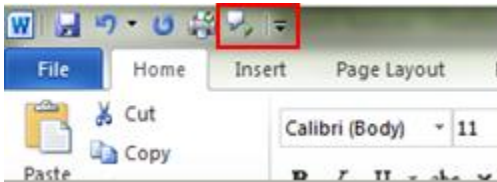


How to Enable Text-to-Speech in MS Word 2013

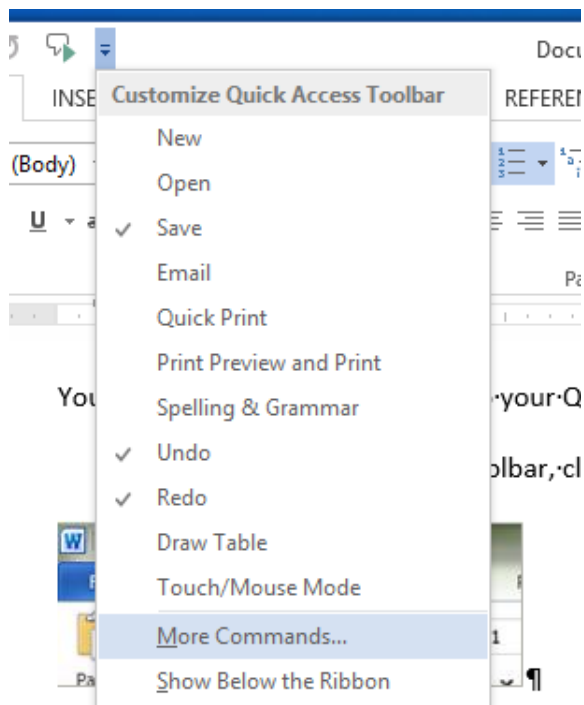
Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following:

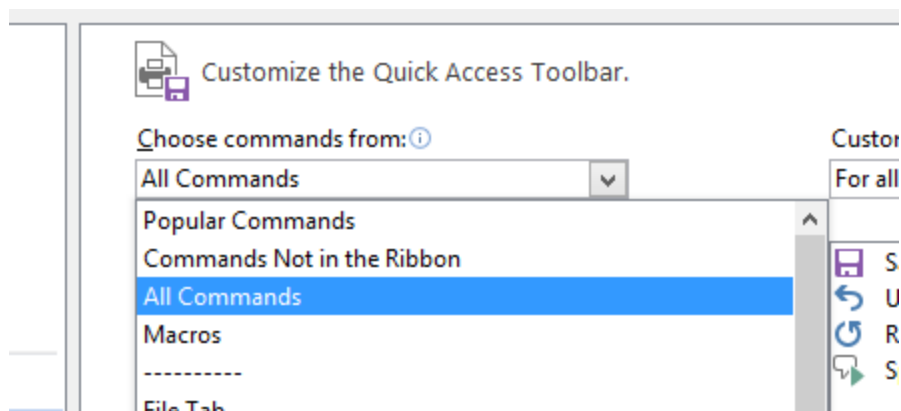
1. On the Quick Access Toolbar, located in the upper left corner, click the drop-down arrow.



2. Click **More Commands**.



3. In the **Choose commands from** list, select **All Commands**.



4. Scroll down to the **Speak** command, select it, and then click **Add**.



5. Click **OK**. A New button should appear in the Quick Access toolbar.



Convert text to speech

After you have added the **Speak** command to your Quick Access Toolbar, you can hear single words or blocks of text spoken by highlighting the text you want to hear, and then clicking the **Speak** command.

6. Highlight the Text you want to hear.



7. Click on the Speak button.



8. To Pause, Click the Speak button again.

