

Using “Dictation” Document Software Feature to Write “My Story”

Here are links to learn about using the “dictation” feature in Microsoft’s Word or Apple’s Pages.

Just click on the dictation icon, speak into your computer, or device, and see what you are saying magically appears in your document. This technology is amazing.

Here is a link to learn more about Microsoft’s Word dictation feature:

<https://support.microsoft.com/en-us/office/dictate-your-documents-in-word-3876e05f-3fcc-418f-b8ab-db7ce0d11d3c>

1. Sign into your Microsoft account using Edge, Firefox, or Chrome.
2. Go to **Home > Dictate**. First-time users will be prompted to enable microphone permissions.
3. A mic icon will appear - wait for it to turn on to be sure it started listening
Tip: On Windows, use **Alt + `** (backquote) to toggle the mic.
4. Insert punctuation any time by saying them explicitly.
5. Fix mistakes with your keyboard or Dictation suggestions without having to turn off the mic icon.
6. Exit dictation with **Close (X)** in the Dictation toolbar or pressing the button in the ribbon again.”
(copied from about Microsoft URL)

Here is a link to learn more about Apple’s Pages dictation feature:

<https://support.apple.com/guide/pages/use-dictation-to-enter-text-tan59042a403/mac>

“Use dictation to enter text in Pages on Mac

1. Place the [insertion point](#) where you want to begin dictating, or select the text you want to replace (to select placeholder text, click it).
2. Choose Edit > Start Dictation (from the Edit menu at the top of your screen).
If you haven’t used dictation before, follow the guided setup instructions that appear.
Tip: If dictation is set up, you can also press the Function key (fn) on your keyboard twice to start dictation.
3. When the microphone appears, begin speaking.
To add punctuation, speak its name (for example, *comma* or *apostrophe*).
4. Click Done below the microphone when you’re finished.” (copied from Apple URL above)

Note, there are other dictation software programs available too.