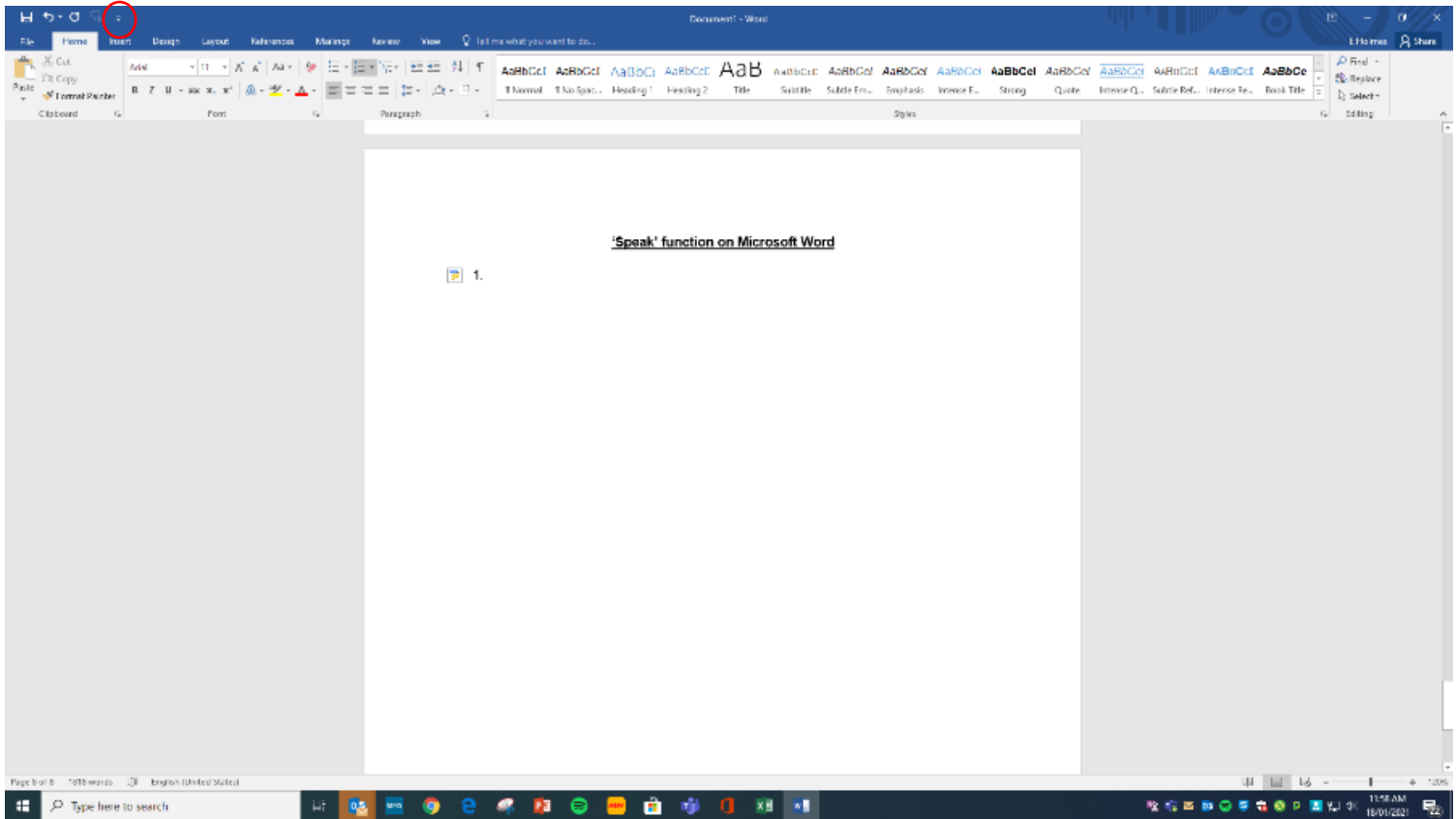


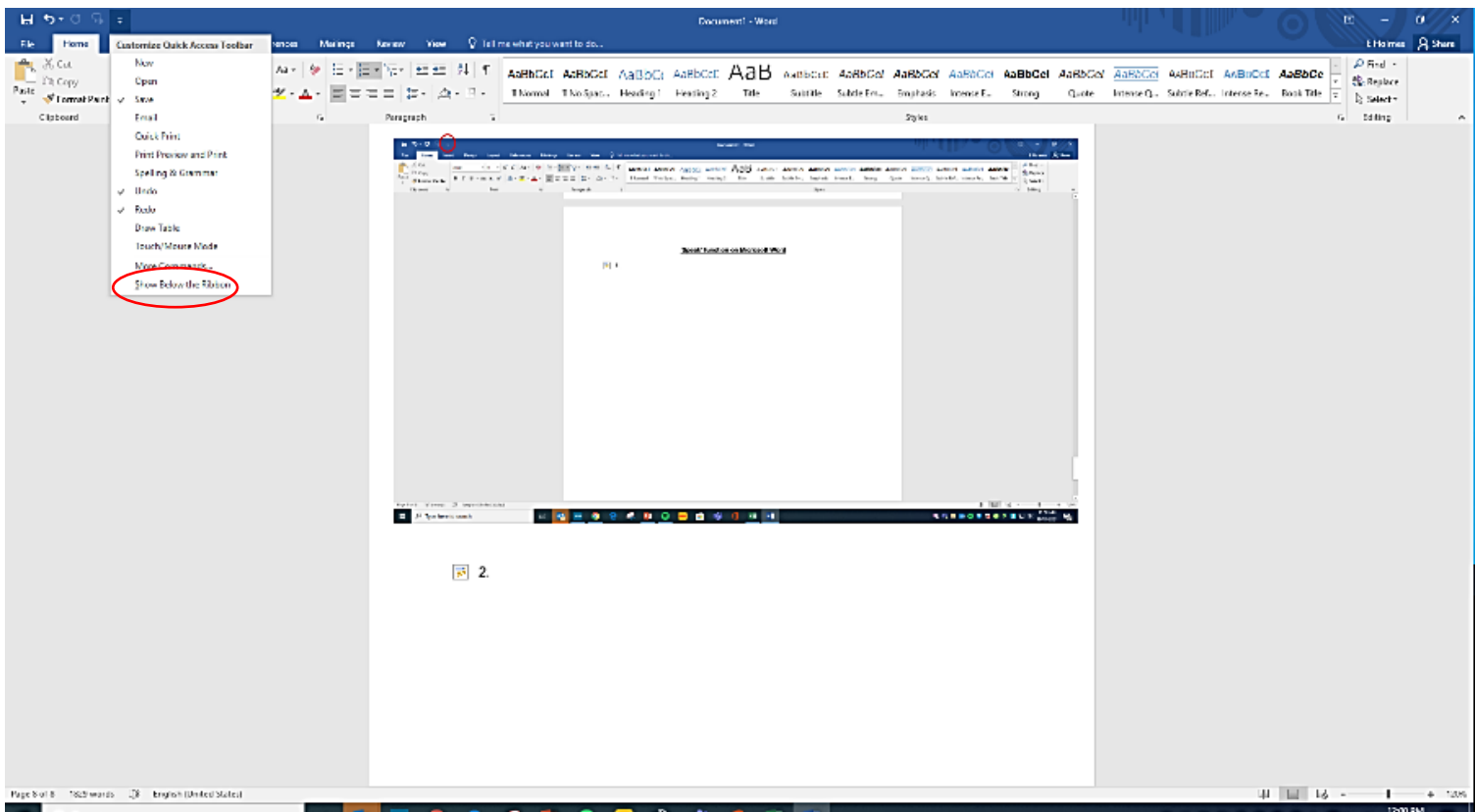


'Speak' function on Microsoft Word

1. Click on 'Quick Access Toolbar' on the top of the document.

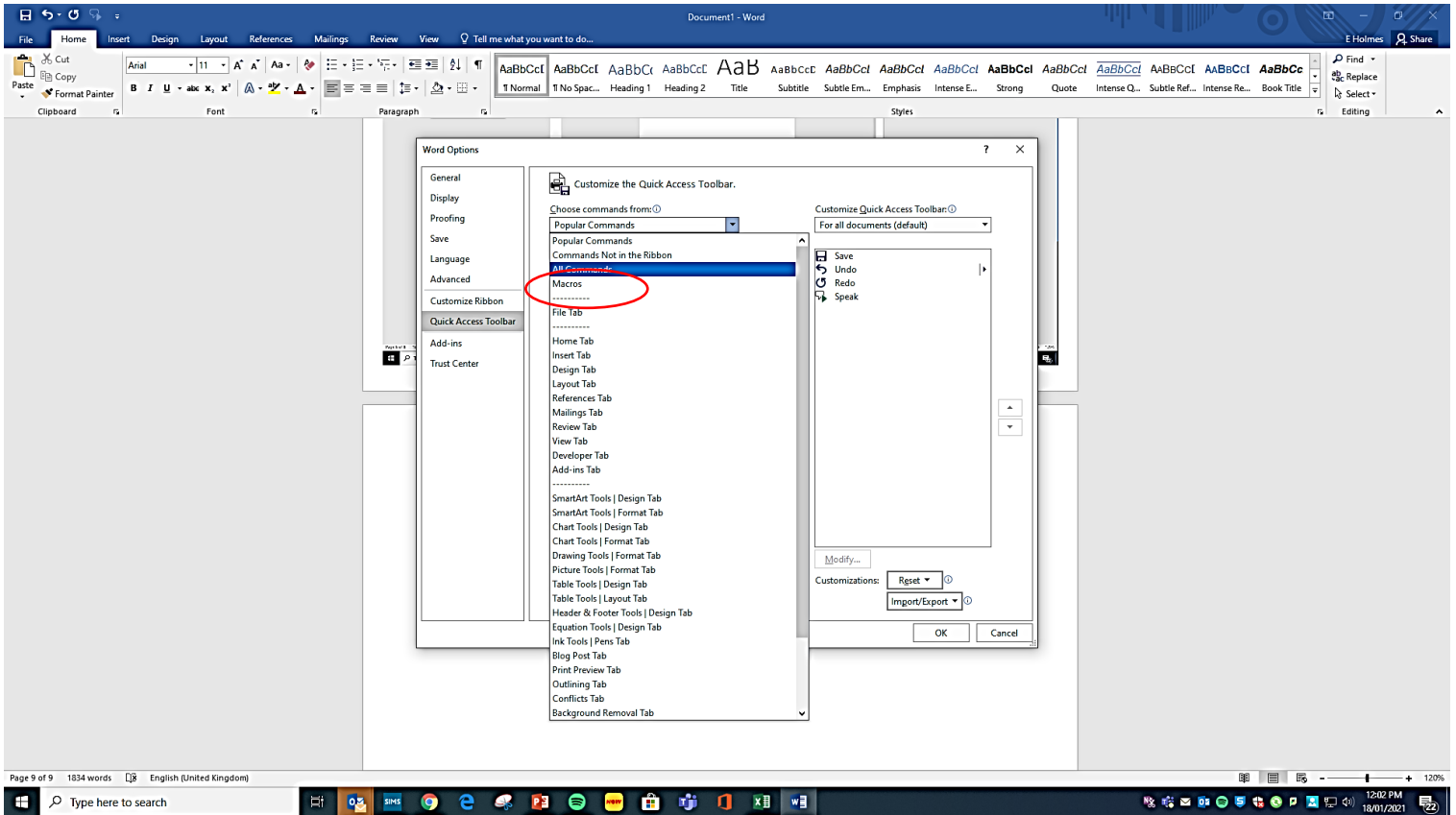


2. Select 'More commands'.

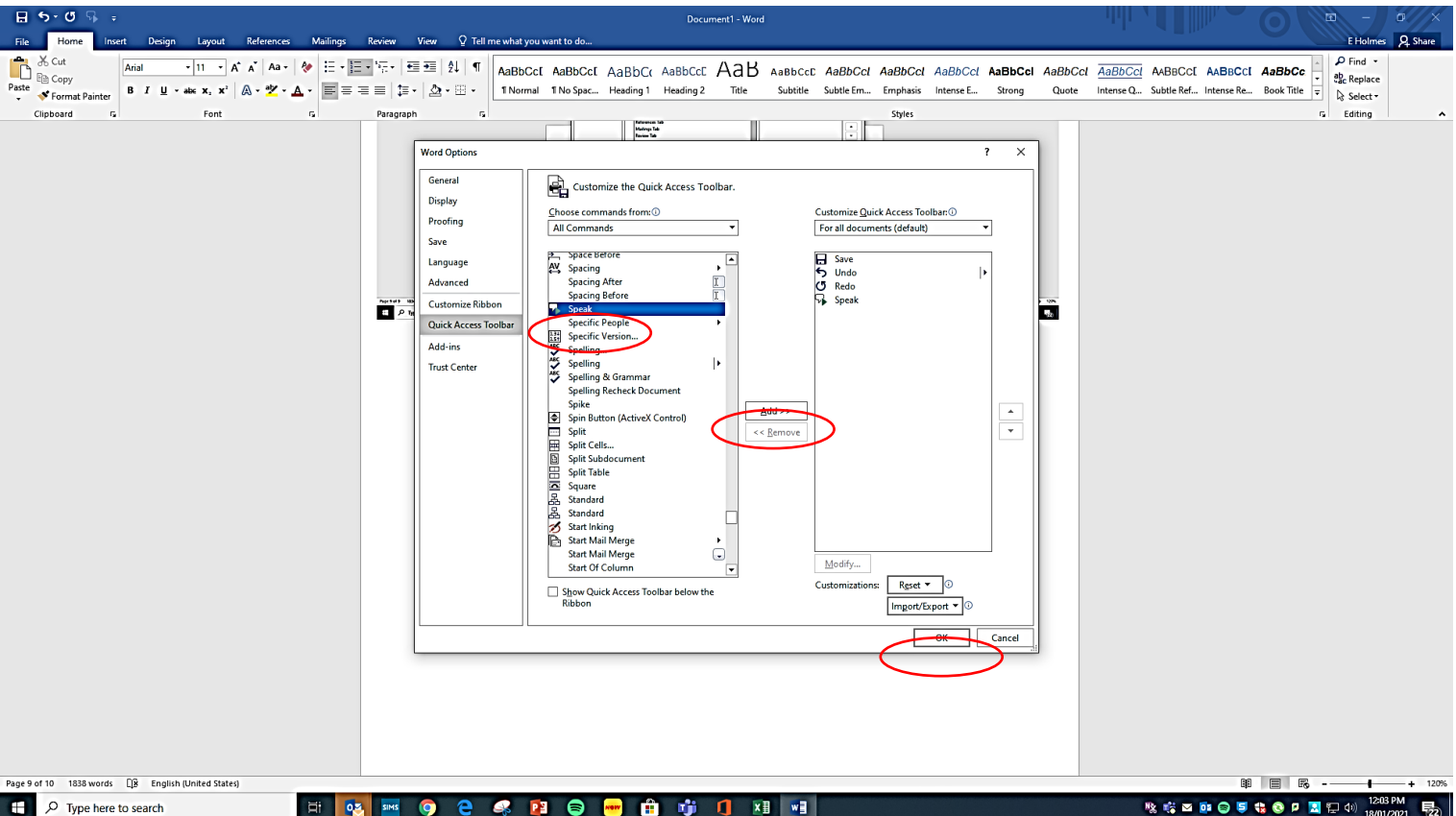




3. Select 'All commands' in the drop-down box.



4. Scroll down to 'Speak'. Select this and click 'Add', then press 'Ok"





5. The 'Speak' symbol will then appear in the top. If you highlight the sentence / text you wish to be read aloud, press the button and it will read it for you.

