

Correcting Transcription Errors in Your Dictated Text

Human beings sometimes can't recognize words correctly—especially if the speaker and the listener come from different regions, if the speaker is discussing an unfamiliar subject, or if the words are not well articulated. In addition, when we hear a word for the first time, we may not know how to **spell** it. Some people's first or last names can be spelled different ways (like Gene/Jean, Hansen/Hanson). We often must verify how a person spells his or her name.

This is also true for Dragon NaturallySpeaking! The software uses contextual clues and statistical information to guess what to transcribe, but sometimes cannot guess correctly. In particular, it may not recognize uncommon words on the first try, and instead types something that was likely according to its statistics. It cannot recognize and transcribe a word it has never seen.

Fortunately, in addition to optimizing acoustic factors, taking advantage of the vocabulary customization tools and using proper correction technique will significantly reduce the number of errors. Dragon's Help contains many details about Correction and the different ways to perform it—this workbook presents essential information for efficient correction, and introduces the Spell dialog box.

Correcting in the Spell dialog box

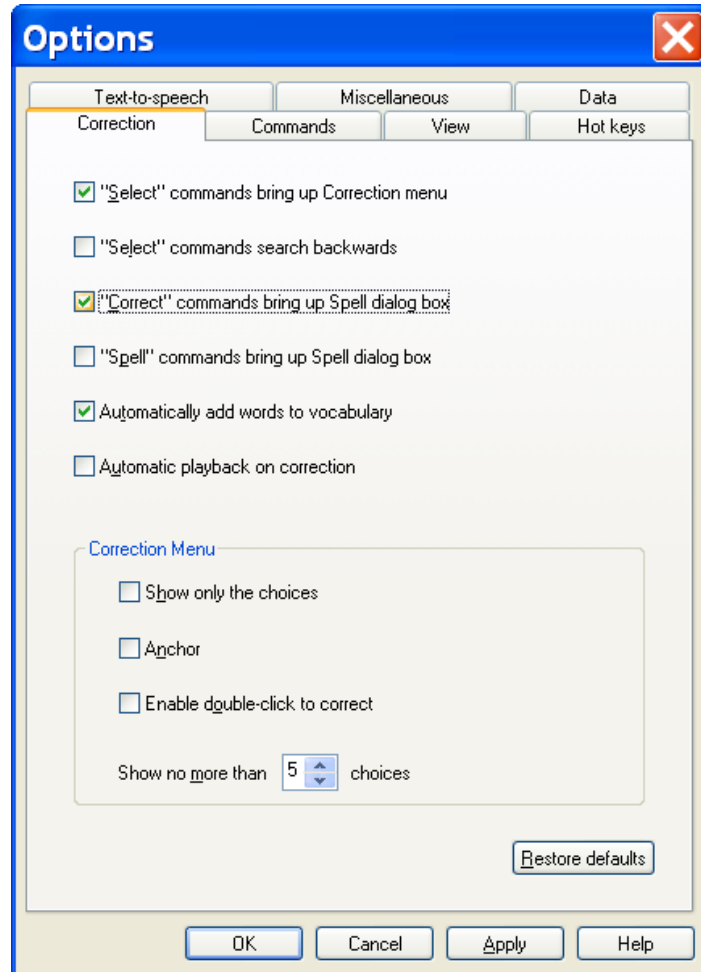
Before using the following correction method for the first time, open the Options dialog box, on the Correction tab, choose the option: "**Correct**" commands bring up Spell dialog box.

With this option set, you can correct misrecognitions in two simple steps:

- 1) Say **correct** immediately followed by the word(s) to be corrected. The *Spell dialog box* opens.
- 2) In it, indicate what you actually wanted.

As you will see, there are many ways to quickly indicate in the Spell dialog what should have been recognized—including spelling out characters, hence the name "Spell dialog."

IMPORTANT When you give the '**correct <xyz>**' command, be sure to use the word(s) that have actually been transcribed, not the words you had intended.

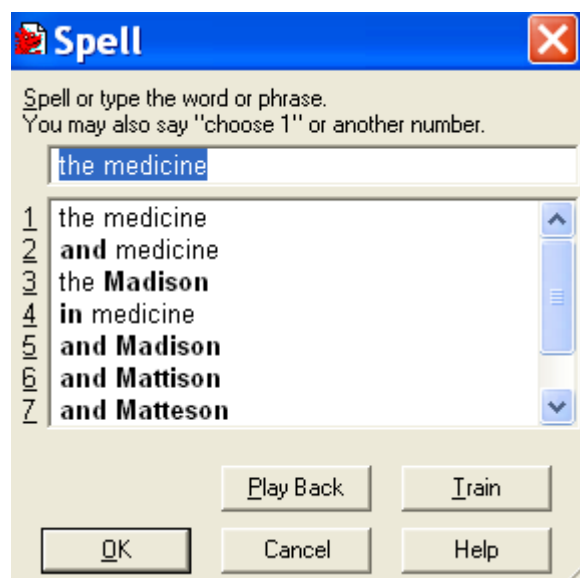


Here is an example. Let's say you have dictated "hotel colon the Madison", but the final word was misrecognized as "medicine". To correct Dragon's error, you can say **correct the medicine**.

The *Spell dialog box* opens, displaying what was transcribed, as well as alternate guesses, each preceded by a number.

- If what should have been transcribed is listed: say **choose n** (the number of the correct choice: in this case, **choose 3**). You can also pick the correct choice by double-clicking it (or using your keyboard's down arrow and Enter.)
- If what should have been transcribed is NOT listed, enter it by hand or by voice (see below), then say **OK** or press Enter.

The Spell box closes and, in the text, Dragon replaces the misrecognized segment with what you indicated was the correct match for what you had dictated.



As you know, Dragon lets you use both voice and hands; at different times one may be quicker or easier than the other. In the edit line of the Spell box for instance, it can be faster to make modifications with mouse or keyboard; however you can perform correction entirely by voice.

When the Spell dialog is open, Dragon listens *only* for the following:

- Individual characters: letters, digits, symbols (see your documentation for details)
- Commands like **backspace 5**, **move right 4 characters**, **delete previous word**, **select line**

TIPS for the Spell dialog box:

- To spell a capital letter, just say **cap** followed by the letter.
- You can use alternate pronunciations to spell letters: “alpha”, “letter alpha”, “letter a”...
- To insert a space, say “spacebar”.
- In the Spell box, you CANNOT dictate words, but you can spell or type them.
- If no choice is quite correct but one is close, you can quickly modify it: click it once or say **select** and its number (for instance **select 5**), which brings it to the top of the Spell box, where you can edit it by hand or by voice.

Exercise 1: After dictating the following, use the **correct <xyz>** command to fix any recognition errors.

Until further notice, the BHDP meeting will be held in room B31 (*not* B40).

Special invitees this week: Stephen Hess, Anne Petersen, and Gene Wood.

TIP If several consecutive words are incorrect, correct them together. For instance, if “B40” were recognized as “before tea”, you would say **correct before tea**.

Exercise 2: Dictate uncommon words, such as nicknames or products, until a few misrecognitions appear. Use the Spell box and practice spelling out what you actually said and choosing from the list of guesses.

Using Playback to Aid Correction

Sometimes, especially if you dictate a significant amount of text before correcting, you may not remember exactly what you actually said. Dragon’s *playback* feature is very helpful in these instances. You can take advantage of it in several ways.

If you see that a certain word or phrase appears incorrectly, use the **correct** command to open the Spell dialog box. Once it appears, click or say **Play Back** to hear the recording of your voice as you dictated that text. If you realize that in fact you had misspoken or mumbled (as happens to everyone, particularly near the end of the day), close the Spell box, and dictate the word(s) again.

TIP You can have playback occur automatically with Correction. On the Correction tab of the Options dialog, check **Automatic Playback on Correction**. This is particularly helpful as you first learn to use Dragon; you may want to turn it off after a few weeks of practice.

You can also use the playback to proofread. To do this, select the text you would like to hear played back. Then, say **play that back**, or choose **Play That Back** from the **Sound** menu.

If you find a misrecognition, you can stop playback by clicking the mouse. (Since speech input cannot be received during playback, you cannot stop playback by voice. If clicking the mouse is problematic for you, play small selections at a time.)

The DragonBar's expansion gives access to several useful items (click its arrow or say **view extras bar**):



- The *Correction button* opens the correction interface (as do the Correction commands and hot key).
- The play icons, similar to those on a music player, allow you to begin playback, speed up playback (useful for large sections of text), stop playback, and skip backwards or forward.
- The Transcribe button launches the transcription of recorded files (see the documentation for more details on transcribing from digital recorders, including the *Auto-Transcribe Folder Agent*).

To hide the extras bar, say **hide extras** or click again on the double arrow.

Exercise 3: Dictate a detailed paragraph—about a trip, for instance: where, how long... Then select it and play it back. If you find any misrecognitions, use the Correction button, hotkey, or commands to correct them.

Key points about correcting recognition errors

- ✓ Although correcting misrecognitions can seem time-consuming at first, it will result in increased accuracy, which in turn means that there will be fewer and fewer misrecognitions to address.
- ✓ To use the correction method described in this lesson, the option "**Correct** **Commands Bring Up Spell Dialog**" must be checked.
- ✓ In Correction commands, do not pause at all between 'correct' and the misrecognized word(s).
- ✓ When the Spell box is open, you can say **choose n** to pick the correct choice from the list.
- ✓ If the word(s) you said are not in the list of choices, you can spell them by voice or type them. You cannot re-dictate the word(s) directly in the Spell dialog.
- ✓ If the Spell dialog is open but you are not sure of what exactly was said, click or say **play back**.
- ✓ To proofread using playback, first highlight the relevant text, then say **play that back** or click the playback icon. To stop playback, you can click your mouse.