



TEXT to SPEECH (Microsoft Word in Office 365)

“Immersive Reader”

1. Access your Office 365 and click on Word.
2. Open document that you want to be accessed with a text to speech application. You can  Upload and Open desired document or copy/paste document.
3. Click View tab at the top of the Word page under the blue Word bar. Immersive Reader is the second choice under the Word functions.
4. Click Immersive Reader  Immersive Reader . Move the mouse where you want the Text to Speech to start on the document.
5. Click the play button at the bottom of your screen.
6. Voice and Reading Speed can be adjusted to your preference by clicking on the speaker symbol located by the play button at the bottom of your screen.

TEXT TO SPEECH (MICROSOFT WORD 2016)

*This is the Word accessed through desktop icon

Click on  "Customize Quick Access Guide" in top left of screen

Click "More Commands" near bottom of list

Click first drop down box "Popular Commands" and choose "All Commands" (3rd down)

Scroll until you find "  Speak"

Click once

Click "Add >>" middle of screen

Click OK

Highlight text and click  in top left

(Ctrl+A = highlights entire text)

Click  again to stop

TEXT TO SPEECH—OFFICE LENS APP

How to take a photo of Document and turn it to Text to Speech with **OFFICE LENS APP**

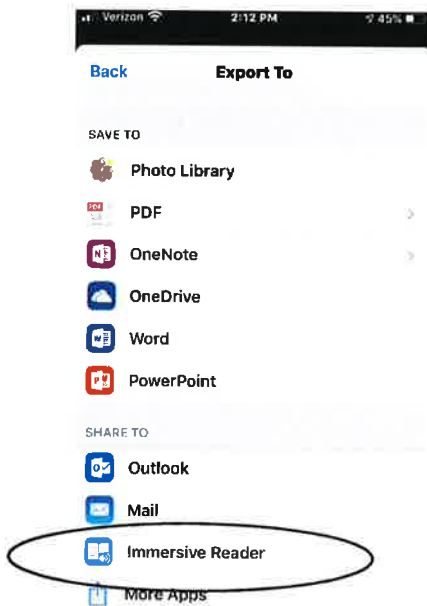
Download free Office Lens app

Open & select Document

Take photo (Orange box will appear to help with borders. May need to move phone to adjust orange box.)

Click Done

Click Immersive Reader under “Share To” option toward bottom of screen.

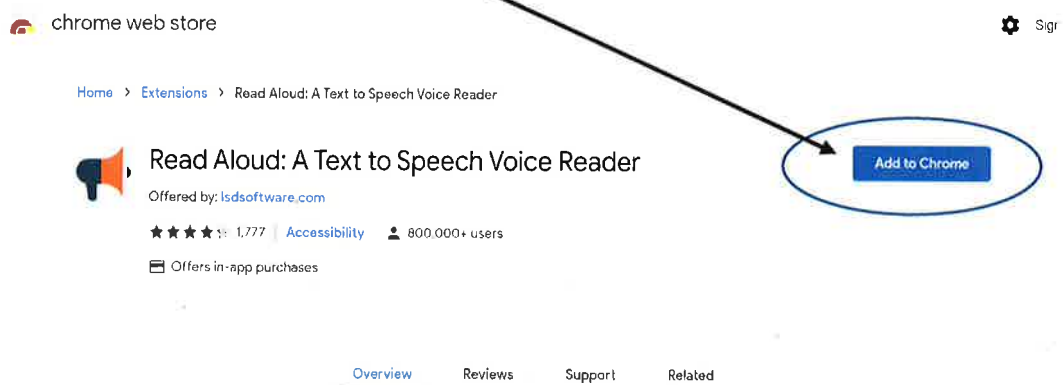


Quick Start Guide

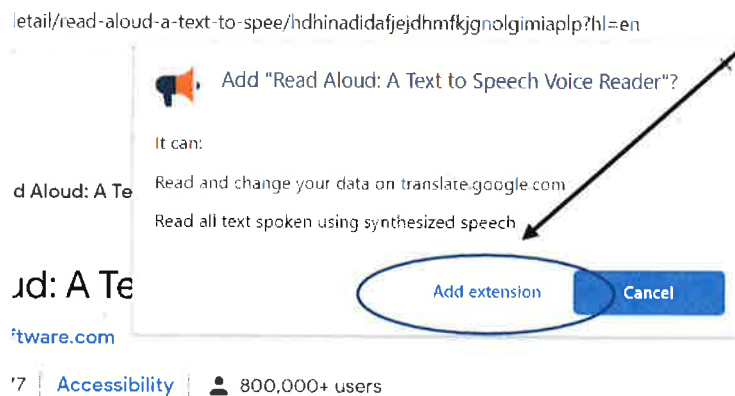
Read Aloud: A Text to Speech Voice Reader for Google Chrome

1. Open Google Chrome and into the search box type, "Add read aloud to Google Chrome" to be able to click on the following url link:
<https://chrome.google.com/webstore/detail/read-aloud-a-text-to-spee/hdhinadidafjejdhmfkjgnolgimiapl?hl=en>

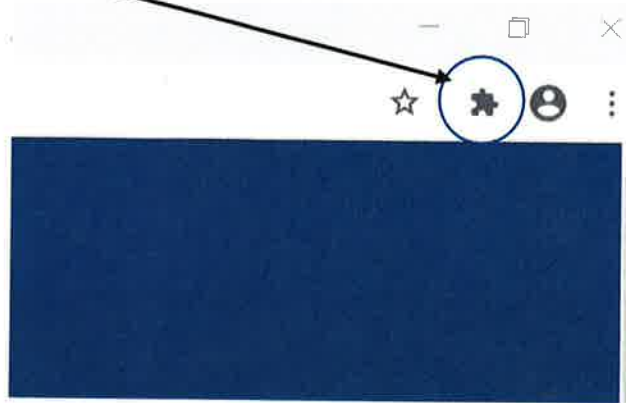
2. This takes you into the Chrome Web Store where you will be presented with the following option. Click on **Add to Chrome**.



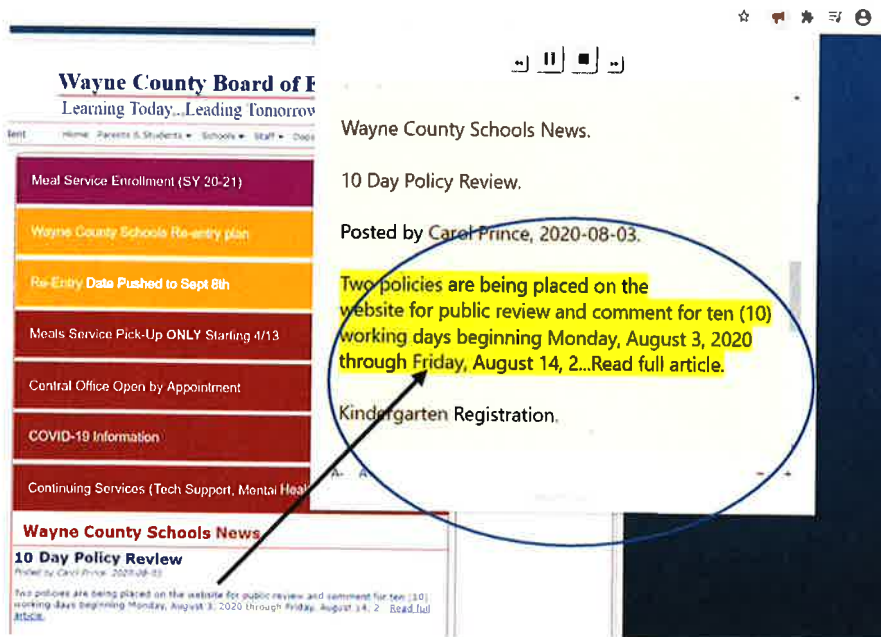
3. You will then see the pop-up box below where you confirm by clicking on **Add extension**.



4. To use Read Aloud for Google Chrome, you simply go to the website with which you want to use it. In the upper right hand corner of the screen, click on the emblem that looks like a puzzle piece.

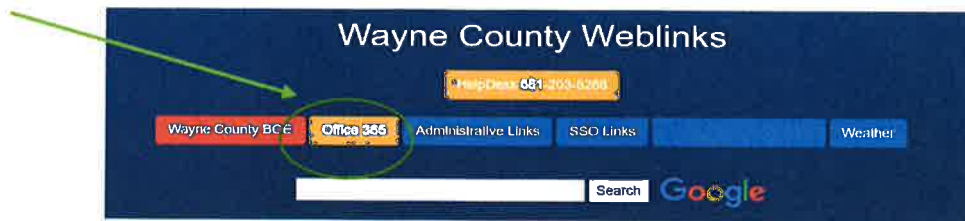


5. A pop-up box will appear and beginning reading aloud, starting at the top left hand side of the page. To read specific text from the page, scroll down through the pop-up box, clicking on what you would like read. That will be highlighted and then will be automatically read aloud.

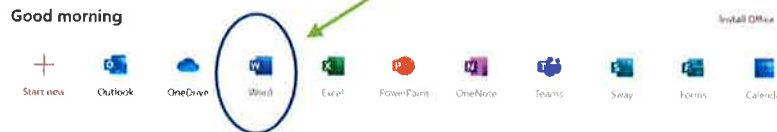


Quick Start Guide – Microsoft Word Dictation

1. Sign in to your Microsoft account using Edge, Firefox, or Chrome.
2. Next, go of Office 365:



3. Once there, click on Word:



4. Begin with a *New* or blank document. Go to Home > Dictate. First-time users will be prompted to enable microphone permissions.



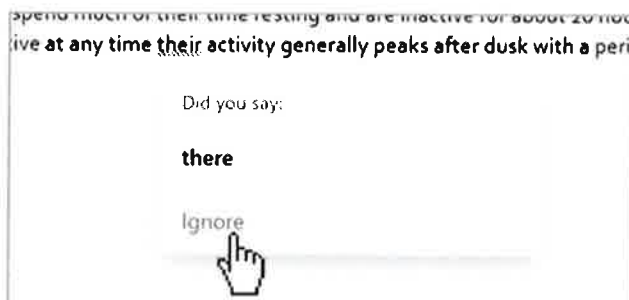
5. A mic icon will appear - wait for it to turn on to be sure it started listening. Microphone will become a dark red color when it is actively recording.



6. Insert punctuation any time by saying them explicitly (see support document for specific hints).
7. Fix mistakes with your keyboard or *Dictation suggestions* without having to turn off the mic icon.

Dictation suggestions:

Markings may appear under words with alternates that we may have misheard. If the marked word is already correct, you can click to select Ignore.



8. Exit dictation with **Close (X)** in the Dictation toolbar or pressing the button in the ribbon again.

Helpful Hints --- MS Word Dictation

What can I say?

Microsoft Word Dictation is NOT the same thing as enabling speech recognition in Windows 10 (used for state testing). MS Word Dictation is more powerful with punctuation and voice commands (preview). Try phrases like "new line", "delete", "bold that", "underline last sentence".

Punctuation & Symbols:

Phrase to use for Punctuation:	Output:
▪ Period, Full stop	.
▪ Comma	,
▪ Question mark	?
▪ Exclamation mark/point	!
▪ New line/paragraph	New line (Enter)
▪ Colon	:
▪ Semicolon	;
▪ Open quotes and Close quotes	" "
▪ Hyphen	-
▪ Underscore	_
▪ Begin/Open single quote and ▪ End/Close single quote	' '
▪ Left/Open parentheses and ▪ Right/Close parentheses	" "
▪ Left/Open bracket and ▪ Right/Close bracket	[]
▪ Left/Open brace and ▪ Right/Close brace	{ }

Phrase to use for Symbols:

Asterisk	*
Backslash	\
Forward slash	/
Ampersand, (<i>And sign</i>)	&
Dollar sign	\$
At sign	@
Ellipsis, Dot (<i>dot dot dot</i>)	...

Phrases to use for Mathematics:

- | | |
|---|---|
| ▪ Percent sign | % |
| ▪ Number sign/Pound sign | # |
| ▪ Plus sign | + |
| ▪ Minus Sign | - |
| ▪ Multiplication sign | x |
| ▪ Division sign | ÷ |
| ▪ Equal sign | = |
| ▪ Less than sign (Left angle bracket) | < |
| ▪ Greater than sign (Right angle bracket) | > |

Phrases to use for Editing Commands:

- Undo
- Delete
- Delete that
- Delete last word
- Delete last sentence
- Delete [1 - 1,000]
- Backspace
- Backspace [1 - 1,000]
- Insert space

Phrases for use for Formatting:

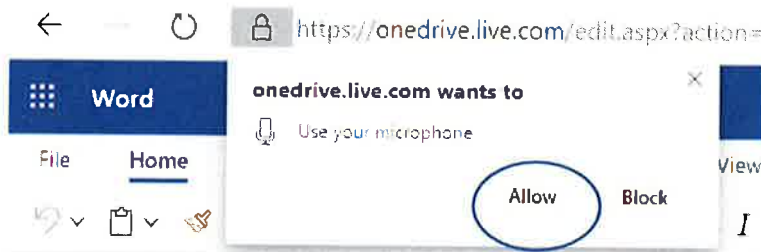
- Bold
- Italics
- Underline
- Remove [format]
- Clear all formatting
- [format] that
- [format] last word
- [format] last sentence
- Align [left, center, right]

Phrases to use while dictating:

- Show help
- Pause dictation
- Exit dictation

Troubleshooting for MS Word Dictation:

- Can't find the dictate button. If you can't see the button to start dictation:
 - Make sure you're signed into Office in your browser with a Microsoft account.
 - On Windows: make sure you have Windows 10 or above.
- Dictate button is grayed out. If you see the dictate button is grayed out:
 - Make sure the document is not in a Read-Only state.
- Microphone doesn't have access. If you see "Please check your audio settings" or "We don't have access to your microphone":
 - Make sure no other application or web page is using the microphone and try again.
 - Check your browser's settings, search for "microphone", and see if you may have denied permissions in the past for Word, Office, or OneDrive by viewing it in your blocked list. Remove it from the Block list, refresh, click Dictate again, and enable permissions.



- Microphone isn't working. If you see "There is a problem with your microphone" or "We can't detect your microphone":
 - Make sure the microphone is plugged in.
 - Test the microphone to make sure it's working.
 - On Windows 10: check the microphone settings in Control Panel.
 - On Windows 10: also see How to set up and test microphones in Windows 10.
 - On a Surface running Windows 10: Adjust microphone settings.
 - On Mac: check the microphone in System Preferences > Sound > Input.
- Dictation can't hear you. If you see "Dictation can't hear you" or if nothing appears on the screen as you dictate:
 - Make sure your microphone is not muted.
 - Adjust the input level of your microphone.
 - Move to a quieter location.
 - If using a built-in mic, consider trying again with a headset or external mic.
- Accuracy issues or missed words. If you see a lot of incorrect words being output or missed words:
 - Check if you are on the new Edge, Firefox, or Chrome.
 - Make sure you're on a fast and reliable internet connection.
 - Avoid or eliminate background noise that may interfere with your voice.
 - Try speaking more deliberately.
 - Check to see if the microphone you are using needs to be upgraded.

OneNote (Immersive Math)

Start with Office 365

Open OneNote

+New Notebook (add name)

Click here or press ENTER to create new section

Enter section name

Type math problem

OR

Click Draw, select pen, and write math problem.

OR

If computer is touchscreen, can write problem with finger/stylus. It does not have to fit on line.

OR

Copy, paste (ctrl v) from another document (if it doesn't copy to look the same, write/type instead). To type in word, may use Insert, Symbol, mathematical operators then copy paste.

Under Draw, click on dotted rectangle

Create highlight box around math problem

Click Math (right hand box comes up)

If problem was hand written, "Fix it" if necessary OR Select an action

Optional: Show steps &/or Generate a Practice Quiz