“What is Ginger and how do I use it?”

Ginger is an online spelling and grammar checker with text-to-speech facilities, which enables you to proofread your work quickly and easily. It corrects full sentences in a single click, including grammar mistakes, spelling mistakes, misused words, and punctuation. It works with Microsoft Office applications, as well as Internet Explorer and Firefox.

Access Ginger

- Ginger starts automatically when the PC is switched on.
- Look for the Ginger panel (usually at the top of the screen)

Check spelling and grammar

- Press the F2 key on the keyboard, or click the Ginger panel to identify errors and to see suggestions for correction.
- The Ginger panel shows the incorrect text in the first row, with suggestions for correction shown in the second row.

Review suggestions for correction

- Click on the underlined text in the second row of the Ginger panel to see a list of suggestions and contextual examples
- Click on the word you need.
Correct spelling and grammar errors

- To accept Ginger’s proposed solution, click on Approve.
- If you want to edit your text yourself, click the pencil icon (next to Approve)

Use text-to-speech features

- Position the cursor where you want to begin reading.
- Click the Speaker icon on the Ginger panel.

  ![Speaker Icon]

- Press the Stop button on the Ginger panel or click anywhere on your text to end text-to-speech.

  ![Stop Icon]

Move the Ginger Panel

- Position the mouse pointer at the left-hand side of the panel until the pointer changes to a small black arrow.
- Click and drag the panel to a new position.

  ![Drag Icon]

Stop Ginger correcting or reading text

- Press the Esc key or click anywhere in your document.

Other Info

Ginger also provides guidance on grammar usage on its website (see below for details) via the Ginger Online Grammar Book. This resource is being developed so will evolve over time to include more topics and examples.

Further Information

- A comprehensive list of FAQs (Frequently Asked Questions) about the application can be found at https://www.gingersoftware.com/faq/

- The Ginger Online Grammar book can be found at https://www.gingersoftware.com/content/grammar-rules