## **How to use Speech Tool V4**

## About this document

This is a quick start of using Speech Tool V4. You need to have some knowledge of sound recording to get best result. The format is WAV. The sampling frequency should be 16 or 22.050 kHz mono.

## **Needed equipment**

- A high quality microphone with a stable stand.
- A low noise environment (no fans, no hard walls).

## Start here

- 1. Start Speech Tool V4.
- 2. Create a speech project by selecting "New project" from File menu.
- 3. Enter the project name (language) in English e.g. norwegian(only lower case).
- 4. Select a number algorithm which suits your language (many languages uses a counting algorithm that is equal to English).
- 5. After selecting number algorithm the program tries to connect to Index Braille to get the latest sentence file.
- 6. Now you've got five tabs in the current window.
  - The first tab shows all words/sentences downloaded from Index Braille.
  - The second tab is read only and shows the chosen number algorithm.
  - The third tab shows the words and sentences to be recorded.
  - The fourth tab "Project notes" is where you write your name, company name, description and date and time of the recordings.
  - The fifth tab is read only and contains information about the sentence file downloaded from Index Braille.
- 7. Select the first tab marked Sentences.
- 8. Translate every sentence to your language in the third column.
  - The second sentence "this speech" is to specify the local name of you local language, for example Norska for Norwegian.
  - Parameters like #1 is where the embosser speaks out a value in the sentence. The
    parameters must be included into the translated sentence but placed in correct position for
    your language.
  - The words and sentences surrounded by {} are collected from the number algorithm and shall also be translated. Words and sentences surrounded by <> are "Locals" and used only in some languages. "Locals" must also be translated.
- 9. When every sentence is translated move to the third tab called "Recordings".
- 10. Click on a row to select it. Press the button marked Record to start the sound recorder. If you have a readymade recordings press browse to get it (Speech Tool V4 will however change the name of the file to a number in the project but the original file is not affected).
- 11. To start recording press the recording button in Sound recorder. Record the sentence or word and press the stop button. Close the sound recorder and answer YES when it prompts for saving.

On some computers the supplied recorder won't work. If so you have to use another recorder of your choice and then browse for the wav-files.

- 12. The recorded line will now be marked green.
- 13. To listen to the recording press play button.
- 14. Continue with step 10 until all rows are marked green.
- 15. You may remove a recorded word by the "Remove audio" button.
- 16. Save the project and exit.
- 17. Pack(zip) your project folder in eg c:\Users\All Users\Index Braille AB\Speech Tool V4\1.5\Speech\norwegian.
  - You can see the path to your folder in the title bar of the window.
- 18. Make the packed project folder downloadable to Index Braille by using eg <a href="http://www.filecentral.se">http://www.filecentral.se</a> or any other download service.