# Using the Office 365 Word Immersive Reader

Instructors can use and share this document to take advantage of Microsoft's 365 **Immersive Reader** to customize reading tasks, teach grammar, syllables, listening and more. The Immersive Reader technology is integrated with more than 30 third-party apps. Unfortunately, it has not yet been integrated into Moodle.
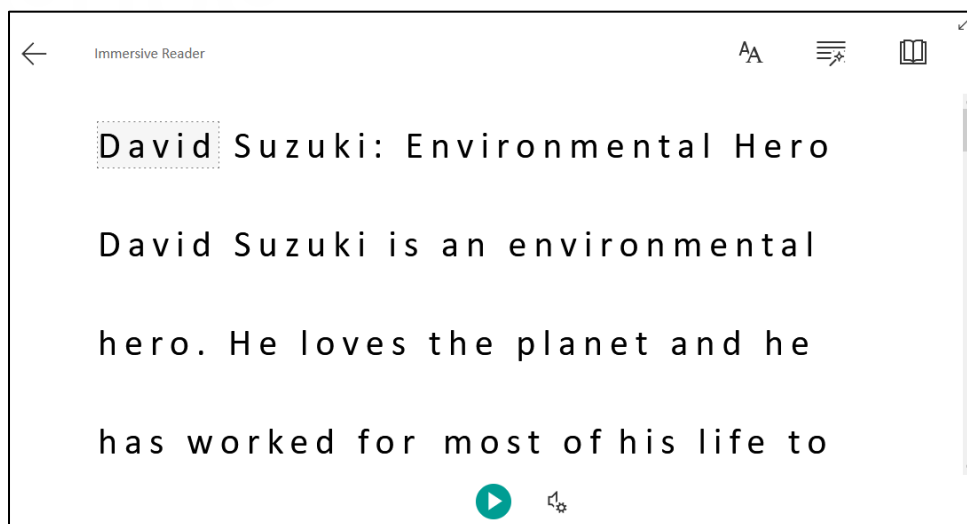
Steps

1. Open a **Word 365** document.

   Note: This is how the original document appears.
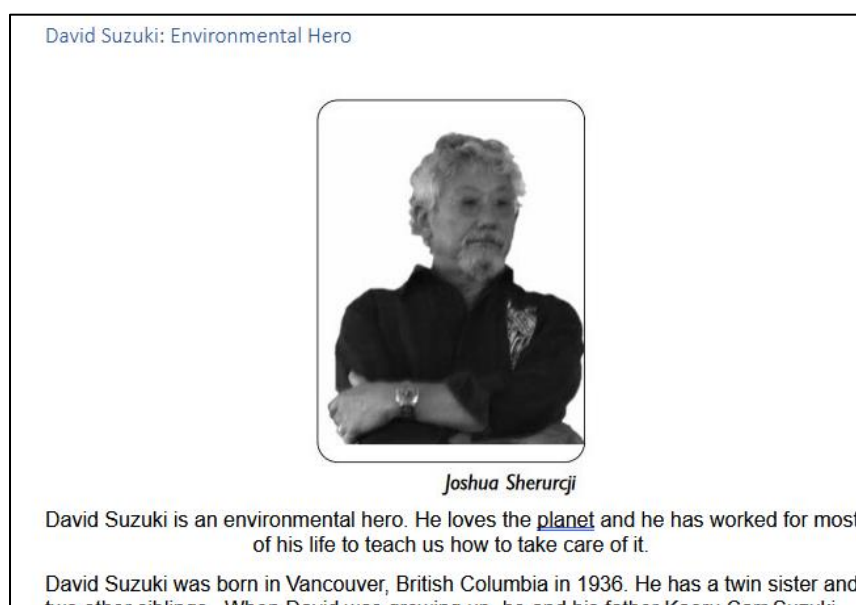
2. Click on the **View** tab in the menu bar.
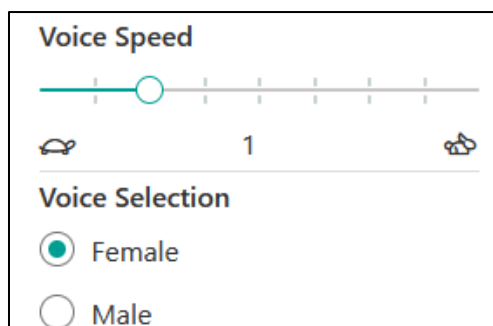
3. Click on the **Immersive Reader** icon.

   Note: The **Immersive Reader** screen appears. Unlike the older version of Word, there is no **Immersive reader** toolbar. **Icons** appear on the top right side of the page. These icons are links to **Immersive Reader** features.

4. Click on the **Voice Settings** icon at the bottom of the screen.

5. Alter the **Voice** and the **Reading speed** if required.

6. Click on the **Play** button.

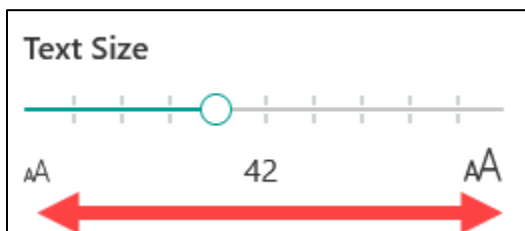**Note**: The text is read aloud and you see the words highlighted.

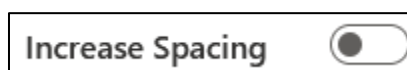7. If you want to stop or pause the reading, click on the **Pause** button.

8. Click on the **Text Preferences** button near the top right corner of the page.

9. In the **Text Preferences** panel, use the slider to change the size of the text.

10. In the **Text Preferences** panel, toggle the **Increase Spacing** ON or OFF switch.

Note: The space between lines is increased or decreased. There is less crowding with increased spacing.
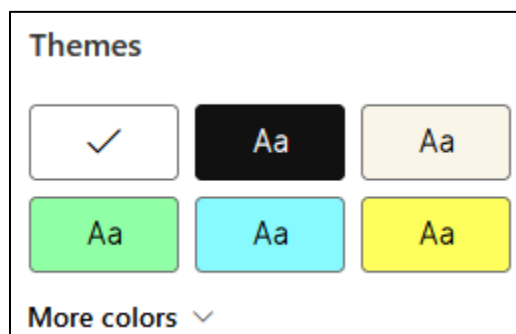
11. In the **Text Preferences** panel, choose a **Font** based on your requirements.

12. In the **Text Preferences** panel, choose from one of the colour contrast **Themes.**
    Note: The screen colours change based on the option chosen.

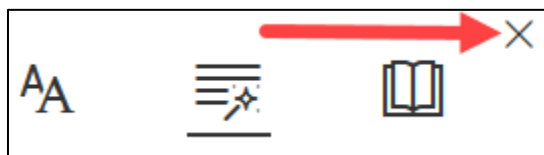13. To see more **Themes**, click on the **More colors…** link.

14. To see fewer **Themes**, click on the **Fewer colors…** link.

15. In the **Text Preferences** panel, toggle **Show Source Formatting to ON or OFF.**
Note: Show Source Formatting will display or hide text formatting such as bold or italics.

16. To close the **Text Preferences** panel, click on the **Close menu** icon.
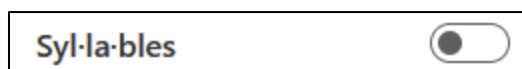
17. Click on the **Grammar Options** icon.

18. In the **Grammar Options** panel, click on the **Syllables** switch to show syllables in words.
Note: Breaks between syllables are shown with spaces and a **dot** appears.

Example:

Da·vid Su·zu·ki was born in Van·cou·ver, Brit·ish
oth·er sib·lings. When Da·vid was grow·ing up,

19. In the **Grammar Preferences** panel, click on the **Part of Speech** items to highlight these terms in the document.

Parts of Speech

nouns

verbs

adjectives

adverbs
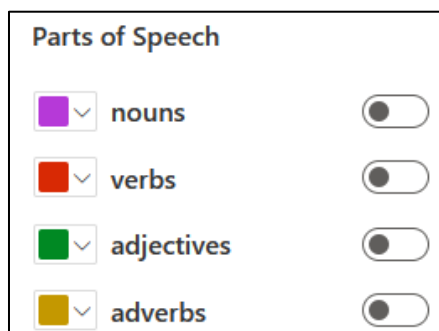
20. If a **Part of Speech** item, such as nouns, is selected, all words in that part of speech will be colourized.
Note: Colours for each part of speech can be changed.

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21. Click on the **Show labels** switch to display the abbreviation for the parts of speech selected.
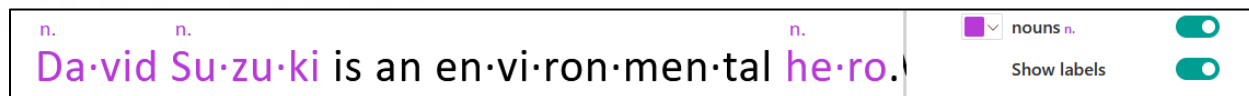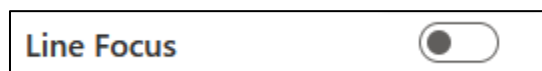

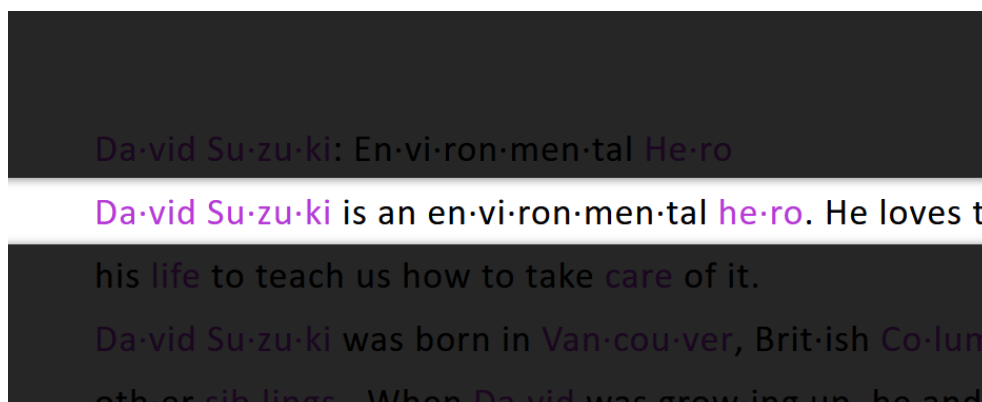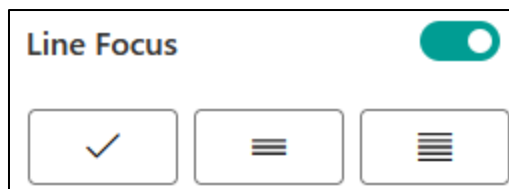22. To close the **Grammar Options** panel, click on the **Close menu** icon.
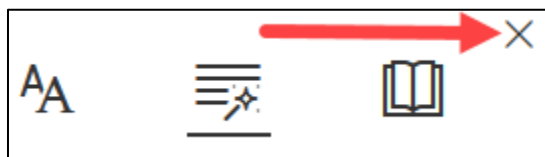
23. Click on the **Reading Preferences** icon.

24. In the **Reading Preferences** panel, click on the **Line Focus** switch.

Note: The **Show one line of text when reading** is checked. The text screen is darkened except for the line of focus in the document.

25. Click on the **Show three lines of text when reading** button.
    Note: Three lines of text are highlighted in the document.

26. Click on the **Show five lines of text when reading** button.
   **Note**: Five lines of text are highlighted in the document.

27. In the **Reading Preferences** panel, click on the **Line Focus** switch to turn off **Line Focus**.

28. In the **Reading Preferences** panel, click on the **Picture Dictionary** switch.
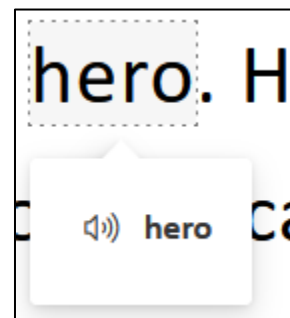
29. With the **Picture Dictionary** switch toggled to ON, users can click on words to see visuals (if available in the Picture Dictionary.)

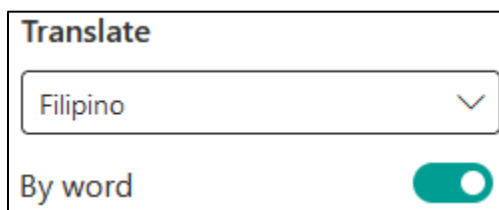   See this example of the word **life**.
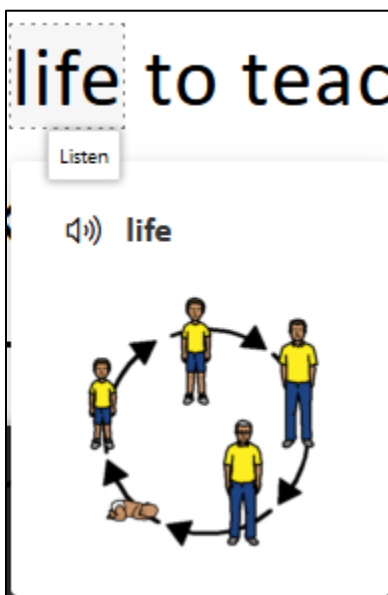
30. Leaners can also click on **words** when reading and then click on the audio icon in the pop-up to listen to the pronunciation discretely.

31. In the **Reading Preferences** panel, click on the **Translate** accordion menu to locate a language to translate the document into.

32. After the language has been selected, choose the **By word** option.

33. In the document, click on a **word**.

34. In the pop-up, sometimes an audio clip appears as in figure 1, but on many instances, the text translation appears without audio as in figure 2.
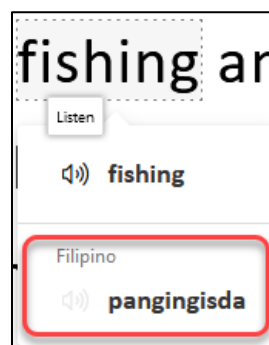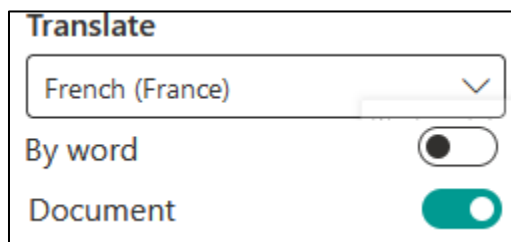

Figure 1 Audio clip

Figure 2 No audio clip

35. In the **Reading Preferences** panel, after the language has been selected, choose the **document** option.

   Note: The whole document has been translated.

36. Click on the **Play** button.

Note: The text is read aloud in the translated language.

37. To close the **Immersive Reader** and return to the original document, click on the **Exit** icon.

Resources

Immersive Reader TESL Ontario, https://tinyurl.com/rpytchv7

Microsoft Immersive Reader support, https://tinyurl.com/2tz4cyct