

How to use Read Out Loud to access the consultation document

This document provides a step by step guide on how you can use the Read Out Loud feature – a Text-to-Speech tool for PDFs – for the consultation document.

The PDF of the consultation document found at: <https://greatermanchester-ca.gov.uk/media/3884/covid-19-bus-reform-consultation-document.pdf>

If you are experiencing difficulties with the Read Out Loud feature or require the document in a different format, please contact info@gmbusconsultation.com or call 0161 244 1100.

Step 1:

- Go to <https://greatermanchester-ca.gov.uk/media/3884/covid-19-bus-reform-consultation-document.pdf> Underneath the consultation document title, click the download a PDF link.

Step 2:

- Download the PDF file

Step 3:

- Open the PDF file you have downloaded

Step 4:

- Once the PDF is open, click View in the menu bar at the top of the page and then click the Read Out Loud option

Step 5:

- With the Read Out Loud option open, click Activate Read Out Loud

Step 6:

- Once you have clicked Activate Read Out Loud, you can return to the Read Out Loud options and:

o click Read This Page Only to listen to the page you are on

- o click Read To End of Document to listen to the entire document
- o pause and resume Read Out Loud when the page or document is being read out
- o stop the feature by clicking Deactivate Read Out Loud