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	AaBbCc[AaBbCc	AaBbCc[AaBbC	AaBbCc	AaBbCcI	AaBbCcl
Step 1	ctrl+b	Makes all text following this bold	1 Normal	Style1	f No Spaci	Heading1	Heading 2	Heading 3	Heading 4
Step 2	type R1	(text heading identifier for researcher, would be Int for Interviewee	AaBbCcD Heading 5	Title Title	AaBbCc. Subtitle	AaBbCcl Subtle Em	AaBbCcl Emphasis	AaBbCc Intense E	AaBbCcl Strong
Step 3	alt+H	Access "home" ribbon in Microsoft Word	AaBbCcl	AaBbCc	AABBCCC	AABBCCI	AABBCCI	AaBbCc[
Step 4	alt+L	Access "styles" on the ribbon (see image on the right)	Quote	Intense Q	Subtle Ref	Intense R.,	Book Title	f List Para	
	right key x4	navigate to heading choice in this example heading 2							
	Enter x2 CTR+B	navigate to new line 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.

Add name of command here De ption:	header Train
Make application specific Application: Mid-soft Word	
There are a range of Recognizable in States: command types for this example use 'Step- by-Step'	Step-by-Step ✓ Name Editor Edit Copy
Use 'Keystrokes' for commands and	Paste Delete Move Up
'Type Text' for written words Save	

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.

AB Text and Graphics	-
AB Text and Graphics	
📸 Macro Recorder	
🔚 Step-by-Step	
📌 Advanced Scripting	

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

es.	New Step:	Keystrokes	•
New Ste	ep: Keystrok	es	▼ Insert
v correctly	Sa Wait Type Te	oplication) xt ys ening one On	New

The following dialogue box will come up

Choose Key strokes for commands and

then press 'insert'.

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

Ctrl + B	may use Ctrl, Shift and Alt keys also))
Dai - D	+ 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