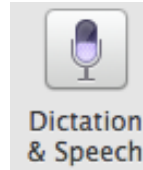


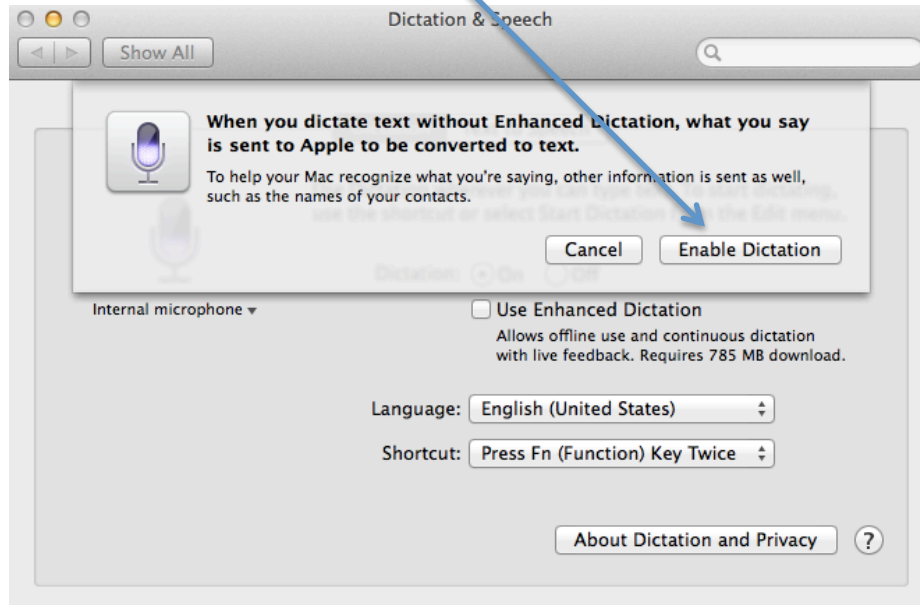
## Dictation: Dictation lets you speak text instead of typing

1. Go to the Apple on the top right of your screen and select System Preferences
2. Click on the Dictation & Speech icon

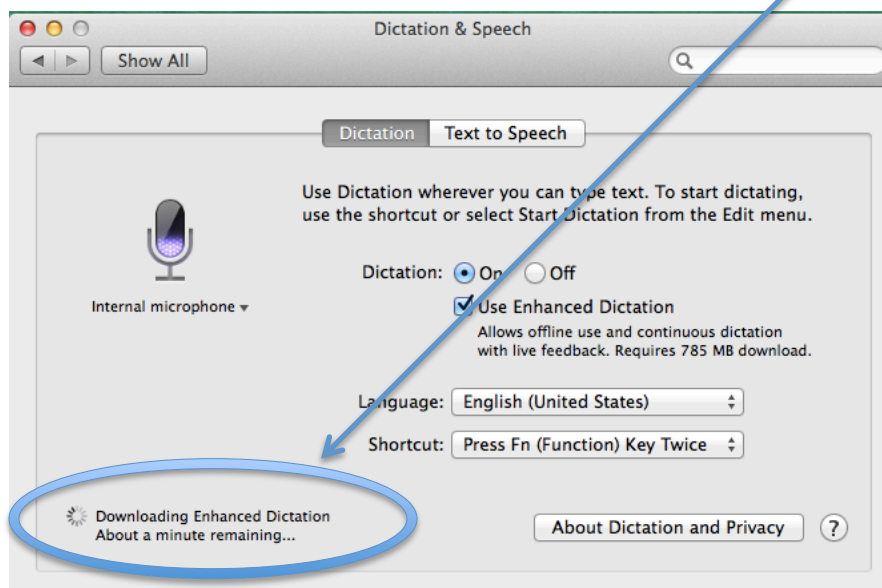


3. Click the On button

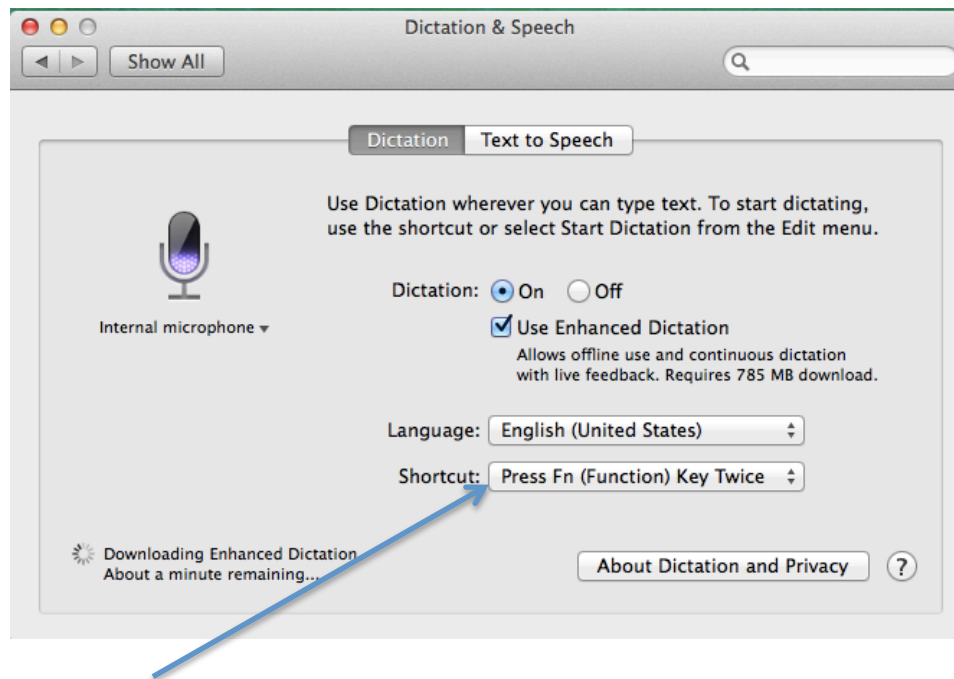
4. Click the Enable Dictation button



The first time you turn Dictation on a dictation engine will download. Wait till this process has completed.



## 5. Click Use Enhanced Dictation



Notice the Shortcut. Pressing the Fn key will turn Dictation On and Off

## 6. Close the Preferences window

To use Dictation in an OS X app, simply follow these steps:

- Select a text field.
- Press the fn (Function) key twice, or choose Edit > Start Dictation.
- Dictate (speak) what you want to have inserted into the text field.
- When finished, click Done or press the fn key again. Your spoken words then appear in the text field.

Your computer listens for up to 30 seconds at a time.

### Dictating Commands

Dictation understands basic text-related commands such as “all caps,” “new paragraph,” and “new line.”

When you say “period,” “comma,” “question mark,” or “exclamation point,” Dictation adds that punctuation in the current text field. When speaking a calendar date (such as “January 30, 1983”) you do not need to say “comma”. The comma is automatically detected and entered for you.

For a list of dictation commands and more information about Dictation go to [Apple Support](http://support.apple.com/kb/HT5449). <http://support.apple.com/kb/HT5449>