




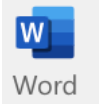
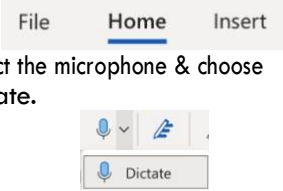


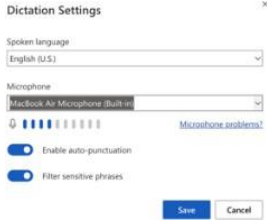


Accessibility Tools - Office 365 Word




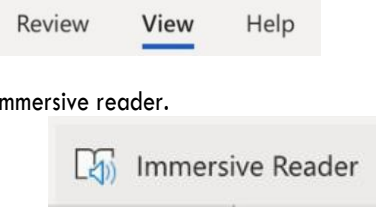



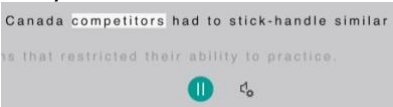


1. Accessing Office 365

<p>1. Open your browser.</p> 	<p>2. Go to: portal.yesnet.yk.ca</p>  <p>Login: student#@yesnet.yk.ca</p>	<p>3. Open Office 365</p> 
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2. Dictation – Types using your voice.

<p>1. Open Word</p>  <p>Create a new document or open an existing one.</p>	<p>2. Under the Home menu,</p>  <p>Select the microphone & choose dictate.</p>	<p>3. Select the gear  at the bottom of the page to access settings.</p> 
<p>4. Select the correct microphone and save.</p>  <p>Blue bars will light when you speak.</p>	<p>5. When you are ready, click on the microphone to start dictation.</p> 	<p>6. Dictation will type your spoken words. You can pause the dictation by clicking on the mic again or by saying “pause dictation”.</p> <p>Dictation is an amazing tool!</p> 

3. Immersive Reader – Have the text read to you.

<p>1. Open Word</p>  <p>Open the document you would like to have read.</p>	<p>2. Under the view menu,</p>  <p>select Immersive reader.</p>	<p>3. In the top right, you can select, the text size, font, ...</p> 
<p>4. At the bottom of the page, click the play  button to start or the speaker  icon for voice options.</p> <p>Voice Selection</p> <p><input checked="" type="radio"/> Female</p> <p><input type="radio"/> Male</p>	<p>5. Immersive reader will start reading the text to you.</p>  <p>You can also click on any word in the text, and it will be read to you.</p> 	<p>6. There is also a built-in visual dictionary. By clicking on some words, an image will appear. Select  beside the word to hear it.</p> 