

# Writing Assistive Technology

|               | Microsoft 365<br>Dictate /<br>Transcribe | Apple Dictation                         | Google Docs Type with<br>your Voice     |
|---------------|--|---|---|
| Online Use    | ✓  | ✓                                       | ✓                                       |
| Offline Use   | ✓  | ✓                                       |   |
| Compatibility | PC, Mac,<br>Android, and<br>iOS.         | iPhone, iPad, macOS and<br>Apple Watch. | Any device with internet<br>connection. |

## Do you have trouble organising your ideas onto the page?

Writing assistive technology or speech-to-text software offers a wide range of benefits that can help improve the academic writing process.

## How can you benefit from using speech-to-text software?

- Improve speed and efficiency: speech-to-text software allows your device to type as you speak.
- Explaining your ideas verbally can often be faster than typing. Speech-to-text could be used to dictate notes, essays, and reports depending on your needs.
- Reduction in typing errors: speech-to-text software can help to reduce common typing mistakes.
- Reduced physical strain on hands and wrists.
- Improve focus: speech-to-text may reduce the time spent on the typing to allow more time to focus on the content and structure of the writing.

Some **free** speech-to-text options we recommend are:



### Microsoft Office 365 Dictation

The Microsoft speech-to-text feature is known as **Microsoft Dictation**. It allows you to use your voice to create documents, emails, notes, and presentations, within the Office 365 online suite or apps. For an overview of all features go to [Dictate in Microsoft 365](#).

- MQ students have [free access to the Microsoft 365 suite](#)

Step-by-step guides:

- [Dictate your documents in Word](#)
- [Dictate your notes in OneNote](#)
- [Dictate your presentations in PowerPoint](#)



### Microsoft Office 365 Transcribe

- The Transcribe feature converts audio files into transcripts.
- Upload an audio or video file (mp3 or mp4) and Microsoft 365 will generate an editable transcript with timestamps.
- Students can upload 300 minutes of audio for free each month.
- You can take notes and quote directly from the transcripts with timestamps.
- Transcribe can also be used to record a live conversation, and generate a transcript for meetings.

Video on [how to use Microsoft 365 transcribe](#)



### Apple Dictation

The Apple speech-to-text feature is known as **Dictation** and is available on macOS, iOS, iPadOS.

- It can be used across different applications and devices.
- Student pre-set a shortcut so it is convenient to activate.

For more information:

- [Dictate Messages & Documents on Mac](#)
- [Use Dictation on your iPhone, iPad or iPod touch.](#)
- Book an appointment with the [Apple Genius Bar.](#)



### Google Docs Type with your Voice and Voice Recognition

Available for Google Docs and Slides only within the **Chrome** browser

- For more information, go to [Google Docs Editor Type with your Voice](#).

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### Need troubleshooting support?

If you would like more detailed guides and support for engaging with assistive technology, reading, writing and organising your notes, please register for the Accessibility [Insight Skillshop](#).

If you are a student with assistive technology requirements due to the impact of your health condition, for example low vision or are hard of hearing, please register with the [Accessibility Service](#) or use the QR code below.

