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Factsheet 15: Using ClaroRead Plus proofreading tools.

ClaroRead Plus

ClaroRead Plus provides several methods to aid with proofreading.

Have your document read aloud.

Listening to your text can be a great way to spot mistakes. We tend to see what we expect to see when we proofread our own writing, so errors are easily missed. Use ClaroRead text to speech tools to have your writing read back to you. Listen to your writing, does it say what you want it to say? Do the sentences sound too long or could they be structured better?

The ClaroRead Plus toolbar.

• Reading Word documents aloud is as easy as clicking on the 'Play' button.



Play and stop reading (red arrow).

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lower lands, and by many tall trees of the pine family, out-topping the others—some singly, some in clumps; but the general colouring was uniform and sad. The hills ran up clear above the vegetation in spires of naked rock. All were strangely shaped, and the Spy-glass, which was by three or four hundred feet the tallest on the island, was likewise the strangest in configuration, running up sheer from almost every side and then suddenly cut off at the top like a pedestal to put a statue on.



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Using Claro ScreenRuler to help with focus and tracking when proofreading.

- Open the 'Extras' menu from the ClaroRead Plus tool bar. •
- Select 'ScreenRuler' (red arrow). •



Choose settings to help with focus and tracking. •

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and the shore birds wer thought anyone would ha	Show this window on launch	o you would have being so long at sea, my

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Check for homophones with ClaroRead Plus.

Homophones are words which sound the same but are spelt differently and have different meanings. For example:

- Hear to hear a sound.
- Here in or at a place.

The are numerous homophones in the English language and they can be easily confused. Indeed, even 'word' is a homophone:

- Word a single unit of language often found within a sentence.
- Whirred to go, fly, revolve, or otherwise move quickly with a humming or buzzing sound.

To check your document for homophones:

- Select sections of text to be checked (red arrow). Paragraphs are a good unit to work with.
- Select 'Homophones' from the ClaroRead toolbar and then 'Show Homophones' (green arrow).

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latest news and to here that you and your family had a great summer. We spent last week at the beach and had so much fun on the sand and in the water exploring the coast we weren't prepared for the rains that came at the end of the holiday. The best parts of the trip was the opportunities to sightsee and relax. Get Tech Ready...Get Tech GO!



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- Homophones within your document will be highlighted blue.
- Read your text noting the highlighted homophones.
- If you want to check a homophone, position the cursor on the word then select 'Check' on the ClaroRead toolbar (red arrow).

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I was delighted to read you're letter last week. Its always a pleasure to recieve the latest news and to here that you and your family had a great summer. We spent last week at the beach and had so much fun on the sand and in the water exploring the coast we weren't prepared for the rains that came at the end of the holiday. The best parts of the trip was the opportunities to sightsee and relax.

- Word being checked 'you're' (green arrow).
- ClaroRead alternatives (yellow arrow)
- Meanings (purple arrow)

read you're	Check	\times
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	contraction of 'you are': ^ Change All	
	"You're really good at that!" Next delighted to read you're letter	
	Ignore Air	\sim
	Close Spell Check All Lookup "you're"	
	×	





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• Consider the sentence and review each of the alternatives and their meanings (three alternatives are given for the word 'you're').



Correct alternative

Homophones	4 3		
Original Word		your	
Jou're Alternatives		1. of you of yourself	
you're	^ <u>&</u>		
your			
Meanings	Change		
belonging to, or associated	∧ Change All		_
with you: "Your dog is small"	Next	delighted to read your letter last week	
	V Ignore All		
			_
Close	Spell Check All	Lookup "your"	

- Select the correct alternative and click on the 'Change' button (green arrow) to make your correction, or the 'Close' button (yellow arrow) to return to your document.
- Repeat this process until you are happy that all the homophones you have used in your paragraph are correct.





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When you have checked your paragraph for errors, clear the highlighted words.

- Select 'Homophones' from the ClaroRead toolbar.
- Select 'Clear Homophones' (red arrow).

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Dear Jane,

I was delighted to read your letter last week. It's always a pleasure to recieve the latest news and to hear that you and your family had a great summer. We spent last week at the beach and had so much fun on the sand and in the water exploring the coast we weren't prepared for the rains that came at the end of the holiday. The best parts of the trip was the opportunities to sightsee and relax.

Check spelling with ClaroRead Plus.

- Position the cursor on the word you would like to check.
- Select 'Check' on the ClaroRead toolbar (red arrow below).



It's always a pleasure to recieve the nily had a great summer. We spent last he sand and in the water exploring the came at the end of the holiday. The best tsee and relax.





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- Review the suggestions provided (red arrow).
- Review the synonyms and meanings for each suggestion to help identify the correct word (green arrows).
- Select the correct suggestion and then click 'Change' (yellow arrow) to correct the spelling error or 'Close' to return to your document (purple arrow).

Check	4 9	
Word recieve Suggestions receive received relieve Synonyms obtain hear entertain	Change All Ignore All	receive 1. get something; come into possession of 2. receive a specified treatment (abstract) 3. receive (perceptual input) 4. of mental or physical states or experiences 5. express willingness to have in one's home or environs a pleasure to receive the latest news
Close	Spell Check All	Lookup "receive"