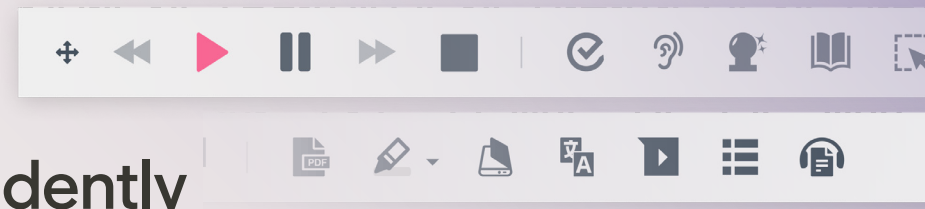
Everway

Everway for work

Quick Reference Guide

Read&Write for Work



Understand and communicate confidently

Feature	Available with	What the tool does
Reading and focus		
Text-to-speech		Reads on-screen text out loud with synchronized highlighting. Users can choose from a wide range of natural-sounding voices powered by advanced voice technology.
Audio Maker		Converts text into MP3 audio files, for listening on the move.
Screen Masking		Tints the whole screen in any chosen color, and provides a reading spotlight that can be tailored by color, size and opacity.
PDF Reader		Reads PDF documents out loud. Users can also highlight words and look up dictionary definitions of any word.
Scan		Converts paper documents and inaccessible PDFs into accessible digital formats.
Screenshot Reader		Captures 'snapshot' images and text from any document, email or web page, and transforms them into editable and accessible formats.
Fluency and comprehension		
Simplify		Removes clutter from web pages and places the simplified text into a new tab.
Rewordify		Replaces complex vocabulary with simpler, easier to understand words and phrases. Rewordified text is italicized on the page.
Summaries		Turns long or complex text into clear, tailored summaries that suit different ways of thinking. With mind maps, skim views, bulleted takeaways, and easy-read formats, it makes information easier to understand, without a one-size-fits-all approach.

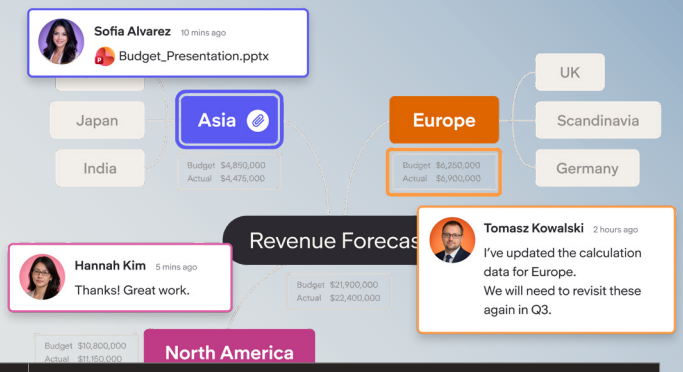
Dictionary		Basic dictionary, advanced dictionary and web dictionary provides a written definition of any word.
Picture Dictionary		Gives a visual definition of words to aid fluency and understanding.
Web Search		Quickly explore and understand new topics without breaking flow. Highlight any word or phrase and select Web Search to instantly open a new browser tab with relevant results in your default Chrome search engine.
Highlights & Collect		Highlights and collects digital content from multiple sources into one document, with automatic source referencing.

Writing		
Check It		Advanced, dyslexia-friendly, spellchecker to help correct complex spelling and grammar. It offers word suggestions and dictionary definitions too.
AutoCorrect		Automatically, and intelligently, corrects spellings as employees type. It works seamlessly in the background, eliminating the need for manual corrections. ***Available with Group and Unlimited licenses**
Similar Word Checker		Identifies homophones and commonly confused words like 'there', 'they're' and 'their'.
Prediction		Intuitively predicts the word that's being typed and the word most likely to follow.
Dictation		Converts the spoken word into text. Users speak and watch as their words appear on screen.
Talk&Type		Converts the spoken word into text. Users can also speak in one language and have their words translated and typed in another.
Voice Note		Record audio notes as an alternative to writing comments in documents.
Refine		Helps users draft and shape workplace messages clearly, confidently, and as intended with tone support and templates.

Translation		
Text-to-Speech		Reads translated text out loud with synchronized highlighting.
Translator		Translates paragraphs of text from one language to another. Over 50 languages to choose from.
Vocabulary List		Creates a personalized dictionary or word list.

MindView

Ideate freely then progress with structure

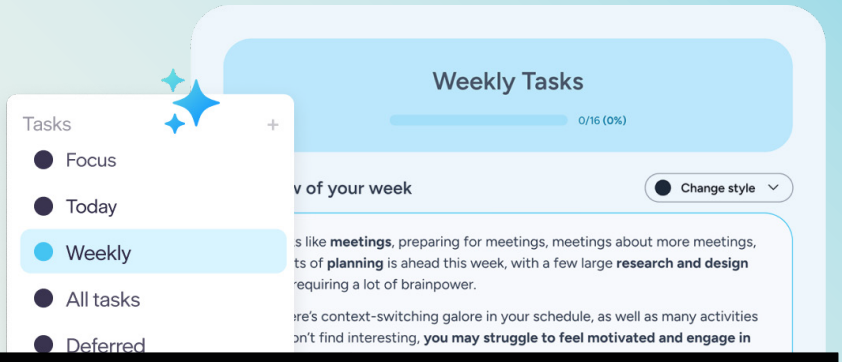


Feature	Available with	What the tool does	How to make the tool work
Mindmaps		Helps visual thinkers organize ideas and explore connections using a visual mind map.	Click File, then New, and choose the mind map layout you want to use. This opens a blank document where ideas can be added and organized. Or, select More templates to choose from pre-built mind maps that help structure ideas and get started quickly.
Timeline		Helps map out key milestones and project stages across a visual timeline.	Click File, then New, and select the Timeline icon. This opens a document with a basic timeline structure where milestones and tasks can be added and organized. Select More templates and use the search function to find pre-built timeline templates that can be easily edited.
Outline		Helps organize tasks and project information in a structured outline view.	Click File, then New, and select the Outline icon. This opens a document with a basic outline structure where tasks and key details can be added and organised. Select More templates and use the search function to find pre-built outline templates that can be easily edited.
Kanban		Helps organize tasks and track progress using visual columns that represent project stages or tasks assigned to different users.	Click File, then New, and select the Kanban icon. This opens a document with a basic Kanban structure where tasks can be added to columns and moved between stages as work progresses. Select More templates and use the search function to find pre-built Kanban templates that can be easily edited.
Year Wheel		Helps organize project milestones and key dates in a visual wheel for a clear overview of the year.	Click File, then New, and select the Year Wheel icon. This opens a document with a basic Year Wheel structure where milestones and tasks can be added around the timeline. Select More templates and use the search function to find pre-built Year Wheel templates that can be easily edited.
Gantt		Helps plan and track project schedules by displaying tasks along a timeline with milestones and dependencies.	Click File, then New, and select the Gantt icon. This opens a document with a basic Gantt chart structure where tasks and activities can be added and mapped across the timeline. Select More templates and use the search function to find pre-built Gantt templates that can be easily edited.
View		Transforms documents between different visual structures, making it easy to explore ideas and projects in the format that works best.	Click View, then select the structure you want, such as Mindmap, Timeline, Kanban, Year Wheel, or Gantt . The document will automatically convert to the selected view. Edits carry across all views, so changes are always preserved when switching between structures.

Manage Files		Provides a central place to access all documents, including personal and shared files.	Click File, then Manage Files to view all available documents. Use the vertical ellipsis icon ⋮ beside a file to Open, Rename, Delete, Download, Duplicate, Share , or view the document History.
Task System		Provides a visual overview of tasks across a user's projects in list or calendar view.	Click File, then Task System to view all tasks. Switch between List or Calendar views, and display tasks by day, week, or month.
Share		Supports collaboration by giving teams easy access to shared mind maps, timelines, and project charts.	Click File, then Share. Invite team members to collaborate in real time through the MindView Drive. You can also Email a copy of your document as an attachment. To share your work more widely, Publish your document to the MindView Public Maps Library, allowing others to use it as a template for their own projects.
Export		Makes it easy to move ideas forward by exporting projects to Microsoft Word, PowerPoint, Project (Windows & Mac), Excel (Windows), and more, while keeping structure, detail, and attachments intact.	Click File, then Export. Choose the file type you want to export to, then select Custom export to choose how much detail to include.
Import		Imports documents from Microsoft Word, PowerPoint, Excel, Outlook, and more, converting them into a visual mind map.	Click File, then Import, and select the file from your device. The document will import as a mind map, with sections converted into branches and longer text stored in Text Notes. Use View to switch between formats.
AI Assistant		Supports content creation, refinement, and organization directly within mind maps and documents.	Create with AI : Click File, then hover over any mindmap or chart icon and click Create with AI . Enter a prompt and add files in the AI Assistant window to generate content. Refine with AI : When editing a mind map or chart, click Home, then select the AI icon to open the AI Assistant. Choose from built-in commands such as brainstorming, rephrasing, grammar correction, or translation to create and refine content.

Tasks

Stay focused and get work done



Feature	What the tool does	How to make the tool work
Create	Breaks work into manageable steps with user-created task lists.	Click Create to add a new task and complete the details in the New Task window. When creating a task, remember to: • Set an estimated time for each task. Tasks uses this to calculate how much capacity you have left each day. View your remaining capacity in the Week view. • Choose your interest level from the dropdown. Tasks uses this to surface work that best matches your motivation each day.
Calendar	Keeps workloads realistic with calendar integration and smart scheduling.	Connect your calendar in Settings. Once connected, drag and drop tasks directly into your calendar to block time and plan your work.
Focus	Helps users stay focused on the task at hand with timed sessions, breathing breaks, and ambient sounds.	Click Focus to start a new session, or hover over a task and click Play. In the Focus area click the play button to begin your session. To add ambient sound, click window, then select sound. You can float the timer to keep your focus session visible while you work. Need a break? Use Take a breathing break to pause, reset, and refocus.
Today	Gives users an overview of all tasks due that day in one place.	Add new tasks, create subtasks, or edit existing tasks directly from this view. Not the right task for today? Change the due date or defer it by clicking on the task to open the Edit Task window. Or hover over the task and select vertical ellipsis .
Week	Provides a weekly overview of tasks and available capacity by day. Daily capacity limits and task time estimates keep workloads realistic and manageable.	Add new tasks, create subtasks or edit tasks by clicking on them. Use the capacity left indicator to organize your workload. Defer tasks by clicking vertical ellipsis and Defer. Begin a focus session and get work started. Hover over any task and click Play. Set your daily capacity limits in Settings.
All tasks	Provides a complete view of all tasks, with filters to show tasks under specific projects or completed work.	Add new tasks, create subtasks or edit tasks by clicking on them. Restore completed tasks by clicking Undo in the Completed Tasks section. Archive completed tasks to keep the workspace focused on remaining work.

Deferred	Provides a view of all deferred tasks, organized by the date they will return to active task lists (Today, Week and All Tasks).	Deferred tasks appear under the date they are scheduled to return. To resume work sooner, click Undo to restore the task to the original due date.
Projects	Provides a view of all projects in one place, helping users understand overall workload and progress.	Select a project to see the tasks associated with it. Add new tasks, create subtasks or edit tasks by clicking on them. Begin a focus session and get work started. Hover over any task and click Play.
Settings	Provides options to customize the experience, from appearance and language to how features work.	Access Settings by clicking on your profile and selecting Settings. To help keep workloads manageable: • Set your daily capacity under Task Settings • Choose focus and break timings under Focus Settings • Connect your calendar under Calendar Integration for automatic time blocking and smarter scheduling