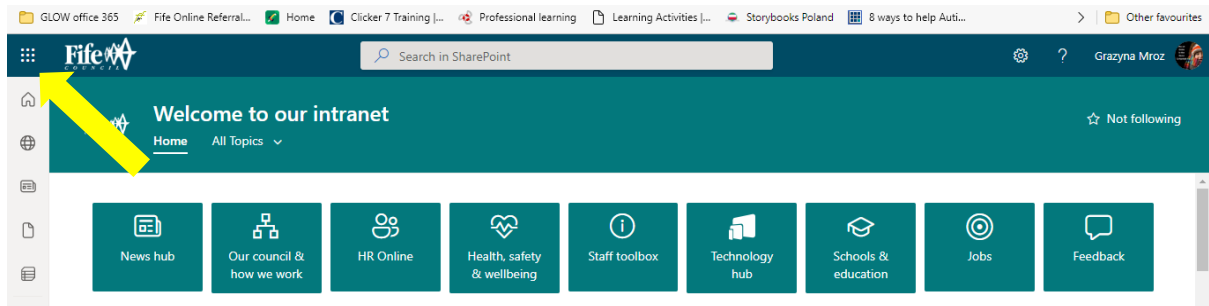


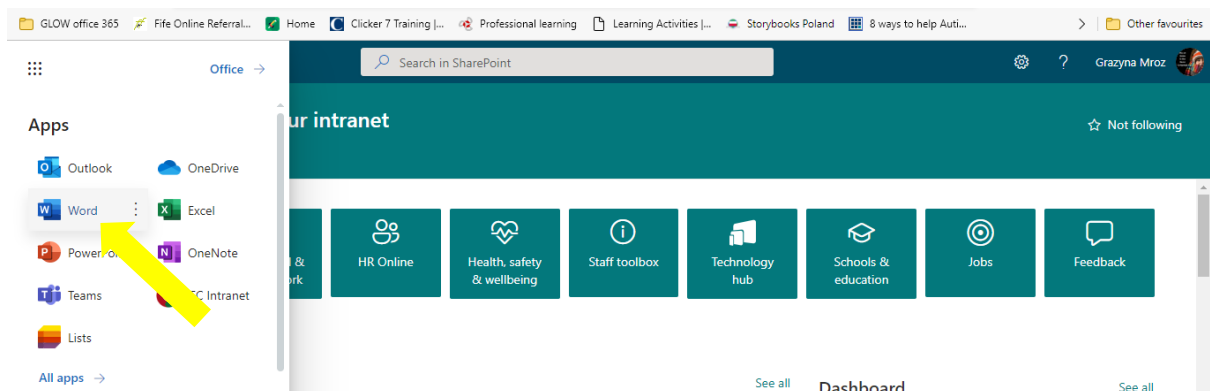
How to use Immersive Reader in Microsoft Word

How to use Immersive Reader in Word documents

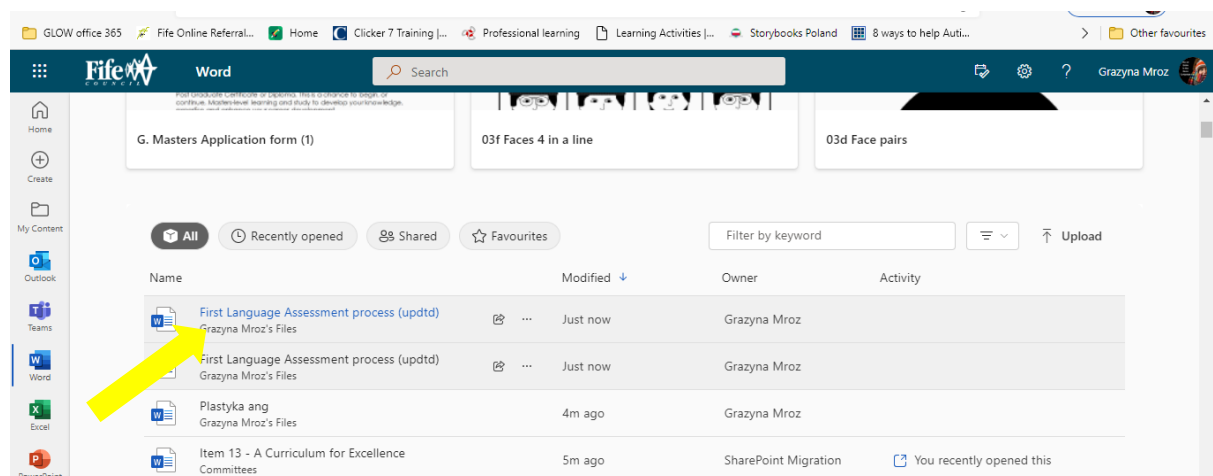
1. Open your browser/ intranet site (Edge in this case) and click on the Menu Button in the top left corner.



2. Choose Word from the Apps menu.

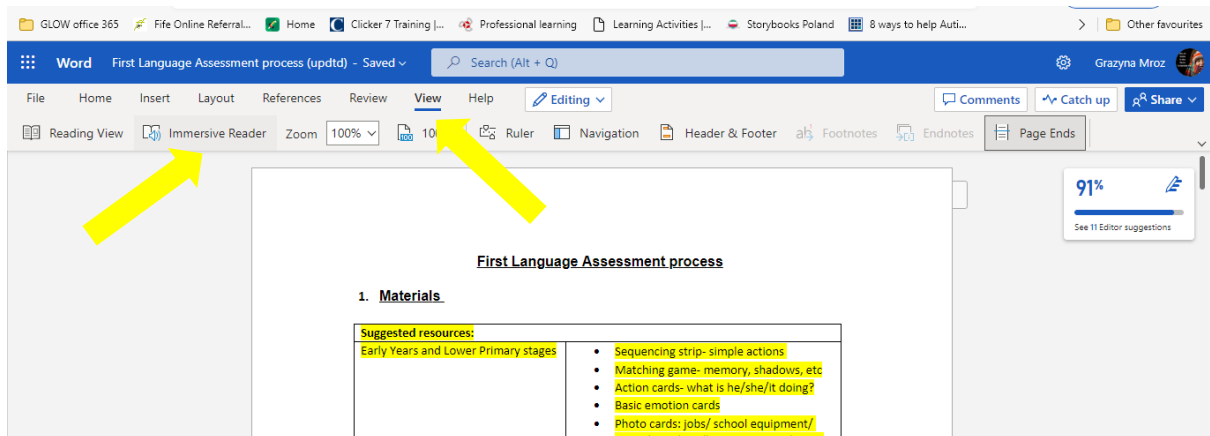


3. Open or create the document you want to translate.

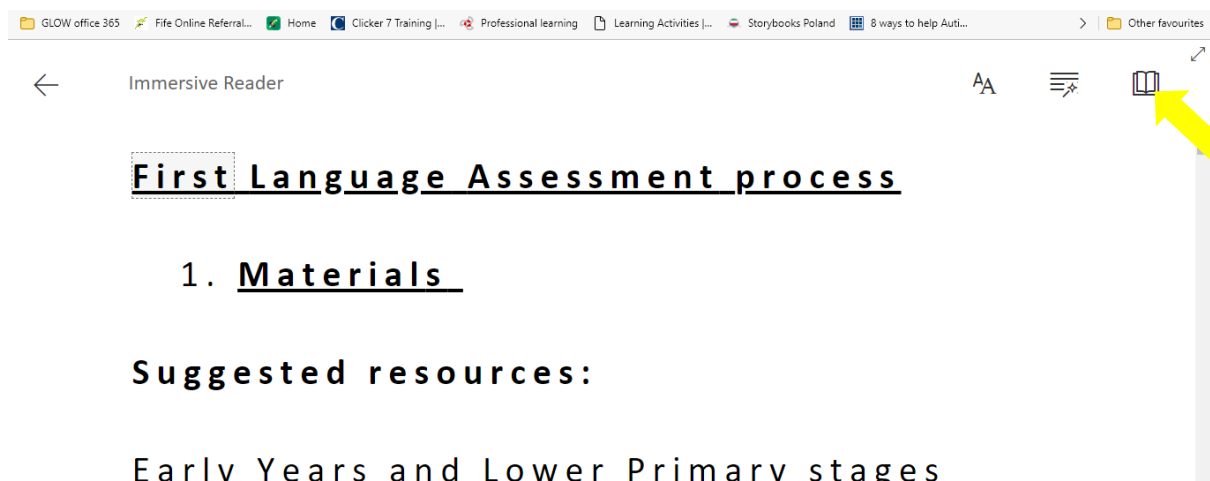


English as an Additional Language (EAL)
2022

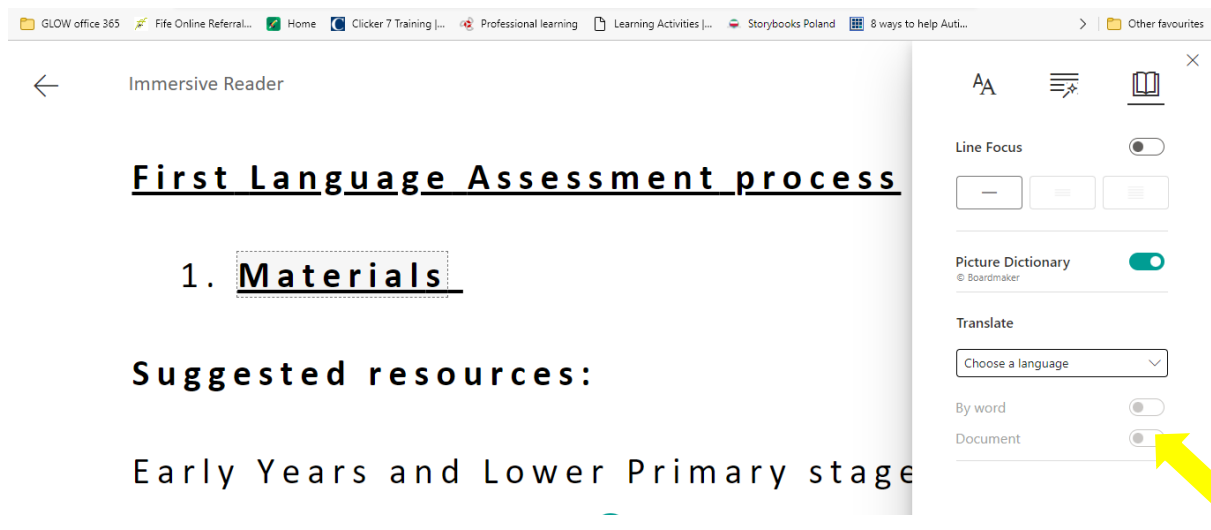
4. Locate the View tab and click on Immersive Reader.



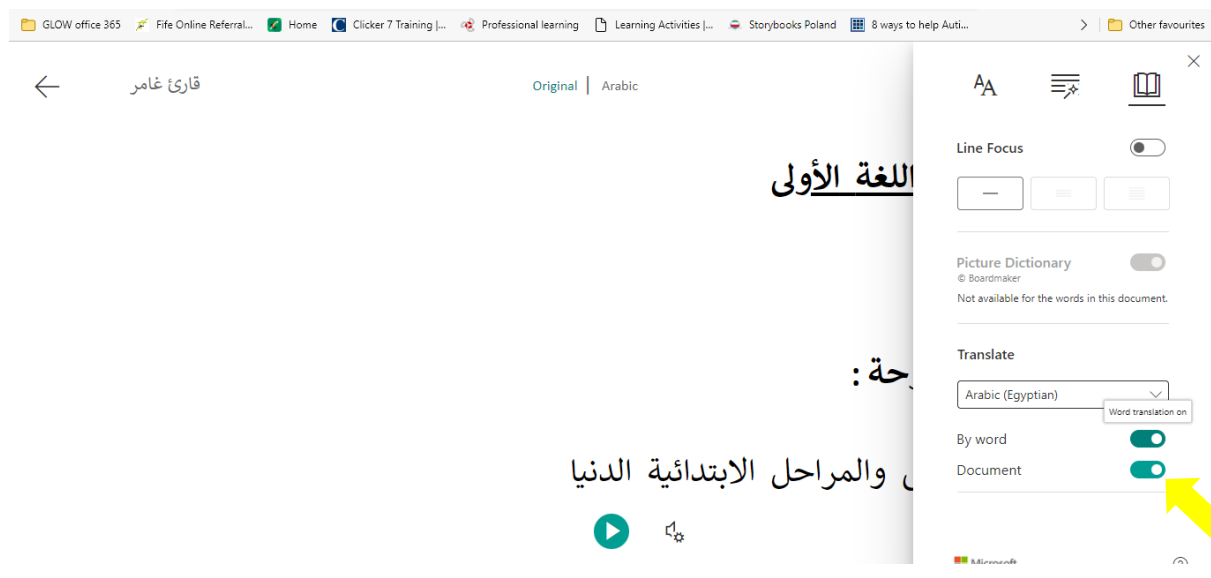
5. Once Immersive Reader is opened click on the book symbol in the top right corner to choose specific dictionary options such as language/ picture dictionary/line focus etc.



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

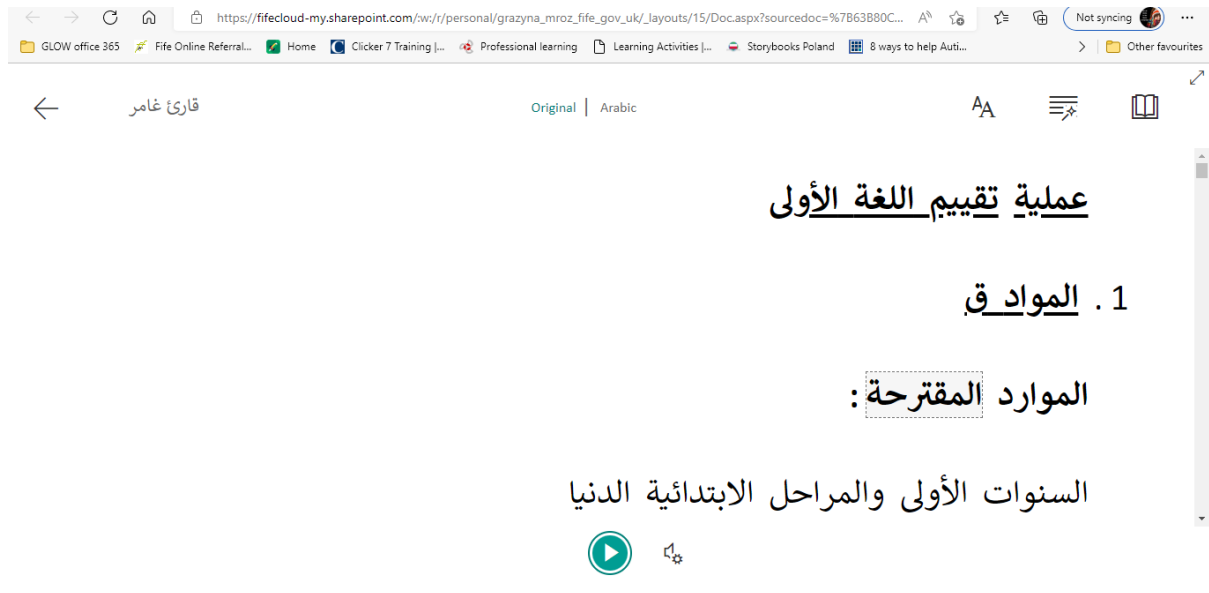


7. Confirm that your choice applies to the whole document.



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.



The screenshot shows a web browser window displaying a document in Arabic. The document title is "عملية تقييم اللغة الأولى" (First Language Assessment Process). Below the title, it says "1. المواد ق" (1. Materials). The main heading is "الموارد المقترحة:" (Suggested Resources:). The text below is "السنوات الأولى والمراحل الابتدائية الدنيا" (Early years and primary stages). Underneath this text is a green circular play button icon with a white triangle, indicating an audio player. A yellow arrow points to this play button. The browser's address bar shows the URL: "https://fifecloud-my.sharepoint.com/:w/r/personal/grazyna_mroz_fife_gov_uk/_layouts/15/Doc.aspx?sourcedoc=%7B63B80C...". The browser's taskbar shows several open applications, including "GLOW office 365", "Fife Online Referral...", "Home", "Clicker 7 Training", "Professional learning", "Learning Activities", "Storybooks Poland", and "8 ways to help Auti...".