









Follow the instructions below to turn on the text to speech feature on your Chromebook.

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. Select Accessibility
4. Select Text to Speech
5. Text-to-speech: Turn on Select-to-speak.

### Select and hear text

1. To select what text you'd like to hear:  
Press and hold the Search key  and click a line of text.  
Press and hold the Search key  and drag the pointer over an area of the screen.  
Highlight the text and press the Search key  + s.  
At the bottom right, near the time, select Select-to-speak . Then select a line of text or drag the pointer over an area of the screen.  
On a touchscreen: At the bottom right, near the time, tap Select-to-speak . Then tap a line of text or drag your finger over an area of the screen.
2. Your Chromebook will read the section aloud and each word will be highlighted.
3. To stop Select-to-speak while it's reading, press Ctrl or the Search key .  
You can also select Stop .



Click this link for step by step visual instructions.

<https://partnerdash.google.com/apps/simulator/chromebook#turn-on-select-to-speak?l=en>

**Follow the instruction below for dictation.**

**(you talk and the computer will type it)**

You can speak to enter text in most places where you usually type. You can even add common punctuation marks by saying "comma," "period," "question mark," "exclamation mark," or "exclamation point."

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. Select Accessibility
4. Choose Keyboard and text input
5. Turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak , or press Search + d.
8. Say what you want to type.