



Backing up your NaturallySpeaking voice files (as of NaturallySpeaking V9)

You can back up all or just part of your NaturallySpeaking User Files in multiple ways. We have broken down our discussion of NaturallySpeaking Back-ups into the following topics.

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Why back up your NaturallySpeaking user files?

General reasons for backing up user files include:

- 1. Data Safety:**
You will want to back up your NaturallySpeaking User Files just as you would any other important document(s) that you hate to lose. You have invested a lot of time in creating and enhancing the NaturallySpeaking User File. Regularly back up these speech files, so you will not like to have to recreate them, should you have PC or application problems.
- 2. User File Portability:**
You may want to carry your user file to another PC or you may need to back up your user file due to a restore or re-imaging of your PC.
- 3. Sharing of part of your NaturallySpeaking user file data with others:**
You may want to share the vocabulary or commands you have created with some other NaturallySpeaking user, so they do not have to create the vocabulary or commands from scratch themselves.

What kind of data is in my NaturallySpeaking User Files?

Your NaturallySpeaking user files are a collection of files that contain everything the NaturallySpeaking product knows about you, the dictator:

- 1. Acoustic Information (training, acoustic data, etc. that helps NaturallySpeaking recognize the speaker)**
You've created/enhanced this data in a variety of ways including training the software by reading the training passages and training words, when misrecognized or just to reinforce their future recognition.
- 2. Vocabulary data (the vocabulary (words/phrases) itself and language models, statistical data about word combinations, etc.)**
You've enhanced this data in many ways – by adding words and phrases on the fly and through the vocabulary editor as well as by running one of the many vocabulary building techniques (add words from documents, add a list of words, etc.)
- 3. Command data (the commands you have added)**
You've created many commands to save you time by entering standard paragraphs and performing any series of steps.

What are my choices regarding the back up of all/part of my NaturallySpeaking User File?

As discussed above, you can back up all or part of your NaturallySpeaking user file. You can back up:

1. **Entire NaturallySpeaking User File**
You will want to back up the entire NaturallySpeaking user file if your back-up purpose is data safety or portability.
2. **NaturallySpeaking Vocabulary Only – The entire vocabulary or just the words/phrases added**
3. **NaturallySpeaking Commands – All or Selected Commands**

The next pages of this document discuss how to perform the above total/partial back-ups.

How often should I back up my NaturallySpeaking User File?

Back-up intervals are an important decision for any PC user. You will need to consider your usage patterns, the amount of work you would lose, etc. to decide how often to take the time to back up your NaturallySpeaking User File.

General Guidelines regarding backing up data:

1. **Back up BEFORE any major event in your NaturallySpeaking program or on your PC in general.**
(Examples: Back up your NaturallySpeaking User Files before running the NaturallySpeaking Accuracy Center routines. And, back up before running a service pack installation or repair of NaturallySpeaking or Windows.)
2. **Back up AFTER the successful completion of any time-consuming customization of NaturallySpeaking.** (Examples: Did you just add two dozen commands and/or tweak the vocabulary by adding two dozen words/phrases? Yes, back up then.)
3. **Don't overwrite your only good back-up with your new back-up.**
One of the well known credos of the data backup business is to have a rotating set of back-ups. Then it won't be the end of the world if you A) Have a failure during the back-up or B) Realize you just overwrote your good back-up with a flawed new back-up.
4. **Back up your user files periodically, regardless of your usage.**
Even when you haven't performed a major enhancement, you will want to still back up your user files because every time you correct a misrecognition or add a word, you are making your user files better.
5. **It doesn't take that much time to back up your NaturallySpeaking User Files:**
Backing up your user file by exporting it is a quick process, so back up frequently.

How big is my NaturallySpeaking User File? Ways to decrease the size

The size of your NaturallySpeaking user file depends on many factors and can range between approximately 30-80MB or even more depending on your preferences. If you need to frequently back up your user file because you are moving between PCs or if you have limited backup space, you may want to make some one time choices to minimize the size of your user file.

NaturallySpeaking User File Size Issue?	Where to adjust it?
Which vocabulary size did you pick when you created your user file and or created a later vocabulary? Large? Medium?	New User Process or NaturallySpeaking > Manage Vocabularies
How many vocabularies do you have? Each vocabulary requires incremental space, of course.	NaturallySpeaking > Manage Vocabularies
The NaturallySpeaking Acoustic Optimizer routine allows a re-process of the phonetic data gathered over the user's months of usage, with the objective of improving accuracy. If you never plan to run this routine, you can turn off the saving of phonetic data, which can take up from 45MB (30 minutes) to 270MB (180 minutes). If users don't disable the feature but never run the routine, they may get a message asking to increase the size of the archive. Say no, of course, if you are conserving space.	NaturallySpeaking > Tools > Options > Correction tab > "Store corrections in archive" AND "Archive Size" AND check "Conserve Disk Space Required by user files (for portability)"
NaturallySpeaking automatically backs up your user files within its own program, so that (by default) a backup is created every 5 times your save your user file. This, of course, doubles (at least) the size of the NaturallySpeaking user file, but allows for an internal recovery of the user file in some cases. Turn this off, if you are diligently backing up your user file yourself and need to conserve space. NOTE: turning this feature off will disable the ability to "restore" your user file.	NaturallySpeaking > Tools > Options > Miscellaneous tab > Set "Automatically back up user files every ___ saves" to 0.

Backing up your Entire NaturallySpeaking User File:

This complete backup of your entire NaturallySpeaking User takes up a lot of space – there are many files and many are large. You will need a large capacity back up location/media.

ScanSoft has provided some internal protection and saving of your speech files including:

1. Set the NaturallySpeaking Option to “Automatically Save Speech Files” unless you share a PC with someone else. This routine writes the speech files to a directory within the NaturallySpeaking program.
2. Every five times you save your speech files, a backup copy of your entire speech file is written to your hard drive or to your chosen backup location. If you are on a network or have a second hard drive or other random access backup location, relocate your backup to this backup location. (This periodic back-up can be altered by the user through your NaturallySpeaking options.

NOTE: These internal saves DO NOT take the place of your own back-up of the NaturallySpeaking User File!

*** Steps to Back Up Your Entire NaturallySpeaking User File ***

1. Using the NaturallySpeaking User File Export Feature:

You can back-up your entire NaturallySpeaking User File from within the NaturallySpeaking program by going to: **NaturallySpeaking > Manage Users > Advanced > Export.**

An exported user file can be “imported” back into NaturallySpeaking by following the same menu path and choosing “Import” instead of “Export”. You’ll be asked to perform the “Check Audio” step, but after that, your voice files are ready to go.

2. Backing up your NaturallySpeaking User File using a back-up utility or Windows Copy/Paste

You can also back up your speech files by backing up the underlying directory containing your speech files.

Back up the speech files using your favorite back-up utility or by copying the directory using your favorite Windows-based navigation/file-management method. Use Windows Explorer (or My Computer or your favorite navigation method) to navigate to your NaturallySpeaking speech files. Once you have your speech file directory located, copy it to at least another area on your hard drive, or preferably another PC, another hard drive, your network backup drive, your CDR, CDRW, Zip, LS120 or some other large capacity backup device.

To back up your NaturallySpeaking User File Directory, you must know their location on your PC. See their location described below.

Where Are The NaturallySpeaking User Files Located?

The location of your NaturallySpeaking User Files depends on which version you have and, if you are still using V7, whether you have installed the V7 SP1 or SP2 which makes your product V7.2 or V7.3. Here are the default locations:

Location if you have NaturallySpeaking V7.2 or higher – including current version V9:

C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking\Users\USERNAME\

Location if you have V7.0 or lower:

C:\Program Files\ScanSoft\NaturallySpeaking\Users\USERNAME\

(NOTES: 1) Your directory may be named “NaturallySpeaking9”. 2) These are the default locations assuming you took the NaturallySpeaking install default. 3) When there is a difference between operating system versions, these are the locations for operating systems W2000 and Win XP. Check the V9 manual or the V7.2 or V7.3 SP tech note for other operating system locations. Note, you are also allowed to change the location upon install.)

Backing up NaturallySpeaking Vocabulary Only

There are two basic methods for exporting all/part of your vocabulary. This exported data can be “imported” back into a NaturallySpeaking User File by following the same menu path and choosing “Import” instead of “Export”.

1. Back up added words/phrases only:

You can back up the words/phrases you have added (but not the language model and statistical data in the vocabulary, by going to **NaturallySpeaking > Words > Export**.

This process will create a very small text document containing the words/phrases you added -- one per line. You can edit this text document to add to or delete words/phrases (even including spoken forms).

2. Back up entire vocabulary:

You can back up the entire vocabulary created, so that it can be saved for future use by anyone. To find this feature, go to: **NaturallySpeaking > Manage Vocabularies > Export**

Backing up NaturallySpeaking Commands Only

There are two basic methods for backing up (and later sharing) your NaturallySpeaking commands. Regardless of method of saving the commands, your command file will be small.

1. Back up part/all of your commands by using the NaturallySpeaking Command Browser.

Go to **NaturallySpeaking > Tools > Command Browser**.

- a. Within the Command Browser, go to the "Manage" tab.
- b. Click on current group = "User-defined" and any other group you have added.
- c. Select the commands you have added, by clicking on the square next to the command or the entire group (example ="Global Commands") if applicable.
- d. Click the "Export" button. Notice that you can choose your command file data type – either DAT (the non editable default format) or XML (and editable format).
- e. This exported data can be “imported” back into a NaturallySpeaking User File by following the same menu path and choosing “Import” instead of “Export”.

2. Copy the entire file containing your commands (and factory-default commands).

Note: This type of copy/paste is an all encompassing choice – you get all the commands in the file – you do not get to pick/choose. AND, if you copy this file into an existing NaturallySpeaking user, you will overwrite any commands in that user’s command file.

The command file is called "Mycmds.dat":

Location if you have NaturallySpeaking V7.2 or higher – including current version V9:

C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking\
Users\username\current\MyCmds.dat

Location if you have V7.0 or lower:

C:\Program Files\ScanSoft\NaturallySpeaking\Users\username\current\MyCmds.dat

NOTE: See previous page of this document about “Where are the NaturallySpeaking User Files located for more detail.)