





# –Part 1– *Careers, Equipment, and How It All Works*



## **Chapter 1: The Basics..... 3**



Careers for Realtime Voice Writers .....	3
Court Reporting.....	4
CART.....	5
Captioning.....	5
Financial Call Reporting.....	6
Other Transcription Services.....	6
Realtime Voice Writing Software .....	6
Speech Recognition Software .....	7
How Speech Recognition Works .....	7
Sound Parts.....	8
Speech-to-Text Conversion .....	8
Speech Recognition Tools, Terms, and Functions.....	10
CAT Software.....	11
The Purpose of a CAT Program.....	11
How a CAT Program Works with Speech Recognition.....	12
CAT Program with a Dictionary.....	13
CAT Program without a Dictionary.....	14
Realtime Voice Writing Equipment.....	15
Computer .....	15
Dictation Input Devices.....	17
USB Sound Card.....	17
Open-Mic Headset or Speech Silencer .....	18
High-Gain Microphone (for Recording External Environment) .....	19
Foot Pedal .....	19
Surge-Protection Power Strip .....	20



**–Part 2–**  
**Realtime Dictation and Voice Theory Development**



**Chapter 2: Dictation Techniques .....23**



Proper Breathing and Volume with Dictation Devices .....	24
Dictating into an Open-Mic Headset .....	24
Dictating into a Speech Silencer.....	24
Tone and Modulation.....	26
Enunciation .....	29
Pace.....	32
Fast Speakers .....	33
Slow Speakers .....	34
Punctuating.....	34
Verbatim Dictation vs. Paraphrasing and Summarization .....	35
Dictation Patterns.....	36



**Chapter 3: Voice Writing Theory .....39**



Punctuation.....	41
Speaker Identification.....	43
Examination Lines.....	49
Q&A Markers.....	50
Parentheticals.....	52
Numbers .....	61
Spelling Technique.....	63
Conflict Resolution.....	64
Homophones.....	65
Words with Soft Pronunciations .....	67
Undesirable Words.....	68
Small Words .....	68
Similar-Sounding Words.....	70
Words versus Acronyms.....	71
All Other Words.....	72

Phrases .....	73
Brief Forms .....	76
On-the-Fly Translations .....	79
Delete Command .....	81

## —Part 3— Getting Set Up and Doing Realtime

### Chapter 4: Getting Started..... 85

Computer and Equipment Setup .....	85
USB Connectivity Settings .....	88
Turning Off Automatic Updates and Disabling Anti-Virus Software....	89
Dragon NaturallySpeaking® Setup .....	90
Creating a User .....	92
Setting User Options .....	100
Setting Formatting Preferences .....	108
Administrative Settings .....	109
Performing a Dictation Session .....	111
Saving File of Dictation Session .....	114

### Chapter 5: Vocabulary Setup and Formatting..... 115

Working with the Vocabulary .....	115
Written- and Spoken-Form Spelling Rules .....	116
Accessing the Vocabulary .....	118
Adding an Entry .....	119
Deleting an Entry .....	121
Modifying Formatting Properties of an Entry .....	122
Vocabulary Setup and Formatting Using Dragon Alone .....	123
Punctuation Marks .....	124
Speaker IDs .....	127
Q&A Markers .....	131

All Other Voice Writing Entries.....	132
Vocabulary Setup and Formatting Using Dragon with CAT Programs.....	132
CAT Program with a Dictionary.....	133
CAT Program without a Dictionary.....	134
Practice Dictation to Test Formatted Results .....	135

## Chapter 6: Improving Accuracy ..... 137

Adjusting Audio Levels.....	138
Correcting Misrecognitions. ....	142
Adding New Words.....	150
Adding Phrases .....	152
Vocabulary Building .....	154
Document Preparation.....	155
Reformatting Documents for Dragon-Alone Use.....	159
Reformatting Documents for CAT Software Use.....	161
CAT Software Scenario 1 (with CAT Dictionary).....	161
CAT Software Scenario 2 (without CAT Dictionary) .....	162
Programming Macros to Automate Search-and-Replace Functions.....	166
Saving and Storing Documents.....	166
Preparing Documents Before a Realtime Job .....	166
Vocabulary Customization.....	167
Document Analysis.....	168
Resolving Recognition Problems and Other Accuracy Improvement Techniques.....	175
Removing Unnecessary Words That Conflict with Necessary Words .....	175
Making Additional Vocal Recordings to Distinguish Between Words with Similar Pronunciations .....	175
Making Multiple Vocabulary Entries to Obtain Correct Recognition for a Single Result.....	176
Using Misrecognitions to Produce Recognitions.....	176
Accuracy Reinforcement.....	176
Accuracy Tuning .....	178

