

Steps to fix voice input not working in Google Docs

Many users and companies prefer to use Google Docs because of its intuitive interface and efficient sharing options, which increase productivity and ease communication.

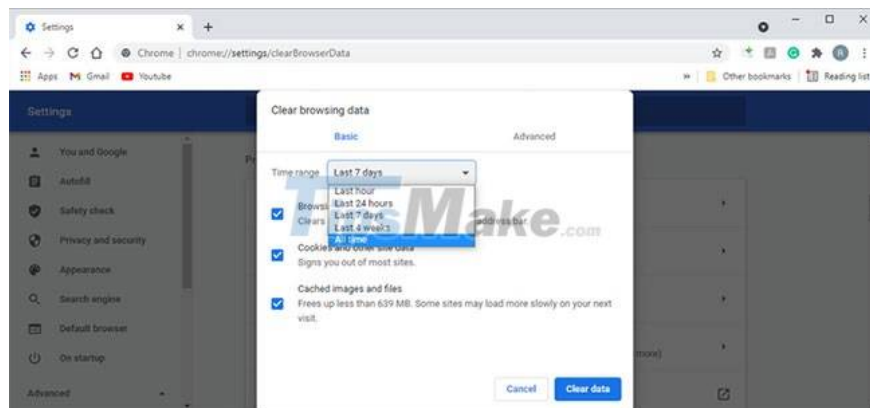
In addition, the Voice Typing feature offers convenience like some users, as it is more comfortable than having to type long texts and saves time. Some people even use it for brainstorming sessions or taking notes during an online meeting or class. If you are planning to do the same thing but are having trouble using it, do the solutions mentioned below.

Using Google Chrome browser

The program is named Google Docs for a reason. If you can't find the **Voice Typing** option in the **Tools** menu , it's because you're not using Google Chrome. If you have signed in with another web browser, some features will not be available.

Clear Chrome Cache and Data

If there is a lot of data and cache that Chrome accumulates over time, it may affect the performance of some websites and their functions. To prevent this, you should clear your browser's cookies, cache and history regularly.



If the problem persists, update Google Chrome.

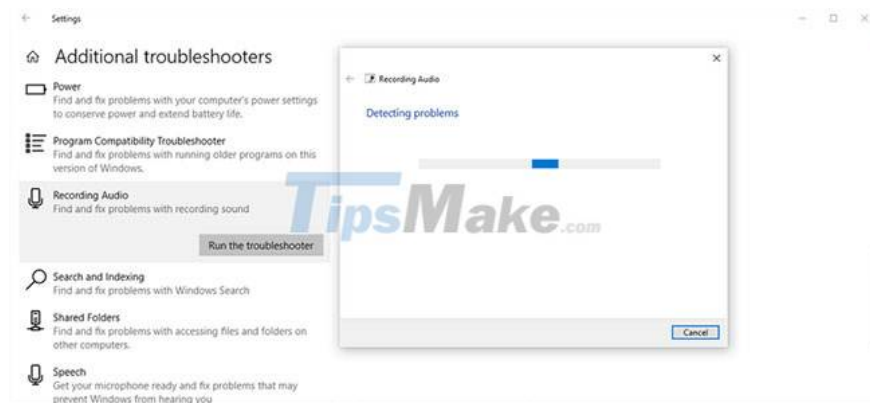
Run Windows Troubleshooter

Windows 10 has a troubleshooter that you can use to find and fix audio-related problems. Follow these steps to run the **Recording Audio** troubleshooter :

Step 1. Click **Start** , then go to **Settings > Update & Security** .

Step 2. Select **Troubleshoot > Recording Audio > Run the troubleshooter** .

Step 3. Follow the instructions to complete the process.



Check microphone volume

If you need to scream for Voice Typing to work, you may have set your microphone volume too low. If you want to use an external microphone with a volume button, turn up the volume and try using Voice Typing again. In case this does not work, you should look at the Microphone settings of Windows 10.

Step 1. Open Settings and go to **System > Sound** .

Step 2. Go to **Input** section .

Step 3. Select the microphone you want to use from the **Choose your input device** drop-down menu . Then click on **Device properties**.

Step 4. Use the **Volume** slider to increase the volume of the microphone.



Check Google Docs Permissions

When you use Voice Typing for the first time in Google Docs, Chrome will ask you to grant access to the microphone. If you accidentally deny access or change your browser's settings, Google Docs speech-to-text may

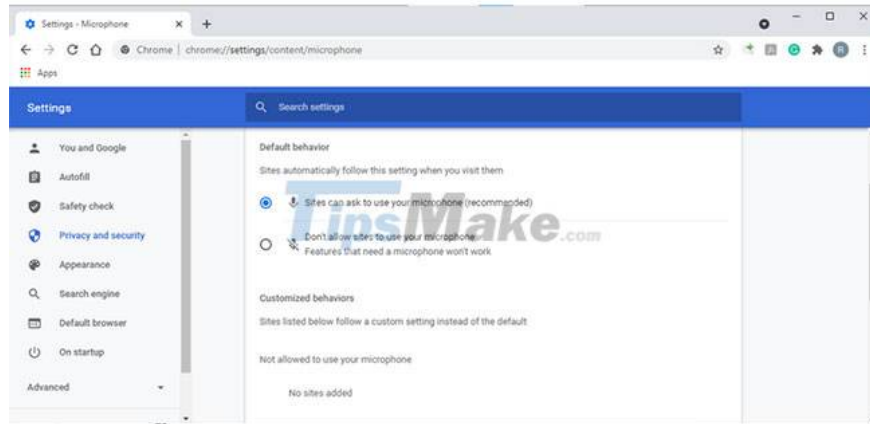
not work. Follow these steps to allow setting microphone access in Google Chrome:

Step 1. Open Chrome's menu and navigate to **Settings > Privacy and security > Site settings** .

Step 2. From **Permissions** , go to **Microphone**.

Step 3. Select **Sites can ask to use your microphone (recommended)** .

Step 4. Make sure that Google Docs is not added to the **Not allowed to use your microphone list** .



Allow Google Chrome to access microphone via Settings

Allowing Google Docs to access your microphone through your browser settings is not enough. You need to set the appropriate permissions for Chrome using the Windows 10 Settings menu. Here's how you can configure the microphone permissions:

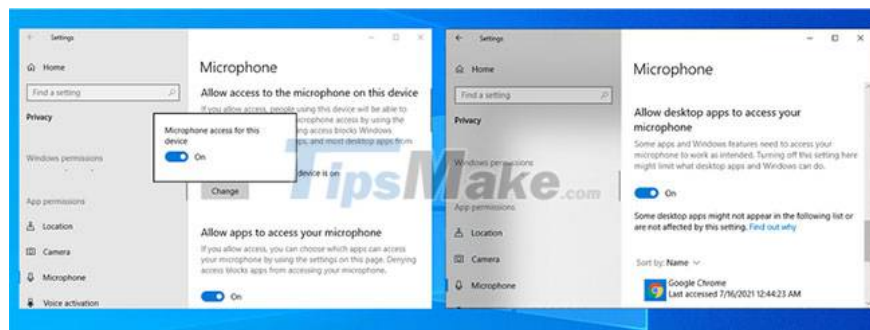
Step 1. Right-click the button **Start** and select **Settings** or use the keyboard shortcut **Windows + I** on your keyboard.

Step 2. Open **Privacy** and from **App permissions** , select **Microphone**.

Step 3. Under **Allow apps to access your microphone** , click **Change** and toggle the toggle switch

Step 4. Turn on the **Allow apps to access your microphone** switch .

Step 5. Scroll down to **Allow desktop apps to access your microphone** and toggle the corresponding switch.



Good luck with your troubleshooting!

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