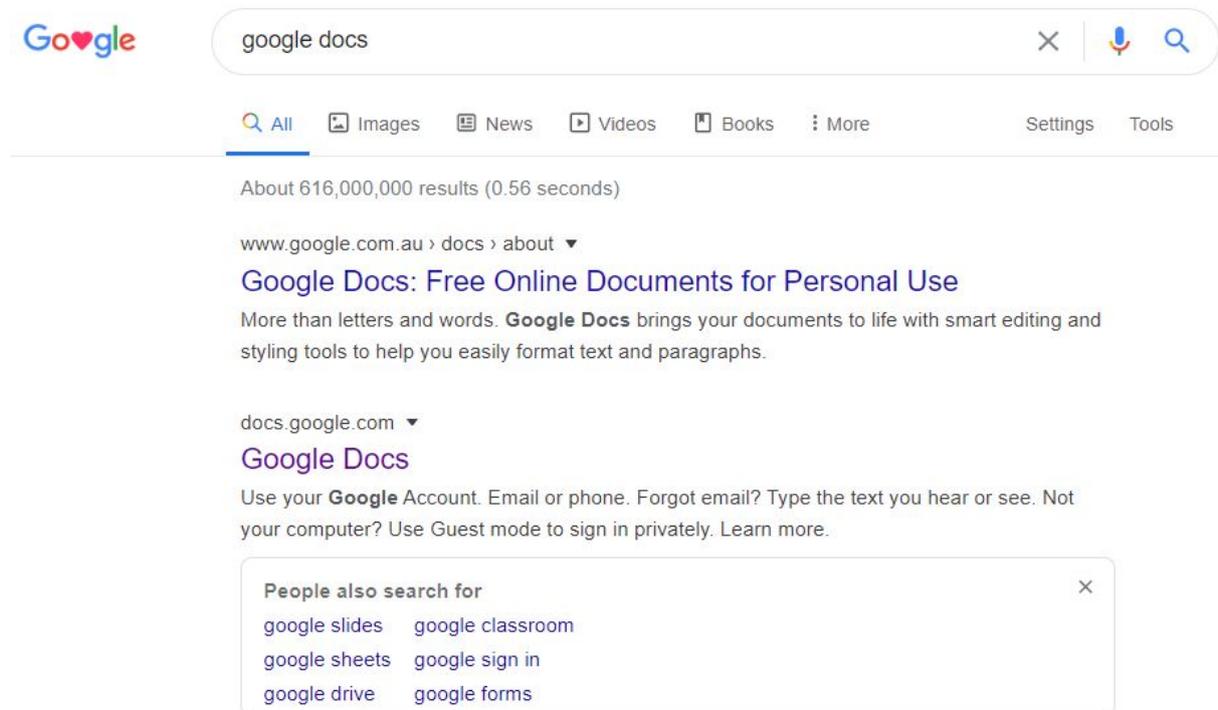


## Champion Lifestyle – Google Docs Voice to Text

### 1. Open Google Docs

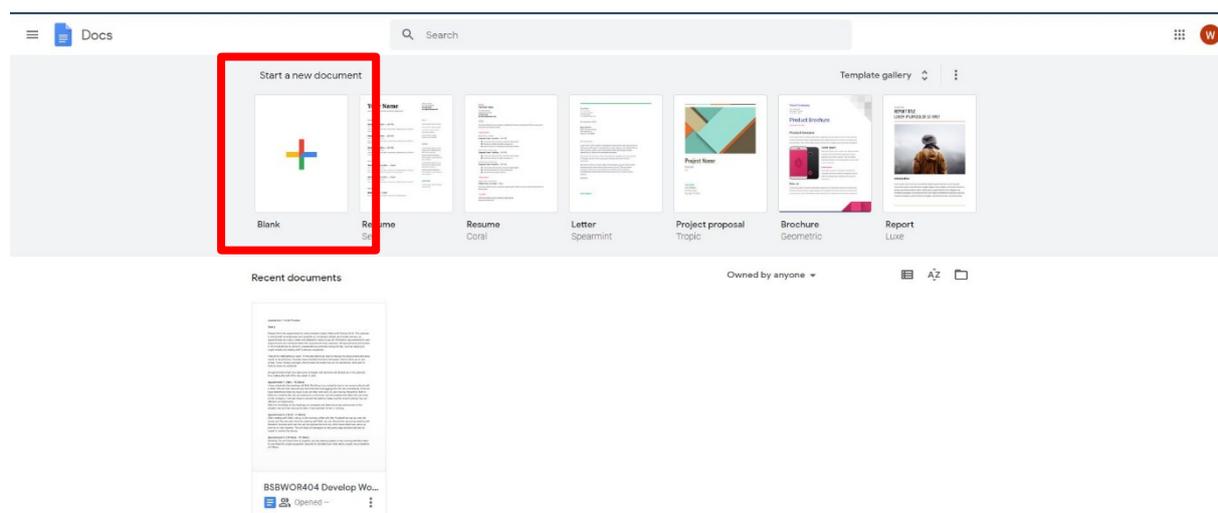
Please search “Google Docs” into the google search bar, click the second link that appears.



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

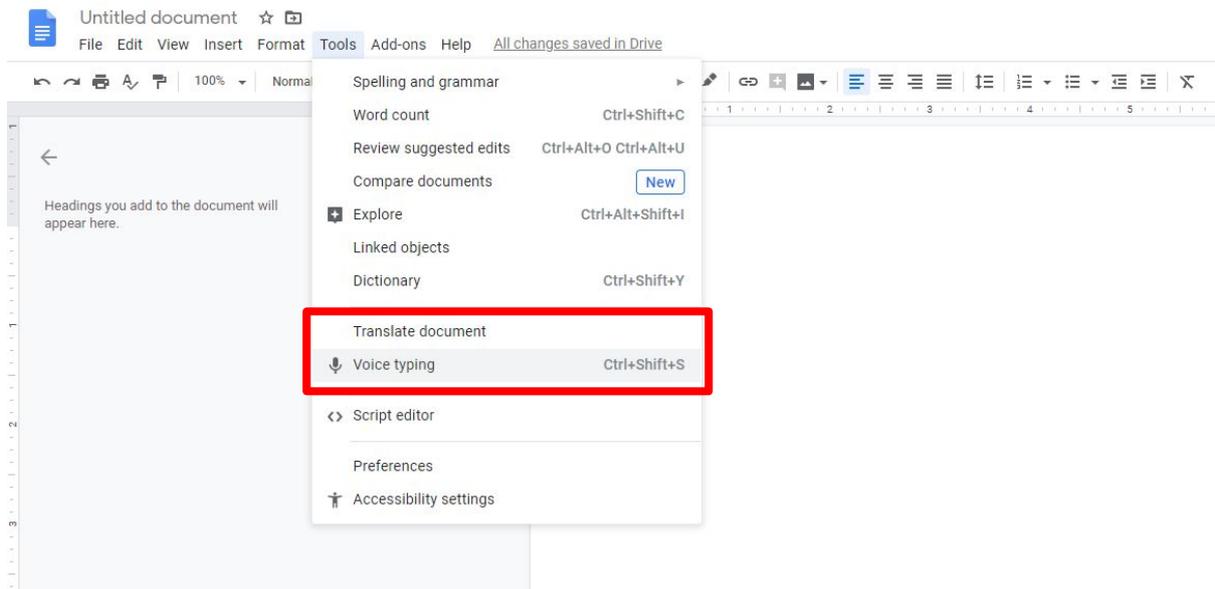
### 2. Creating a new document

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



### 3. Navigating to the voice typing tool

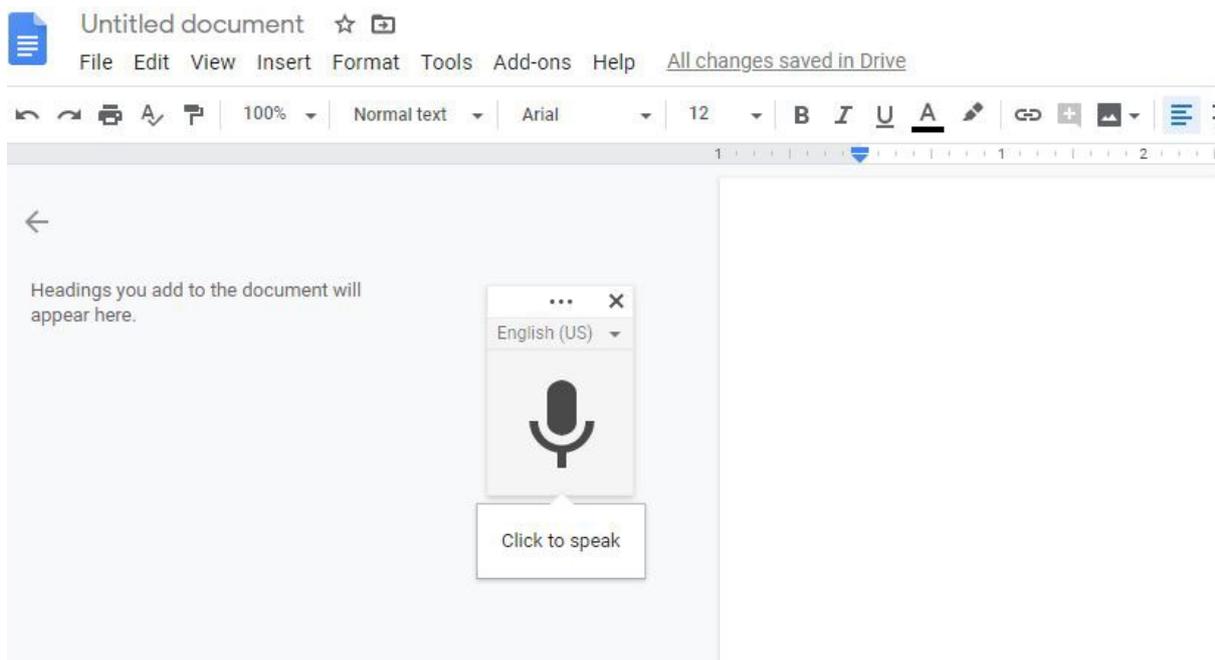
The new document is now successfully created. To find the voice typing tool, please click “Tools” in the top hot bar, then you will find the voice typing option just below the “Translate Document” Option. (Please see screenshot below)



### 4. Using Voice Typing

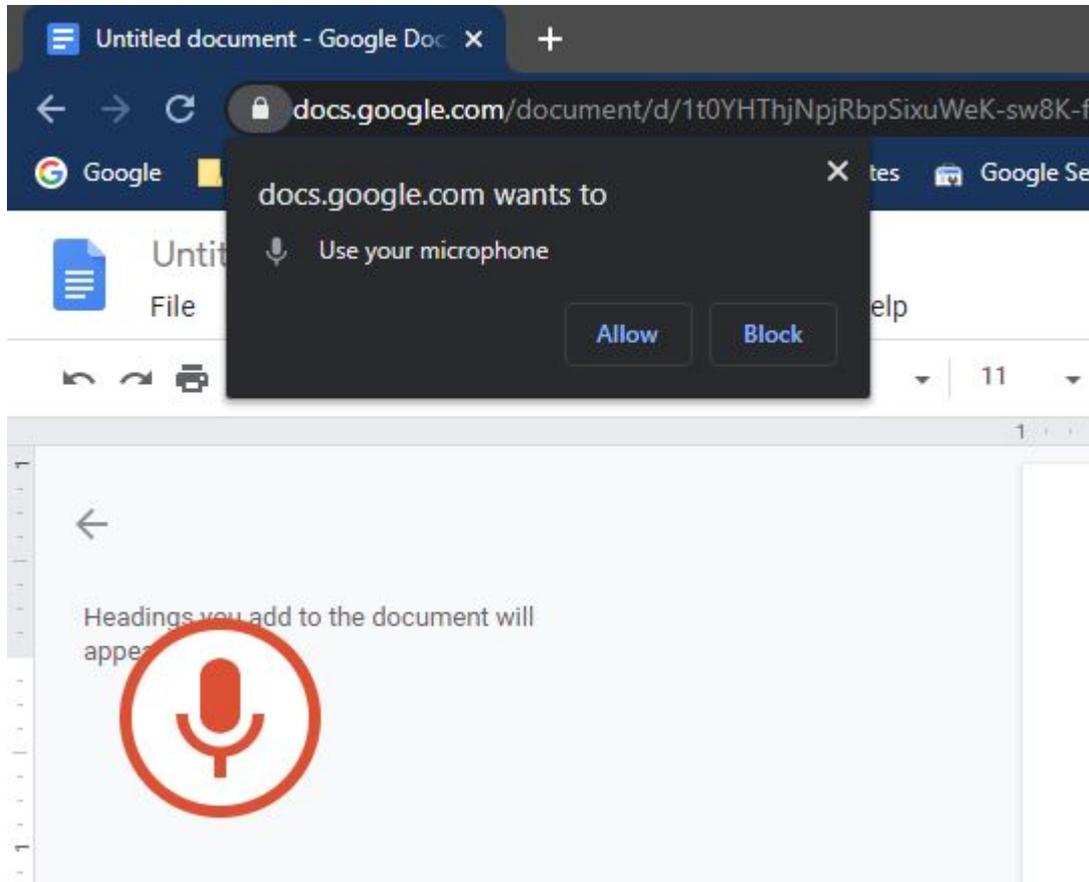
Once the Voice Typing option has been selected, a small window will appear with a microphone symbol. Please click the window to start typing with your voice.

(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@pippotechnology.com.au](mailto:web@pippotechnology.com.au) or at the office (08) 8582 4200*