



ClaroRead for Mac

User Guide

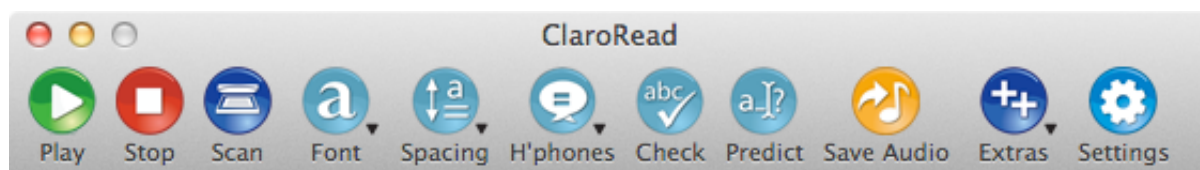
Welcome to ClaroRead

Welcome to ClaroRead for Mac. ClaroRead is designed to help make your computer easier to use. It is closely integrated with Pages and Microsoft Word to assist you as you work with text.

ClaroRead adds powerful speech features which allow you to listen to any information depicted on your computer screen. It also includes many easy ways to make the text clearer and more visible in Pages and Microsoft Word.

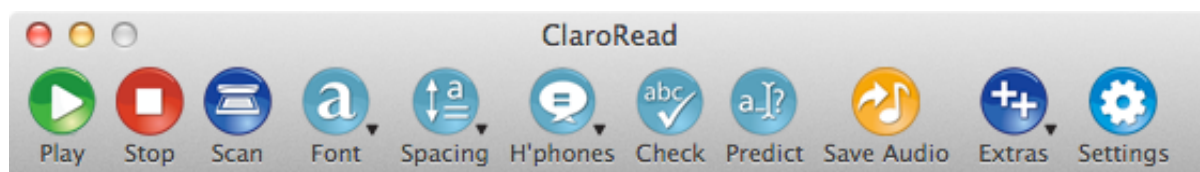
ClaroRead will work with any application or software program on your computer.

The ClaroRead Toolbar



Please use the index on the left hand side to navigate through this help book.

ClaroRead Toolbar



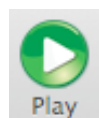
The ClaroRead Toolbar is accessed by selecting ClaroRead in /Applications:



Once open, the above toolbar will be displayed and can be moved around the screen by clicking the title bar and dragging it to where you want it.

Using the ClaroRead Toolbar, most text on the computer screen can be read out to you from any application using the buttons on the toolbar.

ClaroRead Toolbar Buttons

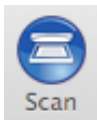


The Play button is used to read out a Pages or Microsoft Word document, starting from where the cursor is positioned. Simply select where in the document you want the reading to start and click the Play button.

In other programs, clicking on the Play button will speak what is on the clipboard. So to use the Play button in Safari, for example you need to select the text, copy it to the clipboard (⌘C) and click on the Play button.



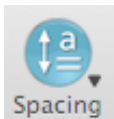
The Stop button is used to stop the speech at anytime when clicked.



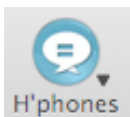
The Scan button will *only* be visible if you have Readiris Pro or Omnipage Pro X OCR software installed on your computer. Clicking the Scan button will launch the scanning program according to how you have it setup in the [Scan settings](#) tab.



Clicking on the Font button will allow you to format text in Pages or Microsoft Word. See the [Font section](#) for more information.



Clicking on the Spacing button will allow you to format the spacing in Pages or Microsoft Word. See the [Spacing section](#) for more information.



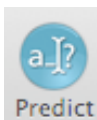
Clicking on the Homophones button will allow you to check for homophones in your Pages or Microsoft Word document. See the [Homophones section](#) for more information.



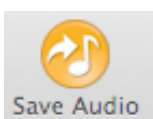
Clicking the Check button in Pages or Microsoft Word will open ClaroRead's Check window which displays the current word's homophones, spelling suggestions and/or meanings if available.

Clicking the Check button in any other application will spell check the selected text and display ClaroRead's Check window with spelling suggestions if any mistakes are found.

See the [Check section](#) for more information.



Clicking the Predict button will toggle on/off ClaroRead's word prediction feature. See the [Prediction section](#) for more information.



Clicking on the Save Audio button allows you to save speech to audio file.

- In Pages or Microsoft Word, if text is selected, it will save the selected text.
- In Pages or Microsoft Word, if no text is selected, it will save the whole document.

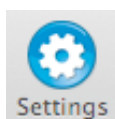
- In any other program it will save what is on the clipboard.

Clicking on Save Audio will open a Save to File dialog box which allows you to choose where the file is saved and what it is called. If you wish to convert the audio file to another format, please refer to the [Converting Audio Files](#) page.



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

- Calculator: the Mac's built in Calculator.
- 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.



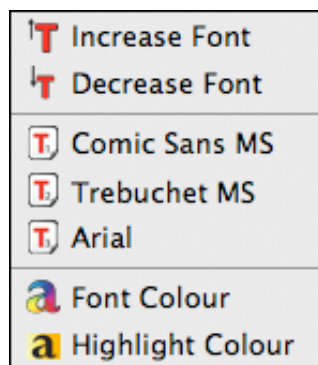
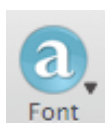
Clicking on the Settings button will open the [ClaroRead Settings](#).



The close button in the top left corner will close ClaroRead. Alternatively, use the shortcut key ⌘Q.

Font

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The font options are only available when working in Pages or Microsoft Word.

The following explains each of the font formatting options:

Increase Font

Clicking the increase font option will increase the font size of the document's text.

Decrease Font

Clicking the decrease font option will decrease the font size of the document's text.

Comic Sans MS

Clicking the Comic Sans MS option will change the font of the selected text to Comic Sans MS.

Trebuchet MS

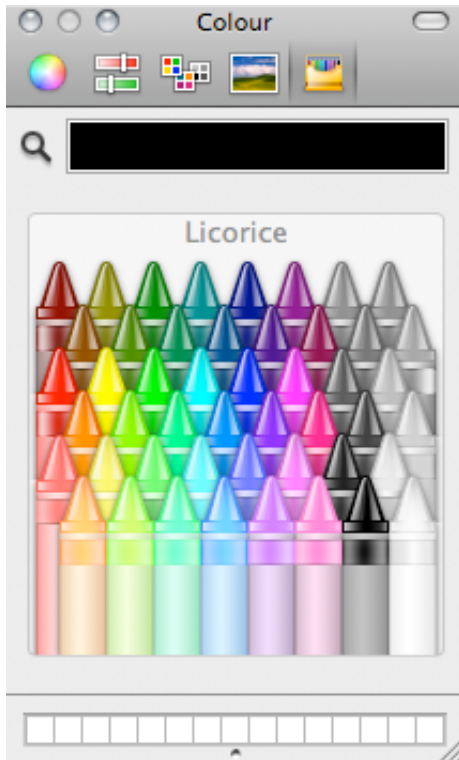
Clicking the Trebuchet MS option will change the font of the selected text to Trebuchet MS.

Arial

Clicking the Arial option will change the font of the selected text to Arial.

Font Colour

If you wish to change the **colour of the font**, first select the text you want to change, then select Font > Font Colour and click the colour you want.



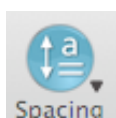
Highlight Colour

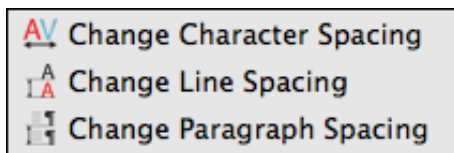
If you wish to highlight text with a colour, first select the text you want highlighting and then select Font > Highlight Colour and click the colour you want.



Spacing

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The spacing options are only available when working in Pages or Microsoft Word.

The following explains each of the spacing formatting options:

Change Character Spacing

Clicking the 'Change Character Spacing' option will change the spacing size between each text character.

Change Line Spacing

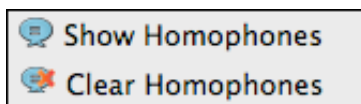
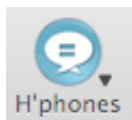
Clicking the 'Change Line Spacing' option will change the spacing size between each line.

Change Paragraph Spacing

Clicking the 'Change Paragraph Spacing' option will change the spacing size between each paragraph.

Homophones

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The homophones options are only available when working in Pages or Microsoft Word.

The following explains each of the homophone options:

Show Homophones

Clicking this will turn the text colour of homophones to the selected colour (in Settings). It will start from where the cursor is and stop at the end of the paragraph. Alternatively, select the text you wish to check and click on 'Show Homophones' to highlight the homophones in the selection.

Clear Homophones

Clicking this will turn the homophone words back to black.

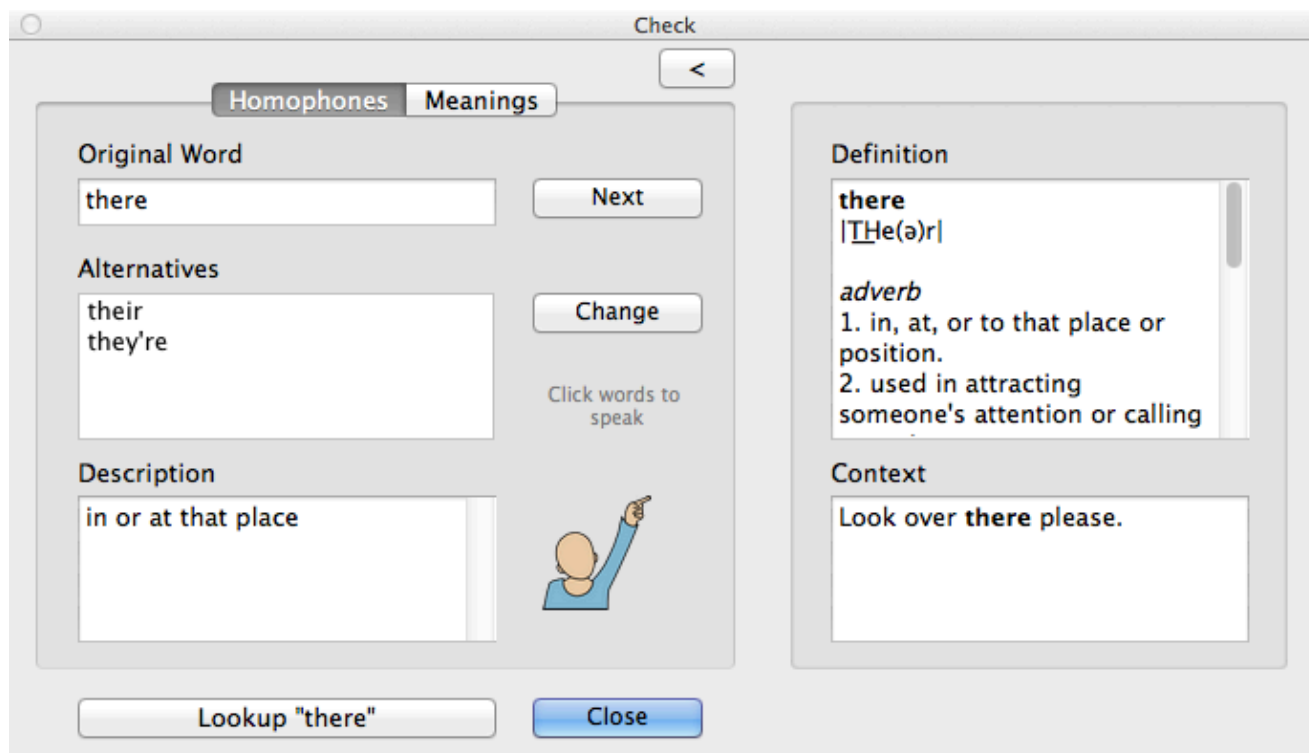
Check

[View online tutorial](#)

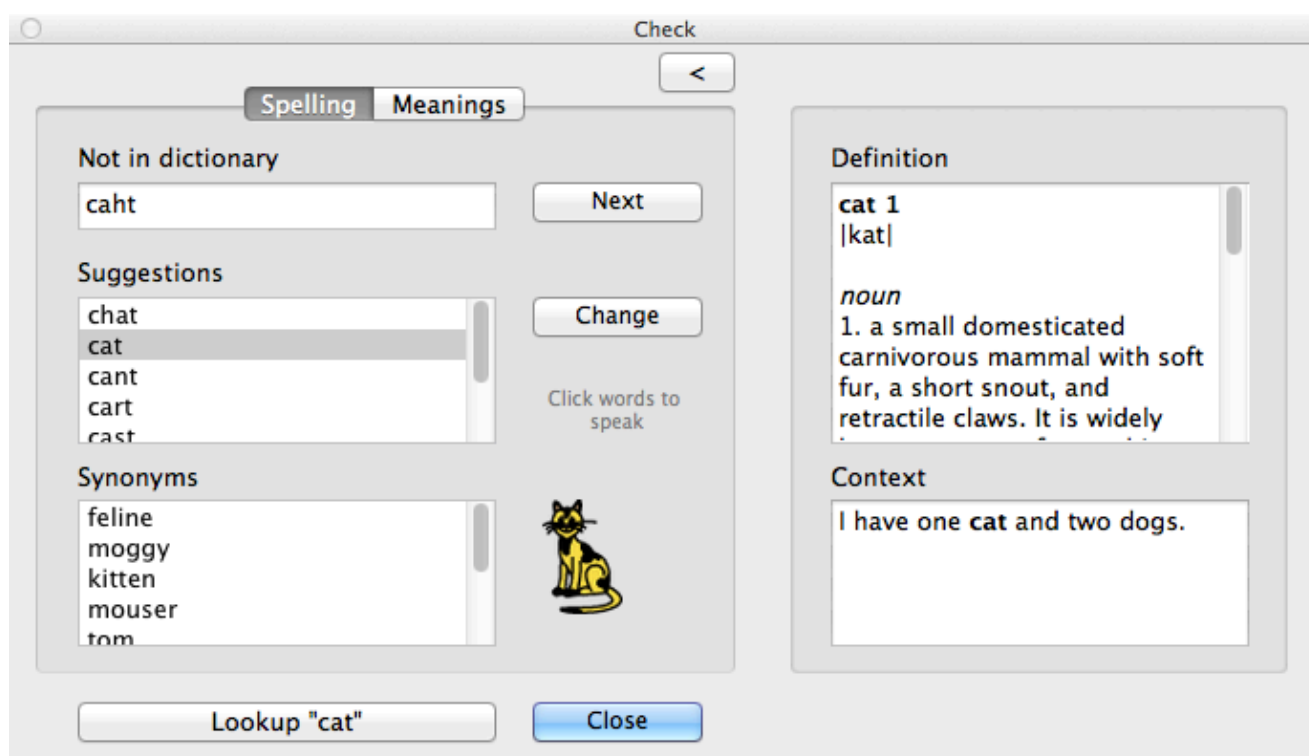
Checking text in Pages or Microsoft Word

To check a word for homophones, spelling suggestions and meanings, select the word or place the cursor at the beginning of word you wish to check and then click on the 'Check' button.

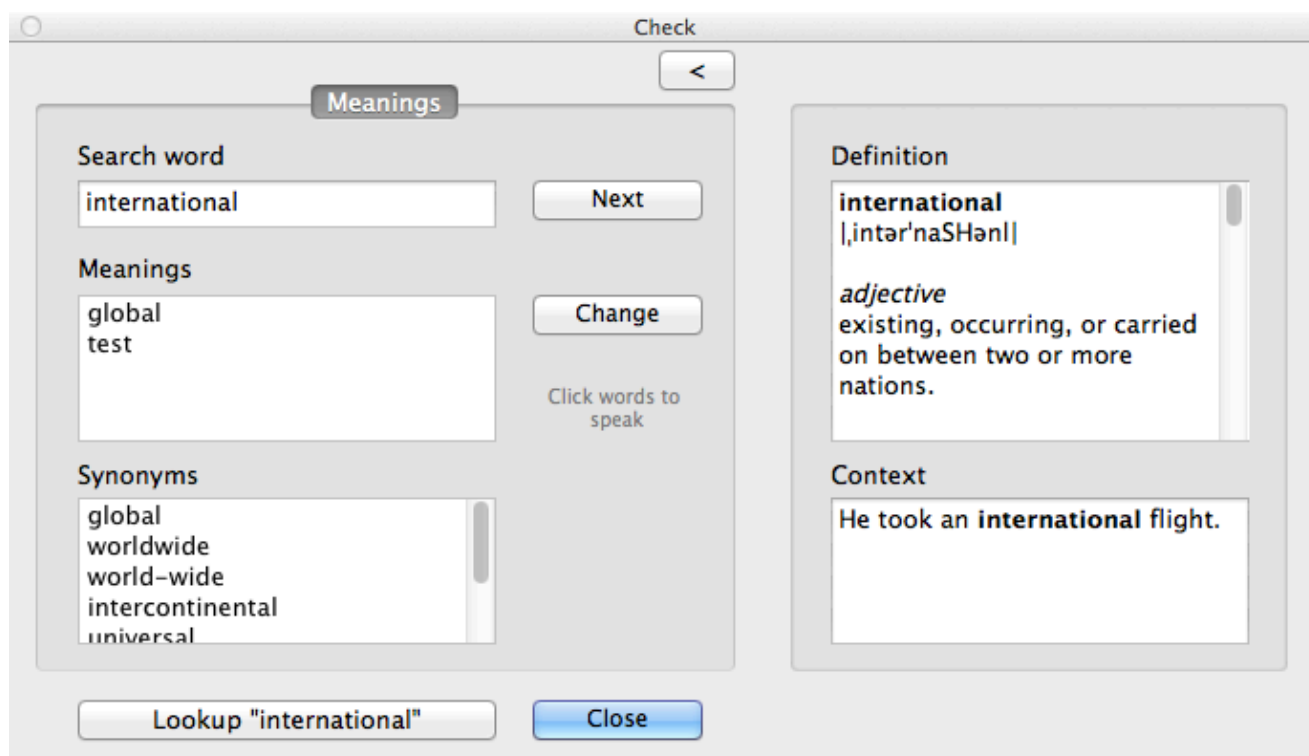
The following screen will appear if it is a homophone:



The following screen will appear if it is a spelling error:



The following screen will appear if it has some alternative meanings:



You can select alternative words/spelling suggestions and view their meanings to ensure you have the correct word.

Clicking on the show/hide button in the top right corner will show or hide the extra information panel which displays a dictionary definition and the context of the current word.

Clicking on the Next button will move to the next:

- homophone in the paragraph if you are in the Homophones tab.
- spelling error in the paragraph if you are in the Spellings tab.
- word in the paragraph if you are in the Meanings tab.

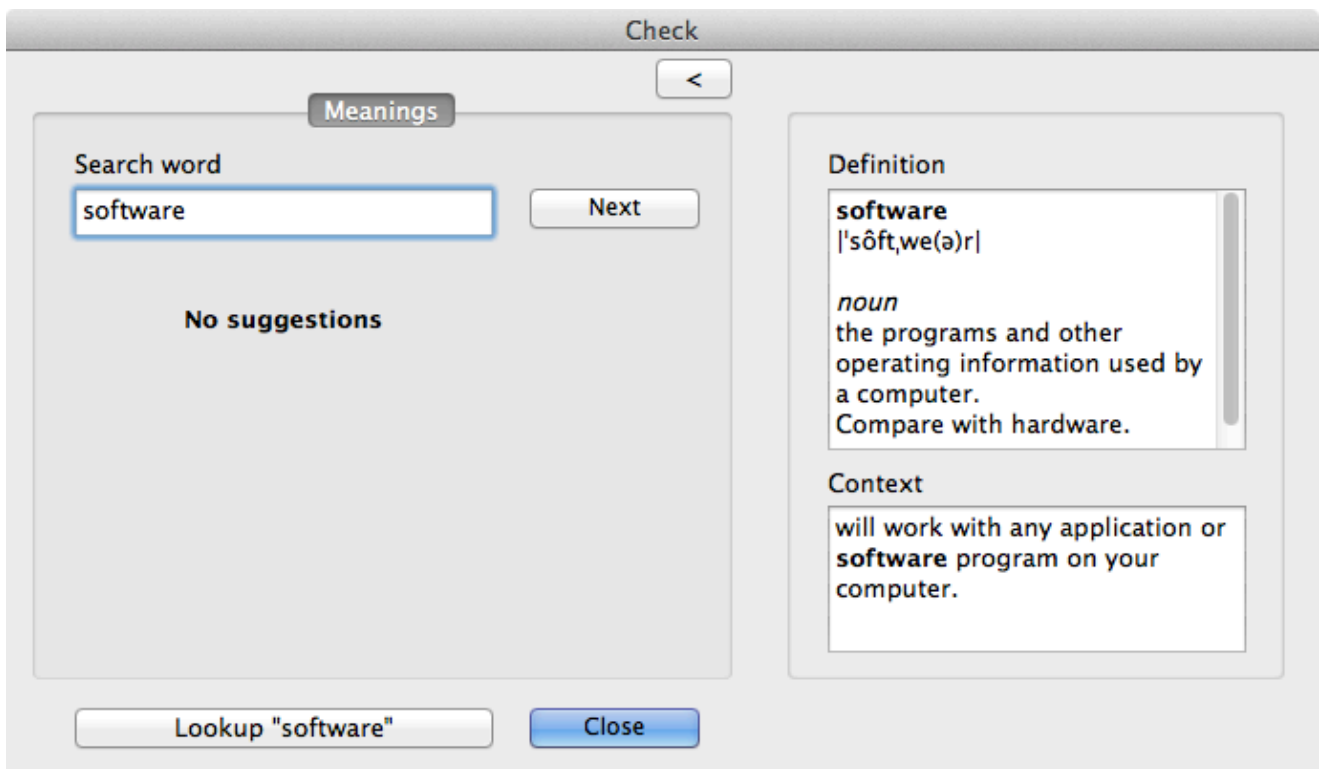
Click on the Change button to change the word to the one selected in the alternatives list if you have found that you have originally typed the wrong word.

Click on the Close button if you wish to return to Word without changing anything.

Click on the Lookup button to view the dictionary definition of the currently selected word.

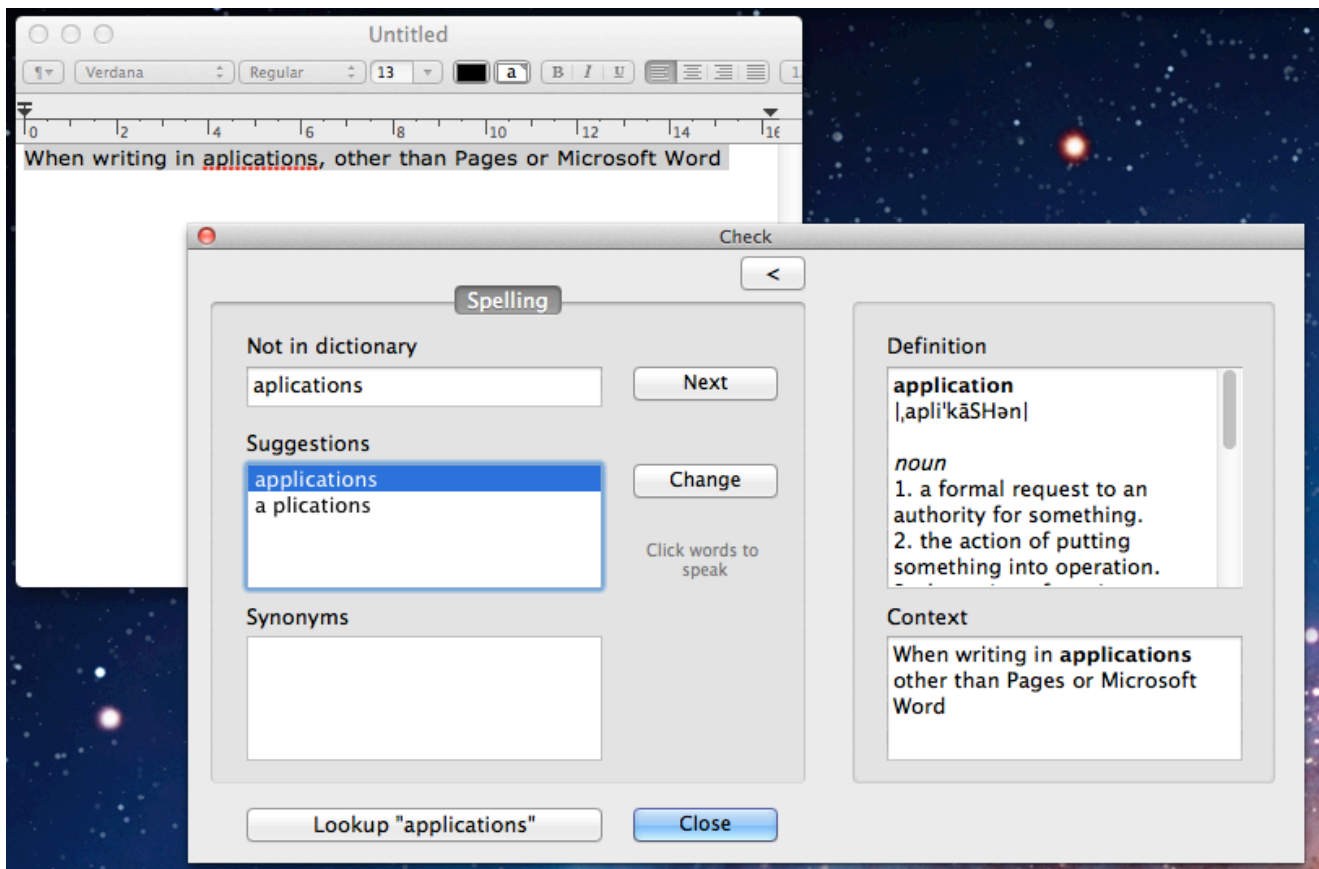
If you have 'Speak when mouse selects' or 'Speak on mouse hover' switched on, you can click on the text to hear it spoken.

Alternatively, if the word you have selected is not a homophone, spelling error and no alternative meanings have been found, the following window will appear:



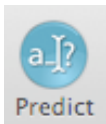
Spell checking text in other applications

When writing in applications other than Pages or Microsoft Word (e.g. a text area in Safari or TextEdit), you can spell check text by selecting the text and clicking the Check button. ClaroRead will then spell check the text and display the Check window if a spelling error is found. Once spell checking is complete, ClaroRead will return to your previous application and apply your changes.



Prediction

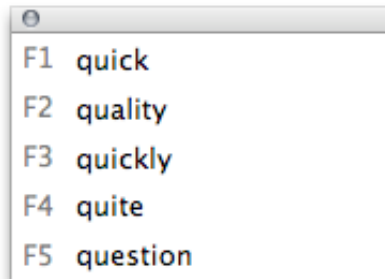
[View online tutorial](#)



To switch on prediction, click on the button on the toolbar. The button will now appear 'pushed in'. To switch prediction off, click the button again. The button will now look normal again.

If prediction is switched on, when you type in any program ClaroRead will suggest possible words that you might be trying to type.

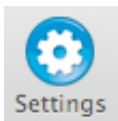
The quick brown fox.
The q



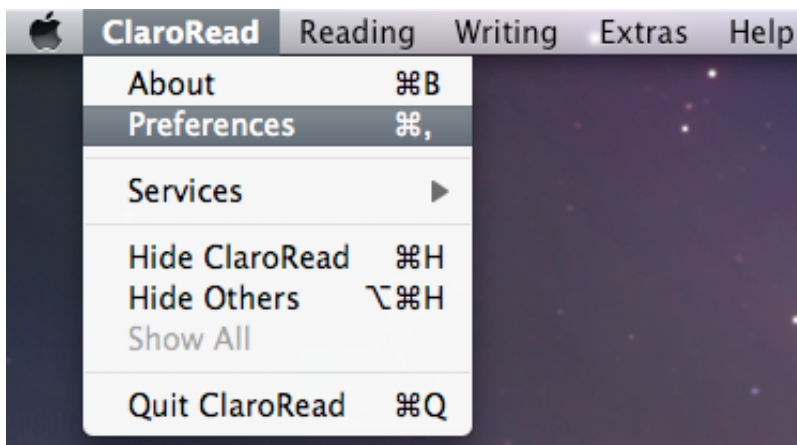
If you see the correct word in the prediction suggestion window that you would like type you can either press the corresponding F-key or click on the word with the mouse. If the F-keys do not complete the word for you, ensure you have the correct system settings to enable standard use of the F-keys, instructions of how to do this can be found in the [Support](#) section.

There are many prediction settings that you can configure to suit you best. You can also train the prediction dictionaries from existing documents. See the [Prediction Settings](#) section for more information.

ClaroRead Settings



You can change ClaroRead settings by clicking on the Settings button on the toolbar, clicking on the menu bar at the top (ClaroRead > ClaroRead Preferences) or by using the shortcut key ⌘,



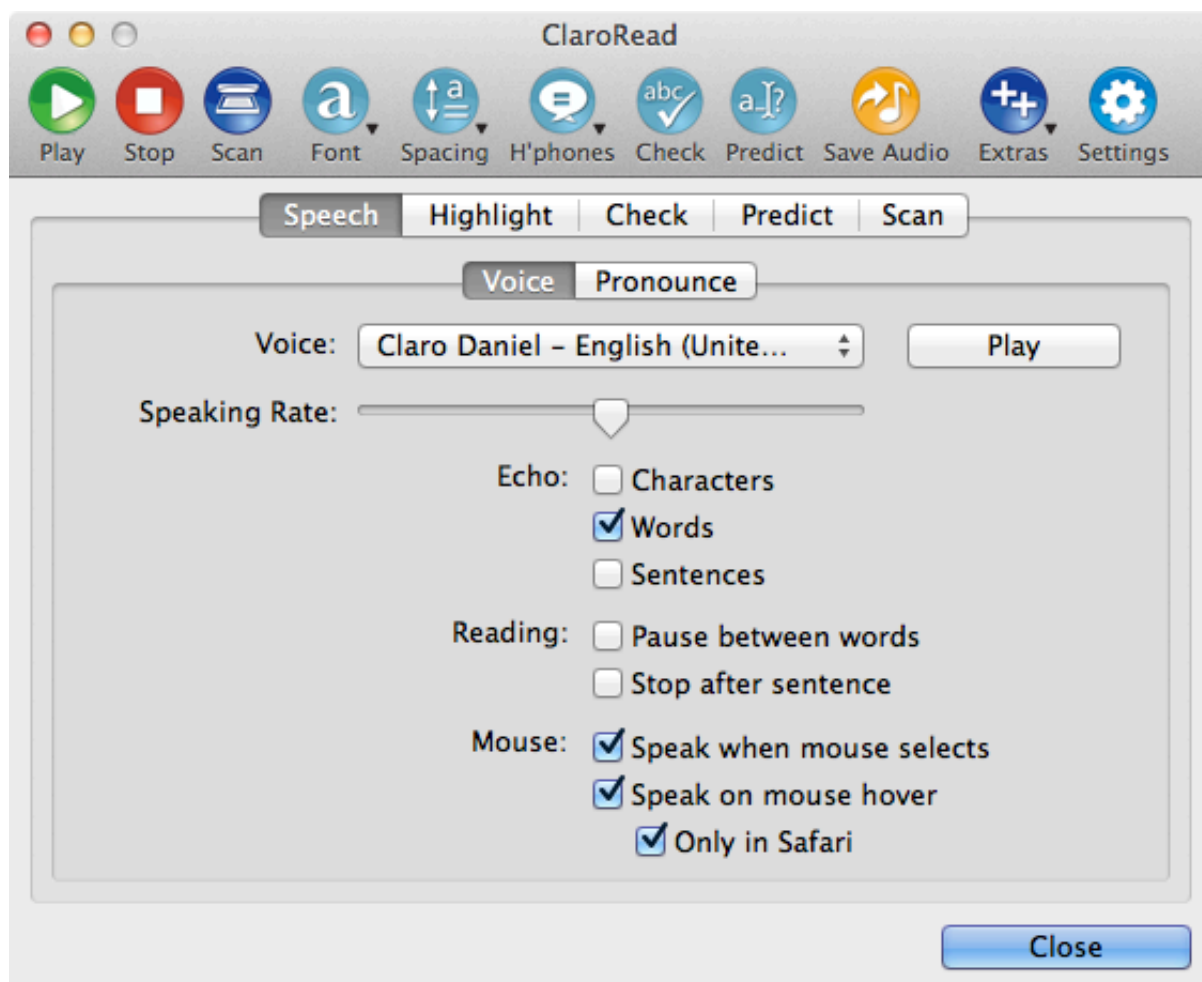
From this settings screen you can alter the [speech](#), [highlight](#), [check](#), [prediction](#) and [scan](#) settings.

Speech Settings

[View online tutorial](#)

From the Speech tab in the Settings, you can alter [Voice](#) and [Pronounce](#) settings.

Voice Settings



From the above screen you can alter many speech options:

Voice

You can change the voice name and speaking rate. Use the Play button to test out the current voice settings.

Echo

You can set whether ClaroRead echoes characters, words and/or sentences when you type. In order for keyboard echo to work, you must ensure that your computer has accessibility devices enabled. To learn how to do this, look in the [Support Questions & Answers](#) section.

Reading

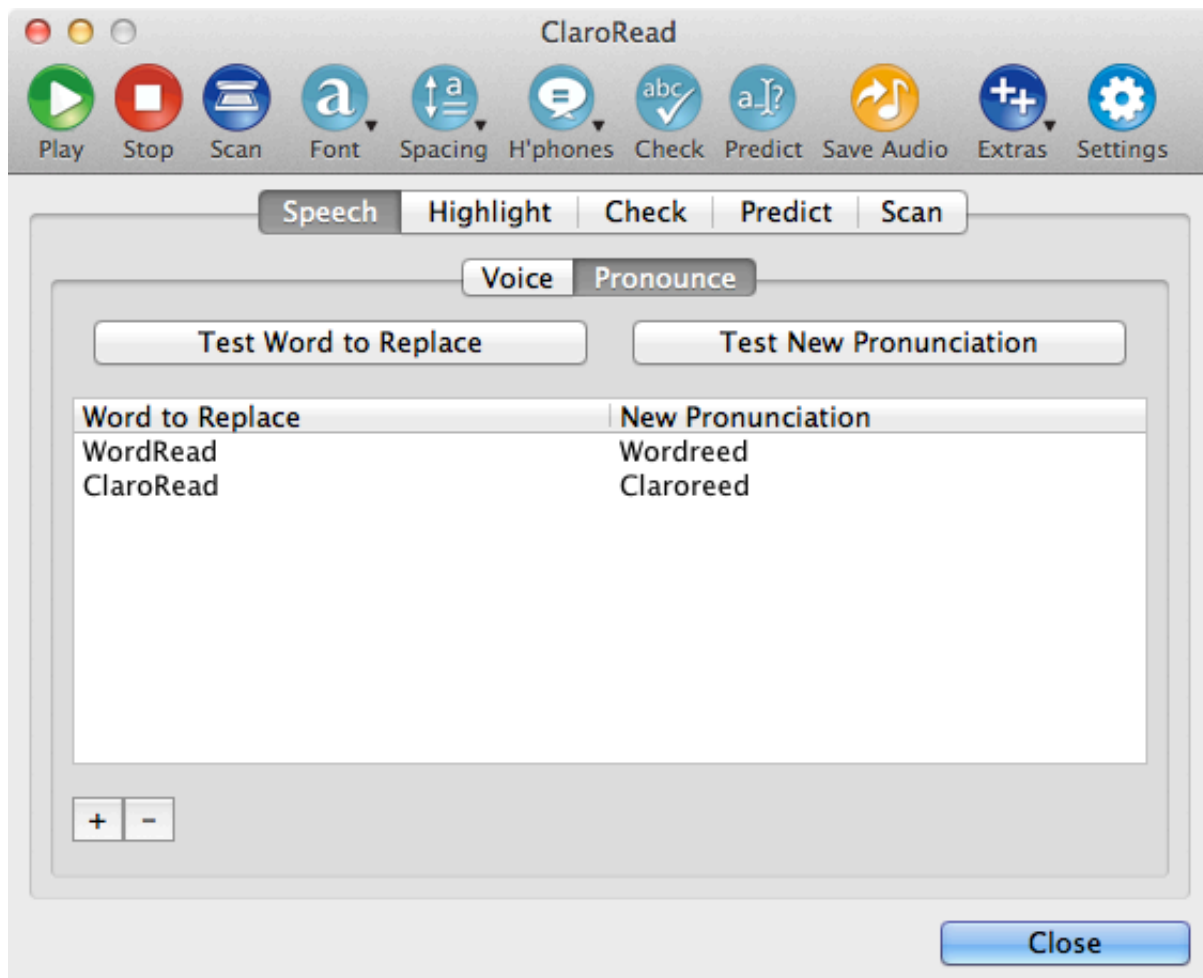
You can set ClaroRead to insert a pause between each word and/or stop at the end of each sentence.

Mouse

You can set ClaroRead to automatically read out text when you select with the mouse and/or speak when you hover the mouse pointer over some text. If you find mouse hover speaks too much, there is also an option to only speak using mouse hover when Safari is the current application.

In order for mouse hover to work, you must ensure that your computer has accessibility devices enabled. To learn how to do this, look in the [Support Questions & Answers](#) section.

Pronounce Settings



Sometimes speech synthesisers can pronounce words incorrectly, usually people or place names. From the above screen you can alter the pronunciation of certain words.

Add

Click on the + button to add a new pronunciation entry.

Remove

Click on the - button to remove the currently selected pronunciation entry.

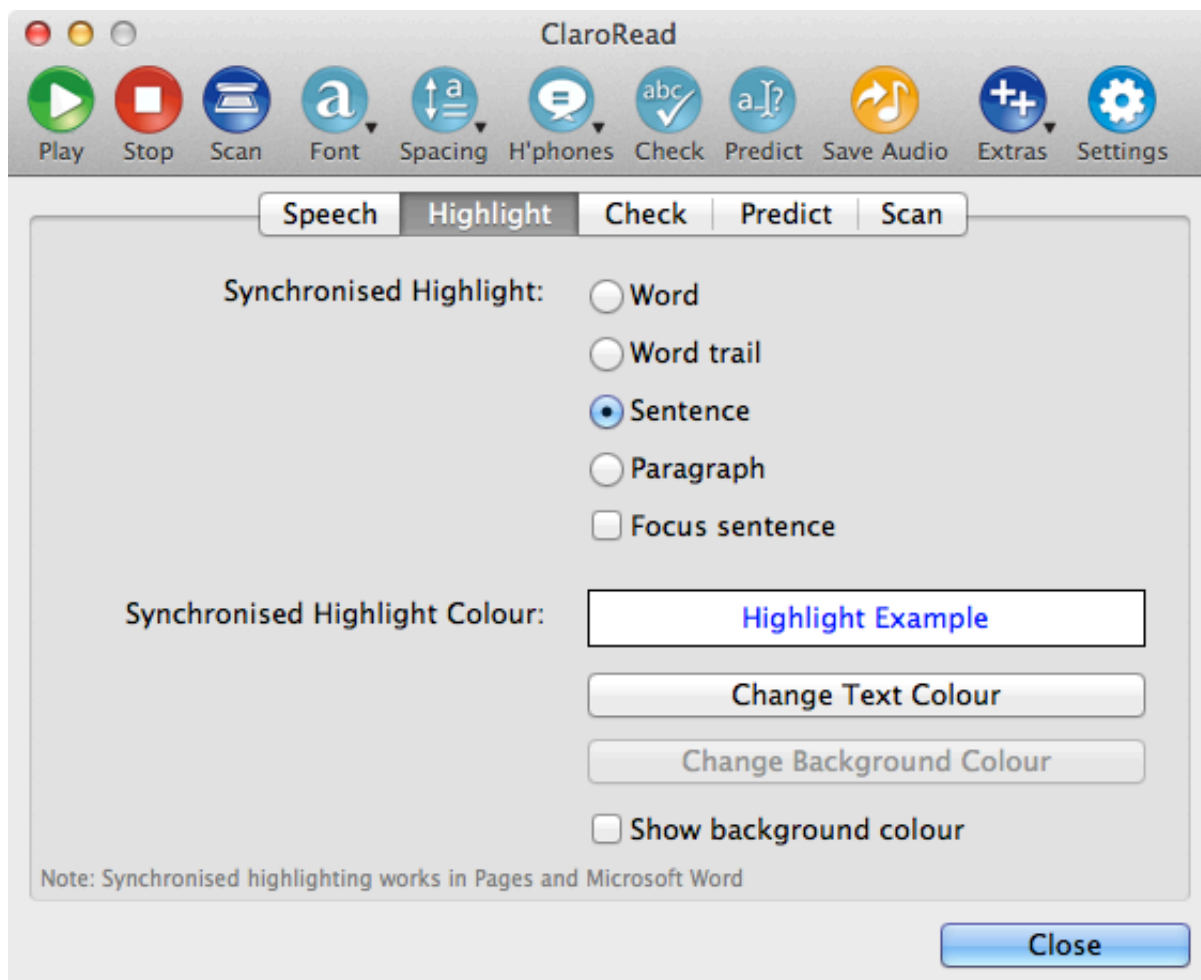
Edit

Click on the list to change a current entry.

Test

You can test the old and new pronunciations by clicking on the relevant button above the list.

Highlight Settings



From the above screen you can alter the synchronised highlighting options:

Synchronised Highlight

You can set how ClaroRead highlights in Pages and Microsoft Word when you press the ClaroRead Play button.

- Word: this highlights each individual word one at a time.
- Word trail: this highlights each individual word but does not unhighlight the previous words until the end of the sentence.
- Sentence: this highlights each sentence one at a time.
- Paragraph: this highlights each paragraph one at a time.
- Focus sentence: this option greys/masks out the whole document except the current sentence when ClaroRead is reading, drawing your focus to the current sentence.

Synchronised Highlight Colour

You can change the text and background colour of the highlighted words when you press the ClaroRead Play button.

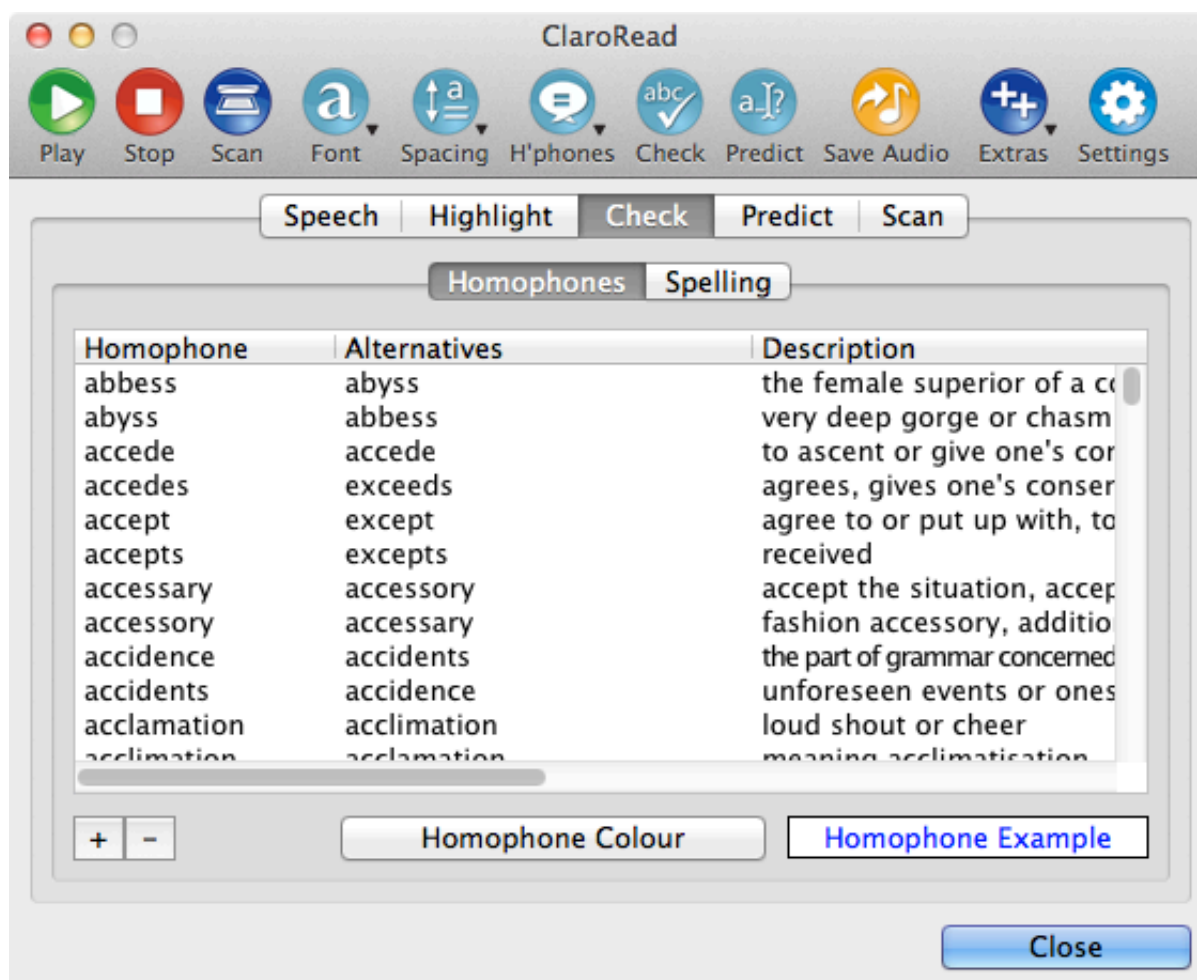
The 'Show Background Colour' check box determines whether to include the background colour when highlighting.

Check Settings

[View online tutorial](#)

From the Check tab in the Settings, you can alter [Homophone](#) and [Spelling](#) settings.

Homophone Settings



From the above screen you can alter the list of homophones used in ClaroRead.

Add

Click on the + button to add a new homophone entry.

Remove

Click on the - button to remove the currently selected homophone entry.

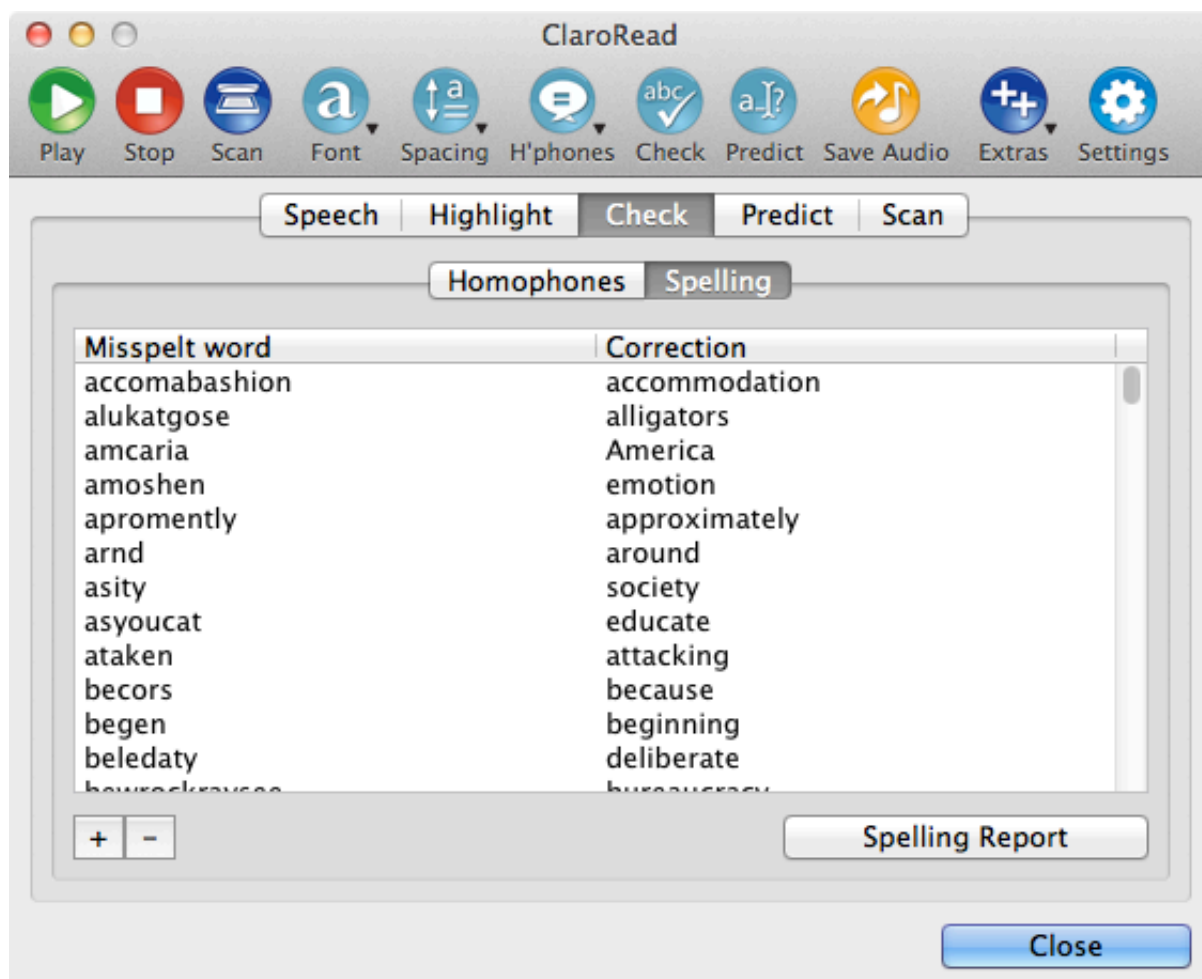
Edit

Click on the list to change a current entry.

Change the homophone colour

Click on the 'Homophone Colour' button to change the text colour used to highlight homophones in Pages and Microsoft Word when 'Show Homophones' is selected.

Spelling Settings



ClaroRead uses Microsoft Word's spelling suggestions when working in Microsoft Word, and when working in other applications it uses the Mac's in-built spelling dictionary. However, you may wish to add some common corrections which ClaroRead may not suggest. From the above screen you can alter the additional list of spellings suggested by ClaroRead when you use the Check button. The words in this list will appear at the top of the spelling suggestions list in the ClaroRead Check window.

Add

Click on the + button to add a new spelling entry.

Remove

Click on the - button to remove the currently selected spelling entry.

Edit

Click on the list to change a current entry.

View Spelling Report

When you use the Check button in ClaroRead and correct spelling errors, ClaroRead records this and the report can be viewed by clicking the 'Spelling Report' button.

ClaroRead		
Misspelt word	Correction	Frequency
caht	cat	02
saat	sat	01
th	the	01
<div> <div>Transfer to custom spellings list</div> <div>Close</div> </div>		

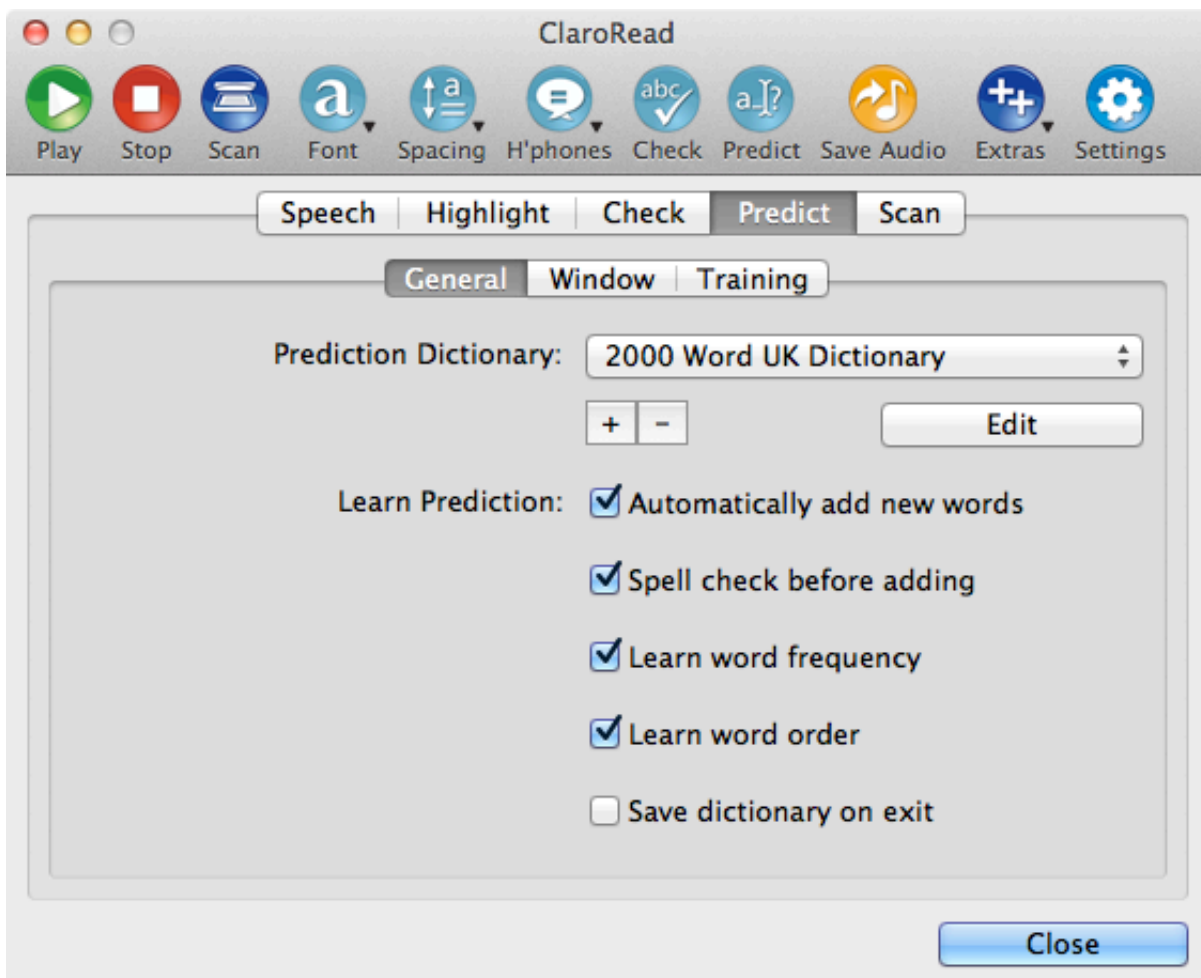
From the above report you can select an entry and click on the 'Transfer to Spelling list' button to add the entry to the custom list of spelling suggestions.

Prediction Settings

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From the Predict tab in the Settings, you can alter [General](#) and [Predict Window](#) settings and [train the dictionaries](#).

General Prediction Settings



From the above screen you can alter the way prediction works.

Prediction Dictionary

Choose which prediction dictionary ClaroRead should use from the list.

Add a new blank prediction dictionary by clicking on the + button.

Delete the currently selected prediction dictionary by clicking on the - button.

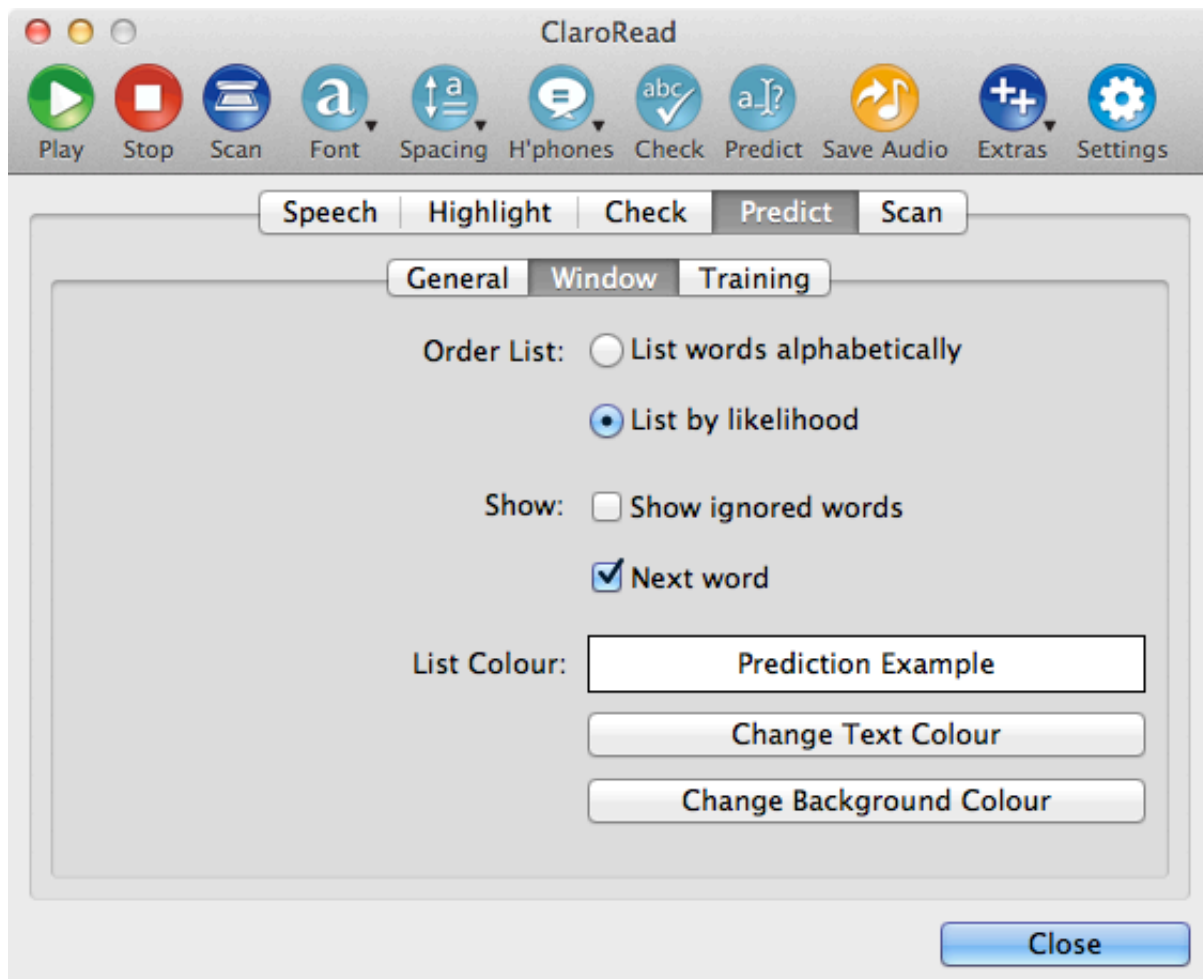
Edit the words in the currently selected prediction dictionary by clicking on the 'Edit' button.

Learn Prediction

There is a range of settings you can change which alters how ClaroRead learns words:

- Automatically add new words: this setting means that all words will be added to the prediction dictionary as you type them.
- Spell check before adding: this setting means that all words will be spell checked before being added to the prediction dictionary. You need to have Microsoft Word open for this setting to work.
- Learn frequency: this setting means that as you type words, ClaroRead will remember the number of times you have typed them and can suggest the most frequent words towards the top of the suggestion window if you have the "Order by likelihood" setting switched on in the [Window](#) tab.
- Learn word order: this setting means that ClaroRead will learn the order in which you type words so can suggest some relevant next words to you if you have the "Next word" setting switched on in the [Window](#) tab.
- Save dictionary on exit: this setting means that the prediction dictionary will save all your changes when you exit ClaroRead.

Prediction Window Settings



From the above screen you can alter the settings of the pop up prediction suggestion window.

Order suggestion list

You can choose whether the prediction suggestion window orders the suggestions alphabetically or by likelihood.

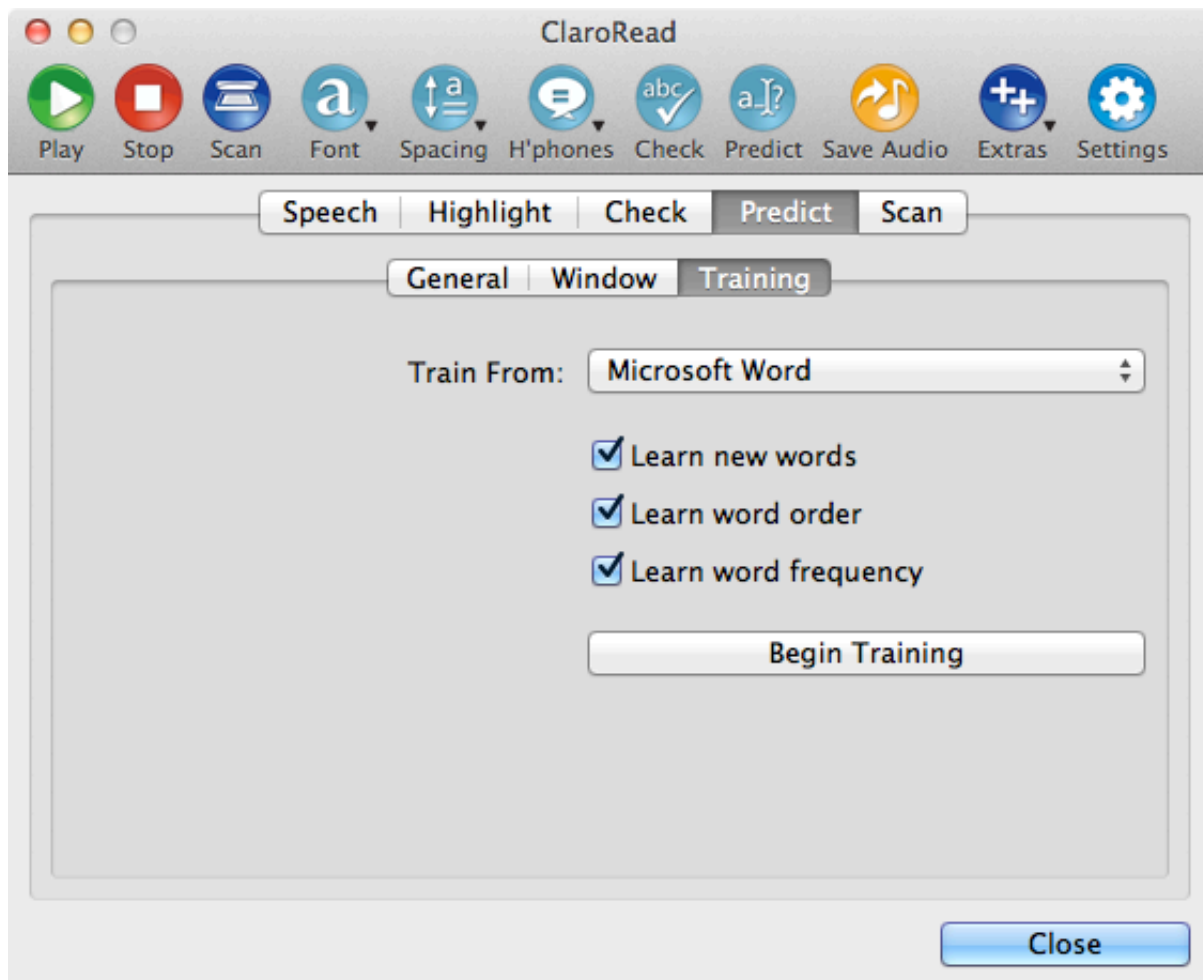
Show

You can choose whether the prediction suggestion window continues to show words which you have not chosen and if ClaroRead should try to predict the next word when you complete a word.

Prediction list colour

You can alter the text and background colour of the prediction suggestion window.

Prediction Training



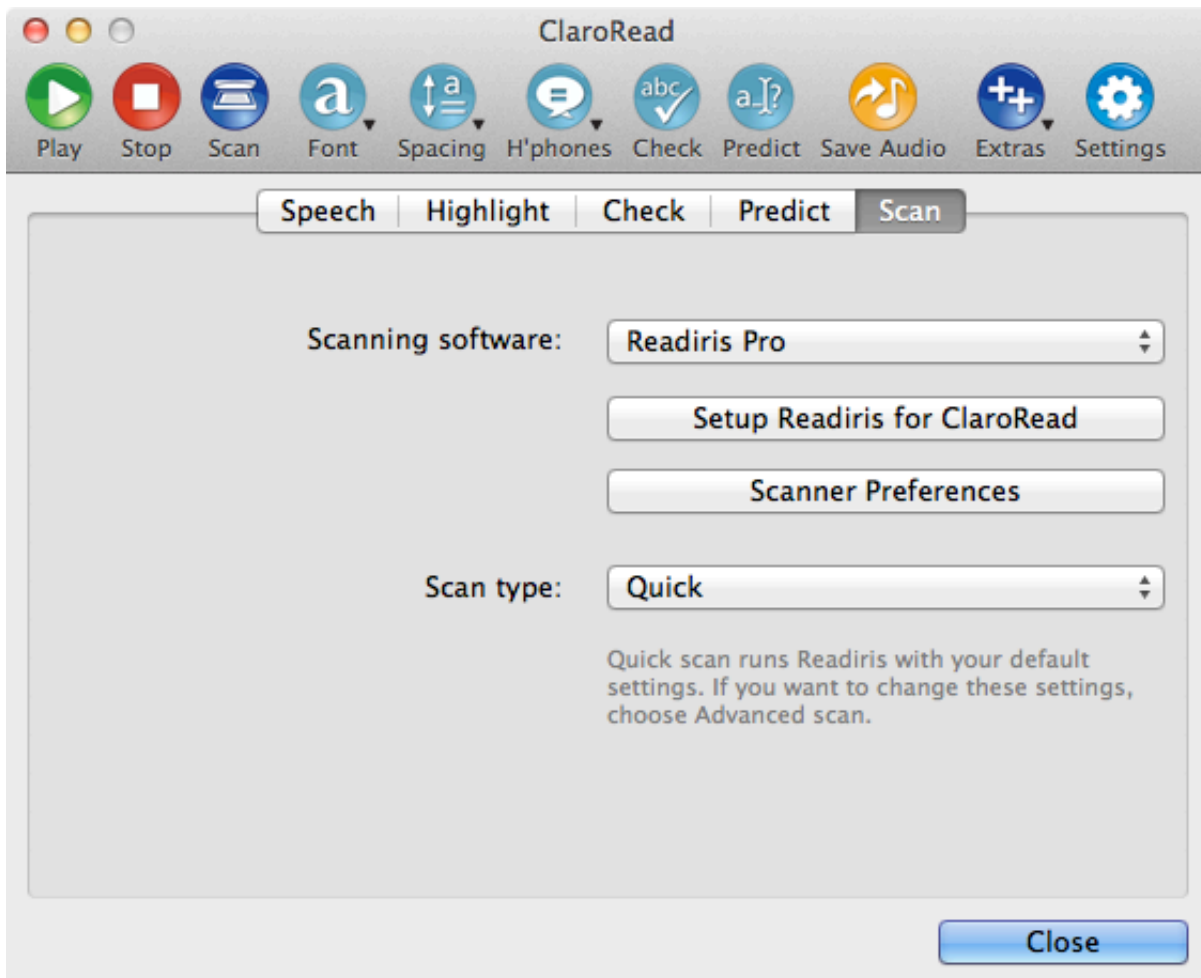
From the above screen you can train the current prediction dictionary in ClaroRead.

Training the dictionary

1. Choose where you want to train the dictionary from: Microsoft Word, Pages or the Clipboard.
2. Choose whether ClaroRead should learn new words, the frequency of words and/or the word order from the text.
3. Click the 'Begin Training' button
 - A progress bar will appear showing you how far through the text the training has got.
 - Training will take a long time on large documents.
 - You can cancel training at any point by clicking on the 'Cancel Training' button. ClaroRead will stop training and save the data it has already learnt before you clicked cancel.

Scan Settings

Please note: you will only be able to see the Scan tab if you have Readiris Pro or Omnipage Pro X installed on your Mac.



From the above screen you can alter how ClaroRead interacts with your installed scanning software.

Scanning Software

In this section you can select which scanning software will launch when you click on the Scan button in the ClaroRead toolbar.

The "Setup Readiris for ClaroRead" button is only available if Readiris Pro is selected above. When pressed it will setup Readiris for use with ClaroRead, once you have clicked on this button it is advisable to click on the Scanner Preferences button and select your scanner.

The "Scanner Preferences" button will allow you to link your scanner to the scanning software.

Scan Type

Scan type is only available if you have Readiris Pro selected.

In this section you can choose whether the Scan button performs a quick or advanced scan:

- Quick: When you click on ClaroRead's Scan button, Readiris will launch and perform the scan automatically according to its settings. You may have to click on your scanner software's "Scan" button if available.
- Advanced: When you click on ClaroRead's Scan button, Readiris will launch allowing you to configure it the way you want to before scanning.

How do I...?

This section provides a handy guide to common ClaroRead operations. Find out how to:

- [Make text speak in Pages or Microsoft Word](#)
- [Make text speak in Safari](#)
- [Make text speak in other applications](#)
- [Make the Calculator speak](#)

- [Convert audio files into other formats](#) (e.g. MP3)
- [Control ClaroRead using the keyboard](#)
- [Control ClaroRead using the dock icon menu](#)

Make text speak in Pages or Microsoft Word



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You can get text in Pages or Microsoft Word to speak in three ways:

1. Place the cursor where you would like ClaroRead to start reading from and then click on the Play button. ClaroRead will start to read and highlight the words as set in the [Highlight](#) settings tab.
2. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
3. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse and then click the Play button. ClaroRead will now speak the selected text back to you.

Make text speak in Safari



[View online tutorial](#)

You can get text in Safari to speak in three ways:

1. Switch on "Speak on mouse hover" on the [Voice](#) settings tab. Now point the mouse cursor at some text in Safari. The text will automatically be read out to you if it is accessible.
2. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
3. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse, copy it to the clipboard (⌘C) and then click the Play button. ClaroRead will now speak the text on the clipboard.

Make text speak in other applications



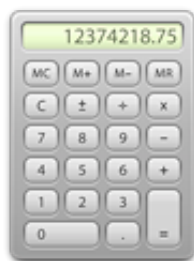
[View online tutorial](#)

You can get text in other applications including Mail, Adobe Reader, Preview and others to speak in two ways:

1. Switch on "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse. When you let go of the mouse button, ClaroRead will automatically speak the text back to you.
2. Switch off "Speak when mouse selects" on the [Voice](#) settings tab. Now select the text you would like to hear using the mouse, copy it to the clipboard (⌘C) and then click the Play button. ClaroRead will now speak the text on the clipboard.

You could also switch on "Speak on mouse hover" on the [Voice](#) settings tab and point the mouse cursor at the text. The text will automatically be read out to you if it is accessible. As there are many third party software applications available, we cannot guarantee this method will work with all applications.

Make the Calculator Speak



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To get the Mac Calculator to speak, follow these instructions:

1. Open the Calculator either from the Extras menu in ClaroRead or from the Applications folder.
2. Type your equation and ClaroRead will read out what you're typing.
3. When you hit Return or equals on your keyboard, ClaroRead will read out the result to you.

Convert Audio Files



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After saving a document into AIFF/WAV you may wish to convert the file into another format for portability.

One of the ways you can convert audio files into other formats is to use iTunes. In this example we will convert into MP3 format. To perform the conversion you will have to make a one off settings change:

1. In iTunes main menu select Preferences
2. Select the General tab
3. Select the "Import Settings..." button
4. Change "Import Using" to "MP3 Encoder"

Each time you wish to convert an audio file to MP3, you will need to do the following:

1. Open iTunes and drag the audio file into the library
2. Right click on the audio file
3. Select "Create MP3 Version"

You are now able to transfer the MP3 file to a portable device of your choosing.

Keyboard Shortcuts

You can control most ClaroRead functions by using the keyboard and/or file menu. Play and Stop are system-wide keyboard shortcuts and will work even when ClaroRead is not in focus. The rest are ClaroRead specific, so you will need to get ClaroRead into focus by pressing ⌘ and tab until ClaroRead is selected. Below is a table of the shortcuts:

Function	Shortcut
Play	⌘F7
Stop	⌘F8
Select	⇧ ⌘S
Hover	⇧ ⌘V
Scan	⌘S
Save Audio	⇧ ⌘A
Increase Font	⌘+
Decrease Font	⌘-
Comic Sans MS	⌘1
Trebuchet MS	⌘2
Arial	⌘3
Font Colour	⇧ ⌘F
Highlight Colour	⇧ ⌘H
Increase Character Spacing	⇧ ⌘C
Increase Line Spacing	⇧ ⌘L
Increase Paragraph Spacing	⇧ ⌘P
Show Homophones	^⌘+
Clear Homophones	^⌘-
Check	⌘K
Predict	⌘P
Extras - Calculator	⌘⇧1
Extras - ClaroCapture	⌘⇧2
Extras - ClaroView	⌘⇧3
Extras - ScreenRuler	⌘⇧4

Dock Icon Menu

When ClaroRead is running, its icon appears in the Dock. If you do not want the toolbar to be visible all the time you can hide it using ⌘+H and still access some main functions through the Dock icon menu.

Ctrl+click ClaroRead's Dock icon to bring up the menu:



From this menu you can:

- Click Play
- Click Stop
- Click Save Audio
- Show/hide the ClaroRead toolbar
- Quit ClaroRead

Support Questions & Answers

[View online tutorial](#)

Q: a) Why is the prediction window not showing when I type? The Predict button is switched on.

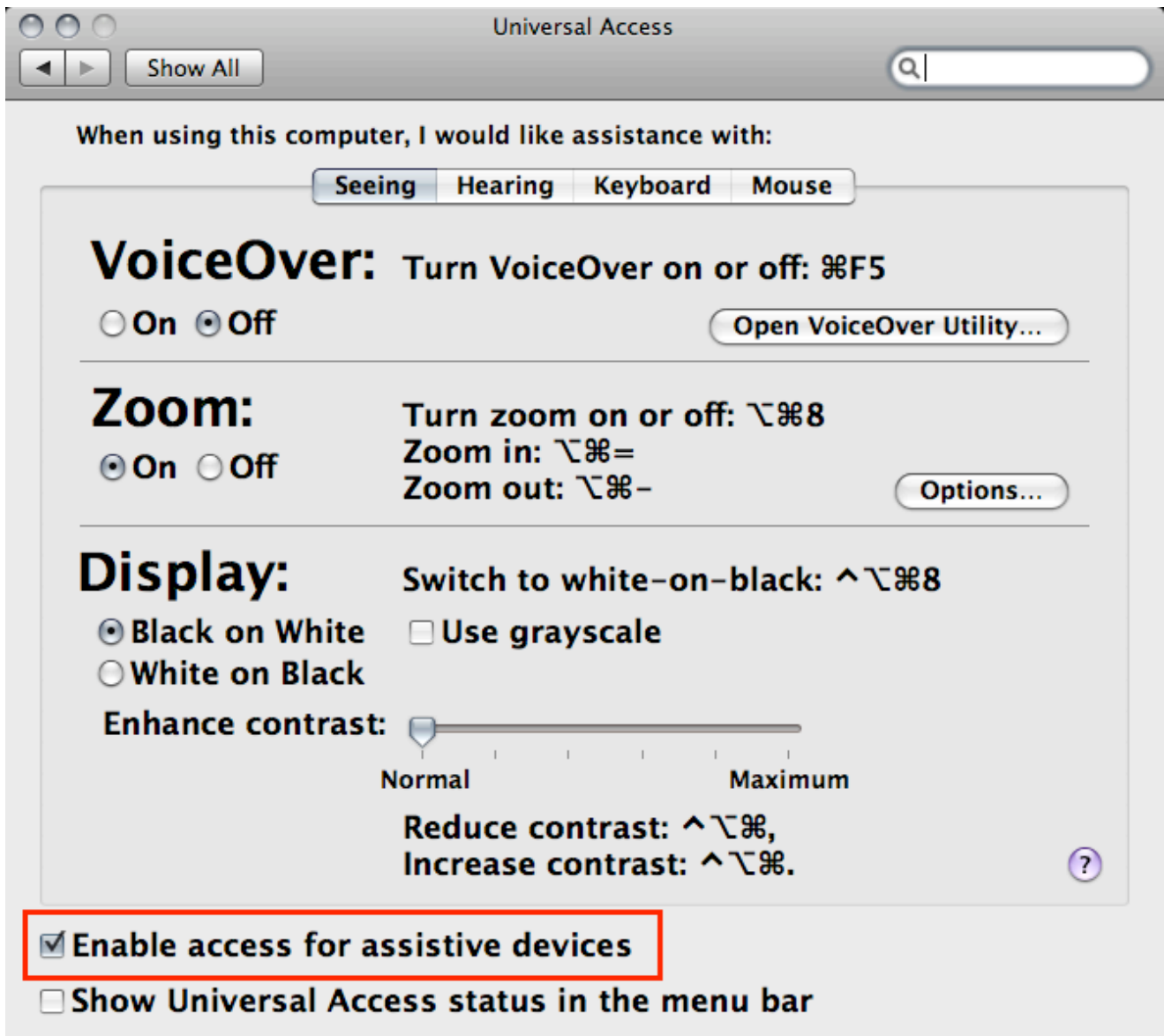
Q: b) Why does nothing get read out under the mouse pointer when 'Speak on mouse hover' is checked?

Q: c) Why do the keyboard keys not get spoken when I type? Echo > Characters and Echo > Words are both checked in Settings.

A: This may be because you have not enabled access for assistive devices. To rectify this, select the Apple symbol in the top left corner of the screen and select System Preferences. Now select 'Universal Access' towards the bottom right:



The following screen will appear:

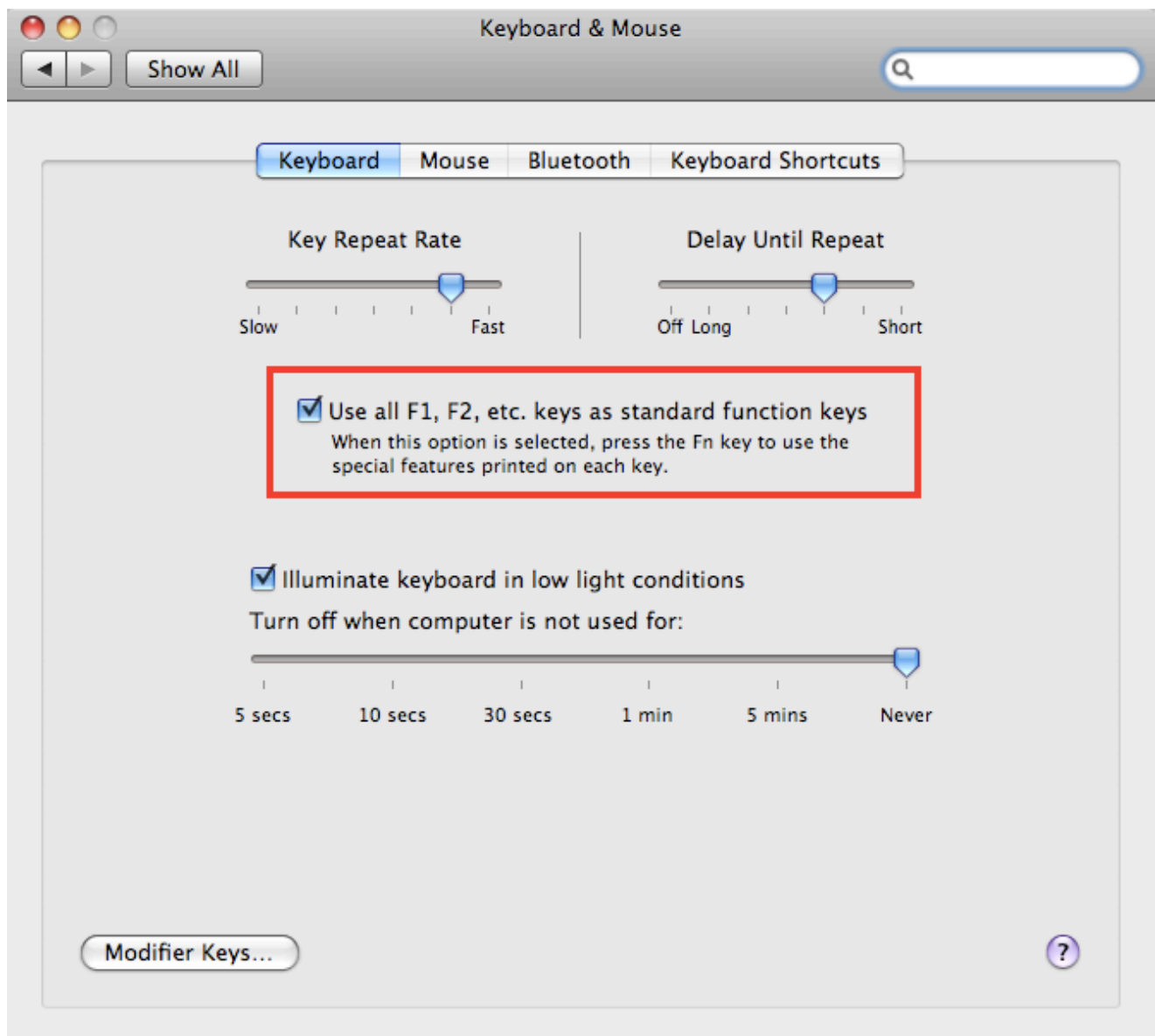


Ensure the checkbox "Enable access for assistive devices" is checked.

Q: a) Why does nothing happen when I press the keyboard shortcut for Play and Stop?

Q: b) Why does nothing happen when I try to complete a word in prediction using the F-keys?

A: For these shortcuts to work you need to have 'Use all F1, F2, etc. keys as standard function keys' checked in System Preferences > Keyboard & Mouse:



Q: How can I decrease character/line/paragraph spacing?

A: Character, line and paragraph spacing is on a cycle, keep increasing the spacing and once the maximum is reached, the spacing will return to the default.

Q: How can I reset the settings in ClaroRead?

A: To reset the ClaroRead settings, delete the corresponding file in
/Users/[username]/Library/Preferences/com.claro.Claroread.[filename]

If you require further support, please visit our [support knowledgebase](#) or email support@clarosoftware.com

Contact Us

Thank you for using ClaroRead.

You can see more Claro Software products at www.clarosoftware.com.

If you have any technical support issues not covered by the [Support Q&A](#) page, please check our [help & support knowledgebase](#) or contact us at support@clarosoftware.com

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We also have a wide range of ClaroRead for Mac [online tutorials](#).

We value your feedback.

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