



Open Access Centre

Getting Started with Clarity Technical Report Writer

About the Software

Clarity Technical Report Writer software provides a comprehensive writing environment for the creation of logical, well-written technical documents. The program takes the user through the various stages of writing, with support for the following functions:

- Interactive grammar and style function
- Guide to structure and organisation
- Model writing library with explanatory notes
- User's own writer checklist
- Help on the writing process

This guide is intended to take you through how to launch the software, which has an initial logging on process; the program itself is fairly intuitive to use and can be readily understood very quickly.

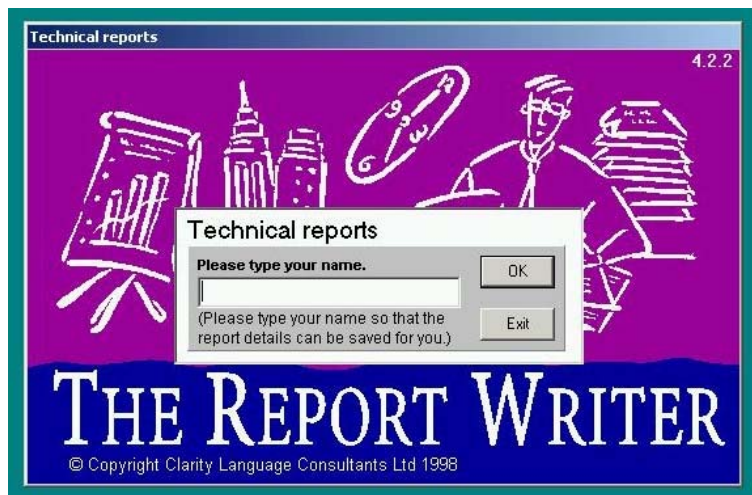
The software can be found only on **six PCs in the OAC** at present; these are the **non-Internet access PCs in Carrel A**, located opposite the Reception Desk and immediately to the left of the OAC Smart Card entry barrier.

Launching Clarity Technical Report Writer

Clarity Technical Report Writer can be launched from the Start Menu as follows. Choose:

Start -> Programs -> Language Centre -> English -> Clarity -> Technical Report Writer

You will be presented with the following splash screen:



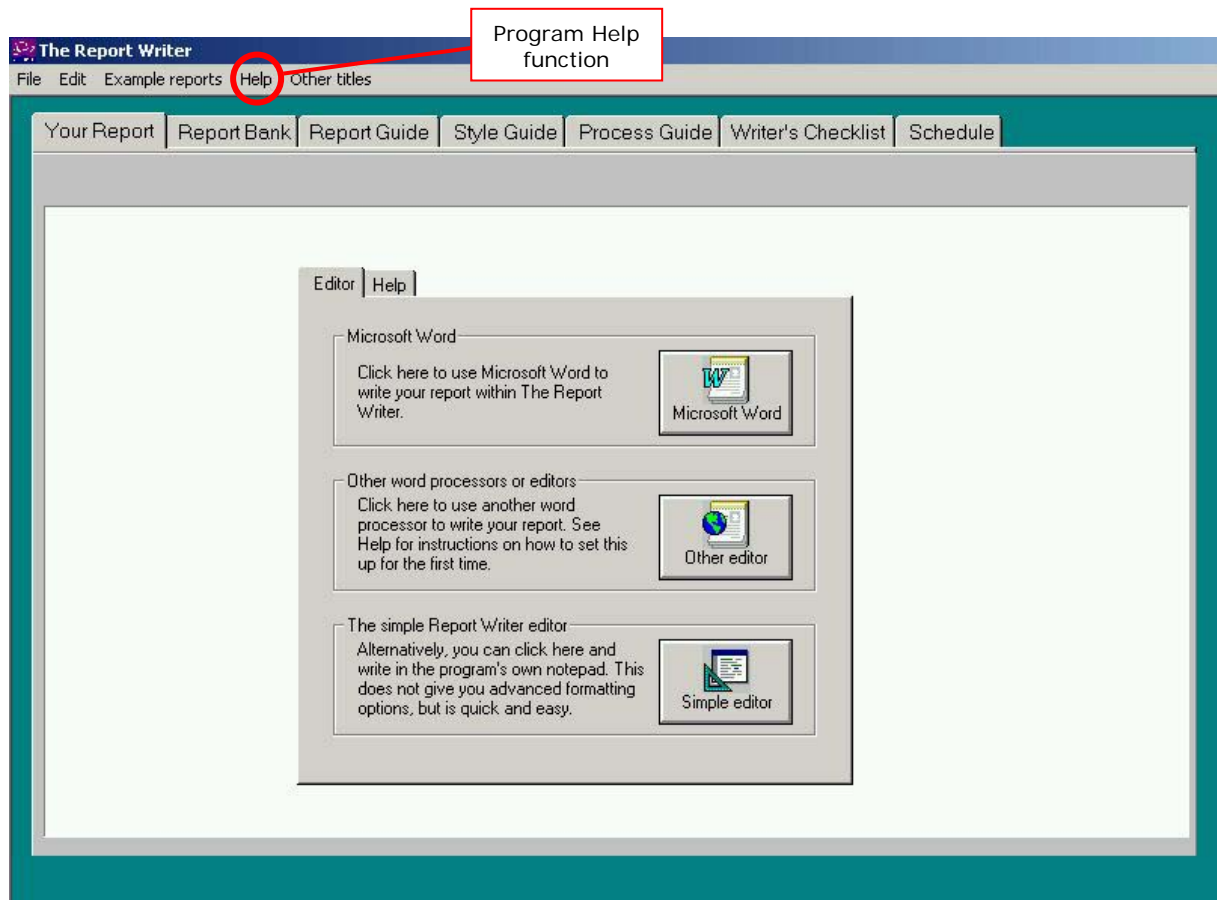
Type your user name in the login box on the splash screen as requested, and click on OK.

We recommend you type your ISS login username in the box, as you will most likely be able to remember this when/if you come to modify your report again.

You will not be prompted for any password.

The main Report Writer GUI (Graphical User interface) will

now be presented to you (see below). This guide assumes you will be using Microsoft Word to produce your technical reports; click on the Microsoft Word button.



Report Writer will now start to launch an instance of Microsoft Word (i.e. start a new document) below its tabbed interface. This process can take several seconds to finish – the hourglass will appear onscreen. Wait for Word to be launched - do not attempt to quit the program!

When Word is launched, you can use it to begin composing a new, or open an existing, technical document.

For details on how to use the various functions bulleted above, consult the program Help which you can find on Report Writer's menu as highlighted on the screenshot above.