

Inserting Text

Inserting Text Via Vocabulary Editor

This is an easy technique well suited for situations where the text to be inserted is short and frequently used. You may think of this as an “abbreviation” method.

To use this method, say “*Start Vocabulary Editor*” to open the vocabulary editor or else go to NaturallySpeaking, Words, Edit/View Vocabulary. This displays the active vocabulary for Dragon NaturallySpeaking®.

Observe by scrolling through this list of your active vocabulary that each word in the Dragon NaturallySpeaking® active vocabulary is listed with a “written form” and some have a “spoken form.”

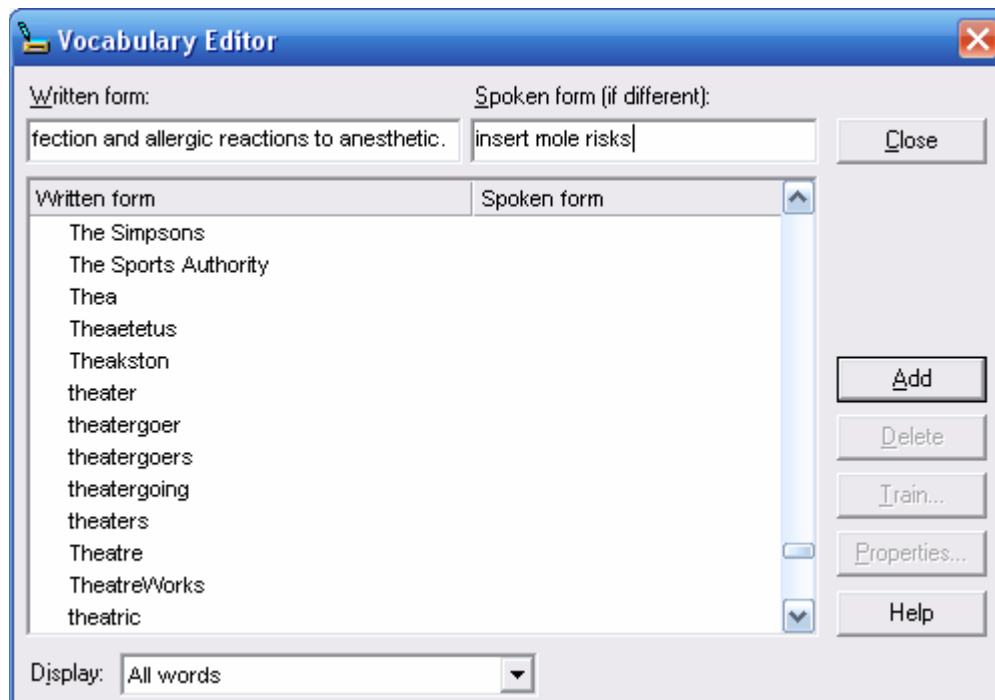
Use the “written form” to generate strings of text – in other words, what is to be written or typed.

The “spoken form” is what you must say to get the “written form” to appear as text. For instance, a dermatologist may have a standard phrase to describe risk in removing a mole. The dermatologist could create an abbreviation (spoken form) “*insert mole risks*” that might generate the text “The patient understood the risks of this procedure include infection of the wound and allergic reactions to anesthetic.”

The dermatologist would enter into the “written form”:

The patient understood the risks of this procedure include
infection and allergic reactions to anesthetic.

Then the dermatologist would enter “*insert mole risks*” into the “spoken form” column, and then click “Add”:



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Saying “*insert mole risks*” introduces the text into the document at the point of insertion with no formatting changes or font change. Using this method, it is not practical to control formatting.¹

The major advantage of this method is that it does not require a pause before and/or after dictating “*insert mole risks.*” It may require training of the phrase to become consistently recognized.

A limit to this method is the length of the text. The above example has nearly the maximum number of characters allowed in the written form of the text. The longer the command name used, the shorter the written form allowed. For practical purposes, 110 characters is the maximum length for the written form.² Slightly longer written forms can be used if the spoken form is short.

A common use of this method is to expand acronyms or shorthand speech. For instance, a doctor may refer to “*St. Joe’s*” but want the formal documentation to read “St. Joseph’s Hospital”. To do this, open vocabulary editor, enter “St. Joseph’s Hospital” as a written form, say “*Press tab key*” to move to the spoken form box, and enter “*St. Joe’s*” as the spoken form. Or, a lawyer may wish to abbreviate the firm name “Applebaum, Babcock, Cunningham, and DePinto P.L.C.” to “*ABCD*”. In this case, the spoken form is best expressed as “*A. B. C. D.*” (spoken “a bee see dee”).

The other forms of inserting blocks of text require commands, necessitating a short pause in dictation before and after the command.

Inserting Text Using Step-by-Step

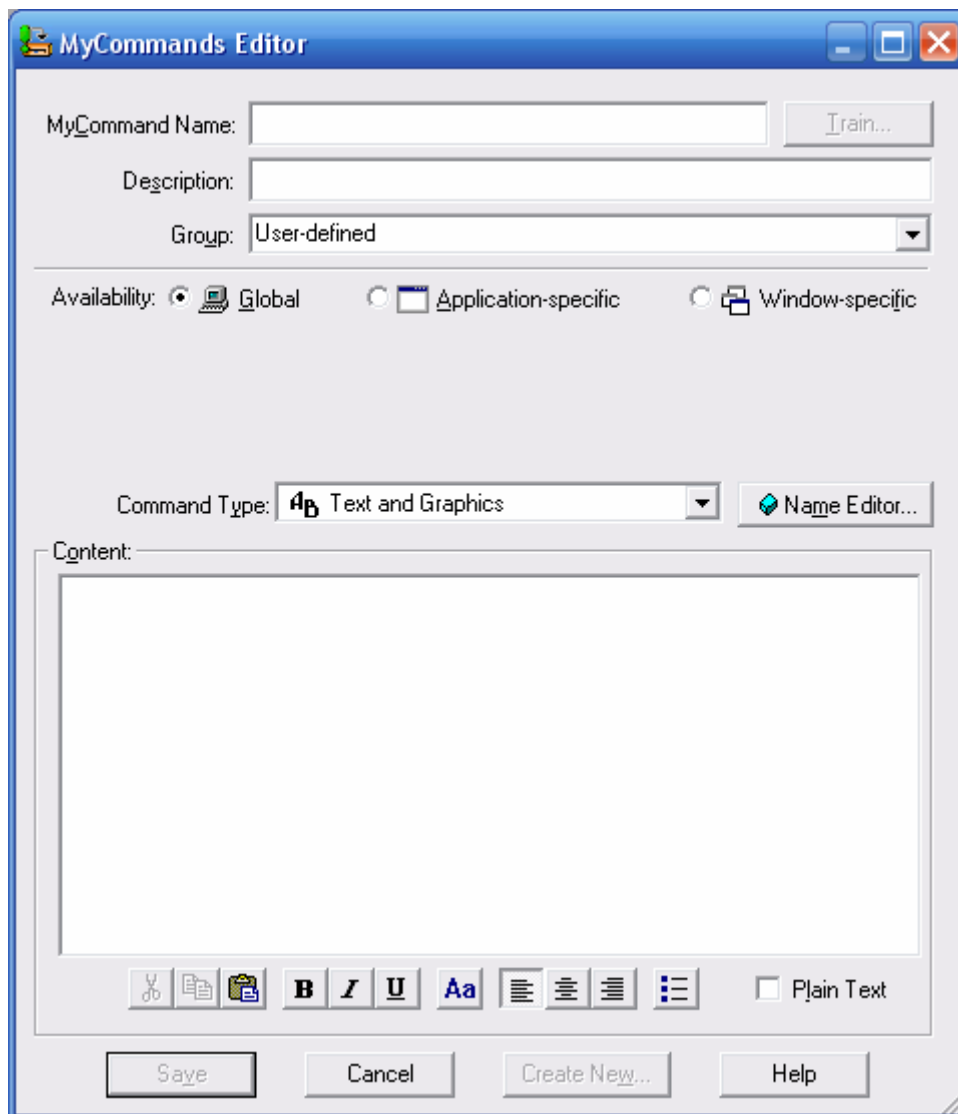
A second type of command to insert a block of text is the Step-by-Step command method. For large blocks of text, it has a drawback in that it is not very fast producing the text. Step-by-Step commands are most appropriate when the overall task to be done includes insertion of small blocks of text as well as other actions such as opening an application.

In the Command Browser, click on **Script** and then **New**. You should have MyCommands Editor open. Or better yet, say “*Add New Command*,” a built-in command that combines these two steps.

¹ Using an “alternate written form” there is a clever means to allowing tab keys and line breaks with a written form. Further documentation on this approach is at <http://www.pcspeak.com/books>.

² The sum of the number of characters including spaces and punctuation in the written form plus the number of characters in the spoken form must be less than 126.

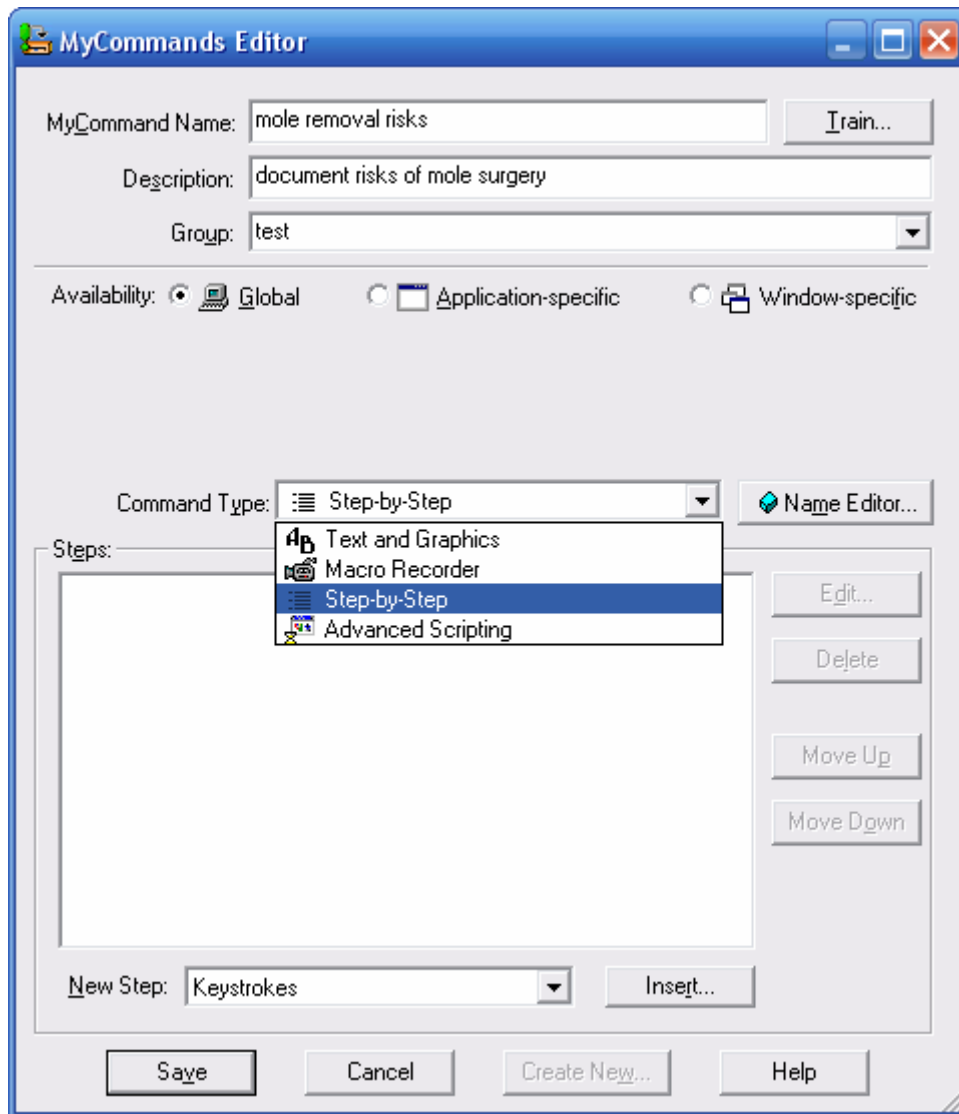
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For the command name, arbitrarily use *“mole removal risks”*. For the description we add *“document risks of mole surgery”*. Type *“test”* as the Group name so that this command can be easily found and deleted later. This form of command can be left as a *“Global”* command so that it will work in almost any word processor, e-mail, and most other programs. That is, the same *“mole removal risks”* command will work in Word, WordPerfect, or in Outlook.

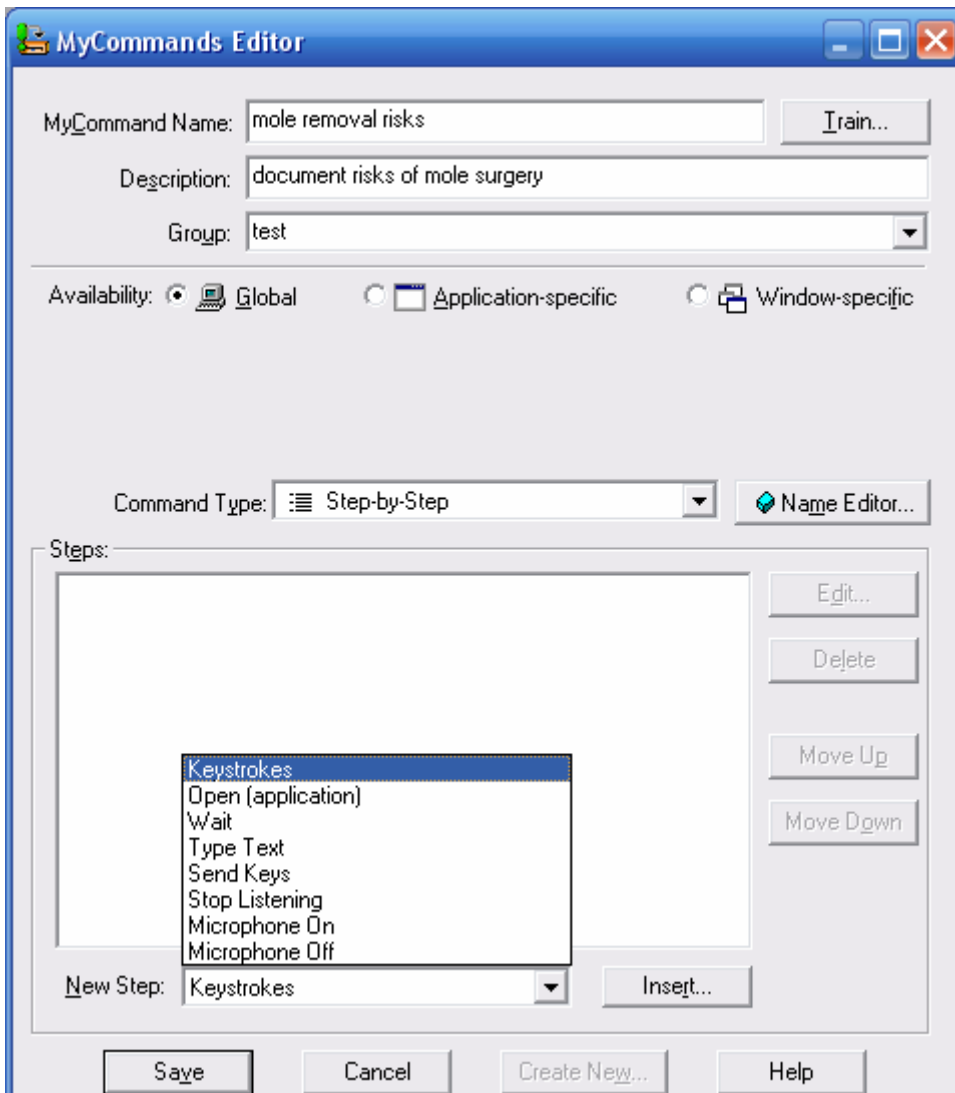
Change the Command Type to Step-by-Step using the drop-down menu labeled *“Command Type”*. If doing this by voice, *“Press Alt Down”* opens a drop-down menu. At this point, the screen should look like:

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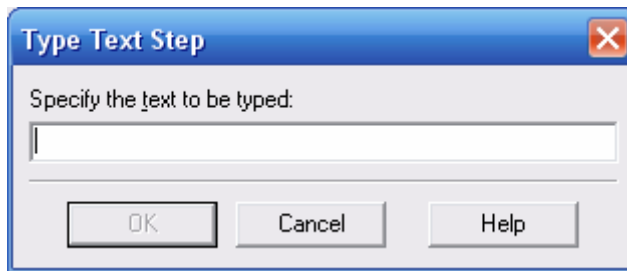
Near the bottom of the MyCommands Editor Window, there is a box with “Keystrokes”. While intuitively you might think that “Keystrokes” is what you would want for this macro, that is not the case. “Keystrokes” is for a single keystroke – including combinations of keys using Alt, Ctrl, and Shift modifiers. Look at the drop-down list at the other selections:

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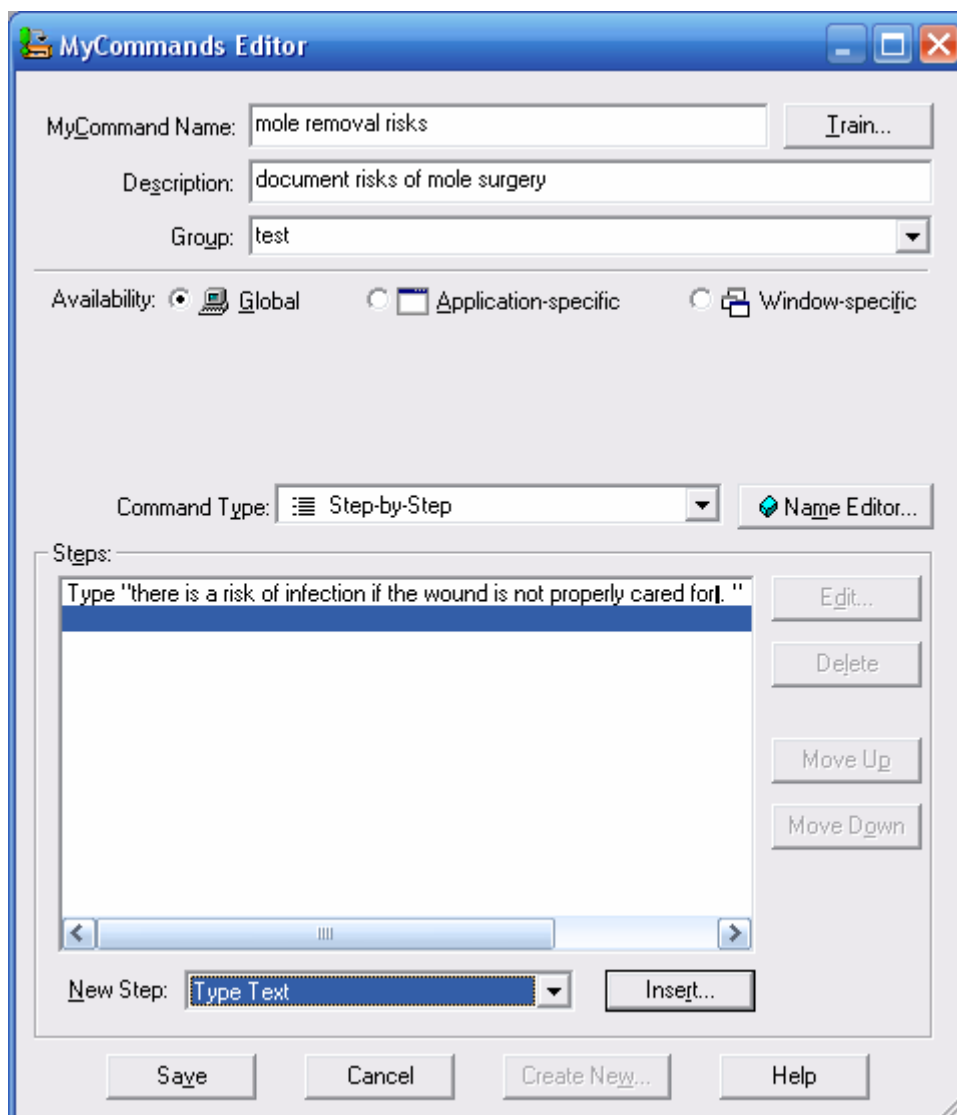


Scroll down the (unlabeled) drop-down list and select "Type Text". Then click **Insert**.

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Into this box, type the desired text, "there is a risk of infection if the wound is not properly cared for..." and then click the "OK" button.



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Return to the “MyCommands Editor” box and select “Save”, completing the command creation. Then position the cursor within a word processor and try the “*mole removal risks*” command.

Related Step-by-Step Techniques

Alternately you may insert text using SendKeys instead of Type Text, but the results are often displayed more slowly. SendKeys allows entering several control characters that cannot be input using Type Text. SendKeys in this context behaves like SendKeys in Advanced Scripting when dealing with most special characters and limited mouse-clicking.

Multiple “Type Text” statements can be used. Between them you can use “Keystrokes” keys to control formatting using keys such as “`Ctrl+b`” to turn bold on and off, “`Ctrl+u`” to control underlining, etc.

Step-by-Step commands are effective for commands other than text production, particularly for starting applications. This is discussed later in this book.

Inserting Text Using Text and Graphics Commands

If you have already tried to create text insertion commands using Dragon NaturallySpeaking[®] prior to reading this book, you have probably tried to create a Text and Graphics command. The simple form of Text and Graphics commands is a mechanism available in Dragon NaturallySpeaking[®] Preferred as well as the Professional editions. It is a fast means to produce long text passages. That is, even text that is several paragraphs long can be added to a document in a fraction of a second.

A key to using Text and Graphics commands is to remember that either (a) you must define the font size, either by pasting the desired text or by explicitly defining the font size for selected text, or (b) you must select the “Plain Text” option so that no type font is specified.

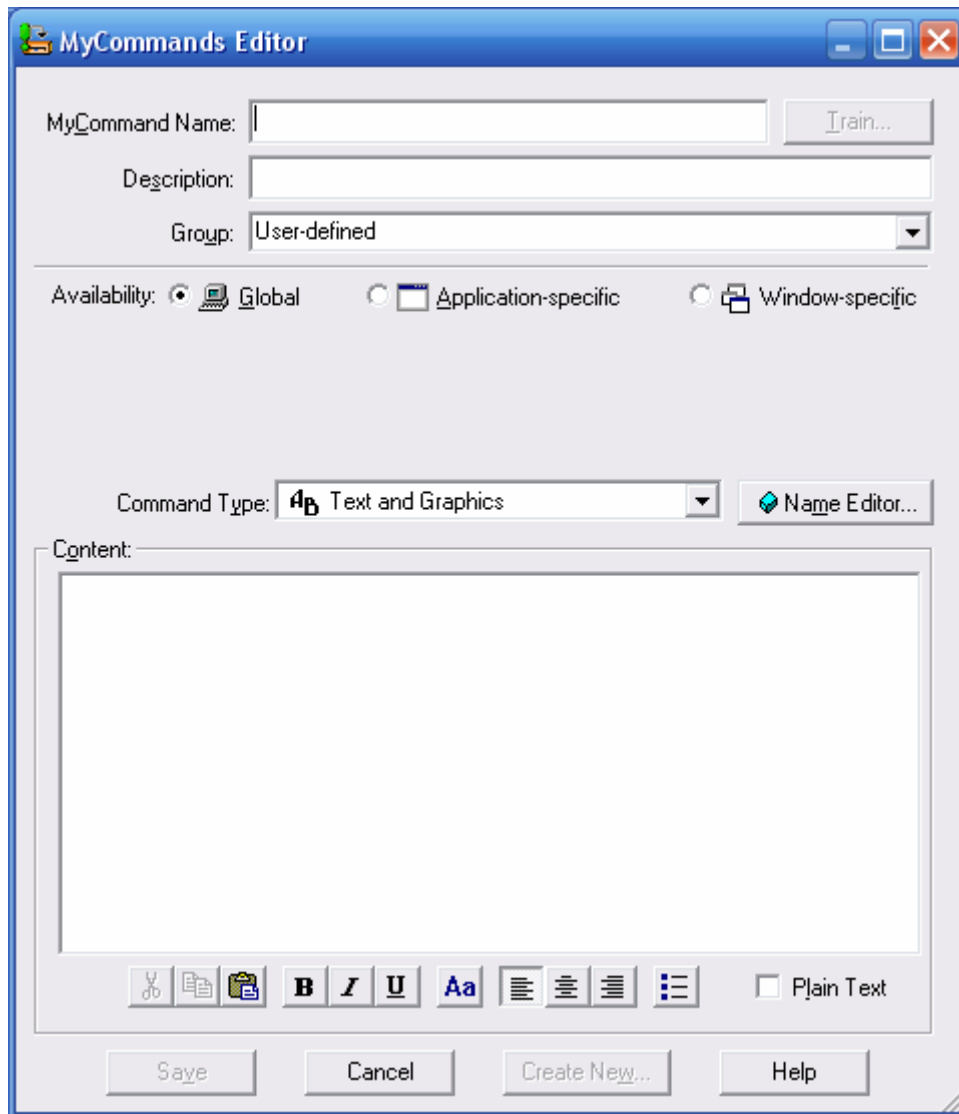
If using Word for essentially all of your text generation, we suggest using a different mechanism described in the Chapter 8, Document Production with Word.

As an example of using the Text and Graphics command, insert the mole risk phrase into a word processor, possibly by saying one of the previously created commands such as “*insert the mole risks*” or “*insert mole risks*”. Then, do a Windows “copy” of that text so that the text is on the Windows clipboard.

Give this example a different command name of “*mole risk insert*” and make it a global command in the “test” group. In the “Content” box, paste the phrase using “`Ctrl+v`”. Then save the command.

Why do the paste? If you do not, and you type or dictate the text directly into the Contents box, you will end up with the default font of MS Sans Serif 8.5 (or 8 on some systems). If you don't paste text from a word processor that has an appropriate font, then you should select the text and then set the font size and style as desired. This is done much as in a word processor, by going to the icon for Font (**Aa**) within MyCommands Editor and making your font choices. Otherwise, if you are simply concerned with having the text inserted, and don't want to control the font or other attributes, you need to select the “Plain Text” option so that the formatting is ignored.

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Another advantage of pasting text is that a few formatting features (such as simple tables) work within Text and Graphics commands when pasted but you are unable to create the formatting within the “Contents” window.

The “Content” screen displays text in the same font that it uses to produce the text when the command is spoken. You can use the font controls to produce text in a wide variety of fonts and styles. Remember that this is intended for text that is used repeatedly. By creating appropriate commands, you can standardize your output.

Control characters are implicit within the Text and Graphics box. This is a “What You See Is What You Get” (WYSIWYG) box unless you select Plain Text. If you see characters or key names within braces, that is what will be printed, unlike most other forms of scripting where key names within braces are used to specify keystroke combinations and non-printing keystrokes.

While entering text into the Text and Graphics “Contents” area, if you wish to have a “Tab” character, enter the “Tab” by using a “Ctrl+Tab”. Otherwise, the “Tab” will move you out of the “Contents” box.

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Graphics

You may insert bitmapped graphics (e.g. pictures/signatures/images) using the Text and Graphics commands. These graphics must be copied from other programs. Aside from placement, the graphics cannot be manipulated within the Text and Graphics command box. The graphic, a .bmp or .gif image, must be pasted into the Text and Graphics command. Multiple graphics can be used within one command.

Use graphics cautiously. File sizes of documents using bit-mapped graphics can be quite large. A document that is normally 30KB may become 150KB with the addition of one bit-mapped signature. If you have 1000's of these documents, as can accumulate if you produce several documents per day, the additional storage space required is significant.