

Elimj Consulting Presents

Mac Auto Reader Guide

How to Make Your Mac Read Text Aloud, A Simple Setup for Students & Professionals

Why Use This?

Whether you're a student, creative, or professional, enabling your Mac to read text aloud can boost comprehension, productivity, and accessibility. This guide shows you how to activate and use the **text-to-speech** and **auto reader features** in minutes.

Option 1: Speak Selected Text

Best For: Reading documents, articles, or any selected text.

How to Set It Up:

1. Open **System Settings** (or **System Preferences**).
2. Go to **Accessibility > Spoken Content**.
3. Turn ON “**Speak selection**”.
4. Choose your preferred **Voice** and **Speaking Rate**.
5. Set a Shortcut (default is **Option + Esc**).

To Use:

- Highlight any text.
- Press your shortcut.
- The Mac will read it aloud!

Option 2: VoiceOver (Full Auto Reader)

Best For: Full-screen reading, accessibility navigation.

To Turn It On:

- Go to **System Settings > Accessibility > VoiceOver**, then toggle it ON.
- OR press **Command + F5**.

Quick Tip:

- Use **Control + Option + Arrow Keys** to move around your screen as it reads everything out loud.

Option 3: Automator – Create a Quick Action

Best For: Reading long text automatically with a custom shortcut.

Steps:

1. Open the **Automator** app.
2. Select **New Document > Quick Action**.
3. Set: “Workflow receives current **text** in **any application**.”
4. Add “**Speak Text**” from the Library.
5. Save your action (e.g., “Read Aloud”).

Now when you right-click selected text, you can trigger your action easily.

Bonus: Customize the Voice

- Go to **System Settings > Accessibility > Spoken Content > Voice**.
- Choose natural voices like “Siri” or download additional voices and languages.

Empowerment Tip:

Use this tool for:

- Reading your own writing aloud to catch mistakes.
- Listening while multitasking.
- Enhancing comprehension through auditory learning.

Curated for You by Elizabeth Morley

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Windows Auto Reader Guide

How to Make Your PC Read Text Aloud – A Simple Setup for Students & Professionals

Why Use This?

Turning on text-to-speech on your Windows PC can boost focus, support revision, improve accessibility, and make multitasking easier. This guide walks you through enabling built-in tools like **Narrator** and **Read Aloud**.

Option 1: Use Windows Narrator

Best For: Reading everything on the screen, from system messages to documents.

To Turn It On:

1. Press **Windows + Ctrl + Enter** to launch **Narrator**.
2. Or go to:
Settings > Accessibility > Narrator, and toggle it **ON**.

Customise:

- Choose a voice: **Settings > Narrator > Choose a voice**.
- Adjust speed, pitch, and verbosity to your preference.

Quick Tip:

- Use **Narrator + Arrow keys** to navigate.
- To stop reading, press **Ctrl**.

Option 2: Use 'Read Aloud' in Microsoft Word or Edge

Best For: Reading documents, PDFs, or web articles.

In Microsoft Word:

1. Open any document.
2. Go to **Review > Read Aloud**.
3. Use on-screen controls to pause, skip, and change voice/speed.

In Microsoft Edge Browser:

1. Open a web page or PDF.
2. Click the **Read Aloud** icon (book with speaker).
3. Or right-click on text and select **Read Aloud**.

Option 3: Use 'Speech' in Windows Settings

Best For: General text-to-speech functionality in any app.

How to Set It Up:

1. Go to **Settings > Time & Language > Speech**.
2. Choose your **voice**, **speech language**, and enable the **text-to-speech** engine.
3. Use **third-party tools** like **Balabolka** (free) for additional control.

Bonus: Add More Voices

- Visit: **Settings > Accessibility > Narrator > Add voices**
- Choose natural-sounding voices or additional languages to suit your needs.

Empowerment Tip:

Use these tools for:

- Listening to assignments or emails.
- Editing your own writing by hearing it aloud.
- Boosting comprehension with dual reading + listening.

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