Immersive Reader Instructions

Introduction

Please note that there are two versions of the immersive reader. The online office 365 web version and the desktop version on your computer. This guide focuses on the desktop version; however, the principles will also work on the online version, but the icons/options may be in a slightly different location and format.
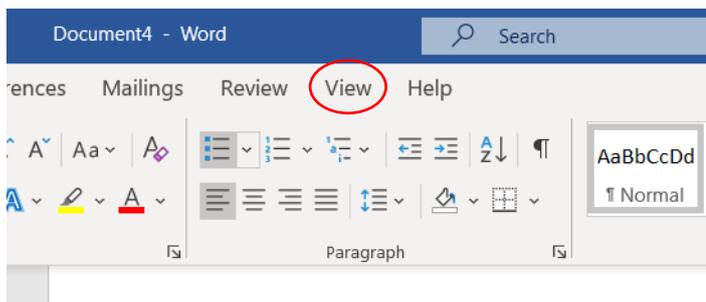
Word can open all word documents and most PDF documents (see instructions at the end for how to do this).
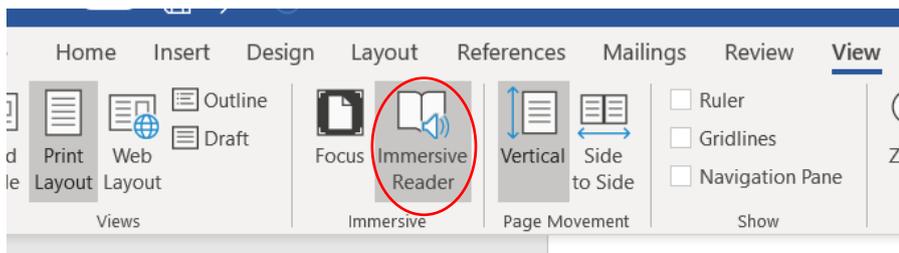
Contents

Starting Immersive Reader

1) Open the document (word or pdf) on your computer.

2) Click the "view" tab.

 3) Click on immersive reader.

4) If your text changes to look like the below, click text spacing (highlighted in image) and it should return to (close) to normal.

Access arrangements

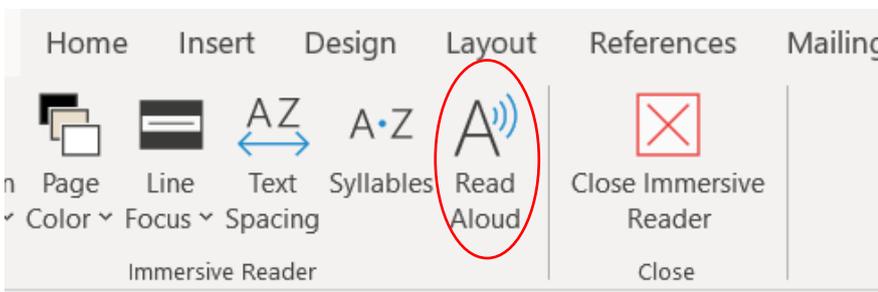Extra time – email coming fr

All exams which are taking pl

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5) Place cursor where you want it to start reading and click "Read Aloud".

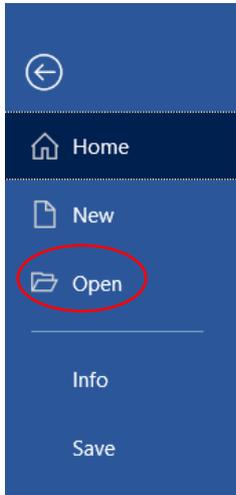6) Voice controls/ pause etc… will appear top right of your screen.

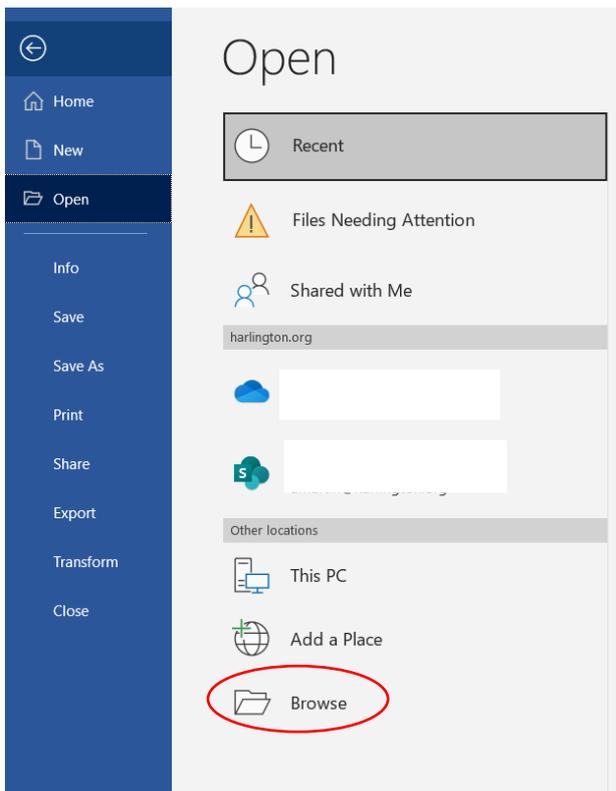7) If you want to change the voice sound or speed, click on the "settings" button and adjust as needed.

Opening PDFs

If your document is a PDF, you can still use immersive reader. Open the PDF in the following way.

1) Download the document save it onto your computer.
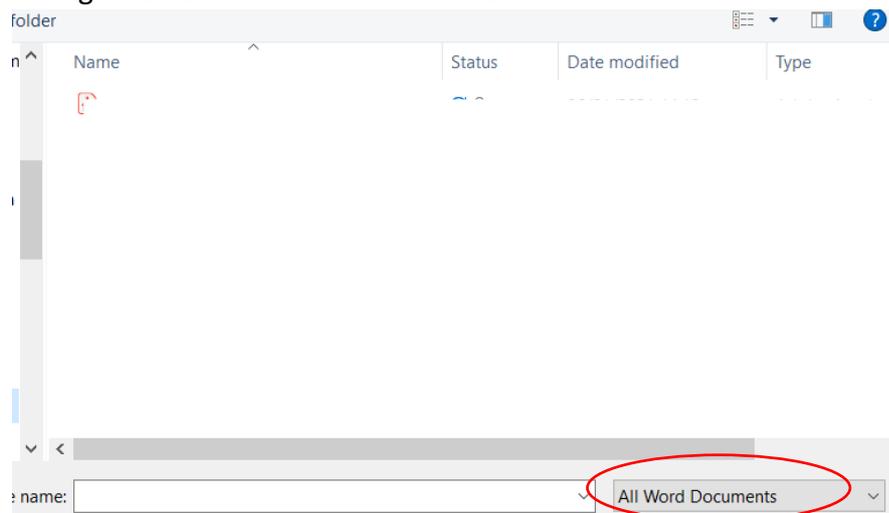2) Open word.
3) Go to "File" and select open.
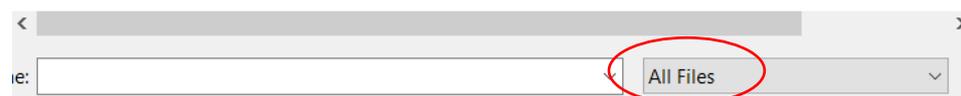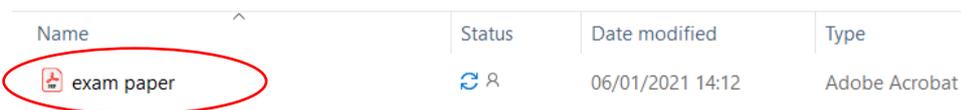

4) Scroll down to browse

5) Find the folder where you have just saved the document.

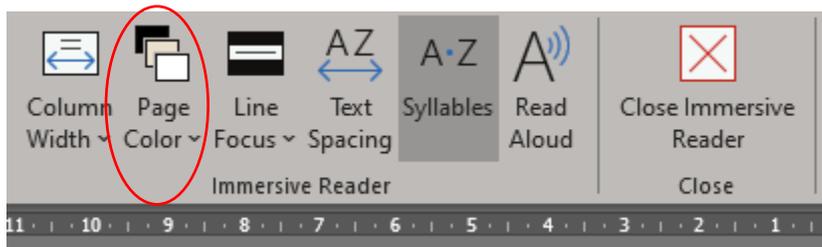6) Change "All word documents" TO "All Files".

7) Then you will see the PDF files (and all the other files in the folder)

7) Use the immersive reader technology as needed.

Overlay with different background colour.

1) Open the Immersive reader as outlined above.

2) Select "Page Colour" and select the colour you want for the background.