**READ & WRITE – PDF TO MP3 format for Audio Files**

1. Open Read & Write (desktop app)
2. Select ‘PDF Reader’
3. Open the file from your device you want converted from a PDF to MP3 format
4. In this new window, click ‘select to speak’ to turn it off (this looks like a pointing fist and should be grey; not purple)
5. Highlight the text you want converted to MP3 format
6. Select ‘Audio Maker’

* ‘Preview Audio’ (optional)
* Click on purple file to choose where the audio file is saved on your device
* Click ‘Create MP3’

1. Click ‘show’ in yellow if you would like to listen to it immediately or confirm where it was saved