INSTRUCTIONS

Following are six exercises to help you quickly learn Kurzweil VoicePad's basic editing commands. Each exercise consists of two parts:

- Instructions
- Practice -- a brief script for you to dictate

To dictate, position the cursor at the **>** character immediately following each script and dictate the example. For best results, dictate each example slowly with a brief pause after each word. Continue to repeat each example until you can dictate comfortably at a moderate rate (35-45 WPM) with high recognition accuracy.

Commands: All commands (such as <LISTEN-TO-ME>) are capitalized and set off in brackets. Be sure to say these commands as a single utterance without inserting a pause between words.

To end this Practice session and begin your own document at any time: Say <FILE-NEW> and then <OK> on the New dialog box.   Say <NO> when you are asked about saving your changes.

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Exercise 1: *Turning the microphone on and off*

INSTRUCTIONS

Before using VoicePad, make sure the microphone is properly installed. You can turn the microphone on and off by pressing CTRL and ALT at the same time using the keyboard. Once you have turned on the microphone with the keyboard, you can continue to use CTRL + ALT to turn it off and on, or you can use the voice commands <STOP-LISTENING> and <LISTEN-TO-ME>.

On   A green microphone button means the microphone is on, and VoicePad is listening.
Off   A gray microphone button means that the microphone is off, and that VoicePad is not listening.

Generally, you should keep the microphone off unless you are speaking to VoicePad. See online Help for more information about controlling the microphone.

If the microphone button is gray now, turn it on using CTRL + ALT to complete the following practice. As you dictate, notice the messages in the status panel next to the microphone button.

PRACTICE

<STOP-LISTENING> <LISTEN-TO-ME>
<STOP-LISTENING> <LISTEN-TO-ME>
<STOP-LISTENING>

>

*****

Exercise 2: *Say all punctuation characters*

INSTRUCTIONS

Be sure to say all punctuation characters when using VoicePad. Try the following three sentences. Don't worry if VoicePad misrecognizes a word you say. You'll learn to correct misrecognitions in Exercise 5. (Note: You can say <INITIAL-CAP-THAT> to capitalize the word you just said.)

PRACTICE

<LISTEN-TO-ME>

Here <INITIAL-CAP-THAT> is some text <PERIOD> Now <COMMA> that was very exciting <EXCLAMATION-POINT> Is today Wednesday <QUESTION-MARK>

>

<STOP-LISTENING>

*****

Exercise 3: *Deleting text*

INSTRUCTIONS

You can delete individual words by saying <DELETE-THAT>. Use <DELETE-THAT> when you want to change a word, but not to correct a misrecognized word. (Misrecognized words should be corrected using either the <TAKE-> or <CORRECT-THAT> command so VoicePad can learn more about how you pronounce specific words.)

Dictate the following sentence, then delete each word using the <DELETE-THAT> command. Notice that the period is deleted as a word by itself.

PRACTICE

<LISTEN-TO-ME>

Let's <INITIAL-CAP-THAT> delete this sentence <PERIOD> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT>

>

<STOP-LISTENING>

*****

Exercise 4: *Navigating in text*

INSTRUCTIONS

Use the <BACK-UP-> and <FORWARD-> commands to move through the sentences that you dictate. <MOVE-ON> repositions the cursor back to its initial location.

PRACTICE

<LISTEN-TO-ME>
You <INITIAL-CAP-THAT> can navigate sentences by using various voice commands <PERIOD> <BACK-UP-2> <BACK-UP-4> <FORWARD-2> <MOVE-ON>

>

<STOP-LISTENING>

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Exercise 5: *Using the Take window to correct text*

INSTRUCTIONS

Whenever a word is misrecognized, you should always look at the Take window to see if the correct word is listed. If the word is listed, you can use one of the Take commands, <TAKE-1> <TAKE-2> <TAKE-3>, or <TAKE-4>, to insert the correct word. If the word is not in the Take window, use the <CORRECT-THAT> command described in Exercise 6.

Each of the following sentences will probably have a misrecognized word when you dictate it. Try the following procedure to fix any incorrect words:

1 Dictate the entire sentence.
2 Use the Navigation commands (<BACK-UP-> and <FORWARD->) to position the cursor to the right of the misrecognized word.
3 Look in the Take window.
4 Say the appropriate <TAKE-> command to fix the misrecognized word.
5 Use <MOVE-ON> to reposition the cursor at the end of the sentence.

The first two sentences have the appropriate commands inserted. Try fixing the last sentence on your own.

PRACTICE

<LISTEN-TO-ME>

My <INITIAL-CAP-THAT> father purchased four apples <PERIOD> <BACK-UP-2> <TAKE-1,2,3, or 4> <MOVE ON>

>

Two <INITIAL-CAP-THAT> men ran across the road <PERIOD> <BACK-UP-3> <BACK-UP-3> <TAKE 1, 2, 3, or 4> <MOVE ON>

>

Our car runs very well.

>

<STOP-LISTENING>

<div align="center">*****</div>

Exercise 6: *Using <CORRECT-THAT> to correct misrecognitions and add new words*

INSTRUCTIONS

If a word is misrecognized and the correct word does not show up in the Take window, it is probably not in VoicePad's active vocabulary. Consequently, this new word will need to be added to the vocabulary list. New words can be added using this simple procedure:

1 Move the cursor to the right of the misrecognized word using Navigation commands.
2 Look in the Take window to see if the correct word is displayed.
3 If the correct word is not present, say <CORRECT-THAT>.
4 When the Correct That window displays, type in the correct word. As you type, watch to see if the correct word appears. If the correct word is present, say the appropriate <TAKE-> command. If you type the entire word, simply say <TAKE-KEYS> to insert the word into your text and add it to VoicePad's vocabulary.

The final word in each of the three following sentences is not present in VoicePad's vocabulary. Correct each of these misrecognized words using the <CORRECT-THAT> procedure as outlined above. Complete instructions are given for the first sentence only.

PRACTICE

<LISTEN-TO-ME>

My car has a bad alternator <PERIOD> <BACK-UP-1> <CORRECT-THAT> (Type in the word "alternator" and say <TAKE-KEYS>.) <MOVE ON>

>

Many people listen to the music of Madonna.

>

Children love the movie Aladdin.
>

Congratulations on completing the Kurzweil VoicePad Pro Practice session.

To end Practice and begin your own document:
Say <FILE-NEW> and then <OK> on the New dialog box.   Say <NO> when you are asked about saving your changes.