

## Microsoft Dictate Help Sheet

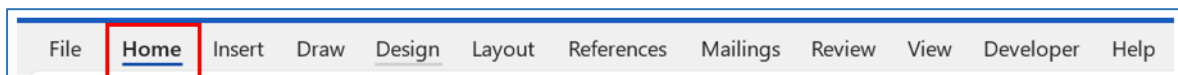
Dictation lets you use speech-to-text in Microsoft Office with a microphone and an internet connection.

It is a quick, easy way to get your thoughts out, create drafts and take notes.

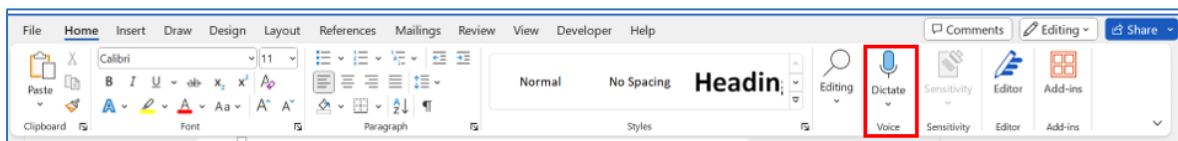
### How to use Dictate

Open a Microsoft Word document. You can do this by clicking on the desktop app icon or by signing into Microsoft 365 online. Remember you will want to be signed in using your C2K username and password.

Go to the home tab.



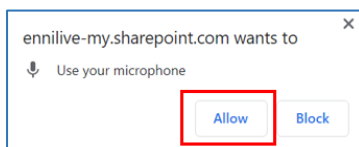
Click the Dictate symbol on the ribbon.



If you are using the online version of Word, your ribbon may look slightly different.



The first time you do this you will be prompted to enable microphone permissions. Click allow.



Click on the microphone to turn on dictate.



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The mic will be red when it is turned on.



The Microsoft Dictate floating toolbar will appear on your screen. You can use this toolbar to edit the settings, for example you can edit the language.



Start talking and Microsoft Word will type for you.

You can insert punctuation at any time by saying them, i.e. full stop, comma etc.

If you make a mistake, say delete or backspace.

You can click on the help icon to learn some more commands.



You can fix mistakes with your keyboard or using the Microsoft Word suggestions.

Press the microphone again to stop Dictation or, you can say 'stop listening' or 'stop dictation'.