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**Word Pro 98 with ViaVoice Readme**  
**March 02, 1998**  
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**1) INTRODUCTION**

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*Word Pro 98 with ViaVoice* is a word processor with seamlessly integrated continuous speech recognition. This release allows you to use continuous dictation to create documents using Word Pro 98. After it is installed, you will notice the following changes to the Lotus Word Pro 98 interface:

- A Dictation menu is added to the menu bar. This menu contains choices for starting and stopping dictation, correcting errors, reading text, playing back dictated text, accessing other ViaVoice tools, and closing the Word Pro 98 with ViaVoice program.
- A ViaVoice SpeechBar is displayed. This SpeechBar allows you to quickly view and change the state of the microphone, view the volume level of the input being received by Word Pro 98 with ViaVoice, and view informational and error messages. Using the ViaVoice button, you can change users, vocabularies, and SpeechBar appearance, access tools and help, and close Word Pro 98 with ViaVoice.

If you currently have an IBM VoiceType, Word Pro 97 with ViaVoice or an IBM ViaVoice product installed on your system, please see the README.TXT file located on the SmartSuite Installation CD in the *EXTRA\VIAVOICE\VIART43* directory. This file contains information about installing the IBM ViaVoice Dictation Runtimes (included with Word Pro 98 with ViaVoice) over these existing products.

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**2) MINIMUM HARDWARE/SOFTWARE REQUIREMENTS**

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- IBM compatible computer with processor performance equivalent to Intel Pentium 150MHz with MMX or faster
- 32MB RAM for Windows 95, 48MB RAM for Windows NT 4.0
- 125MB available hard disk space
- An IBM ViaVoice supported sound card (Creative Labs Sound Blaster 16 or 100% compatible, or MWave)
- CD-ROM drive
- Noise-canceling microphone
- Windows 95 or Windows NT 4.0
- Lotus Word Pro 98 (included on this CD) must be installed on your computer

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**3) INSTALLATION INSTRUCTIONS**

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Word Pro 98 **must** be installed on a drive on your computer **prior** to beginning this installation. Do not attempt to

run this installation if you are haven't installed Word Pro 98 onto your computer and are using it from the CD or from a network system.

Follow these instructions to install Word Pro 98 with ViaVoice:

1. Insert the CD containing SmartSuite 98 into the CD-ROM drive.
2. Click **Start** on the Windows taskbar.
3. Click **Run**.
4. Click **Browse**.
5. Click the drive letter of your CD-ROM drive in the "Look in" field.
6. Click **Extra** and then click **ViaVoice**.
7. Click **SETUP.EXE** and then click **Open**.
8. Click **OK** and follow the instructions on the screen to complete the installation.

**NT INSTALLATION NOTES:**

- You must have administrator privileges to install on Windows NT.
- If you run IBM AntiVirus for Windows NT, make sure you use release 3.0 or higher. Earlier releases conflict with the ViaVoice installation. If you have an earlier release, you can uninstall it and then run the Word Pro 98 with ViaVoice installation.

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**4) OVERVIEW OF FEATURES**

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Word Pro 98 with ViaVoice allows you to:

- Dictate directly into Lotus Word Pro 98 using continuous speech .
- Listen to the computer read the text in your documents using the integrated text-to-speech capabilities.
- Use dictation macros to format, punctuate, and insert predefined text into a document while you dictate.
- Improve the recognition of your dictated words by:
  - Correcting misrecognized words using the correct error dialog
  - Enrolling using the Enrollment program
  - Using the Vocabulary Expander to analyze existing documents for words missing from the vocabulary and then add them to the vocabulary.
- Use the Playback feature to listen to the text you dictated.
- Use the interactive User Wizard during installation, to set up the microphone and improve initial dictation accuracy.
- View the list of voice commands by saying, "**What Can I Say?**". This list contains voice commands used to control the microphone, begin and stop dictation, display the correct error dialog, and begin the reading of text by a computer-generated voice.
- Close Word Pro 98 with ViaVoice without closing the Lotus Word Pro 98 application.

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**5) GETTING STARTED USING WORD PRO 98 WITH VIAVOICE**

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The following instructions demonstrate how you can easily use Word Pro 98 with ViaVoice.

**To view the list of voice commands:**

1. Make sure the microphone is on (green) or sleeping (yellow). Click the button to change the state of the microphone.
2. Say "**What Can I Say?**" to display a list of available voice commands.

**To use voice commands:**

1. Make sure the microphone is on (green). If the microphone is sleeping (yellow), say "**Wake Up**". If the microphone is off (gray), click the microphone button.
2. Say the desired voice command. Say "**What Can I Say?**" to see a list of available voice commands.

**To start dictating:**

1. Say "**Begin Dictation**" or click **Dictation** on the menu bar and then click **Begin Dictation**.
2. Dictate the words you want to appear in the document.
3. Say "**Stop Dictation**" when you are done dictating.

**To correct a misrecognized word:**

1. Highlight up to ten dictated words.
2. Right-mouse click on the word(s) or press **Alt+F2**.
3. Click **Correct Error** on the pop-up menu.
4. Click the correct word in the alternative word list, or type the correct word into the field at the top of the pop-up.

**NOTE:** You can also correct the word by typing over it in your document, however correcting errors in this manner will not improve the recognition capability of ViaVoice.

**To listen to the computer read the text in a document:**

1. Highlight the text you want read.
2. Say "**Begin Reading**" or click **Dictation** on the menu bar and then click **Begin Reading**.

**To find more information about using Word Pro 98 with ViaVoice:**

1. Click **Dictation** on the menu bar and then click **Help Topics**.
2. Select a help topic.

**To find more information about using the ViaVoice SpeechBar:**

1. From ViaVoice SpeechBar, press the ViaVoice button.
2. Click **Help** on the menu bar and then click **Help Topics**.

Dictation macros allow you to punctuate and format your text and insert predefined text into your document simply by saying the name of a macro while you dictate. The Dictation Macro Editor lists all of the dictation macros available for your use. You can change, delete and even add macros to this list.

**To access the Dictation Macro Editor:**

1. Click **Dictation** on the menu bar.
2. Click **Dictation Macro Editor**.
3. Click **Help** on the menu bar and then click **Help Topics** for additional information about using the Dictation Macro Editor.

You can improve Word Pro 98 with ViaVoice's ability to recognize your particular pronunciation of words by enrolling. During enrollment you read predefined sentences. ViaVoice records your pronunciation of the words in the sentences and then trains ViaVoice to recognize your pronunciation.

**To enroll:**

1. From On the Windows taskbar, click **Start, Programs, IBM ViaVoice**, and then click **Tools**.
2. Click **Enrollment**.
3. Click **Enroll**.
4. Click **Start**.
5. Read the first 50 sentences. It will take approximately 10 minutes.
6. Train the recorded sentences. It will take approximately 20 minutes.
7. Use Word Pro 98 with ViaVoice to dictate your documents.

**NOTE:** If you are still experiencing recognition problems, reading and training the entire enrollment script (265 sentences) might further improve your recognition.

You can quickly add words to the vocabulary using the Vocabulary Expander to analyze existing documents.

**To quickly add words to the vocabulary:**

1. Click **Dictation** on the menu bar and then click **Vocabulary Expander**.
2. Click **Help** and then click **Help Topics** for additional information.

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## 6) KNOWN PROBLEMS AND LIMITATIONS

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- On the SpeechBar menu, the following items are not available in this version: Help.
- When using the Correct Error pop-up to insert a special character, such as a period, the text that follows will not be formatted correctly. Currently, there is a problem with getting the proper flag for these special characters during correction, not dictation.
- When you click **Stop Dictation** on the Dictation menu or press **Alt+P**, dictated words that have not yet been displayed, will be discarded. To prevent this from happening, say "**Stop Dictation**" when you are done dictating.
- On slower computers, if you dictate too fast the audio buffer might overflow. If this happens, the last few minutes of your dictated text might be lost. To prevent this from happening, say "**Stop Dictation**" after every few paragraphs to allow the computer to process your dictation.
- The amount of time it takes before the computer starts reading after the "**Begin Reading**" voice command is issued, is dependent on the amount of text selected for reading and the speed of your computer. Try to keep the amount of selected text to a reasonable amount for your computer. Keep in mind, if the insertion point is at the end of a document, the entire document will be read. If the insertion point is somewhere within the document, only the text to the right of the insertion point will be read. If text is selected, only the select text will be read.
- The message "Invalid Dictation Area" might appear in the SpeechBar even though the cursor is in a valid Word Pro 98 document window. To correct this problem, click in another window (or the desktop), then click the desired window and try dictating again.
- If dictation stops immediately after you start dictation, try a different method for starting dictation. Alternative methods for starting dictation include: pressing **Alt+B**, saying "**Begin Dictation**", or clicking **Dictation** on the menu bar and then **Begin Dictation**.

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## 7) TECHNICAL SUPPORT

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

<http://www.lotus.com>

or

call (508) 988-2500.

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## 8) TRADEMARK INFORMATION

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- Lotus and Word Pro 98 are trademarks or registered trademarks of Lotus Development Corporation.
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