# Ghotit Real Writer & Reader 11

for Mac

**User Guide** 

**Version 11.1.4** 

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# **Real Writer Reader for Mac - User Guide**

Ghotit Real Writer & Reader is a comprehensive literacy solution combining several advanced assistive technologies tailor-made for people with dyslexia, dysgraphia and other learning disabilities. **Ghotit helps children and adults with dyslexia/dysgraphia to read, write and correct text in any application.** 

Ghotit's patented Text Correction technology provides the most accurate fixes for spelling, grammar and punctuation mistakes according to the intended meaning of a text like nobody does.

Ghotit Quick Spell Word-Prediction is a state-of-art technology designed for writers with typing issues and phonetic/creative writers; this technology increases writing speed and successfully predicts intended words with instant correction of the first misspelled letters.

Ghotit Reading technology makes any text document readable: hear text read aloud in conjunction with dual highlighting. And Ghotit Screenshot Reader reads even texts of images, locked PDF files and other inaccessible documents.

Ghotit Real Writer & Reader 11 includes:

- Quick-Spell Word-Prediction with instant correction for creative/phonetic writers
- Predict Anywhere for Quick-Spell Word-Prediction working in any application
- Phonetic and context-sensitive spell checker
- Grammar and punctuation corrector
- Corrector of confused/misused words including homophones
- Grammar and punctuation corrector *including splitting of "fused" sentences and comma splices*
- Style & Clarity Rewording overused words and synonyms

- Style & Clarity Rewriting Passive Voice sentences to Active Voice
- Style & Clarity Academic rewriting
- Style & Clarity Removing Tautology and improving Conciseness
- Style & Clarity Stopping Banned & Swear
- Style & Clarity Corporate Clarity
- Parts of Speech Analysis and Coloring
- Word-Prediction Topics (Advanced Word-Banks)
- Effective proofreader
- Speak as you write (speech feedback) letters, words and phrases
- Integrated dictionary
- Reading assistance with text dual highlighting
- Reading Anywhere for reading-aloud any text in any application
- Screenshot Reader able to read text in images, locked PDFs, etc.
- OCR Text recognizes text from screen and collects it to Ghotit Editor
- Highlighting texts and highlights collection
- Integration with Windows applications
- Independent Text Editor
- Ghotit Analytics Progress Counters and Errors
- Examination Settings Forbid/Allow any feature of Ghotit in line with exams or curricula requirements
- Modern accessibility technology (New!)
- Low-Vision adaptations and keyboard shortcuts (New!)
- Dark Theme automatic adaptations (New!)
- Software Activation on Offline Computers. It was developed for military and government installations (New!)
- External Monitors are supported on Windows and Mac (New!)
- Absolute Privacy for users the last but not the least:

### https://www.ghotit.com/privacy-policy

Ghotit Real Writer & Reader integrates with most common Mac applications (i.e. Pages, Mail, iMessage, Desktop Microsoft Office, Office-365 Online, Safari, Chrome, Gmail, social networks) for text correction and reading aloud.

Additionally, the software could be used as a standalone "Dyslexia Text Editor".

# **Setup and Application Start**

# **Prerequisites**

Mac OS 10.14, 10.15, 11, 12, 13, 14, 15 and higher.

Memory: 4 GB at least; 8 GB and up are recommended.

Local disk space: 1.5 GB.

Connect to the Internet for the license activation.

Review your version of Mac by clicking on the "apple" icon located at the top-left corner of the screen and selecting "About This Mac".

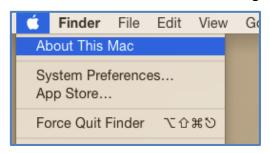


Figure #1: About This Mac

The Operating system (OS) version number appears:



Figure #2: Mac OS Version

## **Download/Copy the Ghotit Package File**

You may access the Ghotit package file by either downloading the file from the Ghotit website, or by copying the file from a Ghotit CD.

## **Open the Ghotit Package File**

Before you run the Ghotit package, make sure you have a good Internet connection.

1. Double click on the downloaded Ghotit dmg package file.

It opens with Ghotit.app inside:

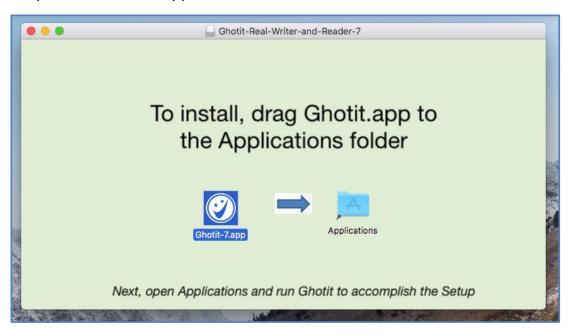


Figure #3: Ghotit.app inside DMG-Archive.

- 2. Install Ghotit by dragging Ghotit.app icon to the Applications folder image.
- 3. Wait till the copying completes
- 4. You may now close the opened package window
- 5. Launch Ghotit from your Mac's Applications like any other installed software
- 6. After a few seconds, the Setup Wizard appears. The wizard guides you through the initial configuration options of the Ghotit Software:
  - a. Selecting the Software Configuration (the appropriate User Interface)
  - b. Adjusting voice settings
  - c. Selecting English dictionary
  - d. Activating the software
- 7. To activate Ghotit, enter your license: username and password. User credentials are case sensitive. When successfully activated, you will receive the message: "Welcome to Ghotit!"

  Note:If you are copying-pasting your credentials, select text only and paste with the Keep Text Only option.
- 8. Attention: Apple does not allow any accessibility software to work properly until the user explicitly allows it.

MUST: Therefore, Allow Ghotit's Accessibility Features – Most of the Features - as explained by the next section.

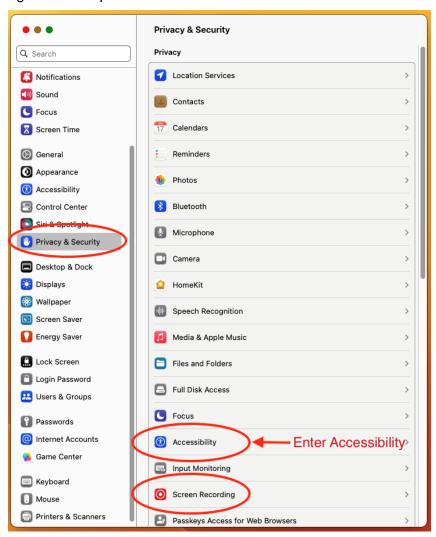
# Allow Ghotit Accessibility Features – Most Features.

- 1. First, run Ghotit
- 2. Click the Apple icon in the top left of the screen
- 3. Click the System Preferences

# The below instructions are due for the new Mac Systems: 11, 12, 13, 14, 15.

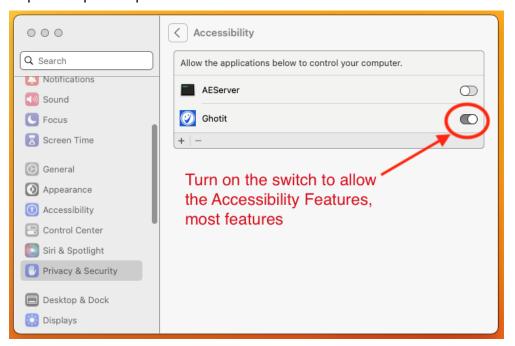
The instruction for the older system 10.14. and 10.15 are next.

- 4. Click on latest Macs, Privacy & Security icon
- 5. For the new Mac OS systems, scroll down and enter the Accessibility section from the right. See the picture below for the new Macs:



6. Within the Accessibility section:

For the new Mac systems, turn on the switch right from the Ghotit image. You will be required to provide permission.



Restart/Reopen (close and run it again) Ghotit for the changes to take effect.

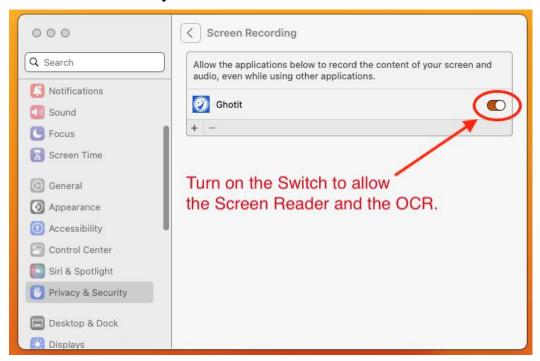
7. Next, allow Ghotit Screenshot Reader & OCR at the left Screen Recording area.

**Note!** The settings will appear only after your first attempt to run Ghotit OCR or Screenshot Reader.

Therefore, first click the OCR or Read Screen Button on the Ghotit Floating Toolbar; Mac will conceal the window you are trying to work with. Next, go the System Settings -> Security and Privacy -> scroll down to the Screen Recording, enter it and allow Screen Recording for Ghotit.

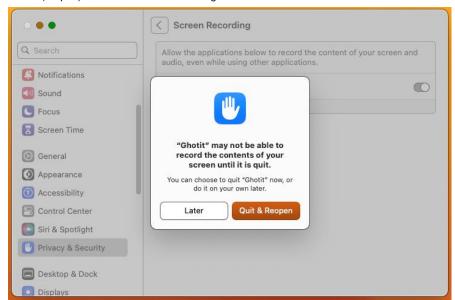
When done you could see the following:

#### For the new Mac OS systems:



8. Restart/Reopen Ghotit for the changes to take effect.

**Sometimes, on the new Mac OS systems**, users may be suggested by Mac to **Quit & Reopen**. Agree. Click the button to restart (reopen) and wait for Ghotit to run again.



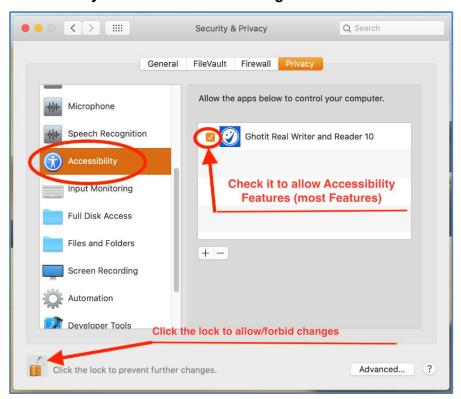
# These instructions are for the older Mac system, namely: 10.14. and 10.15.

The instructions for the latest Mac systems are above.

- 4. Click on the old Mac systems: Security & Privacy icon
- 5. For the old Mac OS systems, select the *Privacy tab* and select there the *Accessibility* icon area on the left side.
- 6. Within the Accessibility section:

For the old Mac systems, first click the lock icon at the left lower corner of the window (see the picture below) and provide your credentials when requested. Next, select the checkbox left from Ghotit.app to allow accessibility features and integration with applications.

When done you could see the following:



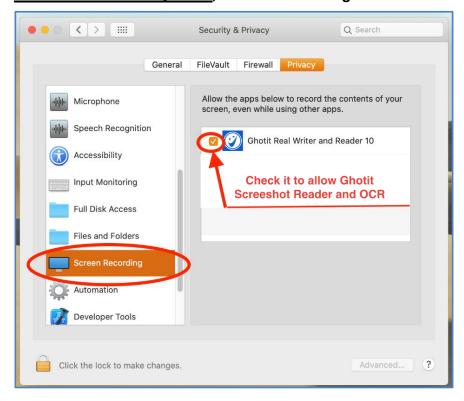
Restart/Reopen (close and run it again) Ghotit for the changes to take effect.

7. Next, allow Ghotit Screenshot Reader & OCR at the left Screen Recording area.

**Note!** The settings will appear only after your first attempt to run Ghotit OCR or Screenshot Reader.

Therefore, first click the OCR or Read Screen Button on the Ghotit Floating Toolbar; Mac will conceal the window you are trying to work with. Next, go the System Settings -> Security and Privacy -> scroll down to the Screen Recording, enter it and allow Screen Recording for Ghotit.

### For the old Mac OS Systems, click the lock image and allow changes:



8. Restart/Reopen Ghotit for the changes to take effect

## **Initial Settings**

The Ghotit Setup Wizard will guide you through all the configuration options and activation of the Ghotit software:

- a. Selecting the Software Configuration (the appropriate User Interface)
- b. Adjusting the Voice Settings
- c. Selecting your English dictionary
- d. Activating Ghotit: enter your Ghotit License: username and password (u/p), case-sensitive.

To customize the software, activate Real Writer & Reader window e.g. by clicking it and select from the top left menu just right to the apple sign "Ghotit" drop-down menu. Select Preferences line to get into the software Preferences.

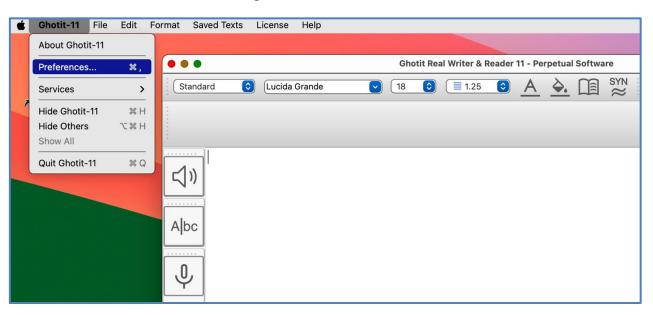


Figure #4: Preferences from the Ghotit Menu.

Alternatively, get to the Preferences by clicking the Preferences button with "wheel" image located on the Floating Toolbar:



## **Software Configuration**

On the first run, the software presents the choice of the two user-interface options as below:

- The full interface with all assistive technology
- The limited interface due for text correction only.

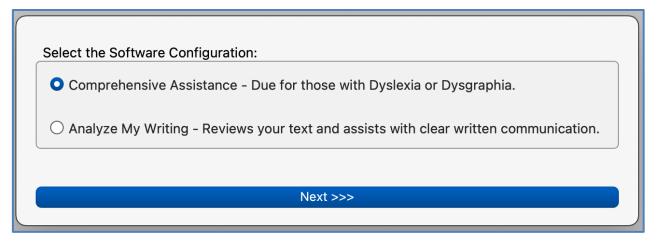


Figure #5: The Setup Software Configuration Screen: Select Configuration

**Comprehensive Assistance** with full assistive technologies enabled is the good choice for those with Dyslexia, Dysgraphia and other severe reading and/or writing issues.

**Analyze My Writing** - analyzes your text and helps you in writing clearly and engaging by fixing grammar and re-writing the style.

You can later change the configuration mode by going to the Preferences, right-most tab "Configuration".

## **English Dictionary Configuration**



Figure #6: The Setup Wizard Screen: Select English Dictionary

At the screen English Dictionary Configuration, select the English dictionary of your choice. You can change your selection of English Dictionary at any time by going to Edit -> Preferences -> Tab "English".

Ghotit Real Writer & Reader supports the following English dictionaries:

- Australian
- Canadian
- New Zealand
- South African
- United Kingdom (UK)
- United States (US)

# **Text-to-Speech Voice Selection**

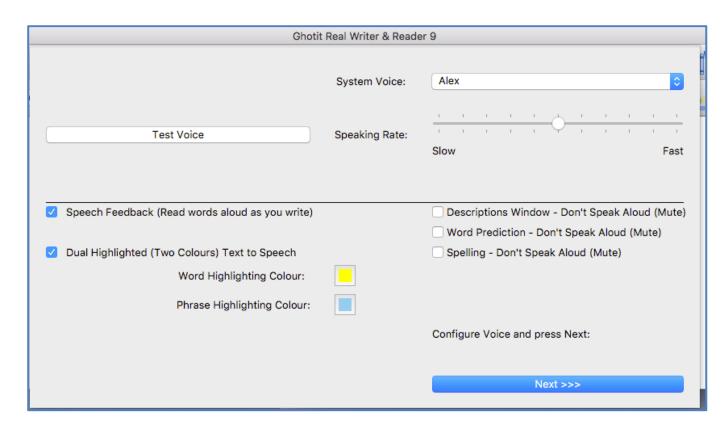


Figure #7: Setup Screen: Select and Test Text-to-Speech Voice

At this screen, setup the Text-to-Speech settings.

# **Enter User Credentials (License)**

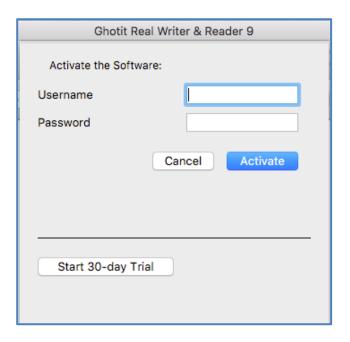


Figure #8: Setup Screen: Activate the Software.

Note: The credentials, username and password, are case sensitive.

Alternatively, to start 30-day trial, click on the button "Start 30-day Trial", fill the form and click the button "Activate Trial".

After activation of the software, move the Floating Toolbar from the center of the Ghotit Main Window to any place of your convenience.

# **Writing and Correcting Text**

Real Writer & Reader makes it easy for you to write a text and correct all spelling and grammar mistakes.

# The Editor (the Main Window)

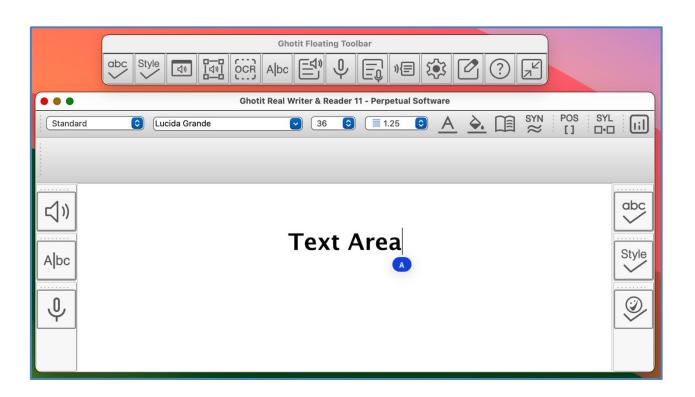


Figure #9: Ghotit Real Writer & Reader Application Editor (the Main Window) and he Floating Toolbar

Write your text in the Text Area. You may opt to write your text with Speech Feedback enabled reading you each written word aloud (see

Speech Options).

To correct the text, either place the cursor in front of the text that needs correction or select the text by mouse.

Further, click the "ABC"-button

The software will mark misspelled words, suspected confused words and grammar errors by red, blue and green underlining, respectively. When Dark Theme is set, orange, green and yellow colors are used instead for better contrast with dark background.

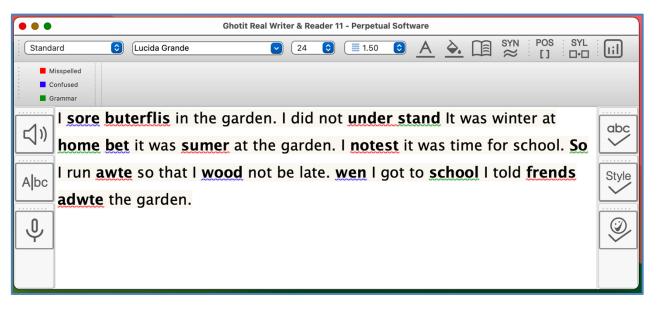


Figure #10: Marking Text for Correction

Click on a marked word. The software will offer the word correction suggestions.

Alternatively, users, particularly those with low vision, can use the **Option+(Fn)-F7** shortcut opening the Suggestion Menu for the first underlined word.

To approve and apply the selected changes, click the Apply button . Clicking the Apply button will also remove all remaining markings and underground coloring from the Text Area.

To read out loud the text written in the Text Area with dual highlighting, click the Speaker to toggle speech playback on/off.

# **Suggestions Menu**

The text correction Suggestions Menu displays a list of suggested spelling or grammar candidates and their descriptions. To select the correct word, click on the word. The correct word will be inserted into the Main Screen text replacing the misspelled word.

Alternatively, users, particularly those with low vision, can navigate the Suggestions menu by arrow keys Up and Down with the suggestions being read aloud automatically. To hear the descriptions, use the arrow keys left or right. To select the correction, ignore it or add it to the dictionary, press the Enter/Return key.

Additionally, software can read out loud the suggestions and their descriptions, by clicking the Voice buttons. The Voice icons are used to toggle playback of the suggestion and its description to an on/off mode.

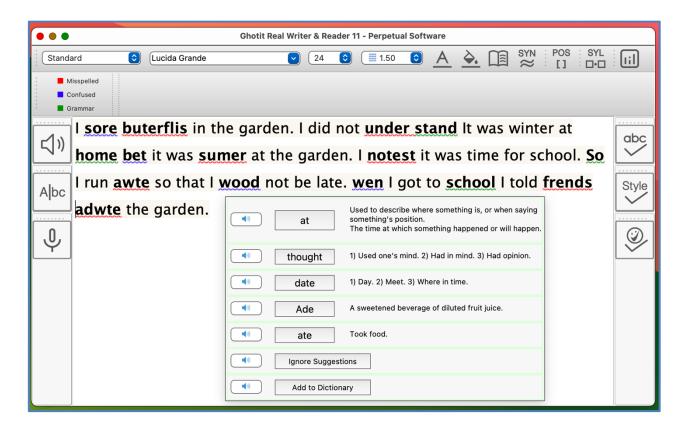


Figure #11: Suggestions Menu for Text Correction

# **Style and Clarity**

After correcting spelling and grammar, run Style & Clarity to improve the style of your documents. Use either the button "Style" or the shortcut **Option+(Fn)-F9**. The text is underlined with options to re-style the text to make it clear and concise. On the Ribbon above the text, tune the options best for your goals. For more Style options, go to the Preferences, tab Style and fine tune more options.

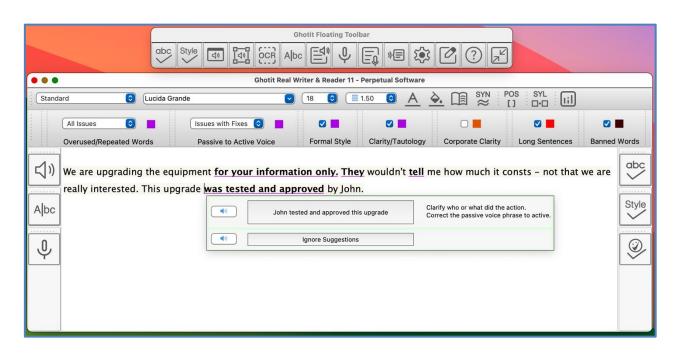


Figure #12: Style and Clarity Improvements

# **Descriptions, Synonyms and Parts of Speech**

Get the meaning of a word in a written text by selecting a word or placing a cursor on it and clicking the Descriptions Window button located at the right corner of the top toolbar.

The meanings or usage examples are opened in a dedicated Descriptions Window located just under the target word. The Descriptions Window could be configured to be a standalone and user-located via Preferences->English settings.

The text in the Descriptions Window is by default read aloud when the mouse cursor hovers over the window, but it could be muted via Preferences->English settings.

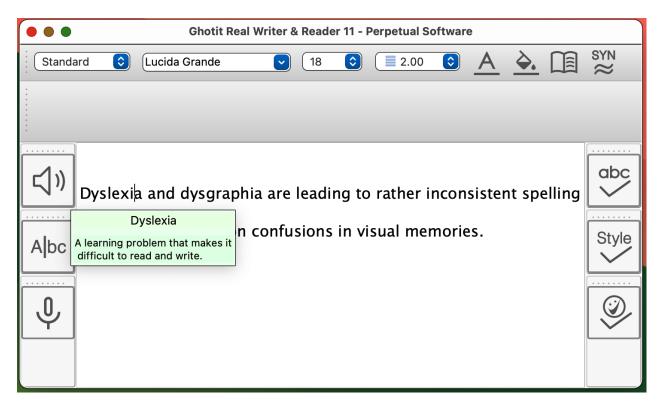


Figure #13: Descriptions Window.

To improve your writing, enrich your vocabulary by considering Synonyms for the repeating words in your text. Position the cursor on a word and press the Synonyms

Button to get the list of synonyms you can select from.

Press the button "Parts of Speech Analysis" [1] to get words colored to the colors of the parts of speech. Configure any colors for the parts of speech in Preferences, tab Spelling & Grammar.

For syllabification of the text press the button Syllables to separate the words to syllables. Configure colors and other preferences on the main ribbon or in Preferences, tab Teaching.

## **Word-Prediction**

Word-Prediction helps a user to write by "predicting" a word the user intended to type. Predictions are based on spelling, context, grammar, syntax, and frequently/recently used words as well as by loaded Word-Prediction Topics. The Word-Prediction feature assists in the writing of kids and adults who struggle with typing as it enables them to write correctly with fewer keystrokes.

Ghotit Word-Prediction provides highly accurate predictions, specifically when the writer has dyslexia or dysgraphia by using **Ghotit Quick-Spell Word-Prediction Technology -** non-stoppable instant corrective word-prediction that continues even when the writing contains several misspellings.

You can try to write with prediction the following:

"Help us to andes"

and despite two errors already made in the attempted writing of the real word "understand", the prediction suggests correctly the word "understand".

The message is - never give up trying to write and expect the right prediction to come.

Press the Prediction button located on the left toolbar (within Ghotit the shortcut is: **Option+(Fn)-F10**) to activate "local" word-prediction in Ghotit Writer Window and start writing **within Ghotit window**.

To write with word-prediction in any other application, i.e. Microsoft Word, press

instead the Predict Anywhere button | A|bc | located on the Floating Toolbar.

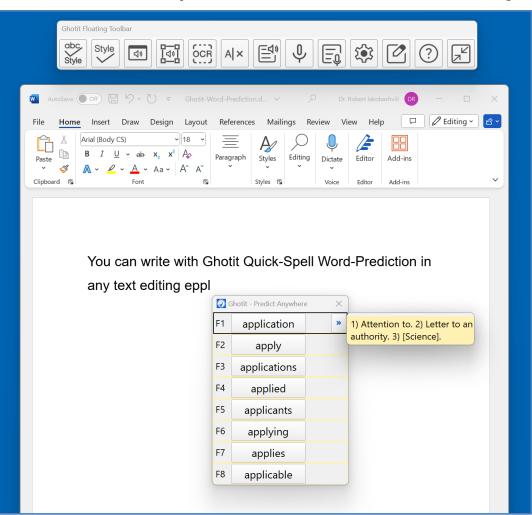


Figure #14A: Writing in Word by using "Predict Anywhere" window.

Note. Predict Anywhere is due to writing with prediction in any application, but not in Ghotit Editor where Ghotit-local word-prediction (the left toolbar button) to be used.

To select a predicted word, click the title-bar of Predict-Anywhere window, hover the mouse above the prediction window to read aloud the proposed predictions and choose the appropriate one clicking it by mouse. Alternatively, use a combination of two buttons: Control and a number appearing left from the prediction, i.e. Control-1, Control-2, etc.

Note, that due to platform-related specifics on Mac OS, the Predict Anywhere window does not follow the cursor.

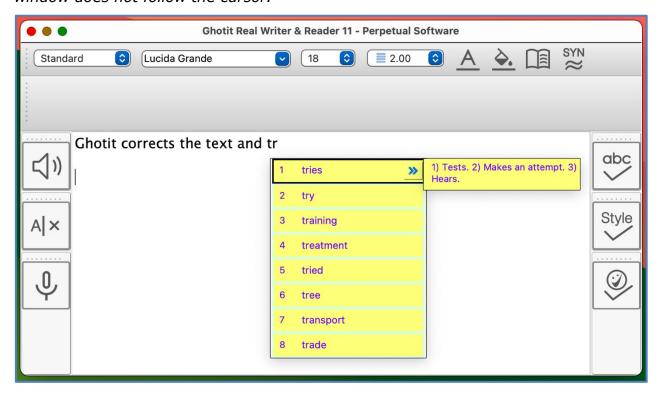


Figure #14B: Local Prediction Menu in Ghotit Writer

To select a word when using Local Prediction Window in Ghotit Writer, click it by mouse or use a combination of two buttons: Control and a number appearing left from the prediction, i.e. Control-1, Control-2, etc.

Words in the list are automatically read aloud when cursor hovers above them. If there are descriptions for a word available, right to the word appears a right-directed double arrow. When clicking the double arrow, a separate window appears with meanings for the predicted word, and the meanings are read aloud.

Ghotit-Local Word-Prediction menu could be also navigated up and down by using the arrow Up and Down keys with automatic reading aloud of the predicted words. Read aloud the descriptions by arrow Left or Right keys. Next, select the desired predicted word by Enter/Return key.

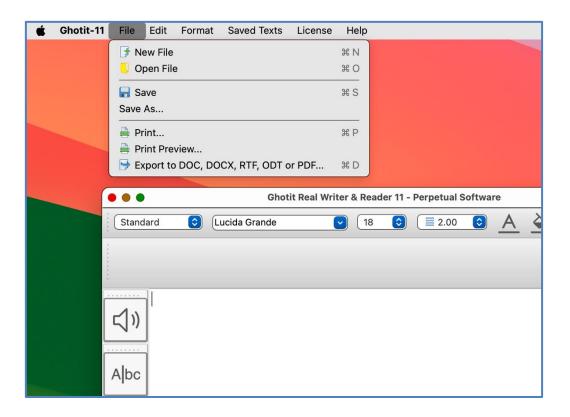
To turn off word-prediction, click the word-prediction icon  $\frac{|A| \times}{|A|}$  Word-prediction has several options that could be tuned for user convenience and/or for compliance with examinations requirements.

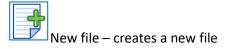
**Note for multi-screen setups:** Move Ghotit windows, the Floating Toolbar and the Editor window, to the screen where you are writing and restart (stop and start again) Word Prediction.

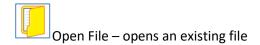
# **Text Editor: The Menus**

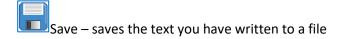
The main screen offers a set of features to optimize the text editing experience.

#### Menu "File":







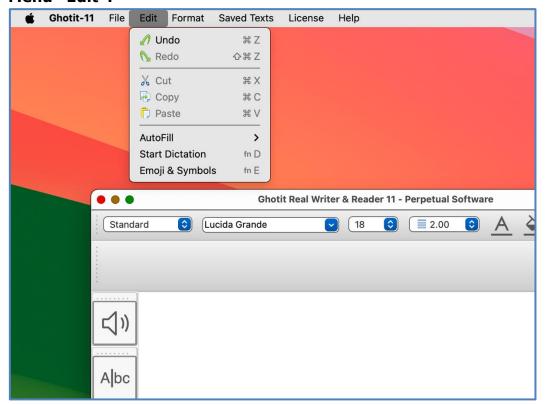






Export –exports the text to DOC, DOCX, Open-Office or PDF file formats

#### Menu "Edit":

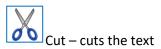


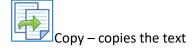


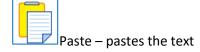
Undo – undoes the latest change



Redo - redoes the last change







### Menu "Format":





Align text to the left

Center text

Align text to the right

Justify – Align text both to the left and right margins

### Font Icons:

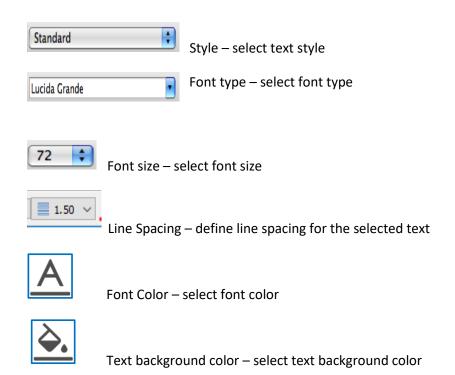


Bold - mark text as bold



Italic – alter text to italic letters

### **The Text Format Icons:**



## **Text Editor: The Shortcuts**

The standard shortcuts, similar to Mac common Command shortcuts, are seen in the menus File, Edit and Format.

#### The non-standard shortcuts with the Ghotit Editor are:

- Option+(Fn)-F3 or Control- Option-Space (Word) - Reading text - start/stop.

Make sure you press Control first, next Option, then Space.

- Option+(Fn)-F6 ABC text correction in the Editor
- Option+(Fn)-F7 Open the Suggestion Menu for the first underlined word
- Option+(Fn)-F9 Style & Clarity text correction in the Editor
- Option+(Fn)-F10 Word-Prediction Local starts/stops
- Option+(Fn)-F12 Apply/Approve text
- \*- The key Fn is required in most cases.

#### **Shortcuts for Navigation:**

**Command + Left Arrow** - Move the cursor to the beginning of the current line.

**Command + Right Arrow** - Move the cursor to the end of the current line.

#### **Shortcuts for Text Selection:**

**Shift + Arrow Keys** - Select text.

**Shift + Option + Left Arrow** - Select the word to the left.

**Shift + Option + Right Arrow** - Select the word to the right.

**Shift + Page-Up** - Select from the current position to the top of the screen.

**Shift + Page-Down** - Select from the current position to the bottom of the screen.

**Command + A** - Select all document text.

# Reading Text: Integration with Common Applications

Ghotit Real Writer & Reader can read text from any text application e.g. browsers, text editors and e-mail clients.

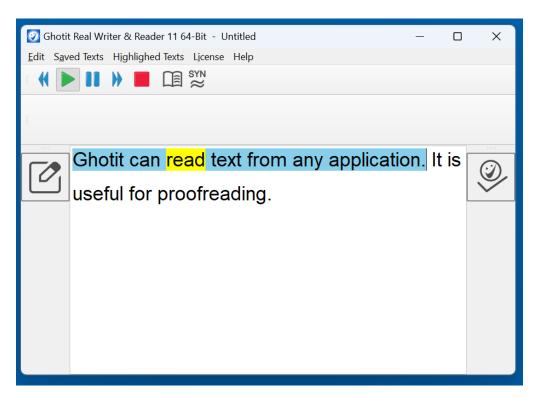


Figure #15: Ghotit Reader Screen

To start Ghotit Reader, select some text in your application and press **F3-key**; if **F3-key** alone is not working, use the combination of the two keys: **Fn-F3** (press **Fn-key and F3** together).

Alternatively, click the Reading-button on the Floating Toolbar.

Clicking the Back to Editor icon (Editor), switches the software to Text Correction (Editor) Mode.

The following shortcuts are active within the Ghotit Reader:

**Ctrl + Option + Space** - Reading text start/stop. Make sure you press Control first, next Option, then Space.

**Option + Space** – Pause / Resume reading from the current cursor position

**Option + Up-Arrow** – Read the previous sentence from the cursor position

**Option + Down-Arrow** – Read the next sentence from the cursor position

Ghotit Reader screen icons:

- Read the previous sentence
- Read text
- Pause reading
- Read the next sentence
- Stop reading

# Text Correction: Integration with Common Applications

You can access Real Writer & Reader from various Mac applications (i.e. Pages, TextEdit, MS-Office, Chrome, Gmail, etc.) simply by marking the text and pressing the **shortcut (Fn)-F6-key**.

#### To use it:

- 1. Run Real Writer and Reader and, optionally, minimize it.
- 2. Write your text in an application window like in Pages, Word, Mail.
- 3. Select the text you want to correct by mouse or using the keyboard shortcuts (the same way you mark text for copy and paste).
- 4. Click the left-most ABC button on the Floating Toolbar the text you selected will be automatically copied to Ghotit for correction.
  Alternatively, use F6 key. If F6-key alone does not work, use the combination of the two keys: Fn-F6 (press Fn-key and F6 together).
- 5. Ghotit window is activated; the text is transferred to it, and user gets suggested correction candidates.
- 6. Correct your text in Ghotit and/or write more text i.e. by using in-Ghotit editor Word-Prediction (the big button on the left toolbar).
- 7. Once you are done correcting the text, return it back to the originating application by clicking the Apply button or use the shortcut **Option+(Fn)-F12** when Ghotit Editor is the active window. The corrected text will then be automatically sent back replacing the text sent for correction.
- 8. Repeat the steps from 3 to 7 to correct another text.

Watch the video on how to use:

https://www.youtube.com/watch?v=CAbpshHiC2c

To improve the style of your text, proceed with the steps above and use instead the Style & Clarity button or the shortcut (Fn)-F9.

Note: Text in Real Writer window is replaced on **F6/F3/F9** or Floating Toolbar clicks by a new text. The previous text is saved by Ghotit and could be retrieved from the menu **Saved Texts**. Make sure you are saving the retrieved text to some file immediately.

#### Low Vision: The Recommendations

#### For Text Correction, follow the below steps:

- 1. Run Ghotit Real-Writer-and-Reader.
- 2. Write your text in Word, Pages, Outlook or any other program.
- 3. Select the text you want to correct by the keyboard text selection shortcuts, i.e. **Cmd** + **A** to select the whole document.
- 4. Use the **F6 shortcut key** to transfer the text to Ghotit and run the ABC correction. If the F6-key alone does not work, use the combination of the two keys: **Fn-F6** (press Fn-key and F6 together).
- 5. In the active Ghotit window run **Option+(Fn)-F7** to open the Suggestions Menu for the first underlined text word with Ghotit suggestions. Navigate the Suggestions Menu using the **arrow Up and Down keys** and read aloud the descriptions by using the arrow **Left/Right keys**. Select the desired suggestion , ignore them or add to dictionary by the Enter/Return key.

Prior to opening the Suggestions Menu on **Option+(Fn)-F7**, Ghotit reads aloud the context phrase and the underlined word. Navigation within the Suggestions Menu reads aloud the suggestions. To mute the reading aloud, select **the checkbox "Mute reading on Alt+F7"** and/or **"Mute Spelling Menu"** in Preferences, on the left-most tab Speech.

- 6. Repeat step 5 multiple times till you finish the reviewing.
- 7. Proofread the text in the Ghotit editor by invoking reading it aloud using the shortcuts of the active Ghotit window: either **Ctrl + Option + Space** (make sure you press Control first, next Option, then Space) **or Option +(Fn)-F3**.
- 8. When all done, apply the changes by using the **Option + (Fn)-F12** shortcut for the Apply/Approve button the corrected text will then be automatically sent back to the text editor replacing the text sent for correction.
- 9. Repeat the steps from 3 to 8 to correct another text.

#### To improve the Style and Clarity,

follow the above instructions for Text Correction but instead of **F6 or Fn-F6 key** at step 4, use the shortcut key reserved for Style and Clarity corrections, namely: **F9 or Fn-F9**.

#### To read aloud text in another application,

select it and press **F3 (Fn-F3)** shortcut. The text is transferred to Ghotit Reader, and reading starts. Manage the reading functions by using the shortcuts of the active Ghotit window:

**Ctrl + Option + Space** - Reading text start/stop

**Option + Space** – Pause / Resume reading from the current cursor position

**Option + Up-Arrow** – Read the previous sentence from the cursor position

**Option + Down-Arrow** – Read the next sentence from the cursor position

#### To write with Word-Prediction in the Ghotit Editor,

start in the editor by **Option + (Fn)-F10** shortcut. To navigate the suggested words, use **Up/Down Arrow keys** reading the suggestions aloud. **Left/Right Allow key** are reading aloud the descriptions of the suggested predictions. To select a suggestion, use the **Enter/Return key**.

For proofreading of the written text in the Ghotit Editor, use the shortcuts Option + (Fn)-F3 or Ctrl + Option + Space to start/stop reading.

# Floating Toolbar: Integration with Common Applications

Floating toolbar could be particularly useful when for some reasons usage of F-keys is not possible or of less convenience. When the toolbar is not required, hide it by selecting the checkbox "Hide Floating Toolbar" in Preferences -> tab Advanced and restarting Ghotit Real Writer and Reader.



Figure #16A: Floating Toolbar



Figure #16B: Floating Toolbar Mode with enabled POS, Syllables and Highlighting Buttons

Floating Toolbar window is due to facilitate integration with Mac applications and has the following buttons:

- The Spelling Button to work exactly as **F6 shortcut** for text correction. When user adds in Preferences Style corrections to the standard text correction, the icon changes to
- The Style Button to improve Style and Clarity
- The Reading Button is parallel to **F3-shotcut** and due for Reading Aloud

- The Screenshot Reader Button is due for reading any text directly on screen including text of images and locked PDF file. After reading, the recognized text is available via Ghotit Editor
- The OCR Text Button is similar to Screenshot Reader and due to get the recognized text from screen to Ghotit Editor but without reading it aloud
- The Predict Anywhere Button is to write with Ghotit Quick-Spell Word-Prediction in any editing application
- The Read Anywhere Button is to read-aloud the text selected in any window
- The Parts of Speech Button to make text POS-Analysis and coloring
- The Syllables Button to syllabify the written text
- The Show/Hide Highlighting Buttons switches between the default short presentation and the long presentation including highlighting buttons
- The Preference Button to get fast access to the configurable parameters
- The Bring the Editor to Front is a convenience button to activate and bring to front Ghotit Real Writer's window from the minimized state or when obscured by other windows.
- The Minimize Button to minimize the Floating Toolbar
- The Maximize Button to maximize the Floating Toolbar

#### The **Highlighting** buttons are:

- Highlight in Yellow Button highlights selected text backbround in yellow;
- Highlight in Green Button highlights selected text backbround in bright green;
- Highlight in Turquoise Button highlights selected text backbround in turquoise (aqua, light blue);
- Highlight in Pink Button highlights selected text backbround in pink;
- Erase Highlighting removes highlighting from the backbround of the selected text;
- Collect Highlighted Texts collects highlighted texts and outputs them to Ghotit Editor or to Microsoft Word document
- Create New Collection of Highlighted Texts forgets previously collected highlighted texts and starts a new collection

The size of Ghotit's Floating Toolbar could be adjusted and only necessary buttons could be configured to stay depending on each user needs. This is explained in the Preferences -> Floating section.

#### **Screenshot Reader**

Ghotit Real Writer & Reader can read aloud text from images or non-accessible documents.

Click the Screenshot-Reader icon located on the floating-toolbar to enter the Selection Mode.

The screen gets dark and the cursor gets crosshair. Select by mouse a rectangle area and adjust the bright selected Reading Area by using the light-blue colored handles of the border selection.

# Real Writer&Reader 5 for Windows - User Guide

Ghotit Real Writer & Reader 5 is an integrated writing and reading solution combining several advanced assistive technologies tailor-made for people with dyslexia, dysgraphia and other learning disabilities. Ghotit helps children and adults with dyslexia and dysgraphia to read, write and correct text in any application.

Ghotit's patented Text Correction technology provides the most accurate fixes for spelling, grammar and punctuation mistakes according to the intended meaning of a text like nobody does.

Figure #17: Screenshot Reader: Selection Mode.

You can always exit from the Selection Mode by pressing Esc key.

To read the text aloud press Enter Key; the software enters the Reading Mode and reads the text aloud.





Ghotit Real Writer & Reader is a comprehensive literacy solution combining several advanced assistive technologies tailor-made for people with dyslexia, dysgraphia and other learning disabilities. Ghotit helps children and adults with dyslexia/dysgraphia to read, write and correct text in any application.

Ghotit's patented Text Correction technology provides the most accurate fixes for spelling, grammar and punctuation mistakes according to the intended meaning of a text like nobody does.

Figure #18: Screenshot Reader: The Control Buttons.

When done, press the Close button located at the right-top corner of the Selected Area or click the Screenshot-Reader icon once more to read another text area.

Reading could be paused, then resumed. After pausing, the text on screen could also be read forward or back sentence by sentence.

#### You can always access the text read in Ghotit Editor by bringing the editor

**to focus:** click the button located on the right side of the Floating Toolbar or click the minimized Ghotit Editor window. Copy the text in Ghotit Editor or export it to a document by pressing the button Export and selecting DOC, PDF, HTML or TXT formats.

**Note for the multi-screen setups:** Move all Ghotit windows, the Floating Toolbar and the Editor window, to the screen where you are reading.

#### **OCR Text**

The "OCR Text" feature is similar to the "Screenshot Reader". The

"Screenshot Reader" reads aloud a selected area on screen with a recognized text being a by-product and accessible in Ghotit Editor area.

The "OCR Text" is a convenient function for those users, who are not interested in reading aloud text on screen; instead, the OCR immediately delivers the recognized text.

# **Read Anywhere**

Besides Ghotit Reader to copy any text from any window and read it with dual highlighting and Screenshot Reader to read anything directly from the screen, Read-Anywhere is an additional reading option.

Just select any text, click Read-Anywhere button at the Floating Toolbar and get the text read aloud on spot.

#### **Dictation**

The Dictation Button is a useful shortcut to the platform dictation available on Mac.

To dictate to Ghotit Editor window. Click the Ghotit Text Editor area. Next, click the

Dictation Button located on the left toolbar of the Editor (NOT on the Floating Toolbar). To dictate to a window of another software/app, click in the editing area of

the external software. Next, click on the Dictation Button of the Floating Toolbar. Dictate to the external software window.

**Privacy Attention!** Check with your version of Mac OS whether the voice is treated locally or sent to Apple's servers for processing and whether you can change the defaults.

# Voice Memos and Voice Files Transcription.

The features are available on Mac OS 10.15 and above.

The Voice Memos Button is due to create new and access existing voice files. It works by activating Apple's Voice Memos App. Rename the files by double clicking names and providing your own names.

To transcribe the voice memos files to text, copy the files to the pre-defined Ghotit folder. Select a file, click it and from the click menu select item "copy". Next open in finder folder documents and paste the files to the folder Ghotit-Recordings.

When clicking the Transcribe Voice File Button, select in the file dialog a file from the list. For the first time, Mac system will ask you to allow Speech recognition. Next. wait for some time till the transcribed text appear in the Ghotit Text Editor.

**Privacy Attention!** Check with your version of Mac OS whether the voice is treated locally or sent to Apple's Servers for processing and whether you can change the defaults to the local-only.

# **Highlighting Texts and Highlights Collection**

The feature is currently limited to a Desktop MS-Word and Microsoft Word Online – an online version of Office-365 Word working in browsers (Internet Explorer, Edge, Chrome and Firefox).

Open Word documents on your Desktop or in browsers, select some text and

highlight it by clicking either color button:





To clear text

from highlighting, use the Erase Highlighting button:



Collect the highlights to Ghotit Editor or to a Microsoft Word document (choose in

Settings-> tab Highlights) by clicking button Collect Highlights:



To reset kept in Ghotit's memory highlighted texts and to start your new collection, use the button Create New Collection of Highlighted Texts.

There is a temporary collection of the last 20 files with highlights accessible from the menu Highlighted Texts. Selecting a file from this collection opens the file collected to Ghotit in Ghotit Editor and the file collected to MS-Word by the Desktop Word application.

# **Ghotit Analytics**

Privacy Statement: In line with Ghotit Absolute Privacy Policy, all statistics and analytics information is kept only locally on the computer and is never shared or transferred outside the computer unless user decides to export it and follows the required steps to share it with a tutor, teacher, trainer, etc.

Start Ghotit Analytics (New Feature) by clicking the icon located on the top toolbar of the Ghotit Main Editor. The Analytics presents on the User-Interface:

- Usage Statistics with Progress Counters;
- Fixed Spelling and Grammar errors with optional phrases;
- Selected Predicted Words when writing with Word-Prediction (optional prephrases).

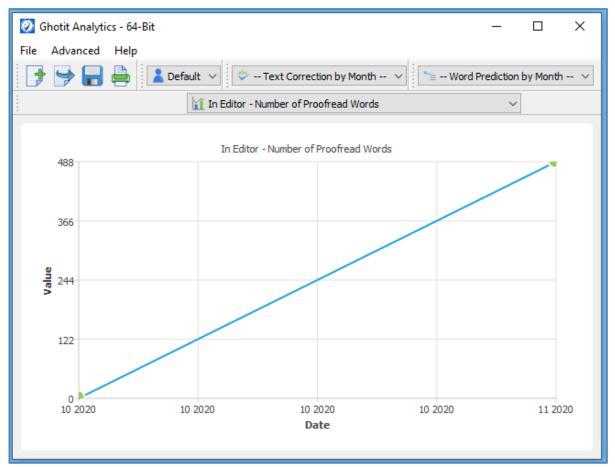


Figure #19A: Analytics - Graphs of Progress Information.

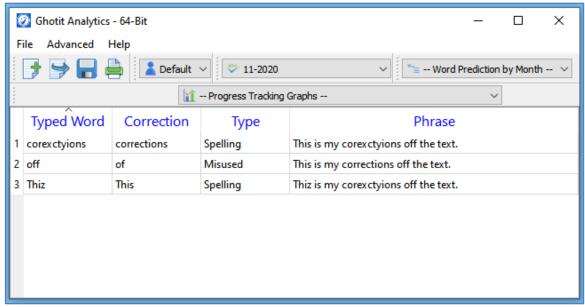


Figure #19B: Analytics – Fixed Spelling and Grammar Errors

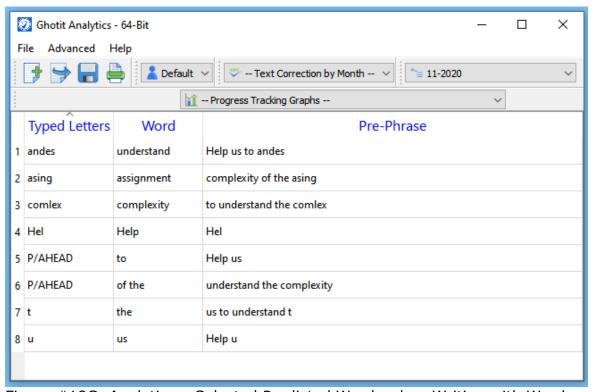


Figure #19C: Analytics – Selected Predicted Words when Writing with Word-Prediction

To get the Spelling/Grammar and Word-Prediction Errors collected as a CSV Excelfriendly format file, create an empty folder and export the files from the Menu Advanced -> "Copy CSV File to Folder". After exporting the files, enter the folder; the subfolders there named as "Text-Correction" and "Word-Prediction" contain monthly files with collected errors originating from text-correction and wordprediction, respectively.

To share your Progress Counters and Errors with your teacher/trainer/ATP, one option is to export CSV files to a folder as explained above, next zip the folder and share the file/files via email or a cloud with your teacher/trainer.

Yet another option is to Export the Ghotit Analytics to the Desktop located file by clicking the toolbar button "Export Analytics to File". Next, locate the new Analytics file on the Desktop and and pass it to your teacher/trainer in charge.

To import the Analytics File to Ghotit Analytics, teacher on her/his computer opens Ghotit Analytics, clicks on the toolbar button "Import Analytics from File", provides the file location to the File Dialog and clicks "Open". Ghotit Analytics requires teacher to specify the unique name of the student/pupil to accomplish the import. Next, teacher switches Users combo-box to the name of the student specified and gets access to the analytics information.

The list of Ghotit Analytics Users contains the "Default" user – this is the analytics information set for this computer – as well as the unique names provided when importing Analytics Files. To navigate among them, switch among the students' names or return to the Default (local) user.

#### **Customization: User Interface**

User-Interface containing only necessary functions/buttons concentrates attention and improves productivity.

To customize the Ghotit User Interface, *right-click on the empty area* of the Top, Left or Right toolbar and get the Right-Click Menu with the list of functionalities (actions).

Note: To get Right-Click-Menu with Apple's original mouse, hold down the Control Key and click on an empty area of a toolbar:

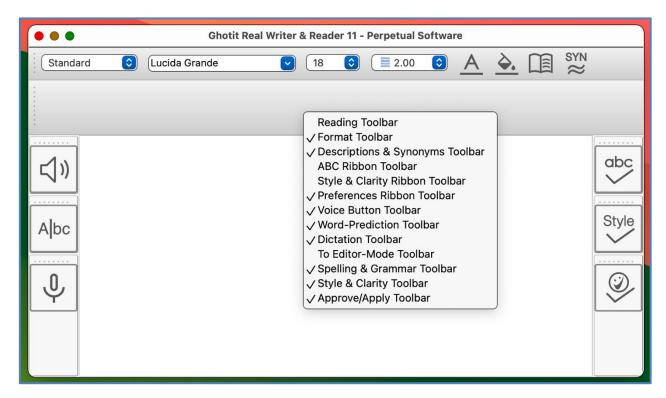


Figure #20: Right-Click Menu for User-Interface Customization

Select or unselect checkboxes to add or remove certain groups of buttons.

You can always return to the default "Factory-Made" User-Interface by going to the Preferences (select Preferences from the menu Edit), clicking tab Advanced, pressing there the button "Restore the Default Layout", closing the software and running it again.

#### **Customization: Preferences**

To customize the software, activate Ghotit Real Writer & Reader window e.g. by clicking it and select from the top left menu just right to the apple sign "Ghotit" drop-down menu. Select Preferences line to get into the software Preferences.

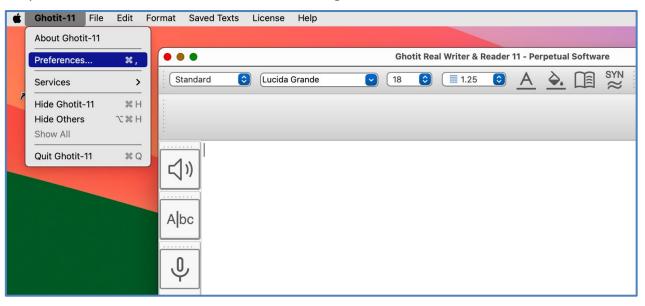


Figure #21: Opening Preferences Screen

Alternatively, get Preferences by clicking the Preferences button with "wheel" image located on the Floating Toolbar.

After selecting Preferences, a new window with several tabs appears (next figure, Fig. 22).

The customization tabs are:

- 1) **Speech** Select the voice to read-out-loud a written text (text to speech voice), word-highlighting & sentence coloring
- 2) **English** Select English dictionary, customize Descriptions Window options and add words to your Personal and Banned Words Dictionaries
- 3) Spelling & Grammar Select colors of Spelling Window
- 4) **Style** Customize the Style and Clarity options

- 5) **Teaching** Select colors for Parts of Speech Analyzes and for Syllables
- 6) **Prediction** Customize Ghotit Word-Prediction and colors of the Word-Prediction window;
- 7) **Learning** Create topics for Word-Prediction by learning from text files and/or Ghotit Text Area;
- 8) **Topics** Import, export, delete, load to use and unload from use Word-Prediction topics to improve the quality of word-prediction;
- 9) **Exams** Forbid/Allow any feature of Ghotit in line with your exam or curricula requirements;
- 10) **Floating** Adjust the size and customize the appearance (add/remove buttons) of the Floating Toolbar
- 11) Editor (the Main Window) Customize the appearance and colors of the Ghotit software Main Window and its Editor as well the shortcut F-keys used for Text Correction and Reading Text Aloud
- 12) **Configuration** Configure the User-Interface with Full Assistive Technology, Floating Toolbar only, Editor Only or "Analyze My Writing" Mode due for those without Dyslexia/Dysgraphia. Switch between the default Light Theme and the experimental Dark Theme. Select the proper Ghotit Analytics option. The configurational changes require Ghotit restart.

## **Speech Options**

Real Writer & Reader offers read-out-loud services; it reads aloud:

- Written text
- Suggested corrections and their meanings
- Predicted words and their meanings
- Meanings of any word selected by user in Description Window
- Words as you write if Speech Feedback configured.

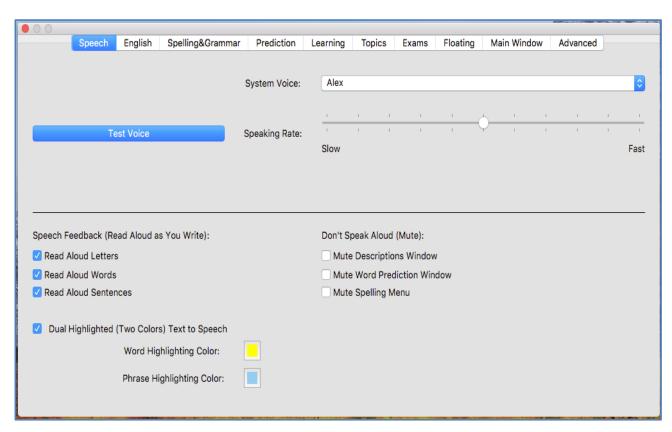


Figure #22: Preferences: Speech Customization Options

Customize the Speech Options as shown on the figure above:

- Select your preferred voice from the list of the available with your computer text-to-speech voices.

- Select the Speech Feedback options to read-out-loud each letter, each word and/or each letter while you are writing
- Select the colors marking the word and sentence by dual highlighting when reading the text aloud.
- Mute reading aloud for descriptions, word-prediction or/or spelling windows.
- Mute reading on **Option+(Fn)-F7**.

# **English Language, Descriptions Window and Personal Dictionary**

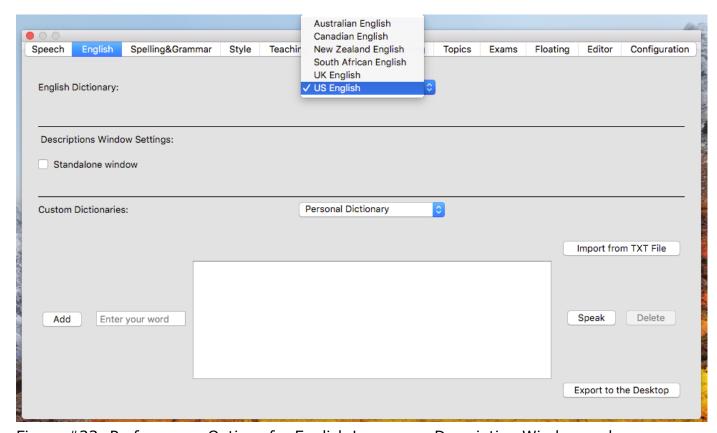


Figure #23: Preferences: Options for English Language, Description Window and Personal and Banned Dictionaries – Select English

Chose the English dictionary you want to use from the following options:

- Australian English
- Canadian English
- New Zealand English
- South African English
- United Kingdom (UK) English
- United States (US) English

Additionally, the screen provides configuration options for Descriptions Window containing meanings of user-selected words and opening on clicking the button Descriptions on the top toolbar. Descriptions Window could be configured to be a standalone and user-located by selecting the checkbox "Standalone window".

Yet another useful option on the screen is Personal Dictionary where you can add words by entering them to the text area and clicking on the "Add" button. Words could be added to your Personal Dictionary also from the **Suggestions Menu** when clicking on the "Add Word" button. To delete a word, select it and click on "Delete". "Speak" button lets you hear a selected word aloud.

Import/Export dictionaries from your custom TXT file with a single-word per-line structure.

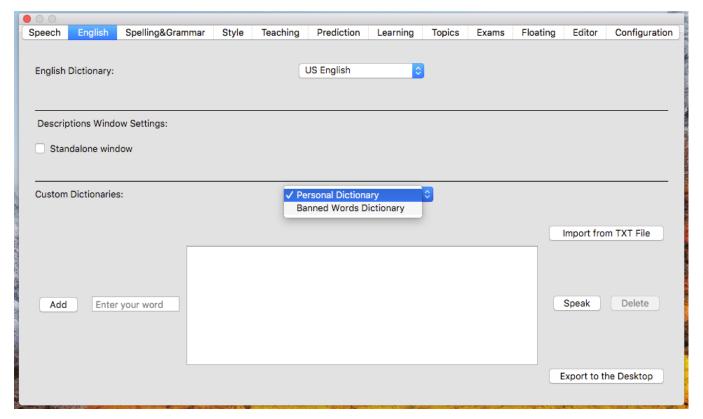


Figure #24: Preferences: Options for English Language, Description Window and Personal and Banned Dictionaries – Select Personal or Banned Words Dictionary.

## **Spelling & Grammar**

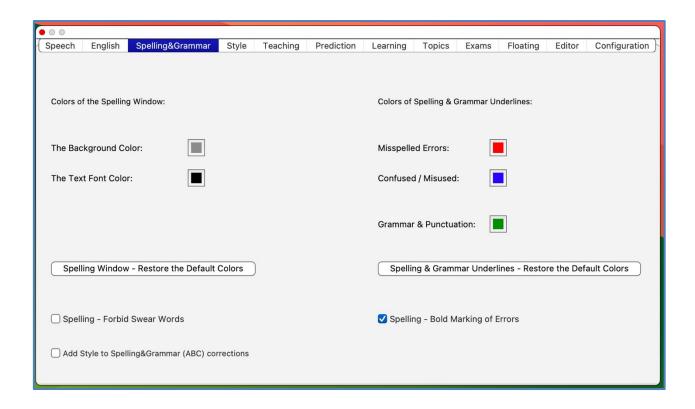


Figure #25: Preferences: Spelling and Grammar

- Spelling Window colors Select background and text font colors or Restore the Default Colors
- Colors of the underlines Users can customize the colors used for marking Misspelled Errors, suspected Confused/Misused Errors and Grammar & Punctuation or Restore the Default Colors
- Bold Marking of Errors helps to improve visualization of the suspected errors – select/unselect the checkbox
- Spelling Forbid Swear Words

### **Style and Clarity**

After correcting spelling and grammar, run the Style & Clarity to improve the style of your documents.

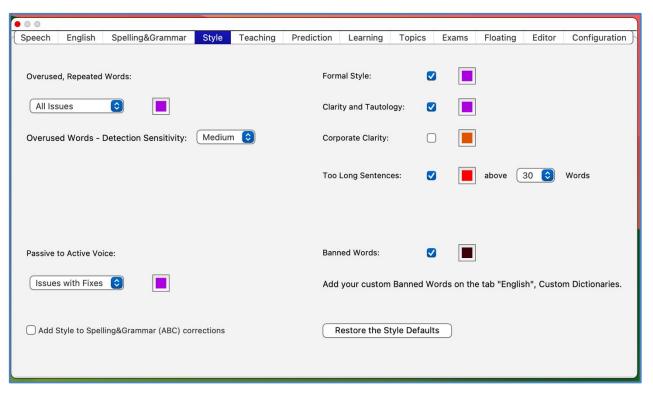


Figure #26: Preferences: Style & Clarity Options

- Overused, Repeating Words Select the required style suggestions from "All Issues", "Issues with Fixes" suggested or "Don't Correct". Customize the color of underlining. Tune detection of overused same words and words with the same root by selecting the Detection Sensitivity from High, Medium and Low.
- Passive to Active Voice Select the required style suggestions from "All Issues", "Issues with Fixes" suggested or "Don't Correct". Customize the color of underlining.
- Formal Style Enable/Disable and customize the color.
- Clarity/Tautology Enable/Disable and customize the color.
- Corporate Clarity Enable/Disable and customize the color.

- Too Long Sentence Enable/Disable, customize the color and select the detection threshold (words number in sentence).
- Banned Words - Enable/Disable and customize the color of underlining. The
  detected Banned Words include the custom Banned words added on the tab
  English (select instead the Banned Words Dictionary instead of the default
  Personal Dictionary) along with the build-in dictionary of the swear English
  words.
- Restore the Style Defaults
- Add Style to Spelling/ABC Corrections Select the checkbox to add Style
  corrections to the Spelling and Grammar corrections. We'd recommend this
  choice only for the cases when only a few Spelling, Confused, Grammar and
  Punctuation errors are expected in the text.

# **Teaching**

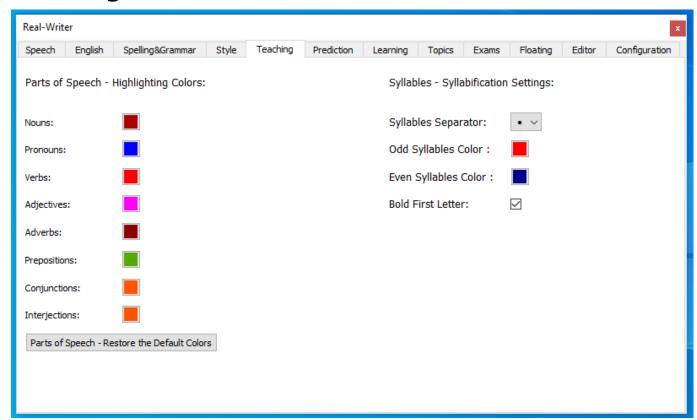


Figure #27: Preferences: Teaching – Parts of Speech Marking and Syllabification Options

- Parts of Speech Customize the highlighting colors for each of the eight parts of speech
- Syllables Customize the highlighting colors for syllables

# **Word-Prediction Options**

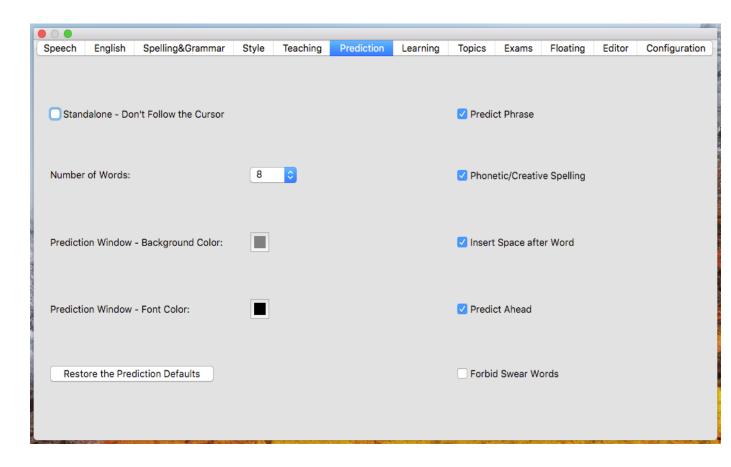


Figure #28: Preferences: Personalize Word-Prediction

- Use standalone window Configure the word-prediction window to be a standalone window to be placed by user at any position on the screen. After configuring this option, restart the software;
- Number of words Define the maximum number of predicted words to be presented.
- Background Color Select the background color for the Prediction Window.
- Font Color - Select the font color for the Prediction Window.
- Restore Prediction Defaults Return back to the factory defaults.

- Phonetic /creative spelling Allow word-prediction to use Quick-Spell instant corrective algorithms and suggest predictions even when there are no completions for the written letters;
- Insert Space after word adds space after each inserted predicted word.
- Predict Ahead predict the next word before typing the next word first letter.
- Predict Phrase predict the next two words where it's possible.

# Topics ("Prediction Word-Banks") & Learning

Writing a text on a very specific subject requires sometimes specific lexicon and/or general words used in specific subject-dependent combinations or in their rather rare meanings.

To improve quality of word-prediction, use Ghotit Topics. Known alternatives to Ghotit Topics are commonly called Word-Banks.

Ghotit Topics are superior to Word-Banks since the Topics contain not only words, but also adopt a writing style suitable to the topic. Even if a Topic does not add a single new word to the Ghotit dictionary, the Topic will improve Word-Prediction and suggest predictions more accurately based upon the context of your writing.

Writing with word-prediction school assignments or professional writing could be significantly improved by using Ghotit Topics.

## **Creating Topics: Learning from File or Ghotit**

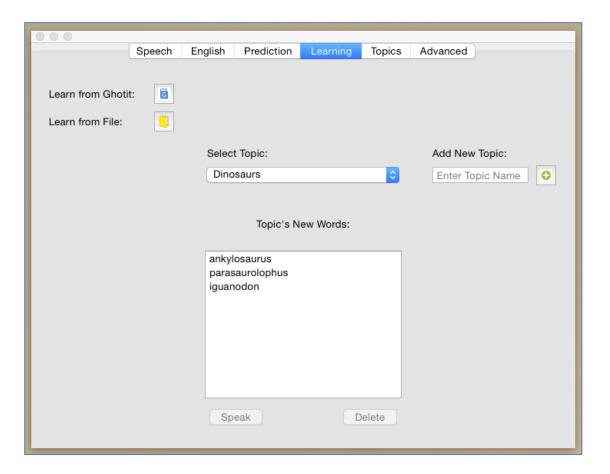


Figure #29: Create Topics by Learning and Review the Topics

For example, let's create a new topic named Dinosaurs. The Dinosaur topic will include names of dinosaurs and a matching writing style suitable for writing academic articles about Dinosaurs.

#### Steps to create a topic:

1. If it is a new topic, type the topic name, Dinosaurs, to the "Add New Topic" text-field in Learning tab of Preferences and click button. For an existing topic, select it from the topics list under "Select Topic".

- 2. Learn new words and contextual connections to the topic by either:
  - a. Clicking "Learn from Ghotit" button to learn from Ghotit Text area
  - b. Clicking "Learn from File" button and selecting a text-only file (format txt) from a file dialog.
- 3. Following step 2, you will optionally be presented a list of the topic new words; you can inspect the words, read them aloud using button Speak and delete words that you decide are not appropriate. If there are no new words, it's still fine since the topic has been enriched by contextual connections.

Note: When you have several documents you wish to learn from to a topic, save them in a text format (txt) and learn the text files one after another by following step 2b for each file of your interest. Thus, your topic will contain information and new words from several files.

# **Topics ("Prediction Word-Banks")**

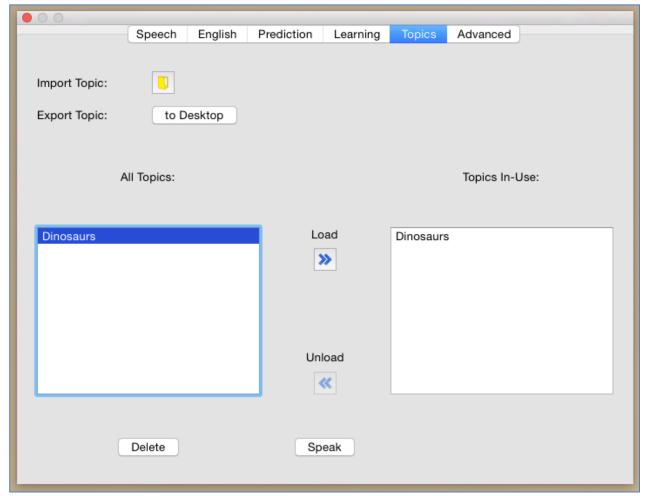


Figure #30: Manage Topics: Load, Unload, Import, Export or Delete.

This screen is for managing topics. Here you can:

- 1. Import a topic file (file with Ghotit .ghtopic extension) i.e. which was sent to you by a teacher. This is one more to get a topic besides creating it and learning from files or Ghotit as described in previous section.
- 2. Export a topic to your Desktop. Select a topic in "All Topics" section and click the "Export Topic" button. Now you can find the topic file on your Desktop

- and i.e. share it with your pupils by emailing it or placing it on a memory stick, etc.
- 3. Load a topic to use it. If you have created or imported a topic, it doesn't mean that the topic is in use. Load it to use explicitly by selecting a topic from "All Topics" section and clicking Load button. Now it is used by Word Prediction.
- 4. Unload a topic from use. Select a topic in "Topics in-Use" section and click Unload button. Now the topic is not used any more for word-prediction.
- 5. Delete a topic. If you do not need a topic any more, you can select it from "All Topics" section and click the Delete button. Prior to deleting, you should unload the topic from use and it is advisable to Export the topic and keep it in some folder for a fallback.
- 6. Read a topic name aloud. Select a topic either in "All Topics" or in "Topics in-Use" section and click Speak button.

#### **Exams - Control the Allowed Features**

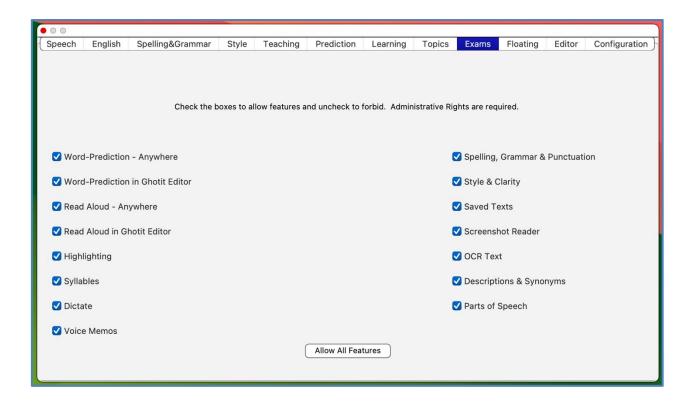


Figure #31: Exams. Allow or Forbid Certain Features of the Software.

Depending on your curriculum or examination requirements, define the subset of the features allowed. Any changes require Mac Administrative Privileges.

To make changes, run the software from your Mac's administrative account. Uncheck the boxes to forbid certain features or check them to allow the features back. Button "Allow All Features" is provided for your convenience to check all unchecked boxes. Close the software. Next, run the software from a non-administrative account as usual and get the subset of the features defined allowed. Inform your students about the subset of the features available.

### Floating – Customize the Floating Toolbar

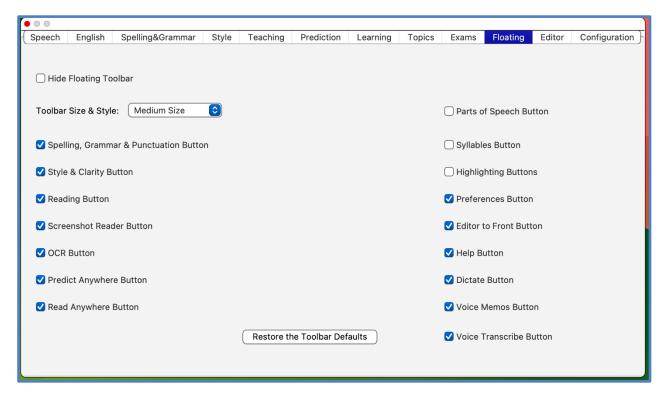


Figure #32: Floating - Customize the Floating Toolbar

Floating Toolbar size combo-box lets to choose among Small, Medium, Large or "With Text-Labels" pre-defined sizes of the Toolbar. Selection of "With Text Labels" adds text labels below the icons thru all toolbar buttons.

Appearance of all buttons could be customized, whereas "Restore the Toolbar Defaults" restores the factory defaults after Ghotit restart.

If for some reason the toolbar is not required, it could be hidden by selecting the Hide Floating Toolbar checkbox.

# **Editor (the Main Window)**

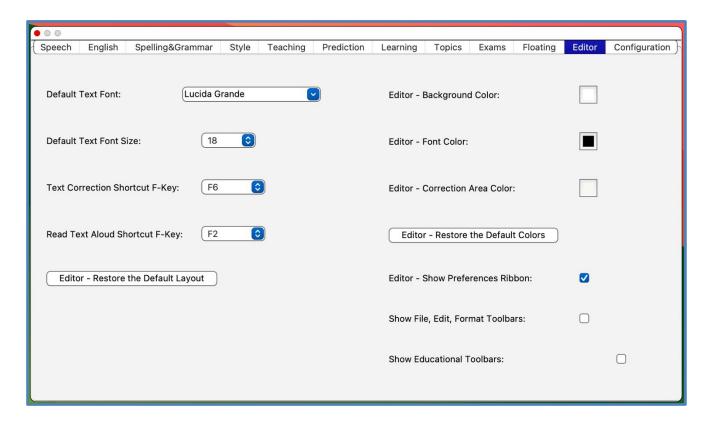


Figure #33: Preferences: Editor (the Main Window)

#### Configure on the tab:

- Font and font size that will be used by the software Text Area
- Main Area Text background and spelling selection colors
- Spelling Window background and font colors
- Restore the default colors of the Spelling Window
- Restore the default layout of the software the window size and the layout of toolbars
- F-keys to be used for Text Correction and Reading.

The default Text Correction mode short key is F6. However, if you want to change the short key because F6 is being used by your application, you can do that by going to Edit→Preferences →Advanced -> Text Correction Shortcut F-Key.

The default reading mode short key is F3. However, if you want to change the short key because F3 is being used by your application, you can do that by going to Edit→Preferences → Advanced -> Read Text Aloud Shortcut F-Key.

# **Configuration – User-Interface, Theme and Analytics Settings**

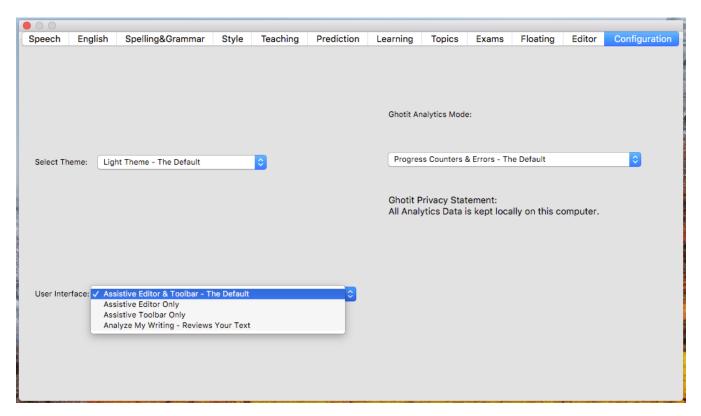


Figure #34: Preferences: Main Window

Configure the User-Interface with Full Assistive Technology, Floating Toolbar only, Editor Only or "Analyze My Writing" Mode due for those without Dyslexia/Dysgraphia.

You can switch between the default "Light Theme" and the experimental "Dark Theme". Next, restart the software and after restart enter the Settings again to customize relevant colors where it is required.

The default option for Analytics is to collect information for Progress Counters and Errors but without the phrases where the errors occurred. On shared computers, consider changing it to "No Analytics" or "Progress Counters Only".

# **Strategies for Teachers/Tutors**

**Tip 1:** Text Correction by Two Iterations.

Encourage a student to write even if the resulting writing could be barely read.

Run the **first correction** by clicking ABC-button and correct the text by selecting the correction candidates. Ignore the words without appropriate candidates.

Click the ABC button for the **second correction**. Thanks to the improved context, many words without appropriate candidates at the first run now will have good correction candidates. Additionally, the second run may bring correction of punctuation.

**Tip 2:** Writing with Ghotit Word-Prediction Followed by Ghotit Text Correction.

There's our blog devoted to this strategy:

http://www.ghotit.com/2014/05/dyslexia-literacy-boosted-by-synergy-of-different-technologies/

#### **License Transfer**

#### Reinstallation after Mac OS X Re-Installed

After Mac system was reinstalled or a computer was re-imaged, install and activate Ghotit software as usual. Unless hardware has been changed, there are no issues to expect.

#### **Transfer to Another Computer**

Unlike other vendors in our industry, Ghotit allows to transfer the installed software and license to a new or just another computer. You can do it as a very rare event – no more than once a year.

To release the License, proceed with the steps below:

- Ensure good connection to the Internet;
- Run Ghotit and bring it to focus by clicking;
- Locate Ghotit Application Menu ("File", "Edit", "View" ... "License") in the top-left corner of the screen just right from the top-left Apple Icon. At some Mac systems, an Application Menu is concealed and appears only when you bring cursor to the area;
- Click the Ghotit Application Menu right-most item named "License" and from the appearing drop-down menu select the item "Inactivate";
- Enter your license (user/pass) to the login dialog above Ghotit window and press OK;
- After getting confirmation about successful inactivation, delete Ghotit.app and delete it from Trash.

To install and activate the software on another computer, copy the installation file from your backup and proceed with the Installation and Setup steps.

#### **Hardware Changes**

Certain hardware changes could invalidate the license. If that happens, purchase a new license.

# **End User Rights**

To compile the application with your own version of Qt-library used by Ghotit Real Writer & Reader under GNU LGPLv2, you have rights to get the object files of the application and building instructions. Please, contact our Support Team to get it. The object files are delivered as release compiled objects.

Ghotit Analytics module is covered by GPL-V3 license. End users are eligible to get the code source files of the module along with building means. Please, contact our Support Team to get the sources.