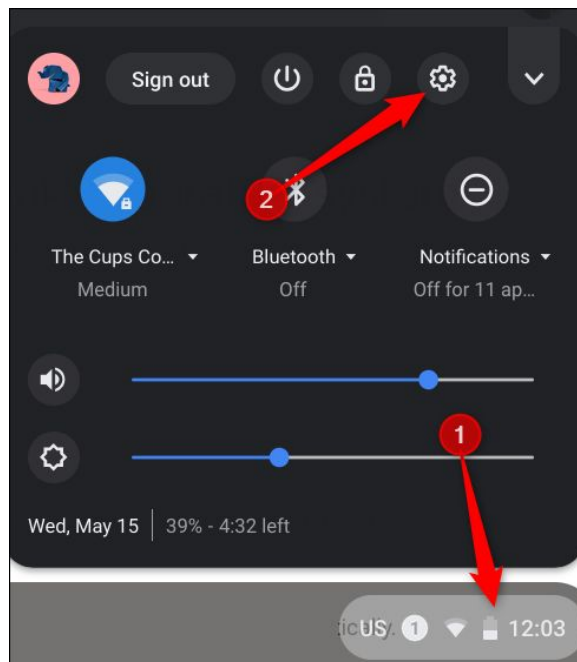# Choose Text to Have Read Aloud with Select-to-Speak
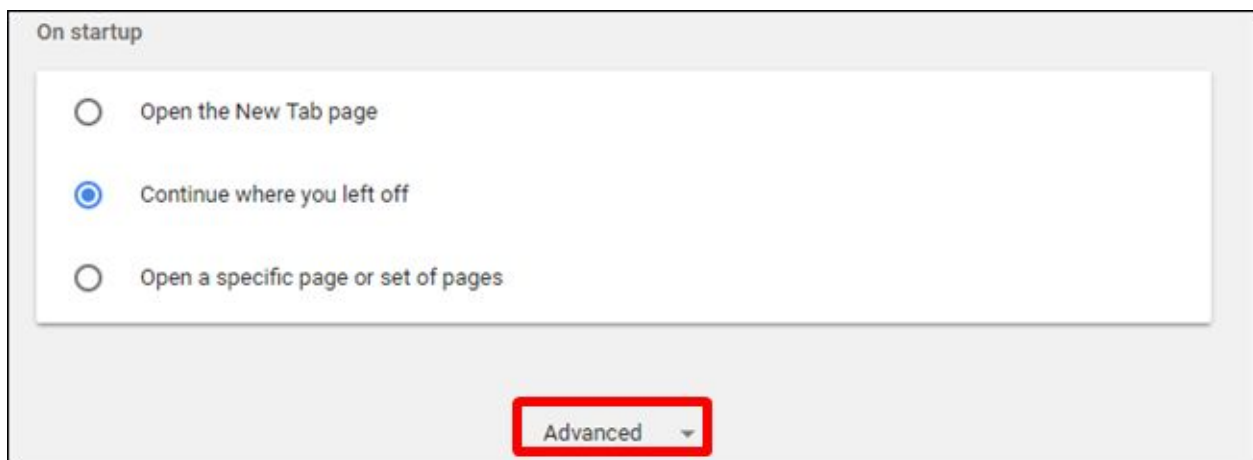
Select-to-Speak **only** reads text that <u>you select</u>.

The easiest way to enable/disable each accessibility feature without having to open up the Settings app each time is directly from the system menu. This is off by default, so you'll need to toggle it on first.
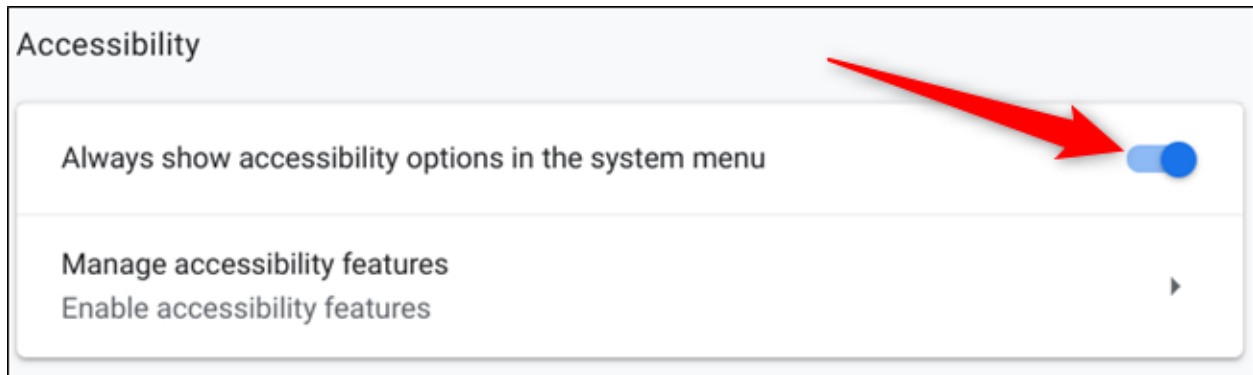
1. Make sure you are signed into the Google Account you use with your Chromebook.
2. Click on the clock to open the system menu and notification tray; then click on the Settings icon.
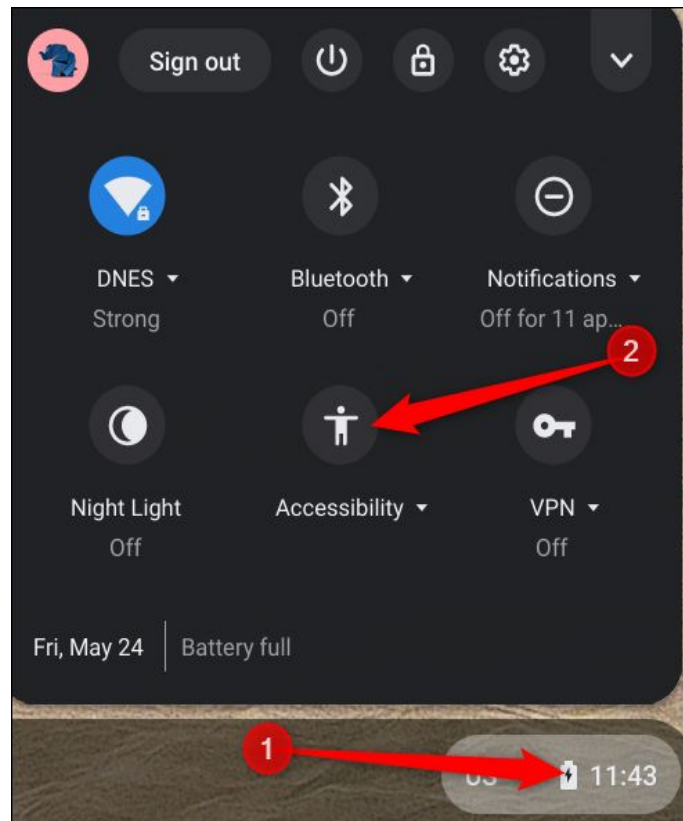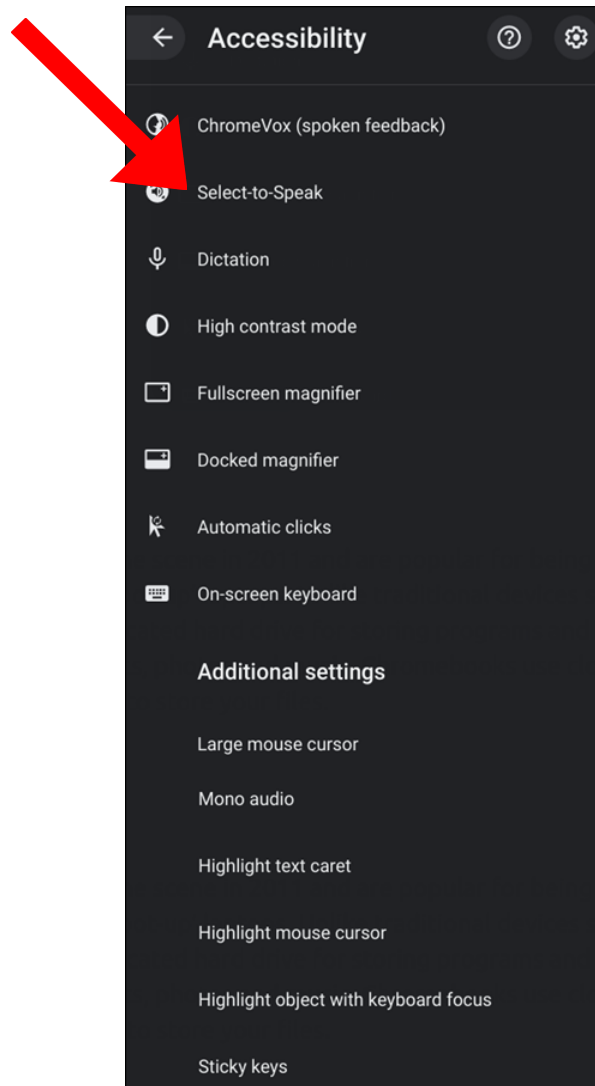

3. Scroll to the bottom and click "Advanced."

4. Scroll a little bit further until you see the Accessibility section, and then toggle "Always show accessibility option in the system menu" to the On position. Then click outside the box to exit out.

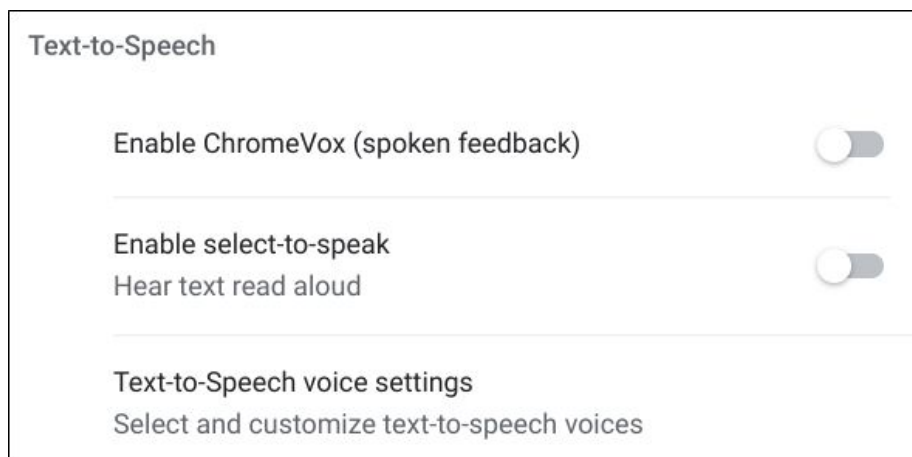

5. Click on the clock to open the system menu and notification tray; then click on the Accessibility icon to open the expanded view.

6. Click on the "Select-to-Speak" option.

7. This will show the Chromebook's Text-to-Speech options. Toggle "Enable select-to-speak" on.

8. The Select-to-Speak icon appears next to the system tray in the taskbar.

9. Once enabled, Select-to-Speak offers a few ways to select which text you want to hear:

Using the KEYBOARD
1. Press and hold the Search key + select a line of text.
2. Press and hold the Search key + drag the pointer over an area of the screen.
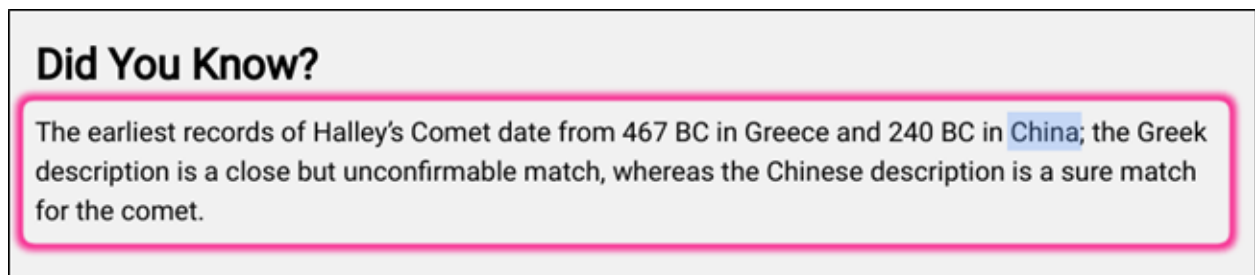3. Highlight the text and press Search+S.

Using the MOUSE or TOUCHPAD:
1. Select the Select-to-speak icon from the taskbar.
2. Select a line of text or drag the pointer over an area of the screen.

Using the TOUCHSCREEN:
1. Tap Select-to-speak.
2. Tap a line of text OR drag your finger over an area of the screen.

Select-to-Speak surrounds the selected text in a pink border and highlights the word currently being read so that you can follow along easily with the voice.

Did You Know?

The earliest records of Halley's Comet date from 467 BC in Greece and 240 BC in China; the Greek description is a close but unconfirmable match, whereas the Chinese description is a sure match for the comet.

6. You can stop Select-to-Speak at any time while it's reading by pressing either the Search key or Ctrl. key.