

## Professional

# SPEECH RECOGNITION TRAINING

For professional use, we recommend that users of IBM ViaVoice for Windows Release 10 (rev B), Pro USB Edition software receive approximately six to eight hours of professional training. This training can be provided directly to the end-user or in the case of a large organization, to support personnel. We also can “Train your Trainers” which may some take additional time.

While it is true that most people will be able to install and eventually learn basic dictation without help, **most Physicians, Attorneys and other professional users cannot afford to waste time.** With speech recognition there are some basic mistakes that can quickly ruin your recognition accuracy. Many of the advanced features are difficult if not impossible to master without help.

Crown International, an IBM Certified Solutions Expert can provide this professional training on-site throughout the United States and Canada. We also can provide Section 508 training for U.S. Government employees under the Department of Defence TRICARE (CAP) Program.

## A TYPICAL DAY OF TRAINING

- Installation of the ViaVoice software, Vocabularies, Topics and if needed the software to support the Olympus Digital Dictation Recorders.
- Configuration of the installed software.
- Troubleshooting any hardware problems.
- Working with the “User Wizard”.
  - Audio Setup.
  - Enrollment procedures.
- First Dictation and Correction.
  - Use of Standard Letter.
  - Your own dictation.
- How to use the ViaVoice Menu and Tools.
- How to use the What-Can-I-Say tool.
- How to Create and use Text Macros and Templates.
- How to analyze you documents and expand your vocabulary.
- How to manage your vocabulary.
- How to troubleshoot recognition problems.
- How to dictate to other Windows Programs.
  - How to “Dictate to Microsoft Word”.
  - How and when to use “Direct Dictation”.
  - How and When to use “Transfer”.
- How to use Advanced Features with MS Word.
- How to use the Text to Speech Tool.
- How to Command and Control your computer with your voice.
- How to use ViaVoice’s “Voice Mouse”.
- How to work with E-mail.
- How to “Surf the Internet” with your voice.
- How to work with Navigation Macros.
- How to work with an Olympus Digital Dictation Recorder.
- How to use “How to Master IBM ViaVoice 4th Edition”.



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800/715-4227 ♦ 9-5 CT

[www.crown1.com](http://www.crown1.com) ♦ [sales@crow1.com](mailto:sales@crow1.com)