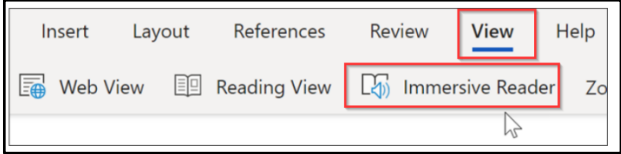


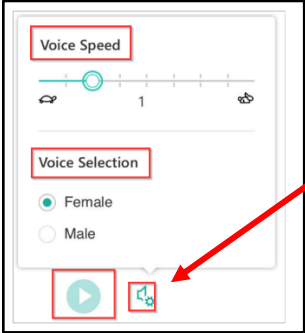


Immersive Reader

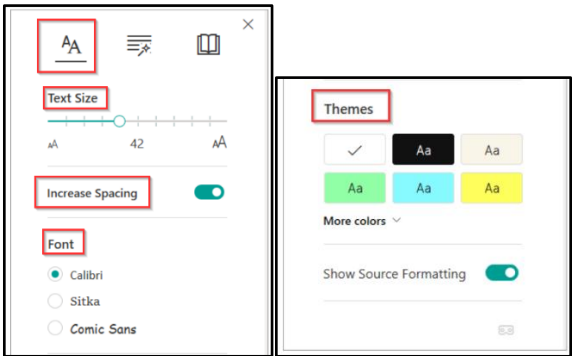
Immersive Reader provides options for a comfortable and easy to process experience by allowing you to listen to the text read aloud or adjust how text appears by modifying spacing, color and more. It is available in all Microsoft products for both the desktop applications as well as the web application.

Using Immersive Reader – Web Application

(If using Word, the online version of the Immersive Reader offers the user the best experience).

| | |
|--|--|
| <p>1 On the View tab, go to Document Views and select Immersive Reader.</p> |  |
| <p>2 In Immersive Reader, select the Play button at the bottom. To pause reading, select Pause button at bottom.</p> |  |
| <p>3 To exit Immersive Reader, select the arrow at the top left.</p> |  |
| <p>4 Select the gear icon at the bottom to open Voice Settings. Use the Voice Speed slide to change the voice speed. Select Female or Male for the voice. <i>Note that some languages will be available in only one voice.</i></p> |  |

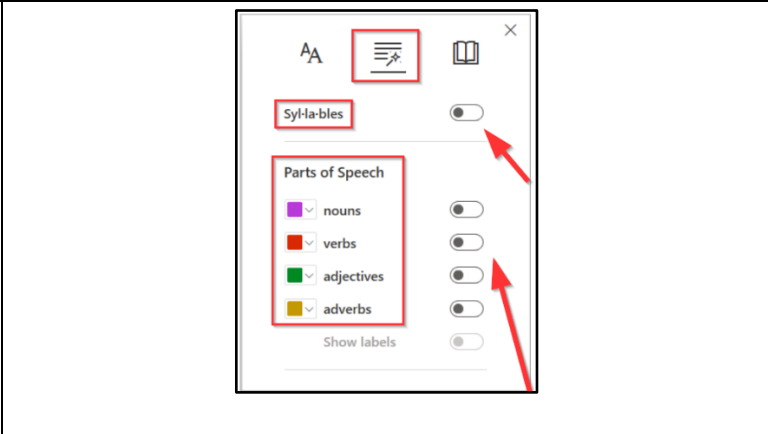
Immersive Reader Web Options

| | |
|--|--|
| <p>1 You can change the appearance of your document by using Text options. The choices you make in text options can help remove visual distraction and improve text readability.</p> <p>The Text Options menu lets you:</p> <ul style="list-style-type: none"> ▪ Change text size ▪ Reduce crowding between letters ▪ Change the font ▪ Change background color |  |
|--|--|

2 **Parts of Speech** controls grammar highlighting and helps readers understand complex sentences.

Syl-la-bles splits words by showing small dots between syllables.


Under Parts of speech, turn on Nouns, Verbs, or Adjectives to highlight every noun, verb, or adjective on the page in a color that corresponds to the color of the label.



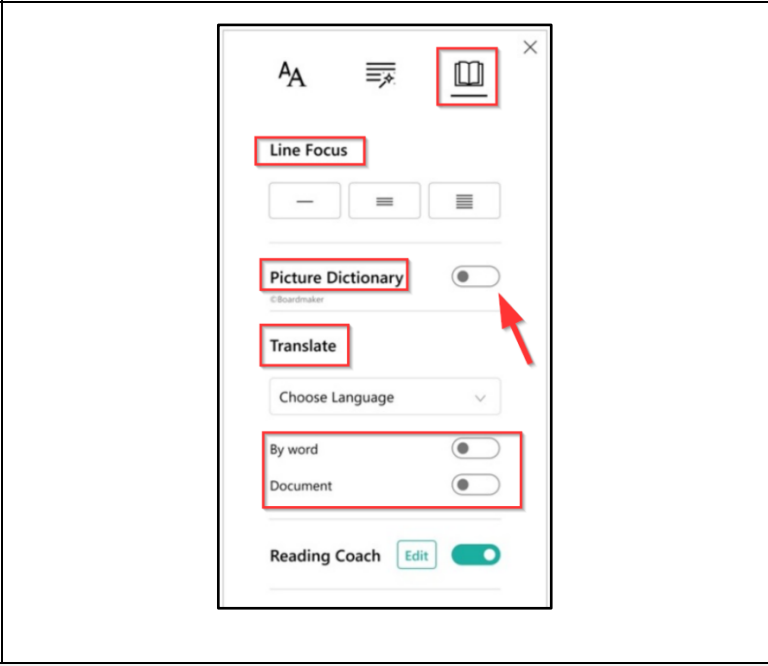
3 **Reading Preferences** – toggle on or off.

Line Focus enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader.

Picture Dictionary gives you the ability to click on any single word and view visual support. You can also hear the word read aloud.

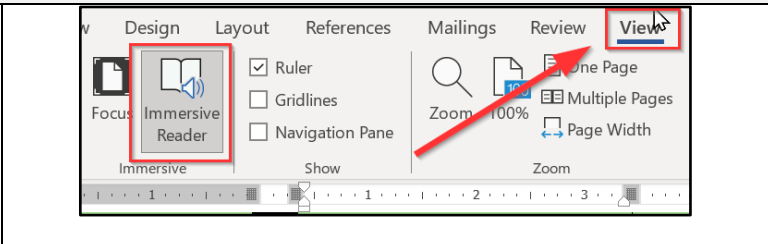


Translate allows you to view a selected word or the entire document in your preferred language.

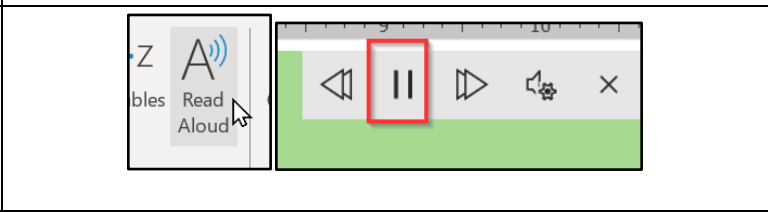


Immersive Reader – Desktop Application

1 Select the View tab, then select Immersive Reader Icon for Immersive Reader. Immersive Reader will launch a full screen experience.

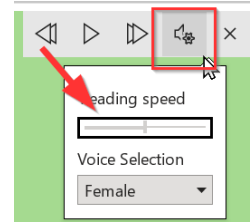


2 Click on **Read Aloud**, to read the text. select **Pause** to **Stop**. Click on the “X” to exit out.



3

Clicking on the “Settings” icons will allow the user to change reading speed and Voice Selection.



Immersive Reader Desktop Application Options

Column Width changes line length to improve focus and comprehension.

Page Color can make text easy to scan with less eye strain.

Line Focus removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.

Text Spacing increases the spacing between words, characters, and lines.

Syllables shows breaks between syllables, to improve word recognition and pronunciation.

