Welcome to ClaroRead

Welcome to ClaroRead. ClaroRead is designed to make it easier for you to do things with your computer by making it speak and making things easier to read. It is closely integrated with Microsoft Word to assist you as you work with text but also helps you with web pages and email and anything else you want to do.

ClaroRead adds powerful speech features which allow you to listen to any information depicted on your computer screen. It also includes many easy ways to make the text clearer and more visible. We have also included useful text checking tools, to aid you in creating the most accurate documents.

ClaroRead will work with any application or software program on your PC. The highly-visible ClaroRead toolbar can be locked in one place, docked to the top of the screen or can be left to float around the screen as suits you best.

Full ClaroRead Toolbar
ClaroRead Overview

ClaroRead provides an easily-readable floating toolbar that will lock onto any Windows software application you have open and active. You can easily add or remove buttons from this toolbar.

The speech features of ClaroRead are powerful. One of the key benefits of ClaroRead is that it can read back menus, button text and tooltips, as well as any text displayed on screen. The program will also instantly read back any text that you select using your mouse. It will also read back characters, words and sentences as they are typed.

ClaroRead is available in four versions:

- **ClaroRead SE** – simplified version of ClaroRead. This version is designed for exams so does not include proofing and scanning features.

- **ClaroRead Standard** – standard version of ClaroRead, including proofing and editing tools to help with writing.

- **ClaroRead Plus** – adds extra scanning functionality, with optical character recognition (OCR) for making accessible PDF files.

- **ClaroRead Pro** – gives you more control over the scanning process, including specialised vocabularies and output formats.

All versions of ClaroRead have the same powerful speech functions. The default toolbars are shown above – for the full set of toolbar buttons, which can be shown or hidden as required, see ClaroRead Toolbar Buttons.

This help system is for ClaroRead Standard, Plus and Pro. ClaroRead SE has its own simplified help system.
ClaroRead Toolbar Buttons

The ClaroRead Toolbar lets you use ClaroRead's powerful features at any time without getting in your way. The full toolbar contains the following buttons:

Several toolbar buttons are hidden by default. We recommend that you hide buttons that you do not use regularly, to make the toolbar smaller and less obtrusive.

You can show or hide buttons in View Settings as well as choosing from three different display styles or 'skins'.

### Play button

The **Play** button starts ClaroRead speaking:

- To read **Microsoft Word** documents click your mouse pointer to where you want to start reading from. Click the **Play** button to start to read the document from the cursor onwards. See Making Word Documents Speak.

- To read **web pages in Internet Explorer** click your mouse pointer to where you want to start reading from. Click the **Play** button to start to read the document from there onwards. See Making Web Pages Speak.

- To read **PDF files in Adobe Reader** click your mouse pointer to where you want to start reading from. Click the **Play** button to start to read the document from there onwards. See Making PDF Files Speak.

- Otherwise ClaroRead will read **whatever is in the clipboard**, so just select text, copy, and click **Play** to hear it. See Making Other Programs Speak. In fact, **ClaroRead will speak whatever you select with the mouse** so you can read back emails or PDF files without even having to press Play!

See Speech Features.

### Stop button

Click the **Stop** button to halt ClaroRead speaking. You can also click the mouse (anywhere, it does not matter) or press the Control or F8 keys to stop ClaroRead speaking.
**Dictate button**

If you have Dragon NaturallySpeaking installed, you can use the Dictate button to turn Dragon's microphone on or off. See Dictate Features.

_This button is hidden by default._

**Font button**

The Font button allows you to quickly change the font of a whole Microsoft Word document to one of three more readable and popular fonts; Comic Sans MS, Trebuchet MS, Microsoft Sans Serif. You can easily increase or decrease the font size of the whole document or just select portions of the document. You can also change the colour of the complete document, or portions of its text. See Font Features.

_This button is hidden by default._

**Spacing button**

The Spacing button allows you to quickly change the spacing between text characters, lines and paragraphs in a Microsoft Word document. See Spacing Features.

_This button appears with the Font button and is hidden by default._

**Homophones button**

When working in Microsoft Word, click your mouse pointer somewhere within the paragraph you would like to check for homophones. Click the Homophone button to highlight all the homophones in the paragraph. Homophones are words that sound alike but are different in spelling, meaning or origin. An example of a pair of homophones is *blew* and *blue*. See Homophone Features.

**Check button**

ClaroRead contains an integrated word- and document-checking feature. We have concentrated on bringing together the Word spell checker, thesaurus and a separate homophone checker into one simple Check button. See Check Features.

**Predict button**

The Predict button enables word prediction, which can be a very useful tool for certain writing styles. The ClaroRead word prediction feature contains the most frequently-used English words. You can also train prediction to use your own vocabulary either from a document or learning from your typing. See Word Prediction Feature.

_This button is hidden by default._
**Save button**

You can convert the text in the current Microsoft Word document or anything you copy into the clipboard (e.g. from a web page) into an audio file or a video file to save on your computer. Click the **Save** button in Microsoft Word and the current document will be saved, or select text and copy it to the clipboard for any other source of text. See [Save Feature](#).

**Extras button**

This provides a handy link to start other selected software programs. See [ClaroRead Extras](#).

**Scan button (ClaroRead Plus and Pro only)**

The **Scan** button is only available in the ClaroRead Plus and Pro editions. It contains the following scanning options:

- **Scan from Paper** – scan printed paper documents (books, newspapers, handouts) with a standard scanner and automatically convert them into Microsoft Word text or PDF files, using the powerful OmniPage Optical Character Recognition (OCR) technology. The text can then be read back by ClaroRead.

- **Scan from PDF/File** – scan a wide range of files into Word or save them as accessible PDFs. Supported file types include inaccessible PDFs and images.

- **Scan from screen** – capture text directly from your screen and read it aloud.

See [Scanning Features](#).

**Scan Screen button (ClaroRead SE and Standard)**

The **Scan Screen** function is available on all versions of ClaroRead, either directly on the toolbar (ClaroRead SE and Standard) or under the Scan button (ClaroRead Plus and Pro). It lets you capture text directly from your screen and reads it aloud. See [Scanning Features](#).

**Settings button**

The **Settings** button opens the Setting dialog that lets you change all the main ClaroRead options and settings, including Speech, View, Prediction, Check and Scan (Plus and Pro versions only). See [ClaroRead Settings](#).

**Help button**

Click the **Help** button to open the ClaroRead help system.
**Undock button**

When the ClaroRead toolbar is docked to the top of your screen, click the **Undock** button to return it to its floating state. See [Moving and Docking the ClaroRead Toolbar](#).

**Close button**

Click the **Close** button to close ClaroRead completely.

Note that you can hide the ClaroRead toolbar temporarily using the minimise button, Pause key, or System Tray icon. See [Minimise or hide the toolbar](#).
Moving and Docking the ClaroRead Toolbar

Floating Toolbar

By default the ClaroRead Toolbar behaves like a normal window, which floats on top of your desktop so you can always use it no matter what you are doing. You can use the title bar to drag the toolbar to a suitable place on your desktop.

The toolbar behaves like this when the "Lock toolbar to active window" check box is unchecked in View Settings.

Lock Toolbar to Active Window

You can lock the ClaroRead Toolbar to the currently active window. The toolbar will move automatically as you switch between different applications, always locked to the top right of the active application's window.

To enable this behaviour, select the "Lock toolbar to active window" check box in View Settings.

When using this mode, we recommend that you make the ClaroRead Toolbar as small as possible so that it does not block your application's menu or toolbar. The above example shows the toolbar set to medium size with captions turned off.
Dock toolbar to the top of the screen

If the ClaroRead Toolbar is floating, you can dock it to make a toolbar all across the top of your desktop. Click the toolbar title bar and drag it to the top of the screen. Release the toolbar and it locks itself to the top of the screen. When docked, the toolbar always remains in the same place, where it will not obscure your applications' buttons or menus.

Click the Undock button and the toolbar will return to its normal floating state.

Minimise or hide the toolbar

You can hide the ClaroRead Toolbar completely by minimising or hiding the toolbar. Many of the speech and prediction features will still work, such as speaking when you select with the mouse or hovering over web pages.

The simplest way to do this is to tap the Pause key, which will make the toolbar appear and disappear. You can also minimise using the normal minimise button on the floating toolbar:

ClaroRead will still be running, and confirmation of this is the small ClaroRead icon sitting in the System Tray near to your clock, usually on the bottom right hand of your PC screen:

This icon gives you another way to show or hide the toolbar. If you left-click on the ClaroRead icon, the toolbar will appear. If you right-click on the icon the toolbar will disappear. If you double-right-click on the ClaroRead icon then ClaroRead will close (exit).
Speech Features

ClaroRead's ability to make the computer talk is one of its key innovative features. ClaroRead uses high-quality synthesised voices, such as RealSpeak or Vocalizer voices from Nuance (formerly Scansoft). ClaroRead will also work with any other text to speech synthesiser voices that may be installed on your computer so long as they comply with the SAPI5 standard.

The Play button or the F7 key start speech in Word or Internet Explorer or Adobe Reader. They also start speech from the clipboard. Other speech is activated by mouse actions or key presses.

With ClaroRead you have the following extensive range of speech facilities:

- Make Microsoft Word documents speak by simply clicking the cursor at the point you want to start, and clicking Play. The text will also be highlighted as it is spoken back. See Making Word Documents Speak.
- Make Web pages speak by hovering your mouse or simply pressing the Play Button [or F7]. See Making Web Pages Speak.
- Make Adobe Reader PDF files speak by clicking the cursor at the point you want to start, and clicking Play. The text will be highlighted as it is spoken back. See Making PDF Files Speak.
- Make any other program speak by selecting with the mouse. Great for proofing any text from word processors and listening to your e-mails. See Making Other Programs Speak.
- Echo back letters, words or sentences as you type them. Great for positive confirmation that you have typed what you wanted to!
- Speak words by hovering the mouse over them.
- Echo back words and phrases dictated into any text processor or email application using Dragon NaturallySpeaking Preferred or Professional Versions speech recognition software. This increases your confidence that the speech recognition has recognised what you said, or draws your attention to words for later correction. See Echoing Dragon Voice Input.
- Make audio and video files from Word documents or web pages for listening to or watching later on your PC, phone or media player. You can also transfer the audio/video files from your computer to a portable device (using separate portable audio player software). See Save Feature.
- Read out calculations using the Claro Speaking Calculator application. See ClaroRead Extras.
- Read out words and their definitions using ClaroRead dictionary tooltips. See Dictionary Tooltip.
At any time you can stop the computer talking by pressing either the Control or F8 key or by clicking the mouse button.

ClaroRead’s speech is highly configurable. See Speech Settings and Advanced Speech Settings.

**Making Word Documents Speak**

**Using Play**

Open Microsoft Word and open the Word document you would like to have spoken or type some text of your own.

Click your mouse in the document to place the caret where you want to start speaking.

Press the green Play button on the toolbar or press the F7 key. The text will be spoken back to you and highlighted as it is spoken.

**Using Control and Hover**

In the Speech Settings checking the "Speak word on Ctrl + Hover" box will enable you hear one particular word spoken at a time. Hover your mouse over a word and hold down the Control key.

**Speaking selected text with the mouse**

Select some text with the mouse to make it all speak without highlighting. This is good for speaking a particular bit of text or a textbox. See Speech Settings.

**Play On**

If you hold the Control key when you click the Play button, or when you press F7, ClaroRead will read in Play On mode. ClaroRead will keep reading until you click the Stop button or press F8. You can switch to other windows and leave ClaroRead reading in the background, or even edit your Word document as ClaroRead read it aloud.
Stop After Every Sentence

In the Speech Settings checking the "Stop after sentence" box will set ClaroRead to read only one sentence at a time. After each sentence ClaroRead will stop. To read the next sentence press the Play button again. This is helpful when you want to review a document one sentence at a time.

If you do not have "Stop after sentence" checked, you can also make ClaroRead read only the next sentence and stop by holding down the Shift key when you press F7 or by holding down the Shift key when you click the Play button.

Using the Arrow (Cursor) Keys

ClaroRead can speak text under the cursor when you move around in any text area, including Microsoft Word, using the up/down/left/right arrows on your keyboard (instead of your mouse). Turn this on by checking "Cursor moves" in the Advanced Speech Settings.

When moving using the up or down arrows, ClaroRead will speak the full line of text. In this way, you can have a document spoken to you line by line, by using the down arrow key.

Pressing the Control key and left or right arrow will speak a word at a time. Pressing the left or right arrow will speak a character at a time.

Pressing the Control key and the up and down arrows will jump a paragraph at a time and speak each paragraph out.
Making Web Pages Speak

ClaroRead allows most web pages to be spoken back easily.

Google Chrome

The ClaroRead Chrome Extension reads out web pages, PDFs and Google Docs. This extension is installed by default with ClaroRead. If it is not installed, find it in the Chrome Web Store. See the ClaroRead Chrome Extension User Guide.

Pointing the mouse

You can make hyperlinks and object and pictures and text in web pages speak in the web browser by just "hovering the mouse" over what you want spoken. See Advanced Speech Settings.

Speaking selected text with the mouse

Select some text with the mouse to make it all speak without highlighting. This is good for speaking a particular bit of text. See Advanced Speech Settings.

Using Play (Internet Explorer)

If you click the green Play button or press F7, the web page will be spoken from "top to bottom" in an order that is related to the way the web page is built.

If you click your mouse in a paragraph that you would like to have spoken back it will be highlighted.

Clicking Play or pressing F7 will now start speaking, and the first sentence will highlight in your chosen colour. ClaroRead will carry on reading the web page until you click Stop or press F8 or Control.

Making PDF Files Speak

PDF files in Adobe Reader or Acrobat Reader DC work like Microsoft Word documents. You can select text to hear a particular passage, press Control and hover to hear a particular word, and click Play to read back a whole document with highlighting just like Word. You cannot cursor around PDF files, however.

However, PDF files are very complex, so this can sometimes cause problems for ClaroRead (and all assistive technology). See Making Accessible PDF files.
Making Other Programs Speak

ClaroRead makes almost every program speak. Use one of the following techniques.

**Speak when Mouse Selects**

ClaroRead will speak back any text that you select with your mouse. To do this, select or block some text with your mouse:

The text will be spoken back immediately once you let go of your mouse.

If you don't want the text to be spoken when you select, you can turn it off in the **Advanced Speech Settings**.

**Speak the Clipboard**

If you click Play or press F7 when you are not in Internet Explorer, or Microsoft Word, or Adobe Reader, then ClaroRead simply reads what is in the Windows Clipboard.

So you can always select some text in a program and Copy it (usually in an Edit menu or by pressing Control and C) and then click Play or press F7 in ClaroRead.

As usual, to stop the speech click Stop or press F8.

**Speak on Ctrl + Hover**

Checking "Speak on Ctrl + hover" in **Speech Settings** will let you hold down the Control key and point at any word on the screen. ClaroRead will then speak it out.
Dictate Features

*Turn on the Dictate button in the View Settings to use it.*

If you have Dragon NaturallySpeaking installed, you can use the ClaroRead toolbar’s Dictate button to control Dragon’s microphone.

The Dictate button changes to reflect the current status of Dragon’s microphone:

- **Microphone Off**
  - Click Dictate to turn on Dragon’s microphone.

- **Microphone On**
  - Click Dictate to turn off Dragon’s microphone.

- **Microphone Asleep**
  - Click Dictate to turn off Dragon’s microphone.

**Echoing Dragon Voice Input**

You can also set ClaroRead to echo back each word or phrase that Dragon recognises. This helps provide user confidence, as well as accuracy of dictation, by confirming that the Dragon software has recognised your speech. If your speech has not been recognised correctly, the echo helps to draw your attention to the misrecognition.

See [Advanced Speech Settings](#).
Font Features

*Turn on the Font button in the View Settings to use it.*

When working in Microsoft Word, ClaroRead allows you to modify the font size. Within Microsoft Word, ClaroRead can also modify the font type and colour of the whole document very easily. Ensure that the mouse is clicked somewhere within the document you want to change, and the Font button becomes active. Clicking the Font Button brings up the following menu:

![Font Menu](image)

You can **increase or decrease** the font size of the document by clicking Increase Font or Decrease Font by two points at a time. This will go down to 8 points minimum and to over 100 points maximum.

You can **change the font** of the whole Word document to one of three highly-readable fonts by clicking on the font name. It is possible to modify the three fonts using the Advanced Settings Editor.

You can **change the colour** of the text and/or background of the whole Word document from a colour palette by clicking on Foreground Colour or Background Colour. This changes the background colour setting in Windows so it also applies to other places, like Notepad.
Spacing Features

*Turn on the Spacing button in the View Settings to use it.*

Changing spacing and text width can make text easier to read. Pressing the Spacing button when working in Microsoft Word will bring up the following menu:

- **Change Character Spacing** will expand the spacing by 1 point, then 2 points, and then 3 points. If clicked again it will return to normal spacing.

- **Change Line Spacing** will change the line spacing from 1 line, to 1.5 lines, to 2 lines, and then back to 1 line. This example shows line spacing set at 2 lines, and character spacing at 3 points.

- **Change Paragraph Spacing** changes the number of points (space) after the end of each paragraph to either zero points, 6 points, 12, 18, 24 points, and then back to zero points.

- **Change Text Width** changes the width of the text or creates columns, making it easier to read each line.
Homophone Features

Clicking the Homophone button when you are working in Microsoft Word produces a pull down menu selection.

Click the mouse pointer in a paragraph that you would like to check for homophones, or select some text with the mouse. Click **Show Homophones** or press F10 and all the homophones in that paragraph or in the selected text will be highlighted. Homophones are words that are pronounced alike even if they differ in spelling or meaning, such as "pair" and "pear". ClaroRead highlights this by indicating the homophones as blue, but you can change this colour in the Homophone Settings.

You can prevent a homophone from being shown in the Homophone Settings. You can further edit the homophones identified by ClaroRead in the Homophones Tab of the Advanced Settings Editor. You can edit the default list of homophones to add your own or even add confusable words that you have difficulty spelling and want to be able to highlight.

When you have shown homophones then click the mouse pointer in a homophone and click the Check button. Check opens with the Homophone tab. You can then step through all the homophones in your paragraph or selected text with the Next, Ignore All or Change buttons. This allows you to check homophones on more than just a word at a time. See the Check Features for more.

To remove your highlighted homophones click on **Clear Homophones** or press F11.
Check Features

ClaroRead provides a single Check button which will check text for spelling, offer meanings, dictionary definitions, alternatives and identify homophones with their meanings.

How to use

First, select the text you want to spellcheck with the mouse so it is highlighted. You can select text in any application, for example a web browser like Internet Explorer or an email program like Outlook.

Second, click the Check button on the ClaroRead toolbar. If any spelling errors are detected then the Check dialog will appear:
1. The word currently being corrected is shown in the "Word" box.

2. Suggested alternative spellings are given in the "Suggestions" list. Click on any of these alternatives - the top one is automatically selected for you. This will update the rest of the dialog.

3. Below the "Suggestions" list of alternatives is a "Synonyms" list. This is a list of other words meaning the same thing as the currently-selected alternative.

4. To the right is a dictionary definition of the currently-selected alternative.

5. If there is a picture associated with the currently-selected alternative this will be shown to the right of the "Suggestions" list.

6. The selected text is shown with the currently-selected alternative in bold in the "Context" box at the bottom right. This shows you how the alternative will look in the original text.

7. At the bottom-right the "Lookup" button that will look up the currently-selected alternative on the Internet for you so you can find out more about it.

8. At the bottom-left of the window is the syllabification of the word.

You can point the mouse at any of the words or sentences and hear them spoken so you can decide which is the right word to use. If you find this too talkative then you can turn this on or off with the mute button at the top:

You can also make this dialog simpler by hiding the definitions, context and lookup button by clicking on the arrow to open and close the right-hand-side of the dialog. This just leaves you with the "Suggestions" and "Synonyms".

Clicking Change will change the word in your selection and go on to the next misspelled word. When you have gone through all the misspellings then the dialog will close and your changes will be pasted back into the program to replace the text you selected. If this does not work for any reason then do not worry: your corrected text is safely in the clipboard, so you can just paste it manually. If you want to revert your changes then click Edit and Undo (or press Control and Z) to reverse all the changes you made in your selection.
Note that this feature requires Microsoft Word to be installed. Any version of Microsoft Word will work, but with later versions you will find that the spellcheck correctly identifies more errors, especially incorrectly-used homophones - different words with different spellings that sound alike, such as “their” and “there” in our example:
Additional features in Microsoft Word

In Microsoft Word you have some more options for spellcheck. Instead of selecting a range of text you can just put the cursor (caret) in a word and click Check. This will bring up any available information on the word, including homophone information and meanings. Up to three tabs are shown:

- **The Spelling** tab appears if Microsoft Word identifies the word as being misspelled. Suggestions are shown as normal. Click Change or Close when you've made your decision.

- **The Homophones** tab appears if the word is a homophone - a word that sounds just like another different word, like "there" and "their". You can select different homophones and change the word. If you have highlighted homophones in the current paragraph using the Homophones button then you can also perform a Homophone Check by clicking the Next button and you will step through all the identified homophones. This is useful if you know homophones are a problem for you and you want to check a whole section. See [Homophone Features](#) for more information.

Note that if Word identifies a homophone as a spelling error - when Word notices that you have used the wrong homophone - then it will be shown in the Spelling tab, not the Homophone tab. If Word has identified the wrong homophone then Word is probably correct, so it is simpler for you to see the suggested, correct homophone than all the options. For example, if you use "there" instead of "their" then it does not help you to see that "they're" is a third homophone - only "their" will be suggested.

- **The Meanings** tab shows more information on the word, including more alternatives you might want to use.

Selecting a range of text works just like everywhere else. If you select a range of text and click Check you will only get the spellcheck function for that range, just like before.

Finally, you can also spellcheck the whole Word document. Bring up the Spelling dialog by clicking in a word and then clicking the Spellcheck All button. You will be taken through the spelling errors in the whole current Word document.
Dictionary Tooltip

ClaroRead provides you with a speaking dictionary tooltip that gives you a spoken definition for any word in any program.

Hold down Control and point at a single word with the mouse. The dictionary tooltip appears:

![Example dictionary tooltip](image)

You will hear the word you selected spoken aloud so long as you have Speak when Mouse Selects turned on. The definition is shown and you can hear it by pointing the mouse at it, or select parts of it. The syllabification of the word is also shown, at the top of the tooltip.

You can look up the word on the Internet by clicking the Lookup button at the top-right.

You can click on a word in the definition and it in turn will be defined.

The dictionary tooltip will stay visible until you click the Close button. You can also drag the dictionary tooltip around. You may want the dictionary tooltip to stay in one place: if so, uncheck the "Tooltip follows cursor" checkbox in the Check Settings tab. If you want to turn off the dictionary tooltip then uncheck "Use dictionary tooltip" on the same tab.

Note that to save space the dictionary tooltip is limited to three lines of definition text: use the scroll bar at the right to see the bottom for very long definitions.

Translations

Multi-lingual versions of ClaroRead allow you to access translations as well as definitions using the same dictionary tooltip.

You will have two ClaroRead flags, one for your language, and one for English. The dictionary tooltip responds differently depending on the selected flag.

- With your language flag selected, when you control-and-hover over a word in your language then you will get a definition for it also in your language (e.g. a Swedish definition of a Swedish word.)

- With the English language flag selected, when you control-and-hover over a word in English or select a single word in English then you will get a definition for it also in your language (e.g. a Swedish definition of an English word.)

- With the English language flag selected, when you select English text then you will get a translation of that phrase or sentence into your language. This will only work if you are online. You must select more than one word.

You can always hear the translated text in the dictionary tooltip by hovering your mouse over it. The voice used will be the voice you use when you select your own language flag.
Word Prediction Feature

ClaroRead contains a powerful word prediction feature, which can be helpful for your personal problem words, new vocabulary, poor spellers, foreign-language speakers, and people with problems using a keyboard.

The words that appear depend on your selected prediction dictionary. You can choose subject-specific dictionaries, like Accountancy or Biology, use a small prediction dictionary of common English words, use your own prediction dictionary, or use a large English dictionary of 100,000 words. See Prediction Settings for how to choose a prediction dictionary and the Advanced Settings Editor for how to create your own dictionaries.

Turning On the Word Prediction Feature

Word Prediction is turned off by default when ClaroRead is first installed. To turn on the word prediction feature, click the Settings button on the ClaroRead toolbar, go to the Prediction settings tab, and check "Use Prediction":

This turns prediction on or off permanently. You can also place a Prediction button on the ClaroRead toolbar – see View Settings. This Prediction button turns prediction on or off while ClaroRead is running, but ClaroRead will revert to the setting on the Prediction settings tab when it restarts.

Using Word Prediction

When Prediction is turned on, the Prediction List will automatically appear by your cursor as you type.

To select one of the predicted words in the Prediction List, press the relevant function key (F1 to F5) or mouse-click on the chosen word from the list. The word will then be completed. Prediction List entries after the fifth must be selected with the mouse.

If the mouse is hovered over any of the words in the list, ClaroRead will speak the word. This helps you to choose the word you want to use.

You can see more matching words by clicking on the down arrow at the bottom-right. This will bring up some more suggestions.
Configuring the Prediction List

You can stop the Prediction List following the caret as you type and instead stay at a fixed position. Turn Prediction on, and start typing until the Prediction List appears. Right-click on the Prediction List. Uncheck "Window follows cursor" and you will then be able to drag the prediction window around.

You can also change the prediction style by right-clicking and selecting one of the four styles: Completion (the default), Phonetic (match by sounds), First & Contains (match first letter and other letters somewhere), or Contains Anywhere (match letters anywhere). See Prediction Settings for more detail.

There are many other settings for Word Prediction, including learning words as you type and how what you type is matched against the prediction dictionary: see Prediction Settings and the Advanced Settings Editor.

Using F1-F5 in Other Programs

If ClaroRead is using F1, F2, F3, F4 and F5 for prediction, you cannot use them in other programs, for example to bring up Help. If you want to bypass Word Prediction and send the function key to the current program, press F6 first and then your choice of F1 to F5. This will then be sent to the program.
Save Feature

Normally ClaroRead simply speaks. But you can also choose to save the speech instead for listening to later. Click the Save button on the ClaroRead toolbar to show the output formats available.

You can save text to an audio or video file or send text to iTunes. Which is available depends on the local machine and the version of ClaroRead.

Save Text to Audio Files

ClaroRead lets you save the text in Microsoft Word documents, Adobe PDF files, and text from any application selected and copied to the Windows clipboard to audio (sound) files. The Save to Audio file formats are MP3, Windows Media Audio (.wma), Wave files (.wav) and Ogg Vorbis (.ogg). Wave files are bigger but play on more devices and computers.

Saving to an audio file can be a slow process on very long documents. There is a progress bar showing how much of the conversion is completed.

The voice used for saving to an audio file is the same voice for speaking, selected in the Speech Settings.

To save text to an audio file

For Microsoft Word documents or Adobe Reader PDF files: Open the Word document or PDF file you want to save as an audio file.

For web pages and other text: Go to the web page you want to convert to an audio file, or open the application to view the text. Select the text you want to have saved with the mouse. Copy this text to the Windows Clipboard (click Copy, which is normally in the Edit menu, or press the Control key and the letter C at the same time.) You can check this text has copied by opening Notepad and selecting Paste from the Edit menu.

Next, on the ClaroRead toolbar, click on the Save button and choose Save to Audio or open ClaroRead Settings and click the Save as Audio File button:

Finally, the following Save File dialog box will appear. Please give the file a name, and choose where you would like to it. Click Save.

You can then open this file with your PC Media Player or transfer it to a portable audio player, using your player's software or suitable other software.
Save Text to Video Files

ClaroRead allows you to save text to a video file if you have installed Save to Video. This allows you to watch the text a sentence at a time as it is spoken aloud.

To save to a video file:

**For Word documents**: Open the Word document you want to convert to a video file.

**For web pages and other texts**: Go to the web page you want to convert to a video file. Select the text you want to have saved with the mouse. Click Copy, which is normally in the Edit menu, or press the Ctrl key and the letter C at the same time. The text will be copied to the Windows clipboard. You cannot see this.

Then, on the ClaroRead toolbar, click on the Save button and choose Save to Video.

The Save to Video application will now open. You can view the text which will be saved and choose the video format, font style/colour, background colour and border colour from here. More information can be found in the Save to Video help file.

Once you have set the video output to what you require, click on the Create button and the following Save File dialog box will appear. Please give the file a name, and choose the location on your PC where you would like to save the file.
Send Text to Apple iTunes

You need to have iTunes installed and working on your machine. If it is, then the Save button gives you a Send to iTunes option when you click on it.

If you are in Microsoft Word or Adobe Reader then the current document will be used - or a selection of it if you have selected some text in the document.

You are then presented with the Send to iTunes dialog, which asks you for the Track Name (the title of this particular document) the Album name (the subject of the document) and the Artist name (you, usually).

The text is converted to audio and sent to iTunes, which will convert it into the same format specified for ripping audio CDs (e.g. AAC, MP3 etc.)

You can then find your saved audio files easily. Each document is a Track. They are grouped into Albums by subject. And all your saved audio is under your own name. This makes it easy to organise, and of course all the tracks will be copied to your iPod.
ClaroRead Extras

The Extras button provides a handy link to selected other software programs. If you have any of the following programs installed, they will appear in the list.

ScreenRuler

ScreenRuler places a tinted strip (‘ruler’) or a solid line across the screen that moves with your pointer and helps you to focus on the current line or paragraph. You can configure the strip’s colour as well as tinting the screen outside it. For example, many users find a pale ruler on a darkened screen helpful.

More about ScreenRuler

ClaroView

ClaroView provides a tinted overlay for your whole screen, which may make it easier to read than the usual black-on-white text. You can choose colour and intensity to match lighting conditions, the time of day, or simply your own preference.

More about ClaroView

ClaroCapture

ClaroCapture is a study skills tool that lets you capture text and images from different locations into one “ClaroCapture project”. This allows you to gather information in preparation for writing documents such as essays or reports.

More about ClaroCapture

ClaroIdeas

ClaroIdeas is a mind mapping and idea capture program that helps with research, planning, outlining, studying and presenting. It helps users and groups to capture their ideas, pictures, research notes, web page links, audio and video files with more freedom, flexibility and creativity.

More about ClaroIdeas

Claro AudioNote

Claro AudioNote lets you record lectures and audio notes into Word documents and PowerPoint presentations, and play back your own recordings with index marks.

More about Claro AudioNote
**Claro BookReader**

Claro BookReader is a self-contained PDF reader that reads PDFs aloud using high-quality synthesised speech with synchronised highlighting. You can change background colours to make your PDFs easier to read, as well as adding your own highlighting and annotations.

See [More about Claro BookReader](#).

**ClaroPDF**

ClaroPDF is a simple cross-platform PDF reader that, like Claro BookReader, reads PDFs aloud using high-quality synthesised speech with synchronised highlighting. You can add highlighting and save PDFs that are then fully compatible with Adobe Reader and other popular PDF applications.

Unlike Claro BookReader, you cannot change background colours or add complex annotations.

See [More about ClaroPDF](#).

**Speaking Calculator**

The Claro Speaking Calculator is a simple calculator that speaks each number or operation as you click its buttons (or use your keyboard), and then speaks the result when you click Equals (or press Enter). It includes a Repeat button that reads out the previous calculation in its entirety.

See [More about Claro Speaking Calculator](#).

**Auto Converter**

The Auto Converter makes accessible Word, PDF, or plain text versions of documents or images that you save or copy into a monitored folder.

See [Auto Converter](#).

**Batch Audio Converter**

The Batch Audio Converter makes audio files from every Word or PDF document in a specified folder.

See [Batch Audio Converter](#).

**Advanced Settings Editor**

The Advanced Settings Editor contains additional configuration options including spelling, homophone, and prediction functions.

See [Advanced Settings Editor](#).
**Claro Software Website**

Sign in to the Claro Software website to download extra software, install more voices, or to access our online services and apps.

[Sign in to the Claro Software website](#)

**Auto Converter**

The Auto Converter makes accessible Word, PDF, or plain text versions of documents or images that you save or copy into a monitored folder.

Supported input file types include .pdf, .gif, .tif, .jpg, .bmp, .png, .kes, .epub, .docx, .doc, .rtf, and .s2t

To configure and start the Auto Converter:

1. Run the Auto Converter from either the Extras button on the ClaroRead toolbar, or the Claro Software folder in your Start menu.

2. In the Auto Converter window, click ![Folder] and specify a folder to monitor.
   
   Note that you can click ![Folder] to open the folder and check its current contents.

3. Select the check boxes for the required output file types.

4. Click OK.

   The Auto Converter minimises to the Windows System Tray and attempts to convert any input files that you save or copy to its monitored folder. Once processed, input file names are suffixed with [ORIG] and output files are suffixed with [PDF], [WORD], or [TEXT].
**Batch Audio Converter**

The Batch Audio Converter makes audio files from every document in a specified folder, just as if you had used ClaroRead to read each document aloud.

Supported input file types include .pdf (accessible only), .docx, .doc, .odt, .rtf, .txt, and .htm. You must have Microsoft Word 2013 or later installed.

To run the Batch Audio Converter:

1. Run the Batch Audio Converter from either the Extras button on the ClaroRead toolbar, or the Claro Software folder in your Start menu.

2. Select the folder that you want to convert and click OK.

3. In the Batch Audio Converter window, select the voice that you want to use and the speed that you want your text to be read.

4. Select the required output format.

5. Click OK.

The Batch Audio Converter attempts to process any documents in the specified folder, saving its output audio files to the same folder. You may be prompted to confirm certain steps, for example Word converting PDFs into editable Word documents.

When conversion is complete, a message appears confirming the number of files that have been converted.

6. Click OK to close the message.
Scanning Features

About scanning

All versions of ClaroRead allow you to capture or scan text from the screen and speak it back.

ClaroRead Plus and Pro also include the option to scan documents into Microsoft Word or Adobe Reader PDF files. All these scan options use the powerful OmniPage Optical Character Recognition (OCR) technology. This allows anything you can see (paper, PDF file, image file) to be turned into text that can be read by ClaroRead.

You can scan paper with a scanner. This is a hardware device. You have to set up the scanner, then you can scan newspapers, books or anything else.

You can also scan files. You may need to do this because you cannot make it read in ClaroRead. This usually means you have an Adobe PDF file that you can see on the screen but cannot make read. The technical reason for this is that although you can see it, the text in the file is a graphic picture of text, like a photograph of a piece of paper, not the actual words and letters, so ClaroRead cannot read it (no other program can either!) These are called inaccessible PDF files. You need to scan the file, which through OCR will make the text into actual words and letters, and you can then read it back.

You may also find that PDF files that can be read out in ClaroRead will read out much better if you scan them and then save them as PDF. This is because the ClaroRead process is optimised to produce readable PDF files.

ClaroRead can scan a wide range of files, including .pdf, .gif, .tif, .jpg, .bmp, .png, .kes, .epub, .docx, .doc, .rtf, and .s2t

For much more on PDFs see Making Accessible PDF files. For more on Scan settings see Scan Settings (Plus and Pro Only).

Finally, you can also capture text from the screen. This lets ClaroRead speak and extract text you can see but not "get at" - in an image on a web page, for example.
Scanning into Word, or scanning to a file

When you scan with ClaroRead you can send the output to the currently-open Word document or saving the output as a file - typically a PDF file, but also a Word or RTF file for later editing.

If you are in Word when you start scanning the text will be placed in the Word document at the caret position. If you are not in Word then you will be prompted to save the output to a file, and you can choose the output format (PDF, RTF, image...). You can also have the saved file opened instantly if you want - see Scan Settings (Plus and Pro Only). If you have Preview or Proofing turned on you can also choose between Word or file in the Preview or Proofing window.

There are advantages to each:

• If you scan and send to Word this scanned text is also now editable, so you can cut, paste or copy the text into new documents within Microsoft Word or into other suitable software.

• If you scan and save as a PDF file you can have an exact copy of the original file that reads and highlights.

Plus and Pro

ClaroRead Plus has a convenient and fast scanning process. If you start it when you are in Microsoft Word then what you scan will be inserted into the Word document. If you don't you can save it as a Word document, PDF file or an image or text file. You can also turn on a Preview window that lets you select the reading order of the document and delete pages from it before you scan it.

ClaroRead Pro has a more powerful scanning process, including an extra Proofing window that lets you correct any mistakes in the scanning, and many more output options including eBooks, password protection and other features.
Scan from paper

You need to ensure your scanner is correctly setup before scanning for the first time. See Scan Settings (Plus and Pro Only).

If you are currently working in Microsoft Word, ClaroRead scans straight into Word at the position of your cursor. If you are working elsewhere, a file save prompt will appear asking you to save the result as a file.

In ClaroRead Plus or Pro, click the Scan button on the ClaroRead Toolbar. The following menu appears:

Click Scan from Paper to start your scanner operating.

See also Preview (Plus and Pro Editions) and Proofing (ClaroRead Pro only).

Scanning more than one page

If you have a multiple-page scanner, then ClaroRead will take as many pages as the scanner sends.

But whether a multiple- or single-page scanner, after scanning has finished then you will be prompted to add more pages:

If you are done adding pages then click "Stop Loading Pages." If you want to add more pages then put the new page(s) in the scanner and click "Add More Pages" to scan the new page(s).
**Scan from PDF/File** *(Converting an image or PDF file to text)*

This is useful for inaccessible PDF files that cannot be read back in Adobe Reader, ClaroRead or Accessible PDF, or files you want to edit in Word or convert to audio.

If you are currently working in Microsoft Word, ClaroRead scans straight into Word at the position of your cursor. If you are working elsewhere, a file save prompt will appear asking you to save the result as a file.

In ClaroRead Plus or Pro, click the **Scan** button on the ClaroRead Toolbar. The following menu appears:

![Scan menu screenshot](image)

Click **Scan from PDF/Image**. A file selection dialogue will open:

![File selection dialogue](image)

Select a file and click **Open** to start the scanning process. This is the same as scanning a document in from a scanner.

See also **Preview (Plus and Pro Editions)** and **Proofing (ClaroRead Pro only)**.
Scan from screen (speak some text on the screen and copy it into the clipboard)

This is useful if you have some text on the screen and you can't access it - an inaccessible part of a web page, or a program that does not let you copy text, or an image - but you can see it.

In ClaroRead Plus or Pro, click the Scan button on the ClaroRead Toolbar. The following menu appears:

Click Scan from Screen.

In ClaroRead SE and Standard, the Scan from Screen button is directly on the ClaroRead Toolbar, that is, there is no menu with additional scan options.

The screen will now “freeze” and wait for you to select the section you want to scan. The mouse pointer will become a cross-hair: use it the mouse to click-and-drag around the text you want. You can press the Escape key if you have changed your mind and want to go back to normal.

When you release the mouse the area is scanned and the text put in the clipboard for you. It will be read automatically if you have Speak on Mouse Select turned on in the Advanced Speech settings. You can also Paste it into Microsoft Word to read it with highlighting.

Try to make the text you are scanning as large as possible on your screen to help ClaroRead recognise it correctly (computer displays are very low-resolution compared to print so it is harder to recognise text.)
**Preview (Plus and Pro Editions)**

By default ClaroRead will scan straight into Word or save to a file so you can get on and work with the text. If you want more control over scanning, such as which parts of a page are scanned, then you can use the powerful **Preview** feature.

The Preview window lets you remove parts of a document you do not want to scan and to set the reading order of the output document. The reading order is very important for PDF files. See [Making Accessible PDF files](#).

The Preview window is displayed if you check "Preview scanning image" in the Scan settings.

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**Image thumbnail view**

An **image thumbnail preview** appears at the left of the Preview window only if you have more than one page. This lets you change between pages and delete pages. It also shows the status of the page - see [Proofing (ClaroRead Pro only)](#).
The main Preview area

The main Preview area in the centre of the Preview window shows each page and what will be scanned (OCR) on each page. These are called Zones. Text zones and images that will be scanned are marked with boxes and icons:

- **Text zone to be scanned.** The text in a text zone will be OCR'd and available for reading or editing.

- **Image to be scanned.** Any text in an image zone will not be readable, because it will not be OCR'd. It will appear exactly like the original document, just as you see it here.

You can edit these Zones to control what is scanned and OCR'd. See Selecting what is going to be scanned.

The Preview toolbar

To the left of the Preview is a toolbar with many commands:

- **Select zones with the mouse**

- **Delete the selected zone.** Select areas that contain scanning errors (marks on the original paper) and useless text (repeated header and footer content) and click Delete to stop them appearing in your output.

- **Create a text zone.** Only text in a text zone will be scanned and appear in your output.

- **Create (identify) an image.** Only images in an image zone will be scanned and appear in your output.

- **Create (identify) a table.**

- **Removes a part of a zone.** Use to create irregular text zones round text that isn't in a simple rectangle.

- **Delete all zones on this page.** Useful shortcut if you want to redraw them all manually.

- **Change the reading order of the output file.** Useful if you are saving to a PDF. See Setting the reading order.

- **Zoom into the Preview.**

- **Zoom out of the Preview.**
Zoom so that the current page fits entirely into the Preview window. You can maximise the Preview window to make it bigger, or zoom in to see a section in more detail.

Undo.

Redo.

Flip the image along the vertical axis (so left goes to right and right to left).

Rotate the page anti-clockwise.

Rotate the page clockwise.

Rotate the page 180 degrees. Useful if your scanner has presented the page upside down and ClaroRead has not managed to reverse it.

Print this whole set of scanned pages. This can be handy if you want to copy pages: just scan, then print, without having to go through a document format in between.

Setting the reading order

Reading order is very important if you are producing PDF files. You can set it by clicking the Zone Order button, then clicking on each zone (image or block of text) in the Preview in order. An arrow and a number show the final order.

Deleting pages from an input document

You can remove pages from an input document. For example, you may only want to scan one chapter from a PDF file.

You do this by selecting pages in the Image Thumbnail view on the left. (The Image Thumbnail view is only shown if you have more than one page in the input document.) You can then click the Delete button to remove the selected pages.

Combining documents and adding pages

You can combine pages and documents together. This is useful if you interrupt scanning half-way through and want to add more pages, or you want to combine some image or PDF files into one PDF or Word document.

Open a file or scan a document as usual, then click the Add pages button. Select to scan a page or add a new file and the new page or file will be added to the current document.
Selecting what is going to be scanned.

ClaroRead does its best to make sense of everything on a page, so sometimes it can try to scan sections that you don't want, like marks on the page from scanning or images you don't want in the output.

The areas that are going to be scanned are called Zones. You add and delete and edit zones using the buttons on the Preview toolbar.

Example of editing Zones

ClaroRead has identified a speech bubble as an Image Zone, so it will be contained in the output document after scanning. We would rather it were a Text Zone, so we could read it back. We don't mind about losing the image.
Click on the Image Zone to select it:

Click on Delete Zone to remove the zone. It will no longer appear in the output document:
Click on Create a Text Zone, then select the area containing the text you want to scan and OCR. This text ("Get help now!") will now appear as readable text in the output document:
Proofing (ClaroRead Pro only)

The optional Proofing feature in ClaroRead Pro lets you edit the scanned document before saving it, spell check, and train the OCR process for specialised vocabulary or fonts.

You can turn on Proofing by checking the "Proofread document before saving" checkbox on the Scan tab in Settings. Then scan as normal from scanner or PDF or image. After Preview the Proofing dialog will appear, accompanied by a Proofing spellcheck window:
The Proofing spellcheck lets you jump from error to error in the document. You can close this at any time and restart it from the Tools menu.

In the centre of the window is the **Text Editor**. This shows any detected errors with a red underline, just like Microsoft Word. You can use this to correct spelling and recognition mistakes in your document. It always shows the page as in the format of the original so you can easily match up the text to the original document, but your Keep Original Format or Simplify Format setting will be preserved in the final output.

Above the Text Editor is the **Verifier**. This shows the actual original image you have scanner for where your caret is in the Text Editor. This lets you check the result of scanning (in the Text Editor) with the original image (in the Verifier window).

To the left is the **Image Thumbnail View** of all the pages in the document.

Use the Text Editor and Verifier to correct any OCR errors in your document, then click one of the buttons on the right to Send to Word or Save as File (as appropriate) when you are satisfied with the proofing.

**Image Thumbnail View**

The Image Thumbnail View shows all the pages in the document to be proofed. You can click on a page to select it. The Image Thumbnail View is not shown if your document only has one page. It also appears in the Preview view.

- ![The current selected page.](image1.png)
- Next to this is an icon showing the state of the page:
  - ![A page that has not yet been OCR'd.](image2.png) You see this on all the pages in the Preview window.
  - ![A page that has been recognised (OCR'd) but not otherwise changed by you.](image3.png)
  - ![A page that has been proofed by this dialog.](image4.png)
  - ![A page you've made changes to.](image5.png)
  - ![A page you have proofread and made changes to.](image6.png)

You can delete a page from the document by selecting it and pressing the Delete key (or right-clicking and selecting Clear from the popup context menu).

**Status bar, Ruler and Toolbars**

You can turn these on and off in the View menu. By default they are all off.

- The Formatting toolbar has Style, Font, Alignment, Bullets and Show Paragraph buttons, just like Word or WordPad. These can be used to edit the text in the proofing view so you can get the appearance of your final output just right.
The Mark text toolbar has Highlight and Strikethrough buttons, which you can use to mark up your document. It also has a Redacting tool you can use to mark sections of text that you want to appear with black rectangles overlying the text (so you can see where the text was). Highlight with the Redacting tool and click the Redact Document button, the last button on the toolbar, to redact this marked text.

The Ruler gives you the dimensions of the current page or text area. You can change among inches, centimetres, points and picas in the View menu with the Measurement units submenu.

The Status Bar shows you the position of the cursor and the language that ClaroRead believes is the writing of the text. This is useful because if it does not match the actual language of the text then the text will be incorrectly recognised and spell checked. Use the Set Language... option in the Tools menu to change the selected language.

**Views**

You can view the current page in one of three ways, selected from the Text Editor views submenu of the View menu.

- True page means the page will be displayed on the screen as it was laid out on the original paper. This is useful to identify page reading order and to make sense of the structure of a page. This is the default.

- Formatted text extracts the text content but keeps font, colour and font size so it is like editing a Word document. This may be simpler. It better represents the output of the page if you are creating a re-flowing PDF file.

- Plain text presents only the text content. This is best if you want to work with the text content only, for example if you will be converting the text to audio.

**Verifier**

In the Proofing stage you are working with what ClaroRead Pro thinks is the underlying page content. If you are scanning from a paper or an image file then this may be inaccurate - for example, you may have some damaged area of the paper that has confused ClaroRead. It might be hard to correct the text in the Proofing view if you don't have sight of the original image.

The Verifier provides you with a view of the underlying image or paper that ClaroRead is processing. This lets you check the text you have got (in the Text Editor) against what was on the original page (in the Verifier). Just turn it on in the View menu (Verifier submenu, select Show) and click anywhere in the Text Editor text. The Verifier then shows the original page at that point so you can check they match. You can zoom this original view in and out to check smaller details with the Zoom submenu.

By default the Verifier is shown at the top of the Text Editor. To make it float (follow the cursor) select Dynamic. To change what is shown in the floating Verifier select Line, Three words or One word from the Verifier submenu.
Character Map

You may have non-standard characters for your current language in your text. For example, in a maths textbook you will often have Greek characters like sigma (Σ) or pi (Π). This may confuse ClaroRead (if it is scanning English it will try to fit every letter into an English character, for example) and produce wrong results. You can solve this and improve scanning by adding these non-standard characters to the set of recognised characters by using the Character Map. Make the character set you want to use visible by selecting it in View, Character Map, Character sets. Then click on the characters to add to the recognised set of characters for your scanning. These will be used in subsequent scans and remembered, so you only have to do this once. The characters you select will be added to the document, so simply delete them.

You can also select "Edit permitted characters" in the Tools menu and add characters you want to be recognised by hand.

Character Training

You may want to correct some sections of text which have been incorrectly identified, like Greek letters used in maths or scanned text from paper. These characters or sections will be highlighted in yellow in the Text Editor. Click on the character to place the caret on it. Then select "Train character recognition" from the Tools menu. The "Train Character" window will open, showing the original text/image and what ClaroRead thinks it is. Enter the correct character or characters in the "Correct" box and click Train to correct the scanned text. These corrections will be remembered for next time.

You can review the character training by selecting "Edit character training" from the Tools menu. Select and delete any training you do not want to be saved, or right-click and edit it.

You may need to train several characters, for example where ClaroRead has incorrectly identified a single letter as several letters. Simply select all the affected letters before you click "Train character recognition" and the training and correction will be applied to all the letters.

Format

You can edit the text in the Proofing dialog, and the Format menu lets you change font, paragraph alignment, style and other text attributes. This is useful if you are planning to save the document as a PDF file and want to amend how it will look, for example using a more readable font to replace what has been used in the original scanned document. However, if you are sending the document to Word to read or edit you will probably find this easier to do there.

Note that if you are saving as PDF the original position and size of text areas will be retained. So if you make text bigger it will start to overlap and bits will be missing. If you want to edit the document you are scanning we suggest sending it to Microsoft Word to edit and correct it, rather than using the Proofing dialogue.
Proofreading

Just like Microsoft Word, the Proofing dialog will take you through all the identified spelling or OCR errors in the current document. This starts automatically when you open the Proofread dialog. You can also select Proofread from the Tools menu and the Proofreading process will re-start. You will be shown the next spelling or OCR problem and can decide whether to correct or add it, just like the spell check in Word. Changes will be remembered for future scanning sessions. When you have finished with a page or document click the Page Ready or Document Ready button and no more errors on this page will be identified. When there are no more errors in the document then the Proofread option will grey out.

You can also press F4 or select "Find next suspect" to jump straight to the next identified error in the page without opening the Proofreading process. If you want to start the Proofing process again, having previously marked pages or the whole document as done, then select Recheck Page from the Tools menu.

You can review the spellings you have added to the Proofing dictionary by selecting "Edit user dictionary" from the Tools menu. This will show a list of the words that will be recognised as correct spellings. You can delete any words that should not be there and should be marked as incorrectly-spelled.

![User Dictionary](user_dictionary.png)
Language

It is vital that ClaroRead has the language of the document correct, or it will not recognise (OCR) correctly and it will identify all the words as incorrectly-spelled. The Status Bar will show the language of the current text (where the caret is positioned). You can select text and identify the correct language by selecting the language from the Tools menu.
Making Accessible PDF files

PDF files are very common but can be very hard to use. ClaroRead Pro and Plus give you ways to make them usable and accessible.

This is a guide to making accessible PDF files with ClaroRead. For an in-depth discussion of PDF accessibility, see the [PDFs and Accessibility guide](#) on our website.

Quick approach

*This is suitable for individual users who want to make PDF files for their own use from scanning books or documents, or who have a PDF file that they need to read but is inaccessible (does not read at all or does not read very well). It works for ClaroRead Plus (versions 5.7 or later) or ClaroRead Pro.*

1. Scan using Plus or Pro.
2. Click Save As and save as a "Claro PDF" file. This will automatically be made accessible by ClaroRead.
3. Read back the PDF file by opening it with Adobe Reader and reading it with ClaroRead.
4. Keep the PDF file for future reference - much quicker than scanning it again.

You can always re-scan the PDF file with ClaroRead Plus or Pro if you want to alter its accessibility or format or convert it into Microsoft Word to edit it.

The ClaroRead scanning process is optimised to produce an accessible PDF file, so even if you can read a PDF okay but you have some problems (like jumping around the page), it may work better if you scan it and save as a PDF file again.

Advanced approach

*This is suitable for someone who wants to create a canonical, high-quality accessible PDF file, maybe for redistribution or long-term storage. It works for ClaroRead Pro, although you can still correct the reading order in the Preview window with ClaroRead Plus.*

1. Decide on your target audience. The basic split is "screenreader users and people with very low vision" versus "mouse users and people with reading problems" Or "blind" versus "dyslexic" to simplify.
   
   See the [PDFs and Accessibility guide](#) on our website for a discussion on the differences.

2. Decide how much work you want to do on the document content. Are you essentially making the existing file accessible (for a dyslexic user, for example) or are you doing more work to re-purpose the content more fundamentally (stripping out extraneous content for screenreader users, for example).

3. ClaroRead Pro settings:
   
   a. Turn on Preview and (optionally) Proofing in the [Scan Settings (Plus and Pro Only)](#).
b. Set the correct OCR language in the Scan Settings (Plus and Pro Only).

c. For "blind" users consider turning off images and simplifying format. For "dyslexic" users turn on images and use the original format.

4. Scan in from paper or file using ClaroRead Pro.

*ClaroRead Pro will attempt to determine the correct reading order in the document, and remove unwanted images.*


a. Delete superfluous content for "blind" users such as headers and footers.

b. Remove page numbers and other non-reading content for "dyslexic" users.

*ClaroRead now performs OCR, converting all inaccessible content into accessible text.*

6. Correct text content in the Proofing window. See Proofing (ClaroRead Pro only).

a. Correct spellings and incorrect OCR results.

b. Add full stops at the end of titles and other lines without punctuation.

7. Output to your desired format.

a. If you need to make major changes to the document then Send it to Word. Word is a far better editing and word processing tool than ClaroRead. If you have Word 2010 you can then save the Word document as a PDF file directly. Make sure it is tagged (Save As, PDF, Options, check "Document structure tags for accessibility"). You can also add contents and headings in Word 2010. This may be suitable for "blind" users.

b. If you're okay with the content as it stands (correct reading order, no spelling mistakes) then Save it as a File. Make sure it is at least PDF version 1.4. Do not optimize for size. Do not show background image layers.

i. If you want the output to look exactly like the original then Save it as a Claro PDF. This is the only way to make sure the output looks exactly like the original scanned PDF or book, which is very helpful for "dyslexic" users.

ii. If you want the output to be able to be reflowed and zoomed and don't mind about it looking identical to the original then Save it as "PDF - Edited" or even text. This is useful for "blind" users.

*For PDF output, accessibility information - tags - are added here.*

8. Read back with ClaroRead (Adobe Reader, Microsoft Word, or use Save to Audio or Video) or distribute the accessible file to others. Keep the file safe so you don't have to go through the preparation process again.
ClaroRead Settings

ClaroRead's Speech, View, Prediction, Check and Scan settings (ClaroRead Plus and Pro only) can all be modified from their own tabs in ClaroRead's settings. The Settings button is always present on the ClaroRead toolbar.

The Advanced Settings Editor contains additional configuration options including spelling, homophone, and prediction functions. It can be accessed through the Extras button on the ClaroRead toolbar.

Speech Settings

The main Speech settings tab allows you to choose the voice used to speak. You can also set the speed of speech and volume for this voice. ClaroRead is supplied with high quality voices, but it will also work with other SAPI5 voices installed on your computer. This will include the Microsoft system voices such as Sam or Anna. Contact Us if you would like to enquire about adding additional RealSpeak voices.

Voice

Clicking the down arrow next to the currently loaded voice will show you the range of voices available to be used with ClaroRead. Select the one you want to use and click OK.
**Speed & Volume**

Change the speed and volume by moving the slider bars left and right.

![Speed Slider]

![Volume Slider]

**Test**

When you change the voice setting you can test the new setting prior to clicking OK. Loading a new voice takes a second or two, so please be patient! After it is loaded, you can then test it. It will say "This is a test of the current voice."

**Pronounce**

The Pronounce button opens the text-to-speech pronunciation list. Whilst the voices are incredibly accurate, there are times when they don't pronounce words quite as you like. This could be, for example, names of people or place names. To make the voices pronounce things as you want just add the word to the pronunciation list with what it should sound like. Read [Text To Speech Pronounce](#) to learn more.

**Save Audio File**

Saves text to an audio file. See [Save Text to Audio Files](#).

**Advanced Speech**

Opens the [Advanced Speech Settings](#) tab.
Pause Between Words

Checking "Pause between words" will deliberately separate each word when the computer is speaking the text. This makes hearing different separate words easier. If it is not checked, the speech will flow naturally, and will take account of punctuation, certain abbreviations and other text details.

Stop after sentence

Checking "Stop after sentence" will set ClaroRead to only read one sentence at a time in Microsoft Word, Adobe Reader or Internet Explorer. To read the next sentence you will need to press the Play button again.

Speak word on Ctrl + hover

Checking the "Speak word on Ctrl + hover" box will enable you hear one particular word at a time. To hear the word, place your mouse over it and hold down the Control key. ClaroRead will then speak the word.
There are times when the text-to-speech voices don't pronounce things quite as you like. These could be, for example, names of people or place names. To make the voices pronounce things as you want just add the word to the pronunciation list with what it should sound like.

To make a pronunciation list addition, type in the word you want to change the pronunciation of in the "Word to replace" box. Pressing the Test button allows you to hear how the selected voice pronounces the word.

Type how you think the word should sound in the New Pronunciation box. You can test the new pronunciation by pressing the Test button prior to adding. You can use single words or phrases. Once you are happy that it sounds acceptable, press the Add/Replace button to add it to the pronunciation list. Whenever the original text is seen it will be pronounced according to your replacement text.

If you want to do whole-word replacement but not affect words that start with the same letters you can add a space to the "Word to replace" text box. This appears as a "#" symbol so you know it is there. You cannot type anything after the "#" symbol. For example, if your name is "Alis" and you want it to be pronounced as "Allee" but you do not want "Alison" to become "Allee-on" then add "Alis " (note the space) to the "Word to replace" box. Only "Alis" will be changed, not "Alison", and "Alis#" will be shown.
Advanced Speech Settings

The Advanced Speech settings tab allows you to control the amount and type of speech from ClaroRead and control highlighting.

The Auto-speak settings control what is spoken, and the Highlight settings control how highlighting works with Play.

Auto-speak Settings
Speak When Mouse Selects

If checked, ClaroRead will speak back anything you select with your mouse. This means that it will read virtually anything, and will be particularly effective for use on web pages and e-mails.

<table>
<thead>
<tr>
<th>Assistive Suite for Dyslexia and Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClaroRead helps PC users to create, read, view and check text. ClaroRead operates closely with Microsoft applications, especially Word. ClaroRead has high quality RealSpeak text to speech voices built in, for reading back any text on the PC.</td>
</tr>
</tbody>
</table>

Speak Under Mouse

ClaroRead can speak back any tooltips, menu items, web page links, web page text and other items on your screen when you hover the mouse over them. This can make many things accessible but can be too much speech for some people.

Checking the "All" box will make ClaroRead try to speak anything you point the mouse at in any application all the time. Checking the "IE/Firefox" box only will only speak objects under the mouse from web pages within Internet Explorer, Mozilla Firefox, Safari and Opera. This is the default.

Characters, Words and Sentences

When checked, ClaroRead will:

- Speak back each character (letter or key) after it is typed.
- Speak back each word after it is typed.
- Speak back each sentence after it is typed.

This is very useful for checking spelling and grammar during text creation and for reviewing the sentences as they are created.

Cursor Moves

When you move around the text in many text areas, including Microsoft Word, using the up/down/left/right arrows on your keyboard (instead of your mouse) you can choose whether ClaroRead speaks by checking "Cursor moves".

When moving using the up or down arrows, ClaroRead will speak the full line of text. In this way, you can have a document spoken to you line by line, by using the down arrow key.

Pressing the Control key and left or right arrow will speak the next word from where the cursor is.

Pressing the left/right arrow will speak the next character in the word.

Pressing the Control key and the up and down arrows will jump a paragraph at a time and read each paragraph out.
Echo Dragon Voice Input

If you are dictating text using Dragon NaturallySpeaking version 7 or above, ClaroRead can be set to echo back each word or phrase that Dragon recognises. This helps provide user confidence, as well as accuracy of dictation, by confirming that the Dragon software has recognised your speech. If your speech has not been recognised correctly, the echo helps to draw your attention to the misrecognition.

Wav Sounds for Letters

When checked, ClaroRead will speak the phoneme, that is, the phonetic letter sound, for each character you type instead of its letter name. For example, when you type "a", ClaroRead will say "ah" instead of "ay". Depending on your language, you may be able to select male or female phonemes.

This setting is only available if the Characters check box is checked. Phonemes are only available for certain languages. For example, only female phonemes are available for English.

Highlight Settings

When ClaroRead is speaking text from Microsoft Word documents, you can also highlight the text that is being spoken. The voice is synchronised with the highlighted word or sentence, giving greater assistance in following the text.

You can choose to highlight each word as it is spoken, with a trail, or each sentence, or each paragraph. You can also change the colour of the highlighted text and the background using the Highlight Settings part of the Advanced Speech Settings tab.

The Word with Trail option means that as each word is highlighted the previous word is left highlighted. This reduces the flickering as words are read out.

You can make the text that is not being read out "grey out" in Word instead of having the text that is being read out highlighted. You may find this less intrusive while still letting you follow the text. Check "Focus Sentence" to turn this on.
ClaroRead View Settings allows you to change the Buttons appearing on the ClaroRead Toolbar, and also change the size of the Buttons. To include a Button, click the chosen button on the View Settings Menu to make it "pushed down". To remove a Button, click the chosen button so that it appears "raised".

Note that the Font button also controls the Spacing button – they can only be shown or hidden as a pair.
You can change the size of the ClaroRead Toolbar to be small, medium or large. You can decide whether to show the text caption that describes what the button does - removing this reduces the Toolbar size further.

You can also choose to have the Toolbar "floating" so you can click the top of the Toolbar and drag it anywhere around the screen as you desire. If the Toolbar isn't floating, it will lock onto the top right of the active window in which you are working. To remove the ClaroRead Toolbar but leave ClaroRead running, see Moving and Docking the ClaroRead Toolbar.

You can also change the ClaroRead 'skin'. To choose a skin, select it from the three options available.
Prediction Settings

The Prediction tab lets you enable word prediction, select your dictionary and change how prediction works to suit you.

Use Prediction

"Use Prediction" turns prediction on or off permanently. The Prediction button on the toolbar turns it on or off temporarily.
Prediction style and dictionary

There are four prediction styles in ClaroRead selected from the "Prediction style" dropdown.

Completion (c brings up cereal)
This is a conventional word prediction style. What you type must match the word suggested.

Phonetic (k brings up capture)
This matches words that sound correct for what you type, so if you type "k" then "capture" is suggested because it starts with a "k" sound (phoneme). This is good for people who can spell phonetically but are not good with irregular English spellings.

First & Contains (gdt brings up graduate)
This matches the first letter and also other letters in the word, in order. This is good for people who usually get the first letter right but are not sure after that, but can guess or remember some letters.

Contains Anywhere (tpg brings up sporting)
This matches the letters typed anywhere in the word. It brings up the most suggestions and has the widest match. It is best used with a small prediction dictionary for very poor spellers and writers.

The prediction dictionary selected in the "Prediction dictionary" dropdown list contains the words that will appear when you type. You can choose one of the small subject-specific dictionaries, like Accountancy, and words from that dictionary will appear at the top of the list of suggestions. You can choose one of the smaller English common-word dictionaries, like 2000-word or 5000-word dictionaries. And you can select to add a large basic English dictionary of 100,000 words by checking "Include basic dictionary."

"Predict Next Word" means that ClaroRead will suggest the next word when you press space. "Predict after letters" makes ClaroRead show the prediction window only after a set number of characters, rather than just one.
Learn Prediction

There are a number of settings for adapting the selected Prediction dictionary to the words contained in the documents you have written.

You can automatically add new words to the prediction dictionary based on the words you are typing if you check "Automatically learn new words." We recommend you also check "Spell Check before adding new words" as this will avoid typing errors being entered into the dictionary.

When you have finished typing a word, or press the space bar, ClaroRead attempts to Predict the next word. If you check "Learn Word Order" then your selection will be remembered and words you select more often will move up the list.

If you check "Sort frequency" then every time you finish a word ClaroRead will increase the likelihood that it will be shown higher in the Prediction List next time.

The updated dictionary will be saved on exit from ClaroRead only if you check the "Save dictionary when exit" option. This is off by default so you do not accidentally add a word you don't want (e.g. a street address) into your prediction dictionary.
"Show ignored words" lets you choose to show and display again the "ignored" words within the Prediction List. For example, if there is a list of predicted words, e.g. cathode, cattle, catastrophe, catalogue, cattery - and you choose to display ignored words the following will happen; When you type "ca", the five words above will be displayed. However when you press the next letter normally all words that have previously been displayed will be ignored as you have already rejected them. With "show ignored words" checked the above 5 words will still be displayed if you press "t" after "ca".

"Window follows cursor" makes the prediction window appear where you type so you can see the suggestions at a glance. If you uncheck it then you can drag and place it out of the way so you can refer to the window in the same place as you need to. Right-click on the window to bring up a menu to make it visible or not visible.

"List words" lets you choose to display the predicted words either in their order of likelihood or sorted alphabetically (but only the words that are displayed are sorted.)

"Predict after letters" makes ClaroRead show the prediction window only after this number of characters, rather than just one. This reduces the activity of the prediction window and makes it less disruptive.

"Prediction entries" determines how many words are shown in the Prediction List. More words means you are more likely to see the word you want, but is also more confusing.

"Minimum word length" controls how long a word must be before it appears. If you are fine with common but short words like "the" and "and" but have problems with longer words then increase this value so that only longer, harder words are suggested.

The "Font", "Background" and "Foreground" buttons let you make the Prediction List easier to view, by changing the font size and text colour of the predicted words and the background colour of the Prediction list.
Creating your own prediction lists

You can edit and train a prediction dictionary and create a new dictionary using your own text. This is great for creating custom prediction dictionaries with your own vocabulary or words. See the Advanced Settings Editor.

Check Settings

It is possible to modify the settings for the Spelling Check and Tooltip windows in the Check settings tab.

Check Window

- You can turn on or off the Spelling and Meanings tabs in the Spelling Check window.
- You can turn on or off the **parts of speech** (verb, noun, adjective etc.) in the Spelling Check window also.
- You can turn on or off the **syllabification** of words (split down into syllables) at the bottom of the Spelling Check window.
- You can turn on or off showing pictures in the Spelling Check window.
- "Show phonetics" turns on or off showing **dynamic phonetic suggestions**. These are advanced suggestions based on letter sounds, like "bizarre" for "bzr".
Homophone Settings

Clicking the Homophone Settings button brings up the following tab:

Should you wish to ignore certain homophones from the ClaroRead homophone list then simply check the box next to the word.

Check "Check whilst typing" to show homophones as they are typed into a Microsoft Word document. A small beep will also happen when a homophone is typed.

Check "Show homophones" to show the Homophones tab in the Spelling Check window.

You can change the colour in which the homophones are shown.

You can edit the homophone list in the Advanced Settings Editor.

Toolips

ClaroRead's speaking dictionary feature makes a tooltip pop up when you select a single word with the mouse.

"Use dictionary tooltip" turns the dictionary on or off. Uncheck it if you do not want to see definitions appear when you select.

"Tooltip follows cursor" makes the tooltip appear at the location of the mouse pointer. If you uncheck this then the dictionary tooltip will stay in the same position and remain on the screen. You can then place the dictionary and use it as a simple reference when you want - it will always be in the same place.

If you have a multi-lingual version of ClaroRead then you will have a third checkbox, "Translate phrase (online)". If selected, ClaroRead will translate any text you select with the mouse and display the translation in the tooltip window. Hover over the tooltip to hear the translation read aloud.
Scan Settings (Plus and Pro Only)

This feature is only available in ClaroRead Plus and Pro.

The Scan Settings tab is shown below.

Format

When you scan a document you can choose either to keep the original format or simplify the format into a single text column. You can either have images from the original document inserted into the scanned document or discarded.
**Language for Scanning**

You can change the setting for the OCR (Optical Character Recognition). It is set to English as default. If you are scanning some French text, for example, you need to tell ClaroRead that it is going to receive some French text. Do this by selecting the language:

![Language selection dialog](img)

**Preview scanned image**

Check "Preview scanned image" on the Scan tab and next time you scan the Preview window will be opened with lots of options.

**Proofread before converting to text (ClaroRead Pro)**

After Preview you can optionally Proofread your scanned pages. This lets you correct any recognition errors or add additional specialised vocabulary. Check "Proofread before converting to text" to have the Proofread window appear next time you scan.

**View result**

If "View result" is checked, once a file has been saved it will automatically open in the default program for that file type.

**Scanner Setup Wizard**

Before you scan for the first time, you should run the Scanner Setup Wizard to ensure ClaroRead can connect to your scanner. ClaroRead supports an extensive range of scanners.
Running The Scanner Setup Wizard

The actual screens you see will be dependent on the scanners and other devices that you may have attached to your PC. The following screens show the various setup screens. The first screen asks whether you would like to download the latest scanner database. It is recommended to select No. Click Next.

When you have "No Scanner" selected, the following screen will appear, click Next.
Now there should be a list of available scanner drivers on your PC. The ones shown here are for example only. You will see different names. If there are multiple drivers for the same device it is recommended to select the TWAIN driver. Select the driver and click OK.

You should now see the selected scanner driver in the list, ensure it is selected and click Next.
Next you need to choose whether to test the scanner or not. You can select either Yes, No or Restore original settings. In most cases, you should choose the recommended option.

Click Finish to complete the Scanner Wizard.
ClaroRead should now operate with your chosen Scanner. Select **Scan from Paper** from the Scan menu. If you see the following splash screen, then the scanning feature is running.

![Scan2Text](image)

If anything goes wrong with your scanner installation then you can click the Reset button to remove all the saved ClaroRead scanner settings. Then click Run Scanner Setup Wizard to try again from the beginning.
Advanced Settings Editor

The Advanced Settings Editor allows you to alter homophones and tricky words, change advanced settings and train the prediction dictionary. It can be accessed through the Extras button on the ClaroRead toolbar.

The Advanced Settings Editor has four tabs:

**General tab**

Fonts and Background allows you to alter which fonts are displayed in the ClaroRead toolbar Font menu. You can also choose to reset the background colour on exit, so if you change the background colour to make it easier to read using the Font menu then ClaroRead will turn it back when you exit.

Speech lets you choose whether or not Internet Explorer will support click-and-play. This is when you click on a part of a web page in Internet Explorer and the black bar appears to show you where you have selected: you then press the Play button and the page will be highlighted and play through. If you uncheck this option then the bar will not be shown, Play will play only what is in the clipboard, and you are restricted to using web pages with mouse hover and mouse select.

You can import and export ClaroRead's settings using the buttons in the "Settings" section. This lets you move your prediction dictionaries, spelling corrections and all other settings from one machine to another.

Clicking the "Check for updates" button will launch Claro's update program to show you if any Claro programs have new updates available.
"Launch online support" will start the TeamViewer support program and allow Claro Software or other technical staff to connect to your machine and help you - you must be online and arrange the support beforehand.

Click the OK button to save changes.

Homophones tab

The Homophones tab allows you to view, add, edit and delete entries in the homophones and tricky words list. To view a homophone, simply click on the entry in the list on the left hand side and the details will be displayed on the right.

If you want to edit the entry, select it from the list and click on the "Edit" button, the following screen will appear:

Change any details you wish and click OK.
To add an entry, click on the "Add" button on the Homophones tab, fill out the form and click OK. To delete an entry, select it from the list on the left hand side and click on the "Delete" button.

Click on the OK button to save changes.

**Training Prediction tab**

The Training Prediction tab allows you to alter words used in the prediction dictionary and train an existing or create a new prediction dictionary using Word documents.

ClaroRead comes with many prediction dictionaries. You can select which one you want to edit from the drop down box in the top left of the Training Prediction tab. Or you can click the New button to create a new prediction dictionary. It will be pre-populated for you with the same words as the currently-selected dictionary, so you may want to use a small dictionary that is not subject-specific as the original. You can also hold down the Control key and click Remove to clear the current prediction dictionary entirely.

The words in the selected dictionary are displayed in the prediction word list on the left and you can add and remove words from the list using the "Add" and "Remove" buttons. You can also export or import the prediction dictionary as tab-delimited Unicode CSV files.

To train the prediction file using Word, you firstly need to open the Word document you wish to use.

- Selecting "Learn new words" will add words found in your document into the currently selected prediction dictionary.
• Selecting "Learn word frequency" will save information on how often a word appears in the current document. This enables ClaroRead to display the words you use most often higher up the prediction list when completing words with the prediction feature.

• Selecting "Learn word order" will save information on the order of words in your document. This enables ClaroRead to suggest words you commonly use after other words when using prediction to complete the following word for you.

If you would like to save the current prediction settings as a new prediction dictionary, click the "New" button and choose a name for your file.

To delete the selected prediction dictionary, click the "Delete" button.

To rename the selected prediction dictionary, click the "Rename" button.

**Spelling tab**

This tab shows spellings that are detected and corrected by ClaroRead and Word for you. The current corrections made are displayed in "Your Spelling Corrections". If you type one of the words in Word, when you use the Check button in Word then the Correction entry is put at the top of the suggestions list. You can add or remove word pairs to and from this list manually with the New and Delete buttons. For example, if you know you always spell "know" as "noh" then you can add "noh" and "know" and ClaroRead will suggest the correction when you hit check. You can go one stage further by clicking the Autocorrect button, which adds all your spelling corrections to Word's Autocorrect and a custom dictionary. This means that when you type a word wrongly in Word (e.g. "noh") then Word with turn it into "know" without you having to do anything, and if you right-click on "noh" then "know" will be suggested.
When you make a spelling correction in Word using the Spelling Check box ClaroRead remembers the corrections for you to use later. These are placed in the Contenders section. The word and correction are displayed. If you select a pair and click Transfer then the pair is moved to the Your Spelling Corrections list and will appear in the Spelling Check box. If you do not want to use the pair ever then click Delete (or Delete All) and you will not see the contender pair again. If you want more information on the contenders, including when you last made the correction and how often you make it, then click Report to bring up a printable and sortable report of all your spelling corrections.