**Immersive Reader in Office 365 (Online) (Word and One Note)**

1. Open Office 365 (https://www.comoxvalleyschools.ca/, Office 365)

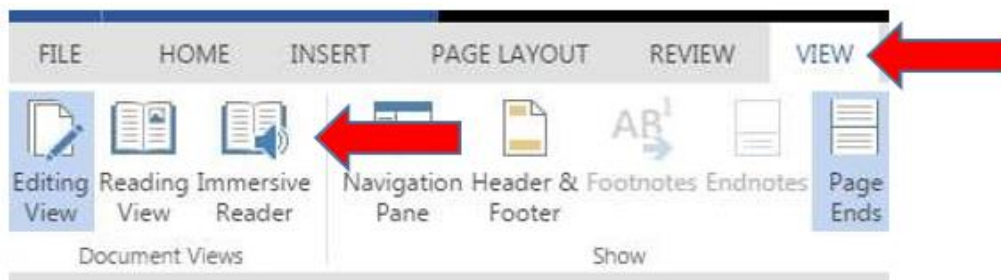Contact Us | Staf | Office 365 | MyEducationBC | Portal

2. Open Word or One Note

3. Select and New blank document, Recent, or Saved document.
Make sure there is text in the document. Type or Copy and Paste some text into the document.

Select the View Tab and Immersive Reader

FILE    HOME    INSERT    PAGE LAYOUT    REVIEW    VIEW

Editing    Reading    Immersive    Navigation    Header &    Footnotes    Endnotes    Page
View    View    Reader    Pane    Footer    Ends

Document Views    Show

4. An Immersive Reader window will open providing access to Text to Speech, Fonts and Text Contrast options and Reading Comprehension supports.

*If it does not automatically recognize that the text is French. To use Immersive Reader in French **select the text** and **right click**. Select **Set Proofing Language** and **Select French (Canada)** and **OK**

Search

Cut                Ctrl+X
Copy               Ctrl+C
Paste              Ctrl+V
Paste Text Only    Ctrl+Shift+V
Search "Bonjour je veux alle..."
Synonyms for "Bonjour je veux ...
Translate          >
Set Proofing Language...
Rewrite Suggestions
Paragraph Options...

Language                              ×

Mark selected text as:

Finnish
French (Belgium)
French (Cameroon)
French (Canada)
French (Congo (DRC))
French (Côte d'Ivoire)
French (France)
French (Haiti)

☐ Don't check spelling or grammar

OK