

## INSTRUCTIONS

Following are six exercises which will help you to quickly learn Kurzweil VoicePad's basic editing commands. Each exercise consists of instructions followed by a brief script which should be dictated. After reading the instructions, position the cursor at the '>' character immediately following each script and dictate the example. For best results, dictate each example slowly with an ample pause between each word. Continue to repeat each example until you can dictate comfortably at a moderate rate of speed (35-45 WPM) with high recognition accuracy.

**IMPORTANT:** All commands (such as <LISTEN-TO-ME>) will be set off in brackets and written in capital letters. Be sure to say these commands as a single utterance without inserting a pause between each word.

To exit this practice session, turn on the microphone and say 'File-New'.

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### **Exercise 1:** *Turning the microphone on and off*

#### INSTRUCTIONS

Before using Kurzweil VoicePad, make sure that the microphone is properly installed. The microphone can be turned on and off by pressing CTRL and ALT at the same time using the keyboard. Once the microphone has been turned on using the keyboard, it can be turned off and on using the voice commands "Stop Listening" and "Listen-to-me". A green microphone button means the microphone is on, and Kurzweil VoicePad is listening. A gray microphone button means that the microphone is off, and that Kurzweil VoicePad is not listening. Generally, you should keep the microphone off unless you are speaking to Kurzweil VoicePad. See the online help for more information about controlling the microphone.

If the microphone button is gray, turn it on by pressing CTRL-ALT on your keyboard. Practice turning the microphone off and on by saying the following commands:

#### PRACTICE

<STOP-LISTENING><LISTEN-TO-ME><STOP-LISTENING><LISTEN-TO-ME><STOP-LISTENING>

>

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### **Exercise 2:** *Say all punctuation characters*

#### INSTRUCTIONS

Be sure to say all punctuation characters when using Kurzweil VoicePad. Try the following three sentences. (Note: the <INITIAL-CAP-THAT> command can be used to capitalize words)

#### PRACTICE

<LISTEN-TO-ME>

Here <INITIAL-CAP-THAT> is some text <PERIOD> Now <COMMA> that was very exciting <EXCLAMATION-POINT> Is today Wednesday <QUESTION-MARK>

>

<STOP-LISTENING>

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### **Exercise 3: *Deleting text***

#### **INSTRUCTIONS**

Individual words can be deleted by using the <DELETE-THAT> command. <DELETE-THAT> should be used when you want to change a word, but should not be used to delete a misrecognized word. (Misrecognized words should be corrected using either the "Take" or the "Correct-That" commands so Kurzweil VoicePad can learn more about how you pronounce specific words.) Dictate the following sentence, then delete each word using the <DELETE-THAT> command:

#### **PRACTICE**

<LISTEN-TO-ME>

Let's <INITIAL-CAP-THAT> delete this sentence <PERIOD> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT> <DELETE-THAT>

>

<STOP-LISTENING>

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### **Exercise 4: *Navigating text***

#### **INSTRUCTIONS**

Use the "Back-Up" and "Forward" commands to move through the sentences that you dictate. The "Move-On" command will reposition the cursor back to its initial position.

#### **PRACTICE**

<LISTEN-TO-ME>

You <INITIAL-CAP-THAT> can navigate sentences by using various voice commands <Period> <BACK-UP-2> <BACK-UP-4> <FORWARD-2> <MOVE-ON>

>

<STOP-LISTENING>

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### **Exercise 5: *Using the Take window to correct text***

#### **INSTRUCTIONS**

Whenever a word is misrecognized, you should always look at the Take window to see if the correct word is listed. If the word is listed, you can use one of the take commands, <TAKE-1> <TAKE-2> <TAKE-3> or <TAKE-4> to insert the correct word. If the word is not in the Take window, you should use the "Correct-That" command described in Exercise 6.

Each of the following sentences will probably have an incorrect word present. Try the following procedure to fix any incorrect words:

- Dictate the entire sentence
- Use the Navigation commands (as described in Exercise 4) to position the cursor to the right of the misrecognized word

- Look in the Take window
- Say the appropriate Take command to fix the misrecognized words
- Use the move-on command to reposition the cursor at the end of the sentence

The first two sentences have the appropriate commands inserted. Try fixing the last sentence on your own.

## PRACTICE

<LISTEN-TO-ME>

My <INITIAL-CAP-THAT> father purchased four apples <PERIOD> <BACK-UP-2> <Take-1,2,3 or 4> <MOVE ON>

>

Two <INITIAL-CAP-THAT>men ran across the road<PERIOD><BACK-UP-3><BACK-UP-3><Take 1, 2, 3 or 4><MOVE ON>

>

Our car runs very well.

>

<STOP-LISTENING>

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## **Exercise 6: *Using Correct-That to correct misrecognitions and add new words***

### INSTRUCTIONS

If a word is misrecognized and the correct word does not show up in the Take window, it is probably not in Kurzweil VoicePad's current vocabulary. Consequently, this new word will need to be added to the active vocabulary list. New words can be added using this simple procedure:

- Move the cursor to the right of the misrecognized word using Navigation commands.
- Look in the Take Window
- Check to see if the correct word is displayed
- If the correct word is not present, say "Correct-That"
- Type in the correct word. As you type, watch to see if the correct word appears aside a take command. If the correct word is present, say the appropriate Take command. If you type the entire word, simply say "Take Keys" to have the word inserted into your text.

The final word in each of the three following sentences is not present in Kurzweil VoicePad's vocabulary. Correct each of these misrecognized words using the "Correct-That" procedure as outlined above. Complete instructions are given for the first sentence only.

### PRACTICE

<LISTEN-TO-ME>

My car has a bad alternator <PERIOD> <BACK-UP 1> <CORRECT-THAT> (Type in the word "alternator" and say "Take Keys") <MOVE ON>

>

It looks like the presidential republican candidate will be Dole.

>

Some people would like to see Gingrich run for president.

>

<STOP-LISTENING>