



# 3

## *Improving Your Speech Recognition*

### **Working with the Dragon NaturallySpeaking vocabulary**

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If Dragon NaturallySpeaking gets a word wrong, it could be that the word is not in the program's *vocabulary*. When this is the case, you need to teach Dragon NaturallySpeaking the new word so that it can recognize it when you say it.

This chapter talks about the vocabulary used by Dragon NaturallySpeaking, containing both active words and backup words. Version 5 has quick and easy ways to add new words to your vocabulary. As well as adding words when correcting mistakes, you can now:

- n add an individual word
- n Add Words from Documents
- n create dictation shortcuts for frequently used text

Dragon NaturallySpeaking also offers more powerful tools for more advanced vocabulary building. Vocabulary Builder (page 53) and Vocabulary Editor (page 50) give you more control for customizing your vocabulary. In Dragon NaturallySpeaking Professional and higher editions, you can create, import, and export multiple vocabularies. See the section on “Managing vocabularies” on page 63 for details.

The next section discusses how to train Dragon NaturallySpeaking to recognize problem words, including voice commands. Finally, the chapter concludes by explaining when to run General Training again to improve your recognition accuracy.

## About the vocabulary

The Dragon NaturallySpeaking vocabulary contains the words the program is capable of recognizing when you say them. The vocabulary contains thousands of words and their common pronunciations. It also contains language data about how frequently words are used alone and in combination with others.

When you first start Dragon NaturallySpeaking, it creates a standard vocabulary on your computer. A vocabulary contains *active words* (the *active vocabulary*) and *backup words* (the *backup dictionary*).

### Active words

The most commonly used vocabulary words are kept *active* (stored in computer memory). When you dictate these words, Dragon NaturallySpeaking is likely to get them right on the first try (that is, without requiring you to do anything extra, such as correcting the words).

For example, all the words in the following sentence are active (including “Mbeki”), so Dragon NaturallySpeaking should be able to recognize them all correctly on the first try.

### **Today [comma] the Prime Minister met President Mbeki of South Africa**

Don’t worry that the words you want to say won’t be active. The list of active words is very long and continually changes (as you correct mistakes) to always include words you’re likely to use.

### Backup dictionary words

All the vocabulary words that are not currently active are kept in the backup dictionary (stored on disk, not in memory). Dragon NaturallySpeaking can recognize words in the backup dictionary, but not on the first try.

If Dragon NaturallySpeaking has trouble recognizing a word, it may mean that it’s a word in the backup dictionary. You can add a word to the active vocabulary by correcting it (see “Correcting recognition mistakes” on page 25).

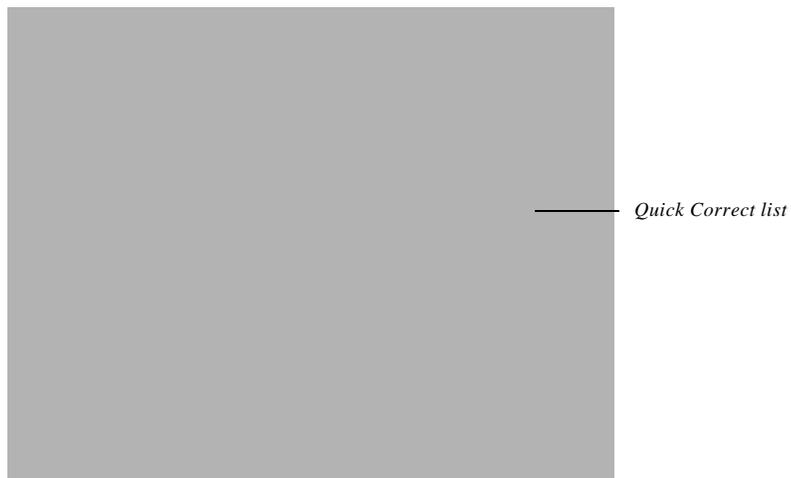
**To add a word by correcting it:**

- 1 Dictate the following sentence. The word “Punxsutawney” (pronounced punks-ah-tawny) is in the backup dictionary, not the active vocabulary, so Dragon NaturallySpeaking won’t recognize it correctly on the first try.

**Meet me in Punxsutawney [comma] Pennsylvania**

When the program makes a mistake (for example, types “punk said Tony” instead of “Punxsutawney”), correct the mistake.

- 2 (In the DragonPad) Select the mistake by saying “*Select punk said Tony.*” The Quick Correct list will appear with the most likely choices for the word you selected.



**NOTE** “*Select*” commands and the Quick Correct list are available in the DragonPad (see page 26), but Steps 1–3 may not work in all programs. To correct a word and make it active in any program, you can always select the word by voice or mouse and then say “*Spell That*” (steps 4 and 5).

- 3 If the word you want appears in the Quick Correct list, say (for example) “*Choose 2.*” You can say any number that appears in the list.

If the word you want does not appear in the Quick Correct list, or if the Quick Correct list does not appear at all, select the word by voice or mouse and use steps 4 and 5 below.

- 4 Say “*Spell That*” or “*Correct That.*” The Correction dialog box opens.

- 5 Type or spell the correction in the Correction dialog box.

Since “Punxsutawney” is in the backup dictionary, it should appear in the list of alternatives before you finish entering it. (The list of alternatives always displays possible endings for the text in the text box.)



- 6 Say, for example, ““Choose 2.” You can also select the correct word and click or say “OK.”

The Correction dialog box closes and “Punxsutawney” becomes an active word. The next time you dictate “Punxsutawney,” Dragon NaturallySpeaking should get it right.

## Quick and easy ways to add new words

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When Dragon NaturallySpeaking gets a word wrong, often it’s because the word is not in the vocabulary at all. This is likely if the word is an uncommon name or specialized term. You must teach Dragon NaturallySpeaking these new words, so it can recognize them when you say them.

Version 5 has quick and easy ways to add new words to your vocabulary. You can:

- n Add words when correcting mistakes (see previous procedure)
- n Add and train individual words
- n Add Words from Documents

This next section describe how to add and train an individual word, and how to Add Words from Documents. This section also tells you how to create dictation shortcuts for commonly used words and phrases (page 48).

The section on “Advanced tools for building and editing vocabularies” on page 50 discusses more powerful ways to work with vocabularies.

Make it a habit to teach Dragon NaturallySpeaking new words to continue to improve the accuracy of the program. Make sure you save your speech files, when prompted, to preserve these changes to your vocabulary.

## Adding an individual word

### To add and train an individual word:

- 1 From the NaturallySpeaking menu, point to Words and click Add Individual Word. Spell or type the word you want to add to the vocabulary. If you want to train the pronunciation of the word (usually a good idea), leave the check box selected. Then click or say “Add.”
- 2 The Train Words dialog box will open with the word you have added. Click or say “Record” to begin recording, then say the word as you normally pronounce it. Click or say “Done” to close the dialog box and add the word to your vocabulary.

## Add Words from Documents

Add Words from Documents is a quick and easy way to add any new words in a document or folder to the vocabulary. For example, if you have an online address book or a list of employee names, you can use Add Words from Documents to quickly identify all the words that aren’t in the vocabulary and add them.

This procedure will add:

- n words that match backup dictionary words with the same capitalization, for example, Punxsutawney or jackstraws
- n Unexpected capitalizations of words found in the active or backup dictionaries, for example, “I’ll see you at the Meeting today”
- n Words with at least one upper-case letter that are not in the backup dictionary, for example, eBay, Viagra, or Rusinow

**NOTE** *The program expects to find capitals at the beginning of sentences, or in a sequence of words that are all capitalized or have initial caps, such as a book title. It does not expect to find capitals in the middle of words or sentences.*

This procedure will not add all-lowercase words that are not in the backup dictionary.

You have more choices over which words are added when you run Vocabulary Builder (see page 57), but Add Words from Documents is quicker and designed more specifically to process proper names, such as a company e-mail list.

**TIP** *Before running Add Words from Documents, you may want to prepare your documents as described on page 54 to make sure that they are in readable format and free of spelling errors. This step is not required as long as the documents are in a form that Dragon NaturallySpeaking can read.*

### To Add Words from Documents:

- 1 From the NaturallySpeaking menu, point to Words and click Add Words from Documents. The Add Words from Documents dialog box opens.



*s The Add Words from Documents dialog box lets you add all the documents in a folder or add documents one at a time. Select any document in the list to remove or view it.*

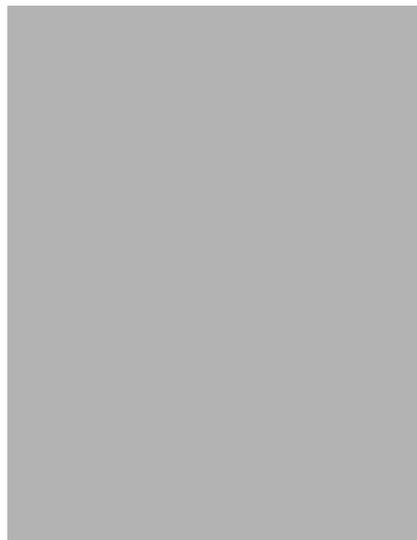
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- 2 Click or say “*Add Document.*” Navigate to the documents you want to add and select them.
- 3 (optional) Click or say “*Add Folder.*” This will add all the documents in the folder you select.

**TIP** *You can often achieve very good results by skipping directly to Step 6.*

- 4 (optional) To view any document in the list, select it and click or say “*View Document.*”
- 5 (optional) Click or say “*Preview Words*” to see a checklist of words (from all the documents in the list) that are not in your current vocabulary.
  - n Add only words you think you’ll use frequently, not ones you’re unlikely to need.
  - n Don’t add capitalized words unless you plan to dictate the capitalized form of the word often (for example, a pet’s name “Fluffy”).

To remove a word from the list of words to be added to your active vocabulary, clear the check box for that word in the Preview Words dialog box.



*s* The Preview Words dialog box lets you select or remove words from the list to be added. Clear any checkbox to remove a word from the list.

- 6 Click “Done” to scan the documents for the words you want to add to the vocabulary. Your speech files will be updated and saved automatically.

## Creating dictation shortcuts

A *dictation shortcut* is a quick way to insert frequently used text into your document. You can create dictation shortcuts for text that you use often or text that is complicated to dictate. In Dragon NaturallySpeaking version 5 (Preferred and higher editions), you can even create dictation shortcuts for multiple lines of text.

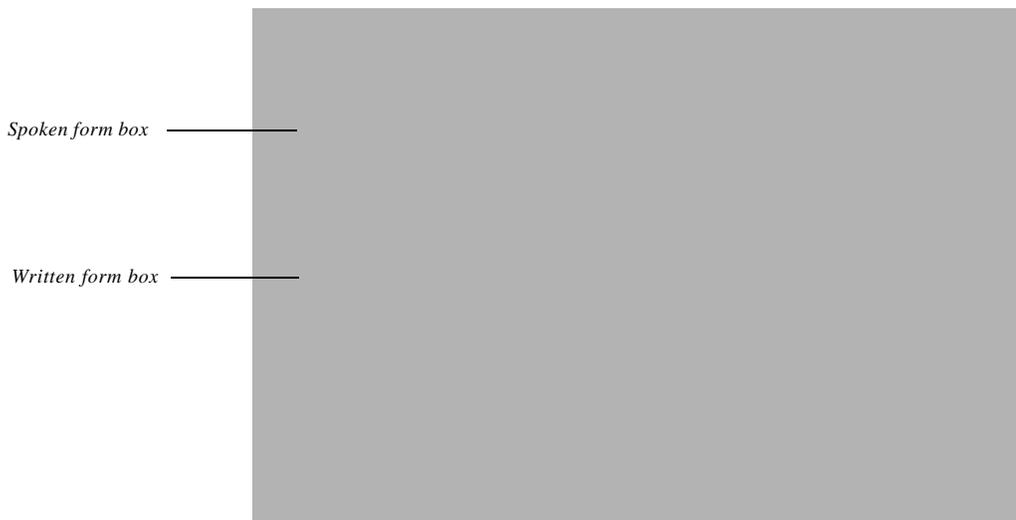
For example, you could create a shortcut that types your name and address whenever you say “*my signature.*” In the example below, the written form for the dictation shortcut appears on the left, and the spoken form is “my signature.”

WRITTEN FORM	SPOKEN FORM
Michael D. Bowman 25 Main Street Wilmington, DE 12345	my signature
This message was dictated with Dragon NaturallySpeaking Professional on a Dragon NaturallyMobile recorder.	my mobile signature

### To create a dictation shortcut:

- 1 From the NaturallySpeaking menu, point to Words and click Dictation Shortcuts.

- 2 In the Spoken form box, type the phrase you want to say to insert the written form text.



- 3 In the Written form box, type the text you want typed into your document.

Here are some guidelines for selecting a spoken form:

- n Try to use unique phrases—don't use a phrase you might want to use in your writing.
  - n Don't use a single word as the spoken form.
  - n Make the spoken form something easy to remember.
  - n Use real words; otherwise, Dragon NaturallySpeaking may not know how they are pronounced and will prompt you to train them.
  - n If you use letters, put a space between them and a period (US/Canada) or full stop (Other Dialects) after each one (for example, J.V.O.).
- 4 Click or say "OK."

Dragon NaturallySpeaking adds the dictation shortcut to the vocabulary. When you dictate the spoken form, the program now enters the written form into your document. For more information on spoken vs. written forms, see "More about spoken forms" on page XX.

**TIP** Dictation shortcuts are commands, so you must pause before and after saying them. If you have a word or short phrase that fits on one line, and you want to be able to dictate it

*differently from the way it's spelled, you should enter a spoken form for the word in Vocabulary Editor rather than creating a dictation shortcut. See "To create a spoken form for a word:" on page 52.*

With Dragon NaturallySpeaking Professional and higher editions, you can also create your own voice commands for inserting frequently used text and controlling your computer by voice. See Chapter 9, "Creating Your Own Dragon NaturallySpeaking Commands," on page 151.

You may want to train Dragon NaturallySpeaking to recognize words you add to your vocabulary by pronouncing them correctly. See "Training Dragon NaturallySpeaking to recognize problem words" on page 68 for information on the many ways to train words.

## Advanced tools for building and editing vocabularies

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The NaturallySpeaking Words submenu offers quick and easy ways to add and train words. For more powerful tools to work with your vocabulary, you can turn to the features of the NaturallySpeaking Advanced submenu. You can use Advanced vocabulary tools to:

- n edit your vocabulary with Vocabulary Editor
- n build your vocabulary with Vocabulary Builder
- n manage vocabularies (if you have more than one, for Dragon NaturallySpeaking Professional and higher editions)

The following sections describe each Advanced tool and how to use it.

### Editing your vocabulary

The Vocabulary Editor shows you all the *active* words (the most commonly used words) in the Dragon NaturallySpeaking vocabulary. You can open Vocabulary Editor to find out whether a word is in the active vocabulary. If it's not there, you can add it. If it is, you can create a different spoken form.

**TIP** *Want to check to see if a word is already in the vocabulary? Type the first few letters of the word into the Written form box. If the word is in the vocabulary, it will appear on the screen.*

### To edit your vocabulary:

- 1 On the NaturallySpeaking menu, point to Advanced, then click Edit Vocabulary.



*s Vocabulary Editor lists all the active words in the Dragon NaturallySpeaking vocabulary.*

A word's written form is what Dragon NaturallySpeaking types when you say the word. The spoken form is how you say the word. For example, the spoken form for "Sgt." is "Sergeant."

Words you have added are marked with a colored star  (not including any words that were previously in the backup dictionary). To see only the words you have added, click "Show custom words only."

- 2 Type the new word or phrase into the Written form box. Leave the Spoken form box empty, unless the word or phrase is not pronounced the way it's spelled (as in the example pictured). If so, see "To create a spoken form for a word:" on page 52.

**NOTE** *You can use the Dictation Shortcuts tool for phrases longer than 128 characters—even multiple lines—that you use frequently. You can learn about dictation shortcuts on page 48.*

- 3 Click Add.

Some special words (for example, "New Paragraph") have a blank written form. These words are built into Dragon NaturallySpeaking. You cannot add your own words with a blank written form.

**More about spoken forms**

Perhaps your vocabulary contains proprietary words with unusual capitalization, or proper names with unusual spellings. Some phrases, such as company names, have particular punctuation. Or, you might want Dragon NaturallySpeaking to write out a person’s name when you say their initials. You can teach the program to type the word or phrase correctly when it recognizes the spoken form.

**TIP** *You can also create a spoken form for a word you’re having trouble getting Dragon NaturallySpeaking to recognize (for example, if the program often types “Lara” when you say “Laura” and correcting and training the word doesn’t help). In the last example in the table, the written form for the word would be “Laura” and the spoken form should be a unique phrase, such as “Laura my office mate.”*

For any word or short phrase that is less than 128 characters and fits on a single line, you should create a spoken form rather than a dictation shortcut (see page 48).

Here are some examples of words with different written and spoken forms. Look in the vocabulary for more examples

WRITTEN FORM	SPOKEN FORM
eBusiness	ee business
Daniell	Daniel with two ells
Niamh	Nev
CINCPAC	sink pack
mbowman@company.com	my e-mail address
Robert F. Kennedy	R. F. K.
Waldron, Lichtin & Foust	Waldron Lichtin and Foust
(617) 965-5200	my phone number

**To create a spoken form for a word:**

- 1 On the NaturallySpeaking menu, point to Advanced, then click Edit Vocabulary.
- 2 Find the word you want in the list by typing the first few letters in the Written form box.

**NOTE** *If the word you want to edit doesn't appear in Vocabulary Editor, it means the word isn't in the active vocabulary. You need to add it to the active vocabulary before you can edit it. (See "Editing your vocabulary" on page50.)*

- 3 Select the word.
- 4 Type the new spoken form into the Spoken Form box. Make sure you type it exactly as is it pronounced.
- 5 (optional) Make any changes, such as punctuation or capitalization, to the Written Form box.
- 6 Click Add. This adds the word with your changes.
- 7 If the word was already in the active vocabulary before you edited it, you should then delete the original word.

### To delete a word from the vocabulary:

Normally, you don't need to delete words from the vocabulary. But if a word is regularly confused with another one that you never use, you might want to delete the one you don't use.

To delete a word, select it and click Delete. (You can select multiple words by holding down the CTRL key while you click. Clicking while holding the SHIFT key will select consecutive words.)

Some common words (like "the") cannot be deleted, since Dragon NaturallySpeaking wouldn't understand you very well without them.

## Building your vocabulary

Running Vocabulary Builder teaches Dragon NaturallySpeaking about your vocabulary and writing style. If Dragon NaturallySpeaking knows what words you use in your writing and how you put them together, it can do a better job of recognizing what you say when you dictate.

Like Add Words from Documents , Vocabulary Builder works by "reading" documents you've already written on the computer. It uses these documents to gather language data about the frequency of words you use and the order in which they typically appear. For example, if Vocabulary Builder were analyzing this guide, it would learn that the word "Dragon" is used frequently and the words "by voice" often appear together. Dragon

NaturallySpeaking would then know to favor these words over similar-sounding words.

Vocabulary Builder also gives you more control than Add Words from Documents over how words are added to your vocabulary. By building your vocabulary, you can:

- n add words from a predefined list
- n add words not in the backup dictionary, even if they do not have unusual capitalization
- n filter and sort words before you add them
- n choose whether to adapt to your document style
- n view a statistical summary of your Vocabulary Builder session

You may want to run Vocabulary Builder if Dragon NaturallySpeaking is still making many mistakes or any time you have documents you'd like to analyze. You can run Vocabulary Builder as often as you like without overwriting language data gathered previously.

To run Vocabulary Builder, you need to complete the following steps:

- n Prepare documents (see page 54)
- n Add words from a list (optional, as for Add Words from Documents ; see page 55)
- n Run Vocabulary Builder
- n Add words found in documents

The following section describes each step.

### **Preparing documents**

Start by finding documents on your computer that are good examples of the kind of text you'll be dictating when you use Dragon NaturallySpeaking.

For example, if you plan to dictate memos and e-mail messages, find some correspondence you've already written. Your e-mail outbox is a good source of text. Any documents you're working on currently are also good ones to use. The more documents you can find, the better.

**NOTE** *It's okay to process documents you didn't write, but only if they are similar in style to your own writing (for example, a report written by a colleague in the same profession).*

### To prepare documents:

- 1 Make sure documents are in the following formats:
  - n .TXT (Text)
  - n .RTF (Rich Text Format)
  - n .DOC (Microsoft Word version 6.0 or later)
  - n .WPD (Corel WordPerfect version 8 or 9)
  - n .HTM or .HTML (Hypertext Markup Language)
  - n .SHTM or .SHTML (Server-side include Hypertext Markup Language)

**TIP** *Dragon NaturallySpeaking can process .TXT (text) files faster than other formats. Consider using text files whenever possible.*

Dragon NaturallySpeaking can process Microsoft Word and Corel WordPerfect files only if you have the corresponding word processor installed on your computer. If it's not installed, convert the documents to another format, such as .RTF.

If you want to process your e-mail messages (a good idea if you'll be using Dragon NaturallySpeaking to write e-mail), you'll need to either export the text into one of the formats listed above or copy and paste messages into a new document.

**NOTE** *E-mail headers may contain characters that Dragon NaturallySpeaking cannot process. If the program cannot process your e-mail text, try deleting all the header information from the file.*

- 2 Use a spelling checker to correct any spelling mistakes in the documents. This will prevent misspelled words from being identified as new words to be added to the vocabulary.

Once you've prepared your documents, you're ready to add them to your vocabulary.

#### **Adding words from a list**

If you're new to Dragon NaturallySpeaking, you can skip this step or do it later. After you become familiar with adding words to your vocabulary, you may find adding words from a list to be a helpful feature.

When Dragon NaturallySpeaking analyzes your documents, it starts by displaying a list of all the new words found, so you can select the ones you want to add to the vocabulary. If the list is very long, selecting and editing

words can be time-consuming. Therefore, Dragon NaturallySpeaking also gives you the option of adding a list of words directly to the vocabulary. You can add this list as a document in Add Words from Documents (page 45), or by selecting “add words from a list” in Vocabulary Builder before processing documents.

Adding words from a list saves you time and also offers other advantages. You can include frequently used phrases in your list to improve recognition of these phrases. For example, if Dragon NaturallySpeaking has trouble recognizing the name “Ellen Cohen” even though both “Ellen” and “Cohen” are in the vocabulary, you can add the phrase “Ellen Cohen” to the vocabulary.

### To create a list of words:

Create a text (.TXT) file and enter each word or phrase you want to add to the vocabulary on a separate line. Make sure words are spelled correctly.

**TIP** *To include a spoken form, type a backslash (\) and then the spoken form. The spoken form will appear in the Spoken form box in Vocabulary Editor after the word is added. See page 51 for an illustration of written and spoken forms.*

Following is an example of a correctly formatted list:

*Each line is added to the vocabulary as a single item. In this example, the phrases “Ellen Cohen,” “Fluffy the Cat,” and so on, will be added.*



*s You can use the DragonPad to create your text file.*

### Running Vocabulary Builder

Prepare your documents and create a list of words to add (optional), following the procedures described in the previous step. Once you have one or more documents prepared, you're ready to run Vocabulary Builder.

#### To run Vocabulary Builder:

- 1 Open the user and vocabulary you want to personalize.

**NOTE** *In Dragon NaturallySpeaking Professional or higher editions, each user may have more than one vocabulary. From the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies. Then select the vocabulary you want to personalize and click Open.*

- 2 From the Dragon NaturallySpeaking menu, point to Advanced and click Build Vocabulary. The Vocabulary Builder Wizard appears.
- 3 Follow the instructions on the screen.



**To add words from a list (optional):**

- 1 On the Add Words from a List page, specify a file containing words you want to add to the vocabulary. (See “Adding words from a list” on page 55 for more information about this step.)



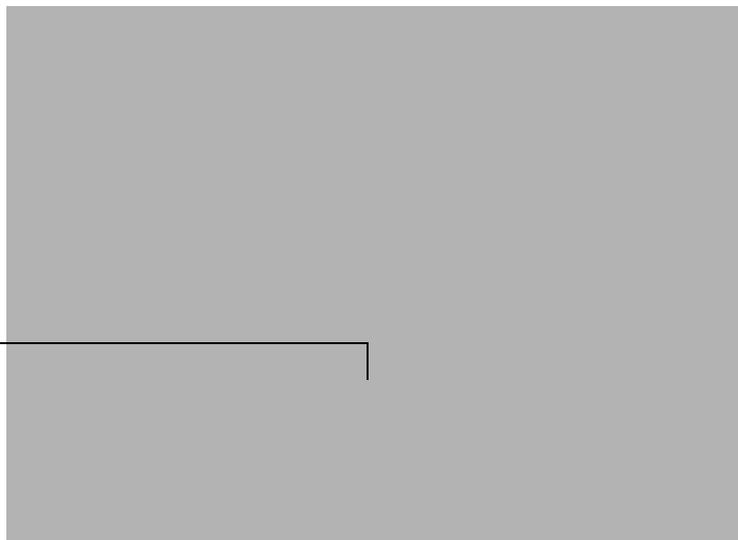
- 2 If you specify a file, click Add Words from List and then click Next to continue.

**TIP** *You can add word lists from multiple files. The wizard tells you how.*

To skip this step, just click Next.

### To analyze documents:

- 1 On the Analyze Documents page, click Add.



Select a document and click "Remove" to remove it from the list to be analyzed.

*s Vocabulary Builder uses documents you've written to teach Dragon NaturallySpeaking how you write.*

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- 2 In the Add Documents dialog box, find and select the documents you want to process\* and then click Open.

**NOTE** You can select multiple documents in one folder by holding down the CTRL key while you click. To select a range of documents, hold down the SHIFT key while you click. To add documents from a different folder, click Add again.

Documents you select are added to the Analyze Documents page. If you need to remove a document, select it and click Remove.

- 3 To start processing the documents, click Analyze Documents.

**NOTE** If Vocabulary Builder displays an error message, it may mean that one or more of your files is not in the correct format (see the list of acceptable formats on page55) or that the program used to create one of your files is not installed on your computer.

\* Although there's no limit on the size or number of documents, Vocabulary Builder analyzes only the first 500,000 words each time you run it.

After a document is processed, the word “Yes” appears in the Analyzed column.

- 4 When you’re finished processing documents, click Next.

After Vocabulary Builder analyzes documents, it displays the Add New Words dialog box with a list of the new words found..

Click  to select words to add to the vocabulary



If there are words on the list that you use frequently, you can add them to the vocabulary to improve accuracy, but this step is not required. The Add New Words dialog box displays all the words found that aren’t in the Dragon NaturallySpeaking vocabulary (neither the active vocabulary nor the backup dictionary).

### To add new words found in documents (optional):

- 1 Use the Filter and Display options if you want to show or hide words in the list.
  - n Select “Show unknown words” to view words found that aren’t in the vocabulary in any form (for example, “Anelka”). This option filters out words such as “Fluffy,” where the lowercase form of the word (“fluffy”) is already in the vocabulary.
  - n Select “Show known words with capitalizations that do not exist in the vocabulary” to view words that are in the vocabulary but were found with unusual capitalization (for example, “Fluffy” and “joan”).

**NOTE** Any capitalized words found at the beginning of a sentence or in a title (such as “War and Peace”) don’t appear in the list.

- n Clear the “Include words added in this session” box if you want to hide any words that you have added since you began running Vocabulary Builder this time.
- 2 Click to select the words you want to add to the vocabulary.
  - n Add only words you think you’ll use frequently, not ones you’re unlikely to need.
  - n Don’t add capitalized words unless you plan to dictate the capitalized form of the word often (for example, a pet’s name “Fluffy”).
- 3 If a word you want to add contains a spelling or capitalization error, select the word and click Edit (or double-click the word).

**TIP** There’s no need to edit a misspelled word and add it to the vocabulary if it’s already in the vocabulary with correct spelling.

In the Edit Word dialog box, correct the written form of the word. Leave the Spoken form box empty unless the word is not pronounced the way it’s spelled. To remove capital letters automatically, click Lowercase.



*s Use the Edit Word dialog box to correct spelling and capitalization errors before adding words to the vocabulary.*

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When you have finished editing, click OK to return to the Add New Words dialog box.

- 4 After selecting and editing words you want to add, click Add Checked Words to Vocabulary.

Dragon NaturallySpeaking will add the new words to your vocabulary (marked with a star  in the list). A dialog box appears asking if you want to train the new words now. You should train any words that are not pronounced the way they are spelled.

To train the new words, click Yes and follow the instructions on the screen. For more information, see “Training Dragon NaturallySpeaking to recognize problem words” on page 68.

To skip this step, click No.

- 5 Click Next to continue.

The Adapt to document style dialog box opens.



### To adapt to document style:

- 1 For the first option, select “Yes” to have Vocabulary Builder modify your speech files based on the language data gathered in analyzing your documents. If you select “No,” the data won’t be used. You could select “No” if you were using Vocabulary Builder only to find new words (for example, if you were processing documents you didn’t write but which contain words you use).

- 2 For the second option, select “Yes” to preserve previously gathered language data. If you select “No,” this data will be lost. You could select “No” if you wanted to overwrite data gathered previously (for example, if you processed the wrong documents the last time you ran Vocabulary Builder).

**NOTE** *This option will be dimmed (grayed out) the first time you run Vocabulary Builder, since there are no previous sessions yet.*

- 3 Make your selections and click Next to continue.
- 4 On the final page of Vocabulary Builder, review the summary information and click Finish to save your changes.

**NOTE** *If you ever make unwanted changes to your speech files when running Vocabulary Builder, you can restore a backup copy of your user. See “Restoring a backup copy of a user” on page 148.*

## Managing vocabularies

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If you have Dragon NaturallySpeaking Professional or a higher edition, you have the option of creating additional vocabularies with specialized words.

An additional vocabulary can improve recognition accuracy if you have different and distinct writing styles and if the writing you do requires a large vocabulary of specialized terms. For example, a doctor who uses Dragon NaturallySpeaking for dictating medical reports and also for sending e-mail to friends and family may be able to enhance recognition accuracy by having two different vocabularies: a vocabulary for professional writing and one for informal correspondence.

Whether or not you need an additional vocabulary depends on how many words you would need to add to your current vocabulary to make it effective for all the writing you do. Unless this number is greater than 10,000 words (as it might be for a doctor), you should be able to add all the specialized terms you use to your current vocabulary without compromising the recognition accuracy of other words.

Keep in mind that a single vocabulary is easier to maintain. If you have different vocabularies, you may have to add and delete words in multiple places.

Language data gathered when you run Vocabulary Builder is specific to a single vocabulary. But acoustic data—information about how you pronounce different words—applies across vocabularies. When you correct a word in the Quick Correct list or the Correction dialog box, or train it in the Train Words dialog box, Dragon NaturallySpeaking adjusts the acoustic data for that word and all other words with similar sound patterns.

The one case in which acoustic data isn't shared across vocabularies is when a spoken form is added for a word. For example, if you edit the written form of "Laura" to add a spoken form of "Laura my officemate," as in the example on page 52, this pronunciation information is stored in the vocabulary along with the word, so it's specific to a single vocabulary.

You can create, open, delete, rename, import, and export vocabularies in the Manage Vocabularies dialog box. See the next section for details.

## **Creating vocabularies**

This procedure applies only to Dragon NaturallySpeaking Professional and higher editions.

### **To create a vocabulary:**

- 1 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies. The Manage Vocabularies dialog box opens.



- 2 Click New. Enter a name for the new vocabulary and select a vocabulary on which to base it.



You can base the new vocabulary on one of the standard Dragon NaturallySpeaking vocabularies (which begin with the word “Base”) or on one of your current vocabularies.

- 3 Click OK to create the vocabulary.
- 4 To start using the new vocabulary, you need to open it first. See the following section, “Opening vocabularies.”
- 5 Run Vocabulary Builder to customize the new vocabulary. See “Building your vocabulary” on page 53.

**NOTE** *Vocabularies are associated with specific users. If you create an additional vocabulary, it’s available only to the current user. However, you can export and import vocabularies to transfer them between users. See “Importing and exporting vocabularies” on page 66.*

## Opening vocabularies

This procedure applies only to Dragon NaturallySpeaking Professional and higher editions.

### To open a vocabulary:

- 1 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies.
- 2 Select a vocabulary and click Open.

**TIP** *You can also open a vocabulary that was open recently. From the NaturallySpeaking menu, point to Advanced and click Open Recent Vocabularies.*

## Deleting vocabularies

This procedure applies only to Dragon NaturallySpeaking Professional and higher editions.

### To delete a vocabulary:

- 1 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies.
- 2 Select the vocabulary you want to delete and click Delete.

If you want to delete the open vocabulary, you must close it first by opening a different one.

There must be at least one vocabulary for each user, so if you've got only one, you cannot delete it.

**NOTE** Always use the Delete button to delete vocabularies; don't remove folders from the *NatSpeak\...\Users* folder on your hard disk. Using the Delete button is the only way to properly remove all information about a vocabulary from your computer.

## Renaming vocabularies

This procedure applies only to Dragon NaturallySpeaking Professional and higher editions.

### To rename a vocabulary:

- 1 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies.
- 2 Select a vocabulary and click Rename.
- 3 In the Rename Vocabulary dialog box, type a new name for the vocabulary and click OK.
- 4 Click Cancel to close the Open Vocabulary dialog box.

## Importing and exporting vocabularies

These procedures apply only to Dragon NaturallySpeaking Professional and higher editions.

Vocabularies are associated with specific users. However, you can copy vocabularies between users by importing and exporting them. For example, if you create another user for use with a portable recorder, you may want to copy your current vocabulary to the new user. You can do this by exporting the vocabulary from your current first user and then importing it to the new user. The following sections provide instructions.

**To export a vocabulary:**

- 1 (optional) Create a folder in which to store the exported vocabulary files. (The folder can be anywhere on your hard disk.)
- 2 Open the user that has the vocabulary you want to export. Select it from the list in the DragonBar Users menu. Or, point to Users, click Manage Users (to open the dialog box), then select the user you want and click Open.
- 3 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies.
- 4 Select the vocabulary you want to export and click Export. (You may be prompted to save changes to your speech files.)



- 5 Open the folder you created for storing the exported vocabulary files.
- 6 Click Save.

The exported vocabulary is saved as five files, all with the same name but with different extensions (.TOP,.TO1,.TO2, and so on). These five files must remain in the same folder. When you later import the vocabulary, the file with the extension.TOP (for topic) is the one to select.

**To import a vocabulary:**

- 1 Open the user to which you want to import the vocabulary. (On the DragonBar Users menu, click Manage Users. From the Manage Users dialog box, select the user you want and click Open.)
- 2 On the NaturallySpeaking menu, point to Advanced and click Manage Vocabularies.
- 3 Click Import and then open the folder that contains the exported vocabulary files. (You can only import vocabularies that have been exported.)
- 4 Select the vocabulary you want to import by selecting the file with the extension.TOP, and then click Open.
- 5 In the Import Vocabulary dialog box, enter a name for the imported vocabulary.



- 6 Click OK to save the vocabulary.
- 7 Click Cancel to close the Open Vocabulary dialog box.

## Training Dragon NaturallySpeaking to recognize problem words

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If Dragon NaturallySpeaking continues to get the same word or phrase wrong, it probably doesn't recognize the way you pronounce it. When this happens, you should teach Dragon NaturallySpeaking how you say it. This is known as *training* the word or phrase.

## Training words

Typically, correcting a word is all you need to do for Dragon NaturallySpeaking to get it right the next time. But if you find yourself correcting the same word or phrase over and over, you need to train Dragon NaturallySpeaking to understand it. Training is the most effective way to teach the program your pronunciation.

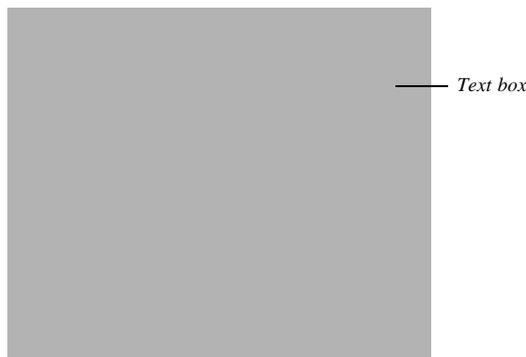
You can train Dragon NaturallySpeaking after making corrections, after adding a new word, or from Vocabulary Editor. The Train Words dialog box opens when you:

- n click the Train... button in the Correction dialog box
- n add an individual word, if you select the checkbox “I want to train the pronunciation of this word”
- n click the Train... button in Vocabulary Editor

**TIP** You can select more than one word to train in Vocabulary Editor by holding down the CTRL key while you click.

### To train a word:

- 1 Open the Train Words dialog box to display the word or phrase to train.



s Train Words helps you teach Dragon NaturallySpeaking your pronunciation for a word or phrase it continues to get wrong.

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- 2 Click or say “Record.”
- 3 Pronounce the word or phrase.

The text disappears, and if Dragon NaturallySpeaking successfully recognized the word, the dot below the text box lights up briefly. (You may be prompted to say the word more than once.)

**NOTE** *When you train a word after correcting it in the Correction dialog box, you're prompted to say both the correct and incorrect word. This helps Dragon NaturallySpeaking learn the difference. If both words are pronounced exactly the same (for example, "write" and "right"), there's no need to train either one.*

- 4 If you want to train the word or phrase again (if you misspoke, for example), click the Record button again and repeat; otherwise, click Done.

You can also train any voice command that Dragon NaturallySpeaking consistently misunderstands.

## Training a voice command

If Dragon NaturallySpeaking often gets a specific voice command wrong (for example, it hears "Correct That" as "Correct the"), you can train it to recognize your pronunciation for the command.

Before you spend time training a command, make sure the phrase you're saying is a real command. Consult the online Help, or check the *Command Quick Reference* card or the Dragon NaturallySpeaking Version 5 Commands List on page 179.

If the command you want to train appears in the following list, you can train it from Vocabulary Editor (these commands are stored as words in the vocabulary):

- n New-Line
- n New-Paragraph
- n Next-Line
- n Next-Paragraph
- n Cap
- n Caps-On
- n Caps-Off
- n All-Caps
- n All-Caps-On
- n All-Caps-Off
- n No-Caps

- n No-Caps-On
- n No-Caps-Off
- n No-Space
- n No-Space-On
- n No-Space-Off

**To train a command in the previous list:**

- 1 On the NaturallySpeaking menu, point to Advanced, then click Edit Vocabulary.
- 2 Scroll to the top of the list where the commands are listed. (To get there quickly, click in the list and press the Home key.)
- 3 Click the command you want to train. The spoken form won't become highlighted, but the space in the Written form column will.
- 4 Click Train.

For further instructions, see steps 2–4 beginning on page 69.

**TIP** You can select multiple commands to train by holding down the CTRL key while you click. It's a good idea to train any similar-sounding commands at the same time. For example, if you're training "New Paragraph" also train "New Line."

To train a command that doesn't appear in the list on page 71, follow the procedure below.

**To train other commands:**

- 1 From the NaturallySpeaking menu, point to Words and click Train Words.
- 2 In the Train Words dialog box, type the command you want to train.



Enter the command with the exact capitalization shown on your *Command Quick Reference* card or in Appendix B of this guide. For example, to train “*Correct That*,” capitalize the words exactly as shown pictured.

- 3 Click OK.

For further instructions, follow steps 2–4 beginning on page 69.

## Running General Training again

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If you’ve been following the procedures in this chapter, but Dragon NaturallySpeaking continues to make a lot of mistakes, you may need to spend some more time teaching the program how you pronounce words. You can do this by running General Training again and reading another training text aloud.

Doing more General Training can also help if your speaking style has changed since your first experience with Dragon NaturallySpeaking. If you spend some more time training the program and make an effort to speak the way you do when you dictate, you should see an improvement in accuracy.

The first time you do additional training, you must read for at least 18 minutes; after that, there is no fixed time limit. You should read at least one complete selection from the General Training texts, until you can click the Finish button. If you click Cancel, your training will be lost.

Even if you’re getting good recognition accuracy, consider running General Training again after you’ve been dictating long enough to have a dictation style (a few weeks). Doing more training can further improve accuracy if your speaking style has changed at all since your first experience. Running General Training again is also a good idea if you move to a noisier environment or change your microphone or sound card.

### To run General Training:

- 1 From the Dragon NaturallySpeaking menu, point to Advanced and click Train User. The General Training dialog box appears.
- 2 Select the text you want to read (you can select a different text than the one you read the first time) and click Train Now.
- 3 Follow the instructions on the screen.

**TIP** *As you read, speak clearly, as if you were dictating the text into a document. This will allow the program to learn how you sound when you dictate.*

- 4 When you've read as much as you want (or at least one complete text), click Finish.

