## DITO Quick Start Guide

DITO is a speech recognition program. It extends the functionality of Windows Speech Recognition, making it easier and more intuitive to use.

Why Use DITO?

DITO is an ideal tool for people to be quick, accurate, and efficient when using the computer. Anyone, with or without disabilities, can benefit.

DITO enables individuals to control and navigate their PC with ease using Speech Recognition. Daily computer use becomes quicker and easier. Tasks like dictating letters and emails, browsing the web and using Microsoft Office can be done with voice alone.

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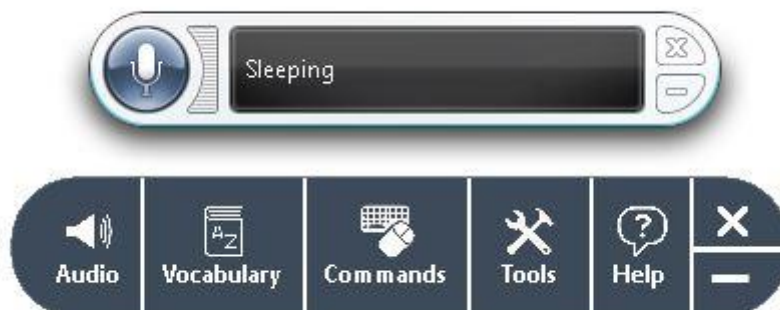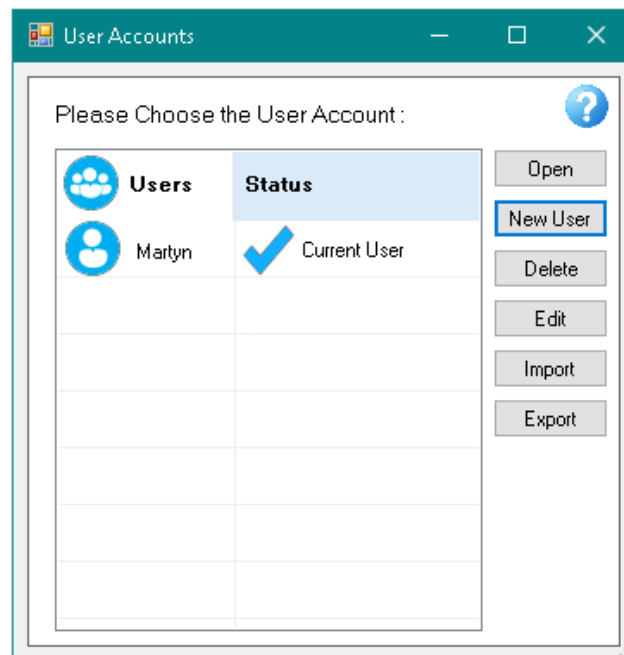
DITO Interface

Set up Profile

Set up a user profile and voice profile so you can start dictating.

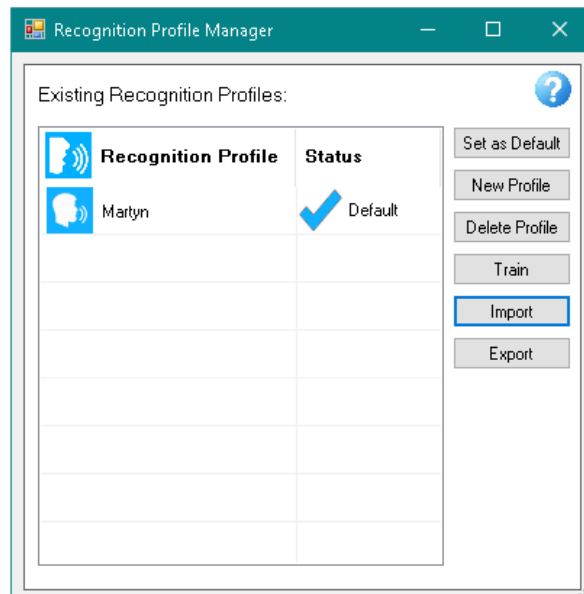When you first start DITO you will be prompted to create a user account.

Within a user account you can have a number of voice profiles
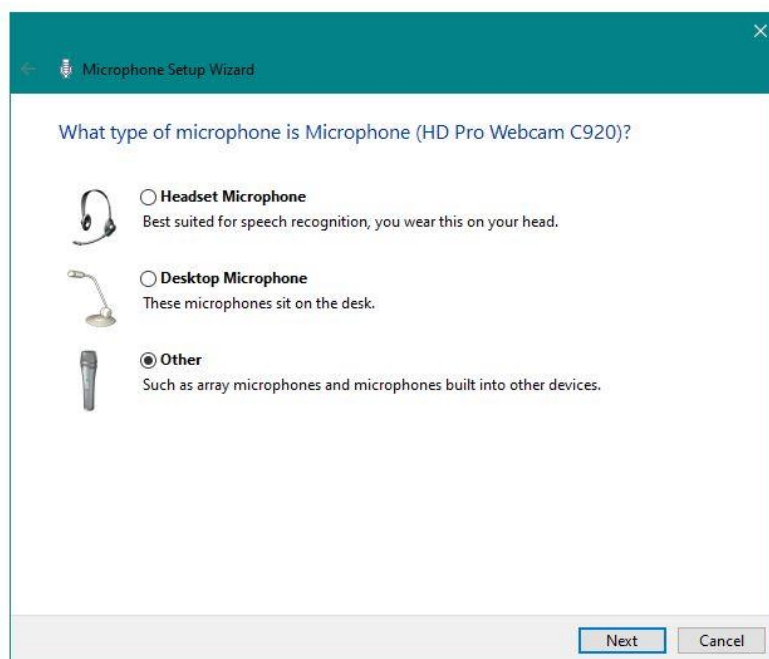

Creating a User Account

Next you will be asked to create a user profile.
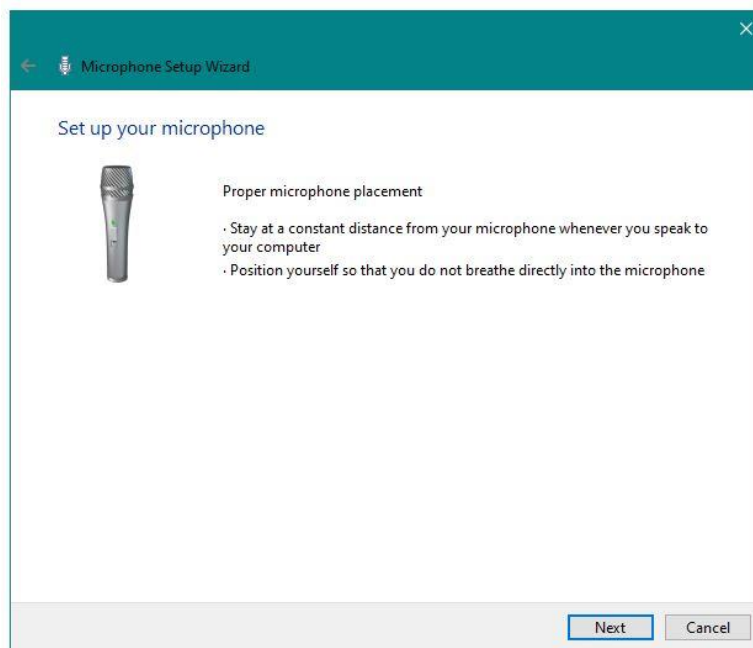
You will use this user profile to dictate.

Create a User Profile

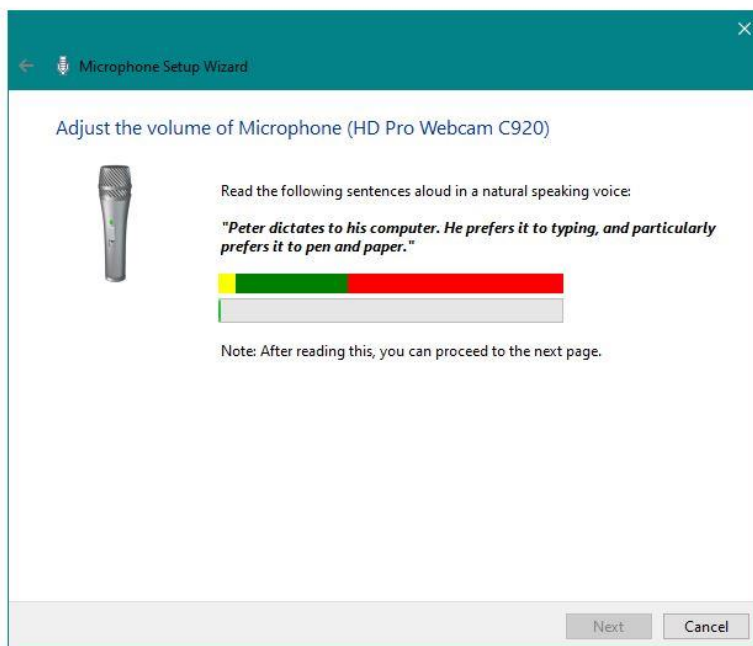You will be asked what type of microphone headset you have plugged in to the PC.

Microphone Selection

Select the microphone and then configure it by dictating the words on the screen
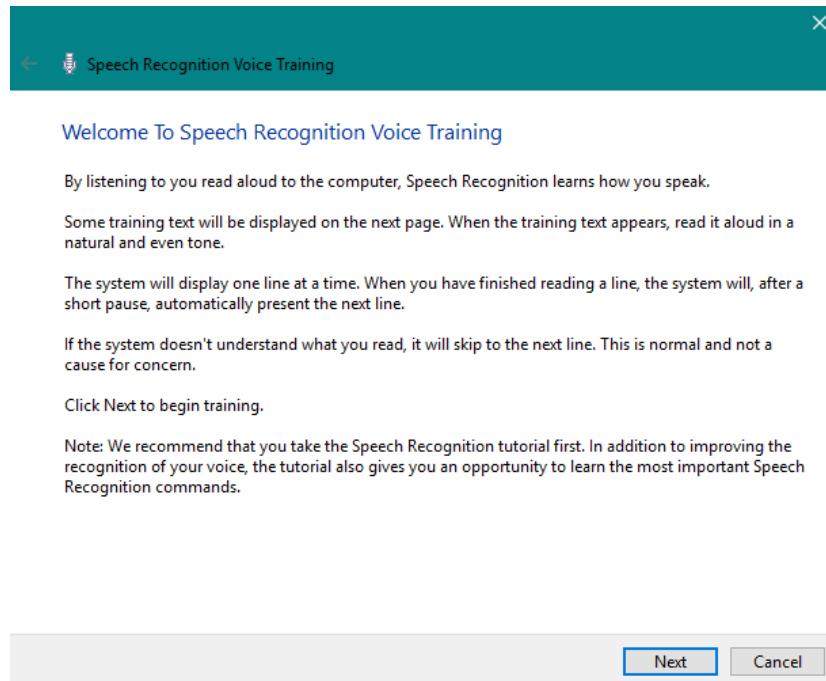

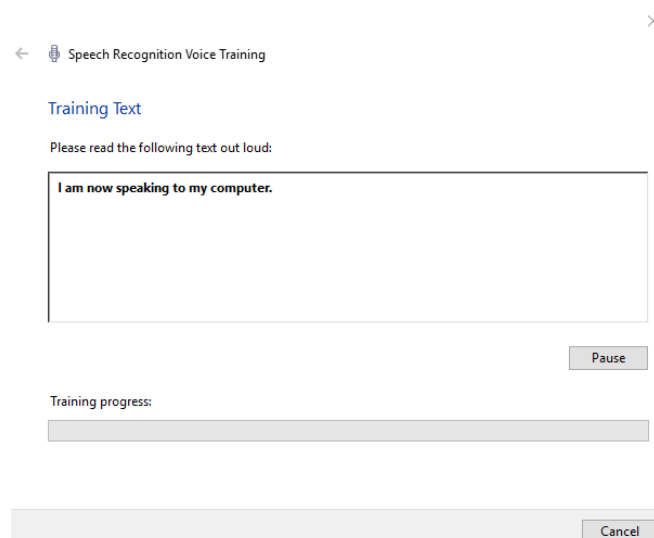*Microphone Placement*

Configure Microphone

Once this is done click 'Next' and you will be asked to train your voice profile.
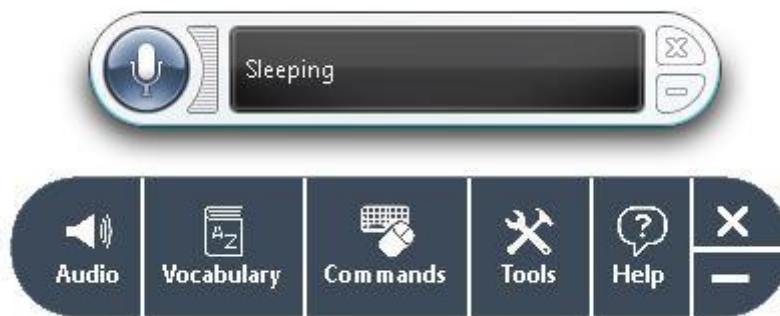

Voice Training

Click 'Next' and then read aloud the slides that appear on the screen. They will automatically advance when you have read them aloud.

Training Process

When you have completed this process your voice profile will be configured and DITO will start ready for you dictate.

DITO Interface

Dictating

Start dictating into your chosen application or text field

Now you are all connected just open up your document or text field you want to dictate into.

Turn on the microphone by saying the command 'start listening' or press the microphone button in the speech recognition interface.
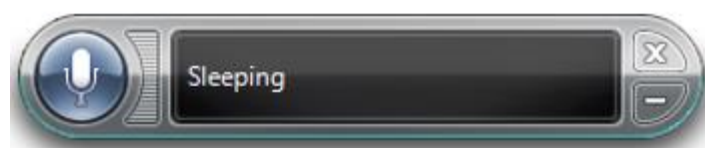
Microphone button

Start dictating and your words will appear on screen.

Dictating with DITO

Turn off the microphone by saying the command 'stop listening' or press the microphone button again

Correcting Errors
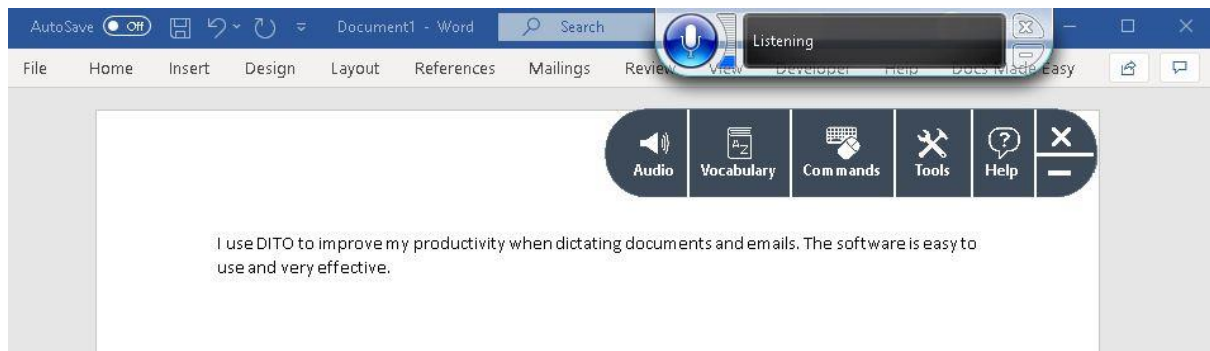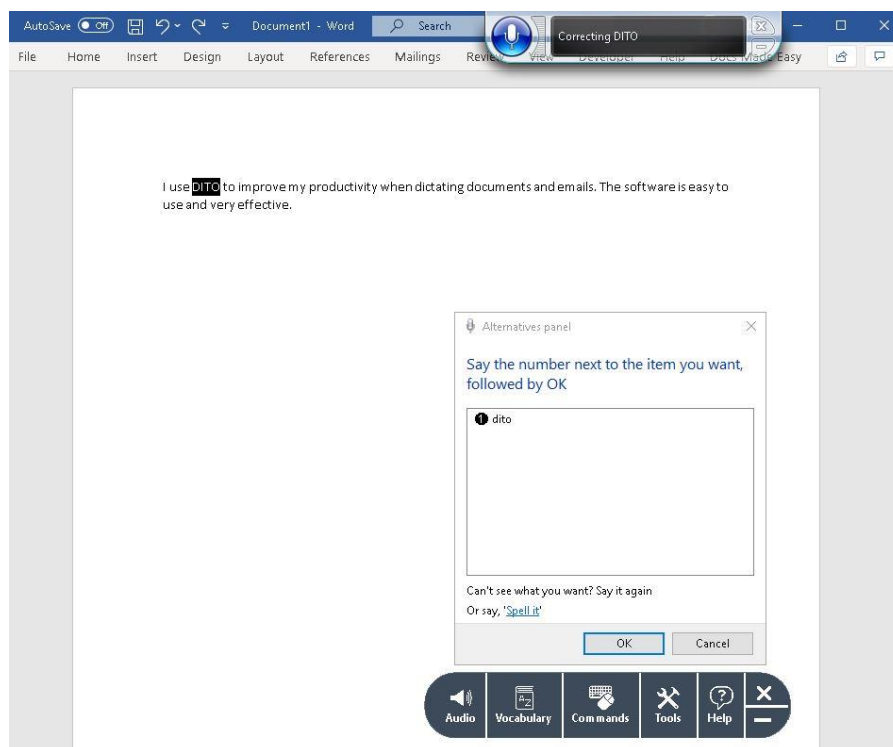
You can correct any errors DITO makes so they won't occur again.

Correcting any errors is easy with DITO. Just turn on the microphone and say the command 'correct' along with the mis - recognised word or words.

Correcting Mistakes

A correction box will appear with possible alternatives to choose. If your desired word is there, say the number followed by 'OK'.

If the word you want is not in the list then just say it again or spell it out letter by letter.

Once you correct words this way your voice profile learns and accuracy will increase.

Navigation

You can navigate your document, program and operating system via voice with DITO.

To navigate to an area on the page just say what you see.

For example if you want to navigate to the 'File' section in Microsoft Word just say 'File' and you will be taken there.

Continue saying what you to see to navigate to your desired area.

Another way of navigating is to use the 'Show Numbers' Command.

When you say 'Show Numbers' all the elements on the page will be numbered.

Say your desired number followed by 'OK' to navigate there.
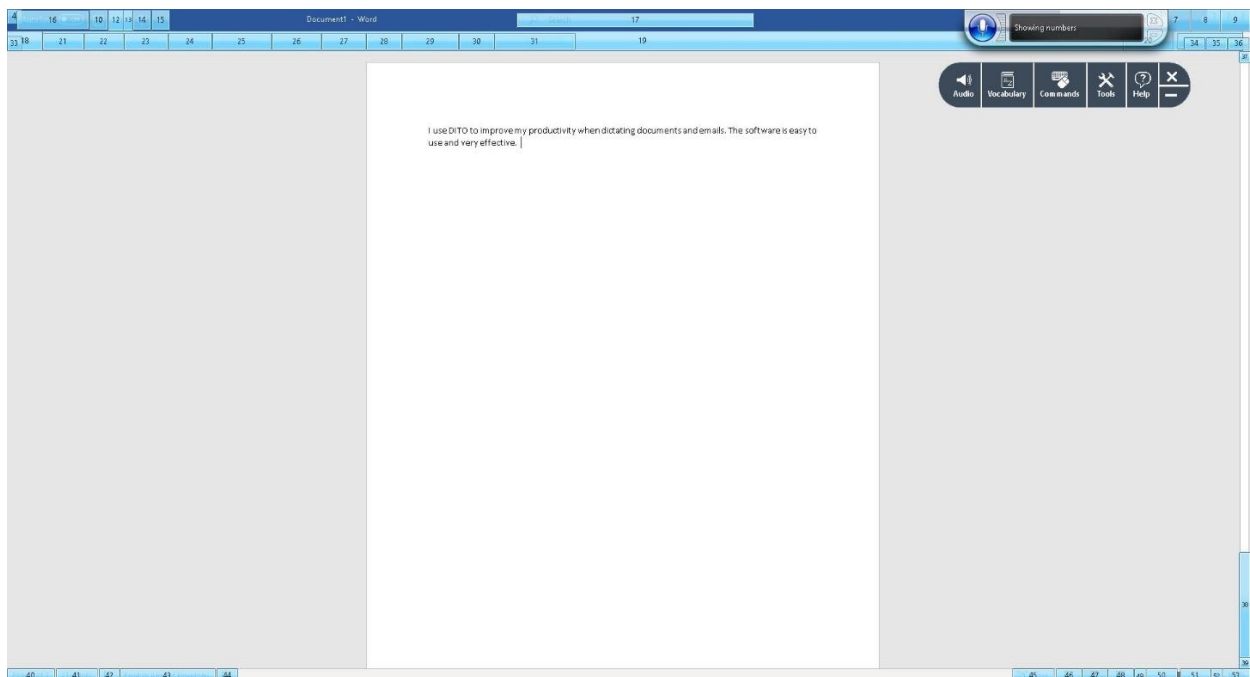
Using Show Numbers

Adding New Words

You can add as many new words and phrases to the vocabulary as you want to.

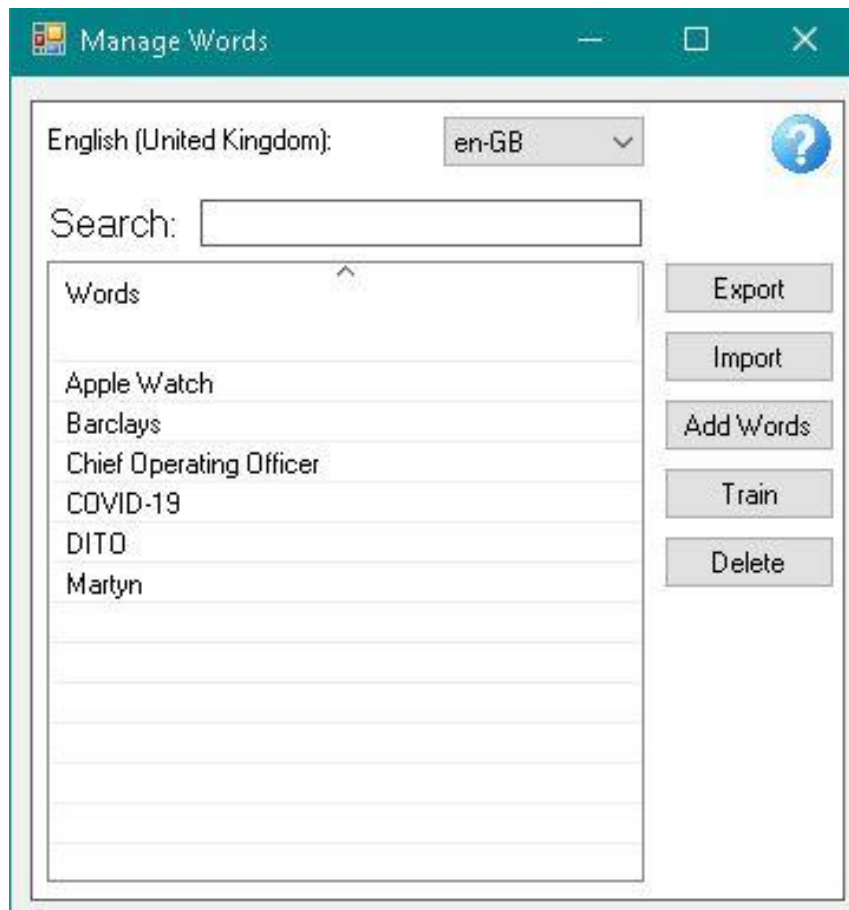To add new words click on 'Vocabulary' on the DITO toolbar and then 'Add New Words'.
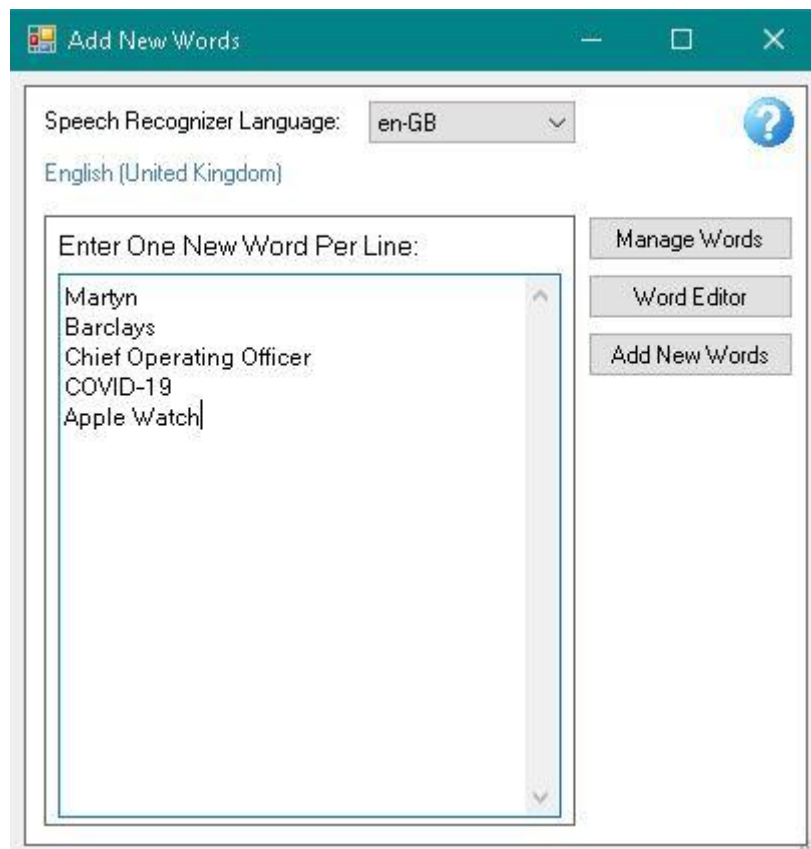
Add New Words

Type in your new words and phrases and then press 'Add New Words'

Your new words and phrases will be added to the vocabulary.

If you want to edit any words or record a pronunciation for better accuracy click on 'Manage Words'.
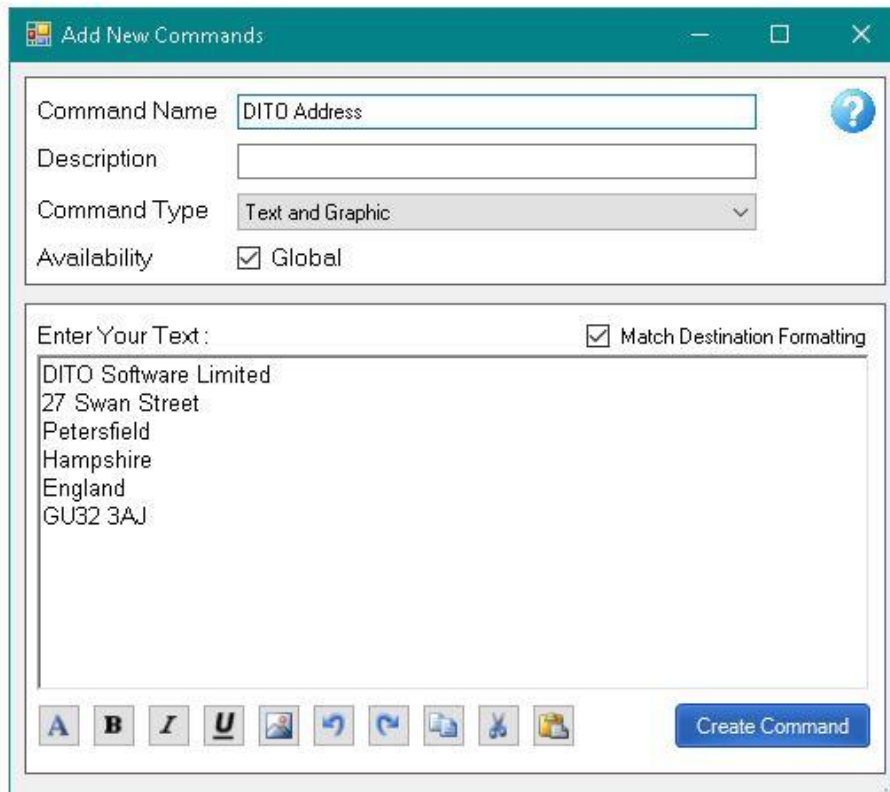
Manage Words

To train a word or phrase click on it and press 'Train'.

Adding New Commands

You can easily add commands to DITO to quickly bring up commonly used phrases or to perform common tasks on the computer.

To add a new command, click on 'Commands' on the DITO toolbar and then 'Add New Commands'.

Adding a new Text and Graphic Command

The above example is adding a command to input your address quickly into a document or text field.

Type in your command name (what you will say to bring up the text).
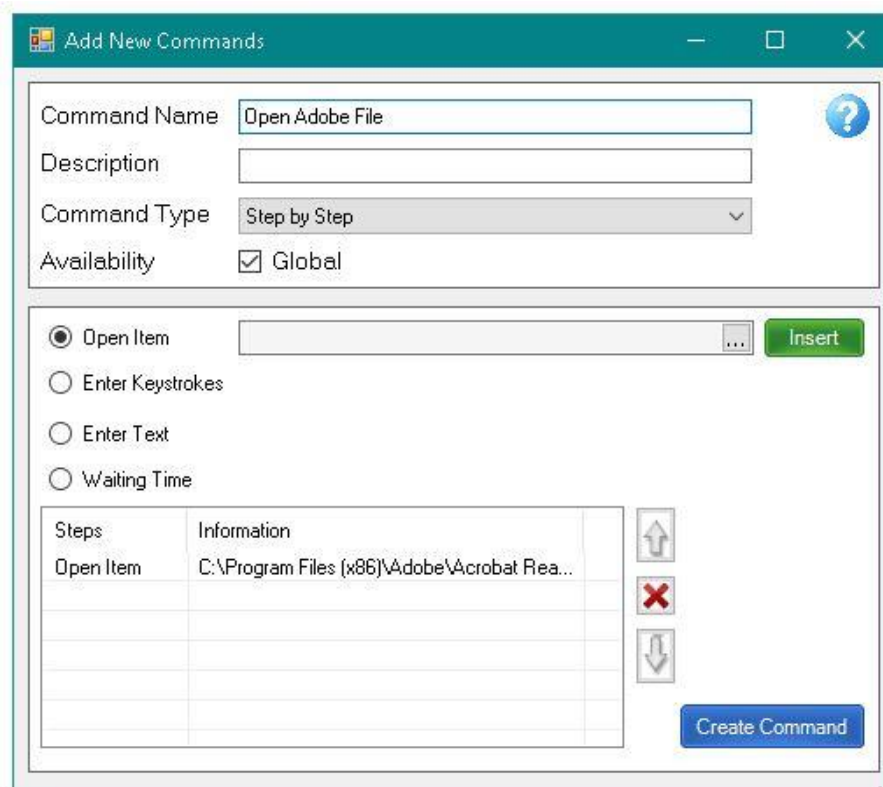
Add a description for the command if necessary

Now dictate or type the text you want to appear when you say the command in the text box.

Click Create / Update Command to save the command.

Every time you now say 'My Address' it will instantly appear without you needing to dictate or type it.

By changing the Command Type field you can create different types of commands to perform different tasks on your PC such as opening documents, files and programs.

A Step by Step Command to open a programme

Add New Commands

Command Name	Copy The Screen
Description	Actions Printscreen, Opens Paint and pastes image
Command Type	Step by Step
Availability	☑ Global

○ Open Item
◉ Enter Keystrokes ☐ Alt ☐ Ctrl ☐ Shift ☐ Win V   **Insert**
○ Enter Text
○ Waiting Time

Steps	Information
Keystroke	PRINTSCREEN
Waiting Time	100
Open Item	C:\ProgramData\Microsoft\Windows\Start ...
Waiting Time	500
Keystroke	Ctrl+V

Create Command
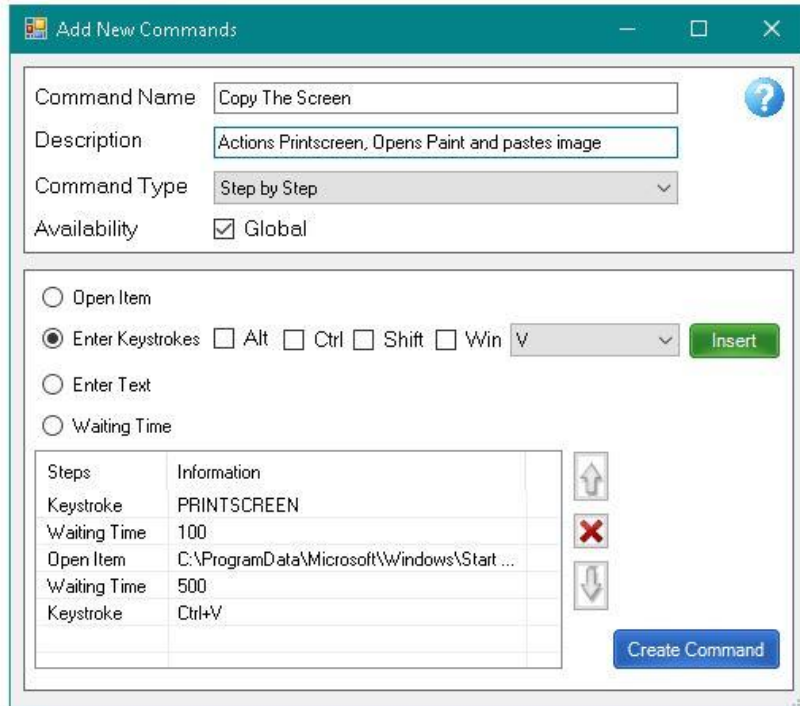
A Step by Step Command to perform a series of steps

Add New Commands

Command Name	Open Word Options
Description	
Command Type	Mouse Recorder
Availability	☑ Global

Mouse Actions	Information
Move	2172
Left Click	141
Move	359
Left Click	125
Move	2344
Left Click	94
Move	4391

Recorder Box
Play
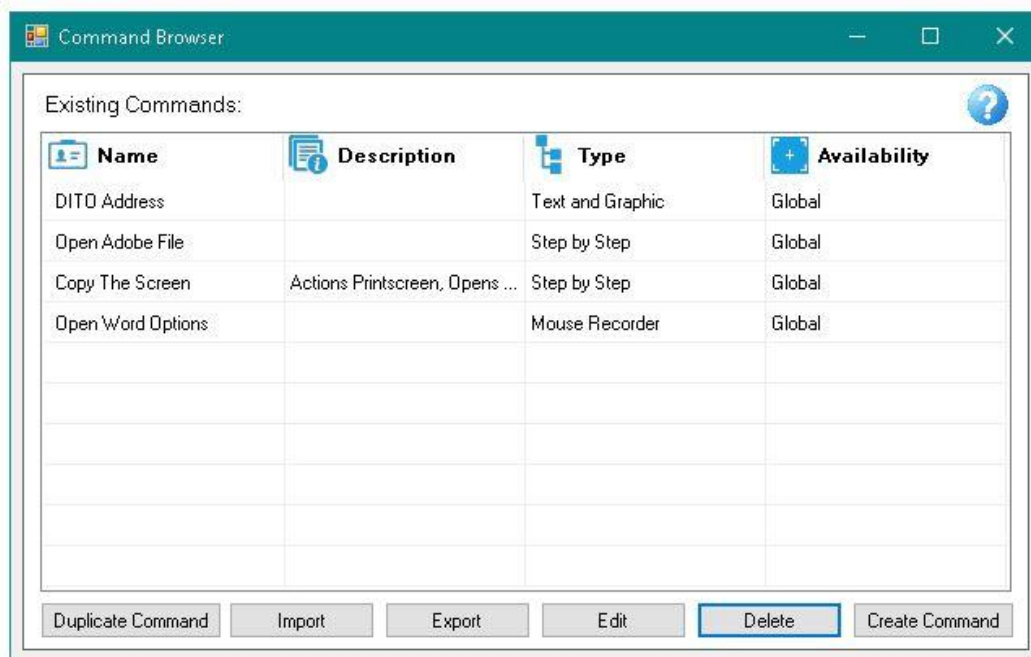**Insert Action**
Create Command

X : 570
Y : 328
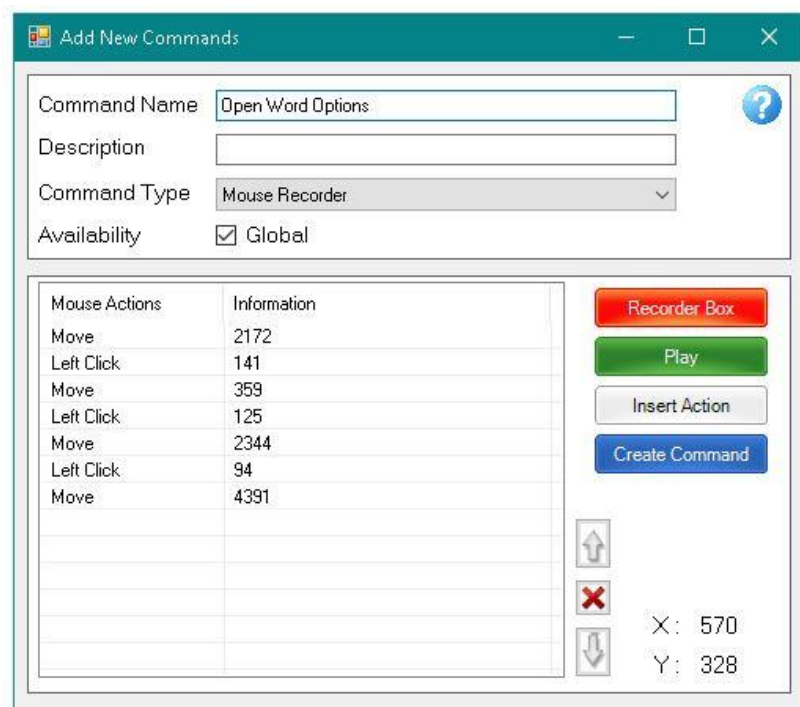
A Mouse Recorder command to replicate the user's mouse movements

For more information on setting up these commands please refer to the help section in the software.

Help Section

You can edit any of your commands in 'Command Browser'. Click on 'Commands' and then 'Command Browser'
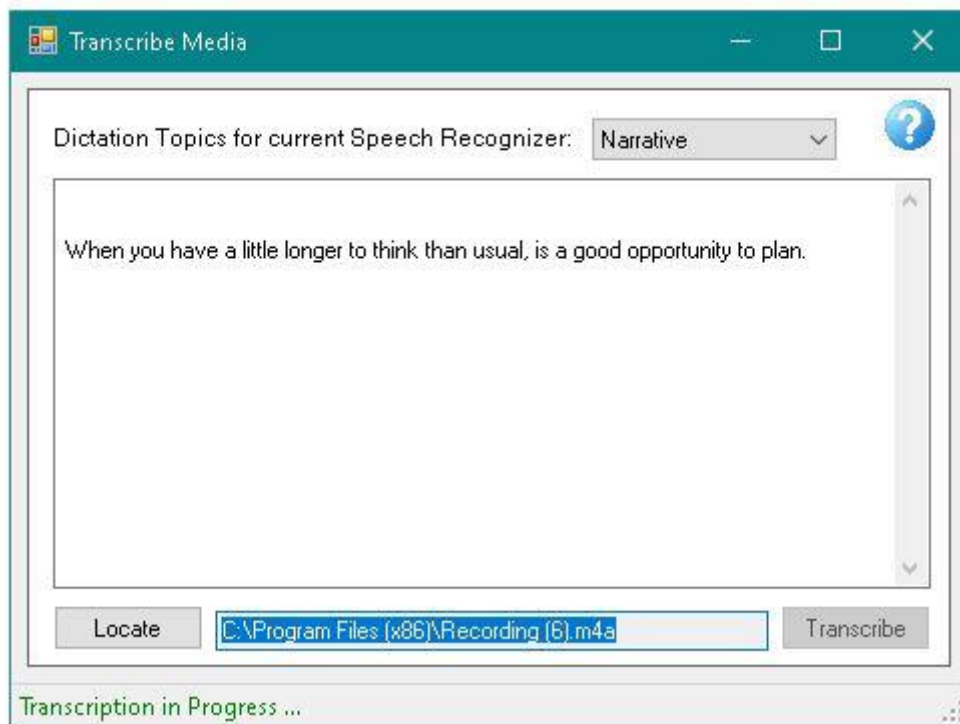

The Command Browser is used to edit, duplicate, delete, import, export and create commands.

Transcribe Media

You can transcribe a recording you have made on a digital recording device to save you typing it up.

Any recording of your own voice in .mp3 or.WAV format can be transcribed.

Click on 'Tools' on the DITO toolbar and then 'Transcribe Media'.

Transcribe Media

Locate your file by pressing the 'Locate' button.

Then Press 'Transcribe'. Transcription will take place automatically.

Further Tools and Functions

There are many other great features and functions within DITO

Within the 'Audio' Menu on the DITO toolbar you can further train your voice profile with your own text.

Full customisation of Microphone and Speech settings is possible too.

Within the 'Vocabulary' Menu on the DITO toolbar you have the option to enhance your voice profile through 'Adapt to Writing Style'. Here, DITO will learn where words are used together frequently from commonly used documents or work-related text.
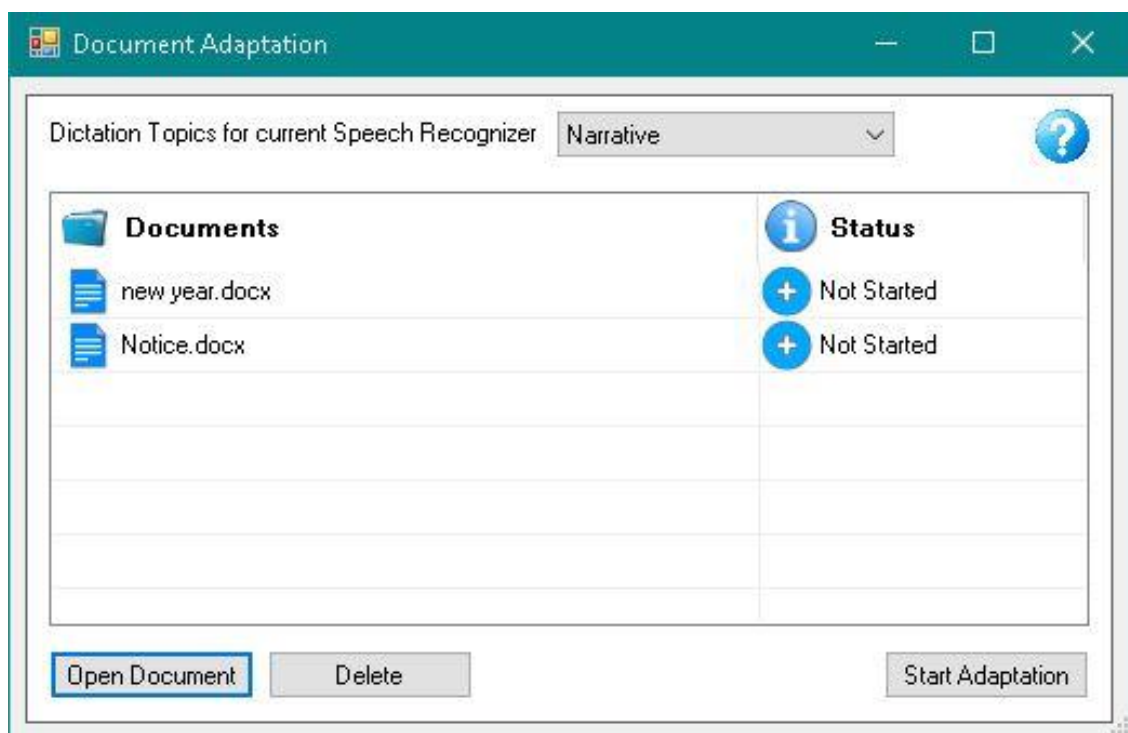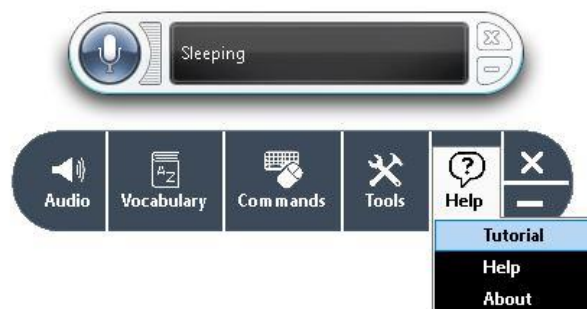

Adapt to Writing Style

In the 'Tools' Menu on the DITO toolbar you have the option to configure User accounts and Profiles.

You also have the option of using 'Dictation Box'. This is a text box field where dictation is always possible, whatever program you are using. Text to Speech playback is also possible here and on any dictation you have made.
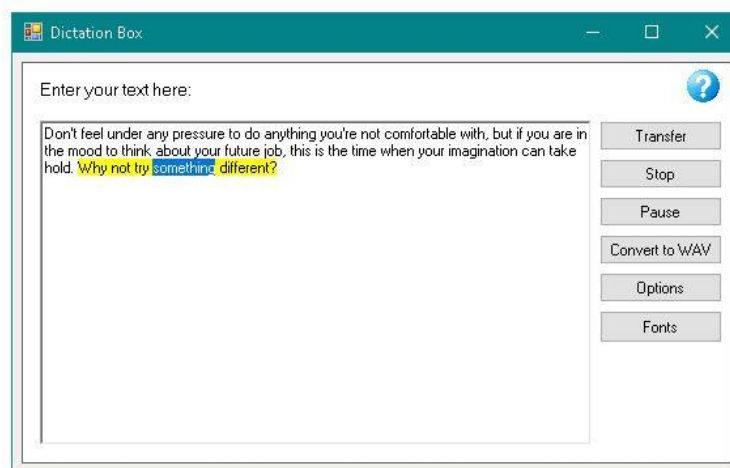
Dictation Box

For more information and guidance on these and all the other functions in this Quick Start Guide, refer to the 'Help Section' on the DITO toolbar, where you will find Tutorials and a Help Manual.

DITO Help

www.getdito.com