Ghotit Real Writer & Reader 10

for Windows

User Guide

Version 10.16

© 2007-2022 Ghotit Ltd.

Contents

Real Writer and Reader 10 for Windows - User Guide 4

Setup and Application Start 6

Software Configuration 10

English Dictionary Configuration 11

Text-to-Speech Voice Selection 12

Enter User Credentials (The License) 12

Writing and Correcting Text 14

The Editor (the Main Window) 14

Suggestions Menu 16

Style and Clarity 17

Descriptions, Synonyms and Parts of Speech 18

Word-Prediction 19

Text Editor: The Editor's Icons 22

Reading Text: Integration with Common Applications 26

Text Correction: Integration with Common Applications 28

Keeping Original Text Formatting of Word/Outlook: 29

Floating Toolbar: Integration with Common Applications 31

Screenshot Reader 34

OCR Text 36

Read Anywhere 36

Highlighting Texts and Highlights Collection 37

Ghotit Analytics 39

Customization: User Interface 42

Customization: Preferences 44

© 2007-2022 Ghotit Ltd.

Speech Options....46
English Language, Description Window and Personal Dictionary....48
Spelling & Grammar....50
Style and Clarity....51
Teaching....53
Prediction Options....54
Topics ("Prediction Word-Banks") & Learning....55
Creating Topics: Learning from File or Ghotit....56
Topics ("Prediction Word-Banks")....58
Exams – Control the Allowed Features....60
Floating – Customize the Floating Toolbar....61
Editor (the Main Window)....62
Configuration – User-Interface, Theme and Analytics Settings....64
Strategies for Teachers/Tutors....66
Ghotit and Windows Start-Up....66
License Transfer....67
End User Rights....69

© 2007-2022 Ghotit Ltd.

Real Writer and Reader 10 for Windows - User Guide

Ghotit Real Writer & Reader 10 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. Ghotit Screenshot Reader reads even texts of images, locked PDF files and other inaccessible documents in place.

Ghotit Real Writer & Reader 10 includes:

- 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 (New!)**

© 2007-2022 Ghotit Ltd.

- Style & Clarity – Rewriting Passive Voice sentences to Active Voice **(New!)**
- Style & Clarity – Academic rewriting **(New!)**
- Style & Clarity – Removing Tautology and improving Conciseness **(New!)**
- Style & Clarity – Stopping Banned & Swear **words (New!)**
- Parts of Speech Analysis and Coloring
- Quick-Spell Word-Prediction with instant correction for creative/phonetic writers
- Predict Anywhere for Quick-Spell Word-Prediction **working in any application**
- 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
- **Absolute Privacy for users – the last but not the least:** **https://www.ghotit.com/privacy-policy**

Ghotit Real Writer & Reader integrates with common Windows applications (i.e. Desktop Microsoft Office, Microsoft Office-365 Online, OneNote, Edge, Chrome, Gmail, Google Docs/Google Drive, Facebook) for text correction and reading aloud. Additionally, the software has its own dedicated "Dyslexia Text Editor".

© 2007-2022 Ghotit Ltd.

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.

© 2007-2022 Ghotit Ltd.

When installation completes, the link to Ghotit-Real-Writer-and-Reader software appears as a blue "smiley" icon: . This is the link to use further for running 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. 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.

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

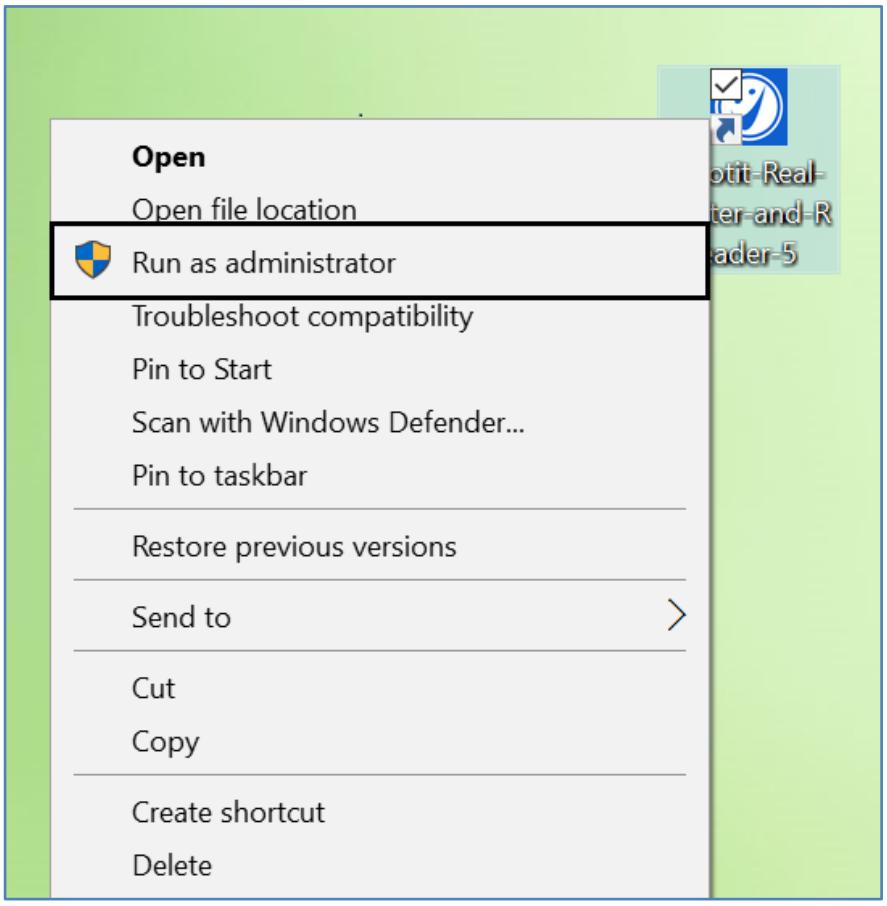
2. Setup and Activate the Software Later by "Run as Administrator"

© 2007-2022 Ghotit Ltd.

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.

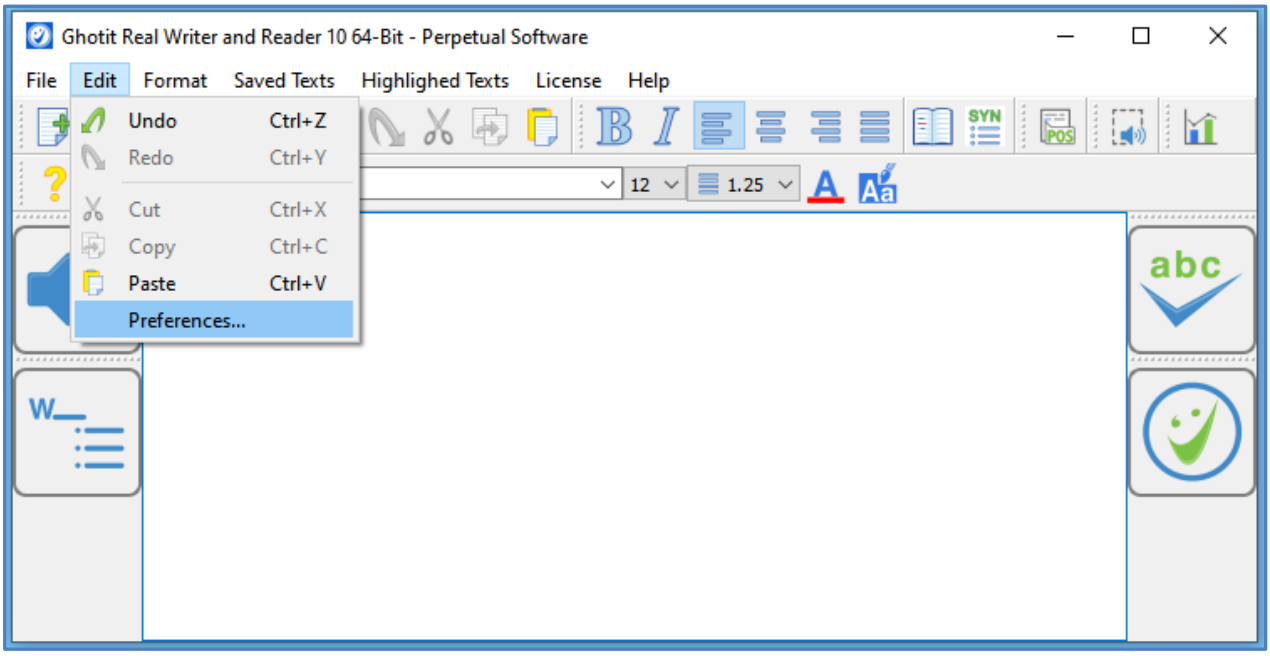
See it depicted below:



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

© 2007-2022 Ghotit Ltd.

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:

© 2007-2022 Ghotit Ltd.

Software Configuration

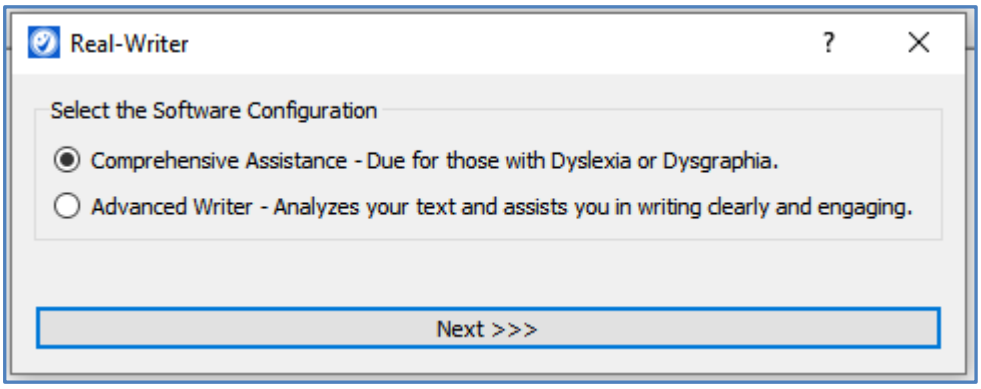


Figure #1: The Setup Software Configuration Screen: Select Configuration

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

Advanced Writer - analyzes your text and helps you in writing clearly and engaging by fixing grammar and re-writing the style.

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

© 2007-2022 Ghotit Ltd.

English Dictionary Configuration

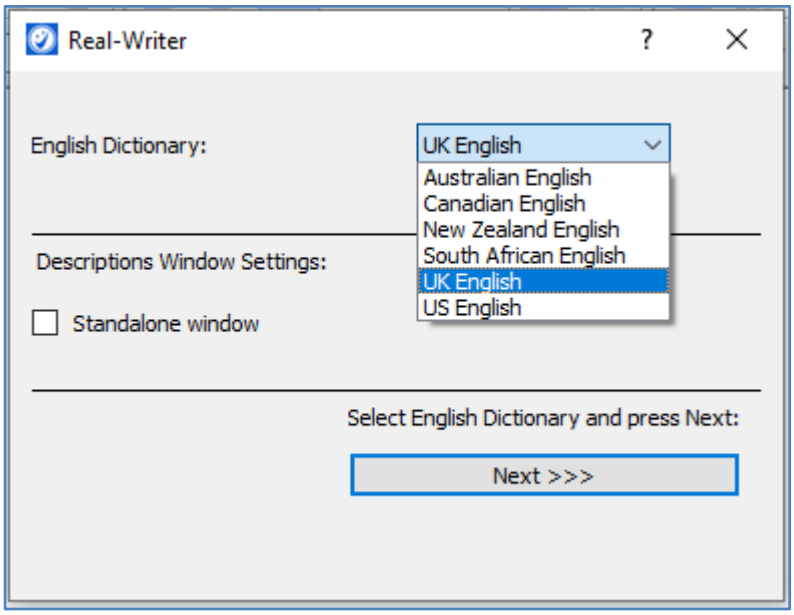


Figure #2: The Setup Wizard Screen: Select English Dictionary

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).

© 2007-2022 Ghotit Ltd.

Text-to-Speech Voice Selection

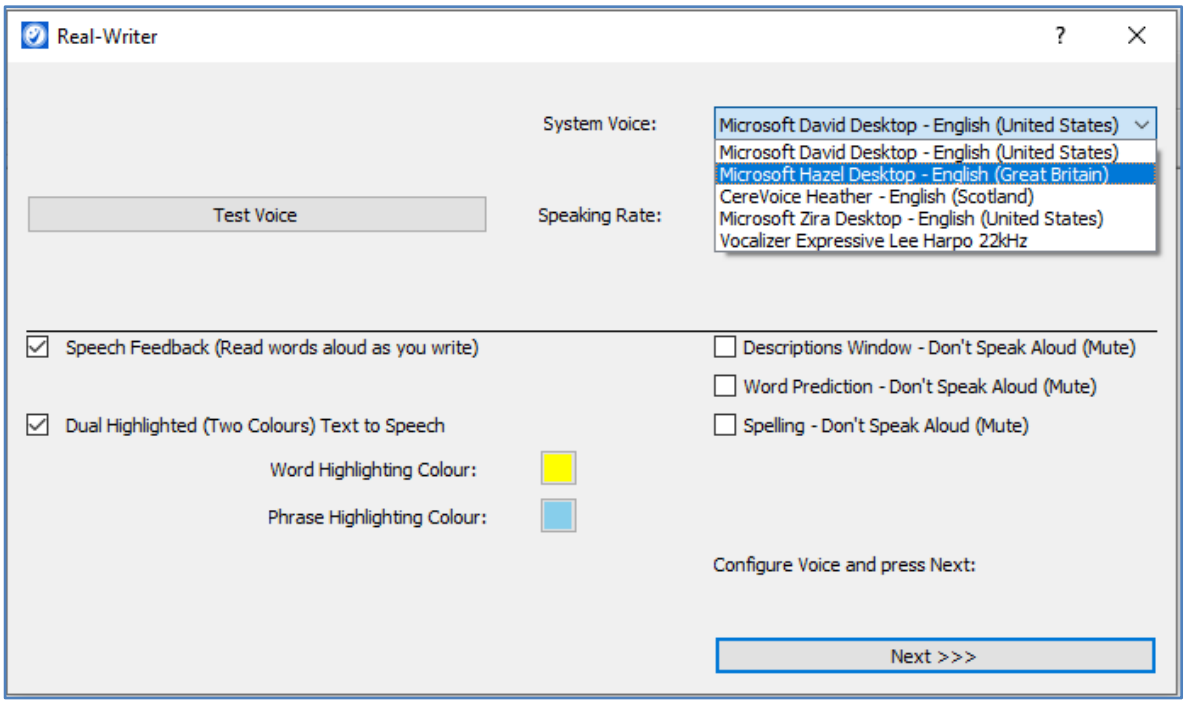


Figure #3: Setup Screen: Select and Test Text-to-Speech Voice

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

Enter User Credentials (The License)

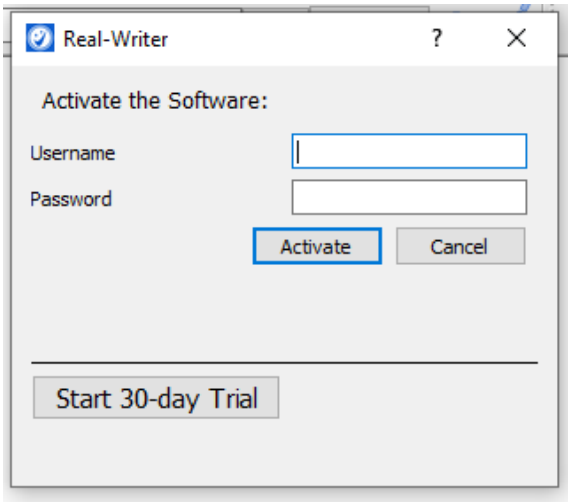


Figure #4: Setup Screen: Activate the Software.

© 2007-2022 Ghotit Ltd.

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.

© 2007-2022 Ghotit Ltd.

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)

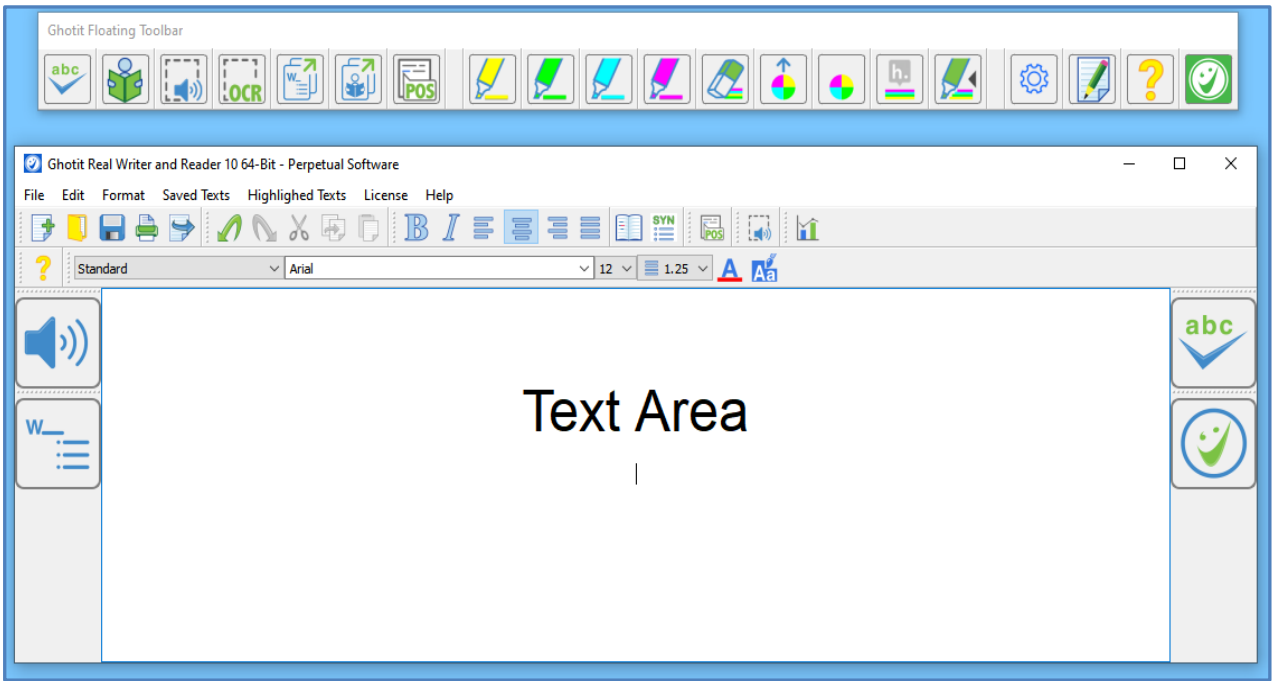


Figure #5: Ghotit Real Writer & Reader Application Editor (the Main Window) and the Floating Toolbar

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 the

© 2007-2022 Ghotit Ltd.

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.

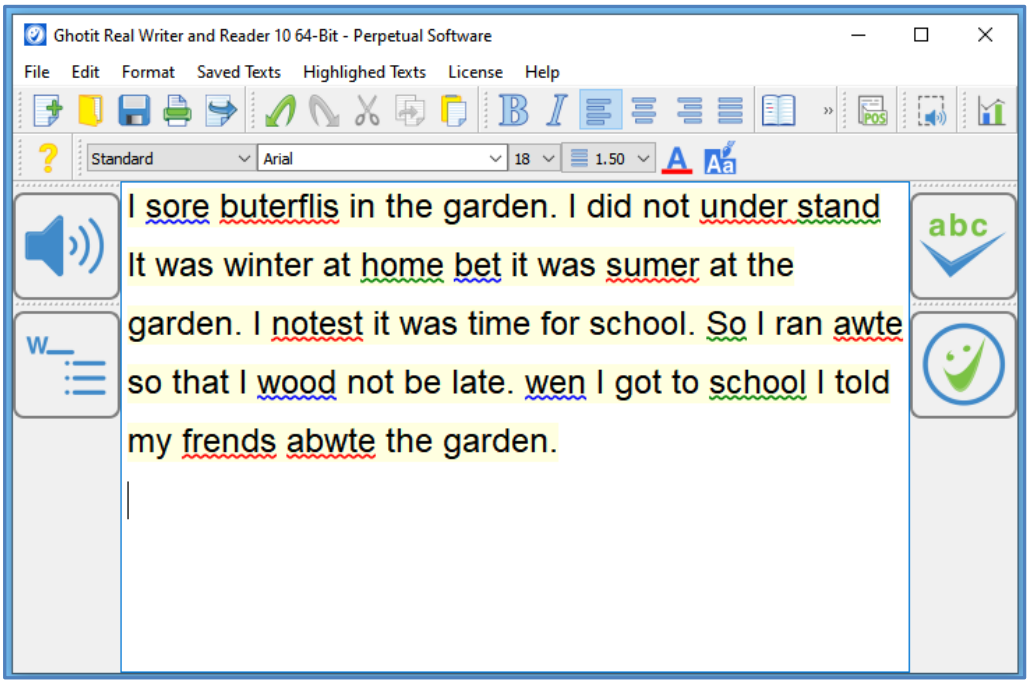


Figure #6: Marking Text for Correction

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.

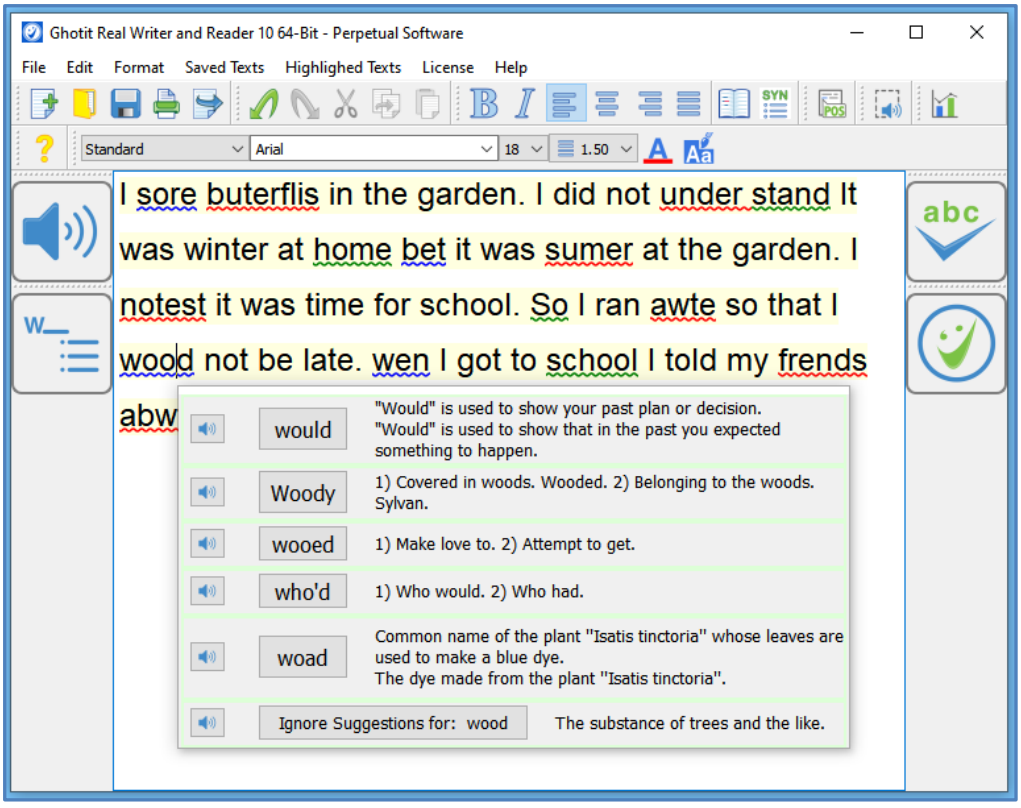


Figure #7: Word Suggestions Menu

© 2007-2022 Ghotit Ltd.

Style and Clarity

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

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.

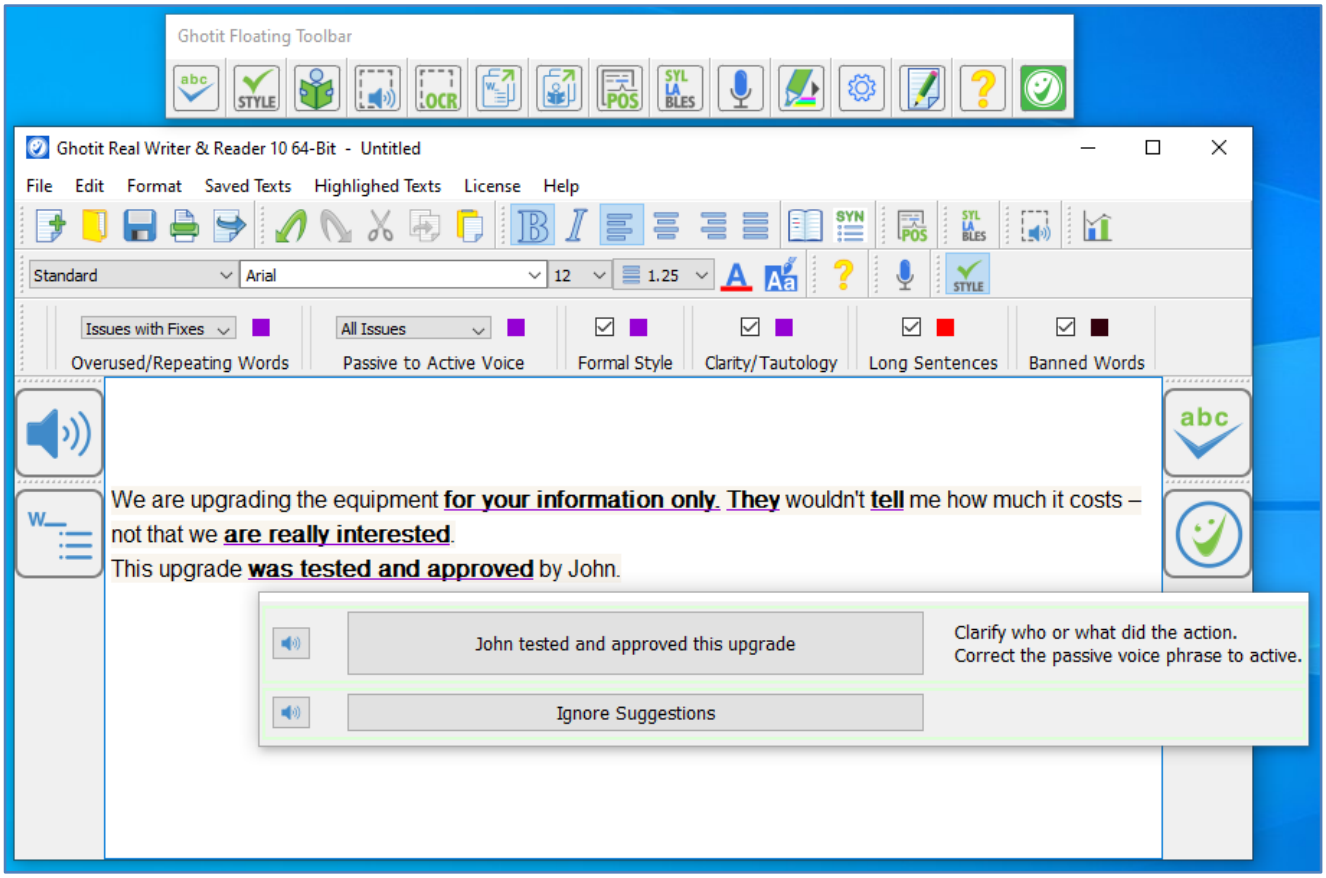


Figure #8: Style and Clarity Improvements

© 2007-2022 Ghotit Ltd.

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 side 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->Speech Settings.

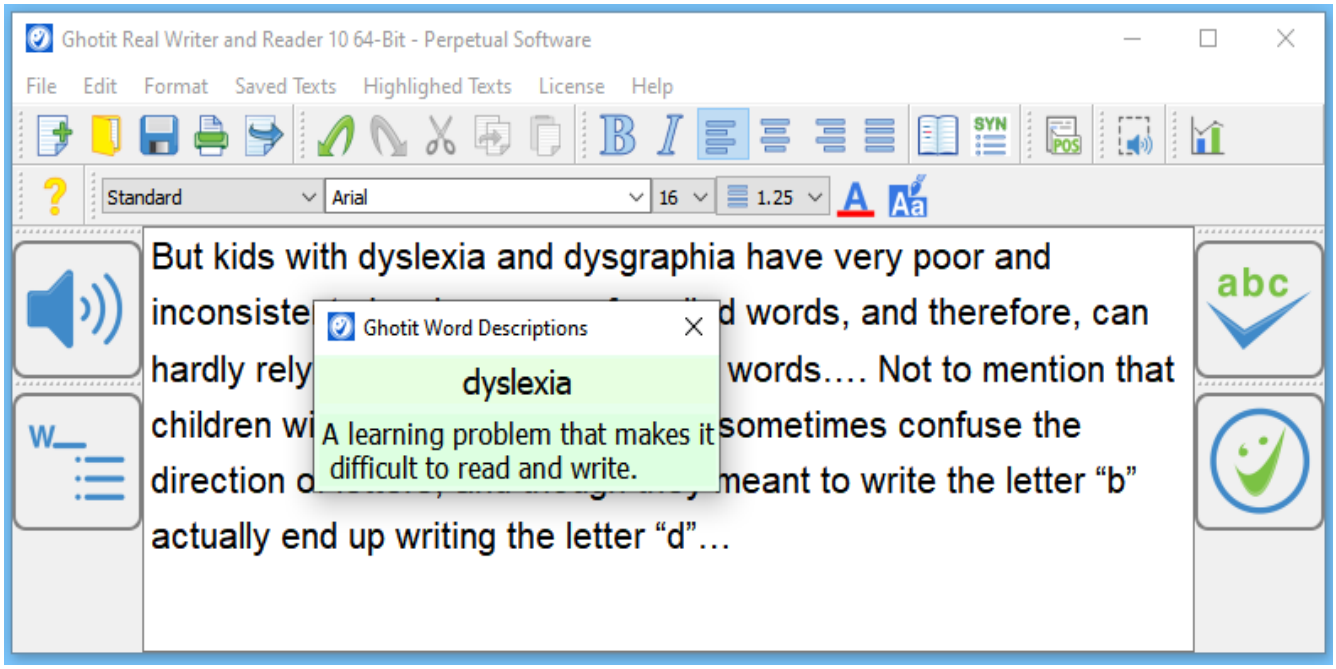


Figure #9: Descriptions Window

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"

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.

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 "**under**stand", the prediction suggests correctly the word "**understand**". Never give up trying to write and expect the right prediction to come.

© 2007-2022 Ghotit Ltd.

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.

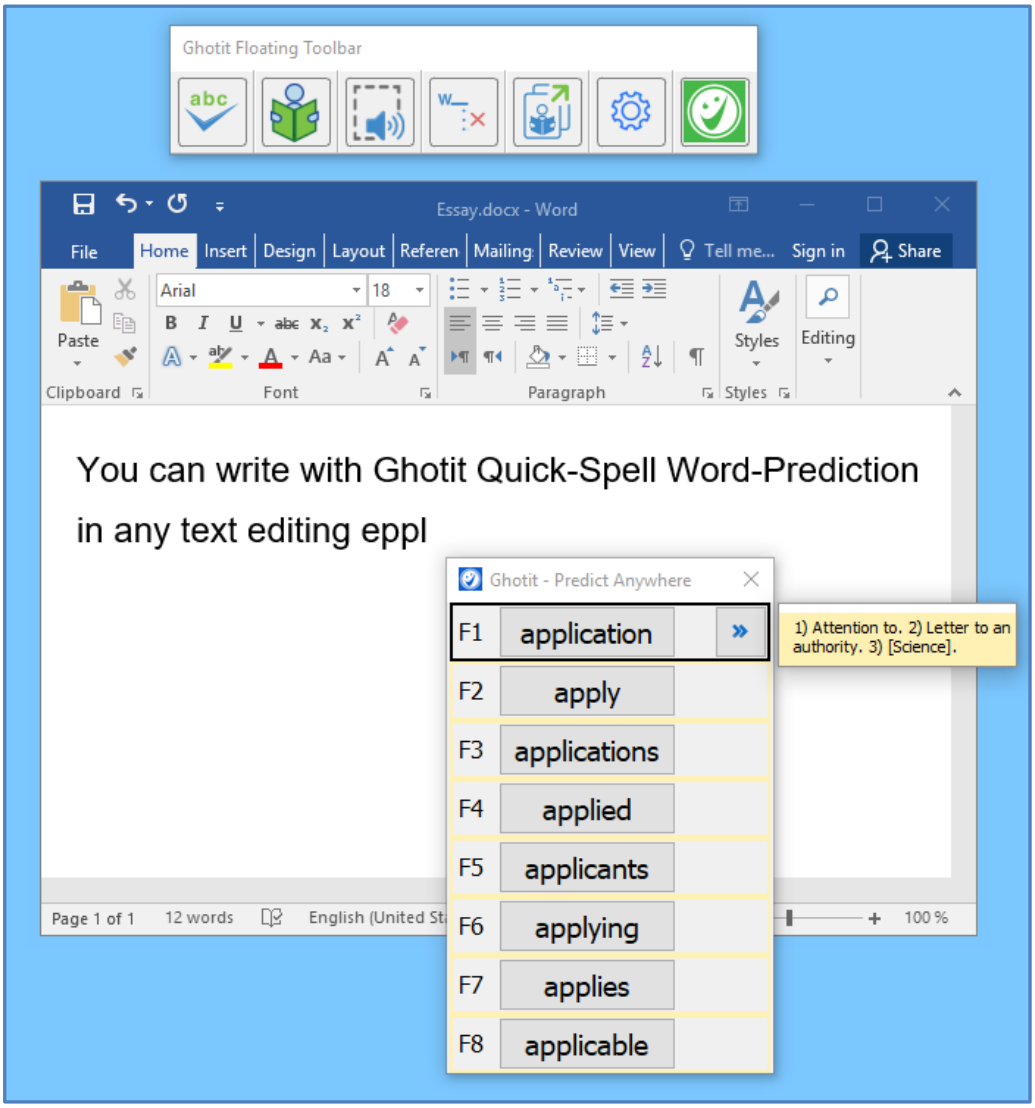


Figure #10A: Writing in MS-Word by using "Predict Anywhere" window.

© 2007-2022 Ghotit Ltd.

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.

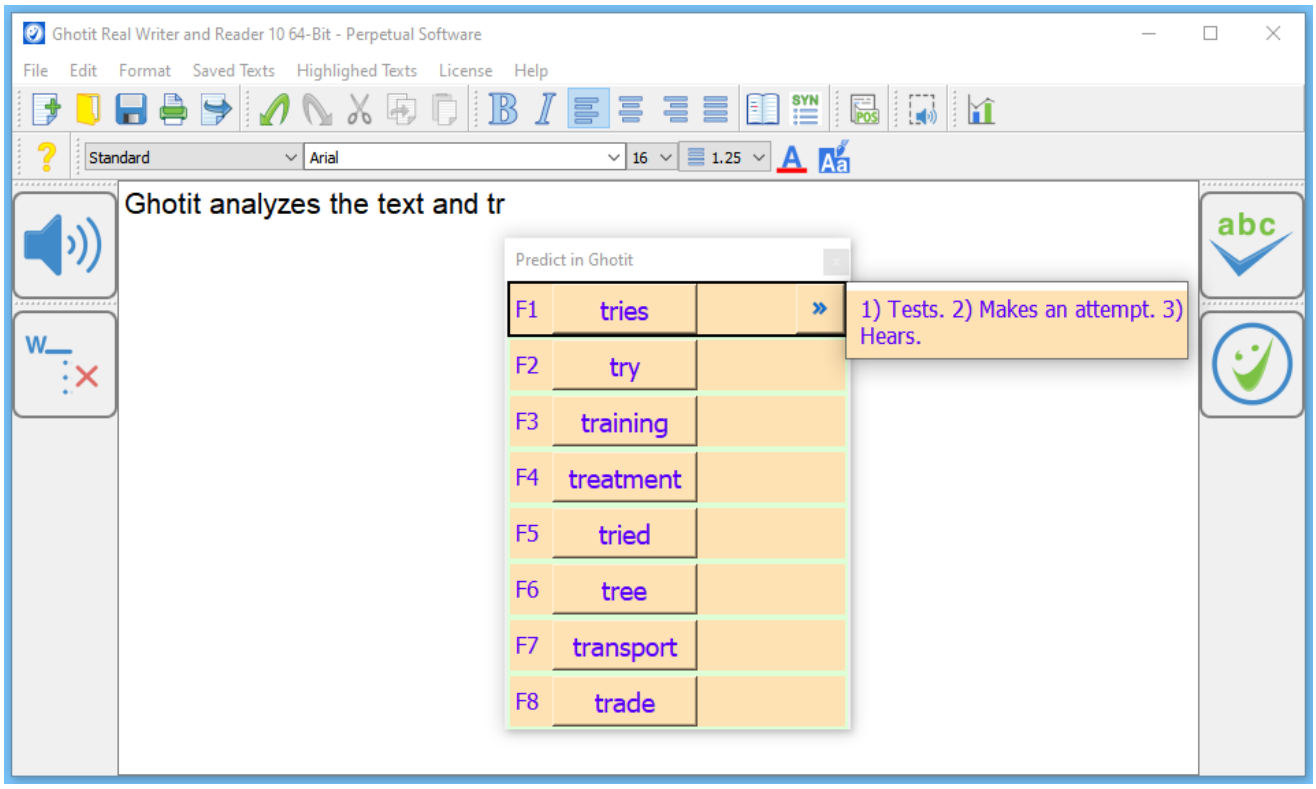


Figure #10B: Writing in Ghotit Writer by using Ghotit-Local Word-Prediction Menu.

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-

© 2007-2022 Ghotit Ltd.

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: The Editor's 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

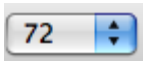
Italic – alter text to italic letters

Text Format Icons:

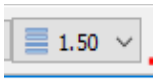
Style – select text style

Font type – select font type

© 2007-2022 Ghotit Ltd.



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

Parts of Speech Icon:

Parts of Speech Analysis

Screenshot Reader:

Screenshot Reader – reads aloud texts in image and inaccessible documents

Style & Clarity:

Style & Clarity – improve Style and Clarity of your documents

© 2007-2022 Ghotit Ltd.

Analytics:

Analytics – Review the collected errors and see the graphs.

© 2007-2022 Ghotit Ltd.

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.

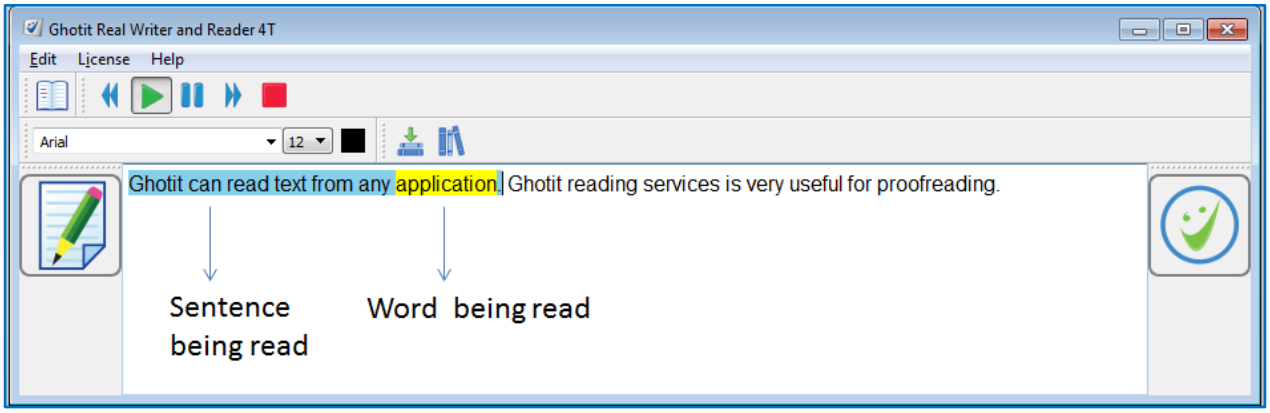


Figure #11: Ghotit Reader Screen

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

© 2007-2022 Ghotit Ltd.

Pause reading

Read next sentence

Stop reading

© 2007-2022 Ghotit Ltd.

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.*

© 2007-2022 Ghotit Ltd.

Keeping Original Text Formatting of Word/Outlook:

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

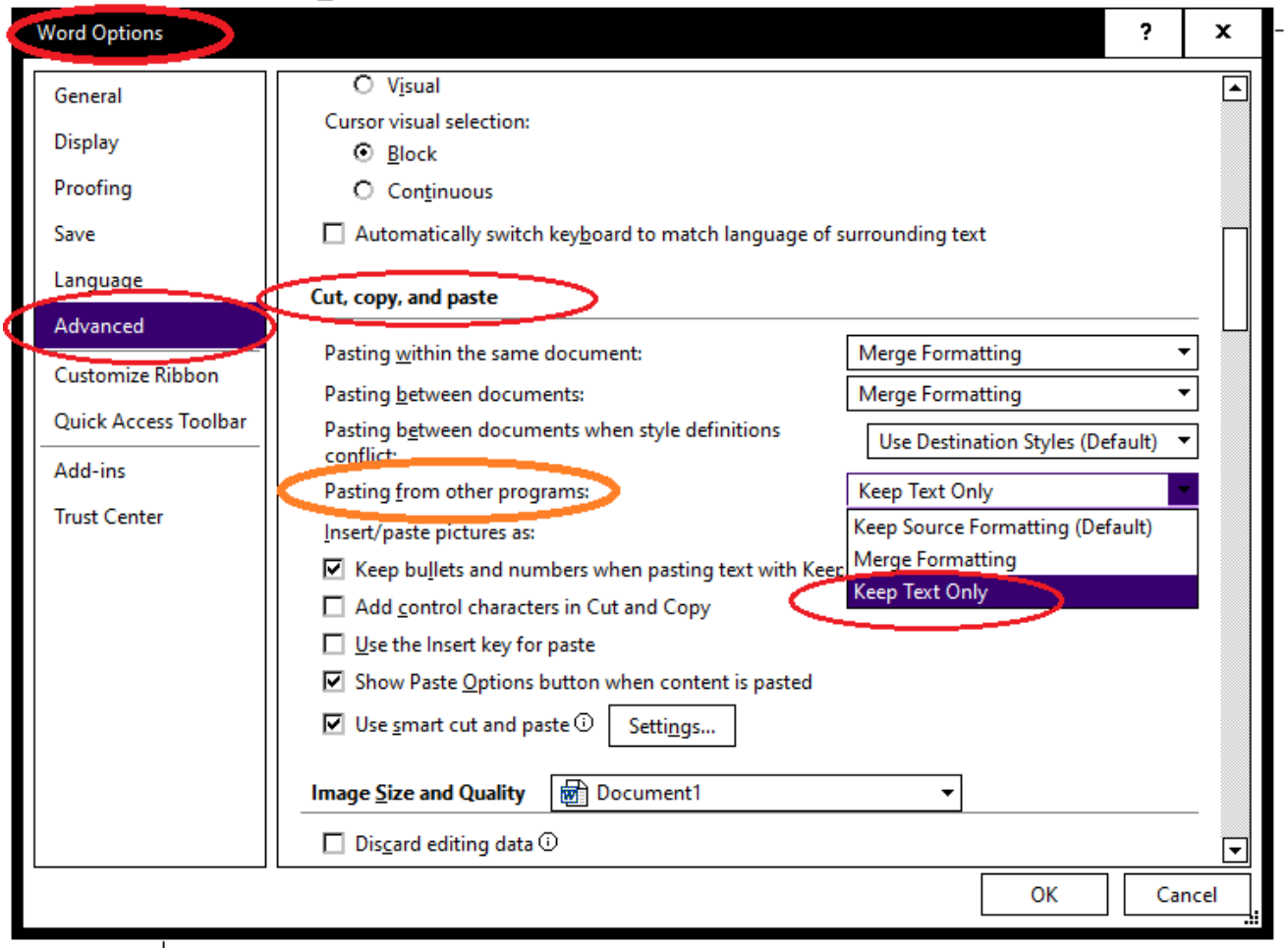
To keep the original font and formatting in Microsoft Word:

a) Go to menu File of your Word, go down and select from there "**Options**" .

b) In "**Word Options**" click "**Advanced**" in the left bar.

c) In the right bar 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.



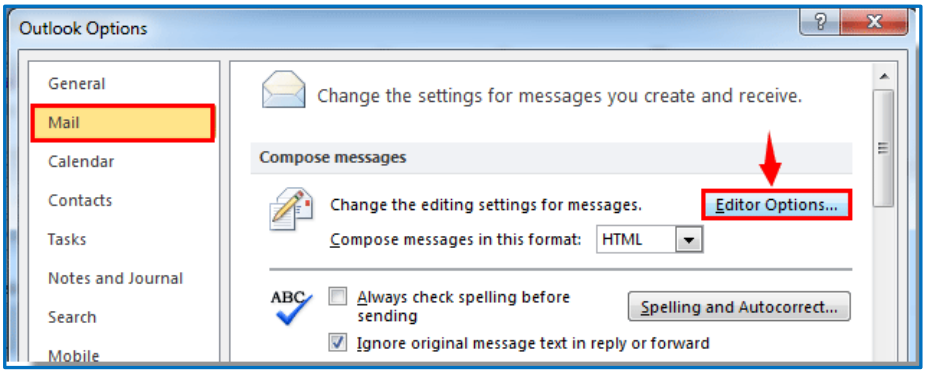
© 2007-2022 Ghotit Ltd.

To keep the original font and formatting in Microsoft Outlook:

a) Go to menu File of your Outlook, go down and select from there "**Options**" .

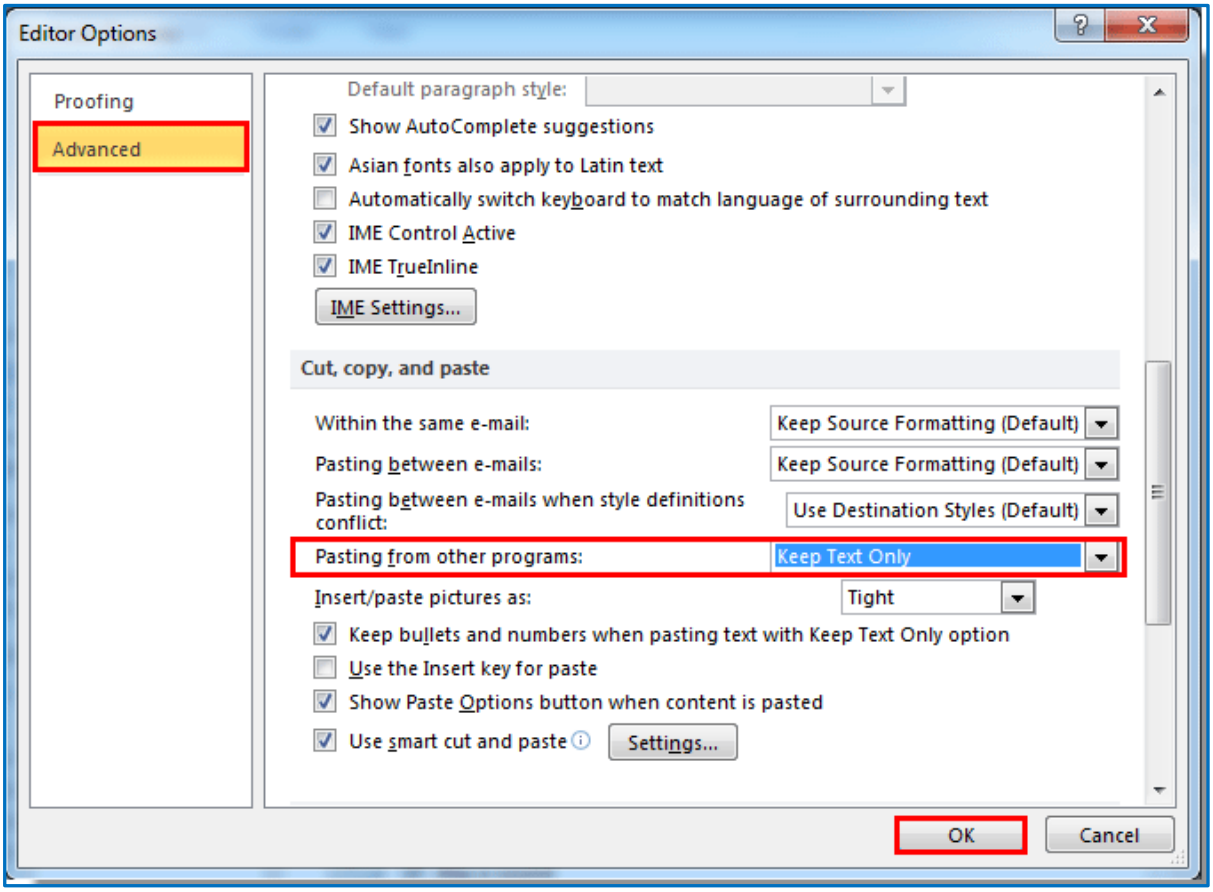
b) In the "**Outlook Options**" click "**Mail**" in the left bar.

c) Then, in the right bar click the **"Editor Options"**



d) Next, in the **Editor Options dialog box**, click **Advanced** in the left bar

e) Then go down to the **"Cut, copy, and paste"** section, select **Keep Text Only** in the "**Pasting from other programs**" drop-down list. Finally click the OK button.



© 2007-2022 Ghotit Ltd.

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 #12A: Floating Toolbar

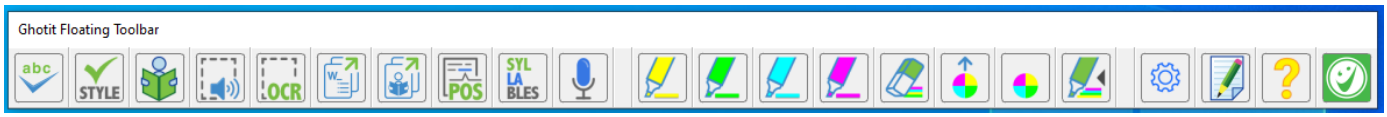


Figure #12B: Floating Toolbar Mode with enabled Highlighting Buttons

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
- Style Button to improve Style and Clarity
- Reading Button is parallel to F2-shotcut and due for Reading Aloud
- 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

© 2007-2022 Ghotit Ltd.

- OCR Text Button (New Feature) is similar to Screenshot Reader and due to get the recognized text from screen to Ghotit Editor but without reading it aloud

- Predict Anywhere Button to write with Ghotit Quick-Spell Word-Prediction in any editing application

- Read Anywhere Button to read-aloud the text selected in any window

- Parts of Speech Button to make text POS-Analysis and coloring

- Show/Hide Highlighting Buttons – switches between the default short presentation and the long presentation including highlighting buttons.

- Preferences/Settings Button to get fast access to the configurable parameters

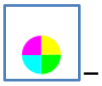
- Bring the Editor to Front is a convenience button to activate and bring to front Ghotit Real Writer's window from the minimized state or when obscured by other windows.

- Smiley Button to minimize / maximize the Floating Toolbar.

The **Highlighting** buttons are:

- Highlight in Yellow Button – highlights selected text backbround in yellow;

© 2007-2022 Ghotit Ltd.

- Highlight in Green Button – highlights selected text backbround in bright green;
- Highlight in Blue Button – highlights selected text backbround in light blue (turquoise, aqua);
- 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 Settings -> Floating section.

© 2007-2022 Ghotit Ltd.

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.

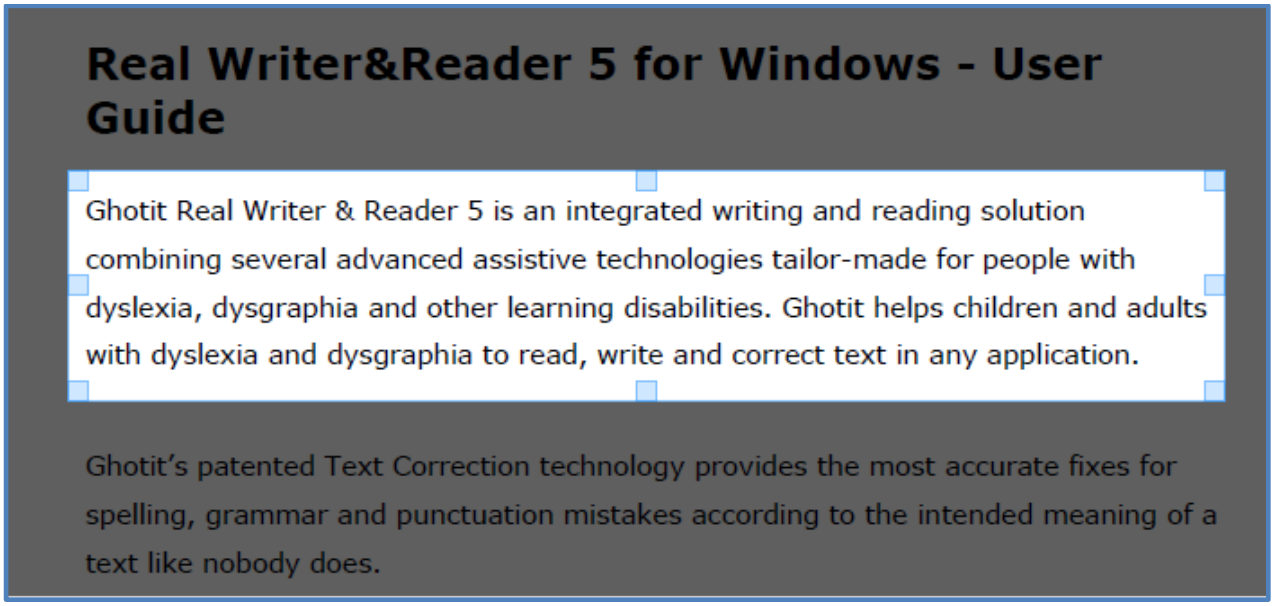


Figure #13: Screenshot Reader: Selection Mode.

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.

© 2007-2022 Ghotit Ltd.

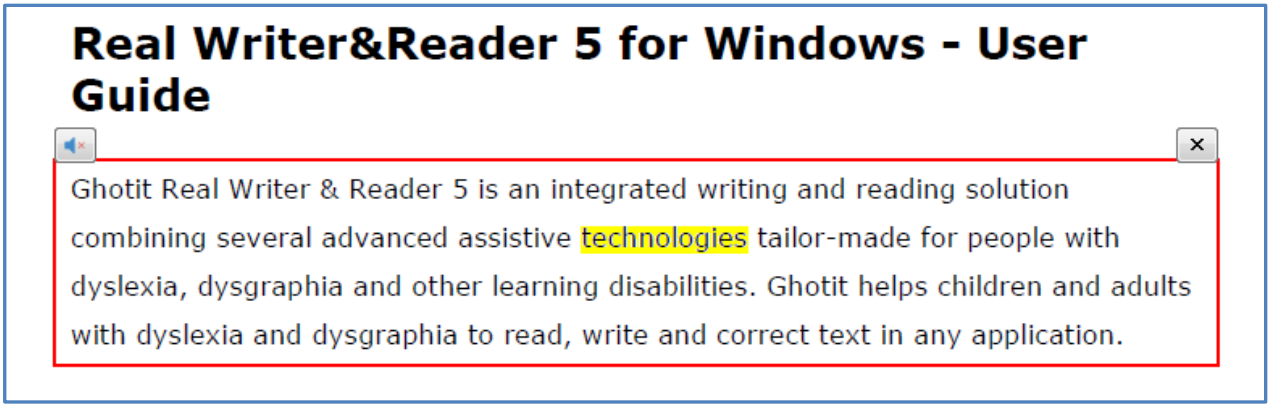


Figure #14: Screenshot Reader: Reading Mode.

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 or click the Screenshot-Reader icon once more to read another text area.

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.

© 2007-2022 Ghotit Ltd.

OCR Text

"OCR Text" (New Feature) is similar to "Screenshot Reader". "Screenshot Reader" reads aloud a selected area on screen with a recognized text being a by-product and accessible in Ghotit Editor.
"OCR Text" is a convenience function for users not interested in reading aloud text on screen but rather in the recognized text itself.

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.

© 2007-2022 Ghotit Ltd.

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: , , ,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 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.

Here is the Highlights Collection User-Interface:

© 2007-2022 Ghotit Ltd.

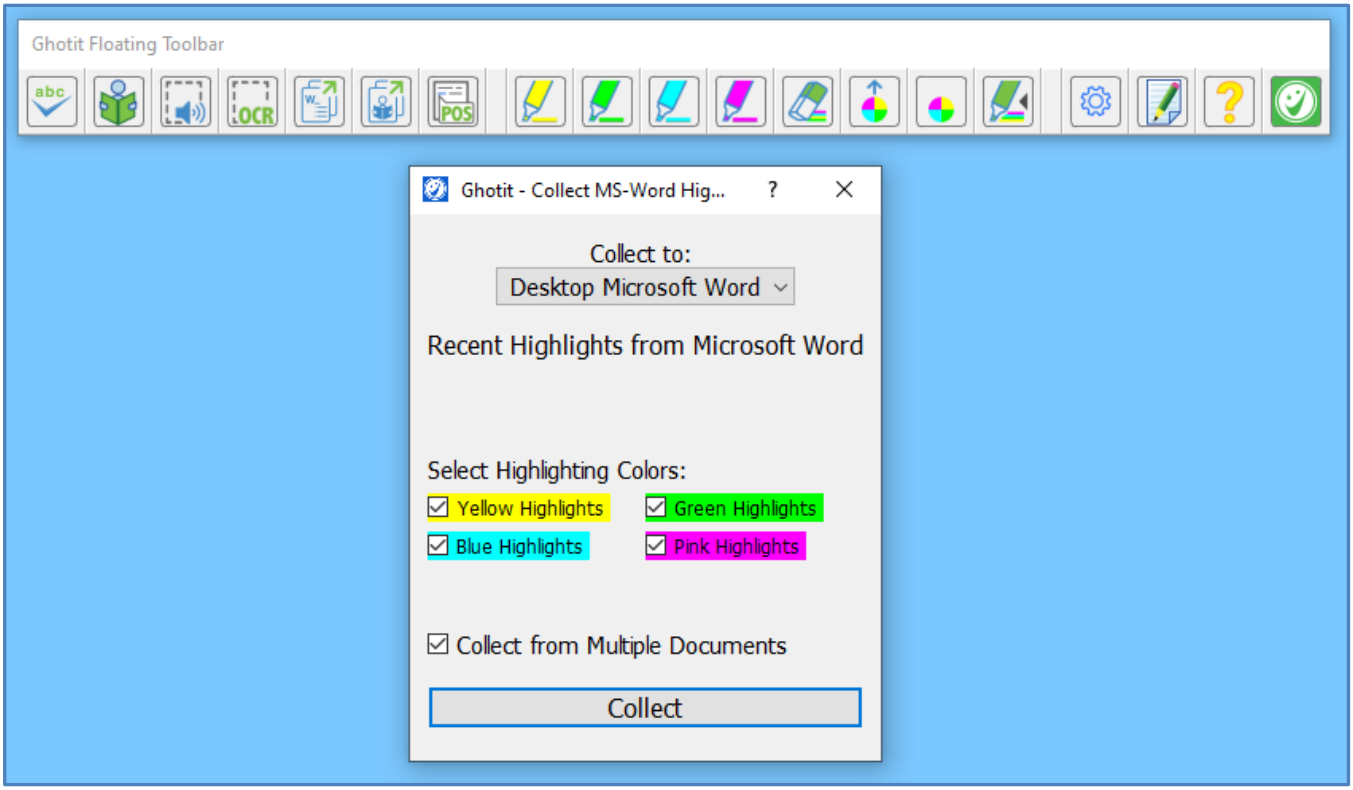


Figure #15: Highlights Collection Interface.

© 2007-2022 Ghotit Ltd.

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** 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 pre-phrases).

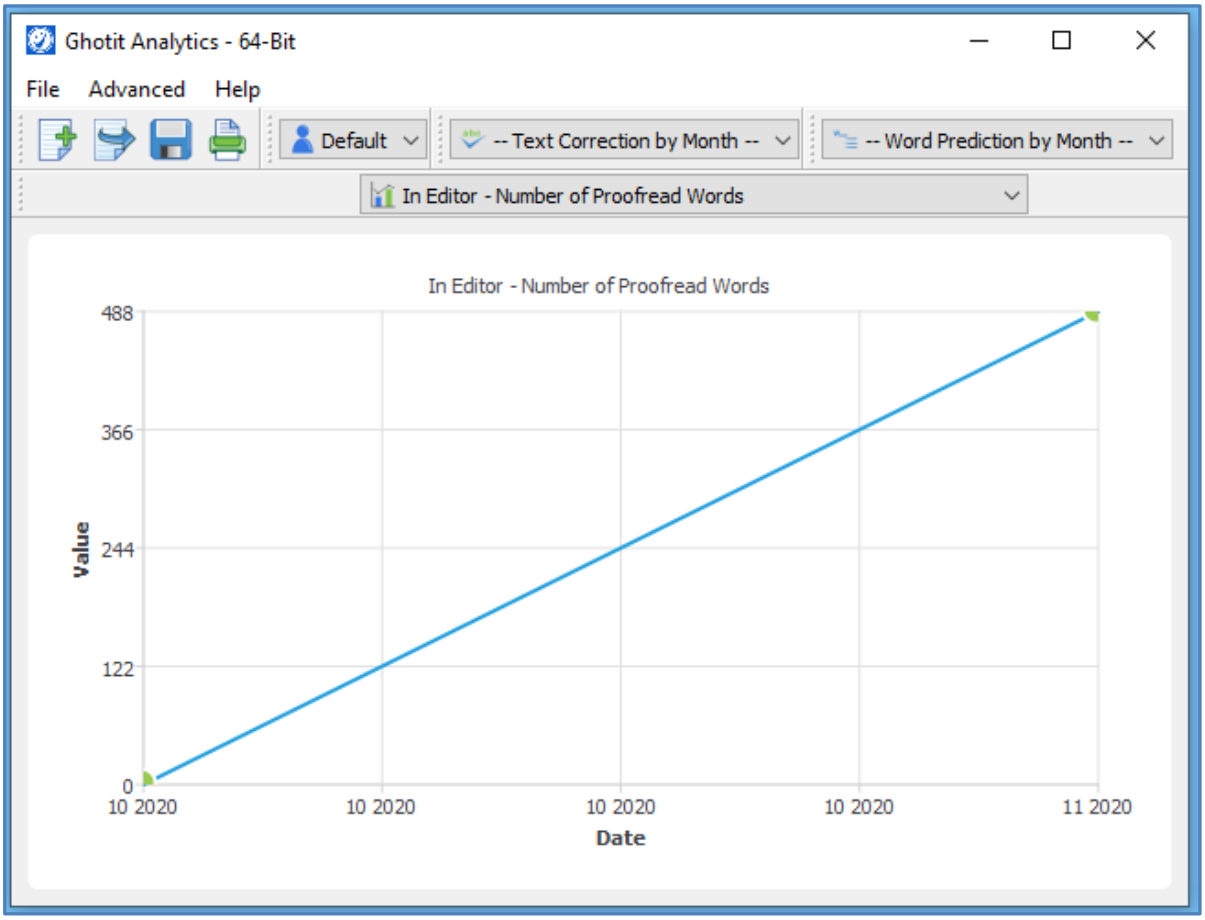
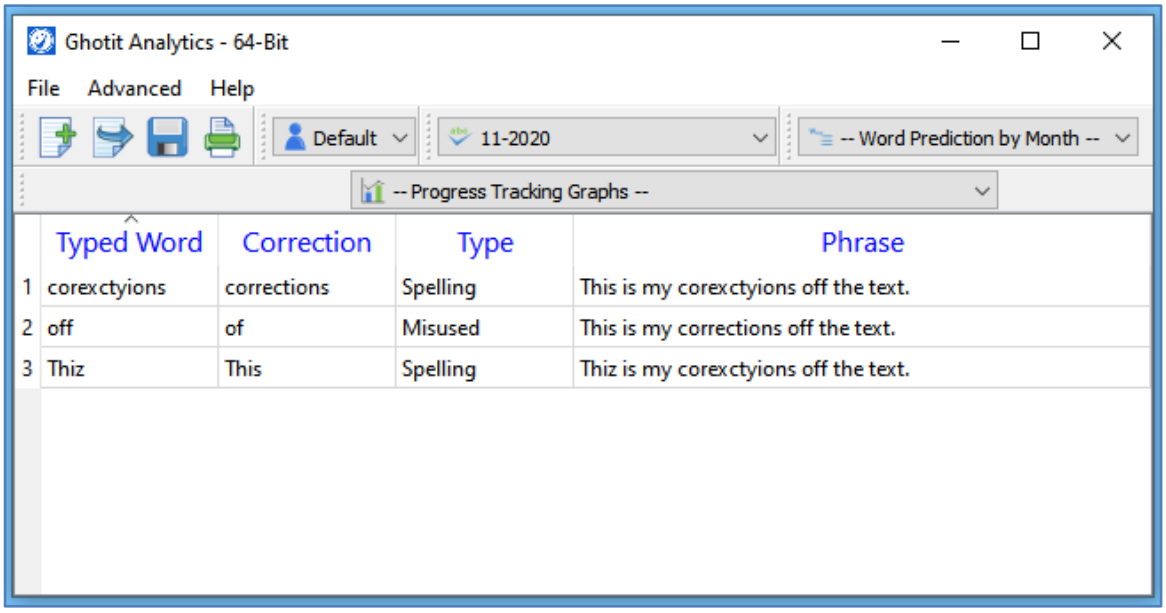


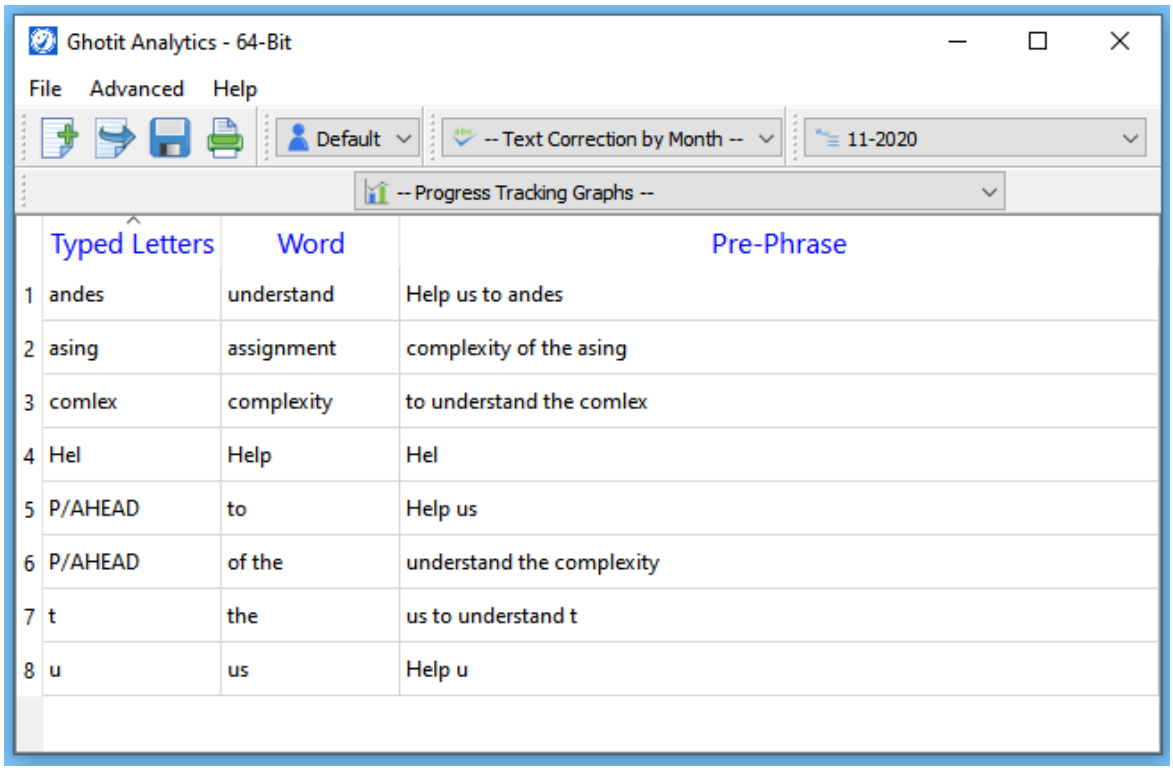
Figure #16A: Analytics – Graphs of Progress Information.

© 2007-2022 Ghotit Ltd.



	Typed Word	Correction	Type	Phrase
1	corexctyions	corrections	Spelling	This is my corexctyions off the text.
2	off	of	Misused	This is my corrections off the text.
3	Thiz	This	Spelling	Thiz is my corexctyions off the text.

Figure #16B: Analytics – Fixed Spelling and Grammar Errors



	Typed Letters	Word	Pre-Phrase
1	andes	understand	Help us to andes
2	asing	assignment	complexity of the asing
3	comlex	complexity	to understand the comlex
4	Hel	Help	Hel
5	P/AHEAD	to	Help us
6	P/AHEAD	of the	understand the complexity
7	t	the	us to understand t
8	u	us	Help u

Figure #16C: Analytics – Selected Predicted Words when Writing with Word-Prediction

© 2007-2022 Ghotit Ltd.

To get the Spelling/Grammar and Word-Prediction Errors collected as a CSV Excel-friendly 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 word-prediction, 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 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 Default (local) user.

© 2007-2022 Ghotit Ltd.

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).

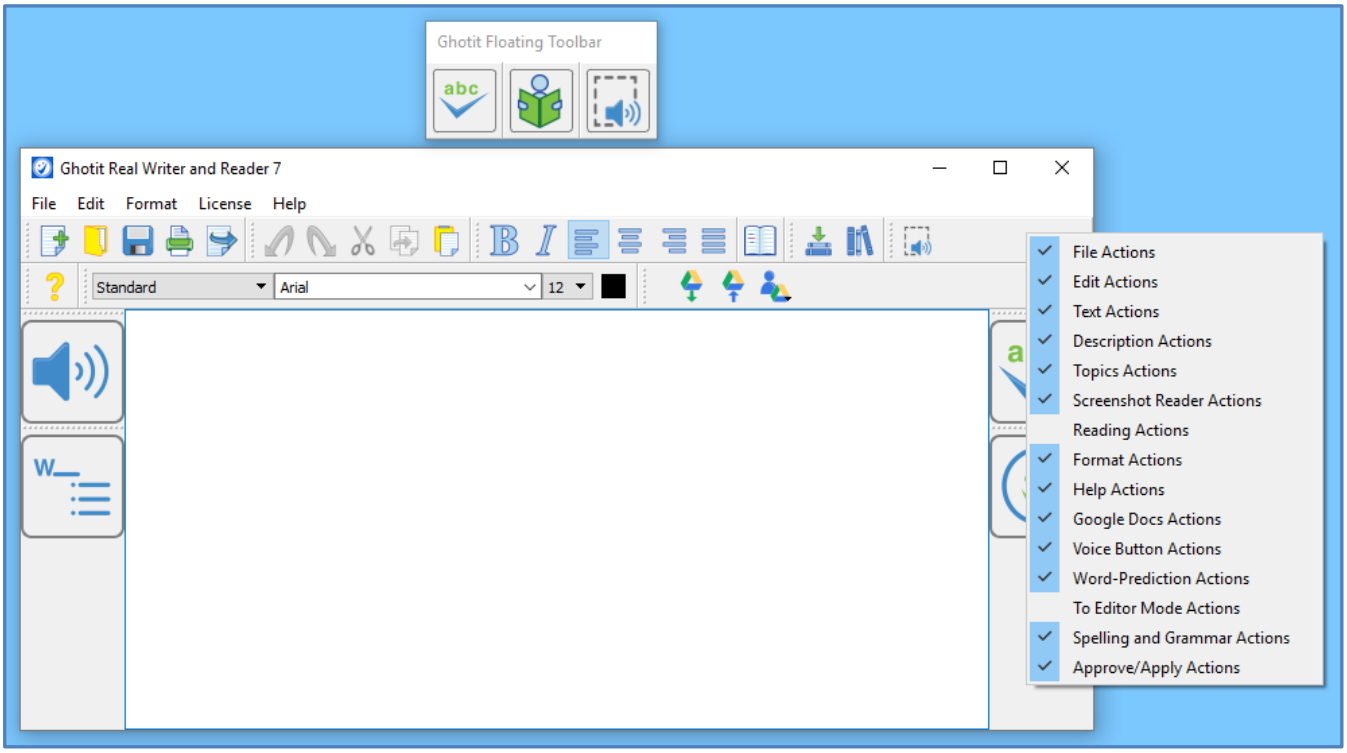


Figure #17: Right-Click Menu for User-Interface Customization

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:

© 2007-2022 Ghotit Ltd.

- 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.

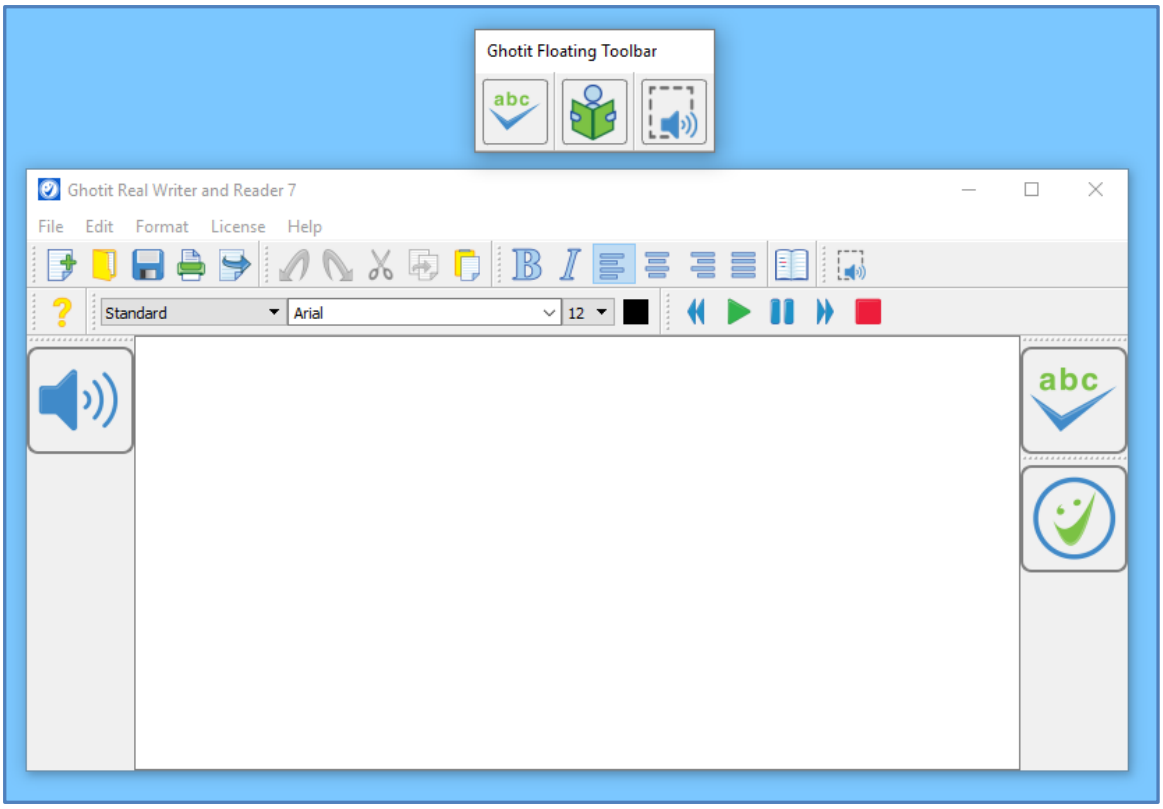


Figure #18: Example of a Customized User-Interface.

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 tab.

© 2007-2022 Ghotit Ltd.

Customization: Preferences

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

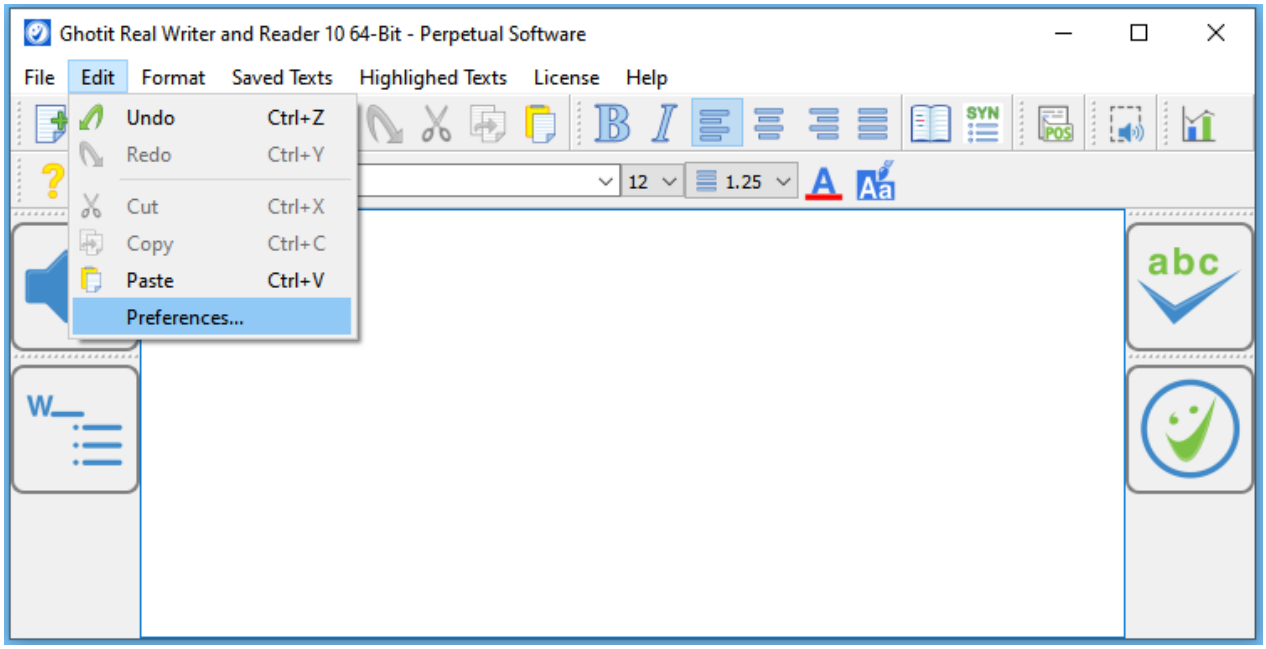


Figure #19A: Opening Preferences via Menu Edit

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

Figure #19B: Opening Preferences via Floating Toolbar

© 2007-2022 Ghotit Ltd.

After selecting Preferences, a new window with several tabs appears.

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 the colors for underlining
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 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.

© 2007-2022 Ghotit Ltd.

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

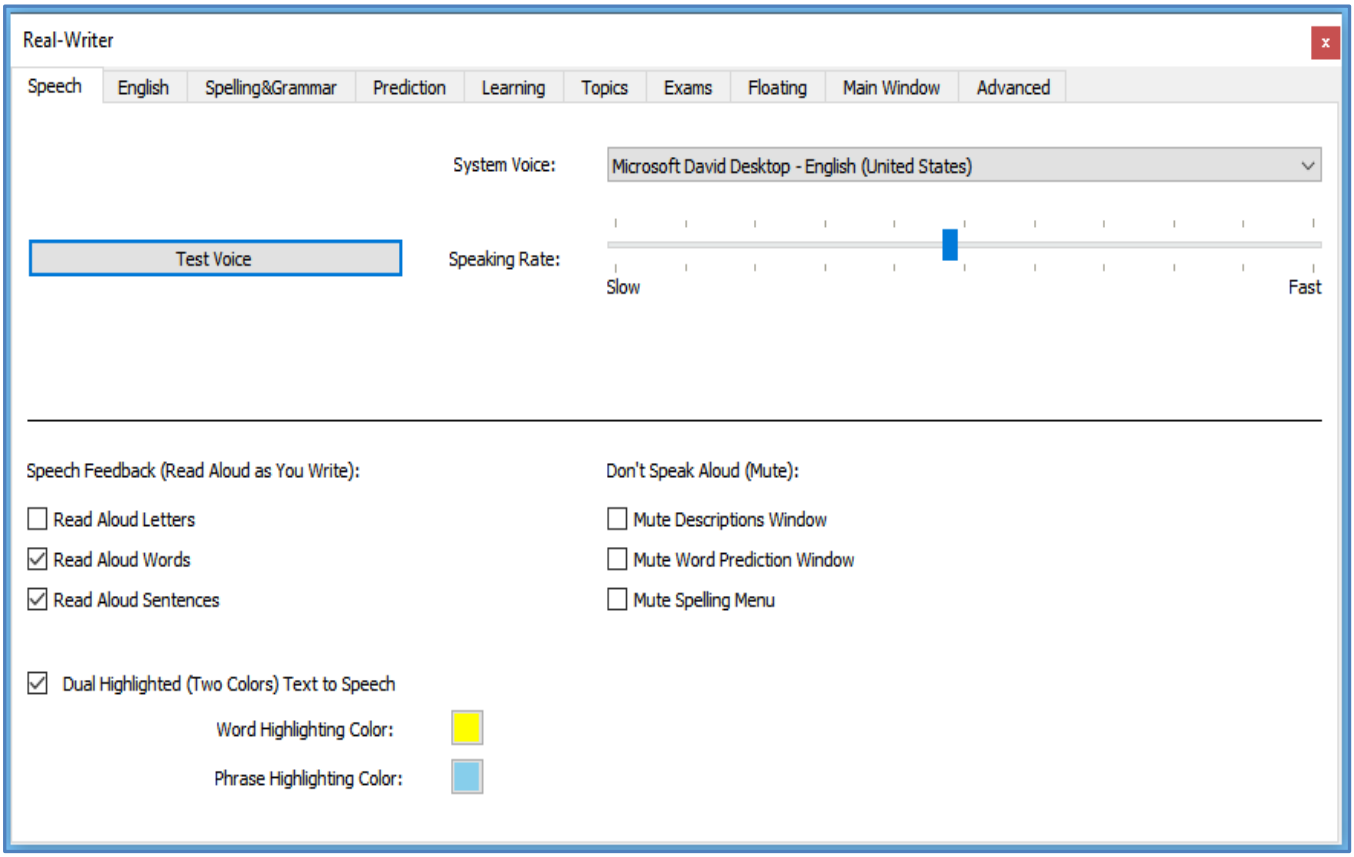


Figure #20: Preferences: Speech Customization Options

Customize the Speech Options as shown on the figure above:

© 2007-2022 Ghotit Ltd.

- 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.

© 2007-2022 Ghotit Ltd.

English Language, Description Window and Personal Dictionary

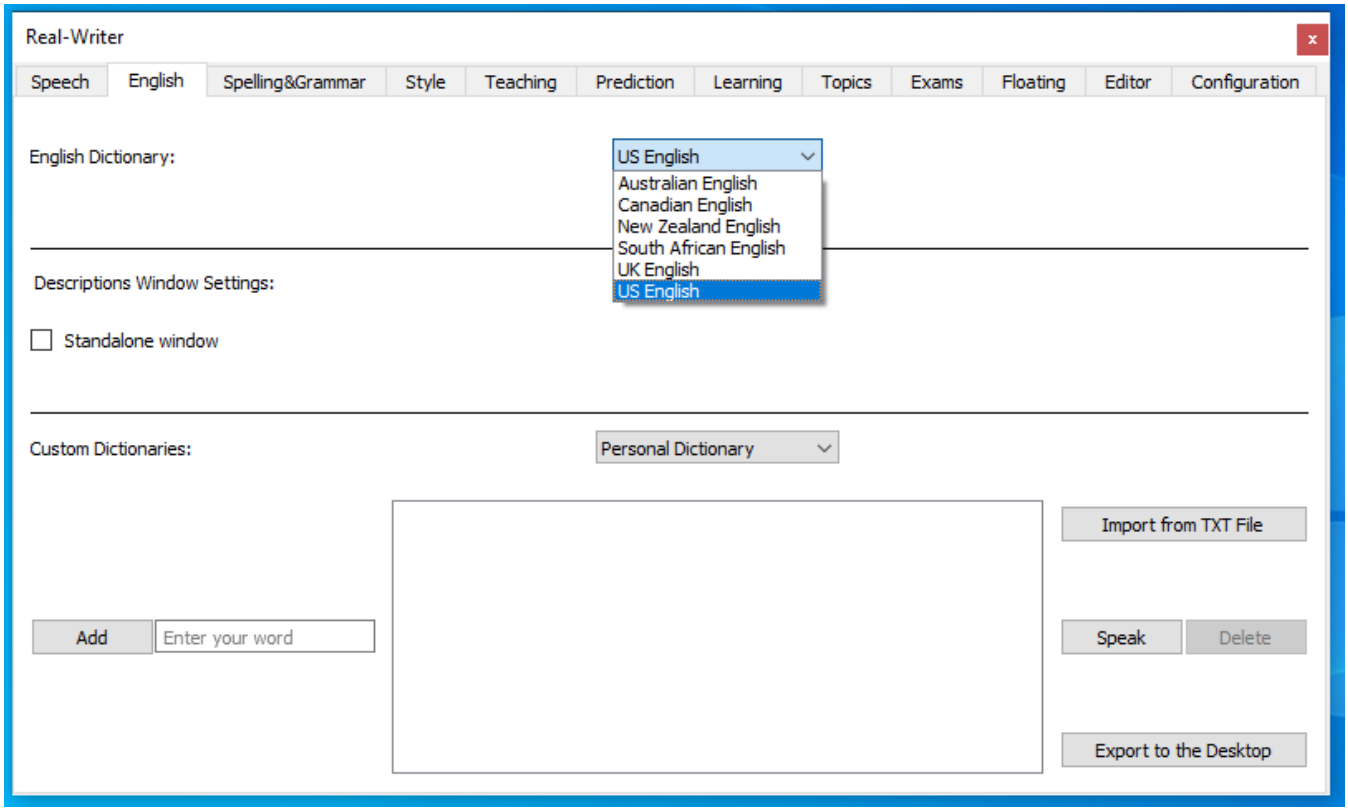


Figure #21A: Preferences: Options for English Language, Description Window, Personal and Banned Dictionaries – Select English Dictionary

Chose the English dictionary you want to use from the 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.

© 2007-2022 Ghotit Ltd.

Descriptions Window could be configured to be a standalone and user-located by selecting the checkbox "Standalone window".

Yet another useful options on the screen are Personal and Banned Dictionaries. Add words to either dictionary one-by-one 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. Import/Export dictionaries from your custom TXT file with a single-word per-line structure.

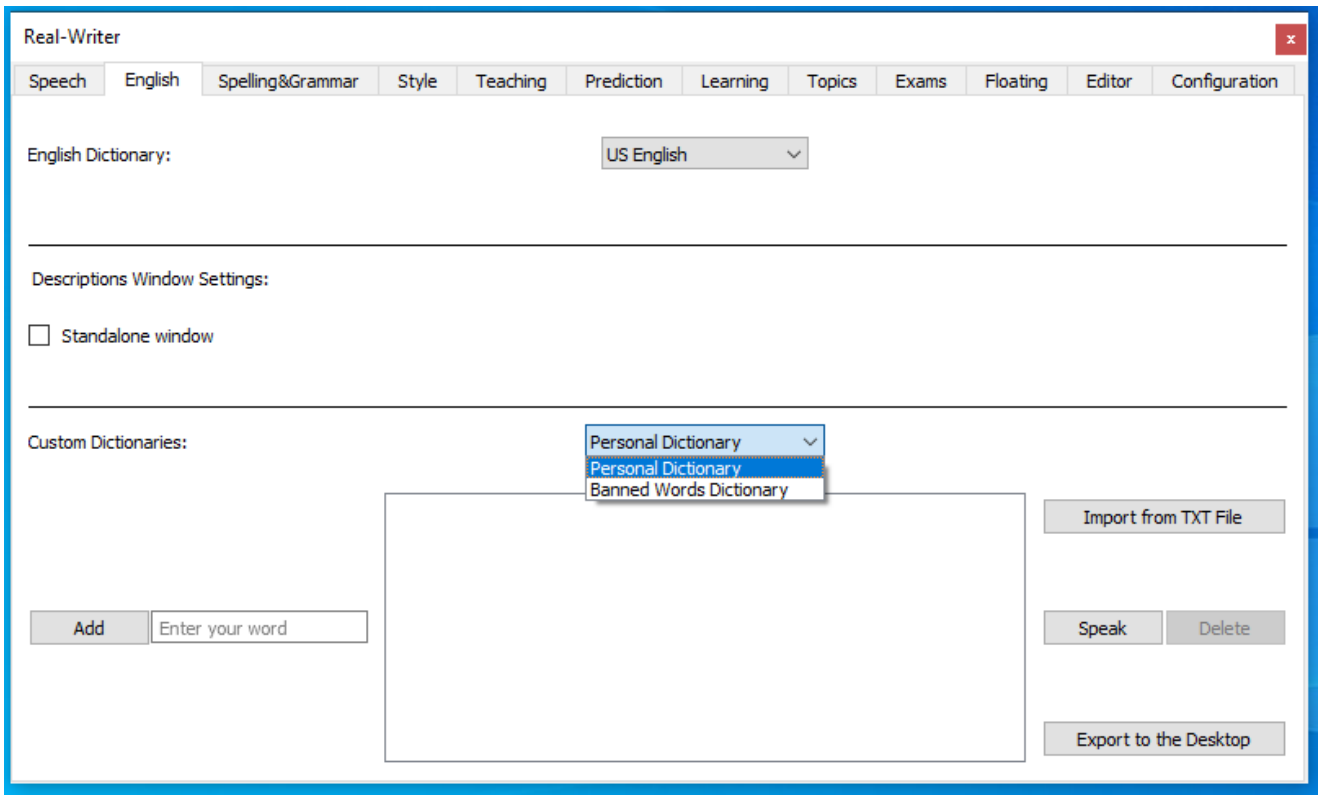


Figure #21B: Preferences: Options for English Language, Description Window, Personal and Banned Dictionaries – Select Personal or Banned Words Dictionary

© 2007-2022 Ghotit Ltd.

Spelling & Grammar

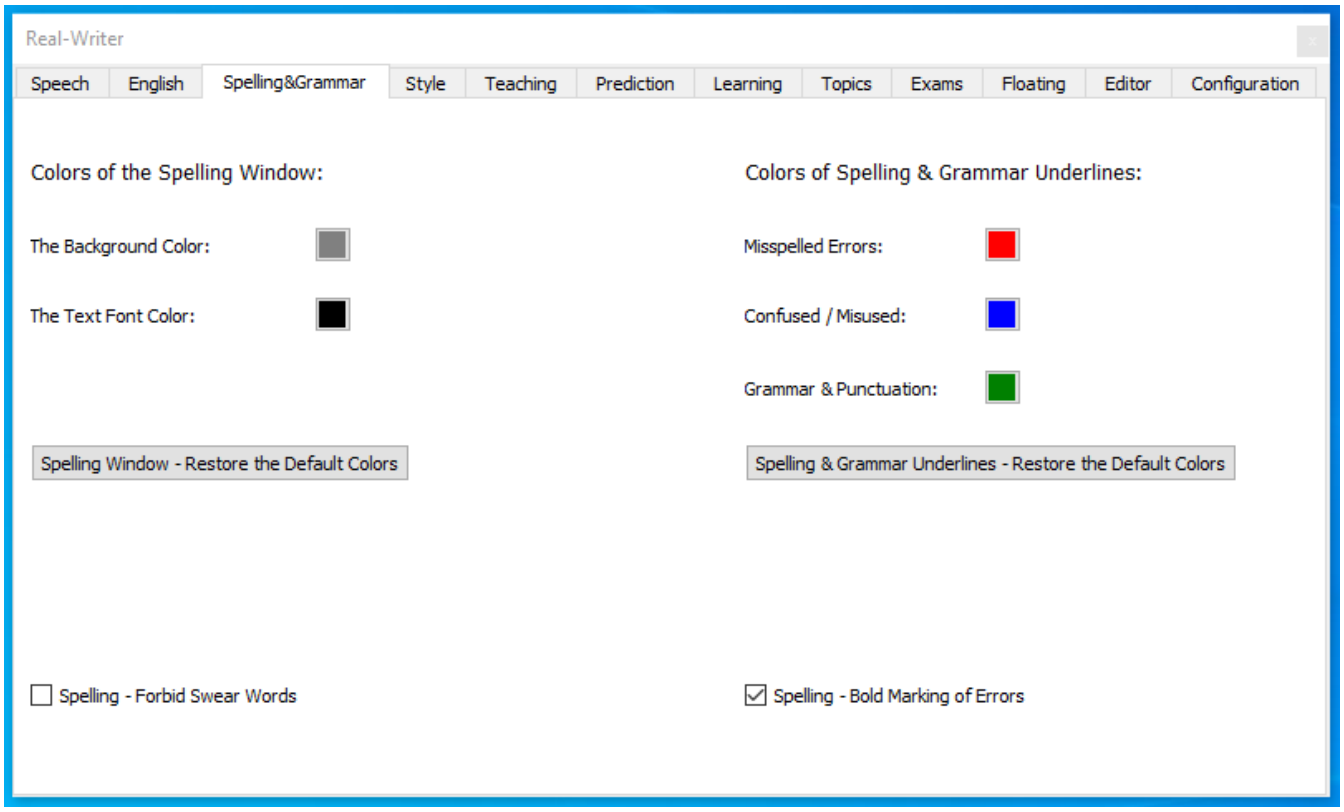


Figure #22: Preferences: Spelling and Grammar

- 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

© 2007-2022 Ghotit Ltd.

Style and Clarity

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

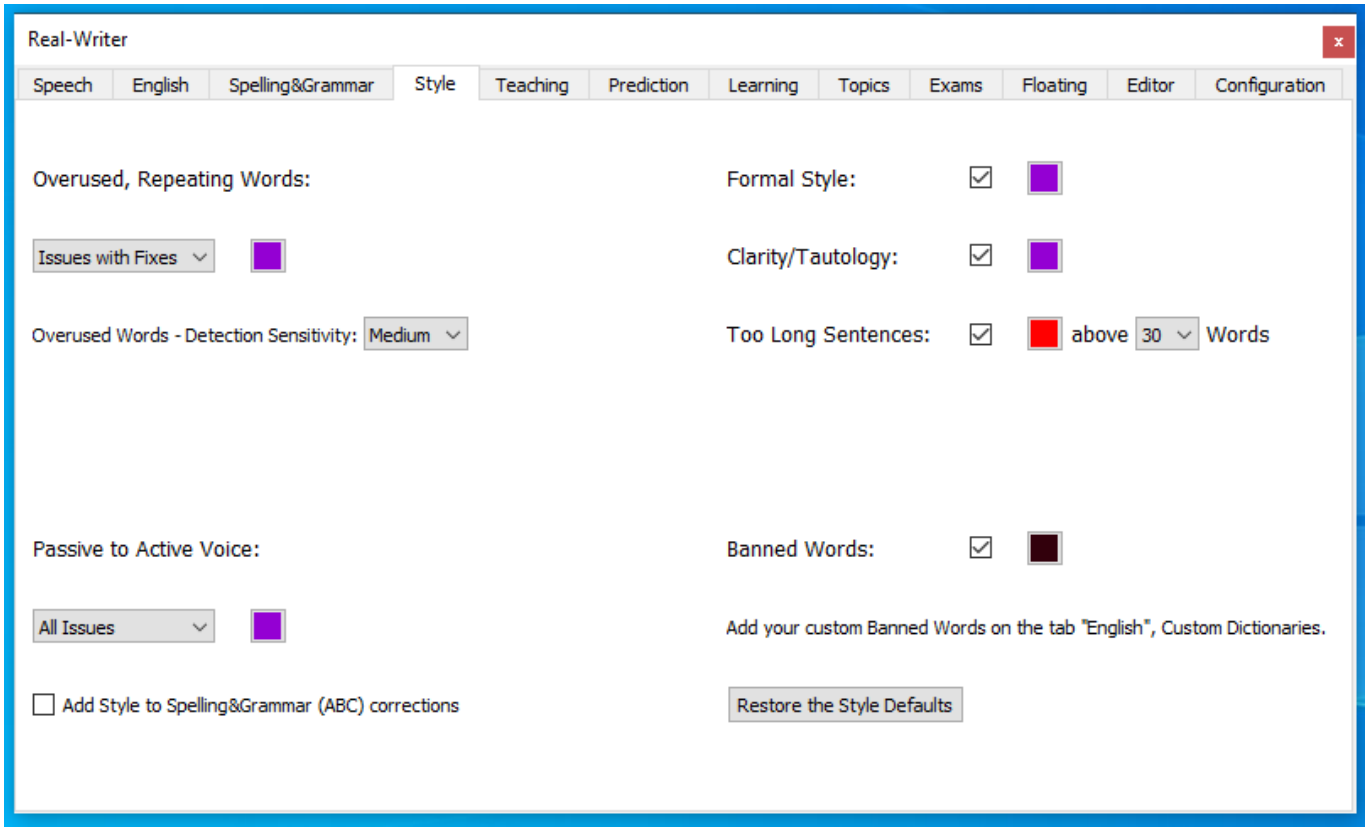


Figure #22: Preferences: Style & Clarity Options

- 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.

© 2007-2022 Ghotit Ltd.

- Clarity/Tautology - 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.

© 2007-2022 Ghotit Ltd.

Teaching

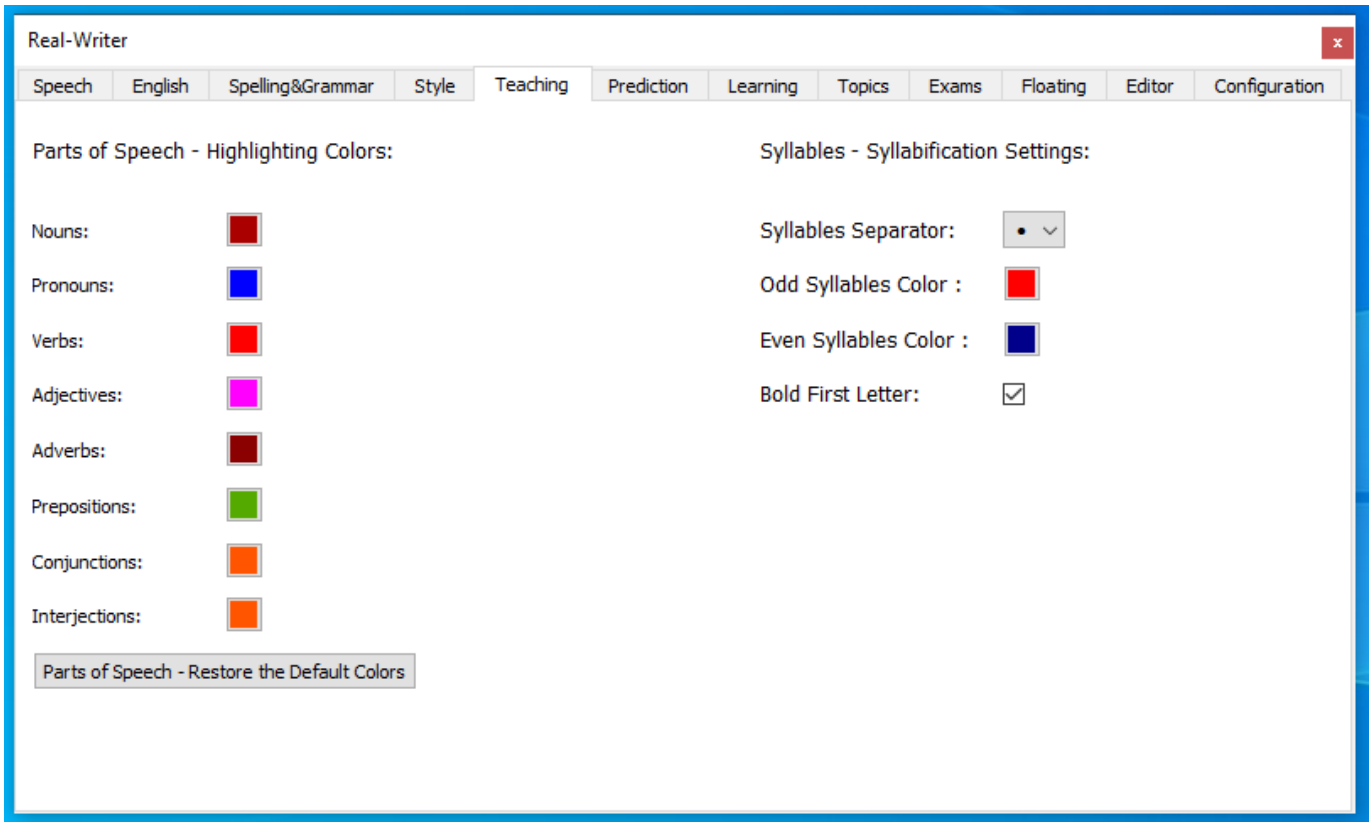


Figure #23: Preferences: Teaching – Parts of Speech Marking and Syllabification Options

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

© 2007-2022 Ghotit Ltd.

Prediction Options

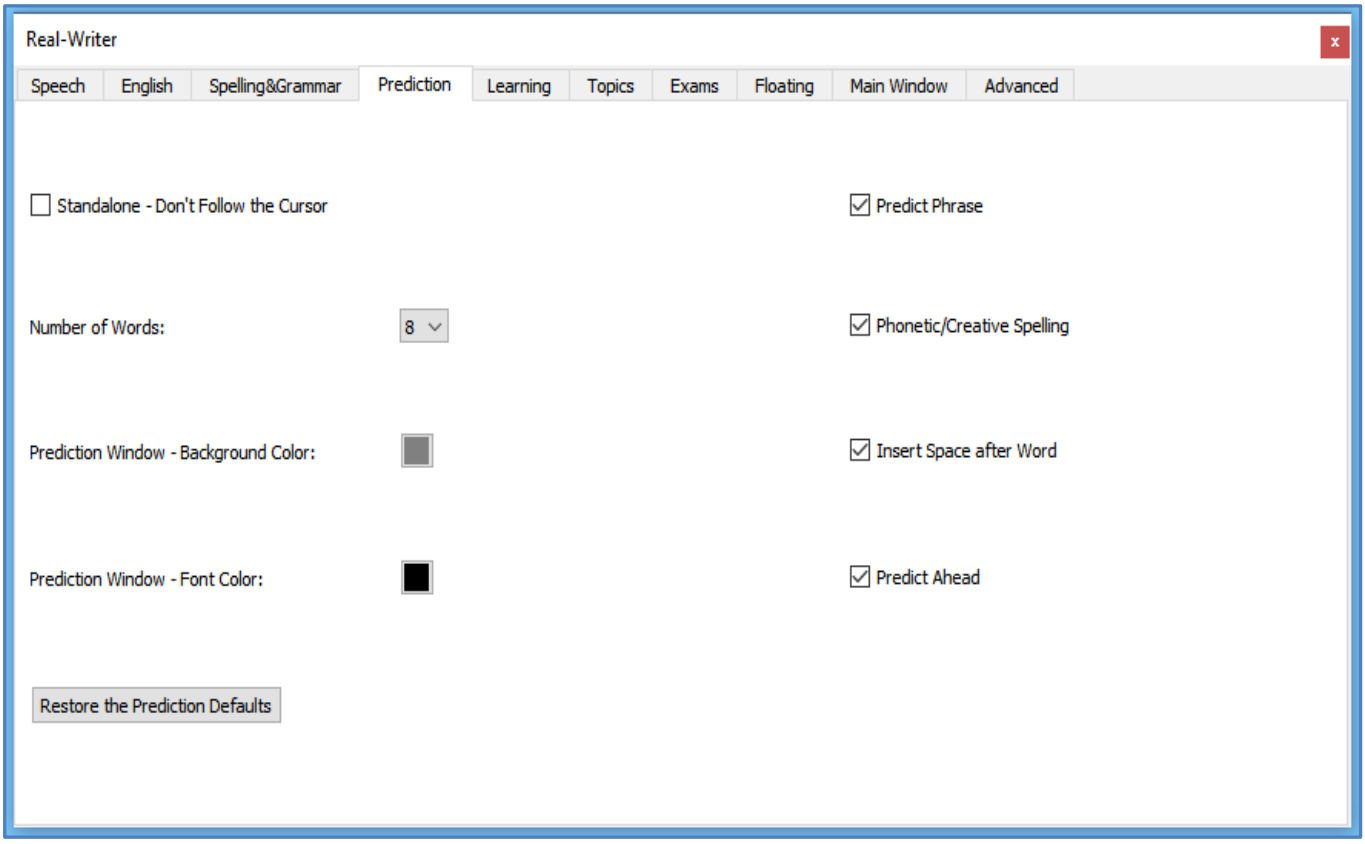


Figure #24: Preferences: Personalize Word-Prediction

- 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;

© 2007-2022 Ghotit Ltd.

- 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 a 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.

© 2007-2022 Ghotit Ltd.

Creating Topics: Learning from File or Ghotit

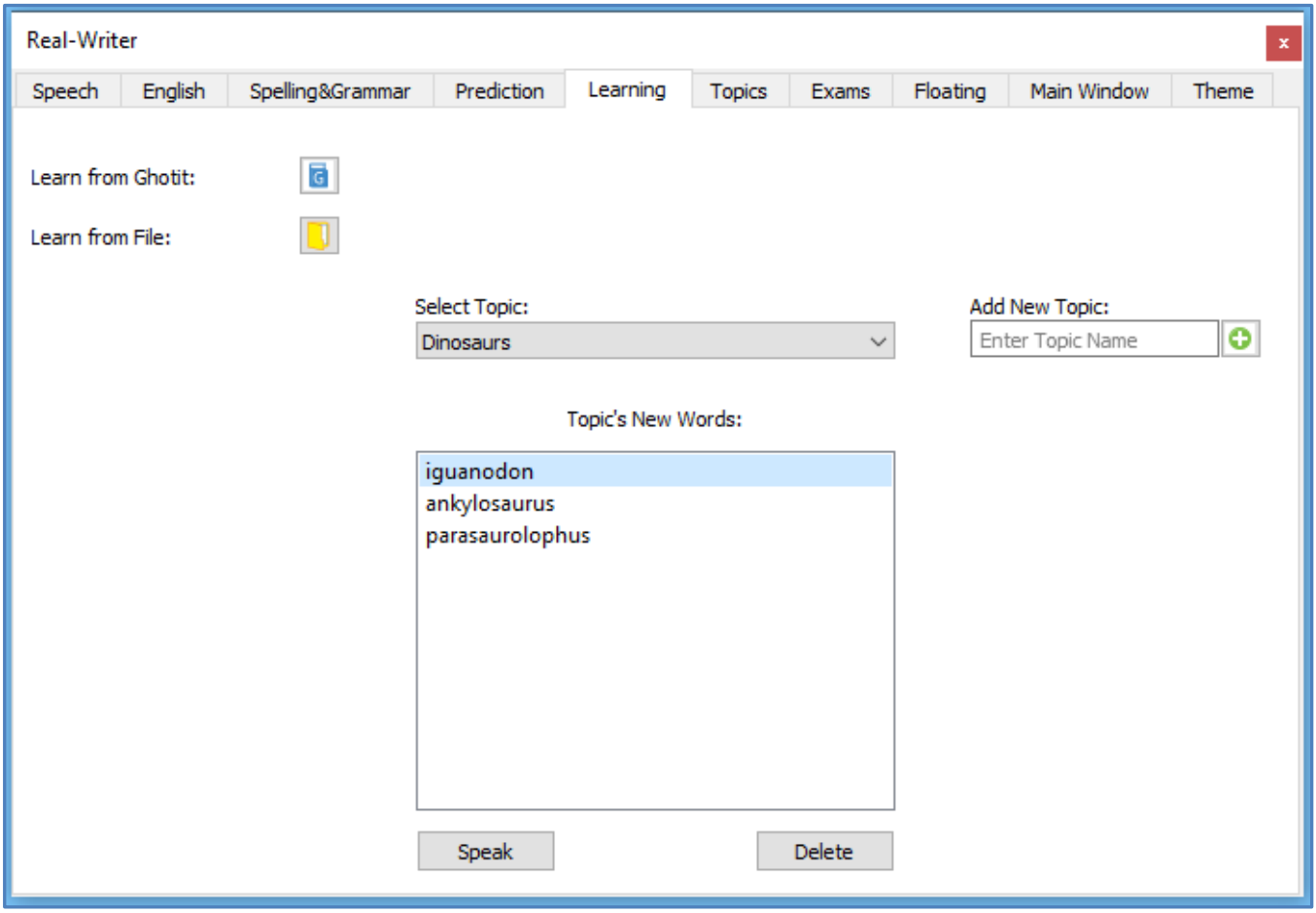


Figure #25: Create Topics and Review Words

For example, let us 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:

© 2007-2022 Ghotit Ltd.

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 the 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.

© 2007-2022 Ghotit Ltd.

Topics ("Prediction Word-Banks")

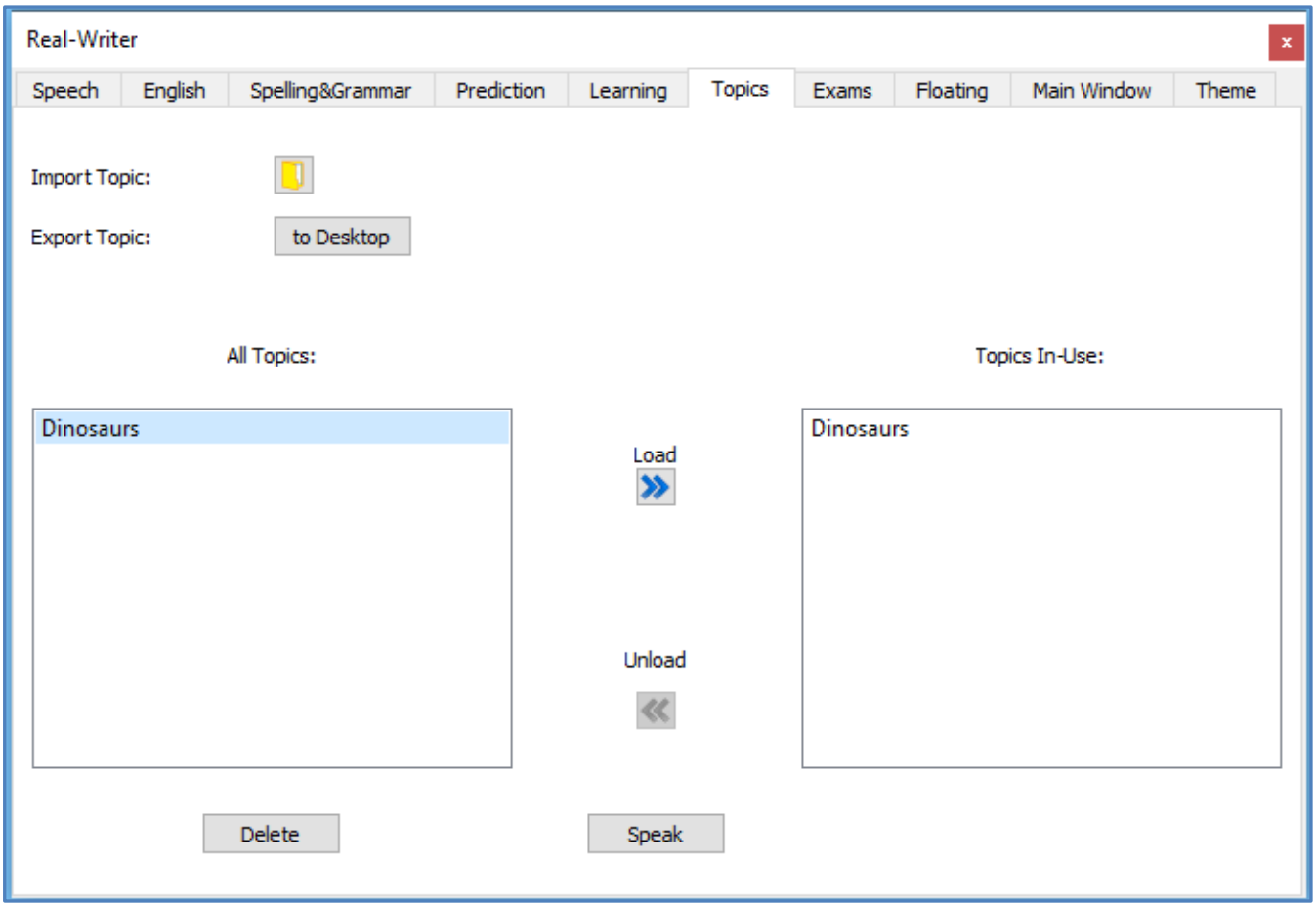


Figure #26: Manage Topics: Load, Unload, Import, Export or Delete.

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

© 2007-2022 Ghotit Ltd.

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 the Load button for Word Prediction to use these words.
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.

© 2007-2022 Ghotit Ltd.

Exams – Control the Allowed Features

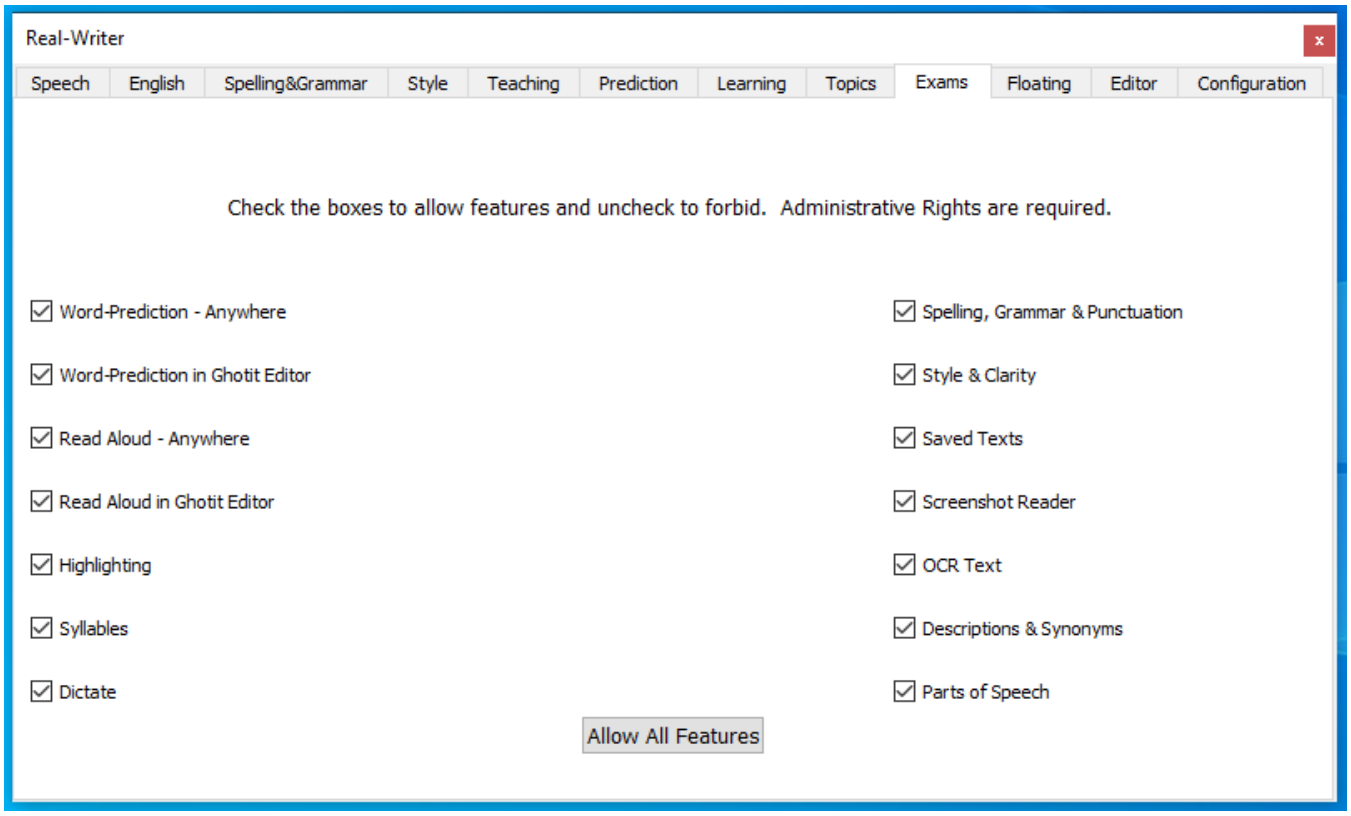


Figure #27: Exams. Allow or Forbid Certain Features of the Software.

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.

© 2007-2022 Ghotit Ltd.

Floating – Customize the Floating Toolbar

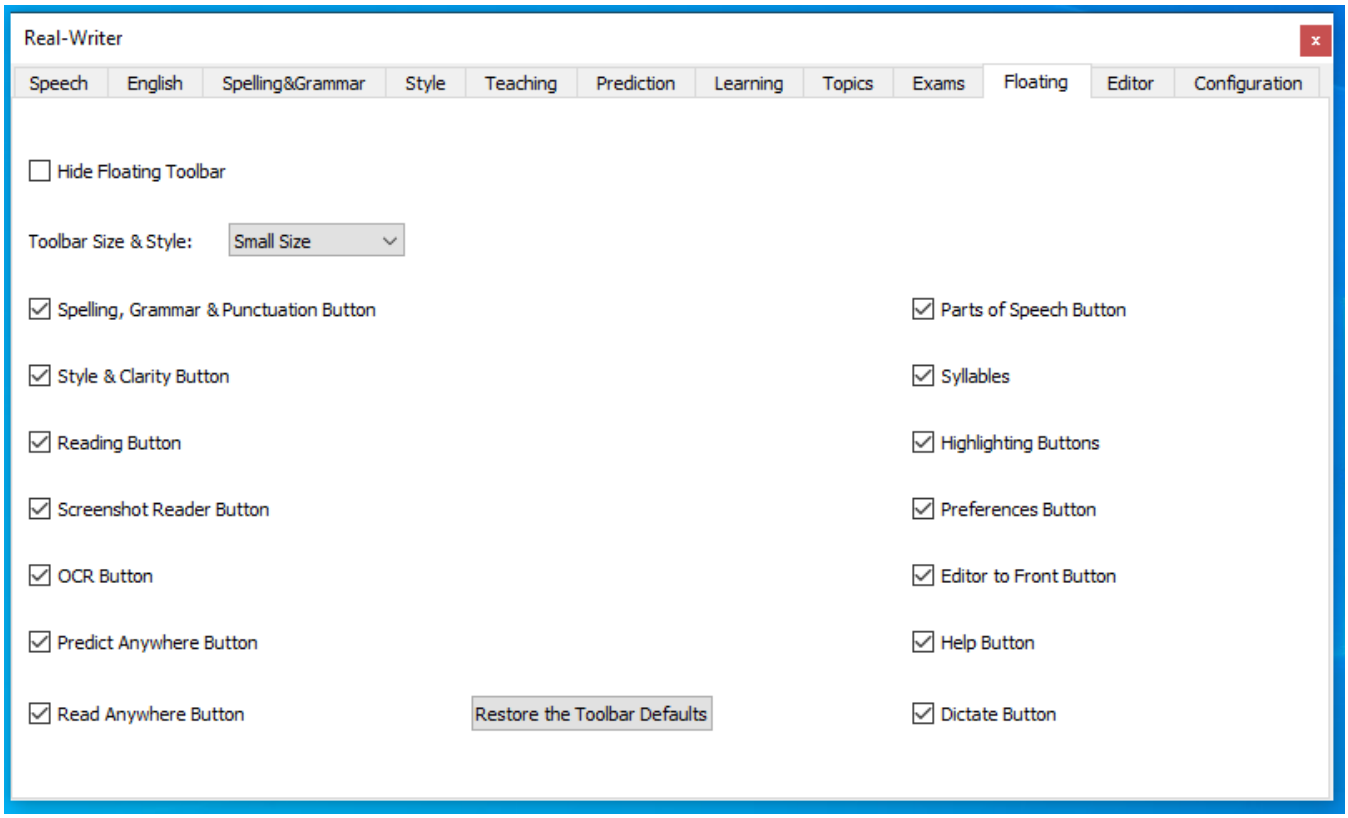


Figure #28: Floating – Customize the Floating Toolbar

In Floating Toolbar size combo-box choose among Small, Medium, Large or "With Text-Labels" pre-defined sizes of the Toolbar. Selection of "With Text Labels" adds the 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.

© 2007-2022 Ghotit Ltd.

Editor (the Main Window)

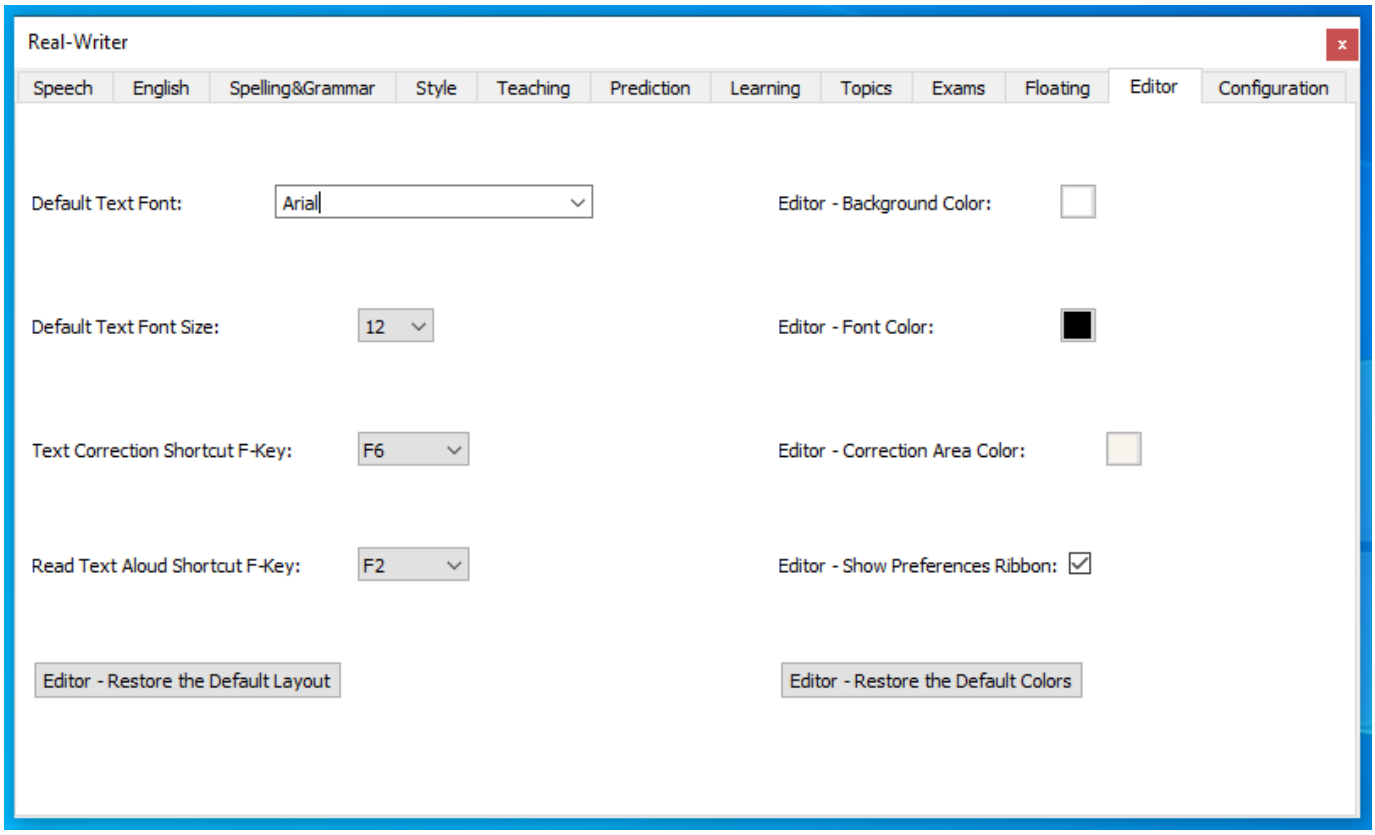


Figure #29: Preferences: Editor (the Main Window)

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
- 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.

© 2007-2022 Ghotit Ltd.

Configuration – User-Interface, Theme and Analytics Settings

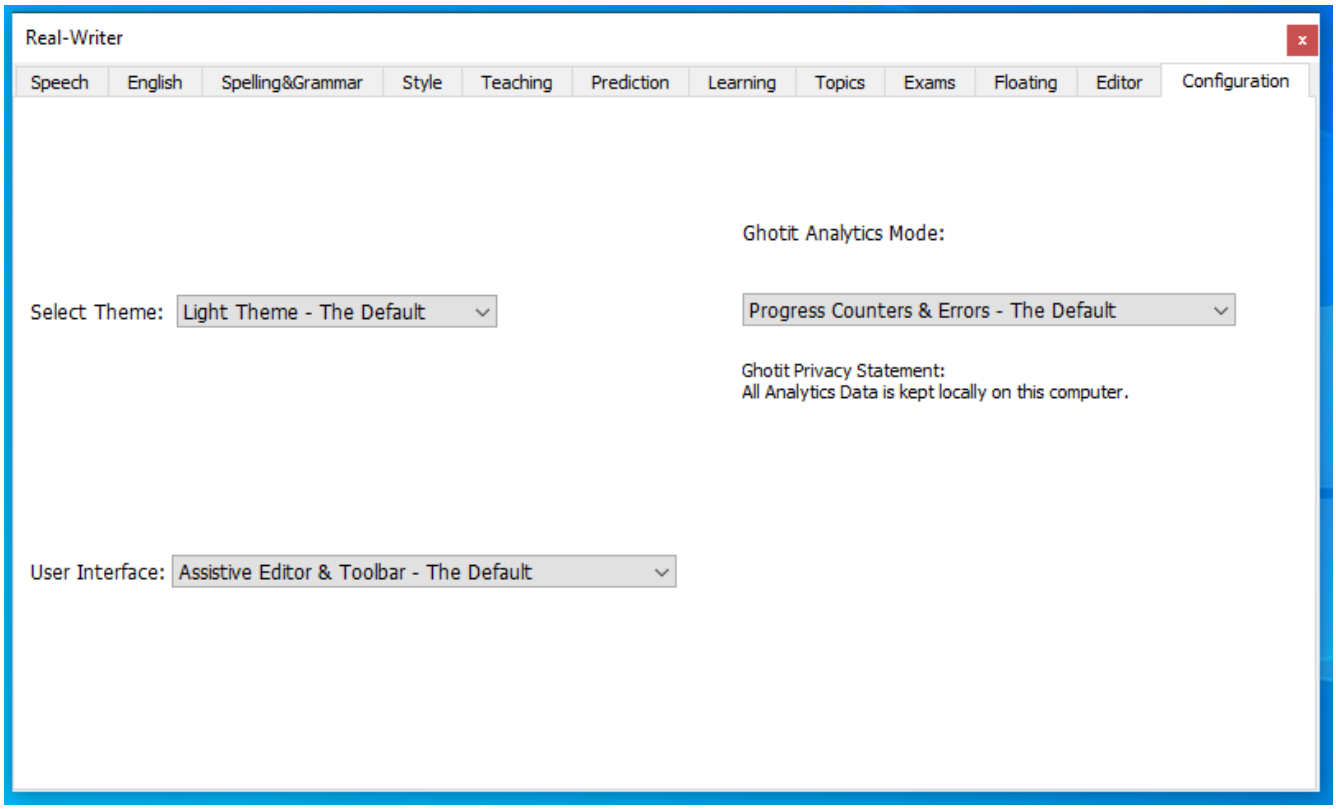


Figure #30: Preferences: Editor (the Main Window)

Configure the User-Interface with Full Assistive Technology (The Default), Floating Toolbar only, Editor Only or "Analyze My Writing" Mode due for those without Dyslexia and/or Dysgraphia.
Schools are using the option "Floating Toolbar only" then they'd like to allow only Word-Prediction and Reading technology and not to show the Text Correction options.

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.

© 2007-2022 Ghotit Ltd.

The default choice 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".

When switching to the Analytics option "Progress Counters with Errors and Phrases", please be aware about phrases being included to the information exposed and exported. Therefore, do it only where it is indeed needed i.e., for a deep analysis of writing issues by a qualified and certified professional.

© 2007-2022 Ghotit Ltd.

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 clicking the Windows bottom bar and selecting from the menu item “Task Manager” or by Ctrl-Alt-Del and clicking on option “Task Manager”.

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

© 2007-2022 Ghotit Ltd.

License Transfer

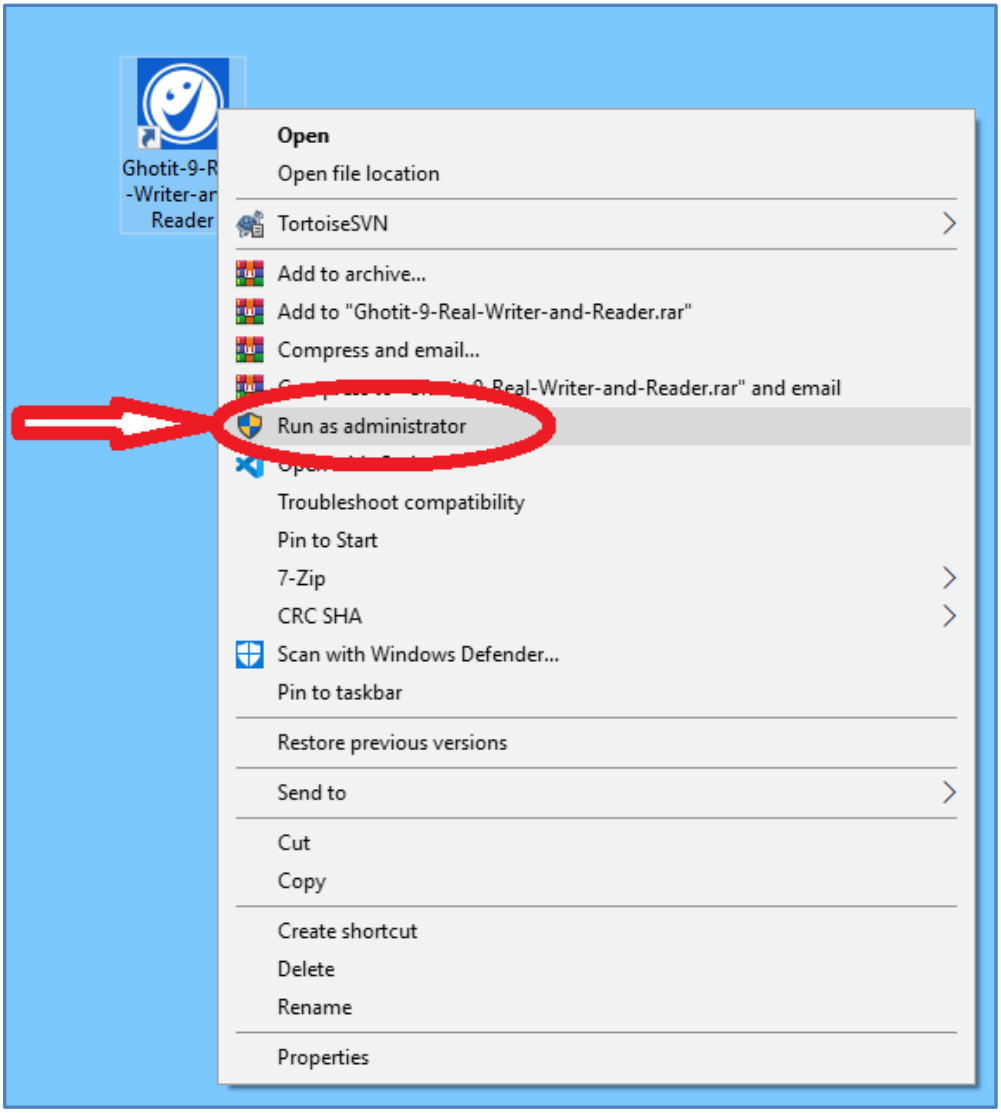
Transfer to another Computer

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;

© 2007-2022 Ghotit Ltd.



- 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.

© 2007-2022 Ghotit Ltd.

Hardware Changes

Certain hardware changes could make the license mismatching hardware. If that happens, please buy 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-V2, 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.

The 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.

© 2007-2022 Ghotit Ltd.