

ANDROID DICTATION

Start by checking if you have Gboard, the keyboard by Google. If you don't, you can download it from the Google Play store for free. Once installed, you can change your keyboard to Gboard by accessing Settings -> System -> Languages & Input -> On-Screen Keyboard.

To utilize dictation on an android device, you must activate voice input, otherwise known as Google Voice Typing. To ensure this is active, go to Settings -> Choose Language & Input -> On-Screen Keyboard -> Gboard -> Voice Typing -> Enable Use Voice Typing. Once this is done, you should have a microphone key appear on the upper right of the onscreen keyboard.

To use this feature, touch the microphone key on the top right of the on-screen keyboard to begin dictating your text. After touching the Microphone key, you'll likely hear a tone that indicates your device has begun listening. Begin speaking after this noise, and your text will begin populating in the text box that you are currently in. To make it stop listening, tap the microphone again or wait in silence until it stops listening on its own.

If you are using the default keyboard on a Samsung, press & hold on the space bar to begin dictation. Tap the circle to stop.

You should speak the punctuation in your text. For example, "Hello, how are you?" would be "Hello comma how are you question mark."

Performing Dictation on Samsung Phones:

- **Touch the text box area where you want to type to open the keyboard.**
- **Next, tap the microphone icon in the lower left corner, to the left of the “app switcher” icon in your bottom toolbar.**
- **After touching the Microphone icon, you’ll likely hear a tone that indicates your device has begun listening.**
- **Begin speaking after this noise, and your text will begin populating in the text box that you are currently in.**
- **To make it stop listening, tap the microphone again.**
- **You should speak the punctuation in your text if you want it to be exact, but it will otherwise fill it out for you. For example, “Hello, how are you?” would be “Hello comma how are you question mark.”**