FREE CHEAT SHEET

Voice Typing Tips Cheat Sheet | Digihandler Academy

Start shortcuts, spoken commands, a setup checklist and a 7 day practice log. Facts checked on official pages in November 2026.

1. How to start voice typing on each device

Device or app	How to start	Good to know
Windows 10 / 11	Windows key + H in any text box	Needs internet
Mac	System Settings > Keyboard > Dictation	Stops after 30 s of silence
Google Docs	Tools > Voice typing > mic	Chrome, Edge or Safari
Android (Gboard)	Tap the mic above the keyboard	Touch and hold a word to redo it
Wispr Flow	Install the app, pick languages	Select Hinglish yourself

2. Say these words out loud

Google Docs and Gboard turn these spoken words into punctuation (Docs editing commands work only in English):

"comma" "period" "question mark" "exclamation point" "new line" "new paragraph"

On a Mac, say the name of an emoji, like **"heart emoji"**.

3. Which tool for which job

If you...	Try first
Have zero budget	Google Docs voice typing, Gboard, Win + H, Mac Dictation
Reply in Hinglish all day	Wispr Flow with Hinglish selected
Work offline on an Apple silicon Mac	Superwhisper free plan (local models)
Write long drafts in Indian languages	Google Docs voice typing

4. Seven habits for cleaner dictation

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1. Think first, then speak in full sentences.
2. Say punctuation out loud where the tool supports it.
3. Add brand, client and city names to the dictionary once.
4. Save snippets for text you repeat.
5. Speak long AI prompts: goal, audience, format, tone.
6. Draft by voice, edit by keyboard.
7. Use earphones with a mic in noisy places.

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5. Setup checklist

- [ ] Pick one tool for laptop and one for phone
- [ ] Set your language (English India, Hindi or Hinglish)
- [ ] Turn on automatic punctuation where available
- [ ] Add 10 names you use often to the dictionary
- [ ] Save 3 snippets: address, website link, standard reply
- [ ] Review privacy settings: training and cloud storage
- [ ] Plug in earphones with a mic for noisy places
- [ ] Do a 2 minute test and fix any repeated mistakes

6. Never dictate

- [ ] Passwords, OTPs or PINs
- [ ] Card, bank or UPI details
- [ ] Aadhaar or PAN numbers
- [ ] Client secrets you would not email

7. My setup

Laptop tool _____

Phone tool _____

Language _____

Shortcut _____

8. Seven day practice log

Day	What I dictated	Minutes	Words fixed	Note for tomorrow
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

9. My custom words and snippets

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Word or trigger phrase	Correct spelling or full text

Prices, free limits and features change often. Check each tool's official page before you pay.

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