



For Adobe Reader (the program that opens those PDF files you get off the Internet) simply click the 'View' menu and straight down at the bottom is the option, 'Read Out Loud' You'll first need to click 'Activate Read Out Loud' then you're good to use the other options in this sub-menu.



For Microsoft Word, although the feature is indeed built -in, there is a process you need to go through before you can use it. This video gives you a nice easy walkthrough of what you need to do to get the feature functioning.

[Read aloud - Word Office 365 version - Text to speech - YouTube](#)