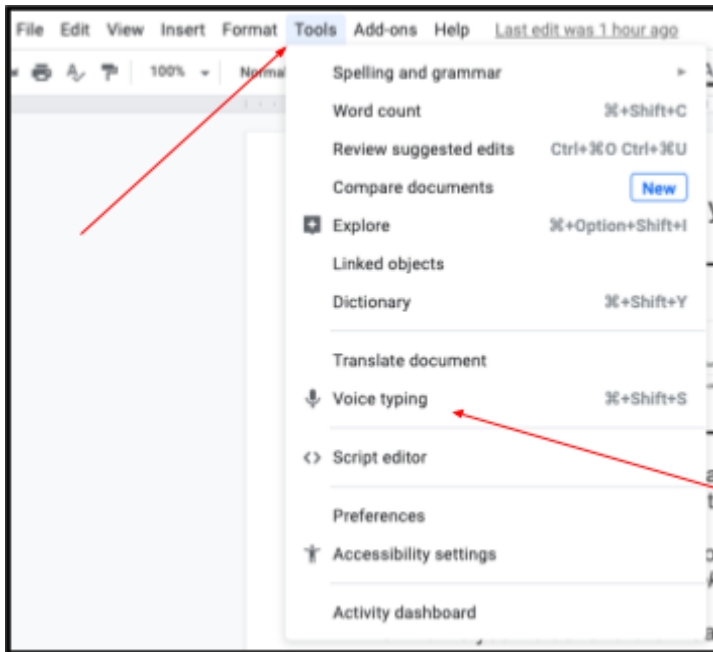# Turn on Voice to Type in Google Docs

1. Click on Tools then click on Voice typing

2. You will see this icon on your screen. When you want Google Docs to listen and type you just click on the microphone icon, then click on the microphone again to stop. To completely turn it off just click on the "X." It's a really cool feature. You can even "say" your punctuation and it will include it. You can also say "new line" and it will start on a new line.