Use Voice Dictation To Speak To Your Mac
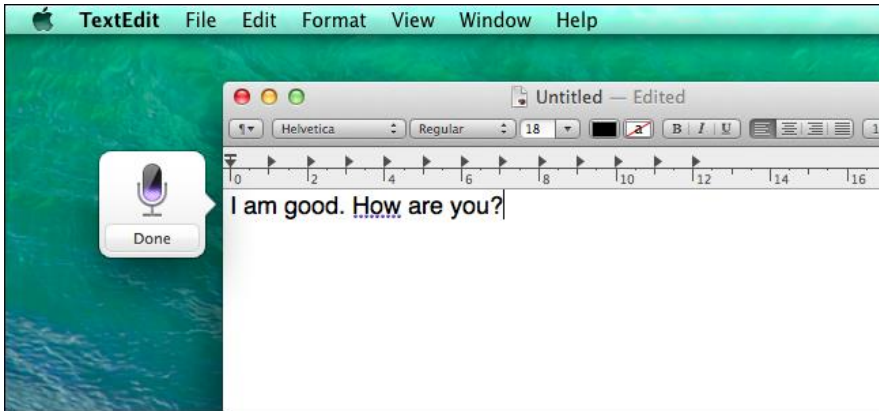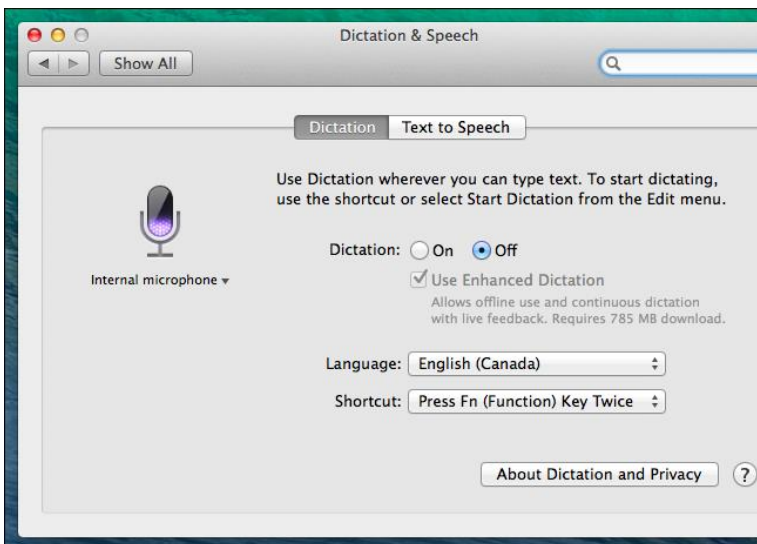

Macs have voice dictation built-in, allowing you to talk instead of type.

Enable the Dictation feature: Click the Apple menu at the top of your screen and select System Preferences. Click the Dictation & Speech icon in the System Preferences pane and ensure Dictation is set to On.

Enable the Enhanced Dictation Make sure that the box is checked.

You're also free to customize your dictation shortcut and which microphone dictation uses from here. The purple microphone will light up as you speak if your Mac can hear you.

1.Select a text field where you want to write.

2. Press the **Fn (Function) key twice** or click the Edit menu and select Start Dictation.

3. Speak to your Mac and the words you speak will start appearing in the text field.

Tips:

1. The purple indicator on the microphone should move as you speak. If it doesn't, your Mac can't hear you.
2. Speak a little slower, a little louder and a little clearer than usual just like if a human was writing down the words you say.
3. Speak your thought or sentence without waiting for the words to appear. The computer will make corrections based on the context of the sentence.
4. Dictate your punctuation by saying period, comma etc.
5. When you're done dictating, tap the fn key again or click Done to make your Mac stop listening to you.

List of Dictation Commands for iOS & Mac OS X

These are to be spoken when Dictation is active:

- **"All Caps"** to capitalize all of only the next word (e.g. START)
- **"Caps"** to capitalize the next word (e.g. Start)
- **"Upper Case [letter]"** for making a spelling out acronyms (e.g. SAT)
- **"All Caps On"** to turn on caps lock
- **"All Caps Off"** to turn off caps lock
- **"Caps On"** to format next words in title case
- **"Caps Off"** to return to default letter casing
- **"No Caps"** to use no capitals with the word
- **"Numeral [number]"** to type the number rather than word
- **"New Paragraph"** to create a new paragraph
- **"New Line"** to insert and start a new line
- **"No Space"** to prevent a space from being between the next word
- **"No Space On"** to turn off all spaces in the next sequence of words (helpful for passwords)
- "**No Space Off**" to resume normal spacing between words
- **"Tab Key"** pushes the cursor forward like hitting the tab key