Let Microsoft Word or Adobe Reader do the reading for you

Alcester Academy

If you ever require the facility of a document being read out loud, it's actually rather simple to do!

Adobe Reader and Microsoft Word have the facility built-in.

For Adobe Reader (the program that opens those PDF files you get off the Internet) simply click the 'View' menu and straight down at the bottom is the option, 'Read Out Loud'

You'll first need to click 'Activate Read Out Loud' then you're good to use the other options in this sub-menu.

For Microsoft Word, although the feature is indeed built-in, there is a process you need to go through before you can use it.

This video gives you a nice easy walkthrough of what you need to do to get the feature functioning.