
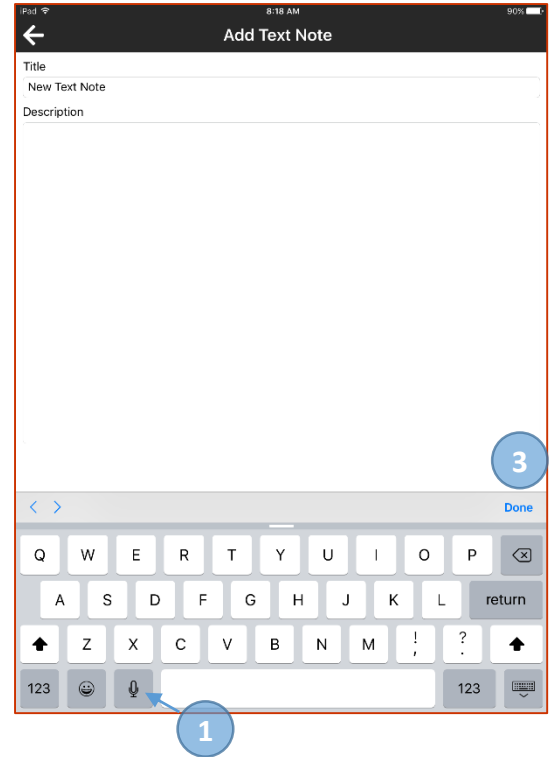


Using Speech to Text in iOS

Setup

In a window that requires keyboard input with the virtual keyboard visible:

1. Select the **Microphone Button**. 
2. Speak clearly into the device. From the cursor you will see your words appear on the screen.
3. When finished with Speech to Text press **Done**.
4. To return to the Speech to Text – tap in the text area to bring up the virtual keyboard and press the **Microphone Button**.



Tip see the table below to use voice commands for basic text and formatting control.

Command	Action
New line	Move to the next line
New paragraph	Start a new paragraph
Cap	Capitalize the next word
Caps on ... caps off	Capitalize a section of text
All caps	Make the next word all uppercase
All caps on ... all caps off	Make part of what you say uppercase
No caps	Make the next word lowercase

Command	Action
No caps on ... no caps off	Make sure part of what you say is all lowercase
Space bar	Prevent a hyphen from appearing in a normally hyphenated word
No space	Prevent a space between words
No space on ... no space off	Prevent a section of text from having spaces between words
"Period" or "full stop"	Place a "." at the end of a sentence
Dot	.
Point	.
"Ellipsis" or "dot dot dot"	...
Comma	,
Double comma	„
"Quote" or "quotation mark"	"
"Quote ... end quote" or "quote ... close quote"	Place quotes around a section of text
Apostrophe	'
Exclamation point	!
Inverted exclamation point	¡
Question mark	?
Inverted question mark	¿
Ampersand	&
Asterisk	*
Open parenthesis or 'left paren'*	(
Close parenthesis or 'right paren'*)