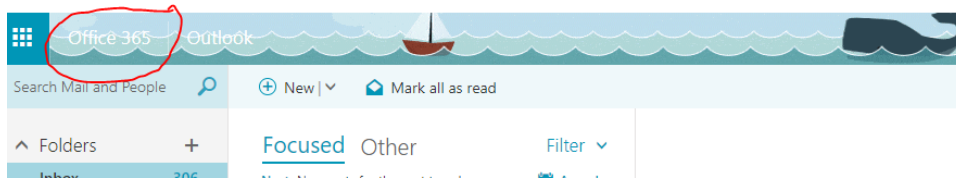


# Using Learning Tools in Word Online to help with Reading Fluency and Comprehension

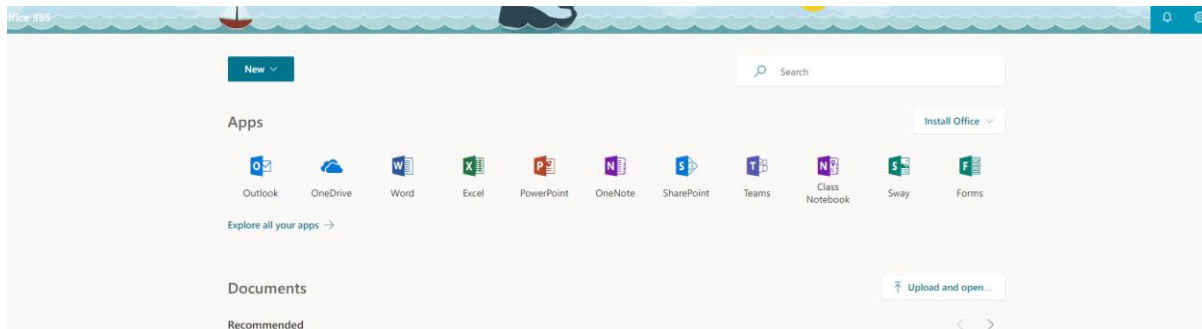
1. Go to **hempsteadschools.org** and click the email icon on the top right. Log into email with your Hempstead email and password.



2. Once you are in your Outlook email, click on **Office 365** on the top right.

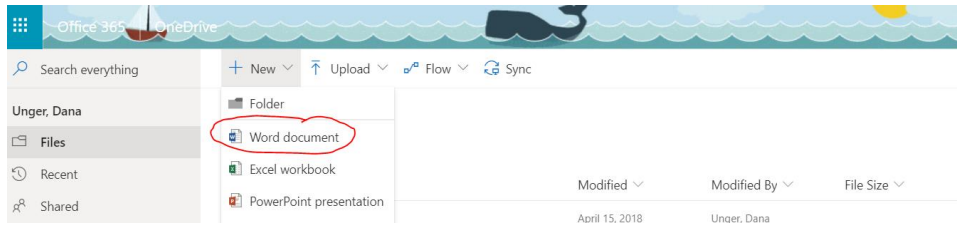


3. This will bring up your Office 365 Home screen.



4. Click OneDrive (the blue cloud). This is where you can create new folders and documents, upload folders and files, etc. If you store your documents here, you will be able to access them anywhere.

5. Once you are in OneDrive, click **+ New** and then select **Word document** from the drop down menu.



6. Go to **View > Learning Tools**, and select your options:

**Column Width** changes line length to improve focus and comprehension.

**Page Color** can make text easy to scan with less eye strain.

**Line Focus** removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.

**Text Spacing** increases the spacing between words, characters, and lines.

**Syllables** shows breaks between syllables, to improve word recognition and pronunciation.

**Read Aloud** lets you hear your document as each word is highlighted.

**Note:** Use the playback controls to start and stop the narration, to change the speed of the reading, and to switch between reading voices.

### **Language support**

*Text spacing is available for all languages except those written with complex or connected scripts. For example, Arabic isn't supported.*

## Picture Dictionary

← Immersive Reader AA ☰ 📖 ↗

looks like a giant person. If you listen closely, you can hear the tap, tap of a bird making holes in the cactus. The bird is making a nest.

I hear a little hoot. A tiny owl

▶ 🔊