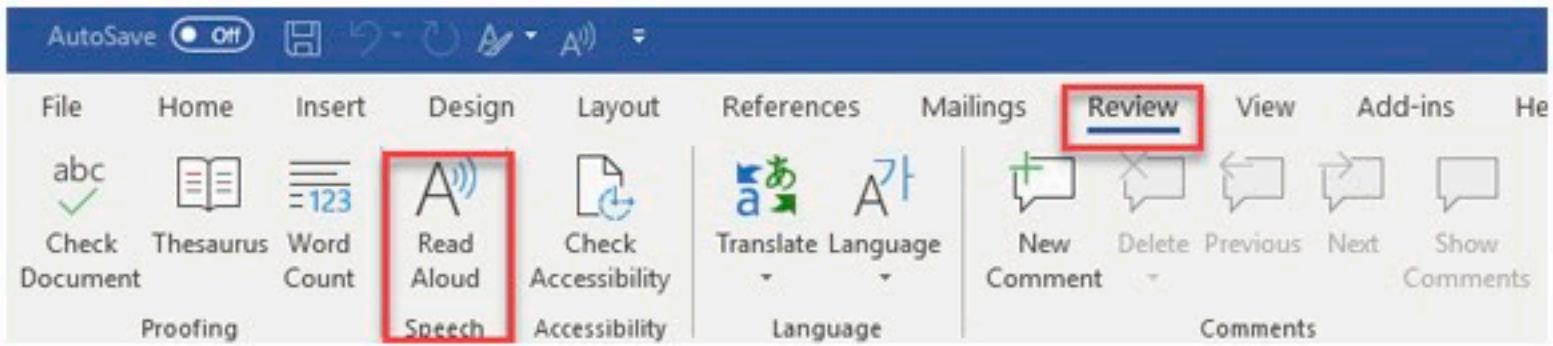


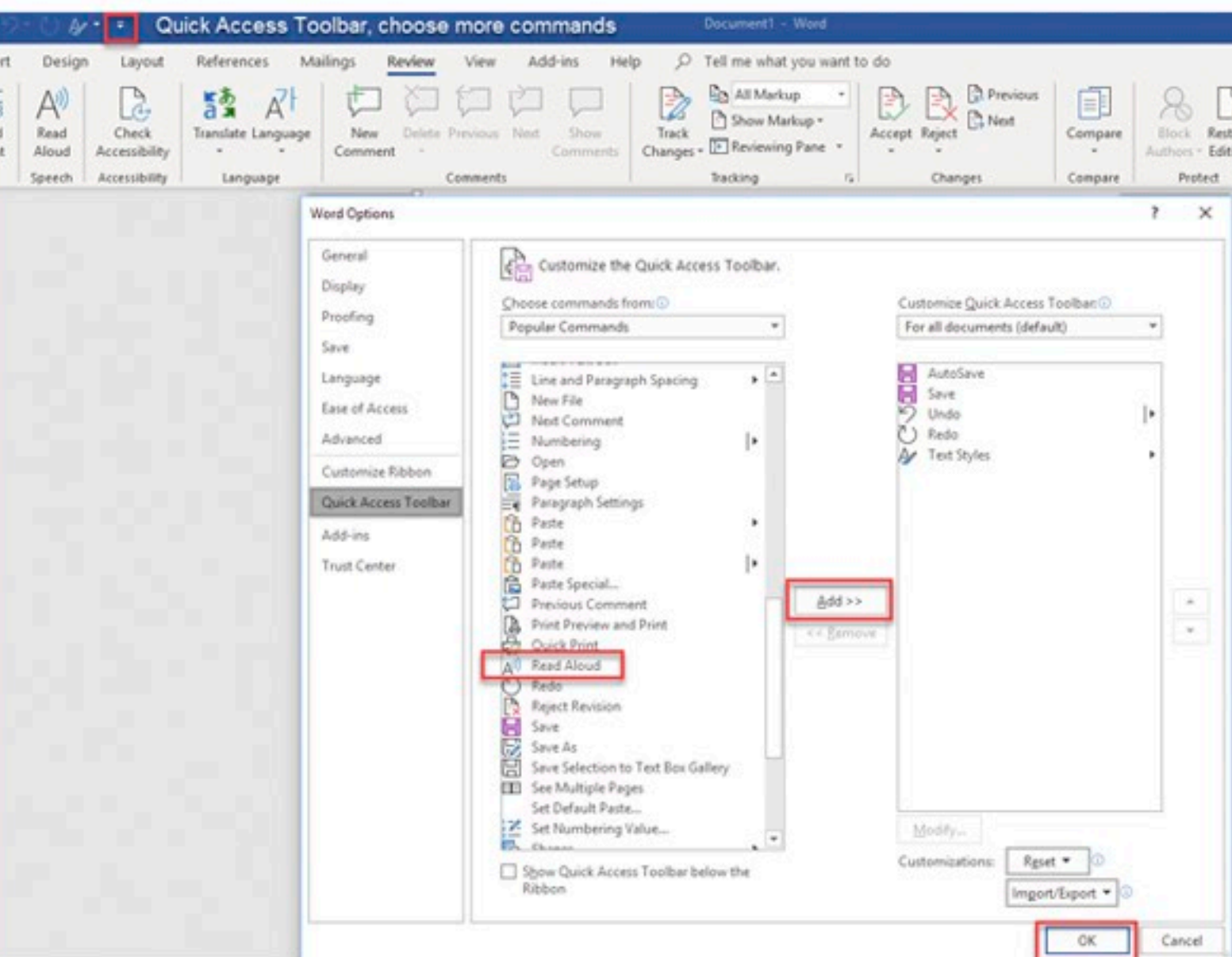
INFOGRAPHIC FOR THE **READ ALOUD** FUNCTION IN WORD



WHERE TO FIND **READ ALOUD** ~ UNDER THE REVIEW TAB



AFTER YOU OPEN WORD AND LAUNCH **READ ALOUD**, YOU'LL FIND A SMALL CONTROL PANEL GENERALLY TO THE RIGHT OF YOUR OPEN DOCUMENT. CLICK THE SETTINGS TOOL TO CHANGE THE VOICE AND THE SPEED.



THIS IS HOW YOU CAN ADD **READ ALOUD** TO YOUR QUICK ACCESS BAR. SEE THE DROP DOWN IN THE BLUE RIBBON. CLICK THE DOWN ARROW. SCROLL DOWN TO "MORE COMMANDS" AND FIND **READ ALOUD**. ADD AND OK.

Live the Adventure ~ Live the Romance