

## System Requirements

Essential:

- Mac OS X version 10.2.8 or later;
- 60MB of disk space;
- CD-ROM drive (or internet connection if downloading the installer);
- Access for assistive devices enabled (See Required Settings Change below for details).
- Approx 100MB disk space per high quality voice.

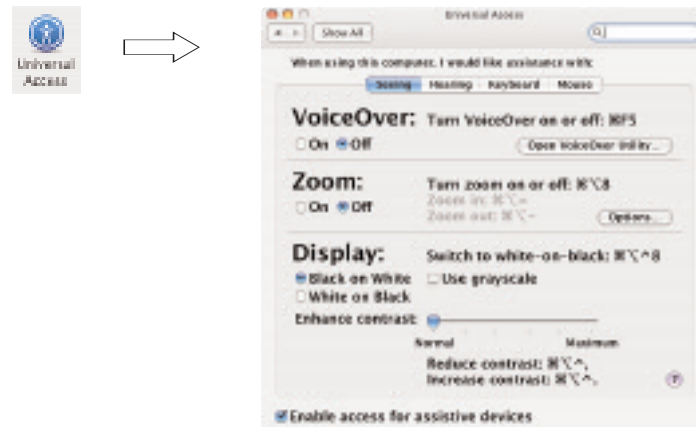
Recommended:

- Microsoft Word for Mac.

## Required Settings Change

Before installing ClaroRead, a system setting has to be changed in order for the software to work correctly:

1. Select the Apple symbol in the top left corner of the screen and select System Preferences.
2. Select 'Universal Access' towards the bottom right, the following screen will appear:



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

## Running the installation process

1. Insert CD
2. Run ClaroRead installation package
3. Follow the on-screen instructions

# Welcome to ClaroRead

Thank you for purchasing ClaroRead for Mac. ClaroRead is designed to help make your computer easier to use. It is closely integrated with 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 Microsoft Word.

ClaroRead also installs ClaroView, a screen colour tinting software package. It is designed to allow you to customise and enhance your view of the computer screen.

## ClaroRead Overview

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

### The ClaroRead Toolbar



The toolbar above is displayed when you are working in Microsoft Word, when you are not working in Microsoft Word, the Word Features are hidden making the toolbar smaller:



# Notes

## Support and Contact

You can see more Claro Software products at [www.clarosoftware.com](http://www.clarosoftware.com).

If you have any queries, please contact us at [support@clarosoftware.com](mailto:support@clarosoftware.com).

We value your feedback.

## ClaroRead Toolbar

The ClaroRead Toolbar is accessed by selecting the ClaroRead icon in /Applications.

Once open, the 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

#### Play

The Play button is used to read out a 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.

#### Stop

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

#### Selects

The Selects button, when switched on, will allow ClaroRead to read out most text on the computer screen which is highlighted.

#### Hover

The Hover button, when switched on, will allow ClaroRead to read out any text under the mouse pointer. In order for mouse hover to work, you must ensure that your computer has accessibility devices enabled. See Required Settings Change on page 1 for details.

#### Save Audio

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

- In Microsoft Word, if text is selected, it will save the selected text.
- In 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 AIFF file to another format, please refer to the 'Converting Audio Files' section.

#### Font

Clicking on the Font button will allow you to format text in Microsoft Word. See the Font section for more information.

#### Spacing

Clicking on the Spacing button will allow you to format the spacing in Microsoft Word. See the Spacing section for more information.

#### H'phones

Clicking on the Homophones button will allow you to check for homophones in your Microsoft Word document. See the Homophones section for more information.

#### Dictionary

Clicking the Dictionary button will open Microsoft Word's Dictionary.

#### Spelling

Clicking the Spelling button will run Word's spell checker.

#### Help

The Help button will open up the help book when selected. The help book can also be accessed by selecting Help > Help from the menu bar in ClaroRead or by using the shortcut key  $\text{⌘} + ?$

## Font Formatting

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 or select where you wish to start typing in the colour and 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.

## Space Formatting

The following explains each of the spacing formatting options:

### Increase Character Spacing

Clicking the increase character spacing option will increase the spaces between each text character.

### Increase Line Spacing

Clicking the increase line spacing option will increase the spaces between each line.

### Increase Paragraph Spacing

Clicking the increase paragraph spacing option will increase the spaces between each paragraph.

## ClaroView

ClaroView is an innovative but simple piece of software to allow you to better view your PC screen. It can change the colour of the screen "overlay" and you can vary the tint level.

### Using ClaroView

Launch ClaroView from /Applications. It will stay as an open application and will work with all other software.



Choose the colour of your screen tint by clicking on one of the eight common colours. The selected colour is shown in the background, behind the Set and Reset buttons.

### Expand Arrow

The Expand Arrow offers more colour options to choose from.

### Reset Button

Click the Reset button to remove the ClaroView screen overlay colour.

### Set Button

Click the Set button to reapply the overlay colour if the Reset button has been selected.

### Tint Control

To change tint level, use the Tint Control bar on the right hand side.

### Minimise Button

Click the Minimise button and it will minimise the window from view. ClaroView will continue working.

### Help Button

To view the Help Book, click on the Help button or use the shortcut key  $\text{⌘} + ?$

## Keyboard Shortcuts

You can control most ClaroRead functions by using the keyboard and/or file menu. Play and Stop are global 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  $\mathbb{C}$  and tab until ClaroRead is selected. Below is a table of the shortcuts:

Function	Shortcut
Play	$\mathbb{P}$ F1
Stop	$\mathbb{P}$ F2
Select	$\wedge$ $\mathbb{S}$ S
Hover	$\wedge$ $\mathbb{V}$ V
Save Audio	$\wedge$ $\mathbb{A}$ A
Show Homophones	$\wedge$ $\mathbb{H}$ +
Clear Homophones	$\wedge$ $\mathbb{H}$ -
Check Homophones	$\wedge$ $\mathbb{H}$ K
Increase Font	$\mathbb{C}$ +
Decrease Font	$\mathbb{C}$ -
Comic Sans MS	$\wedge$ $\mathbb{1}$ 1
Trebuchet MS	$\wedge$ $\mathbb{2}$ 2
Arial	$\wedge$ $\mathbb{3}$ 3
Font Colour	$\wedge$ $\mathbb{F}$ F
Highlight Colour	$\wedge$ $\mathbb{H}$ H
Increase Character Spacing	$\wedge$ $\mathbb{C}$ C
Increase Line Spacing	$\wedge$ $\mathbb{L}$ L
Increase Paragraph Spacing	$\wedge$ $\mathbb{P}$ P

## Homophones

The following explains each of the homophone options:

### Show Homophones

Clicking this will turn the text colour of homophones to blue. It will start from where the cursor is and stop at the end of the paragraph.

### Clear Homophones

Clicking this will turn the blue homophone words back to black.

### Check Homophones

To check a homophone, place the cursor at the beginning or in the middle of the word you wish to check, then click on the 'Check Homophones' button. A Homophone window will appear if it is a homophone.

### Homophones Window



Click on the Next button (only available if Show Homophones has been selected prior to the check) to move to the next homophone in the paragraph.

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 OK button if the word you originally typed is the correct one (this will turn the word back to black)

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

## Speech Settings

You can change speech settings through ClaroRead by clicking on the menu bar at the top (ClaroRead > ClaroRead Preferences) or by using the shortcut key ⌘+,

Once selected, the Speech settings screen from System Preferences should appear:



From this screen you can alter many speech options such as the voice used, the speed of the voice and setting the computer to speak each character as it is typed.

The high quality voices which come with ClaroRead can be selected in the above settings screen. The voice names are in the format "Claro [voicename] e.g. "Claro Graham" or "Claro Heather".

## Converting Audio Files

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

One of the ways you can convert AIFF 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 Advanced tab
3. Select the Importing tab
4. Change "Import Using" to "MP3 Encoder"

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

1. Open iTunes and drag the AIFF file into the library
2. Right click on the AIFF file
3. Select "Convert Selection to MP3"

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