How to Use Speech-to-Text Software on Student Computer

I.   How to use Speech to Text built in software on your personal computer (this is so you can dictate your papers to the computer and it will type for you):

   a. Go to the windows Start menu on the lower left hand side of the screen (it should look like any of the following icons:

   b. Type in the word "settings" and you should get an option to click on something that looks like a cog:

   c. Click on "Ease of Access"

      i.   You may need to search for Speech Recognition by typing it in the search bar to the upper left

      ii. Click on Set up microphone & choose which type of microphone you have (you may need to purchase one and you can do so through amazon or a local radio shack type of store).

      iii. Click next and continue to follow all prompts until you have the option to click finish

      iv. Return to the Speech Recognition screen in step IV. And choose Start Speech recognition.

      v.   A new text box will pop up and you will hit next.

      vi. You will then choose the type of microphone & it will prompt you to start speaking – just read anything to make sure it's working.

      vii. Once set up, you can open up a Word document and start speaking.

   b. Here is an online resource to help you as well: http://www.digitaltrends.com/computing/windows-10-speech-to-text-guide/

II.   How to use Speech to Text built in software on your iMac (this is so you can dictate to your mac)

   a. Select the Apple Menu

   b. Select System Preferences

   c. Select Dictation & Speech

   d. Select Dictation

i. Choose Dictation "On" and select "Enhanced Dictation"

e. Select the keyboard shortcut

f. The microphone on the left will start moving – speak until the computer recognizes your voice and cadence (the microphone levels will stop when this has occurred).

g. Open any document (pages or word) use the selected keyboard shortcut and start dictating

*Tips:

- ☐ Make sure you are in a quiet room or that you have a great headset with microphone in order for the computer to pick up your voice accurately.

- You will need to speak your punctuation. For example: the following sentence is typed how you would speak to the mac The student then started speaking to the mac period New paragraph The student was happy with the results period (when you say period or new paragraph the computer knows what to do).

- Please know you will still need to edit your work.

- https://support.apple.com/en-us/HT202584 (This is a great tutorial)