

Welcome to WordRead

Welcome to WordRead. WordRead 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.



WordRead Toolbar Buttons

The WordRead Toolbar lets you use WordRead's powerful features at any time without getting in your way.



Play and Stop buttons

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

More about WordRead's Speech features.



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

You can change how WordRead speaks in the Speech settings and Advanced Speech settings.



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 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. More about the Save feature.



Settings button

The **Settings** button opens the Setting dialog that lets you change all the main WordRead options and settings. More about Settings.

Speech Features

WordRead's ability to make the computer talk is one of its key innovative features. WordRead uses high-quality synthesised voices, such as RealSpeak or Vocalizer voices from Scansoft (now Nuance). WordRead 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 WordRead 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. More about Highlighting.
- Make Web pages speak by hovering your mouse or simply pressing the Play Button [or F7].
- 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. More about Highlighting.
- Make any other program speak by selecting with the mouse. Great for proofing any text from word processors and listening to your e-mails.
- Echo back letters, words or sentences as you type them. Great for positive confirmation that you have typed what you wanted to!
- Automatically hear many menu items, tooltips and "objects" spoken by hovering the mouse over the item.
- Make audio files from Word documents or web pages for listening to later on your PC, 'phone or media player. Or you could transfer the audio files from your computer to a portable device. (Using separate portable audio player software).

At any time you can stop the computer talking by pressing either the Control or F8 key or by clicking the mouse button.

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. See Highlighting settings.

Open Microsoft Word and open the Word document you would like to have spoken. Alternatively, type some text.

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

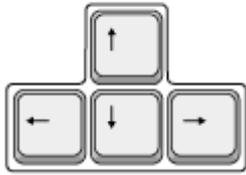
Select some text with the mouse to make it all speak without highlighting. This is good for speaking a particular bit of text or a textbox. See Advanced Speech settings.

Stop After Every Sentence

In the Speech settings checking the "Stop after sentence" box will set WordRead to read only one sentence at a time. After each sentence WordRead 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 WordRead 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



WordRead 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, WordRead 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 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

WordRead allows most web pages to be spoken back easily.

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. This will work in Internet Explorer and Mozilla Firefox and Safari and Opera. 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. It also works in any web browser - Firefox, Internet Explorer, Chrome, Safari or Opera. See Advanced Speech settings.

Making PDF Files Speak

PDF files in Adobe Reader or Adobe Acrobat 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.

There are many ways to make Adobe Reader or Acrobat more usable, too. See the Adobe Reader and Adobe Acrobat help for more information.

Making Other Programs Speak

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

Speak when Mouse Selects

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

Assistive Suite for Dyslexia and Literacy

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.

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 WordRead 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 pressing Control and C) and then click Play or press F7 in WordRead.

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

Speak word on Ctrl+Hover

Checking "Speak word on Ctrl + hover" in Speech Settings will let you hear one particular word at a time. Hold down the Control key and point at a word. WordRead will then speak the word.

Below is a list of common applications Ctrl+Hover will work with:

- Internet Explorer

- Microsoft Office (including Word and Outlook)
- Mozilla Firefox
- Adobe Reader
- Windows Mail/Outlook Express

Save Text to Audio Files

WordRead lets you save the text in Microsoft Word documents and text from any application selected and copied to the Windows clipboard to audio (sound) files. The Save to Audio file formats are 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.

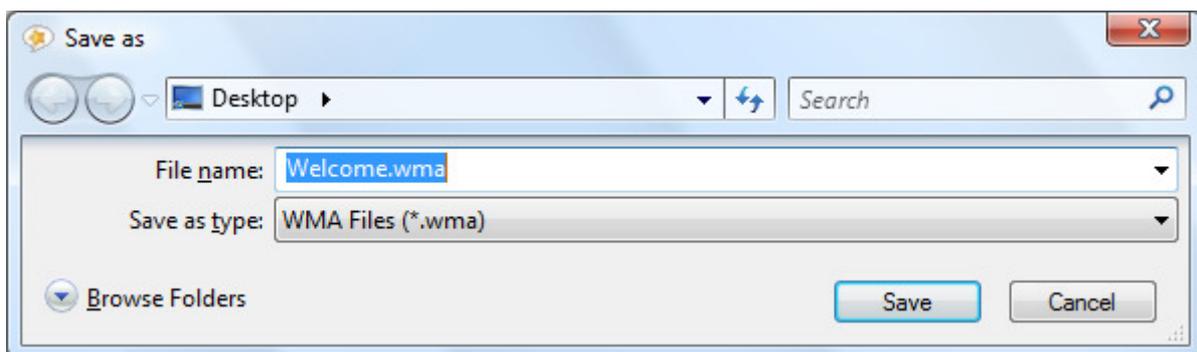
For web pages and other text: Go to the web page you want to convert to an audio file, or open the application to view the text. Select the text you want to have saved with the mouse. Copy this text to the Windows Clipboard (click Copy, which is normally in the Edit menu, or press the Control key and 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 WordRead toolbar, click on the Save button and choose Save to Audio



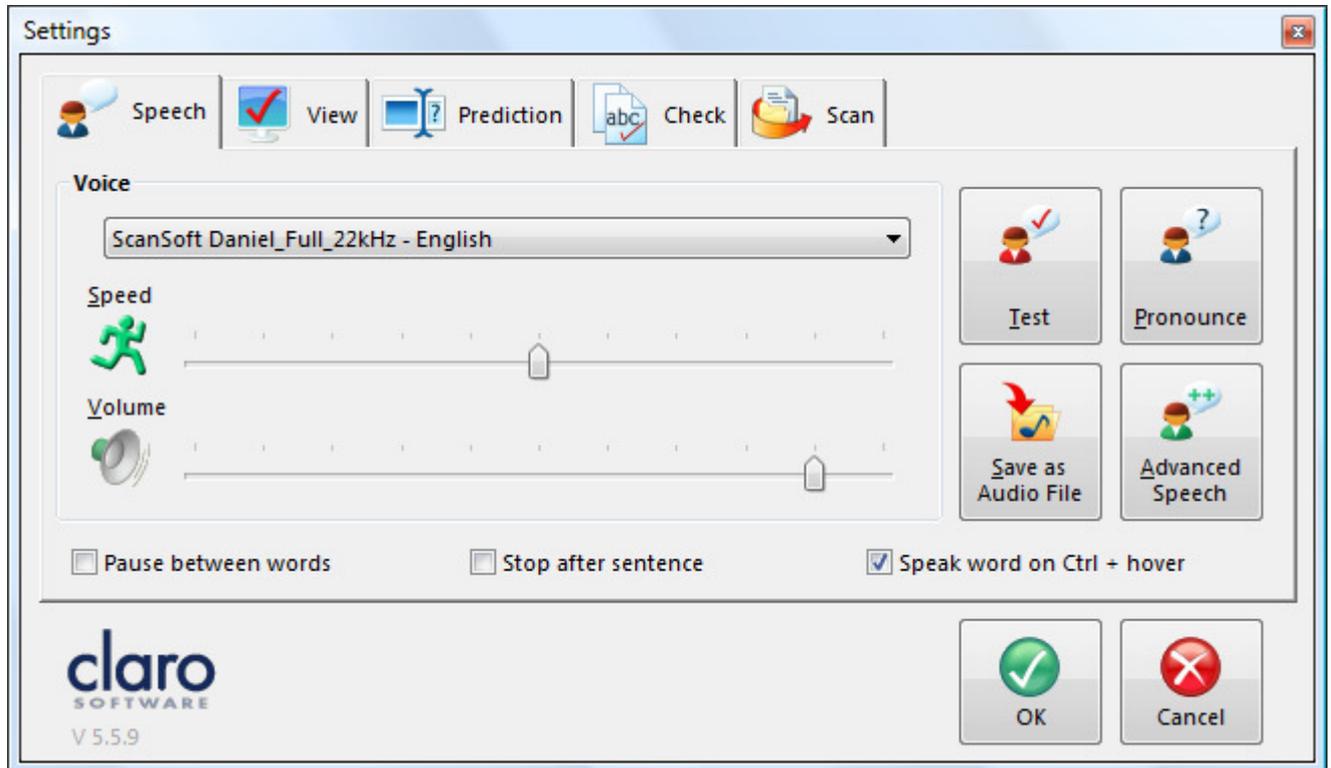
or open WordRead Settings and click the Save as Audio File button:

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.

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. WordRead 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.

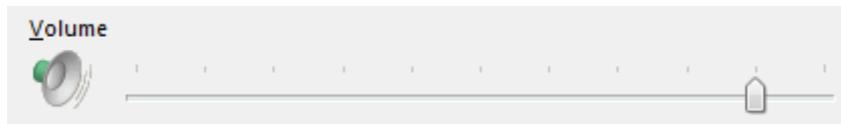
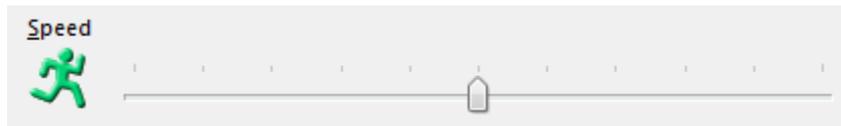
Voice



Clicking the down arrow next to the currently loaded voice will show you the range of voices available to be used with WordRead. 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.



Test



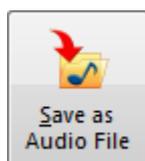
When you change the voice setting you can test the new setting prior to clicking OK. Loading a new voice takes a second or two, so please be patient! After it is loaded, you can then test it. It will say "This is a test of the current voice."

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 Pronounce settings to learn more.

Save Audio File



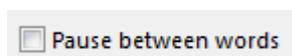
Saves text to an audio file. See Save Text to Audio.

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

Stop after sentence

Checking "Stop after sentence" will set WordRead 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

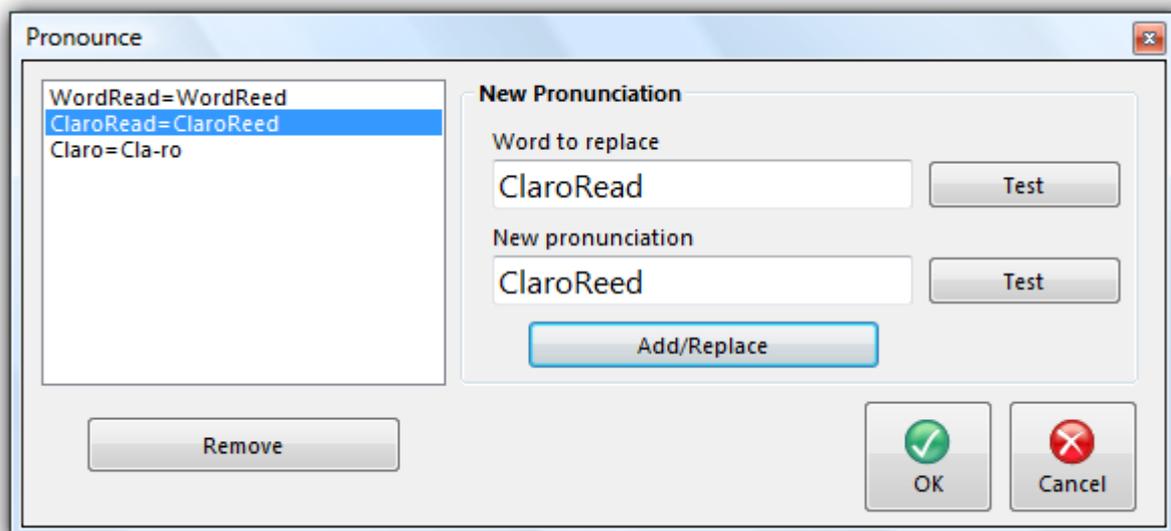
Speak word on Ctrl + hover

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. WordRead will then speak the word.

Below is a list of common applications Ctrl+Hover will work with:

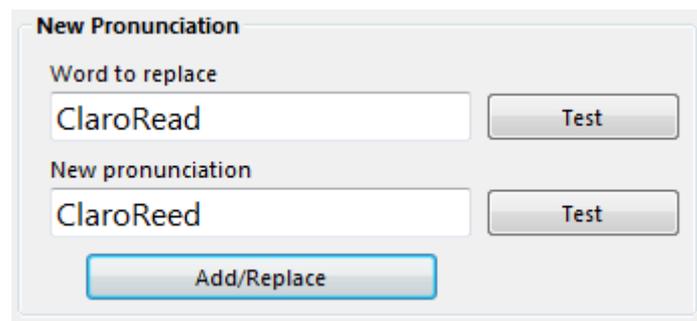
- Internet Explorer
- Microsoft Office (including Word and Outlook)
- Mozilla Firefox
- Adobe Reader
- Windows Mail/Outlook Express

Text To Speech Pronounce



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.

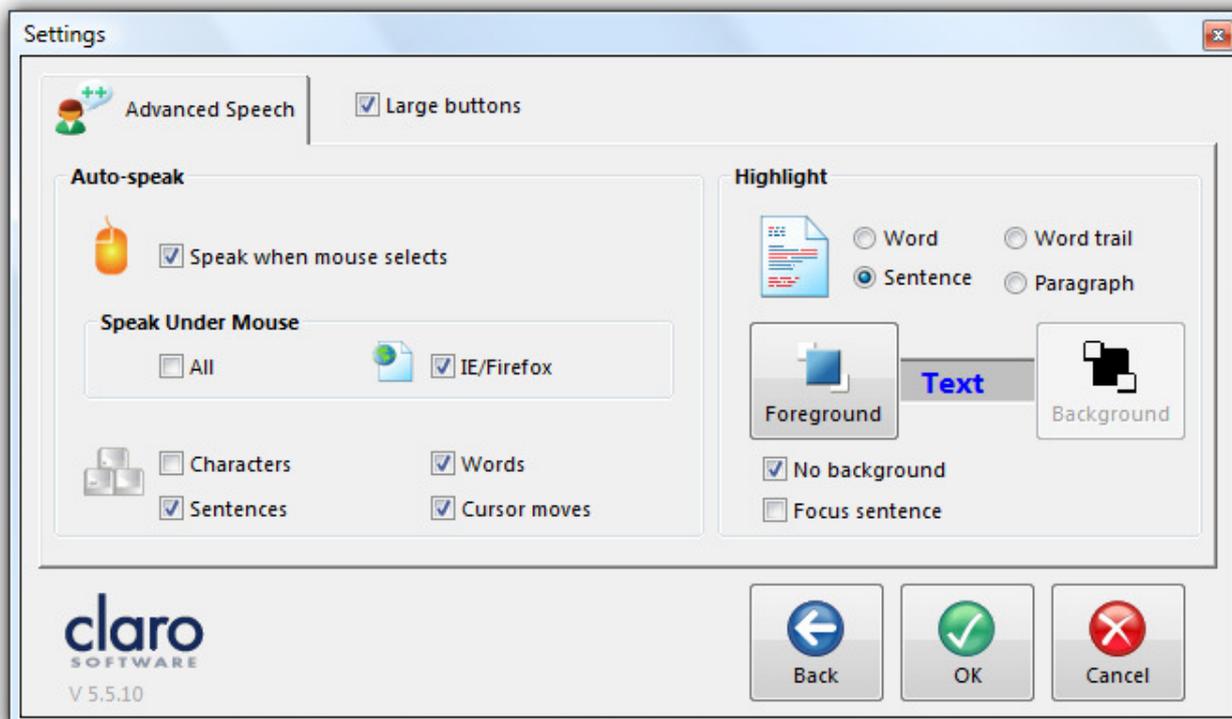


The image shows a dialog box titled "New Pronunciation". It has two text input fields. The first is labeled "Word to replace" and contains the text "ClaroRead". To its right is a "Test" button. The second is labeled "New pronunciation" and contains the text "ClaroReed". To its right is another "Test" button. At the bottom of the dialog is a larger button labeled "Add/Replace".

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.

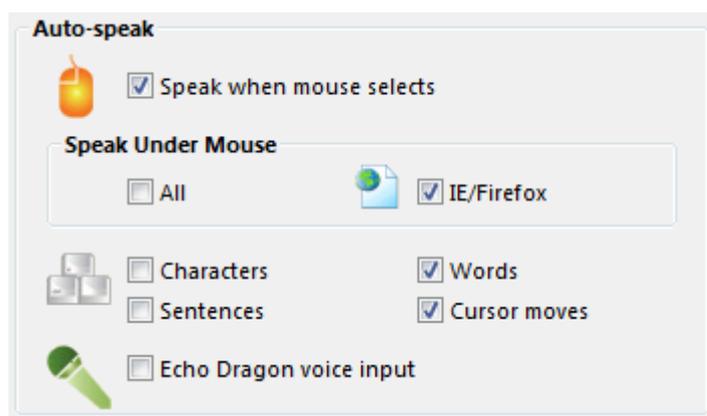
Advanced Speech Settings



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

The AutoSpeak settings control what is spoken when, and the Highlight settings control how highlighting works with Play.

AutoSpeak Settings



Speak When Mouse Selects

If checked, WordRead 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.

Assistive Suite for Dyslexia and Literacy

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.

Speak Objects Under Mouse

WordRead 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 WordRead 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, WordRead 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 WordRead speaks by checking "Cursor moves".

When moving using the up or down arrows, WordRead 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.

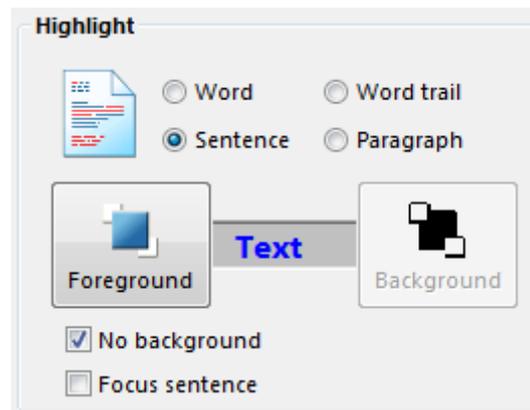
Pressing the left/right arrow will speak the next character in the word.

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

Highlight Settings

- Go to Highlight settings

Highlight Settings



When WordRead 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.

Keyboard Control

Keyboard Shortcuts

There are a number of keyboard shortcuts that can be used instead of having to rely on the mouse. These shortcuts can also be used by speech recognition software, such as Dragon NaturallySpeaking Professional version, to give fuller voice control over WordRead. The shortcuts are:



F7 Key = Play



	F8 Key = Stop	
	F12 Key = WordRead Help	
	CTRL Key = Stop Speech	
	 CTRL + F8 Key = Mute (or un-mute) WordRead.	
	F6 Key = Swaps keyboard shortcuts to Microsoft Word	
	 Shift + F7 Key = Play only next sentence or paragraph then stop	
	 Shift + F8 Key = Open Settings	
		
	 CTRL + Up/Down = Read whole of previous/next paragraph	



Contact Us

We would like to thank you for using WordRead.

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

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

To check for updates and newly released Extras, please visit the Claro Extras and Updates webpage.

We value your feedback.

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