Troubleshooting bringing up templates by Voice

If you notice that your templates are not populating when you say "Powerscribe" or "Dictaphone" then the template name there are a few thing you can do to troubleshoot the issue.

- Make sure that you do not pause to long between saying "Powerscribe" or "Dictaphone" and the title of the template. If you do pause to long it will just display what you dictated as the title instead of bringing up the template.
- 2. Pay attention the color that populates the speech tool bar in the lower right hand corner while you are dictating. You want to see green and sometimes if it goes into red, that is okay.

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-If you see Yellow you need to perform the audio set up again.

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-To run the audio set up again go to Speech, then Audio Setup.

Sp	eech	
	Dictation On	F4
Þ⊓	Play/Pause	F6
M	Go to <u>B</u> eginning	Alt+Home
- 44	Rew <u>i</u> nd	Alt+Left
	Fast Forward	Alt+Right
	Go to <u>E</u> nd	Alt+End
	Louder	Alt+Ins
	Quieter	Alt+Del
	Speed Up	Alt+Up
	Slow Down	Alt+Down
	Faster Winding	Ctrl+Up
	Slower Winding	Ctrl+Down
~	Winding Sou <u>n</u> d	
1	Train P <u>h</u> rase	
	Add Word	
	Add Words fro <u>m</u> L	ist
	Add Words from D	0 <u>o</u> cuments
	Remove from Voc	abulary
	AutoCorrect	
	Vocabulary Edit	
	A <u>u</u> dio Setup	
	General Training	
	Save Spee <u>c</u> h Files	
	Checkpoint Speec	h Files
	O <u>p</u> tions	
	<u>F</u> ormatting	

-You will see the dialog box that pops up. Click next to perform the 2 steps of the Audio Setup.



3. You can train the word "Powerscribe" or "Dictaphone"

Reporting ls Speech 1.101 • Dictation On F4 en im ≽п Play/Pause F6 M Go to Beginning Alt+Home Alt+Left Rew<u>i</u>nd 44 : Ac Fast Forward \gg Alt+Right Go to <u>E</u>nd M Alt+End <u>L</u>ouder Alt+Ins Alt+Del Quieter ue Speed Up Alt+Up ¥. Slow Down Alt+Down lay Faster Winding Ctrl+Up Slower Winding Ctrl+Down ders 🗸 Winding Sound rect Train P<u>h</u>rase... Add Word... Add Words from List... Add Words from Documents... Remove from Vocabulary mit AutoCorrect... Vocabulary Editor... Audio Setup... General Training... Save Speech Files Checkpoint Speech Files Options... Formatting... Data •

-Go to Speech, then Vocabulary Editor.

-From the Display menu select Words with spoken forms only.

witten form.	Spoken form (if different):	
a			Close
Written form	Spoken form	~	
a			
A			
A	letter A		
a	lowercase A		
A	capital A		
A	uppercase A		
A bile			
a cappella			
A cells			
A chain			Add
Adisc			
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		- [Help
Anegative			
Display: All words	•		
All words			
Custom words only			
Words with spoken forms or	lly		
Words with formatting prope	rties only		
Words containing spaces			
Words containing punctuatio	n		
Words containing capital lette	ers		
Temporary Words			
Words moved from the Back	up Dictionary		

-You will see either Powerscribe or Dictaphone listed with a red plus sign in the first column. Highlight it and then click Train.

Vritten form:	Spoken form (if different):		
	Powerscribe		Close
Written form	Spoken form	*	
	all caps		
	all caps off		
	all caps on		
	backslash		
	new line		
	next line		
	new paragraph		
	next paragraph		
	paragraph		
	numeral		Add
	Roman numeral		
	space bar		Delete
	tab key		
+	Dictaphone	_	Train
+	Powerscribe		
	exclamation mark		Propertie
!	exclamation point		
•	begin double quote	*	Неір
isplay: Words with spoken forms o	only 👻		

-Click Go to train the word. Do it a couple times then click done.

Vritten	form:	Spoken form (if different):
		Powerscribe Close
Written	ı form	Spoken form
	Train Words	×
	Click Go to begin recordir	ng your speech.
Powersc		be
	Go	Cancel Help dd
	7	Done Done & Train Another
₽ ₽		Powerscribe
1		exclamation mark Properties
1		exclamation point
1	*	begin double quote

Make sure you do NOT type Powerscribe or Dictaphone in the Written Form box as you will not find it and do NOT Add it either. If you Add the word in written form it will make it so when you dictate "Powerscribe" or "Dictaphone" it will just dictate the word into your report.