Best Practices for Speech Recognition Quick Reference Card

PowerScribe® One

Best Practices for Speech Recognition

To achieve the best results with *PowerScribe® One* speech recognition, use the best practice guidelines shown in this document. The topics shown here are arranged from basic to advanced.

Be Aware of Your Environment

- Keep background noise to a reasonable minimum. For example, close the window to block out street noise, or turn down the volume of the radio on your desk.
- Close all other computer applications that have audio capabilities (such as Windows® Media Player or iTunes®).

Position Your Microphone Properly for Optimal Speech Recognition

- Point the microphone head close to (about four to six inches) and directly in front of your mouth.
- Hold the microphone the same way each time you use it.
- Do not dictate into the side of the microphone.

Verify Your Options

1. Click **Speech > Options**, select the **View** tab, and set the **Results Box** drop-down list to **Never Show**.
2. Click **Speech > Options**, select the **Formatting** tab, and clear the **Automatically add commas and periods** check box.

Run the Audio Setup Wizard Again

If you share a workstation with other providers; if you work in a room with multiple workstations; or if you use different workstation every day, run the Audio Setup Wizard *daily*. In addition, running this wizard is the first thing you should do if you have issues with speech recognition accuracy.

1. Click **Speech > Audio Setup**.
2. Follow the instructions in the dialog boxes. The entire process should take only a minute or two.
3. Log out of the application, then log in again.

How PowerScribe One Learns

PowerScribe One can "learn" new words and phrases, which helps to increase your dictation accuracy, enabling you to dictate your reports more efficiently. The following topics describe, in order, the best practices for correcting a misrecognized word or phrase.

1. Use the "Correct That" Voice Command

This section describes three possible scenarios for using the "Correct That" voice command.

If the Correction List Contains the Word or Phrase You Dictated

Use the following steps to train a word or phrase using the **"Correct that"** voice command. In this example, the word you dictated, **cardiomediastinal**, appears in the report as **cardiomediastinum**.

1. Say **"Correct cardiomediastinum"** to highlight the misrecognized word and open the correction list.

   *Note: If you want to select more than one word, use the **"Select <x> through <y>"** voice command, followed by the **"Correct that"** voice command.*

2. Say **"Choose 1"** to select the first item in the correction list. The correction list closes and the word you selected, **cardiomediastinal**, replaces the misrecognized **cardiomediastinum**.

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If the Correction List Does Not Contain the Word or Phrase You Dictated

Use the following steps if the correction list does not contain the word or phrase you dictated. In this example, the word you dictated, **Tekturna** (a drug) appears in the report as **external**.

1. Say **"Correct external"** to highlight the misrecognized word and open the correction list. The word **Tekturna** is not in the list.
2. From the correction list, say **"Spell that"** to open the **Spell** dialog box which displays the likely correction choices from the vocabulary. Notice that **Tekturna** is not in this list either.
3. Begin dictating or typing the first few letters of the word. In this example, **Tekturna** appears in the list after typing the first three letters.
4. Use your mouse or cursor keys to select **Tekturna** from the list.
5. Click **OK**. The **Spell** dialog box closes and the word you selected, **Tekturna**, replaces the misrecognized **external**.

If the Spell Dialog Box Does Not Contain the Word or Phrase You Dictated

If the **Spell** dialog box does not display your word, use the **Vocabulary Editor** (see below) to add and train the word or phrase.

2. Use the Vocabulary Editor

If, after using the "Correct that" voice command methods explained above, you find that you still have words or phrases that are consistently misrecognized, use the Vocabulary Editor to add and/or train them.

The Word or Phrase Is Already in the Vocabulary

In this example, the word we want to locate and train is **hydropelvicalectasis**.

1. Click **Speech > Vocabulary Editor** to open the editor.
2. In the **Written Form** field, begin typing the word or phrase you want to locate and train.
3. When you find the word or phrase in the list, select it to place it in the **Written Form** field.
4. After finding the word, click **Train** and follow the previous instructions for training a word.

The Word Is Not in the Vocabulary

1. Click **Speech > Vocabulary Editor** to open the editor.
2. In the **Written Form** field, begin typing the word or phrase you want to locate and train.
3. If the word you are looking for does not appear in the list, type the complete word in the **Written Form** field. Make sure to double-check your spelling.
4. Click **Add**. The word appears in the vocabulary list with a red asterisk to its left, which indicates a custom word.
5. Click **Train** and follow the previous instructions for training a word.

The Phrase Is Not in the Vocabulary

1. Click **Speech > Vocabulary Editor** to open the editor.
2. In the **Written Form** field, begin typing the phrase you want to locate and train.
3. If the phrase you are looking for does not appear in the list, close the Vocabulary Editor.
4. Select the misrecognized phrase from your report and say **"Spell that."** The **Spell** dialog box opens.
5. Follow the instructions for adding and training a phrase.

3. Use AutoCorrect

1. Click **Tools > Preferences > AutoCorrect**.
2. Type the word or letters that you want to use when dictating into the **Replace** field. For example, **HRMC**.
3. Type the words you would like to see in your report into the **With** field. For example, **Holmes Regional Medical Center**.
4. Click **Add**.
5. Click **OK**.

4. Adjust the Speed vs. Accuracy Control

1. Click **Speech > Options** and select the **Miscellaneous** tab.
2. Drag the **Speed vs. Accuracy** slider using the following guidelines:
   - Maximum position for **Fastest Response** should be set to approximately the 25% mark on the slider bar.
   - Maximum position for **Most Accurate** should not go beyond approximately 70% on the slider bar.
3. Do not move the slider all the way to either side. Doing so can degrade overall performance.