

# Ghotit Real Writer & Reader 9 for Windows User Guide

Version 9.8.1

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## Real Writer and Reader 9 for Windows - User Guide

Ghotit Real Writer & Reader 9 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 9 includes:

- Phonetic and context-sensitive spell checker
- Grammar and punctuation corrector
- Corrector of confused words including homophones
- Synonyms and Text Enrichment **(New Features - Preview)**

- Quick-Spell Word-Prediction with instant correction for creative/phonetic writers
- Predict Anywhere **(New Feature)** for Quick-Spell Word-Prediction when writing in any application
- Word-Prediction Topics (Advanced Word-Banks)
- Effective proofreader
- Speak as you write (speech feedback)
- Integrated dictionary
- Reading assistance with text dual highlighting
- Reading Anywhere **(New Feature)** for reading-aloud any text in any application
- Screenshot Reader able to read text in images, locked PDF, etc.
- Highlighting texts and highlights collection **(New Feature - Preview)**
- Integration with Windows applications
- Integration with Google Apps
- Editor of Google Docs
- Independent Text Editor
- Examination Settings **(New Feature)** – Forbid/Allow any feature of Ghotit in line with exam or curricula requirements
- **Absolute Privacy for users – last but not least:**  
<https://www.ghotit.com/privacy-policy>

Ghotit Real Writer & Reader integrates with common Windows applications (i.e. Desktop Microsoft Office, Office-365 Online, OneNote, Edge, Chrome, Gmail, Google Docs/Google Drive, Facebook) for text correction and reading aloud. Additionally, the software could be used as a standalone “Dyslexia Text Editor”.

## Setup and Application Start

### Prerequisites

Windows: Windows-7 and higher.

RAM Memory:

- For 32-bit Windows 2 GB at least (4 GB is recommended);
- For 64-bit Windows 4 GB at least (8 GB is recommended);

Local disk/flash space available: 1.5 GB.

Connect to the Internet for the license activation.

*Note: If there is another assistive software working on this computer, i.e. 3-rd party dictation software not from Windows/Microsoft, more memory could be required.*

### Download/Copy the Ghotit Installation File

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

### Install the Ghotit Software


Double click on the Ghotit installation file with the green "smiley" icon: .

Installation requires administrative privileges, and normally, the default location should not be changed.

If you are an administrator of a school, university or an organization, you can install Ghotit software to any **local folder** on the PC of your choice shared by all Windows users, but **NOT to a network folder**.

*Note: Windows-8 Users with SmartScreen protection enabled MAY get a message "Windows Protects Your PC". Click the link "More Info" below and further "Run anyway" to run the Ghotit installation. You may get a few more warnings, but the Ghotit installation will run.*

When installation completes, the link to Ghotit-Real-Writer-and-Reader software

appears as a blue "smiley" icon: . This is the link to be further used to run the software.

Since the green-icon installation file is not in need anymore, move it to a backup location.

## **Run and Activate the Ghotit Software**

Installation launches Ghotit Real Writer and Reader software automatically. Wait for a few seconds until the Ghotit window appears (at an old PC, it could take up to a minute).

### *1. Setup and Activate the Software Immediately.*

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

- a. Adjusting voice settings
- b. Selecting English dictionary
- c. Activating Ghotit: enter your Ghotit License: username and password (u/p), case-sensitive.

Note: If you are copying-pasting your u/p, select text only and paste with the Keep Text Only option.

### *2. Setup and Activate the Software Later by "Run as Administrator"*

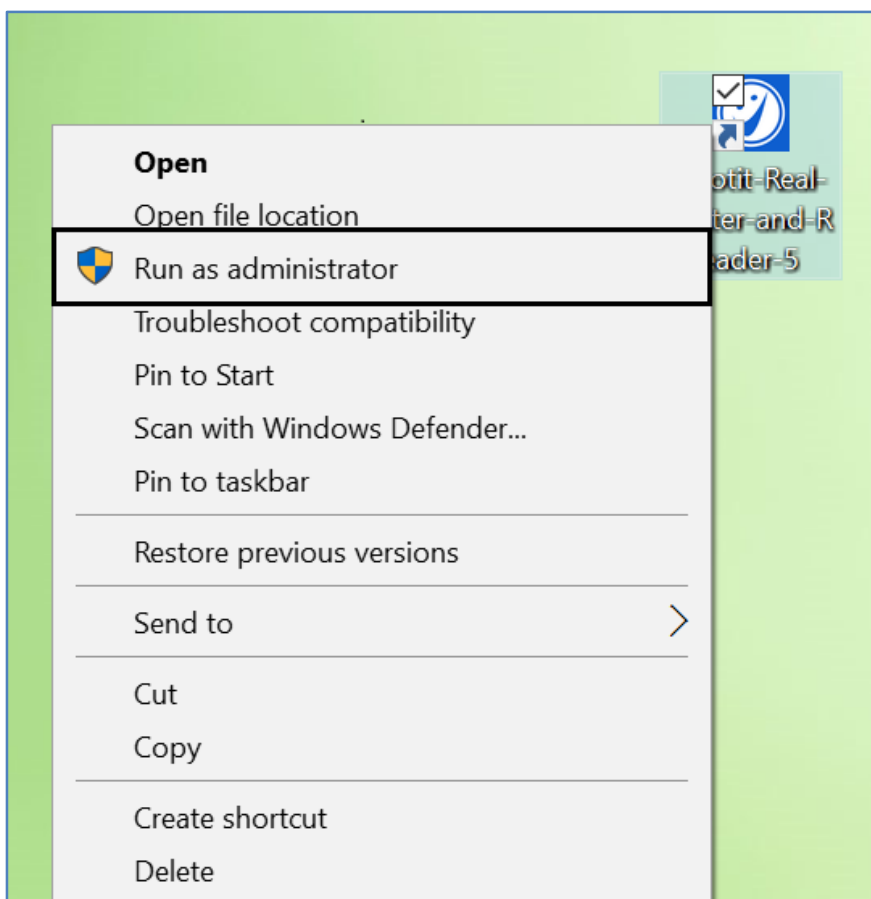
If for some reason (i.e. you have not received a valid license: username and password) you decided to close the software and activate it later, follow the steps below.

Right-click on the Ghotit software file: Ghotit-Real-Writer-and-Reader



On a tablet, make Press-and-Hold gesture. From the right-click menu, select **"Run as administrator"** and provide administrative credentials if required.

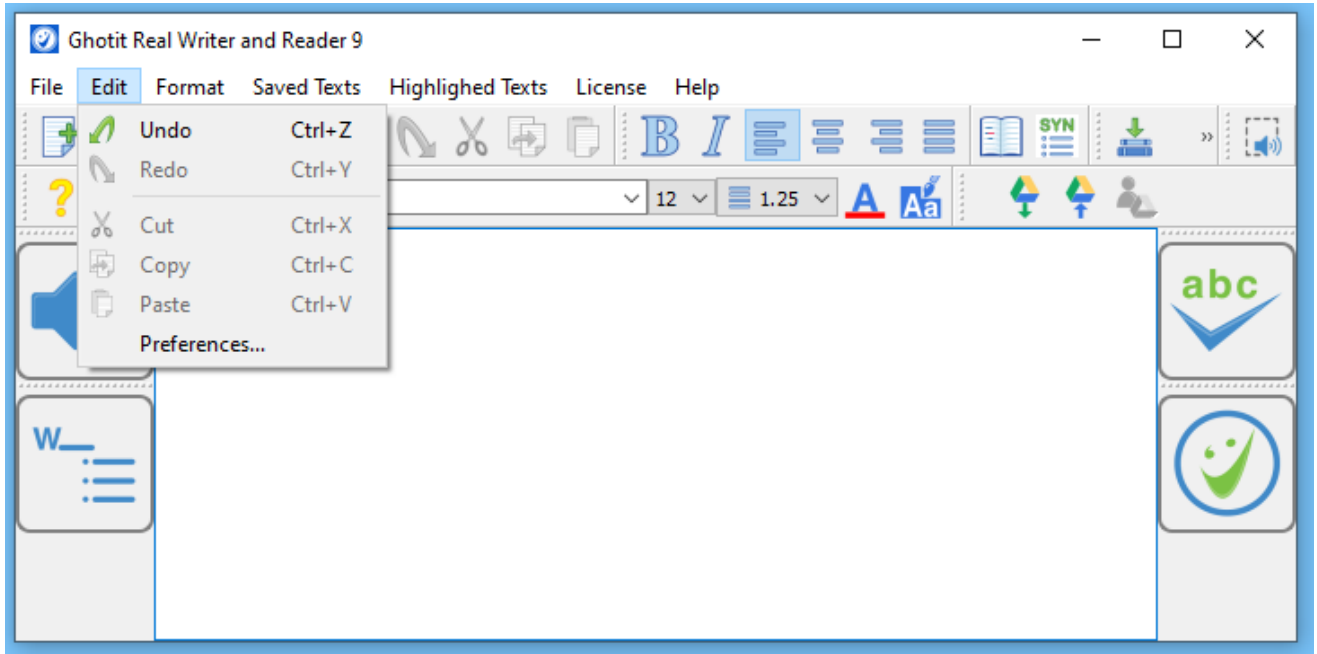
See it depicted below:



Further, Ghotit Setup Wizard will guide you as specified above.



To customize the software later, select Edit drop-down menu and click item Preferences as shown below:



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



## English Dictionary Configuration

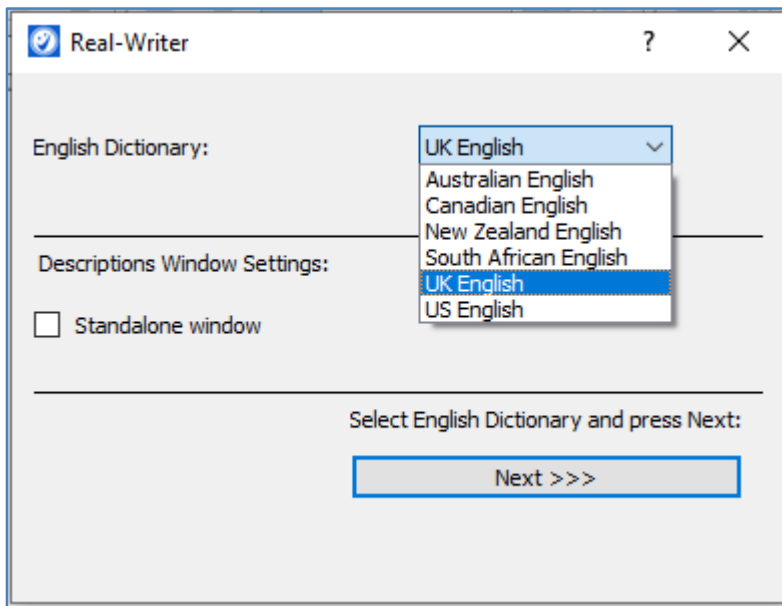


Figure #1: The Setup Wizard Screen: Select English Dictionary

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) and United States (US).

## Text-to-Speech Voice Selection

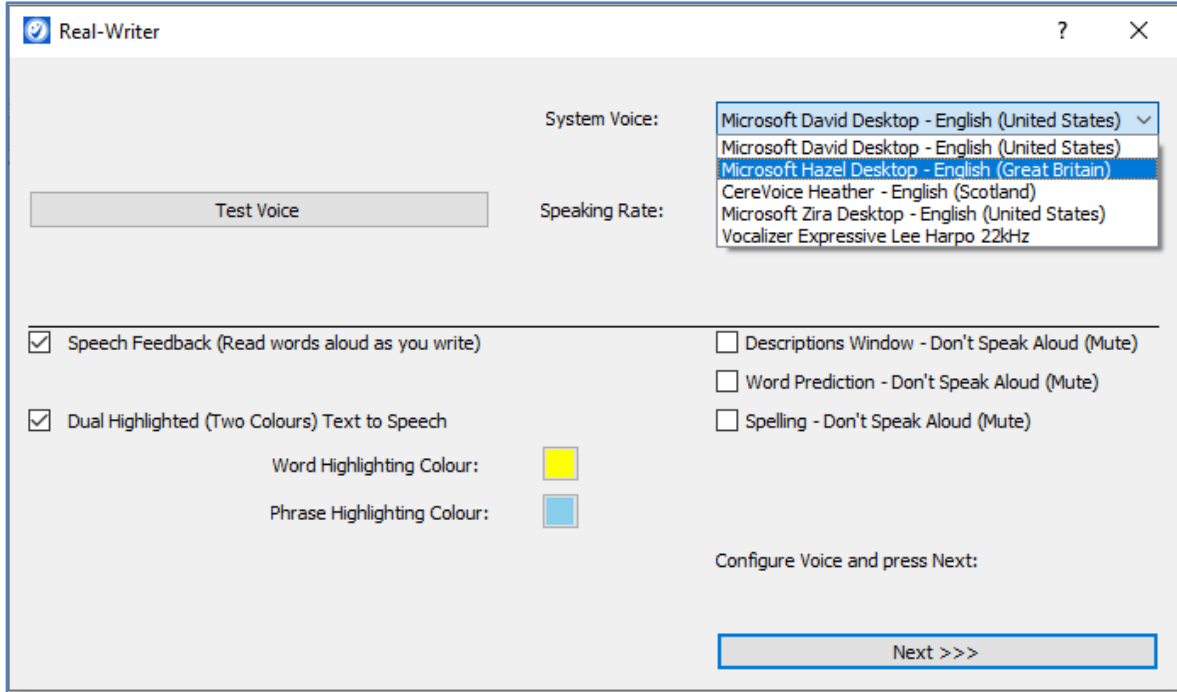


Figure #2: Setup Screen: Select and Test Text-to-Speech Voice

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

## Enter User Credentials (The License)

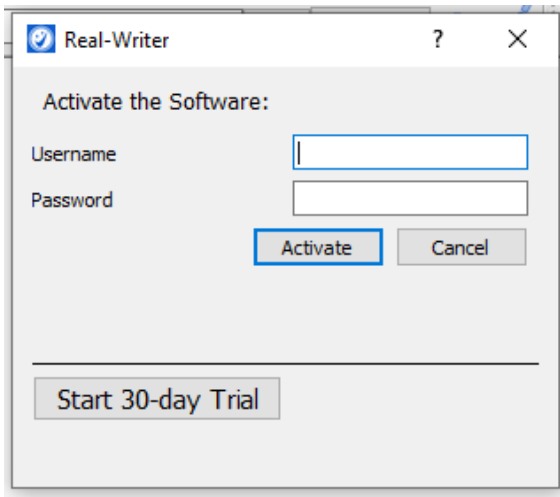


Figure #3: Setup Screen: Activate the Software.

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

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

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

**Start Ghotit normally before you start any other software, particularly before browsers and other assistive software, i.e. dictation software.** Certain pieces of assistive software are known to be taking all computer resources available and not leaving to Ghotit the minimum required to work.

## Writing and Correcting Text

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

### Main Screen

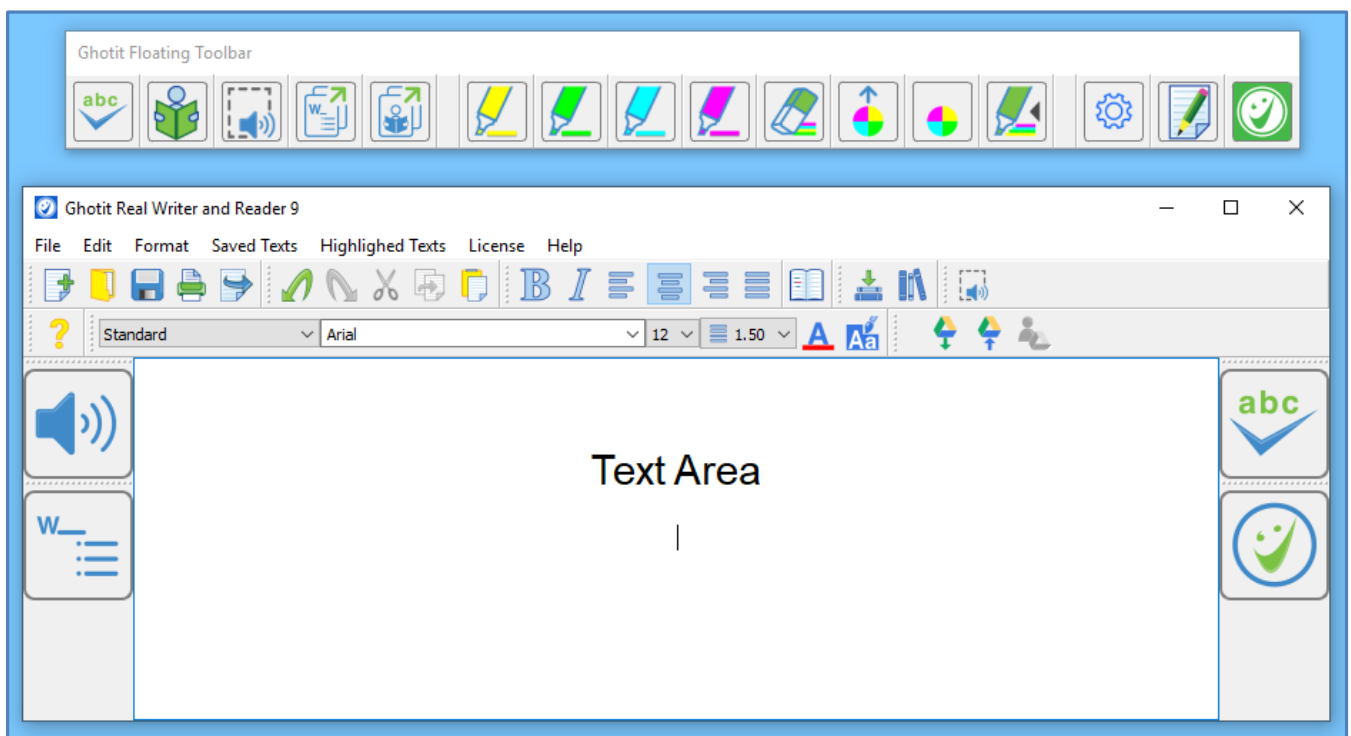



Figure #4: Ghotit Real Writer & Reader Application Main Screen and Floating Toolbar

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 marks 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.

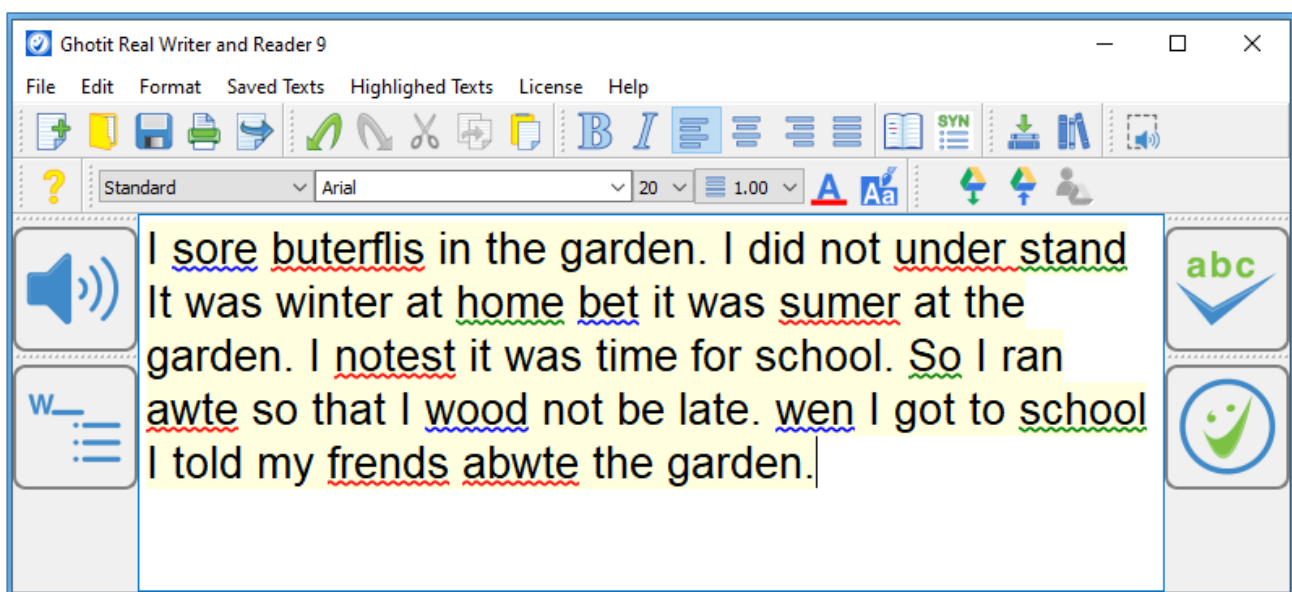



Figure #5: Marking Text for Correction

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



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.

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

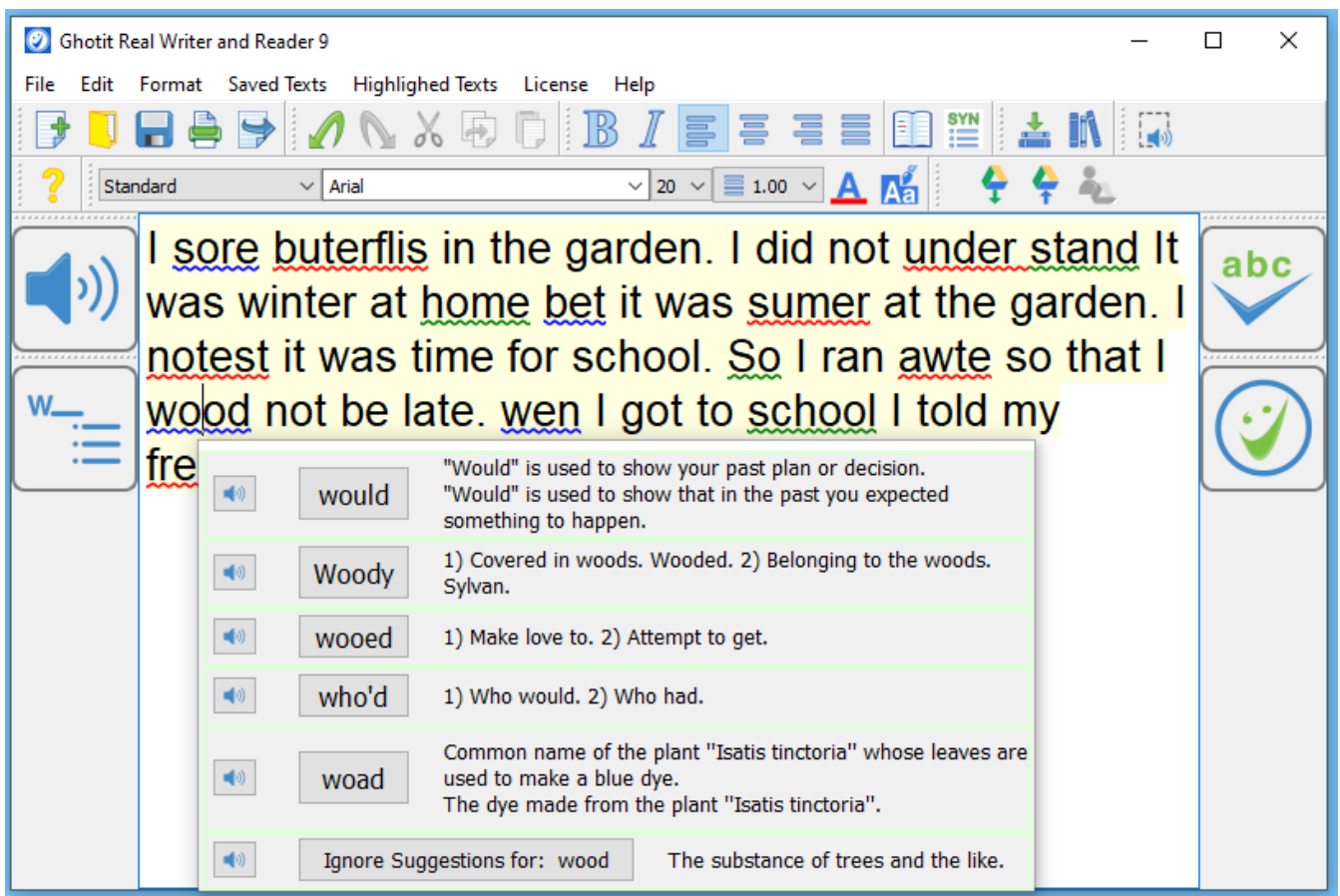



Figure #6: Word Suggestions Menu

## Descriptions Window

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.

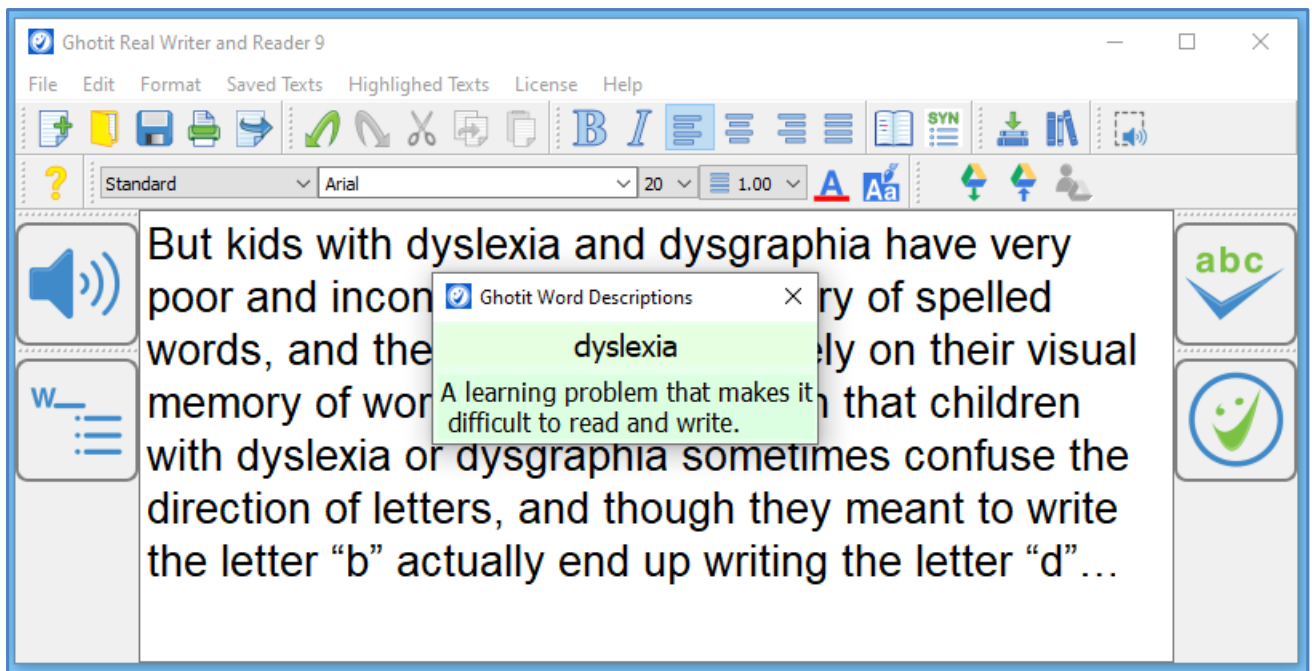


Figure #7: Descriptions Window



## 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 which 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 to activate "local" word-prediction in Ghotit Writer Window and start writing in Ghotit window.

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

**Predict Anywhere button**  **(New Feature)** located on the Floating Toolbar.

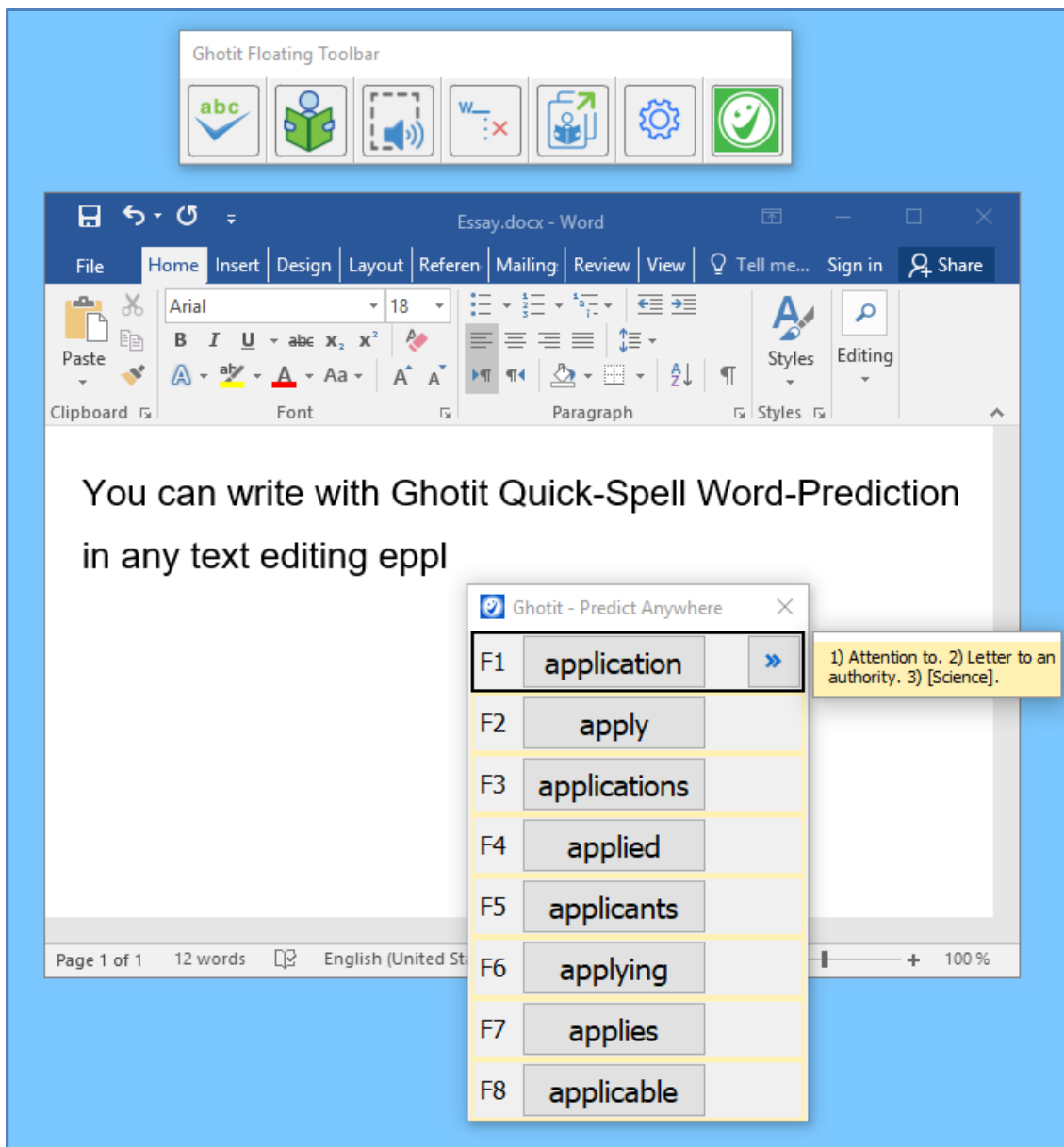



Figure #8A: Writing in MS-Word by using "Predict Anywhere" window.

*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, hover the mouse above the prediction window to read aloud the proposed predictions and choose the appropriate prediction clicking it by mouse. Alternatively, use the F-key shortcut appearing from the left.

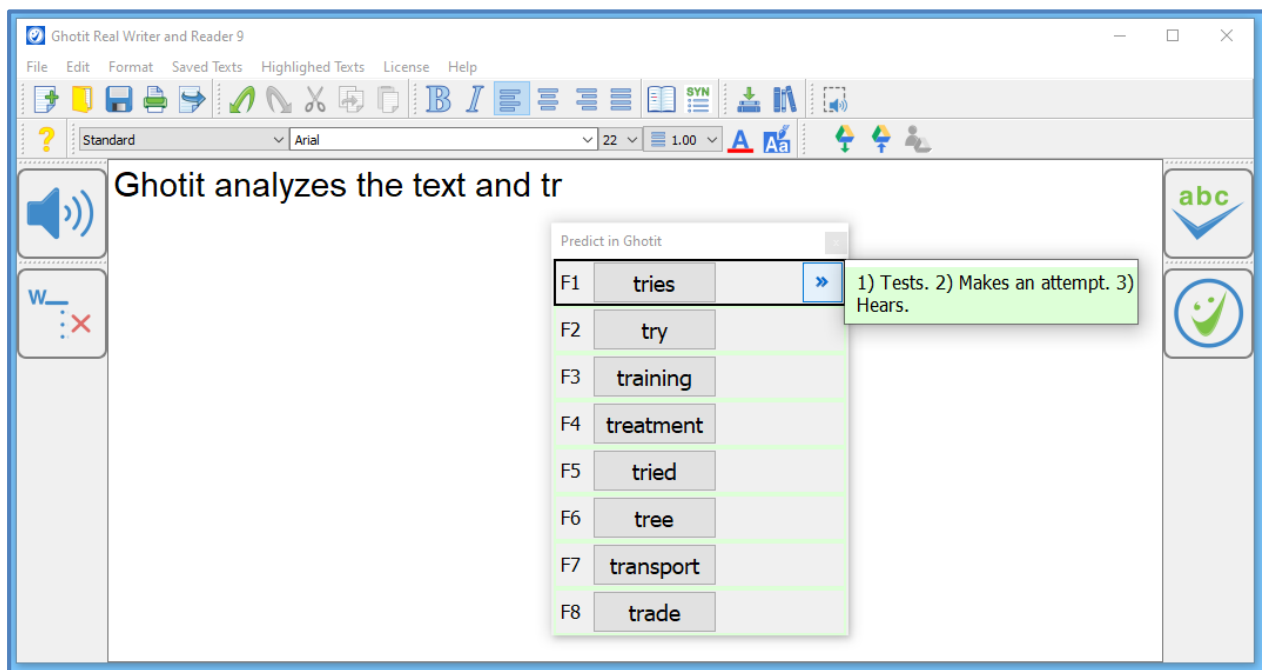




Figure #8B: Writing in Ghotit Writer by using Ghotit-Local Word-Prediction Menu.

For Ghotit-Local Word-Prediction menu, the prediction list appears under the text you are writing; choose a predicted word by clicking it by mouse or by using the appropriate F-key left to the prediction.

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.

In order to turn off word-prediction, click the word-prediction icon .

Word-Prediction has several options that could be tuned for user convenience and/or for compliance with examinations requirements.

*Note, that Predict Anywhere window follows your writing only in MS-Office applications like Word, Outlook but not in browsers and some other software.*

## Text Editor: Main Screen Icons

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

Quick Access icons:



New file – creates a new file



Open File – opens an existing file



Save – saves the text you have written to a file



Print – prints the file



Undo – undoes the latest change



Redo – redoes the last change



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

Clipboard Icons:



Cut – cuts the text



Copy – copies the text



Paste – pastes the text

### Paragraph Icons:



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

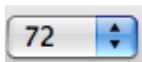
### Text Format Icons:



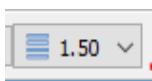
Style – select text style



Font type – select font type



Font size – select font size



Line Spacing – define line spacing for the selected text



Font Color – select font color



Text background color – select text background color

Descriptions Icon:



Descriptions – meanings of words: descriptions and examples

Synonyms Icon:



Synonyms – synonyms and their meanings

Learning and Topics (“Word-Banks”) Icons:



Learning to Word Prediction Topics



Topics for Word Prediction

Screenshot Reader:



Screenshot Reader – reads aloud texts in image and inaccessible documents

Google Docs Editor:



Open a Google Doc document in Ghotit Real Writer for editing/reading.



Synchronize an opened and edited Google Doc document **OR**

Upload local file to Google Drive.



Sign-Out from the current Google Drive account (i.e. to sign-in with another account).

## 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.

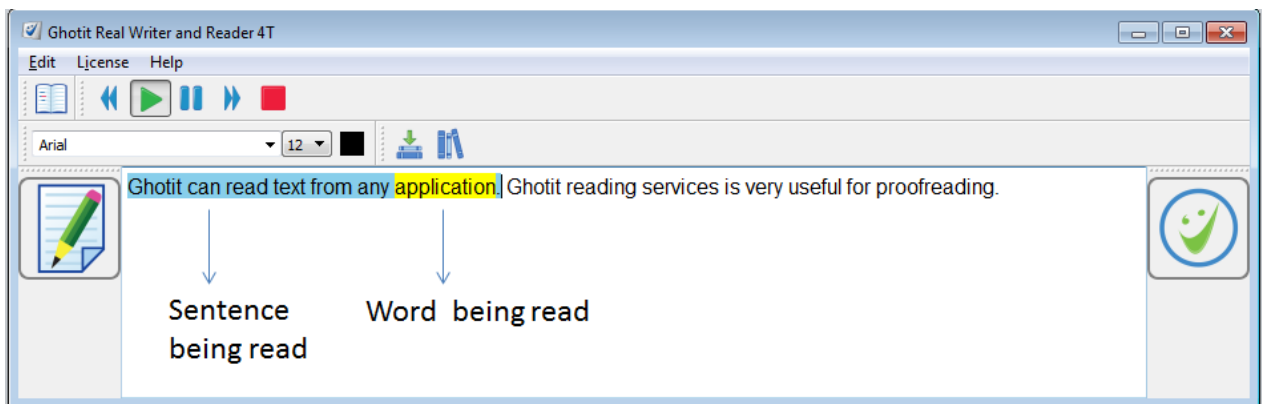



Figure #9: Ghotit Reader Screen

To start Ghotit Reader, select some text in your application and press F2-key.

Clicking the Edit icon , switches the software to Text Correction Mode.

Note: If F2-key alone does not work, use the combination of the two keys:

Fn-F2 (press Fn-key and F2 together).

**Alternatively, click or tap the Reading-button of the Floating Toolbar.**

Ghotit Reader screen icons:



Read previous sentence



Read text



Pause reading



Read next sentence



Stop reading



Learning for Word Prediction Topics





Topics for Word Prediction



## Text Correction: Integration with Common Applications

You can access Real Writer and Reader from various Windows applications (i.e. MS-Office, Libre Office, Apache Office, Internet Explorer, Firefox, Chrome, Gmail, Google Docs/Drive etc.) simply by marking the text and pressing the F6-key. To use it:

1. Run Ghotit Real-Writer-and-Reader  by double-clicking. You can minimize the window if you want.
2. Write your text in Word, Outlook or any other program.
3. Select the text you want to correct by mouse (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. 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).
6. Press the Apply button - the corrected text will then be automatically sent back to the text editor replacing the text sent for correction.
7. Repeat the steps from 3 to 6 to correct another text.

Watch the video on how to use:

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

*Note: Text in Real Writer window is replaced on F6/F2 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.*

**Note for Users of Windows Tablets with Windows 8, 8.1 or Windows-10:**

F-keys could be added to the touch keyboard by following the simple procedure explained below:

<http://www.eightforums.com/tutorials/24398-touch-keyboard-add-standard-keyboard-layout-windows-8-a.html>

**Note on Text Formatting of MS-Word/Outlook:**

Keeping the original formatting in Word/Outlook or not keeping it depends solely on the settings of your Word/Outlook program.

At some editions of MS-Office, the default settings of Word/Outlook are not correct.

To keep the original font and formatting i.e. in Word-2010, perform the following:

- a) Go to menu File of your Word and select from there "Options".
- b) In "Options Menu" located at the left section select "Advanced".
- c) At the right section go down to "Cut, copy and paste".

Here you can find option named "Pasting from other programs" with a drop-box containing various options where you select "Keep Text Only" and click OK.

You can also try "Merge Formatting" if it is looking better.

- d) In general, you can find on the Internet similar instructions for every version of Word by searching "Pasting from other programs" Options and for MS-Outlook, follow the instructions of this link:

<https://www.howtogeek.com/howto/28478/copy-and-paste-in-outlook-without-messing-up-your-formatting/>

## 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 #10A: Floating Toolbar






Figure #10B: Floating Toolbar Mode with enabled Highlighting Buttons






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

- Spelling Button  to work exactly as F6 shortcut for Text Correction;
- Reading Button  is parallel to F2-shotcut and due for Reading Aloud;
- Screenshot Reader Button  duplicates functionality of the same button located on top toolbar of the Main Window due for reading from screen.

- Predict Anywhere Button  (New Feature) to write with Ghotit Quick-Spell Word-Prediction in any editing application
- Read Anywhere Button  (New Feature) to read-aloud the text selected in any window
- Show/Hide Highlighting Buttons  (New Feature - Preview) – switches between the default short presentation and the long presentation including highlighting buttons.
- Preferences/Settings Button  to get fast access to the configurable parameters
- Bring the Editor to Front  (New Feature), a convenience button to activate and bring to front Ghotit Real Writer's window from the minimized state or when obscured by other windows.
- Smiley Button  to minimize / maximize the Floating Toolbar.

The **Highlighting** buttons are:

- Highlight in Yellow Button  – highlights selected text background in yellow;
- Highlight in Green Button  – highlights selected text background in bright green;
- Highlight in Blue Button  – highlights selected text background in light blue (turquoise, aqua);

- Highlight in Pink Button  – highlights selected text background in pink;
- Erase Highlighting  – removes highlighting from the background 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
- Sign-in/out to Hypothesis Web-Annotations Service  - integrates with Hypothesis Web Annotations Service to collect annotations from web-pages and PDF files.

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 Settings -> Floating section.

## Google Docs – Integration with

Ghotit's policy is Absolute Privacy for our users:


<https://www.ghotit.com/privacy-policy>

Using Google Docs/Google Drive, you are subject to Google's policy. Please, pay attention and understand the nature of your agreements with Google.

Ghotit Real Writer and Reader is a so-called "verified" software checked by Google's Verification Team. Unfortunately, you are still supposed to receive from Google so-called "Security Alerts" emails.

Integration with Google Docs works with Google Docs files located on Google Drive. If your files on Google Drive are in native formats, e.g. .doc, .docx, .html, .txt, and .rtf, you can easily convert them to Google Docs:

<https://support.aodocs.com/hc/en-us/articles/210147546-Convert-Microsoft-Office-files-to-Google-files->

To open in Ghotit Real Writer a Google Docs file from the Google Drive, click/tap the "Open (Download) a Drive File" Button  located on the top toolbar.

Doing that for the first time, prompts for signing into the Google Drive with a list of Drive accounts to select from or an option to sign-in with another Google Account:

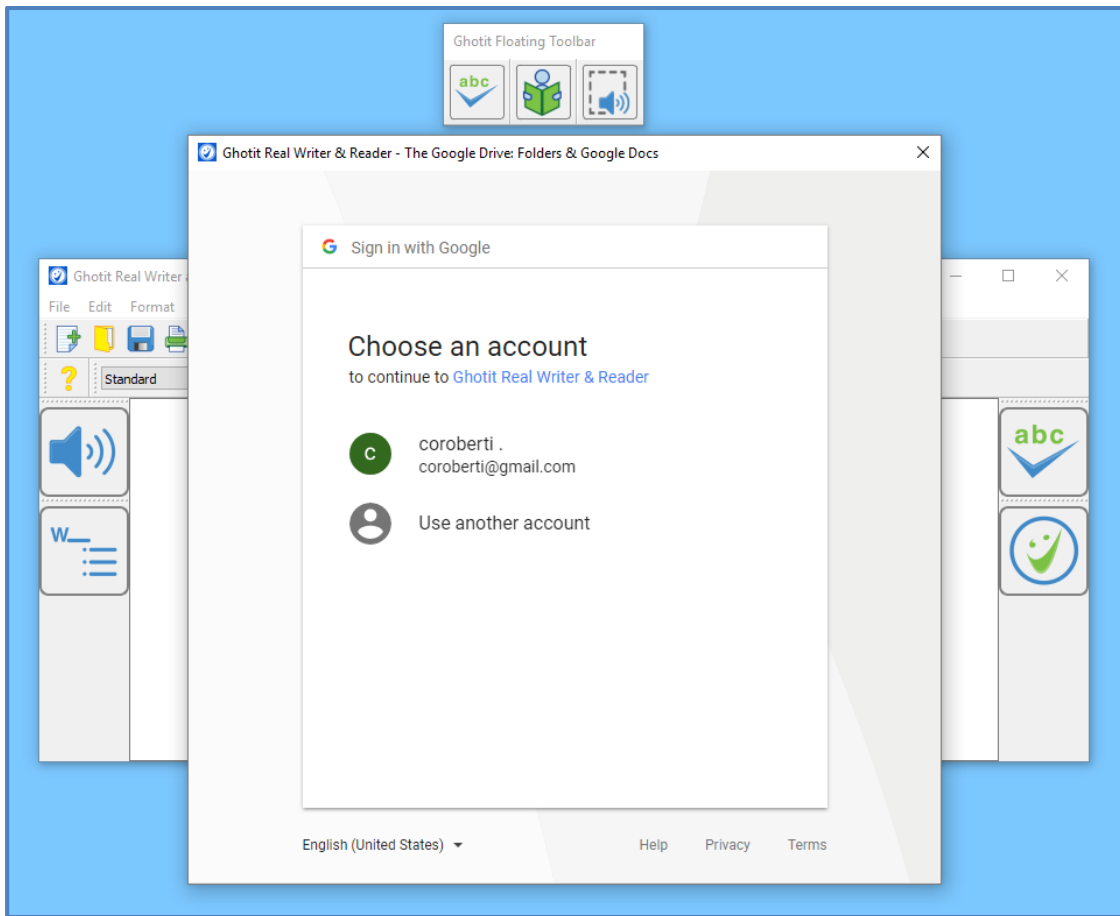


Figure #11: Choose Account to Sign-in to Google Drive.

After signing into your Drive account, navigate File Open dialog and select the file Google Docs file you'd like to open and edit.

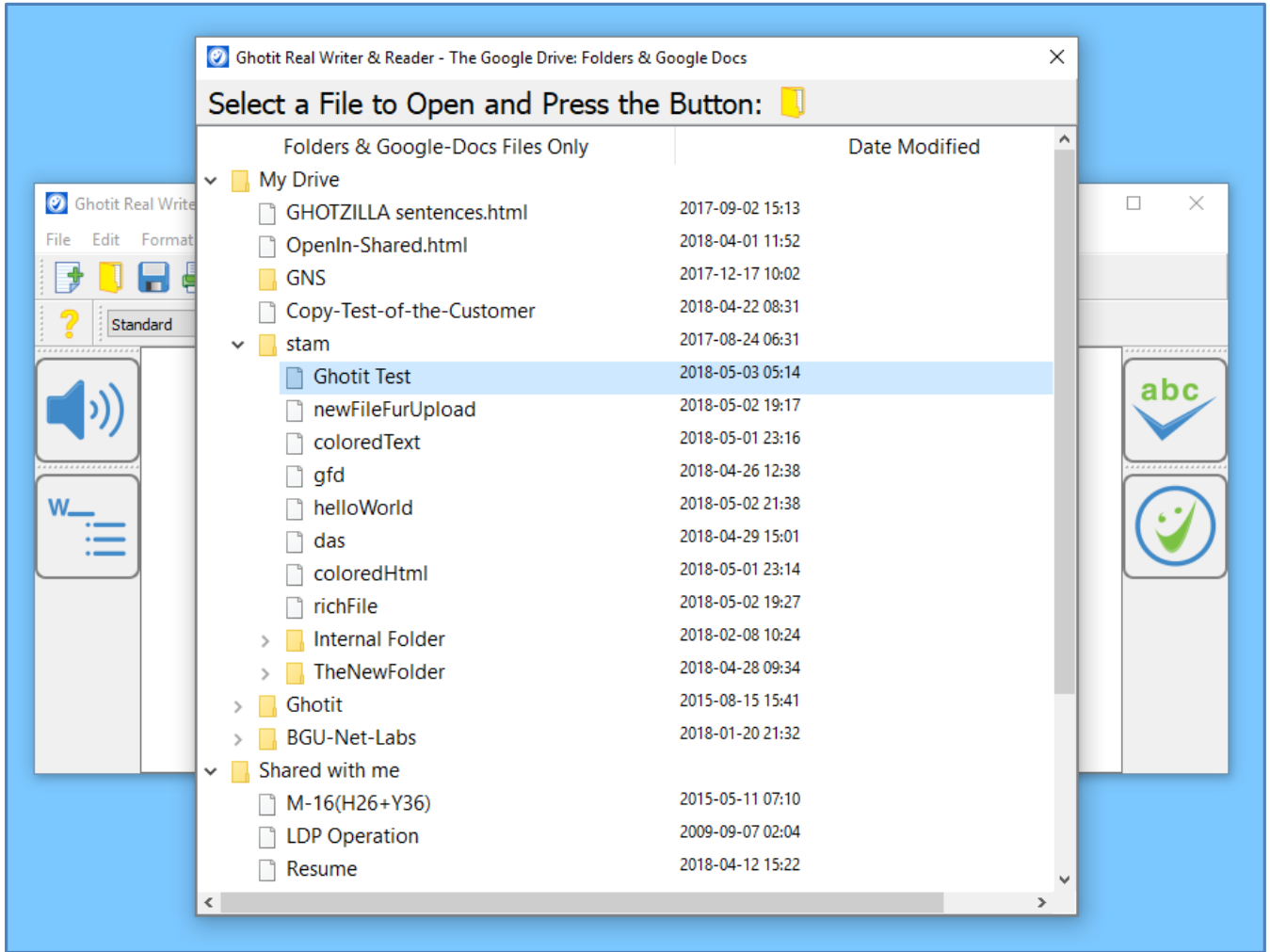


Figure #12: File Open Dialog. Select a File and Press Select.



The selected Google Docs file is loaded into the Ghotit Real Writer editor. When a Google Docs file is opened, it is indicated at the window title by "A Google Docs File".

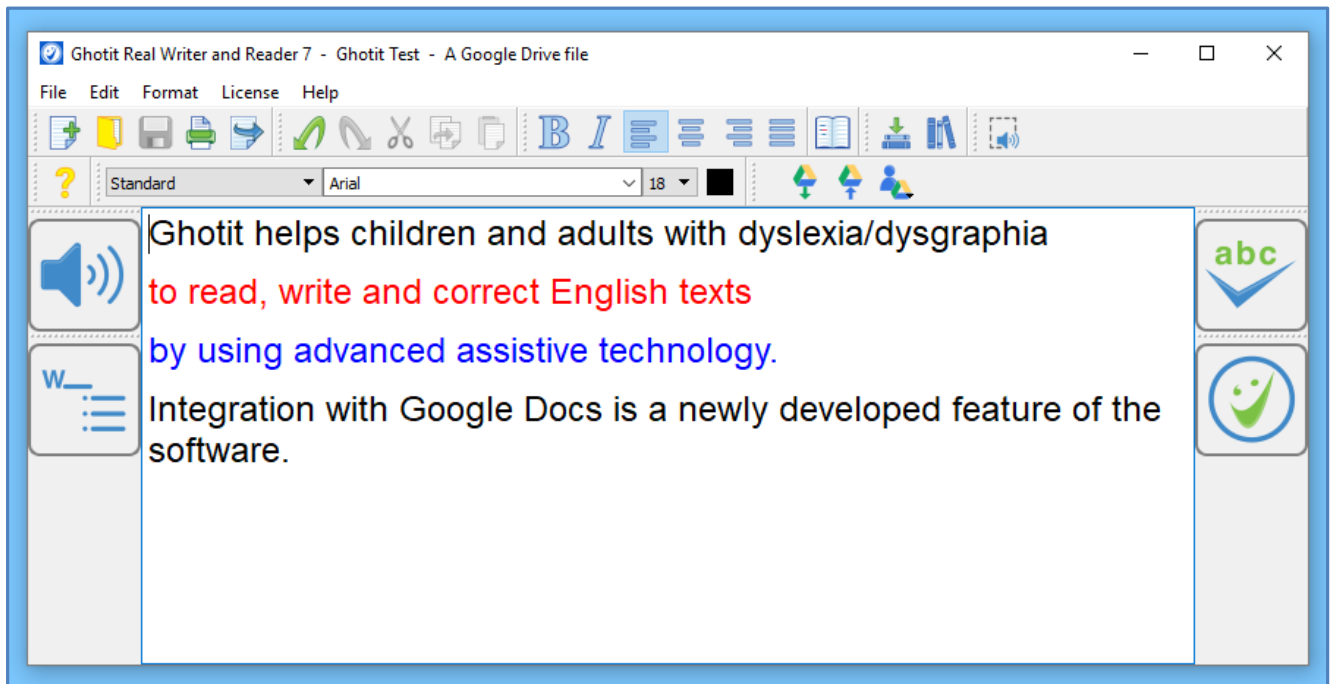



Figure #13: A Google Docs File Opened for Editing.

The software makes automatic synchronization of Google Docs files with Google Drive when closing the software.

Additionally, user can force synchronization of a file with the Google Drive by

tapping/clicking the "Synchronize (Commit/Upload) with Drive" Button: .

When the synchronization process fails due to a lack of the Internet connection, it will be attempted the next time the software runs.

To upload a local file to Google Drive, you can use the same button , and next, select a folder for uploading from the Folder Selection Dialog:

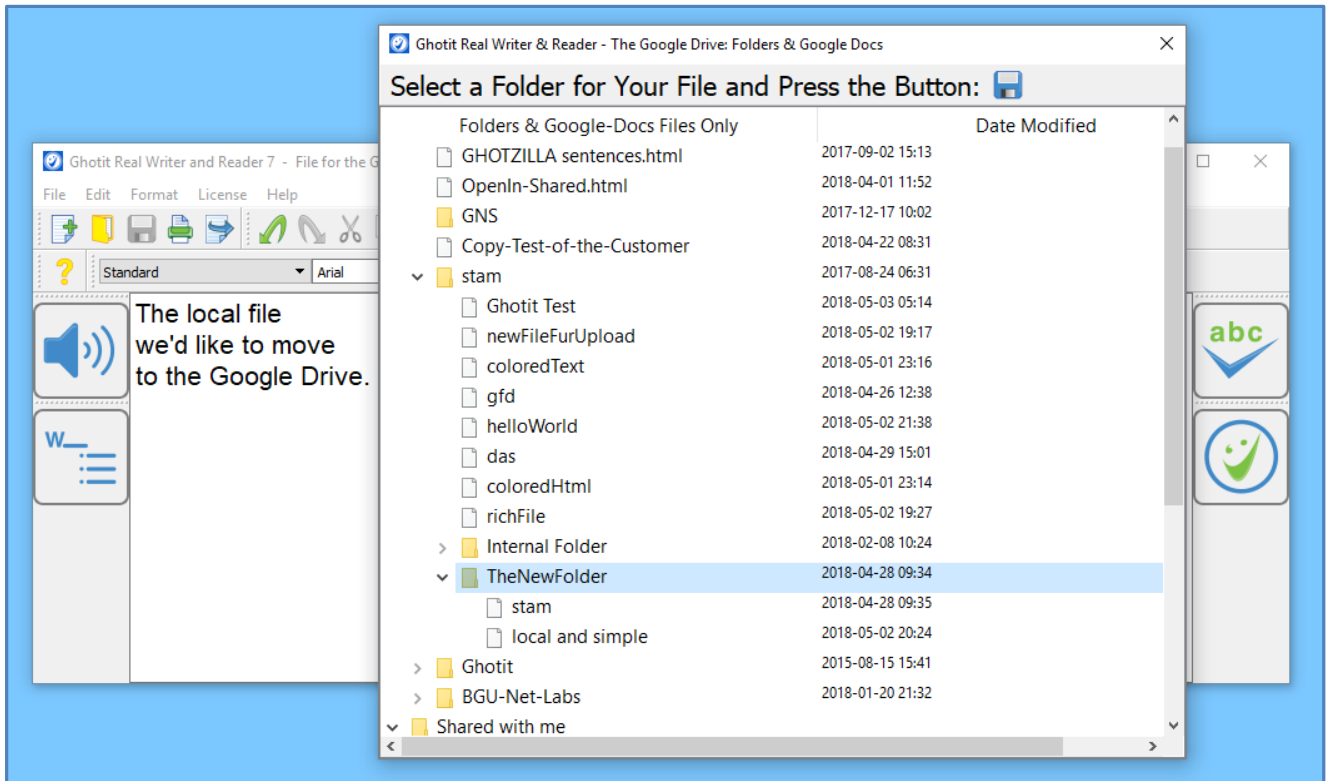


Figure #14: Upload File to the Google Drive. Folder Selection Dialog: Select a Folder and Press Select.

After uploading of a file to the Google Drive, Ghotit Real Writer automatically opens the file as a Google Docs File and allows you to edit it immediately.

The text "- A Google Drive file" added to the window Title Bar after the file name indicates that the currently opened file is located on Google Drive.

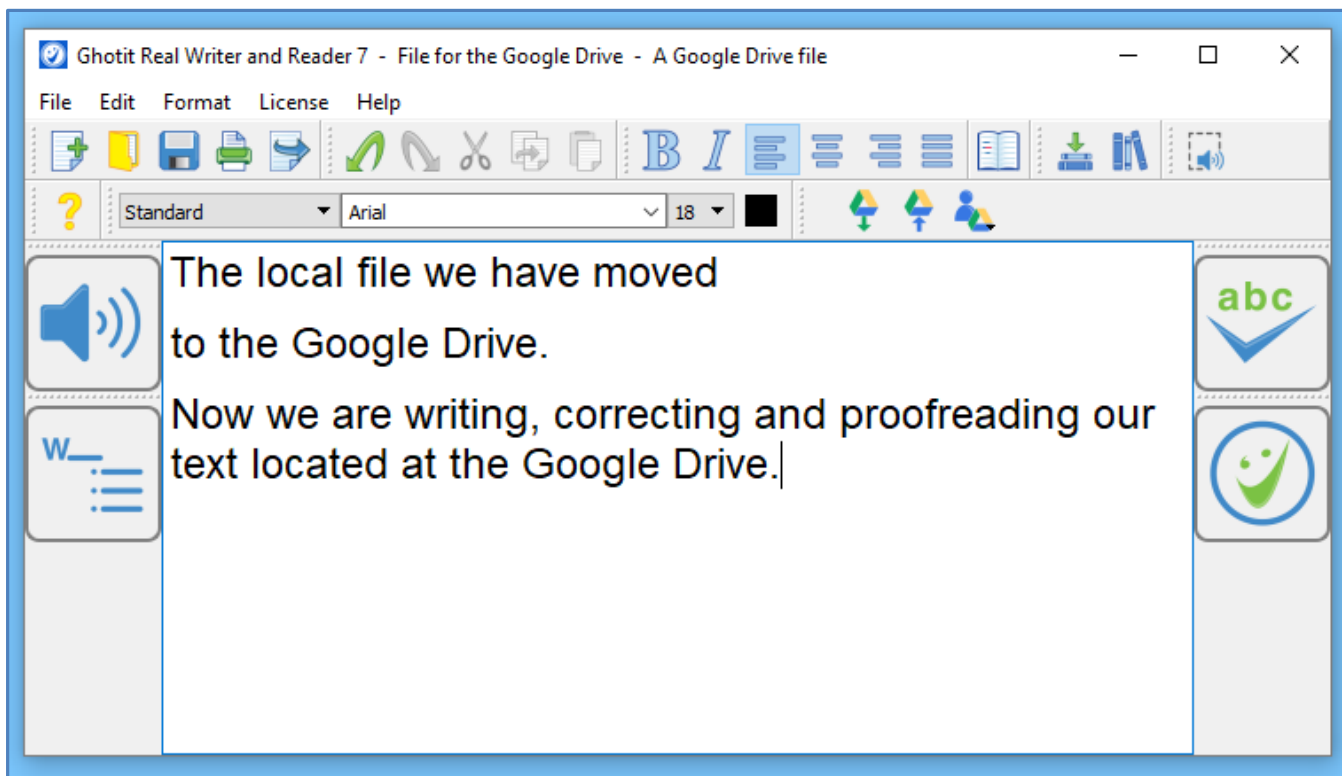



Figure #15: A File Just Moved to the Google Drive.

There is an option to Sign-Out from the current Google Drive account in order to sign-in to another account. Click/tap on the Sign-Out Button  and select from the drop-down line "Sign-Out: <account-email>":

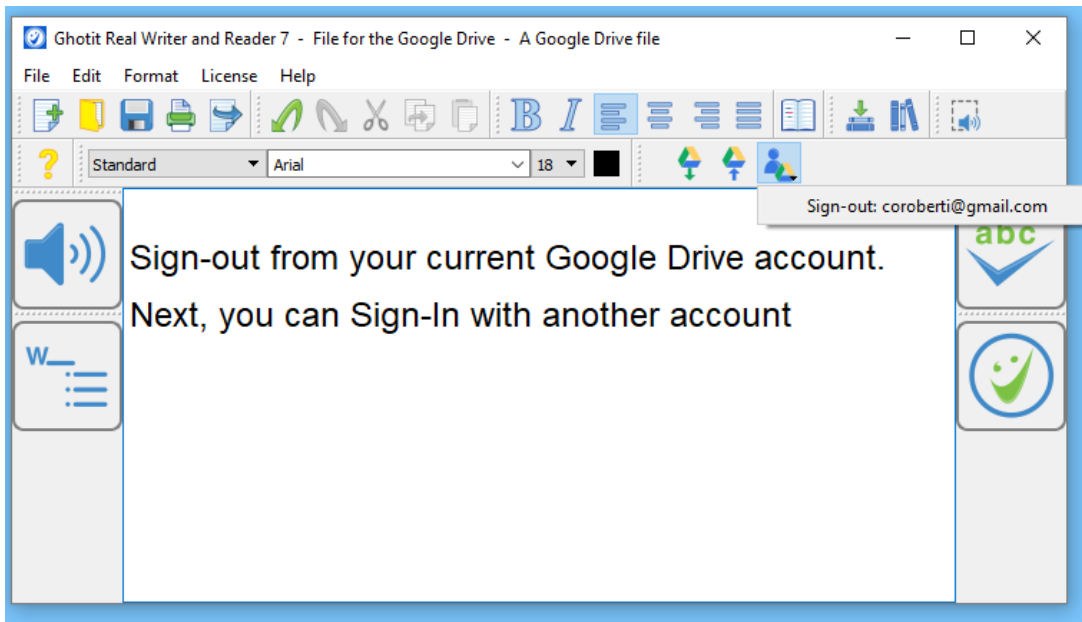


Figure #16: Sign-Out from the Current Google Drive Account by Clicking/Tapping the Sign-Out Button and Selecting "Sign-out <email>".

## Screenshot Reader

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

Click the Screenshot-Reader icon  located on the top 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.

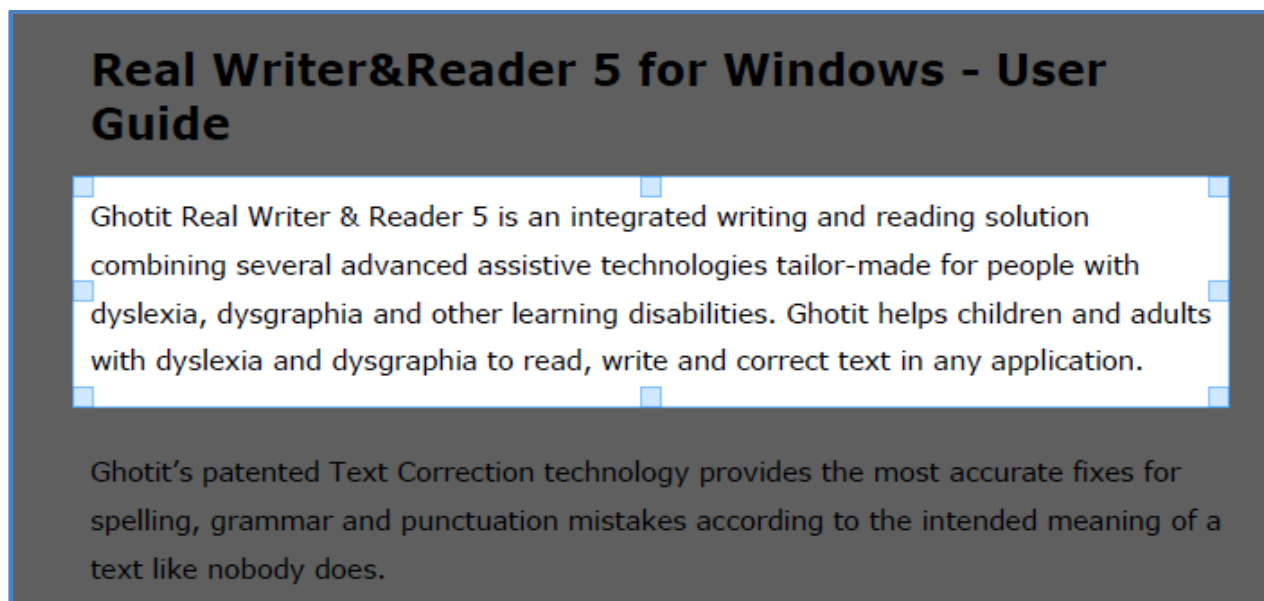


Figure #17: Screenshot Reader: Selection Mode.

You can always exit from the Selection Mode by pressing Esc key or mouse double-click.

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

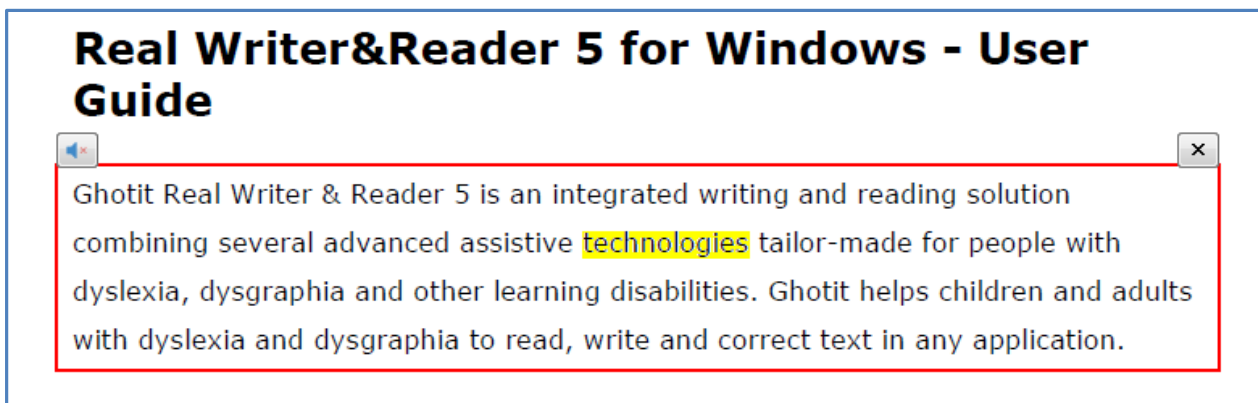


Figure #18: Screenshot Reader: Reading Mode.

Stop reading aloud by pressing the Voice button located at the left-top corner of the Selected Area. To repeat reading from the beginning, press the Voice button once more.

When done, press the Close button located at the right-top corner of the Selected Area:


- The selection disappears;
- Ghotit window gets focus with the recognized text kept in the text area.

The recognized text could be copied to any other document or exported to a document by pressing the button Export and selecting DOC, PDF, HTML or TXT formats.

## 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 (New Feature)** 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.

## Highlighting Texts and Highlights Collection

**It's a preview of a new feature** 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: , , , or . 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's 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.

**As a newly added experimental feature,** Ghotit software integrates with widely used in education free Hypothesis Web-Annotation Service:


<https://web.hypothes.is/>

It's a simple start to begin with Hypothesis Annotations and you can follow the guidelines here to sign-in, install Chrome Browser extension and start annotating:

<https://web.hypothes.is/start/>





You can sign with your Hypothesis account in Ghotit by clicking the button , and use Ghotit to collect your annotations.

When Ghotit starts, it automatically starts its “New Collection” of Highlights and Annotations. User can reset the collection and start the “New Collection” from the beginning.

“Collect New Annotations Only” option – means to collect the annotations made just recently after the time the New Collection started.

“Collect Annotations from Just Visited Pages” – means to collect all annotations, recently made annotations as well as old annotations, from the web-pages visited after the time the New Collection started. It could be narrowed by tag specifying a tag in “Filter annotations by tag”.

“Collect All Annotations (up to 200 limit)” – means to collect all annotations made with your account. It is recommended to limit the collection by a tag that could be entered to the field “Filter annotations by tag”.

**As the best practices**, use “Annotate” and not “Highlight” using Hypothesis Chrome browser Extension. Provide appropriate context meaning tags for the annotations you are creating. Since Hypothesis is not supporting multiple colors for background, we are recommending to add additional single-letter tag to each annotation “Y”, “G”, “B”, “P” to be recognized by Ghotit and used to color the text background to yellow, green, light blue, or pink color, respectively.

Here's the Annotations and Highlights Collection User-Interface:

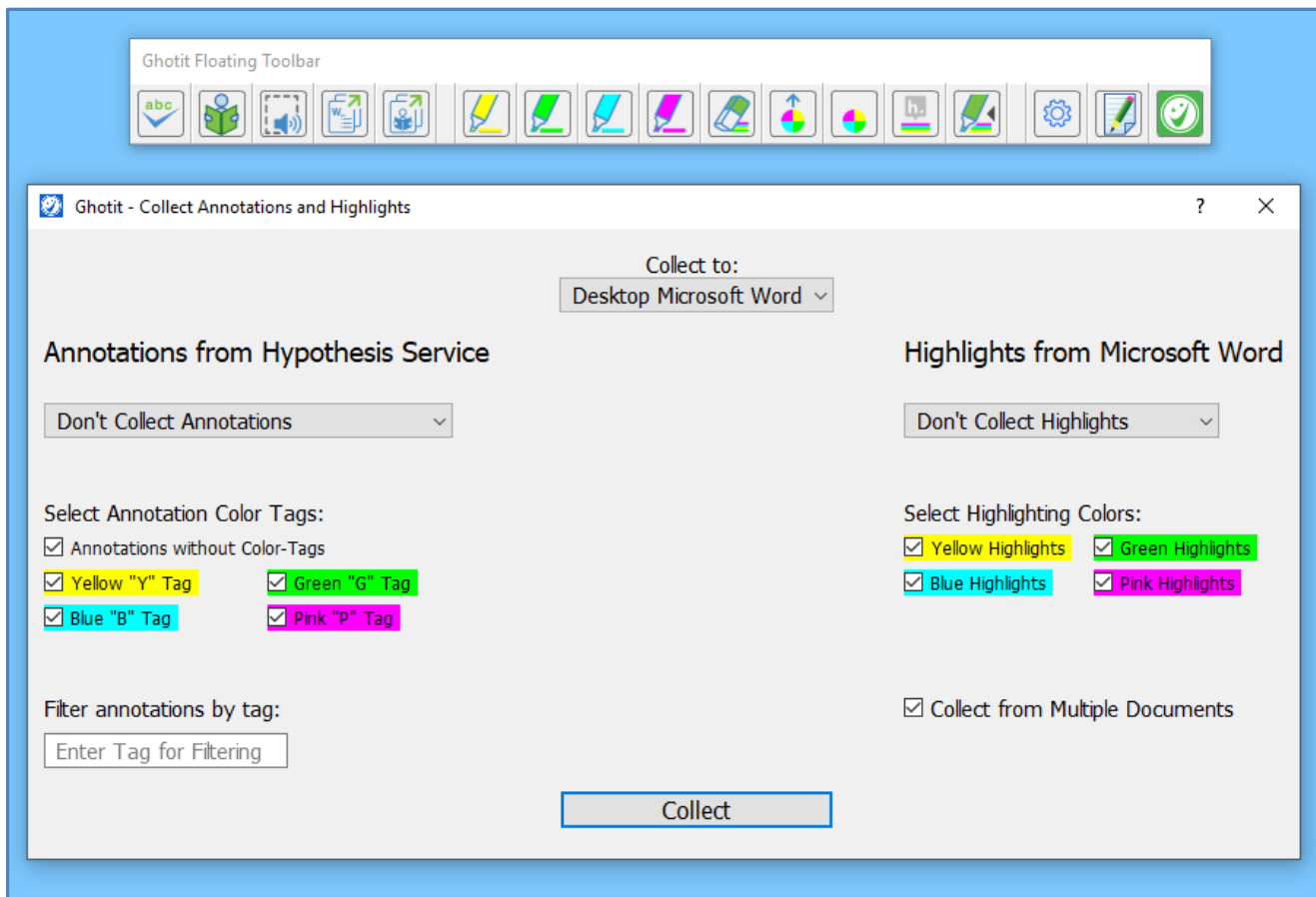


Figure #19: Annotations and Highlights Collection Interface.

**To annotate local PDF file**, allow Hypothesis Chrome Extension to access local file as explained by the link:

<https://web.hypothes.is/help/annotating-locally-saved-pdfs/>

Next, open local PDF files in Chrome either by right-clicking it and from the right-click menu selecting Chrome Browser, or by clicking Ctrl-O in Chrome browser and selecting the required PDF file using standard File-Open dialog.

Annotate the opened in Chrome Browser PDF file in Hypothesis. When done, this annotation could be collected by Ghotit like any other.

## 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).

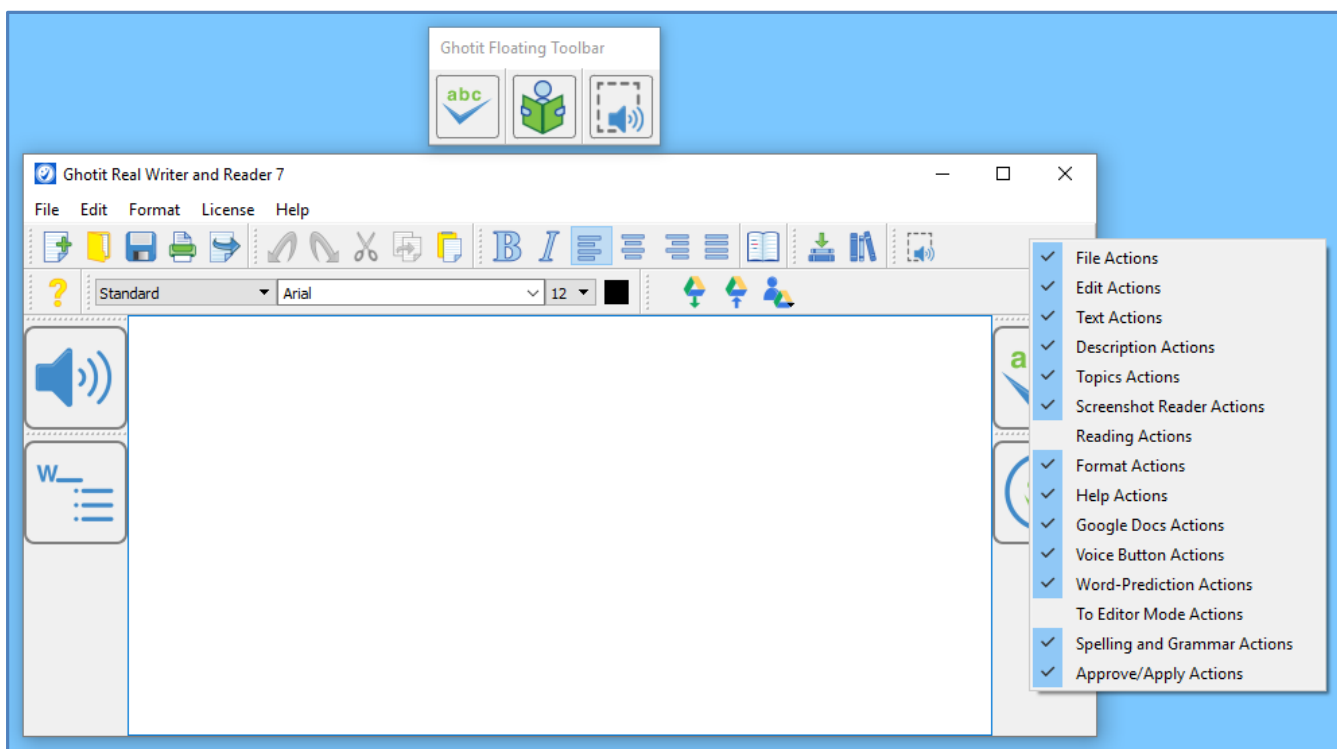


Figure #20: Right-Click Menu for User-Interface Customization

Select or unselect check-boxes to add or remove certain groups of buttons.

For example, look at the customized User interface below with the changes made:

- Added to the top toolbar "Reading Actions" with 5 Reading Buttons;
- Removed from the top toolbar "Google Docs Actions" with 3 buttons;

- Removed from the left toolbar "Word Prediction Actions" with 1 button;
- Removed from the top toolbar "Topics Actions" with 2 buttons.

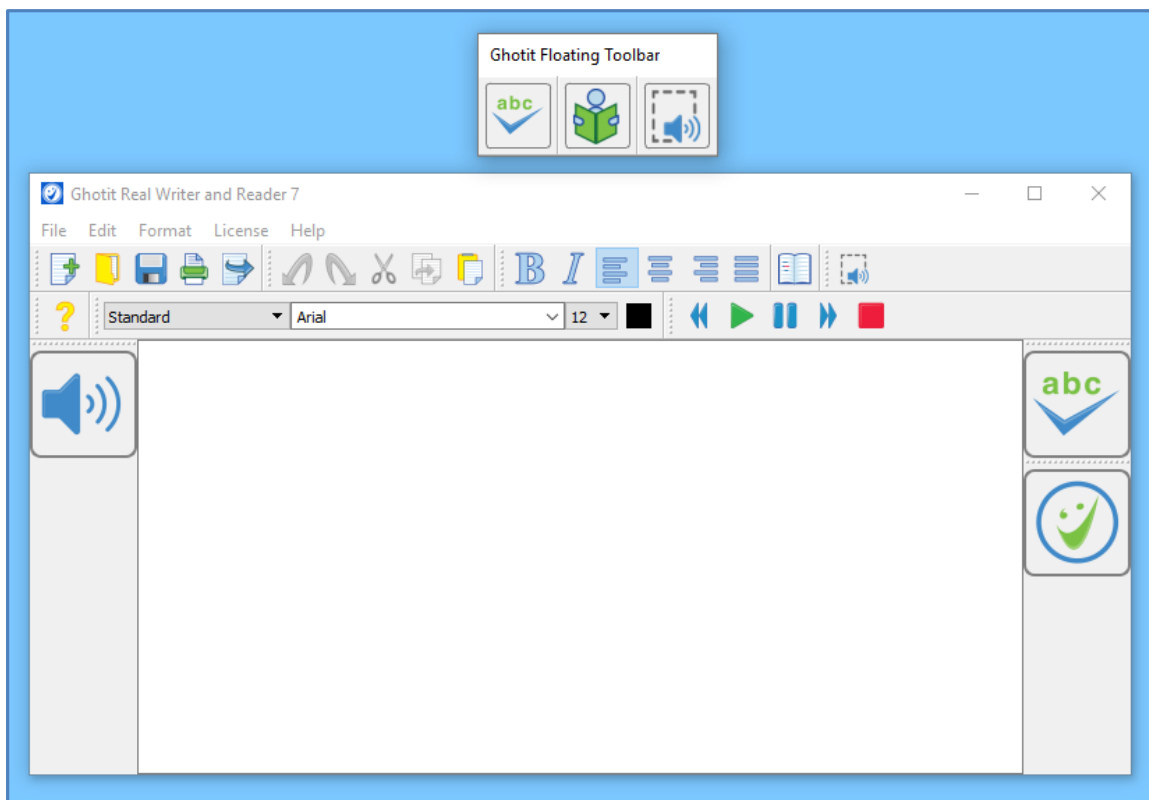


Figure #21: Example of a Customized User-Interface.

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 of Ghotit's Floating Toolbar is covered by the Settings -> Floating section.

## Customization: Preferences

To customize the software, select Edit drop-down menu. Click item Preferences to get Preferences.

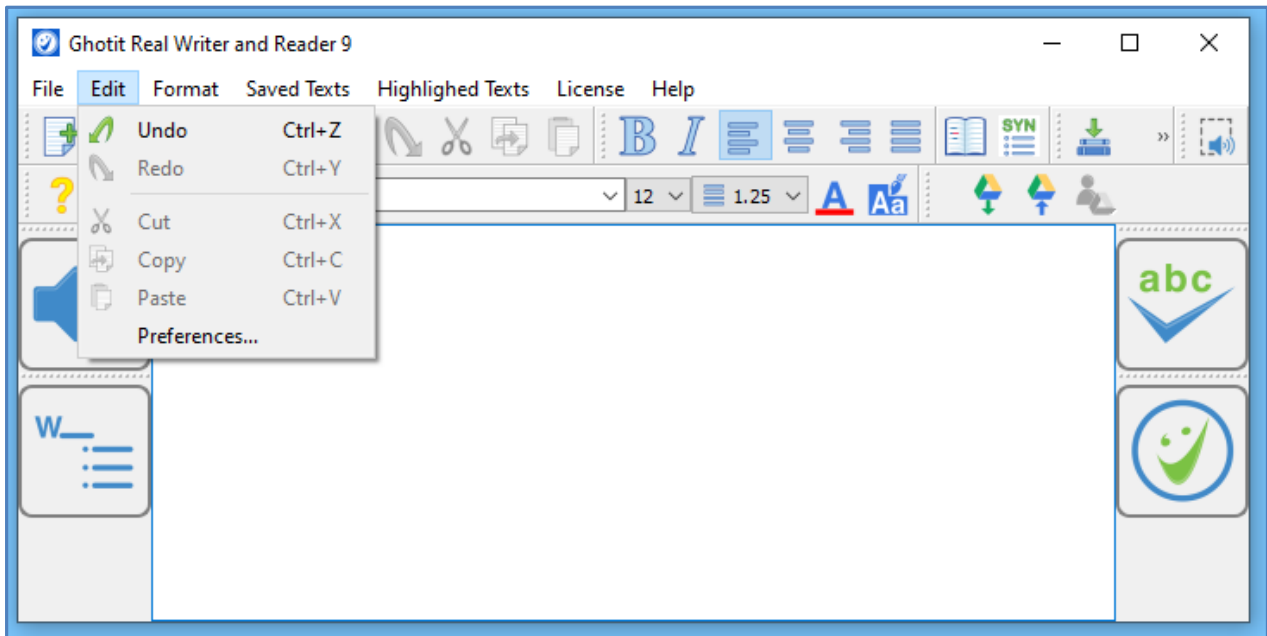


Figure #22A: Opening Preferences via Menu Edit

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



Figure #22B: Opening Preferences via Floating Toolbar

After selecting Preferences, a new window with several tabs appears (next Fig. 23).

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 Dictionary;
- 3) **Spelling & Grammar** - Select colors of Spelling Window and adjust Text Enrichment options
- 4) **Prediction** – Customize Ghotit Word-Prediction and colors of the Word-Prediction window;
- 5) **Learning** – Create topics for Word-Prediction by learning from text files and/or Ghotit Text Area;
- 6) **Topics** – Import, export, delete, load to use and unload from use Word-Prediction topics to improve the quality of word-prediction;
- 7) **Exams** - Forbid/Allow any feature of Ghotit in line with your exam or curricula requirements;
- 8) **Floating** – Adjust the size and customize the appearance (add/remove buttons) of the Floating Toolbar;
- 9) **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;
- 10) **Theme** – Switch between the default Light Theme and the experimental Dark Theme (requires Ghotit restart).

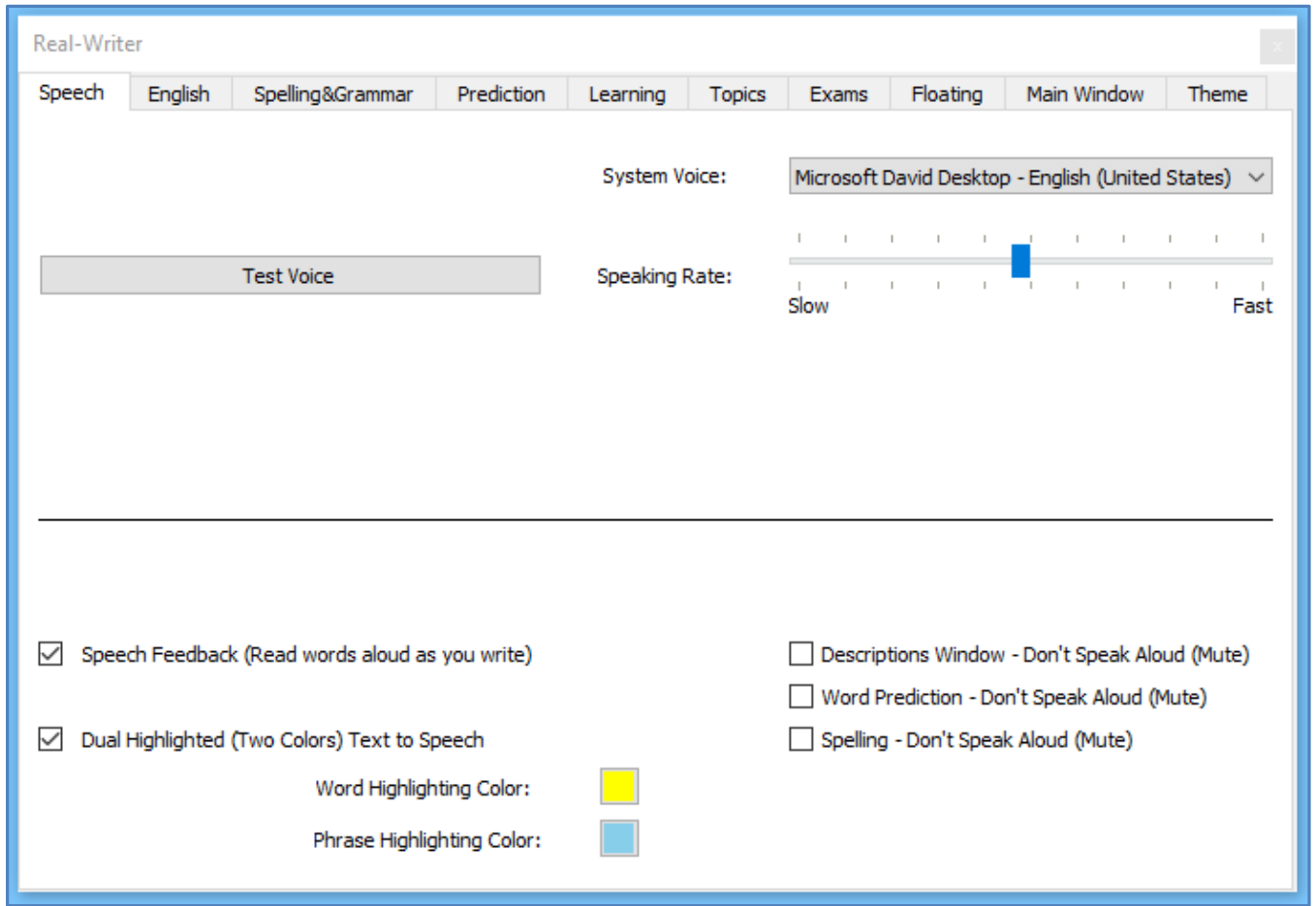


Figure #23: Preferences: Speech Customization Options

## 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;

Customize the Speech options as shown at Fig. 23.

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

Select the Speech Feedback option to read-out-loud each word while you are writing.

Select the colors marking the word and sentence by dual-highlighting when it is read aloud.

Mute reading aloud at descriptions, word-prediction or spelling windows.



## English Language, Description Window and Personal Dictionary

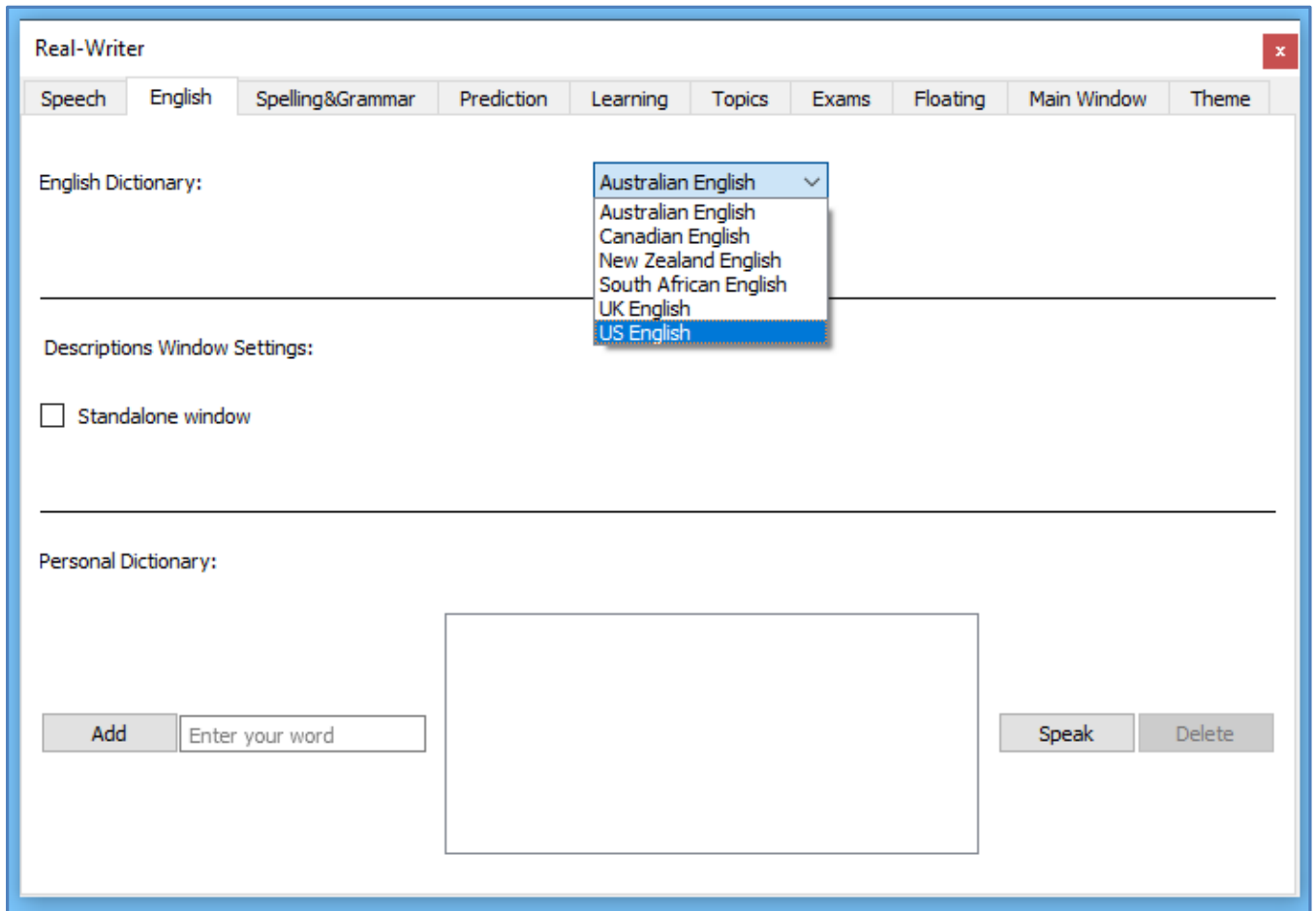



Figure #24: Preferences: Options for English Language, Description Window and Personal Dictionary

Chose the English dictionary you want to use from:

- 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".

Reading aloud of the text in the Dictionary Window when mouse cursor enters its area could be muted by selecting the checkbox "Don't speak aloud (mute)".

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 "Add Word" button. To delete a word, select it and click on "Delete". "Speak" button lets you hear a selected word aloud.

## Spelling & Grammar

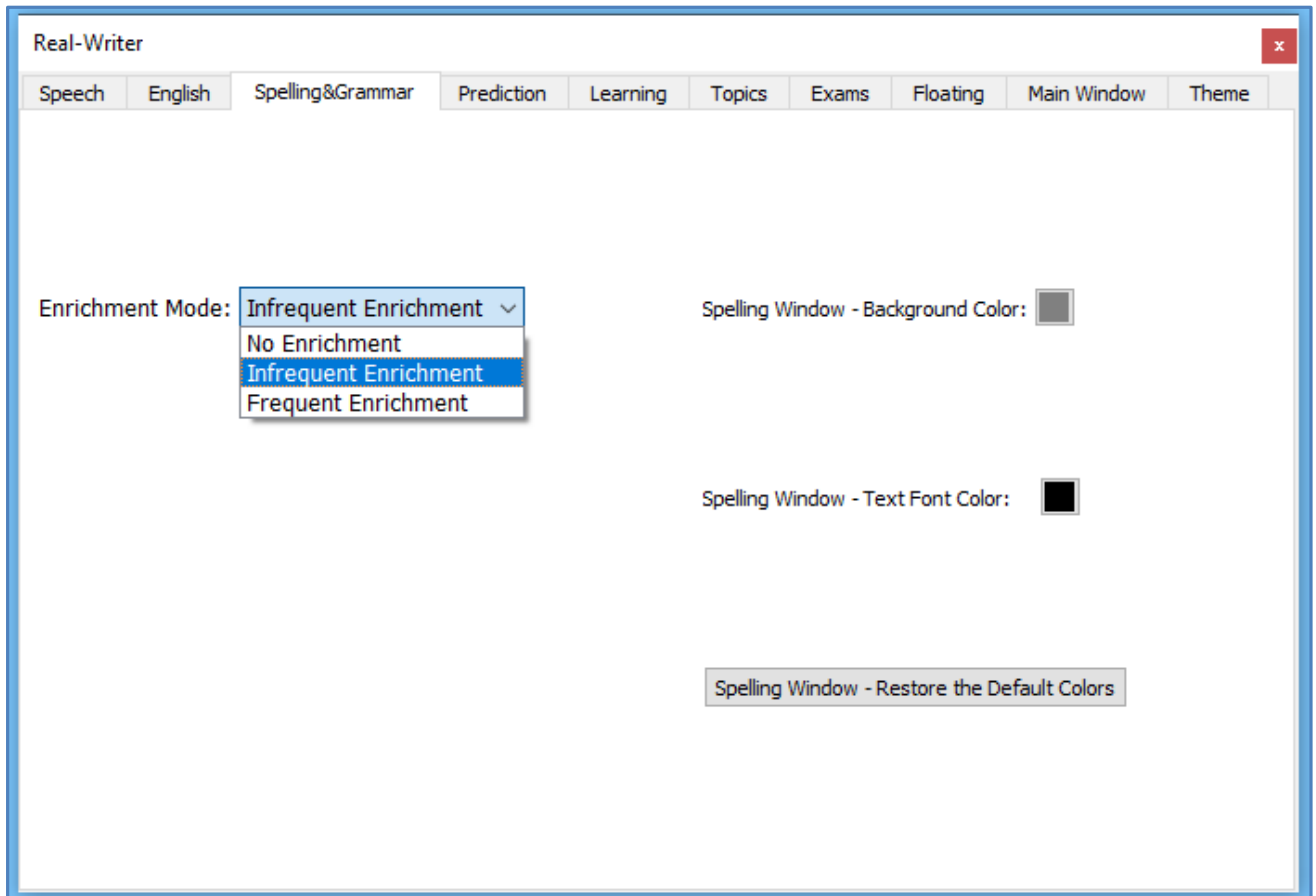


Figure #25: Preferences: Spelling and Grammar

- Text Enrichment - Select the Enrichment Mode - experimental;
- Spelling Window colors – Select background and text font colors;
- Spelling Window – Restore the default colors.

## Word-Prediction Options

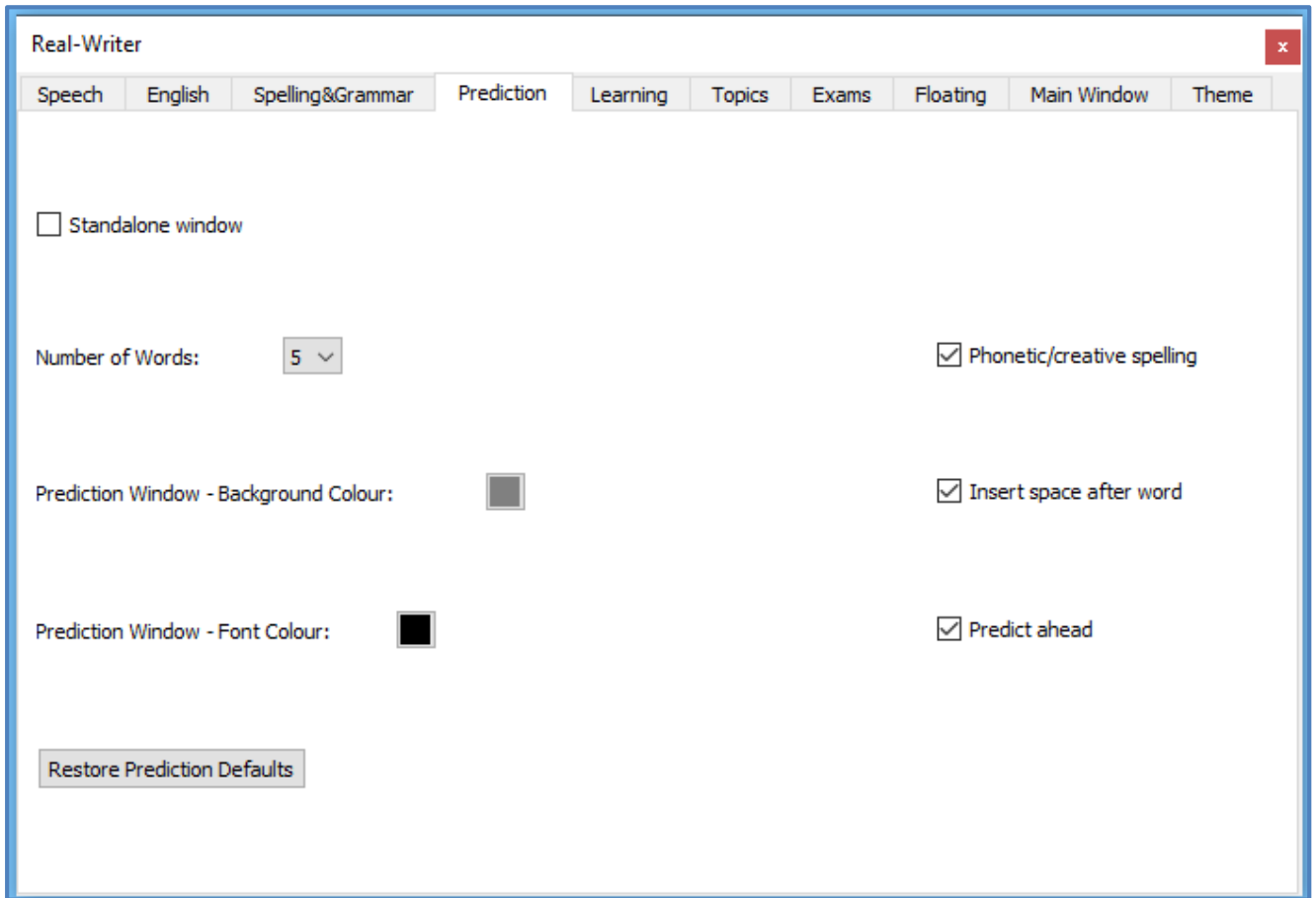


Figure #26: Preferences: Personalize Word-Prediction

- Use standalone window - configure the word-prediction windows 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 – maximum number of predicted words to be presented;
- Prediction Window Colors – Select the colors to be used for background and text;
- Restore Prediction Defaults – restore the factory defaults for prediction;

- 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.

## **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 a 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

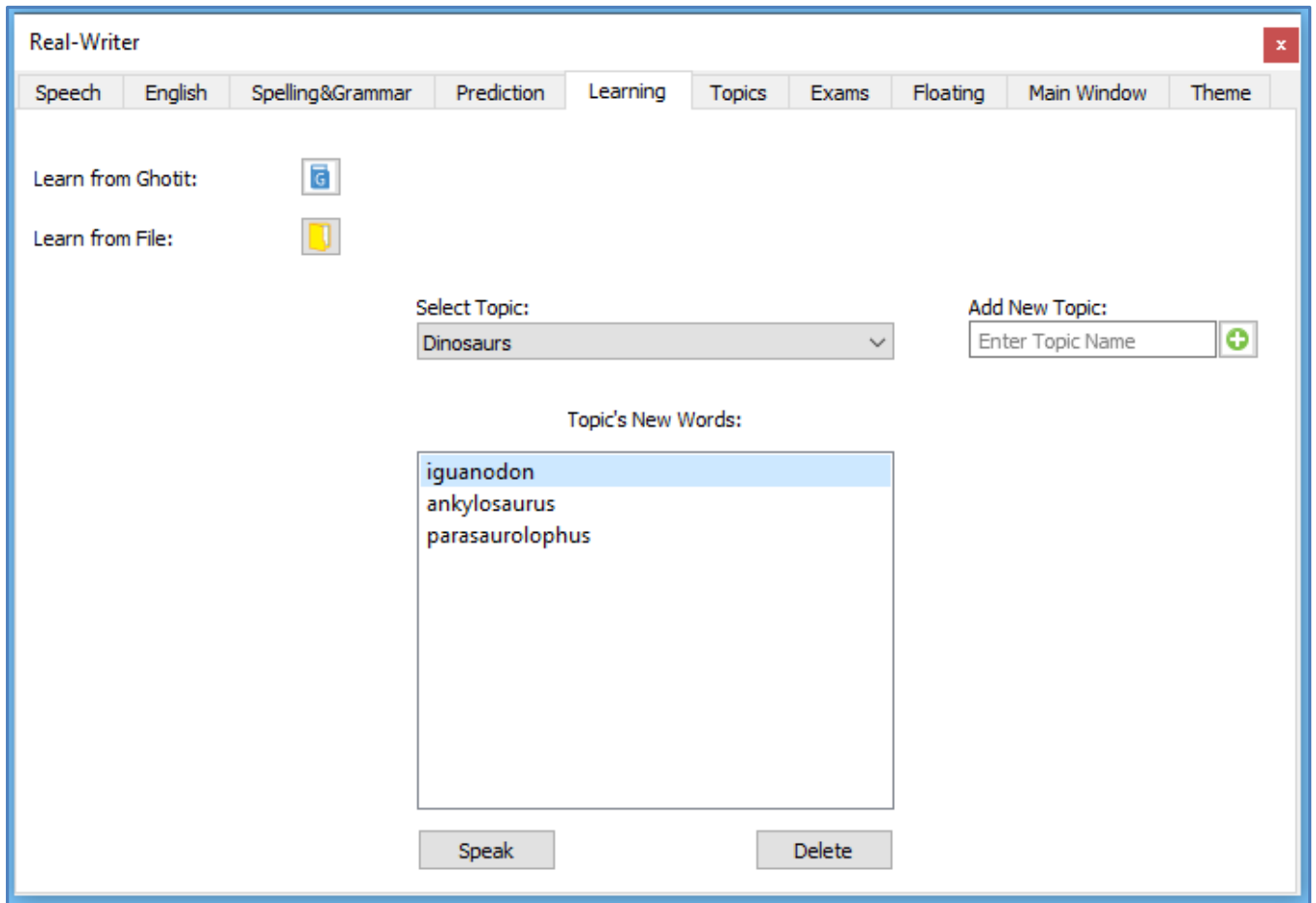





Figure #27: Create Topics and Review

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 new words; you can inspect the words, read them aloud using button Speak. Delete the words you decide are not appropriate whatever is the reason. If there are no new words listed, it’s still fine since the topic has been enriched by contextual connections.

Note: When there are multiple documents you wish to be learned to a topic, save them in text format (txt) and learn the text files one after another by following step 2b for each file. Thus, your topic will contain all necessary contextual information along with discovered new words – all taken from those multiple files.

## Topics (“Prediction Word-Banks”)

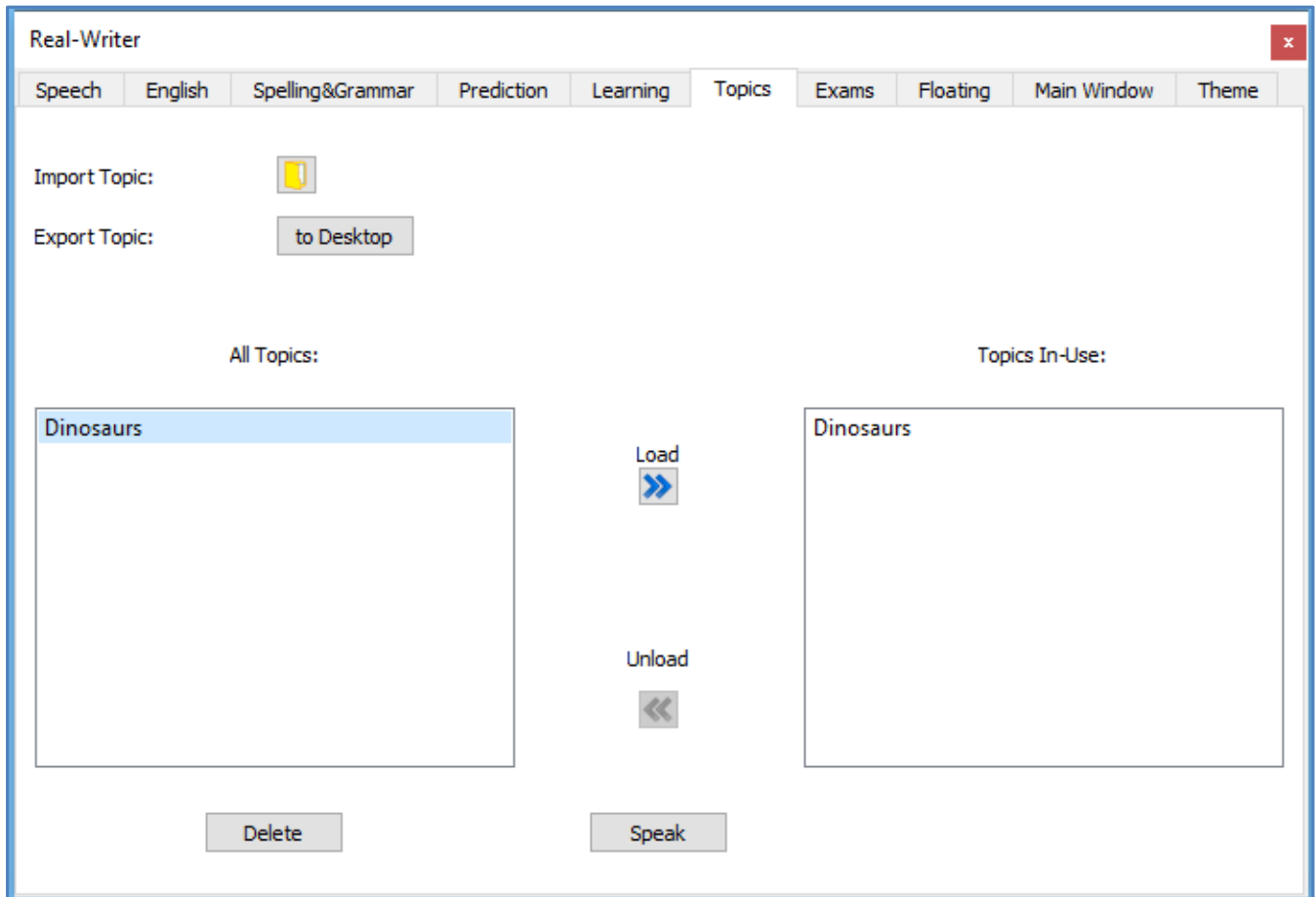


Figure #28: Manage Topics: Load, Unload, Import, Export or Delete.

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. Alternatively, you can create your topic and fill it by learning from files or Ghotit text area 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. The topic to be kept but not used for word-prediction.
5. Delete a topic. If you do not need a topic anymore, 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

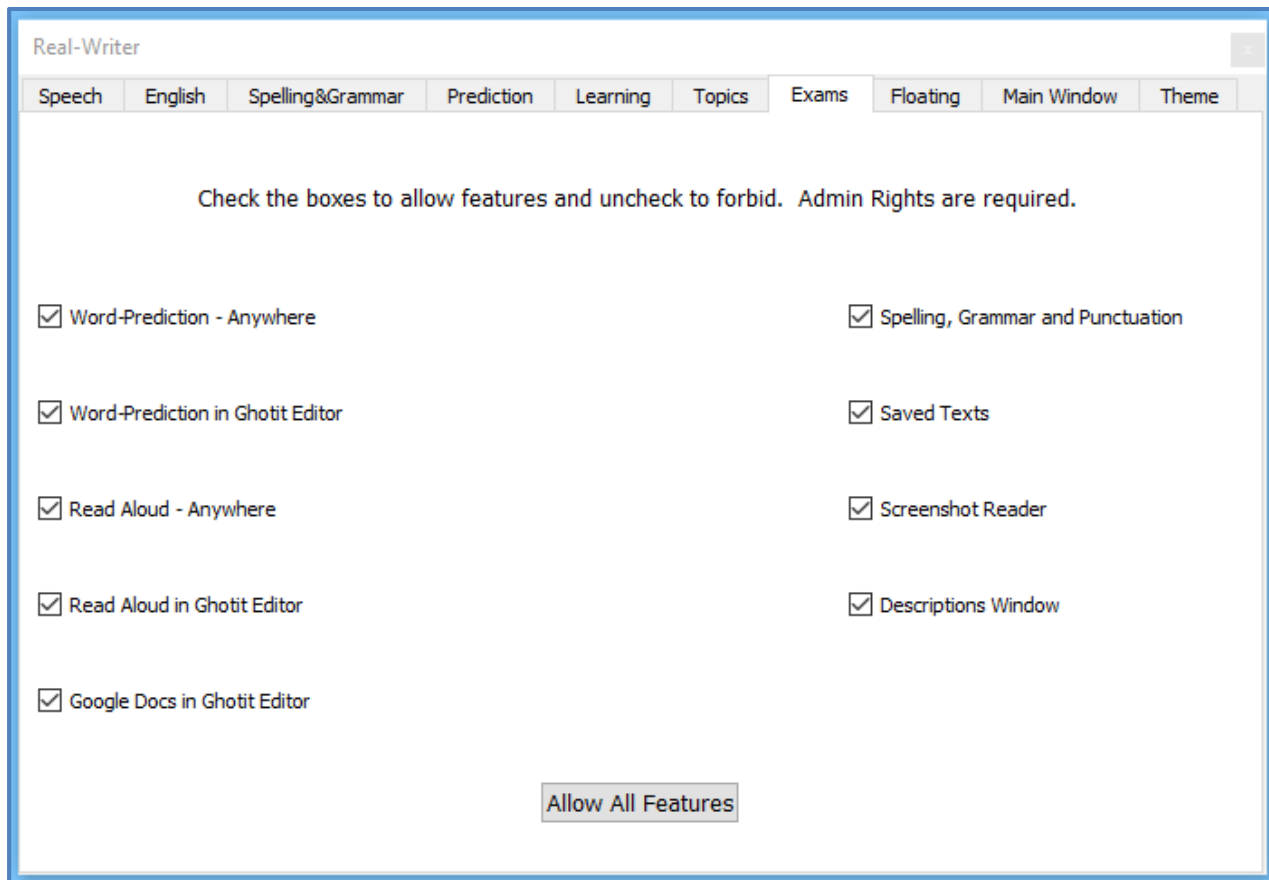


Figure #29: Exams. Allow or Forbid Certain Features of the Software.

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

To make changes, run the software as Administrator by right-clicking the blue Ghotit icon on Desktop and selecting "Run as Administrator" option. Next, provide your Windows Admin credentials. 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 it 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

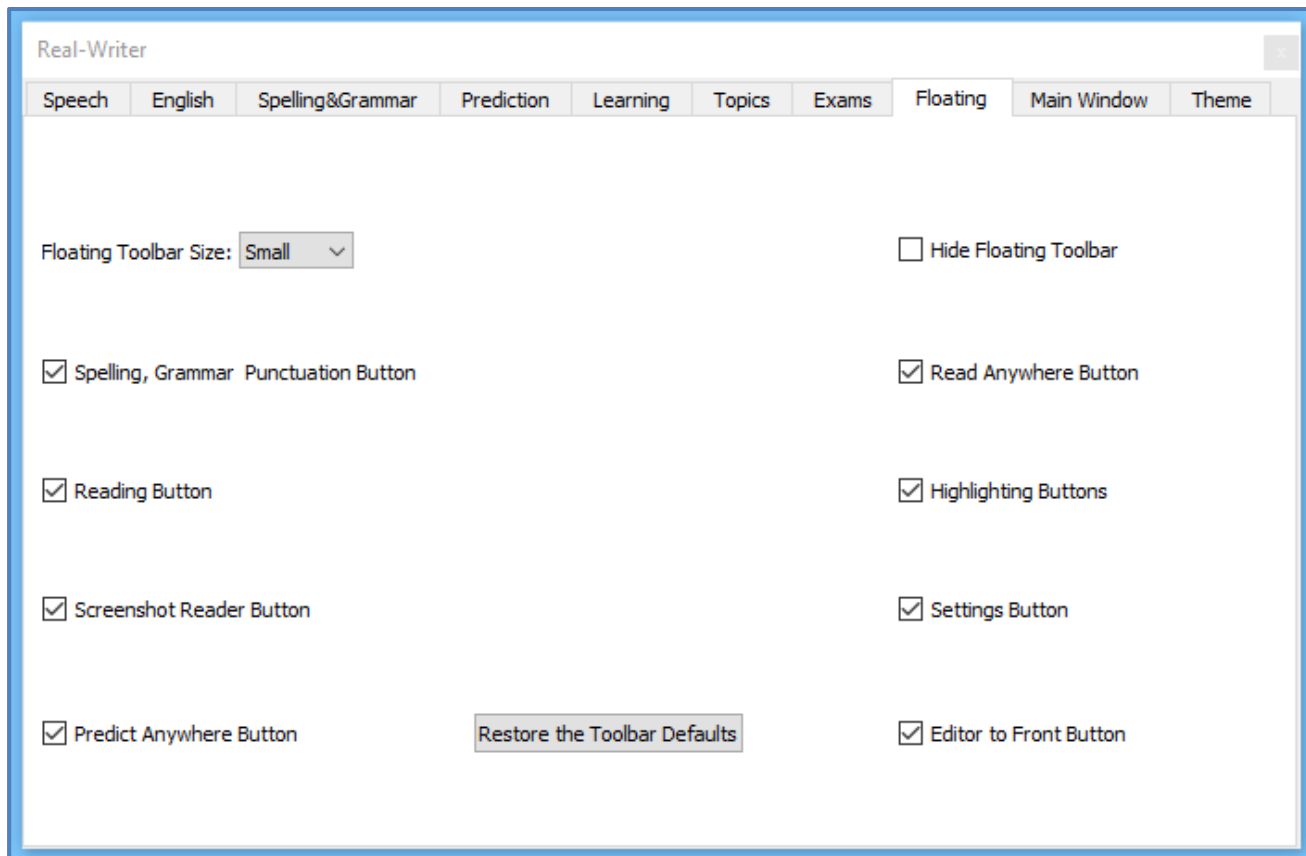


Figure #30: Floating – Customize the Floating Toolbar

Floating Toolbar size combo-box lets to choose among Small, Medium or Large pre-defined sizes of the Toolbar.

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.

## Main Window

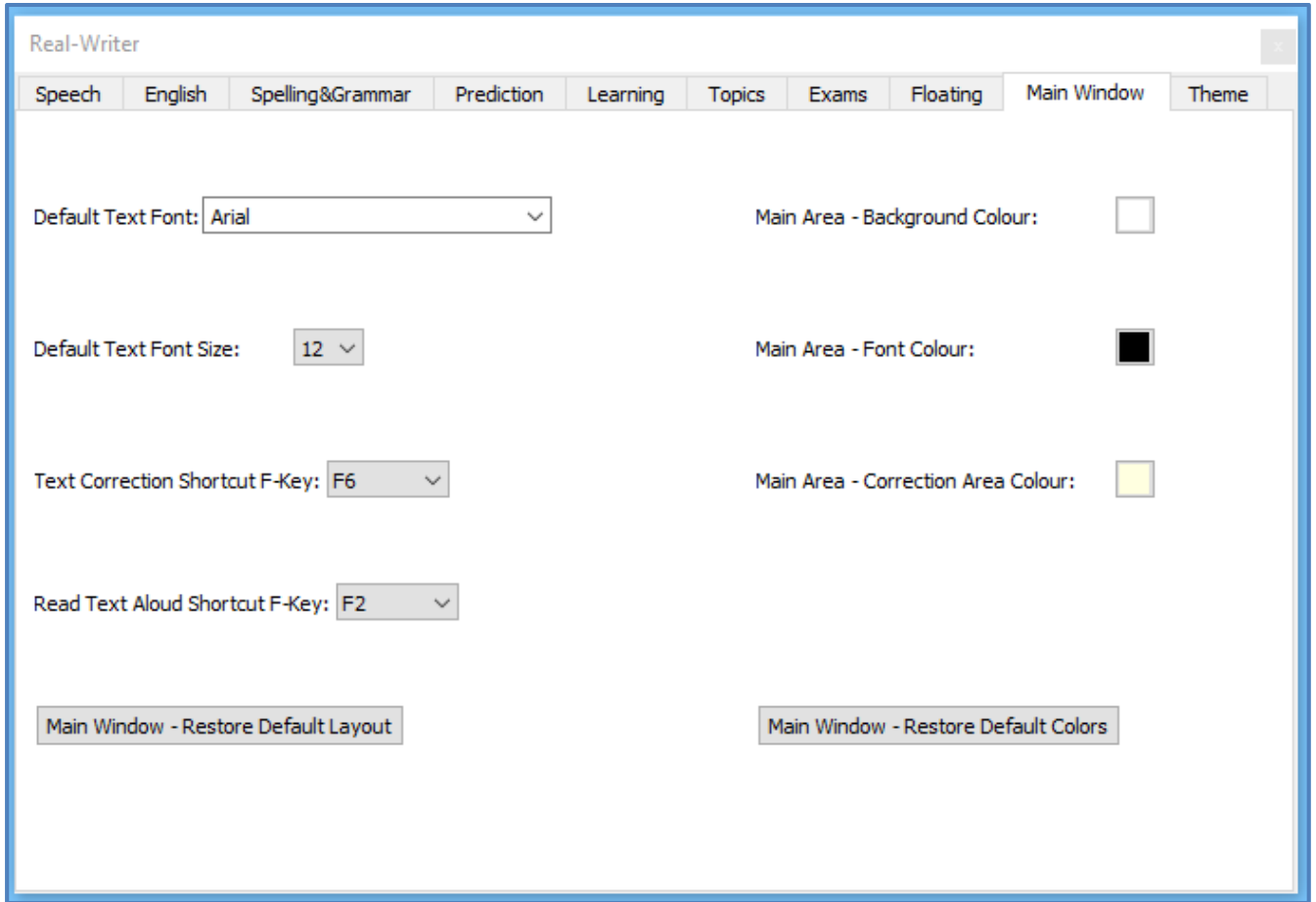


Figure #31: Preferences: Main Window (Editor)

Configure on the tab:

- Font and font size that will be used by the software Text Area
- Text background and spelling selection colors
- 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 F2. However, if you want to change the short key because F2 is being used by your application, you can do that by going to Edit→Preferences → Advanced -> Read Text Aloud Shortcut F-Key.

## **Theme – Light or Dark**

You can switch between the default Light Theme and Dark Theme. Next, restart the software and after restart for the Settings again and customize any colors, if required.

## 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 is our blog devoted to this strategy:

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

## Ghotit and Windows Start-Up

Installation adds Ghotit to the MS-Windows Start-Up. To disable launch of Ghotit with each computer/Windows start, disable Ghotit entry within the Windows Start-Up Menu.

For example, on Windows-10 start Task Manager i.e. by right click at Windows bottom bar and selecting from the menu item "Task Manager" or by Ctrl-Alt-Del and clicking on option "Task Manager".

At Task-Manager window, go to the tab Start-Up and right-click at the Ghotit entry to Disable/Enable it.

## License Transfer

### Reinstallation after Windows Re-Installed

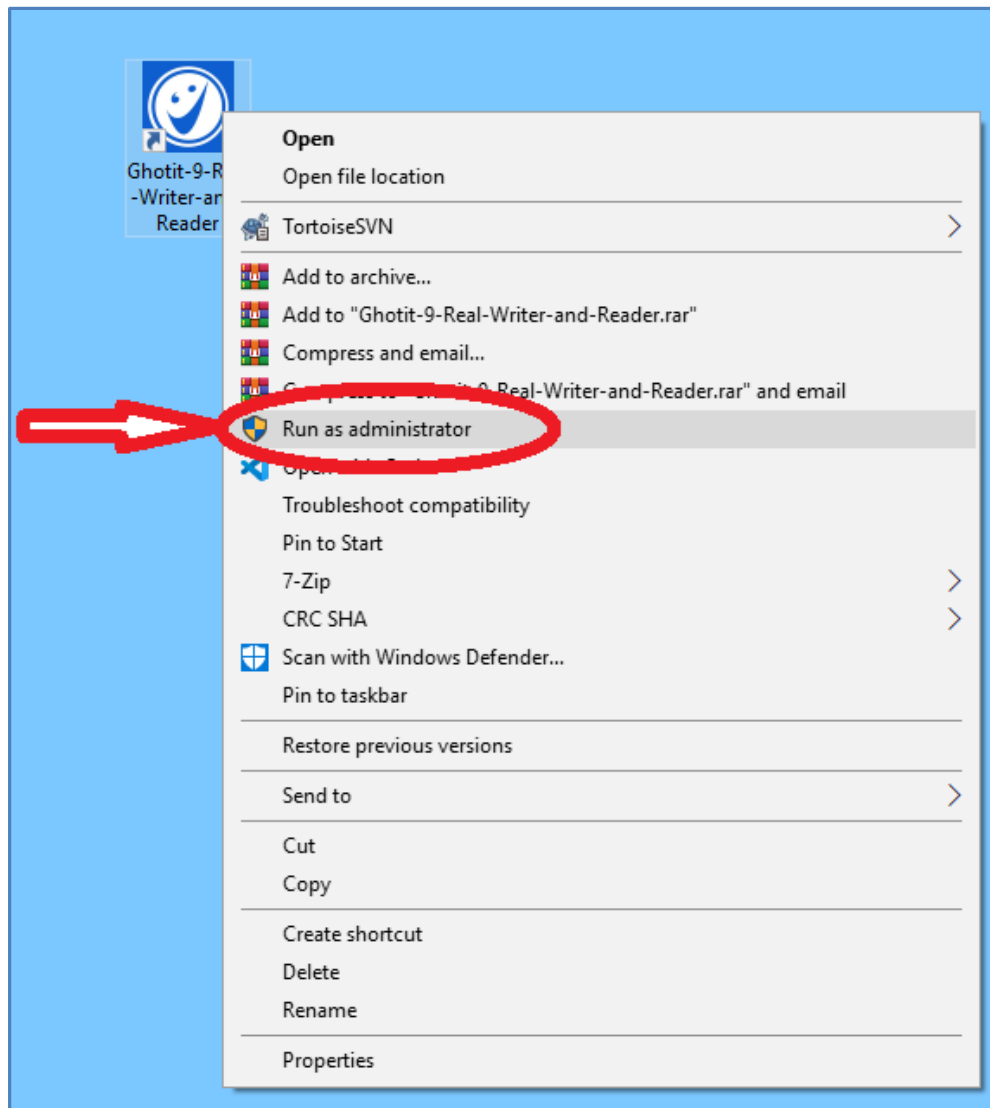
After Windows was reinstalled or a computer was re-imaged, install and activate Ghotit software as usual. Unless the hardware has been changed, there are no issues to expect.

### Transfer to another Computer

Unlike other vendors in our industry, Ghotit allows to transfer the installed software and license **from a functioning computer** 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;
- Make sure you have the activation license (username/password pair);
- Close the software if it's running;
- Run the software "As Administrator" by right-clicking the software blue icon and from the right-click menu selecting "Run as administrator" – see the picture at the next page;



- Select from the Ghotit menu License menu-item "Inactivate" and provide your license (user/pass pair);
- Only after getting confirmation about successful inactivation, uninstall the software.

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 make the license mismatching hardware. If that happens, purchase a new license.

## **End User Rights**

To build the application with your own version of Qt-library used by Ghotit Real Writer & Reader under GNU LGPL-2, 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 stripped release compiled objects.