Guidance on the conversion of text to audio
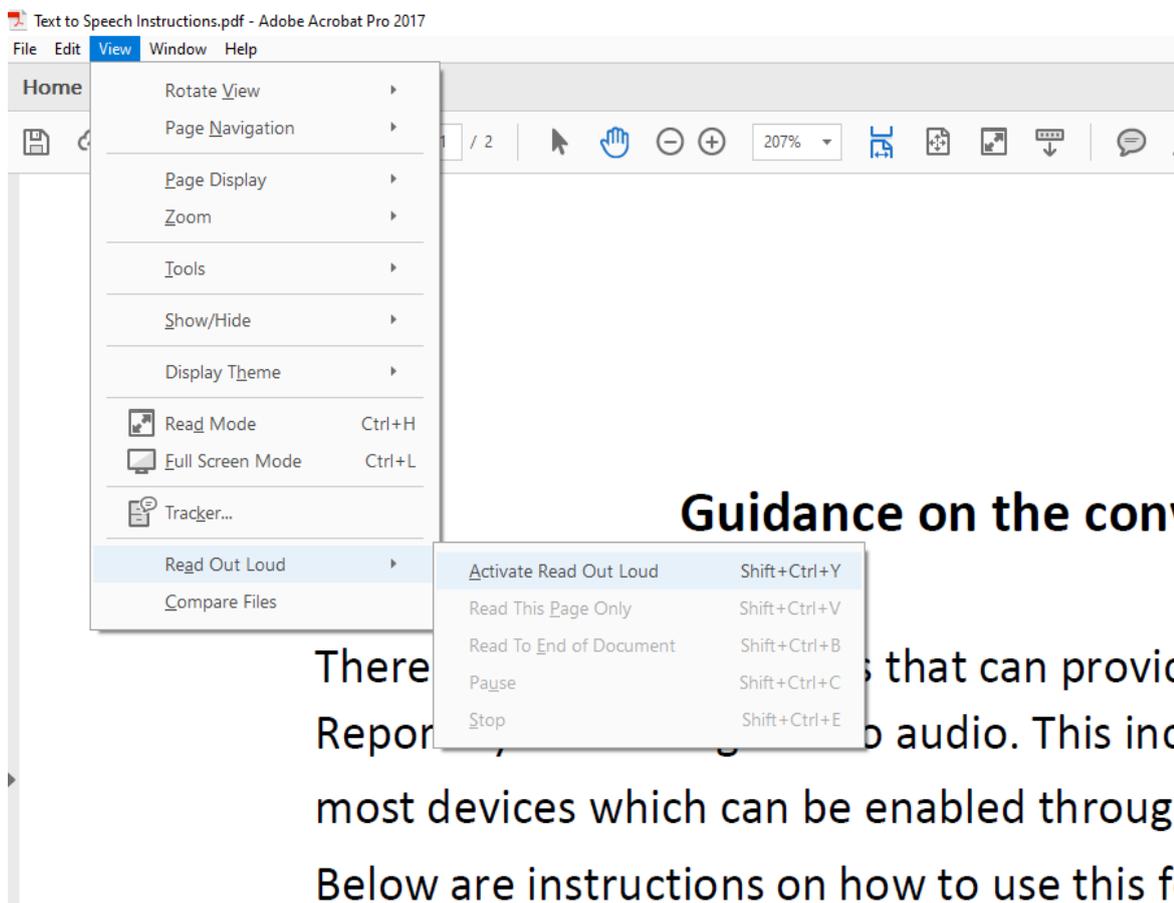
Using Adobe Reader

Please note to use this feature, you must download the document to your PC/Laptop.

Use the read out loud text-to-speech tool

Read Out Loud is a Text-to-Speech (TTS) tool that is built into Adobe Reader. It reads text contained within a document window.

To activate the Read Out Loud function

1. On the View menu, choose Read Out Loud > Activate Read Out Loud

2. Again go to View > Read Out Loud and then choose an appropriate option for reading:

   - To read the current page, choose Read This Page Only.

   - To read the entire document, choose Read To End of Document.

Using a Microsoft Windows Device

Narrator reads aloud the text on your PC screen.

To start or stop Narrator, press **Windows logo key** + **Ctrl** + **Enter**.

To see all Narrator commands, press **Caps Lock** + **F1** after you open Narrator.

If your device has a touchscreen, tap it three times with four fingers.

Using an iPad

1. Go to Settings
2. Click Accessibility
3. Then select Spoken Content**.**
4. Adjust any of the following:
   - **Speak Selection:** To hear text you selected, tap the Speak button.
   - **Speak Screen**: To hear the entire screen, swipe down with two fingers from the top of the screen.

Using a Mac

1. Choose Apple menu
2. Select System Preferences
3. Click Accessibility
4. Then click **Spoken Content.**
5. Select the **"Speak selection"** checkbox. By default, your Mac speaks text when you press the keyboard shortcut Option-Esc.

Using an Android Device

1. Select Settings
2. Choose Accessibility
3. Select Screen Reader
4. Click **Voice Assistant**