







How Do I Use VoiceCentre?

VoiceCentre offers convenient access to most ViaVoice functions. You can turn on the microphone, start a dictation application, open the Correction window, listen to ViaVoice read your file out loud, customise ViaVoice options, access online help, and many other features, all from one easy-to-use menu.

- 1 Before starting, check to make sure that you are the [current user](#). The user name appears on VoiceCentre. You can [view and change the current user information](#).
- 2 Make sure the microphone button is turned on, displaying  on the VoiceCentre toolbar. If it is different, click the microphone button to turn it on.
- 3 With the microphone turned on, you can do the following:
 - § Dictate text into [SpeakPad](#) or Microsoft Word 97 using [continuous speech](#).
 - § Correct [misrecognised](#) words.
 - § View voice commands in the [What Can I Say](#) window.
- 4 As you say commands, glance at the centre of VoiceCentre. The system displays the current status or the last command it heard. If the system does not recognise a word or command, VoiceCentre displays **pardon me?** State your command again, or refer to the [What Can I Say](#) window or Command Reference card to find a valid command.
- 5 The volume meter  provides feedback about how well ViaVoice can hear you. The meter shows loudness by the amount and colour of the fill in the indicator. ViaVoice understands you best when the meter is green. The meter will be yellow if you talk too softly or red if you talk too loudly. If the volume meter is consistently red or yellow when you talk normally, [adjust the audio settings](#).
- 6 To turn off the microphone:
 - § Say **Go to sleep** to place the microphone on standby for brief interruptions. The microphone responds only to **Wake up**, which turns it on again.
 - § [Say Microphone off](#) to turn off the microphone. When the microphone is turned off, ViaVoice does not hear or process your words. [Click](#) the microphone button to turn it on again.

Change the Microphone State

The current microphone state appears in VoiceCentre. The microphone button is also in the lower-right corner (the status tray) of the Windows taskbar when VoiceCentre is running.

- §  Microphone on. ViaVoice is listening for your commands or dictation. Say **Microphone off** or click the microphone button to turn off the microphone.
or
Say **Go to sleep** to disable the microphone temporarily. When the microphone is in this state, ViaVoice responds only to the **Wake up** command, or you can click the microphone button to turn it on. While in this state, the computer's resources are free to process other tasks
- §  Microphone off. ViaVoice does not hear or process your words when the microphone is turned off.
- §  Microphone asleep. ViaVoice responds only to the **Wake up** command, or you can click the microphone button to turn it on.
- §  Microphone busy. If the microphone button displays busy, wait until the button changes back to the On state before saying another command or dictating text.

Note

You should turn off the microphone if another program needs to use the sound card for audio or multi-media programs. ViaVoice suspends the microphone automatically when another ViaVoice function needs the sound card, such as ViaVoice Outloud.

How Do I Control My Dictation Program?

You can use voice commands to control VoiceCentre and to format and edit your text when the microphone is turned on. You can use the mouse, keyboard, and voice interchangeably. You should pause briefly before and after each command. The recognised commands will be displayed on VoiceCentre.

You can say the attention word, **Computer**, before a command to let ViaVoice know that your next word or phrase will be a command, not dictation. You do not need to say the attention word before saying dictation macro names, such as punctuation marks or dictation macros that you create.

You can view the commands that you can say by [saying What Can I Say?](#) You can enter a word in the All Commands - Search field to search for commands related to the function, or you can click **View** to see different views:

- § The **VoiceCentre** view contains commands to control VoiceCentre. These commands are always active. [Click for information on the commands for VoiceCentre.](#)
- § The **Text Editing** view includes commands to move the cursor and select text with your voice. [Click for information on the Text Editing command set.](#)
- § The **Dictation** view includes commands for a dictation application in the focus window. [Click for information on the Dictation Inline Commands.](#)

Tips

- § When you pause to say a command, let ViaVoice finish processing your dictation before you say the command. Say the command once. ViaVoice might need a second or two to recognise the command. Be patient. If the **pardon me?** message appears on the Command Status area, then repeat your command.
- § If you find that ViaVoice frequently misrecognises your dictation as commands, or vice versa, you can make the attention word **Required** on the **Command Sets** page of [ViaVoice Options](#). Then, to say a command while you are dictating, pause and say **Computer** followed by a command. Do not pause between the attention word and the rest of the command. The attention word is required in front of commands only while you are dictating.
- § When viewing commands in What Can I Say, you will sometimes see words displayed in angled brackets. [Click here for information on how to say words in brackets.](#)

View/Change the Current User Information

Each time you start using ViaVoice, verify that your [user name](#) appears on VoiceCentre. Say **Who am I**, or move the cursor over the user name to view the current user information.

As you correct your dictated words using the correction window, ViaVoice adds words to the vocabulary based on the way you pronounce them. Similarly, ViaVoice adapts your [personal speech files](#) to the way you compose your sentences.

Each user should complete the User Wizard separately and have a unique user name. In addition, you should enrol separately, with a unique enrolment description for each microphone or [audio input device](#) that you use with ViaVoice, or whenever you are using ViaVoice in a different environment. [Enrolment](#) takes only 10-30 minutes, and it is the most effective way to improve speech recognition.

View, Change, Modify, or Add a User/Input Device/Enrolment/

- 1 Say **Change user** to open ViaVoice Options to the User tab.
- 2 Close VoiceCentre before you change user information. Click **ViaVoice**, and then click **Exit**.
- 3 Select your option:
 - § To change a user, select a user name from the list, and click **OK**.
 - § Click **Add User** if you are a new user. Complete the steps as required.
 - § Click **Modify/Enrol** if you are changing or adding an enrolment. Complete the steps as required.
- 4 Start **VoiceCentre** again by clicking **Start, Programs, IBM ViaVoice - UK English**, and then clicking **VoiceCentre**.

Display/Hide User Information on VoiceCentre

- 1 When the microphone is turned on, say **ViaVoice Options**, and then click the **VoiceCentre** tab.
- 2 Click **Display user name** to display/hide the name of the currently selected user (the user for whom ViaVoice is using and updating personal speech files). A tick mark in the box indicates selection.

Tips

- § During ViaVoice installation, the installer enters a name. This name becomes the first ViaVoice user. If you did not install the software, you should enrol separately, under your own name.
- § Make sure that you are the current user before dictating or changing options so that your personal speech files are properly updated.

How Do I Dictate Text?

- 1 Click the microphone button to turn it on, and do one of the following
 - § [Say Dictate to SpeakPad](#) to dictate into SpeakPad, the dictation application in ViaVoice. You can transfer dictated text to other applications.
 - § [Say Dictate to Word](#) if you have Microsoft Word 97 installed on your computer.
- 2 When the microphone is turned on, dictate text, including punctuation and formatting commands along with the text.
- 3 Correct misrecognised words when you complete your thoughts by using the [Correction window](#).
- 4 Say any of the ViaVoice commands to edit and format your text. The recognised commands are displayed on VoiceCentre. Remember to pause briefly before and after each command. [Say What Can I Say](#) to view the list of additional commands:
- 5 Save your dictated file.

For additional information on dictation and correction, [say VoiceCentre help](#), and open the **Dictation and Correction** book.

Select ViaVoice Options

You can customise ViaVoice to suit your needs and preferences. [Say ViaVoice Options](#) to view or select settings for the following features:

- § **At Start-Up** – Set the initial state of the microphone when starting VoiceCentre.
- § **Command Sets** – Turn on or off sets of commands that are active when you use ViaVoice.
- § **Correction** – Set preferences for using the Correction window.
- § **Dictation** – Set preferences for dictation functions.
- § **Formatting** – Set preferences for monetary formatting.
- § **User** – Set, add, and change the user name, input device, enrolment, vocabulary, and Topics.
- § **Voice** – Set recognition sensitivity preferences.
- § **VoiceCentre** – Customise the VoiceCentre appearance.

You can click **Help** for additional information on ViaVoice Options.

Remove VoiceCentre from the Startup Folder

VoiceCentre is automatically added to the Startup folder during the installation of ViaVoice (unless you specify otherwise). If you do not want VoiceCentre to start every time you start your system, do the following:

- 1** Click the Windows **Start** button.
- 2** Select **Settings** and then **Taskbar**.
- 3** From the Taskbar Properties page, select **Start Menu Programs** and then **Remove**.
- 4** Double-click **StartUp** to expand the StartUp menu. Click **VoiceCentre** and then click **Remove**.
- 5** Click **Close**.
- 6** Click **OK**.

Listen to ViaVoice Read Your Text

ViaVoice Outloud converts text within a window into speech.

Use ViaVoice Outloud to help proofread your file by letting a computer-generated voice read your file aloud. Be patient—this program takes a few seconds to load the first time you start it.

- 1 When the microphone is turned on, [say **Begin reading**](#) to read text in an active word-processing window or help file. If you highlight a selection, ViaVoice Outloud will also read text from spreadsheets, web pages, and other applications containing selectable text.
- 2 The microphone turns off while Outloud is running.
- 3 The ViaVoice Outloud program starts by displaying the Outloud toolbar and a computer-generated face, and then it reads the text from the cursor to the end of the file or the highlighted text if you selected a passage. If the cursor is positioned at the end of the file, ViaVoice moves it to the beginning before it starts reading.
- 4 Outloud closes automatically when it reaches the end of the text, and the microphone turns on for you to continue dictating.

Notes

- n You will not be able to use voice commands while using Outloud. You can use the Outloud toolbar to start, stop, or pause reading and to provide related help.
- n You can change the computer-generated face and voice characteristics. [Say **Outloud Options**](#), and then click the preferred tab and setting.

Adjust the Audio Settings

Setting up your microphone or audio input device correctly is one of the most important things you can do to use ViaVoice successfully. When the microphone is turned on, [say Set up my microphone](#) to start the setup program, which automatically adjusts the settings to match the current conditions. You should use this program whenever you do the following:

- § Change to a different microphone or audio input device.
- § Change your environment.
- § Notice that the amount of background noise has changed.
- § Reposition the microphone or change your proximity to the microphone.
- § Notice more misrecognised words than usual.
- § Get a message from ViaVoice that it detected poor audio quality.

Tip

Position your microphone properly on your head: the ear piece covered by foam should be on your ear (the other side is not meant to reach the other ear). The microphone element covered by foam must be about a thumb's width from the corner of your mouth and slightly to the side of your mouth, not directly in front of it. Also, the microphone boom should be bending towards your mouth, not up or down.

Notes

- § If recognition remains poor after running Audio Setup and following the instructions in Audio Setup for how to use your microphone, you should complete [Enrolment](#) to teach ViaVoice how you pronounce words.
- § If you have trouble enrolling after you run Audio Setup, your sound system may not have adequate recording quality for satisfactory operation of ViaVoice.

Continuous Speech

Continuous speech means that you speak without pausing between words. You should use continuous speech whenever you say a voice command that contains more than one word, such as **ViaVoice Options** or **What Can I Say?**

You should also use continuous speech while you dictate, but you may pause at any time to take a breath, collect your thoughts, or at normal stopping places in your dictation, such as after a comma or other punctuation marks.

Enable/Disable a Microphone Hot Key

You can select a key or key combination as a hotkey to turn on the microphone from the keyboard or an accessibility switch. When you press the hotkey, the microphone turns on. After you say one command, the microphone turns off automatically.

- 1** When the microphone is turned on, [say ViaVoice Options](#), and then click the **At startup** tab.
- 2** Click **Press to talk** to select the option.
- 3** Press the key on your keyboard that you want to use as the hot key. The default is the Scroll Lock key, but you can type another key or key combination. If you press a single digit or character key, **Ctrl** will be added to the hot key. For example, if you select **S**, you must press **Ctrl+S** to turn on the microphone for one command.
- 4** Click **OK**.

Notes

- § The hot key has no effect on the microphone state unless the microphone is off when you press the key.
- § The following keys cannot be used with the Press-to-talk option: Pause\Break, Print Screen\SysRq, Backspace, Delete, Spacebar, Esc, Tab, or Enter. In addition, if you select Alt followed by a letter as your Press-to-talk key combination, you will not be able to use the mnemonic characters in ViaVoice Options to select choices whenever VoiceCentre is running.

Display/Hide VoiceCentre's User-Name Area

- 1 When the microphone is turned on, [say ViaVoice Options](#), and then click the **VoiceCentre** tab.
- 2 Click **Display user name** to display/hide the name of the currently selected user (the user for whom ViaVoice is using and updating [personal speech files](#).) A check mark in the box indicates selection.
- 3 Click **OK**.

Display/Hide VoiceCentre

When the microphone is turned on, [say Hide VoiceCentre](#), also called Autohide, or say **Show VoiceCentre** to display VoiceCentre and cancel Autohide.

When VoiceCentre is in Autohide, it appears as a thin line at the top of your screen. To display VoiceCentre when it is hidden, place your mouse pointer on the line at the edge of the screen.

[You can view VoiceCentre information when it is in Autohide.](#)

Display/Hide VoiceCentre's Tooltips

The VoiceCentre tooltips display general information for features on the VoiceCentre toolbar. Place the cursor over an icon or button to display the tooltip.

- 1** When the microphone is turned on, [say ViaVoice Options](#), and then click the **VoiceCentre** tab.
- 2** Click **Display tooltips** to display/hide tooltips for VoiceCentre. A tick mark in the box indicates selection.
- 3** Click **OK**.

Change the Microphone's Startup State

You can select the state that you want the microphone to be in when you start VoiceCentre.

- 1 When the microphone is turned on, [say ViaVoice Options](#), and then click the **At startup** tab.
- 2 Click the startup state that you prefer:
 - § **Microphone off** -- Not listening for input. The default is off.
 - § **Go to sleep** -- Listening only for the **Wake up** command.
 - § **Microphone on** -- Listening for all commands or dictation.
- 3 Click **OK**.

Enable/Disable VoiceCentre as Always on Top

- 1 When the microphone is turned on, [say ViaVoice Options](#), and then click the **VoiceCentre** tab.
- 2 Click **Always on top** to keep VoiceCentre on top of all other windows on the desktop, even when they are maximised. You can click **Always on top** again to [deselect](#) it, and other windows can hide VoiceCentre.
- 3 Click **OK**.

Note

You can move VoiceCentre to the bottom of the screen by clicking and holding the mouse on the title bar, dragging it to the bottom of the screen, and releasing the mouse.

Show the Correction Window

When the microphone is turned on, say **Show Correction window**. (This command is available only if the focus window is a dictation application.)

You can use the Correction window to correct the words that ViaVoice misrecognised when you dictated text. Each time you use the Correction window, ViaVoice updates your personal speech files, which improves future recognition.

Use ViaVoice Tools

ViaVoice includes tools that can increase your dictation performance and recognition accuracy.

Click **ViaVoice - UK English, Tools**, and then click the name of the tool that you want to open:

- § **Dictation Macro Editor** - Create voice [macros](#) for entering text into your dictation.
- § **Enrolment** - Increase the accuracy of your speech recognition with a small investment of your time (about 30 minutes for the minimum enrolment).
- § **Vocabulary Manager** - Add and delete pronunciations from your vocabulary.
- § **Vocabulary Expander** - Add words to your vocabulary quickly by letting ViaVoice analyse existing documents. Use this tool to train ViaVoice to recognise your language style and improve recognition.

Select ViaVoice Command Sets

You can customise the sets of voice commands that ViaVoice recognises for dictating text and controlling VoiceCentre. You can select or deselect the [command sets](#) that are active while you are using ViaVoice. The **What Can I Say** window displays the active commands.

To view and change the active command sets, [say ViaVoice Options](#), and then click

Command Sets.

- § When selected, ViaVoice recognises the words in that command set as commands if you pause briefly before and after you say them.
- § When deselected, the view is grayed out in the What Can I Say window, and ViaVoice recognises the words only as dictation.

Productivity Tip

Deselect the command sets that you do not use, or do not use regularly. This could improve your overall speech recognition. Also, if you find that a certain command set contains words that ViaVoice constantly misrecognises, try deselecting it until you need it. For example, if you never edit text with your voice, deselect the Text Editing command set.

Control VoiceCentre with Your Voice

You can say commands to control VoiceCentre, such as **VoiceCenter help** or **Dictate to SpeakPad**. These commands activate the feature, just as if you clicked on the menu items with the mouse. They are always active when the microphone is turned on.

Say **What Can I Say for VoiceCentre** to display the list of voice commands you can use to control VoiceCentre.

When viewing commands in **What Can I Say**, you will sometimes see words displayed in angle brackets. [Click here for information on how to say words in brackets.](#) **Note**

In addition to being able to view the commands that can be used to control VoiceCentre, you can use the **What Can I Say** window to:

- [Train](#) commands that ViaVoice does not recognise. Untrained commands appear with an **x**.
- Print the lists of commands you can use to control VoiceCentre.

Edit Text with Your Voice

You can say commands to move the cursor, edit text, and select text with your voice, such as **Next word** and **Previous line**.

Say **What Can I Say for Text Editing** to display the list of voice commands you can use to edit text..

When viewing commands in What Can I Say, you will sometimes see words displayed in angle brackets. [Click here for information on how to say words in brackets.](#)

Notes

- § The Text Editing command set is selected by default. To [deselect](#) it, say **ViaVoice Options**, and then click the **Command Sets** tab.
- § In addition to being able to view the commands that can be used to edit text, you can use the What Can I Say window to:
 - [Train](#) commands that ViaVoice does not recognise. Untrained commands appear with an **x**.
 - Print the lists of commands you can use to edit text.

View VoiceCentre Information While in Autohide

You can view VoiceCentre information when it is in autohide:

- § Place the cursor at the top of the screen to display the VoiceCentre temporarily.
- § View the small, recognised-text window on the bottom of your screen as you dictate or say commands.
- § From the Windows taskbar (status tray) in the lower, right-hand corner of the screen:
 - § [Click the microphone icon to change the state.](#) The microphone icon changes to reflect the current status.
 - § Right-click the microphone icon to display the ViaVoice menu. Click your selection on the menu.

Alternative Methods

- § Click **ViaVoice, What Can I Say, View**, and then select your preferred view.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Then click **What Can I Say, View**, and then select your preferred view.

Alternative Methods

- § Click **ViaVoice, Dictate to**, and then click your selection.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **Dictate to**, and then click your selection.


Alternative Methods

- § Click **ViaVoice**, and then click **Audio Setup**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Then click **Audio Setup**.

Alternative Methods

- § Click **ViaVoice, User Options**, and then click **ViaVoice Options**. Click your selection.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **User Options, ViaVoice Options**, and then click your selection.

Alternative Methods

- § Click  on VoiceCentre.
- § Click **ViaVoice, Help**, and then click your selection, such as **Information Central**.
- § Click **Help** on the toolbar of an application, and then click your selection.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **Help**, and then click your selection.
- § Click the tabs on an online help screen. Click **Contents** to open the table of contents for a topic. Click **Index** to search the topic for a word or phrase. Click **Find** to search the full online help database for a word or phrase.

Alternative Methods

- § Click **ViaVoice** and then click **Begin Reading**.
- § When using SpeakPad, click **Reading**, and then click **Begin Reading**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Then click **Begin Reading**.

Alternative Methods

- § Click **ViaVoice**, **User Options** and then click **Outloud Options**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **User Options**, and then click **Outloud Options**.

Alternative Method

Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **Tools**, and then click your selection.

Alternative Methods

- § Click **ViaVoice** and then click **Exit**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **Exit**.

Alternative Methods

- § Click **ViaVoice**, and then click **Show Correction Window**.
- § Right-mouse click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar, and then click **Show Correction Window**.

How Do I Say Words in Brackets in What Can I Say?

Some commands displayed in the **What Can I Say** window have one or more words or phrases shown in angle brackets. For example, you will see **Move right <1 to 20> words**. Any word in the angle brackets represents a variable in the command. When you say the command, you must substitute a word or phrase for the variable.

For example, to move the cursor, you can say **Move right 5 words**. In this example, you substituted **5** for **<1 to 20>**.

To see a [VoiceTip](#), say **How do I say** followed by the word or phrase inside the angle brackets. You can find out the choices for **<save document>** by saying **How do I say save document?** A VoiceTip appears with information on the valid command. Or you can place the cursor over the bracketed words, and a VoiceTip appears.

Alternative Methods

- § Click **ViaVoice**, and then click **Microphone On**.
- § Right-mouse click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar, and then click **Microphone On**.

Alternative Methods

- § Click **ViaVoice**, and then click **Microphone Off**.
- § Right-mouse click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar, and then click **Microphone Off**.

Alternative Method

Click **Pause** on the ViaVoice Outloud toolbar while ViaVoice is reading, and then click **Help**.

Improve Recognition

- § Recognition accuracy improves with an enrolment, complete or partial. Close ViaVoice, and click **Start, Programs, IBM ViaVoice - UK English, Tools, and Enrolment**. Follow the instructions. You should complete a new enrolment with your user name each time you change microphones or audio input devices or your work environment changes (the room is noisier or quieter).
- § Make sure the microphone or audio input device is adjusted for your voice. If the volume meter on VoiceCentre consistently stays red or yellow, say **Set up my microphone**, and follow the instructions.
- § Say commands using continuous speech, pausing briefly before and after the command. You can view additional commands on the Command Reference card or by saying **What Can I Say**.
- § Before you dictate, you can use Vocabulary Expander to analyse your existing documents and add missing words to the vocabulary. Click **ViaVoice, Tools**, and then click **Vocabulary Expander**. Click **Help** for more information.
- § Speak without adding an emotional or interpretive tone to your words.
- § If you find that ViaVoice constantly misrecognises a certain command, try training a new pronunciation for it. Say **What Can I Say**, find the command with the **All-Commands - Search** view, and select it. Click **Train** and follow the instructions.

Alternative Methods

- § Click **ViaVoice**, **User Options**, **ViaVoice Options**, and then click **VoiceCentre**. Select **Autohide**, and click **OK**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar. Click **User Options**, **ViaVoice Options**, and then click **VoiceCentre**. Select **Autohide**, and click **OK**.

Format Text with Your Voice

You can say commands to format text with your voice, such as **Select this** and **Bold on**.

Say **What Can I Say for Dictation** to display the list of voice commands you can use to format text.

When viewing commands in **What Can I Say**, you will sometimes see words displayed in angle brackets. [Click here for information on how to say words in brackets.](#)

Notes

- § The Dictation command set is selected by default. To [deselect](#) it, say **ViaVoice Options**, and then click the **Command Sets** tab.
- § In addition to being able to view the commands that can be used to format text, you can use the **What Can I Say** window to:
 - [Train](#) commands that ViaVoice does not recognise. Untrained commands appear with an **x**.
- Print the lists of commands you can use to format text.

accelerator key

A keyboard key or key combination, sometimes called a shortcut key, that invokes a particular command, such as Ctrl+P (print) or Alt+F (open the file menu).

active object

The button, check box, window, text, or other item that you have selected.

Active Program command set

The voice commands that edit and format your text in the active dictation method.

active window

See [focus window](#).

active words

The set of words that a speech-recognition system is listening for at a given time. The [speech recogniser](#) can recognise a spoken word only if that word is active. See also [input focus](#).

actor

An animated face that you can select to read the text when you use ViaVoice Outloud.

All Commands

The view in the What Can I Say window that assists you in finding the names of commands in ViaVoice.

attention word

The word Computer, which tells ViaVoice to process your next words as a command, not type them as dictation. Pause briefly, and say "Computer" followed by your command. Do not pause or hesitate during the command.

audio adapter

See [sound card](#) .

audio application

A program that uses the sound card.

audio input device

Any device that you use for speaking to the computer. The device you use depends on the software you have installed and the enrolments you have completed. For example, if you have a microphone and a digital recorder, you must complete a separate enrolment for each audio device.

Audio Setup

A program that helps you prepare your microphone or audio input device for use with ViaVoice. It shows you how to connect and test the microphone and adjust your audio settings.

Audio Setup wizard

A program that helps you prepare your microphone or audio input device for use with ViaVoice. It shows you how to connect and test the microphone and adjust your audio settings.

base vocabulary

A starter set of words that ViaVoice recognises. This starter set comes with ViaVoice. You can change to another base vocabulary, but only one can be active at a time.

cardinal numbers

Numbers used for counting, such as one, two, and three. *Contrast with [ordinal numbers](#).*

click

To press a mouse button once, usually the left button unless otherwise indicated.

command

A word or phrase that instructs the computer to perform an action.

Command Reference

A reference source of the most commonly used speech commands for ViaVoice.

command sets

Groups of related voice commands that can be used to control a program or perform an action.. They can be [selected](#) in ViaVoice Options.

Computer

The attention word that tells ViaVoice to process your next words as a command, not type them as dictation.

continuous general dictation

Dictating using the [base vocabulary](#) included in ViaVoice and any added [topics](#), as well as your personal vocabulary.

continuous speech

Speech spoken distinctly, without extra pauses between words. You can pause between phrases to take a breath or collect your thoughts.

control

To use commands and [macros](#) to access program in ViaVoice and perform tasks in your dictation application.

Correction window

The Correction window offers a choice of words similar in sound to a selected, dictated word. When you correct a dictated word in the correction window, ViaVoice updates your [personal speech files](#) and adds the word to your personal vocabulary.

Or you can use the Correction window to display a selected word or phrase (dictated or typed) and correct, format, or delete it from the text.

current user

The user for whom ViaVoice is updating personal speech files. The current user name appears on VoiceCentre.

customise

To change the behavior or characteristics of a function.

deselect

To remove the check from a feature by clicking the circle or check box. This turns off the feature until you click it again to select it. In some cases, you must select an alternative choice to deselect a feature or to clear a highlighted selection by clicking outside the selection.

desktop

Part of the Windows user interface. It is the background area of your screen where you can drag and drop folders and use shortcuts for quick access.

destination window

The target window where you want to transfer your dictated text after you dictate into SpeakPad.

dictate

In ViaVoice, the process of entering text by speaking into a microphone or audio input device. All spoken words appear as text in a document, unless you pause to say a ViaVoice command.

Dictation Inline Commands command set

The voice commands that format your dictated text, such as **Bold on** or **Uppercase this**, or undo dictation, such as **Scratch that**.

dictation macro

A [macro](#) that is active when you are dictating. It is typically used to format, punctuate, and insert user-defined text into a dictation document.

Dictation Macro Editor

A program that lets you create dictation [macros](#) to format, punctuate, and insert text into a dictation document.

double-click

To press the mouse button twice in rapid succession, usually the left button unless otherwise indicated.

enrol

To teach ViaVoice how you pronounce words.

Enrolment

A program included with ViaVoice for improving speech recognition.

Enrolment is a two-part process. First, using your microphone or audio input device, you dictate predefined sets of sentences or words, called [enrolment scripts](#), which ViaVoice records. Then, in Training, ViaVoice analyses the recorded sentences and updates your personal speech files.

enrolment script

The sets of predefined sentences or words that you speak into a microphone or audio input device as part of Enrolment.

enrolment session

One or more invocations of the enrolment process during which a user reads an [enrolment script](#) and the system records it.

environment

The working location in which you completed your enrolment for a microphone or audio input device. Each environment has its own level of ambient noise. You should enrol separately for each environment to ensure the best recognition.

firm word

A word that is definitely recognised during dictation and will not be changed when subsequent words are recognised. *Contrast with [infirm word](#).*

focus

The window you are currently using. You can distinguish the window in focus because the window title bar has colour.

focus window

The window you are currently using. You can distinguish the window in focus because the window title bar has colour.

highlight

To mark a word or phrase to indicate selection. For example, you can highlight a word using the **Select this** voice commands. Or you can double-click on a word to highlight it. Or you can click and drag the mouse over a selection to highlight it.

infirm word

A word that has been tentatively recognised during dictation, but might be changed in the context of subsequent words. *Contrast with [firm word](#).*

input focus

Focus given to the foreground window where dictated or typed text appears. You can give input focus to a window by clicking on it. You can distinguish the window in focus because the window title bar has colour.

insertion point

The cursor position that identifies where text will be inserted.

isolated-word speech

Speech that contains brief, deliberate pauses between words to help improve the recognition process. *Contrast with [continuous speech](#).* ViaVoice uses continuous speech for dictation.

language

The language selected in ViaVoice Options on the User page.

macro

A shortcut used to carry out a series of actions. A macro typically decreases the number of keystrokes, mouse clicks, or voice commands needed to perform a specific task.

migrate

To move personal speech files from an older ViaVoice or VoiceType product to this product.

Migrate Users

A program that can move your personal speech files from another computer running an older ViaVoice or VoiceType product to this computer.

misrecognised

A dictated word that ViaVoice recognises as another word.

natural commands

The voice commands that enable you to use a flexible style and everyday language to perform common word-processing tasks while using Microsoft Word 97.

open

To start a program. It is also used to indicate a program that is currently running.

options

Settings that determine how a particular program or function looks and behaves. You can view and change the options for ViaVoice by using the ViaVoice Options program.

ordinal numbers

Numbers used to indicate sequence, such as first, second, and third. *Contrast with [cardinal numbers](#).*

PCMCIA

Personal Computer Memory Card International Association.

personal speech files

A set of files containing speech information that you accumulated while using ViaVoice as a specific user. This consists of enrolments, the personal speech vocabulary, statistics of word usage, and macros. Each user has one set of personal speech files.

personal vocabulary

Words that you add to the base vocabulary using either the [correction window](#) or [Vocabulary Expander](#) .

phoneme

The smallest unit of sound that is used in the pronunciation of words.

phonetic alphabet

A set of words that you can use to identify letters of the alphabet, such as the word *alpha* for the letter A. You can use it to help ViaVoice recognise similar-sounding letters correctly. Refer to the Command Reference card for the complete list of words associated with the phonetic alphabet.

pronunciation

A string of phonemes (units of sound) that represents how a given word is pronounced. A word can have several pronunciations; for example, the word tomato might have pronunciations toe-MAH-toe and toe-MAY-toe.

Quick Tour

A multimedia, interactive presentation that demonstrates how to use ViaVoice.

right-click

To press the alternate mouse button once, usually the right button unless redefined by the user.

select

To choose menu items, buttons, or icons by moving the mouse pointer to the item or icon, then clicking the left mouse button. This action selects the item by highlighting it or placing a mark before it. You can click the item again to [deselect](#) it.

selected user

The user for whom ViaVoice is updating personal speech files. The current user name is shown on VoiceCentre. If you start to use the VoiceCentre and you are not the selected user, ViaVoice will use and update the wrong personal speech files. This will result in poor recognition accuracy for both you and the user for whom ViaVoice is erroneously updating personal speech files.

session

All of your dictation data, including recorded audio for your dictated text. You can save a session when you close the file you are dictating (using SpeakPad or Microsoft Word 97). When you later reopen the file, you can choose to restore the session data. This restores the original dictation environment including your original recorded audio, which allows you to continue correction or delegate correction of a saved session to a colleague.

Software Registration

A program for registering ViaVoice software. You fill out an online form and then have the option of sending it in by modem, fax, or mail.

sound card

An adapter that receives input from a microphone or input line and converts the sound to computer information. The adapter can play back the information to an external speaker, headphone, or line output.

sounds-like spelling

A way of specifying the pronunciation of a word or phrase whose pronunciation is uncertain. You do this by pronouncing the parts of the word as though they are separated by hyphens, such as eye-triple-E for IEEE.

SpeakPad

A speech-enabled dictation application included in ViaVoice. You can review and edit your dictated words, and you can transfer those words to another application, if desired.

speech-enabled application

An application that responds to voice.

speech files

A set of files containing speech information that you accumulated while using ViaVoice as a specific user. This consists of enrolments, the personal speech vocabulary, statistics of word usage, and macros. Each user has one set of personal speech files.

speech recogniser

A program that analyses speech and converts it to keystrokes or commands.

spell mode

A dictation mode that enables you to spell words.

system menu

An icon in the upper-left corner of a window. It displays a menu that contains choices that affect the window.

target application

A program to which you want to transfer a text file. You can dictate a file into SpeakPad, and then transfer the file to a target application such as WordPerfect.

taskbar

Part of the Windows user interface. It is the central location where all your currently running programs can be found.

template

A special kind of dictation macro that enables you to provide data-entry fields.

Text Editing command set

The voice commands that control the cursor and select and edit text, such as **Cut** and **Copy**.

text-to-speech mode

The state that ViaVoice is in when it reads aloud the text in the focus window. See also [ViaVoice Outloud](#) .

tooltip

A pop-up window that contains general information or the name of a button.

topics

Sets of specialised, add-on words that you can select to narrow the focus of the specialised vocabulary. You can activate more than one topic at one time, but you should activate only the topics that you need for this session.

train

To teach ViaVoice how you pronounce words.

training

The second part of the enrolment process, during which the computer updates your personal speech files using the voice data collected during the first part of enrolment. See also [Enrolment](#).

A process by which you update your personal speech files using the [Vocabulary Expander](#), [What Can I Say](#) , or [Dictation Macro Editor](#).

transcribe

Use ViaVoice to convert previously recorded speech data into text. You can generate speech data by using audio devices, such as digital recorders to record your dictation, transfer the speech data to your computer, and then use ViaVoice to transcribe the data.

transcription

The process of using ViaVoice to convert previously-recorded speech data into text. You can generate speech data by using audio devices, such as digital recorders to record your dictation, transfer the speech data to your computer, and then use ViaVoice to transcribe the data.

user name

A name or identifier that is uniquely associated with a user of ViaVoice. The current user name is displayed on the VoiceCentre.

User Wizard

The program in ViaVoice that takes you through all the steps you need to get started. It guides you through setting up your microphone or audio input device and gives you a mini-enrolment exercise to help you practise dictating.

ViaVoice Options

The program that you can use to view and customise the various settings used by ViaVoice.

ViaVoice Outloud

The program that ViaVoice uses to convert text to speech. A computer-generated voice reads your text aloud.

ViaVoice tour

A multimedia, interactive presentation that demonstrates how to use ViaVoice.

ViaVoice User Guide

The ViaVoice User Guide takes you through installation, setup, and your first experiences with ViaVoice. There are many new features and improvements in this version of ViaVoice. Whether you're using ViaVoice for the first time or you're an advanced user, the Guide helps you use the power of ViaVoice to accomplish your work.

vocabulary

A set of words that ViaVoice recognises, including the [base vocabulary](#) and the [personal vocabulary](#). Contrast with [topics](#) .

Vocabulary Expander

A program that analyses existing documents or word lists to add words to your vocabulary.

Vocabulary and Topic Installer

A program that helps you install any of the optional vocabularies or topics for ViaVoice.

Vocabulary Manager

A program that lets you delete and record (train) pronunciations of words added to your personal vocabulary.

VoiceCentre

The program through which you access ViaVoice programs, control your dictation application, and begin dictating.

voice command

A spoken word or phrase that invokes a single action or a sequence of actions. See also [macro](#).

VoiceTip

A pop-up window that contains examples for a word or phrase appearing in brackets in What Can I Say window.

What Can I Say

A program that includes all the words, commands, and macros you can say to control VoiceCentre and to format and edit text while dictating.

