

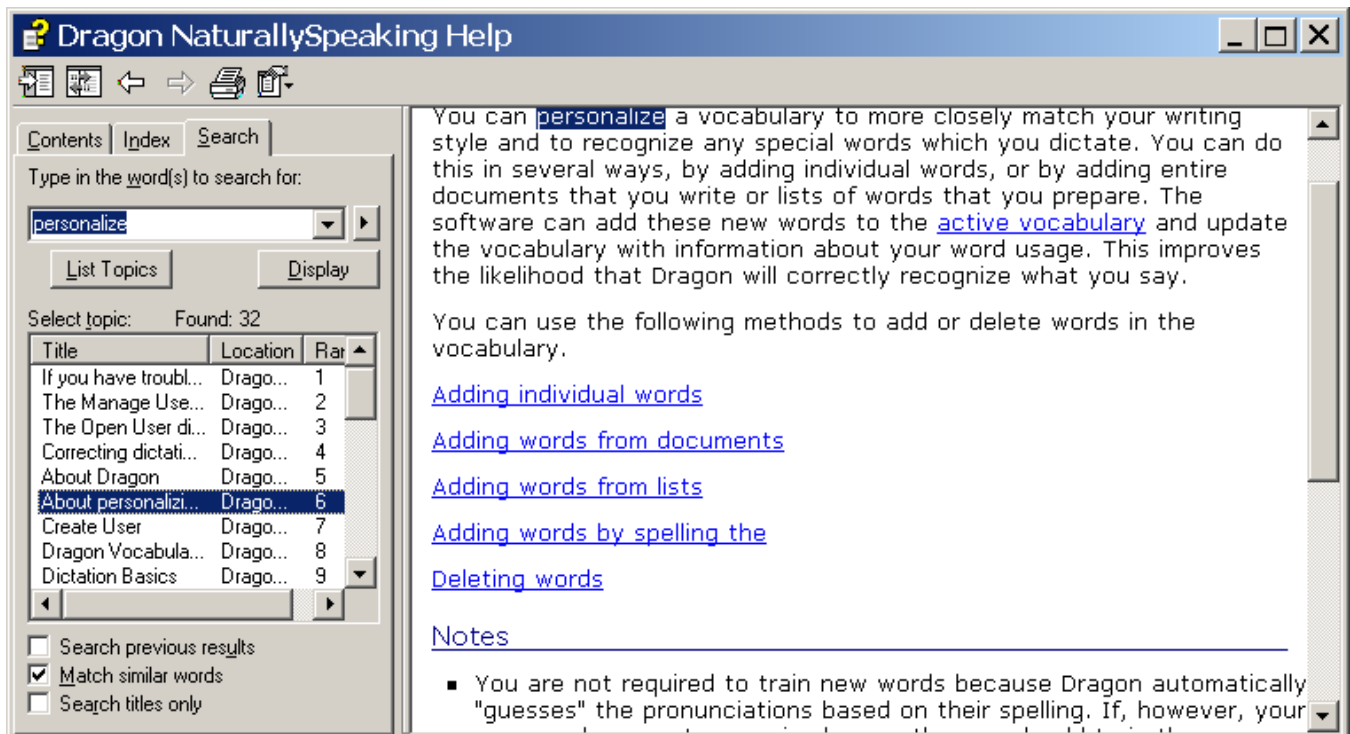
# Why Customizing the Vocabulary is Important

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 legal secretary would have trouble transcribing an insurance executive's dictation, for instance! And a newly-hired transcriptionist would have to get used not only to the dictators' voices, but also to learn the correct 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 colleagues.



The screenshot shows the 'Dragon NaturallySpeaking Help' window. The search bar contains the word 'personalize'. Below the search bar, there is a table of search results. The table has three columns: 'Title', 'Location', and 'Rar'. The row 'About personalizi...' is highlighted. To the right of the table, there is a list of links: 'Adding individual words', 'Adding words from documents', 'Adding words from lists', 'Adding words by spelling the', and 'Deleting words'. Below the links, there is a section titled 'Notes' with a bullet point: 'You are not required to train new words because Dragon automatically "guesses" the pronunciations based on their spelling. If, however, your

Title	Location	Rar
If you have troubl...	Drago...	1
The Manage Use...	Drago...	2
The Open User di...	Drago...	3
Correcting dictati...	Drago...	4
About Dragon	Drago...	5
About personalizi...	Drago...	6
Create User	Drago...	7
Dragon Vocabula...	Drago...	8
Dictation Basics	Drago...	9

## Key points about Vocabulary customization

- ✓ As soon as you have created a User profile, you could start dictating. However, customizing the Vocabulary right away is efficient 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** (as soon as possible and then occasionally later on) **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.

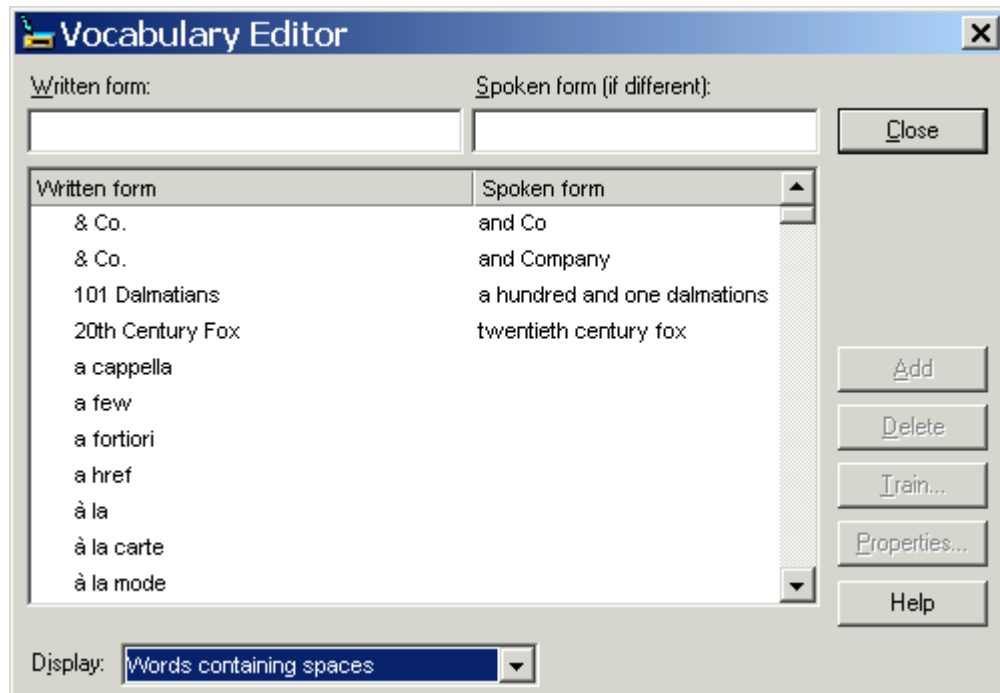
# Customizing Your Vocabulary—Using the Vocabulary Editor

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 click **View/Edit** on the DragonBar's Words menu or **View or Edit Your Vocabulary** from the Accuracy Center). The Vocabulary Editor opens; its scrollable window lists the entries currently in the 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 a *Spoken form* (right column)—this is an important feature, as you will see.



**Step 2:** Open the **Display** drop-down list 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*. Some of the multi-words are 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*, the dictation would probably appear as "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 NaturallySpeaking 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; they will save you time—you will not have to adjust spelling and capitalization after transcription.

**Exercise 1:** In the Vocabulary Editor, look for a few familiar names such as your own, the names of your town, company, colleagues or relatives; if necessary, add them.

**TIP** Consider adding nicknames (alone or in combination) and diminutives as well as *formal names*, particularly for names 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!

**Exercise 2:** In a word processor like DragonPad, 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.

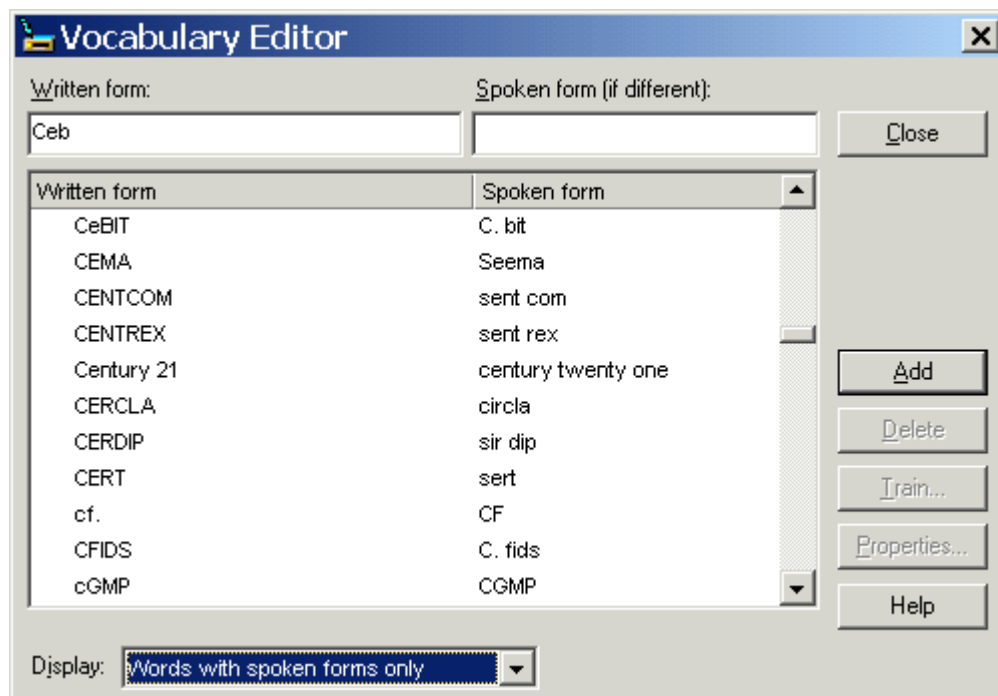
**TIP** Your employer may be able to give you some lists that could save you time, particularly if they are already in electronic form: lists of staff or clients, departments, units or divisions, products, trademarks, building names, as well as glossaries of terms and acronyms. Starting from such lists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

## **The importance of Spoken Forms**

Radio programs tell their callers “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. 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: Spoken Forms.

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 and to existing entries, in order to be able to dictate them as comes naturally to you—for example, to obtain the symbol ©, you might like to say “circle see” instead of the existing spoken form “copyright sign”.



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 via 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 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](mailto:AmyT&JohnB@yahoo.com), “Amy and John at yahoo dot com” or even just “Amy and John at yahoo”.

## **Deleting “Words” and Modifying “Word” Properties**

If at some point you find that an item is not transcribed as you wished, remember that **it might need a spoken form, or a longer entry in the vocabulary**. (Also, particularly if the pronunciation contains non-English sounds, you may want to give the software additional help by “training” it acoustically—see p. **Error! Bookmark not defined.**)

You may also run into cases where a word you need is consistently transcribed as another word: if that other word is not important to you, deleting it from the Vocabulary Editor will solve the conflict by removing your desired word’s “competition”. The names Schafer, Shaffer, Schaefer and Shafer all sound alike, for instance.

**Note:** Dragon comes with literally thousands of vocabulary entries; as you browse the Vocabulary Editor, you will see many you are very unlikely to ever dictate, but don’t spend time deleting them unless they actually cause a conflict!

**TIP** There's more you can do in the Vocabulary Editor!

For instance, by clicking the **Properties** button, you can view or change the *capitalization, spacing and numeral properties* of an entry.

In the *Word Properties* dialog box, you can also choose one or even two **alternate written forms**: for instance, if you prefer the word "figure" to be written as "Fig." when before numbers (Fig. 3), or if you prefer the *dictation command* "new line" to trigger capitalization in addition to a blank line.

Your documentation provides more details; in particular, take a look at the Help topics "The Vocabulary Editor Dialog Box", "Deleting words", and "The Word Properties dialog box."

## ***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 Words menu of the DragonBar.
- ✓ In the Vocabulary Editor, custom-added entries are marked with a red star; 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 “EOB stat”, for instance, and Dragon types “Explanation of Benefit (EOB) statement.”

- ✓ A vocabulary entry can have several **spoken forms**, and **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.
- ✓ You can view or change the special **Properties** of vocabulary entries, including spacing and capitalization. In the Vocabulary Editor, entries whose properties were modified are marked with a blue star.