# Film transcript - Dictating notes and text documents

**As part of the Responsible Support and Sustainable Development project, the Jagiellonian University in Krakow would like to invite you to a film from the series ‘Find out about learning support programmes and applications’.**

[Rhythmic, dynamic melody in the background during the film]

[Joanna Dzięglewska] Good morning, my name is Joanna Dzięglewska and I am an Assistive Technology Specialist at the Jagiellonian University Disability Support Service. Today, I will show you a short film on how to dictate notes and text documents in various applications. Please, remember that you need to allow your Internet browser to access the microphone in all applications that enable dictation.

The first programme in which I want to introduce the function of dictation to you is Word. It is available for students and staff of the Jagiellonian University for free and it can be downloaded from the Office 365 cloud.

The ‘Dictation’ function is available in ‘Main Tools’. To start dictation, go to ‘Main tools’ and select ‘Dictation’. A new window will open and the dictation mode will start automatically. However, I would like to show you the dictation settings beforehand. There are three buttons in the new window: ‘Dictation settings’, ‘Start dictation’ and ‘Help’.

It is very important to first go to the dictation settings and select the spoken language from the drop-down menu. I have Polish here at the moment, but if you want to dictate in another language, you must select it before dictation so that your speech is recognised correctly.

When you want to start dictation, click the ‘Start dictation’ button and everything you will say now will be converted into text and placed in the text document. Microsoft Cloud also recognises punctuation marks. It is possible to dictate different punctuation marks like a comma, full stop, exclamation mark or question mark.

The dictation function is also available in Word online. Similarly, you have to go to ‘Main Tools’, select ‘Dictation’ and then ‘Dictation functions’. Dictation is also available in OneNote, accessible online in the cloud for students and employees. Just like in Word online, you enter ‘Tools’ and select ‘Dictate’. Here, of course, you select the language you want to dictate in from the drop-down menu. Here’s the first note.

The same tool is available in Microsoft PowerPoint accessible in the cloud. Here, just like in Word and OneNote, you need to select ‘Main Tools’, ‘Dictate’, the language you will be dictating in from the drop-down menu, and then click the ‘Dictate’ button. Now, you can start dictating the content of your slides.

Another programme in which I want to show you the function of dictation is Google Text Documents. We will go to Google Text Documents, select ‘Tools’ and ‘Voice Writing’ available under the shortcut ‘Ctrl+Shift+S’. In the new window that appears you need to select the language of the dictated content. It is English by default, but I will choose Polish.

The second button is ‘Dictation option’ and the third is ‘Help’. Once you have selected the dictation language, you should start dictation. Everything you will say now will appear in the text document. Punctuation marks such as full stops, commas, question marks and exclamation marks are also recorded here. As dictation is automatic speech recognition, errors may occur. When you leave Google Docs and switch to another application, the dictation function will stop.

The next application in which I want to show you the function of dictation is Speech Texter available at speechtexter.com. When you launch the Speech Texter website, you have a blank text document in which you can dictate content. On the right side, there is a short menu that tells you what words to use to insert the appropriate punctuation marks. At the bottom, below the text document, there is a short menu where you can start dictation.

You can start and stop the voice recorder using the ‘Escape’ button. Before dictation, just like in previous tools, it is very important to set the right language. The language of the dictated content is located in the top menu just after the programme name.

At the moment the language is Polish, but if you want to select any other language, go to the button with the name of the language and select the appropriate one.

To start dictation, I need to go to the text document, press the Escape key and start dictation. Everything I will say now will be appear in the newly created window in the form of a white text against a black background. After a while, this text will be sent into the text document. You can do this more quickly if you press the ‘Escape’ key to stop dictation.

Of course, please remember that errors may occur as dictation is an automatic speech recognition process. Speech Texter, like Google Docs, runs on the Google engine and the recognition may be slightly different from what was available in the Microsoft programme. If you start Speech Texter, you can switch to other applications and the dictation and recognition of the text will not stop.

Another application that uses the function of dictation is Web Captioner. It is available at webcaptioner.com. As with the previous applications, it is important to set the correct language for speech recognition. To do this, you need to enter the menu located in the lower part of the window. Here, there are two buttons, ‘Start Captioning’ and ‘Settings’.

Go to ‘Settings’ and select ‘Settings’ from the menu available. This will open the settings page, where you will select ‘Language’ from the side menu. Here, you select the language in which you want to dictate. I have correctly selected Polish. You can close these settings and now start dictation by pressing ‘Start Captioning’. Everything you will say will be recognised and converted into text on the application screen.

If you want to save the dictated text now, you enter ‘Settings’ again and select ‘Save transcript’. You can then save the dictated information as a text file.

The last feature I will present to you is dictation in macOS. To enable dictation in macOS, regardless of the application, go to ‘Settings’, select ‘Keyboard’ and in the top menu select ‘Dictation’. Leave dictation on, choose the language in which you want to dictate (I have chosen Polish here) and define the keyboard shortcut that will launch the dictation function (in my case, it’s the ‘Control’ key pressed twice). Now, you can go to any text document and run this shortcut dictation function. Let’s go to ‘Pages’. When I press ‘Control’ twice, everything I will say now will be written in the text document, including punctuation marks. If you want to stop dictation, you press the same keyboard shortcut again - the ‘Control’ key twice.

If you found this film interesting and want to learn more about technologies supporting students, please visit the Dorada website at [www.dorada.uj.edu.pl](http://www.dorada.uj.edu.pl) and the website of the Jagiellonian University Disability Support Service at [www.don.uj.edu.pl](http://www.don.uj.edu.pl).

[Louder, rhythmic music]

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