

Claro: Introduction

Claro 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 on 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 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 Claro please visit the [manufacturer's website](#).
- Or speak to a member of the Assistive Technology team by [email](#).