

Text-to-speech using Immersive Reader

Languages supported

Arabic, Bulgarian*, Catalan*, Chinese (Simplified and Traditional), Croatian*, Czech*, Danish*, Dutch*, English*, Estonian*, Finnish*, French*, German*, Greek*, Hebrew, Hindi, Hungarian*, Indonesian, Irish, Italian*, Japanese, Korean, Latvian*, Lithuanian*, Malay, Maltese, Norwegian*, Polish*, Portuguese*, Romanian*, Russian*, Slovak*, Slovenian*, Spanish*, Swedish*, Tamil, Telugu, Thai, Turkish*, Ukrainian*, Vietnamese and Welsh*

* Languages marked with an asterisk (*) also support syllabic reading

Enter Immersive Reader

1. Open your document/text you wish to use Immersive Reader in Microsoft Word or OneNote
2. Go to the **View** tab
3. Click on the **Immersive Reader** button

NOTE: If you don't have the Immersive Reader functionality, check the version of Microsoft Office you have installed. This functionality is only available in Office 365.

Microsoft Word

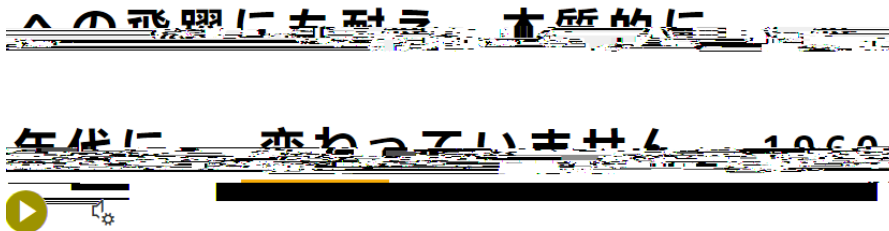
Microsoft OneNote

To read the text aloud in Microsoft OneNote

4. (OPTIONAL) Place the cursor where you wish for Immersive Reader to read from
5. (OPTIONAL) Click on the voice settings button to adjust the reading speed or gender of the speaking voice



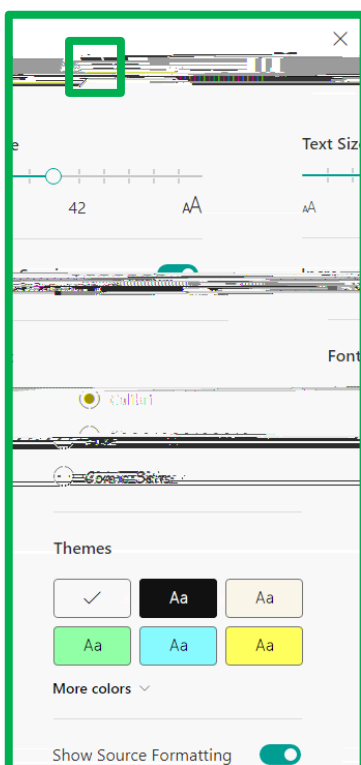
6. Press the **Play (>)** button at the bottom of the screen



Other reading features available in Microsoft OneNote

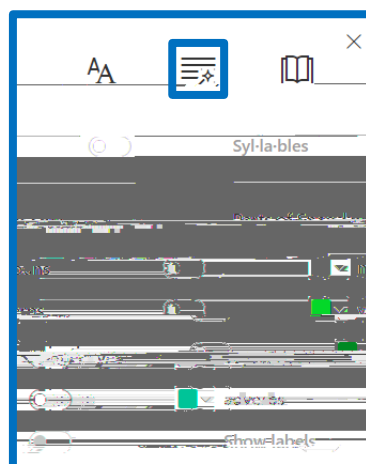
Adjust text size, spacing, font and colour scheme

Click on the **Text Preferences** button on the right side



Break words into syllables or highlight parts of speech (nouns, verbs, adjectives, adverbs)

Click on the **Grammar Options** button on the right side



Limits lines shown at once (1, 3 or 5), show pictures for words (Boardmaker) and translate

Click on the **Reading Preferences** button on the right side



NOTE: If Picture Dictionary is enabled, click on a word to show the relevant picture