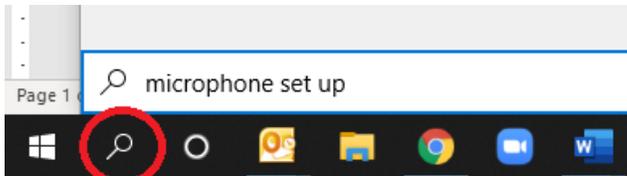


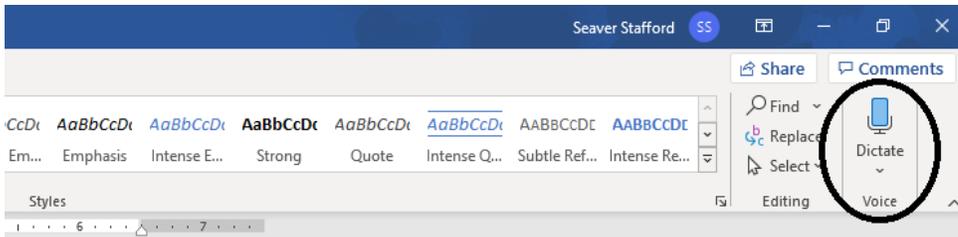


# EECD One-Pager: Dictate with Word

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, and either create a new blank document, or, select an existing document.
3. Place your 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. Now, you're ready to start dictating. Click on the **Dictate** button to begin.



6. A menu on the top right will now appear just below the ribbon. From there you can adjust your dictation settings including speaking language and microphone input.
7. To get the best results, 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.