



The Ultimate Guide to Speech Recognition in Windows 7

By

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TheWindowsClub Publication

The Ultimate guide to Speech Recognition in Windows 7

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This is his second eBook for Windows users. His first eBook is “[The Complete Windows 7 Shortcuts eBook](#)” was much appreciated by tech enthusiasts all over the world.

About the Publisher

TheWindowsClub is a Microsoft Featured community which helps people to find answers of their tech problems, especially related to PCs and Microsoft technologies. The main objective of the community is to help people and make their computing life easier and let them enjoy the wonderful world of Windows 7.

The Club has also released various software and utilities to tweak and fix Windows easily.

- Blog updates @ www.thewindowsclub.com, @ www.winvistaclub.com
- Forum page @ <http://forum.thewindowsclub.com>
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The Ultimate guide to Speech Recognition in Windows 7

Introduction

Speech Recognition is a technology which is used for controlling computers using some voice commands and that is too very accurately. Imagine you are using your computer without touching keyboard or mouse instead using it by giving commands verbally to do your basic computer tasks. This is easily possible if you are using a Windows 7 PC.

I am writing this guide to explain everything about a superb feature of Windows 7 which is called as 'Speech Recognition'. It is available in Control Panel and you can access it from there very easily.

Though the concept of voice commands is not new and earlier versions of Windows were also capable of working with voice commands but Microsoft developed a better and more powerful Speech Recognition engine for Windows 7 which is capable of working more efficiently as compare to Speech Recognition system of earlier versions of Windows.

A more powerful and enhanced Speech Recognition system was introduced by Microsoft in Kinect for Xbox 360 and it is expected that the next version of Windows i.e. Windows 8, what people are saying it, will introduce new features in Speech Recognition system and will make it more useful than ever.

Currently you can use this option to control the computer with your voice. With a microphone, you can speak commands that the computer will understand and respond to, as well as dictate text. In the rest of this guide you will find all the information and step by step tutorials of using all features of Speech Recognition in Windows 7 PC.

The first and foremost question everybody asks is that what can I do and what I need to use Speech Recognition?

So here is the answer for this question, With Speech Recognition you can use your voice to control your computer. You can say commands that the computer will respond to, and you can also dictate text to the computer which eliminates the requirement of typing the words in any text editor or word processing software.

Before start using Windows Speech Recognition, you'll need to set up your computer to work with Windows Speech Recognition service. You'll need to take care of following things:

- *First you need to connect a microphone to your computer.*
- *Set up the microphone using device manager and confirm that it is working properly.*
- *Now teach yourself how to talk to your computer using a voice command tutorial available in Speech Recognition program.*
- *Now train your computer to better understand you by creating a voice profile that your computer uses to recognize your voice and spoken commands.*

Once you've got your microphone and voice profile set up, you can use Speech Recognition to do the following:

- **Controlling your computer:** Speech Recognition will listen and responds to your spoken commands and respond according to them. You can use Speech Recognition to run programs and interact with Windows.
- **Dictate and edit text:** You can use Speech Recognition to dictate words into word-processing programs or to fill out online forms in a web browser. You can also use Speech Recognition to edit text on your computer. Hence, saving a lot of time.

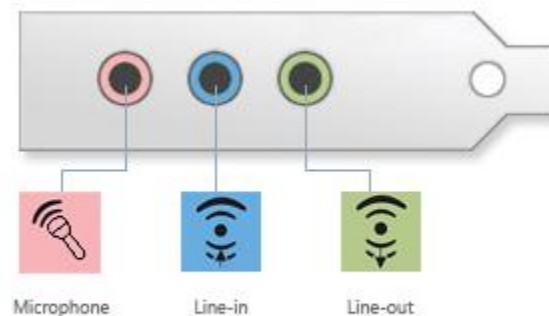
Note: *Speech Recognition is available only in English, French, Spanish, German, Japanese, Simplified Chinese, and Traditional Chinese.*

Preparing Computer to work with Speech Recognition

1. Connect a microphone to your computer

You can connect a microphone to your computer by using one of the jacks on the front, back, or side of your computer. These jacks directly connect to your computer's sound card or sound processor.

Most desktop computers have at least one line-in jack to connect a music player or other audio device and one line-out jack to connect speakers. These jacks typically appear on the back of a desktop computer. Many desktop computers also have a microphone jack, which is often on the front of the computer.

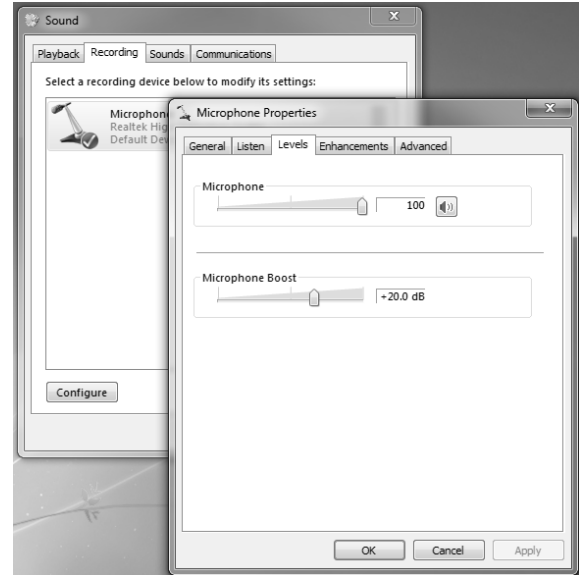


Microphone, line-in, and line-out jacks on a typical desktop computer

Most laptops don't have line-in or line-out jacks, but usually have microphone and headphone jacks located on the front or side of the laptop.

After you've plugged a microphone into a microphone jack on your computer and turned it on (if the microphone has an on button), follow these steps.

1. Click on Start button and open Control Panel.
2. Select the Sound option and open it.
3. Click the Recording tab, click Microphone, and then click Properties.
4. Click the Levels tab and make sure that it is not muted. If the button have a red cross mark on it then it is muted, click it to turn on sound for microphone and then click Apply to save changes.
5. To confirm that microphone is working fine, click the Listen tab, click the Listen to this device check box, and then click OK. This enables you to hear microphone sounds through your speakers or headphones.



Note: You can change the line-in volume on the Levels tab. Select the slider under Line In, drag it right or left to increase or decrease the volume of your audio device, and then click OK. Try this if you don't hear any sound coming from your microphone.

2. Set up Speech Recognition

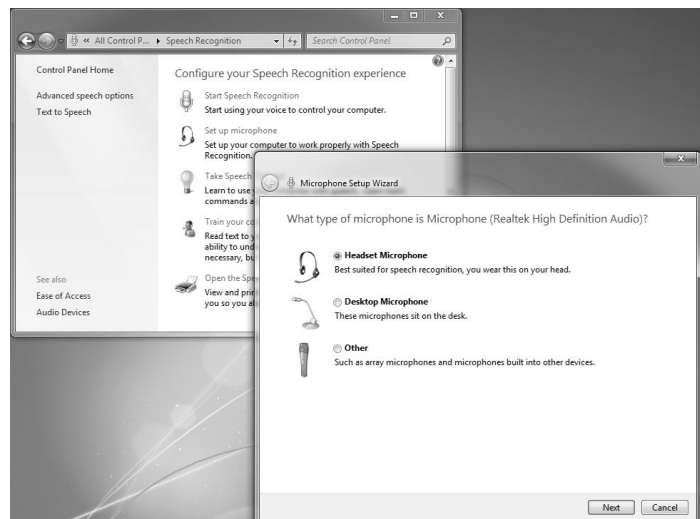
After successful attachment of microphone to your PC it's time to set up your computer for Windows Speech Recognition. There are three steps to setting up Speech Recognition:

1. Set up your microphone,
2. Learn how to talk to your computer
3. Train your computer to understand your speech.

Before you get started, make sure that your microphone is connected to your computer.

Set up your microphone

- Click on Start button and open Control Panel.
- Now open Speech Recognition.
- Click on Set up microphone from the list of available options.
- Follow the instructions on the screen to set up your microphone.



Note: The success of speech recognition is directly related to the quality of the microphone you use. The two most common types of microphones for Speech Recognition are headset microphones and desktop microphones. Headset microphones are better suited for working with Speech Recognition because they are less prone to picking up extraneous sounds.

a. Teach yourself how to talk to your computer

Windows Speech recognition comes with a speech training tutorial to help teach you the commands used with Speech Recognition. The tutorial takes about 30 minutes to complete. Follow the steps below to run the speech training tutorial:

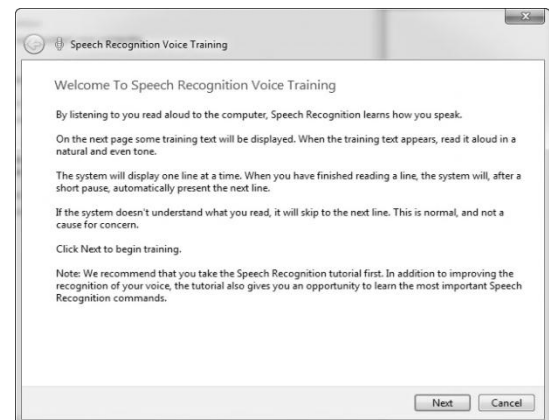
- Click on Start button and open Control Panel.
- Now open Speech Recognition.
- Click Take Speech Tutorial.
- Follow the instructions in the Speech Recognition tutorial.



b. Train your computer to recognize your speech

Speech Recognition uses a unique voice profile to recognize your voice and spoken commands. As you use Speech Recognition more, your voice profile gets more detailed and enhanced time to time and which improves your computer's ability to understand you.

- Click on Start button and open Control Panel.
- Now open Speech Recognition.
- Click Train your computer to better understand you.
- Follow the instructions on the screen.



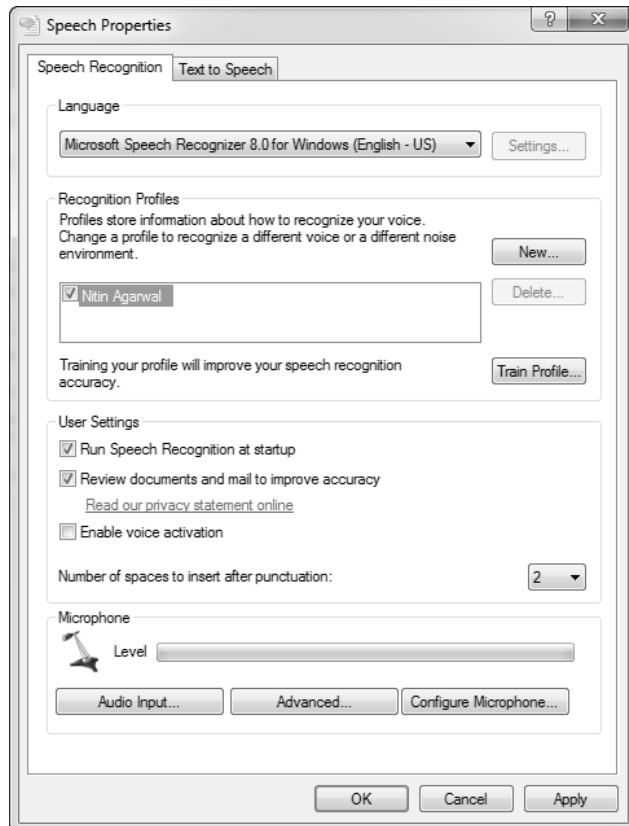
After completing all these steps successfully, you are now ready to use Speech Recognition but before doing that it is better to set up some advance speech options. In next step we are going to learn about all advance speech options.

In advance Speech Properties you'll find all the relevant settings to make Speech Recognition works better for you.

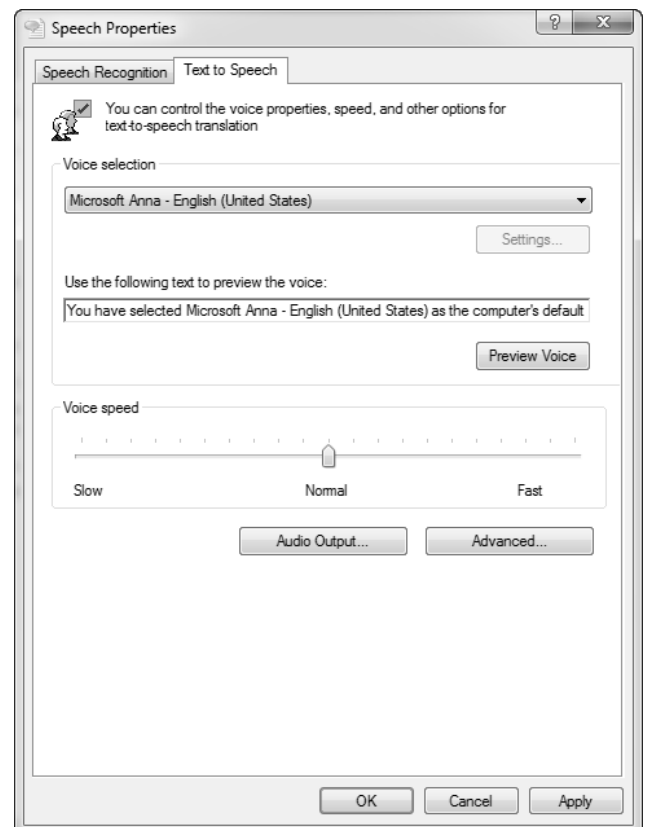
3. Setting speech options

You can use the Speech Properties dialog box to set options for Windows Speech Recognition and Text to Speech.

- Click on Start button and open Control Panel.
- Now open Speech Recognition.
- In the left pane, click advanced speech options.



(Advance Speech Recognition options)



(Advance Text to Speech options)

The following table describes the options on the Speech Recognition tab.

Option	Description
Language	Lists available Speech Recognition engines. Select the engine you want.
Settings	Shows additional engine properties. The display is specific to the engine type, and not all engines have additional properties.
Recognition Profiles	Lists available user profiles. Selecting a profile from the list will mark it as active.
New	Adds a new user profile. The Add a profile wizard runs and sets up the profile and calibrates the microphone and speakers. The wizard will automatically launch the Microphone Setup wizard.
Delete	Removes the selected profile. The selected profile must not be in use by any other program when you choose to delete it.
Train Profile	Starts the Speech Recognition Voice Training wizard. The wizard can help improve recognition accuracy by learning about your specific speaking style and the sounds of your environment.
Run Speech Recognition at startup	Sets Speech Recognition to run when you start your computer.
Review documents and mail to improve accuracy	Allows Speech Recognition to review documents and e-mail on your computer for commonly used words and phrases. This can help improve recognition accuracy.
Enable voice activation	Sets Speech Recognition to start in sleep mode and allows Speech Recognition to enter sleep mode when you say "stop listening."
Number of spaces to insert after punctuation	Sets the number of spaces to insert after sentence-ending punctuation when you're dictating text using Speech Recognition.
Level	Indicates the sound level of the microphone.
Audio Input	Opens the Sound dialog box. You can adjust settings for your audio input devices.
Advanced	Allows you to set a preferred audio device, such as an audio input for Speech Recognition. It will be active only if there is at least one audio device installed.
Configure Microphone	Starts the Microphone Setup wizard. This helps you to calibrate the audio input devices and speaker levels.

The following table describes the text-to-speech options on the Text to Speech tab.

Option	Description
Voice selection	Lists available text-to-speech voices. Click a voice to activate it. Once selected, the text-to-speech engine will speak the text to preview the voice.
Settings	Shows additional information or options about the text-to-speech engine. It is specific to the engine type, and not all engines have additional properties.
Use the following text to preview the voice	Displays the sample text spoken by the text-to-speech playback voice. You can change the text temporarily, but it will always default to the original content.
Preview Voice	Speaks the text in the Use the following text to preview the voice box using the selected voice. Each word is highlighted as the engine speaks it. When speaking, the Preview Voice button changes to Stop, which allows you to end the speech. When finished speaking (or if it's stopped), the Stop button changes back to the Preview Voice button.
Voice speed	Adjusts the rate of speech for the text-to-speech playback voice.
Audio output	Opens the Sound dialog box. You can adjust settings for your audio output devices.
Advanced	Click to set a preferred audio device as output for text-to-speech playback. It will be active only if there is at least one audio device installed.

After changing all the required advanced speech setting we are now ready to use Speech Recognition. So, let's start with Dictating text to write in any text editor program instead of typing it with keyboard.

Working with Windows Speech Recognition

1. Dictate text using Speech Recognition

You can use your voice to dictate text to your computer. For example, you can dictate text to fill out online forms; or you can dictate text to a word-processing program, such as WordPad, to type a letter.

a. Dictating text

When you speak into the microphone, Windows Speech Recognition converts your spoken words into text that appears on your screen.

To dictate text

1. Click on Start button and open Control Panel.
2. Now open Speech Recognition and click on start Speech Recognition.
3. Say "start listening" or click the Microphone button to start the listening mode.
4. Open the program you want to use or select the text box you want to dictate text into.
5. Say the text that you want dictate.



(Writing on Notepad by dictating)

b. Correcting dictation mistakes

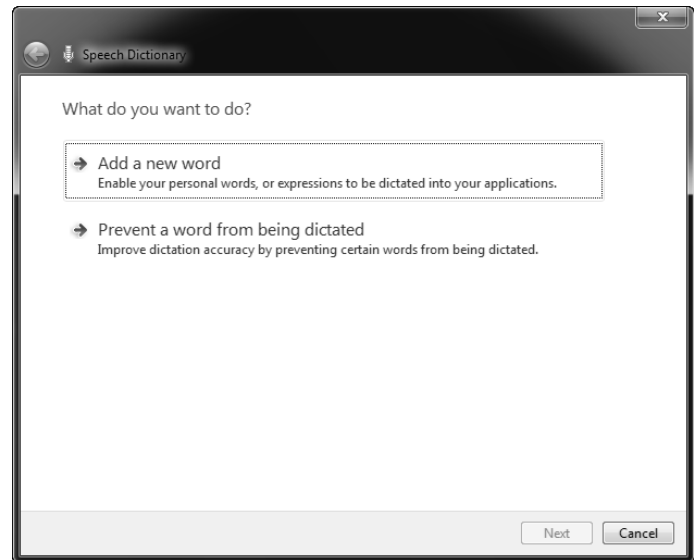
There are several ways to correct mistakes made during dictation. You can say "correct that" to correct the last thing you said. To correct a single word, say "correct" followed by the word that you want to correct. If the word appears more than once, all instances will be highlighted and you can choose the one that you want to correct. You can also add words that are frequently misheard or not recognized by using the Speech Dictionary.

To use the Alternates panel dialog box

1. Say "start listening" or click the Microphone button to start the listening mode on Speech Recognition toolbar.
2. Do one of the following:
 - a. To correct the last thing you said, say "correct that."
 - b. To correct a single word, say "correct" followed by the word that you want to correct.
3. In the Alternates panel dialog box, say the number next to the item you want, and then "OK."

c. To use the Speech Dictionary

1. Say "start listening" or click the Microphone button to start the listening mode.
2. Say "open Speech Dictionary."
3. Do any of the following:
4. To add a word to the dictionary, click or say Add a new word, and then follow the instructions in the wizard.
5. To prevent a specific word from being dictated, click or say Prevent a word from being dictated, and then follow the instructions in the wizard.
6. To correct or delete a word that is already in the dictionary, click or say Change existing words, and then follow the instructions in the wizard.

**d. Add or edit words in the Speech Dictionary**

You can use the Speech Dictionary to make it easier for Windows Speech Recognition to recognize words that you frequently use. You can also prevent words from being dictated.

To add a word to the Speech Dictionary

You can add words that you frequently dictate, such as names, to the Speech Dictionary so that Speech Recognition recognizes those words.

1. Say "start listening" or click the Microphone button to start the listening mode.
2. Say "open Speech Dictionary."
3. Click or say Add a new word, and then follow the instructions in the wizard.

To edit or delete a word in the Speech Dictionary

1. Say "open Speech Dictionary."
2. Say "start listening" or click the Microphone button to start the listening mode.
3. Click or say Change existing words.
4. Click or say Edit a word or Delete a word, and then follow the instructions in the wizard.

To prevent a word from being dictated

If Speech Recognition frequently inserts an incorrect word during dictation, you can prevent that word from being dictated. For example, if you say "atom" and Speech Recognition recognizes this as "Adam," you can prevent "Adam" from being dictated.

1. Say "open Speech Dictionary."
2. Click or say Prevent a word from being dictated, and then follow the instructions in the wizard.

e. Use the dictation scratchpad

Some programs might not automatically accept text dictation. You can use the dictation scratchpad to dictate text into these programs. When you use the dictation scratchpad, the text that you dictate appears in a separate window. The scratchpad works like a temporary document where you can use your voice, mouse, or keyboard. You can also use the scratchpad to make corrections using the Alternates panel or the Speech Dictionary.

1. Open the program that you want to dictate text into.
2. Say "start listening" or click the Microphone button to start the listening mode.
3. Say "show Speech Options" then say "Options" and then say "Enable dictation scratchpad."
4. Dictate the text that you want. The scratchpad appears allowing you to see and correct the text that you want to dictate. When you're ready to insert the text into the program, say "insert."

You are now capable of dictating text to your computer and correct it if something will go wrong. Now it's time to learn how to control your computer using Speech Recognition.

2. Controlling Computer using Speech Recognition

I have categorized the various controlling features of Speech Recognition according to the working area. You'll find the list of common commands used with these types of tasks which makes it easier for you to work with Speech Recognition.

a. Use Speech Recognition to work with folders and files

With Windows Speech Recognition, there are two ways to select and work with folders and files:

- If you know the name of the object you're working with, say that name. If you say the name of anything on the screen, Speech Recognition will apply your command to it. For example, you might say "click pictures."
- If you don't know the name of the file or folder you want to work with, say "number everything" and numbers will appear next to every object on the screen. You can then say the number of the object you need. For example, you might say "double-click five" to open the object with that number.

Common commands for working with folders and files

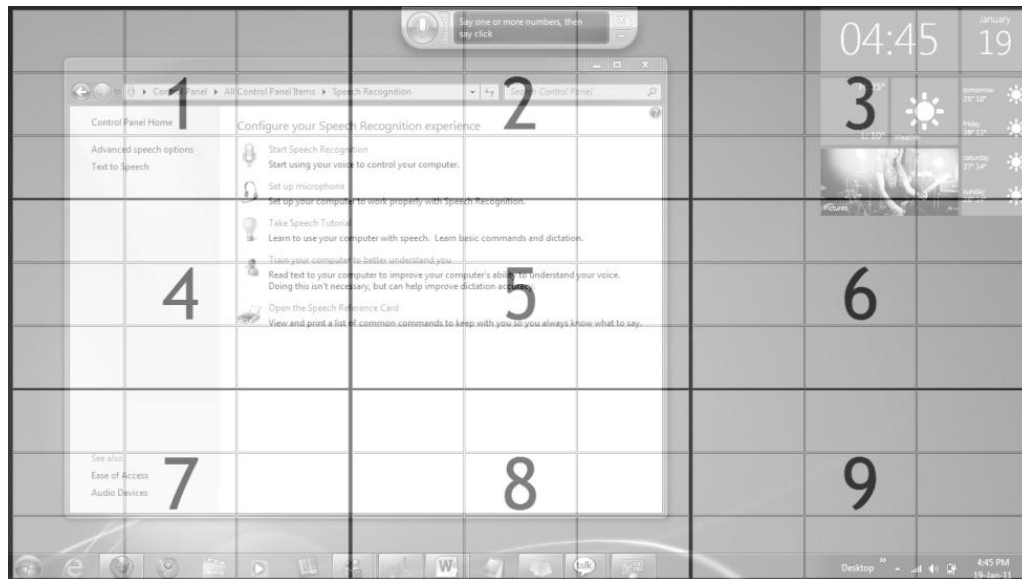
To do this	Say this
Select a file or folder	Select Vacation pictures; Click Sales report
Open a selected file or folder	Open; Open that; Launch that; Open Vacation pictures; Open Sales report
Open a program by name	Open WordPad; Start Solitaire
Click any menu by saying its name	File; View; Start
Click any item	Click Recycle Bin; Click Computer; Click file name
Minimize all windows to show your desktop	Show desktop
Put numbers next to everything on the screen	Number everything

b. Use Speech Recognition to click anywhere on the screen

You can use Windows Speech Recognition to click anywhere on the screen by overlaying a 3 × 3 square grid on your entire screen. Each square of the grid is numbered; when you say the number associated with a square, the grid zooms in on that square and another 3 × 3 grid is then overlaid on the area. When the item you want to click is located in a numbered area of the grid, you can click it by using the commands listed in the table below.

To display the numbered grid

1. Say "start listening" or click the Microphone button to start the listening mode.
2. Say "mousegrid" to display the numbered grid.



Common commands for clicking anywhere on the screen

The following table describes Speech Recognition commands for clicking anywhere on the screen.

To do this	Say this
Show the mousegrid	Mousegrid
Click a mousegrid square	Click number of the square
Move the mouse pointer to the center of any mousegrid square	Number of the square; 1; 7; 9
Select an item to drag with the mousegrid	Number of the square where the item appears; 3, 7, 9 (followed by) mark
Select an area in the mousegrid where you want to drag the item	Number of the square where you want to drag; 4, 5, 6 (followed by) click

c. Use Speech Recognition to browse the Internet

With Windows Speech Recognition, you can browse the Internet by figuring out what the objects in the web browser window are called. Then, you can say the commands you need to interact with the objects.

For example, to enter the address of a website, say "go to address," and then dictate the address of the website that you want to visit. If you've entered the address before, you can say "address" and then choose a previously entered address.

If you don't know the name of something on the screen, you can say "show numbers" and numbers will appear next to every object on the screen. You can then say the number of the object you need.



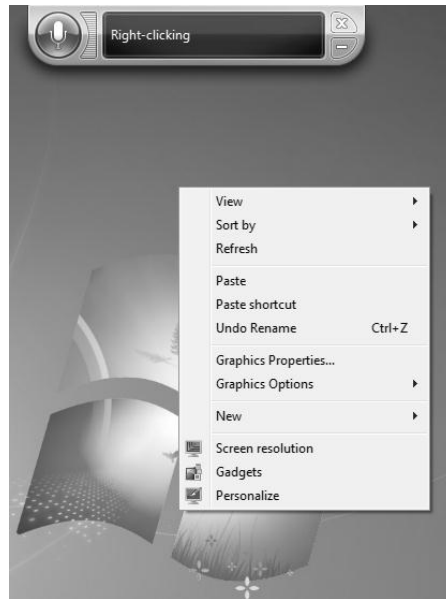
Common commands for browsing the Internet

To do this	Say this
Open a web browser	Open (if the browser is selected); Open browser name
Click a selected link	Click; Click that; Click text phrase
Right-click a selected item	Right-click; Right-click that
Click any item by saying its name	Click File; View; Tools; Back; Forward; Stop; Home; Refresh
Click any item	Click Recycle Bin; Click Computer; Click file name
Use the Tab key to navigate through the page	Press tab
Minimize all windows to show your desktop	Show desktop

Note: Some menu items might not appear unless you point to them with the mouse. To display these items, navigate to the item and say "hover" or "hover over that."

d. Use Speech Recognition to operate windows and programs

With Windows Speech Recognition, you can use your voice to work with windows and programs. Usually, you can just say the command that you want to perform. For example, to minimize all open windows, you can say "show desktop." To see the System Properties dialog box, you can say "right-click Computer," and then say "click Properties."



Speech Recognition commands for working with windows and programs

The following table shows Speech Recognition commands for working with windows and programs.

To do this	Say this
Click any item	Click File; Click Bold; Click Save; Click Close
Double-click any item	Double-click Computer; Double-click Recycle Bin; Double-click folder name
Right-click any item	Right-click Computer; Right-click Recycle Bin; Right-click folder name
Minimize all windows to show your desktop	Show desktop
Click something you don't know the name of	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to click it.)
Click a numbered item	19 OK; 5 OK
Double-click a numbered item	Double-click 19; Double-click 5
Right-click a numbered item	Right-click 19; Right-click 5
Open a program	Open Paint; Open WordPad; Open program name

Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Close a program	Close that; Close Paint; Close Documents
Minimize	Minimize that; Minimize Paint; Minimize Documents
Restore	Restore that; Restore Paint; Restore Documents
Cut	Cut that; Cut
Copy	Copy that; Copy
Paste	Paste
Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
Scroll an exact distance in other units	Scroll up 5; Scroll down 7
Go to a field in a form or a program	Go to field name; Go to Subject; Go to Address; Go to Cc

So these are the some common tasks which you can perform easily with the help of Speech Recognition but there are some features of Windows which are not recommended to control using Speech Recognition.

e. Speech Recognition with User Account Control

User Account Control (UAC) can help you prevent unauthorized changes to your computer. It works by prompting you for permission when a task requires administrative rights, such as installing software or changing settings that affect other users. By default, Windows Speech Recognition isn't available when interacting with User Account Control dialog boxes. If you find that you need to frequently interact with User Account Control dialog boxes, you can set User Account Control to work with Speech Recognition. Doing so, however, will result in a lower level of security and isn't recommended.

Note: You must be logged on as an administrator to perform these steps.

1. Click the Start button.
2. In the search box, type secpol.msc, and then click secpol. If you are prompted for an administrator password or confirmation, provide them.
3. Click Local Policies, and then double-click Security Options.
4. Right-click User Account Control: Switch to the secure desktop when prompting for elevation, and then click Properties.
5. Click Disabled, and then click OK.

Troubleshooting common Speech Recognition problems

Computer doesn't understand your spoken commands

There are several possible causes of this problem:

- The microphone isn't close enough to pick up your voice. Make sure that the microphone is positioned close enough and that you're speaking directly into it.
- The microphone is muted. Some microphones have an external control for muting. Make sure the mute control is turned off.
- The microphone input level is too low. Make sure the microphone input level is set properly.
- The microphone connections aren't properly attached. Make sure the microphone wires are intact and unbroken. Make sure the connections aren't loose and that they fit tightly into the computer.
- A different microphone is selected for use with Speech Recognition. If you have more than one microphone installed on your computer, the wrong one might be selected for use with Speech Recognition. Make sure you're using the microphone selected for Speech Recognition.

To change which microphone is used with Speech Recognition

1. Click on Start button and open Control Panel.
2. Select the Sound option and open it.
 - a. Click the Recording tab.
 - b. Select the microphone you want to use with Speech Recognition, and then click Set Default.
3. A voice profile hasn't been created. You can train your computer to better understand you by creating a voice profile that your computer uses to recognize spoken commands.

To create a voice profile

1. Click on Start button and open Control Panel.
2. Now open Speech Recognition.
3. Click Train your computer to better understand you, and then follow the instructions in the Speech Recognition Voice Training wizard.
4. Speech Recognition doesn't recognize the commands you're using. Familiarize yourself with the commands that Speech Recognition recognizes.

TIP:

Check the information that came with the microphone for additional troubleshooting information. Common troubleshooting steps include making certain the sound card for the computer is properly installed and that the correct drivers are available.

Common commands in Speech Recognition

If you like, you can print this topic for quick reference while you're using Windows Speech Recognition.

Most commonly used commands

To do this	Say this
Click any item by its name	Click File; Start; View
Click any item	Click Recycle Bin; Click Computer; Click file name
Double-click any item	Double-click Recycle Bin; Double-click Computer; Double-click file name
Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select word
Select a word and start to correct it	Correct word
Select and delete specific words	Delete word
Show a list of applicable commands	What can I say?
Update the list of speech commands that are currently available	Refresh speech commands
Make the computer listen to you	Start listening
Make the computer stop listening	Stop listening
Move the Speech Recognition microphone bar	Move speech recognition
Minimize the microphone bar	Minimize speech recognition
View Windows Help and Support content about specific tasks	<p>How do I do something?</p> <p>For example, say "How do I install a printer?" and a list of help topics is returned.</p> <p>Note that this command is only available if you're using the U.S. English Speech Recognizer.</p>

Commands for working with text

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word for the next command (for example, you can insert the word "comma" instead of the punctuation mark)	Literal word
Insert the numeral form of a number	Numeral number
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Don't insert a space before the next word	No space
Go to the start of the sentence that the cursor is in	Go to start of sentence
Go to the start of the paragraph the cursor is in	Go to start of paragraph
Go to the start of the document	Go to start of document
Go to the end of the sentence that the cursor is in	Go to end of sentence
Go to the end of the paragraph that the cursor is in	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select the word in the current document	Select word
Select the word range in the current document	Select word range; Select word through word
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous 20 words; Select previous 10 words
Select a number of words after the location of the cursor	Select next 20 words; Select next 10 words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of the word	Caps word
Capitalize all the letters of the word	All caps word
Make all the letters in the word lowercase	No caps word
Change the next number of words to uppercase	Change next 10 words to uppercase
Change the next number of words to lowercase	Change next 10 words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for keyboard keys

To do this	Say this
Press any key on the keyboard	Press keyboard key; Press a; Press capital b; Press Shift plus a; Press Ctrl plus a
Press certain keyboard keys without saying "press" first	Delete; Backspace; Enter; Page Up; Page down; Home; End; Tab

Notes:

- You can also use the ICAO\NATO phonetic alphabet to say the keyboard keys to press. For example, you can say "press alpha" to press "a" or "press bravo" to press "b."
- Using Speech Recognition to press keyboard keys will only work with Latin alphabets.

Commands for punctuation marks and special characters

To make this appear	Say this
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
"	Open double quote; Open quote
"	Close double quote; Close quote; Close inverted commas
'	Apostrophe
'	Open single quote
'	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
\$	Dollar sign
%	Percent sign
^	Caret
(Open parenthesis; Open paren
)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
-	En dash
—	Em dash
=	Equal sign

+	Plus sign
{	Open brace; Open curly bracket
}	Close brace; Close curly bracket
[Open bracket; Open square bracket
]	Close bracket; Close square bracket
	Vertical bar
:)	Smiley face
:(Frowny face
;-)	Winky face
™	Trademark sign
¾	Three quarter sign
¼	One quarter sign
½	One half sign
£	Pound sterling sign
&	Ampersand; And sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign
§	Section sign
©	Copyright sign
®	Registered sign, Registered trademark sign
°	Degree sign
¶	Paragraph sign
...	Ellipsis; Dot dot dot
f	Function sign

Commands for using common controls

To do this	Say this
Click any item by saying its name	File; Edit; View; Save; Bold
Click any item	Click File; Click Bold; Click Save; Click Close
Double-click any item	Double-click Computer; Double-click Recycle Bin; Double-click folder name
Right-click any item	Right-click Computer; Right-click Recycle Bin; Right-click folder name
Minimize all windows to show your desktop	Show desktop
Click something you don't know the name of	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to click it.)
Click a numbered item	19 OK; 5 OK
Double-click a numbered item	Double-click 19; Double-click 5
Right-click a numbered item	Right-click 19; Right-click 5

Commands for working with windows

To do this	Say this
Open a program	Open Paint; Open WordPad; Open program name
Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Close a program	Close that; Close Paint; Close Documents
Minimize	Minimize that; Minimize Paint; Minimize Documents
Maximize	Maximize that; Maximize Paint; Maximize Documents
Restore	Restore that; Restore Paint; Restore Documents
Cut	Cut that; Cut
Copy	Copy that; Copy
Paste	Paste
Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
Scroll an exact distance in other units	Scroll up 5; Scroll down 7
Go to a field in a form or a program	Go to field name; Go to Subject; Go to Address; Go to Cc

Commands for clicking anywhere on the screen

To do this	Say this
Show the mousegrid	Mousegrid
Move the mouse pointer to the center of any mousegrid square	Number—or numbers—of the square; 1; 7; 9; 1, 7, 9
Click any mousegrid square	Click number of the square
Select an item to drag with the mousegrid	Number—or numbers—of the square where the item appears; 3, 7, 9 (followed by) mark
Select an area where you want to drag the item with the mousegrid	Number—or numbers—of the square where you want to drag; 4, 5, 6 (followed by) click

Summary

Using Speech Recognition in Windows 7 will ultimately help you and increase your productivity by saving lots of time in performing certain common actions. Most of people find it hard to use voice commands for controlling their computer because they don't know how to use it perfectly. In this eBook I have tried my level best to pack all the information I came across and I know about Windows Speech Recognition. I hope now you are very comfortable in using Speech Recognition to control your Windows 7 PC.

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{ Thank You }