

Speech Recognition Can Improve Document Assembly

Document automation **automates** the document preparation process. Law firms, corporations, insurance companies, hospitals, police departments, or other organizations can automate document assembly by creating templates for static or dynamic text. Step-by-step user instructions on how to compile a completed document are part of the front-end graphical user interface.

Static areas never change, and may include company name, boilerplate copy, or logo. Dynamic areas may include date, contact information, clauses that need to be included conditionally, legal description, facts, or other variable language. Dynamic text may be based on responses to questions or other changing data. The user often has selected options listed in the form of drop down menus or other lists. Sometimes the user fills in a “blank” in the electronic template.

Make Document Assembly Easier to Use with Dictation of Free Form Text

Rules for entering text, however, may be complex. There is greater complexity where the dynamic text is dependent upon description, facts, or other variables whose content is not easily predicted. Complexity requires greater configuration time to account for all these possibilities, and makes document creation more complicated for the end user. One way to reduce complexity is to permit entry of free form text. Every possible combination does not have to be anticipated and planned for in the creation of the template. The user can enter free form text as needed based upon changing descriptions, findings, interviews, research data, or other dynamic facts. This can be entered by self-keyboarding, but why type when you can speak faster?

Document Assembly with Speech Recognition—A Winning Combination

Such a solution, which incorporates the best of document assembly with speech recognition, is now available from Custom Speech USA™ for document assembly. The process works like this:

- ✓ Document assembly interface is configured to accept free form text
- ✓ User enters text by self-keyboarding or dictating
- ✓ Dictation is transcribed using Dragon NaturallySpeaking or other speech engine
- ✓ Text may be corrected by user or later by transcriptionist
- ✓ Corrected text is automatically assembled into the final document

To further enhance productivity, the document assembly process can be made part of a workflow using the Command!™ workflow manager, document retrieval, and time tracking system. After the user completes the variable sections, including free-form text, the draft document can be edited by a transcriptionist or supervisor. The edited document is returned to the initial author or other party for approval before distribution. Document assembly with speech recognition becomes one specialized tool in an assembly-line production of electronic documents.

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Integration of speech recognition with document assembly is one of many new and exciting products from Custom Speech USA™. The company provides a wide variety of products and services for office automation and workflow management, PC-based dictation and transcription, speech recognition, text-to-speech, audio mining, telephone dictation, computer telephony, and business systems integration.

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