



Notre Dame Catholic College 'Speak' User guide PowerPoint

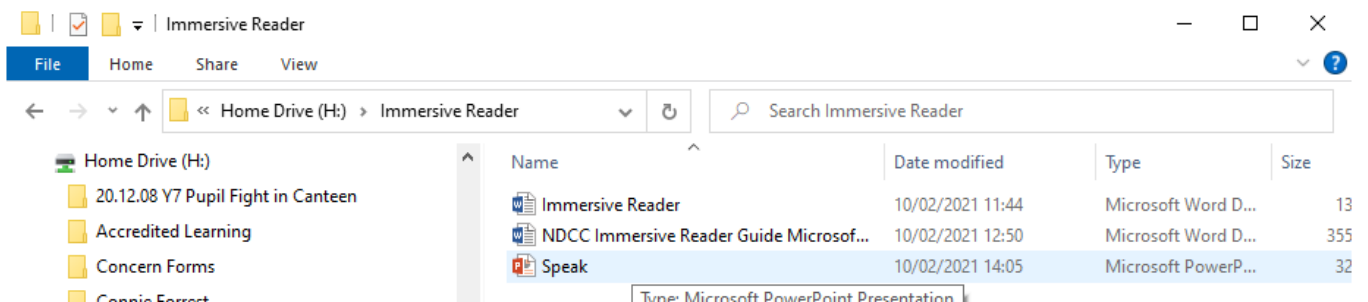


Notre Dame Catholic College 'Speak' User guide for PowerPoint

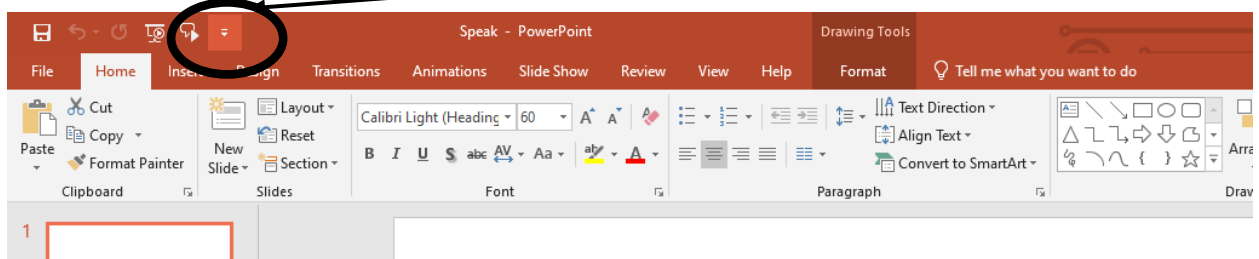
Speak is a tool to support people who can struggle to read or have a diagnosis of dyslexia or dyslexic tendencies. If it is switched on then it will read an entire document aloud and save the stress and anxiety caused by being unable to read.

This guide will go through how to use 'Speak' in Microsoft PowerPoint.

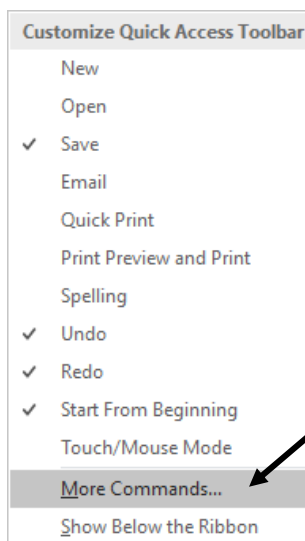
- 1) When you open a document in Microsoft PowerPoint, do so as you would normally do by double clicking on the document or by opening it in PowerPoint itself.



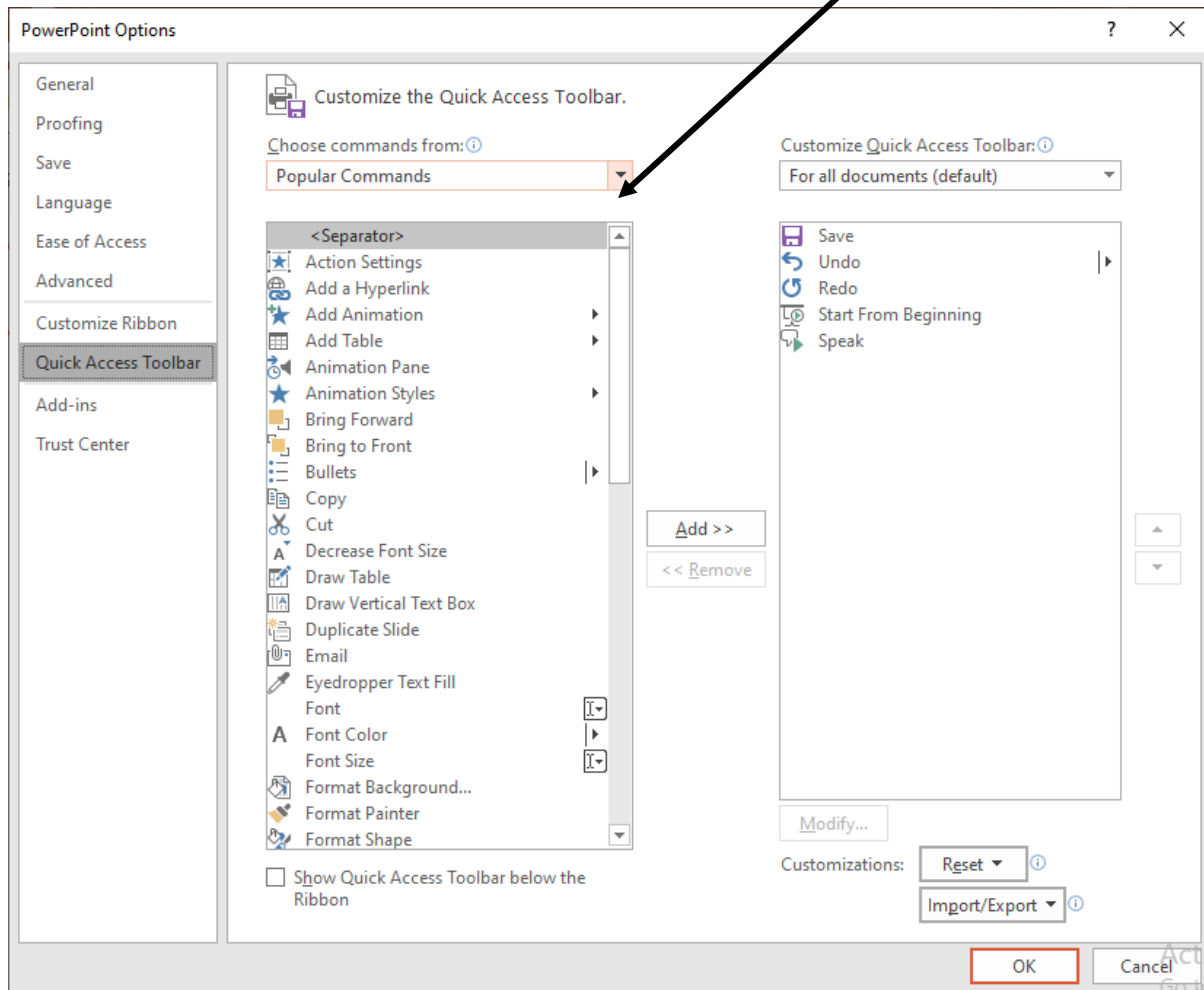
- 2) When the document is open, you will need to go into the **Quick Access Toolbar**.



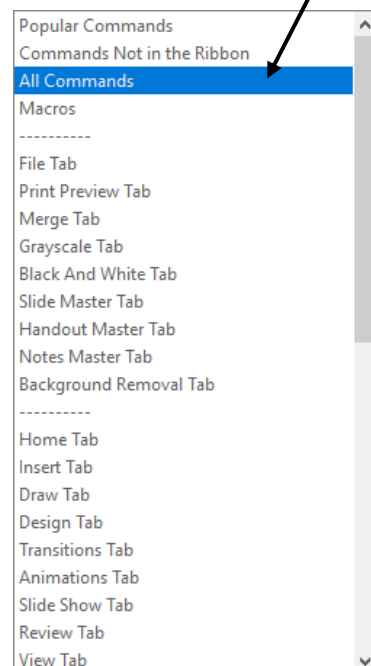
- 3) When you click on this button it will bring up the following list, click on the **'More Commands'** button here.



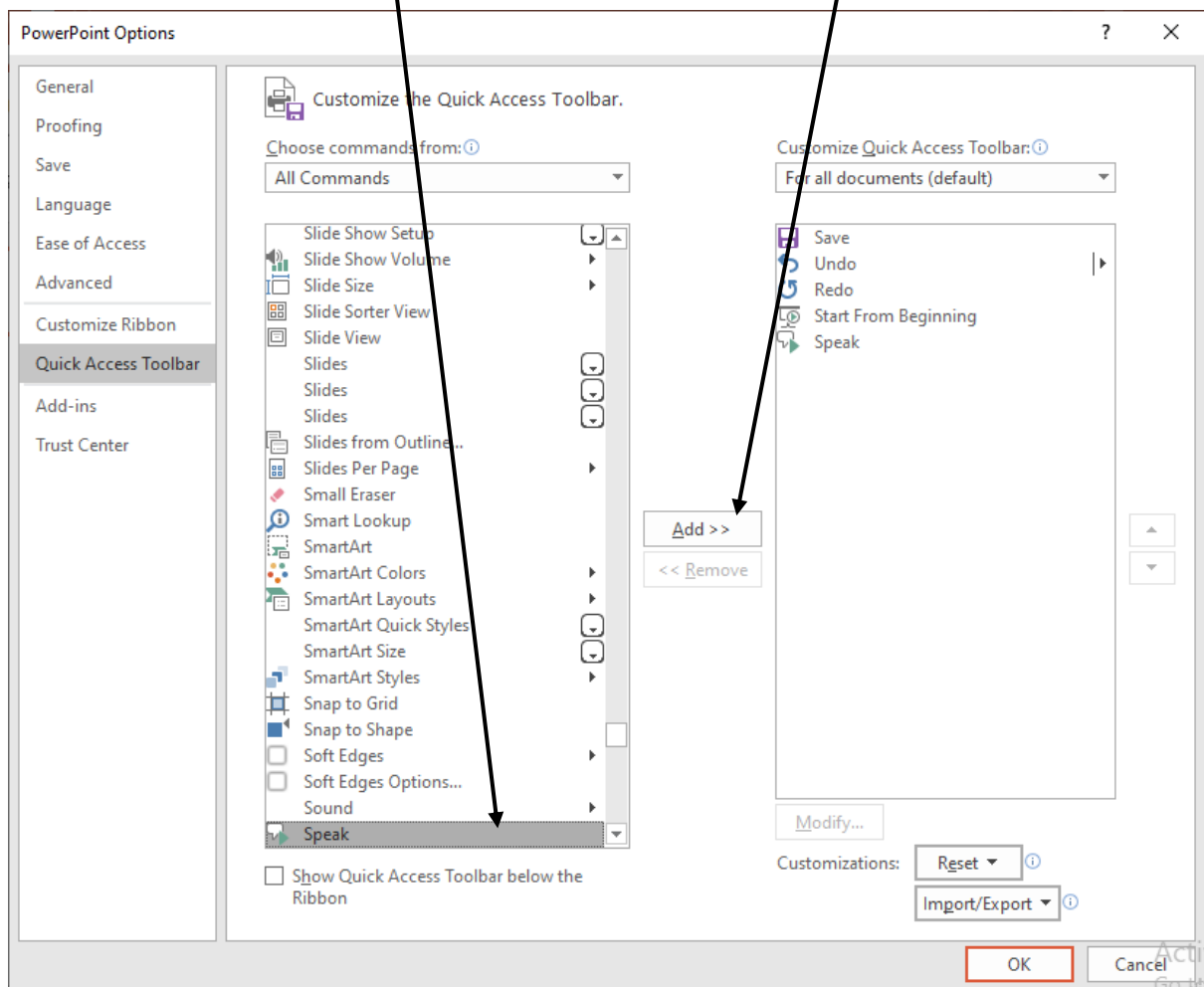
4) Go to the Choose Commands from option and where it says **Popular Commands** click on it.



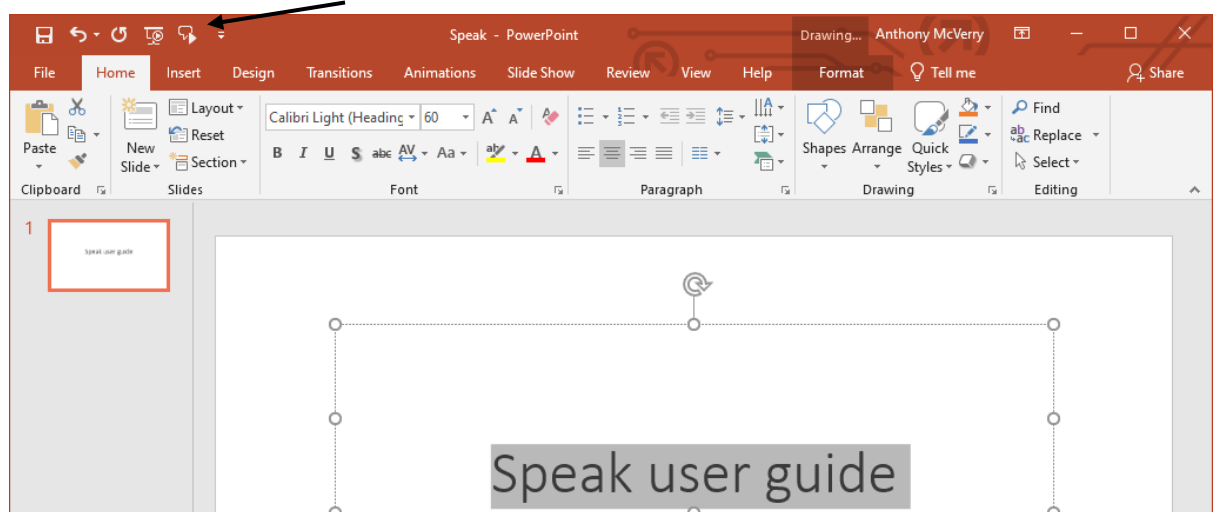
5) Go down the selection bar and click on **All Commands**



6) Scroll down and find '**Speak**' and click on it and then click on '**add**' and then click on '**ok**'



7) Do not click slide show and leave the PowerPoint as it is. Highlight the text on the slide and then click on the **Speak** button on the tool bar and it will say the highlighted text.



If you need any further support please contact Mr. McVerry by sending him a message on Classcharts or by sending him an email (amcverry@notredame.liverpool.sch.uk)