

Tech Ease for All

Setting Up the Speech Recognition Feature of Windows 7

Windows 7 includes a speech recognition feature you can use to control your computer and even dictate entire documents. This feature is found in the Ease of Access Center of the Control Panel.

To set up Speech Recognition in Windows 7:

1. Choose Start, Control Panel.
2. In the Control Panel, choose Ease of Access.



3. In the Ease of Access Center, choose Set up microphone under Speech Recognition.



Ease of Access Center

Let Windows suggest settings

Optimize visual display

Replace sounds with visual cues

Change how your mouse works

Change how your keyboard works

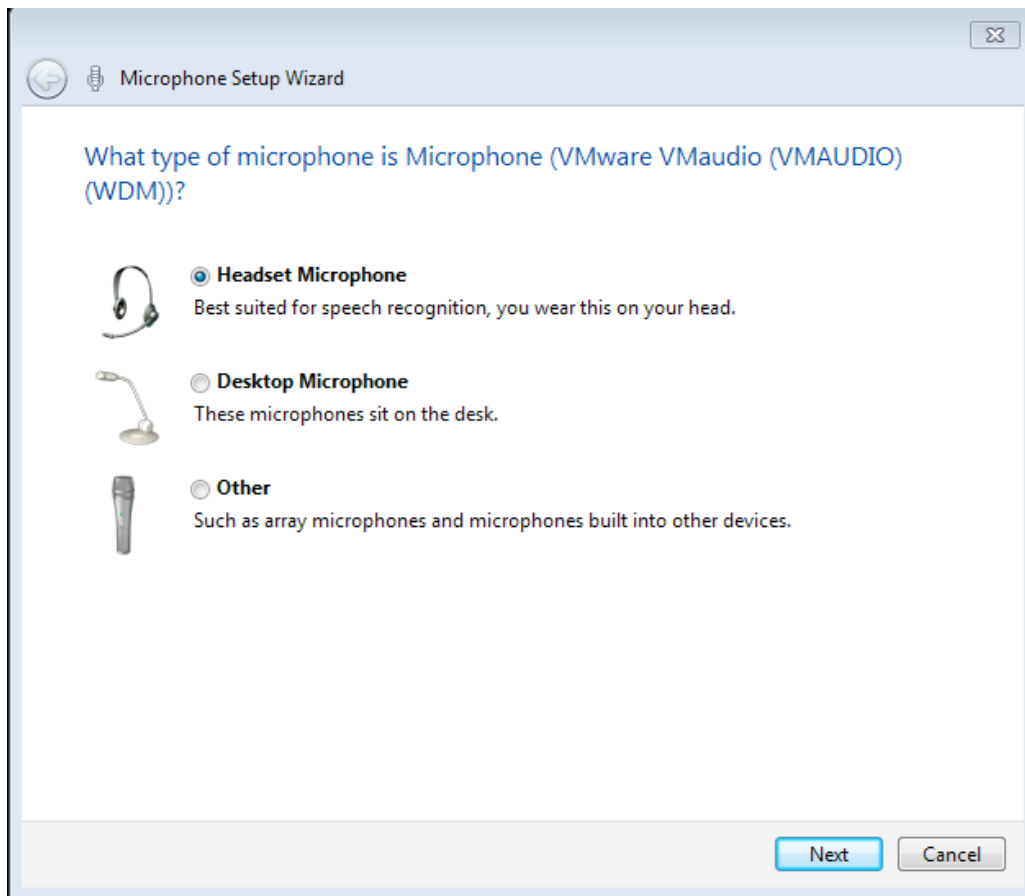


Speech Recognition

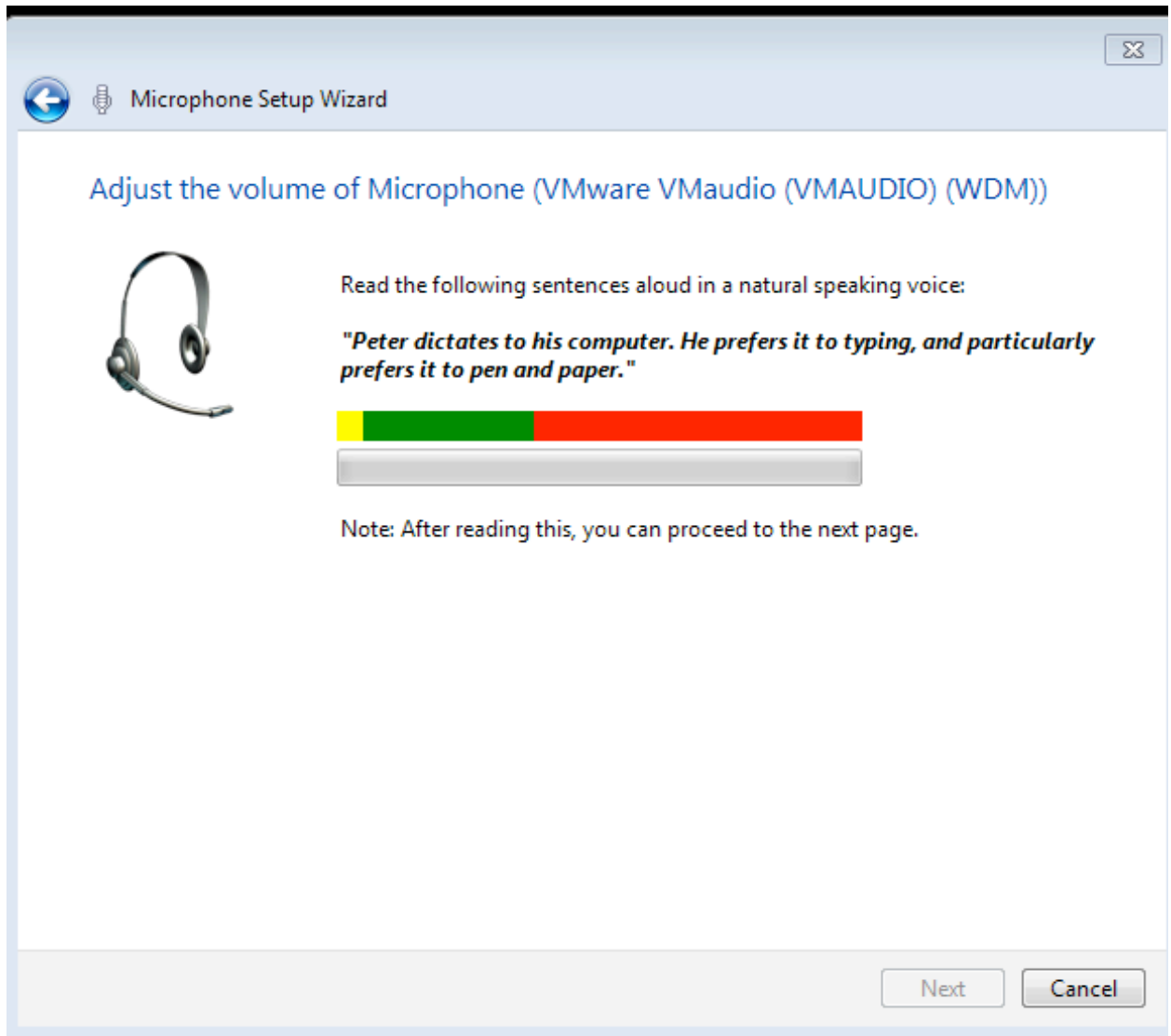
Start speech recognition

Set up a microphone

4. Select the type of microphone you plan to use with Speech Recognition, then choose Next.



5. Choose Next again. You should see a screen where you can check the microphone's input level by reading some text. When you're done checking the levels, choose Next, then Finish.



6. Choose Speech Recognition, then "Train your computer to better understand you."

Configure your Speech Recognition experience



Start Speech Recognition

Start using your voice to control your computer.



Set up microphone

Set up your computer to work properly with Speech Recognition.



Take Speech Tutorial

Learn to use your computer with speech. Learn basic commands and dictation.



Train your computer to better understand you

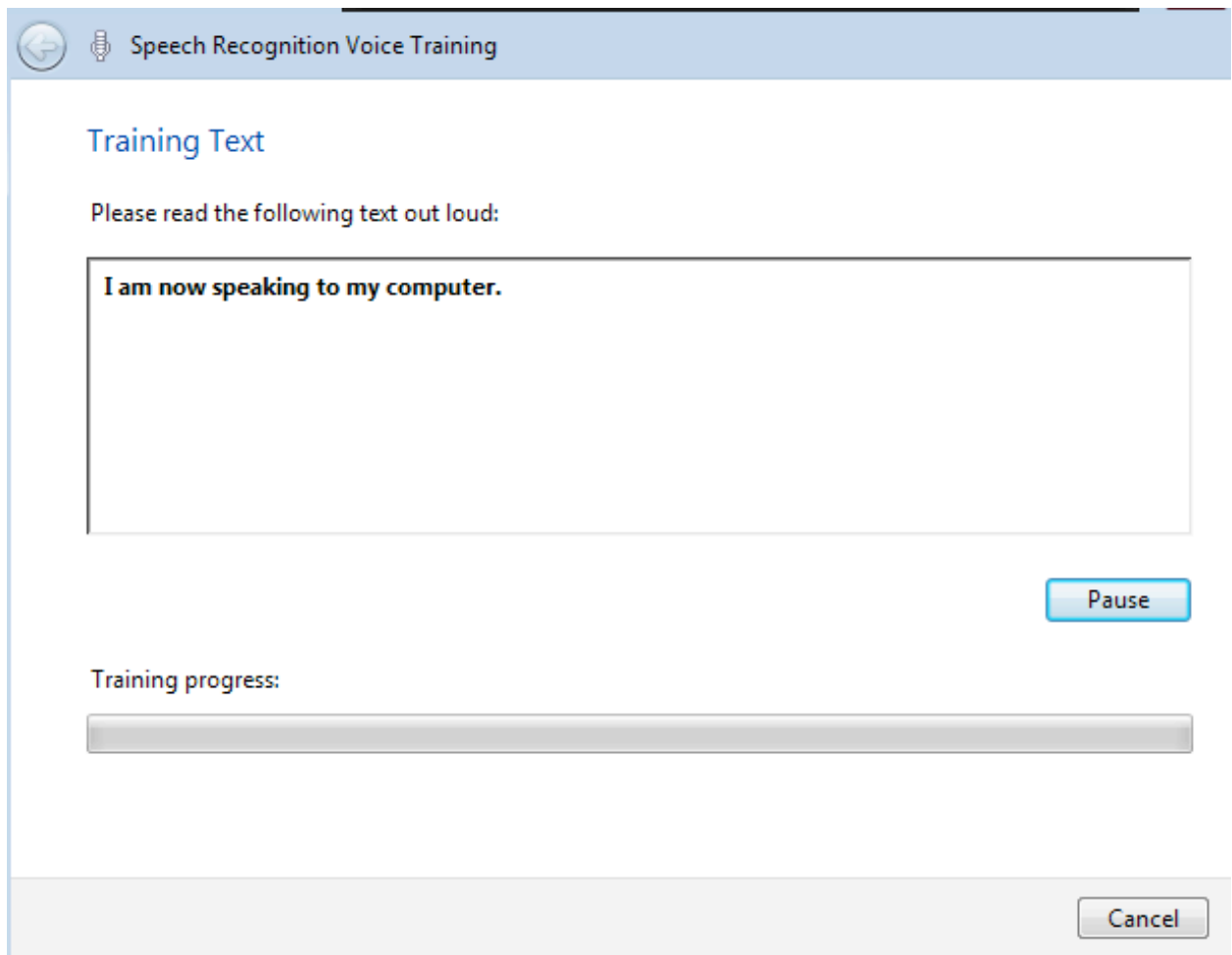
Read text to your computer to improve your computer's ability to understand your voice. Doing this isn't necessary, but can help improve dictation accuracy.



Open the Speech Reference Card

View and print a list of common commands to keep with you so you always know what to say.

7. You will read a series of screens to train the Speech Recognition feature. This process should take about 5-10 minutes.



8. When you're finished, choose Next, then Don't Send.

Taking the time to train the Speech Recognition feature will improve how well this feature will work with your voice and is highly recommended.

For additional tutorials, please visit our website at <http://etc.usf.edu/techease/4all/>