**Free Speech-to-Text for Mac Users**

Under ‘*Launchpad*’

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| Select ‘*System Preferences*’  /Users/sblittleton/Desktop/Screen Shot 2017-08-25 at 3.19.05 PM.png |
| Select ‘*Dictation & Speech*’  ’ /Users/sblittleton/Desktop/Screen Shot 2017-08-25 at 3.19.49 PM.png |
| Select ‘*Dictation*’ and ‘*On*’  ../Screen%20Shot%202017-08-29%20at%203.39.48%20PM.png |

**Free Speech-to-Text for Windows 10 (PC) Users**

Under ‘*Settings*’   
(for older versions of Windows go to ‘Control Panel’/’Ease of Access’/‘Speech Recognition’)

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| Select ‘*Ease of Access*’  /Users/sblittleton/Desktop/Screen Shot 2017-08-25 at 3.45.20 PM.png |
| Search ‘*speech recognition*’  (for older versions of Windows select ‘Speech Recognition’) |
| Select ‘*Start Speech Recognition’* and ‘*Set up your microphone*’ |