

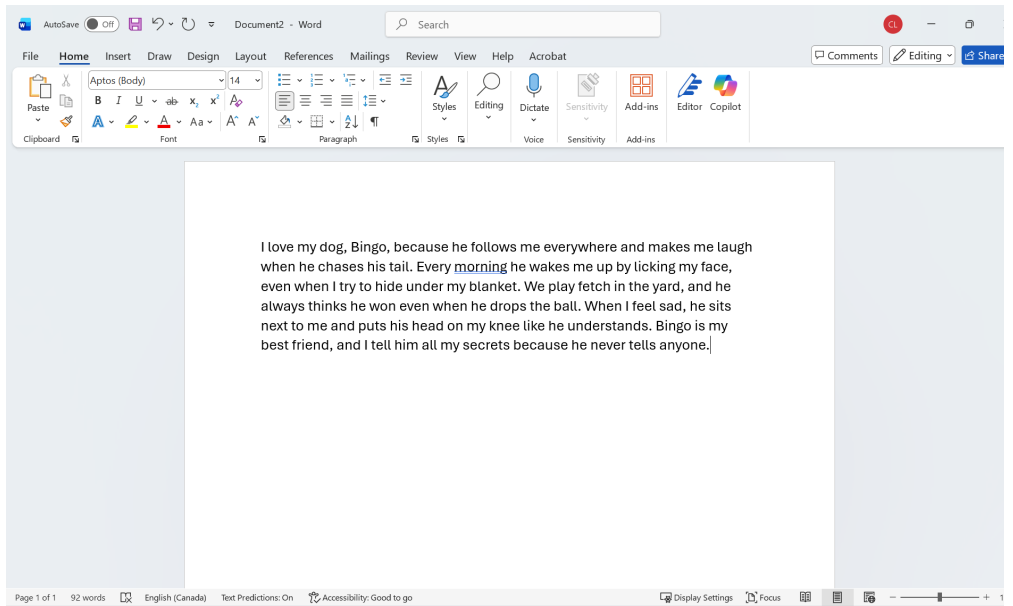
Text-to-Speech (Windows)

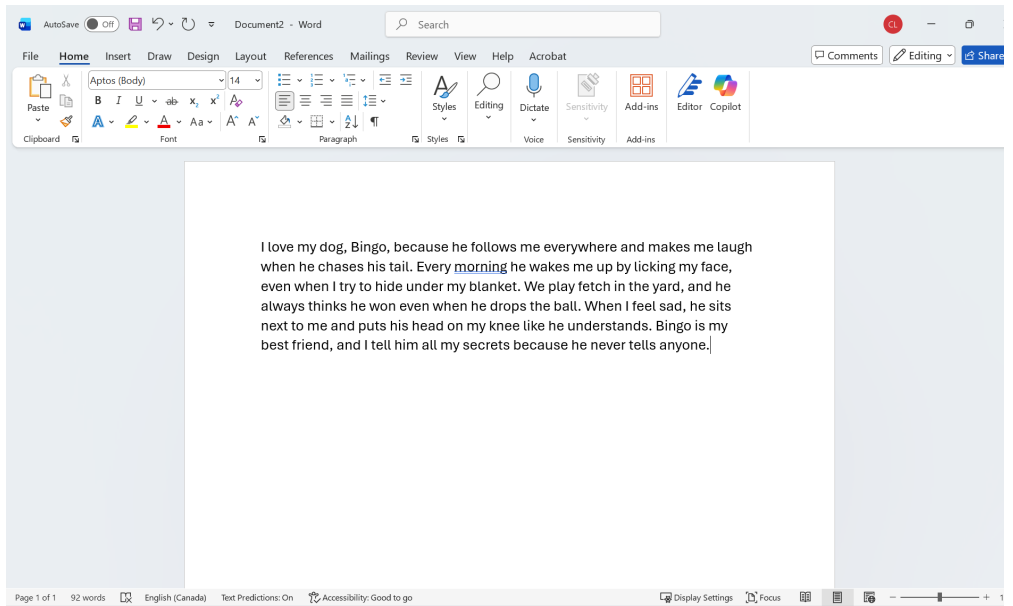
Introduction

Text-to-Speech is an embedded tool that allows students to have written text read aloud. This can be used to support students with reading. The following depicts how to access text-to-speech on a Windows device; first in Microsoft Word, then in Microsoft Edge.

Steps to Follow

Step	Instruction	Visual Depiction
------	-------------	------------------

- | | | |
|---|---|--|
| 1 | For Microsoft Word , open a new document and type out a passage. |  |
|---|---|--|

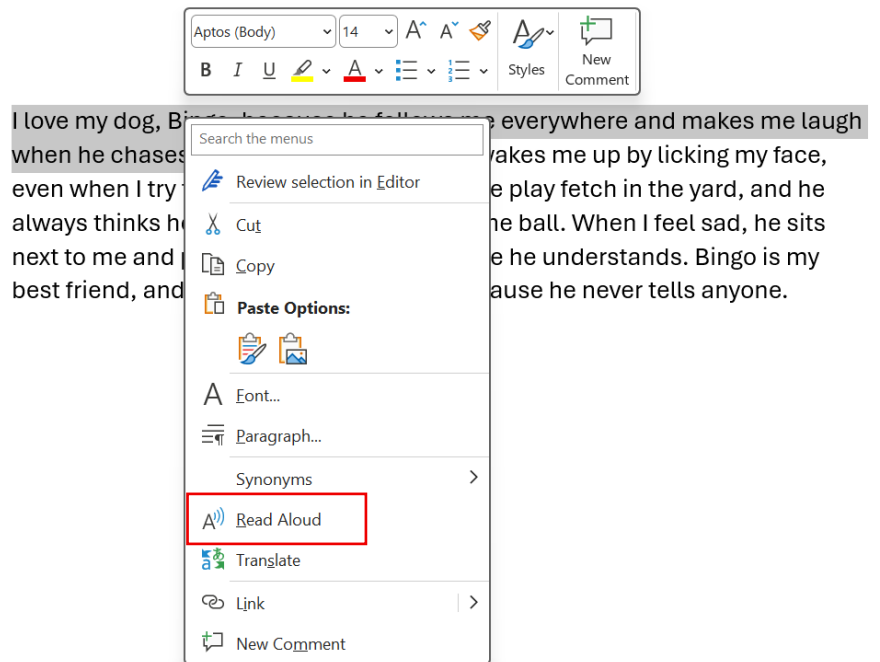


Step Instruction Visual Depiction

2 If you would like a particular part of the written text read aloud, first, highlight the chosen text.

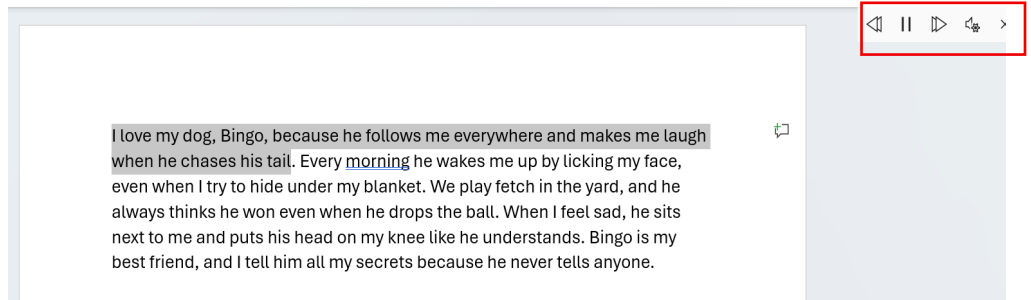
I love my dog, Bingo, because he follows me everywhere and makes me laugh when he chases his tail. Every morning he wakes me up by licking my face, even when I try to hide under my blanket. We play fetch in the yard, and he always thinks he won even when he drops the ball. When I feel sad, he sits next to me and puts his head on my knee like he understands. Bingo is my best friend, and I tell him all my secrets because he never tells anyone.

3 Next, right-click on the highlighted text and click “Read Aloud.”

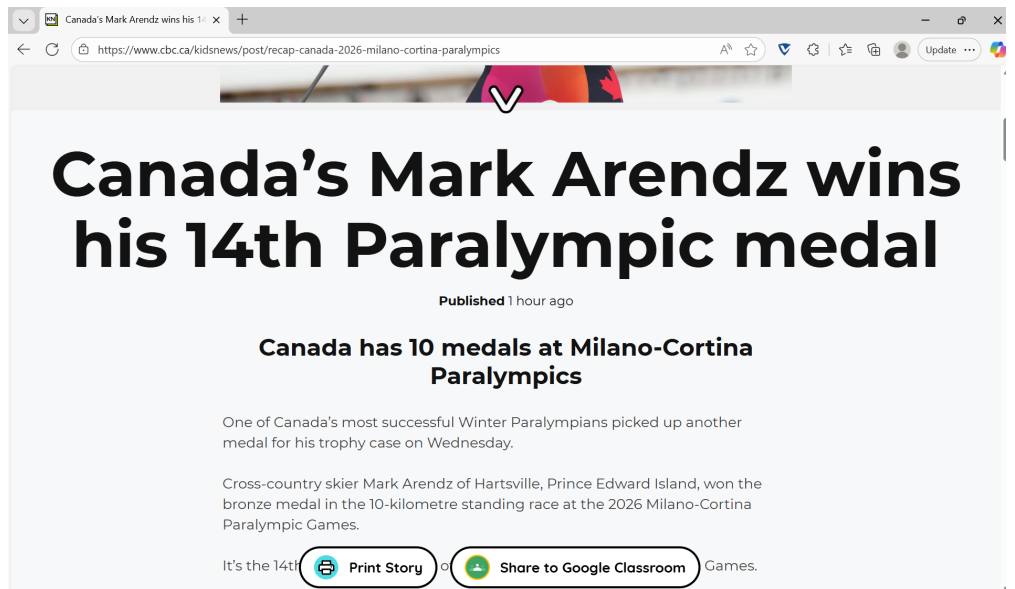


Step Instruction Visual Depiction

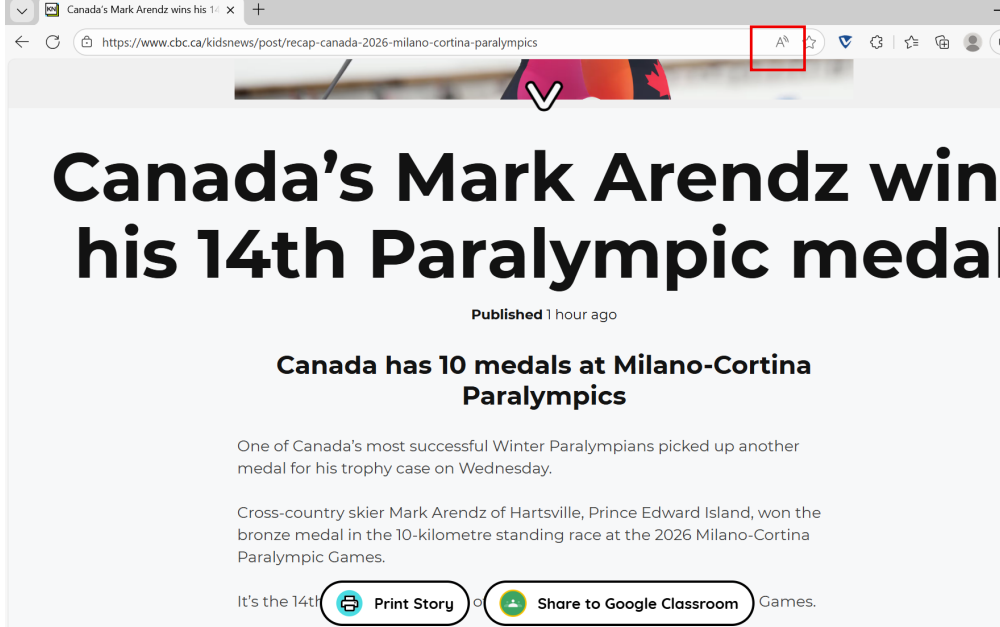
4 On the top right-hand side of the document, there are backward, pause, forward, and voice options. Within the voice options, you can change the speed and the voice type.

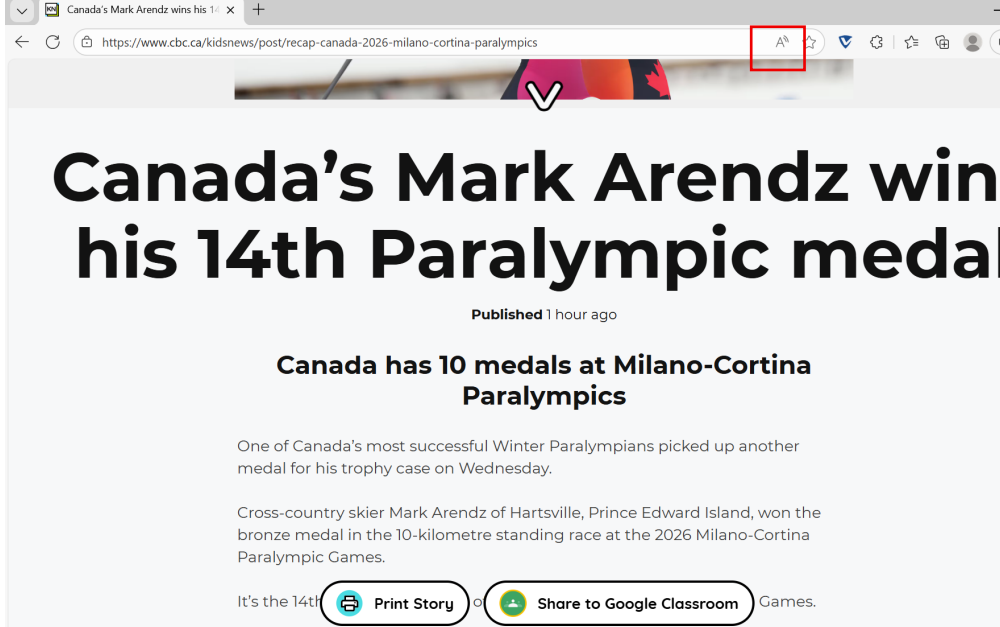


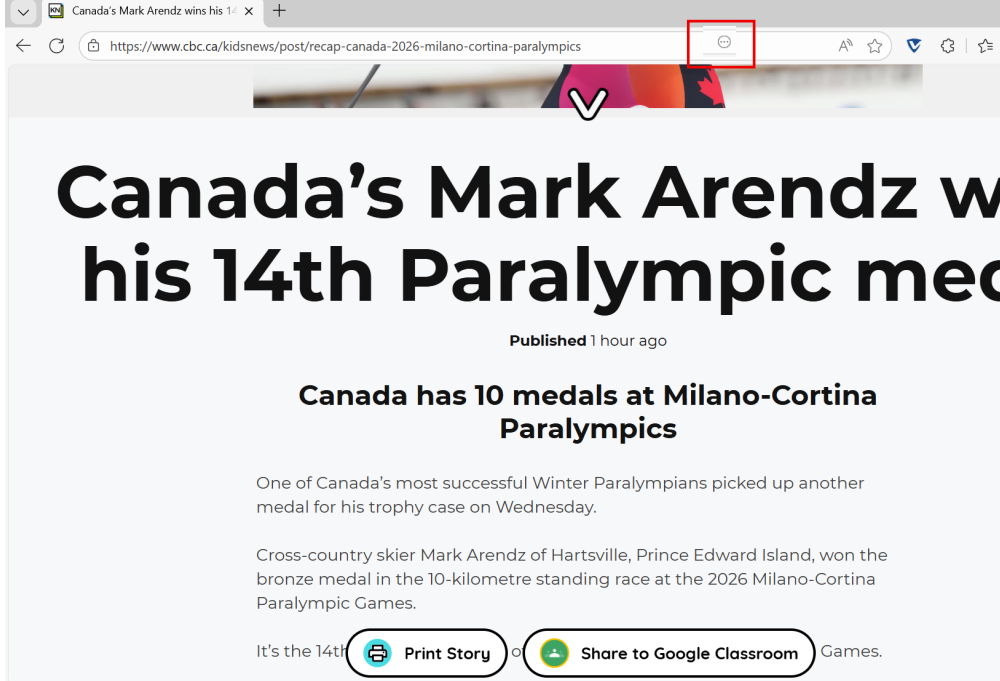
5 In **Microsoft Edge**, open the browser to your chosen website.

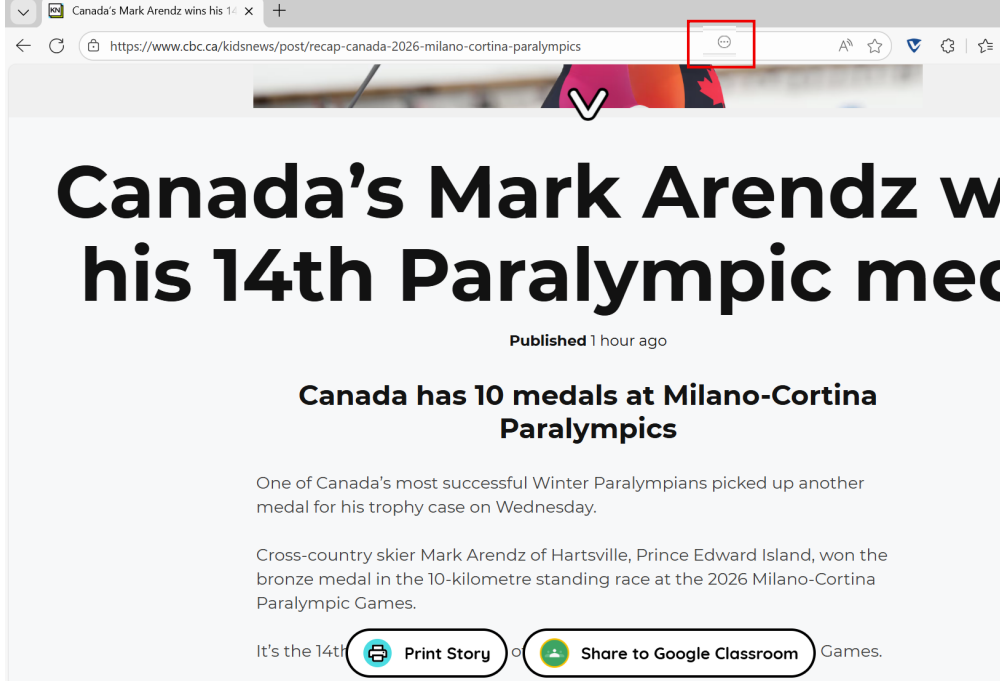


Step	Instruction	Visual Depiction
------	-------------	------------------

6	In the right-hand side of the address bar, there will be a “Read Aloud” icon.	
---	---	--

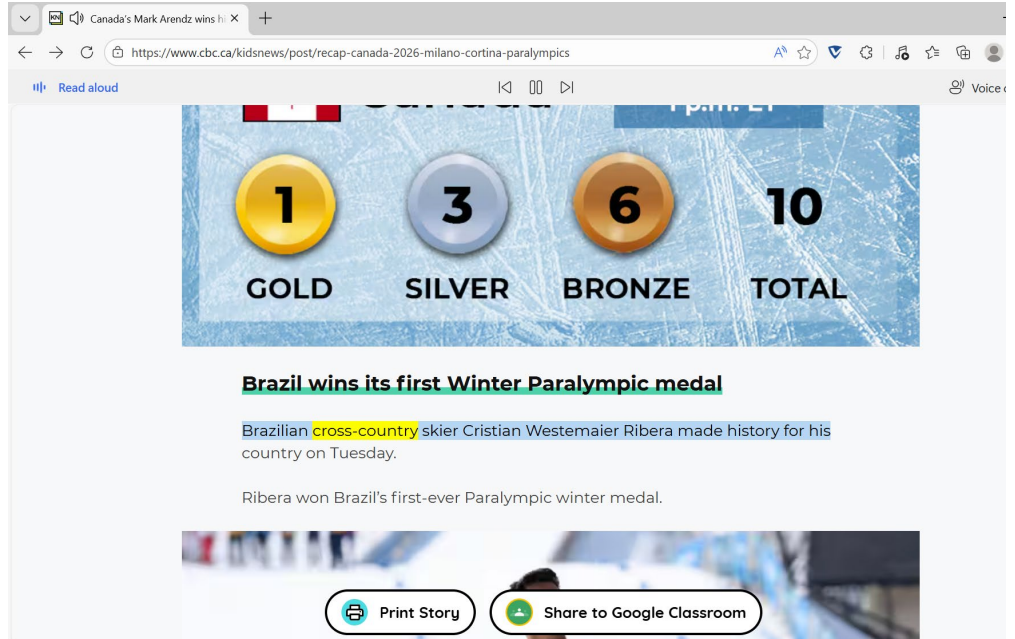


7	If there is no “Read Aloud” icon, you may see a circle with three dots, where you will find the “Read Aloud” icon.	
---	--	--

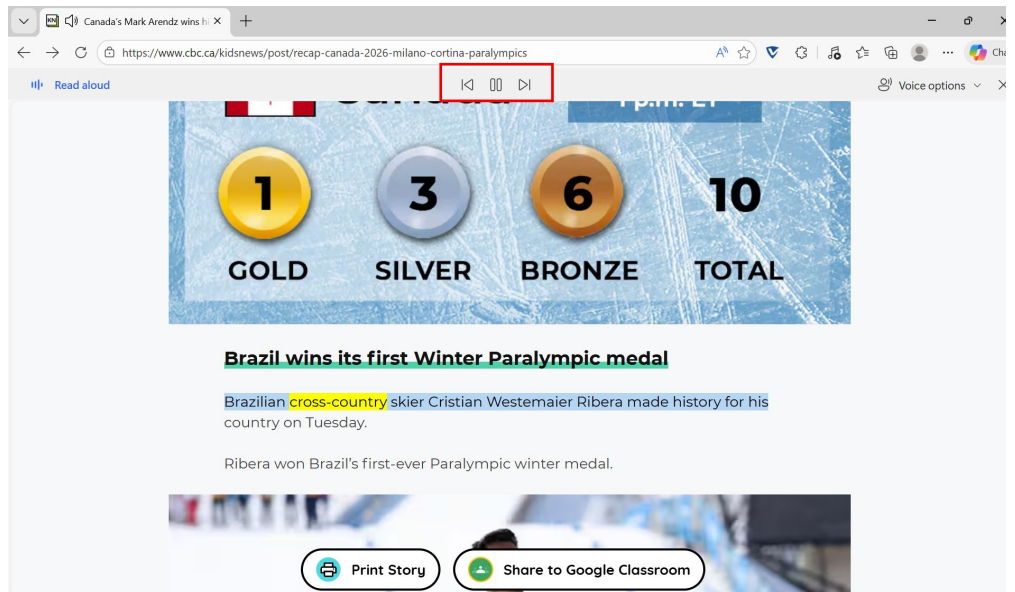


Step Instruction Visual Depiction

8 Once the “Read Aloud” icon is clicked, it begins reading the page from the top.

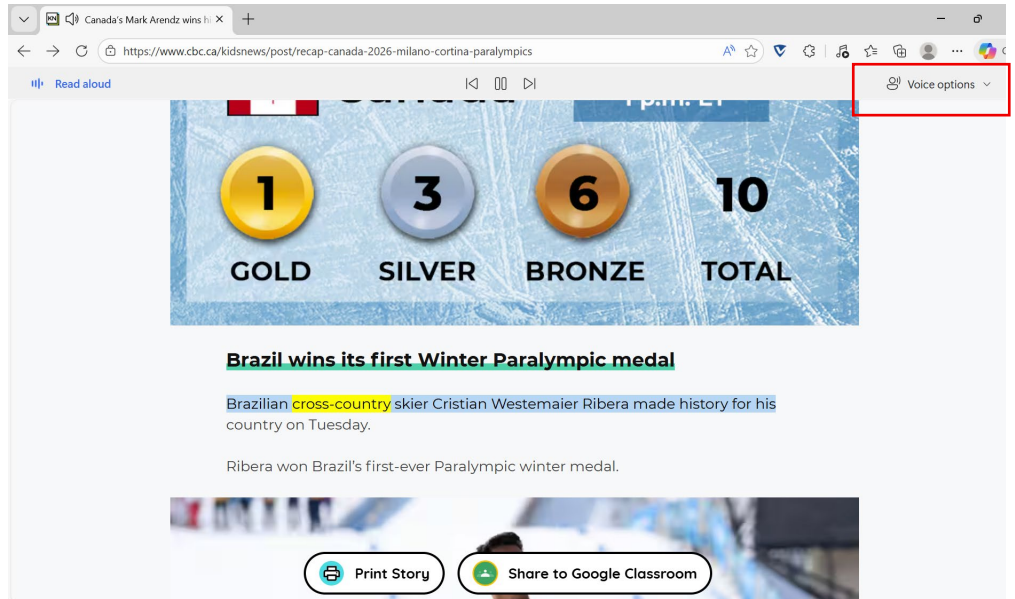


9 A settings bar at the top of the screen allows you to move backwards/forwards paragraphs, as well as pause/play.

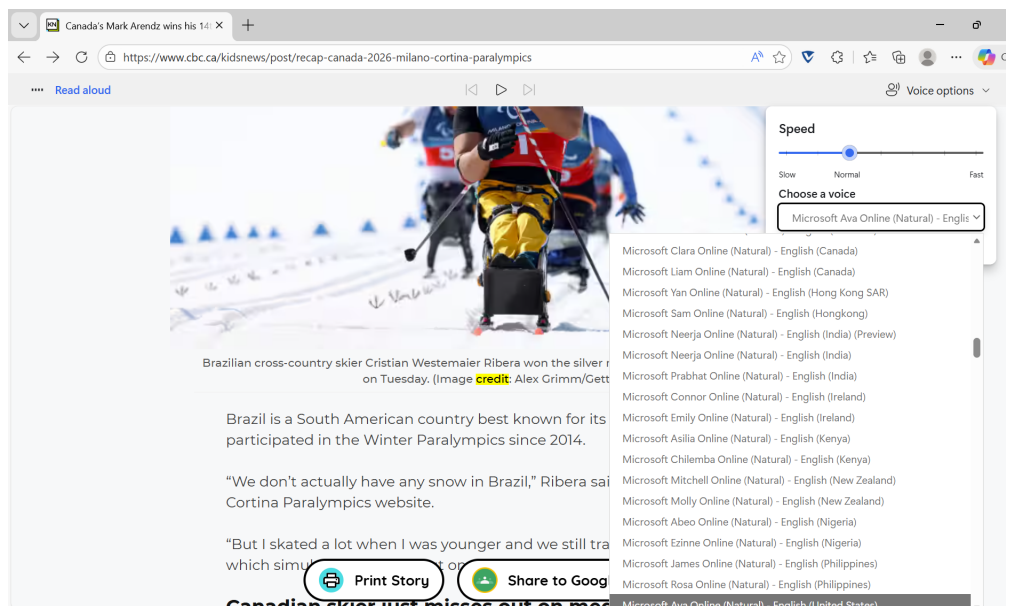


Step Instruction Visual Depiction

10 On the top right-hand side of the screen, there is a button to change the voice options.

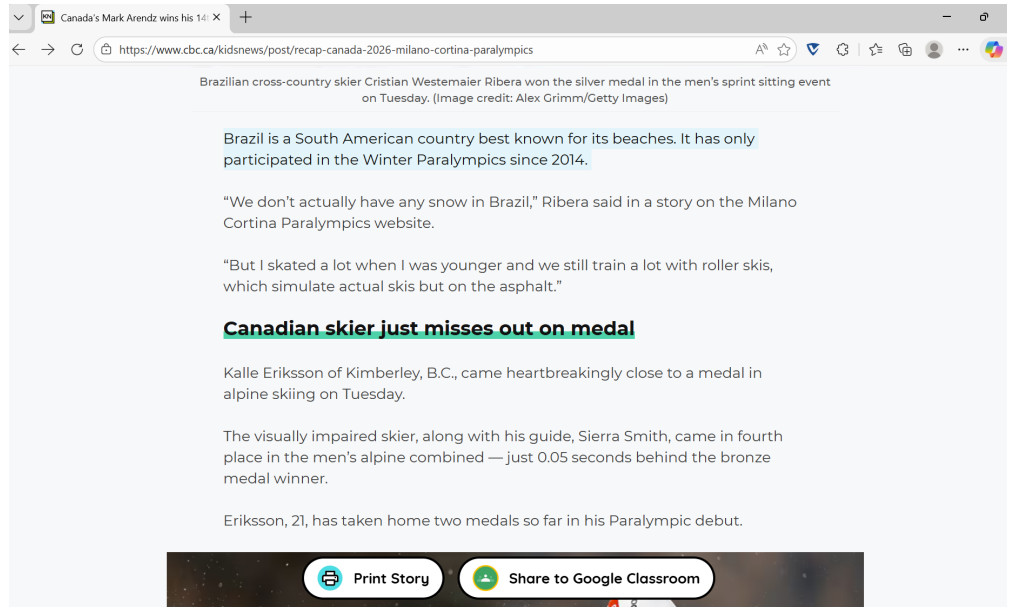


11 In the voice options, you can change the speed and the voice output options.



Step Instruction Visual Depiction

12 If you would only like a certain part of the passage read aloud, simply highlight the text that you would like read aloud.



13 Next, you will right-click, select "More tools" and then click on "Read aloud selection."

