

Correcting and Editing

When Dragon NaturallySpeaking or Dragon Medical types the wrong words, you should correct these mistakes. By giving the program the right word, you actually teach the program not to make the same mistakes again.

Correcting mistakes requires some extra effort, but it saves you time in the long run by making Dragon more accurate. You'll probably need to correct mistakes often when you first start dictating, and then less frequently as the program learns from your corrections.

Make it a habit to correct mistakes to continue to improve the accuracy of the program. Make sure you save your speech files when prompted, to preserve the adjustments the program makes.

TIP: *You must select a word before typing over it. Using the backspace key and retyping (or saying "Scratch That") will not enable the software to learn from corrections and improve recognition accuracy. For accuracy to improve, you must first select text and then correct it or overwrite it with the words you said.*

Correcting mistakes

There are a number of ways you can correct the misrecognitions in a document. The following techniques describe the most basic methods, but you can combine these techniques in any manner that suits your working style.

To correct text with the keyboard:

1. Move the insertion point to the beginning of the dictation you want to correct.
2. Press the correction hot key to display the Correction menu. By default, this is the minus (-) key on the numeric keypad. You can change the hot key assignment on the Hot keys tab of the Options dialog box. You can also click the Correction button on the Extras toolbar of the DragonBar.
3. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press ENTER to accept it. If no alternative is correct, just type or say the correct text.
4. Continue until all the text is correct.

Correcting text using voice commands

1. Say "Select" or "Correct" and the text that is incorrect, the Correction menu appears with a number of alternatives.
 1. If one alternative is correct, say "Choose" and the number of that alternative.
 2. If none of the alternatives is correct, say "Spell That," spell the correct word or words into the Spell dialog box, and then say "OK." Selecting a large amount of text or an entire document and then saying "Spell That" can produce unpredictable results.
2. Verify that the correct text appears in the document in place of the misrecognized text and continue to the next misrecognition.

Correcting text while playing back dictation

1. Move the insertion point to the beginning of the dictation you want to correct.
2. Click Play That Back on the Sound menu of the DragonBar or click the Start Playback button on the Extras toolbar. You can also say, "Play that back."
3. When the playback of your dictation reaches a recognition error, press the correction hot key. By default, this is the minus (-) key on the numeric keypad.
4. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press ENTER to accept it. If no alternative is correct, just type or say the correct text and press the Correction hot key again. Playback continues automatically from the point where you stopped.
5. Continue until all the text is correct.