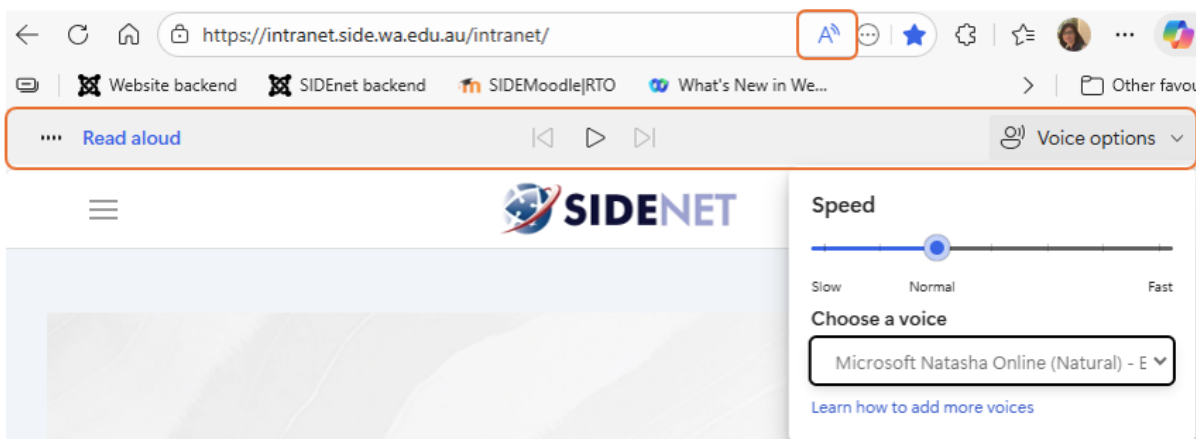


## Use online reading tools

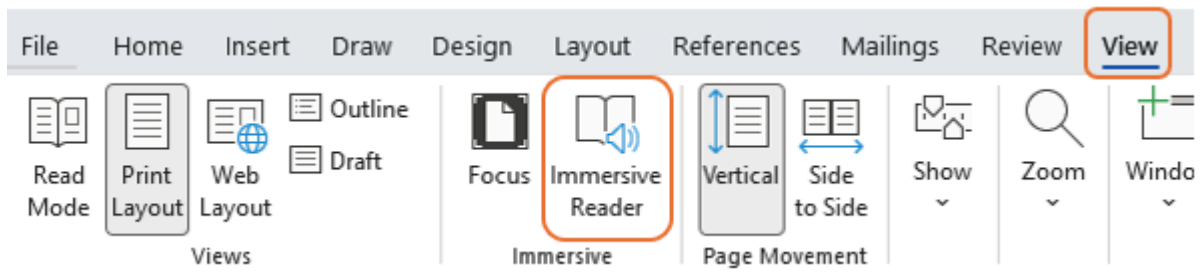
### Microsoft Edge Web Browser – Read Aloud

1. Open your **webpage or PDF** in Edge.
2. Click the **Read Aloud icon** in the address bar.
3. A control bar will appear at the top of the webpage where you can:
  - Start and stop play
  - Click on Voice Options to adjust speed and change the voice.

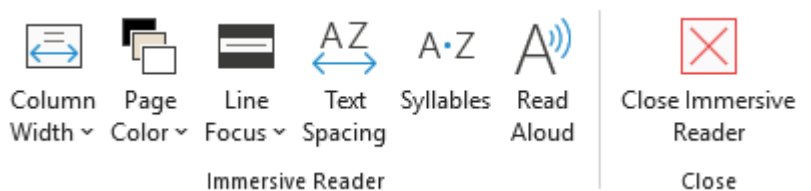


### Microsoft Word – Immersive Reader Mode

1. Open your document in **Word**.
2. Go to **View → Immersive Reader** in the Ribbon.



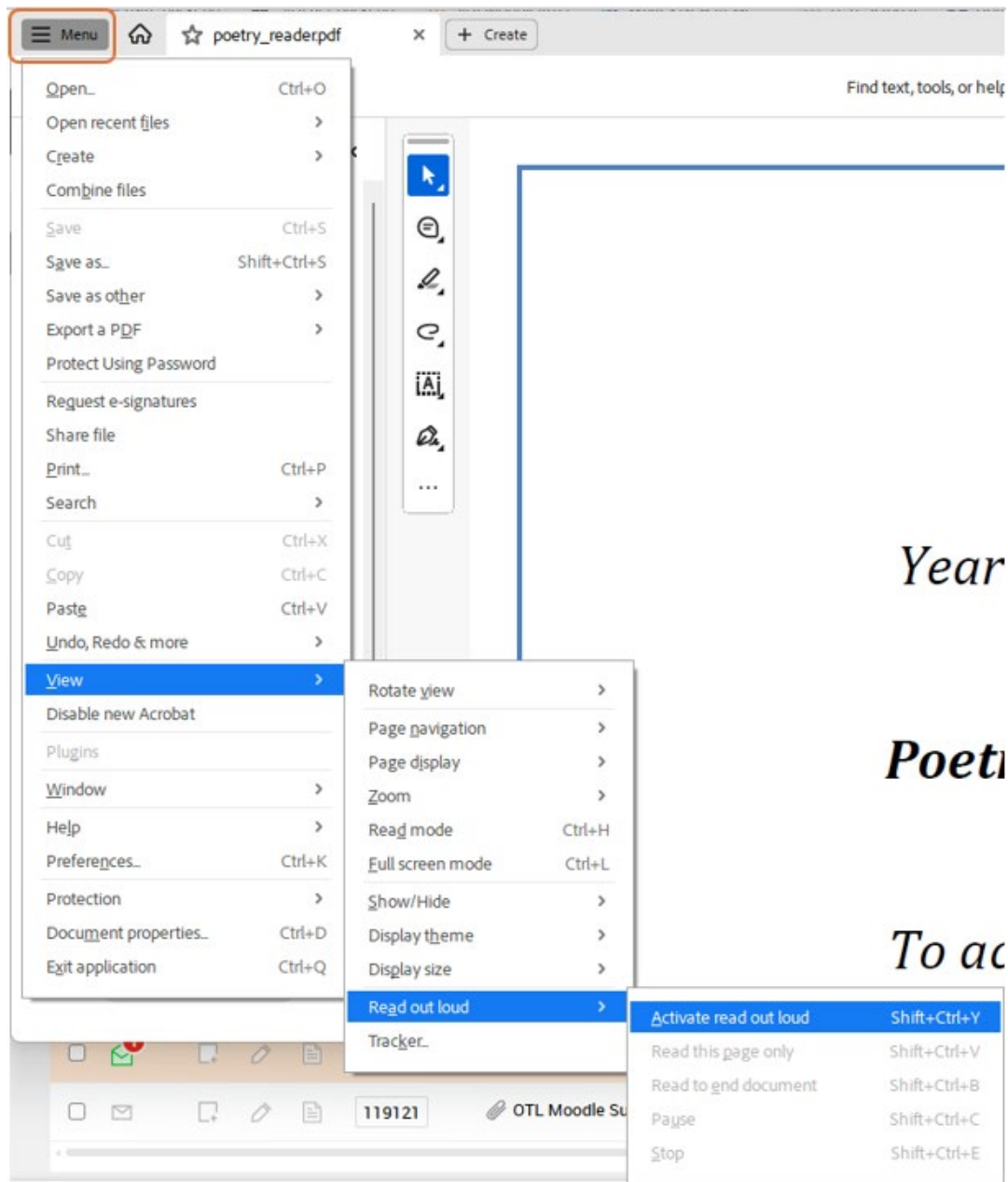
3. Use these features:



- **Read Aloud** – listen while reading along.
- **Line Focus** – focus on just 1–3 lines.

## Adobe Acrobat – Read Aloud PDF

1. Open your PDF in **Adobe Acrobat Reader**.
2. Go to **Menu → View → Read Out Loud → Activate Read Out Loud**.



3. You can choose to:
  - **Read This Page Only**
  - **Read to End of Document**
4. Optional: Change **voice & speed** in **Edit → Preferences → Reading**.