

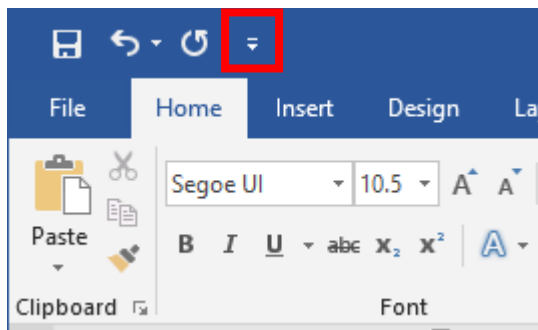
## Use the Speak text-to-speech feature to read text aloud

Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office. Text-to-speech (TTS) is the ability of your computer to play back written text as spoken words.

### Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

1. Next to the Quick Access Toolbar (top left), click the dropdown **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**.

### Use Speak to read text aloud

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.

