

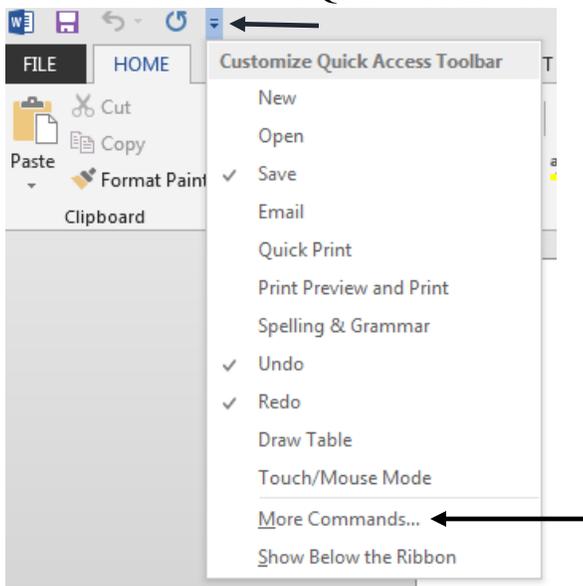
BALTIMORE CITY PUBLIC SCHOOLS

ASSISTIVE TECHNOLOGY TEAM
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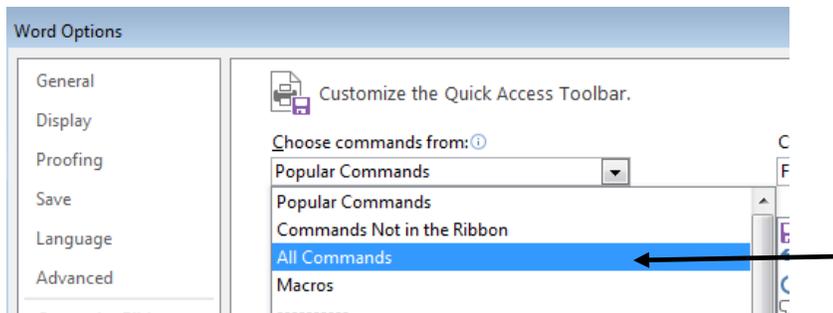
Adding the Speak Icon to a Microsoft Word Document

Any Word document can be turned into a speaking document by adding the Speak Icon to the menu bar. Once this is added, you can highlight the text and it reads what is highlighted. Below are the steps on how to do this. I have also added a YouTube link as well.

- 1) Click on the Customize Quick Access Toolbar then click on More Commands...

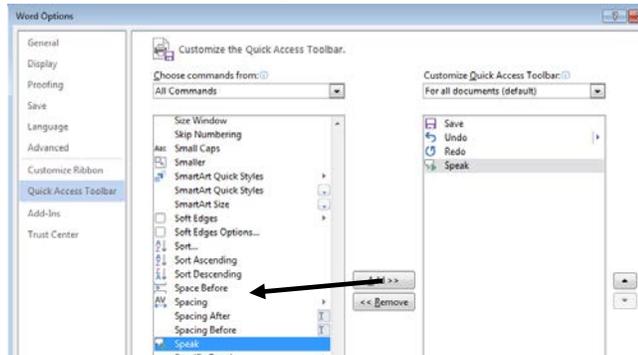


- 2) In the Choose Commands from list on the top switch from Popular Commands to All Commands.

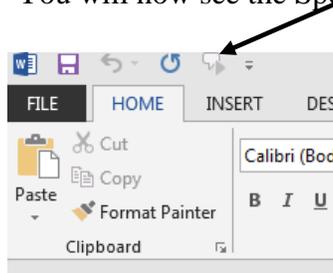


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- 3) Once you have selected All Commands, scroll down to the **Speak** option and click **Add**. You will see **Speak** move over to the Customize Quick Access Toolbar box on the right.



- 4) You will now see the Speak Icon on your Quick Access Toolbar.



- 5) You can now use Word to speak any document. Type in your text, copy and paste from the internet.... All you need to do his highlight the text then click on the Speak Icon in the Quick Access Toolbar.
- 6) Here is a video link on how to add the Speak Icon:
<https://www.youtube.com/watch?v=hacWdynRzKE>

Ideas for Use:

- 1) This would be an ideal way to provide text to speech for your students who are unable to read. It would also increase your student's independence.
- 2) Using the Speak Icon would give your students practice with material that is read to them from the computer. State testing provides this accommodation during testing. Students should be using text to speech during instruction if we expect them to use it during testing. This feature does not highlight the text as it is read to the student. Having a human reader is very different than having computer generated speech.

Your students will need to be taught how to access and use this add on.