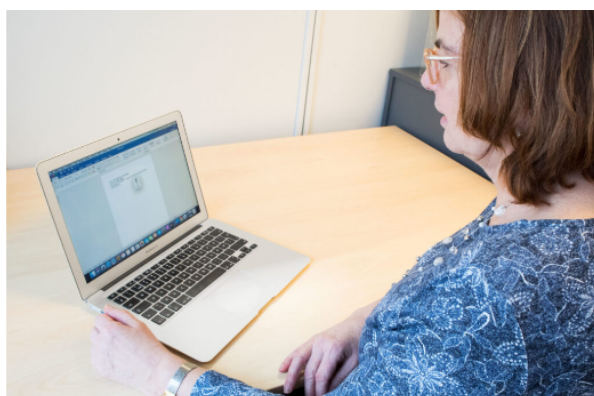


Smart tools – Better results

Speech to Text – Mac

These instructions are for macOS Monterey version 12.6.5 and were updated in the autumn of 2024.

Instead of typing, you can use your computer to turn your speech into text. Simply speak, and your Mac writes for you. This feature is called **Dictation**. On a Mac, you can use **Dictation** in various applications, including text documents, forms, and emails. It is available in any program where you can type.

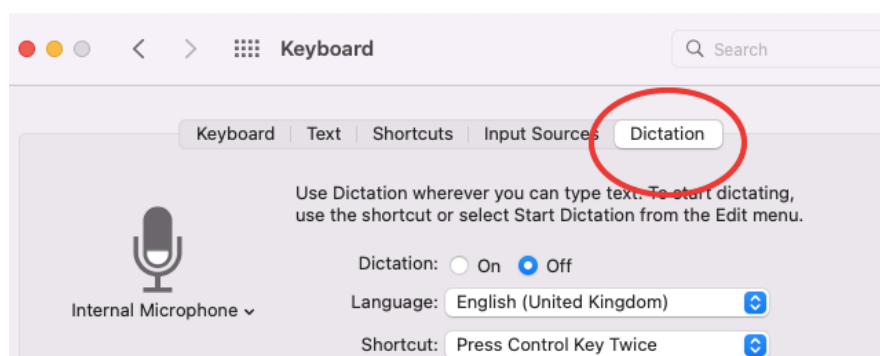
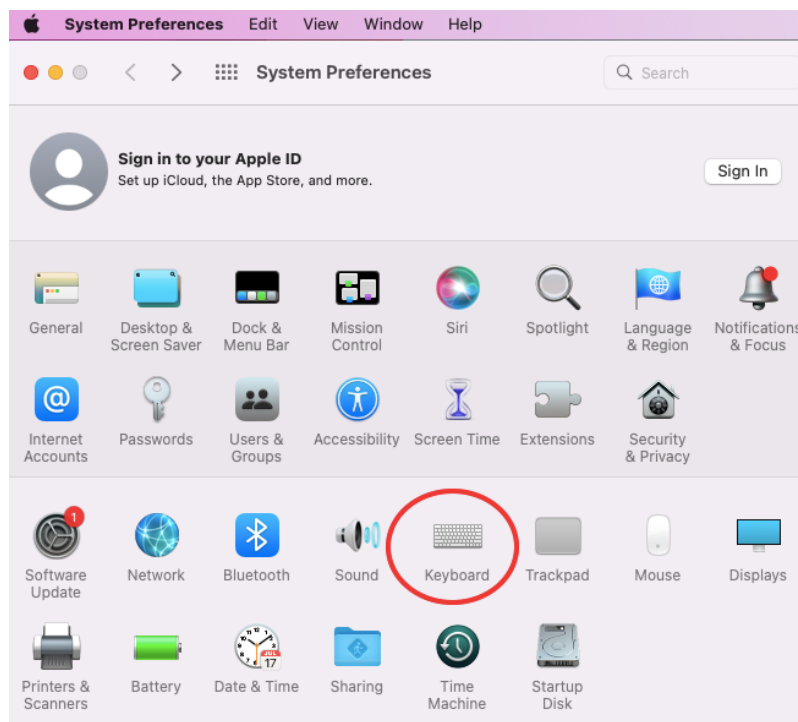
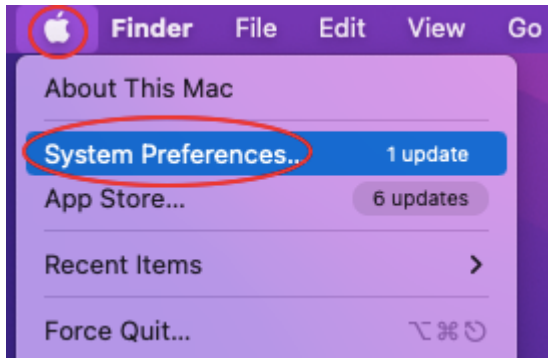


Tips Before You Start

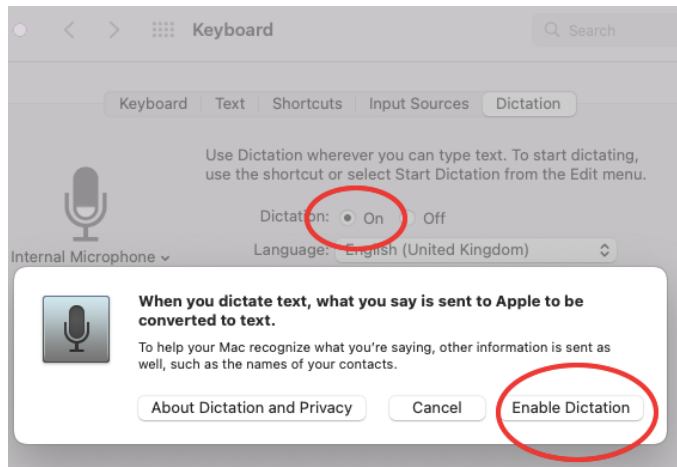
- Plan your speech: Think about what you want to say before you start.
- Speak clearly: Use calm and clear voice.
- Punctuation and commands: You can dictate punctuation (e.g. periods, question marks) and commands (e.g. new lines) or type them manually.
- Review your text: After dictation, you can listen to the text to ensure it is correct.

Getting Started with Dictation

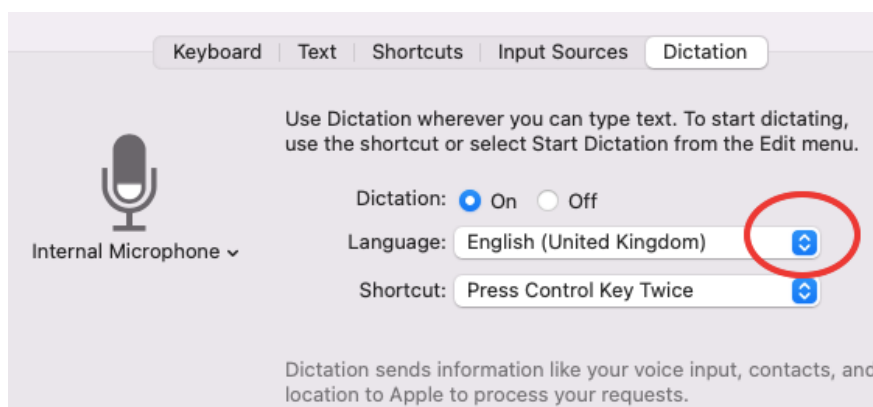
- Click **Apple menu**  → **System Preferences** → **Keyboard** → **Dictation**



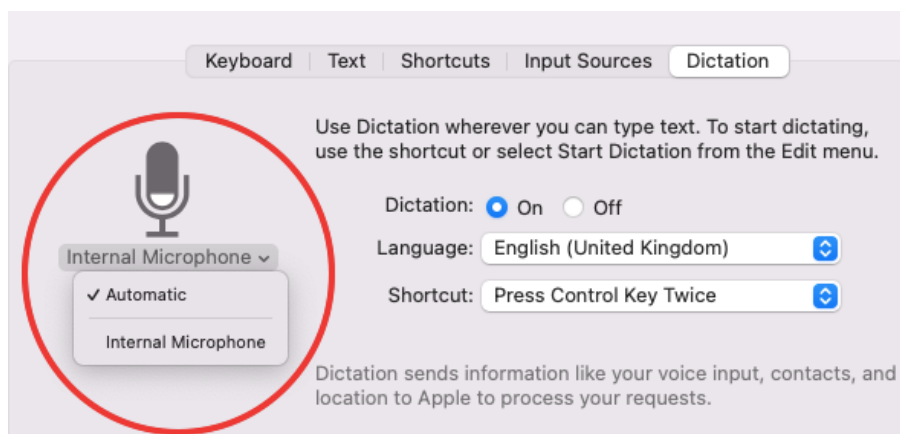
- Enable Dictation by selecting **On** and **Enable Dictation**



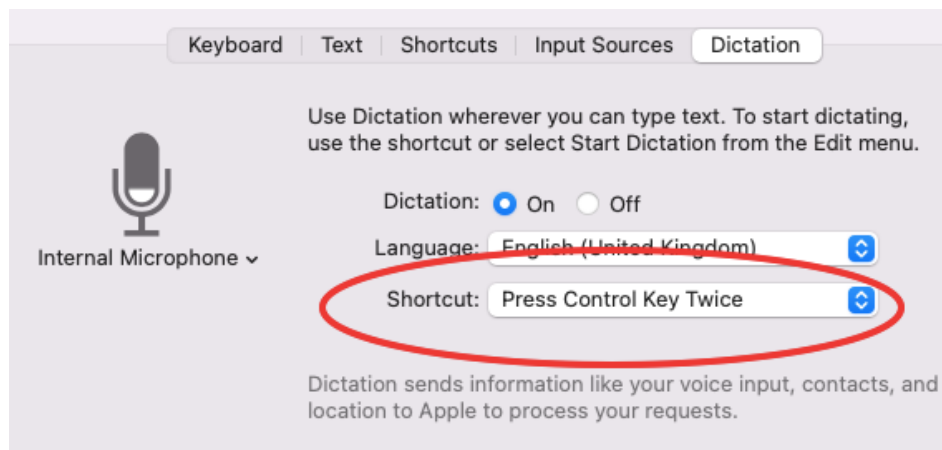
- Select the desired language from the **Language** menu by clicking the blue arrow. Select the languages you need. You can switch languages during dictation.



- Select a microphone under the **microphone icon**. By default, the built-in microphone is selected.

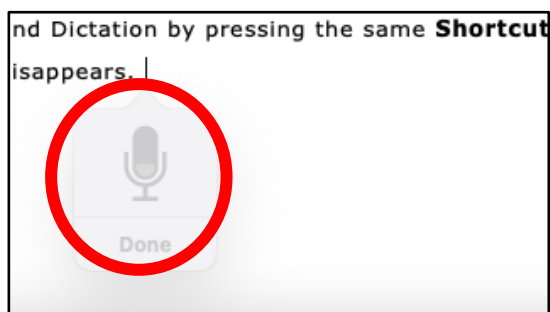


- You can create a shortcut from the drop-down menu, allowing you to enable Dictation with just a keyboard key.



How to Use Dictation Like

- Start Dictation: Press your chosen Shortcut key. A **microphone icon** will appear.
- End Dictation: Pressing the Shortcut key again. The **microphone icon** will disappear.



Links Used in the Instructions:

<https://support.apple.com/guide/mac-help/aside/glose9f69f28/12.0/mac/12.0>