

Raise Your Voice!

Windows 11 has a built-in “Voice Typing” feature, formerly known as dictation, to convert speech to text. To access this feature, you would press the Windows key + H or by pressing the microphone icon on the touch keyboard (if applicable).

Here is some additional information on how to use the feature to convert your voice to text.

-How to start voice typing-

To use voice typing, you'll need to be connected to the internet, have a working microphone, and have your cursor in a text box.

Once you turn on voice typing, it will start listening automatically. Wait for the "Listening..." alert before you start speaking.

To turn on voice typing:

- Press **Windows logo key + H** on a hardware keyboard
- Press the **microphone key** next to the Spacebar on the touch keyboard

To stop voice typing:

- Say a voice typing command like "Stop listening"
- Press the microphone button on the voice typing menu

-How to Install a voice typing language-

You can use a voice typing language that's different than the one you've chosen for Windows. Here's how:

1. Select **Start > Settings > Time & language > Language & region**.
2. Find **Preferred languages** in the list and select **Add a language**.
3. Search for the language you'd like to install, then select **Next**.
4. Select **Next** or install any optional language features you'd like to use. These features, including speech recognition, aren't required for voice typing to work.

-How to Switch voice typing languages-

To switch voice typing languages, you'll need to change the input language you use. Here's how:

- Select the language switcher in the corner of your taskbar
- Press **Windows logo key + Spacebar** on a hardware keyboard
- Press the language switcher in the bottom right of the touch keyboard

-Supported Languages-

These languages support voice typing in Windows 11:

- | | | |
|--|---------------------------|-------------------------|
| ▪ Bulgarian | ▪ English (United States) | ▪ Norwegian (Bokmål) |
| ▪ Chinese (Simplified, China) | ▪ Estonian | ▪ Polish |
| ▪ Chinese (Traditional, Hong Kong SAR) | ▪ Finnish | ▪ Portuguese (Brazil) |
| ▪ Chinese (Traditional, Taiwan) | ▪ French (Canada) | ▪ Portuguese (Portugal) |
| ▪ Croatian | ▪ French (France) | ▪ Romanian (Romania) |
| ▪ Czech | ▪ German | ▪ Russian |
| ▪ Danish | ▪ Gujarati | ▪ Slovak |
| ▪ Dutch (Netherlands) | ▪ Hindi | ▪ Slovenian |
| ▪ English (Australia) | ▪ Hungarian | ▪ Spanish (Mexico) |
| ▪ English (Canada) | ▪ Irish | ▪ Spanish (Spain) |
| ▪ English (India) | ▪ Italian (Italy) | ▪ Swedish (Sweden) |
| ▪ English (New Zealand) | ▪ Japanese | ▪ Tamil (India) |
| ▪ English (United Kingdom) | ▪ Korean | ▪ Telugu |
| | ▪ Latvian | ▪ Thai |
| | ▪ Lithuanian | ▪ Turkish |
| | ▪ Maltese | ▪ Vietnamese |
| | ▪ Marathi | |

-Voice Typing Commands-

Use voice typing commands to quickly edit text by saying things like "delete that" or "select that".

The following list tells you what you can say. To view supported commands for other languages, change the dropdown to your desired language.

Voice typing command	What you can say
Stop or pause voice typing	Pause voice typing
	Pause dictation
	Stop voice typing
	Stop dictation
	Stop listening
	Stop dictating
	Stop voice mode
	Pause voice mode
Delete last spoken word or phrase	Delete that
	Erase that
	Ignore that
Select last spoken word or phrase	Select that
Press Enter	Press Enter
Press Backspace	Backspace
	Press Backspace
Press Tab	Tab
	Press Tab
Press Space	Insert Space
	Press Space

Note: If a word or phrase is selected, speaking any of the “delete that” commands will remove it.

-Punctuation Commands-

Use voice typing commands to insert punctuation marks.

The following list tells you what you can say. To view supported commands for other languages, change the dropdown to your desired language.

To Insert this	Say this
‘	begin/open single quote
’	end/close single quote
-	Hyphen
	minus sign
	n-dash
—	m-dash
!	exclamation mark/point
#	number/pound sign
\$	dollar sign
%	Percent sign
&	ampersand, and sign
(left/open parentheses
)	right/close parentheses
*	asterisk
,	comma
.	period, full stop
...	ellipsis, dot dot dot
/	forward slash
:	colon
:(frowny face

To Insert this	Say this
:)	smiley face
;	semicolon
;)	winky face
?	question mark
@	at sign, at mention
[left/open (square) bracket
\	backslash
]	right/close (square) bracket
^	caret symbol
_	underscore
`	backquote, backtick
{	left/open (curly) brace
	vertical bar sign/character, pipe character
}	right/close (curly) brace
~	tilde symbol
“	open quotes
”	close quotes
£	pound sterling sign
¥	yen sign
€	euro sign
+	plus sign
<	less than sign, left/open angle bracket
<3	heart emoji
=	equal sign

To Insert this	Say this
>	greater than sign, right/close angle bracket
±	plus or minus sign
×	multiplication sign
÷	division sign
§	section sign
©	copyright sign/mark
®	registered sign
°	degree symbol/sign
¶	paragraph sign/mark
new line	new/next line
new paragraph	new paragraph
's	apostrophe-s

All information was provided from Microsoft and can be found at the following link:

<https://support.microsoft.com/en-us/windows/use-voice-typing-to-talk-instead-of-type-on-your-pc-fec94565-c4bd-329d-e59a-af033fa5689f>