



USER GUIDE

Speech Recognition Cloud

Guide to custom vocabulary and transcription settings

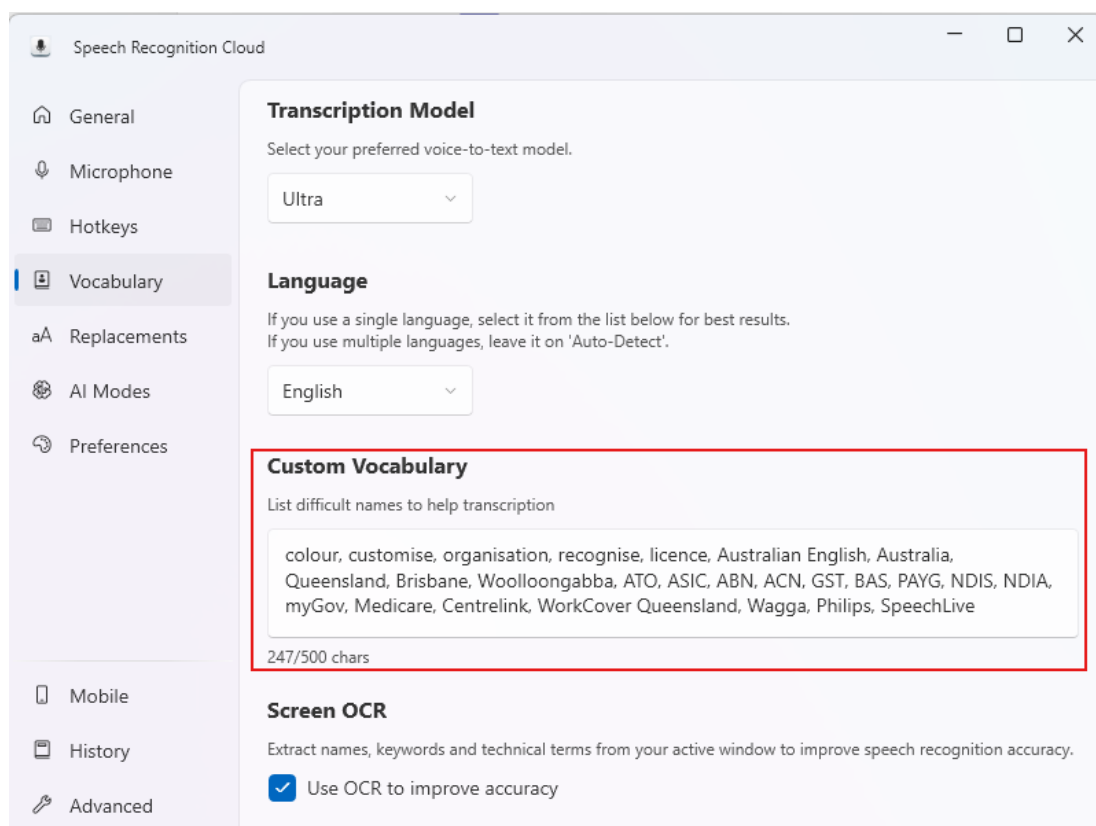
WHAT VOCABULARY DOES

Add names, companies, locations and specialist terminology so Speech Recognition Cloud can recognise the words that matter in your work.

What vocabulary does in Speech Recognition Cloud

Speech Recognition Cloud (SRC) includes a Custom Vocabulary field for words you use often, including names, companies, suburbs, technical terms, medical terms, legal terms and industry jargon.

This helps SRC recognise words that may not be common in standard dictation and return the exact spelling you need.



Custom Vocabulary in the current Speech Recognition Cloud settings

Find and build your vocabulary

Where to find vocabulary

- 1 **Open SRC.** Launch Speech Recognition Cloud on your computer.
- 2 **Open Settings.** Select the small cog or gear icon on the floating SRC bar.
- 3 **Choose Vocabulary.** Open Vocabulary, then locate Custom Vocabulary.
- 4 **Add your terms.** Enter the words or phrases you want SRC to recognise more reliably.

What to add

Your name or company name
Client or patient names
Street names, suburbs and locations
Product names

Technical and scientific terms
Legal or medical phrases
Industry jargon
Words SRC regularly mishears

Character limit

SRC allows up to 500 characters in the Custom Vocabulary field. Add the exact spelling you want SRC to use and prioritise names, specialist terms and words it gets wrong repeatedly.

BEST APPROACH

Keep entries clear and specific. Start with the most important words, then update the list gradually as new terminology appears.



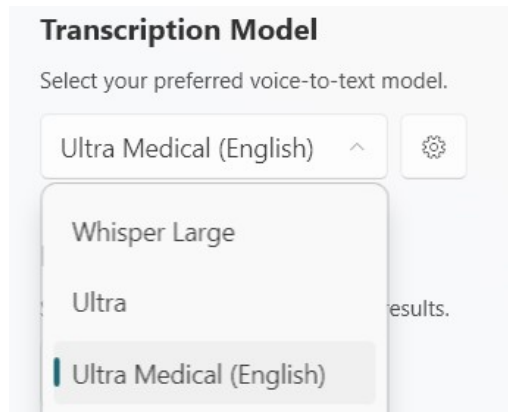
Dictate naturally while your text appears in the application at your cursor

Transcription and output settings

Transcription model

The transcription model controls how SRC processes your speech. While the microphone is active, SRC listens and securely sends the audio to the cloud engine. Your completed text is returned when you stop dictating.

This batch-based processing uses the full sentence or phrase for better accuracy, punctuation and context. That is why text appears after you pause or stop speaking rather than word by word.



Select the transcription model that suits your work

Transcription output options

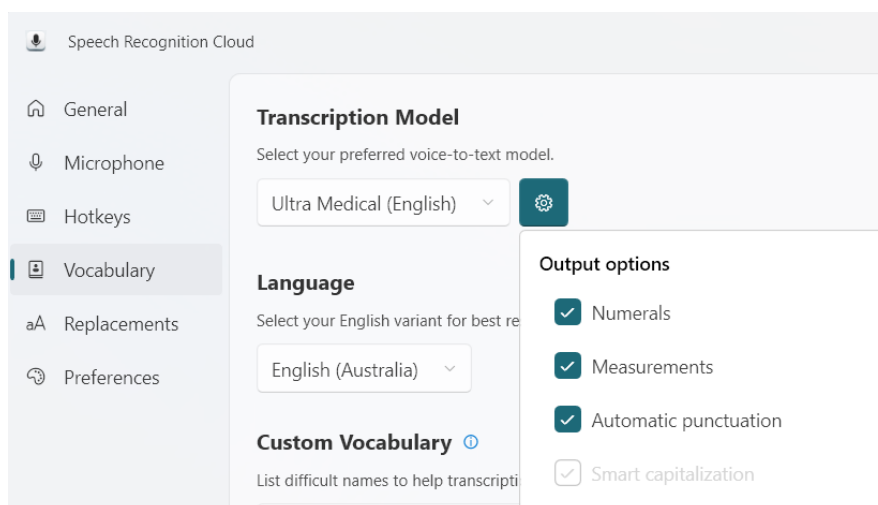
Select the small gear beside Transcription Model to open the output formatting options.

Numerals – Formats spoken numbers as digits.

Measurements – Abbreviates measurements when enabled.

Automatic punctuation – Adds punctuation and capitalisation automatically. When disabled, say punctuation such as “comma” and “full stop”.

Smart capitalisation – Restores capitals for names, places and acronyms when Automatic punctuation is turned off.



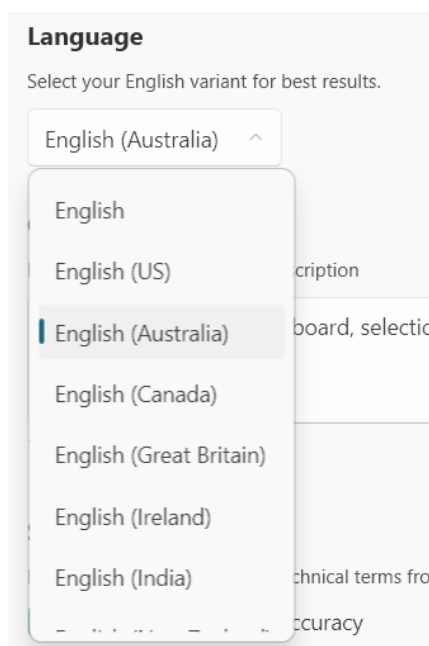
Output options beside the Transcription Model setting

Language and on-screen context

Language

SRC supports more than 57 languages. Leave the language setting on Auto to allow SRC to detect and switch languages, or select your main language directly for more consistent recognition.

For best results, speak clearly and avoid mixing too many languages in the same sentence unless necessary.



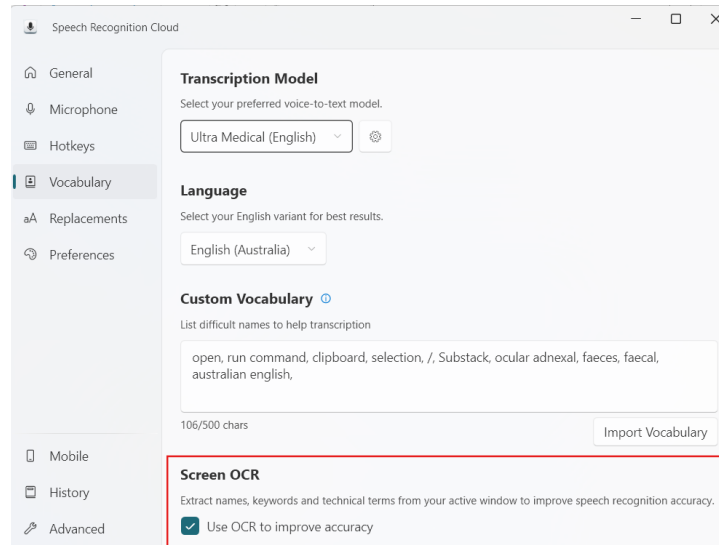
Choose the language variant that matches your dictation

Use OCR to improve accuracy

In Vocabulary, you can also enable Use OCR to Improve Accuracy. SRC can use nearby on-screen text in Microsoft Word, Outlook, email and other visible documents as context for recognition.

This is useful when the document already contains names, terminology or repeated phrases that you are likely to dictate.

Screen OCR setting



The Screen OCR option is located beneath Custom Vocabulary

Privacy, multiple computers and best practice

Privacy

STORED LOCALLY

Your SRC vocabulary is stored locally on your computer. Voice Recognition Australia does not see it, store it or upload it as a personal vocabulary file.

Using SRC on a second computer

Because vocabulary is stored locally, it does not automatically follow you to another computer. Copy the vocabulary text from the first computer and paste it into the Vocabulary section on the second computer.

You can transfer the text using email, a document or another simple copy-and-paste method. Handle any confidential names or terminology according to your organisation's security requirements.

Best practice

- Add words gradually, starting with names, locations and specialist terminology.
- Use the exact capitalisation and spelling you want in the final text.
- Review the list as your clients, projects or work change.
- Keep your cursor active and use your keyboard hotkey to start and stop dictation.