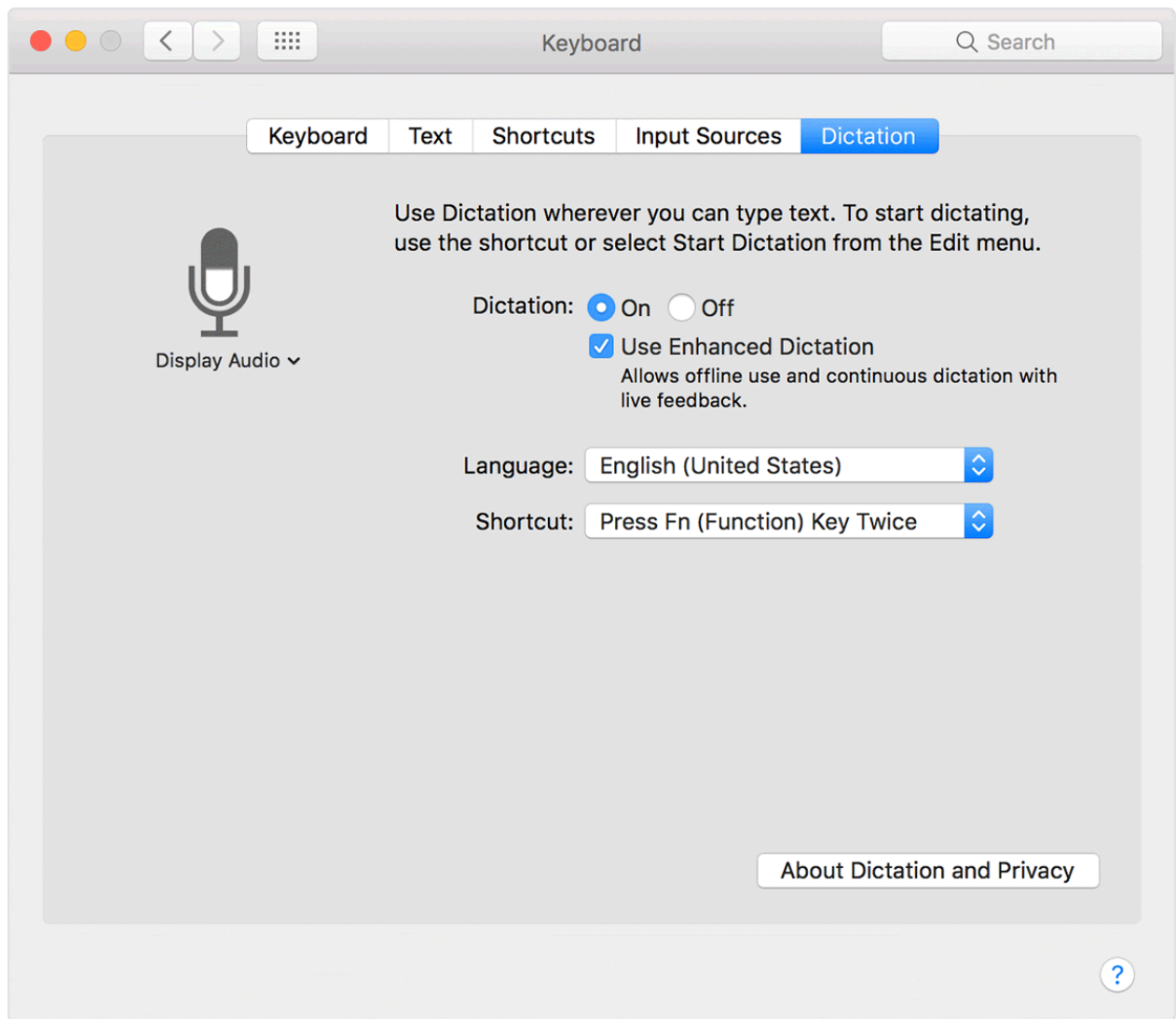


# Set up Speech Dictation On Your Mac

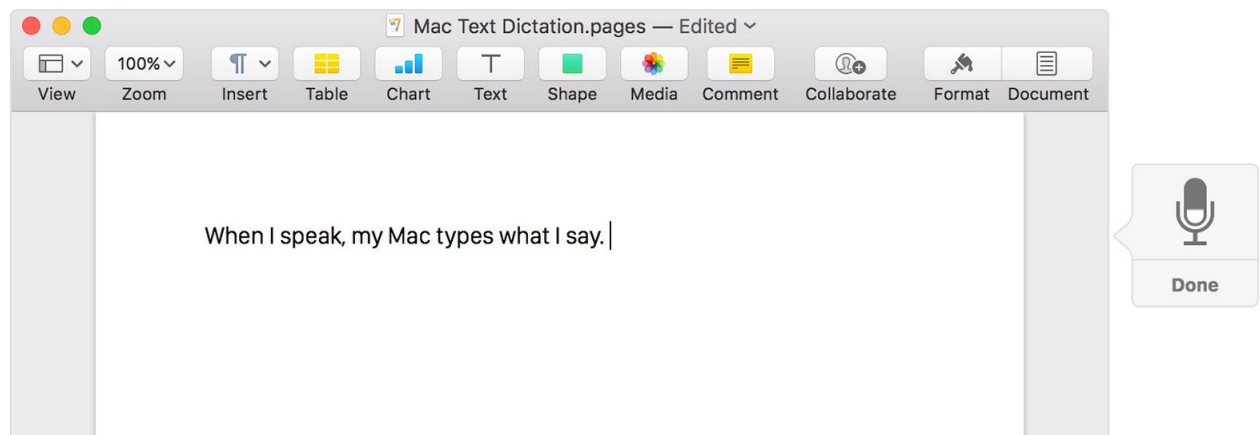
Choose Apple menu > System Preferences, click Keyboard, then click Dictation. Turn on Dictation and choose from these Dictation options: Choose your preferred microphone from the pop-up menu below the microphone icon.



# Use Dictation

1. Go to a document or other text field and place the insertion point where you want your dictated text to appear.
2. Press the keyboard shortcut for starting dictation, or choose Edit > Start Dictation. The default shortcut is Fn Fn (press the Fn key twice).

When your Mac is listening, it displays a microphone to the left or right of the page, aligned with the insertion point. If you turn on [advanced dictation commands](#), the microphone appears in the lower-right corner of your screen, and you can drag it to another position. When your Mac can hear you, the input meter inside the microphone rises and falls as you speak.



3. Speak the words that you want your Mac to type. Dictation learns the characteristics of your voice and adapts to your accent, so the more you use it, the better it understands you. If it doesn't understand you, [learn what to do](#).
4. To stop dictating, click Done below the microphone icon, press Fn once, or switch to another window.