

USER GUIDE

Speech Recognition Cloud

Text Replacements, AutoText and Voice Commands

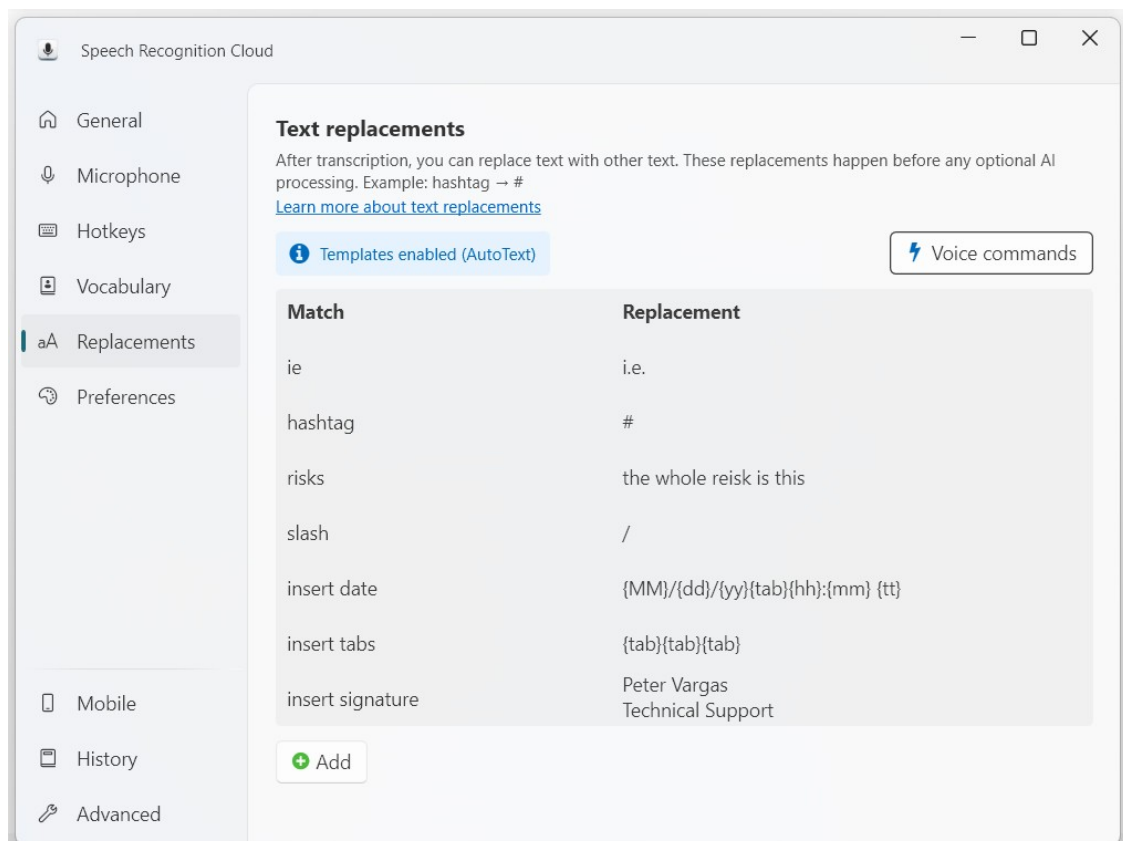
SAVE TIME AND IMPROVE CONSISTENCY

Use a short spoken match to insert corrected wording, symbols, standard phrases, addresses, signatures or longer reusable text.

What Text Replacements do

Text Replacements are voice-triggered substitutions. After SRC transcribes your speech, it checks for a saved Match and replaces it with the text you have chosen. Replacements occur before any optional AI processing.

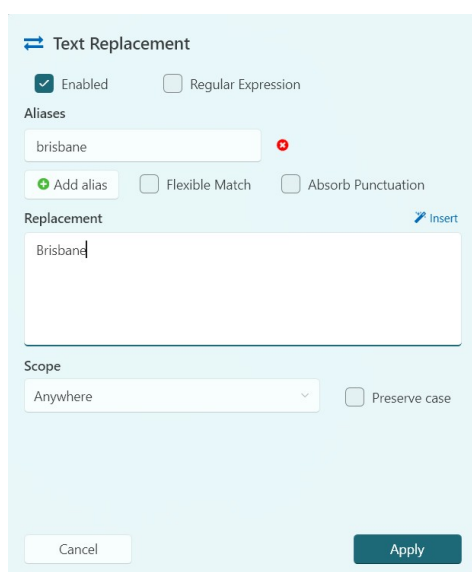
They can correct recurring transcription results, expand abbreviations, insert standard wording or provide a quick way to enter text that you use every day.



The Replacements screen displays each Match and its Replacement

Create your first replacement

- 1 **Open Settings.** On the SRC floating bar, select the cog or gear icon.
- 2 **Open Replacements.** Choose Replacements from the menu on the left.
- 3 **Select Add.** Click the green Add button beneath the replacements list.
- 4 **Enter the Match.** Type the word or phrase that SRC should look for after transcription.
- 5 **Enter the Replacement.** Add the exact text, symbol or longer passage that should appear instead.
- 6 **Apply the change.** Select Apply. The replacement will be available for your next dictation.



The screenshot shows the 'Text Replacement' dialog box. At the top, there's a title bar with a double-headed arrow icon and the text 'Text Replacement'. Below this, there are two checkboxes: 'Enabled' (checked) and 'Regular Expression' (unchecked). Underneath, there's a section labeled 'Aliases' with a text input field containing 'brisbane' and a red error icon to its right. Below the input field is a green 'Add alias' button, followed by two unchecked checkboxes: 'Flexible Match' and 'Absorb Punctuation'. The next section is labeled 'Replacement' with a blue 'Insert' icon to its right. It contains a large text area with 'Brisbane' typed in. Below this, there's a 'Scope' section with a dropdown menu set to 'Anywhere' and a 'Preserve case' checkbox which is unchecked. At the bottom, there are two buttons: 'Cancel' and 'Apply'.

The Text Replacement editor

SIMPLE EXAMPLE

If "brisbane" is repeatedly returned in lower case, use brisbane as the Match and Brisbane as the Replacement.

Useful replacement ideas

Choose Match phrases that are easy to remember and unlikely to occur accidentally in normal dictation.

Spoken match	Replacement	Useful for
my email	name@example.com	Email addresses
insert signature	Your full signature block	Correspondence
client intro	A standard opening paragraph	Repeated wording
hashtag	#	Symbols
slash	/	File paths and references
insert date	A saved date expression	Dates and records
insert tabs	Tab characters	Moving through forms

Best practice

Use distinctive Match phrases such as “insert signature” rather than a common word such as “signature”.

Enter the Replacement exactly as it should appear, including capital letters, punctuation and line breaks.

Test each new entry in a blank document before relying on it in normal work.

Keep related matches consistent—for example, “insert address”, “insert mobile” and “insert signature”.

Edit or remove entries that activate unexpectedly.

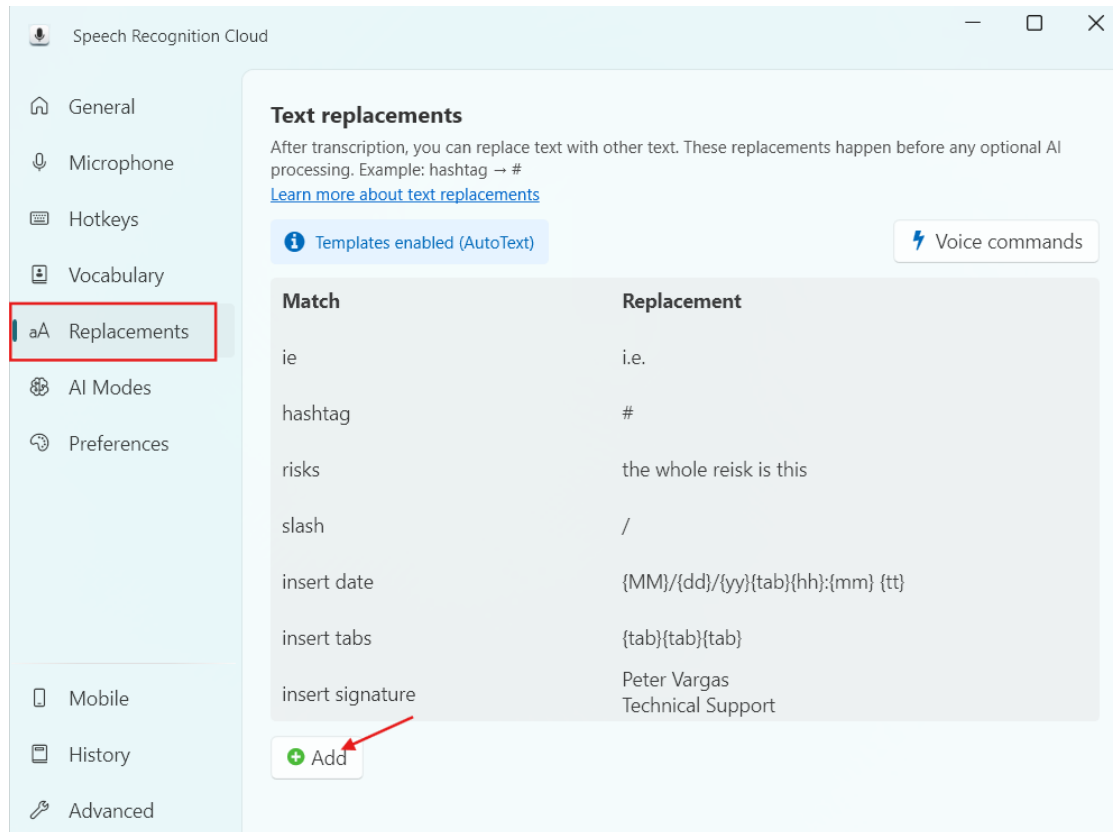


Use a spoken replacement to insert reusable text such as a signature block

AutoText and Templates

The Replacements screen may show “Templates enabled (AutoText)”. This indicates that reusable template functionality is available alongside ordinary text replacements.

Text Replacements are ideal for short substitutions and frequently repeated blocks. Templates are better suited to structured or longer reusable content. The exact features available may depend on your SRC edition.



Replacements, Templates (AutoText) and Voice Commands are accessed from the same screen

Text Replacements versus Vocabulary

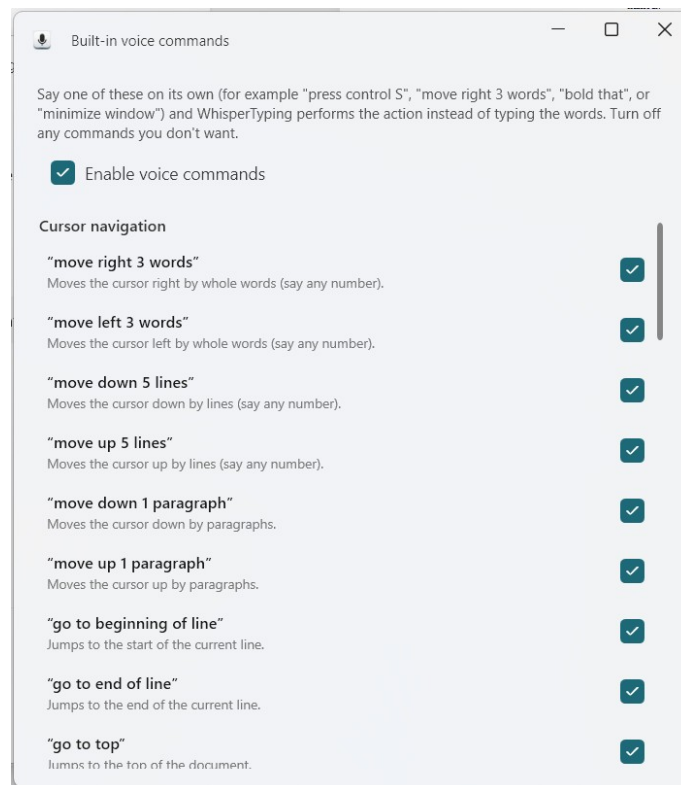
Feature	What it changes	Example
Vocabulary	Helps SRC recognise uncommon words and preferred spelling.	A surname, suburb or medical term.
Replacement	Changes transcribed text into different text.	“insert signature” becomes a signature block.
Template / AutoText	Provides reusable content for repeated documents or passages.	A standard report or response structure.

CHOOSE THE RIGHT TOOL

Add a word to Vocabulary when SRC misrecognises it. Create a Replacement when correctly transcribed text needs to be changed or expanded.

Built-in Voice Commands

Select Voice commands from the Replacements screen to open the built-in command list. When enabled, speaking a command on its own performs the action instead of typing the words.



Built-in Voice Commands can be enabled globally and individually

Examples shown in SRC

"move right 3 words" or "move left 3 words"

"move down 5 lines" or "move up 5 lines"

"move down 1 paragraph" or "move up 1 paragraph"

"go to beginning of line" or "go to end of line"

"go to top"

Other available examples include keyboard, formatting and window actions.

SAY COMMANDS SEPARATELY

For reliable activation, say a built-in command on its own. You can turn off the complete Voice Commands feature or disable individual commands you do not want.

Troubleshooting

Replacement does not run: confirm it is enabled, check the Match spelling and test the phrase in a blank document.

Unexpected replacement or voice-command result: use a more distinctive Match, check the relevant feature is enabled and say voice commands on their own.