

## OneNote 2016 Class Notebook Learning Tools

Learning Tools for OneNote is a free Add-in for OneNote containing tools to help improve reading and writing skills.

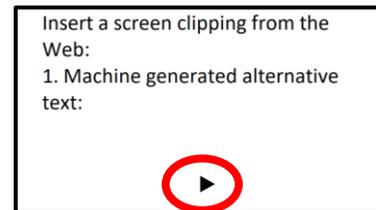
- Download the Learning Tools Add-In from [www.onenote.com/learningtools](http://www.onenote.com/learningtools).

- To Use the Immersive Reader

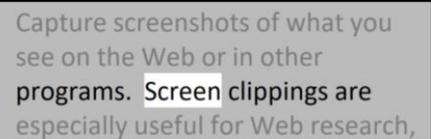
- Click **Immersive Reader** on the Learning Tools tab on the ribbon.



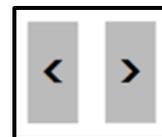
- On the new page that opens, click the play button to hear the paragraphs read to you.



- To listen from a certain point on the page, select the word and then click the play button.

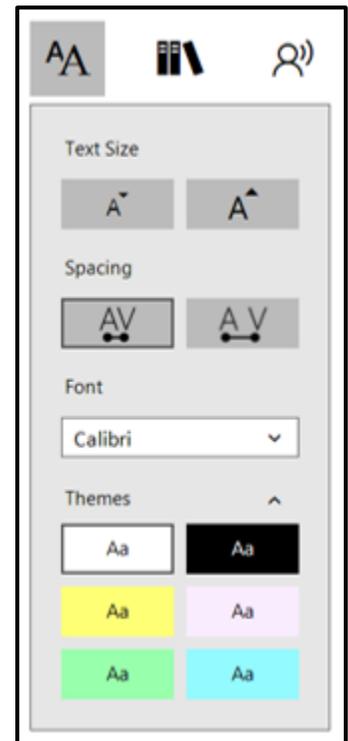


- Click the Next and Previous page buttons to move between pages.

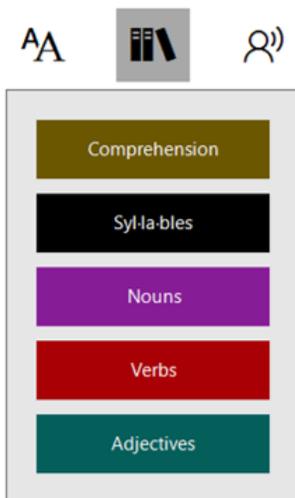


- The reader will not display images, but will display the text in the images.

- To change the text options,
  - Click the text icon in the top right-hand corner of the immersive reader screen.
  - Move the slider to change the text size.
  - Toggle the Increase Spacing button on or off to increase or decrease the amount of space between letters.
  - Select a font from the list of available fonts.
  - Select a different theme to change the immersive reader screen background color.



- Click the parts of speech icon to highlight syllables and parts of speech; the comprehension button uses color codes to highlight verbs and show their subordinate clauses in brackets.

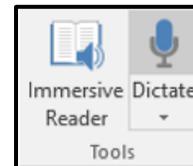


Cap·ture screenshots of <what you see on the Web or in oth·er pro·grams>. Screen clip·pings are es·pe·cial·ly use·ful for Web

- Click the voice icon to adjust the voice speed and/or to select a different voice.

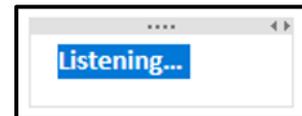


- To change speech to text,
  - Click **Dictate** on the Immersive Reader tab on the ribbon.



- The first time you use dictation, you'll be asked to sign in with your Office 365 account.

- Begin speaking when you see the highlighted "Listening" text box.



- To insert punctuation, say its name (i.e., period, new line, comma, etc.).

- Click **Dictate** again to stop recording.