HOW TO USE THE ACCESSIBLE READING TOOLS IN OFFICE 365

A. Open or paste a Word document in Office 365 (so you're using "Word Online.")
B. Select 'EDIT IN BROWSER"
C. Under the "VIEW" menu, select the "Immersive Reader" tool
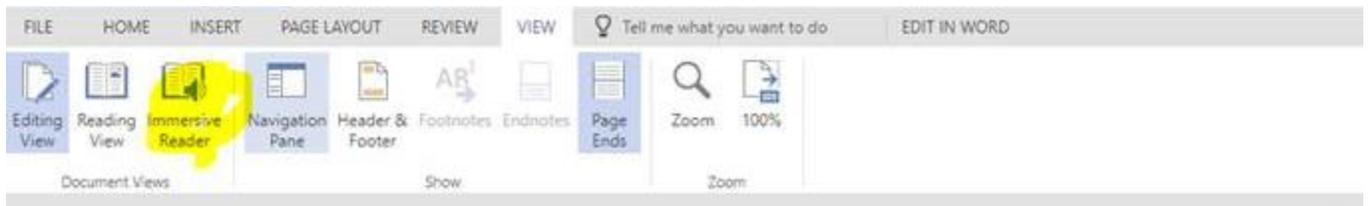
This tool lets you do several things:

1. The document can be read to you by clicking the play button. Each word is highlighted as it is read, and the voices are quite realistic-sounding. You can choose a male or female voice.

2. You can change the text size (it's large at first), how far apart letters are spaced, the font, and the color of the text.

3. View words broken up into syllables and identify various parts of speech (nouns, verbs, and adjectives):
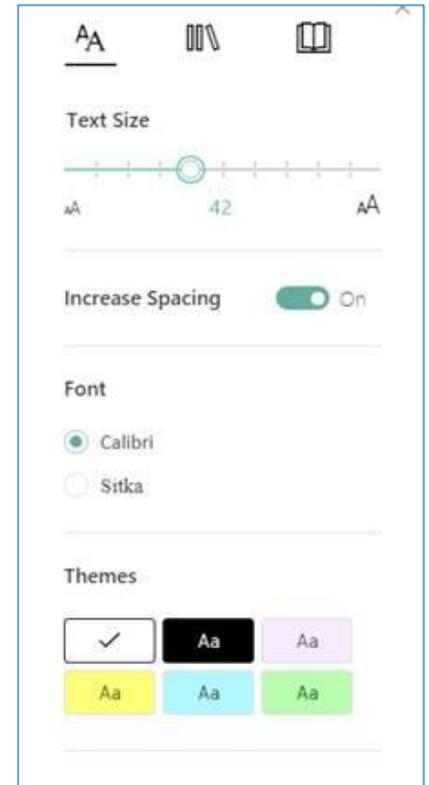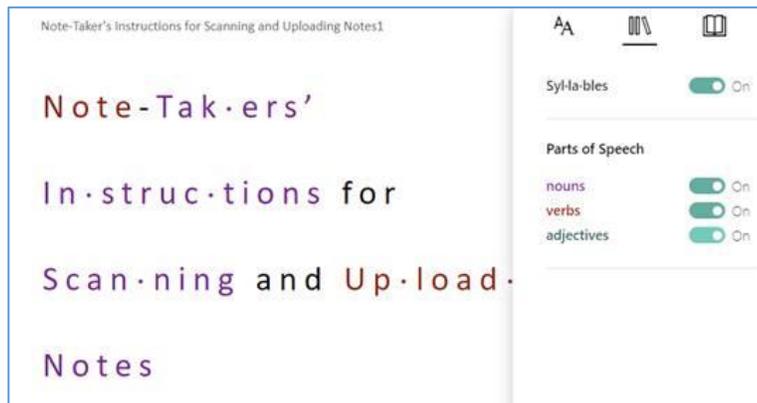
4. For those who have difficulty focusing when reading, you can turn on 'line focus' to mask all other text but that which is being read.
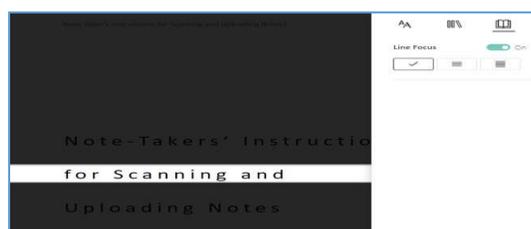
Try it out!

Also, OneNote has a free graphic demonstration of the above at: www.onenote.com/learningtools