

# Dragon Transcription of a Digital Audio File Results in Unwanted Capitalization

[speakeasysolutions.com/blog/2013/07/26/dragon-transcription-of-a-digital-audio-file-results-in-unwanted-](http://speakeasysolutions.com/blog/2013/07/26/dragon-transcription-of-a-digital-audio-file-results-in-unwanted-)

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When a speaker is not in a position to dictate directly into a computer with a microphone, a digital voice recorder (i.e. Philips DPM 8000 or Olympus DS-7000) is used for recording dictations to be transcribed by Dragon NaturallySpeaking or Dragon® Medical Practice Edition later.



The resulting Dragon transcription is proofread by a correctionist who edits and corrects as appropriate. Unfortunately, from time to time, the resulting transcribed text will either be capitalized or entirely capitalized from some point and for the remainder of the document. Transcribed text may also suddenly have no spaces between words.

This is typically where panic sets in, and a correctionist is left wondering if they will need to transcribe that portion of the document themselves. This time-consuming resolution is usually not required.

Instead, modification of the original dictation audio file, followed by a re-transcription by Dragon will resolve this conundrum.

## How Does Text Suddenly Become Capitalized?

Within Dragon there are a couple capitalization commands that do not require pausing before and after: "caps on" and "all caps on". Because this command does not require pausing, and may be misunderstood by Dragon, it is not a stretch for Dragon to actually hear this command and react accordingly by capitalizing subsequent dictated text. Other commands that do not require pausing, such as "no space on", may also cause similar issues.

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While the Speaker Did Not Intend to Execute This Command, a Mispronounced or Misunderstood Phrase May Be Interpreted by Dragon As This Capitalization Command. There Is No Way for the Speaker to Know That This Has Occurred, and Further May Confuse the Correctionist the First Time This Happens.

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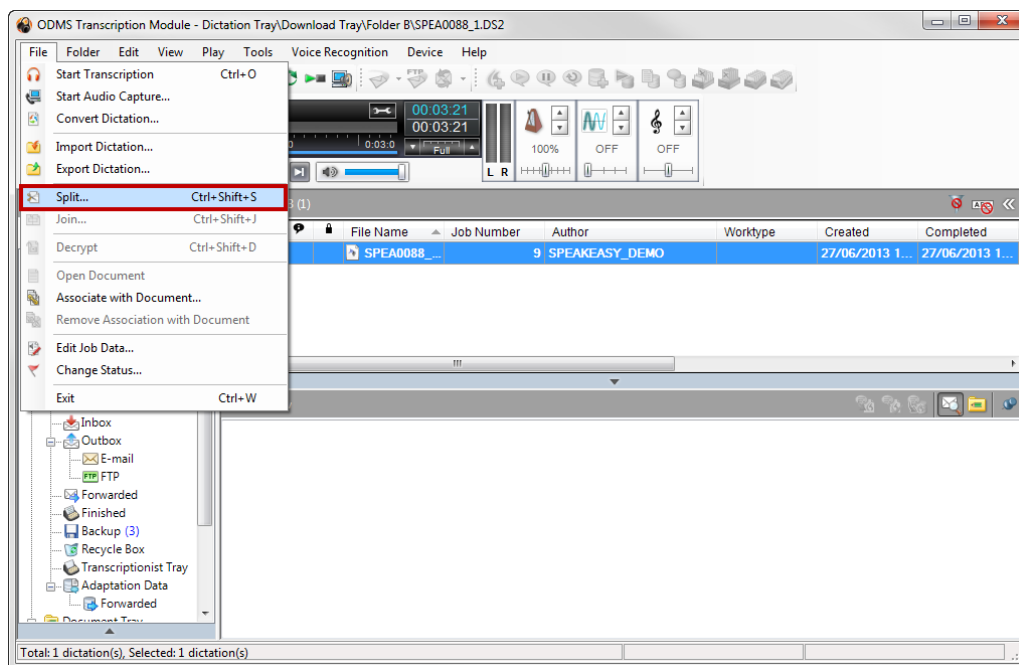
## Split the Audio File

Within the transcription or dictation application, play the file, skipping ahead as appropriate, until you find the moment where the unwanted capitalization began. Make a note of this time. Split the original audio file several words after the unwanted capitalization has begun.

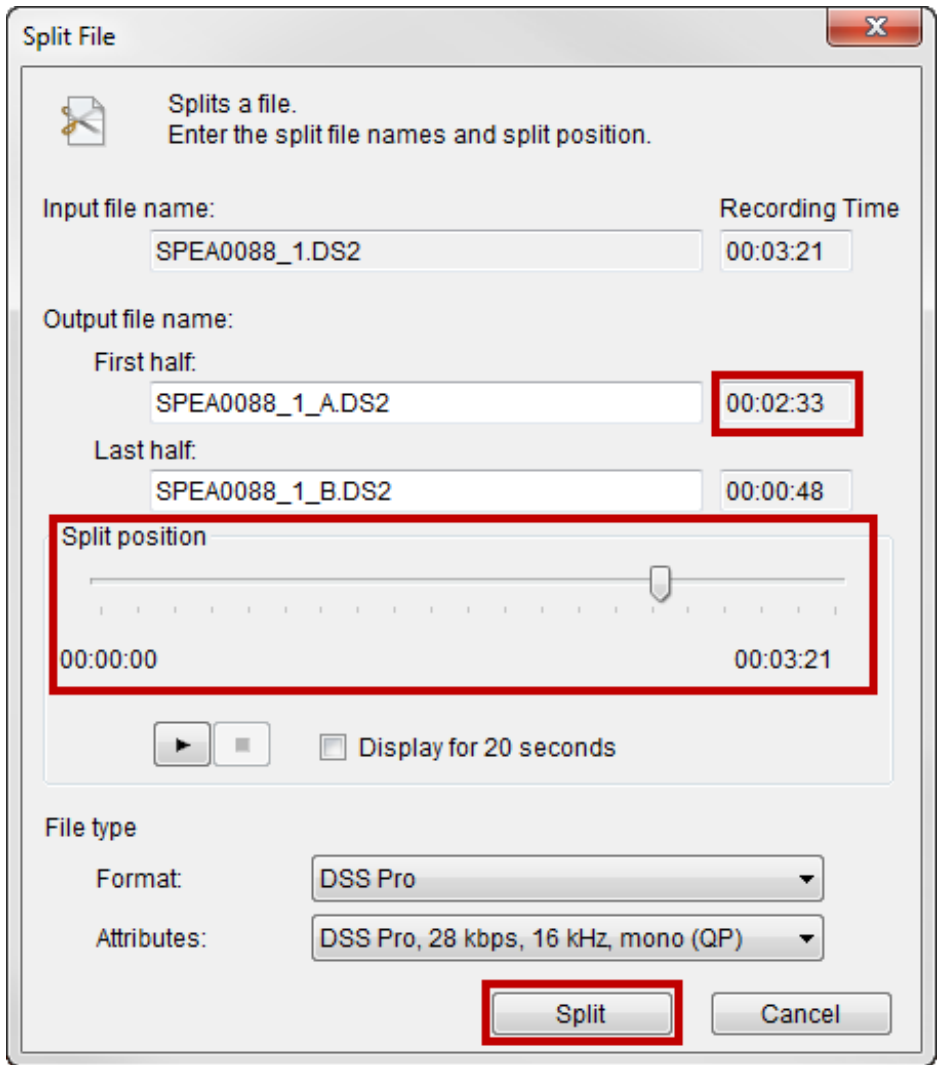
## Olympus Transcription Module

Highlight the audio file in the list.

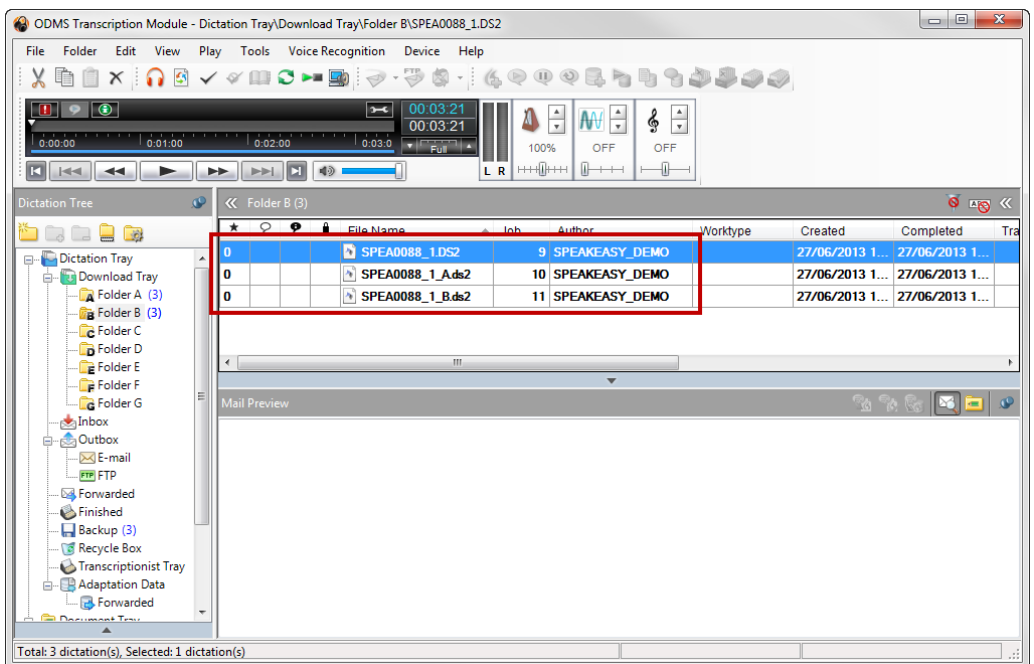
Click **File > Split**. Move the Split Position slider to the precise moment you made note of the above (this time should be indicated in the *First half's Recording Time* position).



Click **Split**.



Two new files will have been created.



Have Dragon transcribe the second file, which should not include the misunderstood capitalization command. Merge the results of the initial transcription up until the misunderstood capitalization command with the transcription of the second file and edit as necessary where they join.

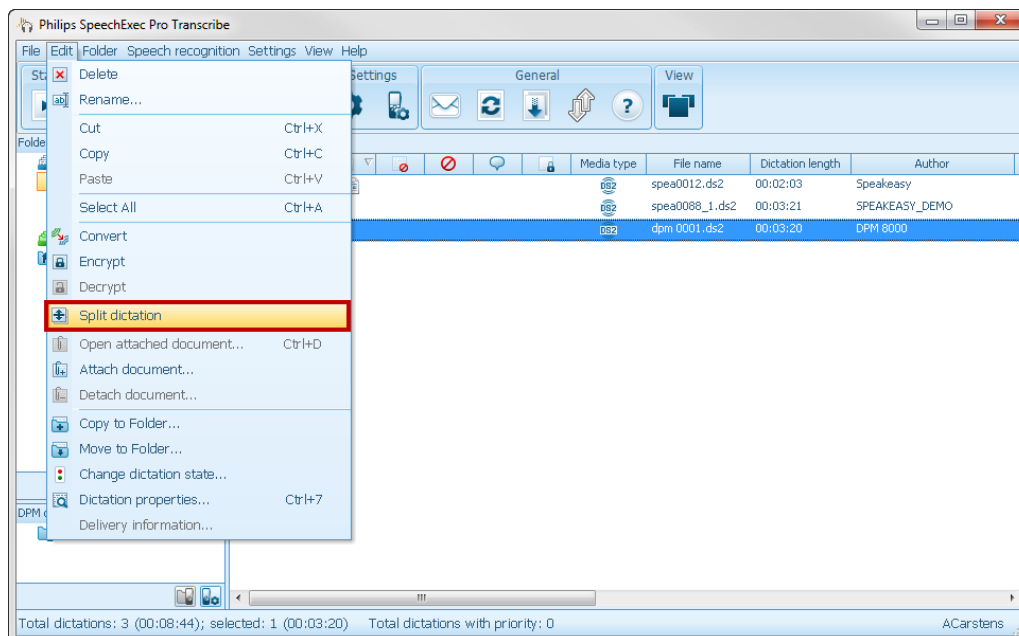
## Philips SpeechExec Pro Transcribe

Unfortunately, the Philips SpeechExec Pro Transcribe does not permit splitting a file at a specific point in time, but instead split evenly into the number of files indicated. This could become as cumbersome as retyping the capitalized text. However, you may wish to attempt to salvage what you can.

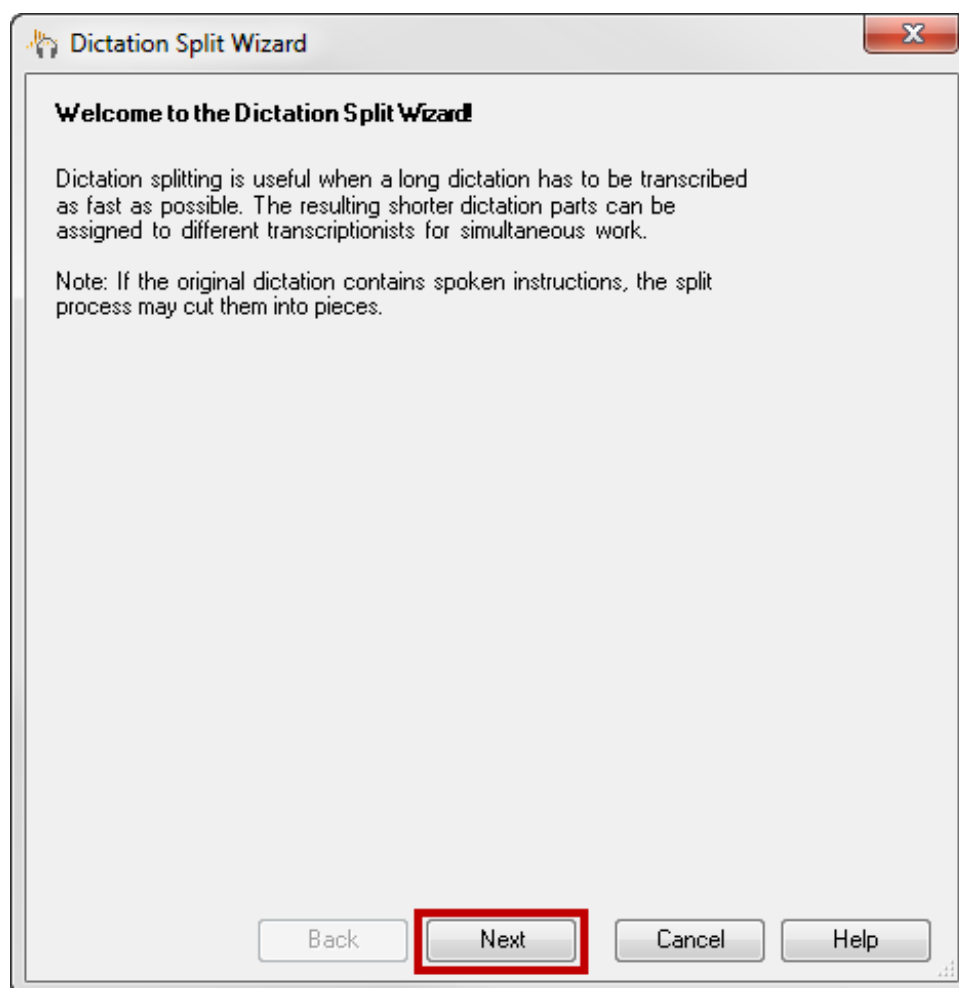
Highlight the audio file in the list.

If needed, change the dictation state to Transcription pending (**Edit> Change dictation state**).

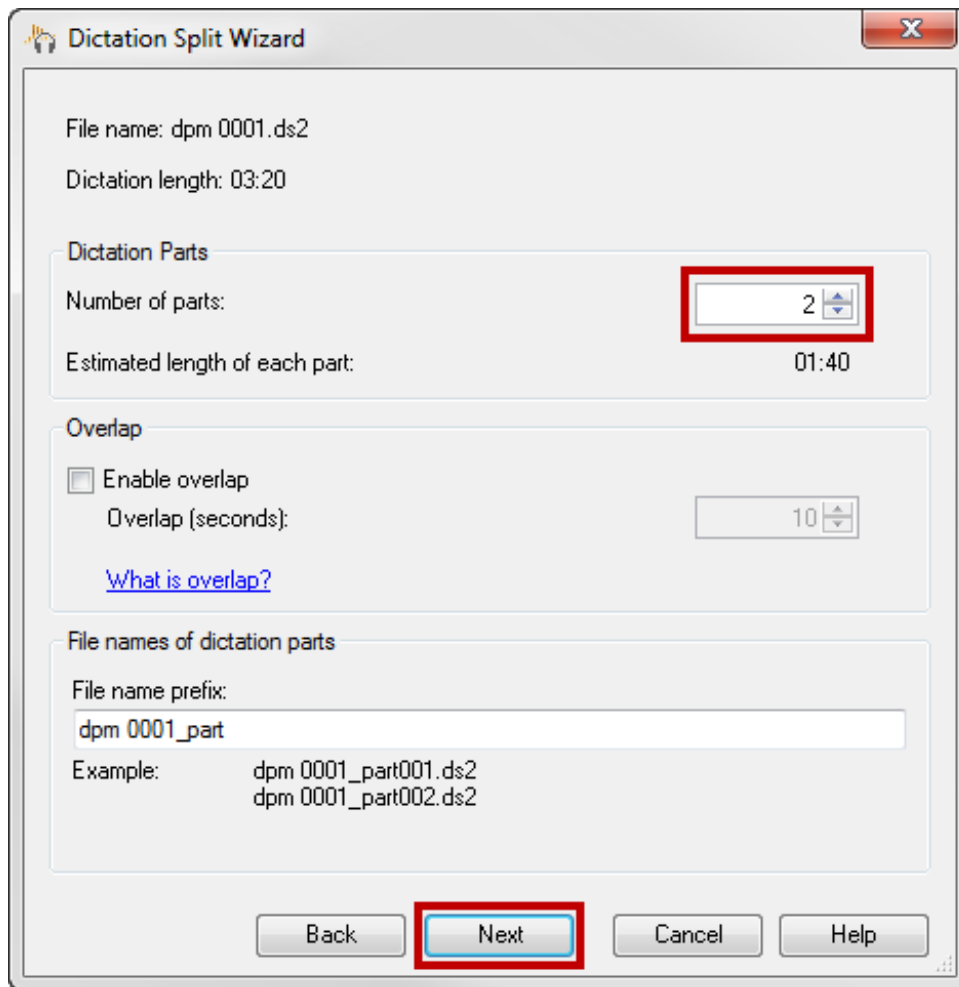
Click **Edit> Split**.



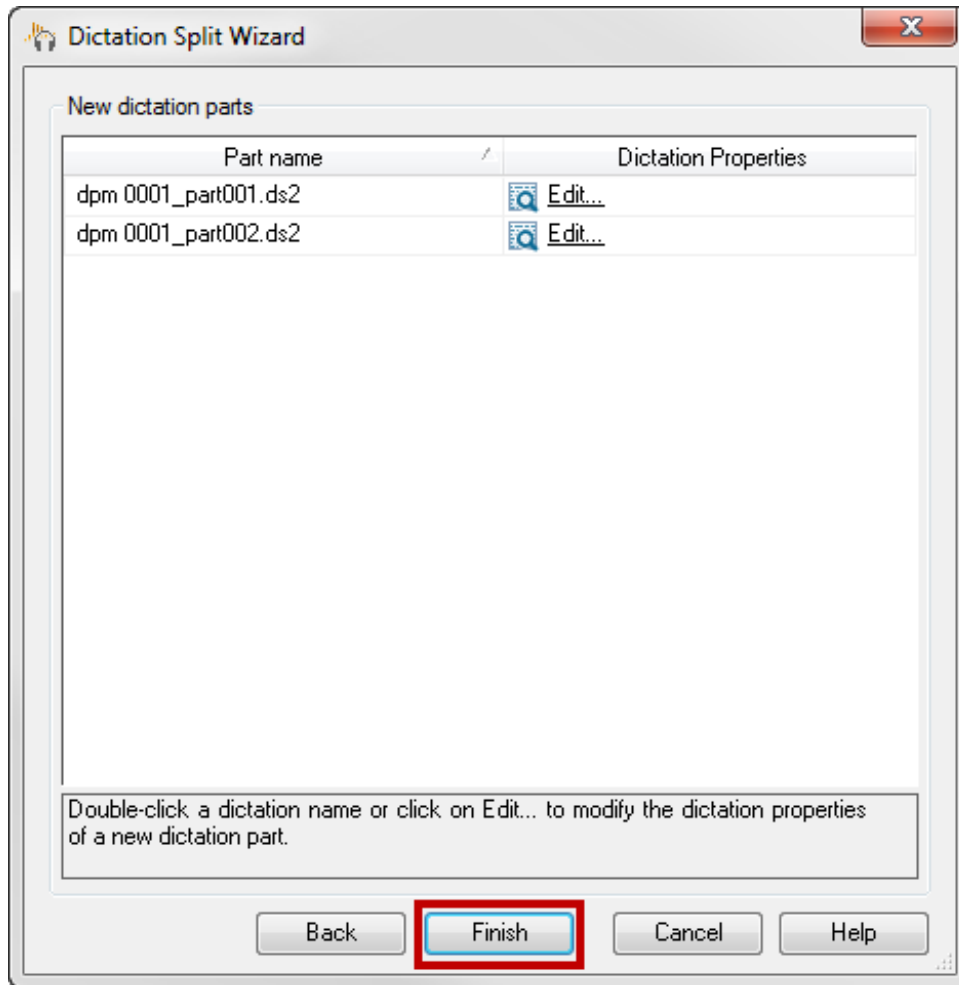
On the *Dictation Split Wizard*, click **Next**.



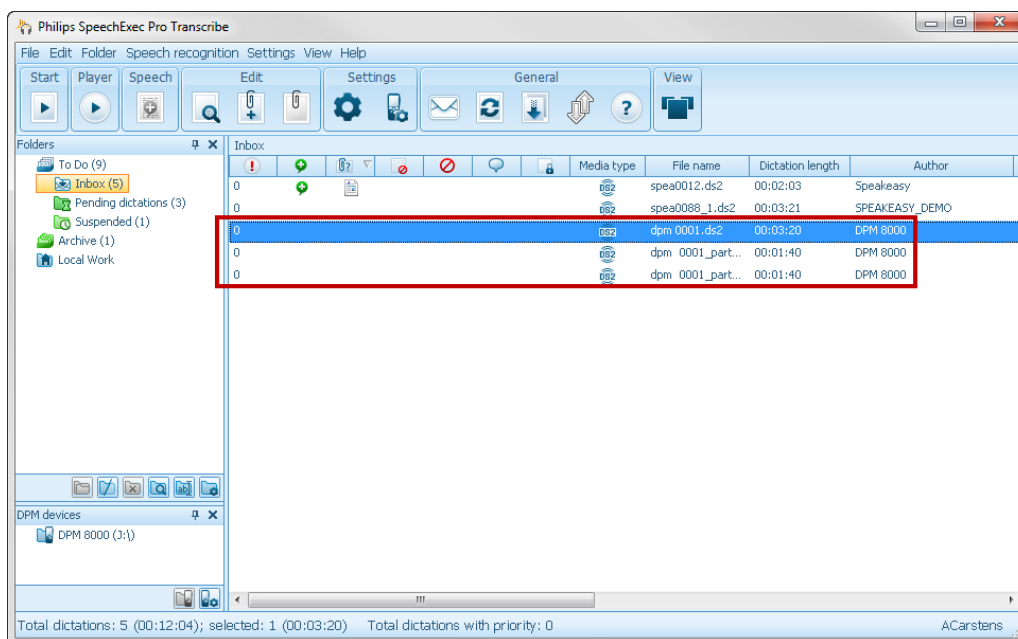
At *Number of parts*, choose a quantity that will isolate the misunderstood capitalization command as much as possible.



Click **Next**, then **Finish**.



Two or more new files will have been created.



Transcribe the file segments with Dragon, the results of which will need to be merged together.

## Preventing Inadvertent Capitalization & Spacing

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Preventing unwanted capitalization may be achieved by any combination of the following:

- Be mindful of the way you are dictating. Speakeasy Solutions' dictating mantra is: "quick, clear, complete, and continuous".
- If you misspeak, use the rewind and re-dictation function on your digital voice recorder.
- If the correctionist is noticing that a specific phrase is triggering unwanted capitalization, then either try speaking that phrase more clearly, or add the phrase to the vocabulary.
- If not used, delete the "caps on", "all caps on", "no space on" etc. commands from the vocabulary.

## Further Assistance Desired?

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If you are located in Canada, and require further assistance, Speakeasy Solutions would be more than pleased to provide you with support services such as a training and guidance session. Moreover, if you require a solution other than described above, please also contact us to assist you.

Contact us for further information. We look forward to working with you.