

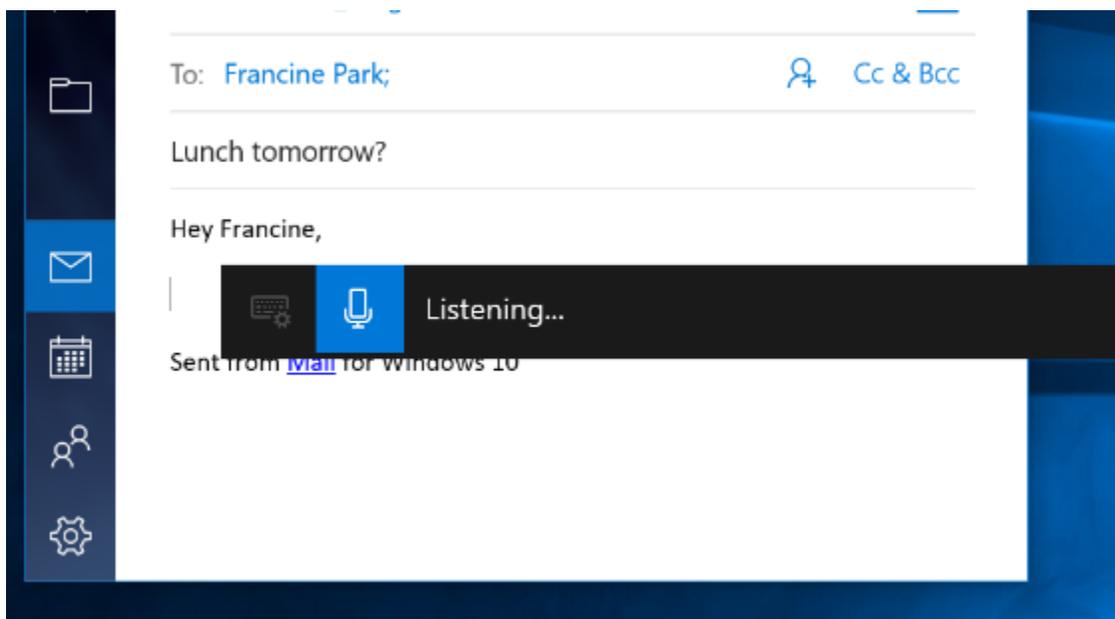
A Guide of How to Enable the Speech Recognition on Windows, Mac, or Chrome Operating Systems

Windows OS Instructions:

Starting With Dictation:

Use dictation to convert spoken words into text anywhere on your PC with Windows 10. Dictation uses speech recognition, which is built into Windows 10, so there is nothing you need to download and install to use it.

To start dictating, select a text field and press the **Windows logo key + H** to open the dictation toolbar. Then say whatever is on your mind. To stop dictating at any time while you are dictating, say “Stop dictation.”



If you are using a tablet or a touchscreen, tap the **microphone button** on the touch keyboard to start dictating. Tap it again to stop dictation or say, "Stop dictation."

To find out more about speech recognition, read [Use voice recognition in Windows 10](#). To learn how to set up your microphone, read [How to set up and test microphones in Windows 10](#).

To use dictation, your PC needs to be connected to the internet.

Dictation commands

Use dictation commands to tell you PC what to do, like “delete that” or “select the previous word.”

The following table tells you what you can say. If a word or phrase is in **bold**, it is an example. Replace it with similar words to get the result you want.

To do this	Say
Clear a selection	Clear selection; unselect that
Delete the most recent dictation result or currently selected text	Delete that; strike that
Delete a unit of text, such as the current word	Delete word

To do this**Say**

Move the cursor to the first character after a specified word or phrase

Go after that; move after **word**; go to the end of **paragraph**; move to the end of that

Move the cursor to the end of a unit of text

Go after **word**; move after **word**; go to the end of that; move to the end of **paragraph**

Move the cursor backward by a unit of text

Move back to the previous **word**; go up to the previous **paragraph**

Move the cursor to the first character before a specified word or phrase

Go to the start of the **word**

Move the cursor to the start of a text unit

Go before that; move to the start of that

Move the cursor forward to the next unit of text

Move forward to the **nextword**; go down to the **nextparagraph**

Moves the cursor to the end of a text unit

Move to the end of the **word**; go to the end of the **paragraph**

To do this	Say
Enter one of the following keys: Tab, Enter, End, Home, Page up, Page down, Backspace, Delete	Tap Enter ; press Backspace
Select a specific word or phrase	Select word
Select the most recent dictation result	Select that
Select a unit of text	Select the nextthree words ; select the previous two paragraphs
Turn spelling mode on and off	Start spelling; stop spelling

Dictating letters, numbers, punctuation, and symbols:

You can dictate most numbers and punctuation by saying the number or punctuation character. To dictate letters and symbols, say "start spelling." Then say the symbol or letter or use the ICAO phonetic alphabet.

To dictate an uppercase letter, say “uppercase” before the letter. For example, “uppercase A” or “uppercase alpha.” When you are done, say “stop spelling.”

Here are the punctuation characters and symbols you can dictate.

To insert **Say**

this

@ at symbol; at sign

Pound symbol; pound sign; number symbol; number sign; hash symbol;
hash sign; hashtag symbol; hashtag sign; sharp symbol; sharp sign

\$ Dollar symbol; dollar sign; dollars symbol; dollars sign

% Percent symbol; percent sign

^ Caret

& And symbol; and sign; ampersand symbol; ampersand sign

* Asterisk; times; star

(Open paren; left paren; open parenthesis; left paren

) Close paren; right paren; close parenthesis; right parenthesis

_ Underscore

- Hyphen; dash; minus sign

To insert **Say**

this

~

Tilde

\

Backslash; whack

/

Forward slash; divided by

,

Comma

.

Period; dot; decimal; point

;

Semicolon

'

Apostrophe; open single quote; begin single quote; close single quote;
close single quote; end single quote

=

Equal symbol; equal sign; equals symbol; equal sign

(space)

Space

|

Pipe

:

Colon

To insert **Say**

this

?	Question mark; question symbol
[Open bracket; open square bracket; left bracket; left square bracket
]	Close bracket; close square bracket; right bracket; right square bracket
{	Open curly brace; open curly bracket; left curly brace; left curly bracket
}	Close curly brace; close curly bracket; right curly brace; right curly bracket
+	Plus symbol; plus sign
<	Open angle bracket; open less than; left angle bracket; left less than
>	Close angle bracket; close greater than; right angle bracket; right greater than
"	Open quotes; begin quotes; close quotes; end quotes; open double quotes; begin double quotes; close double quotes; end double quotes

For more information, please visit the link down below:

<https://support.microsoft.com/en-us/windows/use-dictation-to-talk-instead-of-type-on-your-pc-fec94565-c4bd-329d-e59a-af033fa5689f#:~:text=Dictation%20uses%20speech%20recognition%2C%20which,say%20whatever's%20on%20your%20mind.>

Mac Os Instructions:

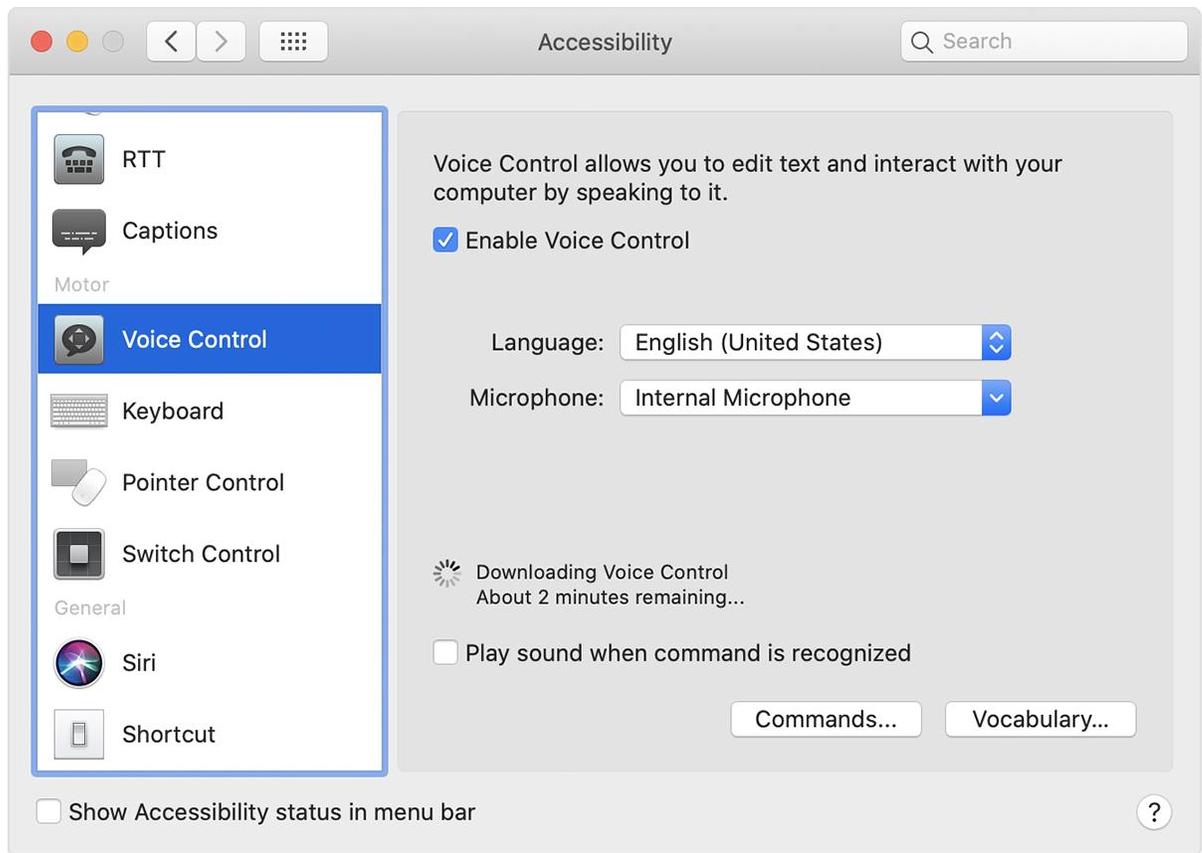
With Voice Control, you can navigate and interact with your Mac using only your voice instead of a traditional input device.

macOS Catalina introduces Voice Control, a new way to fully control your Mac entirely with your voice. Voice Control uses the Siri speech-recognition engine to improve on the Enhanced Dictation feature available in earlier versions of macOS.¹

How to turn on Voice Control

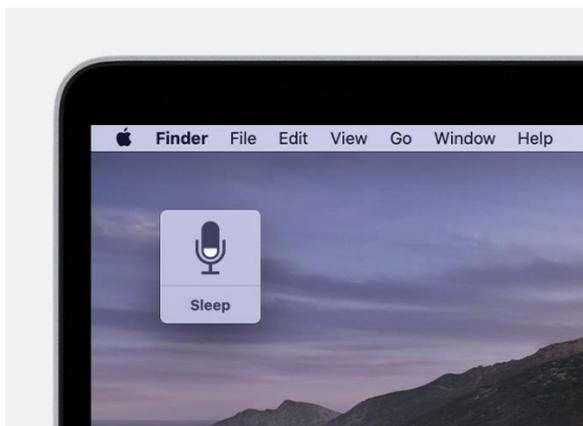
After upgrading to [macOS Catalina](#), follow these steps to turn on Voice Control:

1. Choose Apple menu, System Preferences, then click Accessibility.
2. Click Voice Control in the sidebar.
3. Select Enable Voice Control. When you turn on Voice Control for the first time, your Mac completes a one-time download from Apple.²



Voice Control preferences:

When Voice Control is enabled, you see an onscreen microphone representing the mic selected in Voice Control preferences.



To pause Voice Control and stop it from listening, say "Go to sleep" or click Sleep. To resume Voice Control, say or click "Wake up."

How to use Voice Control

Get to know Voice Control by reviewing the list of voice commands available to you: Say "Show commands" or "Show me what I can say." The list varies based on context, and you may discover variations not listed. To make it easier to know whether Voice Control heard your phrase as a command, you can select "Play sound when command is recognized" in Voice Control preferences.

Basic navigation

Voice Control recognizes the names of many apps, labels, controls, and other onscreen items, so you can navigate by combining those names with certain commands. Here are some examples:

- Open Pages: "Open Pages." Then create a new document: "Click New Document." Then choose one of the letter templates: "Click Letter. Click Classic Letter." Then save your document: "Save document."
- Start a new message in Mail: "Click New Message." Then address it: "John Appleseed."

- Turn on [Dark Mode](#): "Open System Preferences. Click General. Click Dark." Then quit System Preferences: "Quit System Preferences" or "Close window."
- Restart your Mac: "Click Apple menu. Click Restart" (or use the [number overlay](#) and say "Click 8").

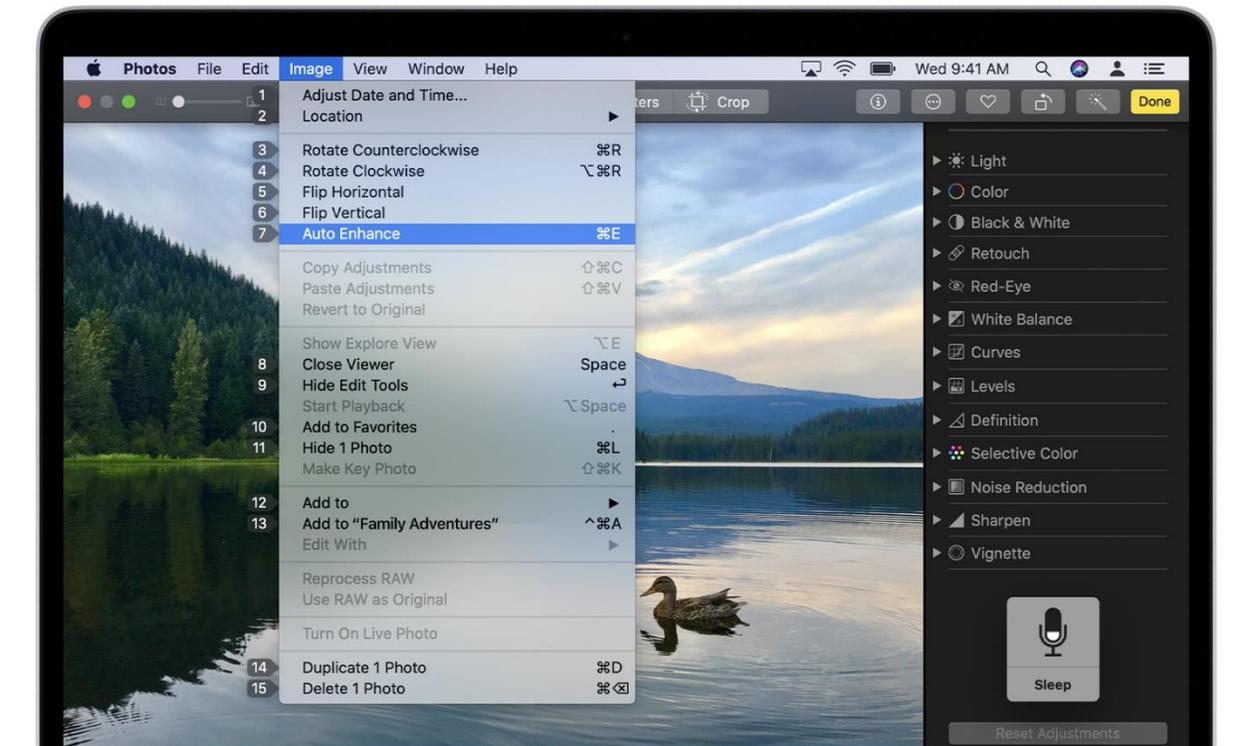
You can also [create your own voice commands](#).

Number overlays

Use number overlays to quickly interact with parts of the screen that Voice Control recognizes as clickable, such as menus, checkboxes, and buttons. To turn on number overlays, say "Show numbers." Then just say a number to click it.

Number overlays make it easy to interact with complex interfaces, such as web pages. For example, in your web browser you could say "Search for Apple stores near me." Then use the number overlay to choose one of the results: "Show numbers. Click 64." (If the name of the link is unique, you might also be able to click it without overlays by saying "Click" and the name of the link.)

Voice Control automatically shows numbers in menus and wherever you need to distinguish between items that have the same name.



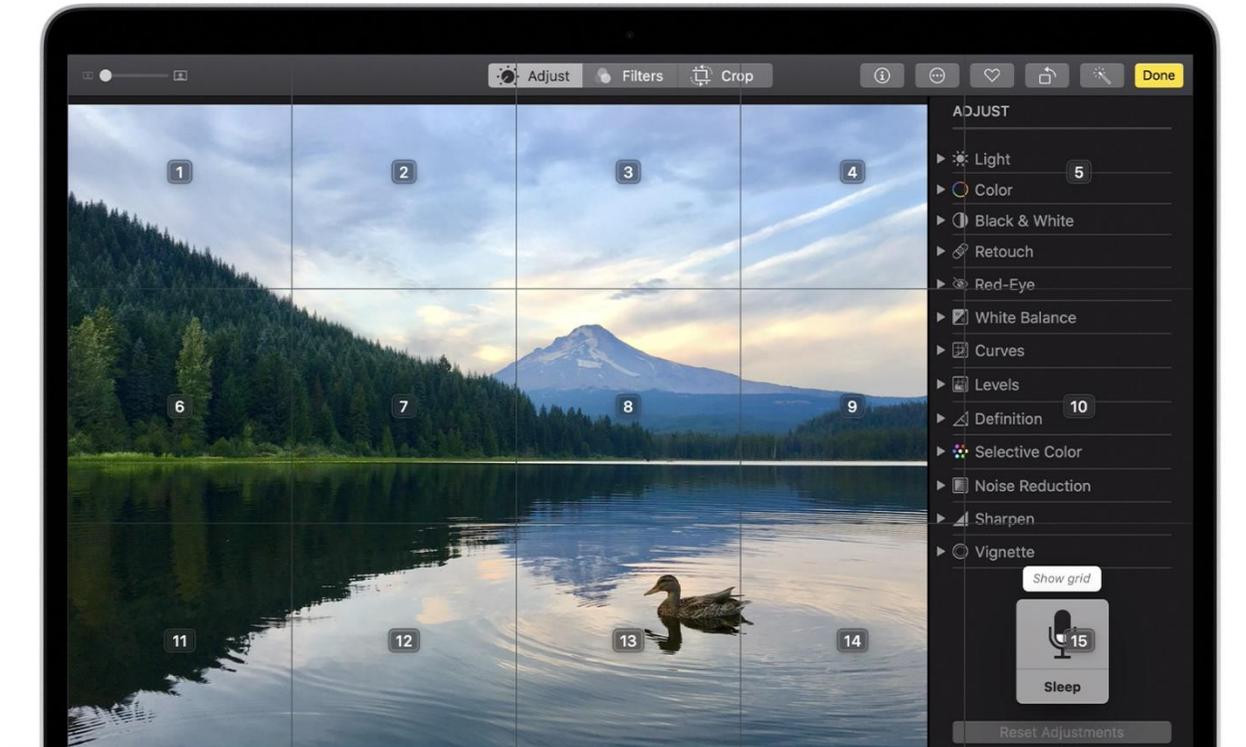
Grid overlays

Use grid overlays to interact with parts of the screen that don't have a control, or that Voice Control doesn't recognize as clickable.

Say "Show grid" to show a numbered grid on your screen, or "Show window grid" to limit the grid to the active window. Say a grid number to subdivide that area of the grid, and repeat as needed to continue refining your selection.

To click the item behind a grid number, say "Click" and the number. Or say "Zoom" and the number to zoom in on that area of the grid, then automatically hide the grid. You can also use grid numbers to drag a selected item from one area of the grid to another: "Drag 3 to 14."

To hide grid numbers, say "Hide numbers." To hide both numbers and grid, say "Hide grid."



Dictation

When the cursor is in a document, email message, text message, or other text field, you can dictate continuously. Dictation converts your spoken words into text.

- To enter a punctuation mark, symbol, or emoji, just speak its name, such as "question mark" or "percent sign" or "happy emoji." These may vary by language or dialect.

- To move around and select text, you can use commands like "Move up two sentences" or "Move forward one paragraph" or "Select previous word" or "Select next paragraph."
- To format text, try "Bold that" or "Capitalize that," for example. Say "numeral" to format your next phrase as a number.
- To delete text, you can choose from many delete commands. For example, say "delete that" and Voice Control knows to delete what you just typed. Or say "Delete all" to delete everything and start over.

Voice Control understands contextual cues, so you can seamlessly transition between text dictation and commands. For example, to dictate and then send a birthday greeting in Messages, you could say "Happy Birthday. Click Send." Or to replace a phrase, say "Replace *I'm almost there* with *I just arrived.*"

You can also [create your own vocabulary](#) for use with dictation.

Create your own voice commands

1. Open Voice Control preferences, such as by saying "Open Voice Control preferences."
2. Click Commands or say "Click Commands." The complete list of all commands opens.

3. To add a new command, click the add button (+) or say "Click add." Then configure these options to define the command:

- *When I say:* Enter the word or phrase that you want to be able to speak to perform the action.
- *While using:* Choose whether your Mac performs the action only when you're using a particular app.
- *Perform:* Choose the action to perform. You can open a Finder item, open a URL, paste text, paste data from the clipboard, press a keyboard shortcut, select a menu item, or run an Automator workflow.

4. Use the checkboxes to turn commands on or off. You can also select a command to find out whether other phrases work with that command. For example, "Undo that" works with several phrases, including "Undo this" and "Scratch that."

To quickly add a new command, you can say "Make this speakable." Voice Control will help you configure the new command based on the context. For example, if you speak this command while a menu item is selected, Voice Control helps you make a command for choosing that menu item.

Create your own dictation vocabulary.

1. Open Voice Control preferences, such as by saying "Open Voice Control preferences."
2. Click Vocabulary, or say "Click Vocabulary."
3. Click the add button (+) or say "Click add."
4. Type a new word or phrase as you want it to be entered when spoken.

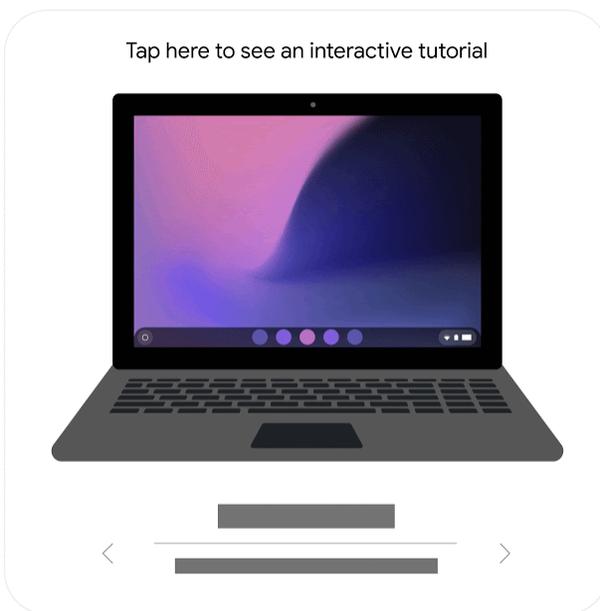
For more information, please visit the link down below:

<https://support.apple.com/en-us/HT210539>

Chrome OS Instructions:

Turn on Chromebook accessibility features:

You can make your Chromebook easier to use by turning on accessibility features that work best for your needs.



Step 1: Find accessibility features.

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.

- Optional: To have quick access to accessibility features, turn on Always show accessibility options in the system menu.

Step 2: Turn on a feature.

Choose the accessibility features you'd like to use:

- Text-to-speech: Turn on the [screen reader](#) or [Select-to-speak](#).
- Display: Turn on high contrast mode or [screen magnifier](#), or [change screen resolution](#) or text size.
- Keyboard: Turn on [sticky keys](#), [on-screen keyboard](#), keyboard focus highlighting, keyboard repeat rate, or word prediction. [Learn how to type with your voice](#).
- Mouse and touchpad: Turn on [navigation buttons in tablet mode](#), [automatic clicking](#), [tap dragging](#), cursor highlighting, or change the cursor's size or color.
- Audio: Play all sounds together through all speakers or play sound on startup.

Type text with your voice:

You can speak to enter text in most places where you usually type. You can even add common punctuation marks by saying "comma," "period," "question mark," "exclamation mark," or "exclamation point."

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Keyboard and text input," turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak . You can also press Search  + d. Or press Launcher  + d.
8. Say what you want to type.

Tap and drag your finger to move objects:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .

3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Mouse and touchpad," select Open mouse and touchpad device settings.
6. Turn on Enable tap dragging.

To use tap-to-select, double-tap the object and hold, then drag it to move.

Use keyboard shortcuts one key at a time:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. To perform keyboard shortcuts by entering them sequentially, under "Keyboard," turn on Enable sticky keys.

To use sticky keys, press Search , Launcher , Shift, Alt, or Ctrl, whichever key starts the keyboard shortcut.

- To keep a key pressed until you finish the keyboard shortcut, press the key twice.

- To unpress a key, press it a third time.

Use buttons to navigate in tablet mode:

You can use buttons instead of gestures to switch between apps and interact with your Chromebook in tablet mode. [Learn how to change from laptop to tablet mode.](#)

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Mouse and touchpad," turn on Show navigation buttons.
6. At the bottom, the buttons will appear.
 - To go back to the previous screen, on the bottom left, select Back .
 - To go to your Home screen, on the bottom left, select the Launcher 
. Or press Alt + Shift + L.
 - To view all your open app windows, on the bottom right, select Show windows .

For more information, please visit the link down below:

<https://support.google.com/chromebook/answer/177893?hl=en#zippy=%2Ctype-text-with-your-voice%2Ctap-and-drag-your-finger-to-move-objects%2Cuse-keyboard-shortcuts-one-key-at-a-time%2Cuse-buttons-to-navigate-in-tablet-mode>