

# How to Use *Immersive Reader*

Microsoft **Immersive Reader** is a free interactive reading comprehension and learning tool. This tool makes text more accessible to learners of all ages and abilities.



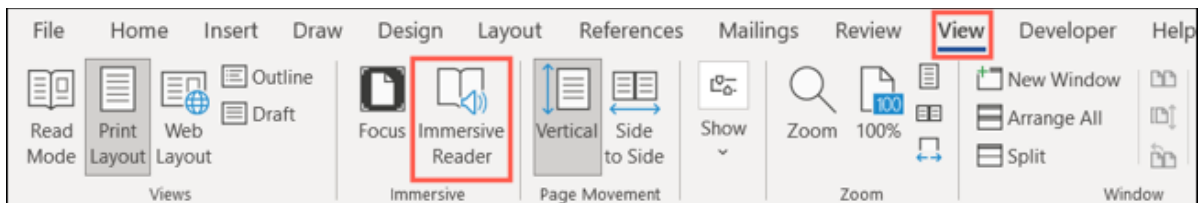
## Immersive Reader Availability

The **Immersive Reader** can be used in:

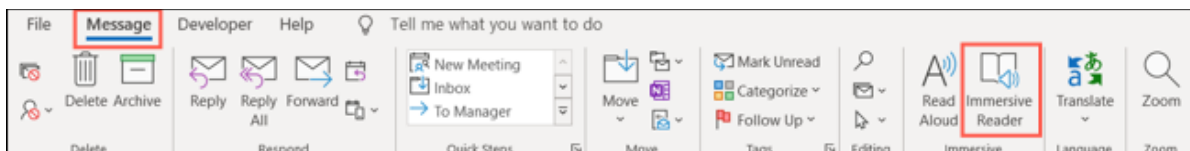
- Desktop versions of Word, Outlook, Teams and OneNote.
- All Office 365 programmes
- Edge browser for reading websites
- Used with MS Lens app to capture text on a device (see last page)

## Enable Immersive Reader

To open the tool in Word, Outlook, and OneNote, head to the View tab and click “**Immersive Reader.**”



To open it in an Outlook email window, select the Message tab, and click “**Immersive Reader.**”



This displays the application window in a focused view. You can then customise **Immersive Reader** for text preferences, [grammar options](#), and reading preferences.

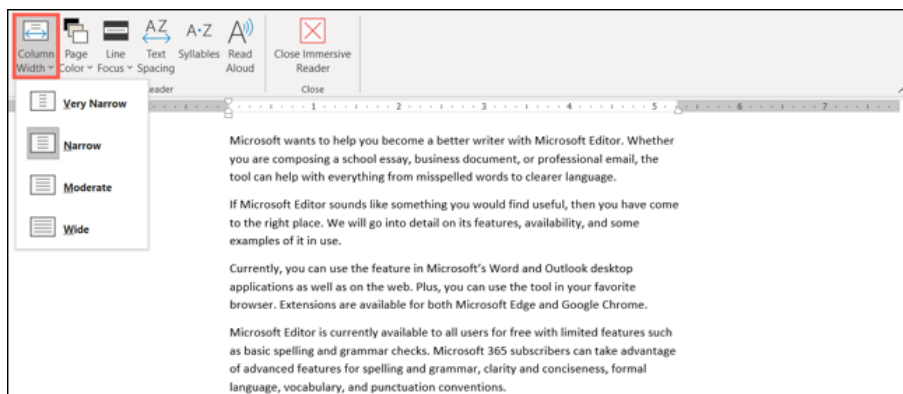
## Customize Immersive Reader

Although **Immersive Reader** offers the same basic features across applications, the interface for the settings currently varies. So, depending on the application and version you're using, you'll see one of two interfaces.

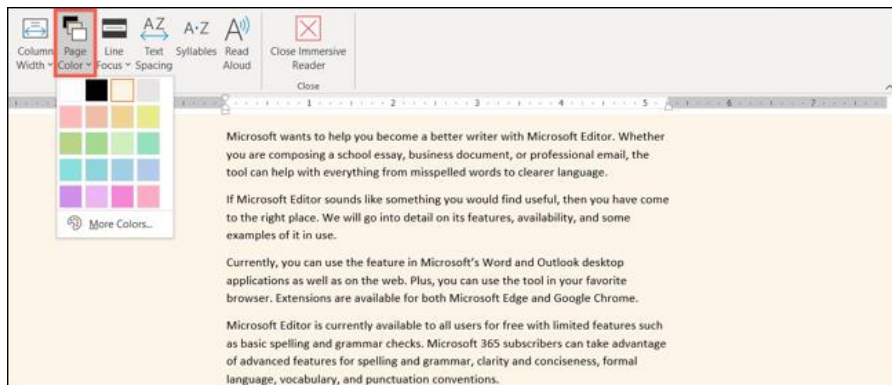
### Immersive Reader in the Word Desktop Application

In the desktop version of Word on Windows, the **Immersive Reader** tool has its own ribbon. This places all your settings in one handy spot.

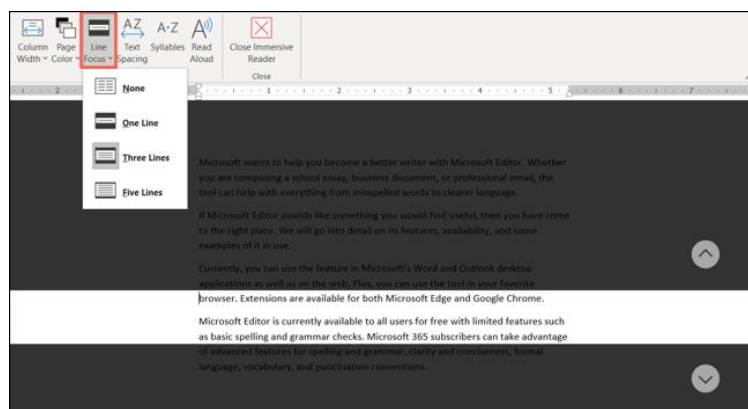
**Column Width:** Choose from four views for Very Narrow, Narrow, Moderate, and Wide.



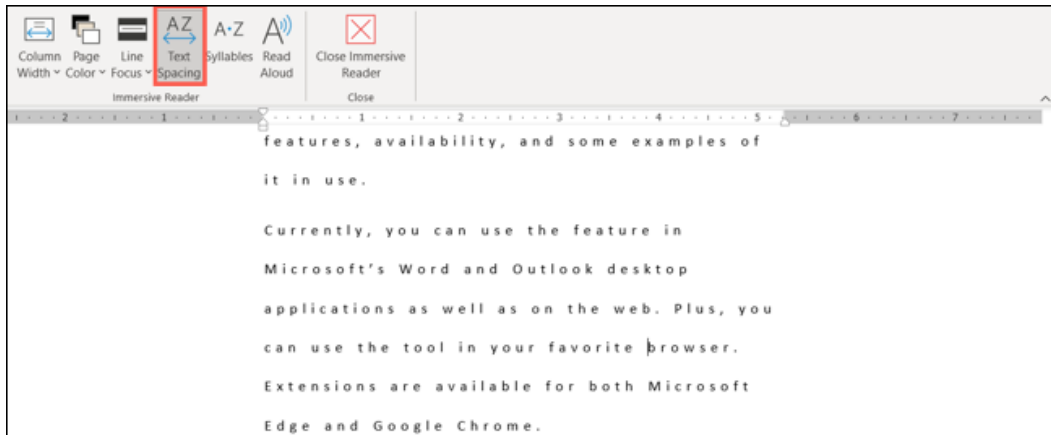
**Page Colour:** Pick a page background colour from over a dozen options or select "More Colours" for a custom colour.



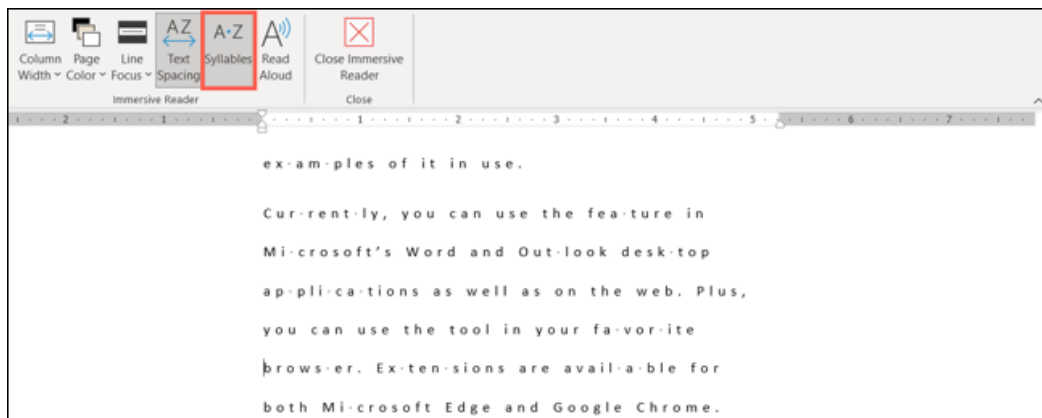
**Line Focus:** Use One Line, Three Lines, Five Lines, or None. This highlights the number of lines you select for your focus while dimming the remaining parts of the page.



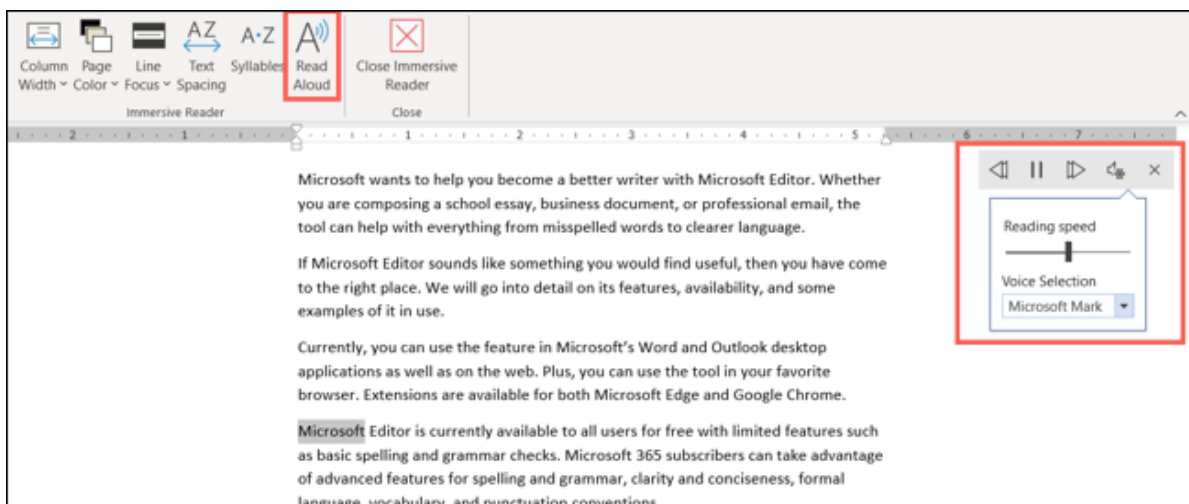
**Text Spacing:** This option is simply on or off. Click “Text Spacing” to see more room around the letters and words. Click again to go back to normal view.



**Syllables:** This setting is also an on or off option. When you click “Syllables,” you’ll see your words broken down by syllable. This offers help with pronunciation as you read each word.



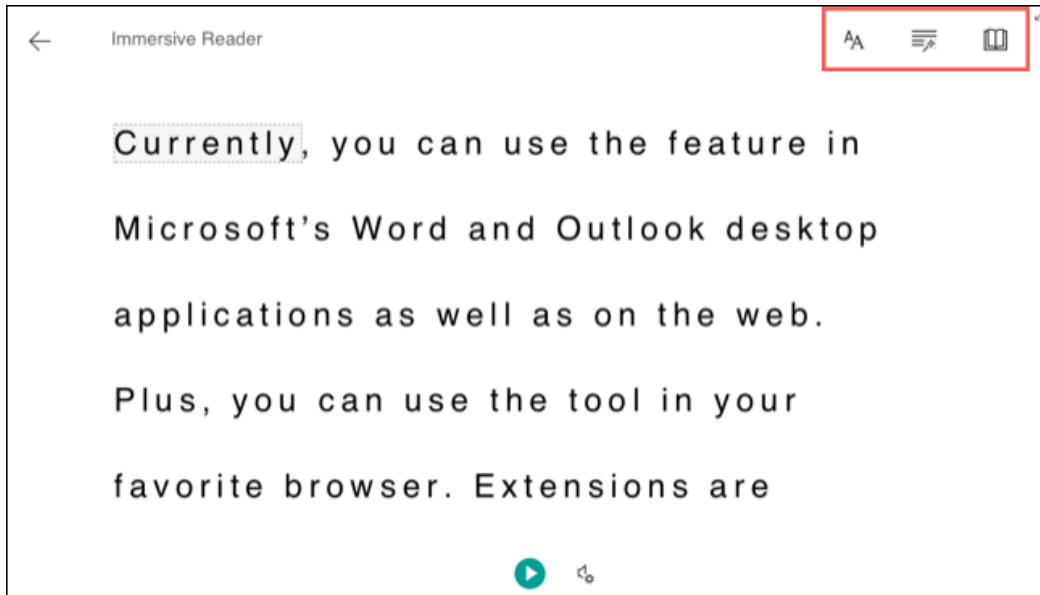
**Read Aloud:** If you want to hear the document read out loud to you, click “Read Aloud.” You’ll not only hear the words but see them highlighted at the same time. When the toolbar opens, click the gear icon to open the settings. You can then adjust the reading speed and voice used. Then, use the play, pause, next, or previous buttons as needed.



When you finish using the tool, you can click “Close Immersive Reader” in the ribbon and return to your previous document view.

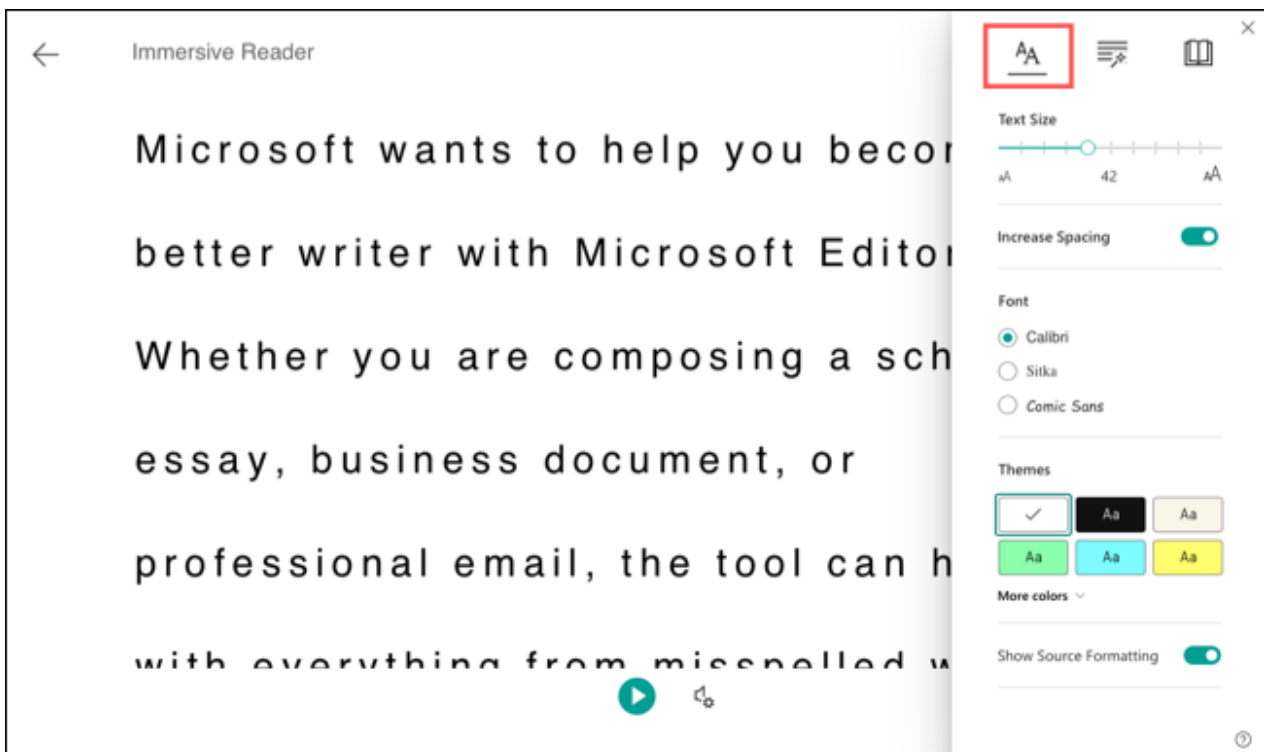
## Immersive Reader in Word on the Web (Office 365)

In the [online version of Word](#), **Immersive Reader** immediately changes your page into a large, more spacious view. You have similar customizations options, but these appear on the top right as three icons.

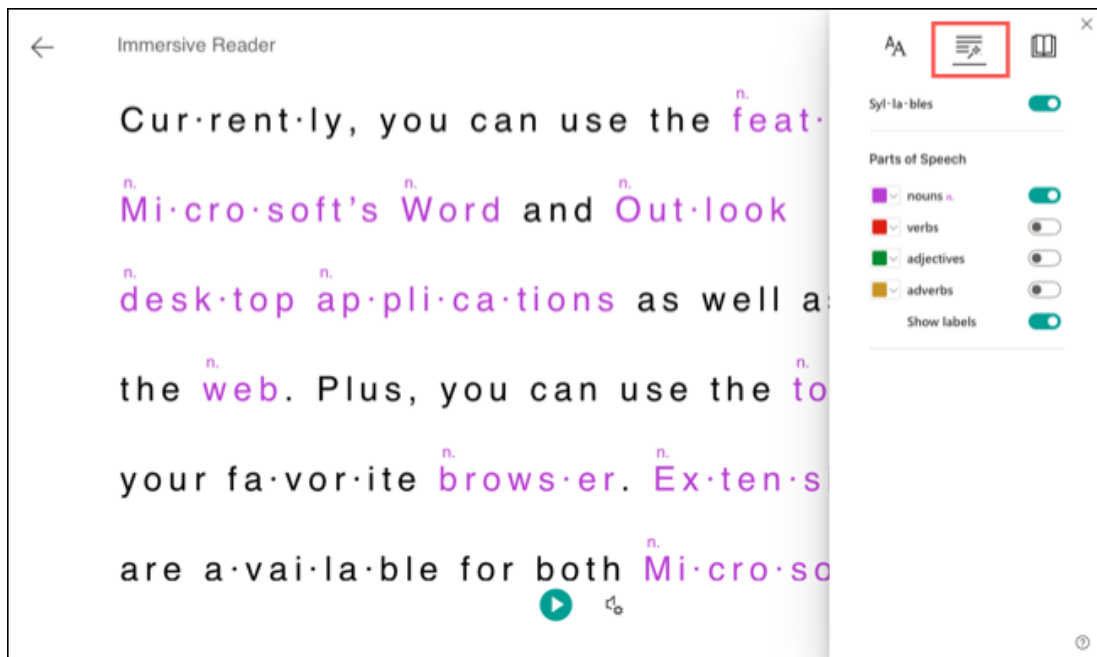


Starting on the left side, you have the following customization options on the web:

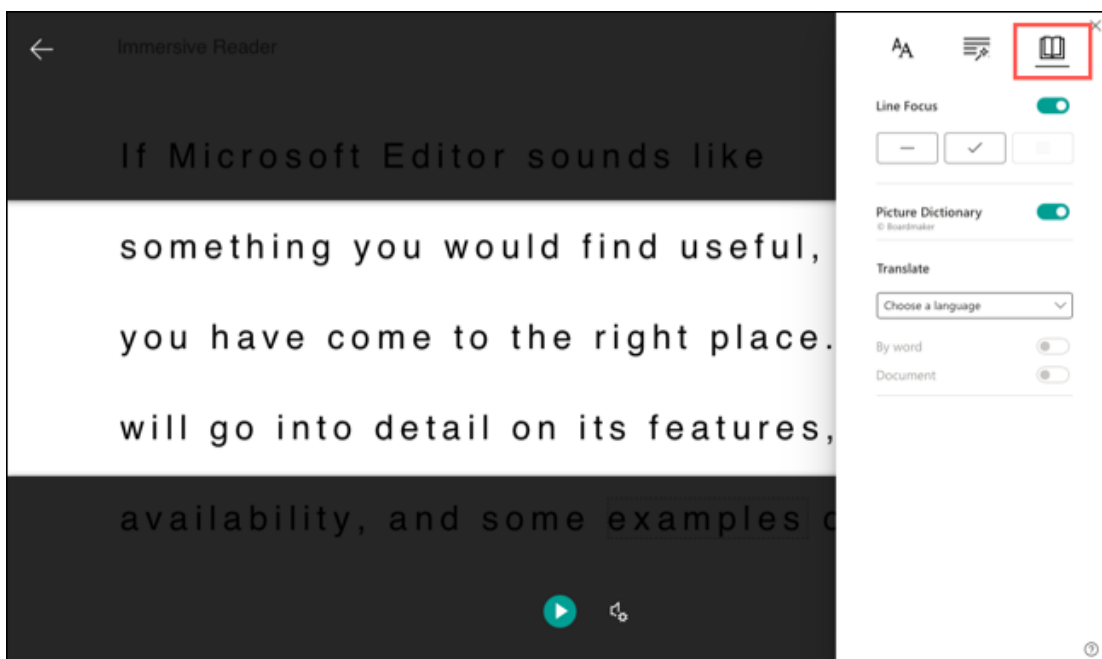
**Text Preferences:** You can adjust the size of the text, spacing between letters and words, font style, and theme (background colour), all in one place.



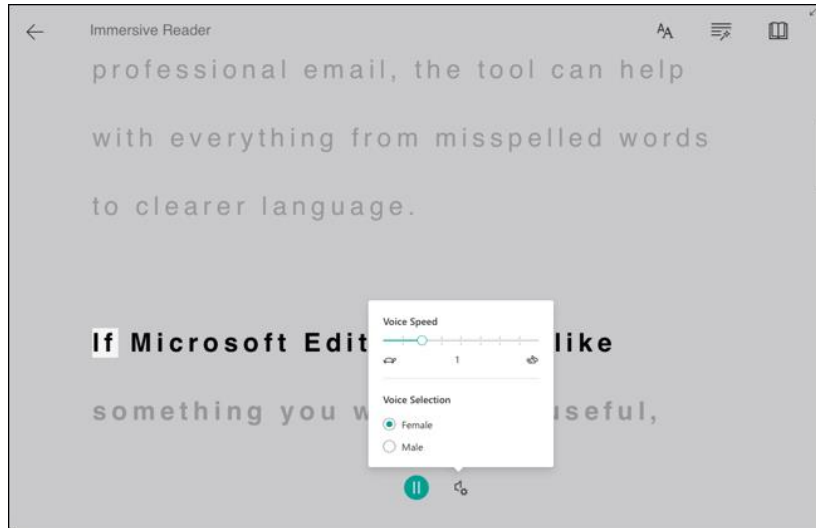
**Grammar Options:** This area gives you simple toggles for syllables and parts of speech. If you enable a toggle for one or more parts of speech, you can select the colour. You also have the option to turn on Labels, which places an abbreviation for the part of speech above the word.



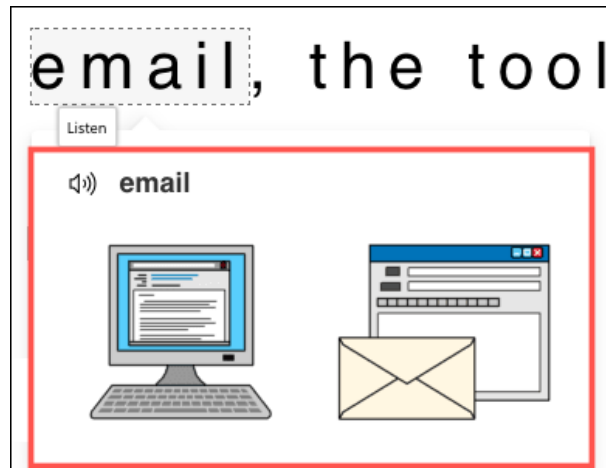
**Reading Preferences:** Like Word on the desktop, you can choose a Line Focus from one, three, or five lines. Here, you can also enable the Picture Dictionary and use the Translate feature with support for dozens of languages.



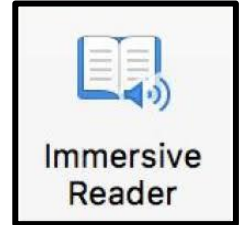
**Read Aloud:** Different than the desktop version, the read aloud feature is available on the screen at all times. Click the Play button to hear your document read to you and pause anytime. You'll also see each word highlighted as you hear it. Click the Voice Settings icon to adjust the speed and voice selection.



As you read your document with **Immersive Reader**, you can click a word to hear it read out loud or see images if you enable Picture Dictionary (above). Using the arrow on the top right, you can put the page in full-screen mode.



When you finish using the tool, click the arrow on the top left. You'll then return to your previous document view.



## Using Microsoft Lens with Immersive Reader

1. Connect your iPad/tablet to a Wi-Fi network.
2. When you open the app, the first thing you'll see is the capture screen. Select "Document".
3. Place your document on a flat, well-lit surface.
4. Position your iPad/tablet over the document so that the entirety of the text appears within the red guidelines. When you're satisfied with the positioning of the document, hit the capture button (the white circle).
5. You will now be shown a preview of the document. From this screen you can make additional adjustments to the document such as crop, rotate, etc. If you are not satisfied with the capture you can tap on the trash icon to delete and try again.
6. When you're ready to continue, hit "Done", and select "Immersive Reader".
7. The document will automatically be converted into double spacing and increased letter spacing
8. Immersive Reader's display, text and grammar features can now be accessed
9. To go back to the document preview screen, tap anywhere outside of the immersive reader window, or select "Export To".