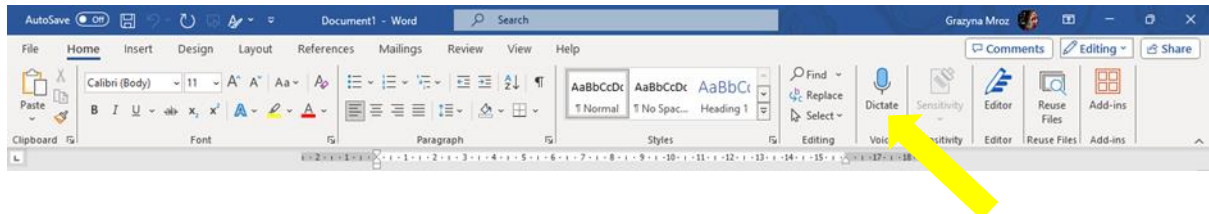


## How to use Dictate in Word with translation

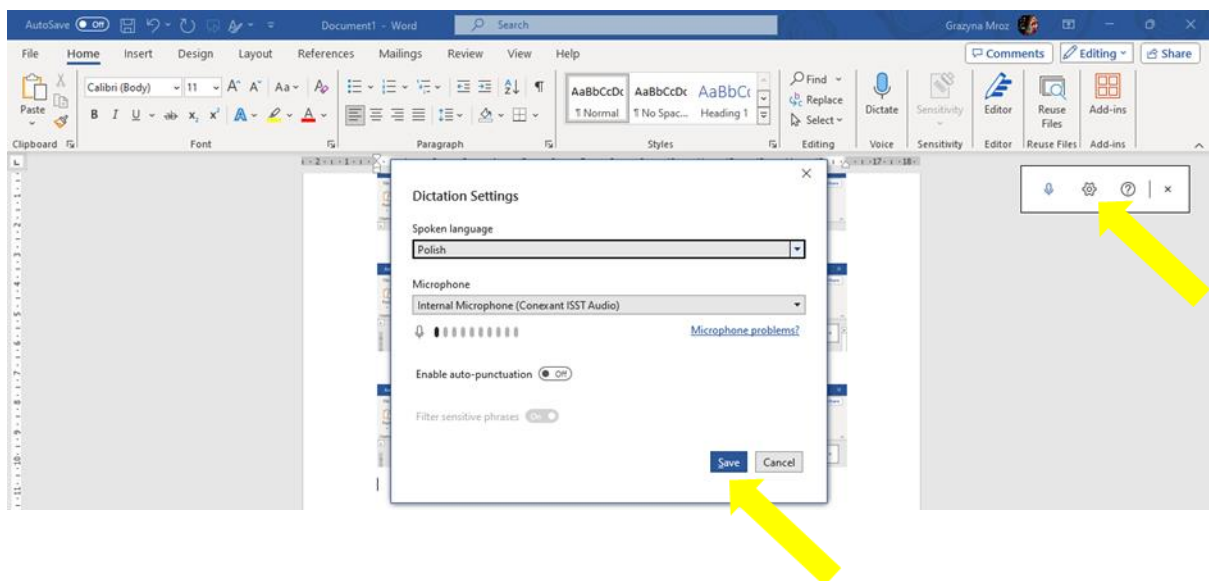
Supporting Learners' Service  
English as an Additional Language (EAL)  
2024

**! To use this accessibility tool you need to be connected to the internet**

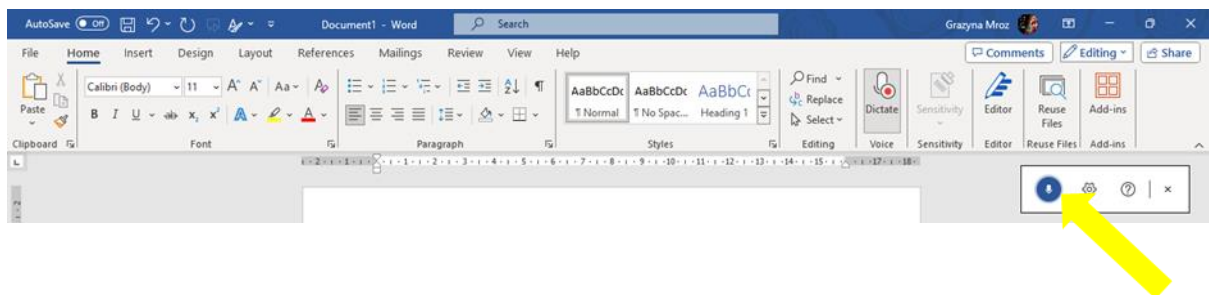
Open MS Word and locate the **Dictate** option on the right-hand side of the task bar and click on it.



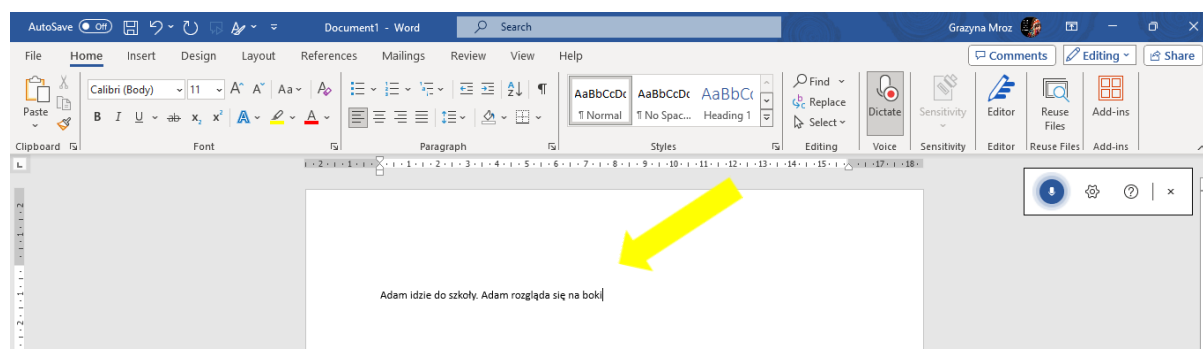
In the pop-up menu go to settings, choose the language of input ( in this case- Polish) and press **Save**.



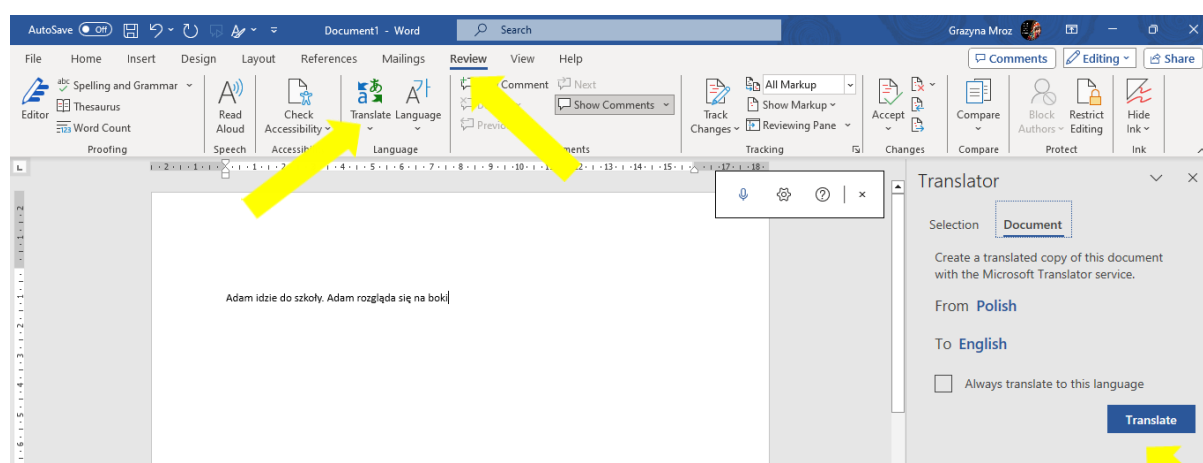
Press the microphone symbol to activate Dictate accessibility tool (it will turn blue) and ask the learner to start speaking.



A transcription of the learners words will appear on the document. If there is a prolonged period of silence the microphone will deactivate itself- make sure it is on (blue) before starting speaking again.



To translate the text locate the **Review** tab on the taskbar and choose **Translate**. Select the required languages in the menu that opens on the right ( in this case Polish and English) and click **Translate**.



Translated text will appear on the page of the document.

