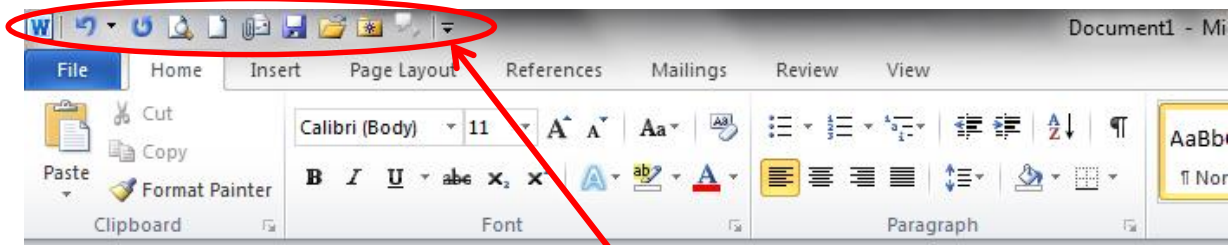



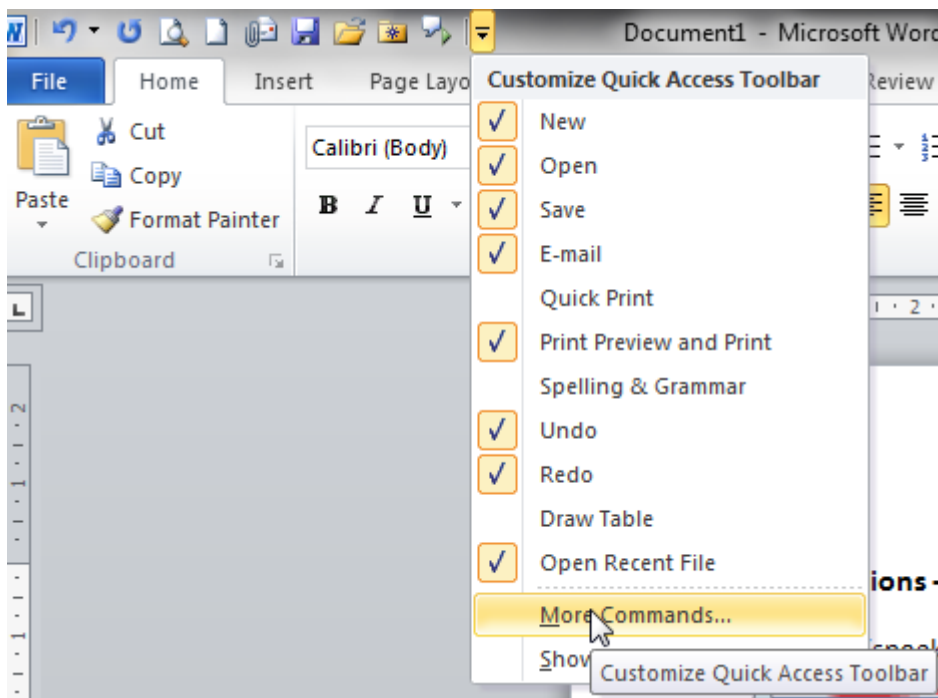
Instructions - How to get Microsoft office to read text

To do this you need to add the 'Speak' icon to the Quick Access Toolbar

Quick Access Toolbar



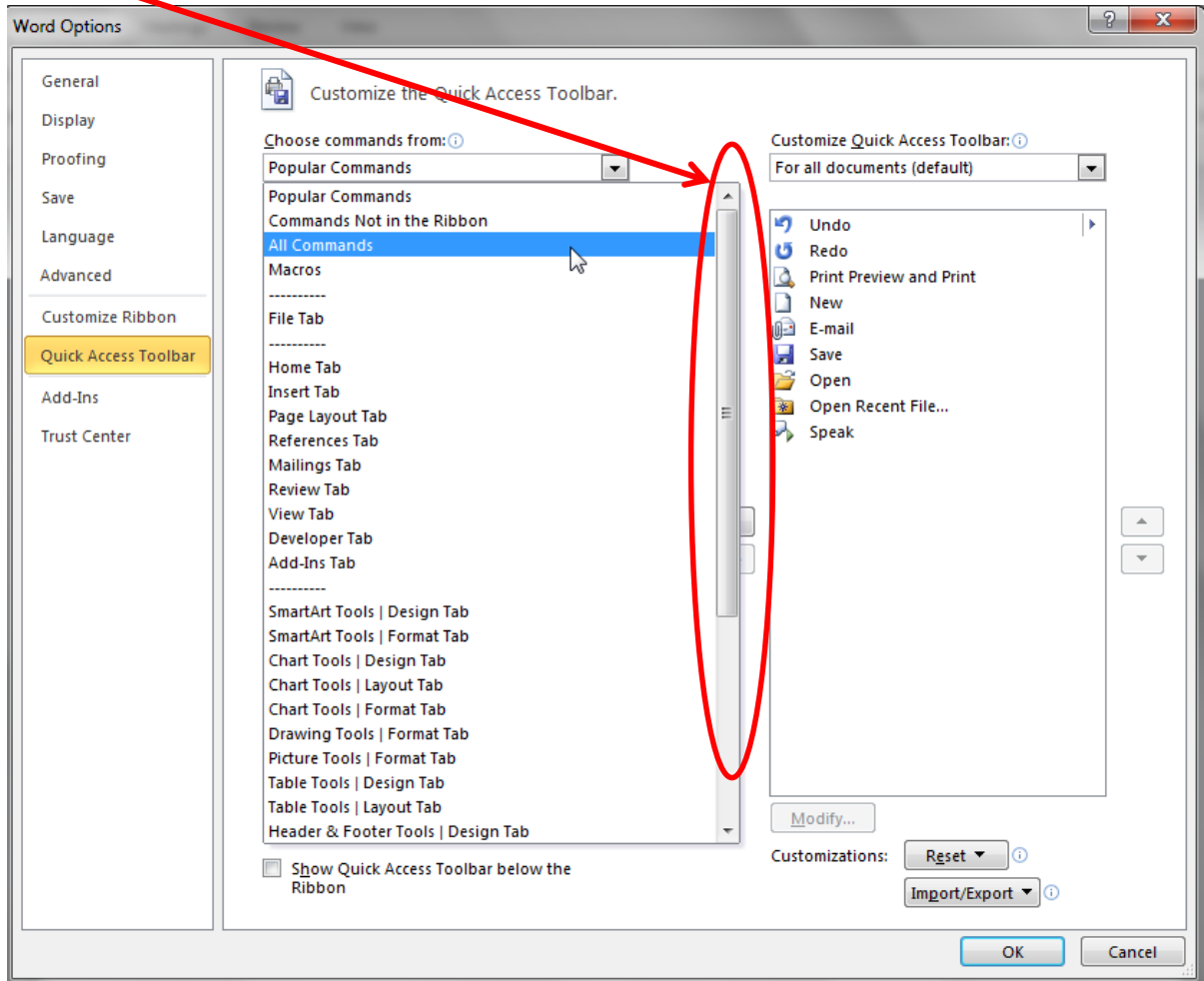
Click on the **Customise quick access tool bar** pull down  and select 'More commands'



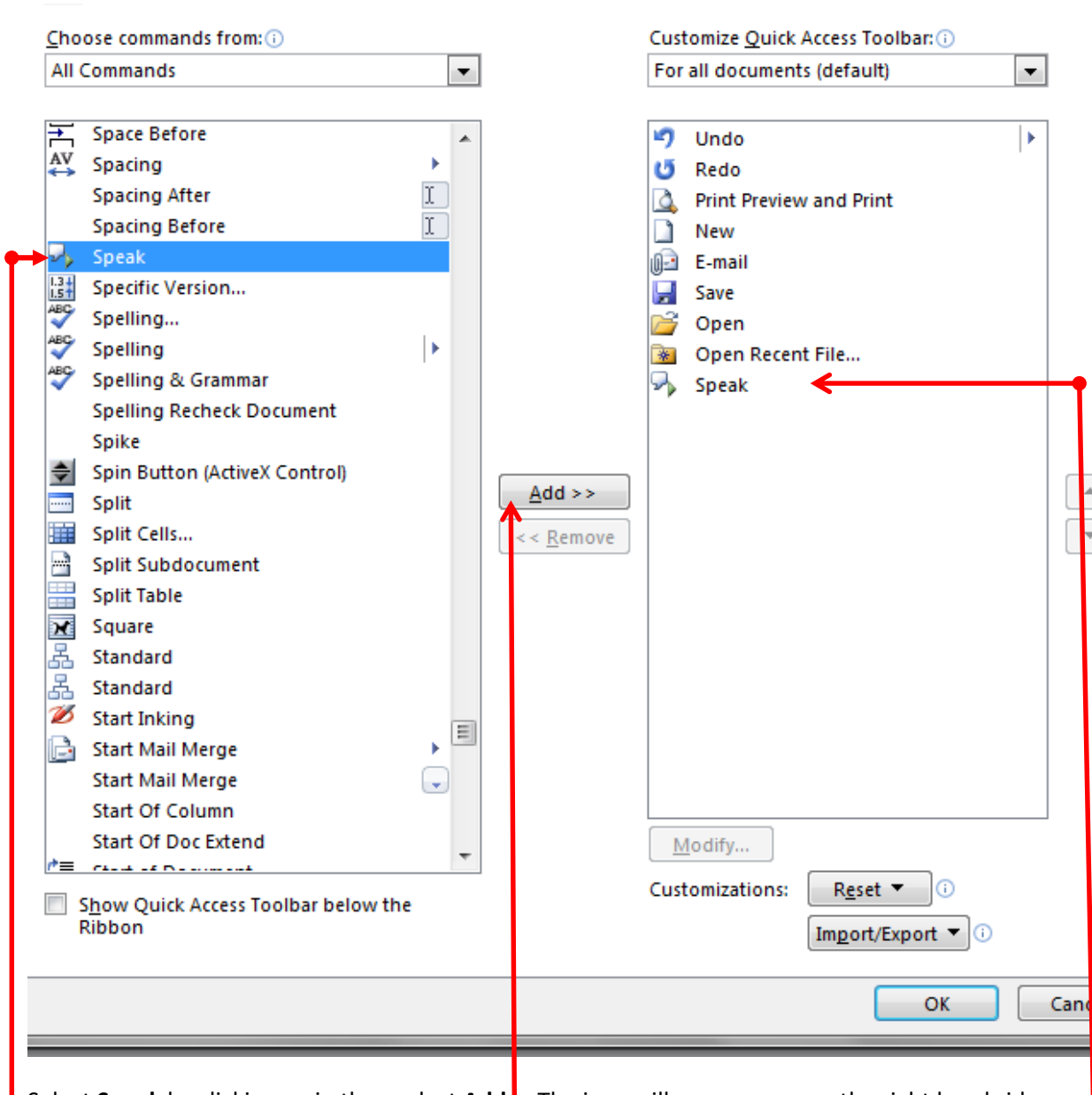
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Speak is not included in the **Popular commands**, so change the Choose Command option to **All commands**.

Scroll down on the left hand box until you see 'Speak'

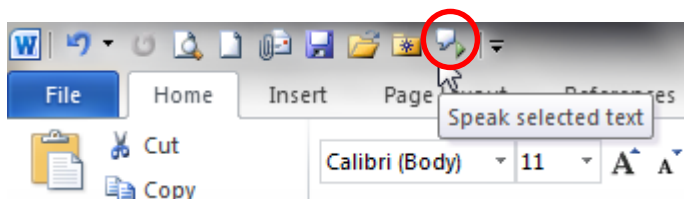


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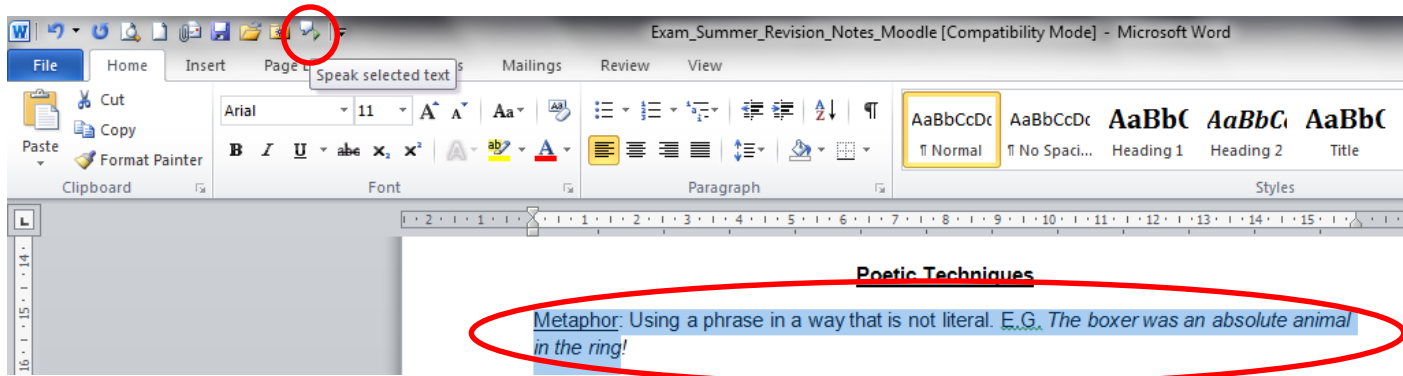
Select **Speak** by clicking on in then select **Add** The icon will now appear on the right hand side.

You can then press **OK** and the icon will appear in the quick access tool bar.



Instructions - How to get Microsoft office to read text

Highlight the text you want to be read then press the speak icon.



This functionality is available in Outlook and PowerPoint, but has to be switched on in the same way in each.