Factsheet 15: Using ClaroRead Plus proofreading tools.

ClaroRead Plus

ClaroRead Plus provides several methods to aid with proofreading.

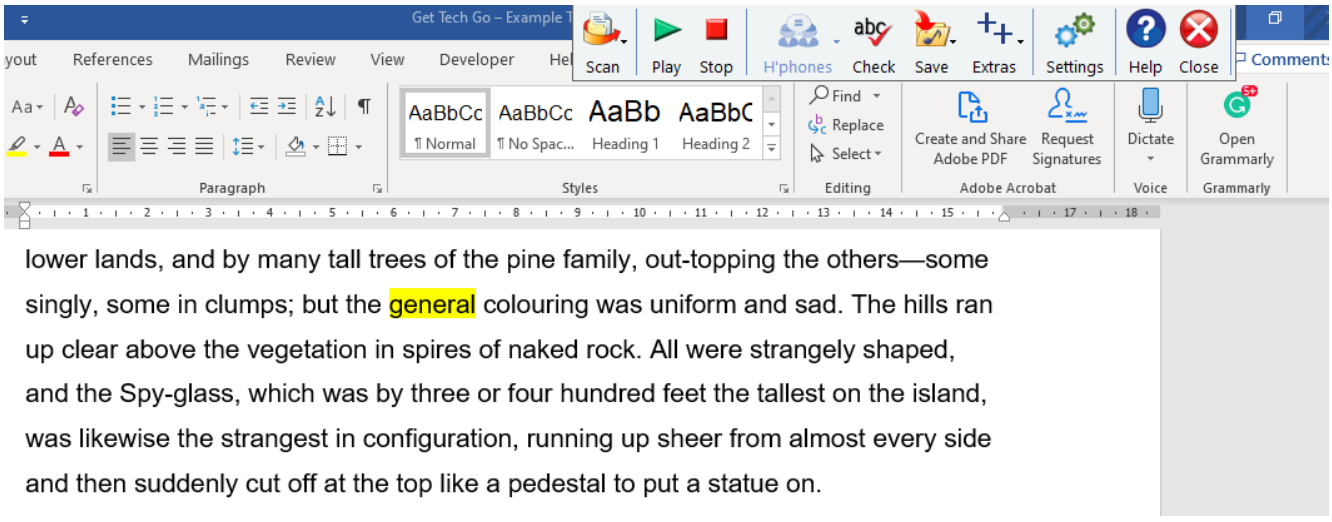
Have your document read aloud.

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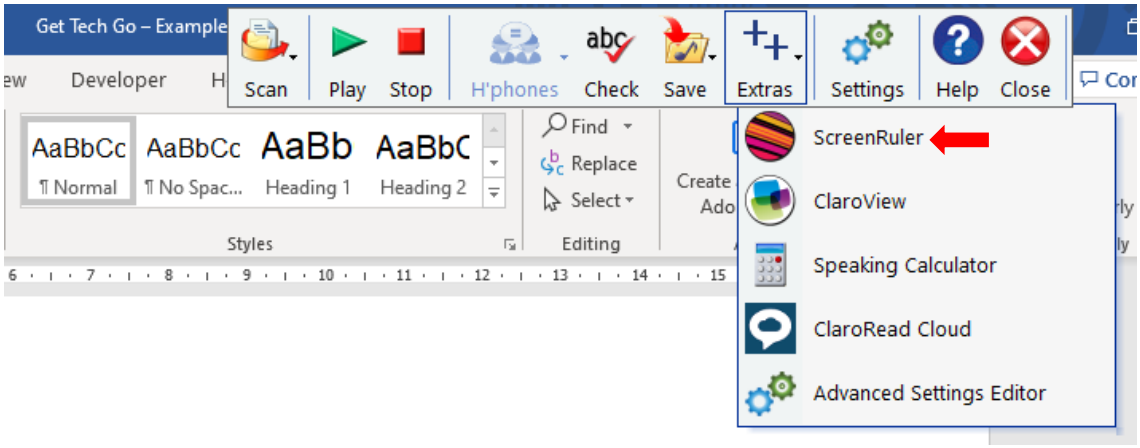
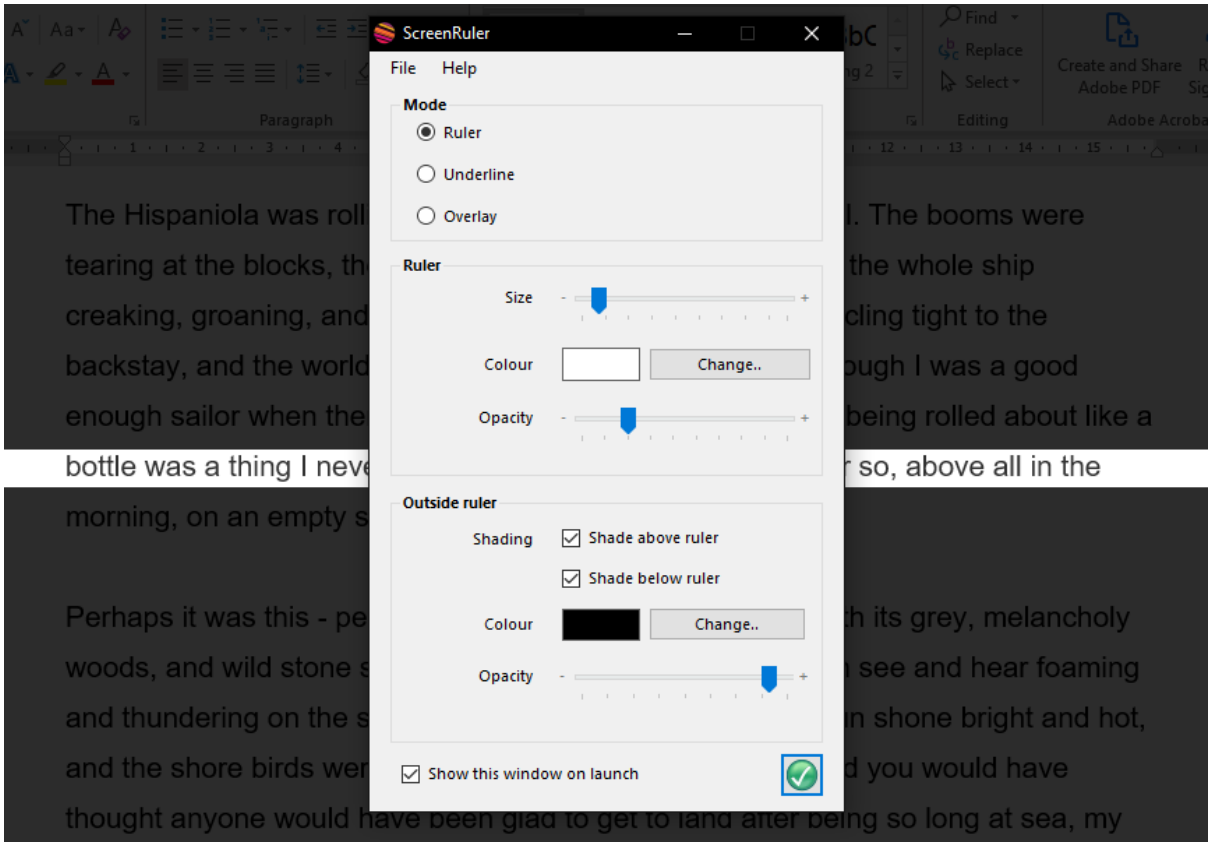
Using Claro ScreenRuler to help with focus and tracking when proofreading.

- 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:

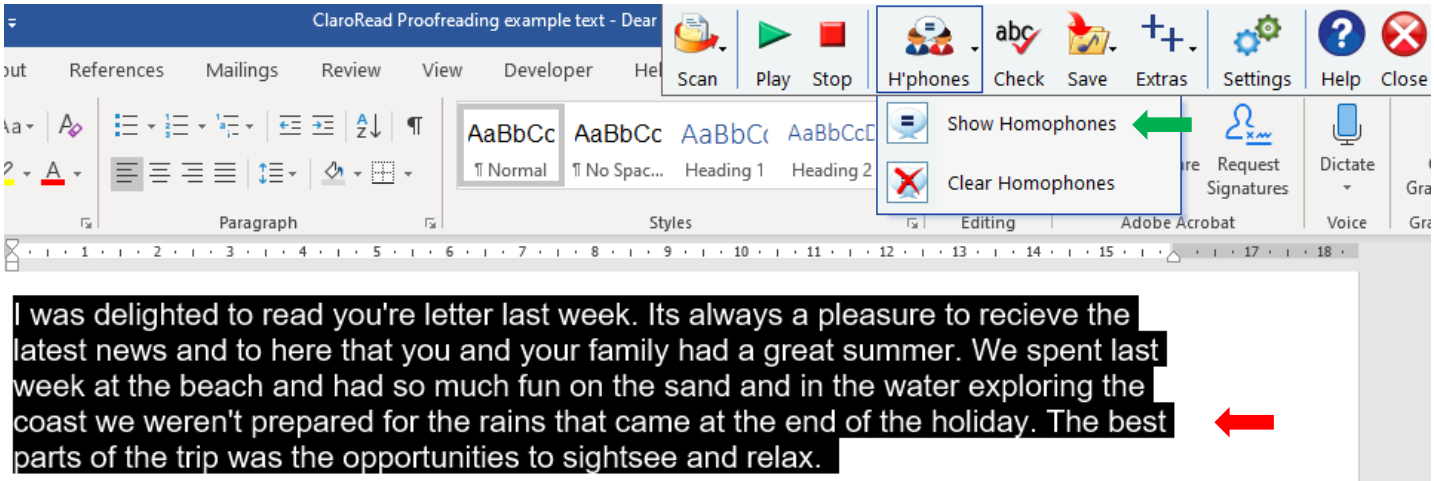
- Hear – to hear a sound.
- Here – in or at a place.

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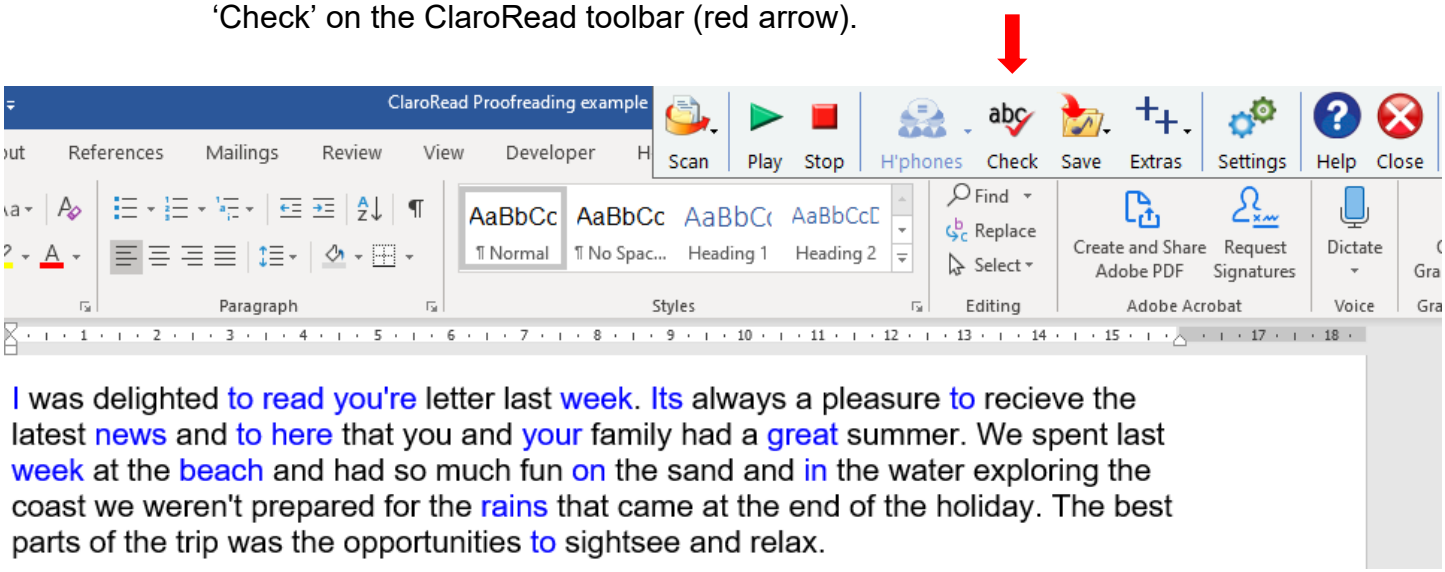
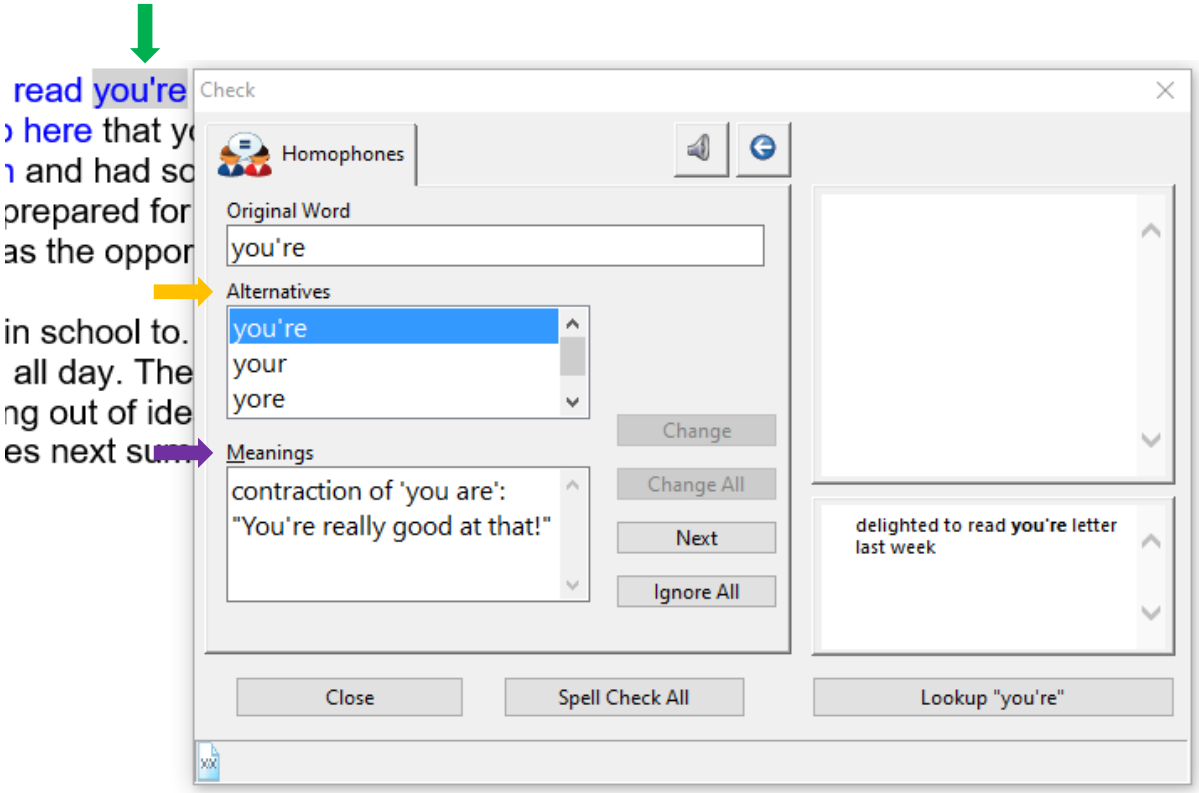
- Homophones within your document will be highlighted blue.
- Read your text noting the highlighted homophones.
- If you want to check a homophone, position the cursor on the word then select 'Check' on the ClaroRead toolbar (red arrow).



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



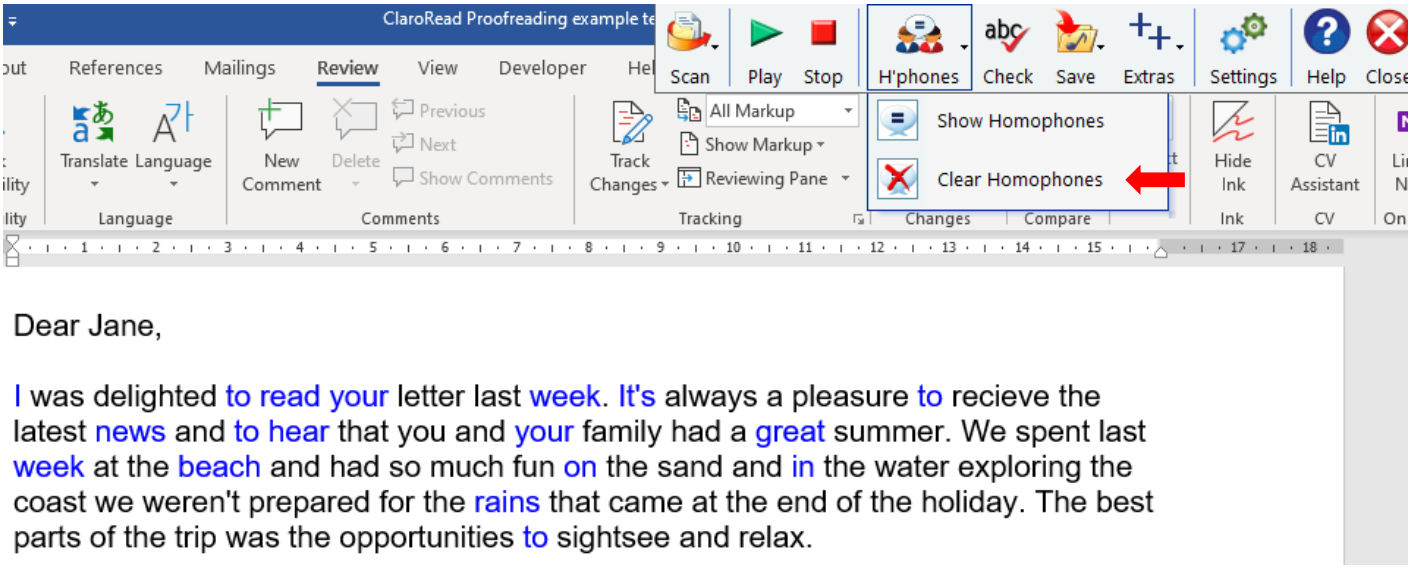
- Consider the sentence and review each of the alternatives and their meanings (three alternatives are given for the word ‘you’re’).

Correct alternative

- 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.

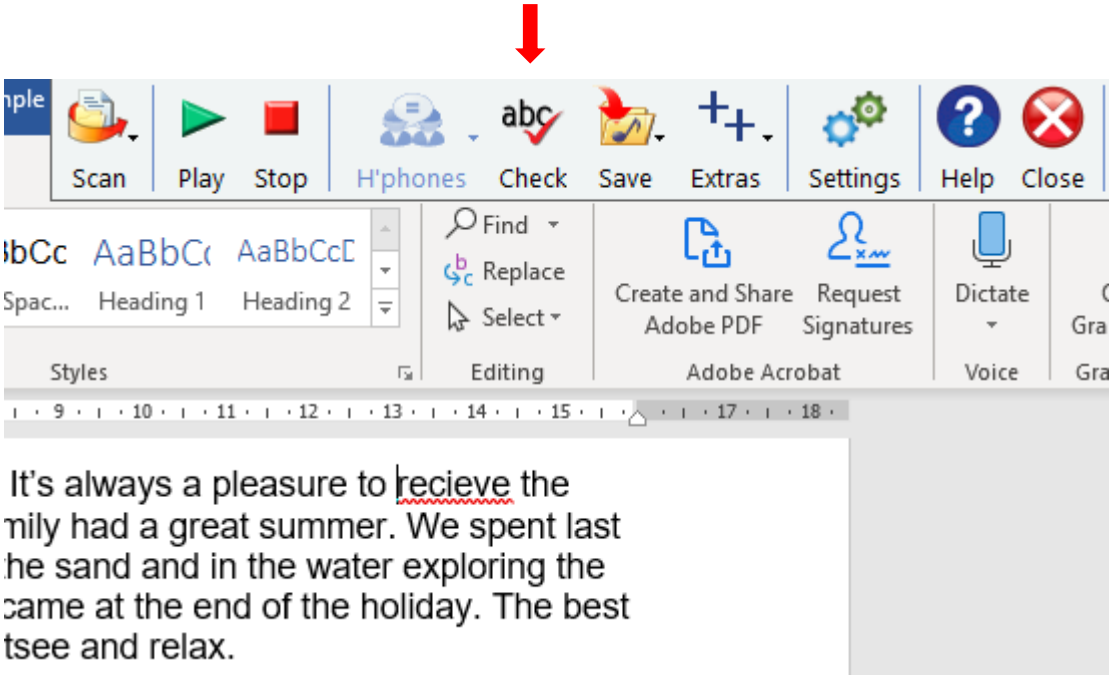
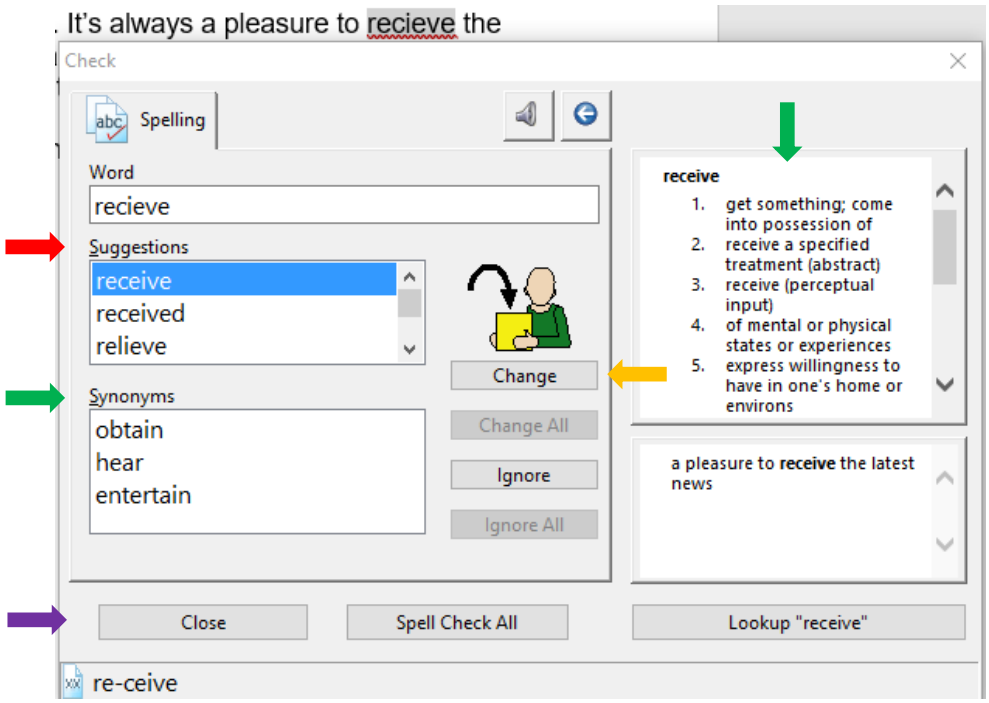
When you have checked your paragraph for errors, clear the highlighted words.

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



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).



- 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).