Using Transcription and Voice Recognition Technology

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Assistive Technology support staff and students with a disability in their Academic writing through training and advice on the use of technology to support Academic writing. We recommend trialling the various technologies first to make sure they are suitable for your needs. This service is suitable for:

- Students eligible to apply for the Disabled Students Allowance
- Students who are not eligible for DSA but require support in their Academic writing due to a diagnosed disability
- Staff who require reasonable adjustments to support their role
- We also receive referred queries from staff and students seeking guidance and advice on these technologies.

Technology explained

- Voice Recognition software translates your voice into text in a text editing application. At UOA we typically recommend Dragon Naturally Speaking.

- Transcription software assists in the conversion of human speech or an audio file into a text transcript. The term "transcription software" can refer to a completely automated solution such as Dragon Naturally Speaking, or to software which helps a human transcriber manually convert spoken audio into text transcripts; this is done by a trained transcriptionist.

We can advise on which technology is suitable for your needs:

We consider the following variables:

- Good quality audio files are required with little or no background noise.
- Dragon is not designed for use with multiple speakers or to transcribe lectures. It is designed for one speaker.
- For the absolute best results, the "one speaker" referenced above needs to speak their punctuation. This dramatically improves accuracy, because it gives the speech recognition software the context to form complete sentences. Lecturers are not going to do this, for obvious reasons.
- People giving interviews tend not to speak in complete sentences, (the way they would type or write the same thought is completely different).
- The software does, however, support the voice writing transcription technique, where the transcriptionist repeats or "parrots" audio from other speakers or audio source. This can also be performed using free software such as Google Docs or Voice Recognition on the Mac. For detailed steps a useful guide is available here: Step by step guide to parrot audio with voice recognition software.
But as with any speech recognition, the output will have to be checked and any errors corrected by a human. There is a direct relationship between the quality of the audio and time spent editing.

**Organising Transcriptions with Sonocent Audio Notetaker:**

- An alternative to Dragon Naturally Speaking is the use of Sonocent Audio Notetaker software to record your voice then break it down into sections.
- If you are a Dragon NaturallySpeaking user then you can get Audio Notetaker to transcribe your audio recordings into text. You can transcribe selected audio, sections or everything and have the text highlighted with the same colours as your audio. Using Sonocent and speech recognition software
- Licences and training are available from Assistive Technology.

**Production by a trained transcriptionist:**

A trained transcriptionist can use software to import audio from a meeting or lecture, playback the audio and type text almost simultaneously. The speed of audio Playback is controlled by a foot pedal which plays/pauses.