



Writing

Dictation

Dictation is a great hands-free way of writing. Your device will turn what you're saying into written text. You can use dictation in just about any text area, and it can really help speed up your text input. **Try it out.**

1. Open the **Notes** app.
2. Touch the **New Note** button in the bottom right corner of the screen.
3. When you are in a text field, just two-finger double tap to start dictation. You'll hear a tone.

Tip: Another way to begin dictation is to double tap the Dictate button in the bottom right-hand corner of the screen.

Two-finger double tap again to stop dictation when you're done.

4. As you dictate, saying **new line** will be like pressing the Return key. Say: **Grocery list, new line, milk, new line, cheese, new line, bread, new line**

Two-finger double tap to stop the dictation.
VoiceOver reads the text to you.

5. To add text, do a two-finger double tap.
6. Now write an email message that includes some punctuation. Speak the punctuation as you dictate. Here is an example:

Hi, Kim, comma, new line

**I hope that all is great with you today, period.
How is the weather there, question mark? Let
me know when you would like to get together
again, period, new line**

Take care, comma, new line

Douglas

7. After you two-finger double tap, VoiceOver says “Inserted” and then reads the message you just dictated.

Dictating all the punctuation may feel a bit strange and take a little practice. But dictation can really help speed up text input. Check out the other workshops in this series to learn more about using your Apple device to write.

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