

{ewc HLP256, HLP256\_UPPER\_LEFT, VTCSCR.BMP}



**What Is The SpeechBar?**



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For Help on Help, Press F1

# What Is The SpeechBar?

## General Information

The IBM VoiceType Connection SpeechBar is the user interface that you can interact with to voice navigate or dictate into a speech-enabled application. The SpeechBar can either be [docked](#) into the application or it can [float](#) as a stand-alone window on the screen.

There are two basic speech recognition modes of operation for the SpeechBar; navigation (command and control) and dictation. By default, the SpeechBar starts up in [navigation mode](#) with the microphone button in [sleep mode](#). You must say “**Wake up**” in order to be able to use [voice commands](#) to navigate the SpeechBar. To enter [dictation mode](#), just say “**Begin Dictation**” when the cursor is on an edit field that is dictatable. To exit dictation mode, just say “**Stop Dictation**”.

In this help file, when applicable, instructions will be preceded by a picture denoting the type of actions for using the mouse  and/or SpeechBar menu



All phrases that must be spoken will be shown in quotes with bold text (i.e., “**Wake up**”).

Consult the [troubleshooting section](#) for commonly asked questions about the IBM VoiceType Connection SpeechBar.

## SpeechBar Components

The SpeechBar is made up of three main components: [microphone button](#), [volume display](#) and [word history area](#). To learn more about the components, single-click on the component name.

There is a pop-up [menu](#) which can be accessed by single-clicking the right mouse button on any area of the SpeechBar, except the title bar (when floating).

## **SpeechBar Voice Commands**

The following is a list of all the possible categories of voice commands available for the SpeechBar. Select a category to see a complete listing of commands.

[Global Voice Control Commands](#)

[Mouse Voice Control Commands](#)

[DictationPad Voice Control Commands](#)

[Edit Box/Button Voice Control Commands](#)

[List Box/Combo Box Voice Control Commands](#)

[Spell Mode Voice Control Commands](#)

[Spell Mode - Letter And Symbol Commands](#)

[Number Mode Voice Control Commands](#)

[Number Mode - Number and Symbol Commands](#)

## Global Voice Control Commands

The following voice commands are available at all times, unless otherwise stated.

<b><u>Command Name</u></b>	<b><u>Command Description</u></b>
Microphone Off	Deactivates audio input.
Mic Off	Deactivates audio input.
Go to Sleep	Suspends navigational commands.
Wake Up	Resumes navigational commands.
Small SpeechBar	Decrease the size of the SpeechBar.
Large SpeechBar	Increase the size of the SpeechBar.
Dock SpeechBar	Places it under menu bar of the application.
Undock SpeechBar	Places it on the screen as separate window.
Help SpeechBar	Brings up the on-line help file.
Close SpeechBar	Closes the application.
Begin Dictation	Starts dictation into an edit field.
DictationPad	Brings up a window for dictation.
Begin Spell	Switches to Spell Mode.
Begin Numbers	Switches to Number Mode.
Click	Performs left click mouse action.
Left Click	Performs left click mouse action.
Right Click	Performs right click mouse action.
Double Click	Performs double click mouse action.
Enter	Sends an ENTER keystroke.
Cancel	Sends an ESC keystroke.
Page Up	Sends a PAGE UP keystroke.
Previous Page	Sends a PAGE UP keystroke.
Page Down	Sends a PAGE DOWN keystroke.
Next Page	Sends a PAGE DOWN keystroke.
Tab	Sends a TAB keystroke.
Back Tab	Sends a SHIFT-TAB keystroke.
Mouse Up*	Moves mouse up the screen.
Mouse Down*	Moves mouse down the screen.
Mouse Left*	Moves mouse towards left side of screen.
Mouse Right*	Moves mouse towards right side of screen.
Mouse Upper Left*	Moves mouse towards upper left corner.
Mouse Lower Left*	Moves mouse towards lower left corner.
Mouse Upper Right*	Moves mouse towards upper right corner.
Mouse Lower Right*	Moves mouse towards lower right corner.

\*The mouse commands with the asterisk(\*) will automatically place you in mouse command mode. You must exit this mode to be able to access the global commands.

## Mouse Voice Control Commands

The following voice commands are available when in mouse command mode. You must exit this mode to be able to access the global commands.

<b><u>Command Name</u></b>	<b><u>Command Description</u></b>
Left Click	Performs left click mouse action.
Right Click	Performs right click mouse action.
Double Click	Performs double click mouse action.
Mouse Up	Moves mouse up the screen.
Mouse Down	Moves mouse down the screen.
Mouse Left	Moves mouse towards left side of screen.
Mouse Right	Moves mouse towards right side of screen.
Mouse Upper left	Moves mouse towards upper left corner.
Mouse Lower left	Moves mouse towards lower left corner.
Mouse Upper right	Moves mouse towards upper right corner.
Mouse Lower right	Moves mouse towards lower right corner.
Run	Moves the mouse faster.
Walk	Moves the mouse slower.
Stop Mouse	Exits mouse command mode.
Cancel	Exits mouse command mode.

## DictationPad Voice Control Commands

The following voice commands are available when the DictationPad window is displayed.

<b><u>Command Name</u></b>	<b><u>Command Description</u></b>
Document	Returns focus to DictationPad area.
New	Starts a new document.
Transfer Text	Transfers text to edit field.
Exit	Closes the program.
Cut	Deletes selected text and puts in clipboard.
Copy	Copies selected text into the clipboard.
Paste	Pastes text from the clipboard.
Delete	Deletes character to the right of cursor.
Select All	Selects all of the text.
Begin Dictation	Starts dictation mode.
Stop Dictation	Ends dictation mode.
Correct Error	Correct errors for selected word(s).
Correct Word	Correct errors for selected word(s).

## Spell Mode Voice Control Commands

In order to be able to say letters and numbers simultaneously, you must be in *Spell Mode*. To activate spell mode for VoiceType Connection, you must first say "**Begin Spell**". The following is a list of the available voice commands for this mode. To say symbols or alphabet letters while in Spell Mode, you must use the special commands described in the [letter and symbol commands section](#) .

<b><u>Command Name</u></b>	<b><u>Command Description</u></b>
Begin Numbers	Switches to Number Mode.
Return	Exits Spell Mode.
Cancel	Exits Spell Mode.
Microphone Off	Deactivates audio input.
Backspace	Deletes character to the left of cursor.
Change That	Backspaces over previous letter.
Capital	Capitalizes the next spoken letter.
Caps On	Capitalizes all text.
Caps Off	Makes all text lower case.
Delete	Deletes character to the right of cursor.
Enter	Sends an ENTER keystroke.
Space	Sends a SPACEBAR keystroke.
Move Left	Moves one space to the left.
Move Right	Moves one space to the right.
Go Home	Moves cursor to the beginning of the line.
Go to End	Moves cursor to the end of the line.

# Spell Mode - Letter And Symbol Commands

## Letters Commands

There are three ways to spell out letters which are described below.

### **Alphabetic Letters:**

Spell using the letters of the alphabet:

A	E	I	M	Q	U	Y
B	F	J	N	R	V	Z
C	G	K	O	S	W	
D	H	L	P	T	X	

### **Phonetic Alphabet Letters:**

Spell using the phonetic letters of the alphabet:

Alpha	Juliet	Sierra
Bravo	Kilo(Keelo)	Tango
Charlie	Lima(Leema)	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	Xray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

### **Phrase with Phonetic Alphabet Letters:**

Spell using the following phrase:

As in <Alphabet Word>

**Ex.** "As in Alpha" will display the letter "A".

(The cursor will perform a backspace and insert the letter.)

## Symbols Commands

The following symbol names can be spoken while in Spell Mode:

- Back Single Quote
- Back Slash
- Close Brace
- Close Parenthesis
- Close Square Bracket
- Colon
- Comma
- Double Quote
- Equals
- Exclamation Point
- Greater Than
- Less Than
- Number Sign
- Pound Sign
- Open Brace



Open Parenthesis  
Open Square Bracket  
Percent Sign  
Period  
Plus  
Question Mark  
Semicolon  
Single Quote  
Slash  
Tilde  
Underscore  
Vertical Bar

**See Also:**

[Spell Mode Voice Control Commands](#)

## Number Mode Voice Control Commands

In order to be able to say only numbers and symbols, you must be in *Number Mode*. To activate number mode for VoiceType Connection, you must first say "**Begin Numbers**". The following list shows all of the available commands. To say numbers or symbols while in Number Mode, you must use the special commands described in the [number and symbol commands section](#).

<b><u>Command Name</u></b>	<b><u>Command Description</u></b>
Begin Spell	Switches to Spell Mode.
Return	Exits Number Mode.
Cancel	Exits Number Mode.
Microphone Off	Deactivates audio input.
Backspace	Deletes character to the left of cursor.
Change That	Backspaces over previous letter.
Delete	Deletes the character to the right of cursor.
Enter	Sends an ENTER keystroke.
Space	Sends a SPACEBAR keystroke.
Move Left	Moves one space to the left.
Move Right	Moves one space to the right.
Go Home	Moves cursor to the beginning of the line.
Go To End	Moves cursor to the end of the line.

# Number Mode - Number and Symbol Commands

## **Numbers**

The following numbers can be spoken while in Number Mode:

Zero  
One  
Two  
Three  
Four  
Five  
Six  
Seven  
Eight  
Nine

## **Symbols**

The following symbols can be spoken while in Number Mode:

Asterisk  
Caret  
Close Parenthesis  
Comma  
Dash  
Divided By  
Dollar  
Sign  
Dot  
Equals  
Greater Than  
Hyphen  
Less Than  
Minus  
Number Sign  
Open Parenthesis  
Percent Sign  
Period  
Plus  
Point  
Pound Sign  
Slash  
Star  
Tilde  
Times  
Vertical Bar

## **See Also:**

[Number Mode Voice Control Commands](#)

# Edit Box/Button Voice Control Commands

## Edit Box Commands



### Command Name

Select All  
Move Up  
Move Down  
Move Left  
Move Right  
Delete All

### Command Description

Selects all of the text.  
Moves cursor up one line.  
Moves cursor down one line.  
Moves cursor to the left one character.  
Moves cursor to the right one character.  
Deletes all of the text.

## Button Commands



### Command Name

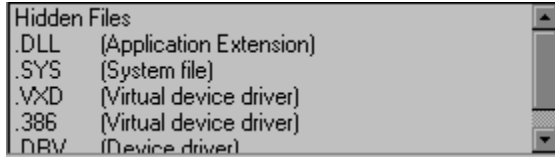
Press  
Enter  
Select

### Command Description

Selects the button.  
Sends an ENTER keystroke.  
Selects the button.

# List Box/Combo Box Voice Control Commands

## List Box Commands

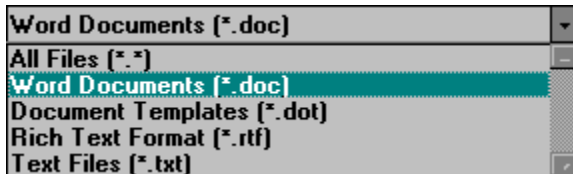


### Command Name

### Command Description

Up	Moves selection up one item.
Move Up	Moves selection up one item.
Previous Item	Moves selection to the previous item.
Down	Moves selection down one item.
Move Down	Moves selection down one item.
Next Item	Moves selection to the next item.
Select	Sends an ENTER keystroke.
Enter	Sends an ENTER keystroke.
Top	Moves selection to the top of the list.
Home	Moves selection to the beginning of the list.
Bottom	Moves selection to the top of the list.
End	Moves selection to the end of the list.

## Combo Box Commands



### Command Name

### Command Description

Up	Moves selection up one item.
Move Up	Moves selection up one item.
Previous Item	Moves selection to the previous item.
Down	Moves selection down one item.
Move Down	Moves selection down one item.
Next Item	Moves selection to the next item.
Select	Sends an ENTER keystroke.
Enter	Sends an ENTER keystroke.
Top	Moves selection to the top of the list.
Home	Moves selection to the beginning of the list.
Bottom	Moves selection to the top of the list.
End	Moves selection to the end of the list.
Drop Down List	Display/hide the drop down list.

## The Microphone Button

The microphone button changes in appearance depending on the current status of the microphone and VoiceType Connection. To learn more about each microphone state, single-click on the button states below. The five states for the microphone are as follows:



[On](#)

[Off](#)

[Sleeping](#)



[Busy](#)

[Error](#)

## Microphone Button - On

The microphone button is green when the microphone is **on**.

To turn the microphone *on*, single-click on the microphone button.

The navigator is ready and waiting to process anything you say. Make sure you speak loud enough to see the green bars in the volume display.

To turn the microphone *off*, say “**Microphone off**” or single-click on the microphone button.

## **Microphone Button - Off**

The microphone button is gray when the microphone is **off**.

To turn the microphone *off*, say “**Microphone off**” or single-click on the microphone button. The navigator will not respond at all to any voice commands.

To turn the microphone *on*, single-click on the microphone button.



## Microphone Button - Sleeping

The microphone button is yellow when the microphone is in the *sleep* state.

To place the microphone (navigator) in the *sleep* state, say “**Go to sleep**”.

While sleeping, the navigator will not respond to any commands you speak except "Wake up".

To return the microphone to the *on* state, say “**Wake up**”. Single-click on the microphone button, to turn it off. Single-click again on the microphone button, to turn it on.

## Microphone Button - Busy

The microphone button displays an hourglass when the computer is **busy** processing some action or event. This indicates that you will need to wait a few seconds before speaking into the microphone again.

## Microphone Button - Error

The microphone button displays a “no” sign when there is an **error condition** that made the navigator unable to change the microphone state.

When an error occurs, a message is displayed in the [word history area](#) indicating the number of the error. Also, an error pop-up window appears giving a description, cause and solution for the error. If you did not see this pop-up window, you can select the menu item, “*Help On (Error #)*”, from the [SpeechBar menu](#). Simply single-click with the right mouse button on the SpeechBar to bring up the menu. This menu item is only available when an error has occurred.

If the error pop-up window does not appear or if the microphone does not respond, then follow these instructions:

1. Close all VoiceType Connection windows.
2. Close all other speech-enabled applications.
3. Restart the application with VoiceType Connection.

## The Volume Display



The *volume display* is located next to the microphone button. It is a small window that moves through different color regions in response to the volume of your voice while speaking into the microphone.

- The yellow bars indicate that you are speaking too softly. If you are speaking normally, increase the microphone gain by changing the Voice Input Source setting using the SpeechBar menu.
- The green bars indicate you are speaking at the **correct** level.
- The red bars indicate you are speaking too loud. If you are speaking normally, decrease the microphone gain by changing the Voice Input Source setting using the SpeechBar menu.

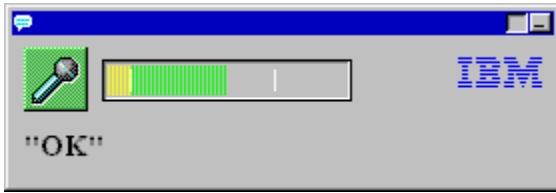
## The Word History Area

**Pardon Me? <1>**

The text next to the volume display is the *word history area*. Whenever the SpeechBar receives an utterance from the Speech Recognizer, it will display the word(s) associated with it. If the utterance was noise or an invalid command, it will display the words "Pardon Me?" followed by a count of how many unrecognizable utterances have been received since the last recognized command.

If you are having problems with recognition, consult the [troubleshooting section](#) .

## The Floating SpeechBar



In the **floating** state, the SpeechBar is placed on the screen as a separate window. The other state for the SpeechBar is docked.

To select the floating state, follow one of the instructions below:

### **Voice Command**

Say "**Undock SpeechBar**".

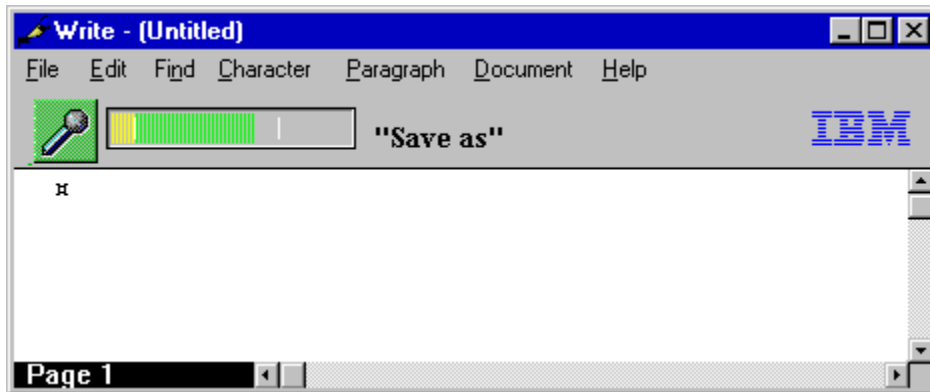


1. Place the cursor on any area of the docked SpeechBar.
2. Hold the left mouse button and drag the window to the desired location.



1. Single-click with the right mouse button on the SpeechBar to display the menu.
2. Select the "Undock It" menu item. (This menu item is only displayed when the SpeechBar is in the docked state.)

## The Docked SpeechBar



The default state for the SpeechBar is **docked** and it is placed under the menu bar of the speech-enabled application. The other state for the SpeechBar is [floating](#).

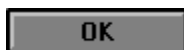
To select the docked state, follow one of the instructions below:

### **Voice Command**

Say "**Dock SpeechBar**".



1. Place the cursor on any part other than the title bar of the floating SpeechBar window .
2. Hold the left mouse button and drag the window to the menu or title bar area of the application, then release the mouse button.



1. Single-click with the right mouse button on the SpeechBar window to bring up the menu.
2. Select the "Dock It" menu item. (This menu item is only displayed when the SpeechBar is in the floating state.)

## The SpeechBar Menu



Single-click with the right mouse button on the SpeechBar to bring up the menu.

The **SpeechBar Menu** contains the following selections:

[Change User](#)

[Size](#)

[Change Vocabulary](#)

[Voice Input Source](#)

[Always On Top](#)

[Help](#)

[Dock It](#)

[Close](#)

[Undock It](#)



## Changing The User

The *Change User* menu item identifies the currently selected user and displays all of the available users and enrollments. The way in which the user information is presented is as follows:

- If you are a single user with only one enrollment, then you only see one user name, therefore, no changes can be made.
- If you have multiple users enrolled, the multiple user names are listed. You can switch between user names at any time while the SpeechBar is open.
- If you have created additional enrollments for quiet or noisy environments, then you can see these environment options when you select the user name. If an enrollment has been created, but is not ready, then it will be disabled and cannot be selected.

To change the user, follow these instructions:



- 1.** Single-click with the right mouse button on the SpeechBar window to bring up the menu.
- 2.** Select the "Change User" menu item on the SpeechBar menu.
- 3.** Select the user name you want to use. A check mark will appear next to the user selected.
- 4.** (Optional) If you have created additional enrollments for the same user, select the enrollment you want to use. A check mark will appear next to the enrollment selected.

## Changing The Vocabulary

The *Change Vocabulary* menu item displays vocabulary information that you can change to better fit your needs.

The default vocabulary for the SpeechBar is **general**. If you have installed additional vocabularies, you can select the one you want to use. To select a vocabulary, follow these instructions:



1. Single-click with the right mouse button on the SpeechBar window to bring up the menu.
2. Select the "Change Vocabulary" menu item on the SpeechBar menu.
3. Select the vocabulary you want to use. A check mark will appear next to the vocabulary currently selected.

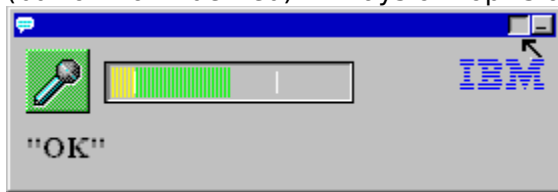
## Always On Top

**This feature is only available when the SpeechBar is in the floating state.**

When you select the *Always on top* menu item or button, the SpeechBar window will always appear on top of all other window(s) and icon(s) that appear on the desktop, regardless of which windows are currently open or in focus. If you deselect this feature, the SpeechBar will be hidden when another window is in focus. To select this feature, follow one of the instructions below:



Single-click on the "Always on top" button, to the left of the minimize button on the SpeechBar title bar, to switch between the enabled (button indented) and the disabled (button not indented) "Always on top" states.



1. Single-click with the right mouse button on the SpeechBar to bring up the menu.
2. Select the "Always on top" menu item to select or deselect this feature. A check mark will appear next to this phrase on the menu when it is selected.

## Sizing The SpeechBar

The SpeechBar window can appear small or large, depending on your preference. A check mark will appear next to the size that is currently selected. To size the SpeechBar, follow one of the instructions below:

### **Voice Command**

Say "**Small SpeechBar**" to decrease the size of the SpeechBar.

OR

Say "**Large SpeechBar**" to increase the size of the SpeechBar.



1. Single-click with the right mouse button on the SpeechBar to bring up the menu.
2. Select the "Size" menu item.
3. Select one of the following:
  - "Small" to decrease the size of the SpeechBar.
  - "Large" to increase the size of the SpeechBar.

## The Voice Input Source

The *Voice Input Source* menu item allows you to change the microphone settings. More information about each setting is described in the two sections below. To change the microphone setting, follow these instructions:



1. Single-click with the right mouse button on the SpeechBar window to bring up the menu.
2. Select the "Voice Input Source" menu item on the SpeechBar menu.
3. Select the setting you want to use. A check mark will appear next to the setting selected.

**NOTE:** If you are using VoiceType Dictation v.3.0, and changing the microphone settings has not improved the volume level, then run the *Microphone Setup* program to verify proper installation and setup of your microphone.

### **Microphone Gain Settings**

If you are using the microphone that comes with VoiceType Dictation, then you can adjust the gain on the microphone to fit the environment in which you are dictating. These two gain settings are used with microphones that do not have built-in amplification.

**Microphone Low Gain**      Select the "Microphone Low Gain" menu item if you are getting too many red bars in your [volume display](#), indicating too much volume. This setting is useful for noisy environments.

**Microphone High Gain**      Select the "Microphone High Gain" menu item if you are getting too many yellow bars in your [volume display](#), indicating insufficient volume. This setting is useful for quiet environments.

### **Line Input Settings**

The microphone that comes with VoiceType Dictation is not amplified, so this option is not needed unless you purchase a new microphone that has built-in amplification.

**Line Input**                      Select the "Line Input" menu item if you are using a microphone that has built-in amplification. This setting is useful if you have an amplified microphone or if you are using a line connection other than a microphone.

## Getting Help

To display this VoiceType Connection help file, do one of the following:

### **Voice Command**

Say "**Help SpeechBar**".



1. Single-click with the right mouse button on the SpeechBar to bring up the menu.
2. Select the "Help" menu item.

## Closing VoiceType Connection

**NOTE:** If using IBM VoiceType Dictation v. 1.32, do not close the Speech Recognizer icon prior to exiting VoiceType Connection.

To close VoiceType Connection, do one of the following:

### **Voice Command**

1. Say "**Close SpeechBar**".
2. Close the Speech Recognizer icon.



1. Double-click on the floating SpeechBar control menu.
2. Close the Speech Recognizer icon.



1. Single-click with the right mouse button on the SpeechBar to bring up the menu.
2. Select the "Close" menu item.
3. Close the Speech Recognizer icon.

# **How To Use The SpeechBar**

## **How To...**

**[Access the SpeechBar Menu](#)**

**[Change the User Information](#)**

**[Change the Vocabulary](#)**

**[Use the Microphone Button](#)**

**[Change the Microphone Volume](#)**

**[Navigate and Dictate](#)**

**[Close the SpeechBar](#)**

**[Troubleshoot Problems](#)**

**[Find Technical Support](#)**



# Navigation And Dictation

## Navigation

By default, the SpeechBar starts up in navigation mode with the microphone button in sleep mode. You must say “**Wake up**” to turn the microphone on. Once you turn on the microphone, everything you say is interpreted as a command. Use [voice commands](#) to navigate the SpeechBar. In navigation mode, you are also able to navigate menu items, buttons, and other controls for an application.

## Dictation

When you are in dictation mode, everything you say is interpreted as dictated text. To enter dictation mode, just say “**Begin Dictation**” when the cursor is on an edit field. You must use [isolated word speech](#) while in dictation mode. When you have finished dictating and you want to exit dictation mode, just say “**Stop Dictation**”.

To correct errors after exiting dictation mode, use the [correct error pop-up menu](#) to make any necessary corrections.

If you need to dictate a document while using the SpeechBar, you can say “**DictationPad**” at any time to invoke the DictationPad window, regardless of what application is in focus. When you have finished dictating, say “**Stop Dictation**” and make any necessary corrections to your dictated text. After completing these steps, say “**Transfer Text**” to place your dictated text into the target window and close the DictationPad window.

## **Isolated Word Speech**

When in dictation mode, you must speak with short pauses between each word. The following example shows how to speak using isolated word speech:

**This. Is. A. Sentence. Using. Isolated. Word. Speech.**

## Correct Error Pop-Up Menu

The *Correct Error pop-up menu* contains three correction actions, plus a number of alternative words. The number of alternative words varies based on the number of reasonable alternatives the Speech Recognizer can find.

**NOTE:** You must be in navigation (command) mode before you attempt to correct any recognition errors.

As soon as the Correct Error pop-up menu appears, you hear an automatic playback of the word or words you dictated. Use the section of the pop-up menu that helps you correct the recognition error. The pop-up menu contains the following areas: [typing area](#) , [advanced](#) , [format](#) , [delete](#) , and [alternative word list](#) .



To access the Correct Error pop-up menu, follow these instructions:



1. Single-click with the right mouse button on a single word or the highlighted words you want to correct. You can highlight up to three words for correction.
2. Listen to the automatic playback of the word(s).
3. If the correct word appears in the alternative word list in the Correct Error pop-up menu, select the correct word.
4. If the correct word does not appear in the alternative word list, type the correct word in the space provided at the top of the Correct Error pop-up menu and press "Enter".

## Correct Error Typing Area

Use the typing area at the top of the Correct Error pop-up menu to type the correct word if it does not appear in the [alternative word list](#) in the pop-up menu.

If the word you want to correct has a specialized pronunciation, such as "triple A" for AAA, then use the [advanced option](#) in the Correct Error pop-up menu.

## **Advanced**

Select the *Advanced* option in the Correct Error pop-up menu to add any word to your vocabulary that contains characters other than letters and hyphens, and for any word for which the spelling does not match the usual pronunciation (such as "triple AAA" for AAA).

The Advanced Add Word dialog box contains the following fields:

**Actual Spelling** - Type the word the way you want it to appear in the Dictation Window. If the word is already in this field when the dialog box appears, check the spelling of the word to make sure it is correct.

**Sounds-Like Spelling** - Type the word the way you intend to pronounce it. For example, if you intend to pronounce AAA as triple AAA, type "triple-A" in this field.

**OK** - Select the "OK" button if you want to save the information in the Actual Spelling and Sounds-Like Spelling fields and have the word added to your vocabulary.

**Cancel** - Select the "Cancel" button if you decide you do not want to create a special word for your vocabulary.

## **Format**

Select the *Format* option in the Correct Error pop-up menu to change the appearance of a word you dictated. The Format menu has the following choices:

**Capitalize** - Change the selected dictated word(s) to begin with a capital letter.

**Lowercase** - Change the selected dictated word(s) to lowercase.

**Uppercase** - Change the selected dictated word(s) to all capital letters.

**Numeric** - Change the selected dictated words(s) to appear as a number.

**Spellout** - Change the selected dictated number(s) to appear as a word.

## **Delete**

Select the *Delete* option in the Correct Error pop-up menu to erase the dictated word that is displayed. The text surrounding the deleted word is reformatted appropriately.


## **Alternative Word List**








Use the *alternative word list* in the Correct Error pop-up menu to select the word you dictated and heard in the playback. This list varies in length, depending upon the number of reasonable alternatives the Speech Recognizer can find.

If the word you dictated does not appear in the alternative word list, you can type it in the Correct Error [typing area](#) .



## Troubleshooting Problems

The following are commonly asked questions about the VoiceType Connection SpeechBar. The answers can help you solve problems you may have encountered. Look through these questions before you contact support to save yourself some time. Click on the  at the end of each question to see the answer.

1. When I speak into the microphone, nothing happens. What's wrong?
2. Why does the volume display always move into the yellow bar area when I speak and the words "Pardon Me" are consistently displayed in the word history area?
3. Why does the volume display always move into the red bar area when I speak and the words "Pardon Me" are consistently displayed in the word history area?
4. Why am I getting poor or no recognition even though the volume display bars are moving?
5. I cannot find the SpeechBar. Did it disappear?
6. The microphone button is displaying the error sign. What is wrong?
7. What commands can I say?

## Answers To Question 1

- a) The microphone is off. You will need to turn the [microphone on](#) .
- b) The microphone is not connected properly. Make sure the connections for the microphone in the back of your computer are plugged in. If using IBM VoiceType Dictation v.1.32, then run the *Check Setup* program to verify proper installation of your microphone. If using IBM VoiceType Dictation v.3.0, then run the *Microphone Setup* program to verify proper installation of your microphone.

## Answers To Question 2

- a)** Make sure the microphone is positioned in front of your mouth and try to speak a little louder.
- b)** Change the Voice Input Source setting to [microphone high gain](#) .

### **Answers To Question 3**

- a)** Make sure the microphone is positioned in front of your mouth and try to speak a little softer.
- b)** Change the Voice Input Source setting to [microphone low gain](#) .

## Answers To Question 4

- a)** Check the [user settings](#) to make sure your user information is selected.
- b)** Check the [vocabulary settings](#) to make sure the correct vocabulary is selected.
- c)** If using IBM VoiceType Dictation 3.0, then run the *Microphone Setup* program to verify proper installation and setup of your microphone.

## Answers To Question 5

- a)** The SpeechBar has been minimized. You can double-click on the minimized VoiceType Connection icon on the desktop to restore the SpeechBar.
- b)** VoiceType Connection has been [closed](#) . You must open the program to use the SpeechBar.

## Answer To Question 6

a) An error condition has occurred which will not allow the navigator to change the microphone state.

## **Answer to Question 7**

The following is a list of all the possible categories of voice commands available for the SpeechBar. Select a category to see a complete listing of commands.

[Global Voice Control Commands](#)

[Mouse Voice Control Commands](#)

[DictationPad Voice Control Commands](#)

[Edit Box/Button Voice Control Commands](#)

[List Box/Combo Box Voice Control Commands](#)

[Spell Mode Voice Control Commands](#)

[Spell Mode - Letter And Symbol Commands](#)

[Number Mode Voice Control Commands](#)

[Number Mode - Number and Symbol Commands](#)



## Where To Find Technical Support

Before contacting support, check the [troubleshooting section](#) for answers to problems you may have encountered.

If you have technical questions concerning VoiceType Connection software, refer to your application documentation.

## **Copyright Information**

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## **You Can Always Say. . .**

The following voice commands can be said at any time:

“Wake Up”  
“Go To Sleep”  
“Mic Off”  
“Help SpeechBar” (For more voice commands)

“Page Up”  
“Page Down”  
“Move Up”  
“Move Down”

“Tab”  
“Back Tab”  
“Cancel”  
“Enter”

