

Windows Voice Typing

Introduction

Students may benefit from using speech-to-text tools. Windows Voice Typing is built-in, easy to access and free.

Learning Objectives

This tutorial will give you experience using:

- Speech-to-text using Windows Voice Typing
- Enabling auto-punctuation

This tutorial assumes that:

- The student is working on a Windows-based computer.
- You have access to a headset with a build-in microphone.



Windows Voice Typing

Step	Instruction	Visual Depiction
1	Dictation accuracy is improved by wearing a headset with a built-in microphone.	
	Windows Voice Typing allows speech-to-text anywhere text is possible. To activate Voice Typing, press the Windows and H keys to launch Voice Typing.	
2	If you would like the Voice Launcher to be visible any time text is possible, open settings and enable Voice Typing Launcher.	×

access voice typing when you're in a text box.

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°, Auto punctuation

& Give feedback



Step Instruction

3 Auto punctuation can be enabled or disabled in the same window.

Visual Depiction

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Voice typing launcher
The voice typing launcher lets you quickly access voice typing when you're in a text box.
°• Auto punctuation
ဗိ ^{ြာ} Give feedback
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Windows Predictive Text

Step Instruction

1 To enable predictive text, first type 'Typing' in the Windows Search bar.

> Enable both 'Show text Suggestions when typing on the physical keyboard' and 'Multilingual text suggestions.' Now, when you are typing, predictive text appears.

Click on a word if you wish to send it to the document.

Visual Depiction

