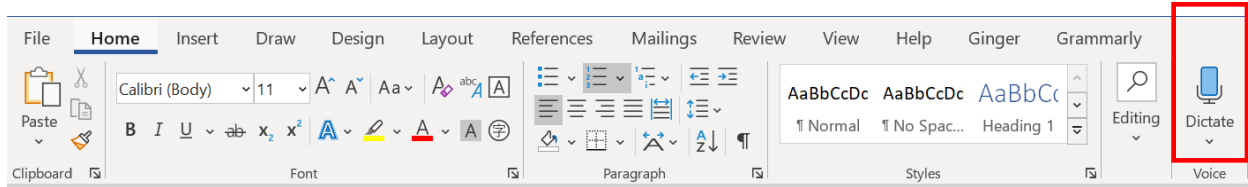
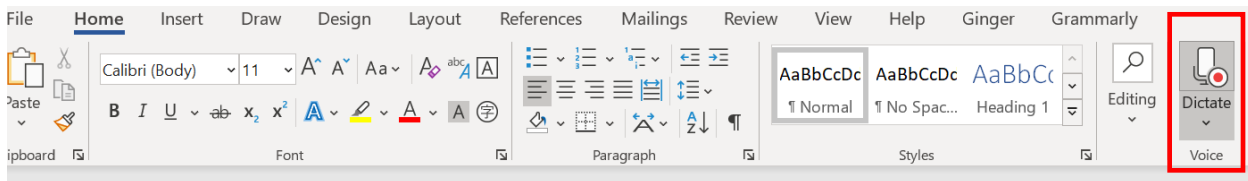


How to Use Dictate Feature in Word

1. Open Word Doc, then find the **Dictate** icon under **Home**. For this to work, you must either have a microphone plugged in, or your computer must have one built in – it is not common for desktop computers to have built-in microphones.



2. Click **Dictate** icon then you can speak to take your notes, be sure to choose the language right for you, you can click the arrow below the Dictate icon to select language.



That is what the icon look like when you start to dictate

3. Click **Dictate** icon again to end the dictate