



How to Enable Adobe "Read Out Loud" For Voice enabled TTE Documents

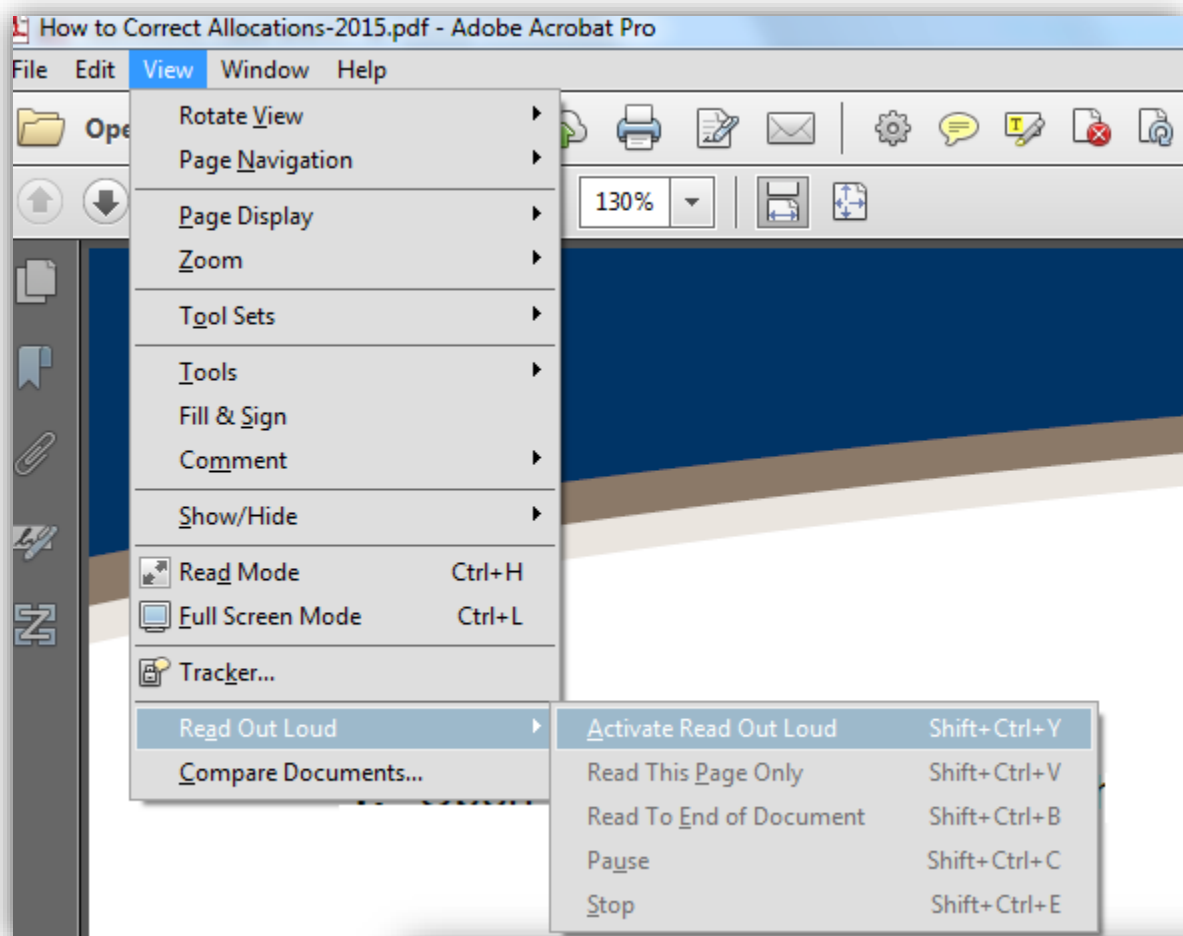
Documents on any of the TeamWorks Travel and Expense Training pages on the SAO website displayed with a **green font** indicate they are voice enabled for Adobe Acrobat.

Save the PDF document to your drive and open it with Adobe or Adobe Acrobat.

Click on **View**.

Click on **Read Out Loud**.

Click on **Activate Read Out Loud** to enable the option.



Click on **View**.

Click on **Read Out Loud**.

Click the preferable option: **Read This Page Only** or **Read to End of Document**.

