Making notes with speech-to-text

-- a useful communication tool for the hard of hearing

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Speech-to-Text Access Routes

- Android phone
- Android tablet
- iPhone
- iPad

Please Note:

If not already installed, your device will require an internet connection to download the language (and Gboard app for Android).

Your device <u>will</u> require an internet connection when using speech-to-text because it works via back-end processing.

How To Use Speech-to-Text

Initial Check

❑ Your device may already have the software needed to use Speech to Text (Gboard). It is usually pre-installed on Google Android phones. To check if you have this, go onto your "Notepad" app - this app comes as standard on all iOS and Android devices.

❑ Once on the app, press the "✚" icon to make a new "note", then enter your keyboard and look for a microphone icon. ⟶ 🎤

❑ If you have this icon you will not need to download any app. A short while after you press this icon, what you say will be automatically written down into the notepad file you have created. Re-pressing the microphone icon stops Speech-to-Text transcription.

✖ Without the microphone icon, the steps on the next five slides will let you access Speech-to-Text capabilities. Otherwise, skip the next five slides.
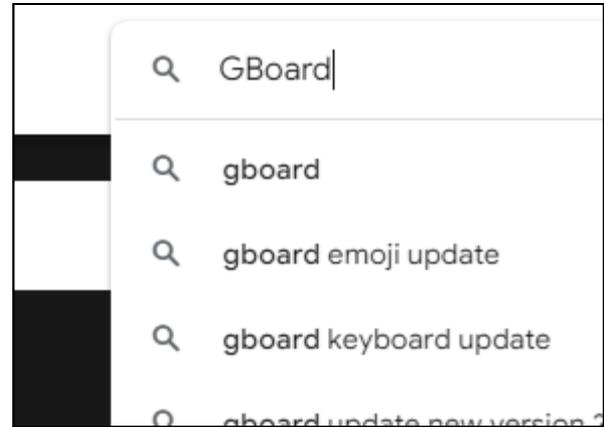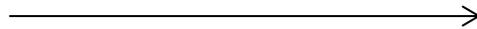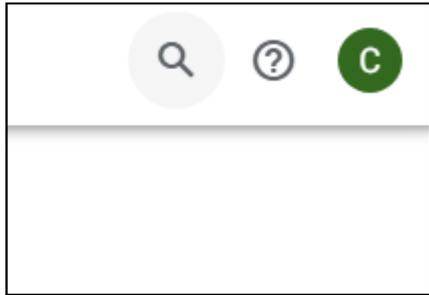
iOS & ANDROID

Download the app - Gboard

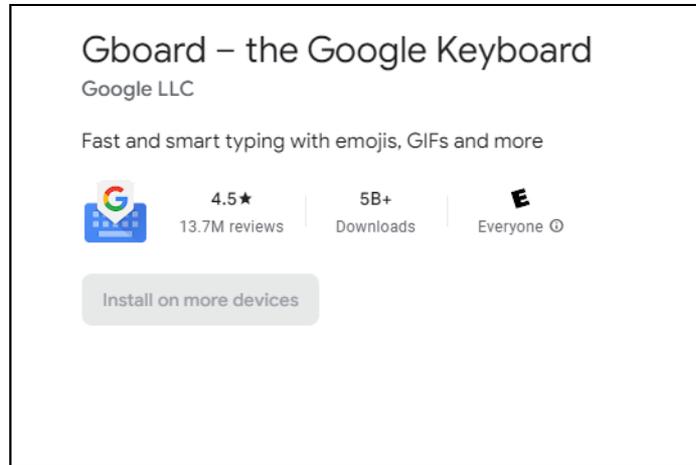You can download this app on your mobile device by entering the Google "Play Store"

Download Gboard

Click the Magnifying Glass icon in the top of the screen and type Gboard

Download Gboard

Click Download on Gboard

Gboard – the Google Keyboard

Google LLC

Fast and smart typing with emojis, GIFs and more

4.5★
13.7M reviews

5B+
Downloads

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Install on more devices

Setup Gboard

Once downloaded, open Gboard, and make it the default app by following the prompted steps.

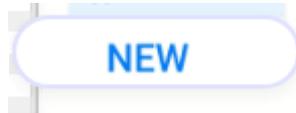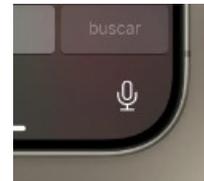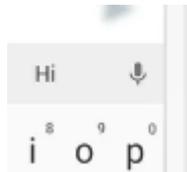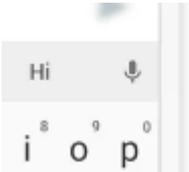# ALL DEVICES

Open Notes App

Navigate to the "notes" app on your device

Create a new note

Select the microphone in the keyboard and speak

Note

If you are using an Android device, there will be a short delay after pressing the microphone. The text will appear saying "Listening…" on the bar at the top of the keyboard.

After you see this, the device will start transcribing.

Finally…..

Thank you for watching