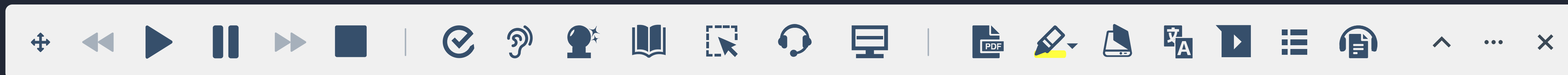


# Quick Reference Guide



Text-to-Speech

Neurodiversity

Productivity

## Text-to-Speech tools



### Play, Pause, Fast Forward

Reads text out loud with dual colour highlighting. With options for play, stop, start, rewind and fast forward, this toolbar gives users complete control of the audio.

### Benefits

Hearing text read aloud reinforces understanding, increases focus and improves retention. It's a powerful proofreading tool too, giving tired eyes a rest.

## Read&Write for Work Quick Reference Guide

# Neurodiversity tools



### Check It

Advanced, dyslexia-friendly, spellchecker to help correct complex spelling and grammar. It offers word suggestions and dictionary definitions too.

#### Benefits

Allows users to easily spot and fix spelling and grammar errors in their writing.



### Similar Word Checker

Identifies homophones and commonly confused words. Like 'there', 'they're' and 'their'.

#### Benefits

Helps users to find and fix homophones and commonly confused words in their writing. It's perfect for recognising complex phonetic spellings for users to fix.



### Prediction

Intuitively predicts the word as it's being typed and the word most likely to follow.

#### Benefits

Digital content, such as emails and reports, can be created faster and more accurately.

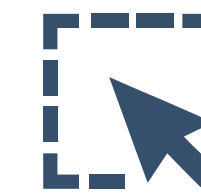


### Dictionary

Look up the meaning of any word. Use our basic dictionary, advanced dictionary and our web dictionary for definitions. It also includes picture dictionary support.

#### Benefits

Helps users to understand the meaning of words. Removing barriers to communication.



### Screenshot Reader

Captures 'snapshot' images and text from anywhere - documents, web pages, presentations, PDFs - and transforms them into editable and accessible formats.

#### Benefits

Makes any captured image or text accessible by converting them to digital documents. Here, the information can be read aloud using the speech tools. And, reused in emails, documents or reports without having to recreate them.



### Dictation

Converts the words that you speak into text and inserts them in a document.

#### Benefits

Produce documents in half the time! Saving time and effort that can be better spent doing something else. Less typing reduces the risk of getting carpal tunnel syndrome or repetitive strain injury. Less screen time reduces the risk of eye strain.



### Screen Masking

Adds a tint to your screen or document. Choose from a variety of colours and display options.

#### Benefits

Helps reduce screen glare and increase focus. Also benefits people with colour or light sensitivity and cognitive load difficulties.

# Read&Write for Work Quick Reference Guide

# Productivity tools

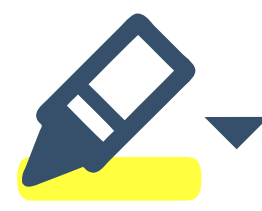


## PDF Reader

Reads PDF documents out loud. Users can highlight words and look up dictionary definitions of any word.

### Benefits

Increases the accessibility of PDF documents. Reinforces understanding, increases focus and improves retention.



## Highlights

Highlights then collects digital content from multiple sources into one document for easy referencing. It also creates a bibliography too.

### Benefits

Takes the stress out of research. It helps to present findings accurately and in a professional format. It's also really useful for summarising key points from a lengthy report.



## Scan

Converts inaccessible paper documents into an accessible digital format.

### Benefits

Access and edit previously inaccessible documents, such as PDFs, and convert them into alternative formats such as MP3 or Word.



## Translator

Offers single word written and spoken translations in multiple languages.

### Benefits

Increases comprehension and expands language skills by allowing users to translate single words into their native tongue.



## Voice Note

Offers an alternative to writing comments in documents. Here, you can record audio notes instead.

### Benefits

Helps to remove barriers for users who struggle to write. Promotes collaborative working and increases productivity.



## Vocabulary List

Creates a personalised dictionary or word list.

### Benefits

For users who love learning new words and improving their vocabulary, fast. It's also a handy tool for visual learners.



## Audio Maker

Converts text into MP3 audio files.

### Benefits

Offers users an alternative way to consume written text. It especially supports audio processors and offline listening.



For more information contact [workplace@texthelp.com](mailto:workplace@texthelp.com)

