When you save in this format, ViaVoice will ask if you wish to record an audio description for this session. If you select **Yes**, you can then record a brief audio message describing the file by clicking the **Start Recording** button. Click **Stop Recording** when you are finished with your description. You can listen to the audio description of the file by using the Windows Explorer application. Click the right mouse button on the desired VPS file and select **Play Audio Description**.

Each time you close a SpeakPad document that you have saved, ViaVoice will automatically analyse the document and find any new words to expand your vocabulary. You may be presented with a list of these words to give you the opportunity to record pronunciations for them.

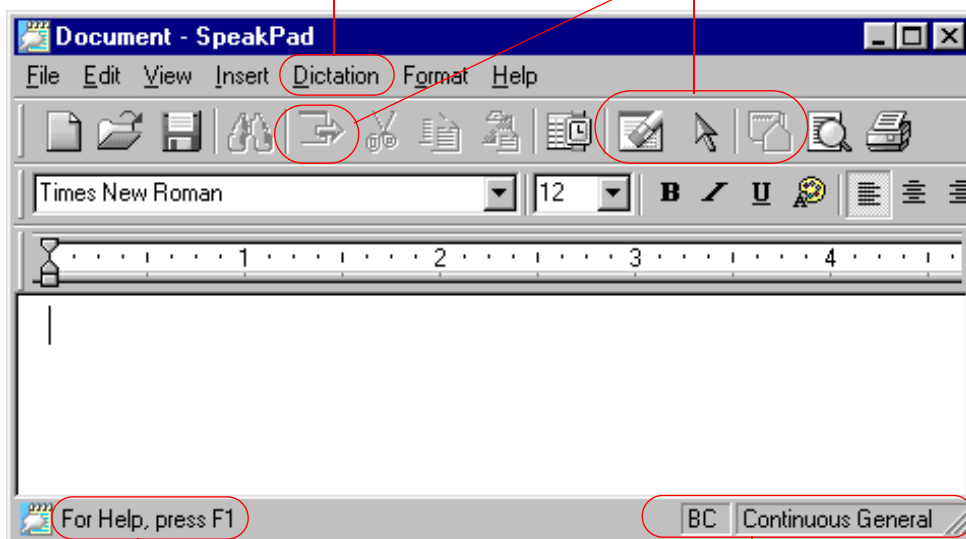
## Chapter 3. Start Dictating

### Using SpeakPad

SpeakPad is your main dictation word processor that you can use to type letters as well as to dictate. Since it has the same word-processing functions as WordPad, only the buttons and menus that support dictation are covered here. After dictating to SpeakPad, you can transfer text to other word processors for additional editing, formatting or printing.

Click the Dictation menu for SpeakPad dictation support.

Special SpeakPad buttons



Status messages

The currently selected user name and vocabulary



Dictated files can be saved with speech data as well as the text when you use Save Session to save them. These files will have a different file extension (VPS) than the usual (DOC, TXT, RTF, etc.) document. It is useful to save your dictated text as a session file if you want to correct it later using the Correction window or have your spoken words played back to you. Keep in mind that speech session data files can be very large because they include your dictated audio.

## Chapter 3. Start Dictating

**Using the Dictation Menu**

SpeakPad provides a Dictation menu item as part of its dictation support. Click **Dictation** to access the following menu items.

<b>Show Correction Window</b>	Opens the Correction window for correcting, deleting, playing back or formatting your dictated text. You can keep the Correction window on the screen while you dictate.
<b>Hide Correction Window</b>	Closes the Correction window.
<b>Playback</b>	Plays back your dictation of the selected word or phrase, just as if you recorded it on a tape recorder. You can highlight up to 1000 words to play back. This menu item is greyed out when there are no words selected for playback.
<b>Cancel Playback</b>	Stops the playback of your text. This menu item is greyed out when there are no words being played back.
<b>Play Audio Description</b>	Plays the audio description of a saved session, if one exists. This menu item is greyed out if no audio description is available.
<b>Begin Reading</b>	Starts a ViaVoice agent, which will read your text aloud with a computer-generated voice. Use this feature when you wish to proofread your document. The agent reads the selected text or from the cursor to the end of the document.
<b>Create Macro</b>	Creates a dictation macro for the selected text.
<b>Dictation Options</b>	Opens ViaVoice Options to the Dictation page for you to set dictation features.
<b>Correction Options</b>	Opens ViaVoice Options to the Correction page for you to set correction features.
<b>Select Target Window</b>	Opens the Select Target window to allow you to select the application target for transferring your dictated text.

## Chapter 3. Start Dictating





### Dictation Menu for a Transcription Device

If you install the ViaVoice Transcription program that came with your transcription device, the following menu choices also appear:

<b>Transcribe From</b>	Prepares SpeakPad to receive your transcription. Depending on the number of audio input devices and voice models you have, other cascading menus can appear to help you identify the correct device and voice models.
<b>Stop Transcription</b>	Stops transcribing on the screen although the device may continue to run.

### Using SpeakPad Buttons

SpeakPad has buttons in the toolbar for dictation support.

<b>Send to</b> 	Launches your default mail application and sends the dictated document as an e-mail attachment. This button is greyed out if you do not have a default (or ViaVoice-compatible) mail client installed.
<b>Select target window</b> 	Opens the Select Target window to help you transfer your dictated text to another application that is open on your desktop. A target window is any text-based program into which your dictated text can be transferred.
<b>Show Correction window</b> 	Displays the Correction window for SpeakPad that will help you correct, replace, spell or modify any misrecognised dictated words.
<b>Transfer text</b> 	Copies and pastes the entire dictated text in SpeakPad, or a selected subset of text, to the Target window. Use this button after selecting the dictated text to transfer and after the Target window is selected.



## Chapter 3. Start Dictating

## Formatting Text

You can easily edit and format text using Dictation and Text Editing commands. You can view these commands on the What Can I Say window in the Dictation and Text Editing views. Say **What can I say for text editing?** or **What can I say for dictation?**

## Dictating Punctuation

Say punctuation marks like **full stop**, **comma** and **question mark** while dictating. Say **New paragraph** to start a new paragraph, and say **New line** to start a new line.

ViaVoice starts new sentences automatically with a capital letter. These commands are always active.

For more information on the **Dictating Special Characters**, go to the **Command Reference** help topic for a table of all the punctuation and special characters.

## Formatting a Word

Say Dictation commands to capitalise, uppercase, lowercase, bold, italicise and underline. Say **What can I say for dictation?** to view the list of commands that you can use to format text while dictating.

Pause briefly while dictating, place the cursor within the word or select a phrase to edit or format, and say the command. For example, say **Capitalise this** to capitalise the selected words. You can also say **Capitalise this** without a word selected, and the next word you dictate will be capitalised. Say **Capitalise on** to capitalise all dictated words until you say **Capitalise off**.

- For more information on **Formatting Text** commands, go to the **Command Reference** Help topic for a complete table of all the Inline Dictation commands.
- To see a complete list of commands available during dictation, say **What Can I Say for Dictation**.



You can find a complete list of all the formatting text commands in the Command Reference section of ViaVoice Help, or refer to the Command Reference card included in your package.





## Chapter 3. Start Dictating

## Dictating Numbers

When dictating, say numbers as you naturally say them. ViaVoice formats numbers such as dates, money, time, and ordinal and cardinal numbers using the format selected in ViaVoice Options. For example, to dictate £589, simply say **Five hundred eighty nine pounds**.

To dictate consecutive numbers, make sure you pause between numbers so that ViaVoice can recognise each number separately. For example, to get 20,000 687, you say **Twenty thousand** [pause] **spacebar** [pause] **six hundred and eighty seven**.

You may also change the formatting options of the numbers you dictate. Refer to the Changing the Formatting Options topic in the ViaVoice Options Help file for detailed information.

## Dictating Unusual Numbers

To dictate unusual numbers, such as part numbers, serial numbers, or credit-card numbers, say **Begin numbers**, and dictate each number as a digit (0-9). You can say **Backspace** or **Scratch that** to delete the last number (or numbers since your last pause), and then say the number again. Say **Cancel** or **Return** to resume dictation.

Refer to the Command Reference card for Dictating Numbers to view the entire list of what you can say.



Remember that the What Can I Say window allows you to view all of the commands that are recognisable within the active window for the ViaVoice program. All you need to do is say **What can I say?** any time the microphone is on. All of the appropriate commands will be listed.

## Chapter 3. Start Dictating

## Cursor Movement

You can move your cursor in the SpeakPad document window using any of the following cursor movement commands. Make sure you pause briefly before and after each command so that ViaVoice does not interpret your command as dictated text. Should this occur, say **Scratch that** to erase the last phrase you dictated.

Move right <1 to 20> words	Next page	Previous page
Move up <1 to 20> line(s)	Move to beginning of document	Move to end of document

Words in <angle brackets> are variables for the command. Replace the word in brackets with a value and then say the entire command. For example, for **Move right <1 to 20> words**, you say **Move right 4 words**.

## How Do I Say

When you need instructions on how to say a voice command in angle brackets, use the How Do I Say command when the What Can I Say window is up to display a Voice Tip.

For example, to see a Voice Tip pop-up on how to say command words shown in angle brackets in the What Can I Say window, you can:

- Say **How do I say direction**, where <direction> is the word in angle brackets.
- Or, move your mouse cursor over the words in angle brackets, such as <direction>.

Other What Can I Say commands are **Top of list**, **Bottom of List** and **Move down <1 to 20> items**.



When you see **Pardon Me?** (or a similar phrase) in the status area of VoiceCentre, either the command you said is not an available voice command or ViaVoice did not hear you clearly.





## Chapter 3. Start Dictating

## Making Corrections

Use the Correction window to correct the words or phrases that ViaVoice misrecognises.

By correcting your words using the Correction window, you teach ViaVoice new words and phrases and add them to your personal vocabulary. To do this, use the Correction window to correct as you dictate. ViaVoice will also automatically analyse your document and add any new words to your vocabulary any time you save and close a document in SpeakPad. When you close your document, ViaVoice may ask you to select and record the new words it found.

For the quickest correction results, use the following combination of spoken commands, typing and mouse clicks.

1. After dictating a paragraph, search for misrecognised text.
2. To correct a single word or phrase, say **Correct <text>**, where <text> is the word or phrase you want to correct. You can skip to **Step 4**, since this command will display the Correction window automatically.  
OR  
Click the word once to highlight it. To correct a phrase (or a group of words), swipe them with the mouse pointer until the entire phrase is highlighted.
3. To begin correcting, say **Show Correction window**. You can also say **Correct this** or **Spell this** to display or give focus to the Correction window.
4. Look at the Correction window. If the correct words are in the list of alternate words, say **Pick <n>** (where <n> is the number of the correct alternate word). This corrects the selected words, and you can continue proofreading.
  - If the correct words are not in the list of alternates, say **Return to text** to return focus to the document and try dictating the word or phrase again.
  - If dictating the word does not work, say **Scratch that** to get the original text back. Click the entry field in the Correction window and type the correct spelling. Say **Correct** or press **Enter** to accept it.
5. For proper names or other words that are not in the vocabulary, you will have to type the correct word in the Correction window. If the Record Word window appears, use it to train ViaVoice to recognise the word in the future.



## Chapter 3. Start Dictating

## Using the Correction Window

To correct a word or phrase, say **Show correction window** to open the Correction window. You can leave the Correction window open as you dictate. When you don't need it, say **Hide Correction window**. To display it, say **Show Correction window**. You may return the cursor to SpeakPad anytime by saying **Return to text**.

For example, if the misrecognised word **connection** should be **correction**, highlight the word on SpeakPad and say **Correct connection**. Since the correct word is listed, say **Pick 2**. If the correct word is not listed, type or spell the word in the Correction window. (See "Spelling Words" on page 23.)



## Correction Window Buttons

There are four buttons near the bottom of the Correction window that perform specific functions inside the Correction window.

1. With the Correction window open and a word in the Word Display field, click the **Format** button or say **Format**. You can format the entire word or phrase with any of the following commands: Capitalise this, Lowercase this, Uppercase this, Bold this, Underline this and Italicise this.
2. With the Correction window open and a word in the Word Display field, click the **Play this** button, or say **Play this**, to hear a recording of your dictation of the selected word or phrase.
3. With the Correction window open and a word in the Word Display field, click the **Delete** button, or say **Delete**, to remove the selected word or phrase from the dictated text.
4. Click or say **Correct**, or press **Enter**, to replace the selected word or phrase in your document with the word or phrase displayed in the Word Display field.



## Chapter 3. Start Dictating

## Adding Words as a Phrase

With two or more words in the Word Display field of the Correction window, you can say or click **Add words as phrase** check box to add the words as a phrase rather than as individual words. Use this setting only to add words or names to your vocabulary that you will always say as a phrase, such as **Old Oxted** or **Van der Horn**.

## Spelling Words

To spell a word in the Correction window:

1. Select or move the cursor to the misrecognised word and say **Correct this** or **Spell this**. The Correction window will be in focus. For best recognition accuracy, use the phonetic alphabet to spell the word in the Correction window. (Refer to Information Central or your Command Reference card.)
2. Pause every few letters to make sure the system has responded correctly. For example, to spell **baseball**, say **bravo-alpha-sierra-echo** (brief pause) **bravo-alpha-lima-lima**.
3. If the wrong letters appear, say **Backspace** or **Scratch that** until the misrecognised letters are removed. Then resume spelling.
4. Say **Correct** to add the corrected word or phrase to the text. You can resume dictation.

To spell a word during dictation:

1. Say **Begin spell** to enter spell mode.
2. Pause every few letters to make sure the system has responded correctly. For example, to spell **coaxial**, say **charlie-oscar-alpha-x-ray** (brief pause) **india-alpha-lima**.
3. If the wrong letters appear, say **Backspace** or **Scratch that** until the misrecognised letters are removed. Then resume voice spelling.
4. Say **Cancel** or **Return** to exit spell mode and resume dictation.



Remember that you can have me teach you about Correction by turning the microphone on and saying **Teach me about Correction**.

You can also have Woody teach you about **The Microphone**, **VoiceCentre**, **What Can I Say** or **Dictation**.



## Chapter 3. Start Dictating

## Creating a Dictation Macro

A dictation macro is a simple way to insert blocks of text that you use repeatedly in documents.

1. SpeakPad must be active. The text you want the macro to generate must be in the document (either dictated or typed).
2. Highlight the desired text.
3. Click the **Dictation** menu item and select **Create Macro**.
4. Type the name of your new dictation macro and click **Create**. The name is the words you will say during dictation to invoke the macro. Give your macros names that will not be recognised as normal dictated words. A good rule of thumb is to use a hyphen to join two words that you would normally not dictate together.
5. You will need to train ViaVoice the macro's name.
6. Click **Done** when you have finished training your macro name.

For example, you could create a macro named **Closing-signature** to place text like this at the end of your dictated letters:

Mr & Mrs Example  
1234 Happy Lane  
Anywhere, UK  
My Internet address  
"Make every day a Friday!"

## Inserting a Dictation Macro

To insert this dictation macro, all you need to say is **Closing-signature**. All information you selected for the macro will be inserted starting at the cursor location. Use dictation macros to save time entering standardised closing statements, address information or any text you use in more than one document or more than once in a single document.






Use names for your macros that are not common words that you dictate. Otherwise, whenever you dictate that word, the dictation macro will appear instead of the word. A good rule is to use compound words like **Closing-signature** as names for macros.

## Chapter 3. Start Dictating

### Transferring Text

SpeakPad enables you to copy easily your dictated text to any other text-based application. For example, you just dictated a memo in SpeakPad, and you want to transfer it into a larger document that you created earlier. Use the following steps to select a window target so that you can transfer the dictated text.

1. Make sure SpeakPad contains the dictated text you want to copy.
2. Open the application you want the text copied to. Make sure you can see it in the background.
3. Click  on SpeakPad's toolbar and drag  to the application you opened in Step 2.
4. Click **OK**.
5. Click  to transfer the dictated text into your targeted window.

### Saving Your Dictation

Before you save a dictated file, you must decide whether you want to save the speech session data. The speech session data includes all audio and alternate words for your dictated text.

#### Save as a Speech Session

You should only save the speech session data if you want to correct misrecognised words at another time using the Correction window, delegate someone else to correct your dictated text, or play back your dictation at another time. Click **File** and select **Save Session**. These files will have a different file extension (VPS) than the usual (DOC, TXT, RTF, etc.) word-processor document.

When you save in this format, ViaVoice will ask you if you wish to record an audio description for this session. If you select **Yes**, you can then record a brief audio message describing the file by clicking the **Start Recording** button. Click **Stop Recording** when you have finished.





## Chapter 4. Practice Makes Perfect

Getting Started

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## Practice Makes Perfect

Now that you know how to use VoiceCentre and how to dictate, it is time to practise what you have learnt. The best way to improve your speech-recognition accuracy is to practise dictating and correcting. But remember that you must correct any misrecognised words if you want to see results.

### Try This Exercise

Try dictating something you enjoy reading. Take a newspaper and select an article that is written in a style similar to your own style of writing. Do not practise with cooking recipes, religious text, or text containing a lot of technical terms, foreign words, or unusual names.

When you find an article you like, select a paragraph with at least five sentences and dictate it. Correct misrecognised words using the Correction window. Always keep in mind that ViaVoice will learn how you speak and write. Any new words will be added to your vocabulary when you save and exit SpeakPad.

### Analyse Your Documents

Analysing your documents can improve recognition accuracy. You may have documents on your computer that contain words and phrases that are typical of those you plan to dictate in the future. ViaVoice analyses your documents to determine your current writing style and searches for words that are not in your current vocabulary.

1. Click the **ViaVoice** button, point to **Tools** and select the **Analyse My Documents**.
2. Follow the instructions in the User Wizard.



## Chapter 4. Practice Makes Perfect

## Tips for Using ViaVoice

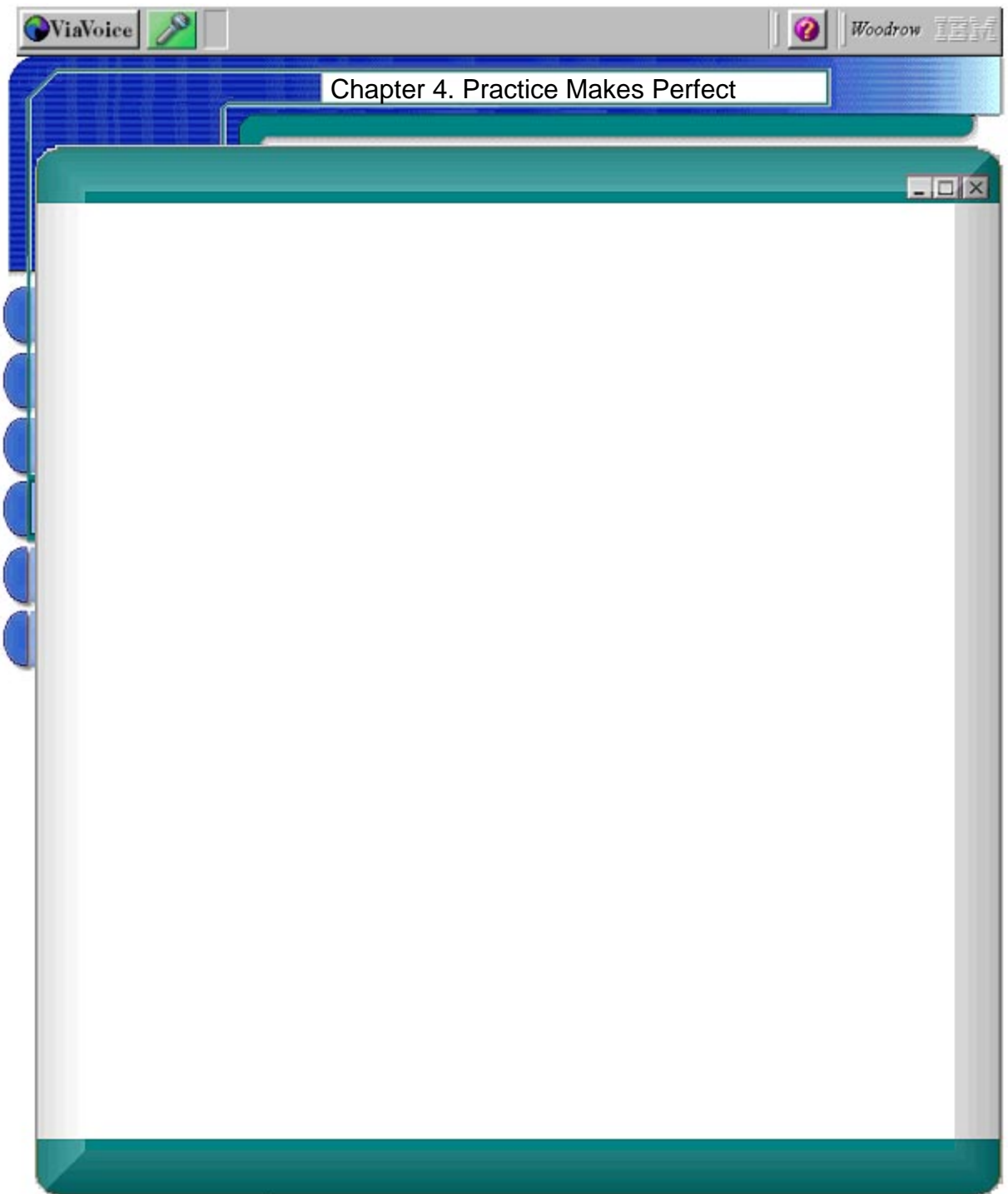
- The more you correct misrecognised words using the Correction window, the better ViaVoice learns how you speak and write. ViaVoice updates your personal speech files and increases its recognition accuracy.
- Everything you say into the microphone gets translated into text or into a command - such as a text format, cursor movement, etc.
- When dictating, ViaVoice translates continuous speech into text. Continuous speech is natural speech, in which there are natural pauses, typically after a phrase or a sentence. Pause at any time to take a breath or collect your thoughts.
- To say a command while you dictate, pause briefly before the command. Speak the command without pausing between command words, and then pause after the command. This way, ViaVoice can translate your speech into a command.
- If ViaVoice recognises your command as text, say **Scratch that** to delete the text from your screen, then pause and repeat your command.
- ViaVoice recognises different types of commands, such as text editing, dictation or VoiceCentre commands. These commands can be viewed in the What Can I Say window.
- If ViaVoice misrecognises your commands as dictation, you can start each command with the optional attention word, **Computer**. If you want to make the attention word required, select the **Required** check box from the **ViaVoice Options, Command Sets** tab. From then on, you must start every command during dictation with the word Computer, such as **Computer select this**.
- Say punctuation marks as you dictate. ViaVoice adjusts spacing and capitalisation accordingly. For example, when you say **Full stop** at the end of a sentence, ViaVoice types a full stop, moves two spaces and starts the next word with a capital letter. When you say **New paragraph**, ViaVoice inserts a line, indents and starts the next word with a capital letter.
- Each command set can be enabled (selected) or disabled (deselected) on the **Command Sets** page of **ViaVoice Options**.





## Chapter 4. Practice Makes Perfect

- When you have finished speaking, turn off your microphone. If you need to stop dictating for a few minutes (to answer the telephone) say **Go to sleep** to prevent ViaVoice from recognising your speech as dictated text or commands. When you are ready to speak to ViaVoice again, say **Wake up**.
- In the event that more than just a few words are misrecognised, run Audio Setup from the ViaVoice menu to adjust audio levels. Ensure that you are the currently selected user and that the voice model in use was recorded with the same level of background noise that you are experiencing during dictation.



## Chapter 5. Getting Technical Support

### Getting Technical Support

Refer to the support information provided with your product or contact your place of purchase.

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## Appendix

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## Appendix

### Upgrading a Previous ViaVoice or VoiceType® Version

If you are installing ViaVoice Standard over an existing ViaVoice product, or if you have IBM speech-recognition products in more than one language, please take note of the following before installing ViaVoice Standard.

#### Previous ViaVoice Users

- If the language of ViaVoice installed currently on your computer is not the language of ViaVoice Standard, uninstall the ViaVoice language before installing ViaVoice Standard. Upgrading ViaVoice in a different language is not supported.
- You can install ViaVoice Standard without uninstalling ViaVoice 98. The ViaVoice Standard installation will automatically uninstall ViaVoice 98 from your computer for you.
- The following information in your personal speech files are migrated to ViaVoice Standard: added words, pronunciations, dictation and navigation macros, and your personal vocabulary (language models). However, ViaVoice enrolments are not migrated and cannot be used with ViaVoice Standard. During installation, you will create a voice model using the Analyse My Voice wizard.

#### Previous VoiceType Users

- If the language of VoiceType installed currently on your computer is not the language of ViaVoice Standard, uninstall the VoiceType language before installing ViaVoice Standard. Upgrading in a different language is not supported.

## Appendix

- Uninstall your VoiceType product (like VoiceType 3.x or Simply Speaking) before installing ViaVoice Standard. Your enrolments and personal speech files created with the VoiceType discrete-speech product cannot be used by and will not be migrated to ViaVoice Standard. During installation, you will create a voice model using the Analyse My Voice wizard. Your discrete-speech user data is saved should you decide to re-install your discrete-speech product.

### Migrating Your ViaVoice User Data

If you have already installed a ViaVoice Standard product on your computer, you should have created a user and voice model. However, if you have user data that you created prior to installing ViaVoice Standard on another computer, you may want to migrate your personal speech data so you can use it with the current product. Speech data such as added words, dictation macros and your personal vocabulary (language model) are migrated to ViaVoice Standard.

Back up the user data from the previous product, using diskettes, from **ViaVoice Options** by selecting the **Backup** button on the **User** tab. Restore this User data, on the computer with ViaVoice Standard installed, from **ViaVoice Options** by selecting the **Restore** button on the User tab. Your ViaVoice enrolments are not migrated and cannot be used. You will be asked to run Analyse My Voice wizard to create a new voice model.

## Appendix

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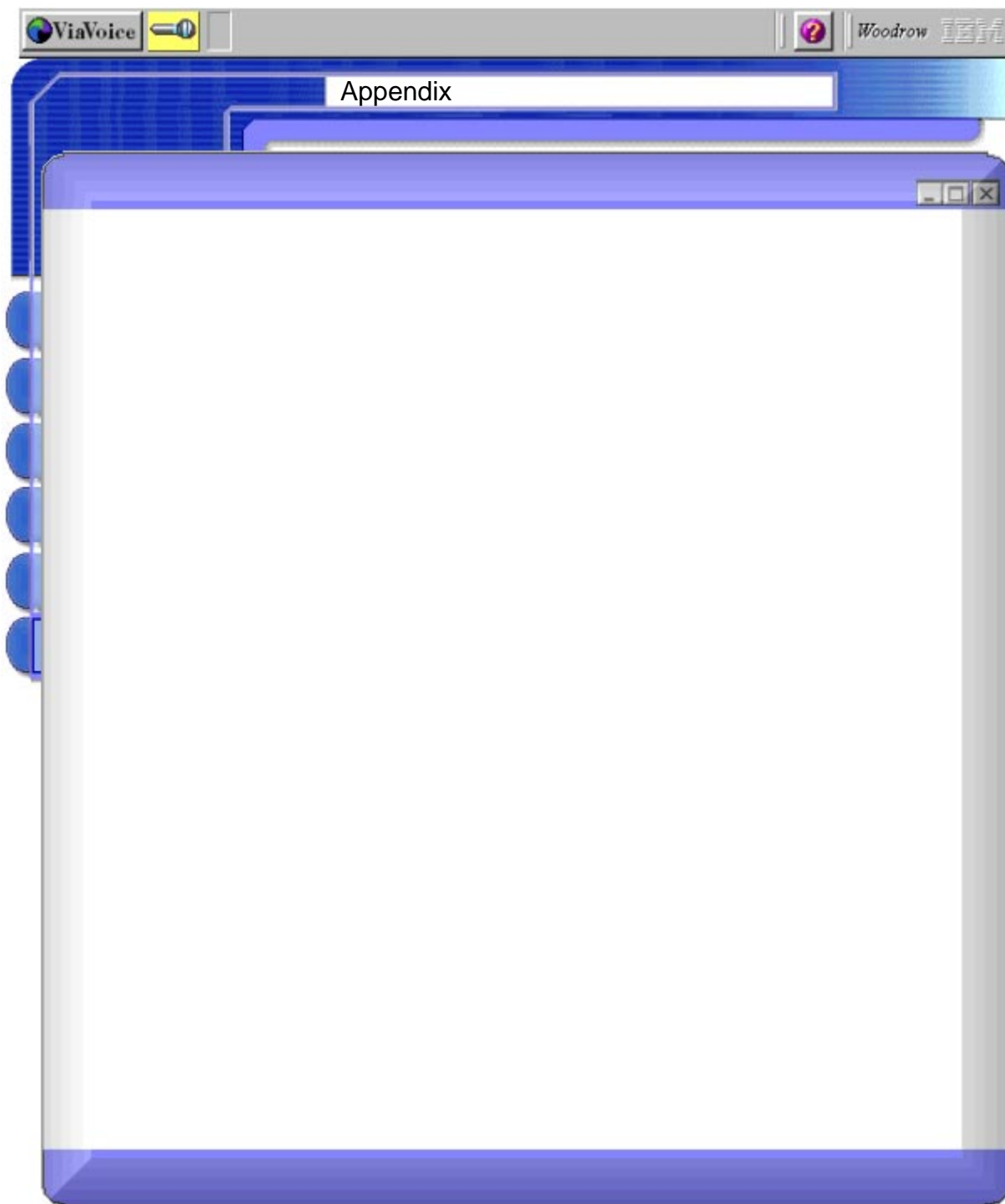
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