Accessibility Help Guide

Using Adobe Acrobat PDF Text to Speech

What it does:

Read text out loud, 'Auto scroll' and reflow text to fit the screen.

Many documents online are in PDF format and Word documents and RTF can be saved as PDFs. PDFs can be made very accessible for navigating by using headings and tags.

By opening them in the free Adobe Reader software you can get most documents to read out loud with a few easy steps from the View menu or with keyboard commands.

What it helps with:

Text to speech can be used to support learners who struggle with print based information. This might include learners with specific learning difficulties like dyslexia or learners for whom English represents a second or third language.

What it works with:

Any platform with software that can read PDFs.

Time commitment:

Many documents online are in PDF format, if you open these in the free Adobe Reader software you can get most to read out loud instantly from the View menu.

It takes less than 5 minutes to set up but to make best use of PDF Read Out Loud you have to create accessible source documents that make use of headings for navigation and easy reading.

How to enable text to speech:

Text to speech is enabled via the View menu and then choosing the option Read Out Loud. You can also choose from other preferences such as reading speed in the Options menu.