“How do I use ClaroRead?”

ClaroRead Plus contains a range of proofreading features such as spell-checking and confusable-word checking, as well as providing tools for text-to-speech, scanning, word prediction and changing screen display-settings.

How to check spelling
- Click the text to check
- Press the Check button on the toolbar or press the F9 key
- Click the Spell Check Document button in the Check dialogue box

How to make changes
- Click the suggested word to hear it spoken
- Click the + (if available) alongside a word to see a list of definitions
- Click the word you need and click Change

How to highlight confusable words (homophones)
- Click the Homophones button on the Toolbar and select Show Homophones to change the colour of confusable words

How to check homophones
- Click in a highlighted word
- Click the Check button or press F9
- Click the alternatives to hear them spoken and to hear a definition
- Select the alternative and click Change to replace the confusable word
How to listen to text
− Position the cursor where you want to start and click the Play button on the Toolbar
− Or, Click and drag over the text using the mouse, then release the mouse.

How to change the voice
− Click on the Settings button
− On the Speech tab, select a voice from the drop-down list
− Use the Slider Controls to alter the speed and volume settings

How to use Word Prediction
− Click the Settings button on the Toolbar and check the Use Prediction checkbox
− As you type a list of suggested words will appear – press the F# key shown in the prediction list alongside the word you want

How to change screen colour
− Click the Font button, then click foreground colour or background colour
− Select the colour from the colour palette

How to apply a screen overlay
− Click the Extras button
− Select Claroview
− Click the colour you want to apply and use the slider bar to change the intensity
− Click the Tick button to apply the change – it will remain on screen until you exit Claroview

How to use the screen ruler
− Use the Screen Ruler toolbar buttons to change settings for size, type and colour.
− If the toolbar disappears, restore it by clicking the Screen Ruler icon on the Windows taskbar, or use Alt Tab to switch to it.

Further Information and help
− For more help with ClaroRead please visit the manufacturer’s website
− Or speak to a member of the Assistive Technology team by email or on 01224 273336