

Overview

Welcome to Word Pro 98 with ViaVoice.

This help file contains information about using speech with the Word Pro 98 with ViaVoice application. All of the voice commands found in this help file are shown in quotes with bold blue text (i.e., "Wake Up") or they appear as an item in a list of voice commands.

Word Pro 98 with ViaVoice allows you to dictate into the Lotus Word Pro 98 application using [continuous speech](#). It consists of a Dictation menu and a ViaVoice SpeechBar, which is shown in docked view under the Word Pro menu bar by default. This help file contains information about using speech with the Word Pro 98 application. All phrases/commands found in this help file that can be spoken when the microphone is on are shown in quotes with bold blue text (i.e., "Wake Up") or they appear as an item in a list of voice commands.

When Word Pro 98 with ViaVoice is first started, it is in [navigation mode](#) with the microphone in the sleep state. To begin navigating, simply say "Wake Up". This places the microphone in the on state, listening for the commands that you want carried out. Everything you say at this point will be interpreted as a command. Say "What Can I Say?" to see the list of voice commands in a pop-up window.

Word Pro 98 with ViaVoice also gives you the ability to dictate text into Lotus Word Pro 98 document windows. To dictate, you must be in [dictation mode](#). You can enter dictation mode anytime the microphone is on, simply by saying "Begin Dictation". Everything you say at this point will be interpreted as either text or a [dictation macro](#). When you finish dictating and want to exit dictation mode, say "Stop Dictation". To read the contents of the active window, say "Begin Reading". The Reader window is displayed as the actor reads text to you.

Word Pro 98 with ViaVoice comes with a 22,000 word vocabulary. This means that many of the words you will use are already in the vocabulary and will be readily recognized when you say them. If a word is not in the vocabulary, or if you pronounce the word differently than the pronunciation in the vocabulary, the word will be misrecognized when you dictate it. To correct misrecognized words, simply right-mouse click on a misrecognized word and then click **Correct Error** to display the correct error pop-up.

By using the correct error pop-up to correct misrecognized words, you can add new words to the vocabulary (up to 42,000 new words and [phrases](#)), associate your pronunciation with a word already in the vocabulary, and improve Word Pro 98 with ViaVoice's ability to recognize your words correctly the next time you dictate them. In addition, the correct error pop-up can be used to change the capitalization of a dictated word, change a dictated numeric word to a number and change a dictated number to a numeric word.

Consult the troubleshooting section for information on error messages, commonly asked questions, and technical support.

Dictation Menu

The Dictation menu is the main interface for using Word Pro 98 with ViaVoice. It contains the following choices:

<u>Begin Dictation</u>	Starts dictation mode. In this mode, all words will be interpreted as text or as dictation macros.
<u>Stop Dictation</u>	Exits the dictation mode.
<u>Correct Error</u>	Displays the correct error pop-up so you can correct the currently selected word.
<u>Playback</u>	Plays back the dictated text.
<u>Train Word</u>	Allows you to train words that are not recognized.
<u>Begin Reading</u>	Starts reading the document from the current cursor position. If the cursor is at the end of the document, the whole document will be read. If text is highlighted in the document, only the highlighted text will be read.
<u>Reading Options</u>	Allows you to hide the reading actor, change the actor, voice, default text and more.
<u>Dictation Macro Editor</u>	Allows you to view, create, and change dictation macros to be used during dictation.
<u>Vocabulary Expander</u>	Analyzes existing documents for words not in the vocabulary and gives you the opportunity to add them.
<u>Start ViaVoice</u>	Starts Word Pro 98 with ViaVoice so you can dictate into Lotus Word Pro 98.
<u>Stop ViaVoice</u>	Closes Word Pro 98 with ViaVoice. This choice does not close the Lotus Word Pro 98 application.
<u>Help Topics</u>	Displays the help file for Word Pro 98

with ViaVoice.

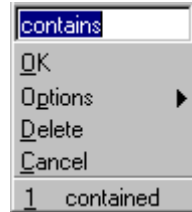
What is the ViaVoice SpeechBar?

The ViaVoice SpeechBar displays information that is useful when using Word Pro 98 with ViaVoice. It consists of a ViaVoice button, microphone button, volume display, word history area, and user information. When Word Pro 98 with ViaVoice is closed, the ViaVoice SpeechBar will not be displayed.

To access the functions of the ViaVoice SpeechBar, click the **ViaVoice** button to display the menu items. To view the help file [click here](#).

Correct Error Pop-Up Menu

The correct error pop-up menu is used to correct misrecognized words and change the formatting of dictated



words. There are [several ways to display](#) this pop-up menu.

Text Field	Displays the word selected for correction.
OK	Replaces the word in the document with the word or phrase displayed in the text field.
Options	Contains choices that allow you to format the words in the text field or add them to the vocabulary as a phrase.
Delete	Deletes the selected word. The text surrounding the deleted word reformats appropriately.
Cancel	Closes the correct error pop-up without making any changes.
Alternative Word List	Contains possible replacements for the misrecognized word.

Notes

- When the correct error pop-up is first displayed, it plays back the word selected for correction.
- The correct error pop-up should not be used to [replace a correctly recognized word with another word](#).
- If the correct word or phrase is not displayed in the alternative word list, you can type the word or phrase into the text field.
- Typing a word into the correct error pop-up adds the word to the vocabulary if it is not already there.
- The number of words in the alternative word list is based on the number of reasonable alternatives ViaVoice finds for the pronunciation of the word in the text field.

Options Menu

The **Options** menu, in the correct error pop-up, contains the following choices:

Capitalize	Makes the first letter of the word uppercase.
Lowercase	Makes all letters in the word lowercase.
Uppercase	Makes all letters in the word uppercase.
Numeric	Changes the numeric word to a number.
Spell Out	Changes the number to a numeric word.
Add Phrase	Adds the words in the text field, to the vocabulary, as a phrase.

Note

The **Add Phrase** choice is only available when multiple words have been typed into the text field of the correct error pop-up.

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Change the User Information

- 1 From the ViaVoice SpeechBar, press the ViaVoice button to display the menu.
- 2 Click User Options.
- 3 From the User Tab select the enrollment you want to use.
- 4 (Optional) If you have created additional enrollments for the selected user, select the enrollment you want to use.

Notes

- n If you are a single user with only one enrollment you cannot change the user until you add another user. From the **User Tab** press the **Add User** button to add another user.
- n If multiple users are enrolled, the multiple user names are listed.
- n If any program is using ViaVoice when you click Apply or OK, a message will appear requesting that you close all speech programs. After you close all of the speech programs, click OK. ViaVoice will use these changes the next time you start Word Pro 98 with ViaVoice.

Click **Contents** at the top of this window for other tasks.

Change the Vocabulary

- 1 From the ViaVoice SpeechBar, press the ViaVoice button to display the menu.
- 2 Click **User Options**.
- 3 From the **User Tab** select the vocabulary you want to use.

Notes

- n The default vocabulary for Word Pro 98 with ViaVoice is **Continuous General Dictation**.
- n If any program is using ViaVoice when you click **Apply** or **OK**, a message will appear requesting that you close all speech programs. After you close all of the speech programs, click **OK**. ViaVoice will use these changes the next time you start Word Pro 98 with ViaVoice.

Click **Contents** at the top of this window for other tasks.

Close Word Pro 98 with ViaVoice

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Stop ViaVoice**.

Alternative Method 1

- 1 Click the ViaVoice button on the ViaVoice SpeechBar.
- 2 Click **Exit**.

Notes

- n Closing the ViaVoice SpeechBar closes Word Pro 98 with ViaVoice, but does not close the Lotus Word Pro 98 application.
- n You cannot dictate or use voice commands when the ViaVoice SpeechBar is closed.

Click **Contents** at the top of this window for other tasks.

Get Help

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Help Topics**.

Alternative Method

- 1 On the ViaVoice SpeechBar, click the **ViaVoice** button.
- 2 Click **Help, Help Topics**.

[Click here](#) to view the ViaVoice SpeechBar help file.

Click **Contents** at the top of this window for other tasks.

Get Help for Speech Errors

- 1 Click the ViaVoice button and then select **Help**.
- 2 Click **Help on Speech Error #** to display the help for the current speech error.

Notes

- n The **Help on Speech Error #** menu item is only available when an error has occurred.
- n If the speech error pop-up does not appear or if the microphone does not respond:
 - a. Close all Word Pro 98 with ViaVoice windows.
 - b. Close all other speech-enabled applications.
 - c. Restart Word Pro 98 with ViaVoice.

Click **Contents** at the top of this window for other tasks.

Start Word Pro 98 with ViaVoice

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Start ViaVoice**.

Note

Starting ViaVoice enables the Word Pro 98 with ViaVoice items in the **Dictation** menu and displays the ViaVoice SpeechBar so you can dictate into Lotus Word Pro 98 document windows.

Click **Contents** at the top of this window for other tasks.

Stop Word Pro 98 with ViaVoice

- 1 Click Dictation in the Word Pro 98 menu bar.
- 2 Click **Stop ViaVoice**.

Notes

- n Stopping ViaVoice disables the Word Pro 98 with ViaVoice items in the **Dictation** menu and closes the ViaVoice SpeechBar. It does not close the Lotus Word Pro 98 application.
- n You cannot dictate into the Lotus Word Pro 98 application when Word Pro 98 with ViaVoice is stopped.

Click **Contents** at the top of this window for other tasks.

Begin Dictating

Make sure the microphone is on, and then say "**Begin Dictation**".

Alternative Method 1

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Begin Dictation**.
- 3 Dictate text.

Alternative Method 2

Press **Alt+B**.

Note

You can format, punctuate, and insert predefined text into your dictation using dictation macros. To view the list of dictation macros, click **Dictation** in the Word Pro 98 menu bar and then click **Dictation Macro Editor**.

Click **Contents** at the top of this window for other tasks.

Create/Change Dictation Macros

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Dictation Macro Editor**.

Alternative Method

Press **Alt+M**.

Notes

- n Dictation Macros can be used to format, punctuate, and insert predefined text into your dictation.
- n You cannot use dictation templates (macros that have fields for data entry) with Word Pro 98 with ViaVoice.
- n For more information about creating or changing a dictation macro, click **Help** and then **Help Topics** in the Dictation Macro Editor window.

Click **Contents** at the top of this window for other tasks.

Display the Correct Error Pop-Up

To display the correct error pop-up in a Word Pro 98 document, do any of the following:

- n Point to a word, right-mouse click and then click **Correct Error** menu item.
- n Highlight the word or words you want to correct and then do one of the following:
 - Say "**Correct Error**".
 - Right-mouse click and then click **Correct Error**.
 - Click **Dictation** in the Word Pro 98 menu bar and then click **Correct Error**.
 - Press Alt+F2.
- n Press and hold the mouse button while you drag the pointer over the word you want to correct and then do one of the following:
 - Right-mouse click and then click **Correct Error**.
 - Say "**Correct Error**".
 - Click **Dictation** in the Word Pro 98 menu bar and then click **Correct Error**.
 - Press Alt+F2.

Notes

- n You can only correct one word at a time.
- n To ensure that you improve recognition when you correct errors, take note of the following:
 - Correcting a single word that is in your vocabulary will improve the recognition of the word.
 - Correcting a single word that is not in your vocabulary will add the word and the pronunciation to the vocabulary.
 - Using the **Add Phrase** choice in the **Options** menu of the correct-error pop-up will add multiple words as a [phrase](#) to your vocabulary and improve the recognition of the phrase.

Click **Contents** at the top of this window for other tasks.

Expand the Vocabulary

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Vocabulary Expander**.

Notes

- n The Vocabulary Expander is used to analyze an existing document and quickly add the missing words to your vocabulary.
- n The Vocabulary Expander cannot process Lotus Word Pro 98 documents directly. You must first save the document as a text or RTF file.
- n For more information about using the Vocabulary Expander to add words to your vocabulary, click **Help** and then **Help Topics** in the Vocabulary Expander window.

Click **Contents** at the top of this window for other tasks.

Playback Dictated Text

- 1 Highlight the dictated text that you want played back. Do not highlight more than 200 words.
- 2 Click **Dictation** in the Word Pro 98 menu bar.
- 3 Click **Playback**.

Notes

- n If you include non-dictated words in the highlighted text, you will not be able to playback the text.
- n **Playback** differs from **Begin Reading** in that **Playback** simply plays back the dictated text in the dictator's voice while **Begin Reading** reads both dictated and non-dictated text in a computer generated voice.

Click **Contents** at the top of this window for other tasks.

Stop Dictating

Say "**Stop Dictation**".

Alternative Method 1

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Stop Dictation**.

Alternative Method 2

Press **Alt+P**.




Note

To avoid having extraneous words inserted into your dictated text, you should exit dictation mode (**Stop Dictation**) whenever you are not actively dictating.

Click **Contents** at the top of this window for other tasks.

Train Commands

The following instructions describe training a word using the **Basic Train Word** window.

- 1 Say **“Train Word”** or right-mouse click anywhere on the SpeechBar to display the pop-up menu, except the title bar, and then click **Eudora Pro** and **Train Word**.
- 2 If you want to train each word in the command individually, click **Written Like** and then type one word from the command into the field.
- 3 Say **“Record”** or click  (record) and then say the word or command.
- 4 The recording will automatically stop after you speak. If you want to stop recording sooner, click  (stop) when you finish saying the word or command.
- 5 (Optional) Say **“Play”** or click  (play) to listen to the recording.
- 6 Say **“Add”** or click **Add**. If the recording was not clear, you will be prompted to rerecord the word or command.
- 7 Repeat the steps in this procedure to train additional words and commands.
- 8 Say **“Done”** or click **Done**.

To train multiple words in the command as one word, train a command that has multiple pronunciations, or train a command that has an unusual spelling, click the **Advanced** button and follow the [instructions for the Advanced Train Word window](#).




Notes

- n Training a command adds a pronunciation for the command to the vocabulary.
- n The instruction line in the Train Word window changes as you move through the steps of training commands.

Click **Contents** at the top of this window for other tasks.

Advanced Train Word Window

The following instructions describe training a word using the **Advanced Train Word** window.

- 1 Say **“Train Word”** or right-mouse click anywhere on the SpeechBar to display the pop-up menu, except the title bar, and then click **Eudora Pro** and **Train Word**.
- 2 Click the **Advanced** button if you want to train multiple words in the command as one word, train a command that has multiple pronunciations, or train a command that has an unusual spelling.
- 3 Click **Individual words** to train each word in the command individually or click **Whole phrases** to train the entire command as if it were one word. (It is usually best to train individual words. However, if you have trained all the words in the command and the command is still misrecognized, then train the whole command.)
- 4 Click **Written Like** and then type the command or a word in the command into the field.
- 5 Click **Spoken Like** and then type the word or command the way it sounds in the Spoken Like field. This step is only necessary if you pronounce the word or command differently than you spell it.
- 6 Click **Replace existing pronunciations** if there is only one way to pronounce the word or command or click **Keep other pronunciations** if there are multiple ways to pronounce the word or command.
- 7 Say **“Record”** or click  (record) and then say the word or command.
- 8 The recording will automatically stop after you speak. If you want to stop recording sooner, click  (stop) when you finish saying the word or command.
- 9 (Optional) Say **“Play”** or click  (play) to listen to the recording.
- 10 Say **“Add”** or click **Add**. If the recording was not clear, you will be prompted to rerecord the word or command.
- 11 Repeat the steps in this procedure to train additional words and commands.
- 12 Say **“Done”** or click **Done**.

To train each word in the command individually, click the **Basic** button and follow the [instructions for the Basic Train Word window](#).

Notes

- n Training a command adds a pronunciation for the command to the vocabulary.
- n The instruction line in the Train Word window changes as you move through the steps of training commands.

Click **Contents** at the top of this window for other tasks.

Begin Reading the Text

Make sure the microphone is on, and then say "**Begin Reading**".

Alternative Method

- 1 Click at the beginning of the text that you want read.
- 2 Click **Dictation** in the Word Pro 98 menu bar.
- 3 Click **Begin Reading**.

Notes

- n If no text exists in the document window, "There is no text to read." will be heard.
- n All text after the current cursor location will be read. If the cursor is at the end of the document, the entire document will be read. If you highlight text in the window, only the highlighted text will be read.
- n **Begin Reading** differs from **Playback** in that **Begin Reading** reads both dictated and non-dictated text in a computer generated voice while **Playback** simply plays back the dictated text in the dictator's voice.
- n You can have text read without having the actor (face) displayed on the screen by using the **Reading Options** menu item. For more information, click **Help** in the Options window.

Click **Contents** at the top of this window for other tasks.

Change the Reading Options

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Reading Options**.

Alternative Method

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Begin Reading**.
- 3 Click **Options** below the actor (face).

Note

Reading Options allow you to hide the actor, change the actor, voice, default text and more. For more information about changing these options, click **Help** in the Options window.

Click **Contents** at the top of this window for other tasks.

Pause/Resume Reading the Text

To pause reading as the text is being read to you, select the **Pause Reading** button on the actor window. When you are ready to continue listening, select the **Resume Reading** button.

Stop Reading the Text

As the text is being read to you, do one of the following:

- 1 Click **Dictation** in the Word Pro 98 menu bar.
- 2 Click **Stop Reading**.

Click **Contents** at the top of this window for other tasks.

What Can I Say?

The voice commands are:

Begin Dictation	Wake Up
Stop Dictation	Go to Sleep
Correct Error	Microphone Off
Begin Reading	What Can I Say?

Notes


- n Only the **"Stop Dictation"** command can be used when Word Pro 98 with ViaVoice is in dictation mode.
- n Only the **"Wake Up"** and **"What Can I Say?"** commands can be used when the microphone is in the sleep state.
- n None of these commands can be used when the microphone is off.











Command Explanations

<u>Command Name</u>	<u>Command Explanation</u>
Begin Dictation	Starts dictation mode. In this mode, all words will be interpreted as text or as dictation macros.
Stop Dictation	Exits dictation mode.
Correct Error	Displays the correct error pop-up so you can correct the currently selected word(s).
Begin Reading	Starts reading the document from the current cursor position. If the cursor is at the end of the document, the whole document will be read. If text is highlighted in the document, only the highlighted text will be read.
Go to Sleep	Places the microphone in sleep state. In this state, Word Pro 98 with ViaVoice will only respond to the "Wake Up" and "What Can I Say?" commands.
Microphone Off	Turns the microphone off. In this state, Word Pro 98 with ViaVoice will not respond to any commands.
Wake Up	Turns the microphone on. In this state, Word Pro 98 with ViaVoice will respond to all commands except "Stop Dictation" .
What Can I Say?	Displays the list of voice commands.

Questions and Answers

The following are commonly asked questions about Word Pro 98 with ViaVoice. The answers to these questions might help you solve a problem you have encountered.

To view the answer for a question, simply click the  at the end of the question.

- 1 Where do I find information about **Context (CTX)** and **Speech Error messages** 
- 2 How do I contact support 
- 3 What voice commands can I say 
- 4 When I speak into the microphone, nothing happens. What's wrong 
- 5 Why does the volume display stop in the yellow when I speak, with the words "Pardon Me" displayed in the word history area 
- 6 Why does the volume display stop in the red area when I speak, with the words "Pardon Me" displayed in the word history area 
- 7 Why am I getting poor or no recognition even though the volume display bar is moving 
- 8 I cannot find the ViaVoice SpeechBar. Where did it go 
- 9 The microphone button is displaying the error sign. What's wrong 
- 10 Some of the voice commands are not recognized when I say them. Is there anything I can do 

Answer to Question 2

To obtain technical support for Word Pro 98 with ViaVoice, please visit our web site at:

<http://www.lotus.com>

or

call (978) 988-2500.

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Answers to Question 3

In any Lotus Word Pro 98 window, say "**What Can I Say?**" to bring up the list of valid voice commands. The voice commands are:

Begin Dictation	Wake Up
Stop Dictation	Go to Sleep
Correct Error	Microphone Off
Begin Reading	What Can I Say?

Notes

- n Only the "**Stop Dictation**" command can be used when Word Pro 98 with ViaVoice is in dictation mode.
- n Only the "**Wake Up**" and "**What Can I Say?**" commands can be used when the microphone is in the sleep state.
- n None of these commands can be used when the microphone is off.
- n For more information about these commands, see [Command Explanations](#).

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Answers to Question 4

- a. The microphone might be off. Click on the microphone button to turn it on.
- b. The microphone is not connected properly. Make sure the connections for the microphone in the back of your computer are plugged in.
- c. Run the Microphone Setup program to adjust the audio settings for your microphone. From the ViaVoice SpeechBar click the ViaVoice button, then click **Microphone Setup**.
 - n If Word Pro with ViaVoice is not running, start the Microphone Setup program by clicking Start, Programs, IBM ViaVoice, Tools, and then click Microphone Setup.

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Answers to Question 5

- a. Make sure the microphone is positioned correctly (approximately $\frac{3}{4}$ " from your mouth and slightly to the side of your mouth) and then try to speak a little louder.
- b. Run the Microphone Setup program to adjust the audio settings for your microphone. From the ViaVoice SpeechBar click the ViaVoice button, then click **Microphone Setup**.
- n If Word Pro with ViaVoice is not running, start the Microphone Setup program by clicking Start, Programs, IBM ViaVoice, Tools, and then click Microphone Setup.
- c. Change the audio and/or voice settings using the IBM ViaVoice Options located in the Control Panel.

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Answers to Question 6

- a. Make sure the microphone is positioned correctly (approximately $\frac{3}{4}$ " from your mouth and slightly to the side of your mouth) and then try to speak a little softer.
- b. Run the Microphone Setup program to adjust the audio settings for your microphone. From the ViaVoice SpeechBar click the ViaVoice button, then click **Microphone Setup**. (If Word Pro with ViaVoice is not running, start the Microphone Setup program by clicking Start, Programs, IBM ViaVoice, Tools, and then click Microphone Setup.)
- c. Change the audio and/or voice settings using the IBM ViaVoice Options located in the Control Panel.

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Answers to Question 7

- a. Check the [user settings](#) to make sure the correct user information is selected.
- b. Check the [vocabulary settings](#) to make sure the correct vocabulary is selected.
- c. Run the Microphone Setup program to adjust the audio settings for your microphone. From the ViaVoice SpeechBar click the ViaVoice button, then click **Microphone Setup**. (If Word Pro with ViaVoice is not running, start the Microphone Setup program by clicking Start, Programs, IBM ViaVoice, Tools, and then click Microphone Setup.)
- d. Change the audio and/or voice settings using the IBM ViaVoice Options located in the Control Panel.

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Answers to Question 8

- a. The ViaVoice SpeechBar has been minimized to the taskbar. Click on the SpeechBar tray icon, in the taskbar, to restore it.
- b. Word Pro 98 with ViaVoice has been closed. You must start Word Pro 98 with ViaVoice to use the ViaVoice SpeechBar. Click **Dictation** in the Word Pro 98 menu bar and then click **Start ViaVoice** to start Word Pro 98 with ViaVoice.

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Answer to Question 9

An [error condition](#) has occurred which will not allow Word Pro 98 with ViaVoice to change the microphone state.

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Answer to Question 10

If a command is not recognized while you are navigating, you will see "Pardon Me?" displayed in the word history area of the ViaVoice SpeechBar. You can train Word Pro 98 with ViaVoice to recognize your pronunciation of a command so it will be recognized the next time you say it. Click **Dictation** in the Word Pro 98 menu bar and then click **Train Word**. When you finish training a command, its pronunciation is added to your vocabulary.

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Focus

Focus means that you are making a window active and ready to receive input. To do this, click on the window with the mouse. The title bar is highlighted and the window is in focus.

Continuous Speech

Speech spoken distinctly, without extra pauses between words.

Dictation Mode

A mode that interprets all spoken words as text in a document or text box.

Dictation Macro

A command that is active in dictation mode. It is typically used to format, punctuate, and insert predefined text into a dictation document. You can view, create, and change dictation macros using the Dictation Macro Editor.

Phrase

A phrase is a group of words that are normally spoken together. When you add a phrase to your vocabulary, Word Pro 98 with ViaVoice treats the phrase as if it were a single word which improves the recognition of the group of words.

Do not add groups of words that are not phrases to your vocabulary. For example, New York, saber-toothed tiger, and Bartlett pear could be added as phrases, but second hand, computer screen, and piano key should not, unless you normally use the words together.

Navigation Mode

A mode that allows you to issue [voice commands](#) to control Word Pro 98 with ViaVoice.

Capitalize a Word

- 1 Say **"Stop Dictation"**.
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to capitalize, and then say **"Correct Error"** or click **Correct Error**. (If you are capitalizing a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Options** and then **Capitalize**.

Alternative Method

- 1 Press and hold the mouse button while you drag the pointer over the word you want to capitalize.
- 2 Type the word using the correct capitalization.

Notes

- n These procedures do not change the case of the word in your vocabulary.
- n You can capitalize a word while you dictate by saying **"Capital-Letter"** followed by the word you want to capitalize.

Click **Contents** at the top of this window for other tasks.

Change a Number to a Word

- 1 Say "**Stop Dictation**".
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the number you want to change to a word, and then say "**Correct Error**" or click **Correct Error**. (If you are changing a number in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Options** and then **Spell Out**.

Alternative Method

- 1 Press and hold the mouse button while you drag the pointer over the number you want to change to a numeric word.
- 2 Type the numeric word and press **Enter**.

Note

These procedures do not change the format of the number in your vocabulary.

Click **Contents** at the top of this window for other tasks.

Change a Word to a Number

- 1 Say "**Stop Dictation**".
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to change to a number, and then say "**Correct Error**" or click **Correct Error**. (If you are changing a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Options** and then **Numeric**.

Alternative Method

- 1 Press and hold the mouse button while you drag the pointer over the numeric word you want to change to a number.
- 2 Type the number.

Note

These procedures do not change the format of the numeric word in your vocabulary.

Click **Contents** at the top of this window for other tasks.

Change a Word to Lowercase Letters

- 1 Say **"Stop Dictation"**.
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to change to lowercase letters, and then say **"Correct Error"** or click **Correct Error**. (If you are changing a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Options** and then **Lowercase**.

Alternative Method

- 1 Press and hold the mouse button while you drag the pointer over the word you want to change to lowercase letters.
- 2 Type the word using the lowercase letters.

Notes

- n These procedures do not change the case of the word in your vocabulary.
- n You can make the letters in a word lowercase while you dictate by saying **"Lowercase"** followed by the word you want to appear in lowercase letters.

Click **Contents** at the top of this window for other tasks.

Change a Word to Uppercase Letters

- 1 Say **"Stop Dictation"**.
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to change to uppercase letters, and then say **"Correct Error"** or click **Correct Error**. (If you are changing a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Options** and then **Uppercase**.

Alternative Method

- 1 Press and hold the mouse button while you drag the pointer over the word you want to change to uppercase letters.
- 2 Type the word using uppercase letters.

Notes

- n These procedures do not change the case of the word in your vocabulary.
- n You can make the letters in a word uppercase while you dictate by saying **"Uppercase"** followed by the word you want to appear in uppercase letters.

Click **Contents** at the top of this window for other tasks.

Change Correctly Recognized Words

- 1 Double-click the word you want to change.
or
Press and hold the mouse button while you drag the pointer over the word you want to change.
- 2 Type the new word into the document.

Notes

- n You should use this procedure only to [replace words that were correctly recognized by ViaVoice](#).
- n You should not use this procedure to replace misrecognized words. If you do, you will not improve ViaVoice's ability to recognize your speech and the same errors will occur over and over again.

Click **Contents** at the top of this window for other tasks.

Correct Misrecognized Words

- 1 Say **"Stop Dictation"**.
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Highlight the word or words you want to correct. Right-mouse click on the word(s), and then say **"Correct Error"** or click **Correct Error**. The dictation of the selected word will be played back. (If you are correcting a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click on the word in the alternative word list that you dictated.
or
Type the word into the field at the top of the correct error pop-up and then press **Enter**. This will add the word to your vocabulary if it is not already there.
- 4 Repeat steps 2 and 3 to correct other misrecognized words.

Notes

- n You can correct up to ten dictated words.
- n When you type words into the field, use all lowercase letters unless the word is always capitalized as in a name, acronym, or macro name (Johnson, IBM, NEW-LINE).
- n You might be required to record a pronunciation or provide a sounds-like spelling for words that you type into the correct error pop-up before the words are added to your vocabulary.
- n You should use this procedure only to [correct words that were incorrectly recognized](#) by ViaVoice. Do not use this procedure to [replace correctly recognized words](#).
- n To ensure that you improve recognition when you correct errors, take note of the following:
 - Correcting a single word that is in your vocabulary will improve the recognition of the word.
 - Correcting a single word that is not in your vocabulary will add the word and the pronunciation to the vocabulary.
 - Using the **Add Phrase** choice in the **Options** menu of the correct-error pop-up will add multiple words as a [phrase](#) to your vocabulary and improve the recognition of the phrase.

Click **Contents** at the top of this window for other tasks.

Delete a Correctly Recognized Word

- 1 Double-click the correctly recognized word that you want to delete.
or
Press and hold the mouse button while you drag the pointer over the correctly recognized word that you want to delete.
- 2 Press the **Delete** key on your keyboard.

Notes

- n You should use this procedure only to delete words that were correctly recognized by ViaVoice.
- n One exception to the above rule is when Word Pro 98 with ViaVoice recognizes a dictated word as multiple words. Because you cannot use the correct-error pop-up to correct the words, you must highlight the misrecognized words and then type the correct word into the document.

Click **Contents** at the top of this window for other tasks.

Delete a Misrecognized Word

- 1 Say "**Stop Dictation**".
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to delete, and then say "**Correct Error**" or click **Correct Error**.
(If you are deleting a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Click **Delete**.

Notes

- n The text surrounding the deleted word will be automatically reformatted.
- n Use this procedure to delete words that were incorrectly recognized by ViaVoice and words that are the result of background noises or unconscious utterances such as "um," "uh," "and," "like, and " and."
- n Do not use the **Delete** key on your keyboard to delete these types of errors.

Click **Contents** at the top of this window for other tasks.

Split a Word into Two or More Words

- 1 Say "**Stop Dictation**".
or
Click **Dictation** in the Word Pro 98 menu bar and then click **Stop Dictation**.
- 2 Right-mouse click on the word you want to split, and then say "**Correct Error**" or click **Correct Error**. (If you are splitting a word in a text box, the correct error pop-up will automatically be displayed when you right-mouse click.)
- 3 Type the words into the field at the top of the correct error pop-up.
- 4 (Optional) If the words that you type will always be used as a phrase, such as New York, Read This First, or saber-toothed tiger, click **Options** and then click **Add Phrase**. This will correct the words in your document and also add the words as a phrase to your vocabulary.
- 5 Repeat steps 2 through 4 to correct other misrecognized words that were joined by ViaVoice.

Notes

- n When you type words into the field, use all lowercase letters unless the word is always capitalized as in a name, acronym, or macro name (Johnson, IBM, NEW-LINE).
- n You might be required to record a pronunciation or provide a sounds-like spelling for words that you type into the correct error pop-up before the words are added to your vocabulary.

Click **Contents** at the top of this window for other tasks.

Undo a Correction

You can undo most corrections using the following information.

- n If you accidentally selected the wrong word from the correct error pop-up, perform the [Correct Misrecognized Words](#) procedure again to select a different word.
- n If you typed a word incorrectly into the field at the top of the correct error pop-up, use the [Correct Misrecognized Words](#) procedure to correct the error.
- n If you typed over a correctly recognized word and want to change the word again, type over the word again.

Click **Contents** at the top of this window for other tasks.

Replacing Correctly Recognized Words

Let's assume that you dictated and ViaVoice correctly recognized all of the words in the following sentence.

I am going to wear my red jacket.

Now, you decide to change the word "red" to "blue." Because ViaVoice correctly recognized the word, you can just *type* the new word over the old word.

Important

Do not use the correct error pop-up to replace a correctly recognized word. If you do, ViaVoice will associate the word you select with the pronunciation in your dictated text. For example, if you use the correct error pop-up to change "red" to "blue", from now on whenever you dictate the word "red", the word "blue" would appear.

Correcting Misrecognized Words

Let's assume that you dictated and ViaVoice correctly recognized all of the words except "wear" in the following sentence. You actually said "wash."

I am going to wear my green jacket.

Now, you decide to correct the dictated text and change the word "wear" to "wash." Because ViaVoice misrecognized the word, you *must* use the correct error pop-up to correct the text.

Important

Do not type over the misrecognized word. If you do, ViaVoice will not learn how you pronounce "wash" and will continue to insert "wear" whenever you dictate "wash."

