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Factsheet 15: Using ClaroRead Plus proofreading tools.

ClaroRead Plus

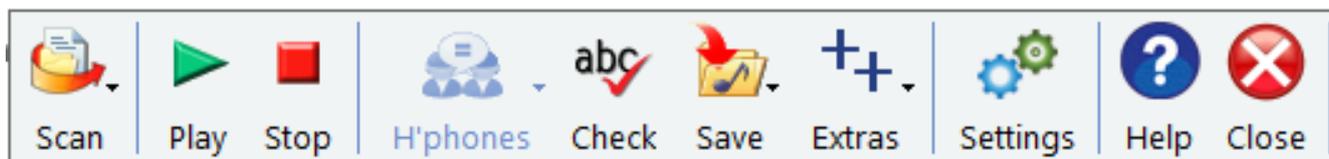
ClaroRead Plus provides several methods to aid with proofreading.

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).

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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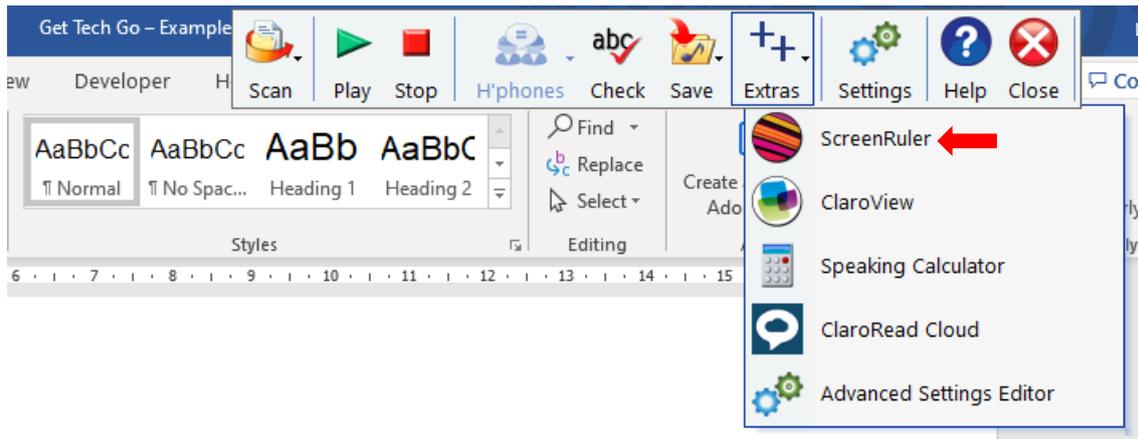


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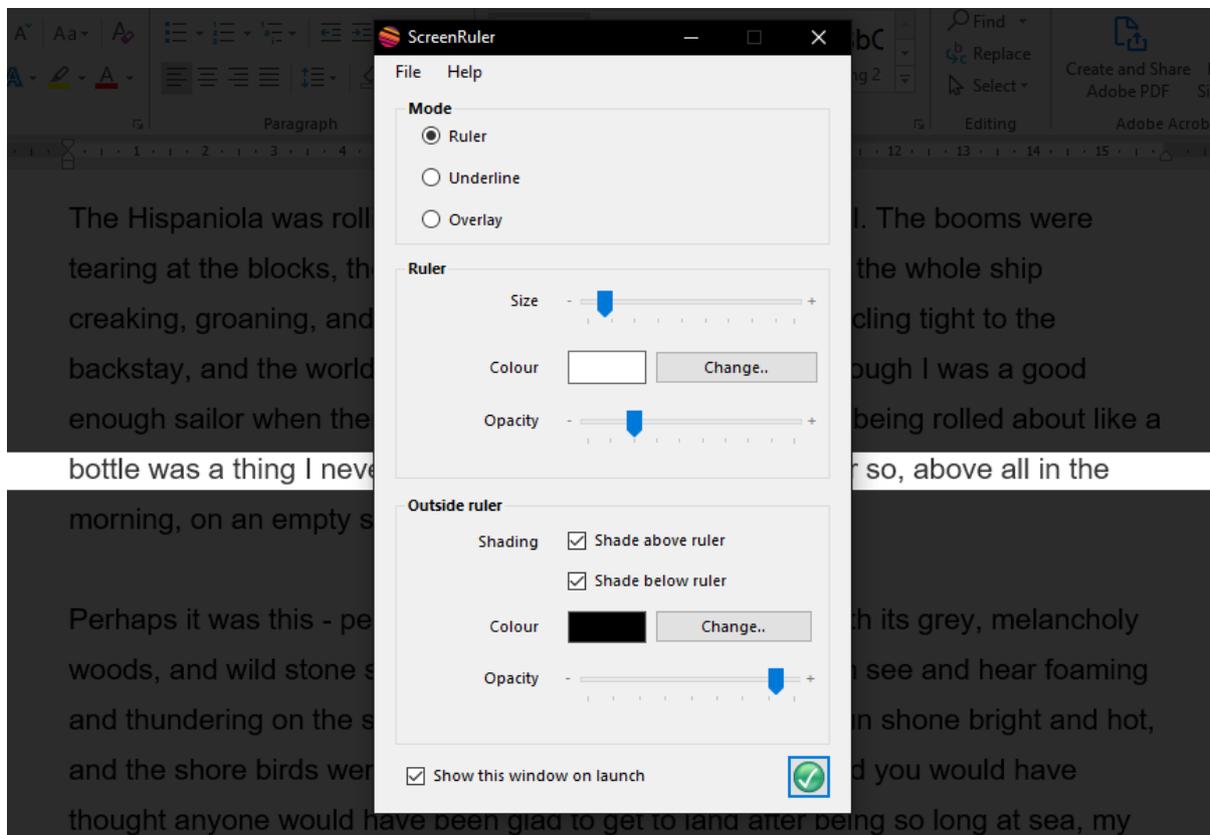


Using Claro ScreenRuler to help with focus and tracking when proofreading.

- 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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Check for homophones with ClaroRead Plus.

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

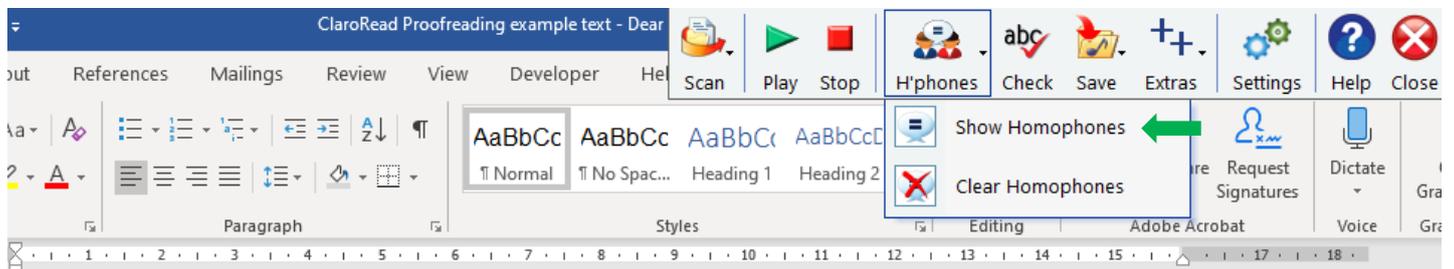
- Hear – to hear a sound.
- Here – in or at a place.

There 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).



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.



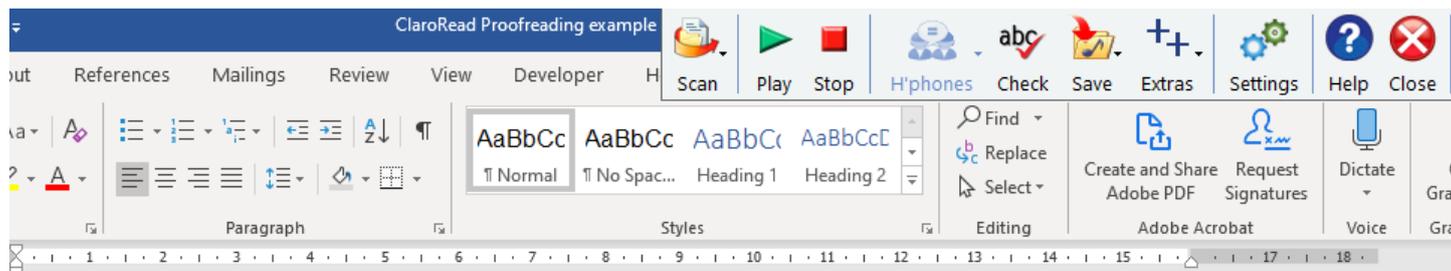
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- Homophones within your document will be highlighted blue.
- Read your text noting the highlighted homophones.
- If you want to check a homophone, position the cursor on the word then select 'Check' on the ClaroRead toolbar (red arrow).



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)

The 'Check' dialog box is open, showing the word 'you're' in the 'Original Word' field. The 'Alternatives' list includes 'you're', 'your', and 'yore'. The 'Meanings' section shows 'contraction of 'you are':' and '"You're really good at that!"'. A preview window shows the word 'you're' in the context of the sentence: 'delighted to read you're letter last week'. A green arrow points to the word 'you're' in the document text, a yellow arrow points to the 'you're' alternative in the list, and a purple arrow points to the 'Meanings' section.

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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').

I was delighted to read **you're** letter last week.

I was delighted to read **you're** letter last week.

I was delighted to read **you're** letter last week.



Correct alternative

I was delighted to read **you're** letter last week. Its always a pleas

- 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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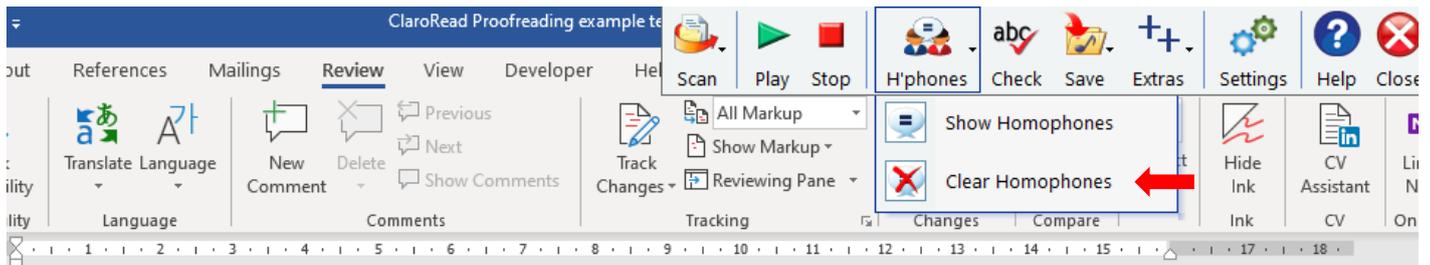


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When you have checked your paragraph for errors, clear the highlighted words.

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

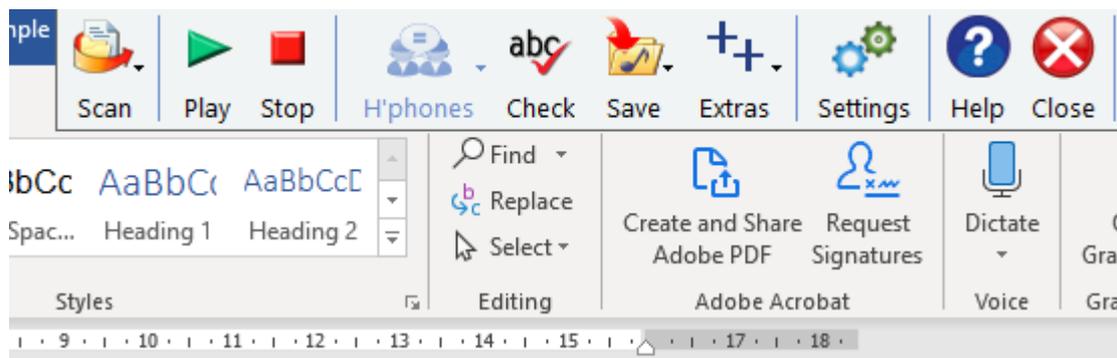


Dear Jane,

I was delighted to read your letter last week. It's always a pleasure to receive 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
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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).

