

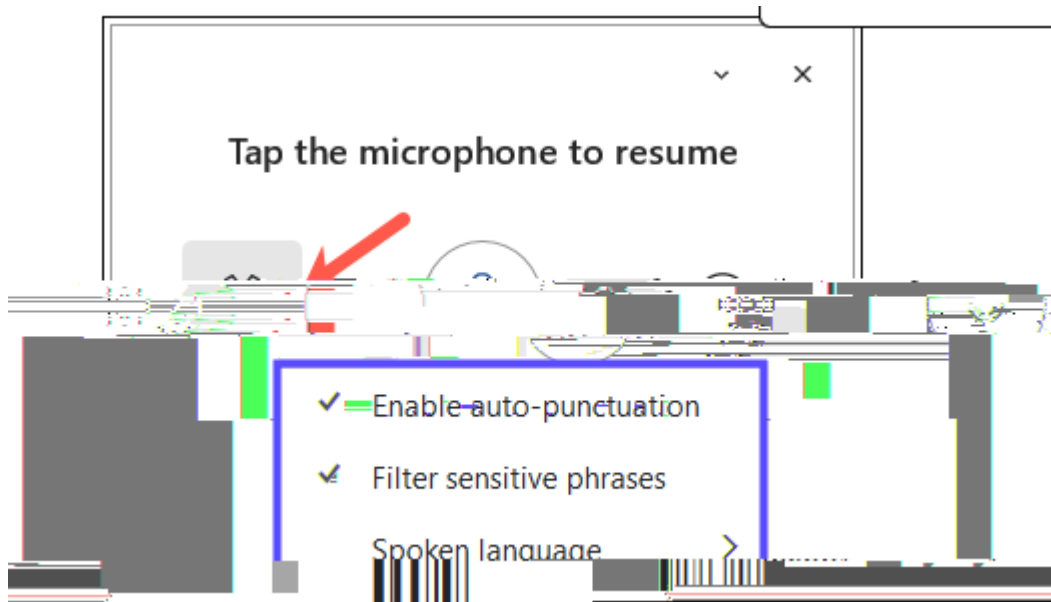


Safety Communication

May 2022

How to Dictate a Document in Microsoft Word (and have an ergonomic break)

For those of us who use the keyboard for a lot of our work tasks – i.e writing research papers, reviewing research papers, writing proposals, typing lengthy emails; the Dictate function available in Word can assist in giving yourself a break from keyboard work. Using the Dictate function is a quick and easy way to get your thoughts and ideas out, creating drafts or outlines an



If you need help with deciding which punctuation or symbols to use, making corrections, or controlling dictation, click the question mark icon next to the microphone to open the Help sidebar.

