SET▶BC

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Read & Write for Chrome – Speech Input

Introduction

Speech input is a tool within Read & Write for Chrome that allows you to use your voice to input text instead of typing it on a keyboard. This tool is only available when using Google Docs.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Activate the speech input feature in Read & Write for Google
- Input words using your voice
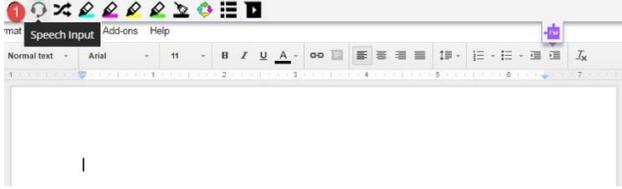- Use commands with speech input

This tutorial assumes:

- that you are using the Google Chrome browser on a Windows, Mac or Chromebook computer and NOT a tablet.
- that you have installed the Read & Write extension for Google Chrome. For a tutorial on installing Read & Write click here.
- that you have access to the premium features. Click here to find out how.
- that you are connected to the internet.

Case Study

Gwendolyn is a student who has poor motor control and consequently her writing is difficult to read and she becomes tired easily when writing. Using speech input, she is able to dictate her thoughts in rough form and then correct it afterwards with the keyboard.

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Using speech input in Read & Write for Chrome

1	**Create** a new document in Google Docs using the Google Chrome web browser. **Ensure** that the Read & Write Chrome extension is running. If the extension is active, a purple icon will appear in the top right hand corner of the Chrome window (1). **Click** on the icon (2) to activate the Read & Write toolbar (3).	
2	**Activate** the word prediction tool by clicking on the icon in the tool bar (1). The tool will be underlined in blue to show that it is active.	
3	An image of a red microphone will appear on the left hand side of the screen. This indicates that the program is listening and ready for speech input. **Speak** the desired word(s) out loud. The corresponding text will appear in the document (1). A list of commands such as punctuation and insertions can be found here (2).	