

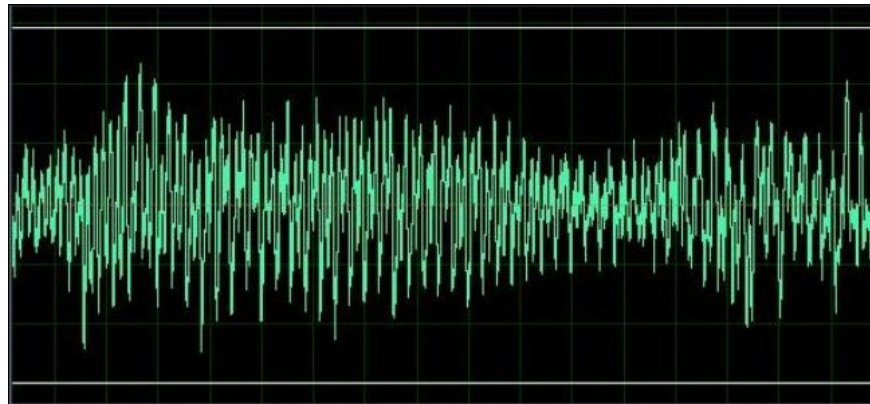
How do computers read documents to you?

Since the early days of the computer age, users have always liked computers talking to them. Today, this function has been integrated right into Windows and can be easily used to read the document by the computer.

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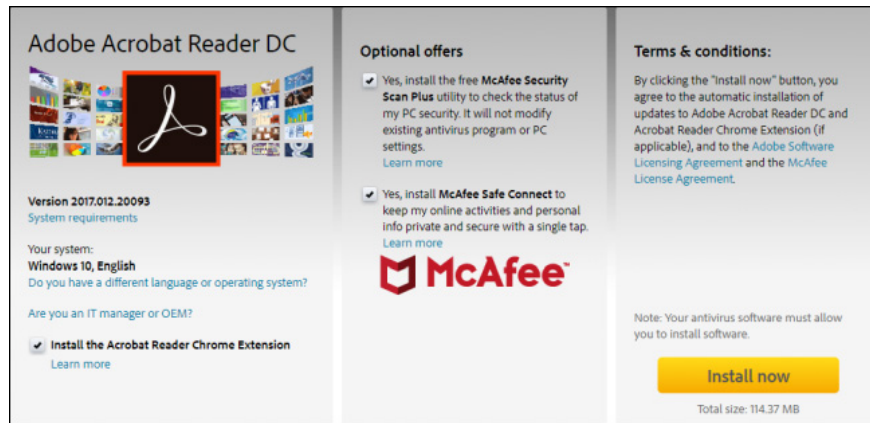
Using the text-to-speech function can save a lot of time when studying, reading, viewing reports or just want to listen instead of reading. Although voices can be sounds created on computers, people can download new SAPI-compatible voice packages from different websites on the Internet, but most of them cost money.

Most Windows computers are equipped with at least two American English voices (one male and one female). Many computers also offer a variety of fluent voices in different languages. By accessing the settings via the Control panel, you can adjust the height, speed and volume of SAPI voice on the computer. In this article, I will show you how to read the two most popular PDF documents and Word documents.



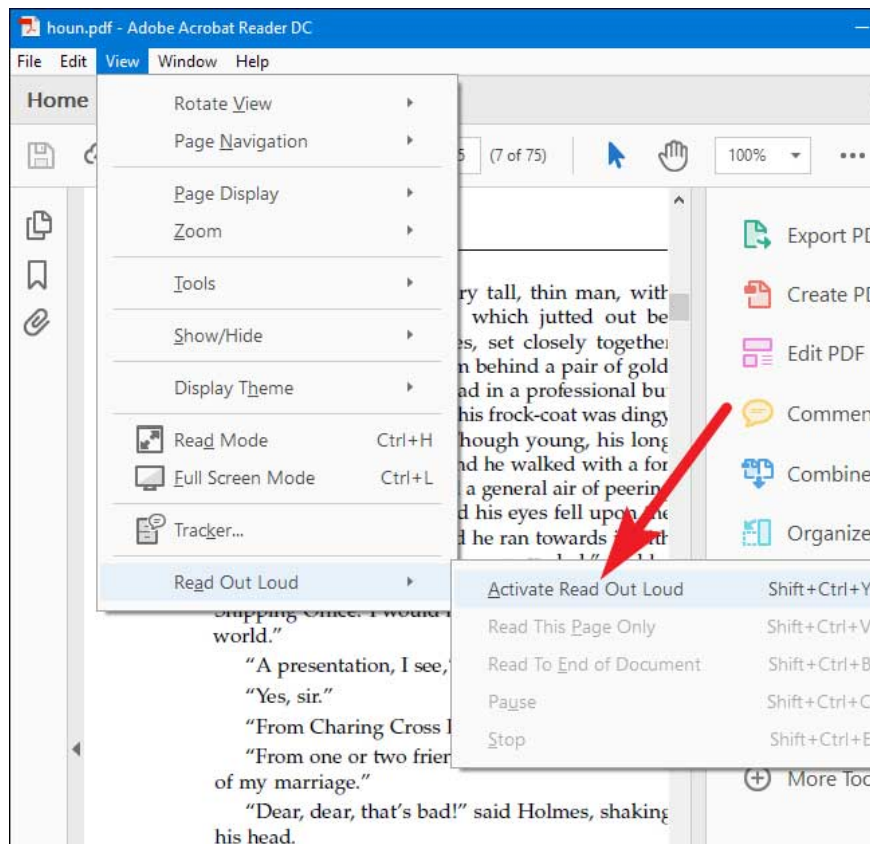
Adobe Reader reads PDF documents

Adobe Reader is the default choice for many people to read PDF files. While Adobe Reader has become massive over the years, recent versions have been better and quite easy to use. Adobe Reader can also read documents. If you have not installed Reader, go to the Adobe Reader download page, be sure to uncheck McAfee and then click the " **Install now** "button.

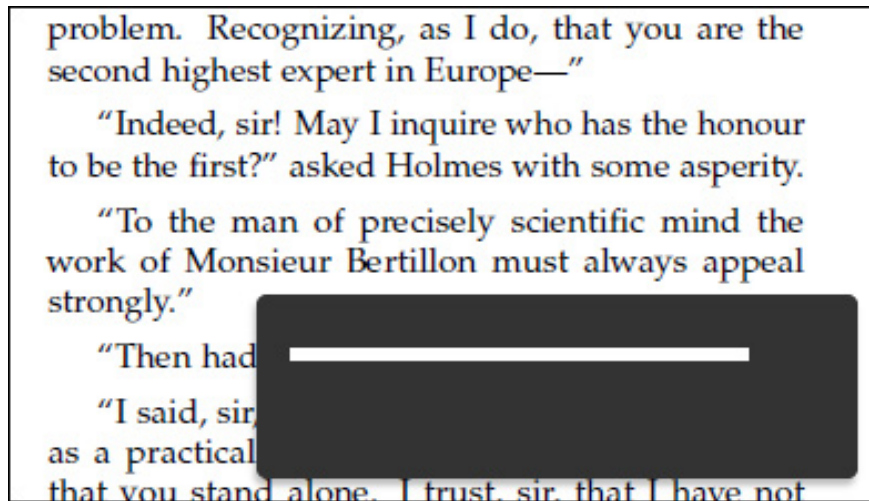


Note: Adobe Reader also installs a browser plugin to integrate PDF tools into the browser. If you do not want to use it, you can follow [these steps to turn off the plug in the web browser](#) , disable the "Adobe Acrobat" plug-in.

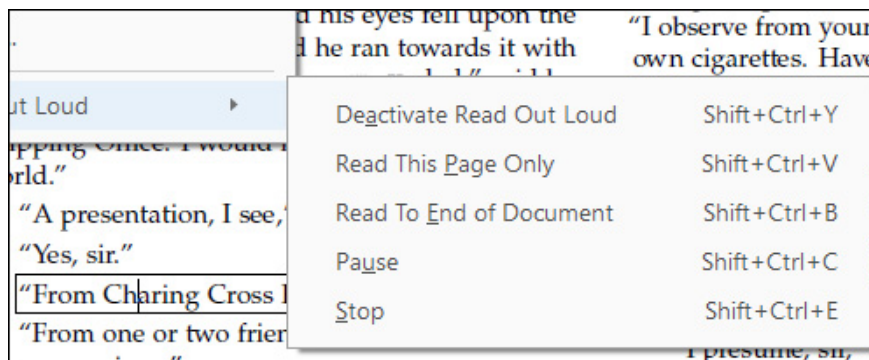
Once you have Reader installed, open a PDF file that you want the computer to read, in the " **View** " menu, point to the " **Read Out Loud** " submenu , and then click " **Activate Read Out Loud** " or press **Ctrl + Shift + Y** to activate the feature.



With the Read Out Loud feature enabled, users can click a paragraph so Windows can read aloud. The progress bar appears on the screen indicating the time for reading the text.



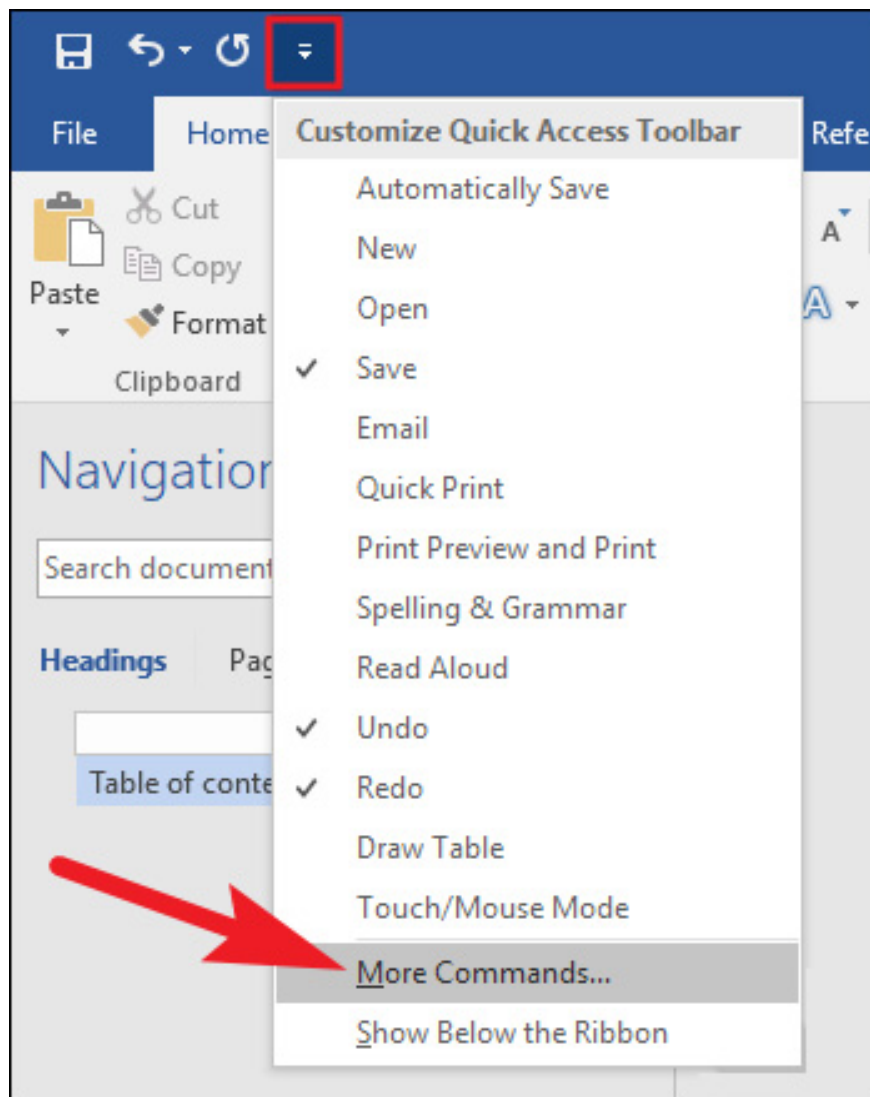
In addition, there are a number of other options in **View > Read Out Loud** like reading from the current page, reading from the current location to the end of the document, pausing, stopping, and playing the reading.



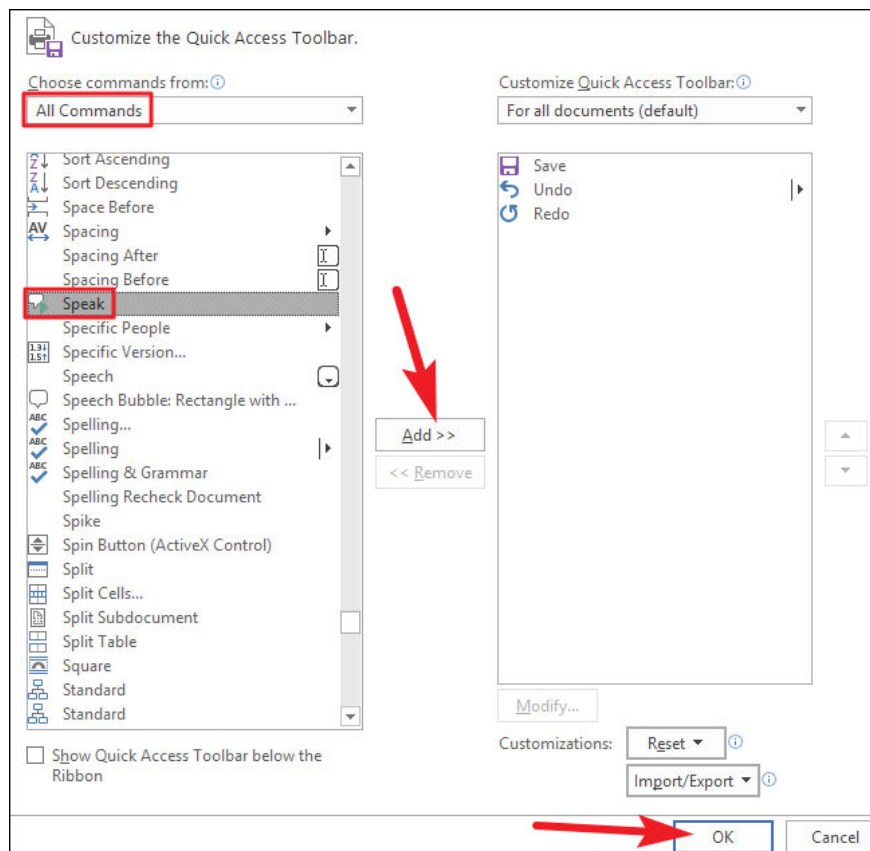
Microsoft Word reads the Word document

If there are .doc, .docx, or .txt files, use Microsoft Word to read the document. The easiest way is to add the **Speak** command to the **Quick Access** toolbar at the top of the Word window. Click the small arrow to the right of the **Quick Access** toolbar, and then click the " **More Commands** " option.

1. The best online file conversion tools for all your formatting needs



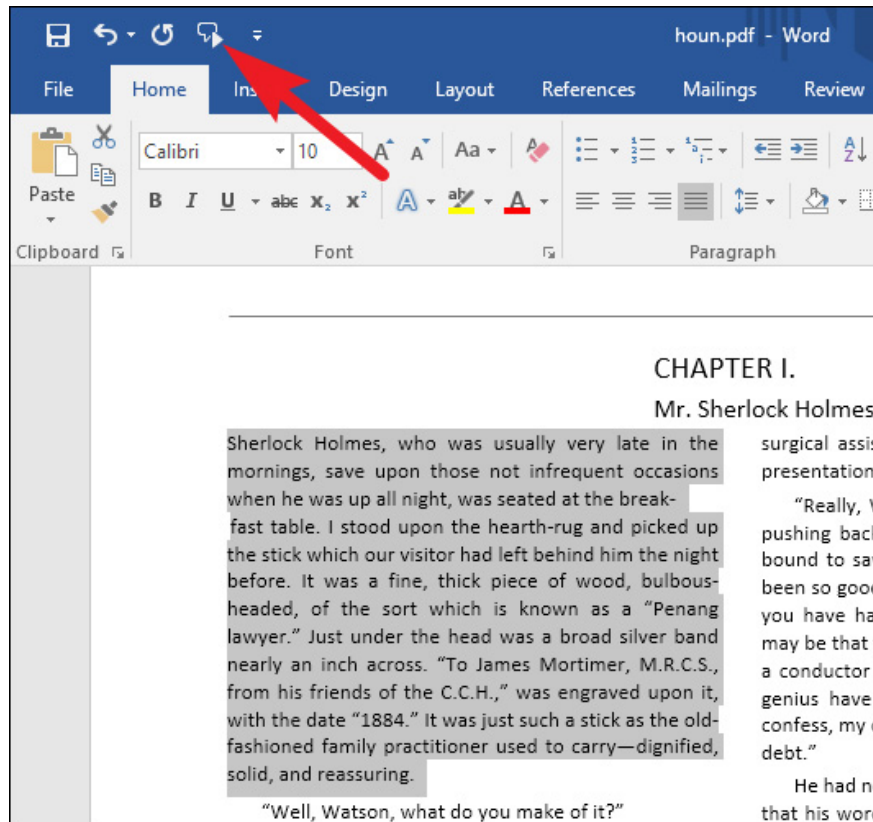
In the " **Word Option** " window, click the " **Choose Commands From** " drop-down menu, and then select the " **All Commands** " option. In the list of commands, scroll down and then select the " **Speak** " command, hide the " **Add** " button, then click " **OK** " to close the window.



Now on the **Quick Access** toolbar, users will see the **Speak** command added (a small "message box" icon with the play button).

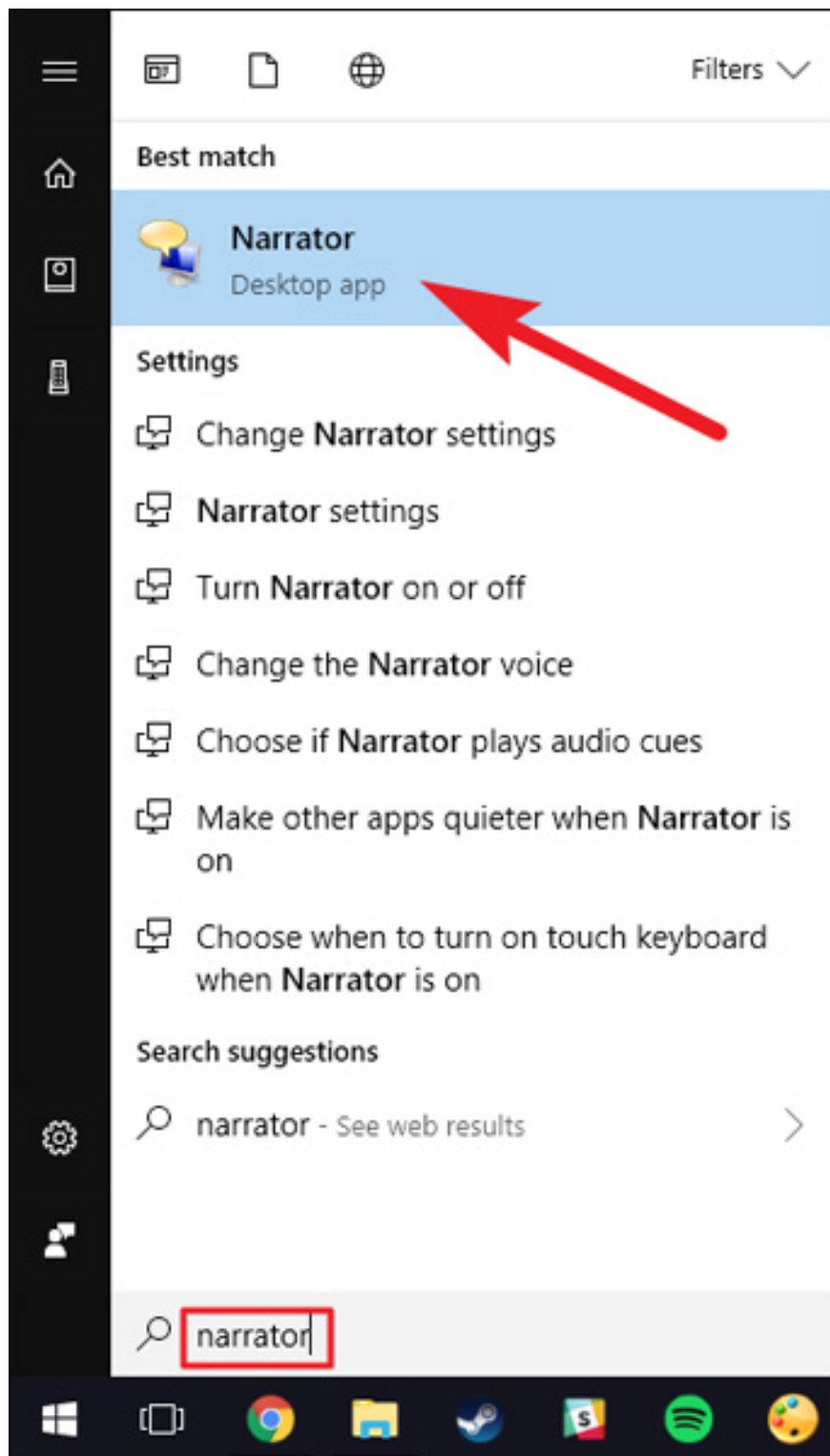


In Word documents, select a word, paragraph, entire page, or just press **Ctrl + A** to select the entire document, then click the "**Speak**" button.



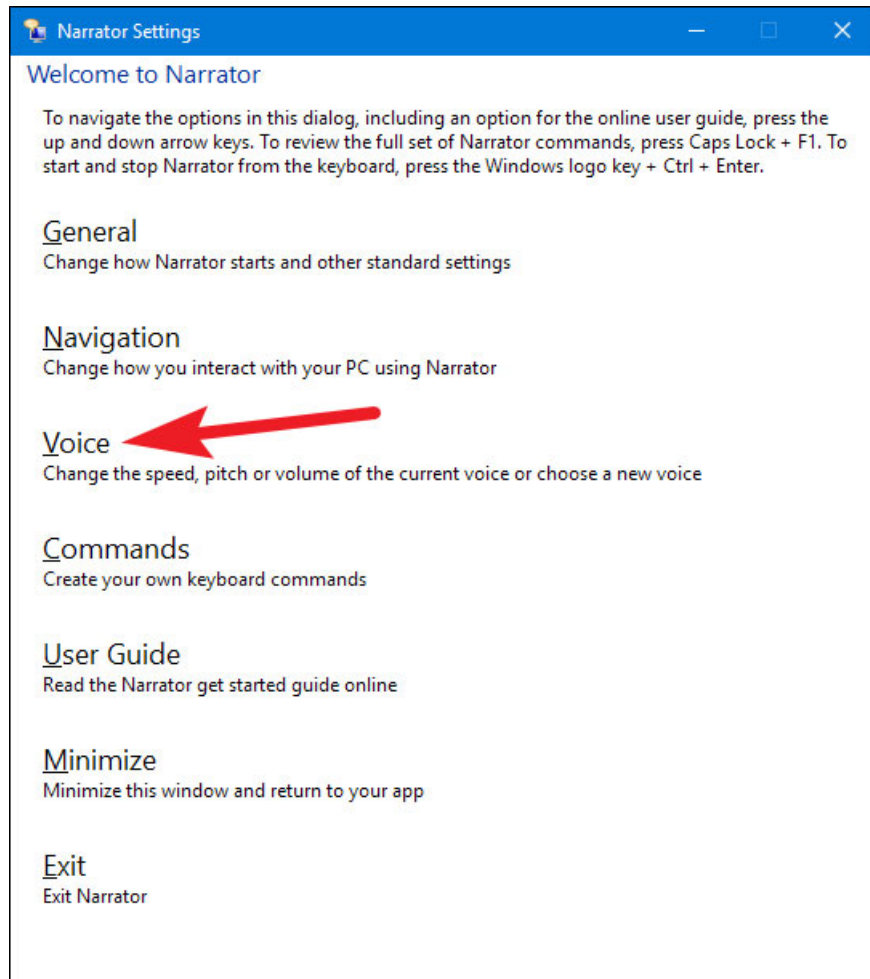
Adjust voice settings

If the voice is too computer or speak too fast, the user can adjust this setting by clicking **Start** , typing '**Narrator** ' into the search box.

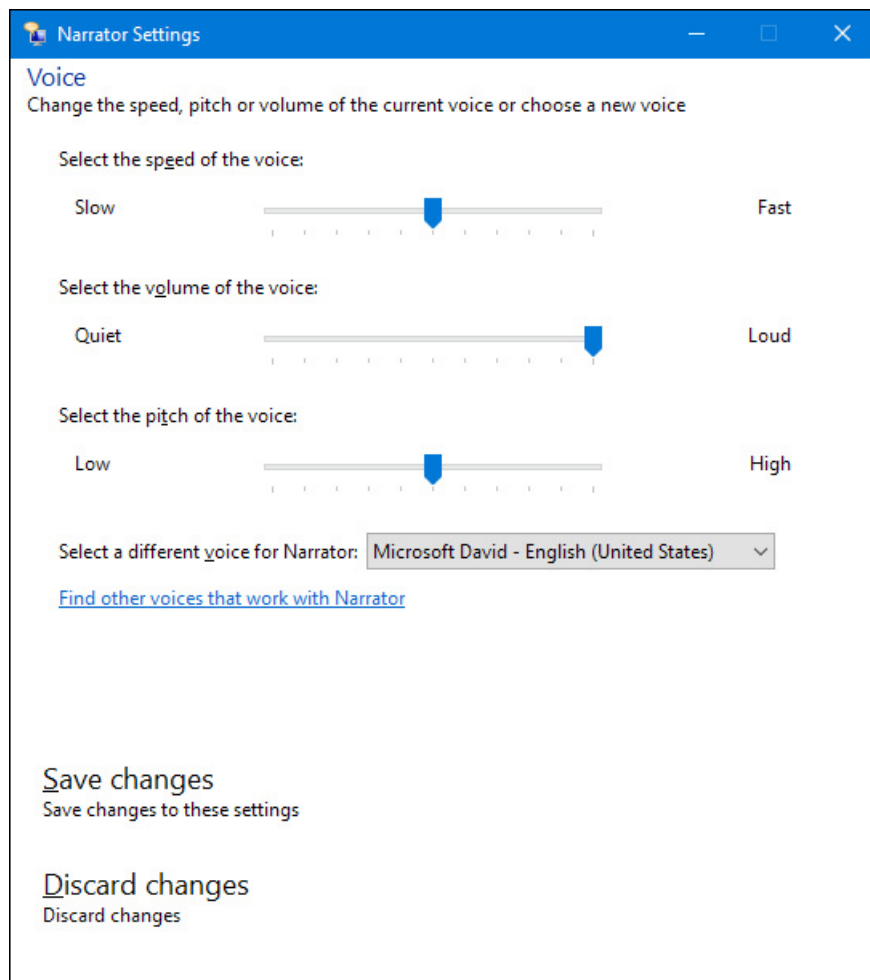


Note: While opening the Narrator tool, Windows will read everything you do, everything you click or enter, the window title, and so on. If it is annoying while configuring the settings, just mute the computer.

In the " **Narrator** " window, click on the " **Voice Settings** " option.



On the " **Voice** " page, users can set voice speed, volume and altitude according to preferences or choose different voices installed.



When done, close the **Narrator** tool (so it doesn't read everything) and test it in a PDF or Word document.

In addition, users can use **Narrator** to read other types of documents (such as websites), which may initially be annoying for you because it reads everything (including interface text), but may be useful in specific cases.

I wish you all success!

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