

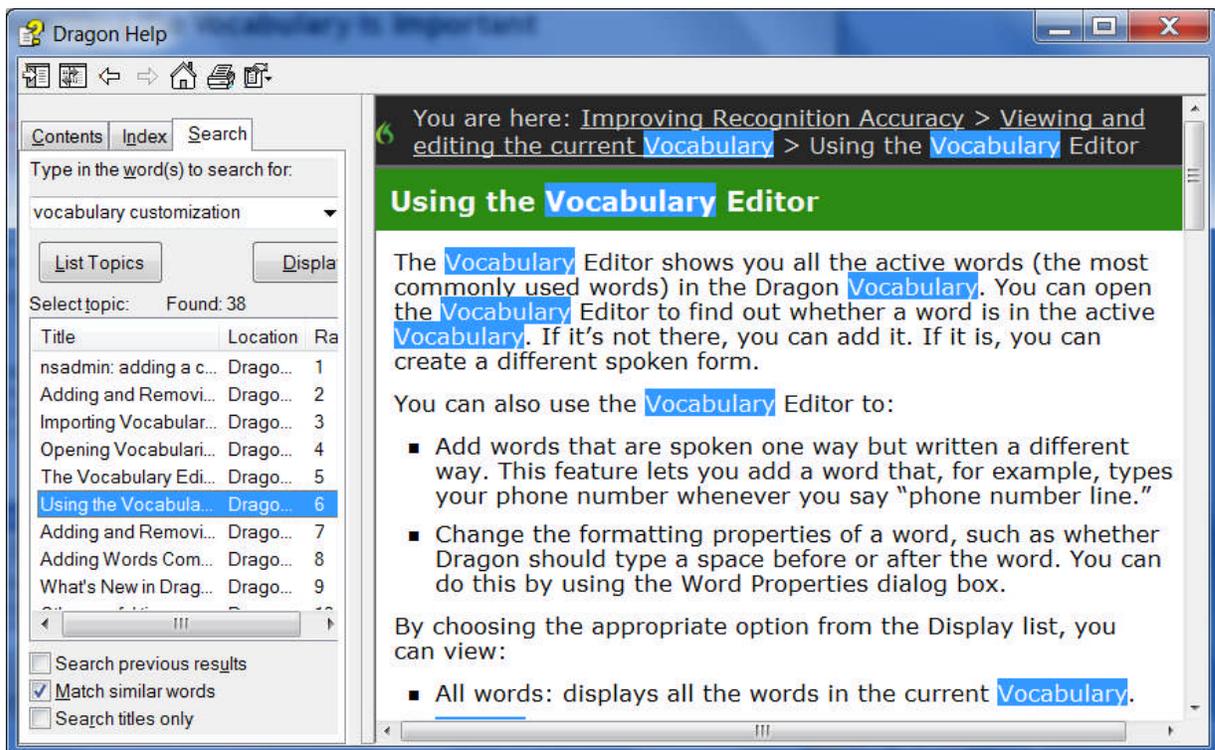


Why Personalizing the Vocabulary is Important

Transcribing a person's speech presents acoustic challenges, such as accents and ambient noise. There is also a *lexical* challenge; for the transcription to be precisely accurate, familiarity with the terms used is necessary. Even an experienced medical secretary would have trouble transcribing for an attorney's office, for instance! And a newly-hired transcriptionist would have to get used not only to the voices of the various dictators, but also to learn the desired spelling and formatting of what they mention, including acronyms, abbreviations, special phrases, names of people, places, products, etc.

An unusual name may seem commonplace to you because you use it frequently, but a person who hears it for the first time may not be able to recognize and spell it: that name is not yet a part of this person's *vocabulary*. Similarly, if a word or phrase is not in Dragon's active *vocabulary*, the software cannot transcribe it correctly without a little instruction.

When you created your User profile, you provided acoustic information which Dragon incorporated into its *acoustic model*. To get optimal accuracy, you should also help the software adapt its *language model* and *Vocabulary*. Lexical customization ensures that what you dictate is transcribed with the desired spelling, spacing, and even capitalization; Dragon provides many powerful tools for it, so this important investment need not take much time. The Help contains much information about personalizing the Vocabulary—including how you can even benefit from the customizations done by others.



Key points about Vocabulary customization

- ✓ As soon as you have created a User profile, you can start dictating, but note that taking a moment to start customizing the Vocabulary for you is a good investment to make right away, since it helps Dragon “get it right the first time” (including spelling, capitalization, and spacing) and it needn’t take much of your time. Personalizing the Vocabulary early and often is strongly recommended. The following pages will show you how.
- ✓ Dragon offers many simple and powerful Vocabulary tools to allow you to make your dictations faster and more convenient.

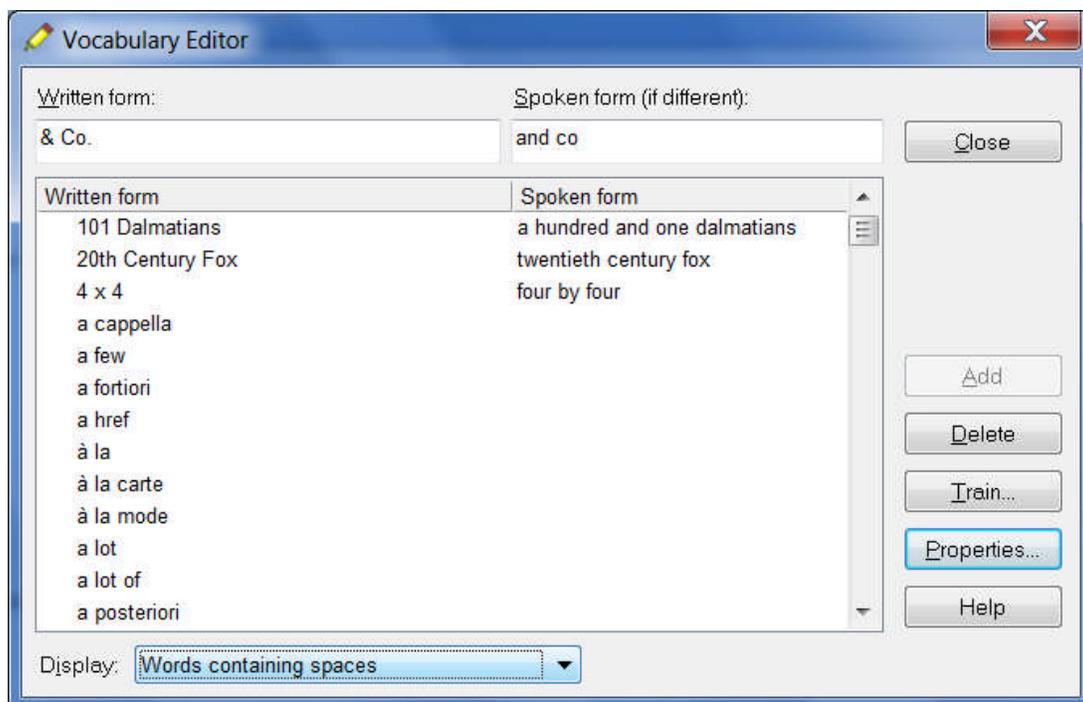
Customizing the Vocabulary—Using the Vocabulary Editor

Dragon’s *Vocabulary Editor* lets you view what can be transcribed from the computer’s active memory; it also allows you to add new entries, as well as edit existing entries—including their *Spoken Forms* and *Properties*.

Let’s take a look inside the Vocabulary and discover the Vocabulary Editor’s interface:

Step 1: Say Edit Vocabulary (you can also use the DragonBar’s Vocabulary menu or the Accuracy Center). The Vocabulary Editor opens; its scrollable window lists the entries currently in Dragon’s active Vocabulary.

Take a moment to scroll through the list. You will see names of people, places, institutions and products, as well as common words, phrases, and abbreviations. Most entries only have a *Written Form* (left column), but some also have at least one *Spoken form* – an important feature, as you will see.



Step 2: Open the Display drop-down list (located at the bottom) and choose *Words Containing Spaces*.

Other Vocabulary displays include *Words Containing Digits*, *Words Containing Capitalization*, and *Words with Special Properties*. By browsing these, you can learn more about what the software uses to transcribe your dictation. You also get ideas about what entries you might add or edit.

Adding Vocabulary Entries: Words, Phrases, Acronyms...

You can quickly search for a particular Vocabulary entry by entering it in the *Written Form* field. If it appears in the scrollable list, it is already in the active layer of the Vocabulary. If not, say or click Add to bring it in.

CAUTION When adding an entry to the Vocabulary, be sure to spell and capitalize it correctly! Otherwise, it will appear misspelled in your documents every time you dictate it.

Some of the "words" in the Vocabulary Editor aren't single words. *Of course* is listed. So is *as well as*. There are also names of people, places, products, and institutions: *Mother Teresa*, *Madison Square Garden*, *KitchenAid*, *Brigham and Women's Hospital*, *Marine Corps*, *Library of Congress*, *Babe Ruth*, *Accounts Payable*, *George Washington*, *Johnson & Johnson*, *Division I*, *LAN Server...*

These help the software resolve spelling and capitalization ambiguities: if the Vocabulary didn't contain the phrase *Mother Teresa*, dictating it would probably produce the transcription "mother Theresa"—because the word *mother* is usually not capitalized, and because *Theresa* is the more common spelling of the name. Having the phrase in its Vocabulary helps Dragon know that the words "Mother" and "Teresa" are likely to occur together, and hence helps Dragon choose the desired capitalization and spelling.

Also, recognizing long sounds is easier than very short sounds. *A* and *the* are acoustically very similar, as are *in* and *an*. Longer words, like "chrysanthemum", contain more acoustic information.

We strongly recommend adding personal "multi-words"; this will later save you time since you will not have to adjust their spelling and capitalization after transcription.

Exercise 1: In the Vocabulary Editor, search for a few familiar names such as your own first and last names, your town, company, colleagues or relatives; if necessary, add them using the Add button.

TIP When adding names of people, consider nicknames and diminutives as well as *formal names*, particularly for names that are very short or that can be spelled different ways: for instance, one might add Liz Hansen, Elizabeth McGee Hansen, Jennifer B. Addams, Jennifer Addams, Jenny Addams, Jenn Addams, Judge Addams, Scooter Addams...

This idea applies to more than just names. Whenever you add an item to the Vocabulary, think of its possible variations: singular/plural for nouns, present/past/gerund for verbs... Remember, if something is not in the Vocabulary, the software cannot recognize it, so don't hesitate to add items even if you think you will not dictate them very often!

Exercise 2: Open a word processor (such as DragonPad, available from the DragonBar's Tools menu or from the command "open DragonPad") and start a list of Vocabulary entries relevant to you; some suggestions are below. (Soon you will learn how to import these entries all at once.)

- jargon and phrases specific to your profession (such as *distro*, *site visit* and *non-State*)
- names of places, facilities or organizations (such as *Building 52*, or *County Adoption Center*)
- names of products (such as *MicroPore tape* or *Latex Exterior Semi-Gloss*)
- acronyms, part numbers, codes (such as *FICA*, *501c(3)* or *RX-70y*)
- names of people (coworkers, clients, friends, relatives...) including full combinations for names that could be spelled differently (Kristin, Gene, Steven, McGregor, Wolfe...) or are very short (Kip, Kit, Dee...) since this helps Dragon resolve acoustic ambiguities.

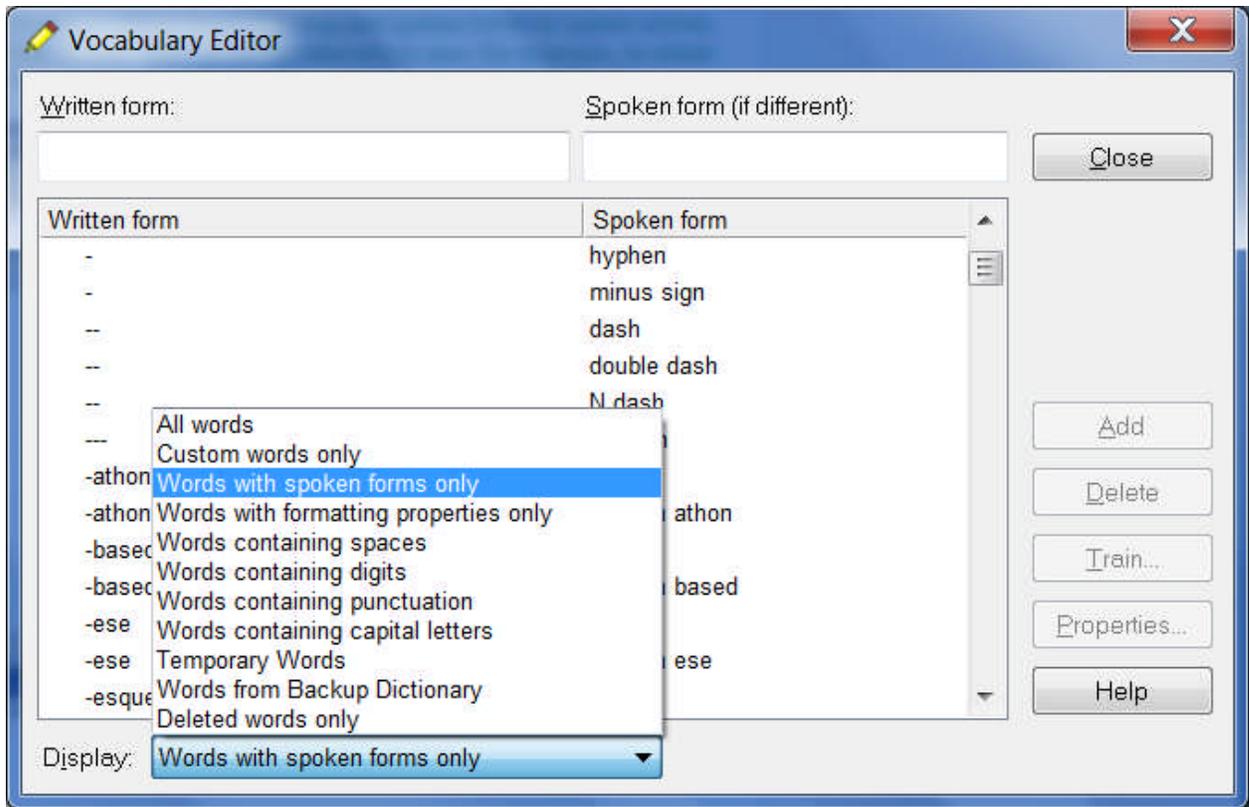
TIP If you are using Dragon at work, note that your employer may be able to give you some lists that could save you time, particularly if they are already in electronic form: lists of staff or clients, departments, units or divisions, products, trademarks, building names, as well as glossaries of terms and acronyms. Starting from such lists doesn't just save time; it may also help add these items with their official, correct spelling!

The importance of Spoken Forms

Radio programs often tell their listeners "let us know how to pronounce your name"; a reason is that some names could be pronounced in several ways, and some are not pronounced "the way they are written" (because of silent letters, for instance). This is true for more than just names. Acronyms are often pronounced letter by letter, but not always: ASAP is pronounced "ay sap" by many people. These facts are addressed by an important Dragon feature: the Spoken Form.

From the Display drop-down list of the Vocabulary Editor, choose "Words with spoken forms only". Take a moment to scroll through and look at existing spoken forms—you will get ideas for what kinds of entries warrant them and how they can be written.

TIP Vocabulary entries may have more than one spoken form. You may add spoken forms to custom entries as well as to existing entries, in order to be able to dictate them as comes naturally to you: for example, to enter the symbol ©, you might like to say "circle see" instead of the existing spoken form "copyright sign".



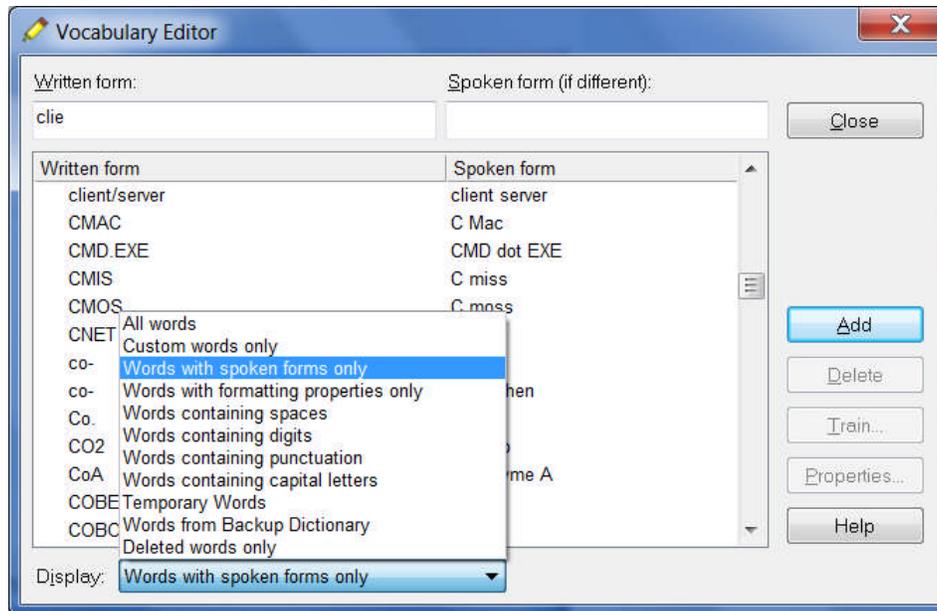
In Dragon 11, Spoken forms must not include punctuation (including periods), abbreviations, or symbols. Here are a few examples:

Written Form: The Man from U.N.C.L.E
Spoken Form: the man from uncle

Written Form: St. Clement's Hospital
Spoken Form: Saint Clements Hospital

Written Form: Soddy-Daisy, TN.
Spoken Form: Soddy Daisy Tennessee

Written Form: Trenton-Mercer Airport
Spoken Form: Trenton Mercer Airpor



Adding Spoken Forms allows you to dictate in the way that is most natural, but also quickest for you. In addition to indicating pronunciation, Spoken Forms can be used for “vocal shorthand” and automatic substitution: you say something short and easy, and Dragon types something longer or “trickier” to say or remember. You will find many examples in this workbook. This capability can be used to give consistency and clarity to your writings; groups can take advantage of it to help everyone easily comply with recommendations like avoiding abbreviations and potentially confusable items.

To add a Spoken Form in the Vocabulary Editor:

Step 1: First, decide what you want to say, and what Dragon should transcribe when you say it.

For example, suppose your school Central Lexington United High School is often called CLUHS or “cluss”. When you dictate “cluss”, do you want Dragon to type *CLUHS* or *Central Lexington United High School*?

Step 2: In the Written Form field, type what you want Dragon to write. Be careful with its capitalization, spacing, and spelling — including symbols or punctuation marks if needed, as in E*TRADE.

Step 3: In the Spoken Form field, type what you will actually say. In some cases (as in our “cluss” example), you will enter one or more “made-up words” to represent the desired sound.

Step 4: Say Add or press Enter.

If you entered a “made-up word” in the Spoken Form field, Dragon brings up a dialog box to tell you that it doesn’t know that word and will therefore guess its pronunciation — this gives you a chance to catch any typo you may have made in the Spoken Form.

TIP Entries containing symbols, digits, or unusual spacing are particularly likely to warrant a Spoken Form. If the written form of a word contains any punctuation, consider providing a spoken form so that there is no doubt as to how the item will be pronounced.

If you add e-mail addresses to the Vocabulary, giving them a Spoken Form can make them quicker to dictate: for instance, for AmyT&JohnB@yahoo.com, "Amy and John at yahoo dot com" or even just "Amy and John at yahoo".

Key points about the Vocabulary Editor

- ✓ You can access the Vocabulary Editor with a command like edit vocabulary, through the Accuracy Center, or through the Vocabulary menu of the DragonBar.
- ✓ In the Vocabulary Editor, custom-added entries are marked with a red plus sign; choosing Custom Words Only from the Display drop-down list allows you to see just the custom entries.
- ✓ You can locate an item by entering it in the Written Form field. By using the Display drop-down list, you can also browse subsets like "Custom words only", "Words containing digits" and "Words containing punctuation."
- ✓ **Spoken Forms** are an efficient way to help Dragon transcribe "special words." You can view many examples of Spoken Forms in the Vocabulary Editor. In addition to clarifying pronunciation (particularly useful for items that contain digits, symbols, or silent letters), Spoken Forms can be used to allow the speaker to say something quite different, and much shorter and easier, than their associated written form: you say just "E O B stat", for instance, and Dragon types "Explanation of Benefit (EOB) statement."
- ✓ A Vocabulary entry can have several spoken forms, and can have one or two alternate written forms.
- ✓ If a Vocabulary entry you don't need "competes" for recognition with something you do need to dictate, you can delete that entry from the Vocabulary Editor (for instance, Cassidy and Cassity). To see the words that have been deleted from the vocabulary, you can choose "Deleted words only" from the Display drop-down list.
- ✓ You can view or change the special Properties of Vocabulary entries, including spacing and capitalization; for instance, you may wish to change whether Dragon uses the spelling "email" or "e-mail", whether the **ellipsis (...)** and the **"new line" dictation command trigger capitalization of the next word...**
- ✓ In the Vocabulary Editor, entries whose properties were modified are marked with the letter P in a blue square.