

## How to use 'Read Aloud' on a Word Document (Word 2019 onwards)

1. Open up a word document that you want to hear being read aloud
2. Go to the toolbar at the very top of the screen and press the little down-arrow on the right-hand side
3. From the list of options click on Read Aloud - a capital A with two small curved 'brackets' will pop into your toolbar [ something like this A) ]
4. Go back to the document and click the cursor at the start of the text you want to hear being read aloud
5. Go back to the A) symbol and click, then wait a second or two
6. Lean back, close your eyes, and listen to your masterpiece!
7. If you want to pause, just click the symbol again

Note: For some reason, I sometimes find the A) has disappeared, so I have to go through the above procedure again.

If you have an older version of Word (i.e. pre-2019) try the following:

Listen to your documents with Speak

Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. Speak reads aloud only the text you select. Read Aloud reads the entire document starting from your cursor location like an audiobook.

To use Speak:

1. Select a word or block of text in your document.
2. In the Quick Access Toolbar, select the **Speak selected text** icon.

