Hello and welcome to the accessibility's web module on the Immersive Reader tool within Microsoft Office365. For your convenience, there is closed captioning provided on this video. In addition, please find this transcript for the video below on this web page.

As an active student at the University of Toronto, you are eligible for a copy of the online and offline versions of Microsoft Office. Please note eligibility for the software is dependent on your continued status with the university. For more information on how to obtain the software, please contact the Information & Instructional Technology Service Desk located at the CCT Atrium or visit their website at utm.utoronto.ca/iits.

Immersive Reader is a tool to assist users in reading texts within the Word application.

For this overview, we will be using the online web version of the Word application, which can be accessed through your webmail account. Please note some features shown may not be available in the offline version.

To begin, we will open a sample document to read.

To find the Immersive Reader tool, click the view tab, located at the top of the application. Under the Documents Views section, within the ribbon on the top left hand side of the page, click Immersive Reader.

You will be presented with an expanded window of the text, as well as three new icons in the top right corner. We will go over all the options available under each of the preferences.

Clicking on the first icon, a panel will open on the right-hand side. Here we have different text preferences including the option to change the size of the text, increase the spacing between each character, changing the font of the text and changing the background colour of the text.

The second icon on the top of the panel, we have grammar options. Which can assist with highlighting each syllables of the words as well as highlight different parts of speech. Such as nouns, verbs, adjectives, and adverbs.

The last icon on the top of the panel are the reading preferences. Here we have the option to focus the text into a single line, three lines, or five lines. Picture dictionary provides a quick visual representation of a specific word on the page. And lastly, the translate function allows you to translate an individual word or the full document to a chosen language. For example, to translate the document into French, select French from the drop-down menu and click the Document toggle below.

The last feature within the Immersive Reader tool is the read aloud function. The application will begin to read out the text by clicking on the green play button located at the bottom centre of the page.

[Code of Behaviour on Academic Matters]

[A. Preamble]

[The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship.]

To the right of the button we have the voice settings icon. Clicking this will present you the options to change the voice speed as well as the gender preference of the voices.

This concludes the overview of the Immersive Reader tool within the Microsoft Office365 Word application.

Should you have any questions or concerns related to the Immersive Reader tool within Microsoft Office365, please contact the main Accessibility's office at nine zero five five six nine four six nine nine or at access dot utm at utoronto dot ca. Thank you for reviewing the Immersive Reader module for Accessibility Services at the University of Toronto Mississauga.