



Office 365

Accessibility Tools

Tools to support reading and proofreading

Reading and Proofreading	Page 2
Read Aloud	Page 3
Read Aloud cont.	Page 4
Speech Settings	Page 5
Microsoft Edge	Page 6
Reading View tools	Page 7
Reading View tools cont.	Page 8
Reading Back a PDF	Page 9
Layout, Colour and Focus	Page 10
Changing the Column Width	Page 11
Changing the Page Background	Page 12
Page Background in Microsoft Edge	Page 13
Using a Line Focus in MS Word	Page 14
Using a Line Focus in MS Edge	Page 15
Text Spacing	Page 16
Spellchecking	Page 17
Spellchecking cont.	Page 18

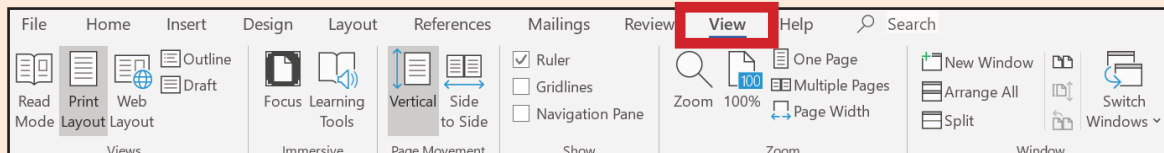
Reading & Proofreading

Microsoft Word has a number of tools to help you with your reading and proofreading. Microsoft Edge also has tools to support you while reading online sources. These will be explored over the next few pages.

Read Aloud

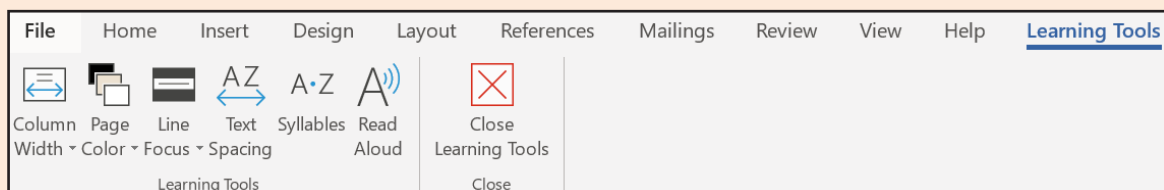
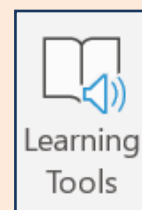
Using text to speech in Microsoft Word to have text read out loud.

Open up Microsoft Word. To get started, click on the 'View' tab, highlighted below.



From the ribbon, click on the 'Learning Tools' icon.

The 'Learning Tools' toolbar will now be displayed.



Enabling the Learning Tools toolbar will reduce the column width of your document, to aid reading. When you close Learning Tools your document will revert to its original column width.

You can use the 'Read Aloud' feature to listen back to your document.

Select 'Read Aloud' or press CTRL + ALT + Space.

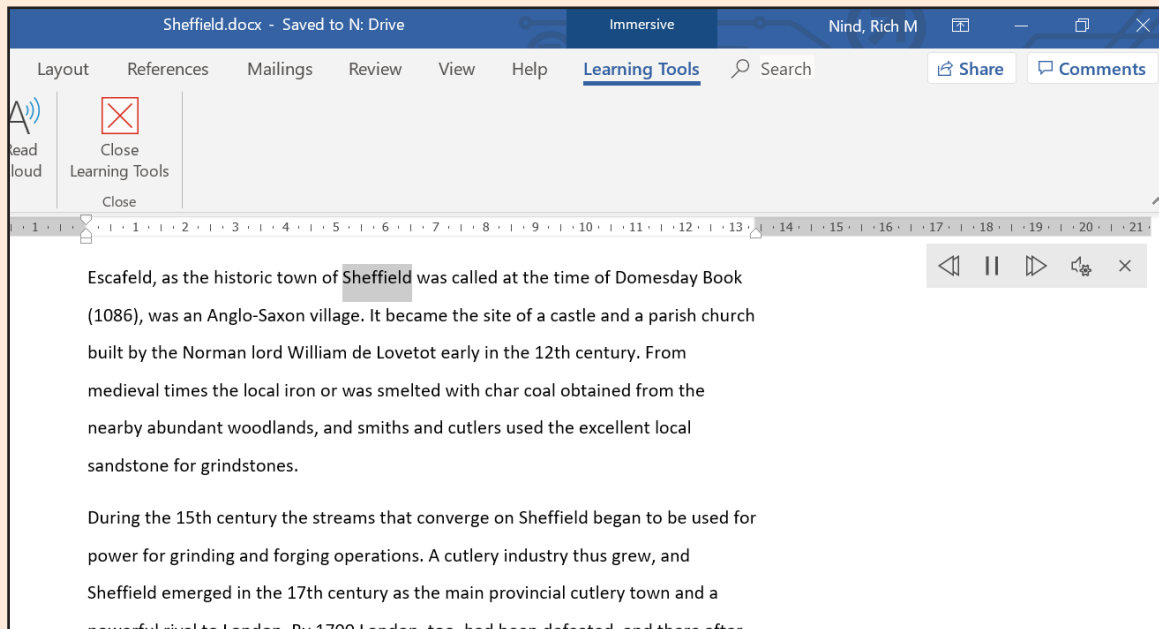
The Read Aloud toolbar will load on the right-hand side of the screen.



Select the play button or press CTRL + Space to start playing back the text.

Read Aloud cont.

The text will now be played back, and the currently spoken word will be highlighted in Word.



As the text is played back, the play button becomes a pause button. You can now use this button to pause playback of your text.



The 'back' button will rewind the readback to the start of the paragraph. If you press it twice quickly it will rewind to the previous paragraph. You can also press CTRL + left arrow to go back.



The 'forward' button will fast-forward the text by one paragraph when pressed. You can also press CTRL + right arrow.



Next we will take a look at changing the speech settings.

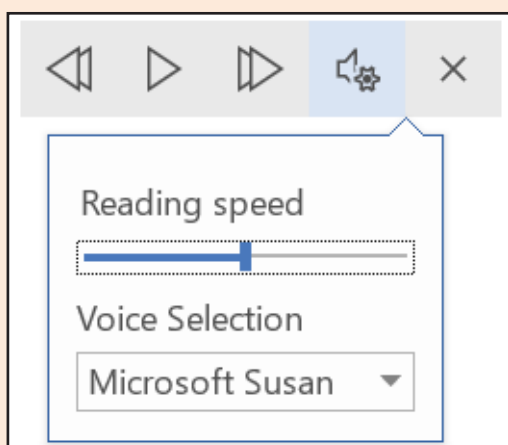
Speech Settings

You are also able to change the voice and speed of voice.

Press the settings button.



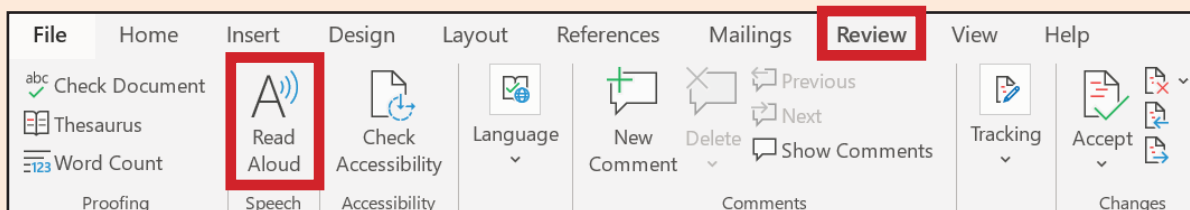
The following menu will appear:



You are now able to change the reading speed and voice.

You can also press Alt + left arrow to slow down the voice, or Alt + right arrow to speed up.

Tip: You can use the Read Aloud toolbar without having to open Immersive Reader. Click on the 'Review' tab on the Word ribbon and select 'Read Aloud', highlighted below -

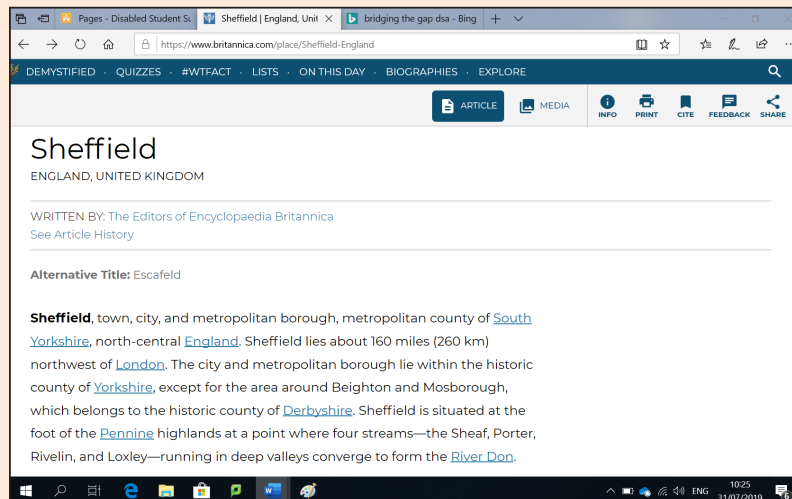


You can also use the keyboard shortcut CTRL + ALT + Space to load Read Aloud.

In the next section we will look at using reading tools with the Microsoft Edge web browser.

Microsoft Edge

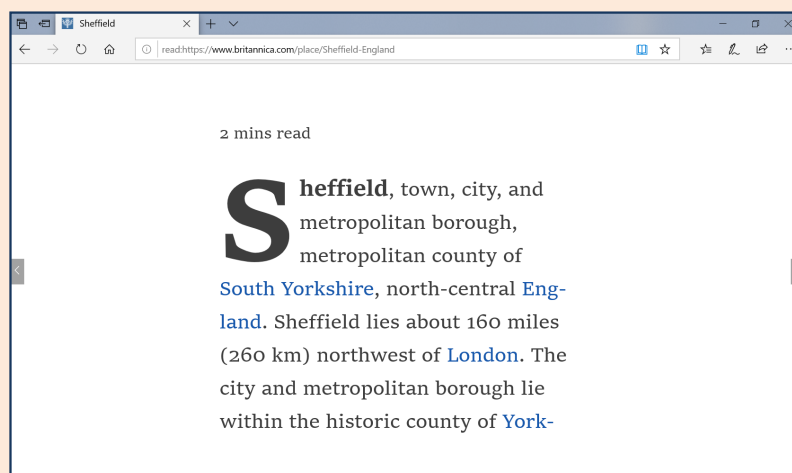
Microsoft Edge is the default web browser for Windows 10.



To access text-to-speech in Microsoft Edge you need to firstly load the page that you wish to be read back. The 'Reading View' icon should now be available in the address bar:



Select the Reading View icon or press CTRL + Shift + R. The page will now reload in Reading View -

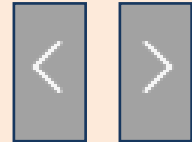


The web page has now reloaded with only the main article visible. The text is larger, and the column is thinner than the original web page.

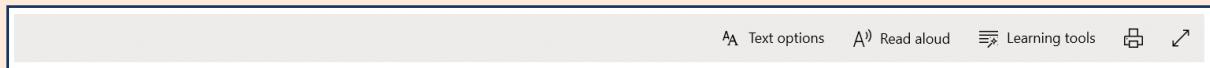
Reading View tools

Whilst in Reading View, we can navigate the document and access additional tools from the Reading View toolbar.

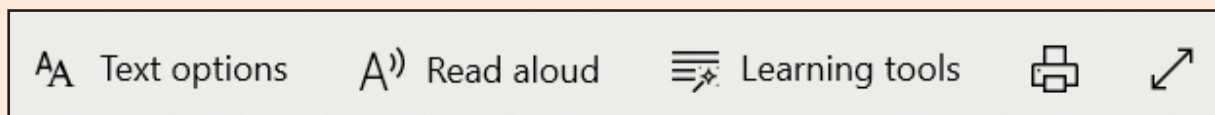
To navigate, you can use the 'back' and 'forward' buttons to navigate through the document or press the left and right arrows on your keyboard.



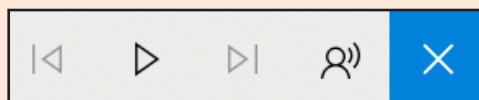
To display the Reading View toolbar hover and click your mouse near the top of the page, or press CTRL + SHIFT + Y. The toolbar will now load.



Here's a closer look at the toolbar -



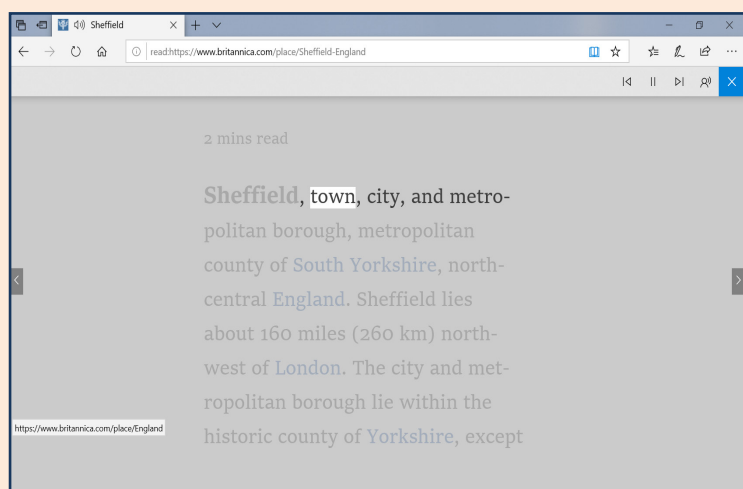
You can select 'Read Aloud', or press CTRL + SHIFT + G to load the reading toolbar -



When you open Read Aloud, the document will automatically start reading from the beginning of the current page -

The text not being read out will automatically be dimmed.

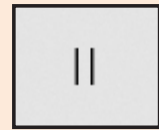
If you wish to start reading back from elsewhere on the page, select the text where you want readback to begin and then click Read Aloud.



Reading View tools cont.

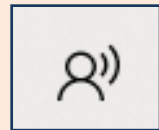
When the document is being read back, the play button becomes the 'pause' button. It looks like this -

Select this to pause the readback or press CTRL + Space.

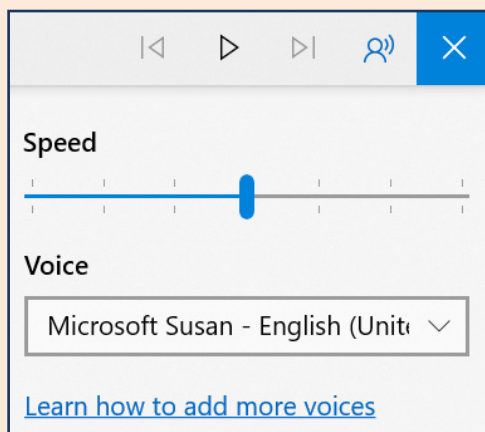


The appearance of the reading toolbar in Edge is very similar to the reading toolbar in Microsoft Word.

The only major difference is the 'Settings' button, which in Edge looks like this -



When you select the settings button, the following menu will load -



In this menu you can adjust the speed and voice to your preferences.

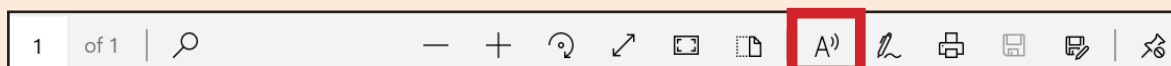
The next section will focus on reading back text from a PDF displayed in Microsoft Edge.

Notes

Reading Back a PDF

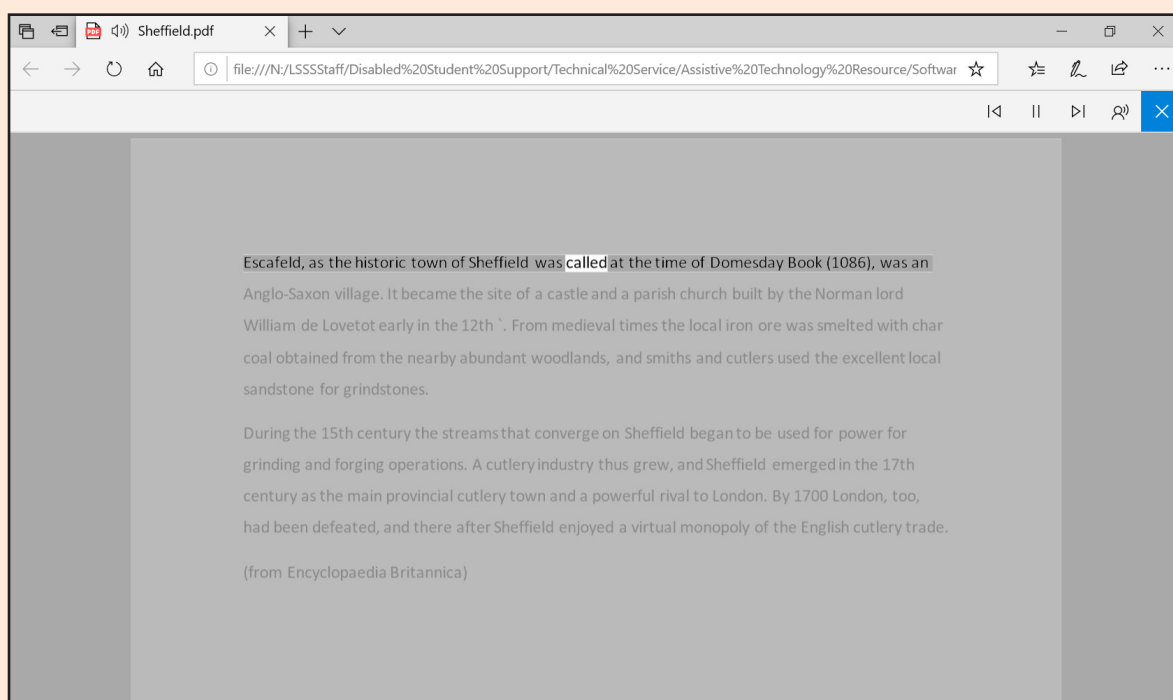
You can also use the read aloud tool in Edge when viewing a PDF.

The Reading View or Learning Tools toolbar are not available when viewing a PDF. However a 'Read Aloud' button is available on the toolbar.



Select the button as highlighted or press CTRL + SHIFT + G to load the Read Aloud toolbar.

The toolbar will load and readback will automatically begin at the start of the document.



The current line is highlighted as the text is read back, and the rest of the text is dimmed.

To start playing from a specific place in the document, select text in the desired area and select play. This will also open the right-click menu, but you can safely ignore this.

Layout, Colour and Focus

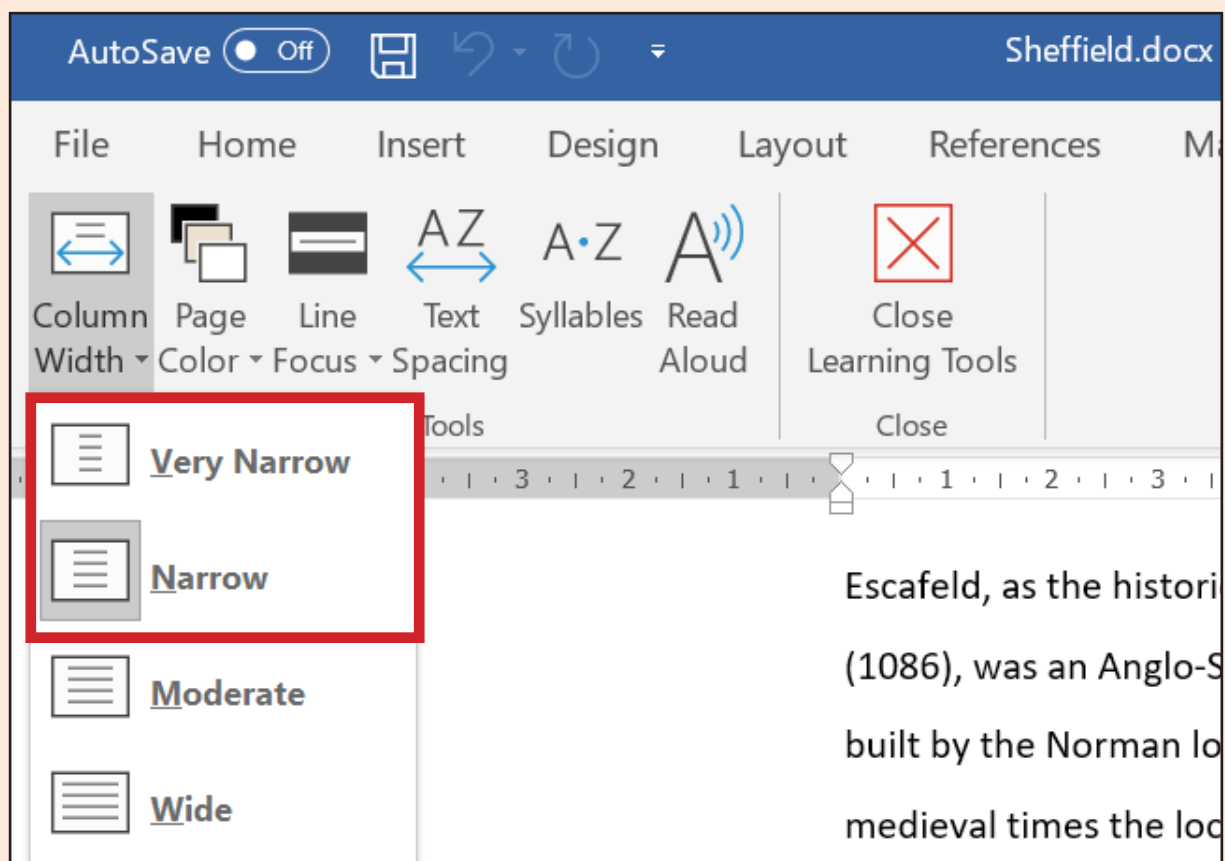
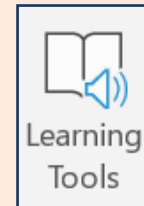
Microsoft Word and Microsoft Edge have a range of options that enable the user to customise the column width, text spacing and background colours, along with implementing a line focus to aid tracking. These options will be explored over the following section.

Changing the Column Width

Reducing the column width can make reading documents easier, as your eyes have less to scan.

We can change the width of a column in Microsoft Word by selecting 'Column Width' on the Learning Tools toolbar.

Click the 'View' ribbon and click on the Learning Tools icon to display the Learning Tools toolbar.

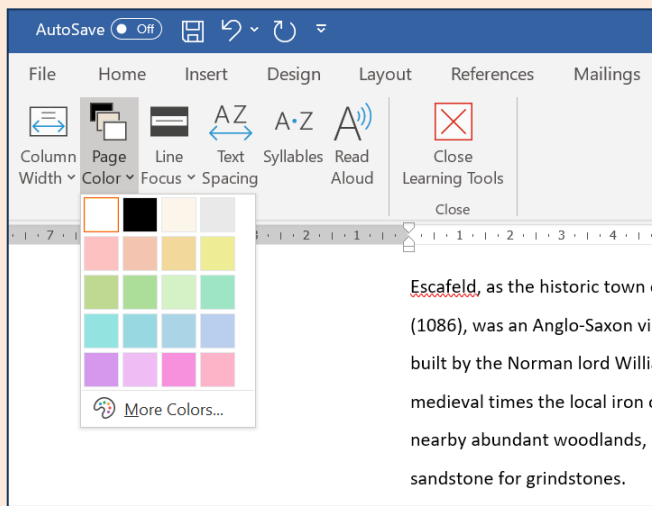


Use 'Narrow' or 'Very Narrow' to reduce the column width.

Changing the Page Background

Changing your background colour can help to reduce visual stress and can make reading more comfortable. We will look at changing this in Microsoft Word.

In the Learning Tools menu, select 'Page Color' and choose from the available options -

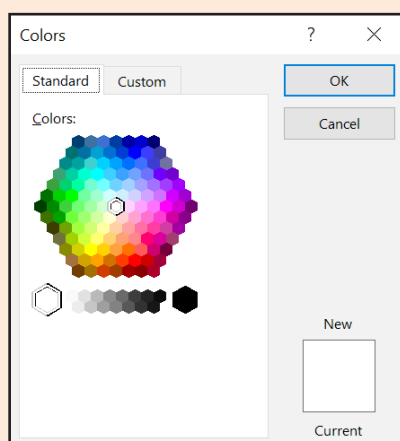


Changing your background colour can help to reduce visual stress and can make reading more comfortable.

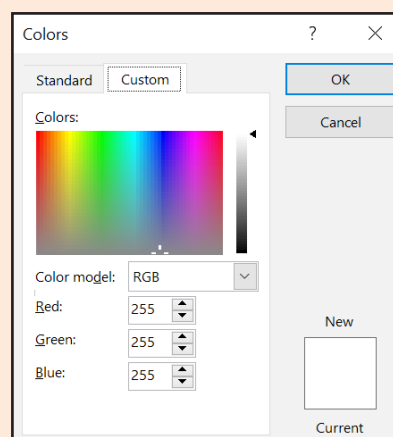
In the Learning Tools menu, select 'Page Color' and choose from the available options -

Select your preferred background colour, using either a preset colour or by selecting 'More Colors' to pick your own.

Selecting 'More Colors' will display the standard Windows colour picker.

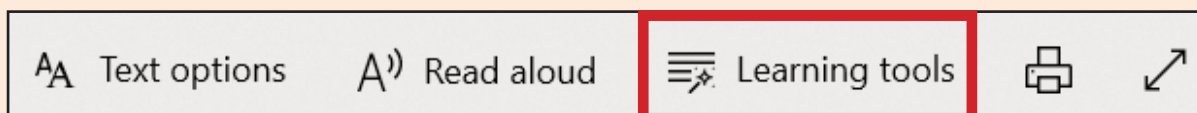


You can use the 'Custom' tab within this menu to pick the exact colour you need.

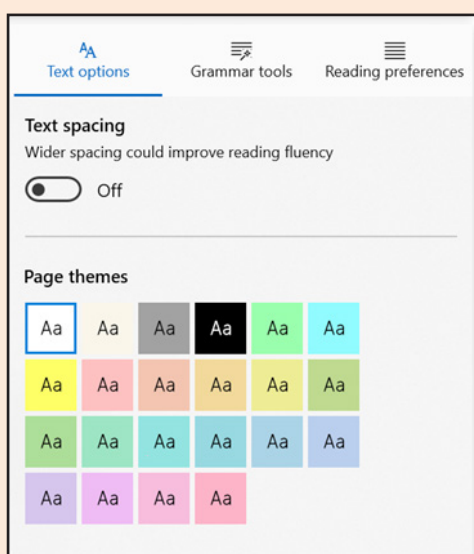


Page Background in Microsoft Edge

To change the page background colour in Microsoft Edge, you will need to be in the Reading View (see page 6). Open the Reading View toolbar and select the 'Learning Tools' button.



The following menu will appear -



The 'Text Options' tab will load by default. You can now pick a 'Page theme', which will change the background colour of the page, and the font colour if appropriate.

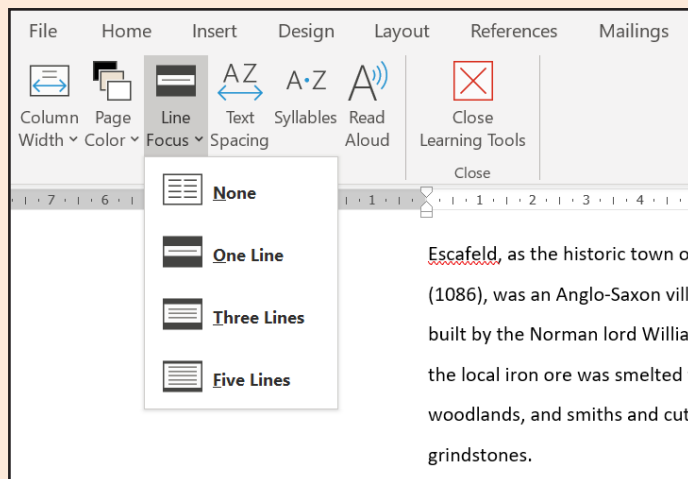
Here is our web page with a yellow theme enabled -



Using a Line Focus in MS Word

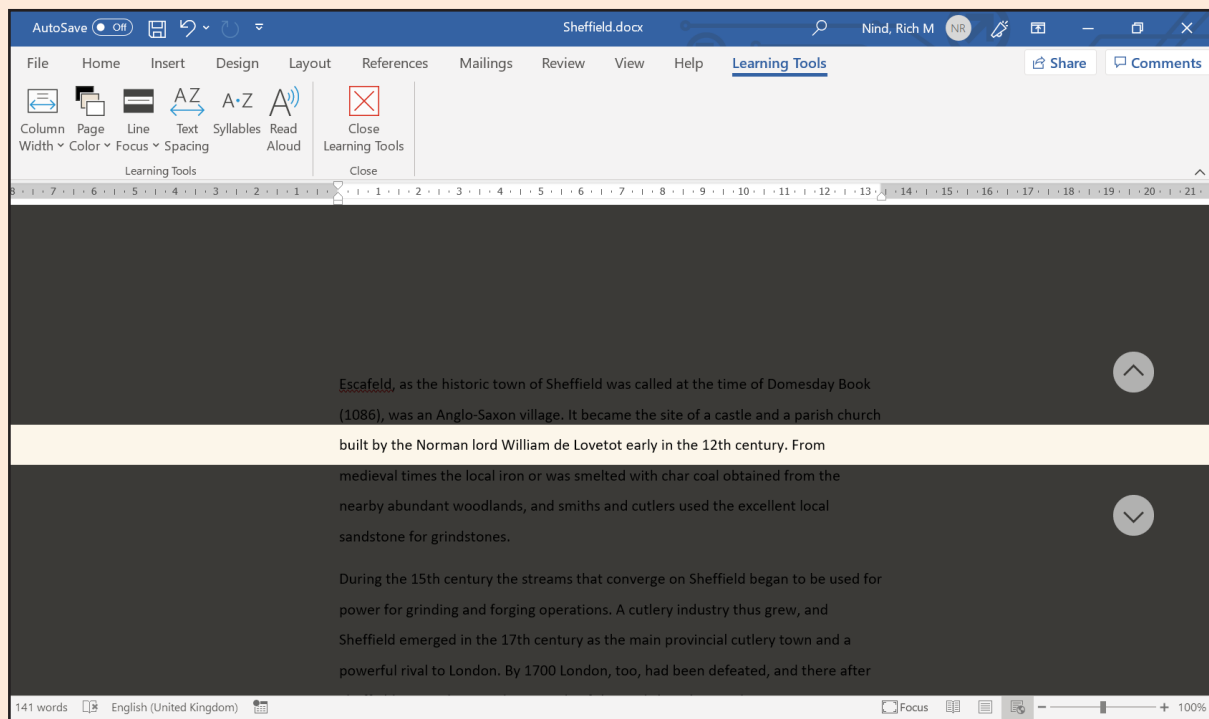
This feature allows you to reduce the amount of visible text on the screen as you read. You can choose to view either one, two or five lines of text at a time.

Open the Learning Tools toolbar (see page 3) and select the 'Line Focus' button.



You have the option of focusing on one, three, or five lines at a time. Select the desired setting from the menu.

The screenshot below shows the Line Focus tool being used with one line of focus -

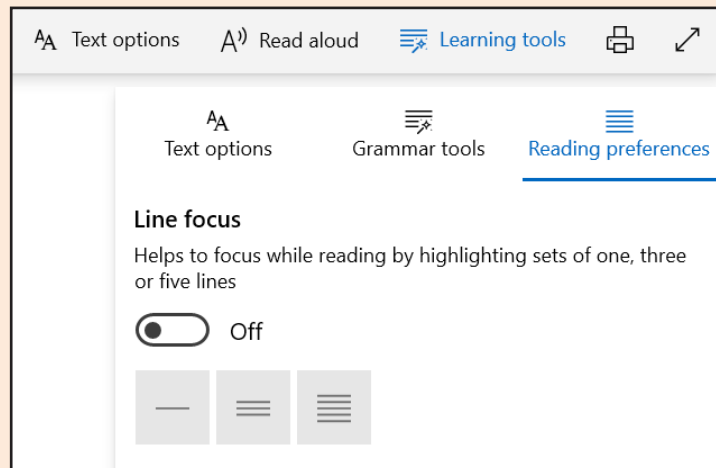


Using a Line Focus in MS Edge

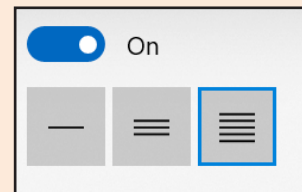
To use the Line Focus in Microsoft Edge, bring up the Reading View toolbar and select Learning Tools (see page 6 for instructions).

Now click on the 'Reading Preferences' tab -

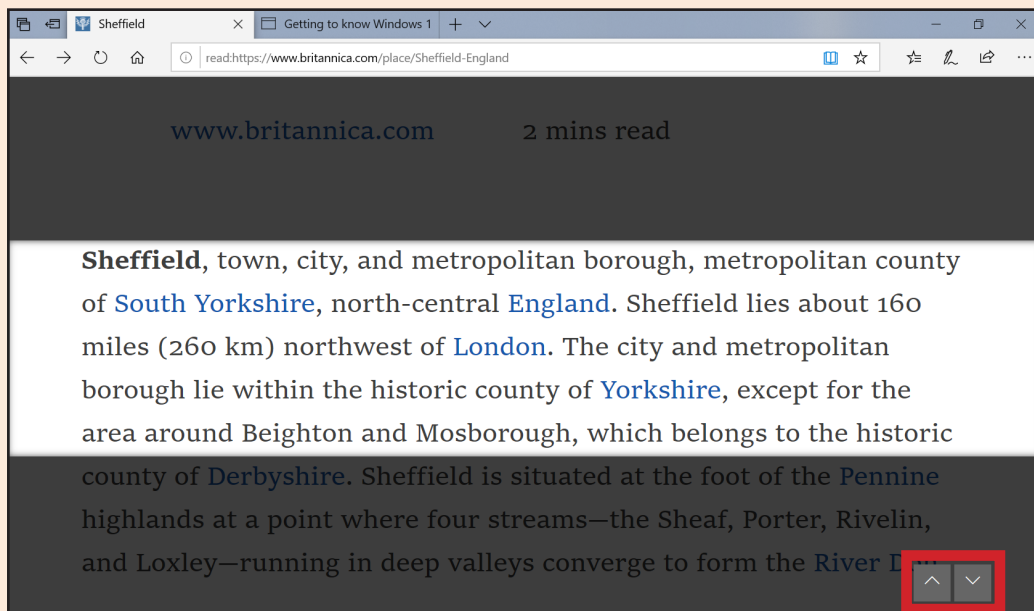
Select 'Line Focus' to be 'On', and choose one, three, or five lines of focus using the buttons at the bottom of the menu.



Here is the menu with the line focus switched on, and five lines of focus selected -



The text is now displayed with five lines of focus -



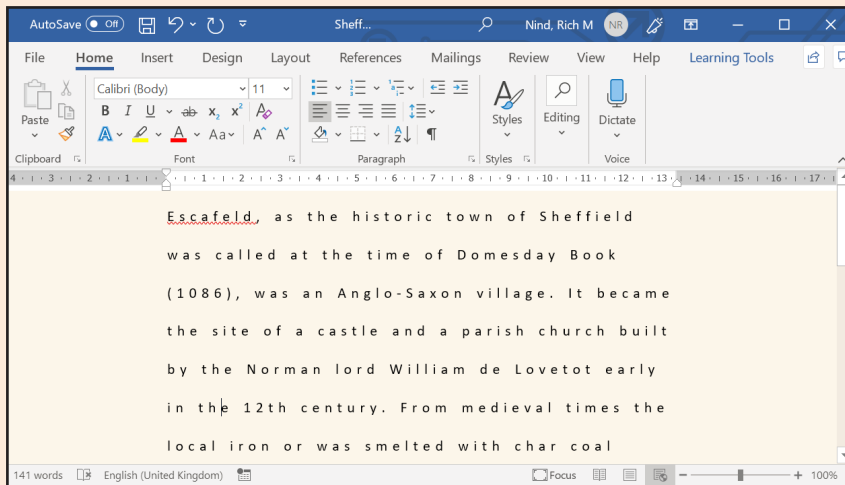
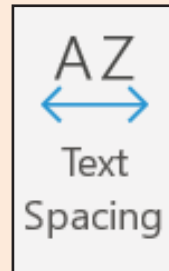
To scroll through the text, click the up and down arrow buttons in the bottom-right hand corner, as highlighted above, or use the up and down arrow keys on your keyboard.

Text Spacing

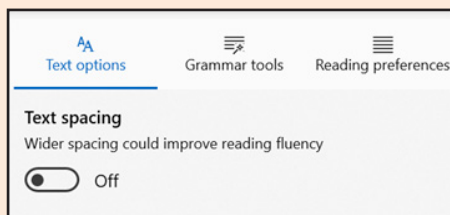
This feature will increase the spacing between letters on the page.

For Microsoft Word, open the 'Learning Tools' toolbar and select the 'Text Spacing' button.

The horizontal and vertical text spacing will now be increased -



When using Microsoft Edge, select the 'Learning Tools' tab from the Reading View toolbar and select 'Text options' - Switch 'Text spacing' to 'On' -

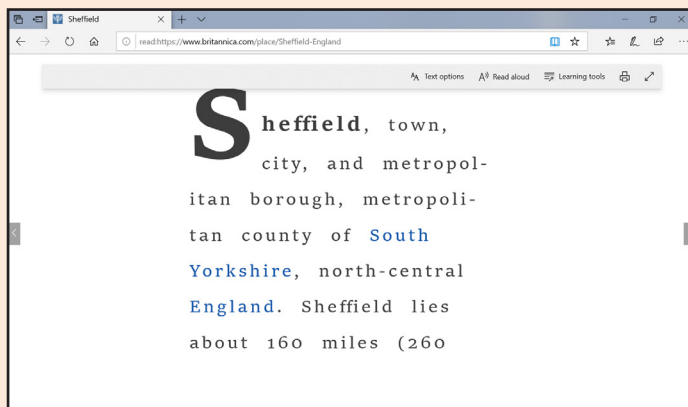


Text spacing

Wider spacing could improve reading fluency

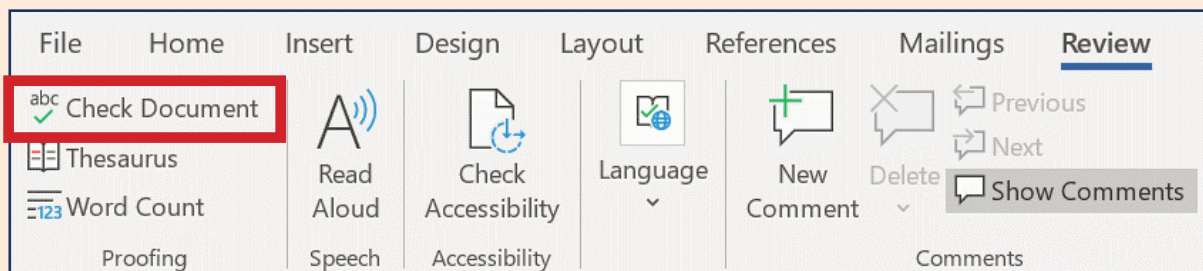


The vertical and horizontal text spacing is now increased -



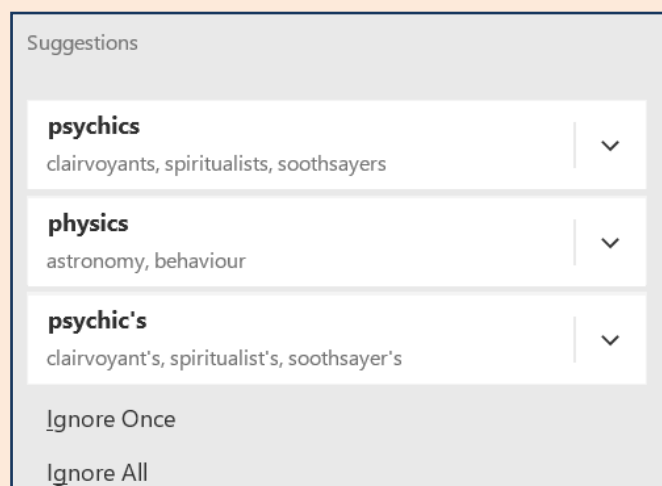
Spellchecking

Microsoft Word has a great spellchecker built-in, which most of us already use. We can load it by selecting 'Check Document' in the Review tab, or by pressing the F7 key.

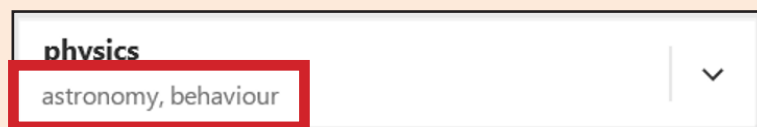


However, sometimes it can be hard to choose the right suggestion. For example, 'psychics' gives us these suggestions:

We wanted to write 'physics' here but if we just look at the spellings, it can be difficult to work out which one to use.



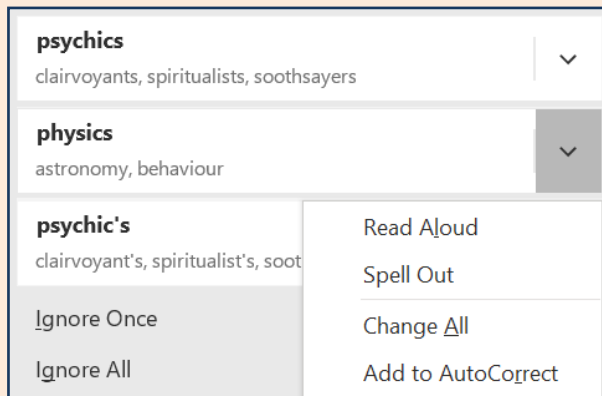
Word now helpfully includes 'synonyms' alongside its spelling suggestions. A synonym is a word that is very similar to another word. These are highlighted below in the case of physics.



If this does not help you identify the correct spelling, additional options can be used, which are described on the next page.

Spellchecking cont.

If the synonym alone hasn't helped you correct the spelling, you can select the down arrow next to the spelling suggestion.



In the menu, clicking 'Read Aloud' will read out the word for you, along with any synonyms associated with it. This is very helpful when the suggestions are spelled similarly but sound different.

Clicking 'Spell Out' will spell out the suggestion for you.

You can also read out the sentence in which the spelling mistake is made, by clicking on the audio button next to the sentence -

