



“Speak” Text in Microsoft Word 2010

Did you know that MS Word offers the “Speak Command” which allows students to have the computer read the text in a Word document? Text to speech is an invaluable UDL feature for any student, but may be imperative for students who struggle with reading and writing. “Speak” allows you listen to text while you read. Hearing text read aloud can help students revise and edit their work independently.



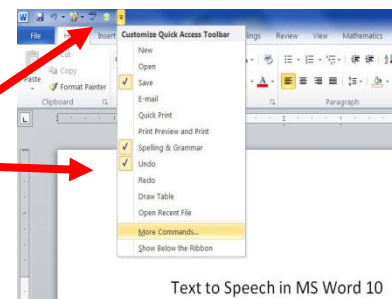
This is what the “Quick Access Tool Bar” looks like with the “Speak” button already added

How to add the “Speak Command” to your “Quick Access Tool Bar”

Step 1: Locate the “Quick Access Tool Bar”. You will find it at the very top of your Word document, above the “Ribbon.”

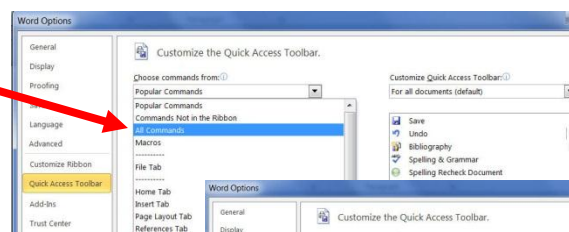
Step 2:

- Click on the down arrow, at the end of the Quick Access Tool Bar
- Choose “More Commands”



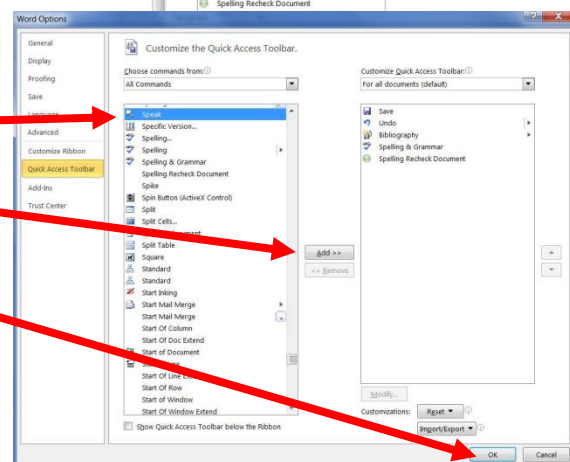
Text to Speech in MS Word 10

Step 3: In the drop down menu, select “All Commands”



Step 4:

- Scroll through the menu (in alphabetical order) until you find, “Speak”.
- Click on “Speak”.
- Then click on “Add”.
- Then click on “OK”.



Step 5: Ready to Use

- Highlight the text you want to read.
- Click the “Speak” button in “Quick Access Tool Bar”