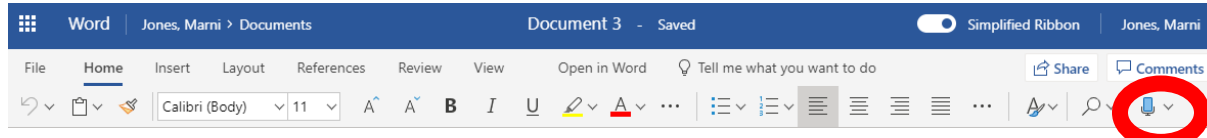
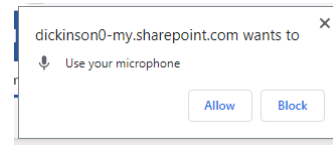


How to Set up DICTATION for Windows 10, Google Docs, and Android Devices

Dictation in Word (through Office 365 or Windows 10)



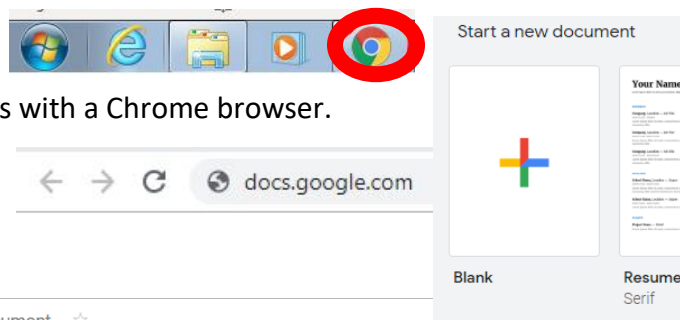
1. Select a Text Field and press **Windows logo key + H**, or open a new Word doc and click on the microphone on the top right.
2. When you get this pop-up, click “Allow”
3. Speak clearly, at a normal pace (remember to insert punctuations, such as “comma” and “period.” You can also say “new line.”)
4. Begin speaking. When finished, simply say “Stop dictation.”



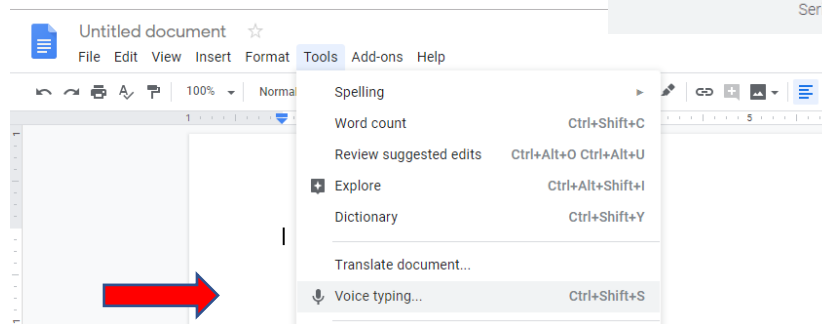
Note: If you click the drop-down arrow next to the microphone, you can choose another language.



Dictation in Google Docs

1. Turn on your microphone
2. Open a document in Google Docs with a Chrome browser.



3. Click Tools → Voice typing.




4. When you're ready to speak, click the microphone.  When done, click the red microphone. 

How to correct mistakes while typing:

- If you make a mistake while you're typing with your voice, you can move your cursor to the mistake and fix it without turning off the microphone.
- After you correct the mistake, move the cursor back to where you want to continue.
- To see a list of suggestions, right-click words underlined in gray.
 - For guidance, go to: <https://support.google.com/docs/answer/4492226?hl=en>

Dictation for Android Phones

1. Open a text message, email, or another application where a keyboard is required
2. Look for and tap on the  icon
3. Press the microphone and begin speaking.
4. Once you're speaking, you can pause the dictation by clicking the red microphone.
5. You can also click the drop-down arrow next to “English” to change the language.

