



# ClaroRead Windows Feature List

A technical specification of our text-to-speech software

22 May 2017

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## Toolbar

- Locks on to any window of suitable width.
- Customisable layout.
- Three button and toolbar sizes.
- Three different skins.
- Optional button labels.
- Can be docked to the top of the screen.
- Can be positioned manually.
- Tray icon and Pause shortcut allows you to show and hide the toolbar if it gets in the way.
- Topmost for easy immediate access.
- High-resolution (175DPI+) compliant, including 4K.

## Keyboard Shortcuts

- F7 Key = Play.
- F8 Key = Stop.
- F9 Key = Check.
- F10 Key = Show Homophones.
- F11 Key = Clear Homophones.
- F12 Key = ClaroRead Help.
- CTRL Key = Stop Speech.
- CTRL + F8 Key = Mute (or un-mute) ClaroRead.
- F6 Key = Pass next keyboard shortcut through to underlying application.
- Shift + F7 Key = Play only next sentence.
- Shift + F8 Key = Open Settings.
- Pause = Hide/Show toolbar.

## Toolbar Buttons

### *Play*

- Reads text aloud from Internet Explorer, Microsoft Word and the Clipboard.

### *Stop*

- Halts speaking.

### *Font*

- Change the font of a whole Microsoft Word document to one of three more readable and popular fonts, Comic Sans, Trebuchet MS, or Microsoft Sans Serif.
- Increase or decrease font size in IE and Word.
- Change the background colour of the complete document, or portions of text in Microsoft Word. Also sets the Windows-wide background colour accessibility setting.

### *Spacing*

- Alter spacing between text characters, lines and paragraphs in Word and IE.
- Changes column width and words-per-line in Word.

### *Homophones*

- Highlight homophones in the current Microsoft Word document.

### *Check*

- Check spellings of an individual word or of the whole document.

- Define homophones of an individual word or of the whole document.
- Displays meanings and synonyms of an individual word or of the whole document.
- If not in Microsoft Word: spellcheck the selected text.

#### *Prediction*

- Displays the prediction list as you type.
- Select predicted words either by clicking or pressing an F key.
- Prediction works in any windows application where you enter text via the keyboard such as Microsoft Word, Notepad or WordPad.

#### *Save*

- Save text from a word document or the clipboard to several audio formats. Direct audio output formats: MP3, WAV, WMA, OGG, allowing for conversion to other formats if required.
- Send to iTunes imports the spoken text into iTunes with album, artist and title attributes allowing the content to be organised, synched to iOS device and converted to MP3 if required.

#### *Extras*

- Allows you to run related software directly from the toolbar.

#### *Settings*

- A dialog that lets you change all the main ClaroRead options and settings, including Speech, View, Prediction, Check (and Scan in the Plus and Pro versions).

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

- Capture/scan from screen. Select an area of a picture or inaccessible webpage and the text within is extracted, spoken and saved to the clipboard for pasting and saving/editing.

#### *Scan (ClaroRead Plus and Pro)*

- Enables printed paper documents (books, newspapers, handouts) to be scanned and converted automatically into text then saved as a Word document, accessible PDF with image overlay (ClaroPDF) plain text, Rich Text Format, an image or piped directly into Microsoft Word.
- Text can then be edited and read back by ClaroRead. Portable Document Format (PDF) documents and JPEG, GIF, TIFF and PNG images can also be converted into the same output formats, including accessible PDF and Microsoft Word.
- Capture/scan from screen. Select an area of a picture or inaccessible webpage and the text within is extracted, spoken and saved to the clipboard for pasting and saving/editing.

## Speech

#### *Microsoft Word*

- Play button allows playback of text in Word.
- Speech starts at the caret position and continues to the end of the document.
- Alternatively, any text selected with the mouse is read aloud automatically.
- Pressing any key or clicking the mouse will halt speaking.
- Option to stop speaking at the end of a sentence, allowing sentence-by-sentence review.
- Arrow keys to read individual characters, words, paragraphs or entire lines.
- Advanced highlighting options are available (*see Highlighting*).
- Words, sentences and letters can be spoken back as they are typed.

- Background reading (Play On) allows speech to continue as user accesses other applications and works on the computer.

#### *Internet Explorer*

- Play button allows playback of text in Internet Explorer.
- Speech starts where the user has clicked on the page, or from the top of the page if the user has not clicked on the page, and continues to the end of the document.
- Alternatively, any text selected with the mouse is read aloud automatically.
- Page elements (links, paragraphs, titles) can be spoken by hovering over them with the mouse.
- Pressing any key or clicking the mouse will halt speaking.
- Basic highlighting of the current sentence in a colour of your choice in Internet Explorer only.
- Words, sentences and letters can be spoken back as they are typed into text entry fields.

#### *PDF Files*

- Play button allows playback of text in Adobe Reader.
- Speech starts from the caret position and continues to the end of the document.
- Alternatively, any text selected with the mouse is read aloud automatically.
- Pressing any key or clicking the mouse will halt speaking.
- OCR/Scan a PDF file into plain text, Microsoft Word, or keep in PDF format but create an accessible PDF version (text content, tags and reading order) - ClaroRead Plus only.
- Read a PDF file aloud using Claro BookReader (*see Extras*).

#### *Google Chrome*

- ClaroRead Chrome Extension supports playback of text with highlighting in web pages and Google Docs.

#### *Other Software*

- Text selected with the mouse is read aloud if “speak when mouse selects” option is turned on.
- Words, sentences and characters can be spoken back as they are typed.
- Text can be copied to the clipboard then read back using the play button or the F7 key.
- Pressing any key or clicking the mouse will halt speaking.
- Hover over an element (menu item, link, icon, paragraph) with your mouse and hold down the Ctrl key to speak the word when the Ctrl + Hover option is turned on.
- Optionally make any element on the screen speak when pointed at by the mouse.
- Select any text in any application, even pictorial, and speak it with Scan from Screen. (ClaroRead Plus only) (Examples: Google Books, YouTube slides in videos.)

## Font

- Toolbar button only functional in IE and Word.

#### *Internet Explorer*

- Increase and decrease font size.
- Functionality provided by a dropdown menu on the toolbar.

#### *Microsoft Word*

- Increase and decrease font size.
- Functionality provided by a dropdown menu on the toolbar.

- Quickly change font to one of three options which can be changed in the Advanced Settings Editor.
- Change text background and foreground colour to one of 40 colour options.

#### *Google Chrome*

- ClaroRead Chrome Extension supports a coloured overlay web pages and Google Docs.

## Spacing

- Toolbar button only functional in IE and Word.

#### *Internet Explorer and Microsoft Word*

- Change Character Spacing will expand the spacing by 1 point, then 2 points, 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, then back to 1 line.
- 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, then back to zero points.
- Change Text Width will convert the document to narrow column, two columns, and back to default wide columns.

## Check

#### *Microsoft Word*

- Single button to activate all features.
- Combines a homophone checker, thesaurus and spellchecker into one window.
- Multiple 'tabs' can be shown for the same word.

#### *Spellchecker – in Word and Anywhere*

- Activated by clicking check whilst the caret is on a misspelt word in Microsoft Word or a word is selected with the mouse (Anywhere) or by clicking the 'check entire document' button in the spellchecker. Displays 'Spellcheck' tab in check window.
- Point at suggestions, definitions, homophones, alternatives and context to hear them read aloud. Optional mute for speaking spellcheck on the spellcheck window for simplicity.
- Option to check one word or entire document.
- Offers alternative spellings with definitions.
- Optionally displays a picture representing the selected spelling correction.
- Option to change, ignore, change all or ignore all instances of the current spelling mistake.
- Spelling corrections and their definitions can be read aloud by ClaroRead.
- Option to lookup words on Google for more information.
- Syllabification of selected word shown.
- Detects and corrects context-specific errors (their, they're).
- Alters suggestions to reflect selected vocabulary in Prediction.
- Does phonetic suggestions through extensive lookup dictionary.
- Does dynamic phonetic suggestions through orthographic analysis against a high-frequency "hard misspellings" list, updated from Claro servers.

#### *Shows context – words surrounding suggestion in sentence. Homophones*

- Activated by clicking check whilst the caret is on a correctly spelt word that is also a homophone. Displays 'Homophones' tab in check window.
- Displays a list of words that sound similar to the selected word with definitions.

- Words and definitions can be read aloud by the computer.
- Optionally displays a picture representing the selected homophone.
- Option to check one word or entire document.

### Thesaurus

- Activated by clicking check on a word that has alternatives with the same meaning. Displays 'Meanings' tab in check window.
- Displays a list of word with the same meaning as the selected word with definitions.
- Words and definitions can be read aloud by the computer.
- Optionally displays a picture representing the selected word.

### Homophones

- Only available in Microsoft Word.

### Microsoft Word

- Activated via the homophones button on the toolbar.
- Highlights all the homophones in the current paragraph in a user-selected colour. Or select more than one paragraph to have more than the current paragraph highlighted.
- Option to highlight homophones as you type.
- Homophones can be un-highlighted using the 'clear homophones' button.
- List of homophones can be edited in the Settings window or in Advanced Settings Editor.
- Option to step-through homophones in the current paragraph with definitions (*see Check > Homophones*).
- Context-specific high-frequency homophones are offered as spelling corrections.

### Word Prediction

- Works in any application that accepts keyboard based text input.
- Can be turned on or off to suit the user's needs.
- Four prediction style options – as typed (orthographic), phonetic, first & contains, and contains anywhere. (Phonetics only in English)
- Large basic language prediction dictionaries (35,000-5,000 words) can be combined with smaller subject-specific prediction dictionaries, academic wordlist, and small 2000- and 5000- high-frequency dictionaries or smaller dictionary can be used exclusively.
- Subject-specific prediction dictionaries. (English and Swedish only)
- Dictionaries can be changed in Settings > Prediction.
- Dictionaries can be created and edited in Advanced Settings Editor.
- Ability to create a dictionary from a Word document, import a plain text wordlist, or import a CSV text file with frequencies.
- Train for word frequency, next-word order and vocabulary.
- Prediction list can be set to only appear when you type or to be present all the time.
- Words are displayed based on the letters you have already typed.
- List can be sorted by frequency of use or alphabetically.
- Words can be selected by clicking or by pressing F1-F5 (first five words only).
- F1-F5 keys can be returned to their normal functionality by pressing F6 first.
- Can learn new words as they are typed and optionally spellcheck them before adding them to the dictionary.
- Can learn word order and frequency from words as they are typed.
- Can show or exclude words already suggested but not selected.

- Can start to display only after a specific number of characters have been typed.
- Can display words of a minimum word length.
- Can show suggestion list in fixed location or following the cursor.
- Foreground and background colour of prediction window can be customized to any colour you wish.
- Font of prediction window can be customized.
- Display from 1 to 25 words in the suggestion list inclusive.
- Can predict the next word.

### Google Chrome

- ClaroRead Chrome Extension supports word prediction with highlighting in web pages and Google Docs.

### Extras

- Provides extra functionality or quick access to other Claro and supported programs.
- Includes Advanced Settings Editor (detailed below).
- Speaking Calculator, ClaroView, ClaroCapture, ScreenRuler, Claro AudioNote, ClaroIdeas and Batch Audio Converter are all included with ClaroRead Plus.

### Speaking Calculator

- Speaks all calculator operations and result.

### ScreenRuler

- Allows you place a 'variable height ruler' across the computer screen with customizable tint in ruler, above ruler and below it.
- Allows for fullscreen tinted overlay.
- Tinting options are colour and intensity.
- Independently colour screen above and below toolbar.
- Allows for reading line that follows the caret.
- Icon in notification area to keep it out of the way.

### ClaroIdeas

- Concept mapping tool which allows you to make 'mind maps'.
- Work visually and output to Word, PowerPoint and PDF.
- Hierarchical outline overview synchronised with diagram.
- Layout radially, horizontally or vertically.
- Record audio and link images, web pages and other ClaroIdeas maps.
- Provide rich text images and notes for each idea node.
- Change colours and styles to create rich documents.

### Claro AudioNote

- Play back audio from dedicated recording devices including Olympus and Notetaker bookmarks.
- Play back audio from MP3, AAC, WAV, MPEG and WMA files.
- Record lectures and notes directly into Microsoft PowerPoint, embedding the audio in the PowerPoint so it is portable.
- Record lectures and notes directly in Microsoft Word, embedding the audio into the Word document so it is portable.



- Record audio with bookmarks.

## ClaroCapture

- Collect text, audio and images from any document or web page, grouping it as a project file.
- Create notes directly.
- Output to Word, PowerPoint or ClaroIdeas, our idea-mapping software.
- Extract and group highlighted text from Microsoft Word documents.
- Record into notes to capture ideas and comments.
- Reorder and restructure projects to create context.
- Export to Word with table of contents.
- Export to Word with headings and bookmarks.
- Export to Word with bibliography.

## Speaking Dictionary

- Select a word anywhere on the screen including inaccessible content.
- See an English definition.
- Select the definition to hear it spoken aloud.
- Search online with Google search for more information on the word.
- Select word in the definition to access the definition for that word.
- Translate words and phrases to your languages and speak them aloud.

## Scanning (OCR)

- Scan text from a flatbed scanner, or from the following formats:
  - PDF files (\*.pdf)
  - Tiff images (\*.tif)
  - JPEG images (\*.jpg)
  - PCX images (\*.pcx)
  - DCX images (\*.dcx)
  - BMP images (\*.bmp)
  - SIM images (\*.sim)
  - AWD images (\*.awd)
  - PNG images (\*.png)
  - TFX images (\*.tfx)
  - MAX images (\*.max)
- Scan text to the following formats:
  - Directly into an open Microsoft Word document.
  - Microsoft Word document (.doc, .docx)
  - Rich Text Format (.rtf)
  - Text Document (.txt)
  - JPEG Image Format (.jpg)
  - TIFF Image Format (.tif)
  - Portable Document Format (.pdf). Saves as a tagged accessible PDF.
- Scanned text can be read by ClaroRead (*see Speech*).
- Scanned text can be edited in Word, Notepad, WordPad, etc.
- Uses the world-class Omnipage engine.
- Scan button on the toolbar for easy access (*see Toolbar > Scan*).
- Ability to scan multiple pages and combine multiple files.
- Works with modern scanners supporting TWAIN or WIA interfaces.

## Settings

### *Speech Settings*

- Select voice. (RealSpeak, Vocalizer, and Acapela supported: any 32-bit SAPI5 voice supported.)
- Adjust voice speed.
- Adjust voice volume.
- Test current voice settings.
- Modify the way specific words are pronounced (wildcard search and whole word).
- Save text directly to an audio file (*see Save to Audio*).
- Pause in-between words.
- Stop speaking at the end of a sentence.
- Speak when you hover over an element and press Ctrl (uses OCR).

### *Advanced Speech Settings*

- Select highlighting options for Microsoft Word and Adobe Reader.
- Highlight nothing.
- Highlight only the word being spoken.
- Highlight only the sentence being spoken.
- Highlight only the paragraph being spoken.
- Word Trail – highlight the current word in a different colour to the highlighted spoken sentence.
- Toggle highlighting background on or off.
- Change background highlighting colour to one of 16 options.
- Change foreground highlighting colour to one of 16.4 million options (also applied in MS Word).
- A total of 256,302,000 colour options for highlighting.
- Focus text to grey out text not currently being read. (Can grey out text outside of current word, sentence or paragraph.)

### *Auto speak settings*

- Speak all items when mouse hovers over them.
- Speak items in Internet Explorer and Firefox when the mouse hovers over them.
- Speak text when selected with the mouse.

### *Echo Settings*

- Speak characters as they are typed.
- Speak words as they are typed.
- Speak sentences as they are typed.
- Speak characters, words and sentences as you move over them using the arrow keys.
- Echo Dragon NaturallySpeaking voice input – reads back text recognised by Dragon.

### *Google Chrome*

- ClaroRead Chrome Extension (Premium) supports scan-from-screen in web pages and Google Docs.

## View Settings

- Select which buttons you want displayed on the toolbar.
- Change the size of toolbar buttons (Large, Regular, Small).

- Toggle text descriptions of buttons on and off.
- Toggle toolbar between floating and static mode.
- Select from one of three skins for the toolbar.

## Prediction Settings

- Toggle prediction on or off.
- Select prediction style (completion, phonetic, starts and contains, contains anywhere).
- Select subject-specific prediction dictionary (subjects, academic word list, high-frequency words).
- Include or exclude large basic dictionary (35-55,000 words) from suggestions.
- Toggle predicting the next word when space is pressed.
- Toggle 'Automatically Add new Words' on and off.
- Toggle 'Spellcheck before adding new words' on and off.
- Toggle 'Learn word order' on and off.
- Toggle 'Sort by frequency' on and off.
- Toggle 'Save dictionary when exiting' on and off.
- Toggle showing of ignored words in the prediction list on or off.
- Toggle prediction list following the caret or being at a fixed position on the screen.
- Choose to display predicted words alphabetically or by order of likelihood.
- Choose number of letters to type before prediction starts.
- Choose number of prediction entries to show on the prediction list.
- Choose minimum length of words in the prediction list.
- Set prediction window font, background and foreground colours.
- Reset (remove) all configured scanners to start configuration afresh.

## Check Settings

- Customize the spellchecking window.
- Turn showing spelling suggestions on and off.
- Turn meanings on and off.
- Turn showing of parts of speech on and off.
- Turn syllabification on and off.
- Turn images on and off.
- Turn dynamic phonetic checking on and off.
- Turn on or off showing a pop-up Dictionary Tooltip when selecting a single word.
- Select whether the tooltip appears at the cursor position or in a fixed position on the screen.

## Homophone settings

- Identify high-frequency words that should not be flagged as homophones.
- Turn on or off displaying homophones in the selected colour when typing.
- Turn on or off playing a tone when typing a homophone.
- Select highlight colour for homophones.

## Scan Settings (Plus only)

- Formatting.
- Keep original text formatting.
- Simplify text formatting.
- Turn graphics on or off.

- Scanner setup wizard.
- Preview scanned image before OCR.
- Toggle automatic opening of file after OCR.

## Advanced Settings Editor

### *General Tab*

- Select the three fonts displayed in the dropdown when you click the Fonts button on the toolbar from your computers font collection.
- Reset background colour on exit set using the Font > Background Colour on the toolbar.
- Toggle click-and-play in internet explorer on and off.
- Export all settings (user settings, prediction and spelling dictionaries) to a file.
- Import all settings (user settings, prediction and spelling dictionaries) from a file.

### *Homophones Tab*

- List of all current homophones plus their description and alternatives.
- Ability to delete or edit definitions and alternatives of current homophones.
- Ability to add new homophones.

### *Training Prediction Tab*

- List of current dictionaries.
- List of prediction words in current dictionary.
- Ability to add, edit and delete words from the current dictionary.
- Create a new dictionary.
- Export and import word lists and frequency tables.
- Learn words from a word document.
- Learn frequency of words from a word document.
- Learn word order from a word document.

### *Spelling Tab*

- List of current spelling corrections.
- Ability to add new spelling corrections.
- Ability to edit current spelling corrections.
- Sync Microsoft Word auto-correct list with current spellings.
- List of new spelling corrections to be added to spelling correction list if the user chooses.
- Ability to generate a report of new and current spelling mistakes with statistics.
- Ability to delete one, several or all new spelling mistakes.

## Text-to-speech Voices

- Languages and variants supported include:
  - English.
    - English, Scottish, Irish, US, Australian, South African, and Indian.
  - Arabic
  - Basque
  - Bulgarian
  - Catalan
  - Chinese
    - Cantonese (Hong Kong), Mandarin (Mainland), Mandarin (Taiwan).
  - Czech

- Danish
- Dutch
  - Netherlands and Belgium (Flemish).
- Finnish
- French
  - France and Canada.
- Galician
- German
- Greek
- Hebrew
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Norwegian
- Polish
- Portuguese
  - Brazil and Portugal.
- Romanian
- Russian
- Slovak
- Spanish
  - Spain (Castilian), Argentina, Mexico, Colombia.
- Swedish
- Thai
- Turkish
- Valencian

## ClaroRead and ClaroCapture Shortcut Keys

F1-F5	Complete prediction
F6	Bypass future function keys
F7	Play
F8	Stop
F9	Spellcheck
F10	Show homophones
F11	Hide homophones
F12	Show ClaroRead help
Ctrl+F8	Mute/Un-mute speech
Ctrl+F9	Increase font
Ctrl+F10	Decrease font
Ctrl+F11	Apply font 1
Ctrl+F7	Apply font 2
Shift+F7	Play sentence
Shift+F8	Open settings
Shift+F9	Capture Highlighted (ClaroCapture)
Shift+F10	Increase character spacing
Shift+F11	Capture Selected (ClaroCapture)
Shift+F12	Capture Screen (ClaroCapture)
Shift+F13	Apply font 3
Ctrl+Shift+F7	Turn on/off prediction
Ctrl+Shift+F8	Save as audio
Ctrl+Shift+F9	Save as video
Ctrl+Shift+F10	Switch to flag 1
Ctrl+Shift+F11	Switch to flag 2
Ctrl+Shift+F12	Speak under mouse – off
Ctrl+Shift+F13	Increase line spacing
Ctrl+Shift+Alt+F10	Speak under mouse – all
Ctrl+Shift+Alt+F11	Speak under mouse – IE/Firefox only
Ctrl+Shift+Alt+F7	Scan from PDF/file
Ctrl+Shift+Alt+F8	Scan from paper
Pause	Hide/Show toolbar
Ctrl+Shift+Alt+F9	Turn on/off speak on mouse select
Ctrl+Up	Speak previous paragraph
Ctrl+Down	Speak next paragraph
Ctrl+F12 > Ctrl+Q	Close ClaroRead