

How To...

Dictation or Speech to Text

v1

Oct. 3, 2022

Summation:

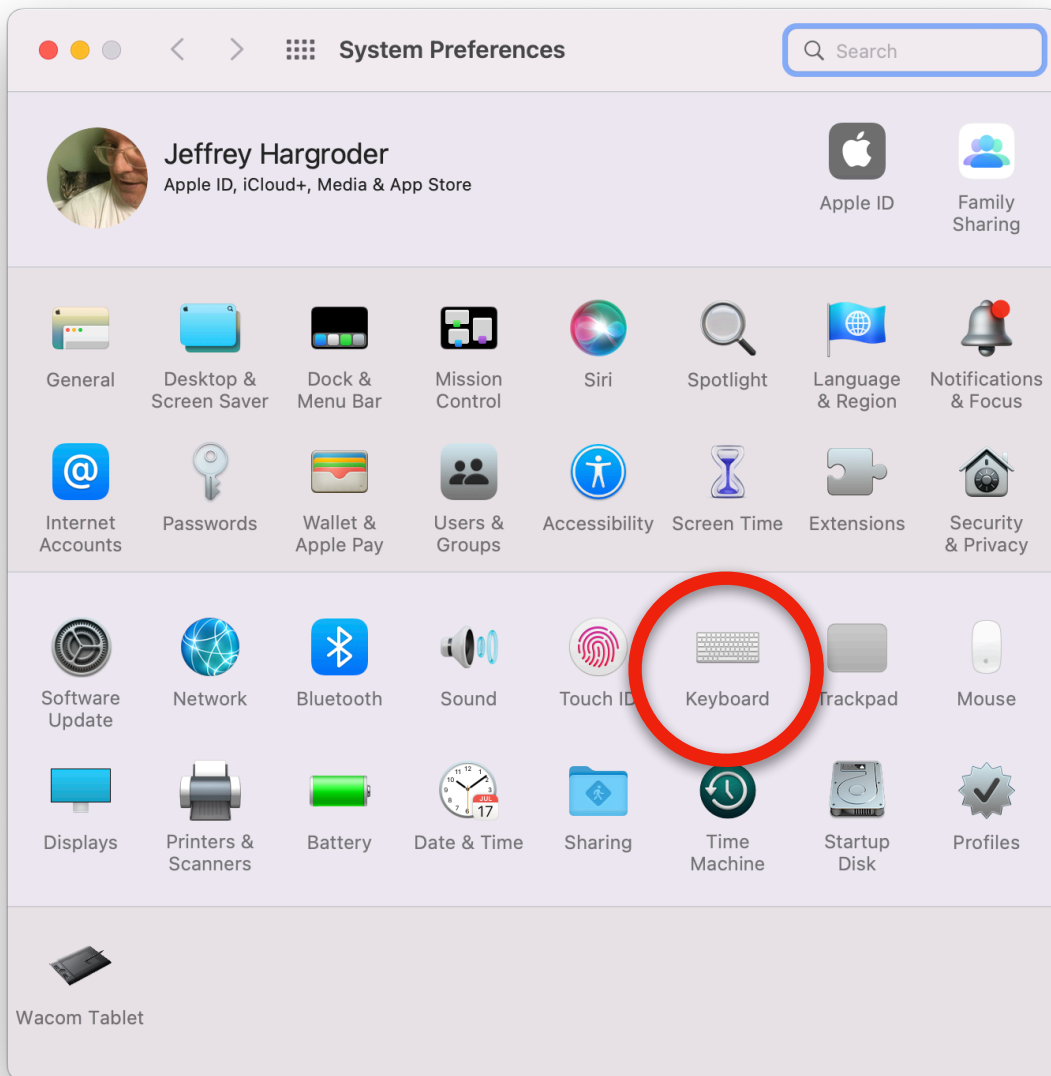
Today we learn how to activate Speech to Text or Dictation. I had a teacher stop by my office and ask if it was okay to load a Dictation program onto her laptop. I thought for a second and recalled knowing that for quite a while now, the MacOS had speech to text or dictation built in. Today's How To is using Monterey OS or 12.6 (check your About This Mac menu to check your system). Dictation has come a long way and gets more sophisticated with each OS version but it has not gotten to the point where it picks up grammatical punctuation, at all; in other words, you have to say Comma or Period to have the grammar properly done. Okay, let's get started.

01) - Login into your Apple laptop or desktop.

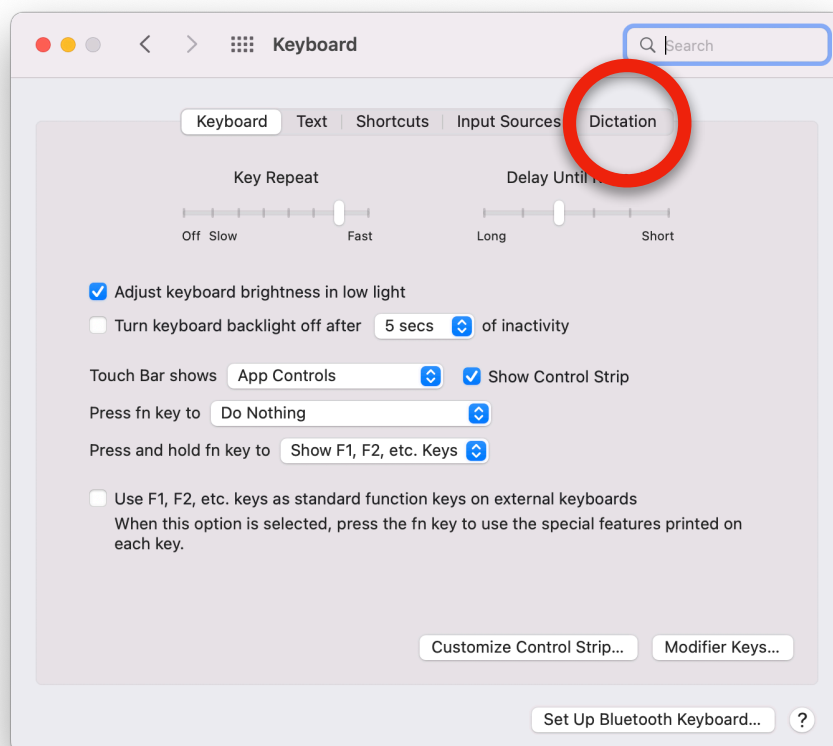
02) - Open up **System Preferences**, which should always be located on your Dock, at the bottom of the screen. Look to the icon below for reference.



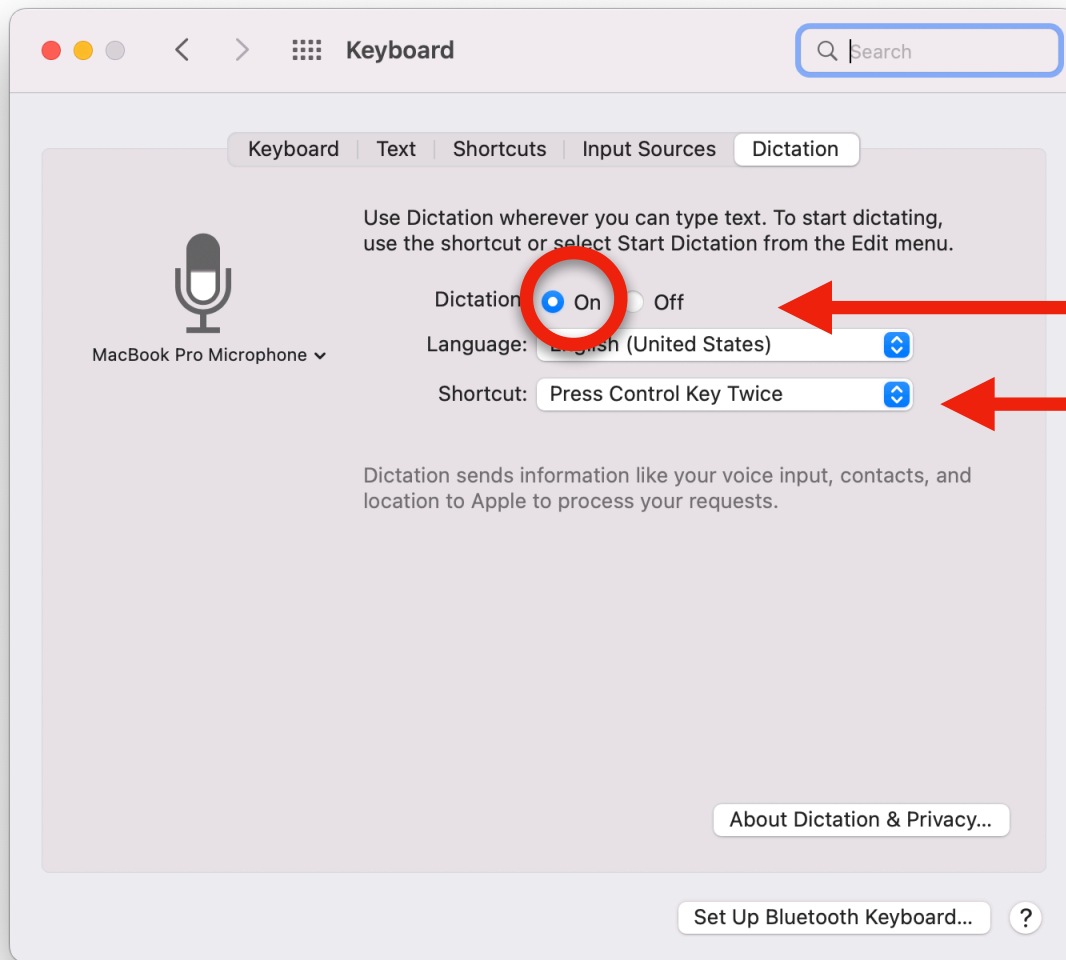
03) - At the **System Preferences** app, look for the Keyboard button. And I say button because to access you would just click once. See image below with the **RED** circle.



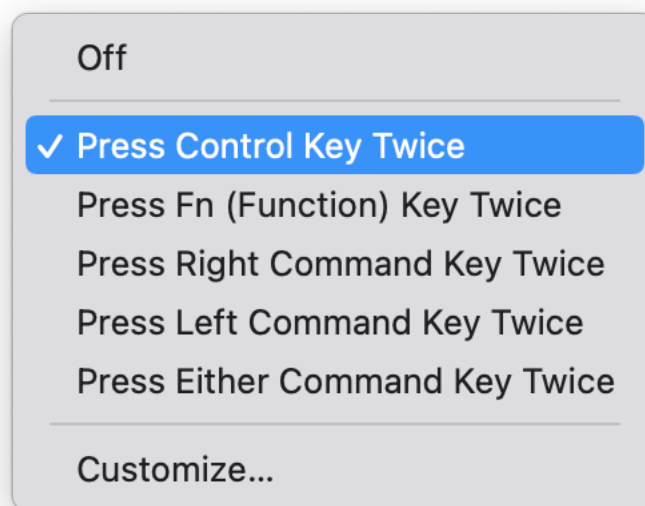
04) - From the **Keyboard** screen, click on the **Dictation** tab.



05) - Inside the **Dictation** tab you will tap the “On” radio button.

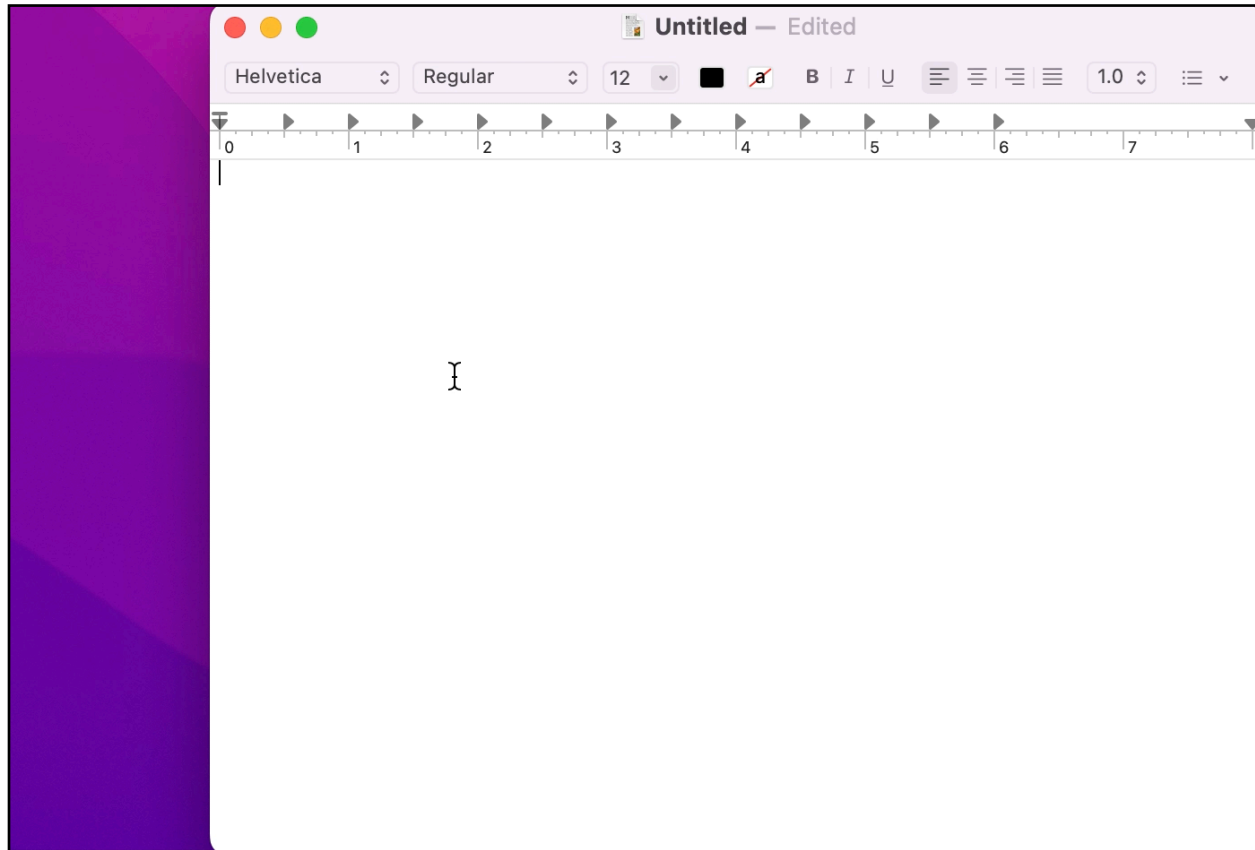


06) - Under the **Shortcut** drop down menu, select the first choice, “Press Control Key Twice”. This will be how you activate and deactivate Dictation on your device.



07) - Open any word processor like: TextEdit, Pages or Word, and activate. Remember you have to say comma, period, semicolon, etc., for all the punctuation marks to be put in place.

See the movie below for a visual demonstration (double tap with Pages download or see on How To page in your browser).



Additional Information (from Apple Support)

To insert a punctuation mark or perform simple formatting tasks, do any of the following:

Say the name of the punctuation mark, such as “exclamation mark.”

Say “new line” (equivalent to pressing the Return key once) or “new paragraph” (equivalent to pressing the Return key twice). After you say “new line,” the dictated text appears when you’re done dictating.

For a list of the commands you can use while dictating, see [Commands for dictating text](#).

If you set up keyboard dictation for multiple languages and want to switch languages as you dictate, click the language in the feedback window, then choose the language you want.

For information about setting up keyboard dictation for multiple languages, see [Turn on keyboard dictation](#).