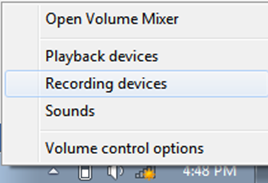
Windows Speech Recognition

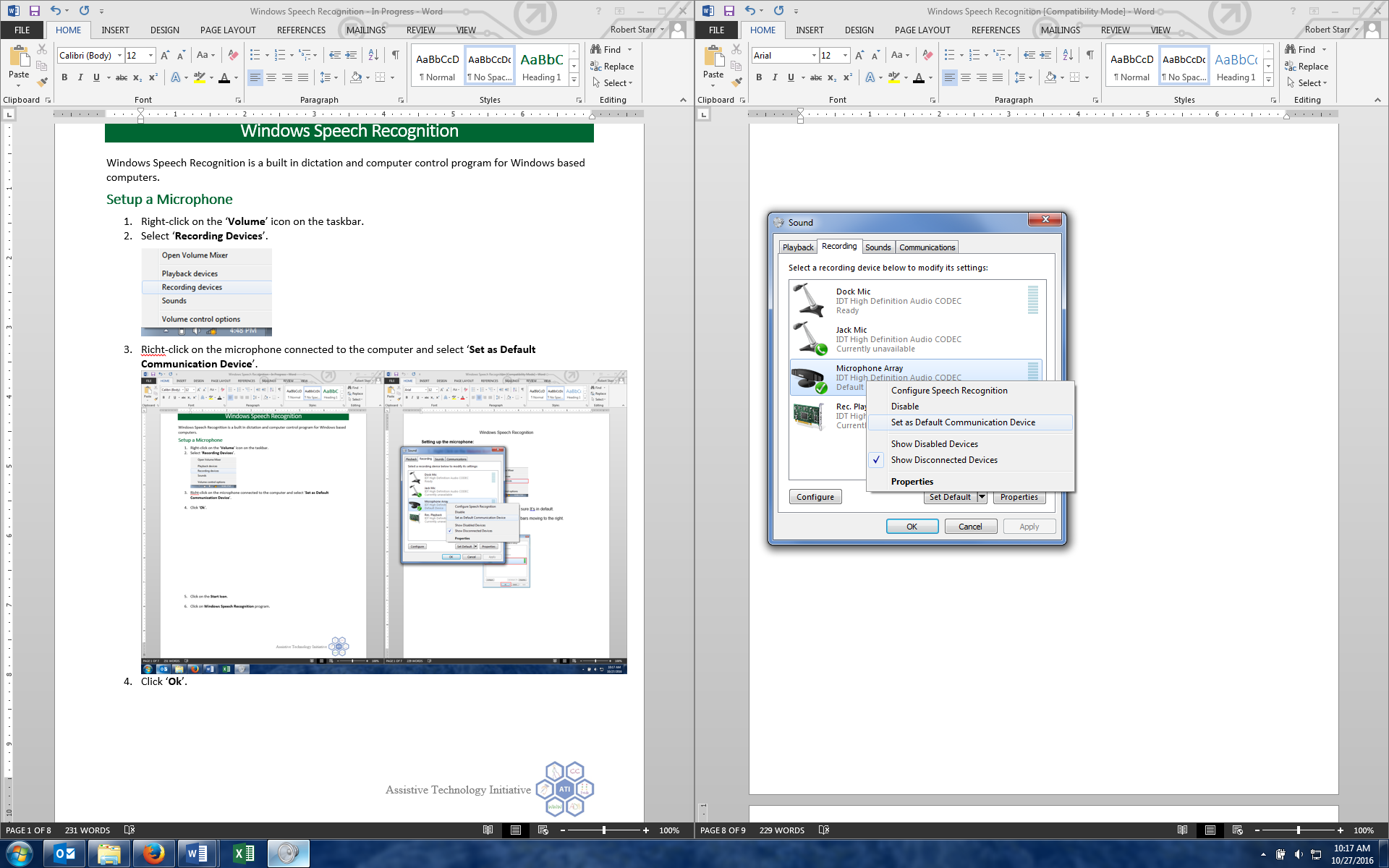
Windows Speech Recognition is a built in dictation and computer control program for Windows based computers.

# Setup a Microphone

1. Right-click on the ‘**Volume**’ icon on the taskbar.
2. Select ‘**Recording Devices**’.



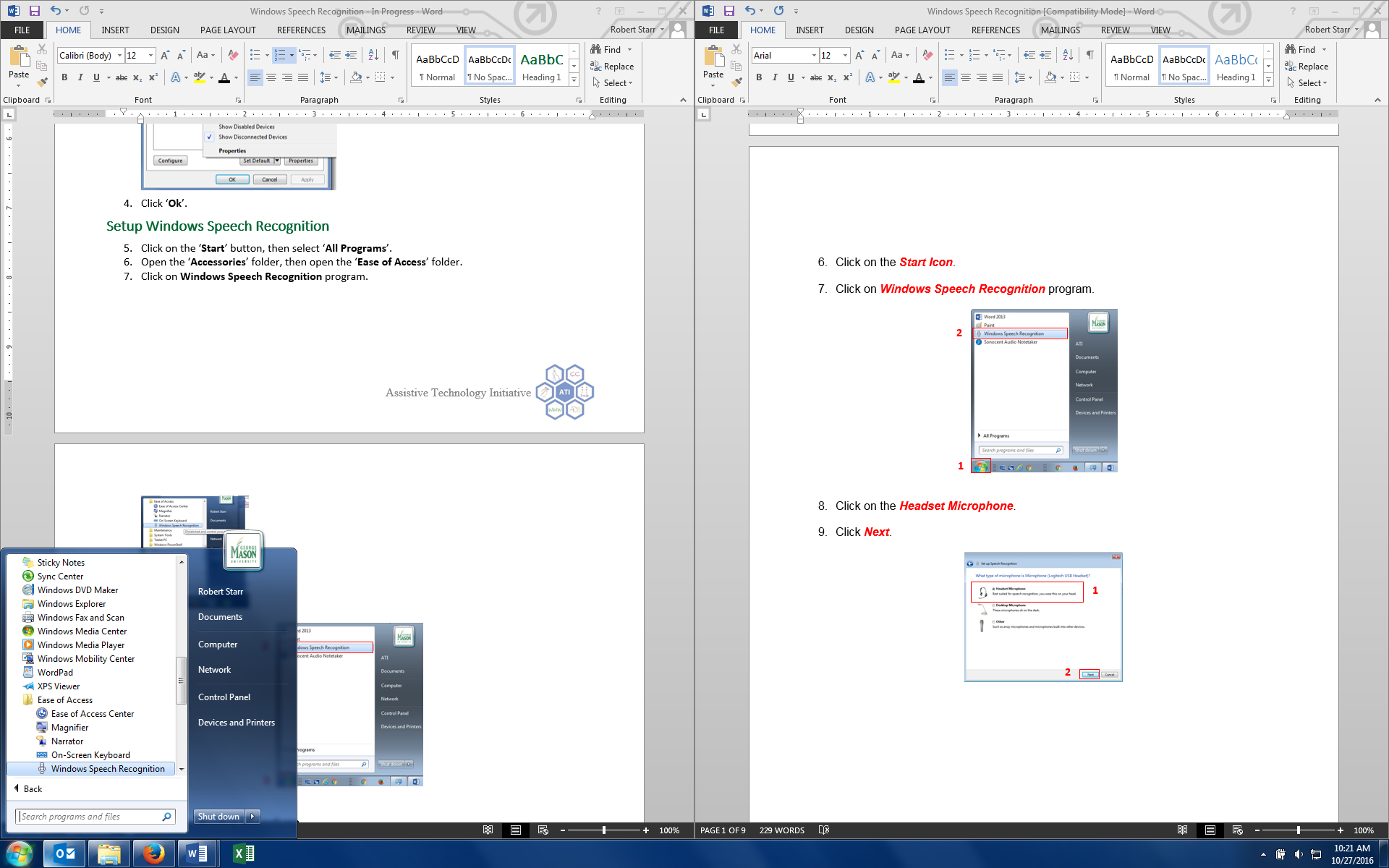
1. Richt-click on the microphone connected to the computer and select ‘**Set as Default Communication Device**’.



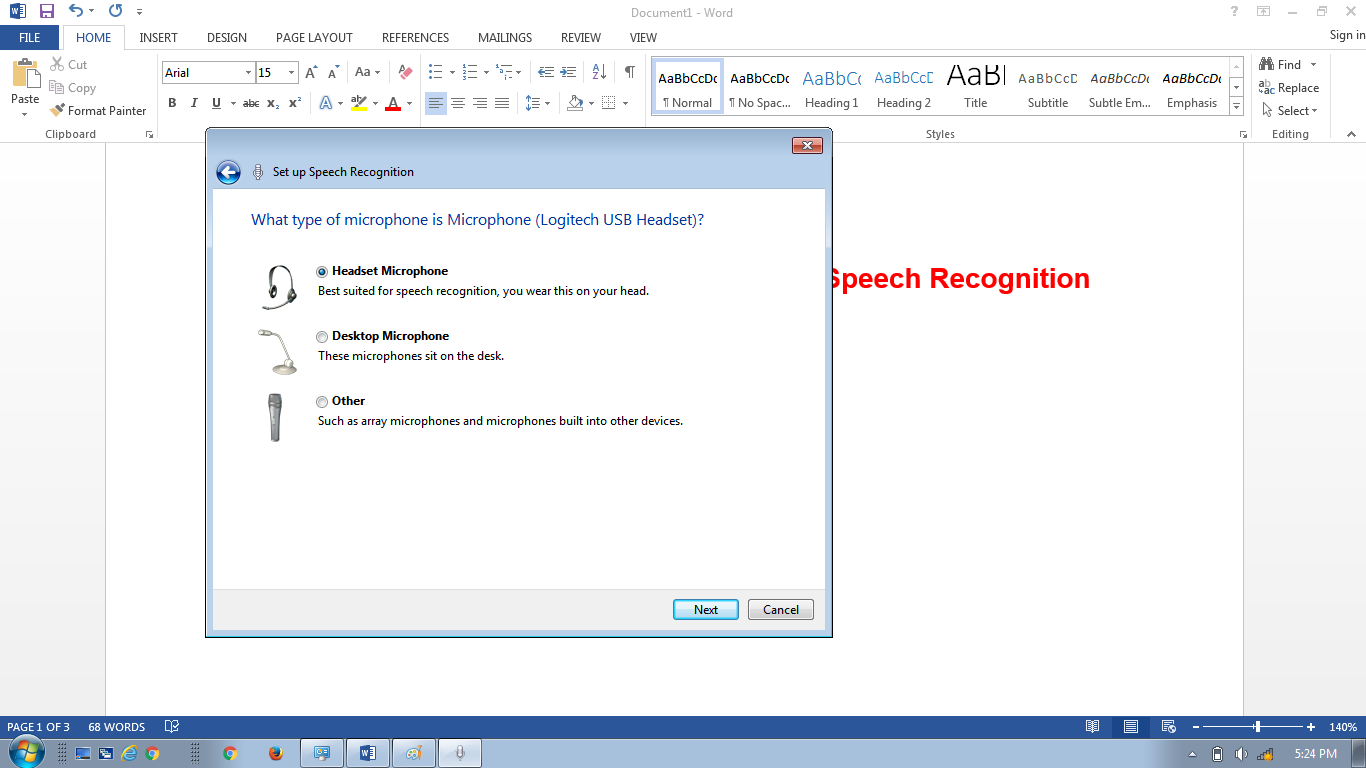
1. Click ‘**Ok**’.

# Setup Windows Speech Recognition

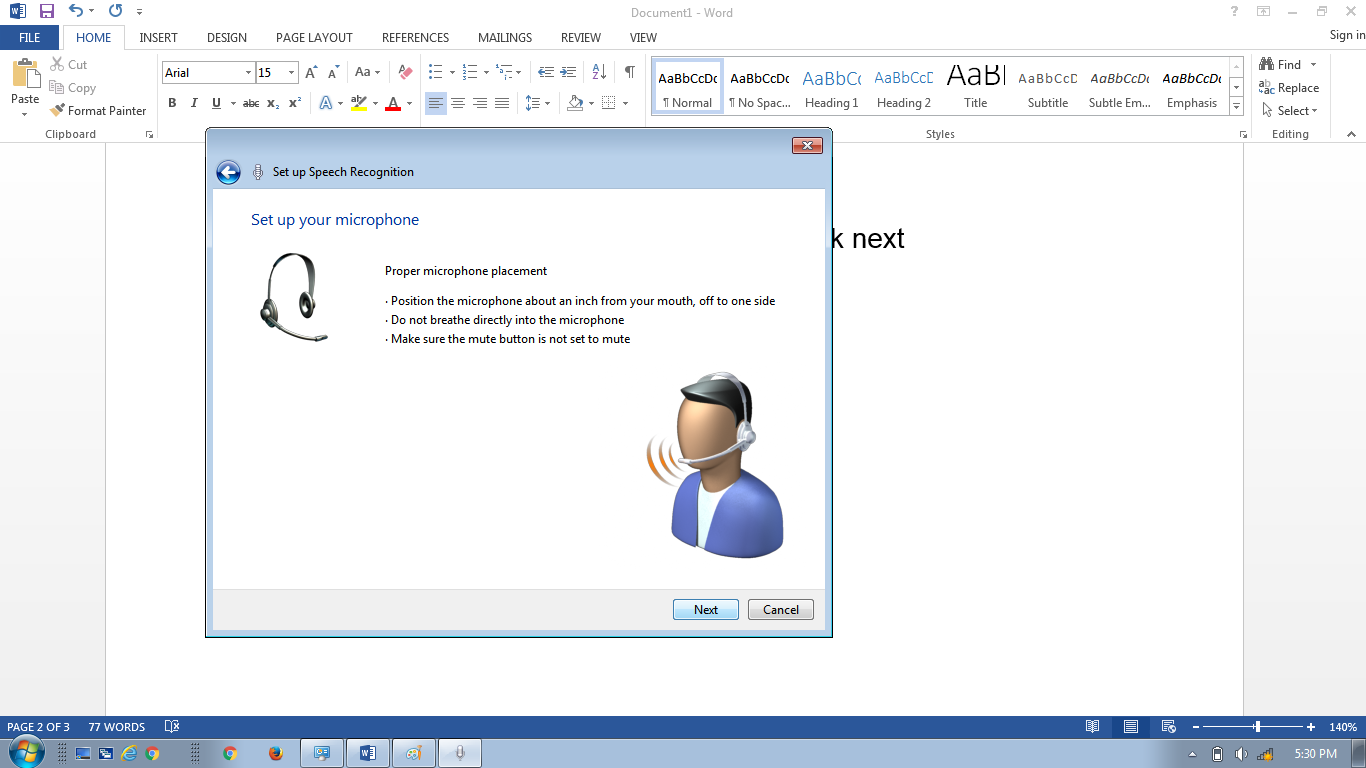
1. Click on the ‘**Start**’ button, then select ‘**All Programs**’.
2. Open the ‘**Accessories**’ folder, then open the ‘**Ease of Access**’ folder.
3. Click on **Windows Speech Recognition** program.



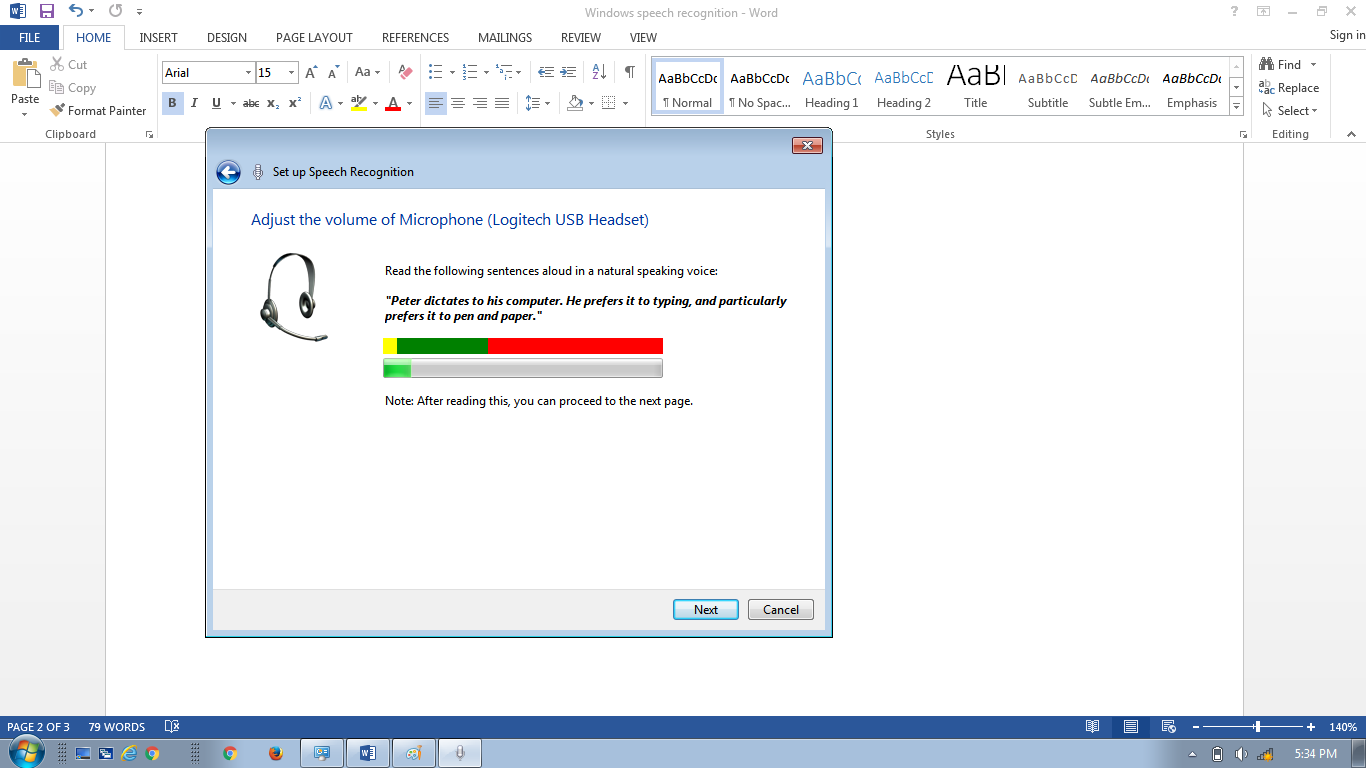
1. Select the type of microphone connected to the computer, then click ‘**Next**’.



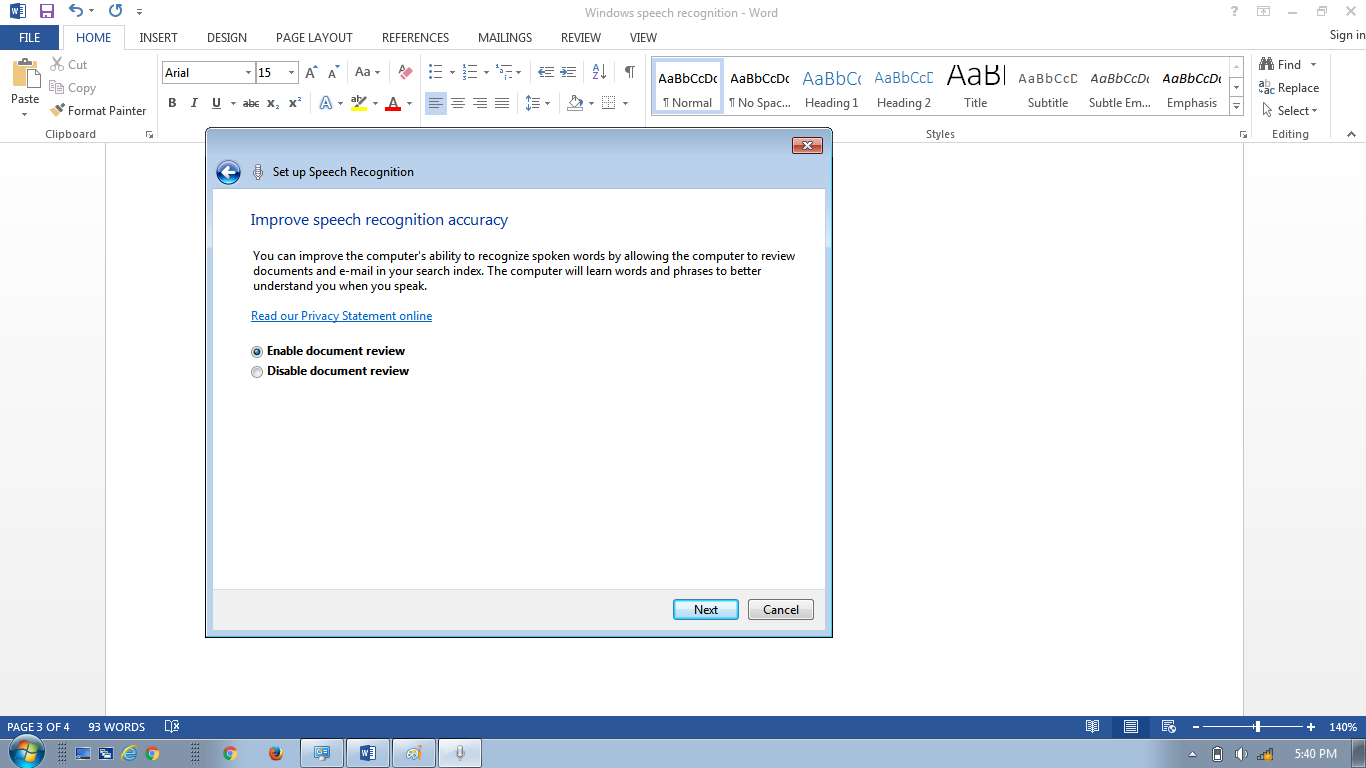
1. Adjust the microphone placement for the microphone to properly recognize your voice, then click ‘**Next**’.



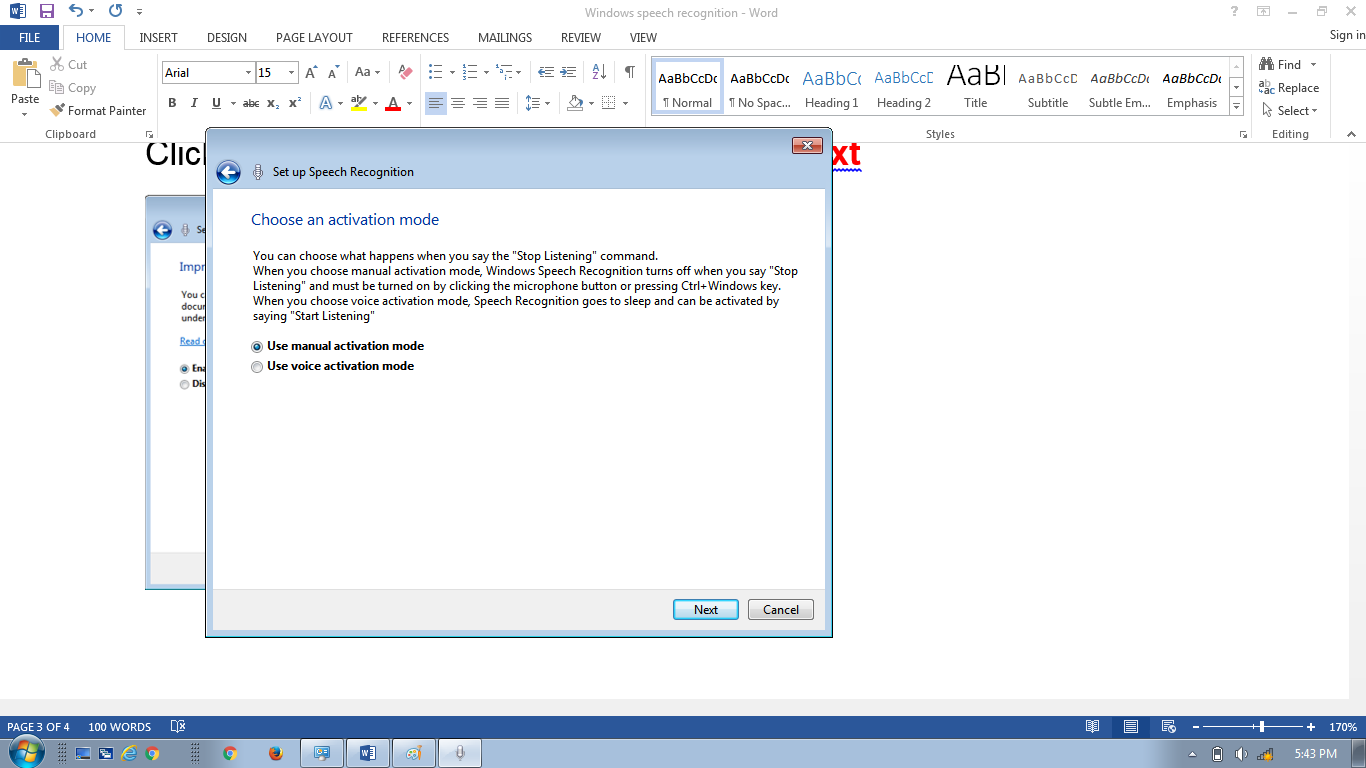
1. Test the microphone volume by reading the prompt.



1. Click ‘**Next**’.
2. The microphone is now connected to Windows Speech Recognition. Click ‘**Next**’ to continue.
3. Windows Speech Recognition can review documents and email to improve recognition. Either select ‘**Enable Document Review**’ or ‘**Disable Documentation Review**’.

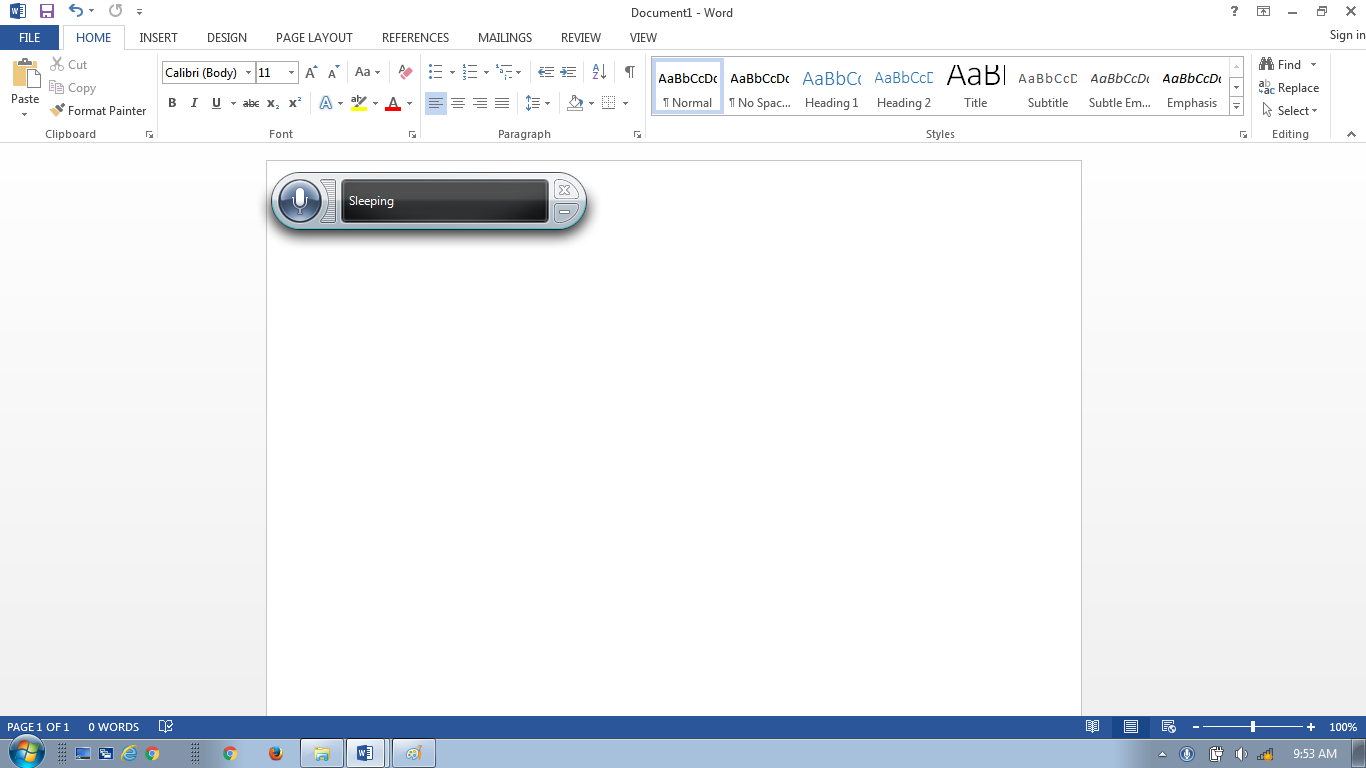


1. Click **Next**.
2. Select which activation mode to start speech recognition by choosing ‘**Use manual activation mode**’ or ‘**Use voice activation mode**’.
3. Click ‘**Next**’.

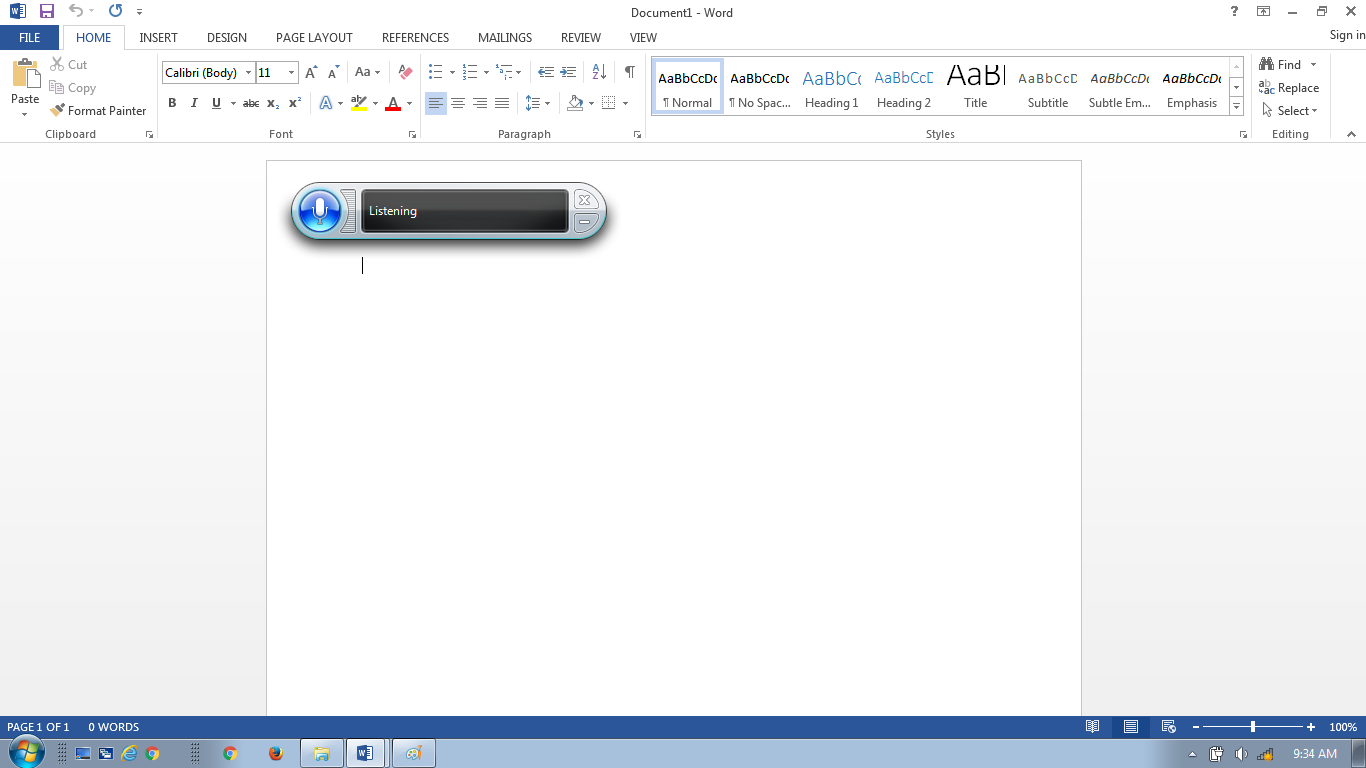


# Use Windows Speech Recognition

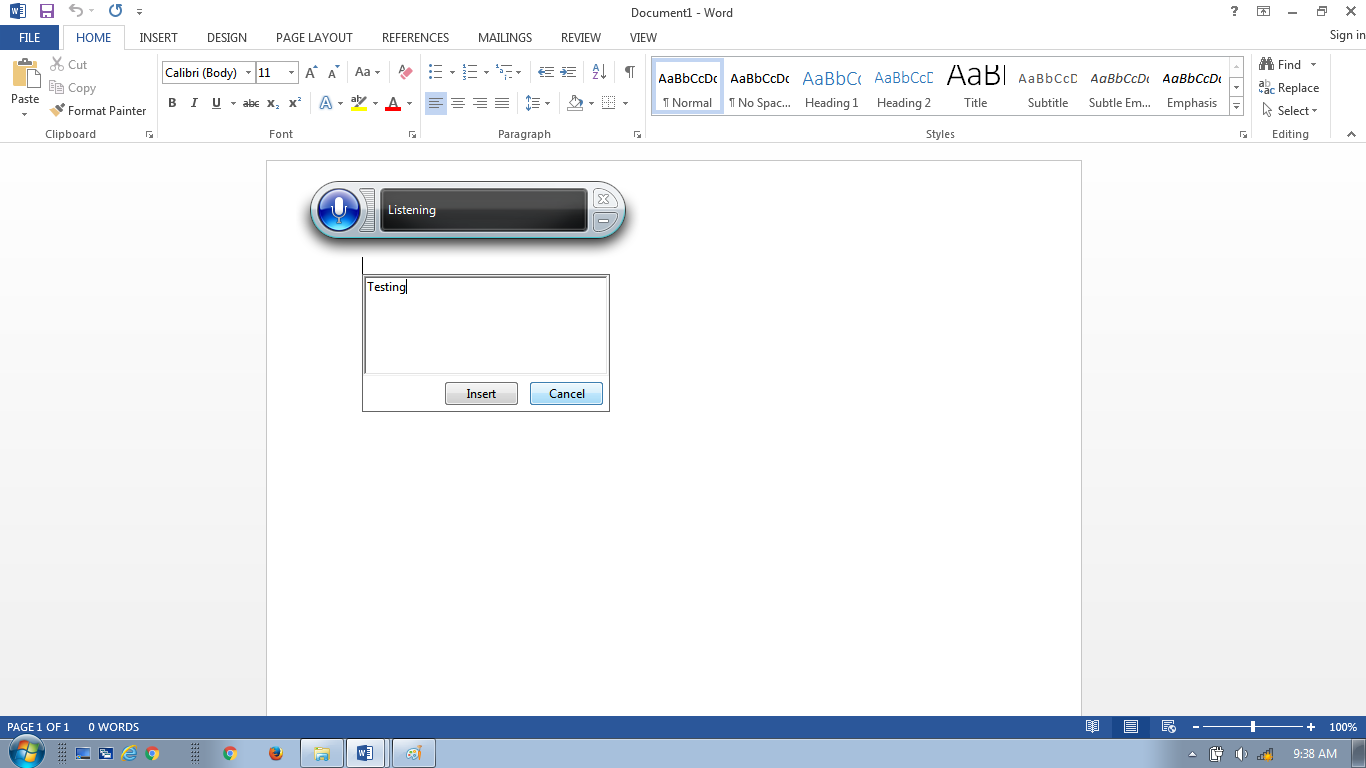
1. Windows Speech Recognition will start in sleep mode.



1. Depending on which activation mode was selected, either press the microphone button or say “start Listening” to start speech recognition.



1. Open a Word document and start dictating. As Windows Speech Recognition begins listening the text will appear in a textbox below Windows Speech Recognition. Click the ‘**Insert**’ button to transpose the text into the Word document. Some versions of Windows Speech Recognition may automatically insert the text into the Word document.



1. Either click on the microphone or say “Stop Listening” to deactivate recognition.

# Additional Information

Watch a YouTube video for more information on Windows Speech Recognition. <https://www.youtube.com/watch?v=jgPVOHeA7LM>