

TEACH YOURSELF SPEECH RECOGNITION

This document is a work-in-progress, compiled from a variety of sources. Send email comments or suggestions for improving this document to wvcccomputerclub@gmail.com.

Notes:

1. The contents of this document are based on the use of a personal computer with the Microsoft Windows operating system installed.
2. References to clicking on links in this document to access Internet sites or Web pages require an active Internet connection.

I. INTRODUCTION AND COMMENTS

A. What is Windows Speech Recognition?

Speech Recognition is computer software, the latest version of which is included with the Windows operating system. Speech Recognition allows you to interact with the computer by voice. Speech Recognition allows you to do such tasks as dictate documents and emails, use the Internet, control windows, start programs, switch between programs, click on buttons and even shut down your computer, all using only your voice.

B. First Steps

Before starting to teach yourself speech recognition, it is strongly recommended that you visit the Resident Computer Club Web pages such as this one that contain information about speech recognition.

Specifically, it is recommended that you view the Demonstration Video and read the Frequently Asked Questions. Many speech scripts and other useful information are also available through the Computer Club Speech Recognition link page at:

<https://resident.willowvalley.org/cclub/speechlinks.aspx>

Another recommended first step is to read through this document to get a feel for what is involved when learning and using Speech Recognition.

II. THE SPEECH RECOGNITION TUTORIAL

A. Comments about the “Welcome and Set up” portion of the tutorial

The “Welcome and Set up” portion of this tutorial is only seen the first time you do the tutorial.

2. A microphone and earphone must be connected to your computer before using the Speech Recognition Program. During this Set up portion the computer will be testing your microphone connection, your speaker connection and your voice. First time users **MUST** work through this “Set up” tutorial.

3. For those individuals needing larger sized text, a script for Windows Magnifier is provided in the Computer Club Web pages. You can access the Magnifier Script by clicking on the following link: [Magnifier](#) for magnifying screen display areas

4. The first time a user starts Speech Recognition, a “Welcome to Speech Recognition” screen is shown. You will be using the mouse for the initial Set up portion of Speech Recognition. Read the text on each screen and then left-click Next.

5 On the “Adjust the microphone volume” screen it may be necessary for you to repeat the sentence “Peter dictates toand paper” several times before the computer has

established the correct volume. If the microphone is not set up, click the  at the top left-hand corner and repeat the reading of the “Peter....and paper” sentence. Do this as many times as needed.

7. On the “Improve Speech Recognition Accuracy” screen, click “Enable document review.” This allows the computer to review your saved documents for specific words and word patterns you use.

8. On the “Print the Speech Reference Card” screen, click Next. The Speech Commands found on the Computer Club Web pages cover the same material.

9. Make certain “Run Speech Recognition at Startup” is checked. Click Next.

10. At the end of the “Set up portion” you will be told that “You can now control this computer by voice.” Click Start Tutorial. You begin to learn about Speech Recognition through the Introduction to the Speech Recognition tutorial. The computer begins to learn about your speech patterns and you begin to learn what you can do with Speech Recognition.

B. Comments on the “Introduction to Speech Recognition Tutorial”

1. Patience, patience, patience!!! Don’t be upset if you are unable to understand everything explained in this tutorial. Most users of Speech Recognition need to redo this portion of the tutorial several times. Each time you redo the tutorial, new things will be learned and tasks will be easier to do. It is recommended that you run through the entire tutorial and then either redo the entire tutorial or redo portions of the tutorial described in Item 5.

2. Although you are encouraged to take your time with these tasks, the tutorial may proceed to the next screen or tell you what you should say before you have actually done anything. This is not a problem. Just “go with the flow.”

3. During the tutorial there are times when the computer purposely does not type exactly what you were asked to say. In doing this, the computer is forcing you to learn and practice specific tasks.

4. There will be times when the computer will not permit a specific response and will then tell you what to do. Keep in mind that you’re not using the regular Windows Speech Recognition program. You’re using a program that has been set up to teach you the basics of Windows Speech Recognition and record your voice as you use essential speech commands. At this point, trying to do things that are beyond what the program wants you to do will not work.

5. Parts of the tutorial and topics covered

a. Basics – Microphone button, Audio Meter, Text Feedback, Speech Options

b. Dictation/Navigation – Allows you to dictate text by voice and shows you how to correct mistakes, change your mind, delete specific words, delete passages of text, practice correcting, dictate letters. Demonstrates four basic commands (Select, Delete, Go to, Go after)

c. Commanding - Start programs, switch between windows, work with menus, click on buttons

d. Working with Windows – Scroll up and down, close and minimize windows, switch between programs

e. Conclusion – Saying “What Can I Say?” for those frustrating moments when nothing seems to work. You will see a Speech Recognition Card which lists all the commands you can use for the task you are doing.