Dictation Daddy: every feature, how it works

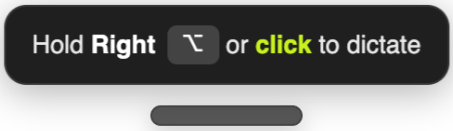
Each feature: what it does, how to use it, where the setting is. Underlined items are clickable.

THE BASICS

1. Click where you want the text: any app, any text box (email, Word, Docs, Slack, an EHR).
2. **Hold the dictation key** and speak. Mac: Right Option. Windows: Right Control. Or click the bar at the bottom of your screen.
3. **Release.** Clean, punctuated text appears at your cursor.

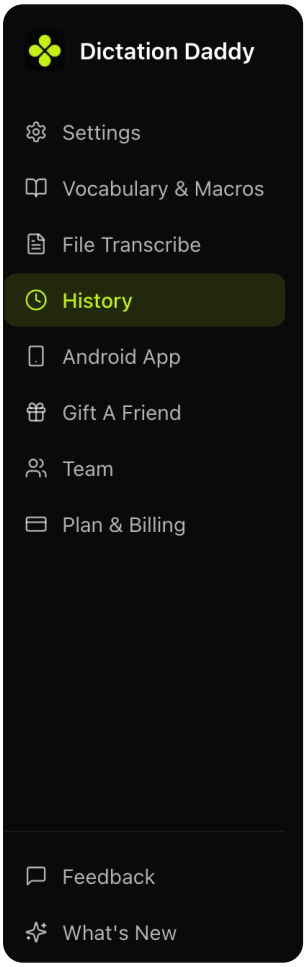
THE BAR AT THE BOTTOM OF YOUR SCREEN

Idle: a small pill.



Hover it to see your key. Click it to start dictating without the keyboard.

THE APP SIDEBAR (click a name to jump to it)



Settings	Models, output style, language, mic, dictation key
Vocabulary & Macros	Words to spell right, and shortcuts that paste text
File Transcribe	Turn an audio file into text
History	Every past dictation, with its audio
Android App	Get the Android keyboard on your phone
Gift A Friend	Gift Dictation Daddy to up to 3 friends
Team	Add and manage people on a team plan
Plan & Billing	See, change or cancel your plan
Feedback	Send a message or report a problem
What's New	Latest changes to the app

FEATURES

Say it messy, get it clean

Fillers (um, uh) are removed and punctuation is added for you. Change your mind mid-sentence and it keeps the final version. No voice training needed.

Hands-free mode

For long dictation or a SpeechMike / PowerMic. Press `Cmd+Shift+D` (Mac) or `Ctrl+Shift+D` (Windows) to start, press again to stop.

Settings > Controls > Professional Device Shortcut

Models

Standard: everyday use (recommended). **Instant**: fastest, raw text. **Ultra**: real-time, minimal delay. **Enhanced**: technical terms. **Medical**: drug names and clinical terms.

Settings > Models

Output style

Formal: full punctuation. **Casual**: light punctuation. **Chill**: lowercase, no punctuation. Add a trailing space or an automatic email signature.

Settings > Output

Custom Instructions

Tell the AI how you write, e.g. "Use British spelling" or "Always capitalize product names". Applied to every dictation.

Settings > Output > Custom Instructions

Voice commands

Say punctuation, paragraphs, lists, brackets and capitals out loud. Full list below.

Custom vocabulary

Add names, brands and jargon it should always spell right. Syncs across your devices.

Vocabulary & Macros

Macros

"When I say... paste this." Say a short trigger, get a full block of text: an address, a signature, a standard paragraph.

Vocabulary & Macros > Add a macro

File transcription

Drop in an audio file (WAV, MP3, M4A, WebM, OGG, FLAC, up to 500 MB) and get the text back to copy or download.

File Transcribe

History

Every dictation is saved on your device. Play the audio, copy the text, download it, or retry one that failed.

History. Turn off: Settings > Controls

30+ languages

Pick a language or use Auto-detect. Hinglish and other mixed languages supported.

Settings > Audio > Recognition Language

Microphone

Use the built-in mic, a headset, or a USB mic. Set the type to Professional for hands-free mode.

Settings > Audio

Every device, one account

Mac, Windows, Chrome extension and the Android keyboard. iPhone is coming soon.

Android App, or dictationdaddy.com

Gift A Friend

Gift Dictation Daddy to up to 3 friends.

Gift A Friend

Plan, billing and teams

See your plan and renewal date, change or cancel it. On a team plan, add and remove people.

Plan & Billing, Team

VOICE COMMANDS

	SAY	YOU GET	EXAMPLE OUTPUT
Punctuation	period or full stop	.	The report is ready. I will send it today.
	question mark	?	Are you free on Friday?
	exclamation point	!	Congratulations on the launch!
	colon	:	Agenda: budget and hiring
	semicolon	;	The draft is done; the edits are not.
	ellipsis	...	Well... maybe next week.
Paragraphs	new paragraph	Blank line	Thanks for your time. Best regards
Lists	number one ... number two	1. 2.	Here are my tasks: 1. Call the bank 2. Pay the rent
	step one ... step two	1. 2.	To reset the router: 1. Unplug it 2. Wait ten seconds
	new line	Next line	Call the bank Pay the rent
	new bullet (before each item)	-	Shopping list: - Milk - Eggs
Brackets	open paren ... close paren	( )	The budget (final) is attached.
	open bracket ... close bracket	[ ]	See the notes [page 2]
Capitals	all caps + word	WORD	URGENT please review.
	no caps + word	word	Our handle is acme.

> **You do not have to say punctuation.** Commas, periods and question marks are added on their own. Use commands only when you want a mark in an exact place. Talk at normal pace, no pause needed. "Came to a full stop" stays as words.

Full list with more examples: dictationdaddy.com/help/voice-commands

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Not getting the right word? Add it in Vocabulary & Macros, or try the Enhanced or Medical model.
Questions or ideas: use Feedback in the app, or email rahul@dictationdaddy.com