Champion Lifestyle – Google Docs Voice to Text

1. Open Google Docs

Please search "Google Docs" into the google search bar, click the second link that appears.

Govgle	google docs X 🌷 O										
	All Images INews Videos I Books More Settings Tools										
	About 616,000,000 results (0.56 seconds)										
	www.google.com.au > docs > about <										
	Google Docs: Free Online Documents for Personal Use										
	More than letters and words. Google Docs brings your documents to life with smart editing and										
	styling tools to help you easily format text and paragraphs.										
	docs.google.com 💌										
	Google Docs										
	Use your Google Account. Email or phone. Forgot email? Type the text you hear or see. Not										
	your computer? Use Guest mode to sign in privately. Learn more.										
	People also search for X										
	google slides google classroom										
	google sheets google sign in										
	google drive google forms										

(You must be signed into your google account to be able to use this service)

2. Creating a new document

Please click the Blank Page which is located right under the "Start a new document" text.



3. Navigating to the voice typing tool

The new document is now successfully created. To find the voice typing tool, please click "Tools" in the top hot bar, then you will find the voice typing option just below the "Translate Document" Option. (Please see screenshot below)

🔪 🖻 🧞 🏲 🛛 100% 🚽 Normal	Spelling and grammar	► Ctrl+Shift+C	* 1	GD 🖸	• • • 2	: ■	≣ ‡:	≣ }≡	- ⊞	* =	5	X
	Review suggested edits	Ctrl+Alt+0 Ctrl+Alt+U										
÷	Compare documents	New										
Headings you add to the document will	Explore	Ctrl+Alt+Shift+I										
appear nere.	Linked objects											
	Dictionary	Ctrl+Shift+Y										
	Translate document		1									
	Voice typing	Ctrl+Shift+S										
	<> Script editor		T.									
	Preferences											
	🛉 Accessibility settings											

4. Using Voice Typing

Once the Voice Typing option has been selected, a small window will appear with a microphone symbol. Please click the window to start typing with your voice.

(Please ensure your microphone device is connected to your computer via USB or the Microphone Jack)



5. Allowing microphone access for Google Chrome

To be able to use your microphone with google docs, you will need to allow google chrome permission to use the microphone. Once you have clicked the microphone symbol from previous step, a prompt will appear to allow the microphone to work. Please click allow.



Once this allow has been clicked, the voice to text will start working.

This is the end of the tutorial, if you have any further questions please feel free to contact me at web@pippostechnologysolutions.com.au or at the office (08) 8582 4200