



# Typing made comfortable. *Or just talk.*

Typing on a small screen is hard. Good news — you don't have to. Your phone listens too. Here's how to type fast or speak instead.



## WHAT'S INSIDE

- ✓ How to type comfortably
- ✓ Voice typing — talk to your phone
- ✓ Fix typing mistakes quickly



— WHY THIS MATTERS

# Don't fight the small keys. Speak instead.

Modern phones have a microphone button right on the keyboard. Tap it, speak naturally, and your words appear as text.

This works in WhatsApp, in Google search, in messages — everywhere you can type. Once you try it, you'll never go back.

## WHAT YOU'LL LEARN

- How to type slowly and clearly
- How to use voice typing
- How to fix typing mistakes
- When to use voice vs typing

 *Takes about 4 minutes to read*



1

STEP 1 OF 5

## Hold your phone with two hands

When typing, rest your phone in one hand and use the other hand's index finger or thumb.

Tap one letter at a time. Don't worry about being slow — slow typing with no mistakes is faster than fast typing with many mistakes.

● **TIP**

Sit down and rest your elbows on a table while typing. Your hands get less tired.



**Slow typing beats messy typing.**

REMEMBER THIS



2

STEP 2 OF 5

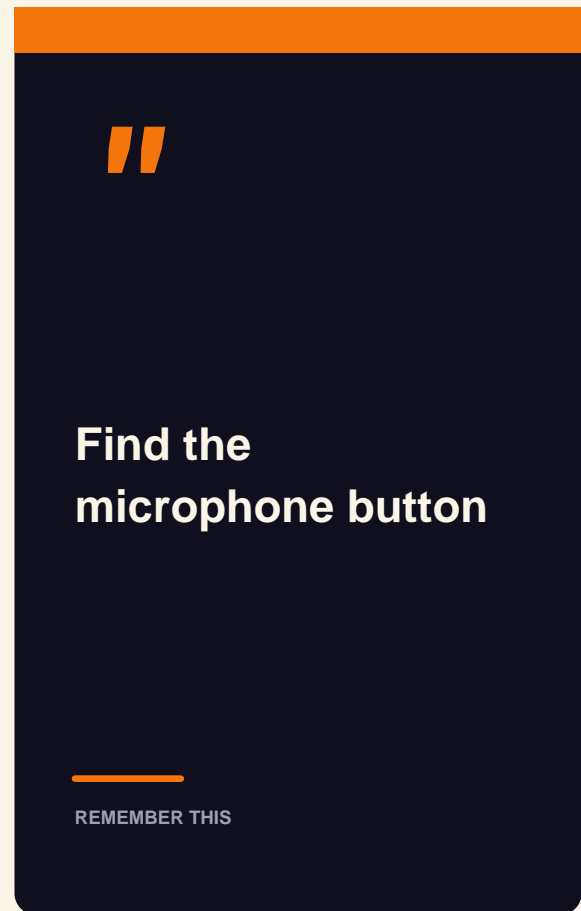
## Find the microphone button

When the keyboard opens, look at the top row or bottom corner. You'll see a small microphone icon — usually near the spacebar.

Tap this microphone icon **ONCE**.

**TIP**

If you don't see a microphone, your keyboard might need an update. Ask your son or daughter to help enable voice typing.





3

STEP 3 OF 5

## Speak naturally

After tapping the microphone, just speak normally. You don't need to speak slowly or loudly.

Say: 'Beti, I will be home by seven o'clock' — and watch the words appear on screen as you talk.

● **TIP**

You can speak in Hindi, Telugu, Tamil, or English. Most phones understand all of these.

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**Just speak. The phone types.**

REMEMBER THIS



4

STEP 4 OF 5

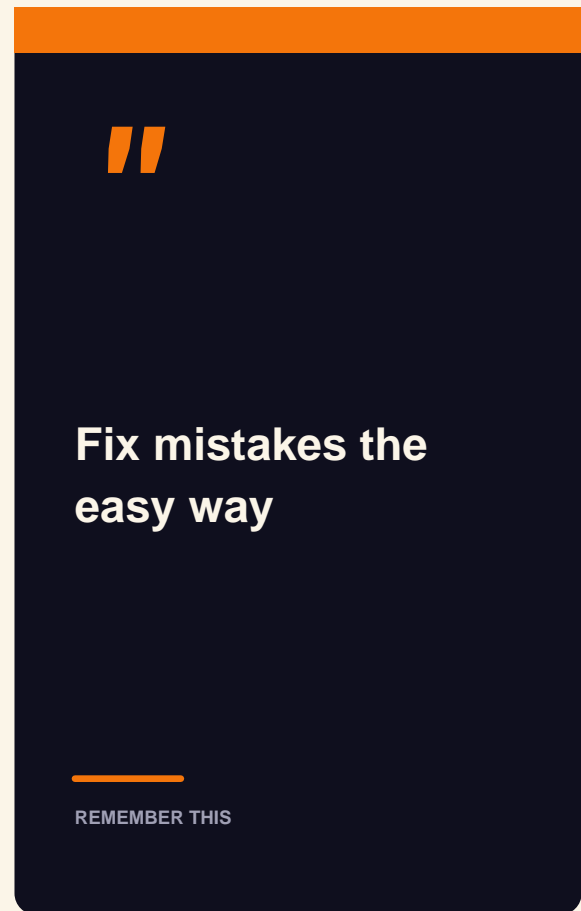
## Fix mistakes the easy way

If a word is wrong, tap on it once. The whole word will be selected (highlighted blue).

Now type the correct word, or tap the X in the corner to delete it. The wrong word disappears.

● **TIP**

To delete one letter at a time, find the backspace key — usually marked with an arrow ←





5

STEP 5 OF 5

## Add punctuation by speaking

When voice typing, you can SAY punctuation:

- "comma" → adds ,
- "full stop" → adds .
- "question mark" → adds ?
- "new line" → starts a new line

● TIP

Try saying: 'Hi Beti comma I am coming home full stop' — the phone will type it correctly.



**Say 'comma' to add a comma. Magic.**

REMEMBER THIS



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QUICK RECAP

# Typing made easy.

**1**

## **Slow and steady wins**

Don't rush. One finger, one tap. No mistakes.

**2**

## **Microphone is your friend**

Find the small mic icon on your keyboard. Tap it. Speak naturally. Your phone types.

**3**

## **Tap the wrong word to fix it**

If a word is wrong, just tap it once. It gets selected. Then retype or delete.

**4**

## **Speak punctuation**

Say 'comma', 'full stop', or 'question mark' while voice typing — they appear automatically.

**5**

## **Practice makes easy**

The more you use voice typing, the better your phone gets at understanding you.



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**You did it.**

***We're proud of you.***

Learning new things at any age takes courage. Tell your family what you learned today — they'll be proud too.

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