



Welcome to
ViaVoice for Microsoft Word!

Take a few moments to learn the basics!

Now you can dictate your words instead of typing them!

[How Do You Use ViaVoice with Microsoft Word 97?](#)

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Tip

Words appearing in bold, bright blue, such as **What Can I Say**, are commands that you can say or click. Get the most out of using Help by reviewing the [Help Conventions](#).

How Do You Use ViaVoice with Microsoft Word 97?

Microsoft Word 97 is transformed into a [speech-enabled](#) word processor using ViaVoice for speech recognition. You must install MS Word separately—it does not come with ViaVoice.


You must turn off Advanced Options in Microsoft Word 97 to avoid correction errors:

- 1 Click **Tools** and then **Options**.
- 2 Click **Edit**.
- 3 [Deselect](#) the check mark next to **When selecting, automatically select entire word** and **Use smart cut and paste**.
- 4 Select **Typing replaces selection**.
- 5 Click **OK**.

With the microphone turned on, [say Dictate to Word](#) to start Microsoft Word. You can begin dictating using [continuous speech](#). You must also dictate punctuation and formatting commands, such as **Full-Stop**, **Comma**, and **New paragraph**.

§ You will see a [Dictation menu](#) on the menu bar when you run ViaVoice.

§ You can read online help by clicking the [Help menu](#) on the menu bar when you run ViaVoice.

Click  on VoiceCentre for additional information on using VoiceCentre, dictation, and correction.

Tip

When using a microphone for dictation, you can also say any of the VoiceCentre, Text Editing, or Dictation Inline commands. To say a command, just pause briefly before and after the command. For example, you can say **Scratch that** to delete your last dictated phrase.

Dictation Menu

Microsoft Word 97 includes the following **Dictation** menu choices when you are running ViaVoice:

- § **Show Correction Window** – Opens the correction window for correcting, deleting, playing back, or formatting your dictated text. You can keep the correction window on the screen while you dictate.
- § **Hide Correction Window** – Closes the correction window.
- § **Playback** – Plays back the selected word or words. You can highlight up to 200 words to play back.
- § **Cancel Playback** – Stops the playback.

Help Menu

Microsoft Word 97 includes the following additional **Help** menu items when you are running ViaVoice:

- § **IBM ViaVoice Help Topics** – Opens online help for dictation and correction.
- § **IBM ViaVoice Recognition Problems** – Opens online help for solving speech recognition problems.

Alternative Methods

- § Click **ViaVoice, Dictate to**, and then click **Word**.
- § Right-click on the microphone icon in the lower-right corner (the system tray) of the Windows taskbar. Click **Dictate to**, and then click **Word**.
- § Click **Microsoft Word** on the Programs menu or your desktop icon.

Alternative Methods

- § 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. Then click **Help**.

Use Natural Commands with Microsoft Word 97

ViaVoice natural commands for Microsoft Word 97 are voice commands that enable you to use a flexible style and everyday language to perform common word-processing tasks. Examples of natural commands are **Centre the first paragraph**, and **Change the entire document to blue twelve-point Arial**.

Some of the actions that you can perform include:

- § Align text and set line spacing and indentation
- § Create or delete text
- § Cut, copy, and paste
- § Find and replace text
- § Format and highlight text
- § Move text or the cursor
- § Open and save files
- § Print and print preview
- § Select text or tables
- § Spell and grammar check
- § Undo and redo

Install or Uninstall Microsoft Word 97 Dictation Support

If you selected Microsoft Word dictation support at installation, ViaVoice loads its own template that provides Dictation menus and icons on the Word 97 menu bar. (You can use natural commands with Word 97 even if dictation support is not installed.)

You can install or uninstall Word 97 dictation support at any time:

- 1 Click **Start, Programs, IBM ViaVoice - UK English, Tools**, and then click **Installation Tools**.
- 2 Click **Install or Uninstall MS Word Support**.
- 3 Click **Install** if you want dictation support.
or
Click **Uninstall** if you do not want dictation support.
- 4 Click **OK** again to confirm the new setting. You must close VoiceCentre and re-open it to refresh the setting.

When you do not plan to dictate, you can load Word 97 faster by disabling dictation support temporarily:

Press and hold the **Shift** key as you start Word 97. This procedure stops dictation and natural commands support from loading, and it prevents add-in and global templates (including the Normal template) from running automatic macros. To enable the dictation and natural commands support again, simply restart Word 97.

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.

Dictate Text: Basic

To begin dictating, do the following:

- 1 Click the microphone button to activate it. When the microphone is turned on, the icon on the VoiceCentre displays .
- 2 Make sure your user name appears on the VoiceCentre, or you can say **Who am I?**
- 3 With the microphone turned on, [say Dictate to SpeakPad](#) to use SpeakPad, the dictation application in ViaVoice. You can use SpeakPad as your main dictation application and easily transfer your dictated text to any other application using the transfer button in SpeakPad.
- 4 Dictate text using [continuous speech](#). Dictate punctuation marks and formatting commands, such as **Full-Stop**, **Comma**, and **New paragraph**, along with the text.
- 5 ViaVoice might [misrecognise](#) words as you begin dictating. You can increase your recognition accuracy by [correcting misrecognised words](#) using the Correction window or analysing existing documents with Vocabulary Expander.
- 6 [Save the speech session and dictated file.](#)

Dictate Text: Advanced


You have the following optional features:

- § [Say Dictate to Word](#) to use Microsoft Word 97, if it is installed on your computer. If you selected the Word support option during installation, you have additional icons and menus for dictation. [You can install or uninstall Word dictation support at any time.](#)
- § [Open a dictated file](#) or a regular file and begin dictating. Click in the document window where you want the dictated text to be inserted.
- § Edit and format text using the mouse or keyboard, as usual, or by voice commands. For example, if you are dictating, you can say **Bold this** to bold the next dictated word. Pause briefly before and after each command.
- § [Say What Can I Say](#) to view the additional voice commands for Dictation and Text Editing. Use the Views to display the different [command sets](#) or use the All Commands - Search field. Also, you can view the commands on the Command Reference card. [Click here for information on how to say words in brackets in the What Can I Say window.](#)
- § Change the behavior of dictation macros using [Dictation Macro Editor](#). For example, when you say **Full-Stop**, ViaVoice inserts the full-stop and adds a space. To change this macro, click **ViaVoice, Tools**, and then click **Dictation Macro Editor**. Select the full-stop macro, click **Edit**, and then click **Modify**. Click **Help** for more information on editing dictation macros.
- § Customise the active command sets. [Say ViaVoice Options](#), and then click the **Command Sets** tab. Select the sets of commands that you want to use, and deselect the command sets that you do not use.

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  on the SpeakPad or Microsoft Word 97 toolbar.
- § Click **ViaVoice**, and then click **Show Correction Window**.
- § Right-click on the microphone icon in the lower-right corner (the status tray) of the Windows taskbar, and then click **Show Correction Window**.

View the Dictation Commands

[Say **What Can I Say**](#) to view the dictation commands. You can keep the window open on your desktop as you dictate.

You can also view the dictation commands on the Command Reference card.

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. For example, say **Computer bold this** to bold the next word you dictate. You do not need to say the attention word before saying dictation macro names, such as punctuation marks or macros that you create.

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.

[Click here for more information about commands.](#)

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. Click **What Can I Say, View**, and then select your preferred view.

Spell Words

To spell a word when dictating, say **Begin spell**, and then say the letters using [continuous speech](#). For example, you can say **A-D-D** to spell the word “add,” or you can use the [phonetic alphabet](#), equivalent of the letters and say **Alpha delta delta**. You can view the phonetic alphabet on the Command Reference card.

If ViaVoice misrecognises a letter, you can say **As in** followed by the phonetic alphabet equivalent of the correct letter, to delete the letter to the left of the cursor and correct it. For example, if you say **A-D-D** and ViaVoice writes A-D-E, you can say **As in delta**.

You can say **Backspace** or **Scratch that** to delete the last letter (or letters since your last pause), and then say the letter again. When dictating, say **Cancel** or **Return** to stop spelling and resume dictation.

You can say **Spell out** to write a whole word rather than its common abbreviation. For example, when you dictate **doctor**, ViaVoice normally abbreviates it to **Dr.** When you want to dictate the word, say **Spell out doctor**, and ViaVoice writes **doctor**.

Note

When using the Correction window, you must spell the correct word if it does not appear in the numbered list. With the misrecognized word in the Correction window, spell the correct word using letters or the phonetic alphabet equivalent. [Say Correct](#) to add the corrected word or phrase to the text.

Dictate Numbers

When dictating, say numbers as you naturally say them, using [continuous speech](#) . ViaVoice formats numbers such as dates, money, time, and ordinal and cardinal numbers using the format selected in **ViaVoice Options**. For example, to dictate £589, simply say **Five hundred eighty-nine pounds**.

To dictate unusual numbers, such as part numbers, serial numbers, or credit-card numbers, say **Begin Numbers**, and dictate each number individually.

You can say **Backspace** or **Scratch that** to delete the last number (or numbers since your last pause), and then say the number again. Say **Cancel** or **Return** to resume dictation.

[Click here for examples of how to dictate numbers.](#)

Use Dictation Macros

A [dictation macro](#) is a simple way to insert text automatically that you use over and over.

When you reach a point in your dictation where you want to insert the contents of a macro, pause slightly, and say the name of the dictation macro using continuous speech. Then continue dictating.

Notes

- § Click **ViaVoice**, **Tools**, and then click **Dictation Macro Editor** to create your own dictation macros. Click **Help** for additional information about creating dictation macros.
- § You cannot use ViaVoice [dictation macro templates](#) with Microsoft Word; however, you can use Microsoft Word templates.

Save a Speech Session and Dictated File

Before you save a dictated file, you must decide whether or not you want to save the speech session data. The speech [session](#) data includes all audio and alternative words for your dictated text.

You should save the speech session data if you want to correct [misrecognised](#) words at another time, delegate someone else to correct your dictated text, or keep the speech data for your records. Keep in mind that speech session data files can be very large because they include your dictated audio.

You don't have to save the speech session data if you have finished correcting misrecognised words using the correction window, or if you prefer correcting by re-typing rather than by using the Correction window. Note that if you correct by re-typing, it is a good idea to open your corrected document in [Vocabulary Expander](#) to add new words in the document to the ViaVoice vocabulary. The saved file includes all the final text on the screen, whether dictated or typed.

You cannot save speech session data when [transcribing](#). After you save the file, the speech session data is gone.

When using SpeakPad:

To save the speech session data:

- § Click **Dictation**, and then click **Save session**.
- § Enter a title for the file, and click **Save**.
- § ViaVoice prompts you to record an audio description of the speech session.
- § To record a description, click **Yes**, and click **Start Recording**. Click **Stop Recording** when you are finished.

To save the file without saving the speech session:

- § Click **Save** to save the file.
- § Enter a title for the file, and click **Save**.

When using MS Word 97:

To save the speech session:

- § Click **File** and then click **Close**.
- § When prompted "Do you wish to save the speech session data," click **Yes**.
- § When prompted "Do you want to save the changes you made to (file name)," click **Yes**.
- § MS Word 97 suggests a name for your document. Type a new file name, if desired, and click **Save**.

To save the file without saving the speech session:

- § Click **File**, and then click **Close**.
- § When prompted "Do you wish to save the speech session data," click **No**.
- § When prompted "Do you want to save the changes you made to (file name)," click **Yes**.
- § MS Word 97 suggests a name for your document. Type a new file name, if desired, and click **Save**.

Note

If you open a document created in Microsoft Word 97 in any other application, the format does not transfer. To open it in another application, such as SpeakPad or Vocabulary Expander, you must save the file as an RTF format.

In the **Save** or **Save As** dialog, click **Save as type** at the bottom of the dialog, and select **Rich Text Format (*.rtf)** before clicking **Save**. Then you can open the file with the RTF extension in other applications. On the **Open** dialog, you might have to change the **Files of type** field to **All files** or to **Rich Text Format** to select the file.

Open a Dictated File

- 1 Open the application used to create the file. Click **File**, and then click **Open**. Select the name of the file, and click **Open**.
- 2 Click the name of the file in the list to open it in the application window.

If you saved the speech session data with the file, you can click **Yes** to restore the speech session data or **No** to open the file without the data. If you did not save the speech session data, the file opens automatically without the speech session data.

Note

- § If you open a document created in SpeakPad, on the **Open** dialog you might have to change the **Files of type** field to **All files** or to ***.vps** to select the file.
- § If you open a document created in Microsoft Word 97 in any other application, the format does not transfer. To open it in another application, such as SpeakPad or Vocabulary Expander, you must first open the file in Word 97, and in the **Save** or **Save As** dialog, click **Save as type** at the bottom of the dialog, and select **Rich Text Format (*.rtf)** before clicking **Save**. Then you can open the file with the RTF extension in other applications. On the **Open** dialog, you might have to change the **Files of type** field to **All files** or to **Rich Text Format** to select the file.

Edit and Format Text with Your Voice

You can edit and format text using the Dictation Inline commands and Text Editing commands. You can view these commands on the **What Can I Say** window in the **Dictation** and **Text Editing** views and on the Command Reference card.

Say Punctuation Marks

Say punctuation marks while dictating, such as **Full-stop**, **Comma**, and **Question mark**. Say **New paragraph** to start a new paragraph, and say **New line** to start a new line. ViaVoice automatically starts new sentences with a capital letter. These commands are always active.

Say Dictation Inline commands

Say inline commands to capitalise, uppercase, lowercase, bold, italicise, and underline. Say **What Can I Say** to view the list of commands that you can use to format text while dictating:

Say **What Can I Say for Dictation?** to display the list of voice [commands](#) you can use while dictating to edit text.

Pause briefly while dictating, place the cursor within the word or highlight a phrase to edit or format, and say the command.

For example, say **Capitalise this** to capitalise the next dictated word.

or

Say **Capitalise on** to capitalise all words until you say **Capitalise off**.

Similarly:

§ Say **Bold this**, or say **Bold on** to bold all words until you say **Bold off**.

§ Say **Italicise this**, or say **Italicise on** to italicise all words until you say **Italicise off**.

§ Say **Lowercase this**, or say **Lowercase on** to type all words in lowercase letters until you say **Lowercase off**.

§ Say **Underline this**, or say **Underline on** to underline all words until you say **Underline off**.

§ Say **Uppercase this**, or say **Uppercase on** to type all words in uppercase letters until you say **Uppercase off**.

§ Say **Scratch that** to delete the last dictated phrase.

If you turn on a command and then move the cursor to another location or field, your dictation takes the format of the new location, and your command might turn off automatically.

Say Text Editing commands

§ Move the cursor, such as **Next line** or **Next word**.

§ Select text, such as **Select <text>**, where <text> is the word or phrase to select, or say **Select this** to select the word at or to the right of the cursor.

§ Undo actions, such as **Undo this** to undo your last action.

§ Use the clipboard, such as **Copy this** and **Paste this**.

§ Insert a line or paragraph, such as **New line** or **New paragraph**.

Notes

§ The Dictation Inline Commands and Text Editing command sets are selected by default. To deselect them, say **ViaVoice Options** and then click the **Command Sets** tab. You can [deselect](#) a command set to deactivate it.

§ 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.](#)

Examples of Dictating Numbers

Currency

To get **£350.10**, you say **three hundred and fifty pounds and ten pence**.

Dates

To get **July 9, 1997**, you say **July the ninth nineteen ninety seven**, without punctuation.

To get **7/9/97**, you say **seven slash nine slash ninety seven**.

Decimals

To get **3.7**, you say **three point seven**.

Long Numbers

To get **1200**, you say **twelve hundred**.

To get **3111**, you say **three thousand one hundred and eleven**.

To get **1147356**, you say **eleven forty-seven thirty-five six** (in pairs or single digits).

To get **666**, you say **triple six**.

Times

To get **10:30 a.m.**, you say **ten thirty A M**, without punctuation.

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 **ViaVoice**, **Tools**, and then click your selection.
- § 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**.

Correct Dictated Text

You can use the Correction window, rather than retype, to correct misrecognised words and update your [personal speech files](#) to increase future recognition accuracy.

For best results do not watch the screen as you dictate. Rather, complete your train of thought, and then correct your misrecognised words.

You can open the Correction window by saying **Show Correction window**, and keep it open as you dictate and correct, or you can select a word or phrase while dictating, and say **Correct this** or **Spell this** to open the Correction window. You can move the Correction window to a convenient location on the screen. Say **Return to text** to change focus back to the text window, if needed. Then say **Hide Correction window** when you want to close the window.

Say **Select <text>** where <text> is a word (or phrase up to ten words), or say **Select again** to select the next occurrence of a word or phrase.

- 1 **Say Show Correction window.** The selected word or phrase appears in the Correction window. If the selection is a dictated word, the window displays a numbered list of alternative, similar-sounding choices.
or
Put the cursor within or in front of the word, say **Correct this** or **Spell this** to open the Correction window or change focus to it, and the word appears in the Correction window.
- 2 Look at the list of alternative words. If you see the correct word, say **Pick <n>**, where <n> is the number of a word in the list, which then replaces the text, and you can continue dictating.
- 3 If you do not see the correct word or you to want change its format, you can use the Correction window to:
 - § **Spell** the word or phrase, and then say **Correct**.
 - § Type the correct word or phrase, and then say **Correct**.
 - § Use the Correction window options, listed below.
- 4 If the **Add a Pronunciation** window or **Record Word** window appears, follow the instructions to record a pronunciation and update your personal speech files, or click **Cancel**.

Correction window options

- § **Say Format** to use the [format options](#) for the selected word or phrase.
- § **Say Play this** to hear your dictation of the word or phrase that you selected to correct.
- § **Say Delete** to delete the selected word or phrase from the text.
- § **Say Correct** to add the corrected word or phrase to the text.

Tips

- § Make sure your application window is in insert mode rather than overlay mode when correcting errors. Insert mode allows the space required for the correct word to expand or contract as needed.
- § When you start using ViaVoice, you may want to correct recognition errors as you complete each train of thought. As your recognition accuracy improves, you can correct errors after you finish dictating the file, or you can save the speech session and file and [delay or delegate correction](#).
- § With two or more words selected in the Correction window, you can say **Add words as phrase** to add the words as a phrase, rather than individual words. Use this setting to add words to your speech files that you will always say as a phrase, such as New York.
- § **Say ViaVoice Options** and then click the **Correction** tab to customise your correction preferences.
- § You can correct dictated text by retyping, as usual, but this method does not update your speech files and increase future recognition accuracy. You can, however, open the retyped file (or any text file) in **Vocabulary Expander**. Vocabulary Expander finds new words and lets you add them and the pronunciation to your speech files. It also analyses the file and updates your speech model with the way you use words in the file.
- § To correct a misrecognised dictation macro, put the cursor within the macro text, and the macro name appears in the Correction window. If the correct macro name appears in the numbered list, say **Pick <n>**. Or you can spell or type (using all capital letters and hyphens) the correct dictation macro name, and say **Correct**.

Transcribe Text

You can dictate into an [audio input device](#), transfer the speech data to the computer, and [transcribe](#) the dictated text into [SpeakPad](#) or MS Word 97, if it is installed on your computer.


Read the manufacturer's instructions for preparing the device for dictation or transcription.

- 1 [Make sure you are the current user](#) on VoiceCentre. Select your user name and enrolment for the microphone, so that you can dictate, correct, and navigate using the microphone after you finish transcribing the file.
- 2 Open a dictation application by clicking **ViaVoice, Dictate to**, and then clicking **SpeakPad/Word**. You cannot transcribe into any other application.
- 3 Click **Dictation** on the SpeakPad toolbar, and then click **Transcribe From**. A cascading menu opens listing the audio input devices installed on this system.
- 4 Select the correct device. If multiple enrolments exist for the device, another cascading menu opens. Select your enrolment.
- 5 The transcription starts automatically, and the transcribed words appear on the screen. It stops automatically when the file is finished.
- 6 During transcription, if needed, you can click **Dictation** and then click **Stop Transcription** to stop the transcription process. To finish the file, you must start the transcription from the beginning.
- 7 After you finish transcribing, you can [correct dictated text](#) using the microphone.
- 8 [Save the file and speech session](#), if needed.
 - § If using SpeakPad, click **Dictation**, and then click **Save Session**. Then save the file. Click **File** and then click **Save**. Enter a file name and click **OK**.
 - § If using Word 97, click **File** and **Close**. When prompted, click **OK** to save the speech session, if needed, and click **OK** to save the file. Enter a file name if you want to change the default, and click **OK**.

Notes

- § Click **Help** on the toolbar, and then click **Transcription Help** for additional help using the transcription device.
- § In ViaVoice Options, User page, do not change the default **Input Device** to a transcription device. Your system default should always be the microphone because it provides the best audio quality for dictation.

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.

Phonetic Alphabet

Spell words by saying the phonetic alphabet equivalent for each letter.

Say:	To get:	Say:	To get:
alpha	a	november	n
bravo	b	oscar	o
charlie	c	papa	p
delta	d	quebec	q
echo	e	romeo	r
foxtrot	f	sierra	s
golf	g	tango	t
hotel	h	uniform	u
india	i	victor	v
juliet	j	whiskey	w
kilo	k	x-ray	x
lima	l	yankee	y
mike	m	zulu	z

Alternative Methods

- § Place the cursor within or in front of the word to select, and say **Select this**.
- § Say **Select right** (or left) **<1 to 20> words** (or characters), where <1 to 20> is the number of words (or characters) to select from the cursor location.
- § After selecting a word or phrase, say **Select again** to select the next occurrence of a word or phrase.
- § Double-click the word to highlight it.
- § Click the mouse and drag it to highlight a word or group of words.

How Do I Say Words in Brackets 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 angled brackets. For example, you might see **Move right <1 to 20> words**. Any word in the angled brackets represents a variable in the command. When you say the command, you must substitute a word or phrase for the variable, as shown in VoiceTips.

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 VoiceTips with words or phrases that can be substituted for the variable:


§ With the What Can I Say window in focus, say **How do I say** followed by the word or phrase inside the brackets. You can find out the choices for **<save document>** by saying **How do I say save document?**

§ Or, place the cursor over the word or phrase in brackets.


Alternative Method

§ Click **Dictation**, and then click **Hide Correction Window**.


Alternative Method

Click , the Format button on the Correction window.


Alternative Method

Click , the Play this button on the Correction window.

Alternative Method

Click , the Delete button on the Correction window.

Alternative Methods

- § Click , the Correct button on the Correction window.
- § Press **Enter**.

Format Options

- § Say **Capitalise this** to capitalise the first letter of the word.
- § Say **Lowercase this** to change the word to lowercase letters.
- § Say **Uppercase this** to change the word to all uppercase (ALL CAPS) letters.
- § Say **Numeric** to change the word to a number.
- § Say **Spell out** to change the number or abbreviation to a word.

Delay or Delegate Correction

You can dictate a document, save the speech session and file, and delay correction and editing until later. Or you can ask (delegate) someone else to correct and edit your dictated document.

First, [save the speech session and dictated file](#). Then you or a delegated user can [open the file](#) and finish correction or editing.

- § If you are correcting your own file, you can use the Correction window and update your personal speech files, as usual.
- § If you are correcting someone else's dictated file, you should open the file under your own user ID. ViaVoice displays a message reminding you that the session file was created by another user, and you must click **OK**. While correcting and editing the file, you can play back the speech session data and use formatting commands, as usual, but ViaVoice does not prompt you to add pronunciations for corrections. You can also dictate additional text, save the file, and print the file, as needed, without affecting the original author's or your own personal speech files.

Note

You must [install MS Word Support](#), if it is not already installed, to open and correct a session created using Microsoft Word.

Play Back a Selection of Dictated Text

You can play back the recording of your dictation to help correct misrecognised words during dictation. Choose from the following methods.

While Dictating

- 1 Select or highlight a dictated selection (up to 200 words).
- 2 Click **Dictation** to open the Dictation menu on SpeakPad or Microsoft Word 97, and click **Playback** to hear your recording.
or
Say **Play this** to hear your recording of the selection. Or without highlighting, you will hear the recording of the word on which the cursor is located.

When the Correction window has focus

Say **Play this** to hear your recording of the dictated word or phrase that you selected to correct.

Notes

- § Say **ViaVoice Options** and then click the **Correction** tab to select a preference to play back your recording of a word when you double-click it.
- § If your selection is over 200 words or contains non-dictated (typed) text, you can listen to a computer-generated voice read the text aloud by using **ViaVoice Outloud**. Say **Begin reading** to open the Outloud toolbar, and listen to the actor read the file or highlighted selection. You can use Outloud to help proofread your file. Say **Outloud Options** to customise Outloud.
- § When you select text that is part of a dictation macro to play back, ViaVoice plays back the dictated macro name, not the macro text. To play back the text, you must use ViaVoice Outloud.

Install/Uninstall Word Support

Click **Start, Programs, IBM ViaVoice - UK English, Tools**, and then click **Installation Tools**.

Click **Install or Uninstall MS Word Support**.

Click **Install** or **Uninstall**. Click **OK**.

You must close VoiceCentre and re-open it to refresh the setting.

