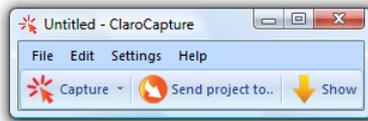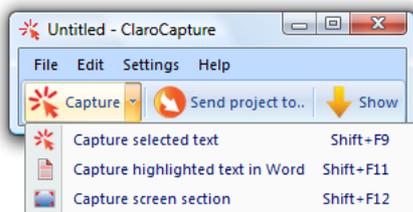# Welcome to ClaroCapture

ClaroCapture is a research tool to help users collect together text and references from a computer for use with essays, reports, etc.

The ClaroCapture Toolbar

With ClaroCapture you can capture information and export to various programs.

Capturing Information

ClaroCapture allows you to capture text, images, files and areas of the screen from your computer.

Capture selected text

Selecting this option will capture the selected text and add it to the current project. If you would like to add an image, you can drag the image into the item.

Capture highlighted text in Microsoft Word

Selecting this option will capture all of the colour highlighted text in Microsoft Word and add it to the current project.

There are two ways to collect colour highlighted text:

- Whole document: If you have no text selected, all the different colour highlighted text in the document will be captured, grouping together all text highlighted in the same colour.
- Sections: If you have a section of text selected, only the colour highlighted text within the selected section of the document will be captured. Each section of coloured text will be grouped together.

Capture screen section

Selecting this option will allow you to select an area of the screen and ClaroCapture will add this area as an image to the current project.
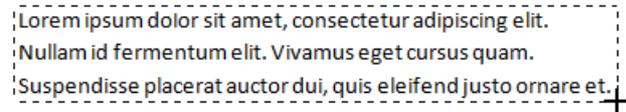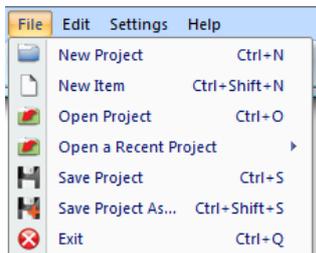
Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Nullam id fermentum elit. Vivamus eget cursus quam.
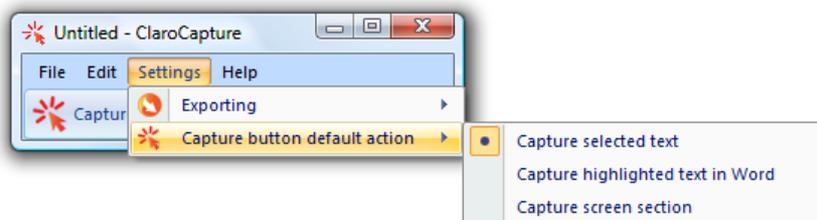Suspendisse placerat auctor dui, quis eleifend justo ornare et.

Creating new (blank) items

You can create a new blank item from the menu: File | New Item. This is useful if you want to manually drag in images, text or files (e.g. wav files).
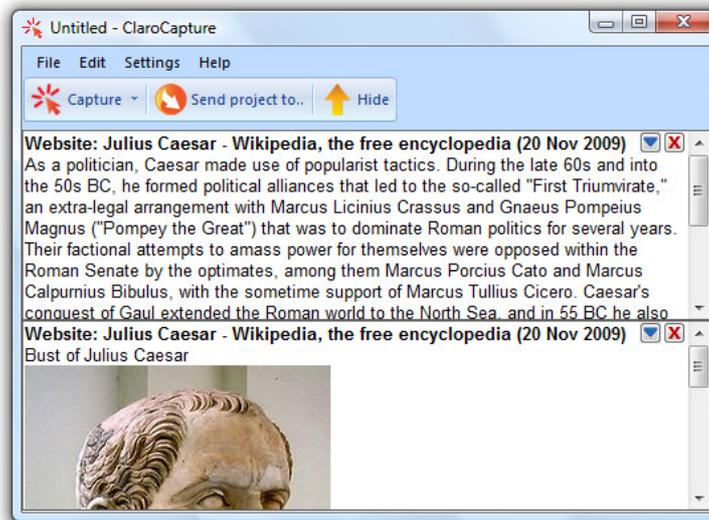

Capture Button Settings

As well as having a menu drop-down arrow, the "Capture" button also operates as a normal button. By default, clicking the Capture button will capture the selected text. However, if you would like to change what action the Capture button does, you can set this in the menu under "Settings" | "Capture button default action".
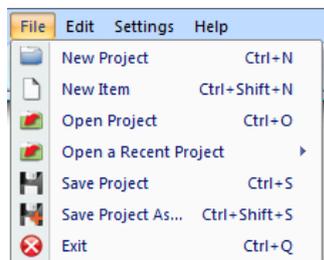
ClaroCapture Projects

Everytime you capture some text, a new item is created within the current ClaroCapture project, an example is shown below:

The project items can be shown or hidden by clicking on the Show/Hide button in the toolbar.

You can create new, open, save and rename ClaroCapture projects through the ClaroCapture menu.

New Project

This creates a new project.

Open Project

This opens a previously saved project (ccp) file.

Open a Recent Project

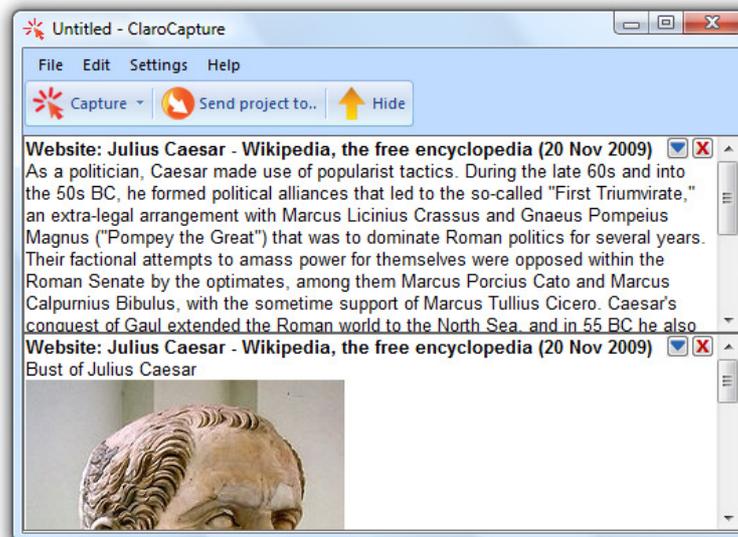This displays a list of the five most recently opened projects.

Save Project

This saves the current project as a project (ccp) file.

Save Project as..

This allows you to save the current project under a different name.

ClaroCapture Items

Everytime you capture some text, a new item is created within the current ClaroCapture project, an example is shown below:
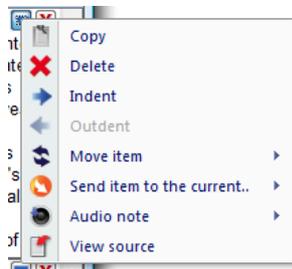

You can alter each item in the list:

Delete Button

To delete a particular entry, click on the red 'X' button in the top right of the correct entry.

More Button

Clicking on the 'More' button will give you more item specific options.

Copy Item

This copies all the text of the item.

Delete Item (Ctrl+Delete)

This deletes the current item.

Indent Item (Ctrl+Tab)

This indents the current item by one level allowing you to make an item a child of the item above it. This is used when exporting to Word or ClaroIdeas.

Outdent Item (Ctrl+Shift+Tab)

This reverses the 'Indent' action.

Move Item

This allows you to move the item around the list.

- To Top (Ctrl+Shift+Home)
- Up (Ctrl+Shift+PageUp)
- Down (Ctrl+Shift+PageDown)
- To Bottom (Ctrl+Shift+End)

Send this item to the current..

This allows you to insert the current item into the current Microsoft Word document, Microsoft Powerpoint presentation or the clipboard.

Audio Notes

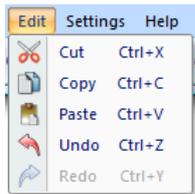This allows you to make an audio recording for the chosen item.

- Record (Ctrl+R) - starts recording the audio note from your microphone.
- Play (Ctrl+P) - plays the current audio note.
- Stop (Ctrl+Esc) - stops the audio note that is currently playing.
- Save as file - allows you to save the current audio note as a file
- Delete - deletes the current audio note

When you have an audio note recorded, the "More" button will change colour to red.

View Source (Ctrl+Enter)

If you capture text from Internet Explorer or Microsoft Word, a "Source" entry will appear at the bottom of the captured text which records the webpage's address / Word document location. Select this option if you would like to visit the webpage/document again.
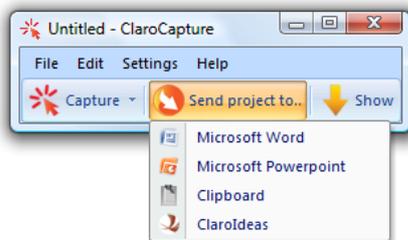
Edit Menu

The Edit menu allows you to cut, copy and paste text in ClaroCapture.

It also allows you to undo and redo actions such as adding, deleting, moving and editing items.

Exporting Projects

Send Project To..

Once you have collected together all your information you can export it into various formats using the "Send Project To.." button on the ClaroCapture toolbar.

Microsoft Word

Clicking on this button will send the contents of the current project to Microsoft Word.

Microsoft Powerpoint

Clicking on this button will send the contents of the current project to Microsoft Powerpoint.

Clipboard

Clicking on this button will copy the contents of the current project to the computer's clipboard, ready to paste into an application of your choice.

ClaroIdeas

Clicking on this button will send the contents of the current project to ClaroIdeas. This option will only be available if ClaroIdeas is installed.

Exporting Settings

Under the Settings | Exporting menu you can choose what is exported when you choose to export your project:

Export item headings

When this option is checked, each item's heading will be exported along with its content.

Create table of contents in Word

When this option is checked, a table of contents will be created when you export the project to Microsoft Word. This option is only avilable when you have "Export item headings" checked.

Create bibliography in Word

When this option is checked, each item will have a citation created for it and a bibliography of those citations will be inserted at the end of the document. This option is only available if you have Microsoft Word 2007 and above installed.

Contact Us

We would like to thank you for using ClaroCapture.

You can see more Claro Software products at www.clarosoftware.com

If you have any queries, please visit our help pages at www.help.clarodownloads.com or contact us at support@clarosoftware.com

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