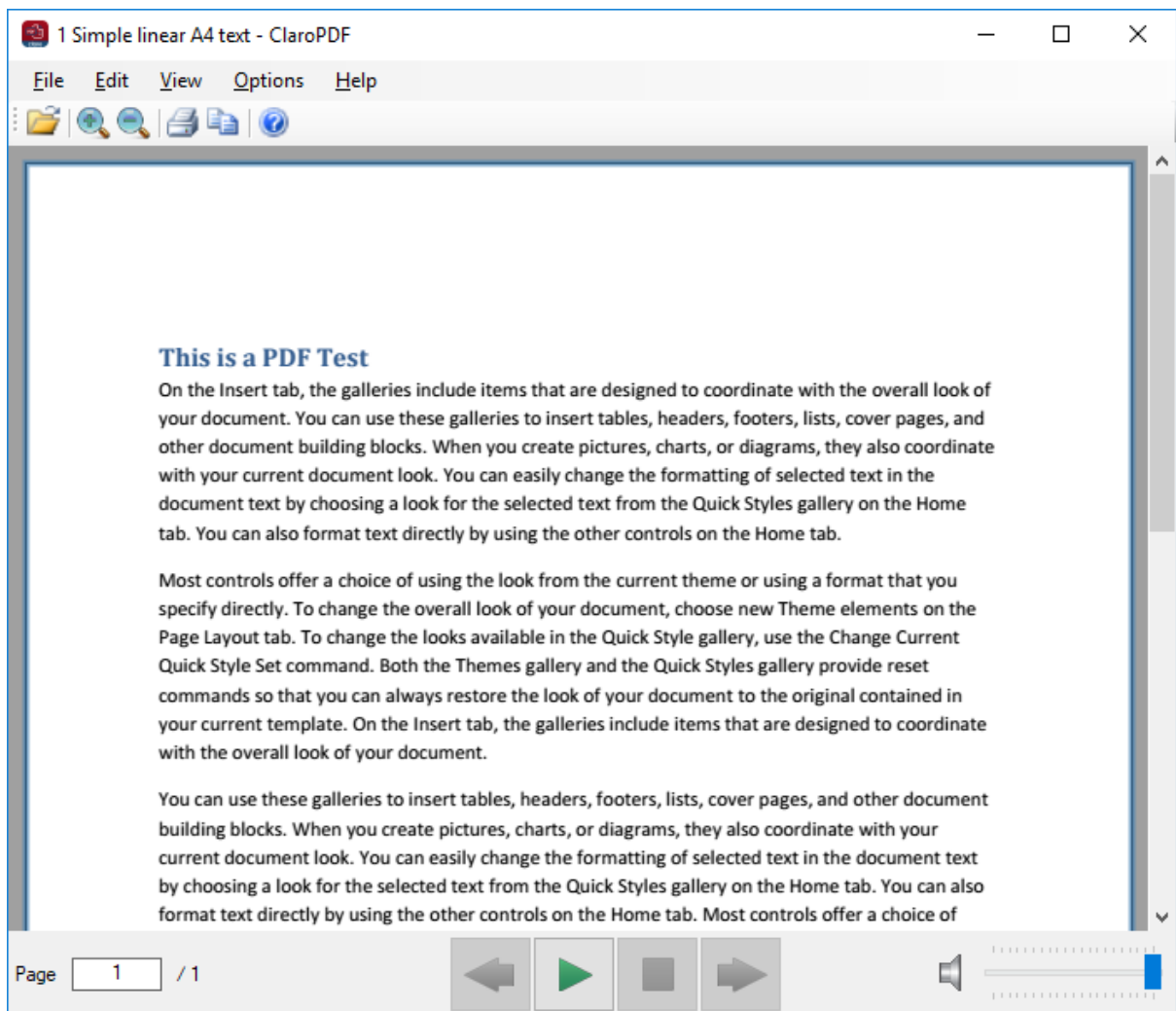


Welcome to ClaroPDF Windows

ClaroPDF Windows is a PDF reader that allows users to read PDF files or have them read aloud with the built-in screen reader.

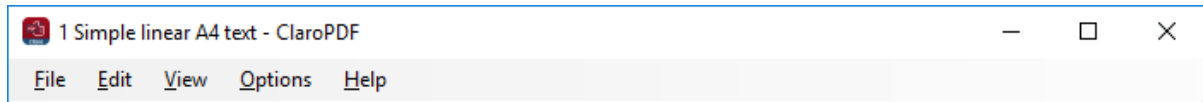
The ClaroPDF Window



With ClaroPDF you can read any PDF with highlighting to ensure maximum readability.

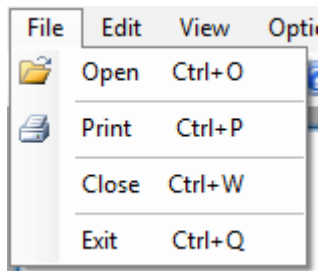
File Menu

ClaroPDF's menu bar provides some features that will be useful.

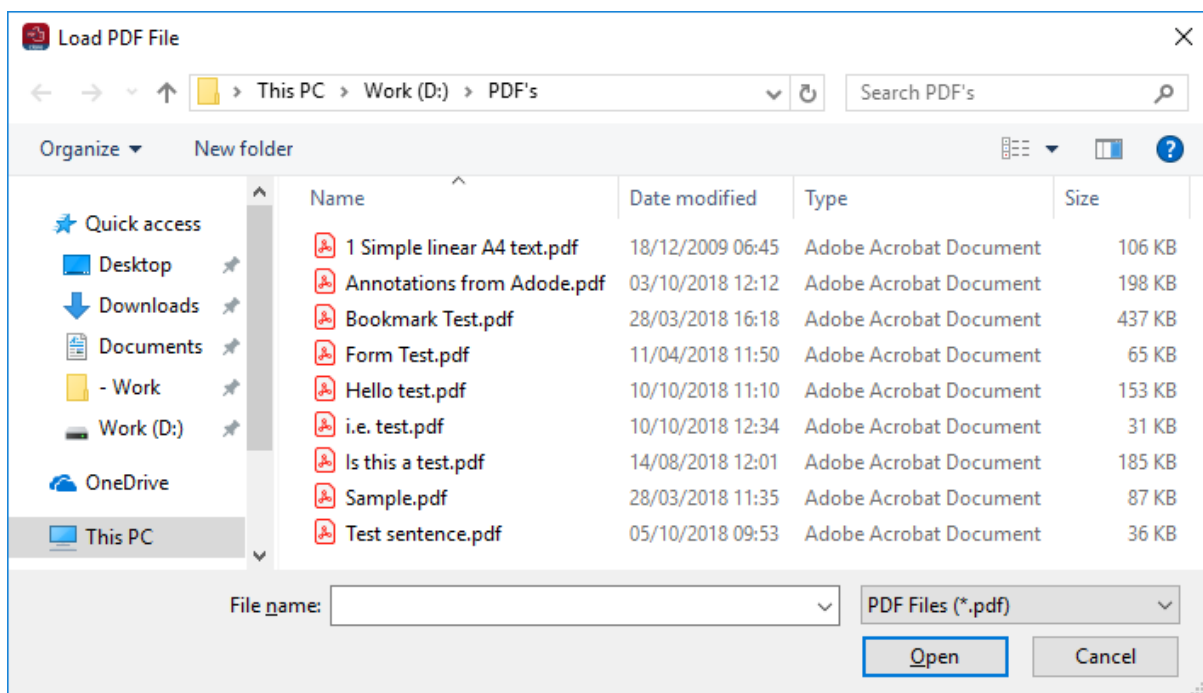


Open a Document

To open a document for reading, click on File -> Open or use the keyboard shortcut, Ctrl + O.

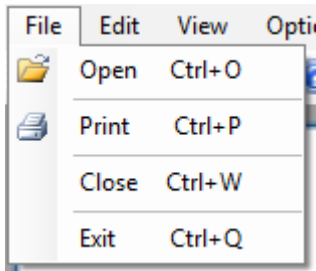


This option will bring up a file dialogue from where you can select the PDF file you wish to open in ClaroPDF. Once you have located the file, click "Open" and ClaroPDF will open the document for you, ready for reading.

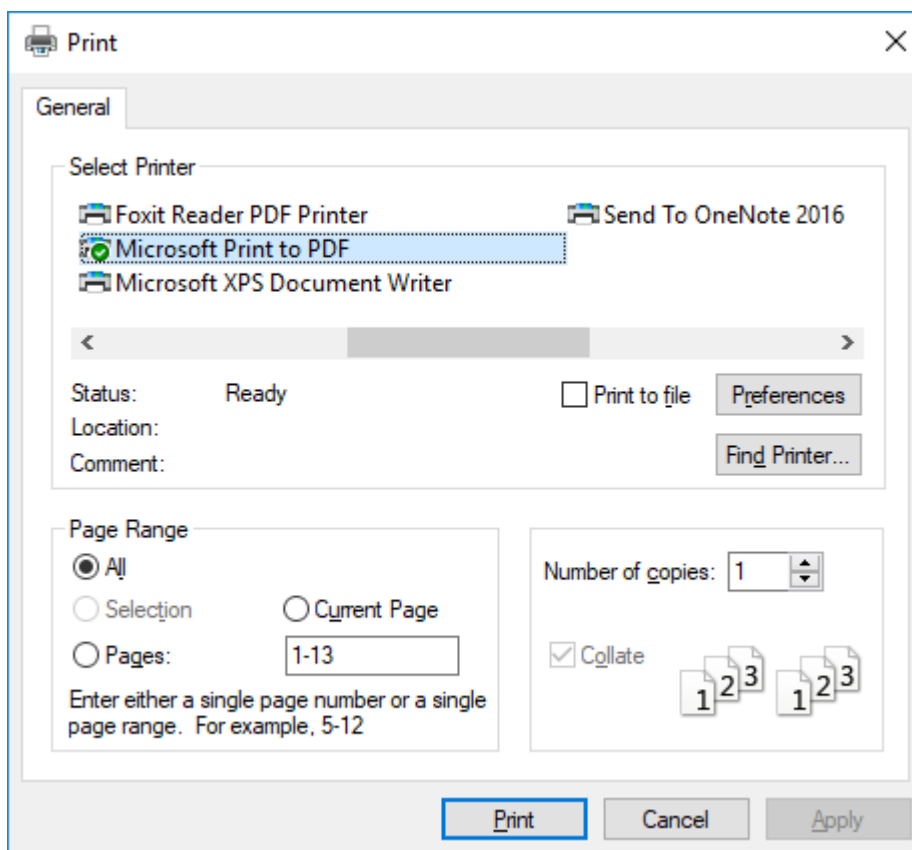


Printing a Document

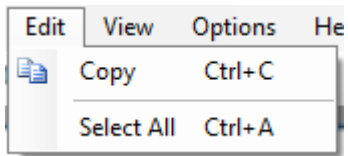
To print a document, click on File ->Print or use the keyboard shortcut Ctrl + P.



This option will bring up a print dialogue in which you can choose which device to print your PDF to. Once you have changed the appropriate settings, you can then hit the “Print” button located in the bottom-right handed corner.



Edit Menu



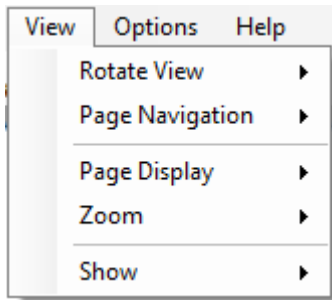
Copy Text

ClaroPDF supports copying text from PDF files. After you have highlighted a piece of text you want to copy, click Edit->Copy or use the keyboard shortcut Ctrl + C.

Select All

You can select all of the text in the PDF by clicking Edit->Select All or by using the keyboard shortcut Ctrl + A.

View Menu



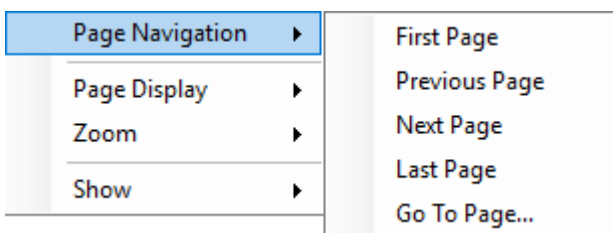
Rotate a Document

You can rotate the document within ClaroPDF by clicking on View->Rotate View->Clockwise/Counterclockwise. Clockwise will rotate the document to the right, and counter clockwise will rotate the document to the left. Each time the button is pressed it will rotate 90 degrees respectively.

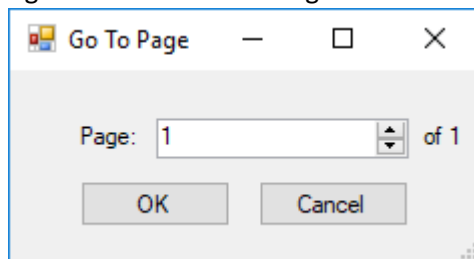


Navigating a Document

ClaroPDF supports quick navigation while viewing a PDF. You can access all of the following options by clicking on View->Page Navigation.



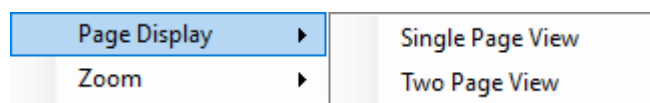
- “First Page” will take you to the first page of the document.
- “Previous Page” will take you to back one page.
- “Next Page” will take you forward one page.
- “Last Page” will take you to the last page of the document.
- “Go To Page...” will launch a dialogue:



- This dialogue will allow you to enter the page you want to jump to, once you have entered the correct page, you can either hit the Enter key to finalise your selection or hit the Escape key if you want to cancel this and go back to the PDF.

Page Display

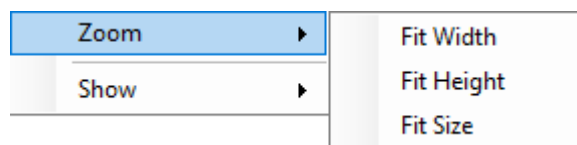
ClaroPDF allows you to view the PDF either in Single page mode or in Two page mode. You can change this by clicking View->Page Display->Single Page View/Two Page View.



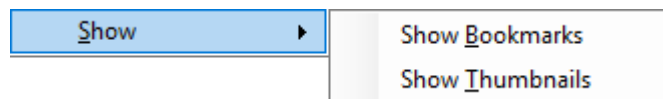
Zoom a Document

ClaroPDF allows you to change the Zoom mode depending on the width and height of the software. You can change these options by clicking View->Page Display

- “Fit Width” will make the document resize only when you increase or decrease the width of the client. The document’s width will always stretch out to fit the width of the client.
- “Fit Height” will make the document resize only when you increase or decrease the height of the client. The document’s height will always stretch out to fit the height of the client.
- “Fit Size” will make the document fit the screen at all times. With this option, resizing the client’s width and height will make a change on the view. This ensures good visibility of the document at all times, regardless of client size.



Show



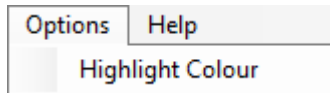
Bookmarks

ClaroPDF allows you to view bookmarks that have been embedded into a PDF. Once clicking on View->Show->Show Bookmarks you will see a panel appear to the left of the PDF.

Thumbnails

You can view the thumbnails of a PDF. This allows you to quickly look through the entire document and jump to pages through a simple click. To view the thumbnails, go to View->Show->Show Thumbnails.

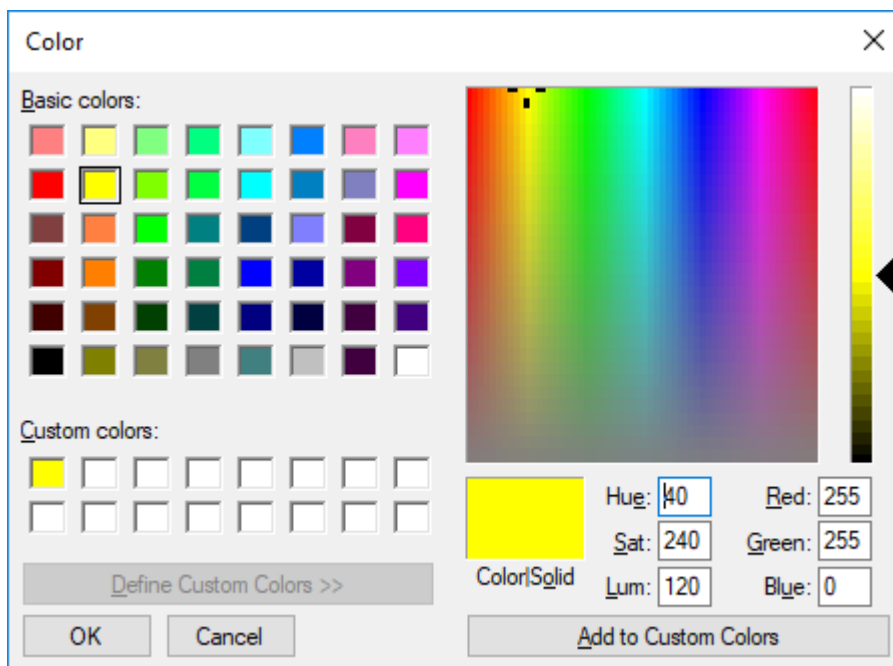
Options Menu



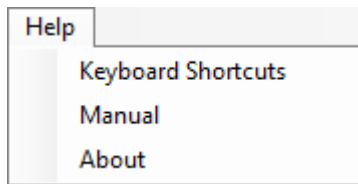
Highlight Colour

ClaroPDF allows the user to customise the highlight colour when the software is reading the text. When you click on Options->Highlight Colour, you will see the dialogue below which will allow you to select a pre-set colour or define a custom colour yourself. Once you are happy with the colour you have picked, you can press “OK” and this colour will save. The software will also remember this colour next time you open it, this way you don’t have to keep re-setting it every time you open the software.

Note: The default colour for highlighting is yellow.



Help Menu



Keyboard Shortcuts

This option will show you all the keyboard shortcuts that are available across the entire software. You can view this by clicking Help->Keyboard Shortcuts.

Manual

This option will load an external link to our website showing you the manual for this software. This option is not useful as you are currently viewing the manual. Should you need to refer to this document again, it is available for you at that option.

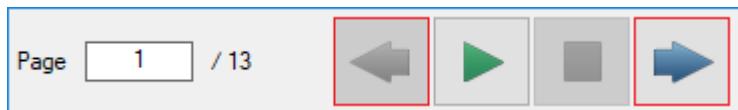
About

This option will show you details about the software and the company. You can view this by clicking Help->About.

Navigation

Buttons

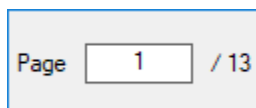
ClaroPDF makes it easy to navigate around the document.



When the user is navigating through a PDF, the left and right arrows (shown by the red border) will enable and disable. As shown in the picture, the current document is at Page 1, therefore the left arrow is disabled since you cannot go back a page.

You can press the buttons above or you can use the keyboard's arrow keys, Left/Up for previous page and Right/Down for next page.

Manual Navigation

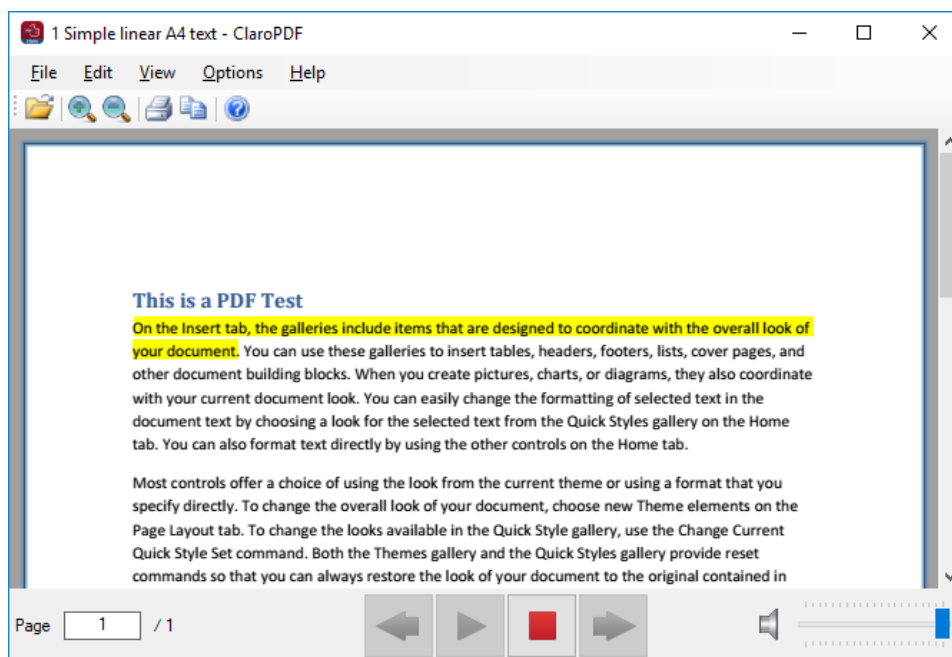


The user can also make use of this control, they can use the text box and change the value to a page number, once the number is finalised, pressing the Enter key and ClaroPDF will jump to that page.

Screen Reader

ClaroPDF has a built-in screen reader that will read aloud from a PDF file, as well as highlighting in the [colour the user choose](#).

Speaking



Play and Stop

Using the play and stop buttons you can start and stop the screen reader as required.



Alternatively, you can use Ctrl+Enter to begin playing and the Escape Key to stop playing.

Reading from a Specific Sentence

When you press play, ClaroPDF will normally begin reading from the start of your document. You can begin reading from any point in your document by clicking on the sentence you wish to start at:

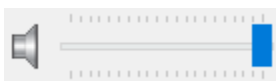
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and

Upon pressing play:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and

Volume & Rate

ClaroPDF allows you to change the reading volume. Please note: You can also change the rate of speaking using the keyboard shortcut Ctrl + Numpad 4 to decrease and Ctrl + Numpad 6 to increase rate.



Contact Us

We would like to thank you for using ClaroPDF Windows.

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

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

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