

# GUIDELINES FOR SPEECH TO TEXT IN WORD 2003

## ***SPEECH TOOLBAR– Voice Recognition, Text-to-speech, Drawing Tools and Handwriting Recognition***

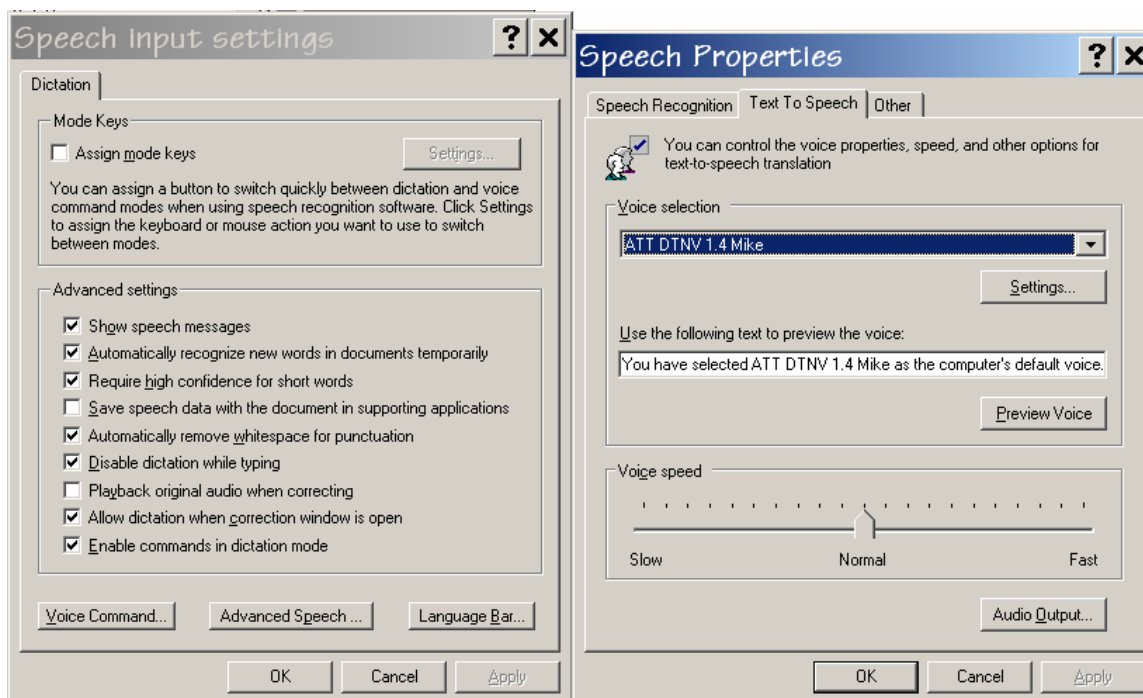
Tools > Speech > you will see this toolbar:



Click on the down arrow on the right side of the toolbar and you will have access to Speak and other options

### Text to Speech

Click on Tools/Options/Advanced Speech in the Speech Input Settings Window. A new window will open called Speech Properties. Click Text-to-Speech. Here is where you can change voices and voice speed and preview your changes.

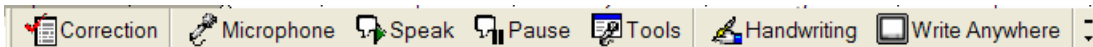


. Highlight text and click "Speak Text" to hear text-to-speech. You will not have the ability to highlight the text as it speaks. You will need other programs to have access to that feature.

## Voice Recognition

After completing the training process (Word will guide you through the process) text can be inputted through voice recognition. Click on Microphone on the Language Toolbar and begin Dictation. To end dictation click on the microphone icon again.

After you have inputted text through voice recognition, you have the ability to play back what you have spoken. You can hear it in your own voice.



For training in the Speech Toolbar and all options email [edtechsolutions@comcast.net](mailto:edtechsolutions@comcast.net) or use the Language Bar help menu.

