



# DICTATION ON APPLE DEVICES

## DICTATE TEXT ON AN iPad or iPhone:

- **Turn on Dictation: Go to Settings -> General -> Keyboard. Scroll down and turn on Enable Dictation.**
- **To dictate text:**
  - **Tap the Microphone Icon (  ) to the left of the spacebar on the onscreen keyboard. Then speak. When you finish, tap the keyboard icon (  ) on the lower right corner of the keyboard.**
  - **When dictating, say the punctuation or formatting, such as “Dear Mary comma hello exclamation point” becomes “Dear Mary, hello!”**