

Training Checklist

Claro Read

	Tick when complete
Briefly outline purpose, benefits and usage	
Familiarisation Toolbar options and view	
Reading Text Reading text using the toolbar Reading text as you type Activating Screen Reading Reading text on web pages Reading Options Using the "Save As" feature to make Audio and Video files wma/wav/ogg (No MP3)	
Spell Checking Spell checking your document Spell Options	
Using Word Prediction Creating your own prediction files Prediction Options	
Using the Dictionary Finding basic definitions (Check) Quick definition	
Using the Homophones facility Find/Clear Homophones Check and verify	
Using the Calculators Using the Standard Calculator	
Scanning Configuring scanning options Scanning paper documents Scanning from files	
Using Study/Research Tools Using Screen Masking	

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Client