



Microsoft Immersive Reader

Supporting Students with Disabilities within Job Corps

Basic Features:

Microsoft's Immersive Reader is a free tool designed to increase readability of text in Microsoft applications using assistive technology accommodations for individuals with many types of disabilities such as dyslexia, dysgraphia, vision impairments, and more.

According to Microsoft, the Immersive Reader:

Improves reading

Enables learners to access easy to use features that reduce visual crowding, highlight text, break words into syllables, read text aloud, and provide visual references. Having text read aloud along with simultaneous highlighting improves decoding, fluency and comprehension while sustaining the reader's focus and attention.

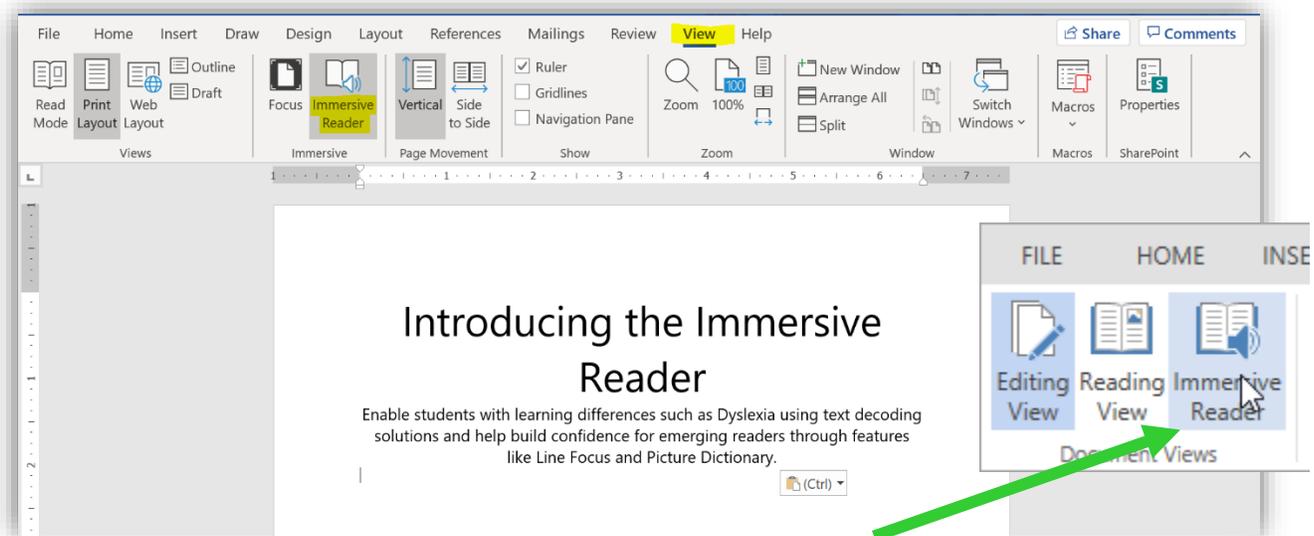
Strengthens writing

Features such as Dictation and Read Aloud enable students to hear their writing read aloud providing them essential feedback to edit their work and clearly communicate their ideas to others.

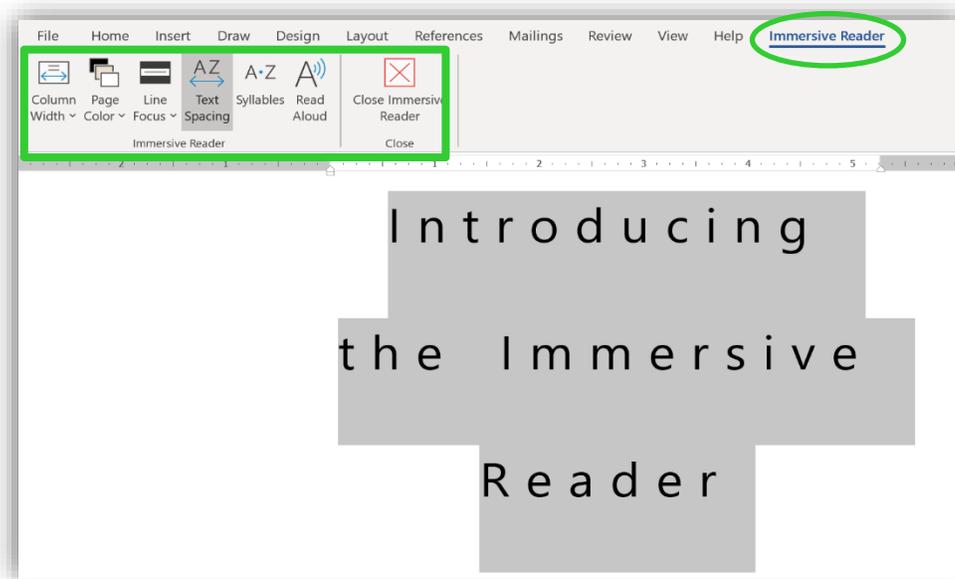
[Click to read about the use of Immersive Reader in Microsoft Products.](#)

To Get Started:

1. Open a document in one of the Microsoft Products that houses Immersive Reader such as OneNote, Microsoft Word, or Microsoft Edge. For our purposes, we will use **Microsoft Word** and **Microsoft OneNote**.
2. Choose **VIEW** in the **Microsoft Word** tool bar and then select Immersive Reader.

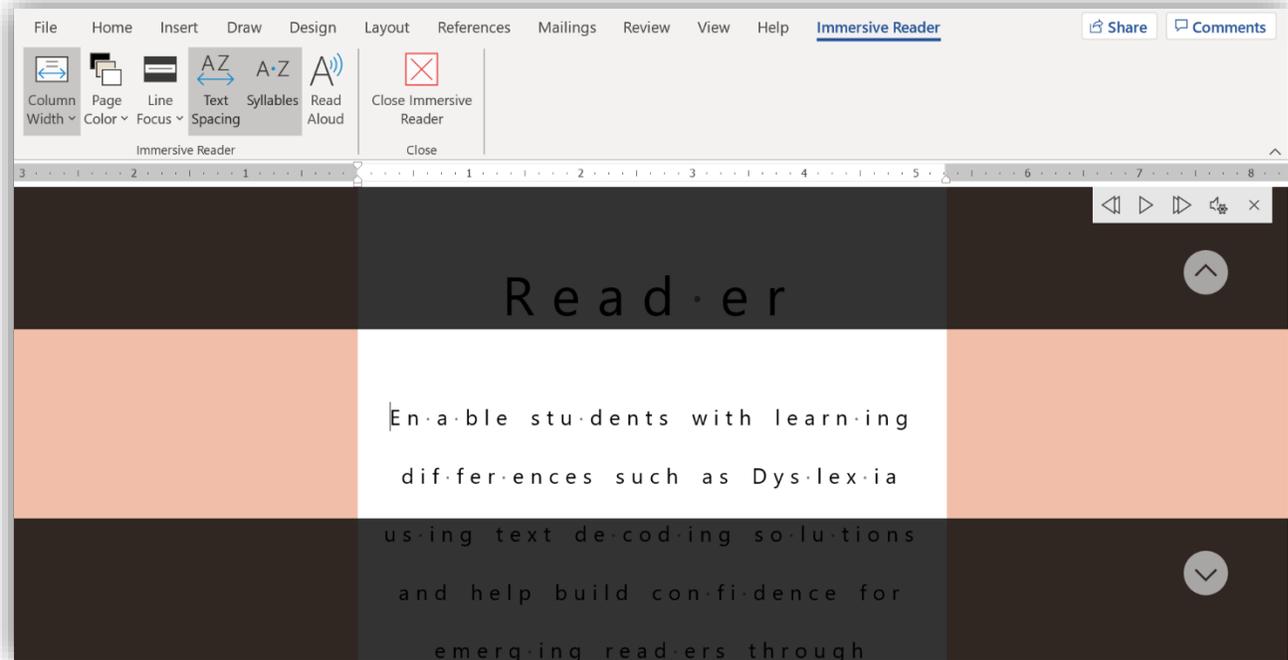


3. You will know you have activated Immersive Reader when text and tool bar changes.



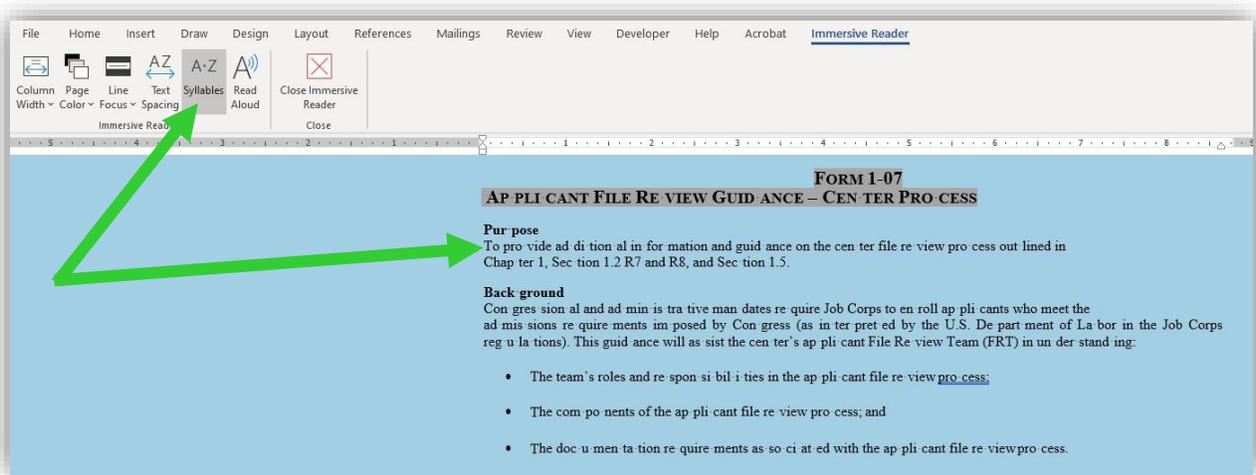
4. Once you have activated **Immersive Reader**, there are a multitude of ways to personalize the reading experience to support the individual student and his or her accommodation needs. Some of the available features include:
- **Column Width** - Allows reader to adjust the width of text from very narrow to wide.
 - **Page Color** - Allows reader to change the color and increase contrast of the background to text.
 - **Line Focus** - Allows reader to focus in on 1, 3 or 5 lines of text at a time. All other text will be blacked out.
 - **Text Spacing** - Allows reader to adjust the amount of space between letters and lines of text.
 - **Syllables** - Displays text broken into syllables.
 - **Read Aloud** - Reads text aloud with speed and voice tone adjustments.

Let's explore some of those features a bit further! In the example below, you will see a document with a **narrow column width**, **pink page color**, **3-line focus**, **wider text spacing**, and **syllables** identified.

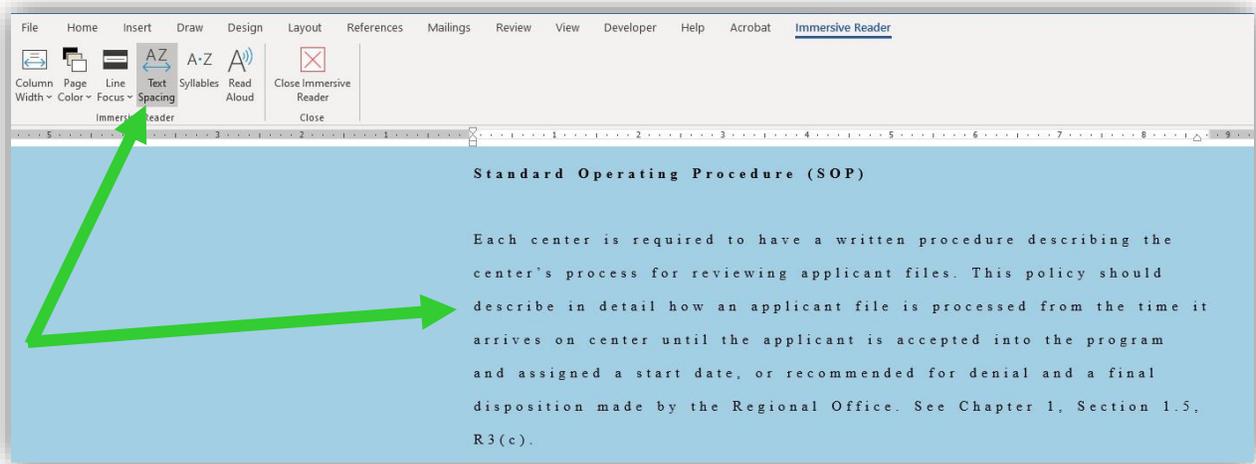


Specifically, here are examples of some of the individual features.

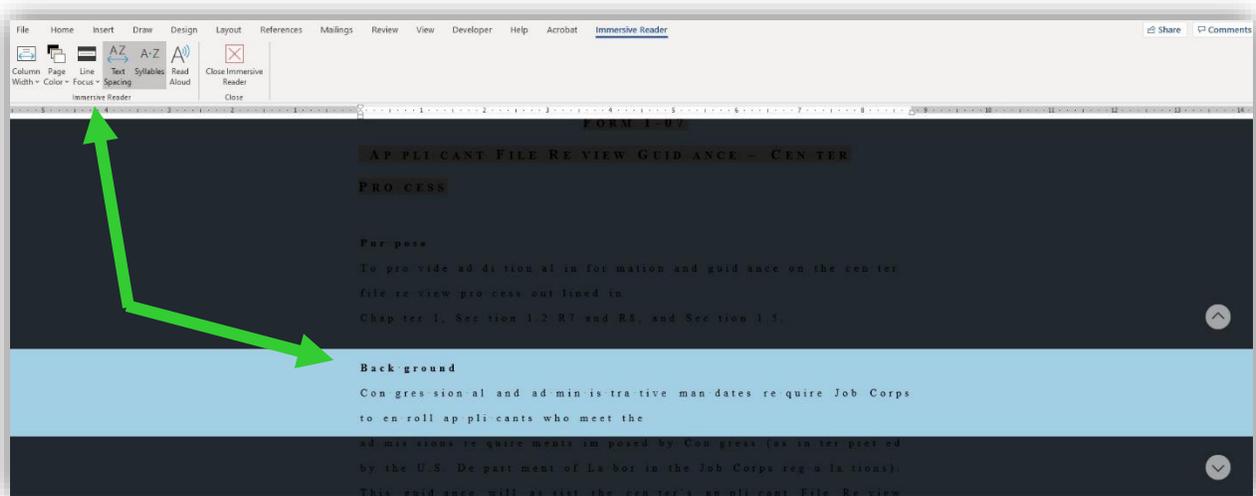
Syllables - shows the breaks between syllables to enhance word recognition and decoding



Text Spacing - optimizes font spacing in a narrow column view to improve reading fluency for users with visual crowding issues



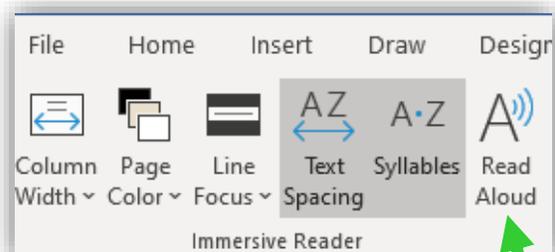
Line Focus (3-line example) - reduces distractions and focuses the reader on 1-3 lines of text at a time



Activating Read Aloud Function:

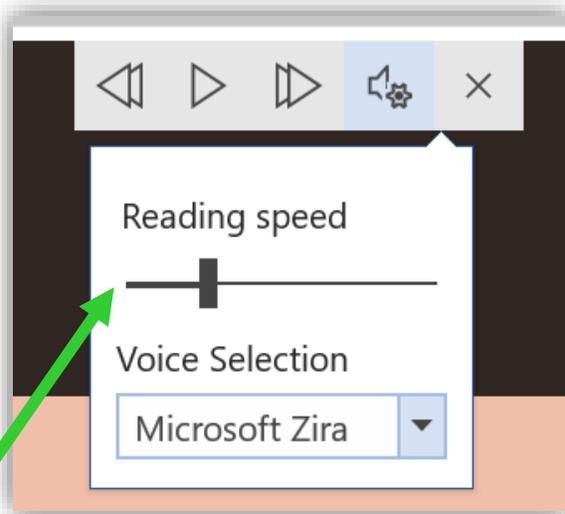
To activate the *Read Aloud* setting, press the *Read Aloud* button and the document will be read from start to finish.

- If audio does not automatically start, click on the document and press the



play button towards the right-hand side of the screen.

- Text will highlight as each word is read aloud.
- To listen from a certain point of the text, place your cursor where you want the audio to start and press play.
- To listen to a specific portion of the text, highlight the text and click play.
- Control the speed or tone of voice by clicking on the settings in the play menu bar (speaker icon with gear).



Other Features:

In Microsoft OneNote, for example, you can select the “books” icon in the far-right corner (see below) and select “nouns,” “verbs,” and “adjectives.” The various parts of speech change to the color of the selection button (i.e., purple for nouns, red for verbs, etc.).

A screenshot of a Microsoft OneNote page titled 'My Notebook > New Section 1'. The page contains the following text:

FORM 1-07
APPLICANT FILE REVIEW
GUIDANCE – CENTER PROCESS

Purpose
To provide additional information
and guidance on the center file
review process outlined in
Chapter 1, Section 1.2 R7 and R8,
and Section 1.5.

On the right side of the page, there is a text-to-speech toolbar with icons for font size, font style, and speech. Below the toolbar is a menu with four options: 'Comprehension', 'Syllables', 'Nouns', and 'Adjectives'. The 'Nouns' option is highlighted in purple. Three green arrows point from the 'Nouns', 'Verbs', and 'Adjectives' options to the corresponding words in the text: 'provide' (purple), 'information' (red), and 'outlined' (teal).

Resources:

Additional Information and a video tutorial for *Microsoft Immersive Reader* can be found here:

- [Perkins Learning](#)
- [YouTube](#)