

IMAGE Management, LLC

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Importing a list of words, phrases, verbal shortcuts into Dragon NaturallySpeaking®

One of the easiest ways to add many customized words or phrases at once is to do it using a predefined list. The NaturallySpeaking Vocabulary Builder allows you to add a predefined list of words/phrases/shortcuts from a file. You can include: unique words, phrases, acronyms; regular words not normally capitalized that you would like capitalized; and verbal shortcuts where you would like to say one thing and have NaturallySpeaking type something different.

Format/Creation of file: The file should be a text file (*.TXT) containing one word or phrase per line. If you are adding a "verbal shortcut", you simply type the word/phrase as you would like it to appear in your document followed by a \ (backslash) and the spoken form of the word. Example:

Bhudson@image-management.com\my email address

You can create a file by typing the words, phrases and shortcuts into the file. You can also dictate into this file. Save this file and whenever you want to add a batch of new words to the vocabulary, simply add them to your "CUSTOM WORDS.TXT" file and re-run the Vocabulary Builder.

Where can I find lists of words & phrases already created? You may be able to export unique words, names, etc. out of a client database or from your word processor spelling checker. You may be able to export words & phrases from a colleague's user files. You may have documents that contain unique words/phrases such as internal telephone directories, formulary lists, etc. If these documents are not in the correct one-per-line format, we can usually easily manipulate them to put them in the correct format or sometimes use them as is. If you don't have the document in an electronic format, fax it to us and we'll convert it to an electronic format using ScanSoft's OmniPage OCR (Optical Character Recognition) software.

NOTE: You can export/import words within NaturallySpeaking by going to the DragonBar and click Words > Import or Export. (You can also import word(s) from within the accuracy center by going to DragonBar, click "Tools > Accuracy Center > Add a List of Words.") When you run the "Add a List of Words" routine, you'll select "Custom Words.TXT" file as the file containing the "predefined word list" And the routine will add each word, phrase or shortcut in this file to your vocabulary. After the words are added, they will show up in the Vocabulary Editor as "custom words" and will have a red asterisk next to them.

Here is an example of the contents of a "Custom Words.txt" file containing examples of words, phrases, acronyms and verbal shortcuts. (Note, italicized words/phrases are explanatory examples.)

uniquepropername

Binazzi

brandnewdrugname

Phrase That I Want Punctuated or CAPITALIZED in a Particular Way

Carpal Tunnel Syndrome

Repetitive Stress Injury

IMAGE Management, LLC

What I want NaturallySpeaking to type (up to 128 characters)\What I want to say

BrendaHudson@Image-Management.com\my email address

www.Image-Management.com\our web site address

SUBJECTIVE: \subjective colon

OBJECTIVE: \objective colon

ASSESSMENT: \assessment colon

Please call if you have any questions or would like to order at 888-462-4346. \Call me paragraph

This document was created entirely by voice using Dragon NaturallySpeaking. \Created by Dragon

IMAGE MANAGEMENT, LLC

- Turn Key Solutions
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- Equipment Sourcing/Brokerage
- Patient Lift/Transfer Systems