



## **UNIT 3**

**Element 1 – Learning outcome 2**

**TRANSCRIPT: SHORTCUTS**



Co-funded by the  
Erasmus+ Programme  
of the European Union

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## **1 Slide 1**

LiveTextAccess: Training for real-time intralingual subtitles.

## **2 Slide 2**

This is unit 3, IT competence. In this presentation, we will be dealing with element 1: Input tools.

## **3 Slide 3**

In this presentation, we will talk about shortcuts. This presentation has been created by Sub-Ti Access, an accessibility service provider from Italy. My name is Enrico Pigliacampo and I work for Sub-Ti Access. I am an Italian guy with short hair, a beard and I don't wear glasses. I will be placed in a small box at the top right corner of all slides.

## **4 Slide 4**

The learning outcome for this presentation is to implement strategies to rapidly produce texts (macros, house styles, shortcuts) during a real-time job by means of using respeaking software and velotyping/typing software.

## **5 Slide 5**

The topic of this video lecture is shortcuts. We will see what shortcuts are, with a specific focus on shortcuts in Dragon Naturally Speaking and in the Velotype keyboard.

## **6 Slide 6**

What is a shortcut?

## **7 Slide 7**

Shortcut is an abbreviated form of a keyboard shortcut. A keyboard shortcut is one or more keys used to perform a menu function or other common functions in a programme or operating system.

## **8 Slide 8**

Software programmes for respeakers may also offer vocal shortcuts: instead of using a key, or a set of keys, you give the command with your voice.

## **9 Slide 9**

In the next section you will find a video created by me where I will talk about shortcuts in Dragon Naturally Speaking, then we will talk about shortcuts in the Velotype keyboard.

## **10 Slide 10**

In this video I will talk about shortcuts in Dragon Naturally Speaking. I will not give you a list of shortcuts, but I will show you where you can find it and I will show you how spoken shortcuts work. Of course you can use the most common shortcuts such as CTRL+C to copy text and CTRL+V to paste it, but there are many more shortcuts you can use. If we go to the Dragonbar and click on “Help”, then on “Help Topics”, we can search for shortcuts. Many results come up from different topics. In these topics you will find different lists of shortcuts for different purposes. For example, if I click on “Navigating Dragon with your keyboard”, I can find a list of shortcuts. For example, I can use ALT and the left arrow to navigate back one page. ALT and right arrow to navigate forward one page, and so on. Now I will go back and open another topic. I will show another characteristic of Dragon that other speech recognition software programmes have: vocal shortcuts. In “Cutting, copying and pasting text” we can find a list of vocal shortcuts we can use. Now I will show you how these vocal shortcuts work. I close the Dragon Help Centre and I will turn on the microphone to dictate a short text. Then I will copy it, paste it and delete it. Sub-Ti Access is an Italian company. Copy company. Paste that. Delete that. Italy is a country. Dot. Copy that. Paste that. This is just a simple example of how vocal shortcuts work. It is a very interesting feature of speech-to-text software. I suggest that you create your own list of shortcuts, the ones you use the most, and use them as much as possible so that it becomes automatic and you do not have to think about which one to use.

## **11 Slide 11**

The Velotype keyboard also have many shortcuts. Some of the most used ones are «CC» to clear a subtitle, «TT» to send the subtitle so that end-users can read it, «HH» to move among subtitles and «RR» to change from real-time subtitling to semi-live subtitling and back. Shortforms are also very useful. With the Velotype keyboard it is quicker if you can use two letters in one stroke to make a word. For example, “dx” to write Donald Trump. Each professional can create their own shortforms.

## **12 Slide 12**

Summary.

## **13 Slide 13**

Shortcuts can help you to produce and edit a text more quickly. It is important to practice shortcuts to identify the ones you find most useful in your work and how you can improve them.

## **14 Slide 14**

Exercises.

## **15 Slide 15**

Exercise 1. Choose a written text and transcribe it with a speech recognition software. Edit the text and correct any mistakes using shortcuts. Repeat the exercise working on different texts until you are comfortable using shortcuts, always changing the text you work with.

## **16 Slide 16**

Exercise 2. Choose a video and transcribe it with a speech recognition software. Edit the text and correct any mistakes using shortcuts. Repeat the exercise working on different texts until you are comfortable using shortcuts, always changing the video you work with.

## 17 Disclaimer, acknowledgement and copyright information

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**Disclaimer:** This project has been co-funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## 18 Additional metadata<sup>1</sup>

<b>Title or file name of resource</b>	U3_E1_LO2_Shortcuts_TRANSCRIPT
<b>Version</b>	Final
<b>Description of resource</b>	Audio transcripts for the video lecture about the input tools.
<b>Keywords</b>	Input tools, Velotype, respeaking, shortcuts, Dragon
<b>Author/Contributor</b>	Sub-Ti Access
<b>File type</b>	Text
<b>Length (pages, actual length of audio or video)</b>	7 pages
<b>Copyright holder</b>	Sub-Ti Access
<b>Other related pedagogical assets</b>	PowerPoint presentation, other videos in the YouTube playlist of the Unit.
<b>Related subject or skill area</b>	Unit 3. Input Tools
<b>Publisher</b>	LiveTextAccess
<b>Format</b>	PDF file
<b>Issued</b>	22 January 2021
<b>Language</b>	English
<b>Licence</b>	CC BY-SA 4.0
<b>Accessibility</b>	PDF checked with TingTun
<b>Certified by</b>	ECQA: <a href="http://ecqa.org/">http://ecqa.org/</a>

<sup>1</sup> The scheme used is an adaptation of the format provided by the EU project 2014-1-DE01-KA203-000679