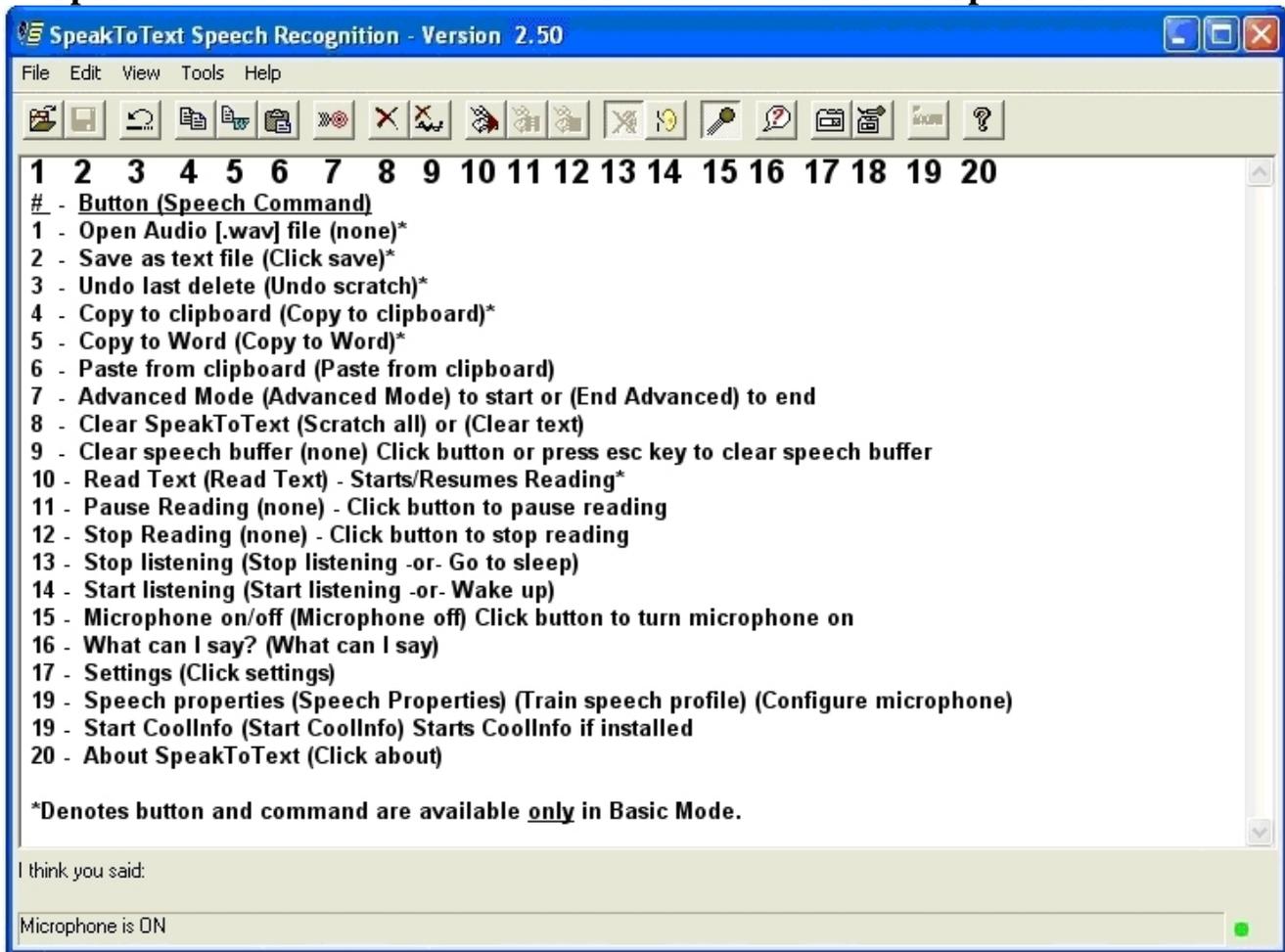# QUICK REFERENCE GUIDE

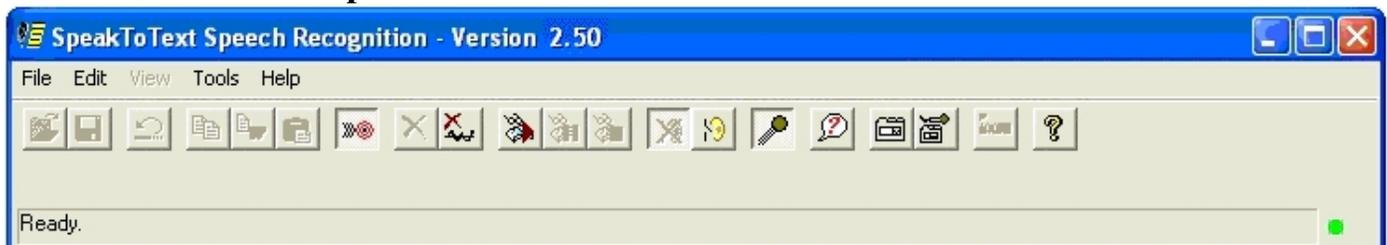## SpeakToText™ 2.5 Speech Recognition (Version 2.51)
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When you first start using SpeakToText, we recommend that you print a copy of the following pages and keep them available as a handy reference.

SpeakToText 2.5 - Interface in Basic Mode – Buttons and Speech Commands
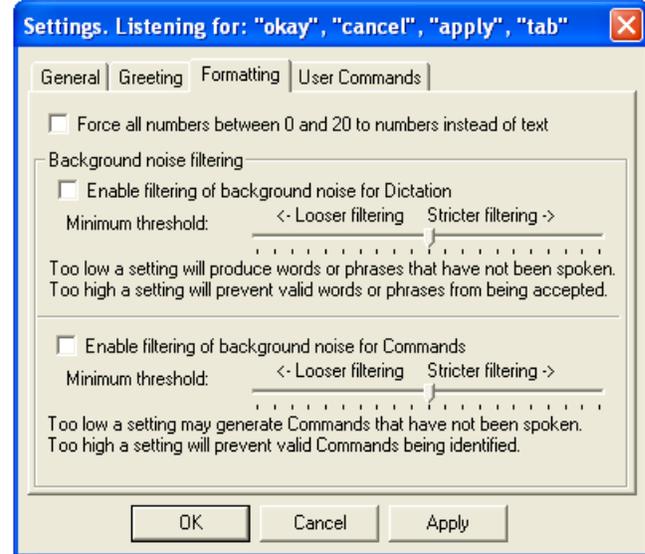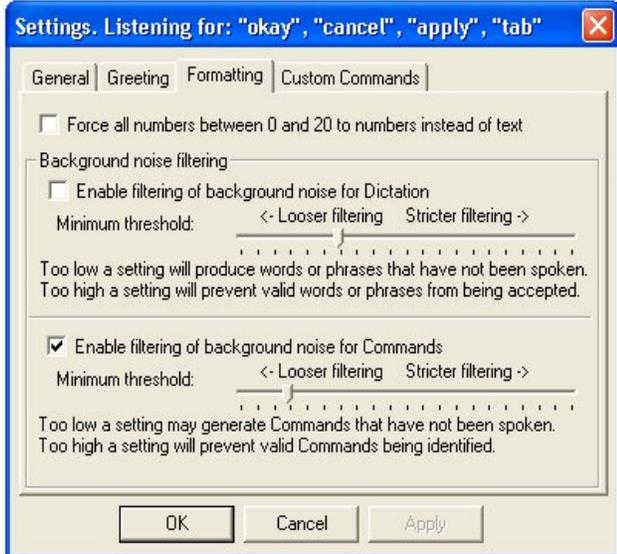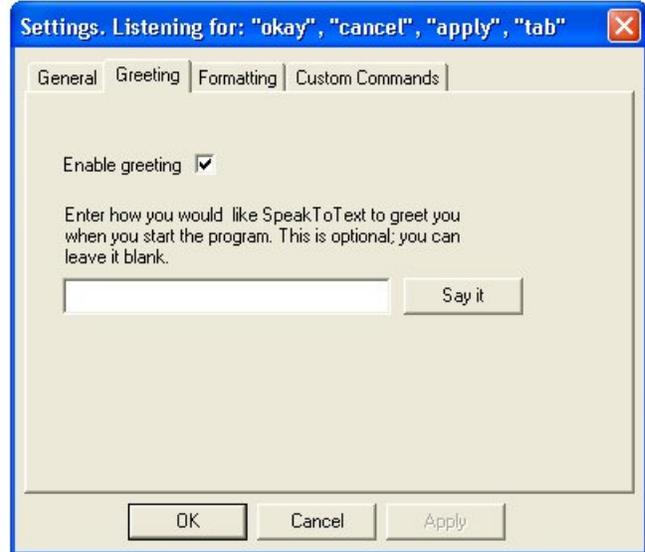

SpeakToText Speech Recognition - Version 2.50

File   Edit   View   Tools   Help

1   2   3   4   5   6   7   8   9   10 11 12 13 14   15 16   17 18   19   20

- Button (Speech Command)
1 - Open Audio [.wav] file (none)*
2 - Save as text file (Click save)*
3 - Undo last delete (Undo scratch)*
4 - Copy to clipboard (Copy to clipboard)*
5 - Copy to Word (Copy to Word)*
6 - Paste from clipboard (Paste from clipboard)
7 - Advanced Mode (Advanced Mode) to start or (End Advanced) to end
8 - Clear SpeakToText (Scratch all) or (Clear text)
9 - Clear speech buffer (none) Click button or press esc key to clear speech buffer
10 - Read Text (Read Text) - Starts/Resumes Reading*
11 - Pause Reading (none) - Click button to pause reading
12 - Stop Reading (none) - Click button to stop reading
13 - Stop listening (Stop listening -or- Go to sleep)
14 - Start listening (Start listening -or- Wake up)
15 - Microphone on/off (Microphone off) Click button to turn microphone on
16 - What can I say? (What can I say)
17 - Settings (Click settings)
19 - Speech properties (Speech Properties) (Train speech profile) (Configure microphone)
19 - Start CoolInfo (Start CoolInfo) Starts CoolInfo if installed
20 - About SpeakToText (Click about)

*Denotes button and command are available **only** in Basic Mode.

I think you said:

Microphone is ON

SpeakToText 2.5 - Interface in Advanced Mode

SpeakToText Speech Recognition - Version 2.50

File   Edit   View   Tools   Help

Ready.

SpeakToText 2.5 - Settings Dialog Tabs

Settings Button   Speech Command: **Click Settings**

Settings. Listening for: "okay", "cancel", "apply", "tab"

General | Greeting | Formatting | User Commands

☐ Start Listening upon Startup
☐ Do not ask before clearing SpeakToText
☐ Clear SpeakToText upon Copy
☐ Disable Application Selection Overwrite Protection (Advanced Mode)

When I use the "Send Message" command, I want SpeakToText to:
Let SpeakToText find the best way ▼

☐ Automatically "Send Message" every 30 seconds

Limit file size of audio (.wav) files to: 300 Seconds

Restore prompts to default   Restore Prompts

    OK   Cancel   Apply

Settings. Listening for: "okay", "cancel", "apply", "tab"

General | Greeting | Formatting | Custom Commands

Enable greeting ☑

Enter how you would like SpeakToText to greet you when you start the program. This is optional; you can leave it blank.

[   ]   Say it

    OK   Cancel   Apply

Settings. Listening for: "okay", "cancel", "apply", "tab"

General | Greeting | Formatting | Custom Commands

☐ Force all numbers between 0 and 20 to numbers instead of text

Background noise filtering
☐ Enable filtering of background noise for Dictation
Minimum threshold: <- Looser filtering   Stricter filtering ->

Too low a setting will produce words or phrases that have not been spoken.
Too high a setting will prevent valid words or phrases from being accepted.

☑ Enable filtering of background noise for Commands
Minimum threshold: <- Looser filtering   Stricter filtering ->

Too low a setting may generate Commands that have not been spoken.
Too high a setting will prevent valid Commands being identified.

    OK   Cancel   Apply

Settings. Listening for: "okay", "cancel", "apply", "tab"

General | Greeting | Formatting | User Commands

☐ Force all numbers between 0 and 20 to numbers instead of text

Background noise filtering
☐ Enable filtering of background noise for Dictation
Minimum threshold: <- Looser filtering   Stricter filtering ->

Too low a setting will produce words or phrases that have not been spoken.
Too high a setting will prevent valid words or phrases from being accepted.

☐ Enable filtering of background noise for Commands
Minimum threshold: <- Looser filtering   Stricter filtering ->

Too low a setting may generate Commands that have not been spoken.
Too high a setting will prevent valid Commands being identified.

    OK   Cancel   Apply

SpeakToText 2.5 - Dictation Speech Commands

Moving Within Dictated Text (not available in Advanced Mode)

Command – What To Say:	RESULT:
Go to Bottom	Moves the cursor to the end of your document.
Go to End	Moves the cursor to the end of your document.
Go to Top	Moves the cursor to the beginning of your document.
Go to Beginning	Moves the cursor to the beginning of your document.

Formatting Text (not available in Advanced Mode)

Command – What To Say:	RESULT:
New Paragraph	Presses enter key twice.
New Line	Presses enter key once.
Backspace	Presses the backspace key once.
Space Bar	Presses space bar once.
Cap Text	Capitalizes the first letter of each word in the selected (highlighted) text.
Cap All Text	Capitalizes all the letters of the selected (highlighted) text.
Caps Lock	Toggles the "caps lock." Say "caps lock" to engage caps lock, and say "caps lock" again to disengage.

Numbers and Fractions

Number:	What To Say:
Three	three (the speech engine default for single numerals between zero and twenty always typed as text by the Microsoft speech engine)
"3"	"Force Num (pause) three" – will return the numeral 3.
"34"	thirty four OR three four
"153"	one fifty three, one five three, one hundred fifty three OR one hundred and fifty three
"6091"	six eight nine one
6891	six thousand eight hundred ninety one OR six thousand eight hundred and ninety one (See Note below)
6,891.525	six thousand eight hundred ninety one point (decimal) five two five OR six thousand eight hundred and ninety one point (decimal) five two five
15,451	fifteen thousand four hundred fifty one OR fifteen thousand four hundred and fifty one
183,012	one hundred eighty three thousand twelve OR one hundred eighty three thousand and twelve
$75	dollar sign seventy five (saying dollar sign before the number returns the dollar amount without cents)
$75.00	seventy five dollars
$19.95	nineteen dollars and ninety five cents
½	one half
2 1/4	two and one quarter
5/8	five eights, five slash eight OR five over eight
150/85	one fifty over eighty five

Dates and Times

Result:	What To Say:
November 3, 1981	November three comma nineteen eighty one
November 03, 1981	November three nineteen eighty one OR three November nineteen eighty one (omitting the comma returns a two digit date)
24 April, 1959	twenty four April comma nineteen fifty nine
04/24/59	zero four slash twenty four slash fifty nine
24/04/59	twenty four slash zero four slash fifty nine
4:16 PM **	four sixteen p m (See Note below)
5:00	five o'clock (works with whole hours only)

Phone Numbers and Email/URL Addresses

Result:	What To Say:
(954)-555-7700	nine five four five five five seven seven zero zero
1-(800)-555-1212	one eight hundred five five five one two one two
.com	dot com
.net	dot net
.org	dot org

Punctuation Marks

Result:	What To Say:
.	period/dot
.	point (say when using numbers)
;	semicolon
,	comma
-	hyphen
?	question mark
--	double dash (note – saying "dash" also returns "- -")
!	exclamation point/exclamation mark
...	ellipsis
:	colon
'	apostrophe
/	slash
\	back slash
"	quote/open quote
"	quote/end quote/close quote
'	single quote/open single quote
'	single quote/end single quote/close single quote
(	left paren/open paren
)	right paren/close paren
[	left bracket/open bracket
]	right bracket/close bracket
<	left angle/open angle/less than
>	right angle/close angle/greater than
{	open brace/left brace
}	close brace/right brace
@	at sign
#	pound sign
-	hyphen (use for minus sign)
+	plus sign
$	dollar sign
=	equal sign
%	percent sign
^	caret (note if this returns the word "carrot" emphasize the "a" in your pronunciation(kAy-ret)
&	ampersand
_	underscore
*	asterisk
|	vertical bar

SpeakToText 2.5 - Speech Commands – Basic Mode

(If you enable and create User Commands, these will also appear in the What Can I Say? dialog)

Advanced Mode	Starts Advanced Mode
Backspace	Moves the Cursor Back One Space
Cap All Text	Capitalizes All Letters in Selected (Highlighted) Text
Cap Text	Capitalizes The First Letter of Each Word in Selected (Highlighted) Text
Caps Lock	Turns Caps Lock On/Off
Clear Text	Clears SpeakToText or Deletes Selected (Highlighted) Text
Clear Word	Deletes the Last Word Spoken
Click About	Opens the About Dialog
Click Exit	Closes SpeakToText
Click Focus	Brings SpeakToText to the Foreground
Click Minimize	Minimizes SpeakToText
Click Save	Saves the Contents of SpeakToText
Click Settings	Opens the Settings Dialog
Close me	Closes the What Can I Say? Dialog
Configure Microphone	Opens The Speech Properties Dialog
Copy to Clipboard	Copies the Contents of SpeakToText to the Clipboard
Copy to Word	Copies the Contents of SpeakToText to Microsoft Word
Delete Selection	Deletes the Selected (Highlighted) Text
Force Num	Forces the Next Number Between 1 and 20 to Numeric
Go To Beginning	Moves the Cursor to the Beginning of Text
Go To Bottom	Moves the Cursor to the End of Text
Go To Sleep	Stops Listening (Mutes SpeakToText)
Go To Top	Moves the Cursor to the Beginning of Text
Go to End	Moves the Cursor to the End of Text
Microphone Off	Turns the Microphone Off
No no	Deletes the Last String of Spoken Text
Open Dictation Commands	Displays a List of Dictation Commands in the Default Browser
Open Manual	Displays the Manual in the Default Browser
Open Quick Start	Displays the Quick Start Guide in the Default Browser
Paste from Clipboard	Pastes the Contents of the Clipboard into the Target Application
Read Clipboard	Reads the Contents of the Clipboard
Read Right	Reads the Text From the Right of the Cursor to the End
Read Selection	Reads the Selected (Highlighted) Text
Read Text	Reads All the Text in SpeakToText
Scratch All	Clears SpeakToText or Deletes Selected (Highlighted) Text
Scratch Last	Deletes the Last String of Spoken Text
Scratch Paragraph	Deletes the Last Paragraph
Scratch Phrase	Deletes the Last String of Spoken Text
Scratch Sentence	Deletes the Last Sentence
Scratch Word	Deletes the Last Word Spoken
Scroll Down	Scrolls up SpeakToText in Basic Mode, and What Can I Say? when open
Scroll Up	Scrolls down SpeakToText in Basic Mode, and What Can I Say? when open
Select All	Selects (Highlights) All Text in SpeakToText
Select Last	Selects (Highlights) the Last String of Spoken Text
Select Paragraph	Selects (Highlights) the Last Paragraph
Select Phrase	Selects (Highlights) the Last String of Spoken Text
Select Sentence	Selects (Highlights) the Last Sentence
Select Word	Selects (Highlights) the Last Word
Space Bar	Enters One Space
Speech Properties	Opens the Speech Properties Dialog
Start CoolInfo	If CoolInfo is installed, starts CoolInfo, or if running gives it focus
Stop Listening	Stops Listening (Mutes SpeakToText)
Tab Key	Inserts a "tab" character
Train Speech Profile	Opens the Speech Properties Dialog
Train Word	Opens the Train Word Dialog
Undo Scratch	Undoes the last scratch if no new text has been entered
What Can I Say	Opens the What Can I Say? Dialog

SpeakToText 2.5 - Speech Commands – Advanced Mode

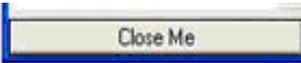|	
Caps Lock	Turns Caps Lock On/Off
Click About	Opens the About Dialog
Click Exit	Closes SpeakToText
Click Focus	Brings SpeakToText to the Foreground
Click Minimize	Minimizes SpeakToText
Click Settings	Opens the Settings Dialog
Close me	Closes the What Can I Say? Dialog
Configure Microphone	Opens The Speech Properties Dialog
Copy Target	Copies the Contents of the Target Application to the Clipboard
End Advanced	Returns SpeakToText to Basic Mode
Force Num	Forces the Next Number Between 1 and 20 to Numeric
Go To Sleep	Stops Listening (Mutes SpeakToText)
Microphone Off	Turns the Microphone Off
Open Dictation Commands	Display a List of Dictation Commands in the Default Browser
Open Manual	Displays the Manual in the Default Browser
Open Quick Start	Displays the Quick Start Guide in the Default Browser
Paste from Clipboard	Pastes the Contents of the Clipboard into the Target Application
Read Clipboard	Reads the Contents of the Clipboard
Read Target	Reads the Contents of the Target Application
Scroll Down	Scrolls Down in the What Can I Say? dialog
Scroll Up	Scrolls Up in the What Can I Say? dialog
Send Message	Sends the Message in Supported Chat and Email Programs
Speech Properties	Opens the Speech Properties Dialog
Start CoolInfo	If CoolInfo is installed, starts CoolInfo, or if running gives it focus
Stop Listening	Stops Listening (Mutes SpeakToText)
Tab Key	Inserts a "tab" character
Train Speech Profile	Opens the Speech Properties Dialog
Train Word	Opens the Train Word Dialog
What Can I Say	Opens the What Can I Say Dialog

SpeakToText 2.5 Commands – Microphone On and Listening Off

Click Focus	Brings SpeakToText to the Foreground
Close me	Closes the What Can I Say? Dialog
Start Listening	Turns Listening On (Un-mutes SpeakToText)
Wake Up	Turns Listening On (Un-mutes SpeakToText)
What Can I Say	Opens the What Can I Say? Dialog

What Can I Say?

What Can I Say? Button   **Close Me Button**

Speech Command: "What Can I Say"

Note: The commands shown above lists appear in the What Can I Say? dialog depending on the SpeakToText mode. If you enable and create User Commands, these will also appear in the What Can I Say? dialog in both Basic and Advanced modes.