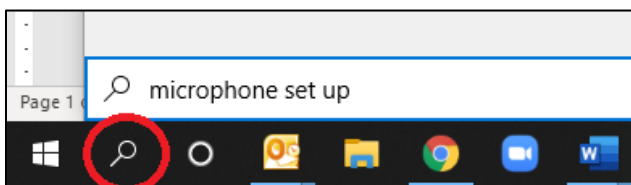


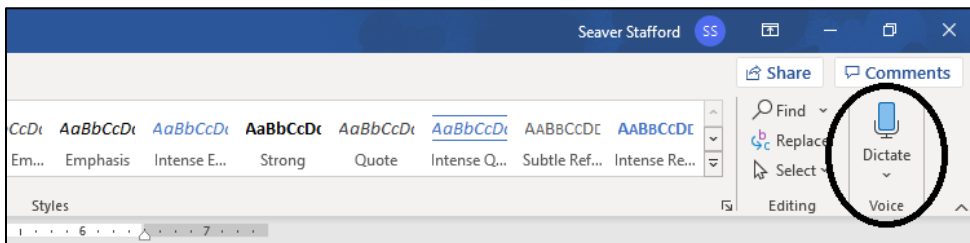


EECD One-Pager: Dictate with Word

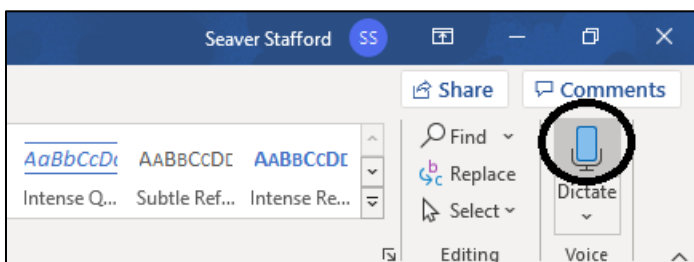
1. If you haven't already set up your mic, go to the start menu and type in "Microphone Setup".
The setup wizard will then help you complete the set-up process.



2. Open Word (2016, 2019 or 365), and either create a new blank document, or, select an existing document.
3. Place the insertion point where you would like the text to appear.
4. Go to the Home tab and look for the Voice ribbon on the far right.



5. Click on the drop-down menu to select your voice or language of choice.
6. Now, you're ready to start dictating. Click on the Dictate button to begin.



7. Speak slowly, enunciate clearly, and dictate any necessary punctuation.
8. When you are finished speaking, click on the Dictate button again to turn off dictation.