Dictate in three steps

1. **Click** where you want the words: an email, a document, a chat or a Remote Desktop window.
2. **Hold** Right Ctrl and talk normally, for up to 10 minutes.
3. **Let go.** Your words appear where you clicked, tidied up.

Other ways to start

- Press Ctrl + Alt + J to start, and again to finish.
- Click the mic on the floating button, and again to finish. Right-click it for more options.
- Press Esc while talking to cancel. Nothing is sent.

Say these to lay out your text

- **"New paragraph"** starts a new paragraph.
- **"New line"** starts a new line.
- **"Dot point"** starts a dot point.

Pause briefly before and after. Longer dictations get paragraphs automatically.

Writing styles (Settings)

- **As spoken**: exactly what you said.
- **Light tidy-up**: fixes punctuation, capitals and slips, and removes ums and ahs.
- **Polished**: rewrites like an editor, clear and professional, without adding anything you didn't say.

Good to know

- Whatever you had copied is usually put back after your text goes in.
- Names, numbers, times, codes and your **Words to keep exactly** are never changed by the tidy-up.
- It won't paste into password boxes, administrator windows or the sign-in screen.
- In command windows your text goes in as one line, so it can't run a command.
- Updates download by themselves. When **"Update ready, restart to finish"** appears, choose **Restart**.

If something goes wrong

- The floating button turns **amber** with a warning sign and says what happened. Your words are kept safe.
- **A pop-up holds your text** if it couldn't be pasted: click where you want it, then choose **Insert here**. Or choose **Copy** and paste it yourself.
- **"Inserted without tidy-up"** means your words went in exactly as you said them. Fix them up by hand, or dictate again.
- Still stuck? Open the **Help** tab in the app (or right-click the tray icon, then Help), read the User guide at **jibber-jabber.com.au/user-guide**, or email **hello@jibber-jabber.com.au**.