

User Manual

MacSpeech Scribe™

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Introduction

MacSpeech Scribe is a speech recognition application for transcribing spoken word audio files. This means that you can turn spoken audio recorded by you or other people into editable text. You can then save the transcribed text or copy it into any document.

How does MacSpeech Scribe work? It isn't magic or mysterious. Behind the scenes, MacSpeech Scribe interprets the words you speak using a powerful and highly accurate speech recognition engine with an extensive, flexible vocabulary. To perform transcription, MacSpeech Scribe uses a combination of technologies built into Mac OS X, such as Accessibility and AppleScript.

You can get up and running with MacSpeech Scribe very quickly, but you will have some preparation to do beforehand, and you will have some learning to do as you go along. Here's why:

PREPARATION. Before MacSpeech Scribe can interpret your speech, you must create a profile and provide a sample of your audio, so that MacSpeech Scribe knows what your voice sounds like, how you pronounce words, and so forth (or the same for other voices, should you choose to create profiles using recordings of voices other than your own).

LEARNING. MacSpeech Scribe improves its transcription ability as you a) correct its transcriptions and b) provide it with documents (such as word processing documents—not audio files) that are examples of the kind of material you'll be transcribing, so that it knows what kind of vocabulary to expect.

With time, you'll become more experienced, and most of the things you do with MacSpeech Scribe will become second nature. You may even customize MacSpeech Scribe's abilities to suit your needs. For example, you might manually add

words to its vocabulary. The next chapter will guide you through the first steps for getting started with MacSpeech Scribe.

Installation and Making a Profile

Before you can use MacSpeech Scribe, you must have a Macintosh computer that meets the minimum requirements.

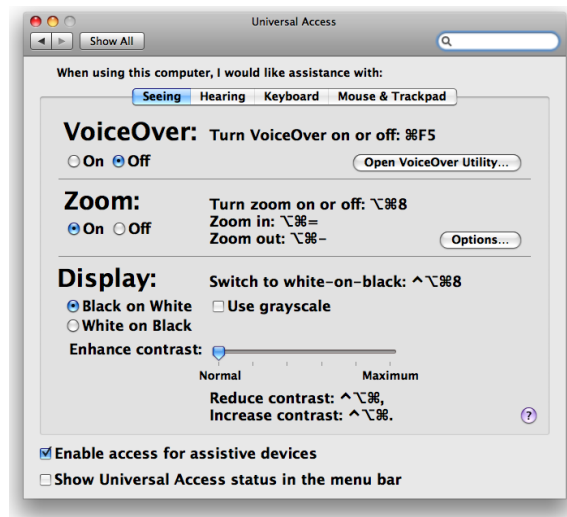
COMPUTER REQUIREMENTS

- You must be using an Intel-based Macintosh computer.
- Your system must be Mac OS X “Snow Leopard” version 10.6.
- The computer should have at least 1GB of RAM (preferably 2GB or more).
- Your hard drive should have at least 2GB of free space to install MacSpeech Scribe and its associated files, and this installation should leave plenty of additional empty free space.
- As with any software application, a faster processor improves performance.
- Accessibility must be turned on your Universal Access system preferences.

Initial Installation

Use the following checklist to make certain you are ready to install MacSpeech Scribe.

- ☐ Your computer is connected to the Internet. You will need an Internet connection in order to enter your registration number and license your copy of MacSpeech Scribe.
- ☐ Accessibility is turned on in System Preferences > Universal Access. Check now that this true. Choose System Preferences > Universal Access, and make certain that **Enable access for assistive devices** (near the bottom of the window) is *checked*.



In System Preferences > Universal Access, “Enable access for assistive devices” must be checked.

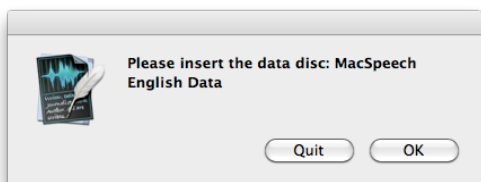
When you’ve completed the above checklist, you’re ready to begin installing MacSpeech Scribe.

MacSpeech Scribe comes in two parts: the application (on a CD with a black label), and the speech recognition data (on a DVD with a white label).

Insert the CD into the computer and copy the MacSpeech Scribe application onto your hard disk. The Applications folder is a good place, and the CD includes an alias for your Applications folder so you can drag the MacSpeech Scribe application icon onto the Applications folder icon as a way of installing the application into your Applications folder. But you can put MacSpeech Scribe anywhere you like.

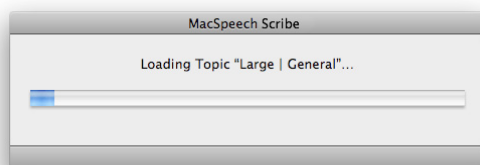
Eject the CD.

Launch MacSpeech Scribe from your hard drive. MacSpeech Scribe requests the DVD containing the speech recognition data (“MacSpeech English Data”). Leave the dialog up.



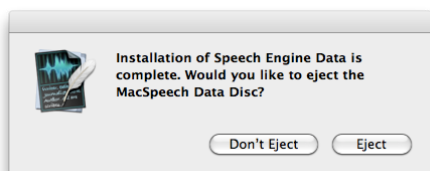
MacSpeech Scribe asks for the DVD containing the speech recognition data.

Insert the DVD into the computer. When it has mounted, return to MacSpeech Scribe and click OK in the dialog. (The DVD may appear to you to contain no data, but it's there anyway.) MacSpeech Scribe copies the data from the DVD to your hard drive, reporting its progress as it does so.



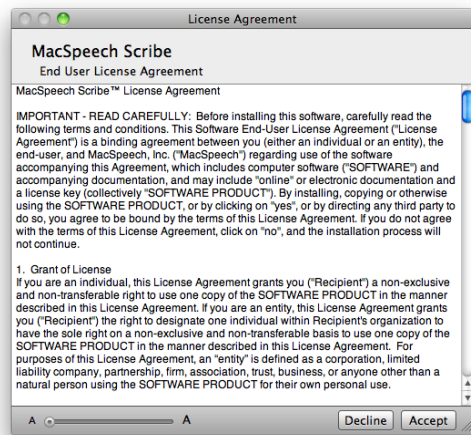
MacSpeech Scribe copies the data from the DVD to your hard drive.

When MacSpeech Scribe has finished copying the data to your hard drive, it asks whether you'd like to eject the DVD. Click Eject.



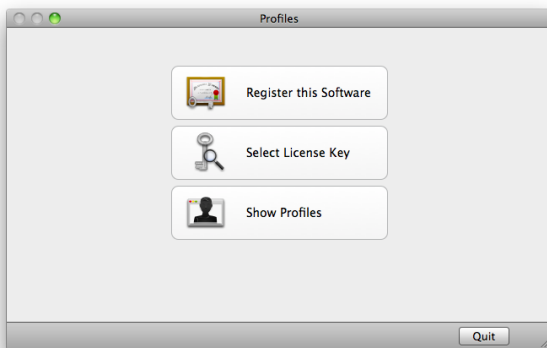
Click Eject to remove the DVD containing the speech recognition data.

Installation is now complete, and MacSpeech Scribe displays the license agreement. Click Accept after reviewing it.



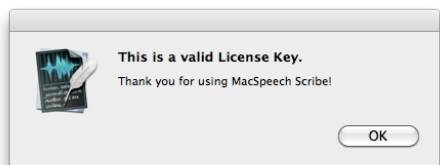
Click Accept after reviewing the license agreement.

MacSpeech Scribe now asks for your license. A license is a license file. You presumably don't have such a file yet, so you need to enter your registration number in order to get it. Click Register This Software to summon a dialog where you can enter your registration number and obtain a license file.



Click Register This Software to summon the registration dialog.

If you do have a license file, MacSpeech Scribe should find it automatically at this point, and the entire Register This Software step will be skipped. In that case, you will see a dialog informing you that your license has been found and is valid.



The dialog that you see at this point if you already have a license file.

Since you don't have a license file yet, you have clicked Register This Software, and the registration dialog appears. Fill in the required information. (MacSpeech needs this information to set up an account for you at the MacSpeech web site; your information will remain private.) Type or copy your registration code into the appropriate field of the dialog. The registration code appears at the top of the Quickstart Guide.

Registration

Registration Information

First Name: John
Last Name: Doe
Email Address: *
Phone Number: *
Company: *
Address: *
City: Anywhere
State: *
Country: USA
Postal/Zip Code: *
☒ Please send me news or offers

Product: MacSpeech Scribe 1.0
Registration Code: *
Purchase Location: Apple Retail
Purchase Date: 1/26/2010

Machine Information:

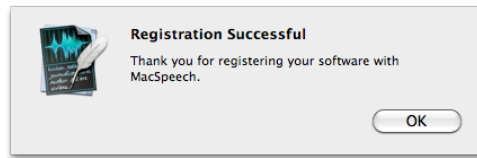
Macintosh Model	MacBook Pro (Core 2 D...
Mac OS X Version	10.6.2
CPU Type	Intel
CPU Speed	2.40 Ghz
CPU Count	2
RAM	4.00 GB

* Indicates a Required Field

Cancel Register Now

Fill out the registration dialog and click Register Now. Your computer must be *connected to the Internet*.

When you've filled out the dialog, make sure your computer is *connected to the Internet* and click Register Now. MacSpeech Scribe goes out over the Internet, connects to MacSpeech's server, and downloads and installs your license file. If this operation is successful, MacSpeech Scribe informs you of the fact. Click OK.



MacSpeech Scribe has downloaded and installed your license. Click OK.

NOTE. You must register MacSpeech Scribe and provide a license within four (4) days of installation, or the program will not continue to function.

MacSpeech Scribe's installation is now complete.

In order to use MacSpeech Scribe, you need a voice profile. Since you have only just installed MacSpeech Scribe, you have no voice profile. Therefore, MacSpeech Scribe immediately prompts you to create one.

Creating a Voice Profile

A *voice profile* is a complete set of data on one speaker whose voice you intend to transcribe: what the voice sounds like, and what vocabulary is used. In order to transcribe audio files using MacSpeech Scribe, you must have at least one profile. MacSpeech Scribe allows for a maximum of **six (6)** profiles.

In some cases, one profile is all you'll need. But you'll need multiple profiles in certain situations:

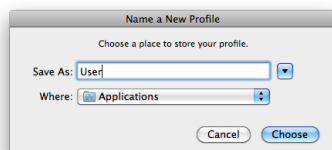
- If the files you'll be transcribing come from more than one speaker, each will need their own profile.
- If you use MacSpeech Scribe with different audio recording devices, you'll need a profile for each device.

Every profile has a name, which uniquely identifies it. When you create a profile, you start by giving it a name.

NOTE. The data for a profile lives on your hard disk as a package whose file extension is *.transcriptionprofile*. You are offered the chance to set a profile's location at the time you create it. You may place it anywhere you like, but a good idea is to put all profiles together in a known location; for example, you might create a folder *~/Documents/MacSpeech Profiles*. This allows the profile data to be backed up easily. A symbolic link to each profile will be found in *~/Library/Application Support/MacSpeech/Profiles*.

The first time you use MacSpeech Scribe, you will be prompted to create a new profile.

When MacSpeech Scribe sets out to create a profile, it starts with a File Save dialog ("Name a New Profile"). Give the new profile a name. Specify a folder in which to keep this profile. Click Choose.

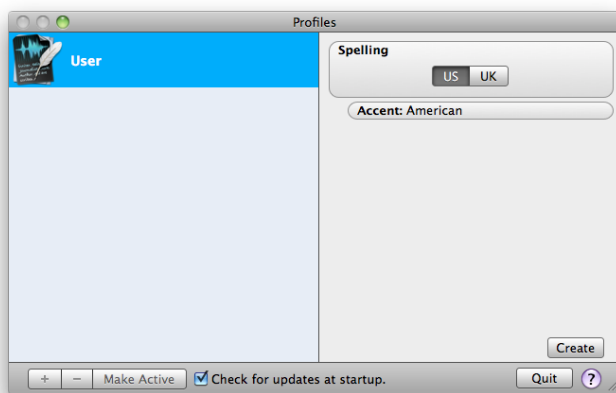


The Name a New Profile dialog. Give the profile a name, specify a folder in which to save it, and click Choose.

MacSpeech Scribe now displays the Profiles window, where you will set the characteristics of this profile. You have two characteristics to set up: Spelling, and Accent.

SPELLING. Choices are US and UK.

ACCENT. Choices depend upon your choice of spelling.

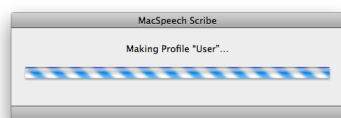


The Profiles window is where you manage your profiles. Here, you're about to finish creating a new profile. Choose the correct settings and click Create.

When you've set the Spelling and Accent pop-ups, click Create.

NOTE. It's important that you correctly set the Spelling and Accent options when creating a profile, because you cannot modify them once you create the profile.

You will see a progress window showing you that your profile is being created:

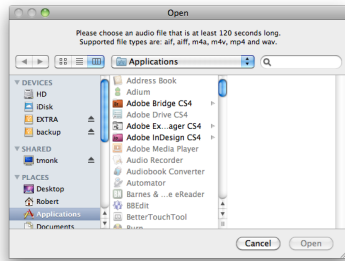


The Making Profile dialog shows MacSpeech Scribe's progress as it creates your profile.

Transcription Training

Next you will be prompted to begin transcription training by choosing an audio file. You must have a 120-second minimum sample of the kind of spoken word audio files you want to transcribe.

NOTE. If you do not already have a 120-second or longer audio sample, you may want to skip ahead to the section about creating spoken audio files and then return to this point in the process.



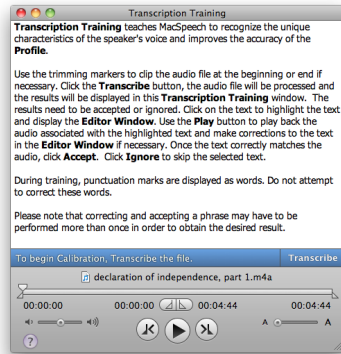
The Open dialog. Choose an audio file and then click Open.

You can choose from the following types of audio files:

- .wav
- .aif
- .aiff
- .mp4
- .m4a
- .m4v

Choose an audio file and click Open.

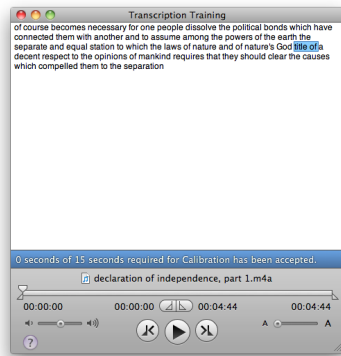
Next you will see the Transcription Training window.



The Transcription Training window. This is where you teach MacSpeech Scribe to recognize a voice and improve its vocabulary. Click Transcribe to begin transcribing.

NOTE. You can use the trimming markers to choose a portion of the file to transcribe, or you can leave these at the beginning and the end (as they appear by default) to transcribe the entire file.

Click the Transcribe button to begin transcription training. MacSpeech Scribe will begin analyzing the file and producing a transcription. The transcription appears in the upper portion of the Transcription Training window. Once MacSpeech Scribe has transcribed 15 seconds of audio, it stops to let you make corrections.

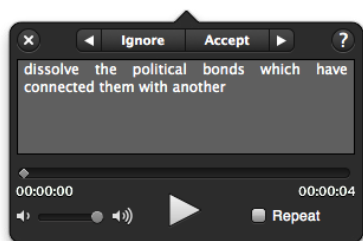


The Transcription Training window. Here is where you read the transcription to check for errors.

Check the transcription for any errors. If you see any corrections that need to be made (and it's likely there will be some, since Scribe isn't yet familiar with the voice

and vocabulary used for this profile), click on the text that contains an error. The correction window appears.

NOTE. In the transcription results, punctuation marks are displayed as words. Do not change these words to symbols in the Correction window.



The Correction window. Make any corrections to the transcription and then click Accept, or else click Ignore to tell MacSpeech Scribe not to transcribe a portion of the recording.

Make corrections as necessary to the transcribed text. If you are unsure, you can click the Play button to play back the portion of the recording currently being transcribed.

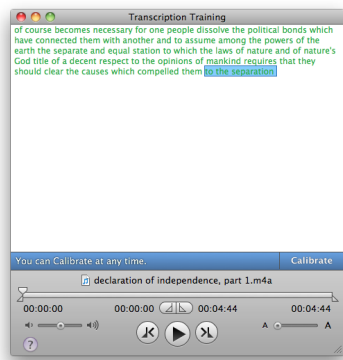
NOTE. To have this segment of the recording played repeatedly (for difficult to understand portions, or to make it easier to remember the text), click the Repeat check box. You can also use the volume slider to adjust the playback volume.

Once you are happy with the transcription of a section, click the Accept button. Or, alternatively, if there is a portion of the recording you want MacSpeech Scribe to ignore and not attempt to transcribe (extraneous sounds, for example), click the Ignore button. In either case, the correction window will move automatically to the next phrase.

NOTE. You can move to a different phrase using either the arrow buttons to the left and right of the Ignore and Accept buttons, or, using the keyboard, by pressing ⌘-← (left arrow) or ⌘-→ (right arrow).

Each section of the transcription you have accepted or ignored is changed to green or red in the Transcription Training dialog, letting you check your progress. Once you have either accepted or ignored all of the phrases in the first fifteen seconds of the transcription, you are ready to calibrate (let the program use the corrections you have just made to improve its transcribing ability).

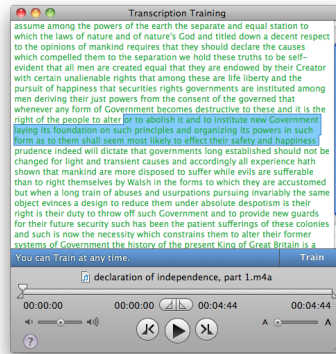
The correction window disappears and the Calibrate button appears:



The Transcription Training window, ready for Calibration. Note that all of the text has either been accepted or ignored, and has therefore been turned green or red. Click the Calibrate button to continue.

Click the Calibrate button to continue. MacSpeech Scribe will be busy for a few seconds, analyzing the transcription corrections you've made and calibrating its next transcription. Once your corrections have been analyzed, the program will transcribe the first 90 seconds of the recording.

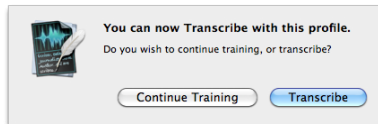
Repeat the correction process described above to make changes to the first 90 seconds of the transcription. Once you have made that set of corrections, the correction window disappears and the Train button appears.



The Transcription Training window, ready to Train. Note that all of the text has either been accepted or ignored, and has therefore been turned green or red. Click the Train button to continue.

Click the Train button to continue. MacSpeech Scribe will be busy for a few seconds, analyzing the transcription corrections you've made and further training its ability to accurately transcribe your file. Once your corrections have been analyzed, the program will transcribe the remainder of the file.

When it has finished, you are given an option to perform additional training, or to begin transcribing using the training provided.



This message appears when the file has been transcribed. Click Continue Training to perform additional training, or Transcribe to begin transcribing your audio files.

To improve the level of accuracy of your profile, you can click Continue Training to repeat the process using another audio file. Click Transcribe to complete the transcription training process and begin transcribing.

NOTE. Just because you finish with the initial training does not mean that you cannot continue to make corrections to subsequent transcriptions. MacSpeech Scribe will continue to improve its ability to more accurately transcribe recordings.

If you have just installed MacSpeech Scribe for the first time and are curious about where its parts were installed, read [“What’s Installed Where”](#).

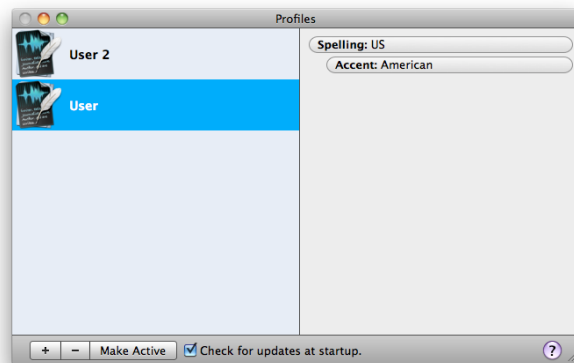
Congratulations! You’re ready to begin using MacSpeech Scribe to transcribe your spoken audio recordings.

Interface

MacSpeech Scribe's basic interface is extremely simple. This chapter will tour its key features.

The Profiles Window

When you start MacSpeech Scribe, you see the Profiles window. Choose your profile and click Make Active. You can also create new profiles or manage existing profiles.



The Profiles window. Choose a profile and click Make Active.

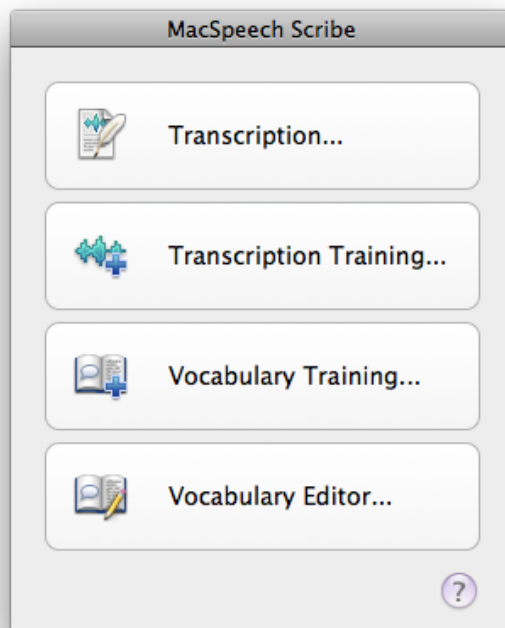
You can right-click an existing profile to make it active, edit the picture associated with it, or reveal the profile file in the Finder. To remove an existing profile, select it and click the Minus button in the lower left.

NOTE. If you have only one profile defined, you are not allowed to remove it.

To create a new profile, click the Plus button in the lower left and follow the instructions for training a new profile found earlier in this manual.

The Main Window

This window gives you access to the MacSpeech Scribe features you're most likely to use on a regular basis.



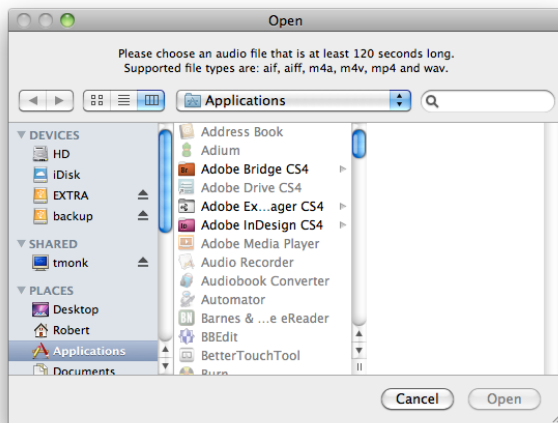
The main MacSpeech Scribe window. Choose one of the options.

The use of each of these options is described in the remainder of this section (except the Transcription Training option, which is described in the Installation and Making a Profile section earlier in this manual).

Transcription Window

Once you have completed the initial Transcription training for a profile, you can use that profile for transcribing audio files. You perform transcriptions using the Transcription Window.

To start transcribing a file, click Transcription on the main window. You'll be shown an Open dialog to let you choose a file to transcribe.



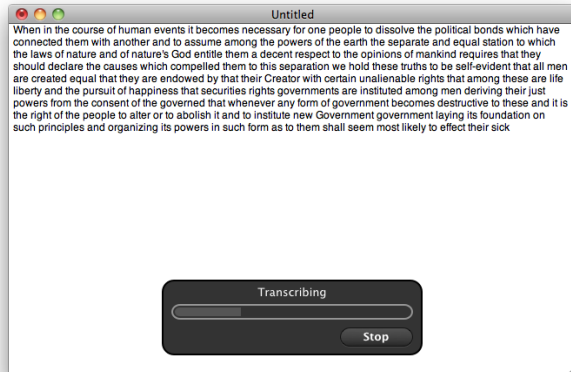
The Open File dialog. Choose an audio file to transcribe.

You can choose from the following types of audio files:

- .wav
- .aif
- .aiff
- .mp4
- .m4a
- .m4v

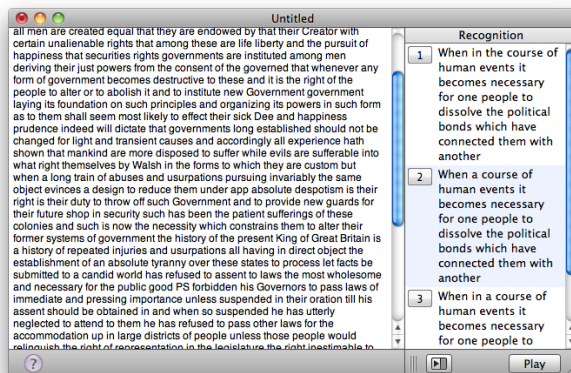
Choose an audio file and click Open.

Next you will see the Transcription window and the transcription process will begin. You'll see a progress bar to indicate that the transcription is underway, and to give you an idea of how much has been completed.



The Transcription window, showing a transcription job in progress. Click Stop to terminate the transcription.

If you need to, you can always click Stop to terminate the transcription process. Otherwise, the process will complete and open the transcription will be displayed in the left-hand side of the Transcription window with the first phrase selected. In the right-hand side of the window, the Recognition list will display alternatives for transcribing the phrase.

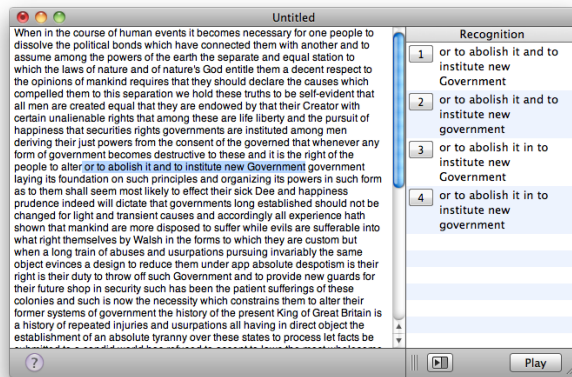


The Transcription window, showing a completed transcription.

From this window, you can edit and correct the text and add some simple formatting. Additionally, you can copy any or all of the text to the clipboard to be pasted into any other application, or you can save the text as a .rtf (rich text format) file.

Editing and Correcting Transcribed Text

The Transcription window contains text that has been transcribed from an audio file and lets you make further modification to the text. The easiest way to modify the text is to choose one of the transcription options identified by MacSpeech Scribe and shown in the Recognition list on the right-hand side of the Transcription Window. In some cases, MacSpeech Scribe finds several good alternative transcriptions for a phrase, and displays the alternatives, so that you can choose between them.



The Transcription window. On the right side are several alternative ways of transcribing a phrase, each numbered so that you can choose between them by clicking on the number that most closely matches what you want.

If there are several alternatives, or in the case of longer phrases, the Recognition list may be scrollable, so be sure to scroll down to see all the alternatives. To choose the best alternative, simply click its number, and that text will be inserted into your document.

You can click the Play button to play the original recording to help you know which transcription is best.

If none of the alternatives in the Recognition list exactly match the audio, you can double-click on an entry in the list and make edits until the phrase matches the audio. Then click on the number of the entry you just modified in the Recognition list to insert the modified text in to the Transcription results..

The following table shows the keystrokes you can use to speed up the editing process:

Command	Keystroke
toggle audio play	Option-Command-Return
move to next phrase	Option-Command-Right Arrow
move to previous phrase	Option-Command-Left Arrow
select current phrase	Shift-Command-P
show fonts window	Command-T
show special characters window	Option-Command-T
increase font size	Command-Plus (+)
decrease font size	Command-Minus (-)
save editing changes	Command-S

Exporting Transcribed Text

There are two ways to export transcribed text into other applications:

- You can select and copy as much of the text as you’d like to export in the Transcription window. This text is placed on the clipboard and can be pasted into any other application than can accept text (whether the formatting is preserved as well depends on the application).
- You can save the text in a file from the Transcription window, using the Save or Save As commands on the File menu. This option saves all the transcribed text, along with any formatting, in a .rtf (Rich Text Format) file that can be imported into many applications (most word processing applications, for ex-

ample, can import files in .rtf format). How the formatting is handled depends on the other application.

Transcription Training

For details about Transcription Training, see the “Transcription Training” section earlier in this manual.

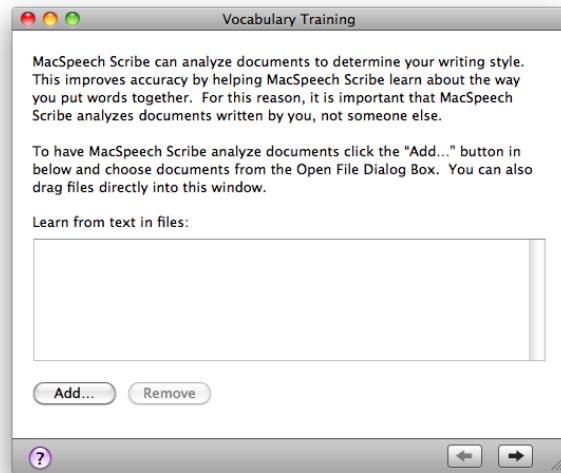
Vocabulary Training

Another way to improve the quality of MacSpeech Scribe transcriptions is to let it analyze documents similar to those you will be transcribing. Doing so allows MacSpeech Scribe to have a better idea of what kind of vocabulary is most likely to appear, and to recognize the more common phrases and other patterns in your documents. Note that in this case, we’re talking about written documents, not audio files to be transcribed, and the more similar they are to the kinds of files you’ll be transcribing, the more useful the vocabulary training will be.

NOTE. MacSpeech Scribe can read the same standard formats as TextEdit, such as text files, *.rtf*, *.doc*, and *.odt* files. To use files of other formats, convert them or copy and paste the text into an application like TextEdit that can save in either .rtf or text format.

To perform Vocabulary Training, click that option on the main window, or choose Vocabulary Training from the Tools menu.

The Vocabulary Training window opens.

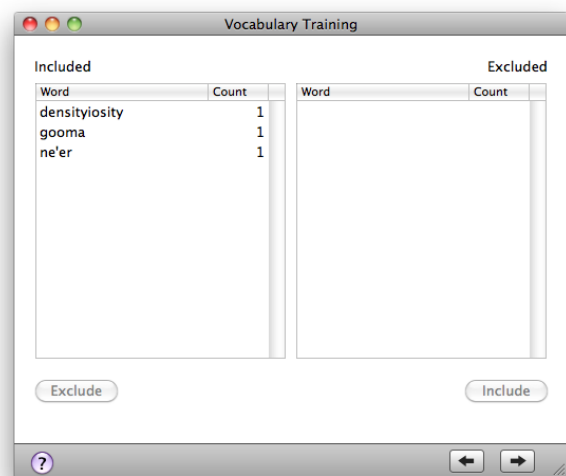


The Vocabulary Training window. Click Add to add files to analyze, or else drag them from the Finder into the box above the Add button. Then click the right arrow button to continue.

Click the Add button and choose files to analyze. The Open dialog appears to let you choose files. Select any you want and click Open.

You can also drag files you want to analyze from the Finder into the box just above the Add button. Once you have added any files you want MacSpeech Scribe to analyze, click the Right Arrow button in the lower right of the window.

If words are found in your document(s) that aren't in the MacSpeech Scribe vocabulary list, you'll be shown which words are unrecognized.

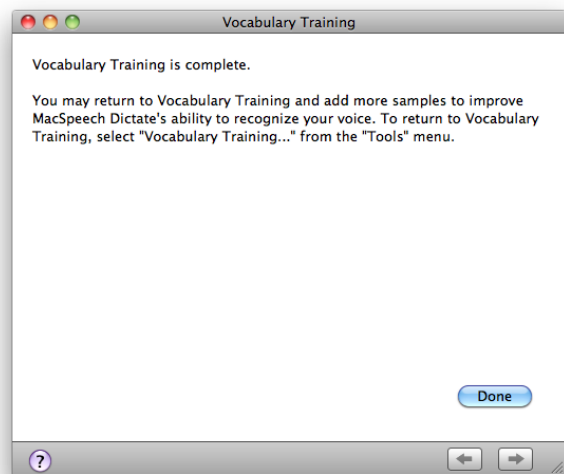


The Vocabulary Training new words window. If you don't want any of these words to become part of the MacSpeech Scribe vocabulary list, select them and click Exclude. When you are ready, click the Right Arrow button to continue.

You can choose certain words to exclude from the MacSpeech vocabulary list by selecting them and clicking the Exclude button. When you are satisfied with the words you want to add to the vocabulary list, click the Right Arrow button to continue.

If no new words are found, simply click the Right Arrow button to continue. Analyzing the word order can still help MacSpeech Scribe improve its transcription accuracy.

When MacSpeech Scribe is done analyzing the documents, you'll see a message telling you the process is finished.



The Vocabulary Training window once the process is complete. Click Done to finish.

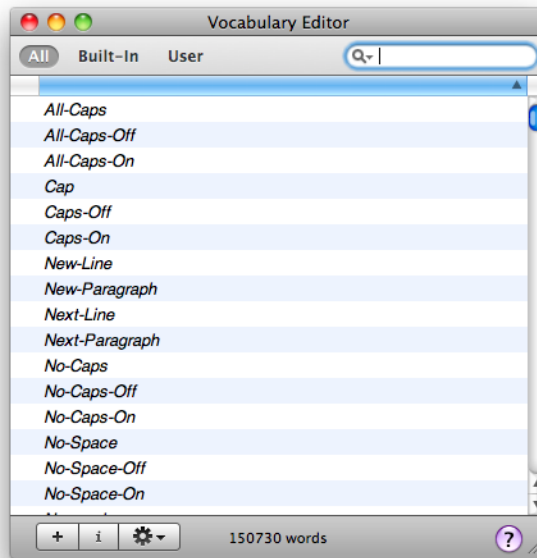
Click Done to finish.

You can repeat this process as many times as you want with representative documents to improve transcription accuracy.

Vocabulary Editor

The Vocabulary Editor window is your interface for viewing and editing the list of words, phrases, and symbols that MacSpeech Scribe can transcribe for you. Doing so is especially useful for things like proper names, unique professional jargon, and slang terms.

To use the Vocabulary Editor, click that option on the Main MacSpeech Scribe window, or choose Vocabulary Editor from the Tools menu. It may take a few moments, as the Vocabulary Editor compiles a list of words.



The Vocabulary Editor window. Use this window to find and change vocabulary words used during the transcription process.

You can add words, remove words, or change how existing words are spelled or used during the transcription process.

To **switch among vocabulary lists**:

- Click All, Built-In, or User. User vocabulary can come from vocabulary training (analysis of written text, see “[Vocabulary Training](#)”) or from direct editing in this window. An icon distinguishes built-in vocabulary from user vocabulary.

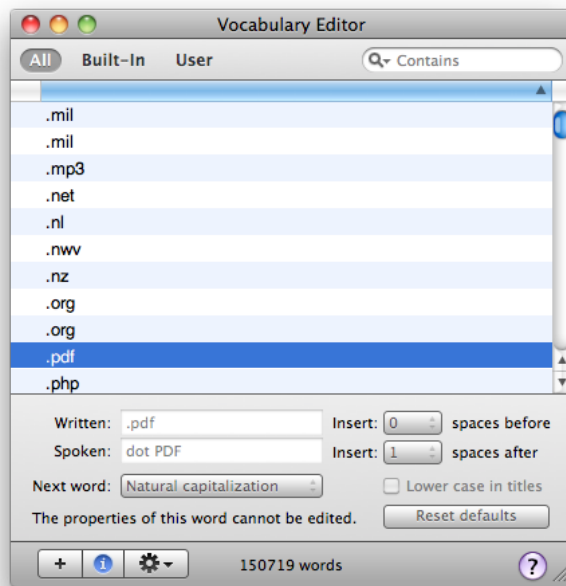
To **filter the displayed list**:

- Type in the search field and press Return. The pop-up menu in the search field lets you determine whether the filter operation is Contains, Begins With, or Ends With. Both the written and spoken forms are searched. For example, a Contains search on “dash” lists “balderdash”, because its written form contains “dash”, but also “---”, because its spoken form is “em-dash.” To empty the search field and **stop filtering the list** (displaying the entire list), click the “x” in the search field or press Esc when the search field has focus.

If you do a search for a term in the All category, and no match is found, MacSpeech Scribe will offer to add the term to your user vocabulary. To add it, click Yes. (You can edit this new vocabulary item later.) To decline, click No.

To **edit a vocabulary item**:

Select the item and click the info button (the “i” in a circle) at the bottom of the window.



The Vocabulary Editor window showing word options. You can change a number of details about how words are recognized and used.

The Vocabulary Editor window info area also displays features of the selected vocabulary item having to do with MacSpeech Scribe’s intelligent automatic capitalization and spacing. You can edit these features for user vocabulary items, and for most built-in vocabulary items (although some built-in vocabulary items have complex automatic capitalization and spacing rules, which can’t be fully displayed or edited):

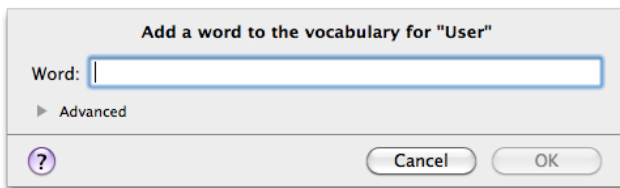
SPACES BEFORE AND AFTER. Normal words will have one space before and one space after. But a punctuation mark might follow a different rule.

NEXT WORD. How should the word following this item be capitalized? In most cases, “Natural capitalization” (the default) will be the right choice.

LOWER CASE IN TITLES. A “title” is a phrase transcribed while title casing is turned on (**Caps On**). You might prefer that “small” words such as “of” or “in” not be capitalized in such phrases.

To **add a vocabulary word**:

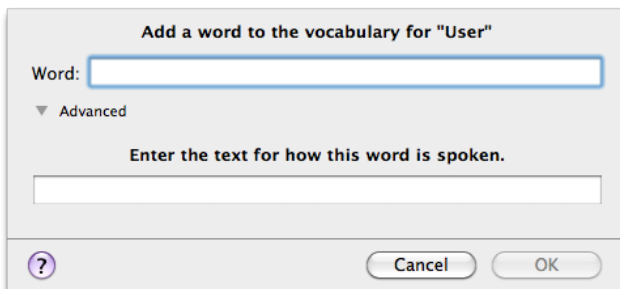
Click the Plus button. The add word dialog appears.



The add word dialog. Type a word in the Word box, then click OK.

Type in a word you want to add.

To more finely control how certain words are recognized and used, click the Advanced button to see more options.



The add word dialog with Advanced options. Type a word in the box that you want to add to the vocabulary list, and change either of the Advanced options, then click OK.

Type a word in the Word box.

If the word is spoken in a different way from its transcription, you can specify how it is spoken by typing the sounds into the box on the lower left.

NOTE. For example, the written word “.com” is spoken as “dot com.”

When you have changed whichever of the Advanced options you want, click OK.

To **delete a User vocabulary item**:

- Select the word and press Delete (or choose Delete from the gear menu). A dialog appears giving you an opportunity to change your mind.

To **export and import vocabulary items**:

- To export, select the item(s) and choose Export from the gear menu. An XML file is created. To import, choose Import from the gear menu and specify an exported XML file. User vocabulary, when created, belongs to the current profile, so this is a way to copy user vocabulary from one profile to another.

Menus

This section lists MacSpeech Scribe’s menus and menu items.

Scribe Menu

About MacSpeech Scribe. Summon the About window.

Visit MacSpeech’s Web Site. Go, in your default browser, to <http://www.mac-speech.com>.

Check for Updates. Communicate over the Internet with MacSpeech to see whether your version of MacSpeech Scribe is the most recent. If a newer version is available, you will be offered a chance to download and install it.

File Menu

Open Profile. Open a MacSpeech Scribe voice profile.

Close. Close the active window (offering a chance to save if necessary).

Save. Save the current Note Pad window (as an *.rtf* file).

Save As. Summon a standard File Save dialog where you can save the current Note Pad window as an *.rtf* file, specifying the file’s name and location.

Save Profile. Save the currently active profile’s data. Enabled only if you have done something (such as training) to affect the active profile. The active profile is saved automatically when you activate a different profile or quit MacSpeech Scribe; this menu item is just a “safety valve” to make certain that changes in the profile are not lost in case of a power failure or similar unforeseen event.

Edit Menu

The Edit menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such as TextEdit.

Undo. Undo the previous action.

Redo. Redo the previously undone action.

Cut. Remove selected text and place it on the clipboard.

Copy. Place a duplicate of the selected text on the clipboard.

Paste. Insert the contents of the clipboard at the selection point.

Delete. Remove selected text (without placing it on the clipboard).

Select All. Expand the selection to including everything.

Select Current Phrase. Select the entire current phrase at the insertion point.

Find > Find. Summon the Find dialog.

Find > Find Next. Search forwards for the Find string.

Find > Find Previous. Search backwards for the Find string.

Find > Use Selection for Find. Copy the selected text to become the Find string.

Find > Jump to Selection. Scroll to reveal the selected text.

Spelling > Show Spelling and Grammar. Summon the Spelling and Grammar dialog.

Spelling > Check Spelling. Select the next misspelled word.

Spelling > Check Spelling While Typing. Toggle whether misspelled words are marked.

Special Characters. Summon the Special Characters input palette.

Tools Menu

Profiles. Summon the Profiles window.

Vocabulary Editor. Summon the Vocabulary Editor window.

Transcription. Summon the Transcription window.

Transcription Training. Summon the Transcription Training window.

Vocabulary Training. Summon the Vocabulary Training window.

Control Menu

Play. Play the audio file that was the source of the transcription.

Next Phrase. Move to the next phrase.

Previous Phrase. Move to the previous phrase.

Format Menu

The Format menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such as TextEdit. They work in a Note Pad window.

Font > Show Fonts. Show the Font palette. Changes will be applied to the selection.

Font > Bold. Toggle the bold styling of the selection.

Font > Italic. Toggle the italic styling of the selection.

Font > Underline. Toggle the underlined styling of the selection.

Font > Bigger. Increase the font size of the selection.

Font > Smaller. Decrease the font size of the selection.

Font > Show Colors. Show the Color palette. Changes will be applied to the selection.

Font > Copy Style. Move styling information from the selection to the clipboard.

Font > Paste Style. Apply style information from the clipboard to the selection.

Text > Align Left. Align the selected text against the left margin.

Text > Center. Center the selected text between the margins.

Text > Justify. Align the selected text against both margins.

Text > Align Right. Align the selected text against the right margin.

Window Menu

Minimize. Minimize the active Note Pad window to the Dock.

Zoom. Toggle the size of the active Note Pad window.

Bring All to Front. Bring all MacSpeech Scribe windows in front of windows of other applications.

Individual Windows. List of individual open windows.

Help Menu

MacSpeech Scribe Help. Summon the online help.

Tips & Tricks. Display miscellaneous advice for using MacSpeech Scribe.

Release Notes. Display notes on the current version of MacSpeech Scribe.

Quickstart Guide. Display a brief PDF document with instructions on getting started with MacSpeech Scribe.

User Manual. Display this PDF User Manual for MacSpeech Scribe.

Send Email to Tech Support. Create a new message in your default email client, addressed to MacSpeech Technical Support.

Tips on Speaking

Speech recognition, while it has become far faster and better over the past several years, does not work like the human brain. MacSpeech Scribe identifies the words you speak, using knowledge of how you pronounce sounds, along with a rudimentary notion of grammatical and lexical context, but it doesn't know the meaning of the words, nor does it have the understanding of your speech that a person does.

Thus, while MacSpeech Scribe's accuracy can be improved to respond to the unique characteristics of your voice, you also need to *help the software train you*. Your use of MacSpeech Scribe will be much more successful if you bear in mind, and put into operation, a few simple tips.

TRAIN HONESTLY. When you create spoken word audio files, try to speak in the same manner and choose the same environment for recording.

BE CONSISTENT. Stressing your words, or speaking too expressively, is apt to alter your pronunciation and mislead the speech recognition engine.

PAUSE. MacSpeech Scribe hears and thinks in "utterances," which are stretches of speech that can be phrases or short sentences. The list of Recognition options in the Transcription window displays complete utterances. Since MacSpeech Scribe thinks in utterances, you can speak in utterances - with pauses, but without speaking word...by...word.

SPEAK CLEARLY. Don't mumble. Enunciate. Imagine you're speaking over a radio connection from the International Space Station, that the signal is static-prone, and that you're calmly explaining to a disbelieving ground crew at Houston that a small green alien monster is trying to break in. Clarity is key.

SPEAK NATURALLY. Speak clearly, but speak calmly and naturally. Don't over-emphasize any sounds. Don't over-emphasize the divisions between words.

Don't pronounce "fat cat" as "ffatt-uh, catt-uh;" run words and sounds together in a linguistically natural way. Don't pronounce "the" as "thee," or "a" as "aye," unless that's how you actually speak. MacSpeech Scribe needs to hear sounds and words in their natural linguistic context. Speak in utterances, but make each utterance natural and smooth.

SCRIBE, DON'T TALK. Talking and dictating are different. Conversation is a bit like mind-reading; we guess at what our interlocutor means. MacSpeech Scribe can't read your mind; it tries to transcribe faithfully what you actually say. Make up your mind what you want to say, then say it. Don't stumble. Don't add any extra noises or interjections, like "You know." Pause between utterances, but try not to hesitate in the middle of an utterance.

RELAX. Tension in your voice and mouth can cause sounds to emerge in an artificial, strained way. Posture might matter. It can even be helpful to have on hand a glass of water, or warm tea, and to take frequent sips. Breathe gently so that your breath is not heard as an utterance. Turn the microphone off and shake out your tension from time to time.

Audio Files

In order to achieve maximum accuracy in transcribing audio files with MacSpeech Scribe, it is recommended that high quality recordings of a single speaker's voice are captured at a high sampling rate, using a good microphone in an environment without too much background noise.

NOTE. Audio files must have a sampling rate of no less than 11.025Khz

Due to the limits of the Bluetooth audio spectrum, it is recommended that you avoid using a Bluetooth microphone to capture audio.

If you are using a digital voice recorder, consult the manufacturer's documentation on how to set the recording quality to the highest level. Position the recorder close enough to your mouth so that your voice is captured at adequate level. Try to maintain the same distance between your mouth and the recorder during the entire recording to maintain a consistent volume level.

When using an iPhone or iPod touch, use an external microphone to improve the quality of the spoken word audio file. If you are using an iPhone voice recorder app that allows you to adjust the audio quality, select the highest quality setting.

MacSpeech Scribe requires audio files in one of the following formats:

- .wav
- .aif
- .aiff
- .mp4
- .m4a
- .m4v

What's Installed Where

In case you're wondering where all the pieces of MacSpeech Scribe live on your hard disk, or if perhaps for some reason you'd like to uninstall it, here's a list of the pieces and where they live (and how big they are).

THE APPLICATION. It lives wherever you put it when you installed MacSpeech Scribe — typically in the top-level */Applications* folder, but it could be anywhere. It's approximately 30MB in size.

THE SUPPORT FOLDER. This is in your user's *Library/Application Support/MacSpeech*. It is 1GB in size, because it includes the speech recognition data. If you decide to delete this folder, it might be a good idea to look in the *Dictate* folder and find your license file and set it aside. It will be convenient to have on hand if you decide to install MacSpeech Scribe again later.

YOUR PROFILE(S). Each profile is wherever you put it when you created the profile. It could be anywhere. A Spotlight search on “transcriptionprofile” should find your profiles. A profile is about 30MB in size.