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Kurzweil VoicePad Windows

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Command Lists

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For Help on Help, press F1.

Voice Alphabet

To capitalize a letter by voice, say *capital-* followed by the alphabet word. For example, say *capital-delta* as the first letter of Donna. See [Spelling By Voice](#) for more information.

<u>Letter</u>	<u>Say</u>	<u>Letter</u>	<u>Say</u>
a	<i>alpha</i>	n	<i>november</i>
b	<i>bravo</i>	o	<i>oscar</i>
c	<i>charlie</i>	p	<i>papa</i>
d	<i>delta</i>	q	<i>quebec</i>
e	<i>echo</i>	r	<i>romeo</i>
f	<i>foxtrot</i>	s	<i>sierra</i>
g	<i>golf</i>	t	<i>tango</i>
h	<i>hotel</i>	u	<i>uniform</i>
i	<i>india</i>	v	<i>victor</i>
j	<i>juliet</i>	w	<i>whiskey</i>
k	<i>kilo</i>	x	<i>x-ray</i>
l	<i>lima</i>	y	<i>yankee</i>
m	<i>mike</i>	z	<i>zulu</i>



Choose a topic to display the topic contents.

Customizing Commands

[Understanding Commands and Command Lists](#)

[Placing a New Command in the Correct Command List](#)

[Designing a Command](#)

[Adding a Command](#)

[Editing a Command](#)

[Deleting a Command](#)

[Training New Commands](#)

Voice-Enabling a New Application

[Overview of the Process](#)

[Adding an Open-Application Command](#)

[Using Command Learning](#)

[Example of Voice-Enabling an Application](#)

For Help on Help, press F1.



Introduction to Commands

Commands translate spoken words into actions. When you say *down-arrow*, Kurzweil VoicePad tells your computer to move the insertion point down one line in the document. When you say *file-menu*, Kurzweil VoicePad opens the File menu.

You can also create a command to insert text. [Example](#) →

Command Lists Are Available in Context

Kurzweil VoicePad groups all commands into logically related lists, and makes appropriate lists available when you need them. For example, Kurzweil VoicePad groups all commands that move the insertion point in the Navigation Keys command list and commands that let you work with features of a particular dialog box are grouped in a command list that is specific to that dialog box.

For more information on command lists, choose one of the topics below.

[When is a Command List Active?](#)

[Where Do I Place a New Command That I Add?](#)

For example...

You could create a command that lets you say *Kurzweil* to insert "Kurzweil Applied Intelligence."



When you make a window **active**, Kurzweil VoicePad automatically switches to a valid set of command lists. Not all lists are available at all times, however. Different lists are available when you dictate, control menus, or use a dialog box or the **Keyboard window**.

For example, if you are dictating and say the command *file-menu*, the focus moves to the menu bar and the File menu opens. Kurzweil VoicePad switches from a set of command lists that are active for dictation to a set of lists that are active for menu control.

If you say a command that is not valid for the context, Kurzweil VoicePad does not recognize it.

To see the lists that are available in a specific location

Look in the Active Words window. If the Active Words window is not displayed, say *open-active-words*. As you scroll through the list you see the name of each command list in **bold** letters.

To see a list description

Click on any item below to see a command list description.

Kurzweil VoicePad Commands

Continuous Digits

[Dialog Box Name]

Extended Keys

Free Text

Global Words

KV Dictation Commands

Menu Commands

Navigation Keys

Punctuation Keys

Voice Alphabet

Windows Commands

Windows Menu Commands



When adding your own command, it is important that you [place it](#) in the correct [command list](#) in the [Active Words window](#) so it will be available when you need it.

There are only two command lists in which you should place any new commands: Kurzweil VoicePad Commands and Global Words.

To decide what list you should place a new command in, determine what action the command performs and place it in a list with commands that perform similar actions.

New commands can easily be added to the VoicePad Commands list by clicking the Add Command button on the Kurzweil VoicePad toolbar. All commands added in this manner will be available to you in VoicePad's main window.

Refer to the table below as a guideline to place your command in a list.

<u>Action the Command Performs</u>	<u>Command List</u>
Displays a pull-down menu or executes a menu shortcut key	Kurzweil VoicePad Commands
Performs a macro	Kurzweil VoicePad Commands
Inserts a block of text (text expansion)	Kurzweil VoicePad Commands
Inserts words such as acronyms, company names, or work-related terms that other users might also need	Global Words

Tip: You can add a word to the [Free Text list](#), but the best way to do it is by saying the word as you dictate. When Kurzweil VoicePad does not recognize the word, use [correct-that](#) to add it. Free Text is user-specific. If you want to add a word that you can share with other users, place it in the [Global Words list](#).

See Also

[Understanding Command Lists](#)

To specify the command list to place a new command in

Highlight the correct command list in the Active Words window before choosing Add from the Edit menu or [pop-up menu](#).



Follow the process below to ensure greater success when adding commands.

To design the command

- 1 Do a test run of the command you are designing and write down each step you do.
- 2 Design the spoken phrase that you want to use to invoke the command. Make sure the command phrase:
 - Is pronounceable
 - Is memorable
 - Is acoustically distinct
 - Says what the user will see, whenever possible

Important: See [command name guidelines](#).

When the design is complete

Complete the following additional steps:

- 4 [Add the command](#).
- 5 [Train the command](#).
- 6 Test and [edit the command](#) if you find mistakes.

See Also

[Components of a Command](#)

Command name guidelines

Do not use a single **free text** word as a command name; instead create a command phrase with at least two words.

Guard against adding duplicate commands with slight capitalization or spacing variations by using the following conventions:

- Lowercase all words.
- Put hyphens between words.

EXAMPLE: tools-options



When you add or edit a command you supply a number of command components. If you intend for other users to be able to use the added or edited commands, it is helpful to understand these components. [Maximize](#) this Help window to see all columns in the table.

<u>Component Description</u>	<u>Example</u>	<u>Defined/Stored</u>
command name (spelling in the Active Words window; lowercase with hyphens)	bold-italic	Defined on the Add/Edit Command dialog and stored in a file that can be shared with other users
command actions (key presses performed by the command)	press Ctrl + B, then press Ctrl + I	Defined on the Add/Edit Command dialog and stored in the same shareable file as the command name
command model (speech sample of words you speak to invoke the command)	<i>bold-italic</i>	Created when each user trains the new command, and stored with each user's voice profile (not shared by other users)

See Also

[Sharing New Commands with Other Users](#)



Kurzweil VoicePad supports two basic ways of adding new commands:

- To add commands that are available in the main dictation window, simply click the Add Command button on the VoicePad toolbar.
- To add a command to a different command list, insert the command using the Active Words window.

The [Active Words window](#) lets you add your own command to a selected command list. For information on selecting the appropriate list, see [Placing a New Command in the Correct Command List](#).

Note: If you see a red diamond (♦) next to a command, you do not need to add it, but you must [train](#) it before you can use it.

Before you start the procedure, open Kurzweil VoicePad and make it [active](#). If you are adding a command to use in a dialog box, open that dialog box.

To open the Add Command dialog

- 1 Say *open-active-words* or click on the Active Words window.
- 2 Highlight the command list that you want to add the new command to.
- 3 Choose Add from the Edit menu or from the [pop-up menu](#). The Add Command dialog appears. Click to see a [picture with details](#) →

To define the new command name and type

- 4 In the **Word is spelled** text box, enter the command name by keyboard or by [voice alphabet](#). This entry will appear in the command list in the Active Words window, and the phrase is what you will say to use the command.

Important: See [command name guidelines](#).

- 5 In the **Word is** box, select one option to specify whether the command:
 - Performs a command action (select 'a command')
 - Note:** The action can include inserting text. For example, if you your command inserts text and changes the text style to bold, you should select 'a command.'
 - Only inserts text (select 'text') When you make this selection, the Add Command dialog changes to provide appropriate options in the **Define Action** box. Click to see a [picture with details](#)
- . [Skip to step 9](#).

If the command performs an action

- 6 In the **Define Action** box, say or press the key sequence that you want the spoken command to perform. See [Define Action guidelines and examples](#). If you need to change your input to this box, use the Clear button and say or press keys again.
- 7 If you want Kurzweil VoicePad to ask you whether you really want to complete the command each time you use it, select the **Confirms before** option.
- 8 If the command action moves the insertion point in Kurzweil VoicePad, select the **Clears Alternatives** option. Doing so tells Kurzweil VoicePad to clear [alternatives](#) from the [Take window](#) when the command is executed. [Skip to step 11](#).

If the command inserts text

- 9 In the **Define Action** box, type or spell by [voice alphabet](#) the text the command should insert.
- 10 If you want to override automatic capitalization and spacing when the text is inserted,

select one or more of the following options:

No spaces before: Inserts the text without a space before it.

No spaces after: Inserts text without a space after it.

Initial cap after: Capitalizes the first letter of the word that follows the inserted text.

Space Caps will ignore: Causes automatic capitalization rules to skip the inserted text when determining spacing and capitalization of surrounding words.

To save the command

11 Choose OK to save the new command and return to the Active Words window.

To train the new command

Before you can use the new command you must [train](#) it. See [Training New Commands](#).

To share the new command with users on other PCs

See [Sharing New Commands with Users on Other PCs](#).

Important: When you add and train a command, Kurzweil VoicePad edits your installation to include your customizations. To protect your customized commands from loss, you or your system administrator should back up Kurzweil VoicePad regularly.

See Also

[Adding a Global Words Command](#)

[Examples of Adding a Command](#)

[Editing a Command](#)

Define Action guidelines and examples

Kurzweil VoicePad uses characters to represent extended key sequences. The table below lists examples of the character(s) that appear in the **Define Action** box when you press keys or say commands for keys to define an action.

<u>If you press or say...</u>	<u>This displays...</u>
F6	{F6}
Shift+F6	+{F6}
Ctrl+Shift+F6	&+{F6}
Ctrl+F6	&{F6}
Ctrl+R	&r
Ctrl+Home	&{HOME}
Alt+F6	%({F6})
Alt,E,W	%()ew

- To enter the BACKSPACE key as an action, press CTRL + BACKSPACE or say *control-backspace*.
- You cannot use the following keys to define a command.
F1, ALT + TAB, ALT + SPACEBAR, PRINT SCREEN



To make work-related words such as company names, acronyms, or business terms available to other users, you can add them to the [Global Words list](#). Unlike additions to the Free Text list, which are user-specific, Global Words are commands that can be shared.

Each user must [train](#) new Global Words before using them.

To add a Global Words command

- 1 Open Kurzweil VoicePad and make it [active](#).
- 2 Say *open-active-words* or click on the Active Words window.
- 3 Highlight the Global Words list.
- 4 Choose the Add from the Edit menu or from the [pop-up menu](#). The Add Command dialog appears.
- 5 In the **Word is spelled** text box, enter the command name by keyboard or by [voice alphabet](#). This entry will appear in the list in the Active Words window, and the phrase is what you will say to use the command.

Important: See [command name guidelines](#).

- 6 In the **Word is** box, select 'text.' Click here to see a picture of the [Add Command dialog](#) after you select 'text.'
- 7 In the **Define Action** text box, type the text you want the command to insert, with appropriate capitalization, punctuation, and spaces.
- 8 Select the **Clears Alternatives** check box.
- 9 Choose OK to save the new command and return to the Active Words window.

Important: When you add commands, Kurzweil VoicePad edits your installation to include your customizations. To protect your customized commands from loss, you or your system administrator should back up Kurzweil VoicePad regularly.

To share the new command with users on other PCs

See [Sharing New Commands with Users on Other PCs](#).

To train the new command

Before any user can use the new command that user must [train](#) it. See [Training New Commands](#).



Before you can use a new command with Kurzweil VoicePad you must train it. One way to train a set of new commands is to train all **untrained** commands. Untrained commands are those marked by a (+) on the **Active Words window**.

First steps to train any command

- 1 Open Kurzweil VoicePad and make it **active**.
- 2 Say *open-active-words* or click on the Active Words window.

To train untrained commands

Follow steps 1 and 2 above, then:

- 3 Choose Untrained from the Train menu.
- 4 Follow the prompts to record speech samples.

Tip: You can also train only **untrained menu commands** by following steps 1 and 2 above and then choosing Menu Commands from the Train menu.

To train only selected commands

If you have added only a few commands, or if you want to train only one command list at a time, you can train selectively by following steps 1 and 2 above, then:

- 3 **Find** and highlight the command you want to train, or highlight the name of a **command list**.
- 4 Choose Selected from the Train menu or Train from the **pop-up menu**.
- 5 Follow the prompts to record speech samples.

Tip: You can also train only **selected menu commands** by following steps 1 and 2 above and then choosing Menu Commands from the Train menu.

Important: Speech samples that you record are unique to you and are saved in your **voice profile**. To protect your speech data from loss, you or your system administrator should back up your profile regularly.



Sometimes you prefer a spelling different from the spelling Kurzweil VoicePad provides for a **free text** word. For example, you may prefer to spell **controlling** with one **I**.

To change the way Kurzweil VoicePad spells a free text word

- 1 Delete the word. See [Deleting a Word or Command from a Command List](#).
 - 2 Add the word again with your preferred spelling as follows:
 - a) Dictate the word again.
 - b) Say *correct-that* to display the **Correct That** window.
 - c) Type the new spelling into the **Take Keys** box.
- For more details, see [Correcting When the Right Alternative Doesn't Appear](#).

Important: New words and speech samples that you supply when you use *correct-that* are unique to you and are saved in your **voice profile**. To protect your customized data from loss, you or your system administrator should back up your profile regularly.



Editing command actions

When you speak a command phrase, Kurzweil VoicePad translates it into keystrokes and sends the appropriate key sequence to your computer. For example, when you say *file-open*, Kurzweil VoicePad sends the key sequence ALT, F, O to your computer just as if you had pressed those keys.

You can use the Edit Command dialog to change the actions that a command performs when you speak it.

Editing a command name

You can also change the way a command is spelled in the [Active Words window](#). Doing so does **not** change the way you speak the command phrase or the actions the command performs.

To open the Edit Command dialog

- 1 Open Kurzweil VoicePad and make it [active](#). If the command you want to edit is for a [label](#) in a dialog box, open the dialog box and make it active.
- 2 Say *open-active-words* or click on the Active Words window.
- 3 [Find](#) and highlight the command you want to edit.
- 4 Choose Edit from the Edit menu or from the [pop-up menu](#). The Edit Command dialog appears, with the current command definition displayed.

Note: The Edit command is dimmed if the command you selected cannot be edited.

To edit the command

- 5 Change spelling or actions as follows:

Spelling

- ▶ In the **Word is Spelled** text box, enter the correct spelling by keyboard or by [voice alphabet](#).

Actions

- a) Choose the Clear button to delete the action the command currently performs.
 - b) In the **Define Action** box, press or say the key sequence that you want the spoken command to perform. See the [Define Action guidelines and examples](#).
 - c) If you want Kurzweil VoicePad to ask you whether you really want to complete the command each time you use it, select the **Confirms Before** option.
 - d) If the command action moves the insertion point in your document, select the **Clears Alternatives** option.
- 6 Choose OK to save your changes and return to the Active Words window.

Note: You do not need to [retrain](#) an edited command, but if you edit the actions you should test the command to be sure it performs the actions correctly.

To share the edited command with other users

See [Sharing New Commands with Users on Other PCs](#).

Important: When you add a command, Kurzweil VoicePad edits your installation to include your customization. To protect your customized commands from loss, you or your system administrator should back up

Kurzweil VoicePad regularly.

See Also

[Spelling by Voice](#)

Find a command

Use this method on the Active Words window, the Menu Command Training dialog, or the VOICE Command Training dialog:

- ▶ Begin typing the command or spelling it by **voice alphabet**. As you supply letters, the list changes to display only the commands that match what you type. The commands appear grouped by **command list**.

Note: To restore the full list of available commands, press or say *escape-key* or *clear*, or choose Clear from the Edit menu.



If you add a command to a **command list** by mistake, or if you need to delete a **free text** word from your vocabulary in order to re-add it with a different spelling, follow these steps to delete the command or word:

Note: You cannot delete any commands from the **KV Dictation Commands list**.

To delete a command or word from a list

- 1 Open Kurzweil VoicePad and make it **active**. If the command you want to delete is for a **label** in a dialog box, open the dialog box and make it active.
- 2 Say *open-active-words* or click on the Active Words window.
- 2 **Find** and highlight the command or word you want to delete.
- 3 Choose Delete from the Edit menu or from the **pop-up menu**.
- 4 Choose OK from the confirmation dialog box.

See Also

[Adding a Command](#)

[Editing a Command](#)

[Changing the Way Kurzweil VoicePad Spells a Free Text Word](#)



Choose a topic to display the topic contents.

Getting Started

- [Understanding How Kurzweil VoicePad Works](#)
- [Understanding the Kurzweil VoicePad Windows](#)
- [Setting Kurzweil VoicePad Options](#)
- [Opening and Closing Kurzweil VoicePad Windows](#)
- [Controlling the Microphone](#)
- [Understanding What You Can Say](#)

Dictating With Kurzweil VoicePad

- [Dictating to Kurzweil VoicePad](#)
- [Speaking So Kurzweil VoicePad Can Understand You](#)
- [Spelling by Voice](#)
- [Punctuating, Capitalizing, and Spacing Text](#)
- [Adding a Word That Is Unknown to Kurzweil VoicePad](#)

Correcting and Editing

- [Overview of Correcting and Editing](#)
- [Correcting: Fixing Kurzweil VoicePad Recognition Errors](#)
- [Editing: Rewriting Your Text](#)

Speaking Commands

- [Controlling the Menu](#)
- [Pressing Keys by Voice](#)
- [Kurzweil VoicePad Dictation Commands](#)
- [Navigating in and Controlling Windows](#)
- [Navigating in and Controlling Dialog Boxes](#)

For Help on Help, press F1.



Kurzweil VoicePad is a voice-enabled word processing application. Now, rather than press a key or use a mouse to create a document, you can use the most natural communication device you have -- your voice.

You can also use the Active Words window to add your own commands, voice macros, and acronyms.

Where to go from here

To use Kurzweil VoicePad successfully, you must understand some key concepts such as phrasing your words and commands, correcting errors, and rewriting your text. Complete Kurzweil VoicePad Demo and Practice and read the following Help topics to assist you in getting acquainted with Kurzweil VoicePad.

[Learning to Use Kurzweil VoicePad Through Demo and Practice](#)

[Understanding the Kurzweil VoicePad Windows](#)

[Controlling the Microphone](#)

[Speaking So Kurzweil VoicePad Can Understand You](#)

[Understanding What You Can Say](#)

[Dictating to Kurzweil VoicePad](#)



Kurzweil VoicePad ships with two components to help you to quickly learn basic dictation and editing skills: Demo and Practice. Demo and Practice are accessible from either:

- The bottom of the opening Overview screen seen when you launch Kurzweil VoicePad
- The VoicePad menu

The Kurzweil VoicePad Demo provides a brief example of the pace and cadence of discrete speech. It demonstrates the speaking style that is necessary to ensure outstanding recognition accuracy and acceptable levels of dictation throughput with the product. As the demo runs, you should pay attention to the speed of dictation, the length of the pauses between words, and the discrete speaking style.

The Kurzweil VoicePad Practice consists of six short written exercises that will help new users to learn and practice dictation and editing basics. To do the exercises, read the onscreen instructions, place your cursor after the '>' as indicated, and dictate the samples as directed.

See Also

[Getting Online Help](#)



Kurzweil VoicePad provides online and context-sensitive Help. You can quickly distinguish Kurzweil VoicePad Help by the Kurzweil VoicePad icon in the top left corner of the screen.

To display Kurzweil VoicePad Help Contents

- 1 Make the Kurzweil VoicePad main window **active**.
- 2 Say *help-menu* to open the Help menu.
- 3 Say *contents* to open Help with the Contents topic displayed.

To display context-sensitive Kurzweil VoicePad Help

Do one of the following:

- Click on the Help button in the window or dialog box.
- Press F1.

To use the pop-up menu in Help

- 1 Click the right mouse button.
- 2 Select your choice and click the left mouse button.

For information on hands-free use of any Windows Help

See [Using Help Hands-Free](#).

See Also

[Learning with Kurzweil VoicePad Demo and Practice](#)



When you first start Kurzweil VoicePad, you'll notice that the Take window and Active Words window appear on the right side of the Kurzweil VoicePad display. Refer to these windows when using Kurzweil VoicePad.

Choose one of the topics below to learn more about that window.

[Take Window](#)

Displays the word Kurzweil VoicePad heard, as well as the alternatives to that word.

[Active Words Window](#)

Lists all currently active commands. This window also lets you add, edit, and train commands.

[Keyboard Window](#)

Lets you say commands for extended keys such as F1. This window also lets you spell using the voice alphabet

See Also

[Kurzweil VoicePad Dictation Commands](#)

[Setting Kurzweil VoicePad Preferences](#)



Use the [Capitalization tab](#) to change Kurzweil VoicePad default capitalization and spacing. By default, Kurzweil VoicePad inserts one space between words and two spaces between sentences and capitalizes the first word in a new sentence.

Note: The choices you make on this tab affect all users who work on this PC . Different users who share the same PC can reset these options at their convenience.

You can also use voice commands to change capitalization and spacing settings while you are using Kurzweil VoicePad. See [Capitalizing Text](#) and [Spacing Text](#).

Spacing Options

<u>Option</u>	<u>When selected:</u>
Auto Spacing	Adds a space between words .
Two Spaces Between Sentences	Adds two spaces between a sentence that ends with a period, question mark, or exclamation point.

Capitalization Options

<u>Option</u>	<u>When selected:</u>
Auto Cap On	Capitalizes the first word of a new sentence when you dictate end punctuation (period, question mark, exclamation point).
Initial Cap On	Capitalizes the first letter of each word you dictate.
Manual Cap On	Does not automatically capitalize text. You must use voice commands or the keyboard instead.
Lowercase On	Inserts all text you dictate in lowercase.
Uppercase On	Inserts all text you dictate in uppercase.

To select or unselect an option

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the VoicePad [menu](#).
- 2 Choose the Capitalization tab.
- 3 Place or remove an **x** by either:
 - Saying the option name. For example, say *auto-spacing*.
 - Using the mouse or keyboard.
- 4 Choose OK to activate the new settings and close the Options dialog.

To reset all values on this tab to default settings

Choose the Defaults button instead of placing or removing an **x** in Step 3 above.



If Kurzweil VoicePad has checked the **Control Gain** option on the **Microphone tab**, you can control **gain** settings inside Kurzweil VoicePad. If the **Control Gain** option is not checked, Kurzweil VoicePad has detected that you need to adjust microphone gain in another way. See [Adjusting Microphone Gain Outside of Kurzweil VoicePad](#).

Do not change the **Control Gain** setting arbitrarily. See [Re-enabling the Microphone Gain Control](#) for more information.

Note: If you suspect there is a problem with your microphone, be sure the microphone is plugged in according to manufacturer's instructions and the microphone control is turned on in your sound board volume control or mixer applet. See also:

- [Troubleshooting a Deaf Microphone](#)

- [Checking Sound Board Fidelity](#)

If you are uncertain what is causing a particular recognition problem, [use the Recognition Wizard](#). The Recognition Wizard lets you select from a list of problems and leads you through any corrective actions.

When to adjust gain

Lower the gain if:

- You frequently see the message 'Too Loud' in the Kurzweil VoicePad main window. This occurs if you are using Kurzweil VoicePad in a noisy environment or you normally speak loudly.
- The **microphone indicator** stays red.

Raise the gain if:

- You can't get a [good sound levels check](#).

When to adjust sidetone gain

Adjust to **Lower Sidetone** if: You have an Mwave board and you find the sidetone sound is causing you to speak more softly than you normally speak.

Adjust to **Higher Sidetone** if: You have an Mwave board and you cannot hear your voice at all in the earpiece.

To adjust gain or sidetone gain

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the **menu**.
- 2 Choose the Microphone tab.
- 3 Change a setting using one of the following methods.

Voice: Say one of the labels you see above the slider. For example, say *lower-gain* or *higher-sidetone*.

Say what you see
The slider moves one unit in the respective direction.

Mouse: Click on the slider control, hold down the left mouse button, and move the slider in the appropriate direction.
Click and drag

- 4 Choose OK to activate the new settings and close the Options dialog.

To reset all values on this tab to default settings

Choose the Defaults button instead of adjusting a slider in Step 3 above.

See Also

[Identifying Recognition Problems](#)



If you change your sound board or reinstall your sound board software, you should verify that Kurzweil VoicePad reenables the microphone gain control within Kurzweil VoicePad.

To reenable the microphone gain control

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the VoicePad **menu** to display the Options dialog.
- 2 Choose the Microphone tab.
- 3 If the **Control Gain** option is unselected, select it to place a check in the box.
- 4 Choose OK to close the Options dialog.
- 5 Exit from Kurzweil VoicePad.
- 6 Restart Kurzweil VoicePad for the changes to take effect.

Note: If Kurzweil VoicePad is unable to control your microphone gain internally, it will inform you of this problem when you restart. To set your microphone gain properly, see [Adjusting Microphone Gain Outside Kurzweil VoicePad](#).



Usually you can use Kurzweil VoicePad to control your **microphone gain**. If, however, your PC's sound board does not conform to accepted Windows mixer conventions, Kurzweil VoicePad **notifies you** that you need to adjust the gain outside of Kurzweil VoicePad. To do so, follow the procedure below.

Follow this procedure if

- Kurzweil VoicePad has detected that it can't control your microphone gain, and the **Control Gain** option on the **Microphone Options tab** is not checked.
- You can't get a **good sound levels check** in the Kurzweil VoicePad Sound Levels dialog.

To adjust gain outside of Kurzweil VoicePad

▶ Getting ready in your sound board mixer applet

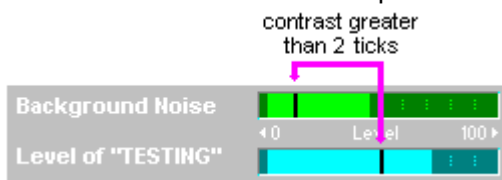
- 1 Follow these steps to access your sound board's microphone gain (volume) control:
 - a) Open Volume Control from the Start menu by choosing Programs->Accessories->Multimedia->Volume Control
If the Volume Control applet is not present, load it from your Windows 95 installation CD or diskettes, or use the steps for Windows 3.1 below.
 - b) From the Options menu choose Properties.
 - c) Select the **Adjust Volume for: Recording** option button.
 - d) Select **Recording Control** and **Microphone** from the option boxes at the bottom of the dialog, and make sure all other options are **unselected**.
 - e) Choose OK. The Recording Control dialog appears.
 - f) From the Options menu, choose the Advanced Controls toggle and make sure it is checked. The Advanced button will appear on the dialog.
 - g) Choose the Advanced button.
 - h) Unselect Automatic Gain Control (AGC), if that feature is present.
 - i) Choose Close. The Recording Control dialog appears again.
 - j) Set the **Recording Volume** slider (on the left) to the maximum (top) setting.
 - k) Make sure the **Select** option is checked under the **Microphone Volume** slider (on the right). Leave this dialog visible so you can adjust the **Microphone Volume** slider in step 3c.

▶ Getting ready in Kurzweil VoicePad

- 2 If the Sound Levels dialog is not already open, choose Sound Levels from the Kurzweil VoicePad **menu**. Leave the Sound Levels dialog visible so you can see the prompts and sound levels meter while you adjust the slider in step 3c.

▶ Making side-by-side adjustments

- 3 With the Sound Levels dialog and microphone gain (volume) slider visible, perform these steps:
 - a) Follow the prompts to do a sound levels check, observing the contrast between silence and spoken words displayed in the sound levels meter.
 - b) If the contrast is more than 2 ticks, choose OK to exit the Sound Levels dialog. Otherwise continue with step 3c.



- c) Increase the microphone gain (volume) setting by adjusting the slider.
- d) Repeat step 3a.

Note: When the **Control Gain** box is unchecked on the Microphone tab, microphone gain is not controlled from within Kurzweil VoicePad. You may need to repeat this procedure if you manually reset microphone gain settings or if these settings are changed by another Windows application.

notification

When you first load a new user profile, Kurzweil VoicePad notifies you if you need to adjust microphone gain outside Kurzweil VoicePad.

multiplier maximum

On some sound boards, this value is 4X. On other boards it is 8X.

Sound boards supported by Kurzweil VoicePad

Kurzweil VoicePad is compatible with sound boards from Creative Labs, as well as other Windows-compatible 16-bit sound boards.



Use the [Preferences tab](#) to set the appearance of Kurzweil VoicePad on your desktop and to choose hands-free, and profile saving options.

Note: The choices you make on this tab affect all users who work on this PC . Different users who share the same PC can reset these options at their convenience.

Preferences Options

<u>Option</u>	<u>When selected:</u>
Always On Top	Kurzweil VoicePad appears on top of all other applications.
Status Bar	Displays the status bar on the Kurzweil VoicePad main window .
Train Without Confirms	You train words without having to press the Continue button after each sample you record. Note: This option is intended for a user who wants to run a PC hands-free. If you don't need this feature, do not select this option.
Startup With Recognition On	The microphone is turned on automatically when you start Kurzweil VoicePad. Note: This option is intended for a user who wants to run a PC hands-free. If you don't need this feature, do not select this option.
Confirm Profile Save	When you exit, displays a confirm dialog box that asks whether you want to save your voice profile; otherwise Kurzweil VoicePad saves your profile automatically. More information →
Open Active Words	Displays the Active Words window .
Open Take window	Displays the Take window .
Open Keyboard	Displays the Keyboard window .

To select or unselect a Preferences option

- 1 With the Kurzweil VoicePad main window active, say *Voicepad-menu* (pause) *options* or choose Options from the VoicePad [menu](#).
- 2 Choose the Preferences tab.
3. Place or remove an **x** by either
 - Saying the option name. For example, say *startup-with-recognition-on*.
 - Using the mouse, keyboard, or voice keyboard.
4. Choose OK to activate the new settings and close the Options dialog.

To reset all values on this tab to default settings

Choose the Defaults button instead of placing or removing an **x** or adjusting the slider in the instructions above.

See Also

[What Does Kurzweil VoicePad Look Like?](#)

When to use the Confirm Profile Save option

If more than one person uses the same PC, selecting this option provides a measure of insurance against one user's inadvertently amending another person's voice profile by asking you to confirm that you want to save the profile. Under normal conditions you should save your profile after each session. **Confirm Profile Save** allows you to be sure you are not saving changes to someone else's profile, and it lets you make no changes to your own profile if your voice is temporarily abnormal.

Use the **Recognition tab** to adjust **match threshold**, **word gap**, and the **speed:accuracy ratio**.

Note: If you are uncertain what is causing a particular recognition problem, [use the Recognition Wizard](#). The Recognition Wizard lets you select from a list of problems and leads you through any corrective actions.

When to adjust match threshold

Lowering the match threshold makes Kurzweil VoicePad less selective when matching the word you say with a word in the **free text** vocabulary that is stored with your **voice profile**; raising the match threshold makes Kurzweil VoicePad more selective when matching.

Adjust to **Less Selective** if: Kurzweil VoicePad displays 'Word not recognized' in the Kurzweil VoicePad main window for many words that you say.

Adjust to **More Selective** if: Kurzweil VoicePad frequently hears a noise as a word and inserts it in your document.

When to adjust word gap

In most cases, you will not need to raise word gap, but you may want to try to lower it to about 150 to boost your dictation throughput.

Adjust to **Shorter Gap** if: You want to shorten the pause between words as you dictate in order to boost dictation speed.
Before you make this adjustment, note the current setting. Then test the new setting with multi-word phrases such as *edit-select-all*. If such a phrase is recognized as separate words, raise the word gap setting again.

Adjust to **Longer Gap** if: You normally speak slowly, especially if Kurzweil VoicePad recognizes your phrases as two distinct words rather than as a word phrase.
For example, you should raise the word gap if you say *take-2*, and Kurzweil VoicePad consistently recognizes the phrase as two words: *take* and *two*.

When to adjust the speed:accuracy ratio

At installation, Kurzweil VoicePad bases the initial recognition speed:accuracy value on the speed of your computer and the sound board installed.

Adjust to **Faster** if: You want Kurzweil VoicePad's response time to be even faster, at the cost of some recognition accuracy.

Adjust to **More Accurate** if: You want to improve recognition accuracy, at the cost of slower application response time.

To adjust match threshold, word gap, or the speed:accuracy ratio

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the **menu**.
- 2 Choose the Recognition tab.

3 Change a setting using one of the following methods.

Voice:

Say what you see

- 1 Say the label you see next to the slider you want to adjust -- either *match-threshold*, *word-gap*, or *speed-accuracy*.
- 2 Say one of the labels you see above the specified slider. For example say *less-selective*, *longer-gap*, or *faster*.

The slider moves one value in the respective direction.

Mouse:

Click and drag

- 1 Click on the slider control and hold down the left mouse button.
- 2 Move the slider in the appropriate direction.

4 Choose OK to activate the new setting and close the Options dialog.

To reset all values on this tab to default settings

Choose the Defaults button instead of adjusting a slider in Step 3 above.

See Also

[Speaking So Kurzweil VoicePad Can Understand You](#)
[Setting Kurzweil VoicePad Options](#)

■

You can display and close Kurzweil VoicePad windows by:

- Using *open*-[window] and *close*-[window] commands
- Selecting settings on the Preferences tab in the [Options dialog](#).

Note: Use the Preferences tab on the Options dialog to establish a setting that will be in effect for later sessions of Kurzweil VoicePad. You can override this setting as you work by saying the *open*-[window] and *close*-[window] commands.

<u>To open or close the...</u>	<u>Say...</u>
Take window	<i>open-take</i> <i>close-take</i>
Active Words window	<i>open-active-words</i> <i>close-active-words</i>
Keyboard	<i>open-keyboard</i> <i>insert-close</i> or <i>cancel</i>

To set open/close options from the Options dialog

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the VoicePad [menu](#).
- 2 Choose the Preferences tab.
- 3 Say or click on the setting name to select or unselect it.
- 4 Choose OK to activate the new setting and close the Options dialog.

To dictate to Kurzweil VoicePad after opening or switching focus to these windows

Except for the Take window, the *open*-[window] command also switches focus to make these windows [active](#) so you can use them. To return focus to Kurzweil VoicePad to continue dictating, you can either:

- Use the *close*-[window] command listed above.
- Use the *open-Kurzweil VoicePad* command, which returns focus to the Kurzweil VoicePad dictation window without closing any other Kurzweil VoicePad windows.

See Also

[Understanding the Kurzweil VoicePad Windows](#)
[Setting Kurzweil VoicePad Options](#)



Choose one of the topics below to display information on how to control the microphone.

[Using the Microphone](#)

[Turning the Microphone On and Off](#)

■

Follow the guidelines below to use the microphone correctly and maximize Kurzweil VoicePad's recognition accuracy. Incorrect use can impair Kurzweil VoicePad's ability to recognize you.

If you experience poor recognition after following these guidelines, [use the Recognition Wizard](#) to identify and solve the problem.

- Make sure you have the microphone plugged in correctly.
- **Place the microphone** mount on the left or right side of your mouth.
- Turn the flat surface of the microphone toward the corner of your mouth, as close as you can without touching. If what you say is often misrecognized, check the microphone position.
- Make sure the microphone is turned on.
- Wait for the green **microphone indicator** to appear before speaking.

See Also

[Turning the Microphone On and Off](#)

[Starting Kurzweil VoicePad With the Microphone On](#)

[Speaking So Kurzweil VoicePad Can Understand You](#)



You can turn the microphone on and off by keyboard, by mouse, or by voice commands. Turn on the microphone when you want to dictate or speak commands. Turn off the microphone when you are not using it. Look at the [microphone indicator](#) just above the [Kurzweil VoicePad main window](#) to verify whether Kurzweil VoicePad is listening or not.



Microphone is on; OK to talk to your computer.



Recognition is busy; wait to talk to your computer.



Microphone is off.

To use the keyboard

Press CTRL + ALT to switch between on and off.

To use the mouse

Click on the microphone indicator above the Kurzweil VoicePad main window to turn the microphone on or off.

To use voice commands

You must first turn on the microphone using the keyboard or mouse before you can use the voice commands.

Off: Say *stop-listening*. The [Last Word Heard panel](#) then displays the message, "Say 'Listen to me' to dictate."

On: Say *listen-to-me*. The Last Word Heard panel then displays the message, "Say a word and then pause."

See Also

[Using the Microphone](#)

[Starting Kurzweil VoicePad with the Microphone On](#)

[Speaking So Kurzweil VoicePad Can Understand You](#)

[Using the Kurzweil VoicePad Main Window](#)



Tips for speaking to Kurzweil VoicePad

<u>Tips on:</u>	<u>Guidelines:</u>
Phrasing	<p>Pause briefly, approximately 1/6 of a second, after each word or command phrase you speak. These pauses tell Kurzweil VoicePad when a word or phrase begins and ends. If you pause after part of a word, Kurzweil VoicePad thinks that you have spoken a complete word and evaluates the part as if it were a complete word.</p> <p>Words: Pause between words. Example: Say <i>to</i> (pause) <i>whom</i> (pause) <i>it</i> (pause) <i>may</i> (pause) <i>concern</i>.</p> <p>Command phrases: Pause between command phrases. Example: Say <i>file-menu</i> (pause) <i>open</i>.</p> <p>Numbers: Say a sequence of digits and delimiters with no pause. Example: Say 4,326 as <i>four-comma-three-two-six</i>. See Phrasing Numbers for more information.</p>
Speaking rate	<p>Speak at a natural rate. If you speak too quickly or too slowly, Kurzweil VoicePad will misrecognize you. To adjust the length of the pause for better recognition or to boost dictation speed, see Setting Recognition Options.</p>
Pronouncing words	<p>Pronounce words as you normally do.</p>
Volume	<p>Speak as you would normally speak to someone sitting across the desk from you. Do not speak too loudly or too softly.</p>
Noises	<p>Be aware of any extra sounds you might make, such as tongue clicks, clearing your throat, inserting "uhs" or "ahs" between words, or "thinking aloud." Also be aware of any background sounds, such as colleagues conversing or a radio playing. Loud extraneous noises or soft unintentional noises can cause misrecognitions.</p>

Tip: Use the *take-* and *correct-that* commands to correct Kurzweil VoicePad misrecognitions. Remember that Kurzweil VoicePad learns your voice and adjusts your **voice profile** so that it recognizes you better. Kurzweil VoicePad also automatically adjusts to changing noise conditions on an ongoing basis.

See Also

[Helping Kurzweil VoicePad Adapt to Your Voice](#)
[Identifying Recognition Problems](#)
[Controlling the Microphone](#)

■

You can say any English word when you dictate, and you can also say any:

- Menu commands
- [Shortcut commands](#)
- [Dialog box labels](#)

Dictating words: If Kurzweil VoicePad doesn't insert the word you said, you may see it listed as an [alternative](#) in the [Take window](#). Say *take-* and the number of the alternative to swap the correct word into your document. For example, say *take-2*. If Kurzweil VoicePad neither recognizes the word nor displays an alternative, you can correct or add the word using the [correct-that](#) command. For more information, see [Correcting: Fixing Kurzweil VoicePad Misrecognitions](#) and [Adding a Word That Is Unknown to Kurzweil VoicePad](#).

Using menu commands: Because commands follow the general rule of "say what you see," the first place to look is Kurzweil VoicePad's menus. If you want to display the file menu, say *file-menu*. Then "say what you see" to choose an option from that menu. For example, say *open*

Tip: Say *escape-key* or press ESC to back out of a menu.

Using shortcut commands: Kurzweil VoicePad also provides shortcut commands that combine the menu and option as one command phrase. These shortcut commands correspond to the options that have shortcut keys on the menus. For example, you can say *file-open* instead of *file-menu* (pause) *open*.

Using dialog boxes: To control dialog boxes by voice you can "say what you see." Speak the text that labels any dialog box control, such as a tab, text box, or button. See [Controlling Dialog Boxes](#) for more information.

Using key commands: See [Pressing Keys by Voice](#) for more information.

To find what you can say

See [Finding What You Can Say](#).

To display cue cards to remind you of commands

See [Opening Command Cue Cards](#).

See Also

[Speaking So Kurzweil VoicePad Can Understand You](#)
[Understanding Command Lists](#)

■

To dictate to Kurzweil VoicePad

1 [Position the microphone properly.](#)

2 [Turn on the microphone](#) and watch for the green microphone indicator.

3 [Open Kurzweil VoicePad.](#)

4 Begin dictating, [pausing briefly between words](#) to allow Kurzweil VoicePad to recognize what you are saying.

5 To make changes use:

■ **For correcting the computer's mistakes:** The *take-* and *correct-that* commands to correct anything that Kurzweil VoicePad **misrecognizes**.

■ **For editing when you change your mind:** The *delete-that* command or your mouse or keyboard to rewrite your text.

See Also

[Controlling the Microphone](#)

[Speaking So Kurzweil VoicePad Can Understand You](#)

[Understanding What You Can Say](#)

[Overview of Correcting and Editing](#)

■

Two kinds of changes

As you dictate you will occasionally want to make changes for two reasons:

- **Correcting:** Kurzweil VoicePad **misrecognized** what you said and inserted either the wrong word or nothing.
- **Editing:** You change your mind about something you dictated.

Kurzweil VoicePad supplies commands for both kinds of changes, as follows.

<u>For this kind of change:</u>	<u>Use one of these commands:</u>
---------------------------------	-----------------------------------

Correcting	<i>take-</i> commands
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Fixing Kurzweil VoicePad	<i>correct-that</i> command
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Misrecognitions	<i>endings-of-</i> commands
---------------------------------	-----------------------------

Editing	<i>delete-that</i> command
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Rewriting Your Text	
-------------------------------------	--

Changing immediately or going back

You can change the word you last dictated, or you can return to an earlier point in your dictation to make a change.

Go back as many as 20 words using the *back-up-* commands. Then move ahead using either the:

- *forward-* commands
- *move-on* command

To make changes outside of the 20-word **back-up range**, click here for [more information](#)

■

See Also

[Changing the Way Kurzweil VoicePad Spells a Word](#)

Correcting and editing outside of the 20-word back-up range

To back up more than 20 words, use your keyboard or mouse to move the **insertion point**, and normal editing features to fix the text. When you use the mouse or keyboard, Kurzweil VoicePad loses **context**. To resume dictation, simply click in your document again and begin speaking.

■

Sometimes Kurzweil VoicePad **misrecognizes** you and hears a word you didn't say. When this happens, refer to the **Take window** and use one of the Kurzweil VoicePad correction commands. Doing so refines the information Kurzweil VoicePad stores in your **voice profile** and makes recognition even better in the future. Say:

- **take-** and the number of the alternative if the correct word appears in the Take window. For example, say *take-2* to choose the second alternative. Kurzweil VoicePad swaps the word you choose for the word it heard.
- **correct-that** if the correct alternative does **not** appear in the Take window.
- **endings-of-** and the number of the alternative if you said a form of one of the words in the Take window. For example say *endings-of-best* or *endings-of-3* to see other forms of one of the displayed alternatives.

Note: If the Take window remains blank, you cannot use these commands because Kurzweil VoicePad has lost **context**. Click in your document to use standard editing features to make corrections.

To display a procedure for using one of these correction commands

Choose one of the following topics:

[Swapping an Alternative from the Take Window](#)

[Correcting When The Right Alternative Doesn't Appear](#)

[Displaying Different Endings for One of the Alternatives](#)

To correct persistent misrecognitions

See [Using the Recognition Wizard](#).

To edit your dictation

See [Editing: Rewriting Your Text](#).



Follow these steps to swap an alternative from the [Take window](#). You can do this either as soon as a [misrecognition](#) occurs, or you can [go back](#) to make the correction.

- 1 Say *open-take* to display the Take window if it is not already visible.
- 2 Say *take-* and the number of the alternative that you want to select. For example, to select the third alternative from the window, say *take-3*.

Kurzweil VoicePad replaces the word it misrecognized with the word you selected, or performs the action of the command.

Note: If you did not say the word, do **not** take it from the Take window. Instead say *delete-that* and then say the word you want. See [Editing: Rewriting Your Text](#).

See Also

[Correcting When the Right Alternative Doesn't Appear](#)
[Using the Endings-Of Command](#)

■

Follow these steps to correct a word when the **Take window** does not display the word you said as an **alternative**. You can do this either as soon as a **misrecognition** occurs, or you can **go back** to make the correction.

1 Say *correct-that*. The **Correct That window** appears.

2 In the **Take Keys** text box, begin typing the word you said or spelling it by **voice alphabet**. As you enter the letters, new alternatives appear that match the letters you type.

3 Do one of the following. If the word:

- Appears in the **Take-Best** position, say *take-best*.
- Appears as a numbered choice, say *take-* and the number. For example, say *take-3* as one phrase.
- Does **not** appear as a choice, but you have spelled it completely in the **Take Keys** text box, say *take-keys*. Doing so will add this new word to your **free text** vocabulary.
- Does **not** appear as a choice and is a command, it is not an active command in your **context**. Exit from the Correct That window and verify the command using the **Active Words window**.
- Does **not** appear as a choice but a form of the word does appear, use the **endings-of-** command.

See Also

[Swapping an Alternative from the Take Window](#)

[Using the Endings-Of Command](#)

[Editing: Rewriting Your Text](#)

■

Use the *endings-of-* command to display additional forms of a word from the [Take window](#) or the [Correct That window](#). You can choose a word from the resulting list and insert it in your document. Use this command only when Kurzweil VoicePad [misrecognizes](#) a word and does not display the correct form of the word in the Take window.

You can do this either as soon as a [misrecognition](#) occurs, or you can [go back](#) to make the correction.

[Click here to display an example](#) ■

To use the endings-of command

- 1 Say *endings-of-best* or *endings-of-* and the number of the alternative. In the example above, say *endings-of-1* to see different endings of "containing." The Correct That window appears displaying forms of the root word.
- 2 If the word you said appears, take the word using the *take-* command. In the example, say *take-4* to take "containers."
- 3 If the exact word does not yet appear, do one of the following:
 - Use *take-* to take the word that is closest; then modify it using your mouse or keyboard.
 - Say the *endings-of-* command again to display additional forms of the specified word; then use the *take-* command.

See Also

[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)



Editing your document by voice differs from correcting **misrecognitions** by voice. When you rewrite or edit, you are changing entries that Kurzweil VoicePad **recognized correctly**. Instead of using the **correction commands**, you should use the *delete-that* command or edit the text with your mouse or keyboard. Simply select a word or passage and dictate new words to replace it.

Note: If you edit using your mouse or keyboard, Kurzweil VoicePad loses **context**. To resume dictation, simply click in your document and begin speaking.

You can edit text immediately after you dictate a word, or you can **go back** to make the edit.

To view a demonstration

See [Learning with the Kurzweil VoicePad Demo and Practice](#) for a demonstration of dictation basics.

See Also

[Examples of Rewriting Your Text](#)

[Word Processor Cursor Movement Commands](#)

[Word Processor Text Selection Commands](#)

[Navigation Key Commands](#)

[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)

correction commands

Use the following commands to correct Kurzweil VoicePad **misrecognitions**:

- *take-*
- *correct-that*
- *endings-of-*

■ Kurzweil VoicePad lets you dictate any number easily by speaking the digits 0 through 9 continuously; that is, without pausing between digits or **delimiters** within the number.

To dictate 23, say *two-three* as one phrase without pausing. To dictate 23.1, say *two-three-point-one*.

Example	Say
10	<i>one-zero or one-oh</i>
75	<i>seven-five</i>
100	<i>one-zero-zero or one-oh-oh</i>
347	<i>three-four-seven</i>
1998	<i>one-nine-nine-eight</i>
2001	<i>two-oh-oh-one</i>
2,856	<i>two-comma-eight-five-six</i>
1-800-380-1234	<i>one-dash-eight-oh-oh-dash-three-eight-oh-dash-one-two-three-four</i>
3.14	<i>three-point-one-four</i>
\$95.82	<i>dollar-sign (pause) nine-five-point-eight-two</i>
1st, 2nd ...	<i>first, second, ...</i>
10th, ... 31st	<i>tenth, ... thirty-first</i>
<i>1/2, 2/3, 1/4</i>	<i>one-half, two-thirds, one-fourth</i>

To make corrections

If any digit in a number is **misrecognized**, you cannot use the *back-up-* command or click within the number to correct a single digit. Instead you can delete the entire number and dictate again, or edit using your keyboard.

See Also

[Dictating Number Words Discretely](#)

[Examples of Phrasing Numbers](#)

[Speaking So Kurzweil VoicePad Can Understand You](#)

You can dictate numbers as you dictate text, saying number words and briefly pausing after each.

Compared with dictating digits

Dictating number words can sometimes feel more natural, but recognition accuracy is better when you dictate digits because Kurzweil VoicePad needs to recognize fewer words (digits from 0 through 9 and [delimiters](#)). You also have less to remember about acceptable phrasing variations when you dictate digits.

<u>Number</u>	<u>Dictated as discrete number words</u>	<u>Dictated as digits</u>
12	<i>twelve</i>	<i>one-two</i>
23	<i>twenty-three</i>	<i>two-three</i>
1223	<i>twelve (pause) twenty-three</i>	<i>one-two-two-three</i>
350	<i>three-fifty</i>	<i>three-five-oh</i>
1000	<i>one-thousand</i>	<i>one-oh-oh-oh</i>
2,000	<i>two (pause) numeric-comma (pause) thousand</i>	<i>two-comma-oh-oh-oh</i>
1.07	<i>one (pause) point-oh (pause) seven</i> <i>one (pause) decimal-point (pause) oh (pause) seven</i>	<i>one-point-oh-seven</i>
\$6.06	<i>dollar-sign (pause) six (pause) point-oh (pause) six</i> <i>dollar-sign (pause) six (pause) decimal-point (pause) oh (pause) six</i>	<i>dollar-sign (pause) six-point-oh-six</i>
12-31-96	<i>twelve (pause) dash (pause) thirty-one (pause) dash (pause) ninety-six</i>	<i>one-two-dash-three-one-dash-nine-six</i>
1900 ...	<i>nineteen-hundred</i>	<i>one-nine-oh-oh</i>
1996 ...	<i>nineteen-ninety-six</i>	<i>one-nine-nine-six</i>
2009	<i>twenty-oh-nine</i>	<i>two-oh-oh-nine</i>
1/2, 2/3, 1/4...	<i>one-half, two-thirds, one-fourth</i>	same
1st, 2nd, ... 10th, ... 31st	<i>first, second, ... tenth, ... thirty-first</i>	same

For more information about dictating digits, see [Phrasing Numbers](#).

Spacing Guidelines

Kurzweil VoicePad uses different spacing rules when you dictate numbers.

Inserting a Comma in a Sequence of Numbers

Say *numeric-comma* to insert a comma within a series of digits; this command does not insert a space after the comma. Say *comma* when you want to insert a

comma and a space **after** a number. To dictate 10,000: say *ten* (pause) *numeric-comma* (pause) *thousand*.

Dictating Decimal Point Numbers

Say *point-* and the digit to insert a decimal point. To dictate 5.5, say *five* (pause) *point-five*. You can also say *five* (pause) *decimal-point* (pause) *five*. Kurzweil VoicePad does not insert a space when you say this command.

Dictating Dollars

Say *dollar-sign* to insert the dollar sign (\$) character in your document. Dictate the dollar value following the rules for whole numbers. Dictate the decimal value by following the rules for decimal point numbers.

See Also

[Examples of Phrasing Numbers](#)



Choose one of the topics below to display information on how to perform these tasks by voice.

[Punctuating Text](#)

[Capitalizing Text](#)

[Spacing Text](#)

You can insert punctuation in your document by saying the appropriate name of the punctuation. For example, to insert a colon, say *colon*; to insert a period, say *period*. When you insert **end punctuation**, Kurzweil VoicePad automatically inserts spaces if **auto-spacing** is on, and automatically capitalizes the next word if the **auto-cap** is on.

Note: See [Phrasing Numbers](#) for information on dictating punctuation with numbers.

Punctuation	Say
.	<i>period</i> or <i>point</i> or <i>decimal-point</i>
?	<i>question-mark</i>
!	<i>exclamation-point</i>
,	<i>comma</i> or <i>numeric-comma</i>
;	<i>semi-colon</i>
:	<i>colon</i>
'	<i>apostrophe, single-quote,</i>
' '	<i>open-single-quote, close-single-quote</i>
" "	<i>open-quote close-quote</i>
()	<i>open-paren close-paren</i>
[]	<i>open-bracket close-bracket</i>
{ }	<i>open-curley close-curley</i>
<	<i>open-angle close-angle</i>
>	
-	<i>hyphen</i> or <i>dash</i>
--	<i>long-dash</i>
—	<i>underbar</i>
=	<i>equal-sign</i>
+	<i>plus-sign</i>
@	<i>at-sign</i>
#	<i>number-sign</i>
\$	<i>dollar-sign</i>
%	<i>percent</i>
^	<i>caret</i>
&	<i>ampersand</i>
*	<i>asterisk</i>
/	<i>slash</i>

\	<i>backslash</i>
	<i>vertical-bar</i>
`	<i>backquote</i>
~	<i>tilde</i>

See Also

[Pressing Keys by Voice](#)

[Kurzweil VoicePad Dictation Commands](#)

[Spacing Text](#)

[Capitalizing Text](#)

[Examples of Inserting Punctuation by Voice](#)

■

By default, Kurzweil VoicePad automatically capitalizes the first word in a new sentence when you insert **end punctuation** in the previous sentence.

If you want to override this setting, you can:

- Use **capitalization commands** to change the **current word** or words you then dictate.
- Change settings on the Capitalization tab of the **Options dialog** for all words you dictate.

To change the capitalization of the current word

<u>To</u>	<u>Say</u>
Capitalize the first letter	<i>initial-cap-that</i>
Capitalize all the letters	<i>uppercase-that</i>
Lowercase all letters	<i>lowercase-that</i>

Note: If the **Take window** remains blank, Kurzweil VoicePad has lost **context**. Because there is no current word, you cannot use these commands. Use editing features with your keyboard or mouse to change capitalization.

To capitalize a letter as you spell with the voice alphabet

Say *capital-* and the **voice alphabet** word as one phrase. For example, say *capital-alpha*.

To change capitalization settings before you dictate

Before you type, say a Kurzweil VoicePad capitalization command to override settings on the Options dialog, Capitalization tab.

<u>To</u>	<u>Say</u>
Capitalize the first letter of each word you dictate	<i>initial-cap-on</i>
Turn off the initial capitalization feature	<i>initial-cap-off</i>
Capitalize all letters in each word you dictate	<i>uppercase-on</i>
Turn off the uppercase feature	<i>uppercase-off</i>
Lowercase all letters in each word you dictate	<i>lowercase-on</i>
Turn off the lowercase feature	<i>lowercase-off</i>
Automatically capitalize the first word of every sentence you dictate	<i>auto-cap-on</i>
Turn off the automatic capitalization feature	<i>auto-cap-off</i>

To change the capitalization setting on the Kurzweil VoicePad Options dialog

See [Setting Capitalization Options](#).

See Also

[Kurzweil VoicePad Dictation Commands](#)

[Spacing Text](#)

[Punctuating Text](#)



By default, Kurzweil VoicePad is set to automatically insert one space between words and two spaces between sentences. You can turn these settings off on the Capitalization tab of the [Options dialog](#) or you can add and delete spaces using voice commands.

Tips: Spacing guidelines differ when you dictate numbers. Refer to [Phrasing Numbers](#) for more information.

To change the spacing of the **current word**

<u>To</u>	<u>Say</u>
Add a space after the current word	<i>space-bar</i>
Add a space before the current word	<i>add-space</i>
Delete a space after the current word	<i>backspace-key</i>
Delete a space before the current word	<i>delete-space</i>

Note: If the [Take window](#) remains blank, Kurzweil VoicePad has lost **context**. Because there is no current word, you cannot use these commands. Use your keyboard to add a space.

To change the setting for automatic spacing between words

Do one of the following:

- Say *auto-spacing-on* or *auto-spacing-off*.
- Choose **Auto-Spacing** from the Capitalization tab on the Options dialog.

To change the spacing between sentences

Do one of the following:

- Say *two-spaces-between-sentences*.
- Choose **Two Spaces Between Sentences** from the Capitalization tab in the Options dialog.

See Also

[Pressing Keys by Voice](#)
[Kurzweil VoicePad Dictation Commands](#)
[Phrasing Numbers](#)
[Setting Capitalization and Spacing Options](#)



If you suspect a word is not part of the Kurzweil VoicePad **free text** vocabulary, dictate it anyway. Kurzweil VoicePad will attempt to match what you say with a free text word and will usually provide **alternatives** in the **Take window**.

If the word does not appear, say *correct-that* and either choose an alternative from the **Correct That window**, or type the word in the **Take Keys** box. For the full procedure, see [Correcting When The Right Alternative Doesn't Appear](#).

Note: Occasionally, when the Take window remains blank, you are unable to use *correct-that*. In that event, you can add a word to the **Free Text list** by following the steps in the procedure for [Adding a Word to the Free Text List](#).



When you can't use *correct-that* to add a **free text** word, follow these steps to add the word using the Active Words window.

To add a word to the Free Text list

- 1 Say *open-active-words* or click on the Active Words window.
- 2 Highlight any word in the Free Text list.

<p>Tip: To scroll quickly to the Free Text list, type or use the voice alphabet to spell a word that is not in any other command list. For example, type your name.</p>

- 3 Choose Add from the Edit menu or from the **pop-up menu**. The Add Word dialog appears.
- 4 Type or use the voice alphabet to spell the new word as you want it to appear in your document when you dictate. Use lowercase except for proper names.
- 5 Choose OK. The Training dialog appears.
- 6 Follow the prompts to record speech samples of the new word and exit training.

■

There are two ways you can control menus by voice:

- "Say What You See" Method
Since commands follow the rule of "say what you see," the first place to look is the menus. To display the file menu, say *file-menu*. Then "say what you see" to select an option from that menu. For example, say *file-menu* (pause) *open*.
- Shortcut Commands Method
Kurzweil VoicePad also provides shortcut commands that combine the menu and option as one command phrase. These commands correspond to the options that have **shortcut keys** on a menu. For example, you can say *file-open* instead of *file-menu* (pause) *open*.

To "say what you see"

- 1 Say the menu name and *menu* as one phrase. For example, say *edit-menu*. Be sure the Kurzweil VoicePad dictation window is **active**.
- 2 Say the name of the option you want to select. For example, say *cut*.

Tip: Say *escape-key* or press ESC to back out of a menu.

To use a shortcut command

Say the shortcut command as one phrase. For example say *file-open*.

[Kurzweil VoicePad Dictation Commands](#)

[Spelling by Voice](#)

[Punctuating Text](#)

[Phrasing Numbers](#)

You can press any of the keys on a keyboard by saying a voice command. Click on a key in the graphic below to display the corresponding command.

Tip: In dictation you can use the [Keyboard window](#) to spell by voice or to press an [extended key](#) or key sequence such as CTRL + S.



See Also

[Kurzweil VoicePad Dictation Commands](#)

[Spelling by Voice](#)

[Punctuating Text](#)

[Phrasing Numbers](#)

Listed below are the commands you can say to control Kurzweil VoicePad as you dictate. See [Finding What You Can Say](#) for information on finding a specific command in the [Active Words window](#).

Note: If the [Take window](#) remains blank, Kurzweil VoicePad has lost [context](#), and you cannot use any commands that act on the [current word](#). Click in your document and resume dictation.

Say	To
<i>add-space</i>	Add a space before the current word
<i>auto-cap-off</i>	Turn off automatic capitalization
<i>auto-cap-on</i>	Automatically capitalize the first word of every sentence
<i>auto-spacing-off</i>	Turn off automatic spacing; add spaces manually
<i>auto-spacing-on</i>	Automatically insert one space between words and two spaces between sentences
<i>backspace-key</i>	Delete the character to the left of the cursor
<i>back-up-1, 2, 3, 4</i>	Back up one to four words from the current word
<i>close-active-words</i>	Close the Active Words window
<i>close-take</i>	Close the Take window
<i>correct-that</i>	Display the Correct That window to correct a word that Kurzweil VoicePad misrecognized
<i>delete-space</i>	Delete a space before the current word
<i>delete-that</i>	Delete the current word
<i>endings-of-best</i>	Display alternative endings of the current word
<i>endings-of-1, 2, 3, 4</i>	Display the endings of the first through fourth alternative
<i>forward-1, 2, 3, 4</i>	Move forward one to four words from the current word after using <i>back-up-</i>
<i>initial-cap-off</i>	Turn off the initial capitalization feature
<i>initial-cap-on</i>	Capitalize the first letter of each word you dictate
<i>initial-cap-that</i>	Capitalize first letter of the current word
<i>listen-to-me</i>	Turn on the microphone (available only after you have used <i>stop-listening</i> to turn the microphone off)
<i>lowercase-off</i>	Turn off the lowercase text option
<i>lowercase-on</i>	Insert words in all lowercase letters
<i>lowercase-that</i>	Change current word to all lowercase letters
<i>move-on</i>	Return the insertion point to the position it occupied before you used the <i>back-up</i> command
<i>open-active-words</i>	Open the Active Words window
<i>open-keyboard</i>	Open the Keyboard window
<i>open-take</i>	Open the Take window
<i>recognition-wizard</i>	Display the Recognition Wizard

<i>save-profile</i>	Save your voice profile
<i>sound-levels</i>	Check background and voice levels
<i>space-bar</i>	Add a space after the current word
<i>stop-listening</i>	Turn off the microphone
<i>take-1, 2, 3, 4</i>	Take first to fourth alternative from Take window or Correct That window
<i>uppercase-off</i>	Turn off the uppercase text option
<i>uppercase-on</i>	Insert words in all uppercase letters
<i>uppercase-that</i>	Change current word to all uppercase letters

See Also

[Using the Active Words Window](#)



You can use Kurzweil VoicePad to navigate in and control your document and dialog boxes. Choose a topic below to display a list of voice commands.

[Navigating in a Document](#)

[Controlling the Document Window](#)

[Navigating in and Controlling Dialog Boxes](#)

[Navigating in the Kurzweil VoicePad Window](#)

See Also

[Kurzweil VoicePad Dictation Commands](#)

[Using the Active Words Window](#)

[Finding What You Can Say](#)



Say the commands listed below to navigate within your document.

To move to the	Say
Previous location before you used the back-up command	<i>move-on</i>
Beginning of document	<i>beginning-of-document</i>
End of document	<i>end-of-document</i>
Next line	<i>next-line</i>
Previous line	<i>previous-line</i>
Next screen or page	<i>next-screen, page-down</i>
Previous screen or page	<i>previous-screen, page-up</i>

To press	Say
Down Arrow	<i>down-arrow</i>
Up Arrow	<i>up-arrow</i>
Left Arrow	<i>left-arrow</i>
Right Arrow	<i>right-arrow</i>
End	<i>end-key</i>
Home	<i>home-key</i>
Page Down	<i>page-down</i>
Page Up	<i>page-up</i>
Tab	<i>tab-key</i>
Spacebar	<i>space-bar</i>
Backspace	<i>backspace-key</i>

You can easily add your own navigation commands using the [Active Words window](#). See [Adding a Command](#) for more information.

See Also

[Using the Active Words Window](#)

[Finding What You Can Say](#)

[Navigating in the Kurzweil VoicePad Window](#)



Say the commands listed below to navigate within and control the Kurzweil VoicePad window.

To	Say
Display a menu	[menu name]- <i>menu</i>
Display online Help contents	<i>help-menu</i> (pause) <i>contents</i>
Display the control menu	<i>control-menu</i>
Maximize the size of the Kurzweil VoicePad window	<i>maximize-application</i>
Minimize the Kurzweil VoicePad window to an icon	<i>minimize-application</i>
Restore the Kurzweil VoicePad window to previous size	<i>restore-application</i>
Move the Kurzweil VoicePad window	<i>move-application</i> , and then use arrow-key commands to specify the direction and distance to move. See the procedure below.
Close Kurzweil VoicePad	<i>close-application</i>

To move the Kurzweil VoicePad window

- 1 Make the window that you want to move **active**.
- 2 Say *move-application*. This command selects the window.
- 3 Say the **arrow-key command** to move the window one step in the respective direction. For example, say *up-arrow* to move the document window up one step.
- 4 When the window is in the location you want, say *enter-key* to unselect the window.

■

In general you can "say what you see" to use features of a dialog box. To move focus, select options, or invoke actions, say the names of tabs, text boxes, check boxes, option buttons, command buttons, lists, and so forth.

To confirm what you can say, watch the commands listed in the [Active Words window](#) as you work.

Important: Kurzweil VoicePad does not recognize [untrained](#) commands, which are marked by red diamonds (■) in the Active Words window. If you see many red diamonds, you can save training time by [Using Command Learning](#).

To select a tab

Say the tab name. For example, to display the Microphone tab in the Kurzweil VoicePad Options dialog, say *microphone*.

To press a button

Say the button name. For example, to press the Defaults button on the Microphone tab, say *defaults*.

To move the insertion point in the dialog box

Do one of the following:

- Say the label name. For example, to move the insertion point to the **File Type** text box in the Open dialog, say *file-type* as one phrase.
- Say *tab-key* to move through the dialog box's tab sequence.

To use drop-down lists

- 1 Say the label name to move the insertion point to the list and display it. For example, say *drives* to move the insertion point to the Drives list.
- 2 To highlight an option, say *down-arrow* or *up-arrow*.
- 3 To make your selection and close the list, say *enter-key*.

To enter text into a text box

- 1 Say the label name to move the insertion point to the text box.
- 2 Spell the word using the [voice alphabet](#).

To select or unselect an option button or check box

Say the option name. For example, to select or unselect the **Lowercase On** option on the Capitalization tab, say *lowercase-on*.

To accelerate a dialog action that you perform frequently

You can create your own command to combine several steps you perform in a dialog box. For example, to create **bold blue text** you can create a command called *bold-blue*. You can place the command in the Kurzweil VoicePad Command list if you want to use it in dictation without making other changes, such as the style or size of the text. Such a command could open the Format menu, choose the Font option, make the Bold and Blue selections on the Font dialog, and press OK.

If you want to perform the *bold-blue* command on the Font dialog in your word processor, however, you can place it in the Font dialog command list so it will be available when the Font dialog is open. Doing so lets you manipulate other controls in the Font dialog to make other changes, and then say *bold-blue* to display the Color drop-down list and select Blue from the list.

See Also

[Finding What You Can Say](#)

[Spelling By Voice](#)



Use the Kurzweil VoicePad main to verify whether Kurzweil VoicePad is listening and what it last heard.

See Also

[Opening and Closing Kurzweil VoicePad Windows](#)

[Understanding the Kurzweil VoicePad Windows](#)

■

Use the *take-* command to swap a word from the Take window when Kurzweil VoicePad **misrecognizes** the word you said. The Take window displays the word that Kurzweil VoicePad heard, known as the current word, and as many as four alternative words. Always display the Take window when you are using Kurzweil VoicePad; if you don't, you won't know whether the word you said was one of the alternatives.

Note: Do **not** use *delete-that* to correct a misrecognized word. Only when you use *take-* or *correct-that* can Kurzweil VoicePad **adapt** to improve recognition accuracy.

To open or close the Take window

Say *open-take* or *close-take*.

- or -

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the **menu**.
- 2 Choose the Preferences tab.
- 3 Select or unselect the **Open Take** option.
- 4 Choose OK to activate the new setting and close the Options dialog.

To choose a displayed alternative

Do one of the following:

- Say *take-* and the number of the alternative. For example, say *take-1*.
- Double-click on the alternative word.

In the window above, the top line shows that Kurzweil VoicePad heard the word *see*. But you said the word *seat*. To correct this misrecognition, you would say *take-4* and Kurzweil VoicePad would swap *seat* for *see*.

Note: If the Take window remains blank, Kurzweil VoicePad has lost **context** and you cannot use commands like *take-*, *correct-that*, *delete-that*, and *move-on*. Click in your document and begin dictating again.

To display different forms of a displayed word

See [Using the Endings-Of- Command](#).

To correct a word when the alternatives don't help

If the Take window does not display an alternative you can use, say *correct-that* to make the change. For information see [Correcting: Fixing Kurzweil VoicePad Misrecognitions](#).

To learn more about how this window works

Click on a part of the graphic to display more information.

See Also

[Opening and Closing Kurzweil VoicePad Windows](#)
[Understanding the Kurzweil VoicePad Windows](#)

■

Hands-Free Help

Use the Keyboard window to do the following as you dictate:

- Spell using the [voice alphabet](#)

To insert the company acronym **KAI**, say *capital-kilo* (pause) *capital-alpha* (pause) *capital-india*.

- Press [extended keys](#)

To press the ALT + V keys simultaneously, say *alt-victor*.

To learn more about the Keyboard window

To display a [picture with details](#) ■

- 1 Say *tab-key* to put focus on the jump text above.
- 2 Say *enter-key* to activate the jump and display the picture.

To use the Keyboard window

- 1 Say *open-keyboard*. to display the Keyboard window.
- 2 Spell the word using the [voice alphabet](#) or say the commands that correspond to the key or keys you want to press. See [Pressing Keys by Voice](#) for the key commands.

<p>Tip: The Keyboard window does not automatically insert a space before a word. To insert a space before the word, say <i>space-bar</i> before you begin spelling.</p>
--

- 3 When you finish, do one of the following.

- Say *insert* to insert your entry and use the Voice Keyboard again.
- Say *insert-close* to insert the entry and close the dialog box.

To display the voice alphabet cue card

To see the [voice alphabet cue card](#) as you speak to this window, follow these steps:

- 1 With the Keyboard window [active](#), say *voice-alphabet-cue-card*.
- 2 To switch focus to the Keyboard window so you can speak to it, say *open-keyboard*.
- 3 If you need to move the Keyboard window so you can see it, say *move-window* and an [arrow-key command](#) to indicate direction.
- 4 When you have moved the window far enough, say *enter-key*.

See Also

[Example of Using the Keyboard Window](#)



The Active Words window displays the commands that you can say and words you can dictate in your current location. This set of active commands changes as you move between dictating in a document, using menus, and using dialog boxes.

Note: A red diamond (■) indicates that you need to **train** the marked command or word. Kurzweil VoicePad cannot recognize an **untrained** command.

Command lists

Commands in this window are grouped into [command lists](#), such as the Navigation Keys list shown here. The **Free Text** list also appears in the Active Words list if it is valid for your current location. Say *page-up* and *page-down* or use the scroll bar to scroll through the lists.

To find a command in the Active Words window

See [Finding What You Can Say](#).

To learn about the menus on this window

You can use the Edit, Train, or **pop-up** menus on this window to train, add, delete, edit, find, or "say" commands. For more information, see [Active Words Window Menus](#).

To open or close the Active Words window

Say *open-active-words* or *close-active-words*.

- or -

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the **menu**.
- 2 Choose the Preferences tab.
- 3 Select or unselect the **Open Active Words** option.
- 4 Choose OK to activate the new setting and close the Options dialog.

To put voice focus in the Active Words window

Say *open-active-words* or click on the Active Words window.

See Also

[Understanding Command Lists](#)

[Adding a Command](#)

[Deleting a Command](#)

[Editing a Command](#)

[Training Commands or Words to Improve Recognition](#)

[Voice-Enabling a New Application](#)



Choose a topic below to display more information on the task you want to perform.

[Adding a Command](#)

[Editing a Command](#)

■

Click here to see a [picture with details](#) ■

Use the Menu Command Training dialog to record speech samples of menu commands. Training these commands is one way to improve recognition by helping Kurzweil VoicePad [adapt](#) to your [speaking style](#).

To display the Menu Command Training dialog

- 1 Say *open-active-words* or click on the Active Words window to display it.
- 2 Choose Menu Commands from the Train menu.

To train a selected menu command

- 1 Highlight a command in the **Words to Train** list.
- 2 Choose the Selected button.

To train all menu commands

Choose the All Words button.

To train only the untrained (■) menu commands

Choose the Untrained button.

■

Click here to see a [picture with details](#) ■

Use the VOICE Command Training dialog to record speech samples of commands for Kurzweil VoicePad windows and dialogs. Training these commands is one way to improve recognition by helping Kurzweil VoicePad [adapt](#) to your [speaking style](#).

To display the VOICE Command Training dialog

- 1 Say *open-active-words* or click on the Active Words window to display it.
- 2 Choose VOICE Commands from the Train menu.

To train a selected command in the list

- 1 Highlight a command in the **Words to Train** list.
- 2 Choose the Selected button.

To train all commands in the list

Choose the All Words button.

-

Use the following tabs on the Options dialog to tailor your Kurzweil VoicePad environment:

Capitalization

Set capitalization and spacing options

Microphone

Set microphone gain inside Kurzweil VoicePad

Preferences

Set desktop, hands-free, and profile saving options

Recognition

Set recognition and tuning options

To access an Options tab

- 1 With the Kurzweil VoicePad main window active, say *VoicePad-menu* (pause) *options* or choose Options from the **menu**.
- 2 Choose a tab by any of the following methods.
 - Say the tab name. For example, say *microphone*.
 - Click on the tab using the mouse.

See Also

[Using the Kurzweil VoicePad Main Window](#)
[Kurzweil VoicePad Menu](#)

■

Click here to see a [picture with details](#) ■

The Recognition Wizard guides you through [recognition](#) tuning to solve persistent recognition problems. When you select a problem from the list, the Recognition Wizard leads you through corrective actions, such as adjusting the microphone sensitivity or training a word that Kurzweil VoicePad consistently misrecognizes.

To open the Recognition Wizard

Say *recognition-wizard* or choose Recognition Wizard from the Kurzweil VoicePad [menu](#).

To display guidelines for using Kurzweil VoicePad

Say *read-me* or choose the Read Me button to verify that you are following usage guidelines. Following the guidelines may correct the problem or ensure that the action you take with the Wizard is effective. If the problem persists, return to the Recognition Wizard.

To use the Recognition Wizard

- 1 Select a problem from the list.
- 2 Choose the Solve button.
- 3 Follow the prompts as directed. Choose Help from any Solution dialog for more information.

Tip: Some problems may have more than one solution. The phrase 'Solutions (1 of x)' indicates multiple solutions.
--

See Also

[Helping Kurzweil VoicePad Adapt to Your Speaking Style](#)



Choose the name of the problem from the list below to display Help on solving it with the Recognition Wizard.

[Doesn't Recognize Your Word](#)

[Deaf on One Word](#)

[One Word Intrudes No Matter What You Say](#)



Choose the name of the problem from the list below to display Help on solving it with the Recognition Wizard.

[Hears a Noise as a Word](#)

[Hears You When You Are Not Speaking](#)

[Occasionally Does Not Hear You](#)

[Does Not Hear Anything You Say](#)

[The Status Line Says 'Too Loud'](#)

[The Status Line Says 'Too Long'](#)

[Generally Poor Recognition](#)

[Help on Does Not Hear Me Correctly When I Say Numbers](#)

[Reset All Values to Default Values](#)



Select the two words from the list that Kurzweil VoicePad confuses and train them.

To solve this problem

- 1 In the **Word Said** text box, enter the word that you said but Kurzweil VoicePad doesn't recognize. Use the keyboard or the **voice alphabet**. When the word appears, select it.

<p>Note: If the word does not appear in this list, it is not trained. To correct this problem, exit from the Wizard and train the word or command using the Active Words window.</p>

- 2 In the **Word Heard** text box, enter the word that Kurzweil VoicePad hears. Use the keyboard or the **voice alphabet**. When the word appears, select it.
- 3 Choose the Solve button. The Train Word dialog box appears.
- 4 Follow the prompts to train both words. If you need help, choose the Help button from this dialog box.



Choose one of the topics from the list below to display more information on the task you want to perform.

[Checking Sound Levels](#)

[Training Words](#)

[Training a Noise](#)

■

Lower the gain if you frequently see the message 'Too Loud' in the Kurzweil VoicePad main window. This occurs if you are using Kurzweil VoicePad in a noisy environment or you normally speak loudly.

Note: If you lower the gain and then frequently see the message 'Word not recognized' in the Kurzweil VoicePad main window, reset the gain to its default value.

To adjust the microphone gain

■ Click the left or right arrow button to move the slider and change the **Microphone gain** value.

■

The Current User dialog displays information about the **voice profile** you are currently using. Use this dialog to:

- Confirm that you are using your own voice profile
- Correct the profile gender if it has been specified incorrectly (the wrong gender causes poor recognition)
- Check the number of words you have spoken and/or trained

User Information	Description
Name	User's name
Gender	Voice profile gender (or Child setting)
Words Trained	Total number of words the user has trained
Words Spoken	Total number of words the user has spoken to Kurzweil VoicePad.

To change the voice profile gender

Do one of the following:

- Select your correct gender.
- Select Child for a young user. Generally, this setting is appropriate for an adolescent whose voice has not reached full maturity.

■

New users of Kurzweil VoicePad need to create a [voice profile](#). Information is stored in your voice profile that helps Kurzweil VoicePad recognize you when you speak.

To create a voice profile

1 Type your name in the text box.

2 Do one of the following.

- Select your gender by clicking on the correct option button.
- Select Child for an adolescent whose voice has not reached full maturity.

Note: Selecting the wrong gender will result in poor recognition.

3 Choose OK. The Start User dialog appears with the new user name highlighted.

See Also

[Selecting a Voice Profile](#)

[Saving Your Voice Profile](#)



The Start User dialog lets you select, add, or delete a user's **voice profile**.

Important: You should always use your own voice profile; doing so helps Kurzweil VoicePad recognize you when you speak. In addition, Kurzweil VoicePad **adapts** to your **speaking style** as you work, so you should never use someone else's profile and risk corrupting that person's voice profile data with your own speech.

See Also

[Creating a Voice Profile](#)

[Selecting a Voice Profile](#)

[Deleting a Voice Profile](#)

[Loading a Default Voice Profile at Start Up](#)



Use the Add Word dialog to add a word to your free text vocabulary. When you have added this word you must train (record speech samples of) it before you can use it in dictation.

To add a new word

- 1 Type or use the **voice alphabet** to spell the word into the **Word is spelled** box.
- 2 Choose OK. The new word appears in the Active Words window, marked by a red diamond (■).

To train the new word

- 1 Select the word from the Active Words window and choose Selected from the Train menu or Train from the **pop-up menu**.
- 2 Follow the prompts to record speech samples.

- Cue cards are available globally to help you remember commands. You can open any of the following cue cards by:

- [Saying the corresponding command, listed below](#)
- [Choosing the cue card from the Kurzweil VoicePad Help menu](#)

Note: Unlike the [Active Words window](#), cue cards are static and do not reflect your current location.

To display the cue card now, click the green link text.

To show this cue card

[Basic Commands](#)

Say

basic-commands-cue-card

[Alphabet](#)

voice-alphabet-cue-card

[Navigation](#)

navigation-cue-card

[Punctuation](#)

punctuation-cue-card

[Numbers](#)

numbers-cue-card

To show these cue cards

[Word Processor](#)

[Cursor Movement](#)

[Word ProcessorText](#)

[Selection](#)

Say

either:

basic-commands-cue-card

navigation-cue-card

and then click the green hyperlink to the appropriate cue card.

▪ **Voice Alphabet**

a	<i>alpha</i>	j	<i>juliet</i>	s	<i>sierra</i>
b	<i>bravo</i>	k	<i>kilo</i>	t	<i>tango</i>
c	<i>charlie</i>	l	<i>lima</i>	u	<i>uniform</i>
d	<i>delta</i>	m	<i>mike</i>	v	<i>victor</i>
e	<i>echo</i>	n	<i>november</i>	w	<i>whiskey</i>
f	<i>foxtrot</i>	o	<i>oscar</i>	x	<i>x-ray</i>
g	<i>golf</i>	p	<i>papa</i>	y	<i>yankee</i>
h	<i>hotel</i>	q	<i>quebec</i>	z	<i>zulu</i>
i	<i>india</i>	r	<i>romeo</i>		

To capitalize a letter, say *capital-* before the code name. For example, say *capital-alpha* to insert a capital **A**.

Note: You must **return focus** to either the **Keyboard window** or a dialog box to use these commands.

See [Spelling By Voice](#) for more information.

▪ **Basic Kurzweil VoicePad Commands**

<i>take-1 (2, 3, 4)</i>	<i>initial-cap-that</i>
<i>correct-that</i>	<i>initial-caps-on</i>
<i>take-keys</i>	<i>(off)</i>
<i>take-best</i>	<i>uppercase-that</i>
<i>endings-of-best (1, 2, 3, 4)</i>	<i>open-active-words</i>
<i>delete-that</i>	<i>open-keyboard</i>
<i>back-up-1 (2, 3, 4)</i>	<i>open-mouse</i>
<i>move-on</i>	<i>open-take</i>
<i>forward-1 (2, 3, 4)</i>	<i>sound-levels</i>
<i>add-space</i>	<i>recognition-wizard</i>
<i>delete-space</i>	<i>stop-listening</i>

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

For a complete list of commands, see [Kurzweil VoicePad Commands](#).

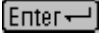














See Also

[Word Processor Cursor Movement Commands](#)

[Word Processor Text Selection Commands](#)

[Punctuation Commands](#)

Navigation Commands

	<i>enter-key</i>		<i>backspace-key</i>
	<i>space-bar</i>		<i>delete-key</i>
	<i>tab-key</i>		<i>insert-key</i>
	<i>escape-key</i>		<i>up-arrow</i>
	<i>home-key</i>		<i>down-arrow</i>
	<i>end-key</i>		<i>left-arrow</i>
	<i>page-up</i>		<i>right-arrow</i>
	<i>page-down</i>		

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

See Also

[Word Processor Cursor Movement Commands](#)

[Word Processor Text Selection Commands](#)

[Punctuation Commands](#)

• Punctuation Commands

,	<i>comma</i>	~	<i>tilde</i>
.	<i>period</i>	@	<i>at-sign</i>
?	<i>question-mark</i>	#	<i>number-sign</i>
!	<i>exclamation-point</i>	\$	<i>dollar-sign</i>
...	<i>dot-dot-dot</i>	%	<i>percent-sign</i>
		^	<i>caret</i>
;	<i>semi-colon</i>	&	<i>ampersand</i>
:	<i>colon</i>	*	<i>asterisk</i>
"	<i>open-quote</i>	-	<i>hyphen</i>
"	<i>close-quote</i>	_	<i>underbar</i>
'	<i>apostrophe</i>	+	<i>plus-sign</i>
'	<i>single-quote</i>	=	<i>equal-sign</i>
'	<i>open-single-quote</i>		<i>vertical-bar</i>
'	<i>close-single-quote</i>	\	<i>backslash</i>
'		/	<i>slash</i>
(<i>open-paren</i>		
)	<i>close-paren</i>		
{	<i>open-curley</i>	,	For dictating numbers:
}	<i>close-curley</i>	.	<i>numeric-comma</i>
[<i>open-bracket</i>	-	<i>decimal-point</i>
]	<i>close-bracket</i>		<i>minus-sign</i>
<	<i>open-angle</i>		
>	<i>close-angle</i>		

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

For a keyboard picture with links to these commands, see [Pressing Keys by Voice](#).

If Kurzweil VoicePad does not recognize your punctuation commands, see [Using the Recognition Wizard](#).

- **Number Dictation Commands**

Example	Say
10	<i>one-zero or one-oh</i>
75	<i>seven-five</i>
100	<i>one-zero-zero or one-oh-oh</i>
347	<i>three-four-seven</i>
1998	<i>one-nine-nine-eight</i>
2001	<i>two-oh-oh-one</i>
2,856	<i>two-comma-eight-five-six</i>
1-800-380-1234	<i>one-dash-eight-oh-oh-dash-three-eight-oh-dash-one-two-three-four</i>
3.14	<i>three-point-one-four</i>
\$95.82	<i>dollar-sign (pause) nine-five-point-eight-two</i>
1st, 2nd ...	<i>first, second, ...</i>
10th, ... 31st	<i>tenth, ... thirty-first</i>
1/2, 2/3, 1/4	<i>one-half, two-thirds, one-fourth</i>

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

See Also

[Dictating Numbers Discretely](#)

• **Voice Alphabet**

a	<i>alpha</i>	j	<i>juliet</i>	s	<i>sierra</i>
b	<i>bravo</i>	k	<i>kilo</i>	t	<i>tango</i>
c	<i>charlie</i>	l	<i>lima</i>	u	<i>uniform</i>
d	<i>delta</i>	m	<i>mike</i>	v	<i>victor</i>
e	<i>echo</i>	n	<i>november</i>	w	<i>whiskey</i>
f	<i>foxtrot</i>	o	<i>oscar</i>	x	<i>x-ray</i>
g	<i>golf</i>	p	<i>papa</i>	y	<i>yankee</i>
h	<i>hotel</i>	q	<i>quebec</i>	z	<i>zulu</i>
i	<i>india</i>	r	<i>romeo</i>		

To capitalize a letter, say *capital-* before the code name. For example, say *capital-alpha* to insert a capital **A**.

Note: You must [return focus](#) to either the [Keyboard window](#) or a dialog box to use these commands.

See [Spelling By Voice](#) for more information.

- **Basic Kurzweil VoicePad Commands**

<i>take-1 (2, 3, 4)</i>	<i>initial-cap-that</i>
<i>correct-that</i>	<i>initial-caps-on</i>
<i>take-keys</i>	<i>(off)</i>
<i>take-best</i>	<i>uppercase-that</i>
<i>endings-of-best (1, 2, 3, 4)</i>	<i>open-active-words</i>
<i>delete-that</i>	<i>open-keyboard</i>
	<i>open-take</i>
	<i>open-mouse</i>
<i>back-up-1 (2, 3, 4)</i>	<i>sound-levels</i>
<i>move-on</i>	<i>recognition</i>
<i>forward-1 (2, 3, 4)</i>	<i>wizard</i>
<i>add-space</i>	<i>stop-listening</i>
<i>delete-space</i>	

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

For a complete list of commands, see [Kurzweil VoicePad Commands](#).

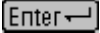














See Also

[Word Processor Cursor Movement Commands](#)

[Word Processor Text Selection Commands](#)

[Punctuation Commands](#)

• Navigation Commands

	<i>enter-key</i>		<i>backspace-key</i>
	<i>space-bar</i>		<i>delete-key</i>
	<i>tab-key</i>		<i>insert-key</i>
	<i>escape-key</i>		<i>up-arrow</i>
	<i>home-key</i>		<i>down-arrow</i>
	<i>end-key</i>		<i>left-arrow</i>
	<i>page-up</i>		<i>right-arrow</i>
	<i>page-down</i>		

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

See Also

[Word Processor Cursor Movement Commands](#)

[Word Processor Text Selection Commands](#)

[Punctuation Commands](#)

- **Word Processor Cursor Movement Commands**

<i>next-word</i>	<i>beginning-of-line</i>
<i>previous-word</i>	<i>end-of-line</i>
<i>next-page</i>	<i>beginning-of-paragraph</i>
<i>previous-page</i>	<i>end-of-paragraph</i>
<i>next-sentence</i>	<i>beginning-of-document</i>
<i>previous-sentence</i>	<i>end-of-document</i>

Note: You must **return focus** to your word processor to use these commands.

See Also

[Word Processor Text Selection Commands](#)

[Basic Kurzweil VoicePad Commands](#)

[Navigation Commands](#)

- **Word Processor Text Selection Commands**

select-next-word *select-next-paragraph*
select-previous-word *select-next-page*
select-beginning-of- *select-beginning-of-document*
line
select-end-of-line

Note: You must [return focus](#) to your word processor to use these commands.

See Also

[Word Processor Cursor Movement Commands](#)

[Basic Kurzweil VoicePad Commands](#)

[Navigation Commands](#)

• **Punctuation Commands**

,	<i>comma</i>	~	<i>tilde</i>
.	<i>period</i>	@	<i>at-sign</i>
?	<i>question-mark</i>	#	<i>number-sign</i>
!	<i>exclamation-point</i>	\$	<i>dollar-sign</i>
...	<i>dot-dot-dot</i>	%	<i>percent-sign</i>
;	<i>semi-colon</i>	^	<i>caret</i>
:	<i>colon</i>	&	<i>ampersand</i>
"	<i>open-quote</i>	*	<i>asterisk</i>
"	<i>close-quote</i>	-	<i>hyphen</i>
'	<i>apostrophe</i>	_	<i>underbar</i>
'	<i>single-quote</i>	+	<i>plus-sign</i>
'	<i>open-single-quote</i>	=	<i>equal-sign</i>
'	<i>close-single-quote</i>		<i>vertical-bar</i>
'	<i>close-single-quote</i>	\	<i>backslash</i>
'	<i>close-single-quote</i>	/	<i>slash</i>
(<i>open-paren</i>		
)	<i>close-paren</i>		
{	<i>open-curley</i>		
}	<i>close-curley</i>		
[<i>open-bracket</i>		
]	<i>close-bracket</i>		
<	<i>open-angle</i>		
>	<i>close-angle</i>		

For dictating

numbers:

,	<i>numeric-comma</i>
.	<i>decimal-point</i>
-	<i>minus-sign</i>

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

For a keyboard picture with links to these commands, see [Pressing Keys by Voice](#).

If Kurzweil VoicePad does not recognize your punctuation commands, see [Using the Recognition Wizard](#).

- **Number Dictation Commands**

Example	Say
10	<i>one-zero or one-oh</i>
75	<i>seven-five</i>
100	<i>one-zero-zero or one-oh-oh</i>
347	<i>three-four-seven</i>
1998	<i>one-nine-nine-eight</i>
2001	<i>two-oh-oh-one</i>
2,856	<i>two-comma-eight-five-six</i>
1-800-380-1234	<i>one-dash-eight-oh-oh-dash-three-eight-oh-dash-one-two-three-four</i>
3.14	<i>three-point-one-four</i>
\$95.82	<i>dollar-sign (pause) nine-five-point-eight-two</i>
1st, 2nd ...	<i>first, second, ...</i>
10th, ... 31st	<i>tenth, ... thirty-first</i>
<i>1/2, 2/3, 1/4</i>	<i>one-half, two-thirds, one-fourth</i>

Note: You must **return focus** to the Kurzweil VoicePad dictation window to use these commands.

See Also

[Dictating Numbers Discretely](#)

•

Choose a topic name to display examples you can follow for practice.

[Adding Commands](#)

[Using the Voice Alphabet](#)

[Rewriting Your Text](#)

[Using the Keyboard Window](#)

[Navigating in a Dialog Box](#)

-

Choose one of the topics below to display the procedure for adding one of the following types of commands.

[Adding an Editing Command](#)

[Adding a Command that Inserts Text](#)

- Just like the macro feature in other applications, Kurzweil VoicePad lets you create your own voice commands to help make your work easier. Follow the instruction below to create a voice command that moves the insertion point to the top of the document, selects all the text to the end of the document, and copies it.

To create a select-and-copy command

- 1 Say *open-active-words* or click the Active Words window to make it **active**.
- 2 Say *edit-menu* (pause) *add* , or choose the Add from the Edit menu or **pop-up menu**. The Add Command dialog appears.
- 3 In the **Word is spelled** text box, enter *select-copy* either by keyboard or by **voice alphabet**.
- 4 In the **Word is** option, select 'a command.'
- 5 In the **Define Action** text box, press the following keys that perform the command action.

- Ctrl + Home
- Ctrl + Shift + End
- Ctrl + C

Result: The following text appears in the **Define Action** box:

&{HOME}&+{END}&c

<p>Hands-Free Users: To enter extended keys in the Define Action box by voice, see Pressing Keys by Voice. Each key sequence specified by voice can include no more than two simultaneous key presses. In this example, you must enter Ctrl + Shift + End using your keyboard.</p>
--

- 6 Select the **Clears Alternatives** check box since the command moves the insertion point.
- 7 Choose OK to save the new command and return to the Active Words window.

To train the new command

You must train each new command before you can use it. See [Training a Selected Command](#).

•
Use the Active Words window to add a command that inserts text into your document. It is important that you place the command in the correct command list. See [Understanding Command Lists](#) for more information.

To create a command that inserts text

- 1 Click the Add Command button on the VoicePad toolbar.
- 2 In the **Word is spelled** text box, enter **closing-paragraph** either by keyboard or by **voice alphabet**.
- 3 In the **Word is** option, choose 'text' since the command inserts text and does not perform any other action.
- 4 In the **Define Action** text box, enter the following paragraph:
Thank you for your interest in our product. Please call me at your earliest convenience to schedule an appointment.
- 5 Choose OK to save the command and return to the Active Words window.

To train the new command

You must train each new command before you can use it. See [Training a Selected Command](#).

To delete the last word you dictated

In this example, swap the word *paper* for the word *corner*.

- 1 Dictate the phrase: *initial-caps* (pause) *bring* (pause) *the* (pause) *paper*
- 2 Say *delete-that*. Kurzweil VoicePad deletes the word *paper*.
- 3 Say *corner*. Kurzweil VoicePad inserts the word *corner*.

Important: If Kurzweil VoicePad misrecognizes you, say *correct-that* to fix the misrecognition. Doing so helps sharpen your [voice profile](#) and lets Kurzweil VoicePad [adapt](#) to your [speaking style](#).

To delete a word within the **back-up range**

In this example, use the *back-up* and *delete-that* commands to change *Bring* to *Fold* in the following sentence.

- 1 Dictate: *initial-caps* (pause) *bring* (pause) *the* (pause) *corner* (pause) *to* (pause) *the* (pause) *front* (pause) *period*.

To move the cursor back to the end of the word *Bring*, say two *back-up-* commands:

- 2 Say *back-up-4*. (Remember the period counts as one word in Kurzweil VoicePad.) The insertion point moves to the end of the word *corner*.
- 3 Say *back-up-2*. The insertion point moves to the end of the word *Bring*.
- 4 Say *delete-that*. Kurzweil VoicePad deletes *Bring*.
- 5 Say *initial-caps* (pause) *fold*.
- 6 Say *move-on* to move your cursor to the end of the sentence and resume your dictation.

See Also

[Overview of Correcting and Editing](#)

[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)

[Editing: Rewriting Your Text](#)

The following examples represent circumstances when you can use the **voice alphabet** to spell your input.

Tip: Say *capital-* and the voice alphabet word as one phrase to capitalize a letter. For example, to capitalize the letter a, say *capital-alpha*.

To add a new word to your free text vocabulary

- 1 As you dictate text, say *Erica*. If this is the first time that Kurzweil VoicePad heard this word, it will not recognize it.
- 2 Say *correct-that* to display the Correct That dialog.
- 3 Say *capital-echo* (pause) *romeo* (pause) *india* (pause) *charlie* (pause) *alpha*. The corresponding letters appear in the **Take Keys** box as you speak.
- 4 Say *take-keys* to close the Correct That dialog and insert Erica into your dictated text. Kurzweil VoicePad also adds Erica to your **free text** vocabulary and makes that word available for future dictation.

To insert a word not available in free text

- 1 Say *open-keyboard* to display the Keyboard window.
- 2 Spell the company acronym KAI by saying *capital-kilo* (pause) *capital-alpha* (pause) *capital-india*.
- 3 Say *insert-close* to insert the word into your dictation and close the Keyboard window.

To enter a word into a dialog text box

- 1 Say the name of the text box to give it focus, or say *tab-key* until focus moves to the text box.
- 2 To spell the file name test.doc, say *tango* (pause) *echo* (pause) *sierra* (pause) *tango* (pause) *period* (pause) *delta* (pause) *oscar* (pause) *charlie*.

To press a key combination that includes a letter

- 1 Say *open-keyboard* to open the Keyboard window.
- 2 To press the ALT + V keys simultaneously, *alt-victor*.
- 3 Say *insert* to perform the key presses, opening Kurzweil VoicePad's View menu and leaving the Keyboard window displayed.
- 4 To press X, say *x-ray*.
- 5 Say *insert-close* to perform the key press to choose a View menu option and close the Keyboard window.

- Use the Voice Keyboard to spell or to press keys simultaneously by voice in a dialog box or document.

To press the Ctrl + End key sequence by voice

Follow the steps below to press these key using the Keyboard window.

- 1 Say *open-keyboard*. The **Keyboard window** appears.
- 2 Say *control-end-key*.
- 3 Say *insert-close*. Kurzweil VoicePad performs the command.

Tip: You might consider creating a voice command for any key sequence you use regularly. See [Adding a Command](#).

-

Use the Open dialog box to follow these examples.

To move around the dialog box

Use one of the following methods:

- Say *tab-key* or *shift-tab-key*.
- Say the **label name** for a control such as a text box to go directly to the control.

To select a drive

- 1 Say *drives* or *tab-key* until the insertion point is located in the **Drives** option.
- 2 Say *down-arrow* to display the list.
- 3 Say *up-arrow* until drive a: is highlighted.
- 4 Insert a diskette into drive a:.
- 5 Say *enter-key* to select that choice.

To select a directory

- 1 Say *directories* or *tab-key* until the insertion point is located in the **Directories** option.
- 2 Say *up-arrow* and *down-arrow* until the **Windows** directory is highlighted.
- 3 Say *enter-key* to select that choice.

To enter the file name in the File Name text box

- 1 Say *file-name* or *tab-key* to move the cursor to the **File Name** text box if necessary.
- 2 Delete any text that appears in the box. Use the *delete-key* command.
- 4 Spell the file name SETUP.TXT, using the **voice alphabet**.
Say *sierra* (pause) *echo* (pause) *tango* (pause) *uniform* (pause) *papa* (pause) *period* (pause) *tango* (pause) *x-ray* (pause) *tango*.
- 5 Say *OK* to open the file.

• Follow the examples below to practice speaking numbers. For more information, see [Phrasing Numbers](#).

To speak numbers by saying digits continuously

To dictate a date

Example: April 15, 1996

Say *april* (pause) *one-five-comma* (pause) *nineteen-ninety-six*.

To dictate numbers with a decimal point

Example: 3.141592

Say *three-point-one-four-one-five-nine-two*.

To dictate a monetary value

Example \$25.16

Say *dollar-sign* (pause) *two-five-point-one-six*.

To dictate whole numbers

Example: 53

Say *five-three*.

Example: 164

Say *one-six-four*.

Example: 1,004

Say *one-comma-zero-zero-four*.

or

Say *one-comma-oh-oh-four*.

Example: 2,000

Say *two* (pause) *numeric-comma* (pause) *thousand*.

To dictate fractions

[Click here to display the list of fraction commands you can speak.](#)

To speak numbers discretely

To dictate a date

Example: April 15, 1994

Say *april* (pause) *fifteen* (pause) *numeric-comma* (pause) *nineteen-ninety-four*.

To dictate numbers with a decimal point

Example: 3.141592

Say *three* (pause) *point-one* (pause) *four* (pause) *one* (pause) *five* (pause) *nine* (pause) *two*.

or

Say *three* (pause) *decimal-point* (pause) *one* (pause) *four* (pause) *one* (pause) *five* (pause) *nine* (pause) *two*.

To dictate a monetary value

Example \$25.16

Say *dollar-sign* (pause) *twenty-five* (pause) *point-one* (pause) *six*.

To dictate whole numbers

Example: 53

Say *fifty-three*.

Example: 164

Say *one* (pause) *sixty-four*.

Example: 1,004

Say *one* (pause) *numeric-comma* (pause) *hundred* (pause) *four*.

Example: 1,000,000

Say *one* (pause) *numeric-comma* (pause) *thousand* (pause) *numeric-comma* (pause) *thousand*.

Tip: Say *numeric-comma* to insert a comma in a series of numbers; say *comma* when you want to insert a comma and a space **after** a series of numbers.

To dictate fractions

[Click here to display the list of fraction commands you can speak.](#)

See Also

[Phrasing Numbers](#)

[Pressing Keys by Voice](#)

•

Example: Fold the paper lengthwise.

Say *fold* (pause) *the* (pause) *paper* (pause) *lengthwise* (pause) *period*.

Example: Date: May 31, 1996

Say *date* (pause) *colon* (pause) *May* (pause) *thirty-one* (pause) *comma* (pause) *nineteen-ninety-six*.

See Also

[Pressing Keys by Voice](#)

[Punctuating Text](#)

•
Successful hands-free use of Kurzweil VoicePad requires some essential skills. Review the following topics to help you get started.

[Setting Kurzweil VoicePad Startup Options](#)

[Punctuating Text by Voice](#)

[Spelling by Voice](#)

[Using the Keyboard Window](#)

[Using Help](#)

[Opening Command Cue Cards](#)

Working with Documents Hands-Free

[Opening a Document](#)

[Saving a File](#)

For Help on Windows 95 Help

- 1 Say *help* to open the Kurzweil VoicePad Help menu.
- 2 Say *how-to-use-help* to open Windows Help.

•

Hands-Free Help

If you are a hands-free user, there are several options you set to make using Kurzweil VoicePad hands-free even easier.

Choose a topic name to display the procedure for setting the option.

[Loading a Default Voice Profile at Startup](#)

[Starting Kurzweil VoicePad with the Microphone On](#)

[Training Hands-Free Without Confirms](#)

-

Hands-Free Help

You can set Kurzweil VoicePad to automatically load your **voice profile** when Kurzweil VoicePad starts. You should set this feature only if you are the only person to use Kurzweil VoicePad on your PC.

Choose a topic below to see the steps to follow, depending on your PC operating system:

[Windows 95](#)

[Windows 3.1](#)

Hands-Free Help

To specify a default profile to load when you start Kurzweil VoicePad, include the profile name as a command line property of the Kurzweil VoicePad icon in the Start menu.

To open the Kurzweil VoicePad folder

- 1 From the Start menu choose Settings -- Taskbar. The Taskbar Properties dialog appears.
- 3 Choose the Start Menu Programs tab.
- 4 Choose Advanced. The Exploring -- Start Menu dialog appears.
- 5 Click the Programs folder to open it.
- 6 Double-click the Kurzweil VoicePad folder to open it.

To specify the profile name as a property of the Kurzweil VoicePad icon

- 7 Right-click the Kurzweil VoicePad icon. The pop-up menu appears.
- 8 Choose Properties. The Kurzweil VoicePad Properties dialog appears.
- 9 Choose the **Shortcut tab**.
- 10 In the **Target** text box add a space and the user name at the end of the command line.
Example: C:\KVWIN\KV.EXE -L C:\KVWIN **CWS**
- 11 Choose OK.

Each time you start Kurzweil VoicePad, it will automatically load your voice profile.

<p>Note: If you add other users to Kurzweil VoicePad, you should delete the user name from the command line so that each user can select the correct voice profile when Kurzweil VoicePad starts.</p>
--

See Also

[Starting Kurzweil VoicePad with the Microphone On](#)

- **Hands-Free Help**

The Startup with Recognition On option automatically turns on the microphone when you start Kurzweil VoicePad.

To start Kurzweil VoicePad with the microphone on

- 1 Make the Kurzweil VoicePad main window **active**.
- 2 Say *menu (pause) options*. to display the Options dialog.
- 3 Say *preferences* to display the Preferences tab.
- 4 Say *startup-with-recognition-on* to select the option.
- 5 Say *OK* to activate the new setting and close the Options dialog.

When you start Kurzweil VoicePad the next time, the microphone will be on when Kurzweil VoicePad finishes loading.

To unselect the Startup with Recognition On option

Repeat steps 1 through 5.

See Also

[Loading a Default Voice Profile at Startup](#)
[Turning the Microphone On and Off](#)

- **Hands-Free Help**

The Train Without Confirms option lets you dictate speech samples during **training** without pressing the Continue button on the Training dialog.

Tip: You must press the Back Up button by mouse or keyboard if you make a mistake. If you don't, Kurzweil VoicePad will use the sample recording.
--

To select the Train Without Confirms option

- 1 Make the Kurzweil VoicePad main window **active**.
- 2 Say *menu (pause) options.* to display the Options dialog.
- 3 Say *preferences* to display the Preferences tab.
- 4 Say *train-without-confirms* to select the option.
- 5 Say *OK* to activate the new setting and close the Options dialog.

To unselect the option

Repeat steps 1 through 5.

Hands-Free Help

Use the **voice alphabet** to spell a word by voice. Say each voice-alphabet word followed by a pause. Say *capital-* and an alphabet word to capitalize a letter.

EXAMPLE: Spell McCoy, say *capital-mike* (pause) *charlie* (pause) *capital-charlie* (pause) *october* (pause) *yankee*.

To see the alphabet word list as you work

Say [voice-alphabet-cue-card](#).

To enter letters into a dialog box

- 1 If the text box where you want to enter letters does not have focus, say the name of the text box, or say *tab-key* until focus moves to the text box.
- 2 Say a voice-alphabet word for each letter you want to enter.

To spell a word or press an extended key or key sequence in dictation

You must use the **Keyboard window** when spelling a word or pressing an **extended key** or key sequence in dictation.

- 1 Say *open-keyboard* to open the Keyboard window.
- 2 Say a voice-alphabet word for each letter you want to insert or each extended key or key sequence you want to press.

Tip: To press an extended key sequence, say the key name and voice alphabet letter as one phrase. Example: say *control-alpha* or *alt-alpha*.

- 3 Do one of the following:
 - Say *insert* to insert the word or press the indicated keys and leave the Keyboard window open.
 - Say *insert-close* to insert the word or press the indicated keys and close the Keyboard window.

To find a command in the Active Words window

- 1 Say *open-active-words* to make the Active Words window **active**.
- 2 Begin spelling the command that you are looking for by saying voice-alphabet words. As you supply letters, the list changes to include only those commands that match the spelling.

Note: To restore the full list of active commands, say *escape-key* or *clear*.

See Also

[Examples of Using the Voice Alphabet](#)
[Using the Keyboard Window](#)
[Controlling Dialog Boxes](#)

-

Hands-Free Help

You can perform the following tasks in Help by voice.

To display Kurzweil VoicePad Help Contents

- 1 Make the Kurzweil VoicePad main window [active](#).
- 2 Say *help* to open the Help menu.
- 3 Say *contents* to open Help with the Contents topic displayed.

To display context-sensitive Kurzweil VoicePad Help in dialog boxes

- Say *help*.

When Kurzweil VoicePad Help has focus...

To use menus and dialogs in Help

- "Say what you see"; that is, say the name of the menu, menu option, or dialog control as you would in Kurzweil VoicePad. Spell into text boxes using the [voice alphabet](#). For more information on using menus and dialogs, see:

[Controlling Menus](#)

[Navigating in and Controlling Dialog Boxes](#)

To press buttons on the Help button bar by voice

- Say the button name. For example, say *search*.

To choose a topic jump or pop-up

- 1 Say *tab-key* until the jump or pop-up you want to choose is highlighted.
- 2 Say *enter-key* to open the selected topic or display the pop-up window.
- 3 If you display a pop-up window, say *enter-key* again to close it.

<p>Tip: Rather than say <i>tab-key</i> multiple times, add commands that move the insertion point multiple entries. For example, add a command such as <i>tab-2</i> to move the cursor two entries, <i>tab-3</i> to move the cursor three entries, and so on. You could also add a <i>back-tab</i> command to move backwards. See Adding a Command for more information.</p>

To close Help

- Say *close-application*.

See Also

[Learning with Kurzweil VoicePad Tutor](#)

- **Hands-Free Help**

To open a document using Kurzweil VoicePad

- 1 Open Kurzweil VoicePad.
- 2 Say *file-open*. The Open File dialog box appears.

To specify the correct drive and directory, if necessary

- 3 Say the name of the list box to give it focus. For example, say *directory*. Or say *tab-key* until the list box has focus.
- 4 Say *down-arrow* and *up-arrow* as need until the correct selection is highlighted.
- 5 Say *enter-key* to choose the selection.
- 6 Say *tab-key* to move focus to the **File Name** box.

To enter the file name in the File Name text box

- 7 Spell the file name, including the extension, using the **voice alphabet**. Say *period* to separate the filename from the extension.
- 8 Say *OK* to open the file.

•
To save a file, you need to know how to [navigate in a dialog box](#).

To save a file using Kurzweil VoicePad

- 1 Say *file-save* to display the Save dialog. See [Controlling Menus](#) if you need more information.
- 2 Use the *tab-key* command to move the insertion point to the **File Name** text box if necessary.
- 3 Clear the **File Name** text box if it contains unusable text by saying *delete-key*.
- 4 Spell the name of the file, including the extension, using the [voice alphabet](#). For example, if the file name were ERICA.TXT, you would say:
echo (pause) *romeo* (pause) *india* (pause) *charlie* (pause) *alpha* (pause) *period* (pause) *tango* (pause) *x-ray* (pause) *tango*
- 5 To select a different drive or directory, move the cursor around the dialog box by saying the names of the list boxes or by using the *tab-key* and *shift-tab-key* commands. Move within these lists by say *up-arrow* or *down-arrow* as needed using the arrow key commands.
- 6 Say *save* to save the file and close the dialog box.

-

Hands-Free Help

To close Kurzweil VoicePad

- 1 Make the Kurzweil VoicePad window **active**.
- 2 Do one of the following.
 - Say *close-application*.
 - Say *file-exit*.
- 3 If prompted, do one of the following.
 - Say *yes* to save an open file.
 - Say *no* to exit without saving the file.
 - Say *cancel* to cancel the close and return to Kurzweil VoicePad.

See Also

[Controlling Dialog Boxes](#)

- **Basics**

[Learn to use Kurzweil VoicePad through Demo and Practice?](#)

[Control the microphone?](#)

[Understand how the Kurzweil VoicePad windows work?](#)

[Open and close Kurzweil VoicePad windows?](#)

Dictation

[Dictate to Kurzweil VoicePad?](#)

[Fix a word that Kurzweil VoicePad misrecognized?](#)

[Delete a word I dictated?](#)

[Find what I can say?](#)

[Verify what Kurzweil VoicePad heard?](#)

[Phrase words and numbers?](#)

[Change capitalization and spacing settings?](#)

[Return to dictation if Kurzweil VoicePad recognized a text word as a command?](#)

Navigation and Control

[Control the menus?](#)

[Know what commands I can say?](#)

[Control the Kurzweil VoicePad Window?](#)

[Navigate in a document?](#)

[Keep my place within a document?](#)

Advanced

[Speak ahead and make edits later?](#)

[Add a Command?](#)

[Add a Free Text Word?](#)

For Help on Help, press F1.

- To verify what Kurzweil VoicePad last heard, look in the **Last Word Heard** panel in the Kurzweil VoicePad main window. If Kurzweil VoicePad does not recognize what you said, it displays the message 'Word not recognized' in the panel or the status message blinks.

To correct a misrecognition

Use the *take-* and *correct-that* commands to correct a misrecognition and help Kurzweil VoicePad **adapt** to your **speaking style**.

Note: If the Take window remains blank, Kurzweil VoicePad has lost your place, and you cannot use these voice commands. Click in your document and resume dictation.

If Kurzweil VoicePad misrecognized what you said and executed an application command, you need to take corrective action within the application rather than use *correct-that*.

If you experience persistent recognition problems with a specific word or phrase, choose the [Recognition Wizard](#) option from the Kurzweil VoicePad menu, and select the problem from the list that best describes the problem you are having.

See Also

[Correcting: Fixing Kurzweil VoicePad Misrecognitions Using the Take Window](#)

- Kurzweil VoicePad provides active commands based on your location. All currently active commands are listed in the [Active Words window](#).

To find a command in the Active Words window

- 1 Say *open-active-words* or click on the Active Words window to make it active.
- 2 Begin typing or using the [voice alphabet](#) to spell the command you want to find. As you supply letters, the display changes to show only commands that match your entry. The commands are grouped by [command list](#).
- 3 If the word:

- Appears in the list, you can say it or select it.
- Appears marked by a red diamond (
-), then you need to [train](#) the word.
- Does not appear in the list, it may be active in another location. For example, if you are currently dictating to a word processor, voice alphabet commands are not active.
- Does not appear in the list, but you want to add it, see [Adding a Command](#) or [Adding a Free Text Word](#).

Note: You can also say <i>page-up</i> and <i>page-down</i> or use the scroll bar to move through the list either before or after you begin spelling.

To restore the full list of active commands

Do one of the following:

- Press or say *escape-key*.
- Say *clear*.
- Choose Clear from the Edit menu.

See Also

[Understanding Command Lists](#)

•

If Kurzweil VoicePad misrecognizes a word for an application command and performs the command action, follow these instructions to correct this problem.

To correct this type of misrecognition

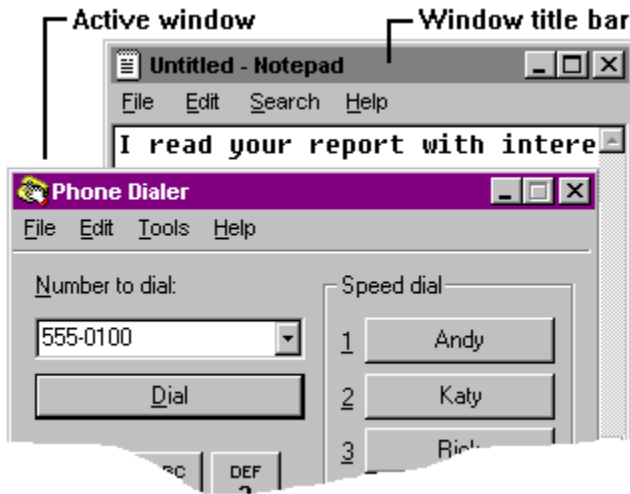
- 1 Look in the **Last Word Heard** panel to determine what Kurzweil VoicePad heard you say.
- 2 Do one of the following:
 - If a dialog box appears as a result of the misrecognition, choose the Cancel button.
 - If a formatting command altered the contents of the document, use the Undo command.
 - If an application setting or preference was changed, access the setting from the menu and return it to its previous setting.
- 3 If necessary, move the **insertion point** to its correct place in the document.

To prevent the misrecognition in the future

- 1 Choose Recognition Wizard from the Kurzweil VoicePad **menu**.
- 2 Select Confuses a pair of words from the problem list.
- 3 Follow the prompts to train the word that you said and the word that Kurzweil VoicePad heard (in the **Last Word Heard** panel).

When you switch between Kurzweil VoicePad and another application, return to Kurzweil VoicePad by clicking on the Kurzweil VoicePad title bar. Doing so keeps the **insertion point** in the same place in your document and preserves the **alternatives** in the **Take** window.

Note: If the **Take** window remains blank, Kurzweil VoicePad has lost **context**. Click in your document and resume dictation.



- You can speak ahead of Kurzweil VoicePad and use the *back-up-* commands to make your corrections.

Use the **Take window** as a reference when backing up through your document to correct misrecognitions. As you move backwards in your document within the **back-up range**, the Take window shows the current word based on your current position in the document.

Backing up to make corrections

You can back up as many as 20 words in your document by voice using the *back-up-1* through *back-up-4* commands. Within this 20-word range, you can still use the *correct-that*, *take-*, or *delete-that* commands and then use *forward-* or *move-on* to move ahead again. If you move the **insertion point** beyond the back up range of 20 words, the Take window clears and you cannot use these commands. Use your mouse and keyboard to make edits outside the back-up range.

-

Kurzweil VoicePad lets you control the window size by voice commands.

To minimize the Kurzweil VoicePad window

Say *minimize-application*.

To maximize the Kurzweil VoicePad window

Say *maximize-application*.

To exit Kurzweil VoicePad

Say *close-application*.

•

((This is purely a place holder. There are no jumps to it, and it is no longer accessed by Search Keyword. The duplicate topic is in basics.doc. All jumps to the command topics in this file originate in KYBRD.SHG, which is the duplicate topic in basiscs.doc.))

Backspace

Say *backspace-key*.

Page Up

Say *page-up*.

Page Down

Say *page-down*.

Enter

Say *enter-key* or *return-key*.

Spacebar

Say *spacebar*.

Up Arrow

Say *up-arrow*.

Down Arrow

Say *down-arrow*.

Left Arrow

Say *left-arrow*.

Right Arrow

Say *right-arrow*.

Tab

Say *tab-key*.

Home

Say *home-key*.

Delete

Say *delete-key*.

Insert

Say *insert-key*.

End

Say *end-key*.

Escape

Say *escape-key*.

F1

Say *F-one*.

F2

Say *F-two*.

F3

Say *F-three*.

F4

Say *F-four*.

F5

Say *F-five*.

F6

Say *F-six*.

F7

Say *F-seven*.

F8

Say *F-eight*.

F9

Say *F-nine*.

F10

Say *F-ten*.

F11

Say *F-eleven*.

F12

Say *F-twelve*.

Alt

To press this key alone, say *alt-key*.

To press it in combination with another key, say *alt* and *the second key* as one phrase. For example, say *alt-SIERRA* to press ALT + S simultaneously by voice, or say *alt-end-key* to press that key combination by voice.

Ctrl

This key works in combination with another key.

Say *control* and *the second key* as one phrase. For example, say *control-SIERRA* to press CTRL + S simultaneously by voice, or say *control-end-key* to press that key combination by voice.

Shift

This key works in combination with another key.

To press it in combination with another key, say *shift* and *the second key* as one phrase. For example, say *shift-F-eleven* to press SHIFT + F11 simultaneously by voice.

To capitalize a letter when spelling by voice, use the *capital-* command with the [voice alphabet](#). For example, say *capital-SIERRA* to capitalize the letter S.

~ Say *tilde*.
` Say *backquote*.

! Say *exclamation-point*.

1 Say *one*.

@ Say *at-sign*.

2 Say *two*.

Say *number-sign*.

3 Say *three*.

\$ Say *dollar-sign*.

4 Say *four*.

% Say *percent*.

5 Say *five*.

^ Say caret.
6 Say six.

& Say *ampersand*.
7 Say *seven*.

* Say *asterisk*.

8 Say *eight*.

(Say *open-paren*.
9 Say *nine*.

-) Say *close-paren*.
- 0 Say *zero*.

- Say *underbar*.
- Say *hyphen*.

+ Say *plus-sign*.

= Say *equal-sign*.

| Say *vertical-bar*.

\ Say *backslash*.

- { Say *open-curley*.
- [Say *open-bracket*.

} Say *close-curley*.

] Say *close-bracket*.

- ⋮ Say *colon*.
- ⋮ Say *semi-colon*.

" Say *open-quote* or *close-quote*.

Use the appropriate command to insert the correct spacing in your document.

Command	Spacing
<i>open-quote</i>	Does not insert a space after the quote.
<i>close-quote</i>	Inserts a space after the quote.

' Say *apostrophe*, *single-quote*, *open-single-quote*, *close-single-quote*

Use the appropriate command to insert the correct spacing in your document.

Command	Spacing
<i>apostrophe</i>	Does not insert a space before or after the apostrophe.
<i>single-quote</i>	Inserts a space before and after quote.
<i>open-single-quote</i>	Inserts a space before but not after the quote.
<i>close-single-quote</i>	Does not insert a space before but inserts a space after the quote.

< Say *open-angle*.

, Say *comma* when dictating words. In this instance, Kurzweil VoicePad inserts a space after the comma.

Say *numeric-comma* when inserting a comma in a series of numbers. In this instance, Kurzweil VoicePad does not insert a space after the comma.

- > Say *close-angle*.
- Say *period* to end a sentence. This inserts the correct spacing between sentences.
Say *decimal-point* when you want to insert decimal point in a series of numbers.
This command does not insert spaces between the numbers.

? Say *question-mark*.
/ Say *slash*.

a Say *ALPHA*.

A Say *capital-ALPHA*.

b Say *BRAVO*.

B Say *capital-BRAVO*.

- c** Say *CHARLIE*.
- C** Say *capital-CHARLIE*.

- d** Say *DELTA*
- D** Say *capital-DELTA*.

e Say *ECHO*.

E Say *capital-ECHO*.

- f** Say *FOXTROT*.
- F** Say *capital-FOXTROT*.

g Say *GOLF*.

G Say *capital-GOLF*.

h Say *HOTEL*.

H Say *capital-HOTEL*.

- i Say *INDIA*.
- l Say *capital-INDIA*.

j Say *JULIET*.

J Say *capital-JULIET*.

k Say *KILO*.

K Say *capital-KILO*.

I Say *LIMA*.

L Say *capital-LIMA*.

m Say *MIKE*.

M Say *capital-MIKE*.

n Say *NOVEMBER*.

N Say *capital-NOVEMBER*.

- Say *OSCAR*.
- Say *capital-OSCAR*.

p Say *PAPA*.

P Say *capital-PAPA*.

q Say *QUEBEC*.

Q Say *capital-QUEBEC*.

r Say *ROMEIO*.

R Say *capital-ROMEIO*.

s Say *SIERRA*.

S Say *capital-SIERRA*.

t Say *TANGO*.

T Say *capital-TANGO*.

- u** Say *UNIFORM*.
- U** Say *capital-UNIFORM*.

v Say *VICTOR*.

V Say *capital-VICTOR*.

w Say *WHISKEY*.

W Say *capital-WHISKEY*.

- x** Say *X-RAY*.
- X** Say *capital X-RAY*.

y Say *YANKEE*.

Y Say *capital-YANKEE*.

z Say *ZULU*.

Z Say *capital-ZULU*.

Pause/Break

Say *break-key*.

7 Say *seven*.

Home Say *home-key*.

8 Say *eight*.

Up Arrow Say *up-arrow*.

9 Say *nine*.

PgUp Say *page-up*.

4 Say *four*.

Left Arrow Say *left-arrow*.

5 Say *five*.

6 Say *six*.

Right Arrow Say *right-arrow*.

1 Say *one*.

End Say *end-key*.

2 Say *two*.

Down Arrow Say *down-arrow*.

3 Say *three*.

PgDn Say *page-down*.

0 Say *zero or oh*.

Insert Say *insert-key*.

- Say *period* to end a sentence. This inserts the correct spacing between sentences.
Say *decimal-point* when you want to insert decimal point in a series of numbers.
This command does not insert spaces between the numbers.

Del Say *delete-key*.

Enter

Say *enter-key*.

+

Say *plus-sign*.

- Say *minus-sign*.

* Say *asterisk*.

/ Say slash.

Scroll Lock

Say *scroll-lock*.

Num Lock

Say *num-lock*.

Caps Lock

Say *caps-lock*.

Print Screen

Say *print-screen*.

-

Using Kurzweil VoicePad successfully requires some essential skills. To acquire these skills, run the Kurzweil VoicePad Demo and do the Kurzweil VoicePad Practice.

To run Kurzweil VoicePad Demo or Practice

Do one of the following:

- Click the Demo or Practice button on the opening Overview screen.
- Open the VoicePad menu and choose Demo or Practice.

Click on a topic below to find out more about Kurzweil VoicePad

[How Do I Start?](#)

[What Is Voice Focus?](#)

[What Can I Say?](#)

[How Do I Say It?](#)

[How Do I Correct Kurzweil VoicePad Misrecognitions?](#)

[How Do I Rewrite Text When I Change My Mind?](#)

[Is Kurzweil VoicePad Listening?](#)

•

To begin using Kurzweil VoicePad

- 1 If Kurzweil VoicePad is not running, open it from the Kurzweil VoicePad icon.
- 2 [Put on the microphone](#) and position it correctly.
- 3 Choose your name from the Start User dialog box or create a new user.
- 4 If you are prompted to complete a [sound levels check](#), follow the prompts when the Sound Levels dialog appears.
- 5 Press CTRL+ALT to turn the [microphone on](#).
- 6 Begin dictating.

Use the [Active Words window](#) to [find what you can say](#).

•

Voice focus refers to the window that you can currently speak to with Kurzweil VoicePad. The window may display a Kurzweil VoicePad document, or it may be one of the Kurzweil VoicePad windows or dialogs. A highlighted title bar means the window is active and has voice focus; a dimmer (often gray) title bar indicates that the window is not active and does not have voice focus.

If a window or dialog box doesn't have voice focus, you can't talk to it. To make it active, click on the title bar of the window, or say *open-* and the name of the window as one phrase.

•
When you speak to Kurzweil VoicePad, you are either dictating **free text** words or numbers or speaking **commands**.

Dictating Free Text Words and Numbers

You can say any word you want when you are dictating. If Kurzweil VoicePad neither correctly recognizes the word nor displays the word in the **Take window**, you can correct or add the word using the **correct-that** command. For guidelines on dictating numbers, see [Phrasing Numbers](#).

Speaking Commands

Menu and Dialog Commands --Say What You See

When speaking commands for menus and **dialog box labels**, say what you see. To display the edit menu, say *edit-menu*. Then "say what you see" to select an option from that menu. For example, say *cut*.

Shortcut Commands

Kurzweil VoicePad also provides shortcut commands that you can use without displaying a menu. These commands correspond to the options that have **shortcut keys** on a menu. Shortcut commands combine the menu and option as one phrase. For example, you can say *edit-cut* instead of *edit-menu* (pause) *cut*.

You can add your own shortcut commands.

Kurzweil VoicePad and Navigation Commands

The **Active Words window** shows all the commands you can say in your current location. The commands listed include Kurzweil VoicePad commands and Windows navigation commands. You can speak **pretrained** commands immediately.

Using Command Cue Cards

To see a quick reminder of commands you can speak, [open a cue card](#).

•

Tips for speaking to Kurzweil VoicePad

Kurzweil VoicePad can understand you best when you follow the guidelines listed below.

<u>Speaking Style</u>	<u>Guidelines</u>
Volume	Speak as you would normally speak to someone sitting across the desk from you. Do not speak too loudly.
Speaking Rate	Pause briefly, less than a 1/6 of a second, between words and word phrases but do not draw them out unnaturally. Kurzweil VoicePad defines words by hearing these pauses. If you speak too quickly or too slowly, Kurzweil VoicePad will misrecognize you. To adjust the length of the pause, see Setting Recognition Options . Examples: <ul style="list-style-type: none">• Say <i>to</i> (pause) <i>whom</i> (pause) <i>it</i> (pause) <i>may</i> (pause) <i>concern</i> (pause) <i>colon</i>• Say <i>file-menu</i> (pause) <i>open</i>. See Phrasing Numbers to learn the guidelines for dictating numbers.
Pronunciation	Pronounce words as you normally do. Do not over enunciate.
Noises	Be aware of any extra sounds you might make, such as tongue clicks, clearing your throat, inserting "uhs" or "ahs" between words, or "thinking aloud." Also be aware of any background sounds, such as colleagues conversing or a radio playing. Loud extraneous noises or soft unintentional noises can cause misrecognitions.

Tip: Speak all hyphenated command phrases as one word.

Use the *correct-that* and *take-* commands to correct Kurzweil VoicePad misrecognitions. Remember that Kurzweil VoicePad learns your voice and adjusts your profile so that it recognizes you better. Kurzweil VoicePad also adjusts to changing noise conditions.

See Also

[Helping Kurzweil VoicePad Adapt to Your Speaking Style](#)
[Identifying Recognition Problems](#)

- Sometimes Kurzweil VoicePad **misrecognizes** you and hears something different from what you said. When this happens, say:
 - **take-** and the number of the alternative if the correct word appears in the **Take window**. For example, say **take-2** to take the second alternative. Kurzweil VoicePad swaps the word you choose for the word it heard.
 - **correct-that** if the correct alternative does **not** appear in the Take window.
- Do **not** use the **delete-that** command to correct a misrecognition because that command does not help Kurzweil VoicePad **adapt** to your **speaking style**.

Note: If the Take window remains blank, you cannot use these commands because Kurzweil VoicePad has lost **context**. Click in your document to use standard editing features to make corrections.

Click a topic below for more information.

Using these correction commands

See [Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)

Correcting persistent misrecognitions

See [Using the Recognition Wizard](#).

Editing your dictation

See [How Do I Rewrite Text When I Change My Mind?](#)

See Also

[Overview of Correcting and Editing](#)

If you change your mind about a word that Kurzweil VoicePad **recognized correctly**, use the *delete-that* command.

Important: Don't use the *take-* or *correct-that* commands to rewrite text that Kurzweil VoicePad recognized correctly. Because these commands help Kurzweil VoicePad **adapt** to your **speaking style**, use them only for **misrecognitions**.

To rewrite your text

<u>To delete</u>	<u>Use</u>
The current word	The <i>delete-that</i> command.
One of the last 20 words dictated	The <i>back-up-1</i> through <i>back-up-4</i> commands one or more times to move within the back-up range . Then use the <i>delete-that</i> command and dictate a change. To resume dictation after you edit, say <i>move-on</i> to move the insertion point to its location before you backed up.
Any other words	Your mouse or keyboard. Outside of the back-up range, Kurzweil VoicePad loses context and the Take window clears. To resume dictation after you edit, click in your document and begin speaking again.

Example

Click here to display an [example of rewriting your text](#).

See Also

[Overview of Correcting and Editing](#)
[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)

-

As you speak, is Kurzweil VoicePad responding? If not, click on the highlighted text below to display troubleshooting information.

- Is the microphone plugged in correctly? Check your manufacturer's instructions.
- [Do you have the microphone positioned properly?](#)
- [Is the microphone indicator green?](#)
- [Is the title bar highlighted](#) for the document you want to dictate to?
- [Does the Take window display the word](#) Kurzweil VoicePad heard, plus as many as four alternatives?
- [Is the word or command you want to say trained and active for your location?](#)

See Also

[Verifying What Kurzweil VoicePad Heard](#)
[Identifying Recognition Problems](#)

Is the microphone indicator green?

Kurzweil VoicePad hears you only when the microphone indicator is green.

If it is gray and the status line in the Kurzweil VoicePad Center says:

- 'Ctrl + Alt turns on the microphone,' press CTRL + ALT or use your mouse to click on the microphone indicator.
- 'Say Listen-to-me,' say *listen-to-me*.

Is the title bar highlighted for the document you want to dictate to?

If the title bar is dimmed, the window is not active (does not have voice focus) and you cannot speak to it. Also, if you wish to voice-enable applications other than VoicePad, you will have to upgrade to a full version of Kurzweil VOICE. Please call **1-800-380-1234** to contact Kurzweil Applied Intelligence about upgrading.

Does the Take window display the word Kurzweil VoicePad heard, plus as many as four alternatives?

If you have been dictating but the **Take window** remains **blank**, Kurzweil VoicePad has lost **context** and no longer knows the **current word**. This occurs when you move the insertion point by mouse or keyboard. To resume, click in your document and begin dictating again.

Do you have the microphone positioned properly?

Follow these guidelines.

- Secure the microphone on your head.
- Place the microphone mount on the left or right side of your mouth.
- Turn the flat surface of the microphone toward the left or right corner of your mouth, as close as you can without touching. If what you say is often misrecognized, check the microphone position.

Is the word or command you want to say trained and active for your location?

Kurzweil VoicePad can recognize a command only if it is **trained**. Furthermore, what you can say depends on your location in a window, menu, or dialog box. You may be trying to say a command that isn't active for your current location. For example, if the Kurzweil VoicePad Center window is active, you can't say *file-open*.

To find out if a word or command is active

Say *open-active-words* or click on the **Active Words window** to make it **active**. Then use one of these methods to find a command on the Active Words window:

- Type the command name.
- Spell the command name by **voice alphabet**.

All the commands that match the letters or words you supply appear grouped by command list in the Active Words window.

Note: To restore the full list of available commands, press or say *escape-key* or choose Clear from the Edit menu by either:
-- Saying *clear*
-- Using your mouse or keyboard

To use a command after you find it

Use either of these methods:

- Choose Say from the Edit menu or the **pop-up menu** on the Active Words window.
- Make the Kurzweil VoicePad dictation window active and say the command phrase.

If the command you need does not appear in the Active Words list

You can add the command. See [Adding a Command](#).

- Choose a topic to display the topic contents.

Boosting Recognition Accuracy

[Overview: Helping Kurzweil VoicePad Adapt](#)

[Training Commands and Words to Improve Recognition](#)

[Using Take- and Correct-That to Improve Recognition](#)

Boosting Dictation Throughput

[Adjusting the Speed:Accuracy Ratio](#)

[Adjusting Word Gap](#)

Troubleshooting Recognition Problems

[Identifying Recognition Problems](#)

[Using the Recognition Wizard](#)

[Checking Sound Levels](#)

[Adjusting Microphone Gain](#)

[Setting Recognition Options](#)

Maintaining Voice Profiles

[Creating a Voice Profile](#)

[Selecting a Voice Profile](#)

[Saving Your Voice Profile](#)

[Saving Your Voice Profile with a Confirm](#)

[Deleting a Voice Profile](#)

[Loading a Default Voice Profile at Start Up](#)

For Help on Help, press F1.

-

There are several ways to help Kurzweil VoicePad adapt to your **speaking style**. Click on green headings below for more information about a topic:

Correct Kurzweil VoicePad Misrecognitions

You can help Kurzweil VoicePad adapt to the way you speak by correcting words or commands that it misrecognizes.

- Use the **take-** command when Kurzweil VoicePad misrecognizes a word and the correct word appears in the **Take window**.
- Use the **correct-that** command when Kurzweil VoicePad misrecognizes a word and the correct word does **not** appear in the Take window.
- Use the **delete-that** command only when you change your mind and want to delete a word that Kurzweil VoicePad recognized **correctly**.

Use the Recognition Wizard

The Recognition Wizard helps you solve persistent recognition problems by guiding you through corrective actions. Use the Recognition Wizard if:

- Kurzweil VoicePad consistently misrecognizes a word.
- Kurzweil VoicePad consistently mistakes one word for another word.
- Kurzweil VoicePad does not hear you when you speak.
- Kurzweil VoicePad consistently hears one word no matter what you say.
- You experience poor recognition.

Check Sound Levels

Kurzweil VoicePad maintains a representation of the difference between your voice and the background noise in your environment. You need to perform a sound levels check if:

- Kurzweil VoicePad prompts you.
- You experience a significant change in the level or type of background noise in your working environment that decreases your recognition accuracy.
- You experience a decrease in your recognition accuracy.
- The **recognition wizard** prompts you after selecting from the problems list.
- You switch to using a different sound board and/or microphone.

See Also

[Tuning and Troubleshooting](#)

-

When you train a command or word, Kurzweil VoicePad records a sample of how you say it. This helps Kurzweil VoicePad **adapt** to your voice. You need to train a command or word if:

- Kurzweil VoicePad consistently misrecognizes it.
- Kurzweil VoicePad confuses two words.
- The command is **untrained**.

Train from the **Recognition Wizard** or **Active Words window** window. If you have added a number of new commands, you can train all untrained words.

<p>Note: The information that Kurzweil VoicePad collects when you train commands and words is stored in your voice profile, which you or your system administrator should back up regularly.</p>
--

See Also

[Training a Selected Command or Word](#)

[Training All the Commands in One Command List](#)

[Training Menu Commands](#)

[Training Commands for Kurzweil VoicePad Windows](#)

[Training Untrained Commands](#)

[Using the Active Words Window](#)

[Using the Recognition Wizard](#)

•
When you train a command or word, Kurzweil VoicePad records a sample of how you say it to help [adapt](#) to your [speaking style](#).

Until you become familiar with Kurzweil VoicePad, use the [Recognition Wizard](#) to train a word that is consistently misrecognized. Once you become more familiar with Kurzweil VoicePad, you can use the [Active Words](#) window to complete this procedure.

Note: If the command or word does not appear in the Active Words list, it is not an active word in the system. To correct this problem, exit from this procedure and [add the command](#) or [add the word](#).

To train a selected command or word using the Recognition Wizard

- 1 Say *recognition-wizard* or choose Recognition Wizard from the Kurzweil VoicePad [menu](#).
- 2 Select the first problem from the list: **Doesn't recognize your word**.
- 3 Choose Solve.
- 4 Enter or select a command or word.
- 5 Choose Solve.
- 4 Follow the prompts to record speech samples.

To train a selected command or word using the Active Words window

- 1 If the command you want to train is for a [dialog box label](#), open the dialog box and make it active.
- 2 Say *open-active-words* or click on the Active Words window.
- 3 [Find](#) and highlight the command or word you want to train. If the command is in the Kurzweil VoicePad Menu Commands list, see [Training Menu Commands](#) for a different procedure. If the command is for a Kurzweil VoicePad window or dialog box, see [Training Kurzweil VoicePad Window and Dialog Box Commands](#).
- 4 Choose Selected from the Train menu or choose Train from the [pop-up menu](#). The Train Word dialog box appears.
- 5 Follow the prompts to record speech models.

Note: The information that Kurzweil VoicePad collects when you train commands and words is stored in your [voice profile](#), which you or your system administrator should back up regularly.

See Also

- [Training All the Commands in One Command List](#)
- [Training Menu Commands](#)
- [Training Commands for Kurzweil VoicePad Windows](#)
- [Training Untrained Commands](#)
- [Using the Active Words Window](#)
- [Using the Recognition Wizard](#)

• Use the [Active Words](#) window to train any the [untrained](#) commands. For commands in the Kurzweil VoicePad Menu Commands list, see [Training Menu Commands](#) for a different procedure.

To train untrained commands

- 1 Say *open-active-words* or click in the Active Words window to make it [active](#).
- 2 Select Untrained from Train menu.
- 3 Follow the prompts to provide speech samples. You will be prompted to train every untrained command.

<p>Note: The information that Kurzweil VoicePad collects when you train commands is stored in your voice profile, which you or your system administrator should back up regularly.</p>

See Also

- [Training a Selected Command or Word](#)
- [Training All the Commands in One Command List](#)
- [Using the Active Words Window](#)

•
When you train a command, Kurzweil VoicePad records a sample of how you say it to help **adapt** to your **speaking style**.

To train all the words in a selected command list

- 1 If the command list you want to train is for a **dialog box label** in a dialog box, open the dialog box and make it active.
- 2 Say *open-active-words* or click on the Active Words window.
- 2 Highlight the name of the **command list** you want to train.
- 3 Choose Selected from the Train menu or choose Train from the **pop-up menu**. The Train Word dialog box appears.
- 5 Follow the prompts to record speech samples.

<p>Note: The information that Kurzweil VoicePad collects when you train commands and words is stored in your voice profile, which you or your system administrator should back up regularly.</p>
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See Also

- [Training a Selected Command or Word](#)
- [Training Menu Commands](#)
- [Training Commands for Kurzweil VoicePad Windows](#)
- [Training Untrained Commands](#)
- [Using the Active Words Window](#)

•
If you experience a recognition problem with a command on a menu, you can usually solve the problem by training the command from the [Menu Command Training dialog](#). When you train a command, Kurzweil VoicePad records a sample of how you say it to help [adapt](#) to your [speaking style](#).

To display the Menu Command Training dialog

- 1 Say *open-active-words* or click on the Active Words window.
- 2 Choose Menu Commands from the Train menu. The Menu Command Training dialog appears.

To train a selected menu command

- 1 Display the Menu Command Training dialog as described above.
- 2 [Find](#) the command you want to train and highlight it.
- 3 Choose Selected. The Training dialog appears.
- 4 Follow the prompts to record speech samples.

To train all menu commands

- 1 Display the Menu Command Training dialog as described above.
- 2 Choose All Words. The Training dialog appears.
- 3 Follow the prompts to record speech samples.

To train only untrained menu commands

- 1 Display the Menu Command Training dialog as described above.
- 2 Choose Untrained. The Training dialog appears.
- 3 Follow the prompts to record speech samples.

See Also

[Training Commands for Kurzweil VoicePad Windows Using the Active Words Window](#)

•
If you experience a recognition problem with a command to use a Kurzweil VoicePad window or dialog, you can usually solve the problem by training the command from the [VOICE Command Training dialog](#). When you train a command, Kurzweil VoicePad records a sample of how you say it to help [adapt](#) to your [speaking style](#).

To display the VOICE Command Training dialog

- 1 Say *open-active-words* or click on the Active Words window to make it [active](#).
- 2 Choose VOICE Commands from the Train menu. The VOICE Command Training dialog appears.

To train a selected Kurzweil VoicePad command

- 1 Display the VOICE Command Training dialog as described above.
- 2 [Find](#) the command you want to train and highlight it.
- 3 Choose Selected. The Training dialog appears.
- 4 Follow the prompts to record speech samples.

To train all Kurzweil VoicePad commands

- 1 Display the VOICE Command Training dialog as described above.
- 2 Choose All Words. The Training dialog appears.
- 3 Follow the prompts to record speech samples.

See Also

[Using the Active Words Window](#)

- Use the *take-* and *correct-that* commands to correct a **misrecognition** or to add a **free text** word. Kurzweil VoicePad continually listens to your voice, and these commands are an efficient way of training it to recognize how you say a specific word or phrase.

You should avoid using the *delete-that* command to correct a misrecognition because you lose the opportunity to improve Kurzweil VoicePad's recognition.

Note: The information that Kurzweil VoicePad collects when you use <i>correct-that</i> and <i>take-</i> is stored in your voice profile , which you or your system administrator should back up regularly.
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See Also

[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)

[Using the Take Window](#)

[Using the Correct-That Window](#)

-

Some recognition problems can be easily remedied by following the guidelines listed below. If you are following these guidelines and your recognition problem continues, [use the Recognition Wizard](#) to solve your problem.

If Kurzweil VoicePad does not hear anything you say

- Make sure the **microphone indicator is green**.

If Kurzweil VoicePad hears you but does not respond

- Check the **Take window**. If it remains blank, Kurzweil VoicePad has lost **context**. Click in your document and resume your dictation.
- Check the window you are working in to make sure it is **active**. If the title bar is not highlighted, click on it to switch focus and make the window active.
- Check the **Active Words window** to be sure the command you are saying is active and is **trained**.

Speaking

- Pause between words or phrases. Say *To (pause) whom (pause) it (pause) may (pause) concern*. If Kurzweil VoicePad recognizes a single word or phrase as separate words, raise your **Word Gap** setting. For example, if *blackboard* is recognized as "black board" or if *take-2* is recognized as "take two," then raise your word gap setting. See [Setting Recognition Options](#).
- Do not pause in the middle of a phrase. Say *file-menu* not *file (pause) menu*. Or say *three-dash-four-dash-nine-four* not *three (pause) dash (pause) four (pause) dash (pause) nine (pause) four*.
- Do not over-enunciate or speak too loudly.

Kurzweil VoicePad eavesdrops

- Turn off the microphone when you are not speaking.
- Do not talk to yourself.
- Avoid saying "ums," "ers," and mouth clicks.

See Also

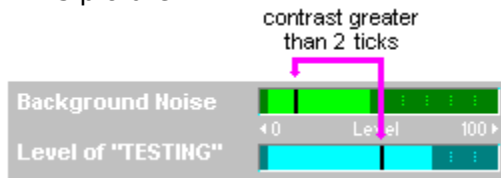
[Speaking So Kurzweil VoicePad Can Understand You](#)
[Controlling the Microphone](#)

- Kurzweil VoicePad maintains a representation of the difference between your voice and the background noise in your environment. Choose a topic to read about:

- [When to check sound levels](#)
- [Guidelines for checking sound levels](#)

Successful Sound Levels Check

A successful sound levels check captures your voice and the typical level of background noise in your working environment. The sound levels meter results vary depending on your environment. However, the meter reading for the words you speak should register more than 2 ticks higher than the meter reading for background noise, as illustrated in this picture:



Note: If you do not observe this contrast, complete the sound levels check and try dictating. If your recognition is poor, do one or more of the following:

- Perform another sound levels check

- Choose the Mike Gain button on the Sound Levels dialog to raise the microphone [gain](#)
- [Use the Recognition Wizard](#)
- [Check the fidelity of your sound board](#)
- [Adjust microphone gain outside Kurzweil VoicePad](#)

To record sound levels

- 1 Say *sound-levels* or choose Sound Levels from the Kurzweil VoicePad [menu](#).
- 2 When you are ready to record, choose the Continue button. Remain silent but breathe normally while Kurzweil VoicePad records the background noise.
- 3 Do one of the following:
 - If Kurzweil VoicePad recorded an accurate sample of your background noise, choose Continue.
 - If an extraneous noise occurred, choose Backup and record the sample again.
- 4 Follow the prompts to record the test words. The sound levels meter reading should register more than 2 ticks above the background levels reading for each sample.
 - If Kurzweil VoicePad recorded an accurate sample, choose Continue.
 - If an extraneous noise occurred or you do not think the sample reflected the way you normally speak, choose Backup and record the sample.
- 5 Choose OK to close the dialog box when you finish.

-

You need to perform a sound levels check if:

- Kurzweil VoicePad prompts you to do so.
- You experience a significant change in the level or type of background noise in your working environment that decreases recognition accuracy.
- You experience a decrease in recognition accuracy for other reasons.
- You suspect a problem with your microphone.
- You switch to a different sound board and/or microphone.

See Also

[Guidelines for Checking Sound Levels](#)

[Successful Sound Levels Check](#)

- Follow these guidelines when you perform a sound levels check:
 - When recording both background noise and spoken words, [position the microphone](#) the way you would if you were dictating.
 - Breathe normally, but do not speak or cover the microphone while Kurzweil VoicePad is recording a sample of the background noise.
 - Rerecord a sample if an extraneous noise occurs while Kurzweil VoicePad is recording either the background noise or your voice. Extraneous noise includes coughing, a telephone ring, or someone speaking to you.

See Also

[When to Check Sound Levels](#)

[Successful Sound Levels Check](#)

•
You should check the quality of the signal from your microphone and sound board after installation or anytime you suspect you might have a problem with them. Make sure your microphone is properly connected according to the manufacturer's instructions.

To record and test

- 1 Open Windows Sound Recorder or the recorder that comes with your sound board. The name of the recorder varies with different sound boards.
- 2 Set recording and playback levels to approximately half scale.
- 3 Set sound format to 22Khz or higher, 16 bit.
- 4 Speak into the microphone for a few seconds to record your voice.
- 5 Play back what you recorded.

What to listen for

Your voice recording should be audible with no loud buzzing or crackling in the background.

If the volume is too low, or if there is no sound at all in the recording, see [Adjusting Microphone Gain Outside Kurzweil VoicePad](#) for instructions for verifying that your microphone gain settings are adjusted correctly.

If you can't hear your recording clearly, check that the microphone connectors are firmly seated in the correct jacks, and that your sound board software is properly installed. Refer to your sound board documentation for further help.

- Extensive steps have been taken to ensure that Kurzweil VoicePad is compatible with Sound Blaster 16-compatible and 16-bit Windows-compatible sound boards. At the time of this release, Kurzweil Applied Intelligence is not aware of **any** sound boards that Kurzweil VoicePad does not support. If you nevertheless experience recognition difficulty or find that the microphone doesn't hear anything you say, choose a topic below for more information.

Incorrect microphone gain

Because of variations in [gain](#) among sound boards, Kurzweil VoicePad's default microphone gain setting may be incorrect for your sound board. If recognition appears to be poor or erratic during your initial stages of using Kurzweil VoicePad, see [Adjusting Microphone Gain Inside Kurzweil VoicePad](#) for information on correcting the problem.

Nonconforming sound board

Usually you can use Kurzweil VoicePad to control your microphone gain, but if your computer's sound board does not conform to accepted Windows conventions, you may need to see [Adjusting Microphone Gain Outside Kurzweil VoicePad](#) for information on correcting the problem.

- If you are a new Kurzweil VoicePad user, you need to create a **voice profile**. Your profile helps Kurzweil VoicePad recognize you when you speak.

To create a voice profile

- 1 Open Kurzweil VoicePad. The **Start User dialog** appears.
- 2 Choose New. The **New User dialog** appears.
- 3 In the **New User Name** text box, type your user name.
- 4 Do one of the following.
 - Select your gender.
 - Select Child for a young user. Generally, this setting is appropriate for an adolescent whose voice has not reached full maturity.

<p>Note: If you do not select Child, it is important to select the correct gender. Selecting the wrong gender will result in poor recognition.</p>

- 5 Choose OK. Kurzweil VoicePad creates a new voice profile and displays the new user name highlighted in the Start User dialog.
- 6 Choose OK to open Kurzweil VoicePad using the new voice profile.

See Also

[Selecting a Voice Profile](#)

[Deleting a Voice Profile](#)

[Saving Your Voice Profile](#)

[Loading a Default Voice Profile at Start Up](#)

•
Before you begin using Kurzweil VoicePad, you must select your **voice profile**. Selecting the correct profile is important because it helps Kurzweil VoicePad recognize you when you speak. In addition, Kurzweil VoicePad **adapts** to your **speaking style** as you work, so you should never use someone else's profile and risk corrupting that person's voice profile data with your own speech.

To select your voice profile

- 1 Open Kurzweil VoicePad. The Start User dialog appears.
- 2 Select your name from the list.
- 3 Choose OK. Kurzweil VoicePad loads your voice profile into the computer.

<p>Tip: You cannot select or add a voice profile once you have started Kurzweil VoicePad. If another user wants to use Kurzweil VoicePad, you must exit from the current session and restart Kurzweil VoicePad to select or create that user's profile.</p>
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See Also

[Creating a Voice Profile](#)

[Deleting a Voice Profile](#)

[Saving Your Voice Profile](#)

[Loading a Default Voice Profile at Start Up](#)

- Kurzweil VoicePad adapts to your **speaking style** by saving information from every session to your **voice profile** that helps it recognize you. Just like any document, you should periodically save your voice profile as you work to ensure that data is not lost. You can do this by using the *save-profile* command or by exiting from Kurzweil VoicePad.

Tip: If you have trained a large number of words, you should save your voice profile. In addition, you or your system administrator should back up your voice profile regularly.

To save your voice profile

- Say *save-profile*. Kurzweil VoicePad prompts you to confirm.
or
Exit from Kurzweil VoicePad by saying *close-application* when the Kurzweil VoicePad Center is **active** or choosing Exit from the Kurzweil VoicePad **menu**.

Note: If you do **not** want to save profile information when you exit from this session, see [Saving Your Voice Profile with a Confirm](#).

See Also

[Creating a Voice Profile](#)
[Deleting a Voice Profile](#)
[Selecting a Voice Profile](#)

•
Kurzweil VoicePad adapts to your **speaking style** each time you use it by saving information in your **voice profile** when you exit. However, there may be times when you don't want to save your profile; for example, a cold has changed the quality of your voice or you mistakenly used the wrong profile when dictating. Click here for [more information](#) •

You can add a prompt that will ask you whether or not you want to save your current session's information to your voice profile.

To add a confirm prompt

- 1 Make the Kurzweil VoicePad Center window **active**.
- 2 Say *menu* (pause) *options* or choose Options from the **menu**. The Options dialog appears.
- 3 Say *preferences* or choose the Preferences tab.
- 4 Select **Confirm Profile Save**.
- 5 Choose OK to activate the new setting and close the Options dialog.

Next time you exit from Kurzweil VoicePad, it will ask whether or not you want to save your voice profile.

See Also

[Creating a Voice Profile](#)

[Selecting a Voice Profile](#)

[Saving Your Voice Profile](#)

• A **voice profile** takes approximately 6 MB in disk space. You should delete any voice profile that is no longer in use to recover disk space.

Note: You permanently lose any **adaptation** for that profile when you delete it.

To delete a voice profile

- 1 Open Kurzweil VoicePad. The Start User dialog appears.
- 2 Select the user name from the list.
- 3 Choose Delete.
- 4 Choose Yes to confirm that you want to delete the voice profile for the selected user name.

See Also

[Creating a Voice Profile](#)

[Selecting a Voice Profile](#)

[Saving Your Voice Profile](#)

- Choose a topic below to display the contents. For Help on Help, press F1

[Kurzweil VoicePad Registration and Evaluation](#)

Registering and Evaluating Kurzweil VoicePad.

[Upgrading to Kurzweil VOICE](#)

Learn how to upgrade to Kurzweil VOICE so you can voice-enable **any** Windows application.

[About Kurzweil VoicePad Help](#)

Differences between this Help file and the complete Help file for Kurzweil VOICE

[First-Time Users](#)

Learn all about Kurzweil VoicePad and how to use it.

[Kurzweil VoicePad Basics](#)

Learn about Kurzweil VoicePad windows, as well as dictating, correcting, and speaking commands.

[Opening Command Cue Cards](#)

Learn how to display cue cards to remind you of frequently used dictation commands.

[Customizing Kurzweil VoicePad](#)

Learn how to add words and commands to customize command lists.

[Tuning and Troubleshooting](#)

Learn how to fine tune recognition performance, solve misrecognition problems, and maintain voice profiles.

[Using Kurzweil VoicePad Hands-Free](#)

Learn how to use the hands-free capabilities of Kurzweil VoicePad.

[Reference](#)

Contains information about Kurzweil VoicePad windows and menus.

[Examples](#)

Learn how to use Kurzweil VoicePad by example.

- Kurzweil VoicePad is not free software, it's shareware. You are hereby licensed to use this software for evaluation purposes without charge for a period of **30 days**. If you use this software after the 30-day evaluation period, a \$49.95 license fee is required. You can purchase a license by calling Kurzweil AI at **1-800-380-1234**. Payment can be made by check or credit card. When payment is received, you will be sent a copy of the Kurzweil VoicePad for Windows 95 Release 1.0 License and Warranty Agreement.

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This Help file provides much of the same information as Kurzweil VOICE Help, but you'll notice throughout that a number of links are unavailable. Here are examples of what you'll see:

This underlined text is a working jump

This dotted-underlined text is a working pop-up

This green text is link that is available only in Kurzweil VOICE Help.

-

...which brings you to a related topic.

Use the Back button to return to the previous topic.

Pop-up topic

...which displays a definition or other explanatory material.

If you would like to voice-enable other popular Windows applications, and benefit from a larger active vocabulary, you can upgrade to the latest version of Kurzweil VOICE by calling **1-800-380-1234**.

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Use the Correct That window to correct a word that Kurzweil VoicePad **misrecognized**. Doing so helps Kurzweil VoicePad **adapt** to your speaking style.

To access this window

Say *correct-that* when a word or command you said is:

- Not correctly inserted in your dictation (word) or executed (command).
- Not offered as an **alternative** in the **Take window**.

To use this window

- 1 In the **Take Keys** text box, begin typing the word or command you said or spelling it by **voice alphabet**. As you enter the letters, alternatives appear that match the letters you type.
- 2 If the word you said does not appear, go to step 3.
If the command you said does not appear, go to step 4.
If the word or command **does appear**:
 - In the Take-Best position, say *take-best*.
 - As a numbered alternative, say *take-* and the number. For example, say *take-3* as one phrase.
- 3 If the **word does not appear** but:
 - A root form of the word does appear, say *endings-of-* and indicate which alternative. For example say *endings-of-best* or *endings-of-2*.
 - Another spelling of the word does appear, see [Changing the Way Kurzweil VoicePad Spells a Free Text Word](#).
 - You have spelled the word completely in the **Take Keys** text box, say *take-keys*. Doing so adds this new word to your **free text** vocabulary.
- 4 If the **command does not appear**:
 - It is either not active in your current location, or it is not a valid command. Exit from the Correct That window and verify the command using the **Active Words window** to [find what you can say](#).

See Also

[Correcting: Fixing Kurzweil VoicePad Misrecognitions](#)
[Using the Endings-Of-Command](#)
[Using the Active Words Window](#)
[Adding a Command](#)

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Select the word from the list that Kurzweil VoicePad never recognizes and train it.

To solve this problem

- 1 Enter the word in the list that Kurzweil VoicePad never recognizes. When the word appears, select it.

Note: If the word does not appear, it is not trained. To correct this problem, exit from the Wizard and [train the word or command](#) using the Active Words window.

- 2 Choose the Solve button. The Train Word dialog box appears.
- 3 Follow the prompts to train the word. If you need help, choose the Help button.

-

Select the word from the list that intrudes when you are dictating and train it.

In addition to the Wizard's solution

- Use the *take-* and *correct-that* commands to help Kurzweil VoicePad learn the word and adapt to your voice.
- If you do not think you will be using the word in your dictation, [delete the word](#) using the *Active Words* window.

To solve the problem

- 1 Scroll to or begin typing the word that Kurzweil VoicePad continually recognizes for other words. When the word appears in the list, select it.
- 2 Choose the Solve button. The Train Word dialog box appears.
- 3 Follow the prompts to train the word. If you need help, choose the Help button from this dialog box.

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The Wizard has three solutions to this problem. It is important that you complete a solution and then use Kurzweil VoicePad to determine whether the solution improved recognition. If it did not, follow the next action listed.

In most cases, completing **Solution 2**, raising the match threshold, should solve the problem.

In addition to the Wizard's solution

- Eliminate unnecessary background noise.
- Turn off the microphone when you are not speaking; Kurzweil VoicePad eavesdrops.

To solve the problem try these three solutions in order

Solution 1 - Check Sound Levels

- 1 Choose the Solve button. The Sound Levels dialog box appears.
- 2 Follow the prompts. When you finish, Kurzweil VoicePad automatically exits from the Recognition Wizard.
- 3 Use Kurzweil VoicePad.
- 4 Evaluate recognition. If Kurzweil VoicePad still hears you when you are not speaking, go to Solution 2.

Solution 2 - Raise the Match Threshold

- 1 Choose the Next button. The Wizard displays the Match Threshold solution.
- 2 Choose the Solve button. Kurzweil VoicePad automatically raises the threshold setting.
- 3 Choose OK.
- 4 Use Kurzweil VoicePad.
- 5 Evaluate recognition. Do one of the following until the problem is eliminated. Go to Solution 3 only if you need to make Kurzweil VoicePad less sensitive to sound.

<u>If Kurzweil VoicePad</u>	<u>Then</u>
Still hears you when you are not speaking	Repeat Solution 2.
Doesn't hear you at all	Choose Occasionally Does Not Hear You from the list of problems.
Sometimes doesn't hear you	Choose Occasionally Does Not Hear You from the list of problems.

•

The Wizard has three solutions to this problem. It is important that you complete a solution and then use Kurzweil VoicePad to determine whether the solution improved recognition. If it did not, follow the next action listed.

In most cases, completing **Solution 2**, lowering the match threshold, should solve the problem.

In addition to the Wizard's solution

Pause between words and phrases.

To solve the problem, try these three solutions in order

Solution 1 - Check Sound Levels

- 1 Choose the Solve button. The Sound Levels dialog box appears.
- 2 Follow the prompts.
- 3 Use Kurzweil VoicePad.
- 4 Evaluate recognition. If Kurzweil VoicePad still does not hear you, go to Solution 2.

Solution 2 - Lower Match Threshold

- 1 Choose the Next button. The Wizard displays the Match Threshold solution.
- 2 Choose the Solve button. Kurzweil VoicePad automatically lowers the threshold setting.
- 3 Choose OK.
- 4 Use Kurzweil VoicePad.
- 5 Evaluate recognition. Do one of the following until the problem is eliminated. Go to Solution 3 only if you need to make Kurzweil VoicePad more sensitive to sound.

If Kurzweil VoicePad	Then
Still does not hear you when you speak	Repeat Solution 2.
Hears you when you are not speaking	Choose Hears You When You Are Not Speaking from the list of problems.

• The Wizard needs to perform a sound levels check to correct this problem.

Note: In rare cases your sound board may be the cause of this problem, and the Recognition Wizard's solution can't help you. See [Troubleshooting a Deaf Microphone](#) for more information.

Before you use the Wizard

- Make sure you have the microphone plugged in correctly.
- Check the status message in the Kurzweil VoicePad main window's [Last Word Heard panel](#). If the message "Say listen-to-me" appears, say *listen-to-me*. This message indicates that you have turned the microphone off with the *stop-listening* command.

To solve the problem using the Wizard

- 1 Choose the Solve button. The Sound Levels dialog box appears.
- 2 Follow the prompts, or choose the Help button for more information.

-

You are either speaking too loudly or the background noise in your environment is too loud. Exit from the Wizard and do either of the following:

- Speak in a normal tone when you use Kurzweil VoicePad. If you still experience the problem, speak lower; but don't whisper.
- Eliminate any background noise you can.

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Follow the instructions below to let the Wizard adjust some of Kurzweil VoicePad's recognition settings to correct this problem.

To solve the problem, try these two solutions in order

Solution 1 - Check Sound Levels

- 1 Choose the Solve button. The Sound Levels dialog box appears.
- 2 Follow the prompts.
- 3 Use Kurzweil VoicePad.
- 4 Evaluate recognition. If the problem persists, go to Solution 2 only if you need to make Kurzweil VoicePad less sensitive to sound.

Solution 2 - Lower Sensitivity Level

- 1 Choose the Next button. The Lower Microphone Sensitivity solution appears.
- 2 Choose the Solve button. Kurzweil VoicePad automatically lowers the sensitivity level.
- 3 Choose OK.

sensitivity level

Setting that determines how sensitive Kurzweil VoicePad is to background noise.

- Train the noise that Kurzweil VoicePad consistently recognizes as a word.

Tip: If you have selected the Auto Confirm Training option, the microphone will be on when you choose the Solve button. Be ready to reproduce the noise.

To correct this problem

- 1 Choose the Solve button. The Train Noise dialog box appears.
- 2 Follow the Train Noise prompts. If you need help, choose the Help button.

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If the problem you are having does not appear on the list, use this solution to let the Wizard make some adjustments.

In addition to the Wizard's solutions

Use the *take-* and *correct-that* commands to help Kurzweil VoicePad [adapt to your speaking style](#).

To solve the problem

This problem has three possible solutions. Complete the steps for the first solution. If the problem persists, access the Recognition Wizard and complete the steps for the other solutions.

Solution 1 - Check Sound Levels

- 1 Choose the Solve button. The Sound Levels dialog box appears.
- 2 Follow the prompts.

Solution 2 - Train the KV Dictation Commands

- 1 Choose the Next button. The Train KV Dictation Commands solution appears.
- 2 Choose the Solve button. The Training dialog appears.
- 3 Follow the screen messages and prompts to train the list of approximately 50 commands.

<p>Note: If you exit from training before you complete recording samples for the entire list, you will not lose the samples recorded. Future recognition will benefit from those samples. If you access this solution later to finish the list, however, you will be prompted from the beginning of the list.</p>
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Solution 3 - Verify Gender

- 1 Choose the Next button twice. The Verify Gender solution appears.
- 2 Choose the Solve button. A dialog box appears with your voice profile gender (or Child setting).
If the setting is incorrect, choose Current User from the Kurzweil VoicePad main window [menu](#) and change the gender setting.
- 3 Choose OK to exit.

See Also

[Help on Current User](#)

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Read the two solutions offered by the Recognition Wizard. Then try dictating.

If you still experience problems, review [Phrasing Numbers](#) for the rules when dictating numbers.

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If you mistakenly changed a recognition setting, such as the sensitivity level, select this option. The Wizard resets all the Kurzweil VoicePad recognition settings.

To reset your default values

- 1 Choose the Solve button. The Wizard resets your match threshold value.
- 2 Choose OK to exit.

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The Train Words option lets Kurzweil VoicePad adapt to your voice by recording samples of you speaking the word or command.

To train words

1 Say the word that appears at the prompt.

2 Choose one of the following:

- Continue button to save the sample and record the next sample.
- Backup button to record a new sample if you do not think the sample reflected the way you speak. Repeat steps 2 and 3.

3 Record additional samples as prompted by Kurzweil VoicePad.

4 Choose OK when you have finished.

Hands-Free Users: To train without having to press a button to continue, select the **Train Without Confirms** option on the Preferences tab of the [Options dialog](#).

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To correct this recognition problem, you need to reproduce and record the noise so Kurzweil VoicePad will ignore that noise in the future. Keep the microphone in its normal position during this recording.

Tip: If you have selected the **Train Without Confirms** option, you do not need to press the Continue button to turn on the microphone.

To train a noise

- 1 Press the Continue button if necessary.
- 2 Reproduce the noise.
- 3 Choose one of the following:
 - Continue button to save the sample.
 - Backup button to record a new sample if you do not think the one recorded was an adequate sample. Repeat steps 2 and 3.
- 4 Press OK.

- Select the word from the list that Kurzweil VoicePad does not recognize and train it.

In addition to the Wizard's solution

- Use the *take- command* to help Kurzweil VoicePad *adapt* to your voice.

To solve this problem

- 1 Enter the word in the list that Kurzweil VoicePad doesn't recognize. When the word appears, select it.

Note: If the word does not appear, it is not trained. To correct this problem, exit from the Wizard and [train the word or command](#) using the Active Words window.

- 2 Choose the Solve button. The Train Word dialog box appears.
- 3 Follow the prompts to train the word. If you need help, choose the Help button from this dialog box.



This glossary is available if you [upgrade to Kurzweil VOICE](#).

A

active window
Active Words window
adaptation
add-space command
alternatives
ambient noise
Application Editor
application command file (.VOC)
auto-cap- commands
auto-spacing- commands

B

background noise
back-up- command
back-up range

C

capitalization commands
client, network
close- commands
Command Learning
command lists
commands
context
continuous digit dictation
control-menu commands
correct-that command
Correct That window
current word

D

deafness
delete-space command
delete-that command
dialog box labels
dialog properties
discrete number-word dictation

E

end punctuation
endings-of- commands
enrollment
extended keys
extraneous noise

F

forward- commands
fractions
free text vocabulary
free text words

G

gain, microphone and sidetone

H

I

initial-cap commands
insertion point
intrusive noise

J

K

Keyboard window
Kurzweil VOICE Center window
Kurzweil VOICE commands

L

Last Word Heard panel
listen-to-me command
lowercase- commands

M

match threshold
maximize/minimize buttons
microphone gain
microphone indicator
misrecognition
Mouse window
move-on command

N

navigation keys
network client
network server
noise

O

open- commands
Options dialog

P

pixel
pop-up menu
pretrained words and commands

Q

R

recognition tuning
Recognition Wizard

S

server, network
shortcut commands
sidetone gain
sound-levels command
spacing commands
speaking style
speed:accuracy ratio
speaker-independent words
stop-listening command
system-menu commands

T

take- commands
Take window
trained word or command
training

U

untrained commands
uppercase- commands

V

.VOC file
vocabulary, free text
voice alphabet
voice-enabled application
voice profile

W

word gap

X

Y

Z

