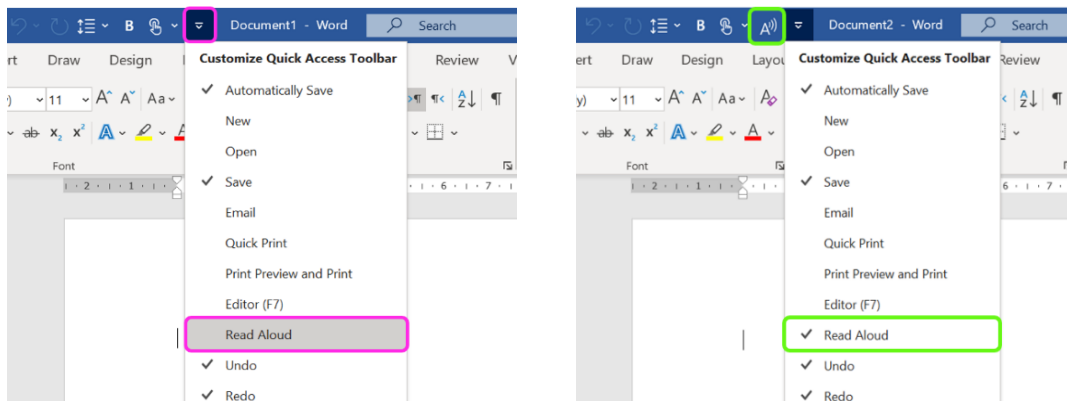# How To: Use 'Read Aloud' Accessibility Function in MS Word (Office 365)

1. Click the drop down menu icon (▾) on the *Quick Access Toolbar* at the top of the window, then select 'Read Aloud'. A check mark will now appear next to 'Read Aloud' in the drop down menu and the Read Aloud icon (A») will become visible as shown in the figure below

2. To use the Read Aloud function, select one continuous passage of text OR place the text cursor (|) at the beginning of the desired passage, then click the Read Aloud icon (A»). The narration will read only the selected passage, otherwise it will continue until the end of the document

3. A small toolbar will appear in the top right corner of the page (◁ ▷ ▷ ◁₈ ×). To stop or start the narration click the Play/Pause icon (▷), to return to the beginning of the paragraph or to the beginning of the previous paragraph click the Previous icon (◁), to skip to the next paragraph click the Next icon (▷)

4. The narrator's voice can be customised in terms of *Voice*, *Speed*, and *Language/Accent*. To change the *Speed* and *Voice*, click the Settings icon (◁₈). Use the slider labelled 'Reading speed' to change the narration rate as desired. Use the drop down 'Voice Selection' menu to choose from the available voices. Note that the selection of voices will depend on the Language and Region of the selected text (see step 5)
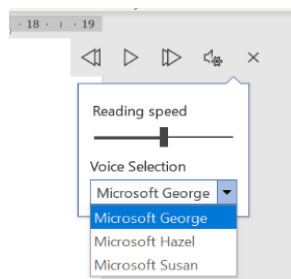
5. To change the *Language/Accent*, click the Language button at the bottom left of the window, and select your chosen region from the menu. For example if English (United States) is selected, the voice will have a US accent, whereas if English (United Kingdom) is selected, the voice will have a UK accent
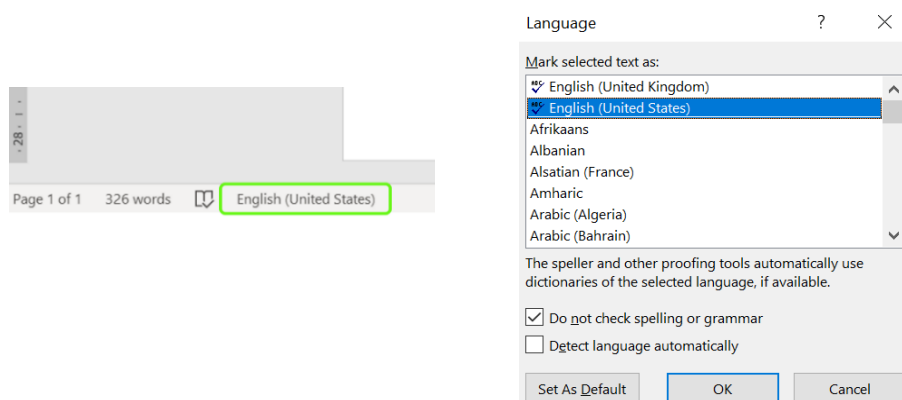
N.B. If your preferred language or regional accent is unavailable the narration will retain the most recent available language/region settings. To make a new language/region available for Read Aloud the corresponding language pack must be downloaded directly to your operating system; this can be done by accessing the Language Settings of your device. Please consult your device's operating manual for further assistance.