

ClaroRead 12.0

User Guide

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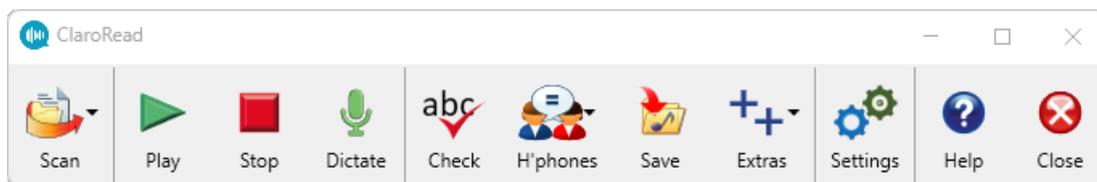
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Welcome to ClaroRead

ClaroRead is a simple, easy-to-use, flexible application that helps you to read and write using your computer. While it is closely integrated with Microsoft Word, Outlook, and PowerPoint to help you work with text, it can also help you work with web pages, PDFs, and more.



The simple ClaroRead toolbar contains a wide range of functionality to help with reading and writing, including:

- **Text-to-speech (TTS)**

Read practically any text from your screen, using a range of high-quality voices. This includes reading out text in menus, buttons, and tooltips. ClaroRead can instantly read out text that you select using your mouse, as well as reading back text as you type it.

Configurable word-by-word highlighting helps you to follow text as it is read aloud. ClaroRead's high quality voices include many languages and accents, male and female.

ClaroRead can even save whole documents to audio so you can listen to them later.

- **Visual assistance**

Easily adjust font size, typeface, and spacing in Microsoft Word. ClaroRead also includes utilities for tinting and masking your screen.

- **Writing tools**

Check spelling, including phonetic misspellings and homophones, with a speaking dictionary to help you choose the right words. ClaroRead also has advanced word prediction that can be used with any application.

- **Scanning (OCR)**

Scan documents from paper, file (including PDF), or screen, using OCR to make text accessible. OCR, or *optical character recognition*, is the conversion of pictures of text (for example, a photo of a document) into computerised text that can be copied, edited, and so on.

- **Speech recognition**

Write text by speaking into your microphone.

ClaroRead works with any application on your computer. You can place the highly visible ClaroRead toolbar anywhere on your screen, *dock* it to the top of the screen, or *lock* it to the currently active window. You can easily choose which buttons are shown on the toolbar, as well as changing its size and display style.

ClaroRead SE

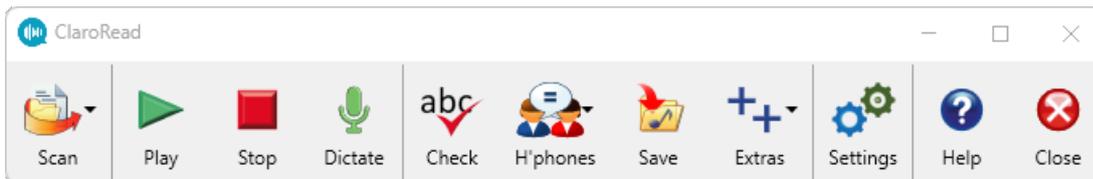
ClaroRead SE is a simplified version of ClaroRead. It is designed for exams so does not include features such as proofing and advanced scanning.



For more details, see the [ClaroRead SE help system](#).

The ClaroRead Toolbar

The ClaroRead toolbar lets you use ClaroRead's powerful features at any time without getting in your way. The toolbar is kept simple by default, containing buttons for ClaroRead's most used features:



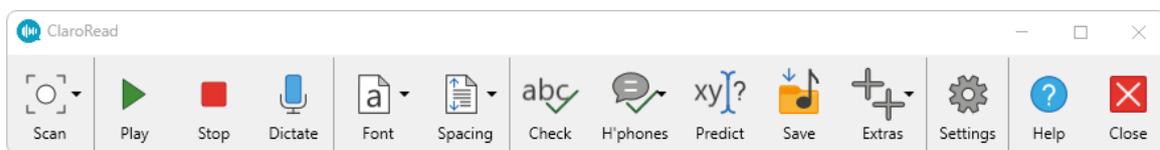
You can add buttons for more features. The full toolbar contains the following buttons:



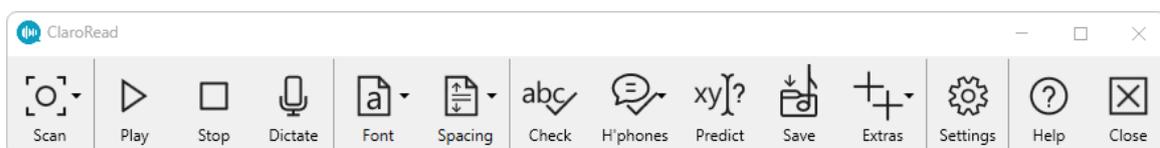
The above images show the toolbar in its default display style, or 'skin'. This is the Classic skin, a friendly high-colour style designed for maximum usability.

Two other skins are available:

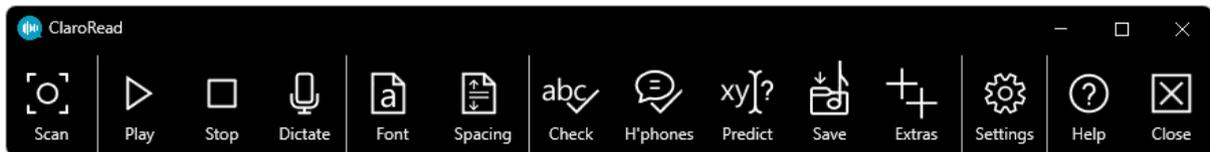
- **Professional** – this skin uses colour to help you distinguish between the different buttons.



- **Modern** – a clear and simple skin that won't distract you from your other applications.



All three skins have “dark mode” equivalents. If you use Windows with a dark theme (or specify dark mode for your apps), the ClaroRead toolbar uses light icons on a dark background:



Several toolbar buttons are hidden by default. We recommend that you hide buttons that you do not use regularly, to make the toolbar smaller and easier to use.

You can show or hide buttons in [View Settings](#), as well as choosing your preferred skin.

ClaroRead Toolbar Buttons

The ClaroRead toolbar can have the following buttons:



Play button

Click the **Play** button (or press **F7**) to start ClaroRead speaking:

- In some applications, including Microsoft Word, PowerPoint, Outlook, and Adobe Acrobat, ClaroRead starts reading aloud from the cursor position onwards.
- In other applications, if text is selected, ClaroRead reads aloud the selected text.
- In other applications, if no text is selected, ClaroRead reads aloud the contents of the Windows clipboard.

ClaroRead also has mechanisms for reading text aloud automatically, that is, without clicking Play. For example, it can read aloud any text that you select with the mouse, or read words aloud as you type them.

See [Speech Features](#).



Stop button

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



Dictate button

Click the **Dictate** button to access speech recognition, enabling you to dictate text rather than using your keyboard.

If you have Nuance's *Dragon* software installed, ClaroRead uses that for speech recognition. Otherwise, it uses Windows voice typing.

See [Dictate Features](#).

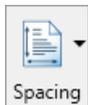


Font button

The **Font** button allows you to quickly change the font of a whole Microsoft Word document (or a selected portion of it) to one of three more readable and popular fonts – Comic Sans MS, Trebuchet MS, or Microsoft Sans Serif. You can also easily increase or decrease font size, or change text colour.

See [Font Features](#).

This button is hidden by default.



Spacing button

The **Spacing** button allows you to quickly change the spacing between text characters, lines and paragraphs in a Microsoft Word document.

See [Spacing Features](#).

This button appears with the Font button and is hidden by default.



Check button

Click the **Check** button (or press **F9**) to start ClaroRead's spelling checker. ClaroRead's spelling checker is tightly integrated with Microsoft Word, offering suggested words, synonyms, and dictionary definitions to help you choose the correct spelling. It also works in most other applications where you need to enter text.

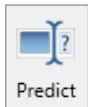
See [Check Features](#).



Homophones button

Click the **Homophones** button (or press **F10**) to start ClaroRead's homophone checker. Homophones are words that sound alike but are different in meaning, for example *blew* and *blue*, and can be a problem for many people. ClaroRead can identify homophones in your text and present you with suggestions that sound similar.

See [Homophone Features](#).



Predict button

The **Predict** button enables word prediction, which can be a very useful tool for certain writing styles. The ClaroRead word prediction feature contains the most frequently used English words. You can also train prediction to use your own vocabulary either from a document or learning from your typing.

See [Word Prediction Features](#).

This button is hidden by default.



Save button

Click the **Save** button to convert text into an audio file saved on your computer. You can save text from Microsoft Word, PowerPoint, Adobe Acrobat, or the clipboard.

See [Save Feature](#).



Extras button

This provides a handy link to start selected other applications and utilities, including ScreenRuler (screen tinting and masking), ClaroCapture (a study skills tool to help you gather information), ClaroPDF (a speech-enabled PDF reader), and Speaking Calculator.

See [ClaroRead Extras](#).



Scan button

The **Scan** button contains the following scanning options:

- **Scan from Paper** – scans a paper document, with the output sent directly into a Word document or saved to file.
- **Scan from PDF/File** – scans *inaccessible* text, such as a non-textual PDF or an image file, and converts it into standard text, saved to file.
- **Scan from screen** – scans text from the screen, even if that text cannot be selected normally, and sends it to the clipboard as standard text.

ClaroRead uses the powerful OmniPage *optical character recognition* (OCR) technology to take any text, even if it is not encoded as words and characters, and convert it into text that can be used in your documents and read out by ClaroRead.

See [Scanning Features](#).



Settings button

The **Settings** button opens the Settings window, enabling you to change all the main ClaroRead options and settings. The Settings window contains pages for Speech, View, Prediction, Check, and Scan settings.

See [ClaroRead Settings](#).



Help button

Click the **Help** button (or press **F12**) to open the ClaroRead help system.



Undock button

When the ClaroRead toolbar is docked to the top of your screen, click the **Undock** button to return it to its floating state.

See [Moving, Docking, and Hiding the ClaroRead Toolbar](#).



Close button

Click the **Close** button to close ClaroRead completely.

Note that you can hide the ClaroRead toolbar temporarily using its **Minimise** button or your keyboard's **Pause** key.

See [Moving, Docking, and Hiding the ClaroRead Toolbar](#).

Moving, Docking, and Hiding the ClaroRead Toolbar

You can use the ClaroRead toolbar in three modes:

- Floating on top of your desktop (default)
- Locked to the active window
- Docked to the top of the screen

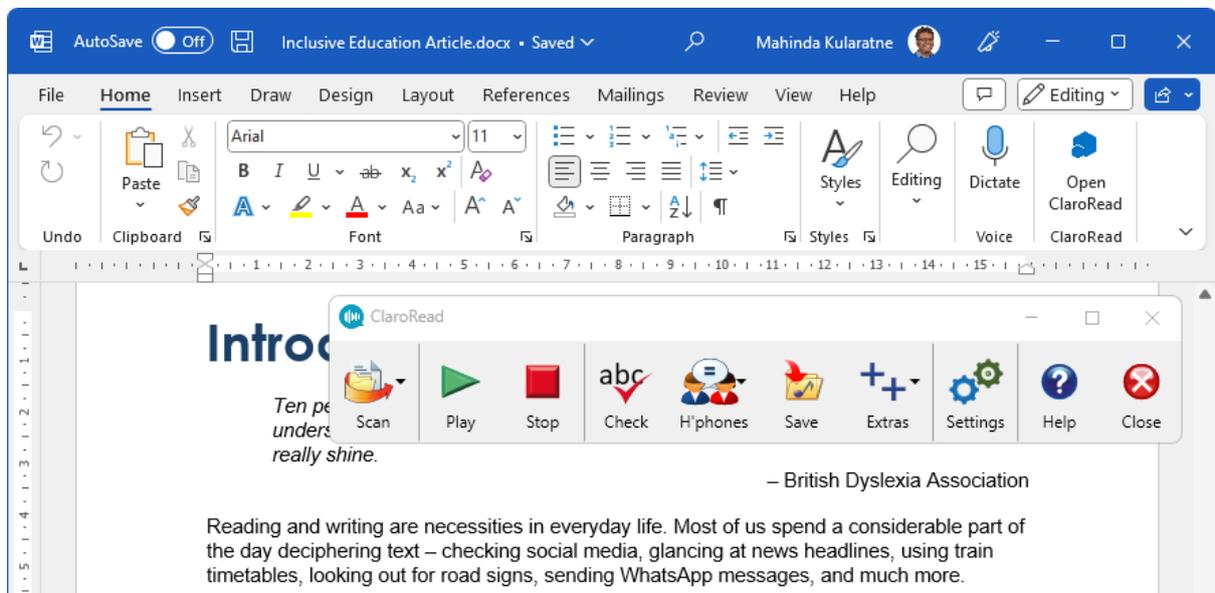
You can also hide the toolbar by minimising it to the Windows taskbar. Many of ClaroRead's features continue to work while the toolbar is hidden.

Floating toolbar

By default the ClaroRead toolbar behaves like a normal window, which floats on top of your desktop so you can always use it no matter what you are doing. You can use the title bar to drag the toolbar to a suitable place on your desktop.

The toolbar behaves like this when the **Lock toolbar to active window** checkbox is unchecked in [View Settings](#).

Lock toolbar to active window

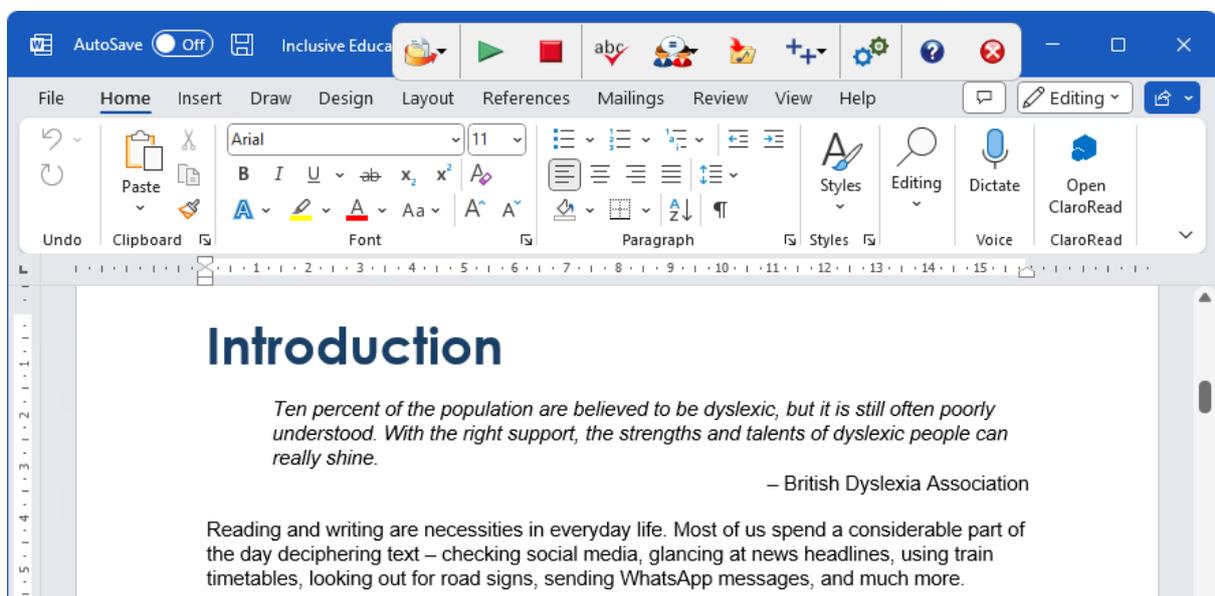


Locking the toolbar to the active window

You can lock the ClaroRead toolbar to the currently active window. The toolbar will move automatically as you switch between different applications, always locked to the top right of the active application's window.

To enable this behaviour, select the **Lock toolbar to active window** checkbox in [View Settings](#).

Lock toolbar to active window

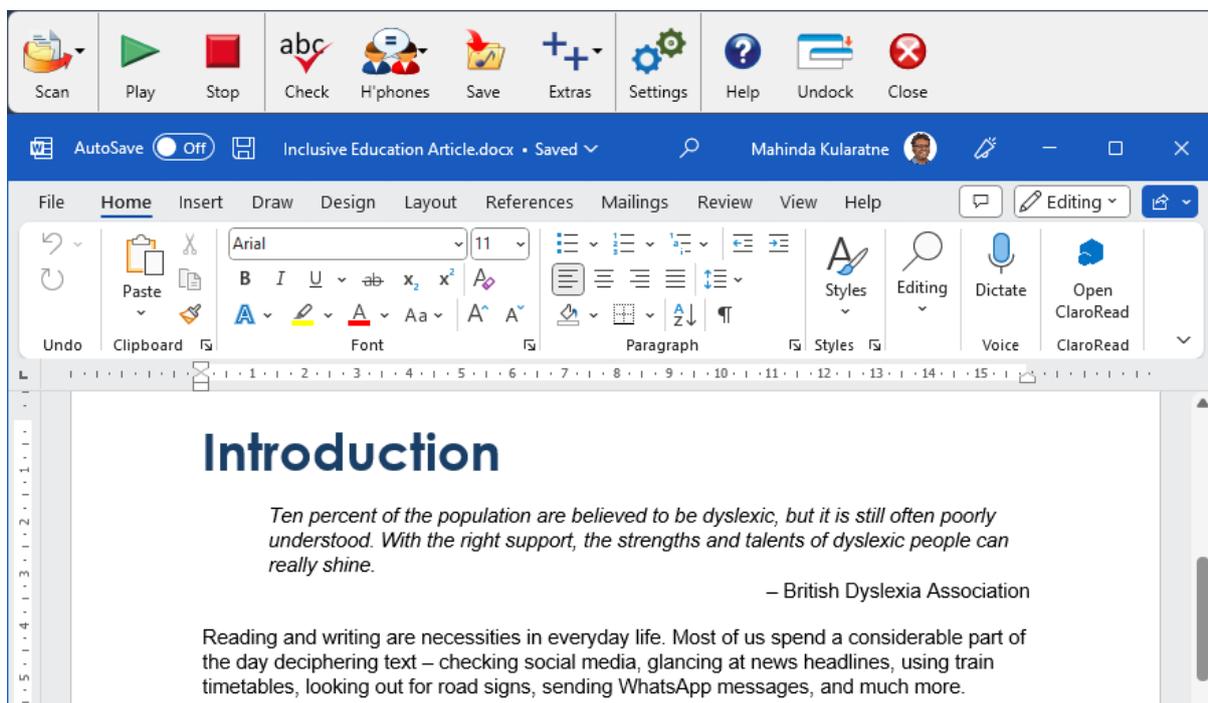


When using this mode, we recommend that you make the ClaroRead toolbar as small as possible so that it does not block your application's menu or toolbar. The above example shows the toolbar set to medium size with captions turned off. It also uses a colourful skin, which helps the toolbar to stand out from the application behind it.

Docking the toolbar to the top of the screen

If the ClaroRead toolbar is floating, you can dock it to make a toolbar all across the top of your desktop. Click the toolbar title bar and drag it to the top of the screen. Release the toolbar and it locks itself to the top of the screen.

When docked, the toolbar always remains in the same place, where it will not obscure your applications' buttons or menus.



Click the **Undock** button  to return the toolbar to its normal floating state.

Minimising or hiding the toolbar

You can hide the ClaroRead toolbar completely by minimising it. Many of the speech and prediction features will still work, such as speaking when you select text with the mouse or hover over text in a web page.

The simplest way to do this is to press your keyboard's **Pause** key, which will make the toolbar appear and disappear. You can also use the normal **Minimise** button on the floating toolbar:



ClaroRead minimises to the Windows taskbar, like many other applications. Click ClaroRead's taskbar button to show the toolbar again.

Speech Features

ClaroRead's ability to make the computer talk is one of its key innovative features. ClaroRead uses high-quality synthesised voices, such as RealSpeak or Vocalizer voices from Nuance (formerly Scansoft). ClaroRead 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.

ClaroRead offers a range of different speech features, which are described below. Some speech features depend on the application that you are using. For example, you can simply position the cursor in a Microsoft Word document and click **Play**, whereas in Windows Notepad you need to select text with your mouse first.



Generally, you can control ClaroRead's speech using the toolbar's **Play** and **Stop** buttons. Alternatively, you can press **F7** (Play) and **F8** (Stop). ClaroRead also stops speaking when you press the **Ctrl** key or the **Spacebar**.

ClaroRead's speech is highly configurable. You can enable or disable individual speech features, or change the way they behave.

See [Speech Settings](#) and [Advanced Speech Settings](#).

Click and play

In some applications, you can position the cursor and click **Play**. ClaroRead starts reading aloud from the cursor position onwards, highlighting text as it reads it. These applications include Microsoft Word, PowerPoint, Outlook, LibreOffice Writer, and Adobe Acrobat.

If you hold down **Shift** and click **Play** (or press **Shift+F7**) in these applications, ClaroRead reads only a single sentence.

In most other applications, you must select the text you want to read before clicking **Play**.

Speak from the clipboard

For applications that do not support speaking from the cursor, clicking **Play** *without anything selected* results in ClaroRead reading aloud the text that is currently stored in the Windows clipboard.

To use this feature quickly, you can select text, press **Ctrl+C** to copy it to the clipboard, and then press **F7** to speak it using ClaroRead.

Speak when mouse selects

ClaroRead automatically reads aloud any text that you select with the mouse. This works in most applications and is often the most convenient way to speak text.

Note: This speech feature only works when you select text “normally” using your mouse – that is, by clicking your left mouse button, holding it down, and dragging the cursor to include the text that you want to read.

ClaroRead will not read out text that you select by double-clicking, or by using your keyboard.

Speak word on Ctrl+hover

If you hold down the **Ctrl** key and hover the mouse pointer over any word on your screen, ClaroRead reads that word aloud. This works for toolbar buttons, menu items, hyperlinks, and so on.

Speak under mouse

ClaroRead can automatically read any text that you hover your mouse pointer over. This includes paragraphs, hyperlinks, buttons, and alternative text for pictures.

By default, this feature is available in only a few selected applications, including Claroldeas. While you can configure ClaroRead to speak under the mouse for *all* applications, this can be distracting.

Speak when the cursor moves

ClaroRead can automatically read text aloud as you move the cursor through it using your keyboard's arrow keys:

- Pressing **Right** or **Left** moves the cursor to the next or previous character and ClaroRead reads out that character.
- Pressing **Ctrl+Right** or **Ctrl+Left** moves the cursor to the next or previous word and ClaroRead reads out that word.
- Pressing **Down** or **Up** moves the cursor to the next or previous line and ClaroRead reads out that entire line.
- Pressing **Ctrl+Down** or **Ctrl+Up** moves the cursor to the next or previous paragraph and ClaroRead reads out that whole paragraph.

You can use these commands repeatedly, for example pressing the **Down** arrow repeatedly to read through a document.

You can configure ClaroRead to speak phonetic letter sounds rather than characters when you press the **Right** and **Left** arrow keys.

This speech feature is disabled by default.

Echo text as you type

ClaroRead can automatically read aloud every word that you type, immediately after you type it. This is great for confirming that you have typed the word that you intended, but note that you may type quicker than ClaroRead can speak!

You can configure ClaroRead to echo sentences, words, or individual characters.

ClaroRead can either speak each letter's name as you type (like "ay" for "apple") or speak each letter's sound (like "ah" for "apple"). If you're a beginning learner working on your phonics, the letter sounds may be most useful.

This speech feature is disabled by default.

Echo Dragon voice input

If you use Nuance's *Dragon* speech recognition software, ClaroRead can echo each word or phrase that Dragon recognises. This gives you confidence that Dragon has correctly recognised what you said, or draws your attention to any misrecognitions.

See [Echoing Dragon Voice Input](#).

This speech feature is disabled by default.

Skip references

When reading text aloud, ClaroRead automatically skips anything that looks like a reference, such as journal details in parentheses. This makes it easier for you to focus on the main text, without references to break up its flow.

If you prefer to have all references read aloud, this speech feature can be disabled in ClaroRead's [Speech Settings](#).

Making Word, PowerPoint, and Outlook Speak

Microsoft Word, PowerPoint, and Outlook support a wide range of ClaroRead speech features:

- Click and play (with text highlighting)
- Speak when mouse selects (no highlighting)
- Speak word on Ctrl+hover
- Speak under mouse (if enabled)
- Speak when the cursor moves (if enabled)
- Echo text as you type (if enabled)

Note: ClaroRead temporarily changes text colour and background when highlighting text. For some documents this may affect existing formatting.

Play On mode



If you position your cursor in a Word document and hold down **Ctrl** while you click **Play** (or press **Ctrl+F7**), ClaroRead enters *Play On* mode and the Play button changes appearance.

ClaroRead continues reading the contents of your document until you click **Stop**, even if you switch to another application. You can even edit the original document while ClaroRead is reading it out.

Keyboard shortcut toggle

ClaroRead uses its own keyboard shortcuts, which can conflict with Word, PowerPoint, and Outlook's own shortcuts. For example, F9 opens ClaroRead's Check window whereas you might want to use Word's F9 shortcut to update document fields.

To use a Word, PowerPoint, or Outlook keyboard shortcut, press **F6** to switch between ClaroRead's shortcuts and the application's. To switch back, click the ClaroRead toolbar and then press **F6** again.

Making presentations speak

If you click **Play** (or press **F7**) while viewing a presentation in PowerPoint's Slide Show mode, ClaroRead will start reading aloud, with text highlighting, from the start of the current slide.

ClaroRead continues reading, progressing through your slide deck until you click **Stop** or interrupt the presentation.

Other word processors

Other word processors, such as Apache OpenOffice and LibreOffice Writer, support some of the same ClaroRead speech features as Word. These may include "click and play" and the Play On mode.

Making PDF Documents Speak

Adobe Acrobat and Adobe Acrobat Reader support a similar range of ClaroRead speech features to Word:

- Click and play (with text highlighting)
- Speak when mouse selects (no highlighting)
- Speak word on Ctrl+hover
- Speak under mouse (if enabled)

Unlike Word, you cannot use “speak when the cursor moves”, echo text, or Play On mode in a PDF document.

Some PDFs are *inaccessible*, that is, they contain images of text rather than characters and words. The above speech features will not work for inaccessible PDFs – instead, you can use ClaroRead’s scanning features to convert them into *accessible* PDFs, with text that can be read aloud, copied into other documents, and so on.

See [Scanning Features](#) and [Making Accessible PDFs](#).

Note: Even accessible PDF files are very complex, which can sometimes cause problems for ClaroRead (and all assistive technology). If you have problems with a PDF, use ClaroRead’s scanning feature to create a new PDF from it – this will usually work better than the original PDF.

Making Web Pages Speak

You can use the ClaroRead toolbar with the Google Chrome web browser. Speech features supported by Chrome include:

- Click and play (with text highlighting)
- Speak when mouse selects (no highlighting)
- Speak word on Ctrl+hover
- Speak under mouse (if enabled)
- Echo text as you type (if enabled)

These speech features work whether you are browsing the web or using feature rich *web apps* such as Gmail, Facebook, Google Docs, and Microsoft Word Online.

Note that you can also use ClaroRead's spelling checker, word prediction, and so on when you are writing text on web sites or web apps.

ClaroRead Chrome Extension

To use ClaroRead with Chrome, you need to have the *ClaroRead Chrome* extension installed. This is usually installed automatically with ClaroRead, in which case you will see its  icon in the extensions area, at the top right of your Chrome window:



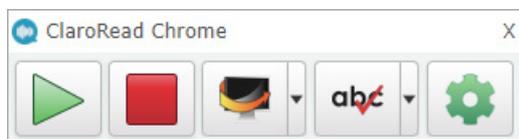
If you do not see the  icon, click the Extensions icon  to see if ClaroRead Chrome has been installed but is not visible.

If ClaroRead Chrome has not been installed, you can find it in the [Chrome Web Store](#).

ClaroRead Chrome often activates automatically when you load a web page, so you can simply use the standard ClaroRead toolbar to read text from that page. If this does not happen automatically, however, you may need to click . You may also be prompted to reload the page.

Using the ClaroRead Chrome Extension without ClaroRead

If ClaroRead is not running, clicking  opens the ClaroRead Chrome extension's own toolbar:



This toolbar gives you access to many of ClaroRead's features in Chrome, including dictation, word prediction, and screen tinting. It only works within the Chrome window.

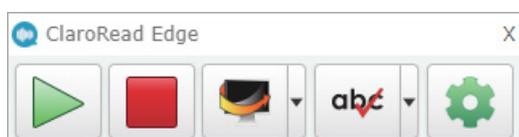
Note that some features are hidden by default, to keep the toolbar simple and unobtrusive. You can toggle buttons on and off from the View tab of ClaroRead Chrome's Settings screen.

To use premium features, such as scan from screen and the spelling checker, you may need to sign into your Claro Account in either ClaroRead Chrome's settings or the Chrome browser itself.

ClaroRead Edge Extension

If you prefer to use Microsoft Edge as your web browser, you can install the *ClaroRead Edge* extension from the [Edge Add-ons store](#).

ClaroRead Edge has similar functionality to ClaroRead Chrome. Unlike ClaroRead Chrome, however, it is not currently integrated with the main ClaroRead toolbar – that is, you must use ClaroRead Edge's own toolbar:



Making Other Applications Speak

You can make almost any application speak using the following ClaroRead speech features:

- Click and play (with text selected before you click **Play**)
- Speak when mouse selects
- Speak word on Ctrl+hover
- Speak under mouse (if enabled)
- Speak from the clipboard

Many applications that support text entry will also support one or more of the following speech features:

- Speak when the cursor moves (if enabled)
- Echo text as you type (if enabled)

For example, ClaroRead will read out text that you select in Microsoft Excel. In Windows Notepad, it will also echo your typing, as well as speaking as you move the cursor.

Experiment with the applications you use regularly to find the best way to use them with ClaroRead. Don't forget that you can also configure ClaroRead's speech settings to suit the way you work.

Muting ClaroRead

ClaroRead may speak a lot when you do not need it, which can be distracting. You can mute ClaroRead temporarily by pressing **Ctrl+F8**.

Press **Ctrl+F8** again to unmute ClaroRead.

Dictate Features



Click the **Dictate** button to access speech recognition, enabling you to dictate text rather than using your keyboard.

ClaroRead uses the following speech recognition systems:

- **Dragon speech recognition**

If you have Nuance's *Dragon* software installed, the **Dictate** button controls Dragon's microphone. You can use the full range of Dragon's functionality to dictate and edit text without opening Dragon's own toolbar.

- **Windows voice typing**

If you do not have Dragon installed, the **Dictate** button opens the Windows Voice Typing toolbar. You can use Windows voice typing to dictate text and perform basic editing.

Both these speech recognition systems provide a complete end-to-end solution for users who have difficulty using their keyboard and screen – you can dictate text using Dragon or Windows voice typing, and then use ClaroRead to help you check and edit it.

Dictating with Dragon

ClaroRead is often installed alongside Nuance's *Dragon* speech recognition software (formerly Dragon NaturallySpeaking). If so, you can use the ClaroRead toolbar's **Dictate** button to dictate with Dragon without having to open Dragon's own toolbar.

The **Dictate** button changes to reflect the current status of Dragon's microphone, and can be used to turn the microphone on or off:



Microphone Off

Click **Dictate** to turn on Dragon's microphone.

While the microphone is off, it will not respond to any voice commands.



Microphone On

Click **Dictate** or say "microphone off" to turn off Dragon's microphone.

You can also say "go to sleep" to put the microphone to sleep.



Microphone Asleep

Say "wake up" to turn on Dragon's microphone and start dictating.

If you click **Dictate** or say "microphone off", the microphone turns off completely.

When the microphone is turned on, you can use the full range of Dragon's voice commands. As well as dictating and editing text, you can use your voice to control Windows, browse the web, and work in applications including Microsoft Office.

For more details, see your Dragon documentation.

Echoing Dragon Voice Input

ClaroRead can “echo” each word or phrase that Dragon recognises. This helps provide user confidence, as well as accuracy of dictation, by confirming that Dragon has recognised your speech correctly. If your speech has not been recognised correctly, the echo helps to draw your attention to the misrecognition.

You need to configure both Dragon and ClaroRead to use this feature:

- **In Dragon, turn on the Results Box**

From the Dragon toolbar, click **Tools > Options** and then open the **Appearance** tab. Select the **Show preliminary results** checkbox.

We recommend that you also set **Auto-hide delay** to **Never hide**.

- **In ClaroRead, enable the echo feature**

Open ClaroRead’s [Advanced Speech Settings](#) and select the **Echo Dragon voice input** checkbox.

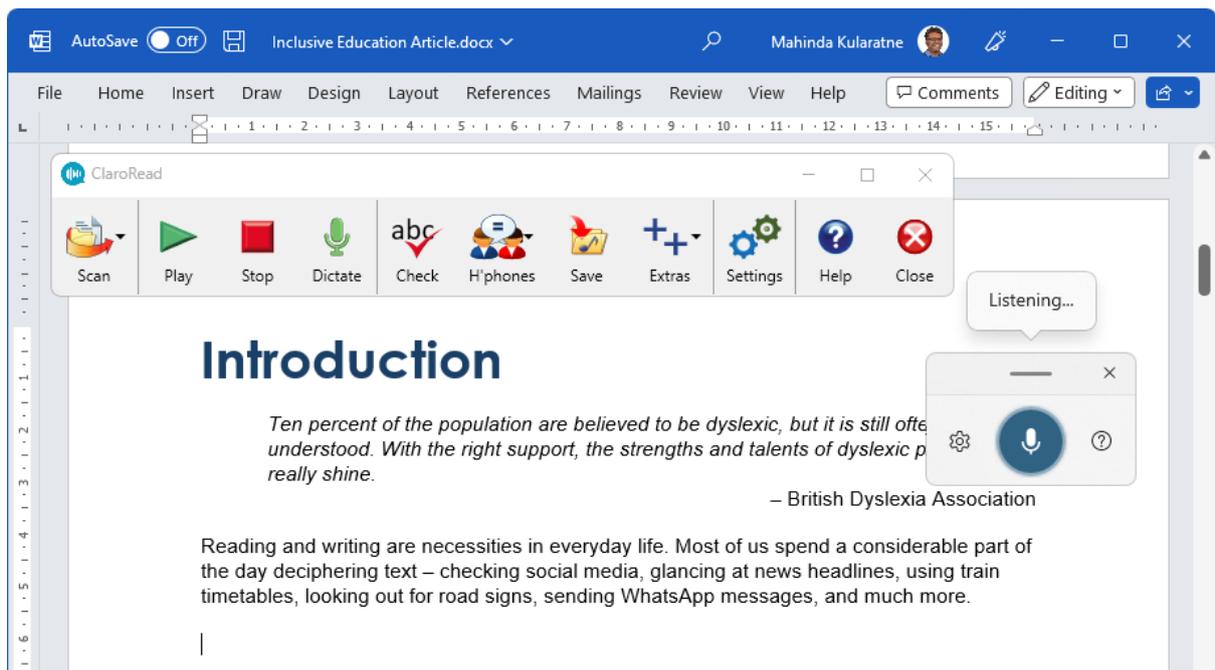
Now, when you dictate text, Dragon shows what it has recognised in a Results Box, which ClaroRead then reads aloud.

Note: This feature works best with a headset or headphones – otherwise, Dragon may recognise ClaroRead’s speech and go into a loop, repeating the original dictation endlessly.

Dictating with Windows Voice Typing

If you do not have Dragon installed, ClaroRead uses Windows voice typing.

Click **Dictate** to open the Windows Voice Typing toolbar, with its microphone turned on. Anything you dictate will be inserted at the current cursor position:



If you click ClaroRead's **Dictate** button while the Voice Typing toolbar is open, it toggles the microphone on and off.

Note that voice typing is only available on Windows 10 or later, with different voice commands available for each version of the operating system. It also requires an internet connection.

For more details, see [Microsoft's voice typing support page](#).

Echoing Windows Voice Typing

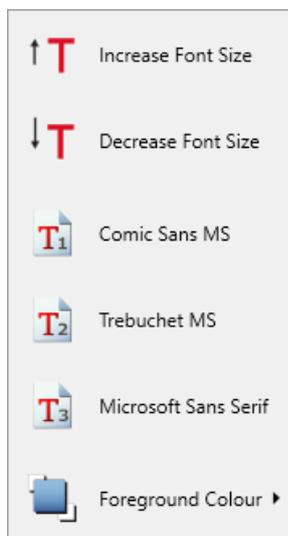
ClaroRead cannot echo Windows voice typing like it can for Dragon. Instead, you can use ClaroRead's "echo text as you type" speech feature to echo back words or sentences when you press your keyboard's **Spacebar** or **Enter** keys (or when you dictate "press Space" or "press Enter").

Font Features

You can enable the Font button in ClaroRead's [View Settings](#).



Changing font size, typeface and colour can often make text easier to read. When working in Microsoft Word, click ClaroRead's **Font** button to open the following menu:



Select an option to make a quick change to your document's text.

If you have text selected, the option will only be applied to the selected text – otherwise, it will be applied to the entire document.

Note: Any changes you make using the Font menu will override or otherwise affect your document's existing formatting.

Increase Font Size

Increases the size of the selected text (or all text in the document) by 2 points.

If your text includes different text sizes, it will all be set to the same size – that is, the size of the first selected text (or the text at the cursor position) plus 2 points.

Decrease Font Size

Decreases the size of the selected text (or all text in the document) by 2 points.

If your text includes different text sizes, it will all be set to the same size – that is, the size of the first selected text (or the text at the cursor position) minus 2 points.

Comic Sans MS / Trebuchet MS / Microsoft Sans Serif

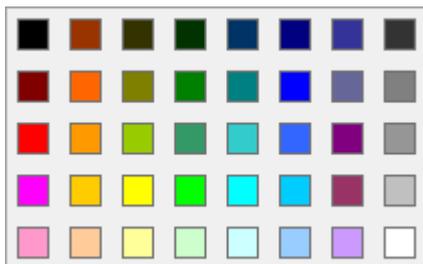
Changes the font of the selected text (or all text in the document) to Comic Sans MS, Trebuchet MS, or Microsoft Sans Serif.

These three fonts are available by default because many people find them easy to read. You can change the fonts shown in the Font menu using ClaroRead's [Advanced Settings Editor](#).

Foreground Colour

Changes the colour of the selected text (or all text in the document).

When you click this option, a set of colours is displayed:



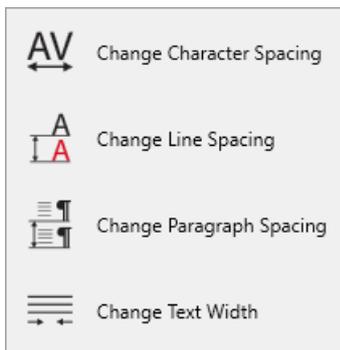
Select a colour to apply it to your text.

Spacing Features

You can enable the Spacing button in ClaroRead's [View Settings](#).



Changing spacing and text width can make text easier to read. When working in Microsoft Word, click ClaroRead's **Spacing** button to open the following menu:



Select an option to make a quick change to your document's spacing. Some examples of modified character and line spacing are shown below:

Standard text in Microsoft Sans Serif

ClaroRead helps users to create, read, view and check text. ClaroRead operates closely with Microsoft Office applications, especially Word.

Character spacing expanded by 2pt

ClaroRead helps users to create, read, view and check text. ClaroRead operates closely with Microsoft Office applications, especially Word.

Line spacing set to 1.5 lines

ClaroRead helps users to create, read, view and check text. ClaroRead operates closely with Microsoft Office applications, especially Word.

Character spacing +2pt, line spacing 1.5

ClaroRead helps users to create, read, view and check text. ClaroRead operates closely with Microsoft Office applications, especially Word.

If you have text selected, the option will only be applied to the selected text – otherwise, it will be applied to the entire document.

Note: Any changes you make using the Spacing menu will override or otherwise affect your document's existing formatting.

Change Character Spacing

Expands character spacing by 1 point, then 2 points, and then 3 points. If clicked again, character spacing returns to normal.

If your text includes different character spacings, it will all be set to the same spacing – that is, the spacing of the first selected text (or the text at the cursor position) plus 1 point.

Change Line Spacing

Changes line spacing to 1 line, then 1.5 lines, then 2 lines. If clicked again, line spacing returns to 1 line.

If your text includes different line spacings, it will all be set to the same spacing.

Change Paragraph Spacing

Changes the spacing after each paragraph to zero, then 6 points, then 12 points, then 18 points, then 24 points. If clicked again, paragraph spacing returns to zero.

If your text includes different paragraph spacings, it will all be set to the same spacing.

Change Text Width

Changes the text column to a single narrow column, then two columns, and then back to a single wide (whole-page) column.

This option always changes the entire document.

Check Features



ClaroRead provides a single **Check** button (**F9**) to find and correct spelling mistakes.

To help you make the right correction, ClaroRead's Check window offers suggested words, synonyms, and dictionary definitions. It can also give short meanings and identify homophones.

The Check window works in almost any application – not just word processors but also email clients, web browsers, and anywhere else that you need to enter text. Note that the procedure for checking spelling in Microsoft Word is different to other applications.

In addition to the Check window, ClaroRead has a speaking *dictionary tooltip* that gives a spoken definition for any word in any application. If you have a multilingual system, the dictionary tooltip can also translate words quickly and easily.

You can configure the behaviour of the Check window and dictionary tooltip, or edit ClaroRead's list of spelling corrections.

See [Check Settings](#) and the [Advanced Settings Editor](#).

Checking Spelling in Word

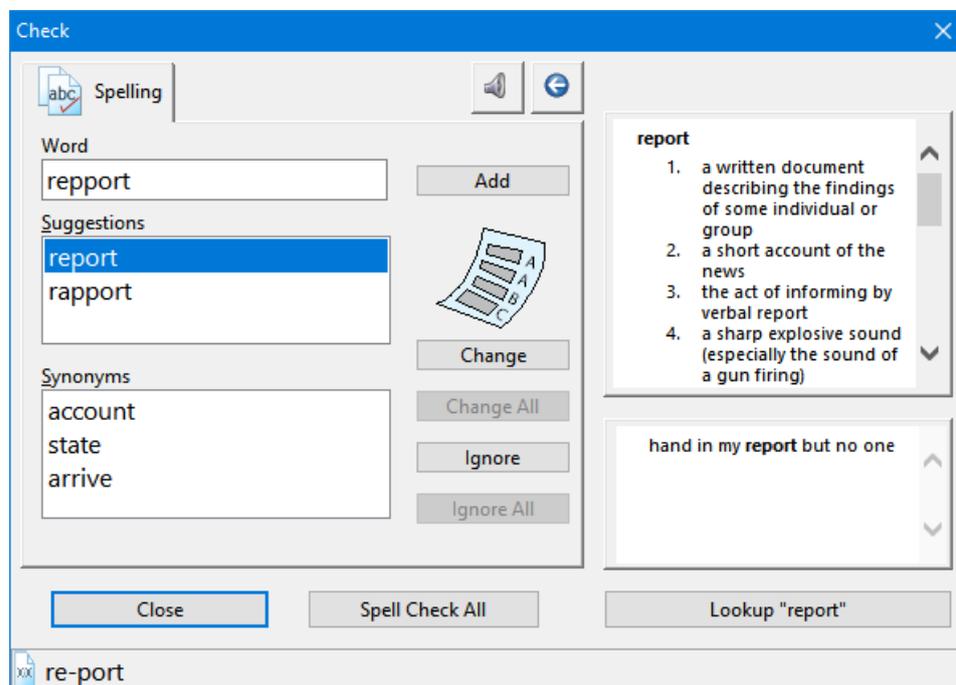
Microsoft Word has its own powerful spelling and grammar checker, which marks errors in your document with red and blue wavy lines. ClaroRead's spelling checker is designed to work alongside Word's functionality – you can already see which words need attention, so you can go straight to them and make corrections.

To check spelling in Word:

1. Position the cursor in a word and then click  (or press **F9**).

ClaroRead checks the word and the Check window appears.

If the word is incorrectly spelled, the Check window shows the Spelling tab:



If the word is already spelled correctly, the Check window still appears but it shows the Meanings tab, enabling you to check the meaning of the word or find a synonym for it. Proceed to step 3.

2. In the Spelling tab, you can:

- Select a suggestion or synonym (or type your own correction into the Word field) and then click **Change**. ClaroRead applies the correction and the Check window shows the Meanings tab for the new word.
- Click **Ignore** to proceed to the next misspelled word without making a correction.
- Click **Close** to close the Check window without making a correction.

3. In the Meanings tab, either:

- Select a meaning or synonym and then click **Change**. ClaroRead applies the correction and the Meanings tab updates to show details of the new word.
- Click **Close** to close the Check window and end the spellcheck.

Spell Check All

If at any point you click the **Spell Check All** button, at the bottom of the Check window, ClaroRead starts checking your entire Word document from the beginning. When in “spell check all” mode:

- When you click the **Change** button, ClaroRead proceeds to the next misspelled word, rather than showing the Meanings tab for the current word.
- The **Change All** button is available. Click this button to apply the selected correction to every occurrence of the misspelled word in your entire document.
- The **Ignore All** button is available. Click this button to ignore all occurrences of the current word in your entire document.

Special Features for Word

ClaroRead's spellcheck behaves differently in Microsoft Word, compared to how it works in other applications.

The following features only apply when you are working in Microsoft Word:

- **Quick single-word checking**

Instead of selecting text, just position the cursor in a word (or select a single word) and then click **Check** (or press **F9**).

If the word is misspelled, the Check window will help you to correct it (using the Spelling tab). If the word is spelled correctly, however, the Check window shows its meaning and other information (in the Meaning tab).

- **Spell Check All button**

When checking a word, you can click the Check window's **Spell Check All** button to check your entire Word document from the beginning.

- **Corrections are applied immediately**

Unlike other applications (where corrections are only made when you the Check window closes), spelling corrections in Word are made immediately, that is, as soon as you click **Change** or **Change All**.

Checking Spelling in Other Applications

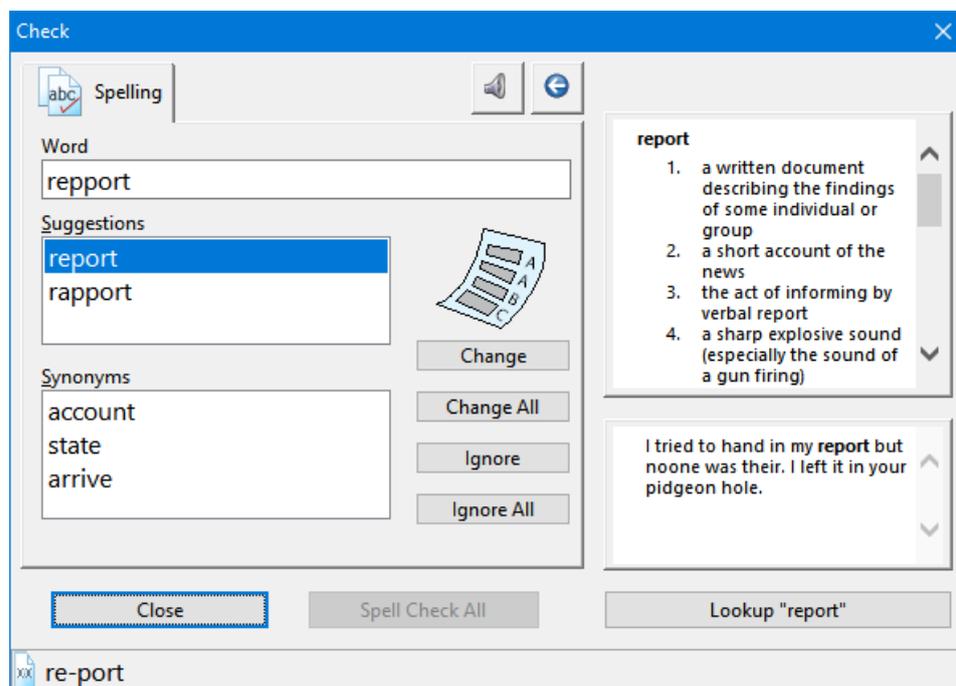
In all applications apart from Microsoft Word, you must select text before you can check its spelling.

To check spelling in applications other than Word:



1. Select the text that you want to check, and then click  (or press **F9**).

ClaroRead checks the selected text. If it finds an error, the Check window appears, showing the Spelling tab:



If ClaroRead does not find any errors, a “No Spelling Errors!” message is displayed. Click **OK** to close the message.

Note: You should always select a meaningful amount of text to check. This gives context, which helps ClaroRead to identify more complex errors such as incorrectly used homophones. See [Selecting Text for Context](#).

2. In the Check window, select the appropriate suggestion or synonym (or type your own correction into the Word field), and then click **Change** or **Change All**.

Remember that, if the error is related to homophones, the Check window also shows the Homophones tab, which can help you work out the correct homophone to use.

Alternatively, click **Ignore** or **Ignore All** to skip past that error.

3. ClaroRead continues checking the selected text. If any more errors are found, they will be shown in the Check window.

Note that any corrections are stored for now – they will not be applied until the spell check is complete.

4. Continue making corrections until no errors are found.

After the last error, ClaroRead closes the Check window and applies all your corrections as a single action.

Finally, a “No Spelling Errors!” message is displayed.

5. Click **OK** to close the message and return to your application.

Note that you can also click the **Close** button to close the Check window before the spellcheck is complete. ClaroRead will apply any corrections that you have selected so far.

Selecting Text for Context

ClaroRead's spellcheck looks for words that have been used incorrectly as well as words that have been misspelled. In order to do this, it needs some context, which you can supply by selecting more than just one word.

For example, consider the following sentence:

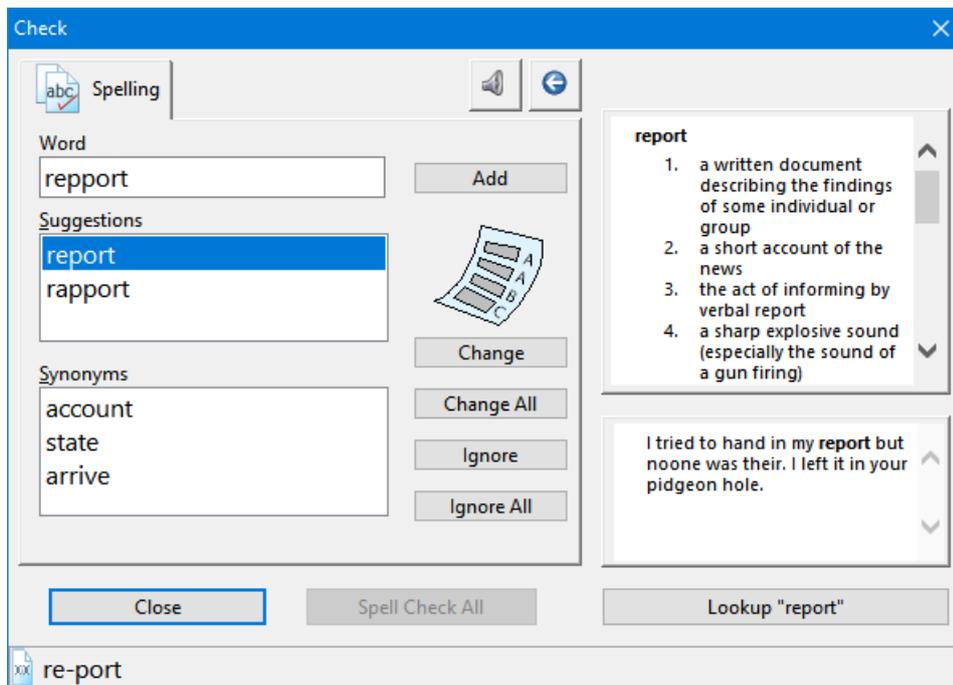
I tried to hand in my report but no-one was their.

The "their" is an incorrect homophone – "there" is the correct word to use in this instance.

If you select only "their", ClaroRead will not find any mistakes. However, if you select the whole sentence, or even part of it, ClaroRead will have enough context to recognise that the wrong homophone has been used.

Check Window

When ClaroRead detects a spelling mistake, it shows the Check window's Spelling tab:



Word field

The word currently being corrected.

If none of the suggestions or synonyms is suitable, you can edit the misspelled word directly by typing in this field.

Anything you type here becomes the “selected correction” and other parts of the window are updated automatically. For example, if you are correcting the word “repport” and you type “reports”, the Definition area updates to show the meaning of the word “reports” and the picture changes from one report to several.

Suggestions list

A list of suggested corrections. The first suggestion is selected by default.

Click a suggestion to update the rest of the Check window accordingly.

Synonyms list

A list of synonyms for the selected suggestion, that is, other words with the same (or almost the same) meaning.

Click a synonym to make that the “selected correction” (instead the selection from the Suggestions list) and update the rest of the Check window accordingly.

Picture

If there is a picture associated with the selected correction, it is shown to the right of the Suggestions list.

Definition area (top right)

The dictionary definition of the selected correction is shown at the top right of the Check window.

Context area (bottom right)

The text being spellchecked is shown at the bottom right of the Check window, with the selected correction in bold. This shows you how the correction looks in your original text.

Syllabification area (bottom left)

At the bottom left of the Check window is the syllabification of the selected correction, that is, how the word is split into syllables.

Lookup button

Click **Lookup** to look up the selected suggestion or synonym in an online dictionary.

Mute / Unmute button

ClaroRead automatically reads out anything that you select or hover the mouse pointer over in the Check window.

Click  to disable this feature, or click  to enable it again.

Hide / Show button

You can make the Check window simpler by hiding the right side of the window, that is, the Definition area, Context area, and Lookup button.

Click  to hide the right side of the window, or click  to show it again.

Add button

Click **Add** to add the spelling in the Word field to your custom dictionary. ClaroRead will now recognise it as a correct spelling.

Change and Change All buttons

After you have selected a suggestion or synonym (or typed your own correction into the Word field), click **Change** to apply the correction.

Alternatively, click **Change All** to change every instance of the misspelled word in the entire document (Word) or in the selected text (other applications).

Ignore and Ignore All buttons

You can click **Ignore** to proceed to the next misspelled word without making a correction.

Alternatively, click **Ignore All** to ignore every instance of the misspelled word in the entire document (Word) or in the selected text (other applications).

Spell Check All button (Word only)

If you are working in Microsoft Word, click this button to spell check your entire document, starting from the beginning.

Close button

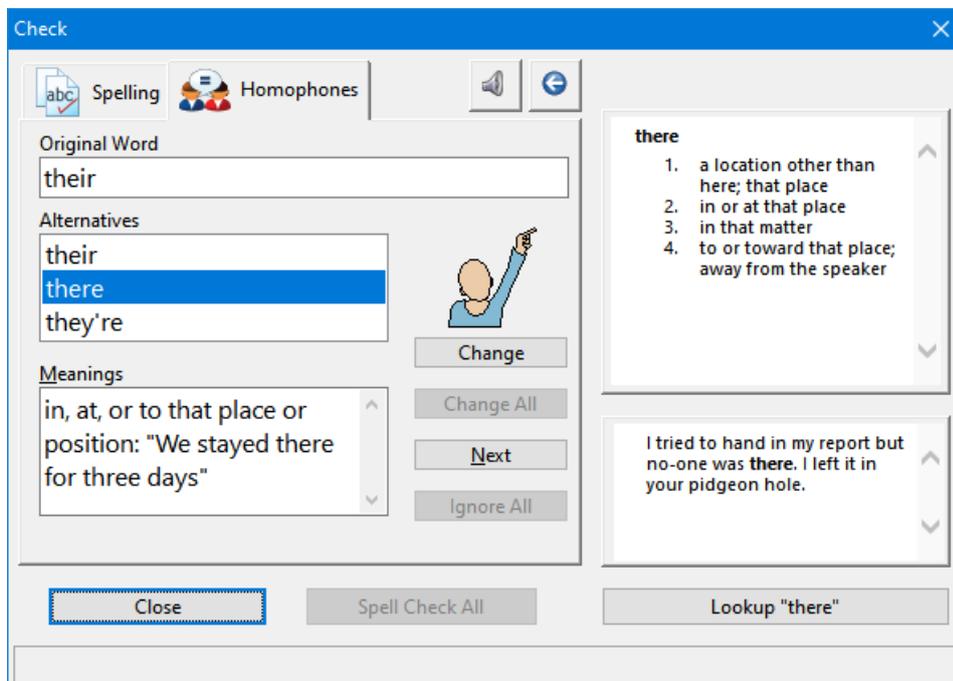
Click **Close** to close the Check window immediately, applying any corrections that you have selected so far.

Note that the Check window closes automatically when you complete a spellcheck, that is, after you have gone through all corrections in the document (Word) or in the selected text (other applications).

Homophones Tab

If ClaroRead identifies a misspelling as a possible misused homophone, for example if you have typed “their” instead of “there”, it will be shown in the Check window so you can check it and make a correction, if necessary.

In this case, the Check window will show the Homophones tab in addition to the Spelling tab:



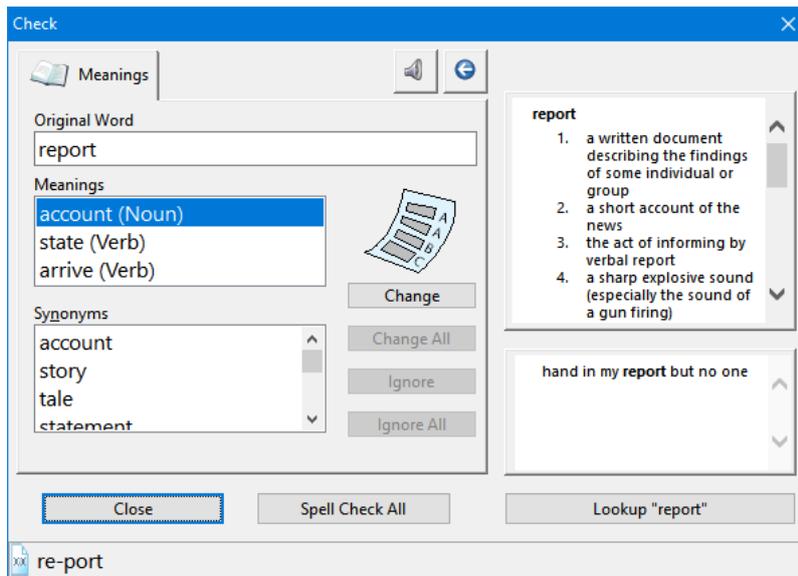
The Homophones tab is similar to the Spelling tab, but shows possible alternative homophones and their meanings, rather than suggestions and synonyms.

You can still change the current word in the Homophones tab. Select an alternative homophone, and then click **Change**.

See [Homophone Features](#).

Meanings Tab

If you are working in Microsoft Word and click **Check** when the cursor is positioned in a correctly-spelled word, the Check window shows the Meaning tab instead of the Spelling tab:

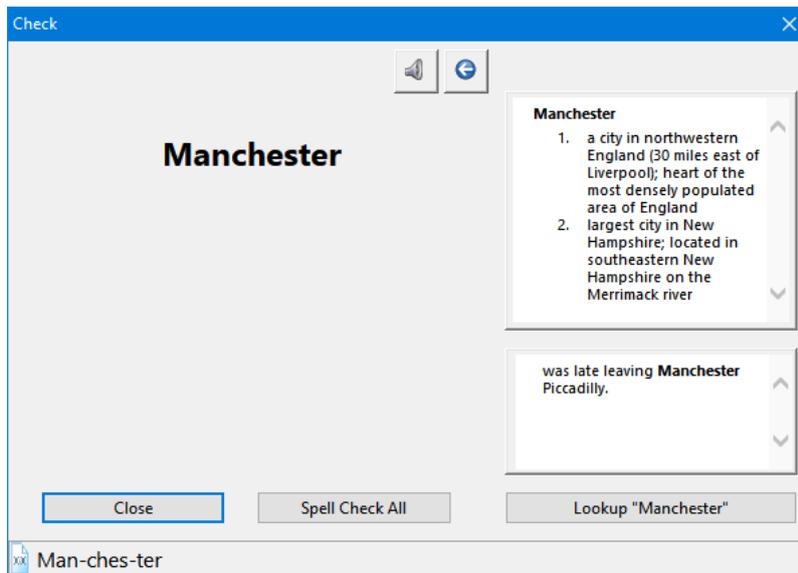


The Meanings tab is similar to the Spelling tab, but shows possible meanings of the current word, rather than suggested corrections.

You can still change the current word in the Meanings tab. Select a meaning or a synonym, and then click **Change**.

Blank Check window

If ClaroRead does not have additional meanings or synonyms for the current word, a partially blank Check window may be shown instead of the Meanings tab:



This typically happens for technical terms, names of people or places, or custom words that have been added to your Word dictionary.

Dictionary Tooltip

ClaroRead provides you with a *speaking dictionary tooltip* that gives you a spoken definition for any word in any program.

Either select a single word with your mouse, or hold down the **Ctrl** key and hover your mouse pointer over it. A dictionary tooltip appears:



If you have **Speak when mouse selects** enabled (in ClaroRead's [Advanced Speech Settings](#)), you will also hear the selected word spoken aloud.

The tooltip contains a definition for the selected word. To hear the definition read aloud, point your mouse at the tooltip. If you click a word in the definition, it will in turn be defined.

The syllabification of the selected word is also shown at the top of the tooltip, if available.

The tooltip is limited to three lines of definition text – use the scroll bar at the right to read longer definitions.

We recommend that you select words by clicking and dragging your mouse. The tooltip may not appear if you double-click a word, for example, or if you select it using your keyboard.

You can look up the word in an online dictionary by clicking the tooltip's **Lookup** button .

The tooltip remains visible until you click its **Close** button . Alternatively, you can drag the tooltip to a new location.

By default, the tooltip stays in one place. If you prefer it to move with your cursor, select the **Tooltip follows cursor** checkbox in ClaroRead's [Check Settings](#).

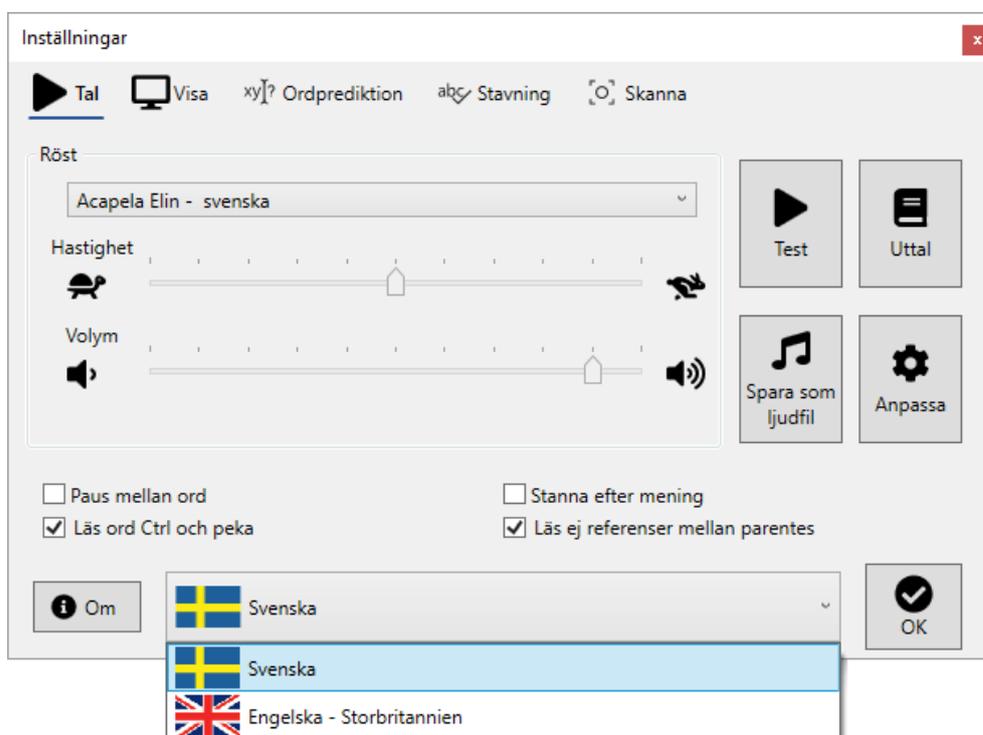
To turn off dictionary tooltips, clear the **Use dictionary tooltip** checkbox in ClaroRead's [Check Settings](#).

Tooltip Translations

You can use ClaroRead's dictionary tooltip to translate words automatically between your system language and a second language.

To enable tooltip translations, you must select your second language:

1. Open ClaroRead's Settings window.
2. Select a second language from the **Language** dropdown list:



The list contains a preconfigured set of second languages for your system language. For some languages, it does not appear by default.

For more details, see [Language Selection](#).

3. Open the **Check** tab and make sure that the **Use dictionary tooltip** checkbox is selected.
4. Click **OK** to close the Settings window.

After tooltip translations have been enabled, ClaroRead's dictionary tooltip automatically translates words from your second language into your system language. Definitions are also shown in your second language.

For example, if your system language is **Swedish** and you select **English** as your second language, ClaroRead's dictionary tooltip shows possible *Swedish* translations of the selected (or hovered-over) word, along with its definition in *English*:



If you hover your mouse pointer over the tooltip, you can hear the definition spoken aloud, using the voice selected for your second language (in this case, English).

Homophone Features



ClaroRead can help you to use homophones correctly. There is a homophone checker that works within the Check window – it will alert you to homophones, both correct and incorrect, as well as any spelling errors that it finds.

In Microsoft Word, ClaroRead can also highlight homophones in your text, making it easier for you to check if you have used them correctly.

Click the **Homophones** button on the ClaroRead toolbar to show the following options:



- **Check Homophones** – check homophones from the current cursor position (Word) or in the selected text (other applications).
- **Show Homophones (F10)** – highlight homophones in the current paragraph or the selected text (Word only).
- **Clear Homophones (F11)** – remove highlighting from the entire document or just the selected text (Word only).

Like ClaroRead's Check window, the homophone checker works in many applications, with some differences when you are using Microsoft Word.

If you rarely get a specific homophone wrong, you can exclude it from ClaroRead's homophone checker. You can also add homophones to ClaroRead's list or delete them entirely.

See [Homophones Settings](#) and the [Advanced Settings Editor](#).

About homophones

A homophone is a word that is pronounced the same as another word but differs in meaning. The words may be spelled the same, such as *rose* (flower) and *rose* (past tense of *rise*), or differently, such as *to*, *two*, and *too*. Or *there*, *their*, and *they're*.

Homophones can be a problem for many people – misused homophones, such as using *they're* instead of *there*, are not incorrect spellings and therefore are not always spotted by standard spelling checkers, dictionaries, or read-back features.

ClaroRead can identify the words in your text that are homophones and present you with a list of suggestions that sound similar.

Highlighting Homophones in Word

In Microsoft Word, you can use ClaroRead to highlight the homophones in your text:

- If you click **Show Homophones** (or press **F10**) *without any text selected*, ClaroRead examines the current paragraph and changes the colour of any possible homophones:

So just imagine how hard it **wood** be if you couldn't process information as you were reading it, if the words got in the way of the message. That can be exactly what **its** like for someone with dyslexia and they often **find** it **very** stressful. Having **to** really *focus* on all that text can also be incredibly tiring and **time**-consuming.

In the above example, ClaroRead has highlighted all possible homophones in the current paragraph. This includes the incorrect homophones *wood* (which should be *would*) and *its* (*it's*), as well as correct homophones such as *find* (which could have been *finned*) and *to* (*two* or *too*).

- If you click **Show Homophones** (or press **F10**) *with text selected*, ClaroRead highlights possible homophones in the selected text only:

So just imagine how **hard** it **wood** be if you couldn't process information as you were reading **it**, if the words got in the way of the message. That can be exactly what **its** like **for** someone with dyslexia and they often find it very stressful. Having to really *focus* on all that text can also be incredibly tiring and time-consuming.

This is useful if you only want to check a few words that you are not sure about, or if you want to check a longer section of your document.

- If you click **Clear Homophones** (or press **F11**) *without any text selected*, ClaroRead removes homophone highlighting from your entire document.
- If you click **Clear Homophones** (or press **F11**) *with text selected*, ClaroRead removes homophone highlighting from the selected text only.

You can change the highlight colour in ClaroRead's [Homophones Settings](#).

Note: ClaroRead clears highlighted homophones by changing text colour to black. If you are working with a document that uses coloured text, you should avoid using **Clear Homophones**. Instead, you can use Word's **Undo** function multiple times to return highlighted words to their original colour.

Checking Homophones in Word

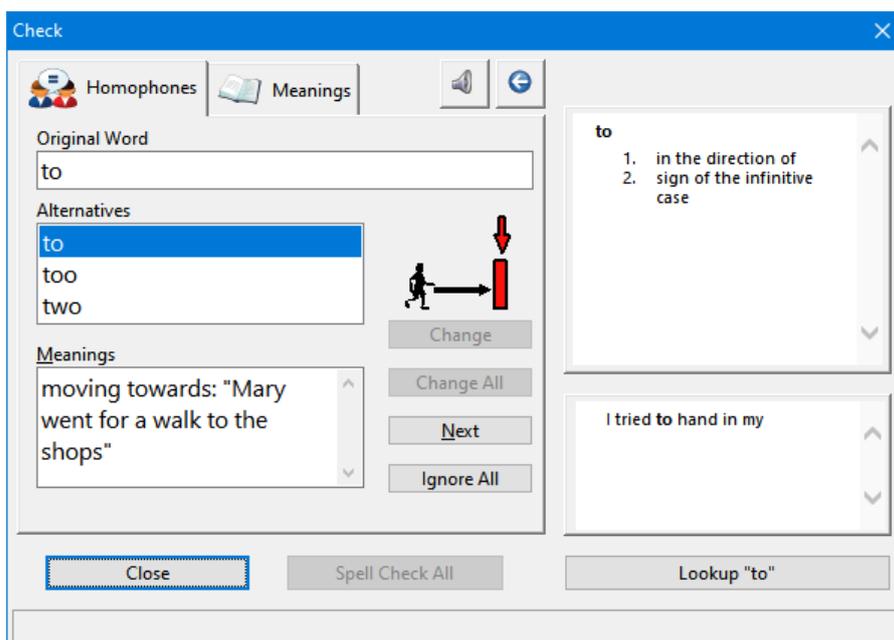
In Microsoft Word, ClaroRead's homophone checker (Homophones button) behaves slightly differently to its spelling checker (Check button). It gives you an in-depth check of your document, rather than a quick check for a single word or sentence. This can be slow as ClaroRead will prompt you to check a lot of words – we recommend that you use the homophone checker as a final check, for example before submitting an important essay.

To check homophones in Word:



1. Position the cursor in a word and then click **Homophones** followed by **Check Homophones**.

ClaroRead starts checking from the current cursor position. When it finds a homophone or a spelling mistake, the [Check Window](#) appears:



The tabs displayed in the Check window depend on the nature of the current word:

- Correctly-used homophone – Homophones tab.
- Incorrectly-used homophone – Spelling tab shown, Homophones tab available.
- Spelling mistake – Spelling tab.

The Meanings tab may also be displayed.

2. Either:

- Make a correction and click **Change** or **Change All**. ClaroRead applies the correction immediately and proceeds to the next homophone or spelling mistake.
- Click **Next**, **Ignore**, or **Ignore All** to proceed to the next homophone or spelling mistake.

ClaroRead continues checking the document for homophones and spelling mistakes. If it finds any, they will be shown in the Check window.

3. Continue making corrections (or clicking **Next** and **Ignore**).

When ClaroRead reaches the end of the document, it closes the Check window and shows a message, for example “Finished checking homophones”.

4. Click **OK** to close the message and return to Word.

Note that you can click the Check window’s **Close** button at any time to end the homophone check.

Checking Homophones in Other Applications

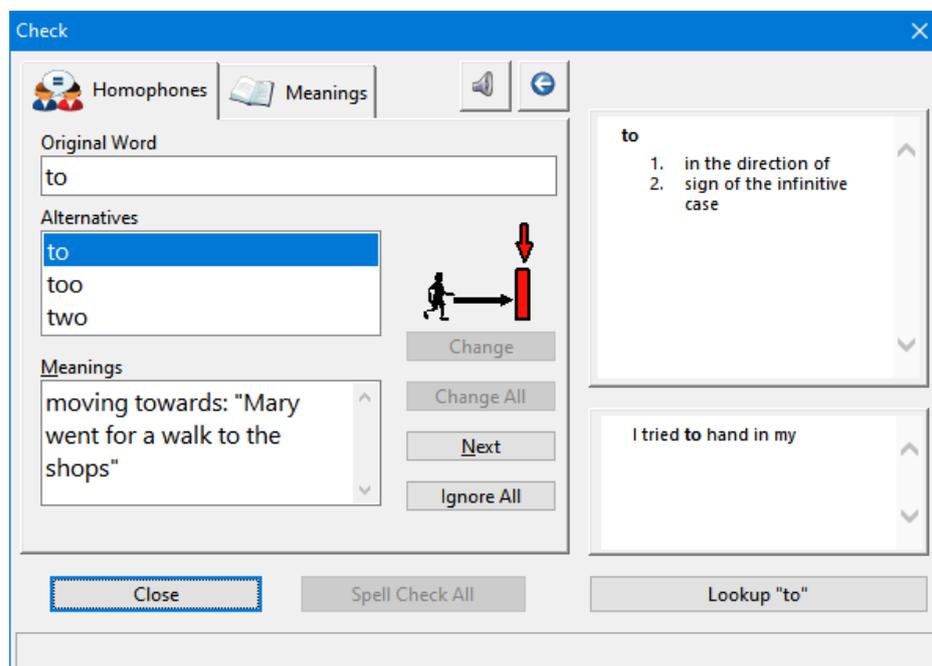
In all applications apart from Microsoft Word, you must select text before you can check homophones.

To check homophones in applications other than Word:



1. Select the text that you want to check, and then click **Check Homophones**.

ClaroRead checks the selected text. If it finds a homophone or spelling mistake, the [Check Window](#) appears:



The tabs displayed in the Check window depend on the nature of the current word:

- Correctly-used homophone – Homophones tab.
- Incorrectly-used homophone – Spelling tab shown, Homophones tab available.
- Spelling mistake – Spelling tab.

The Meanings tab may also be displayed.

2. Either:

- Make a correction and click **Change** or **Change All**. ClaroRead stores the correction and proceeds to the next homophone or spelling mistake.
- Click **Next**, **Ignore**, or **Ignore All** to proceed to the next homophone or spelling mistake.

ClaroRead continues checking the selected text for homophones and spelling mistakes. If it finds any, they will be shown in the Check window.

Note that any corrections are stored for now – they will not be applied until the homophone check is complete.

3. Continue making corrections (or clicking **Next** or **Ignore**).

4. When ClaroRead reaches the end of the selected text, it closes the Check window and applies all your corrections as a single action.

Finally, a message appears, for example “Finished checking homophones”.

5. Click **OK** to close the message and return to your application.

Note that you can click the Check window’s **Close** button at any time to end the homophone check. ClaroRead will apply any corrections that you have selected so far.

Word Prediction Features

You can enable the Predict button in ClaroRead's [View Settings](#).



ClaroRead contains a powerful word prediction feature, which can be helpful for your personal problem words, new vocabulary, poor spellers, foreign-language speakers, and people with problems using a keyboard. Click the **Predict** button to toggle word prediction on and off.

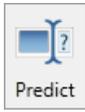
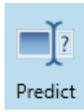
ClaroRead tries to predict the words you want to use next in a sentence. It learns these words as you type them, and will make suggestions based on previous documents. It takes into consideration the frequency and order in which you use certain words, to help you construct sentences quickly and easily.

The words that appear depend on your selected *prediction dictionary*. You can choose subject-specific dictionaries, like Accountancy or Biology, use a small prediction dictionary of common English words, use your own prediction dictionary, or use a large English dictionary of 100,000 words.

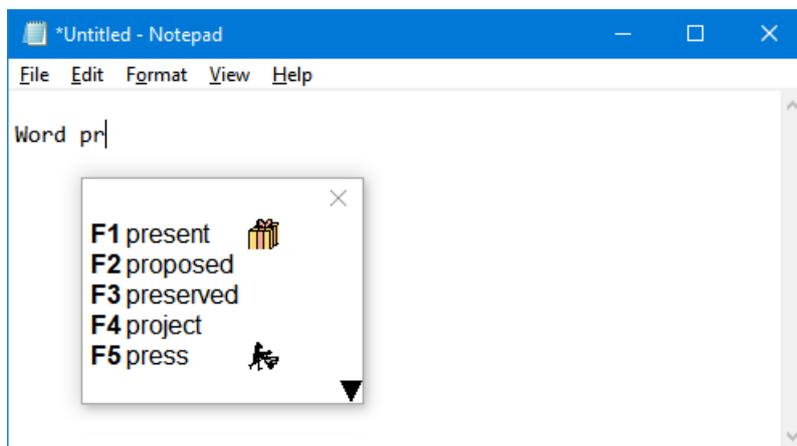
ClaroRead's word prediction is highly configurable. As well as selecting a prediction dictionary (or even creating your own), you can choose between several prediction styles, set the number of letters needed for word prediction, control how the Prediction List looks, and so on.

See [Prediction Settings](#) and the [Advanced Settings Editor](#).

Using Word Prediction

To activate word prediction, click the  button. The button turns blue  to indicate that prediction is on.

Now, when you start typing in any application, a small Prediction List appears:



The Prediction List shows the five most likely words, based on the letters that you have already typed. Where available, small pictures are shown to help you choose words quickly.

To insert one of the predicted words into your document, either press the corresponding function key (**F1** to **F5**), or click the word with your mouse. ClaroRead inserts the selected word and automatically adds a space in preparation for the next word.

If the word you want is not displayed, either type more letters, or click the ▼ arrow at the bottom of the Prediction List.

By default, the Prediction List appears at a fixed position on your screen. As it always appears in the same place, you know where to look for a word prediction. You can drag it to a new position, for example to keep it in your eyeline when working in a different application.

Prediction wildcards

You can use wildcards in predictions, that is, symbols that can be used to represent any character. ClaroRead's word prediction supports the following wildcards:

- _ (underscore) – use to represent one or more characters.
- * (asterisk) – use to represent a single character.

For example, when you type "h_e", predicted words may include **horse**, **home**, and **hope** – any number of characters may be between the *h* and the *e*. The *e* may not be the last character in the word, so words like **however** and **himself** may also appear, depending on the selected prediction style.

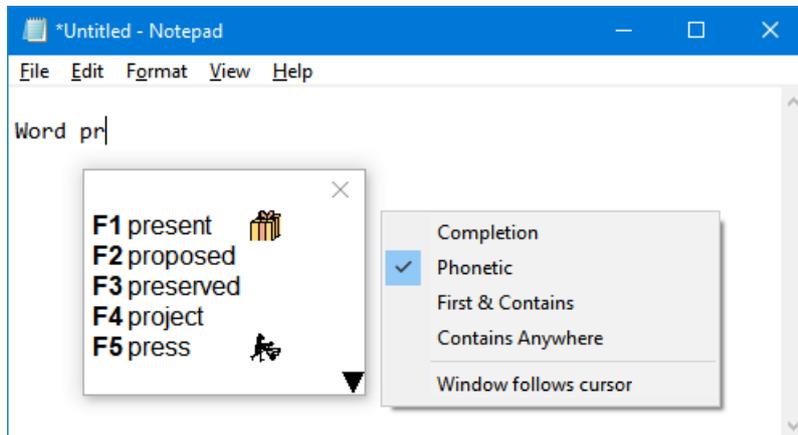
When you type "h*t", all predicted words will have a single letter between the *h* and the *t*, for example **hat**, **hit**, and **hot**. Words like **hotel** and **hitting** may also appear.

Using F1–F5 in other applications

If ClaroRead is using the F1, F2, F3, F4 and F5 keys for word prediction, you cannot use them in other applications, for example to open an application's help. If you want to bypass ClaroRead's word prediction and use a function key with the current application, press **F6** first and then your choice of **F1** to **F5**.

Prediction List Options

You can right-click the Prediction List to open a menu showing its options:



You can choose between four prediction styles:

- **Completion (c > cat)**

This is a conventional word prediction style, which predicts words based on exactly what you type.

For example, if you type the letter “c”, words like **cat** and **celery** might appear in the Prediction List.

- **Phonetic (k > cat)**

This is the default style, and predicts words based on how they sound rather than how they are spelled.

For example, if you type the letter “k”, words that might appear include **cat**, **competition**, and **cow**, all of which start with a “k” sound, despite being spelled with a “c”.

This style is good for people who can spell phonetically but are not good with irregular spellings.

- **First and Contains (gdt > graduate)**

This style matches the first letter you type, and then the ones after it in order, anywhere in the word.

For example, if you type the letters “gdt”, words that might appear include *graduate*, *grandfather*, and *goodnight*.

This style is good for people who usually get the first letter right but are not sure what comes afterwards, although they can usually guess or remember some more letters.

- **Contains Anywhere (ptg > sporting)**

This style matches the letters you type anywhere in a word, in any order.

For example, if you type the letters “ptg”, words that might appear include *sporting*, *copyright*, *stopping*, and *photographs*.

This style is especially helpful for people who really struggle with spelling, bringing up the most suggestions and the widest range of matches.

However, as it brings up so many suggestions, it is best used with a small prediction dictionary.

You can also enable **Window follows cursor**. Rather than the Prediction List appearing at a fixed position on your screen, it will appear just below your cursor, in any application that you use.

Note that many more word prediction settings are available, including how the Prediction List looks and how prediction behaves. See [Prediction Settings](#).

Save Feature



ClaroRead's **Save** button saves text as an audio file so that you can listen to it later. For example, you might have notes from a lecture that you want to listen to on your mobile device while you're on your way to college.

To save text as an audio file:

1. Display the text that you want to save. Depending on the application you are using, you may need to select the text or copy it to the clipboard. For example:
 - **Microsoft Word and PowerPoint** – ClaroRead saves the selected text to audio. If nothing is selected, it saves the entire document.
 - **Adobe Acrobat** – ClaroRead saves the currently displayed page of the PDF to audio.
 - **Web browsers and most other applications** – ClaroRead saves the contents of the Windows clipboard to audio. For example, to save text from Google Chrome, you need to copy it to the clipboard before you click **Save**.

2. Click .

A standard Save As window appears.

3. Enter a location and name for the audio file.
4. If you want to use a file format other than MP3 (the default), select it from the **Save as type** dropdown list.

Available formats are MP3 (.mp3), Windows Media Audio (.wma), Waveform Audio (.wav), and Ogg Vorbis (.ogg).

Use the format that works best with your computer's media player or your portable audio device – while .wav files work on the largest range of devices, for example, they are much larger than .mp3 files.

5. Click **Save**.

ClaroRead shows a progress bar while it saves your text to the specified audio file. For long documents, this can take a significant amount of time.

The text is read out using your standard voice, speed, and so on, as configured in ClaroRead's Speech settings.

ClaroRead Extras



The **Extras** button provides a handy link to selected other software programs. If you have any of the following programs installed, they will appear in the list.

You can edit the items shown on the Extras menu. See [Extras Editor](#).

ScreenRuler

ScreenRuler places a tinted strip (“ruler”) or a solid line (“underline”) across the screen that moves with your pointer and helps you to focus on the current line or paragraph. You can configure the strip’s colour as well as tinting the screen outside it. For example, many users find a pale ruler on a darkened screen helpful.

ClaroView

ClaroView provides a tinted overlay for your whole screen, which may make it easier to read than the usual black-on-white text. You can choose colour and intensity to match lighting conditions, the time of day, or simply your own preference.

There is also a TrueBlack mode, which tints the page background while leaving text (and other dark colours) unchanged. This is similar to the effect of a physical filter and may work better for some users.

Capture

Capture is a study skills tool that enables you to capture text and images from different locations into one “Capture project”. This helps you gather information in preparation for writing documents such as essays or reports.

Note that Capture replaces the older ClaroCapture tool.

Claroldeas

Claroldeas is a mind mapping and idea capture program that helps with research, planning, outlining, studying and presenting. It helps users and groups to capture their ideas, pictures, research notes, web page links, audio and video files with more freedom, flexibility and creativity.

AudioNote

AudioNote enables you to record lectures and audio notes into Word documents and PowerPoint presentations, and to play back your own recordings with index marks.

Claro BookReader (Netherlands only)

Claro BookReader is a self-contained PDF reader that reads PDFs aloud using high-quality synthesised speech with synchronised highlighting. You can change background colours to make your PDFs easier to read, as well as adding your own highlighting and annotations.

Note that BookReader is only available in the Netherlands – for all other countries, use ClaroPDF instead.

ClaroPDF

ClaroPDF is a simple cross-platform PDF reader that reads PDFs aloud using high-quality synthesised speech with synchronised highlighting. You can add highlighting and simple annotations. PDFs saved using ClaroPDF are fully compatible with Adobe Acrobat and other popular PDF applications.

Speaking Calculator

The Claro Speaking Calculator is a simple calculator that speaks each number or operation as you click its buttons (or use your keyboard), and then speaks the result when you click **Equals** (or press **Enter**). It also includes a **Repeat** button that reads out the previous calculation in its entirety.

Auto Converter

The Auto Converter makes Word, accessible PDF, or plain text versions of documents or images that you save or copy into a monitored folder.

See [Auto Converter](#).

Batch Audio Converter

The Batch Audio Converter makes audio files from every document in a specified folder, just as if you had used ClaroRead to read each document aloud.

Supported input file types include .pdf (accessible only), .docx, .doc, .odt, .rtf, .txt, and .htm. You must have Microsoft Word 2013 or later installed.

ScreenMarker

Simple utility for adding markers to your screen. Each time you run ScreenMarker, you will be able to place a single pushpin marker on your screen, which remains in position until you remove it.

To change the icon used for a marker, right-click it, select **Load**, and then choose an image file. The available icons include different coloured pins, memo notes, underlines, and so on.

To remove a marker, right-click it and then select **Exit**.

Advanced Settings Editor

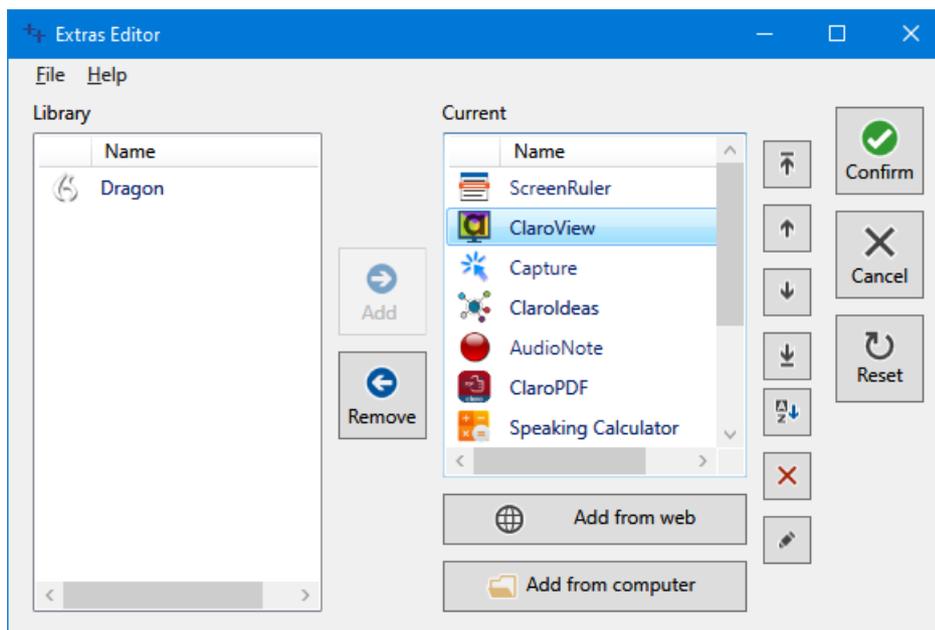
The Advanced Settings Editor contains additional configuration options including spelling, homophone, and prediction functions.

See [Advanced Settings Editor](#).

Extras Editor

The Extras Editor enables you to edit the items shown on ClaroRead's **Extras** menu.

You can add new items (including web pages and other installed applications), remove items you don't use, and change the item order.

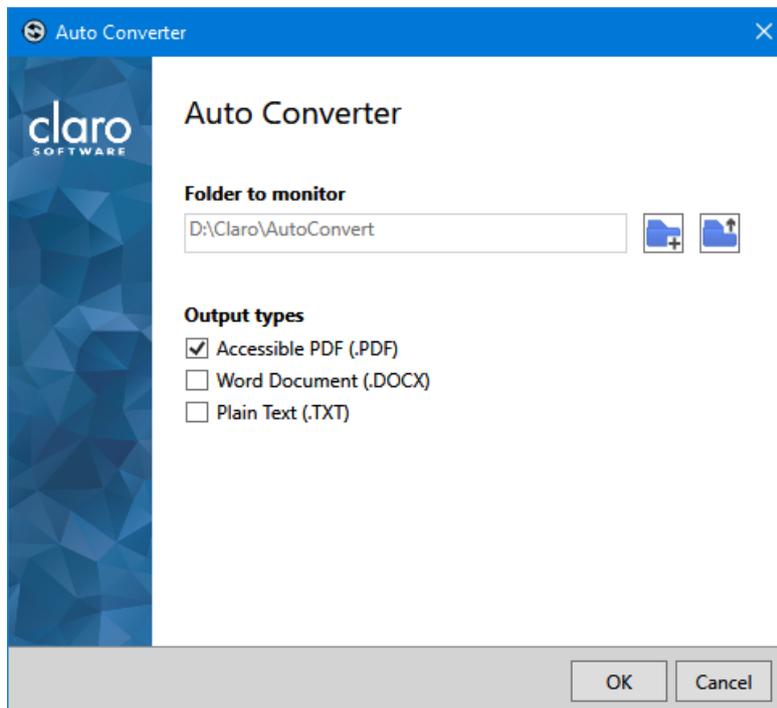


You can run the Extras Editor from the **Claro Software** folder in your **Start** menu.

Auto Converter

The Auto Converter makes accessible Word, PDF, or plain text versions of documents or images that you save or copy into a monitored folder.

Supported input file types include .pdf, .gif, .tif, .jpg, .bmp, .png, .kes, .epub, .docx, .doc, .rtf, and .s2t



To configure and start the Auto Converter:

1. Run the Auto Converter from either the **Extras** button on the ClaroRead toolbar, or the **Claro Software** folder in your **Start** menu.
2. In the Auto Converter window, click  and specify a folder to monitor.

Note that you can click  to open the folder and check its current contents.

3. Select the checkboxes for the required output file types.

4. Click **OK**.

The Auto Converter minimises to the Windows System Tray and attempts to convert any input files that you save or copy to its monitored folder. Once processed, input file names are suffixed with [ORIG] and output files are suffixed with [PDF], [WORD], or [TEXT].

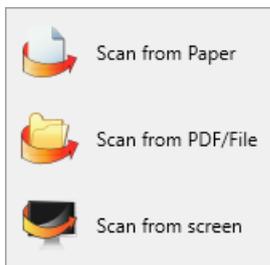
Scanning Features



ClaroRead's speech features all speak text that is on your screen, for example in Microsoft Word or a web browser. However, some text is *inaccessible*, that is, it cannot be selected and read out normally – for example, text that is part of an image, or a section of a web page that cannot be selected, or even on a sheet of paper. For inaccessible text, you can use ClaroRead's scanning features.

ClaroRead's scanning features use the powerful OmniPage *optical character recognition* (OCR) technology to take any text, even if it is not encoded as words and characters, and convert it into standard text that can be used in your documents and read out by ClaroRead.

Click the **Scan** button on the ClaroRead toolbar to show the available options:



- **Scan from Paper** – scans a paper document and converts it to standard text, with the output sent directly into a Word document or saved to file.
- **Scan from PDF/File** – scans inaccessible text in an electronic format, such as a non-textual PDF or an image file, and converts it into standard text. Output can be sent directly into a Word document or saved to file.
- **Scan from screen** – scans text from the screen, even if that text cannot be selected normally, and sends it to the clipboard as standard text.

Scanning from Paper

The **Scan from Paper** option uses your scanner to scan a paper document – for example, pages from a book, a newspaper, or a handout. ClaroRead then uses OCR to convert that document to usable text before sending it directly into a Word document (where it can be spoken aloud) or saving it to a file that can be read out or edited later.

To scan a paper document:

1. Get your scanner ready. Switch it on, if necessary, and place your document on its scanning surface or in its sheet feeder.



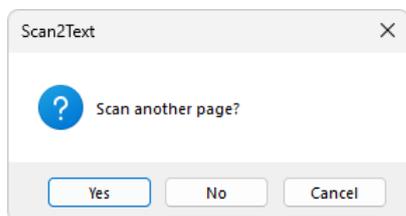
2. Click  and then **Scan from Paper**.

3. If you have no scanners set up, for example if this is the first time you have used ClaroRead to scan a document, the Scanner Setup wizard opens. Follow the instructions in the wizard to set up your scanner.

See [Scanner Setup Wizard](#).

4. ClaroRead starts its scanning process. Depending on your scanner setup, ClaroRead either:
 - Scans the document immediately using its own settings, as configured in the Scanner Setup wizard.
 - Opens a scanning utility. Perform the required steps to complete the scan – for example, check settings and then click **Scan**.
 - Prompts for a file to scan (if using “File: Pictures” as your scanner). Select a file and click **Open**.

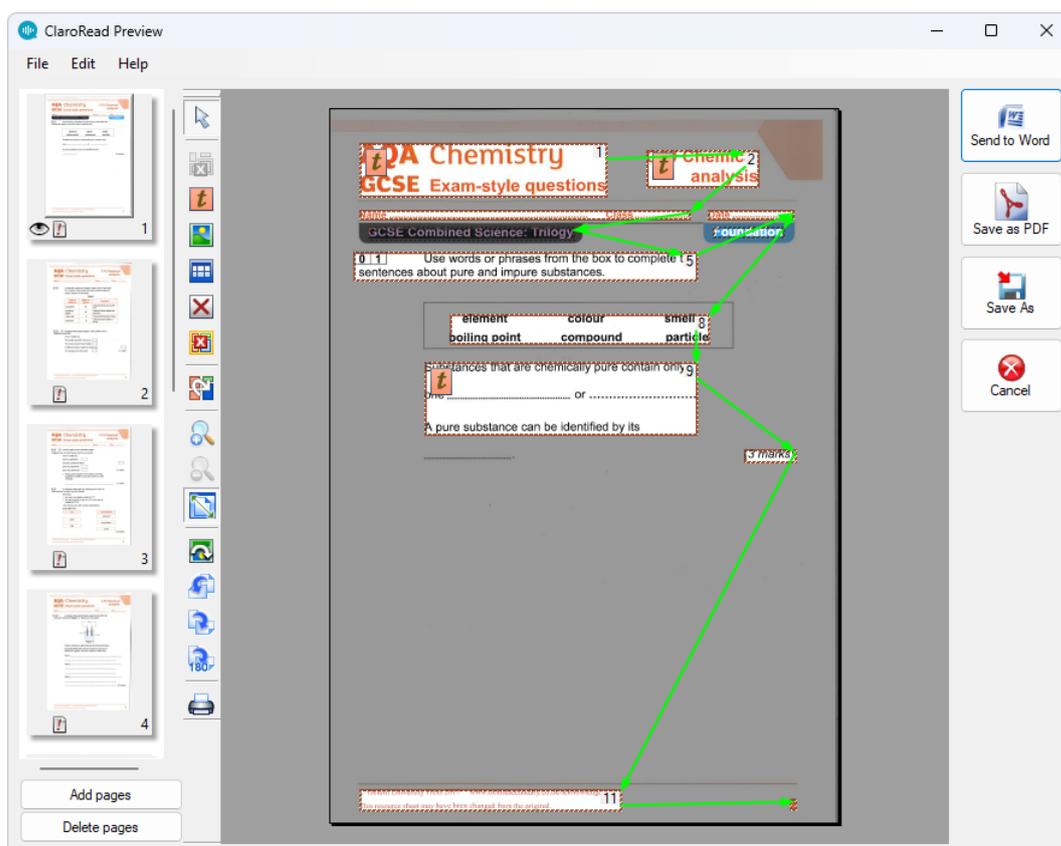
5. When the scan is complete, ClaroRead prompts for additional pages:



Click **Yes** to repeat the scanning process for the next page, or **No** to continue.

Note that, depending on your scanner setup, you may already have scanned multiple pages – if your scanner has an automatic document feeder, for instance. If you have scanned all the pages that you need, simply click **No**.

6. The Preview window appears, showing text flow in your scanned document:



Use the Preview window to set reading order, remove parts of the document that you do not want to scan, and so on.

See [Preview Window](#).

Note: While ClaroRead is configured by default to show the Preview window, the **Preview scanned image** option may have been turned off in ClaroRead's [Scan Settings](#). If so, you will be prompted to save the scanned document to file instead, without the Preview window appearing.

7. When you have finished adjusting the document, click one of the following buttons:

- **Send to Word** – send text from the document directly to the currently open Word document. Before clicking this button, make sure that you have the correct document open and that the cursor is positioned at the place that you want to insert text.

If you are not currently working in Word, ClaroRead inserts the scanned text into a new Word document.

Sending scanned text to Word means that it is ready to be edited or read out by ClaroRead immediately.

- **Save as PDF** – save the scanned document as a Claro PDF file. Specify a file name and location, and then click **Save**.

Saving as a PDF gives you an exact copy of the original document, with accessible text that you can read out using ClaroRead, copy to other applications, and so on.

- **Save As** – save the scanned document to a one of several file formats. Specify a location, file name, and file type, and then click **OK**.

Note: If the **Proofread before converting to text** option is enabled in ClaroRead's [Scan Settings](#), the Preview window will not show the Send to Word, Save as PDF, and Save As buttons described above. Instead, click **OK** to proceed to the Proofing window – the three buttons will appear there instead so you can use them after you have finished checking and correcting the document. See [Proofing Window](#).

Scanning from PDF or File

The **Scan from PDF/File** option takes a file containing *inaccessible* text, for example a non-textual PDF or an image, and converts it into standard (or *accessible*) text, saved to a file.

Inaccessible text is text that is not encoded as words and characters. For example, scanned documents are often saved as inaccessible PDFs, which are pictures of the scanned page rather than text that you can select, copy, and so on. You will know that a PDF is inaccessible when you cannot select text using Adobe Acrobat's Selection tool.

Another example is when you take a photo of a sign or document using your smartphone – this is a picture of some text rather than text that you can use. ClaroRead cannot read out inaccessible text, and neither can other programs.

ClaroRead can scan files and use its OCR to make inaccessible text into standard text – actual words and letters. ClaroRead's "Scan from PDF/File" feature can handle PDFs and a wide range of other file formats, including .gif, .tif, .jpg, .bmp, .png, .kes, .epub, .docx, .doc, .rtf, and .s2t.

You may also find that even *accessible* PDFs, which can already be read out in ClaroRead, will read out much better if you scan them and then save them to PDF again. This is because the ClaroRead scanning process is optimised to produce readable PDF files.

For more details on accessible PDFs, see [Making Accessible PDFs](#).

To scan from a PDF or file:

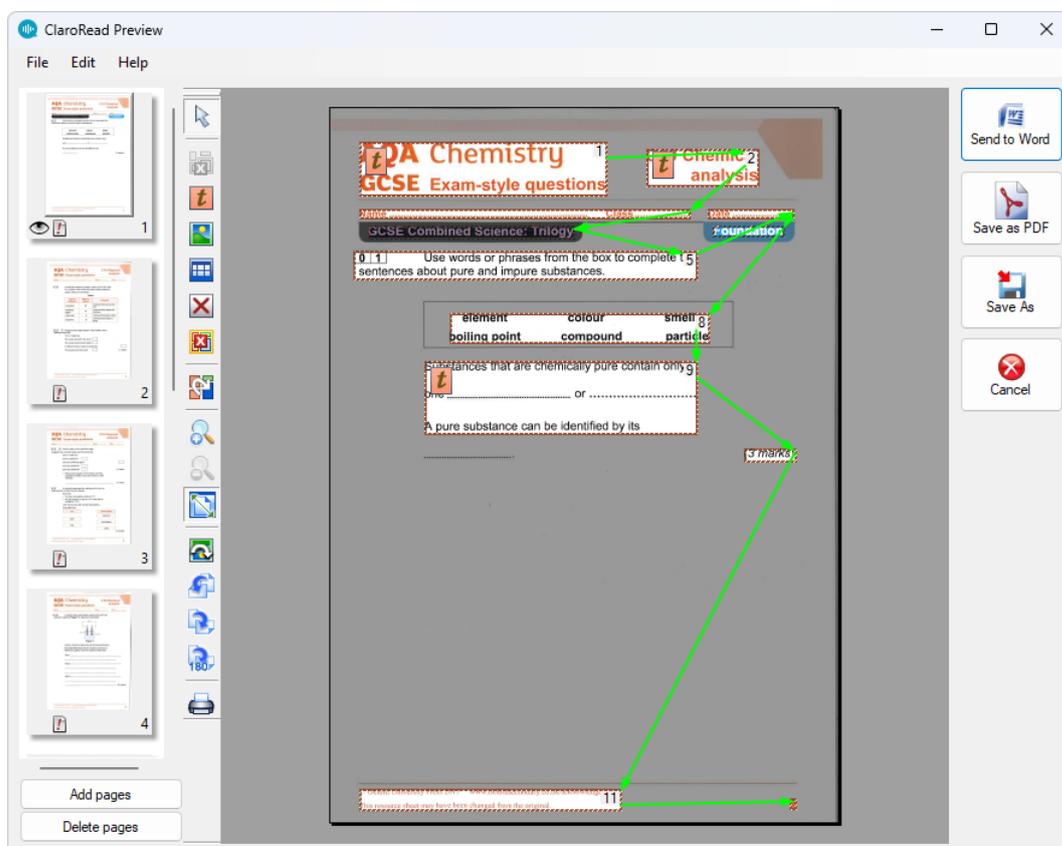


1. Click  and then **Scan from PDF/File**.

ClaroRead prompts for a PDF or image file to scan.

2. Select a file and then click **Open**.

3. ClaroRead scans the specified file and opens the Preview window:



Use the Preview window to set reading order, remove parts of the document that you do not want to scan, and so on.

See [Preview Window](#).

Note: While ClaroRead is configured by default to show the Preview window, the **Preview scanned image** option may have been turned off in ClaroRead's [Scan Settings](#). If so, you will be prompted to save the scanned document to file instead, without the Preview window appearing.

4. When you have finished adjusting the document, click one of the following buttons:

- **Send to Word** – send text from the document directly to the currently open Word document. Before clicking this button, make sure that you have the correct document open and that the cursor is positioned at the place that you want to insert text.

If you are not currently working in Word, ClaroRead inserts the scanned text into a new Word document.

Sending scanned text to Word means that it is ready to be edited or read out by ClaroRead immediately.

- **Save as PDF** – save the scanned document as a Claro PDF file. Specify a file name and location, and then click **Save**.

Saving as a PDF gives you an exact copy of the original document, with accessible text that you can read out using ClaroRead, copy to other applications, and so on.

- **Save As** – save the scanned document to one of several file formats. Specify a location, file name, and file type, and then click **OK**.

Note: If the **Proofread before converting to text** option is enabled in ClaroRead's [Scan Settings](#), the Preview window will not show the Send to Word, Save as PDF, and Save As buttons described above. Instead, click **OK** to proceed to the Proofing window – the three buttons will appear there instead so you can use them after you have finished checking and correcting the document. See [Proofing Window](#).

Scanning from Screen

The **Scan from screen** option scans part of your screen, uses OCR to identify any text, and then saves that text to the Windows clipboard.

This is useful if you can see some text on your screen but you cannot access it – for example, an inaccessible part of a web page, an application that does not let you copy text, or text from an image.

To scan text from your screen:

1. Make the text you want to scan as large as possible.

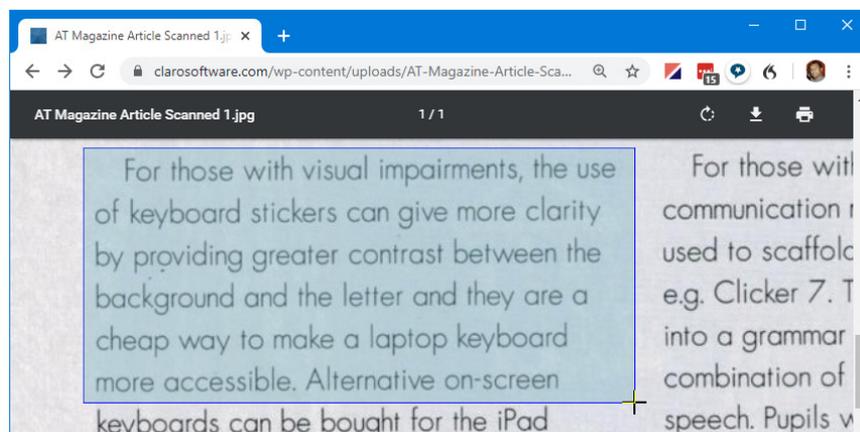
This helps ClaroRead to recognise the text correctly – computer displays typically have a much lower resolution than a printed page, so it can be more difficult to use OCR with on-screen text.

-  2. Click **Scan** and then **Scan from screen**.

Your screen freezes and the mouse pointer changes to a crosshair, waiting for you to select the area that you want to scan.

3. Click the left mouse button and hold it while you drag out a rectangle around the text that you want to scan.

ClaroRead overlays your screen with a blue rectangle as you select the scanning area:



4. Release the left mouse button.

ClaroRead scans the area you selected. It reads out any text that it finds, and then copies it to the clipboard.



If you want to hear the copied text again, click  to read it out from the clipboard.

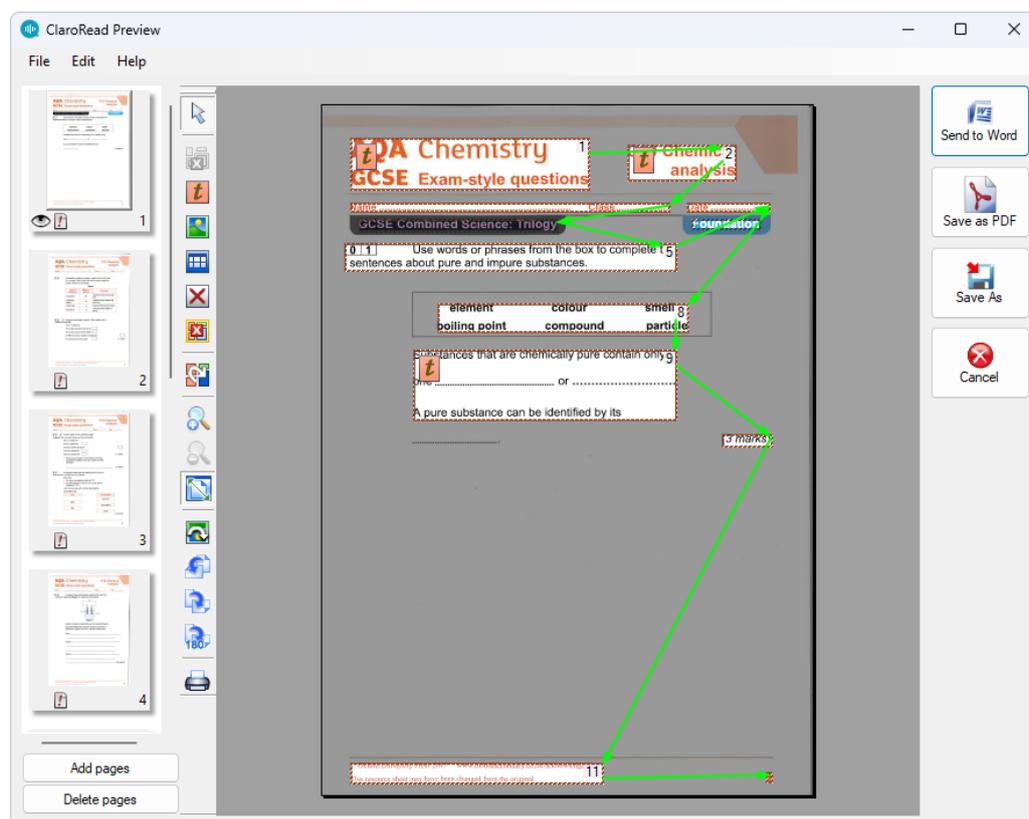
If you want to see the text, or read it out with highlighting, simply paste it into Microsoft Word (or similar).

Preview Window

ClaroRead's Preview window shows you a preview of the scanned document and gives you options for setting reading order and removing parts of the document that you do not want to scan.

Reading order is very important when making accessible PDFs. See [Making Accessible PDFs](#).

The Preview window also enables you to choose whether you want to send the scanned document directly to Word or to save it to file, either as a PDF or to another format.



Note that, if the *Proofing* window is enabled, the *Preview* window will not contain **Send to Word**, **Save as PDF**, or **Save As** buttons. Instead, it will have an **OK** button that saves changes and opens the *Proofing* window.

By default, ClaroRead shows the Preview window as part of the **Scan from Paper** and **Scan from PDF/File** processes. If you do not want the window to

appear, for example if you always want to save the scanned document as a file, clear the **Preview scanned image** checkbox in ClaroRead's [Scan Settings](#).

Page Thumbnails View

Thumbnails of each page in your document are shown at the left of the Preview window. You can:

- Quickly navigate through your document by clicking page thumbnails.
- Add pages by clicking **Add pages** and then scanning additional material.
- Delete pages by selecting them and then clicking **Delete pages**. These pages will not be included in the final output document.
- Reorder pages by dragging their thumbnails to new positions.

The  icon is shown at the bottom of the current page's thumbnail, while all page thumbnails shown in the Preview window have a  icon, indicating that they have not yet been recognised, that is, have not yet been OCR'd.

Note that this view is also included in the Proofing window, with additional icons to indicate the processing of each page.

Main Preview Area

The main Preview area in the centre of the Preview window shows each page and what will be scanned (OCR'd) on each page. These are called *zones*. Text zones and images that will be scanned are marked with boxes and icons:



Text zone to be scanned. The text in a text zone will be OCR'd and available for reading or editing.



Image zone to be scanned. Any text in an image zone will not be readable, because it will not be OCR'd. It will appear exactly like the original document, just as you see it here.

You can edit these zones to control what is scanned and OCR'd. See [Selecting what is going to be scanned](#).

Preview Toolbar

To the left of the Preview area is a toolbar with many buttons:



Select zones with the mouse.



Clear the selected zone(s). Select areas that contain scanning errors (marks on the original paper) and useless text (such as repeated header and footer content) and then click this button to stop them appearing in your output.



Create a text zone. Only text in a text zone will be scanned and appear in your output.



Create an image zone. Only images in an image zone will be scanned and appear in your output.



Create a table zone.



Removes part of a zone. Use to create irregular zones around text and images that are not in simple rectangles.



Clear all zones on this page. Useful shortcut if you want to redraw them all manually.



Change the reading order of the output file. Useful if you are saving to a PDF. See [Setting the reading order](#).



Zoom into the Preview.



Zoom out of the Preview.



Zoom so that the current page fits entirely into the Preview window. You can maximise the Preview window to make it bigger, or zoom in to see a section in more detail.



Flip the whole page along its vertical axis (so left goes to right and right to left).



Rotate the page anti-clockwise.



Rotate the page clockwise.



Rotate the page 180 degrees. Useful if your scanner has presented the page upside down and ClaroRead has not managed to reverse it.



Print this whole set of scanned pages. This can be handy if you want to copy pages – just scan and then print, without having to go through a document format in between.

Setting the reading order

Reading order is very important if you are making accessible PDFs.

To set the reading order for a page, click the **Change Zone Order** button , then click each zone (image or block of text) in the Preview in order. Arrows and numbers on each zone show the final order.

Deleting pages from an input document

You can remove pages from an input document. For example, you may only want to scan one chapter from a PDF file.

To delete pages, select their thumbnails in the Page Thumbnails View, and then click the **Delete pages** button (at the bottom left of the Preview window).

Combining documents and adding pages

You can combine pages and documents together. This is useful if you interrupt scanning half-way through and want to add more pages, or if you want to combine multiple images or PDF files into one PDF or Word document.

Open a file or scan a document as usual, then click the **Add pages** button (at the bottom left of the Preview window). Select to scan a page or add a new file and they will be added to the current document.

You can also change the order of pages in your document. Click a page's thumbnail in the Page Thumbnails View, hold down the mouse button, and drag the page to a new position in the document.

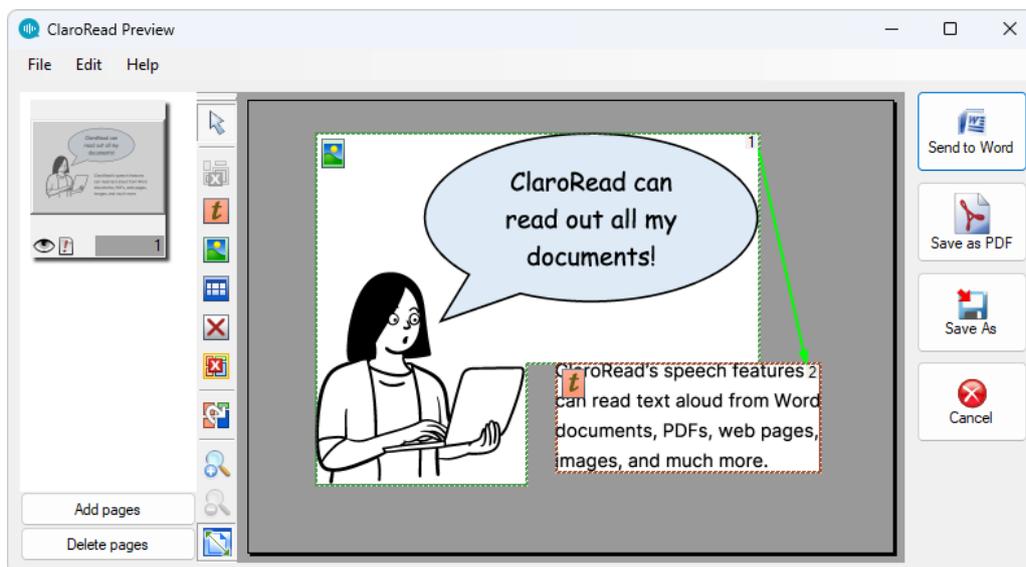
Selecting what is going to be scanned

ClaroRead does its best to make sense of everything on a page, so sometimes it can try to scan sections that you don't want, like marks on the page from scanning or images you don't want in the output.

The areas that are going to be scanned are called "zones". You can add, delete, and edit zones using the buttons on the Preview toolbar.

Example of editing zones

Consider the following document, which has been scanned from a PDF file:

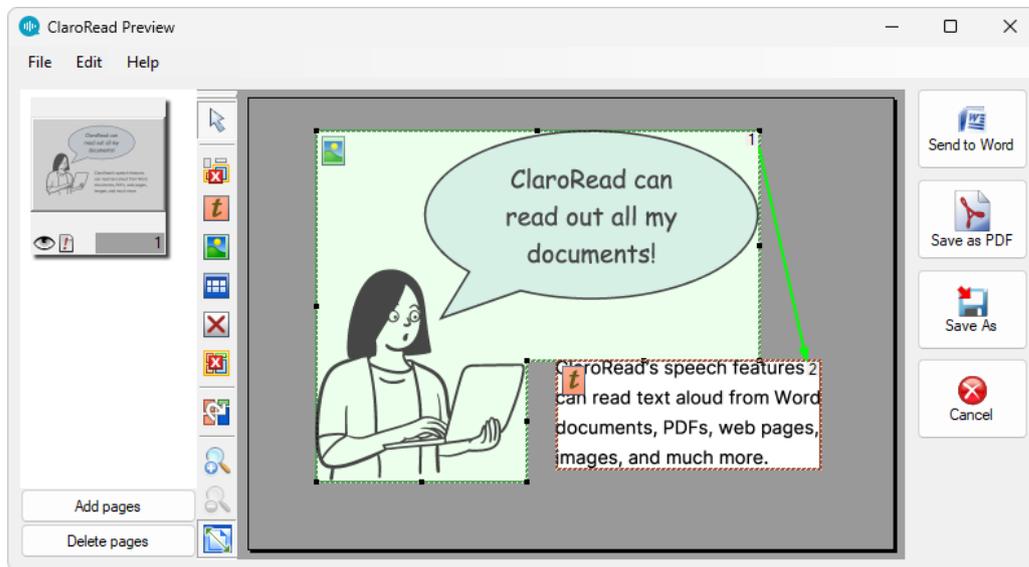


ClaroRead has identified a speech bubble as part of an *image zone*  so, when the scanning process is complete, it will appear as an image in the output document.

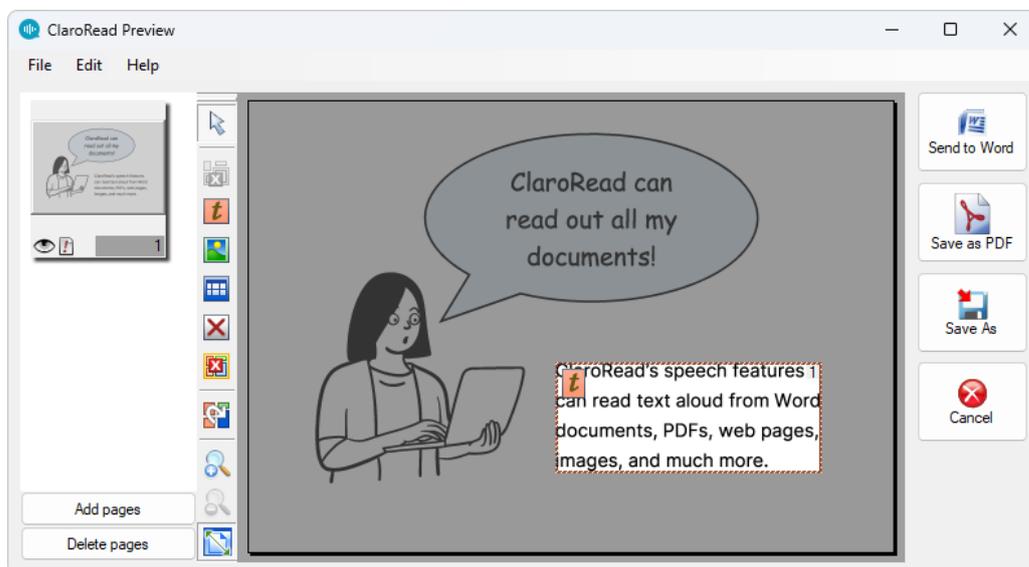
We would prefer the speech in the bubble to be a *text zone* , so that it will become text that can be selected, read aloud, and so on.

To make this correction in the Preview window:

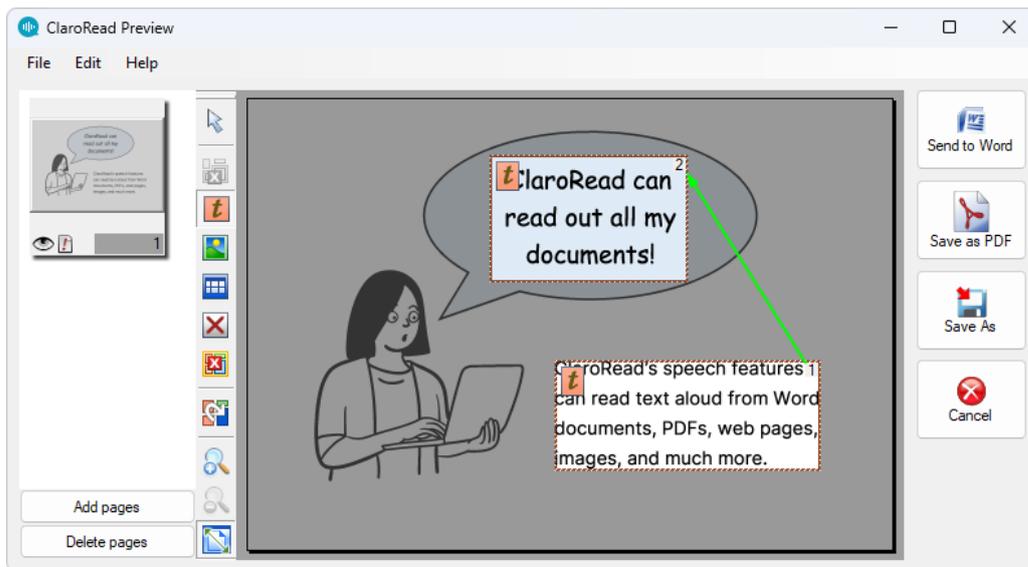
1. Click the image zone to select it:



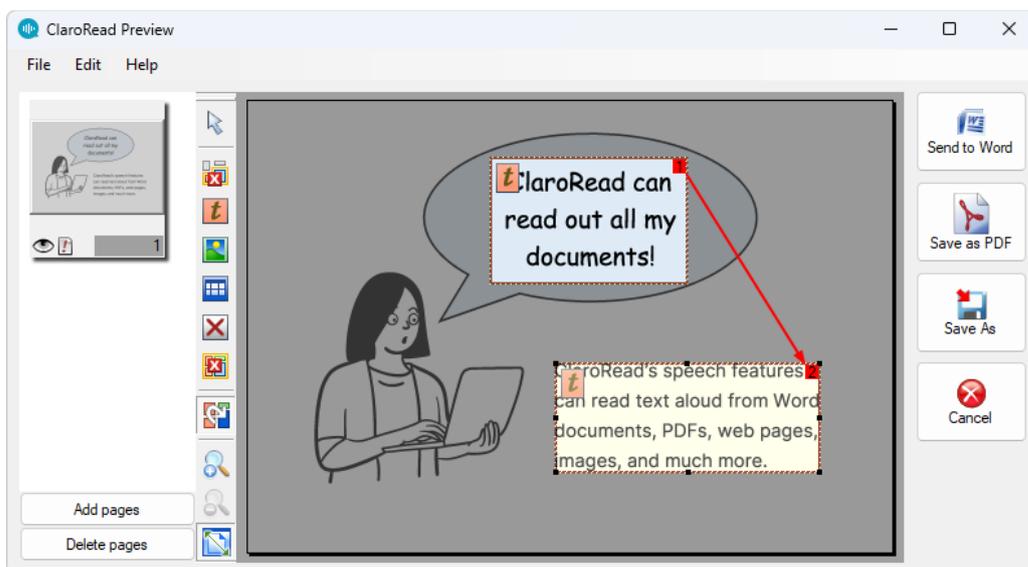
2. Click **Clear Selected Zones**  to remove the selected image zone. It will no longer appear in the output document:



3. Click **Draw Text Zone**  and then select the area containing the text you want to scan and OCR – in this case, the contents of the speech bubble. This text will now appear as readable text in the output document, rather than being marked as an image:



4. Note how the speech bubble has a 2 in its upper right corner. This means that it is now the second thing to be read out on the page – it should be the first. Click **Change Zone Order**  and then click the two text zones in turn. This will set their reading order correctly:

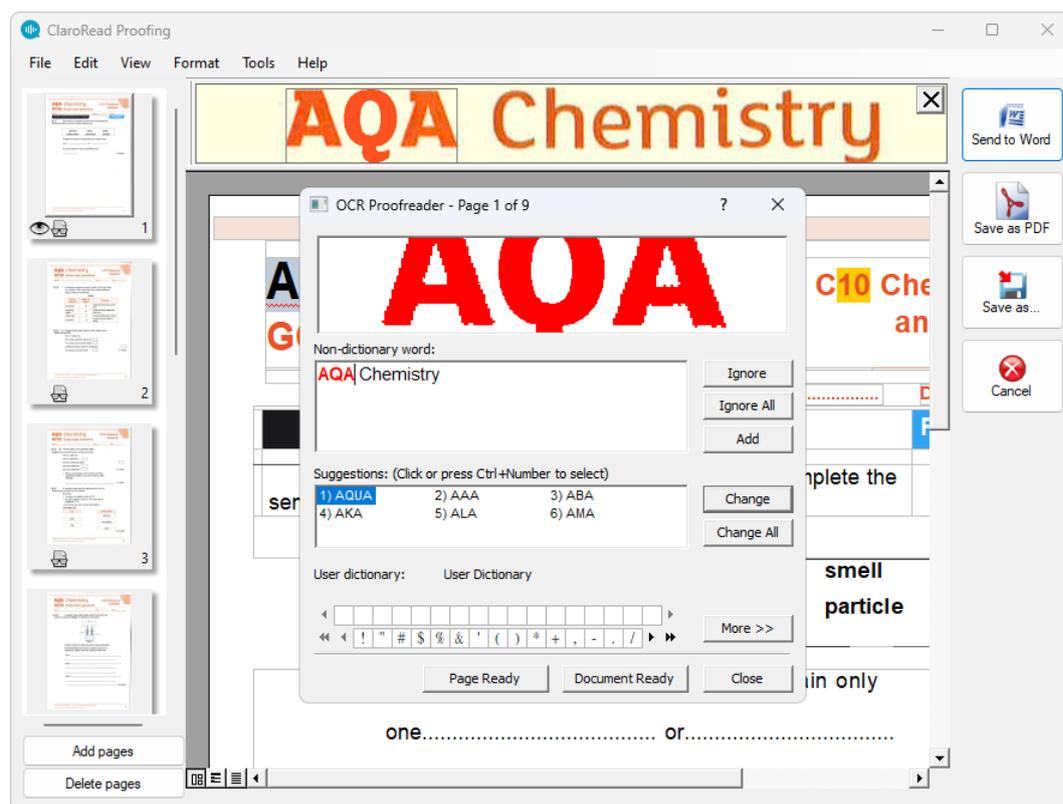


Proofing Window

The Proofing window contains options for editing scanned documents before you save them. You can check spelling, edit text (both content and formatting), redact or highlight text, and so on.

The Proofing window is not enabled by default. To enable it, select the **Proofread before converting to text** checkbox in ClaroRead's [Scan Settings](#).

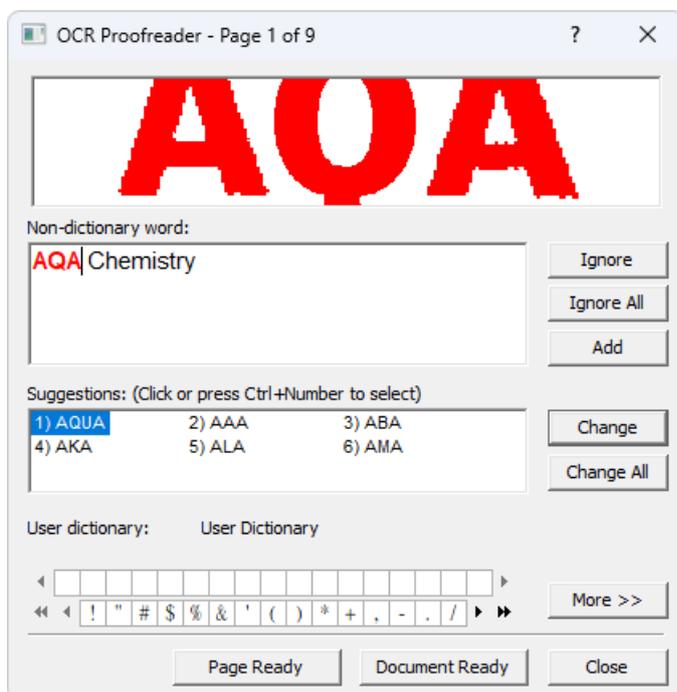
If enabled, the Proofing window appears after the Preview window. If ClaroRead has identified any possible errors in your document, the OCR Proofreader tool starts automatically:



Use the Proofing window to correct any OCR errors in your scanned document, and then click one of the buttons at the top right of the window to send it to Word, save it as a PDF, or save it as another file type.

OCR Proofreader

You can use the OCR Proofreader to step through any errors flagged in your scanned document, for example characters with low legibility and words that ClaroRead is not sure about. The panel at the top of the window shows the exact scanned copy, with the current match and a number of alternative suggestions shown below it:



You can decide whether to correct or ignore each error, or add it to your proofreading dictionary. You can make corrections in the OCR Proofreader or in the Proofing window's Text Editor pane.

When you have finished with a page, or the entire document, click the **Page Ready** or **Document Ready** button and no more errors will be identified.

At the bottom of the OCR Proofreader window is a Character Map, which you can use to find and insert symbols and other special characters.

You can close the OCR Proofreader at any time, and restart it by selecting **Proofread** from the from the Proofing window's **Tools** menu. Note that the OCR Proofreader will only open if there are possible errors flagged in your document.

Text Editor

In the centre of the Proofing window is the Text Editor. This shows any detected errors with a red underline, just like Microsoft Word. You can use this to correct spelling and recognition mistakes in your document, either by typing directly into the Text Editor or by right-clicking each error and selecting a suggested correction from the pop-up menu.

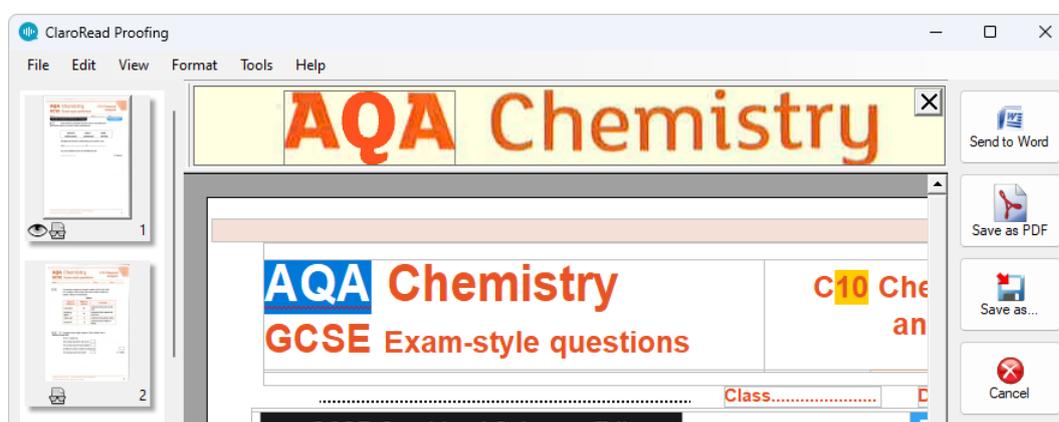
To move to the next identified error, either select **Tools > Find next suspect**, or press **Ctrl+N**.

The Text Editor always shows pages in their original format, so you can easily match up text to the original document. However, your **Keep original format** or **Simplify format** setting (in ClaroRead's [Scan Settings](#)) will always be used for the final output.

Verifier

In the Proofing window, you are working with what ClaroRead thinks is the underlying page content. If you are scanning from a paper or an image file then this may be inaccurate – for example, you may have a damaged area of the paper that has confused ClaroRead. It might be hard to correct the text in the Proofing view if you don't have sight of the original image.

The Verifier pane, above the Text Editor, provides you with a view of the underlying image that ClaroRead is processing. This helps you check the text you have got (in the Text Editor) against the original page (in the Verifier):



Click text in the Text Editor to show its underlying image in the Verifier. You can zoom in and out to check smaller details by clicking the image in the Verifier, or by selecting **Verifier > Zoom** from the **View** menu.

If the Verifier is not visible, you can turn it on by selecting **Verifier > Show** from the **View** menu.

By default the Verifier is shown above the Text Editor. To make it float (follow the cursor), select **View > Verifier > Dynamic**. To change what is shown in the floating Verifier, select **View > Verifier > Line / Three words / One word**.

Page Thumbnail View

Thumbnails of each page in your document are shown at the left of the Proofing window, just like in the Preview window. You can:

- Quickly navigate through your document by clicking page thumbnails.
- Add pages by clicking **Add pages** and then scanning additional material.
- Delete pages by selecting their thumbnails and then clicking **Delete pages**. These pages will not be included in the final output document.
- Reorder pages by dragging their thumbnails to new positions.

Icons at the bottom of each thumbnail indicate the status of that page:



The current selected page.



A page that has not yet been recognised (OCR'd). This is usually seen in the Preview window.



A page that has been recognised (OCR'd) but not otherwise modified in the Proofing window.



A page that has been recognised (OCR'd) and proofread.



A page that you have modified in the Proofing window.



A page that has been modified and proofread.

Status Bar, Ruler and Toolbars

You can turn these on and off in the **View** menu. They are all off by default.

- The **Formatting toolbar** has **Style, Font, Alignment, Bullets** and **Show Paragraph** buttons, just like Word or WordPad. These can be used to edit the text in the proofing view so you can get the appearance of your final output just right.
- The **Mark text toolbar** has **Highlight** and **Strikeout** buttons, which you can use to mark up your document. It also has a *redacting* tool you can use to mark sections of text that you want to appear with black rectangles overlying the text (so you can see where the text was). Select the text that you want redacted, and then click the **Mark for Redacting** button. After you have finished marking your text, click the **Redact Document** button to redact it all.
- The **Ruler** gives you the dimensions of the current page or text area. You can change the units by selecting **View > Measurement units > Inches / Centimetres / Points / Picas**.
- The **Status Bar** shows you the position of the cursor and the language that ClaroRead believes is the writing of the text. This is useful because if it does not match the actual language of the text then the text will be incorrectly recognised and spell checked. Use the **Set Language...** option in the **Tools** menu to change the selected language.

Views

You can view the current page in one of three ways, selected from the **View > Text editor views** menu:

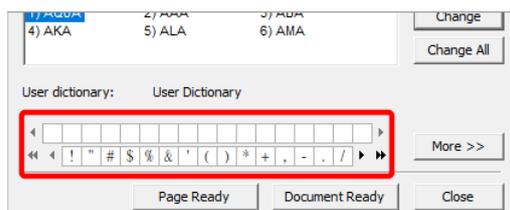
- **True page** means the page will be displayed on the screen as it was laid out on the original paper. This is useful to identify page reading order and to make sense of the structure of a page. This is the default.
- **Formatted text** extracts the text content but keeps font, colour and font size so it is like editing a Word document. This may be simpler. It better represents the output of the page if you are creating a re-flowing PDF file.
- **Plain text** presents only the text content. This is best if you want to work with the text content only, for example if you will be converting the text to audio.

Character Map

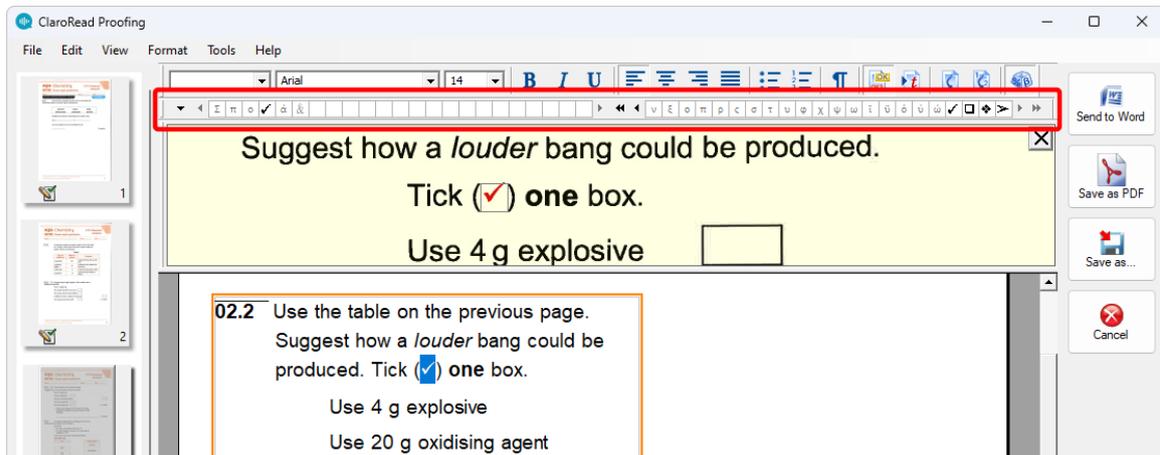
You may have non-standard characters for your current language in your text. For example, in a maths textbook you will often have Greek characters like sigma (Σ) or pi (π). This may confuse ClaroRead – if you are scanning in English, for instance, ClaroRead will try to fit every letter into an English character, which will produce incorrect results.

To help you correct these misrecognitions, the Proofing window includes a Character Map. This can be used in two different places:

- The bottom of the OCR Proofreader. This enables you to use special characters within the OCR Proofreader:



- Under the Formatting toolbar (**View > Formatting toolbar**). Click the  button, at the far right of the toolbar, to toggle the Character Map. This enables you to use special characters within the Text Editor:



In each case, there is a Recent Characters list (at the top or left) showing recently used special characters, and a Character Set list (bottom or right) to browse for other special characters. Click a special character in either area to add it to your text. You can use the small arrow buttons to scroll through each list.

To use additional character sets, right-click the Character Map, select **Character Sets** from the pop-up menu, and select a character set from the list that appears. Greek and Coptic, for example, or Dingbats. ClaroRead will remember your selection for next time.

Character Training

You may want to correct some sections of text which have been incorrectly identified, like Greek letters used in maths or scanned text from paper. These characters or sections will be highlighted in yellow in the Text Editor.

To correct and train a character:

1. Click on the character to place the cursor on it.
2. Select **Tools > Train character recognition**.

The Train Character window opens, showing the original text or image alongside what ClaroRead thinks it is.

3. Enter the correct character or characters in the **Correct** box, and then click **Train** to correct the scanned text.

ClaroRead makes the correction and remembers it for next time.

You can review the character training by selecting **Tools > Edit character training**. The Edit Training window opens, showing a list of trained characters. Double-click an entry to edit it. If you do not want an entry to be saved, select it and then press the **Delete** key.

You may need to train several characters, for example where ClaroRead has incorrectly identified a single letter as several letters. Simply select all the affected letters before you click **Train character recognition** and the training and correction will be applied to all the letters.

Formatting Text

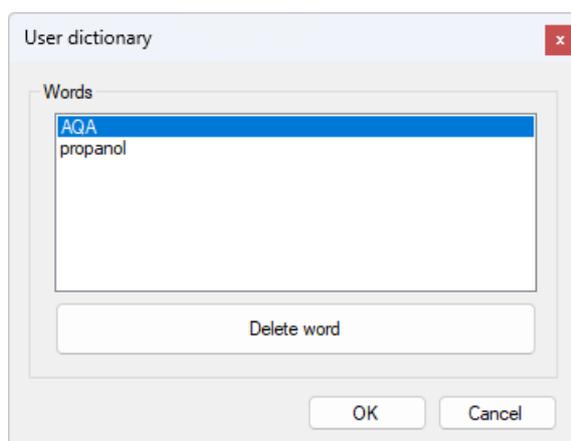
You can edit text in the Proofing window, with the **Format** menu enabling you to change font, paragraph alignment, style and other text attributes. You can also select **View > Formatting toolbar** to show a Formatting toolbar at the top of the Text Editor.

This is useful if you are planning to save the document as a PDF file and want to amend how it will look, for example using a more readable font to replace what has been used in the original scanned document. However, if you are sending the document to Word to read or edit, you will probably find this easier to do there.

Note that, if you are saving as PDF, the original position and size of text areas will be retained. So if you make text bigger it will start to overlap and bits will be missing. If you want to edit or correct the document you are scanning, we suggest sending it to Microsoft Word rather than using the Proofing window.

User Dictionary

You can review any spellings you have added to the proofreading dictionary by selecting **Tools > Edit user dictionary**. This shows a list of the words that will be recognised as correct spellings:



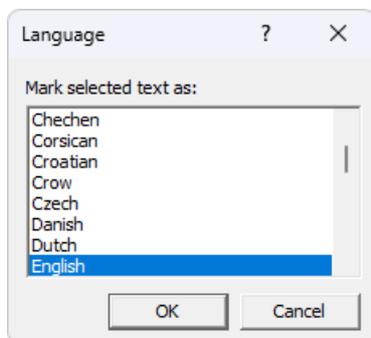
You can delete any words that should not be there, that is, words that should be marked as incorrectly spelled.

Language

It is vital that the language of the scanned document is set correctly, or ClaroRead will not recognise (OCR) it correctly, identifying *all* words as incorrectly spelled.

The Proofing window's status bar (**View > Status Bar**) shows the language of the current text (where the cursor is positioned).

To specify a language for your text, select it in the Text Editor, select **Tools > Set Language...**, and then select a language from the list:



Making Accessible PDFs

PDF files are very common but can be very hard to use. ClaroRead Plus and Pro give you ways to make them usable and accessible.

This is a guide to making accessible PDF files with ClaroRead. For an in-depth discussion of PDF accessibility, see the [PDFs and Accessibility guide](#) on our website.

Quick approach

This is suitable for individual users who want to make PDF files for their own use from scanning books or documents, or who have a PDF file that they need to read but is inaccessible (does not read at all or does not read very well).

1. Scan using ClaroRead.
2. Click **Save As** and save as a **Claro PDF** file. This will automatically be made accessible by ClaroRead.
3. Read back the PDF file by opening it with Adobe Reader and reading it with ClaroRead.
4. Keep the original PDF file for future reference – much quicker than scanning it again.

You can always re-scan the PDF file with ClaroRead if you want to alter its accessibility or format, or convert it into Microsoft Word to edit it.

The ClaroRead scanning process is optimised to produce an accessible PDF file, so even if you can read a PDF okay but you have some problems (like jumping around the page), it may work better if you scan it and save as a PDF file again.

Advanced approach

This is suitable for someone who wants to create a canonical, high-quality accessible PDF file, maybe for redistribution or long-term storage. It works best with ClaroRead's Proofing window, although you can still correct the reading order in the Preview window.

1. Decide on your target audience. The basic split is "screenreader users and people with very low vision" versus "mouse users and people with reading problems". Or "blind" versus "dyslexic" to simplify.

See the [PDFs and Accessibility guide](#) on our website for a discussion on the differences.

2. Decide how much work you want to do on the document content. Are you essentially making the existing file accessible (for a dyslexic user, for example) or are you doing more work to re-purpose the content more fundamentally (stripping out extraneous content for screenreader users, for example)?

3. ClaroRead settings:

- a. Turn on **Preview** and (optionally) **Proofing** in the [Scan Settings](#).
- b. Set the correct **OCR language** in the [Scan Settings](#).
- c. For "blind" users consider turning off images and simplifying format. For "dyslexic" users turn on images and use the original format.

4. Scan in from paper or file using ClaroRead.

ClaroRead will attempt to determine the correct reading order in the document, and remove unwanted images.

5. Correct reading order in the [Preview Window](#):

- a. Delete superfluous content for "blind" users such as headers and footers.
- b. Remove page numbers and other non-reading content for "dyslexic" users.

ClaroRead now performs OCR, converting all inaccessible content into accessible text.

6. If the [Proofing Window](#) is enabled, use it to correct text content:
 - a. Correct spellings and incorrect OCR results.
 - b. Add full stops at the end of titles and other lines without punctuation.
7. Output to your desired format. Either:
 - If you need to make major changes to the document, click **Send to Word**.

Word is a far better editing and word processing tool than ClaroRead. If you have Word 2010 or later, you can then save the Word document as a PDF file directly. Make sure it is tagged (by checking that the **Document structure tags for accessibility** checkbox is selected under the Save As window's options when you are saving as a PDF). You can also add contents and headings. This may be suitable for "blind" users.

- If you're okay with the content as it stands (correct reading order, no spelling mistakes) then click **Save as**. Make sure it is at least PDF version 1.4. Do not optimize for size. Do not show background image layers.

If you want the output to look exactly like the original, save it as a **Claro PDF**. This is the only way to make sure the output looks exactly like the original scanned PDF or book, which is very helpful for "dyslexic" users.

If you want the output to be able to be reflowed and zoomed and don't mind about it looking identical to the original, save it as **PDF Edited** or even **Text**. This is useful for "blind" users.

For PDF output, accessibility information, or "tags", are added here.

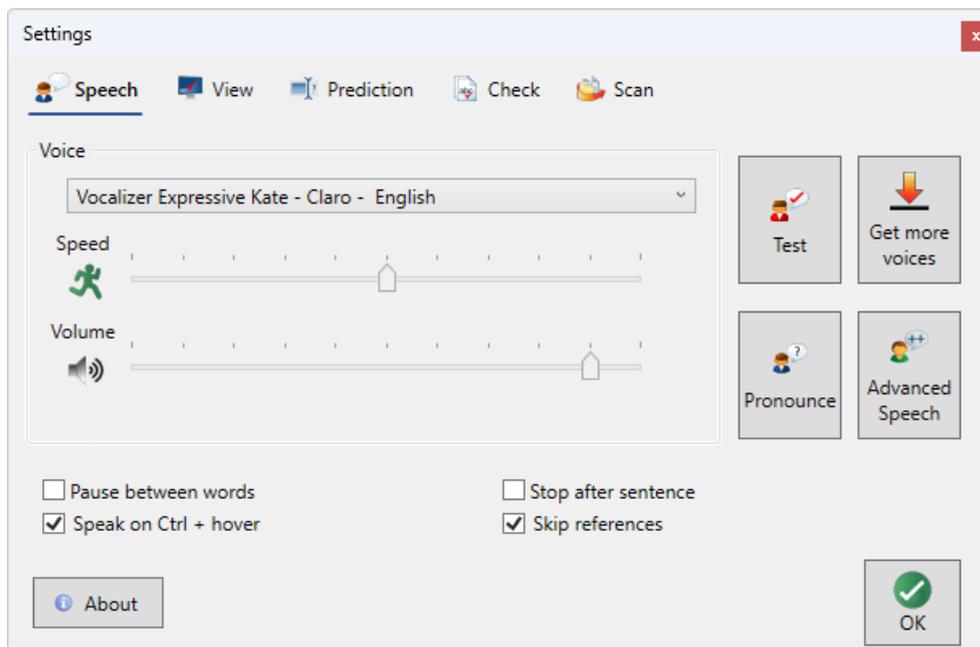
8. Read back with ClaroRead (using Adobe Reader, Microsoft Word, or ClaroRead's **Save** button) or distribute the accessible file to others. Keep the file safe so you don't have to go through the preparation process again.

ClaroRead Settings



Click the **Settings** button to open ClaroRead's Settings window. This button is always present on the ClaroRead toolbar.

The Settings window has five tabs:



- **Speech tab** – controls how ClaroRead reads out text, including which voice to use and how quickly it speaks. You can also choose which speech features are available.
- **View tab** – controls how the ClaroRead toolbar looks and behaves, as well as which buttons appear on it.
- **Prediction tab** – controls the behaviour of ClaroRead's word prediction.
- **Check tab** – settings for the Check window, which is used by ClaroRead's spelling and homophone checkers, as well as the dictionary tooltip.
- **Scan tab** – settings for ClaroRead's scanning process.

Language list

Depending on your system language, you may have a **Language** dropdown list at the bottom of the Settings window. Select a language for ClaroRead to use when speaking text, checking spelling, and so on.

See [Language Selection](#).

About button

Click the **About** button, at the bottom left of the Settings window, to open the About ClaroRead window. This shows the exact version of ClaroRead that you are using, your system language, and your licence key.

Below the licence key is a **Delete licence key** button, which you can use to deactivate ClaroRead.

See [Deactivating ClaroRead](#).

At the bottom of the About ClaroRead window is an **Analytics** checkbox. Clear this if you don't want to send us anonymous usage statistics.

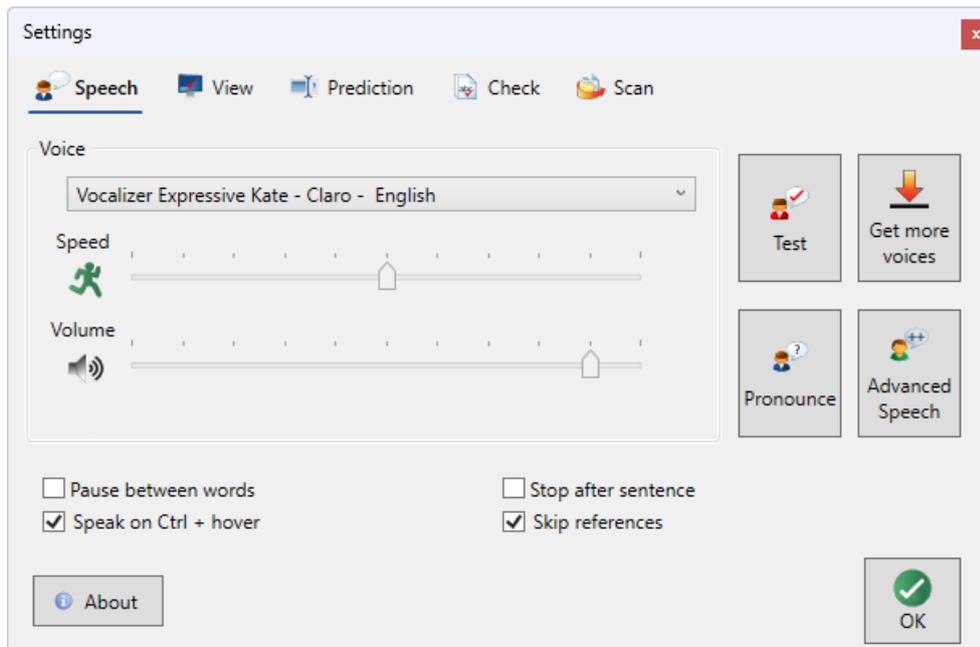
Advanced Settings Editor

ClaroRead's Advanced Settings Editor contains additional configuration options including word lists for the spelling, homophone, and word prediction features. It can be accessed through the **Extras** button on the ClaroRead toolbar.

See [Advanced Settings Editor](#).

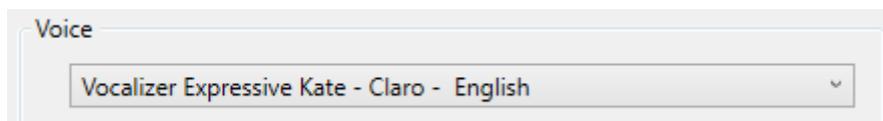
Speech Settings

The Speech tab controls how ClaroRead sounds when it is reading out text. It also contains checkboxes that control basic speech behaviour and buttons to access further features and settings.



Voice

The **Voice** dropdown list contains all the voices available on your system:



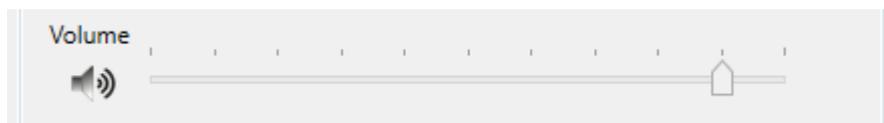
ClaroRead uses the selected voice for speaking text. It is important that you select a voice that matches the language of your text – an English voice like Vocalizer Kate will not read Swedish text correctly, for example.

ClaroRead is supplied with a range of high-quality voices for each supported language, but it will also work with other SAPI5 voices installed on your computer. This includes Microsoft system voices such as David and Hazel.

To install more voices, you can either select the **Get more voices** option, at the bottom of the list, or click the Speech tab's **Get more voices** button.

Speed and Volume

The **Speed** and **Volume** sliders control the speed and volume of the selected voice. Slide them left (slower/quieter) or right (faster/louder).

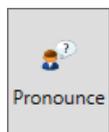


Test



Click the **Test** button to speak a sample of text using your selected voice, speed, and volume. Note that it can take a few seconds to load a new voice.

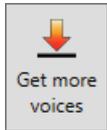
Pronounce



Click the **Pronounce** button to open ClaroRead's pronunciation list for the current voice. If the selected voice does not pronounce something correctly, such as a name or a place, you can add a correction for it.

See [Adding a Word Pronunciation](#).

Get more voices



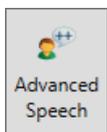
Click the **Get more voices** button to install more voices for ClaroRead.

The Claro Voice Setup window appears, containing a list of all available voices. Select the checkboxes next to any voices that you want to install, and then click **Install** to add them to your system.

It may take some time to download and install the new voices. If your new voices do not appear in the Voice dropdown list, wait a few minutes and then restart ClaroRead.

Note: While the Claro Voice Setup window includes a list of already installed voices, you cannot use it to delete voices. Instead, you need to open your Windows settings, find each voice in the applications list (under **Add or remove programs**, for example), and uninstall it from there.

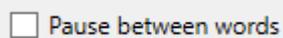
Advanced Speech



Click the **Advanced Speech** button to open the Advanced Speech settings window, which contains settings for auto-speak (that is, what ClaroRead speaks automatically while you are using your computer) and text highlighting.

See [Advanced Speech Settings](#).

Pause between words



Select this checkbox to make ClaroRead deliberately separate each word when speaking text. This makes hearing individual words easier.

If the checkbox is not selected, speech will flow naturally – it will take account of punctuation, certain abbreviations and other text details.

Stop after sentence

Stop after sentence

Select this checkbox to make ClaroRead read only one sentence at a time when you use “click and play”, that is, when you click the **Play** button while working in applications such as Microsoft Word and Adobe Acrobat.

To read the next sentence, you will need to click **Play** again.

Speak word on Ctrl + hover

Speak on Ctrl + hover

Clear this checkbox to disable the “speak on Ctrl+hover” speech feature.

This speech feature is enabled by default – when you hold down the **Ctrl** key and hover the mouse pointer over any word on your screen, ClaroRead will read that word aloud.

Skip references

Skip references

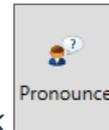
Clear this checkbox to force ClaroRead to read out all references.

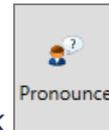
By default, ClaroRead skips anything that looks like a reference, such as journal details in parentheses. Note that it does not skip other text in parentheses, such as asides or extra information.

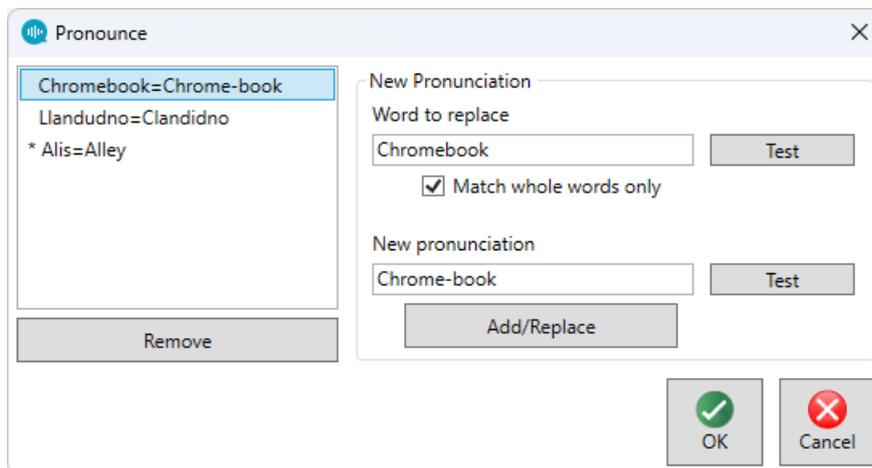
References can easily break up the flow of text, making it difficult to focus on sentences as they are read aloud. Clear this checkbox if you find that ClaroRead is skipping important text or if you want to examine the references in your text.

Adding a Word Pronunciation

There are times when a text-to-speech voice does not pronounce something quite as you like, for example names of people or places. To correct how a word or phrase is pronounced, you can add it to ClaroRead's pronunciation list.



To open the pronunciation list for the current voice, click  on the Speech settings tab. The Pronounce window appears:



To add an entry to the list:

1. Type the word or phrase that is being mispronounced in the **Word to replace** field.
2. Select the **Match whole words** checkbox if you want to change the pronunciation of a word but not affect other words that start with the same letters.
3. Type how you think the word or phrase should sound in the **New pronunciation** field.

This could be very different to how the word is spelled. You can use dashes to break up syllables.

4. Click the **Test** buttons to see how the current voice pronounces your entries.

5. If it does not sound right, edit the **New pronunciation** entry and try again.

You may need several attempts before you are happy with the new pronunciation.

6. When you are happy with the pronunciation, click **Add/Replace** to add it to the pronunciation list.

Note: Each voice has its own way of pronouncing text. Selecting a voice that is close to your own voice or region will result in better pronunciation. ClaroRead maintains separate pronunciation lists for each language – for example, a Swedish voice will need a very different list to an English voice.

Match whole words only

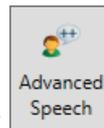
If you want to change the pronunciation of a word but not affect other words that start with the same letters, select the **Match whole words only** checkbox.

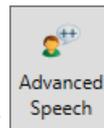
For example, if your name is “Alis” and you want it to be pronounced as “Alley” but you do not want “Alison” to become “Alley-on”, select this checkbox before you click **Add/Replace**.

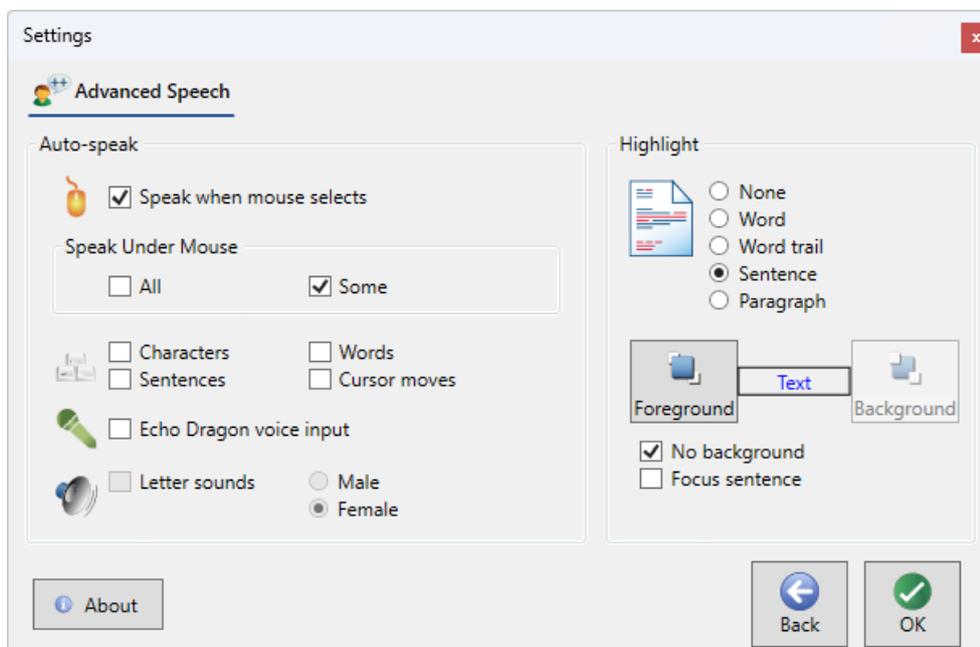
Words with this checkbox selected are shown with a * in the pronunciation list.

Advanced Speech Settings

The Advanced Speech settings control the amount and type of speech from ClaroRead, as well as how text is highlighted in applications such as Microsoft Word and Adobe Acrobat.



To open the Advanced Speech settings, click  on the Speech settings tab.



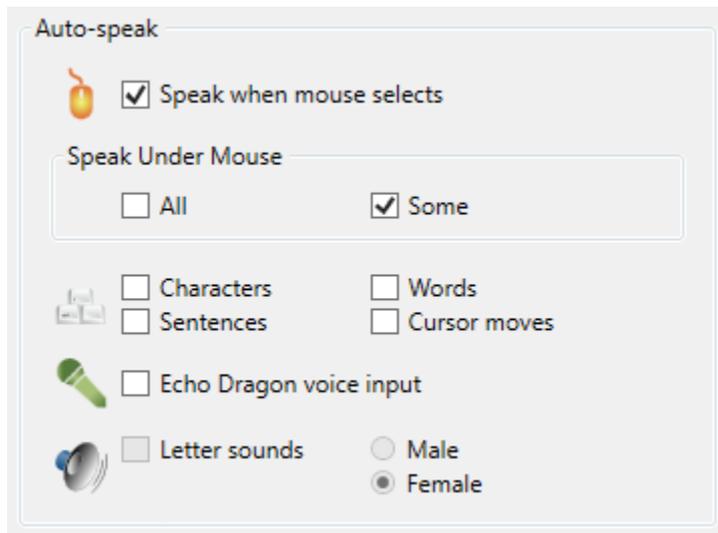
The Advanced Speech settings are divided into two sections:

- **Auto-speak** – these settings control some of ClaroRead’s speech features.
- **Highlight** – these settings control how ClaroRead highlights text.

When you have finished editing Advanced Speech settings, you can either click **Back** to return to the main Settings window, or click **OK** to close the Settings window completely.

Auto-speak Settings

The checkboxes on the left side of the Advanced Speech settings control some of ClaroRead's speech features:



Speak when mouse selects

Select this checkbox to enable the “speak when mouse selects” speech feature – ClaroRead will read out any text you select with your mouse. This works in most applications and is often the most convenient way to speak text.

Speak Under Mouse

Select these checkboxes to enable the “speak under mouse” speech feature – ClaroRead will read out any text you hover your mouse pointer over, including tooltips, button names, and menu items.

By default, the **Some** checkbox is selected – “speak under mouse” is enabled for a small selection of applications including Claroldeas.

Select the **All** checkbox to enable “speak under mouse” for all applications, which makes almost all on-screen text accessible. Note that this can result in a lot of speech, which may be confusing or distracting.

Characters / Words / Sentences

Select these checkboxes to enable the “echo text as you type” speech feature for characters, words, or sentences. When selected, ClaroRead 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 sentences as they are created.

Cursor moves

Select this checkbox to enable the “speak when the cursor moves” speech feature – ClaroRead will read out characters, words, lines, or paragraphs as you press the arrow keys to move through text:

- Pressing **Right** or **Left** moves the cursor to the next or previous character and ClaroRead reads out that character.
- Pressing **Ctrl+Right** or **Ctrl+Left** moves the cursor to the next or previous word and ClaroRead reads out that word.
- Pressing **Down** or **Up** moves the cursor to the next or previous line and ClaroRead reads out that entire line.
- Pressing **Ctrl+Down** or **Ctrl+Up** moves the cursor to the next or previous paragraph and ClaroRead reads out that whole paragraph.

You can use these commands repeatedly, for example pressing the Down arrow repeatedly to read through a document.

You can configure ClaroRead to speak phonetic letter sounds rather than characters when you press the Right and Left arrow keys. See [Letter sounds](#).

Echo Dragon voice input

Select this checkbox to enable the “echo Dragon voice input” speech feature. If you use Nuance’s *Dragon* speech recognition software, ClaroRead echoes back each word, phrase, or command that Dragon recognises. This gives you confidence that Dragon has correctly recognised what you said, or draws your attention to any misrecognitions.

See [Echoing Dragon Voice Input](#).

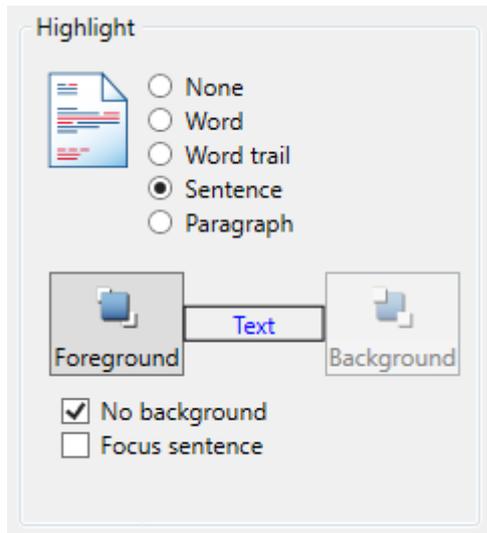
Letter sounds

Select this checkbox to make ClaroRead speak *phonemes*, that is, phonetic letter sounds, for each character you type instead of its letter name. For example, when you type “a”, ClaroRead will say “ah” instead of “ay”. Depending on your language, you may be able to select male or female phonemes.

This checkbox is only available if the **Characters** checkbox is selected. Note that phonemes are only available for certain languages, and sometimes only in a single gender.

Highlight Settings

The option buttons and checkboxes on the right side of the Advanced Speech settings control how ClaroRead highlights text:



ClaroRead highlights text when you use “click and play”, that is, when you click **Play** while working in applications such as Microsoft Word and Adobe Acrobat. ClaroRead’s voice is synchronised with the highlight, giving you greater assistance in following the text.

None

Select this option to disable highlighting – as ClaroRead speaks text, the words it speaks will not be highlighted.

All the other highlight settings will be greyed out.

Word

Select this option to highlight only the word that is being spoken aloud:

In the [Highlight](#) section you have the option to highlight by Word, Word Trail, Sentence and Paragraph. This determines how your text will be highlighted.

Word trail

Select this option to highlight words as they are spoken, leaving the previously spoken words highlighted. ClaroRead gradually highlights whole sentences, word by word:

In the Highlight section you have the option to highlight by Word, Word Trail, Sentence and Paragraph. This determines how your text will be highlighted.

Some users find the Word highlight option distracting, with a flickering effect as individual words are highlighted. The Word trail option reduces this effect.

Sentence

Select this option to highlight the entire sentence that is being read out:

In the Highlight section you have the option to highlight by Word, Word Trail, Sentence and Paragraph. This determines how your text will be highlighted.

This is the default setting.

Paragraph

Select this option to highlight the entire paragraph that is being read out:

In the Highlight section you have the option to highlight by Word, Word Trail, Sentence and Paragraph. This determines how your text will be highlighted.

Foreground

Click this button to select the foreground colour used to highlight text as it is read out:



The text itself will be changed to the selected colour as it is read out.

If none of the standard colours is suitable, click **Select another colour** to select from all available system colours.

The **Text** marker, in between the Foreground and Background buttons, gives you a preview of the selected colours.

Background

This button is only available if the **No background** checkbox is not selected.

Click this button to select the background colour used to highlight text as it is read out:



A coloured background will be applied to text as it is read out.

The **Text** marker, in between the Foreground and Background buttons, gives you a preview of the selected colours.

No background

Select this checkbox to disable background highlighting. The **Background** button will be greyed out.

Focus sentence

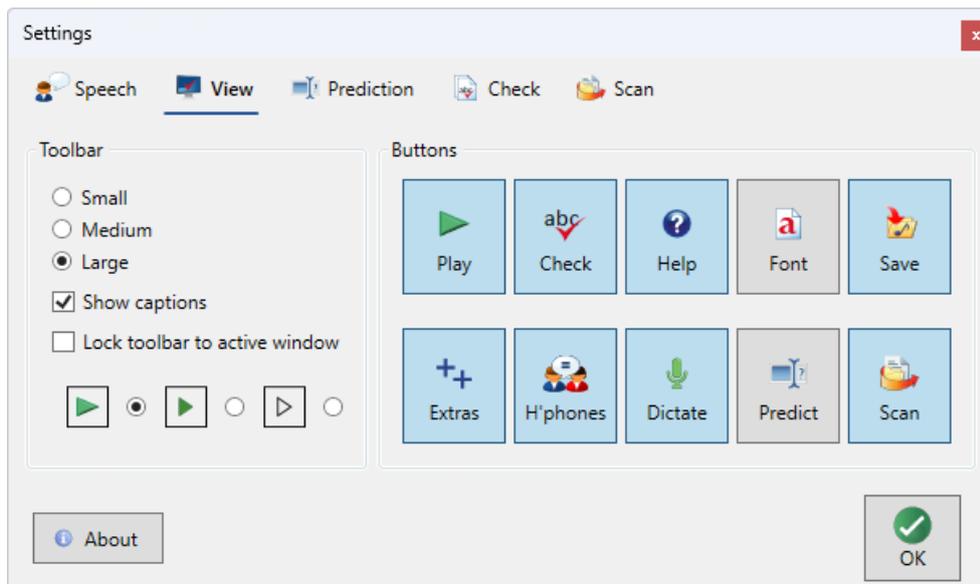
Select this checkbox to grey out the rest of your document while text is being spoken aloud:

In the Highlight section you have the option to highlight by Word, Word Trail, Sentence and Paragraph. This determines how your text will be highlighted.

This option helps you to focus on the text that is being read out. It can be used with the Word, Word trail, Sentence, or Paragraph highlight options.

View Settings

The View tab controls how the ClaroRead toolbar looks and behaves, as well as which buttons appear on it.



Buttons

The right side of the View tab controls the buttons that are shown on the ClaroRead toolbar:

- To add a button to the toolbar, click it so that it appears with a blue highlight.
- To remove a button from the toolbar, click it so that it appears in grey.

In the above screenshot, for example, the Play, Check, and Help buttons will be shown on the toolbar, but the Font and Predict buttons will be hidden.

Note that the Font button also controls the Spacing button – they can only be shown (or hidden) as a pair.

Toolbar

The left side of the View tab controls how the ClaroRead toolbar looks and behaves.

Small / Medium / Large

Select an option to set the size of the toolbar.

Show captions

Clear this checkbox to remove the text below each button. Removing captions makes the toolbar more compact, but harder to use for beginners.

Lock toolbar to active window

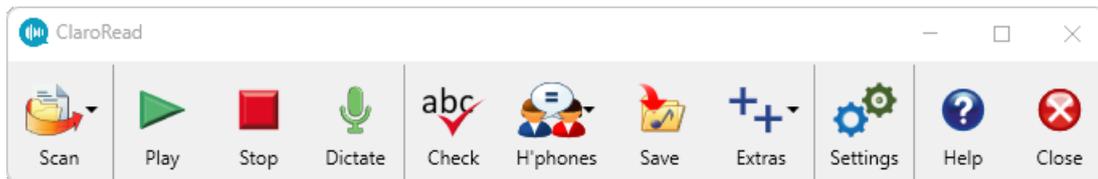
Select this checkbox to lock the toolbar to the currently active window. The toolbar will move automatically as you switch between different applications, always locked to the top right of the active application's window.

See [Moving, Docking, and Hiding the ClaroRead Toolbar](#).

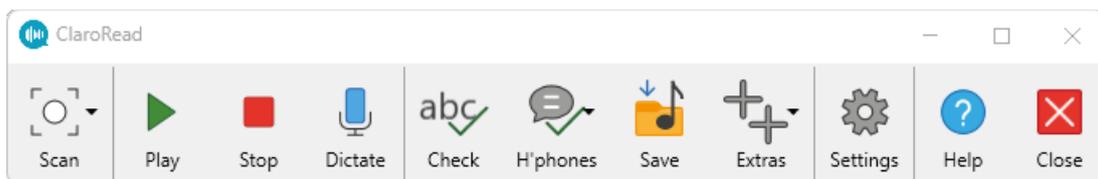
Skin options

The option buttons at the bottom of the Toolbar section enable you to choose between three display styles or *skins*:

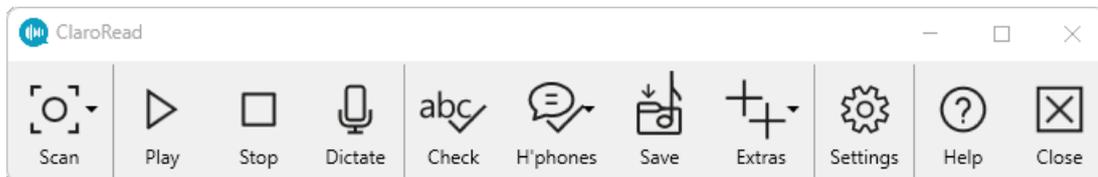
- ▶ **Classic** (default) – a friendly and high-colour skin for maximum usability.



- ▶ **Professional** – this skin uses colour to help you distinguish between the different buttons.

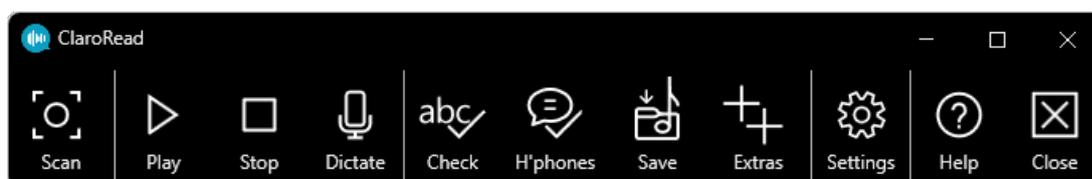


- ▶ **Modern** – this is a clear and simple skin designed to avoid distracting you from other applications.



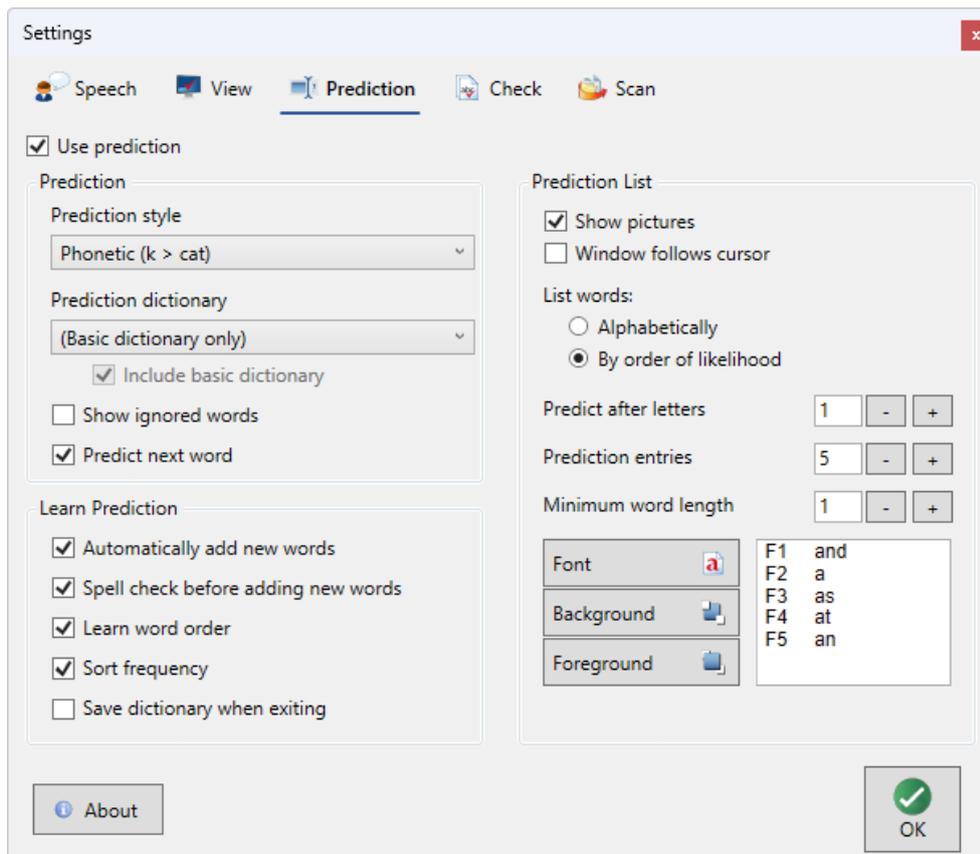
Dark mode

While there is no option in the View settings to use a light-on-dark theme, ClaroRead follows your Windows settings – if you use a dark theme, or specify dark mode for your apps, ClaroRead automatically uses a dark version of your chosen skin. For example:



Prediction Settings

The Prediction tab controls ClaroRead's word prediction. You can enable or disable word prediction, select a dictionary, and customise word prediction behaviour to suit the way you work.



The Prediction tab is divided into three sections:

- **Prediction** – these settings control the word prediction style and dictionary.
- **Learn Prediction** – these settings control how ClaroRead learns from you as you use word prediction.
- **Prediction List** – these settings control how and when predicted words are displayed.

Use prediction

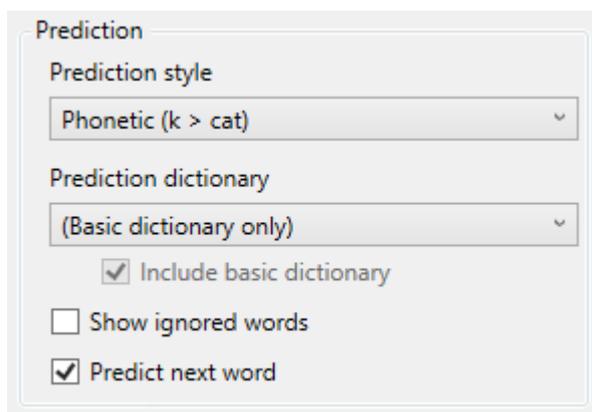
Use prediction

This checkbox controls whether word prediction is on or off, and corresponds to the status of the **Prediction** button on the ClaroRead toolbar.

If this checkbox is not selected, all options on the Prediction tab are disabled.

Prediction Style and Dictionary

These settings, at the top left of the Prediction tab, control the word prediction style and dictionary:



The screenshot shows a settings panel titled "Prediction". It contains the following options:

- Prediction style**: A dropdown menu with "Phonetic (k > cat)" selected.
- Prediction dictionary**: A dropdown menu with "(Basic dictionary only)" selected.
- Include basic dictionary
- Show ignored words
- Predict next word

Prediction style

Select a prediction style from the list. There are four prediction styles to choose from:

- **Completion (c > cat)**

This is a conventional word prediction style, which predicts words based on exactly what you type.

For example, if you type the letter "c", words like **cat** and **celery** might appear in the Prediction List.

- **Phonetic (k > cat)**

This is the default style, and predicts words based on how they sound rather than how they are spelled.

For example, if you type the letter “k”, words that might appear include **cat**, **competition**, and **cow**, all of which start with a “k” sound, despite being spelled with a “c”.

This style is good for people who can spell phonetically but are not good with irregular spellings.

- **First and Contains (gdt > graduate)**

This style matches the first letter you type, and then the ones after it in order, anywhere in the word.

For example, if you type the letters “gdt”, words that might appear include **graduate**, **grandfather**, and **goodnight**.

This style is good for people who usually get the first letter right but are not sure what comes afterwards, although they can usually guess or remember some more letters.

- **Contains Anywhere (ptg > sporting)**

This style matches the letters you type anywhere in a word, in any order.

For example, if you type the letters “ptg”, words that might appear include **sporting**, **copyright**, **stopping**, and **photographs**.

This style is especially helpful for people who really struggle with spelling, bringing up the most suggestions and the widest range of matches.

However, as it brings up so many suggestions, it is best used with a small prediction dictionary.

Note that you can also change prediction style from the Prediction List’s right mouse button menu.

Prediction dictionary

Select a prediction dictionary from the list. The dictionaries available depend on the language that you are using, but may include:

- **Basic dictionary**

This is the standard dictionary for each language, containing a large number of words.

- **Simplified dictionaries**

These contain only the most common words, and are intended for use instead of the basic dictionary. They can be used with the Contains Anywhere prediction style, for example, to narrow down the prediction range.

For example, ClaroRead includes 2000-word and 5000-word English dictionaries.

- **Subject-specific dictionaries**

These contain words specific to a particular subject, and are useful if you are normally quite good at spelling but are writing something on a subject that has a specialised vocabulary with complicated words.

For example, ClaroRead's subject-specific English dictionaries include Archaeology, Biology, and Nursing. The Biology dictionary includes words and phrases such as *amoeba*, *DNA sequencing*, and *ventricle*.

You can edit ClaroRead's prediction dictionaries, or even create new dictionaries, using the Advanced Settings Editor's Training Prediction tab. For example, you could create a new dictionary containing words specific to your industry.

See [Advanced Settings Editor](#).

Include basic dictionary

Select this checkbox to include the basic dictionary in addition to the selected prediction dictionary.

Words from the selected prediction dictionary will appear nearer the top of the Prediction List. For example, if you select the Biology dictionary but choose to include the basic dictionary as well, biology-related words will tend to appear before standard words.

Show ignored words

Select this checkbox to keep showing “ignored” words within the Prediction List.

For example, consider a scenario where you have typed “ca” and the Prediction List includes *cathode*, *cattle*, and *catastrope*. What happens when you type the next letter depends on whether you have this setting enabled:

- **Show ignored words** cleared
All previously displayed words are ignored, as you have already rejected them. The Prediction List will no longer include the above words, even if you type “t” as the next letter.
- **Show ignored words** selected
Previously displayed words remain available, as long as they still apply for the letters you have typed. If you type “t” as the next letter, all the above words will still be displayed.

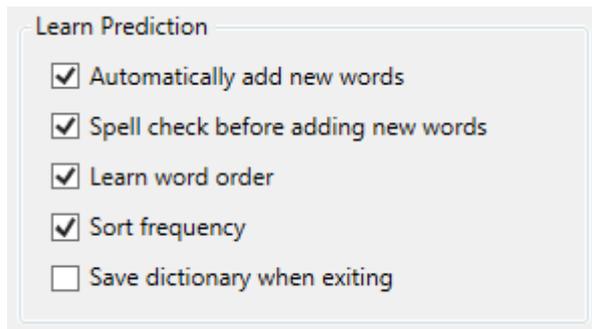
Predict next word

Clear this checkbox to disable “next word” prediction:

- **Predict next word** selected
ClaroRead suggests the next word when you press the **Spacebar** or select a word from the Prediction List.
- **Predict next word** cleared
The Prediction List will not be displayed until you have started typing the next word.

Learn Prediction Settings

These settings, at the bottom left of the Prediction tab, control how ClaroRead adapts the selected prediction dictionary, that is, how it learns from you as you use word prediction:



In addition to these settings, the Advanced Settings Editor's Training Prediction tab enables you to train ClaroRead's word prediction using your own Microsoft Word documents.

See [Advanced Settings Editor](#).

Automatically add new words

Automatically adds new words to the prediction dictionary based on the words that you type.

If this setting is enabled, we recommend that you also enable **Spell check before adding new words**.

Spell check before adding new words

Checks the spelling of words before adding them to the prediction dictionary.

This prevents typing errors being added to the dictionary.

Learn word order

When you select a "next word" prediction, ClaroRead remembers your selection and words you select often will move up the Prediction List.

Sort frequency

Every time you finish a word, ClaroRead increases the likelihood that it will be shown higher in the Prediction List next time.

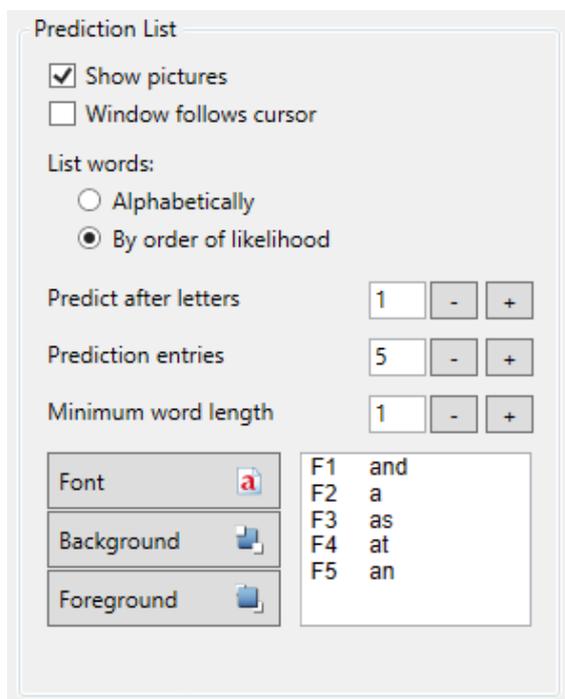
Save dictionary when exiting

If enabled, updates to the prediction dictionary will be saved when you close ClaroRead.

This is disabled by default, so you do not accidentally add words you do not want into the dictionary.

Prediction List Settings

These settings, at the right side of the Prediction tab, control how and when predicted words are displayed:



Show pictures

Where available, show pictures in the Prediction List to help you choose words quickly.

Window follows cursor

Rather than the Prediction List appearing at a fixed position on your screen, it will appear just below your cursor, in any application that you use.

You can also change this setting from the Prediction List's right mouse button menu.

List words

Select whether you want the words displayed in the Prediction List to be ordered alphabetically or in order of likelihood.

Note that only the currently displayed words will be sorted alphabetically – the overall Prediction List remains ordered by likelihood.

Predict after letters

Sets the number of letters you must type before ClaroRead shows the Prediction List.

Increasing this value reduces the activity of the Prediction List and makes it less disruptive.

Prediction entries

Sets the number of words that are shown in the Prediction List.

While increasing this value makes it more likely that you will see the word you want, it can make the Prediction List more confusing.

Minimum word length

Sets how long a word must be before it appears in the Prediction List.

If you can usually spell common short words like *and*, *the*, and *are*, but have problems with longer words, increase this value so that the Prediction List only contains longer, more difficult words.

Font, Background, and Foreground buttons

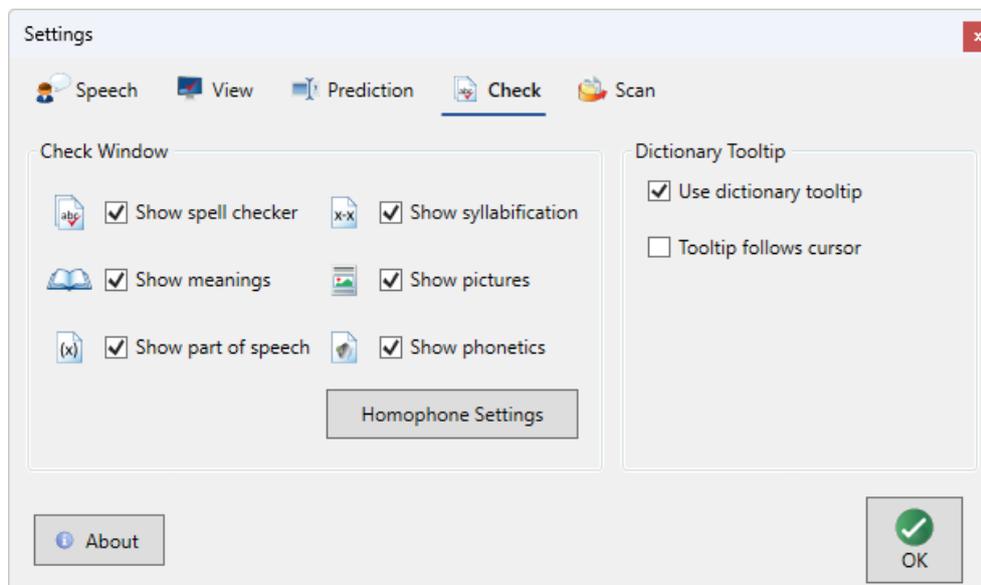
Set the font for the Prediction List (including its style and size), as well as its background and foreground colours.

You may want to use large fonts in the Prediction List so that you can select words more easily, or change its background colour so that it stands out from your applications.

The area next to these buttons shows a preview of how the Prediction List will look.

Check Settings

The Check tab contains settings for the Check window (which is used by ClaroRead's spelling and homophone checkers) and dictionary tooltip.



In addition to the settings on the Check tab, you can customise ClaroRead's list of spelling corrections using the Advanced Settings Editor's Spelling tab. For example, if you commonly misspell a particular word, you can add it to the list so that it appears as a suggestion in ClaroRead's Check window.

See [Advanced Settings Editor](#).

Check Window Settings

The checkboxes on the left side of the Check tab control what is shown in the Check window. They are all enabled by default – clear a checkbox to disable the corresponding feature. This section also includes the **Homophones Settings** button.

Show spell checker

Controls whether the Spelling tab is shown.

Show meanings

Controls whether the Meanings tab is shown.

Show part of speech

Controls whether parts of speech (that is, whether a word is a verb, noun, adjective, etc.) are shown in the Meanings tab.

Show syllabification

Controls whether the syllabification of words is shown at the bottom of the Check window.

Show pictures

Controls whether pictures are shown.

Show phonetics

Controls dynamic phonetic suggestions. These are advanced suggestions based on letter sounds, like “bizarre” for “bzar”.

Homophone Settings button

Opens ClaroRead’s homophone settings.

See [Homophones Settings](#).

Dictionary Tooltip Settings

The checkboxes on the right side of the Check tab control the dictionary tooltip's behaviour.

Use dictionary tooltip

Clear this checkbox to turn off dictionary tooltips.

Tooltip follows cursor

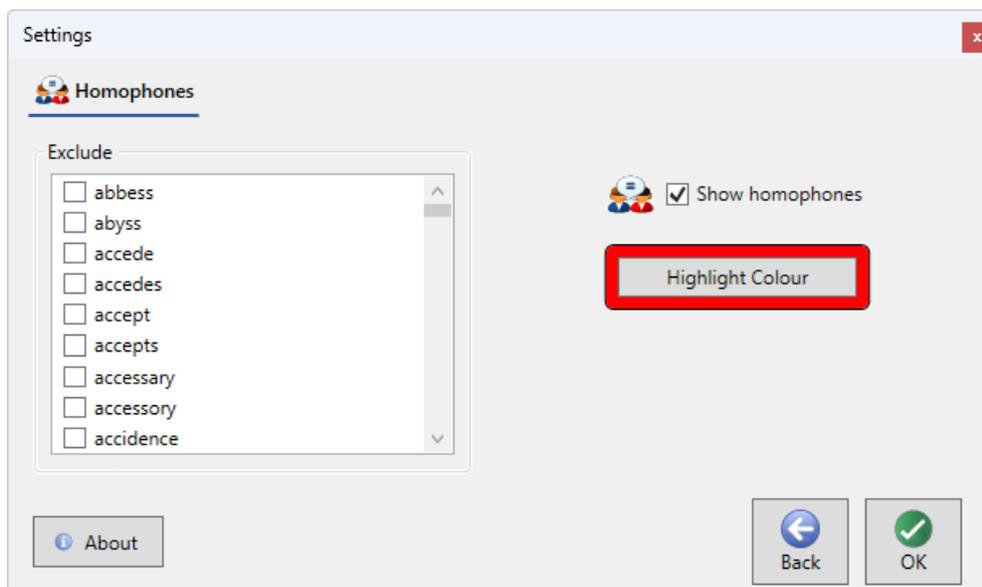
By default, the dictionary tooltip stays in one place. You can move it where you want on your screen, so you know where to look when you need it.

If you prefer the tooltip to move with your cursor, select this checkbox.

Homophones Settings

The Homophones settings enable you to ignore certain homophones, or to disable the Check window's Homophones tab entirely.

To open the Homophones settings, click **Homophone Settings** on the Check settings tab.



When you have finished editing homophones settings, you can either click **Back** to return to the main Settings window, or click **OK** to close both Settings windows.

Exclude list

This list contains all the homophones that will be identified by ClaroRead. To ignore a homophone, for example because you rarely get it wrong, select its checkbox. The word will no longer appear as a homophone.

Note that you can edit ClaroRead's master homophones list in the Advanced Settings Editor's Homophones tab. You can add new alternatives or even whole new homophone pairs (or triplets, etc.).

See [Advanced Settings Editor](#).

Show homophones

Clear this checkbox to disable the Check window's Homophones tab. The Homophones tab will not be shown in the Check window, even when you run a homophone check. While homophones that are obviously being used incorrectly will still be shown in the Spelling tab, any other homophones will not be highlighted.

Highlight Colour

Click this button to select the text colour used to highlight homophones in Word:

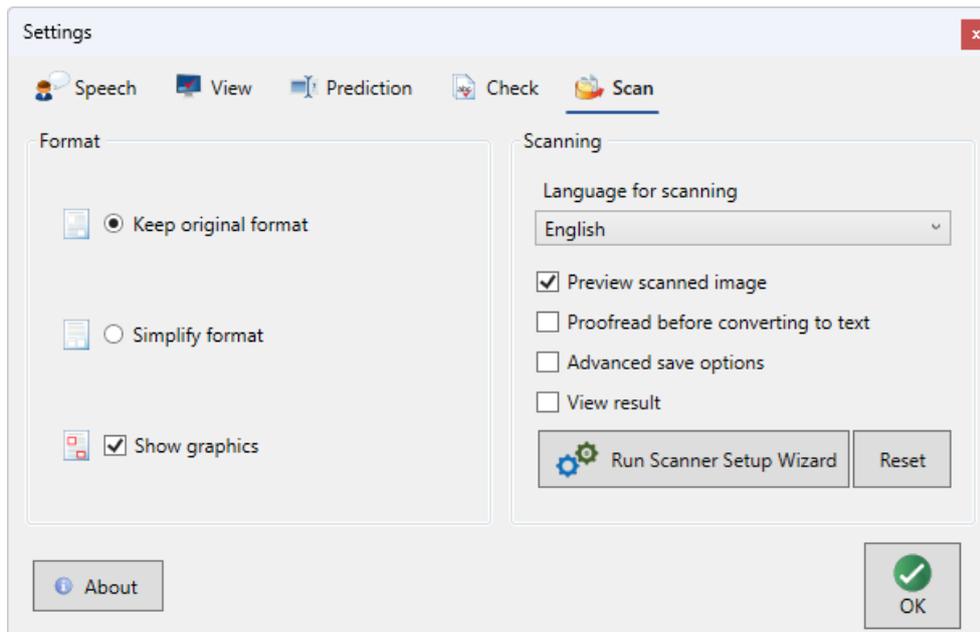


When you use the Show Homophones feature, any homophones identified in your Word document will be changed to the selected colour.

If none of the standard colours is suitable, click **Select another colour** to select from all available system colours.

Scan Settings

The Scan tab controls ClaroRead's scanning process. You can control formatting, scanning language, and whether to use the Preview and Proofing windows. You can also set up new scanners using the Scanner Setup wizard.



Format

Select whether you want to keep a scanned document's original format, or simplify it into a single text column.

You can also choose whether to include images from the original document or discard them.

Language for scanning

Select a language to use for OCR. ClaroRead tries to recognise text in that language.

For example, if you are going to scan a document in French, select **French**. Otherwise, ClaroRead will not know that it is looking for French words and phrases.

Preview scanned image

Clear this checkbox to prevent the Preview window appearing after you have scanned a paper document or a file.

The Preview window shows you a preview of the scanned document and gives you options for setting reading order and removing parts of the document that you do not want to scan. It also enables you to choose whether you want to send the scanned document directly to Word or to save it to file, either as a PDF or to another format.

See [Preview Window](#).

Proofread before converting to text

Select this checkbox to show the Proofing window after you have scanned a paper document or file.

The Proofing window appears after the Preview window, and enables you to edit the scanned document before you save it. You can check and correct spelling, edit text (both content and formatting), redact or highlight text, and so on.

See [Proofing Window](#).

Advanced save options

Select this checkbox to show advanced options when you click the Preview or Proofing window's **Save as** button.

Instead of a standard Windows *Save As* window, ClaroRead will open its own *Save to File* window, which enables you to save your scanned document to many more file types – including Word, PDF, plain text, ePub, and Kindle.

Each file type has its own options, giving you much more control over your output file.

View result

Select this checkbox to automatically open output files after scanning. Files will open in their default applications, for example PDFs will usually open in Adobe Acrobat.

Run Scanner Setup Wizard button

Click this button to run the Scanner Setup wizard, which configures ClaroRead to connect to your scanner.

Follow the instructions in the wizard to select the scanner that you want to use with ClaroRead's "Scan from Paper" feature, or to set up additional scanners.

See [Scanner Setup Wizard](#).

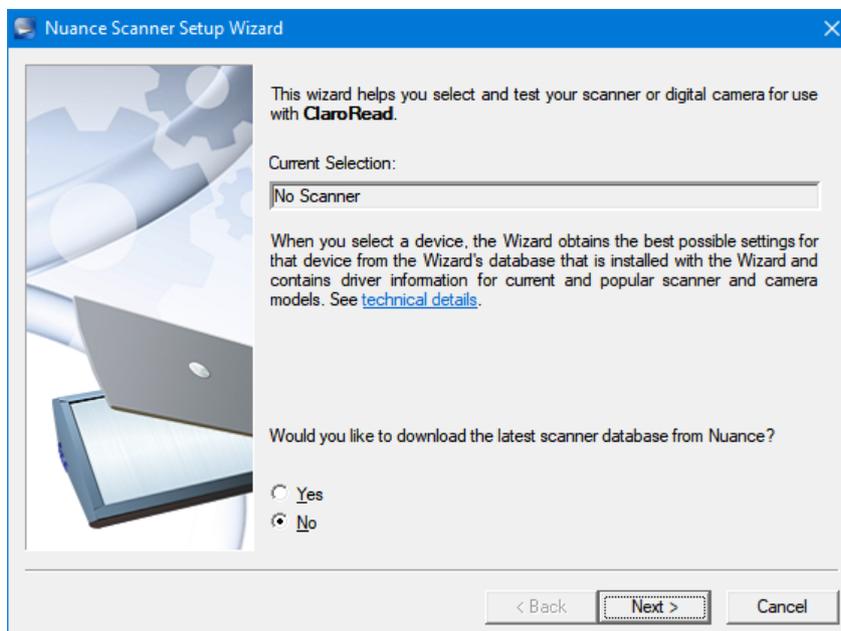
Reset button

Click this button to reset ClaroRead's scanner configuration. Any scanners you have set up using the Scanner Setup wizard are deleted immediately.

Scanner Setup Wizard

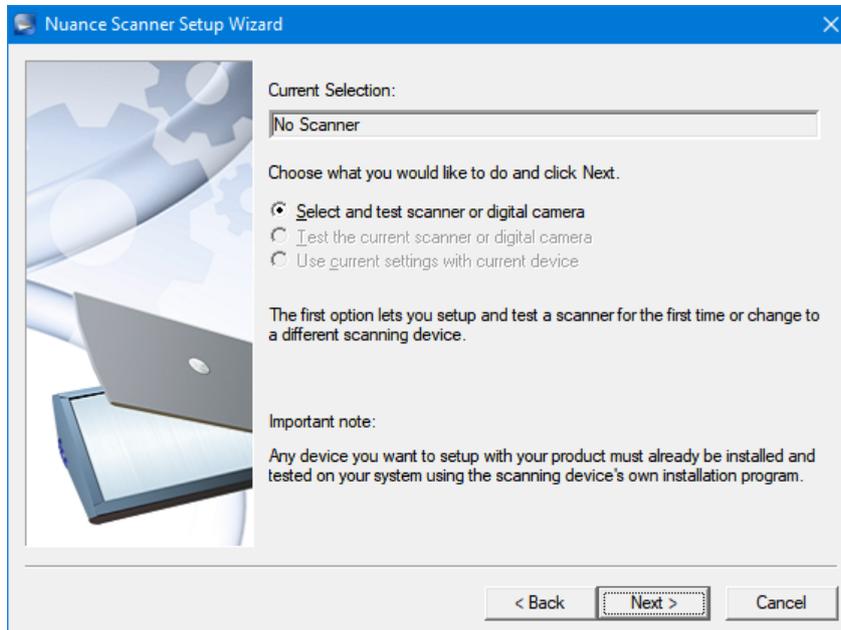
Before you can use a scanner with ClaroRead, you need to set it up using the Scanner Setup wizard. The wizard runs automatically if you click **Scan from Paper** and have no scanners set up. Otherwise, you can run it from ClaroRead's Scan settings.

The first page of the Scanner Setup wizard shows the currently selected scanner and prompts you to download the latest scanner database from Nuance:



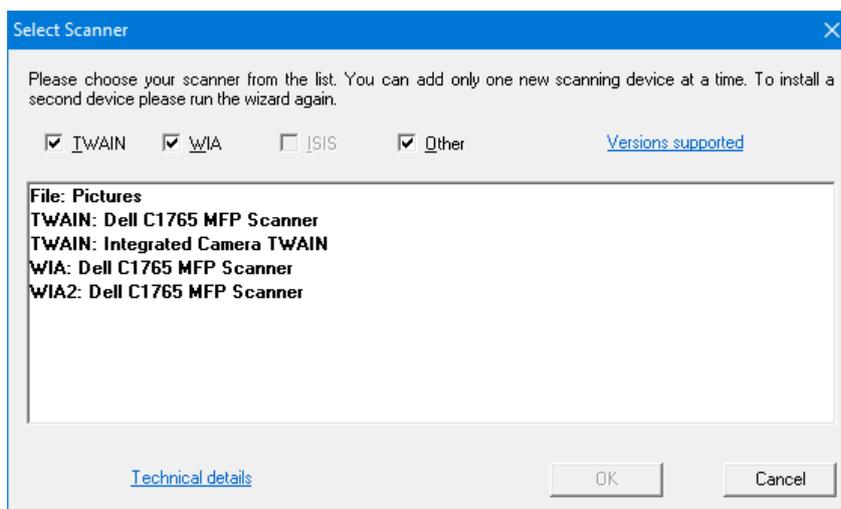
ClaroRead uses its own scanner database, so select **No** and then click **Next**.

The second page of the wizard prompts you to choose an action. If you have no scanners set up, the only option is to select and test a new scanner:



Select an option and click **Next**.

If you have no scanners set up, a Select Scanner dialog box appears, prompting you to select from the list of available scanners:

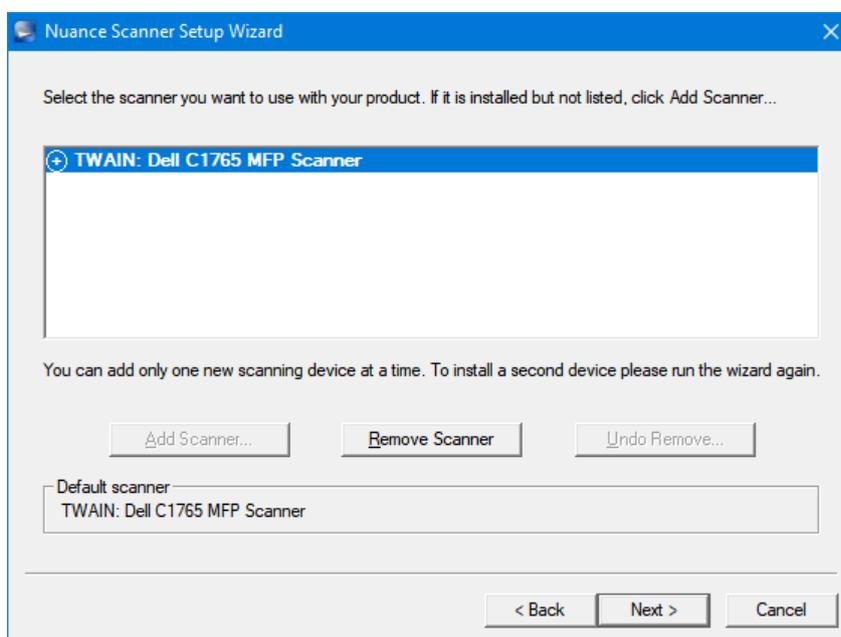


The list contains all scanners and digital cameras that have been set up on your computer. Generally, if there are multiple entries for a particular device, select the TWAIN version.

The list also contains a **File: Pictures** entry, which enables you to use the **Scan from Paper** option to process scanned image files rather than attempt to control your scanner directly – use this option if you have a shared scanner that scans to a network folder, for instance.

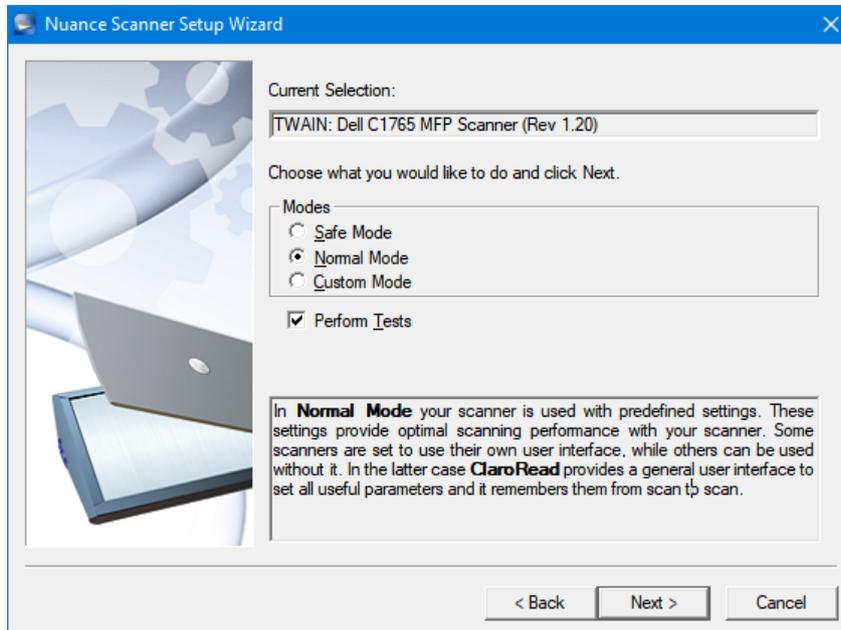
Select a scanner or digital camera (or **File: Pictures**) and click **OK**.

The next page of the wizard lists the scanners that are set up for use with ClaroRead:



If you are setting up your first scanner, it will be shown with a “+” icon, indicating that the wizard will be adding it to the list. Click **Next**.

The next page of the wizard prompts you to select a mode and specify whether to perform tests:



We recommend that you select **Normal Mode**. This will work with most scanners and bypass your scanner's normal interface, if possible, making scanning quicker and simpler.

If you cannot get a scanner working under Normal Mode, try again using **Safe Mode**. Under Safe Mode, ClaroRead will use your scanner's normal interface.

We recommend that you select the **Perform Tests** checkbox when using a scanner with ClaroRead for the first time. The wizard will then test the scanner's connection and scanning abilities.

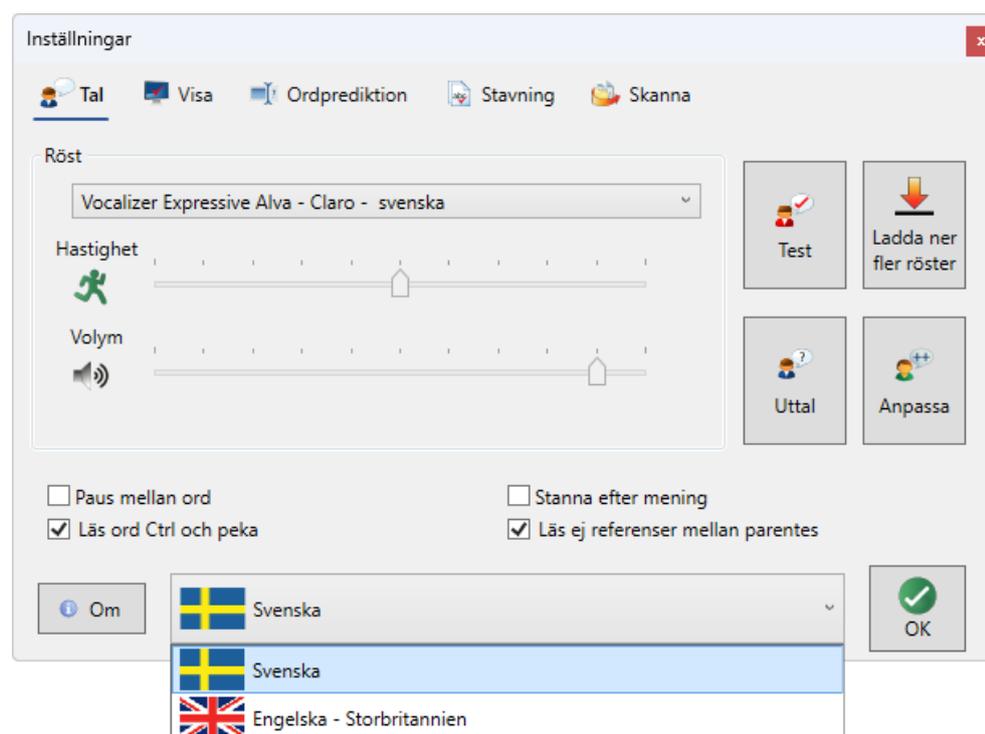
After you have selected a mode and chosen whether or not to perform tests, click **Next**.

Follow the instructions in the rest of the wizard to finish configuring and testing your scanner.

Language Selection

ClaroRead uses the same language as Windows, that is, its button names and other on-screen text are shown in your Windows system language.

Depending on your system language, you may see a **Language** dropdown list at the bottom of the Settings window:



The list contains your system language (in this case, Swedish), as well as any second languages that are defined for it (in this case, UK English).

ClaroRead will use the selected language for speaking text, checking spelling, and so on.

You can specify different settings for each language in the list. For example, you can set Vocalizer Alva as the voice for Swedish, speaking quickly, while you use Vocalizer Daniel for English, set to speak slowly and loudly.

Tooltip Translations

If you select a second language from the **Language** dropdown list (that is, a language other than your system language), ClaroRead's dictionary tooltip will automatically translate selected words and phrases from your second language into your system language.

See [Tooltip Translations](#).

Configuring Languages

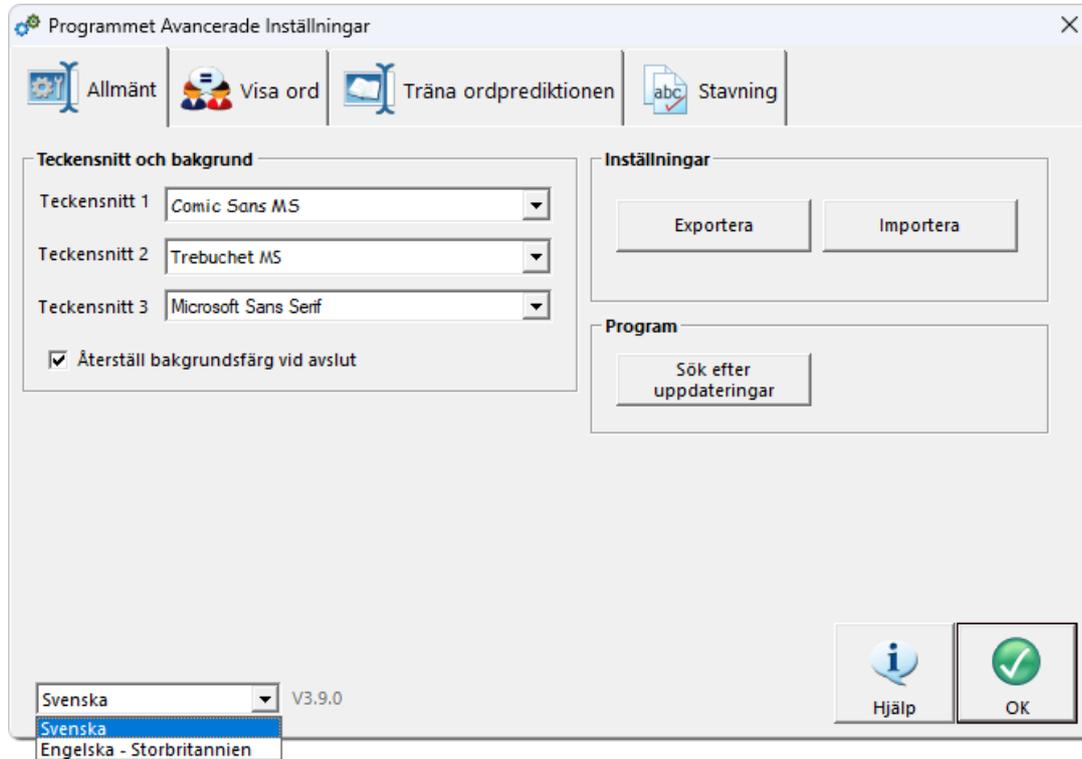
The **Language** dropdown list contains a preconfigured set of second languages for your system language. Some system languages have several languages available, while others have none.

If your system language does not have any second languages defined, the Language dropdown list will not appear by default. To make it appear, you can add additional languages using ClaroRead's Language utility. This is an executable, Language.exe, that you (or your administrator) can run from the Engine sub-folder of ClaroRead's Program Files folder.

You can select multiple languages in the Language utility. All the languages you select will appear in the Language dropdown list.

Advanced Settings Editor

There is a similar **Language** dropdown list at the bottom of the Advanced Settings Editor:



Again, some settings are specific to the language you select. For example, each language has its own homophones, prediction dictionaries, and spelling corrections.

Deactivating ClaroRead

Deactivating ClaroRead enables you to transfer ClaroRead without using up one of your activations. When you start using a new computer, for instance.

To deactivate ClaroRead, open the About ClaroRead window, click the **Delete licence key** button, and then follow the instructions in the Claro Software Unlicenser Wizard.

The next time you run ClaroRead, you will be prompted for a valid licence key to reactivate your installation. You can also activate your installation by signing into your Claro Account, or you can run ClaroRead in demo mode for a limited time.

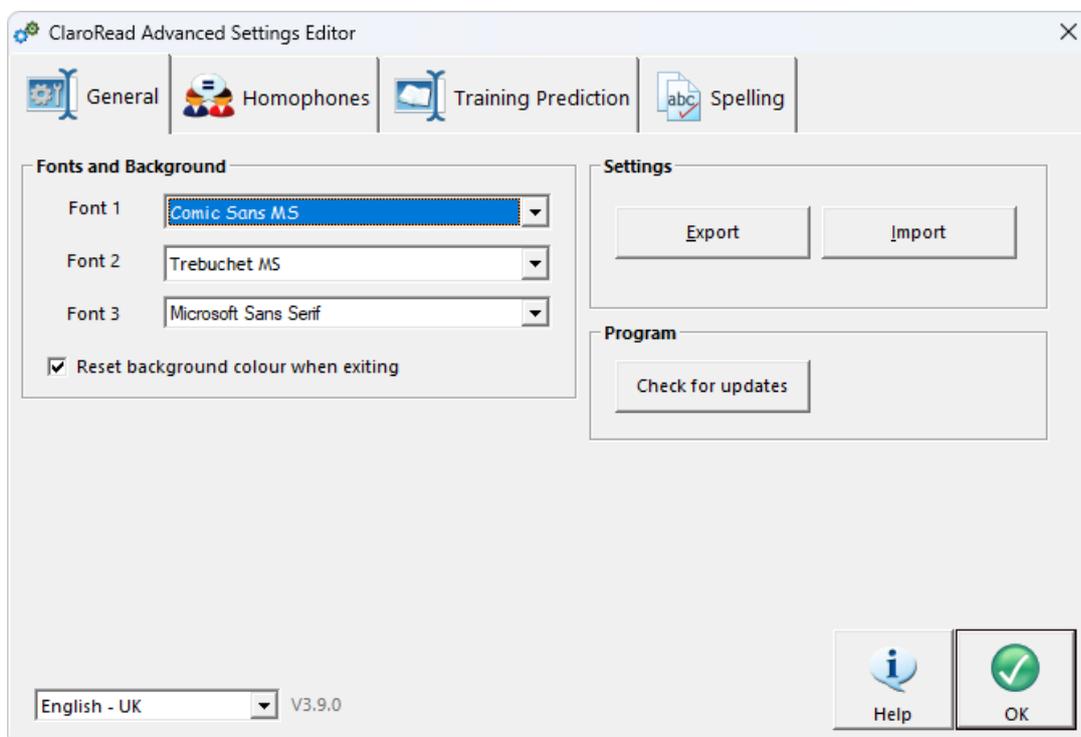
Advanced Settings Editor

ClaroRead's Advanced Settings Editor contains additional configuration options including spelling, homophone, and prediction functions.



To open the Advanced Settings Editor, click the **Extras** button on the ClaroRead toolbar, and then select **Advanced Settings Editor**.

The Advanced Settings Editor has four tabs:

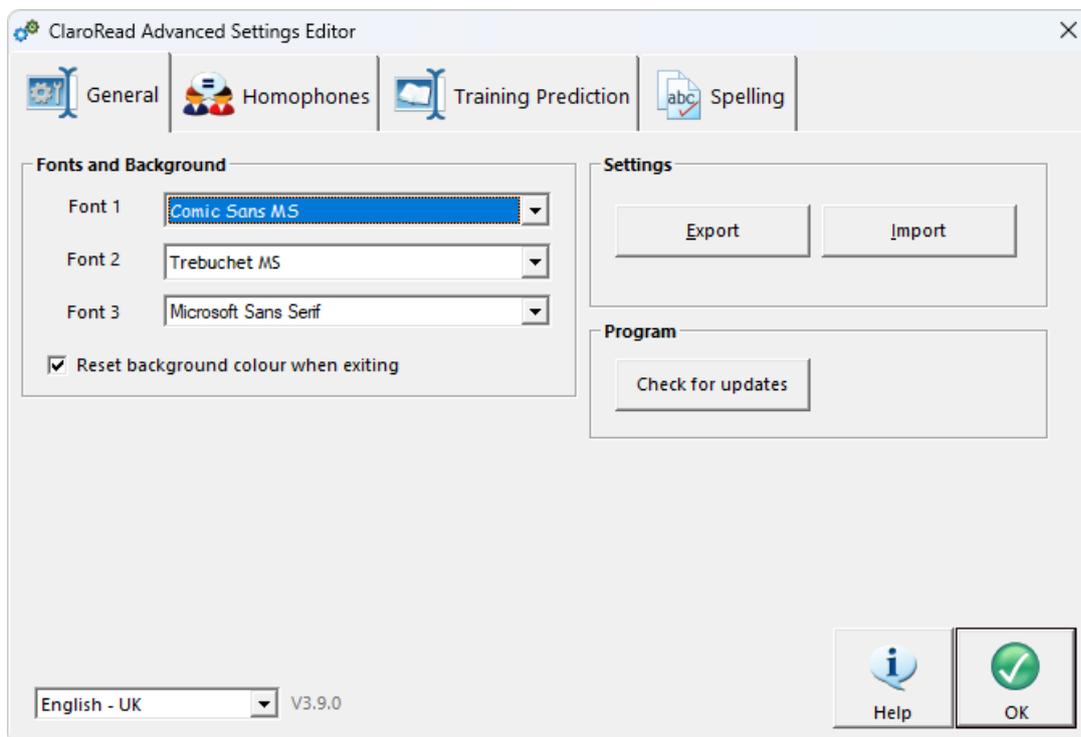


- **General tab** – contains options for the fonts that are shown in the Font button's menu. You can also export and import ClaroRead's settings, which helps you to move easily from one computer to another.
- **Homophones tab** – shows ClaroRead's homophones list. You can add new alternatives or even whole new homophone pairs (or triplets, etc.).

- **Training Prediction tab** – enables you to manage and edit ClaroRead's prediction dictionaries. This tab also contains buttons for training ClaroRead's word prediction using your Microsoft Word documents.
- **Spelling tab** – shows ClaroRead's list of spelling corrections. You can add words that you commonly misspell to this list. This tab also shows a list of correction contenders, that is, corrections that you have made using the Check window – you can choose to promote contenders to the main corrections list, or discard them.

General Tab

The Advanced Settings Editor's General tab contains options for fonts and speech, as well as buttons to export and import ClaroRead's settings and to check for updates.



Fonts and Background

This section controls the fonts that are available when you click the ClaroRead toolbar's Font button. Select your preferred fonts from the three dropdown lists.

Note that the **Reset background colour when exiting** checkbox is not used by the current version of ClaroRead.

Settings

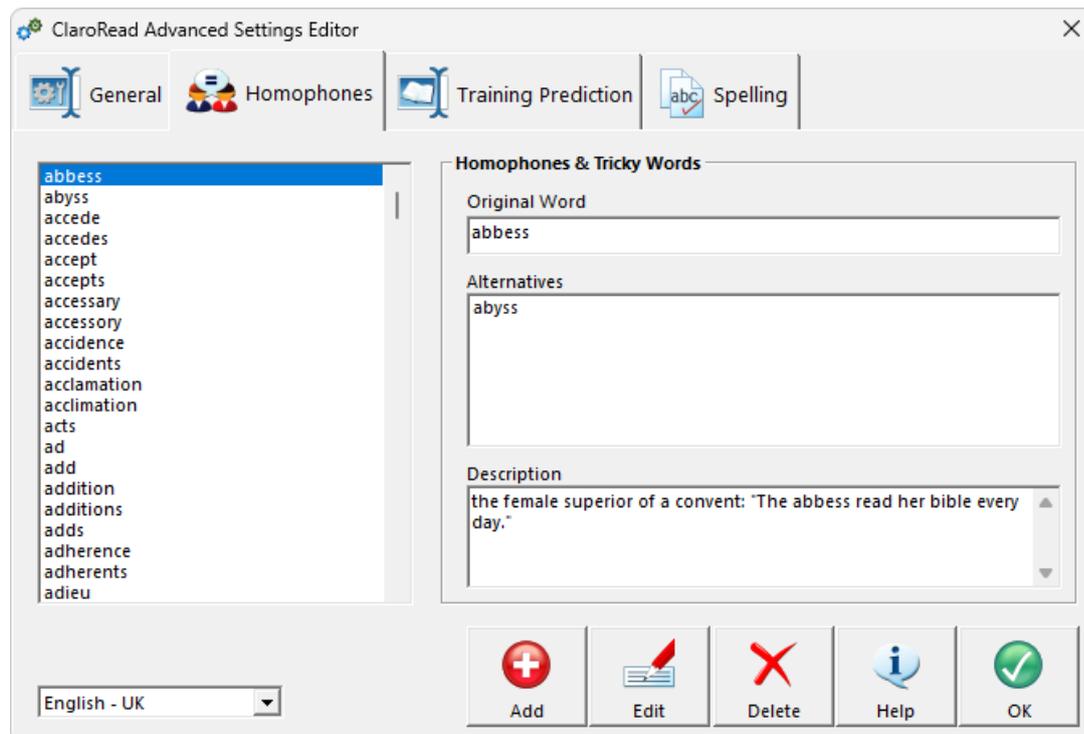
The **Export** and **Import** buttons enable you to backup and restore your ClaroRead settings, for example if you are moving to a new computer. All settings are exported to a single .zip file, including prediction dictionaries, spelling corrections, word pronunciations, and so on.

Program

Click the **Check for updates** button to launch Claro's update program. This shows you if any Claro programs have new updates available.

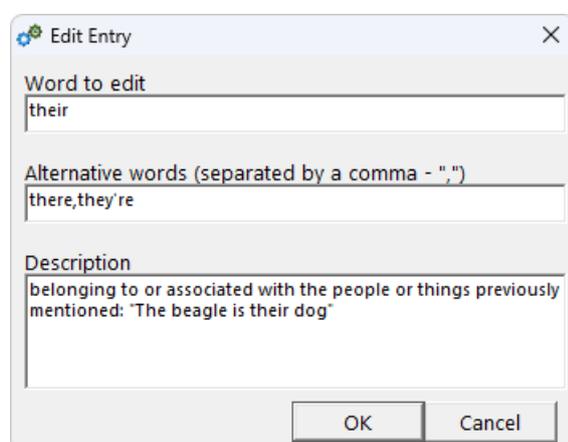
Homophones Tab

The Advanced Settings Editor's Homophones tab enables you to view, add, edit and delete entries in ClaroRead's list of homophones and tricky words.



To view a homophone, simply click its entry in the list on the left side of the Homophones tab. Details will be displayed on the right.

To edit an entry, select it from the list and click the **Edit** button. The Edit Entry window appears:



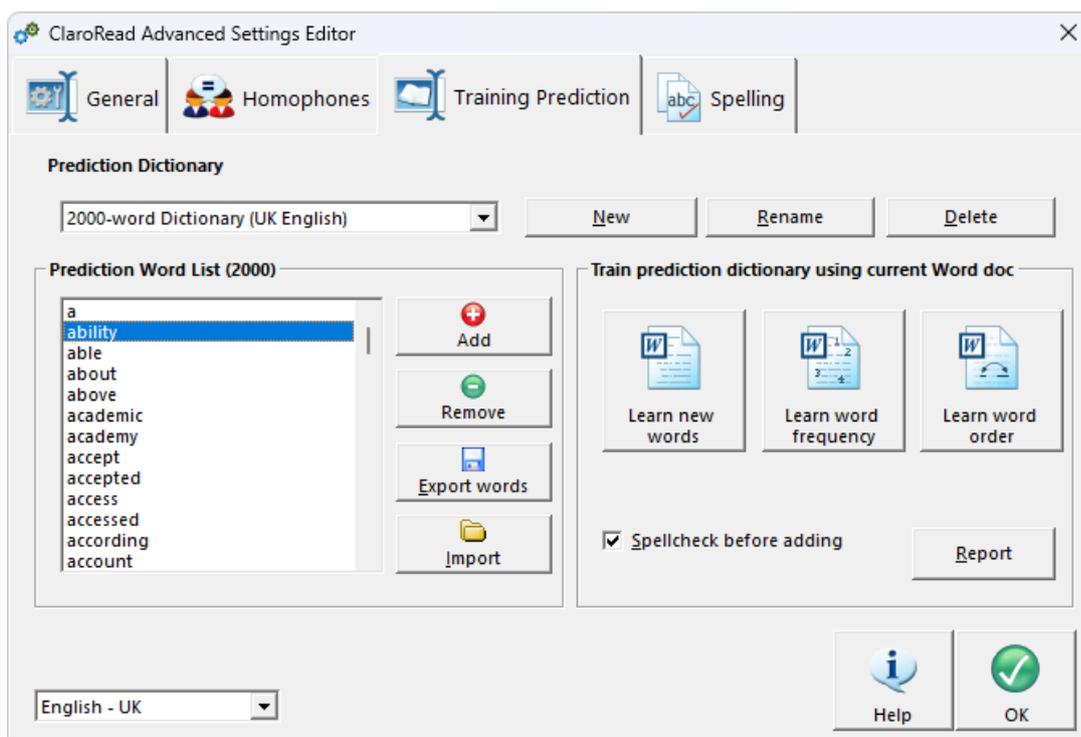
Change any details you wish and click **OK**.

To add an entry, click the **Add** button on the Homophones tab, enter details in the Add Entry window, and then click **OK**.

To delete an entry, select it from the list on the Homophones tab, and then click the **Delete** button.

Training Prediction Tab

The Training Prediction tab enables you to manage and edit prediction dictionaries, as well as training ClaroRead's word prediction using your Microsoft Word documents.



Prediction Dictionary

Select a dictionary from the Prediction Dictionary list. ClaroRead loads the dictionary and updates the Prediction Word List.



You can manage your dictionaries using the buttons in the Prediction Dictionary section:

- **New** – create a new dictionary based on the currently selected dictionary. To create an entirely new dictionary, first select **Empty dictionary** from the Prediction Dictionary list.
- **Rename** – rename the selected dictionary.
- **Delete** – delete the selected dictionary.

Prediction Word List

This list, at the left side of the Training Prediction tab, shows all words in the selected dictionary.

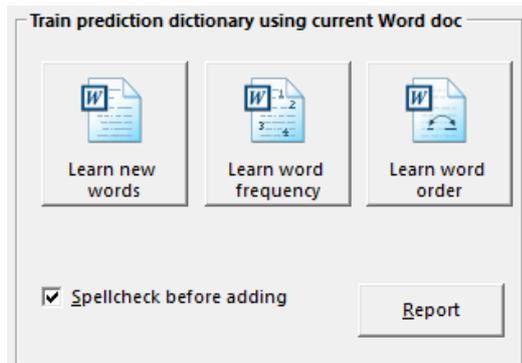


You can double-click a word to edit it, or use the buttons in this section to add or remove words. If you hold down **Ctrl** and click the **Remove** button, ClaroRead removes *all* words from the selected dictionary.

You can also export the entire prediction dictionary, with or without frequency data, or import an entire word list from file. ClaroRead uses a tab-delimited Unicode .csv format for dictionary files.

Train prediction dictionary using current Word doc

This section, at the right side of the Training Prediction tab, enables you to train the currently selected dictionary from a Word document.



Click the buttons in this section to learn new words, word frequency, or word order by analysing the currently open Word document. The analysis happens immediately, so **make sure that you have selected the correct dictionary, and have the correct Word document open.**

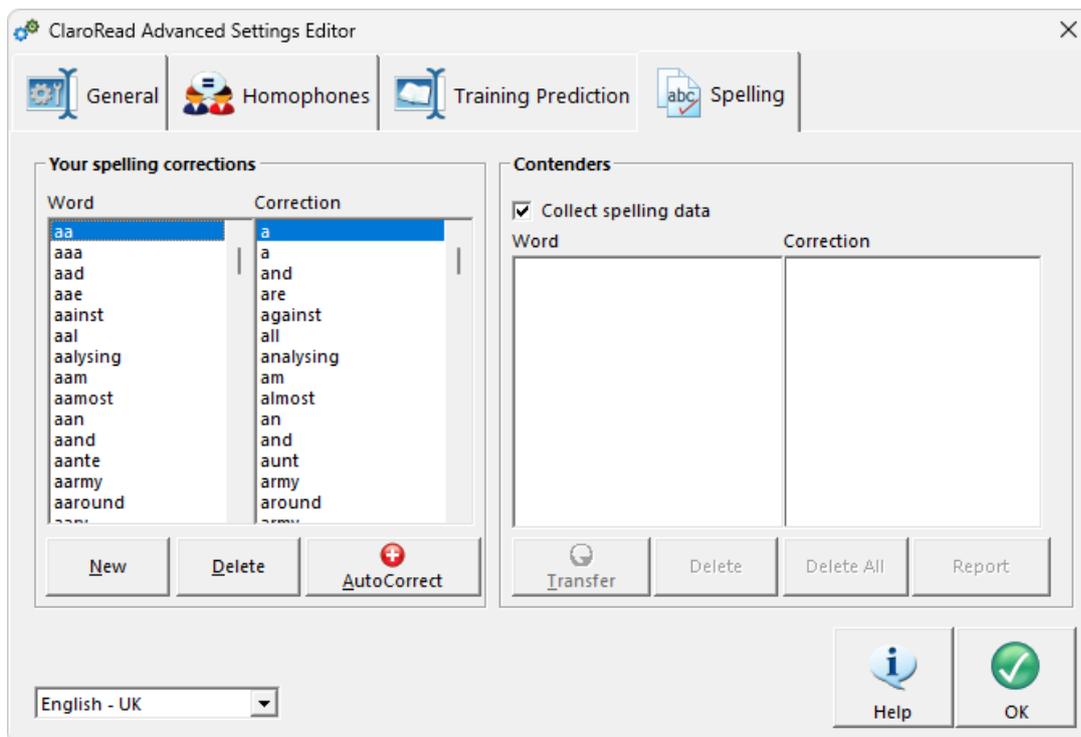
Note that analysing a long Word document is processor-intensive and can take a long time. ClaroRead displays a progress bar below the three Learn buttons.

We recommend that you leave the **Spellcheck before adding** checkbox selected, so that only words that are spelled correctly are added to your dictionary.

After a training action is complete, you can click the **Report** button to view its details, for example the new words that have been added to your dictionary.

Spelling Tab

The Advanced Settings Editor's Spelling tab shows ClaroRead's list of spelling corrections, as well as the "contenders" that it has learned from you.



Your spelling corrections

This is ClaroRead's list of spelling corrections, that is, the corrections that will be suggested first in the Check window. If ClaroRead's spelling checker finds an incorrect spelling that is in the Word column, it will look up the corresponding entry from the Correction column and put that at the top of the Check window's Suggestions list.

You can add or remove word pairs from the list using the **New** and **Delete** buttons. For example, if you often misspell "know" as "noh", you should add "noh / know" to the list – when ClaroRead's spelling checker comes across the word "noh", the suggestion "know" will be at the top of its list.

Click the **AutoCorrect** button to add *all* your spelling corrections to Microsoft Word's AutoCorrect list – when you type "noh", for example, Word will correct it

to “know” automatically. The correction words are also added to Word as a custom dictionary, so that they will be recognised by Word’s own spelling checker.

Note that clicking **AutoCorrect** modifies Word’s AutoCorrect list and custom dictionary *immediately*. You must close Word before you can use this feature.

Contenders

When you make spelling corrections using the Check window, ClaroRead records them for you to use later. These corrections are recorded as word-correction pairs in the Contenders section of the Spelling tab.

Click the **Transfer** button to move the selected word pair from the Contenders list to the “Your spelling corrections” list. That word pair will then be recognised by ClaroRead’s spelling checker and used in the Check window.

Click the **Delete** button to remove the selected word pair from the Contenders list, for example if it was a one-off correction that you are unlikely to use again. Clicking **Delete All** removes all the pairs from the list.

Click the **Report** button to see a printable and sortable report of all your spelling corrections, including the ones that you have deleted from the Contenders list. The report includes when you last made each correction, how you used it, and how often you have used it.

Report
✕

New Contender Corrections

Corrections made by you but not added to Your Spelling Corrections yet.

Original mis-spelling	Correction	Corrected by Hand	Selected from List	Correction last made
Aab	Abba	2	0	17 Sep 2020
ClaorRead	ClaroRead	0	6	17 Sep 2020

Rejected Corrections

Corrections you do not want to have automatically corrected by Word or to appear in Your Spellings.

Original mis-spelling	Correction	Corrected by Hand	Selected from List	Correction last made
himbook	hymnbook	0	1	16 Sep 2020
noh	no	0	1	16 Sep 2020
Ntoepad	Notepad	0	5	16 Sep 2020

Close Report
Print Report

Sort by Original
Sort by Correction
Sort by Manual Frequency
Sort by List Selection Frequency
Sort by Last Made

We recommend that you check the Contenders list regularly and transfer any word pairs that you think you will use again. This will make ClaroRead’s spelling checker work better for you.

If you do not want ClaroRead to record your spelling corrections, clear the **Collect spelling data** checkbox.