

Voice Typing (text-to-speech) in Google Docs

Prerequisites

- You must be using Google Chrome
- **AND** The document must be in Google Docs format

Process

1. Open the Google Docs document you wish to input text into using your voice
2. Go to the **Tools** menu
3. Select **Voice typing**
4. Click on the **microphone** button to toggle speaking mode on/off

IMPORTANT: Ensure your microphone is enabled (not muted)

