

11/8/2016

TIP TUESDAY

New & Improved Voice to Text in Docs!

Google has added more features to this great tool

From last year's October 20th tip:

1. Attach a microphone to your computer (or use a Chromebook which has a built-in microphone).
2. From Google Docs, click *Tools* and choose *Voice typing*.
3. Click the microphone and start talking! You'll see the words appear.
4. Click the microphone again to stop.

New features added:

<i>To</i>	<i>Say</i>
Change text color	"Text color blue"
Highlight	"Highlight yellow"
Adjust alignment	"Apply center"
Add a link	"Insert link <i>www.address.com</i> "
Select text	"Select [word/phrase]" "Select line"
Stop recording	"Stop listening"

Click [here](#) for a list of all (there are many!) voice commands—scroll down to Step 3.
Be sure to share this with your students!