

MURPHY BI-WEEKLY WRITING-TECH TIP

Dear Murphy Institute Students,

Among the many challenges that we encounter as we write, a common one we experience is feeling frustrated that we could not get all our ideas onto the paper. “I said it so well, but when I write,” we say, “I just get stuck.” We also wish that we could have someone else read our paper aloud so that we can catch all the errors by ear that we could not by sight.

Fortunately, Microsoft Word (Office 365) has useful features that can help you!

Dictate & Immersive Reader

Make sure you can access your Office 365 account (your qmail) and the free Microsoft Word app. If you cannot, visit <https://www.qc.cuny.edu/Computing/Pages/Office365.aspx>

Microsoft Word has two important features you should take advantage of:

Dictate: This feature types into the word document *whatever you say into a microphone*. This will help you get all your ideas down without worrying too much about grammar, punctuation, and spelling. However, it will not put the punctuation for you, so you will have to re-read what you wrote and revise it.

To find this feature:

1. Open the Word app in your Office 365 account
 - a. Go to where you see your emails (“Outlook”). Then, click on the nine dots on the upper left corner. Click on “**Word**.”
2. Open a document.
3. On the **Home Tab**, all the way **to the left**, you should see a microphone with “**Dictate**” underneath. It should be next to a lightning bolt (“Ideas”).
4. **Click** on Dictate and speak near or into the microphone
 - a. I myself have a pair of headphones with a built-in microphone that makes it easier

Immersive Reader: This feature *reads aloud* your Word document so that you hear what your paper sounds like. This will help you catch the errors you missed while only re-reading your paper.

To find this feature:

1. Click on the **View Tab** (On the top row, to the right. You will see it next to “Help”)
2. On the **left-hand side**, click on “**Immersive Reader**.” You will be taken to a different page with a Play Button on the bottom of the page, along with other useful settings:
 - a. Voice Settings (next to the play button)
 - b. Text Preferences, Grammar Preferences, and Reading Preferences (on the upper right-hand side)

If you have questions or want to put this into practice, feel free to contact me or stop by! 😊

Sign Up for a One-On-One Tutoring Session

1. Visit mywco.com/murphyinstitute
2. [Register for an account](#)
3. Log in and select the “Murphy Queens Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

I look forward to seeing you soon!

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