

# Writing Assistive Technology

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

## Do you have trouble putting thoughts on paper?

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.

- 

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

### 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.](#)

---

### Need troubleshooting support?

If you would like more detailed guides and support for engaging with assistive technology, reading, writing and organising your notes, drop into the Student Wellbeing 'Thrive Hub' Activation for Assistive Technology Support. Details and updates available on the [Wellbeing Skillshops webpage](#).

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](#).