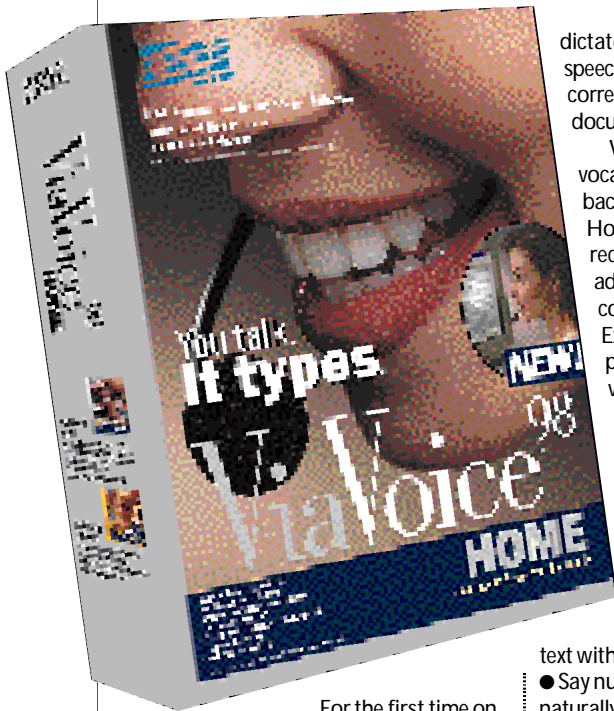


# IBM ViaVoice 98 Home

**FULL VERSION**



dictate your letter using continuous speech. You can proof-read, make corrections, format text and print your document – all with your voice.

ViaVoice comes with a base vocabulary of 64,000 words and a backup dictionary of 260,000 words. However, if you want ViaVoice to recognise even more words, you can add up to 64,000 words through correction and the Vocabulary Expander tool – creating your personal vocabulary – and any Topic vocabularies available.

#### Key features:

- Dictate directly into Microsoft Word 97 (not 2000), or into ViaVoice SpeakPad and transfer dictated text into your favourite Windows-based word processor or email application
- Correct, edit and format your text with ease, as you dictate

● Say numbers, dates, times and currencies naturally; they are formatted automatically for you as you speak

● Use dictation macros to insert standard paragraphs such as a letter 'sign-off block'

● Use everyday language to format documents, create tables and edit text in Microsoft Word 97, using Natural Language Commands

● Play back your dictation in your own voice to help you make corrections

● Have your text or email read back to you with ViaVoice Outloud text to speech.

According to IBM, you can dictate to ViaVoice at up to 140 words a minute, which is fast for dictation to shorthand, but relatively slow compared to normal speech (newsreaders speak at around 140-150 words a minute). However, with a recognition rate of approximately 90 per cent from the first time you use it, and this is

For the first time on any magazine, we've got a full version of the world's best-known speech recognition software – IBM ViaVoice 98 Home – absolutely free and unrestricted on this month's cover CD. Plus, you can try out the latest version – IBM ViaVoice Millennium Standard Edition – for 30 days, and there's a special exclusive upgrade offer for *What PC?* readers.

You talk, it types! The computer translates your words and phrases into actions that carry out commands or create text. IBM ViaVoice 98 Home could change the way you use your computer, by allowing you to dictate text and control your computer by voice. Imagine yourself sitting at your desk and you want to send a letter to a friend. Say 'Dictate to SpeakPad'. A word processor called SpeakPad opens, and you

a rate which improves with training, it is a package to be reckoned with. When it was first released *PCW* gave it five stars and concluded, 'Well worth investing in'.

Since the CD offers a full previous version of IBM ViaVoice software, readers can reach the highest levels of productivity in speech recognition technology by upgrading to ViaVoice Pro Millennium Edition for a reduced price (see the offer box on page 13). In order to upgrade, the free version of ViaVoice 98 Home which is on this CD will need to be installed.

Alternatively, IBM ViaVoice Standard and IBM ViaVoice Web can be bought from leading specialist computer stores and the computer departments of many high-street stores as well as on the web.

You can install IBM ViaVoice 98 Home direct from the CD-ROM menu, but before taking the plunge it is worth stepping back for a moment and understanding some of the fundamentals of speech recognition software and the necessary hardware requirements. One of the basics is having a microphone! And for those of you without this essential piece of equipment, there is a special offer for readers below – remember, desktop microphones were not designed to be used with speech recognition programs.

## DETAILS

PLATFORM Windows 95/98

LIMITATIONS Full version

SYSTEM REQUIREMENTS Pentium 166MHz (or equivalent), 256KB (or more) L2 Cache, 32MB RAM for Windows 95/98 (48MB if dictating into Word 97), 48MB RAM for Windows NT4 (64MB if dictating into Word 97), 180MB available hard-disk space, Windows-compatible 16bit sound card, double-speed CD-ROM drive  
SALES CONTACT 01475 555 047

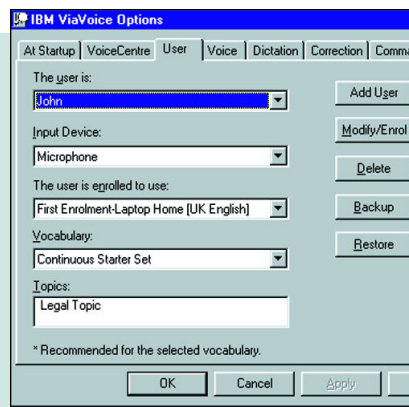
### Safeguarding your enrolments and other personal speech data

After each enrolment session and at regular intervals, make a backup of your personal speech files to secure your data and protect the time invested in creating it.

You might need this backed up data in the future when:

- You want to place your personal speech files on another computer
- You need to restore your data because of a computer failure or human error.

A Backup button is available on the User tab in the ViaVoice Options folder.



You can make a back-up of your personal speech files at any time.

## Headset offer

To get the most from ViaVoice you will need to use a good quality microphone headset. So, we're offering readers the chance to buy Labtec's C-315 Boom Microphone headset (normal price £16.99 plus VAT) for just £9.99 plus VAT.

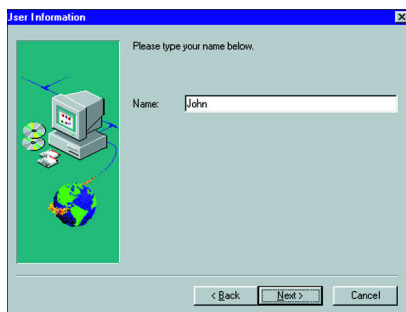
**Just phone 08705 801 333 and quote Part Number: E060063 (or [www.technomatic.co.uk](http://www.technomatic.co.uk) and product-search "Labtec")**

# ViaVoice 98 Workshop – Getting Started

To help you get started, we've included a short tutorial that takes you through the first crucial steps of installing, configuring, enrolling and training your software so that it recognises your voice. It's worth taking the time and getting this bit right, as it will directly affect the accuracy with which you can dictate to your computer.

## 1 Installing the software

Click the icon on the CD-ROM menu to start the installation, then follow the on-screen instructions. You will be asked to enter your name – this name is the user that ViaVoice recognises whenever you dictate text and speak commands. As you train, add, correct, format or delete words, or when you enroll, ViaVoice changes the personal speech files for this user. The result



is improved speech recognition.

If you want additional users, you can add them later by going to the Start Menu and choosing Programs, IBM ViaVoice – UK English, Tools, ViaVoice Options, User.

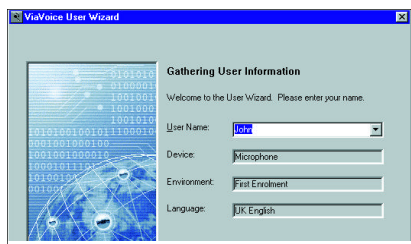
You can select Microsoft Word 97 Dictation Support if you use Office 97 (the program doesn't support typing directly into Office 2000, although you will still be able to use ViaVoice through its own SpeakPad program).

If Adobe Acrobat Reader is not already installed on your computer, ViaVoice automatically starts the Adobe Acrobat Reader installation program. This program enables you to view and print the ViaVoice Command Reference and user manual.

## 2 Starting ViaVoice for the first time

The first time you run the program, the User Wizard takes you through the tasks you must carry out to set up your audio system and prepare ViaVoice to understand your voice. The first time you or a new user starts the VoiceCentre, the VoiceCentre does not appear immediately. Instead, the User Wizard runs, and the ViaVoice User Wizard dialog appears.

The User Wizard runs the ViaVoice Quick Tour. Then Audio Setup helps you set up your speakers and microphone, and



shows you how to wear the microphone headset and position the microphone. Then, Quick Training introduces your voice to ViaVoice.

## 3 Audio setup

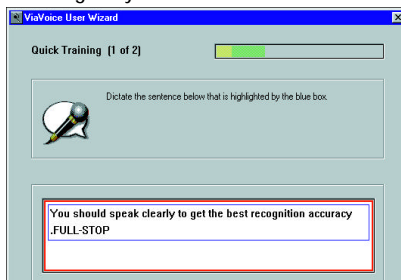
You must wear a microphone headset and position your microphone correctly to get the best performance from ViaVoice. The microphone (with its foam sheath) should be within a thumb's width of the corner of your mouth. The side of the microphone should face your mouth.

### DO NOT

- Remove the foam pad from the microphone – it acts as a windscreen;
- Position the microphone in front of your mouth, where it will pick up breathing noises and attempt to interpret them as words.
- Let the microphone touch your face or facial hair;
- Change the way you position the microphone each time you use ViaVoice (for example, positioning it farther or closer).

## 4 Quick training

The User Wizard runs Quick Training immediately after Audio Setup. Quick Training lets you dictate a few sentences to



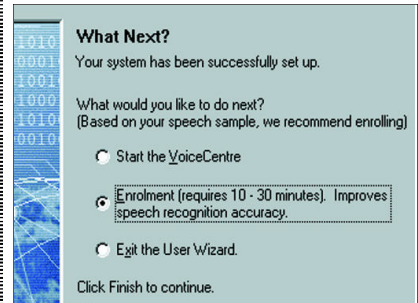
introduce your voice to ViaVoice. Be sure to wait until you see the blue highlight box around a sentence before you read it.

When you finish Quick Training, choose what you want to do next:

- **Start VoiceCentre.** If you select this, you can dictate immediately. However, your recognition accuracy might not be optimal. To improve accuracy, select Enrolment.
- **Enrolment.** This is the recommended option when you have started ViaVoice for the first time. The initial enrolment of 100

sentences requires only 10 to 30 minutes. Full enrolment requires from 40-60 minutes and greatly increases recognition accuracy.

- **Exit the User Wizard.** If you exit now, you



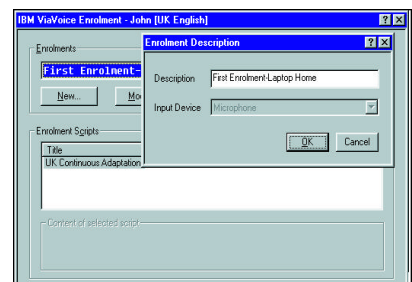
can start the VoiceCentre any time by selecting Start, Programs, IBM ViaVoice – UK English, VoiceCentre.

● The first time you start a function in ViaVoice, you will see a Welcome screen containing either categories of information you can branch to or a multimedia tour. Simply go to the information you want, or view the tour to learn more about the feature that you are about to use. To view any of the tours again at a later date, select Start, Programs, IBM ViaVoice – UK English, Help, Multimedia Tours.

## 5 Creating an enrolment

If your computer desktop has a screen saver, turn it off before continuing with enrolment. At this point of the installation, ViaVoice has already created an enrolment for you called First Enrolment.

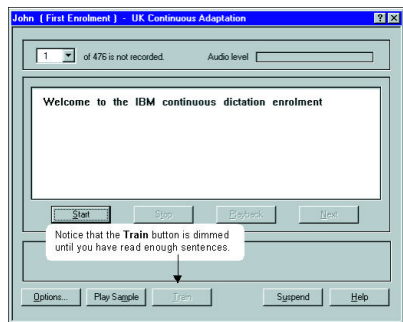
If you want a more descriptive name for the enrolment (for example, to describe a laptop you use at home) click Modify and type your own description.



## 6 Select the correct language

Click UK Continuous Adaptation in the Title area. Click Start and OK in the pop-up that tells you the minimum number of sentences you have to record so that ViaVoice can process (train) your enrolment. The minimum number for UK English is 100 sentences.

Click Start, wait until you see a blue



highlight box around the sentence, and then say the words in a normal speaking voice. Say exactly what you see in the box, including any punctuation marks.

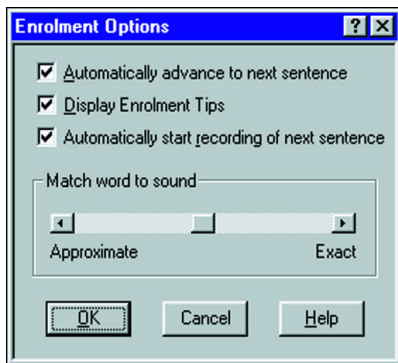
After you record a sentence, ViaVoice will automatically move to the next sentence.

If a sentence turns red after you say it, the sentence was not recorded, and it will not be counted in the total number of recorded sentences. A window pops up to give you tips on how to correct the problem.

When a sentence turns red, read the Enrolment Tips, then choose one of the following options:

- Click Playback to listen to your dictation and determine whether you spoke the sentence clearly (and to confirm that the microphone is receiving your words);
- Click Start to record the sentence again;
- Click Options to adjust the way ViaVoice matches your word to the sound it expects.

For example, move the slider to



Approximate if you speak with a regional accent or foreign accent.

## 7 Training ViaVoice to recognise you

When you have completed recording all 100 sentences, the Ready to Train window is displayed.

Clicking Train Now will allow ViaVoice to 'train' itself to recognise your personal speaking style.

After selecting Train Now, minimise the use of your computer and do not turn it off until ViaVoice has finished training

your enrolment.

Rather than selecting Train Now, you may select:

- Continue Script, to continue recording the script. You can select Train (in Step 3 above) anytime you want to stop recording and train the enrolment. The Train button in the Enrolment window is enabled after you have completed recording the initial set of enrolment sentences.

Should you continue enrolment, you can select Suspend and Exit at any time.

ViaVoice keeps track of where you stopped recording and will keep all the sentences that you have successfully recorded.

- Exit to leave enrolment – you can resume enrolment at another time and then train the sentences you have already recorded.

## 8 Introducing VoiceCentre

VoiceCentre is the control centre of ViaVoice. From VoiceCentre, you can get to anywhere you want to go with a click of your mouse or the sound of your voice.

If, during installation, you chose to place VoiceCentre in your Windows StartUp folder, VoiceCentre starts when you start your computer. Otherwise, you can get into the VoiceCentre by choosing Start, Programs, IBM ViaVoice – UK English, VoiceCentre.

At the top of your screen, the buttons (from left to right) are: ViaVoice button; microphone on/off; sound-level meter; status message area; help button; and user.

## Creating enrolments for multiple recording environments

Every enrolment you create is a unique recording of your voice within a particular acoustic environment using a particular kind of microphone. If you plan to use ViaVoice in different locations or with different recording devices, you will want to create an enrolment for each location and recording device. Consider the following examples.

- **Different noise levels.** If you plan to dictate at home, in the office and on the train using a laptop, create three enrolments – one in each situation, to reflect the ambient noise in each location.

- **Transcription device.** If you intend to use a transcription device to dictate while at conferences or on business trips, create an enrolment using that transcription device.

- **Different microphones.** If you use more than one microphone, create a separate enrolment for each microphone to ensure consistent audio quality

## Recording a full enrolment

Full enrolment provides the best recognition accuracy. It takes approximately 40 to 60 minutes to record the sentences. As with the initial enrolment, you can exit at any point and continue enrolment another time.

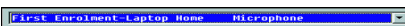
## Resuming enrolment

To resume enrolment where you left off:

- a. Click Start, Programs, IBM ViaVoice – UK English, Tools, Enrolment.
- b. Select the enrolment that you want to resume.
- c. Click Start.

Click the ViaVoice button to access the ViaVoice menu (or just say 'ViaVoice Menu'). This button gives you access to most of ViaVoice's features and tools.

For example, to create a document with your voice, select a dictation application from the Dictate To menu (SpeakPad or Word 97). Or, say 'Dictate to SpeakPad' or say 'Dictate to Word' (if Word 97 is on your computer).



9 When you dictate, ViaVoice translates your words into text. You can use your voice to compose, format, correct and edit your document.

To correct your dictated text with your voice, select Show Correction Window from the ViaVoice menu. Or, say 'Show Correction window'.

To proofread your text, select Begin Reading from the ViaVoice menu and listen to a computer-generated voice read aloud your document. Or, simply say 'Begin Reading'.

To set up your microphone or audio input device to work with ViaVoice, select Audio Setup from the ViaVoice menu. Or, say 'Set up my microphone'. A list of ViaVoice-compliant microphones is available online at: [www.ibm.com/viavoice](http://www.ibm.com/viavoice).

## IMPORTANT NOTE:

To maintain the accuracy of ViaVoice, it will be necessary to run the Audio Setup whenever:

- The acoustics of your current environment have changed;
- Your microphone has changed;
- You have switched to another computer.

To find out more about what ViaVoice 98 can do for you, check out the multimedia tutorials that are included on the CD.