0:01

This video will show you how to turn your Word document into a PDF so that you can use the files with Microsoft Edge’s ReadAloud function. Some newer versions of Microsoft Word also have this ReadAloud function. However, if your device does not have that, you can simply change the Word document into a PDF for easier reading. This is how you would do that.

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Start by opening the Word document you would like to change.

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Go to the file tab.

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You will have two different settings that you can use here. You can export, which will simply allow you to create the PDF.

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Name the document and make sure to be aware of where you are saving it so that you can access it easily later.

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You can also go to the file tab, and use the print function.

1:03

You will do a similar thing by saving the document through this print function.

1:11

First, you can select to “Print to PDF.” Other options like this may be called “CutePDF” printer.

1:22

Select this option and print. It will also prompt to save dialogue box.

1:30

Thank you.