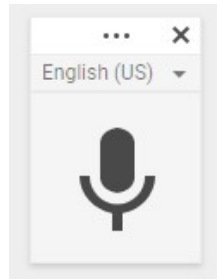


## Google's Voice Typing



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



Docs