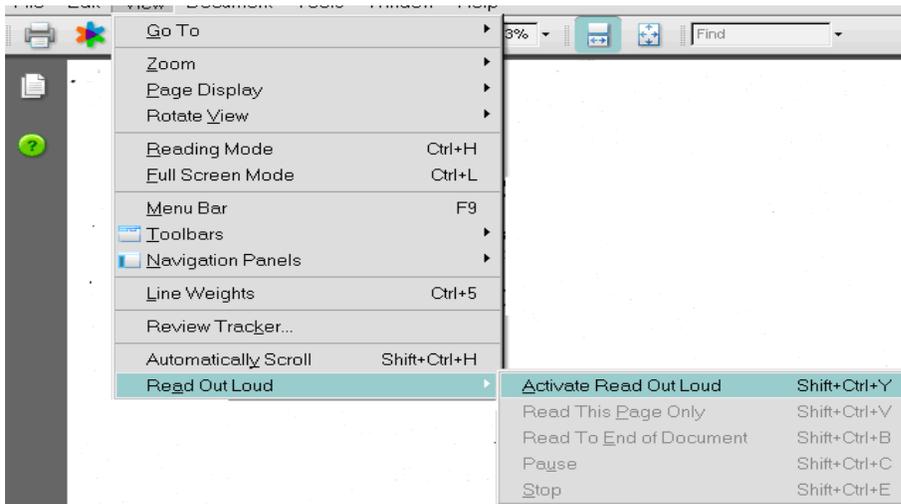


How To Use Adobe Reader XI For Reading Text

If you do not have the Adobe Reader XI you can download it free from www.adobe.com/products/reader.html

1. **Double-click** on the Adobe Reader XI icon.
2. Click on “**File**” in the upper left corner of the screen.
3. A drop down menu will appear. Click on “**Open**”.
4. Locate your PDF file you received from us.
5. **Double-click** on the file to open it.
6. With the PDF file open in Adobe Reader, click on “**View**” in the top menu.
7. A drop down menu will appear. Move your mouse down to “**Read Out Loud**”. A new menu will appear with the option “**Activate Read Out Loud**”. Click on “**Activate Read Out Loud**”.



8. Again, click on “**View**” in the top menu. Drop down to “**Read Out Loud**”. A menu with the options “**Read This Page Only**” and “**Read To End of Document**” will appear. Click on the option you prefer. Adobe Reader will begin reading your document.
9. To **pause or stop** the reading, while Adobe Reader is reading, click on “**View**”. Go down to “**Read Out Loud**”. The options **Pause** and **Stop** will appear in the pop-up menu. Click on the option you prefer.

10. To **stop** Adobe Reader from reading text at the end of your document, click on “**View**” in the top menu. Drop down to “**Read Out Loud**”. A menu with the options “**Deactivate Read Out Loud**”. Click “**Deactivate Read Out Loud**” to stop reading.

To Enlarge Text in a Document

1. Click on the plus sign. The text will enlarge. Keep clicking until the text is the size that works for you. To return text to original size, click on the minus sign until the original size is reached.

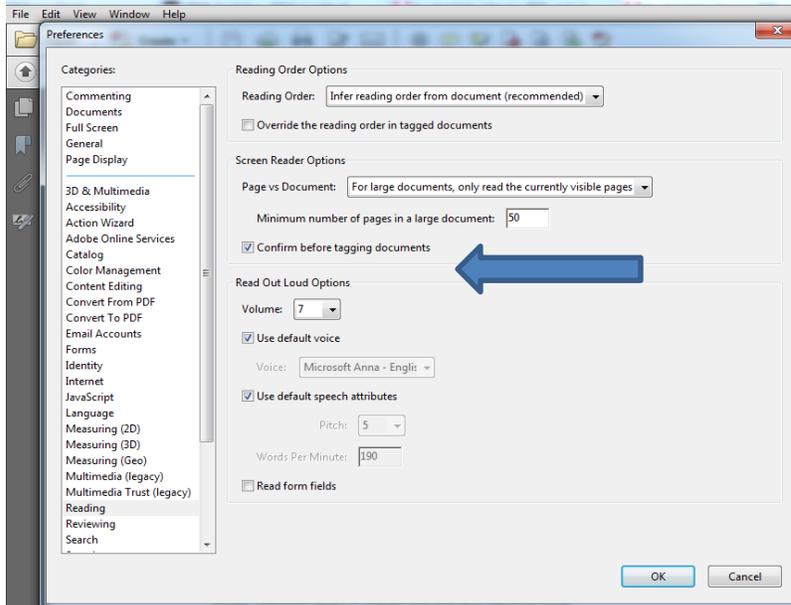
To Copy and Paste from Adobe Reader

1. Highlight the text you want to copy. (Highlight text by clicking on the beginning of the text you want to copy and drag your mouse to the end of desired text.)
2. Right click and select Copy. Go to the document you want to paste in. click on the place you wish to paste the text. Right click and click on Paste.

To Change the Voice or Speed of Voice

1. Make sure the Read Out Loud is stopped. You cannot change a voice with the Read in the read mode.
2. Click Edit in the top menu bar.
3. Click Preferences at the bottom of the drop down menu.
4. Make sure that the word Reading is highlighted in the list on the left side of the screen.
5. In the Read Out Loud Options section: If ‘Use default voice’ box is already select, uncheck this box. Then click on the down arrow next to the box marked Voice. The box will have a name in it. Click on the name of the voice you would like to use. Click OK. A Microsoft voice

is recommended. You may find another voice you prefer. It is best to check the 'Use default voice' box to lock in your preferred voice.



6. You may 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.