



## Activate Dictation / Speech to Text on Macbook Air

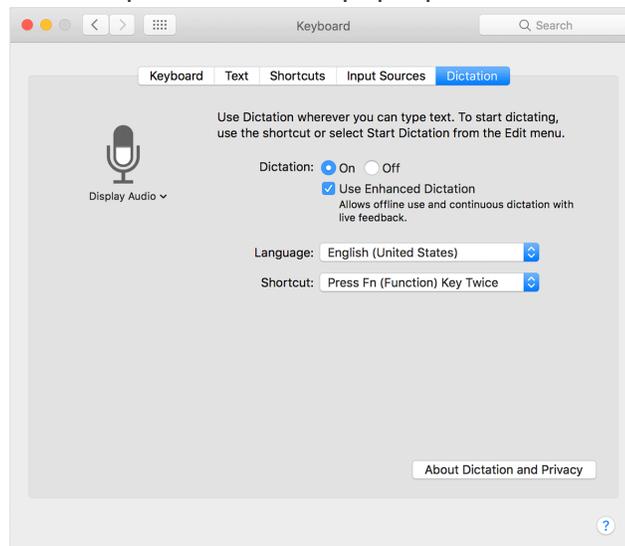
Use your voice to enter text on your Mac. The Dictation feature converts your spoken words into text.

Follow these steps to Set up Dictation...



Choose Apple menu (  ) > System Preferences, click Keyboard, then click Dictation. Turn on Dictation and choose from these Dictation options:

- Choose whether to use [Enhanced Dictation](#), which lets you use dictation when you're not connected to the Internet.
- Choose your language and dialect. Some languages, such as English, have multiple dialects.
- Choose the keyboard shortcut you will use to start dictating. By default, the shortcut is Fn (Function) key twice.
- Choose your preferred microphone from the pop-up menu below the microphone icon.

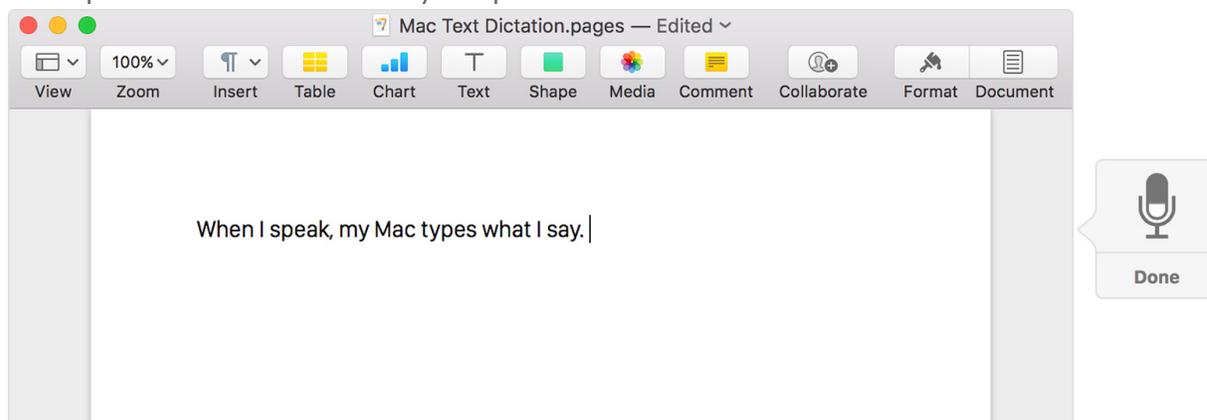


In macOS Sierra, you can [ask Siri](#) to “turn on Dictation” for you. Siri isn't the same as Dictation, but you can [ask Siri](#) to compose short messages, such as email and text messages.

## Use Dictation

1. Go to a document or other text field and place the insertion point where you want your dictated text to appear.
2. Press the keyboard shortcut for starting dictation, or choose Edit > Start Dictation. The default shortcut is Fn Fn (press the Fn key twice).

When your Mac is listening, it displays a microphone to the left or right of the page, aligned with the insertion point. If you turn on [advanced dictation commands](#), the microphone appears in the lower-right corner of your screen, and you can drag it to another position. When your Mac can hear you, the input meter inside the microphone rises and falls as you speak.



3. Speak the words that you want your Mac to type. Dictation learns the characteristics of your voice and adapts to your accent, so the more you use it, the better it understands you.
4. To stop dictating, click Done below the microphone icon, press Fn once, or switch to another window.

Speak the following words to enter punctuation or other characters. These may vary by language or dialect.

- apostrophe '
- open bracket [
- close bracket ]
- open parenthesis (
- close parenthesis )
- open brace {
- close brace }
- open angle bracket <
- close angle bracket >
- colon :
- comma ,
- dash -
- ellipsis ...
- exclamation mark !
- hyphen -
- period, point, dot, or full stop .
- question mark ?
- quote ”
- end quote ”
- begin single quote '
- end single quote '
- semicolon ;
- ampersand &
- asterisk \*
- at sign @
- backslash \
- forward slash /
- caret ^
- center dot ·
- large center dot •
- degree sign °
- hashtag or pound sign #
- percent sign %
- underscore \_
- vertical bar |
- dollar sign \$
- cent sign ¢
- pound sterling sign £
- euro sign €
- yen sign ¥
- cross-eyed laughing face XD
- frowny face :-(
- smiley face :-)
- winky face ;-)
- copyright sign ©
- registered sign ®
- trademark sign ™
- equals sign =
- greater than sign >
- less than sign <
- minus sign -
- multiplication sign x
- plus sign +

Speak these words to change text formatting:

- caps on (formats next phrase in title case)
- caps off (resumes default letter case)
- all caps (formats next word in ALL CAPS)
- all caps on (proceeds in ALL CAPS)
- all caps off (resumes default letter case)
- new line (adds line break)
- numeral (formats next phrase as number)
- roman numeral (formats next phrase as Roman numeral)
- new paragraph (adds paragraph break)
- no space on (formats next phrase without spaces)
- no space off (resumes default spacing)
- tab key (advances cursor to the next tab stop)

If you turned on Enhanced Dictation, you can also [use dictation commands](#) to bold, italicize, underline, select, copy, delete, undo, and perform other actions.

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## About Enhanced Dictation

Enhanced Dictation is available in OS X Mavericks v10.9 or later. With Enhanced Dictation:

- You can dictate continuously.
- You can dictate without being connected to the Internet.
- Your words might convert to text more quickly.
- You can [use dictation commands](#) to tell your Mac what to do.

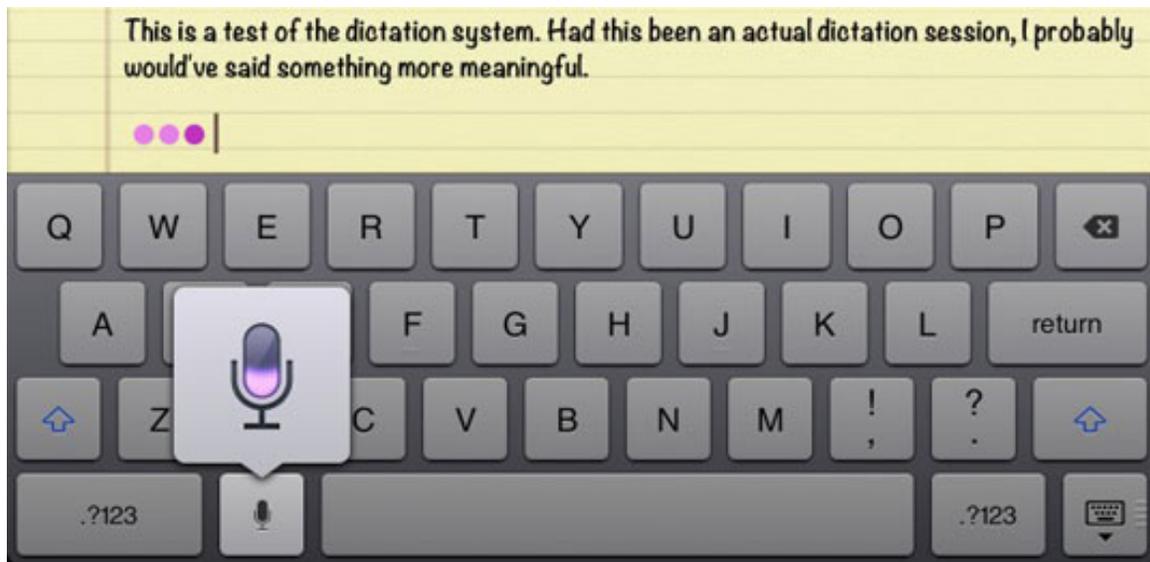
Without Enhanced Dictation, your spoken words and certain other data are [sent to Apple](#) to be converted into text and help your Mac understand what you mean. As a result, your Mac must be connected to the Internet, your words might not convert to text as quickly, and you can speak for no more than 40 seconds at a time (30 seconds in OS X Yosemite or earlier).

## Activate Dictation / Speech to Text on Ipad/Iphone

If you didn't enable Dictation when setting up your iPad, here's how to enable it now:

1. Tap Settings on your Home screen.
2. Tap General, then scroll down and tap Keyboard.
3. Tap the Dictation switch to turn it on.

When the feature is enabled, you can use Dictation instead of typing whenever the virtual keyboard appears on the screen. Just tap the microphone key on the keyboard and begin speaking when the microphone icon pops out of the key.



Tap anywhere on the screen to end the dictation. Your iPad cogitates for a moment, displaying a purple ellipsis (three dots) where your words will be in a few more seconds. Then your words magically appear.

Here are a couple of ways you can improve your Dictation experience:

- You can speak punctuation by saying it. So remember to say, "period," "question mark," or whatever at the end of your sentences. You can also insert commas, semicolons, dashes, and other punctuation by saying their names.
- The better your iPad hears you, the better your results will be. A wired headset with a microphone is great when you have a lot of ambient noise nearby. A Bluetooth headset may be better than the built-in microphone. If you use the iPad's built-in mic, make sure your fingers or case aren't covering it.