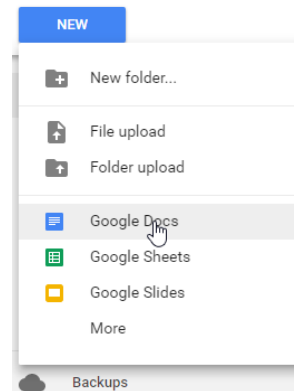


Voice Narration with Google Docs and Slides

A step-by-step guide on how to do voice narration in Google Docs and Slides.

Google Docs

1. Go to drive.google.com and log in with your Gmail account.
2. In the top left click on the blue button labeled **“NEW”** and a drop down menu will appear.
NOTE: The only programs at the moment with voice narration are Docs and Slides, so you’ll select which one you want to use.

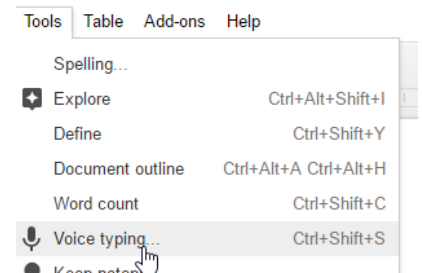


3. Once in the new document you’ll click on **“Tools”** and in the drop down menu there will be one of the two options:

For Docs – **“Voice typing...”**

For Slides – **“Voice type speaker notes...”**

In Docs voice typing allows you to create the whole document without typing, while in Slides it adds notes on the bottom of each slide in the speaker notes section.



4. Once you click on the voice option a small window will appear in the top left corner with a microphone icon. It will have a window that says **“Click to speak”**. After clicking this it’ll get access to your microphone and you can begin speaking.
5. This voice narration is almost on par with ones that you have to pay for. This is rated at about 1 mistake per 200 words while paid for narration tools are rated for 1 mistake per 250 words. So this is a great alternative for a voice narration feature.

