Change the At Startup Options

Click **ViaVoice**, **Exit**..   You must close VoiceCentre for startup options to take effect.   After changing startup options to your preferred settings, you can restart VoiceCentre.

1   Click **At Startup** (if the At Startup page is hidden).

2   Click the state that you want the microphone to be in when you first start the VoiceCentre.
   ▪ **Microphone off**.   Not listening for input.   This is the default.

▪ **Go to sleep**.   Listening only for the Wake Up command.

▪ **Microphone on**.   Listening for all <u>commands</u>.

▪ **Press to talk**.   Enables a hot key to turn on the microphone temporarily.   To select the key you want to use, press the key on your keyboard.   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 temporarily.

3   Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Notes

- ▪   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 or accessibility switch, the microphone turns on.   After you say one command, the microphone turns off automatically.

- ▪ Changes made in ViaVoice Options apply specifically to the user whose name appears in The User is: field.   Ensure the name in The User is: field is your name before   saving changes.

- ▪ When you press the hot key, the microphone will stay on until you say a command.   The microphone must be off when you press the hot key.   The hot key has no effect on the microphone state unless the microphone is off when you press the hot key.

- ▪ The following keys cannot be used with the "Press to talk" option: Pause\Break, Print Screen\SysRq, Backspace, Delete, Spacebar, Esc, Tab, Enter, or Alt.

Change the VoiceCentre Options

1 Click **VoiceCenter** (if the VoiceCenter page is hidden).

2 Click the options that you want to change on the VoiceCentre.   A tick mark to the left of a choice indicates selection.

- ▪ Display user name shows the name of the current user (the user for whom ViaVoice is using and updating personal speech files on the VoiceCentre.

- ▪ Always on top keeps the VoiceCentre on top of all other windows on the desktop.
- ▪ Autohide hides the VoiceCentre.   When the VoiceCentre is hidden, it is reduced to a thin line at the top of your screen.   To show the VoiceCentre, point to the line or say **Show VoiceCentre**.
- ▪ Display Tool Tips displays a tooltip in most cases whenever the mouse is over a button on the VoiceCentre.

3 Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options.

Note

Changes made in ViaVoice Options apply specifically to the user whose name appears in **The User is:** field. Ensure the name in **The User is:** field is your name before   saving changes.

Change the User Options

Set the following options with the **User** tab of ViaVoice Options:

- [The User is:](#)
- [Input device](#)
- [The user is enrolled to use:](#)
- [Vocabulary](#)
- [Topics](#)
- [Add User](#)
- [Modify or Enroll](#)
- [Delete](#) (user)
- [Backup](#) (a user)
- [Restore](#) (a user)

Notes

- ▪ Click **Apply** to save changes made to the **User** tab or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

- ▪ If more than one person uses ViaVoice on the computer, make sure that you check the current user at the beginning of each ViaVoice session.   Changes made in ViaVoice Options apply specifically to the user whose name appears in **The User is:** field.   Ensure the name in **The User is:** field is your name before   saving changes.

Change the Current User

1 Click **User** (if the user tab does not have focus) to set user options.

2 Click ▼ beside **The user is:** field, and   then choose a different user.

3   Click **Apply** or **OK**.

4   Close all programs listed in the Active Speech Applications window (VoiceCentre) and any others listed).
After changing the current user you can restart VoiceCentre and any other voice activated applications.

Note

Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options.
Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Change the Enrolment

1 Click **User** (if the user tab does not have focus) to set user options.

2 Ensure the name in **The user is:** field represents the user whose enrollment you want to change.

3 Click ▼ in the **The user is enroled to use:** field and select the enrolment you want.   The same user can have different enrolments.   For example, You may have an enrolment for when you are working indoors at your office (quiet environment with little background noise) and another enrolment for dictating at the park (noisy environment).

4 Click **Apply** or **OK**.

5 Close all programs listed in the Active Speech Applications window (VoiceCentre) and any others listed). After changing the enrolment you can restart VoiceCentre and any other voice activated applications.

Activate Specialised Vocabularies

1 Click **User** (if the user tab does not have focus) to set user options.

2 Click ▼ to the right of the **Vocabulary:** field (applicable only if you have multiple vocabularies installed) to change to the desired terminology-specific environment (Medicine, Legal, etc.).   ViaVoice comes with a Continuous General Dictation vocabulary for each language you have installed.

3   Click **Apply** or **OK**.

Note

Click Apply to save changes made to this page or click OK to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Activate Topics

1 Click **User** (if the user tab does not have focus) to set user options.

2 Click ⏷ to the right of the **Topics:** field to activate the desired <u>topics</u>.

3　　　Click **Apply** or **OK**.

Notes

- ▪ To get more help on specific topics, click **ViaVoice Menu**, **Help**, **Topics**, and then the name of the topic on which you want more help.
- ▪ Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking Apply or OK.

Add a User

1 Click **User** (if the user tab does not have focus) to set user options.

2 Click **Add User**.

3 Close all programs listed in the Active Speech Applications window (VoiceCentre and any others listed).

4 Click **Add User.**

5 Type in a new user name and complete the User Wizard.

6 Verify that the new user name is listed in **The user is:** field and click **Apply** or **OK**.

Notes

- ▪ Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.
- ▪ Settings change for each user, according to the language, vocabulary, and topic that the user had selected when completing the Add User routine.

Modify or Enrol a User

1 Click **User** (if the user tab does not have focus) to set user options.

2 Ensure the name in **The user is:** field represents the user you want to modify or enrol.

3 Click **Modify/Enrol**.

4 Close all programs listed in the Active Speech Applications window (VoiceCentre and any others listed).   After modifying or enrolling a user you can restart VoiceCentre and any other voice activated applications.

5 Complete the User Wizard.

6 Click **Apply** or **OK**.

Note

Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Delete a User

1 Click **User** (if the user tab does not have focus) to set user options.

2 Ensure the name in **The user is:** field represents the user you want to delete.   If you want to delete the current user, select a user other than the current user and click **Apply**.   Then select the name of user you want to delete.

3 Click **Delete**.

4 Click **Apply** or **OK**.

Notes

- ▪ You cannot delete the current user.
- ▪ Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Back Up a User

1 Click **User** (if the user tab does not have focus) to set user options.

2 Ensure the name in **The user is:** field represents the user you want to backup.

3 Click **Backup**.

4 Enter a description of the backup in the **Backup description** field.

5 Select the drive in the **Drive** field to backup the speech files (or information) of the user to.

6 Click **Backup**.   When finished backing up the user speech files, ViaVoice displays a message indicating that backup has completed successfully.

Restore a User

1 Click **User** (if the user tab does not have focus) to set user options.

2 If you backed up your user speech files to disk, insert the first back-up disk into drive A or select the drive on which the files are stored.

3 Click **Restore**.

4 Select the backup speech files you want to restore.

5 If restoring files for an existing user name, click **Yes** if you are sure you want to replace the existing user. Or click **No** to cancel.

6 Click **Apply** or **OK**.

Change the Input Device

1 Click **User** (if the user tab does not have focus) to set user options.

2 Click ▼ to the right of the **Input Device** drop down field and select the input device you want.

- ▪ Microphone (this is the preferred default)
- ▪ Line-in Device

3 Click **Apply** or **OK**.

Note

ViaVoice does not support a transcription device as the system default input device.   Your system default should always be the microphone because it provides the best audio quality for dictation.   When transcribing, use your microphone enrolment for VoiceCentre so that you can continue dictating with the microphone when you finish transcription.

Alternative Method

Click **User** tab.

Alternate Method

Click **Cancel** if you want to abort backing up your enrolment.

Alternative Method

Say **Cancel** if you want to abort restoring your enrolment.

Change the Dictation Options

- Click **Dictation** (if the Dictation page is hidden).
- Click **Show infirm words** to enable/disable the display of <u>infirm words</u>.
- Setthe **Transfer Options for SpeakPad** to choose the options you prefer when you transfer text from SpeakPad to another application.   A check mark or dot to the left of your choice indicates selection.
- **Auto select text**   Enables/disables the automatic selection of all the text in the source window for each transfer.
- **Preserve all line breaks**   Enables/disables placing a hard carriage return at the end of each line of text transferred from SpeakPad.   With the box unchecked, line lengths of the transferred text are determined by the default settings of the <u>target application</u>.
- **Cut** enables ViaVoice to remove the selected text from the source window during transfer.
- **Copy** enables ViaVoice to copy the selected text from the source window during transfer.
- **Paste** enables ViaVoice to paste the cut or copied text into the target window via the clipboard.
- **Key** enables ViaVoice to transfer the cut or copied text into the target window one keystroke at a time.   This setting is useful when transferring text containing special keystrokes or when transferring text into a program that does not support pasting from the clipboard.
- Settings enabled by default are **Show infirm words**, **Auto select text**, **Copy**, and **Paste**.   Settings disabled by default are **Preserve all line breaks**, **Cut**, and **Key**.
- Click Apply to save changes made to this page or click OK to save changes and close ViaVoice Options.   Changes will not be saved if you close the window without clicking **Apply** or **OK**.   You can click **Default** Settings to change the settings on the page back to the initial ViaVoice settings.

Note

Changes made in ViaVoice Options apply specifically to the user whose name appears in **The User is:** field. Ensure the name in **The User is:** field is your name before   saving changes.

Alternative Method

Click **Dictation** tab.

Change the Correction Options

1 Click **Correction** (if the Correction page is hidden).

2 Click **Check spelling of added words** to enable ViaVoice to check the spelling of the words you add to your personal speech files during correction.   If ViaVoice flags a word as being spelled incorrectly, you will be prompted to confirm adding the word.   A check mark to the left of the choice indicates selection.   The default is to check the spelling.

3 Click **Playback on double click** if you want to hear your recording of a word when you double click it.   A check mark to the left of the choice indicates selection.   This option is useful in deciphering a confusing recognition.   The default is not to hear your recording when **you double-click the word.**

4 Click **Show correction window status area** to show the status area at the bottom of the correction window. The default (checked) setting is to show the status area.

5 Click **Automatically close correction window** if you want the correction window to close automatically after each correction.   The default (unchecked) setting allows the correction window to remain displayed after corrections.

6 Click **Maximum number of alternate words** and then click the maximum number of alternative words you want to appear in the Correction window.   The default setting is 5.

7 Click **Apply** to save changes made to this page or click OK to save changes and close ViaVoice options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.   You can click **Default** Settings to change the settings on the page back to the initial ViaVoice settings.

Note

Changes made in ViaVoice Options apply specifically to the user whose name appears in **The User is:** field. Ensure the name in **The User is:** field is your name before   saving changes.

Alternate Method

Click **Show correction window status area**.

Alternative Method

Click the **Correction** tab.

Alternative Method

Click **Check spelling of added words**

Alternative Method

Click **Playback on double click**

Alternative Method

Click **Automatically close correction window**

Alternative Method

Click **Maximum number of alternative methods**

View the Option Pages

1 Say **ViaVoice Options**.
Or
Click **ViaVoice**, **User Options**, **ViaVoice Options**.

2 Click one of the following: **At Startup**, **VoiceCentrr**, **User**, **Voice**, **Dictation**, **Correction**, **Command Sets**, or **Formatting**.

User Wizard Steps

The ViaVoice User Wizard launches from the User tab when you click **Add User** or **Modify/Enrol**.   The User Wizard will prompt you for a **User Name** and then take you through a brief routine to adjust the audio and the audio input device.

Finally the User Wizard takes you through Quick Training, wherein a sample of your voice is analysed to categorise voice characteristics and those of your microphone.   If you want additional improvements in accuracy and performance, you can later enrol.

Remove the VoiceCentre from the Startup Folder

1 Click **Start**, **Settings**, **Taskbar**, **Start Menu Programs**, **Remove**.

2 Click **Startup**.

3 Click **VoiceCentre**.

4 Click **Remove**.

5 Click **Close**.

6 Click **Apply** or **OK**.

Select **Microphone off** to set the microphone to off when the VoiceCentre starts.

Select **Go to sleep** to place the microphone in a suspended state where the VoiceCentre responds only to the Wake Up command or a click the microphone button.

Select **Microphone on** to set the microphone to on when the VoiceCentre starts.

Select **Press to talk** to turn on or off the ability to use a key or key combination to activate the microphone for a single command.   You can use the default key, Scroll Lock, or press another key.

Click **Apply** or **OK** to save all the changes and close the window.

Click **Cancel** to close the window without saving any changes.

Click **Apply** to save all the changes and keep the window open.

Click **Display tooltips** to turn on or off general information about VoiceCentre buttons. Tooltips appear when you move your mouse over the buttons.

Click **Always on top** to turn on or off the display of the VoiceCentre on top of other objects on your desktop.

Drag the slider toward **Low** or **High** to adjust the loudness of sound going into ViaVoice from a device attached to the Line-in jack on your sound card.

Select Microphone if you have a microphone connected to the microphone jack on your computer.   Select Line In if you have a recording device (other than a microphone) connected to the Line-in jack.   Select your Transcription device if you have one connected to your computer.

Shows information about ViaVoice users.

Shows the names of ViaVoice users.   Select the name of the user for the current session.

Shows the selected enrolment.   Select the enrolment for the current user to use for the current session.

Shows the selected vocabulary.   Select the vocabulary for the current user to use for the current session.

Click **Add User** to launch the User Wizard, an automated utility, which will take you through steps to add a user.

Drag the slider toward **Best guess** to improve speech recognition in a quiet environment. Drag it toward **Exact match** for better recognition in a noisy environment.

Select **Automatic** to let ViaVoice automatically manage recognition performance. Select **Accurate** for improved accuracy if you have a fast microprocessor. Select **Fast** for improved speed of performance if you have a slower microprocessor. The default is **Automatic**.

Click **Default Settings** to return to the original Voice settings.

Type the name of the new user.

Type a description. (This is a required field.)

Select the language the user will use with ViaVoice.

Click **Apply** or **OK** to save all your changes and close the window.

Click **Cancel** to close the window without saving any changes.

Shows startup settings for microphone and speech activation.

Click **Display user name** to turn on or off the display of the name of the current user..

Click **Show infirm words** to show or hide infirm words in your dictated text.   Infirm words are the words that ViaVoice is checking to make sure that they fit within the context of the sentence you just dictated.

Click **Auto select text** to turn on or off the automatic selection of all the text in the window for each transfer.

Click **Preserve all line breaks** to place a hard carriage return at the end of each line of   text transferred from SpeakPad.   With the box unchecked, line lengths of the transferred text are determined by the default settings of the target application.

Click **Cut** to remove the text from SpeakPad when you transfer text.

Click **Copy** to copy the text from the SpeakPad when you transfer text.   The original text remains in the SpeakPad.

Click **Paste** to transfer the text as a block into the target window.

Click **Key** to transfer the text one keystroke at a time into the target window.   Select this option if your text has bracketed characters or your target application does not support pasting from the clipboard.

Select the dictation method that you want ViaVoice to use whenever you begin dictation.

Click **Display existing window** if you want to return focus to the dictation window that is open for the selected dictation method every time you begin dictation.   This is the default.

Click **Create new window** if you want a new dictation window to open every time you begin dictation.

Click **Default Settings** to return to the original Dictation settings.

Click **Check spelling of added words** to turn on or off the spell checking of words being added to your personal speech files.

Click **Maximum number of alternate words** to select the maximum number of alternative words to be displayed in the   correction window from the drop down list.

Click **Default Settings** to return to the original Correction settings.

Click Help to get additional help for this page of ViaVoice Options.

Click **Help** to get additional help for the **Add User** dialog box.

Desktop enables voice activated control of your desktop Start button or any programs on your desktop.

Active Program enables voice control of buttons, menus, list boxes, etc. that you can see in the currently active window as well as selected items you cannot see.

Enables voice control of buttons, menus, list boxes, etc., that you can see in the currently active window as well as selected items you cannot see.

Text Editing enables voice activated cursor control and text selection when editing text.

Dictation Inline Commands enables on-the-fly formatting of your text as you dictate.

Keyboard enables voice activated control of your keyboard.

Modify/Enrol launches the User Wizard to add or modify an enrolment for the selected user.

Select a name other than the current user's and say delete to delete all speech information for that user.

Backup backs up speech files (enrolments, added words, dictation macros, pronunciations, personal language models (statistics)) for the selected user.   Untrained recordings of the script sentences will not be backed up.

Restore restores the speech files for any user as selected from the backup files, not only those of the current user.   You do not have to close other speech applications unless you are restoring the files of the current user.

Enable or Disable Command Sets

1 Click **Command Sets** (if the Command Sets page is hidden).

2 Click the options that you want to change on the **Command Sets** page.   A check mark to the left of a choice indicates selection.

Commands

- ▪ Click **Text Editing** to enable voice activated cursor control and text selection when editing text.
- ▪ Click **Word 97 Natural Commands** to use everyday language to perform common word-processing tasks when dictating in Microsoft Word 97.
- ▪ Click **Dictation Inline Commands** to enable on-the-fly formatting of your text as you dictate.

Attention Word

You can use the attention word, Computer, before any command to let ViaVoice know that your next word or phrase will be a command.   Pause briefly from dictation, and say **Computer** followed immediately by your command.

You have the option on the Command Sets tab to require the attention word for all commands.   The default setting is deselected.   To select this option, click **Required**.

When selected, you must say **Computer** before all ViaVoice commands and natural commands while dictating. If ViaVoice continually misrecognises your commands as dictation and types them on the screen, you should select the **Required** option.   By doing this, when you are in a dictation application, ViaVoice will process everything as dictation until it hears "Computer," and then it will process your next words as a command.

Tip

Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.   You can click **Default Settings** to change the settings on the page back to the initial ViaVoice settings.

Default Settings enables all options.

Shows selected topic.   For help on topics, click **ViaVoice Menu**, **Help**, **Topics**.

Delete removes the selected user and all speech information for that user.

Click **Playback on double click** to select or deselect the option to listen to words when you double click on them.

Formatting

You can set the **Formatting** option so that when you dictate, you get the format you prefer.

1 Click **Formatting** (if the **Formatting** tab does not have focus).

2 Click ▪ beside the field in the **Then You Get** column**.**

3 Select **euro symbol** if you know your system supports the display of the euro symbol. Otherwise, select the **euro abbreviation (EUR)**.

4 Click **Apply** to save changes made to this page or click **OK** to save changes and close ViaVoice Options. Changes will not be saved if you close the window without clicking **Apply** or **OK**.

Change the Voice Options

1 Click **Voice**.

2 Drag the slider to the setting you choose.
- **Best guess** loosely matches the audio with the spelling of the words you add to your vocabulary.   This setting works best in quiet environments and might result in future recognition errors of the words.

- **Normal** determines whether the match between the audio and the spelling of the words you add to your vocabulary are sufficient for future recognition of the words.   This setting works best in an environment with normal levels of background noise and is the default setting.

- **Exact match**   will be very critical of the match between the audio and the spelling of the words you add to your vocabulary.   This setting works best for noisy environments.

3 Refer to the **Recognition performance** area.
- **Automatic** lets ViaVoice automatically manage recognition performance.

- **Accurate** improves accuracy on computers with fast microprocessors, but the speed of performance might degrade.

- **Balanced** improves performance on computers with neither fast nor slow microprocessors.   This is the default setting.

- **Fast** improves speed of performance on computers with slow microprocessors, but the recognition accuracy might degrade.

4 Click Apply to save changes made to this page or click OK to save changes and close ViaVoice Options.   Changes will not be saved if you close the window without clicking Apply or OK.   You can click **Default Settings** to change the settings on the page back to the initial ViaVoice settings.

Notes

- • Changes made in ViaVoice Options apply specifically to the user whose name appears in **The User is:** field.   Ensure the name in **The User is:** field is your name before   saving changes.

- ▪ The recognition sensitivity setting affects only recognition while controlling ViaVoice.   It does not affect the recognition of words while dictating.

Backup backs up Enrolments, speech statistics, and macros for the current user.   Only trained enrolments and speech files are backed up.   Recorded text that has not been trained will not be backed up.

Autohide enables the VoiceCentre to hide automatically when you are not using features that are accessible with the VoiceCentre.

Autohide enables/disables the VoiceCentre to hide automatically when you are not using features that are accessible with the VoiceCentre.

Click **Show correction window status area** to show the status area at the bottom of the correction window.

Shows the selected input device.   Click **Input Device** to select the audio input device (microphone, line-in, or transcription device) you want to use.

Click **Automatically close correction window** to enable the correction window to close automatically after each correction.

This area shows how the VoiceCentre will appear once the current user's selections are applied.

Select **euro symbol** if you know your system supports the display of the euro symbol.   Otherwise, select the **euro abbreviation (EUR)**.

Displays available local and network drives.   Click the down arrow to see additional available drives.   Select the drive where you want to store your backup.

Type a description to identify your backup.

The Information field displays the amount of free disk space that is needed for this backup.

Select this button to begin backing up your speech information.

Select this button if you do not want to back up now.   You will return to the ViaVoice Options window.

Select this button to get help for the Backup window.

Displays available local and network drives.   Click the down arrow to see additional available drives.   Select the drive you want to restore from.

Displays available local and network drives.   Click the down arrow to see additional available drives.   Select the drive where you want to store your backup.

Lists the users whose backups are located on the selected drive.   Select the user whose backups you want to restore.

Select this button to begin restoring the selected backup.

Select this button if you do not want to restore a backup now.   You will return to the ViaVoice Options window.

Select this button to get help for the Restore dialog box.

Click **Word 97 Natural Commands** to use everyday language to perform common word-processing tasks when dictating in Microsoft Word 97.

Select this if you want ViaVoice to require you to say **Computer** before all Natural Commands.

Select this if you want ViaVoice to require you to say **Computer** before all ViaVoice dictation commands.

Select **Yes** to confirm you want to delete a user.

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* <u>infirm word</u> .

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.