

# Immersive Reader in Office 365

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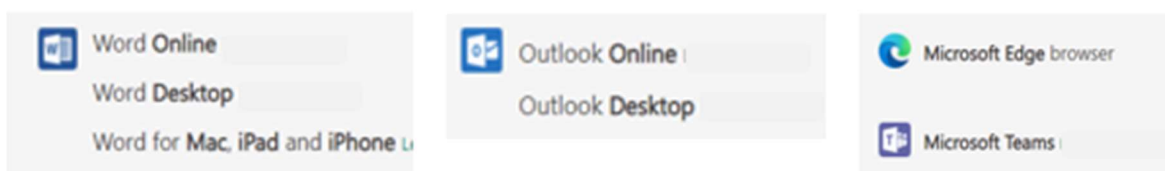
## What is Immersive Reader

Immersive Reader improves reading comprehension and helps with learning by offering tools that:

- read text out loud
- break words into syllables
- increase spacing between words
- change page colour while you read
- increase or decrease column width
- allow you to focus on 1, 2, 3 or 5 lines at a time.

It is designed to meet the needs of readers with dyslexia and dysgraphia or anyone who wants to make reading on their device easier.

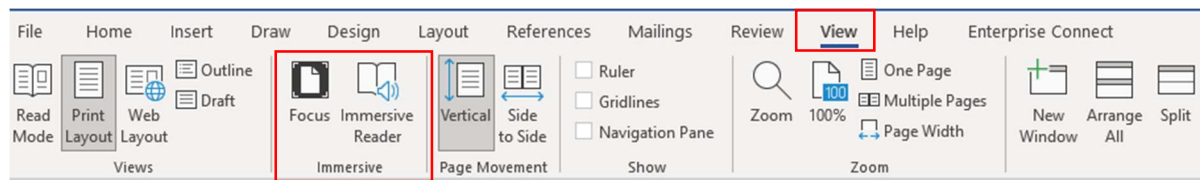
Immersive Reader is available in these applications: Word, Outlook and Microsoft Edge and Teams.



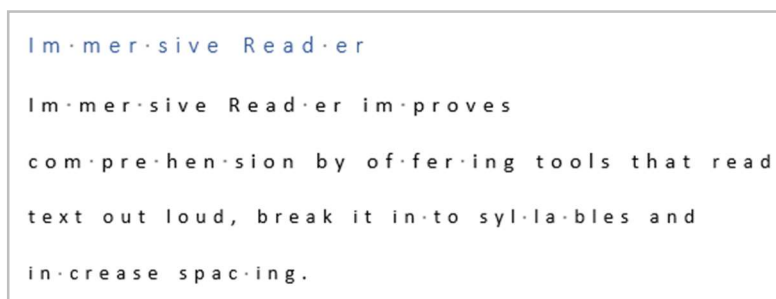
## Immersive Reader in Word

### Accessing Immersive Reader

In Word, Immersive Reader is found under the View command group.

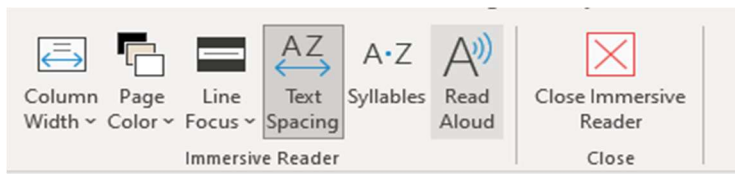


Click onto this and your document opens in Immersive Reader mode.



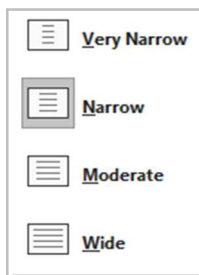
## Using Immersive Reader in Word

On the top left you have options to change how Immersive Reader works for you by changing colour, text spacing, column width, line focus and syllable break-up.



### Column Width

You can choose between very narrow, narrow, moderate and wide.

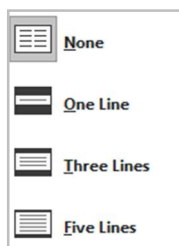


### Page Colour

This lets you choose from a variety of colours to display in.

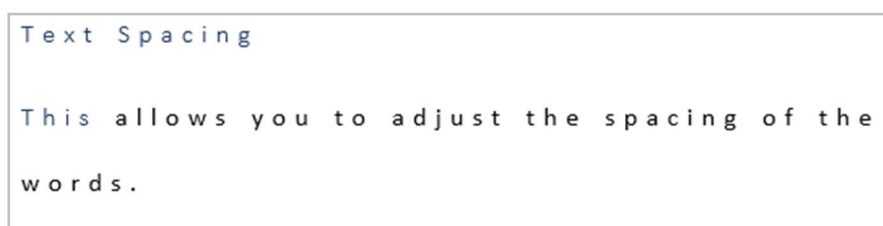
### Line Focus

You can choose between no line focus or one line, three lines or five lines being focused on.



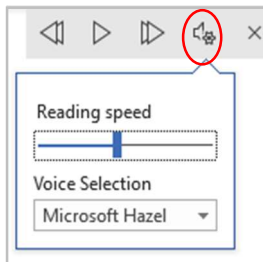
### Text Spacing

This allows you to adjust the spacing of the words, either for normal spacing, or as below.



## Read Aloud

This lets you listen to the text being read out with the settings icon you can change the voice or reading speed.

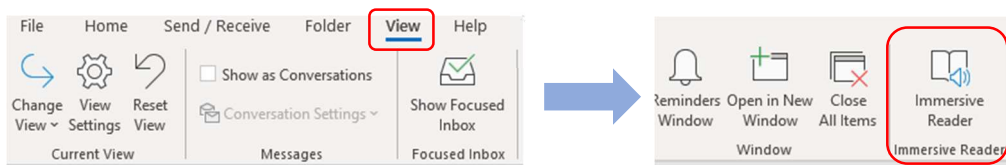


To leave Immersive Reader in Word, choose 'close immersive reader' at the top of the document.

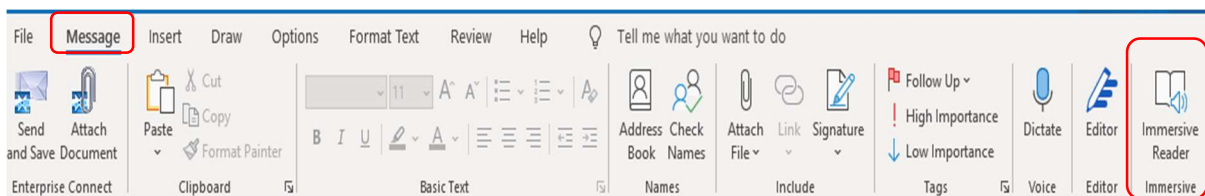
## Immersive Reader in Outlook Desktop App

In the desktop version of Outlook, Immersive Reader works the same way as in Word.

In Outlook main screen, it is found under the View tab:



If you have opened a received email, the Immersive Reader can be found straightaway in the Message tab ribbon along the top.



After you click onto the Immersive Reader command, it has the same controls and appearances in Word (pages 2-4)

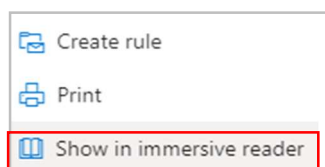
## Immersive Reader in Outlook Online

### Accessing Immersive Reader

- 1) Click onto the email you wish to read and a line of commands will appear along the top.



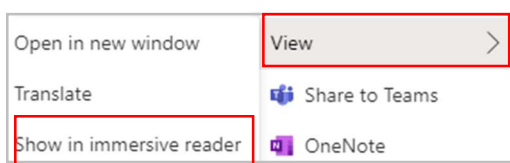
Click into the ellipsis (3 dots) and select 'Show in Immersive Reader'.



- 2) You can also access it within your received email in the 'message surface' area ellipsis at top right of the email where the 'reply' icons are.

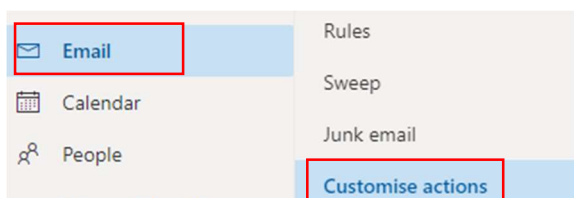


Click onto the ellipsis and choose View, then within the View option, choose 'show in immersive reader'.

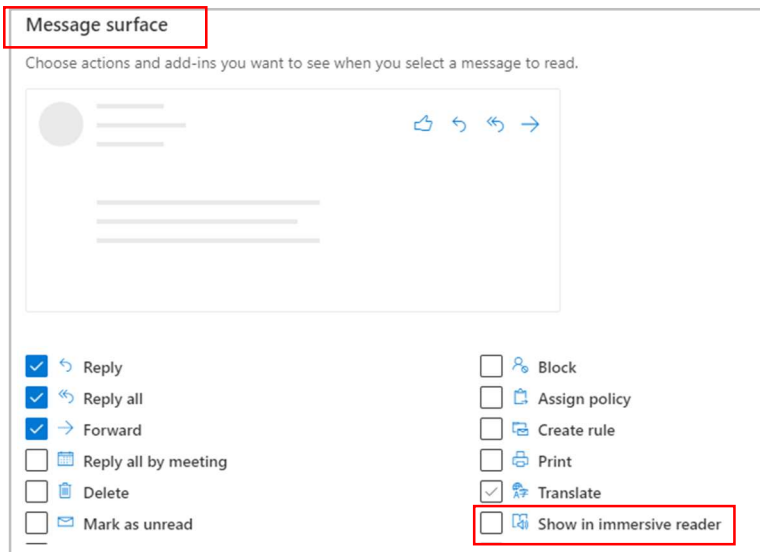


However, if you want easier access to Immersive Reader, you can add it to your message surface area on your received emails so it shows permanently.

Go into the Settings cog in top right of Outlook online and choose 'view all settings'. Then choose Email and Customise actions.



Find the section called Message Surface and tick the box for 'show in immersive reader'

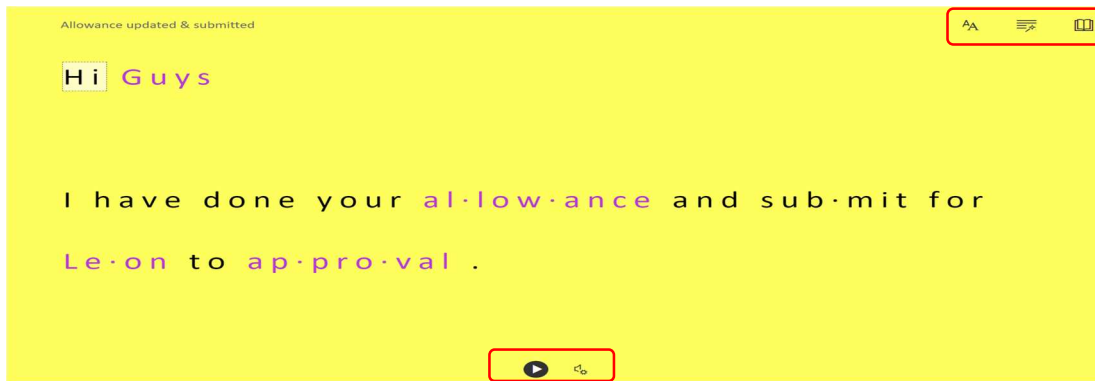


Click Save and close settings by clicking the x in top right. Your message surface will now include the Immersive Reader icon, making it much easier for you to access.



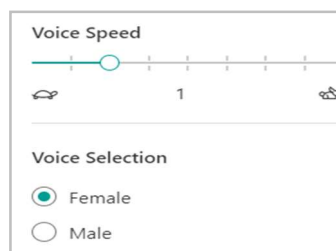
## Using Immersive Reader In Outlook Online

Once in Immersive Reader, the email will open with various options for you to choose:



### Read Aloud

Press the play button at the bottom of the display and it reads aloud the email for you (with a choice of male or female voice and voice speed control).

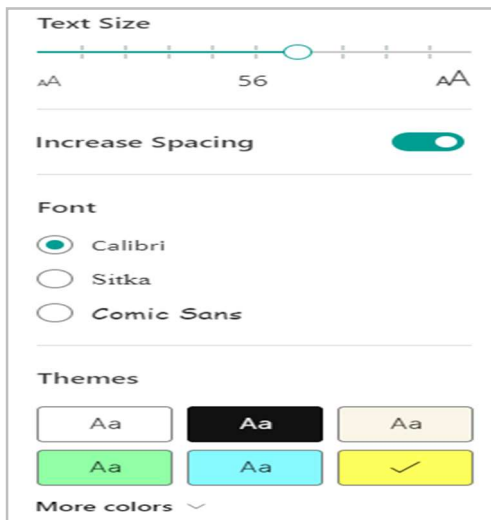


Along the top right there are three icons:



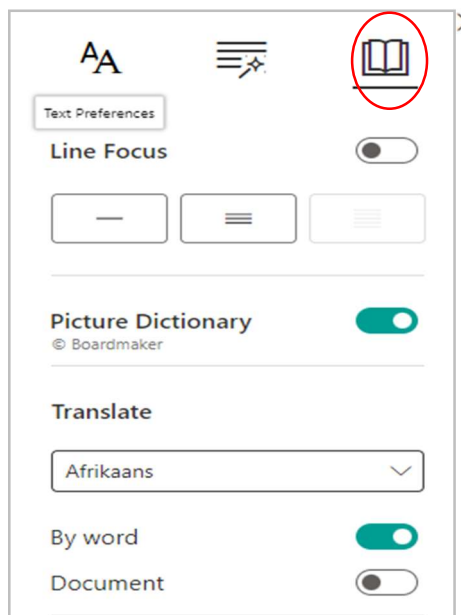
### Text Preferences

Text Preferences is represented by **the AA icon**. Choose this to access options for reading the text (size of font, spacing) or changes to font (including different background colours).



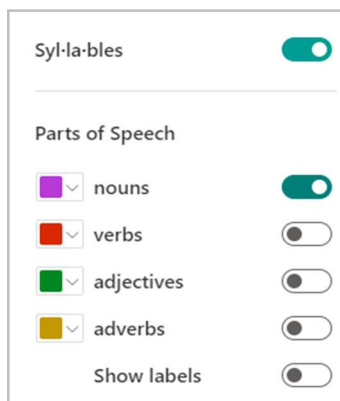
### Reading Preferences

Reading Preferences is represented by the **book icon** and includes switching languages (by word or by document) and line focus. Line focus narrows the focus of your reading to one, three, or five lines.



## Grammar Options

Choose Grammar Options (**the lines icon**) to help you to understand sentence structures (nouns, verbs, adjectives, adverbs)



For example, with 'nouns' switched on, the nouns are displayed in a different colour.

Guidance on using and storing  
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To close Immersive Reader in Outlook Online, click onto the backward arrow in top left or press ESC.

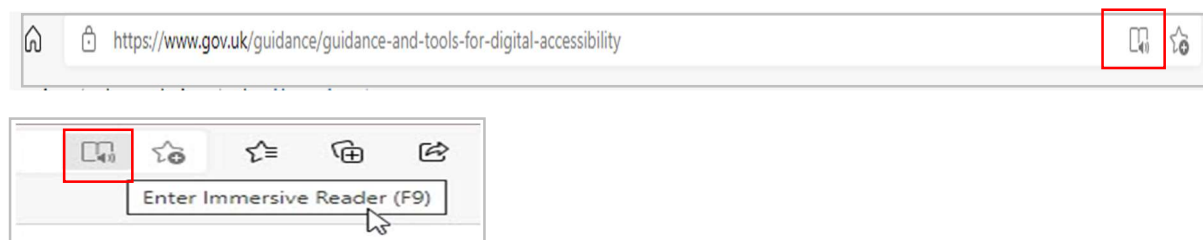


## Immersive Reader in MS Edge

Immersive Reader in Microsoft Edge simplifies a web page layout, removes clutter and lets you customise your reading experience.

### Accessing Immersive Reader

To enter reading mode, go to the website you want to read in Microsoft Edge and select 'Enter Immersive Reader' which is the 'book' icon in the address bar, or use the keyboard shortcut F9. The address bar is where the website's 'address' along the top of your browser.

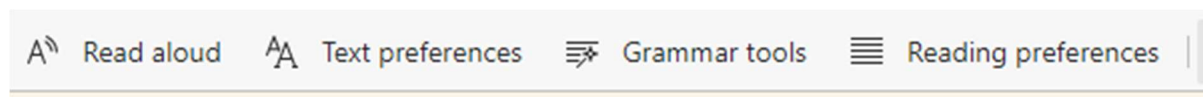


If you don't see the Immersive Reader icon in the address bar, you can still view the text in Immersive Reader. Just select the text you want to read, right-click, and select 'Open in Immersive Reader' from the context menu.



### Using Immersive Reader in Edge

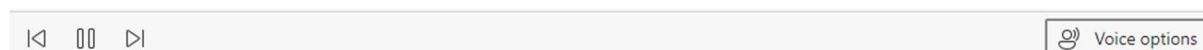
Once you are in Immersive Reader, the bar along the top of the app will display Read Aloud options, Text preferences, Grammar tools and Reading preferences.



### Read Aloud

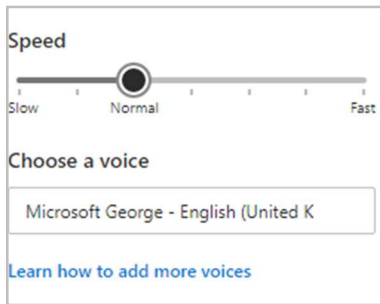
This is a tool that reads aloud the text of a web page.

Select 'Read Aloud' from the Immersive Reader toolbar. A ribbon toolbar appears at the top of the page after you start this.



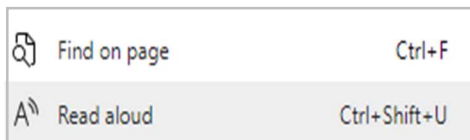
The toolbar includes the Play/Pause button, buttons to skip to the next or previous paragraph, and a button to adjust your Voice options.

Voice options allow you to select from different Microsoft voices as well as change the speed of the reader.



To stop listening, select the Pause button or the X to close Read Aloud.

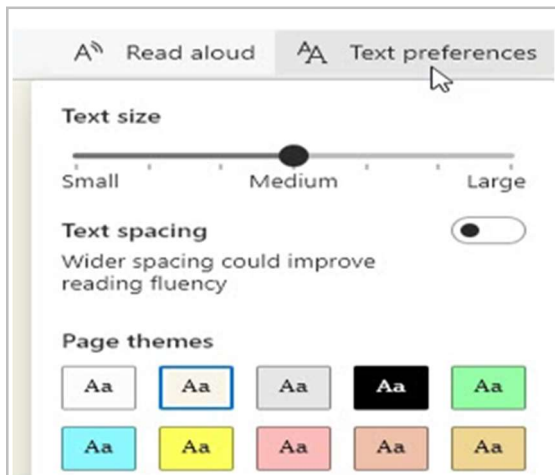
Alternatively, you can click into the ellipsis in top right of the website page and choose Read Aloud from the content box.



### Text Preferences

You can choose a variety of text and colour options using Text size, Text spacing, and Page themes to enhance your reading experience in Immersive Reader.

To open the text preferences, select 'Text preferences' from the Immersive Reader toolbar.

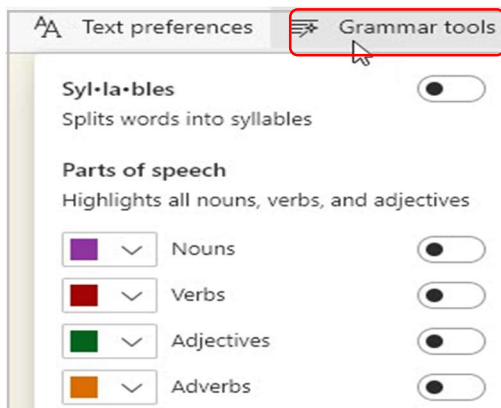


- Text size: move the slider to make the text larger or smaller.
- Text spacing: switch across the toggle to increase the spacing between lines of text.
- Page themes: Choose a theme to reduce visual distraction. There are a variety of colour options.. Click More themes to view all the available themes.

## Grammar Tools

These tools help with reading comprehension by breaking words into syllables and highlighting nouns, verbs, and adjectives.

To open Grammar tools, select Grammar tools from the Immersive Reader toolbar.



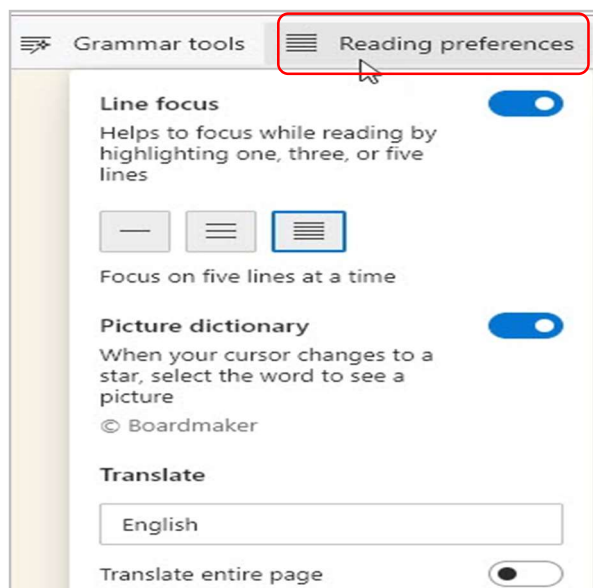
**Syllables:** Turn on Syl-la-bles to divide words by showing small dots between the syllables.

**Parts of speech:** Under Parts of speech, turn on Nouns, Verbs, Adjectives, or Adverbs to highlight every noun, verb, adjective, or adverb on the page in a colour that corresponds to the colour of the label. You can customise the highlight colours and show the labels inline by turning on Show labels.

## Reading Preferences

You can turn on tools like Line focus to focus on reading one, three or five lines at a time, Picture dictionary to see a picture meaning of a word or Translate to change the language of the text.

To open, select Reading Preferences on the Immersive Reader toolbar.



Line focus narrows the focus of your reading to one, three, or five lines in Immersive Reader. When just a portion of text highlighted, content is easier to read and comprehend.

Use the up and down arrows in Immersive Reader or up and down keys on the keyboard to move the line focus up or down on the page.

Picture dictionary: with this on, you can click on any single word and see an illustration related to the meaning.

To exit Immersive Reader in Edge, click the book icon again or press ESC.