Introduction

It is now easier to interact with your PC by using speech recognition. You no longer have to use your keyboard. You can just tell the computer what to do. You may dictate documents, create an email by speaking the recipient’s name, open a software package by saying “double-click software name”, and much more.

Set up Speech Recognition

1. Click the Search icon beside the Start button.
2. In the search box, type speech recognition.

![Figure 1](image1)

3. Click on Speech Recognition Control panel.

![Figure 2](image2)

Note: Additional search results may appear for speech recognition such as an app or in the settings. Ensure you are selecting the control panel version.

4. The Configure your Speech Recognition experience window will appear.

![Figure 3](image3)

5. Click Start Speech Recognition. The Microphone Setup Wizard will open.
6. Click the Radio button next to the type of microphone you are using and then click. Depending on which type of microphone you choose, your screen will vary in the upcoming steps. For this example, we will be configuring a **Headset Microphone** (These are recommended best for using speech recognition software).

7. Click **Next**. Follow the additional steps for setting up your microphone.

8. Once you have finished the setup, click **Next** again.

9. You will then be asked if you would like to improve speech recognition accuracy by enabling document review. Read the short description of the service and make your selection, then click **Next**.

10. You will then be asked your preference on activation for your speech recognition software. Make your selection and then click **Next**.

11. You will then be given an option to view or print a reference card with useful commands. You may click **View Reference Sheet** to open the online resource. Once finished, click **Next**.

12. You will be asked if you would like to Run Speech recognition every time your computer starts up, click the checkbox beside **Run Speech Recognition at startup** if you want this option to be active. Click **Next**.

13. The next screen will ask if you would like to take the interactive speech recognition tutorial click **start tutorial** to begin the tutorial or click **skip tutorial** if you do not want to take the tutorial.

14. Once you are done, the speech recognition application icon will open and appear at the top of your screen.

![Figure 4](image)

15. Click the **Microphone** to turn on listening. You may also say “start Listening”

![Figure 5](image)

### Common Speech Recognition Commands

<table>
<thead>
<tr>
<th>To Do This…</th>
<th>Say This…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open a software package</td>
<td>Open “package name” example: “Open Word”</td>
</tr>
<tr>
<td>Switch to an open package</td>
<td>Switch to “package name” example: “Switch to Outlook”</td>
</tr>
<tr>
<td>Make the computer listen</td>
<td>“Start listening”</td>
</tr>
<tr>
<td>Make the computer stop listening</td>
<td>“Stop listening”</td>
</tr>
<tr>
<td>Create a new paragraph</td>
<td>“New paragraph”</td>
</tr>
<tr>
<td>Create a new line</td>
<td>“New line”</td>
</tr>
<tr>
<td>Click any item</td>
<td>Click “item name” example: “Click Computer”</td>
</tr>
<tr>
<td>View Help topics</td>
<td>How do I “do something”? example: “How do I install a printer?”</td>
</tr>
<tr>
<td>Scroll in open window</td>
<td>“Scroll up; scroll down; scroll right; scroll left”</td>
</tr>
</tbody>
</table>
Help with Speech Recognition

You may obtain additional speech recognition commands.

1. Say “**show speech options**”. A menu will appear.

2. Say “**click open speech reference card**”.

3. A webpage will open in your default browser titled **Windows Speech Recognition commands**. The webpage contains a list of all the speech Recognition commands.

![Windows Speech Recognition commands](image-url)

**Figure 6**