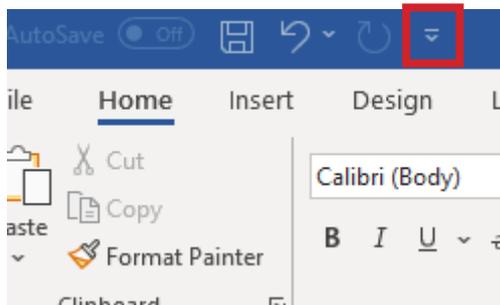# Word Accessibility

Read Out Loud Function

If you find it easier to listen to instructions rather than read them, there is a read out loud function in Word that allows you to hear what is written in the document.
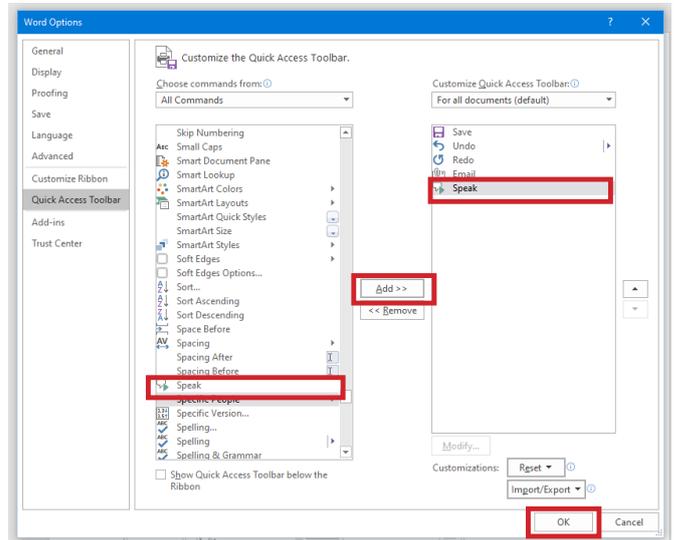
In the blue toolbar at the top left of the screen, click 'Customize Quick Access Toolbar'. In the dropdown box, click 'More Commands.'

In the large pop up box, click in the first dropdown box and click 'All Commands'
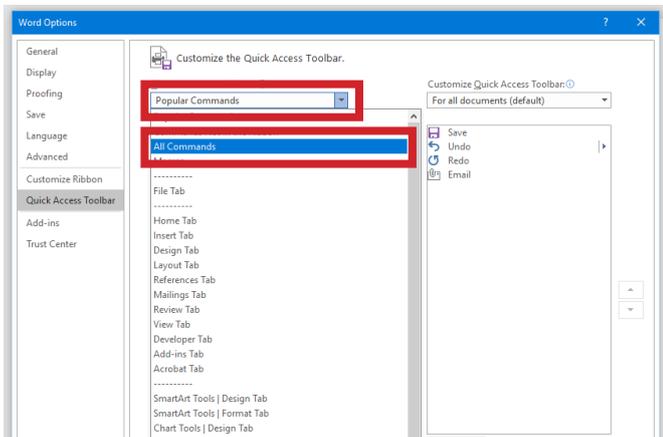
Scroll down until you find 'Speak' then click 'Add' to move it to the right-hand column. Then click 'Ok'. The 'Speak' option will now appear in the top blue toolbar

To use the 'Speak' function, highlight the text you want to hear in the Word document, then click the 'Speak' button. The highlighted text will be read out once.