



–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

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.....	93
Setting User Options	107
Setting Formatting Preferences.....	114
Performing a Dictation Session	115
Saving File of Dictation Session.....	118

Chapter 5: Vocabulary Setup and Formatting..... 119

Working with the Vocabulary.....	119
Written- and Spoken-Form Spelling Rules	120
Accessing the Vocabulary	122
Adding an Entry.....	123
Deleting an Entry.....	125
Modifying Formatting Properties of an Entry	126

Vocabulary Setup and Formatting Using Dragon Alone.....	127
Punctuation Marks.....	128
Speaker IDs.....	131
Q&A Markers.....	134
All Other Voice Writing Entries.....	136
Vocabulary Setup and Formatting Using Dragon with Other Applications....	136
Microsoft Word.....	136
CAT Program with a Dictionary.....	139
CAT Program without a Dictionary.....	140
Practice Dictation to Test Formatted Results	141

Chapter 6: Improving Accuracy 143

Adjusting Audio Levels.....	144
Correcting Misrecognitions.....	148
Adding New Words.....	156
Adding Phrases.....	158
Vocabulary Building.....	160
Document Preparation.....	161
Reformatting Documents for Dragon-Along Use.....	165
Reformatting Documents for CAT Software Use.....	167
CAT Software Scenario 1 (with CAT Dictionary).....	167
CAT Software Scenario 2 (without CAT Dictionary).....	170
Programming Macros to Automate Search-and-Replace Functions.....	172
Saving and Storing Documents.....	172
Preparing Documents Before a Realtime Job.....	172
Vocabulary Customization.....	173
Document Analysis.....	174
Resolving Recognition Problems.....	181
Removing Unnecessary Words That Conflict with Necessary Words ..	181
Making Additional Vocal Recordings to Distinguish Between Words with Similar Pronunciations	181
Making Multiple Vocabulary Entries to Obtain Correct Recognition for a Single Result.....	182
Using Misrecognitions to Produce Recognitions.....	182
Accuracy Reinforcement.....	182

