

# Speech to Text & Office 365 Local File Store

By Peter Baker, using slides 6-15 & video produced by Ms K Baker

# Office 365 save to local Drive

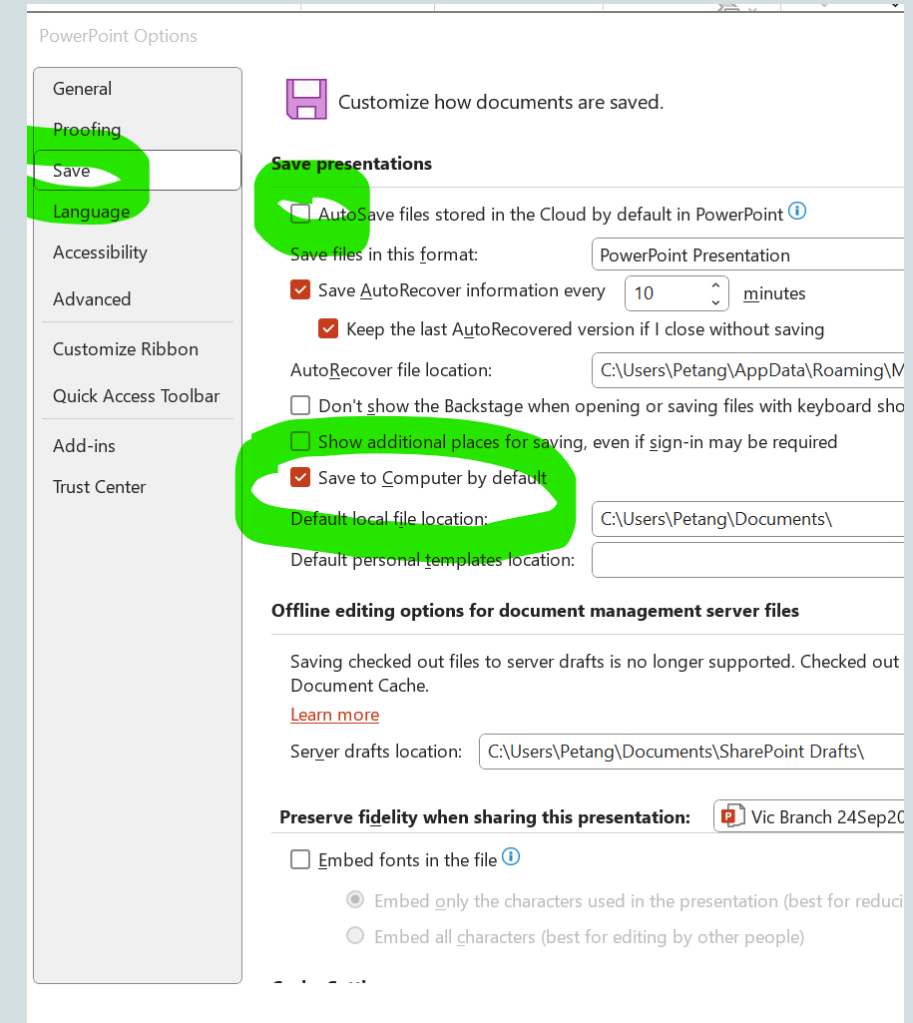
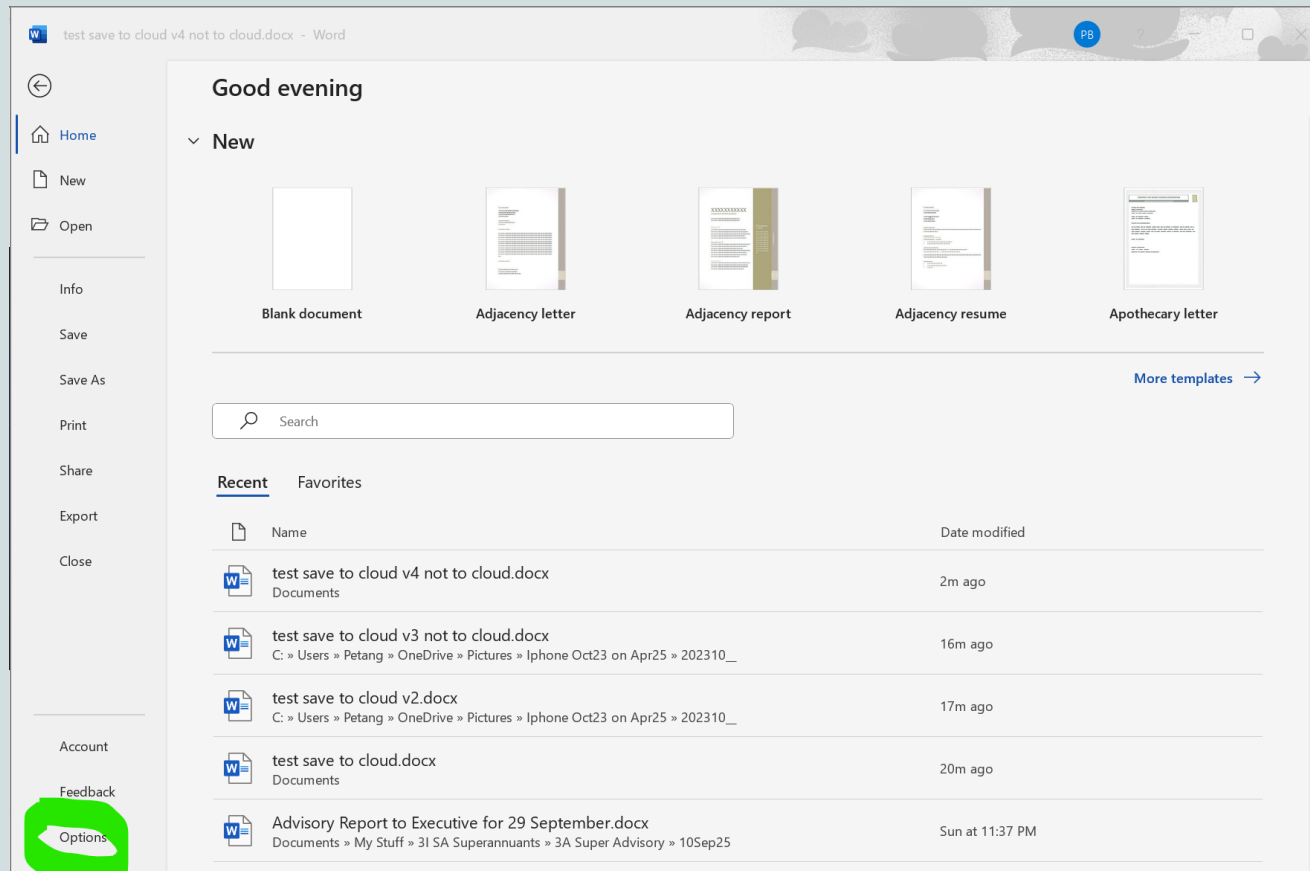
## Articles:

[How to undo OneDrive Backup and restore your personal files to your Windows 11 PC | ZDNET](#)

Ensure your files are copied from One drive back to local my documents. Leave onedrive disconnected for weeks before deletion- just in case

[Turn off, disable, or uninstall OneDrive - Microsoft Support](#)

# Open up Office desktop apps (Word, Excel & Powerpoint) and go File>Options>Save and review green highlight settings



# One Drive or Backup

- **One Drive is a good automatic duplicate offsite store of your documents.**
- 1 Terabyte comes with Office 365 for \$159/annum.
- Downside: documents are on PC and the web, low risk of hacking, low risk of loss of web data.
- Local File corruption could move from local to One drive copies before you notice - a low risk.
- **Local storage of documents**
- You need to manage backup, including offsite with your time and costs.
- 2x 1Terabyte SSD approx \$325  
2x 500Gbyte SSD approx \$160
- Gold standard is Parent, child and live copy of data. Need to backup and rotate off site regularly- discipline needed
- File loss/corruption needs parent and child to be overwritten before loss is permanent - a low risk.

# Speech to Text Assist for Hearing Loss

## Applications

Apple app

iphone/lpad

NALscribe

Android app

phone/ tablet

Google Live Transcribe

Extra reading Be connected Accessibility apps:

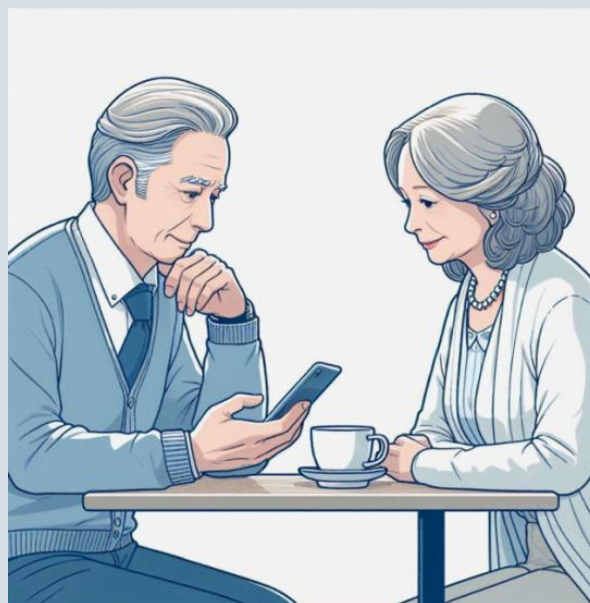
[https://beconnected.esafety.gov.au/topic-library?catalog\\_fts=speech%20to%20text&orderbykey=score&itemstyle=narrow](https://beconnected.esafety.gov.au/topic-library?catalog_fts=speech%20to%20text&orderbykey=score&itemstyle=narrow)

## Typical use scenarios:

At Home



at a café



Commercial or interview



# Links free speech to text software websites

[NALscribe – NAL /](#)

[https://www.nal.gov.au/nal\\_products/nalscribe](https://www.nal.gov.au/nal_products/nalscribe)

[Live Transcribe & Notification - Apps on Google Play](#)

<https://play.google.com/store/apps/details?id=com.google.audio.hearing.visualization.accessibility.scribe&hl=en-US>

Karen's Video on iPhone NALScribe software

## Chapter 1

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# Speech to Text applications



As we age we often face hearing loss. This can lead to isolation or difficulty when trying to navigate going out.

There have been a number of apps created to assist us. Some are designed just for Android phones, and others for Apple Phones.

I have going to discuss a few in the following pages.





## Section 1

# Android Phones

### COMMUNICATE WITH ANYONE WITH A HEARING IMPAIRMENT

- \* Live Transcribe by Google (free)

As with many other applications available for our mobile phones, some are free and some have subscription fees. The fees can be quite substantial, with one app charging \$129.99 per annum.

What we have to decide is what we are looking for and how much those features are worth to us.

When downloading any apps for your Android phone, it is wise to use the Google Play store to reduce the risk of exposing your phone to malware.

### Live Transcribe by Google LLC

[https://play.google.com/store/apps/details?](https://play.google.com/store/apps/details?id=com.google.audio.hearing.visualization.accessibility.scribe)

[id=com.google.audio.hearing.visualization.accessibility.scribe](https://play.google.com/store/apps/details?id=com.google.audio.hearing.visualization.accessibility.scribe)



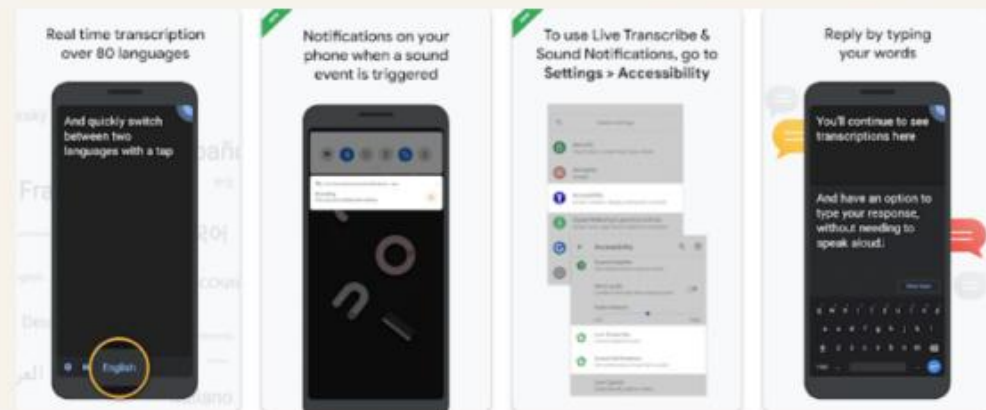
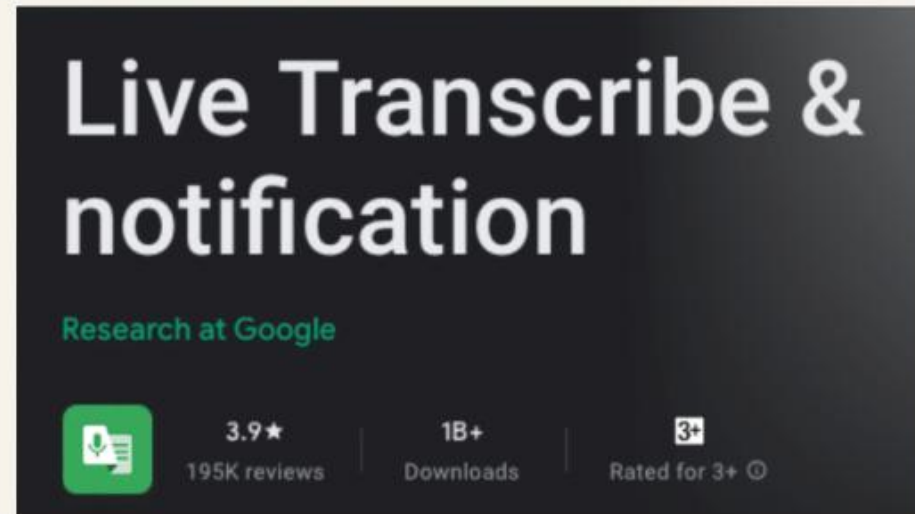
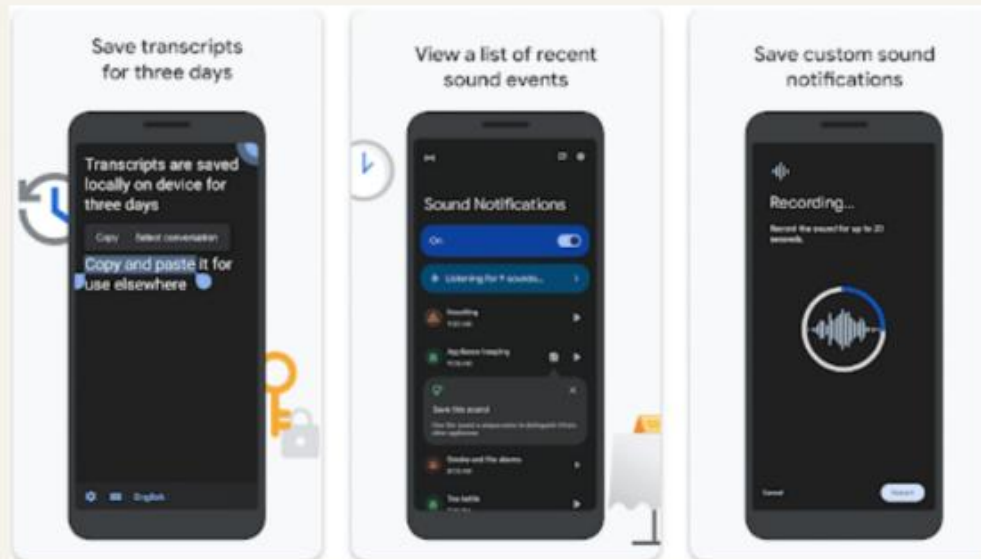
<https://www.android.com/accessibility/live-transcribe/>



Live Transcribe captures speech from the phone's microphone and displays it as text.

Live Transcribe is an Android Accessibility service that is available to download as an app from the Google Play store.

After installing the app, turn on Live Transcribe in your phone's Accessibility settings and tap on the app to use it.



As with any app you download from Google Play Store or Apple App Store you should read the information provided about data safety. What data does the application collect about your use of the app? What are their security practices? This will help you make a considered choice



## Live Transcribe & notification

Research at Google



The developer has provided this information about how this app collects, shares and handles your data

### Data safety

Here's more information that the developer has provided about the kinds of data that this app may collect and share, and security practices that the app may follow. Data practices may vary based on your app version, use, region and age. [Learn more](#)



#### No data shared with third parties

The developer says that this app doesn't share user data with other companies or organisations. [Learn more](#) about how developers declare sharing.



#### Data collected

Data that this app may collect

##### App info and performance

Crash logs, Diagnostics and Other app performance data

##### Audio

Voice or sound recordings

##### Device or other IDs

Device or other IDs

##### App activity

App interactions and Other user-generated content

##### Personal info

Email address



### Security practices

#### Data is encrypted in transit

Your data is transferred over a secure connection

#### Data can't be deleted

The developer doesn't provide a way for you to request that your data be deleted

#### Independent security review

This app has been independently validated against a global security standard. [See details](#)

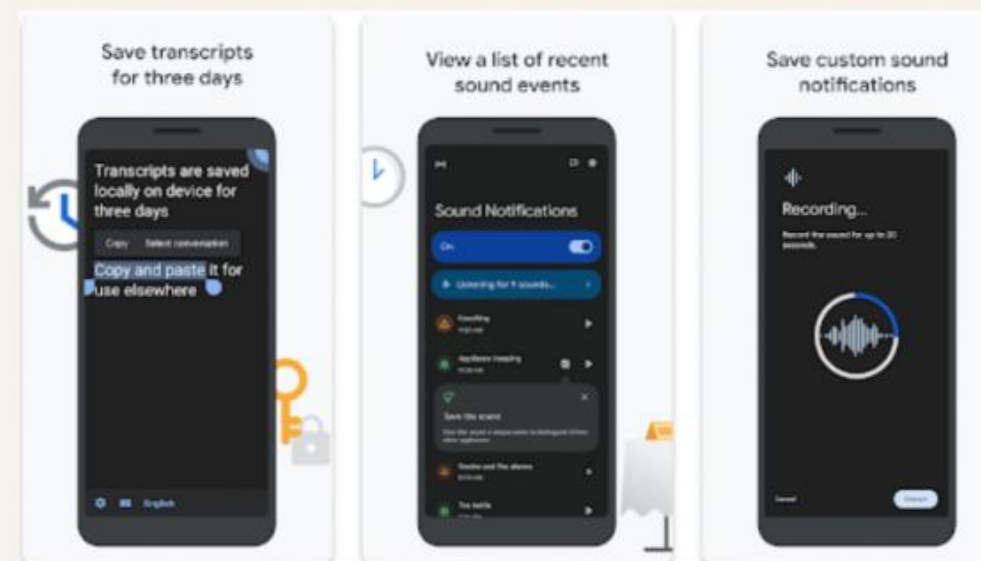


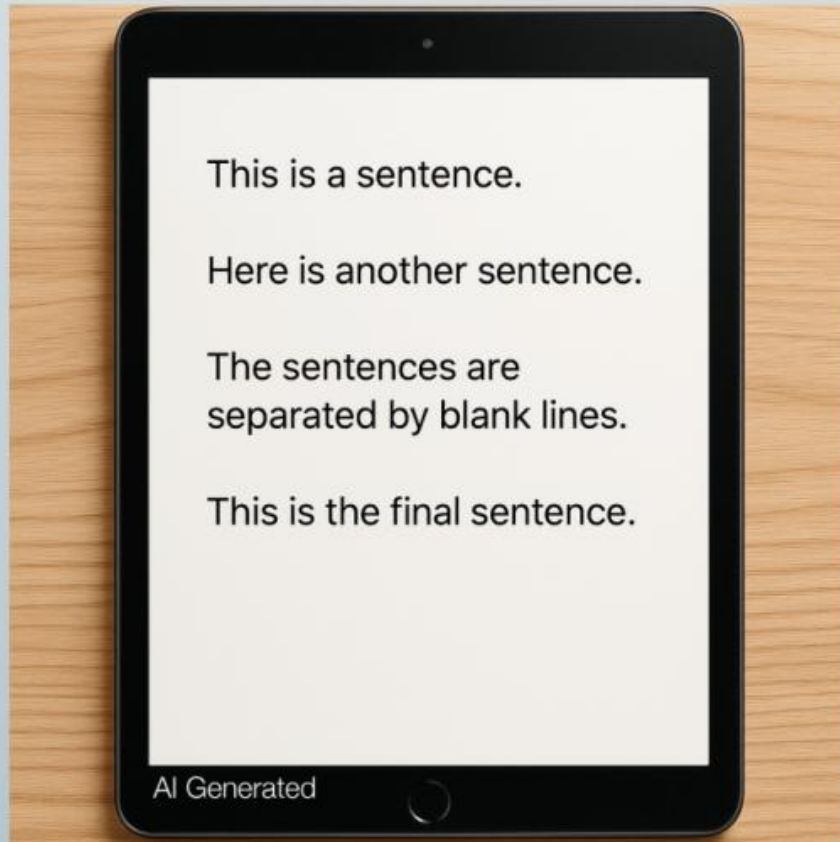
For more information about collected and shared data, see the developer's [privacy policy](#)

about whether you want to download the app or not.

The Live Transcribe app can be used Offline in locations where you do not have access to Wi-Fi.

Open the app - in Settings - choose More settings - scroll down to Advanced - choose Offline transcriptions - choose the language you want eg English (Australia). Toggle the Transcribe offline to on, and choose English (Australia) as the primary language. It will download the relevant dictionary.





This is an example of a speech to text converter used on a tablet rather than a phone

You can also add Custom Words to your dictionary.

Open the app - in Settings - choose More settings - scroll down to Custom Words - tap on + Add word. The keyboard will appear. You can now add specific words, eg a medical term that may not be found in a standard dictionary. For example, I added the word duodenum. When I finished typing the word, I tapped on the tick in the lower right hand corner of the keyboard.

Now when I have a conversation that mentions the word duodenum it will find the correct word.

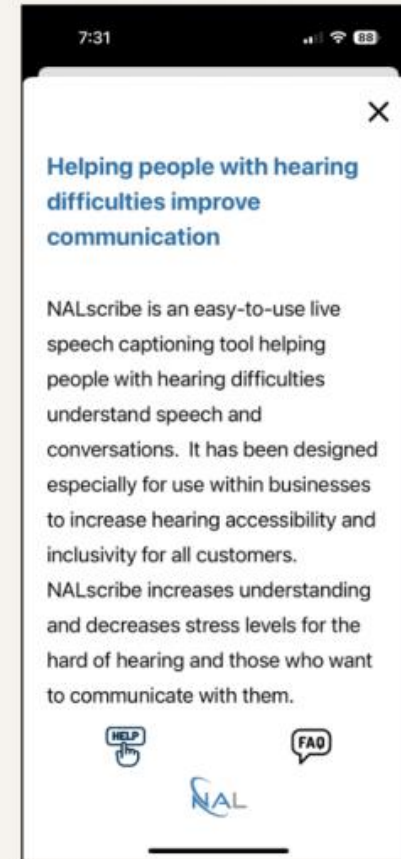
## Section 2

# iPhones/iPads

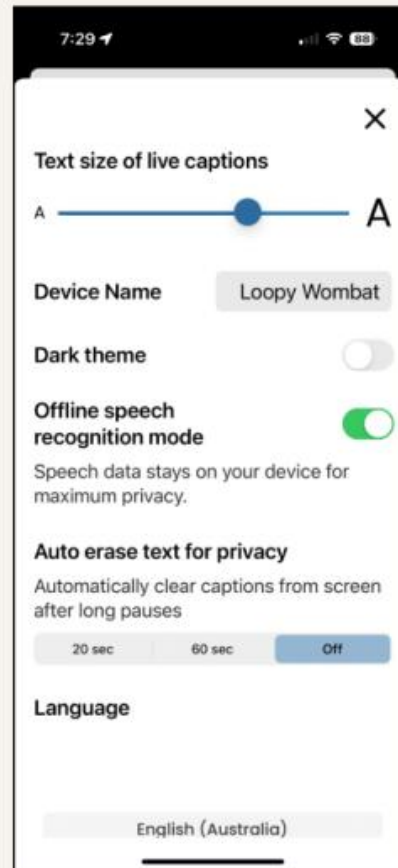
### APPLICATIONS FOR APPLE DEVICES

- \* NAL Scribe (free)

There are a number of applications available in the Apple App Store - but I only found one that was free to use and that was **NAL Scribe**.

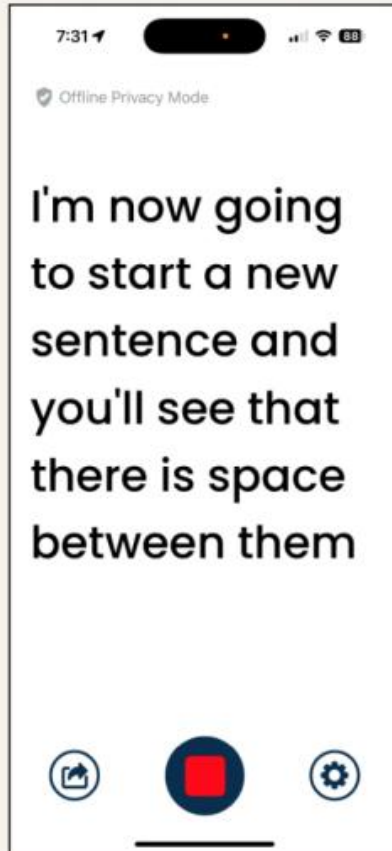


Click on Settings in the lower bottom right hand corner to change the font size.

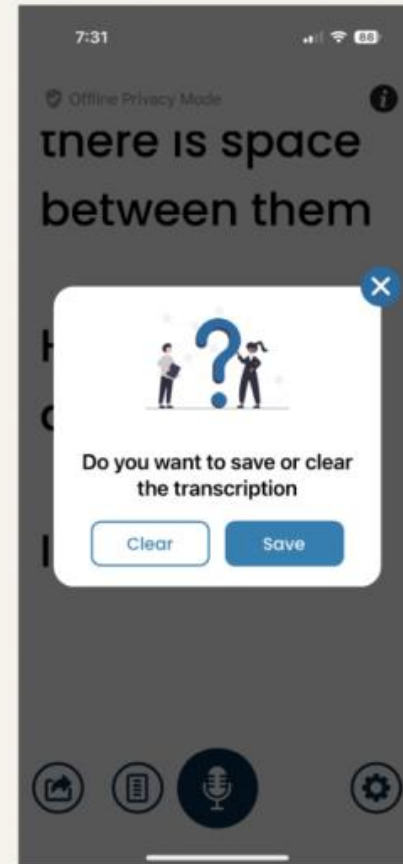




After tapping on the microphone button which is in the bottom of the screen, you can start recording your voice which will be transcribed into text.



If you pause between sentences, it inserts a spare line which makes the text easier to read. When you press stop, it asks if you want to clear or save the transcription. I hit clear.





# This is using the application on an iPad

## The larger font would make it easier for the person to read



NALScribe also works on an iPad.

If for some reason you want to share a copy of the conversation you can do so by hitting the Share button (the folder with the arrow) which is in the bottom left hand corner of the screen. You can choose how you want to share it eg by sending a text message or an email. Or by simply saving to a file on your iPad.

