

Text to speech in the Word application - Windows

The instructions have been updated for autumn 2024.

Listen to text read aloud by a speech synthesizer on your computer. Speech synthesis converts text on the screen into spoken words. You can use a speech synthesizer to:

- Listen to school assignments. (study materials)
- Review the texts you have written to identify errors that may be challenging to spot by visually scanning the text.
- Listen to texts written in different languages.



How to enable text-to-speech in the Word application

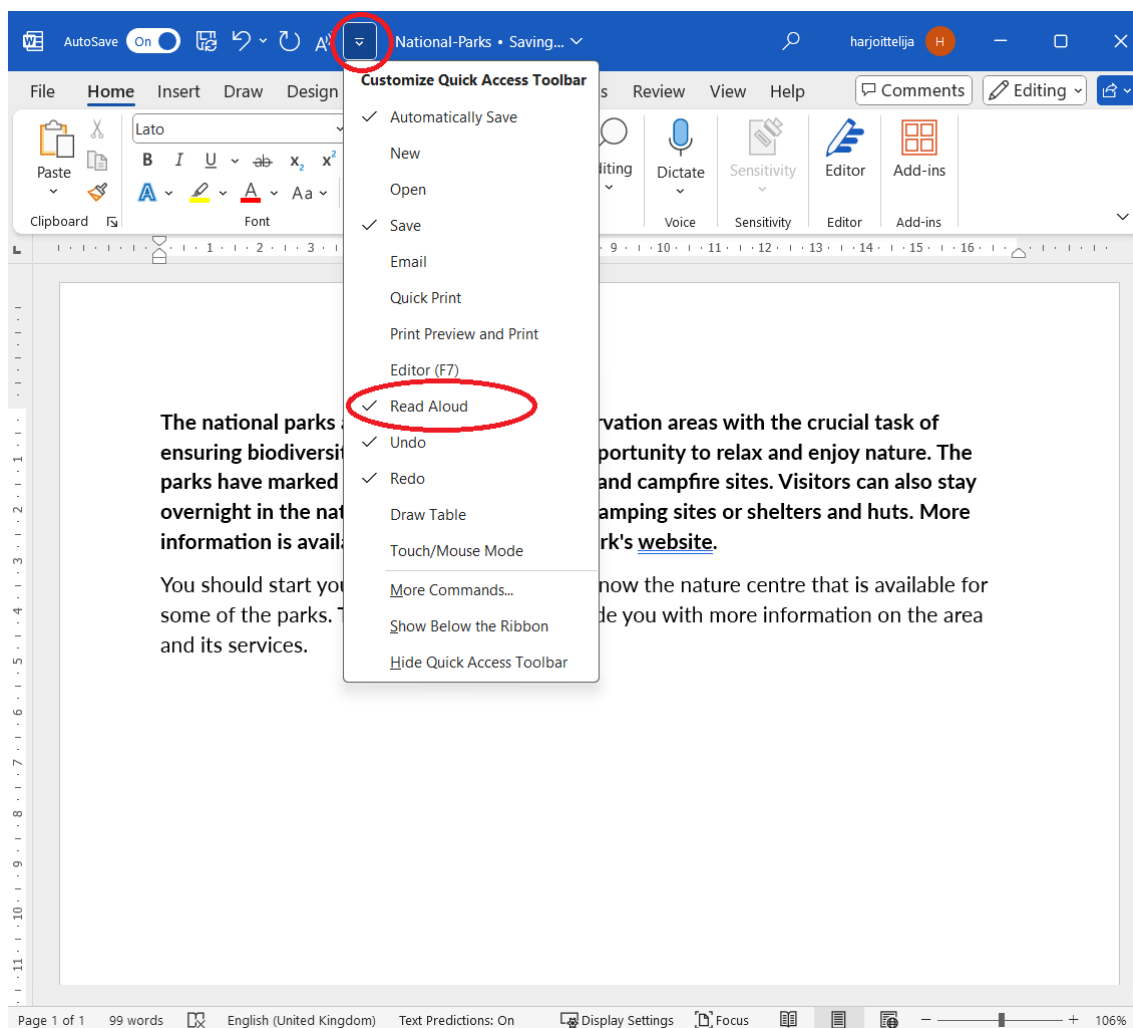
The speech synthesis function is called Read Aloud in the Word application.

The Read Aloud function is available in the following versions of Word:

- Office 2019
- Office 2021
- and Microsoft 365.

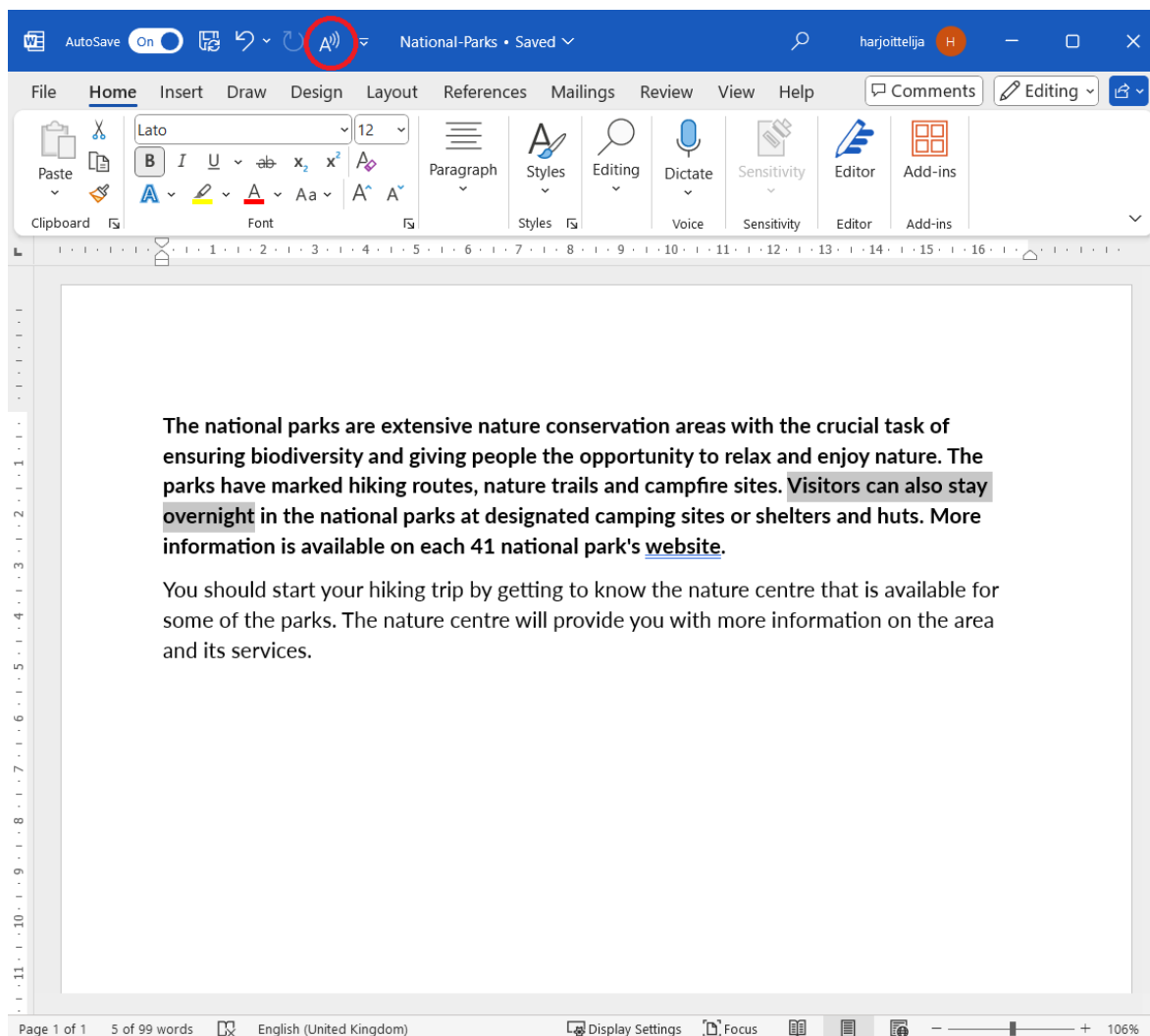
It can also be used to listen to email messages in Outlook.

- To quickly access the Read Aloud function in the future, you can add it to the Quick Access Toolbar located at the top left of the Word window.
- Open the list at the top left and check the Read Aloud function.
- The function is symbolized by the letter A with sound waves.



How to use the speech synthesis

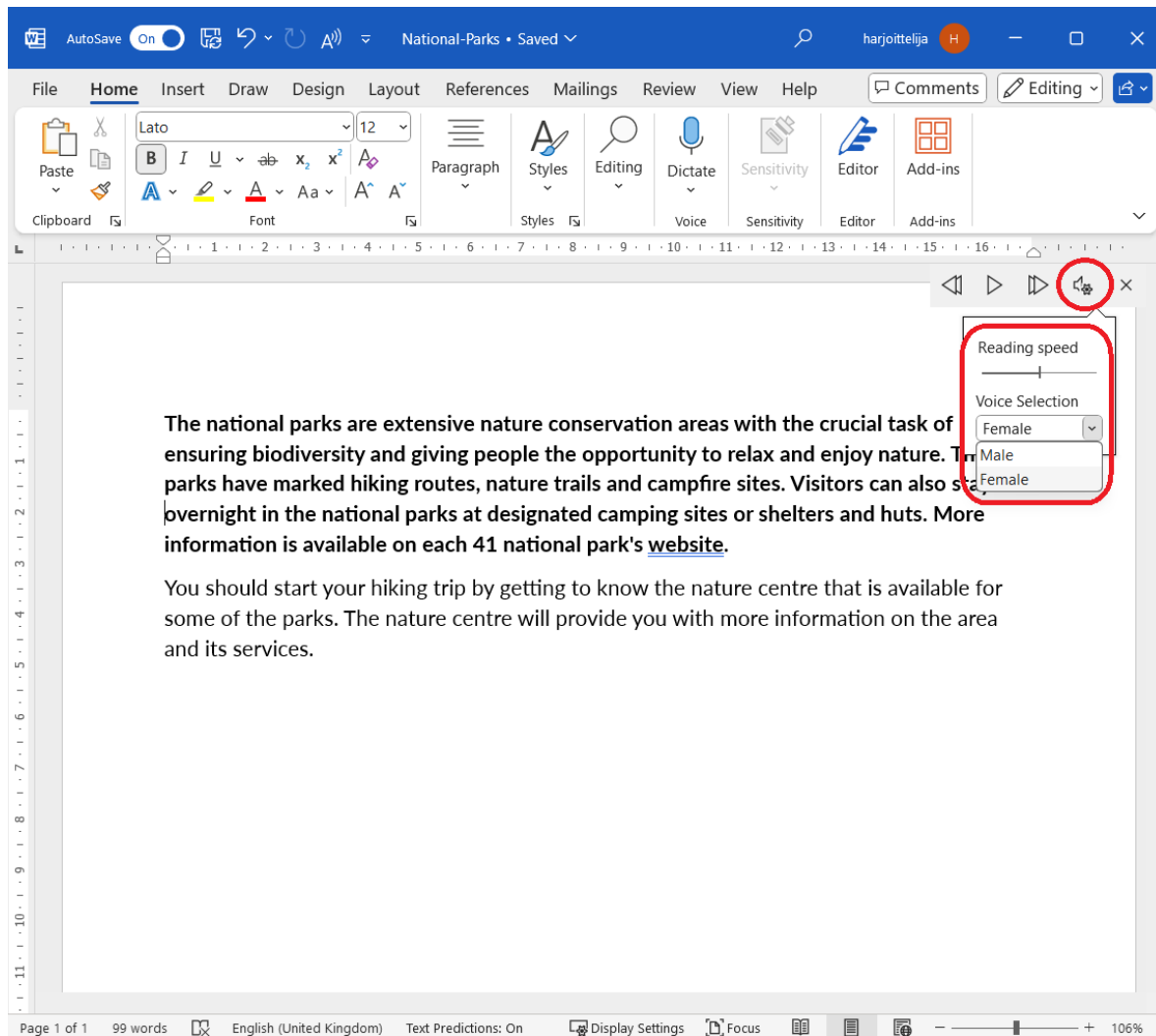
- Position the cursor where you want to begin listening.
- Click the **Read Aloud** button or use the keyboard shortcut **Ctrl + Alt + Space**.
- When reading aloud is activated, a toolbar will appear in the upper right corner.
- In the toolbar, you can play, pause, skip forward or backward.



To adjust the reading speed and voice in Immersive Reader:

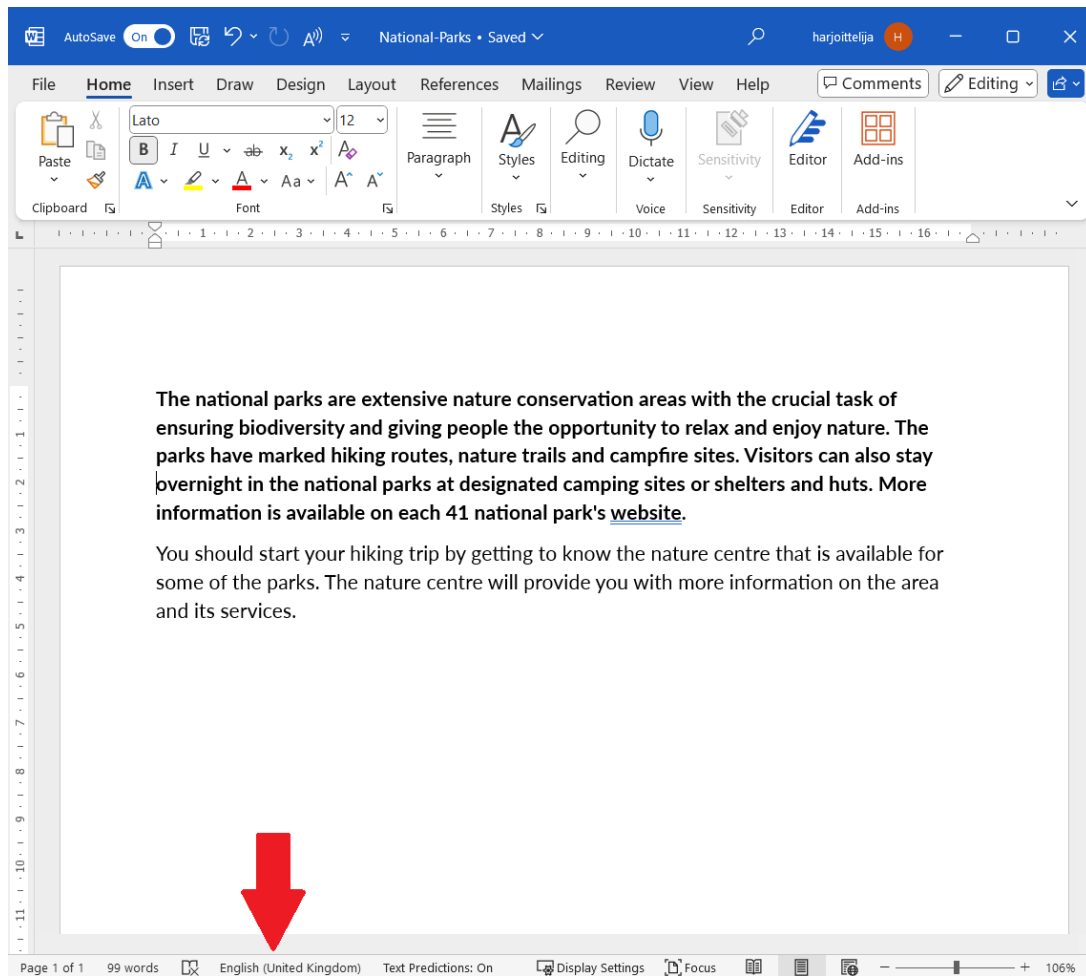
- Click **the options icon** in the toolbar to open the settings menu.
- Use **the slider** to increase or decrease the reading speed.

- Select a voice from the **drop-down menu** that you find easy to understand and pleasant to listen to.
- Experiment with different speed and voice combinations until you find the settings that work best for you.



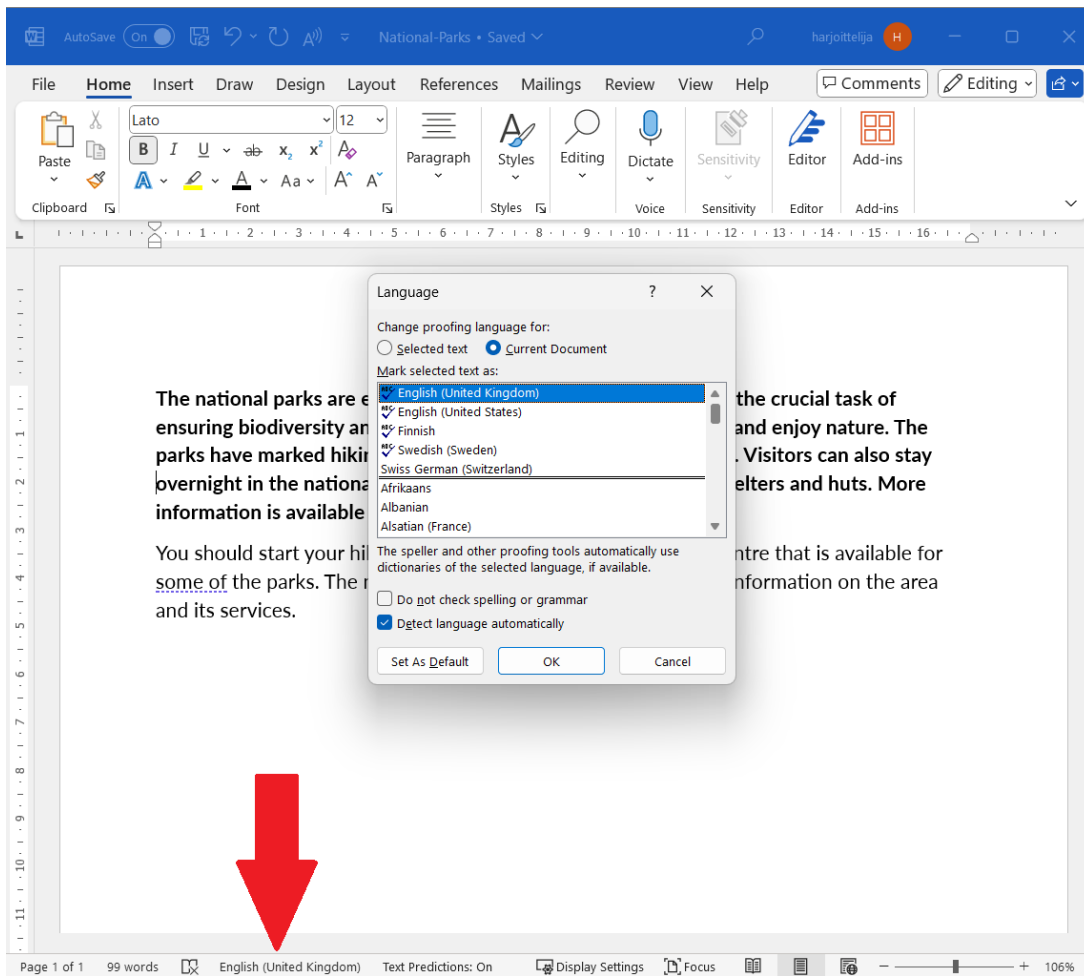
Language settings

- When using Immersive Reader, the reading language usually matches the language of the text you are viewing.
- If the automatic language detection failed, you can change it manually.
- You can see the selected language for the text displayed at the bottom left corner.



How to change the language manually

- **Highlight the text** that has the incorrect language setting.
- Click on the **language box** located at the bottom edge of the screen.
- In the box that opens, select the correct language.



Make your listening experience easier with these keyboard shortcuts

- Start or exit Read aloud: **Ctrl + Alt + Spacebar**.
- Pause or play Read aloud: **Ctrl + Spacebar**.
- Read the previous paragraph: **Ctrl + Left Arrow**.
- Read the next paragraph: **Ctrl + Right Arrow**.
- Increase reading speed: **Alt + Right Arrow**.
- Decrease reading speed: **Alt + Left Arrow**.

What if the Read aloud function is not working?

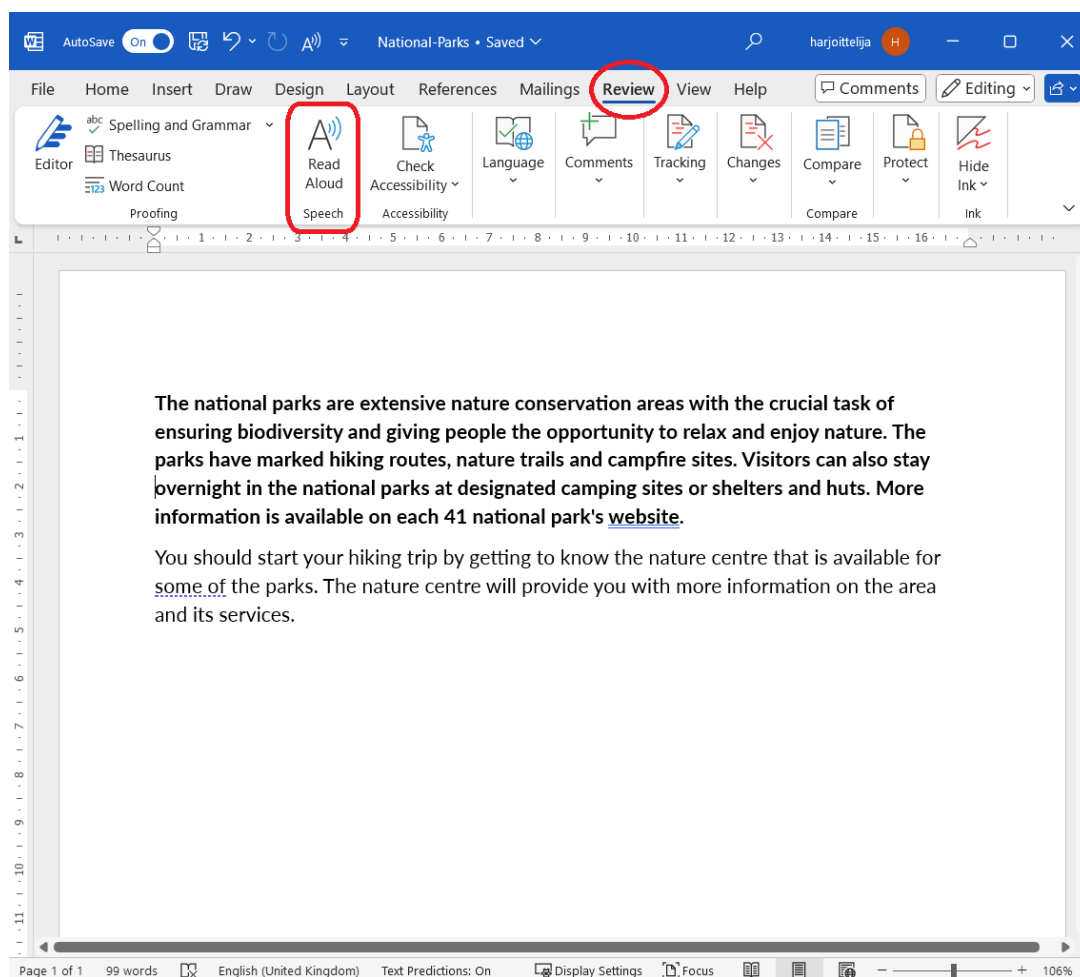
If the Read aloud function in the Word application does not work, the correct sound files may be missing. You can download the necessary sound files to your computer from the official Microsoft website.

You can read the instructions from the Microsoft 365 Website:

[Download languages and voices for Immersive Reader, Read Mode, and Read Aloud - Microsoft Support](#)

Listen without the quick toolbar button

- Select Review > Read Aloud.
- The function is marked by the letter A and sound waves.



Links used in the instructions

Download languages and voices for Immersive Reader, Read Mode, and Read Aloud:

<https://support.microsoft.com/en-us/topic/download-languages-and-voices-for-immersive-reader-read-mode-and-read-aloud-4c83a8d8-7486-42f7-8e46-2b0fdf753130>

