

Welcome to ClaroRead SE



ClaroRead SE is designed to help make your computer easier to use, and contains innovative speech features.

ClaroRead SE adds powerful speech features which allow you to listen to any information on your computer screen - documents, e-mails, web pages and more.

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

ClaroRead SE Toolbar



ClaroRead SE Overview

ClaroRead SE provides a simple discrete toolbar that will lock onto any Windows software application you have open and active.

The speech features of ClaroRead SE are powerful. One of the key benefits of ClaroRead SE is that it can read back menus, button texts and tooltips, as well as any text displayed on screen. The program will also instantly read back any text that you select using your mouse. It will also read back characters, words and sentences as they are typed.

ClaroRead SE Toolbar



ClaroRead SE Toolbar

The ClaroRead SE Toolbar locks onto the current active Window, and will move around as you change the applications that you are working in. If you don't see the ClaroRead SE Toolbar, after Program launch, click the current window to make it active. The toolbar will then appear.



ClaroRead SE Toolbar Buttons

Play and Stop Buttons



The Play button starts ClaroRead speaking:

- To read **Microsoft Word** documents click your mouse pointer to where you want to start reading from. Click the **Play** button to start to read the document from the cursor onwards. See Making Word Documents Speak.
- 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. See Making Web Pages Speak.
- Otherwise ClaroRead will read **whatever is in the clipboard**, so just select text, copy, and click Play to hear it. See Making Other PC Programs Speak. In fact, **ClaroRead will speak whatever you select with the mouse** so you can read back emails or PDF files without even having to press Play!



Click on **Stop** to halt ClaroRead speaking. You can also click the mouse (anywhere, it does not matter) or press the Control key to stop ClaroRead speaking.

You can change how ClaroRead speaks in the Speech settings and Advanced Speech settings.

Save to Audio Button



You can convert the text in the current Microsoft Word document or anything you copy into the clipboard (e.g. from a web page) into an audio file to save on your computer. Click the **Save to Audio** button in Microsoft Word and the current document will be saved, or select text and copy it to the clipboard for any other source of text. More about saving to audio files.

Settings Button





The **Settings** button opens the Setting dialog that lets you change all the main ClaroRead options and settings. [More about Settings.](#)

Speech Features

ClaroRead SE's ability to make the computer talk is one of its key innovative features. ClaroRead SE uses high-quality synthesized voices, such as Realspeak voices from ScanSoft (now Nuance). 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.

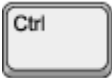
With ClaroRead you have the following extensive range of speech facilities:

- Make Microsoft Word documents speak by simply clicking the cursor at the point you want to start, and clicking the Play Button  or . The text can also be highlighted as it is spoken back.
- Make Web Pages Speak by hovering your mouse or simply pressing the Play Button [or F7].
- Have any text from any PC program spoken back instantly once selected by your mouse. Great for proofing any text from word processors and listening to your e-mails.

Assistive Suite for Dyslexia and Literacy

ClaroRead helps PC users to *create, read, view and check text*. ClaroRead operates closely with Microsoft applications, especially Word. ClaroRead has high quality RealSpeak text to speech voices built in, for reading back any text on the PC.

- Echo back letters, words or sentences as you type them. Great for positive confirmation that you have typed what you wanted to!
- Automatically hear many menu items, tooltips and "objects" spoken by hovering the mouse over the item.
- Make audio files from Word documents or web pages for listening to later on your PC, 'phone or media player. Or you could transfer the audio files from your computer to a portable device. (Using separate portable audio player software).



At any time you can stop the computer talking by pressing the  key or clicking the mouse button.

Many of these speaking features can be turned off if they are not helpful to you using the Speech Settings and Advanced Speech Settings tabs.

Making Word Documents Speak

Open Microsoft Word and open the Word document you would like to have spoken or type some text of your own.


Click your mouse in the document. ClaroRead will start speaking from the cursor.

Press the green Play button on the toolbar  or . The text will be spoken back to you and highlighted as it is spoken. More on changing Highlight settings.

Open Microsoft Word and open the Word document you would like to have spoken. Alternatively, type some text.

Using Ctrl+Hover



On the Speech tab checking the "Speak word on Ctrl + Hover" box will enable you hear one particular word spoken at a time. Hover your mouse

over a word and hold down the  Ctrl key.

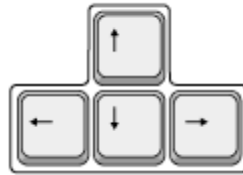
Stop After Every Sentence

On the Speech tab checking the "Stop after sentence" box will set ClaroRead to read only one sentence at a time. After each sentence ClaroRead will stop. To read the next sentence press the Play button again. This is helpful when you want to review a document one sentence at a time.

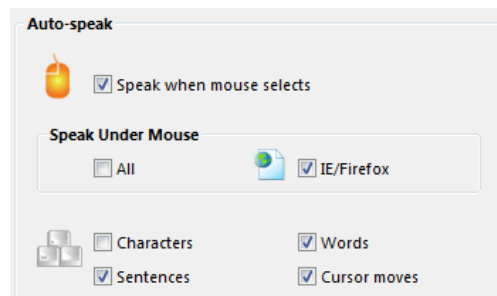
If you do not have "Stop after sentence" checked, you can also make ClaroRead read only the next sentence and stop by holding down the Shift

key when you press F7   or by holding down the Shift key when you click the Play button.

Using the Arrow (Cursor) Keys



ClaroRead can speak text under the cursor when you move around in any text area, including Microsoft Word, using the up/down/left/right arrows on your keyboard (instead of your mouse). Turn this on by checking "Cursor moves" on the Advanced Speech tab.



When moving using the up or down arrows, ClaroRead will **speak the full line of text**. In this way, you can have a document spoken to you line by line, by using the down arrow key.



Pressing the Ctrl and left or right arrow will speak the next word from where the cursor is.


Pressing the left or right arrow will speak the next character in the word.

Pressing the Ctrl key and the up and down arrows will jump a paragraph at a time and read each paragraph out.

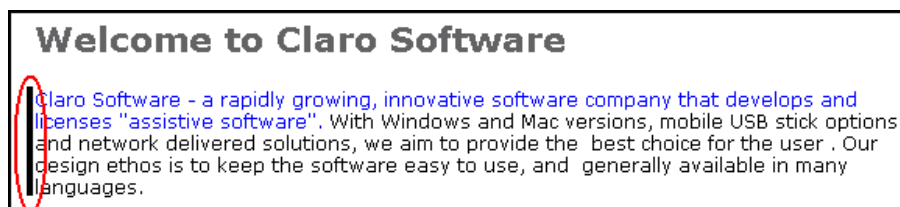
Making Web Pages Speak



ClaroRead allows most web pages to be spoken back easily.



With Internet Explorer, load up the web page that you would like to have spoken and open ClaroRead.

If you press the green Play button  or , the web page will be spoken from "top to bottom" in an order that is related to the way the web page is built.

If you click your mouse at the beginning of the paragraph that you would like to have spoken back, a "virtual cursor" will appear. See below:

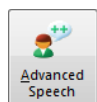


Pressing the green Play Button  or  will start the read back, and the sentence will highlight in your chosen colour.

ClaroRead will carry on reading the web page until you press Stop 
or .

An alternate way of making hyperlinks and text in web pages speak within Internet Explorer is to just "hover the mouse" over the text. This will also work in Mozilla Firefox.

If you don't use Internet Explorer, or the web pages aren't speaking, simply select the text with your mouse, press Ctrl+C and then press the Play button. ClaroRead will read anything that you select with your mouse.



There are some settings on the Advanced Speech Settings tab that can control the speech when mouse selects the text, and the speech in Internet Explorer when hovering the mouse.

Auto-speak



Speak when mouse selects

Speak Under Mouse

All



IE/Firefox



Characters

Words

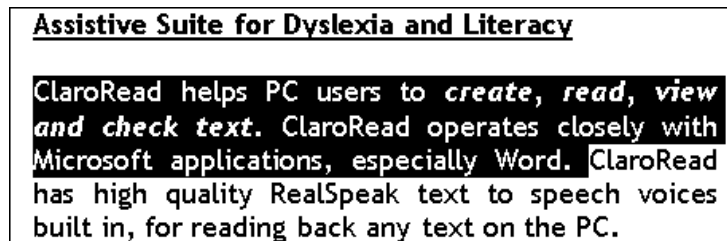
Sentences

Cursor moves



Making Other PC Programs Speak

Speak when Mouse Selects


ClaroRead SE will speak back any text that you select with your mouse. To do this, select or block some text with your mouse.

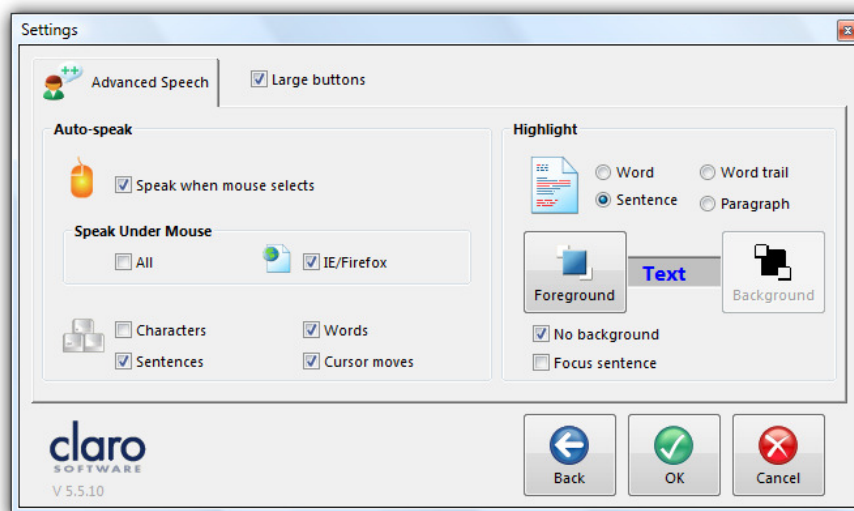


The text will be spoken back immediately once you let go of your mouse. If you would like to have the text spoken again, press the green Play

Button  on the ClaroRead toolbar or the F7 key  and it will repeat the text.



If you don't want the text to be spoken when you select, you can turn it



off from within Advanced Speech Settings. 



To turn off the speech when selecting with the mouse, uncheck the "Speak when mouse selects" tick box.

When this is turned off, you can still have text spoken back when selected. However, to hear the text you need to copy the text (press Ctrl

and C) and press the green Play button  or  on the ClaroRead toolbar.

To stop the speech at anytime, click the mouse, press Stop  or .

Speak word on Ctrl+Hover

Checking "Speak word on Ctrl+hover" in Speech Settings will enable you hear one particular word at a time. To hear the word, place your mouse over it and hold down the Ctrl key. Claroread will then speak the word.

Below is a list of common applications Ctrl+hover will work with:

- Internet Explorer
- Microsoft Office (including Word and Outlook)
- Mozilla Firefox
- Adobe Acrobat Reader 8
- NotePad
- Windows Mail/Outlook Express

Save Text to Audio Files

ClaroRead SE lets you save the text in Microsoft Word documents and text from any application selected and copied to the Windows clipboard to audio (sound) files. The Save to Audio file formats are WMA, WAV and Ogg.

The Save to Audio can be a slow process on very long documents. There is a progress bar showing how much of the conversion is completed. The voice used for the audio conversion is the Realspeak Voice selected at the time in the Speech Settings window.

To Convert text to audio files;

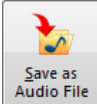
For Word documents: Open the Word document you want to convert to a sound file.

For web pages and other texts: Go to the web page you want to convert to a sound file. Select the text you want to have saved with the mouse. Press Copy, which is normally in the Edit menu, or Press the Control (CTRL) Key and the Letter C at the same time. The text will be copied to the Windows clipboard. You cannot see this.

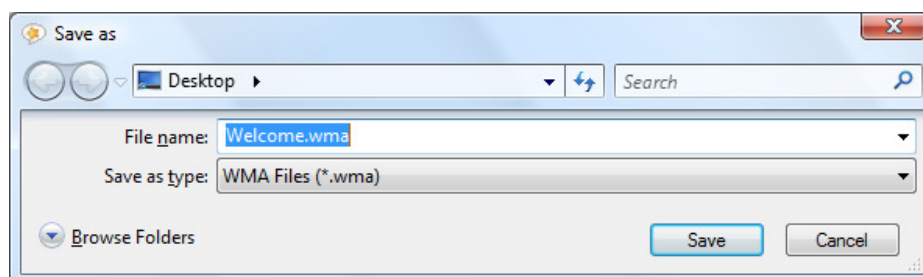
THEN

Click the Save as Audio File button  on the toolbar

OR open the ClaroRead SE Settings Window:  and click the Save as

Audio File button: 

The following File Save dialogue box will appear. Please give the file a name, and choose the location on your PC where you would like to save the file.



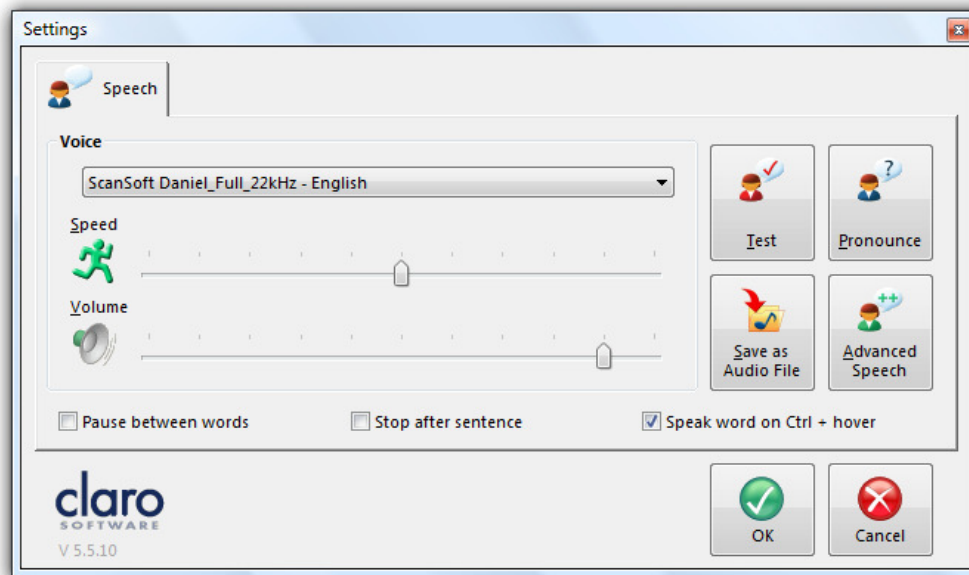
You can then open this file with your PC Media Player or transfer it to a portable audio player, using your player's software or suitable other software.

ClaroRead SE Settings



ClaroRead's Speech, Pronounce, Advanced Speech and Highlight Settings can all be modified from the Settings screen. The Settings button is always present on the ClaroRead toolbar.

Speech Settings



The Speech Settings tab allows you to choose the voice that speaks the text back to you. You can also set the speed of speech and volume for this voice. ClaroRead SE is supplied with high quality voices, but it will also work with other SAPI5 voices installed on your computer. This will include the Microsoft system voices such as Sam or Anna. Contact Us if you would like to enquire about adding additional Realspeak voices.

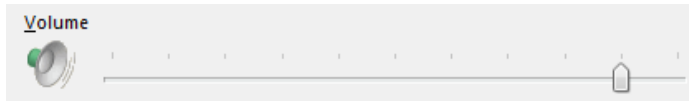
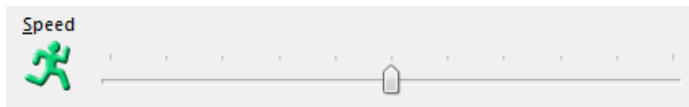
Voice



Clicking the down arrow next to the currently loaded voice will show you the range of voices available to be used with ClaroRead.

Speed & Volume

Change the speed and volume by moving the slider bars left and right.

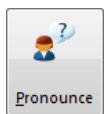


Test Button



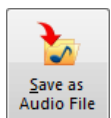
When you change the voice setting you can test the new setting prior to clicking OK. Loading a new voice takes a second or two, so please be patient! After it is loaded, you can then test it. It will say "This is a test of the current voice."

Pronounce Button



The Pronounce button opens the text-to-speech pronunciation list. Whilst the voices are incredibly accurate, there are times when they don't pronounce words quite as you like. This could be, for example, names of people or place names. To make the voices pronounce things as you want just add the word to the pronunciation list with what it should sound like. Read the Pronounce Settings help to learn more.

Save Audio File Button



It is possible to convert the text in an open Microsoft Word document or web page into an audio file to save on your computer. The voice used for the conversion is the Realspeak Voice selected at the time. You can then listen to this audio file later, email it to someone, or transfer it to a portable audio player using the software provided with that device.

Read the Save Text to Audio section to see the step by step guide to making the conversion.

Advanced Speech Button



There are a number of Advanced Speech Settings.

Pause Between Words

Pause between words

Checking "Pause between words" will deliberately separate each word when the computer is speaking the text. This may help with clarity for certain users. If it is not checked, the speech should flow naturally, and will take account of punctuation, certain abbreviations and other text details.

Stop after sentence

Stop after sentence

Checking "Stop after sentence" will set ClaroRead to only read one sentence at a time in Microsoft Word. To read the next sentence you will need to press the Play button again.

Speak word on Ctrl + hover

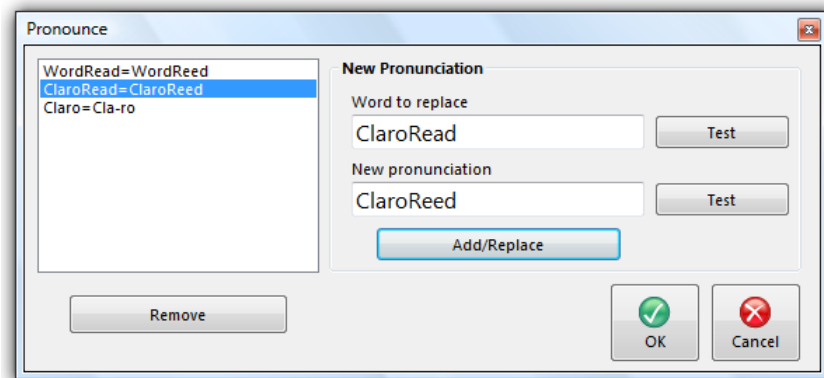
Speak word on Ctrl + hover

Ticking the "Speak word on Ctrl + hover" box will enable you hear one particular word at a time. To hear the word, place your mouse over it and hold down the Ctrl key. Claroread will then speak the word.

Below is a list of common applications Ctrl + hover will work with:

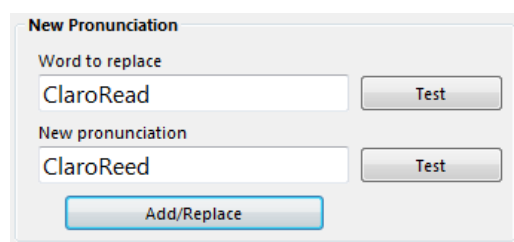
- Internet Explorer
- Microsoft Office (including Word and Outlook)
- Mozilla Firefox
- Adobe Acrobat Reader
- Notepad
- Windows Mail/Outlook Express

Text To Speech Pronounce



There are times when the text-to-speech voices don't pronounce things quite as you like. These could be, for example, names of people or place names. To make the voices pronounce things as you want just add the word to the pronunciation list with what it should sound like.

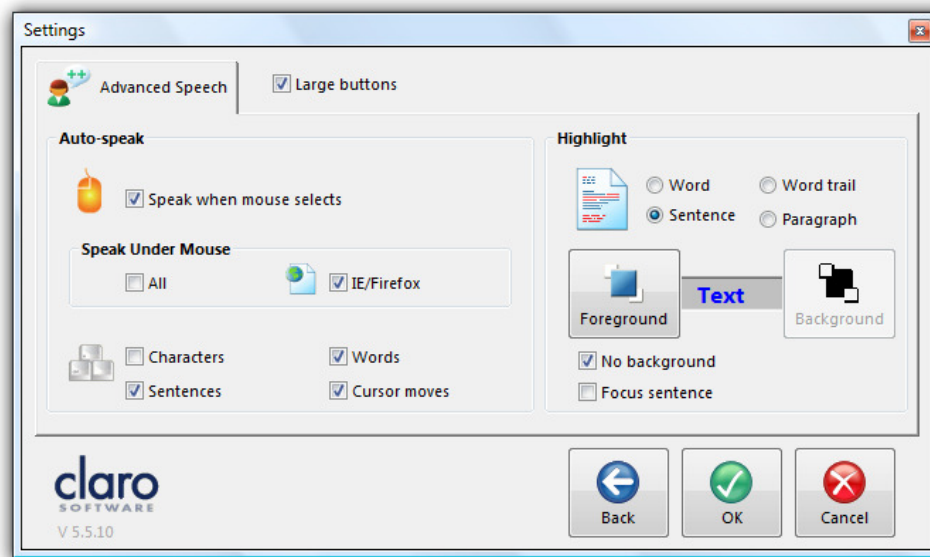
To make a pronunciation list addition, type in the word you want to change the pronunciation of in the "Word to replace" box. Pressing the Test button allows you to hear how the selected voice pronounces the word.



Type how you think the word should sound in the New Pronunciation box. You can test the new pronunciation by pressing the Test button prior to adding. You can use single words or phrases. Once you are happy that it sounds acceptable, press the Add/Replace button to add it to the pronunciation list. Whenever the original text is seen it will be pronounced according to your replacement text.

If you want to do whole-word replacement but not affect words that start with the same letters you can add a space to the "Word to replace" text box. This appears as a "#" symbol so you know it is there. You cannot type anything after the "#" symbol. For example, if your name is "Alis" and you want it to be pronounced as "Allee" but you do not want "Alison" to become "Allee-on" then add "Alis #" (note the space) to the "Word to replace" box. Only "Alis" will be changed, not "Alison", and "Alis#" will be shown.

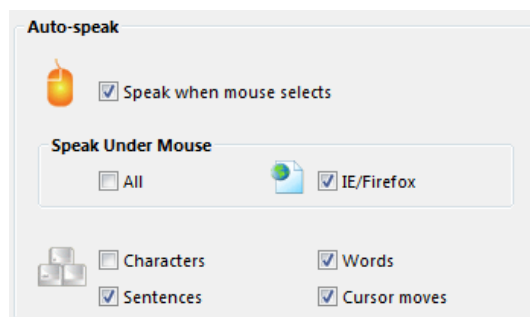
Advanced Speech Settings



The Advanced Speech Settings tab allows you to control the amount and type of speech that the computer reads to you. You can also modify the synchronised highlighting type and colour that occurs when Microsoft Word documents are spoken by the computer.

AutoSpeak Settings

The computer will automatically speak back items underneath the mouse pointer, or echo text as you type it in. You can enable or disable these features.



Speak When Mouse Selects

ClaroRead will speak back anything you select with your mouse. This means that it will read virtually anything, and will be particularly effective for use on web pages and e-mails. You can turn this feature off if required.

Assistive Suite for Dyslexia and Literacy

ClaroRead helps PC users to *create, read, view and check text*. ClaroRead operates closely with Microsoft applications, especially Word. ClaroRead has high quality RealSpeak text to speech voices built in, for reading back any text on the PC.

Speak Objects Under Mouse

ClaroRead will speak back any tooltips, menu items, web page links, web page text (in Internet Explorer 6 and above and Mozilla Firefox) and text "objects" that it can access from the computer or web page. If you hover the mouse over a menu item, or a picture with a tooltip, it will speak the text to you. You can turn this feature off if required.



Ticking the "All" box will speak all objects under the mouse, including the Windows Start menu. Ticking the "IE/Firefox" box only, will only speak objects under the mouse from web pages within Internet Explorer and Mozilla Firefox.

Speak Characters, Words and Sentences

When typing text, you can set ClaroRead to:

- 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 the sentences as they are created. Each one of these features can be turned off from this tab.

Cursor Moves

When you move around the text in many text areas, including Microsoft Word, using the up/down/left/right arrows on your keyboard (instead of your mouse) you can choose whether ClaroRead speaks by checking "Cursor moves".

When moving using the up or down arrows, ClaroRead will speak the full line of text. In this way, you can have a document spoken to you line by line, by using the down arrow key.

Pressing the Ctrl and left or right arrow will speak the next word from where the cursor is.

Pressing the left/right arrow will speak the next character in the word.

Pressing the Ctrl key and the up and down arrows will jump a paragraph at a time and read each paragraph out.

Large Buttons

Large buttons

You can increase the size of the ClaroRead SE Toolbar by ticking the Large Button Option.

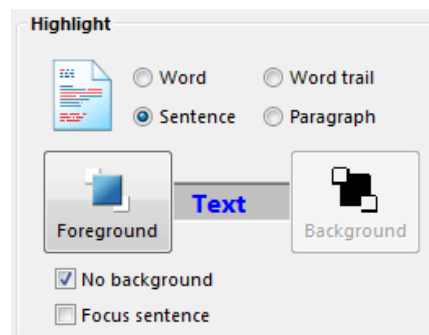
Spoken Text Highlight Settings

When ClaroRead is speaking text from Microsoft Word documents, you can also highlight the text that is being spoken. The voice is synchronised with the highlighted word or sentence, giving greater assistance in following the text.

You can choose to highlight each word as it is spoken, with a trail, or each sentence, or each paragraph. You can also change the colour of the highlighted text and the background using the Highlight Settings part of the Advanced Speech Settings tab.

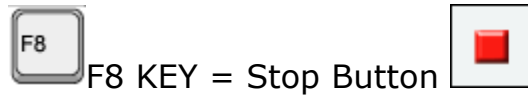
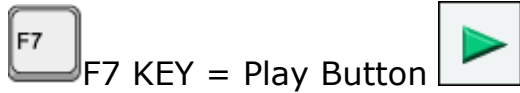
The Word with Trail option means that as each word is highlighted the previous word is left highlighted. This reduces the flickering as words are read out.

You can make the text that is not being read out "grey out" in Word instead of having the text that is being read out highlighted. You may find this less intrusive while still letting you follow the text. Check "Focus Sentence" to turn this on.



Keyboard Control

There are a number of keyboard shortcuts that can be used instead of having to rely on the mouse. These shortcuts can also be used by speech recognition software, to give fuller voice control over ClaroRead SE. The shortcuts are:



Contact Us



We would like to thank you for using ClaroRead SE.

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

If you have any queries, please contact us at support@clarosoftware.com

We value your feedback.