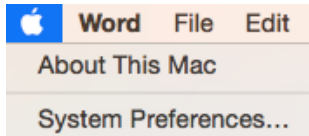


Speech to Text (MAC)

Apple computers include a speech to text program users may utilize to dictate to the computer.

Setup a Microphone

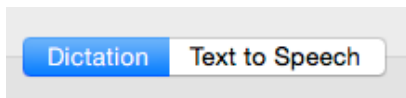
1. Click the 'Apple' icon is, then select 'System Preferences'.



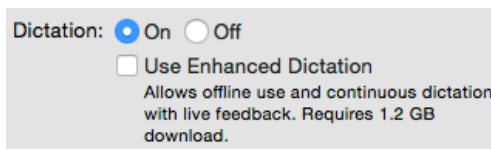
2. Click on the 'Dictation & Speech' icon.



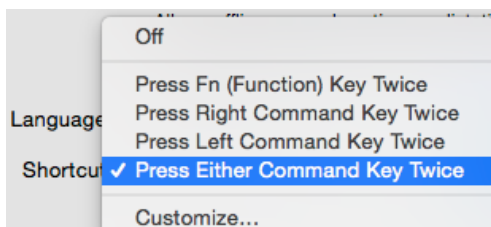
3. Click on the 'Dictation' button.



4. Click the 'On' radio button to enable dictation.

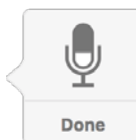


5. Click on the 'Shortcut' list, then select a predefined shortcut or create a shortcut.



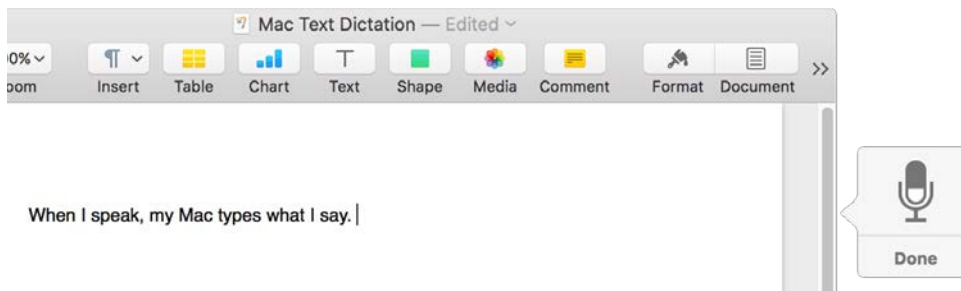
Speech to Text

1. Open a blank Word document.
2. Press the defined shortcut key selected in the previous instruction. If pressed correctly microphone icon will appear.



3. Begin dictating to the computer. Remember to include punctuation at the end of sentences such as "period" or Question Mark". The computer may take some time to process the information into text and appear in the document.





4. To stop dictation press the shortcut key or click '**Done**' on the microphone icon.

Additional Information

Watch a YouTube video for additional information on speech to text. <https://www.youtube.com/watch?v=2DkthG5hZgc>