

REALTIME BOOTCAMP — IBM ViaVoice®

PROGRAM 1 / COURSE 1

Speech Recognition Engine (SRE) Basics

Number of Classes: 3 | Hours per Class: 2 | Total Instruction Hours: 6

CLASS 1 (SRE-1 VV, 2 hours)

This class covers how to set up equipment, description of program functions, and how to create a voice model.

I. INTRODUCTION & SETUP

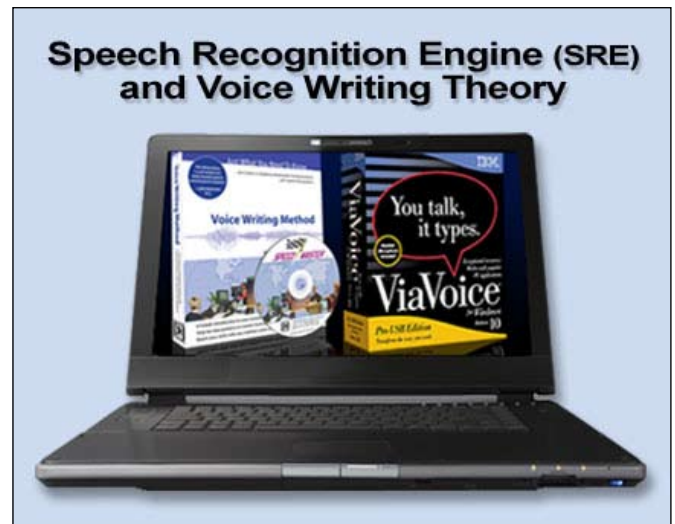
A. SETUP

1. How to boot up computer and plug in dictation input devices (open-mic headset and USB sound card).
2. Description of what the USB sound card is for.
3. How to enter ViaVoice.

B. PROGRAM OVERVIEW

1. Description of all tool bars, buttons, menus, and screens
2. User settings
3. Help menu

C. HOW TO CREATE A VOICE MODEL



CLASS 2 (SRE-2 VV, 2 HOURS)

This class covers how to dictate, make corrections, and how to add new words to the vocabulary.

II. PRACTICE DICTATION & IMPROVING ACCURACY

A. PRACTICE DICTATION

1. Open SpeakPad
2. Perform audio setup
3. Do practice dictation (include numbers, dates, etc.)

B. CORRECTING MISRECOGNITIONS

1. Correct errors using hot key
2. Explain that speech files are automatically saved upon correction

C. ADDING WORDS TO THE VOCABULARY

1. Add words through correction process (add a single word or phrase)
2. Add words directly into the Vocabulary Manager (manually add multiple words/phrases, one at a time)
 - a. Written forms
 - b. Spoken forms
3. Adding words from documents (automatically find new words) and adapt to writing style

(Homework: Create a voice model, perform dictation practice text distributed in class and correct speech recognition errors encountered. Use the "Analyze My Documents" utility if you have documents on your computer's hard drive to do this with and you want to adapt ViaVoice to the writing style of those documents.)

CLASS 3 (SRE-3 VV, 2 HOURS)

This class covers a few advanced features of ViaVoice, including how to set up a template and create macros.

III. CREATING TEMPLATES & MACROS

A. Creating a template

1. Sample letter template setup

B. Creating macros

1. Sample signature line

C. Practice Dictation

1. Open letter template
2. Dictate letter
3. Dictate macro to insert signature line
4. Correct Misrecognitions
5. Save and close file

IV. MULTIPLE-CHOICE TEST.

REALTIME BOOTCAMP — IBM ViaVoice®

PROGRAM 1 / COURSE 2

Voice Writing Theory

Number of Classes: 5 | Hours per Class: 2 | Total Instruction Hours: 10

CLASS 1 (Theory-1 VV, 2 hours)

I. COURSE OVERVIEW (CLASS 1)

- A. Overview of Voice Writing Method book
- B. SpeedMaster Software
 - 1. Installation
 - 2. Copy files from CD and store on hard drive
 - 3. Explain how it will be used.

(Homework: Read and study Chapters 1, 2, and 3.)

CLASS 2 (Theory-2 VV, 2 hours)

II. DICTATION TECHNIQUES & VOICE WRITING THEORY

- A. Dictation Techniques
 - 1. Breathing with a speech silencer
 - 2. Volume, tone, and modulation
 - 3. Enunciation, pace, and punctuation and how accuracy is affected
 - 4. Target dictation patterns
- B. Voice Writing Theory
 - 1. Explanation of voice codes and which ones work best to avoid conflict with regular English words
 - 2. Explanation of theory (Q&A markers, speaker IDs, punctuation, parentheticals, etc.)

(Homework: Read and study Chapters 4 and 8.)

CLASS 3 (Theory-3 VV, 2 hours)

III. COMPUTER SETUP & PROGRAMMING ENTRIES

- A. Discussion about how Internet access may affect computer performance
- B. Programming voice writing entries
 - 1. Open ViaVoice
 - 2. Set up Q&A markers
 - 3. Set up speaker IDs
 - 4. Set up punctuation
- C. Test recognition results
 - 1. Open ViaVoice document screen
 - 2. Perform audio setup
 - 3. Practice dictation with voice theory
 - 4. Correct misrecognitions

(Homework: Read and study Chapter 10, then study pages 15-20 of Chapter 1.)

CLASS 4 (Theory-4 VV, 2 hours)

IV. VOCABULARY BUILDING

- A. Gather documents
 - 1. Store all documents collected in a Vocabulary Building folder on hard drive. These files will be modified for speech engine analysis.
 - 2. Make a copy of those documents, saved in ASCII format, and store them in SpeedMaster folder on hard drive. These files will be used for dictation practice with SpeedMaster.
- B. Preparing transcript files
 - 1. Record search-and-replace macros in Microsoft Word
 - 2. Run macros to reformat documents
 - 3. Save documents in ASCII format
- C. Analyze documents to adapt to writing style of code words with regular English text
 - 1. Open ViaVoice
 - 2. Perform audio setup
 - 3. Analyze documents, select new words to add
 - 4. Train and add words to vocabulary

(Homework: Re-read Chapter 2 and study Chapter 9.)

CLASS 5 (Theory-5 VV, 2 hours)

V. DICTATION PRACTICE, IMPROVING ACCURACY & SPEED BUILDING

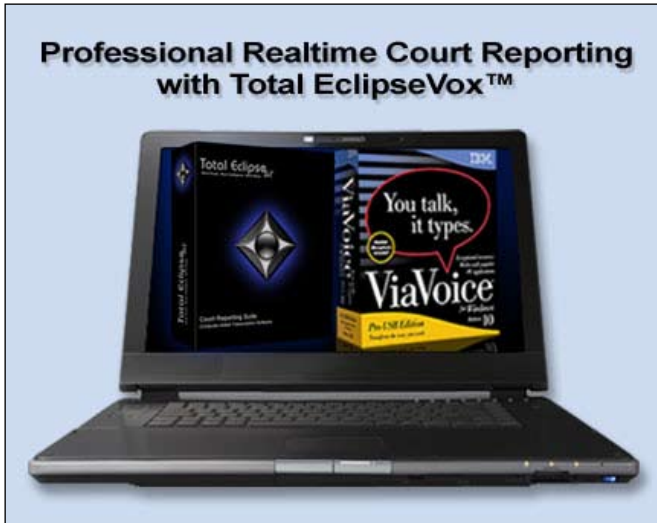
- A. Practice Dictation Session
 - 1. Open ViaVoice
 - 2. Open ViaVoice document screen
 - 3. Perform audio setup
 - 4. Open SpeedMaster and open practice file, set slider bar to 140 words per minute. Give instruction to increase speed in five-word-per-minute increments; speed increase should only to be done after 96% accuracy is achieved with consistency at current speed.
 - 5. Practice dictation with voice theory
 - 6. Correct misrecognitions
- B. ACCURACY IMPROVEMENT TECHNIQUES**
 - 1. Adding phrases
 - 2. Pronunciation distinctions for problematic words
 - 3. Using misrecognitions to produce recognitions

REALTIME BOOTCAMP — IBM ViaVoice®

PROGRAM 2 / COURSE 3

Professional Realtime Court Reporting with Total EclipseVox™

Number of Classes: 6 | Hours per Class: 2 | Total Instruction Hours: 12



C. Eclipse tools, terms, functions, and proper settings

1. Tool bars, buttons, menus, and screens
2. Help menu and Visualizers
3. CAT dictionary
4. User Settings
5. Files, Folders & System Links

(Homework: Study Chapter 5 to learn about voice writing theory, Chapters 6, 7 and 8 to learn about the voice vocabulary and CAT dictionary, and Chapter 9 for improving accuracy.)

CLASS 1 (CAT-1 VV, 2 hours)

This class covers how to set up equipment, open software, and explains SRE and CAT program functions of how everything works together. (Note: Before class begins, participant should have a voice model already created and user options set within the SRE.)

I. INTRODUCTION & SETUP

A. THE BASICS

1. How to boot up computer and plug in dictation input devices (speech silencer/open-mic headset and USB sound card).
2. Description of what the USB sound card is for.
3. How the SRE and CAT program work together.
4. How to enter Eclipse. (Note: Do not open the SRE directly; opening Eclipse will activate the SRE automatically.)
5. Create new user profile and import training settings file.

B. SRE tools, terms, functions, and proper settings

1. SpeechGATE Accuracy Menu
 - a. Description of all buttons in menu
 - b. Proper SRE and SpeechGATE user settings
2. Eclipse main screen buttons for SRE tools
 - a. Vox setup (SpeechGATE Accuracy Menu)
 - b. Vox audio (adjust audio levels)
 - c. Vox dict (access vocabulary list)
 - d. Vox build (analyze documents)
 - e. Vox new (add new word or phrase)
 - f. Vox apply (apply corrections to SR mistakes)
 - g. Vox play (play voice audio)
 - h. Vox stop (stop voice audio playback)

CLASS 2 (CAT-2 VV, 2 hours)

This class covers voice writing theory as it is applied in Eclipse. Participants will learn how to make entries into the voice vocabulary and CAT dictionary so the SRE and CAT program can work together properly for realtime text and formatting production. There will be a dictation practice session in order to illustrate the process of making corrections to improve speech recognition accuracy and how to train Eclipse artificial intelligence to resolve conflicts.

II. APPLYING VOICE THEORY & IMPROVING ACCURACY

A. Voice Theory

1. Voice Codes
2. CAT Codes
3. Q&A Markers, Speaker IDs, Punctuation, Parentheticals, etc.

B. Programming Voice Writing Entries

1. Entering Voice Codes
2. Entering CAT Codes

C. Practice Dictation Session

1. Practice Dictation with Voice Theory
2. Correcting Misrecognitions
3. Applying Corrections

D. Conflict Resolution

1. Creating dictionary conflict entries and training Eclipse AI
2. Number conversions (dates, times, dollar amounts, etc.)

(Homework: Make all voice theory entries into the voice vocabulary and CAT dictionary pursuant to Chapters 5 and 8. Then read the Vocabulary Building section of Chapter 9 to learn about customizing the SRE's grammatical model and automatically adding words by analyzing documents.)

CLASS 3 (CAT-3 VV, 2 hours)

This class covers the concept of vocabulary building to customize the grammatical model of a speech engine and automatically add words by analyzing documents.

III. VOCABULARY BUILDING

- A. Building a grammatical structure
 - 1. The triune design
- B. Analyzing documents
 - 1. Analyze documents from CD and select new words to add
 - 2. Train and add words to vocabulary

(Homework: Analyze all documents on CD located in the Vocabulary Building Documents folder. Review Chapter 9 on Improving Accuracy, then read Chapter 10 on Making a Real-time Record and study Appendix B: Globalling.)

CLASS 4 (CAT-4 VV, 2 hours)

This class covers advanced-level accuracy improvement techniques, including how to perform globals and produce impromptu words on-the-fly when they do not exist in the speech engine's base vocabulary.

IV. PRACTICE DICTATION & IMPROVING ACCURACY

- A. Practice Dictation Session
 - 1. Dictation Discussion, Review & Critiquing
- B. Getting Accurate Results When You Don't Get Accurate Recognition
 - 1. On-the-Fly Translations
 - 2. Globalling
 - 3. Job Dictionary
 - 4. On-the-Fly Editing
 - 5. Word Swap Using AI Interface

(Homework: Perform dictation practice text distributed in class using globalling and on-the-fly translations techniques. Study Chapter 4.)

CLASS 5 (CAT-5 VV, 2 hours)

This class covers how to set up a master document format and create template files for final transcript preparation.

V. DOCUMENT SETUP & BLOCK FILES

- A. Setting up master document format
- B. Creating a Blocks folder and establishing a link
- B. Designing title page, certificate page & errata sheet
- C. Creating fill-in-the-blank fields
- D. Creating database lists

Homework: Create templates using the sample files distributed with this course. Study Chapters 11, 12, 13, and Appendix A: Basic Keystrokes. Practice steps outlined in Chapter 10 to make a realtime record, then refer to Chapter 11 and Appendix A in order to edit transcript, and move on to Chapter to complete final steps of transcript production.

CLASS 6 (CAT-6 VV, 2 hours)

This class covers making a realtime record and the rest of the transcript production process.

VI. REALTIME TRANSLATION, EDITING & PRODUCTION

- A. Realtime Translation & Digital Recording
 - 1. Naming & Opening File
 - 2. Seating Chart & Speaker Names
 - 3. Digital Recording
 - 4. Making-the-Record Practice
 - 5. Reading Back
 - 6. Exiting Translation & Closing Files
- B. Rough Draft ASCII (with Hyperlinked Interactive Word Index)
- C. Editing/Scoping
 - 1. Standard Mode
 - 2. Hyperkeys Mode
- D. Production
 - 1. Marking Index Items
 - 2. Inserting Title Pages, Certificate Page & Errata Sheet
 - 3. Scanning to Fill-in-the-Blank Fields
 - 4. Automatically Generating Index
 - 5. Printing Transcript, Condensed & Concordance
 - 6. Archiving Data