

About speech recognition

You can use speech recognition to dictate text into any Office program. You can also select menu, toolbar, dialog box (U.S. English only), and task pane (U.S. English only) items by using your voice.

Speech recognition is not designed for completely hands-free operation; you'll get the best results if you use a combination of your voice and the mouse or keyboard.

To use speech recognition for the first time, install it by clicking **Speech** on the **Tools** menu in Microsoft Word, or by doing a custom installation. After speech recognition is installed, it is available on the **Tools** menu in any speech-enabled Office program.

Speech recognition requirements

To use speech recognition, you need the following:

- A high quality close-talk (headset) microphone with gain adjustment support
(A universal serial bus (USB) microphone is recommended.)
- A 400 megahertz (MHz) or faster computer
- 128 MB or more of memory
- Windows 2000 with Service Pack 3 or Windows XP or later
- Microsoft Internet Explorer 5.01 or later

After speech recognition is installed, you can increase speech recognition accuracy by taking a few minutes to train the computer to recognize how you speak.

When you read aloud the prepared training text, the training wizard can look for patterns in the way you speak, and gather voice data that helps interpret the words that you'll dictate into Office programs. The training session includes help with adjusting your microphone, and it should take less than 15 minutes to complete.

Additional training may increase speech recognition accuracy. At any time, you can go back to the training wizard to read additional training text.

Dictating text and giving commands

You can use speech recognition by clicking or saying the name of buttons on the **Language** bar to switch between two modes— Dictation mode and Voice Command mode.

The **Language** bar appears in the upper-right corner of the screen.

Language bar with text labels hidden

Note The **Language** bar by default shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

You'll switch between **Dictation** and **Voice Command** less often and save time if you complete dictation first, review your file and then format text or make corrections.

Dictation

In Dictation mode, you can dictate just about anywhere you can type in an Office program.

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.

You can continue to speak while the computer processes your voice; you don't have to wait until the blue bar disappears to speak again.

Previously recognized text

Blue bar that indicates the computer is processing your voice

Voice Command

In Voice Command mode, you can select menu, toolbar, dialog box (U.S. English only), and task pane (U.S. English only) 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.

For example, to change font format, you can say "font" to open the **Font** box on the **Formatting toolbar**, and then say a font name.

Or to format selected text, say "bold" or "underline."

Install speech recognition

If you recently purchased a new computer, the Microsoft speech recognition engine might have been installed by the computer manufacturer. No further installation is necessary. If you installed Microsoft Office XP, or if you purchased a new computer with it installed, the speech recognition engine is included, but might not be installed. Follow one of the procedures below to install it.

To determine if the speech recognition engine is installed

- Click **Start**, click **Control Panel**, click **Sounds, Speech, and Audio Devices**, and then click **Speech**.

If the **Speech Recognition** tab is available in **Speech Properties**, the speech recognition engine is installed. If it is not available, the engine is not installed.

To install speech recognition from Microsoft Word 2002

1. Open Microsoft Word.
2. On the **Tools** menu, click **Speech**.

Speech recognition is available in all Microsoft XP Office programs, as well as other programs for which it is enabled, such as Microsoft Internet Explorer.

To install speech recognition using Add or Remove Programs

1. Open Add or Remove Programs in Control Panel.
2. Click **Change or Remove Programs**, click **Microsoft Office XP Professional with FrontPage**, and then click **Change**.
3. Click **Add or Remove Features**, and then click **Next**.
4. Under **Features to install**, double-click **Office Shared Features**.
5. Double-click **Alternative User Input**, click **Speech**, click the down arrow, and then click **Run from My Computer**.
6. Click **Update**.

Notes

- To open Add or Remove Programs, click **Start**, click **Control Panel**, and then click **Add or Remove Programs**.
- If you are using a tablet computer, you can use Tablet PC Input Panel for handwriting and speech tasks. For more information about Input Panel, click **Related Topics**.

Important

- Speech recognition engines are language-specific. The first three Microsoft speech engines that are available are Simplified Chinese, U.S. English, and Japanese. Engines for other languages will become available.

Install and train speech recognition

Speech recognition is installed in all Office programs by initially using the feature in Microsoft Word, or by doing a custom installation.

After speech recognition is installed, you can increase speech recognition accuracy by taking a few minutes to train the computer to recognize how you speak by reading aloud prepared training text.

Install and train speech recognition through Word

1. Open Word.
2. On the **Tools** menu, click **Speech**.
You're asked if you want to install the feature. Click **Yes**.
3. After the installation is complete, click **Next** to train speech recognition.
Training begins with help in adjusting your microphone.

Notes

- After speech recognition is installed, it is available on the **Tools** menu in all Office programs.
- If you do not train after you install speech recognition, you can train by clicking **Tools** on the **Language** bar, and then clicking **Training**.
- You can get help adjusting your microphone by clicking **Tools** on the **Language** bar, clicking **Options**, and then clicking **Configure Microphone**.

How to speak to a computer

When speaking to others, you're usually understood whether you whisper or shout, or talk fast or slow. However, a computer understands speech best when spoken to in a more predictable way.

- Speak in a consistent, level tone. Speaking too loudly or too softly makes it difficult for the computer to recognize what you've said.
- Use a consistent rate, without speeding up and slowing down.

- Speak without pausing between words; a phrase is easier for the computer to interpret than just one word.

For example, the computer has a hard time understanding phrases such as, "This *(pause)* is *(pause)* another *(pause)* example *(pause)* sentence."

Because we don't usually need to think about how to speak, it can seem a little awkward at first to speak to a computer. However, with a little practice, speaking to a computer will become more natural.

Speech recognition tips

- Start by working in a quiet environment so that the computer hears you instead of the sounds around you, and use a high quality close-talk (headset) microphone.

If your work environment has a lot of noise or if the noise level varies during the day, try creating different speech recognition profiles for different times of day. If you work in several different environments, create different profiles for each environment.

- Keep the microphone in the same position; try not to move it around once it's adjusted.
- Train your computer to recognize your voice by reading aloud prepared training text in the training wizard. Additional training may increase may speech recognition accuracy.
- As you dictate, don't be concerned if you do not immediately see your words on the screen. Continue speaking and pause at the end of your thought. The computer will display the recognized text on the screen after it finishes processing your voice.
- Pronounce words clearly, but don't separate each syllable in a word. For example, sounding out each syllable in "e-nun-ci-ate" will make it harder for the computer to recognize what you've said.
- Remember to turn the microphone off when you are not using speech recognition. Speech recognition will continue to process sounds until the microphone is turned off.

Language bar speech recognition messages

As you work, messages on the **Language** bar offer help or hints. In Voice Command mode, you'll see the name of the last recognized command you said using speech recognition. If you used your mouse or keyboard instead of speech recognition, you'll see the name of the command you could say.

Language bar speech message

Note The **Language** bar by default shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

In Dictation mode, the messages may increase speech recognition accuracy. For example, the "Too soft" message means that you may be speaking too softly for the computer to recognize your words.

Message	Means that you should...
Too soft	Try speaking more loudly
Too loud	Try speaking more quietly
What was that?	Try repeating your words
Too fast	Try speaking more slowly

Note You can turn the messages on or off by clicking **Speech Tools** on the **Language** bar, and then clicking **Show Speech Messages**.

Format text by using speech recognition

1. If the microphone is not already turned on, click **Microphone** on the **Language** bar.
2. On the **Language** bar, click **Voice Command**.
3. Select the text you want to format by using your voice.

For example, you can say:

- o "Select next word"
- o "Select last word"
- o "Select next line"
- o "Select last line"
- o "Select paragraph"

4. Say the command you want.

For example, say "bold" or "underline." Or to change the font, say "font" or "font face," and then say "Tahoma."

Add to or delete from the speech recognition dictionary

You can add words, such as your company's name, to the speech recognition dictionary, or delete words you no longer use.