

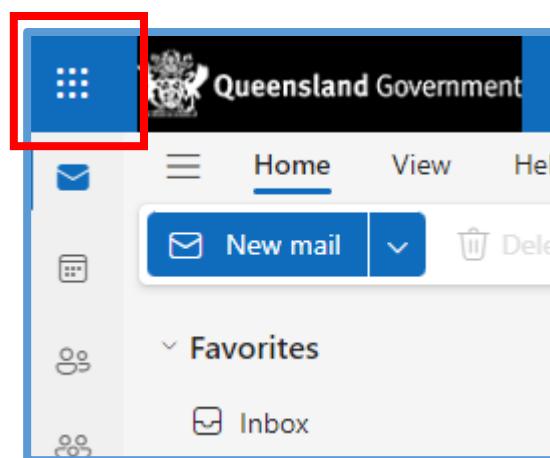
Use Dictate and Immersive Reader in Word Online

Access your online emails via the following: <https://owa.eq.edu.au>

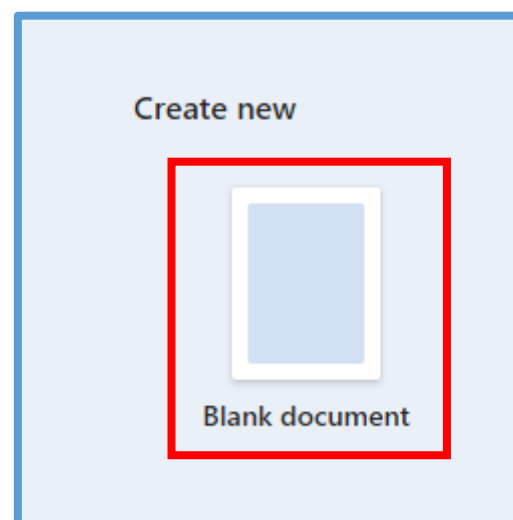
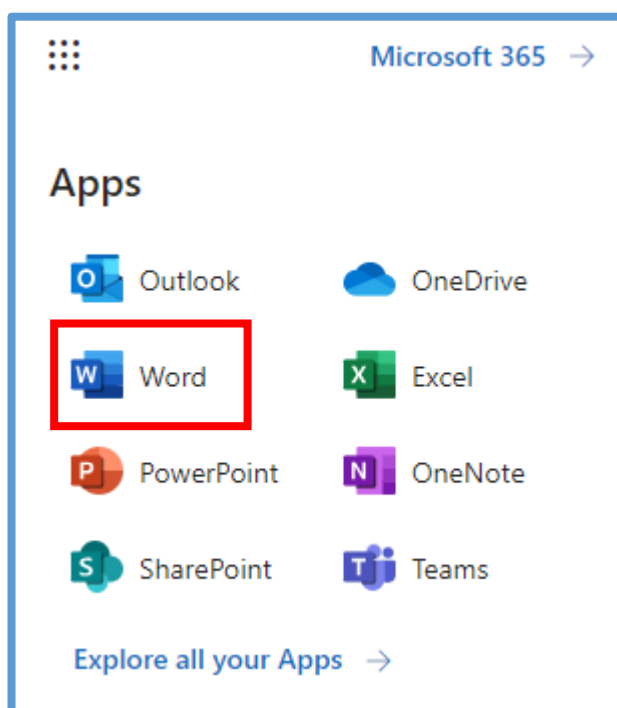
Note: there is a help sheet on this for more details

Using Dictate

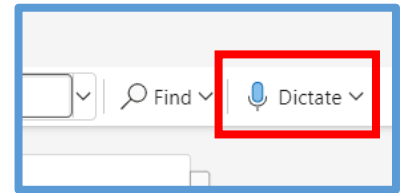
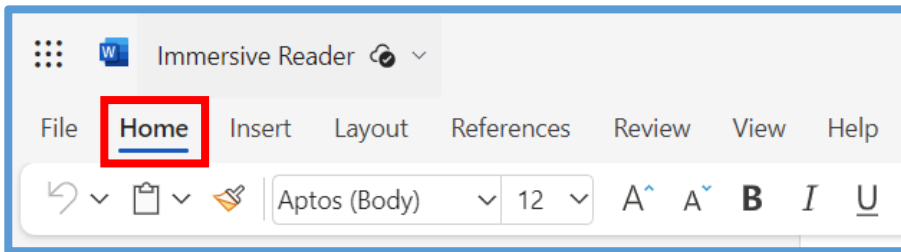
Go to the top left-hand corner and select the 9 dots.



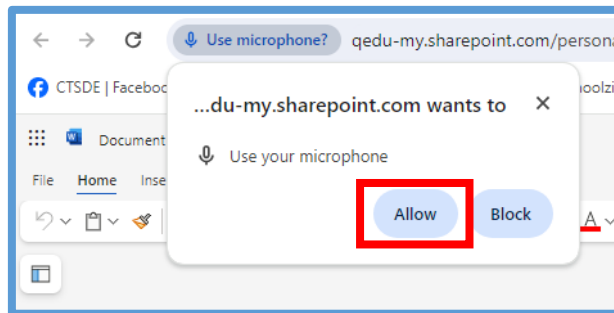
Select 'Word', then 'Blank Document' under create new.



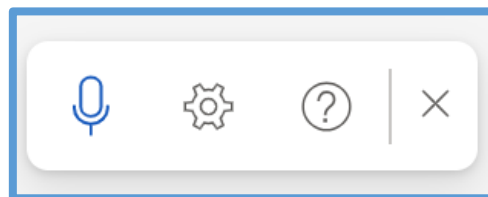
Navigate to 'Home' in your toolbar at the top of the screen, then select 'Dictate'.




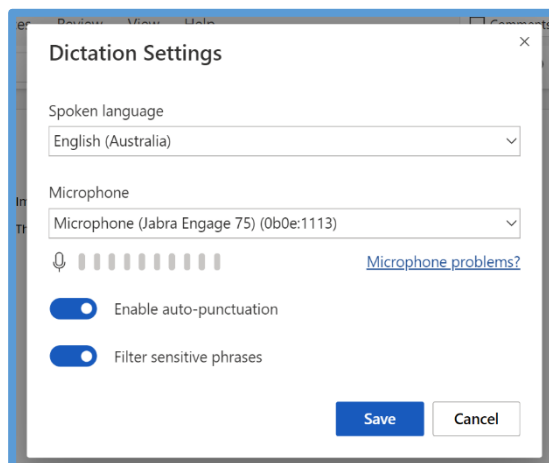
Your browser may ask to use your microphone, select 'Allow'.



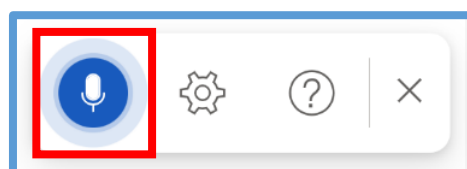
You will notice a menu appear on the right-hand side of your screen.



The cog  button will adjust your settings. This is where you can choose the language, select your microphone, etc. Once you have selected your settings, press 'Save'.



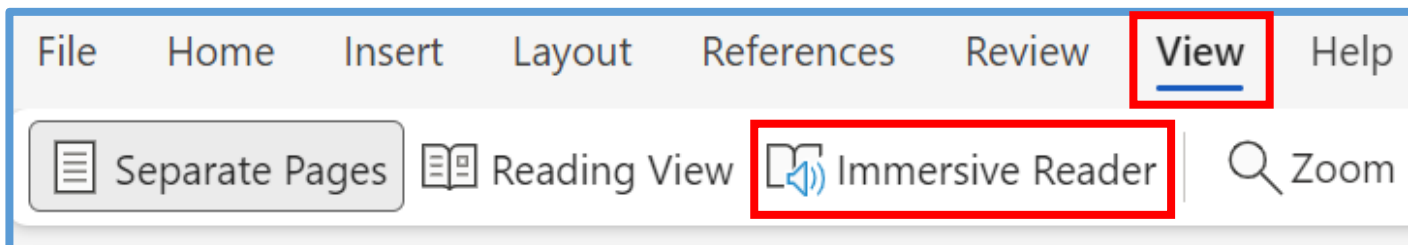
Press the microphone button to start dictating. Press it again to stop. When in use, the microphone icon will turn blue.



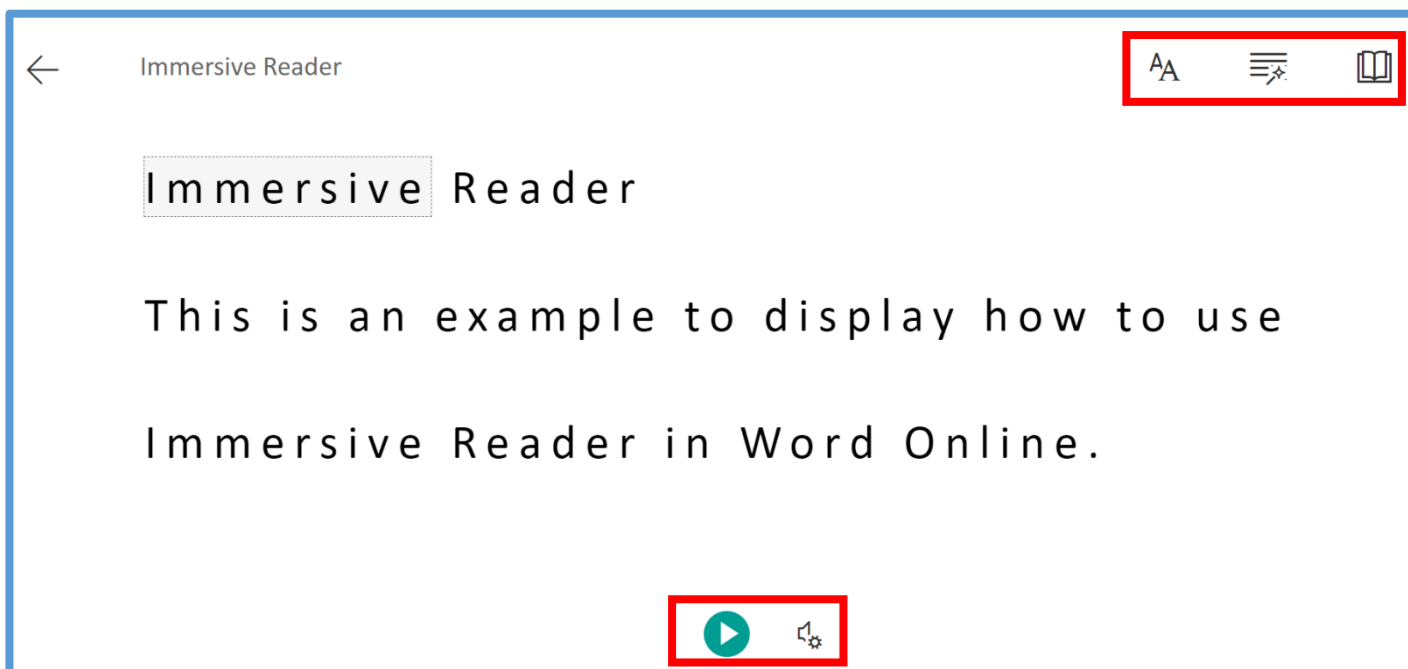
Using Immersive Reader

Follow the steps at the beginning of this document on accessing Word Online via your student emails.

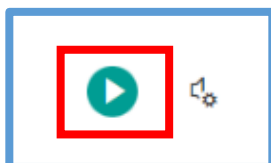
Navigate to 'View' in your toolbar at the top of the screen, then select 'Immersive Reader'.



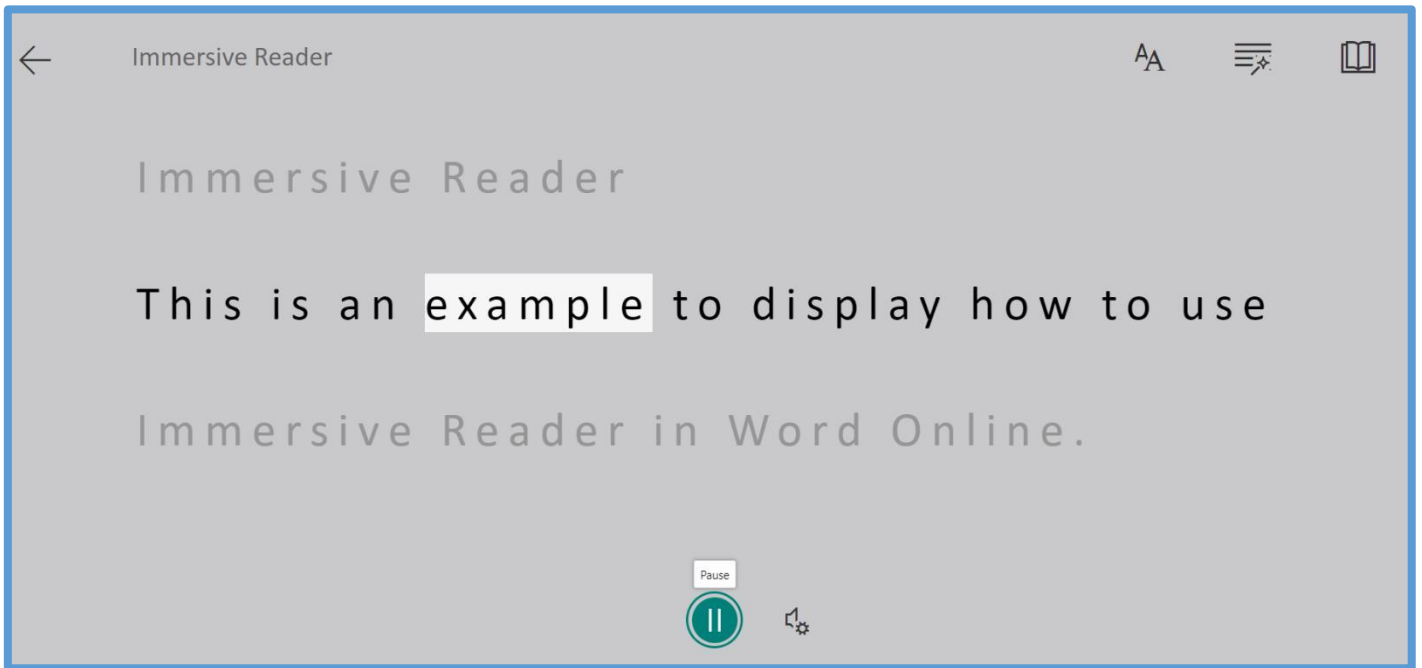
Once you select 'Immersive Reader', a new window will open within your browser. It will display the text that is on your document, a menu at the top right of your screen and options at the bottom.



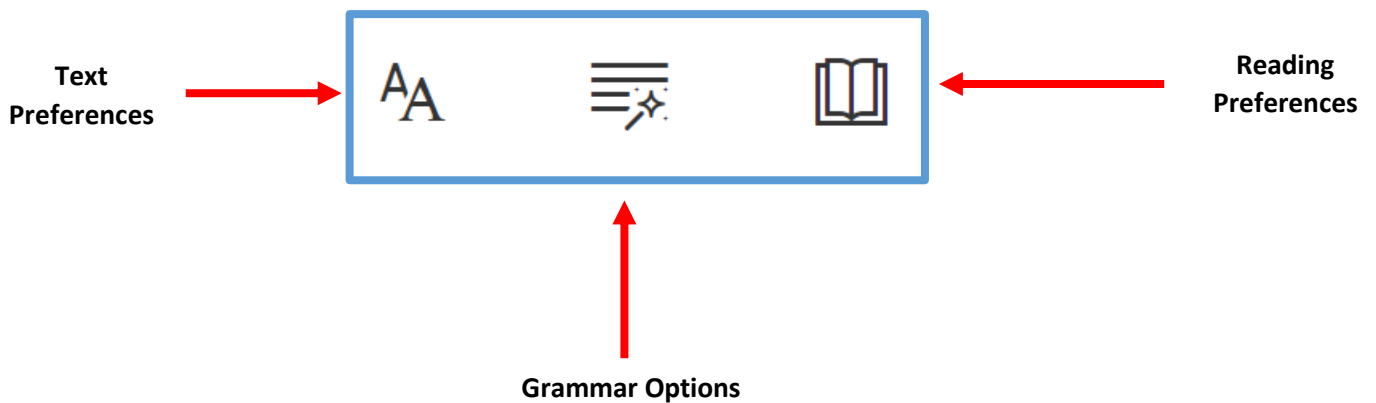
To start listening, press the play button located at the bottom of your screen, this will start playing from the very beginning of your document. If you would like to start listening at a certain point within the document, select that word.



The below example displays what your screen will look like when Immersive Reader is in use. The screen will dim and the words that are being read will light up.

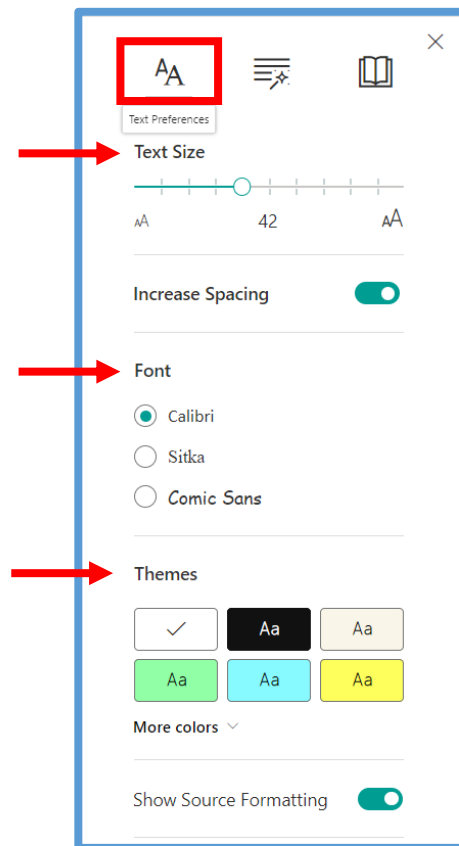


The menu at the top right of your screen allows you to adjust the 'Text Preferences', 'Grammar Options', and 'Reading Preferences'.

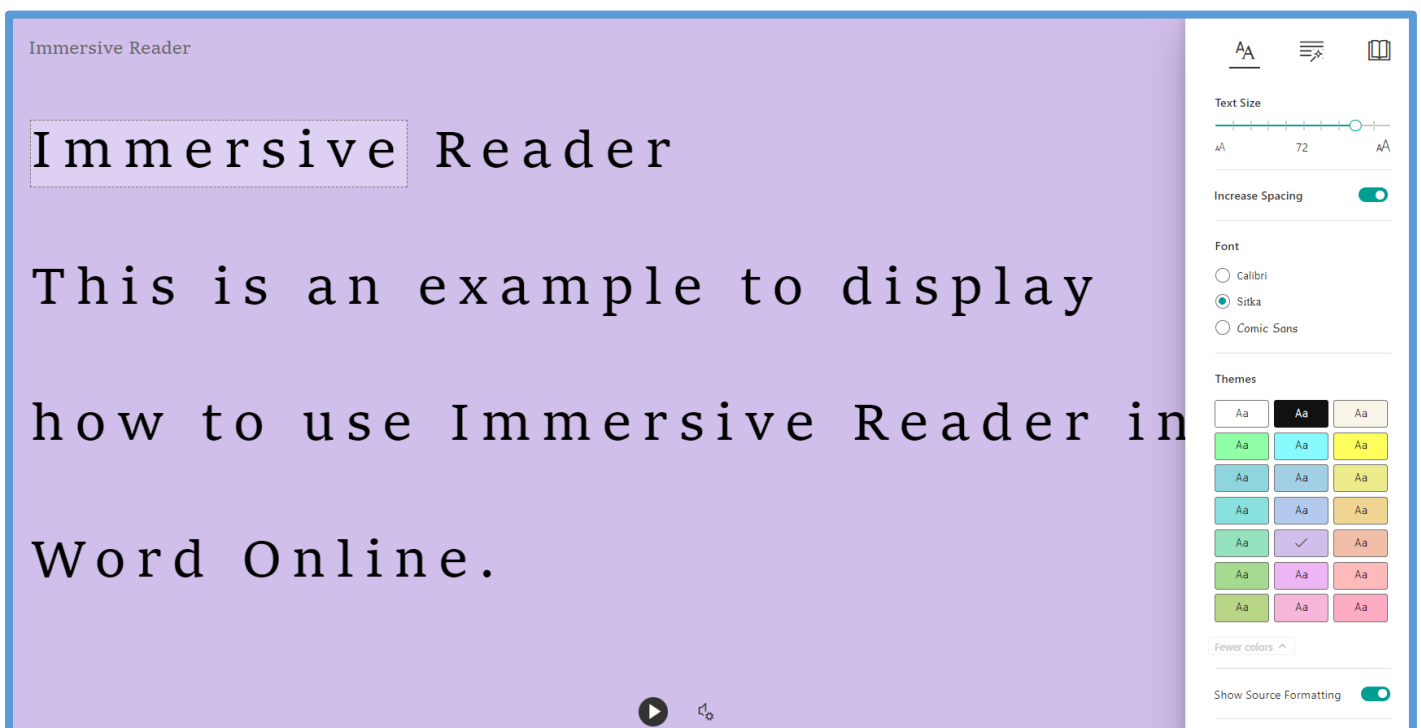


Text Preferences

Within the 'Text Preferences' menu, you can adjust the text size, font and colour, and increase spacing between letters.

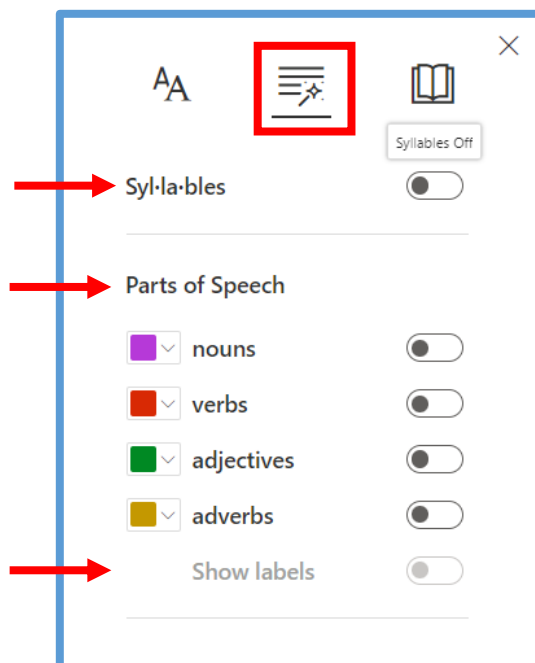


The example below displays the font size as 72, font chosen is Sitka, and the theme has been changed to lavender.

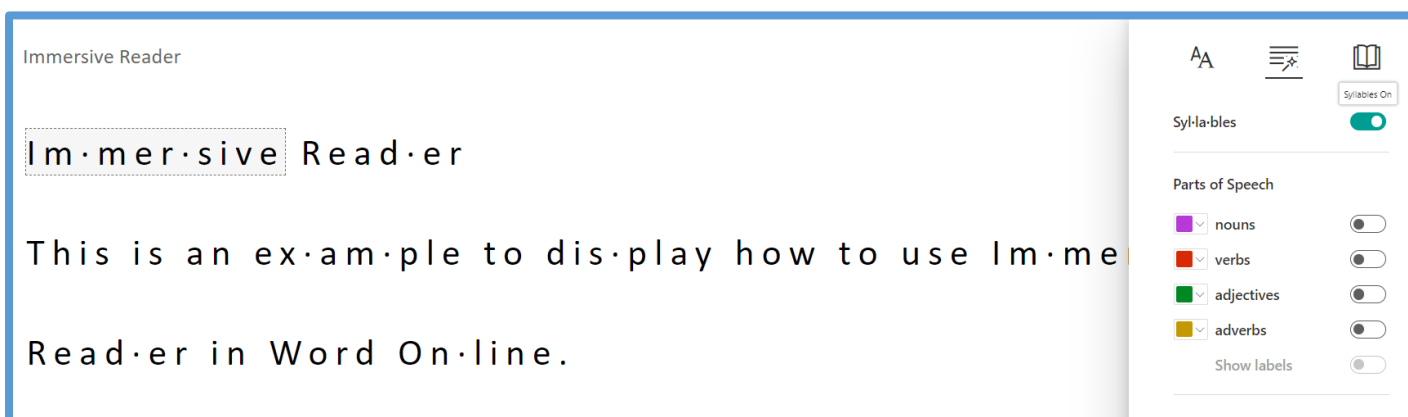


Grammar Options

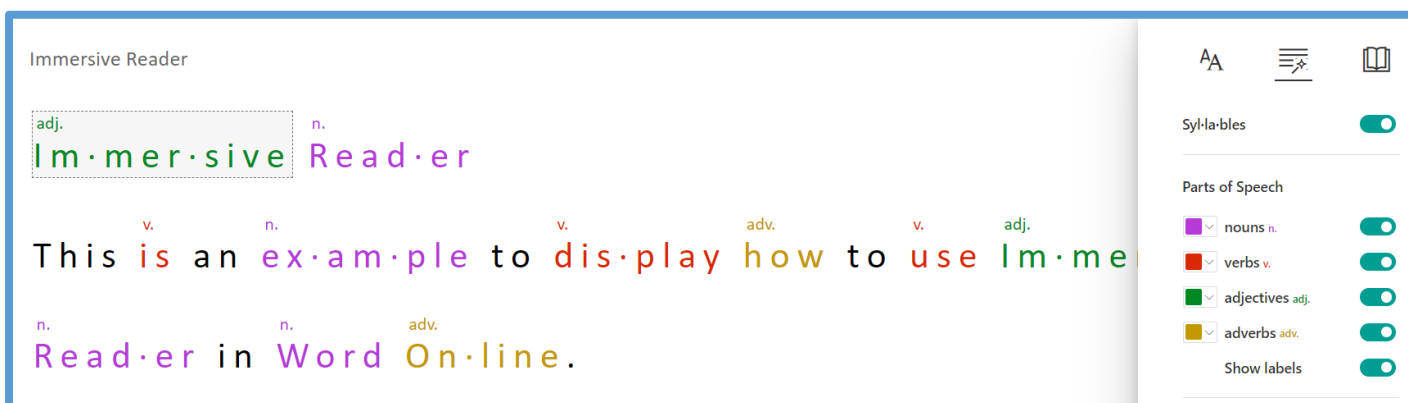
Within the 'Grammar Options' menu, you can select to display syllables, nouns, verbs, adjectives and adverbs. You can toggle these options on and off as you need them.



By selecting syllables, a dot will appear within the words where the syllables are.

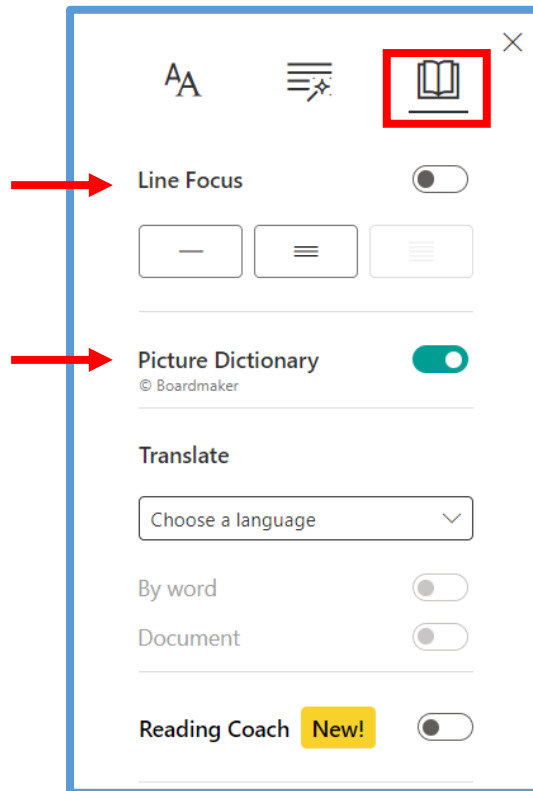


By selecting 'Parts of Speech' the words will highlight with the corresponding colours and can be labelled by pressing the 'show labels' toggle at the bottom of this menu. You can select as many of these options at any time.



Reading Preferences

Within the 'Reading Preferences' menu, you can select options under 'Line Focus' and 'Picture Dictionary'.



'Line Focus' enables readers to narrow the focus of their reading by highlighting sets of one, three or five lines. In the example below, **one** line focus has been selected. You can select the green arrows on the right-hand side of the screen to view the above or below lines.



'Picture Dictionary' allows you to click on any word and view visual support. You can also select to hear the specific word aloud.

