




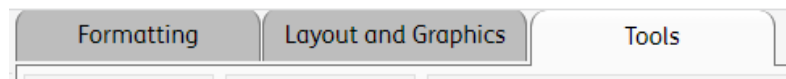
How to Use Text to Speech and Speech to Text

In the document creator -  - some browsers will allow you to use your computer microphone, so you can speak rather than typing your text. You can also have text read aloud to you. PLEASE NOTE: This is entirely dependent on the browser and browser settings (including if a browser has just updated) See our online support to check if yours is compatible. .

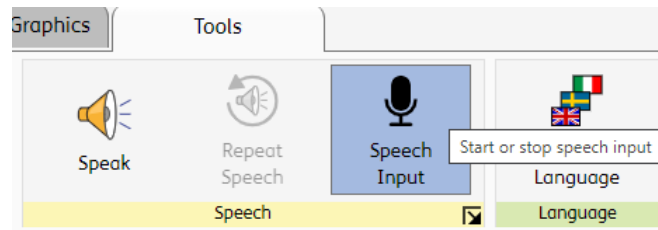
Speech to Text (Speech Input).

***Only available in 'Create a Document'.

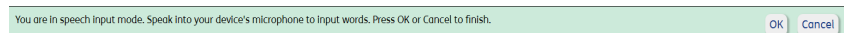
1. Select the **Tools Tab**.



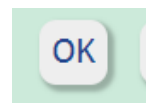
2. Click the **Speech Input** button. You may be asked to accept microphone use in your browser settings – this depends on if you have used speech before.



3. The pop-up will tell you that you are in **Speech Input Mode**.



4. **Speak** your sentence. Click **OK** to finish.

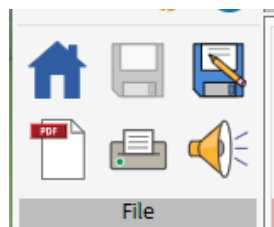


Text to Speech .

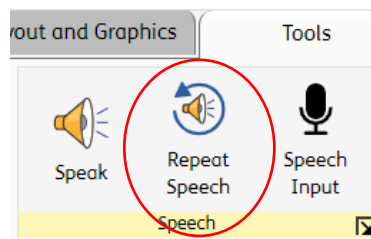
Method A:

Text to Speech is available within an open document in the document editor.

1. In an open document, with the cursor on the start of where you want to hear speech, click on the **speaker icon**, in the File section.



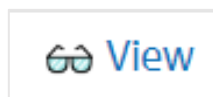
2. **You** will hear the line / sentence read aloud. To hear the sentence again, use the **Tools Tab**, and **Repeat Speech**.



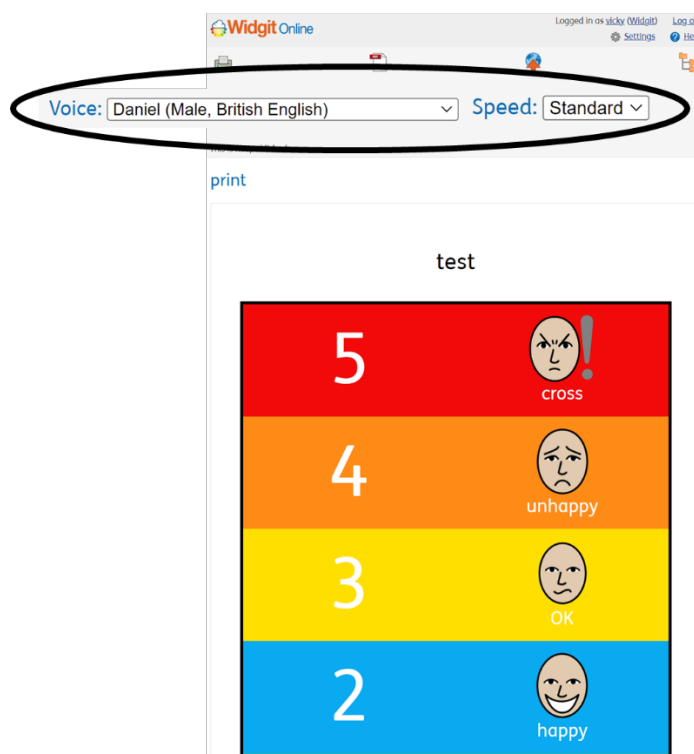
Method B:

For saved documents.

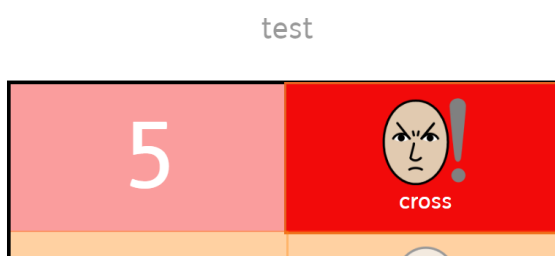
1. In the documents list click on the **View** button for the file you require.



2. You can view the document here. The **Voice** dropdown allows you to select the voice type and you can choose between a **Standard** or **Slow** speech speed.

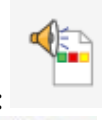



3. In a grid **double click** in a cell to hear the text read aloud.



4. In a document, with the cursor in position, either choose to speak a paragraph or speak the whole document. You can also repeat the speech or stop speaking.

Speak Paragraph: 

Speak Document: 

Repeat Speech: 

Stop Speaking: 