

Tip Tuesday

Type in Google Docs with your Voice!

That's right. Just speak and watch the words appear.

1. Be sure you have a working microphone attached to your computer (FYI, Chromebooks have a built-in mic).
2. From any Google Doc (new or already created), choose the *Tools* menu and click *Voice typing...*
3. A microphone icon appears to the left of the document. You can click and drag the ... at the top of the icon to move it.
4. When you're ready to begin, simply click the icon, start talking, and watch the words appear! (Click icon again to stop.)
5. Need punctuation? Try these phrases:

“Period”

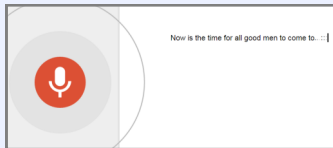
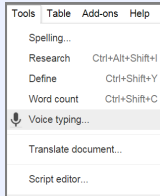
“Comma”

“Exclamation Point”

“Question Mark”

“New Line”

“New Paragraph”



Give this a try today — and share it with your students too!

10/20/15

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