

## Using Dictation

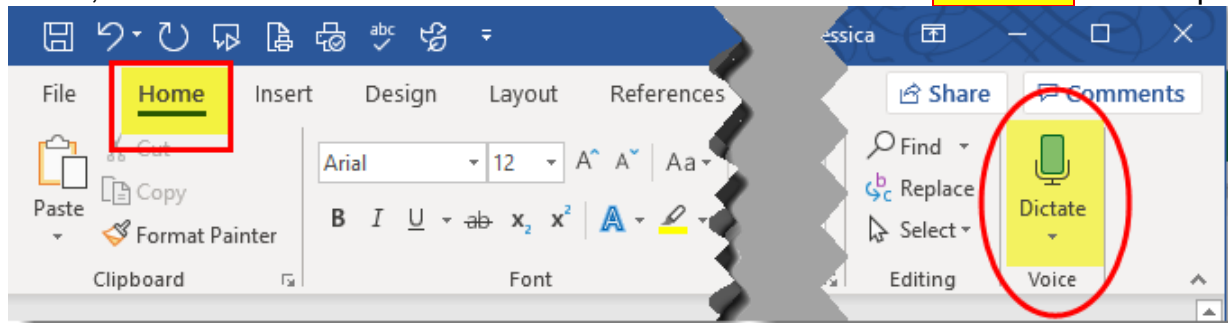
Dictation is easily available in many applications on the computer, online and on iPads.



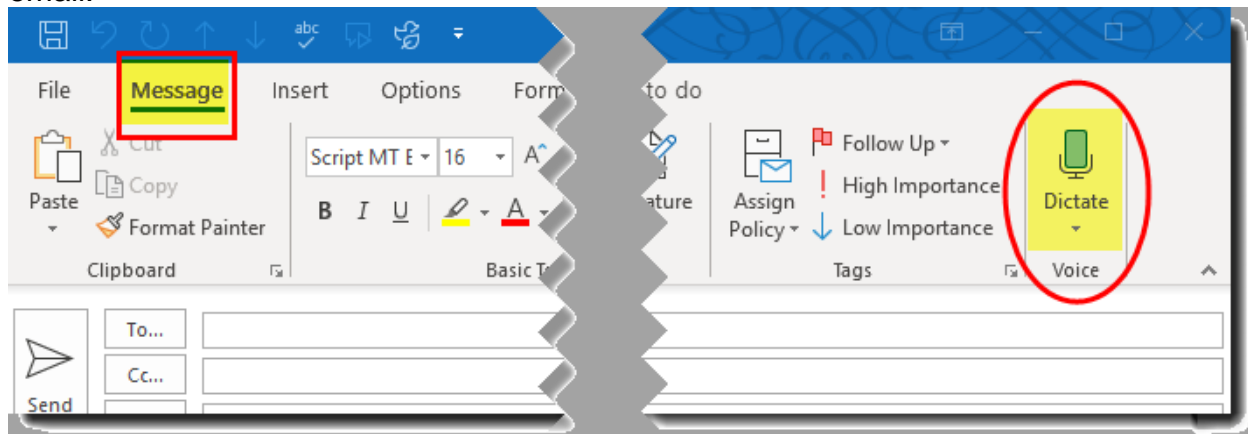
The Microphone is very important to the accuracy of Dictation.  
If you are using an iPad, the built-in microphone will do an excellent job.  
If you are using a computer, you will need a high-quality headset microphone.  
Let us know if you need a mic or have questions about one you already have.

MS Office Applications, **Word**, **OneNote**, **Power Point** and **Outlook** all have **Dictation**. (full PC versions **and** Online versions)

**Word**, **OneNote** and **Power Point** have the Dictate button in the **Home tab** of the Options Ribbon.



In Outlook the Dictate button is in the **Message tab** of a new email or when you reply or forward an email.

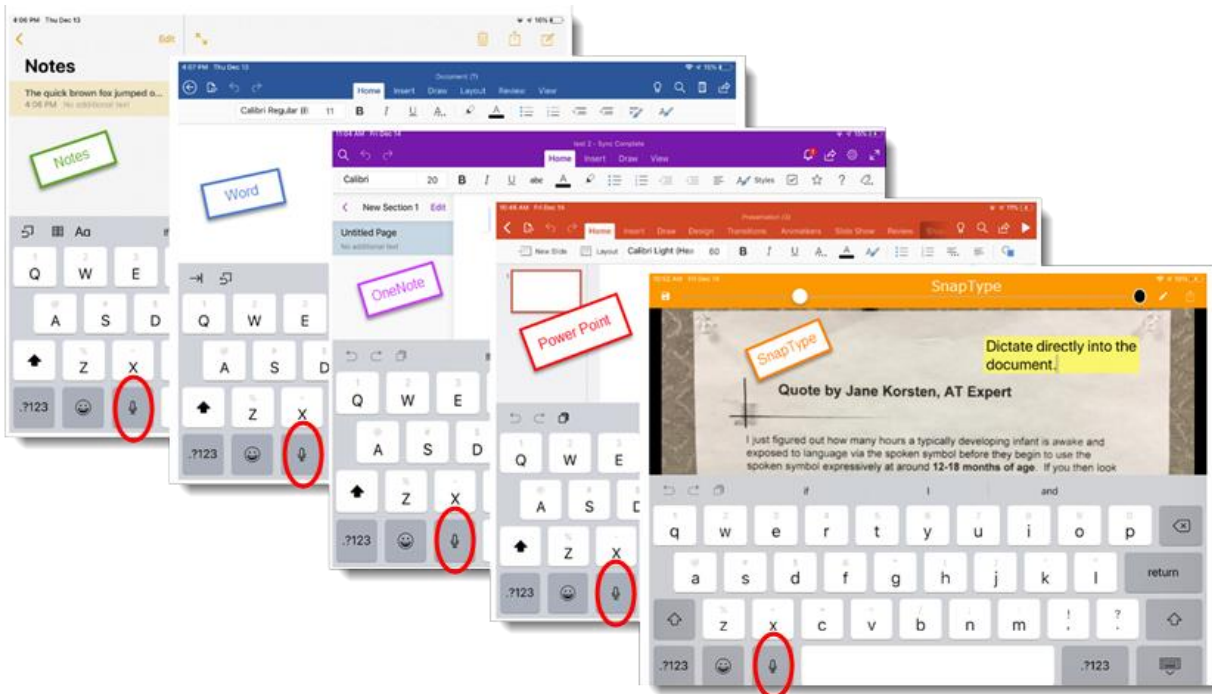
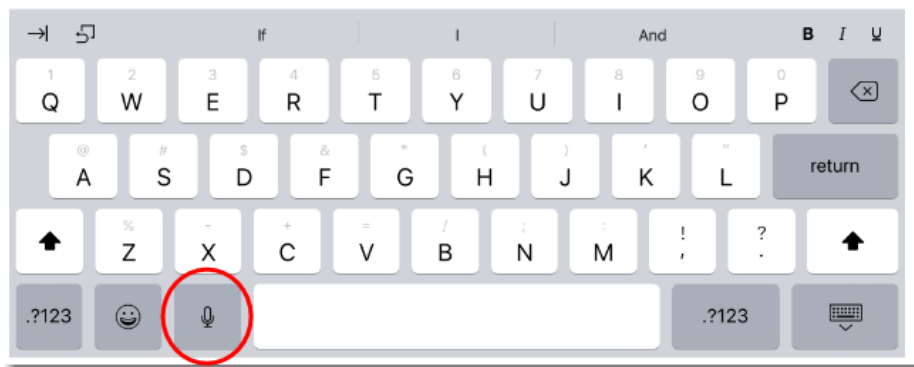


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### iPad

Dictation on an iPad is available through the onscreen keyboard. Mobil Apps that use the onscreen keyboard should also work with Dictation. The built-in microphone works very well.

Mobile apps such as Notes, **Word**, **OneNote**, **Power Point**, **SnapType**, Email and **Calendar** all work well with Dictation.



Just touch into the documents which will open the onscreen keyboard. Touch the microphone button and begin speaking. Touch the auto bar to stop recording and reopen the onscreen keyboard.



## Using Dictation

What to do if the **Dictation button is not displayed** in the PC version of **Word, OneNote, PowerPoint or Outlook**.

It can be added in by following these steps.

1. **Right click** in a blank area of the Options Ribbon.
2. Choose **Customize the Ribbon**
3. Highlight **Home**
4. **New Group**
5. Highlight **New Group (Custom)**
6. Change dropdown to **All Commands**
7. Scroll down to **Dictation Menu** and highlight it.
8. **Add**
9. **OK**

The Dictation button should now be available.

