**HOW TO MAKE DOCUMENTS ‘SPEAK TO YOU’**

**On a Mac**

Open a Word Document

Type your text.

Go to ‘**Review’** along the top toolbar.

Click on ‘**Read Aloud’**. A small box will appear

A screenshot of a social media post

Description automatically generated

Highlight the text you want to be read out.

Click on the ‘**play’** symbol.

The text will be read to you.

**On a PC (Word 2016)**

Follow the instructions from here…

<https://www.youtube.com/watch?v=Juoc4-3b_dw>

**On an Ipad / Iphone**

Go to ‘**Settings’**

Go to ‘**Accessibility’**

Click on ‘**Spoken Content’**

A screenshot of a cell phone

Description automatically generated

Switch ‘**Speak Selection’** to ‘**On’**

Here you can choose which voice you would like

Here you can slow down or speed up the speech

A screenshot of a cell phone

Description automatically generated

Now, when you highlight text, a ‘speak’ button will appear

**PDF Documents**

Adobe Reader has a built-in text reader – Read Out Loud. This reads aloud text on a PDF using the computer’s voice.

On a PDF Document **on a PC** go to:

View Read Out Loud Activate Read Out Loud

You can choose a voice by going to

Edit Preferences Reading (from the left pane) untick Use Default Voice (choose a voice) OK.

On a PDF Document **on a Mac**

Highlight the text you wish to be read out

Go to Edit Speech Start Speaking