Read & Write 10 GOLD Speech-to-Text Instructions

1. Open a Microsoft Word document

2. Open the program by clicking on the Read & Write icon on the desktop or access it through your Blackboard account

3. A Read & Write 10 GOLD tool bar will appear

4. You must plug in to your computer a headset with a microphone or some other microphone device

5. In the tool bar, click the double arrows at the far right; this will allow you to view the non-viewable toolbar buttons; or move the toolbar to the top of your screen until you see a full toolbar (this will dock it; select <u>Speech Input</u> (headphone icon)

6. The first time you use this feature, you will need to go through some steps and exercises in order to train the computer to your voice with Speech Recognition training (watch the <u>Speech Input video tour </u> for full instructions). You may need to select the <u>Speech Recognition training </u> or the <u>Microphone training</u> in the <u>Speech Input</u> menu

7. Once you've gone through all the steps and completed the training, click on the <u>Speech Input</u> icon; you can use the Speech Recognition box to input your voice; click the microphone button in the box to change to listening mode or say "start listening", then click the button again to turn listening mode off or say "stop listening"

8. Be sure to speak clearly and directly into your microphone

9. Use the <u>Common commands in Speech Recognition</u> sheet to assist with your writing; this can be viewed and printed during your training session or see the attached sheet

*For more information on screen reading options and other tools, go to the <u>Speech Input</u> menu and select <u>Watch Speech Input video tour</u>