

## Using dragon for repetitive tasks in transcription

I have found that Dragon comes into its own when you have repetitive tasks, such as sorting out headings or making repetitive changes to documents. I can train Dragon to learn any amount of actions through a recorded macro and then train Dragon to recognise particular spoken words. Every time that word is said Dragon will complete the macro functions or multiple key presses.

So for example as one of my transcript layouts which will allow autocoding in NVivo I want to create headings in my transcripts they need to be bold type heading 2 as follows

R1= researcher

Int= interviewee

I also like the text for the researcher to be in bold, so that it is easier to spot within the transcript. This is possibly more important later on when I am doing analysis.

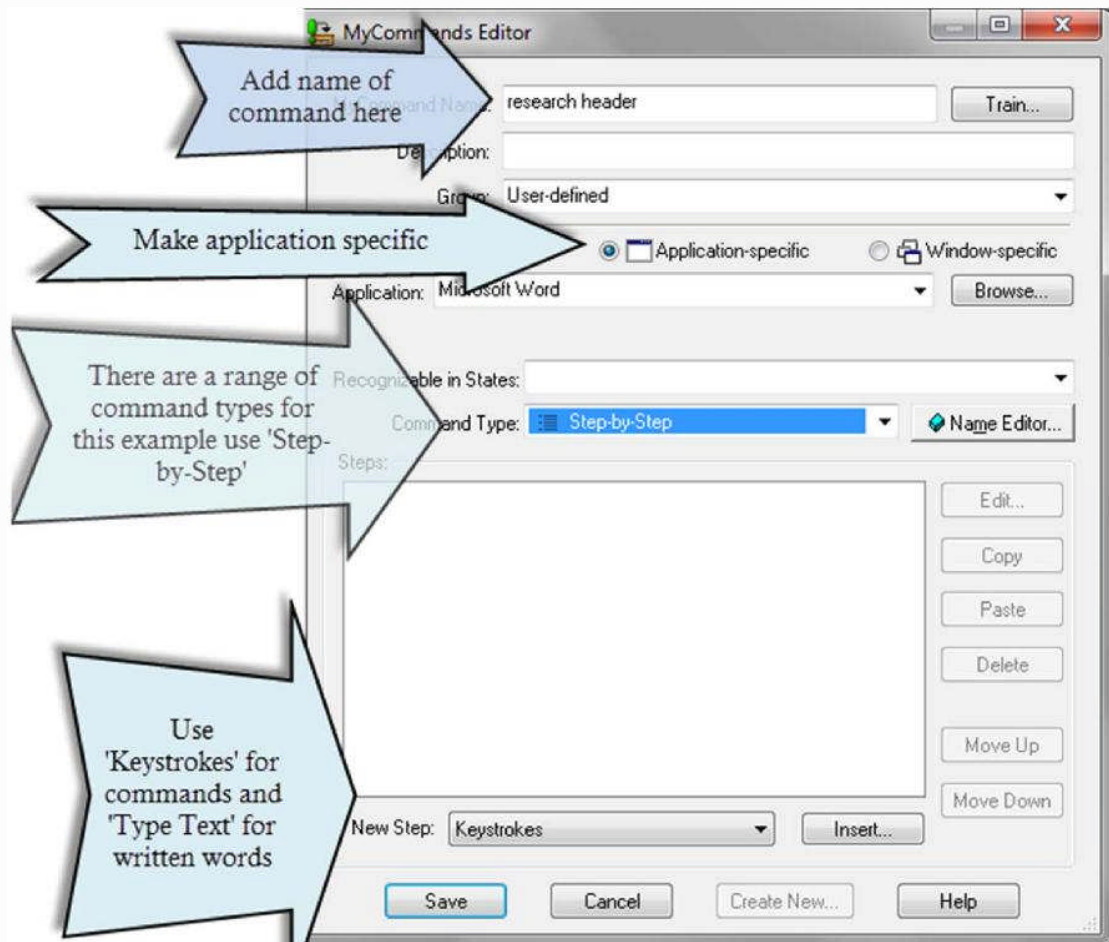
The way to create this is to work out the keyboard shortcuts that would allow you to do this. The following table highlights the process.

	Keyboard action	Notes
Step 1	ctrl+b	Makes all text following this <b>bold</b>
Step 2	type <b>R1</b>	(text heading identifier for researcher, would be <b>Int</b> for Interviewee)
Step 3	alt+H	Access "home" ribbon in Microsoft Word
Step 4	alt+L	Access "styles" on the ribbon (see image on the right)
	right key x4	navigate to heading choice in this example heading 2
	Enter x2	navigate to new line
	CTR+B	Bold (for researcher obly)



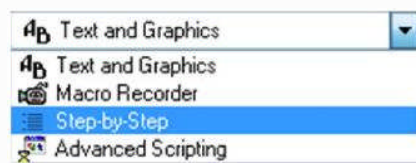
Here is one simple way of doing this as a voice command.

In the Dragon Toolbar go to **tools/ add new command** a dialogue box will come up. I have added arrows to the screenshot to show where you need to add information.

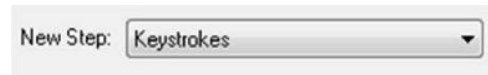


Give the command a name, try to pick something that you are unlikely to say in normal conversation. In the example given I have used “**research header**”. I tend to create commands which are application-specific. This means that the commands only work when that particular software is open.

In the **command type** drop-down box, I have selected **step-by-step** as it is more straightforward to do than programming scripts which is beyond the scope of this vignette.



To add the keyboard commands and text choose the 'New Step' button. You will get a range of choices.



Choose **Key strokes** for commands and then press 'insert'.



The following dialogue box will come up

Add the sequence of **Keystrokes** and **Type Text**, pressing **Insert** after each one.

ctrl+b

**R1**

alt+H

alt+L

right key x3 (navigate to heading choice)

enter

CTRL+ B



Then save the new command. You may wish to add a second heading type which is interview heading by substituting R1 with INT.

Every time the researcher or interviewee speaks on the audio file you are transcribing you say "**research header**", or "**interview header**", to instantly add headings to your transcript. This will greatly speed up your transcription work. It is possible to add multiple names which may be useful if you are working with a focus group. (A similar macro could be written in Microsoft Word to speed up transcription if you do not have Dragon)

Check out the screencast of this in action in the web folder.

[Using macros in dragon for transcription](#)

**R1**

**Tell me what is your name?**

**INT1**

My name is Paul

**R1**

**How are you finding the software?**

**INT1**

It works rather well