



WORKBOOK

SpeechControl 3.4



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SPEECH
PROCESSING
SOLUTIONS

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INTRODUCTION

SpeechControl has been designed to control different applications on Windows computers with a Philips SpeechMike.

The software allows to assign different functions to each button, enable or disable certain features, and also to control applications via hotkeys.

For text generation you can simply write the specified text with a button click into the text editor.

Even more advanced, you can quickly execute your favorite Dragon NaturallySpeaking commands with just a button click on the device.

The device configuration settings can be transferred between the SpeechMike and the PC. You can also restore the default device configuration settings and upload them to the device.

When starting Philips SpeechControl, the settings are automatically loaded from the connected active device. Changes made with other applications on the active device after the first startup are not downloaded to SpeechControl; you have to download them manually. If a device is already connected to the computer and you additionally connect another device, the second connected device becomes the active device. The device configuration settings will be loaded automatically.

Since version 3.4 users can also export their preferred device settings and load them to a different device if a SpeechMike Premium with firmware 2.50 and later is connected.

The [SpeechMike Premium keyboard mode](#), introduced in SpeechControl 3.4, enables users to control applications like Dragon NaturallySpeaking with keyboard shortcuts without having to run SpeechControl in the background.

Configuration options:


- To change the behavior of the active device, configure the buttons, and change the button mode - go to the [Device](#) page.
- To make configurations on the active device for handling different applications - go to the [Application Control](#) page.

When encountering problems, you can try to find a solution in the online help.

[Administrators](#) have the advantage to use the silent setup option to rollout the application system-wide without having to move from PC to PC.

Additionally SpeechControl 3.4 provides central application control configuration options, which enables administrators to centrally rollout SpeechMike button assignments e.g. for Dragon NaturallySpeaking.

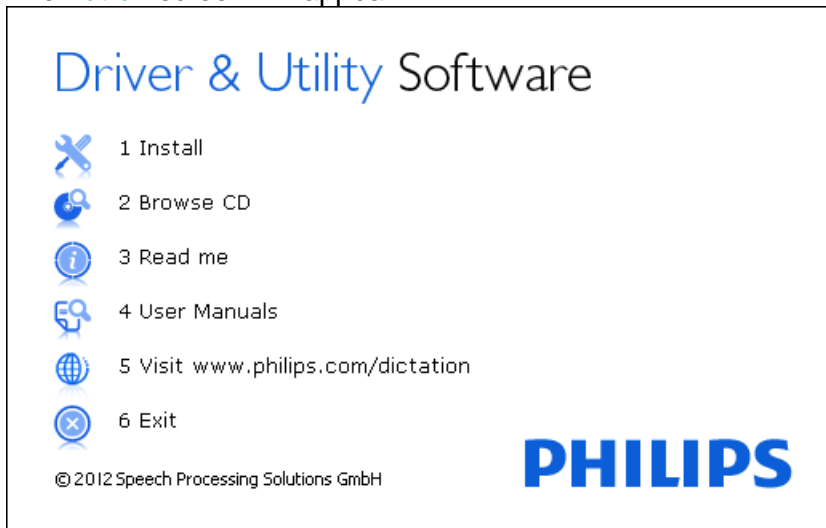
More information about silent setup options and central configuration rollout can be found in the SpeechControl 3.4 Administration guide.

When encountering problems, you can search for a solution in the online help .

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STANDARD INSTALLATION

- Insert the SpeechControl disk into the disk drive of your PC.
- The [Autrun](#) screen will appear.




- Click on “Install” to start installation

SPEECHCONTROL TOOLBAR



The Philips SpeechControl toolbar has the following items, from left to right:

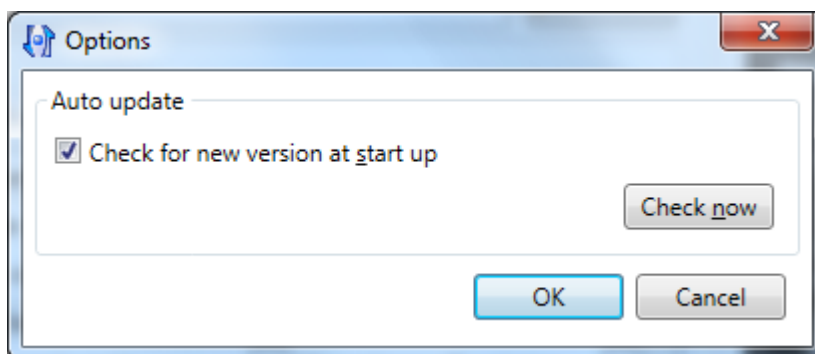
APPLICATION MENU

When clicking on the  icon the application menu opens.

Options - NEW

Automatic Updates

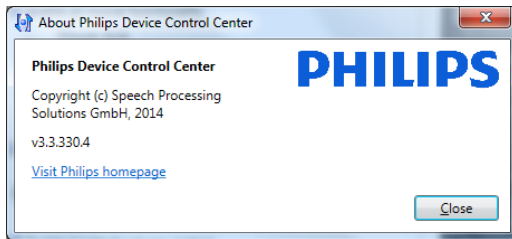
Since SpeechControl 3.4 users can check for automatic updates of the SpeechControl software.



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About...

Displays a dialog with general version and copyright information.



Help

Opens the online help system for Philips SpeechControl .

Close window

Minimizes the window to the system tray but leaves the program running in the background.

Exit application

Shuts down Philips SpeechControl .

The application control can be activated or deactivated by clicking **Activate Application Control** in the right-click menu of the system tray icon.

Active device

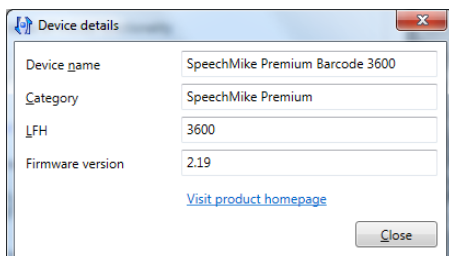
Displays the currently active device and a list of all connected devices if more than one supported device is connected.



Note: By default, the first connected device is the active device. If more than one device is connected at the same time, their settings will not be automatically downloaded.

Device Information

Displays a dialog with detailed information about the active device.



Note: This option is disabled if no devices are connected.

Help

Opens the online help system for Philips SpeechControl.

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SPEECHCONTROL TABS

The SpeechControl tabs shows following items:



Device

Clicking the Device item views the [Device](#) page. This item is only enabled if a valid device is connected.

Application Control

Clicking the Application Control tab views the Application Control page. This item is only enabled if a valid device is connected.

Introduction

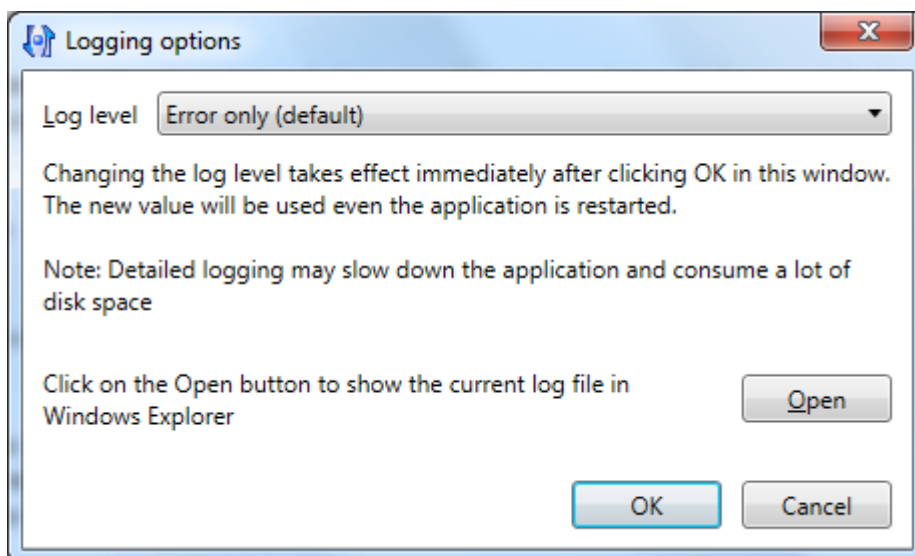
Clicking the Introduction item views the Introduction page. The Introduction page is shown by default if no valid device is connected.

If no valid device is connected, the text field shows "No device connected"

Troubleshooter

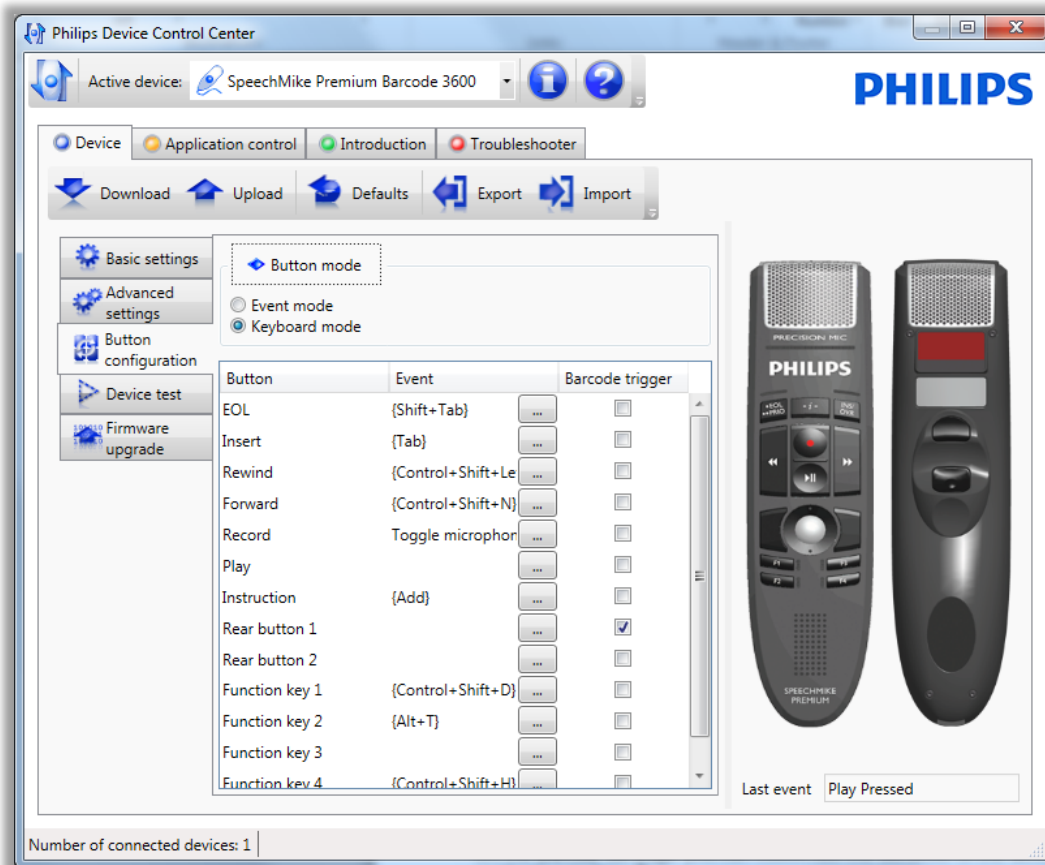
The Troubleshooter tab page provides solutions to the most common issues you may encounter during the usage of Philips SpeechControl and suggests potential solutions to the problems.

It also includes a button to reset the active device to the factory default settings as well as options to define the logging level of SpeechControl.



DEVICE CONFIGURATION

OVERVIEW



On the **Device** tab page you can customize the behavior of the active device and configure its application buttons.

After starting Philips SpeechControl, the current settings of the device are automatically downloaded and displayed in the configuration editor, however, changes made with other applications after the first startup are not displayed, so they must be manually downloaded by clicking the **Download** menu item. Furthermore, if more than one device is connected at the same time, their settings must also be manually downloaded. The newly defined settings can then be uploaded back to the device by clicking the **Upload** menu item.

The device can be set back to its factory defaults by clicking the **Defaults** menu item.

Since SpeechControl 3.4 you can also **Export** and **Import** device settings if a **SpeechMike Premium with FW2.50** and later is connected.

Note:

- Imported settings will overwrite any other settings made in the configuration editor.
- For SpeechMike 3200/3300 series devices and SpeechMike Premium with FW<2.50 the export/import option is disabled.

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SETTING OPTIONS

The following settings are available:

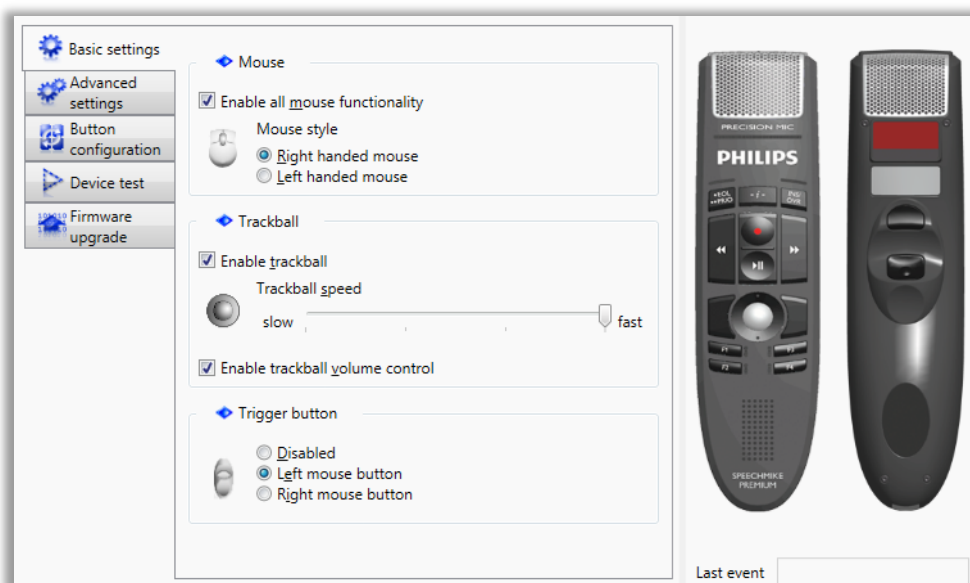
- Basic Settings
- Advanced Settings
- Button Configuration
- Device Test
- Firmware Upgrade

Note: The availability of the above settings depends on the type of the selected device.

BASIC SETTINGS

Here you can customize the behavior of the active device.

Note: The available options depend on the type of the selected device.



Mouse

Here you can make general changes to the mouse .

Enable all mouse functionality

Activate this option to set all mouse-related options simultaneously.

By disabling this option, it will be undefined and only the manually set mouse functionalities will be applied.

By enabling this option again, all mouse-related settings are set back to their factory defaults.

Note: This option is enabled by default.

Mouse style

Customizes your mouse style by switching between **Right handed** or **Left handed** mode.

The primary mouse button is normally the left button, however, you can reverse the buttons and use the right mouse button as the primary button.

Note: By default, the **Right handed** mode is enabled.

Trackball

Here you can make trackball changes to the active device.

Enable trackball

Activate this option to use the trackball for moving the mouse pointer.

Trackball speed

Adjusts the sensitivity of the mouse pointer, which causes the pointer to respond more quickly or slowly to the movements of the mouse.

Enable dynamic trackball

Increases the trackball speed at fast trackball movements.

 **Note:** This option is only available for SpeechMike Air devices.

Enable trackball volume control

Enables volume level changing during playback.

Trigger button

Here you can configure the behavior of the rear button on the active device. It can be configured as either the left or the right mouse button, however, it can also be disabled, in which state the trigger button does not send any events.

Notes:

- This option is not available for SpeechMike Premium devices which are set to keyboard mode.
- In keyboard mode the SpeechMike Premium [rear trigger](#) button has no assigned function by default and it cannot be programmed as a mouse button.

Scroll wheel

 **Note:** This option is not available for SpeechMike 3, SpeechMike Premium and SpeechMike Air.

Here you can set the scroll wheel of the active device for the following functions:

Enable scroll wheel

Activate this option to be able to scroll vertically within the active window by using the scroll wheel.

Enable scroll wheel volume control

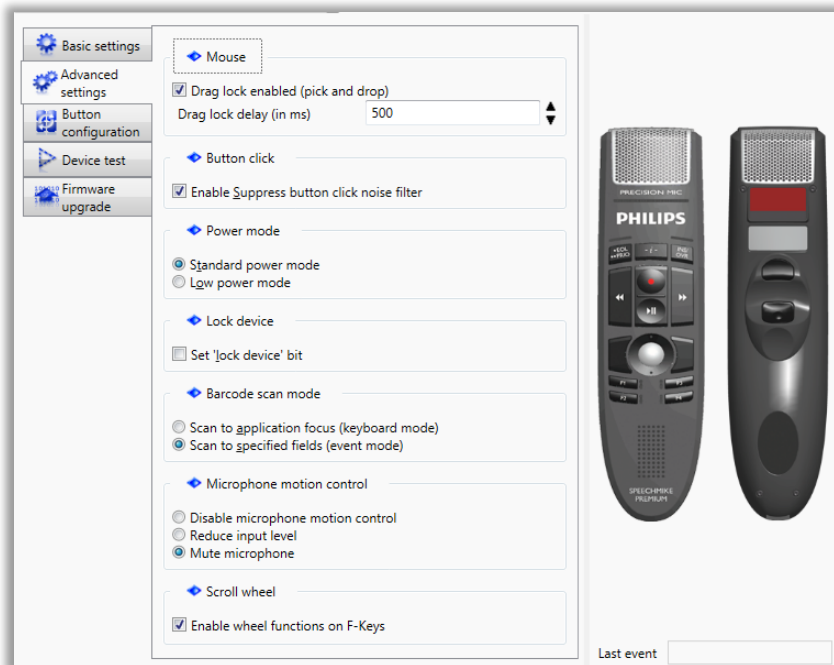
Activate this option to be able to change the volume level during playback by using the scroll wheel.

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ADVANCED SETTINGS

Here you are provided with various enhanced options for customizing the behavior of the active device.

Note: The available options depend on the type of the selected device.



Mouse

Here you can make advanced changes to the mouse.

Drag lock enabled (pick and drop)

Activate this option to pick up a selected item by pressing the mouse button for more than the defined time. To drop the item just briefly press the button again.

Drag lock delay (in ms)

Specifies the minimum pick-up time in milliseconds between 100 and 2500 (default = 500).

Button click

Here you can manage the suppression of button click noise.

Enable Suppress button click noise filter

Activate this option to suppress all acoustical clicks during recording.

Power mode

Here you can set the USB power mode of the active device.

 **Note:** This option is not available for SpeechMike Air devices.


SpeechMike 3 and SpeechMike Premium do not need to be set to low power device, because they are low power devices by default already.

Standard


Switches the active device to standard power management mode.

Low

Switches the active device to low energy consumption mode.

 **Note:** the playback volume may be quieter in **Low** mode.

Warnings

 **Note:** This option is available only for SpeechMike Air devices.

Here you can specify the 'appearance' of the received warnings in case of connection problems.


Enable acoustical warning

Activate this option if you want the device to provide beeps.

Enable haptic warning

Activate this option if you want the device to provide vibration alarm.

Inactivity timers

 **Note:** This option is available only for SpeechMike Air devices.

Here you can specify after how much time the device should go into sleep mode and then switch off.


Sleep mode timer

Sets the inactive device to a low power consumption mode after the specified time.

Power off timer

Switches off the inactive device after the specified time.

Lost wireless connection

 **Note:** This option is available only for SpeechMike Air devices.

Here you can specify after how much time the device without wireless connection would be disconnected from the USB.

Disconnect USB

Defines if and when the USB connection is interrupted.

Lock device

☰ **Note:** This option is provided for software integrators.

Here you can change the lock device bit on the active device.

Set 'lock device' bit

Activate this option to set the lock device bit stored on the active device.

Barcode scan mode

☰ **Notes:** This option is available only for devices with built-in barcode scanner. Connected SpeechMike Premium devices with a barcode scanner must be in [Event mode](#).

Here you can set the operation of the barcode scanner.

Scan to application focus (keyboard mode)

Works as a secondary keyboard connected to the computer.

Scan to specified fields (event mode)

Generates a special barcode event when a barcode is scanned. This option requires special barcode event integration.

Microphone motion control

☰ **Note:** This option is available only for [SpeechMike Premium](#) devices with 'Event Mode' button configuration.

Here you can set how the microphone of the device changes the input level of the microphone while the device is laid down.

Disable microphone motion control

The input level of the microphone does not be changed while the device is placed.

Reduce input level

Automatically reduces the microphone input level by 20 dB while the device is placed.

Mute microphone

Automatically mutes the microphone while the device is placed.

Scroll wheel

☰ **Note:** This option is available only for SpeechMike Premium devices.

Here you can control the behaviour of the function keys.

Enable wheel functions on F-Keys

Activate this option to substitute the mouse scroll wheel. Press F1 to scroll up, press F2 to scroll down, hold F3 for continuous scrolling.

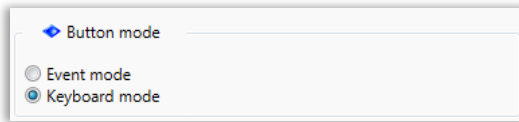
☰ **Note:** When this option is enabled, the device does not send the configured button events for these F-Keys.

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BUTTON CONFIGURATION

BUTTON MODE – NEW

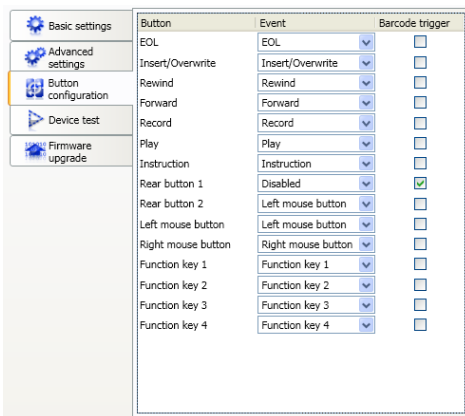
The SpeechMike Premium with firmware ≥ 2.50 contains two button modes.



Event mode

The **Event mode** is the **default setting** for all manufactured SpeechMikes.

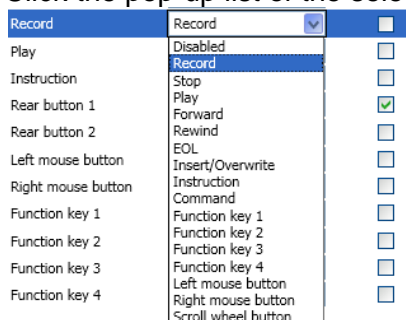
In the Event mode you can switch the role of the buttons / pedals on the active device to meet your personal requirements. E.g. the “Rear trigger” should send “RECORD button” events instead of “LEFT MOUSE button” events.




SpeechMike and Digital Pocket Memo

The function of a SpeechMike or a Digital Pocket Memo button can be configured in the following way:

1. Select the button to be changed from the **Button** column.
2. Click the pop-up list of the selected button in the **Event** column.




3. Select the event to be associated with the button.
4. Upload the settings to the active device by clicking the  **Upload** menu item.

Note: If the active device has a built-in barcode scanner, the **Barcode trigger** option can also be enabled to scan the barcode by pressing the button.

The configured button events for Function keys 1-3 are disabled until the **Enable wheel functions on F-Keys** option is enabled on the *Advanced Settings* page.

Foot Control

The function of a Foot Control pedal can be configured in the following way:

1. Select the pedal to be changed from the **Button** column.
2. Click the pop-up list of the selected pedal in the **Event** column.
3. Select the event to be associated with the pedal.
4. Upload the settings to the active device by clicking the  **Upload** menu item.

Keyboard mode - NEW

When putting a SpeechMike Premium to keyboard mode it sends keyboard shortcuts instead of SpeechMike button events.

Every application that is listening to specific keyboard shortcuts can be controlled accordingly.

It is not required to run SpeechControl with application control in the background to execute SpeechMike button clicks.

Note:

Only SpeechMike Premium LFH3500/3600 series devices with firmware version 2.50 and later are supported.

SpeechMike Premium behaviour in keyboard mode

Definitions and recommendations

- The keyboard mode is only available for SpeechMike **Premium** products with FW version 2.50 and later. The **SpeechMike 3200/3300** series (SpeechMike 3) **does not support** the keyboard mode. Firmware upgrades on SpeechMike 3 can be done, but it will not have any effect on the functionality.
- In keyboard mode the recording application does not control the SpeechMike microphone. It has to be switched ON and OFF with a separate button
- The SpeechMike Premium Recording LED only lights up if a recording audio channel is open and the SpeechMike microphone is switched ON. For Dragon and other applications this means that the LED status on the SpeechMike might not be in sync with the recording status of the application.
- For reliability reasons it is **only** possible to **utilize** SpeechMike **microphone ON/OFF** events with the **slider** of the SpeechMike Premium 3510/3520/3610. Keyboard shortcuts will not be executed.
- If **more Dragon speech recognition features** are required we recommend **utilizing SpeechControl** with “**Application control**” in the background, since Dragon only provides a limited set of keyboard shortcuts.

Switching the SpeechMike Premium to keyboard mode

Switching the SpeechMike premium to keyboard mode can be done with two methods:

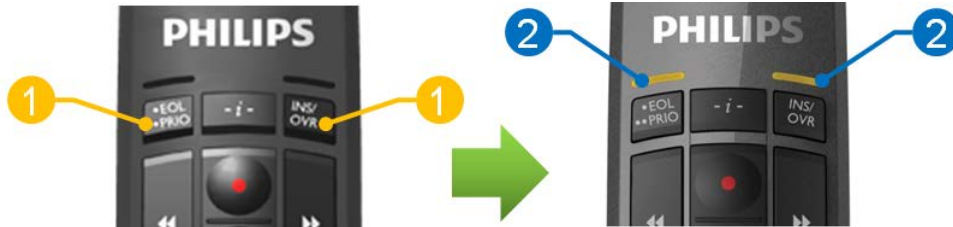
- On the SpeechMike
- With the SpeechControl button configuration.

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On the SpeechMike

Switching to keyboard mode

1. Press both the EOL/PRIO button and INS/OVR button for five seconds

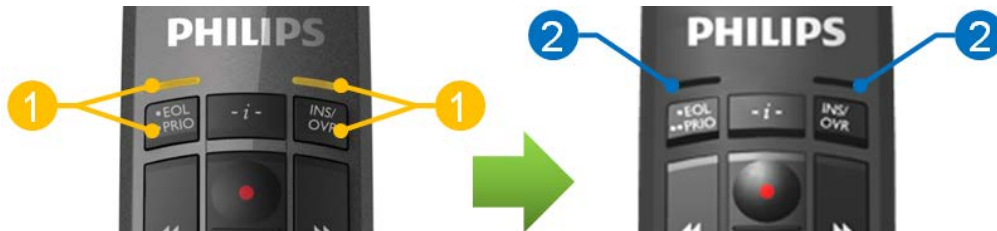


2. The LEDs above the button will light up in yellow and a short beep can be heard.

✳ The SpeechMike Premium is now in keyboard mode

Switching to event mode

1. Press both the EOL/PRIO button and INS/OVR button for five seconds. During pressing the LEDs above the buttons will light up in yellow.



2. After 5 seconds a short beep can be heard and the LEDs become dark.

✳ The SpeechMike Premium is now in event mode.

☰ **Note:** the hotkey settings will stay on the device when switching back to event mode.

Checking the keyboard mode


To check the current keyboard mode status briefly press the EOL/PRIO button and INS/OVR button. If the SpeechMike Premium is in keyboard mode the LEDs above the buttons will light up in yellow.

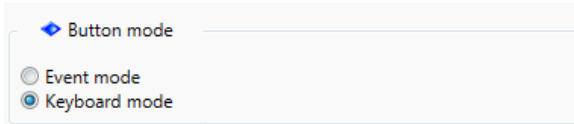


Additionally both LEDs also light up to show that the keyboard mode is active when the SpeechMike is connected to the PC, or when the PC is booted.

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With the SpeechControl button configuration.

Go to the “Device”→”Button configuration” tab to switch to SpeechMike Premium to keyboard mode and click the  **Upload** menu item to transfer the setting to the SpeechMike Premium.



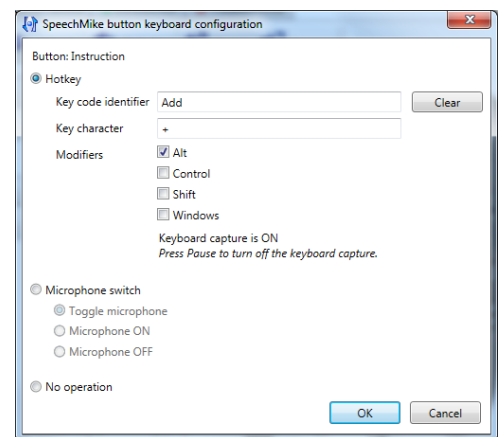
Note: Only SpeechMike Premium LFH3500/3600 series devices with firmware version 2.50 and later are supported. For devices that do not fulfil these criteria the “Button mode” option will not be displayed in the button configuration tab.

Keyboard mode configuration

In the keyboard configuration dialog users have three options

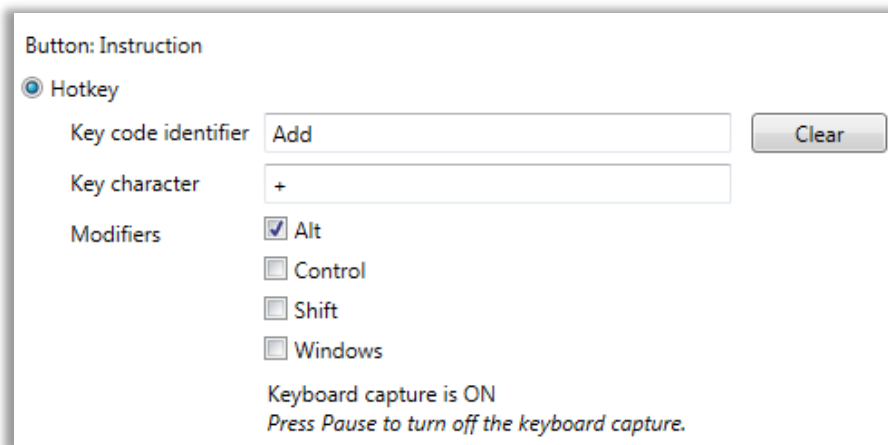
- Hotkey
- Microphone switch
- No operation

After definition of the keyboard configuration click “OK”



Hotkey

Click on the “Hotkey” option and press the hotkey combination on the keyboard that should be assigned to the selected SpeechMike Premium button.



To delete a specific hotkey combination click on “clear” in the dialogue.

Note: SpeechMike Premium slider versions (LFH3510/3520 and 3610) do not execute hotkeys when they are programmed to a slider position.

Microphone switch

Click on the “Microphone switch” option and select the microphone option that should be assigned to the selected SpeechMike Premium button.

- Microphone switch
 - Toggle microphone
 - Microphone ON
 - Microphone OFF

Microphone switch options	
Toggle microphone	Toggles SM microphone between ON and OFF depending on the current SpeechMike microphone state, usually used for button devices
Microphone ON	Switches the SpeechMike microphone ON, used especially for slider devices
Microphone OFF	Switches the SpeechMike microphone OFF, used especially for slider devices

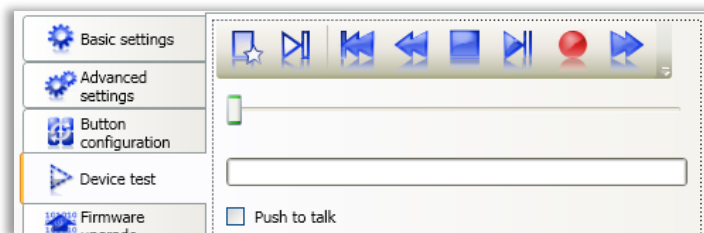
No operation

Click this option if the button should not execute any keyboard shortcuts or microphone switch events



DEVICE TEST

Here you can test the active device with its newly configured buttons and settings.



All your button- and mouse-related events can be followed on the device image and in the **Last event** field in the bottom right corner of the window.

Note: SpeechMike Premium devices can only be tested if they are in ‘Event mode’.

Test Recording

To create a new test recording, click **New dictation** and then **Record**. To stop recording, click **Record** again.

The length of the test recording can be up to 60 seconds.

Note: Here only the test recording and the built-in test audio file can be played back. Opening existing audio files or saving recordings to files is not enabled.

To play back the built-in test audio file, click **Play test sound**. To stop playback, click **Stop**.

Note: Recording is disabled during the playback of the test sound.

Push-to talk

Activate this option if you want the recording to take place only until the **Record** button is pressed. When it is released, recording stops immediately.

Note: This option is highly recommended to use with SpeechMike devices without sliders.

Test Buttons

The available buttons for device test are the followings:

 New dictation Creates a dictation.	 Stop Stops the current action.
 Play test sound Plays the built-in audio file.	 Play Starts playback.
 Move to start Jumps to the beginning of the dictation.	 Record Starts recording.
 Fast rewind Moves back through the dictation.	 Fast forward Moves forward through the dictation.

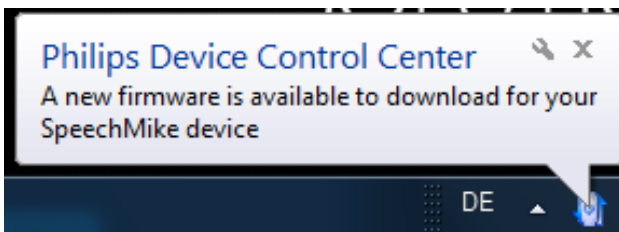
FIRMWARE UPGRADE

Automatic firmware upgrade

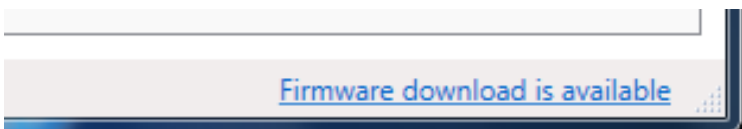
SpeechControl 3.4 includes an automatic firmware update function.

As soon as SpeechControl detects that a newer firmware is available for a connected SpeechMike after startup the users are asked whether they want to upgrade their SpeechMike.

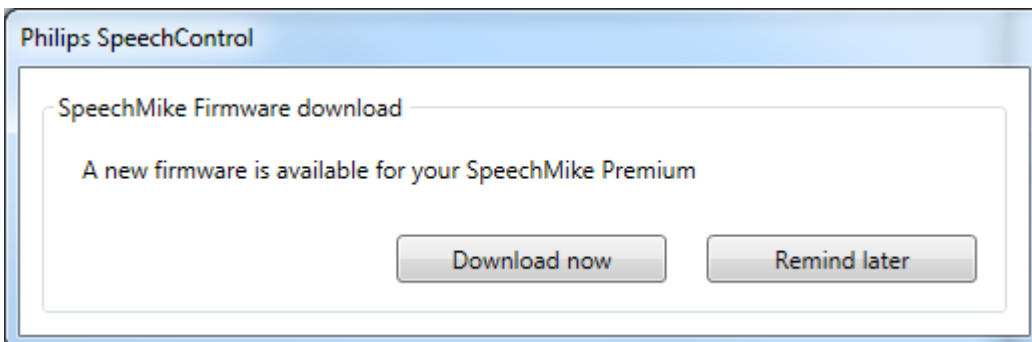
When the user clicks either on this balloon tooltip in the system tray...



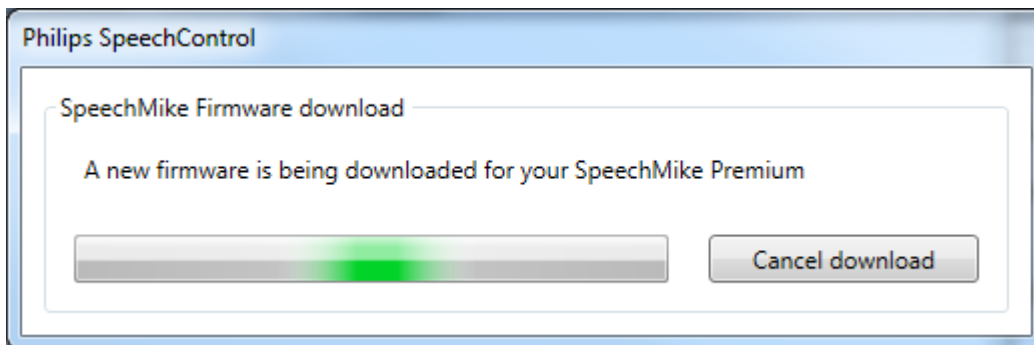
...or the status bar link...



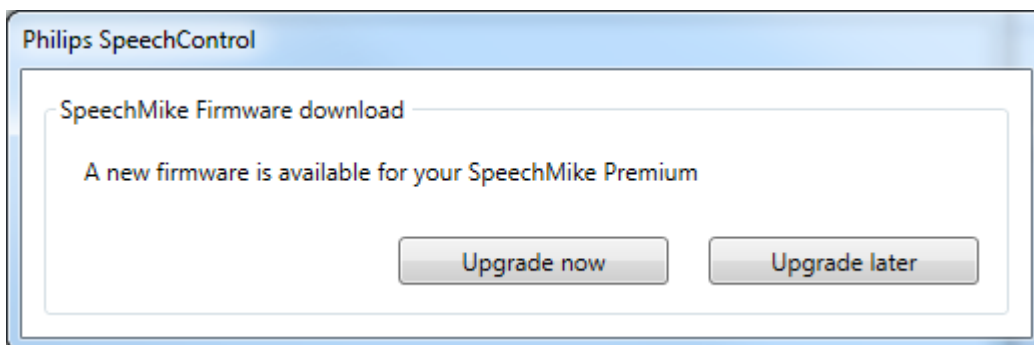
.... then a firmware download is initialized



If the user clicks the 'Download now' button, the firmware download is started.



After the download is finished, the following dialog is displayed:



If the user clicks on the upgrade now button, then the firmware upgrade is started.

Notes:

- The SpeechMike has to be in STOP mode to automatically start the firmware upgrade process.
- There mustn't be any active audio stream (recording or playback)
- Due to reliability reasons only manual firmware upgrade is possible for SpeechMike Air

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Manual firmware upgrade

Here you can load the latest firmware version into the active device. In case of SpeechMike Air devices, the new firmware will first be loaded into the SpeechMike AirBridge and then into the SpeechMike Air.

The screenshot shows a software interface for firmware management. On the left is a sidebar with navigation options: Basic settings, Advanced settings, Button configuration, Device test, and Firmware upgrade. The main area is titled 'Available firmware versions:' and contains a table with two columns: 'Version' and 'Status'. The table lists two versions: 2.19 (Current) and 2.16 (Older). To the right of the table is an 'Upgrade' button and a text box with instructions: 'Upgrade is only possible if 1. Firmware files are imported 2. Device is not playing back / recording'. At the bottom right is an 'Import' button.

Version	Status
2.19	Current
2.16	Older

Upgrade is only possible if
 1. Firmware files are imported
 2. Device is not playing back / recording

Notes:

- The firmware upgrade of SpeechMike3, SpeechMike Premium and SpeechMike Air devices is possible only in **Stop** state.
- Firmware of SpeechMike Premium devices can also be loaded into SpeechMike3 devices.

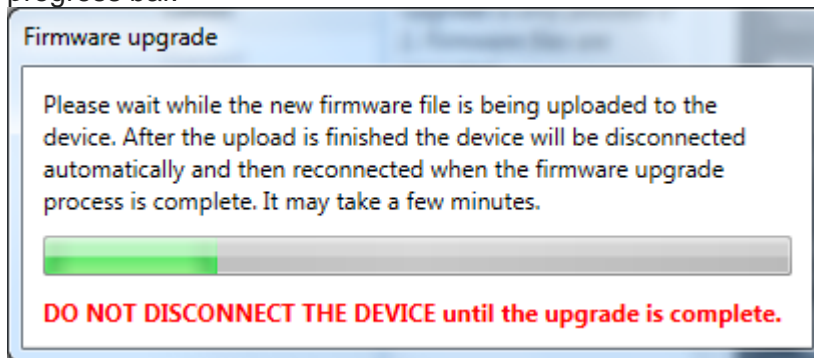
The Firmware Upgrade Process

The firmware upgrade process includes the following steps:

1. The status bar indicates if a new firmware version is available for the active device. Click **Import** and select the folder which contains the firmware to be imported. Click **OK**.
2. Select the firmware version from the **Available firmware versions** dialog and click **Upgrade**.

Important: In case of SpeechMike Air devices, both the SpeechMike Air and SpeechMike AirBridge have to be placed in the docking station, and the power supply + the USB cable have to be connected during firmware upgrade. Otherwise, the upgrade button will not be active and firmware upgrade will not be possible.

3. Confirm the firmware upgrade by clicking **Yes, I upgrade the device**.
4. The **Firmware upgrade** dialog is displayed: the upgrade process can be followed on a progress bar.



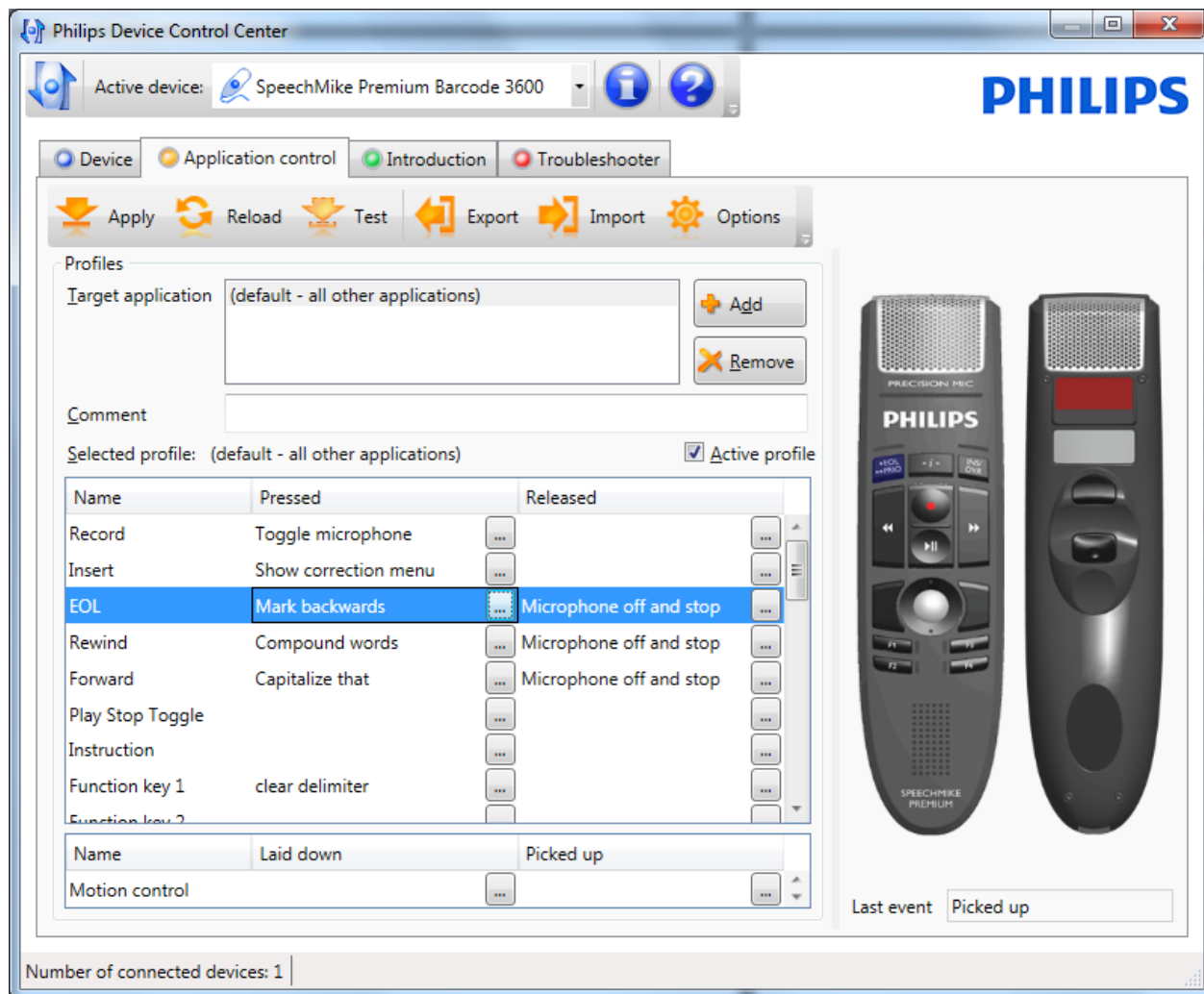
5. The device is ready to use again after the dialog is getting closed.

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APPLICATION CONTROL

Application control enables users to control other applications (for example, Dragon NaturallySpeaking or Notepad) with the active device by creating different configurations under **Profiles** in order to work faster and more efficiently.

Note: SpeechExec applications cannot be controlled through application control.




More information about the functions can be found later in this document.

The **Application control** provides the following three application profiles by default:

- Default - all other applications (includes the most important Dragon commands)
- Notepad
- Powerpoint

These profiles contain commands or macros that can be modified, exported, activated, deactivated and even removed. Additional information can also be added to them by entering a maximum 100 character long text into the **Comment** field.

You can also add new profiles by clicking  **Add**. For more information on newly added application profiles, see **Configuration of Newly Added Applications**.

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Geared for Dragon NaturallySpeaking

Immediately after installation of SpeechControl the SpeechMike can already be used to control [Dragon NaturallySpeaking](#).



The [“Default” profile](#) contains the most important DNS commands for recording and correcting recognized text with just simple button clicks on the SpeechMike.

Even a sentence in the Dragon tutorial states the following:

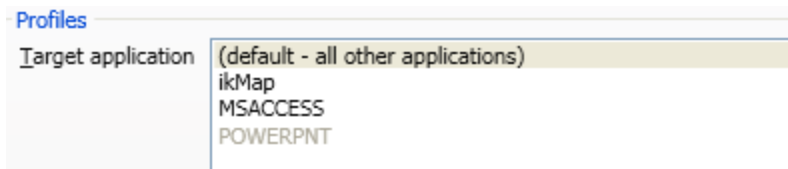
 Before you start, remember that even though you can do everything by voice, many people find it more efficient to use a combination of mouse, keyboard, and dictation.

So, why not using your voice and the dictation buttons on one single device?

Lean back comfortably and use the SpeechMike for convenient text creation with the DNS software.

Profiles

Here you can edit the selected application profile by configuring the active device.



Default - all other applications

If this profile is selected, operations will be applied to the currently active application. Furthermore, this profile is applied when no profiles are assigned to an application or none of them are active.

By default this profile is set up to control Dragon NaturallySpeaking with SpeechMike devices.

The following default settings are defined for SpeechMike Air 3000 SpeechMike3 3300, 3200 and SpeechMike Premium 3500, 3600 series devices:

Button	Operation
Record	Microphone on
Play Stop Toggle	Playback from cursor
Rewind	Move cursor backward
Forward	Move cursor forward
EOL	Mark words backward
INS / OVR	Correction window

By default the following settings are defined for SpeechMike Air 3010, 3020 SpeechMike3 3210, 3220, 3310, and SpeechMike Premium 3510, 3520,3610 (slider devices):

Button	Operation
Record	Microphone on
Play Stop Toggle	Playback from cursor
Rewind	Move cursor backward
Forward	Move cursor forward
EOL	Mark words backward
INS / OVR	Correction window
Instruction	Choose 2

By default the following settings are defined for Digital Pocket Memo 9600, 9500, and 8000 series (slider devices):

Button	Operation
Record	Microphone on
Play	Playback from cursor
Rewind	Move cursor backward
Forward	Move cursor forward
EOL	Mark words backward
INS / OVR	Correction window
Instruction	Choose 2 (not for 9500 and 9520)
Smart 1	Mark words backward
Smart 2	Mark words forward

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PowerPoint


If this profile is selected, PowerPoint presentations can be controlled with SpeechMike or Digital Pocket Memo devices.

By default the following settings are defined for English and German Microsoft® Office Installations:

Button	Key EN-DE	Operation
Record		Black screen
Play Stop Toggle	<W>	White screen
Rewind	<P>	Back one slide (element)
Forward	<N>	Forward one slide (element)
EOL	<Esc>	End slide show
INS / OVR	<A>	Show/hide cursor

By default the following settings are defined for French Microsoft® Office Installations:

Button	Key FR	Operation
Record	<N>	Black screen
Play Stop Toggle		White screen
Rewind	<P>	Back one slide (element)
Forward	<S>	Forward one slide (element)
EOL	<Esc>	End slide show
INS / OVR	<A>	Show/hide cursor

 **Note:** Philips cannot guarantee the proper function of the assigned shortcuts, since shortcuts can differ among versions and languages. Please contact your Microsoft Office user manual or the online help to find out the correct shortcuts for the installed version.

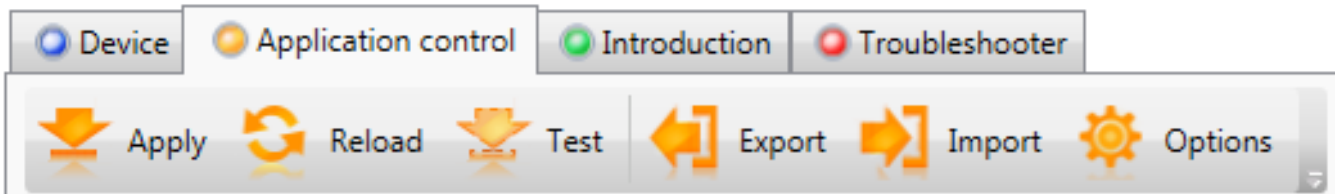
Notepad

If this profile is selected, a short description is placed in a Windows Notepad when pressing the PLAY button.

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APPLICATION CONTROL CONFIGURATION

APPLICATION CONTROL TOOLBAR



With the application control toolbar users decide what they want to do with the modified configuration.

Toolbar buttons



Apply

Apply: Activates new or changed settings.



Reload

Reload: Loads the current active setting if the “Test” button has been pressed before.



Test

Test: Use this button to test a configuration without activating it



Export

Export: Export configuration into an ‘*AppControlConfig.7.0.xml*’ file.

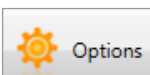
Users can decide, which configurations they want to export:



Import

Import: Imports configurations file into the active profile.

Note: you might need to search for ‘All files (*.*)’ to display an ‘*AppControlConfig.7.0.xml*’ file.



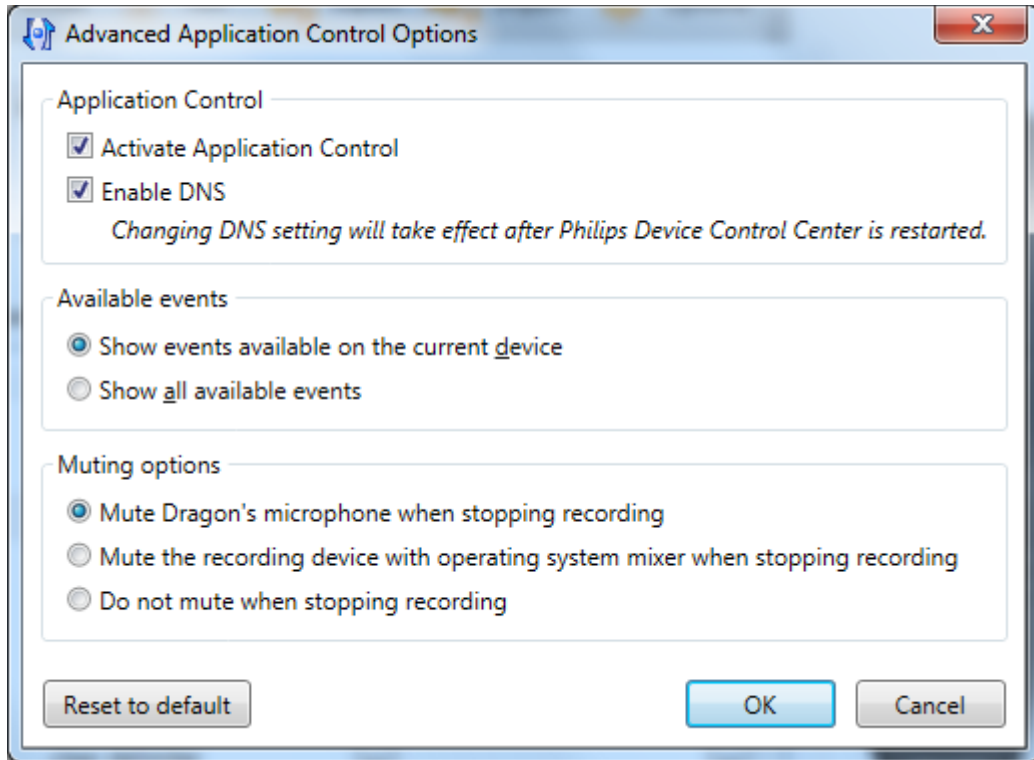
Options

Options: Provides advanced application control options to the user.

Since SpeechControl 3.4 these options have been moved to a separate tab to improve the usability of the SpeechControl software – see description below

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ADVANCED APPLICATION CONTROL OPTIONS - NEW



Application Control

Activate Application control: Click this checkbox to enable application control. This means that programmed application control events are sent to the linked application control.

If this checkbox is disabled SpeechControl will not interact with other applications

Enable DNS: Initializes the interface to Dragon Naturally Speaking. If this checkbox is disabled SpeechControl will not interact with Dragon, but it might interact with other applications in focus for which programmed events are available

Event selector

The event selector is a filter option for the function list.

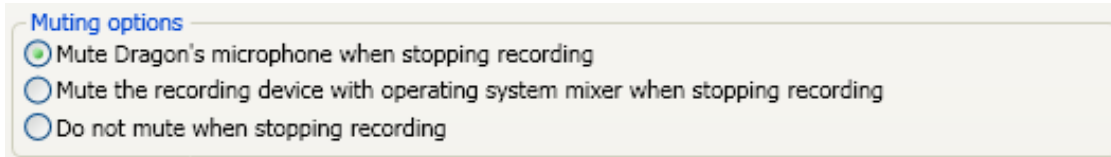
By default it shows only events that are possibly coming from the currently active device.

Show events available on the current device
 Show all available events

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Microphone mute options for speech recognition

The SpeechControl application control includes 3 microphone mute options for recordings with speech recognition:



Mute Dragon's microphone when stopping recording

Dragon takes over microphone control.

Once recording is stopped users have to wait until the **Dragon microphone** becomes red (🔴) before they can continue recording (from SpeechControl 2.5).

By enabling this option, the Dragon's microphone on the system tray (or on the Dragon bar) indicates whether recording has started (🟢) or stopped (🔴).

🔑 **Note:** Starting recording is only possible when Dragon has stopped recording before.

⚠️ **IMPORTANT:** If you have the “*Mute Dragon's microphone when stopping recording*” option enabled wait until **all text** has been completely **recognized** and transcribed to the text editor's window. Otherwise Dragon NaturallySpeaking might drop the words, or commands which have not been recognized yet.

Mute the recording device with operating system mixer when stopping recording

With this option the microphone is muted via Windows after record stop.

Users can frequently stop and start recording (from SpeechControl 2.6).

If this option is enabled, the **Record LED** on the **Philips SpeechMike** indicates whether Dragon is still recognizing or not. With this option it is possible to frequently stop and start recording, just by watching the LED on the Philips dictation device for status information. The status of the Dragon microphone on the system tray (or on the Dragon bar) should be ignored.

🔑 **Note:** This option is enabled by default.

Do not mute when stopping recording

With this option Dragon leaves the microphone turned on as long as sound is available after RECORD/STOP.

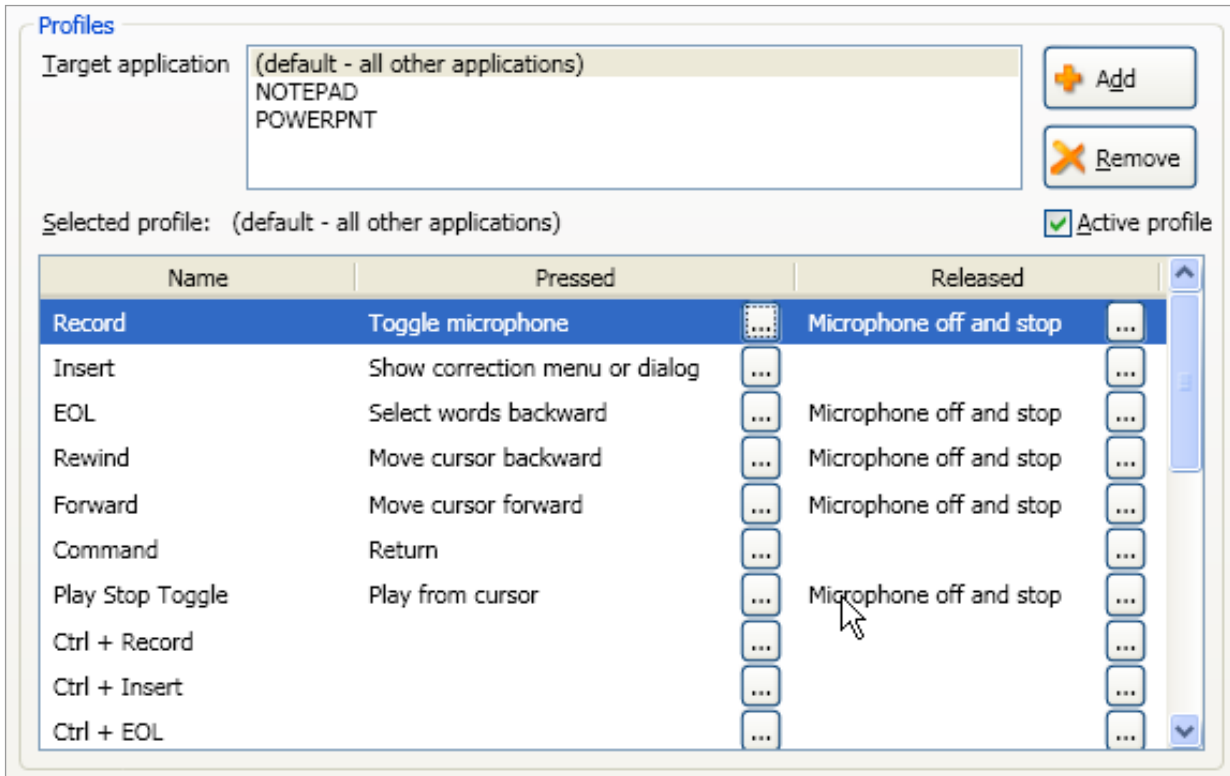
Starting recording is only possible when Dragon has stopped recording (🔴), which is indicated by the Dragon's microphone on the system tray (or on the Dragon bar).

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PROFILE DEFINITION

The profile definition dialog is the heart of the Application Control.


Here you define for which application SpeechMike buttons should be configured, and you assign appropriate functions to the SpeechMike buttons.




Defining a profile


To define a profile to control a specific application just follow the few simple steps below.

1. Select the target application

Click on the  button and select a new application that shall be controlled or select the target application from the "Target application" window

2. Select SpeechMike function to be configured

Go to the function list and select SpeechMike function (button) that shall trigger an event. Click on the  button to open the "Operation editor" window.

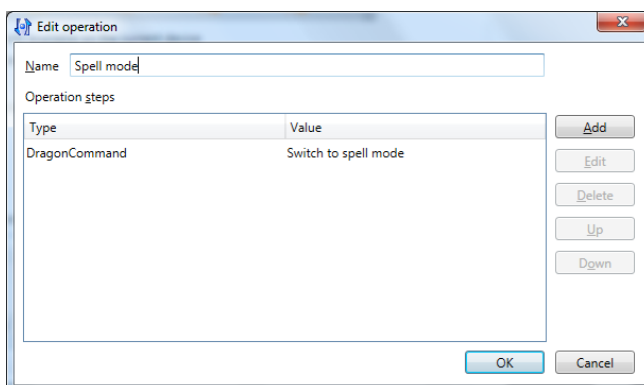
 **Note:** You can specify whether you want to send an event when **pressing** a button **and/or** when **releasing** the button.

This is a **new function** that was not available in the Control Application.

3. Specify commands to be executed

Add a command in the "Edit operation" dialog.

A list of available **operation commands** can be found below.




Click "OK" to confirm the selection.

4. Activate the profile

Click  to use the profile, or click  to just test the configuration.

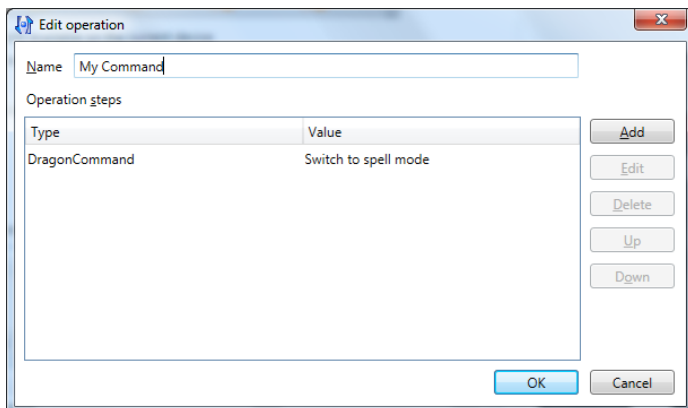
5. Start using SpeechControl !

Notes:

- Profiles can be activated or deactivated by enabling or disabling the **Active profile** option. Inactive profiles are grayed out.
- The currently active configuration settings can be loaded anytime to the configuration editor by clicking . These settings will overwrite any other settings made in the configuration editor.
- Please take care that the **Active profile** checkbox is enabled and the "activate application control" option in the Systray is enabled.

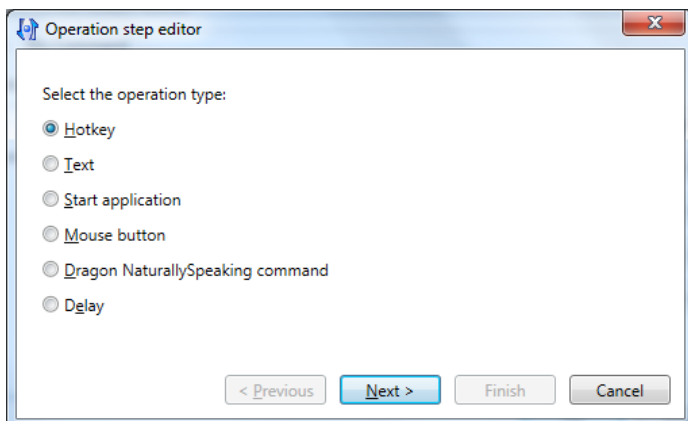
Operation step editor

The “Operation step editor” allows configuring a [single command](#) or a [sequence of commands](#).



- Specify the name for the command and click "Add"
- The next operation step editor page appears.

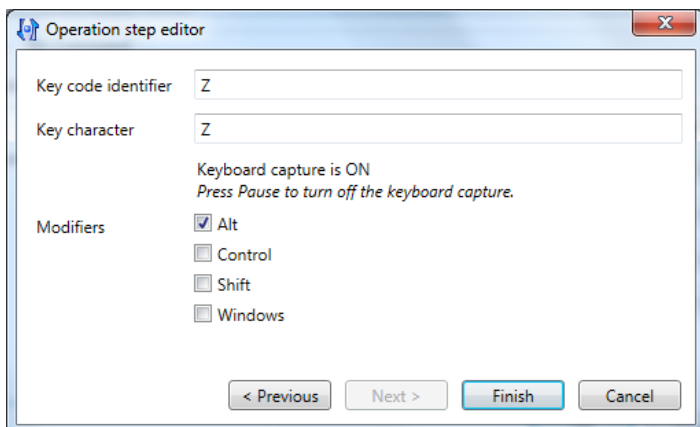
The dialog offers following options



Hotkey

Sends a hotkey command to the assigned application

Hotkeys can be defined with following options:



In this example a SpeechMike button click sends a “Alt+Z” hotkey command to the application.

Text

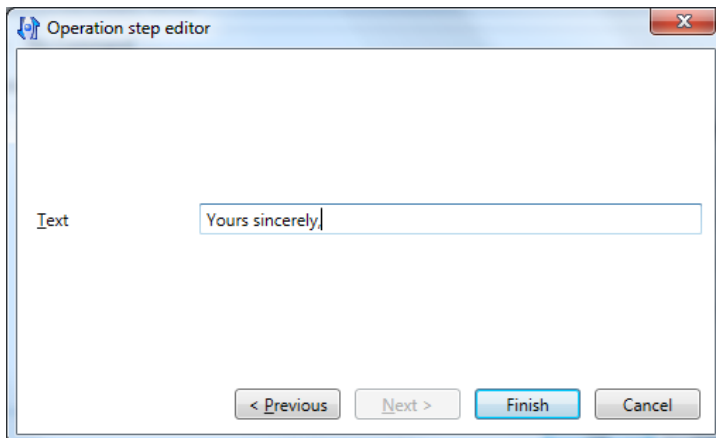
With this option you can place predefined texts into an application.

As an example you can place your signature just with a button click e.g.:

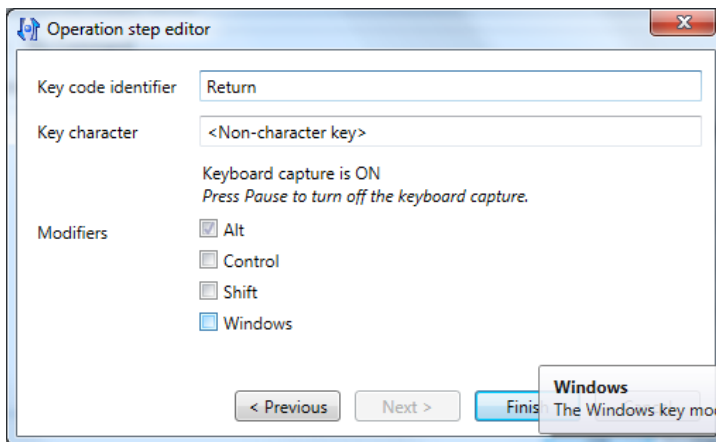
Yours sincerely,

John Doe

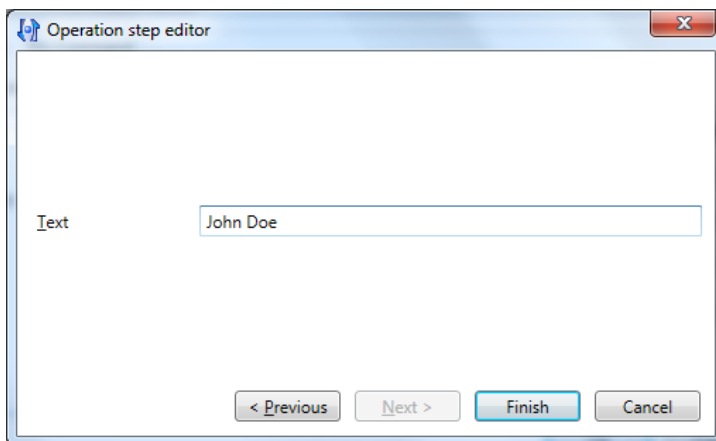
◆ Step 1: Program first line



◆ Step 2: Program a "Return" hotkey (as in the example above).

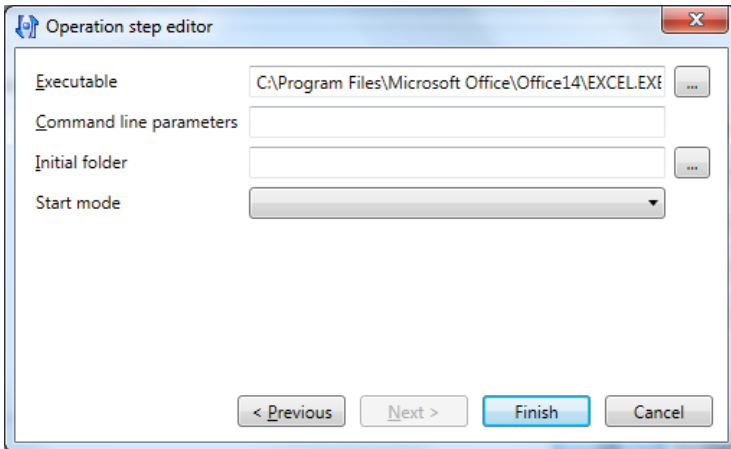


◆ Step 3: Program the second line



Start application

With this option you can start applications with a simple button click on the SpeechMike.



Follow these steps to configure how the application shall be started up

Executable Click on to browse for the executable

Command line parameter: Specify (optional) command line parameter to start up the application

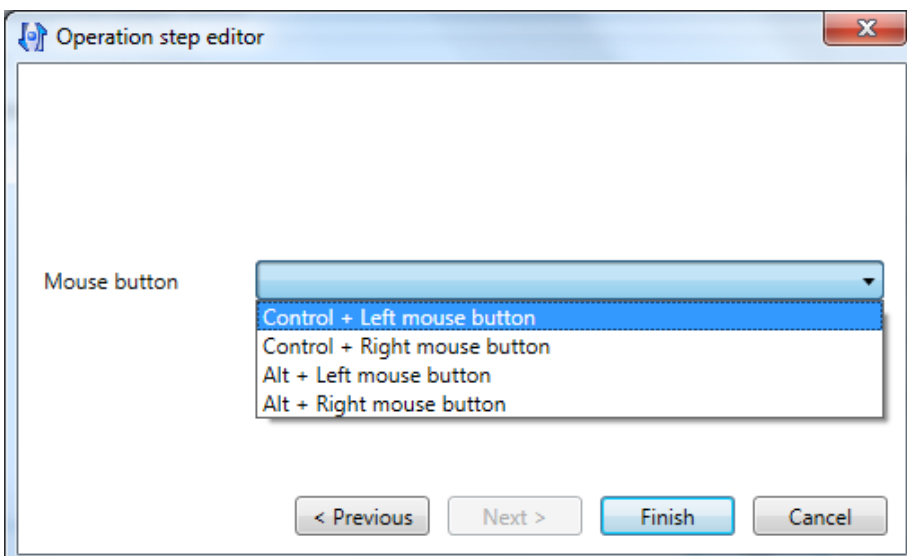
Initial folder: Specify the (optional) default folder of the executable

Start mode: Specify the mode how the application shall be started up:

Window start mode
Specify the mode in which the main window of the application should start when pressing the selected button on the active device.
Normal window: The window will be normal sized.
Minimized window: The application will start with minimized window, it will be visible only on the taskbar.
Maximized window: The application will start with maximized window, it will cover the full screen.

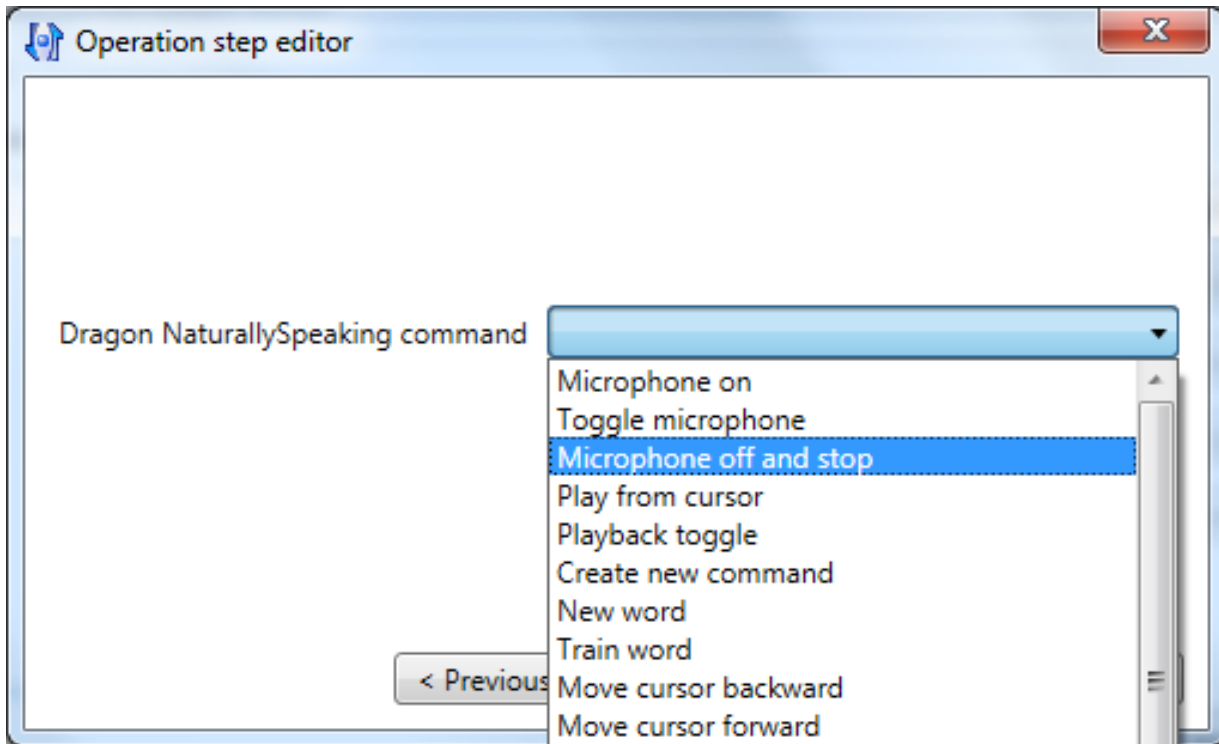
Mouse button

This option sends some special mouse events to the application:



Dragon Naturally Speaking Command

With this option you can program some dedicated Dragon NaturallySpeaking commands to your SpeechMike buttons:



Note: Dragon NaturallySpeaking commands also work if another application is in focus. An overview about programmable Dragon NaturallySpeaking commands can be found below.

Delay

Suspends the execution of a command for the specified time.



Note: The specified time must be between 10 and 30000 milliseconds.

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Programmable Dragon NaturallySpeaking commands

The following commands are available in the SpeechControl software

Command	Description – what it does
Microphone on	Switches the microphone ON - should be combined with command “Microphone off and stop” (Press:Microphone ON / Release: Microphone OFF and STOP)
Toggle microphone	Toggles the microphone ON and OFF on every button click
Microphone off and stop	Switches the microphone OFF and stops recording or playback
Play from cursor	Starts playback from current cursor position (cursor is not moved) - should be combined with the command “Microphone off and stop” (Press:Microphone ON / Release: Microphone OFF and STOP)
Create new command	Opens the Dragon Command editor
New word	Opens the Dragon New Word dialog
Train word	Opens The Dragon Training dialog
Move cursor backward	Moves the cursor position backwards
Move cursor forward	Moves the cursor position forwards
Select word backward	Marks and selects the words backwards
Select word forward	Marks and selects the words forwards
Show correction menu or dialog	Opens the Dragon correction menu
Show dictation box	Opens the Dragon dictation box that allows to dictate and edit text in applications that are not fully supported by Dragon.
Transfer Text (from dictation box)	Transfers the text dictated in the Dictation Box to the target application. The Dictation Box then closes.
Capitalize that	Capitalizes the selection – especially useful for German speaking users
Compound words	Merges the selected words – especially useful for German speaking users for compound nouns. (in German: zusammengesetzte Hauptwörter).
Transcribe recording	Is used to transcribe sound from external sources
Tab forward	Sends a “Tab” event to the recognizer
Next field	Jumps to the next field that is identified with a set of delimiting characters – by default this is []
Previous field	Jumps to the previous field that is identified with the delimiting characters – by default this is []
Clear delimiting characters (=accept defaults)	Deletes all left over fields that are identified with a set of delimiting characters.
Switch to command mode	Switches the recognizer to command mode for faster

Command	Description – what it does
	command recognition. Only commands are recognized.
Switch to dictation mode	Switches the recognizer to “Dictation mode” for faster speech recognition.  Note: only dictation commands are available, some commands assigned to SpeechMike buttons might not work correctly.
Switch to normal mode	This is the default mode for speech recognition. All commands are available.
Switch to number mode	Switches the recognizer to “Numbers mode” for faster recognition of numbers. This is useful in certain applications, such as spreadsheets. Commands can still be used.
Switch to spell mode	Switches the recognizer to “Spell mode” which allows you to say any combination of letters, digits, or symbols. Commands can still be used.
User command	Allows programming any (complex) custom Dragon command to SpeechMike buttons. Can also be used for not natively supported languages to program Dragon commands to SpeechMike buttons.  Note: This option “mimics” spoken commands. In some rare cases it might be possible that Dragon cannot recognize the programmed command.

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Supported languages

SpeechControl supports the English, German, and French language by default.

Even if the commands are displayed in English only, they will also work in German and French with the same meaning.

All other languages are supported with the “user command” option in SpeechControl. Just type in the command in your language with the appropriate pronunciation and SpeechControl will execute this command on a button click of the SpeechMike.

The following table shows the available command sets in the 3 supported languages:

English	German	French
Microphone on	Mikrofon ein	Micro activé
Toggle microphone	Mikrofon umschalten	microphone toggle
Microphone off and stop	Mikrofon ausschalten und Stopp	Désactiver le microphone et stop
Play from cursor	Wiedergabe	lecture
Create new command	Befehlseditor starten	l'Editeur de commandes
New word	Neues Wort hinzufügen	l'ajouter nouveau mot
Train word	Wort trainieren	mot train
Move cursor backward	Ein Wort nach links	Mot à gauche
Move cursor forward	Ein Wort nach rechts	Mot à droite
Select word backward	Vorheriges Wort markieren	Sélectionner le mot précédent
Select word forward	Nächstes Wort markieren	Sélectionner le mot suivant
Show correction menu or dialog	Korrekturmenü öffnen	menu correction
show dictation box	Diktierfeld anzeigen	ouvrir la boîte de dictée
transfer text	Übertragung	Transférer
capitalize that	schreib das groß	ceci en maj
compound that	Auswahl verbinden	<i>no command found</i>
transcribe recording	Aufnahme umsetzen	transcrire
tab	Tabulator	touche tabulation
next field	Nächste Variable	variable suivante
previous field	Vorherige Variable	variable précédente
accept defaults	Variablen-Trennzeichen löschen	effacer les séparateurs de variables
switch to command mode	Befehlsmodus starten	activer mode commande
switch to dictation mode	Diktiermodus starten	activer mode dictée
switch to normal mode	Standardmodus starten	activer mode normal
switch to number mode	Zahlenmodus starten	activer mode numérique
switch to spell mode	Buchstabiermodus starten	activer mode épellation
User command	Benutzerbefehl	Commande utilisateur

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User commands

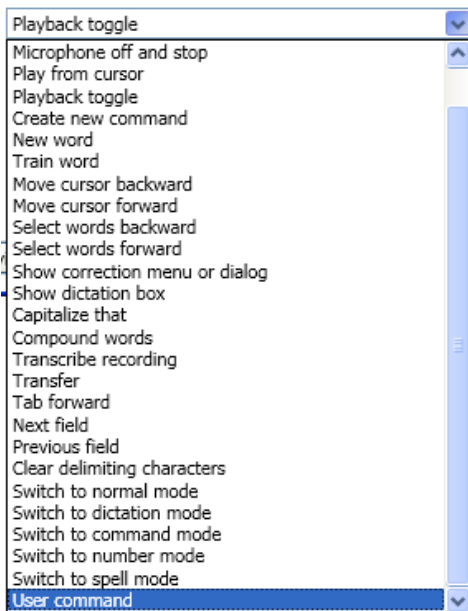
The User Commands option allows you to customize any of the programmable buttons on the SpeechMike to bring up a **custom command** by pushing the button instead trying to remember the command name and saying that command.

Your Custom Command can be used to:

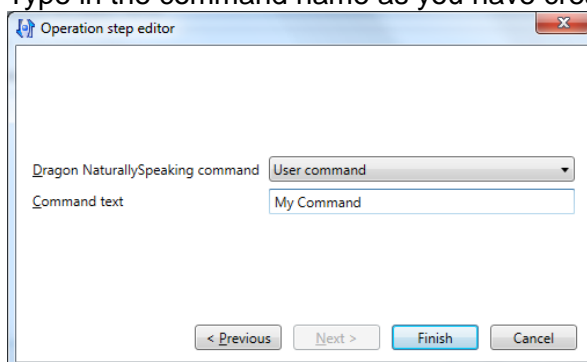
Enter text, insert graphics, open an application, or activate menus and keystrokes in any application.

How to program user commands

- Choose the button you want to program a user command to
- Start the “Operation step editor” and select the Dragon NaturallySpeaking option as described before
- Choose “user command” from the drop-down list



- Type in the command name as you have created it in **Dragon NaturallySpeaking** .



- Complete the steps as described above to apply a new command

When you press the button the command will execute as if you had spoken the command.

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Special commands

Commands that are not available in the default command set can very often be programmed as hotkey or as Dragon “user command”.

Note: In some rare cases Dragon does not recognize user commands. Please try to use appropriate hotkeys as alternative instead.

English examples:

Command	Command type	Command EN
Tab backward	Hotkey	<Shift+TAB>
Hidden mode <i>(Dragon Medical only)</i>	Dragon user command	Switch to hidden mode
Uncapitalize that (MS Word)	Dragon user command	Uncap that
<i>Uncapitalize that (alternative)</i>	<i>Hotkey</i>	<i>2x <Shift+F3></i>

Note: you can find some useful English hotkeys in the chapter [Microsoft Word shortcuts](#)

German examples:

Command	Command type	Command DE
Tabulator rückwärts	Hotkey	<Shift+TAB>
Markierung klein schreiben	Dragon user command	schreib das klein
<i>Markierung klein schreiben (Alternative)</i>	<i>Hotkey</i>	<i>2x <Shift+F3></i>

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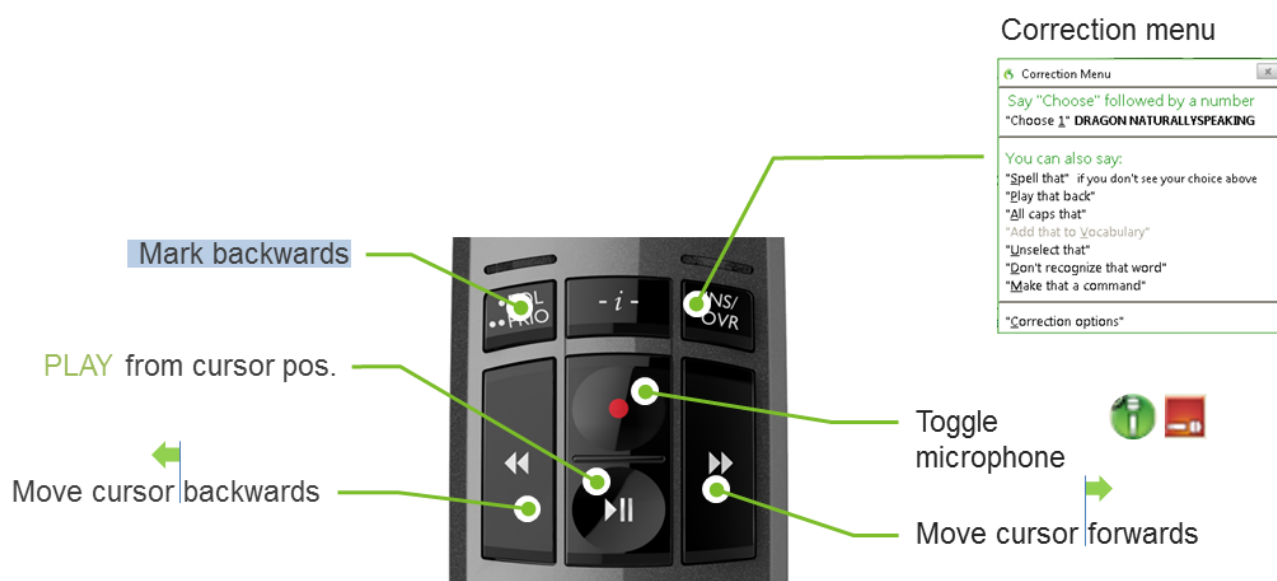
USE CASES

USING DRAGON NATURALLYSPEAKING WITH A SPEECHMIKE AND SPEECHCONTROL APPLICATION CONTROL

DEFAULT PROFILE

The default configuration is designed to use Dragon NaturallySpeaking with a basic command set.

For enhanced operation steps e.g. when using SpeechControl in a medical environment please use one of the [advanced application control profiles](#) from the SpeechControl CD as a starting point.



Command description

Command/Description
Toggle microphone: Toggles the microphone ON and OFF on every button click
Play from cursor: Starts playback from current cursor position (cursor is not moved) - is combined with the command "Microphone off and stop" (Press:Microphone ON / Release: Microphone OFF and STOP)
Select word backward: Marks and selects the words backwards
Show correction menu or dialog: Opens the Dragon correction menu
Move cursor backward: Moves the cursor position backwards
Move cursor forward: Moves the cursor position forwards

Microphone mute

By default the microphone mute option has been set to MUTE THE RECORDING DEVICE WITH OPERATING SYSTEM MIXER WHEN STOPPING RECORDING

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ADVANCED APPLICATION CONTROL PROFILES

The SpeechControl CD includes some advanced application control profiles for Dragon NaturallySpeaking as a starting point for an easier central rollout in professional environments.

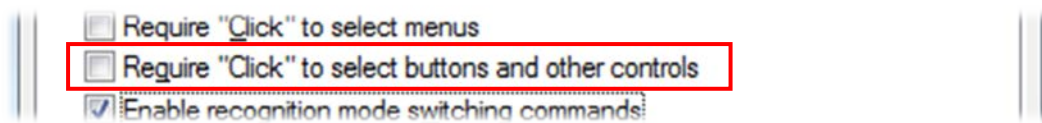
The profiles can be found in the folder: <..\Tools\Application Control Profiles>

*** INFO:** More information about the central rollout of Application Control profiles can be found in the SpeechControl Administration guide.

Preconditions

- Some button assignments contain commands, which require that specific settings are available in [Dragon NaturallySpeaking options](#) menu:

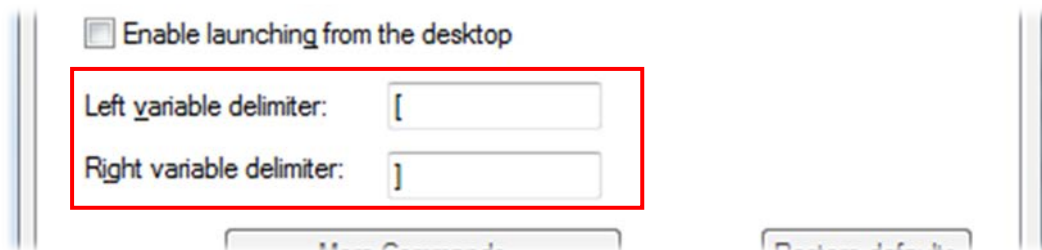
- Disable the option 'Require "Click" to select buttons and other controls'.



- Enable the checkbox "enable recognition mode switching commands"



- If you are using the 'next field' and 'previous field' commands please make sure that they are using left and right square brackets as delimiters.



- Do not use the 'Dictation mode', because in this mode some commands are not executed. Use the "Normal mode" instead (default setting).

Note:

- The profiles below have been developed and tested with a SpeechMike Premium 3500, Dragon NaturallySpeaking 12.5 with an US English and a German user profile.
- The profiles might react differently with other SpeechMikes, Dragon editions, recognition languages, and in different IT environments.
- Therefore **we accept no responsibility** for any problems arising with the delivered profiles on the CD.

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TROUBLESHOOTING (DRAGON) PROBLEMS

In this chapter you can find some hints and tips that can help solve potential problems when controlling Dragon with a SpeechMike via the SpeechControl Application control.

Preconditions

Before starting to troubleshoot SpeechMike or SpeechControl problems we highly recommend to update the SpeechMike firmware and the SpeechControl software to the latest version:

- Update your SpeechMike III or SpeechMike Premium to firmware version 2.50 or later.
- Update SpeechControl to Version 3.4 build 340 or later

 **Note:** Information about the SpeechMike firmware version can be found by clicking the  button in SpeechControl.

Information about the SpeechControl version can be found by clicking  → [About](#)

Step 1

Check if the SpeechMike trackball is working.

By doing this you can find out, whether the SpeechMike itself has a problem or not.

If the SpeechMike trackball does not react, please check whether the SpeechMike USB cable is connected correctly. If this is the case please reconnect your SpeechMike to the PC.

Step 2

Click on the record button (or move the slider to record) on the SpeechMike and check whether SpeechControl reacts on this button event. In the “application control” tab the corresponding button of the SpeechMike graphic is highlighted in yellow.




By doing this you can identify whether the buttons events are routed through to the SpeechControl application.

Step 3

Click on the Dragon icon  to enable/disable recording.

Then try to start recording again from the SpeechMike.

By doing this you sometimes can get Dragon out of an infinitive loop, where no further command of the SpeechMike is accepted.

 **Note:** In some rare cases the SpeechControl timeout window will appear which informs you, that Dragon has stopped responding. In this case the connection from SpeechControl to Dragon is reinitialized and the user is able to continue working by clicking on a SpeechMike button.

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OTHER MEASURES TO REDUCE THE RISK OF POTENTIAL GLITCHES

Eliminate the play function

According to our experience Dragon sometimes has problems when fast switching between record and play. Fast switching between record and play is happening especially on SpeechMike slider devices, where users unintentionally switch from RECORD over STOP to PLAY mode.

In most cases it is not really necessary, to play back the recorded sound, because the user is seeing the recognized text on the screen anyhow.

By eliminating the play function users can avoid an overload of sent commands to the Dragon interface, which makes the utilization of the SpeechMike with Dragon even more agile.

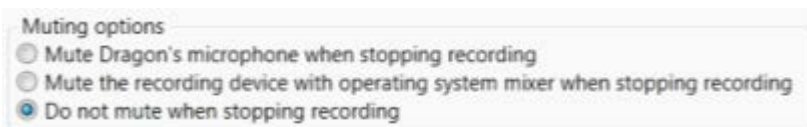
To do that simply delete the **PLAY function** from the **PLAY button** in the SpeechControl “Application Control” tab.



The user still could “over switch” the slider, but that wouldn’t send any unintentional PLAY command to Dragon.

Change the microphone mute option

SpeechControl has 3 built in microphone mute options. These microphone mute options shall help to either improve the responsiveness of Dragon or to the increase stability of the interface.




- With the **topmost option** Dragon immediately reacts on SpeechMike button events. The disadvantage is that sometimes the last utterance of a spoken sentence is swallowed by Dragon, because of an unexpected interruption of the recognition process.
- With the **middle option**, SpeechControl mutes the microphone input level with the Windows mixer, while Dragon is still recognizing the last utterance. This is the default setting, because Dragon showed the least problems in the past with this setting, but this option does not react as agile as the topmost setting.
- With the **lowermost option** SpeechControl does not immediately send SpeechMike button commands to Dragon. Dragon continues recognizing until the last utterance of sound is recognized and written to the text editor. Only when Dragon has finished recognition SpeechControl would send the following commands to Dragon
The disadvantage of this setting is, that while Dragon is recognizing, any ambient sound can also lead to unintended recognized text, but this risk is dramatically reduced with SpeechMike Premium.
With this setting Dragon might not react as instantly as with the other 2 microphone mute options.

Check the installed Direct X version on the PC

Whenever we need to analyze issues we need a starting point. This starting point should always be an up-to-date operating system including all fixes as well as the latest drivers.

According to our experience this also has to include the latest Direct X drivers, because old Direct X drivers can cause issues.

 **Background information:** for example, if you need to locate a window in a window you depend on the information from the graphic engine e.g. which window is active, what is the size of the window, and where is the cursor located.

If an application like Dragon does not get the correct feedback, it cannot put the text in the appropriate target window and errors can happen. Therefore it is important that the Direct X drivers are up-to-date and not defect.

Crosscheck Microsoft Word Plugins

In some occasions we have experienced, that the Microsoft Word integration of Dragon might lead to a freeze of the Dragon application. Then only closing of Microsoft Word helped to unfreeze Dragon. Try to disable all interfaces to Microsoft Word (e.g. by disabling the natural language command settings) to improve the behavior.

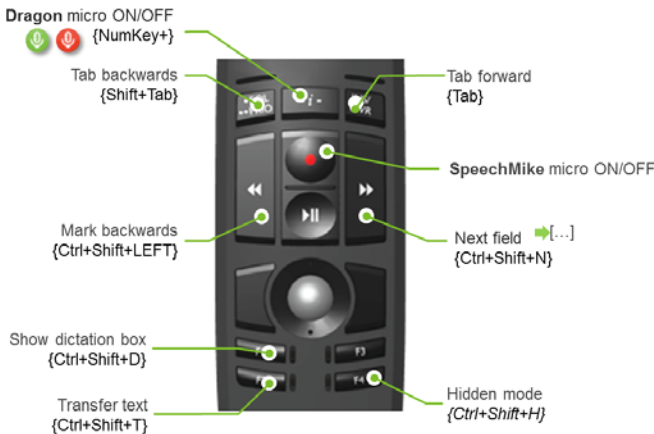
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USING DRAGON NATURALLYSPEAKING WITH A SPEECHMIKE PREMIUM IN KEYBOARD MODE

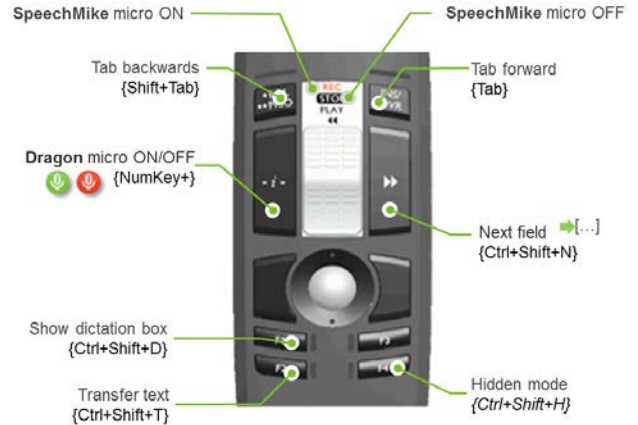
DEFAULT SETTINGS

The default configuration is designed to control Dragon NaturallySpeaking and the Text editor application via hot keys with a basic command set. For other possible keyboard shortcuts please check out the information in the APPENDIX pages of this document.

3500/3600



3510/3610



3520



Note:

- The hot keys below have been developed and tested with a SpeechMike Premium, Dragon NaturallySpeaking 13 with an US English and a German user profile.
- The hot keys might react differently with other Dragon editions, recognition languages, and in different IT environments.
- Therefore **we accept no responsibility** for any problems arising with the delivered defaults on the SpeechMike and in SpeechControl 3.4

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IMPORTANT DEFAULT (DRAGON) SHORTCUTS FOR THE KEYBOARD MODE

Hotkey	Command/Description
{NumKey+}	Toggle microphone: Toggles the DRAGON microphone ON and OFF on every button click. To start recording you need to switch on the SpeechMike microphone.
{Shift+NumKey-}	Playback: Starts playback from the current cursor position
{Ctrl+Shift+N}	Next field: Jumps to the next field that is identified with a set of delimiting characters []
{Ctrl+Shift+RIGHT}	Mark forwards: Marks the next word forwards with every button click
{Ctrl+RIGHT}	Skip forwards: Jumps to the next word forwards with every button click.
{Ctrl+Shift+LEFT}	Mark backwards: Marks the previous word backwards with every button click
{Ctrl+LEFT}	Skip backwards: Jumps to the previous word backwards with every button click.
{Shift+Tab}	Tab backwards: Sends a “Shift+Tab” keystroke to the application
{Tab}	Tab forward: Sends a “Tab” keystroke to the application
{NumKey-}	Correction: Opens the DRAGON Correction menu
{Ctrl+Shift+D}	Show dictation box: Opens the Dragon dictation box that allows dictating and editing text in applications that are not fully supported by Dragon. ☹ Note: the [-i-] button is only available in SpeechMike Premium button devices
{ESC}	Cancel: Sends an ESC command to the application. If the dictation box is opened it is closed without transferring text to the text editor.
{Alt+T}	Transfer text: When clicked while the dictation box is open it transfers the text dictated in the Dictation Box to the target application. The Dictation Box then closes. ☹ Note: this function only works when the dictation box is opened. This hot key only works in Dragon Professional .
{Ctrl+Shift+T}	Transfer text: When clicked while the dictation box is open it transfers the text dictated in the Dictation Box to the target application. The Dictation Box then closes. ☹ Note: this function only works when the dictation box is opened. This hot key only works with Dragon Medical Practice Edition .
{Shift+F3}	Capitalize Word: MS Word Command, Capitalizes marked word
{NumKey/}	Dragon sleep mode on: Enables the sleep mode in DRAGON
{NumKey*}	Dragonbar menu: shows the Dragon bar menu
{Ctrl+Shift+H}	Switch to hidden mode: Sends the dictation box to hidden mode. All recognized text is sent to the dictation box in the background. ☹ Note: this function only works with Dragon Medical Practice Edition
{Ctrl}	Force command mode: Press and hold to switch the recognizer to command mode for faster command recognition. Only commands are recognized.
{Shift}	Force dictation mode: Press and hold to switch the recognizer to dictation mode for faster dictation recognition. Only dictations are recognized.

Microsoft Word shortcuts can be found in the [APPENDIX](#) section of this document

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WORKING WITH THE KEYBOARD MODE WITH A SPEECHMIKE 3500/3600

Working with a SpeechMike Premium in keyboard mode is slightly different than working with application control running in the background.

To turn ON the Dragon microphone () click on the SpeechMike Premium [-i-] button.


Then click on the SpeechMike RECORD button to switch ON the SpeechMike microphone. The SpeechMike record LED will light up.

To start and stop recording simply toggle the SpeechMike RECORD button. Dragon will only record if the SpeechMike microphone is switched ON.

When you have finished your dictation click on the SpeechMike Premium [-i-] button to turn OFF the Dragon microphone ().

You can use the other SpeechMike Premium buttons to edit or navigate through your document.

TIPS AND TRICKS

- If you run the **Dragon Audio Wizard** it might be required to temporarily switch to Event mode. The Dragon Audio Wizard sometimes needs to be able control the SpeechMike microphone which is only possible in event mode.
- By default Dragon switches to sleep mode after five minutes if no sound has been recognized. To continue recording simply click on the [-i-] button to turn ON the Dragon microphone ().

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USING WINDOWS SPEECH RECOGNITION WITH A SPEECHMIKE PREMIUM IN KEYBOARD MODE

RECOMMENDED BUTTON CONFIGURATION

To use Windows speech recognition with a SpeechMike Premium in keyboard mode we recommend following keyboard shortcuts.



IMPORTANT WINDOWS SPEECH RECOGNITION SHORTCUTS

Hotkey	Command/Description
{Ctrl+Windows}	Toggle microphone: Toggles the WINDOWS microphone ON and OFF on every button click. To start recording you need to switch on the SpeechMike microphone.
{Ctrl+Shift+RIGHT}	Mark forwards: Marks the next word forwards with every button click
{Ctrl+RIGHT}	Skip forwards: Jumps to the next word forwards with every button click.
{Ctrl+Shift+LEFT}	Mark backwards: Marks the previous word backwards with every button click. When speaking over a marked text the “Alternates panel” appears.
{Ctrl+LEFT}	Skip backwards: Jumps to the previous word backwards with every button click.
{Ctrl+Back}	Delete backwards: Deletes the previous words backwards with every button click.
{Shift+Tab}	Tab backwards: Sends a “Shift+Tab” keystroke to the application
{Tab}	Tab forward: Sends a “Tab” keystroke to the application
{Ctrl+Shift+D}	Show dictation box: Opens the Dragon dictation box that allows dictating and editing text in applications that are not fully supported by Dragon. ⊞ Note: the ‘-i-’ button is only available in SpeechMike Premium button devices
{ESC}	Cancel: Sends an ESC command to the application. If the dictation box is opened it is closed without transferring text to the text editor.
{Shift+F3}	Capitalize Word: MS Word Command, Capitalizes marked word

Microsoft Word shortcuts can be found in the [APPENDIX](#) section of this document

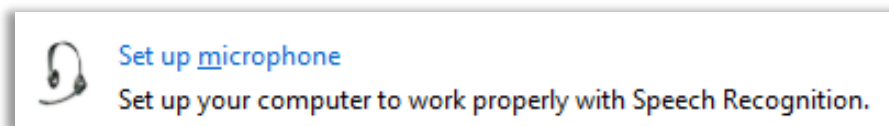
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TIPS AND TRICKS

Microphone setup

Before starting with Windows Speech Recognition set up the SpeechMike as a microphone.

- Go to *Control Panel\All Control Panel Items\Speech Recognition*
- Click on *Set up microphone*

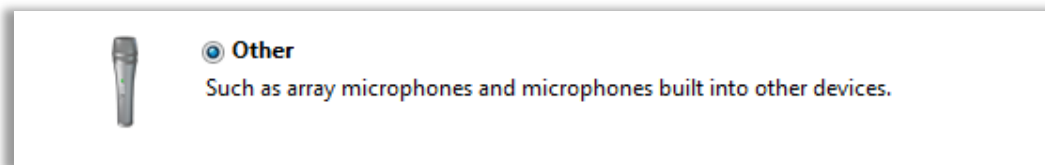


- Check whether the default microphone is the SpeechMike by checking the headline.

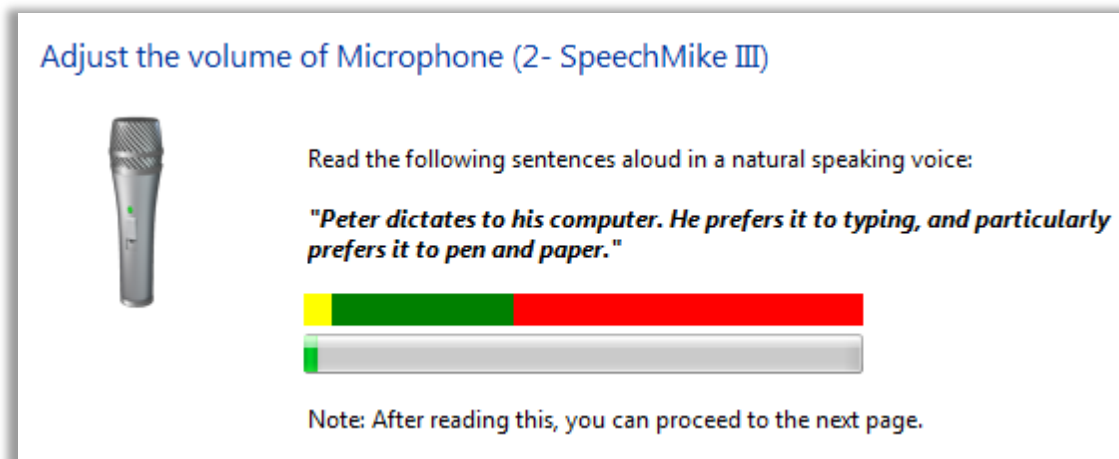
What type of microphone is SpeechMike (2- SpeechMike III)?

☰ **Note:** If the SpeechMike is not the default microphone please follow the [instructions below](#).

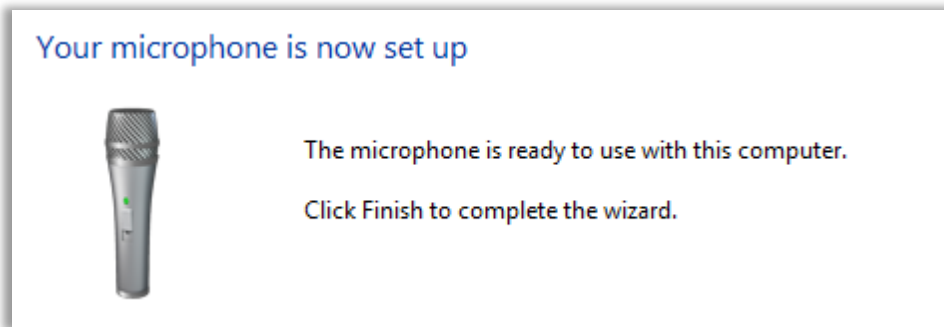
- Select the *Other* option and click on *Next*



- Click on **RECORD** on the SpeechMike Premium in keyboard mode and adjust the microphone volume by reading the sentence as displayed. Click *Next* when you have finished reading the text.

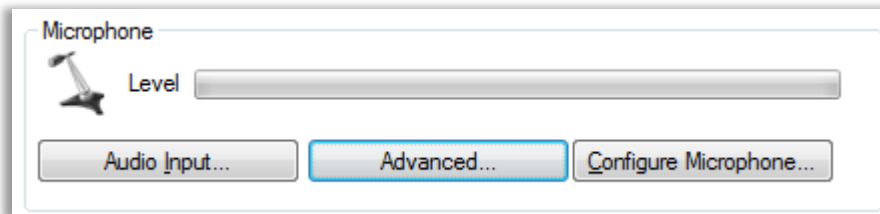


- Click **Finish**. Your SpeechMike Premium is ready to use

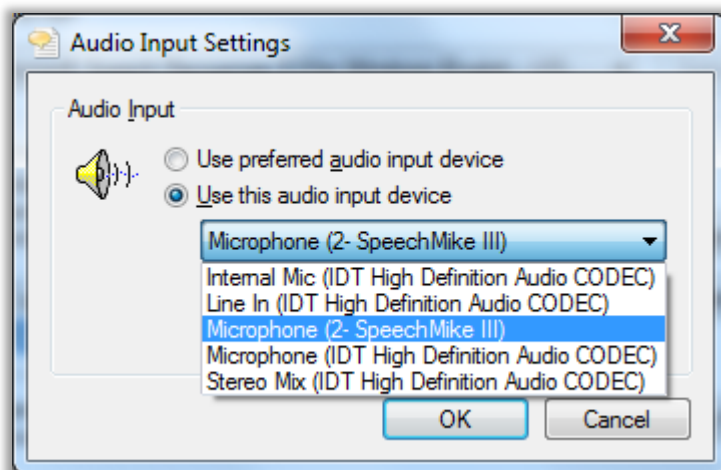


Selecting the SpeechMike as input device

- Go to *Control Panel\All Control Panel Items\Speech Recognition*
- Click on *Advanced Speech recognition options* in the left panel
- Click on *Advanced* in the Microphone section of the *Speech Properties* dialog



- Click on *Use this audio input device*, select the *SpeechMike* from the list and click **OK**.



- Close the *Speech Properties* dialog by clicking *Apply* and then **OK**.

Using the Windows Speech recognition

Before starting with Windows speech recognition you need to set up and train a user profile.

More information on how to set up and train a speech recognition profile can be found in the Windows Speech Tutorial ([Control Panel\All Control Panel Items\Speech Recognition](#)).

Once you have successfully set up a profile you can start using speech recognition.

- Go to: [Control Panel\All Control Panel Items\Speech Recognition](#)
- Click on [Start Speech Recognition](#)




[Start Speech Recognition](#)

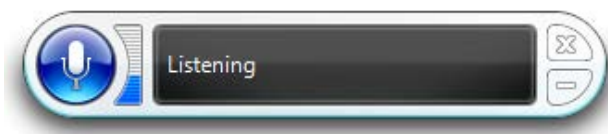
Start using your voice to control your computer.

The Windows Speech Recognition user interface pops up




WORKING WITH THE KEYBOARD MODE WITH A SPEECHMIKE 3500/3600

To turn ON the microphone () click on the SpeechMike Premium [-i-] button.



Click on the SpeechMike RECORD button to switch ON the SpeechMike microphone. The SpeechMike record LED will light up.

To start and stop recording simply toggle the SpeechMike RECORD button. Windows SR will only record if the SpeechMike microphone is switched on.

When you have finished your dictation click on the SpeechMike Premium [-i-] button to turn OFF the Windows SR microphone ()

You can use the other SpeechMike Premium buttons to edit or navigate through your document.

MORE INFORMATION ABOUT WINDOWS SPEECH RECOGNITION

If you are unfamiliar with Windows Speech Recognition, please refer to the following resources:

Help and Support

Start *Help and Support* from the Start menu and type “Speech Recognition” into the search box and press Enter.

Step-by-Step guide

<http://msdn2.microsoft.com/en-us/library/bb530325.aspx>

Demonstration Video

<http://www.microsoft.com/enable/demos/windowsvista/speechdemo.aspx>

Programming Macros

The Windows Speech Recognition Macros tool – or WSR Macros for short – extends the usefulness of the speech recognition capabilities in Windows Vista and later. Users can create powerful macros that are triggered by spoken commands. These macros can perform a variety of tasks ranging from simply inserting your mailing address to having full speech-control over your windows media player library.

For documentation, tutorials, sample macros, or more information please visit the WSR Macros Code Gallery and Wiki:

<http://code.msdn.microsoft.com/wsrmacros>

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SUPPORT INFORMATION

More information, latest software and SpeechMike firmware can be downloaded from the support pages of [SpeechMike Premium](#) and [SpeechMike 3200/3300](#) series.

FAQ'S

GENERAL

Q.: What can I do with SpeechControl?


A: With SpeechControl -- the Device Control Center for Philips SpeechMikes and foot controls you can re-configure the SpeechMike and foot control buttons, and you can assign buttons to application functions. Additionally you can also test your SpeechMike.

Users of Digital Pocket Memo's can also control other applications (e.g. Dragon NaturallySpeaking) with the DPM buttons

Q.: Does SpeechControl always run in the background?

A.: When using the typical setup option SpeechControl always starts up automatically.

Q.: How do I know that SpeechControl is currently running?

A.: When SpeechControl is currently running an  icon is shown in the system tray of the operating system

Q.: Can I disable the auto start option of SpeechControl?

A.: Yes, you have to modify the installation options from the "Add and Remove Programs" dialog of the Control Panel.

Q: Can I use SpeechControl on Linux operating systems?

A: No, the application is designed for Windows operating Systems only

Q: Is SpeechControl a part of the SDK for integrators?

A: SpeechControl is part of the standard SpeechMike package and can also be downloaded from the [Philips Speech Processing website](#).

Q: Can SpeechControl replace a deep integration?

A.: No, SpeechControl cannot replace a deep integration, because integrators would miss a lot of essential SpeechMike features. Additionally SpeechControl is not ready to be used in virtual environments like Citrix, Windows terminal services or VMware.

Q: Is SpeechControl automatically delivered with the HW?

A.: Yes, SpeechControl is delivered with every SpeechMike

Q: Is SpeechControl available in different languages or in English only?

A.: The application provides an English user interface, whereas the online help is available in the languages English, French, and German.

Dragon commands are also executed in English, French, and German. If commands shall be executed in different speech recognition languages please use the “user command” option instead.

Q: How much does this tool cost?

A.: There is no extra charge for SpeechControl.

Q: Where can we get this tool from? Is it on the web?

A.: SpeechControl can be downloaded from the [Philips Speech Processing Support page](#).

Q: Can existing SpeechMike users obtain the tool from your web site at no extra cost?

A.: Yes, it will be downloadable for SpeechMike from the [Philips Speech Processing Support page](#).

Q: Does this tool have to be installed on all PCs for the macros to work? Or can you setup SpeechMikes on a master PC then distribute them to users?

A: Since SpeechControl 3.3 you can use the silent setup option for installation. Additionally you can centrally roll application control configurations to the users in the network. More information about central rollout and configuration can be found in the new SpeechControl Administrator guide.

Q: Is there a minimum SpeechMike firmware version required for version 3.4?

A: No, any SpeechMike II, SpeechMike III, or SpeechMike Air and SpeechMike Premium will work. To utilize the SpeechMike Premium keyboard mode the SpeechMike Premium has to contain firmware version 2.50 and later.

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APPLICATION CONTROL

Q.: What is the difference between the "Test" and the "Apply" button in the application control?

A.: With the test button you can temporarily change the configuration for trying something out. The configuration is not saved to the application. You can easily switch back to the previous configuration. When you click "Apply" the configuration is saved and you can work with these settings from that moment onwards.

Q: Can I switch the record button from push to talk to toggle mode?

A: Yes, this can be done. Just change the "button Pressed" event to "Toggle microphone" and delete the "Microphone off and stop" command from the "button release" event. Then the microphone would be toggled on and off when clicking the record button.

Name	Pressed	Released
Record	Microphone on	Microphone off and stop
Insert	Show correction menu or dialog	
EOL	Select words backward	Microphone off and stop
Rewind	Move cursor backward	Microphone off and stop
Forward	Move cursor forward	Microphone off and stop
Command	Return	
Play Stop Toggle	Show correction menu or dialog	Down ; Alt + C
Ctrl + Record		

Q: Can I switch my SpeechMike Classic to a "German" slide switch type?

A: Yes, if you have a SpeechMike Classic 3220 this can easily be done in the button configuration tab. Simply exchange the PLAY and the STOP function and upload the setting to the SpeechMike.

Play	Stop
Stop	Play

Q: Can I use the application control with my Digital Pocket Memo?

A: Yes, SpeechControl has been designed to control other applications with Philips SpeechMikes, digital Pocket Memos, Philips Hand Controls and Foot Controls.

Q.: Does Application control work with the 6220 USB adapter?

A.: Yes, the USB Adapter 6220 is recognized as 3-pedal foot control. When connecting a Philips 2210 or legacy 210 Foot Control users can assign functions to pedal events.

Q: Can you set the buttons to toggle / continuous?

A.: Yes, this can be done with the "button pressed" and "button released" event.

Q: What happens when you are working with SpeechExec?

A: When **SpeechExec Pro Dictate** is running (in the background) the Application Control of SpeechControl is blocked since it can also receive the SM button events. This has been done to avoid conflicts with button events.

To enable Application Control again please exit SpeechExec Pro Dictate.

With **SpeechExec Dictate** (used for DPM downloads) running in the background SpeechControl can be used without any conflicts.

SPEECH RECOGNITION

Q: How can I use the Philips slide switch SpeechMike with Dragon NaturallySpeaking?

A: The record button of the SpeechMike Classic (Philips slide switch) is preconfigured with push to talk function. The four position switch operates as it is printed on the device (e.g. PLAY starts playback, fast forwards moves the cursor forwards,...). More information on default SpeechMike configurations can be found in the SpeechControl online help .

Q: Can I control Dragon NaturallySpeaking with my Philips foot control?

A.: Yes, controlling Dragon NaturallySpeaking with the Philips foot control is possible. You can start and stop recording in hands-free mode.

Q.: Can I program all Dragon commands on my SpeechMike buttons?

A.: Yes, users can program specific Dragon macros or commands to any SpeechMike button

Q: Is it possible to control the Windows speech recognition with a SpeechMike Premium?

A.: Yes, in keyboard mode it is possible to control the Windows speech recognition with SpeechMike premium with firmware ≥ 2.50 .

Q: What versions of Dragon does SpeechControl work with?

A.: SpeechControl 3.4 is tested to work with Dragon 12.5/13 and Dragon Medical Practice Edition 2. Earlier Dragon versions might still work but they have not been tested in our environment.

Q: Dragon Naturally Speaking (DNS) Preferred or Pro?

A.: Any DNS edition that allows front-end recording.

Q: Will SpeechControl work with DNS Recorder edition?

A: This DNS version will not work since it does not support front-end speech recognition.

Q: Does it matter in which order Dragon, PPT, and SpeechControl are installed?

A: The installation order does not matter. So, if Dragon is already there you can also install SpeechControl afterwards and all works fine

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DEVICE CONFIGURATION

Q: Is it possible to configure the Digital Pocket Memo (DPM)?

A.: With SpeechControl you can only run the device configuration of Philips SpeechMikes and Philips foot controls.

For DPMs use SpeechExec Dictate or the Philips Remote Device Manager

KEYBOARD MODE

Q: When I use the SpeechMike Premium keyboard mode, do I need to run SpeechControl in the background to control Dragon?

A.: No, if the SpeechMike Premium keyboard mode is enabled SpeechControl does not need to run in the background. SpeechControl does not even have to be installed on the PC.

Q: Can I enable the SpeechMike Premium keyboard mode without SpeechControl software?

A.: Yes, simply press the EOL/PRIO and INS/OVR buttons simultaneously for five seconds. The SpeechMike will be and the LEDs above the two buttons will light up in yellow.

Please note, that the only SpeechMike Premium with firmware version 2.50 and later are supported.

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APPENDIX

MICROSOFT WORD SHORTCUTS

The shortcut keys described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Office Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

Menus, toolbars, task panes, and dialog boxes

Access and use menus and toolbars

To Do

Press

Select the menu bar, or close an open menu and submenu at the same time.

F10 or ALT

Select a task pane or toolbar after pressing F10 or CTRL+TAB or CTRL+SHIFT+TAB ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task pane.

When a toolbar or menu bar is selected, select the next or previous button or menu.

TAB or SHIFT+TAB

Open the selected menu, or perform the action for the selected button or command.

ENTER

Display the shortcut menu for the selected item.

SHIFT+F10

Display the title bar shortcut menu.

ALT+SPACEBAR

When a menu or submenu is open, select the next or previous command.

DOWN ARROW or UP ARROW

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

LEFT ARROW or RIGHT ARROW

Select the first or last command on the menu or submenu.

HOME or END

Close an open menu. When a submenu is open, close only the submenu.

ESC

Open the selected menu.

SHIFT+DOWN ARROW

When a shortened menu is open, display the full set of commands.

CTRL+DOWN ARROW

Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For example, click Bullets on the Formatting toolbar to add the Bullets command to the Format menu.

ALT+CTRL+= (equal sign)

To Do	Press
Remove a command from a menu. When you type ALT+CTRL+- (dash key) this shortcut key and then select a menu command, the command is removed. You can add the menu command back to the menu if you change your mind.	
Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the Customize Keyboard dialog box opens so you can add, change, or remove the shortcut key.	ALT+CTRL++ (plus key on numeric keypad)

Access and use task panes

To Do	Press
Open the task pane or hide the current task pane.	CTRL+F1
Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)	F6 Note: If pressing F6 does not display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane. In addition, if you open a dialog box from the Reveal Formatting task pane, the focus may be in your document after you close the dialog box, rather than in the task pane. You can use F6 or CTRL+TAB to return to the task pane.
When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)	CTRL+TAB
Open the menu of task panes.	CTRL+SPACEBAR
Go to the Getting Started task pane.	ALT+HOME
Reverse the sequence of task panes you opened.	ALT+LEFT ARROW
Repeat the sequence of task panes you opened.	ALT+RIGHT ARROW
Close a menu if one is currently open, or go back to the document.	ESC
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Move among choices in a selected submenu; move among certain options in a group of options.	DOWN ARROW or UP ARROW

To Do	Press
Open the selected menu, or perform the action assigned to the selected button.	SPACEBAR or ENTER
Open a shortcut menu in a document; open a drop-down menu for the selected gallery item.	SHIFT+F10
When a menu or submenu is visible, select the first or last command on the menu or submenu.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN
Expand or collapse a collapsible item in the gallery list.	CTRL+RIGHT ARROW or CTRL+LEFT ARROW
Move to the top or bottom of the selected gallery list.	CTRL+HOME or CTRL+END

Use dialog boxes

To Do	Press
Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.	ALT+F6
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; check or clear the selected check box.	SPACEBAR
Open the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Run the selected command.	ENTER

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Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

To Do	Press
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or unselect one character to the left.	SHIFT+LEFT ARROW
Select or unselect one character to the right.	SHIFT+RIGHT ARROW
Select or unselect one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the insertion point to the beginning of the entry.	SHIFT+HOME
Select from the insertion point to the end of the entry.	SHIFT+END

Common tasks done in a Microsoft Word document

To Do	Press
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size.	CTRL+SHIFT+<
Increase font size.	CTRL+SHIFT+>
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Undo the last action.	CTRL+Z

To Do	Press
Redo the last action.	CTRL+Y

Sending e-mail messages

Use the following keys (if you are e-mailing a document or a message) when the insertion point is in the e-mail header. To move the insertion point into the e-mail header, press SHIFT+TAB.

To Do	Press
Send the active document or message.	ALT+S
Open the Address Book.	CTRL+SHIFT+B
When the insertion point is in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.	ALT+K, CTRL+K
Open the Address Book in the To field.	ALT+. (period)
When the insertion point is in the message header, open the Address Book in the Cc field.	ALT+C
If the Bcc field is visible, open the Address Book in the Bcc field. To display the Bcc field, open the Address Book for any field, and insert or type a name in the Bcc box.	ALT+B
Go to the Subject field.	ALT+J
Open the Microsoft Outlook Message Options dialog box.	ALT+P
Create a message flag.	CTRL+SHIFT+G
When the insertion point is in the message header, move to the next box in the e-mail header. When the last box in the e-mail header is active, TAB moves the insertion point to the body of the document or message.	TAB
Select the previous field or button in the e-mail header.	SHIFT+TAB
When the insertion point is in the message header, select the Send button. You can then use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER.	CTRL+TAB

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Create, view, and save documents

To Do	Press
Create a new document of the same type as the current or most recent document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C
Save a document.	CTRL+S

Find, replace, and browse through text

To Do	Press
Find text, formatting, and special items.	CTRL+F
Repeat find (after closing Find and Replace window).	ALT+CTRL+Y
Replace text, specific formatting, and special items.	CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	CTRL+G
Switch between documents or sections of a document, and between a document and an open e-mail message if you use Word as your e-mail editor.	ALT+CTRL+Z
Open a list of browse options; use the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.	ALT+CTRL+HOME

Undo and redo actions

To Do	Press
Cancel an action.	ESC
Undo an action.	CTRL+Z
Redo or repeat an action.	CTRL+Y

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Switch to another view

To Do	Press
Switch to print layout view.	ALT+CTRL+P
Switch to outline view.	ALT+CTRL+O
Switch to normal view.	ALT+CTRL+N
Switch to Reading View.	ALT+R
Expand or collapse subdocuments in a master document.	CTRL+\

Outline view

To Do	Press
Promote a paragraph.	ALT+SHIFT+LEFT ARROW
Demote a paragraph.	ALT+SHIFT+RIGHT ARROW
Demote to body text.	CTRL+SHIFT+N
Move selected paragraphs up.	ALT+SHIFT+UP ARROW
Move selected paragraphs down.	ALT+SHIFT+DOWN ARROW
Expand text under a heading.	ALT+SHIFT+PLUS SIGN
Collapse text under a heading.	ALT+SHIFT+MINUS SIGN
Expand or collapse all text or headings.	ALT+SHIFT+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of body text or all body text.	ALT+SHIFT+L
Show all headings with the Heading 1 style.	ALT+SHIFT+1
Show all headings up to Heading <i>n</i> .	ALT+SHIFT+ <i>n</i>
Insert a tab character.	CTRL+TAB

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Printing and previewing documents

To Do	Press
Print a document.	CTRL+P
Switch in or out of print preview	ALT+CTRL+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out.	CTRL+HOME
Move to the last preview page when zoomed out.	CTRL+END

Reviewing documents

To Do	Press
Insert a comment.	ALT+CTRL+M
Turn track changes on or off.	CTRL+SHIFT+E
Close the Reviewing Pane if it is open.	ALT+SHIFT+C

Reading layout view

To Do	Press
Go to beginning of document.	HOME
Go to end of document.	END
Go to page number.	Number, then ENTER
Increase the size of selected text by one point.	CTRL+]
Decrease the size of selected text by one point.	CTRL+[
Exit reading layout view.	ESC

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References, footnotes, and endnotes

To Do	Press
Mark a table of contents entry.	ALT+SHIFT+O
Mark a table of authorities entry (citation).	ALT+SHIFT+I
Mark an index entry.	ALT+SHIFT+X
Insert a footnote.	ALT+CTRL+F
Insert an endnote.	ALT+CTRL+D

Working with Web pages

To Do	Press
Insert a hyperlink.	CTRL+K
Go back one page.	ALT+LEFT ARROW
Go forward one page.	ALT+RIGHT ARROW
Refresh.	F9

Editing and moving text and graphics

Delete text and graphics

To Do	Press
Delete one character to the left.	BACKSPACE
Delete one word to the left.	CTRL+BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the right.	CTRL+DELETE
Cut selected text to the Office Clipboard.	CTRL+X
Undo the last action.	CTRL+Z
Cut to the Spike.	CTRL+F3

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Copy and move text and graphics

To Do	Press
Copy text or graphics.	CTRL+C
Display the Office Clipboard.	CTRL+C, CTRL+C
Move text or graphics.	F2 (then move the insertion point and press ENTER)
Create AutoText.	ALT+F3
Paste the Office Clipboard contents.	CTRL+V
Paste the Spike contents.	CTRL+SHIFT+F3
Copy the header or footer used in the previous section of the document.	ALT+SHIFT+R

Insert special characters

To Do	Press
A field	CTRL+F9
An AutoText entry	ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)
A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A section break	CTRL+SHIFT+ENTER
An em dash	ALT+CTRL+MINUS SIGN
An en dash	CTRL+MINUS SIGN
An optional hyphen	CTRL+HYPHEN
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACEBAR
The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+PERIOD
A single opening quotation mark	CTRL+' , `
A single closing quotation mark	CTRL+', '
Double opening quotation marks	CTRL+' , SHIFT+'

To Do	Press
Double closing quotation marks	CTRL+', SHIFT+'

Extend a selection

To Do	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press LEFT ARROW or RIGHT ARROW
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)
Reduce the size of a selection.	SHIFT+F8
Turn extend mode off.	ESC
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the beginning of a document	CTRL+SHIFT+HOME
To the end of a document	CTRL+SHIFT+END
To the end of a window	ALT+CTRL+SHIFT+PAGE DOWN
To include the entire document	CTRL+A
A vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

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Select text and graphics in a table

To Do	Press
Select the next cell's contents.	TAB
Select the preceding cell's contents.	SHIFT+TAB
Extend a selection to adjacent cells.	Hold down SHIFT and press an arrow key repeatedly
Select a column.	Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
Extend a selection (or block).	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
Remove the selection.	SHIFT+F8
Select an entire table.	ALT+5 on the numeric keypad (with NUM LOCK off)

Move the insertion point

To Do	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN

To Do	Press
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
After opening a document, to the location it was in when the document was last closed	

Move around in a table

To Do	Press
Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First cell in a row	ALT+HOME
Last cell in a row	ALT+END
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW

Insert paragraphs and tab characters in a table

To Do	Press
New paragraphs in a cell	ENTER
Tab characters in a cell	CTRL+TAB

Copy formatting

To Do	Press
Copy formatting from text.	CTRL+SHIFT+C
Apply copied formatting to text.	CTRL+SHIFT+V

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Change or resize the font

To Do	Press
Change the font.	CTRL+SHIFT+F
Change the font size.	CTRL+SHIFT+P
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<
Increase the font size by 1 point.	CTRL+]
Decrease the font size by 1 point.	CTRL+[

Apply character formats

To Do	Press
Change the formatting of characters (Font command, Format menu).	CTRL+D
Change the case of letters.	SHIFT+F3
Format letters as all capitals.	CTRL+SHIFT+A
Apply bold formatting.	CTRL+B
Apply an underline.	CTRL+U
Underline words but not spaces.	CTRL+SHIFT+W
Double-underline text.	CTRL+SHIFT+D
Apply hidden text formatting.	CTRL+SHIFT+H
Apply italic formatting.	CTRL+I
Format letters as small capitals.	CTRL+SHIFT+K
Apply subscript formatting (automatic spacing).	CTRL+EQUAL SIGN
Apply superscript formatting (automatic spacing).	CTRL+SHIFT+PLUS SIGN
Remove manual character formatting.	CTRL+SPACEBAR
Change the selection to the Symbol font.	CTRL+SHIFT+Q

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View and copy text formats

To Do	Press
Display nonprinting characters.	CTRL+SHIFT+* (asterisk)
Review text formatting.	SHIFT+F1 (then click the text whose formatting you want to review)
Copy formats.	CTRL+SHIFT+C
Paste formats.	CTRL+SHIFT+V

Set line spacing

To Do	Press
Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5
Add or remove one line space preceding a paragraph	CTRL+0 (zero)

Align paragraphs

To Do	Press
Center a paragraph.	CTRL+E
Justify a paragraph.	CTRL+J
Left align a paragraph.	CTRL+L
Right align a paragraph.	CTRL+R
Indent a paragraph from the left.	CTRL+M
Remove a paragraph indent from the left.	CTRL+SHIFT+M
Create a hanging indent.	CTRL+T
Reduce a hanging indent.	CTRL+SHIFT+T
Remove paragraph formatting.	CTRL+Q

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Apply paragraph styles

To Do	Press
Apply a style.	CTRL+SHIFT+S
Start AutoFormat.	ALT+CTRL+K
Apply the Normal style.	CTRL+SHIFT+N
Apply the Heading 1 style.	ALT+CTRL+1
Apply the Heading 2 style.	ALT+CTRL+2
Apply the Heading 3 style.	ALT+CTRL+3
Apply the List style.	CTRL+SHIFT+L

Performing a mail merge

To Do	Press
Preview a mail merge.	ALT+SHIFT+K
Merge a document.	ALT+SHIFT+N
Print the merged document.	ALT+SHIFT+M
Edit a mail-merge data document.	ALT+SHIFT+E
Insert a merge field.	ALT+SHIFT+F

Working with fields

To Do	Press
Insert a DATE field.	ALT+SHIFT+D
Insert a LISTNUM field.	ALT+CTRL+L
Insert a PAGE field.	ALT+SHIFT+P
Insert a TIME field.	ALT+SHIFT+T
Insert an empty field.	CTRL+F9
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Update selected fields.	F9
Unlink a field.	CTRL+SHIFT+F9
Switch between a selected field code and its result.	SHIFT+F9
Switch between all field codes and their results.	ALT+F9

To Do	Press
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Go to the next field.	F11
Go to the previous field.	SHIFT+F11
Lock a field.	CTRL+F11
Unlock a field.	CTRL+SHIFT+F11

Function keys

To Do	Press
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Insert an AutoText entry (after Microsoft Word displays the entry).	F3
Repeat the last action.	F4
Choose the Go To command (Edit menu).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Tools menu).	F7
Extend a selection.	F8
Update selected fields.	F9
Activate the menu bar.	F10
Go to the next field.	F11
Choose the Save As command (File menu).	F12

SHIFT+Function key

To Do	Press
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2
Change the case of letters.	SHIFT+F3
Repeat a Find or Go To action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame.	SHIFT+F6

To Do	Press
Choose the Thesaurus command (Tools menu, Language submenu).	SHIFT+F7
Shrink a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Display a shortcut menu.	SHIFT+F10
Go to the previous field.	SHIFT+F11
Choose the Save command (File menu).	SHIFT+F12

CTRL+Function key

To Do	Press
Choose the Print Preview command (File menu).	CTRL+F2
Cut to the Spike.	CTRL+F3
Close the window.	CTRL+F4
Restore the document window size (for example, after maximizing it).	CTRL+F5
Go to the next window.	CTRL+F6
Choose the Move command (title bar shortcut menu).	CTRL+F7
Choose the Size command (title bar shortcut menu).	CTRL+F8
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the Open command (File menu).	CTRL+F12

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CTRL+SHIFT+Function key

To Do	Press
Insert the contents of the Spike.	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Extend a selection or block (then press an arrow key).	CTRL+SHIFT+F8
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the Print command (File menu).	CTRL+SHIFT+F12

ALT+Function key

To Do	Press
Go to the next field.	ALT+F1
Create an AutoText entry.	ALT+F3
Quit Microsoft Word.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.	ALT+F6
Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).	ALT+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Maximize the program window.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11

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ALT+SHIFT+Function key

To Do	Press
Go to the previous field.	ALT+SHIFT+F1
Choose the Save command (File menu).	ALT+SHIFT+F2
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.	ALT+SHIFT+F10
Start the Microsoft Script Editor.	ALT+SHIFT+F11

CTRL+ALT+Function key

To Do	Press
Display Microsoft System Information.	CTRL+ALT+F1
Open command (File menu).	CTRL+ALT+F2

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ACRONYMS AND ABBREVIATIONS

DPM	Digital P ocket M emo
DSS	Digital S peech S tandard
PSP	Philips S peech P rocessing
SDK	Software D evelopment K it
SM	Speech M ike
UI	U ser I nterface
USB	U niversal S erial B us

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