

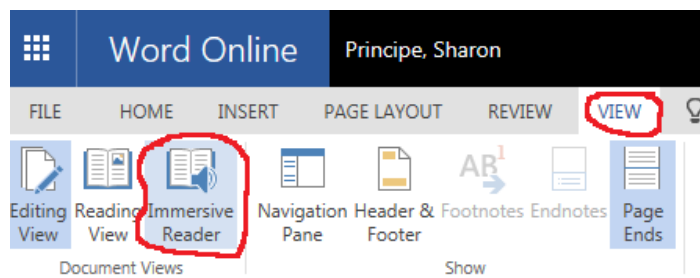
# BALTIMORE CITY PUBLIC SCHOOLS

**ASSISTIVE TECHNOLOGY TEAM**  
**2500 E. Northern Parkway, Rm. 127**  
**Baltimore, MD 21214**  
**443-642-4516**

## **Immersive Reader in Word Online**

Immersive Reader is an accessibility feature that is now standard when you access Word Online. This feature reduces the clutter around a document and provides the ability to have the text read to your student. As it reads, the text is highlighted. Below are the steps that you need to do to access Immersive Reader.

- 1) Log into your Office 365 account
- 2) Access a Word document that you have saved and select “edit in browser”.
- 3) Click on the “View” tab then select Immersive Reader.



- 4) The document will convert to the Immersive Reader. You will see settings on the right top corner.



You can adjust the text size/color, annotate the document by syllables, nouns, verbs, or adjectives, and adjust the speed of the speech output.

- 5) Click on the arrow at the bottom of the page to have the document read. Text will be highlighted as it is read.

### **Ideas for Use:**

- 1) This would be an ideal way to provide text to speech for your students who are unable to read. It would also increase your student’s independence.
- 2) You do need to be using Word Online for this feature to work. If your student can log into their account they will have access to this feature in all environments.

**Your students will need to be taught how to access and use this feature.**

**Please contact Sharon Principe at [sprincipe@bcps.k12.md.us](mailto:sprincipe@bcps.k12.md.us) if you have any questions.**

