Dictate text using Speech Recognition

You can use your voice to dictate text to your Windows PC. For example, you can dictate text to fill out online forms; or you can dictate text to a word-processing program, such as WordPad, to type a letter.

When you speak into the microphone, Windows Speech Recognition converts your spoken words into text that appears on your screen.

To dictate text

- 1. Open Speech Recognition by clicking the **Start** button **(**), clicking **All Programs**, clicking Accessories, clicking **Ease of Access**, and then clicking **Windows Speech Recognition**.
- 2. Say "start listening" or click the Microphone button to start the listening mode.
- 3. Open the program you want to use or select the text box you want to dictate text into.
- 4. Say the text that you want dictate.

Correcting dictation mistakes

There are several ways to correct mistakes made during dictation. You can say "correct that" to correct the last thing you said. To correct a single word, say "correct" followed by the word that you want to correct. If the word appears more than once, all instances will be highlighted and you can choose the one that you want to correct. You can also add words that are frequently misheard or not recognized by using the Speech Dictionary.

To use the Alternates panel dialog box

- 1. Open Speech Recognition by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, clicking **Ease of Access**, and then clicking **Windows Speech Recognition**.
- 2. Say "start listening" or click the Microphone button to start the listening mode.
- 3. Do one of the following:
- To correct the last thing you said, say "correct that."
- To correct a single word, say "correct" followed by the word that you want to correct.
- 4. In the Alternates panel dialog box, say the number next to the item you want, and then "OK."

Note

To change a selection, in the **Alternates panel** dialog box, say "spell" followed by the number of the item you want to change, and then "OK."

To use the Speech Dictionary

- 1. Open Speech Recognition by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, clicking **Ease of Access**, and then clicking **Windows Speech Recognition**.
- 2. Say "start listening" or click the **Microphone** button to start the listening mode.
- 3. Say "open Speech Dictionary."
- 4. Do any of the following:
- To add a word to the dictionary, click or say **Add a new word**, and then follow the instructions in the wizard.
- To prevent a specific word from being dictated, click or say **Prevent a word from being dictated**, and then follow the instructions in the wizard.
- To correct or delete a word that is already in the dictionary, click or say **Change existing words**, and then follow the instructions in the wizard.

Go to Control Panel > Ease of Access

