

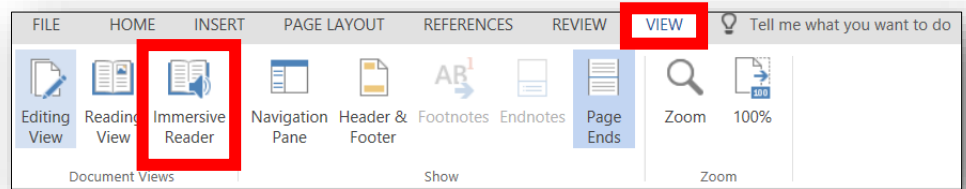
Office 365 – Using Immersive Reader in Word Online

These directions explain how to use the Immersive Reader in Word Online. Immersive Reader is a Learning Tool add-in designed to help improve reading skills by boosting the ability to pronounce words correctly, to read quickly and accurately, and to understand what is read.

1. Open a Word document in **Word Online** from **Office 365**.

2. Select the **View** tab.

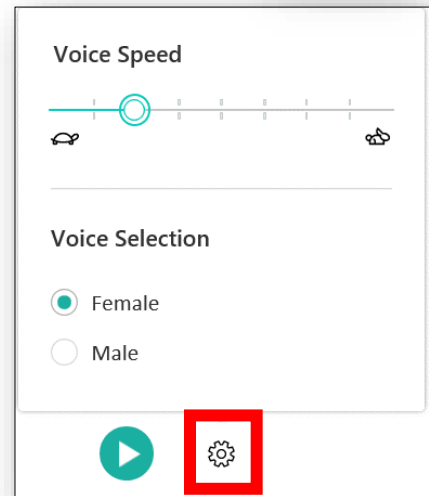
3. Click on **Immersive Reader**.



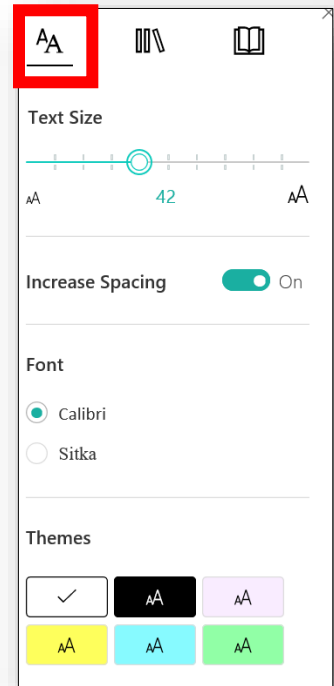
4. Click the **play button** to have the computer read the document.



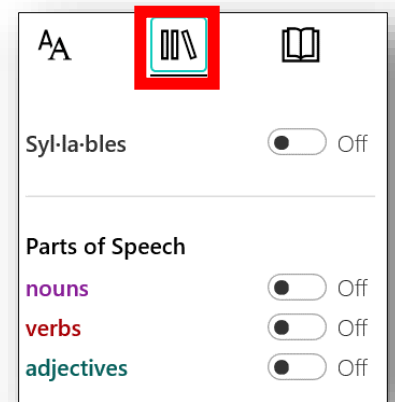
5. Choose the gear icon to change the **Voice Speed** and **Voice Selection**.



6. Choose the AA icon to change the **Text Size, Spacing, Font,** and **Themes.**



7. Choose the segmented rectangles icon to show the **Syllables** of words and designated **Parts of Speech.**



8. Choose the book icon to turn on **Line Focus** for the document. You can set the line focus to 1, 2, or 3 lines.

