

Newsflash! We have a hot tip to help you get your units completed, faster, easier, and in your own words! Google Docs Voice Typing: This works just like voice to text on our phones. You just launch it, speak while it's capturing your voice, then circle back to review/edit the text.

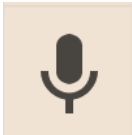
How can it help you?

- Draft essays, free think, capture work verbally
- If you type slowly or don't like to type
- Capture your work in your own words, literally using your own voice!

This tool lets you get your thoughts out quickly, without focusing on typing.

To use: In any Google Doc, go to Tools, Voice Typing or CTRL + Shift + S

Mic is off (click to start)



Mic is hot (talk away then click it to stop)



👉 [Click here for a quick video showing you how it works!](#) 📺