Solutions to Help Read/Understand Digital Content

Below are some text-to-speech resources available within the Windows operating system, Office 365, Adobe Acrobat Reader, and Web Browsers to help read and understand digital content.

Read Aloud and Immersive Reader

Microsoft has text-to-speech functionality with Read Aloud and Immersive Reader in Outlook, Word, PowerPoint, OneNote, and the Edge Browser. Below are links with information on how the Read Aloud and Immersive Reader features work.

◉ **Listen to your Outlook email messages**

◉ **Listen to your Word documents with Read Aloud**

◉ **Use Immersive Reader for OneNote**

◉ **Use Immersive Reader and Read Aloud in Microsoft Edge**

◉ **Use Immersive reader in Teams**

Read Out Loud for PDF Documents

Adobe has a feature called **Read Out Loud** which can be used to read .pdf documents. Below are steps to access a .pdf and use Adobe Acrobat Reader's Read Out Loud feature.

◉ If the .pdf opened in Microsoft Edge, press *Ctrl + S* to open the Save As dialog box and then click the Save button to save the file at a location of your preference on the hard drive. The default location is the Downloads folder.

◉ Open File Explorer by pressing *Windows Key + E* and select the folder (e.g., Downloads) where the .pdf is stored.

◉ Right click on the .pdf you want to access and select Open with Adobe Acrobat Reader.

◉ Once you have the .pdf open in Adobe Acrobat Reader, use the following keystrokes to read the document using Adobe's Read Out Loud feature:

★ *Shift + Ctrl + Y* => Activate Read Out Loud

★ *Shift + Ctrl + V* => Read This Page Only

★ *Shift + Ctrl + B* => Read To End Of Document

★ *Shift + Ctrl + C* => Pause Reading

★ *Shift + Ctrl + E* => Stop Reading

Read Aloud Browser Extension

A Chrome browser extension called **Read Aloud** can be installed on both the Microsoft Edge and Google Chrome browsers to allow the content of a web page to be read aloud and highlighted as it is read. To install the **Read Aloud** browser extension, please perform the following steps:

◉ For Microsoft Edge:

★ Open the Edge Browser and copy/paste the following link into the address bar: **[Read Aloud: A Text to Speech Voice Reader (Edge Add-ons)](#)**. Then press the *Enter* key.

★ Click the Get button, then the Add extension button to add the **Read Aloud** extension to the Edge browser.

◉ For Google Chrome:

★ Open the Chrome Browser and copy/paste the following link into the address bar: **[Read Aloud: A Text to Speech Voice Reader (google.com)](#)**. Then press the *Enter* key.

★ Click the Add to Chrome button, then the Add extension button to add the **Read Aloud** extension to the Chrome browser.

Reader Mode Browser Extension

A Chrome browser extension called **Reader Mode** can be installed on both the Microsoft Edge and Google Chrome browsers to allow the content of a web page to be read aloud and highlighted as it is read. To install the **Reader Mode** browser extension, please perform the following steps:

◉ For Microsoft Edge:

★ Open the Edge Browser and copy/paste the following link into the address bar: **[Reader Mode - Chrome Web Store](#)**. Then press the *Enter* key.

★ Click the Get button, then the Add extension button to add the **Reader Mode** extension to the Edge browser.

◉ For Google Chrome:

★ Open the Chrome Browser and copy/paste the following link into the address bar: **[Reader Mode - Chrome Web Store](#)**. Then press the *Enter* key.

★ Click the Add to Chrome button, then the Add extension button to add the **Reader Mode** extension to the Chrome browser.