

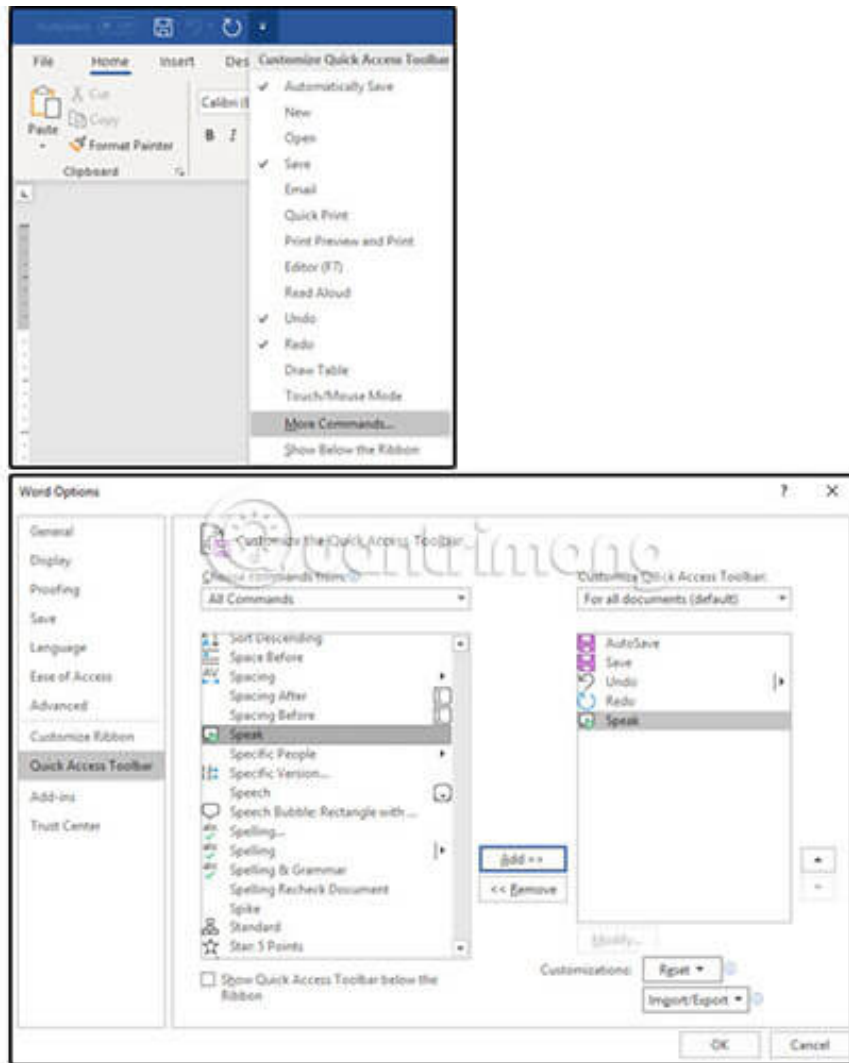
# How to use **Speak** and **Read Aloud** commands in **Microsoft Word**

The **Speak** feature has been integrated into Microsoft Office (Word, Outlook, PowerPoint, etc.) from version 2003. After that, this feature is called **Text to Speech (TTS)** and works like the current one.

Can Microsoft Word read the document? The answer is yes. The **Speak** feature has been integrated into Microsoft Office (Word, Outlook, PowerPoint, etc.) from version 2003. After that, this feature is called **Text to Speech (TTS)** and works like the current one. Fortunately, it is very simple to set up and use this feature. Let's find out later!

## Add the **Speak** button to the **Quick Access Toolbar**

1. Click the **Customize** arrow on the **Quick Access Toolbar** .
2. From the drop-down menu, select **More Commands**.
3. On the **Word Options** screen , select **Customize the Quick Access Toolbar** , in **Choose Commands From** select **All Commands**, in the right pane, scroll down to find the **Speak** command .
4. Select the **Speak** command , click the **Add** button in the middle of the screen, and then click **OK**.
5. Word will add the **Speak** command to the end of the Quick Access Toolbar and be ready to use.



## Click the **Speak** button to listen to the text

1. Ensure that the system speaker or audio device is turned on.
2. Black out the text to read, then click the **Speak** icon in the upper left corner.
3. Word will read any text you highlight, even the entire document. Press **Ctrl + A** to select the entire document.
4. Click the **Speak** button once to start the reading session, then click the button again to stop. There is no pause and resume option at this time, but many users have requested this feature, so it will likely appear in future versions.

## Select the **Read Aloud** command

1. Another way for text to be read aloud in Word is to select the **Review** tab , then click the **Read Aloud** button .

The biggest benefit of the **Read Aloud** command compared to the **Speak** command is:

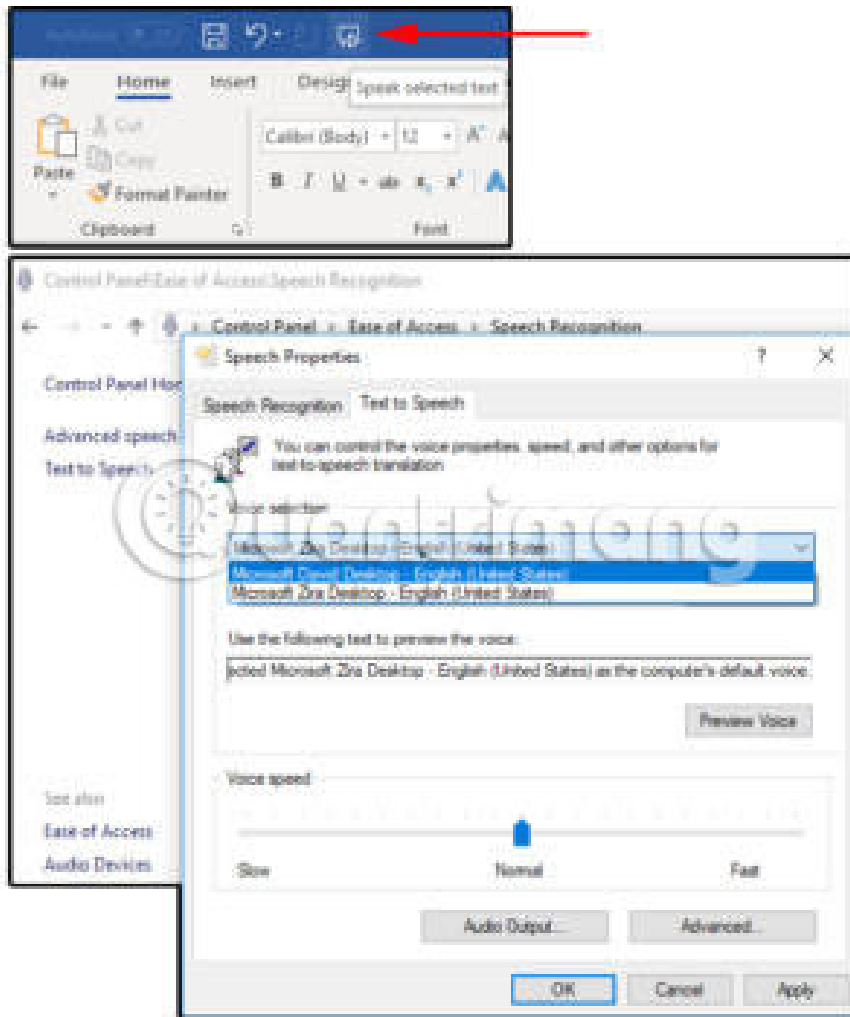
(a) You do not have to highlight text. Just place the cursor where you want Word to start reading the content and click the Read Aloud button.

(b) When you click the **Aloud Read** button for the second time, the reading will stop. Click the **Read Aloud** button again to continue from the moment it stopped. So basically, you have the **Pause** feature when using the **Read Aloud** command , and the **Speak** command is not.

## Change the Speak option in Windows Control Panel

The options for the **Speak** command apply throughout the Windows system, not just Word.

1. Click **Start> Windows System> Control Panel** .
2. Select **Ease of Access> Speech Recognition> Text to Speech** and the **Speech Properties** dialog window will open on the **Text to Speech** tab.
3. In the **Voice Selection** section , select **MS David Desktop** for male voice or **MS Zira Desktop** for female voice.
4. Click the **Preview** button to listen to each voice, then make a selection.
5. Use the slider in the **Voice Speed** section to adjust the speed (slow, normal or fast) of the voice.
6. Click the **Audio Output** button to specify audio options.
7. Click the **Advanced** button to select or change the output device.



Hope you are succesful.

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