



# MacSpeech® Dictate

Quickstart Guide



# MacSpeech<sup>®</sup> Dictate



## GETTING STARTED

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### Connect Your Mic.

Your microphone comes with two pieces: a headset with a boom microphone and a USB adapter, which is required in order for MacSpeech Dictate to hear you.

Plug the microphone into the USB adapter, matching the plugs and receptacles, then plug the adapter into an open USB port on your Macintosh.

For more details see:

<http://www.macspeech.com/connectmic>

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### Install and Launch MacSpeech Dictate.

Insert the MacSpeech Dictate Application Disc (black label) and drag the MacSpeech Dictate icon to your Applications folder, then find and launch the MacSpeech Dictate application.

Next, insert the MacSpeech Dictate Data Disc (white label) when prompted to complete the installation. This will copy important files to your hard drive that MacSpeech Dictate needs.

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### Create your first profile and start using MacSpeech Dictate.

MacSpeech Dictate needs to learn about your voice before you start using it. This is called "training" and takes about 5 minutes.

MacSpeech Dictate will walk you through training, after which you will be able to dictate into your favorite Macintosh applications or MacSpeech Dictate's built-in Note Pad. We hope you enjoy getting started with MacSpeech Dictate!

# Common Voice Commands

What You Say	What Happens
Dictation Mode	Switches to Dictation mode.
Command Mode	Switches to Command mode.
Spelling Mode	Switches to Spelling mode.
Go To Sleep	Puts Dictate to sleep.
Wake Up	Wakes Dictate from sleep.
Microphone Off	Turns off the microphone.
Show Available Commands Window	Displays a window with a list of commands.
New Line	Presses the Return Key once.
New Paragraph	Presses the Return Key twice.
Space Bar	Presses the space bar.
Tab Key	Presses the tab key.
Go To End	Moves to the end of the document.
Go To Beginning	Moves to the beginning of the document.
Scratch That or Forget That	Deletes the last thing you said.
Delete the Word[s] "text" [through/to "text"]	Deletes the specified word or words.
Insert Before/After the Word[s] "text" [through/to "text"]	Moves cursor to just before or after the specified word[s].
Select the Word[s] "text" [through/to "text"]	Selects the specified word or words.
Cap <word>	Starts the next word with a capital letter.
Caps On / Caps Off	Turns the Caps On or Caps Off. When on, each word will be Capitalized.
All Caps <word>	Types the next word in ALL capital letters.
All Caps On / All Caps Off	Turns All Caps on or off. When on, each word will be in ALL CAPS.

What You Say	What Happens
No Space On / No Space Off	When on, no space will be typed between words.
Period (US) or Full Stop (all dialects)	Types period / dot [ . ]
Exclamation Point (US) OR Exclamation Mark (all dialects)	Types exclamation mark [ ! ]
Dollars or Dollar Sign	Types dollar sign [ \$ ]
Pounds Sterling (US) Pound Sign (non-US)	Types pound sign [ £ ]
Euros or Euro Sign	Types euro sign [ € ]
Number Sign or Pound Sign (US) Hash Sign or Sharp Sign (non-US)	Types number sign / hash sign / sharp sign [ # ]
Comma	Types comma [ , ]
Question Mark	Types question mark [ ? ]
Colon	Types colon [ : ]
Semicolon	Types semicolon [ ; ]
Hyphen	Types hyphen [ - ]
Dash	Types dash [ -- ]
At Sign	Types "at" sign [ @ ]
Ampersand / And Sign	Types ampersand [ & ]
Open Quote / Close Quote	Types open quote [ " ] or close quote [ " ]
Open Parenthesis / Close Parenthesis	Types open [ ( ] or close [ ) ] parenthesis

  

Recognition Window	What Happens
Choose "1" or Pick "1"	Replaces selected text with item 1 in Recognition Window.
Edit "1"	Lets you to edit item 1 in the Recognition Window.
Cancel Edit	Cancels the edited item.
Press Play	Plays audio of most recent phrase dictated.

# MacSpeech Dictate Quick Tips

## Registering MacSpeech Dictate

MacSpeech Dictate requires you register within 14 days of when it is first launched. An Internet connection is required for registration. You will be asked to register each time you launch the program until you register.

## Turn on the microphone

Before dictating, click the microphone button in the Status window. When on, the icon will show a green circle. You can click the microphone button again, or say "Microphone Off" to turn it off. When off, the icon will show a red octagon.

## Begin Dictating

Open a new Note Pad document in MacSpeech Dictate or your word processor, then turn on the microphone with the button in the Status window. Then start talking naturally. Dictated text will start to appear in your document.

## Learning Commands to Say

Say "Show Available Commands Window" (or select "Show Available Commands" from the Window menu) to display a list of commands you can say at any given time. Global commands can be spoken at any time. Application commands appear only when a specific application is active. The MacSpeech Dictate User Manual lists common commands by category.

## Showing and Hiding the Status Window

The Status window allows you to turn MacSpeech Dictate's microphone on or off, shows you the microphone level, and provides a shortcut to bringing MacSpeech Dictate to the front. To display the Status window, select "Show Status Window" from the Window menu.

## Getting the Best Accuracy

Sometimes, the software might type something that sounds like what you said, but is not quite right. When this happens, it won't help to YELL or say one word at a time. MacSpeech Dictate does better when you speak in full sentences, using your "natural" voice.

Here are more tips for getting the best accuracy from MacSpeech Dictate:

- **Position your microphone correctly.**

Your microphone should be 1-2 fingertips away from your mouth and off to the side a bit. Feel free to experiment a bit if your voice is louder or softer, moving it a bit closer or farther away as necessary.

- **Natural, continuous speech works best.**

If you stop and wait for the results to become visible, MacSpeech Dictate will stop and wait for you — this can result in poor accuracy.

- **Speak clearly and naturally.**

Pronounce each word clearly and distinctly, including all punctuation. Use your natural inflection, not a monotone voice.

- **Pause briefly before and after commands.**

MacSpeech Dictate recognizes commands even while in Dictation mode. To make sure they are recognized, pause briefly both before and after saying a command, BUT – do not pause in the middle of a command.

- **Dictating and Typing.**

Alternating between dictating and typing may lead to some unexpected behavior from MacSpeech Dictate. Using Cut, Paste, Undo Last Action and Redo Last Action may also cause inconsistencies.

## Getting Help

The best way to get help is to start with the **User Manual** located under the Help menu. For further assistance visit the MacSpeech support site at:

<http://www.macspeech.com/support>