

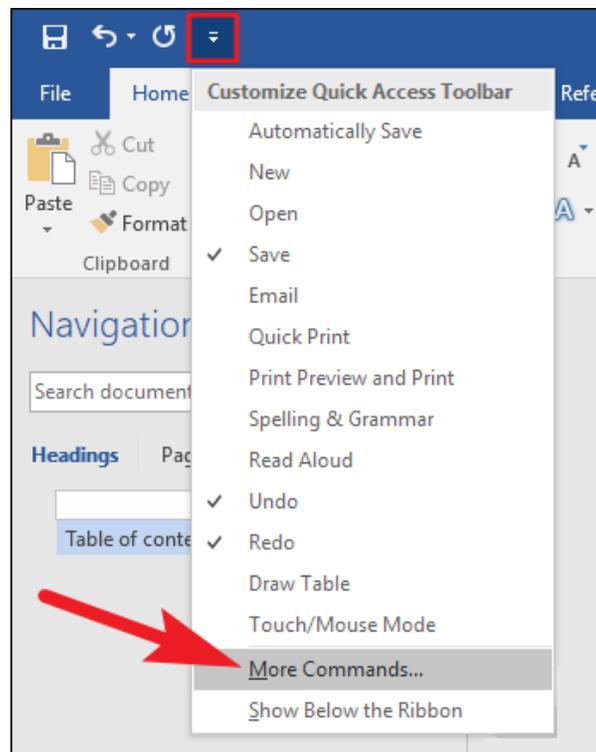
Microsoft Narrator-Basic User Guide

Introduction

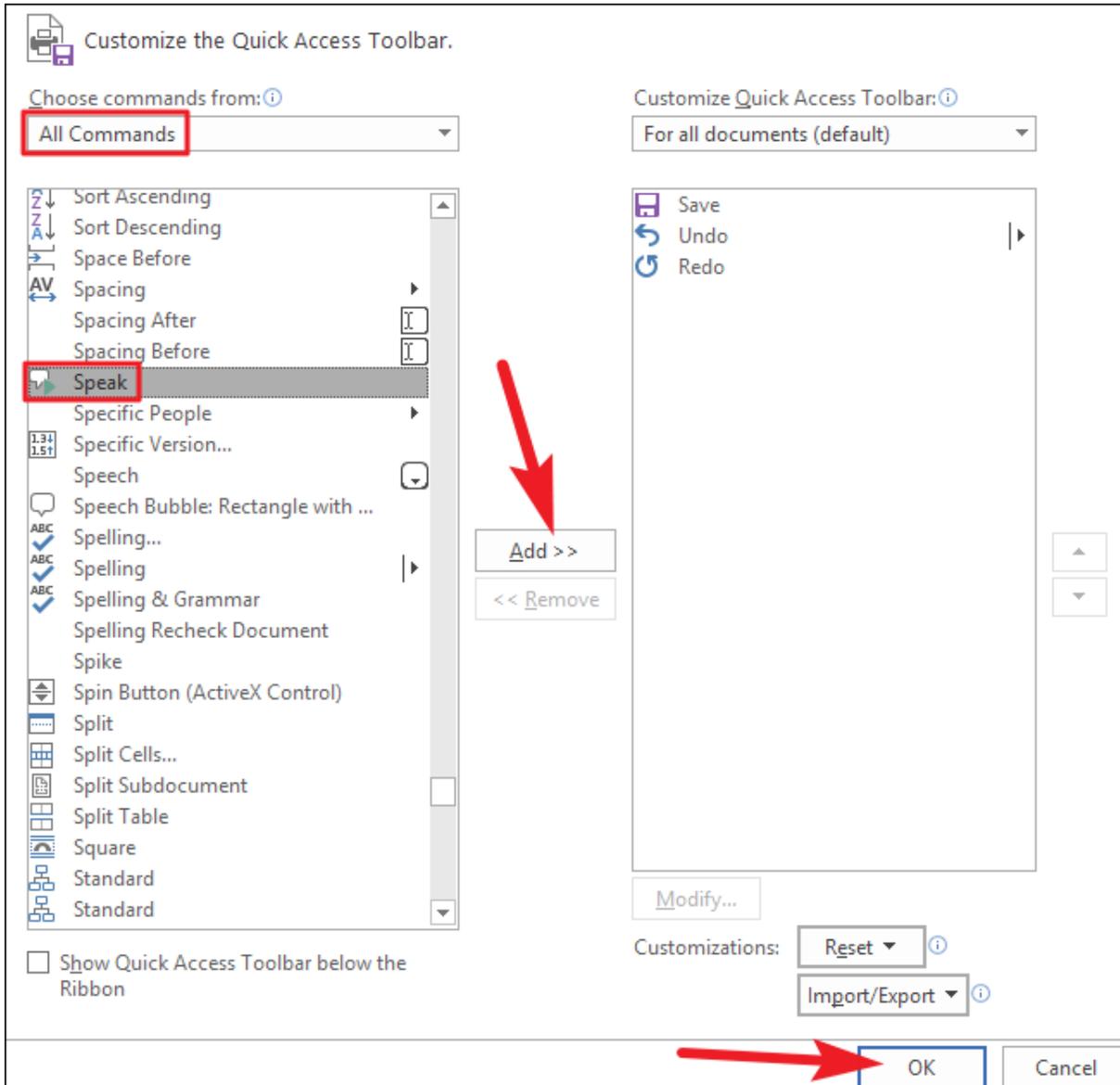
Microsoft Word has a feature called Microsoft Narrator, which is a screen-reading app built into the software. Microsoft Narrator has the ability to read text, and describe notifications and calendar appointments on your PC.

Add Speech Command to Microsoft Word

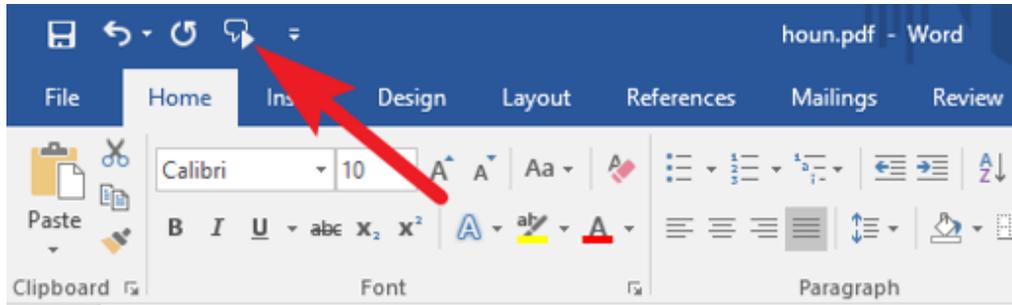
To have Microsoft Word read aloud, you first need to add the "**Speak**" command to your Word toolbar. To do so, click the dropdown arrow on the Quick Access Toolbar at the top of the Word window, and select "**More Commands**."



In the "Word Options" window, click the "Choose Commands From" dropdown and then choose the "All Commands" option. On the list of commands, scroll down and then select the "Speak" command and click the "Add" button and "Ok" to close the window.

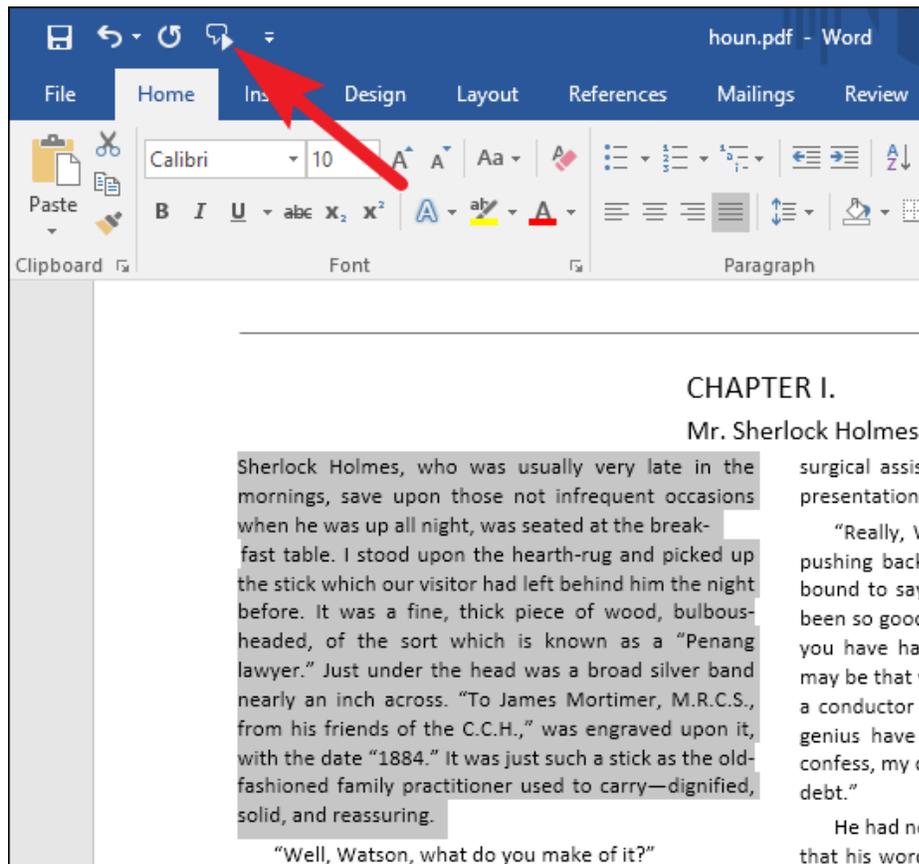


If you look at the Quick Access toolbar, you will see that the Speak command has been added (the small message box icon with a play symbol).



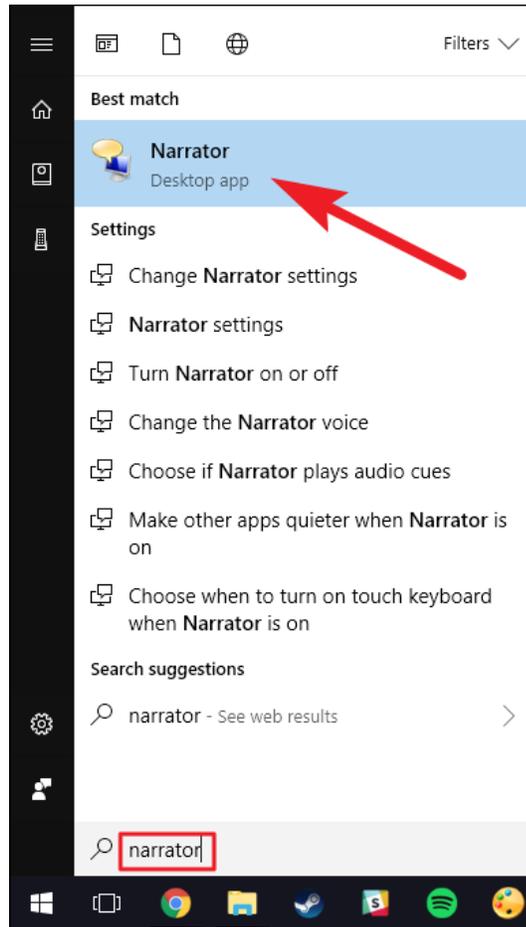
Have Microsoft Word Read Aloud

To have Microsoft Word read your document, select the text you wish to hear. You can select a word, paragraph, entire page, or hit **Ctrl+A** to select the whole document. Select the "**Speak**" button to read your selection.



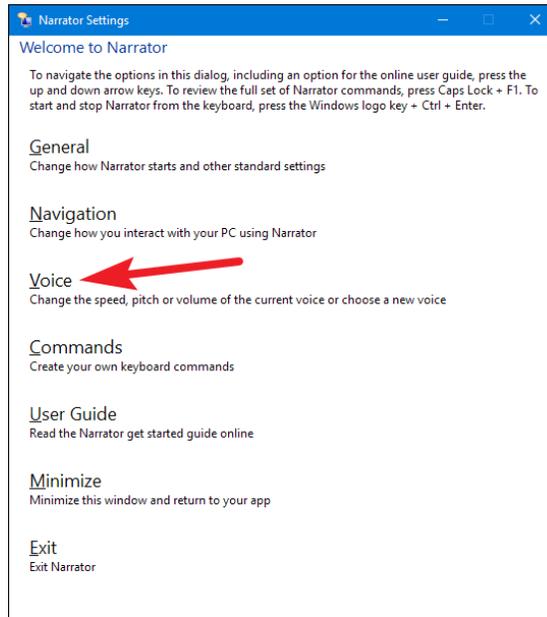
Adjust Voice Settings

To adjust voice settings, hit the start button on your desktop and type "**Narrator**" into the search box, and select the desktop app.

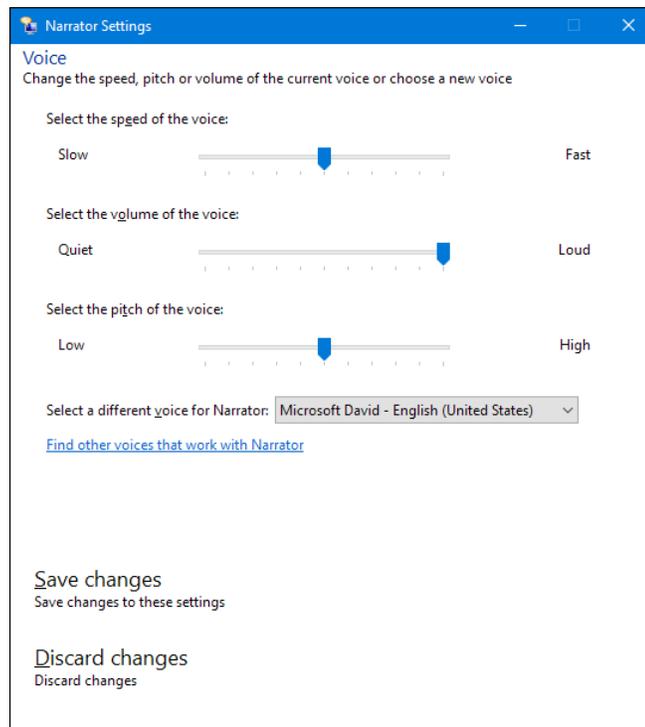


Note: While you have the Narrator tool open, Windows will read everything you do aloud. You can mute your PC to avoid this.

In the "Narrator" window, click the "**Voice Settings**" option.



On the "**Voice**" page, you can set the voice speed, volume, and pitch.



When you are done, close the Narrator tool (so that it's not reading everything to you) and test it on your PDF or Word document. You can also use Narrator to read other types of documents (like web pages) to you.