

A QUICK GUIDE TO

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SPEECH TO TEXT (DICTATE)

WHAT IS SPEECH TO TEXT (DICTATE)?



Dictation lets you use **speech-to-text** to author content in Office with a microphone and reliable internet connection.

Use your voice to quickly create documents, emails, notes, presentations, or even slide notes.

START DICTATING

Go to **Home Tab > Dictate**. First-time users will be prompted to enable microphone permissions.

A **microphone icon** will appear - wait for it to turn on to be sure it started listening.

Click on the **gear icon** to see the following settings:

- Auto punctuation
- Profanity filter
- Spoken language



CHANGE LANGUAGES

In total, you can use Microsoft Dictate with **13 languages**.

Several of the supported languages have multiple variants as well, such as English, French.

Select the **arrow at the side of the microphone** to select your dictate language.



SHORTCUT TO START DICTATING

LISTEN BACK WITH READ ALOUD

Click or tap at the **beginning of the passage** you want to hear. Place your cursor at the beginning of the document to read the whole document aloud.

Select **Review Tab > Read Aloud**



PUNCTUATION

Insert punctuation at any time by **saying what you want to enter clearly**.

Some common punctuation you can enter by saying the following:

- , Comma
- ; Semicolon
- . Period; Dot; Decimal point
- : Colon
- @ At sign
- ! Exclamation mark
- ? Question mark



Scan the QR code to see all commands you can give for punctuation.

WHERE CAN I USE SPEECH TO TEXT?



ACCELERATE LEARNING WITH THE RIGHT TOOLS:
FIND ADDITIONAL QUICK GUIDES TO GET STARTED