



## Office 365 Accessibility Features

### Office 365 Desktop applications

#### Dictate (Speech to Text or Voice to Text)

In the Office 365 Desktop applications Word, PowerPoint, One Note and Outlook the Dictate tool is now included which provides Speech to Text. You can find Dictate...

1. (Word and PowerPoint) On the **Home Tab**
2. (OneNote) In **Learning Tools Tab**
3. (Outlook) On the **Message Tab**

To change the language, click on the down arrow on the Dictate tool and select your language. Click [HERE](#) to find more information on this tool.



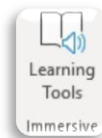
#### Learning Tools / Immersive Reader (Processing and Text to Speech Support)

Learning Tools/ Immersive Reader provides several options for processing, decoding and hearing text read out loud. These include Column Width, Page Colour, Line Focus, Text Spacing, Syllables and Read Aloud tools.

Learning Tools can be accessed on the Desktop Apps in ...

1. (Word) On the **View Tab** > Learning Tools

- Column Width,
- Page Colour
- Line Focus
- Text Spacing
- Syllables
- Read Aloud



2. (OneNote) In **Learning Tools Tab** > Immersive Reader

- Text size
- Text Spacing





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- Font
- Theme
- Comprehension
- Syllables
- Nouns, Verbs, Adjectives
- Read Aloud



3. (Outlook)Home Tab, only the Read Aloud support tool is available



## Office 365 Online

### Immersive Reader

Immersive Reader provides several options for processing, decoding and hearing text read out loud. These include Text Size, Increased Spacing, Font, Themes, Syllables, Nouns, Verbs, Adjectives, Adverbs, Line Focus, **Picture Dictionary** and Read Aloud tools. Learning Tools can be accessed on the Desktop Apps in ...

1. (Word and One Note) On the **View Tab** > Immersive Reader

- Text Size
- Increased Spacing
- Font
- Theme (Page Colour)
- Syllables
- Nouns, Verbs, Adjectives, Adverbs
- Line Focus
- Picture Dictionary
- Read Aloud



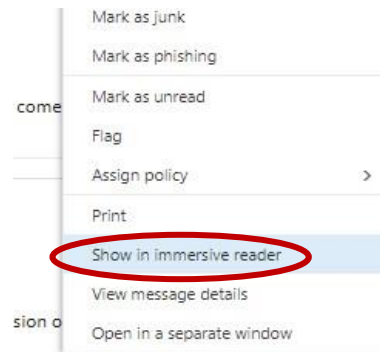


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2. In the Reply Drop Down select Show in Immersive Reader (Outlook)



To find out more information on these support tools there is a great course available online through Microsoft. Click [HERE](#) to access it.