Reading Options, Controls, and Tools

When you open the **Read** tabbed page, notice the two sets of tools: The Reading tools on the **Ribbon** and on the **Toolbar**. The **Ribbon** is beneath the Menu Bar. The **Reading Toolbar** is displayed vertically on the left side of the page beneath the **Ribbon**. Reading options are accessible from the **Audio Options** menu on the right side of the ribbon as well as on the **Read** menu on the **Menu Bar** above the Ribbon. The **Ribbon** and **Toolbar** give you easy access to many of the options on the **Menu Bar**, for example the flyout menus from the **Save** button on the **Ribbon** and the **Open** button on the **Toolbar**.