Type with Your Voice Commands

You‑can type and edit by speaking in Google Docs or in Google Slides speaker notes.

 Tip: This feature is only available in Chrome browsers.

Step 1: Turn on your microphone

**(Braille Page 1)**

 To use voice typing or voice commands, your computer microphone needs to be on and working.

Devices and microphones vary, so check your computer manual for instructions. Microphone settings are typically in the‑System Preferences

Step 2: Use voice typing

**(Braille Page 1)**

Start voice typing in a document

1. Check that your microphone works.

2. Open a document in Google Docs with a Chrome browser

3. Click‑Tools and then‑Voice typing. A microphone box appears.

4. When you're ready to speak, click the microphone.

5. Speak clearly, at a normal volume and pace (see below for more information on using punctuation).

6. When you're done, click the microphone again.

Start voice typing in Slides speaker notes

**(Braille Page 2)**

1. Check that your microphone works.

2. Open a presentation in Google Slides with a Chrome browser.

3. Click‑Tools‑and then‑Voice type speaker notes. The speaker notes open, and a microphone box appears.

4. When you're ready to speak, click the microphone.

5. Speak clearly, at a normal volume and pace (see below for more information on using punctuation).

6. When you're done, click the microphone again.

Correct mistakes while voice typing

**(Braille Page 3)**

• If you make a mistake while you're typing with your voice, you can move your cursor to the mistake and fix it without turning off the microphone.

• After you correct the mistake, move the cursor back to where you want to continue.

• To see a list of suggestions, right-click words underlined in gray

Step 3: Use voice commands

**(Braille Page 3)**

 After you start voice typing, you can use commands to edit and format your document. For example, "Select paragraph," "italics," or "Go to the end of the line."

 Tips:

 • Voice commands are available only in English. The account language and document language must both be English.

 • Voice commands are not available in Slides speaker notes.

Select text

**(Braille Page 3)**

To select text, say these commands:

• Select [word or phrase]

• Select all

• Select all matching text

• Select list item

• Select list items at current level

• Select next character

• Select next [number] characters

• Select last character

• Select last [number] characters

• Select line

• Select next line

• Select next [number] lines

• Select last line

• Select last [number] lines

• Select paragraph

• Select next paragraph

• Select next [number] paragraphs

• Select last paragraph

• Select last [number] paragraphs

• Select word

• Select next word

• Select next [number] words

• Select last word

• Select last [number] words

• Deselect

• Unselect

• Select none

To format your document, say these commands:

**(Braille Page 5)**

Text formatting

• Apply heading [1–6]

• Apply normal text

• Apply subtitle

• Apply title

• Bold

• Italicize

• Italics

• Strikethrough

• Subscript

• Superscript

• Underline

• Uppercase

• Title case

• Lowercase

Text color and highlighting

**(Braille Page 6)**

• Text color [color]

• Highlight

• Highlight [color]

• Background color [color]

• Remove highlight

• Remove background color

 Tip: The colors available are: red, red berry, orange, yellow, green, cyan, blue, cornflower blue, purple, magenta, black, white, and gray. For all colors except black and white, you can add "light" or "dark" along with numbers 1-3 (for gray, 1-4), such as "dark purple 3." If you say "highlight" by itself, the highlighting color is yellow.

Font size

**(Braille Page 7)**

• Decrease font size

• Increase font size

• Font size [6-400]

• Make bigger

• Make smaller

Paragraph formatting

**(Braille Page 7)**

• Decrease indent

• Increase indent

• Line spacing [1-100]

• Line spacing double

• Line spacing single

Alignment

**(Braille Page 7)**

• Align center

• Align justified

• Align left

• Align right

• Center align

• Left align

• Right align

Columns

**(Braille Page 8)**

• Apply 1 column

• Apply 2 columns

• Apply 3 columns

• Column options

• Insert column break

Lists

**(Braille Page 8)**

• Create bulleted list

• Create numbered list,

• Insert bullet

• Insert number

Remove formatting

**(Braille Page 8)**

• Clear formatting

• Remove formatting

• Remove bold

• Remove italics

• Remove strikethrough

• Remove underline

To edit your document, say these commands:

**(Braille Page 9)**

•Copy

•Cut

•Paste

•Delete

•Delete last word

•Delete [word or phrase]

•Insert link [then say the URL you want to use]

•Copy link

•Delete link

•Insert table of contents

•Delete table of contents

•Update table of contents

•Insert comment [then say your comment]

•Insert bookmark

•Insert equation

•Insert footer

•Insert footnote

•Insert header

•Insert horizontal line

•Insert page break

Tips:

•If you say "Delete" by itself, you delete the word before the cursor.

•If you select the text of a URL and say "Insert link," the selected text becomes a hyperlink.

To add and edit tables, say these commands:

**(Braille Page 10)**

•Insert table

•Insert table [1-20] rows by [1-20] columns

•Insert row

•Insert column

•Insert new column

•Insert new column on the left

•Insert new row

•Insert new row above

•Insert new row below

•Delete column

•Delete row

•Delete table

•Remove column

•Remove row

•Remove table

•Exit table

To move around your document, say these commands:

**(Braille Page 11)**

 Example: (This is presented as a table in the braille document; braille p11, 12)

 Part 1 Part 2 Part 3

 Go to end of paragraph

 Move to start of column (line, row, table, document)

 Go to next character

 Move to previous column (footnote, formatting change, heading,

 heading [1-6], image, line,

 link, list, list item, misspelling,

 paragraph, row, table, word, page)

 Go forward [number] characters

 Move backward [number] words

 Go up [number] lines

 Move down [number] paragraphs

Scroll

**(Braille Page 12)**

•Scroll down

•Scroll up

Stop Voice Typing

**(Braille Page 12)**

To stop voice typing, say "Stop listening."

To move the cursor to the end of the paragraph and start voice typing again, say "Resume."

To move the cursor to the end of a particular word or phrase, say "Resume with [word or phrase]."

Here are all the commands you can say to resume voice typing:

**(Braille Page 13)**

•Resume

•Resume with [word or phrase]

•Go to the end of the paragraph

•Move to the end of the paragraph

•Go to the end of the line

•Move to the end of the line

•Go to [word]

To open a list of voice commands in your document, say these commands:

**(Braille Page 13)**

•Voice typing help

•Voice commands list

•See all voice commands

Accessibility Commands

**(Braille Page 14)**

To use these commands, turn on screen reader support. It's best to wear headphones so the screen reader feedback isn't typed into your document.

•Speak cursor location

•Speak from cursor location

•Speak selection

•Speak selection formatting

•Speak table row and column headers

•Speak table cell location

•Speak table column header

•Speak table row header

THE END