Google’s Voice Typing

Voice Typing can be used in either Chrome browser on your desktop or with Google Docs app for Apple iOS and Android.

**Steps for Mac or Windows PC Chrome browser**

Step 1: Sign into your google account in chrome. If you do not have a google account you will need to create one before moving to step 2.

Step 2: Click on google app icon. This is the 9 tile icon on the upper right corner of the screen.

Step 3: Scroll down and click on the Docs icon and then select blank document to create new.

Step 4: Select either by command keys (Ctrl+Shift+S) or go to Tools and select Voice Typing.

Step 5: Click on the “Click to speak” and start talking. When the microphone is recording icon will turn red. Simply click to turn off.

**Quick Reference for punctuation commands**

You can use these phrases to add punctuation to your text:

- Period
- Comma
- Exclamation point
- Question mark
- New line
- New paragraph

**Icon images**

- Google App Icon
- Google Docs App Icon

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