ClaroRead V5

Quick Start Guide

For more information please contact us or see our help website, **help.clarodownloads.com**. You can also view our extensive help files within the programs themselves.

If you have any further queries, please contact us at:

support@clarosoftware.com
In the UK call **01772 977888** for technical support.
In the US call toll-free **1-866-800-5151** for technical support.
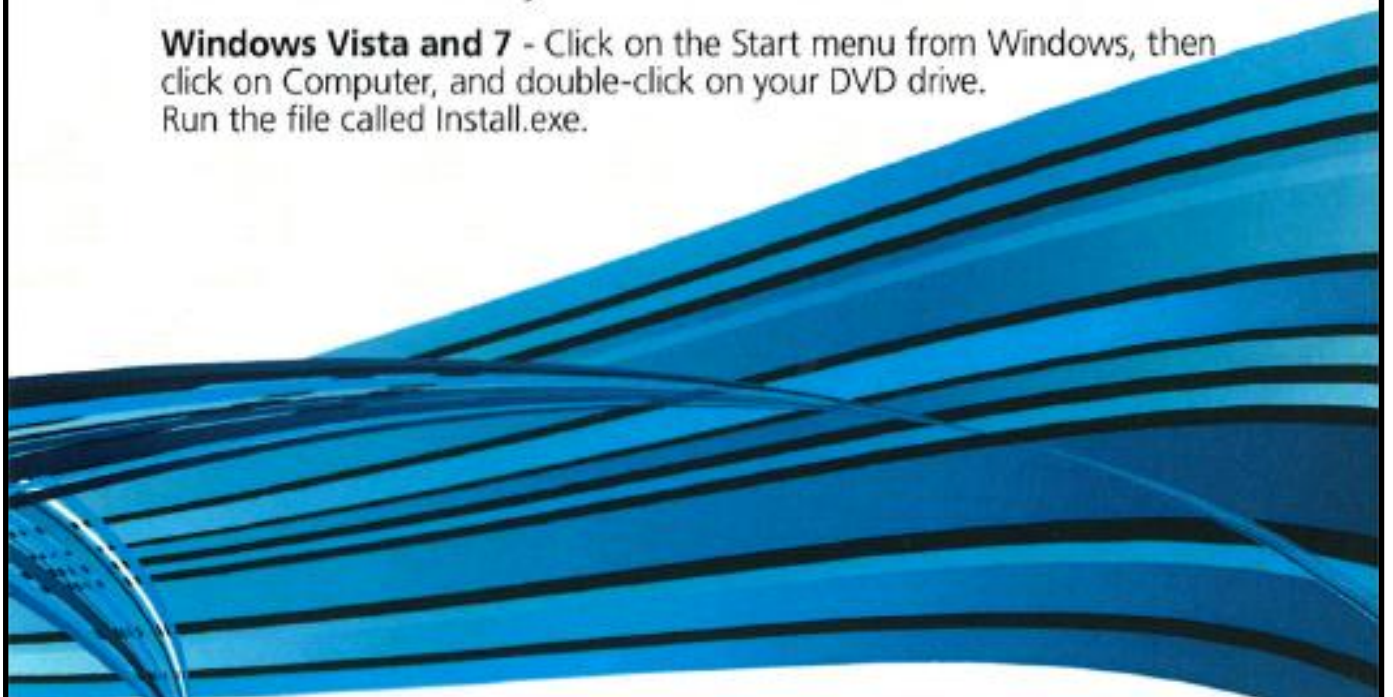
ClaroRead V5 Installation

Insert the ClaroRead V5 DVD

The installation process should start automatically and you will see a welcome screen.

Follow the on-screen instructions and click the Finish button when displayed.

Should ClaroRead fail to start the installation process automatically:
Windows XP - Click on the Start menu from Windows, then select Run and click Browse. Select your DVD drive and run the file called Install.exe.

Windows Vista and 7 - Click on the Start menu from Windows, then click on Computer, and double-click on your DVD drive.
Run the file called Install.exe.

ClaroRead

Below is a quick description of each button on the ClaroRead toolbar. For full instructions, please view the ClaroRead help file by running the ClaroRead application and clicking on the Help button

The Play button is used to read out a Microsoft Word document, starting from where the cursor is positioned. Simply select where in the document you want the reading to start and click the Play button. ClaroRead will read whatever is in the clipboard, so just select text, copy, and click Play to hear it.

To read web pages in Internet Explorer click your mouse pointer to where you want to start reading from. Click the Play button to start to read the document from there onwards.

Click the Stop button to stop speech at any time.

The Scan button is available in ClaroRead Plus only. Clicking the Scan button will allow you to convert paper and images into accessible text.

Clicking on the Font button will allow you to format text in Microsoft Word. This includes font size, type, colour and background colour.

Clicking on the Spacing button will allow you to format the spacing in Microsoft Word and Internet Explorer. This includes character, line and paragraph spacing.

Click on the Homophones button to show all the homophones in the current paragraph in your Word document.

abc ✓ Click the Check button in Microsoft Word to open ClaroRead's Check window and display the current word's homophones, spelling suggestions, meanings and dictionary definition.

Clicking the Predict button will toggle on/off ClaroRead's word prediction feature. This feature provides a suggestion list of words which you may be trying to type.

Click the save button to convert the text in the current Microsoft Word document or the contents of the clipboard (e.g. a web page) into an audio file or a video file to save on your computer.

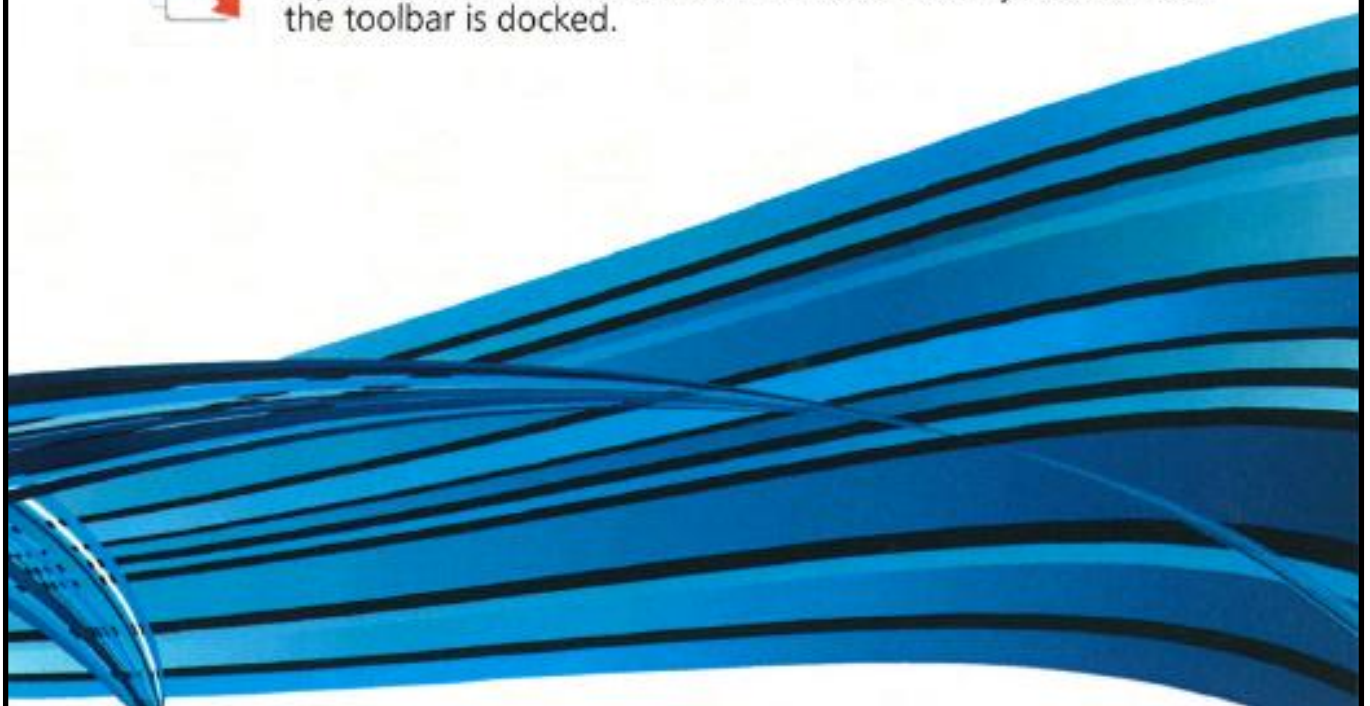The Extras button is a handy link to other programs. If installed the Extras menu will show:

- **ClaroCapture** Study Skills tool allowing you to capture text from many places into one project.

- **ClaroView** Screen tinting software.

- **ScreenRuler** A handy 'ruler' bar which follows the mouse, allowing you to focus more easily on the active area of the screen.

Clicking on the Settings button will open the ClaroRead Settings panel. From this panel you can alter voice, pronunciation, homophone, spelling, highlighting and prediction settings.

Clicking the Undock button will unlock the toolbar from the top of the screen. Please note this button is only visible when the toolbar is docked.

ClaroView

ClaroView provides a colour 'overlay' on your screen.

When ClaroView is running, you can select from a number of overlay colours, or select the >> button to select from the whole spectrum. You can alter the transparency of the overlay using the slider bar on the right hand side. Once you have chosen your colour, you can either minimise the ClaroView window or just carry on working and ClaroView will sit in the background. For full instructions, please view the ClaroView help file by running the ClaroView application and clicking on the ? button.

ClaroCapture

ClaroCapture is a study skills tool which allows you to capture text from a number of sources, then export them all to a Word document, PowerPoint presentation or the clipboard.

This can be used for example when gathering together information to start writing an essay. To capture text, first select it using the mouse then click on ClaroCapture's 'Capture' Text' button. When you have gathered all your information together choose 'Send Project to...' and select where you want to export your project list to. For full instructions, please view the ClaroCapture help file by running the ClaroCapture application and clicking on Help.

ScreenRuler

ScreenRuler provides an on-screen ruler which tracks the mouse pointer to help focus on a particular area of the screen.

Run ScreenRuler to bring up the ruler then click on the settings window to change the colours, transparency and ruler size. For full instructions, please view the ScreenRuler help file by running the ScreenRuler application and clicking on Help.

For more information on Claro Read and to find out if you are eligible to receive the software please contact the Disability Tutor on

0121 331 6071 or via email disability.tutor@bcu.ac.uk