

Dictate Now, Correct Later

When you dictate into the DragonPad, you can save your dictation with your text so either you or someone else can correct it later. You must create and edit your file in the DragonPad to be able to play back dictation. This feature is available in Dragon Professional, Medical, and higher editions. You can save dictation with your document if you select the Save recorded dictation with document box on the Data tab of the Options dialog. The first time you save a document in DragonPad during an editing session, Dragon asks you whether you want to save your speech data. If you save your speech data, you can reopen the document at a later time and play back your dictation. If you do not save your speech data, your dictation is stored only during the current editing session.

Correcting your own dictation

If you save your dictation, you can open your file later and play back and correct the text as if you had just dictated it.

Correcting someone else's dictation

You can play back someone else's dictation and correct the text to match the dictation. You can do this in two ways:

- Correct the dictation using your own user files.
- Correct the dictation using the document author's user files.

Correcting with your own user files

You should use this correction technique if you regularly correct another person's text by voice and it is not important to maximize the author's recognition accuracy.

When you use your own user files to correct someone else's text, you can correct the dictation just as you would correct your own dictation, using any combination of voice commands and keyboard typing. Even though you are correcting someone else's dictation, your work won't reduce recognition accuracy for either you or the person who dictated the text. But your corrections to the other person's dictation won't improve his or her recognition either.

Correcting with the document author's user files

You should use this correction technique if you do not need to correct by voice and it is important to maximize the author's recognition accuracy. TIP: This technique works if all work is done on a single computer. Consult your Dragon reseller about ways to dictate on one computer and correct on another.

If you correct dictation using the author's user files, you must not correct by voice, or you may reduce that person's recognition accuracy. You can, however, improve the author's recognition accuracy if you make corrections by using the keyboard and mouse with the Correction menu, as in the following procedure.

To correct using someone else's user files:

1. Make sure you are not wearing the microphone headset, or that the microphone is not turned on or plugged in. This action ensures that you don't accidentally reduce the accuracy of someone else's user files by using your voice.
2. Be sure the DragonPad Extras toolbar is displayed so you can see the playback command buttons.
3. Open the user files of the person whose text you will correct.
4. In DragonPad, open the document to correct.
5. Use the buttons on the Extras toolbar to play back dictation.
6. Select the text you want to correct by mouse or keyboard.
7. Press the correction hot key (normally the minus [-] key on the numeric key pad) or click the Correct button on the DragonBar Extras toolbar. The Correction menu appears with the selected text
8. Use the keyboard to correct the text.
9. When you finish, save the text and the user's speech files.

NOTE: *This technique is effective if all work is done on a single computer. Consult your Dragon reseller about ways to dictate on one computer and correct on another. Display the DragonBar Extras toolbar by clicking the double chevron icon on the DragonBar (not possible in Cling mode).*

- In the Correction menu, you can use the mouse or keyboard to select any of the commands displayed below the correction choices. For example, you can click Spell That to open the Spell dialog box and spell the word.
- You may want to select the following on the Correction tab of the Options dialog box:
 - Correct command brings up Correction menu
 - Automatic playback on correction box

With these settings, Dragon automatically plays back the author's dictation for each selection of text you correct. The Correction menu does not play back dictation.

- When you correct someone else's dictation, be sure that the amount of disk space you have reserved for storing dictation is at least as large as the amount allocated for the user that created the text. You allocate the disk space on the Data tab of the Options dialog box.
- Saving dictation with documents can take up more than a megabyte of disk space per minute of dictation. To save this space, delete any dictation audio you no longer need.
- Dragon saves dictation audio in a file with the same name as the document, but with the .dra extension. For example, for a document called MyDoc.rtf, Dragon saves your dictation in a file called MyDoc.dra in the same directory as your document.