

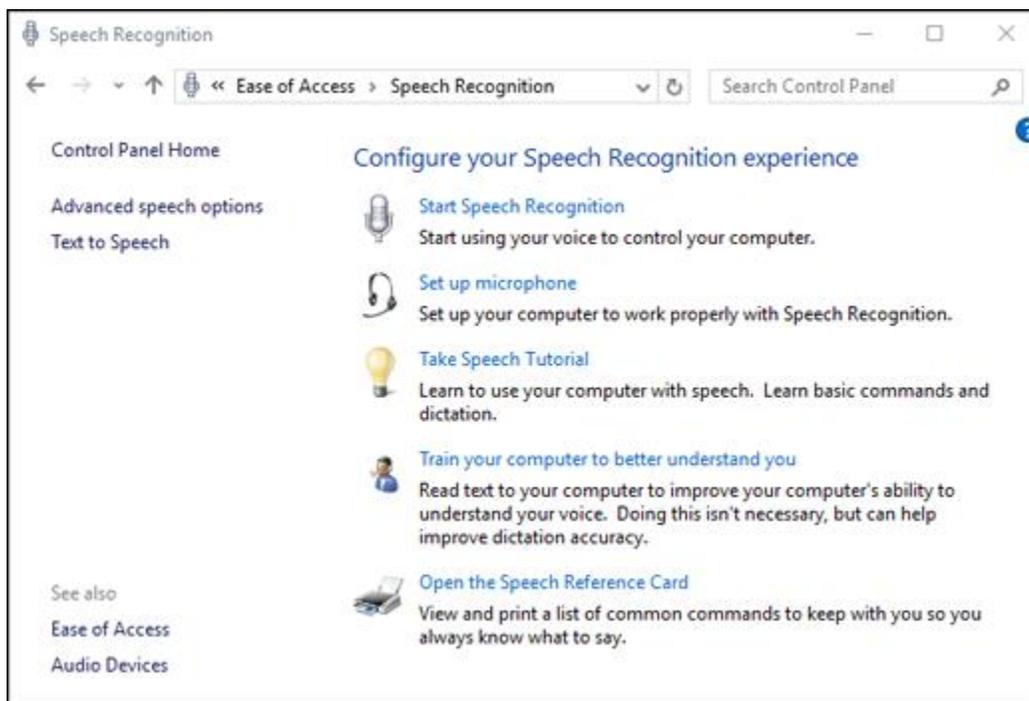
Microsoft Speech Recognitions- Basic User Guide

Windows Speech Recognition lets you control your PC with your voice alone, without needing a keyboard or mouse.

Setting up Speech Recognition

To begin, plug in your microphone. In the search box on the taskbar, type "**Speech Recognition**" and select "**Windows Speech Recognition.**" There is a wizard that will help you get started. After you complete the wizard, you can walk through a tutorial to learn voice commands and train your PC to recognize your voice.

For additional options, type and select "**Control Panel**" in the search box. Then, select "**Ease of Access**" and "**Speech Recognition.**"



Note: In the Windows 10 Fall Creators Update, you can also convert spoken words into text anywhere on your PC with dictation. Speech recognition is only available for the following languages: English (United States, United Kingdom, Canada, India, and Australia), French, German, Japanese, Mandarin (Chinese Simplified and Chinese Traditional), and Spanish.

Dictating Text

To begin dictating, say **"start listening"** or click on the **"Microphone"** button to start the listening mode. Open the program you want to use or select the text box you want to dictate text into. Dictate text can be used to fill out forms, write in a word documents, compose emails, and more.

To Delete and Alter Text

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 you want to correct. You can also add words that are frequently misheard or not recognized by using the **"Speech Dictionary."**

Use the Speech Dictionary

To use the **Speech Dictionary**, say **"open Speech Dictionary."**

- To **add a word**, click or say **"Add a new word,"** and then follow the instructions in the wizard.
- To **prevent** a specific word from being dictated, click of 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 of say **"change existing words,"** and then follow the instructions in the wizard.