

ClaroRead Quick Guide

To open ClaroRead Software:

- Type '*ClaroRead*' into '*Search Programs and Files*' search box to open the ClaroRead Standard Toolbar:

Claro Read Standard Toolbar

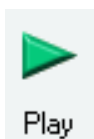


To dock the ClaroRead Standard Toolbar:

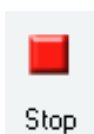
- Drag toolbar to the top of the screen
- Select Close or Undock, as required

To hear text read aloud:

- Click cursor where you want to start
- Press play button



- Text will be highlighted as it is read aloud
- Press stop button where required

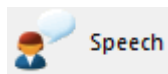


To change the voice or speed setting:

- Click on Settings icon:



- Select Speech tab:



To change voice:

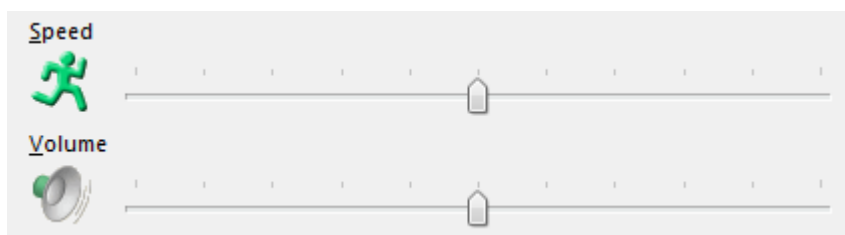
- Select a new voice from the dropdown list.

You can test the voice by clicking on the test button:



To change speed and volume:

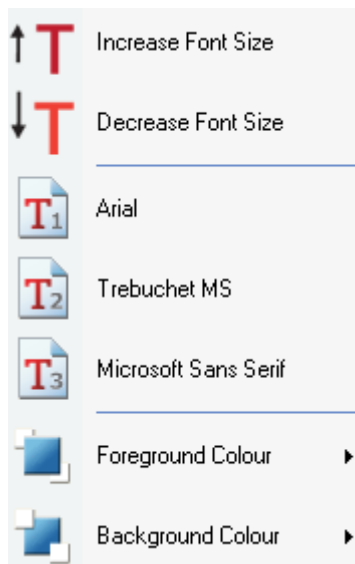
- Move slider left and right



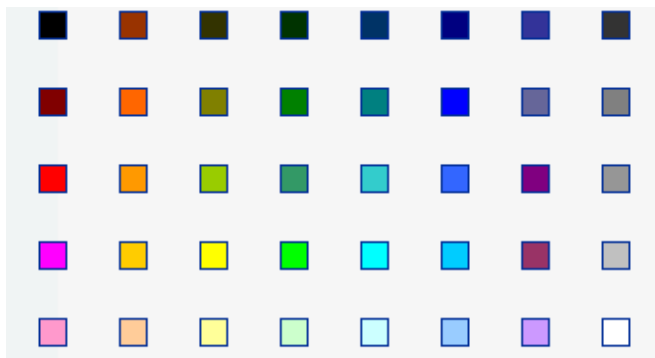
To change background colour:



- Click on drop down arrow of the Font Features icon



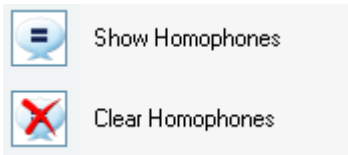
- Select background colour and choose colour from the options



To check homophones (Sound Alike Words):



- Click on drop down arrow of the Homophones icon
- Select Show Homophones



- Click Check button 
- Choose Next, Ignore All or Change

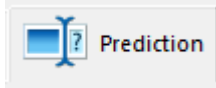
To check spelling:



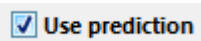
- Highlight text to spellcheck
- Click on Check icon
- Option to choose suggested spelling
- List of synonyms also provided
- Dictionary definition also provided
- Illustration of context also provided

To enable word prediction:

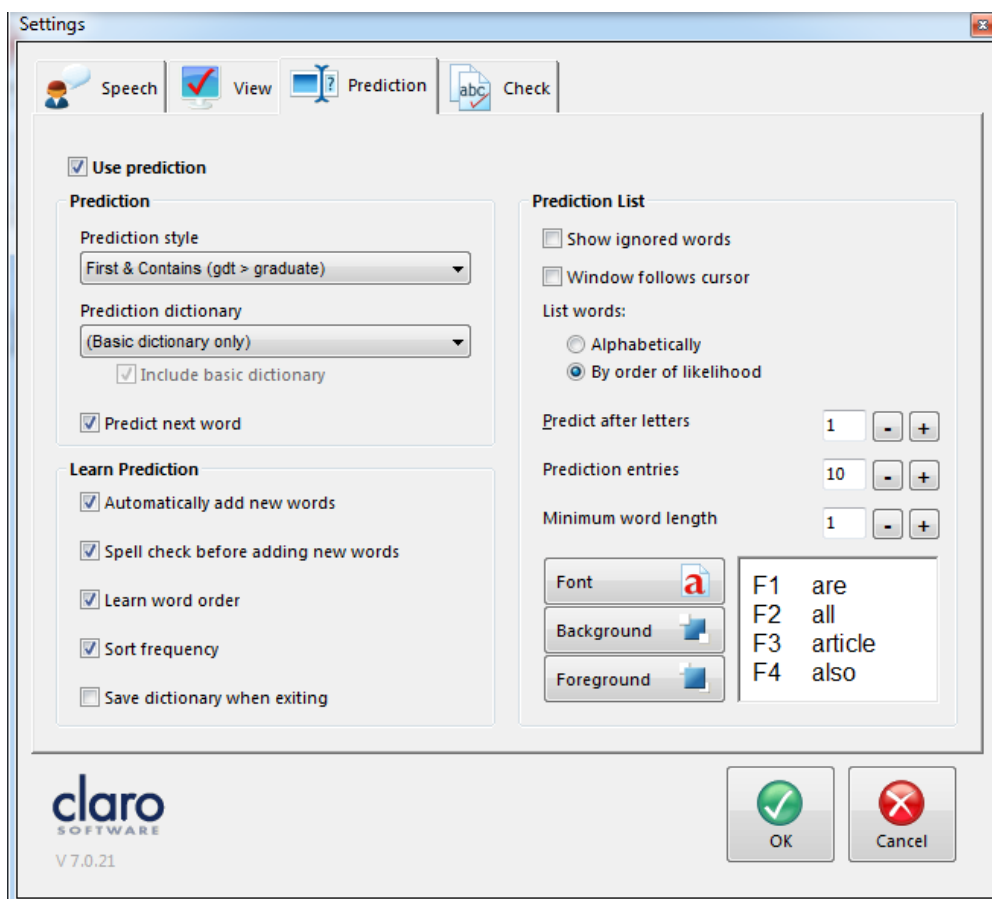
Select Predict icon



Select the *use prediction* checkbox:



Choose from 4 selection styles



Extras:



The *Extras* button provides a handy link to some additional features and the advanced settings editor:

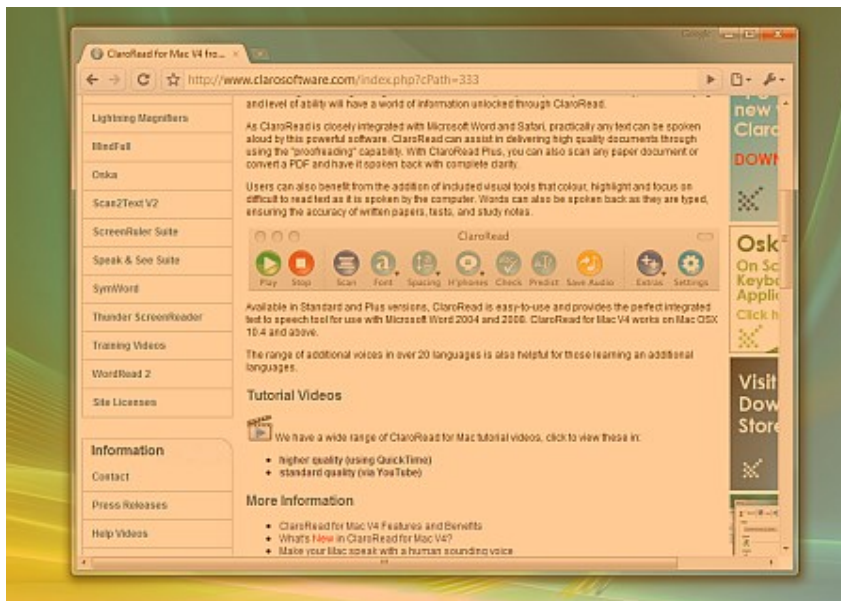
- Screen Ruler
- Claro Capture
- Speaking Calculator
- Claro Audio Note
- Claro Read Cloud
- Advanced Settings Editor

Screen Ruler



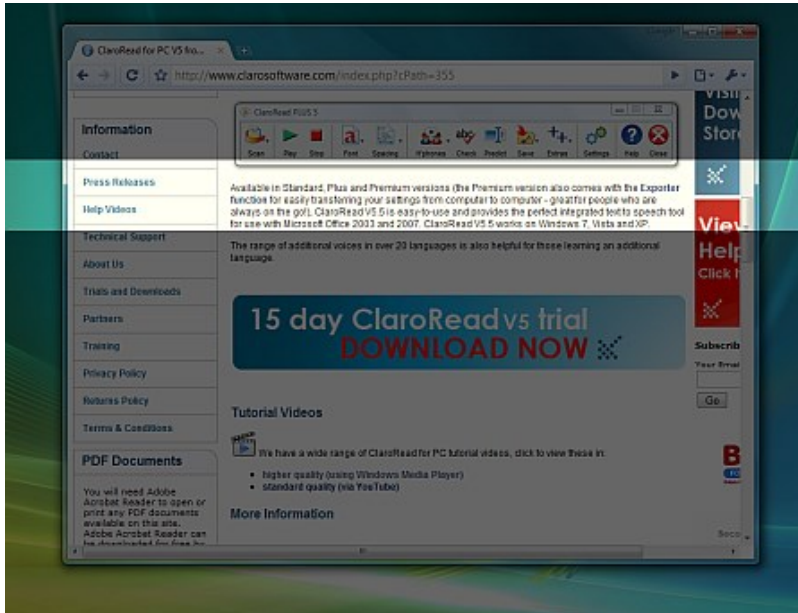
Screen tinting

ScreenRuler can provide a coloured overlay for the whole screen so everything is tinted and easier to read. You can choose any colour you like and change colour and intensity depending on the time of day, the light conditions and what you find best.



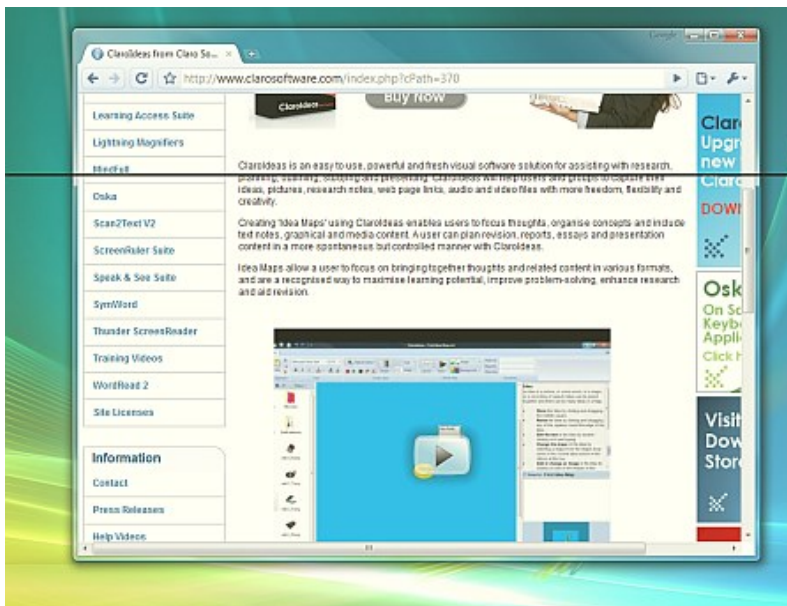
Coloured reading ruler

ScreenRuler can give you a strip or ruler across the screen. You can also make the screen outside of the strip darker to help you concentrate on the strip.



Underline

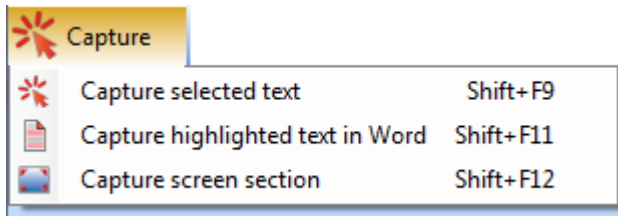
A coloured underline that goes across the screen and follows the cursor, helping you to stay on the line you're trying to read and concentrate on.



Claro Capture



Claro capture lets you copy text, or sections of a screen.



Speaking Calculator

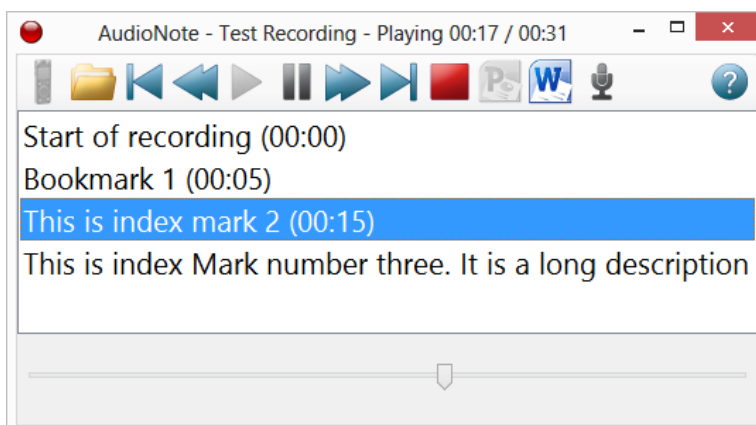


ClaroRead adds speech to the Windows Calculator. Enter the sum with the **numeric keyboard** and the figures will be echoed back to you when you press the Return key

Claro Audio Note



Claro AudioNote is a simple program that makes it easy to review your recorded lectures, add audio recordings to your lecture notes in PowerPoint, and record lectures on your laptop or tablet.



Any WAV, WMA, or MP3 audio file can be selected, but only Olympus or Conversor recordings will take advantage of any bookmarks you made.

ClaroRead Cloud



ClaroRead Cloud provides Claro text-to-speech, reading support, and document conversion (OCR) across any device - Windows machines, Macs, Android phones and tablets, iPads and iPhones, and Chromebooks.

How to access video guides:

<https://www.youtube.com/user/ClaroSoftware>