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.

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**CHAPTER I.**

Mr. Sherlock Holmes, who was usually very late in the mornings, save upon those few infrequent occasions when he was up all night, was seated at the breakfast table. I stood upon the hearth-rug and picked up the stick which our visitor had left behind him the night before. It was a fine, thick piece of wood, bulbous-headed, of the sort which is known as a “Penner lawyer.” Just under the head was a broad silver band nearly an inch across. “To James Mortimer, M.R.C.S., from his friends of the C.C.H.,” was engraved upon it, with the date “1884.” It was just such a stick as the old-fashioned family practitioner used to carry—dignified, solid, and reassuring.

“Well, Watson, what do you make of it?”
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.