



A short introduction to inclusive technology, Read&Write for Work



Success happens when we encourage employees to bring their whole selves to work

Read&Write for Work helps our neurodiverse workforces to thrive. We support people who think, learn and work differently.

Up to **1 in 5¹** people around the world are neurodivergent. That means they have a neurodiverse condition such as [Dyslexia](#), [Autism](#), [ADHD](#) and [Dyspraxia](#).

Neurodivergent individuals have unique ways of thinking, processing, learning and behaving. That means they bring out-of-the-box thinking, creative solutions and more to the workplace. It also means we should support them to work and achieve in their own way.

Of the global adult population:

10%²
are dyslexic

6%³
are dyspraxic

4%⁴
have ADHD

1-2%⁵
are autistic



Read&Write is an inclusion tool that supports people who think, learn and work differently. It offers instant and discreet support to all employees, without the need to self-identify. Wherever there is digital text, we can make it easier to understand for everyone.

- **76%⁶ of people** with a disability or neurodiverse condition do not fully disclose this at work
- **43%⁷ of employees** with disabilities or conditions do not feel comfortable to approach their employer to ask for change

In this guide, discover how Read&Write encourages employees to be themselves. Explore how Read&Write helps to create an inclusive workplace, making it easier to attract and retain diverse talent.



“We know that it takes on average 3 years for a person to disclose that they have a neurodiverse condition. The number of neurodivergent colleagues we have is higher than we think. That’s why we’ve made Read&Write available to every single colleague.”





What is **Read&Write**?

Read&Write is a powerful set of reading and writing tools that support the huge numbers of people in your organization who struggle with digital text in some way.













- **Helps employees to choose how they understand and are understood**
Hear written text read out loud, dictate information rather than type, and much more.
- **Improves accuracy and confidence for all**
Intuitive writing features and concentration tools help employees to harness the skills they already have.
- **Supports all staff anytime and anywhere**
Integrates across any platform or device, providing instant support to all staff.
- **Demonstrates your commitment to workplace inclusion**
Read&Write helps create an inclusive workplace that welcomes neurodiversity and encourages employees to be themselves.

“Providing Read&Write shows that we’re willing to invest in the best support that’s available...it demonstrates that we really do invest in our staff and care about their wellbeing.”



Guy's and St Thomas'
NHS Foundation Trust

Read&Write features

Feature	What it does	How it helps	It particularly benefits
Text-to-Speech 	Reads on-screen text aloud (including inaccessible text).	Hearing text read aloud reinforces understanding, increases focus and improves retention. It's also a very powerful proofreading tool that can amplify literacy errors, and give tired eyes a break.	Individuals with Dyslexia or ADHD who may find it easier, or more engaging, to process information by listening.
Check it 	Advanced spelling and grammar checker. It offers word suggestions and dictionary definitions too.	<p>This powerful proofreading tool helps users to easily find and fix mistakes, without relying on another set of eyes.</p> <p>It provides contextual suggestions, which is much more advanced than standard spell checkers. It also supports industry-specific terminology within medical, engineering and legal professions*.</p> <p>*120,000 specialist words available.</p>	Employees with literacy challenges or Dyslexia. It allows them to focus on the context of content, without worry over the mechanics of spelling.
Similar Word Checker 	Identifies homophones and commonly confused words. Like 'there', 'they're' and 'their'.	Helps users to find and fix homophones and commonly confused words in their writing. This increases confidence in the quality of written communication.	Employees with literacy challenges or Dyslexia who may confuse similar-sounding words.
Prediction 	Intuitively predicts the word the user is typing and the word most likely to follow.	Digital content, such as emails and reports, can be created faster and more accurately. Being able to choose from suggested words helps users to keep their flow, without distraction.	Employees with physical difficulties who would benefit from fewer keystrokes. Employees with literacy challenges or Dyslexia, who may struggle with spelling. And, employees with ADHD who may benefit from tools that aid concentration.
Dictionary 	Basic dictionary, advanced dictionary and web dictionary provides written and pictorial definition of words.	Helps users to understand the meaning of words, and aids comprehension through visual support.	Employees with literacy challenges, and those who struggle with word retention.
Screenshot Reader 	Captures 'snapshot' images and text from any document, email or web page, and transforms them into editable and accessible formats.	Captured information is made accessible, meaning it can be read aloud using the Text-to-Speech tools. Users can also easily reuse captured content without having to retype or recreate it.	Employees who may struggle with short-term memory retention, such as those with ADHD or Dyslexia. That's because it allows them to copy text from an image and save for future reference.
Dictation 	Converts the spoken word into text. Users speak and watch as their words appear on screen.	Allows employees to choose how they complete written work. It also offers time-saving benefits, supports multitasking, and reduces screen time for tired eyes.	Employees who prefer to express themselves verbally, as well as those that could benefit from support in maintaining their focus and flow, such as employees with ADHD.
Screen Masking 	Tints the whole screen in any chosen color, and provides a reading spotlight that can be tailored by color, size and opacity.	Being able to apply a screen tint helps to reduce glare, and eases eye strain. The addition of a reading spotlight allows users to focus on a certain area of the screen. This helps to remove distractions, allowing users to remain focused on the text they want to consume.	Employees with sensitivities to color, light, or cognitive load. As well as those with ADHD or Dyslexia who could benefit from being able to minimize on-screen distractions.
PDF Reader 	Reads PDF documents out loud, and provides dictionary definitions of any word.	Text-to-Speech and Dictionary tools reinforce understanding and improve retention. Users can also listen and learn as they multitask.	Auditory processors who understand better by listening. As well as employees who could benefit from Dictionary support.
Highlights 	Highlights and collects digital content from multiple sources into one document, with automatic source referencing.	Users can compile and summarize information with ease. It takes the stress out of research, and helps users to present findings accurately and in a professional way.	Employees who may benefit from organizational tools. As well as any employee involved in carrying out research or collating information.
Scan 	Converts paper documents and inaccessible PDFs into accessible digital formats.	Access and edit previously inaccessible documents, quickly and simply. With accessible digital documents, users can choose how to access the information contained.	Any employee who regularly works with PDFs or paper documents. As well as those who would benefit from an accessible digital format, and the option to use all the great tools within Read&Write.
Translator 	Offers written and spoken translations in multiple languages.	Increases comprehension and expands language skills by allowing users to translate into their native tongue.	Employees who speak English as a second language, or those working with stakeholders who speak English as a second language.
Voice Note 	Offers an alternative to writing comments in documents. Users can record audio notes instead.	Allows users to quickly and easily get their thoughts down. This helps users to stay on track and speed up their pace of work. It also offers a friendly alternative to written feedback.	Employees involved in collaborative work, or those responsible for reviewing, editing and signing off on documents or projects.
Vocabulary List 	Creates a personalized dictionary or word list.	Being able to compile a personal glossary is helpful when learning a new topic, increasing vocabulary range, or retaining words for future reference.	Employees with memory retention challenges, as well as anyone who loves learning new words. It also benefits anyone involved in writing content, professional development, or who are learning new industry-specific terminology or a new language.
Audio Maker 	Converts text into MP3 audio files, for listening on the move.	Offers users an alternative and convenient way to consume large amounts of information.	Auditory processors as well as those who could benefit from productive travel time. For example, employees in training who would like to listen and learn on the go.



I have strategies to deal with my dyslexia. One of the most important ones is Read&Write. It helps me when I'm drafting emails and any work-related papers. It picks up spelling mistakes, homophones, all the things that dyslexics have problems with. I've been using it for about 20 years.

Colin Moloney, Read&Write user with Dyslexia

Powerful benefits for all employees

Read&Write is particularly helpful for neurodivergent employees. But it also offers benefits to other employees including those with:

- **Low literacy.** 54%⁸ of US adults are reading below 6th grade level. As many as 1 in 4⁹ UK adults experience challenges due to low literacy skills. Over 40%¹⁰ of Australians have literacy levels below what is considered enough to get by in everyday life.

Useful features include:   

- **English as a Second Language.** In the US, 67 million¹¹ speak English as a Second language. In the UK, nearly 8%¹² of people speak English as a Second language. In Australia, nearly 1 million¹³ say that they speak English not well or not at all.

Useful features include:   

- **Conditions that affect reading and writing.** For example, those that may cause visual disturbances or difficulty with working memory. As well as conditions that cause fatigue, that may be impacted further by mental activities.

Useful features include:   

Regardless of difference, disability or language, **100% of our employees** should feel encouraged to understand and communicate in their own unique way.

The visual learners



The auditory processors



The verbal communicators



The data-oriented



The detail-oriented



The logical analyzers



The organized researchers



With **Read&Write**,
all employees can choose
to learn and work in the style
that suits them best.

“By rolling out Read&Write we are removing barriers to inclusion that aren't always visible, opening up opportunities, and making the online experience easier for everyone. This is a fundamental part of our Inclusion strategy, to create a place where everyone feels welcome.”

Coca-Cola
EUROPACIFIC
PARTNERS



Are you ready to find out more about **Read&Write**?

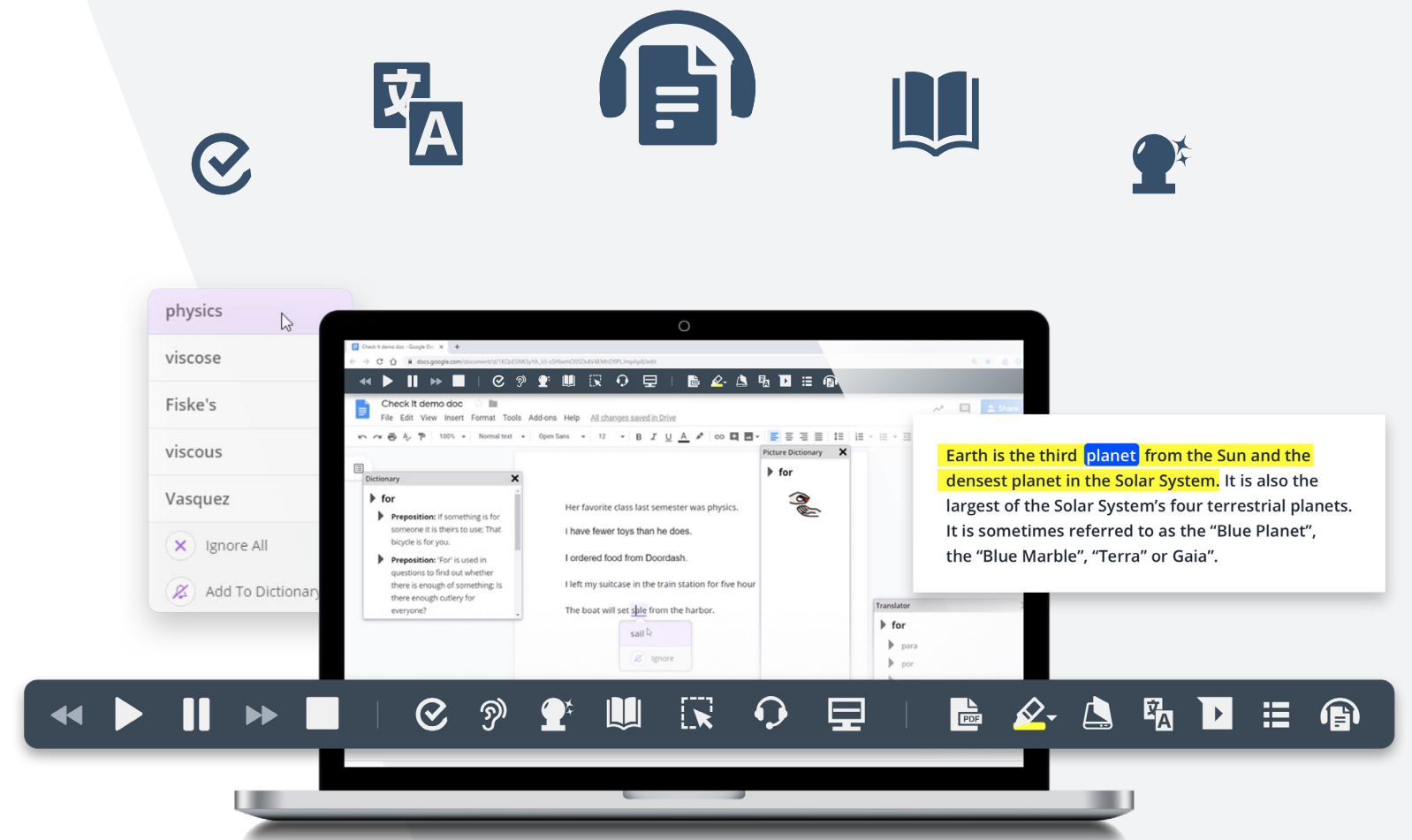
Read&Write supports over 40 million people worldwide, and we're ready to support millions more.

Chat to us, receive a demo, and discover how Read&Write can support your people.

Feel free to ask us about:

- **Read&Write Free for Family** - an extra benefit that comes with our Read&Write Enterprise license
- **The Texthelp Academy** - our customer resource hub, containing everything you'd need to make the most out of Read&Write

Get in touch



Here's what our customers and end users say

Sainsbury's

“Read&Write allows us to unlock a colleagues' capability and gives them that sense of purpose in their work, which is really important.

“It's our responsibility to make sure every employee can perform to the best of their abilities... Read&Write is efficient, cost effective and easy to administer – and it delivers the best outcome for all staff.



Foreign &
Commonwealth
Office



“We decided early on that we wanted to make Read&Write available to everyone. It's available for download anonymously from our internal software library. And that's really important: staff can 'self-serve' without any kind of stigma or embarrassment if they don't want to be identified as having additional literacy needs.





“Read&Write is very user-friendly and it literally changed my working life for the better! I just felt less stressed. It just gave me confidence that I could do my job and I deserved to be in my position.

Taljinder Duggal, Read&Write user with Dyslexia and Dyspraxia



“I would definitely recommend Read&Write. I struggled all my life with my neurodiversity... I found it very difficult to feel able to have achievements. I know that if I had Read&Write as a child, I would be a doctor today. That was my dream that I never fulfilled.

Deirdre Williamson, Read&Write user with Marfan's Phenotype

[Discover Read&Write for yourself](#)



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