


ClaroRead Quick Guide

ClaroRead is a type of **Text-to-Speech** software. Text-to-speech software reads text aloud from documents and web pages. This makes it an ideal application for anyone who has difficulty reading, or for **proofreading** your work.

Where to find ClaroRead

1. Click on the Windows start button 
2. Navigate to the **Tools For Learning** folder
3. Click on ClaroRead:

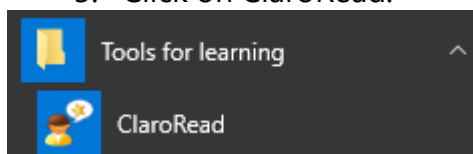


Figure 1: The Tools for Learning folder

Note: You can also find ClaroRead, or any other application by typing it's name into the windows search bar, next to the Windows start button:

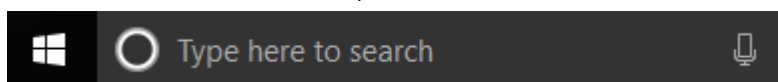


Figure 2: Windows Search bar

After opening ClaroRead, you will see the ClaroRead Toolbar:



Figure 3: Claro Read Toolbar

Docking the Claro Read Toolbar

To dock the toolbar click and hold the title bar and drag the toolbar to the top of the screen until it *snaps* into place



Figure 4: Claro Read Toolbar with Title bar showing

Note: If you don't see the Title bar, do the following:

1. Click on the **Settings** button.
2. Click on the **View** tab
3. Uncheck the box that reads **Lock toolbar to active window:**

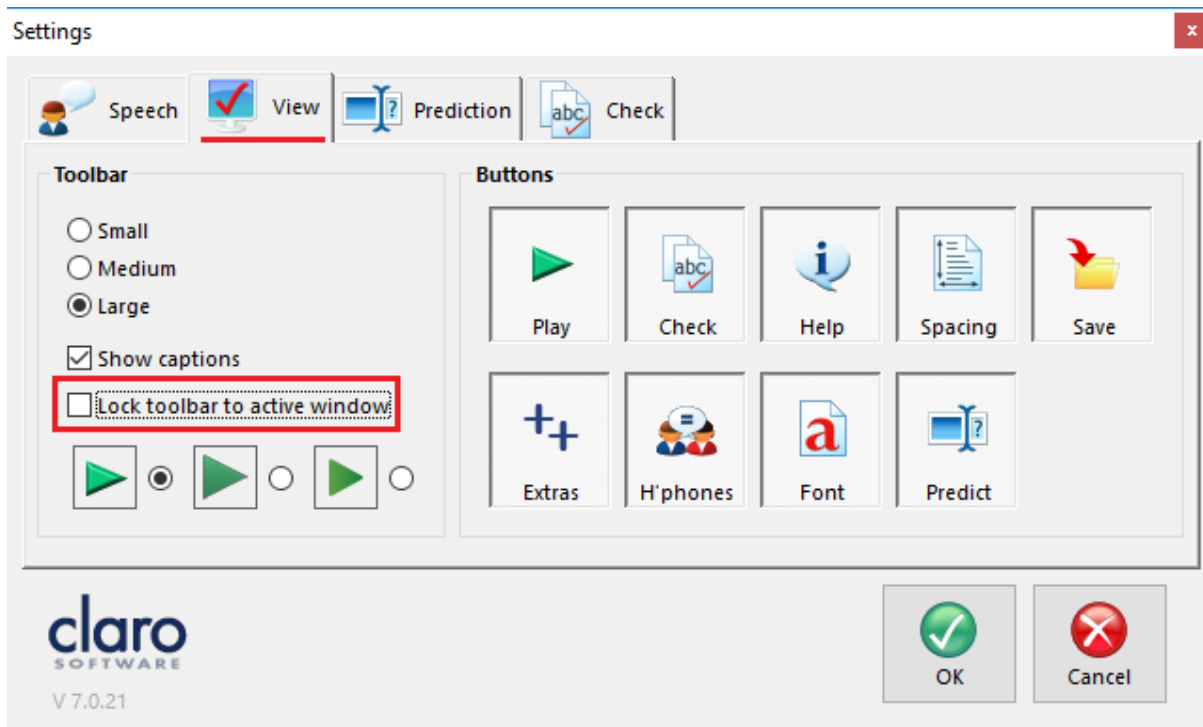




Figure 5: Unlock the toolbar from the active window to dock it

To hear text read aloud

1. Place the mouse cursor at the start of the text you want to read
2. Click on the **Play button** 
3. Click on the Stop button when required 

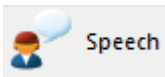
Speech settings

To access the speech settings:

1. click on the **Settings** button



2. Select the **Speech** tab



To change the voice

Select a new voice from the drop-down list:

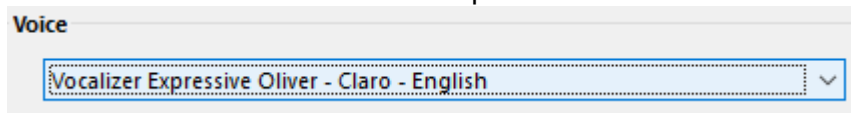


Figure 6: Voice selection

You can test the voice by clicking on the **Test button**



Voice speed and Volume

Use the sliders to change voice speed and volume:

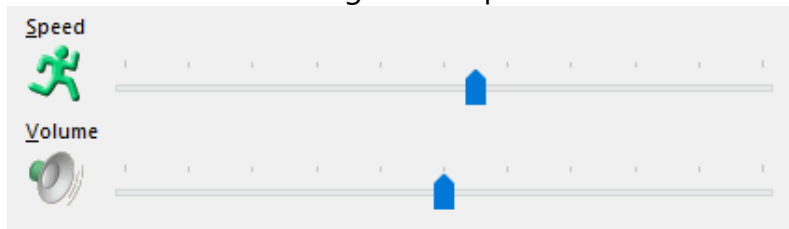


Figure 7: Voice speed and volume settings

Customising appearance

You can change the font, font-size and foreground and background colours by clicking on the **Font** button.

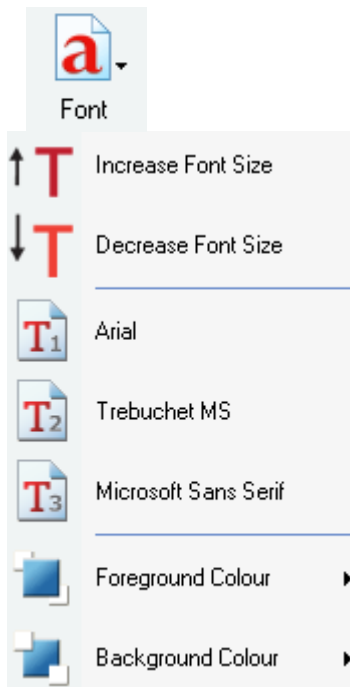


Figure 8: Customising appearance

Check Spelling

To check the spelling in your document, click on the **Check** button



Claro will list any spelling mistakes and the correct spelling.


If you wish to check a single word, highlight the word and then click on the **Check** button.

Homophone and sound alike words checker

To check homophones (words that sound the same, but are different), like Where and wear, do the following:

1. Highlight the word in your document.
2. Click on the **H'phones** button and choose **Show Homophones** from the dropdown list:



3.  Click on the **Check** button

Claro displays the **Homophone check** dialogue box, where you can find the meaning of the word and alternative words. You can change the word in your document from here if required:

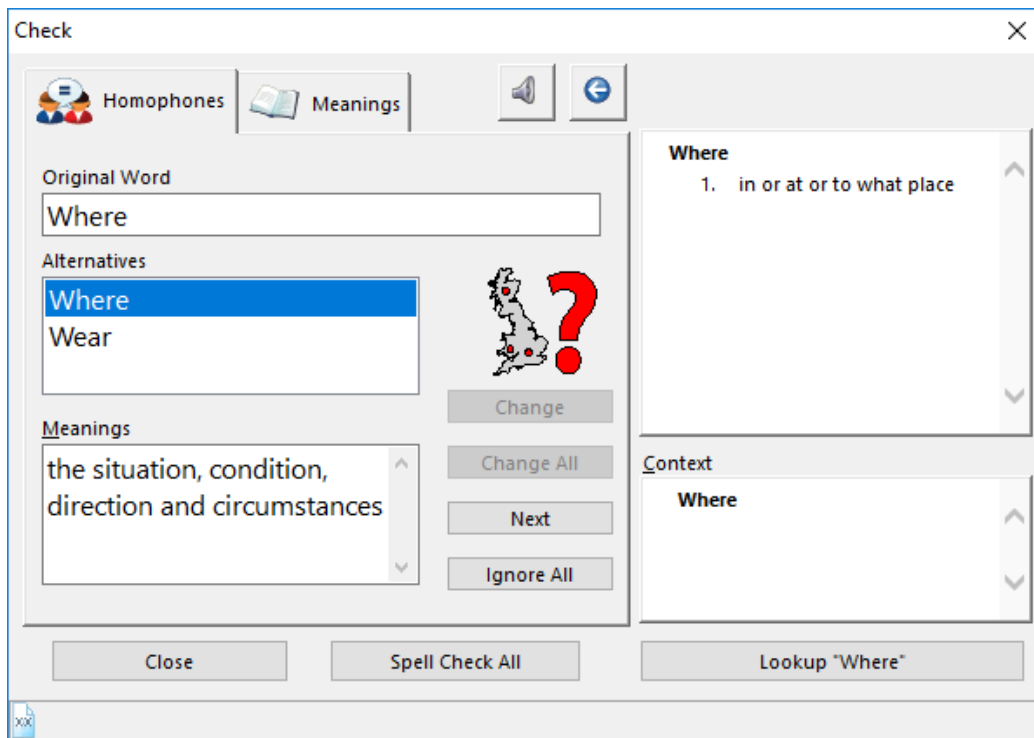


Figure 9: Homophone Checker

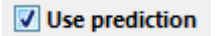
Using Word Prediction

To enable Word Prediction, do the following:

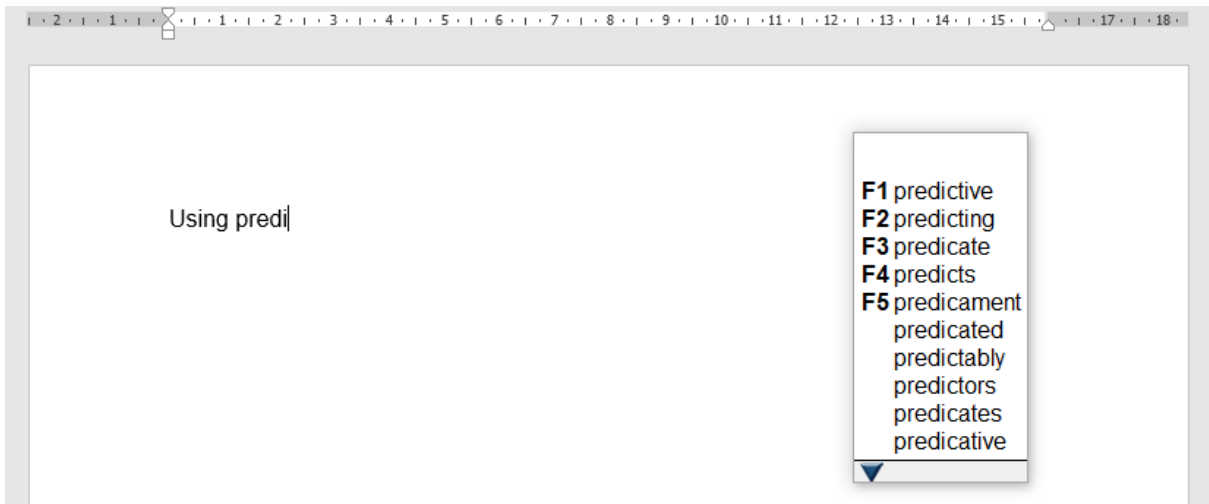
1. Click on **Settings**

2.  Select the Prediction tab

3. Make sure that the **Use prediction** check box is *checked*

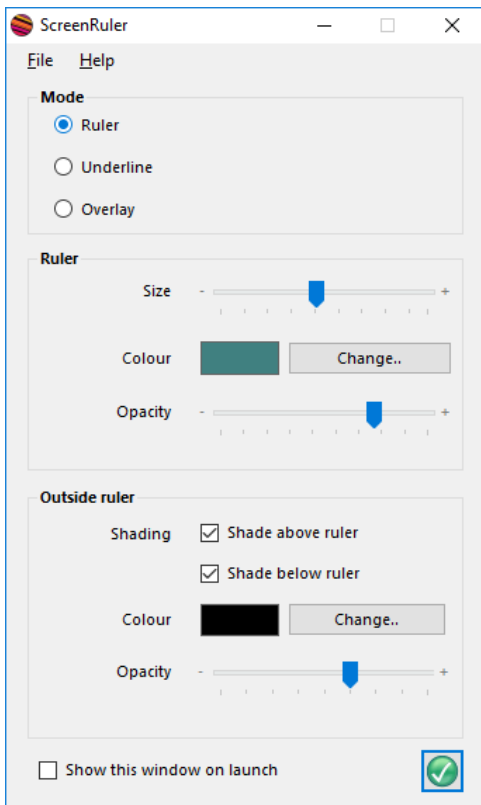
4.  Use prediction
4. Configure the settings to your requirements
5. Click OK

With Prediction enabled, ClaroRead will predict words as you type and offer suggestions:



Word Prediction

Figure 10: Using word prediction



Screen Ruler



You can access the Screen Ruler feature from the **Settings** button.

The screen ruler features can help with visual stress and word tracking.

Figure 11: ScreenRuler options

Ruler

ScreenRuler can give you a strip or ruler across the screen. You can also make the screen outside of the strip darker to help you concentrate on the strip.

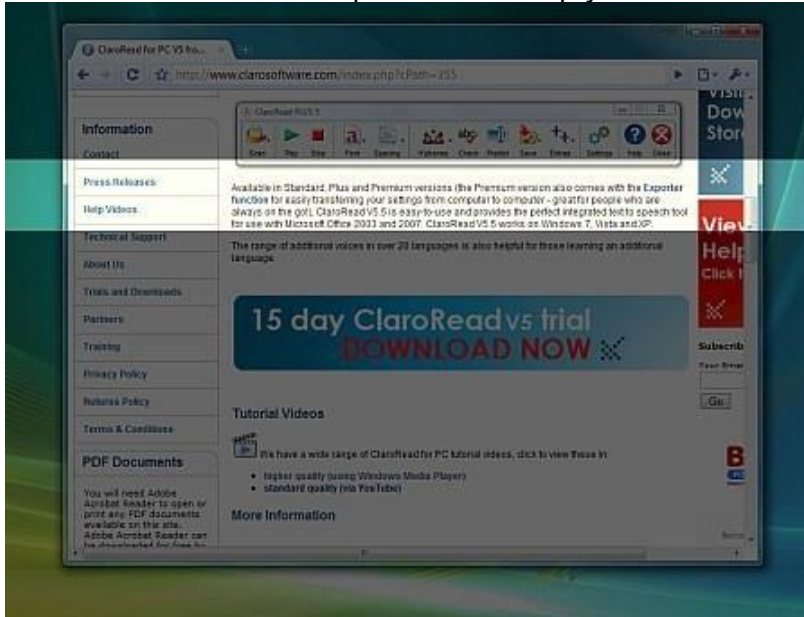


Figure 12: Using the Ruler feature

Underline

A coloured underline that goes across the screen and follows the cursor, helping you to stay on the line you're trying to read and concentrate on.



Figure 13: Using the Underline Feature

Screen tinting

ScreenRuler can provide a coloured overlay for the whole screen so everything is tinted and easier to read. You can choose any colour you like and change colour and intensity depending on the time of day, the light conditions and what you find best.



Figure 14: Using the Screen Tinting feature

Claro Capture



Claro capture lets you copy text, or sections of a screen. You can access it from the **Extras** menu item.

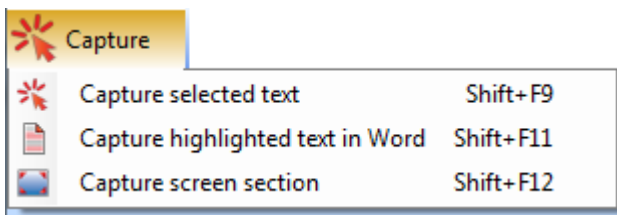
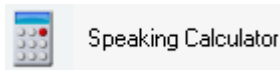


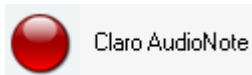
Figure 15: Claro Capture feature

Speaking Calculator



ClaroRead adds speech to the Windows Calculator. Enter the sum with the **numeric keyboard** and the figures will be echoed back to you when you press the Return key

Claro Audio Note



Claro AudioNote is a simple program that makes it easy to review your recorded lectures, add audio recordings to your lecture notes in PowerPoint, and record lectures on your laptop or tablet.

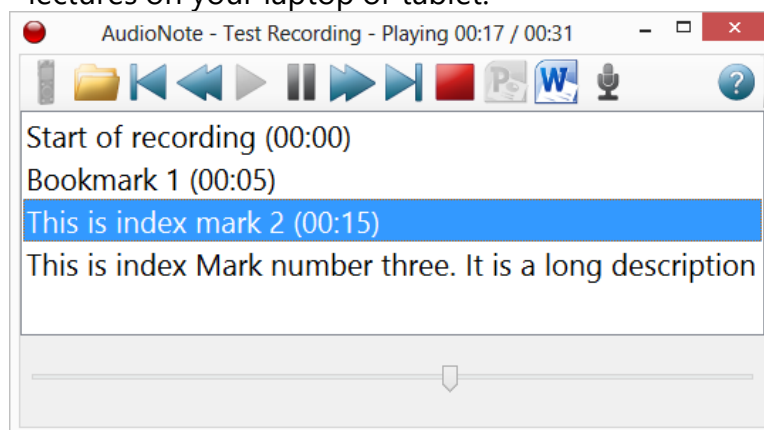
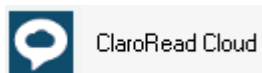


Figure 16: Claro Audio Note Feature

ClaroRead Cloud OCR



ClaroRead Cloud provides Claro text-to-speech, reading support, and document conversion (OCR) across any device - Windows machines, Macs, Android phones and tablets, iPads and iPhones, and Chromebooks.

You can access this service from our Website, without having to create an account:

[ClaroRead Cloud OCR](#)