

Handy Tips, Solutions and Answers to Common PC Questions

Do you have a question about a Windows Advisor article, or need help with a computing problem? If you do, just drop us a line by email to editorial@windowsadvisor.co.uk and we'll do our level best to help!

When you write, please remember to include your customer number, your postcode, and the version of Windows you use (Windows 10, Windows 8.1 or Windows 7). Give us as much detail as you can about the problem to help us understand what's happening, and feel free to attach a screenshot or document if you think it would help to illustrate the problem or error.

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Can Google Chrome Read Web Pages Aloud?

Question: *I gather that Microsoft Edge has a feature to read web pages out loud through the computer's speakers. That's something I would find helpful, but as a Windows 7 user I don't have Edge. Does Google Chrome have that option?*

Jeremy Edgson

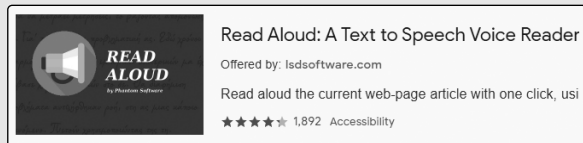
A free Chrome extension can do this for you

Answer: Google Chrome doesn't have a 'read aloud' feature built in, but that shouldn't come as too much of a surprise. The important thing to remember about Chrome is that it only handles the basics itself, on the basis that you can add extra features in the form of 'extensions' from the Chrome Web Store. And sure enough, there's a very good extension named 'Read Aloud' that does just what you want. Here's how to install it:



Search for the extension's name

1. Click the three dots at the far-right of Chrome's toolbar. On the menu that opens, move the mouse to **More tools** and choose **Extensions**.
2. At the top-left of the Extensions page that opens, click the hamburger button (three horizontal lines). At the bottom of the white panel, click **Open Chrome Web Store**.
3. This opens a new tab containing the Chrome Web Store web page. Click in the **Search the store** box near the top-left of the page, type **read aloud** and press **Enter** to search for this extension by name.



4. Among the search results – and probably right at the top – you’ll see the extension we want, pictured on the previous page. Click this item.
5. This takes you to a page devoted to the Read Aloud extension where you can read its details, check the reviews by other users, and so on.
6. If you’d like to install it, click the blue **Add to Chrome** button near the top-right of the page. In the pop-up box that opens, click **Add extension**. A few seconds later, you’ll see another pop-up box confirming it’s been installed. (You can close that panel by clicking the x in its corner.)
7. Although Read Aloud has been installed, you can’t yet see it on Chrome’s toolbar, so let’s fix that. Near the right of the toolbar, click the **Extensions** button (looking like a jigsaw piece). In the panel that appears, you’ll see Read Aloud listed: click the pin icon beside its name to pin it to the toolbar.

Install this extension

Put its icon on the toolbar



Using Read Aloud is straightforward. When you come across a web page you want read out loud to you, just click the Read Aloud icon on the toolbar. While the text is being read, you’ll see it in a pop-up panel, with yellow highlighting showing the current paragraph. Buttons above the text let you pause and resume reading, or skip back and forth to the next or previous paragraph. You can also jump to a particular paragraph just by clicking it.

How to use Read Aloud

One thing that might initially put you off Read Aloud is its American voice, but you can change that (along with several

other aspects of the way it reads). Right-click the Read Aloud icon on the toolbar and choose **Options** and you'll see that you can choose a different voice from a drop-down list. My suggestion is to try the voice named 'Microsoft Hazel Desktop'.

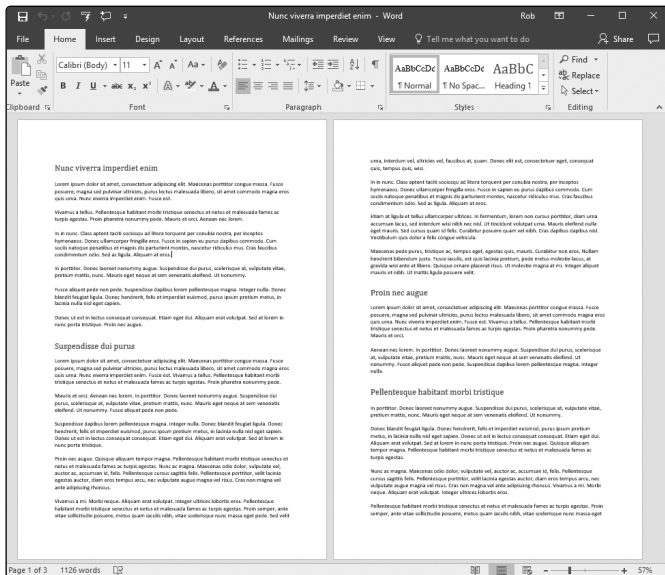


Why Does Word Show Two Pages Side by Side?

Word suddenly displays two pages at a time

Question: I have just started Microsoft Word to read a document I wrote a long time ago, and it showed two pages at once, one beside the other. I have tried restarting the program and opening different documents, but the same thing happens. It can still use it this way if I have to, but can it be put back as it was, showing one page at a time?

Nigel Lacey

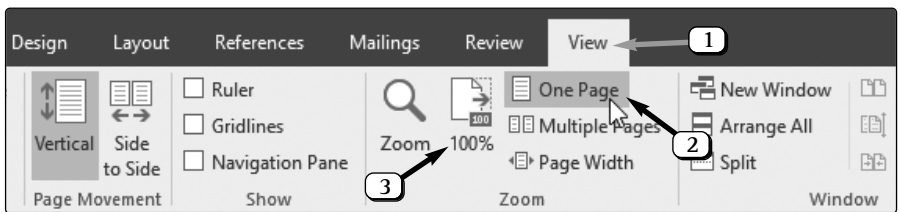


Answer: In fact, depending on the size of your Word window, it might display more than two pages at once – you may see four or six. What it’s really doing is showing as many pages as it can.

It could be many more than two

If you don’t like this, the solution is probably easier than you think. Switch to the View tab (1) on the Ribbon, and in the ‘Zoom’ group click on One Page (2).

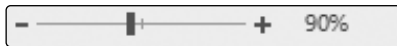
Switch to just a single page



This fixes the layout problem, putting that second page (and subsequent pages) below the first. The catch is that the single page you can now see probably looks very small. To put that right, click the 100% button (3) in the same group.

It might still be very small

If the page still looks a bit small, you could click the Page Width button (which again lays out the pages vertically, but ensures they’re zoomed to the same width as the window) or you can use the zoom slider at the bottom-right of the Word window and/or the + button beside it.



It’s obviously a bit troubling to see several pages at once, all too small to read or edit clearly, when you’re not expecting it, but at other times it can be useful. Perhaps you want to refer to the previous page while writing the next. Or perhaps you’re writing a long document that contains headings, pictures and charts as well as the text and you want to see several pages at once to get an idea of how the general layout is looking.

Seeing multiple pages is useful for reference

Switch the option on when needed

When you want to see two or more pages at once, go to the View tab and this time click the **Multiple Pages** button (or the **Two Pages** button in Word 2010). This should show you at least two pages at once, one beside the other, but it might show you more, especially if you maximise the window to fill your whole screen.

Once again, you can use the zoom slider (and +/- buttons) to make your view of those pages larger or smaller. When zoomed to a large size, you could comfortably read and edit two pages at once on most modern screens; zoomed to a small size, the text will become too tiny to read, let alone accurately select or edit, but it's ideal for looking at a document's general layout. When you want to return to the more-usual single page view, just follow the earlier steps.



How Can I Install a New Font in Windows?

What should you do with downloaded fonts?

Question: I've downloaded a free font from the website www.1001freefonts.com, but I can't work out what to do with it to enable me to use it in my documents. What's the next step?

Glenn Wooldridge

Usually in a zip file

Answer: Most websites offering free fonts (including www.1001freefonts.com) supply them in zip files. The font files themselves usually have .TTF or .OTF extensions, and the zip file may contain just one of these files or it may contain several: there are often separate files containing plain, bold and italic versions of the font (among others).

Possibly including text files

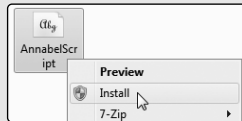
The zip file may also contain one or more text files (often named 'ReadMe') stating where the font came from and perhaps giving copyright and licensing information.

Follow these steps to get your new font installed and ready for use in your programs:

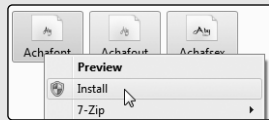
1. The first step is to extract the contents of the zip file, which you can do by right-clicking the zip file and choosing **Extract All**. This will generate a new folder which has the same name as the zip file and contains the file (or files) included in the zip file. Afterwards, double-click this new folder to open it.

2. The font files should be easy to identify by their icons, which show a 3-letter preview of each font. The next step is to install these files:

- If you were given only a single font file, right-click it and choose **Install** from the menu that appears. (If you don't see an 'Install' item on the menu, that indicates that the file you right-clicked isn't actually a font file and might be one of the text files I mentioned earlier: press **Esc** to close the menu and try right-clicking another file.)



- If the folder contains several font files, you can select them all then right-click any one of them and choose **Install** from the menu: this installs them all in one go, saving you some time. Alternatively, you can use the option above to right-click and install the files one at a time.



3. After clicking **Install** you may see a warning headed 'User Account Control'. If so, click **Yes** or **Continue** to allow the font(s) to be installed.



Install a single font file

Install several font files at once

The original files are no longer needed

4. When Windows installs fonts, it copies the font files to its own 'Fonts' folder. Therefore, once the job is done, you don't need to keep the copies of the font files you're looking at. Close the folder window, and you can then delete the folder. You might also like to delete the zip file you downloaded, since that's not needed either. However, you may prefer to keep the zip file somewhere safe in case you ever want to install the same font on another PC.



Change Your Mind When Using Drag and Drop

Dragging the wrong file?

Question: I was dragging a file from one folder to another when I realised I had the wrong file. I had to carry on, and then move it back to where it came from. It made me wonder whether there's any way to back out once you start dragging something?

Neil McIntyre

Press the other mouse button too

Answer: Indeed there is, although it feels little peculiar. Don't let go of the mouse button you're currently holding down, but press down the other mouse button as well so that, for a moment, both buttons are down, then release them both. That cancels the dragging and leaves the dragged item where it was. (It might cause a context menu to appear, but a quick press of the **Esc** key will get rid of that.)

More control by using the right button

Better still, always use the right mouse button to drag. When you 'drop' it then gives you the choice of copying or moving the item, but very usefully it also gives you a **Cancel** item you can click which, again, leaves the dragged item where it was.