**How to use the Microsoft Speak screen reader (for Microsoft Word documents, including if you wish to download the Advice Guide to your own PC as a Word document):**

1. Click on the little drop-down arrow at the top left hand corner of the screen, just above the ‘**Insert’** tab (which is to the right of the ‘**Home’** tab). A menu should appear:
2. Click on ‘**More Commands**…’ from this menu:



A dialogue box will appear like the one below:



1. In the little box where it says ‘**Popular Commands**,’ click on the drop-down arrow and select ‘**All Commands**.’



(Please make sure you always click on ‘**All Commands**,’ as this is the step many people forget when doing this from memory.)

1. After clicking on ‘**All Commands**,’ from the box that appears below, scroll down to select ‘**Speak’** from the options (note: it will be quicker to drag the scroll bar down to the ‘s’s, as there are a lot of options!). Click on ‘**Speak**.’



1. Once you have clicked on ‘**Speak**,’ click on the little box in the middle of the screen that says **‘Add >>.’** The **Speak** function should now be visible in the right hand box. (Double-clicking ‘Speak’ will add it to the right hand box automatically.)



1. Click on ‘**OK’** at the bottom right of the page. The **Word Options** box should now disappear. You will now have enabled your document to be read aloud, using the Microsoft ‘**Speak’** function.



1. To have your text read aloud, you will now need to follow these steps:
* **Highlight** the text to be read aloud;
* **Click on the little speech bubble/arrow icon** that should be visible just to the left of the little drop-down arrow above the ‘**Insert’** tab (the same drop-down arrow that you first clicked on).

Note: if you hover your cursor over the little **speech bubble icon**, the words ‘*speak selected text*’ will appear. (The speech bubble icon will be ‘greyed out’ until you highlight some text to be read; the icon will appear after text is highlighted);

* **After highlighting the text and clicking the speech bubble icon, you should hear the text being read aloud to you.**

**Please ensure you have either your PC speakers switched on or are wearing headphones.**