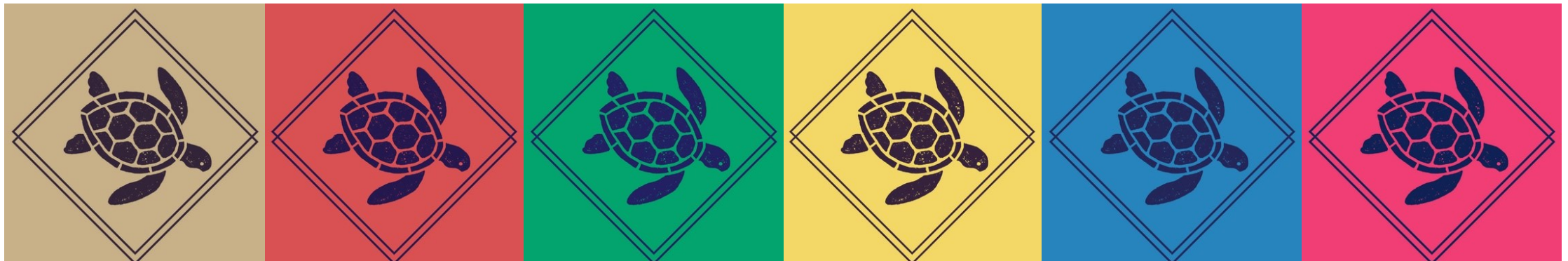


Put Read Aloud on your toolbar in MS Word

Level 1

Stage 1

Core



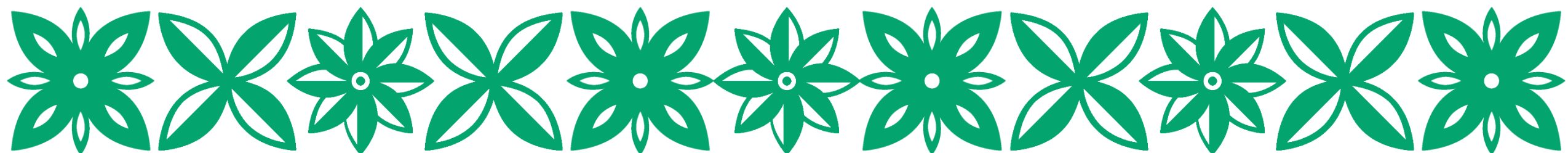
Contents

- Introduction
- Steps to add the icon to your toolbar
- Control Read Aloud



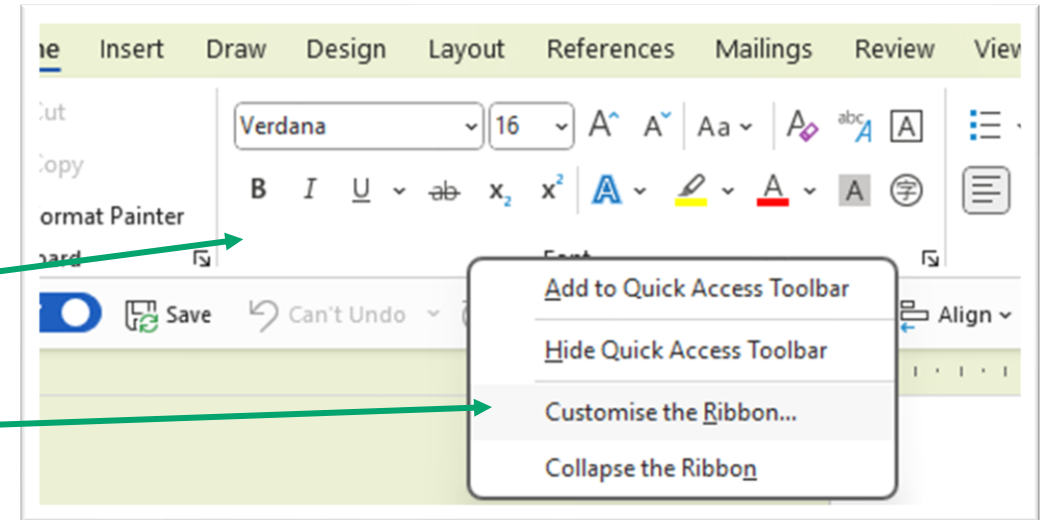
Introduction

- Read Aloud is a feature of Microsoft Word.
- It can read the text in an open document to you.
- You need to have Microsoft Word installed on your device.
- It does not work if you use Microsoft Word 365 online.
- You need to have headphones or speakers to listen.



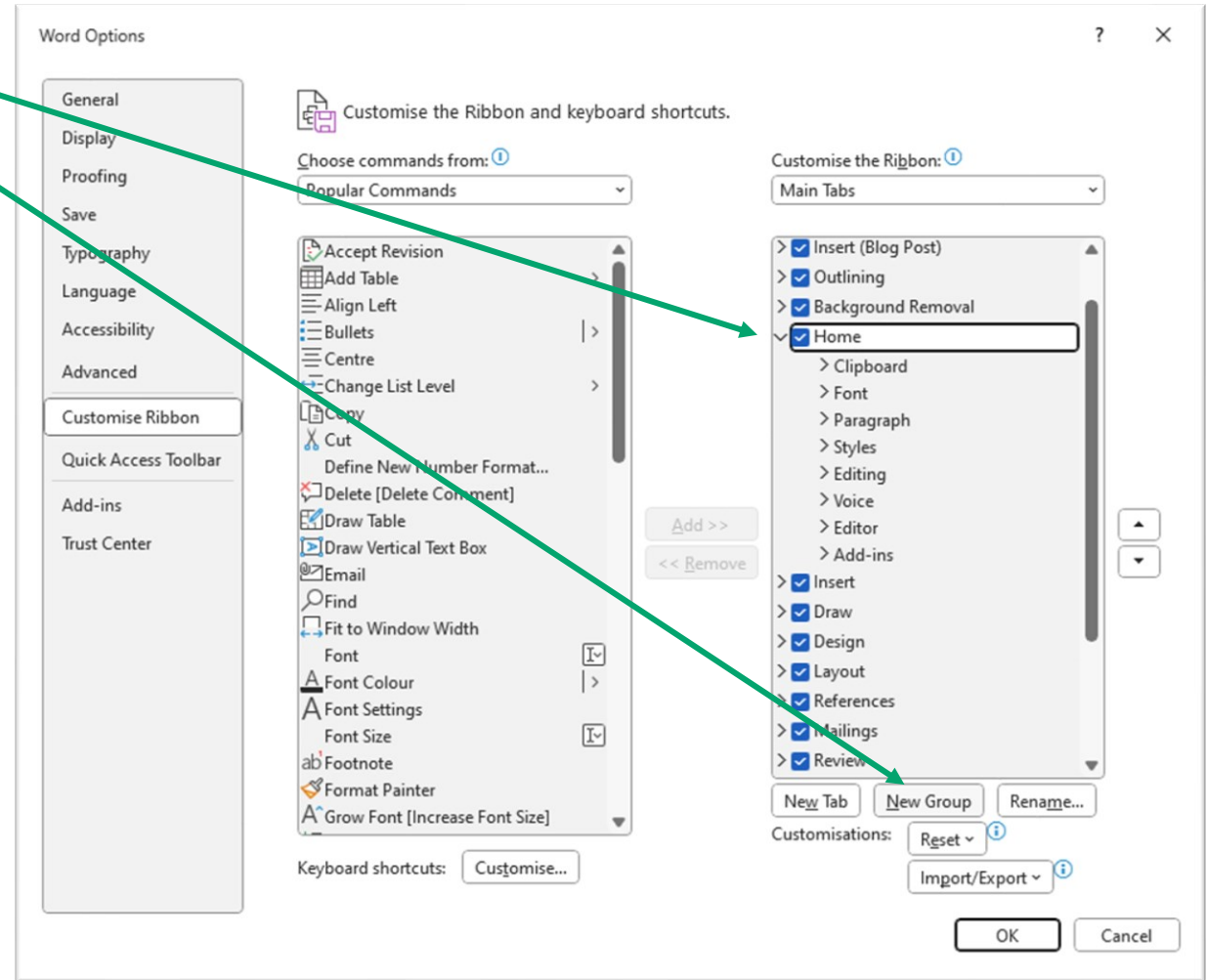
Step 1

- Right click over a grey space on the toolbar
- Click 'Customise the Ribbon...'



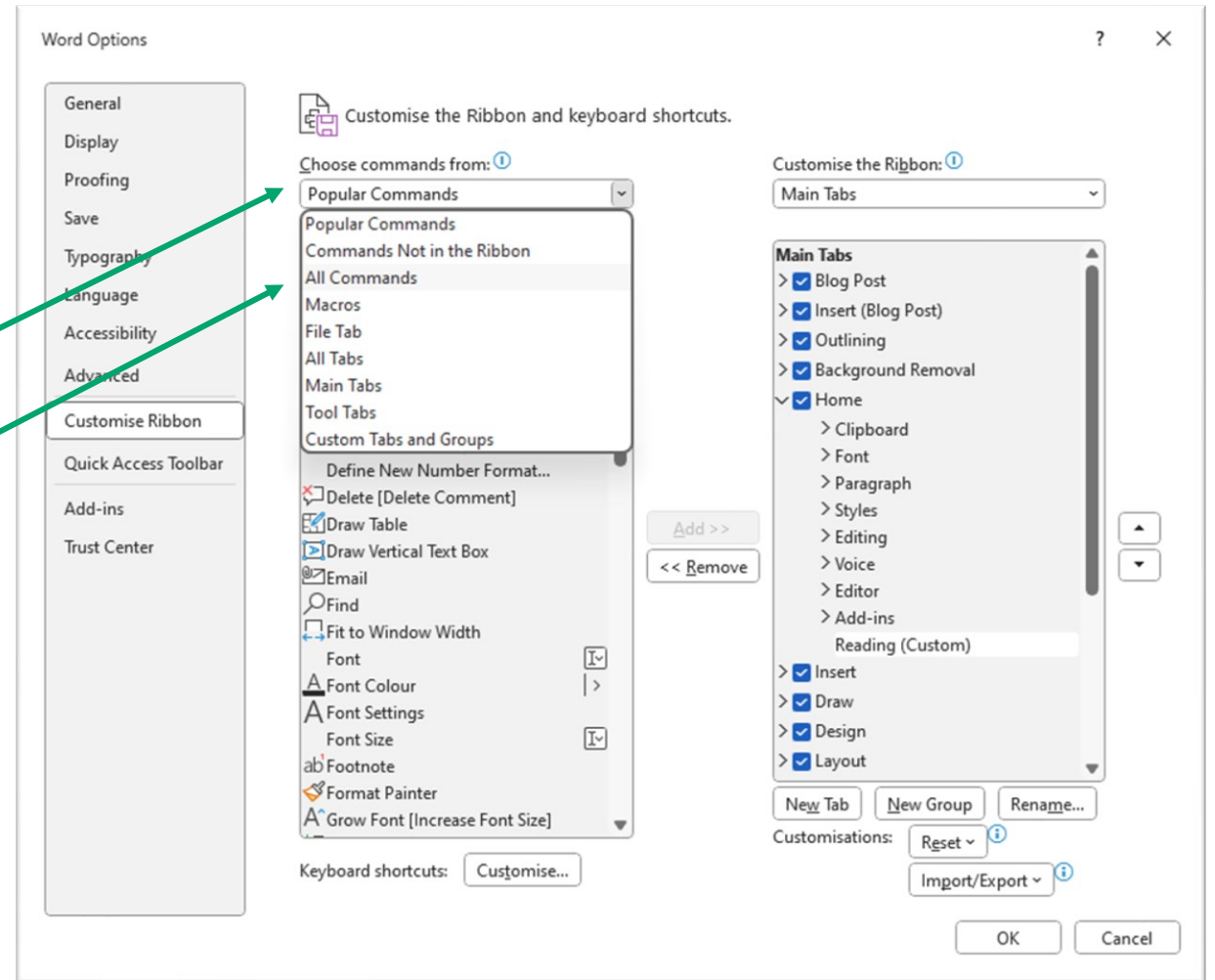
Step 2

- Click 'Home'
- Click the 'New Group' button
- Rename your group
 - Click Rename ...
 - Type in a new name 'Reading'



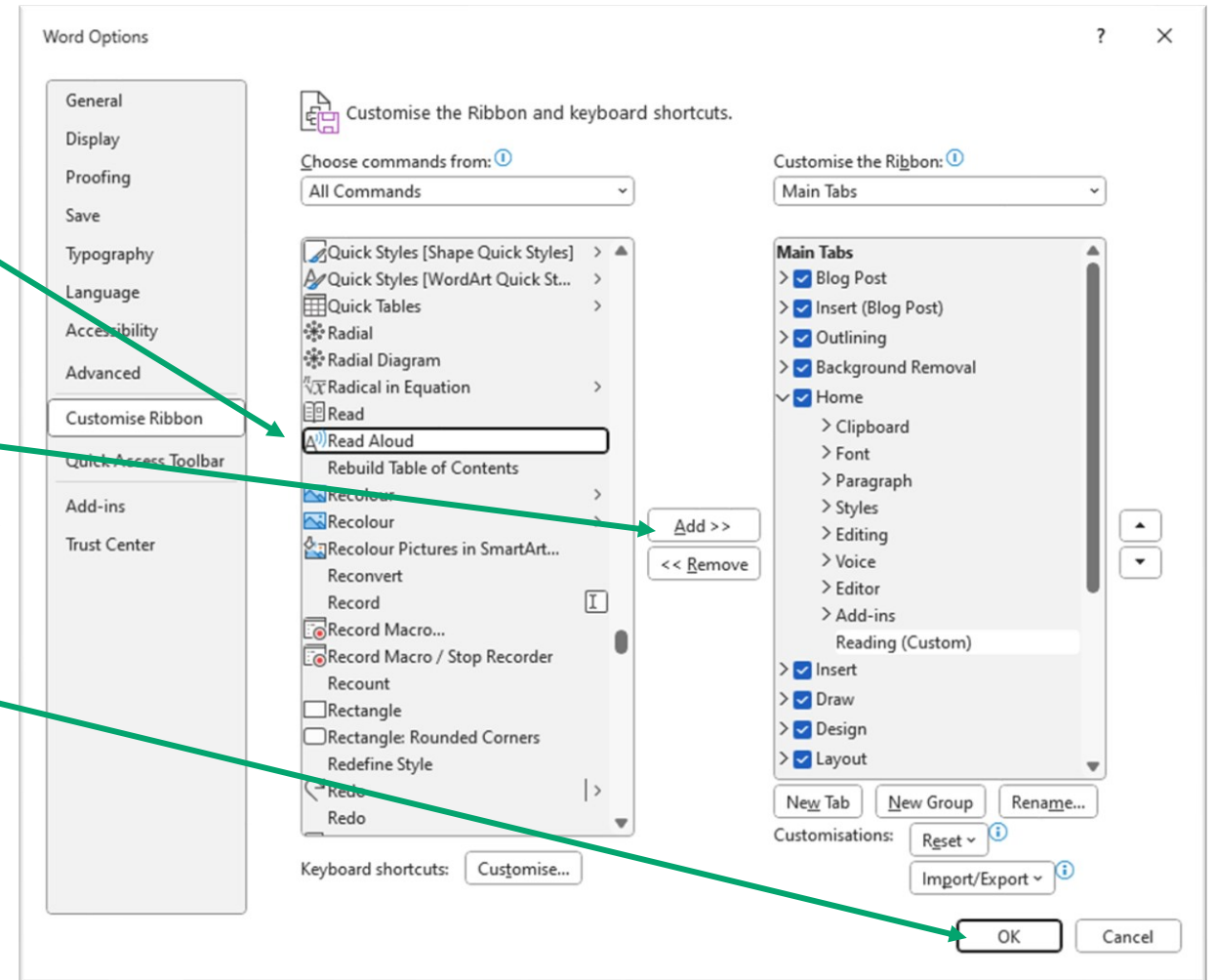
Step 3

- Click on 'Popular Commands'
- Then click 'All Commands' in the drop-down menu



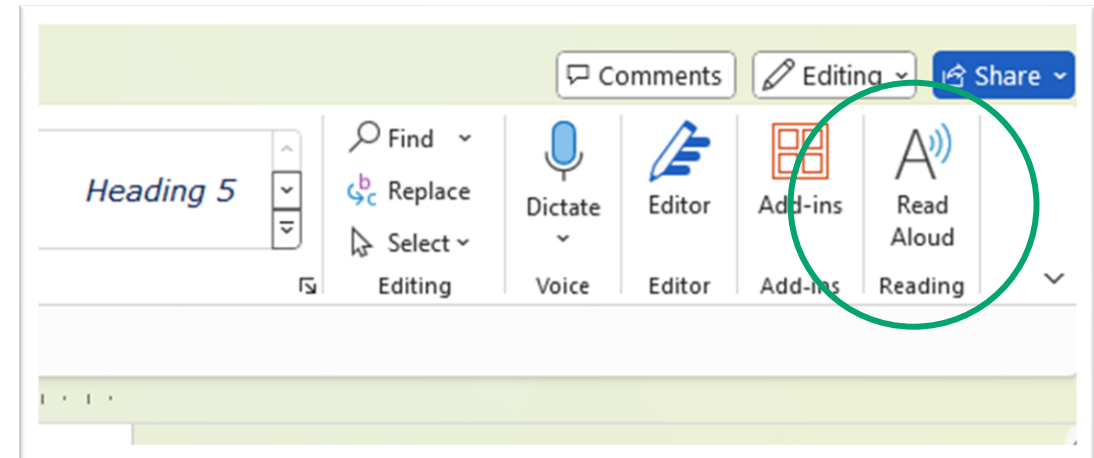
Step 4

- Scroll down to 'Read Aloud' and click
 - It's a way down, so don't give up
- Make sure your Reading group is highlighted
- Click the 'Add' button
- You'll see the Read Aloud icon appear under your new group
- Click OK



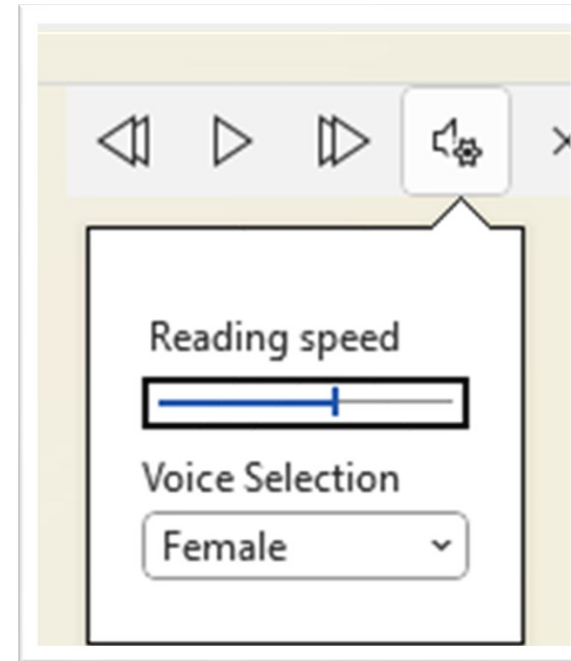
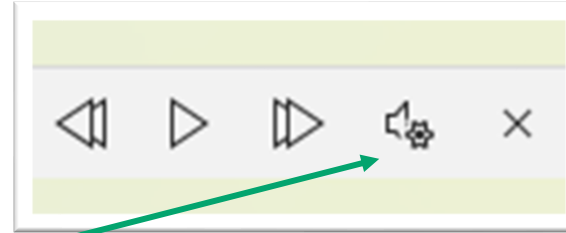
Step 5

- You will now find a new button on your Home toolbar
- Open a document and click the button to start listening



Controlling Read Aloud

- When you have installed Read Aloud, you can control it from the toolbar in the top right corner of your window. This will appear after you click the Read Aloud button.
- Click the setting icon to choose:
 - the reading speed you like
 - the voice you prefer



Finish

Now you can listen to Microsoft Word documents, as you read along.

