



USER MANUAL OF TRANSCRIPTION AID® v. 4:

A new, fun and revolutionary way to use the extraordinary Dragon NaturallySpeaking® ()*

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(*) This User Manual is available in English, German and Spanish in the installation CD (Adobe Pdf format). For a 5 minutes Multimedia presentation in the same languages and based on this User Manual, please also check the installation CD or: <http://www.transcriptionaid.net/multimedia/index.php>

1. PRACTICAL WORKFLOW CONSIDERATIONS

1.1. Working with a Secretary

Transcription Aid® allows users of Dragon NaturallySpeaking® to concentrate on their dictation in any word processor while transferring all other (and generally painful) tasks usually associated with speech recognition (such as the correction of misrecognitions, improvement of their Speech files for further accuracy, document editing and formatting, etc.) to their secretaries. When the Speech file of the dictating Author is relatively good, it is also much more comfortable and productive to exclusively record dictations (for instance, with our TableMike™/DictaAid® bundle offering digital recording --and speech recognition-- or any other of the supported digital recorders) and also transfer the transcription process to the secretary.

In this case scenario, it may be useful to set up a shared folder somewhere in the network from which to copy to/from the Speech file of the dictating author, transcriptions and/or voice recordings. Otherwise, the secretary will not be able to copy to/from them when the PC of the dictating Author is switched off. Regarding the Speech file of the author, this operation is not needed when using the "Roaming" feature of Dragon NaturallySpeaking®.

1.2. Working without a Secretary

Some clients have also found it very useful to install DictaAid® in their PCs in order to dictate directly in the main screen of the application and correct themselves the transcriptions later on with Transcription Aid®'s many extra functionalities. For instance: quickly navigate the transcription as well as the Dragon Spell window with a foot pedal, multilevel "Undo" and "Redo" operations, etc. For a comprehensive list of features, please check:

<http://www.transcriptionaid.net/comparative/index.php>

2. INSTALLATION GUIDELINES

2.1. Compatibility Issues

Transcription Aid® 4 is only currently compatible with Dragon NaturallySpeaking® 9, Preferred or Professional, and Windows® XP. It also works with the "Roaming" Speech files of NaturallySpeaking®. However, with the cheaper Preferred version, it is only possible to automatically transcribe and correct voice recordings from any of the supported platforms one by one, as they happen --no deferred transcription, no "Batch mode" transcription and correction of multiple files. Also, correction of dictations directly generated with Dragon NaturallySpeaking® Preferred in the PC of the Author will not be available.

The following material is also needed:

- an Intel Pentium IV, Duo Core, Duo Core 2 or AMD equivalent, 1 GHz PC (the faster the better)
- minimum of 1 GB of dedicated RAM memory
- our certified and bundled USB foot pedal and/or USB activation key
- either the TableMike™/DictAid® bundle or any other supported voice recording platforms for the generation and automatic transcription of voice recordings.

2.2. Installation Process

Install the following in the PC of your secretary, assistant or transcriptionist:

- Dragon NaturallySpeaking® Professional Series (Professional, Legal or Medical)
- the voice recorder software, for download and conversion of recordings into the PC
- Transcription Aid®, with either the certified USB foot pedal (bundled with the application) or the optional USB activation key, sometimes referred to as “key dongle”.

Note that Transcription Aid® can also be legally installed in the PC of the dictating author, but he will need to purchase the optional USB key to activate it.

3. OPERATIONAL GUIDELINES

Transcription Aid® is most effectively used to delegate into the secretary, assistant or transcriptionist one of the two following activities:

3.1. Correction of Dragon NaturallySpeaking® Professional transcriptions and improvement of the Speech file of the author

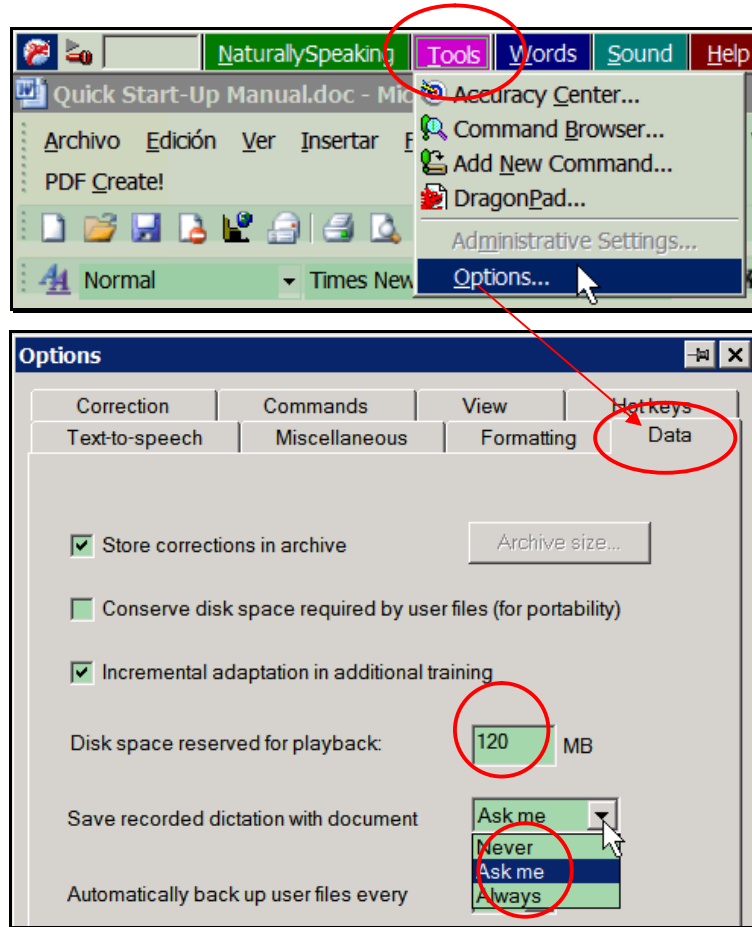
3.1.1. Tasks of the Author

To work its magic, Transcription Aid® needs not only the transcription of the dictation made by the Author in his or her PC, but also the corresponding "*.dra" file that only the Professional version of Dragon NaturallySpeaking® can automatically generate, when saving or closing the aforementioned transcription. This is done in the following way:

a) Set the adequate Dragon NaturallySpeaking® Professional options

For proper generation of this file, before starting dictating, the Author needs to make sure that the Dragon NaturallySpeaking® Professional options *"Disk space reserved for playback"* (is set to a value of at least 120 MB)

and "Save recorded dictation with document" (with the value "Ask me" or "Always") are selected, in the following way:



b) Take proper care of the "*.dra" sound file

When the Author dictates directly into a Microsoft Word® document, he must upgrade to the latest available Service Pack (normally SP 2 or higher) of the application and ***always do at least two Saves of the transcription, for Dragon NaturallySpeaking® to safely generate the "*.dra" file***, like this:

- at some point during dictation the transcription must be explicitly saved ("File" -- "Save" or "Save as...")
- when finished the dictation, close the transcription ("File" -- "Close") or Word® itself (saving the transcription a second time when prompted).

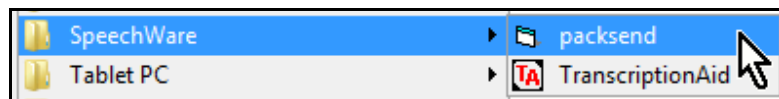
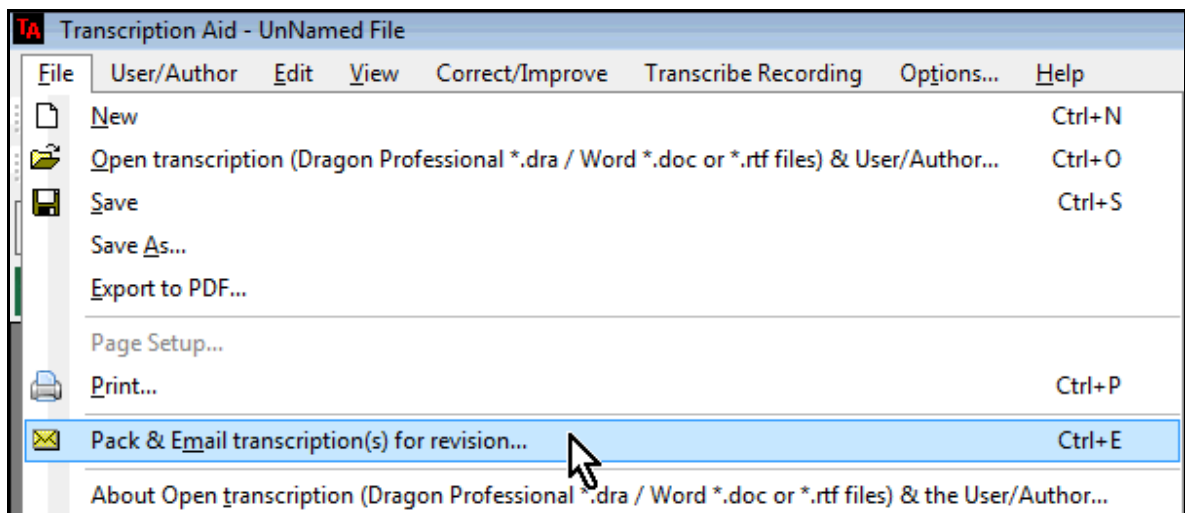
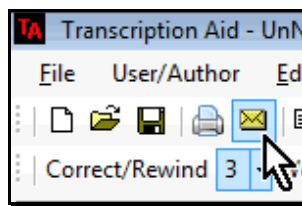
Also, to avoid total or partial corruption of the "*.dra" file the ***Author working in Word® must TAKE CARE:***

- not to make any direct keyboard correction or editing of the transcription while dictating (only keyboard corrections within the Dragon Spell window, as well as using Dragon Voice Commands like "Correct...", "Select...", "Scratch...", "Delete..." and the related ones, are allowed)
- not to dictate for more than 40 minutes in a single document (equivalent to the aforementioned 120 MB of "Disk space reserved for playback").

When dictating directly into a Transcription Aid® document, the Author should do it from beginning to end and without adding any further dictation after the first "Save" of the transcription. In consequence, he should not edit or correct the transcription himself with the keyboard as explained in the previous paragraph.

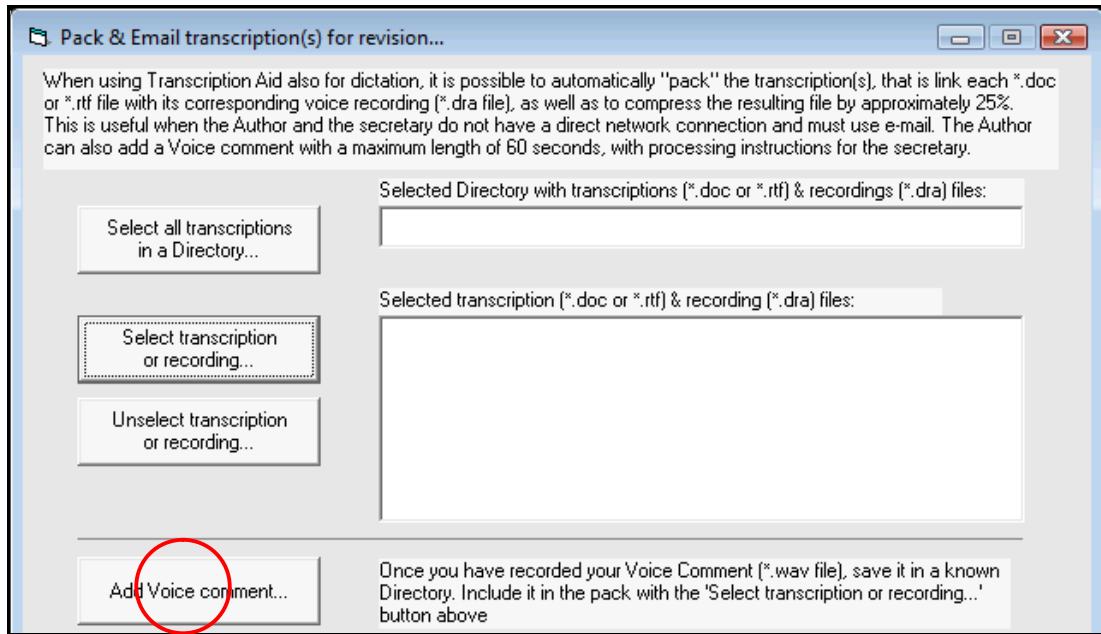
c) Transfer the secretary the transcription (document) and ".dra" sound file (dictation)

If the Author is not connected with the secretary by a local network, he or she can use an Internet connection and the Transcription Aid® function, "Pack & Email transcription(s) for revision" (Ctrl+E hotkey). This is accessible not only within Transcription Aid® but also outside of the application, in one of the three following ways:



The great advantages of using this unique function are:

- when selecting either the transcription (document) or the dictation (*.dra" file), Transcription Aid® will automatically take care of finding the other one, package and compressed ("Zip") them, to save in transmission time
- it is easy to select multiple files and entire directories with one single click
- it is even possible to record and attach short voice comment to the "package", with processing instructions for the secretary, assistant or transcriptionist.

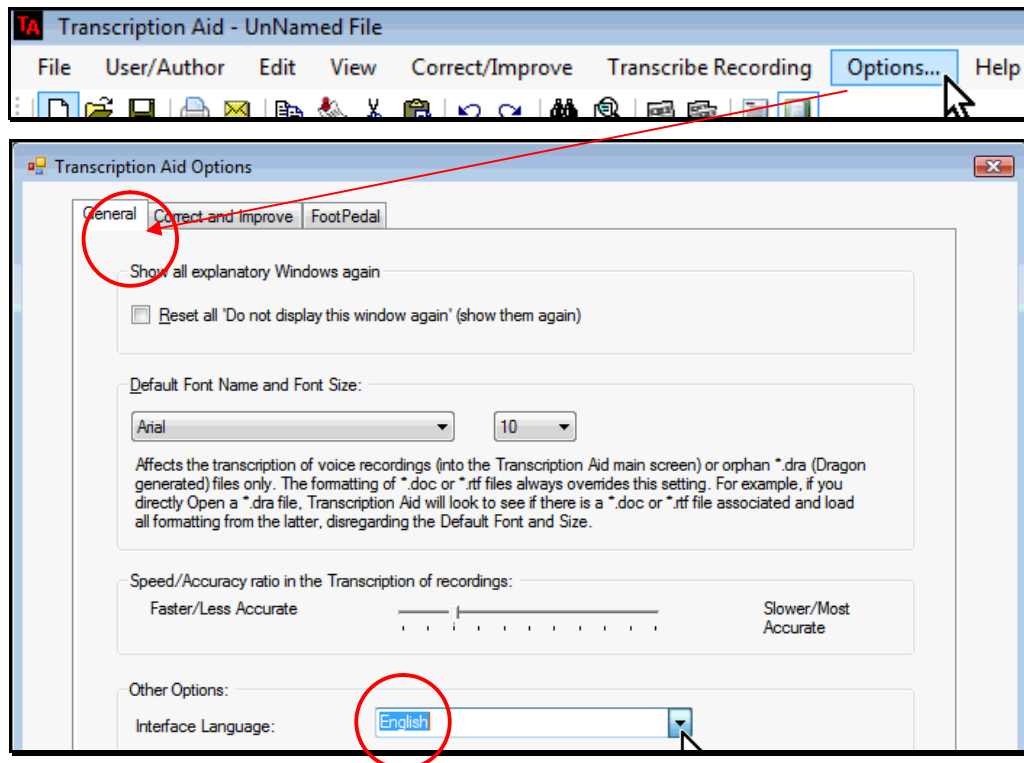


3.1.2. Tasks of the Secretary

Once the secretary gets (and eventually "unzips") the transcription (document) and the corresponding dictation (the "*.dra" sound file) the following consecutive actions must be accomplished:

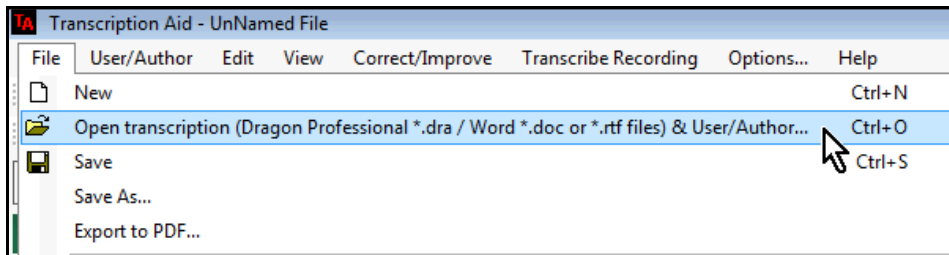
a) Open Transcription Aid® and choose the favorite language interface

This is done with the menu "Options..." and the "General" tab:



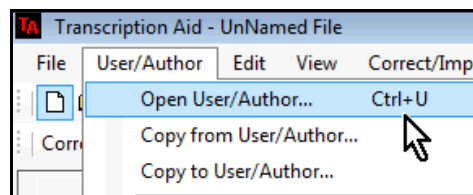
b) Open the transcription (document) to correct, as well as the corresponding Speech file of the Author that generated it

This is done with the menu "File" -- "Open transcription (Dragon Professional *.dra / Word *.doc or *.rtf files) & User/Author..." or the short key "Ctrl+O":

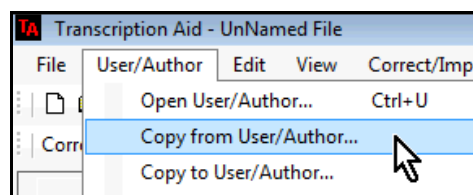


Note that, *also unlike the built-in DragonPad, Transcription Aid® is capable of directly opening Microsoft Word® formatted "*.doc" files and this, even when they contain logos and images!*

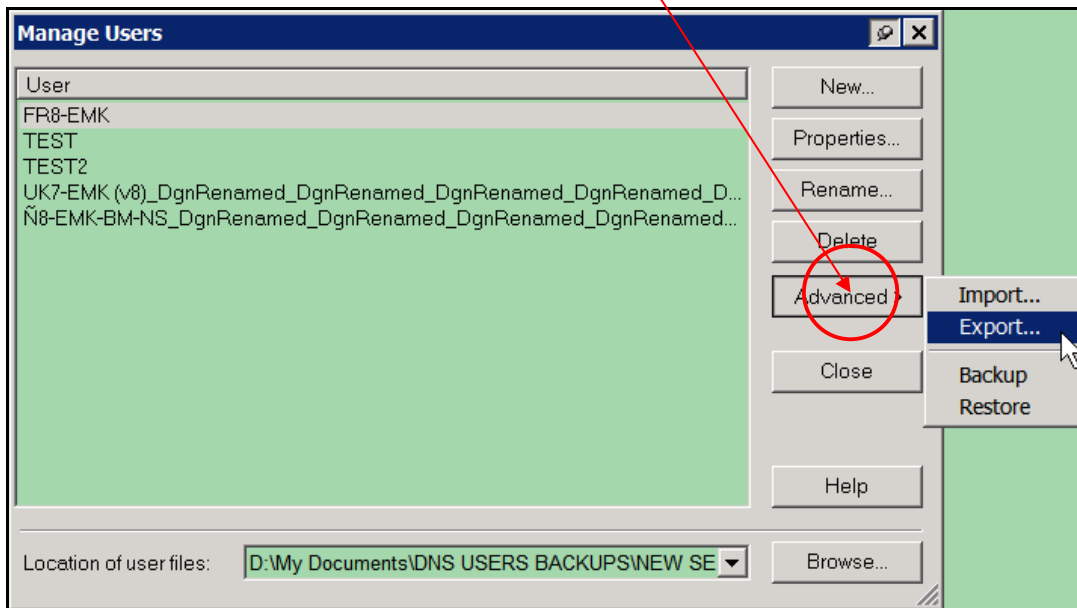
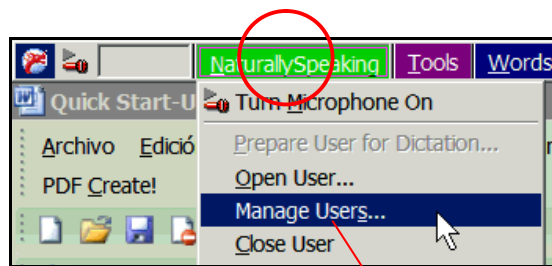
Eventually, in case of problems, it is always possible to open first the Author Speech file with the menu "Users/Authors" -- "Open Users/Authors" or the short key "Ctrl+U" and after the transcription (with the former menu above):



If the Speech file of the Author are not available in the local hard drive, copy them with the menu "Users/Authors" - "Copy from User/Author":

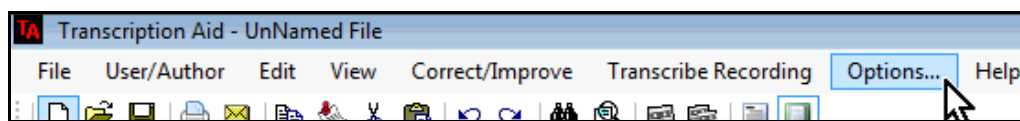


Note that the same operation can also be accomplished in the PC of the Author with the Dragon NaturallySpeaking® "Export" command (and then "Import" into the PC of the secretary), in the following way:

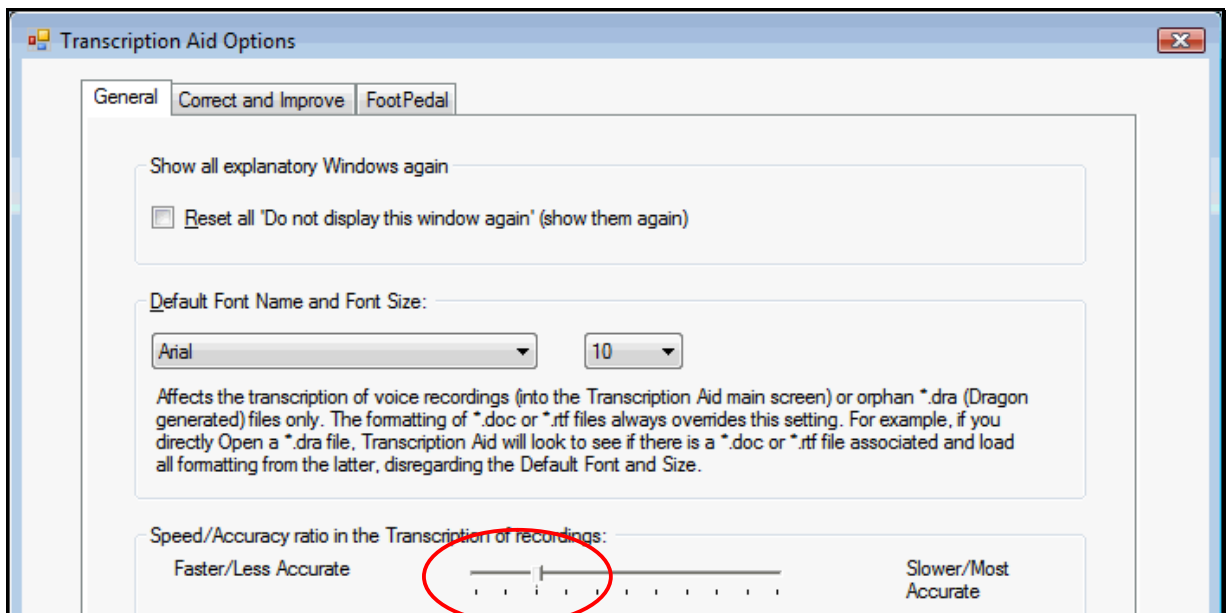
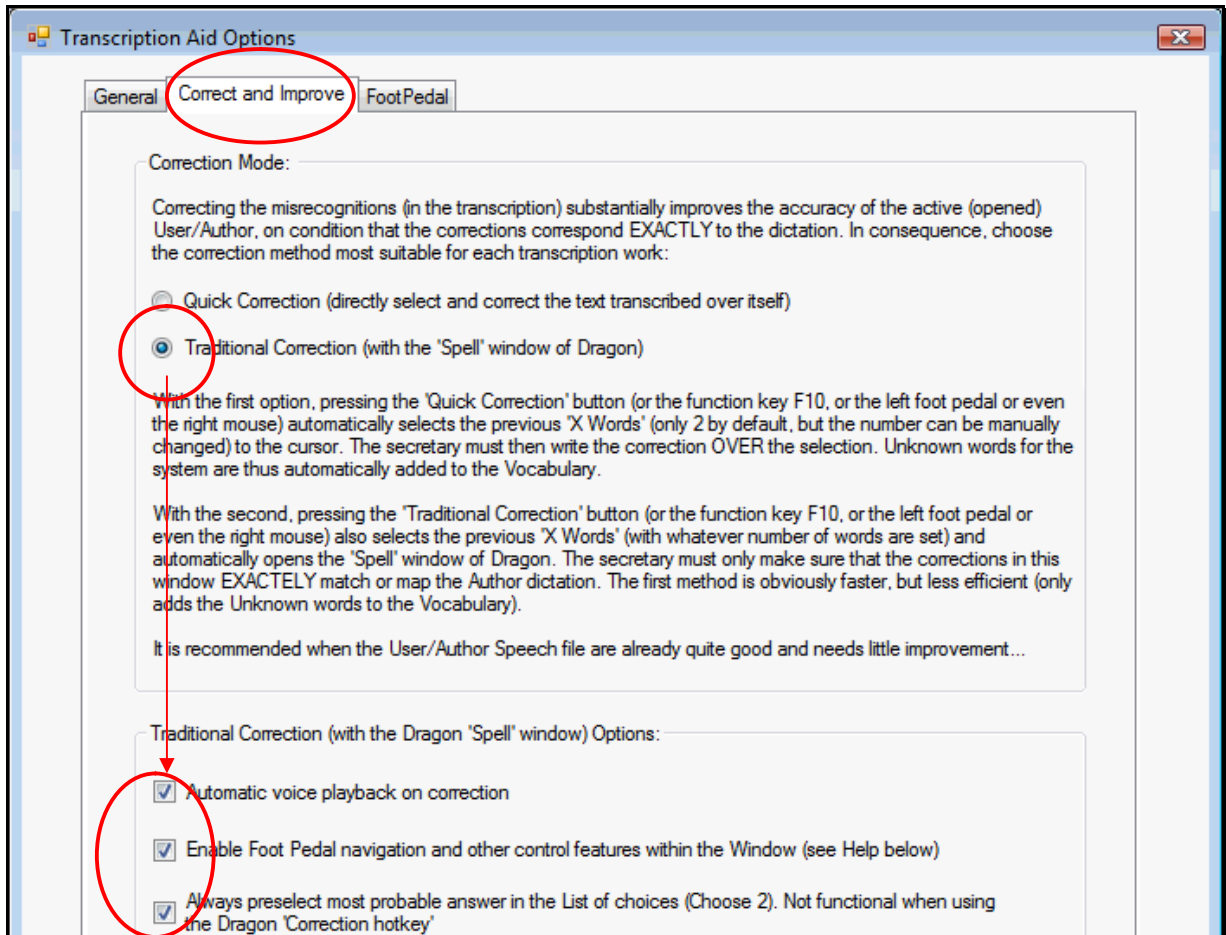


c) Chose the most adequate options for each correction process within Transcription Aid®

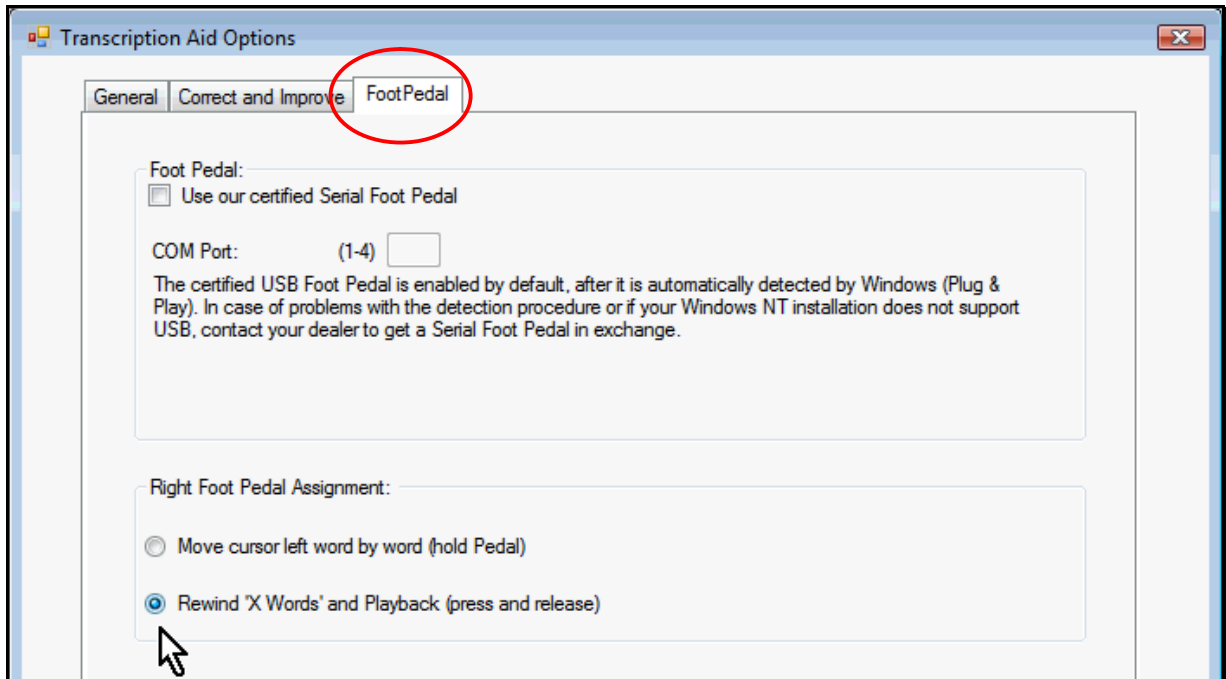
This is done with the menu "Options":



Note the options chosen in the following windows, *because they are quite useful to increase the productivity of the secretary to the maximum:*



The option “Speed vs. Accuracy in the transcription” above is interesting to increase a little bit more the recognition accuracy when transcribing voice recordings from any of the supported devices, if a powerful PC is available.

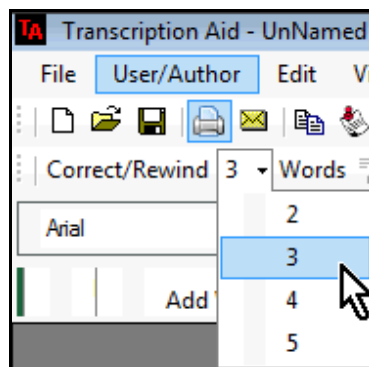


d) Read the transcription, while playing back the dictation of the author, to detect eventual misrecognitions

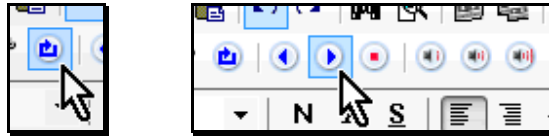
This is most effectively and quickly done by using the foot pedal in the following way:

- press and hold its center part, to playback the transcription forward (right)
- press and hold its right-hand side, to automatically move the cursor word by word backwards (left) in the transcription, without playback
- press once its left-hand side, to open the Dragon Spell window for correction of the transcription while improving the Speech file of the author.

Note that if the option "Rewind 'X Words' and Playback (press and release)" is active (as in paragraph c above), ***pressing once the right-hand side of the foot pedal rewinds the cursor "X" number of words and plays them back automatically.*** The number of words can be set with the lever "Spell for Accuracy & RewindX Words Amount":



Additionally, the secretary can also use the mouse or some Fkey combinations to click in the following buttons:

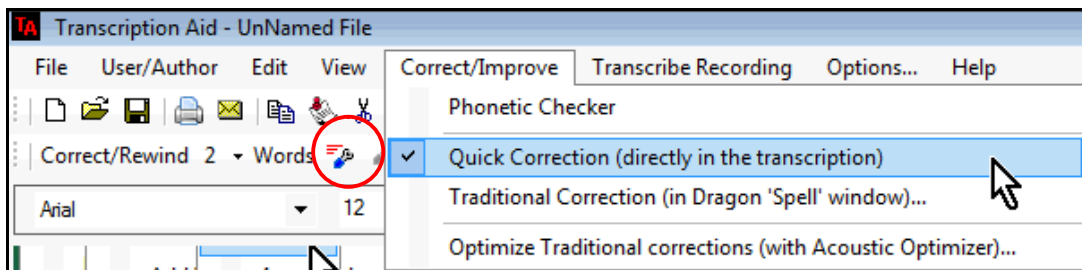


e) Correct the misrecognitions detected

The secretary has two different options now:

- **“Quick Correction”**, that is fast output, by introducing the corrections directly **WITH THE KEYBOARD IN THE TRANSCRIPTION, without improving the Speech file of the Author** for further accuracy and without damaging the dictation of the author!
- **“Traditional Correction”**, that is slower output, **CORRECTING WHILE IMPROVING** the Speech file, by introducing the corrections with the keyboard in the special Dragon “Spell” box.

The first option can be activated either previously, with the “Options...” menu and then “Correct and Improve” as we have seen in paragraph c), or at any moment later on with the following menu:

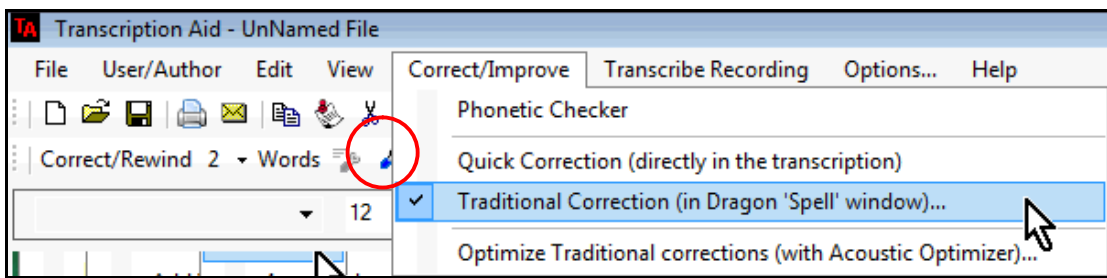


With this first option active, the secretary can press **the button “Quick Correction” circled in red** (or the function key F10 or the left-hand side foot pedal) **to automatically select the precedent 2 words (by default but it may be manually changed) to the cursor and write over them with the keyboard**. Unknown words are **automatically added to the active (opened) Vocabulary (Speech file) of the Author**.

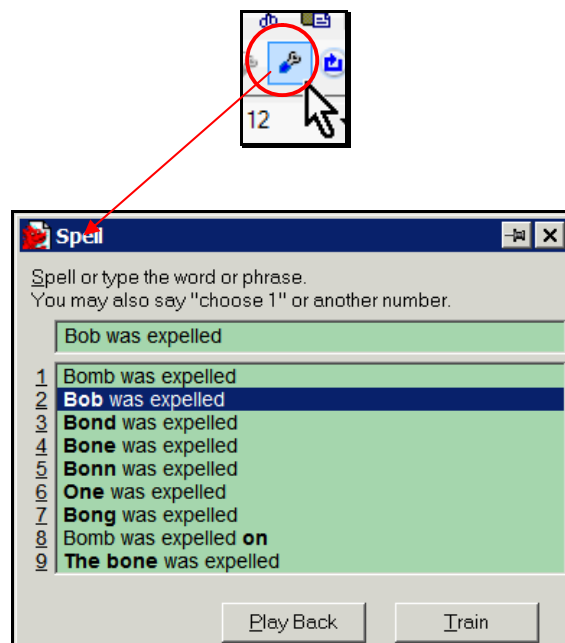
In this way, productivity can be substantially increased according to objective benchmarking. Moreover, the dictation of the Author (the *.dra file) **REMAINS INTACT** whatever the correction and editing directly introduced with the keyboard (by the secretary). **The voice of the Author is not altered or dropped with a keyboard correction to a misrecognition**. This **UNIQUE** feature (“No Sound Drop Out”) may be of paramount importance for professionals like lawyers, doctors, etc., as it allows them to revise the accuracy of the corrections introduced by the secretary later on.

Also, this feature allows the Author another interesting advantage: *easily INSERT PROCESSING INSTRUCTIONS for the secretary anywhere within the dictation*. Instructions and dictation will be faithfully transcribed by Dragon. The secretary will only have to delete the former ones later on, directly on the screen of Transcription Aid®, and without the fear of destroying the playback (of the dictation)! Do you know of any easier system to combine instructions for the secretary and dictation at any moment and when you need them?...

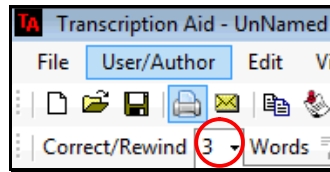
The second option can be activated either previously, with the “Options...” menu and then “Correct and Improve” as we have seen in paragraph c), or at any moment later on with the following menu:



With this second option active, the secretary can press *the button “Traditional Correction” circled in red* (or the function key F10 or the left-hand side foot pedal) *to open the special Dragon “Spell” box for correction and improvement of the Speech file of the Author at the same time*:



Note that the number of words automatically preselected in the editing box of the Dragon Spell window *depends of the value chosen in the pop-up menu “Correct/Rewind X Words”*:



Also, when the option *"Always preselect most probable answer in the List of choices (Choose 2)..."* is active (as is the case in paragraph c above), **the most probable answer will always be AUTOMATICALLY PRESELECTED** by Transcription Aid® when the Dragon Spell window is opened ("Bob was expelled", in the example above), unlike what happens when using Dragon NaturallySpeaking® alone. This is also a very valuable time-saving feature for the secretary, assistant or transcriptionist!.

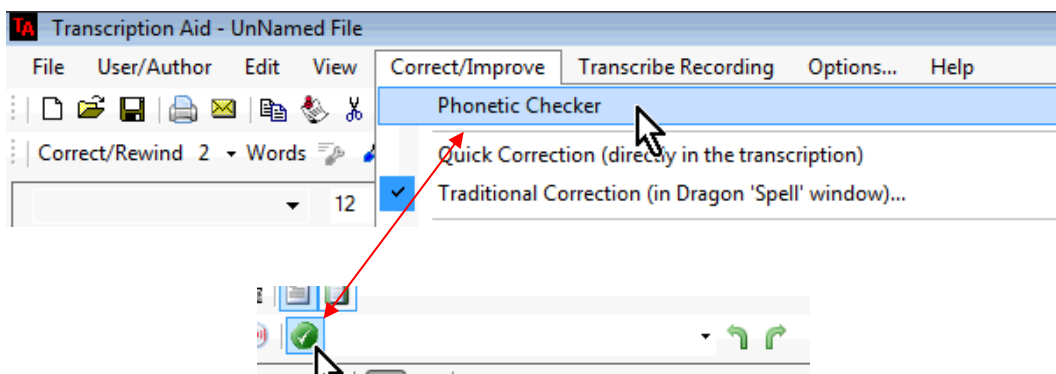
Moreover, when the option "Enable Foot Pedal navigation and other useful features within the Window (see Help below)" is active and the Dragon "Spell" window is open, the behavior of the foot pedal changes automatically to the following:

- press and hold for the first time its center part navigates the List of choices downwards
- raise the foot and press and hold its center part a second time to navigate upwards, and so on
- press once the right-hand side to playback the selected choice and this, **even when the "Play Back" button IS GRAYED OUT!**
- press once the left-hand side to close the window.

The following options are also available for the "Traditional Correction":

- double-click any word in the transcription, to automatically open the Dragon Spell window for correction
- manually select any expression in the transcription to correct it, before opening the Dragon Spell window as explained above
- right click anywhere in the transcription, to get a pop-up menu

Finally, with both correction modes, **we have include an intriguing new feature in the industry, the "Phonetic Checker"** that the secretary may open in two different ways:

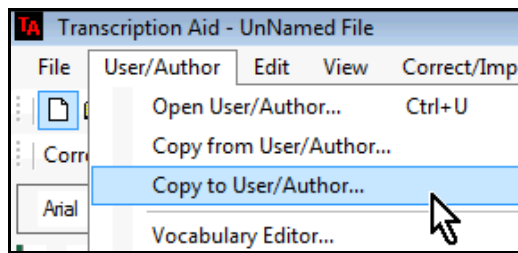


The philosophy behind this amazing new tool is very simple: speech recognition engines are essentially based in statistics and provide outstanding performance if and when the Author speaks clearly, in relatively longer utterances and with top-notch acoustic equipment. Otherwise, if he feels intimidated by the technology (speaks in short utterances) and have not enough experience or good equipment, acoustic and grammar checking can be very useful to automatically spot potential mistakes. Once they are identified, *the secretary navigates (selects) them for correction with either the foot pedal or clicking in the corresponding button:*



f) Copy back the Speech file of the Author to its original location

Copy back the improved Speech file to their original location (a shared location) if and when they have been substantially improved as explained above, for further accuracy in future dictation by the Author, with the following menu. The "original location" could be either the Author's PC or a shared folder on the network:



3.2. Transcription and correction of voice recordings as well as improvement of the author' Speech file with the Professional and Preferred version of Dragon NaturallySpeaking®

3.2.1. Tasks of the Author

When using any of the supported voice recording platforms, the Author must carefully take these facts into account:

- make a special set of Speech file for such a device or create a new "Acoustic source" for his or her existing Speech files, according to the guidelines provided in the User Manual of Dragon NaturallySpeaking®
- hold firmly the device with its microphone relatively close to his mouth (1" or 2 - 3 cms.)
- avoid excessive background noise (you can connect the same unidirectional headset used for dictation in the PC to the recorder, if this is possible) and/or set the microphone to its "Dictation" / "Low Gain" setting (instead of "Conference")
- select "Standard (SP)" or "High Quality" recording (ideally, 11 025 kHz, 16 bits, mono)
- speak clearly, in not to long sentences, articulating properly every word.

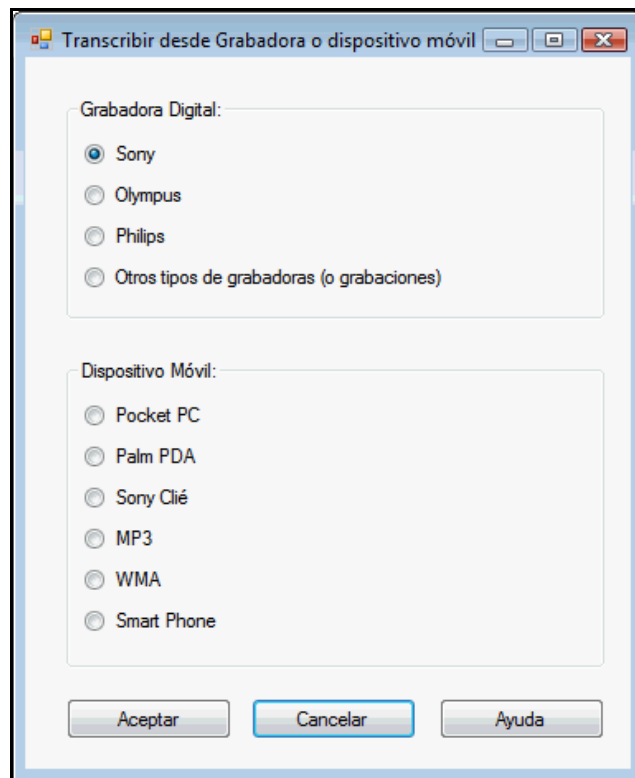
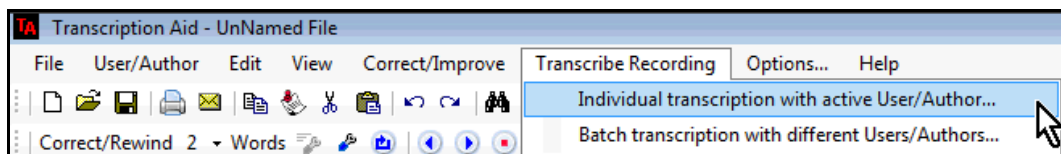
A common problem of most people using digital recorders is their tendency to speak too fast. Once the recording is made, it must be downloaded to a PC for transferring to the secretary to complete the transcription process using Dragon NaturallySpeaking® and Transcription Aid®...

3.2.2. Tasks of the Secretary

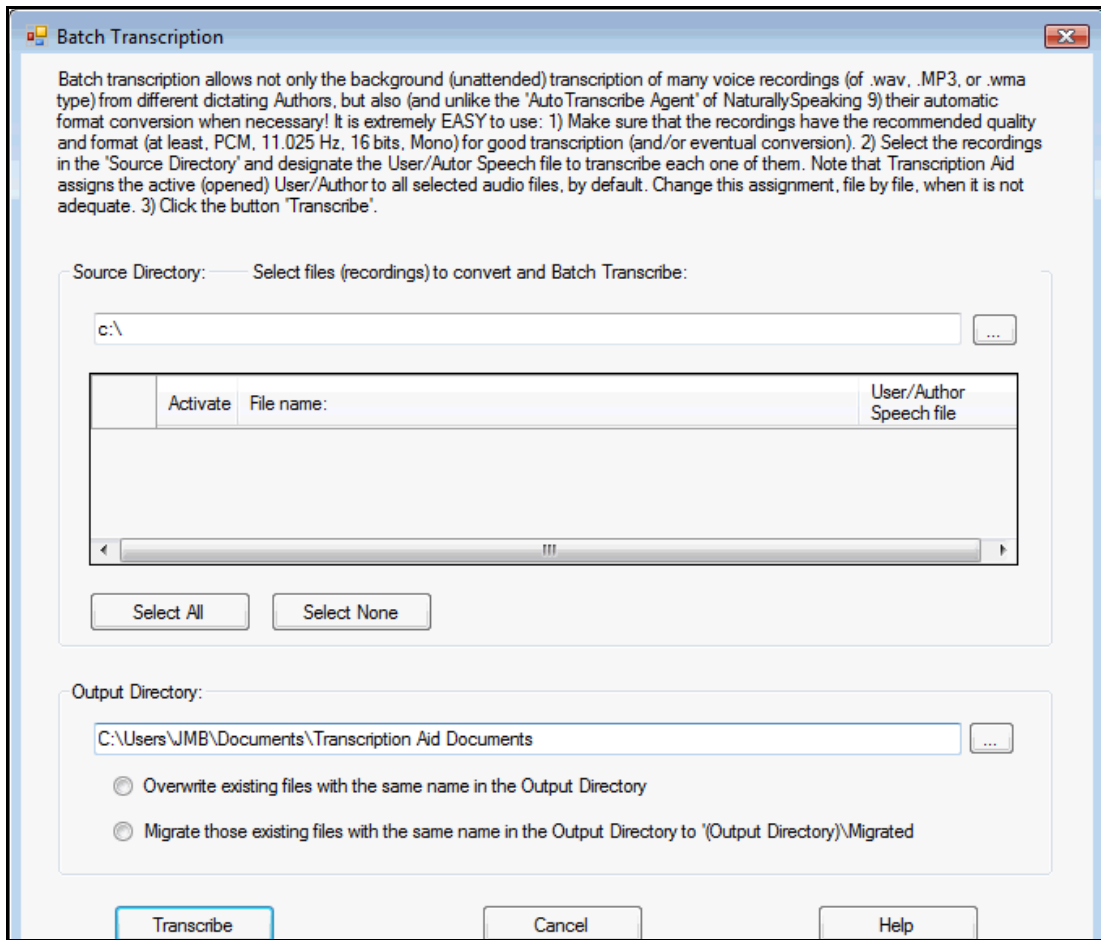
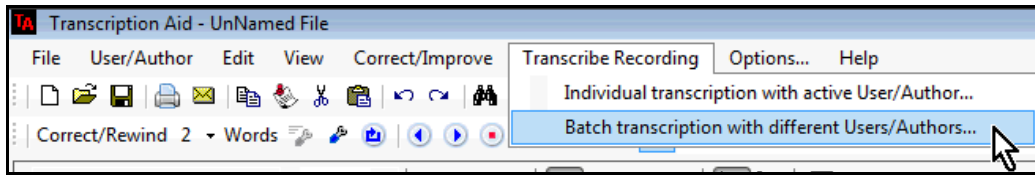
The same principles apply for correction of the transcription and improvement of the active (opened) Author Speech file. The transcription of the voice recordings can be made in two ways:

- Individually, one by one, with *the active (opened) Author Speech file and the Preferred* (as well as the Professional) versions of Dragon
- In Batch or grouped mode, for *multiple recordings, different Authors Speech files and in the background (while the secretary works in another application!)*, only with the Professional version

To enter the first mode, use the following menu:



Whereas, to enter the second:



Note that this feature is again extremely useful for owners of any virtually any digital voice recorder, as NONE OF THE MAJOR MANUFACTURERS PROVIDE IT yet and transcription of voice recordings must normally be done manually and one by one

Besides, in both cases (Batch or Single transcription), **Transcription Aid® will try to convert the proprietary sound format of the voice recording** (WAV, MP3, WMA, etc.) to the Dragon NaturallySpeaking® requirements (PCM, 11,025 kHz, 16 bits, mono) without user intervention.

Brussels, 15th of June 2007