Windows 7 Speech Recognition Step by Step Guide
# Table of Contents

Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Start Speech Recognition in Windows 7</td>
<td>3</td>
</tr>
<tr>
<td>To Open Speech Recognition at Startup</td>
<td>4</td>
</tr>
<tr>
<td>To Start Speech Tutorial</td>
<td>4</td>
</tr>
<tr>
<td>How to Control the Microphone</td>
<td>4</td>
</tr>
<tr>
<td>To Improve Speech Recognition Accuracy</td>
<td>4</td>
</tr>
<tr>
<td>To Train a word or Phrase</td>
<td>4</td>
</tr>
<tr>
<td>To View Common Speech Recognition Commands</td>
<td>5</td>
</tr>
<tr>
<td>Windows 7 Commonly Used Commands</td>
<td>5</td>
</tr>
<tr>
<td>To troubleshoot Speech Recognition Problems</td>
<td>6</td>
</tr>
<tr>
<td>To Set the Default Audio Recording Device and adjust the microphone input level</td>
<td>7</td>
</tr>
<tr>
<td>Use the Dictation Scratchpad</td>
<td>7</td>
</tr>
</tbody>
</table>
To Start Speech Recognition in Windows 7

1. Go to the Start button.
2. Click on Control Panel.
3. Click on Search box in the upper right-hand corner.
4. Type “Speech”.
5. Click on Speech Recognition.
6. Click on Start Speech Recognition.
7. Click on Next.
8. Select the type of microphone you are using and click on Next.
9. Check the position of your microphone and click on Next.
10. Read the sentence provided and click on Next.
   
   Note: You can proceed to the next page only after reading the sentences.
11. Click on Next.
12. Choose “Disable document review” radio button and click on Next.
13. Choose “Voice activation mode” radio button and click on Next.
14. Click on Next.
15. Click on Next.

   Note: you can access the list of commands the computer can respond to later if you do not want to print it out at this time (see “To View Common Speech Recognition Commands” below)
16. Click on Next.

   Note: you can uncheck “Run Speech Recognition at startup” box if you do not want Speech Recognition to start automatically.
17. Click on Start Tutorial if you are new to Speech Recognition or Skip Tutorial

   Note: you can take the tutorial at another time (see “To Start Speech Tutorial” instructions below).
To Open Speech Recognition at Startup

1. Right-click on **Speech Recognition Bar** to get a list of options (see figure 2).
2. Move mouse over **Options**.
3. Click on **Run at startup** from the sub-menu.

To Start Speech Tutorial

1. Right-click on **Speech Recognition Bar**.
2. Click on **Start Speech Tutorial**.

How to Control the Microphone

1. Say “**start listening**” or click the **Microphone** to start the listening mode.
2. Say “**stop listening**” or click the **Microphone** to stop the listening mode.

To Improve Speech Recognition Accuracy

1. Right-click on **Speech Recognition Bar**.
2. Move mouse over **Configuration**.
3. Click on **Improve Voice Recognition** from the sub-menu.
4. Follow the Speech Recognition **Voice Training tutorial**.

To Train a word or Phrase

1. Say “**Open Speech Dictionary**” OR
2. Right-click on **Speech Recognition Bar**.
3. Click on **Open the Speech Dictionary**.
4. Click on **Add a new word** (You can also say it).
5. Type in the **word or phrase** you want to train.
6. Click on **Next**.
7. Check the **Record a pronunciation upon Finish** box.
8. Make sure speech recognition bar says “Listening” (see figure 3).

9. Click the Finish button.

10. Click the Record button. (Note: Make sure you are satisfied with your recording before moving further. If not, repeat step 8.)

11. Uncheck I want to make more modifications to the Speech Dictionary upon Finish box.

12. Click on Finish.

To View Common Speech Recognition Commands

1. Right-click on Speech Recognition Bar.

2. Click on Open Speech Reference Card.

3. Click on Common Speech Recognition Commands.

Windows 7 Commonly Used Commands

<table>
<thead>
<tr>
<th>To…</th>
<th>Say…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate within desktop, applications, and internet browsers</td>
<td>Show Numbers</td>
</tr>
<tr>
<td>Open a program</td>
<td>Open program name</td>
</tr>
<tr>
<td>Close a program</td>
<td>Close that</td>
</tr>
<tr>
<td>Click any item</td>
<td>Click file name</td>
</tr>
<tr>
<td>Double-click any item</td>
<td>Double-click file name</td>
</tr>
<tr>
<td>Switch to an open program</td>
<td>Switch application</td>
</tr>
<tr>
<td>Insert a new paragraph or new line in a document</td>
<td>New paragraph; New line</td>
</tr>
<tr>
<td>Select a word in a document</td>
<td>Select word</td>
</tr>
<tr>
<td>Correct a word in a document</td>
<td>Correct word</td>
</tr>
<tr>
<td>Delete specific words in a document</td>
<td>Delete word</td>
</tr>
<tr>
<td>Go to the start of the sentence that the cursor is in</td>
<td>Go to start of sentence</td>
</tr>
<tr>
<td>Go to the start of the paragraph the cursor is in</td>
<td>Go to start of paragraph</td>
</tr>
<tr>
<td>Go to the start of the document</td>
<td>Go to start of document</td>
</tr>
<tr>
<td>Go to the end of the sentence</td>
<td>Go to end of sentence</td>
</tr>
<tr>
<td>Go to the end of the paragraph</td>
<td>Go to end of paragraph</td>
</tr>
</tbody>
</table>
To troubleshoot Speech Recognition Problems

There are several possible causes of the problem:

- The microphone isn’t close enough to pick up your voice.
  Make sure that the microphone is positioned close enough and that you are speaking directly into it.
- The microphone is muted. Some microphones have an external control for muting. Make sure the mute control is turned off.
- The microphone input level is too low. Make sure that the microphone input level is set properly. (see instructions below)
- The microphone connections are not properly attached. Make sure the microphone wires are intact and unbroken. The connections to the computer might be loose, so unplug the wires and reconnect them, making sure they fit snugly.
- A different microphone is selected for use with Speech Recognition. If you have more than one microphone installed on your computer, the wrong one might be selected for use with Speech Recognition. Make sure that you’re using the microphone selected for Speech Recognition. (see instructions below)
To Set the Default Audio Recording Device and adjust the microphone input level

1. Click the **Start** button.

2. Click the **Control Panel**.

3. Type “**Sound**” in the **Search Control Panel** box in the top right-hand corner.

4. Click the **Sound** link.

5. Click the **Recording** tab.

6. Click to highlight the **type of microphone*** that you have connected to the computer for Speech Recognition.

7. Click the “**Set Default**” button, and a green circle with a white check mark will appear by the default device.

8. Double-click the **default** recording device to access a set of configuration options.

9. Click the **Levels** tab.

10. Click and drag the **slider bar** to the right in order to increase the input level for your microphone if it’s less than half way.

* Find the manufacturer and model on your microphone to identify type of microphone you have or the package it came in. The picture will not exactly match the type of microphone you have.

If you have questions or any problems, contact the Adaptive Computing Technology Center at (573) 882-8838 or visit our web site for more help at [http://actcenter.missouri.edu](http://actcenter.missouri.edu).

Use the Dictation Scratchpad

1. Open the program that you want to dictate text into.

2. Say “**Start Listening**” or click the **Microphone** button to start the listening mode.

3. Say “**show Speech Options**” say “**Options**” and then say “**Enable dictation scratchpad.**”

4. Dictate the text that you want. The scratchpad appears, allowing you to see and correct the text that you want to dictate. When you’re ready to insert the text into the program, say “**insert.**”

For additional help on Windows Speech Recognition on [Microsoft’s web site](http://microsoft.com).