Immersive Reader in Office 365 (Word Online)

Introduction
In this activity, participants will learn how to use Immersive Reader in Word Online in Office 365 with an ARCBC file or any e-text. Immersive Reader offers Text to Speech, Reading Comprehension options and options for Processing and students with Visual impairments.

Completion of this tutorial will give you experience with the following:

- Opening a document in Immersive Reader in Office 365
- Setting the using the Text Preferences
- Setting and using Grammar Options
- Setting and using the Reading Preferences
- Adjusting the Voice Settings

This tutorial assumes

- that you have a computer and a subscription and login for Office 365
- be connected to the internet and in an online browser (Chrome, Fire Fox, Explorer, Edge)

Case Study

Student is an Intermediate or Secondary student. Student needs support in reading (decoding and comprehending text). Student is motivated by hearing text spoken aloud, having decreased visual distractions within text and picture support for words that are unfamiliar. The student will successfully access text with the necessary supports to aid with decoding and comprehension.
1. Open **Office 365** and Login
2. Open **Word Online**
3. Open a .docx text document (from ARCBC, copy and pasted text, write your own text or open from elsewhere) from Recent or OneDrive.

1. Click on **Edit in Browser** to open the document.
2. Click on the **View** tab
3. Click **Immersive Reader**

   The document will open in the Immersive Reader viewer.

1. Immersive Reader **Grammar Options**, you can select parts of speech and syllables.
2. With the **Reading Preferences**, you can pick line focus options and turn the picture dictionary (PCS symbols) on (left click on a word to use).
1. In the Immersive Reader **Text Preferences** ‘A’ tool you can change
   - Text Size
   - Spacing
   - Font 2 choices
   - Themes 6

2. To change **Voice Settings** click speaker icon at the bottom of the screen.

3. Click the **Read Arrow** to have text read aloud.

---

**Tip…**

Let students explore the different setting to find their “Just Right” reading supports. We all process differently so what you think works best for you might not work best for the student.

**Additional info or advice:** For more information on how to use Immersive Reader [Click HERE](#).