

Windows laptops & PCs | Easy | 2 min read

Typing with your voice in Windows

You can speak and have Windows type for you, which is useful if typing is tiring, difficult or slow. It works in most places you can type, such as emails, documents and web forms. It is available on Windows 10 and Windows 11.

Start voice typing

1. Click in the box where you want the text to appear.
2. Press **Windows key + H**.
3. A small microphone box appears. Wait for it to say **Listening**, or click the microphone.
4. Start speaking clearly at a normal pace.
5. Press **Windows key + H** again, or click the microphone, to stop.

Speak the punctuation

Say the punctuation as you go, for example:

- "full stop", "comma", "question mark", "exclamation mark"
- "new line" and "new paragraph"
- "open bracket" and "close bracket"

In many versions there is an **auto punctuation** option, in the settings cog on the voice typing box, which adds some for you. Check what it does before you rely on it.

If nothing happens

- Check your microphone is plugged in and not muted. See our guide on microphones.
- Voice typing normally needs an internet connection, because the speech is processed online.
- Go to **Settings, Privacy & security, Microphone** (Windows 10: **Privacy, Microphone**) and make sure apps can use it.
- Make sure the language is right, under **Settings, Time & language**.
- Move closer to the microphone, and reduce background noise.

Privacy

Online speech recognition sends what you say to Microsoft for processing. If you would rather not, you can look in the **Speech** privacy settings to see what is switched on. Do not dictate passwords, card numbers or very private information.

Voice access in Windows 11

Windows 11 also has **Voice access**, which lets you control the whole PC by voice, not just type. Search for it in **Settings, Accessibility, Speech**. It takes practice, but can be a great help if using a mouse is hard.

Read back what you have written. Dictation can hear names and unusual words wrongly.

When to get more help

Get in touch if the microphone is not detected, voice typing keeps cutting out, or you would like help choosing a headset for dictation.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.