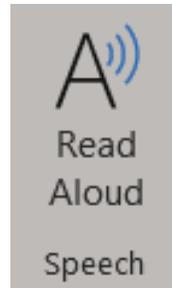


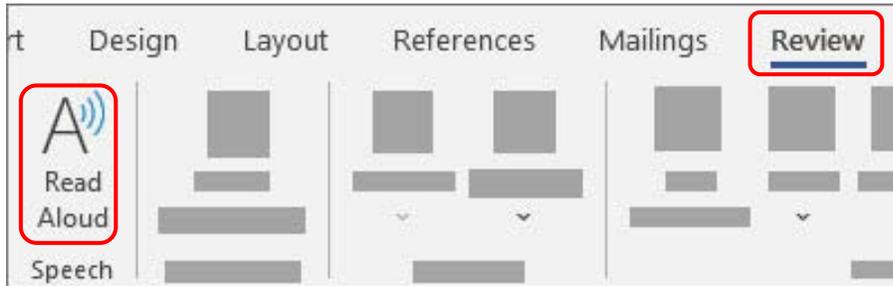
# Read Aloud.



- Note: Read Aloud is only available for Office 2019 and Microsoft 365. and it can be found on Microsoft Word, PowerPoint, and OneNote for Windows 10 in the voice section. Also, it works on the web, Windows, macOS, iOS, and Android versions of these programs.

## How to access it from the program?

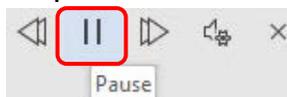
1. On the **Review** tab, select **Read Aloud** in the Speech section.



2. To play Read Aloud, select **Play** in the controls.



3. To pause Read Aloud, select **Pause**.



4. To move from one paragraph to another, select **Previous** or **Next**.

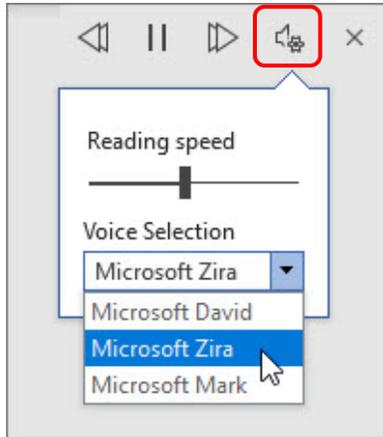


5. To exit Read Aloud, select **Stop** (x).

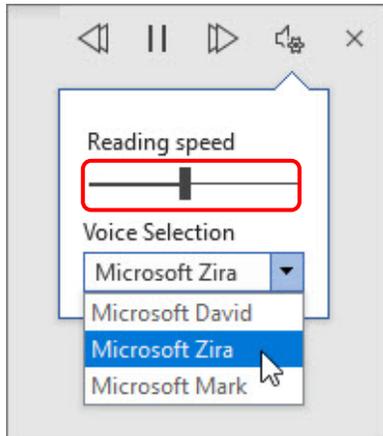


## Change Read Aloud settings.

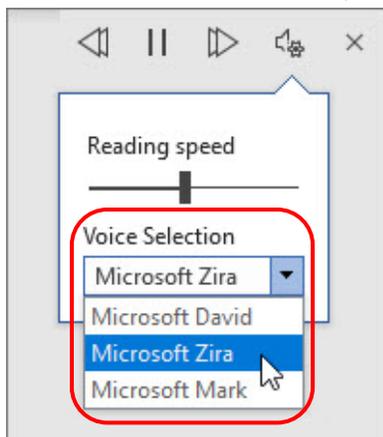
1. Select the **gear** icon in the controls at the top right.



2. Use the **Reading speed slider** to change the reading speed.



3. Under **Voice Selection**, select the voice you prefer.



## Keyboard shortcuts

You can easily control Read Aloud using the following keyboard shortcuts in Windows:

<b>CTRL + Alt + Space</b>	<b>Start Read Aloud</b>
CTRL + Space	Play or pause Read Aloud
CTRL + Left Arrow	Skip to start of previous paragraph
CTRL + Right Arrow	Skip forward to start of next paragraph
Alt + Left Arrow	Decrease reading speed
Alt + Right Arrow	Increase reading speed