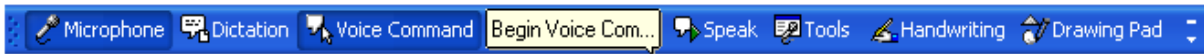


Speech Recognition in Word



Did you know that Microsoft Word has a speech recognition feature? All you need is a high quality close-talk microphone and you can get started. Note that only Windows 2000 with service pack three or Windows XP or later has this feature.

Getting Started

To increase speech recognition accuracy, train the computer to recognize how you speak. Open Microsoft Word and on the **Tools** menu, click **Speech**. After the installation is complete, click Next to train speech recognition and follow the on-screen directions.

The Toolbar

Microphone: Click to turn on or off. When turned on, Dictation and Voice Command options are available.

Dictation: Click to begin dictating to the computer. As you speak, you'll see a blue bar on the screen that means the computer is processing your voice as your words are recognized; text is displayed on the screen.

Voice Command: Click to select menu, toolbar, dialog box, and task pane items by simply saying their names. This means that you can give voice commands for just about anything you can read in an Office program. This also allows you to edit your document by using the edit commands.

Command Window: Tell what mode you are in and what commands are being performed.

Speak: Turns on text-to-speech feature. This allows the computer to speak the text in the document.

Tools: Click on this to do more training, select a user, or change options.

Handwriting: Click this for handwriting recognition.

Drawing Pad: Click this for the drawing pad.