




WORD



Dictate



- Open **Word > File > New Document**
- Click on **Dictate** (top right-hand corner)
- Start to speak
- Click the mic icon in the panel to finish
- Click  for **Dictation Settings** to choose language and mic source



Translate



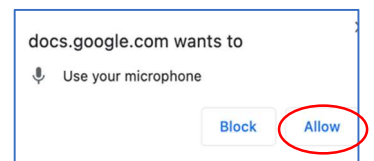
- Click **Review > Translate**
- Click **Translate Selection/Document**
- In **From**: select the spoken language
- In **To**: select the language you want to translate this to
- Click **Insert/Translate**

GOOGLE DOCS



Dictate

- Open **Google Docs > Start a new Blank document**
- Click **Tools > Voice Typing**
- Select your spoken language
- Click the mic icon to speak
- **Allow** Google Docs to use your microphone
- Click the mic icon to finish



Translate

- Click **Tools > Translate Document**
- In the dropdown menu, select the language you want to translate this to
- Click **Translate**
A new Google Doc is generated with the translation completed

