



Customizing Windows for Low Vision

Text-to-Speech Options

There are various options for reading text aloud in Windows, including **Magnifier Reader**, **Immersive Reader**, and **Edge Read Aloud**.

Magnifier Reader

1. In an open Microsoft Word document, open **Magnifier** with **Windows + Plus Sign**.
2. Select the **Read from here** tool in the **Magnifier** toolbar. There is also a **Play/Pause** button, **Previous sentence** and **Next sentence** buttons, and a **Settings** tool.
3. Try the keyboard shortcut **CTRL + ALT + Enter** for **Play/Pause** and **Resume Reading** functions.
4. Pressing any key stops the **Reading** function.
5. It is recommended that you use the **ESC** key to pause reading as it does not enter text or move the text cursor (like **Space** and **Tab** keys do).

6. Press the **ESC** key to pause the **Reading** function.
7. Select the **Settings** tool in the **Magnifier** toolbar.
8. Click and drag the **Slider Bar** to increase the speech rate.
9. Return to your Word document. Select the **Play** button to demonstrate the increased reading speed.
10. Press the **ESC** key to pause reading.
11. Select the **Settings** tool again. Move the **Slider Bar** by pressing the **Left Arrow** key to decrease the speech rate.
12. Select the **Play** button to demonstrate the decreased reading speed.
13. Press **ESC** to pause reading.
14. Select the **Settings** tool. Click the **Voice Selection** drop-down list to open it.
15. There are three voice options: **Microsoft David**, **Microsoft Zira**, and **Microsoft Mark**. Select the **Zira** voice option.

16. Select the **Play** button to demonstrate the **Zira** voice. Then explore the other two voice options.
17. Select the **Previous sentence** button on the **Magnifier** toolbar. Clicking on it once moves the **Reader** to beginning of the line. Double-clicking moves the **Reader** to the previous line. You can also press **CTRL + ALT + H**.
18. Select the **Next sentence** button on the **Magnifier** toolbar. Clicking on it once moves the **Reader** to end of the line. Double-clicking moves the **Reader** to the next line. You can also press **CTRL + ALT + K**.
19. Press **ESC** to pause the **Reading** function
20. Review the **Magnifier** tool keyboard shortcuts:
 - **Windows + Plus Sign**: open Magnifier.
 - **Windows + ESC**: close **Magnifier**.
 - **CTRL + ALT + Enter**: Play/pause **Reader**.
 - Any key: Stop reading.
 - **CTRL + ALT + Left Mouse Click**: Read from mouse pointer location.
 - **CTRL + ALT + H**: Read previous sentence.
 - **CTRL + ALT + K**: Read next sentence.

Immersive Reader in Microsoft Word (Desktop Version)

1. In an open Microsoft Word document, press **Alt + W** to open the **View** ribbon.
2. Press **L + 2** or select the **Immersive Reader** tool in the ribbon to open **Immersive Reader**.
3. Select the **Column Width** button to open the drop-down list.
4. Explore each of the four options, **Very Narrow**, **Narrow**, **Moderate**, and **Wide**.
5. Select the **Page Color** button to open the drop-down list.
6. Select **Light Yellow** to demonstrate the high contrast feature.
7. Select the **More Colors** button to open the color palette.
8. Select a brighter color from the palette. Then click the **OK** button if you found a color you like. If not, click **Cancel**.
9. Next, select the **Line Focus** button to open the drop-down list.

10. Explore the options—**None**, **One Line**, **Three Lines**, and **Five Lines**—for demonstration.
11. Click the **Text Spacing** button to toggle on wider spacing between words.
12. Click the **Syllables** button to toggle this feature on and off for demonstration.
13. Click the **Read Aloud** button to begin the **Read Aloud** function.
14. Try out the keyboard shortcut **CTRL + Space** to pause playback. Press **CTRL + Space** again to resume playback.
15. Press the keyboard shortcut **ALT + Right Arrow** to increase the reading rate.
16. Press the keyboard shortcut **ALT + Left Arrow** to decrease the reading rate.
17. Press the keyboard shortcuts **CTRL + Right Arrow** to skip to the next paragraph.
18. Press the keyboard shortcuts **CTRL + Left Arrow** to go back to the previous paragraph.

19. There are also reading tools in the top right corner of the document itself: **Previous**, **Pause/Play**, **Next**, **Settings**, and **Close**.
20. Select the **Settings** tool. Then drag the **Slider Bar** to increase or decrease the speech rate.
21. Select the **Voice Selection** tool to open the drop-down list.
22. Try out each of the three voices (**David**, **Zira**, and **Mark**)
23. Close the **Read Aloud** function by clicking the **X** in the **Settings** toolbar.
24. You can also use the keyboard shortcut **CTRL + ALT + Space** to start or exit the **Read Aloud** function.
25. Review the keyboard shortcuts for the **Immersive Reader**:
 - **CTRL + ALT + Spacebar**: Start/exit **Read Aloud**.
 - **CTRL + Spacebar**: Pause **Read Aloud**.
 - **ALT + Right Arrow**: Increase reading speed.
 - **ALT + Left Arrow**: Decrease reading speed.

- **CTRL + Right Arrow:** Read previous paragraph.
- **CTRL + Left Arrow:** Read next paragraph.

Read Aloud in Microsoft Edge Browser

1. Start from an open PDF in your **Edge** browser.
2. Select the **Read Aloud** button on the toolbar (reading begins automatically).
3. Select the **Pause** button to pause playback.
4. Press the **Spacebar** to resume playback.
5. Press the **Spacebar** to pause playback again.
6. Select the **Voice options** tool in the toolbar.
7. Press the **Spacebar** to resume playback.
8. Press the **Right Arrow** to increase the reading speed.
9. Press the **Left Arrow** to decrease the reading speed.
10. Click the **Pause** button to pause reading.

11. Press the **Tab** key to move to the **Voice options** drop-down list.
12. Press the **Down Arrow** to choose a voice.
13. Select **Play** to resume reading.
14. Select the **Pause** button to pause reading.
15. There are also text-to-speech extensions available in **Google Chrome** and **Mozilla Firefox**.

Read Aloud in Outlook

1. Start from an open Outlook email
2. Select the **Read Aloud (RA)** tool in the **Message** ribbon (reading begins automatically).
3. The **RA** toolbar appears at the right side of your email. Click the **Pause** button.
4. Try out the **Next** and **Previous** buttons in the **RA** toolbar to move to the next and previous paragraphs.
5. Select the **Settings** tool in the **RA** toolbar to open the drop-down menu.

6. Drag the **Reading Speed** slider bar to increase and decrease the reading speed.
7. Select the **Play/Pause** button in the **RA** toolbar.
8. Press the **Right** and **Left Arrow** keys to vary the reading rate.
9. Select the **Pause** button in the **RA** toolbar.
10. Select the **Voice Selection** tool in the **Settings** drop-down menu.
11. Press the **Down Arrow** to select the **Microsoft Zira** voice.
12. Select the **Play/Pause** button in the **RA** toolbar to demonstrate the **Zira** voice.
13. Select the **Pause** button in the **RA** toolbar.
14. Select the **Stop** button in the **RA** toolbar.