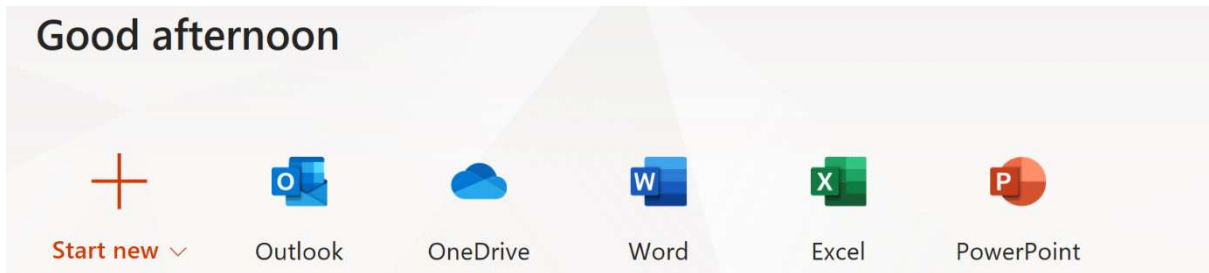
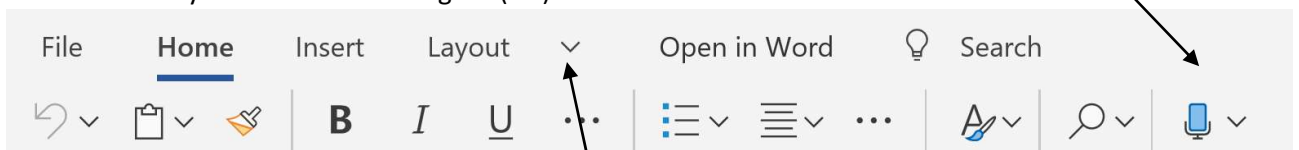


# How to use the dictation and reading facilities in Microsoft Office 365

- Open your Internet Browser and search for 'Office 365 Login'



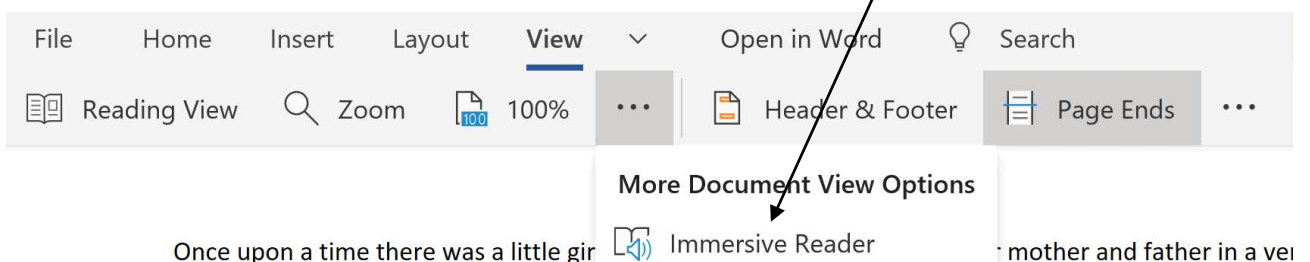
- Click on the link and choose WORD:
- Click on Word and open a new 'Blank Document'. This will function just the same as the Word you are used to, but it has other capabilities.
- To dictate text, click on the microphone icon on the far right of the tool bar at the top of the page:
- Make sure you have selected English (UK)



- You can also dictate punctuation.

## Immersive Reader

- To read back what has been written, click on the arrow to the right of LAYOUT, then VIEW.
- Then click the three dots below this arrow and select **Immersive Reader**.



- This will bring up the text in Immersive Reader View with a play button to hear it read aloud. The text is highlighted as it is read.
- Use the sound setting tool at the bottom to control the speed and choose the voice.



- The buttons at the top right of the page can be used to highlight different parts of speech and even mark syllables.