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.
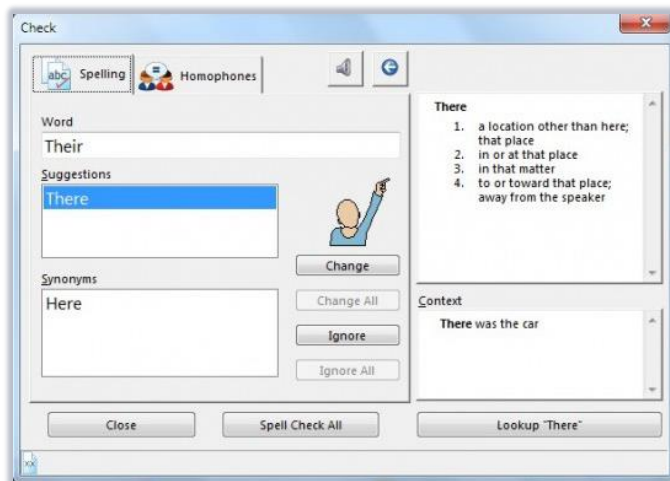
How to check spelling

– 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.