

USER GUIDE

Speech Recognition Cloud

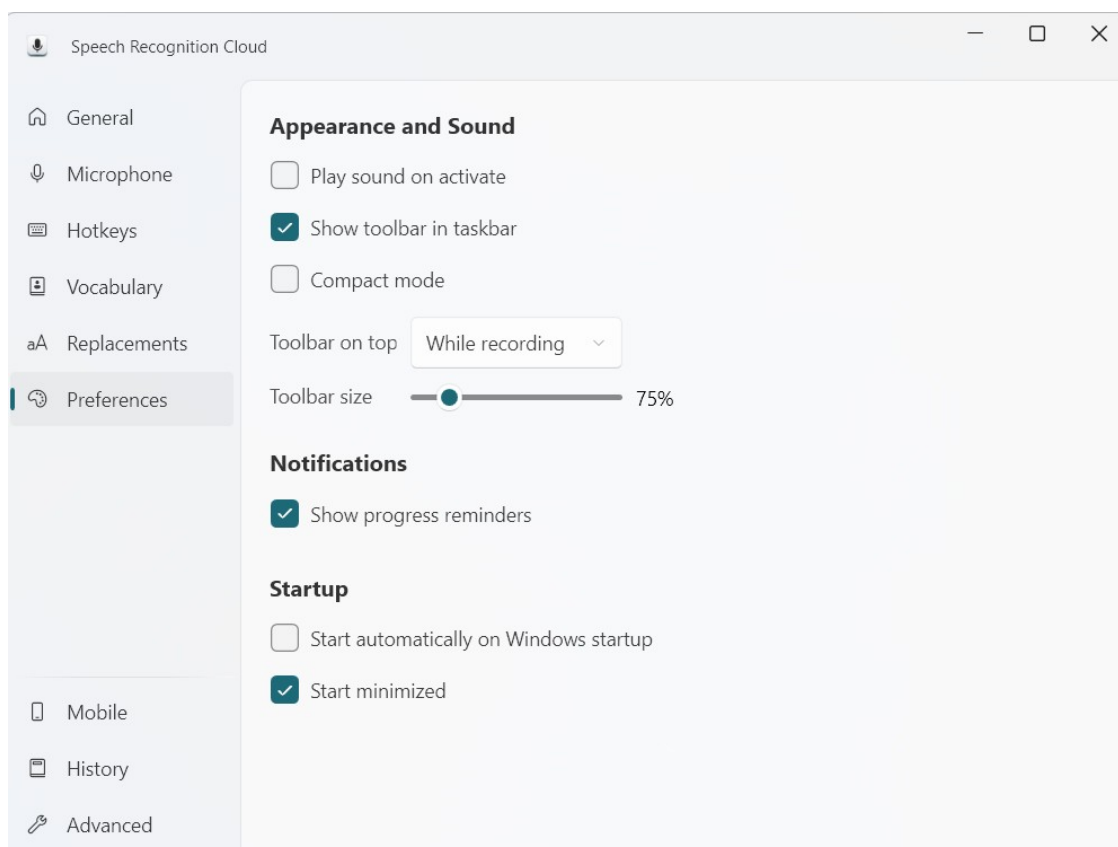
Customising your preferences

MAKE SRC FIT YOUR WORKFLOW

Preferences control SRC's activation sound, toolbar visibility and size, progress reminders, and how the application behaves when Windows starts.

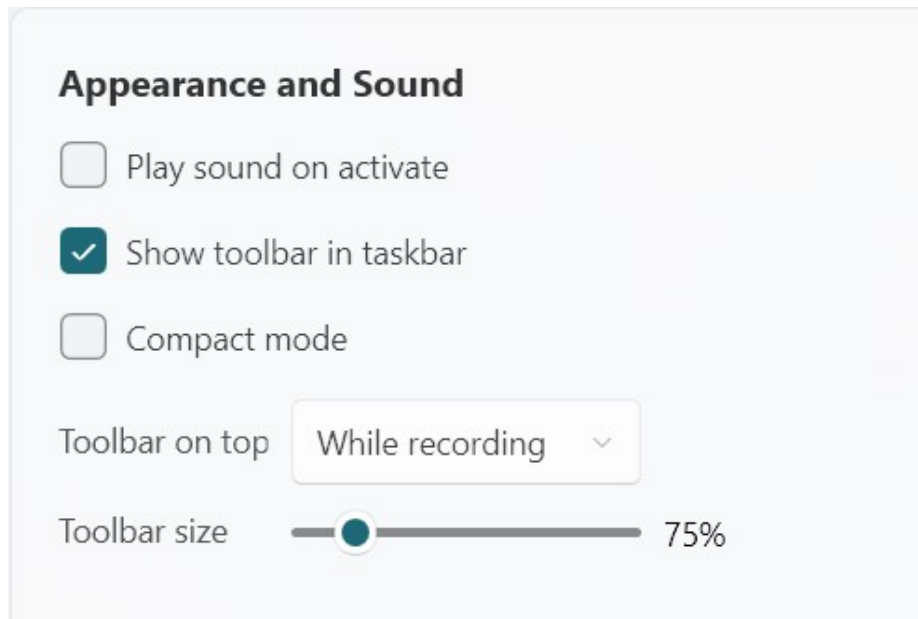
Open the Preferences tab

Open SRC Settings, then select Preferences from the menu on the left. Changes can be made at any time, so you can test different settings and keep the combination that feels most comfortable.



The Preferences tab with example appearance, notification and startup settings

Appearance and Sound



Sound, toolbar visibility, compact mode, position and size controls

Setting	What it changes
Play sound on activate	Plays audio feedback when recording is activated, helping you confirm that SRC is listening.
Show toolbar in taskbar	Shows the SRC toolbar in the Windows taskbar area. Clear the option if you prefer a less visible interface.
Compact mode	Uses a smaller, simplified toolbar presentation to reduce the space SRC occupies.
Toolbar on top	Controls when the SRC toolbar stays above other windows. Select the behaviour that best matches your work.
Toolbar size	Changes the displayed toolbar scale. Drag the slider left for a smaller toolbar or right for a larger one.

Adjust the toolbar

Turn on Show toolbar in taskbar if you want the toolbar readily available.

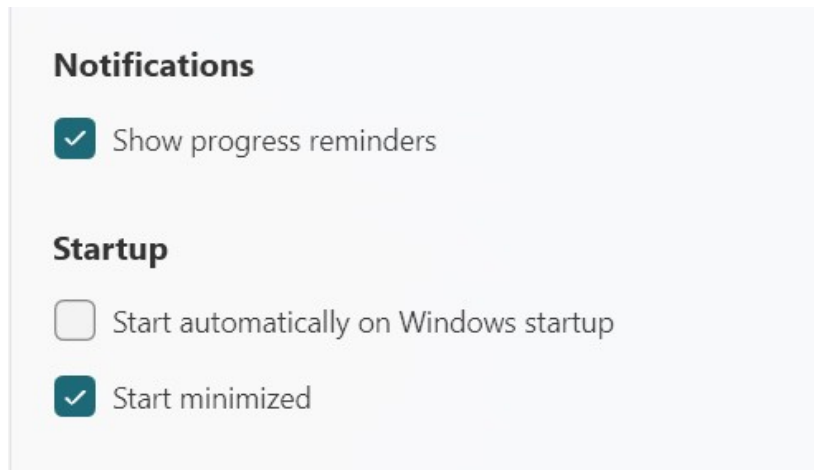
Select Compact mode when screen space is limited.

Choose the Toolbar on top behaviour you prefer.

Move the Toolbar size slider, then check the toolbar at your normal screen resolution.

Tip: A larger toolbar may be easier to see and select. Compact mode and a smaller size can help on a small display.

Notifications and Startup



Progress reminder and Windows startup controls

Show progress reminders

Enable this option when you want SRC to display progress reminders. Turn it off if you prefer fewer prompts while working.

Start automatically on Windows startup

Enable this option when you want SRC to launch as Windows starts. This is useful when dictation is part of your everyday workflow and you want SRC ready without opening it manually.

Start minimised

Enable this option when you want SRC to open without placing its main window in the foreground. You can then access SRC from its normal Windows controls when needed.

Example preference combinations

Working style	Settings to consider
Always ready	Start automatically and Start minimised, with the toolbar visible for quick access.
Minimal distraction	Activation sound off, progress reminders off, compact mode on, and toolbar shown only when useful.
Clear feedback	Activation sound on, progress reminders on, and a larger toolbar size.
Small display	Compact mode on with a smaller toolbar; adjust Toolbar on top to avoid covering your document.

If a preference does not appear to apply

Confirm that the checkbox or selected value has changed in Preferences.

Check the toolbar after changing Compact mode, Toolbar on top or Toolbar size.

Restart SRC after changing Windows startup behaviour, then test at the next sign-in.

If startup still does not work, review Windows startup-app permissions for SRC.

Include your SRC version and the affected setting when contacting support.