

SD71 Text to Speech ACCESSIBILITY TECH TIP

Speech Add-in in Office 2010/2013/2016/2019

ABOUT: In this activity, participants will learn how to add the Speak command to your Quick Access Toolbar. Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office.

WHAT YOU WILL NEED: Word, Outlook, PowerPoint, or OneNote



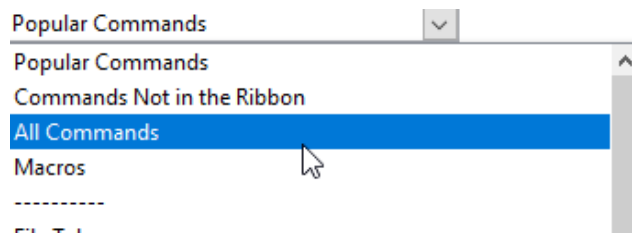
- 1** Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**



- 2** Click on **More Commands**



- 3** In the **Choose commands from list**, select **All Commands**



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Scroll down to the **Speak** command, select it, and then click **Add**. Click **OK**.

