Ghotit Real Writer & Reader 5

for Windows

User Guide

Version 1.1

Contents

Real Writer&Reader 5 for Windows - User Guide

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

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

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 5 includes:

• Phonetic and context-sensitive spell checker

• Advanced grammar and punctuation corrector

• Quick-Spell Word-Prediction with instant correction for creative/phonetic writers

• Word-Prediction Topics (Advanced Word-Banks)

• Effective proofreader

• Speak as you write (speech feedback)

- Integrated dictionary

- Reading assistance with text dual highlighting

- Screenshot Reader able to read text in images, locked PDF, etc.

- Integration with most common Windows applications

- Independent Text Editor

Ghotit Real Writer&Reader 5 integrates with most common Windows applications (i.e. Microsoft Office, Libre Office, Internet Explorer, Chrome, Gmail, Google Docs/Drive) 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.

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 GB.

Connect to the Internet for the license activation.

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 at the PC of your choice shared by all Windows users, but NOT to a network folder.

Note: *Windows-8 Users* with *SmartScreen protection* enabled will 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-5 software appears as a blue "smiley" icon: . This is the Ghotit software to be used. Installation also places to the Desktop the link to this User-Manual PDF file.

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-5 software automatically. Wait for a few seconds till 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.

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

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-5
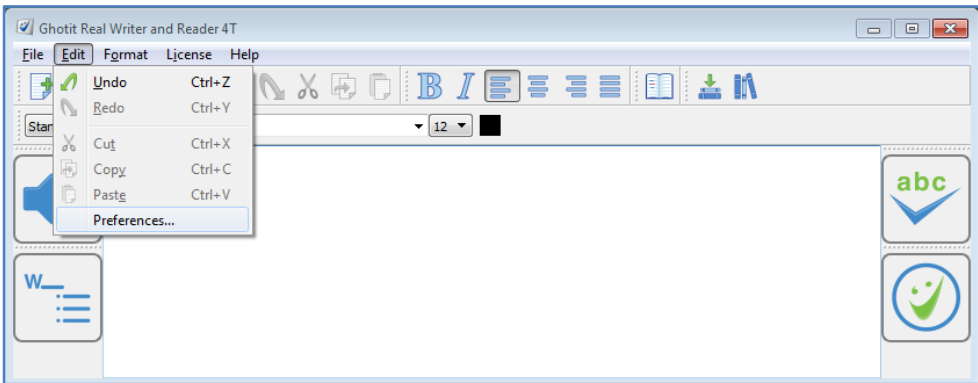On a tablet, make Press-and-Hold gesture. From the right-click menu, select **"Run as administrator"** and provide administrative credentials if required.

See it depicted below:
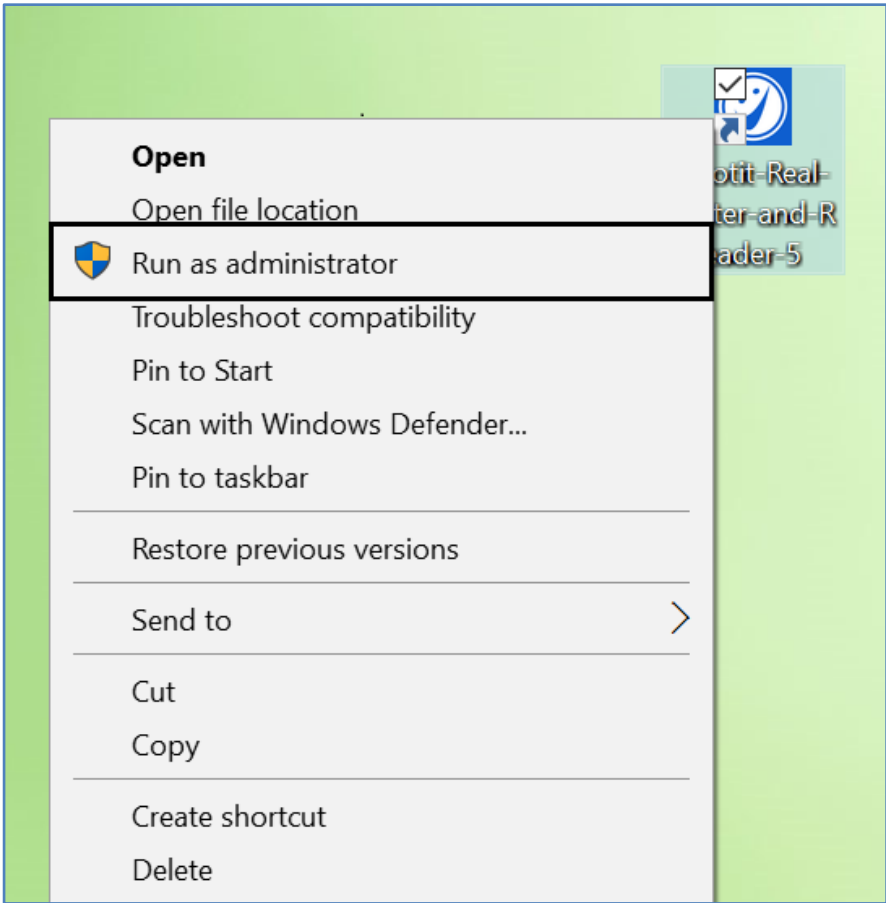
Further, Ghotit Setup Wizard will guide you as specified above.

To customize the software later, select Edit drop-down menu and click on Preferences.
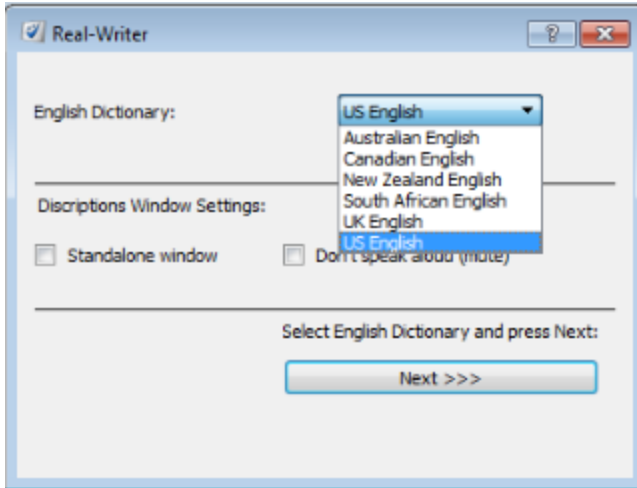

English Dictionary Configuration

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

In 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 5 supports the following English dictionaries:

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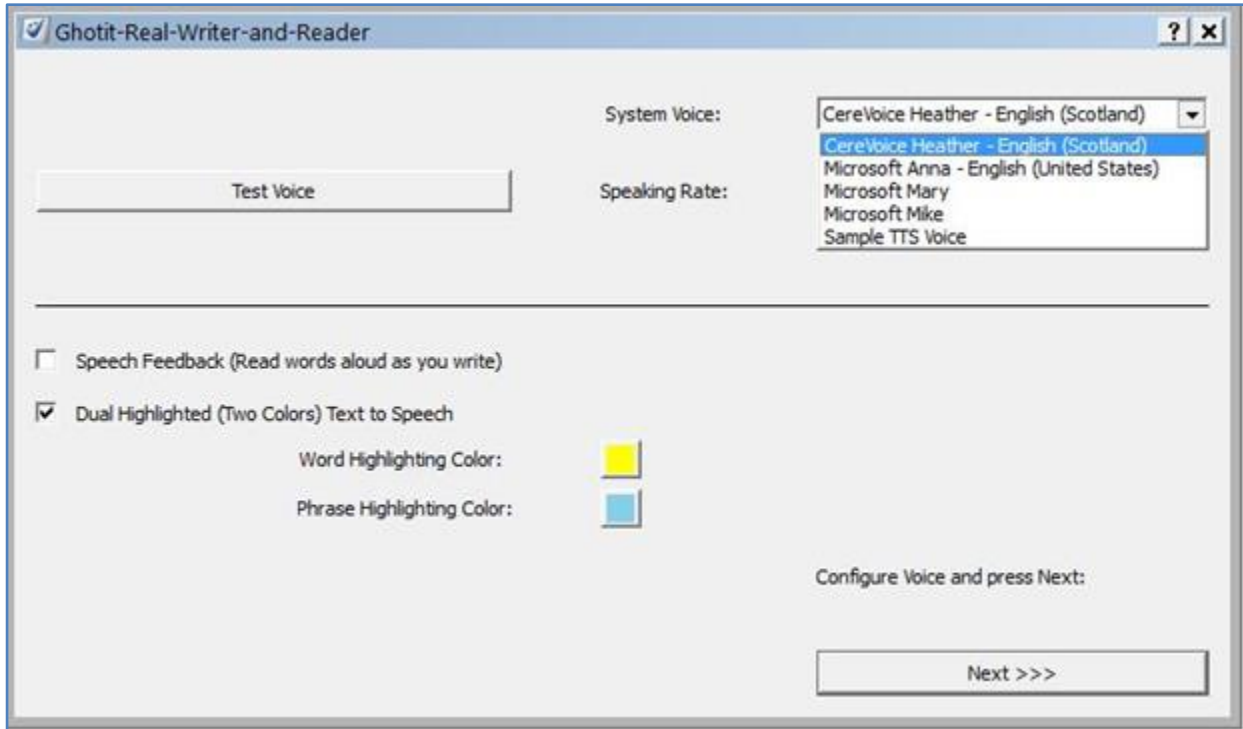- United States (US)

Text-to-Speech Voice Selection

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

In this screen, set the Text-to-Speech settings.
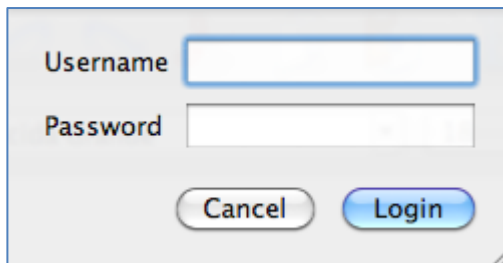
Enter User Credentials (The License)

Figure #3: Setup Screen: Activate the Software.

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

Writing and Correcting Text

Real Writer& Reader 5 makes it easy for you to write a text and correct all spelling and grammar mistakes.
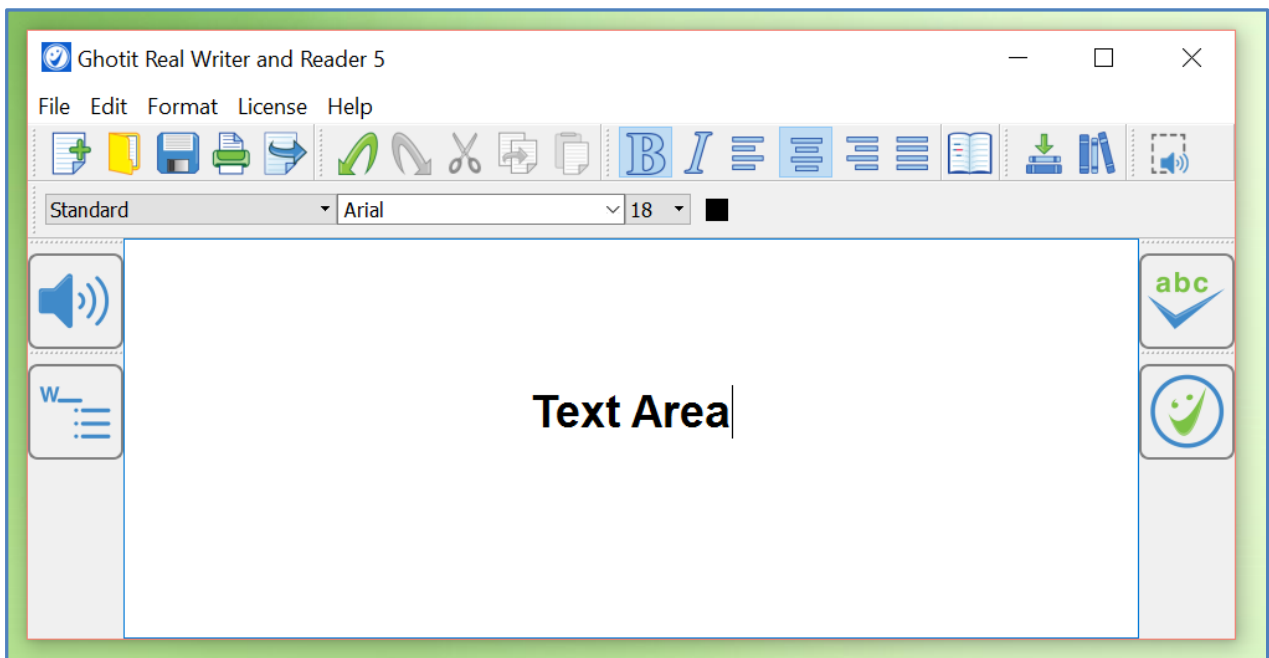
Main Screen

Figure #4: Ghotit Real Writer & Reader 5 Application Main Screen

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 <u>Speech Options</u>).

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

Further, click the "ABC"-button .

The software will mark misspelled words, suspected confused words and grammar errors by red, blue and green underlining, respectively.
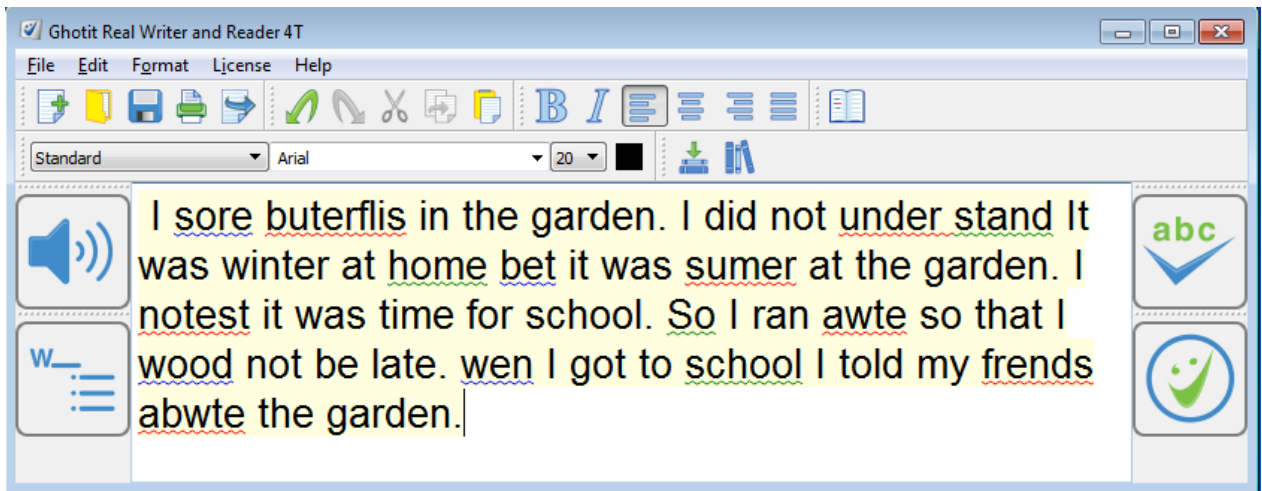

Figure #5: Marking Text for Correction

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

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

In addition, you may request the software to read out the suggestions and their descriptions, by clicking Voice icons. The Voice icons ◀)) ◀× are used to toggle playback of the suggestion and its description to an on/off mode.

If a word has more than one meaning, an arrow button ⏬ appears to the right from the word. Click the arrow button to display the list of different word meanings.
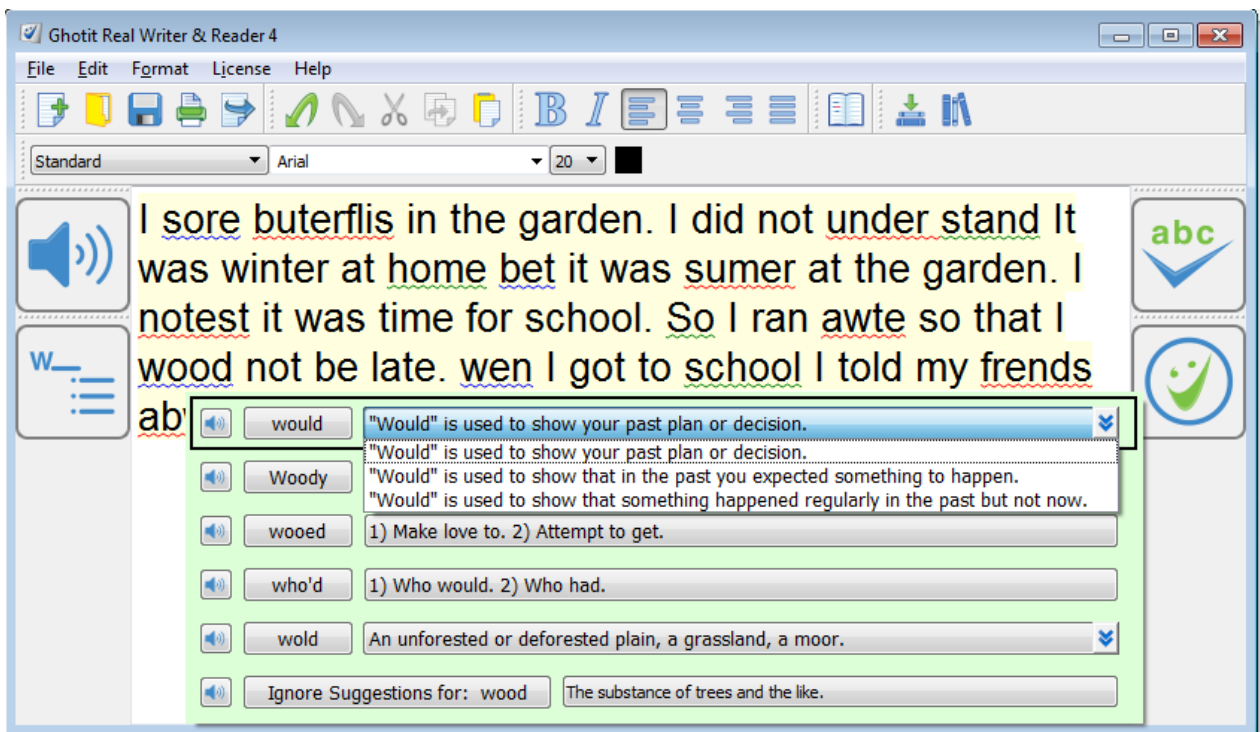

Figure #6: Word Suggestions Menu

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.
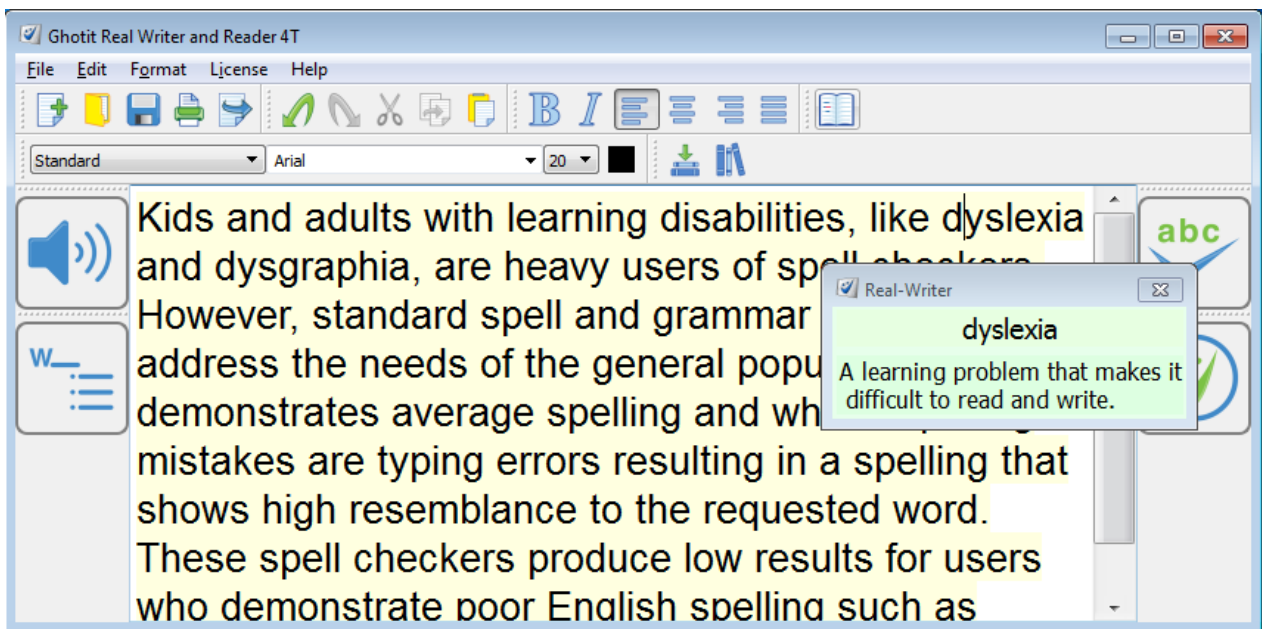

Figure #7: Descriptions Window

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 "**under**stand", the prediction suggests correctly the word "**understand**".
The message is - never give up trying to write and expect the right prediction to come.

Click Word-Prediction icon located at the left toolbar to enable/disable writing with Ghotit Word Prediction.

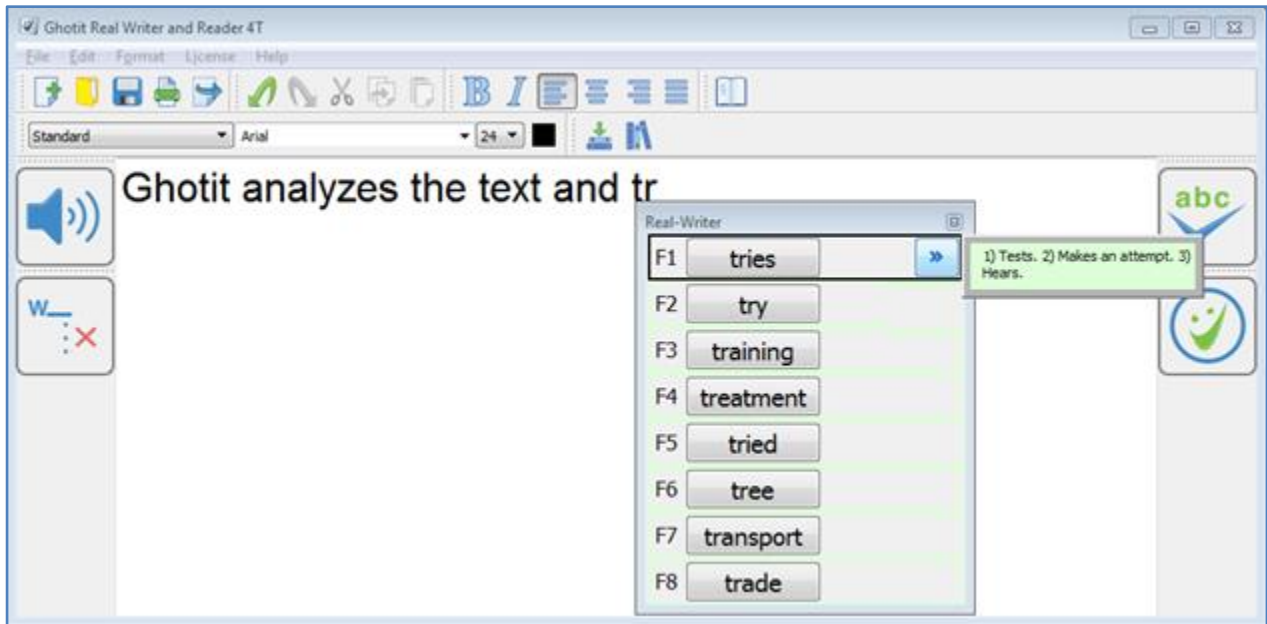Note: Word-Prediction consumes up to 200 MB of additional memory.

Figure #8: Word Prediction Menu with Description Sub-Window

The word prediction list will appear under the text that you are writing, and you can choose the word by clicking the appropriate word or by using the appropriate F-key. 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 compliance with requirements for examinations (see Word-Prediction Options).

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:

B   Bold – mark text as bold

I   Italic – alter text to italic letters
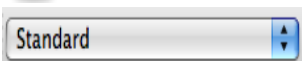
`Standard ▲▼`   Style – select text style

`Lucida Grande ▼`   Font type – select font type
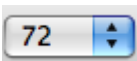
`72 ▲▼`   Font size – select font size

■   Font Color – select font color

Descriptions Icon:

Descriptions – meanings of words: descriptions and examples

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

Reading Text: Integration with Common Applications

Ghotit Real Writer&Reader 5 can read text from any text application e.g. browsers, text editors and e-mail clients.
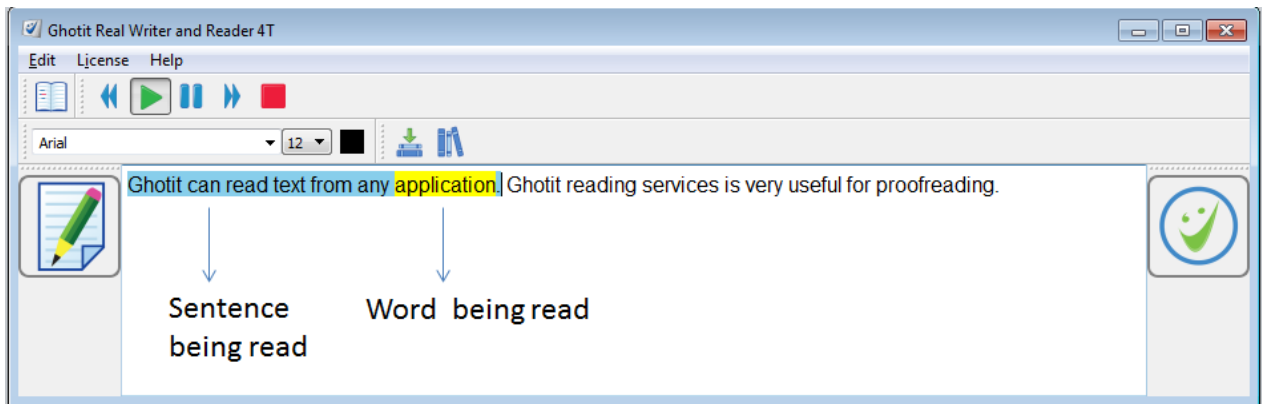
Figure #9: Ghotit Reader Screen

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 for users of Windows tablets with Windows-8 and 8.1: F-keys can 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

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&Reader 5 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 Real Writer&Reader 5 and, optionally, minimize it;
2. Write your text in an application window;
3. Select some text by mouse (up to 500 words each time) and press F6-key (the F-key is configurable via Preferences->Advanced);
4. Real Writer&Reader 5 window is activated; the text is transferred to it, and user gets suggested correction candidates;
5. Correct the text by using various assistive technologies in Real Writer&Reader 5 window or write additional text;
6. Once you are done correcting the text, return the corrected text back to the application by clicking the Apply button .

Note for Users of Windows Tablets with Windows 8, 8.1:

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/Outlook by searching "Pasting from other programs" Options.

Screenshot Reader

Ghotit Real Writer&Reader 5 can read aloud text from images or non-accessible documents.

Click the Screenshot-Reader icon located at the right part of 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.

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

Figure #10: 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.

Real Writer&Reader 5 for Windows - User Guide

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Figure #11: 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.

Customization

To customize the software, select Edit drop-down menu. Click on Preferences to get into the software Preferences.
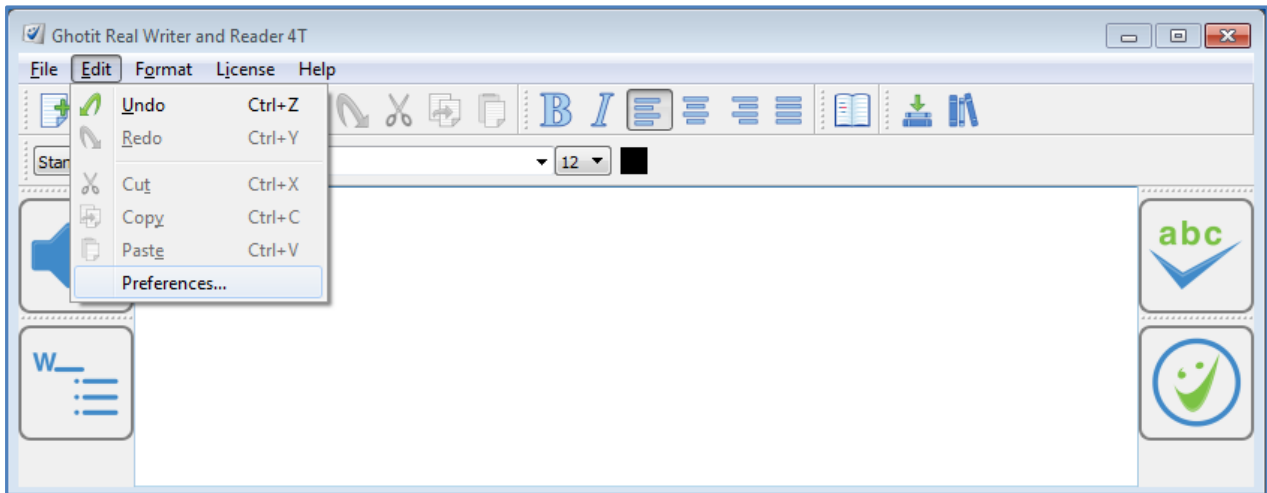
Figure #12: Opening Preferences Screen

After selecting Preferences, a new window with several tabs appears (Fig. 10).

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) Prediction – Customize Ghotit Word-Prediction;

4) Learning – Create topics for Word-Prediction by learning from text files and/or Ghotit Text Area;

5) Topics – Import, export, delete, load to use and unload from use Word-Prediction topics to improve the quality of word-prediction;

6) Advanced – Set the default font, background colors, connectivity option (http or https) and F-key settings of your preference.
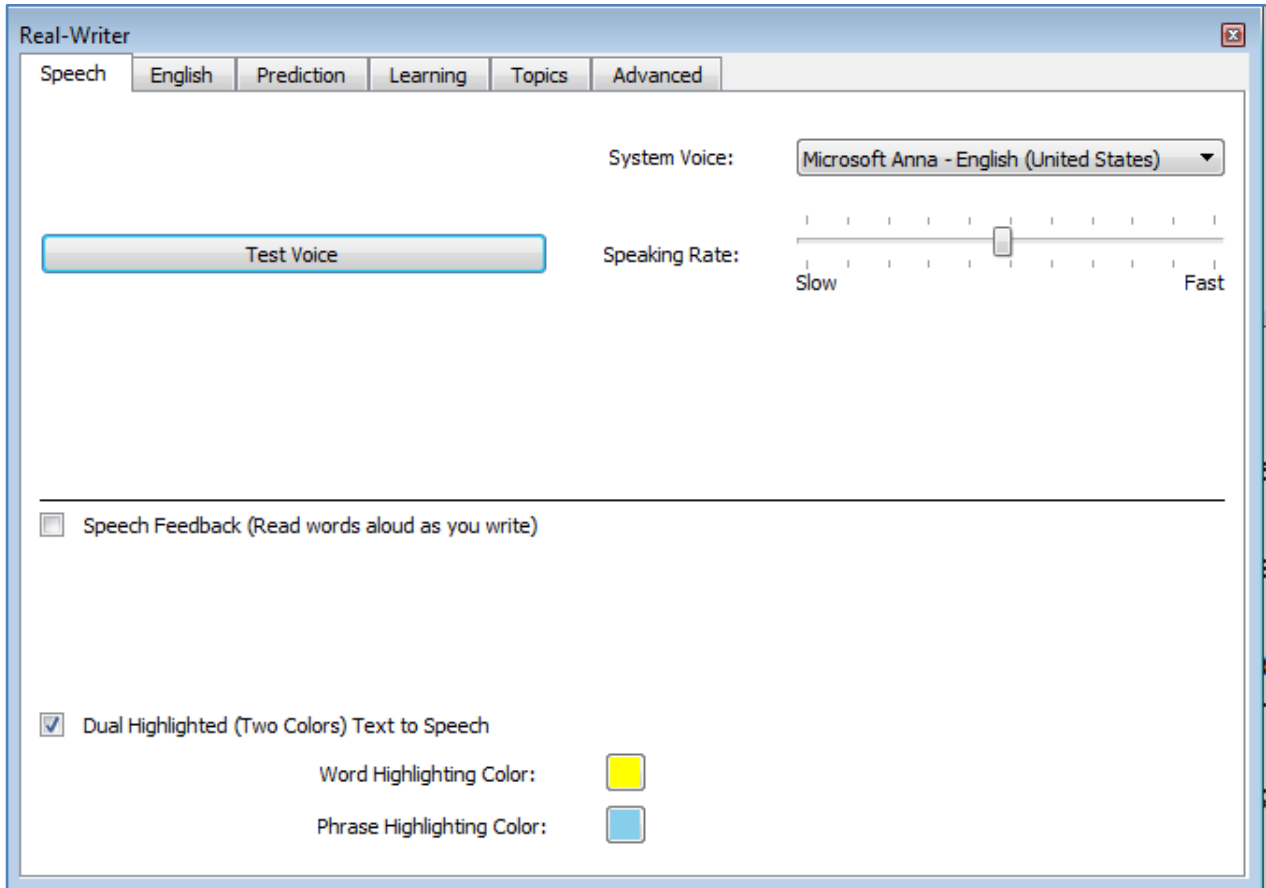
Figure #13: Speech Customization Options

Speech Options

Real Writer & Reader 5 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. 13.

Select your preferred voice from the list of the available at 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.

English Language, Descriptions Window and Personal Dictionary
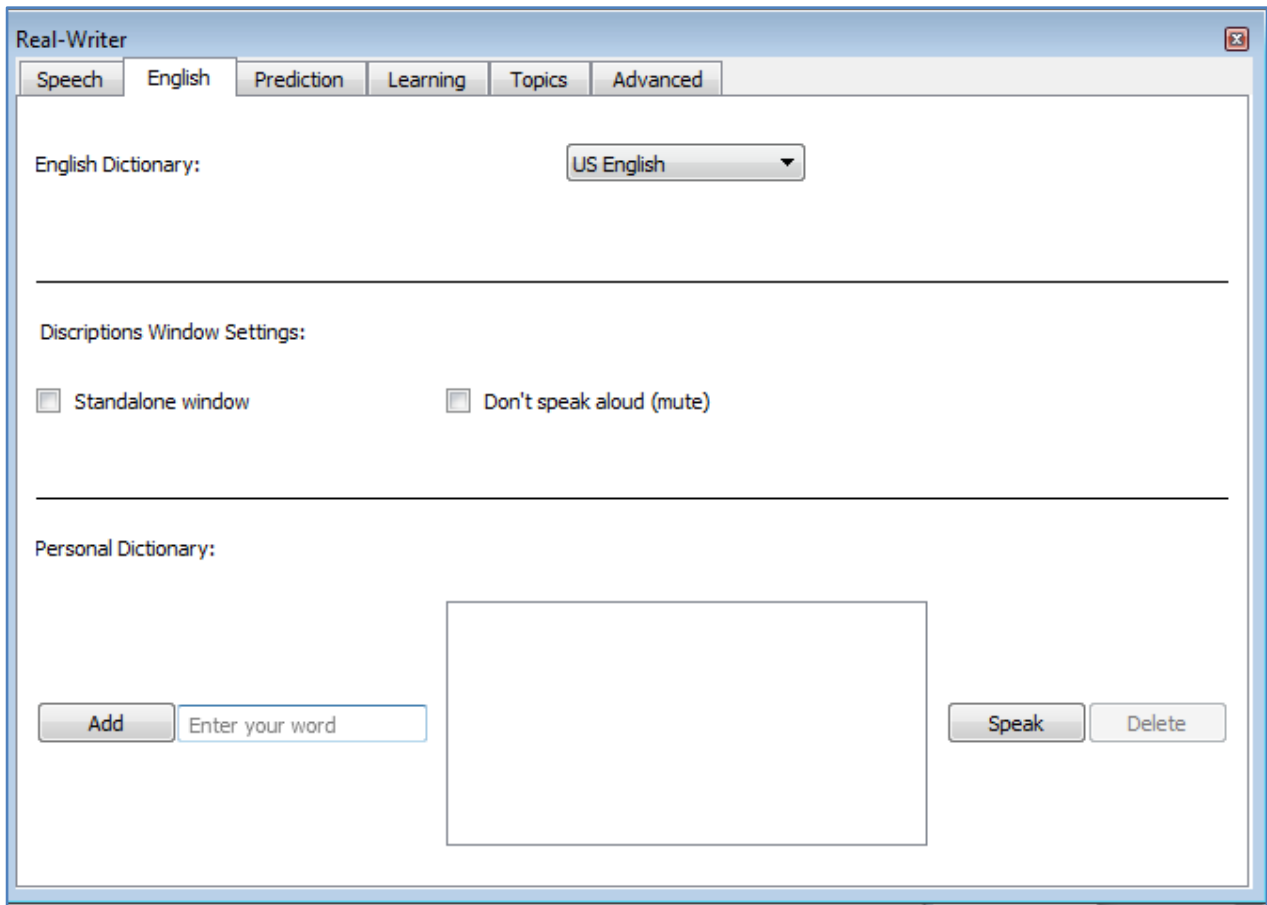
Figure #14: Options for English Language, Description Window and Personal Dictionary

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 📖 at 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 at "Delete". "Speak" button lets you hear a selected word aloud.

Word-Prediction Options

Real-Writer

| Speech | English | Prediction | Learning | Topics | Advanced |

☐ Standalone window   ☐ Don't speak aloud (mute)

Number of Words: 8 ▼   ☑ Phonetic/creative spelling

                                                        ☑ Insert space after word

                                                        ☑ Predict ahead
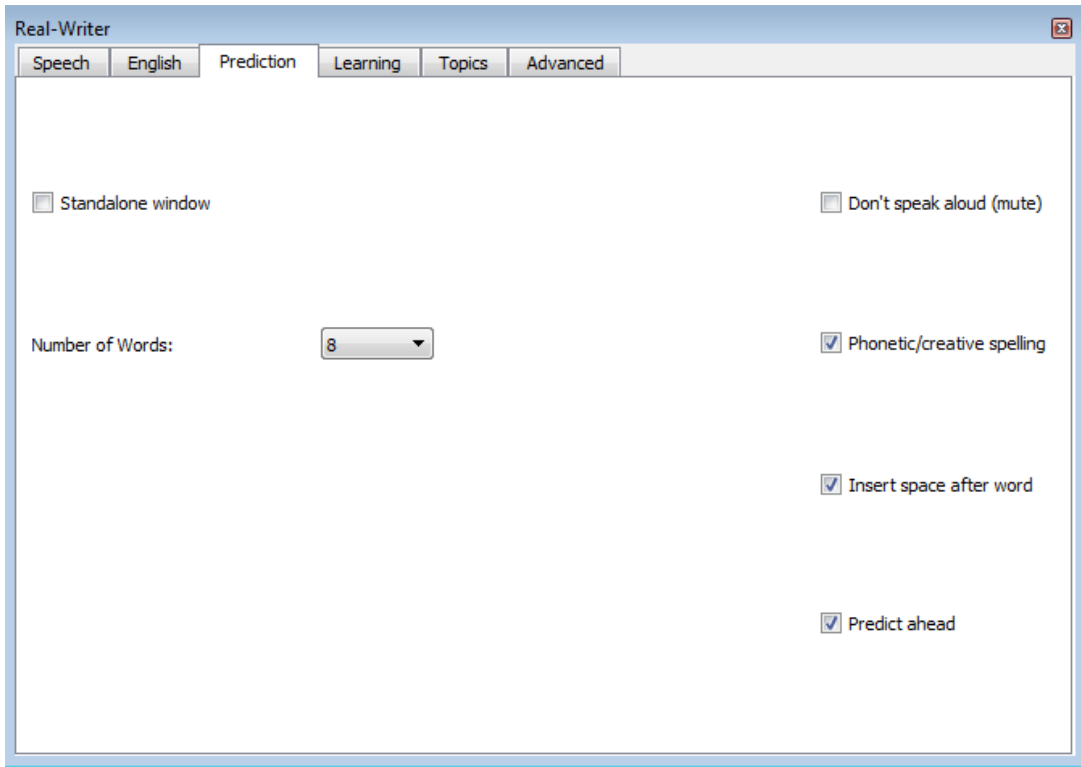
Figure #15: Personalize Word-Prediction

- 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;
- Don't speak aloud (mute) - mute the voice and don't speak aloud predicted words and their descriptions/examples when a mouse hovers above;
- 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.
- Number of words – maximum number of predicted words to be presented.

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
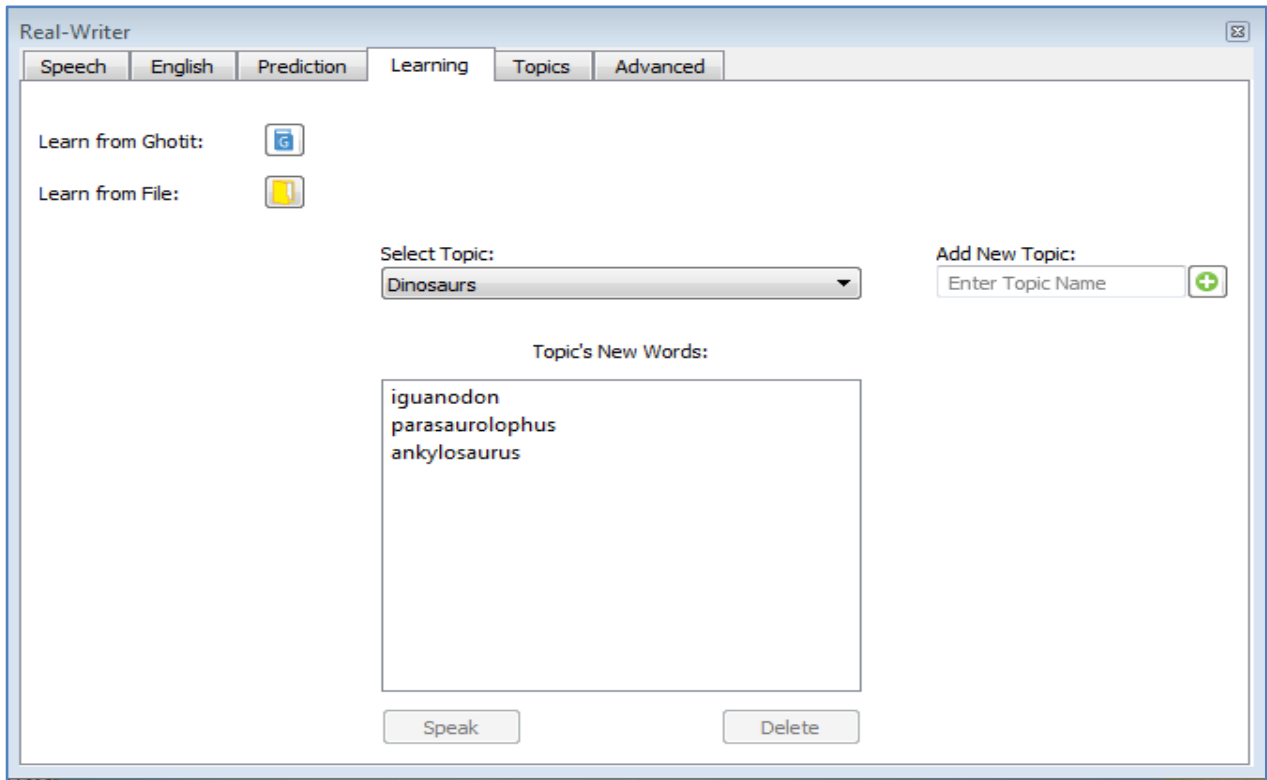
Figure #16: Create Topics and Review

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")
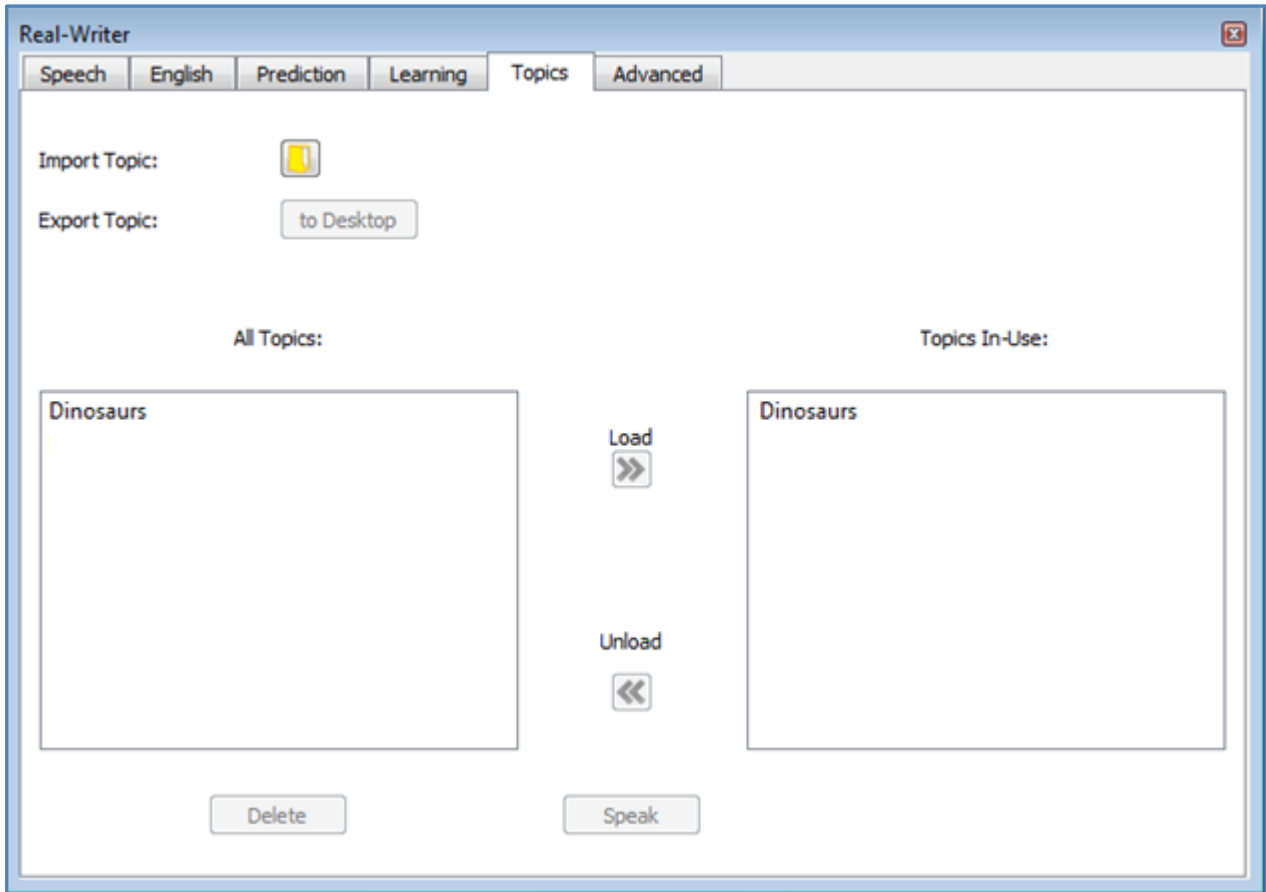
Figure #17: Manage Topics: Load, Unload, Import, Export or Delete.

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 at your Desktop and i.e. share it with your pupils by emailing it or placing it at 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.
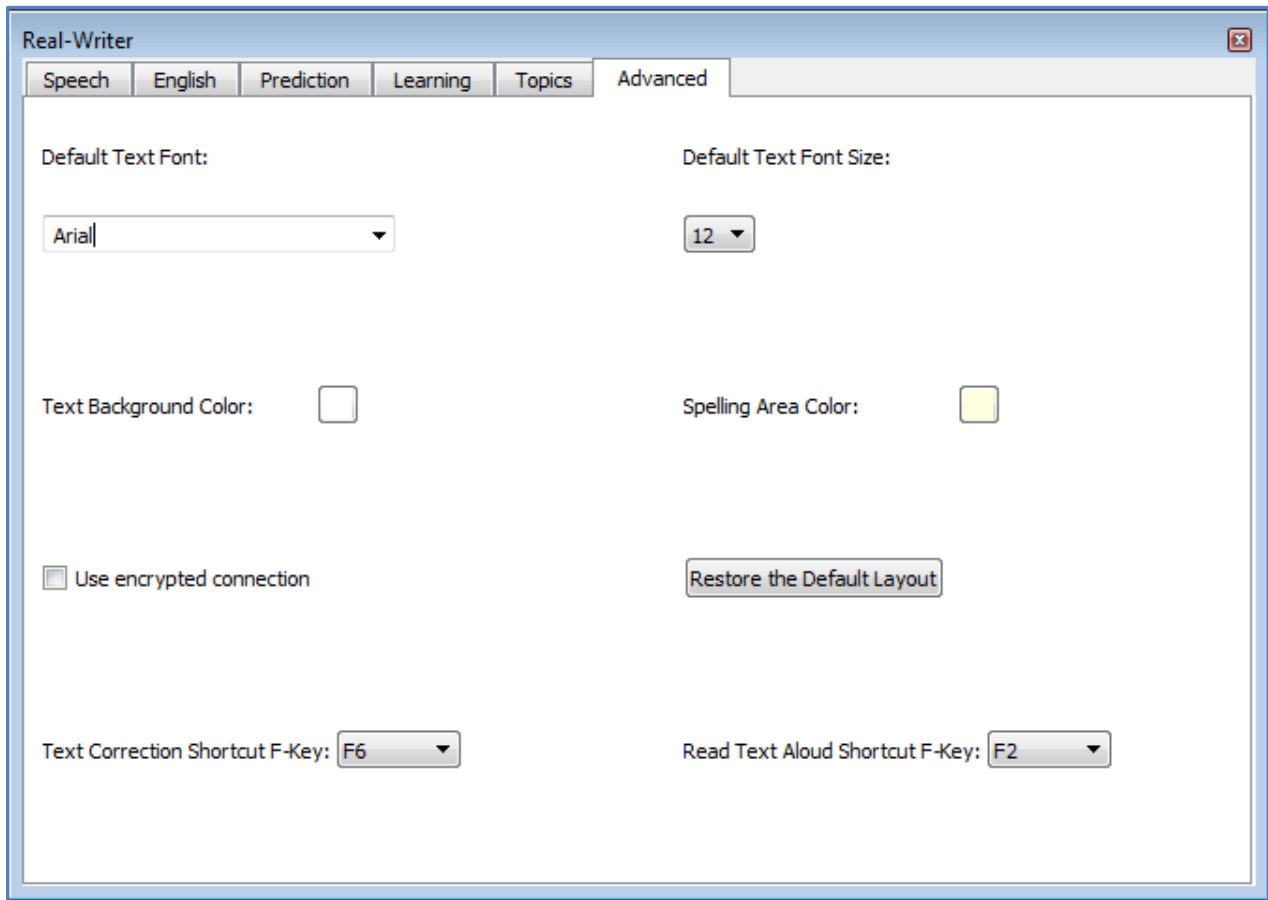
Advanced Options

Figure #18: Advanced Options

In this screen you will be able to configure:

- Font and font size that will be used by the software Text Area
- Text background and spelling selection color
- Connection used (http or https)
- 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.

Strategies for Teachers/Tutors

Tip 1: Text Correction by Two Iterations.

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

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

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

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

There's our blog devoted to this strategy:

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

License Transfer

Reinstallation after Windows Re-Installed

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

Transfer to Another Computer

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

To release the License, proceed with the steps below:
- Ensure good connection to the Internet;
- Right-click the software and from the right-click menu select "Run as administrator" (you do not need this step for Ghotit Subscription software);
- Select from the Ghotit menu License submenu – Inactivate;
- After getting confirmation about successful inactivation, uninstall the software.

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

Hardware Changes

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

End User Rights

To compile the application with your own version of Qt-library used by Ghotit Real Writer & Reader under GNU LGPL 2.1, you have rights to get the object files of the application and building instructions.

Please, contact our Support Team to get it. The object files are delivered as release MSVC++-2010 compiled objects.