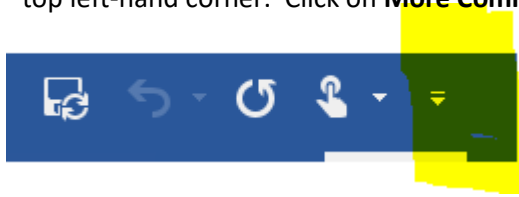


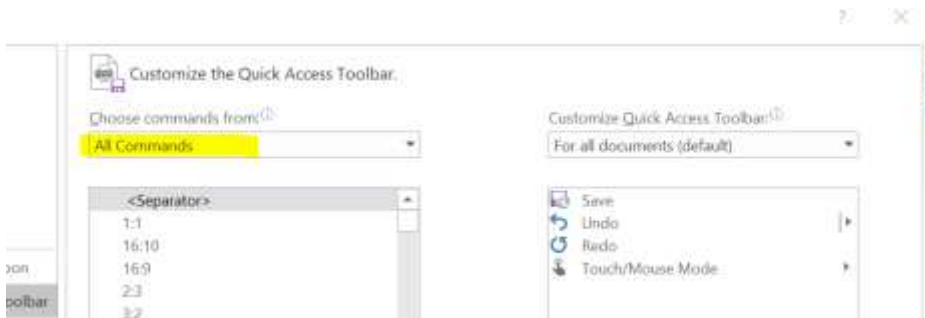
How to Add Speak to Microsoft Word

Speak is the content reader in Microsoft Word. It allows users to highlight text and have it read to them.

Step One: Open up Microsoft Word and select the **Customize Quick Access Toolbar** icon located in the top left-hand corner. Click on **More Commands**.



Step Two: Change the *choose commands from* option from Popular Commands to **All Commands**.



Step Three: Scroll through the list of commands until you find **Speak**. Select **Speak** and then click on **Add** and **OK**.



Speak will be added to the customized tool bar in the top left corner. To use Speak, highlight text and click on the icon.

