

# Microsoft Immersive Reader/Learning Tools



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# What is the Immersive Reader/ Learning Tools?

Microsoft has been adding tools to help those of us with learning, cognitive or other print disabilities in the form of the [Immersive Reader Tools](#)<sup>1</sup> and the [Learning Tools in OneNote](#)<sup>2</sup>. In Office applications it is the Learning Tools Ribbon that contains the tools that come under the umbrella of Immersive Reader tools. In my writing of this tutorial I found it confusing to know what tools were where and how to access them.

**Note:** As of June 2019, according to the Microsoft website on Learning Tools, they are only available to those who have Office 365 subscription and only to those participating in the Office Insider program. Check periodically to see when the tools are available in your version of Office 365 subscription.

As of June 2019, it appears that we are seeing even more confusing naming. While in some documentation Immersive Reader is identified as part of the overall category of Learning Tools, in some applications Learning Tools are part of the Immersive Reader. In some instances, there are Grammar Tools while in others the same tools are called Parts of Speech.

The tools in the set of Learning Tools as identified in one of the previously linked to and footnoted resources are:

- Enhanced dictation.
- Focus mode.
- Immersive Reader.
- Font spacing and short lines.
- Parts of speech.
- Dividing words into syllables.
- Comprehension mode.

Immersive Reader/Learning Tools can be found in Office 365 subscription Word Online and desktop versions, Outlook Online and desktop versions, the Edge browser, OneNote Universal App (Windows and iOS), and Microsoft Teams. This tutorial does not cover Microsoft Teams as I am still having issues with its accessibility and the teams I belong to are under NDA (Non-Disclosure Agreement).

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<sup>1</sup> Microsoft Immersive Reading Tools: <https://support.office.com/en-us/article/learning-tools-to-improve-reading-and-writing-skills-735fc6ea-21eb-401a-9293-4a481ef7e482>

<sup>2</sup> Microsoft Learning Tools - OneNote Support page: <https://www.onenote.com/learningtools>

## Office Lens on iOS Devices

[Office Lens](#)<sup>3</sup> integrates with OneNote on iOS devices to let you take pictures of whiteboards or printed documents and then straightens and sharpens the image saving it as a picture in your OneNote notes. You need to have the OneNote Universal App installed on your iOS device.

I've included information and images from all of the devices I have them installed on, both Windows and iOS so that you can see which tools are available in which application and how those tools work.

I chose the Salamanca Statement of 1994 as the sample document for this topic because it is a horrible document to try and read in its original untagged PDF form due to how it was created. I printed a page from the Salamanca Statement and then used Office Lens on my iPhone to take a picture of the page and test the Immersive Reader Tools. With the integration of Office Lens and OneNote on an iPhone, the "Learning Tools" are called "Immersive Reader."

The Salamanca Statement is a perfect example for this scenario because it is black text on a light blue background and was created using original text and text coming from other places.

Once you've taken a picture of the page activate the Done button.

If you have more than one page to your document, position it where you want and then Tap the camera icon in the lower left of the screen. You can keep adding pages to the document using this method. I found that some of my pages scanned in were straight and others weren't so being able to crop and work with them using the tools at the top of the Office Lens user interface is helpful. Some pages I just had to scan in again!

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<sup>3</sup> What is Office Lens from the Microsoft web site: <https://support.office.com/en-us/article/what-is-office-lens-f5f6b88d-356f-4037-b7e8-49f34be86db3>

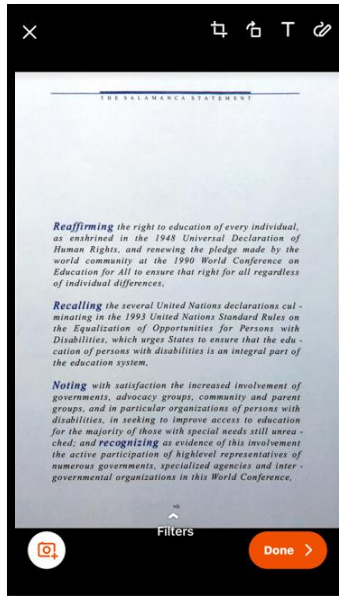


Figure 1 Office Lens showing a page from the Salamanca Statement.

You are guided through the process of saving the image of the page into a OneNote Notebook.

Once the image of the page/document has been saved, you can access it either through Office Lens or the OneNote app on your iPhone or iPad. As soon as you Tap the image of the document in Office Lens, it opens in OneNote.



Figure 2 Saving an image of a page from Office Lens to OneNote.

Once you Tap on the image of the page/document in OneNote for iOS, you can access the Immersive Reader by activating the "More" dots in the upper right of the screen.

## Overview of Immersive Reader/Learning Tools Features

I'm going to approach this topic from the perspective of having saved the image of a document to Quick Notes in OneNote for iOS from Office Lens and then accessing the Immersive Reader tools in OneNote. Some of the tools might be available in some Office 365 applications and I'll go through them providing information on which tools are available in which applications later in this tutorial.

Access the Immersive Reader Tools through the series of three dots representing more tools in the upper right of the OneNote user interface on an iOS device.

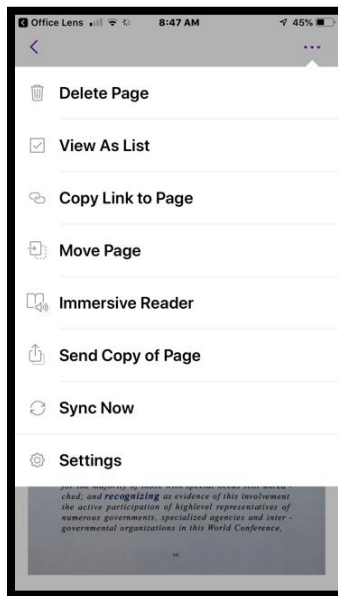


Figure 3 Immersive Reader tools in the list accessed through the "More" dots.

## Accessing the Immersive Reader Settings

On an iOS device, the document will shift into Immersive Reader mode and show you the page/document with some default settings and a button to go into the settings.

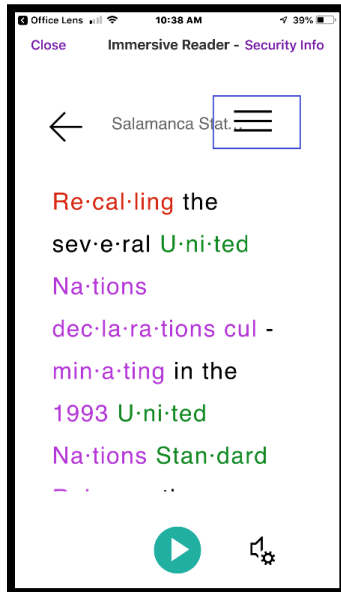


Figure 4 Salamanca Statement in OneNote showing the button/icon for Immersive Reader tools.

The button to go into the Immersive Reader settings looks like a series of lines and is located in the upper right of the screen, sometimes blocked by overlapping content when I'm using OneNote on my iPhone 8 Plus.

To access the Immersive Reader Tools/settings Tap the series of lines in the upper right of the screen on an iPhone.

Once the Immersive Reader Tools open, you can Close them by Tapping Close in the upper left of the screen. When in the settings themselves, use the X in the upper right to Close the settings and return to the document.

## Text Settings

The first category of settings is related to text and includes: changing the text size, changing the font, creating more space between words, and changing the background colour.



Figure 5 Text settings in Immersive Reader.



## Font Size

Font size is the first setting. To adjust the size of the fonts, use the slider. It will tell you what font size you are at. The default seems to be 36 point. Sliding to the left gives you a smaller font while sliding to the right gives you a larger font. The default setting is sort of in the middle.

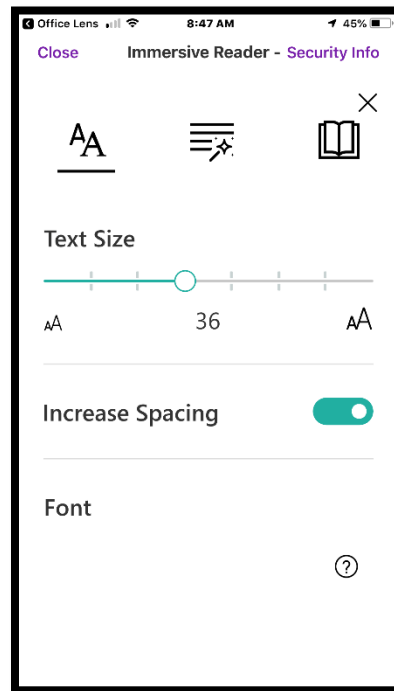


Figure 6 Immersive Reader Tools options in OneNote on iPhone.

## Character Spacing

The next setting is a toggle button to add more space between characters. It is off by default. Its label is simply spacing but its functionality is to add more spacing between characters. You can't adjust the amount of spacing, it is a pre-set.

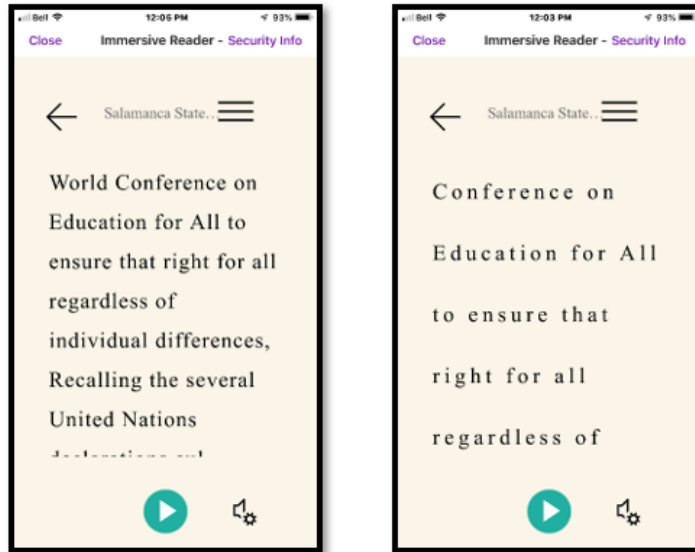


Figure 7 Default spacing in document (left) and additional spacing in document (right).

## Font Style

The next Text setting is for the Font that will be displayed on the screen. The default is Calibri which is the Office 2016 default. There are only three choices.

You may need to scroll down the page in order to see the Font and Theme settings.

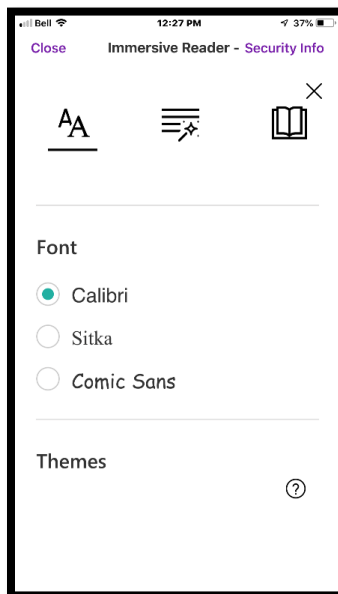


Figure 8 Fonts selection in the Immersive Reader settings.

The Font choices are Calibri which is the default font used for Word documents and is a sans-serif font, Sitka which is unique to iOS and is a serif font and comic Sans which is a darker, bolder font that looks like cartoon text.

## Theme Settings

When you scroll down, you'll find the Themes settings and activating the "More Colours" will give you access to more background colours. Keep in mind the contrast between text and background. My choices to demonstrate these settings aren't always using good colour contrast.

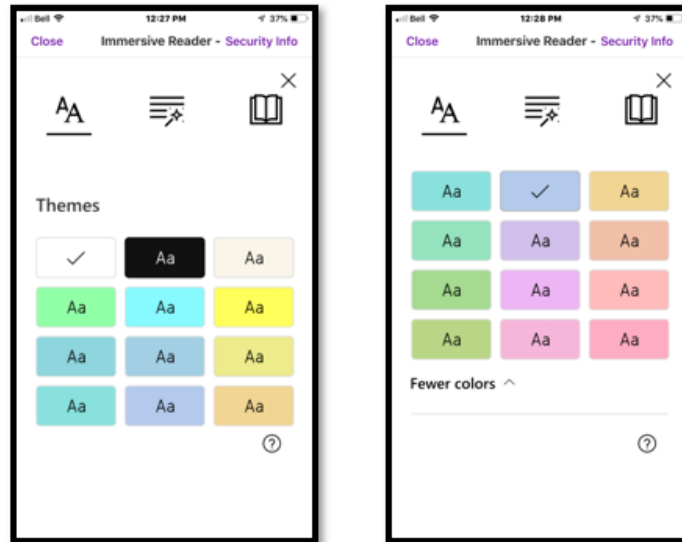


Figure 9 Themes in Immersive Reader showing all colours available.

## Parts of Speech (Grammar Tools)

The next category of settings is for parts of speech. In Edge and some other applications, these are also called Grammar Tools. The icon or button is the same, but the tool has different names in different applications. If you are using adaptive technology, you must listen for the differences.



Figure 10 Parts of Speech/Grammar Tools settings in Immersive Reader.

You'll need to scroll down to see all of the parts of Speech settings on an iPhone.

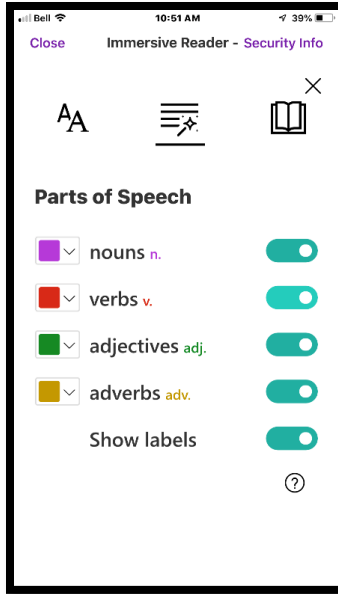


Figure 11 Some of the Parts of Speech settings in Immersive Reader.

## Syllables

The first setting in the Parts of Speech settings is to divide words by syllables. This is a toggle and is off by default. Its button is not shown in the preceding image.

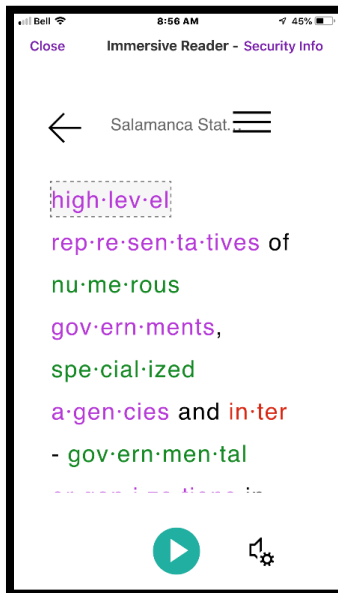


Figure 12 Text divided by syllables and showing the parts of speech.

## Parts of Speech (Noun, Verb, Adverb and Adjective)

You can show the different parts of speech in a document. These are also toggles and are off by default. You have to have at least one part of speech identified in order to activate the

toggle to show the labels. Adverbs are not available in all applications, but nouns, verbs and adjectives are available in all applications as is showing the labels.

If the colour of the part of speech is one you can't see very well, you can change it.

Tap the Arrow to the right of the colour to show the colour palette available for a specific part of speech.

Tap on the colour you want, and that part of speech will now show in your preferred colour.

Keep in mind that if you have changed the background colour/Theme, the colour you choose for parts of speech should be a good contrast so you can see them. They are NOT identified using Read Aloud.

As mentioned, you can also turn on labels for the parts of speech to further assist in identifying them. Once you activate the toggle button to Show Labels, the abbreviation for that part of speech will appear in the colour you chose for that part of speech in the list of parts of speech just after the type of the part of Speech. For example, just after the word "Noun" is the letter "n".

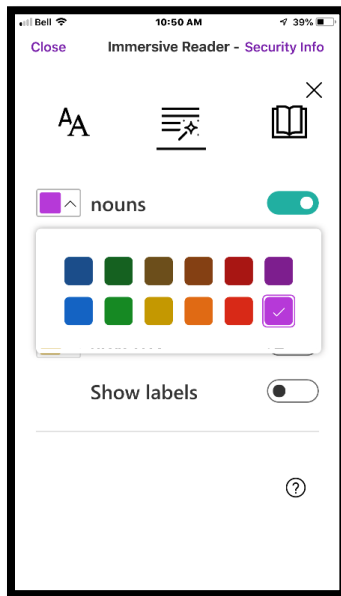


Figure 13 Colour palette for Nouns in the Immersive Reader settings.

When you read the document, the abbreviation or "label" will appear just above the first letter of the word.

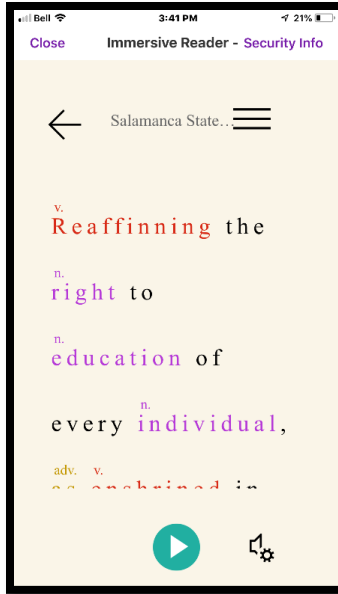


Figure 14 Immersive Reader showing parts of speech in a document.

## Reading Preferences Settings

This brings us to the last category of settings for Immersive reader on an iPhone. The Reading Preferences category, which is on the right of the screen, gives you access to focusing on a line or lines and translating text either by word or for the entire document.

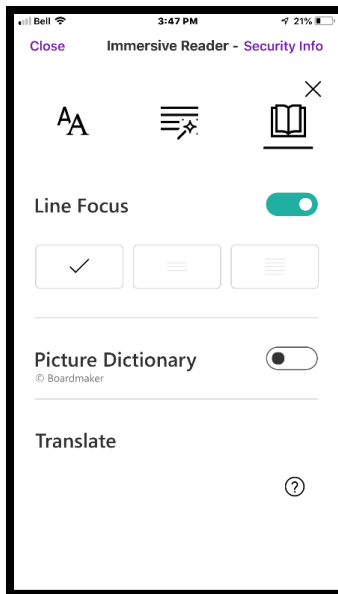


Figure 15 Reading Preferences settings for Immersive Reader.

**Note:** I found that for some documents, not all words in the document get translated. We'll see this later in the Outlook Online example.

## Focus Setting

The Focus settings are turned off by default giving you access to the entire screen (minus the user interface parts of it) to view and read the document. The Focus button is a toggle that lets you isolate a line or two on the page so that you can concentrate on that text. You can still use the Read Aloud tool but what you'll see is only a line of the document. The length of the line of text will depend on the font size you use. For this example, I reduced the font size to 20 point so that you can see more on the screen/image.

This might be what is called “comprehension mode” in the Immersive Reader/Learning Tools description page by Microsoft. As there are no details on each of the tools, this is just a guess.

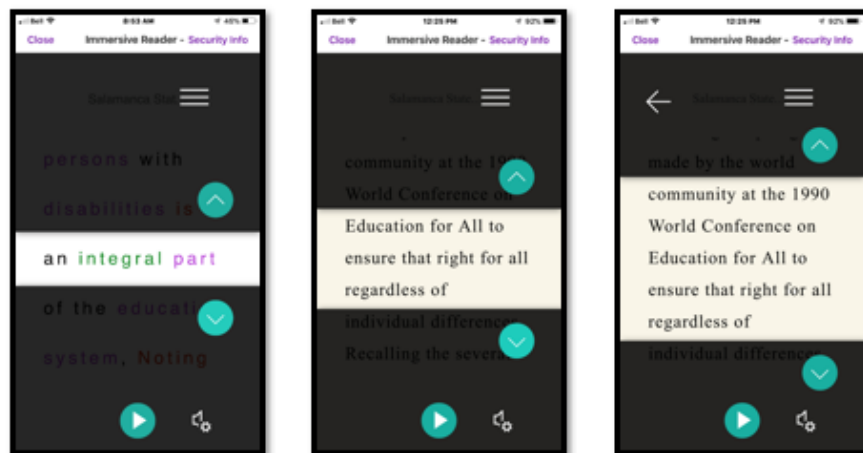


Figure 16 The three Focus settings in Immersive Reader.

There are up and Down Arrows you can Tap to move up or down a line. You can also use swipes to move up or down but using the Arrow buttons is more reliable in terms of a consistent movement forward or backward through text.

## Picture Dictionary

The second tool in this category is the [Picture Dictionary](#)<sup>4</sup> which is a toggle. Picture Dictionary gives you access to how a word sounds as well as some images of what a word means. For words where a picture is not available or not able to convey a meaning, the “sound” icon will appear letting you hear the word pronounced.

<sup>4</sup> Microsoft Office Support, Define Words using Immersive Reader Picture Dictionary: <https://support.office.com/en-us/article/Define-words-using-Immersive-Reader-Picture-Dictionary-a584d219-2028-4d92-a403-3ec8ea5113af?ui=en-US&rs=en-US&ad=US&fromAR=1>

In the following image, I've turned Translation off and have chosen examples of words where images can be included.

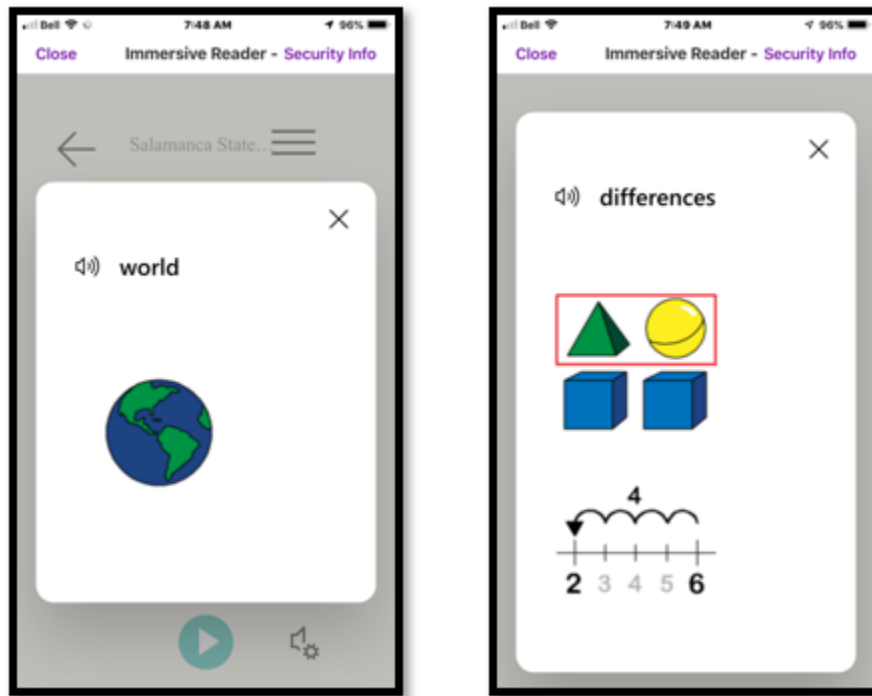


Figure 17 Examples of Picture Dictionary for a word and a concept.

## Translation Tool

The remaining tool in this last category is the ability to translate your text. For this example, I chose to translate the Salamanca Statement into French (Canadian). Keep in mind that this is an automated translation tool and you should know how to speak the language you are translating in order to proofread the translation. I will admit at the start of this sample that I do not speak French. Hopefully, I'm pretty safe with the short piece of text I'll demonstrate!

If you have the Translation tool turned on to Word, and there is no picture for the word, as you Tap a word, you'll see the word in the original language of the document with a sound icon and the translation spelling of the word with the sound icon. You can Tap either sound icon to hear a pronunciation of the word in either language.



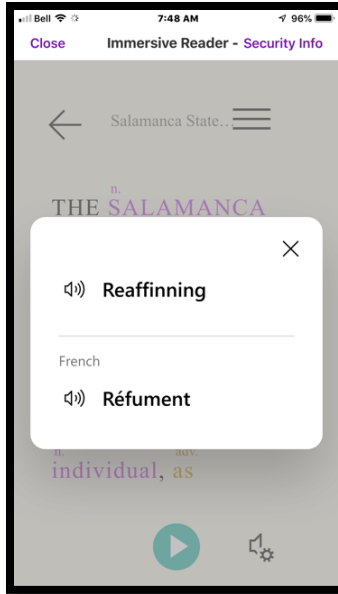


Figure 18 Picture Dictionary turned on showing double language sounding and spelling.

The Immersive Reader Translation settings let you translate by word and for the document. If you choose “By Word” you will need to click on a word in order to see its translation and hear what that translation sounds like.

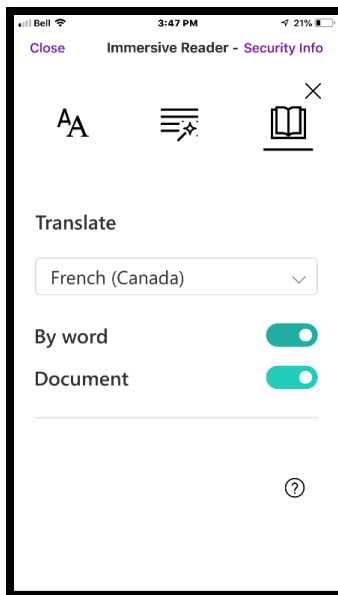


Figure 19 Immersive Reader Translation settings.

If you have other tools turned on such as the parts of speech or Grammar Tools, you’ll be able to see the translated text with those parts of speech identified or words in syllables.



Figure 20 Translated text into French (Canada) using Immersive Reader.

Taking a closer look at the translation tool, I opened the same document in OneNote for iOS on my iPad .

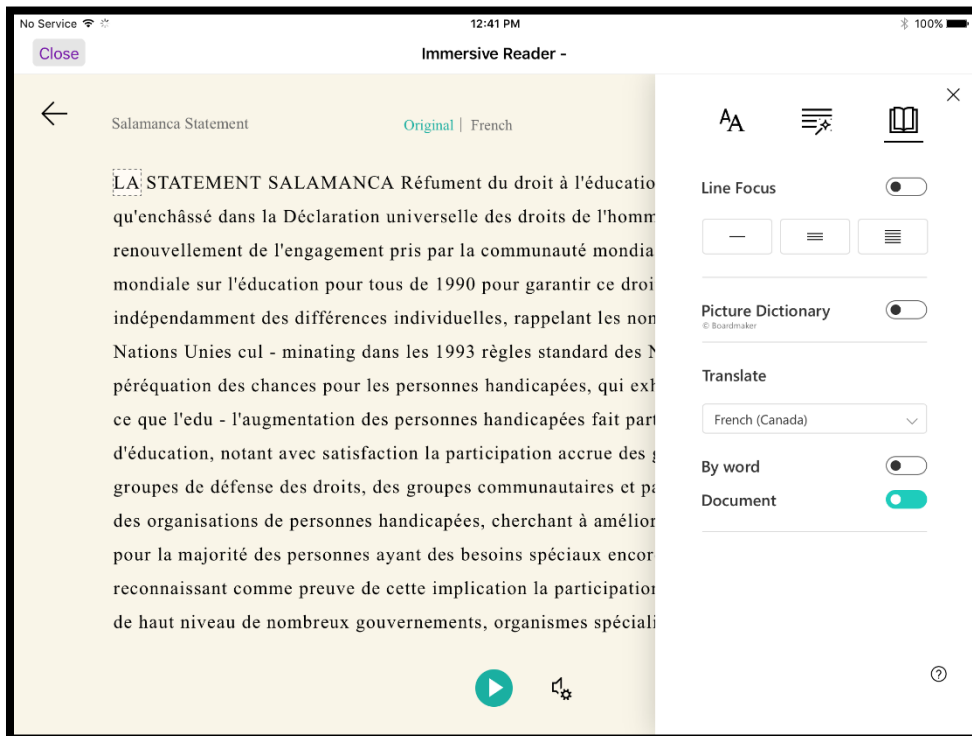


Figure 21 Document translated into text on an iPad using Immersive Reader.

**Note:** As mentioned, for some documents, not all text is translated (Outlook Online). It is recommended that you have a working knowledge of the language you are translating to or have someone proficient in that language proofread the text if you are considering sending it to others or publishing it.

## Read Aloud

Independent of any setting, at the bottom of the screen, once you turn Immersive Reader on, is the Read Aloud button and an icon for its settings (to the right of the Play button.) This is on iOS devices. In Word and Outlook for Windows, there is a Read Aloud button in the Review Ribbon.

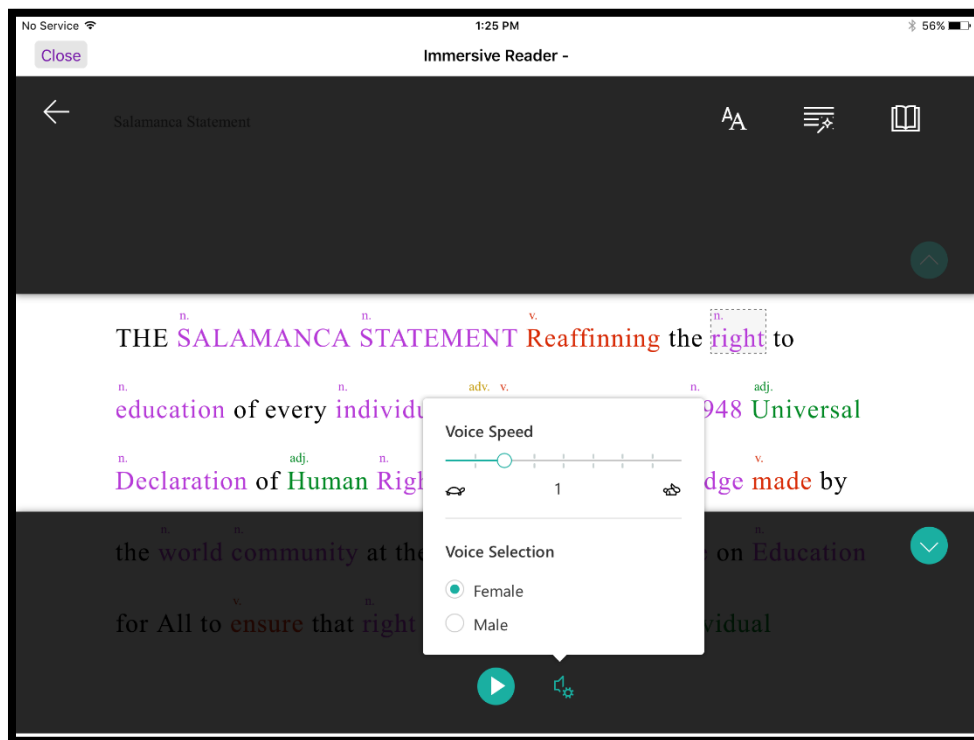


Figure 22 Read Aloud settings in Immersive Reader on an iPad.

In the preceding image, when I tried changing the voice, my old iPad only had the one voice: female. However, when I tried to change the voice on my "new" iPhone 8 Plus, there was no male voice either.

Read Aloud will also not acknowledge syllables or parts of speech even with the Labels turned on.

Since neither JAWS nor VoiceOver does well with reading the text where it has been divided into syllables or the parts of speech are showing, these tools should be used for

visual access only. It would be nice if JAWS (and NVDA) as well as VoiceOver would at least identify the parts of speech (noun, verb, adverb and adjective) as this would be helpful for everyone learning grammar and parts of speech.

On my windows desktop computer using Edge, I could change the voice to one of the other Microsoft voices.

## JAWS and Read Aloud in Edge on Desktop

JAWS does read the parts of speech but wraps them in parenthesis so you really can't keep track of what you are reading. For the syllables, JAWS simply says "dot" hen it comes across a dividing dot so again, not helpful in that you really need to be able to visually decode where the syllables are in order to understand what you are reading.

## JAWS and the OneNote Universal App

You can download the OneNote Universal app from the Microsoft Store. This is not a desktop version of OneNote. It is accessed either through a search on the Start Menu in Windows 10 or by placing its icon in the Start Menu.

You CAN use the parts of speech mode with JAWS in the OneNote Universal app in Windows 10. For this tutorial, I'm using the latest public release of the JAWS 2019 screen reader. You can test this with your own version of JAWS and the OneNote Universal app.

Looking at the Salamanca Statement, JAWS tells you that you can press Enter and Tab through the text word by word. This does work well. If you also have the parts of speech turned on, you will hear the part of speech followed by the word. This is helpful if you are learning grammar.

You can press Spacebar to switch to Read Aloud. JAWS goes silent but is not closed/exited. The default voice for Read Aloud or the one you've chosen begins reading until you press Spacebar again.

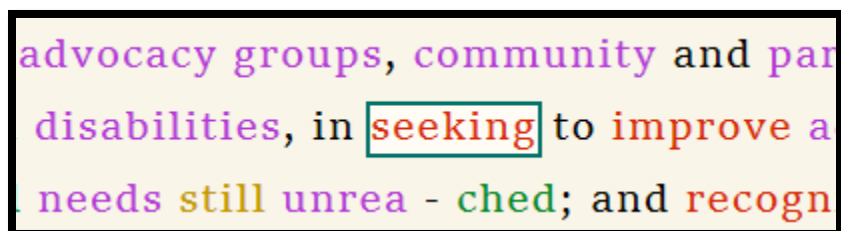


Figure 23 Word isolated as it is read, and the part of speech identified by JAWS.

As you press Tab to move through the text, the word you are currently hearing is surrounded by a black border and the background of the text is white. I can't find a way to change this, however, this is good news that the ability to identify the parts of speech are available to those who use a screen reader when in this "special tabbing mode" in Immersive Reader/Learning Tools in Edge.

When you choose to read the document by pressing Spacebar and JAWS goes silent while read Aloud reads, the screen dims and the word that is being read is clearer on the screen. It is still identified by the black border and white background, however, because the rest of the screen is dimmed, it stands out more.

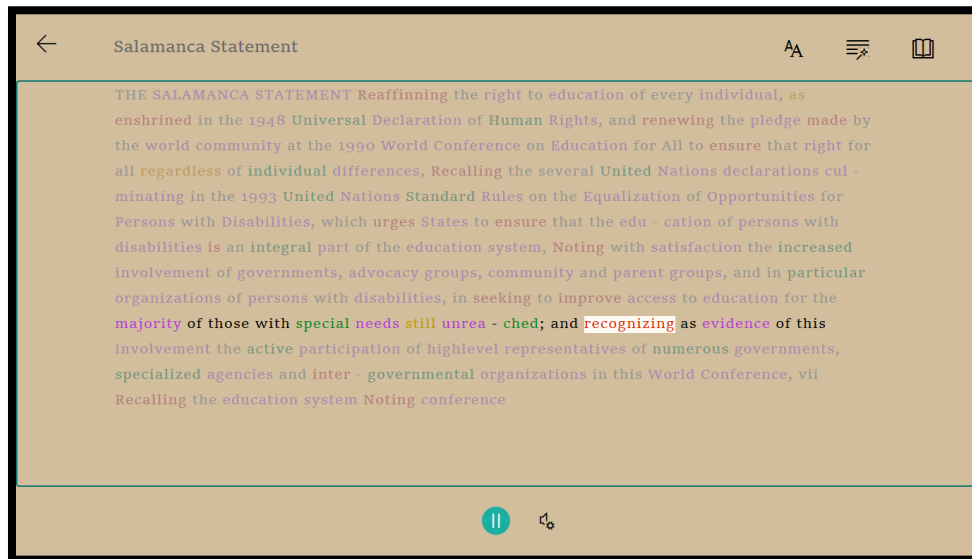


Figure 24 OneNote Immersive Reader showing screen while using JAWS with Read Aloud turned on.

However, once you are back to being able to use Tab to move from word to word, you can't get a phonetic spelling using JAWS and you can't have the word spelled to you.

If you choose not to press Enter to be able to Tab word by word, previous word and next word, or to use the Read Aloud tool, JAWS simply says "blank." Unlike the Edge browser, you don't have access to the text while in Immersive Reader mode in the OneNote Universal app.

Once you exit the Immersive Reader, you can press the AppKey on the image of the text and choose "Copy Text" then paste the text in a Word document or other OneNote page. The following image shows the text from the Salamanca Statement pasted into a Word document.

## THE SALAMANCA STATEMENT

Reaffirming the right to education of every individual, as enshrined in the 1948 Universal Declaration of Human Rights, and renewing the pledge made by the world community at the 1990 World Conference on Education for All to ensure that right for all regardless of individual differences,

Recalling the several United Nations declarations culminating in the 1993 United Nations Standard Rules on the Equalization of Opportunities for Persons with Disabilities, which urges States to ensure that the education of persons with disabilities is an integral part of the education system,

Figure 25 Salamanca Statement copied from OneNote Universal app into a Word document.

In looking at the preceding image, note that there are misspelled words. This is consistent with the OCR (OCR or Text Recognition) experienced in using other OCR tools. There are also words divided due to the Full Justification of text which we don't do anymore in digital content (unless we are following old type setter practices). This is also consistent with the results of other OCR tools.

This means that if the document you are trying to read in Immersive Reader/Learning Tools already has some "unique characteristics" that might create a barrier to accessibility, these will not go away because you are using Immersive Reader/Learning Tools.

### **VoiceOver on iPhone**

When I turned VoiceOver on and turned on all the parts of speech, Voiceover did not announce the part of speech: noun, verb and so forth. It announced the dots dividing the words into syllables as "middle dot" which meant that any word that had been divided into syllables was not readable as one hears "middle dot" for every point of division.

Read Aloud did not acknowledge either the syllables or the parts of speech and simply reads the document.

## Enhanced Dictation

This is another tool that there is currently not a lot of information on. It appears that the enhanced dictation is that dictation is available directly from an application instead of having to go through the Ease of Access settings. You would still have to train the dictation tool, but you can now start it from within several applications.

Access to enhanced dictation is available in the OneNote Universal App (installed from the Microsoft Store, not installed with Office) in the default Toolbar.

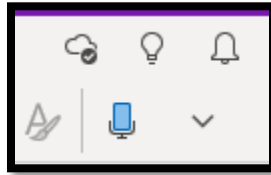


Figure 26 Enhanced Dictation in the OneNote Universal app.

There are no keyboard commands for working with the OneNote Universal app. Press Alt + H to move focus to the Home Ribbon. Press Down Arrow to move into the Home Ribbon and then use the Left and Right arrows to move through the tools on the Home Ribbon.

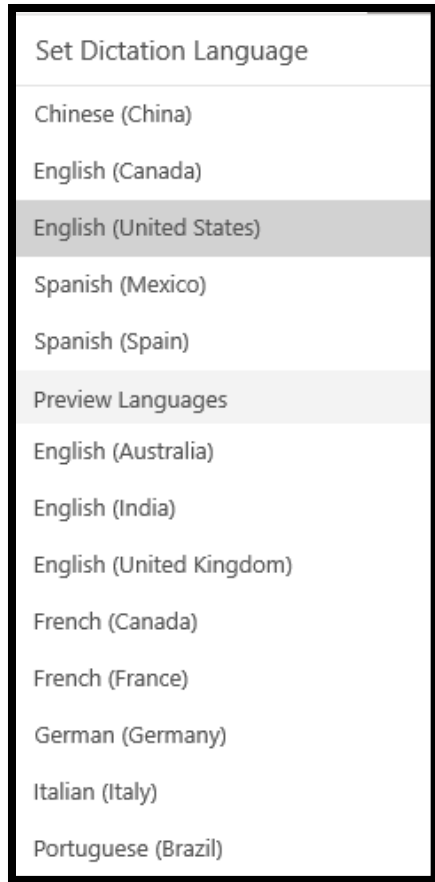


Figure 27 Change language in the Enhanced Dictation settings in the OneNote Universal app.

Just after the Voice/Dictation button is the Set language button to set the language you will dictate in. The default language is the one of your operating system.

In Word on the Windows desktop the enhanced dictation tools are found on the Home ribbon to the far right. The keyboard command to access them is Alt + H, D. If you want to start dictating, press Alt + H, D, d.

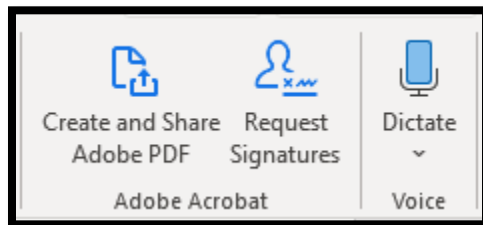


Figure 28 Dictate button in Word for windows desktop.

Once you press Alt + H, D, before you press D again, you can access the list of languages. The languages have no associated keyboard commands. Use the Up and Down Arrows to



find the one you want to dictate with, and press Enter. You don't have to do this if you want to dictate in the language identified by your operating system.

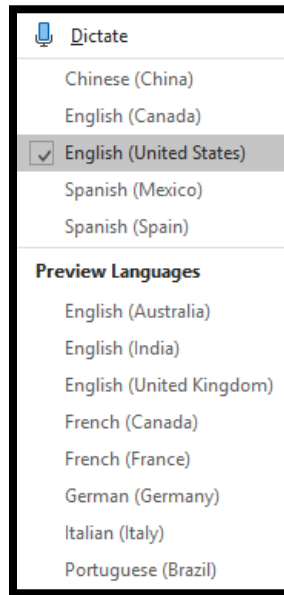


Figure 29 Set dictation language in Word for windows desktop.

Enhanced dictation is also available in the PowerPoint desktop application and uses the same keyboard commands (Alt + H, D, D or Alt + H, Up and Down Arrows to choose another language.).

## Immersive Reader in Edge Browser

You can use the Immersive Reader in Edge for iOS and Edge for the Windows desktop. The tools available are slightly different.

**Note:** Not all web pages offer support for Immersive Reader. I'm not sure what the criteria is to have support or not. For example, the Karlen Communications website and the PubCom.com website do not show access for Immersive Reader nor do most of the Microsoft web pages. However, some newspaper pages can be read using the Immersive Reader tools. At this point in time, I can't figure out what the difference is in the pages.

## Edge for iOS

On an iPhone or iPad, you can download the Edge browser. The Immersive Reader tools you have access to are limited. Unlike the Edge browser for the windows desktop, if Immersive Reader is not available, you will not see the icon for them in the address bar.



Figure 30 Web page with Immersive Reader showing in the address bar (book button).

In the preceding image, the Immersive Reader tools are represented by a dark book button in the Address bar just after the URL and before the Reload button.

Once you Tap the Immersive Reader button in the Address Bar, the view shifts to “Reading View” and the available tools for Immersive reader appear to the right of the words Reading View, just below the information about your service provider/Wi-Fi, the current time and battery indicator. There is a Done “button” in blue to the far right of the screen just after the button for Reading View Options.

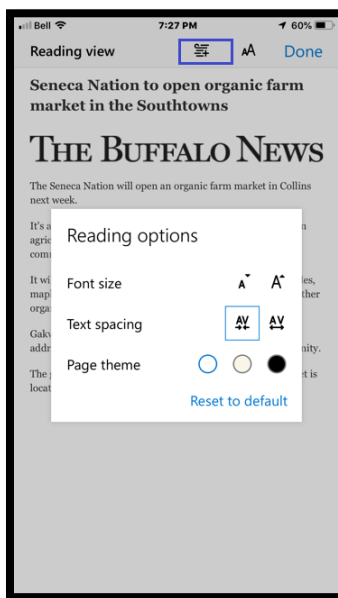


Figure 31 Reading View Options pop-up for Immersive Reader on an iPhone/iPad.

The button to the immediate left of the button for the Reading View settings is to add this web page to your Reading List. If you Tap this button, a brief, and I mean brief, message appears telling you that you have added the page to your Reading List.

This Reading List is only available when you are using Edge and is not consolidated or combined into your Safari, Chrome or Firefox reading lists. However, you can sync the Reading List with any other iterations of Edge that you are using. For example, you can sync reading Lists with an iPhone, iPad, or desktop version of Edge.

If you've already added the page to your Reading List and Tap the Reading List button, the message will say that the page has already been added, but it does appear and disappear so quickly that it is difficult to see/read.



Figure 32 Immersive Reader in Edge for iOS.

The preceding image shows a web page with all of the settings in the Immersive Reader for iOS changed. The spacing is increased, the background colour is a buff or off-white colour and the font size has been increased.

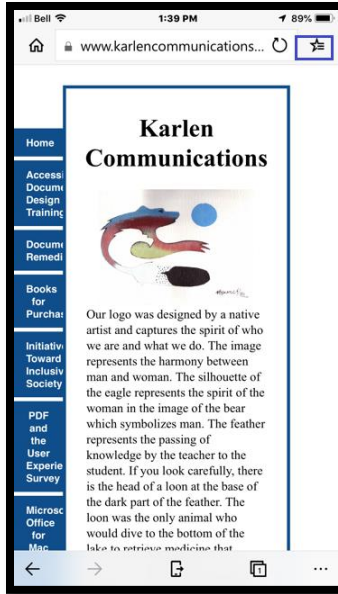


Figure 33 Edge Browser showing button to access your Reading List.

The following image shows the Reading List for the Edge browser on my iPhone. Once you access your reading List, you can launch that page or delete it from your Reading List by tapping the garbage can icon. You can also search for a page in your Reading List.

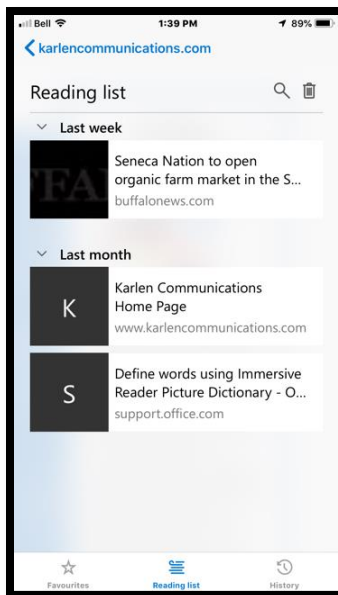


Figure 34 Reading List in Edge for iOS.

Now let's look at the Immersive Reader tools in the Edge browser on a Windows desktop computer.

## Edge for Windows Desktop

I've gone into the settings for Edge and added the Favourites/Reading List button to the Address Bar for Edge on my Windows 10 desktop. It is not there by default.

To view your Reading List press Ctrl + number 1. This launches the Favourites Panel. Reading List is the second button/tab down from the top.

**Note:** I managed to get this keyboard command to work once and it has not worked since. I've exited and restarted Edge, restarted my computer, tried refreshing my screen reader scripts and the page with no luck. I did check and Ctrl + number 1 IS the assigned keyboard command. Not sure why it isn't working for my iteration of Edge.

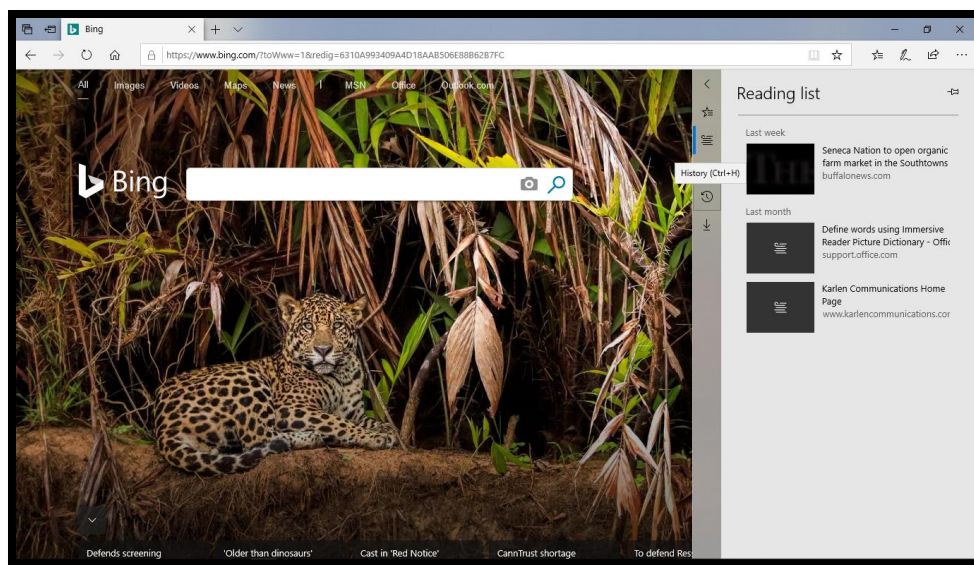


Figure 35 Edge browser for desktop showing the Reading List Pane to the right of the screen.

I've started with the Reading List because I'm going to use the same page for this example that I did for the iOS example.

**Note:** If you cannot use the Immersive Reader/Learning Tools for a specific web page, you will still see the book button, but it will not be available. It appears as a light grey colour in the Address Bar.

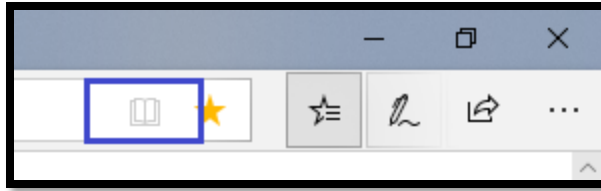


Figure 36 Web page in Edge for desktop showing Immersive Reader is not available.

OK, this is interesting. While Immersive Reader IS available when I load the web page I used in Edge for iOS, it is NOT available when I load this page in the Edge desktop version.

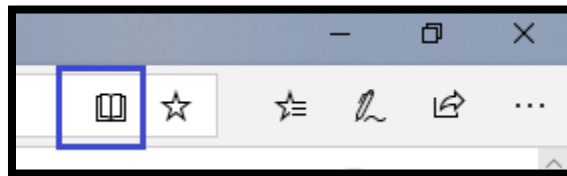


Figure 37 Edge for desktop showing Immersive Reader is available.

The Immersive Reader IS available for the [Rules for the Accessibility Checker](https://support.office.com/en-us/article/Rules-for-the-Accessibility-Checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)<sup>5</sup> web page in Edge for the desktop but not when loaded in the Edge for iOS.

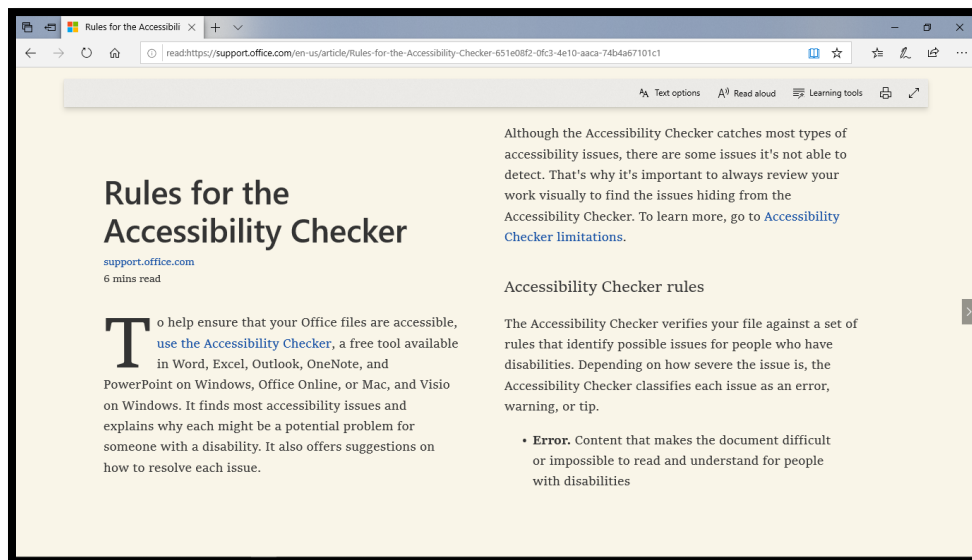


Figure 38 Web page in Edge for desktop showing Immersive Reader view.

When the Immersive Reader button (located in the Address Bar just after the web address) is activated, the web page changes to reflect the settings you used in a previous iteration of Immersive Reader/Learning Tools. At this point, I'm not sure which settings it is using as I've been modifying settings for Immersive Reader/Learning Tools for several hours/days

<sup>5</sup> Microsoft Rules for the Accessibility Checker: <https://support.office.com/en-us/article/Rules-for-the-Accessibility-Checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1>

and several applications. The Immersive Reader tools are on a Toolbar that disappears while focus is on the page itself. To access them, click anywhere on the page.

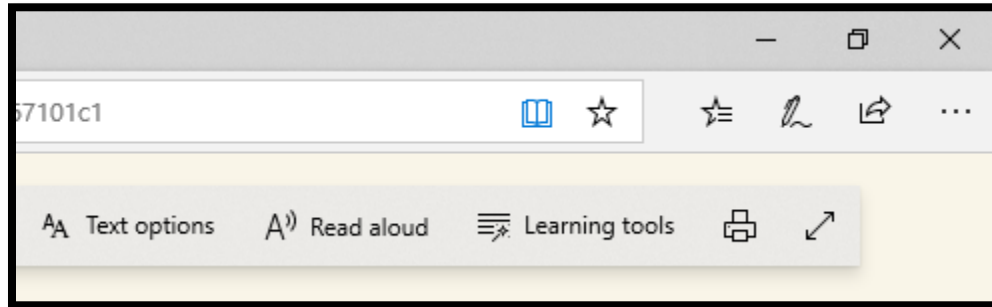


Figure 39 Immersive Reader tools Toolbar in upper right of the screen.

The items in the Immersive Reader Toolbar are:

- Text Options.
- Read Aloud.
- Learning Tools.
- Print.
- Full Screen.

The settings for the Text Options are the same as for the Edge browser on iOS devices.

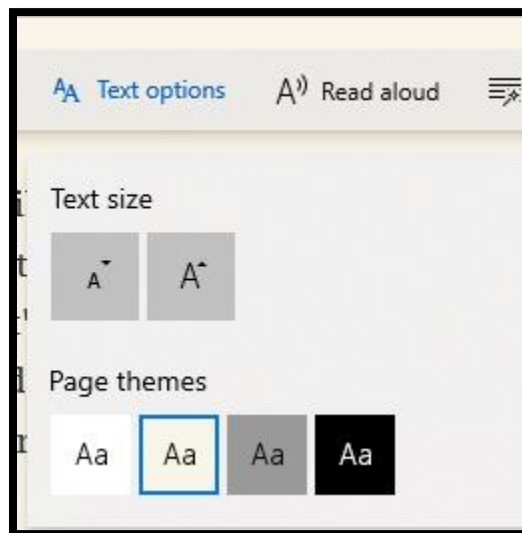


Figure 40 Text Options in Edge for Desktop.

There are two options for the font size, what is the default font size and a larger font size. There are three background colours you can choose from: white, buff, gray and black. If you choose a "Background" colour from one of the other iterations of Immersive

Reader/Learning Tools or if that capability is available in the category of Learning Tools within Immersive Reader, that colour will override any choice made here.

Choosing Read Aloud makes the page dim except for the reading focus which moves along with the reading. The voice used for reading is the default voice of the operating system.

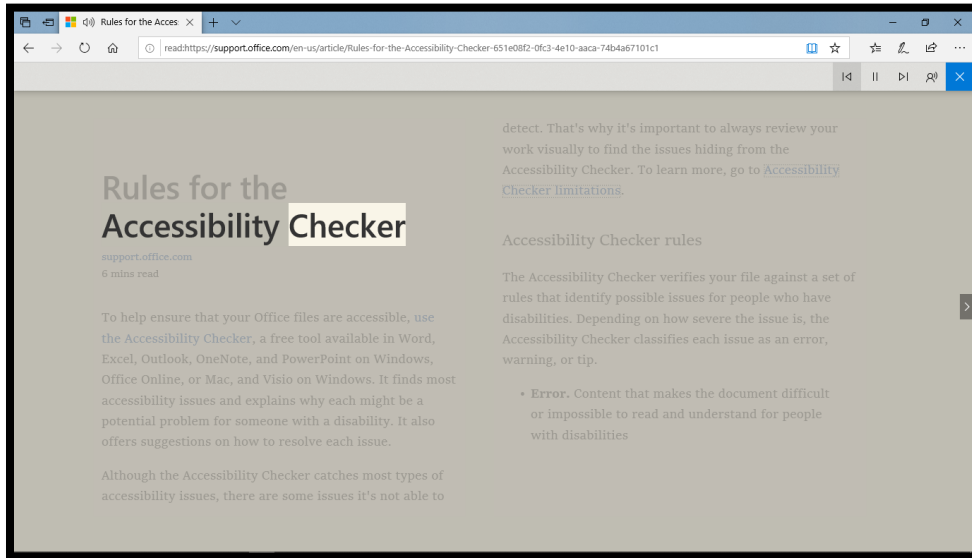


Figure 41 Read Aloud showing the highlight on a web page.

There is a Read Aloud Toolbar that appears while you are using Read Aloud. The Read Aloud Toolbar lets you move forward line by line or backward line by line, stop speaking and to adjust the speed and voice of the Read Aloud tool.

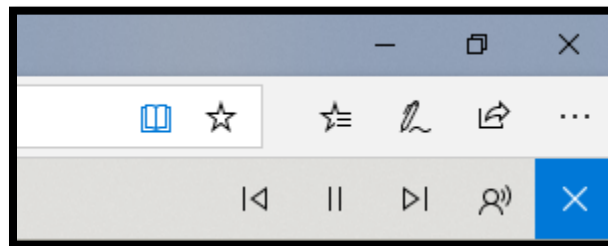


Figure 42 Read Aloud Toolbar.

The voices you can choose from are voices installed with your Windows 10 operating system. There is a link in this pop-up that leads to you information on [adding more voices for Read Aloud](https://support.office.com/en-us/article/download-voices-for-immersive-reader-read-mode-and-read-aloud-4c83a8d8-7486-42f7-8e46-2b0fdf753130?ui=en-US&rs=en-US&ad=US)<sup>6</sup>. The title of this help document is a bit misleading as it goes through adding more languages not necessarily more voices of the same language.

<sup>6</sup> Microsoft Download Voices for Immersive Reader Read Mode and Read Aloud: <https://support.office.com/en-us/article/download-voices-for-immersive-reader-read-mode-and-read-aloud-4c83a8d8-7486-42f7-8e46-2b0fdf753130?ui=en-US&rs=en-US&ad=US>



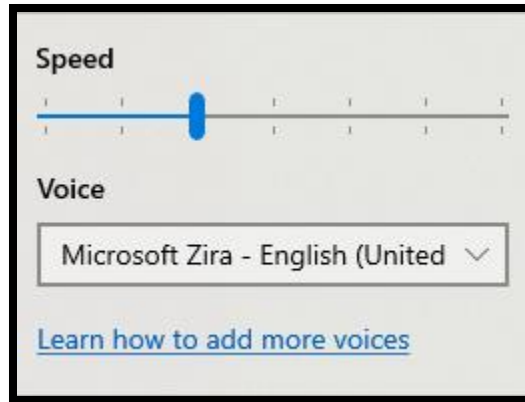


Figure 43 Settings for Read Aloud (Edge browser).

The next setting in the Immersive Reader Toolbar in Edge for desktop is Learning Tools.

There are three categories of settings:

- Text Options.
- Grammar Tools.
- Reading Preferences.

The Text Options let you increase the spacing between characters and choose more colours as the background “theme” for the page.

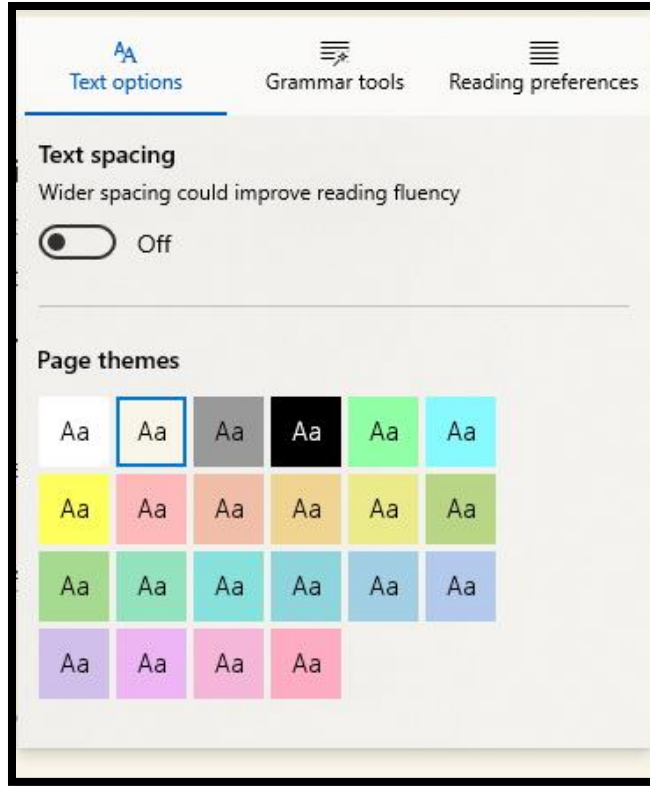


Figure 44 Text Options in the Edge for desktop Learning Tools.

If you've chosen a colour from the initial Text Options item in the Immersive Reader Toolbar, it will be overwritten by your choice here.

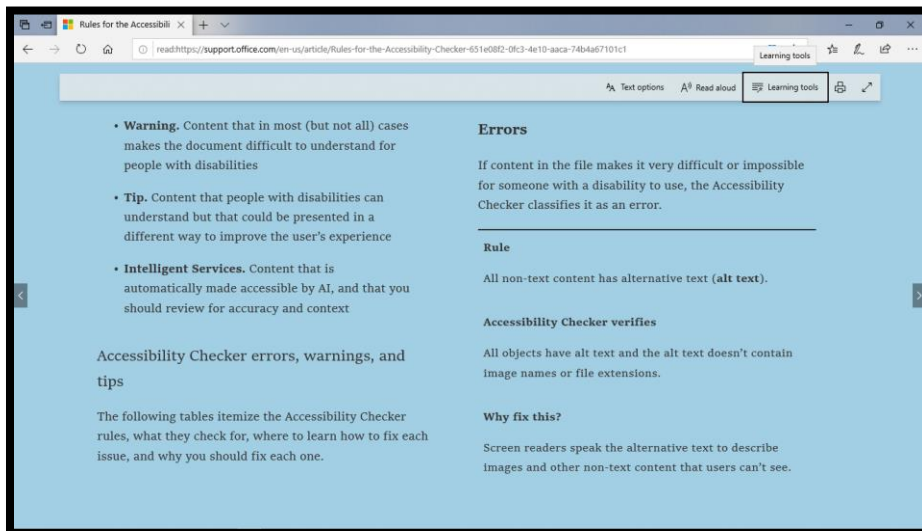


Figure 45 Accessibility Rules page with Sky Blue background Theme.

The Grammar Tools are the same ones we found in OneNote. You can divide words into syllables or identify parts of speech with or without labels above the words. The parts of

speech are verbs, nouns, and adjectives. Adverbs, available in OneNote Immersive Reader, are not available here. All of these buttons are toggles turning the feature on or off.

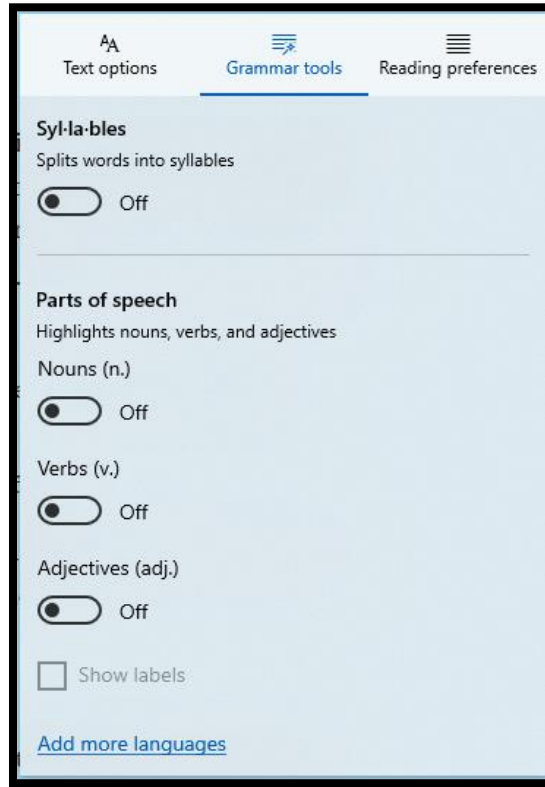


Figure 46 Grammar Tools in Edge desktop Immersive Reader Learning Tools.

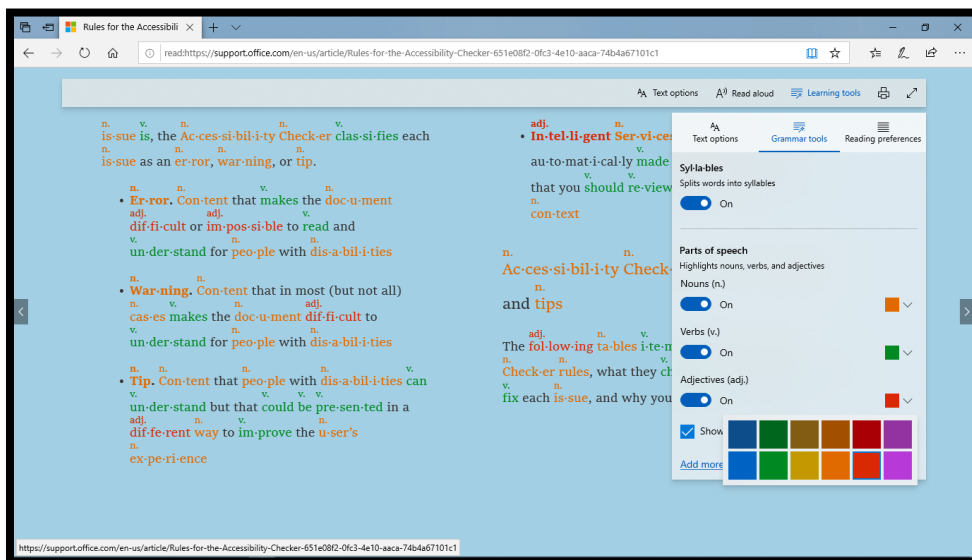


Figure 47 Web page showing Grammar Tools turned on and colour palette open in Grammar Tools.

In the Edge browser for Windows desktop there is only one setting under Reading Preferences: Line Focus.

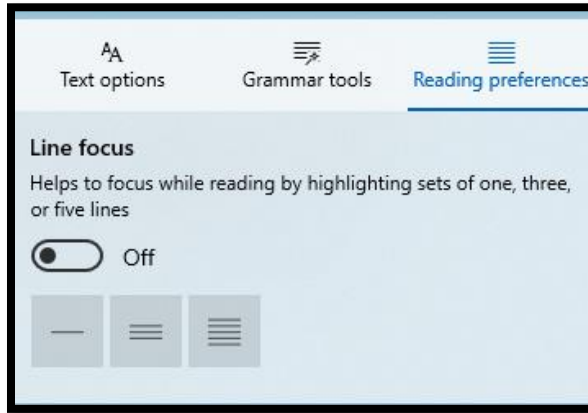


Figure 48 Line Focus under Reading Preferences in Edge for Windows desktop.

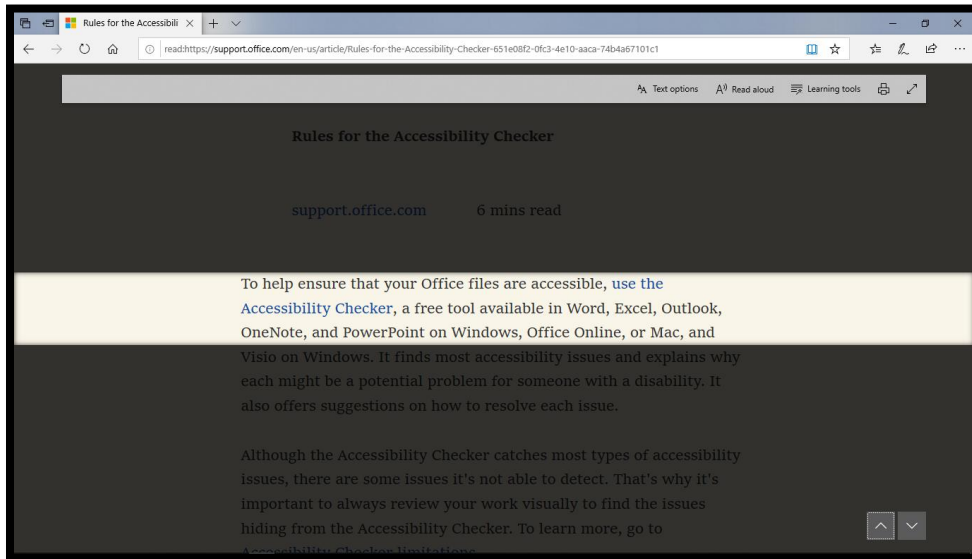


Figure 49 Line Focus set to 3 lines in Edge for Windows Immersive Reader.

As you use Read aloud with Line Focus in the Edge browser, the lines with text not currently being read are dimmed to keep your focus on what is being read.

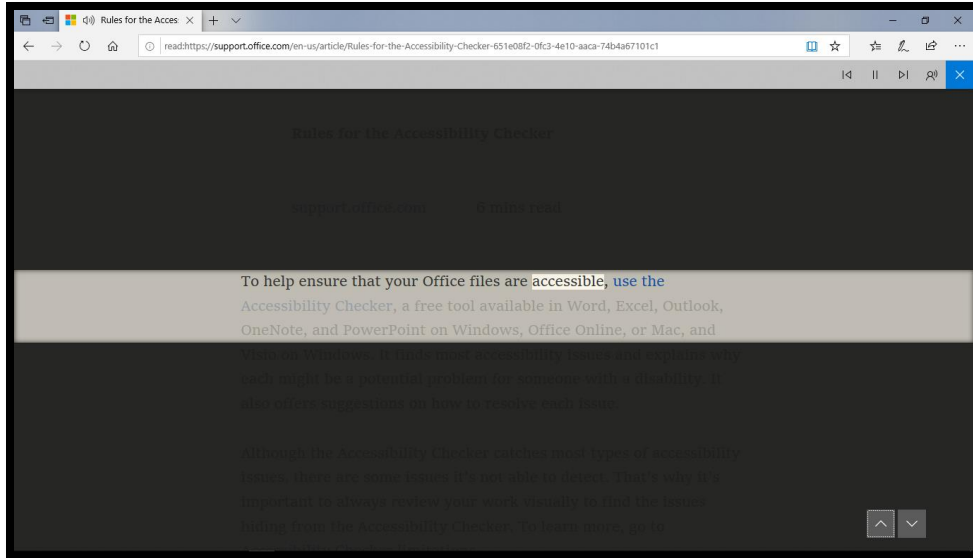


Figure 50 Line Focus and Read Aloud working together in Edge for Windows desktop Immersive Reader.

The one thing I've noticed about using the Immersive Reader tools in edge for Windows desktop is that changing settings can sometimes make the browser hang or crash. I frequently find that I have to exit Edge, launch it again and return to the Immersive Reader tools and choose settings again. This is particularly true when using Line Focus and some of the Grammar Tools settings.

Under Reading Preferences there is no Picture Dictionary or Translation settings for Edge for desktop at the time this tutorial was written.

As with reading this text in OneNote, the same issues arise when using JAWS or NVDA with any of the Grammar Tools turned on. It becomes difficult to visually decode the parts of speech if the background colour you chose is dark. There aren't many light colour options in the palettes for each part of speech to make the text stand out so that it is easily seen.

When you are finished with the Immersive Reader in Edge for the desktop, activate the book button in the Address Bar. While you are using Immersive Reader, it is blue. Once you turn off Immersive Reader, it becomes black.

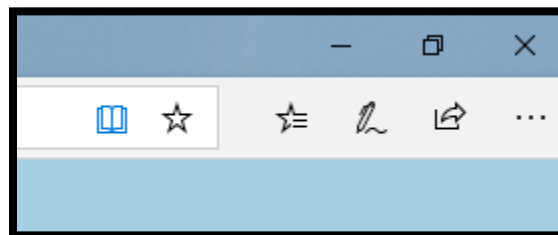


Figure 51 Immersive Reader in the Edge for desktop Address Bar showing blue colour (active).

## Immersive Reader/Learning Tools in Word (Desktop)

Launch the Learning Tools Ribbon by pressing Alt + Q to go to the Ask a Question edit area and typing in Learning Tools. The Learning Tools Ribbon will be the first item found. Use the Down Arrow to move to it and press Enter to launch it. Focus is on the Learning Tools Ribbon but if you are using a screen reader or Text-to-Speech tool, you will hear “Immersive Reader Learning Tools”.

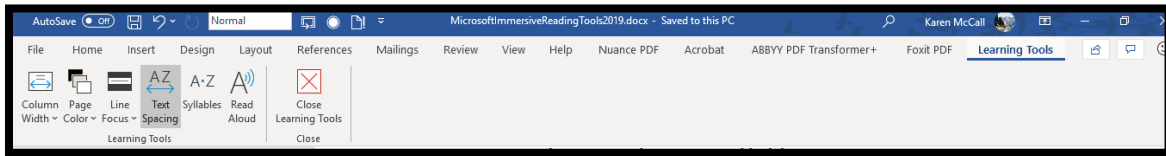


Figure 52 Learning Tools Ribbon in Microsoft Word.

Alternatively, depending on the version of Word you have, you can access the Learning Tools through the View Ribbon. The keyboard commands are Alt + W, letter O for the Immersive Reader Group, Focus tool or Alt + W, L, 2 for the View Ribbon, Immersive Reader, Learning Tools.

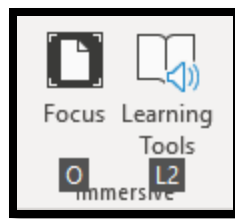


Figure 53 Immersive Reader Group in the View Ribbon showing keyboard commands.

Either method will let you reveal the Learning Tools Ribbon.

If you press Alt + W, letter O for Focus, the document is isolated so that you can focus on it without the Ribbons or any open Panes such as the Navigation Pane. This is different from Full Screen Mode or simply hiding the Ribbons.

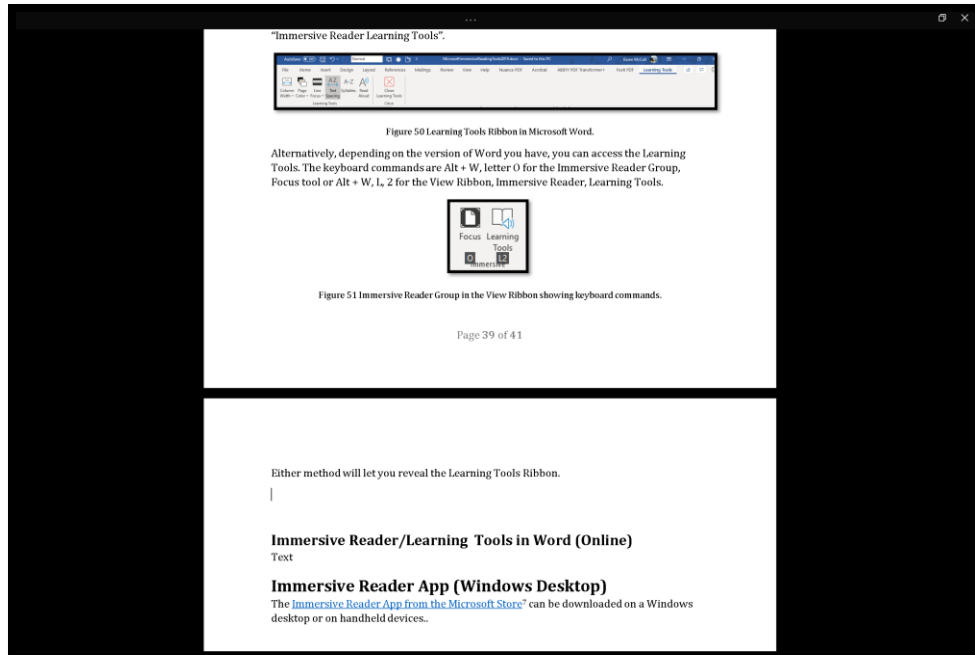


Figure 54 This document in Focus mode.

This is not the same as Line Focus which is on the Learning Tools Ribbon.

**Note:** If you want to use both Line Focus and Focus mode, switch to the Learning Tools Ribbon first and choose your Line Focus setting. Once the document is using Line Focus, press Alt + W, letter O to go into Focus mode. Press Escape to get out of Focus mode and then go to the Learning Tools Ribbon to change the Line Focus for the document you are reading.

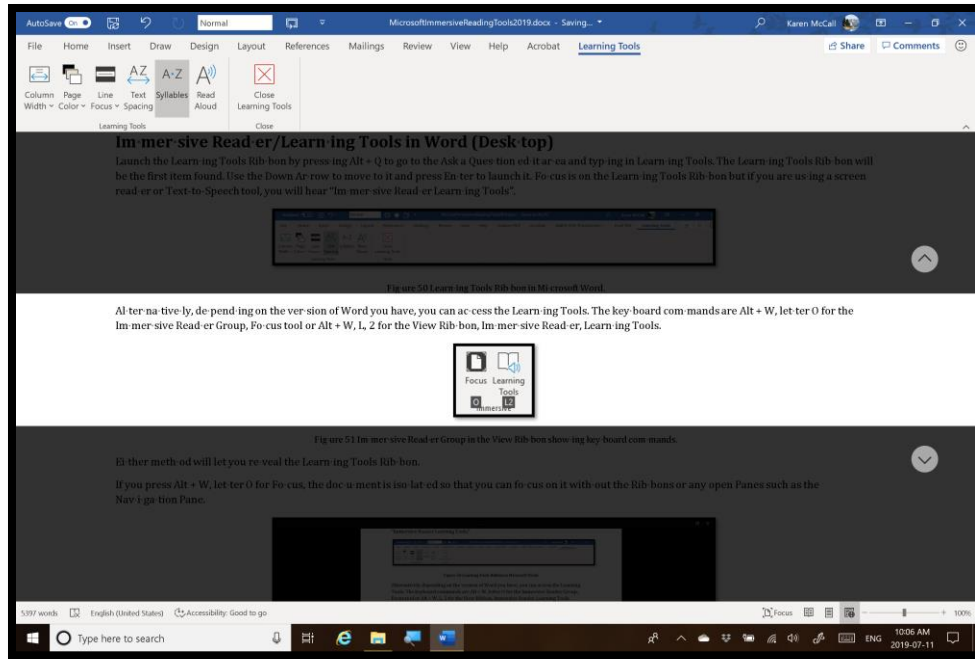


Figure 55 Line Focus set to 3 lines.

You CAN HAVE BOTH Line Focus and Focus mode on at the same time.

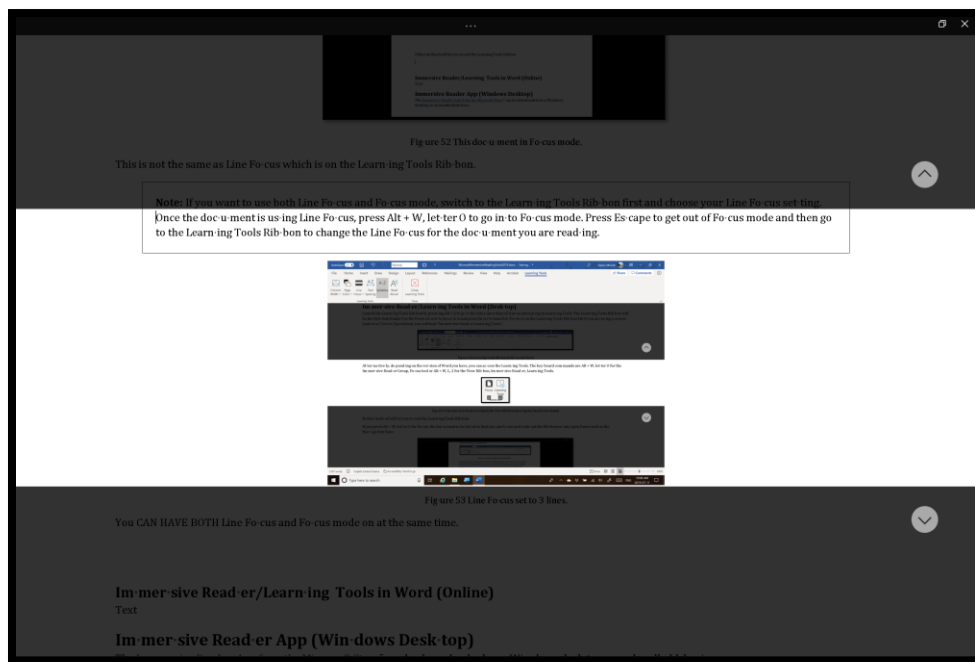


Figure 56 Document with both Line Focus and Focus mode turned on.

The Enhanced Dictation button is found on the Home Ribbon. The keyboard command is Alt + H, D.



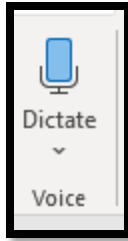


Figure 57 Dictate button on the Home Ribbon, Voice Group.

The Read Aloud tool is on the Learning Tools Ribbon.



Figure 58 Read Aloud button on the Learning Tools Ribbon, Learning Tools Group.

As soon as you press Alt + W, L, 2 for the Learning Tools Ribbon, your document shifts to Immersive Reader View and the settings you've set are implemented. Not sure if this is what is supposed to happen or not. In going back and forth to verify information for this tutorial, I found that sometimes the document did shift to Immersive Reader View and sometimes it only shifted when I set one of the Learning Tools options.

On the Learning Tools Ribbon, the first setting lets you set the width of the text on the screen and is called Column Width. This is a setting carried through to Word Online in this document. When you choose a setting, the view shifts from Print View which is what we normally work in, to Immersive Reader View so that the text can be displayed using the setting you choose.

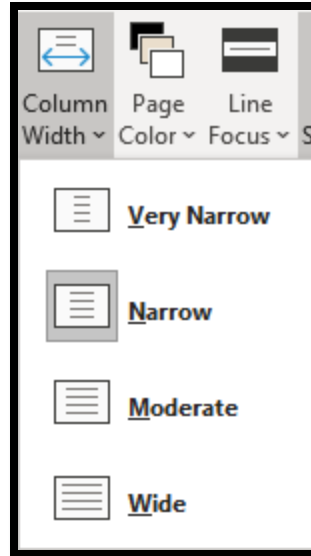


Figure 59 Column Width settings in Learning Tools Ribbon in Word for windows desktop.

The next settings on the Learning Tools Ribbon are the Page Colour settings.

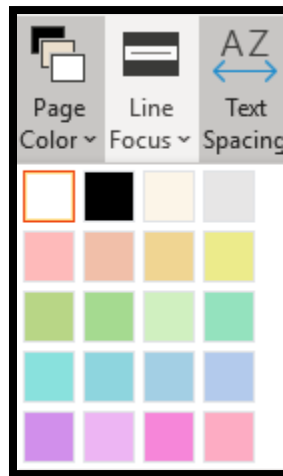


Figure 60 Page Colour settings in Word for windows desktop Learning Tools Ribbon.

The Page Colour settings consist of a colour palette. The next settings we've discussed earlier in this topic. They are the Line Focus settings. None will return your document to a normal or single column version. This does not return you to the Print view of your document. It does, however, remove the Line Focus shading of surrounding text.

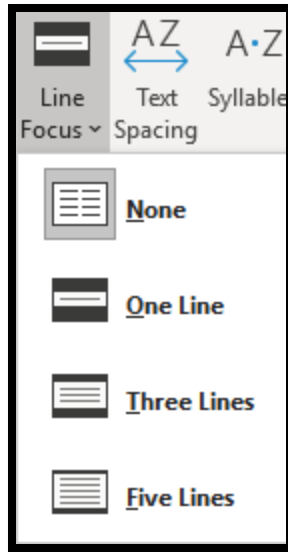


Figure 61 Line Focus settings in Word for windows desktop Learning Tools Ribbon.

The next settings are for the Page Colour or the background of the page. This setting can assist with the readability of text. You can set the background or page colour to a pastel colour or have white text on a black background...you choose which colour combination works best for you.

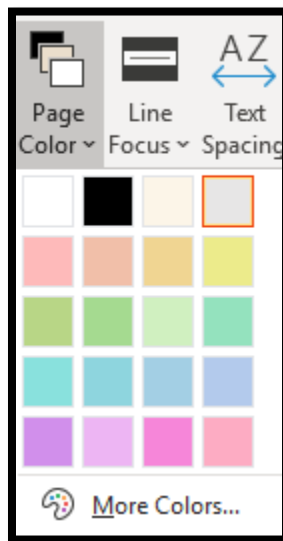


Figure 62 Page Colour settings in the Learning Tools Ribbon in Word for windows desktop.

If you activate “More Colours” in the Page Colour palette, the Colour dialog opens with the Custom tab in focus where you can enter an RGB (Red, Green Blue) value or switch to the Standard tab and use the “honeycomb” of colours.

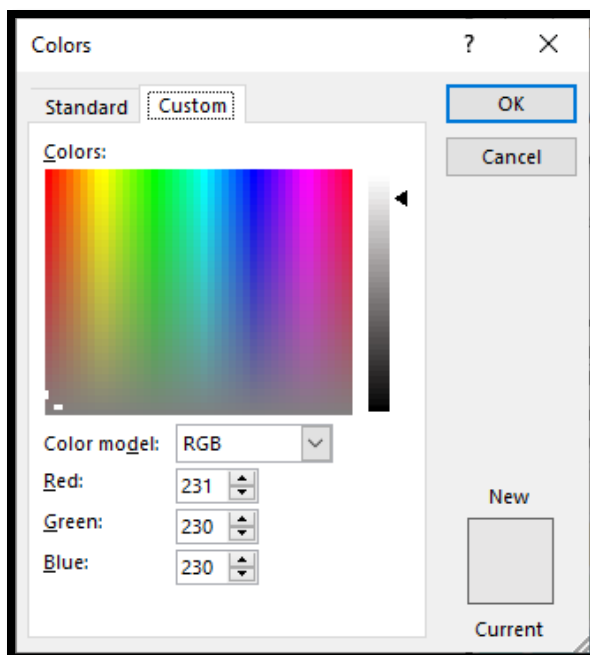


Figure 63 Colour dialog with the Custom tab in focus (RGB values).

The next two settings on the Learning Tools Ribbon are for Text Spacing and dividing words into syllables.

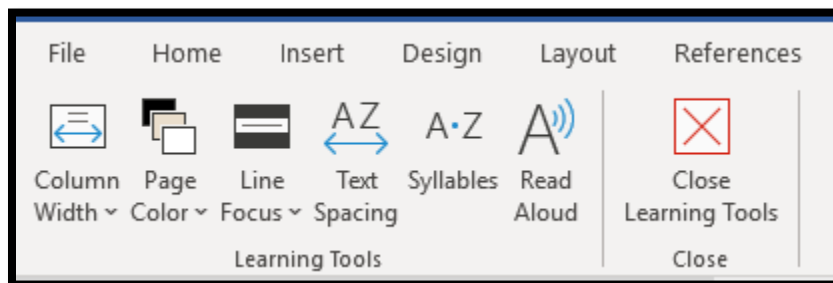


Figure 64 Close-up of the tools in the Learning Tools Ribbon in Word for windows desktop.

The last option on the Learning Tools Ribbon in Word for desktop is the Read Aloud option. As you read aloud, text is highlighted with a black background. The settings for advancing and rewinding speech are in the upper right of the screen as is the ability to set the speech rate and change the default voice.

I found that if I wanted to go back to a specific word or place in the document, I had to stop speech/turn off read Aloud, position my cursor where I wanted to start reading again and then launch Read Aloud again.

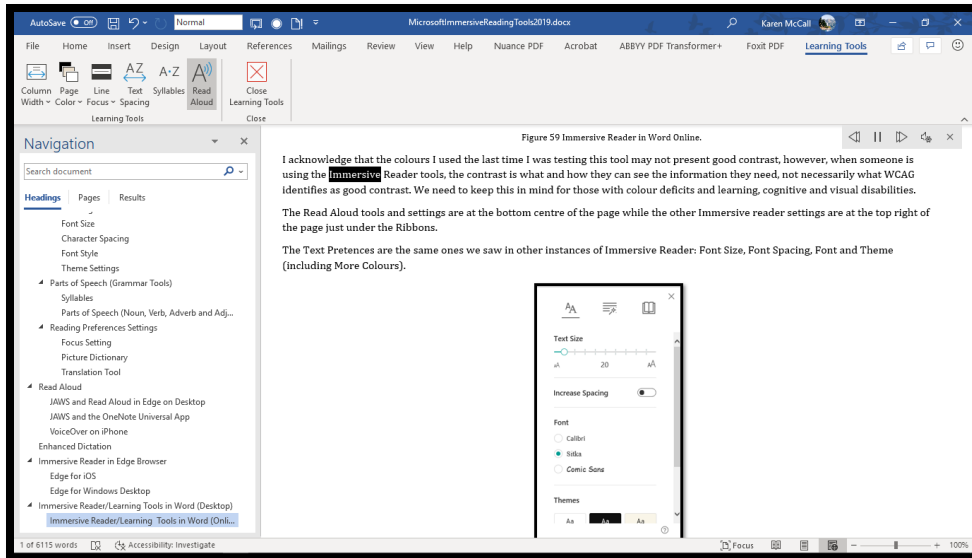


Figure 65 Read aloud reading a document in Word for windows desktop showing the highlight.

When you've finished using the Immersive Reader/Learning Tools in Word for windows desktop, press Alt + W, P to return to Print View (View Ribbon, Print View). Alternatively, you can activate the Close button on the Learning tools Ribbon.

I found that I could do some basic editing of text while in Immersive Reader View of my document in Word for windows desktop but if I wanted to delete an image and replace it, the text and images near that text on the page got messed up. This also happened when I returned to Print View of the document. My cursor and the position of the image was overlapping visually. This just needs some sorting out by repositioning your cursor.

I recommend that if you are editing a document that you go back to print View, make any major edits you want and then return to the Learning Tools/Immersive Reader View. There is a reason it isn't called "Immersive Reader/Editing!"

## Word Online and the Immersive Reader Tools

If you are using Word Online, you have access to the Learning Tools.

I didn't see the Immersive Reader with simplified Ribbons but once I unchecked that check box (View Ribbon), I was able to see the Immersive Reader under Document Views at the beginning of the View Ribbon. The page has to reload once you uncheck "Simplified Ribbons".

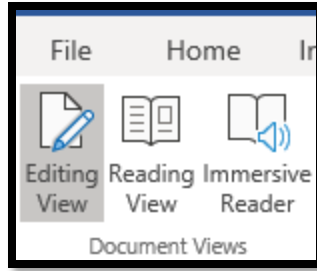


Figure 66 Document Views Group in Word Online showing Immersive Reader.

When you activate Immersive Reader in Word Online, the page reloads again. Once the page reloaded, the settings I'd used previously in Word for windows desktop were the ones used. There were also Tips on the Immersive Reader settings. This is not always true. Some settings came over to Word Online, some didn't.

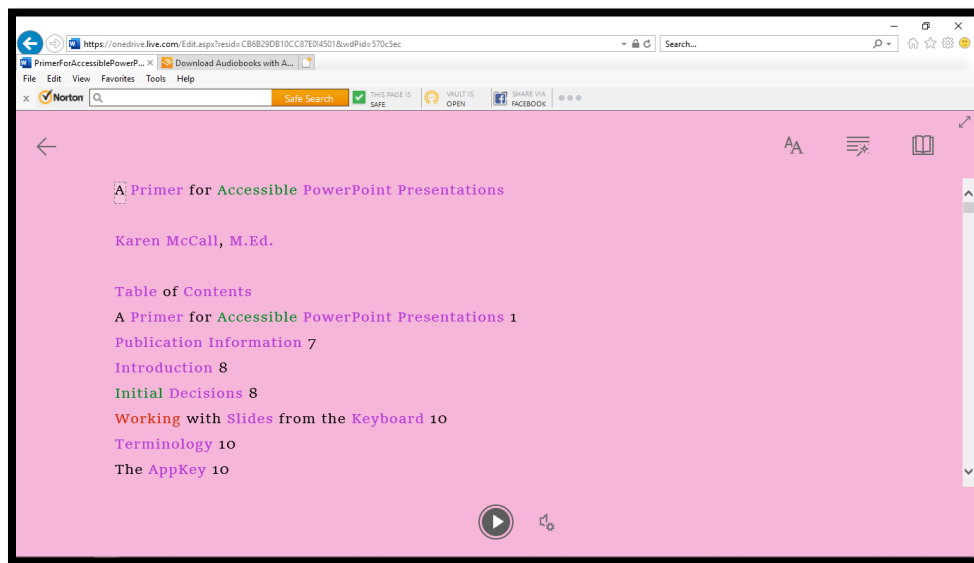


Figure 67 Immersive Reader in Word Online.

I acknowledge that the colours I used the last time I was testing this tool may not present good contrast, however, when someone is using the Immersive Reader tools, the contrast is what and how they can see the information they need, not necessarily what WCAG identifies as good contrast. We need to keep this in mind for those with colour deficits and learning, cognitive and visual disabilities.

The Read Aloud tools and settings are at the bottom centre of the page while the other Immersive reader settings are at the top right of the page just under the Ribbons.

The Text Preferences are the same ones we saw in other instances of Immersive Reader: Font Size, Font Spacing, Font and Theme (including More Colours).

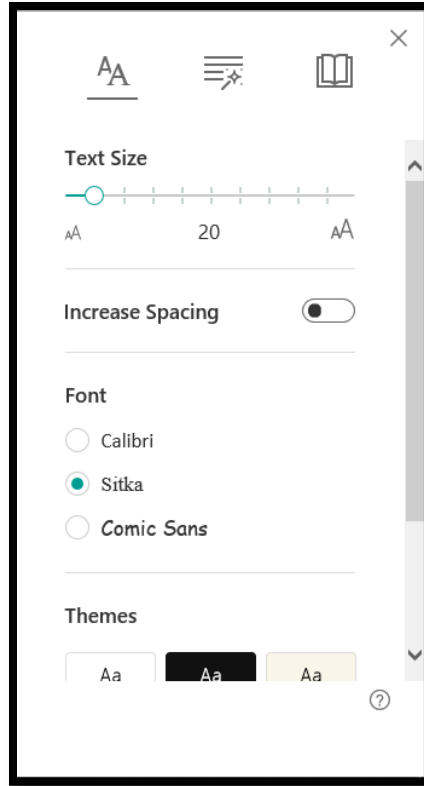


Figure 68 Text Preferences in Word Online Immersive Reader.

The Grammar Tools are the same as we've seen. Notice that they too have carried over from our Immersive Reader settings in Word for windows desktop.

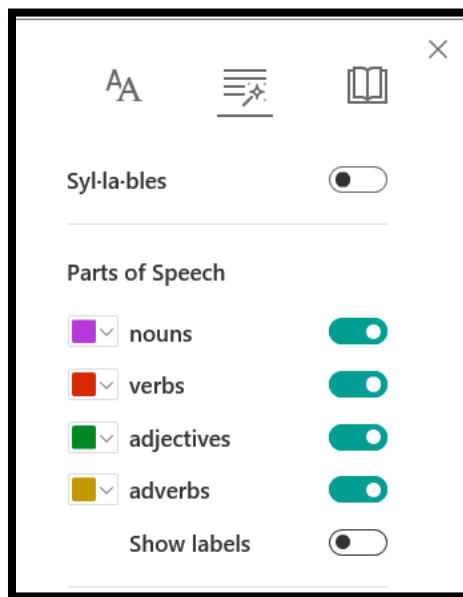


Figure 69 Grammar Tools settings in Word Online, Immersive Reader.

I did turn off the ability to see the labels for the parts of speech in Word. Notice that Adverbs is back again in Word Online.

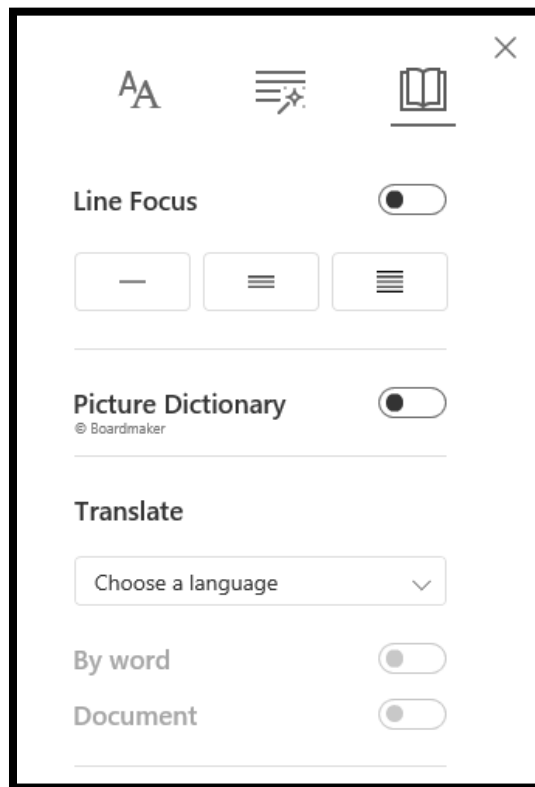


Figure 70 Reading Preferences in Word Online, Immersive Reader.

With the Reading Preferences, the Picture Dictionary and Translation tools are available again.

The settings between Word for windows desktop and Word online seem to travel with the document and are not general settings. I realized that I forgot to include couple of the settings in Word for windows desktop so went back and added them to this tutorial. I then got out of Immersive Reader view of the document I was using in Word Online and went back into Immersive Reader. The settings hadn't changed. This seems to indicate that the settings are specific to a document, not the tool itself.

I looked at Word Online in both IE 11 and the Edge for Windows browser to see if the settings were browser specific, but they do appear to be document specific.

To return to the normal or "Print View" of your document, use the Back arrow in the upper left of the screen. Using Backspace or Alt + Left Arrow won't work.



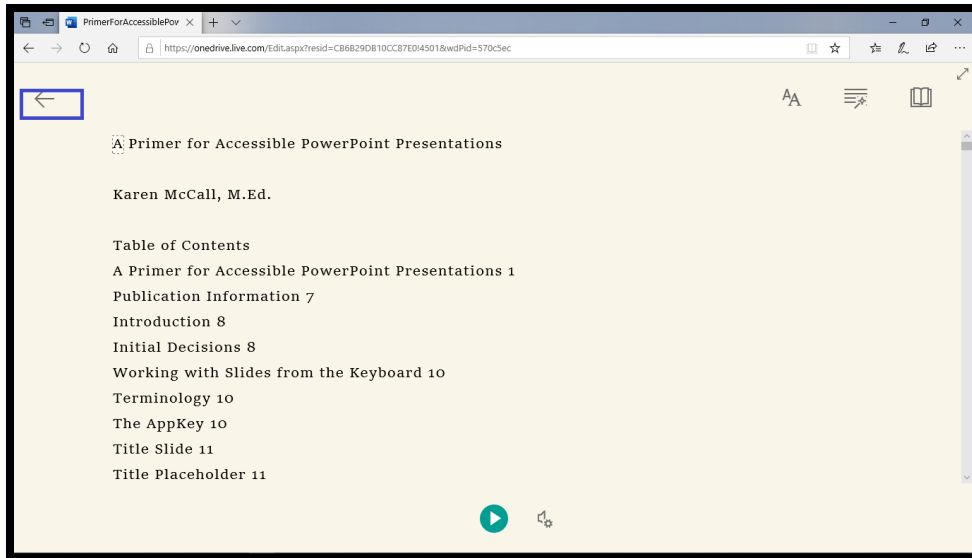


Figure 71 Word Online document showing Back Arrow in upper left to exit Immersive Reader.

## Outlook Desktop Application

There is a Microsoft Help document on [Immersive Reader for Outlook](#).<sup>7</sup> You can choose your version of Outlook: Outlook Online or Outlook desktop.

There are keyboard commands for Read Aloud in Outlook for desktop:

- CTRL + ALT + Spacebar will start/Exit Read Aloud.
- CTRL + Spacebar will pause Read Aloud.
- Alt + Right Arrow will increase reading speed.
- Alt + Left Arrow will decrease reading speed.
- Ctrl + Right Arrow will read the previous paragraph.
- Ctrl + Left Arrow will read next paragraph.

**Note:** I tried these in Word for Windows desktop, and they didn't work. Sometimes Ctrl + Right Arrow moved me to the next paragraph and sometimes it put my focus/start reading back at the beginning of the current paragraph. The keyboard command to exit Read Aloud did work, it is the general reading commands that are inconsistent in Word for Windows desktop.

<sup>7</sup> Immersive Reader for Outlook, Microsoft: <https://support.office.com/en-us/article/open-immersive-reader-for-outlook-9249595c-4b9d-4f27-9f59-bc590a6152da?ui=en-US&rs=en-US&ad=US>

The first step is to “turn on” Read Aloud in the Outlook Message Ribbon. Choose File, Options, Ease of Access, Show Read Aloud (alt + F, T, E and then Alt +S to move to and either check or uncheck the check box for Show Read Aloud).

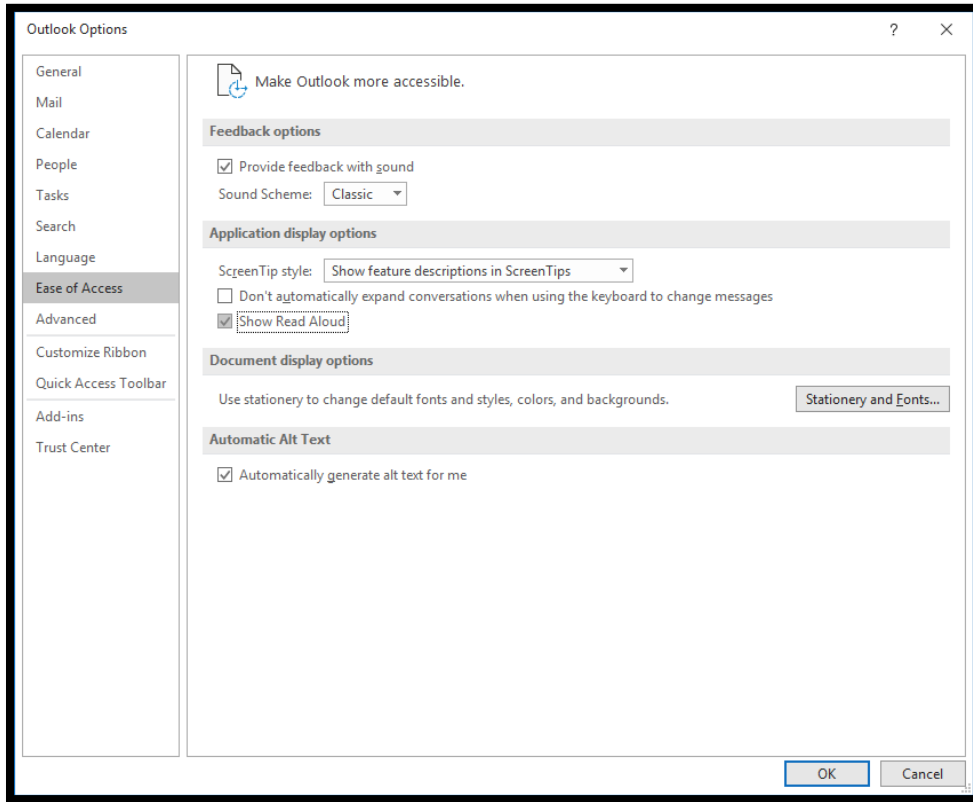


Figure 72 Outlook Options dialog showing Ease of Access settings.

Once you show Read Aloud, you can access it for any open e-mail message.

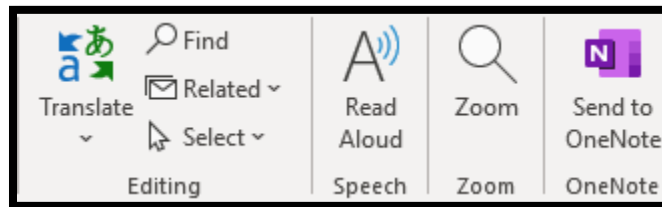


Figure 73 Read Aloud in an Outlook open message - right side of Ribbon between Editing and Zoom tools.

For this example, I’ve used a message from the AODA Alliance about the Onley Report findings and their letter to the current provincial government. I tried to find a message with sufficient text that wasn’t private.



Figure 74 Sample of Read Aloud reading an Outlook e-mail message showing highlighted text being read.

The ability to use the Read Aloud tool is the only Immersive Reader/Learning Tools tool available at this time in Outlook for Windows desktop.

## Outlook Online

Outlook Online, on the other hand, has all of the Immersive Reader tools including the Picture Dictionary and Translation tools. Once you sign into your Outlook Online account, activate the three dots to the right of the tools in a “Toolbar” just above the message header information.

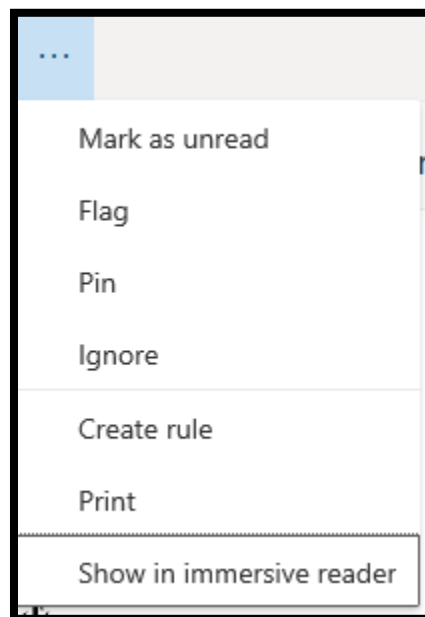


Figure 75 More Options (3 dots) in Outlook Online showing the Show Immersive Reader option.

Choose Show Immersive Reader which is the last one in the list. Once you put focus on it, press Enter to go into Immersive Reader View.

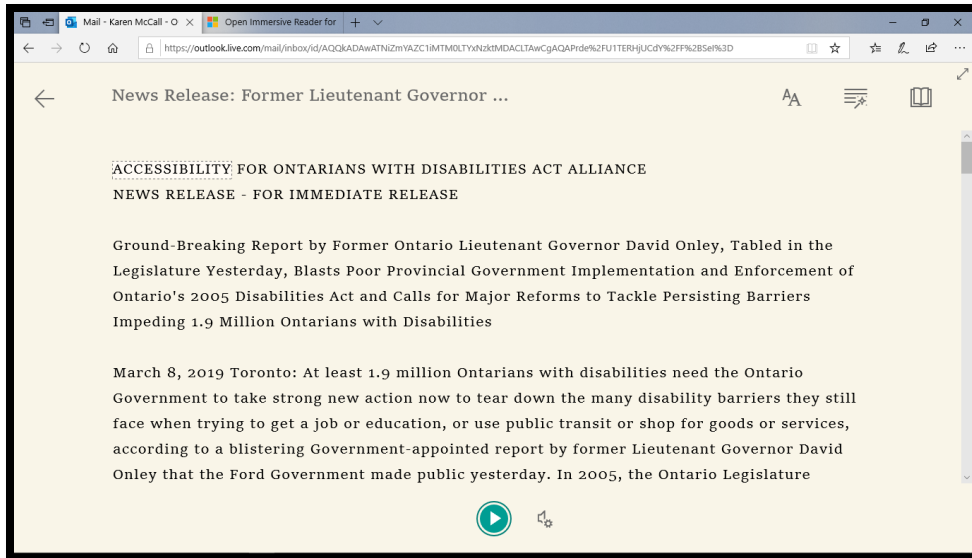


Figure 76 Message in Outlook Online showing the Immersive Reader tools.

## Text Preferences

The Text Preferences open to the right of the e-mail message. Once you've set your preferences you can click anywhere off of the Immersive Reader Pane to hide the settings. In the following image I've not increased the spacing between words, I've chosen the serif font and a black background (which immediately turns the text white.)

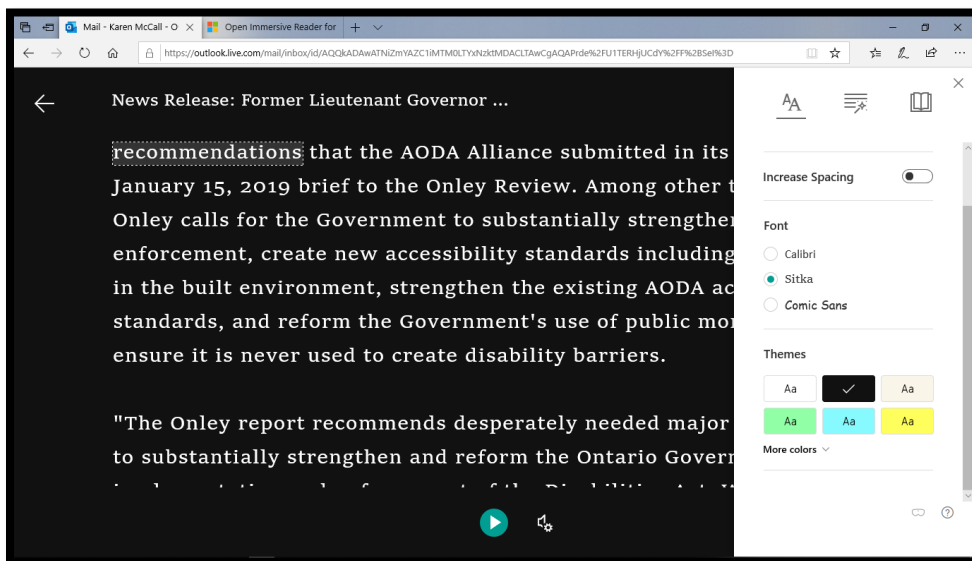


Figure 77 Message in Outlook Online showing the Text Preference settings.

## Grammar Tools

As with other iterations of Immersive Reader, there are two settings in the Grammar Tools: syllables and parts of speech. In the parts of speech settings Adverbs is back! You can show nouns, verbs and adjectives as well as showing labels for each.

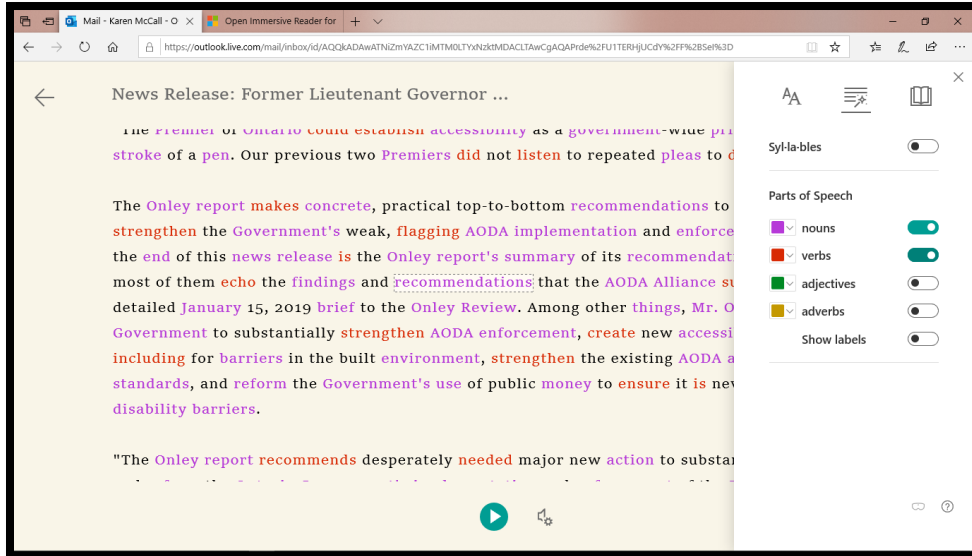


Figure 78 Message in Outlook Online showing the Grammar Tools settings.

## Reading Preferences

The Reading Preferences have Line Focus settings. You can use these by activating the button and then choosing how many lines you want to see on the screen. You can choose from one line, two lines or three lines. If you no longer want to see the text with isolated lines, deactivate the button for Focus.

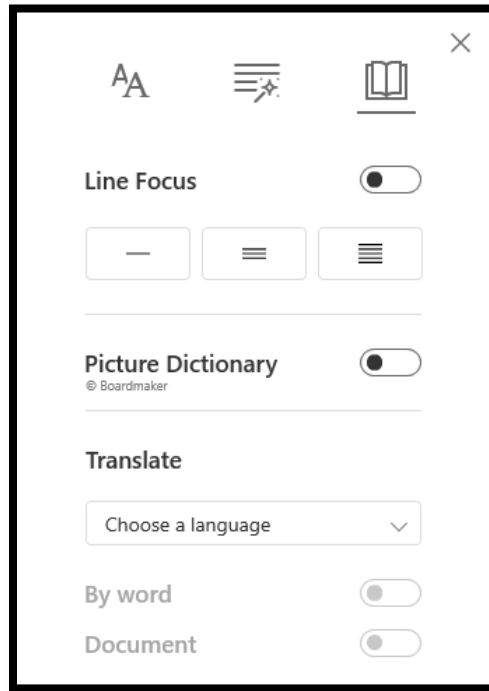


Figure 79 Reading Preferences in an Outlook Online message.

Outlook Online gives us back Picture dictionary and Translation tools. The following is an example from the AODA Alliance newsletter.



Figure 80 Two Picture Dictionary Samples from a message in Outlook Online.

The Translation tool works as it does in OneNote. For this example, I've chosen Spanish (Mexico) as the language and activated the "Word" button. As I click on a word in the

document, with Picture Dictionary also turned on both the word in the original language of the document and the translation language as well as a picture representing the word are shown.

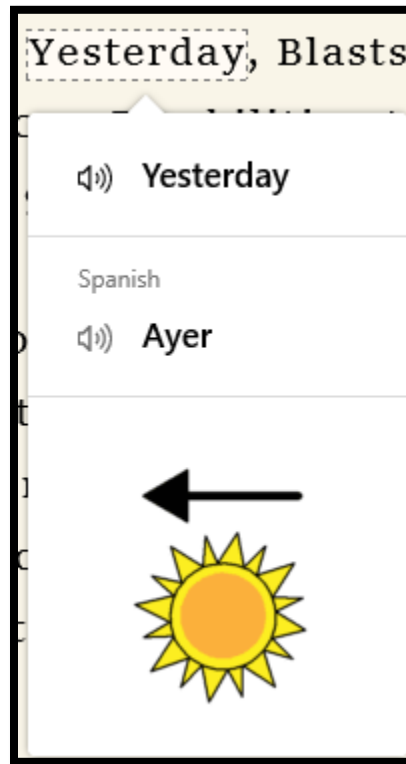


Figure 81 Translation by word chosen in the Outlook Online Immersive Reader, Reading Preferences.

As with OneNote's Immersive Reader, you can have both "By Word" and "Document" selected in the Translation tools. This lets you see the original text/spelling of the document and the translation along with pronunciation (with or without the Picture Dictionary active.)

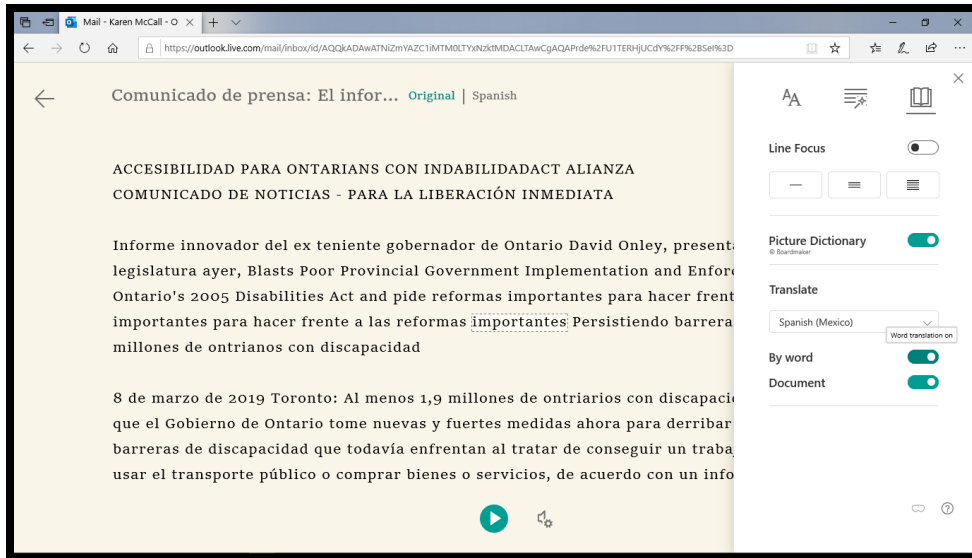


Figure 82 E-mail message in Outlook Online showing the Reading Preferences Pane and the document translated.

I noticed with the translation from English into Spanish (Mexico) that at least two words did not translate, disabilities and the word “and.” I switched languages to Spanish (Spain) to see if these words would be translated. They were not. This is one of the cautions in using automated translation tools...you really need to know the language you are translating into.

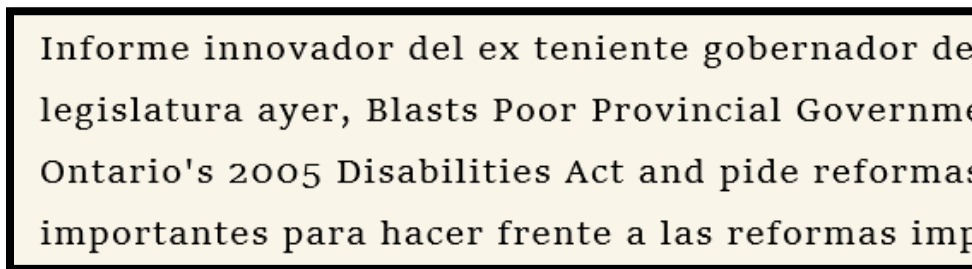


Figure 83 Outlook Online message translated into Spanish (Spain).

When I switched the translation to Spanish (Spain), the same words were not translated. I then switched the translation language to French because I know there is a translation for both of these words (and others that did not get translated). The same words, and others, were not translated.

It is not clear, because this is an e-mail created in Word using Web view of the document, copied into an e-mail message whether this affects the translation tool or whether it is a failure of the translation tool.



Rapport novateur de l'ancien lieutenant-gouverneur  
l'Assemblée législative, blasts Poor Provincial Gove  
Ontario's 2005 Disabilities Act and Calls for Major  
entravent 1,9 million d'Ontariennes et d'Ontariens

Figure 84 Same text in an Outlook Online message translated into French (Canada).

Once again, this is a caveat to using an automated translation tool.

If you don't have the "By Word" button active, when you select a word using the Picture Dictionary, only the translated word and a corresponding picture (if available) will be shown. The original text is not included.

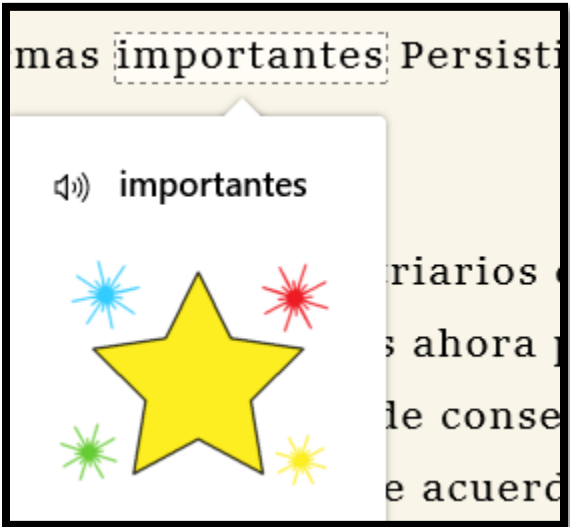


Figure 85 Translation tool in Outlook Online with translated word and picture.

To exit the Immersive Reader tools in Outlook Online, use the Back Arrow on the page in the upper left. I did try using Escape, Backspace and Alt + Left Arrow to go back to my list of messages in Outlook Online in the Edge browser, but nothing worked. I had to physically click the Back button in the upper left with my mouse. I acknowledge that Edge is not fully accessible if you are using a screen reader/keyboard.

## Immersive Reader App (Windows Desktop)

The [Immersive Reader App from the Microsoft Store](https://www.microsoft.com/en-us/p/immersive-reader/9pjzqz821dq2?activetab=pivot:overviewtab)<sup>8</sup> can be downloaded on a Windows desktop or on handheld devices.

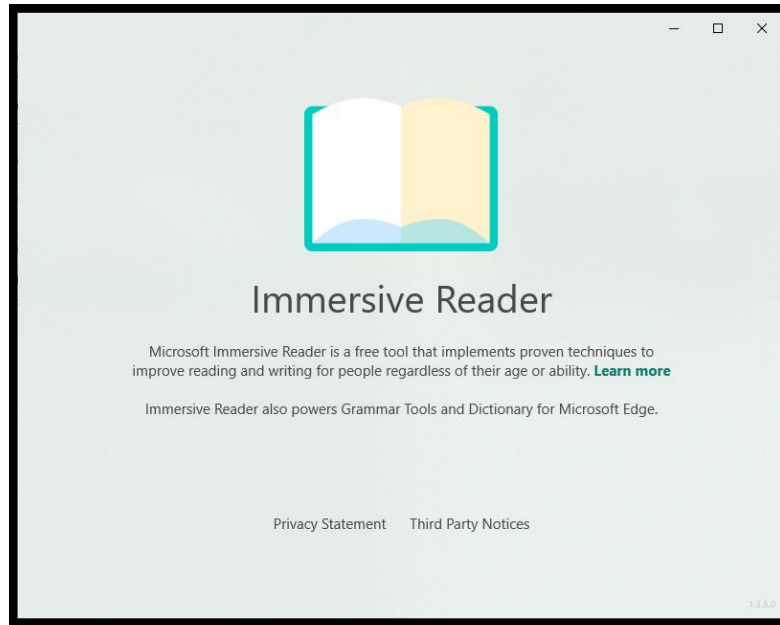


Figure 86 Landing page of the Microsoft Immersive Reader Tools App once it is installed and launched.

I have no idea what this app does and am waiting to hear back from Microsoft as to what it does.

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<sup>8</sup> Immersive Reader App from the Microsoft Store: <https://www.microsoft.com/en-us/p/immersive-reader/9pjzqz821dq2?activetab=pivot:overviewtab>

## **Appendix A: Contact Information for OAT**

For more information on EnableXpress, EnableAccess or DocMD document remediation tools and services for making your documents accessible, please contact us!

E-mail: [sales@openacesstech.com](mailto:sales@openacesstech.com)

Website: <https://www.openacesstech.com/>

Open Access Technologies

4 Main Street

Hollis NH 03049

United States

☎ Phone: (866) 971-8922

### **Mailing Address:**

P.O. Box 55

Hollis NH 03049

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