



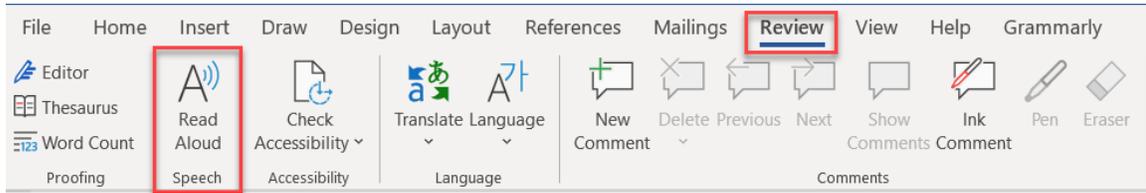
Microsoft Dictate & Read Aloud

What is text to speech (TTS)?

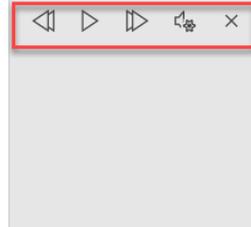
Usefulness of text to speech:

Text to speech options in MS Word:

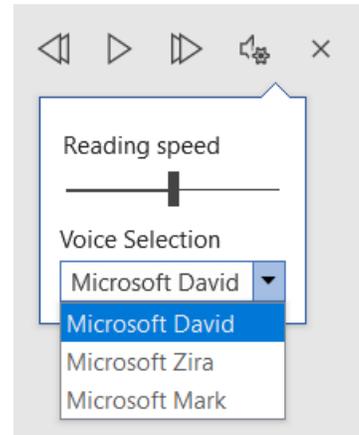
Using Read Aloud:



Mary leads me into her office, a world away from the corporate waiting room she shares with several other businesses. I feel as though I've stepped into a purple cloud—light purple paint on the walls, darker purple curtains, a table draped with purple linens, purple scarves dispersing light from a small lamp. The air I breathe even feels purple. Soft



Customize Read Aloud:

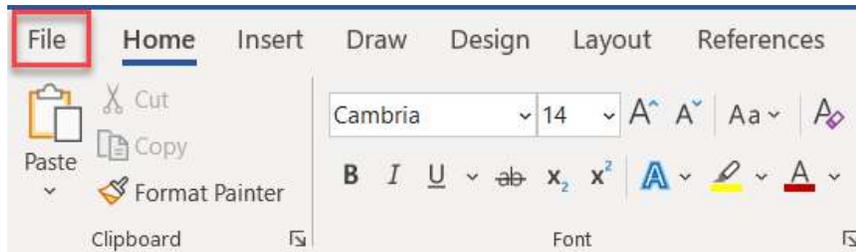


Microsoft Word Speak:



Add Speak to quick access bar:

- click on File → Options → Quick Access Toolbar → All Commands



Word Options

- General
- Display
- Proofing
- Save
- Language
- Ease of Access
- Advanced
- Customize Ribbon
- Quick Access Toolbar**
- Add-ins
- Trust Center

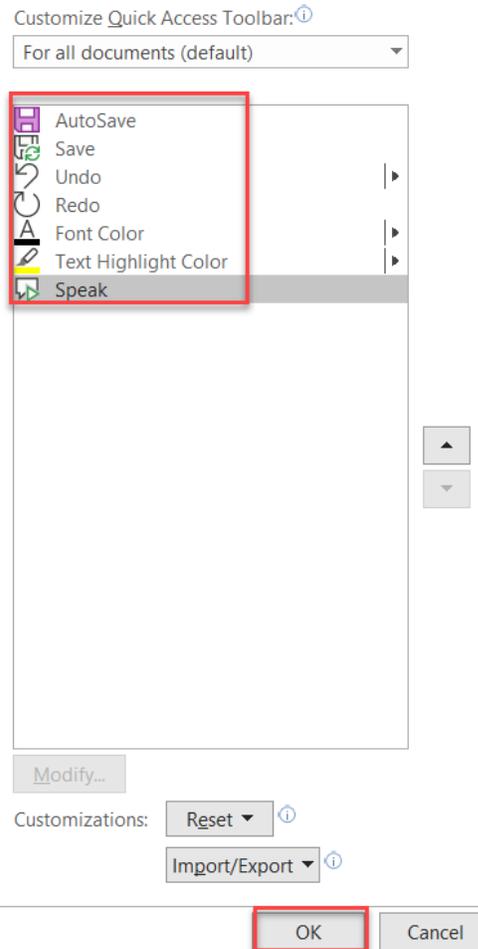
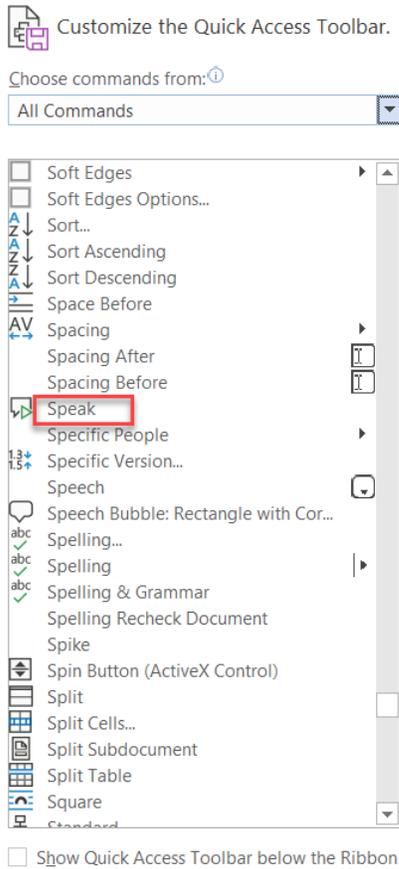
Customize the Quick Access Toolbar.

Choose commands from:

All Commands

- <Separator>
- 1:1
- 16:10
- 16:9
- 2:3
- 3:2
- 3:4
- 3:5
- 3-D Color
- 3-D Effects
- 3-D Effects
- 3D Model Size
- 3D Model Views
- 3D Model Views
- 3-D On/Off
- 3-D Picture Rotation
- 3-D Rotation
- 3-D Text Rotation
- 4:3
- 4:5
- 5:3
- 5:4
- About
- Accent
- Accept

Show Quick Access Toolbar below the Ribbon



Quick access toolbar with Speak:



How to use Speak and other notes:
