

How to Use **Immersive Reader**



A step by step guide

What is Immersive Reader?

Immersive Reader has 3 main menus.

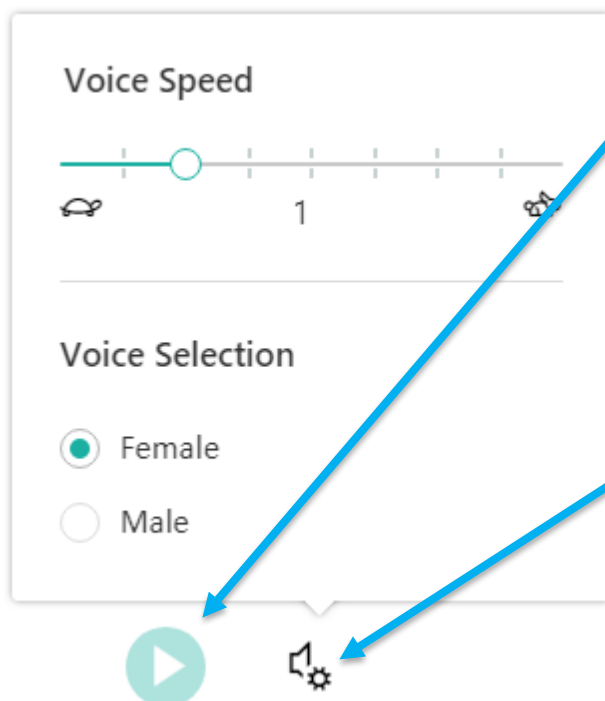
- Text Options
- Grammar Options
- Reading Preferences

It also has a voice settings feature to allow you to hear the text.



Voice Options

You can do one or more of the following in **Immersive Reader**, depending on how you want to focus on the content in your document.

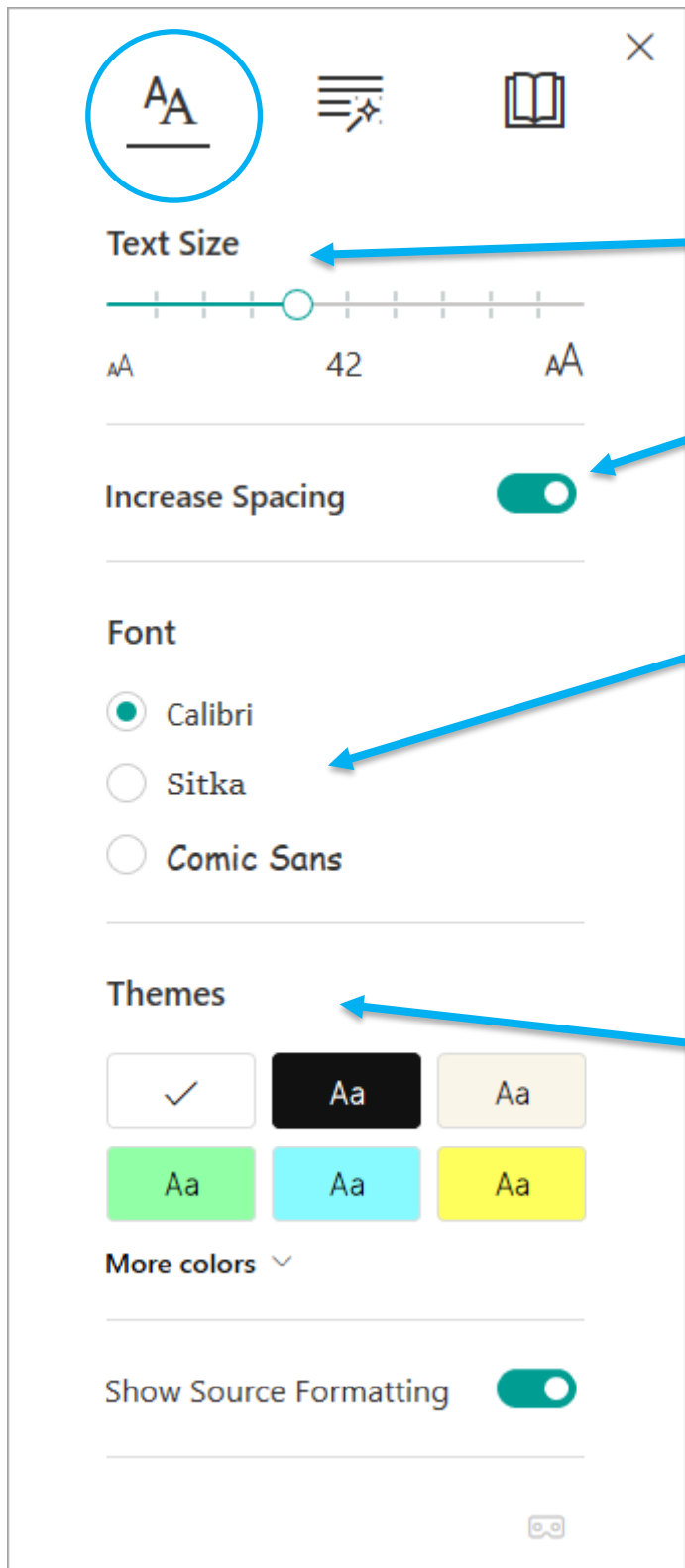


Select **Play** at the bottom of the window to hear your document read aloud and to see the text highlighted.

Select **Pause** to stop narration.

Select **Voice Options** on the top right of the document to change the speed of narration.

Text Options



You can change the appearance of your document by using **Text options**.

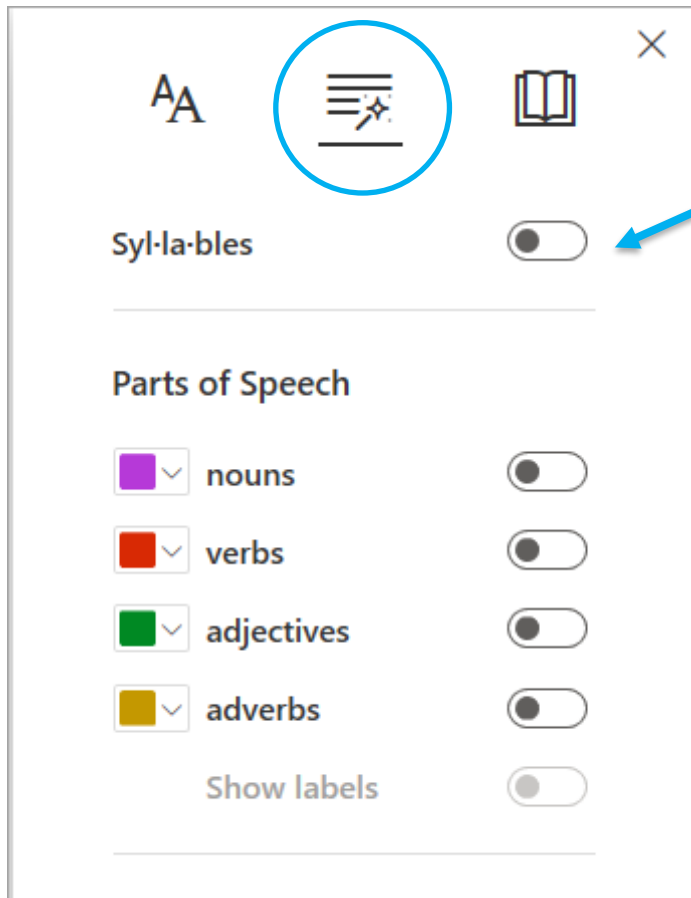
You can **increase or decrease text size**.

You can increase the amount of **spacing** between letters and words.

You can change the **font** of the whole document.

The **Theme** colour you select becomes the **background colour** of the document.

Parts of Speech



You can select one or more of the following options to show:

Syllables to break words into syllables.

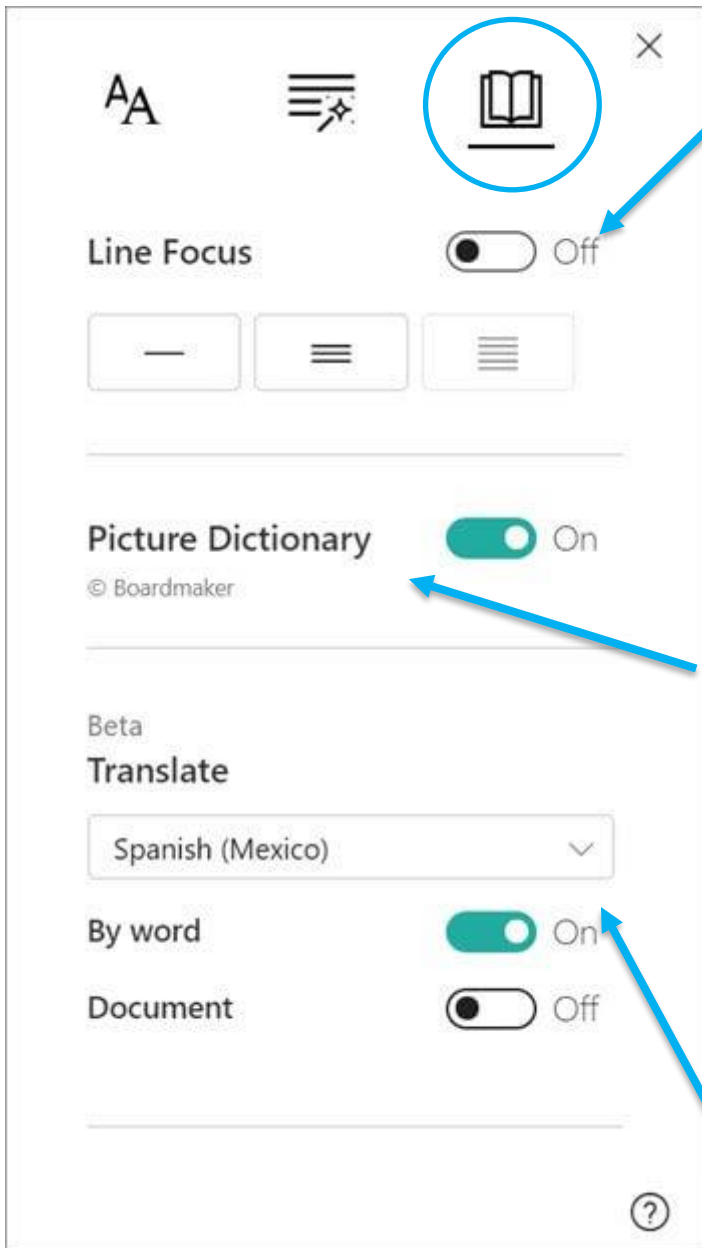
Nouns to highlight nouns in your document in purple.

Verbs to highlight verbs in your document in red.

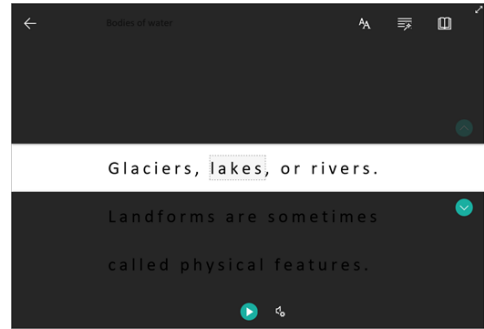
Adjectives to highlight adjectives in your document in green.

Adverbs to highlight adjectives in your document in gold.

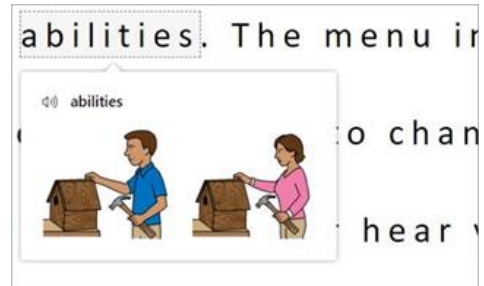
Reading Preferences



Line Focus enables you to narrow the focus by highlighting sets of one, three, or five lines.



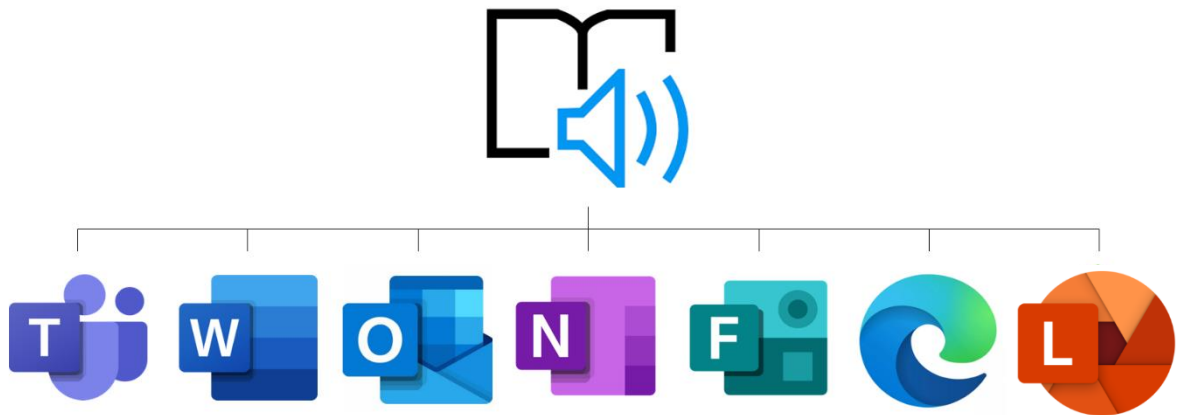
Picture Dictionary gives you the ability to click on any single word and have it read aloud.



Translate gives you the option to change the language of the text.



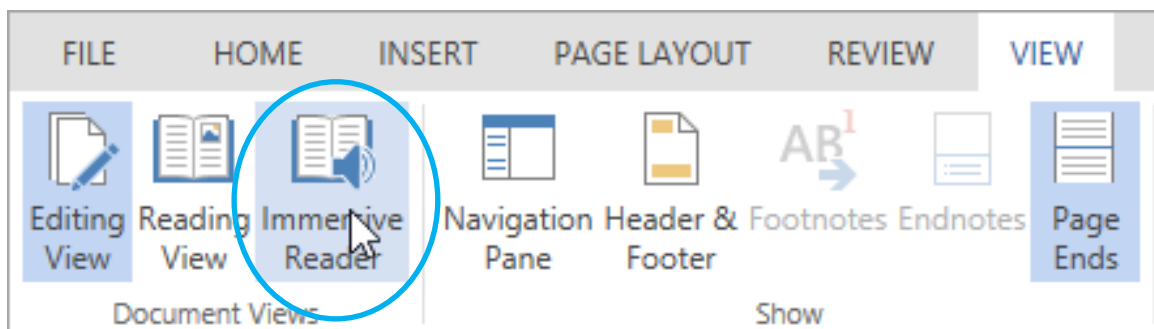
Immersive reader is available on the following tools:



Immersive Reader in Word



On the **View** tab, in the **Document Views** group, select **Immersive Reader**.



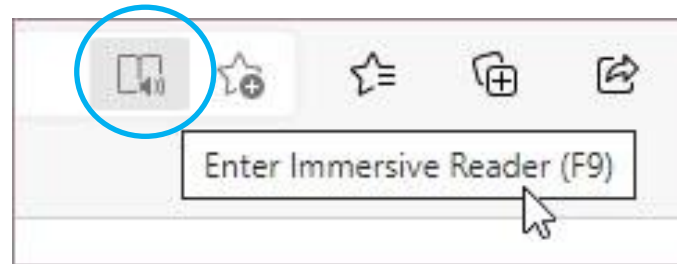
Your document opens within **Immersive Reader**, and you can navigate the three menus that are explained on **P3-5**



Immersive Reader in Microsoft Edge

First you need to **Enter reading mode using Immersive Reader**

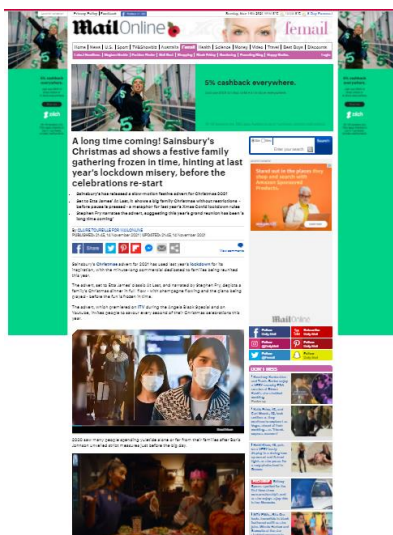
To enter reading mode, go to the website you want to read in Microsoft Edge and select **Enter Immersive Reader** in the address bar or use the keyboard shortcut **F9**.



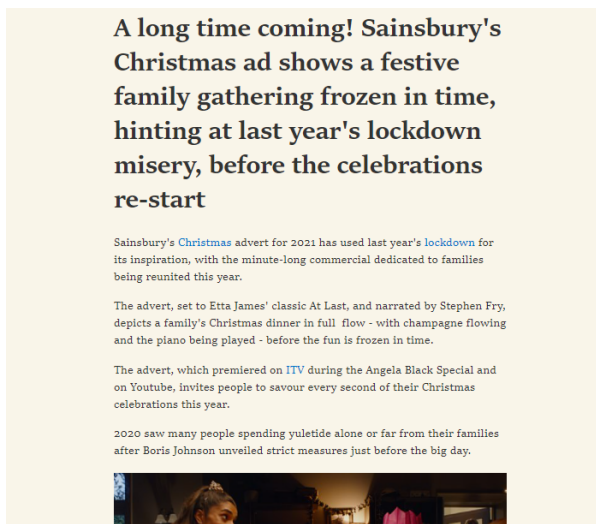
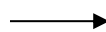
Now you can navigate the three menus that explained on **P3-5**

Removing Distractions on Microsoft Edge

Entering immersive reader also **removes distractions** that may be on the webpage you are viewing.



Without Immersive Reader



With Immersive Reader





Immersive Reader in Microsoft Teams

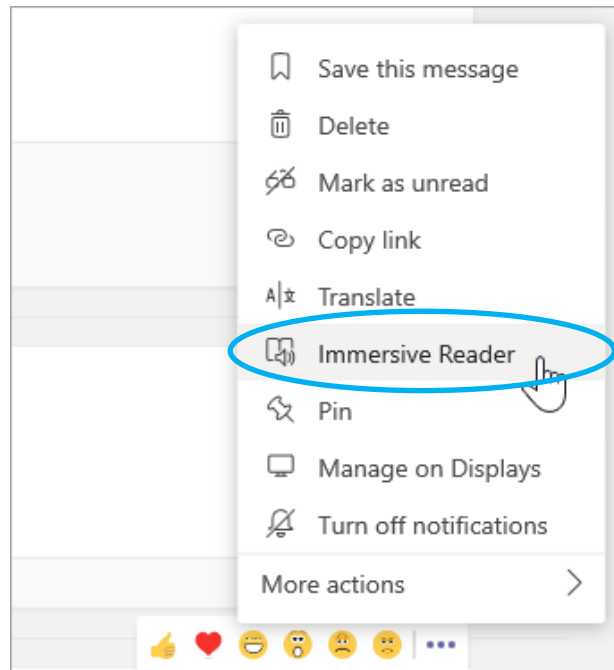
Hear posts, chat messages, and assignments read aloud using Immersive Reader in Microsoft Teams.

Launch Immersive Reader from a message


Hover over a message with your cursor or tap with your finger on a touch screen device.

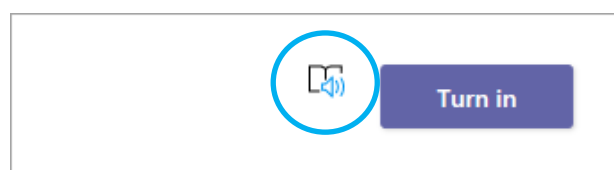
Select **More options**  and then **Immersive Reader** . 

Immersive Reader will launch as a full-screen experience.



Launch Immersive Reader from an assignment

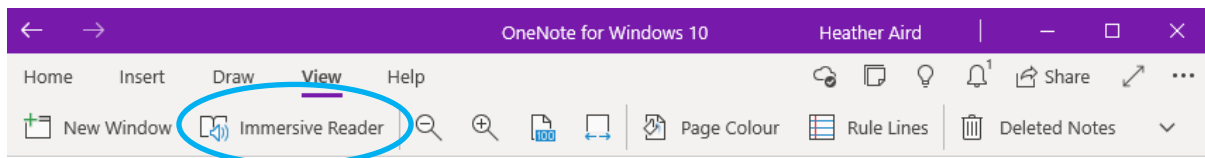
When you open an assignment you can then select **Immersive Reader** 



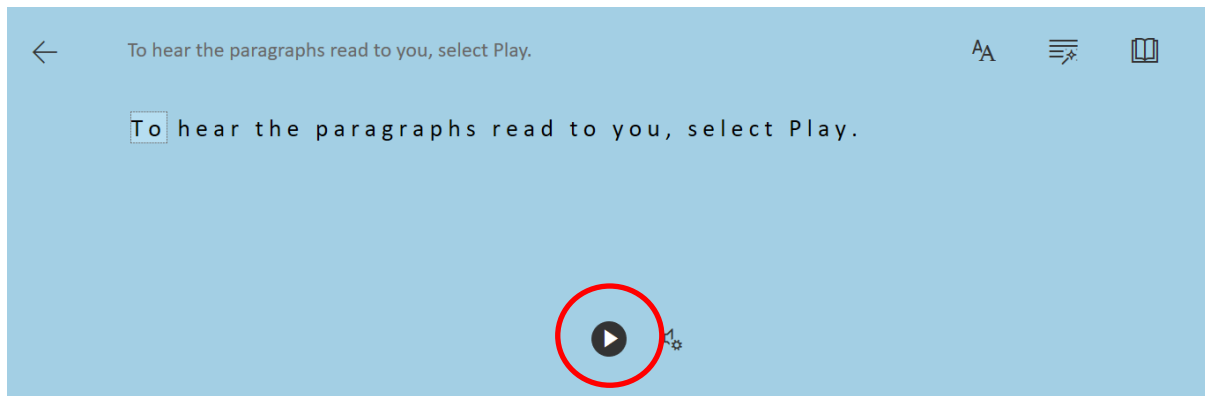
Immersive Reader in OneNote



On the **View** tab, in the **Document Views** group, select **Immersive Reader**.



To hear the paragraphs read to you, select **Play**.



To listen from a certain point on your page, select that word.

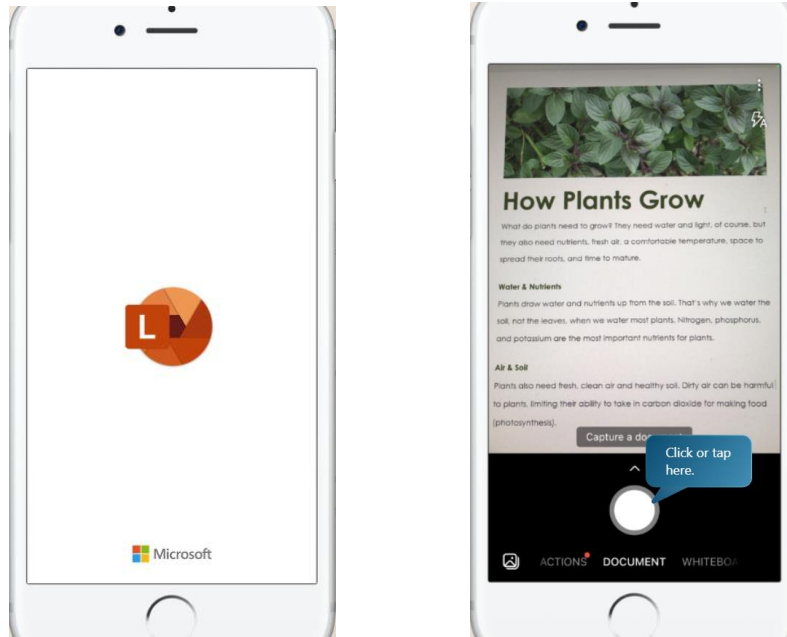
Immersive Reader has several options to make it easier for you to read text from OneNote and you can navigate the three menus that are explained on **P3-5**

Immersive Reader and Microsoft Lens

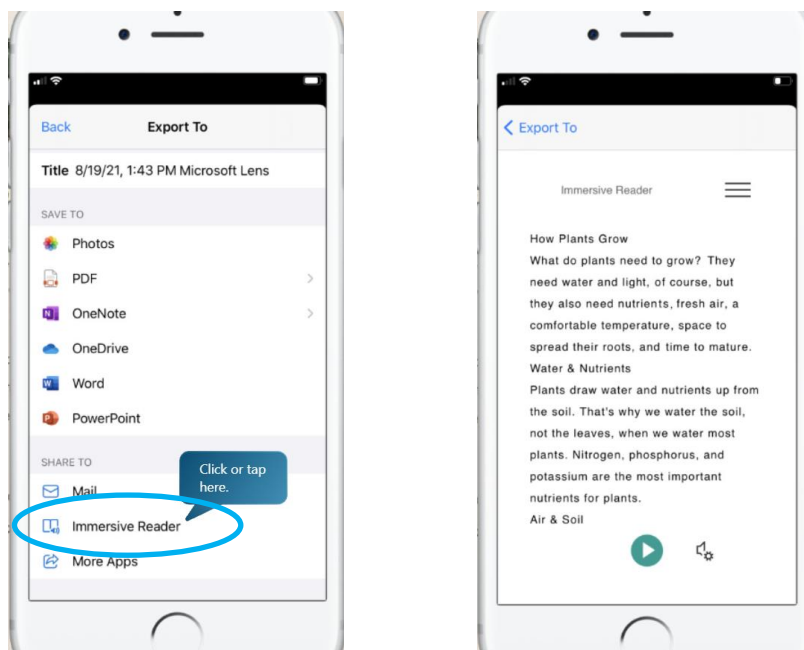


Download the free Microsoft Lens app from the App Store.

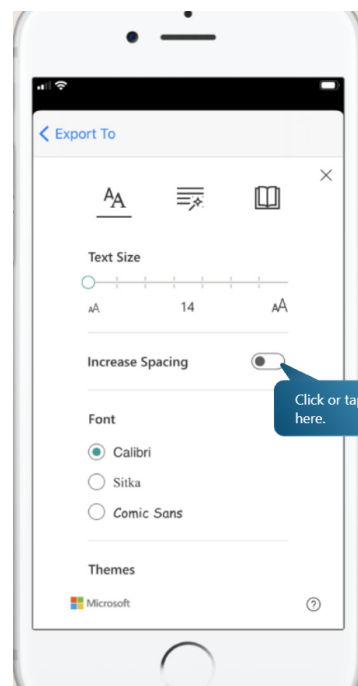
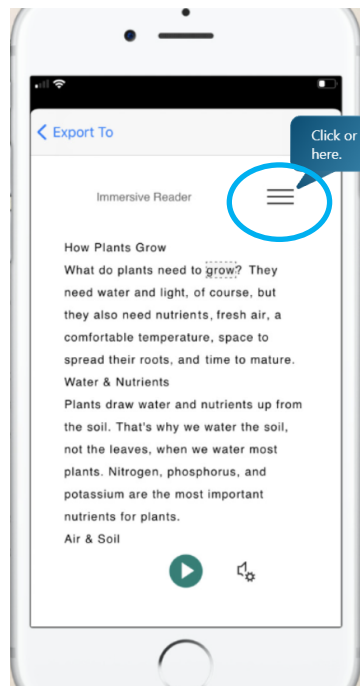
Open the App and capture an image of any text that you want to read, this can be typed documents, books or written text.



Export the image to Immersive Reader. Microsoft Lens automatically scans the picture to turn it into text that can be read aloud.

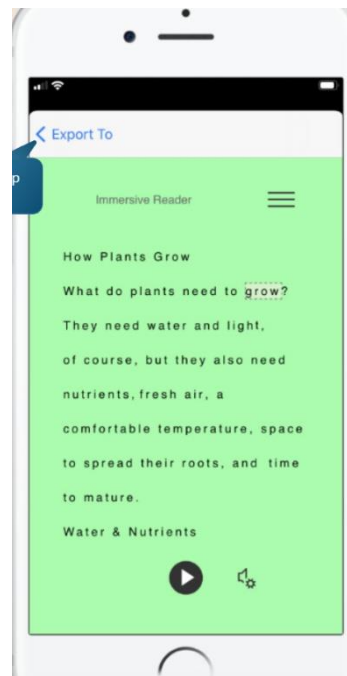


Click the three lines to open the menu. You will then be able to access the other immersive reader features.



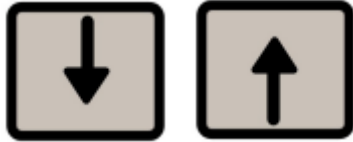
You can then change the following:

- Line spacing
- Font size
- Grammar options
- Page Colour
- Line Focus
- Translate

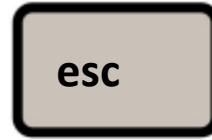


Shortcut keys for Immersive Reader

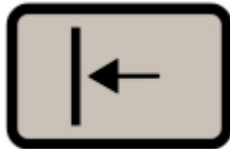
You can use keyboard shortcuts to navigate.



Up / Down arrow scrolls line by line



Esc key closes the reader or menu

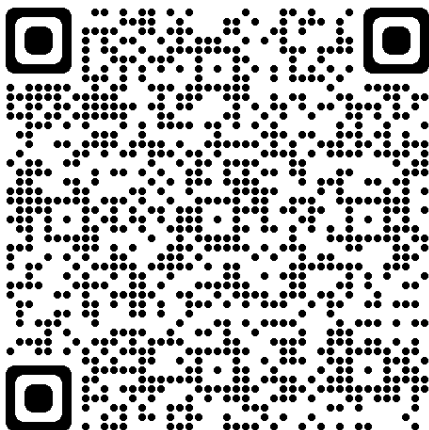


Tab advances to the next control in Immersive Reader settings

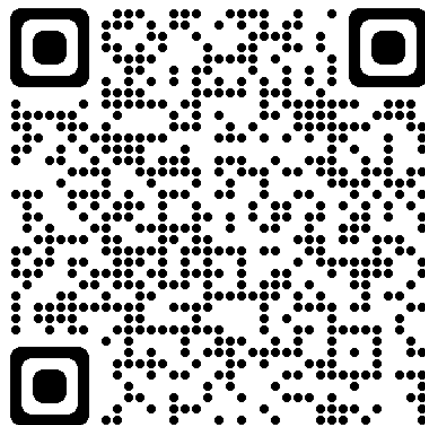


Space selects the current tool

Find Out More About Immersive Reader



Scan this QR code to view an interactive guide on how to use immersive reader.



Scan this QR code and log in using your Glow email and password to view a video on