UVM Text-to-Speech Resources

Student Accessibility Services • The Universal Design Tech Lab • ebook@uvm.edu

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STUDENT ACCESSIBILITY SERVICES
THE UNIVERSITY OF VERMONT

ACROBAT ADOBE READER

1. Open PDF in Adobe Acrobat.
    a. Click here to download Adobe.
2. Click the **'Menu'** drop down list in the top left corner.
3. Select **'View'** > **'Read out loud'** > and then **'Activate Read Out Loud'**.
4. At the top of the tab you can control the speed, go back/forward, play/pause, and voice selection.
5. Link to video instructions: How to Listen to PDFs Being Read in Adobe Acrobat and Acrobat Reader

MAC BUILT-IN TEXT-TO-SPEECH

1. Choose Apple menu > **'System Settings'**, then click **'Accessibility'** in the sidebar.
2. Click **'Spoken Content'**.
3. Toggle on **'Speak selection'**.
4. To have your Mac start speaking, press the specified short cut.
    a. The default is '*Option-ESC*'. The controller should automatically pop up.
    b. If not, you can change the settings by clicking the icon next to 'Speak selection' > set 'Show controller' to **Automatically**.
5. Set preferences by clicking the icon next to 'Speak selection':
    a. Highlight content: chose to have words, sentences, or both highlighted as Mac speaks
        *   *Word color*: color for spoken words
        *   *Sentence color*: color for spoken sentences
        *   *Sentence style*: chose if spoken sentences are underlined or have background color
    b. Show controller: chose when to show the 'Speak selection' menu
        *   This can start and stop the text to speech, change speaking rate, and jump forward or back.
6. Link to directions: Have your Mac speak text that's on the screen - Apple Support (CA).

MORPHIC INSTALLATION GUIDE

1. Go to the Morphic Website.
2. On the top right-hand side, click on the **'Get Morphic Free'** button.
3. Installation:

Windows	Mac
a. If you have Windows, select **'Get Morphic for Windows'**. b. In your downloads, double click the **.msi** folder. c. Click the checkbox and then click **'Install'** > **'Yes'**. d. Once it finishes downloading, click **'Finish'**. e. Link to directions: [Download and Installation instructions for Morphic for Windows](#)	a. If you have an Apple product, select **'Get Morphic for macOS'**. b. In your downloads, double click the **.pkg** folder. c. Click **'Continue'** > **'Continue'** > **'Agree'** > then **'Install'**. d. Use Touch ID or password to grant permission. e. Click **'Close'** > then **'Move to Trash'**. f. In the menu bar, click **'Copy'** under the 'Snip' tool. g. From the pop-up, click **'Open System Preferences'**. h. On the lower left-hand, click the *padlock icon* and then use Touch ID or password to unlock. i. In the 'Accessibility' tab, scroll to find 'Morphic' and check the box next to it. j. Link to directions: [Download and Installation instructions for Morphic for macOS](#)

4. Online Video Tutorials: [Read Selected Tutorial](#)
5. Need further assistance? Contact support@morphic.org.

READ&WRITE INSTALLATION GUIDE

1. Go to Read&Write Software Downloads.
2. Installation:

Windows	Mac
a. Under 'Read&Write for Windows – USA', click **'Read&Write for Windows (MSI) – Group/Unlimited License'**. b. In File Explorer, right-click on the zipped folder and **'Extract All…'**. c. In the unzipped folder, click on **'Read&Write',** then **'Install'**. d. Open Read&Write app and click the purple puzzle piece to launch log-in site. e. Select **'Sign in with Microsoft'**, use your NetID@uvm.edu and select **'Next'**. (*You will be redirected to UVM's login page*). f. Login with your UVM NetID and password.	a. Under 'Read&Write for Mac – group or unlimited license', click **'Read&Write for Mac PKG'**. b. Open the **readwrite.pkg** file. c. Click **'Continue'** > **'Agree'** > then **'Install'**. d. Enter your computer password then **'Install Software'**. e. In the browser pop-up, click **'Sign in with Microsoft'**, use your NetID@uvm.edu and select **'Next'**. (*You will be redirected to UVM's login page*). f. Login with your UVM NetID and password.

3. Link to instructions on features: Read&Write Feature Tour

WINDOWS READ ALOUD: MICROSOFT WORD

1. In Microsoft Word, place your cursor where you want Read Aloud to begin.
2. Select **'Review'** > then **'Read Aloud'**.
3. In the upper right corner, you can go back/forward, play/pause, and set your preferences:
    a. Select the Settings icon to adjust the reading speed and voice selection.
4. Link to directions: Listen to your Word documents with Read Aloud.

WINDOWS READ ALOUD: OUTLOOK MAIL

1. In Outlook (New or Web versions), select **'View'** > then **'Immersive reader'**.
2. Press the **play** button at the bottom of the screen.
3. Select the **settings** icon to control voice speed and voice selection.
4. Link to directions: Listen to your Outlook email messages

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