# How to Use the Audio Feature of Adobe Reader

The audio feature of Adobe Reader works for version 6 and later. If you have a version earlier than 6, you will need to update your software before you can use the audio feature. You can download a free update at Adobe Reader. Adobe Reader will only read documents in PDF format, usually created using Adobe Acrobat.

These instructions may vary with different computer configurations. If you have difficulty, call the Alternate Format department of Disability Resources at 541/463-3323.

To Activate Audio
1. Click File in the top menu bar.
2. Click Open from the drop-down menu.
3. Select the file you want to open. Your document will appear on the page.
4. Click View in the top menu bar. (See figure)
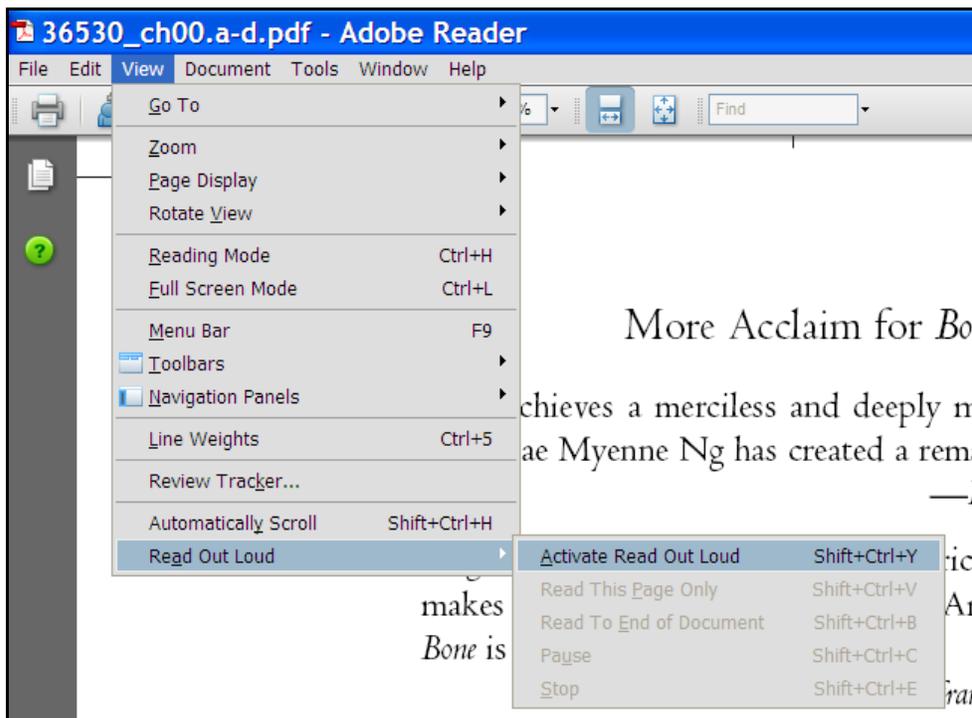
5. Click Read Out Loud.
6. Click Activate Read Out Loud.
7. Click View, then Read Out Loud again. Select "Read This Page Only" or "Read to End of Document". Adobe Reader will read the document.
8. To change the voice reading the document, see the **To Change the Voice** at the end of these instructions.
9. To pause or stop reading, click View, then "Read Out Loud" and select Pause or Stop

To Enlarge Text
1. Follow the above procedure to open a file.
2. The plus sign and minus signs in the second menu bar are Zoom tools.
3. Click the plus sign to enlarge the text. Keep clicking until the text is the desired size. To return the text to its original size, click the minus sign until the text is the original size.

To Copy and Paste
1. Highlight the text you want to copy. (To highlight text, click the beginning of the text. Hold down the mouse button while you drag the mouse to the end of the desired text. Then release the mouse button.)
2. Right click and select Copy. Go to the document you want to paste into. Click the place where you want to paste the text. Right click and click Paste.

To Add Different Voices to your Computer
Windows XP comes with a free voice, Microsoft Sam. Other operating systems may include other voices. If you want to add voices, go to Free Text-to-Speech Voices and follow the directions to download voices.

Another option is to purchase Natural Reader software. The free version does not come with voices, but the purchased version does. For more information about Natural Reader, see How to Use Natural Reader.

To Change the Voice or the Speed of the Voice
1. Click Edit in the top menu bar.
2. Click Preferences at the bottom of the drop-down menu.
3. Select Reading in the list on the left side of the screen. (See the figure.)
4. In the Read Out Loud Options section, click the down arrow next to the box marked Voice. Select the voice you would like to use. Click OK. Mary or Mike is recommended.
5. You can change the speed, pitch, and volume from the Preferences Reading Menu in the Read Aloud Now Options box. Pitch and Volume adjustments are labeled as such. Speed is labeled Words per Minute.
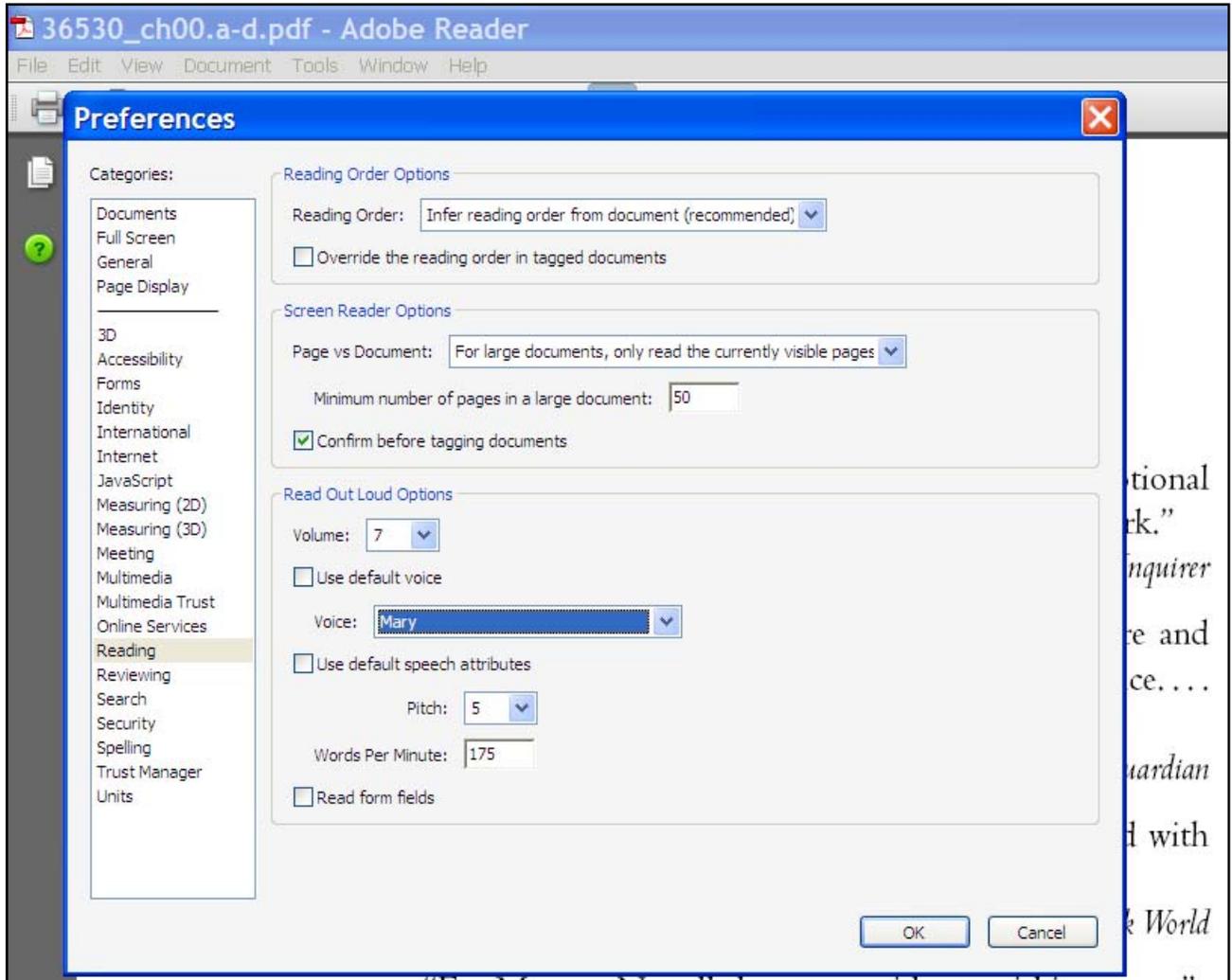
Keyboard Commands

Here are shortcut key combinations for some of the commands described in this document.

- Activate "Read Out Loud" - Control+Shift+Y
- Read the current page - Control+Shift+V
- Read to the end of the document - Control+Shift+B
- Pause - Control+Shift+C
- Stop - Control+Shift+E