

Smart tools – Better results

Text becomes speech - Word Online

In Microsoft 365, you can hear text read aloud by a speech synthesizer on your computer. Speech synthesis converts text on the screen into spoken words. You can listen to text in various Microsoft 365 applications.

- Word
- PowerPoint
- Outlook
- OneNote

You can use a speech synthesizer, for example, to listen to:

- Study materials.
- Texts that you have written yourself to detect inaccuracies, which can be difficult to find by looking through the text.
- Texts written in other languages.

By using Advanced Reader in Word Online, you can engage with artificial voice properties thus making things easier and more accessible enhanced accessibility and convenience.

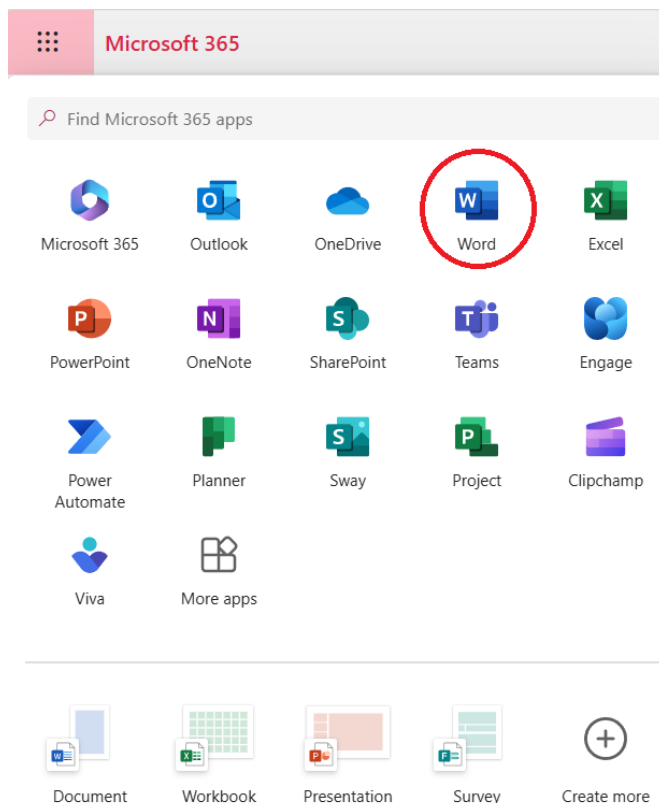


Get started with speech synthesis in Word Online

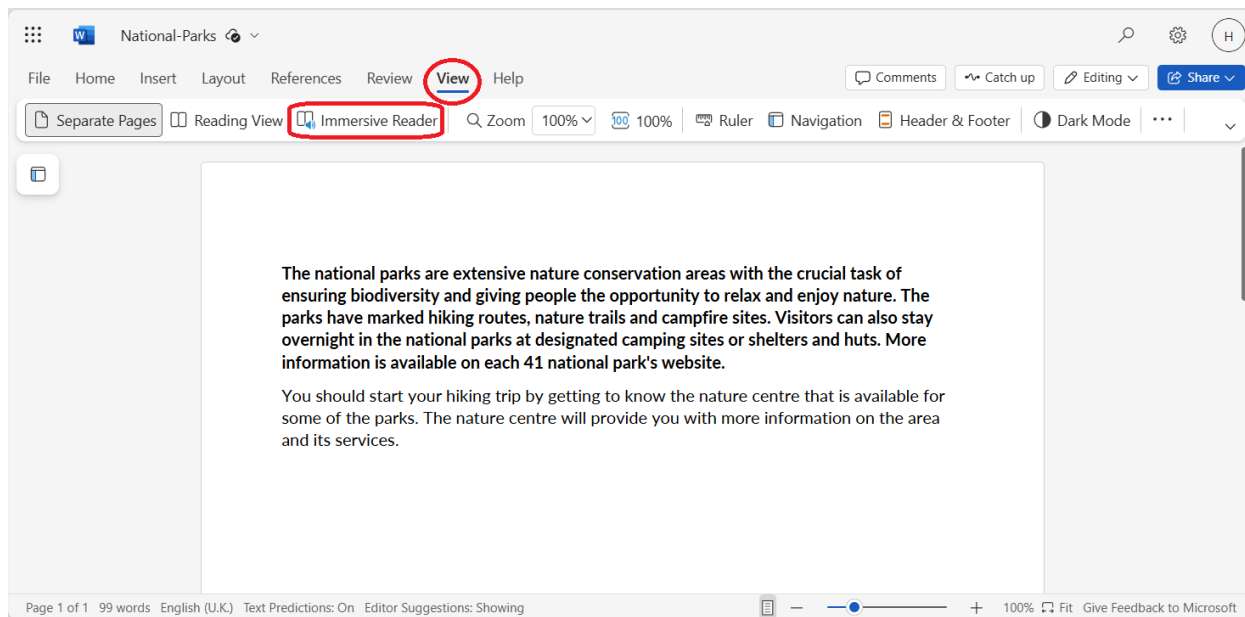
In Word Online, the speech synthesis function is called **Advanced reading program**.

- Sign in to your Microsoft account at <https://www.office.com>.
You can also sign up to use the free version of Microsoft 365.
- Open Word Online.
- Open the document you wish to listen to.

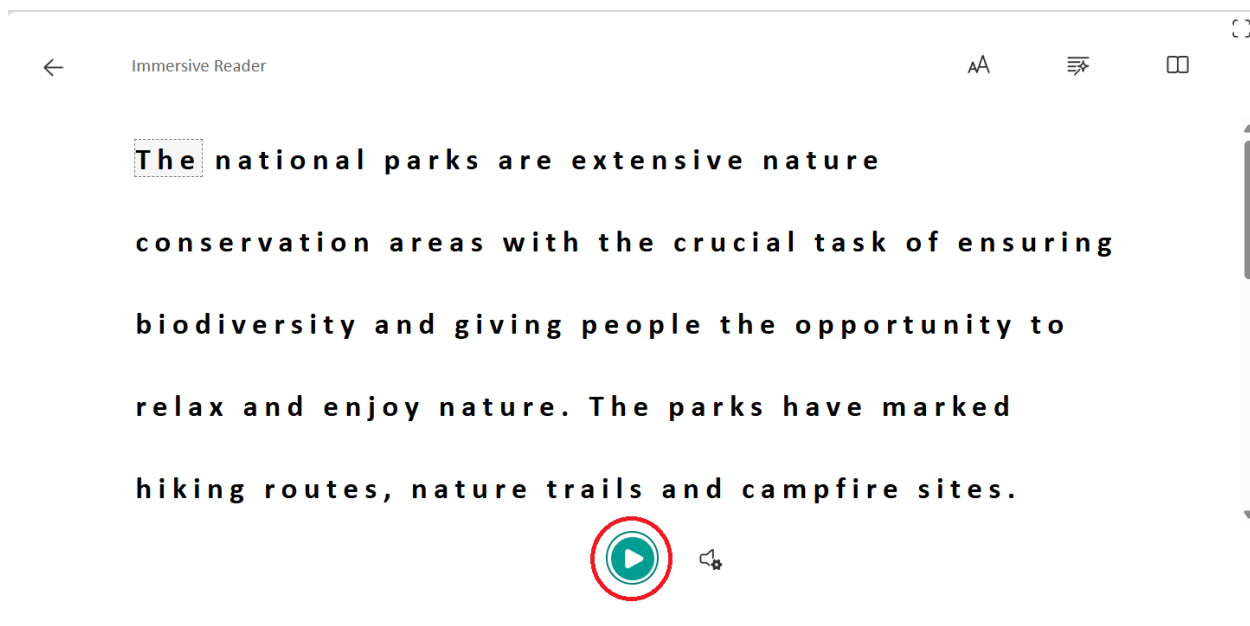
If you do not have a document ready on your account, open a new blank document. Copy and paste the text you want to listen to into this new document.



- After opening your text document in Word, click on the **View option** in the top menu.
- Select **Immersive Reader** from the dropdown menu.
- Once reading is activated, **the toolbar** will show up at the bottom of the page.
- Use the toolbar to start and pause the text.

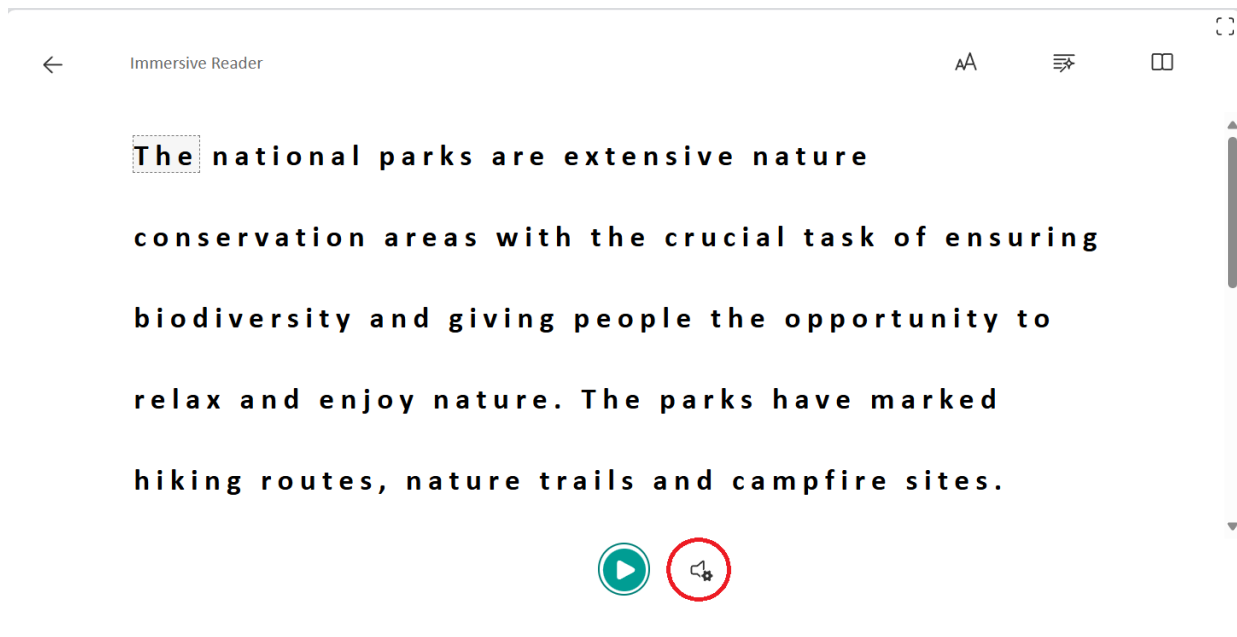


- To start the text-to-speech, click the Play button on the toolbar at the bottom of the page.



How to use speech synthesis

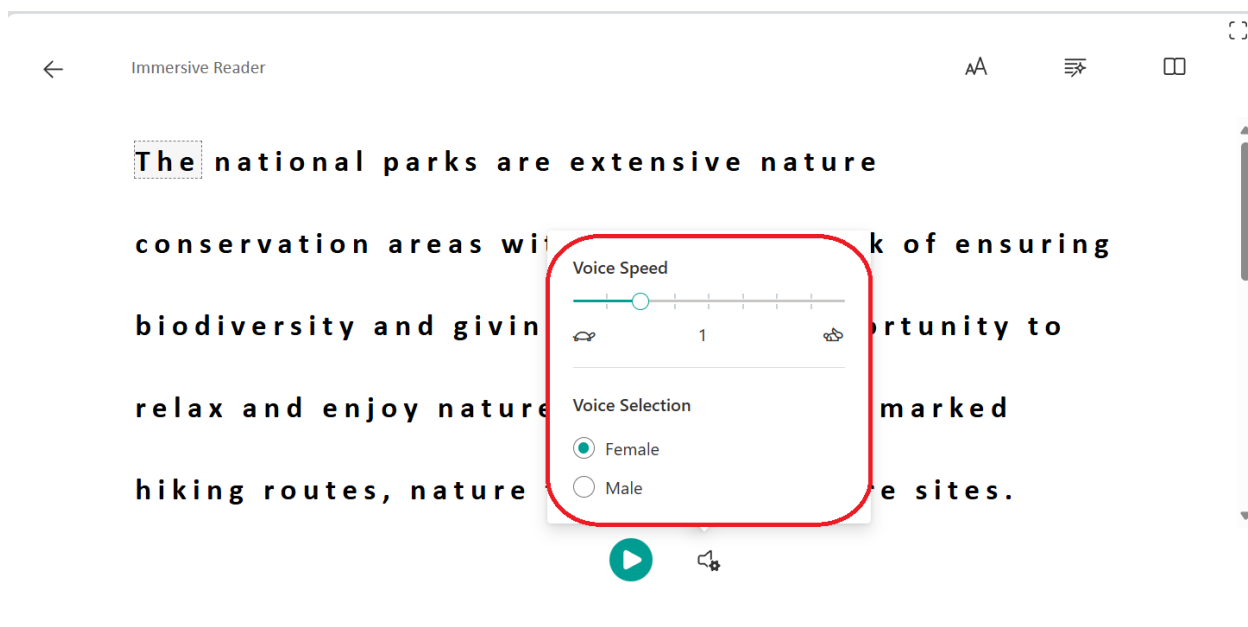
- Click the **Voice Settings** button at the bottom of the page to change the speaking speed.



The national parks are extensive nature conservation areas with the crucial task of ensuring biodiversity and giving people the opportunity to relax and enjoy nature. The parks have marked hiking routes, nature trails and campfire sites.

Below the text, there are two circular icons: a green play button and a red icon with a speaker and a plus sign, indicating audio playback controls.

- You can adjust the Voice Speed on the scroll bar.
- Feel free to experiment and find the voice speed that is most comfortable for you.
- You can choose **Female** or **Male** voice from the Voice Selection below the Voice Speed scroll bar.

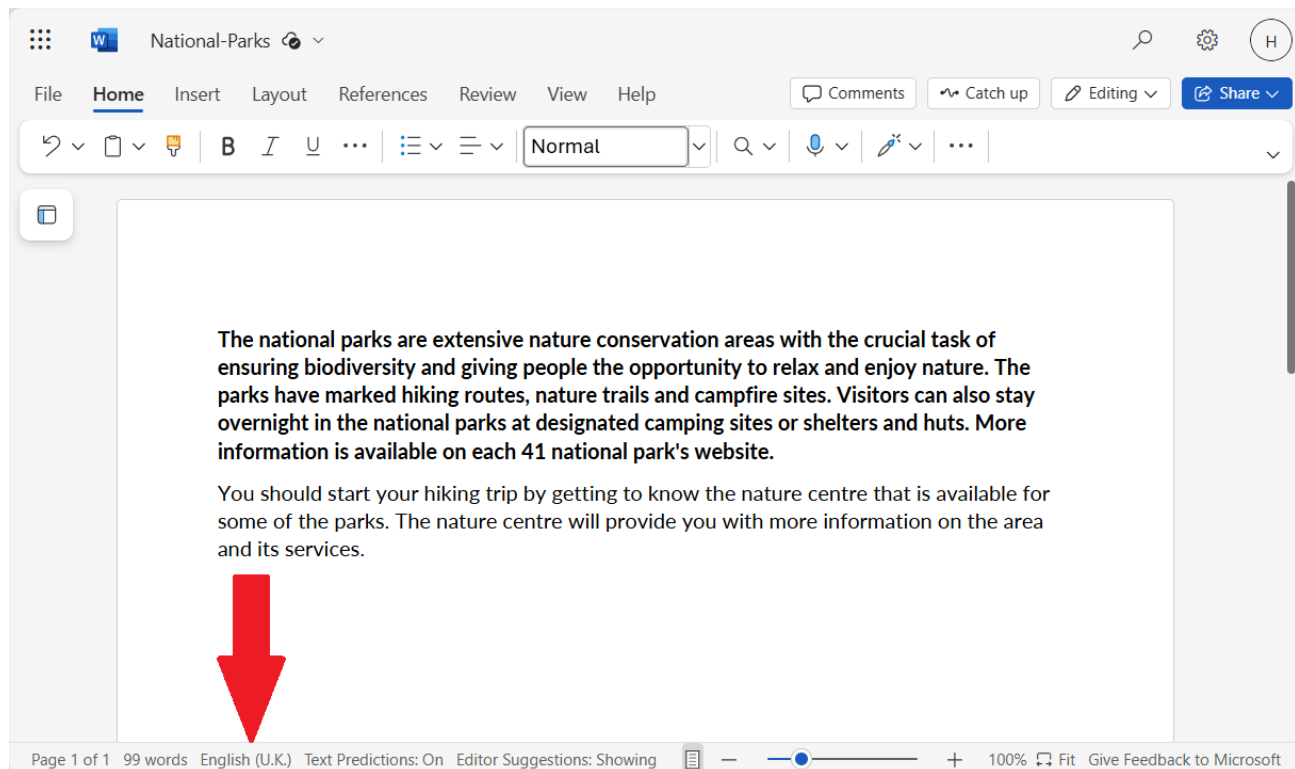


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The voice controls menu is open, showing a 'Voice Speed' slider with a value of 1 and a 'Voice Selection' section with two radio buttons: 'Female' (selected) and 'Male'.

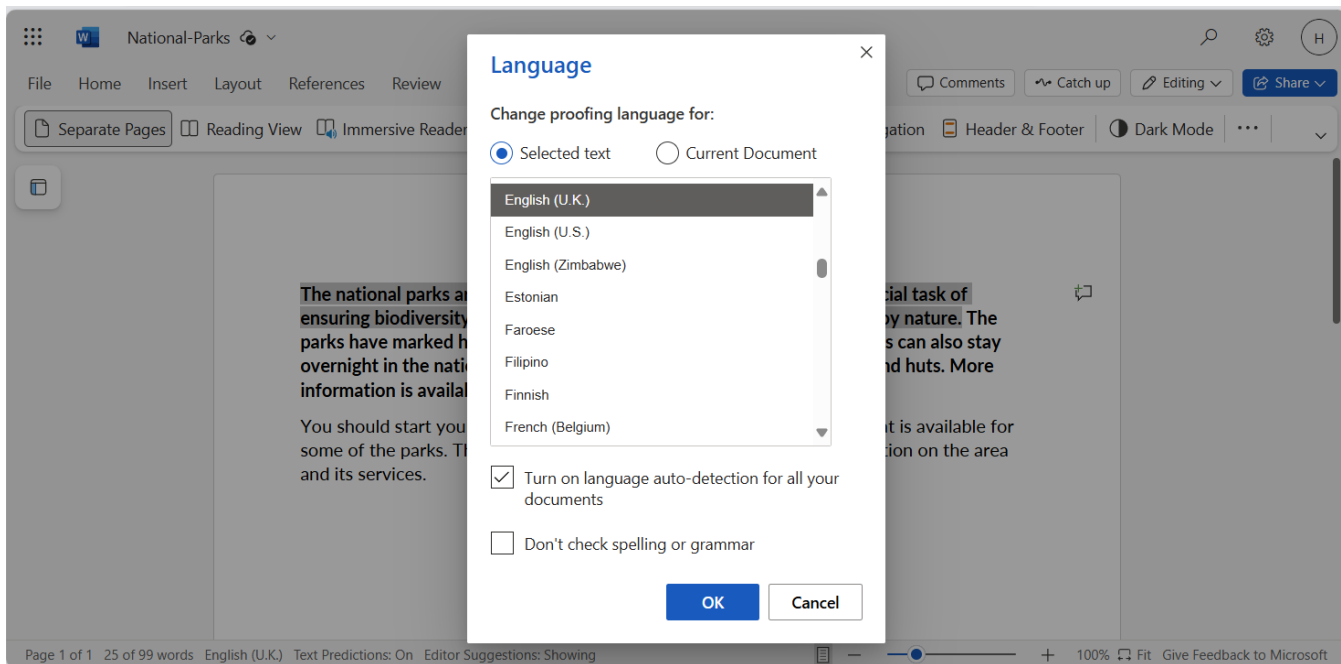
Speech settings

- Check that Word Online has recognized the language of the text.
- If the language detection failed, change the language manually.
- **Set Proofing Language** button is in the lower left at the bottom of the page.



How to choose your preferred language

- Highlight the text with the incorrect language settings.
- Click the **Set Proofing Language** button located in the lower left at the bottom of the page.
- Choose the language you use from the menu that opens.

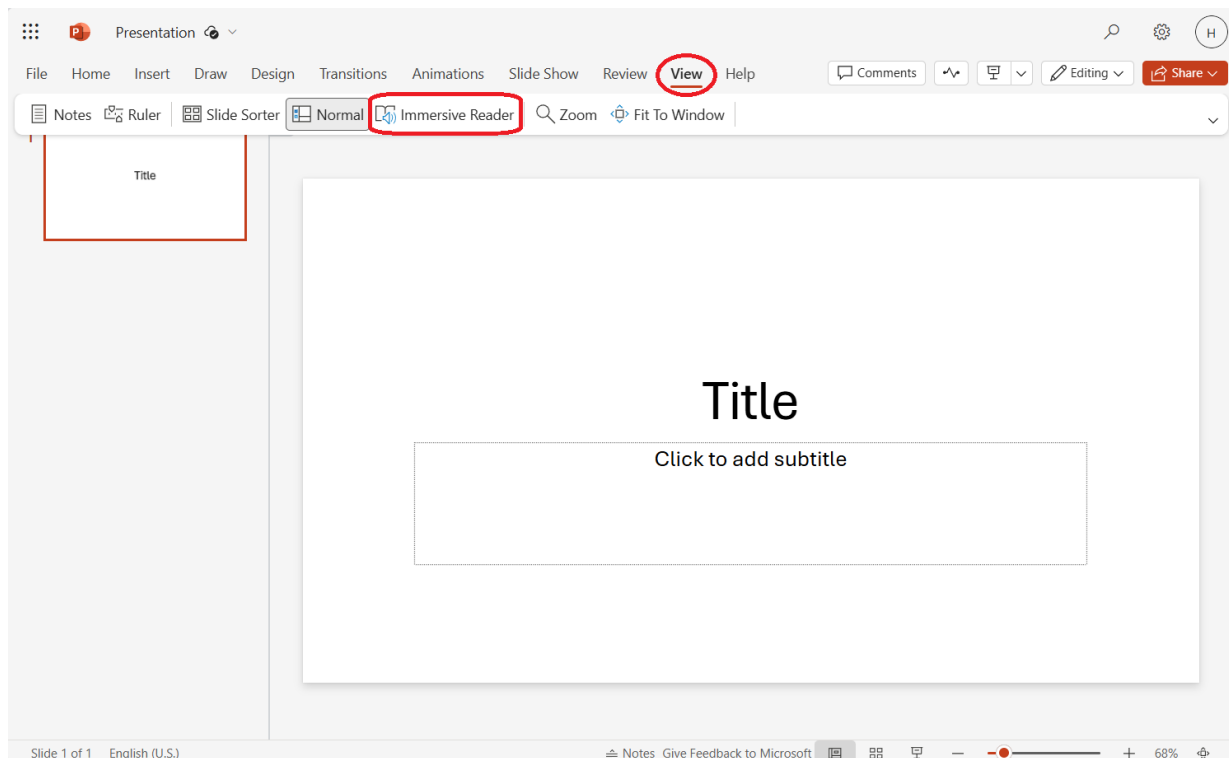


Make listening to the text smoother with keyboard shortcuts

- Pause or resume Read Aloud: **Ctrl + Space** or just **Space**.
- Other key commands used in the Word desktop application may not work in the Word online service.

How to use the Advanced Reading program in PowerPoint

- After opening the PowerPoint presentation, go to the toolbar at the top of PowerPoint.
- Select **View > Immersive Reader**.
- When the Immersive Reading has been activated, you will find the tools needed for listening at the bottom of the page.
- With these buttons you can start and pause reading.



How to use the Immersive Reading program in One-Note

- Once you've opened your OneNote notes, go to the toolbar at the top of the window.
- Select **View > Immersive Reader**.
- When the Immersive Reader has been activated, you will find the tools needed for listening at the bottom of the page.
- With these buttons you can start and pause reading.

The screenshot displays the Microsoft Word Online interface. At the top, the title bar reads "Blank notebook" with a dropdown arrow. The ribbon menu includes "File", "Home", "Insert", "Draw", "View", and "Help". The "View" tab is currently selected and highlighted with a red circle. Below the ribbon, a secondary menu bar contains "Immersive Reader" (highlighted with a red rectangle), "Zoom" (set to 100%), "Zoom to 100%", "Page Color", "Rule Lines", and "Page Versions". The main workspace is divided into two sections. The left section, titled "Blank notebook", contains a table with two columns: "Section Name" and "Untitled Page". The right section displays the text "perjantai 16. elokuuta 2024 11.04".

Blank notebook

File Home Insert Draw **View** Help Tell me what you want to do

Immersive Reader Zoom 100% Zoom to 100% Page Color Rule Lines Page Versions

Blank notebook

Section Name	Untitled Page

Add section Add page

perjantai 16. elokuuta 2024 11.04

Links used in the instructions

Microsoft 365 official website:

<https://www.office.com/>

