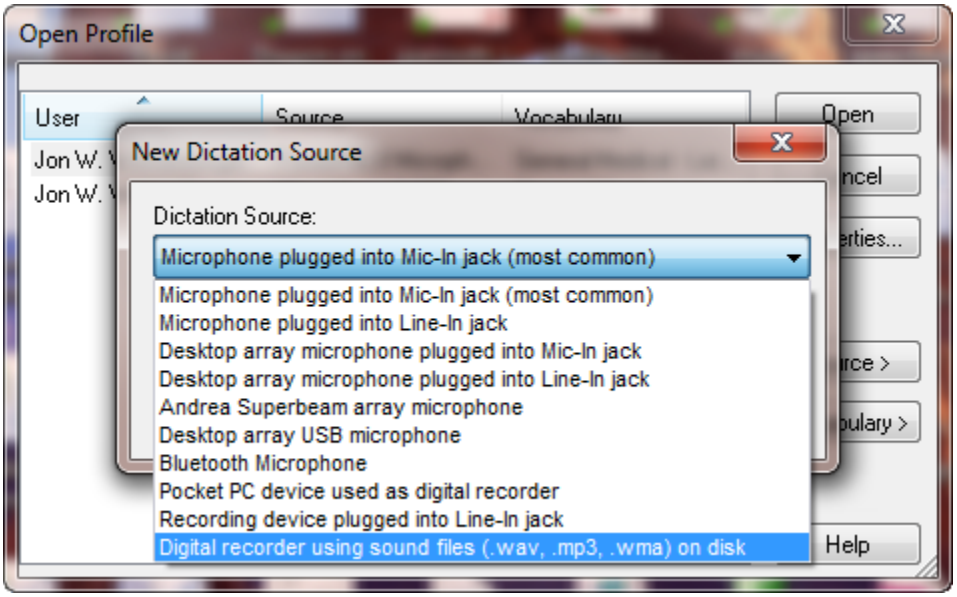
Using a Digital Recorder with Dragon NaturallySpeaking

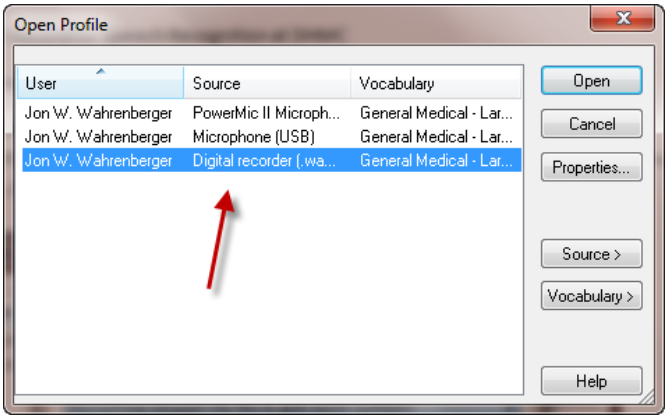
For those desiring to record dictation “on the go” and later have it transcribed by Dragon, the use of a portable digital dictating device is a perfect solution. The instructions shown below were based on the process in Dragon Medical Network Edition.

Creating a New User Profile or Source for Use with a Portable Digital Recorder

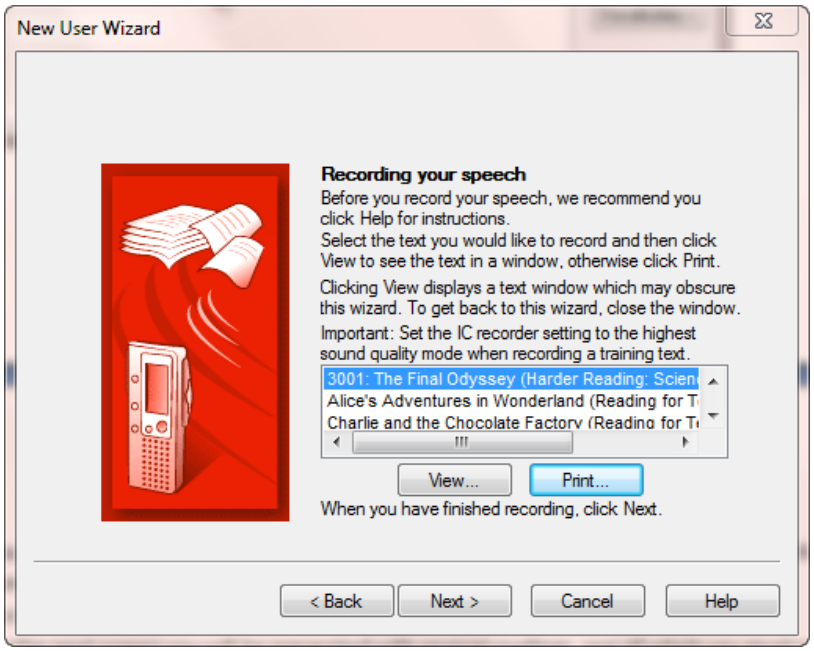
1. Go to Dragon > Open Profile > Source > new
2. From the pull-down on the “New Dictation Source” window, select “Digital recorder using sound files … (see below)



3. Click OK
4. Select the new source and click “Open” (see below)



5. You will be presented with a message that “Recorder Training has not yet been successfully completed …” Click OK.
6. On the following “New User Wizard” screen, click next.
7. On the next screen you will be presented with several readings, one of which you must select and read into your portable recorder before proceeding with the next step. Select the reading and either print it or read it (into your portable recorder)



WARNING: you need to read for about 15 minutes, so time yourself. There is no reason to read beyond 15 minutes.

8. Click next in order to see the screen shown below, and then click the “Browse” button and browse to the file containing your 15 minutes of reading. Be sure to select the type of file appropriate for your recorder (either .mp3, .wav or .wma)

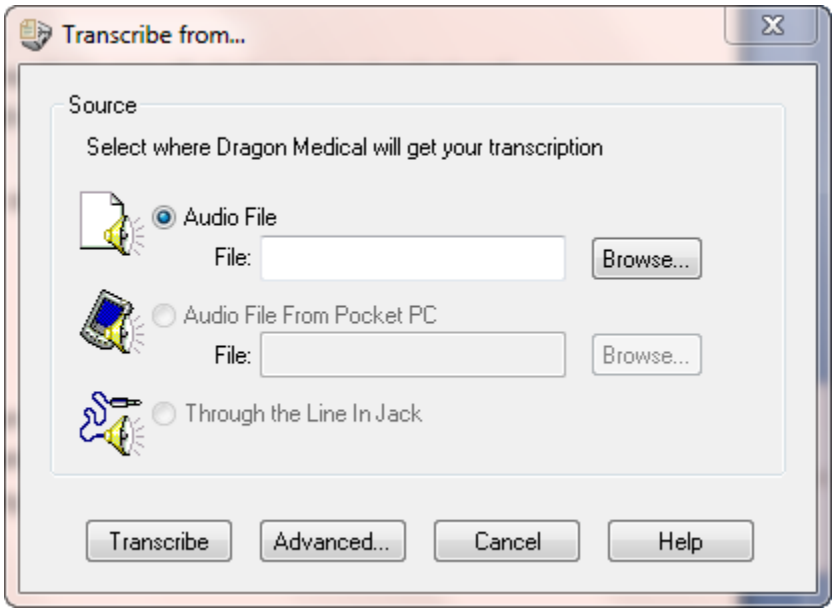
Importing and Transcribing Sound Files (after setting up the user profile)

There are several ways you can import a file for transcription with Dragon. We will describe both a fully manual method (which is actually quite quick and simple) and a more automated way. Keep in mind that some of the expensive recorders come with proprietary software that can streamline some of this process.

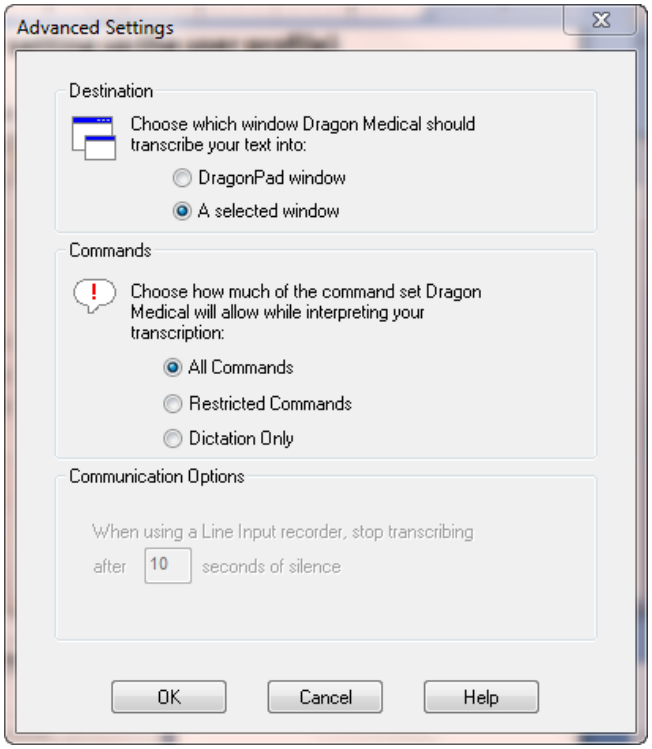
Manual Method:

1. Dock or otherwise attach your portable digital recorder to you computer

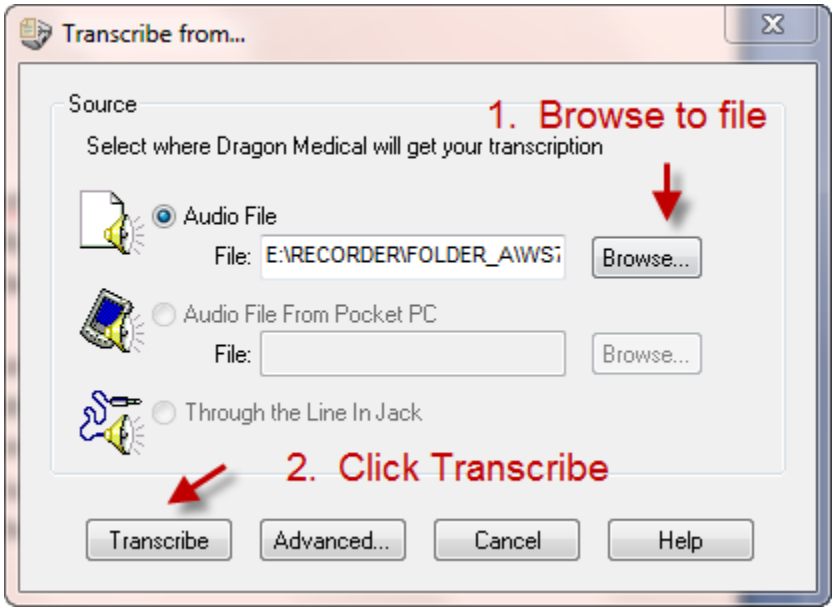
2. With Dragon running and opened to your digital recorder profile, navigate to Sound > Transcribe Recording. This will open up the window shown below.



3. Click on the Advanced tab to set a few options (see screen below)



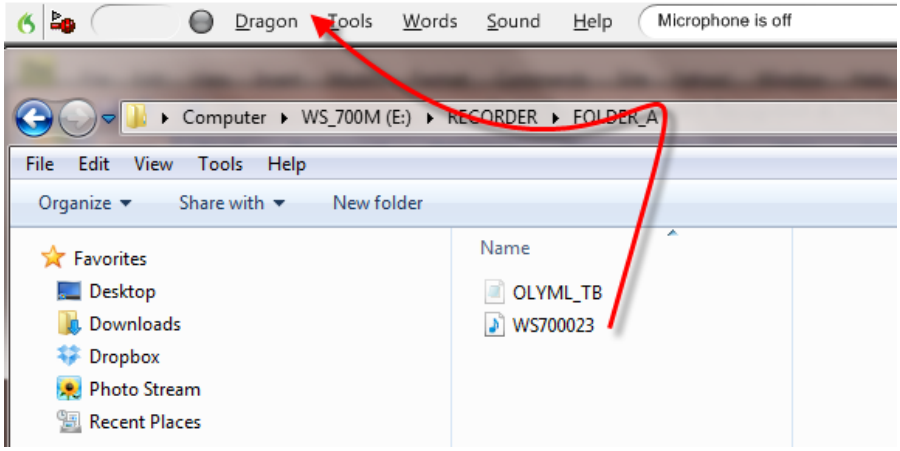
a. When choosing “destination” if you choose “DragonPad window”, it means that when you ask Dragon to transcribe a recording, it will automatically open DragonPad and enter the recording into the DragonPad window; if you choose “A selected window” it will enter the recording into the last window in which you placed the cursor.
b. Under the command category, decide if you want commands to be carried out when the recording is transcribed. We have found it to be a little hit or miss as to whether commands will actually work under this setting, but you can experiment with it.
4. With these advanced settings determined (you will only need to do this once, unless you decide to change these settings by once again clicking on the “Advanced” tab), click OK to go back to the last window.
5. Now browse the file on your digital recorder (in the future it will go to the same location by default)
6. Once the file is selected, click on the “transcribe” button to start the transcription.



7. That’s it!

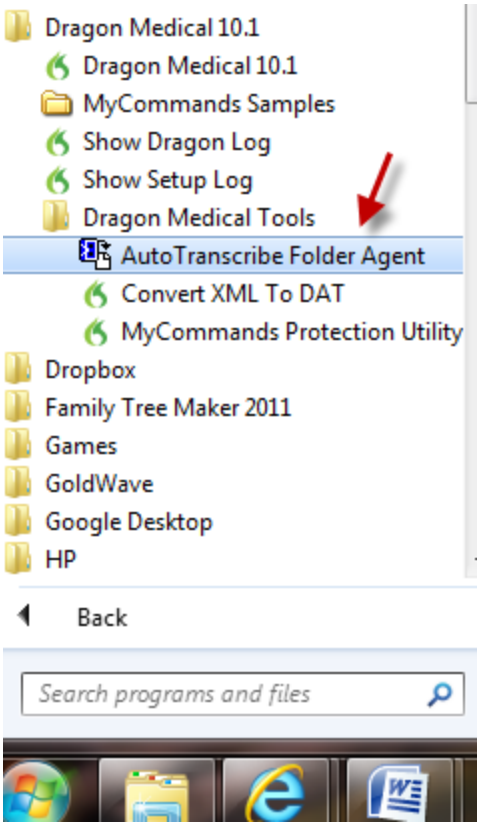
Drag and Drop Transcription

Once you’ve set a profile, another method of initiating a transcription of a file from you digital recorder is to simply drag the file from you’re your digital recorder (as viewed from your computer desktop (see below) to the Dragon Bar. As soon as you let go of it, the transcription window will come up your recording will be automatically transcribing using the protocol you specified previously. See image below:



Auto Transcribe Method:

Dragon offers yet one more way of transcribing dictation from a digital recorder and in this case it is done in the background with Dragon turned off (application closed). This method is a bit tricky to set-up, but when properly configured has the effect of accepting a suitable sound file in one location (a file in your digital recorder docked or connected to your computer) and transcribing it in the background and placing it as a text file in a designated target folder. The nice thing about this method is that it places both the completed dictation and associated audio file in the destination folder, so if the file is being proof read by another and if there are questions, the original audio can be reviewed directly from the folder. This method works with the advanced versions of Dragon (Professional, Legal, and Medical) and will allow use of any of the follow sound file types: WAV, WMA, MP3.



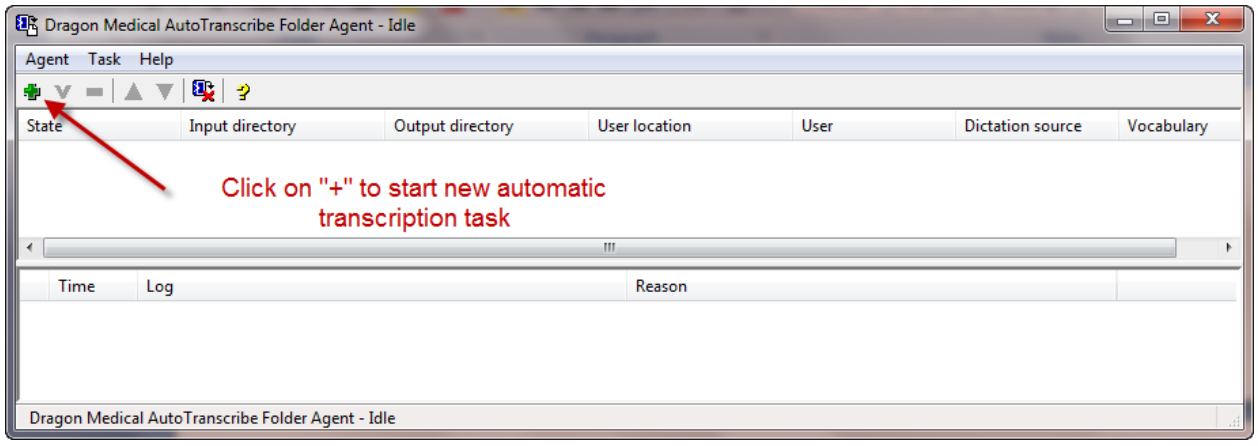
Here's the basic workflow: You plug in your digital recorder, the Auto-Transcribe agent is on the lookout for any change in the folder on your digital recorder and see the file, the audio file is transcribed, and both the audio file and transcription are put in your designated destination folder. The cool thing about the process is that it's all automated – in other words a minute or so after docking your digital recorder the transcribed file or files show up in your destination folder – all complete.

Setting up Auto-Transcribe: Here's the basic process:

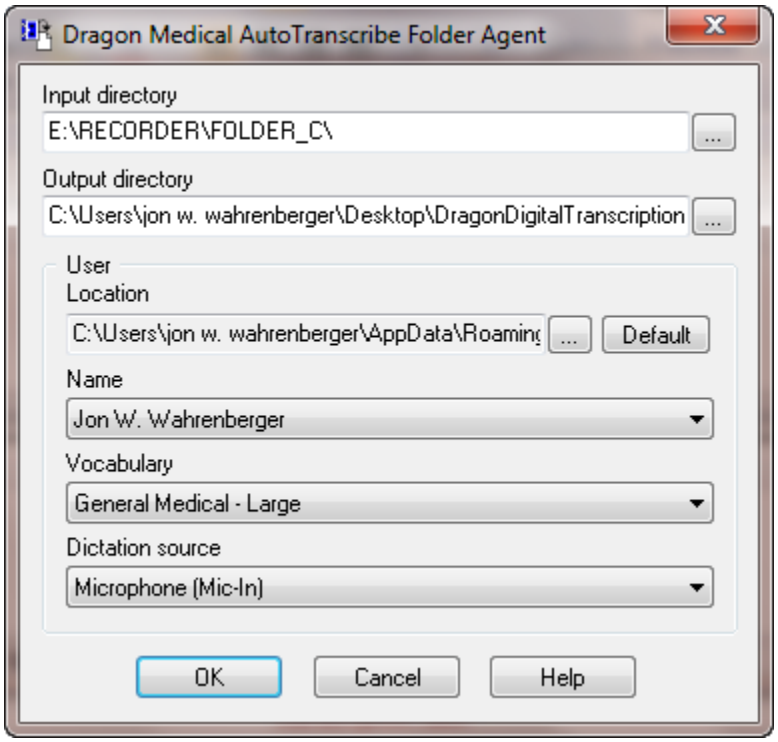
1. Navigate to Start Menu > All Programs > Dragon > Dragon Tools > Auto Transcribe Agent Folder (once

you find this application it's a good idea to drag it to your toolbar so it will be easy to open in the future)

2. Once you've opened the Auto Transcribe Agent Folder application you will see the window shown below:



3. Click on the "+" sign to create a new task (automated process). You will see the window below:



4. Click on the small box with "…" to the right of the Input directory area and Output directory area to assign the fold to be monitored. The input directly folder is ideally a folder on your digital device, so you'll need to have your device docked in order to navigate to this. The Output directory folder is the folder in which you want the completed transcription to be placed. A more detailed description of each field is shown below:

Field	Description
Input Directory	Select the directory where the AutoTranscribe Folder Agent will monitor for files to transcribe.
Output Directory	Select the directory where the AutoTranscribe Folder Agent will write out the transcription of all files placed in the Input Directory. The files are transcribed to .TXT files.
Location	Specify the location of the Dragon User files.
Name	Select the User name to use to transcribe the files copied to the Input Directory.
Vocabulary	Select the vocabulary to use to transcribe the files copied to the Input Directory. The vocabularies are specific for the selected user.
Dictation Source	Select the dictation source for the selected user. Some editions of Dragon let you create users that can use a variety of dictation sources for a particular user.

5. Under dictation source, be sure you pick the source which was set up and prepared for your digital recorder.

Initiating Auto-Transcription: The only requirements are:

1. You have configured the Auto-Transcribe Agent Folder as shown above
2. The Dragon program is turned OFF (seems counter-intuitive, but this is a background process and depends upon Dragon being turned off)
3. You launch the program (from the start menu or tool bar if you have saved it there). Once launched, you can keep this running in the background as long as you want and it will be sitting in “idle” waiting for a new file to show up in the input directory (folder).

Reference:

Tips on Using the Auto-Transcribe Feature

Copyright 2012, Speech Recognition Solutions.