

HOW TO Get PDFS to READ TO YOU

Adobe PDF: HOW TO GET ADOBE TO READ ANY DOCUMENT OUT LOUD TO YOU

EVERY Adobe PDF document (any document ending with a dot pdf, as in .PDF) can be read out loud to you if you have a hard time seeing it. PDF also is the safest, most widely used document and book format for technical documents, legal documents and many more. It also is FREE, and almost every computer, tablet, e-reader and smart phone now comes with the FREE "Adobe Acrobat Reader" which is the software program that READS PDFs to you. All you do is CLICK ON THE PDF DOCUMENT AND IT SHOULD OPEN AUTOMATICALLY. If it does not, you might need to install Adobe acrobat reader on your devices. **The NEW install link (FREE)** is [HERE](#) and the newest version works on ALL devices. **We also convert ANY book or document you want to listen to into PDF for you FREE** when you [join](#) free.

NOW, once you get your FREE reader, here's what you do:

1. Open the PDF Document, article or e-book by single or double clicking it.
2. Click on the little "**VIEW**" tab/menu at the top left of the document
3. **HOVER over READ OUT LOUD** at the bottom of the VIEW menu

4. Move RIGHT while hovering and **CLICK ACTIVATE READ OUT LOUD**

(**IF you only use keystrokes** and not a mouse, you can do ALL those steps in just **one step: SHIFT-CONTROL-Y**).

5. **Take your mouse away** briefly, then go back to view/read out loud, and you'll now see two options:**read only this page, or read to the end of the document**. Pick whichever you like. **OR** if you only use keys, This page only is **SHIFT-CONTROL-V** and read entire document is **SHIFT-CONTROL-B**.

That's all there is to it! Every time you want to stop, restart, etc. you need to go back to **view-->read out loud** and you'll see the choices immediately.

NOTE: there is a slight delay before reading starts, and a little audio bar comes up, **so be patient!**

To change settings, volume, etc.

Of course you can change volume right on your device. But to "FINE TUNE" the PDF Audio Reader, do this:

1. Go to the **EDIT** tab at the top left of your PDF document
2. Select **PREFERENCES**
3. Look at the Left Preferences Menu and select **READING**.
4. You can then set **ORDER, VOLUME, PITCH AND WORD SPEED** (how fast the computer voice reads to you). That's it!