

Smart tools – Better results

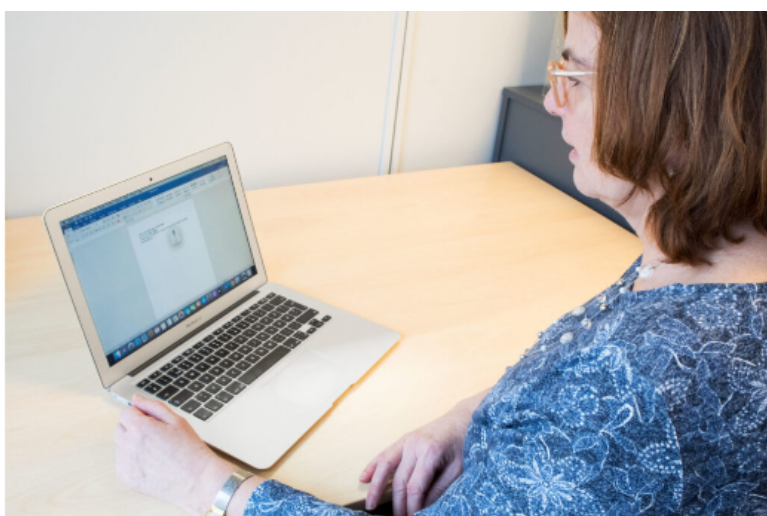
Speech to Text – Google Docs

The instructions were updated in the autumn of 2024.

Instead of typing, you can use your computer to turn your speech into text. This feature, known as dictation, allows you to speak while the computer writes.

Tips Before You Start

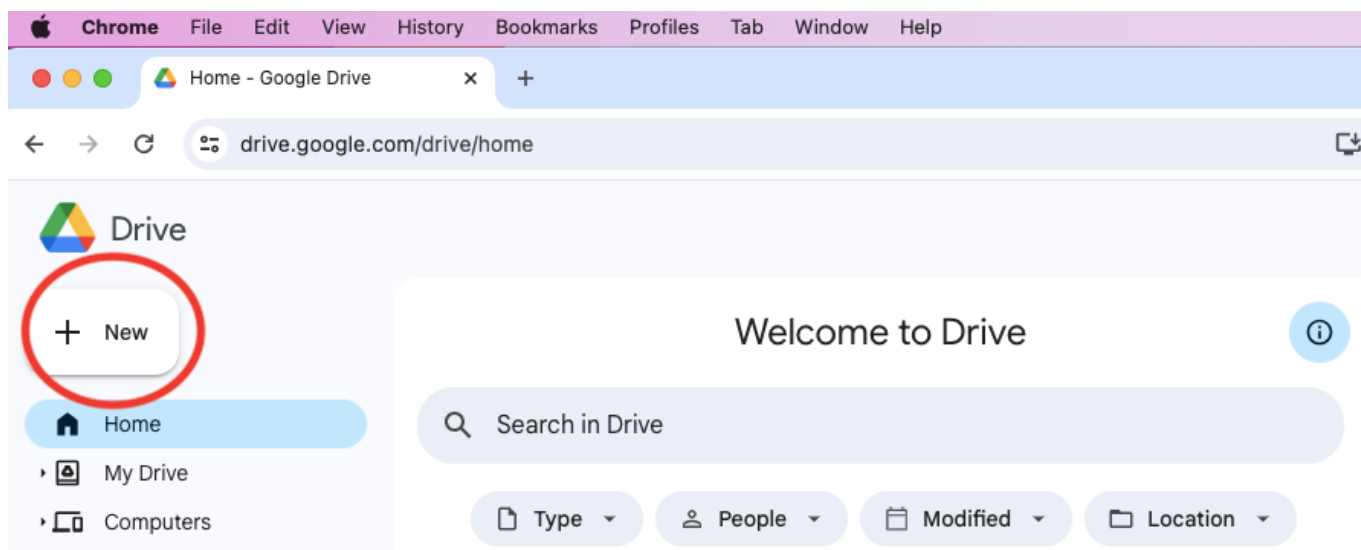
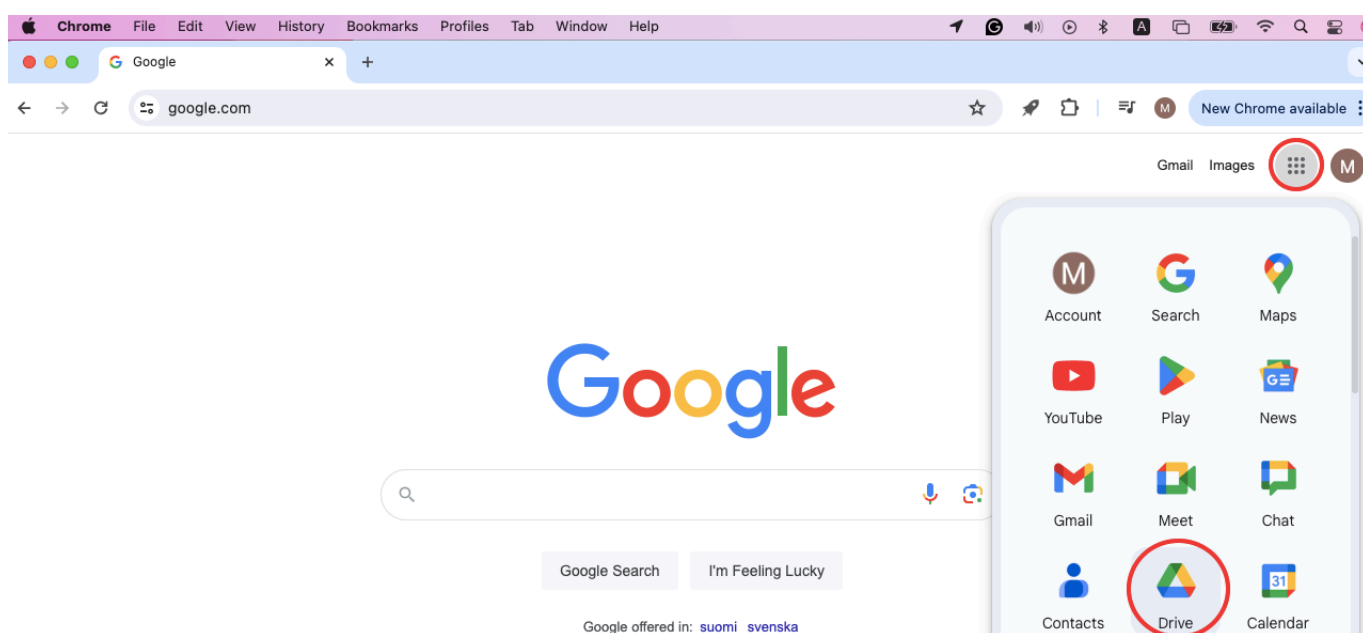
- Think about what you want to say.
- Speak calmly and clearly.
- Punctuation (e.g., periods, question marks) and commands (e.g., new lines) can be dictated in Google Docs.
- You can listen to the text afterward to ensure it is correct



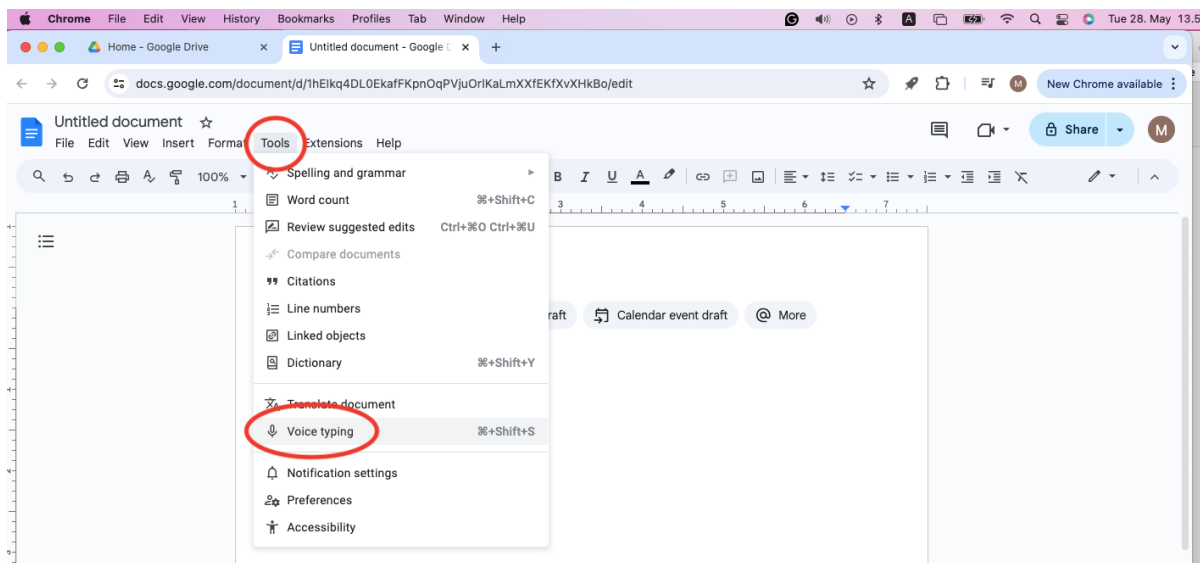
Get Started with Dictation

You can dictate text in Google Docs using the Google Chrome web browser. To use this feature, you need to log in to your Google account with a Gmail address. Dictation supports multiple languages, including Swedish, Finnish, and English.

- Open the Google Chrome web browser.
- Log in to your Google account with your Gmail address.
- Click on Google Apps > Google Drive.
- Open a document by clicking on New > Google Docs.



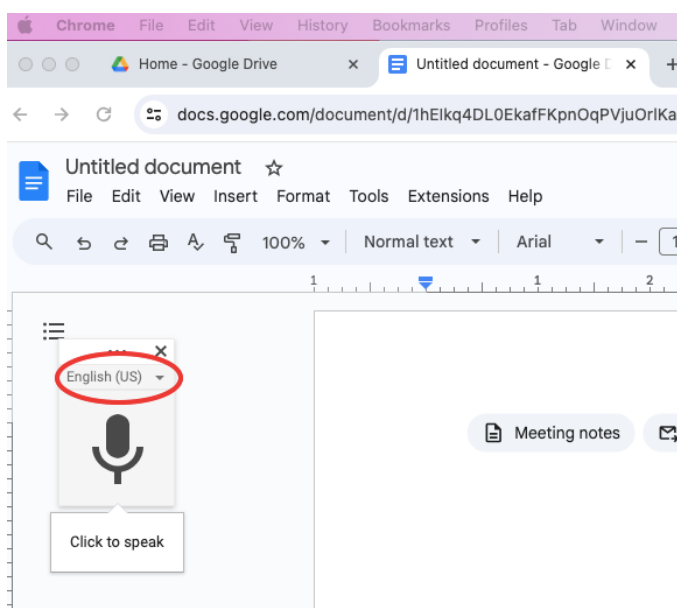
- Select **Tools > Voice typing**.
- A microphone icon is now available in the document.



Select Language

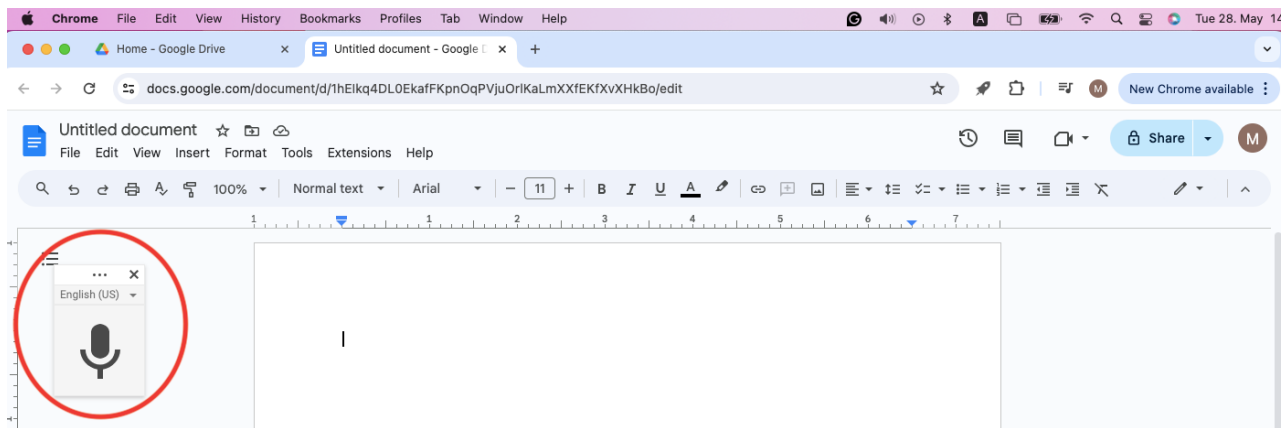
Before you start dictating, ensure the correct language is selected:

- The selected language is displayed above the microphone.
- Change the language by clicking the downward arrow above the microphone.
- Choose your preferred language from the list.



Start dictation like this:

- Click the microphone icon to start dictation.
- Speak clearly and at a steady pace.
- When you finish and want to end the dictation, click the microphone icon again.

**Dictating Punctuations**

Remember to use punctuation when producing texts. These include periods, question marks, and new lines. Below is a list of some common punctuation.

Punctuation	You speak
.	Period
,	Comma
!	Exclamation mark
?	Question mark