



# Henfield Computer Club

## Timely Tips for Terrible Typists

Welcome



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## Timely Tips for Terrible Typists

(this includes me...)

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## Timely Tips for Terrible Typists

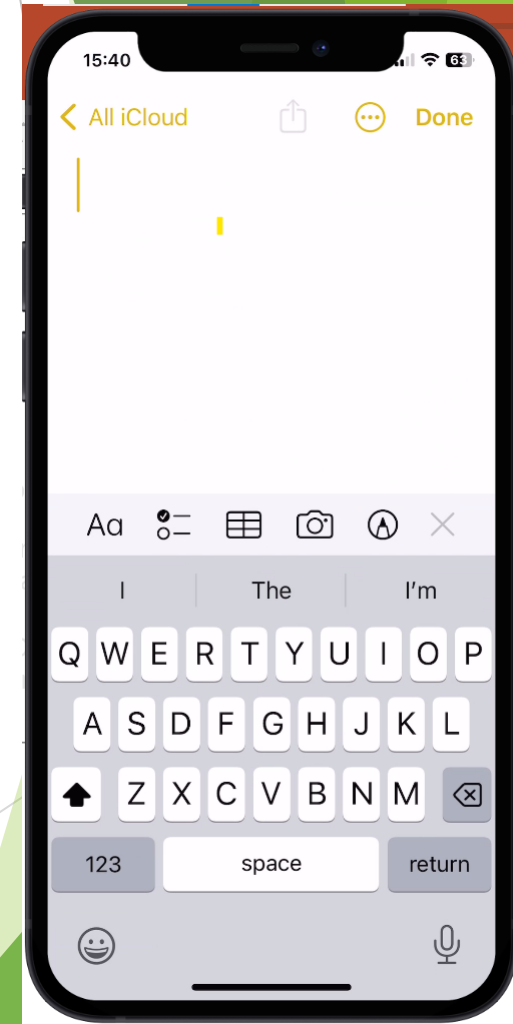
- Presentation is a demonstration of using voice instead of typing
- Plan to show three devices: Iphone/Ipad, Android tablet, and Windows Laptop
  - Show three most used resources on those devices
  - Questions at the end, and mentors here to assist if needed with your own devices

## What the presentation is not about:

- ❑ Siri (“hey siri, type me up War and Peace”)
- ❑ Alexa (“Alexa, write me a novel to publish”)

# Why might typing be difficult?

- Small keyboards on phones.
  - Need for Speed - want to get ideas down and correct any grammar or spelling later
    - Dyslexia, spelling problems (for example, for pupils in schools)
      - Eyesight not as good as it used to be?
        - Arthritic fingers, manual dexterity issues etc
        - Convenience?
- No suggestion to use it all the time - just when needed



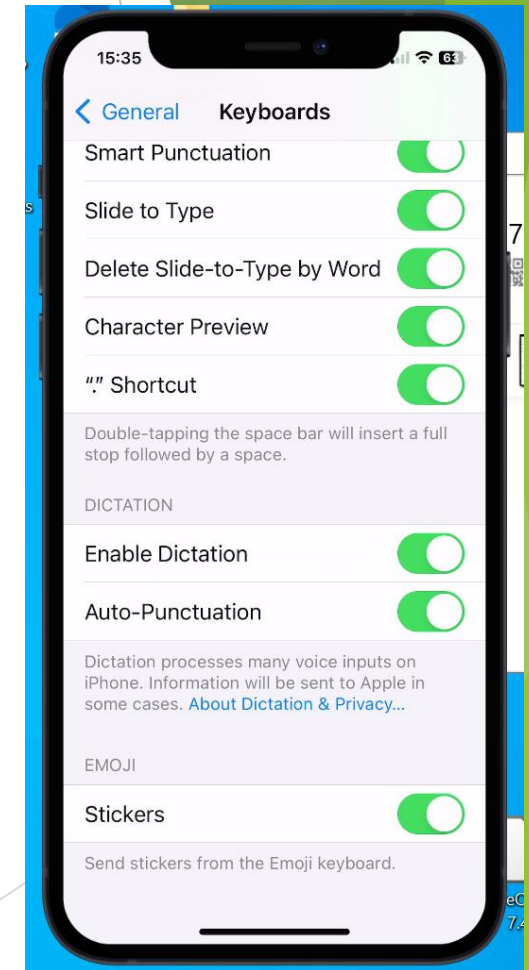


## On my Iphone?

Is there anything to do before it works?

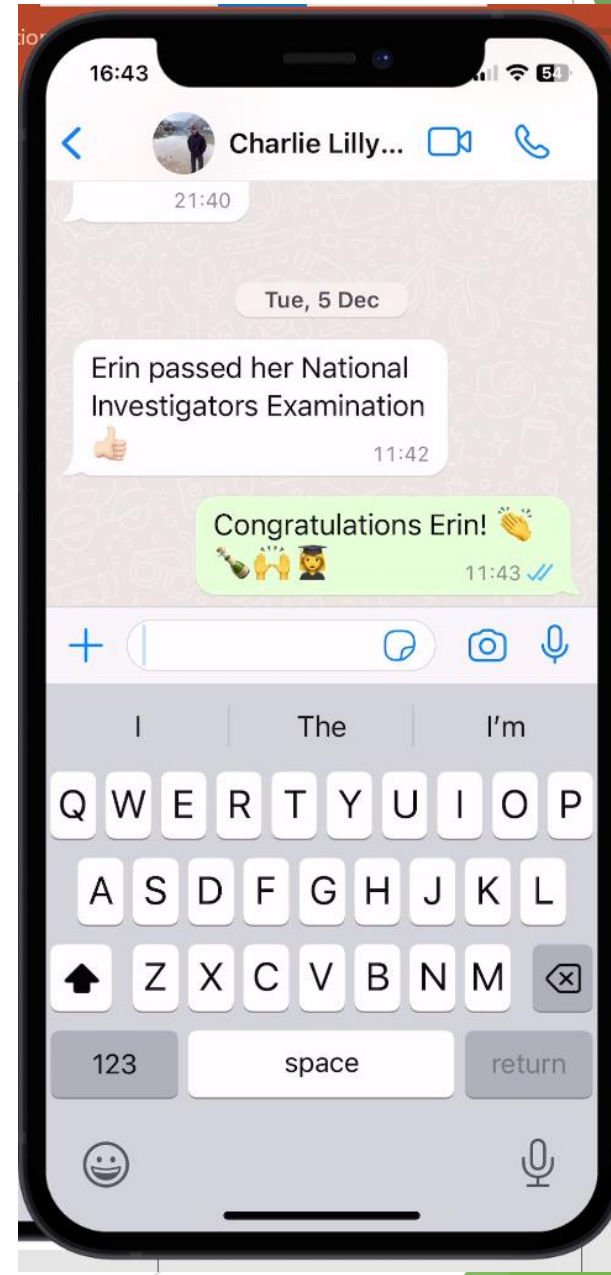
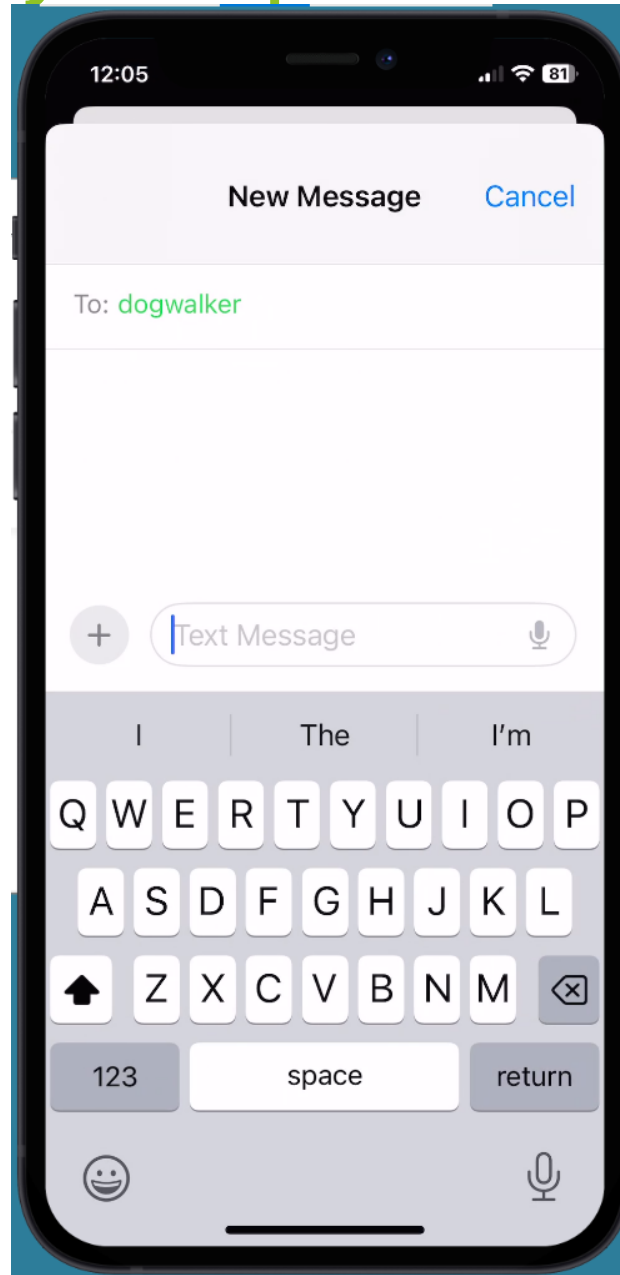
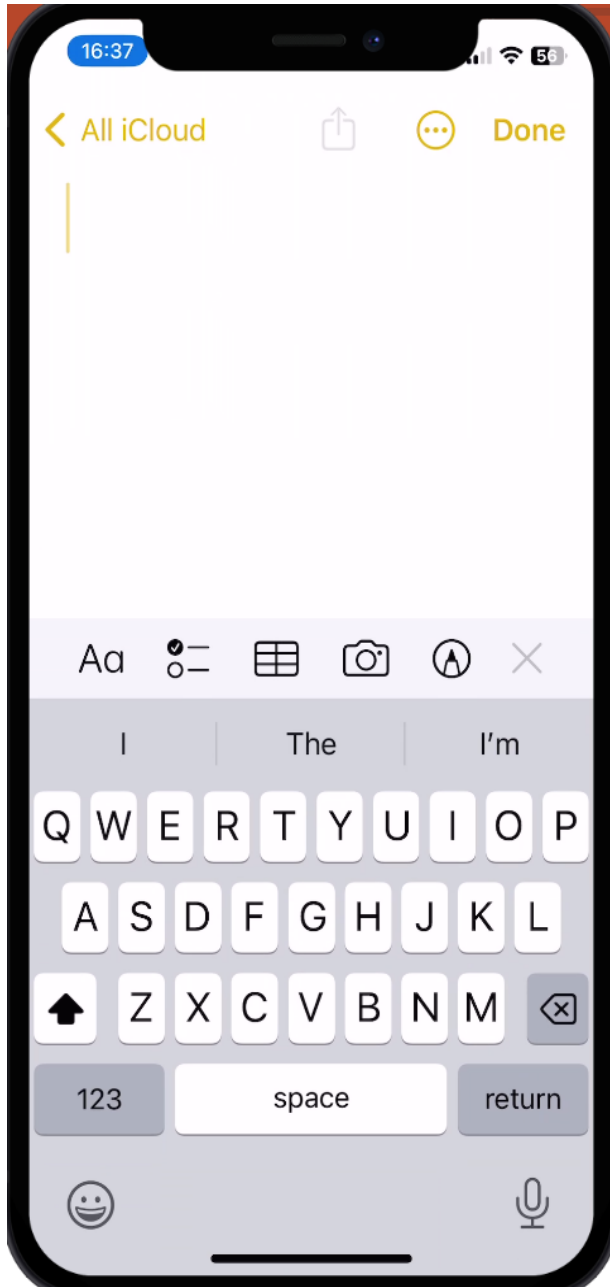
No. Most of this is all standard to Iphones. Go to:  
Settings  > General > Keyboard.  
Turn on Enable Dictation. (Green slider)

- Most frequent tasks on my Iphone are:
  - Notes
  - Imessage
- Let's look at the Iphone screen "live" now



Live view of Iphone

# On your Iphone?





# That was the Iphone...

Remember - you may need to tell it to insert punctuation. (or do it afterwards)

The first thing in a Note is a Heading (therefore in **BOLD**) Add some carriage returns to get into body text.

Numbers less than 10 - put a letter first!!

## Now for the Ipad

Which is where I most usually do emails from...

Same settings as Iphone (Enable Dictation)

Live view of Ipad

That was the Ipad...

Now for an Android tablet (or phone)

I don't use one of these regularly so lets look at writing a letter in GoogleDocs on these devices.

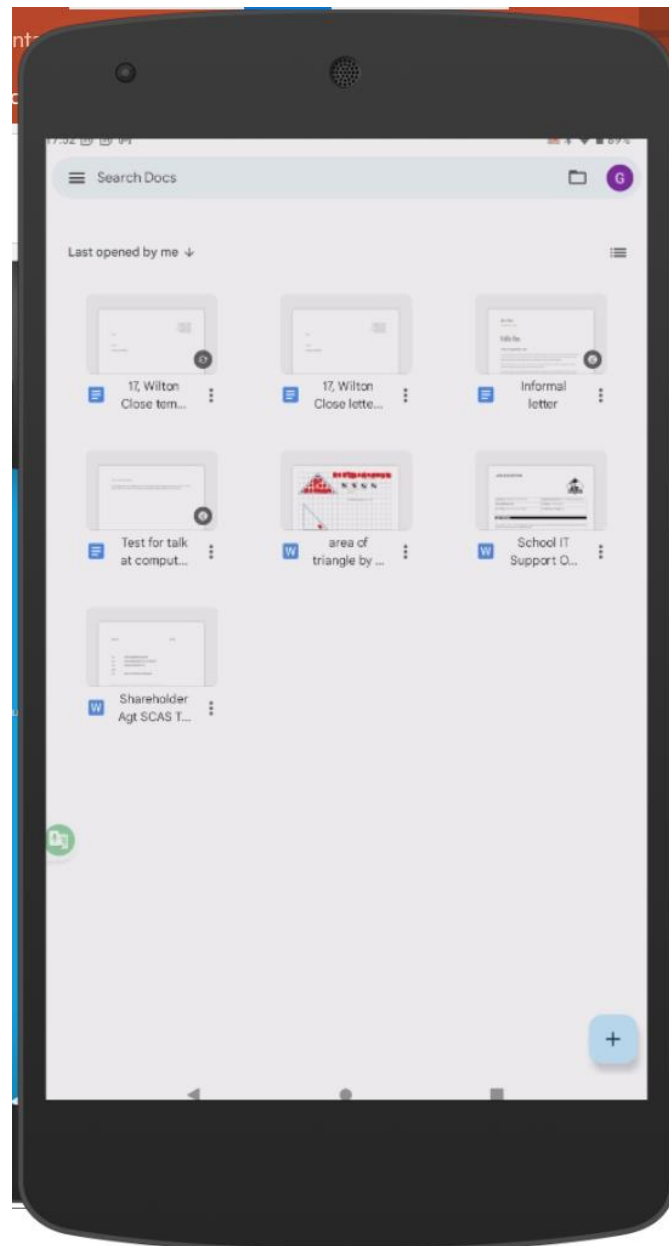
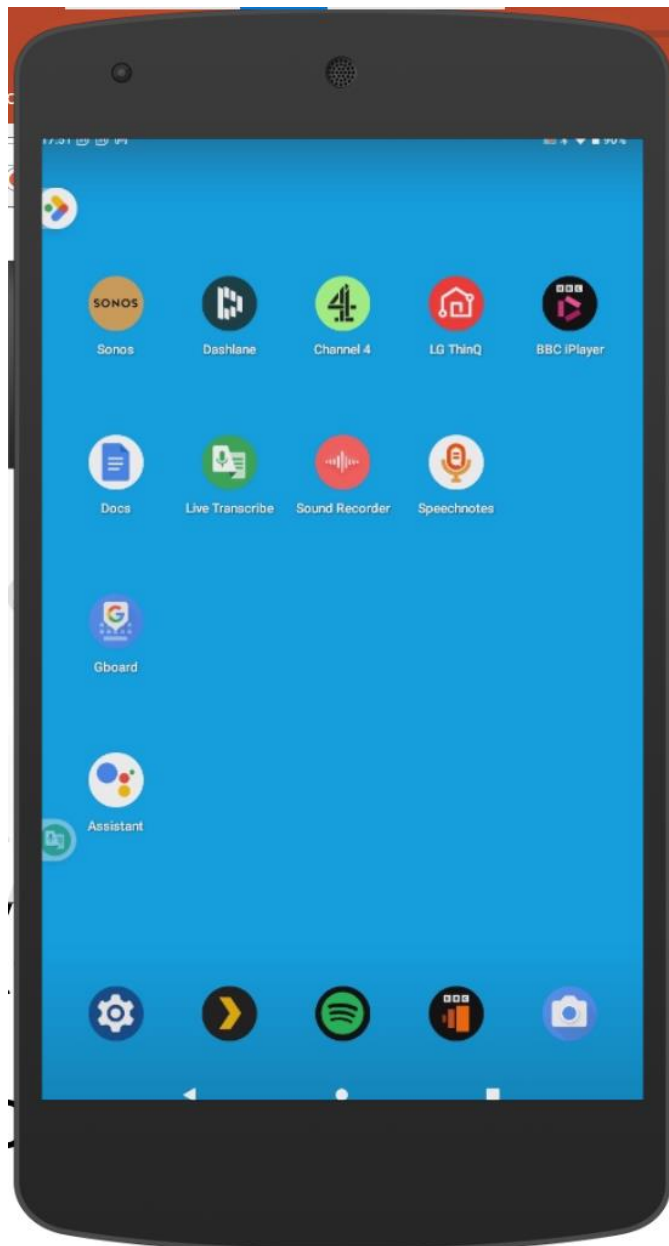


On an Android device you will need...

The Gboard keyboard -  
available from the Play Store

And: Google Assistant turned  
on

Live view of Android Tablet





That was the Android tablet...

Now for a Windows laptop  
(using windows 10 or 11)

I would type longer items on  
this type of device so lets  
look at entering text into  
Word. It would be similar for  
LibreOffice

# What do you need for Windows Dictation?

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

This article has two sections - one for Windows 10, another for Windows 11

[if Dictation gets stuck on “Initialising...” then follow this article to end task on Microsoft Text Input

<https://answers.microsoft.com/en-us/windows/forum/all/dictation-stops-working-and-gets-stuck-on/97004d8a-2f41-4635-8ce0-b983b9162a68>

# Using a laptop - Microsoft Word

Windows 11 needs an Internet connection

This demonstration will use Windows 10

Handy Hint - works best in small chunks!!

Live view of Windows 10 Laptop



Look for the little microphone on an  
on- screen keyboard

Don't expect miracles straight away

Questions - followed by a demo on  
your device if you'd like



# Thank you for listening

Wednesdays 10am -12noon

**Henfield  
Computer Club**



*Friendly and  
supportive  
help with all  
IT devices*

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