How to Use

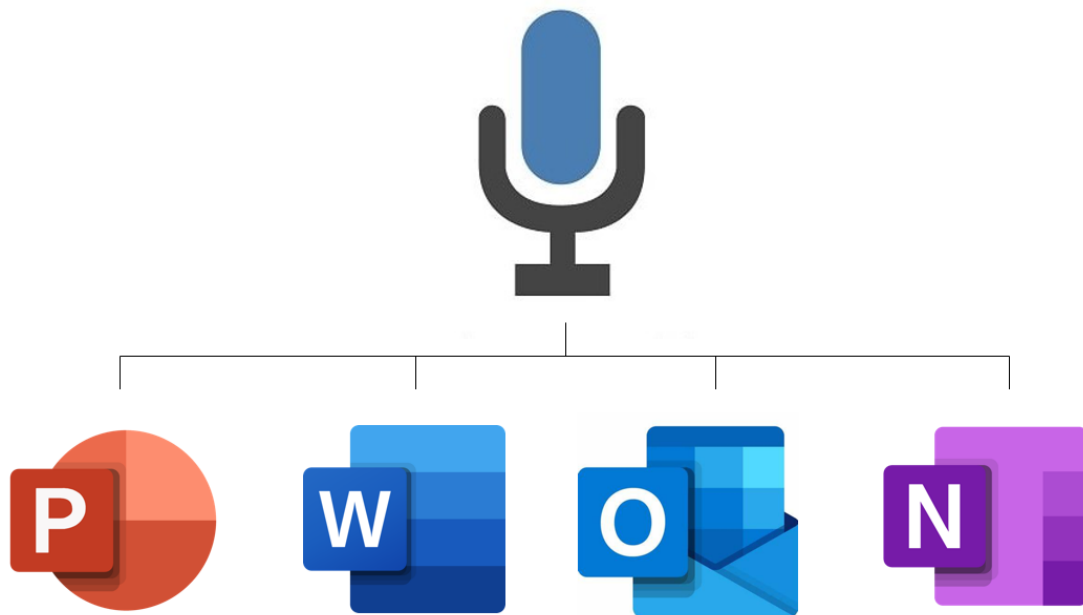# **Speech to Text** *Dictate Function*

A step-by-step guide

What is 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.

Where can I use Dictate?

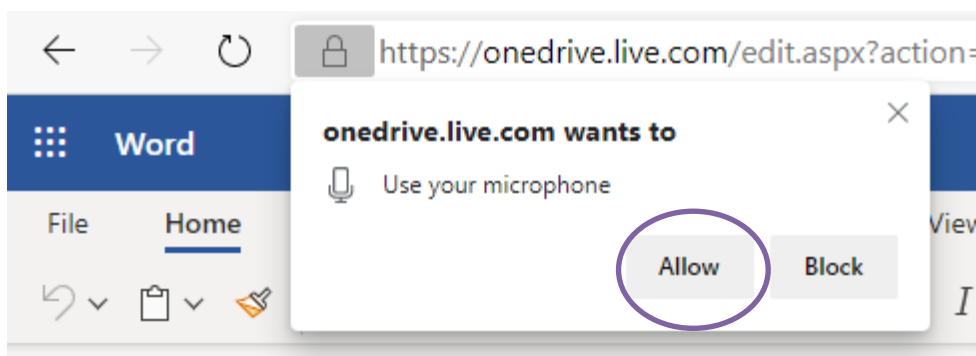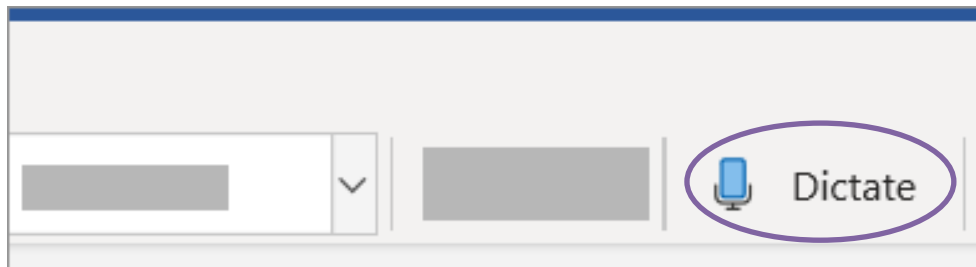Press the following keys to start using dictation anywhere.
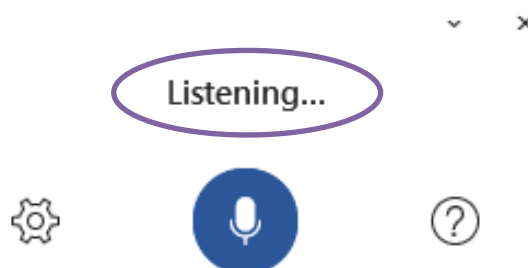
Windows + H

Microsoft Dictate for Word

1. Open your word document.

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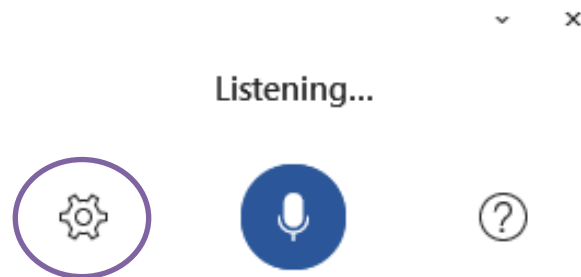

3. A mic icon will appear - wait for it to turn on to be sure it started listening.

4. Insert punctuation any time by saying them clearly. See page 9 & 10.

5. Exit dictation with **Close** (**X**) in the Dictation toolbar or pressing the button in the ribbon again.
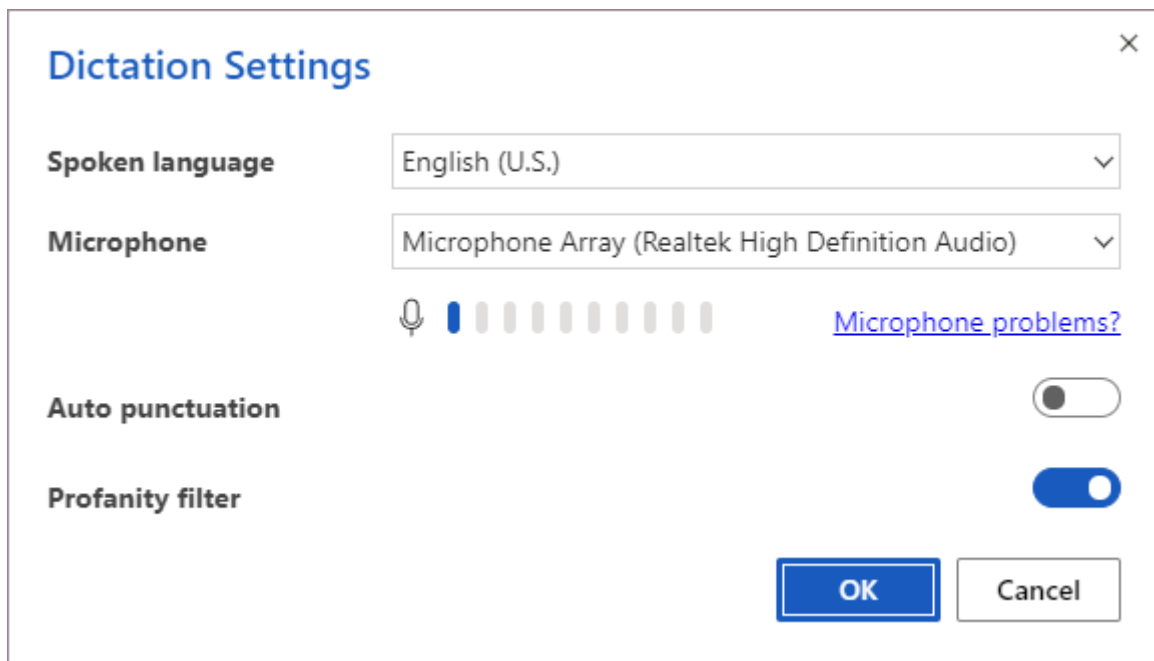
Dictate settings in Word

Click on the gear icon to see the following settings:

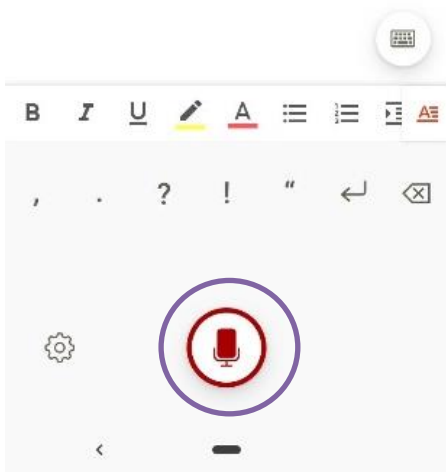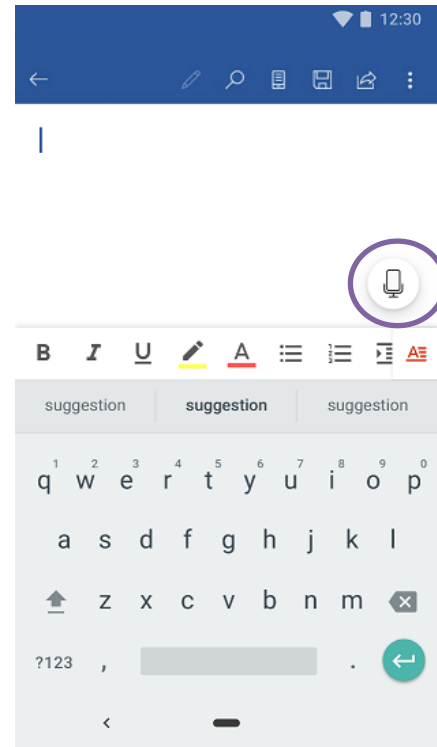**Auto Punctuation:** Toggle the check-mark on or off, if it is available for the language chosen.

Profanity filter: Mask potentially sensitive phrases with ****.

Spoken Language: View and change languages in the drop-down.

Dictate in Word on Your Phone

1. On an Android Phone, tap the **small microphone icon** to toggle on the dictation experience.
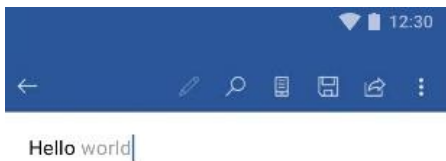
2. Tap on the **large microphone icon** and start speaking.

Insert **punctuation** at any time by saying them explicitly or using the punctuation toolbar.

At any time, tap the microphone again to **pause dictation** or tap the keyboard button to switch back to the keyboard.

Fix mistakes by using **touch to delete** the content and speak again or toggling on the keyboard.

Dictate in OneNote

1. Go to **Home > Dictate** (the button that looks like a microphone) while signed in to your Microsoft account on a mic-enabled device.
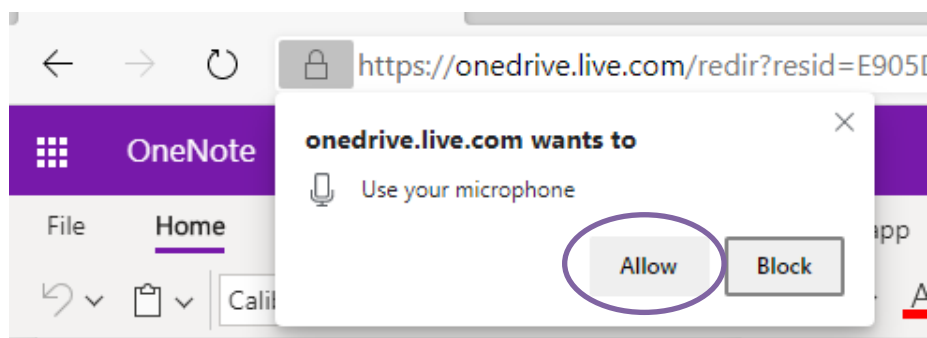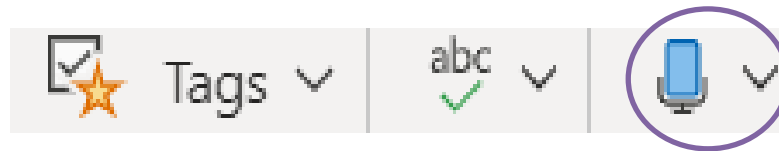
2. Wait for the Dictate button to turn on and start listening.

3. Start speaking to see text appear on the screen.

4. Insert punctuation at any time by saying them clearly. See page 9 & 10.

5. Fix mistakes with your keyboard without having to toggle the mic icon off.

Dictate in PowerPoint

1. Go to **Home > Dictate** (the button that looks like a microphone) while signed into your Microsoft account on a mic-enabled device.
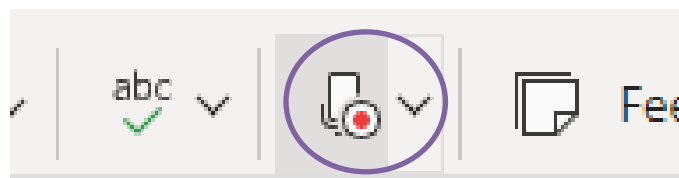

2. Wait for the button to turn on and start listening.

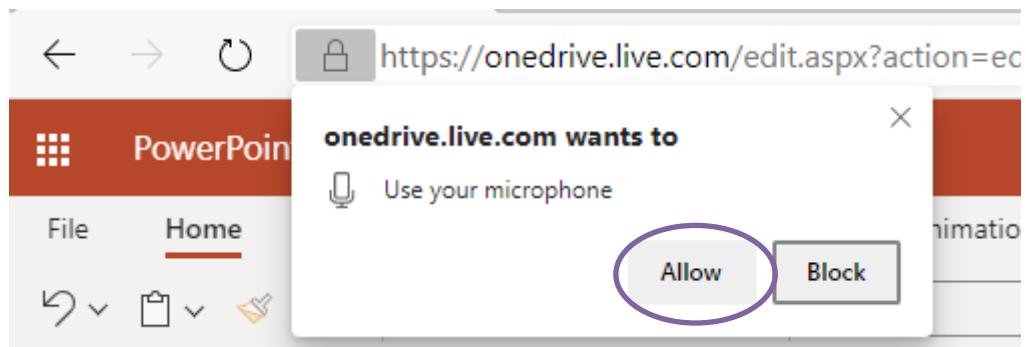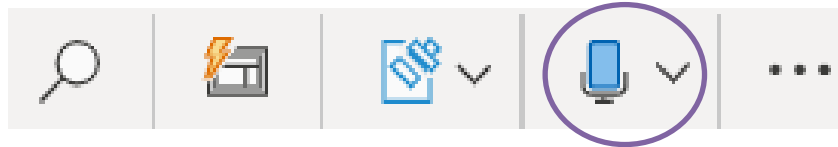3. Move your cursor to a slide or to the slide notes and start speaking to see text appear.

4. Insert punctuation at any time by saying them clearly. See page 9 & 10.

5. Fix mistakes with your keyboard without having to toggle the mic icon off.
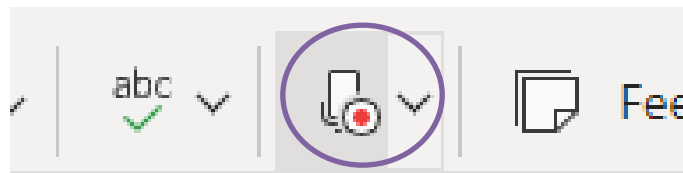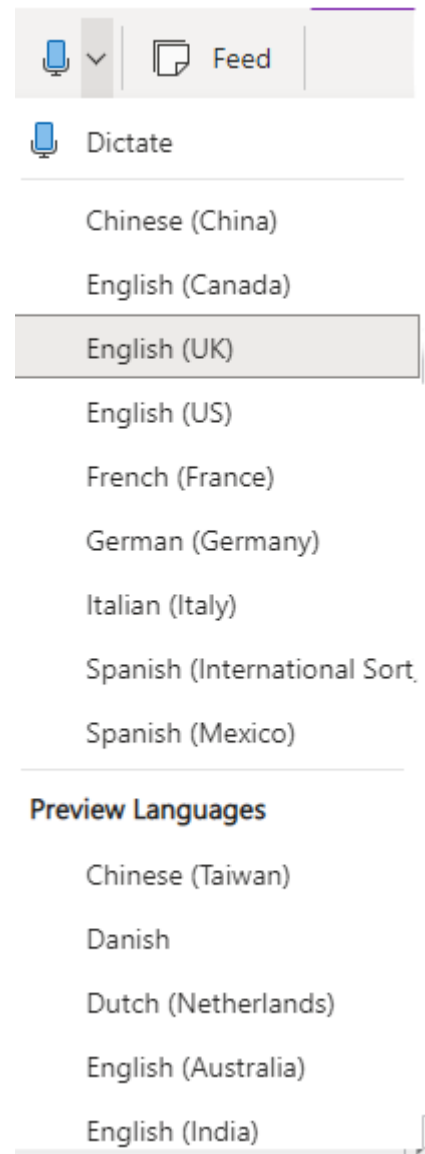
Dictate in a Foreign Language

Microsoft Dictate allows you to enter text and commands into Office with your voice in a **different language.**

In total, you can use Microsoft Dictate with **13 languages.** Several of the supported languages have multiple variants as well, such as English, French.

- Chinese Simplified
- Chinese (Taiwanese)
- English (US, UK, Aus, Can, Ind)
- French (France, Canada)
- German
- Hindi
- Italian
- Korean
- Polish
- Portuguese (Brazil, Portugal)
- Russian
- Spanish (Mexico, Spain)
- Thai

Feed

Dictate

Chinese (China)

English (Canada)

English (UK)

English (US)

French (France)

German (Germany)

Italian (Italy)

Spanish (International Sort

Spanish (Mexico)

Preview Languages

Chinese (Taiwan)

Danish

Dutch (Netherlands)

English (Australia)

English (India)

1. Go to **Home > Dictate** (the button that looks like a microphone) while signed into your Microsoft account on a mic-enabled device.
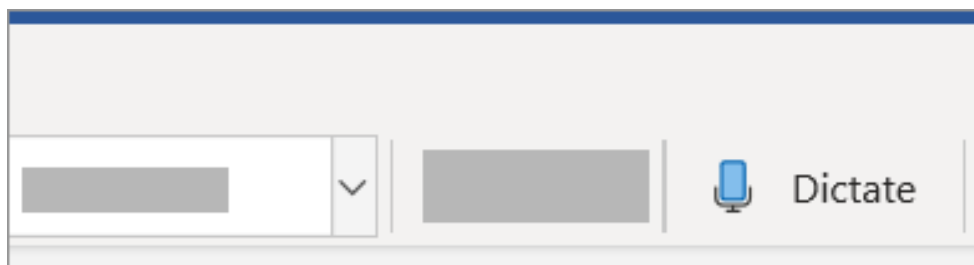
Dictate

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

3. Wait for the button to turn on and start listening.

Listen to your documents with Read Aloud

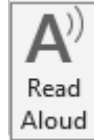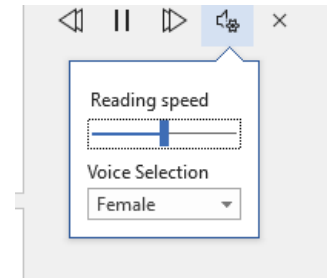1. Click or tap at the beginning of the passage you want to hear. Place your cursor at the beginning of the document to read the whole document aloud.

2. Select **Review** > **Read Aloud.**

3. Change the **reading speed, voice** and **play** and **pause** the read aloud using the commands on the toolbar that appears.

Commands for dictation

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word (for example, insert the word "comma" instead of the punctuation mark)	Literal **word**
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral **number**
Go to the start of the current sentence	Go to start of sentence
Go to the start of the current paragraph	Go to start of paragraph
Go to the start of the current document	Go to start of document
Go to the end of the current sentence	Go to end of sentence
Go to the end of the current paragraph	Go to end of paragraph
Go to the end of the current document	Go to end of document
Capitalize the first letter of a word	Caps **word**
Capitalize all the letters of a word	All caps **word**
Make all the letters in a word lowercase	No caps **word**
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for punctuation marks and special characters

To Insert this	Say this
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
"	Open double quote; Open quote
"	Close double quote; Close quote; Close inverted commas
'	Apostrophe
'	Open single quote
'	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
%	Percent sign
(	Open parenthesis; Open paren
)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
=	Equal sign
+	Plus sign
:-)	Smiley face
:-(	Frowny face
;-)	Winky face
£	Pound sterling sign
&	Ampersand; And sign
*	Asterisk
<	Open angle bracket
>	Close angle bracket
×	Multiplication sign
÷	Division sign