Type with your voice
Start voice typing in a document
1. Check that your microphone works.
2. Open a document in Google Docs in a supported browser.
3. Click **Tools** > **Voice typing**. A microphone box appears.
4. When you're ready to speak, click the microphone.
5. Speak clearly, at a normal volume and pace (check below for more information on using punctuation).
6. When you're done, click the microphone again.

Start voice typing in Slides speaker notes
1. Check that your microphone works.
2. In a Chrome browser, open a presentation in Google Slides.
3. Click **Tools** > **Dictate speaker notes**.
   - The speaker notes open and a microphone box shows.
4. When you're ready to speak, click the **Microphone**.
5. Speak clearly, at a normal volume and pace.
   - For more information on how to use punctuation, check below.
6. When you're done, click the **Microphone**.

Correct mistakes while voice typing
- If you make a mistake while you're typing with your voice, you can move your cursor to the mistake and fix it without turning off the microphone.
- After you correct the mistake, move the cursor back to where you want to continue.
- To find a list of suggestions, right-click words underlined in gray.

Use voice commands
After you start voice typing, you can use commands to edit and format your document. For example, "Select paragraph," "italics," or "Go to the end of the line."

Select text
To select text, say these commands:
- Select [word or phrase]
- Select all
- Select all matching text
- Select list item
- Select list items at current level
- Select next character
- Select next [number] characters
- Select last character
- Select last [number] characters
- Select line
- Select next line
- Select next [number] lines
- Select last line
- Select last [number] lines
- Select paragraph
- Select next paragraph

- Select next [number] paragraphs
- Select last paragraph
- Select last [number] paragraphs
- Select word
- Select next word
- Select next [number] words
- Select last word
- Select last [number] words
- Deselect
- Unselect
- Select none

Format your document

To format your document, say these commands:

Text formatting
- Apply heading [1–6]
- Apply normal text
- Apply subtitle
- Apply title
- Bold
- Italicize
- Italics
- Strikethrough
- Subscript
- Superscript
- Underline
- Uppercase
- Title case
- Lowercase

Text color & highlighting
- Text color [color]
- Highlight
- Highlight [color]
- Background color [color]
- Remove highlight
- Remove background color

Tip: The colors available are: red, red berry, orange, yellow, green, cyan, blue, cornflower blue, purple, magenta, black, white, and gray. For all colors except black and white, you can add "light" or "dark" along with numbers 1-3 (for gray, 1-4), such as "dark purple 3." If you say "highlight" by itself, the highlighting color is yellow.

Font size
- Decrease font size
- Increase font size
- Font size [6-400]
- Make bigger
- Make smaller

Paragraph formatting
- Decrease indent

- Increase indent
- Line spacing [1-100]
- Line spacing double
- Line spacing single

Alignment
- Align center
- Align justified
- Align left
- Align right
- Center align
- Left align
- Right align

Columns
- Apply 1 column
- Apply 2 columns
- Apply 3 columns
- Column options
- Insert column break

Lists
- Create bulleted list
- Create numbered list
- Insert bullet
- Insert number

Remove formatting
- Clear formatting
- Remove formatting
- Remove bold
- Remove italics
- Remove strikethrough
- Remove underline

Edit your document
To edit your document, say these commands:
- Copy
- Cut
- Paste
- Delete
- Delete last word
- Delete [word or phrase]
- Insert link [then say the URL you want to use]
- Copy link
- Delete link
- Insert table of contents
- Delete table of contents
- Update table of contents
- Insert comment [then say your comment]
- Insert bookmark
- Insert equation

- Insert footer
- Insert footnote
- Insert header
- Insert horizontal line
- Insert page break

Tips:
- If you say "Delete" by itself, you delete the word before the cursor.
- If you select the text of a URL and say "Insert link," the selected text becomes a hyperlink.

Add & edit tables
To add and edit tables, say these commands:
- Insert table
- Insert table [1-20] rows by [1-20] columns
- Insert row
- Insert column
- Insert new column
- Insert new column on the left
- Insert new row
- Insert new row above
- Insert new row below
- Delete column
- Delete row
- Delete table
- Remove column
- Remove row
- Remove table
- Exit table

Move around your document
To move around your document, say these commands:

Part 1	Part 2	Part 3
Example:*end of*		*paragraph*
Go to		
Go to	end of	paragraph
Move to	start of	column
		line
		row
		table
		document
Go to	next	character
Move to	previous	column
		footnote
		formatting change
		heading
		heading [1-6]
		image
		line
		link

Part 1	Part 2	Part 3
		list
		list item
		misspelling
		paragraph
		row
		table
		word
		page
Go	forward	[number] characters
Move	backward	[number] words
Go	up	[number] lines
Move	down	[number] paragraphs

Scroll

- Scroll down
- Scroll up

Stop voice typing
To stop voice typing, say "Stop listening."

Resume voice typing
To move the cursor to the end of the paragraph and start voice typing again, say "Resume."
To move the cursor to the end of a particular word or phrase, say "Resume with [word or phrase]."
Here are all the commands you can say to resume voice typing:
- Resume
- Resume with [word or phrase]
- Go to the end of the paragraph
- Move to the end of the paragraph
- Go to the end of the line
- Move to the end of the line
- Go to [word]

Commands to open help
To open a list of voice commands in your document, say these commands:
- Voice typing help
- Voice commands list
- Find all voice commands