

## Tech Café 29/06/2022

Speech to text and reader Tools:

### Have PDFs read out loud to you:

**On Desktop:** Open Reader and navigate to the document page you want to have read aloud. From the top left menu, click View, then Read Out Loud.

You can then also select stop and pause from the same menu.

**Android Phone/Tablet** (must have official Adobe Reader app installed): Open the PDF and then click 3 vertical dot menu in top right. This brings up another menu and click on the headphones icon to hear the PDF read out loud. Same with tablet.

General access tablet with impaired vision use Talkback. Settings > Accessibility > Talkback

### 1. Google Docs Voice Typing -

<https://support.google.com/docs/answer/4492226?hl=en>

Most writers rely on Google Docs everyday, so if you need a free yet powerful dictation tool, consider using Google's Voice Typing tool. Not only does it let you type with your voice on Google Docs, but you can also leverage over 100 voice commands to edit and format your document in almost every way possible, like making bullet points, italicizing or bolding text, and moving your cursor to different parts of your document.

To use Voice Typing on Google Docs, all you have to do is click on "Tools", "Voice Typing", and let Google access your laptop's microphone.

### 2. Speechnotes - <https://speechnotes.co/>

Built on Google's speech-recognition engines, Speechnotes is a simple, clean, online dictation tool that helps users transcribe their speech into text with over 90% accuracy. And since you don't have to download, install, or register for Speechnotes, it's one of the most accessible dictation tools out there.

Speechnotes is incredibly user-friendly too -- it automatically capitalizes the beginning of your sentences, autosave your documents, and allows you to dictate and type at the same time. When you're finished dictating on Speechnotes, you can email or print your documents, export them to Google Drive, or download them onto your computer.

### 3. Apple Dictation - <https://support.apple.com/en-us/HT210539>

All Apple devices have a built-in dictation software that uses Siri's servers to dictate up to 30 seconds of speech at a time, if you're connected to the internet. Dictate is ideal for quickly getting your thoughts down on paper, but if you want to create longer form content with just your voice and you've updated your Mac's operating system to OS X 10.9 or later, Enhanced Dictation is the better option.

This voice-to-text tool can help you dictate without any internet connection or time constraints on Apple Pages. And with over 70 voice commands, you can control your Mac's actions, allowing you to type, edit, and format almost any type of document.

To enable Enhanced Dictation on your Mac, click on the Apple Menu > System Preferences > Keyboard > Dictation. Then, turn Dictation on and choose the Enhanced Dictation option.

### 4. Windows Speech Recognition - <https://support.microsoft.com/en-us/help/14213/windows-how-to-use-speech-recognition>

Just like Apple, Windows also has a built-in dictation software. But the main advantage Windows Speech Recognition has over Apple Dictation is that it lets you dictate and control text on any browser, program, or web application.

You can also activate Microsoft's personal assistant, Cortana, if you have a Windows 10, to streamline your day by setting reminders, managing your calendar and email, playing music, and finding quick answers to any pressing or random questions you might have.

To set up Speech Recognition on your Windows computer, click on Programs > Accessories > Ease of Access > Windows Speech Recognition. Then, click on the Speech Recognition option.

## **Paid Options:**

5. e-Speaking - <https://e-speaking.com/>

Price: \$14

Using Microsoft's Speech Application Program Interface and .Net Framework, e-Speaking lets you use your voice to control your computer's actions, dictate documents and emails, and make your computer read text out loud. The software has over 100 built-in commands, like "open internet" or "open excel". You can also train words and add more commands on e-Speaking to take even more control of your computer.

6. Voice Finger - <https://voicefinger.cozendey.com/>

Price: \$9.99

Engineered for people with disabilities or injuries and competitive video game players, Voice Finger is one of the fastest ways to control your mouse and keyboard without your hands. Using just your voice, you can click the left, middle, or right buttons on your mouse, drag and drop items on your computer, and repeatedly click items. You can also use commands to type, hold, and hit keys on your keyboard.