
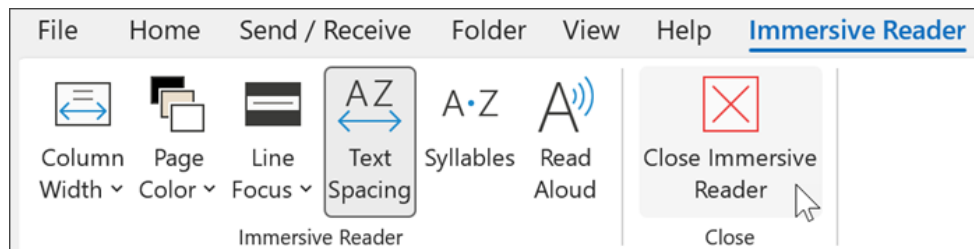


Use Immersive Reader in Word – Desktop

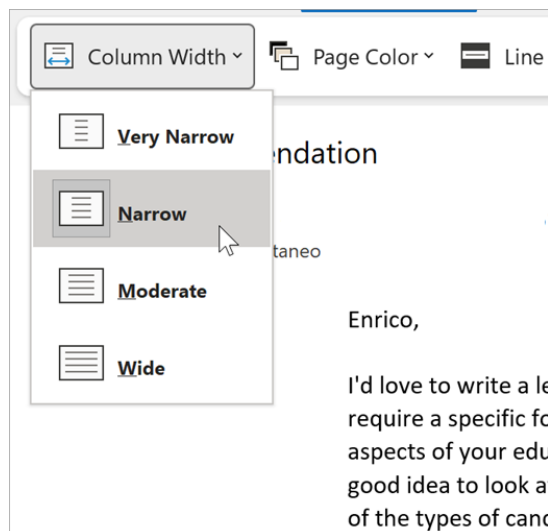
Support reading and writing by using Immersive Reader to customise how word documents appear while you read and edit. Immersive Reader provides options for a comfortable and easy to process experience by allowing you to listen to the text read aloud or adjust how text appears by modifying spacing, colour and more.

Getting Started

1. Open your Word document.
2. Select the **View** tab, then select **Immersive Reader** . Immersive Reader will launch a full screen experience.
3. Choose the Immersive Reader options that work for you from the ribbon.
4. Once you click in your Word document to read or edit, the Immersive Reader ribbon will minimize. To make the ribbon visible so you can change Immersive Reader settings or close Immersive Reader, select the ... at the top of the screen.



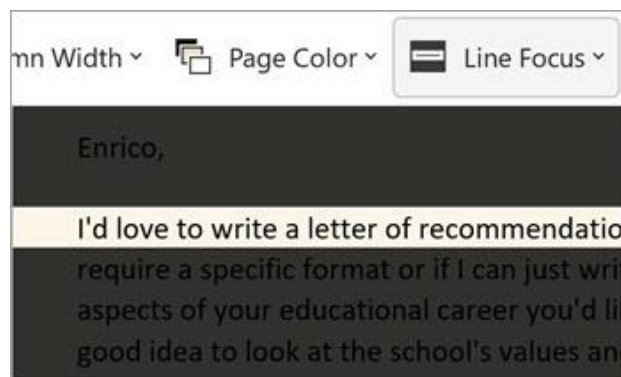
Column Width changes line length to improve focus and comprehension.



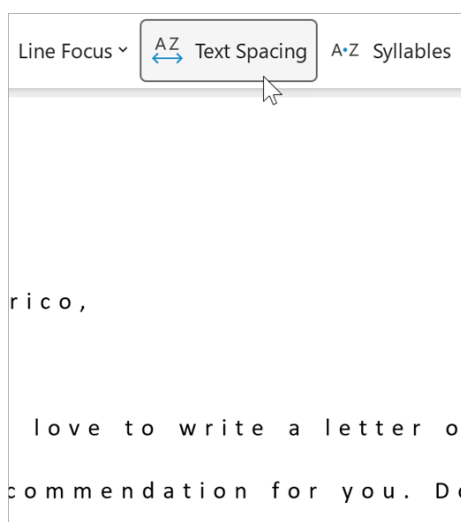
Page Colour can make text easy to scan with less eye strain.



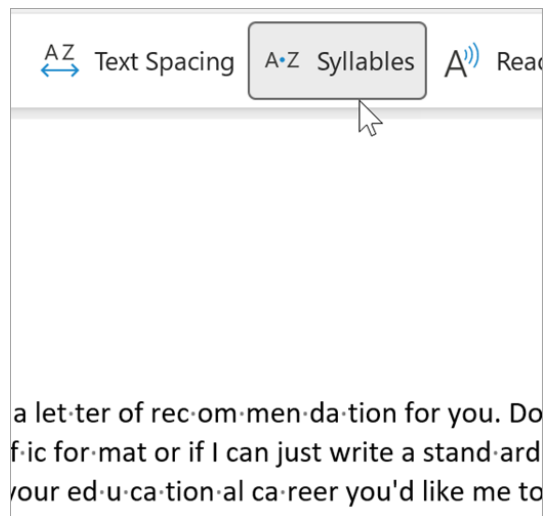
Line Focus removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.



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



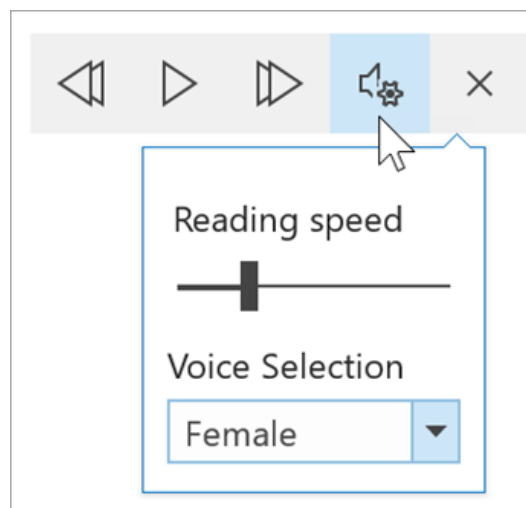
Syllables shows breaks between syllables, to improve word recognition and pronunciation.



Read Aloud highlights each word as it reads your document to you.

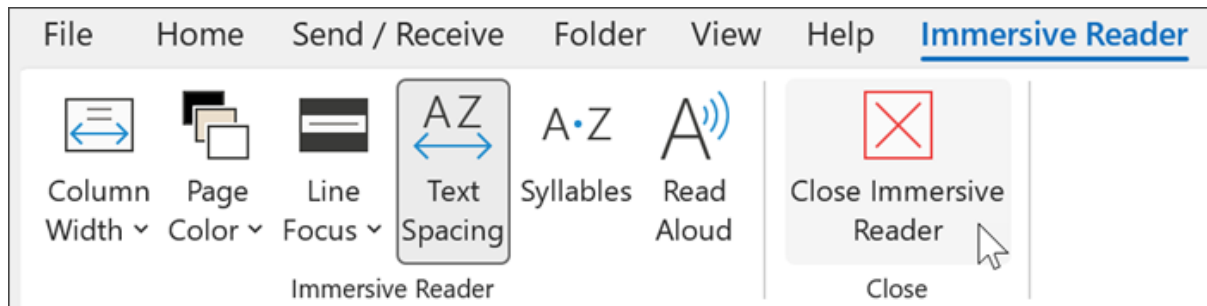
- Select the **Settings** icon, then:
 - Drag the **Reading speed** control to adjust reading speed. Move to the right to increase speed and to the left to decrease it. Press **Play** to hear the different speeds.
 - Use the **Voice Selection** dropdown menu to choose different voices for the reader. Select a voice and then press **Play** to hear it.
- Select **X** to close Read Aloud

Tip: Get directly to Read Aloud by right clicking anywhere in your document and selecting **Read Aloud**.



Close Immersive Reader

Select the **View** tab, then select **Immersive Reader**, then select **Close Immersive Reader**.



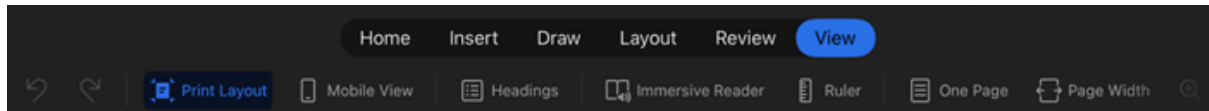
Keyboard shortcuts for Read Aloud

- Start or exit Read Aloud: Ctrl+Alt+Space
- Pause or play Read Aloud: Ctrl+Space
- Speed up reading speed: Alt+Right
- Slow down reading speed: Alt+Left
- Read the previous paragraph: Ctrl+Right
- Read the next paragraph: Ctrl+Left

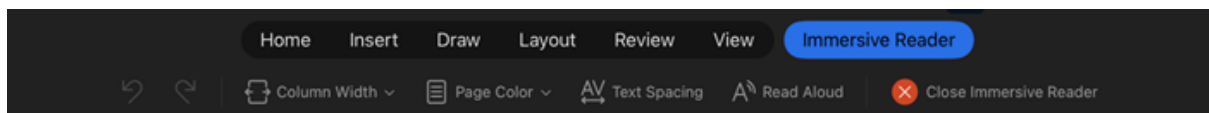
Use Immersive Reader in Word – iPad

Some Immersive Reader tools are available in Word for iPad. To turn on Immersive Reader while reading or editing a Word document:

1. Select **View**

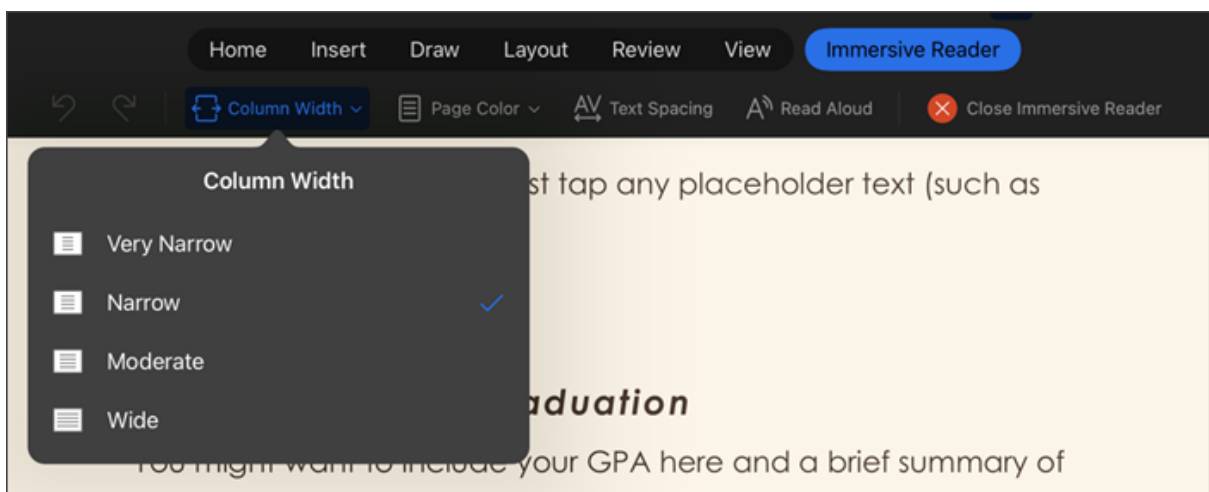


2. Select **Immersive Reader**

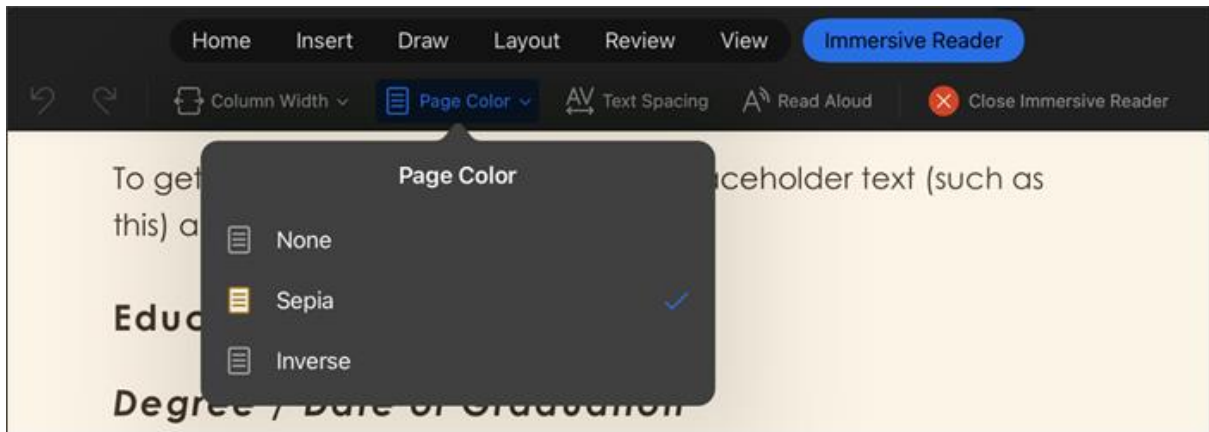


3. Choose from the following tools to make your document more comfortable to read and edit.

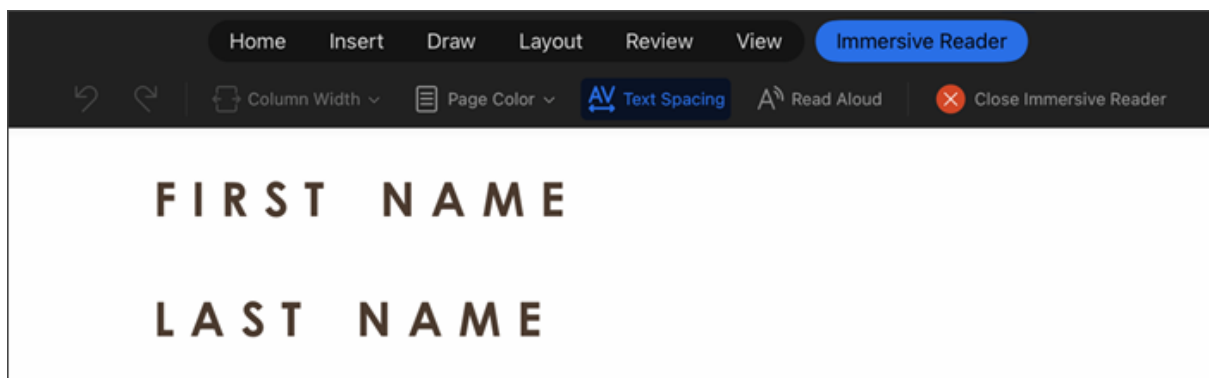
- Select **Column Width** to change the line length. This can improve focus and comprehension.



- Select **Page Color** to choose between
 - **None** (standard white page)
 - **Sepia** (pale yellow page with print feel)
 - **Inverse** (black background with white text)



- Select **Text Spacing** to increase the distance between characters.

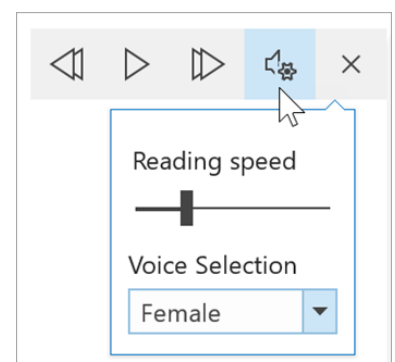


- Select **Read Aloud** to have sections of text highlighted as your document is read out loud to you. To change Read Aloud settings:

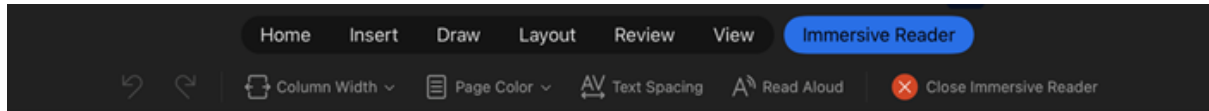
Select the **Settings** icon, then:

Drag the **Reading speed** control to adjust reading speed. Move to the right to increase speed and to the left to decrease it. Press **Play** to hear the different speeds.

Use the **Voice Selection** dropdown menu to choose different voices for the reader. Select a voice and then press **Play** to hear it.

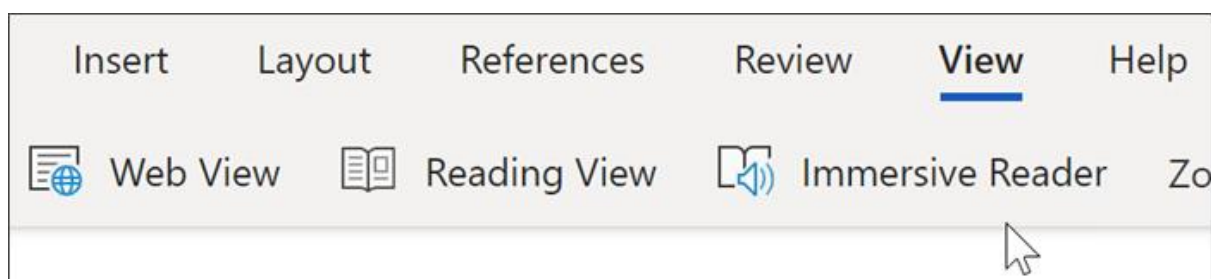


- Select **X** to close Read Aloud
- Select **Close Immersive Reader** to close the assistive experience and return to the Word document as it is formatted.



Use Immersive Reader in Word – Web

1. Select the **View**, then **Immersive reader**. Your document will open in a full screen format.



Once your document opens within **Immersive Reader**, you can do one or more of the following, depending on how you want to focus on the content in your document:

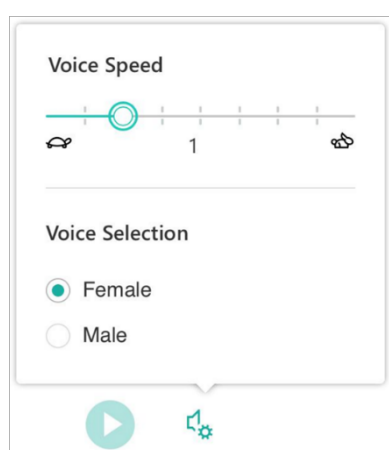
- To hear the paragraphs read to you, select the **Play** button.
- To listen from a certain point on your page, select that word.

Voice Options

Select the gear icon to open **Voice Settings**.

The **Voice Speed** slider controls the playback speed of the reader.

- Select **Voice Speed**, then drag the control to the right or left. Move to the right to increase speed and to the left to decrease it.
- Select your preference of **Male** or **Female** voice.
- Press **Play** to hear the different speeds and voices.

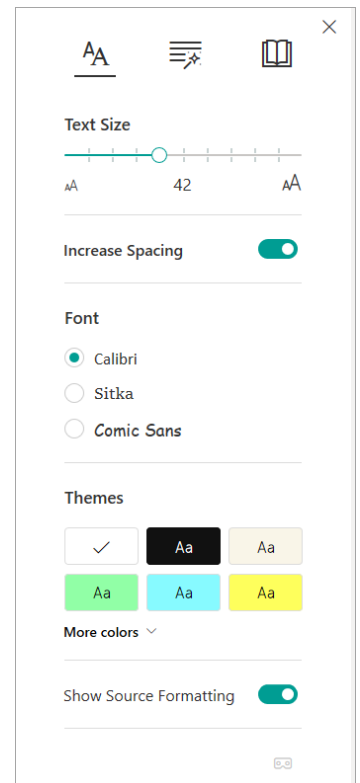


Text options

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.

The **Text Options** menu lets you:

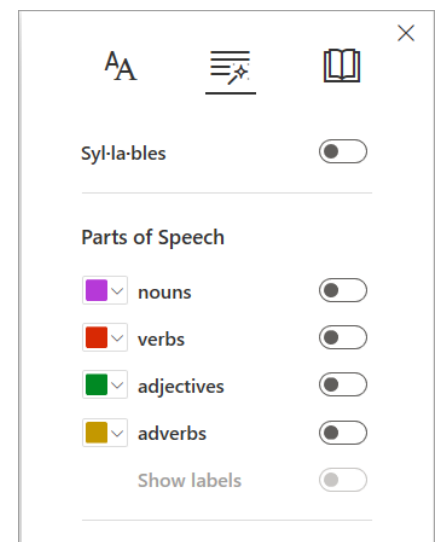
- Change text size
- Reduce crowding between letters
- Change the font
- Change background colour



Parts of Speech

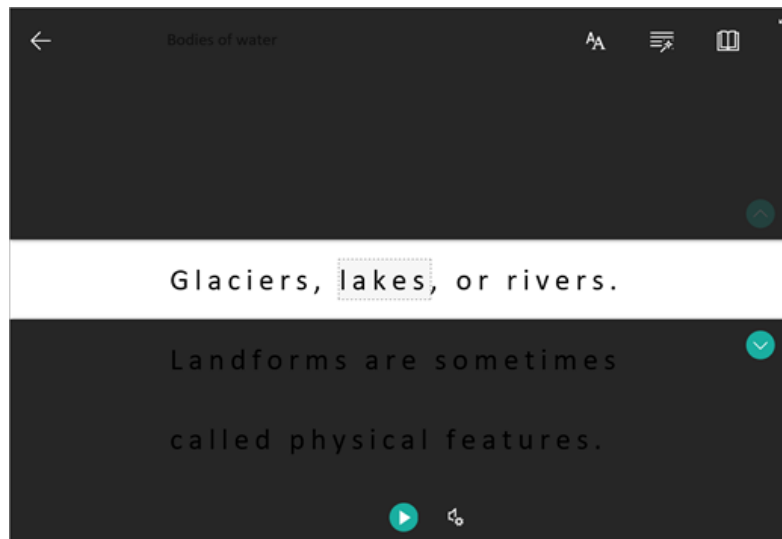
Parts of Speech controls grammar highlighting and helps readers understand complex sentences.

- To use, select **Parts of Speech** (looks like three books).
- Choose what to highlight:
 - **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.

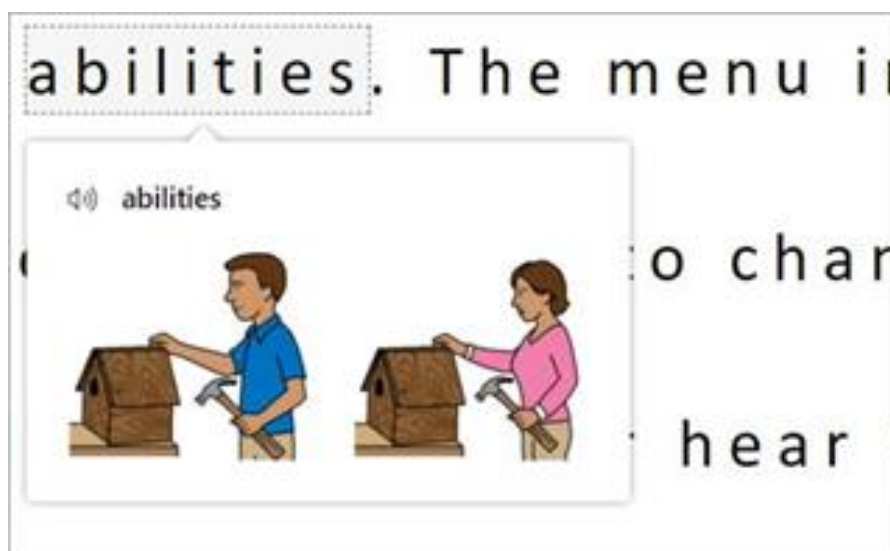


Reading preferences

- **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.

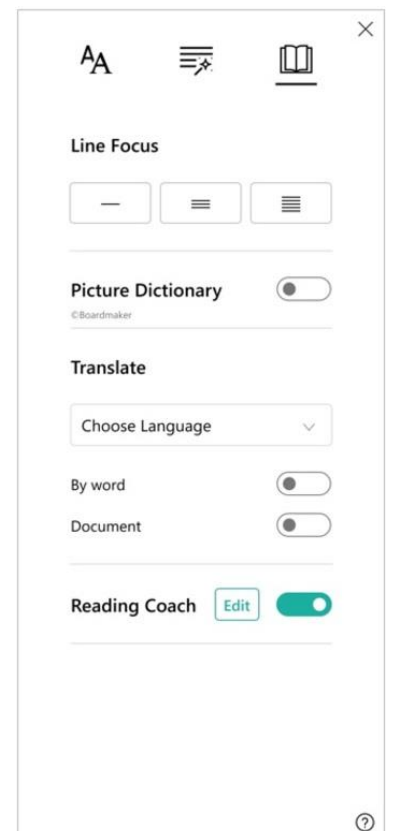
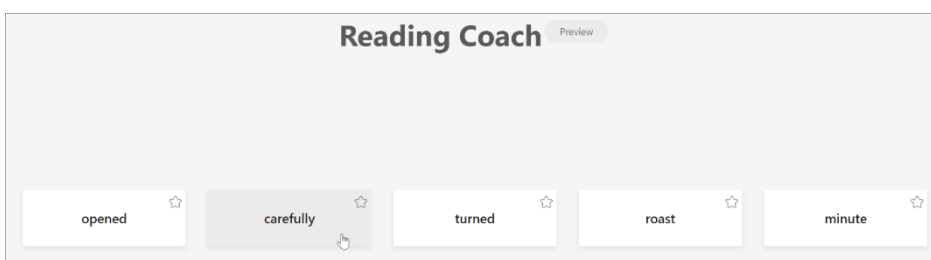
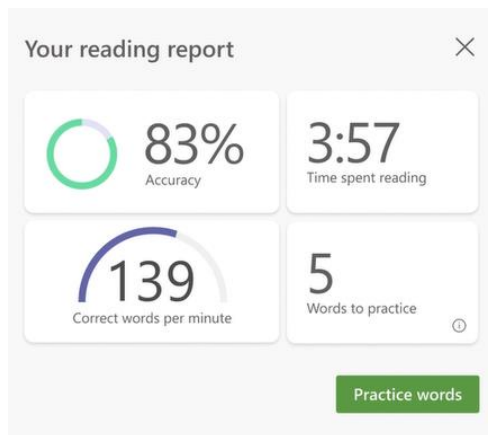


- **Translate** allows you to view a selected word or the entire document in your preferred language.



Reading Coach allows you to practice reading out loud, provides a report on your reading speed and accuracy, then identifies the five words you struggled with most and provides a supported opportunity to practice the words again.

Use the toggles to adjust your reading preferences.



Shortcut keys for Immersive Reader

Use keyboard shortcuts to navigate.

- **Up/Down arrow** scrolls line by line
- **Page Up/Page Down** scrolls screen by screen
- **Left/Right arrow** goes to previous/next page in your OneNote Notebook
- **Esc** key closes the reader or menu
- **Tab** advances to the next control in Immersive Reader settings
- **Space** selects the current tool

Close Immersive Reader

Select the **back arrow** or tap **Esc** on your keyboard to exit Immersive Reader.

