

A QUICK GUIDE TO

@miss_aird

IMMERSIVE READER

WHAT IS IMMERSIVE READER?



Immersive Reader can improve reading skills and comprehension through the use of the Read Aloud function and grammar options to adjustable reading and text preferences.

Immersive Reader has 3 main menus - **Text Options / Grammar Options / Reading Preferences**

It also has a **voice settings** feature to allow you to hear the text.

VOICE OPTIONS

Voice Speed

Select **Play** at the bottom of the window to hear your document read aloud and to see the text highlighted.

Voice Selection

Select **Pause** to stop narration.

Select Voice Options on the top right of the document to change the **speed** of narration.

Female (selected)
Male

TEXT OPTIONS

You can increase or decrease **text size**.

You can increase the amount of **spacing between letters and words**.

You can change the **font** of the whole document.

The Theme colour you select becomes the **background colour** of the document.

Text Size: 28
Increase Spacing:
Font: Calibri (selected), Sitka, Comic Sans
Themes: Aa, Aa, Aa, Aa, Aa, Aa

GRAMMER PREFERENCES

You can select one or more of the following options to show:

Syllables to break words into syllables.

Nouns to highlight nouns in your document in purple.

Verbs to highlight verbs in your document in red.

Adjectives to highlight adjectives in your document in green.

Adverbs to highlight adjectives in your document in gold.

Syll-la-bles
Parts of Speech: nouns, verbs, adjectives, adverbs
Show labels

READING PREFERENCES

Line Focus enables you to narrow the focus by highlighting sets of one, three, or five lines.

Picture Dictionary gives you the ability to click on any single word and have it read aloud.

Translate gives you the option to change the language of the text.

Line Focus
Picture Dictionary:
Translate: French (France)
By word:
Document:

WHERE CAN I USE IMMERSIVE READER?



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LIVE CAPTIONS

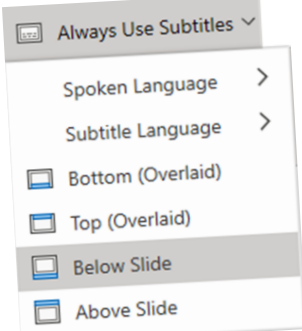
WHAT IS LIVE CAPTIONS?



Microsoft provides **live captioning and subtitles**, including **translated subtitles**. Many languages are supported, including English.

Subtitles enable **deaf, hard of hearing or EAL students** and **language learners** to follow along with presentations.

TURNING ON SUBTITLES



You can choose which language you want to speak while presenting, and which language the caption/subtitle text should be shown in.

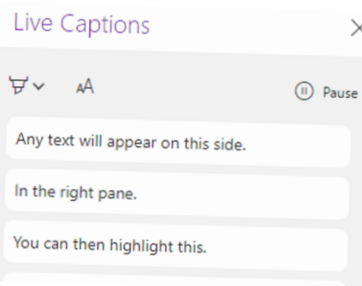
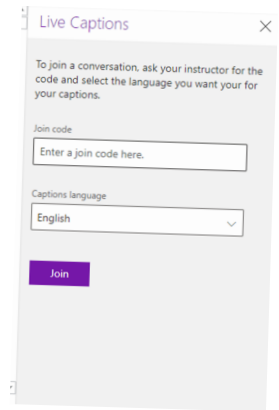
On the View tab, select Use Subtitles. Then click Subtitle Settings to open the menu of options.

LIVE CAPTIONS

Open OneNote for the web > click **view** tab > click **Live captions button**.

The live captions pane opens and your teacher will create a **join code** that you need to enter into OneNote.

Choose a captions language and click join, then on the right captions begin coming through in real time.



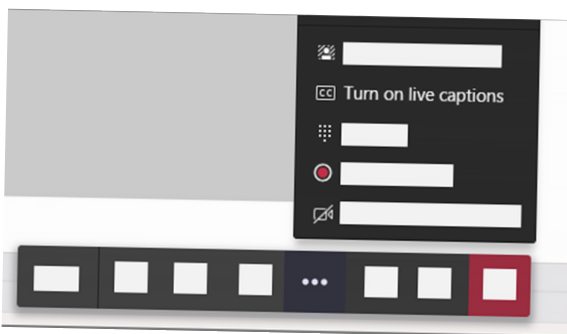
In the upper right of the transcript pane you can click **pause** to **pause the captions in real time**.

You can then highlight text that is important. If you un-pause the transcript, everything your teacher has said whilst you paused will appear so you will not miss any information.

TEAMS MEETINGS



To use live captions in a teams meeting, go to your meeting controls and select **More options** > **Turn on live captions**.



TRANSCRIPTS IN ANOTHER LANGUAGE

You can set the transcript to appear in a different language from what the teacher is saying, so if the teacher is talking in English, French or Spanish captions can be generated in real time.

The process for starting **the transcripts in another language is the same**, but when you select the language (see below), choose the language you want the captions to appear in.

WHERE CAN I
USE
SUBTITLES?



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SPEECH TO TEXT (DICTATE)

WHAT IS SPEECH TO TEXT (DICTATE)?



Dictation lets you use **speech-to-text** to author content in Office with a microphone and reliable internet connection.

Use your voice to quickly create documents, emails, notes, presentations, or even slide notes.

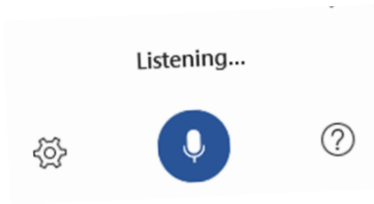
START DICTATING

Go to **Home Tab > Dictate**. First-time users will be prompted to enable microphone permissions.

A **microphone icon** will appear - wait for it to turn on to be sure it started listening.

Click on the **gear icon** to see the following settings:

- Auto Punctuation
- Profanity filter
- Spoken Language



SHORTCUT TO
START
DICTATING

LISTEN BACK WITH READ ALOUD

Click or tap at the beginning of the **passage** you want to hear. Place your cursor at the beginning of the document to read the whole document aloud.



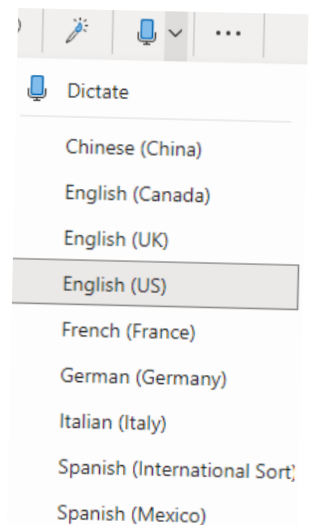
Select **Review Tab > Read Aloud**

CHANGE LANGUAGES

In total, you can use Microsoft Dictate with **13 languages**.

Several of the supported languages have multiple variants as well, such as English, French.

Select the **arrow at the side of the microphone** to select your dictate language.



INSERT PUNCTUATION

Insert punctuation at any time by **saying what you want to enter clearly**.

Some common punctuation you can enter by saying the following:

- , Comma
- ; Semicolon
- . Period; Dot; Decimal point
- : Colon
- @ At sign
- ! Exclamation mark
- ? Question mark



Scan the QR code to see all commands you can give for punctuation.

WHERE CAN I
USE SPEECH TO
TEXT?



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MICROSOFT TRANSLATE

WHAT IS MICROSOFT TRANSLATE?



Microsoft Translator **helps bridge communication gaps** and is good for **Modern Languages Students** to practice speaking fluently.

Use the Translator app on any device to start and join a translated conversation!

CONVERSATIONS

To use the app's conversation mode, tap the microphone and speak. The Translate app will automatically recognize the language being spoken and display what's been said on one side, and the translation on the other.



Start

Click on "Start conversation", log in and enter your name and language.



Share

Share the conversation code with other participants, who can join using the Translator app or website.



Speak

Speak or type in your language to communicate with other participants in the conversation. Other participants will see your messages in their own language.

ONE-ON-ONE CHATS

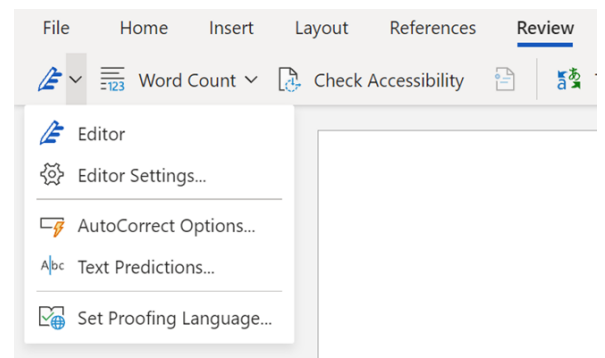
Use the microphone or split-screen microphone to translate between two languages using a single device. Speak two languages into one microphone for one-on-one conversations.



SET PROOFING LANGUAGE

In Word, click or tap where you're going to add text, or select the text that you want to mark as a different language.

On the Review tab, select Editor > Set Proofing Language.



TRANSLATE IN WORD

Select Review Tab
>
Translate
>
Translate Document.



DOWNLOAD THE APP ON
THE APP STORE

