

# 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
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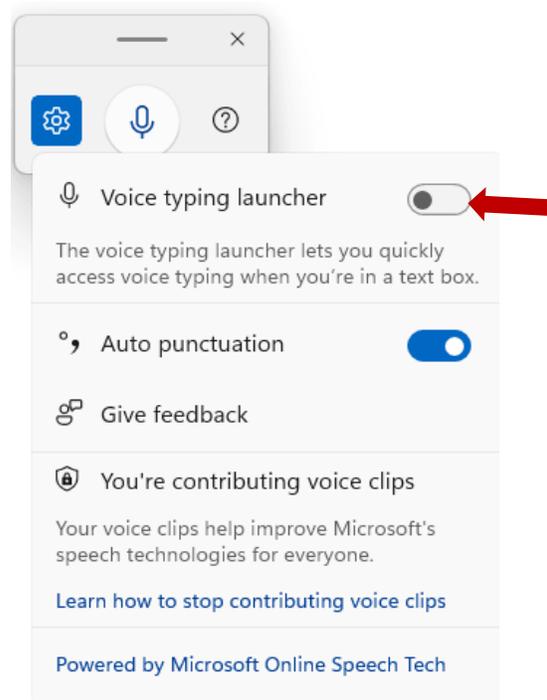
1	Dictation accuracy is improved by wearing a headset with a built-in microphone.	
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Windows Voice Typing allows speech-to-text anywhere text is possible.

To activate Voice Typing, press the Windows and H keys to launch Voice Typing.

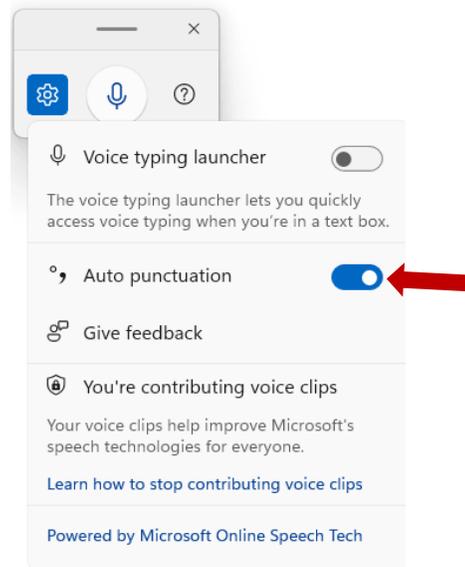


2	If you would like the Voice Launcher to be visible any time text is possible, open settings and enable Voice Typing Launcher.	
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Step Instruction Visual Depiction

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



## Windows Predictive Text

Step Instruction Visual Depiction

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.

