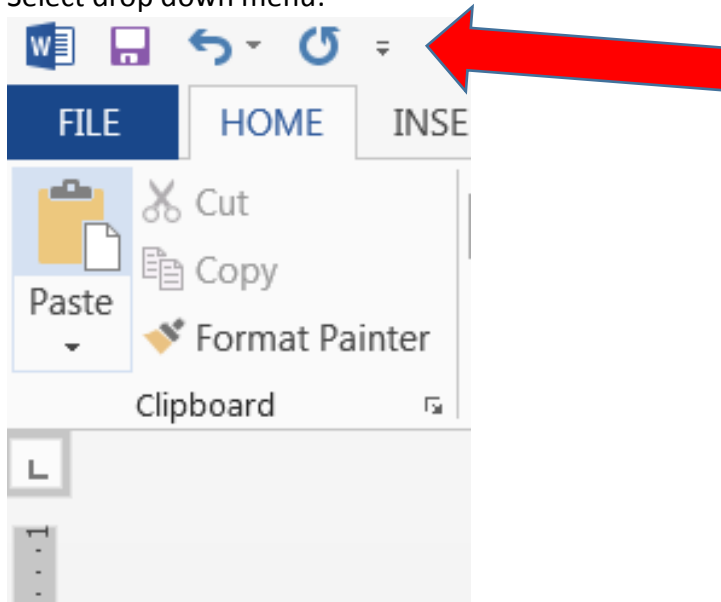


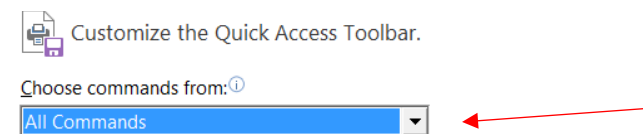
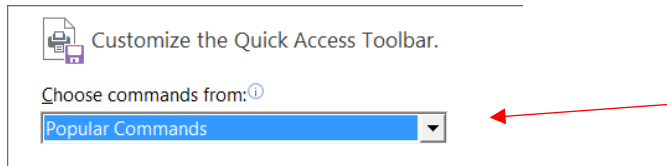
How to add text to speech to" quick access" toolbar in Word

1. Select drop down menu:



2. Choose "more commands"

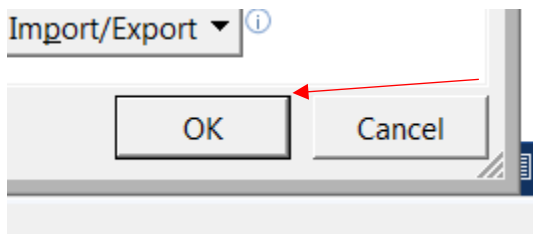
3. Change command search from "popular commands" to "all commands"



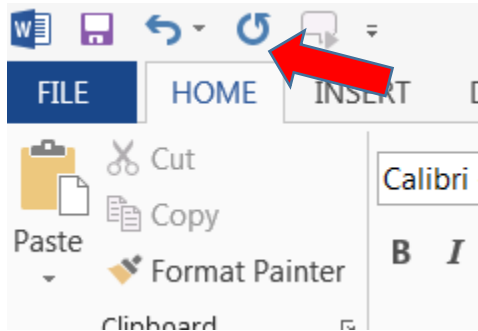
4. Scroll down until you locate the "Speak" command and click "add"



5. Click “okay”



6. A “speak” button will now show in “quick access” tool bar



7. Select any text you want read back and then click the speak button to hear the text