

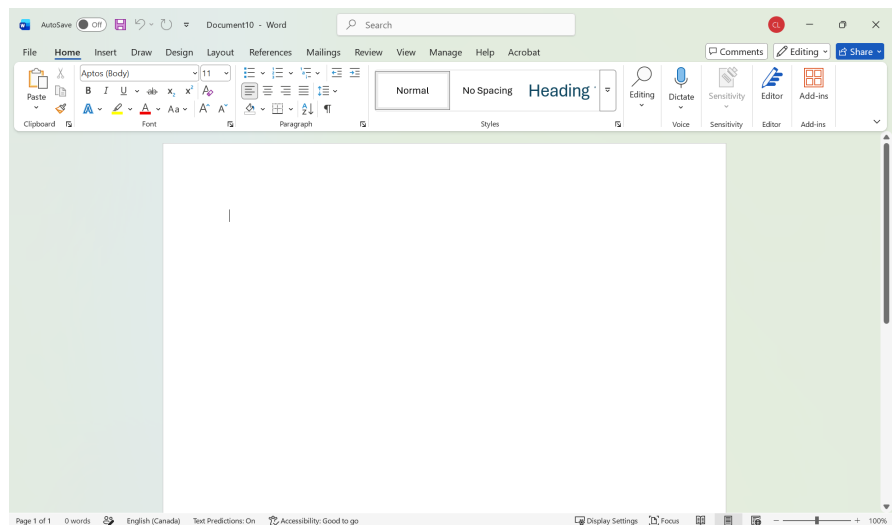
Speech-to-Text (Windows)

Introduction

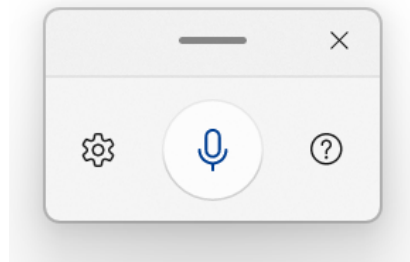
Speech-to-text is a tool that can help support learners when writing. This tool can support spelling, independence, and efficiency on writing tasks. The following depicts how to access Speech-to-Text on a Windows device.

Step	Instruction	Visual Depiction
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| 1 | On your Windows device, open Microsoft Word. | |
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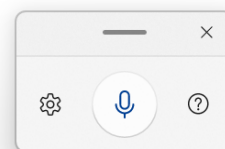
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| 2 | Press “Windows” and “H” together to launch Voice Typing. The Voice Typing box will now pop up on the screen and will be ready to dictate. | |
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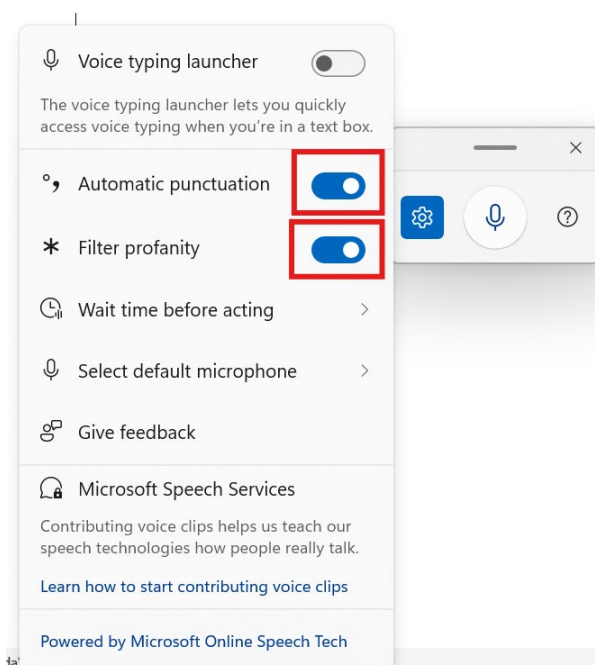
Step	Instruction	Visual Depiction
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- 3 As you speak, it will dictate the text.

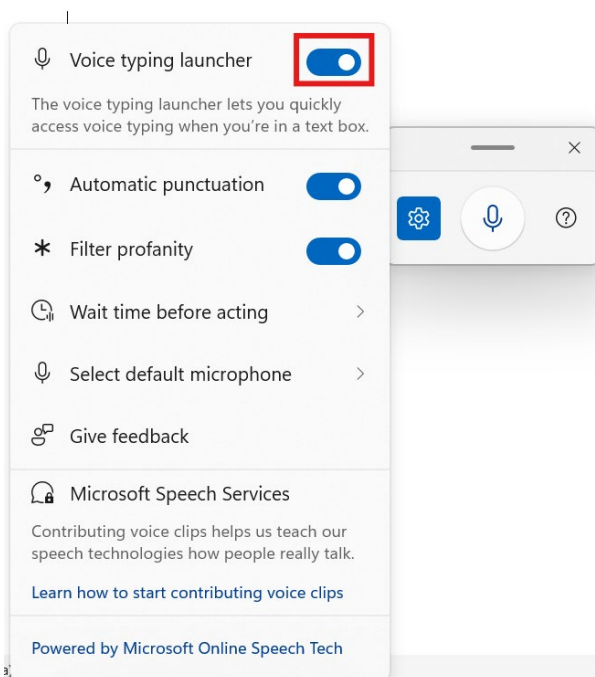
"I have a dog named Rosie. She likes to swim, play fetch, and go for walks."

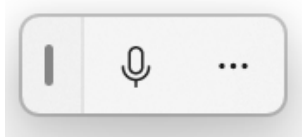


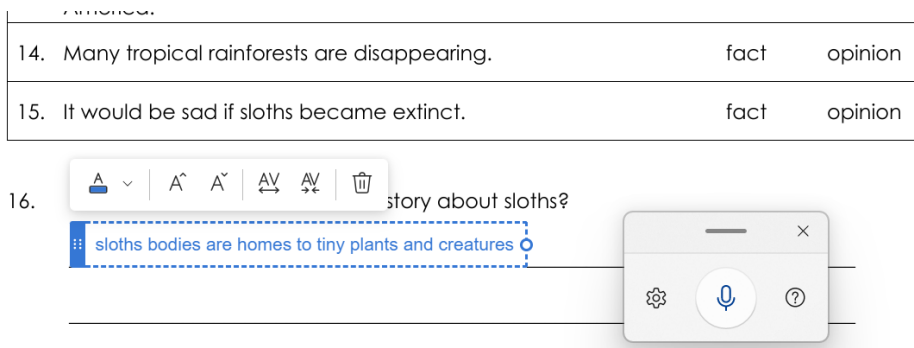
- 4 If you would like the Voice Typing to automatically punctuate, you can click on the settings and toggle that option on. There is also an option to filter profanity.



Step	Instruction	Visual Depiction
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| 5 | In the settings, you will also see an option to turn on the “Voice Launcher.” |  |
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| 6 | The “Voice Launcher” will now allow you to access Voice Typing more readily. You can also move this box around to different areas on the screen. |  |
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| 7 | You can also use Voice Typing in different applications that require text, such as emails or PDFs. |  |
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14.	Many tropical rainforests are disappearing.	fact	opinion
15.	It would be sad if sloths became extinct.	fact	opinion

16. sloths bodies are homes to tiny plants and creatures