



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! 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 techniques will significantly reduce the number of errors. Dragon's Help contains many details about the different ways to perform it, including by keyboard.

You can choose *when* to perform corrections. If you notice a misrecognition as you dictate a phrase or sentence, it's usually best to finish your train of thought before you correct that misrecognition. That being said, if the misrecognition is on the word which is likely to appear many times in your document, it's a good idea to correct it as soon as possible.

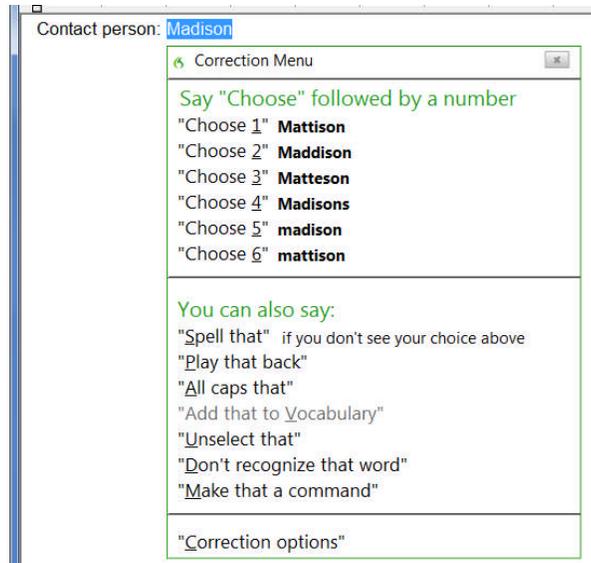
IMPORTANT: Be sure to read about how Dragon 11 lets you edit or correct specific text on your screen and quickly handle cases where *multiple instances of the same text are visible*: Dragon will place a small number next to each instance, so you can say the number of the desired one, or say "choose all" (for most commands). Also, you may want to explore your word processor's capabilities for searching and replacing (including case-matching, which may be hidden under advanced settings).

Note that when performing a correction, it can be useful to provide some context for the word(s) in error: for instance, to correct "a" in "received a request," you may want to say "correct received a" or "correct a request."

Correcting via the Correction menu

By default, when you say a command starting with the word "correct," Dragon brings up the Correction menu, which lists alternative transcriptions.

- If what you had said is in the list of choices, you can pick it by voice (say "choose" immediately followed by the number of the desired choice) or by hand (clicking on the desired line, or using the down arrow).
- If not, you can click or say "spell that" which opens the Spelling window.



Correcting via the Spelling window

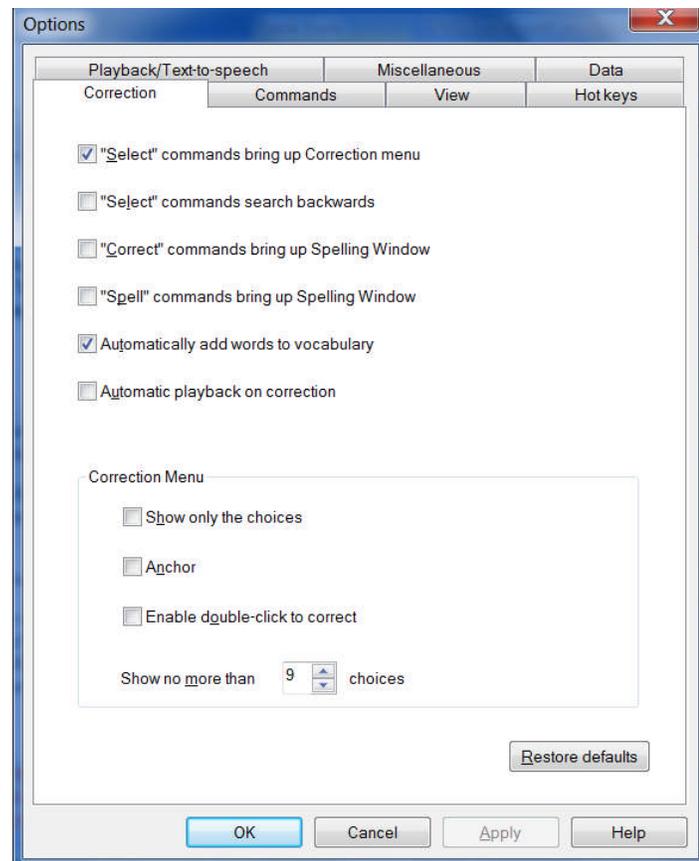
Before using the following correction method for the first time, open the Options dialog box's Correction tab, and say or click: "Correct" commands bring up Spelling window.

With this option set, you can:

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

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

IMPORTANT : In commands, <xyz> represents the relevant segment on the screen (which could be one or more words, and could include numbers or punctuation marks). When you give the 'correct <xyz>' command, be sure to say what appears on the screen, not what you had *intended*.



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

The *Spelling window* opens, displaying what was transcribed

as well as alternate guesses 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 Spelling window then closes and, in the text, Dragon replaces the misrecognized segment with what you indicated was the correct transcription.

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 Spelling window, it can be faster to make modifications with mouse or keyboard; however you can perform correction entirely by voice.

When the Spelling window 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 spelling out:

- 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 "space" or "spacebar".
- In the Spelling window, 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 modify or edit and its number (for instance modify 5 or edit 5), which brings it to the top of the Spelling window, where you can then 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 Spelling window and practice spelling out what you actually said and choosing from the list of guesses

TIP In the Spelling Window, Backspace and Delete commands should be used instead of scratch that, especially if Press Key commands are used.

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.

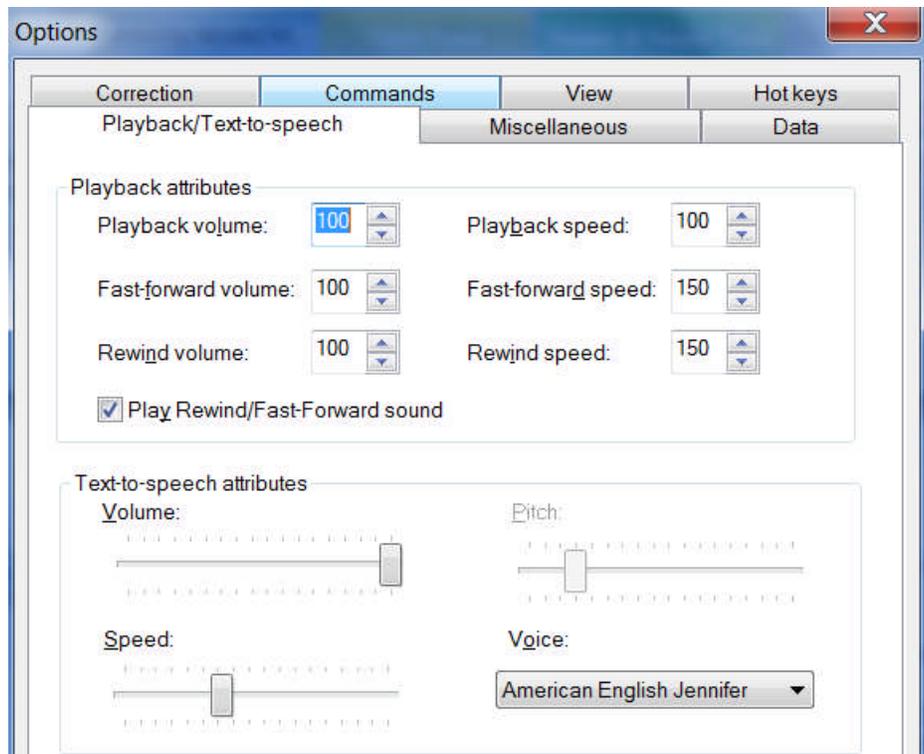
If you see that a certain word or phrase appears incorrectly, use the correct command to open the Spell dialog box. Once it appears, click or say Play Back to hear the recording of your voice as you dictated that text. If you realize that in fact you had misspoken or mumbled (as happens to everyone, particularly near the end of the day), close the Spelling window, 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 hear sections of dictation in the document itself (if your edition of Dragon supports this feature). To do this, select the editable text you would like to hear played back. Then, say play that back, or use the DragonBar's Audio 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.)

Note: You may wish to explore the Playback attributes in the Options dialog.



The DragonBar can be expanded (click its chevron or say view extras bar; to hide the extras bar, say hide extras or click the chevron again). Its extras bar gives access to several useful items (if supported by your edition):

- The **Correction button** opens the correction interface (as do the Correction commands and hot key).
- The playback 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*).

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 second method described in this lesson, the option "Correct" Commands Bring Up Spelling Window must be enabled.
- ✓ In Correction commands, do not pause at all between 'correct' and the misrecognized word(s).
- ✓ When the Spelling window is open, you can say choose **n** to pick the correct choice from the list. If no choice is quite correct but one is close, you can quickly modify it: click it once or say edit and its number (for instance edit 5), which brings it to the top of the Spell box, where you can edit it by hand or by voice.
- ✓ If the word(s) you dictated are not in the Spelling window's list of choices, you can spell them by voice or type them. You cannot dictate words directly in the Spelling window- since the reason you are there is that Dragon needs a little help with this word or phrase.
- ✓ To be 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, use the DragonBar's Audio menu, or click the playback icon on the DragonBar's Extras bar. To stop playback, you can click your mouse.