

7

Web Surfing, Word, and WordPerfect

While NaturallySpeaking is running, you can dictate text, open menus, and give computer commands by voice, in virtually any Windows program. In several special programs, however, you have even more control and flexibility. In Microsoft Internet Explorer, you can browse the World Wide Web by voice. Just say the name of a link to click on it. In Microsoft Word and Corel WordPerfect, you can select text by voice, use the Correction window easily, and use more voice commands than you can in other applications. In this chapter, you'll learn how to work with these three special voice-enabled programs.

Surfing the Web

With any Web browser, you can use NaturallySpeaking to fill out forms, open menus, and click links using MouseGrid (described on page 93). It's much easier, though, to use NaturallySpeaking's built-in Web commands, which let you click on a link by just saying its name. To use this special "surf-by-voice" capacity, you must use Microsoft Internet Explorer as your browser. "Surf-by-voice" works with Internet Explorer versions 4.0 and later. Internet Explorer can be downloaded free from the Microsoft Web site, www.microsoft.com.

NaturalWeb

NaturallySpeaking communicates with Internet Explorer through a software link called "NaturalWeb." If you have Internet Explorer installed already, this link installed automatically when you originally installed NaturallySpeaking. If you installed Internet Explorer after NaturallySpeaking, re-run the NaturallySpeaking installation program, adding only the "NaturalWeb" part of the program. (To do this, insert the NaturallySpeaking CD-ROM and follow the on-screen instructions.) You can tell if NaturalWeb is installed by looking for it in the Start Menu under Programs, Dragon NaturallySpeaking. If there's an item listed called "NaturalWeb," it is installed.

Quick Reference: Surfing by Voice

To use the Web by voice, start NaturallySpeaking first. After NaturallySpeaking has finished loading, start Internet Explorer.

Here is a summary of the most useful commands for Web surfing, followed by a detailed discussion of each.

<i>To do this</i>	<i>Say this</i>
Click on a link	<i>The name of the link, or a portion of the name</i>
Go to a "Favorite" page	Go to <i>name of Favorite</i>
Go back a page	Go Back
Go forward a page	Go Forward
Go to your home page	Go Home
Stop a page from loading	Stop Loading
Scroll up one screen	Page Up

Scroll down one screen	Page Down
Enter a Web address (URL)	Go to address (pause), <i>Say the address</i> (pause), Go There
Select images	Image <i>or</i> Click Image
Select check boxes	Check Box <i>or</i> Click Check Box
Select radio buttons	Radio Button <i>or</i> Check Radio Button
Move between links, images, check boxes, or radio buttons	Next <i>or</i> Previous
Choose a link, image, check box, or radio button	Click That One <i>or</i> Click That <i>or</i> That One
Dictate into a text box or form	Type Text <i>or</i> Edit Box <i>or</i> Text Field

Links and Buttons

To click a link by voice, just say the name of it. You don't need to say the whole name—just enough so that NaturallySpeaking can tell it apart from the other link names.

When NaturallySpeaking hears the link name, a small arrow flashes to show what link the computer heard (Figure 7-1). If NaturallySpeaking chooses the wrong link, say “Go Back” to return to the previous Web page. Then say the link name again. You can say “Click” before the link name if you want, and sometimes this helps NaturallySpeaking recognize the link name better.

Figure 7-1
An arrow flashes to confirm what link the computer heard.

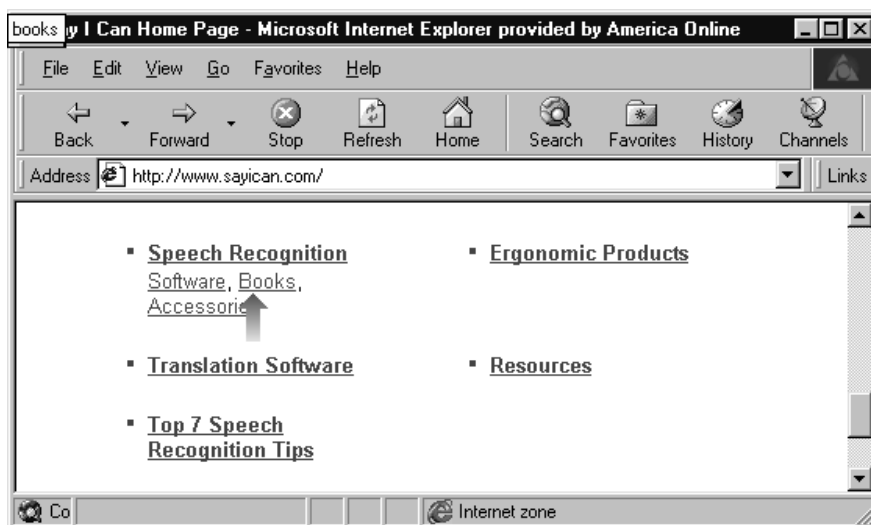
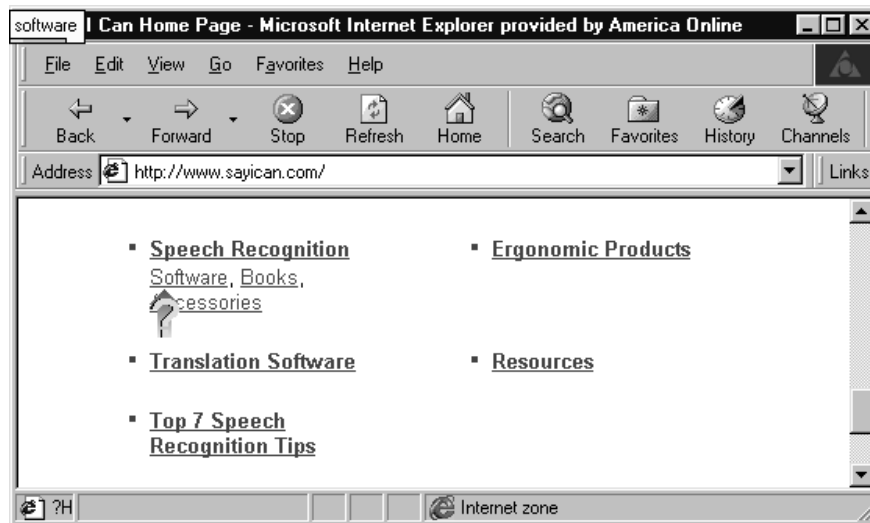


Figure 7-2

A question mark appears meaning, “Is this the link you want?” Say “Click That One” if it is, “Next” if not.

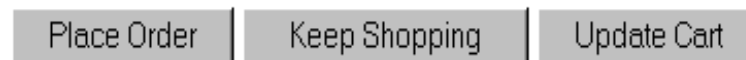


Sometimes NaturallySpeaking isn't sure what link you meant. It will show a question mark, as in Figure 7-2. Say “Next” or “Previous” to move the question mark to the next or previous links, if necessary. Then say “Click That One” to activate the link the question mark is next to. You can also say “Click That” or “That One.”

Buttons work similarly to links. To click on a button, say the button name. In Figure 7-3, you could say “Place Order” to press the Place Order button.

Figure 7-3

To press a standard button, say the button's name.



Only buttons that look like the buttons in Figure 7-3 can be activated by saying the button name. Many buttons on Web pages are drawn by the Web site's artist or designer, such as the ones shown in Figure 7-4. These buttons cannot be read by NaturallySpeaking. To press them, use the MouseGrid commands.

Figure 7-4

Graphical buttons like these can't be activated by saying the button name.



Images

To make NaturallySpeaking pay attention to the images on a page, say “Image” or “Click Image.” An arrow points to the first

image on the page. Say “Next” and “Previous” to move the arrow among different images, then say “That One” to click on the image the arrow points to.

Favorites

Favorites, also called bookmarks, are sites you tell your browser to keep track of so you can locate them easily. In Internet Explorer, you can click on the “Favorites” button to see the sites in this list. NaturallySpeaking lets you jump to any of these sites easily. Say “Go to Favorite” plus the site name, exactly as it appears in the Favorites menu. For example, you could say “Go to Favorite Yahoo” if Yahoo were one of the items in your Favorites list.

To add to the Favorites list by voice, be sure you are looking at the Web page you want to add. Then say “Click Favorites” to open the Favorites menu in Internet Explorer. Say “Add to Favorites,” and the Add Favorites dialog box will open. Type a name for this page (you can’t dictate here). Save the page and click the OK button, or say “Click OK.”

Entering a Web Address

You can enter a Web address, or URL, into Internet Explorer by saying “Go to Address.” Then dictate the web address, as you would normally speak it. For example, for the Say I Can Web site, say “w w w dot say I can dot com.” Uppercase and lowercase don’t matter—both work the same. After entering the URL, say “Go There” or “Click Go,” which acts like pressing the Enter key. For more examples of how to dictate Web addresses, see page 80.

Browser Commands

You can push the browser control buttons by voice with the commands listed here.

<i>To click this button</i>	<i>Say this</i>
Back	Go Back
Forward	Go Forward
Stop	Stop Loading
Refresh	Refresh
Home	Go Home

Check Boxes and Radio Buttons

To make NaturallySpeaking pay attention to check boxes, say “Check Box” or “Click Check Box.” An arrow appears by the first check box. Say Next or Previous to move the arrow to the box you want, then say “That One” or “Click That.”

Radio buttons work the same way. Say “Radio Button” to make NaturallySpeaking point at a radio button. Say “Next” or “Previous” as many times as necessary, then say “That One” or “Click That.”

Text Boxes

You can dictate into any text field on a Web page, such as a form requesting your name and address. To move to the first text box on a page, say “Type Text” or “Edit Box” or “Text Field.” Say “Next” or “Previous” to move through fields. You can dictate text whenever your flashing cursor is in a text box—the computer acts as if you’re typing. Dictating in text boxes, you can correct and edit by voice, like as described in Chapters 5 and 6.

Scrolling

To move up or down one screen of information, say “Page Up” or “Page Down.” To move line by line, say “Line Up” or “Line Down.” Say “Go to Top” or “Go to Bottom” to move to the top or bottom of the page.

You can make the page move, or scroll, automatically by saying “Start Scrolling Up” or “Start Scrolling Down.” Say “Speed Up” or “Slow Down” to change the scrolling speed. To stop, say “Stop Scrolling.” You can even say the names of links while they are scrolling by.

Tips on Browsing the Web by Voice

- ▶ For maximum efficiency, create shortcuts for your name, address, phone number, e-mail address, and other information you frequently enter on Web forms. No more tedious typing! (For detailed instructions on how to create shortcuts, see Chapter 10, “Automate Your Work.”)

- ▶ Some browse-by-voice features, like saying the names of links, are easy. Others, like saying “Next” and “Previous” repeatedly, become tedious if you’re able to use a mouse. Feel free to mix voice, mouse, and keyboard, using just the commands you find most useful.
- ▶ Drop-down lists cannot be activate by voice.
- ▶ If you have a hand injury that makes clicking the mouse painful, consider moving the mouse by hand, but clicking by voice, especially to click on images and checkboxes. See page 93 for instructions on how to click the mouse by voice.

Word and WordPerfect

To use voice commands in Microsoft Word and Corel WordPerfect, you’ll need NaturalWord, a software link that connects to your word processor and gives NaturallySpeaking information about what’s on the screen. This link installed automatically when you originally installed NaturallySpeaking. To use the NaturalWord link and the additional voice commands it provides, you must have Word 97, Word 2000, WordPerfect 8, or WordPerfect 9.

If NaturalWord is installed properly, a new menu, “Dragon NaturallySpeaking,” will appear in your word processor. You can use this same menu to access all NaturallySpeaking commands. (If the Dragon NaturallySpeaking menu is not in the menu bar of your word processor, see the troubleshooting suggestions on page 254.)

Turn the microphone on and off with the numeric “+” key, or click the small microphone icon next to the on-screen clock. As you dictate, the NaturallySpeaking Results box appears in the upper-left corner of the word processor window and the words you say are typed into your document.

For Best Performance

Many users find that their systems are more stable when they follow these steps in order:

1. Start NaturallySpeaking.
2. Start Word or WordPerfect.
3. Activate NaturalWord.

For best performance:

- ▶ Run only NaturallySpeaking and your word processor, with no other programs open.
- ▶ Disable your word processor's "check as you go" automatic grammar and spell checking.
- ▶ If you're using Word, turn off AutoCorrect. (From the Tools menu, choose AutoCorrect and turn off all the check boxes on the AutoCorrect tab.)
- ▶ Divide large documents into smaller documents of 50 pages or less.
- ▶ Have more than 64 MB of RAM.

Natural Language Commands

Beyond NaturallySpeaking's own commands, Word includes many additional commands for easy editing and formatting. These extra commands are called "natural language commands" on the assumption that you can give the computer commands "naturally," without having to remember what specific command to say. (These extra commands are not available in WordPerfect.)

To make NaturallySpeaking do what you want, however, you can't say just anything. Consider what you would instinctively say to have the computer make a table. Would it be one of these phrases?

- ▶ "insert a table"
- ▶ "create a table"
- ▶ "make a new table"
- ▶ "start a table"

If you would say one of these phrases, NaturallySpeaking will do what you want. But if your natural command is "put a new table here," the program won't recognize it.

It's not necessary or useful to learn every voice command variation available. Find a way of saying commands that's easy to remember and that works for NaturallySpeaking. To make a table, for example, say whatever phrase comes to mind. If it doesn't work, press Ctrl+Z to undo and say the command another way. When you find a variation that works, keep using it. Here are some commands that do work, to give you ideas.

Copying, Moving, Cutting, Pasting, and Deleting

Select Next 10 Paragraphs

Cut Them

Copy This Page

Delete Next Paragraph

Move Next 5 Lines to Top of Document

Move Next 4 Sentences Down 3 Paragraphs

Move Up 5 Pages

Go to Last Page

Go to Top of Document

Delete the Previous 2 Sentences

There are many variations on these commands as well.

- ▶ Possible actions include select, cut, copy, move, delete, and paste.
- ▶ Items to act on include characters, words, lines, sentences, paragraphs, pages, and cells (table cells).
- ▶ Numbers in these commands can be 1 to 20.

Spelling, Grammar, and Printing

Check Spelling

Run Spell Check

Check Grammar

Print Preview

Print Pages 1 Through 5 (can use numbers up to 100)

Print This Page

Print Document

Tables

Insert a 2 by 7 Table

Add a Table With 4 Rows and 3 Columns

Cut This Column

Insert a Row

Insert 4 Rows

Formatting

Make This Paragraph Times Italics

Format That Bold *or* Bold That

Format That 12 Point

Make Last Sentence Uppercase

Make This Line Capitalized *or* Capitalize This Line

Make This Paragraph Red

Set This Paragraph Double Spaced

Add Border

Start a Page

Start a Section

Insert Numbers

Make This Paragraph Two Columns

Double-Space the Last Three Paragraphs

Turn the Next 5 Lines Into a Bulleted List

All the commands discussed in Chapter 6, “Editing and Formatting,” work in Word and WordPerfect, too. For more examples of natural language commands, review the NaturallySpeaking online Help—look under the headings Natural Language Commands and What Can I Say.

Making Natural Language Commands Practical

Sometimes you’ll tell the computer what you want to do and it will work perfectly. These moments capture the thrill and drama of voice-activated computing. To make natural language commands work smoothly:

- ▶ When a command does the wrong thing, immediately use your word processor’s Undo command.
- ▶ Stay away from commands that select and act in the same command. (For example, “Delete Next 7 Paragraphs.”) The computer might select the wrong text, then act on it anyway—it might delete 17 paragraphs. Instead, use two commands—one to select and the other to act. Say “Select Next 7 Paragraphs.” Check that the computer did it correctly, then say “Delete That.”

Troubleshooting

Using natural language commands can be frustrating. Often you’ll say a command that doesn’t work as you expect. Watch the Results box to see if NaturallySpeaking recognized your command accurately. This helps determine whether you said a

command that does not exist, whether NaturallySpeaking misrecognized your words, or whether NaturallySpeaking recognized your words correctly but executed incorrectly.

- ▶ If the Results box shows words other than what you said, use Train Words (page 175) to teach NaturallySpeaking how you say the command, then try again.
- ▶ If the Results box shows the command you said with each word capitalized, NaturallySpeaking heard and executed the command. Or it tried to execute it but couldn't because of what you were doing in the word processor at the time. For example, saying "Insert a Table" will not work if you're already inside a table.
- ▶ If the Results box has the command you said with the words in lowercase, NaturallySpeaking recognized the words right, but the command you said is not available or does not exist.

Hold down the Ctrl key as you speak to force NaturallySpeaking to recognize what you say as a command. If you say a command with the Ctrl key held down and nothing happens, that command is probably not available.

