

*Older Americans who are not tech savvy or who have vision issues may appreciate the **Voice to Text** features built into your everyday ANDROID Smart Phone that allow you to **speak directly into emails** – no DragonSpeak app necessary. Later you can easily transfer the Android originated text to Microsoft Word.*

DICTATE DIRECTLY TO YOUR ANDROID BASED EMAIL

1. Tap/Select/Launch your phone based Email ie..GMAIL or Android MAIL.
2. Create a New Email, addressed to yourself if you need a copy (or hard copy).
Type in a Subject as necessary.
3. Tap/Select on the email main white text space. The Android keyboard will appear.
4. Tap/Select the GEAR SYMBOL FOR 2 SECONDS (located at the bottom left side of the keyboard).
A menu will appear. Choose the MICROPHONE.
5. You will see a "Begin Speaking" Prompt. Place phone on table in front of you and begin dictating.
6. Text should appear as you talk. Keep on eye on the phone to see that it is updating the text properly. Sometimes you may have to re-launch the microphone if you accidentally exited the dictation mode.
7. Press the Lighted BACKUP BUTTON when done or to pause dictation. If needed perform additional editing using the regular Android keyboard. Continue to completion of email.
8. SEND THE MAIL TO YOUR RECIPIENT AND/OR CC A COPY TO SELF. LATER YOU MAY ACCESS THE EMAIL TEXT FROM YOUR HOME/OFFICE COMPUTER AND EDIT OR PRINT AS NEEDED.

TO TRANSFER EMAIL TEXT TO WORD

1. Receive the email from your COMPUTER. Open the desired EMAIL message.
2. Rt click on the text body area and choose "SELECT ALL" to highlight the email text.
3. Press Control C to Copy all text into Memory**.
4. Open MS WORD and create a blank document.
5. Right Click on the editing space and select: PASTE
6. Continue editing the WORD DOC and save to a unique name.
7. Print and mail as needed.

**Other means of copying and pasting are fine; such as using Right Click for the "Context Menu".
Or click the ever present EDIT MENU for Copying your data or text.