SPEECHCONTROL

Device control center for Philips SpeechMike and foot control

© Speech Processing Solutions GmbH

PHILIPS

WORKBOOK
SpeechControl 3.3

GEARED FOR

DRAGON NATURALLYSPEAKING

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SPEECH PROCESSING SOLUTIONS

Contents

INTRODUCTION

Philips Speech Control has been developed for customizing the behavior of Philips SpeechMike, Foot Control and Digital Pocket Memo devices for different applications.

Philips Speech Control allows the assignment of functions to every single button of a device, so you have the freedom to specify and implement your own combination of functions. It can enable or disable certain features, and can also start and control applications via hotkeys.

Furthermore, Dragon NaturallySpeaking commands can also be easily performed or pre-specified texts can be displayed in a text editor with just one single button click on your device.

The device configuration settings can be loaded from and saved to the device. You can also restore the default device configuration settings and save 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 downloaded to SpeechControl; If a device is already connected to the computer and you additionally connect another device, you have to choose the corresponding device in the tool bar. The device configuration settings will be loaded automatically.

To change the behavior of the active device and configure the buttons, 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 .

Back to Table of Contents

SPEECHCONTROL INSTALLATION

- Insert the SpeechControl disk into the disk drive of your PC.

- An autrun screen will appear.
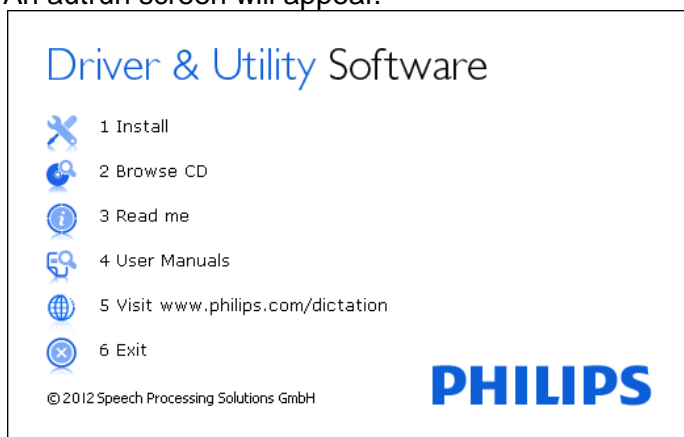
- Click on "Install" to start installation
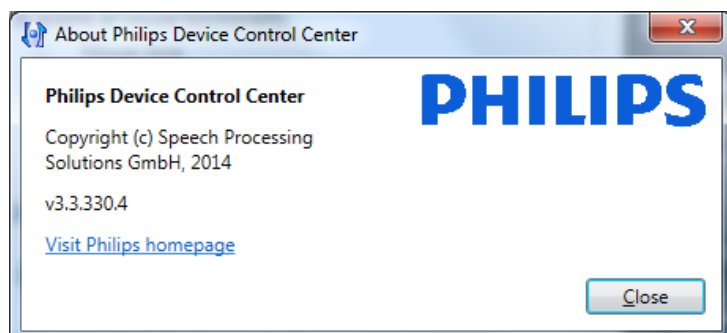
Back to

SPEECHCONTROL TOOLBAR

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

Application menu

About...

Displays a dialog with general version and copyright information.

Help

Opens the online help system for Philips Speech Control.

Close window

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

Exit application

Shuts down Philips Speech Control.

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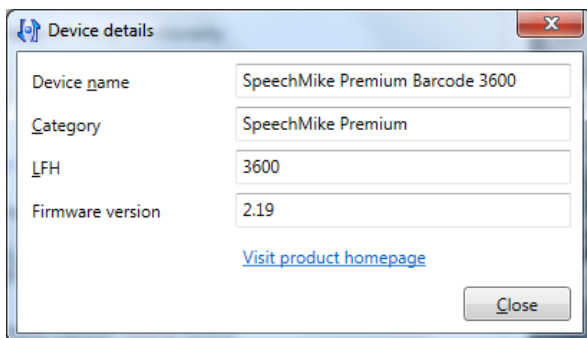
Active device

Displays a list of all connected devices.

Active device: SpeechMike Premium Barcode 3600

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.

Device details	
Device name	SpeechMike Premium Barcode 3600
Category	SpeechMike Premium
LFH	3600
Firmware version	2.19

Visit product homepage

Close

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

Help

Opens the online help system for Philips SpeechControl.

Back to

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 Speech Control and suggests potential solutions to the problems.

SPEECHCONTROLDEVICE CONFIGURATION

Overview

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

After starting Philips Speech Control, 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.

Note: These settings will overwrite any other settings made in the configuration editor.

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.

Back to Table of Contents

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 reverses 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.

⊜ **Note:** This option is not available for SpeechMike 2 devices.

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.

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.

Back to

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

Note: This option is not available for SpeechMike 2 devices.

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:** 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

Note: This option is available only for devices with built-in barcode scanner.

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.

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.

Back to

Button Configuration

Here you can switch the role of the application buttons / pedals on the active device to meet your personal requirements.
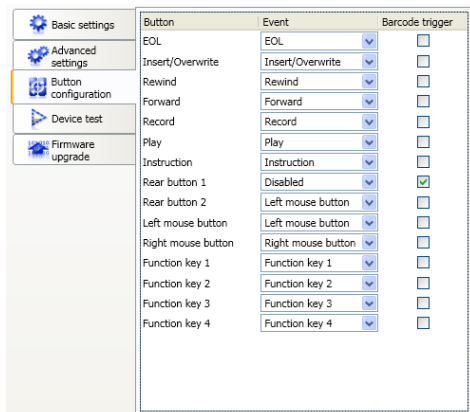
SpeechMike and Digital Pocket Memo

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.
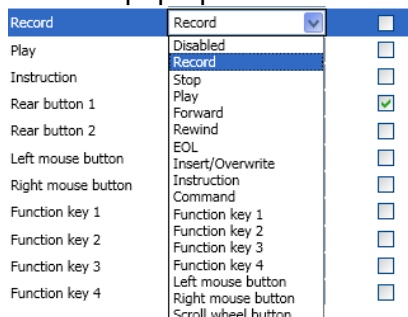
3. Select the event to be associated with the button.

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.

Back to Table of Contents

Device Test

Here you can test the active device with its newly configured buttons and settings.
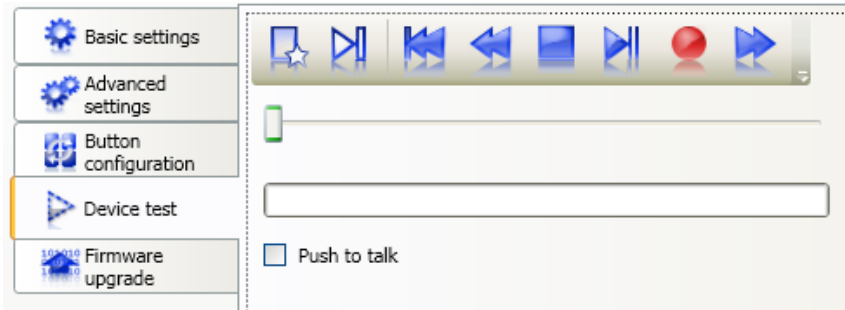
All your button- and mouse-related events can be followed on the device image and in the **Last event** field in the bottom right corner of the window.

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

Firmware upgrade

Automatic firmware upgrade

SpeechControl 3.3 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 system tray …
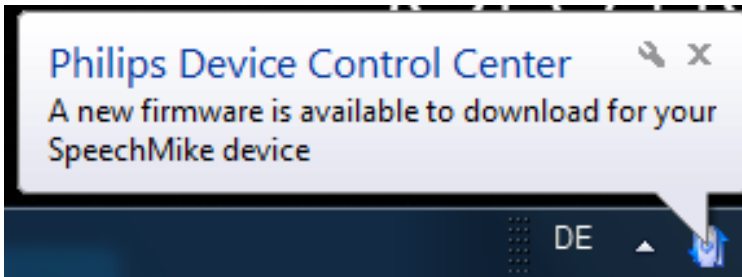
…or the status bar link…
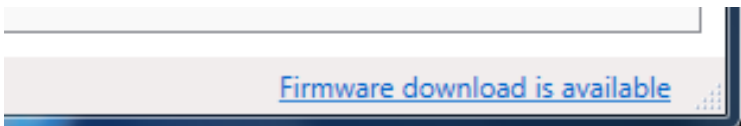
…. then a firmware download is initialized
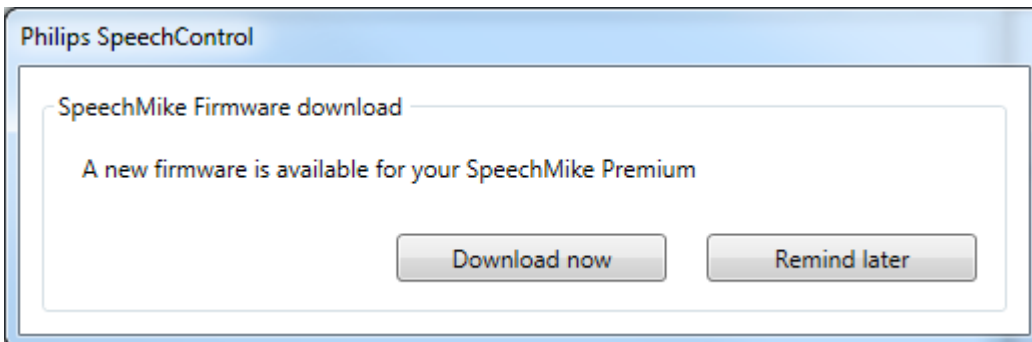
If the user clicks the 'Download now' button, firmware download is started.
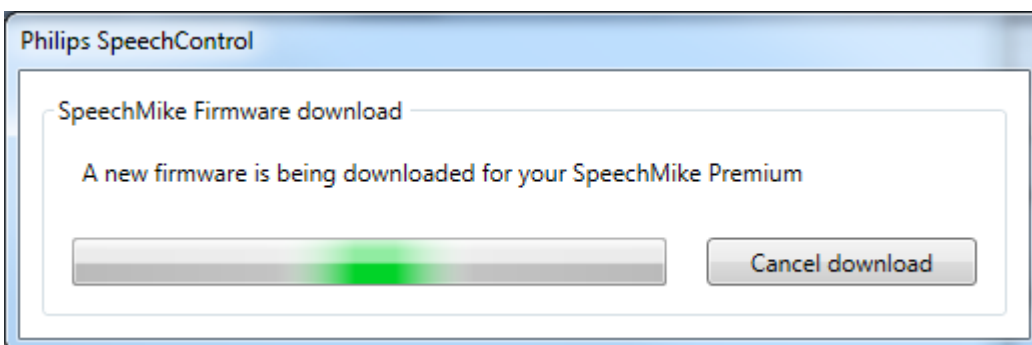
After the download is finished, the following dialog is displayed:
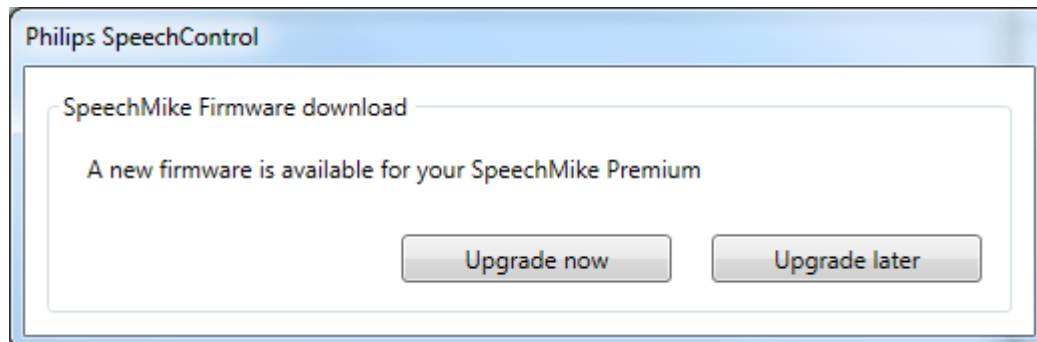
If the user clicks on the upgrade now button, then the firmware upgrade is started.

⊜ Notes:

- The SpeechMike has to be in STOP mode to automatically start the firmware upgrade process.
- For SpeechMike Air only manual Firmware upgrade is possible due to security reasons

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.
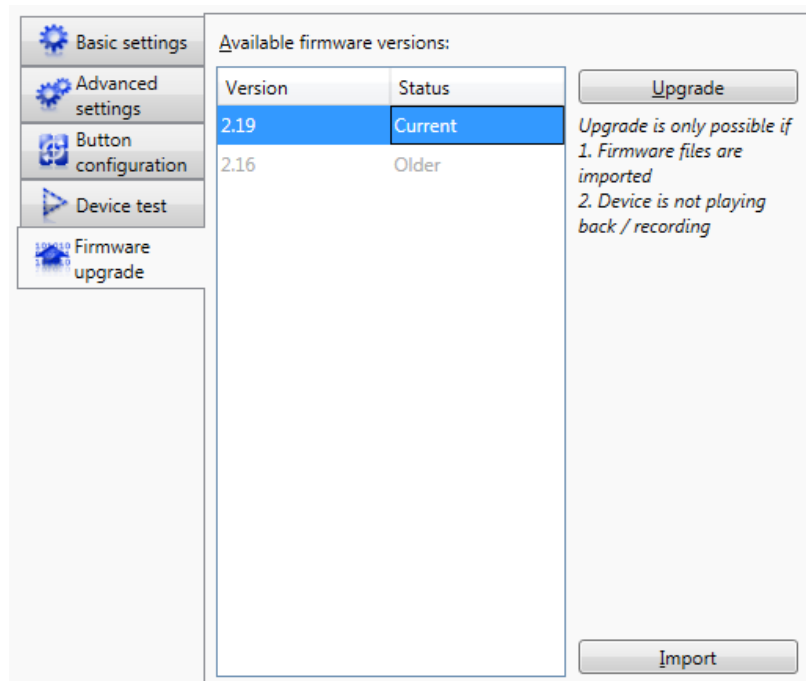
⊜ Notes:

- Firmware upgrade of SpeechMike3 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, during firmware upgrade both the SpeechMike Air and SpeechMike AirBridge have to be placed in the docking station, and the power supply and the USB cable have to be connected. 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.
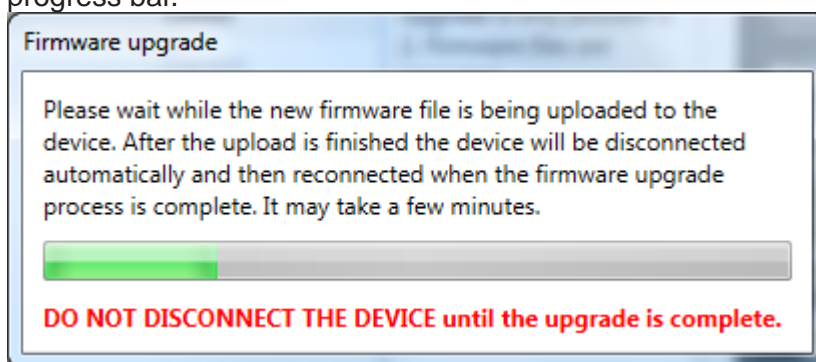
5. The device is ready to use again after the dialog is getting closed.

Back to

APPLICATION CONTROL

On the **Application control** tab page you are enabled 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.

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

- **Default - all other applications**
- **Notepad**
- **Powerpnt**

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] **Add**. For more information on newly added application profiles, see **Configuration of Newly Added Applications**.

Back to

Profiles

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

Profiles
Target application   (default - all other applications)
                      ikMap
                      MSACCESS
                      POWERPNT
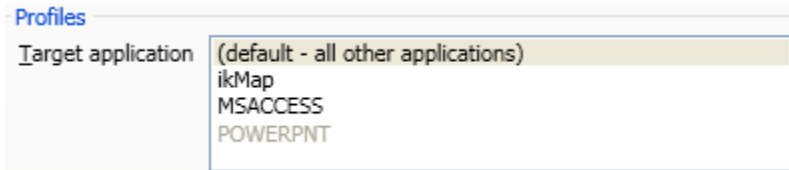
Default - all other applications

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. This profile is also set up to control Dragon NaturallySpeaking with SpeechMike devices.

By default the following settings are defined for SpeechMike2 Pro 5274, 5276, 5280, 5284, SpeechMike Air 3000 SpeechMike3 3300, 3200 and SpeehcMike Premium 3500, 3600 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 SpeechMike2 Classic 5260, 5270, 5262, 5272, 5282, 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 9500, 9600, 9520, 9620 (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

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	<B>	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	<B>	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.

Back to

Configuration of Newly Added Applications

To make configurations for a newly added application, operations for the buttons on the active device must be created. Operations can be created both for *button pressed* and button *released events* by clicking the **Browse** button.

Note: In case of SpeechMike Premium devices, operations can also be created for **motion control** events such as laying down and picking up the device.

Operation creation for a button has the following steps:

1. Click **Browse**. [...]
   The **Edit operation** dialog is displayed where you are enabled to configure a single command or a macro.
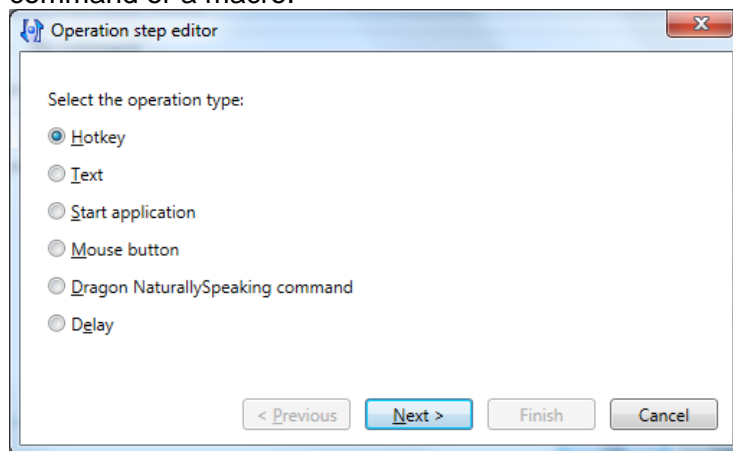
2. Enter the name of the operation.
   Note: This step is optional, however, recommended for easier identification.

   Click **Add**.
   The **Operation step editor** window is displayed.

3. Specify the **type of the operation**, click **Next** and make the required settings.
4. Click **Finish** to save the changes.
   The **Operation step editor** window is displayed again, where further operation types can be added or already existing ones can be edited or deleted.
   The order of the operation steps can be anytime changed with the **Up** and **Down** buttons.

5. Click **OK**.

6. Click the ⬇ **Apply** menu item to make the profile active or click the ⬇ **Test** menu item to just test the configuration.

Note: Profiles can be activated or deactivated by enabling or disabling the **Active profile** option. Inactive profiles are grayed out.

Note: The currently active configuration settings can be loaded anytime to the configuration editor by clicking ![icon]. These settings will overwrite any other settings made in the configuration editor.

Operation Types

The available types of operation are following:

Hotkey

Sends a specified hotkey with the optional modifier (Shift, Control, Alt) to the target application with one single button event to execute the needed actions (for example, to reach a menu item or change the screen resolution).

Text

Sends a specified text to the target application by pressing the selected button on the active device.

Start application

Starts the target application with one single button event after specifying the executable file of the application and its start mode, which can be one of the following:

- Normal: the application is started in normal window size.
- Minimized: the application is started as a taskbar button
- Maximized: the application is started in a maximized window.

Mouse button

Sends mouse button pressed events to the target application with just one mouse click.

Dragon NaturallySpeaking command

Executes the selected Dragon NaturallySpeaking command by clicking the specified button on the active device.
Here you are also enabled to specify your own commands by selecting **User command** and entering the command into the text field.

Note: Currently the commands can be executed only in the following languages: English, German and French. In order to apply user commands in other languages, make sure that the commands are written correctly in the target language.

Delay

Suspends the execution of a command for the specified time.
Note: The specified time must be between 10 and 30000 milliseconds.

Back to

Available Dragon Naturally Speaking 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.

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 speech control with 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	Diktiertextfeld anzeigen	ouvrir la boîte de dictée
transfer text	Übertragung	Transférer
capitalize that	schreib das groß	ceci en maj
compound that	Auswahl verbinden	*no command found*
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

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
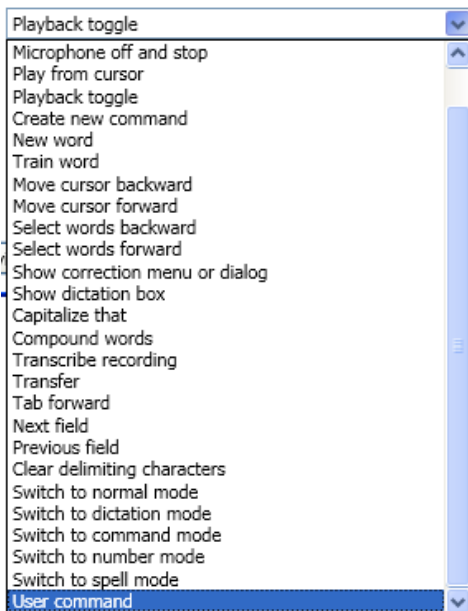
- Type in the command name as you have created it in **Dragon NaturallySpeaking** .
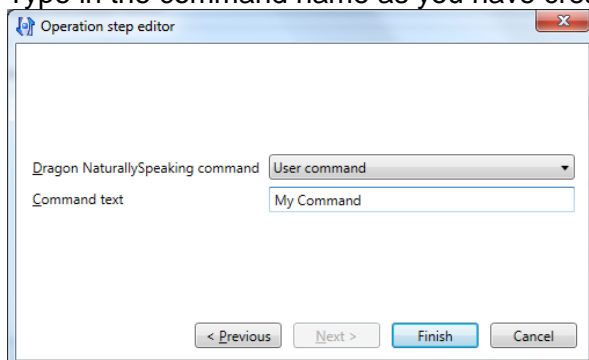
- Complete the steps as described above to apply a new command

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

Back to

SPEECH
PROCESSING
SOLUTIONS

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 command. Please try to use appropriate hotkeys as alternative instead.

English examples:

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

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
Markierung klein schreiben (Alternative)	*Hotkey*	*2x <Shift+F3>*

Muting options

The Speech Control application control includes 3 microphone mute options for recordings with speech recognition:
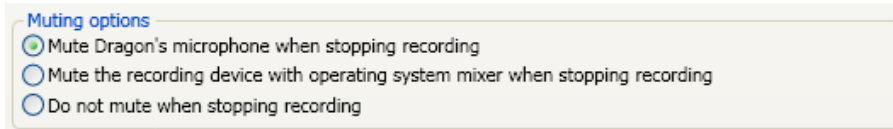
Mute Dragon's microphone when stopping recording

Dragon takes over microphone control.

Once recording is stopped users have to wait until the Dragon microphone becomes red (🟥) before they can continue recording.

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.

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.

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).

WORKING WITH DRAGON NATURALLY SPEAKING

Default configuration
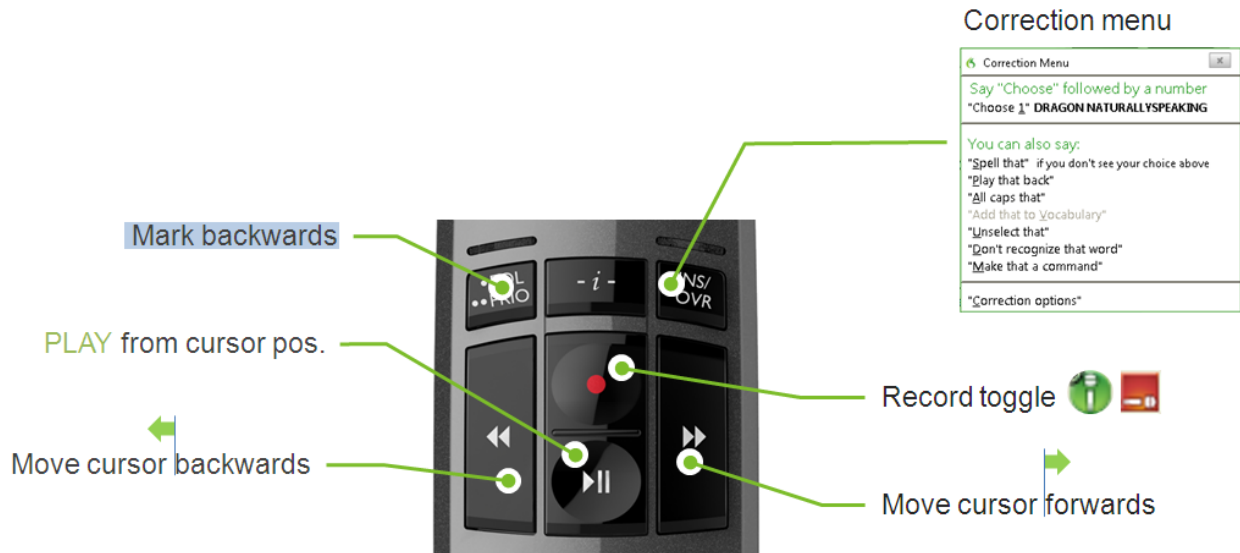
Start dictation

To start dictation put the cursor focus to the text editor and simply click on the "Record" button of your SpeechMike.

The record icon of Dragon NaturallySpeaking will switch to green 🧍 and the record LED of the SpeechMike will light up

📃 **Note:** The default record setting is "Record Toggle" mode.

Stop dictation

⚠ **IMORTANT:** If you have the *"Mute Dragon's microphone before stopping recording"* option (the topmost Dragon microphone mute setting) enabled wait until all text has been completely recognized and put to the text editor's window.
Otherwise Dragon NaturallySpeaking might drop the words, or commands which have not been recognized yet.

To stop dictation simply click on the "Record" button 🔴 of your SpeechMike (when using the default record mode).

📃 **Note:** If you have switched your SpeechMike to "push-to-talk" mode you need to wait until the text has been completely recognized before releasing the record button.

Moving the cursor

To move the cursor with in the document simply click on "Forward" ▶▶ to move the cursor forward or click "Backward" ◀◀ to move the cursor backwards.

Selecting words

To select words backwards (e.g. for correction) simply click on the "EOL" button ⬛EOL PRIO on your SpeechMike.

Correcting mistakes

To correct mistakes simply position the cursor with Forward or Backward at the end of the wrong word, select the wrong text with the EOL button of your SpeechMike and click on the INS/OVR button ⬛INS/OVR of the SpeechMike to display the correction menu.

🔥 Correction Menu   [×]

Say "Choose" followed by a number
"Choose 1" **DRAGON NATURALLYSPEAKING**

You can also say:
"Spell that" if you don't see your choice above
"Play that back"
"All caps that"
"Add that to Vocabulary"
"Unselect that"
"Don't recognize that word"
"Make that a command"

"Correction options"
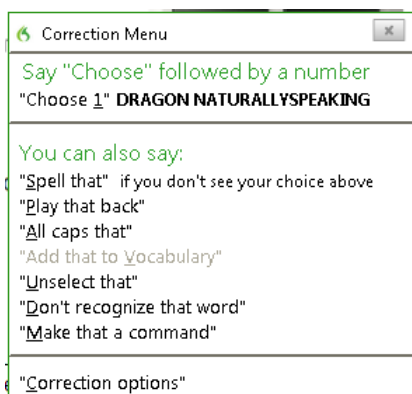
To select the correct phrase or text either speak the "*Choose#"* command or choose the appropriate line with SpeechMike mouse functions.

Playing back the recorded sound

To play back the recorded sound, move the cursor to the appropriate position and click on the play button ▶‖.

If you have problems listening to the recorded sounds please check the audio settings of your PC.

FAQ's

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.: 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: 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 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.

Q: Can I use SpeechControl on Linux operating systems?

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

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: 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.: 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: 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: Is SpeechControl automatically delivered with the HW?

A.: SpeechControl will be delivered with every SpeechMike

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

A.: The application provides an English user interface, whereas the online help is avaiable 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: Is it possible to configure the Digital Pocket Memo (DPM)?

A.: SpeechControl can configure Philips SpeechMikes and foot control only.

For DPMs use SpeechExec Dictate or the Philips Remote Device Manager

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 versions of Dragon does this work with?

A.: SpeechControl works with Dragon 10, 11 11.5, 12 and 12.5.

Q: Dragon Naturally Speaking (DNS) Preferred or Pro

A.: Any DNS edition that allows online recording.

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: What happens when you are in 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.

Q: Will SpeechControl work with DNS Recorder edition

A: This DNS version will not work since it does not support online speech recognition.

Q: Is there a minimum SpeechMike firmware version required for version 3.3?

A: No, any SpeechMike II, SpeechMike III, or SpeechMike Air and SpeechMike Premium will work.

Q: Does the order matter how 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

Back to Table of Contents

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 ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task pane.	CTRL+TAB or CTRL+SHIFT+TAB
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 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.	ALT+CTRL+- (dash key)
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	DOWN ARROW or UP ARROW

To Do	Press
options.	
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

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

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

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 *n*.	ALT+SHIFT+*n*
Insert a tab character.	CTRL+TAB

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

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

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+', '

To Do	Press
Double opening quotation marks	CTRL+`, SHIFT+'
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

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	SHIFT+F5

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

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

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

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

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	CTRL+SHIFT+F7

To Do	Press
source document.	
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

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

ACRONYMS AND ABBREVATIONS

DPM	**D**igital **P**ocket **M**emo
DSS	**D**igital **S**peech **S**tandard
PSP	**P**hilips **S**peech **P**rocessing
SDK	**S**oftware **D**evelopment **K**it
SM	**S**peech**M**ike
UI	**U**ser **I**nterface
USB	**U**niversal **S**erial **B**us

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