# CAMPBELL RIVER
## School District 72

# Microsoft Office 365 Assistive Technology Tools

## Using Dictate - Speech to Text

*(NOTE: A microphone will be needed to use this feature. It can be an onboard one OR a microphone attached to the computer.)*

1. Open the application you will be using **Dictate** in.

*Word for Microsoft 365 Outlook for Microsoft 365 PowerPoint for Microsoft 365 Word for Microsoft 365 for Mac PowerPoint for Microsoft 365 for Mac Word for the web OneNote for the web Word for iPhone Word for Android phones*

2. Go to **Home** > **Dictate**.
*First-time users will be prompted to enable microphone permissions.*
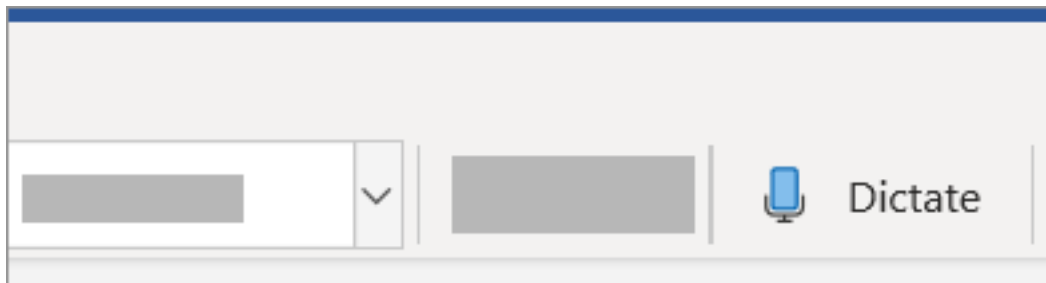


3. A mic icon will appear - wait for it to turn on to be sure it started listening. (it will have a red do on it like the "record" icon.)



**Tip:** On Windows, use **Alt + `** (backquote) to toggle the mic.

4. Start dictating your text. Be sure to speak clearly and slowly so the computer can keep up with you. Insert punctuation any time by saying them explicitly.

*Click HERE to see what other voice commands that you can do that will translate to specific text.*

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5. Fix mistakes with your keyboard or Dictation suggestions without having to turn off the mic icon.

6. Exit dictation with **Close** (**X**) in the Dictation toolbar or pressing the button in the ribbon again.

## Using Immersive Reader (Read Aloud) – Web Application
*(If using Word, the online version of the Immersive Reader offers the user the best experience).*
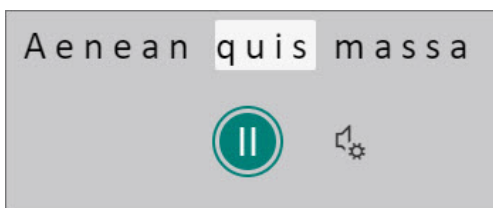
1. On the **View** tab, go to **Document Views** and select **Immersive Reader**.
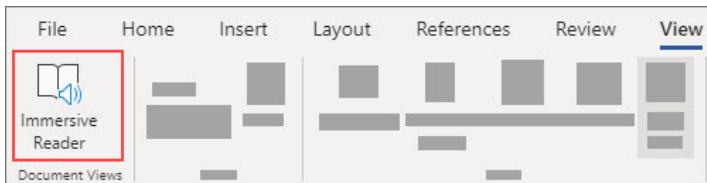
2. In Immersive Reader, select the **Play** button at the bottom.

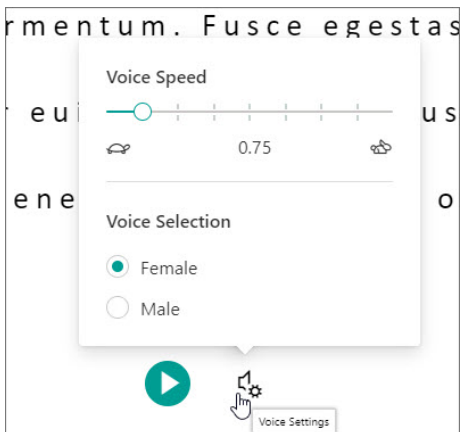3. To pause reading, select the **Pause** button at the bottom.

4. To exit Immersive Reader, select the arrow at the top left.

**Change Immersive Reader settings**

You can change the voice speed and selection for Immersive Reader.

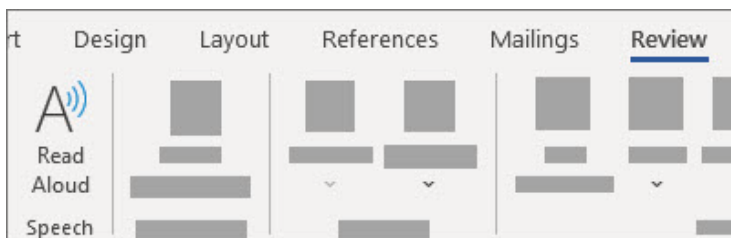1. Select the gear icon at the bottom to open **Voice Settings**.



2. Use the **Voice Speed** slide to change the voice speed.
3. Select **Female** or **Male** for the voice. Note that some languages will be available in only one voice.
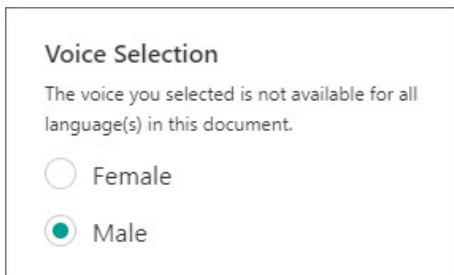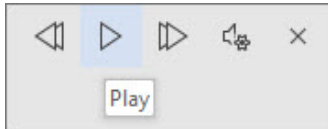


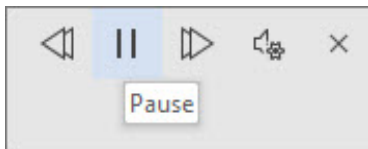## Listen with Read Aloud (Immersive Reader) – Desktop Application
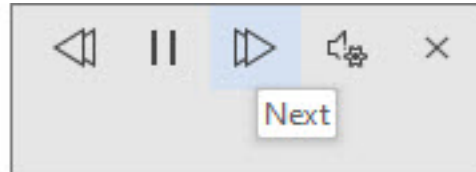
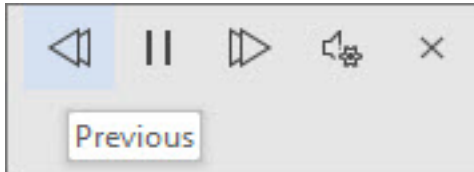1. On the **Review** tab, select **Read Aloud**.

2. To play **Read Aloud**, select **Play** in in the controls.

3. To pause **Read Aloud**, select **Pause**.

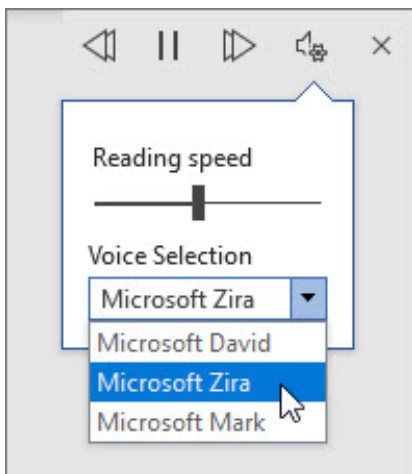4. To move from one paragraph to another, select **Previous** or **Next**.

5. To exit Read Aloud, select **Stop** (x).

## Change Read Aloud settings

1. Select the gear icon in the controls at the top right.

2. Use the **Reading speed** slider to change the reading speed.

3. Under **Voice Selection**, select the voice you want.
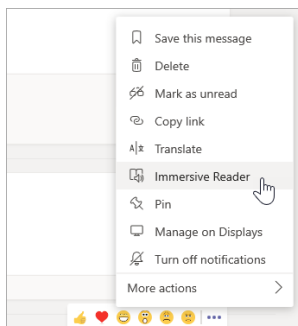
# Use Immersive Reader in Microsoft Teams

*Hear posts, chat messages, and assignments read aloud using Immersive Reader in Microsoft Teams for Education. Immersive Reader also includes grammar tools such as Parts of Speech and Picture Dictionary.*

## Launch Immersive Reader from a message

1. Hover over a message with your cursor or tap with your finger on a touch screen device.

2. Select **More options** [...] , and then **Immersive Reader** 📖🔊 .

Immersive Reader will launch as a full-screen experience.

| |
|---|
| 🔖 Save this message |
| 🗑 Delete |
| ⚡ Mark as unread |
| 🔗 Copy link |
| A\|ℷ Translate |
| 📖 Immersive Reader |
| 📌 Pin |
| 💻 Manage on Displays |
| 🔕 Turn off notifications |
| More actions > |
| 👍 ❤️ 😊 😮 😣 ☹ ••• |

## Launch Immersive Reader from an assignment

If you're a student, open an assignment and select **Immersive Reader** 📖🔊 .

📖🔊 [ Turn in ]
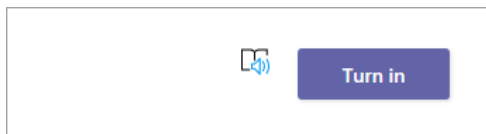
Immersive Reader will launch as a full-screen experience.

## Immersive Reader features

You can do one or more of the following in **Immersive Reader**, depending on how you'd like to focus on the message or assignment text.

- Select **Play** to hear your document read aloud and to see the text highlighted simultaneously. The narrator starts reading from the top of your page by default, unless you have selected a word, in which case it will start reading from the selected word. Select **Pause** to stop narration.

  Select **Voice Options** on the top right of the document to change the speed of narration.
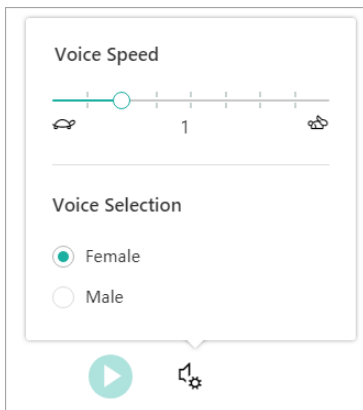
  

- **Text Options**

  You can change the appearance of your document by using **Text Options**. Text options can help you focus on your content and remove visual distraction.

  Set **Text Size**, **Spacing**, **Font**, and **Themes** that suit your learning needs. You can increase or decrease text size and the amount of spacing between letters and words. The Theme color you select becomes the background color of the document.

  Switch on **Show Source Formatting** to retain formatting from the original text, such as bolding or underlining.
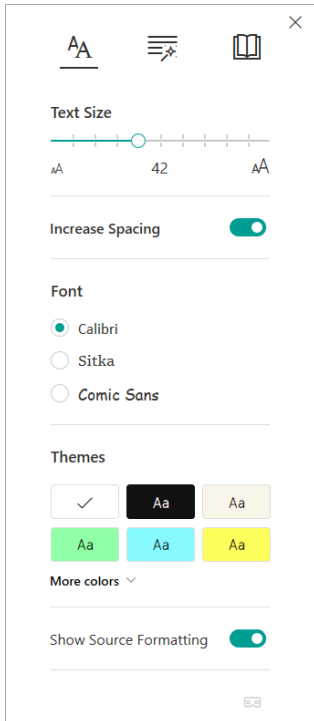
- **Parts of Speech in Grammar Options**

  Select one or more of the following options:

  - **Syllables** to break words into syllables.
  - **Nouns** to highlight nouns in your document in purple.
  - **Verbs** to highlight verbs in your document in red.
  - **Adjectives** to highlight adjectives in your document in green.
  - **Adverbs** to highlight adverbs in your document in yellow.

    Switch on **Show labels** to see the label underneath the highlighted parts of speech.
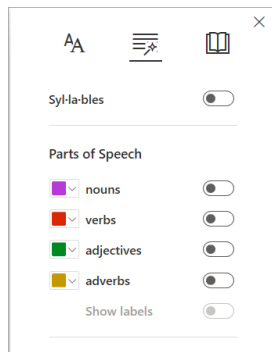
- **Reading Preferences**
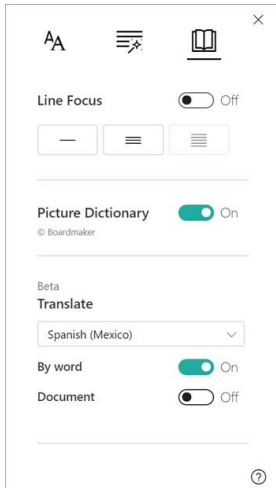


- **Line Focus** enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader. Use the toggle to turn it on or off.
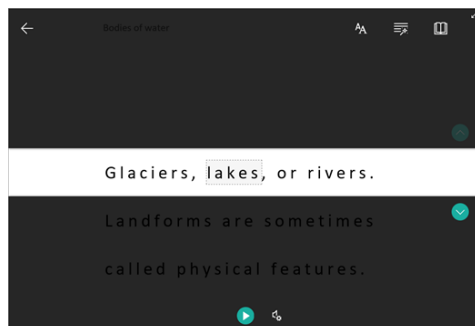


- **Picture Dictionary** gives you the ability to click on any single word to hear it read aloud and see a picture that helps define the word.
- **Translate** lets you translate your text into other languages by word or document.

Select **Close** to exit **Immersive Reader**.