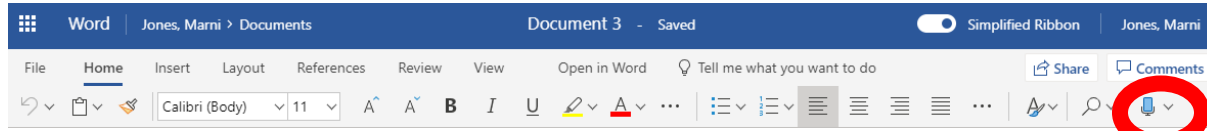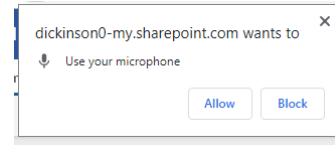# How to Set up DICTATION for Windows 10, Google Docs, and Android Devices

Dictation in Word (through Office 365 or Windows 10)
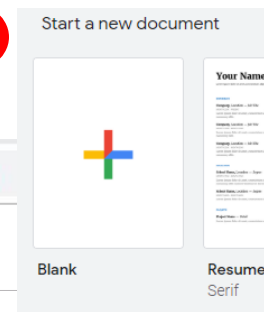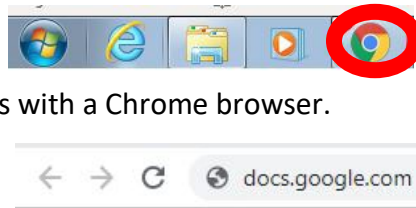
1. Select a Text Field and press **Windows logo key + H,** or open a new Word doc and click on the microphone on the top right.
2. When you get this pop-up, click "Allow"
3. Speak clearly, at a normal pace (remember to insert punctuations, such as "comma" and "period." You can also say "new line.")
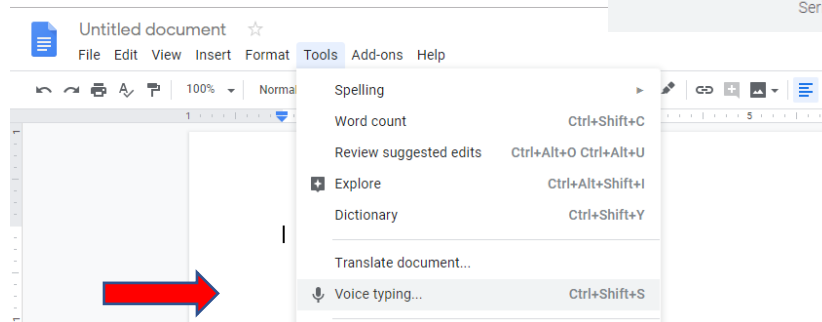4. Begin speaking. When finished, simply say "Stop dictation."

   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.

<u>How to correct mistakes while typing:</u>
- o 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.
- o After you correct the mistake, move the cursor back to where you want to continue.
- o To see a list of suggestions, right-click words underlined in gray.
   - o 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.