



# Microsoft Immersive Reader – User Guide

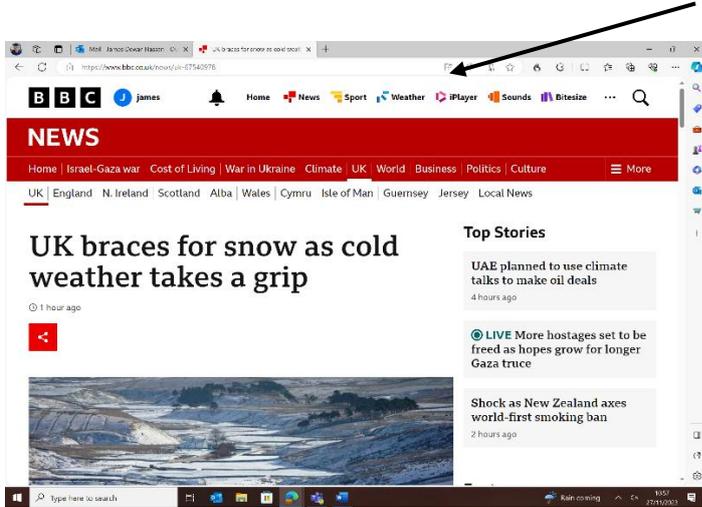
Microsoft Immersive Reader: is a powerful set of tools designed to enhance reading and comprehension for users of all abilities, particularly those with learning differences or literacy challenges. It's available in various Microsoft applications, including Microsoft Edge, OneNote, Outlook, and Microsoft Teams. Immersive Reader offers the following features:

1. **Text-to-Speech**: Immersive Reader can read aloud text from documents or web pages, helping users follow along and comprehend content more effectively.
2. **Font Customization**: Users can adjust font size, style, and spacing to suit their reading preferences and needs, making text more readable and accessible.
3. **Line Focus**: This feature highlights specific lines or sentences within a paragraph, reducing visual clutter and aiding focus while reading.
4. **Syllable Emphasis**: Immersive Reader breaks words into syllables and highlights them as they are read aloud, assisting users in recognizing and pronouncing complex words.
5. **Grammar Options**: Users can visualize different parts of speech (nouns, verbs, adjectives) in text, promoting a better understanding of sentence structure and grammar.
6. **Picture Dictionary**: This feature provides image representations of difficult words, helping users build connections between words and their meanings.
7. **Translation**: Immersive Reader supports translation of text into various languages, enabling users who are non-native speakers or have language learning needs to access content in their preferred language.
8. **Reading Coach**: This allows users to practice their reading skills and be provided with bespoke reports on reading fluency and pronunciation.

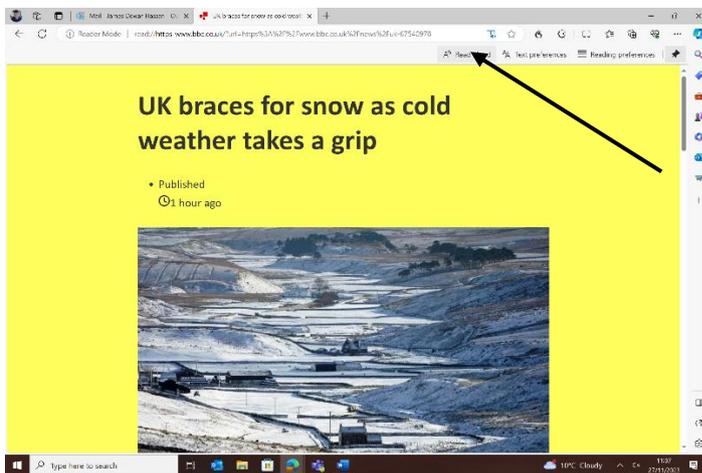
**In this guide, we will demonstrate the steps for enabling each tool in the Immersive Reader (IR).**

**Please note that Microsoft immersive reader is a multi-platform tool exclusive to Windows software and therefore, accessing each tool may look different on varying applications.**

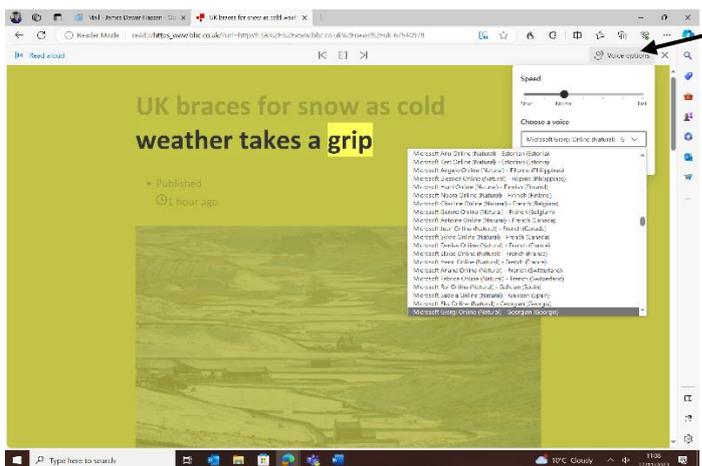
**Text-to-Speech:** Immersive Reader can read aloud text from documents or web pages, helping users follow along and comprehend content more effectively.



- When the immersive reader sign is showing on a website or in an application, press it to unlock features such as Text-to-Speech

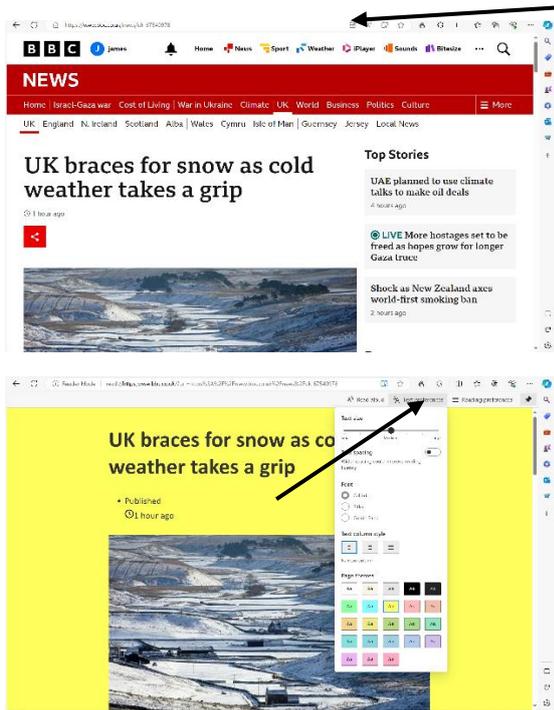


- Press the 'Read Aloud' function
- IR will start reading straight away, you can pause, play and rewind



- You can customise the 'Voice Options,' slowing or increasing the reading speed and changing the speaking voice

**Font Customisation:** Users can adjust font size, style, and spacing to suit their reading preferences and needs, making text more readable and accessible.

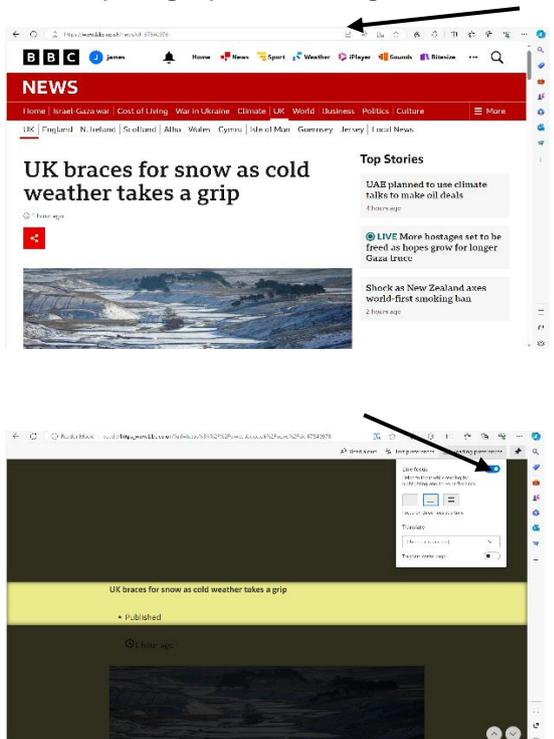


- When the immersive reader sign is showing on a website or in an application, press it to unlock features such as Font Customisation



- Click on text preferences to change the font
- You can also adjust: text size, text spacing, text column style and the page theme (a yellow theme has been enabled in this example)

**1. Line Focus:** This feature highlights specific lines or sentences within a paragraph, reducing visual clutter and aiding focus while reading.

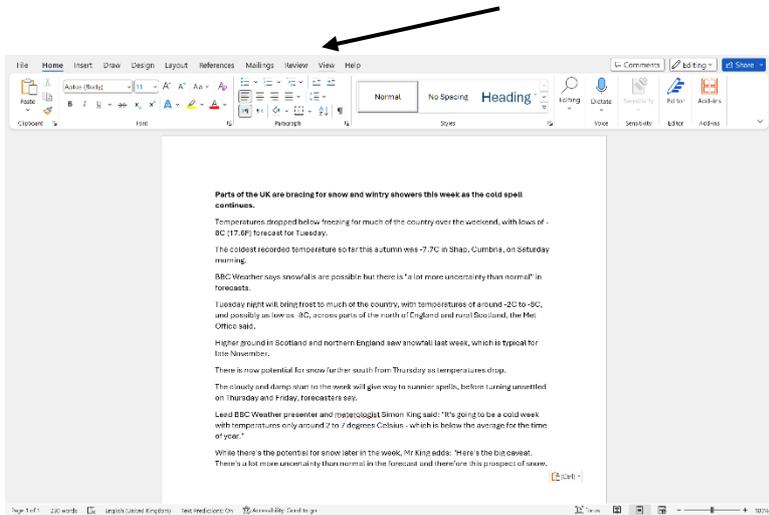


- When the immersive reader sign is showing on a website or in an application, press it to unlock features such as Line Focus

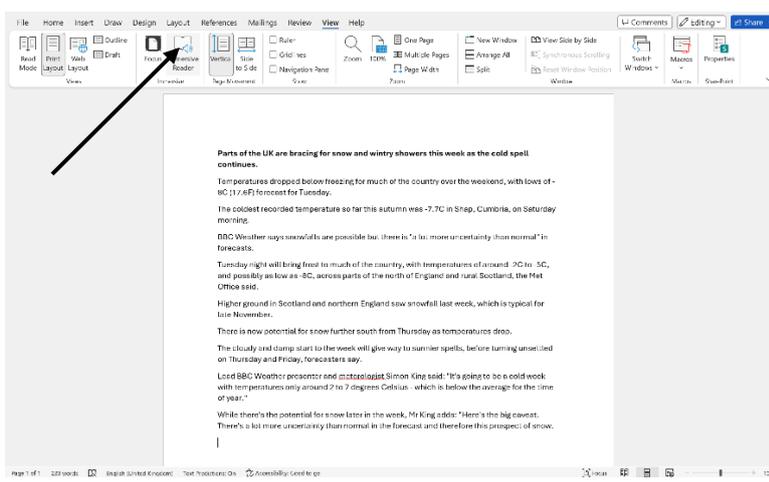


- Simply click the toggle to enable line focus
- Choose between a focus on one, three or five lines

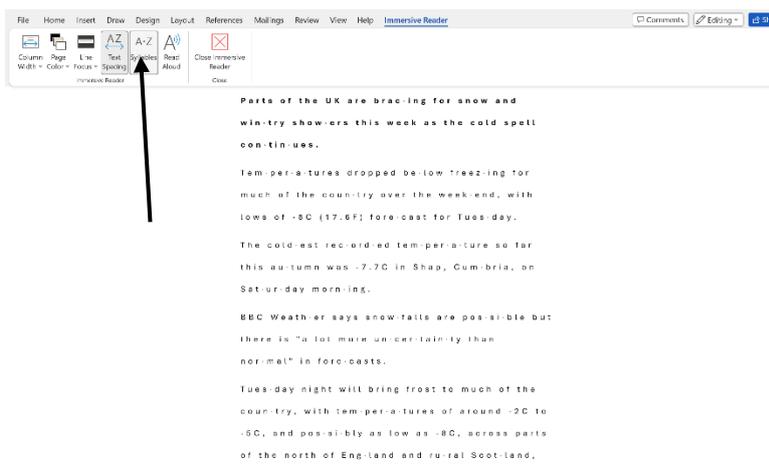
**Syllable Emphasis:** Immersive Reader breaks words into syllables and highlights them as they are read aloud, assisting users in recognizing and pronouncing complex words.



- Syllable emphasis is to be found in Microsoft Word but not in Microsoft edge
- When in a document, start by going to the view tab in the toolbar

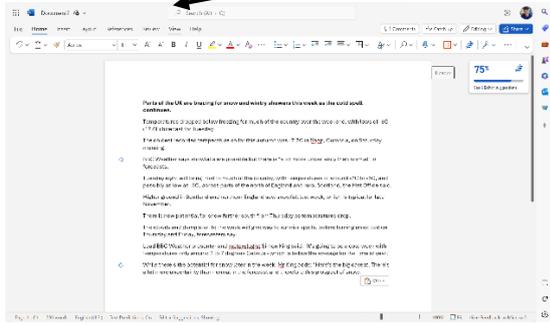


- Click on the immersive reader icon
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- The Immersive Reader icon, which consists of a stylized 'M' and a speaker icon, with the text 'IR ICON' below it.

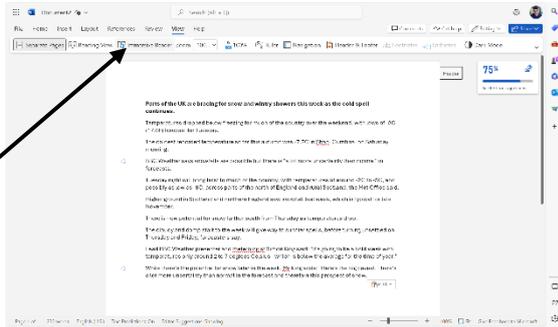


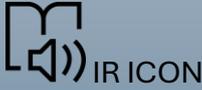
- Click the A-Z Syllable icon (this can be found in 'Grammar Options' on the Microsoft Edge version of word):
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- The 'A-Z Syllables' icon, which shows the letters 'A-Z' above the word 'Syllables'.

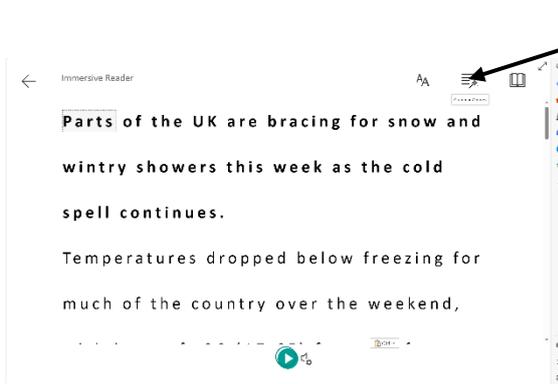
**Grammar Options:** Users can visualize different parts of speech (nouns, verbs, adjectives) in text, promoting a better understanding of sentence structure and grammar.



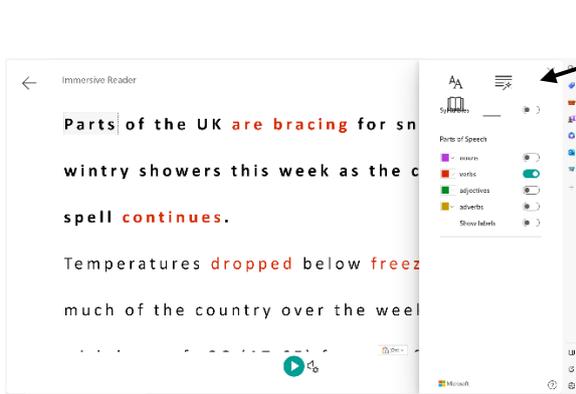
- To access this feature of IR, the user will be required to access Microsoft Word via Microsoft Edge
- When in a document, start by going to the view tab in the toolbar



- Click on the immersive reader icon
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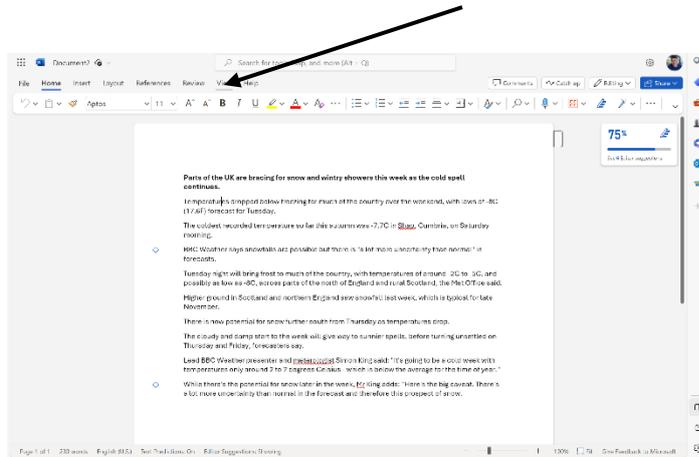


- Click on the 'Grammar Options' icon:
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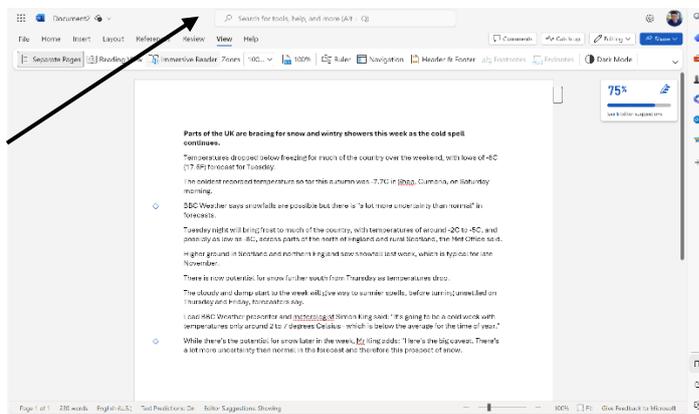


- Now you can highlight and identify different parts of speech (nouns, verbs, adjectives) in the text

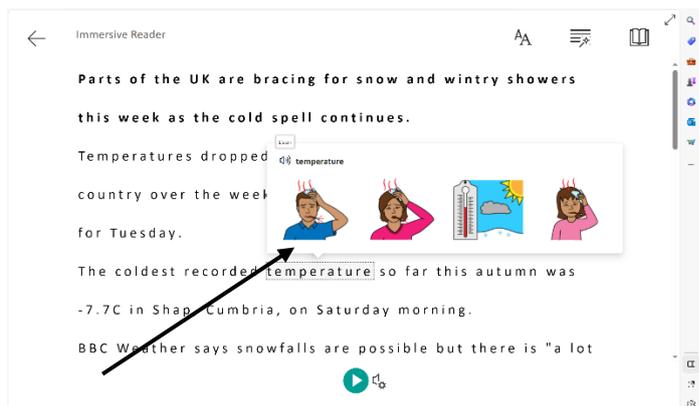
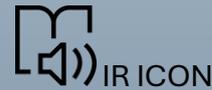
**Picture Dictionary:** This feature provides image representations of difficult words, helping users build connections between words and their meanings.



- To access this feature of IR, the user will be required to access Microsoft Word via Microsoft Edge
- When in a document, start by going to the view tab in the toolbar



- Click on the immersive reader icon

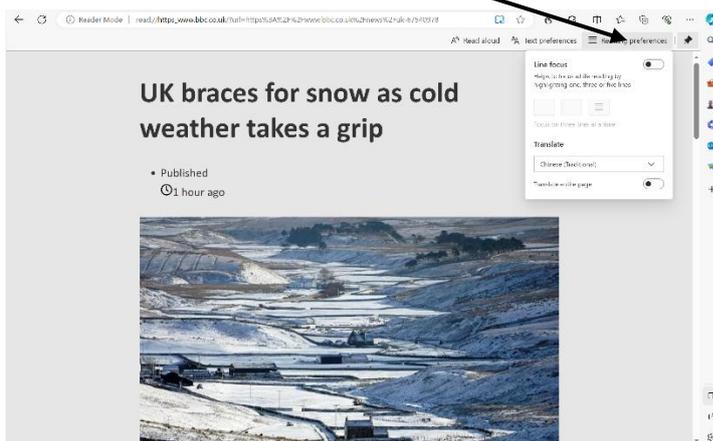


- When in the IR, simply click on a word to see the picture definition
- Click the speaker icon for IR to read the word aloud

**Translation:** Immersive Reader supports translation of text into various languages, enabling users who are non-native speakers or have language learning needs to access content in their preferred language.



- When the immersive reader sign is showing on a website or in an application, press it to unlock features such as Translation (this can also be used in Microsoft Word)

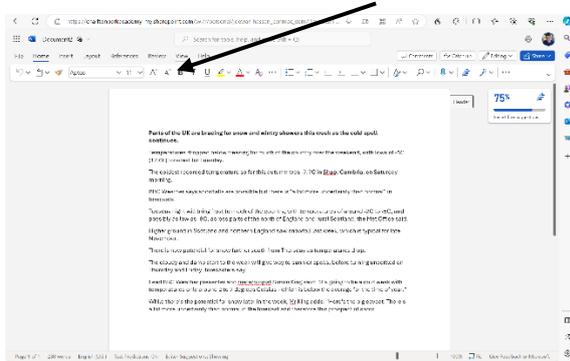


- Go to Reading Preferences, at the bottom of the pop you will find the 'Translate' subsection
- Choose from over 120 languages to translate into

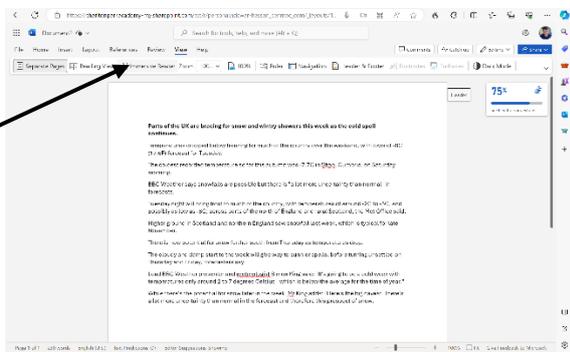


- When you have chosen your desired language, click the toggle to enable translation
- The page will be converted in a matter of seconds, click the toggle again to reverse this

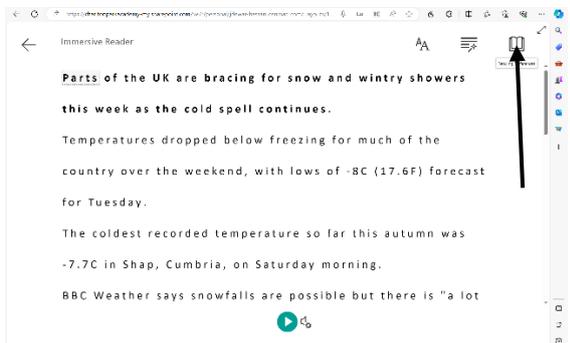
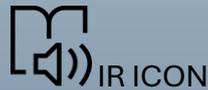
**Reading Coach:** This allows users to practice their reading skills and be provided with bespoke reports on reading fluency and pronunciation.



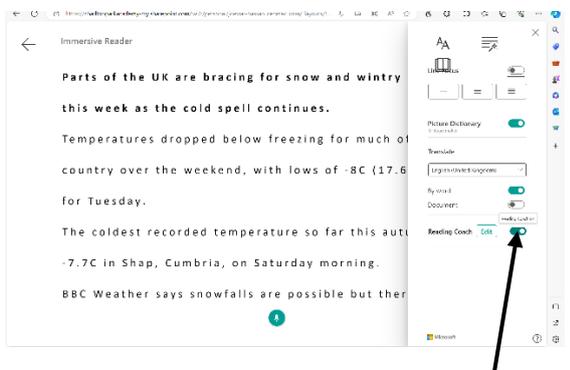
- To access this feature of IR, the user will be required to access Microsoft Word via Microsoft Edge
- When in a document, start by going to the view tab in the toolbar



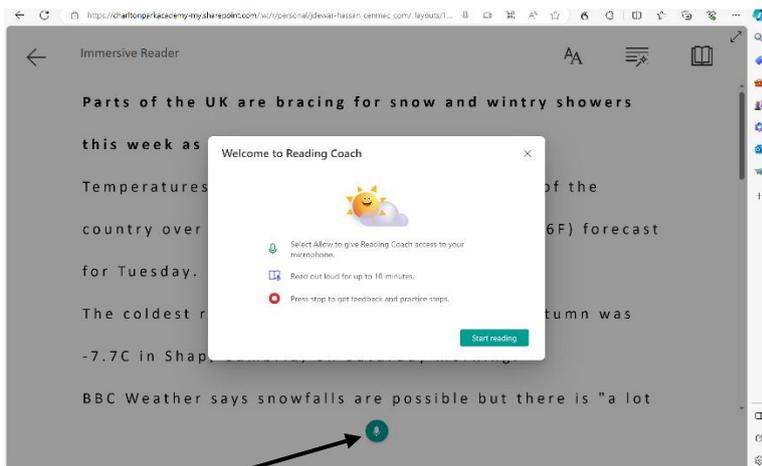
- Click on the immersive reader icon



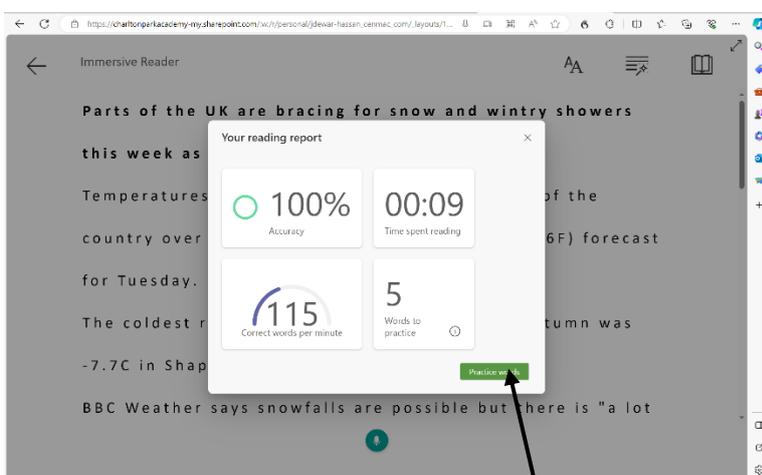
- Click on the reading preferences icon:



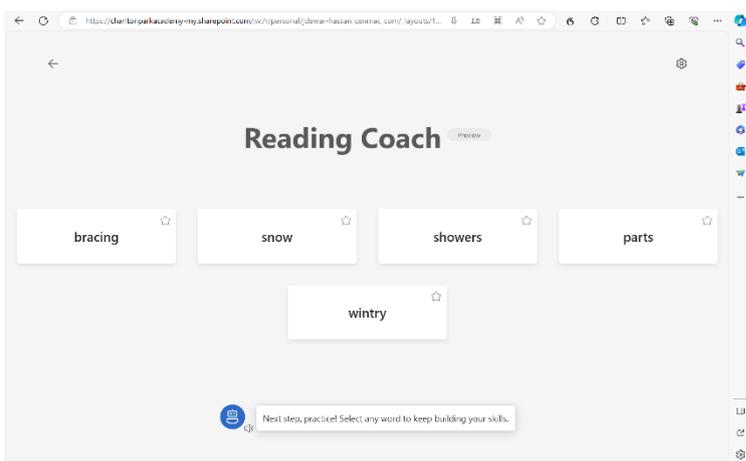
- Click the toggle at the bottom of the tool box next to 'Reading Coach'



- When you re-enter into the Immersive Reader, there will be a microphone icon at the bottom of the document
- Click this to start



- IR studies your reading as you speak
- When you click to stop, IR will provide a reading report
- It will give you the option to practice words that you have struggled with



- Here you can select each word that IR has identified, and work through the pronunciation individually
- IR will study your reading and give you in time feedback