



GhostReader Plus: Using Tags

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What Is a Tag?

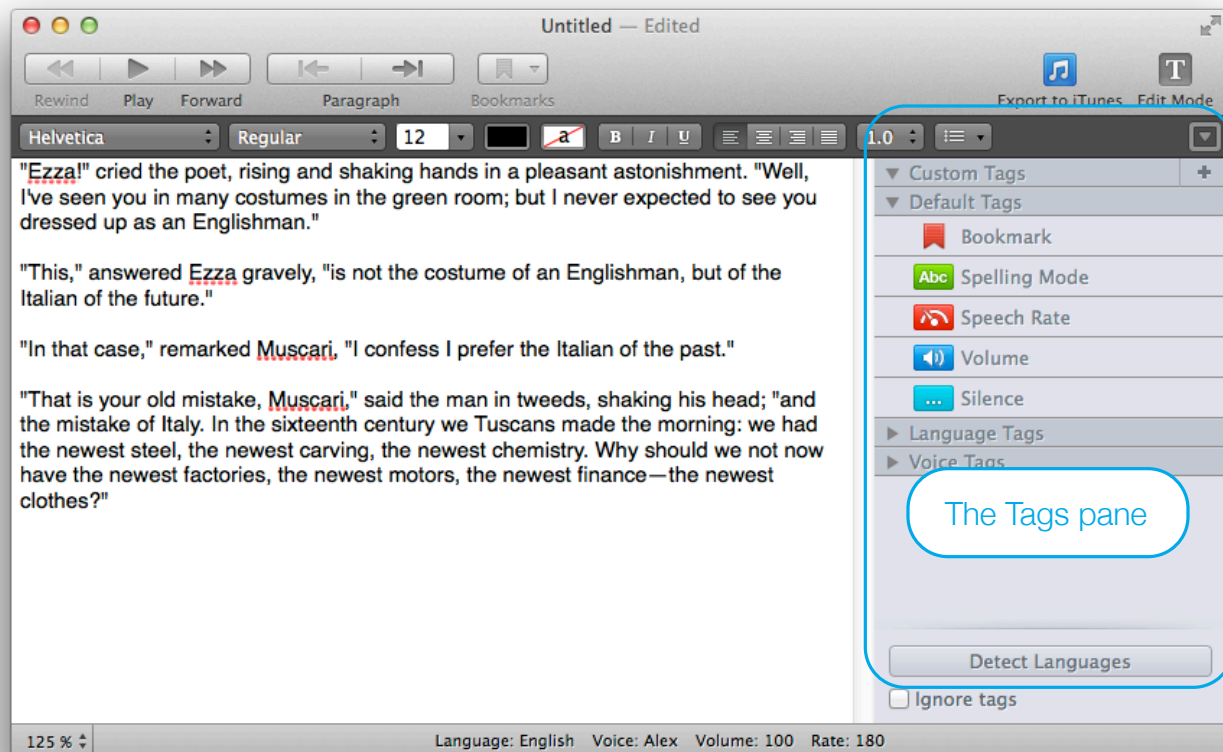
In GhostReader, a tag is a special element that changes the way the text that follows it is read aloud.

Why Use Tags?





Listening to your computer mechanically reading texts in one and the same voice without ever changing the speech rate or leaving pauses can be very boring. To make text reading livelier and more natural, you can control it with tags. With GhostReader Plus, it's remarkably easy to do.

How to Add Tags

You just turn on Edit mode and place tags in appropriate places in your text. You can use predefined tags or create custom ones. The **Tags** pane shows all the types of tags that can be used in the document. It can be found to the right of the area where you enter text.



If you can't see the **Tags** pane, make sure GhostReader Plus is in Edit mode and the pane is not hidden:

	GhostReader is in Edit mode.
	GhostReader is in Read-Only mode.
	The Tags pane is open.
	The Tags pane is hidden.

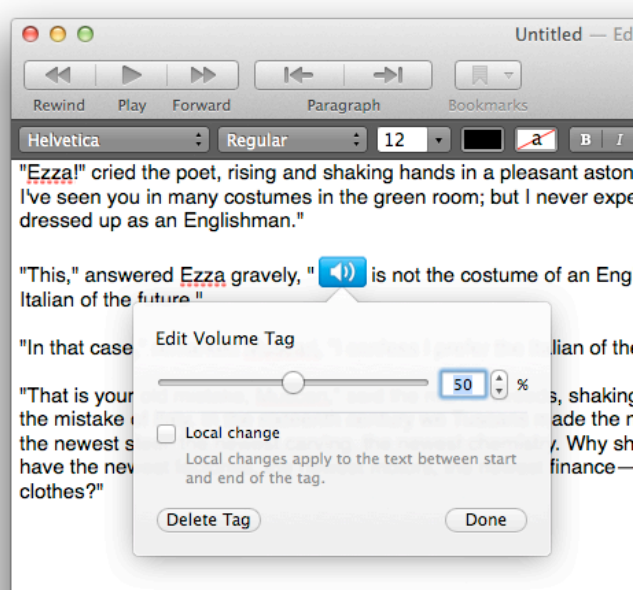
Adding Tags

There are three ways to add a tag to your text:

- Click the point in the text where you want to add a tag, and then click the tag you want in the **Tags** pane.
- Drag the tag you want from the **Tags** pane to the place in the text where you want it to be.
- Select a portion of text, and then click the tag you want in the **Tags** pane.




A marker that matches the tag type appears in the appropriate place in the text.

After you add a tag, a pop-up dialog may appear, where you can change the tag settings. The settings vary depending on the tag type. The only setting that most tags have in common is **Local change**. This is described in the next section.

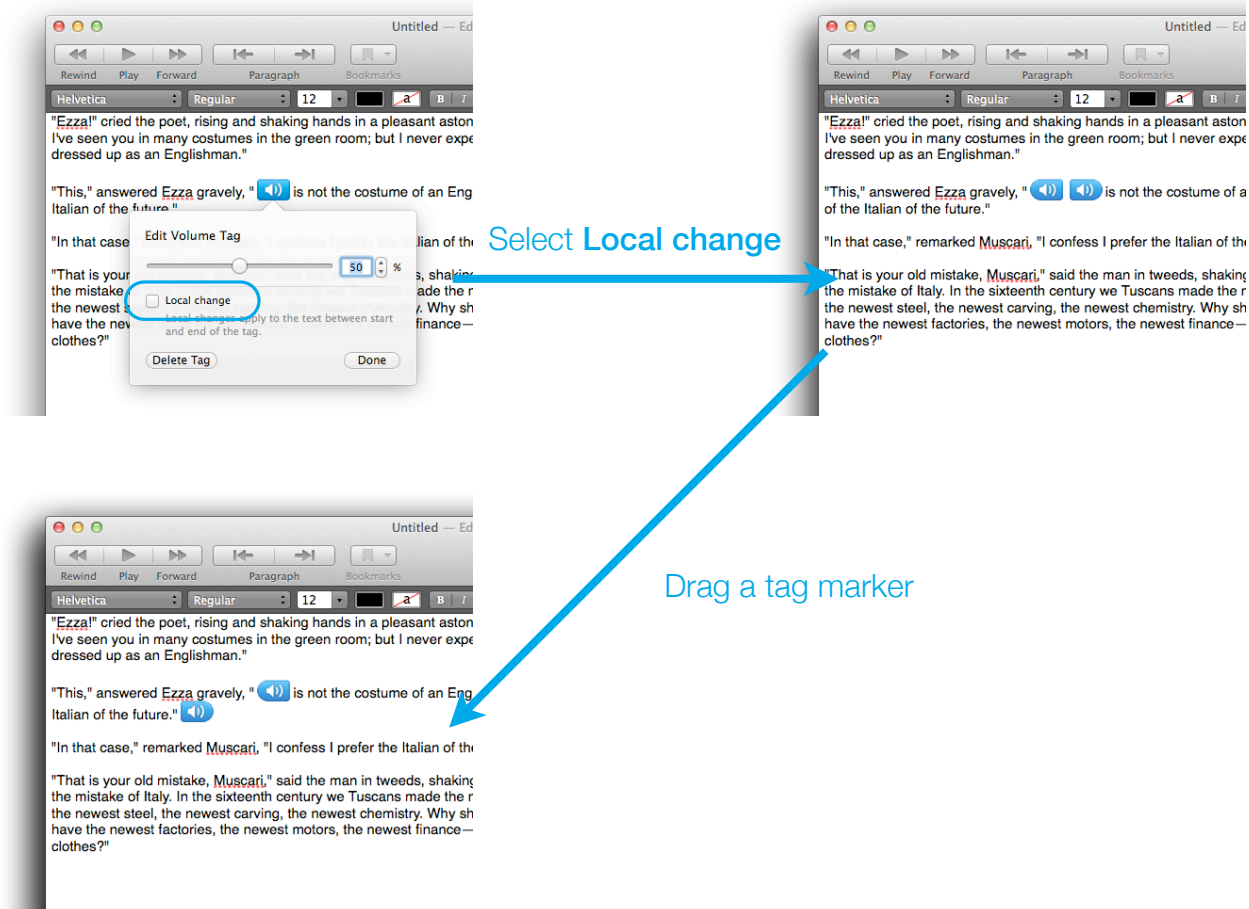


Global and Local Tags

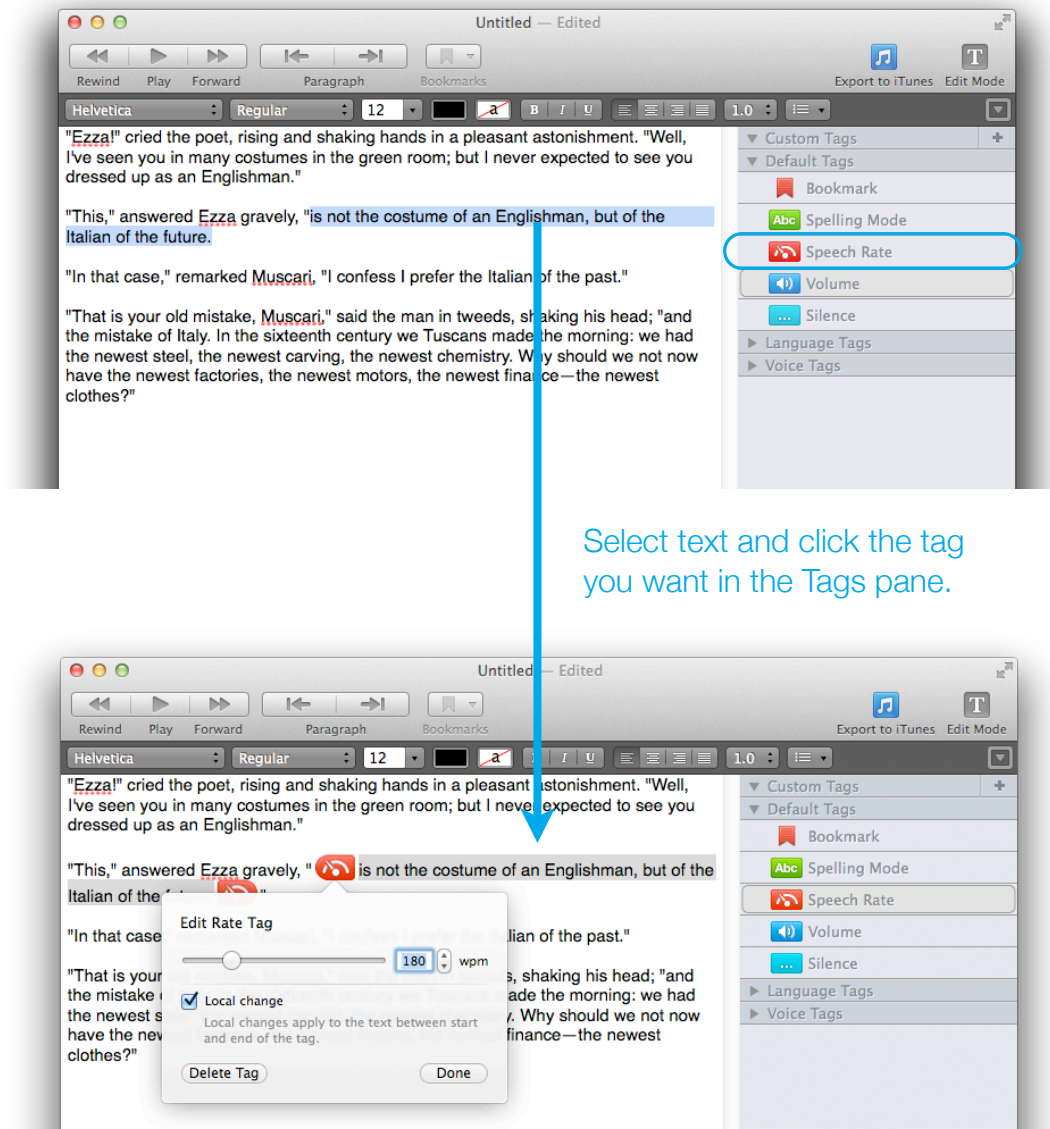
You can add tags that affect all the text that follows. These are known as global tags. You can also add two-part tags that consist of a start and end marker and only affect the text that is found between these two markers. These are local tags. Global and local tags can be told apart by their markers.

	Global tag. Affects all the text that follows it until another tag of the same type appears.
	Local tag. Start marker. Text is affected starting from this point up to the tag's end marker.
	Local tag. End marker. Signals the end of the effect that began with the corresponding start marker.

If there is **no selected text** in your document, a **global** tag is added. To change this tag to a local one, select the **Local change** option. The tag will split into start and end markers. You can now drag the markers to the places you want in the text.



If your document has **selected text**, a **local** tag is added. Start and end markers are automatically placed at the beginning and at the end of the selected fragment when you click a tag in the **Tags** pane.

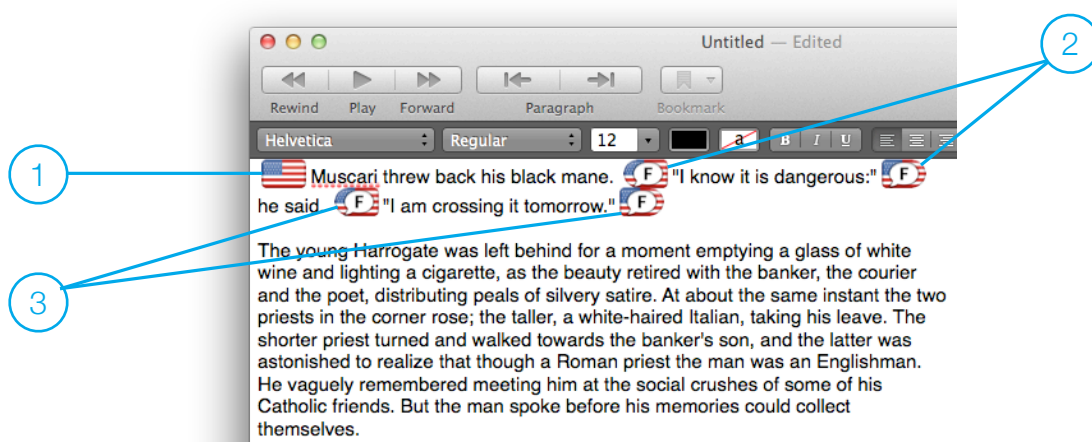


Select text and click the tag you want in the Tags pane.

Nesting Tags

You can add tags so that their effects overlap and combine. For example, you can make your computer start reading text in a “narrator’s” voice, and then introduce two different voices to imitate a dialogue, increase the speech rate and volume as if the speakers were arguing, and then return to the calm voice of the narrative. This requires enclosing tags with other tags; in other words, “nesting” them. A tag placed between another tag’s start and end markers does not cancel the effect of those markers. Rather, it adds its own effect. If two tags of the same kind overlap (two “Volume” tags, for example), the effect of the tag that comes later in the text overrides the effect of the earlier tag’s start marker.

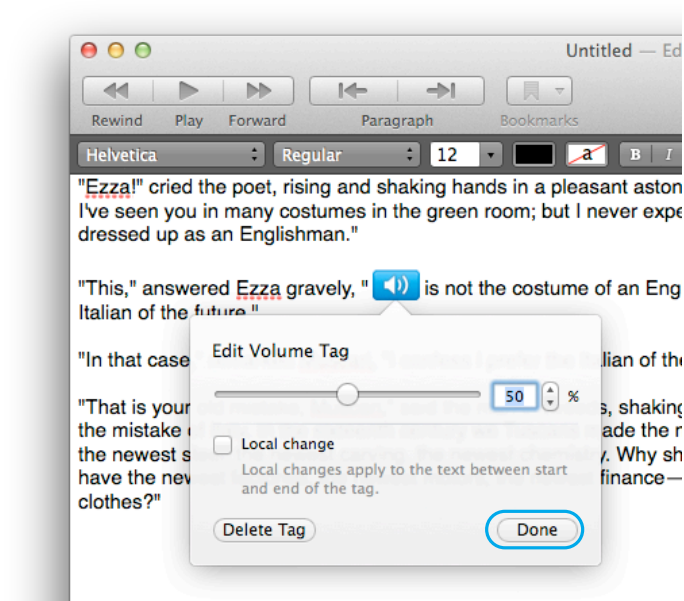
The following example should help you to understand how tag nesting works: Imagine you see something like this in a GhostReader window. What effects will the tags have?



- 1 - A global language tag starts GhostReader reading narrative text in the default voice that you have set for U.S. English.
- 2 - A nested local tag changes the voice to one that you have chosen for a character's direct speech. After this tag is closed (with an end marker), the text is read in the default voice again.
- 3 - The reading voice changes to the character's voice again, and then back to the default voice after the tag is closed.

Editing Tags

To edit a tag in your document, just click it. A dialog with the tag's settings pops up. Edit the settings, and then click **Done** (or click outside the pop-up dialog).



To remove a tag from a document, click the **Delete Tag** button in its pop-up dialog. You can also place the insertion point after the tag marker in the text and press the **Delete** key.

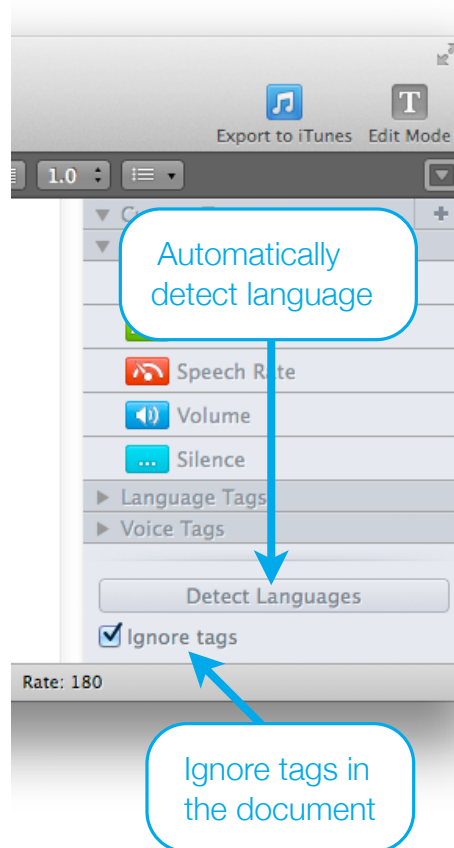
Special Tag Options

Language Detection

You can have GhostReader Plus detect what language your text is in and automatically place corresponding language tags. To do so, click the **Detect Languages** button at the bottom of the **Tags** pane. Note that if you do this, all the language tags that are already in the document will be removed and GhostReader will place new tags itself.

Ignore Tags

To have the text read in a “neutral” voice, without any of the effects added by the tags that appear in it, select the **Ignore tags** checkbox at the bottom of the **Tags** pane. If you do this, the default voice, speech rate, and volume settings from the **Languages** pane of GhostReader preferences will be used. When this option is selected, all the tags in the document are dimmed.



Opening a Tagged Document in GhostReader (the non-Plus version)

The only version of GhostReader in which you can add and edit tags is GhostReader Plus. When you open a tagged document in another version, the tags in the document are not displayed. However, all the tags will be applied to the text when it is read, provided that all the necessary voices are installed on the computer.

If you edit a tagged document in a version of the product other than GhostReader Plus, all tags will be lost!

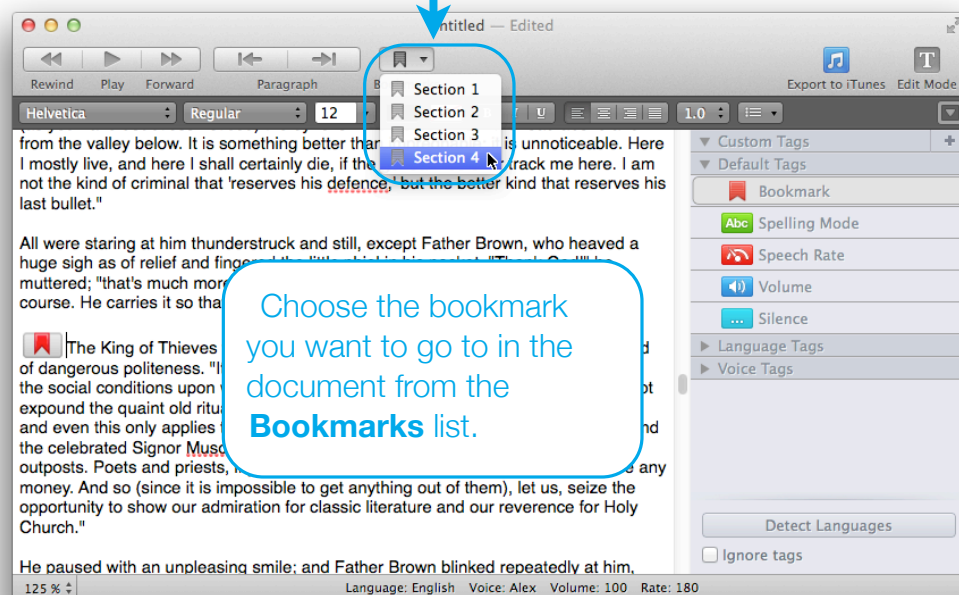
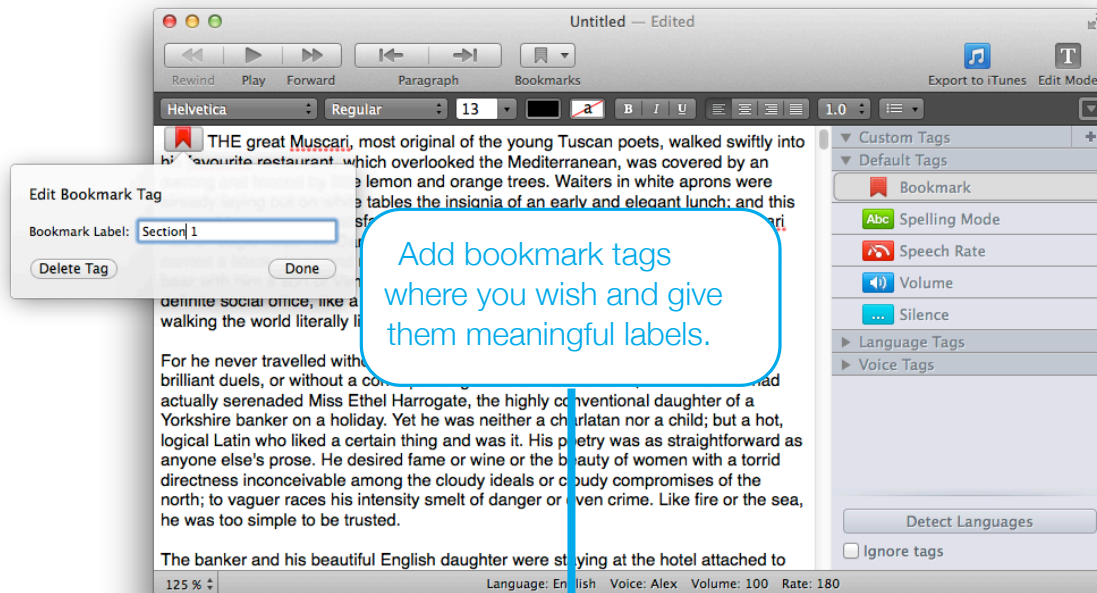
Types of Tags

There are four types of tags in GhostReader Plus: custom, default, language, and voice. All tags are displayed under one of these four types in the **Tags** pane. Default, language, and voice tags are predefined (although you can still alter some of their settings), while custom tags are created by you.

Default Tags

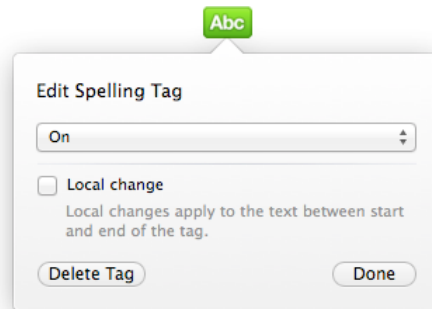
Bookmark

Places a bookmark in your text. Using bookmark tags, you can create a kind of table of contents for your document.



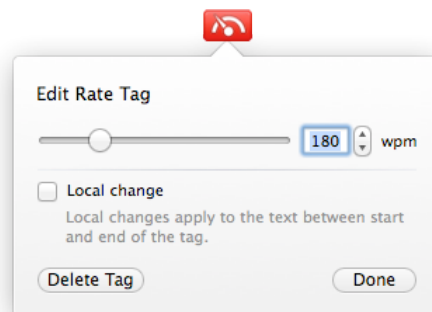
Spelling Mode

Changes the way selected text is read. By default, it's set to **On**, which means GhostReader will read out each letter or digit in the text separately, one after another, effectively spelling out what is written.



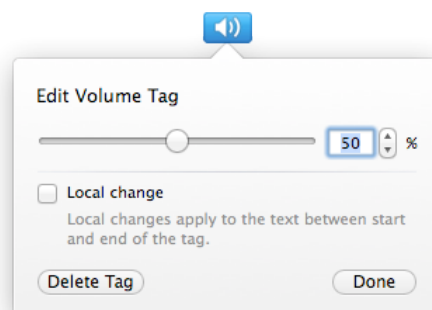
Speech Rate

Changes the speed at which text is read, measured in words per minute (wpm). You can set a speech rate of anything between 10 and 800 wpm.



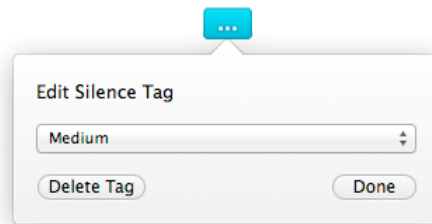
Volume

Changes the volume at which the text is spoken. Set as a percentage of the computer's current system volume.



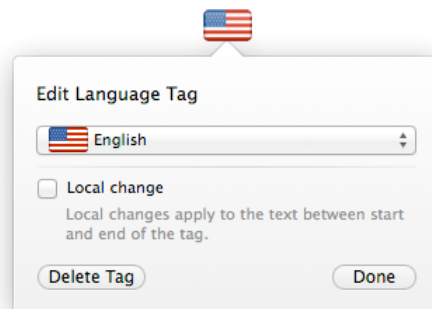
Silence

Inserts a pause in the speech. You can choose from five different lengths of pause: very short, short, medium, long, and very long.



Language Tags

These tags change the language in which a document or part of the text is read. They can be added automatically (see the Language Detection topic in the Special Tag Options section of this guide) or you can place them manually where appropriate.



Voice Tags

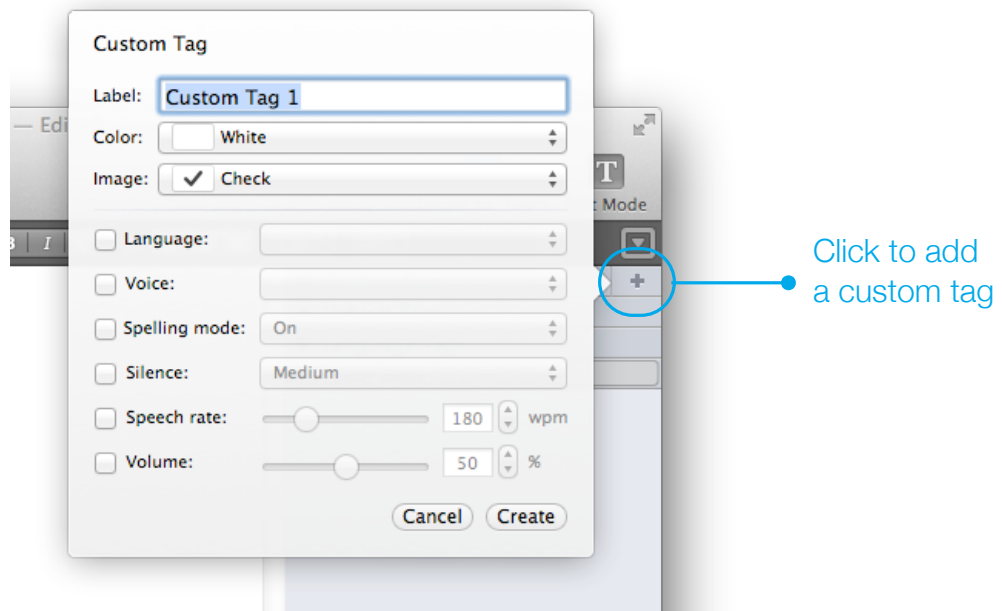
These tags change the voice in which a document or part of the text is read. By default, the voice specified in GhostReader preferences is used for each language. To use a different voice, click an existing voice tag and choose the voice you want, or add a new voice tag from the **Tags** pane. The voices there are sorted by language, gender, and name.



Custom Tags

Custom tags allow you to combine the properties of several predefined tags into a single tag to get just the right spoken voice to suit the context of your text. You can then apply this combination of settings to your text wherever you need in your document. For example, you can create a custom tag that defines the voice, speech rate, and volume for a character in a story, and then use the tag wherever this character speaks.

To create a custom tag, click the **Plus** button in the **Custom Tags** area of the **Tags** pane. You can enter a name for your custom tag, choose a color and image for its markers, and set up the attributes that you want it to bring to the spoken text. To finish creating your tag, click the **Create** button. The tag appears in the **Tags** pane.



Once you have created a custom tag, you can drag it to any other GhostReader document to use it there.

Deleting Custom Tags

To delete a custom tag from a document completely, right-click it in the **Tags** pane and choose **Delete** from the shortcut menu. All occurrences of the tag in the current document will be removed automatically.

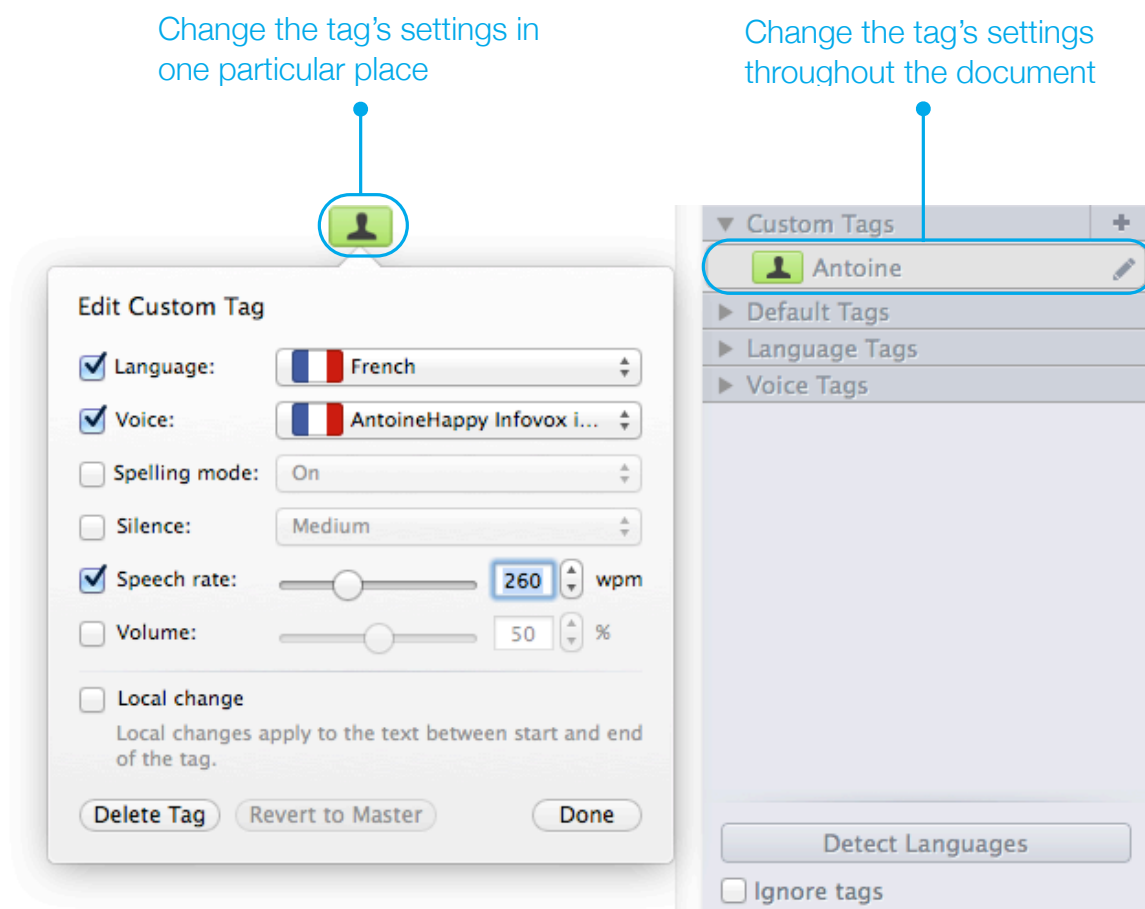
You can delete a single instance of a tag in the same way as you would with default tags — just click the tag marker in the document, and then click **Delete Tag**.

Changing Custom Tags

After you have added a custom tag, you may want to change some of its settings — for example, increase the volume or choose a different voice.

If you want to do this only in one particular place in your text, click the tag's marker in that location and make the necessary changes. You can always go back to the custom tag's initial settings by clicking the **Revert to Master** button.

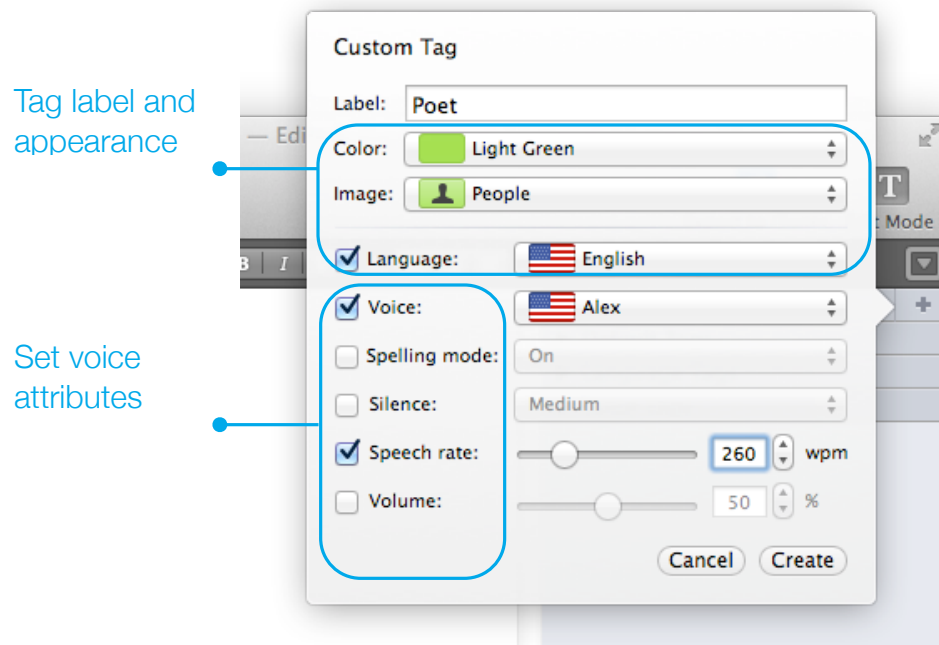
If you want to change the settings of the tag in every place it occurs in your document, click the pencil icon next to the tag's name in the **Custom Tags** area of the **Tags** pane.



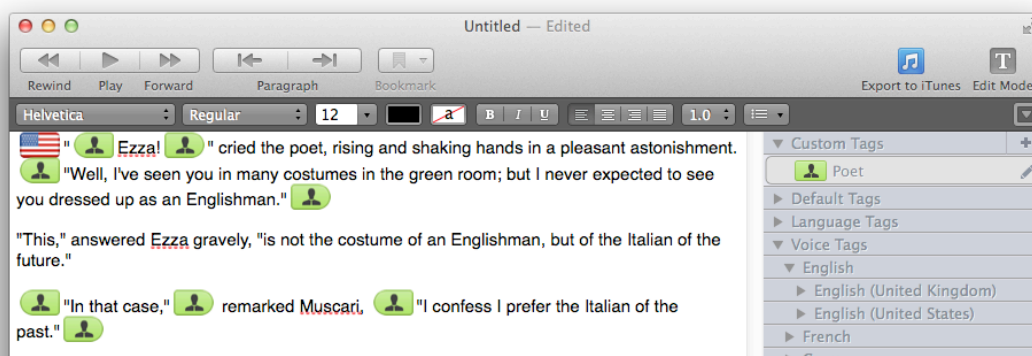
Getting Creative with Tags

Custom Tags for Characters

Custom tags are absolutely invaluable when you want to “voice” characters in a story. Instead of using bunches of tags together to set up a character’s voice every time someone speaks, you can use custom tags, each one defining all the speech settings for a certain character and with a different appearance from other tags. This will save you a lot of time and effort.



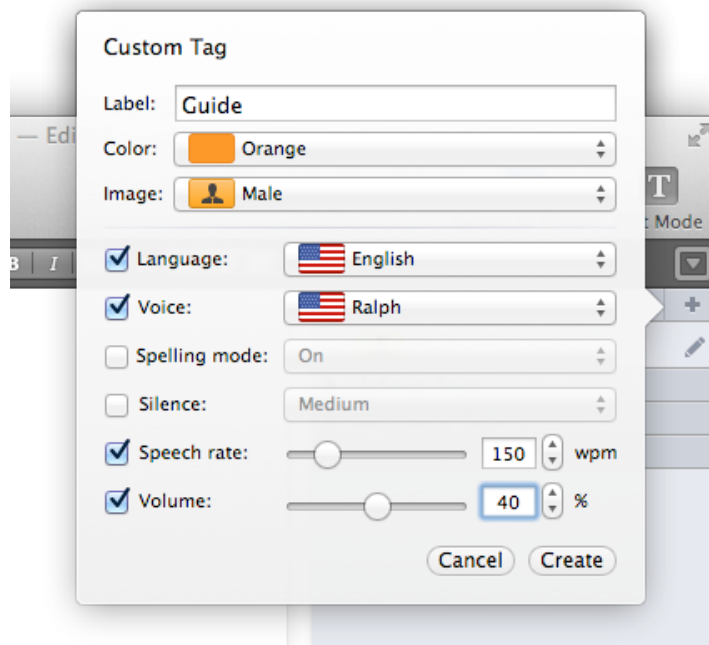
As an example, imagine you want to have a story read aloud, which features a dialogue between two characters: a poet and a guide. First, you can create a tag named “Poet” and assign a light-green marker with a male icon to it. In the story, this character is slightly excitable, so you can give the voice a speech rate that is a little bit faster than usual (260 words per minute instead of the default 180). Now assign this new tag to each occurrence of the poet character’s direct speech in the text.



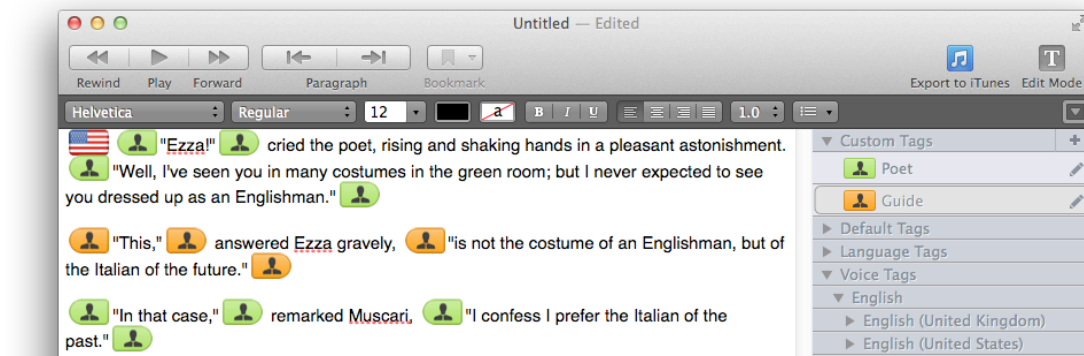
Creating a Dialog

When creating a custom tag for the second character in the dialogue, it's a good idea to make sure that its markers will be recognizable and easy to distinguish from the tag markers of the first character.

The second character is named "Guide", and the tag color selected is orange (to set it apart from the light-green markers of "Poet"). Now you can choose a different voice. Additionally, you can set a speech rate that is slower than normal (150 wpm instead of 180), and make the voice slightly quieter. Little changes such as this really can help bring characters to life.



After you have created the tag, you can assign it to all the words in the text that this character says.



Multilingual documents

Suppose you are a teacher and you want to prepare a German dialogue for your students to listen to and repeat. You may also want to give them instructions in English before they listen to the dialogue and some extra information afterwards. To complete this task you will need to create two German-speaking characters as well as adding language tags to your explanatory text.

Here's what you would do in GhostReader:

1. Add the text that will be used for the dialogue — for example:

Work in pairs. Listen to the dialogue. Then act out the conversation, substituting the characters' names with your own.

- Guten Tag!
- Guten Tag! Wie heißen Sie bitte?
- Ich heiße Eva Moltke.
- Und mein Name ist Richard Speer.
- Frucht mich, Herr Speer.
- Gleichfalls, Frau Moltke.

You can find a transcription of the dialog on page 6 of your textbook.

2. Create a custom tag for one of the characters using the **Pink** marker color, the **Female** image, **German** language, and the **Julia Infovox iVox HQ** voice.

Custom Tag

Label:

Color: Pink

Image: Female

☒ Language: D German

☒ Voice: D Julia Infovox iVox HQ

☐ Spelling mode: On

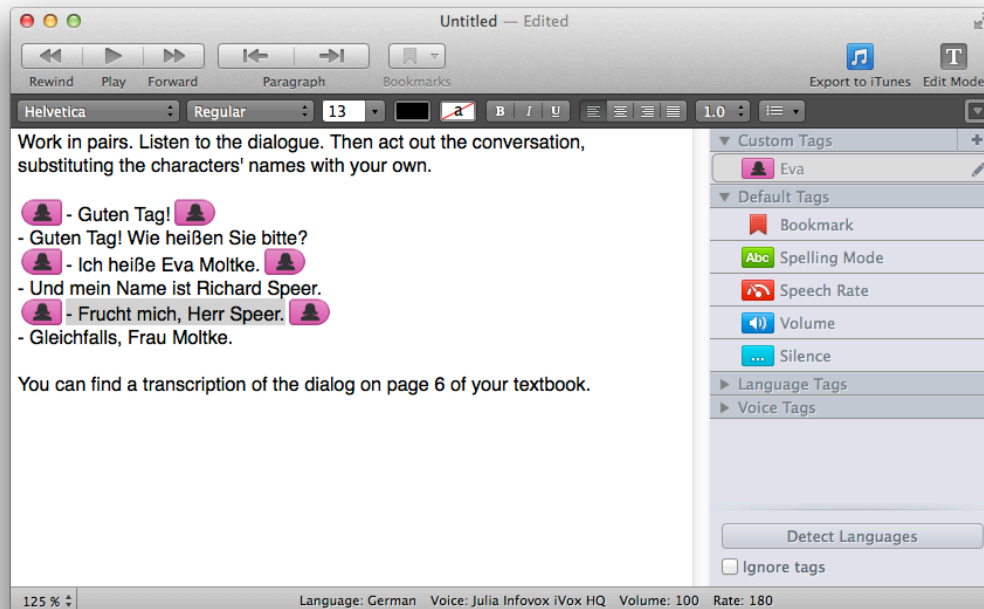
☐ Silence: Medium

☐ Speech rate: 180 wpm

☐ Volume: 50 %

Note: The voice **Julia Infovox iVox HQ** was installed using Infovox iVox Voice Manager.

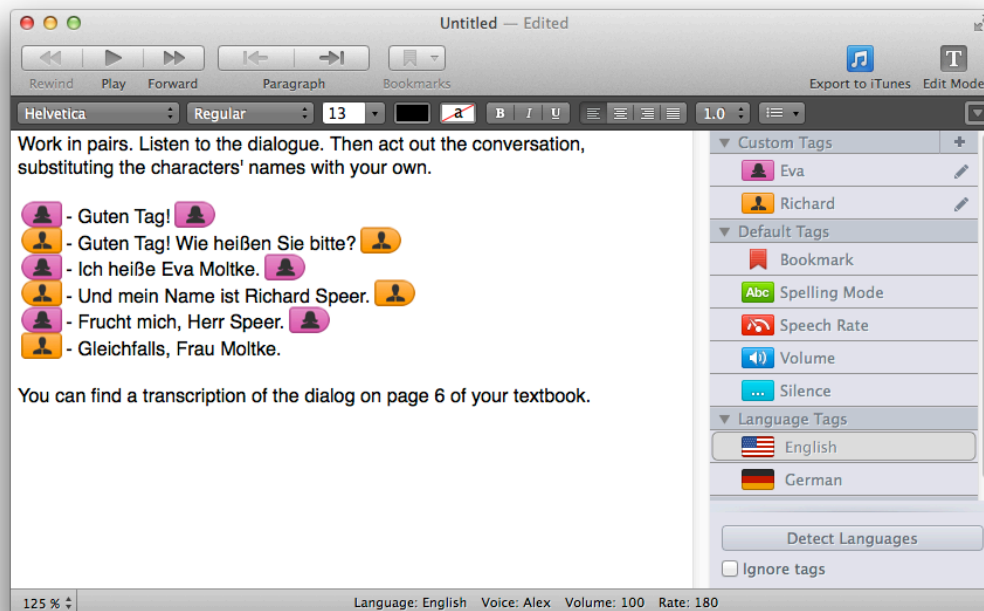
3. Place the new tag in the text where appropriate.



All tags that you have added so far are local — that is, they have start and end markers and only affect the text between the markers.

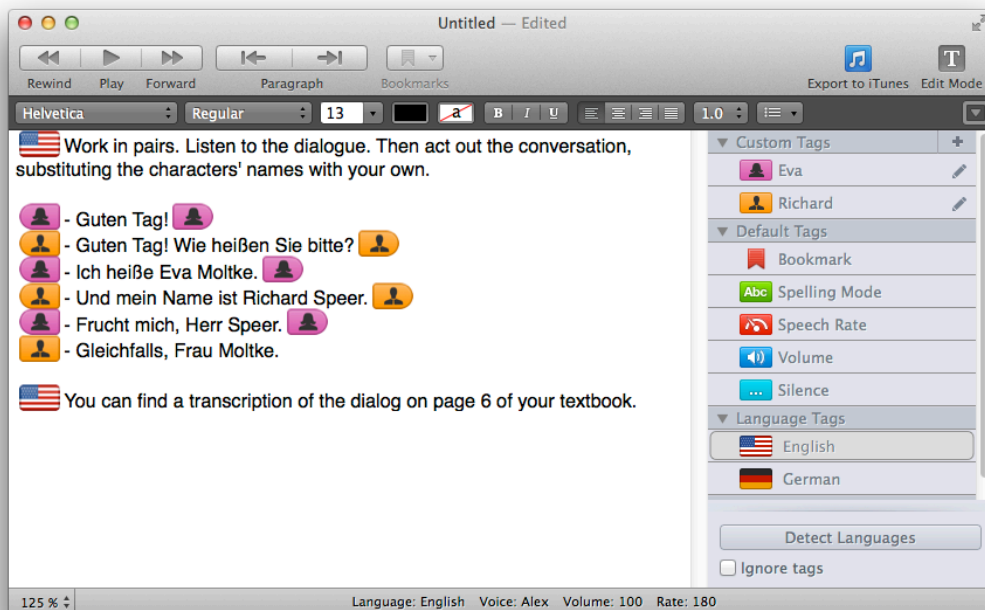
4. Create a custom tag for the male speaker using the **Orange** marker color, the **Male** image, **German** language, and the **Andreas Infovox iVox HQ** voice.

5. Place the tag in the correct places in the dialogue.



Note that in the illustration, the final “Richard” tag has been placed as a global tag, meaning that the rest of the text will be treated as German and read with Richard’s voice. You can tell which language and voice will be used for reading a certain part of the text by placing the cursor there and looking at the status bar at the bottom of the window.

6. To have the explanatory English text read in the default English voice, add one English language tag at the very beginning of the text and another one where the final “additional information” text starts. Don’t forget that you can change the default voices for languages in the **Languages** pane of GhostReader preferences.



7. To give students time to get ready to listen to the dialogue and to signal that the dialogue is over, add two Silence tags of “Medium” length.

