**Windows Dictation**

**Tim:** [00:00:04] Hi, Tim from Diversity and Ability here and in today's video, I am going to be demonstrating how you can make use of the built-in dictation function on Microsoft windows. So this is something that's been included on windows 10 for the last few updates, and it is something that should be automatically available to you pretty much anywhere.

So this should mean that it should work anywhere that you can type text. Normally you can then make use of the, uh, keyboard shortcut and then have it enabled that way. The keyboard shortcut itself is holding down the windows key and then tapping the H key. So let's try that now, as you can see here, I've got this word document open and I'm going to give it a go now.

Uh, so let's hold down the windows key and tap H and you can see up at the top of the screen, it has now opened up this dictation bar full stop. It will now continue to type up what I say comma as I am saying it comma. Okay. So you can see I managed to dictate that text and it even included the punctuation that I've dictated as well.

Now, one thing to note is that shortly after that, it then timed out and didn't enable me to dictate any further. So you can see there are a few issues with it being, uh, given as to how you need to repeatedly hold down the windows can tap H in order to, to be able to dictate. So let's try that now.

It will now listen to me comma and type up what I say comma and I'm able to dictate punctuation at the same time, full stop, new line. You can see commait initially interprets what I'm saying all as text comma, and then converts a certain punctuation into the correct form comma. And you'll notice it got partway through that, which I was dictating just there and then it timed out.

So you can see, it can be a bit of a stop start measure, but it can be a quick way of being able to get text down. Uh, particularly if you do struggle with typing or spelling. Another thing to note is that right now I'm dictating using the built-in microphone on my laptop. Now this is not the highest quality device

and so what I'm going to do is go and change it to this USB headset that I. So let's go into my control panel and then I want to go choose sound and it pops up with this box and what we need to do is swing across to recording and then I want to right click on the headset and then choose set as default device.

So that should mean that the, uh, dictation function should know revert to that. And in fact, actually just to be on the safe side, I'm going to close the dictation function. And that way, when I press windows H in a second, it should then be recognising this device. So let's pop this on

new paragraph with any luck comma it will now be much more accurate, comma on account of it picking up much less of the room noise in which I'm recording comma and much more of the speech that I'm giving full stop.

As you can see comma, it took a while to,

to process that, which I had just said comma, but it seems to have accurately picked it up more or less full stop.

Worth noting. I can also use the microphone icon in the top left to, uh, turn it on and off at will. And it should, uh, just enable me to use the mouse to do it, or I can continue to use the keyboard shortcut if I find that more helpful. So I just spent a moment proofreading back through that, which I dictated and found there was a number of mistakes.

Uh, you can see just here, uh, as you can see "it to process". So it was unable to pick up the, " it is able to". Interestingly. Uh, so I might need to add that in manually or, um, dictate it again, you know, I'm going to try dictating it. So let's pop the headset back on "is able" good. So I've now been able to add in that extra text, but it is worth noting that, that yeah, you do need to be cautious with it and not accept it as a, given that what you've dictated is what it's actually picked up.

I hope this has been a helpful exploration of using the built-in dictation function on Microsoft windows. My name is Tim and I'm from Diversity and Ability. I'll catch you in the next video.