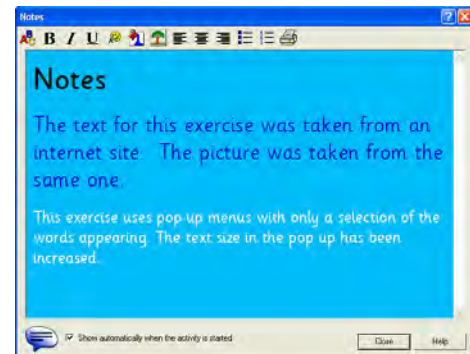
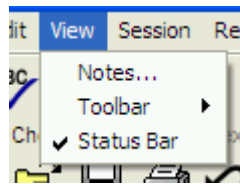


Notes

Adding a note

A note can contain instructions on how to use the activity or what its purpose is.

Go to **View** and **Notes**



The **toolbar** for Notes lets you format the text, change the background colour, add graphics, set justification, use bullet or numbered points and print.

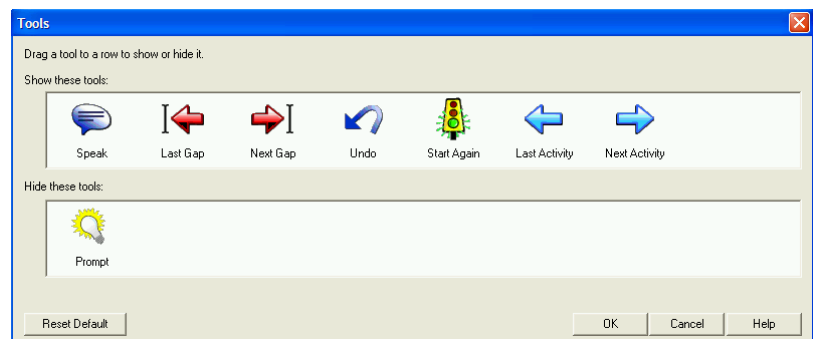


If the user selects the **speech tool** they will have the notes read to them.

If you choose 'Show automatically...' then the notes will always appear at the start of the activity.

Tools

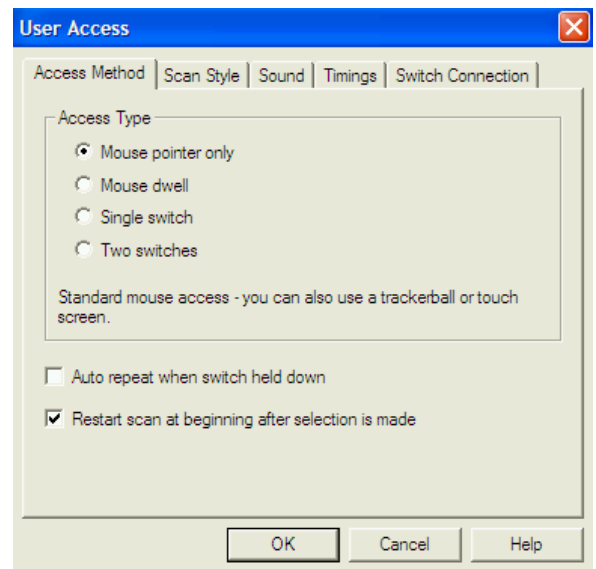
The tools that are displayed on a page can be edited so that not all are showing. Should you not wish to provide a prompt then that tool could be hidden by dragging it to the 'Hide these tools' box.



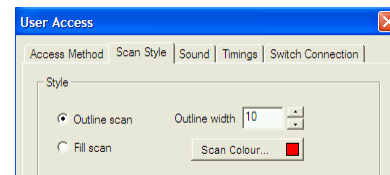
User Access

Access Method

Whilst the default access is the mouse, this can be changed to enable mouse dwell rather than click or for switch users to access these activities using one or two switches.

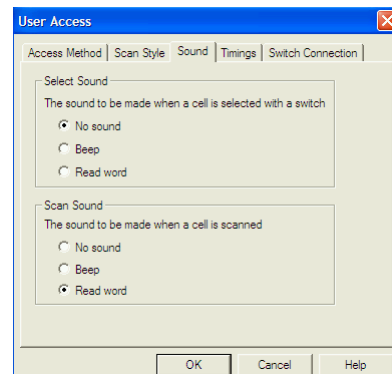


Scan Style can be an outline or fill with the width and colour chosen to suit the user.



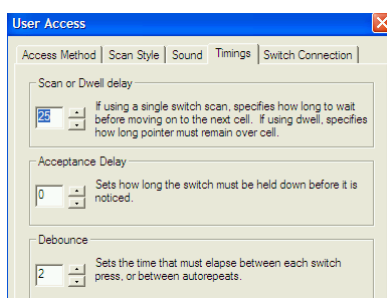
Sound

The **Select** Sound and **Scan** Sound can be set to provide auditory support if you wish.



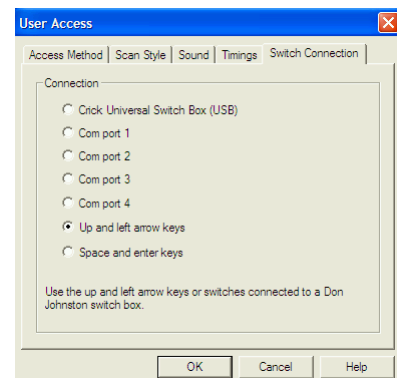
Timings

These may need to be adjusted to suit the user.



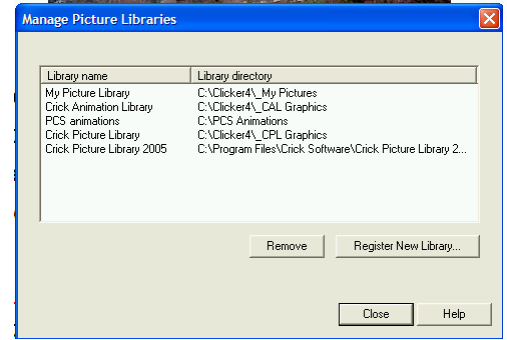
Switch Connection

There are a number of switches or keyboard keys which are supported.

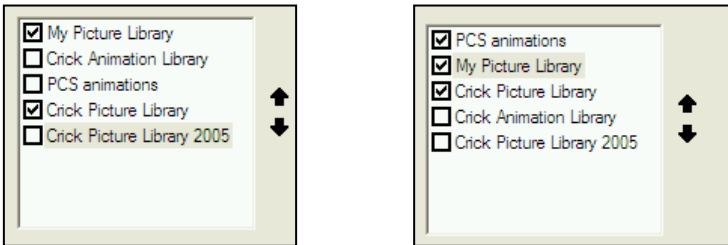


Managing Picture Libraries

Should you wish to use particular pictures or symbols you will need to add these folders to your Picture Library list in Cloze Pro. Select **Manage Picture Libraries** from the **Options** menu then **Register New Library** and you will be taken through the steps to do this. Make sure you have the folder already created and know its location before you start this process. Your new Library should now appear in the list of libraries when you choose **Pictures** in the **Activity Settings**.



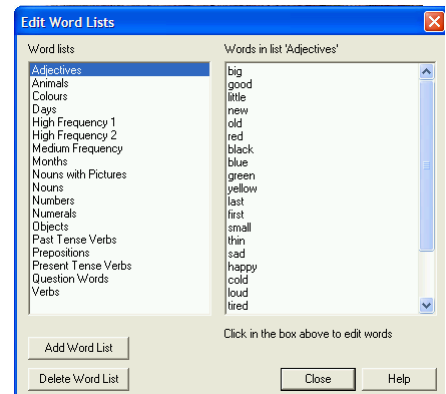
Move libraries up in priority by clicking on them and choosing the up arrow if you wish one to be selected from before another.



Editing Word lists

There are a number of word lists given with the program that words can be drawn from when setting the gaps.

You have the option to add or delete word lists as well as adding and deleting words within the given lists.



When you choose to create a different grid for each gap you will be prompted to state how many words have to be in the grid and to choose the word list you wish to use. You can select <none> and get only the correct answer, choose from those given or select one you have created.

