Olympus Transcription with Dragon NaturallySpeaking/Dragon® Medical Practice Edition Tips

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Using <u>Dragon NaturallySpeaking</u> or <u>Dragon® Medical Practice</u> <u>Edition</u> to transcribe digital dictations created with the <u>Olympus DS</u> <u>7000 digital voice recorder</u> offers considerable time savings to support staff.

However, as with any solution, counterproductive challenges may arise. With the ODMS (Olympus Dictation Management Systems) Transcription module and Dragon, two concerns are:



- The default font size (8.5) of the Dragon transcribed document is difficult to read, and
- If the Dragon transcription is completely inaccurate due to audio quality, how can the dictation be manually transcribed?

Changing the ODMS Transcription Module's Default Font Size by Using Templates

There is no setting within the ODMS Transcription Module to change the actual default font size (8.5 points).

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Once your body is accustomed to prolonged speech recognition use, you should experience very few problems – but be aware of the possibility.
Ideally
The ideal situation involves employing a variety of different methods when using the computer. Proper physical posture (eliminate expensive ergonomic devices as they are often not very ergonomic, causing more ham than good), use the computer keyboard a little bit, use the mouse a little bit, and mostly use speech recognition. Most importantly – take breaks! Even little brakes will preserve your health while using the computer. If you drink the recommended quantity of water for healthy voice computing, you will be taking many breaks throughout the day by going to the bathroom. If, resulting from physical limitations, you cannot use the computer keyboard and mouse at all, you will need to rely entirely on speech recognition. But remain vigilant with respect to healthy voice computing.
Power speech recognition use
Finally, speech recognition is not just for dictation. Speech recognition automates many of your routine computer processes. Speech recognition is fantastic for creating correspondence, dictating and replying to email. Think about what the computer does for you and how it might be possible for you to be able to perform those same tasks more quickly by voice. Speech recognition is extremely powerful – far more powerful than most people realize, and should be given serious consideration. As always, if you have any questions or wish to discuss options for improving productivity, diminishing costs, accessibility, or any

ODMS Transcription Module with Default Font

However, the Transcription Module provides a capacity for utilizing templates. The templates must be RTF (Rich text format). Therefore, create an RTF document with font type, size, and spacing according to your preferences. Store this template either locally or on your network.

Within the ODMS Transcription Module click **Voice Recognition**> **Voice-Recognition Settings**. Under the **Voice Recognition** heading, click **Template**. Click **Add**, and enter the appropriate data into the *Template Association* dialog box.

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ODMS Transcription Module template association

The *Worktype ID* may be left blank, and the **Author ID** must be associated. Browse to the appropriate Template file (the RTF previously created). This process must be repeated for each author, and potentially work type.

Click OK.



ODMS Transcription Module Options Settings for Template

Future Dragon transcriptions are performed with the template associated.



ODMS Transcription Module Dragon Transcription with Template

Removing Dragon Transcribed Documents from Original Dictation

There are times when it is much faster to <u>manually transcribe</u> (with headset and foot pedal, and hands on the keyboard) a dictation rather than proofreading a poorly transcribed Dragon document.

Reasons for a poorly transcribed Dragon document range from environmental noise/interference to an atypical voice, hindered by illness or other speech issues. Every so often, a proofreader may open a Dragon transcribed document, play back the first sentence, and understand exactly why Dragon transcribed the dictation so poorly. At that point, most proofreaders and transcriptionists feel that they would be able to manually transcribe the dictation faster than cleaning up Dragon's transcription.

Unfortunately, once Dragon has transcribed a dictation, a document has already been created and linked to the audio file. Changing the status to **Recording Finished**, does not remove the association between the document and the dictation. In order to transcribe the dictation manually, this association must be broken.

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ODMS Transcription Module dictation tray

Open Windows Explorer, and proceed to the dictation download directory. This directory can be discerned from the ODMS Transcription Module, and clicking on **Tools> Options**. Click the appropriate *Download Tray's folder*. Under *Attributes*, the *Path* is visible. Within this directory you will find the original dictation audio file, the associated RTF, and an XML file.

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ODMS Download Tray Folder with DS2, RTF, and XML

Close the ODMS Transcription Module. Highlight the appropriate **RTF** and **XML** files ONLY, and delete them.

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Delete Multiple Items

All that should remain are the original dictation audio files (DSS or DS2), plus any other files present that you wish to remain unaffected.

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ODMS Download Tray Folder refreshed

Open the ODMS Transcription Module. Wait a few moments for the list to repopulate (a new XML file based on the revised directory is created).

The files that had been previously transcribed by Dragon will still bear the status of Pending.

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ODMS Transcription Module dictation tray with documents removed

Change this status to **Recording Finished**. Highlight the file in question, and click **File> Change Status**.

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Double-click the file in question, and transcription may proceed by hand with headset and foot pedal.

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Revised ODMS Transcription Module dictation tray



ODMS Transcription Module Manual Transcription