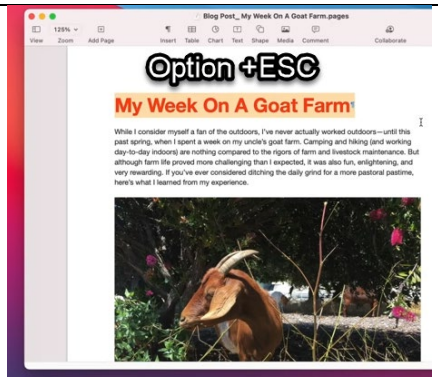
Text to Speech in Mac

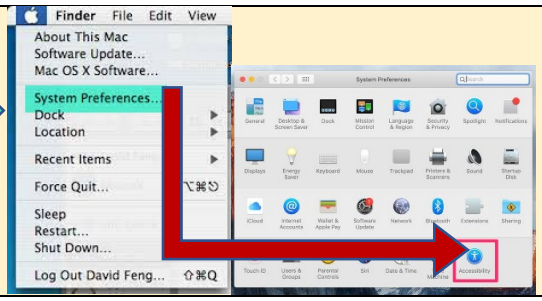
Read Aloud

1. Select the Text you wish to read aloud
   Cmd+A to Select All Text
2. Hit the Shortcut Key
   Option +Esc
3. Mac begins to read aloud



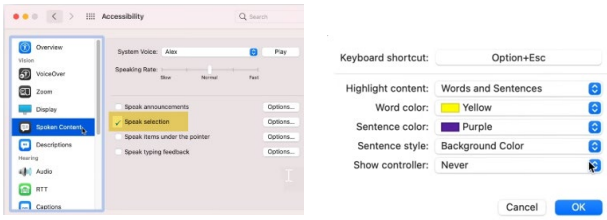
Set Up or Change Voice Settings

4. Go to System Preferences in the Apple Menu
5. Select Accessibility



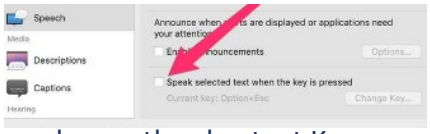
Big Sur OS

6. Select “Spoken Content” in Big Sur
7. Check “Speak Selection” & then click Options to the right of it.
8. Remember or change the shortcut Key
   (usually Option+Esc) & choose settings for which colors are highlighted as Mac reads aloud.

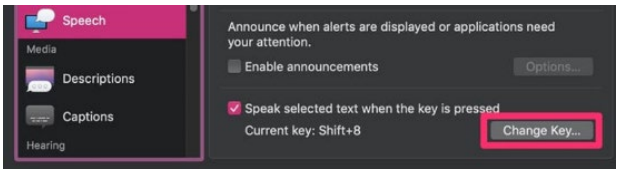


Previous OS

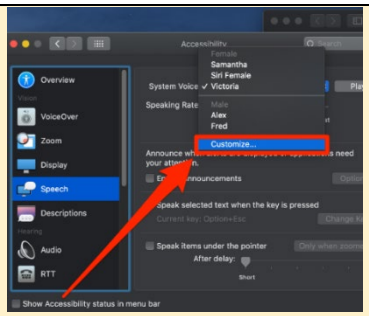
3. Select “Speech” in the left sidebar
4. Check “Speak selected text when the key is pressed”



5. Remember or change the shortcut Key
   (usually Option+Esc)



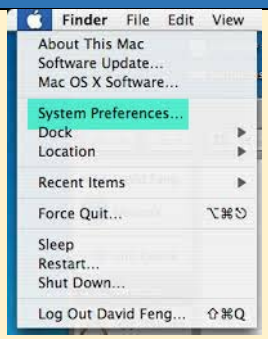
9. Choose or customize the system voice: Select Allison or Serena if available
10. Adjust speaking rate if desired



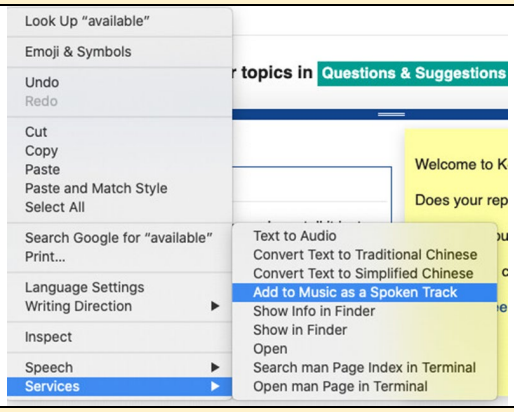
To Convert Readings into an Audio File (MP3)

1. Select a Passage of Text
   Or Cmd+A to Select All Text

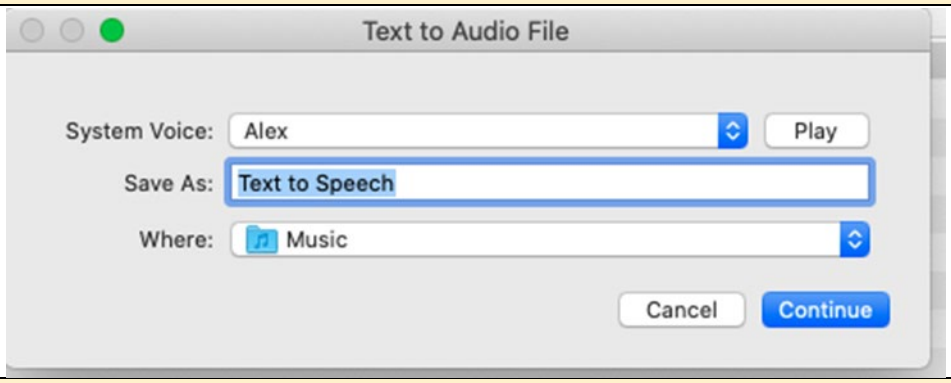
2. Go to System Preferences
   in the Apple Menu



3. Select Services
4. "Add to Music as a Spoken Track"



5. Choose the System Voice for the track
   Select Allison or Serena if available (until a newer voice becomes available)
6. Save As Text to Speech in the Music library



7. Find the file inside your Music Library
8. If it is too fast or slow, change the voice speed in the accessibility settings (See image on Page 1), and re-trace the steps above and save again.