

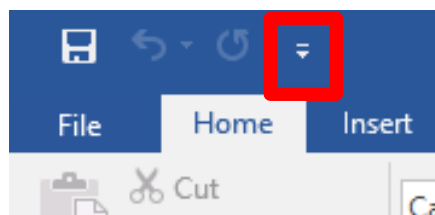
How to make Microsoft Word read the text aloud

One feature of Microsoft Word is that in the **most recent** versions it will read text aloud to you. We are hoping that this will enable students who struggle with their reading to access the distance learning resources during the current crisis.

First, make sure that you have downloaded this document onto your desktop computer. The read aloud feature is NOT available in the online App. Open it in Microsoft Word.

Word 2016

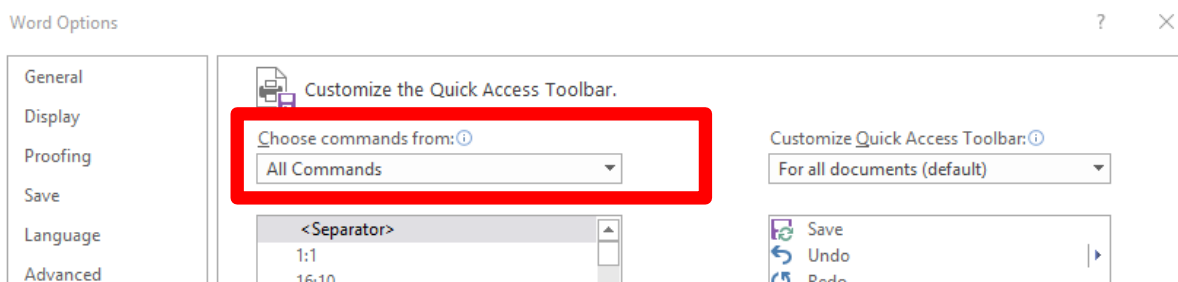
Here is a photo of the task bar at the very top of your screen:



Select the icon indicated by the red box. Click on 'More Commands'.

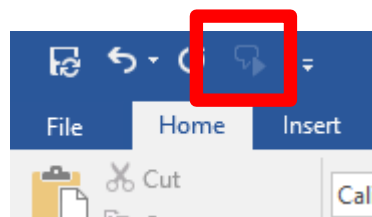
Then click the drop down for Choose commands from:

Select 'All Commands'.



Scroll down to where it says 'Speak'. Select this and then click 'Add'. Then click OK.

The task bar at the very top of your screen should now have a new icon:



Now – you can select any text that you want read aloud, click the 'Speak' icon and Word will read the selected text aloud to you.

Word 365

The 'Read Aloud' function is easier to find in Word 365.

After downloading your Word document onto your desktop computer, look to the top of your screen. You should see a tab called 'Review'. Open it up.

If you read the bar from left to right, you should be seeing:

Check document

- Thesaurus
- Word Count
- And then.....
- **Read Aloud**

This is what you are looking for.

To use this feature, you need to click at the start of the text you want Word to read to you with your cursor. Do that with the text on this page. It might take a moment but Word will begin reading the text to you.

However, this version of Word cannot read text which is part of an image. Text that comes from a screen shot or photograph cannot be read aloud. Nor can it read text which has been inserted in a text box. Therefore, there are limitations to the function. Nevertheless, we hope that, if a student has difficulty with reading, this function will help them to access the distance learning resources.