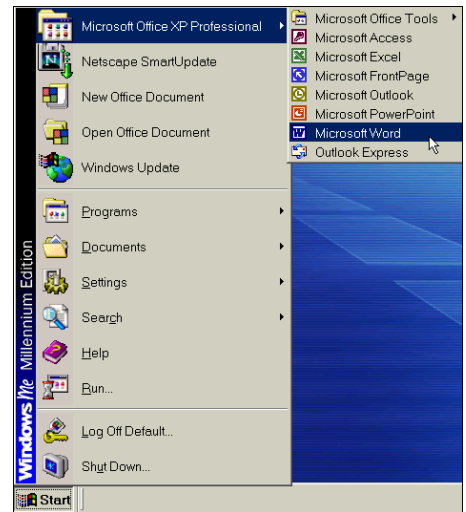


Using Office XP's Accessibility Features

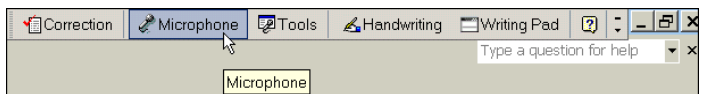
In *Microsoft Office XP*, there are two new accessibility features that are available to users, speech recognition and voice recognition. You can use speech recognition to dictate text into any Office program. You can also select menu, toolbar, dialog box, and task pane items by using your voice. Use handwriting recognition to enter text into any Microsoft Office program by writing instead of typing. You can write by using a handwriting input device — such as a graphics tablet used with 3-D drawing programs or Computer Aided Drafting (CAD) software, or a tablet-PC — or you can write using your mouse.

Speech Recognition in Office XP:

1. Open *Microsoft Word 2002* by clicking **START > MICROSOFT OFFICE XP PROFESSIONAL > MICROSOFT WORD**. **Note:** The path to open *Microsoft Word* may vary between computers that have different installations of *Office XP*.



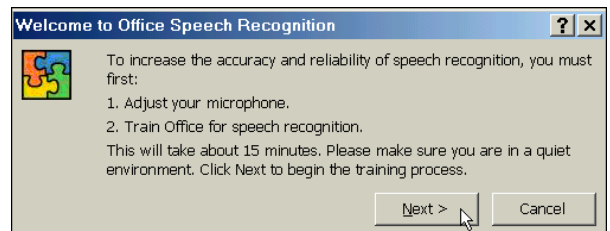
2. Click the **Microphone** button that is located on the *Office XP Language bar*. This will start the speech recognition process.



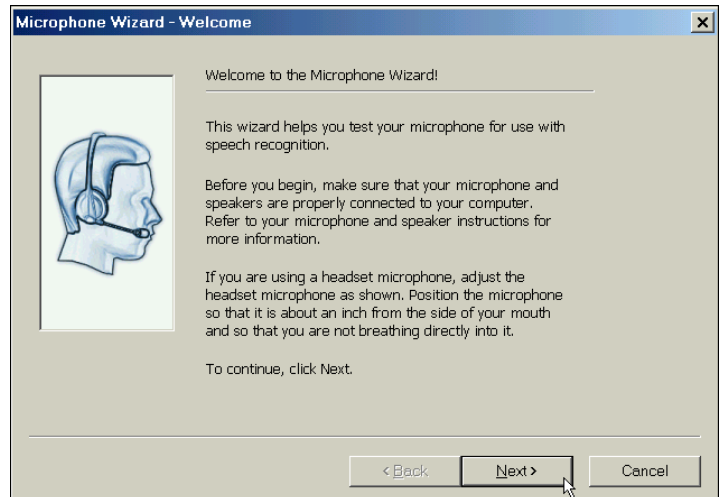
3. If you do not see the Language bar, it may be minimized. Click the **EN** icon located in your system tray. Click the **SHOW THE LANGUAGE BAR** menu option. Then, repeat Step 2.



4. When the Speech Recognition wizard appears, click the **NEXT** button to start the initial configuration process.



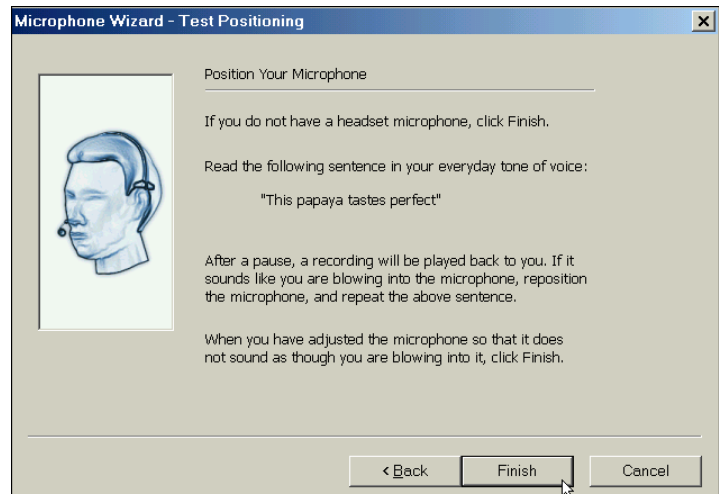
5. Click the **NEXT button** to start the procedure or click the **CANCEL button** to return to *Microsoft Word*.



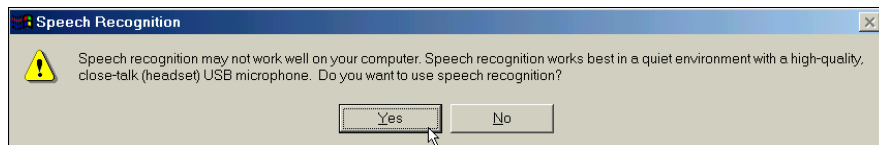
6. Read the sentence shown in the image to the right. This will adjust the microphone according to the volume of your voice.
7. Click the **NEXT button** to continue.



8. Read the following sentence if you have a headset microphone. The wizard will repeat your voice once you are finished.
9. If your microphone is built-in, click the **FINISH button**.



10. If you do not have a headset USB microphone, you will get the message shown below. Click the **YES** button to enable speech recognition on your computer.

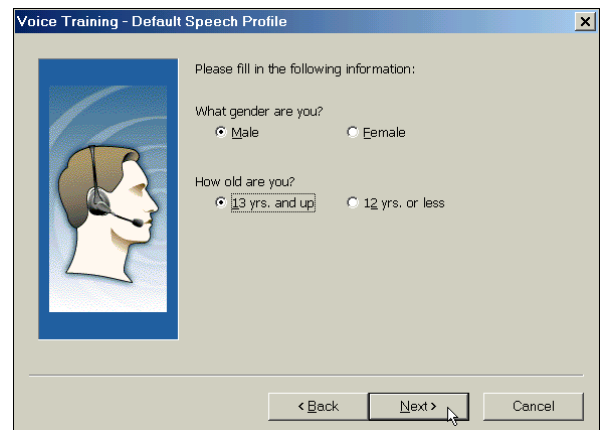


11. A new wizard will now begin. This wizard will train the computer to recognize the various characteristics of your voice. Click the **NEXT** button to continue.

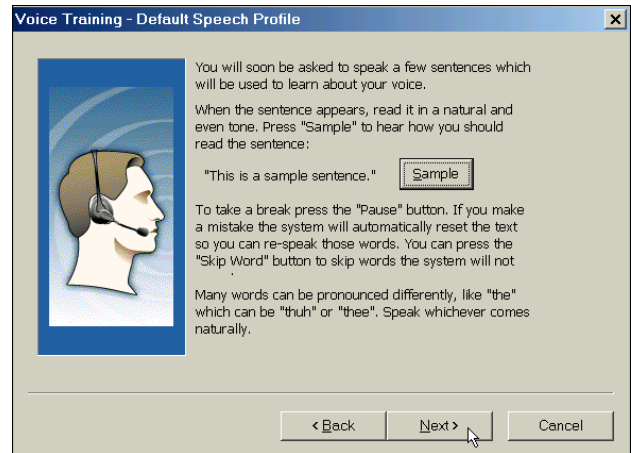


12. **Select the gender and the age range** that applies to you for your Default Speech Profile.

13. Click the **NEXT** button to continue with training process.



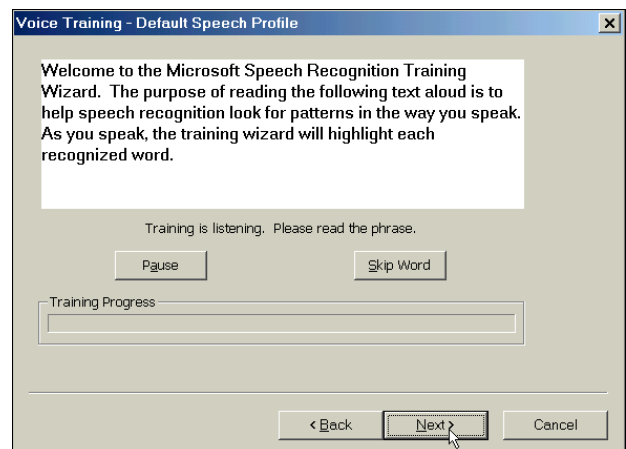
14. Click the **SAMPLE button** to hear a sample sentence that demonstrates the pace that you should speak when using speech recognition in *Office XP*. Click the **NEXT button** to move to the next step.



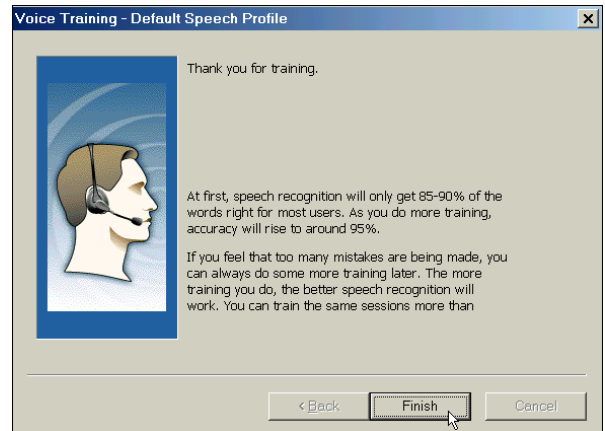
15. Make sure that you are in a quiet room and are reasonably close to the microphone that will record your voice. Click the **NEXT button** to begin the training.



16. Read the phrase shown in the image on the right. When you are finished with the phrase, click the **NEXT button**.



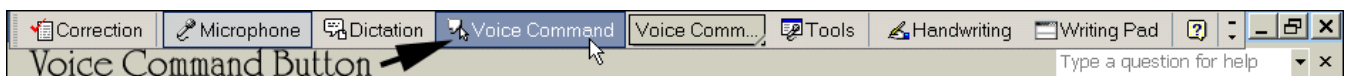
17. Congratulations! You have completed the training session for speech recognition. Remember that the more training that you do, the better this feature will work.



18. To dictate in *Microsoft Word*, click the **DICTIONATION** button on the Language Bar. After clicking this button, any word that you say will be transcribed into your *Word* document. The rule of thumb for speech recognition is to dictate first and format your document later. This will speed up the process of speech recognition and document creation.

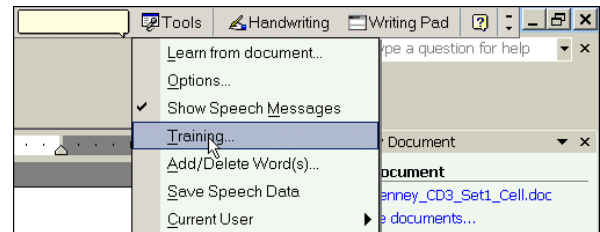


19. To use the **Voice Commands** feature in *Microsoft Word*, click the **VOICE COMMAND** button on the Language Bar. After clicking this button, you can use certain keywords or phrases that will allow you to perform any function to the *Word* program or document. We have found that it is easier to use a combination of voice commands and mouse operations for this facet of speech recognition.



Increasing *Office XP's* Speech Recognition Accuracy:

1. To perform more training to increase the Speech Recognition Engine's accuracy, click the **TOOLS** button on the Language bar. This will generate a drop down menu. Click the **TRAINING** menu option to start the Training wizard.

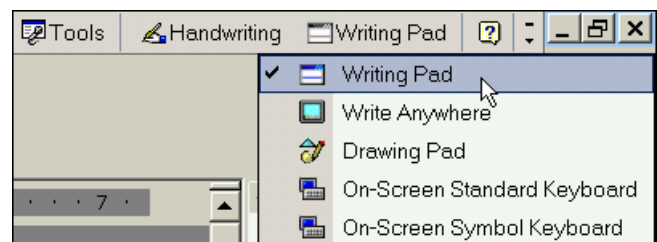


2. Choose a passage to read to the Speech Recognition engine. Click the **NEXT** button to continue.
3. The following steps of the wizard are not shown, but these steps are exactly the same as the steps completed at the start of this document.

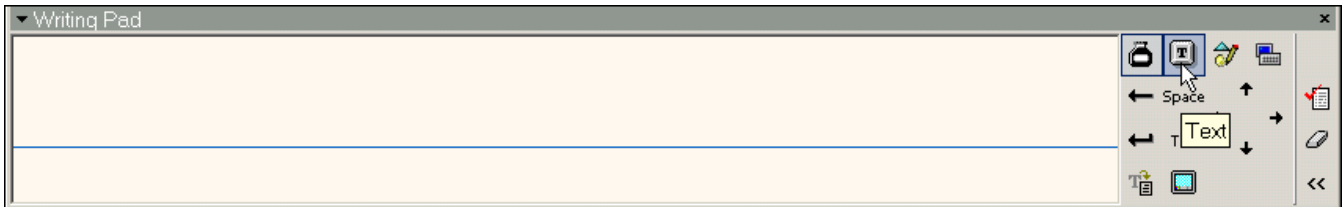


Handwriting Recognition in *Office XP*:

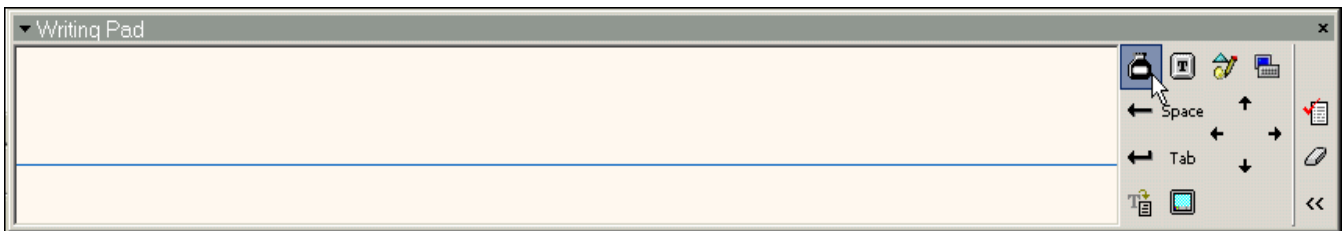
1. If you want to write instead of speak to one of your *Office* programs, click the **WRITING PAD** button located on the Language bar.
2. This will generate a drop down menu. Click the **WRITING PAD** menu option to open the writing pad window.



3. If you want *OFFICE XP* to convert your handwriting to text, click the **TEXT button** to activate this feature. Begin writing in the whitespace located above the blue line. You can write either with your mouse or a electronic writing pad.



4. If you want *OFFICE XP* to convert your text to handwriting, click the **INK button** to activate this feature. Begin writing in the whitespace located above the blue line. You can write either with your mouse or a electronic writing pad. This feature is useful for digital signatures or mathematical equations.



Useful Web Sites:

- Speech Recognition Voice Commands —
<http://office.microsoft.com/assistance/2002/articles/oMoreSpeechCommands.aspx>
- Speech Recognition System Requirements —
<http://office.microsoft.com/assistance/2002/articles/oSpeechRequirements.aspx>
- Examples of Speech Recognition Uses —
<http://office.microsoft.com/assistance/2002/articles/oSpeechExamples.aspx>

Contact Information:

Voice: 662-325-5009

Web site: <http://www.create4ms.org>