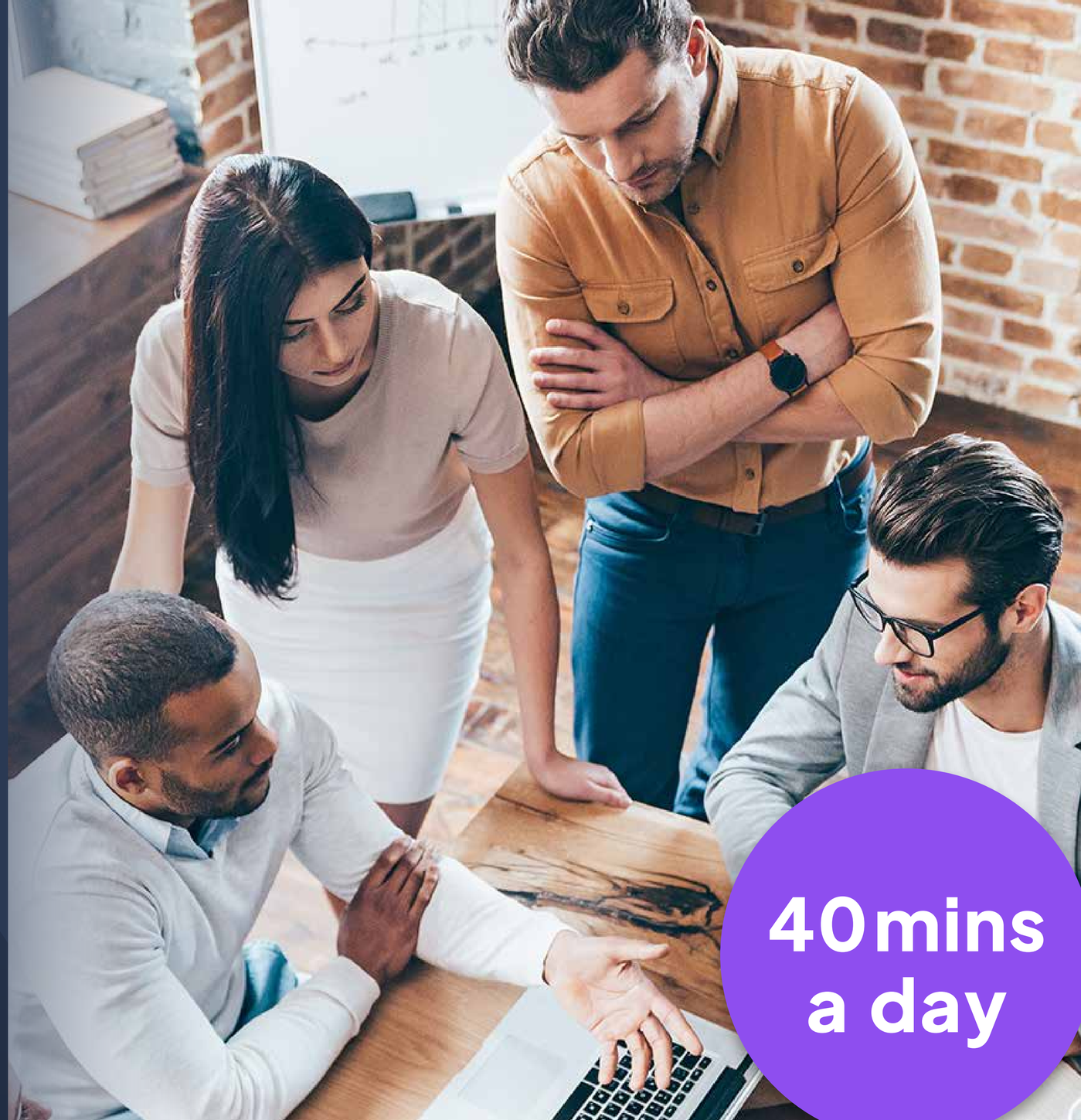
Read&Write
for work

Your 6 day **learning plan**

The Texthelp Academy contains everything you need to become an expert in using Read&Write.

Here, we'll guide you through these resources in our recommended 6 day learning plan. You should only need to set aside a maximum of 40 minutes a day.



Day 1

Introduction to Read&Write & 1 key feature

1

Let’s begin by visiting our introductory page to Read&Write.

Pay close attention to the 3 resources at the bottom of the page. As you explore them, think about what features might benefit you.

2

Now, open the toolbar.

Look for the purple jigsaw piece, or type the product name into the search box.

3

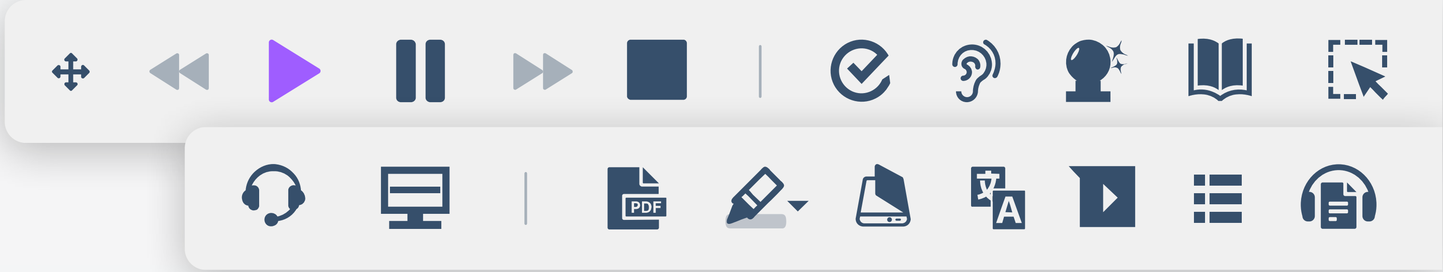
Choose how you’d like the toolbar to look.

Watch our handy video all about personalizing the toolbar.

4

Finally, let’s get to know a key feature of Read&Write.

Discover Text-to-Speech on the next page.



Text-to-Speech

Text-to-Speech reads on-screen text aloud. Hearing text read aloud reinforces **understanding**, **increases focus** and **improves retention.**

Watch this video

It'll only take 2 minutes

Practice with some exercises

Go to section 2 of the document

Did you know you can change the voice you hear?

The video and guide will help you to personalize Text-to-Speech.

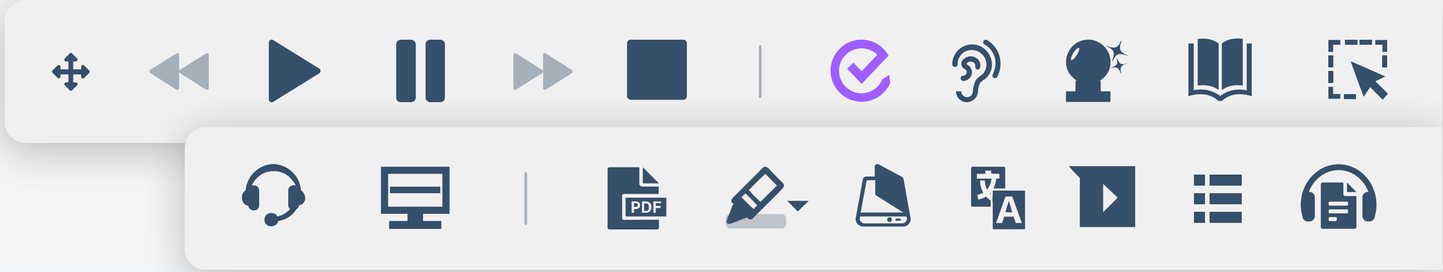
Day 2

Begin exploring Read&Write's neurodiversity features

These tools support the different ways we understand and communicate.

They particularly benefit those of us who are **neurodivergent**, but **empower all of us to learn** and work in the style that suits us best.

There are 7 features in total.
Today, we'll explore the tools that help us to write with more confidence, accuracy and efficiency.



Check-It

An advanced spell checker to help correct **complex spelling and grammar.**

Watch this video

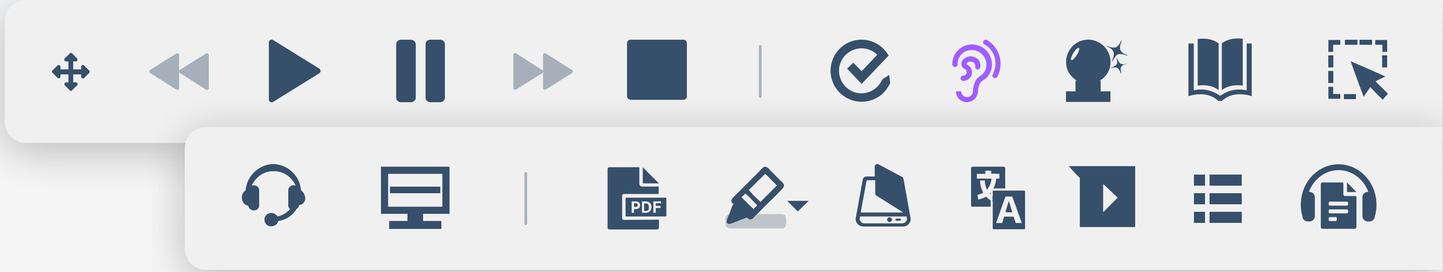
It'll only take 2 minutes

Practice with some exercises

Go to **section 3** of the document

Did you know you can set the vocabulary depending on your location?

The video and guide will help you to personalize Check-It.



Similar Word Checker

Identifies **homophones** and **commonly confused words.**
Like ‘there’, ‘they’re’ and ‘their’.

Watch this video

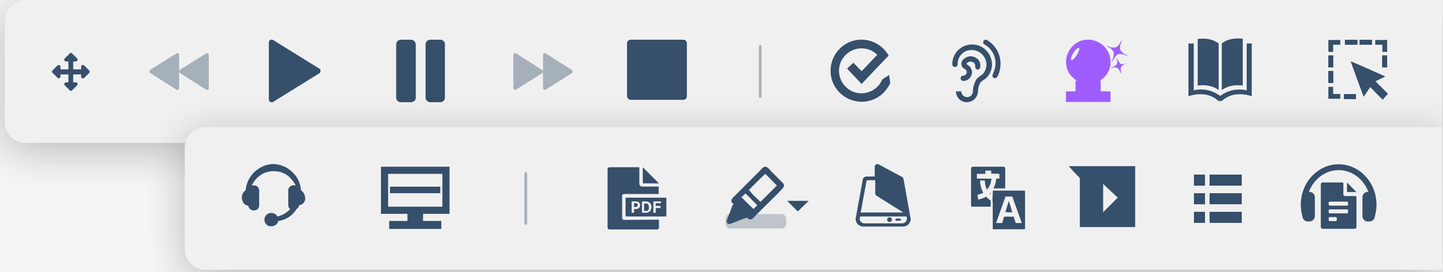
It’ll only take 2 minutes

Practice with some exercises

Go to **section 4** of the document

Did you know you can choose what color is used to identify similar words?

The video and guide will help you to personalize Similar Word Checker.



Prediction

Intuitively **predicts the word that's being typed** and the word most likely to follow.

Watch this video

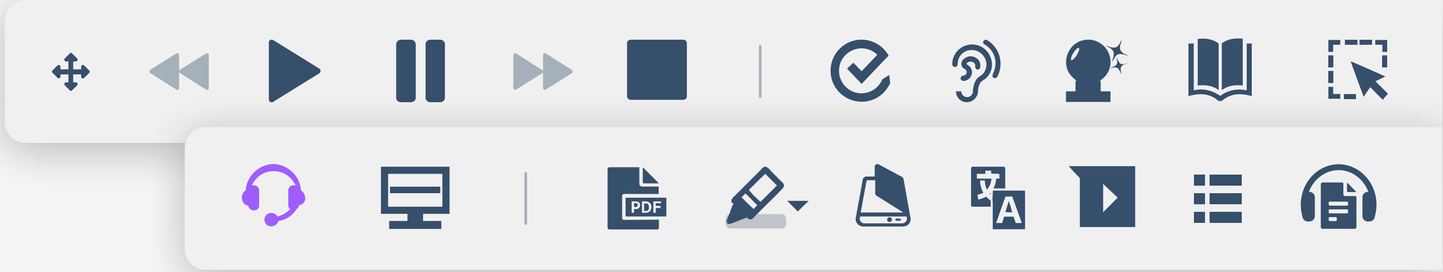
It'll only take 2 minutes

Practice with some exercises

Go to **section 5** of the document

Did you know you can create your own word bank?

The video and guide will help you to personalize Prediction.



Dictation

Offers an alternative to typing. **It converts the spoken word into text,** allowing us to input information by speaking.

Watch this video

It'll only take 2 minutes

Practice with some exercises

Go to **section 8** of the document

Did you know that using dictation can help us to get our thoughts down up to 3x faster?

The video and guide will help you to learn how to use Dictation.

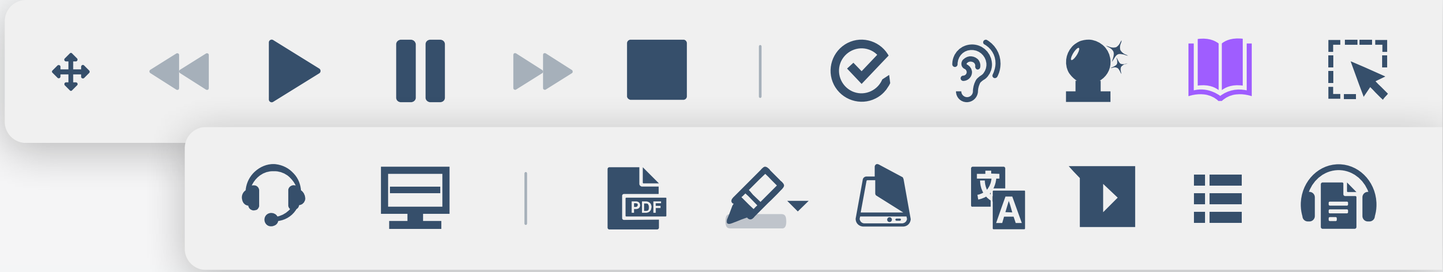
Day 3

Continue exploring Read&Write's neurodiversity features

Let’s take a look at the 3 remaining neurodiversity tools.

Like Text-to-Speech, these features make digital text **easier to understand.**

Day 3



Dictionary

Basic dictionary, advanced dictionary and web dictionary provides **written and pictorial definitions** of any word.

Watch this video

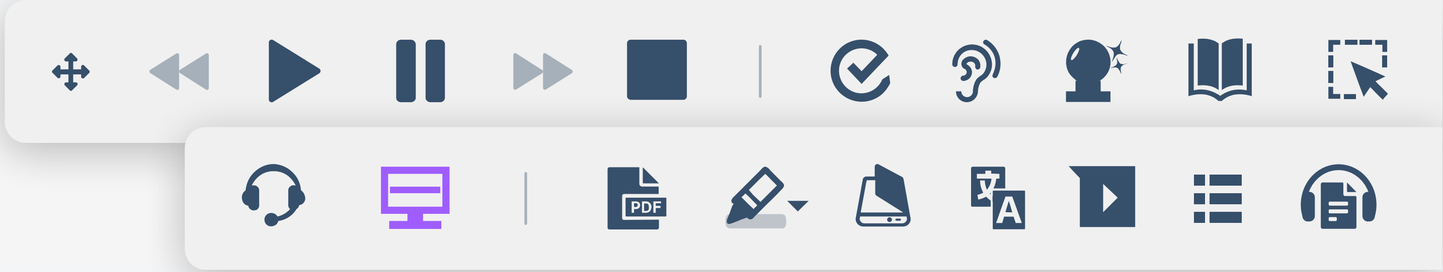
It'll only take 1 minute

Practice with some exercises

Go to **section 6** of the document

Did you know that you can choose which browser opens the web dictionary?

The video and guide will help you to personalize Dictionary.



Screen Masking

Tints the whole screen in any chosen color, and **provides a reading spotlight** that can be tailored by color, size and opacity.

Watch this video

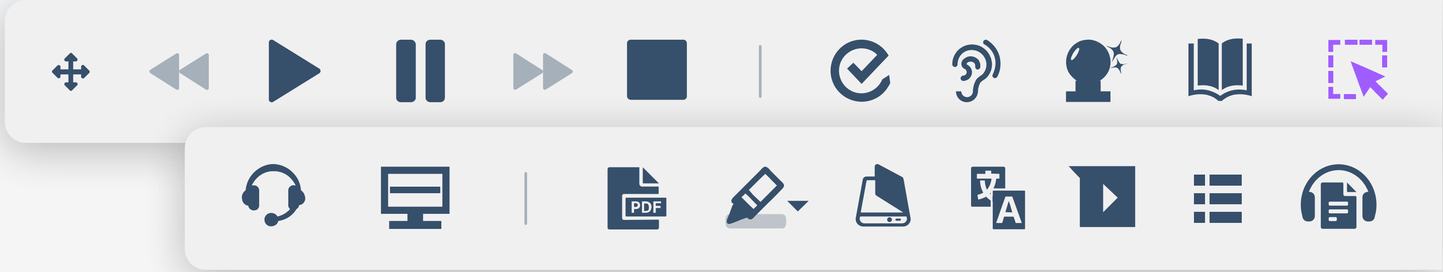
It'll only take 2 minutes

Practice with some exercises

Go to **section 9** of the document

Did you know you can tint your screen in absolutely any color?

The video and guide will help you to personalize Screen Masking.



Screenshot Reader

Captures images and text from any document, email or web page, and transforms them into **editable and accessible formats.**

Watch this video

It'll only take 2 minutes

Practice with some exercises

Go to **section 7** of the document

Did you know that the Screenshot Reader turns inaccessible text into an accessible format? That means, we can use Text-to-Speech to read text on images.

The video and guide will help you to learn how to use Screenshot Reader.

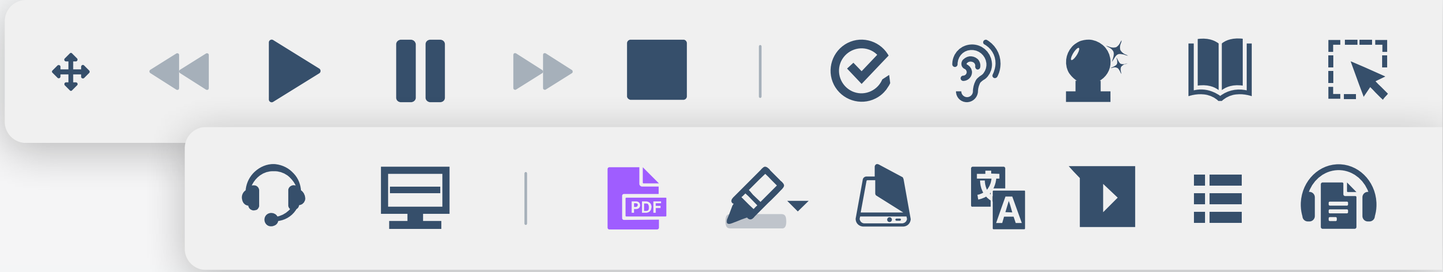
Day 4

Exploring Read&Write's research tools

Now, let’s explore

Read&Write’s research tools

These tools support research by making it easier to **consume, retain, and summarize** large amounts of information.



PDF Reader

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

Watch this video

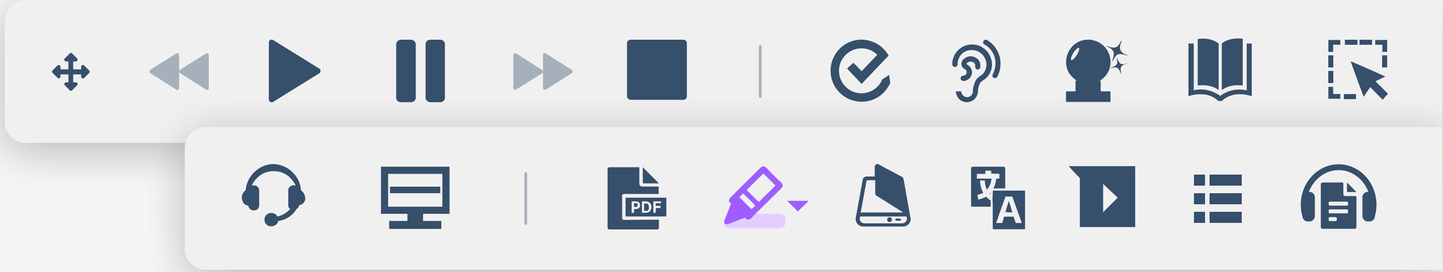
It'll only take 1 minute

Practice with some exercises

Go to **section 10** of the document

Did you know that with PDF Reader you can use Text-to-Speech, Highlights and Dictionary? This makes reading & summarizing research papers much easier.

The video and guide will help you to learn how to use PDF Reader.



Highlights

Highlights and collects digital content from multiple sources into one document, with **automatic source referencing.**

Watch this video

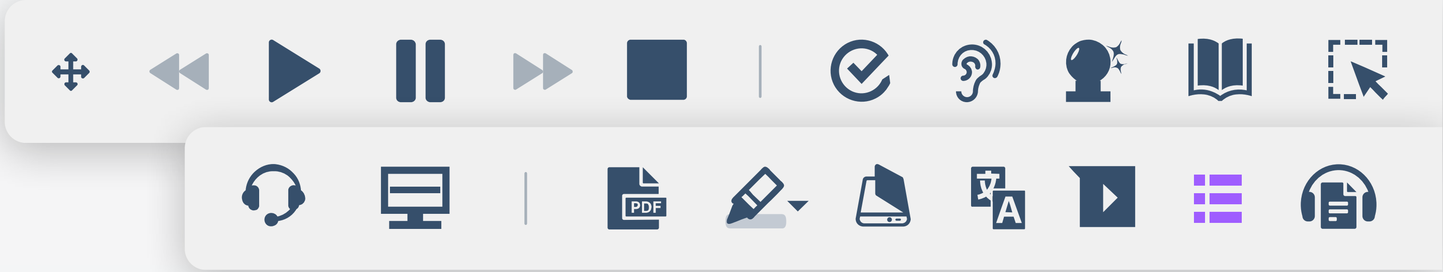
It'll only take 2 minutes

Practice with some exercises

Go to **section 11** of the document

Did you know you can choose which colors you collect and what order they appear in?

The video and guide will help you to personalize Highlights.



Vocabulary List

Creates a **personalized dictionary** or **word list.**

Watch this video

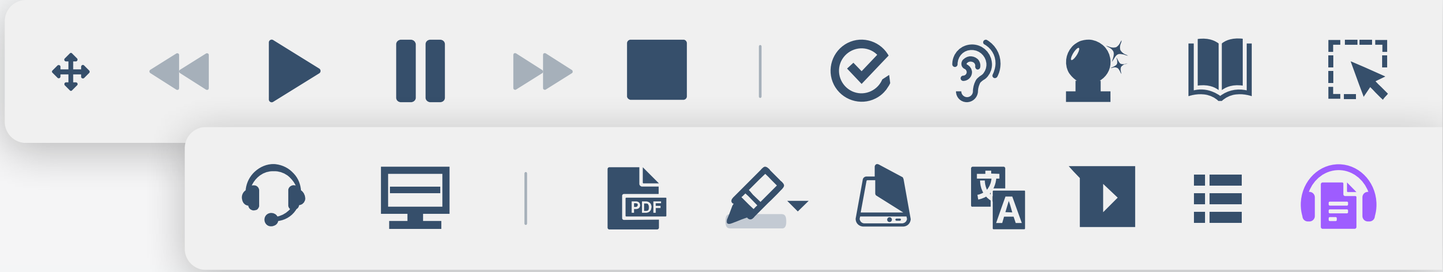
It'll only take 2 minutes

Practice with some exercises

Go to **section 15** of the document

Did you know that before your highlighted words are collected you can add more words to your list manually?

The guide will show you how.



Audio Maker

Converts text into MP3 audio files, for listening on the move.

Watch this video

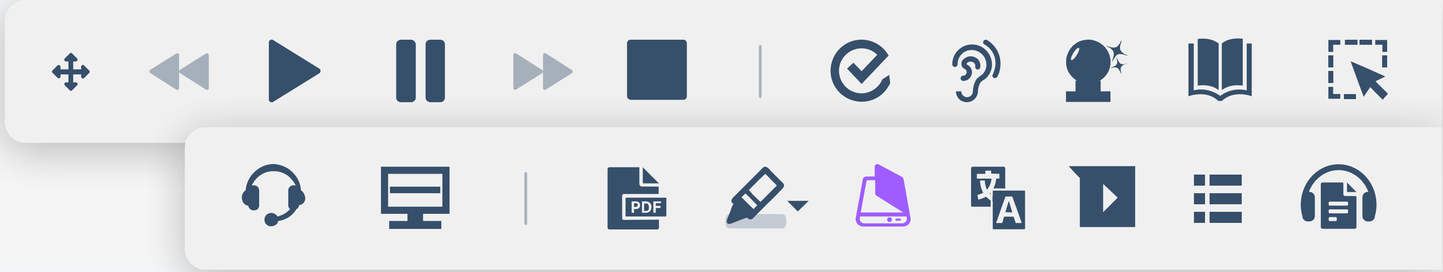
It'll only take 1 minute

Practice with some exercises

Go to **section 16** of the document

Did you know with Audio Maker you can turn text from anywhere including emails, websites, and documents into MP3 files?

The video and guide will help you to use Audio Maker.



Scan

Converts paper documents and inaccessible PDFs into **accessible digital formats.**

Practice with some exercises

Go to **section 12** of the document

Did you know you can choose what file type your paper documents are converted into?

The guide will help you to personalize your scan settings.

Day 5

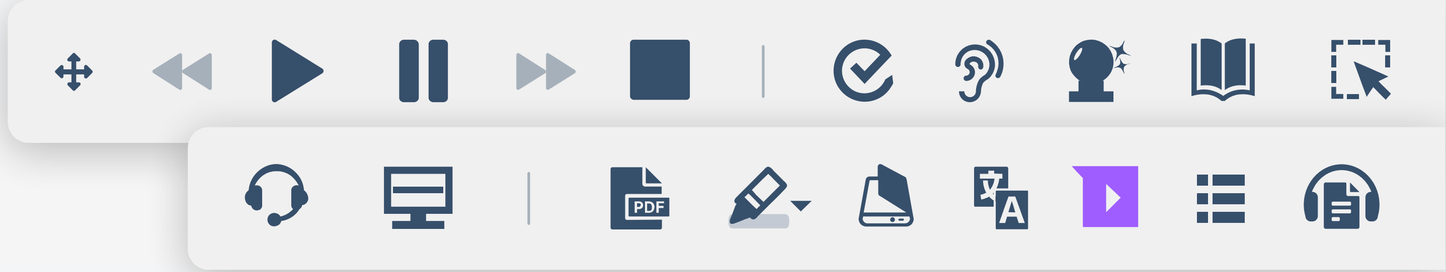
Exploring Read&Write's collaboration tools

Now, let’s explore

Read&Write’s collaboration tools

These tools support team collaboration by allowing users to choose how they **offer feedback**, as well as **supporting multilingual teams.**

Day 5



Voice Note

Offers an **alternative to writing comments** in documents.

Watch this video

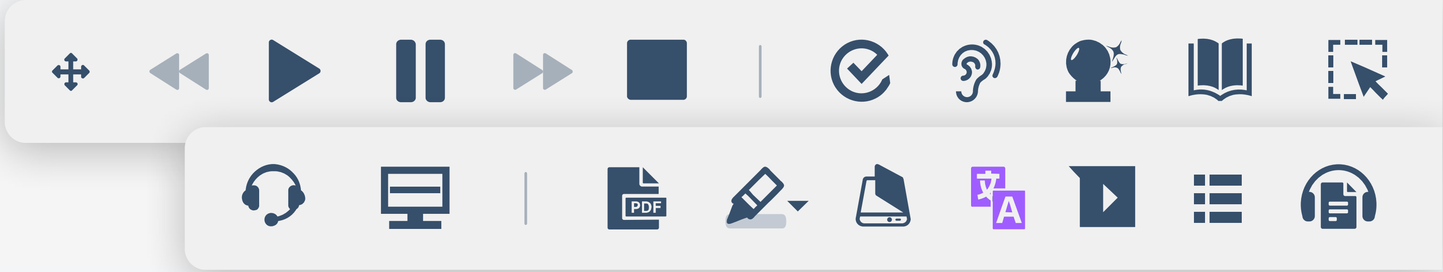
It'll only take 1 minute

Practice with some exercises

Go to **section 14** of the document

Did you know you can create a Voice Note as an audio file or as a comment in a Word doc?

The video and guide will help you to learn how to use Voice Note.



Translator

Translate paragraphs of text from one language to another.

Watch this video

It'll only take 2 minutes

Practice with some exercises

Go to **section 13** of the document

Did you know there are multiple languages to choose from?

The video and guide will help you to learn how to use Translator.

Read&Write

Share Read&Write with a colleague and let them know how helpful Read&Write can be for them and their teams.

Simply copy, paste and share this link: text.help/rw-resources

Day 6

Be inspired.
Learn from your peers.

Explore how your peers are using Read&Write.

Read&Write is used by over **40 million people worldwide** - each with their own way of using the tools available.

Discover ideas that will help you see how the software could benefit you.

Learn from your peers

Discover how your peers describe Read&Write.

Read&Write **positively impacts people** in different ways.

Explore what Read&Write means to your peers.

Hear from your peers

Feeling inspired?

Let us know what you think of Read&Write.

We'd love to know what you think of Read&Write so far. Your feedback will help inspire your peers too!

Share your thoughts with us

Inspire your peers by becoming a Read&Write Champion.

Help your colleagues to discover the benefits of Read&Write. Support them to use the software.

Find out more

Well done!

You've completed our 6 day learning plan.

Don't forget about all the handy resources available
to support you as you continue your journey with Read&Write.
Head to the Read&Write Academy. There, you'll find **support articles**
and **how to guides** to help you along the way.

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