



(646)758-6606

support@candootech.com

candootech.com

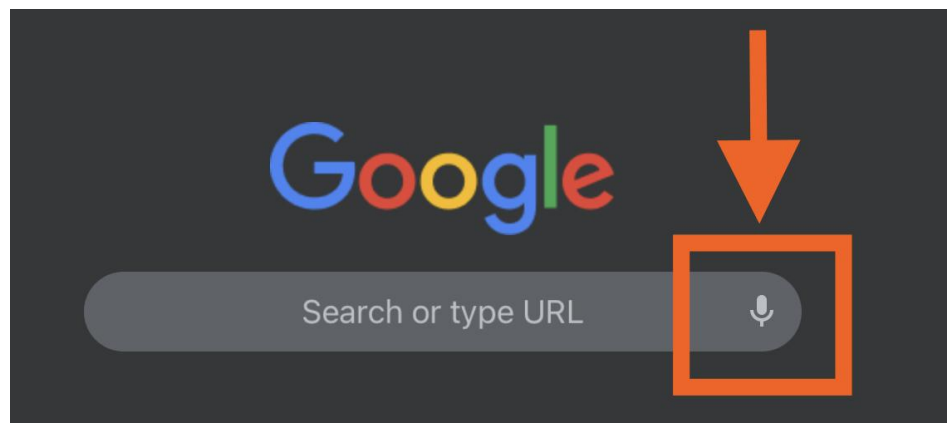
Candoo How To use Dictation Software

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What is Dictation Software?

Dictation software is speech recognition software that you converts your speech into text. Some devices, websites, and apps already have dictation built into their software. There is also software you can purchase and install onto your devices that is more robust with better accuracy. The dictation icon is a microphone. Anytime you see this icon you can tap it to start converting your speech into text.



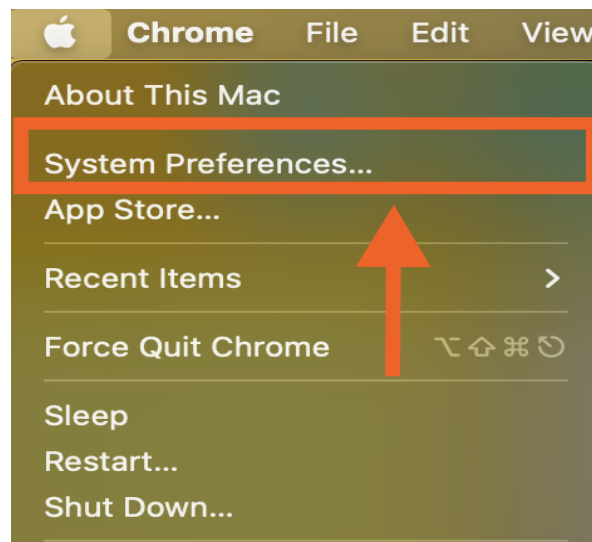
Benefits of Dictation Software

- It helps limit hand mobility
- It can save you a lot of time from using your hands to type
- You can note down tasks while your hands are busy
- It allows you to capture ideas more fluently, and on the go
- Some people find it easier to talk than write

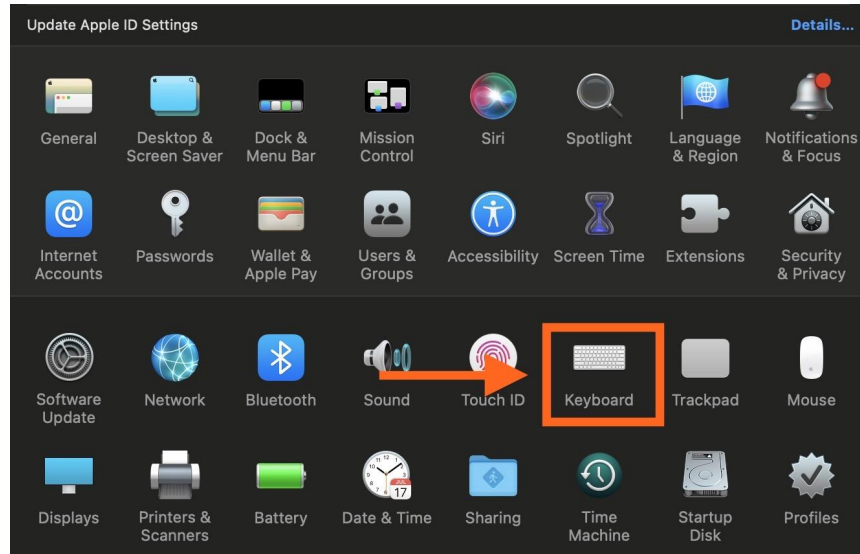
How to turn on Dictation for Mac

Apple devices already have dictation built in and are completely free. You can create a keyboard shortcut called a hotkey to enable dictation whenever you need it.

Step 1 - Open system preferences on your Mac from the Apple logo in the top right corner of your device.



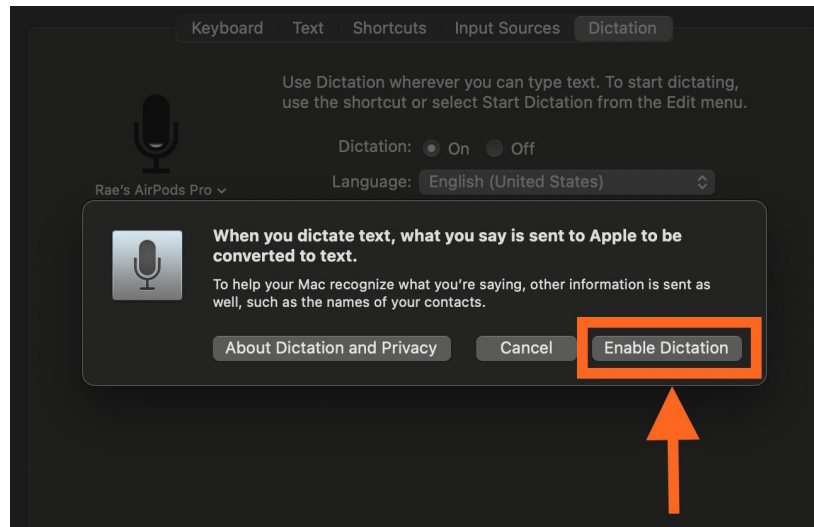
Step 2 – Click on the Keyboard icon.



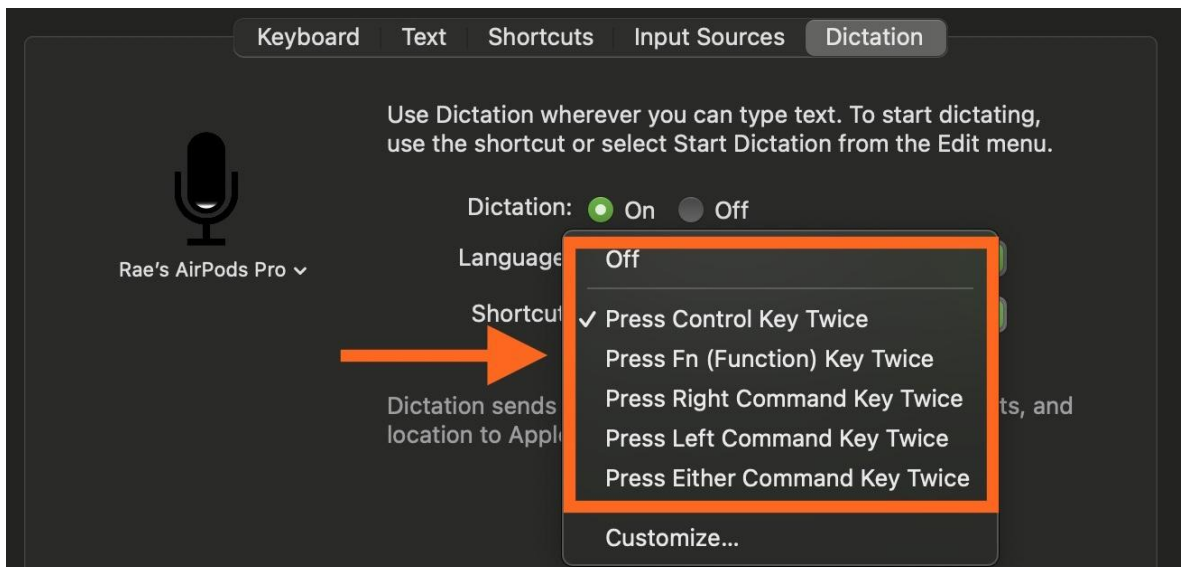
Step 3 – Click on the Dictionary tab in the top right corner. Then click the 'On' button to enable dictation.



Step 4 - A pop-up will appear and ask you permission to allow dictation and choose 'Enable Dictation'.



Step 5 - Select the desired dictation shortcut option that's easiest for you. Tapping twice on this specified key will activate dictation.

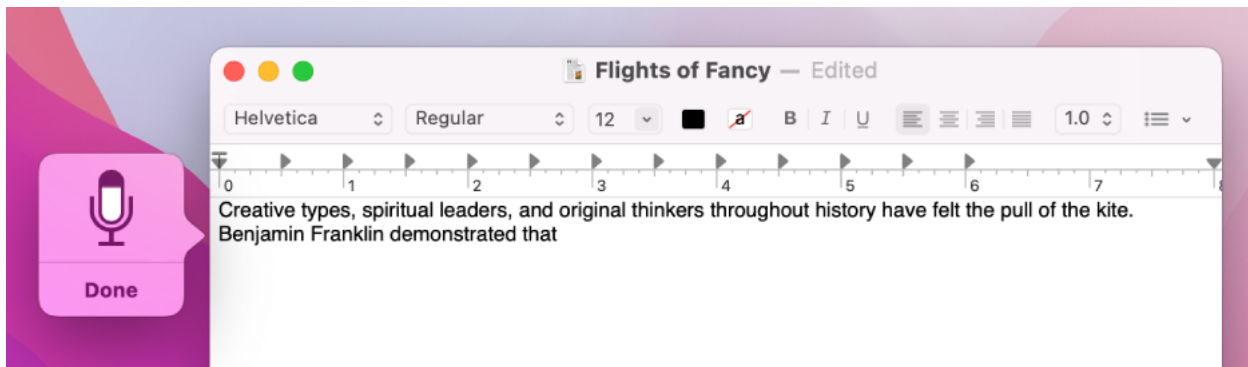


How to use Dictation on a Mac

Step 1 - Open a document.

Step 2 - Place your cursor in the desired location for your dictation.

Step 3 - Use the shortcut you established earlier when setting up dictation; alternatively, you can also select "Edit" and then "Start Dictation."

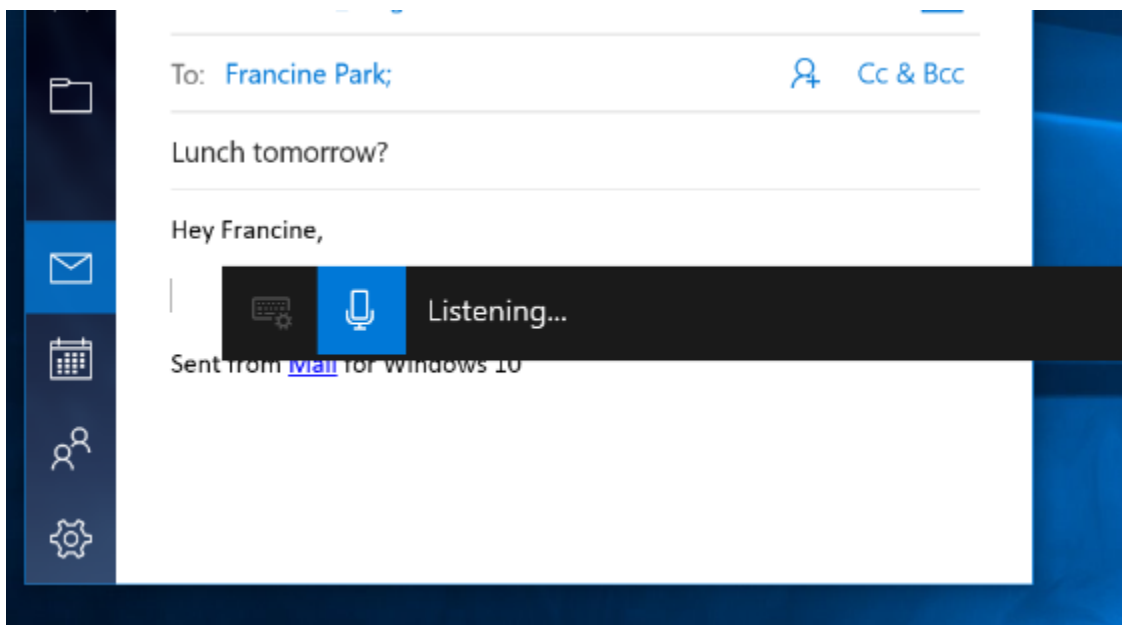


Step 4 - Start talking. Once you are talking, a feedback window gauges your speaking volume and provides basic dictation controls.

How to use Dictation on a PC

Dictation uses speech recognition, which is built into Windows 10, so there's nothing you need to download and install to use it.

To start dictating, click within a text field and press the 'Windows' logo key **⊞** + H to open the dictation toolbar. Then say whatever is on your mind. To stop dictating at any time while you're dictating, say "Stop dictation."





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Third-Party Dictation Software

You can use these third-party software options on your devices if you've tried the built-in option and need something more accurate or if you'll be dictating frequently. These are options to consider.

Braina - www.brainasoft.com

- Price: \$59 per year (PRO plan)
- Platform: PC, Android
- Accuracy: Great
- Languages: 89

Dictation.io - www.dictation.io

- Price: Free
- Platform: Browser (Google Chrome only)
- Accuracy: 91.9%
- Languages: 10+
- Recommendation: Not bad for free browser-based text dictation, but its competition is generally more useful.

Dragon - www.nuance.com/dragon.

- Price: \$99.99 (Home edition) up to \$500 (Legal edition)
- Platform: PC, Mac, iOS, Android
- Accuracy: 98.6%



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- Languages: 7 (PC, Mac) / 32 (Mobile)
- Recommendation: The most reliable and versatile solution out there – a must-have for anyone planning to dictate a lot

Getting Familiar with Dictation Software

As with every feature available, it's not 100% accurate. There are some limitations to dictation or some awkwardness to overcome.

- Background noise can affect the sound quality
- Some phone cases can interfere with the microphone's ability to pick up speech
- You may have to over-enunciate your words for the device to understand you
- You may have to edit text if the device misunderstands you

To insert a punctuation mark or perform simple formatting tasks, do any of the following:

- Say the name of the punctuation mark, such as *"exclamation mark."*
- Say "new line" (equivalent to pressing the Return key once) or "new paragraph" (equivalent to pressing the Return key twice). After you say "new line," the dictated text appears when you are done dictating.