

Smart tools – Better results

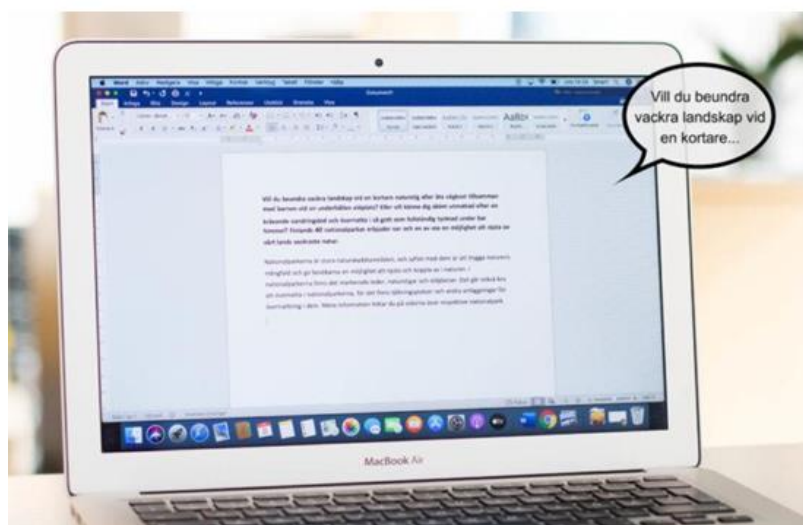
Text to Speech in Word (Microsoft 365) for Mac

The instructions were updated in the autumn of 2024.

Microsoft's Word includes a feature known as **Read Aloud** that uses text-to-speech synthesis to read aloud text. With this feature, text is converted into speech. You can use this text-to-speech synthesis, for example, for:

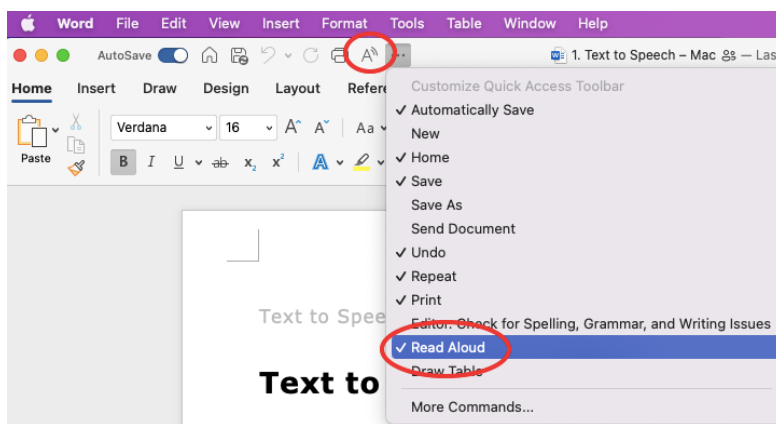
- News articles or school materials.
- Texts that you have written yourself to find spelling errors.
- Texts written in other languages.

When using Word (Microsoft 365), you can choose between Word's **Read Aloud** and Mac's built-in text-to-speech synthesis known as **Spoken Content**.



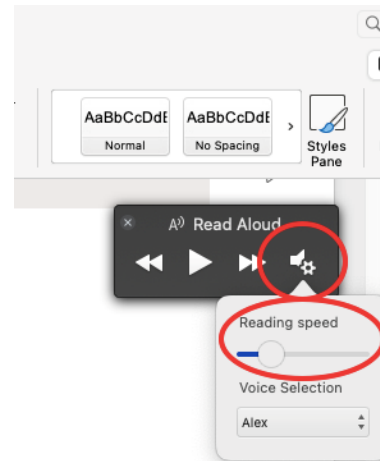
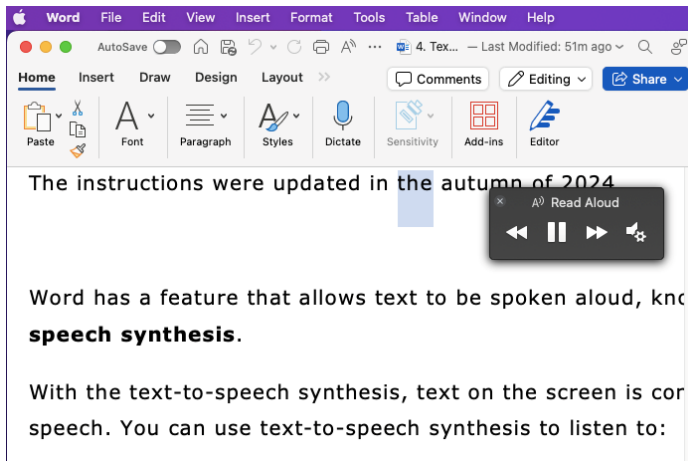
Get Started with Text-to-Speech Synthesis: Read Aloud

- Go to Quick Access Toolbar, located at the top of the Word window.
- Customize the toolbar by clicking the drop-down list and selecting **Read Aloud**.
- Once added, you'll see the **Read Aloud** icon, represented by the letter **A** with sound waves.



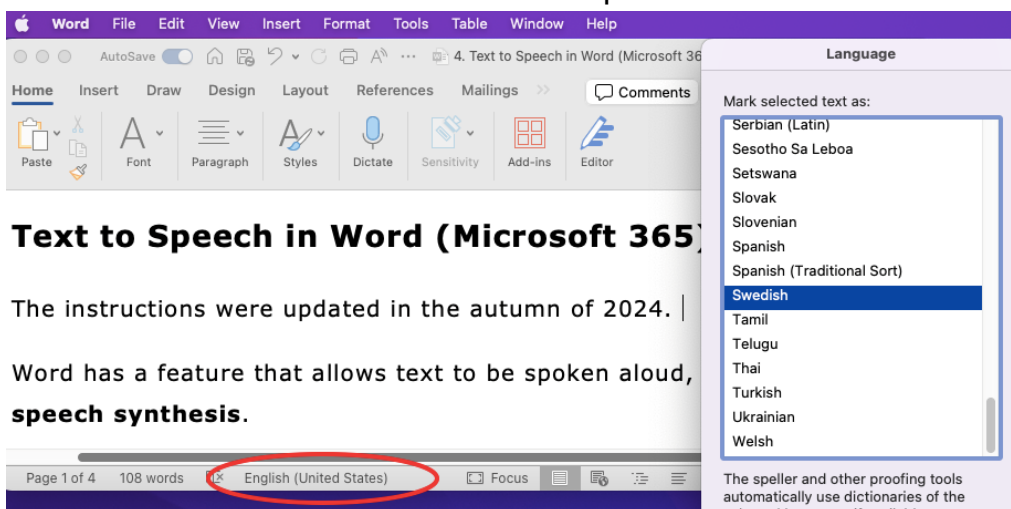
How to Use Read Aloud

- Place the cursor where you want to start listening.
- Click the **Read Aloud** icon.
- A controller will appear in the corner. In the controller, you can pause, skip forward, and go back through the text.
- To adjust the reading speed, click the **gear icon** in the toolbar and use the **slider** to find the speed that works best for you.



Language Settings

- Ensure that Word has recognized the correct language of the text.
- The selected language is displayed at the bottom of the window,
- To change the language, click the displayed language and select the desired one from the menu that opens.



Make Reading Smoother with Keyboard Shortcuts

- Pause or play **Read Aloud**: Press **alt + Space**.
- Read the previous paragraph: Press **alt + Up Arrow**.
- Read the next paragraph: Press **alt + Down Arrow**.