

## HOW TO USE MS SPEECH FOR TRANSCRIPTION

Itamar Even-Zohar

MS Speech does not currently support transcription. However, if you don't have access to Dragon NaturallySpeaking (or ViaVoice) and would like to try MS Speech for this purpose, it is feasible. MS Speech will transcribe audio files with results almost comparable to DNS. However, although there is no huge discrepancy between the results rendered by DNS and MS Speech, the awkward and uncomfortable method one must use in order to carry out transcription with the latter is not very encouraging.

You can see at the bottom of this file the results of the first paragraphs as transcribed by both programs. In this particular case, DNS made 2 more errors than MS.

To use transcription in MS Speech, do the following:

1. Create a separate User for "Transcription".  
If you wish to benefit from all the modifications and customization you have made to your regular User, you can create this new User simply by importing again your preferred User with the help of the SaveProfile application, giving it a different name (If you haven't yet exported/saved your User profile, do that as soon as you can!). However, you must change the Audio settings of this new User to use the computers internal audio mix for input instead of your regular microphone. This will guarantee that MS "hears" your recorded voice from the recorded file.  
**Nota Bene:** MS Speech does not change Audio settings even when you switch to a different User with different audio settings. When you switch to your "Transcription" User, you must also manually change the Audio settings as described above. (And don't forget to change it back when you want to switch back to direct dictation.)
2. Record to any recorder then transfer the file to your computer in WAV format. The sample should be 11,025 KHz, 16 bit Mono. You can also try other formats if the quality is too low.
3. In your recording program, tune the Input Line to "Wave Out Mix" or similar (the particular name depends on your particular sound card).
4. Make your recording program always visible on top of any other application
5. Open an MS Word file.
6. In your MS Word file turn on the microphone on the Language Bar and make sure it's in Dictation Mode.
7. Load your recording program
8. Load the WAV file you have prepared, and then click on PLAY. Make sure the volume is as low as possible. If you get a "Too Loud" message, stop the playback and set the volume right.
9. Immediately move to the MS Word file where you want the recording to be transcribed and click on that spot.

If the recording file has some 1-5 seconds of silence in its beginning, the first words of the file won't be missed.

In the following, I have embedded the voice file with the results in both programs.

[Click on the icon below to listen to the recording]



### **MS 2003 (6 misrecognitions)**

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You can see at the bottom of this **fund** the results of the first **paragraph's has** transcribed by both programs.

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### **DNS Preferred 7 (8 misrecognitions):**

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You can see at the bottom of this **find** the results of the first paragraphs **has transcribe** by **those** programs.

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