Talk to Windows 10 to dictate text to Word or Email.

You can dictate text on Windows 10 if you have installed the Fall Creators Update or later. Simply type Windows + H. If the program is installed on your computer a listening icon will appear at the top of your screen.

More recent versions of Windows 10 offer a dictation feature you can use to create documents, emails, and other files via the sound of your voice. Once the dictation is active, you can dictate text as well as punctuation marks, special characters, and cursor movements.

How to Trigger the Dictation Program

Open an application in which you want to dictate text, such as Microsoft Word, or your email software. As long as you're running the Windows 10 Fall Creators Update or higher, you can trigger the dictation by pressing the Windows key + H. If you have not enabled speech services, a pop-up will tell you to do so in Settings.

Enable Dictation Services

Click the pop-up or navigate to **Settings > Privacy > Speech, inking & typing**. Once there, click "Turn on speech services and typing suggestions." A pop-up will tell you that Microsoft collects this data to improve its products. If that's okay with you, click **Turn On.**

With speech services turned on, press the Windows key + H once again. The dictation window pops up ready to listen.

You can also issue commands to dictate punctuation and start a new paragraph. As you do with other dictation programs and apps, just speak what you need it to do. Say "period," "comma," "new line," "new paragraph," or whatever action you want to take.

What if you or the dictation program makes a mistake? Simply undo it. Say "Undo that," and your recent word or phrase or sentence is removed.

Notice that if you stop speaking for a few seconds, the dictation stops listening. You can also pause the dictation on your own by saying "stop dictation" or by clicking on the microphone icon. To wake it up, just click on the microphone icon on the dictation bar.

Now, let's say you've finished your document or message and need to edit the text to correct mistakes and change certain words. You can edit by voice, though the process is more cumbersome than using your trusty mouse and keyboard. But if you know the right phrases, you may want to try it out.

For more information, go to [how to use speech recognition](#)