

## Ginger (free version) Quick Start Guide

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## Overview

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Ginger is useful for individuals with print disabilities and for those whose second language is language. It offers excellent to write good English without any spelling or grammatical errors. It can rephrase and provide alternative words and sentence structures. The advanced version offers dictionary search, text-to-speech option, instant proofreading, and a personal trainer

that helps you to learn from your mistakes. Ginger is compatible with Microsoft Word, Outlook, Powerpoint, Internet Explorer, Google Chrome and Firefox.

To install the free version go to <http://downloads.gingersoftware.com/sep/b/GingerSetup.exe> and follow the steps.

## How it works

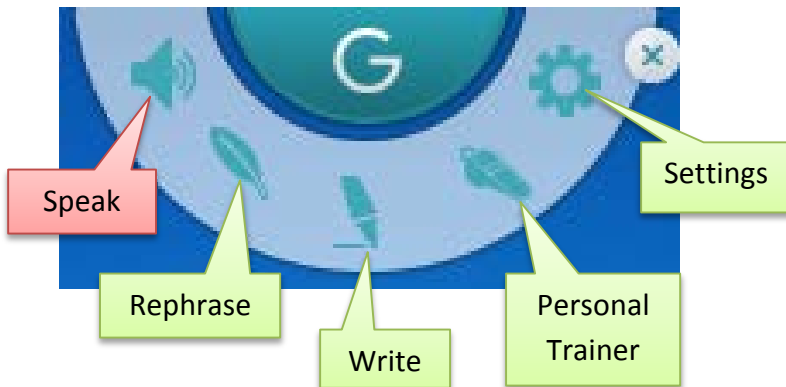
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After the installation is complete, the Ginger floating button appears at the top of the screen as soon as you open a Word document. See figure below:

### Quick access tools on the floating button:

(Features shown in green are available in the free version. Red boxes indicate additional features that are available in the paid version)



#### **Speak:**

This tool is available only in the paid version. It reads your text aloud and is useful for instant proof reading. It is especially useful for learners of English.



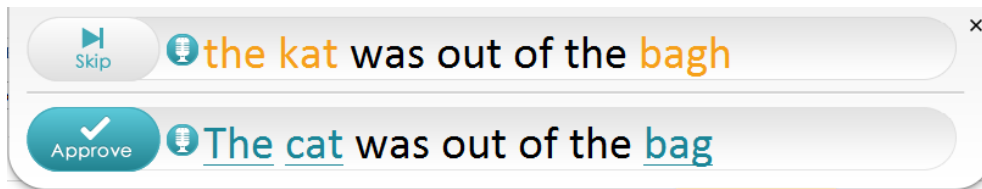
#### **Rephrase:**

This tool offers alternate phrases and sentences. It gives you multiple recommendations and options to choose from to make your writing style that much more accurate in communicating information.



#### **Write:**

This tool analyses punctuation, grammar, spelling and offers correct alternatives to any errors that are found in your sentences.



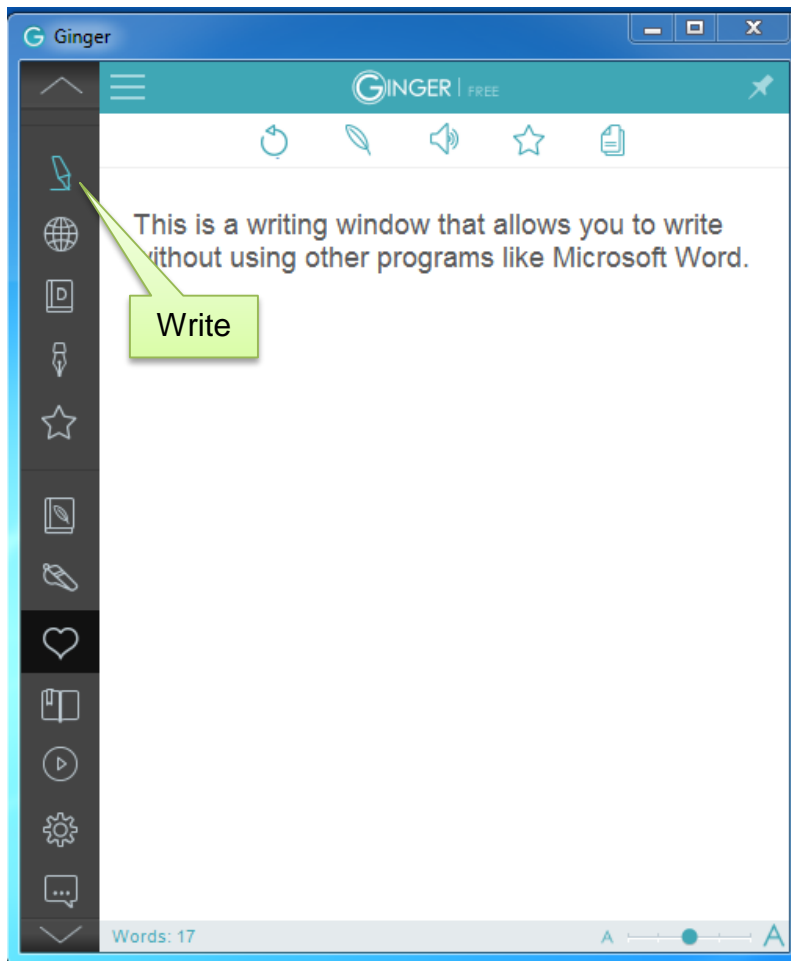
### **Personal Trainer:**

Personal trainer helps you to learn from the mistakes you. It remembers your past mistakes and develops practice sessions in order to help you improve your writing style and become a better communicator.



### **Settings:**

When you click on Settings, the following window opens with the full range of tools as seen in the margin of the window below. This is a writing window that opens when you click on the Ginger icon too.



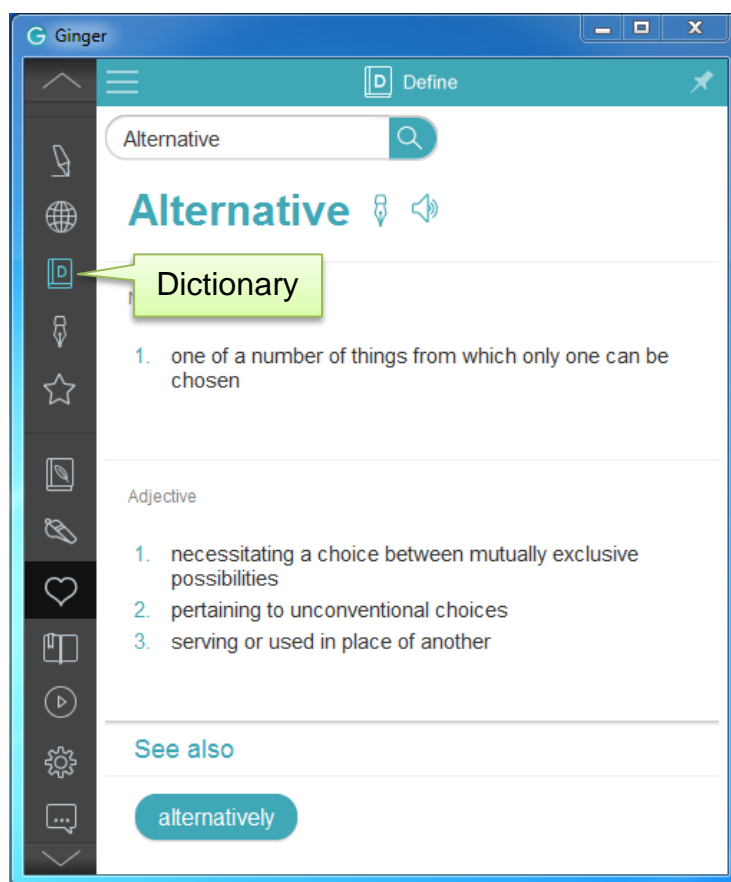
## Write

Ginger offers a writing window for users to compose writing samples rather than using other programs such as Microsoft word. From this window, the user can access spelling and grammatical support, sentence rephrasing support, the ability to favorite written text for later use and the ability to copy to the clipboard. When opening Ginger software, this window will automatically appear.



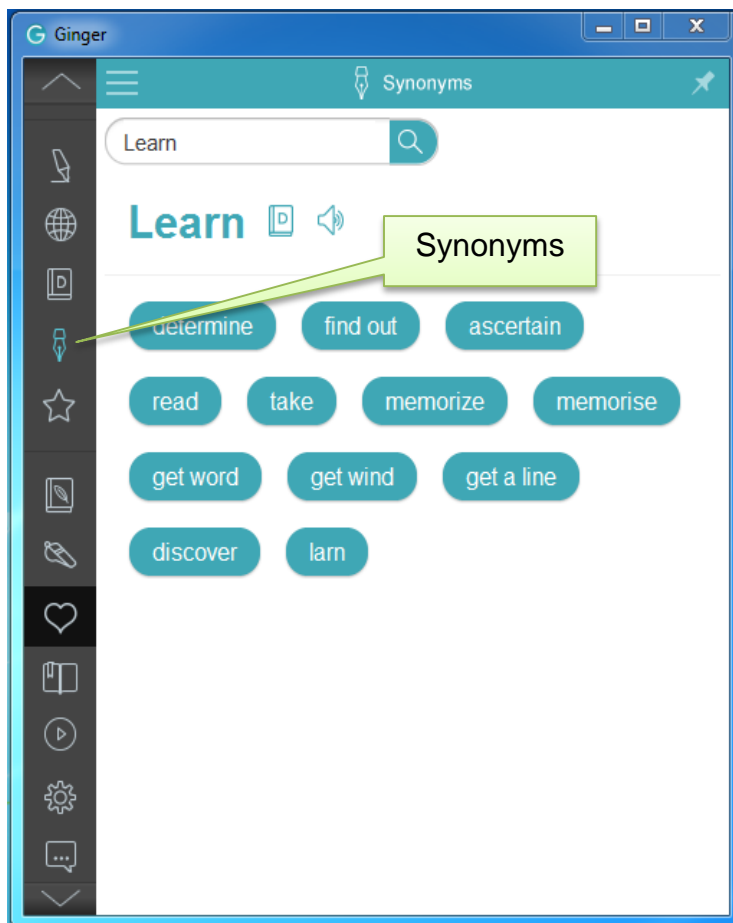
## Translate

This feature can be beneficial for anyone learning a language, including those with English as their second language, or needing a translation. Ginger is able to translate between 40 different languages. To translate text, select input language and output language. Write text in the top hand of the window and click Translate. The translated text will appear in the lower half of the writing window. If the phrase generated is used often, the user can click the Star to add the phrase to favorites.



## Dictionary

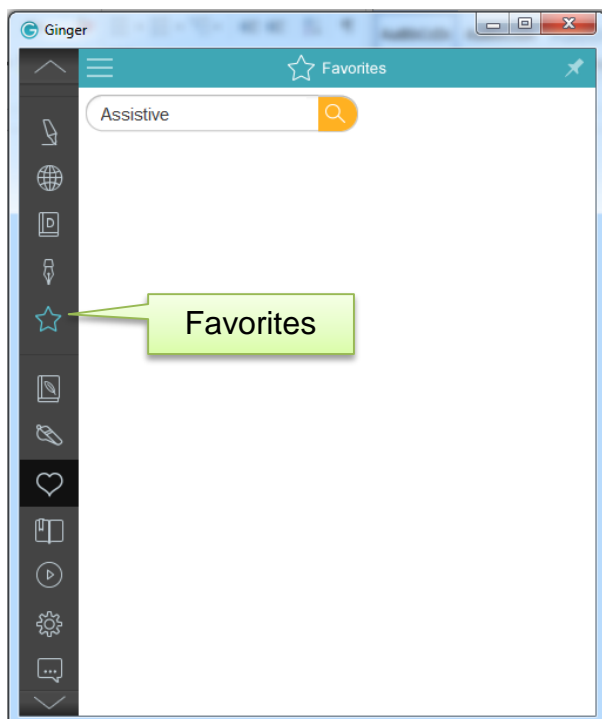
This feature provides a definition with examples of grammatical uses, such as nouns, verbs and adjectives. To access, click Dictionary on the Left hand menu, type the word or phrase in the top search box and click the magnifying glass icon to the right. Results will appear in the drop down window. Under the definitions, origin of the word may appear in the "See also" window. The user may click these words for additional definitions and uses of the word.



## Synonyms

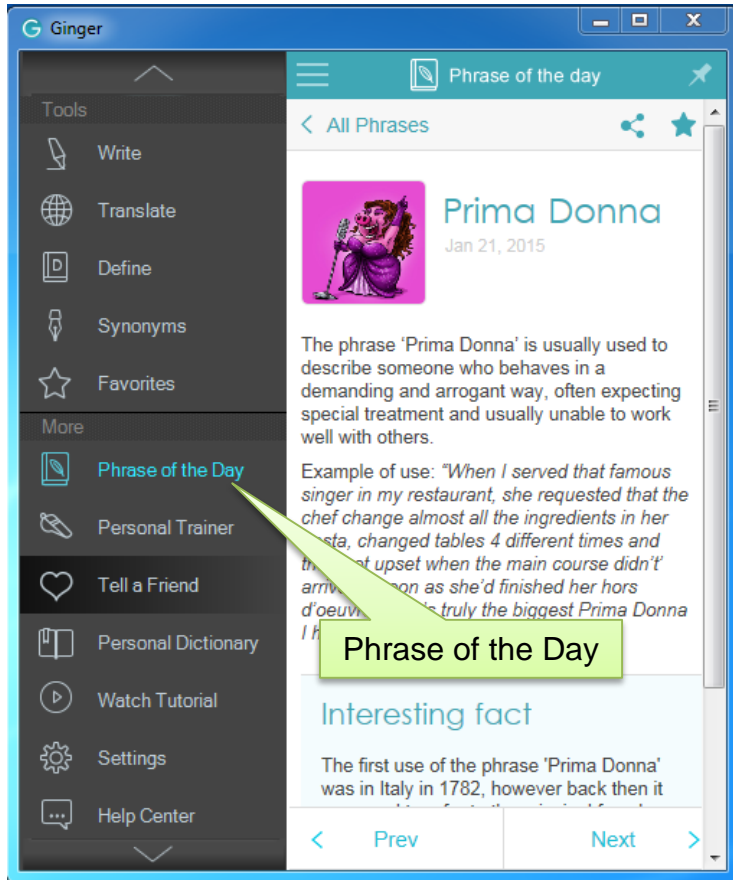
This feature allows the user to access additional vocabulary when writing. To access the feature click on the Synonyms in the left hand menu, type in desired word in the search window and click the magnifying glass icon. The pop up window gives synonym options to the word searched by the user. By clicking on the synonym options, Ginger software will input the selected word in to the user's written text.





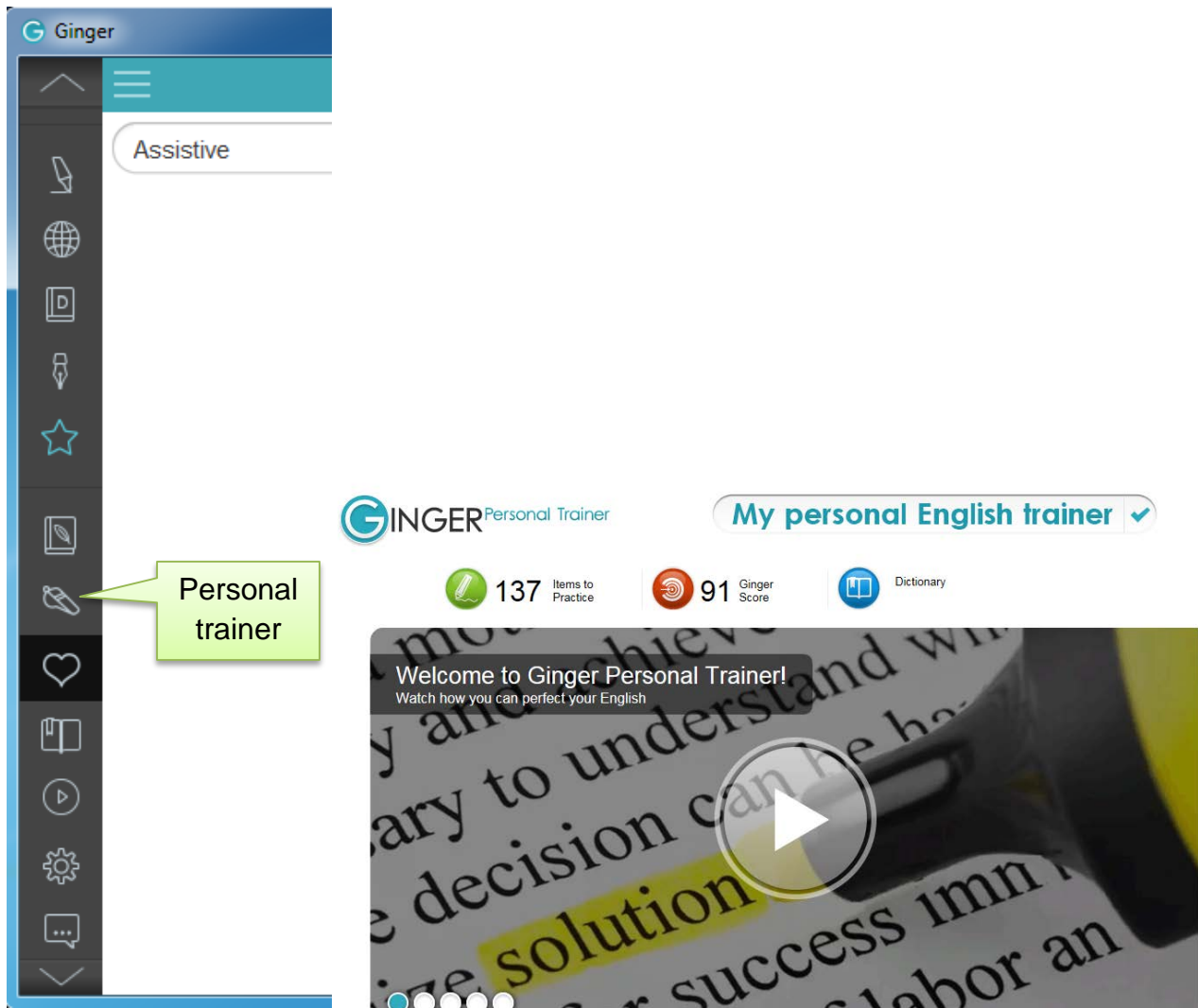
## **Favorites**

Favorites lets you save text you're working on to complete later and also lets you create templates that you can use when relevant. To save a text to favourites, click on the star button.



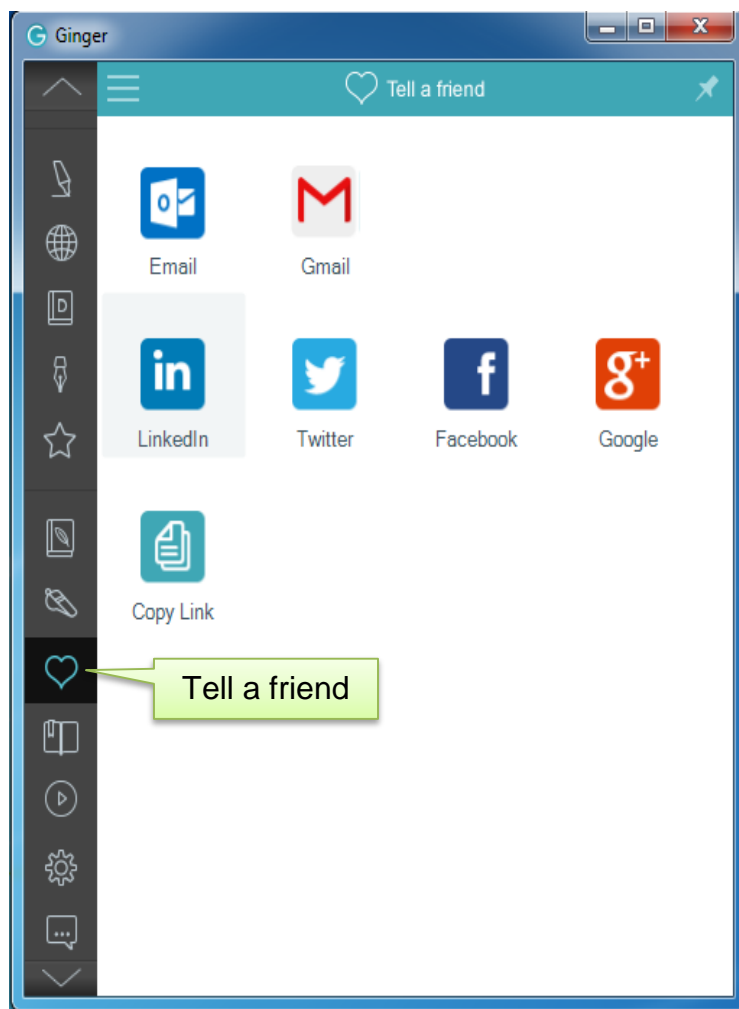
## Phrase of the Day

This tool provides background information, meaning and interesting facts regarding common phrases in used in English language



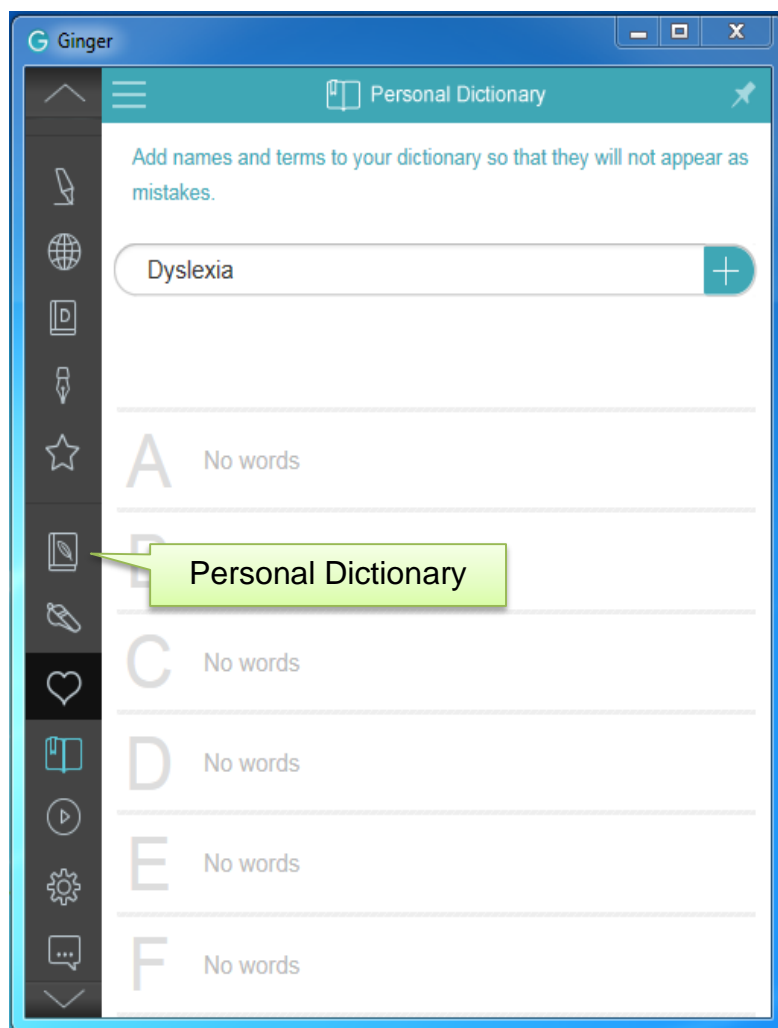
## Personal Trainer

Personalised practice sessions provide analysis based on mistakes and helps in improving better communication in fluent English.



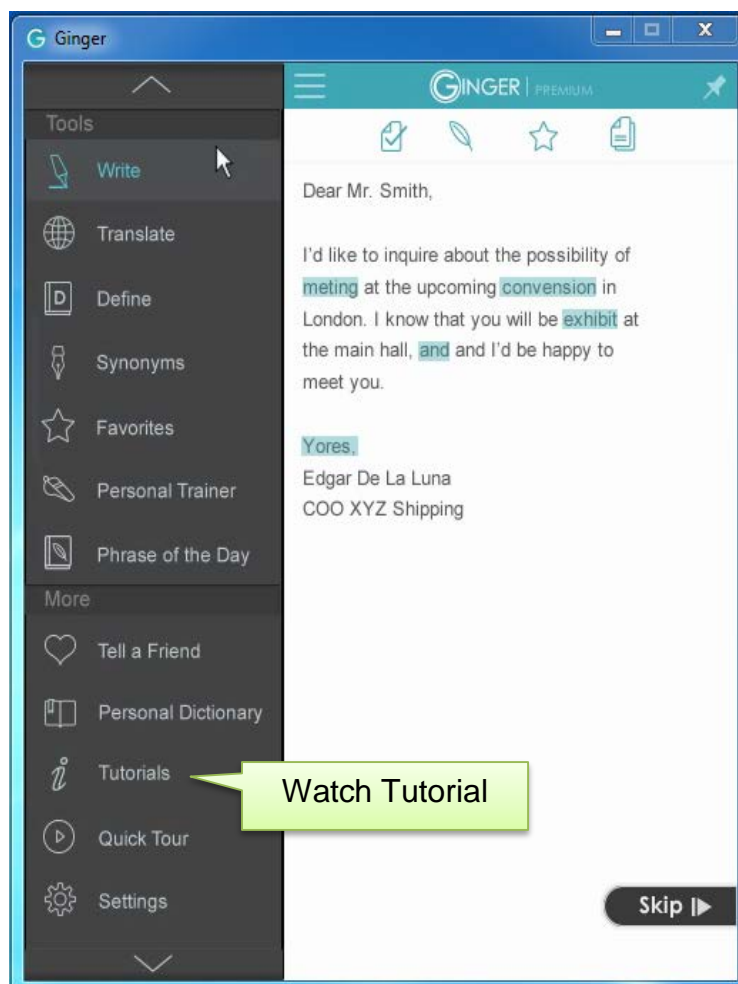
## **Tell a friend**

Single click access to communicate via email, social media etc.



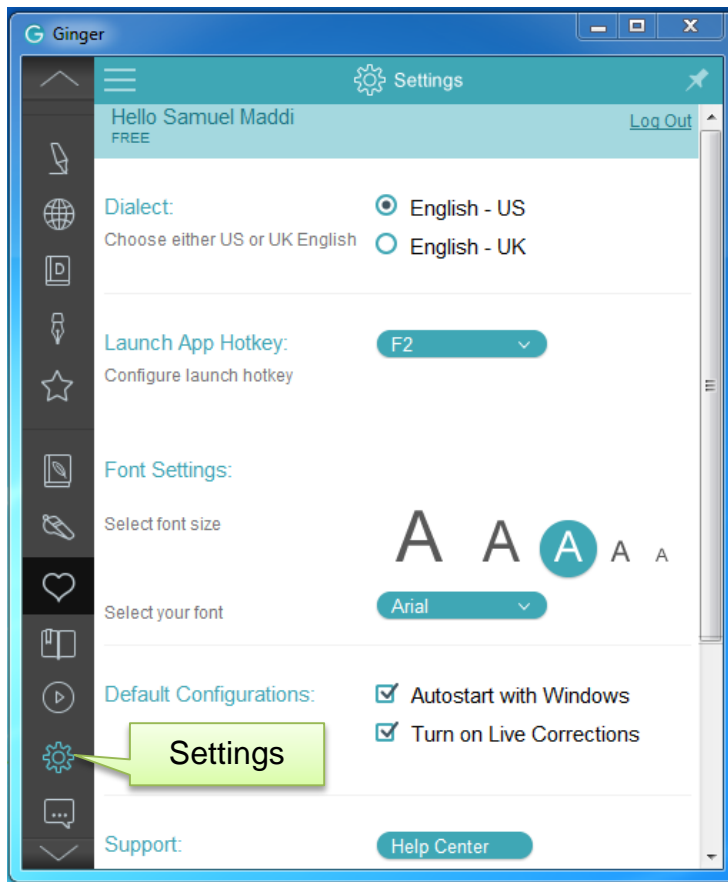
## Personal Dictionary

New names and terms can be added to dictionary/vocabulary so that they do not show up as mistakes



## Tutorial

This tool offers a guided tour of Gingers features with a practical demonstration of each tool.



## Settings

Settings offers options to change the dialect, select font, font size, default configurations and support.

