

# – WORD IMMERSIVE READER –

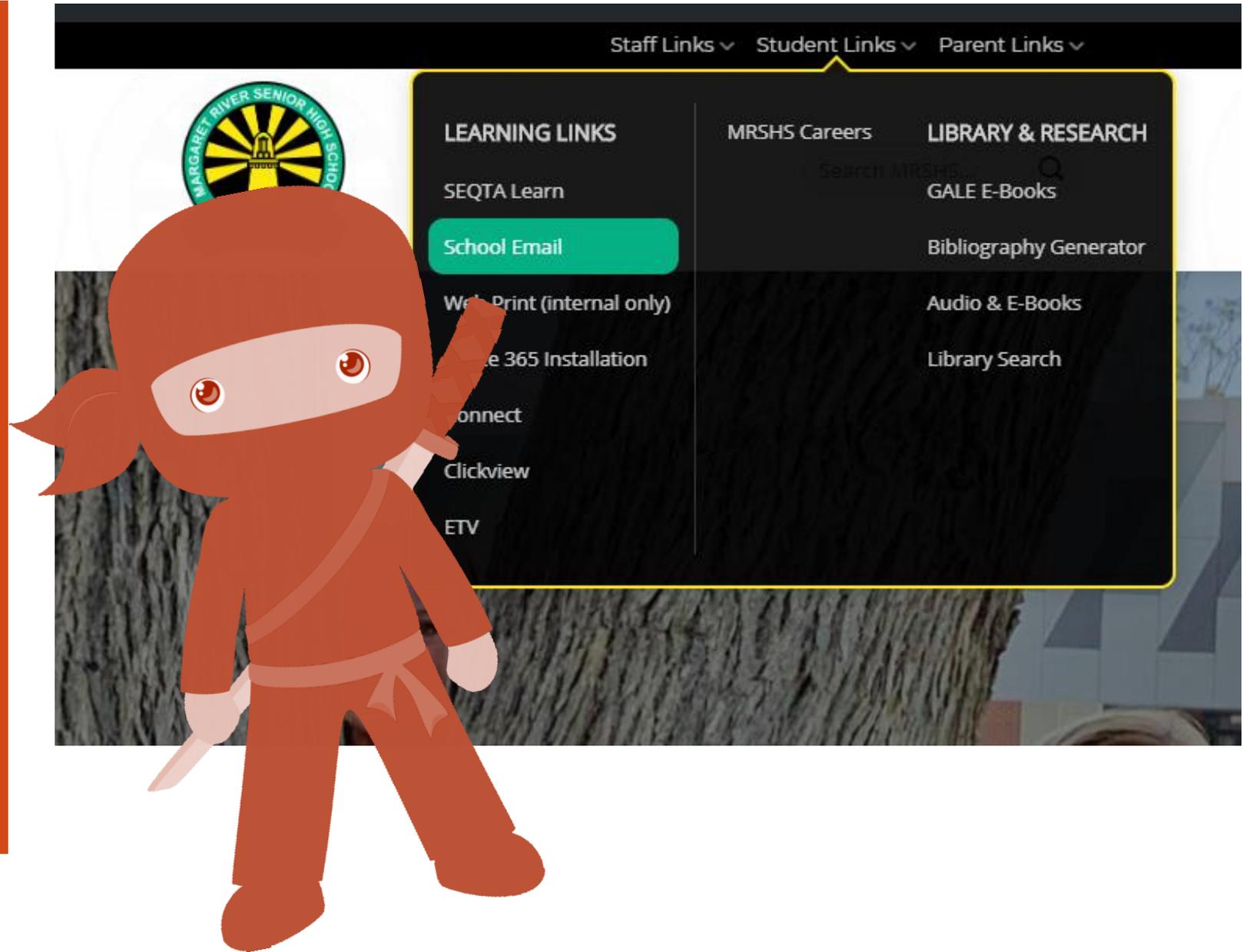
Using Word Online for help with reading  
– or to translate words into another  
language

*You can access Word 365 via your school email*



# Open your School Email

- ➔ Go to the MRSHS homepage either *Google mrs* and click on the top link or go straight to: [www.margaretrivershs.wa.edu.au](http://www.margaretrivershs.wa.edu.au)
- ➔ Click on **Student links** at the top
- ➔ Click on **School Email**



# If asked to Sign in with an email address

➔ Type in your School Email Address which is

➔ Click Next

**Username@student.education.wa.edu.au**

(NB: Your username is your computer login usually **Firstname.Surname**)

Click ne

## Outlook



**Sign in**

to continue to Outlook

Firstname.Surname |@student.education.wa.edu.au|

[Can't access your account?](#)



Next

# Sign in

- ➔ Type in your User Name  
*usually firstname.surname*
- ➔ Type in your password
- ➔ Tick the box and choose **Login**



Department of  
Education

Single Sign-On

## Sign In

Enter your Single Sign-On user name and password to sign in

User Name

Password

I have read and understand the Appropriate Use of Online Services information.

[Forgot Your User Name or Password?](#) | [What is this?](#)

Unauthorised use of this site is prohibited and may subject you to civil and criminal prosecution.

### Appropriate Use of Online Services

All Departmental online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services at the [Our Policies website](#).

[Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

### Copyright Statement

[WARNING]

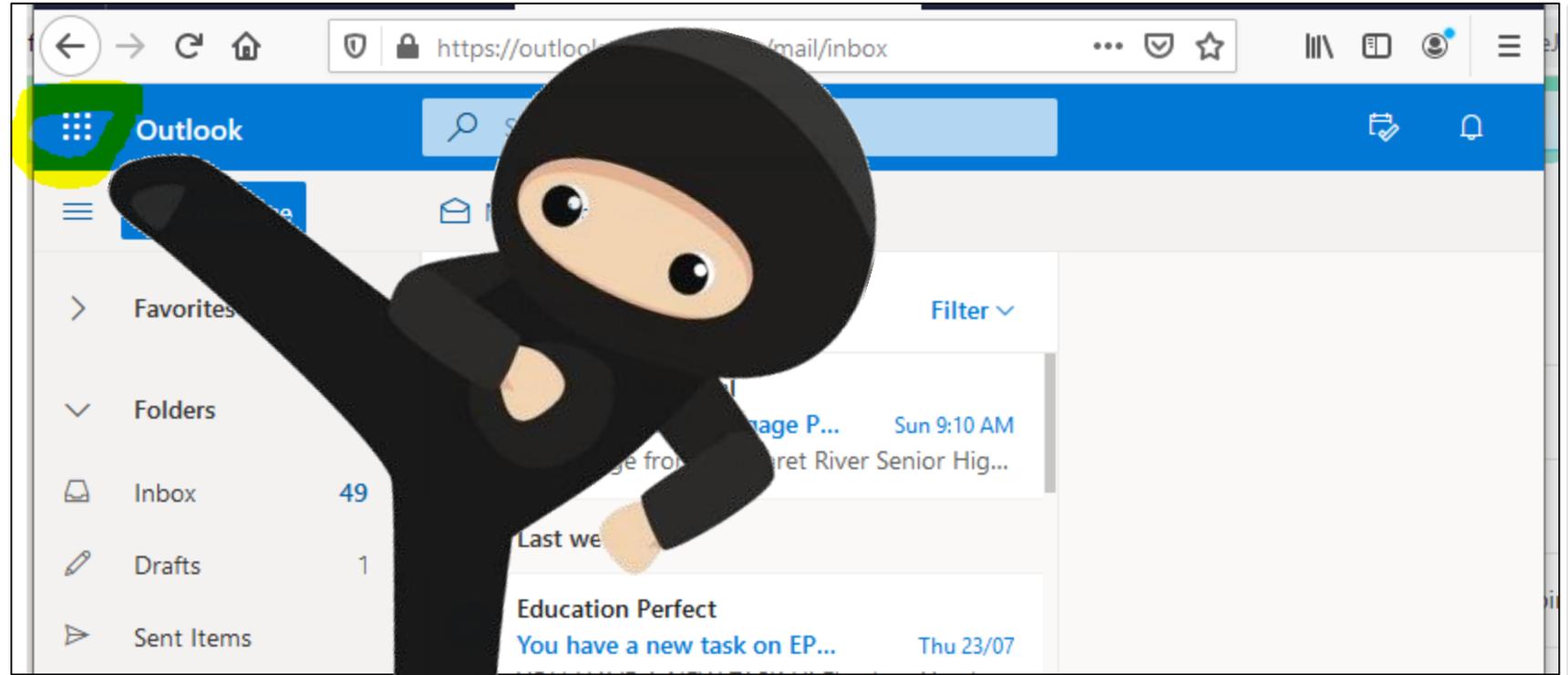
Some of this material may have been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.



# Open the App launcher

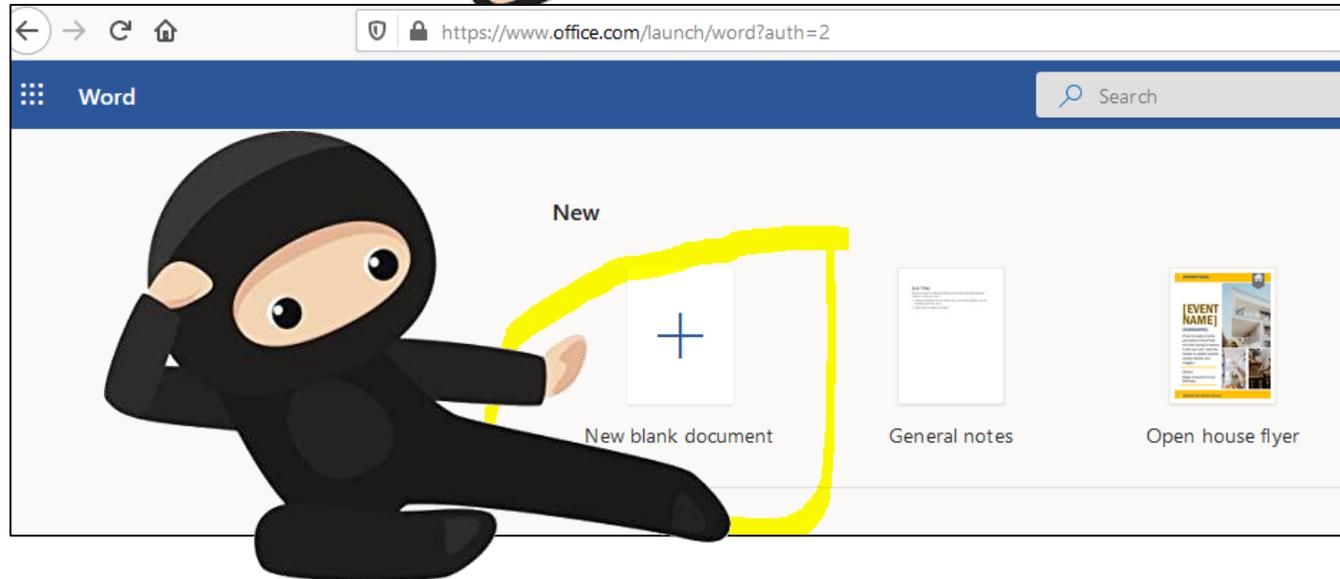
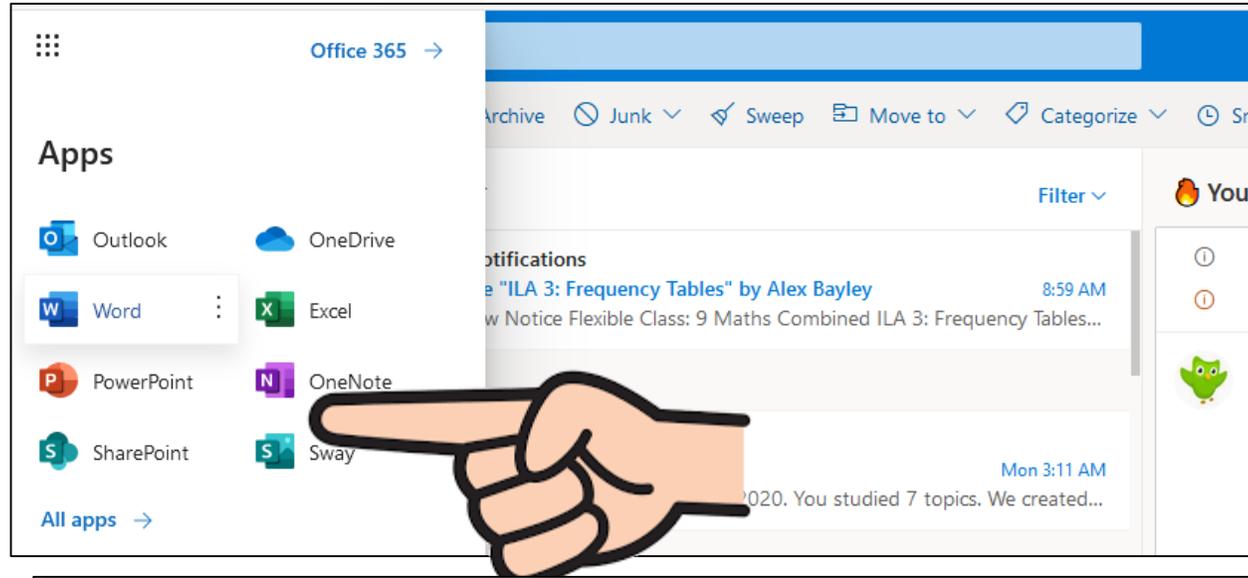
- ➔ Click on the 9 box app launcher at the top left.



# Choose the Word app

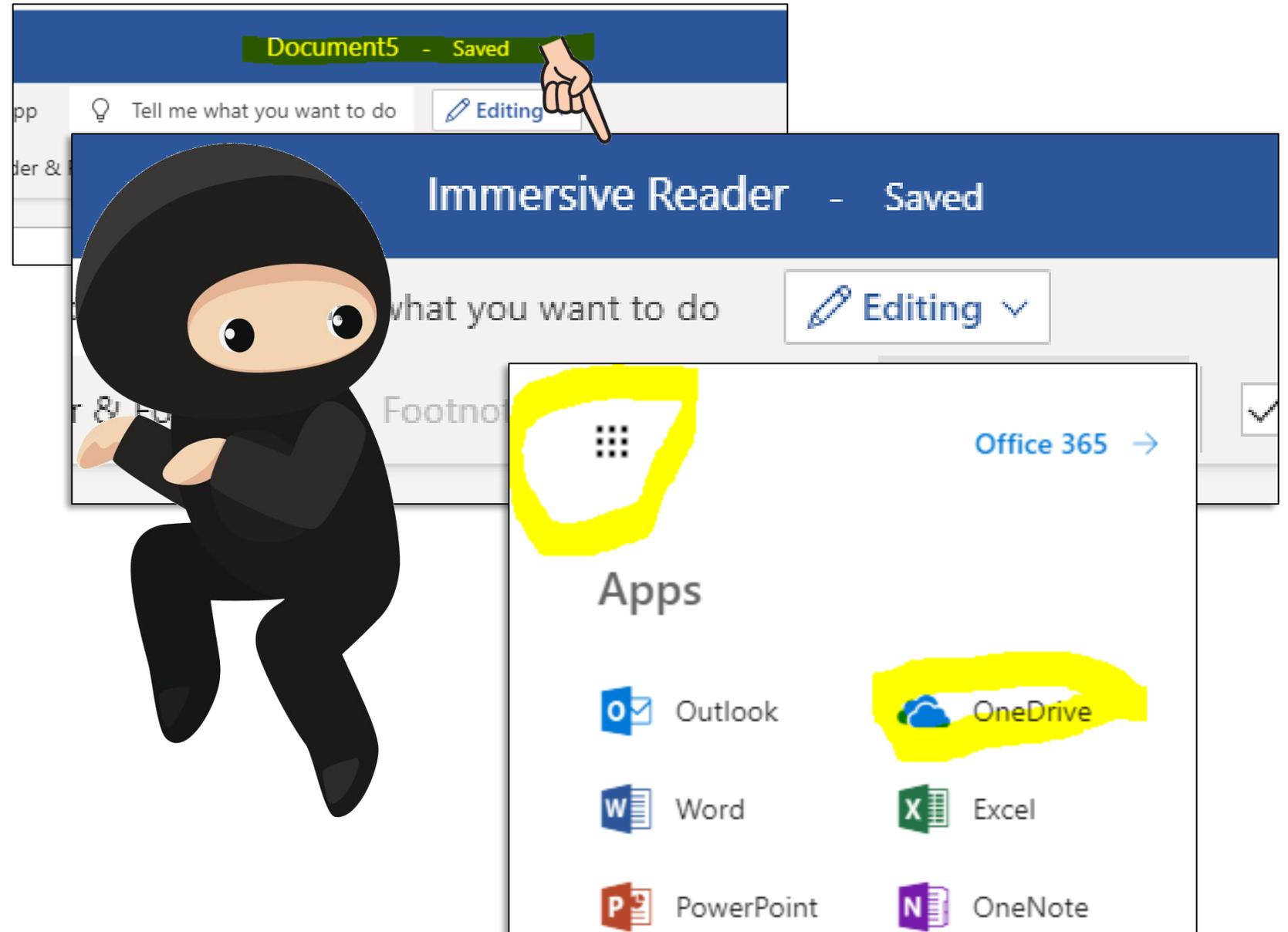
➔ Click on Word

➔ Choose New blank document



## Saving your document

- ➔ You can change the name by typing over the name in the middle top *ie where it says Document*
- ➔ It is automatically saved to your **One Drive** that you can access through the app launcher



Copy the text you want to read and paste into the document

Open the original file

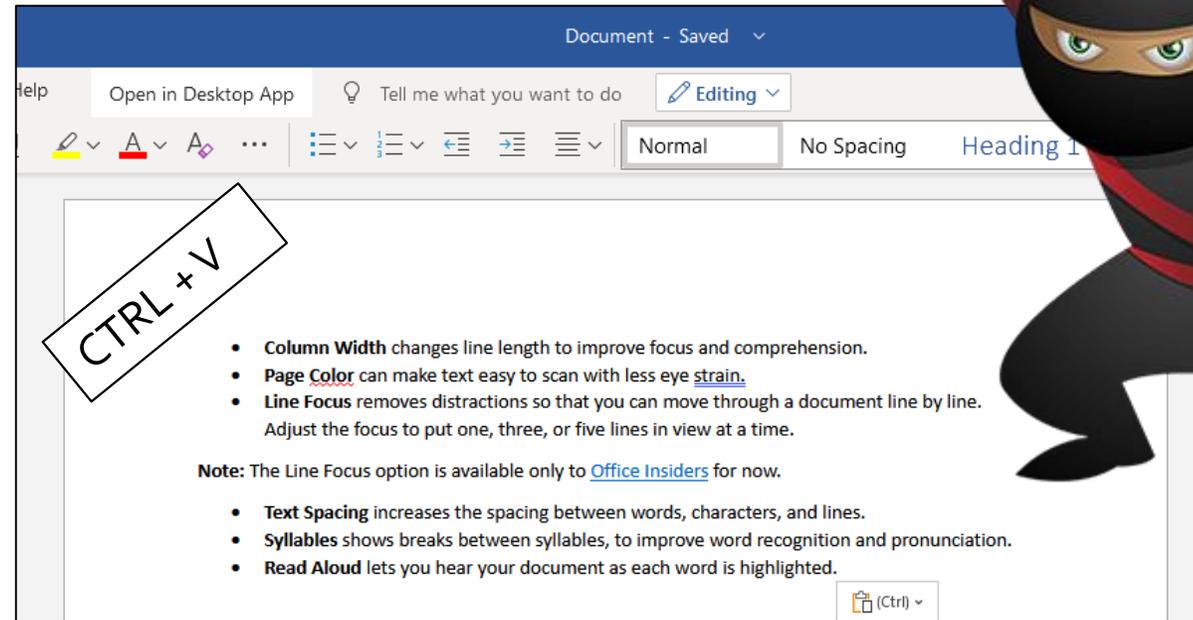
- ➔ Select the text you want read.
- ➔ Choose **CTRL + C** to copy (or *rightmouse click – Copy*)

Go back to Word online

- ➔ Use **CTRL + V** keys to paste the text into the blank document

- **Column Width** changes line length to improve focus and comprehension.
- **Page Color** can make text easy to scan with less eye strain.
- **Line Focus** removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.

CTRL + C



Document - Saved

Help Open in Desktop App Tell me what you want to do Editing

Normal No Spacing Heading 1

CTRL + V

- **Column Width** changes line length to improve focus and comprehension.
- **Page Color** can make text easy to scan with less eye strain.
- **Line Focus** removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.

**Note:** The Line Focus option is available only to [Office Insiders](#) for now.

- **Text Spacing** increases the spacing between words, characters, and lines.
- **Syllables** shows breaks between syllables, to improve word recognition and pronunciation.
- **Read Aloud** lets you hear your document as each word is highlighted.

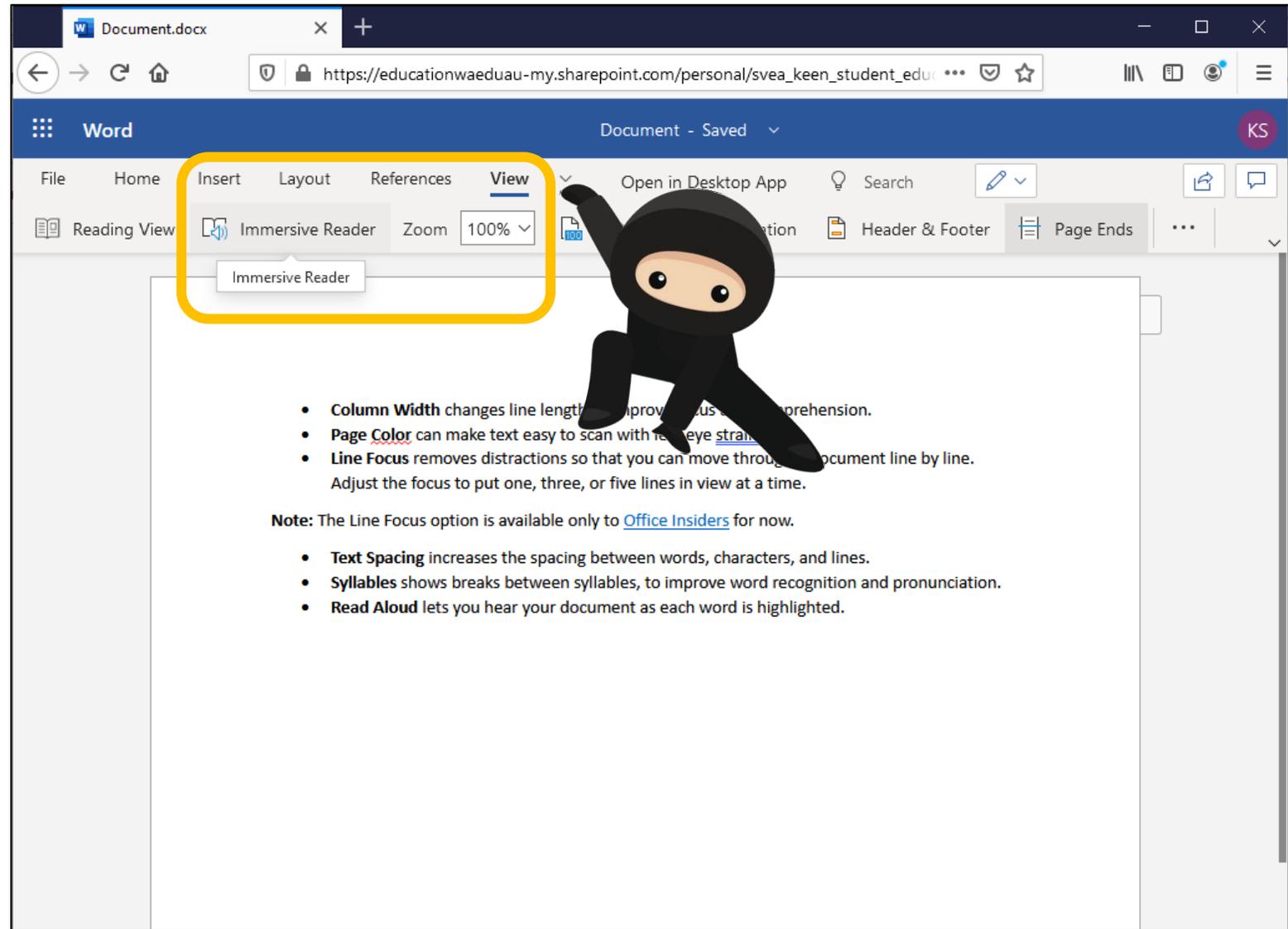
(Ctrl)



# Open Immersive Reader

➡ Choose View then Immersive Reader

➡ It will appear in the Immersive reader mode.



The screenshot shows the Microsoft Word Online interface. The 'View' tab is selected in the ribbon, and the 'Immersive Reader' option is highlighted with a yellow box. A cartoon character is positioned over the document content. The document text includes:

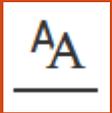
- **Column Width** changes line length to improve visual comprehension.
- **Page Color** can make text easy to scan with reduced eye strain.
- **Line Focus** removes distractions so that you can move through the document line by line. Adjust the focus to put one, three, or five lines in view at a time.

**Note:** The Line Focus option is available only to [Office Insiders](#) for now.

- **Text Spacing** increases the spacing between words, characters, and lines.
- **Syllables** shows breaks between syllables, to improve word recognition and pronunciation.
- **Read Aloud** lets you hear your document as each word is highlighted.

# Change the text settings

➔ Click on



➔ Use the different settings to adjust the *text size, spacing, font, background colour (Themes)* etc to the best reading option to suit you.

Immersive Reader

- **Column Width** change length to improve for comprehension.
- **Page Color** can make it easy to scan with less strain.

Text Size: 42

Increase Spacing:

Font:  Calibri,  Sitka,  Comic Sans

Themes:  (white),  Aa (black),  Aa (beige),  Aa (green),  Aa (cyan),  Aa (yellow)

More colors ▾

Show Source Formatting:

## Change the Grammar options

➔ Click on



Use the sliders to:

➔ Show Syllables

➔ Show different Parts of Speech such as nouns, verbs etc

➔ Show Labels if required

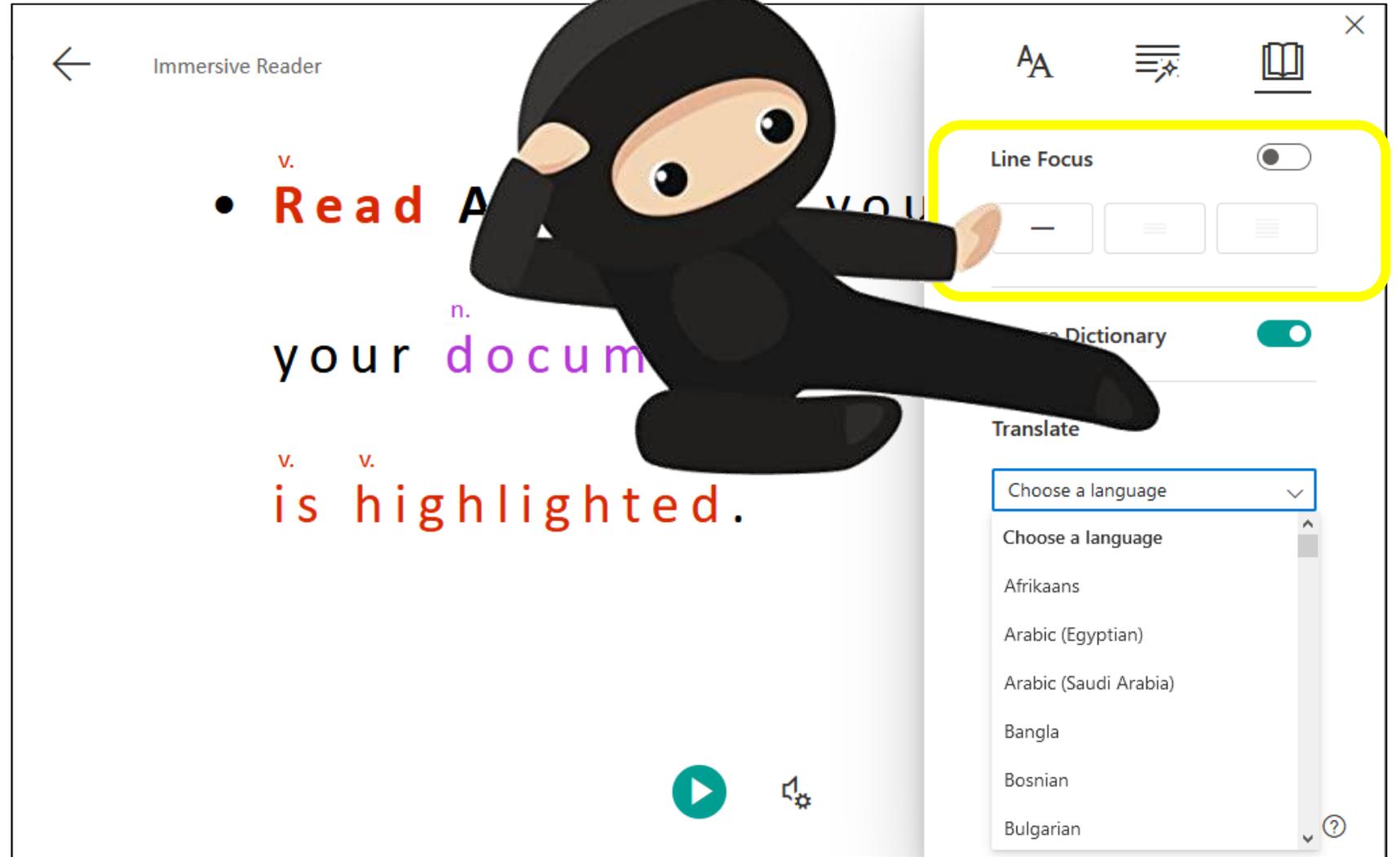
The screenshot shows the Immersive Reader application interface. The main content area displays a list of items with grammar labels above them: "v. Read Aloud lets you", "n. your document as e", and "v. v. is highlighted.". On the right side, there is a settings panel with the following options: "Syl-la-bles" (toggle off), "Parts of Speech" (nouns n. toggle on, verbs v. toggle on, adjectives toggle off, adverbs toggle off), and "Show labels" (toggle on). A hand icon is pointing to the "Show labels" toggle. At the bottom of the panel, there is a play button and a gear icon. The top of the panel has a back arrow, the text "Immersive Reader", and icons for font size, grammar options, and a close button.

# Change the Reading Preferences

➔ Click on



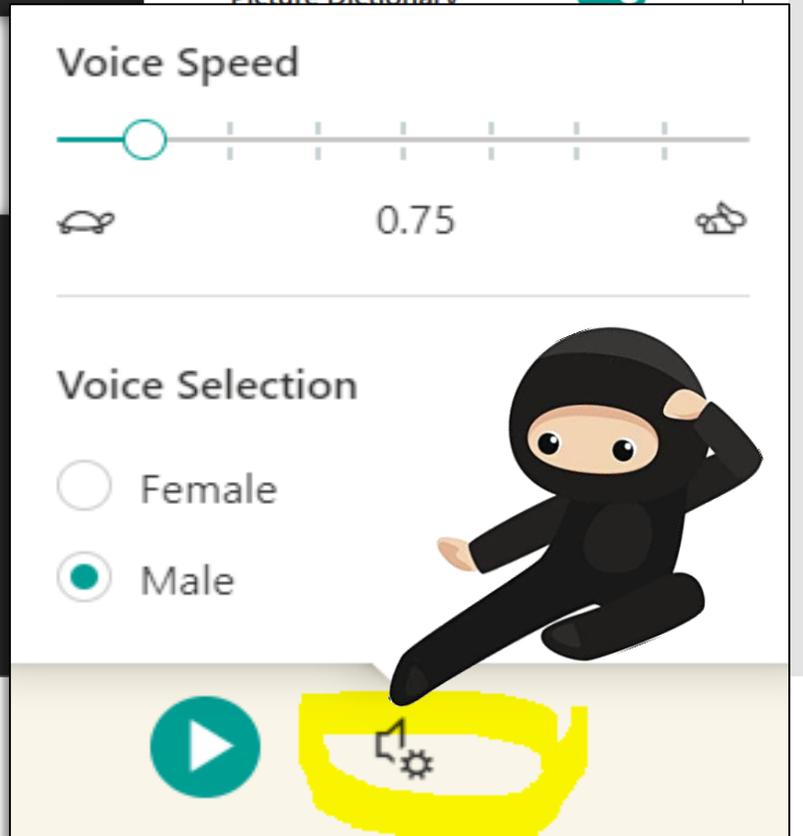
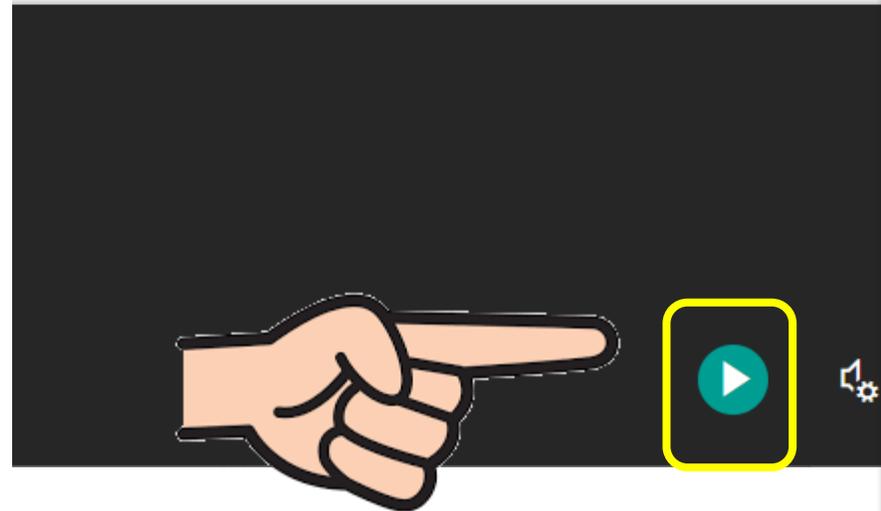
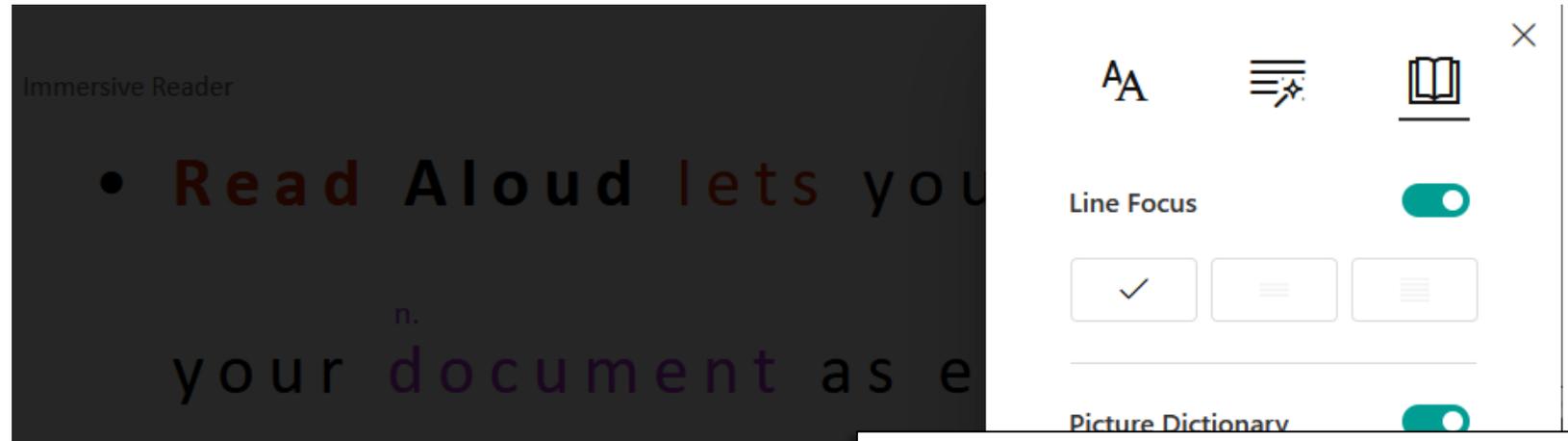
➔ Line Focus allows you to view just one line at a time vs 2 lines or a paragraph



# Get the text Read Aloud

➔ Click on the play button at the base of the screen

➔ Click on the play setting button to choose different speeds and voices



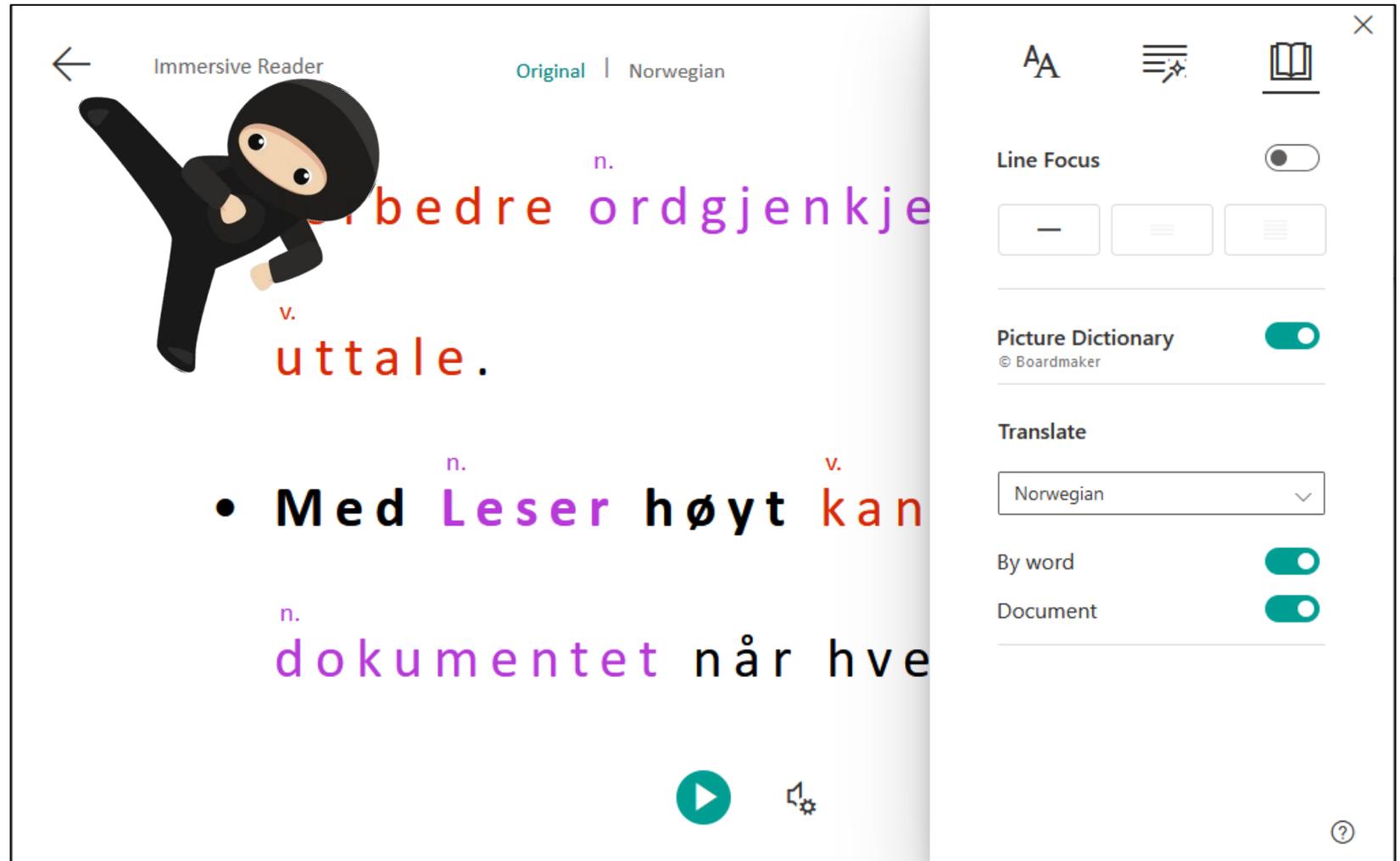
# Translation

- ➔ Click on **Translate** and choose the language you would like it translated to
- ➔ You can then choose whether it is translated by **Word** and **Document**
- ➔ You can press the **Play** button at the bottom to have it read in that language.

The screenshot displays the Immersive Reader interface. At the top, a 'Translate' dropdown menu is open, showing 'Choose a language' with a downward arrow, and a list of languages including 'Norwegian' and 'Persian'. A hand icon points to the 'Norwegian' option. Below this, the main content area shows the text 'forbedre ordgjenkje' and 'uttale.' with grammatical markers (v. and n.) above the words. A list item 'Med Leser høyt kan' is also visible. At the bottom, there is a play button and a settings icon. On the right side, a settings panel is open, showing options for 'Line Focus', 'Picture Dictionary' (toggled on), and 'Translate' (set to 'Norwegian'). Below the 'Translate' section, there are toggles for 'By word' and 'Document', both of which are turned on.

# Exiting Immersive Reader

➡ To exit press the **ESC** button or click on the arrow at the top left of the screen



The screenshot displays the Immersive Reader application interface. At the top left, there is a back arrow and the text "Immersive Reader". To the right, it shows "Original | Norwegian". A cartoon character of a person in a black hoodie is performing a high kick. The main text area contains Norwegian text with some words highlighted in purple and red. Below the text, there is a list item: "• Med Leser høyt kan". At the bottom center, there is a play button icon and a speaker icon. On the right side, there is a settings sidebar with a close button (X) at the top right. The sidebar includes: "Line Focus" with a toggle switch and three button options; "Picture Dictionary" with a toggle switch and the text "© Boardmaker"; "Translate" with a dropdown menu set to "Norwegian"; "By word" with a toggle switch; and "Document" with a toggle switch. A help icon (?) is located at the bottom right of the sidebar.

For more help please see  
Ms Stene in the Library or  
email  
[Petra.Stene@education.wa.edu.au](mailto:Petra.Stene@education.wa.edu.au)

