

# How-To Activate and Use Speech-to-Text for iOS


## How to Enable Dictation

1. Go to **Settings > General > Keyboard** > Toggle **Enable Dictation** (Depending on your version of iOS, this feature may already be on).

## How to Use Dictation

1. Open the app or document you wish to dictate text into.
2. Tap on a field or area of the screen that you would normally type into (E.G.: the URL bar at the top of your safari browser).
3. When the onscreen keyboard pops up, tap on the microphone symbol.
4. Speak the words or phrase you wish to write. Your spoken words will now appear as text onscreen.

## (Optional) How to Dictate in another language

1. To Dictate in another language, you'll need to make sure that you have the correct keyboard installed. To do this, go to **Settings > General > Keyboard > Keyboards > Add New Keyboard...**
2. Here you will see a list of keyboards to add. These keyboards are listed under different subsections. Depending on your region you will probably see a relevant alternative keyboard listed under the Suggested Keyboards section at the top (E.G. In Canada the French keyboard is typically in this section), but it could also be found under the "Other iPad Keyboards" subsection near the bottom.
3. After locating the keyboard you wish to add, tap on it once to add it to your list of active keyboards.
4. Now, pull up the onscreen keyboard again as described in the section above (see steps 1-3 under "How to Use Dictation").
5. Before speaking, tap on the  (globe symbol) button to change the dictation language to the language of your choice.