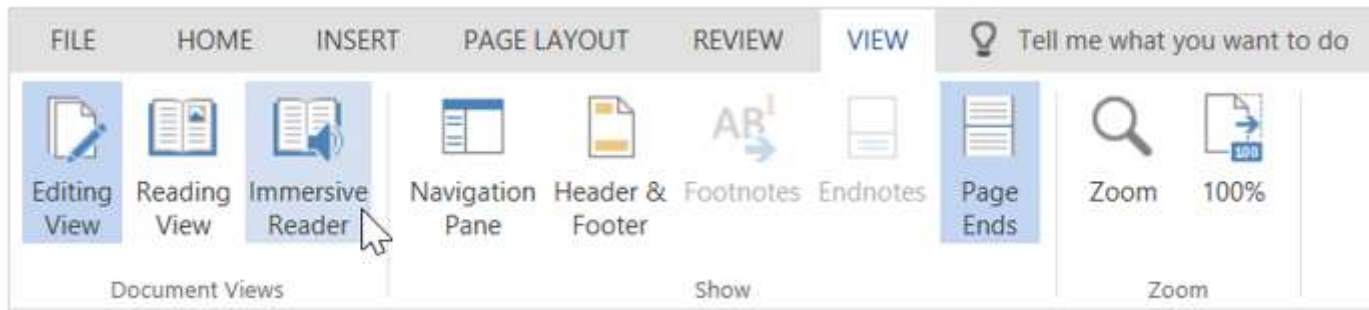


Immersive Reader

1. Log in to your Glow account and open a Word Online document.
2. Select the View tab in Word Online to find Immersive Reader.



DICTATE

1. Log in at Office.com and open a document using Word Online.
2. Select the **Dictate** button in the **Home** tab.
3. Wait for the red record button to appear, then start talking. Dictate will type what you speak.
4. Speak clearly at a natural rate of speed.
5. Say punctuation aloud or let Dictate fill it in by listening for your pauses.
6. Select the red record button again when you're finished writing with your voice or speak "**Stop dictation**".

