How To Make Your Computer Read Documents to You

Thursday, 12 February 2015 10:03 AM

Since the beginning of the computer age, people were trying to make their computers talk to them. These days, that functional ity is built right into Windows and can easily be activated to read documents back to you.

Using the text to speech functionality of your computer can save you a lot of time if you need to study for tests, read books, review reports, or if you are just too busy to sit down and read something. While the voice may sound computer generated, there is a lways the option of downloading new SAPI compatible voice profiles from various sites on the Internet, though most of them aren't f ree.

Most Microsoft computers are equipped with at least two American English voices (one male, one female). Many computers also offer a variety of voices that are fluent in different languages. By accessing the settings through your control panel, which we will discuss later on, you can adjust the pitch, speed, and volume of your computer's SAPI voice.

Today we will discuss how you can make your computer interpret documents and speak their contents to you. You can use two ver y common applications that most Windows users make use of; namely, Adobe Reader and Microsoft Word.

Use Adobe Reader to Read PDF Documents to You

Note: Adobe Reader's own settings menu no longer has any option for disabling its browser integration, so you'll need to disable the Adobe Reader plugin in the browsers you use. <u>Follow these steps for disabling plug-ins in your web browser of choice</u>, disabling the "Adobe Acrobat" plug-in.

Once you've installed the application, and follow the installation process to completion and then open up a PDF file that you'd like the computer to read to you. Once it is open click on the "View" drop down menu, move your mouse over the "Read Out Loud" option then click on "Activate Read Out Loud."

🔁 Sample	Text 1.pdf - Adobe Reader						
<u>File</u> <u>E</u> dit	<u>View</u> <u>W</u> indow <u>H</u> elp		2				
P Ор	Rotate View	•		/1	105% -		
	Page <u>N</u> avigation	•					
	Page Display	•					
	Zoom • Tools						
			-				
	Fill Sign		oft values ad its first version of CADI which around				
	Co <u>m</u> ment	•					
	<u>Show/Hide</u>	•	oft released its first version of SAPI which suppo unctions, however as the years went by and th y. SAPI, which is included in all versions of Win				
	Rea <u>d</u> Mode	Ctrl+H					
	Eull Screen Mode	Ctrl+L	text to speech, voice commands, audio file crea				
	P Tracker						
	Re <u>a</u> d Out Loud	Þ	Activate Read Out Loud	Shift+Ctrl+Y			
			Read This <u>P</u> age Only	Shift+Ctrl+V			
			Read To End of Document	Shift+Ctrl+B			
			Pa <u>u</u> se	Shift+Ctrl+C			
			Stop	Shift+Ctrl+E			

Alternatively, you can click "Ctrl," "Shift," and "Y" (Ctrl+Shift+Y) on your keyboard to activate the feature. Once the feature is

In 1995 Microsoft released its first version of SAPI which supported only basic speech input and text to speech functions, however as the years went by and the software was improved, so did the functionality. SAPI, which is included in all versions of Windows, has functions related to speech to text, text to speech, voice commands, audio file creation, grammar objects and so much more.

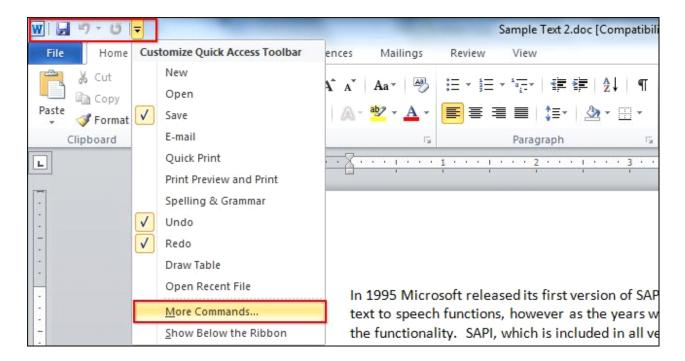
Another option would be to navigate to the "View" menu, then "Read Out Loud" and select an option that fits your needs as sho wn in the Image below. You can make Adobe Reader read a "Single Page" or the "Entire Document." During the reading you can also "Pause" it or "Stop" it at any time.

🔁 Samp	ole Text 1.pdf - Adobe Reader								
File Ec	dit <mark>View</mark> Window Help								
Opt	Dp∈ Rotate <u>V</u> iew Page <u>N</u> avigation	+							
	<u>P</u> age Display <u>Z</u> oom	+ +							
	Tools Fill_Sign								
	Co <u>m</u> ment Show/Hide	•	oft released its first versi unctions, however as th						
	Rea <u>d</u> Mode	Ctrl+H Ctrl+L	y. SAPI, which is included in all versions of Win_ text to speech, voice commands, audio file crea						
	Tracker								
	Re <u>a</u> d Out Loud	Þ	Deactivate Read Out Loud	Shift+Ctrl+Y					
			Read This <u>P</u> age Only	Shift+Ctrl+V					
			Read To <u>E</u> nd of Document	Shift+Ctrl+B					
			Pa <u>u</u> se	Shift+Ctrl+C					
			<u>S</u> top	Shift+Ctrl+E					

Text to Speech with Microsoft Word

If you don't use Adobe Reader or PDF files and have .doc, .docx, or .txt files that you want your computer to read to you ins tead, it is possible using Microsoft Word instead.

Once you have opened the file in Microsoft Word, you are ready to make your computer read to you. Start by clicking on the sm all arrow located in the "Quick Access Toolbar" and finding the "More Commands..." option.



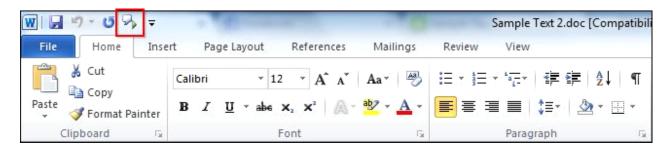
After you have opened the "Word Options" dialog box, click on the drop down menu that says "Popular Commands" and switch it t o "All Commands."

Choose commands from: i)				ccess Toolbar: ()	
Popular Commands 🔹		For	all documents	(default)	
Popular Commands	*				
Commands Not in the Ribbon			Save		
All Commands		5	Undo		()
Macros		15	Redo		
		-	10000		
File Tab					
Home Tab					
Insert Tab					
Page Layout Tab	-				
References Tab	E				
Mailings Tab					
Review Tab					
View Tab					
Developer Tab					
Add-Ins Tab					
SmartArt Tools Design Tab					
SmartArt Tools Format Tab					
Chart Tools Design Tab					
Chart Tools Layout Tab					
Chart Tools Format Tab					
Drawing Tools Format Tab					
Picture Tools Format Tab					
Table Tools Design Tab					
Table Tools Layout Tab		6	todifu		
Header & Footer Tools Design Tab		<u> n</u>	lodify		
Equation Tools Design Tab	-	Cus	tomizations:	R <u>e</u> set ▼ ①	
Ribbon				Import/Export •	0
1100011				Import/Export *	U

The next step is to scroll down till you find a command called "Speak" then click on it once to highlight it and press the "A dd>>" button on the right.

<u>C</u> hoose commands from: ()		Customize <u>Q</u> uick Access Toolbar:	(i)
All Commands		For all documents (default)	
 Soft Edges Soft Edges Options ∑↓ Sort ∑↓ Sort Ascending ∑↓ Sort Descending ↓ Space Before ▲V Spacing Spacing After Spacing Before 	• • • I I	Gave Save Save Undo Undo Undo Undo Undo	[)
-> Speak			
Specific Version			

If you look at the "Quick Access Toolbar" you will notice that there is a small "message box" with a gray arrow.



The next step will be to highlight a few words or a paragraph of the document by clicking and holding your mouse button while dragging it over the words you want to hear. Alternatively, if you want to highlight the entire document, simply press "Contr ol" and "A" at the same time (Ctrl+A).

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After highlighting the text that you want to hear out loud, all you need to do is click on the "Speak" button that is located in the "Quick Access Toolbar."

Adjusting Voice Settings

If your computer's sounds too computer generated or if it speaks too quickly you can easily adjust the settings. Start by pre ssing the "Start" button and typing "Narrator" and clicking on the icon that shows up.



Next, you will click on the "Voice Settings" button and edit the Speed, Volume, and Pitch till you get a voice you like. Once you are done, press "OK."

Voice Settings - Narrator	
	🚡 Microsoft Narrator 📃 💻 🗙
Select Voice	File Preferences Help
Microsoft Anna - English (United States)	Narrator will read aloud what is on-screen as you navigate using the keyboard. Main Narrator Settings
Set Speed 4 Set Volume 6 Set Pitch 3	 Echo User's Keystrokes Announce System Messages Announce Scroll Notifications Start Narrator Minimized Control whether Narrator starts when I log on
OK Cancel	Quick Help Voice Settings Exit

Lastly, click on the "Exit" button in the "Narrator" window and confirm that you want to exit.

Inserted from <<u>http://www.howtogeek.com/197880/how-to-make-your-computer-read-documents-to-you/</u>>