

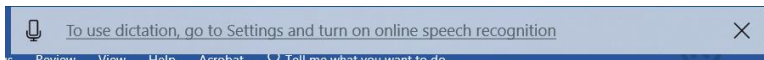
Voice Dictation (Speech-To-Text)

Specialized speech recognition software such as Dragon NaturallySpeaking may not be necessary for most users of modern operating systems. Current versions of the Windows, macOS, iOS, Chromebook, and Android operating systems have speech-to-text capabilities built in.

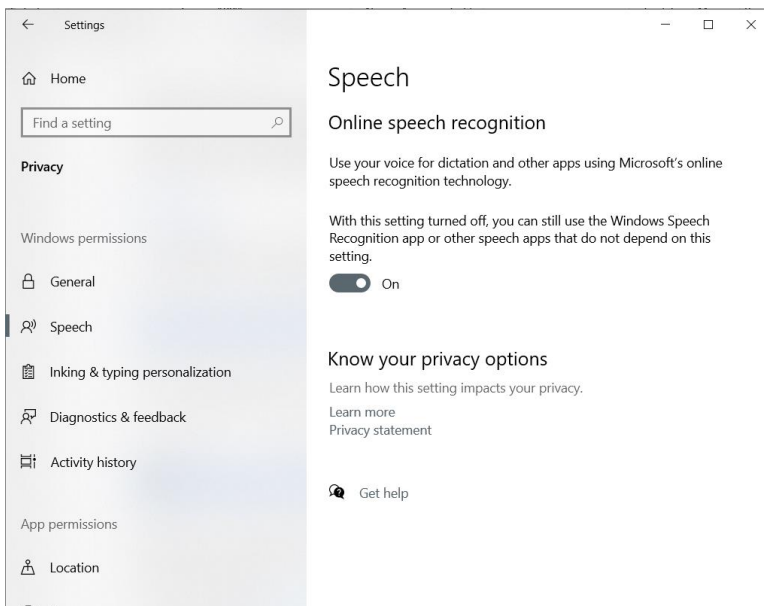
Windows

Voice Typing

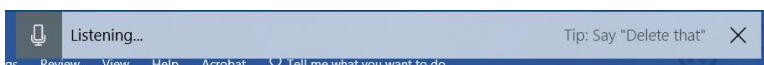
To enable dictation, use the Windows key (⊞) + H key combination. On the first run, Windows may need you to turn on online speech recognition. Start by clicking on the link in the toolbar that appeared at the top of the screen.



This will open the Windows Settings app to the Speech permissions settings page. Set “Online speech recognition” to “On” to enable the service and verify that you understand that audio recordings may be sent to Microsoft’s servers for processing.



When dictation is active, the dictation toolbar appears at the top of the computer screen.

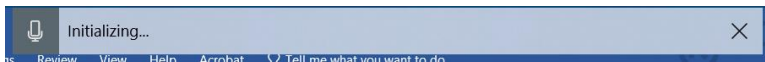


Recognized words will appear in the document window as you speak. As you are speaking, you may enter punctuation by speaking its name, such as “period” or “question mark”. The system also recognizes commands for navigation (“move up two sentences”), formatting (“bold that”), or deleting (“delete this sentence”). More information is available in the “Dictation commands” section of Microsoft’s [“Use voice typing to talk instead of type on your PC” support document](#).

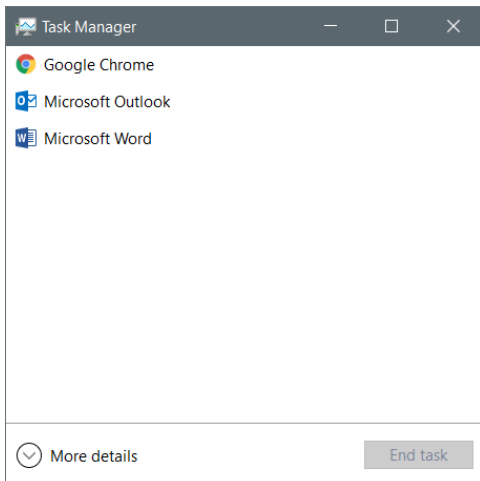
When you are done speaking, click the Windows key (⊞) + H key combination to turn off dictation.

Troubleshooting

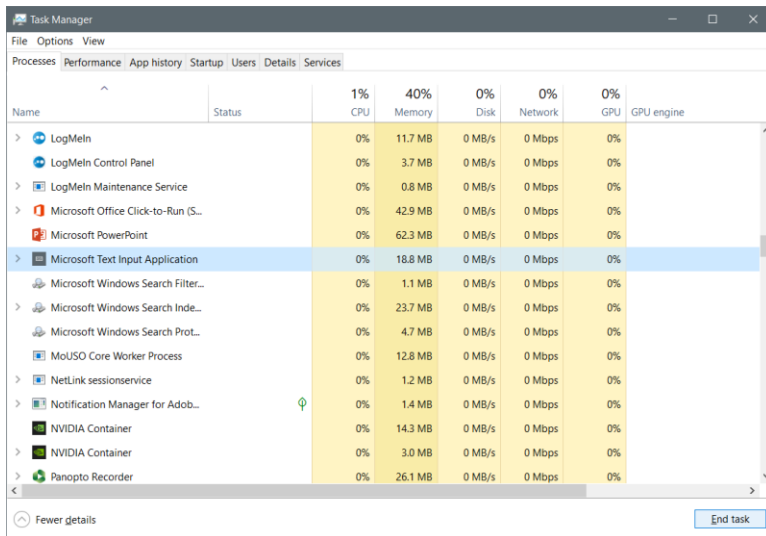
Occasionally the dictation service will get stuck. When this happens, the toolbar will simply say “Initializing...” and never move to “Listening...”.



To reset the dictation service, open the Windows Task Manager (either use the Taskbar to search for “task manager” or press Control-Alt-Delete and choose the “Task Manager” option). Then click on the “More Details” option at the bottom left of the window.



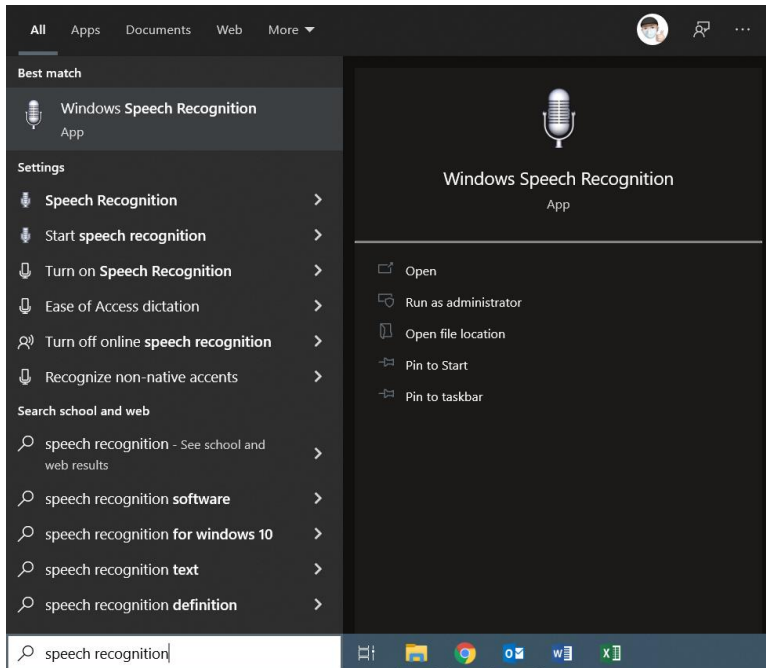
Scroll down in the full list of running processes until you find the “Microsoft Text Input Application” process. Select that line and click the “End task” button at the bottom right of the window. This will not remove the process from the list, but it will “reboot” the process and restore the dictation functionality.



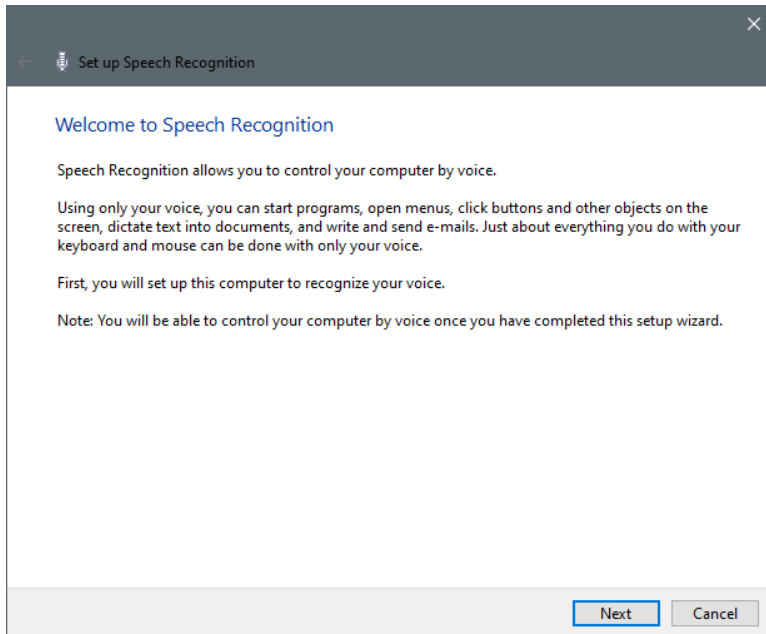
You may now close the Task Manager window and resume using dictation normally.

Speech Recognition App

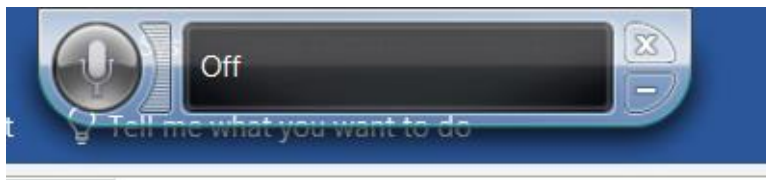
The Windows Speech Recognition app is an older interface that is still available at least through Windows 10. This option requires some initial set-up before it is ready to use. Begin by opening the Windows Speech Recognition app (you can search for “speech recognition” in the Windows taskbar to begin).



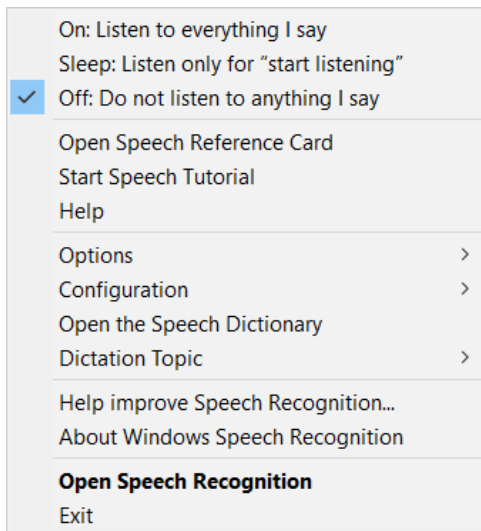
On the first run, Windows Speech Recognition will run a setup wizard to configure the app and train it to your voice. Follow the prompts and complete the setup wizard. You will also be given the option to complete a short training tutorial if you want to do more than dictation.




Once the wizard is complete, you will see the Windows Speech Recognition toolbar at the top of your screen. Click the microphone button to start using dictation; click the microphone button again to turn dictation off.

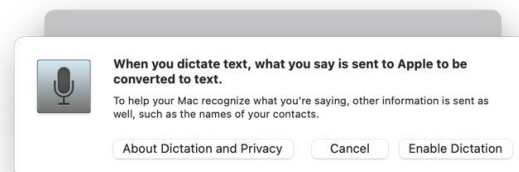
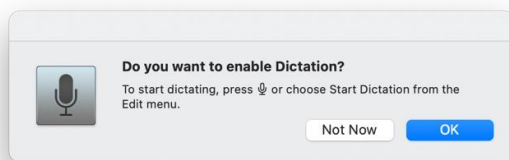


The Windows Speech Recognition app has a number of features and options visible by right-clicking on the toolbar to reveal the options menu.

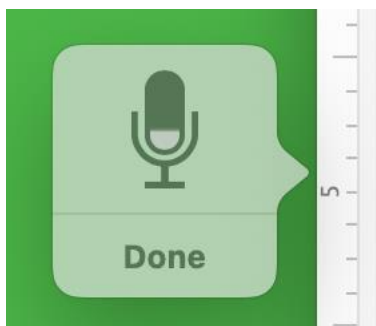


macOS


To enable dictation, tap the “Fn” key twice or (on newer keyboards) tap the /F5 key. On the first run, macOS will confirm that you want to enable dictation and that you understand that audio recordings may be sent to Apple’s servers for processing. Click “OK”, then confirm that Apple may process the audio recordings.



When dictation is active, a microphone icon will appear to the left of the cursor position just outside the document window.

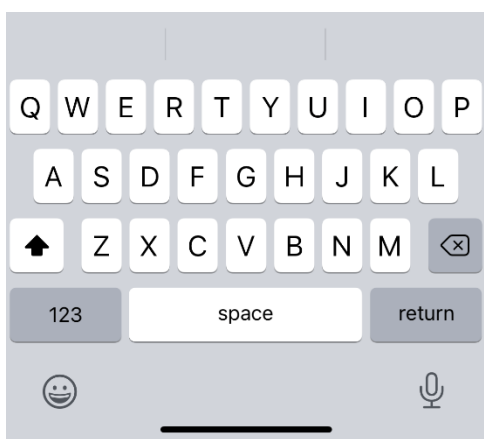


Recognized words will appear in the document window as you speak. As you are speaking, you may enter punctuation by speaking its name, such as “period” or “question mark”. The system also recognizes commands for navigation (“move up two sentences”), formatting (“bold that”), or deleting (“delete this sentence”). More information is available in the “Dictation” section of Apple’s [“Use Voice Control on your Mac” support document](#).

When you are done speaking, click the “Done” button below the floating microphone icon, tap the “Fn” key twice, or tap the /F5 key to turn off dictation.

iOS (iPhone and iPad)

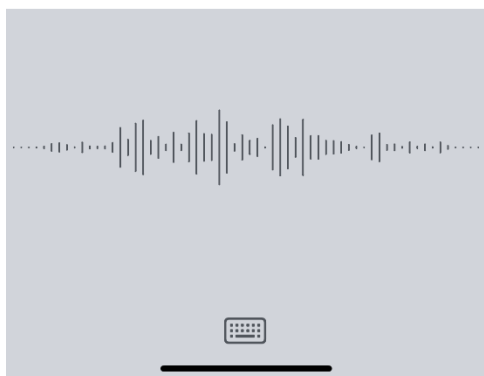
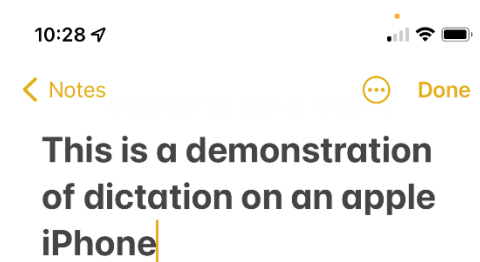
To enable dictation, tap the microphone icon () at the lower right of the iOS keyboard.



On the first run, iOS will confirm that you want to enable dictation and that you understand that audio recordings may be sent to Apple’s servers for processing. Tap “Enable Dictation” to allow dictation on your device.



To stop dictation, tap the keyboard icon at the bottom center of the screen beneath the audio waveform.







Chromebook

(The following information is copied from the "Type text with your voice" section of the Chromebook ["Turn on Chromebook accessibility features" help document](#). Highline Access Services has not independently verified this information.)

You can speak to enter text in most places where you usually type. You can even add common punctuation marks by saying "comma," "period," "question mark," "exclamation mark," or "exclamation point."



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1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Keyboard and text input," turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak . You can also press Search  + d. Or press Launcher  + d.
8. Say what you want to type.


Android

(The following information is copied from the Android ["Type with your voice" help document](#). Highline Access Services has not independently verified this information.)

Important: Some of these steps work only on Android 7.0 and up. [Learn how to check your Android version](#).

Note: Talk-to-text doesn't work with all languages.

Talk to write

1. On your Android phone or tablet, [install Gboard](#).
2. Open any app that you can type with, like Gmail or Keep.
3. Tap an area where you can enter text.
4. At the top of your keyboard, touch and hold Microphone .
5. When you see "Speak now," say what you want written.

Tip: On some Pixel devices, you can also [use Assistant to type with your voice](#).