

## Use the Speak text-to-speech feature to read text aloud

*Applies To: Word 2016 Outlook 2016 PowerPoint 2016 OneNote 2016 Word 2013 Outlook 2013 PowerPoint 2013 OneNote 2013 Office for business Office 365 Small Business Word 2010 Outlook 2010 PowerPoint 2010 OneNote 2010*

Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office.

Text-to-speech (TTS) is the ability of your computer to play back written text as spoken words. Depending upon your configuration and installed TTS engines, you can hear most text that appears on your screen in Word, Outlook, PowerPoint, and OneNote.

## Add Speak to the Quick Access Toolbar for MS Word

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

1. Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**.



Figure 1 Quick Access Toolbar

2. Click **More Commands**.

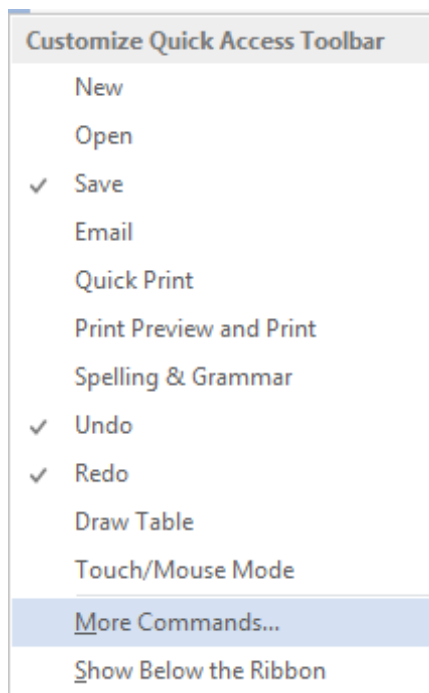


Figure 2 More Commands

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

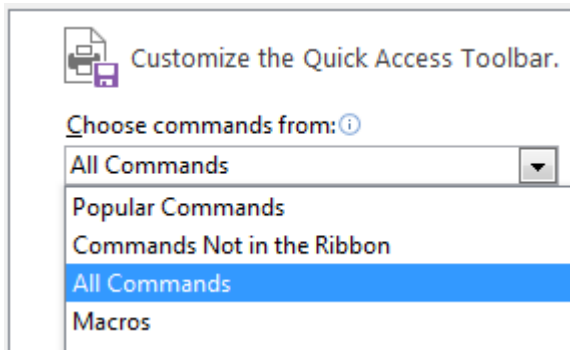
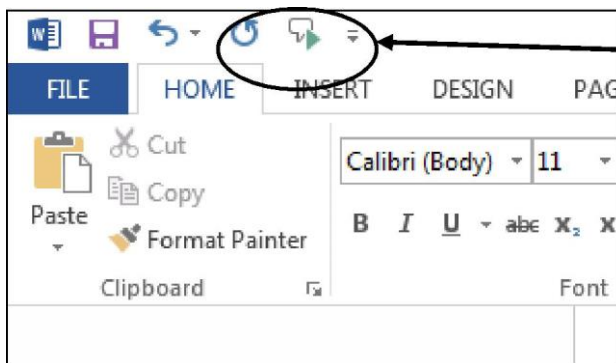


Figure 3 All Commands

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

## Use Speak to read highlighted text aloud



The **Speak** command can now be seen in the **Quick Access toolbar**

Figure 4 Speak command

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

## Contact

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