

Quick Guide

Controlling Mosaic with your Voice

Windows 10 allows you to control the computer and everything you see on your screen, including Mosaic, with your voice.

Important note: To control Mosaic using your voice, you will need to sign into using the **Microsoft Edge** browser, rather than clicking on the link to Mosaic on your desktop.

If you are a Mosaic user external to Lincolnshire County Council, you may not have the ability to follow this guide as your access to the relevant options may not be available.

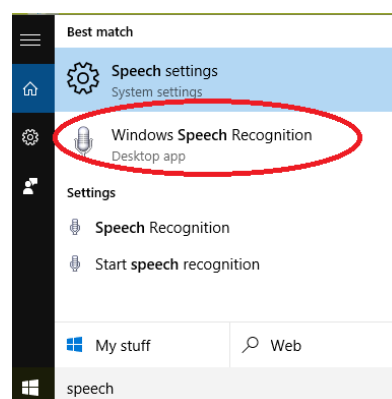
If you cannot follow this guide, please contact your IT department.

Activating Voice Control

Finding Windows Speech Recognition

Log in to your laptop and click on the search bar on the bottom left of the screen. In this field, type **speech**.

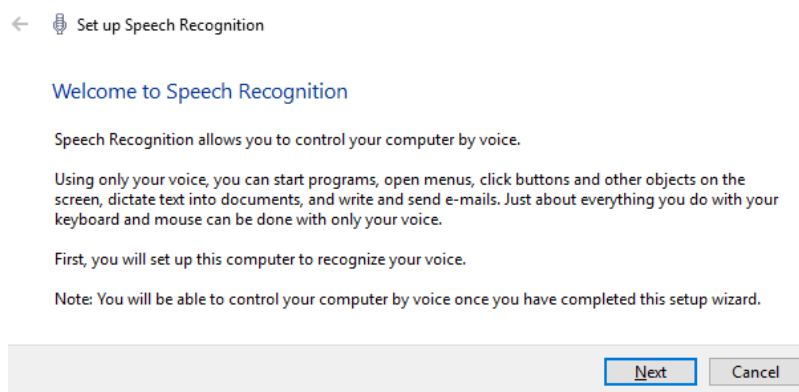
On the results screen, click on **Windows Speech Recognition** and the set up screen will open.



Setting up Windows Speech Recognition

Before starting the set up process, please make sure you are in an environment where you can talk freely and be heard clearly.

You will also need to ensure that you have a microphone set up on your laptop. If you are using a laptop provided by Lincolnshire County Council, you should already have an active microphone installed.

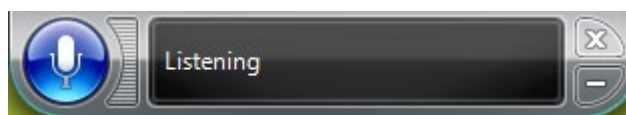


To set up the **Windows Speech Recognition** software simply follow the wizard including the tutorial at the end. This tutorial will allow the software to recognise your voice including your tone and accent. You will also learn the different commands required to control your computer using your voice.

Upon completing this process, **Windows Speech Recognition** will be active and you will be able to control your computer with your voice.

Using Voice Control

To control your computer with your voice, please ensure that **Windows Speech Recognition** is on, as shown below.



You can use voice commands by speaking clearly into your microphone. If you cannot be understood, you will be asked to repeat the command.

The full list of commands can be found by visiting - <https://support.microsoft.com/en-gb/help/12427/windows-speech-recognition-commands>

Using Mosaic with Voice Control

To control Mosaic using your voice, you will need to log on using the **Microsoft Edge** browser, rather than clicking on the link to Mosaic on your desktop.

This is because **Microsoft Edge** is compatible with the **Windows Speech Recognition** tool but **Google Chrome** isn't.

If needed, click on the search bar on the bottom left of the screen. In this field, type **edge**. On the results screen, click on **Microsoft Edge** and the browser screen will open.

Copy the link below and paste it into the address bar at the top of the screen –

<https://mcms.lincolnshire.gov.uk/moslive>

Log in to Mosaic as normal and you will be able to use the **Windows Speech Recognition** tool to navigate around Mosaic using the commands you will have learnt in the tutorial.

Other Accessibility settings

Windows 10 Accessibility

There are a number of other settings which can be implemented on Windows 10 to make it more accessible for users with a variety of needs. These can all be found by visiting

<https://www.microsoft.com/en-gb/accessibility/windows> and the options include –

- Narrator – This tool describes the content of windows and software you are using
- Magnifier – This tool makes the all or part of your screen much bigger
- Keyboard Shortcuts – Quick and easy ways to navigate around your computer