

TEXT TO SPEECH

from Microsoft Help and Support

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Open Speech in Control Panel.

On the **Text-to-Speech** tab, click **Preview Voice** to hear the currently selected voice; the text will be spoken, highlighting the words as they are spoken. If the speakers are working properly, you will hear the spoken words. If no sound is heard after connecting the speakers, See *Possible Text-to-Speech Problems* for troubleshooting procedures.

To determine the selected text-to-speech voice

1. Open **Speech** in Control Panel.
2. On the **Text-to-Speech** tab, the displayed name in the Voice selection drop-down list box is the current active voice.
3. Click **Preview Voice** to hear the active voice; the text will be spoken, highlighting the words as they are spoken.

To preview the text-to-speech voice

1. Open **Speech** in Control Panel.
2. On the **Text-to-Speech** tab, the displayed name in the Voice selection drop-down list box is the active voice.
3. Click **Preview Voice** to hear the currently selected voice; the text will be spoken, highlighting the words as they are spoken. During playback, **Preview Voice** will change to **Stop**. Click **Stop** to interrupt the voice playback. You can change the text to be read by the **Preview Voice** by highlighting the text and typing in new text. These changes are not permanent and when you reopen Speech properties or select a different voice, the text will reset to the default. To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

To change the text-to-speech voice or engine

1. Open **Speech** in Control Panel.
2. On the **Text-to-Speech** tab, the name displayed in the Voice selection drop-down list box is the active voice.
3. Click the active voice inside the drop-down list box, or use the arrow to display a list of available voices.
4. Click a new voice to select it.
5. The newly selected voice will speak using the text in **Preview Voice** box.
6. Click **OK** or **Apply** to accept the new voice.

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- A text-to-speech voice is closely associated with a particular engine. It may not be clear from the displayed name which language a voice is using. After selecting an engine or voice, test the voice and language by clicking **Preview Voice**.
- The language or voices supported by an engine may not be obvious by the engine's displayed name. Refer to the specific user's guide for detailed information about the engine. This includes not only the language supported, but also the lexicon purpose. The lexicon purpose indicates whether it is a general grammar or jargon specific to a profession such as legal or medical.
- To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

To change the text-to-speech voice rate

1. Open **Speech** in Control Panel.
 2. Select the **Text-to-Speech** tab.
 3. Move the **Voice speed** slider to change the rate of the text-to-speech voice. By default, it is set to normal.
 4. Click **Preview Voice** to hear the currently selected voice at the new rate; the text will be spoken, highlighting the words as they are spoken.
- To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

To change the text-to-speech volume

To adjust the volume output levels, follow the procedure below. However, not all devices support this option in the same way. Some devices will not support volume control and the **Volume** button will be unavailable. Other devices may use their own display. In those cases, follow the instructions presented on the screen or documented separately with the engine.

1. Open **Speech** in Control Panel.
 2. On the **Text-to-Speech** tab, click **Audio Output**, and then click **Volume**.
 3. A volume control mixer will be displayed. Adjust the appropriate device to the required level.
- To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

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To set up speaker options

The audio output line may be selected. By default, this option is disabled. However, other speech engines may include advanced properties for audio line out options. If so, **Audio Output** will be available. Follow instructions on the screen or those documented separately for the specific engine.

1. Open **Speech** in Control Panel.
 2. On the **Text-to-Speech** tab, click **Audio Output**.
 3. Follow instructions presented on the screen.
- To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

To select an audio output device

1. Open **Speech** in Control Panel.
2. On the **Text-to-Speech** tab, click **Audio Output**.
3. Select either **Use preferred audio output device** or **Use this audio output device**.

Use preferred audio device sets the output device as the default for the system. Select this option if you want to use the same output device for speech as all other sound for the system. It is also the default option for Speech properties. Often, computers will have only one output device, such as a pair of speakers. The default device is designated in the appropriate sounds or multimedia properties in Control Panel for each operating system. Additional information for the specific panel is available through the associated Help files.

Use this audio output device allows you to select another device for speech applications only. The drop-down list box is active if other devices are available. From this drop-down list, select the device you want. This does not change the default device for other audio applications. For example, you may want all speech output to go through your headset rather than the speakers.

- To open a Control Panel item, click **Start**, point to **Settings**, click **Control Panel**, and then double-click the appropriate icon.

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