# Microsoft Word Read Aloud



Microsoft Word provides a ***Read Aloud*** feature. Listen to text in the document spoken aloud.

# Install Microsoft Word

1. Visit the [VCCCD Office 365 Student Licensing](https://www.vcccd.edu/departments/information-technology/office-365-student-licensing)
2. Go to the “Where to Sign Up” section and choose the link provided
3. Enter the school email
	1. Example: first\_lastname#@my.vcccd.edu
4. Choose “Get Started”
5. Follow instruction provided by Microsoft for installing Office 365, which includes Microsoft Word, PowerPoint and Excel.



## Activate Read Aloud:

1. Open a Microsoft Word document
2. Choose the “Review” ribbon
3. Choose “Read Aloud”



## How Read Aloud Works

Two methods for using the Read Aloud feature:

1. Select/Highlight a specific phrase, sentence, word, etc of the document
	1. Press “Play”
	2. Only the words selected will read aloud
2. With nothing selected
	1. Press “Play”
	2. Reading will begin from where the typing cursor is placed.

## Other Features:

* While reading, the words will be highlighted to offer tracking while the voice reads.
* There are options to slow down or speed up the speaking rate.
* The voice can be changed.

