



ClaroRead SE for Mac

User Guide

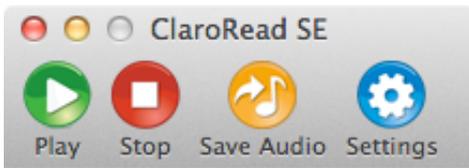
Welcome to ClaroRead SE

Welcome to ClaroRead SE for Mac. ClaroRead SE is designed to help make your computer easier to use. It is closely integrated with Pages and Microsoft Word to assist you as you work with text.

ClaroRead SE 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 in Pages and Microsoft Word.

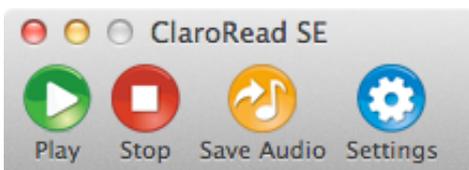
ClaroRead SE will work with any application or software program on your computer.

The ClaroRead SE Toolbar



Please use the index on the left hand side to navigate through this help book.

ClaroRead SE Toolbar



The ClaroRead SE Toolbar is accessed by selecting ClaroRead SE in /Applications:

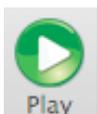


ClaroRead SE

Once open, the above toolbar will be displayed and can be moved around the screen by clicking the title bar and dragging it to where you want it.

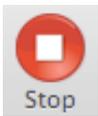
Using the ClaroRead SE Toolbar, most text on the computer screen can be read out to you from any application using the buttons on the toolbar.

ClaroRead SE Toolbar Buttons



The Play button is used to read out a Pages or Microsoft Word document, starting from where the cursor is positioned. Simply select where in the document you want the reading to start and click the Play button.

In other programs, clicking on the Play button will speak what is on the clipboard. So to use the Play button in Safari, for example you need to select the text, copy it to the clipboard (⌘C) and click on the Play button.



The Stop button is used to stop the speech at anytime when clicked.



Clicking on the Save Audio button allows you to save speech to audio file.

- In Pages or Microsoft Word, if text is selected, it will save the selected text.
- In Pages or Microsoft Word, if no text is selected, it will save the whole document.
- In any other program it will save what is on the clipboard.

Clicking on Save Audio will open a Save to File dialog box which allows you to choose where the file is saved and what it is called. If you wish to convert the audio file to another format, please refer to the [Converting Audio Files](#) page.



Clicking on the Settings button will open the [ClaroRead SE Settings](#).

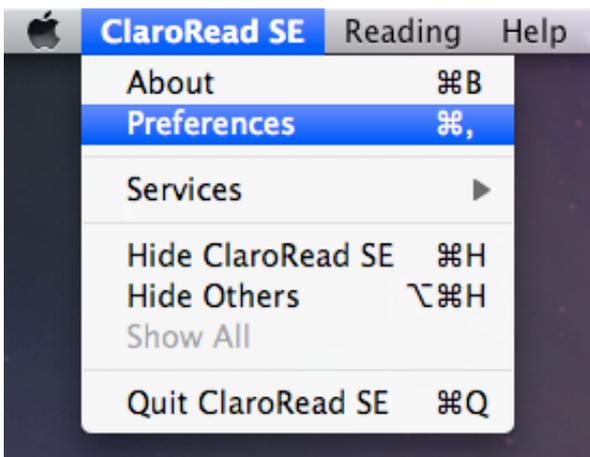


The close button in the top left corner will close ClaroRead SE. Alternatively, use the shortcut key ⌘Q.

ClaroRead Settings



You can change ClaroRead SE settings by clicking on the Settings button on the toolbar, clicking on the menu bar at the top (ClaroRead SE > Preferences) or by using the shortcut key ⌘,

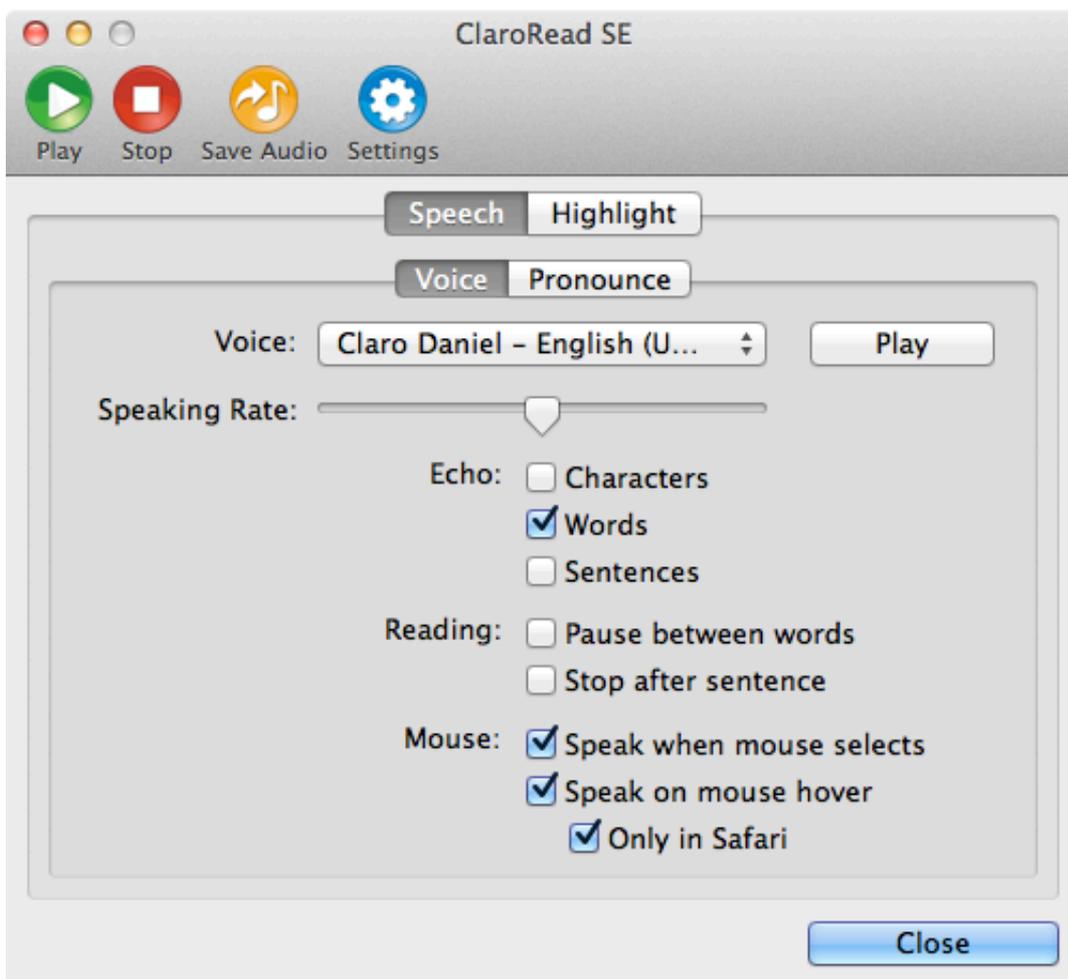


From this settings screen you can alter the [speech](#) and [highlight](#) settings.

Speech Settings

From the Speech tab in the Settings, you can alter [Voice](#) and [Pronounce](#) settings.

Voice Settings



From the above screen you can alter many speech options:

Voice

You can change the voice name and speaking rate. Use the Play button to test out the current voice settings.

Echo

You can set whether ClaroRead SE echoes characters, words and/or sentences when you type. In order for keyboard echo to work, you must ensure that your computer has accessibility devices enabled. To learn how to do this, look in the [Support Questions & Answers](#) section.

Reading

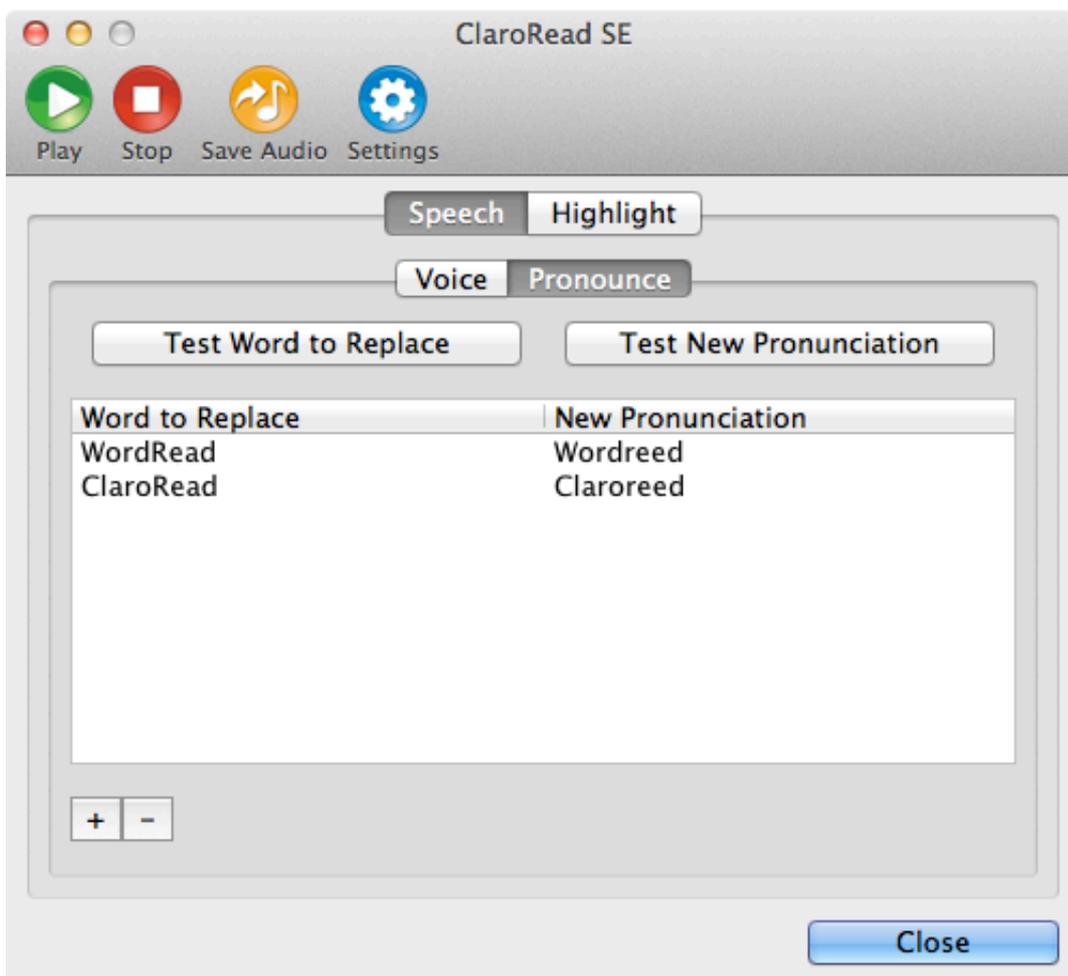
You can set ClaroRead SE to insert a pause between each word and/or stop at the end of each sentence.

Mouse

You can set ClaroRead SE to automatically read out text when you select with the mouse and/or speak when you hover the mouse pointer over some text. If you find mouse hover speaks too much, there is also an option to only speak using mouse hover when Safari is the current application.

In order for mouse hover to work, you must ensure that your computer has accessibility devices enabled. To learn how to do this, look in the [Support Questions & Answers](#) section.

Pronounce Settings



Sometimes speech synthesisers can pronounce words incorrectly, usually people or place names. From the above screen you can alter the pronunciation of certain words.

Add

Click on the + button to add a new pronunciation entry.

Remove

Click on the - button to remove the currently selected pronunciation entry.

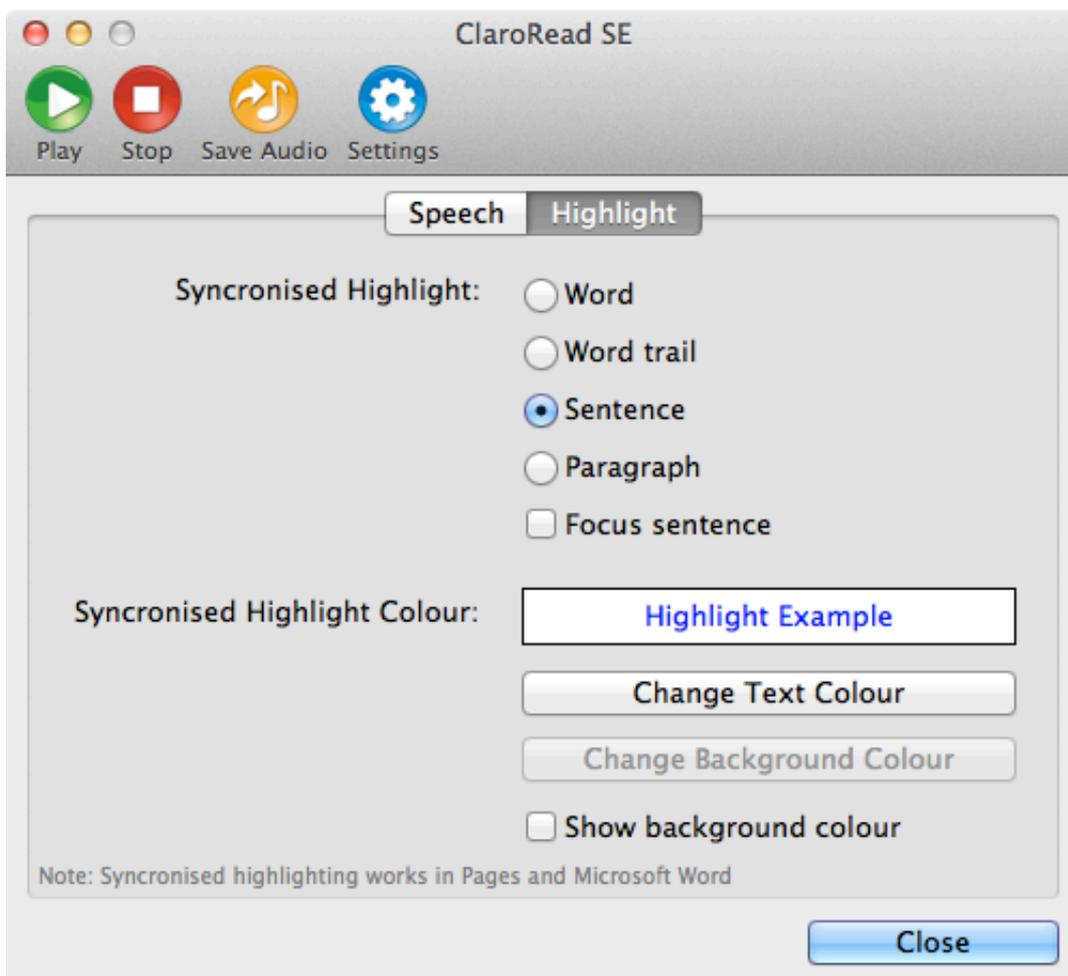
Edit

Click on the list to change a current entry.

Test

You can test the old and new pronunciations by clicking on the relevant button above the list.

Highlight Settings



From the above screen you can alter the synchronised highlighting options:

Synchronised Highlight

You can set how ClaroRead highlights in Pages and Microsoft Word when you press the ClaroRead Play button.

- Word: this highlights each individual word one at a time.
- Word trail: this highlights each individual word but does not unhighlight the previous words until the end of the sentence.
- Sentence: this highlights each sentence one at a time.
- Paragraph: this highlights each paragraph one at a time.
- Focus sentence: this option greys/masks out the whole document except the current sentence when ClaroRead is reading, drawing your focus to the current sentence.

Synchronised Highlight Colour

You can change the text and background colour of the highlighted words when you press the ClaroRead Play button.

The 'Show Background Colour' check box determines whether to include the background colour when highlighting.

How do I...?

This section provides a handy guide to common ClaroRead SE operations. Find out how to:

- [Make text speak in Pages or Microsoft Word](#)
- [Make text speak in Safari](#)
- [Make text speak in other applications](#)
- [Make the Calculator speak](#)
- [Convert audio files into other formats](#) (e.g. MP3)
- [Control ClaroRead SE using the keyboard](#)
- [Control ClaroRead SE using the dock icon menu](#)

Make text speak in Pages or Microsoft Word



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You can get text in Pages or Microsoft Word to speak in three ways:

1. Place the cursor where you would like ClaroRead to start reading from and then click on the Play button. ClaroRead will start to read and highlight the words as set in the [Highlight](#) settings tab.
2. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
3. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse and then click the Play button. ClaroRead will now speak the selected text back to you.

Make text speak in Safari

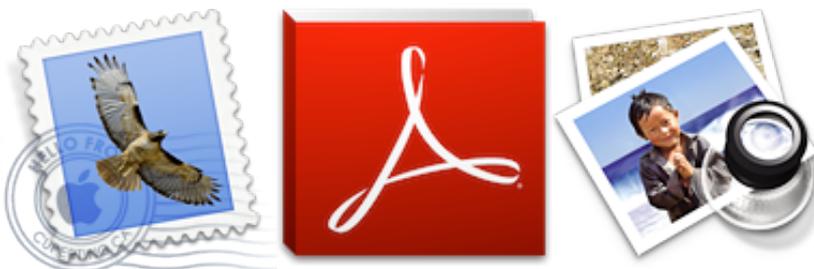


[View online tutorial](#)

You can get text in Safari to speak in three ways:

1. Switch on "Speak on mouse hover" on the [Voice](#) settings tab. Now point the mouse cursor at some text in Safari. The text will automatically be read out to you if it is accessible.
2. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
3. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse, copy it to the clipboard (⌘C) and then click the Play button. ClaroRead will now speak the text on the clipboard.

Make text speak in other applications



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You can get text in other applications including Mail, Adobe Reader, Preview and others to speak in two ways:

1. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
2. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse, copy it to the clipboard (⌘C) and then click the Play button. ClaroRead will now speak the text on the clipboard.

You could also switch on "Speak on mouse hover" on the [Voice](#) settings tab and point the mouse cursor at the text. The text will automatically be read out to you if it is accessible. As there are many third party software applications available, we cannot guarantee this method will work with all applications.

Make the Calculator Speak



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To get the Mac Calculator to speak, follow these instructions:

1. Open the Calculator from the Applications folder.
2. Type your equation and ClaroRead will read out what you're typing.
3. When you hit Return or equals on your keyboard, ClaroRead will read out the result to you.

Convert Audio Files



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After saving a document into AIFF/WAV you may wish to convert the file into another format for portability.

One of the ways you can convert audio files into other formats is to use iTunes. In this example we will convert into MP3 format. To perform the conversion you will have to make a one off settings change:

1. In iTunes main menu select Preferences
2. Select the General tab
3. Select the "Import Settings..." button
4. Change "Import Using" to "MP3 Encoder"

Each time you wish to convert an audio file to MP3, you will need to do the following:

1. Open iTunes and drag the audio file into the library
2. Right click on the audio file
3. Select "Create MP3 Version"

You are now able to transfer the MP3 file to a portable device of your choosing.

Keyboard Shortcuts

You can control most ClaroRead SE functions by using the keyboard and/or file menu. Play and Stop are

system-wide keyboard shortcuts and will work even when ClaroRead SE is not in focus. The rest are ClaroRead SE specific, so you will need to get ClaroRead SE into focus by pressing ⌘ and tab until ClaroRead SE is selected. Below is a table of the shortcuts:

Function	Shortcut
Play	⌘F7
Stop	⌘F8
Select	⇧ ⌘S
Hover	⇧ ⌘V
Save Audio	⇧ ⌘A
Settings	⌘,

Dock Icon Menu

When ClaroRead SE is running, its icon appears in the Dock. If you do not want the toolbar to be visible all the time you can hide it using ⌘+H and still access some main functions through the Dock icon menu.

Ctrl+click ClaroRead SE's Dock icon to bring up the menu:



From this menu you can:

- Click Play
- Click Stop
- Click Save Audio
- Show/hide the ClaroRead SE toolbar
- Quit ClaroRead SE

Support Questions & Answers

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Q: a) Why does nothing get read out under the mouse pointer when 'Speak on mouse hover' is checked?

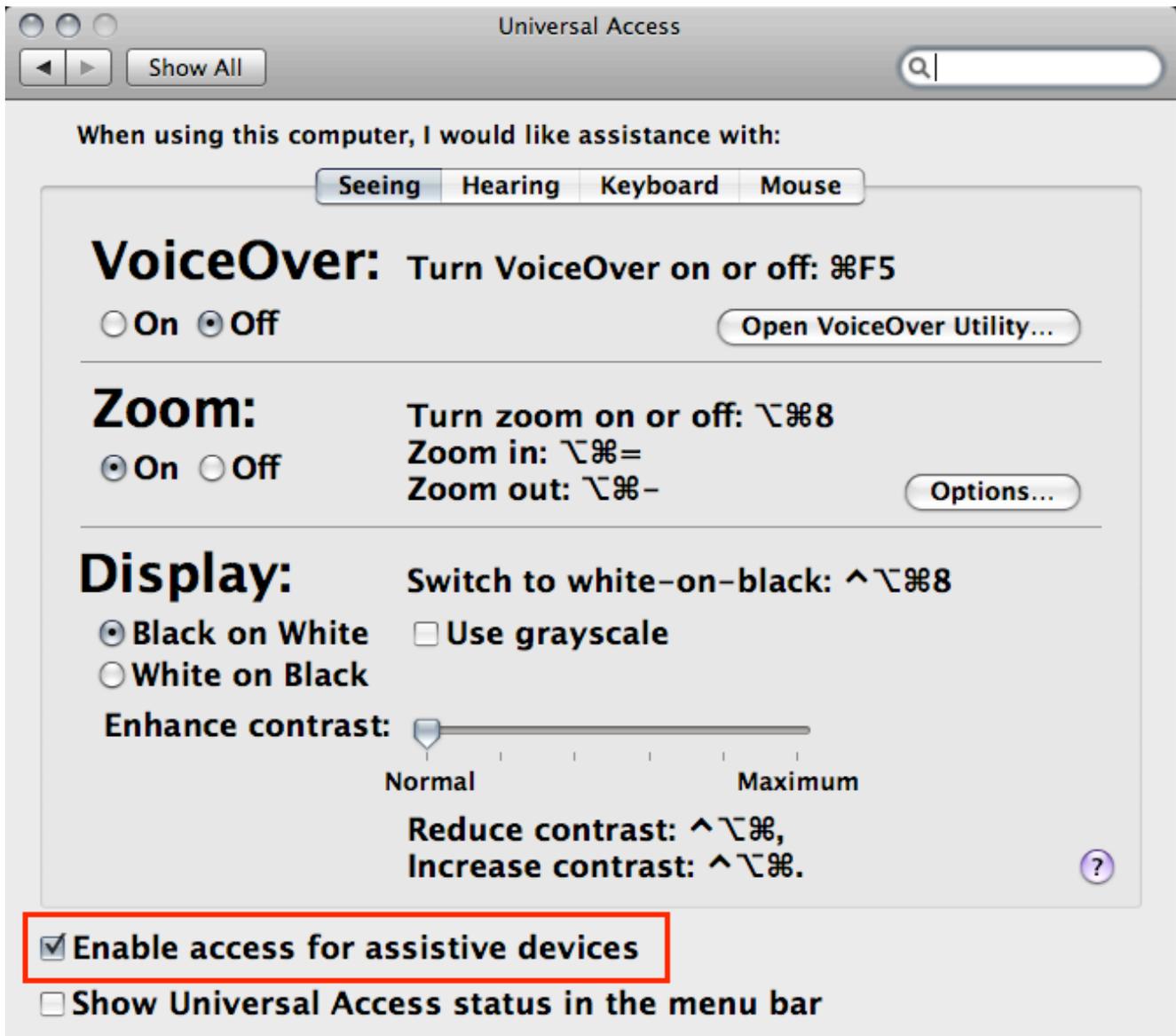
Q: b) Why do the keyboard keys not get spoken when I type? Echo > Characters and Echo > Words are both checked in Settings.

A: This may be because you have not enabled access for assistive devices. To rectify this, select the Apple symbol in the top left corner of the screen and select System Preferences. Now select 'Universal Access' towards the bottom right:



Universal
Access

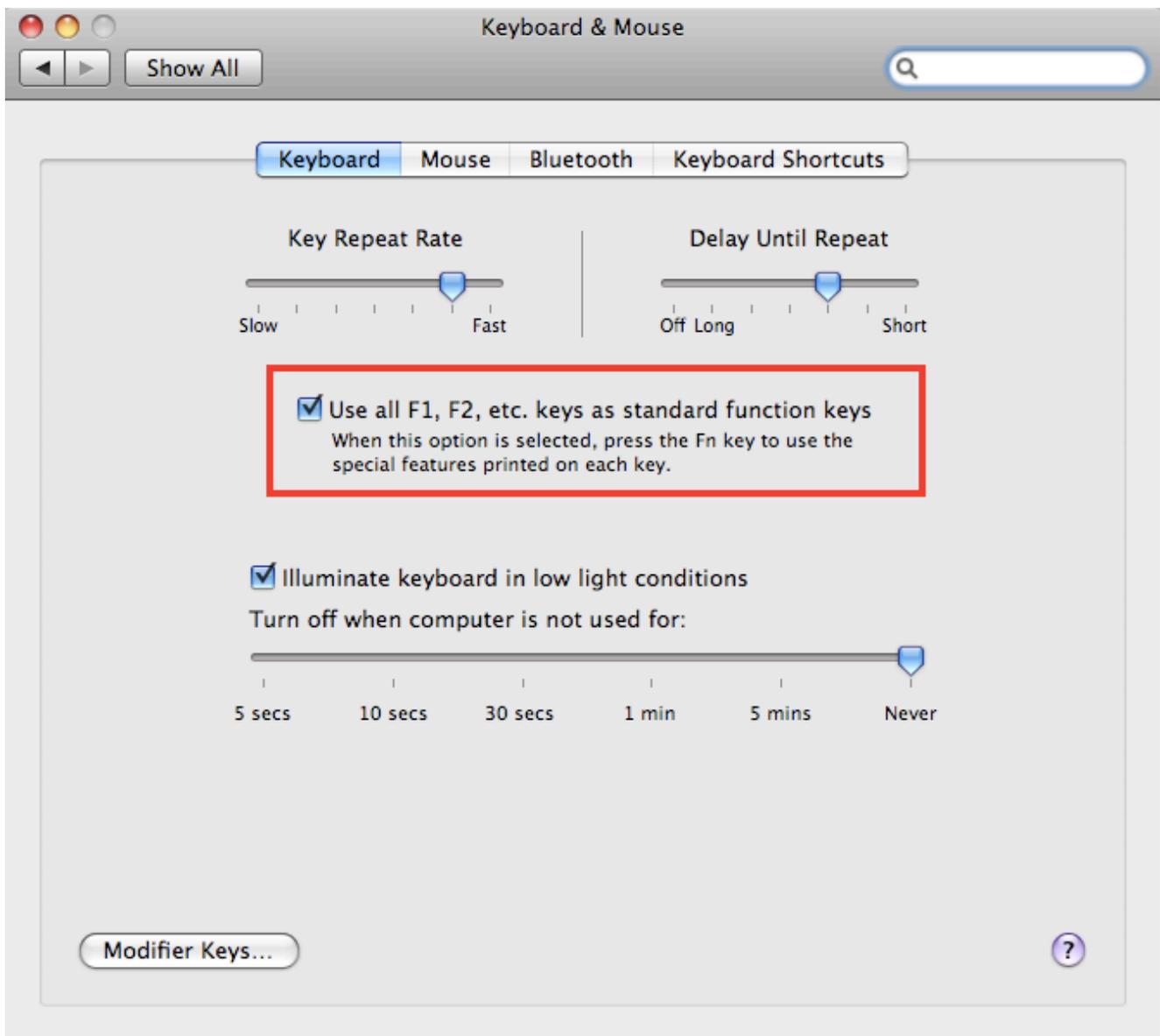
The following screen will appear:



Ensure the checkbox "Enable access for assistive devices" is checked.

Q: Why does nothing happen when I press the keyboard shortcut for Play and Stop?

A: For these shortcuts to work you need to have 'Use all F1, F2, etc. keys as standard function keys' checked in System Preferences > Keyboard & Mouse:



Q: How can I reset the settings in ClaroRead SE?

A: To reset the ClaroRead SE settings, delete the corresponding file in /Users/[username]/Library/Preferences/com.claro.ClaroreadSE.[filename]

If you require further support, please visit our [support knowledgebase](#) or email support@clarosoftware.com



Contact Us

Thank you for using ClaroRead.

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

If you have any technical support issues not covered by the [Support Q&A](#) page, please check our [help & support knowledgebase](#) or contact us at support@clarosoftware.com.

We value your feedback.

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