

Speech to Text (MAC)

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

Set up your built-in Microphone

1. Click the 'Apple' icon,  Word File Edit View Insert

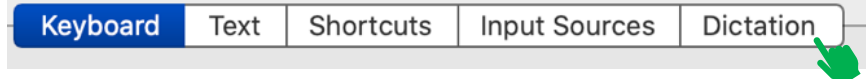
then open 'System Preferences'



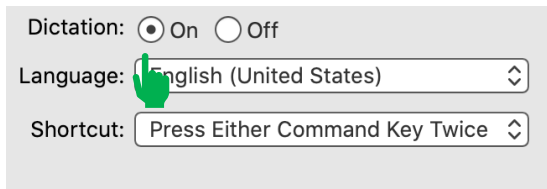
2. Click on the Keyboard icon

 Keyboard

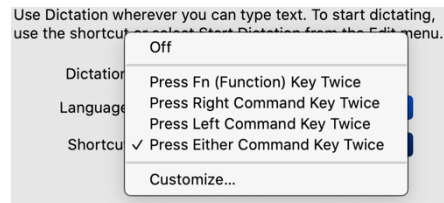
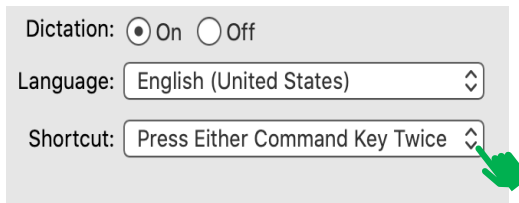
3. Select dictation



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

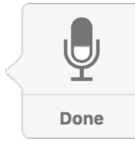


5. Click on the 'Shortcut' list, then select a predefined shortcut or customize and create your own.

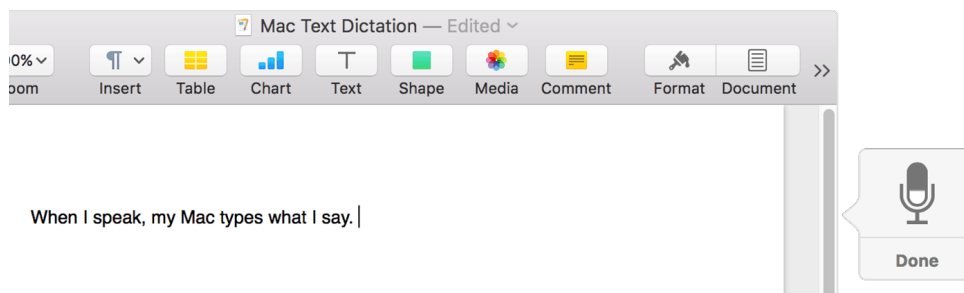


Getting started with Speech to Text

1. Open a blank Word document.
2. Press the shortcut key that you selected in the previous instruction (e.g. Command Key Twice). 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.

