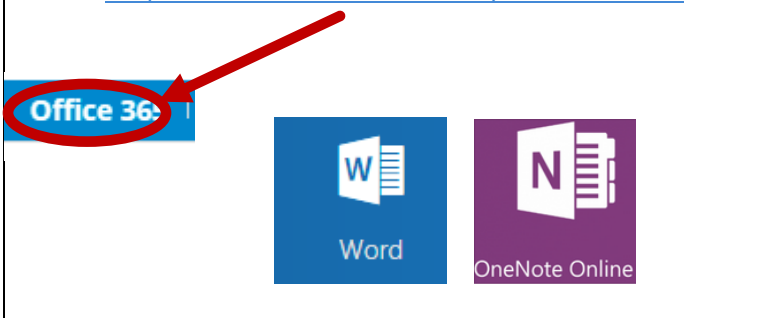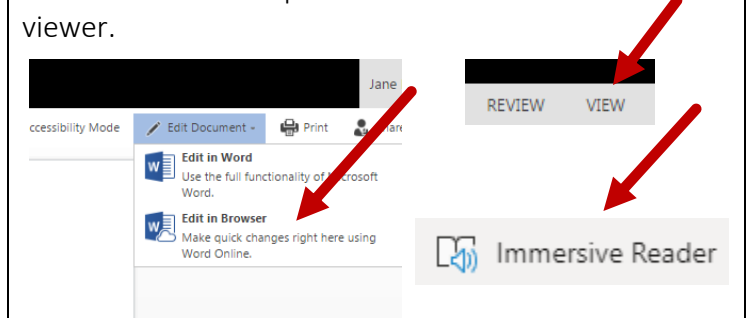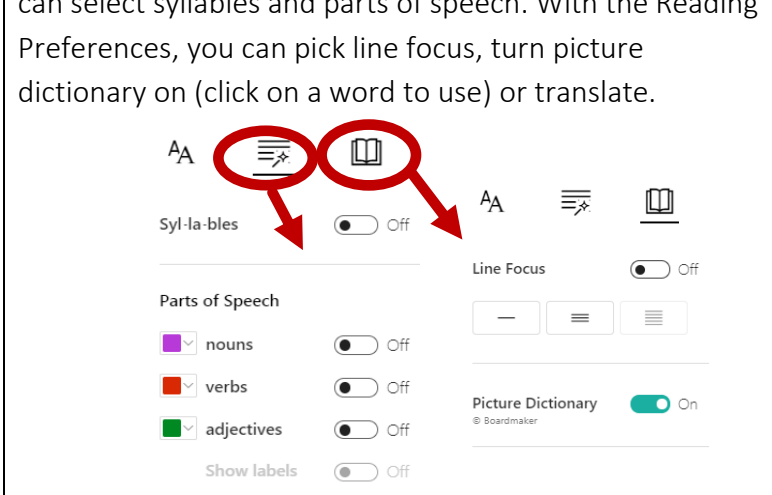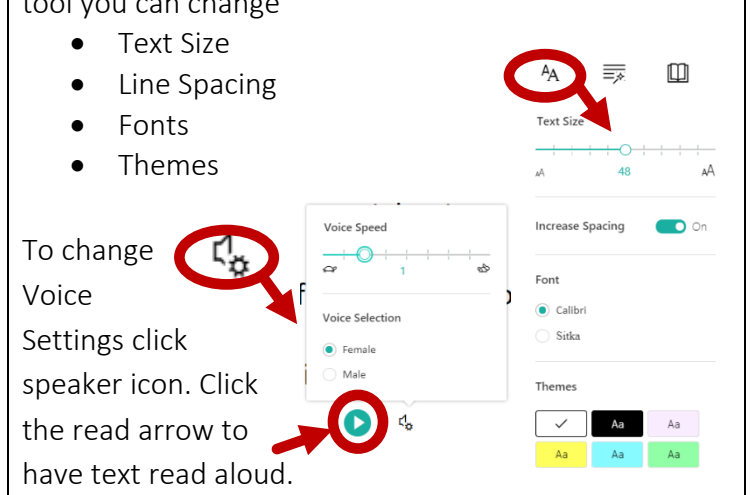# SD71 ACCESSIBILITY TECH TIP

## Using Immersive Reader in Word Online Office 365 with ARCBC or e-text on PC, MAC, and iPad

**ABOUT:** In this activity, participants will learn how to use Immersive Reader in Word and OneNote Online in Office 365 with ARCBC file or any document. Immersive Reader has Text to Speech, reading comprehension options and options for processing and visual impairments.

**WHAT YOU WILL NEED:** To be online in a browser. A downloaded .docx file from ARCBC or text file open in Word Online in Office 365. You user name and login for Office 365.

**1** Open Office 365 and Word Online. Open a .docx text document (from ARCBC or elsewhere). https://www.comoxvalleyschools.ca/

**2** Click on Edit in Browser to open the document. Click on the **View** tab and **Immersive Reader**. The document will open in the Immersive Reader viewer.

**3** With the Immersive Reader Grammar Options, you can select syllables and parts of speech. With the Reading Preferences, you can pick line focus, turn picture dictionary on (click on a word to use) or translate.

Syl-la-bles — Off
Parts of Speech
nouns — Off
verbs — Off
adjectives — Off
Show labels — Off

Line Focus — Off

Picture Dictionary — On
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**4** With the Immersive Reader Text Preferences 'A' tool you can change
- Text Size
- Line Spacing
- Fonts
- Themes

To change Voice Settings click speaker icon. Click the read arrow to have text read aloud.

Text Size
aA    48    AA

Increase Spacing — On

Font
● Calibri
○ Sitka

Voice Speed
Voice Selection
● Female
○ Male

Themes
Aa Aa Aa Aa Aa Aa Aa Aa

**Additional info or advice:** For more information on how to use Immersive Reader Click HERE.