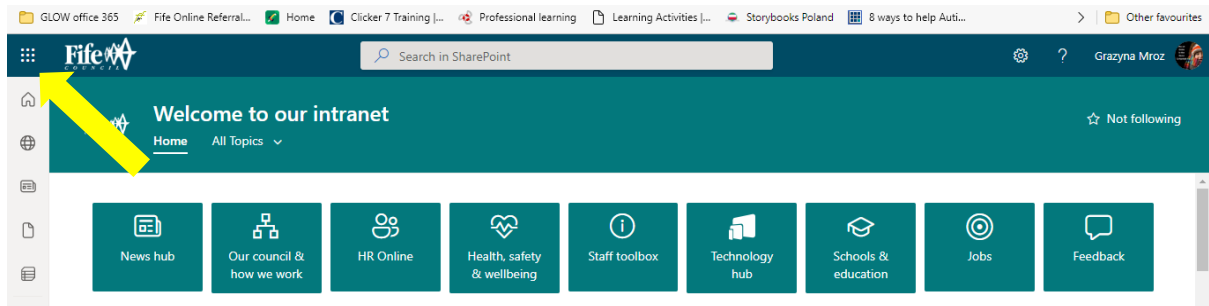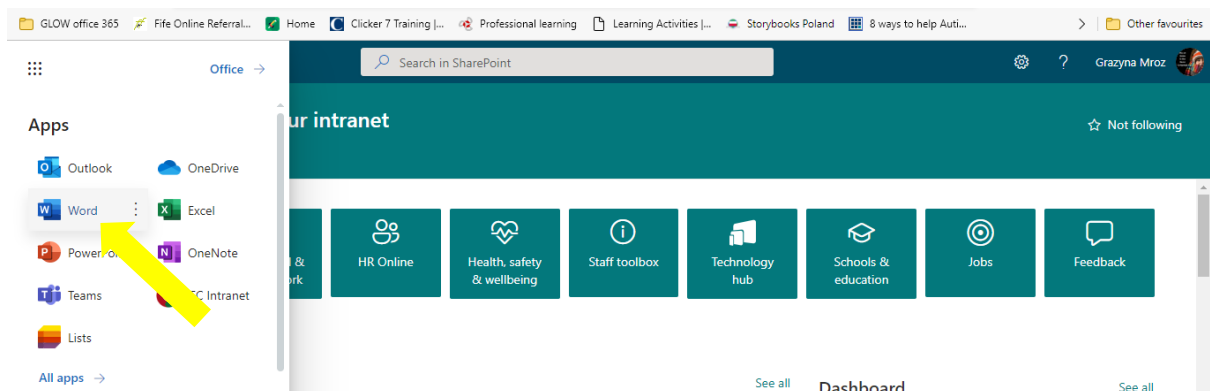# How to use Immersive Reader in Microsoft Word

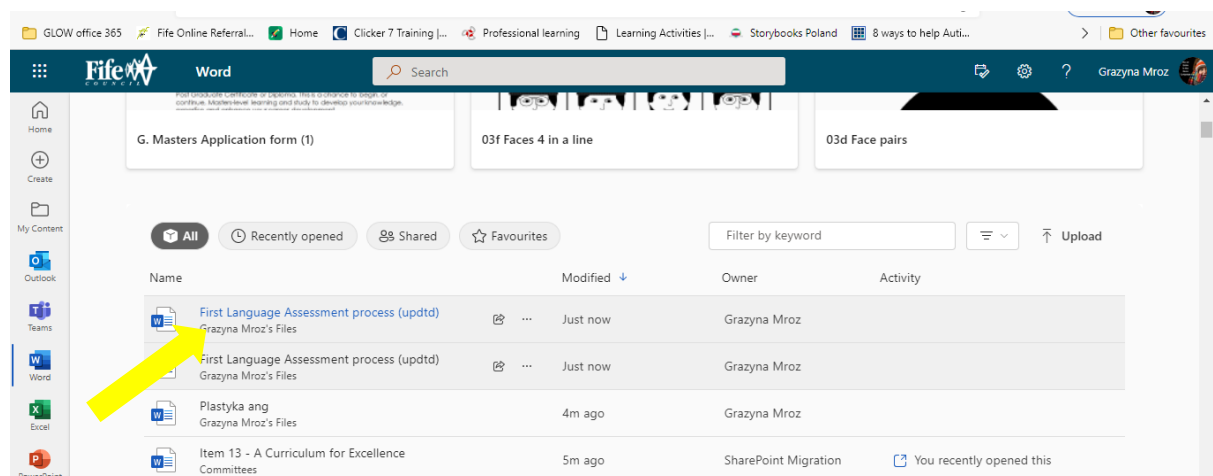## How to use Immersive Reader in Word documents

1. Open your browser/ intranet site (Edge in this case) and click on the Menu Button in the top left corner.

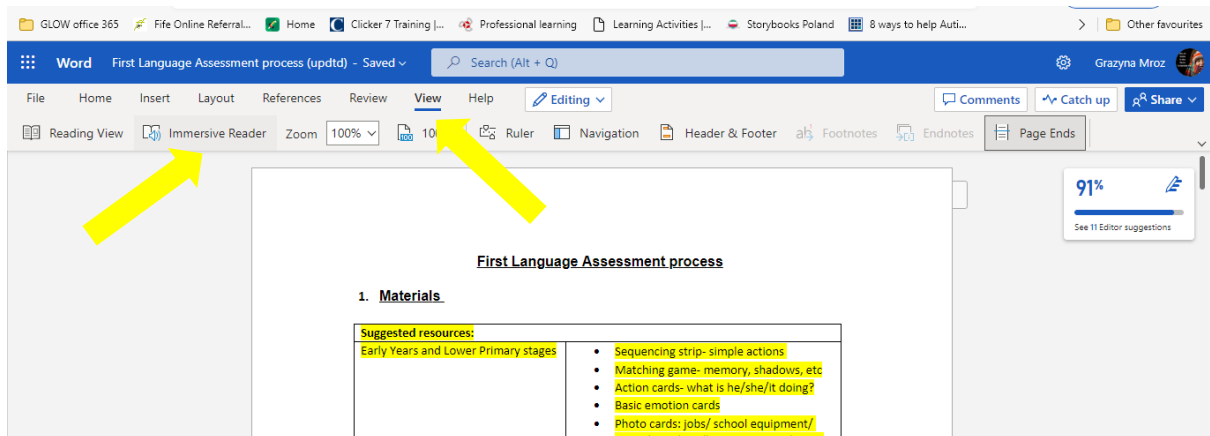2. Choose Word from the Apps menu.

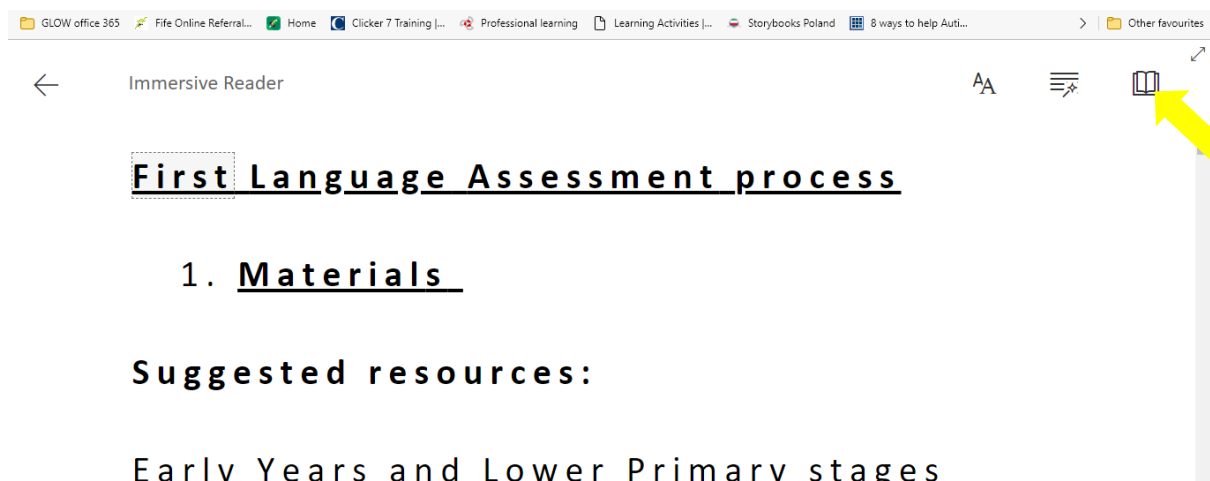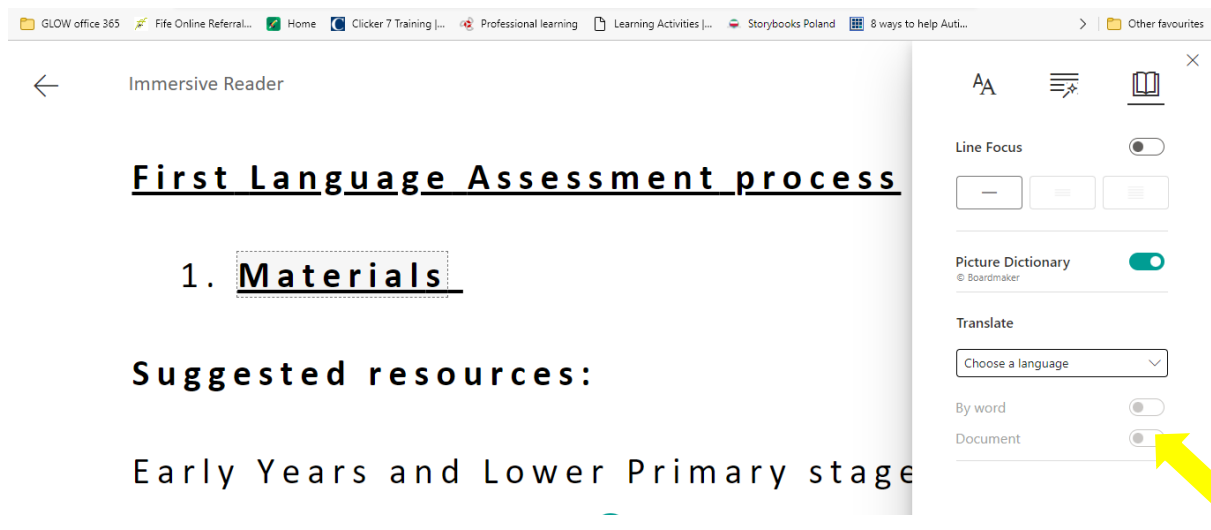3. Open or create the document you want to translate.

4. Locate the View tab and click on Immersive Reader.


5. Once Immersive Reader is opened click on the book symbol in the top right corner to choose specific dictionary options such as language/ picture dictionary/line focus etc.

6. From the drop-down menu choose the language you want to translate your document into.
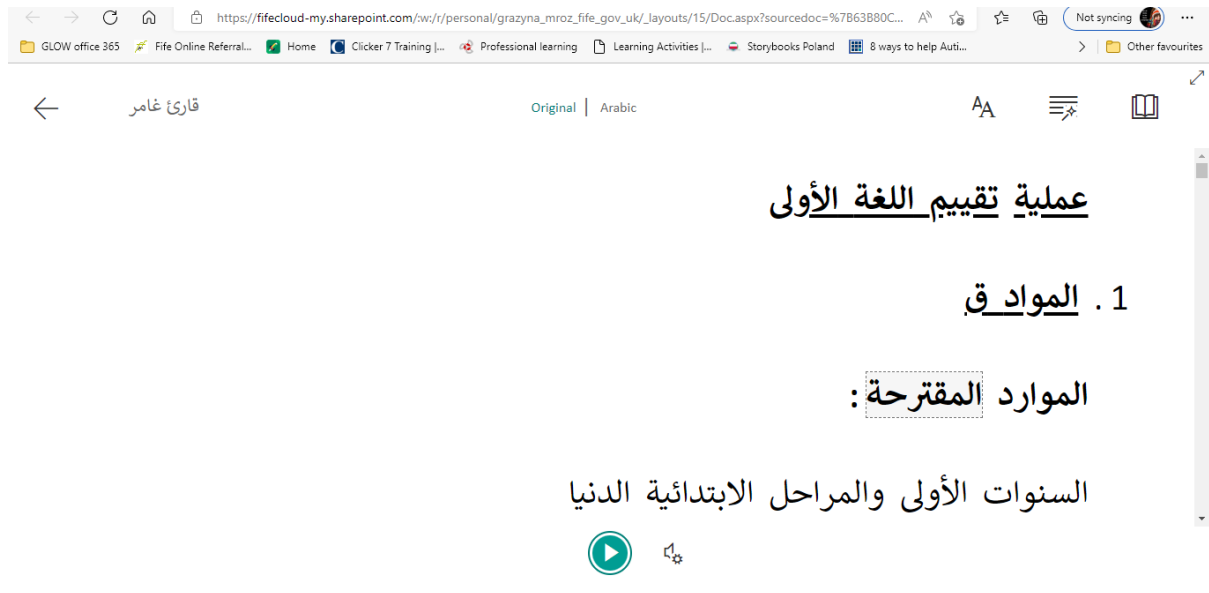

7. Confirm that your choice applies to the whole document.

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English as an Additional Language (EAL)
2022
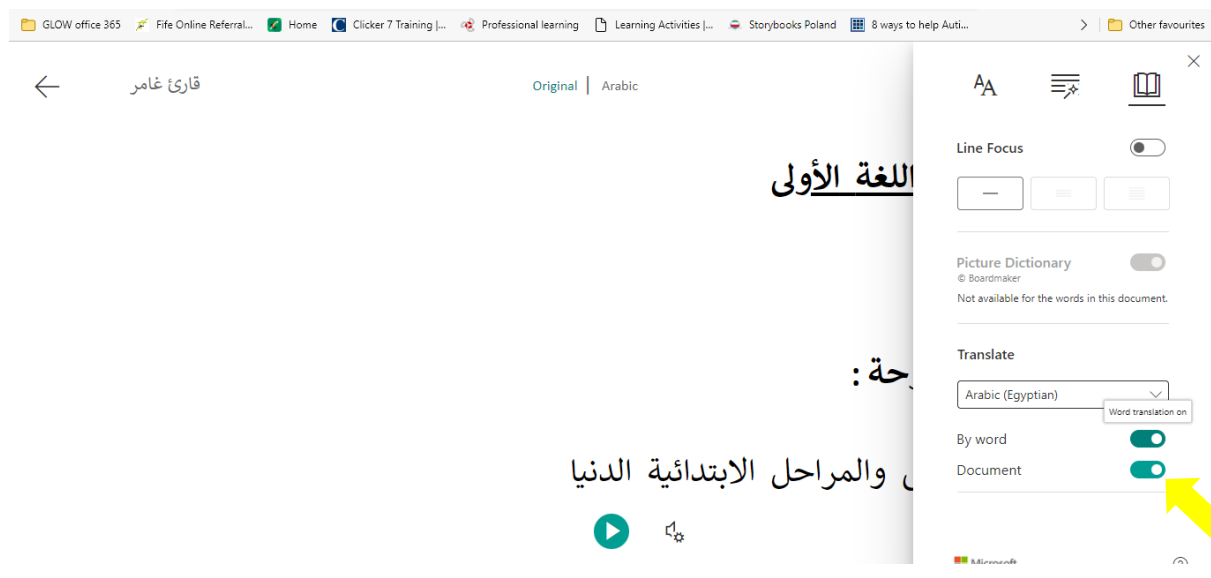
Your document has now been translated into your chosen language.

*If the language you have chosen is supported with the audio file, you may opt to have the translated document read out loud. To do so, click on the play button underneath the text.