

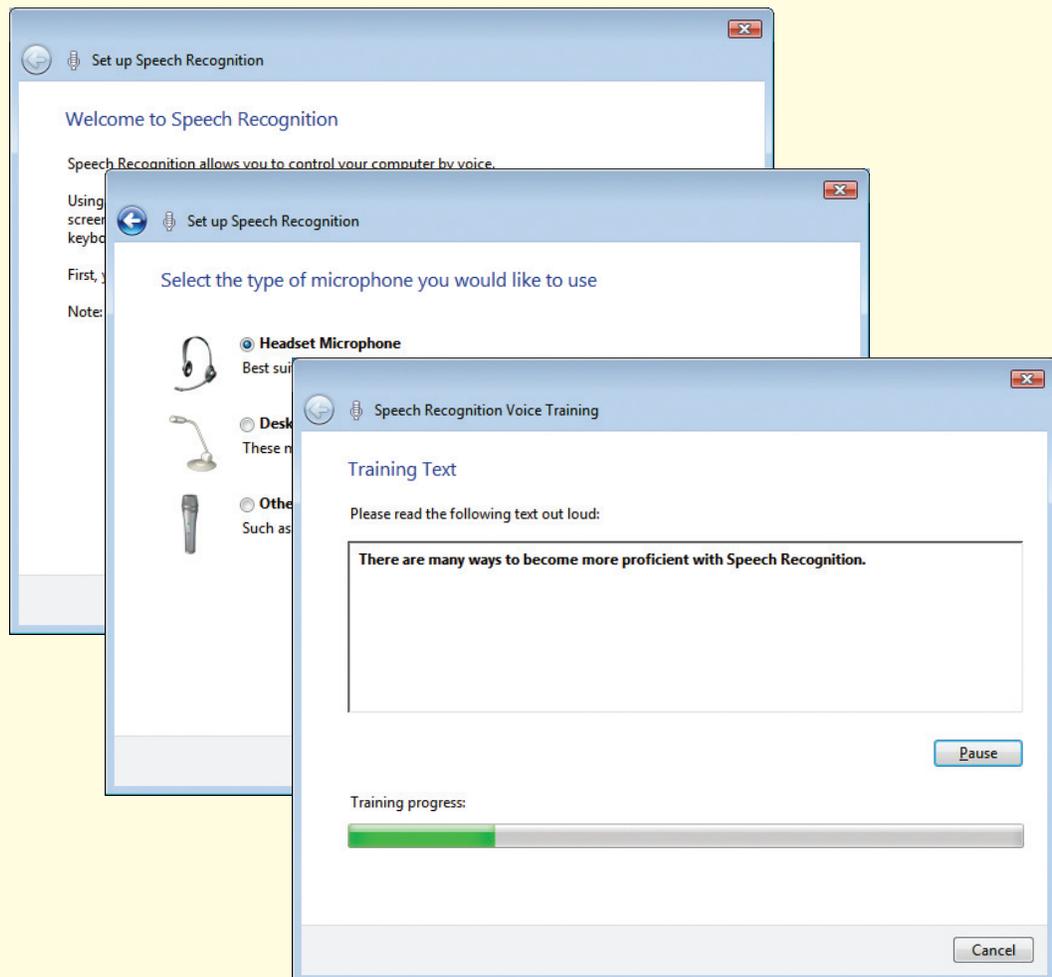


SPEECH RECOGNITION

Tired of using your keyboard to type term papers? Have you ever thought about using your voice to control application software? Perhaps speech recognition is just what you are looking for.

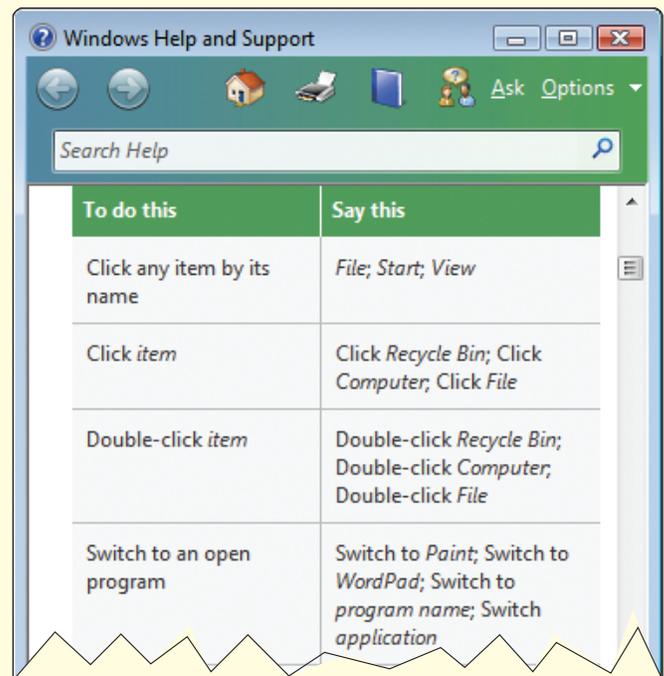
Training the Software The first step is to set up your microphone and train your software to recognize your voice. Using the Microsoft Windows Vista operating system:

- 1 • Click *Start/Control Panel/Ease of Access/Speech Recognition Options*.
- Click *Start Speech Recognition*.
- 2 • Complete the Microphone Setup Wizard to adjust your microphone for Speech Recognition.
- 3 • Click *Start/Control Panel/Ease of Access/Speech Recognition*.
- Click *Train your computer to better understand you*.
- Read the text presented to teach the software your unique speech patterns.



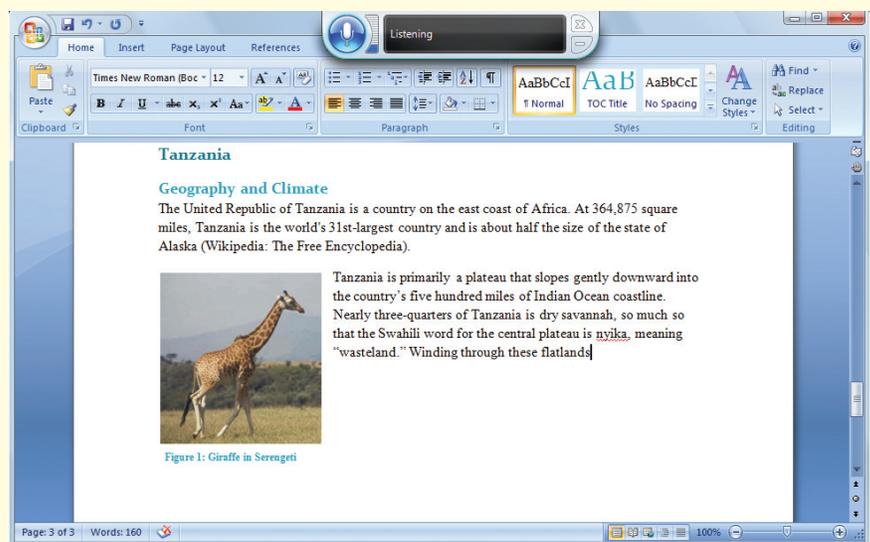
Controlling a Program Once the software is trained, you can control many computer operations with just your voice. The Speech Reference Card is a handy guide to the commands your computer will understand. To open the Speech Reference Card:

- 1 Click **Start/Control Panel/ Ease of Access/ Speech Recognition**.
- Click **Open the Speech Reference Card**.
- Click **Show All** to display a complete list of speech shortcuts, or click the print icon to print the list.



Dictating a Document You can also dictate text using the Language bar. For example, to insert text into a Microsoft Word document:

- 1 Say, **“Open Word,”** to open a new Microsoft Word document.
- Dictate the text you want to appear in the document.



Although speech recognition technology continues to improve, speech recognition is not yet ready for completely hands-free operation. You will get the best results if you use a combination of your voice and the mouse or keyboard.

The Web is continually changing, and some of the specifics presented in the Making IT Work for You section may have changed. To learn about other ways to make information technology work for you, visit our Web site at www.computing2010.com and enter the keyword **miw**.