Instructions for adding Speak tool to Quick Access Toolbar:

1. Click the arrow in the Quick Access Toolbar.
2. Select More Commands



1. Click the Poplar Commands option.
2. Select All Commands from the commands list.



1. Select the Speak tool from the list.
2. Click the Add>> button
3. You should now see Speak in the Quick Access Toolbar list.
4. Click OK to complete the installation.



1. Highlight the text that needs to be read aloud.
2. Click the Speak icon in the toolbar to have the text read aloud.

