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ClaroRead

Quick Reference Guide for Tool Usage

Tool	What each tool does	How to make the tool work
Scan	Scan inaccessible text, converting it into accessible text that can be read aloud, copied, edited, and so on. Inaccessible text can mean a paper document, a PDF, an image file, or an area of text on your screen. For example, you might have a scanned PDF where you cannot select text, or a photo of some text, or an image on a website. You can read all of these using the scan tool.	To scan a paper document, click **[Scan]** and then **[Scan from Paper]**. Follow the instructions to scan your document. If you have not used your scanner with ClaroRead before, ClaroRead will help you to set it up first. To scan a PDF or other file, click **[Scan]** and then **[Scan from PDF/File]**. Select your file and then follow the instructions to scan it into accessible text. To scan part of your screen, click **[Scan]** and then **[Scan from Screen]**. Click and drag to select an area of your screen, which ClaroRead will then scan and copy to the clipboard. If ClaroRead does not read out the text automatically, click **[Play]** to read it aloud.
Speech	Reads text aloud using a clear high quality voice. You can choose from a range of options, including different voices, reading speed, and highlight colour.	In Microsoft Word, click **[Play]** (or press **F7**) to start reading aloud from the current cursor position, with highlighting. Other applications that work this way include Outlook, PowerPoint, and Adobe Acrobat. In most other applications, you must select the text you want to read before clicking **[Play]**. In all applications, click **[Stop]** (or press **F8**) to stop reading. Note that ClaroRead also has mechanisms for reading text aloud automatically, e.g. after you type a word, or when you select text using the mouse. To change reading settings, including voice and speed, click **[Settings]** and open the **Speech** tab.
Dictate	Turns spoken words into text (text-to-speech).	Click **[Dictate]** when you are ready to speak. Dictate what you wish and the system will turn your speech into text.

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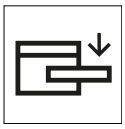
Font*	Allows you to quickly change the font, font size and font colour in a Word document.	Click **[Font]** and select the option you wish to use. If you have text selected, the option will be applied to the selected text only. Otherwise, it will be applied to the whole Word document.
Spacing*	Allows you to quickly change the spacing between characters, lines and paragraphs in a Word document.	Click **[Spacing]** and select the option you wish to use. If you have text selected, the option will be applied to the selected text only. Otherwise, it will be applied to the whole Word document.
Check	Checks text for spelling mistakes and provides suggested corrections, synonyms and dictionary definitions.	In Word, click a word and then click **[Check]** to open ClaroRead's Check window. The Check window contains suggestions, synonyms, and dictionary definitions for the current word. To make a correction, select a suggestion (or a synonym) and then click **Change**. In other applications, select text then click **[Check]**. ClaroRead checks the text and opens the Check window for any words that are incorrect.
Homophones	Checks text for same sounding words (homophones).	Click **[Homophones]** and then select **Check Homophones** to check homophones from the current cursor position (Word) or in the selected text (other applications). This gives your text a thorough check, opening the Check window for any possible errors. In Word, you can click and then select **Show Homophones** to highlight all homophones in the current paragraph (or the selected text).
Predict*	Provides word suggestions as you type and helps construct error-free sentences more easily.	Click **[Predict]** to turn word prediction on and off. When you start typing, ClaroRead shows the most likely next words in a small window, with pictures if available. To insert a suggested word, either click on it or press the corresponding function key (**F1** to **F5**).
Save	Converts text you select or copy into an audio file which will be automatically downloaded to where you choose.	Highlight or copy the text you want to save as your audio file. Click **[Save]** and the Save As window appears. Choose where you wish to save the audio file and which file format you wish to use, then click Save.
Extras	Links to other Claro Software applications and utilities that you have installed.	Click **[Extras]** and choose an application from the menu. For example, select ClaroView or ScreenRuler to tint or mask your screen, or ClaroCapture to capture text and images from different locations. You can configure the Extras menu to include links to handy web pages or other applications.

Settings	Opens the Settings window, which enables you to configure ClaroRead to work best for you.	Click **[Settings]** and choose a tab to access those settings. For example, the Speech tab controls how and when ClaroRead reads out text, while the View tab controls which buttons are shown on the toolbar.
Help	Easy access to Help.	Click **[Help]** to open the ClaroRead help system.
Undock 	Undocks the toolbar from the top of your screen.	Click **[Undock]** to undock the toolbar. You can then drag it to a new position on your screen. This button only appears when your toolbar is docked to the top of the screen.
Close	Closes ClaroRead completely.	Click **[Close]** to close ClaroRead. Note that you can hide the toolbar temporarily using its **Minimise** button or the **Pause** key.

Further information **https://academy.texthelp.com/claroread-dsa/**