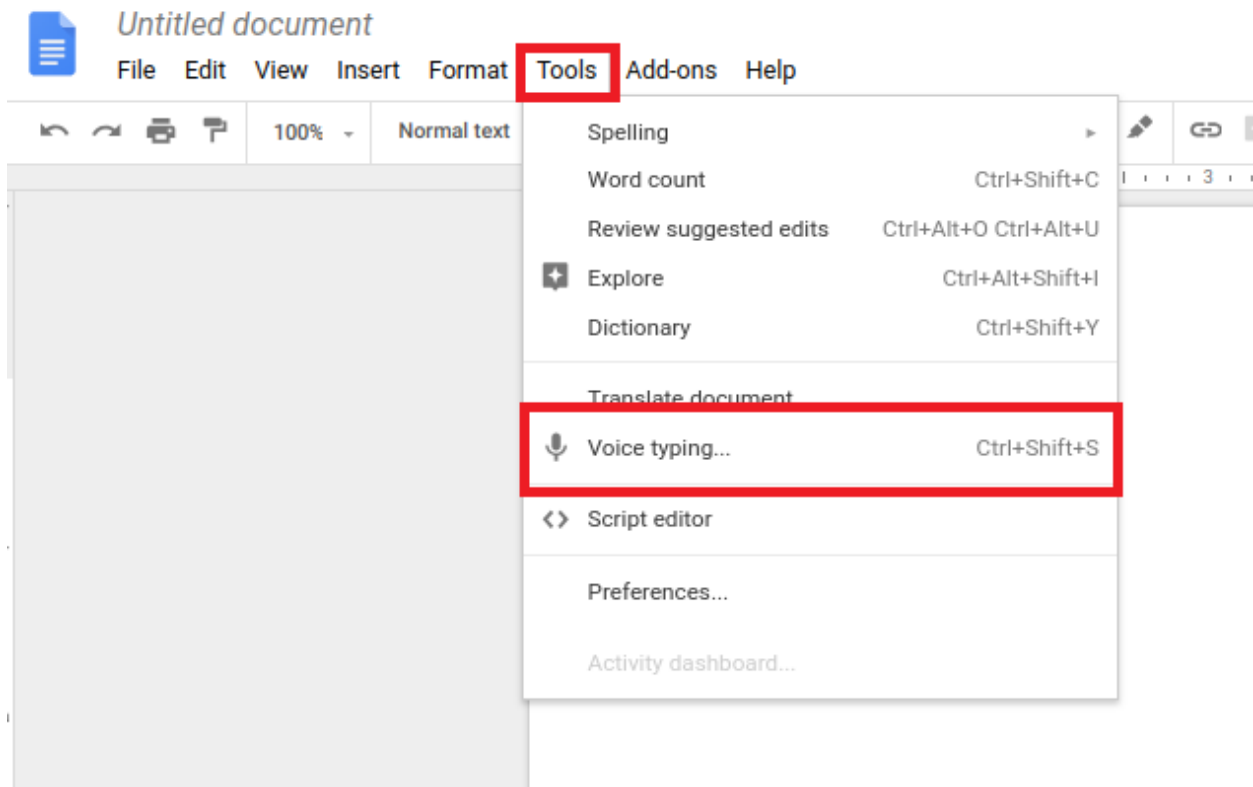
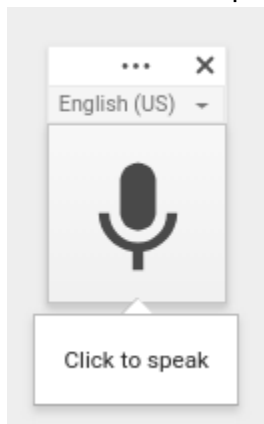


## Enabling Voice to Text in Google Docs

1. Go to Tools, then select Voice Typing

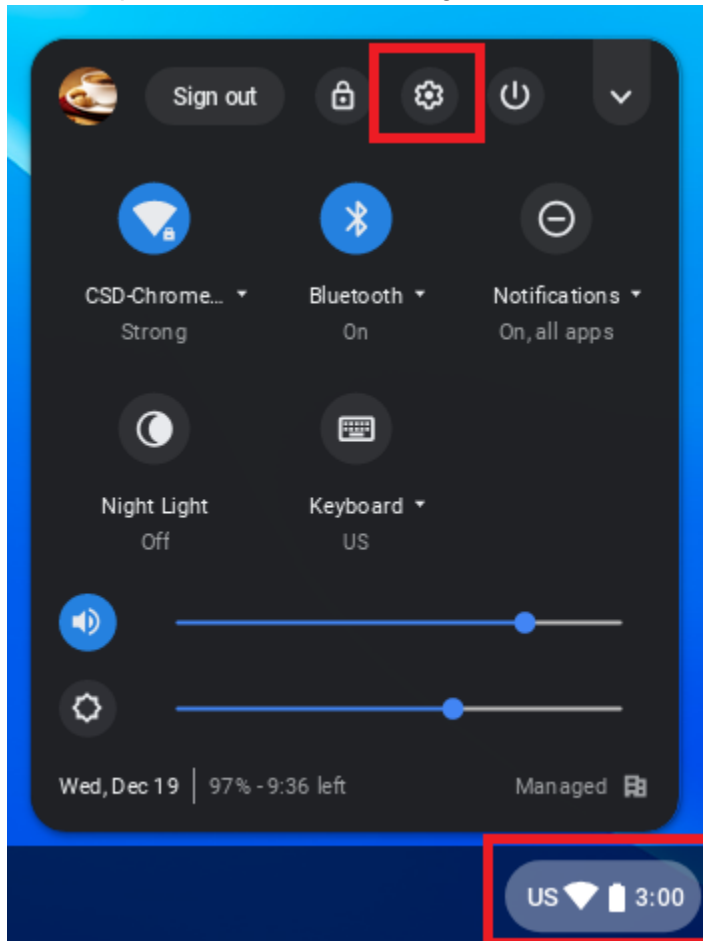


2. Click the microphone to begin capturing your voice and have it type.

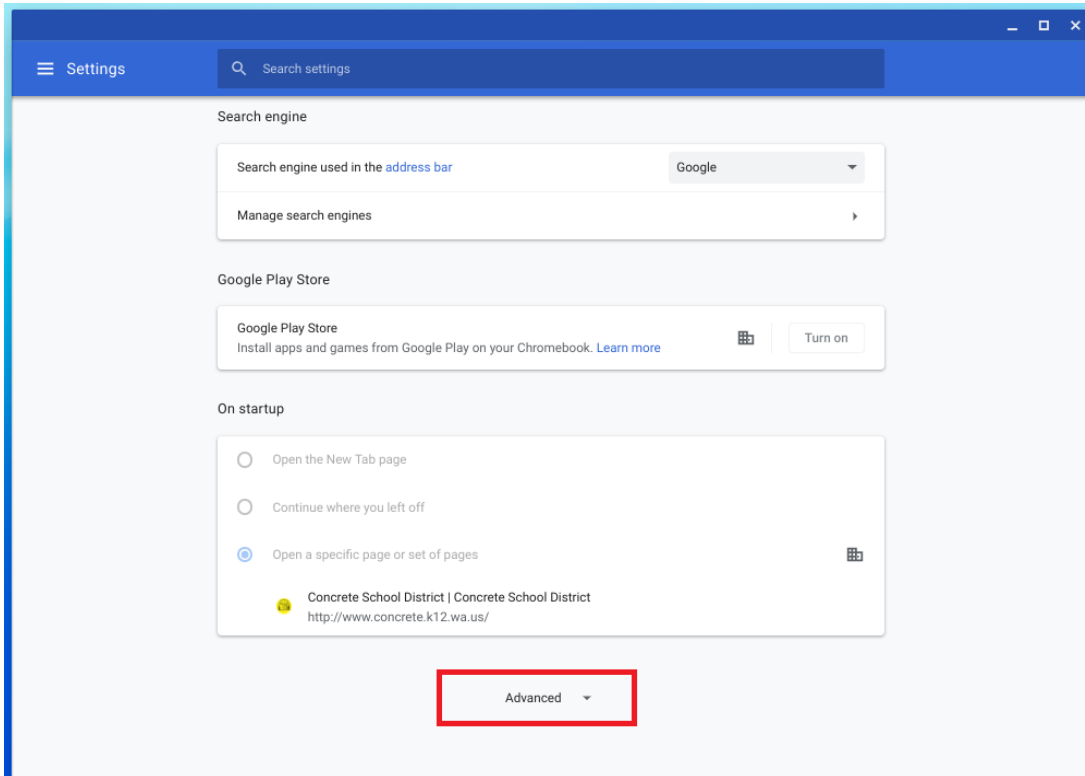


## Enabling Text to Speech in Chrome OS

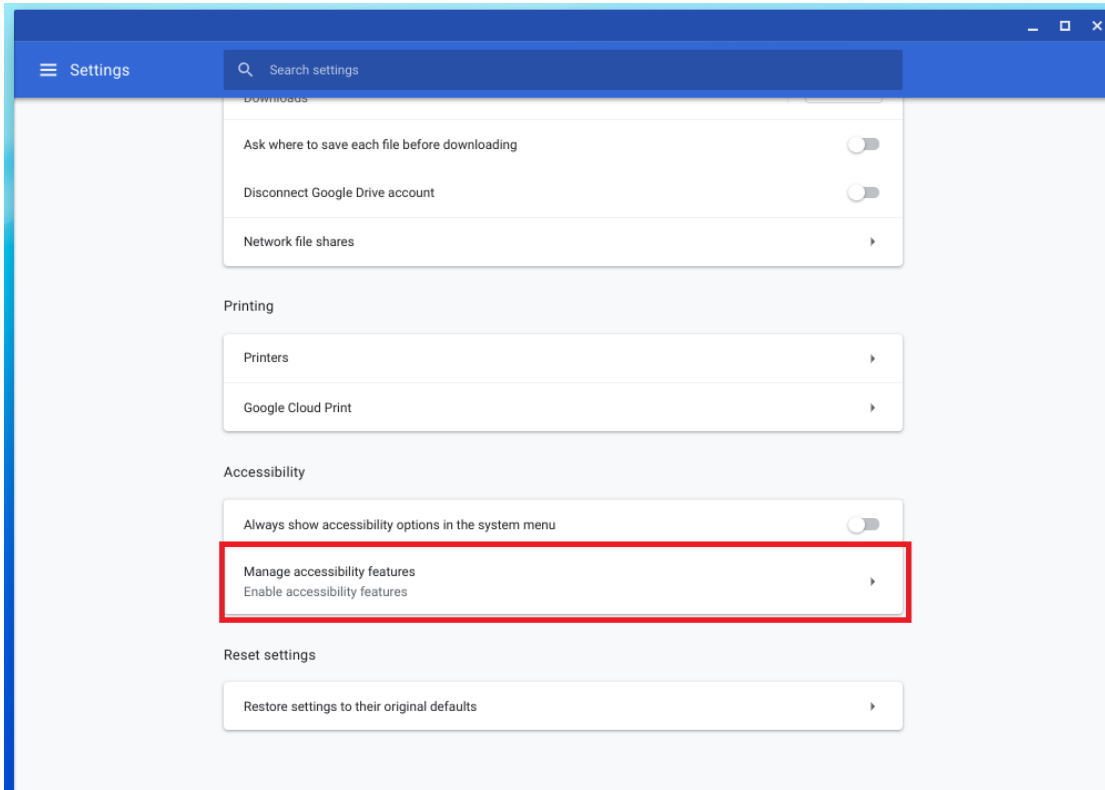
1. Click the menu button in the bottom right of the screen then select the Gear Icon to bring up the Chromebook settings.



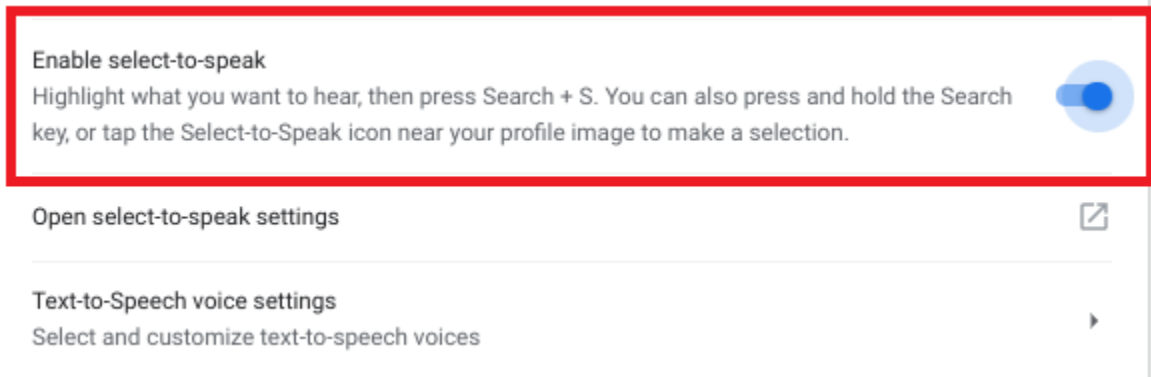
2. Scroll down and click the Advanced settings button.



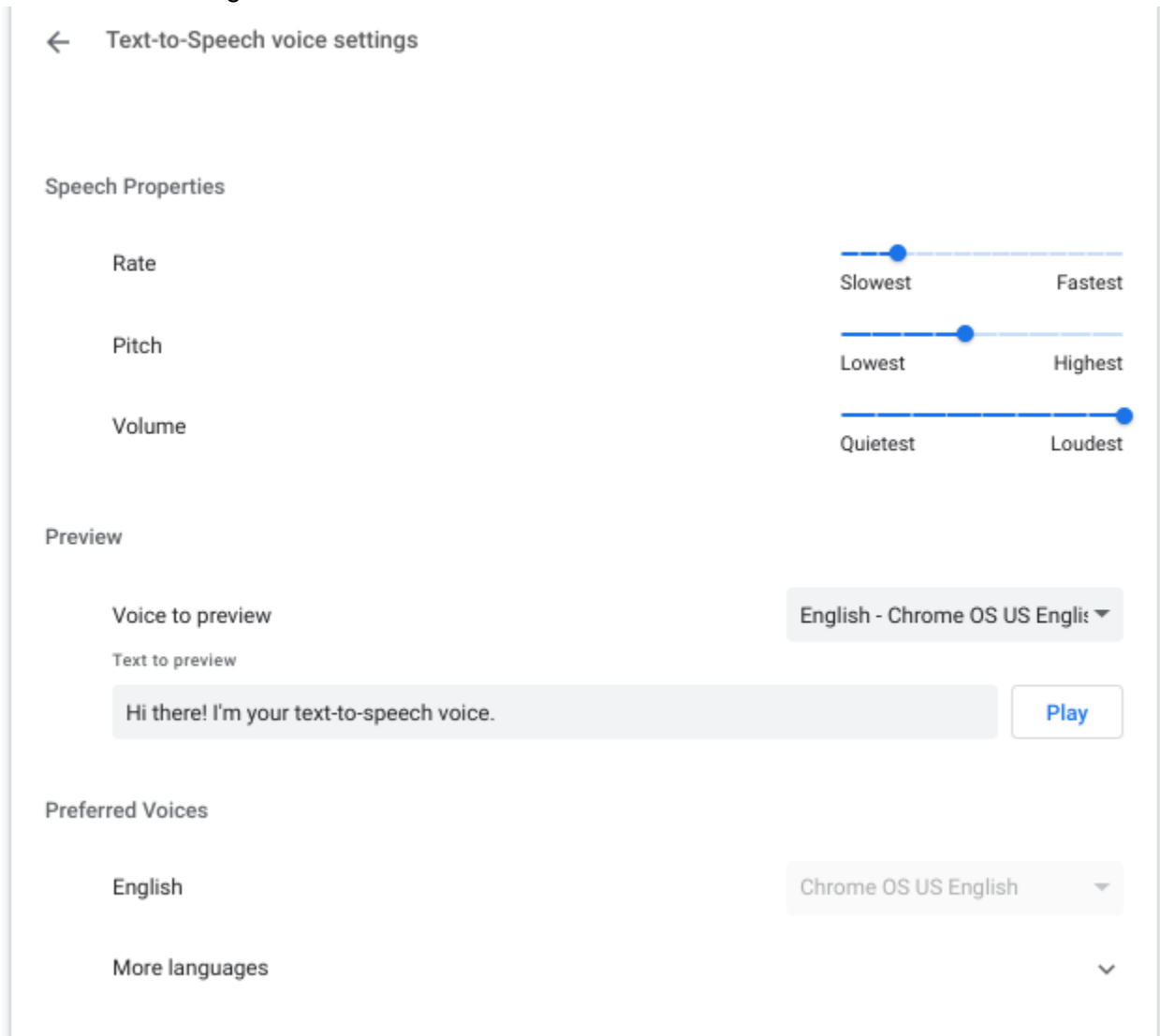
3. Scroll down again and find the Accessibility area, then select Manage Accessibility Features



#### 4. Select the enable switch to turn on Select-To-Speak



#### 5. You can select the “Open select-to-speak settings” to make changes in the speed and pitch of the voice reading the text.



6. Highlight the Text you would like to have read to you. While holding down the Search key press the S key to have the highlighted text spoken to you.

