

WELCOME TO THE **APRIL 2000** PERSONAL COMPUTER WORLD CD-ROM

# April COVER DISC

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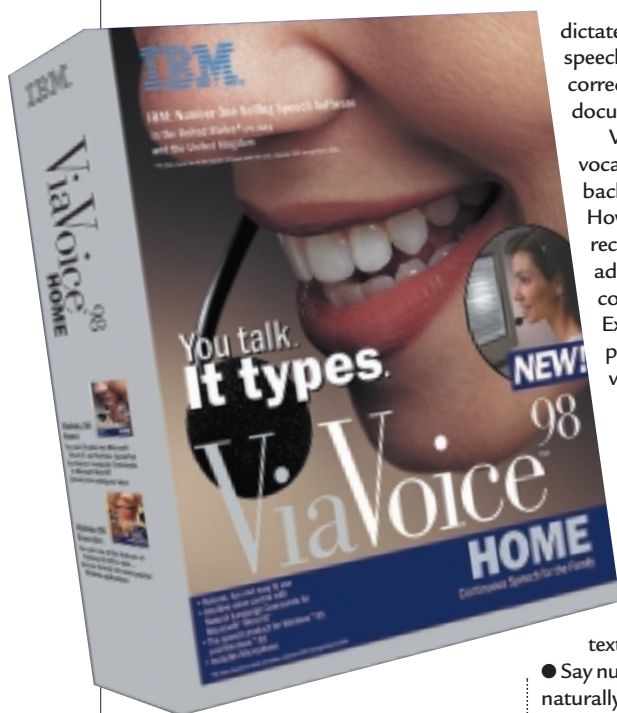
ENTERTAINMENT

INTERNET

This month we have the full version of IBM ViaVoice 98 Home, putting top-quality speech recognition on your desktop for free, plus MS Office 97 Visual Guide and more

## IBM ViaVoice 98 Home

**FULL VERSION**



For the first time on any magazine, we've got a full version of the world's best-known speech recognition software – IBM ViaVoice 98 Home – absolutely free and unrestricted on this month's cover CD. Plus, you can try out the latest version – IBM ViaVoice Millennium Standard Edition – for 30 days, and there's a special exclusive upgrade offer for *Personal Computer World* readers.

You talk, it types! The computer translates your words and phrases into actions that carry out commands or create text. IBM ViaVoice 98 Home could change the way you use your computer, by allowing you to dictate text and control your computer by voice. Imagine yourself sitting at your desk and you want to send a letter to a friend. Say 'Dictate to SpeakPad'. A word processor called SpeakPad opens, and you

dictate your letter using continuous speech. You can proof-read, make corrections, format text and print your document – all with your voice.

ViaVoice comes with a base vocabulary of 64,000 words and a backup dictionary of 260,000 words. However, if you want ViaVoice to recognise even more words, you can add up to 64,000 words through correction and the Vocabulary Expander tool – creating your personal vocabulary – and any Topic vocabularies available.

### Key features:

- Dictate directly into Microsoft Word 97 (not 2000), or into ViaVoice SpeakPad and transfer dictated text into your favourite Windows-based word processor or email application
- Correct, edit and format your text with ease, as you dictate
- Say numbers, dates, times and currencies naturally; they are formatted automatically for you as you speak
- Use dictation macros to insert standard paragraphs such as a letter 'sign-off block'
- Use everyday language to format documents, create tables and edit text in Microsoft Word 97, using Natural Language Commands
- Play back your dictation in your own voice to help you make corrections
- Have your text or email read back to you with ViaVoice Outloud text to speech.

According to IBM, you can dictate to ViaVoice at up to 140 words a minute, which is fast for dictation to shorthand, but relatively slow compared to normal speech (newsreaders speak at around 140-150 words a minute). However, with a recognition rate of approximately 90 per cent from the first time you use it, and this is a rate which improves with training, it is a

package to be reckoned with. When it was first released *PCW* gave it five stars and concluded, 'Well worth investing in'.

Since the CD offers a full previous version of IBM ViaVoice software, readers can reach the highest levels of productivity in speech recognition technology by upgrading to ViaVoice Pro Millennium Edition for a reduced price (see the offer box on page 13). In order to upgrade, the free version of ViaVoice 98 Home which is on this CD will need to be installed.

Alternatively, IBM ViaVoice Standard and IBM ViaVoice Web can be purchased from a number of leading specialist computer stores and the computer departments of many high-street stores as well as on the web.

You can install IBM Via Voice 98 Home direct from the *PCW* CD-ROM menu, but before taking the plunge it is worth stepping back for a moment and understanding some of the fundamentals of speech recognition software and the necessary hardware requirements. One of the basics is having a microphone! And for those of you without this essential piece of equipment, there is a special offer for *PCW* readers on page 18 – remember, desktop microphones were not designed to be used with speech recognition programs.

## DETAILS

**PLATFORM** Windows 95/98

**LIMITATIONS** Full version

**SYSTEM REQUIREMENTS** Pentium 166MHz (or equivalent), 256KB (or more) L2 Cache, 32MB RAM for Windows 95/98 (48MB if dictating into Word 97), 48MB RAM for Windows NT4 (64MB if dictating into Word 97), 180MB available hard-disk space, Windows-compatible 16bit sound card, double-speed CD-ROM drive

**SALES CONTACT** 01475 555 047

# IBM ViaVoice Millennium Standard Edition



IBM ViaVoice Standard is part of the next generation of IBM's award-winning and best-selling family of speech-recognition products. It is the fast and easy way to create letters, homework and emails on your PC. Relax and enjoy talking, not typing!

This software was covered in our voice-recognition feature in the January issue. It employs a comprehensive, wizard-led installation and enrolment routine, and obtaining good recognition scores hinges on optimising this audio input. The program emphasises correct microphone positioning and even provides video clips to help you.

Enrolment is a key element in the speech-recognition process, and ViaVoice offers a variety of enrolment sessions, some as long as 60 minutes. We chose a 15-minute lesson, containing 88 sentences, but this was completed in just 10 minutes, with a four-minute data analysis period. Additional training is recommended, however.

On top of all this, ViaVoice offers a document analysis facility for augmenting dictation vocabularies. It has an 'Analyse Document' option that searches documents for unknown words.

ViaVoice also supports multiple users

and these were all easy to set up. ViaVoice delivers recognition accuracies that would have been astonishing a mere 12 months ago. Reading out a weighty business report of 160 words would typically result in only four errors – 97 per cent accuracy.

Our test of 'Peter Piper picked a peck of pickled peppers', posed no significant problems for ViaVoice, although it had trouble with 'peck'. However, after training that word, it managed the tricky phrase.

It's important to correct mis-recognised words – if you don't, the package assumes it has got it right and will repeat the mistake. So, the ease with which corrections can be made is important. ViaVoice Millennium has a Correction window you can keep open.

The Pro version of ViaVoice supports command and control, which allows you to control the Windows desktop or any Windows application, by saying the menu names and menu choices. The software offers its own speech-enabled WordPad look-alike for simple dictation tasks, but it can also input dictation directly into a range of major Windows applications. All the major players are supported, such as Microsoft Office 97 & 2000, Corel WordPerfect 8/9 and Microsoft Outlook 97/98/2000.

Generally, if you say what's on a menu, then that task will be actioned – you can dictate and issue commands in the same breath. Simply parroting the menu structure can be a very stilted way of working, but ViaVoice employs natural language commands (Pro version only).

For example, to change the font size in Word, you would have to say 'Format, Font, Size' – with natural language, you highlight the word or letter and say 'make it larger' or 'increase the font size by one point.' All natural language commands are confined to Office 97/2000 products, however.

## Changes

What has changed between ViaVoice 98

## IMPORTANT

Both products require the use of approved microphone and sound cards (see headset offer on page 18). Desktop microphones were not designed to be used with speech-recognition programs and will result in poor accuracy levels. When sold, any IBM ViaVoice package consists of a software licensed program, a suitable microphone with built-in speaker, and telephone support free for 30 days.

## Home and ViaVoice Standard?

The primary objectives of the ViaVoice Millennium range were to make improvements in the areas of enrolment, accuracy and ease of use. With ViaVoice Standard, a new recognition wizard and a personal assistant – Woody – offer you advice if you need it. Just 'voice type' into SpeakPad, ViaVoice's own fully-featured word processor, to create text for most Windows applications.

With ViaVoice Standard you can:

- Create documents quickly just by talking and without having to worry about spelling. Try saying words that are often spelt incorrectly, such as: consensus, possession and necessary. The software will also differentiate between words that sound the same but are spelt differently. Try these sentences: Please write to Mr Wright right now; I wonder whether the weather will improve tomorrow
- Format text as you dictate, with simple commands such as 'bold on';
- Save time by using short-spoken commands (dictation macros) to insert text, such as letter endings, that you use regularly;
- Make corrections quickly and easily with your voice or your keyboard, with help from the recording of your own dictation;
- Have documents read aloud to you.

## Better accuracy

ViaVoice Standard is now more accurate, thanks to its 100,000-word vocabulary (so it already knows about Cybercafe, Tony Blair and Kevin Keegan!) and the program improves every time you use it. ViaVoice can quickly find the words you use from your existing documents to help personalise your vocabulary quickly and easily.

## SPECIAL PCW OFFER

### Upgrading to ViaVoice Pro Millennium

PCW readers can upgrade from ViaVoice 98 Home to ViaVoice Pro Millennium Edition for the special price of only £58.74 (£49.99 ex VAT) instead of the usual price of £70.49 (£59.99 ex VAT). To take advantage of this offer, readers should phone 08705 810 333 and quote part number BS12222. Please note: ViaVoice 98 Home needs to be installed on your system before installing the upgrade.

### For normal product purchase... offer prices are:

IBM ViaVoice Standard:	£35.24 (inc VAT),	normally £39.99 (inc VAT)
IBM ViaVoice Web:	£50.51 (inc VAT)	normally £59.99 (inc VAT)
IBM ViaVoice Pro:	£97.51 (inc VAT)	normally £119 (inc VAT)

The telephone number to use to get these offers is: 08705 801333.

## DETAILS

**PLATFORM** Windows 95/98/NT4 or greater, Pentium II 233MHz, 48MB RAM (other specs as home version)

**LIMITATIONS** 30-day trial

**SALES CONTACT** 01475 555 047

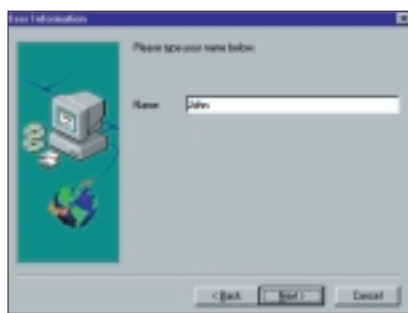


# ViaVoice 98 Workshop – Getting Started

To help you get started, we've included a short tutorial that takes you through the first crucial steps of installing, configuring, enrolling and training your software so that it recognises your voice. It's worth taking the time and getting this bit right, as it will directly affect the accuracy with which you can dictate to your computer.

## 1 Installing the software

Click the icon on the PCW menu to start the installation, then follow the on-screen instructions. You will be asked to enter your name – this name is the user that ViaVoice recognises whenever you dictate text and speak commands. As you train, add, correct, format or delete words, or when you enroll, ViaVoice changes the personal speech files for this user. The result is improved speech recognition.



If you want additional users, you can add them later by going to the Start Menu and choosing Programs, IBM ViaVoice – UK English, Tools, ViaVoice Options, User.

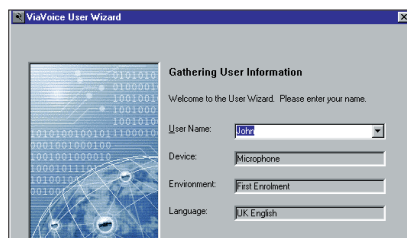
You can select Microsoft Word 97 Dictation Support if you use Office 97 (the program doesn't support typing directly into Office 2000, although you will still be able to use ViaVoice through its own SpeakPad program).

If Adobe Acrobat Reader is not already installed on your computer, ViaVoice automatically starts the Adobe Acrobat Reader installation program. This program enables you to view and print the ViaVoice Command Reference and user manual.

## 2 Starting ViaVoice for the first time

The first time you run the program, the User Wizard takes you through the tasks you must carry out to set up your audio system and prepare ViaVoice to understand your voice. The first time you or a new user starts the VoiceCentre, the VoiceCentre does not appear immediately. Instead, the User Wizard runs, and the ViaVoice User Wizard dialog appears.

The User Wizard runs the ViaVoice Quick Tour. Then Audio Setup helps you set up your speakers and microphone, and



shows you how to wear the microphone headset and position the microphone. Then, Quick Training introduces your voice to ViaVoice.

## 3 Audio setup

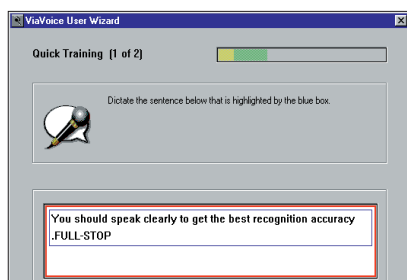
You must wear a microphone headset and position your microphone correctly to get the best performance from ViaVoice. The microphone (with its foam sheath) should be within a thumb's width of the corner of your mouth. The side of the microphone should face your mouth.

### DO NOT

- Remove the foam pad from the microphone – it acts as a windscreen;
- Position the microphone in front of your mouth, where it will pick up breathing noises and attempt to interpret them as words.
- Let the microphone touch your face or facial hair;
- Change the way you position the microphone each time you use ViaVoice (for example, positioning it farther or closer).

## 4 Quick training

The User Wizard runs Quick Training immediately after Audio Setup. Quick

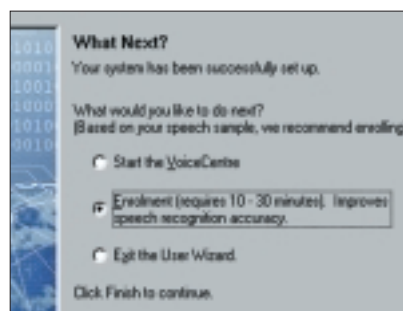


Training lets you dictate a few sentences to introduce your voice to ViaVoice. Be sure to wait until you see the blue highlight box around a sentence before you read it.

When you finish Quick Training, choose what you want to do next:

- **Start VoiceCentre.** If you select this, you can dictate immediately. However, your recognition accuracy might not be optimal. To improve accuracy, select Enrolment.
- **Enrolment.** This is the recommended

option when you have started ViaVoice for the first time. The initial enrolment of 100 sentences requires only 10 to 30 minutes. Full enrolment requires from 40-60 minutes and greatly increases recognition accuracy.



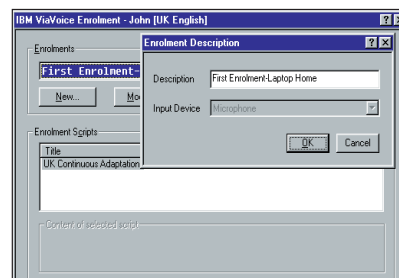
● **Exit the User Wizard.** If you exit now, you can start the VoiceCentre any time by selecting Start, Programs, IBM ViaVoice – UK English, VoiceCentre.

● The first time you start a function in ViaVoice, you will see a Welcome screen containing either categories of information you can branch to or a multimedia tour. Simply go to the information you want, or view the tour to learn more about the feature that you are about to use. To view any of the tours again at a later date, select Start, Programs, IBM ViaVoice – UK English, Help, Multimedia Tours.

## 5 Creating an enrolment

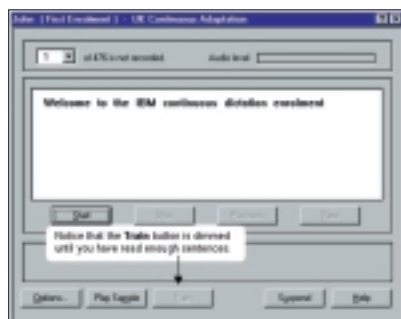
If your computer desktop has a screen saver, turn it off before continuing with enrolment. At this point of the installation, ViaVoice has already created an enrolment for you called First Enrolment.

If you want a more descriptive name for the enrolment (for example, to describe a laptop you use at home) click Modify and type your own description.



## 6 Select the correct language

Click UK Continuous Adaptation in the Title area. Click Start and OK in the pop-up that tells you the minimum number of sentences you have to record so that ViaVoice can process (train) your enrolment. The minimum number for UK English is 100 sentences.



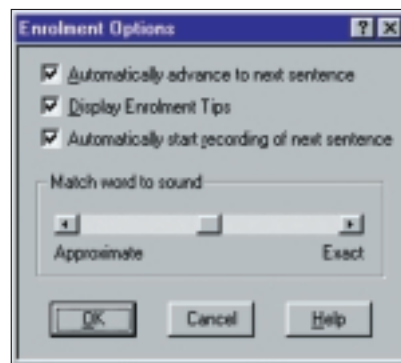
Click Start, wait until you see a blue highlight box around the sentence, and then say the words in a normal speaking voice. Say exactly what you see in the box, including any punctuation marks.

After you record a sentence, ViaVoice will automatically move to the next sentence.

If a sentence turns red after you say it, the sentence was not recorded, and it will not be counted in the total number of recorded sentences. A window pops up to give you tips on how to correct the problem.

When a sentence turns red, read the Enrolment Tips, then choose one of the following options:

- Click Playback to listen to your dictation and determine whether you spoke the sentence clearly (and to confirm that the microphone is receiving your words);
- Click Start to record the sentence again;
- Click Options to adjust the way ViaVoice matches your word to the sound it expects.



For example, move the slider to Approximate if you speak with a regional accent or foreign accent.

## 7 Training ViaVoice to recognise you

When you have completed recording all 100 sentences, the Ready to Train window is displayed.

Clicking Train Now will allow ViaVoice to 'train' itself to recognise your personal speaking style.

After selecting Train Now, minimise the use of your computer and do not turn it

off until ViaVoice has finished training your enrolment.

Rather than selecting Train Now, you may select:

- **Continue Script**, to continue recording the script. You can select Train (in Step 3 above) anytime you want to stop recording and train the enrolment. The Train button in the Enrolment window is enabled after you have completed recording the initial set of enrolment sentences.

Should you continue enrolment, you can select Suspend and Exit at any time.

ViaVoice keeps track of where you stopped recording and will keep all the sentences that you have successfully recorded.

- **Exit** to leave enrolment – you can resume enrolment at another time and then train the sentences you have already recorded.

## 8 Introducing VoiceCentre

VoiceCentre is the control centre of ViaVoice. From VoiceCentre, you can get to anywhere you want to go with a click of your mouse or the sound of your voice.

If, during installation, you chose to place VoiceCentre in your Windows StartUp folder, VoiceCentre starts when you start your computer. Otherwise, you can get into the VoiceCentre by choosing Start, Programs, IBM ViaVoice – UK English, VoiceCentre.

At the top of your screen, the buttons (from left to right) are: ViaVoice button; microphone on/off; sound-level meter; status message area; help button; and user.

### Creating enrolments for multiple recording environments

Every enrolment you create is a unique recording of your voice within a particular acoustic environment using a particular kind of microphone. If you plan to use ViaVoice in different locations or with different recording devices, you will want to create an enrolment for each location and recording device. Consider the following examples.

- **Different noise levels.** If you plan to dictate at home, in the office and on the train using a laptop, create three enrolments – one in each situation, to reflect the ambient noise in each location.
- **Transcription device.** If you intend to use a transcription device to dictate while at conferences or on business trips, create an enrolment using that transcription device.
- **Different microphones.** If you use more than one microphone, create a separate enrolment for each microphone to ensure consistent audio quality

### Recording a full enrolment

Full enrolment provides the best recognition accuracy. It takes approximately 40 to 60 minutes to record the sentences. As with the initial enrolment, you can exit at any point and continue enrolment another time.

### Resuming enrolment

To resume enrolment where you left off:

- a. Click Start, Programs, IBM ViaVoice – UK English, Tools, Enrolment.
- b. Select the enrolment that you want to resume.
- c. Click Start.

Click the ViaVoice button to access the ViaVoice menu (or just say 'ViaVoice Menu'). This button gives you access to most of ViaVoice's features and tools.

For example, to create a document with your voice, select a dictation application from the Dictate To menu (SpeakPad or Word 97). Or, say 'Dictate to SpeakPad' or say 'Dictate to Word' (if Word 97 is on your computer).

9 When you dictate, ViaVoice translates your words into text. You can use your voice to compose, format, correct and edit your document.

To correct your dictated text with your voice, select Show Correction Window from the ViaVoice menu. Or, say 'Show Correction window'.

To proofread your text, select Begin Reading from the ViaVoice menu and listen to a computer-generated voice read aloud your document. Or, simply say 'Begin Reading'.

To set up your microphone or audio input device to work with ViaVoice, select Audio Setup from the ViaVoice menu. Or, say 'Set up my microphone'. A list of ViaVoice-compliant microphones is available online at: [www.ibm.com/viavoice](http://www.ibm.com/viavoice).

### IMPORTANT NOTE:

To maintain the accuracy of ViaVoice, it will be necessary to run the Audio Setup whenever:

- The acoustics of your current environment have changed;
- Your microphone has changed;
- You have switched to another computer.

To find out more about what ViaVoice 98 can do for you, check out the multimedia tutorials that are included on the CD.



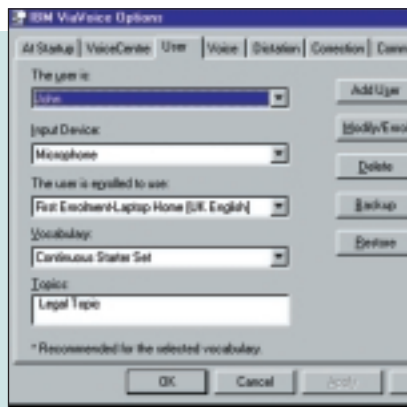
## Safeguarding your enrolments and other personal speech data

After each enrolment session and at regular intervals, make a backup of your personal speech files to secure your data and protect the time invested in creating it.

You might need this backed up data in the future when:

- You want to place your personal speech files on another computer
- You need to restore your data because of a computer failure or human error.

A Backup button is available on the User tab in the ViaVoice Options folder.



You can make a back-up of your personal speech files at any time.

## Headset offer

To get the most from ViaVoice you will need to use a good quality microphone headset. So, we're offering PCW readers the chance to buy Labtec's C-315 Boom Microphone headset (normal price £16.99 plus VAT) for just £9.99 plus VAT.

**Just phone 08705 801 333 and quote Part Number: E060063 (or [www.technomatic.co.uk](http://www.technomatic.co.uk) and product-search "Labtec")**

**Technomatic**

# Microsoft Office 97 Visual Guide to Outlook

Even when you've been using, for example, Word or Excel for years, you are probably only using (and familiar with) a small part of the software's powerful features. But, if you were made aware of some of the less-obvious – yet useful and interesting – features, you might be inspired to more



input a 'shareware key'. This is: VG-pcw (type it exactly as we've printed it here). Then you can click the Run

Shareware button to start exploring the Outlook Visual Guide, fully enabled. Although the program is pretty intuitive, there is online context-sensitive help if you should need it.

## DETAILS

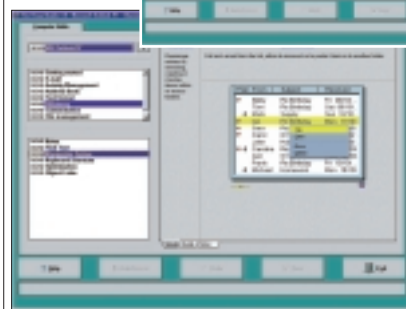
**PLATFORM** Windows 95/98/NT

**LIMITATIONS** Full version of The Visual Guide to Microsoft Outlook, when you register

**SALES CONTACT** 0208 451 5253

**TECHNICAL SUPPORT**

[support@visualguide.com](mailto:support@visualguide.com)



fully exploit the software's potential.

That's what this series of programs from Citron Systems is designed to do. We've included the shareware version of Visual Guide to Outlook 97 on this month's CD. By means of simple animated images and text prompts, you can explore some of the powerful capabilities of Access that you probably weren't already aware of.

You can install Outlook 97 Visual Guide directly from the PCW/CD menu. The first time you run the software you will need to

## Special offers for PCW readers

### Full version – Free licence

To enable your Microsoft Outlook Visual Guide as a fully-licensed version (worth £12.50) simply press the Order button on the software, and this will take you to the Citron Systems website. Once there, fill in the (few) requested details. A licence key will then be emailed to you free of charge, provided your

application is received before 1 April 2000.

### Buy one, get one free

The Visual Guide for the whole of Office (Word, Excel, PowerPoint and Outlook) costs just £31.24 (no VAT applies) for purchases over the Internet. As a special offer to our readers, Citron Systems will provide a licence for two users for the price of one, ideal for

you and your partner, colleague or friend. To claim, simply press the Order button on the software, which will take you to the company's website and fill in the details. On completing your purchase and applying the special key that will be emailed to you, press Order again and apply for your free extension. This offer is valid for extension applications received before 1 May 2000.

## Gabriel Knight 3



Media kudos, industry awards and a rabid fan base have followed the Gabriel Knight series since its debut in 1994.

Get ready for more of the same – based on a real-life mystery, the most story-intensive

and technologically advanced installment to date is on the way! Join Gabriel Knight and a cast of new and familiar faces on a real-time 3D excursion through a rural European

region brimming with intrigue and ancient mysteries.

Explore the beautifully rendered 3D world of Rennes-le-Chateau,

unlock intricate puzzles and interact with an eclectic cast of characters as Grace



Nakimura, Gabe's witty and cerebral associate. The demo version of Gabriel Knight 3 includes a small portion of the events of Day 2 and the Gabriel Knight 3 graphic novel (requires Adobe Acrobat).

### DETAILS

**PLATFORM** Windows 95/98

**LIMITATIONS** Level-limited demo version

**SYSTEM REQUIREMENTS** Windows 95, Windows 98, Pentium 233+, 32MB RAM, SVGA, high colour (16bit), 4x CD-ROM drive, Windows-compatible sound card, DirectX6.1

**TECHNICAL SUPPORT**

[www.sierra.com/support](http://www.sierra.com/support)

## Paint Shop Pro 6

Specifically designed to meet the needs of both web designers and advanced consumers, Jasc's award-winning Paint Shop Pro continues to provide advanced functionality at a low price. And the latest release – Paint Shop Pro 6 – features a new version of Jasc's popular animation program, Animation Shop 2.

Now Paint Shop Pro gives you more flexibility and editing power than ever before. Paint Shop Pro 6 includes many new powerful design and editing tools for creating websites and enhancing digital images. Key features include:

● Vector drawing tools

- Text on a path
- Fully editable
- Multi-colour Gradient tool
- Digital watermarking for embedding copyright information
- Direct support for over 120 digital cameras
- Enhanced browser for more powerful image management
- Interface enhancements, including roll-up palettes and recent-colours picker
- Enhanced integration between Paint Shop Pro 6 and Animation Shop 2, for better functionality
- Adjustment layers, which allow users to apply colour corrections to multiple layers

- Print Multiple Images function for printing several images on a page
- Improved Layer and ToolOptions palettes for added flexibility and control
- An OLE Screen Capture for grabbing screenshots
- New special effects, including Bevel, Weave, Blinds and more.

### DETAILS

**PLATFORM** Windows 95/98/NT4

**LIMITATIONS** 30-day licence

**SALES CONTACT** 01295 258 335

## Technical information to help you use the CD

### ✓ How to use the CD-ROM

Put the disc into your CD drive:  
If you've got **Windows 9x** the PCW interactive loader will appear on your screen. If your CD doesn't autoload, go to Start/Run and type in <CD Drive>:\pcw.exe

**Windows 3.1** From Windows Program Manager, choose File/Run, then type in <CD Drive>:\pcw.exe and press enter.

### ✓ Faulty discs

If you have a faulty disc please return it with your name and address, clearly marked 'PCW CD APRIL 2000' to:

**TIB plc**

**HelpLine Returns**

**Unit 5 Triangle Business Park**

### Pentrebach

**Merthyr Tydfil**

**Mid Glamorgan CF48 4YB**

quoting ref 'PCW Vol 23 No 4'.

A replacement disc will be sent to you.

NOTE: *These cannot be supplied direct from VNU.*

### ✓ Technical support

If you have technical problems with individual products, please check in the magazine or on the CD for the manufacturer's support contact details. For general problems with the CD, the Technical Helpline is open weekdays from 10:30am to 12:30pm and 1.30pm to 4:30pm on **01685 354726**.

A live technical info page is also available through CDOnline direct from the CD.

### ✓ Getting software on to the CD

*Personal Computer World* is keen to promote quality software and would like to hear from you if you are interested in having your product included on a future cover disc. For cover-mount enquiries please telephone **Jonathan Hardy** on 020 7316 9851 or email [jonathan\\_hardy@vnu.co.uk](mailto:jonathan_hardy@vnu.co.uk)

### IMPORTANT NOTICE

The publisher, VNU, has checked the PCW CD-ROM for known viruses at all stages of production, but cannot accept liability for damage caused either to your data or your computer system, which may occur while using either the disc or any software contained on it. If you do not agree with these conditions, you should not use the disc.