

How to help a business owner use speech-to-text and AI tools

Purpose

To make it easier for business owners to write posts, replies, or emails in their **mother tongue** by using their voice instead of the keyboard.

1. Activate speech-to-text on the phone

iPhone (Apple)

1. Go to *Settings* → *General* → *Keyboard*
2. Activate “**Enable Dictation**” (it should be green)
3. Open e.g. Notes or Messages
4. Tap the **microphone icon** on the keyboard
5. Speak in your mother tongue – the text will be written automatically

*If the language is missing: Go to Settings → Keyboard → Add New Keyboard → **choose the mother tongue***

Android

1. Go to *Settings* → *System* → *Languages & input* → *On-screen keyboard* → *Gboard*
2. Select *Voice typing* and activate it
3. Open e.g. Google Keep or Messages
4. Tap the **microphone icon** on the keyboard
5. Speak in your mother tongue – the text will be written automatically

If the language is missing: Go to Settings → Language → Add language → choose the mother tongue



2. Install an AI app

Note: You probably know and already use popular AI assistants, such as ChatGPT, but did you know there are also great European alternatives? Here we suggest “**Le Chat by Mistral AI**” (France) as a good AI assistant.

1. Open the App Store (iPhone) or Google Play (Android)
2. Search for “**Le Chat by Mistral AI**”
3. Tap **Install**
4. Log in or create a free account

3. Use your voice in the app

1. Open the AI app
2. Tap the **microphone icon** in the bottom right corner
3. Speak in your mother tongue - the AI writes the text for you
4. Copy the text and paste it into an email or on social media

Tip: You can also ask the app to translate the text into Danish before copying it.

Always delete the app’s extra messages before copying your text - only the material itself should be used.

Here you can find other European alternatives apps and programmes for your specific needs:
<https://eualternative.eu/categories/ai-api/>

