Help Sheet

0 – 25 Specialist Teaching and Support Service

Microsoft Immersive Reader & Dictate

Immersive Reader:

- Immersive Reader is a tool that helps improve reading comprehension and fluency. It's especially useful for learners with dyslexia, visual impairments, or those learning English. It is available in Microsoft Word, OneNote, Outlook, Teams, and Edge browser. Look for the Immersive Reader icon.

Key Features:

- Read Aloud: Speaks the text while highlighting each word.
- Text Preferences: Adjusts font size, spacing, and background colour.
- Grammar Tools:
    - Syllables: Breaks words into syllables.
    - Parts of Speech: Colour-codes nouns, verbs, adjectives, adverbs.
- Reading Preferences:
    - Line Focus: Highlights 1, 3, or 5 lines at a time.
    - Picture Dictionary: Shows an image and definition for selected words.
- Translate: Translates text into 60+ languages. You can choose to display the translation side-by-side or replace the original text with the translation.
- Full-Screen Mode: Provides a distraction-free reading experience.

Not all Immersive Reader features are available in desktop apps compared to the online version. See chart below for details

Feature	Online (Word Online, OneNote Online, Teams)	Desktop Apps (Word, OneNote)
Read Aloud	Full support	Full support
Line Focus	Available	Available
Text Preferences	Available	Available
Grammar Tools	Available	Available
Picture Dictionary	Available	Not available
Translation	Available	Not available
Reading Preferences	Available	Limited
Offline Use	Requires internet	Works offline (except translation)

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How to Use:

Immersive Reader in Microsoft Word (Online Version)

1. Open your document in Word Online and go to the View tab on the ribbon.

2. Click Immersive Reader. The document will open in full screen reading mode.

3. Use the toolbar at the top to:
   a. Adjust Text Preferences (e.g., font size, spacing, background colour).
   b. Turn on Grammar Tools (e.g., highlight nouns, verbs).
   c. Adjust Reading Preferences and switch on the Picture Dictionary.
      Once picture dictionary is switched on, click any word to see its corresponding picture in the dictionary

4. Press Play to hear the text read aloud.

You can also access Reading Practice via Immersive Reader Online

- Reading Practice is available within Immersive Reader (Word 365 Online). It allows learners to practise reading aloud and receive feedback on pronunciation and fluency. To access it, go to Reading Preferences and select Reading Practice at the bottom of the menu.

   How to use it:
   - Choose the passage you want to practise and ensure you have selected Reading Practice in the Reading Preferences options.
   - Close the Reading Preferences menu, then click the microphone symbol to start and read the text aloud into your microphone.
   - Immersive Reader will provide feedback on accuracy, pronunciation, and fluency.

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Immersive Reader in the Desktop (365)

- Go to the View tab on the ribbon and find Immersive Reader.
- Click Immersive Reader to switch your document to reading mode with the Immersive Reader toolbar at the top.
- Use the available tools: Read Aloud, Column Width, Page Colour, Line Focus, Text Spacing, and Syllables to improve readability.
- When finished, click Close Immersive Reader to return to normal editing mode.
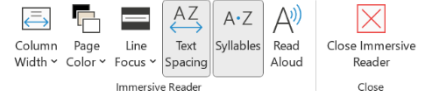
Immersive Reader in Microsoft Edge (Web Browser)

- First, navigate to the webpage you want to read.
- If available, click the book icon or the three dots located to the right of the web address bar to enter Reading View.
- Next, click "Immersive Reader" to open the feature. Use the toolbar within Immersive Reader to adjust your reading preferences or to listen to the page being read aloud.
- On some webpages, Immersive Reader may not be available. In that case, look for the Read Aloud icon and click it to have the page read aloud to you.
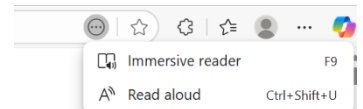
Dictate (Speech-to-Text):

Dictate types what you say, turning your spoken words into text instantly. It makes writing faster and more accessible.

Where to Find It:

It is available in Microsoft Word, Outlook, PowerPoint, and OneNote (desktop and web versions). Look for the microphone icon labelled Dictate on the toolbar.

Key Features:

- Real Time Speech-to-Text: Words appear on the screen as you speak, helping with confidence and fluency.
- Supports 20+ Languages: Includes English (UK/US), Spanish, French, Arabic, Chinese, Polish, and more. Change the language via the Dictate settings (gear icon).
- Auto-Punctuation & Voice Commands: Dictate can add punctuation automatically. You can also use voice commands like, "new line" – to start a new line.

How to Use:

- Open a document or email.
- Click Dictate on the toolbar.
- Start speaking clearly.
- Click the microphone again to stop.

Tips for Best Results: Choose a quiet space and speak clearly and naturally.