



Smart tools – Better results

Speech to text in Word (Microsoft 365) - Windows

The instructions have been updated for autumn 2024.

Instead of writing, you can use the computer to turn your speech into text.

You speak and the computer writes. This feature is called **dictation**.

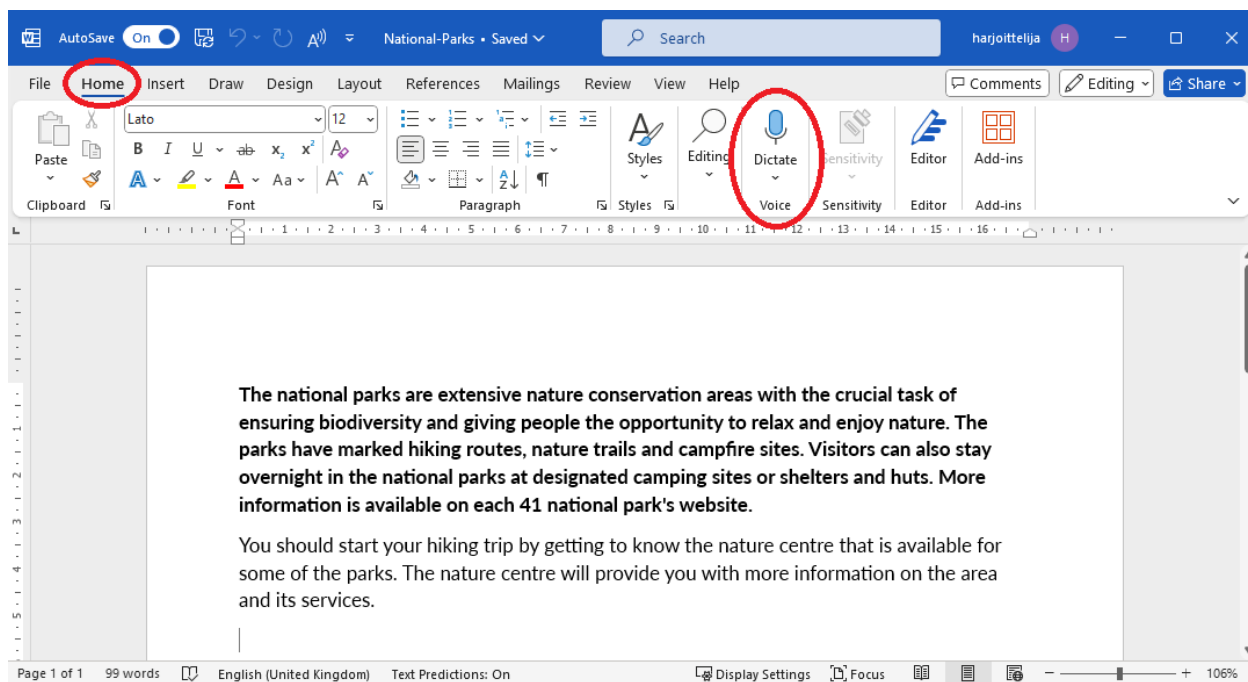
Tips before you start

- Think through what you want to say.
- Speak calmly and clearly.
- Punctuation marks (for example periods and question marks) can either be dictated or typed with the keyboard. Read below for additional instructions.
- You need a microphone and internet connection.
- Dictation only works for Microsoft 365 users.
- You can listen to the text afterward to check that it is correct.

Get started with dictation

The dictation function is called **Dictate** in Word (Microsoft 365).

- Open the document.
- Select **Start**
- Enable **Dictation**, located in the taskbar.
- You may need to allow your computer to use the microphone the first time.



- An error message will appear if your computer does not have an internet connection.
- Select OK.
- Connect to the internet.

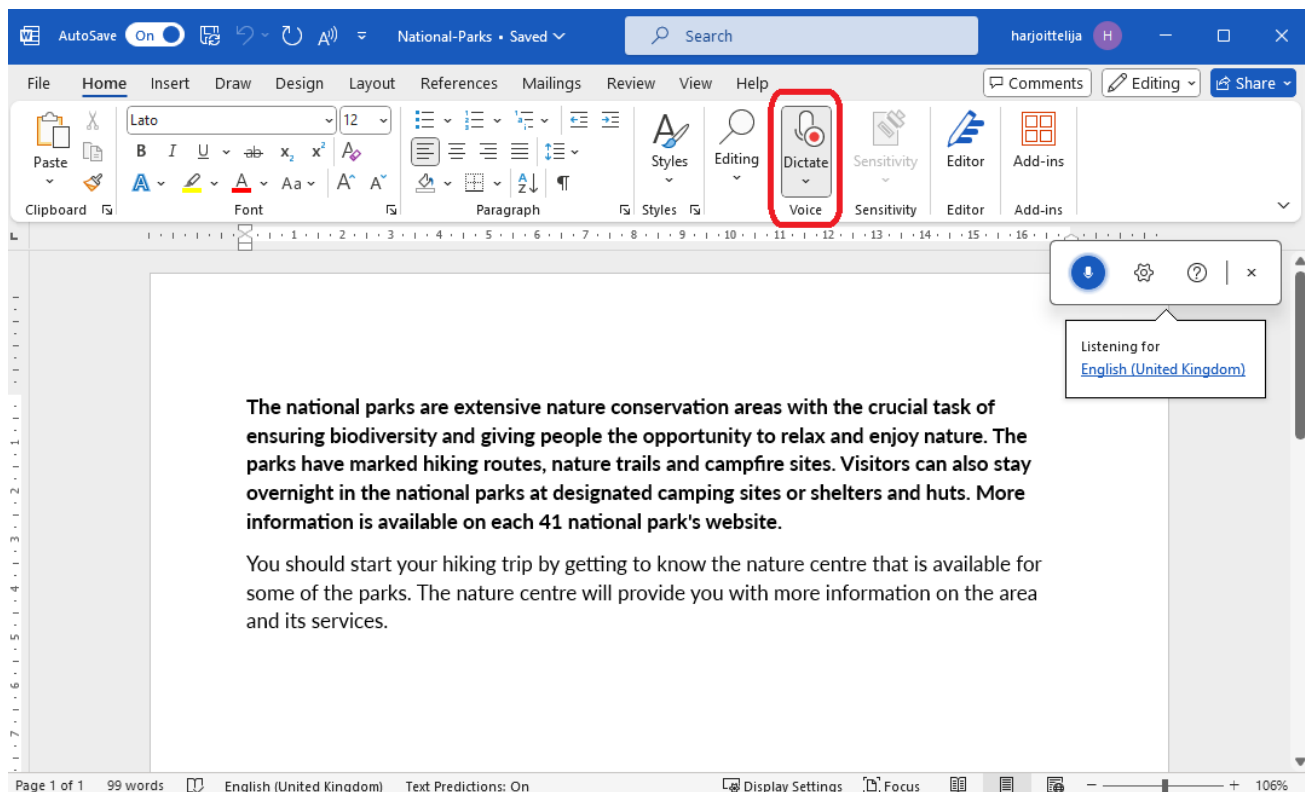


Oops, there was a problem with Dictation

You need an internet connection to use dictation. Please check your connection and try again.



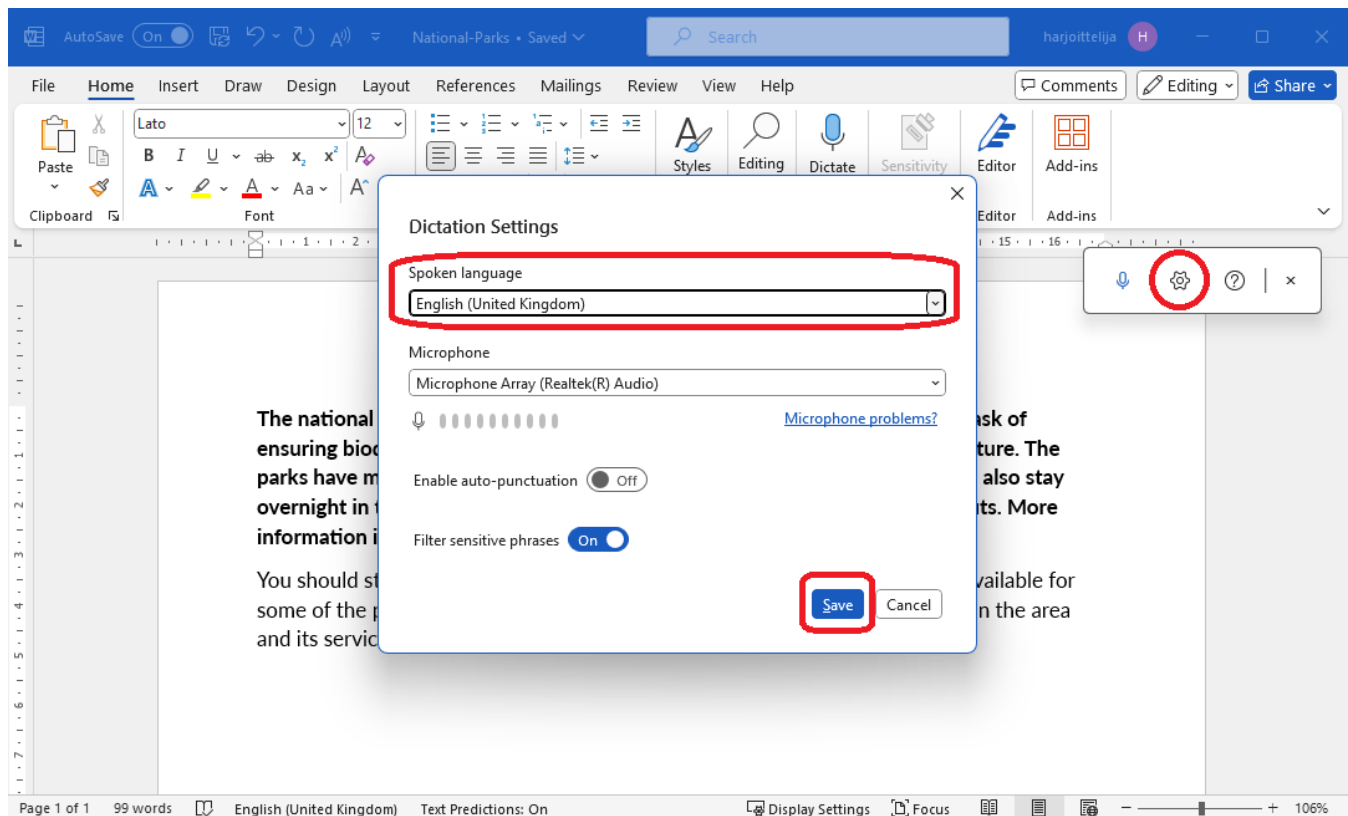
- A red dot appears next to the microphone when the use of the microphone is activated. Now you can dictate.
- End the dictation by pressing the microphone again.



Select your language

Check that you have the correct language activated.

- You can find dictation settings in a separate toolbar by clicking on the Start button when dictation is enabled.
- Select **Dictation settings** > **Spoken language**.



Dictate punctuation

Remember to use punctuation marks and commands when producing a text. These are, for example, periods, question marks and a new line.

Say out loud the character you want the device to write. Below is a list of some common characters.

Sign	You speak
.	Point
,	Comma
!	Exclamation mark
?	Question mark