Using the Speak text-to-speech feature

Text-to-speech (TTS) is the ability of your computer to play back written text as spoken words.

Enable text-to-speech

Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote, in the language of your version of Office. For example, if you are using the English version of Office, the English TTS engine is automatically installed.

Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following:

1. Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar.**



1. Click **More Commands**.
2. In the **Choose commands from** list, select **All Commands**.
3. Scroll down to the **Speak** command, select it, and then click **Add**.
4. Click **OK**.
5. When you want to use the text-to-speech command, click the icon on the Quick Access Toolbar.

Convert text to speech

After you have added the **Speak** command to your Quick Access Tool, you can hear single words or blocks of text spoken by highlighting the text you want to hear, and then clicking the **Speak** command.