Windows and iPad speech features.

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Windows read text aloud – how to enable (text to speech)

This allows you to listen to highlighted text within Word, Outlook, PowerPoint, and OneNote.

If this symbol is not already shown at the top of the screen (within Word, Outlook, PowerPoint, or OneNote), then it needs turning on.

To turn this feature on:

1. Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**.

2. Click **More Commands**.
3. In the **Choose commands from list**, select **All Commands**.
4. Scroll down to the **Speak** command, select it, and then click **Add**.
5. Click **OK**.

Windows read text aloud – how to use (text to speech)

After you have added the **Speak** command to your Quick Access Toolbar, you can hear single words or blocks of text read aloud by selecting the text you want to hear and then clicking the **Speak** icon on the Quick Access Toolbar.

Ctrl + A will select the whole document, which can then be read aloud to you.

Windows dictation (speech to text)

To enable this press   **Windows Key** + **H**

Speaking **full stop** or **comma** will add a full stop or a comma to your document.

Press **Windows key** + **H** again or tap the microphone key to stop dictating.

iPad read text aloud – how to enable (text to speech)

To turn this feature on:

Open **Settings**, followed by **Accessibility**, then select **Spoken content**.

Turn on **Speak Selection** and **Speak Screen**.

To enable speech when typing: Within the **Speak Selection** menu, select **Typing Feedback**, then turn on as required: **Characters** and/or **Speak Words**.

There are other settings worth trying within the **Speak Selection** menu.

iPad read text aloud – how to use (text to speech)

After you have enabled iPad speech.

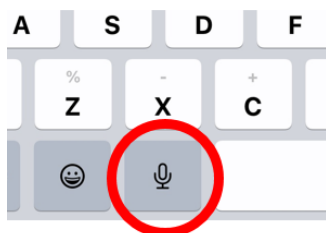To read entire screen: From very top of iPad screen, slide down two fingers, text should be read out.

To read a selection of text: highlight the required text, **Speak** option should appear, select this.

iPad dictation (speech to text)

To enable iPad dictation: Open **Settings**, followed by **Keyboards**, then turn on the **Enable Dictation** option.

You might also want to turn on the **Auto-Punctuation** setting.

To use iPad dictation: Whenever a keyboard appears on the iPad, a **microphone symbol** should appear:

Pressing this allows you to dictate what you what to type.

To stop iPad dictation, **press the microphone** symbol again or simply close the on-screen keyboard.

Some of the this guidance has been taken from MS Support page:

https://support.microsoft.com/en-us/office/use-the-speak-text-to-speech-feature-to-read-text-aloud-459e7704-a76d-4fe2-ab48-189d6b83333c#:~:text=In%20the%20Choose%20commands%20from%20list%2C%20select%20All,Click%20OK.%20Use%20Speak%20to%20read%20text%20aloud