

Print the Commands

- 1** [Say What Can I Say for VoiceCentre](#), [What Can I Say for Text Editing](#), [What Can I Say for Active Program](#), or [What Can I Say for All Commands](#) to display the list you want to print.
- 2** Then click **Print**.
- 3** Click **OK** to accept the preset print options. If you want to change the print options, click on your new choices and then click **OK**.

Notes

- ⁿ The [commands](#) shown in the Active Program view of the What Can I Say window change depending on which program currently has [focus](#).

Scroll the Lists

- § With the What Can I Say window having focus say Top of List, Bottom of List, Move down <1 to 20> items, Move up <1 to 20> items, Expand all, Collapse all, How do I Say <reference>, and Search.
- § Or click the scroll arrows on the right side of the window.
- § Or use the arrow keys on your keyboard.

View VoiceCentre Commands

- 1 Make sure the microphone is on.
- 2 [Say What Can I Say for VoiceCentre.](#)
- 3 A list appears that contains the commands you can use, such as **Create new user**.

Use Command Sets

- 1 Make sure the microphone is on.
- 2 Say the name of a [command](#). If you are not sure of what you can say, say one of the following: **What Can I Say** or **How Do I Say** to view a list of all the available commands and [macros](#) you can say. To view specific commands, you can say:
What Can I Say for All Commands and you can type a description of what you want to do. ViaVoice searches its database of commands and finds those commands that best fit your description. You can also scroll the window to perform your search.
What Can I Say for VoiceCentre to view the list of the commands that you can say to control the VoiceCentre and to launch ViaVoice programs and tools.
Say **What Can I Say for Text Editing** to view the list of commands that you can use while editing text to move the cursor and select text.
Say **What Can I Say for Active Program** to view the list of special commands that you can say to the window that currently has focus. Also listed are the ViaVoice Natural Commands whenever Microsoft Word 97 is the active program.
Say **What Can I Say for Untrained** to view those commands that need training.
Say **What Can I Say for Dictation** to view the commands that you can say while you are dictating.

Notes

- § Make sure you say multiple-word commands without pausing while navigating and controlling your desktop and programs.
- § You can enable or disable a set of commands using the Command Sets page of ViaVoice Options. When a command set is disabled, the What Can I Say view for that command set will be disabled.

View Text Editing Commands

- 1 Make sure the microphone is on.
- 2 [Say What Can I Say for Text Editing](#).
- 3 A list appears that contains the commands used to move the cursor and select text, such as **Next Word** and **Previous Line**.

Note

You can enable or disable a set of commands using the Command Sets page of ViaVoice Options. When a command set is disabled, the What Can I Say view for that command set will be disabled.

View Active Program Commands

- 1 Make sure the microphone is on.
- 2 [Say What Can I Say for Active Program](#).
- 3 A list appears that contains special commands that you can use with the [focus](#) program. For example, to paste something from the clipboard, just say **Paste this**. Also listed are the ViaVoice Natural Commands whenever Microsoft Word 97 is the active program.

Note

You can enable or disable a set of commands using the Command Sets page of ViaVoice Options. When a command set is disabled, the What Can I Say view for that command set will be disabled.

Add a New Pronunciation for a Command

The commands that have a red **X** need [training](#) .

- 1** Select the command from the What Can I Say window.
- 2** Next click **Action** and then **Train**.
- 3** Click **Record**. The recorder stops automatically and adds the word to your vocabulary when you stop talking.
- 4** Click **Done**.

Note

- § For more detailed help in Train Word just click **Help**.
- § When you train these commands you only have to train the command name (not the words inside the angle brackets <>).

Make What Can I Say Visible

- 1 Make sure the microphone is on.
- 2 Say **What Can I Say**.
- 3 Click **Action**.
- 4 Select **Always on top**.

Take Notes

You can use the What Can I Say note field to enter text that you can view through the What Can I Say window. You can create a separate note for each view. Your notes are saved when you close the window, and display only when the view where you created the note is active. When you create a note from the Active Program view, the note is associated with the application that is currently active. The note will be accessible from the Active Program view only when the application that was active when you created the view is in the focus window.

To create a note:

- 1** Click the **Notes** button.
- 2** Type in the information that you want to remember (for example, a list of the frequently used commands). You can also paste text information into this section from other applications.

Show/Collapse Categories

- 1 Make sure the microphone is on.
- 2 With the What Can I Say window having [focus](#), just say **Expand All** to expand all categories. To collapse all categories just say **Collapse All**.

View Dictation Commands

- 1 Make sure the microphone is on.
- 2 Dictation commands can be viewed only when you are dictating. To find commands such as **Capitalise This** (capitalises the next or highlighted word), say **What can I say for Dictation**.

Note

You can enable or disable a set of commands using the Command Sets page of ViaVoice Options. When a command set is disabled, the What Can I Say view for that command set will be disabled.

Search for a Command

- 1 Make sure the microphone is on.
- 2 Say **What Can I Say for All Commands**. On this view, you can type a description of what you want to do. ViaVoice searches its database of commands and finds those commands that best fit your description. You can also scroll the window to perform your search.

Use the < > in the What Can I Say Window

Some commands displayed in the **What Can I Say** window have one or more words or phrases shown in angle brackets. For example, **Move right <1-20> words**. The word in the angle brackets represents a variable in the command. When you say the command, you should substitute a valid 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 **<1-20>**.

To find out the word or phrases that can be substituted for the variable, just say **How do I say** followed by the word or phrase inside the angle brackets. For example, you can find out how to say **<save document>** by saying **How do I say save document**. A VoiceTip appears that gives you more information on the valid command. Or you can place the cursor over the bracketed words, and a VoiceTip appears.

Alternative Method

Double click the word in the What Can I Say window.

Alternative Method

Click **Action** and then **Print**.

Alternative Method

If the What Can I Say window has focus, you don't have to say "What Can I Say for" before the view name.

Alternative Method

Click the **Notes** button.

Alternative Method

Click **View** and then **Desktop** in the What Can I Say window.

Alternative Method

Click **View** and then **Text Editing** in the What Can I Say window.

Alternative Method

Click **View** and then **Keyboard** in the What Can I Say window.

Alternative Method

Click **View** and then **Active Program** in the What Can I Say window.

Alternative Method

Click **View** and then **Dictation** in the What Can I Say window.

Alternative Method

Click **View** and then **VoiceCentre** in the What Can I Say window.

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.

Train Word

Use the Train Word window to provide ViaVoice with a pronunciation of your words that are not in the ViaVoice vocabulary. You can select **Use only the new pronunciation** or **Use all pronunciations**, depending on the word or phrase you want to train, prior to recording.

- 1 Select a word to record. Click  and pronounce the highlighted word or phrase.
- 2 If the word does not sound like it is written, ViaVoice displays the **Add Pronunciation** window.
- 3 Type the word or phrase the way that you pronounce it into the **Sounds-like Spelling** field. Place a dash between the words and letters. For example, if you pronounce NCAA as NC double A, enter N-C-double-A for the **Sounds-like Spelling**. If you pronounce NCAA as NCAA, enter N-C-A-A for the **Sounds-like Spelling**.
- 4 Click **OK**.
- 5 Click  to hear your recording.
- 6 Repeat steps 1 to 5 until you have trained all words.
- 7 Click **Done**.

Type the word or phrase as you will say it, if how it is written differs from how it is pronounced. For example, for AAA, type triple-A; for IBM, type I-B-M; for UNICEF, type unicef; for Francois, type franswah.

Click **to use a new pronunciation** and replace (delete) all existing pronunciations of the word or phrase with the new recording.

Click to keep all existing pronunciations of the word or phrase in addition to the pronunciation you are going to record.

Click to start the recording. This button will blink. Start speaking when the **Recording started** prompt appears.

Click to end the recording.

Click to listen to the recording you made.

Click to close the window.

Displays words and phrases you can select for training.

Displays the word or phrase as it will appear when dictated.

Add a Pronunciation

If ViaVoice detects a difference between the spelling of the word or phrase and its pronunciation, the **Add Pronunciation** window appears. Do the following:

- 1 Type the word or phrase the way that you pronounce it into the **Sounds-like Spelling** field of the **Add Pronunciation** window. Place a hyphen between the words and letters. For example, if you pronounce the word NCAA as NC double A, enter N-C-double-A. If you pronounce NCAA as NCAA, enter N-C-A-A.
- 2 Click **OK**. If the Sounds-like Spelling is not accepted, try another Sounds-like Spelling.
or
Click **Cancel** if you choose not to provide a pronunciation. ViaVoice will not add the word or phrase to your vocabulary.

Tip

To add words that you pronounce differently than the way you spell them, you can also use the **Vocabulary Expander** tool.

Click when you have finished training words or phrases.

[Click for help on how to train a word.](#)

Select the word or words to record.

Select whether to use only the new pronunciation or use all pronunciations of the recorded word or phrase.

Use the optional settings, when needed, for the recorded word or phrase.

