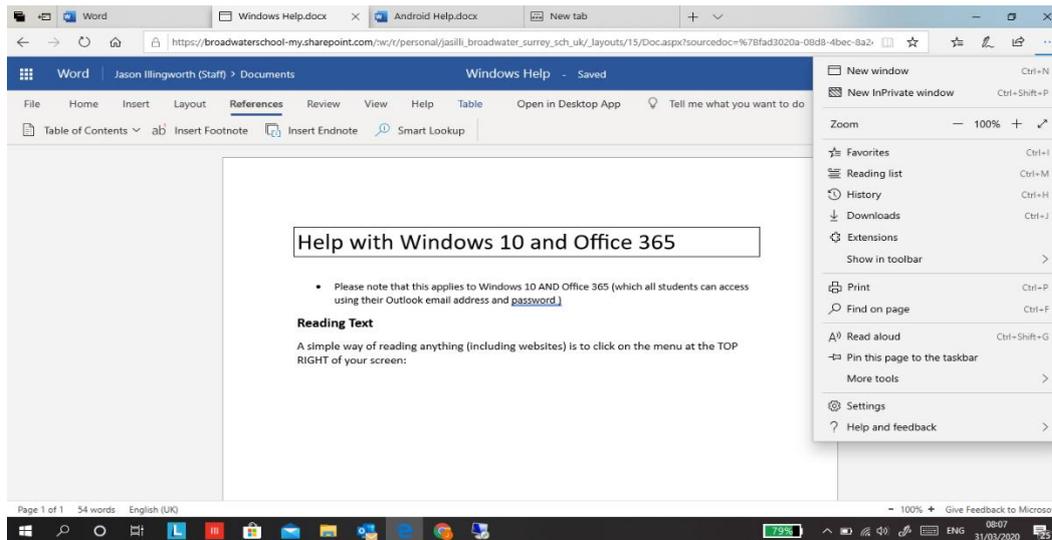


# Help with Windows 10 and Office 365

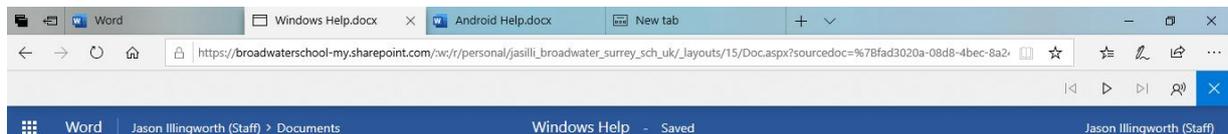
- Please note that this applies to Windows 10 AND Office 365 (which all students can access using their Outlook email address and password )

## Reading Text

A simple way of reading anything (including websites) is to click on the menu at the TOP RIGHT of your screen:



Click on 'Read Aloud' and you will then get a small set of controls at the TOP RIGHT:



The button on the RIGHT is 'Voice Settings'. You can SLOW the speed of speech using this.

## Office 365 (online and you need to be connected to internet)

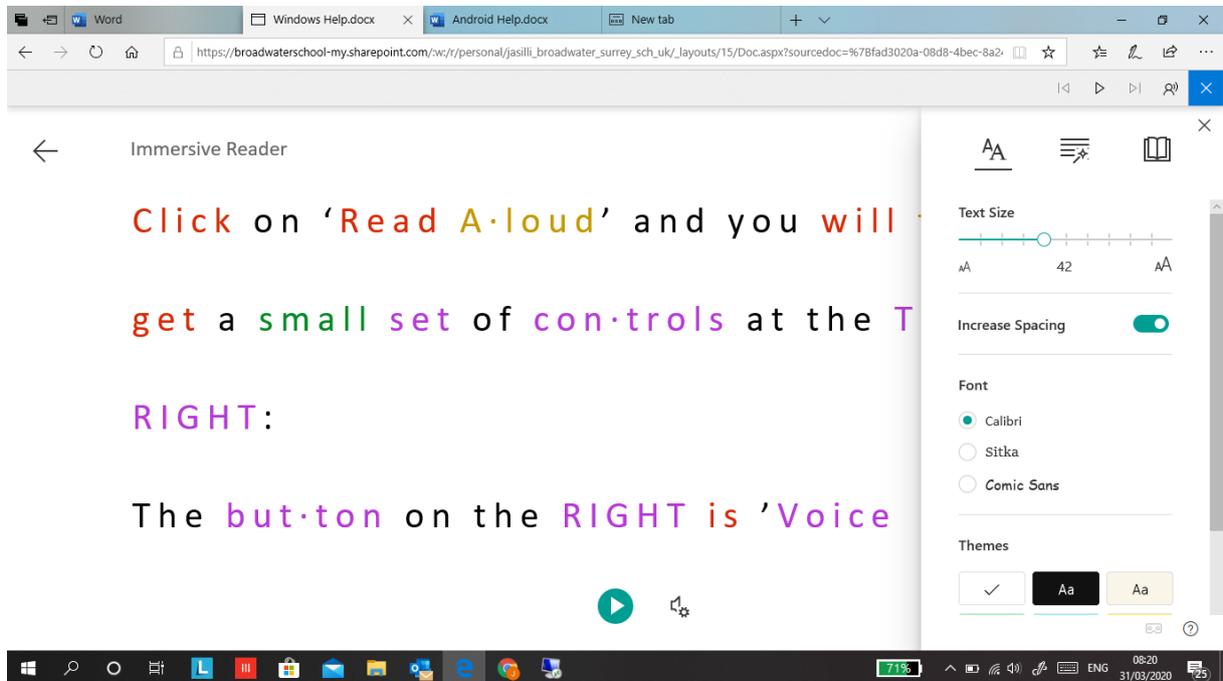
- Sadly the following doesn't work with normal/desktop Word.

### 1) Reading aloud using 'Immersive Reader'

Open a Word document using 'Office 365'. Click on the 'View' menu:



You can then click on 'Immersive Reader'



This brings up text and you can then click on the PLAY button and it will read it back.

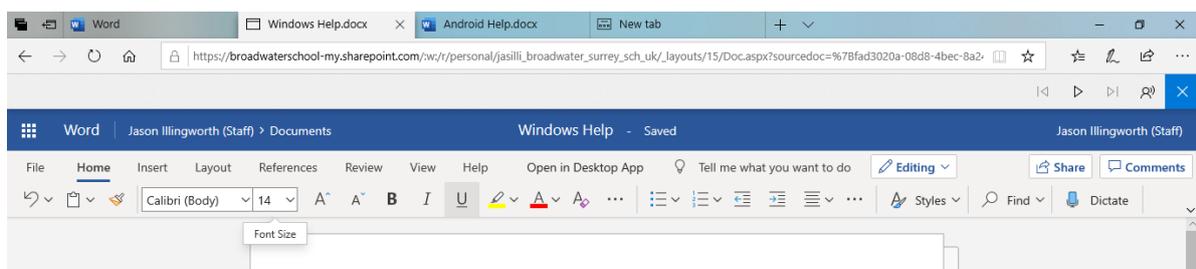
Above also shows one of 3 menus. This one is 'Text Preference'

The other menus are: 'Grammar Options' and 'Reading Preferences'

These change the way the text looks and gives you an option to have a 'Picture Dictionary' too.

## 2) Speech to Text

In Office 365 'Word' you can use the 'Dictate' button.



Your computer will then ask permission to use the microphone.

You can then start talking into the microphone and it will appear as text.

Check where your microphone is! (normally it's near the webcam – top of the screen on a laptop)