




Working with Speech Recognition

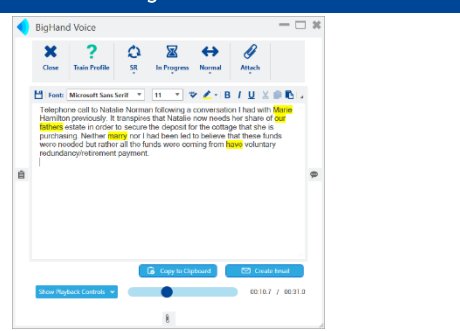
BigHand Speech Recognition automatically transcribes dictations sent to a Speech Recognition workflow. When you open a task that has been transcribed by the Transcription Server, you are presented with the Proofreading window. This provides you with the transcription text, which can be edited (corrected) and then copied into your document template or email.

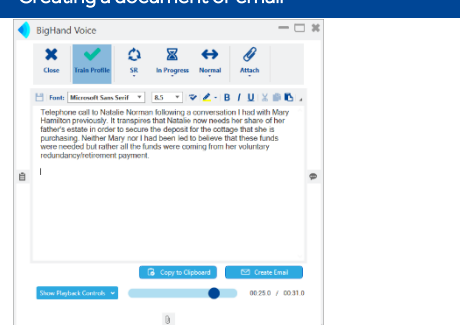
The Proofreading window provides you with the option to train the Author's Speech Recognition profile, by amending any words transcribed correctly and using the Train Profile icon to apply these changes. Any corrections made to the transcribed text are considered when the task is marked as 'Complete' in BigHand. This helps improve Speech Recognition accuracy as the system 'learns' from the corrections, making future transcriptions quicker to proofread as there will be fewer mistakes.

When a task is sent for Speech Recognition, the  icon is displayed against the task in the Status column of the Work List. This indicates that the task is awaiting transcription by the Speech Recognition server. Once the Speech Recognition server picks up the task and begins transcribing it, the  icon is displayed. As soon as the dictation has been transcribed, the  icon displays in the Status column to indicate that the task is ready to be proofread.


Depending on your working practices, proofreading can be done by the Author or the Transcriber.

Proofreading a Speech Recognition dictation

Steps	Proofreading the SR text
<ol style="list-style-type: none"> 1. Double click on the task to open it. 2. Press the Play icon to listen back to the dictation. The audio should match the on screen text, but if a word has been transcribed incorrectly use the keyboard to change it to the correct word. (The screenshot on the right shows all the words which need to be corrected highlighted in yellow.) 3. Continue listening to the dictation and correct any errors until all the content has been checked. 4. If corrections have been made, click the "Train Profile" icon to make sure the corrections are applied when the task is marked Complete. 	

Steps	Creating a document or email
<ol style="list-style-type: none"> 5. Use "Copy to Clipboard" to copy the text to the clipboard. It can then be pasted into a document and any formatting or final amendments to the text can be made. 6. Use "Create Email" to put the text into a new email. The title of the email will be the same as the title of the dictation in BigHand, but this can be changed in the email title field if necessary. 7. Once the text has been saved into a document or email, the final step in the process is to click the "In Progress" icon and select Complete to finish the task. The F7 key on the keyboard can also be used to change the status of the task from "In Progress" to Complete. 	

Speech Recognition Best Practice

- 1 When an Author starts to use Speech Recognition it is expected that some text will need to be corrected while the Transcription Server gets used to the Author's voice. However, as time goes on accuracy will improve, which means the "Train Profile" icon won't be used so often and proofreading is quicker because there are fewer errors.
- 2 Once an Author's profile is at an acceptable level of accuracy, the "Train Profile" icon should not be used, as the profile cannot learn indefinitely.
- 3 During the profile training phase the audio should always be listened to while checking the text on screen. This is the only way we can be sure that we are correcting mistakes and not changing to words to what we think the Author would have said.
- 4 When dictating for Speech Recognition, Authors should not spell out words. If proofreading is to be done by a Transcriber instead of the Author, information about spelling of names etc. can be provided by adding a Comment when dictating.
- 5 If the "Train Profile" icon is going to be used on a dictation, do not add or remove any words, just make sure the on screen text matches exactly what was said. When the text is pasted into a document or email any words can be deleted or added, but it is important not to do this in the proofreading window because the text will no longer match with the original dictated words.
- 6 In Settings\Preferences click the "Check spelling as you type" box to help with the checking of words. Alternatively, the spelling of the text in the Proofreading window can be checked by clicking the Spellchecker icon .

Punctuation & Symbols

To get this	Say these words
.	full stop
.	point or dot (no space after)
,	comma
'	apostrophe
!	exclamation mark
?	question mark
&	ampersand
(open parenthesis
)	close parenthesis
;	semicolon
:	colon
carriage return	new line
two carriage returns	new paragraph
©	copyright sign
®	registered sign
*	star or asterisk
#	pound sign
^	caret
_	underscore
	vertical bar
@	at sign
£50.20	fifty pound twenty pence
09:00 hours	oh nine hundred hours

To get this	Say these words
-	hyphen (no spaces)
-	dash (adds a space before and after -)
%	percent sign
"	open quote
"	close quote
'	open single quote
'	close single quote
`	back quote
...	ellipsis
/	slash or forward slash
\	backslash
[open bracket
]	close bracket
{	open curly bracket
}	close curly bracket
<	open angle bracket
>	close angle bracket
§	section sign
+	plus sign
=	equal sign
October 3, 2015	October three twenty fifteen
€10,000.00	ten thousand euros and zero cents
8.30 PM	eight thirty pee em

Speech Recognition adds apostrophes automatically if possible. You should not need to say them unless it is ambiguous.