



HOW TO USE READ ALOUD IN MS WORD

ABSTRACT

This guide shows users how to use read aloud in MS Word. All Information and wording within this document conform to Plagiarism Policy

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How to use Read Aloud

Read aloud feature that comes with MS 365 is a powerful text to speech, which reads your documents created in MS Word. Read aloud can be a useful tool when it comes to your busy schedule, by allowing you to complete other tasks.

Step 1: Setting up Read Aloud

1. Open MS Outlook.



Figure 1: Word Icon

2. Select blank document.

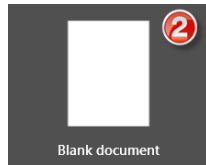


Figure 2: Blank Document

3. On the top of Word, you will see the quick access toolbar.

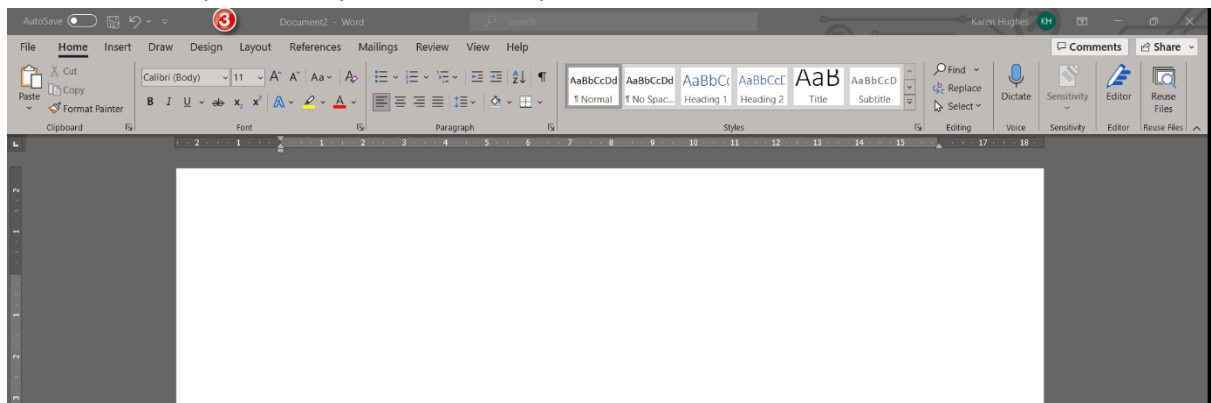


Figure 3: Quick Access Toolbar

4. On the quick access tool bar, you will see the a down arrow with a line sitting on top.

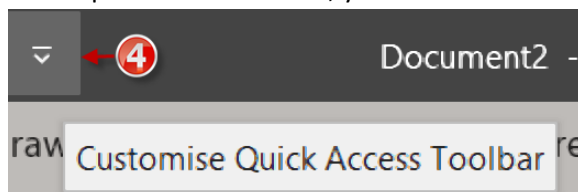


Figure 4: Arrow on Quick Access Toolbar



5. Click on the down arrow.

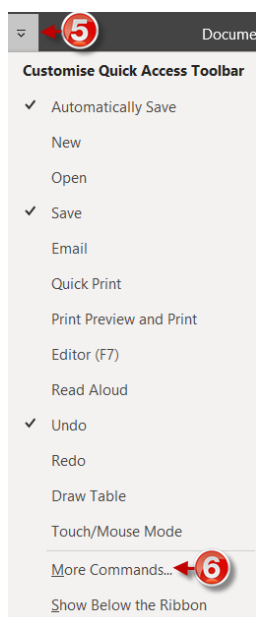


Figure 5: More Commands

6. Click on more Commands.

7. Word options screen will appear.

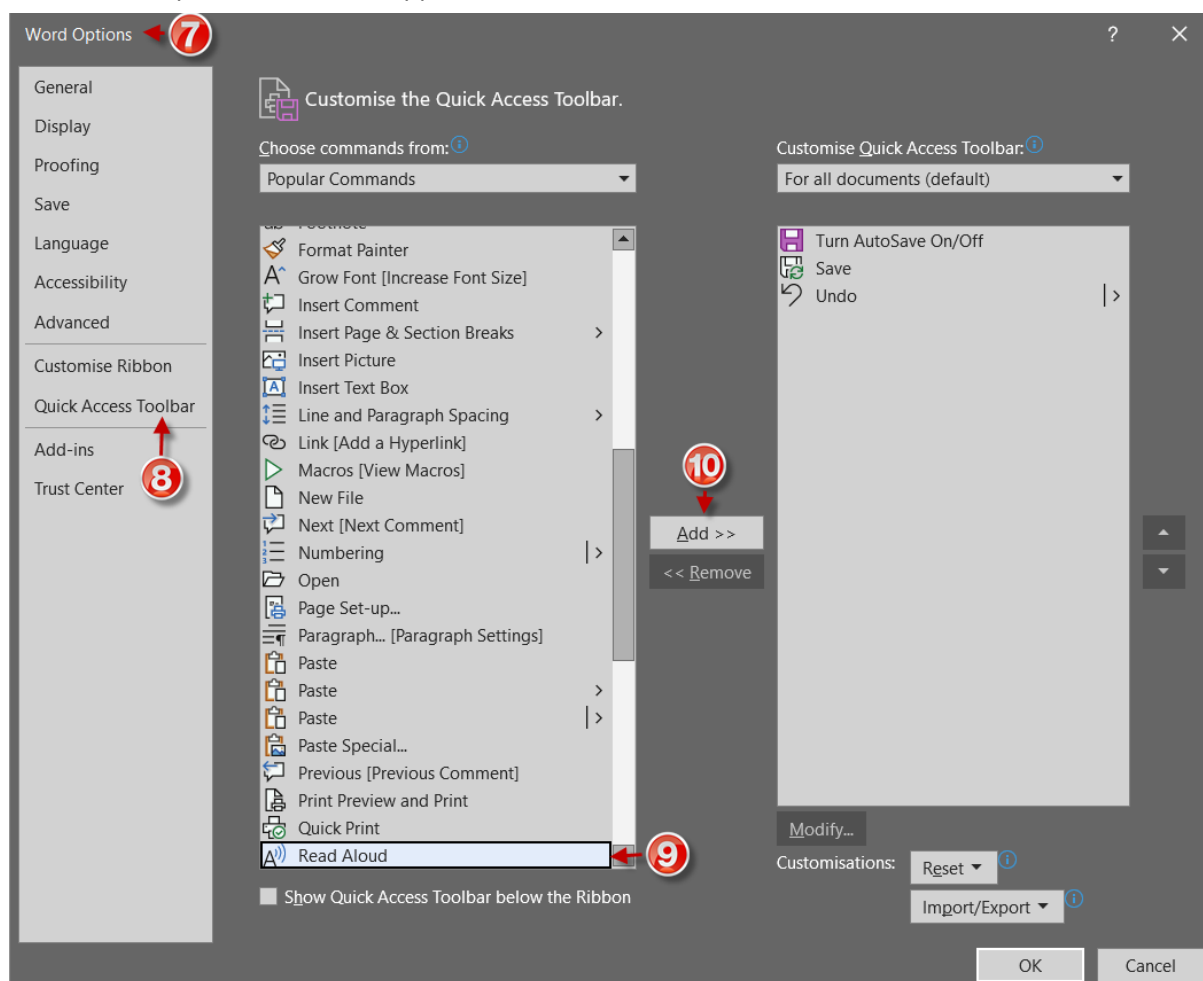


Figure 6: Word Options



8. Select Quick Access Toolbar.
9. Scroll down until you see Read Aloud on the left-hand panel.
10. Click on Read Aloud, and press add.

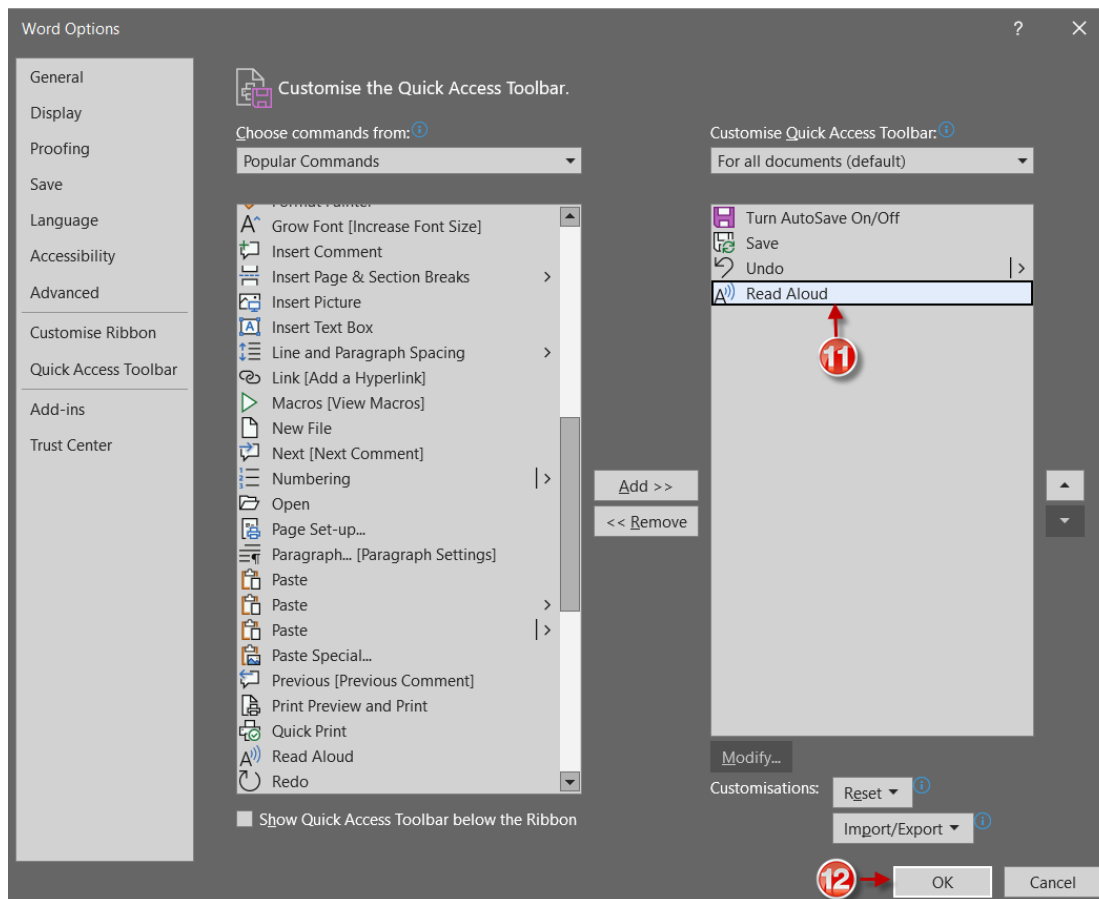


Figure 7: Quick Access Commands

11. Once you click on the Add button, the Read Aloud icon moves into Customise Quick Access Toolbar.
12. Click ok when done.
13. You will now see the Read Aloud Icon on your Quick Access Toolbar.

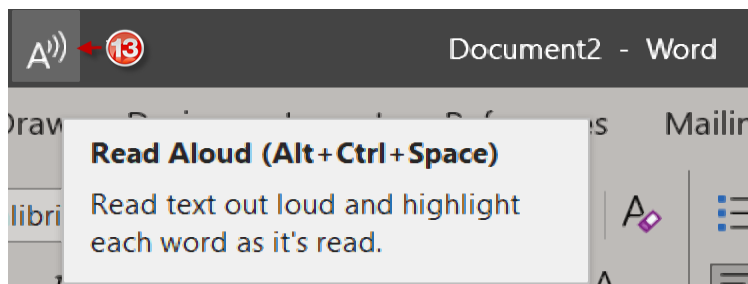


Figure 8: Quick Access Bar & Read Aloud



Step 2: How to use Read Aloud

14. Open a previous document.

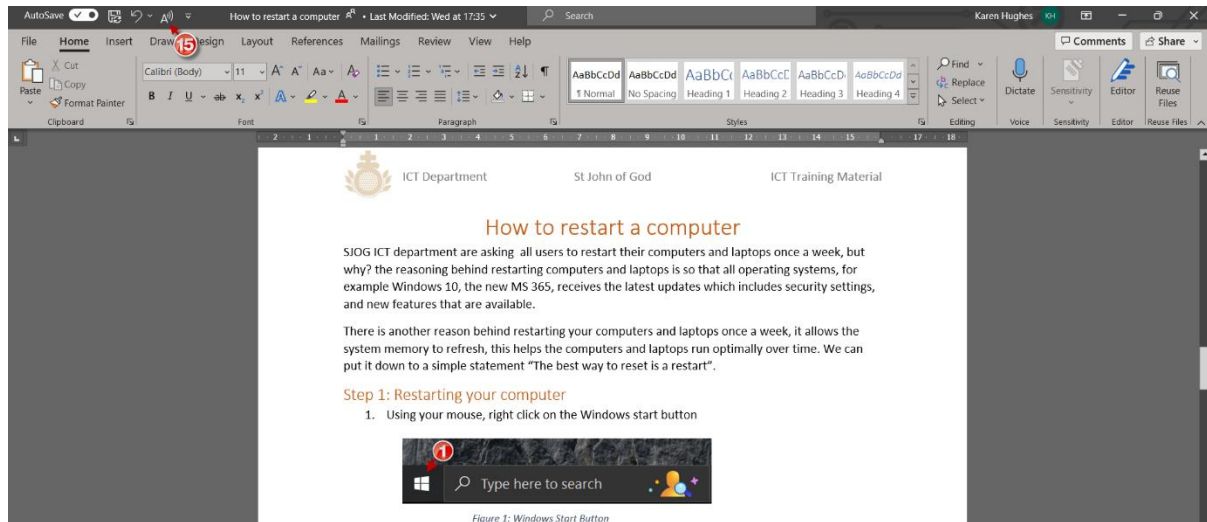


Figure 9: Open Document

15. Click Read Aloud, you will see Read aloud toolbar will appear, along with it starting to automatically read your document.



Figure 10: Read Aloud Toolbar



Step 3: Read Aloud Toolbar

16. Previous button: Will step back to the word or sentence.



Figure 11: Previous Button

17. Play Button: Will start Read Aloud and or Stop Read Aloud



Figure 12: Play Button

18. Next button: Will step forward to the word or sentence.



Figure 13: Next Button

19. Read Speed will speed up or slow down the reading, you can select male or a female voice with the dropdown menu.

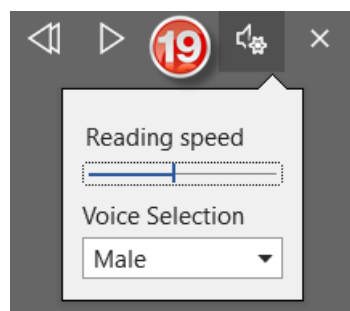


Figure 14: Setting Button

20. To close Read Aloud click X.



Figure 15: Close Button



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Course References

<https://web.microsoftstream.com/video/9862b9b7-c5d2-437b-b4f9-87f374de5274>