# ClaroPDF User Guide

ClaroPDF is an App for reading and commenting on PDF files and documents. ClaroPDF speaks back accessible text PDF files and documents with high-quality speech and highlighting so you can follow the words as they are spoken.

Tap the screen to place the 'cursor point' in the text. Then tap the Play icon to start speaking. The text will be spoken from the start point with the highlighting and voice you have selected in Settings. To stop ClaroPDF speaking, tap the Stop icon.
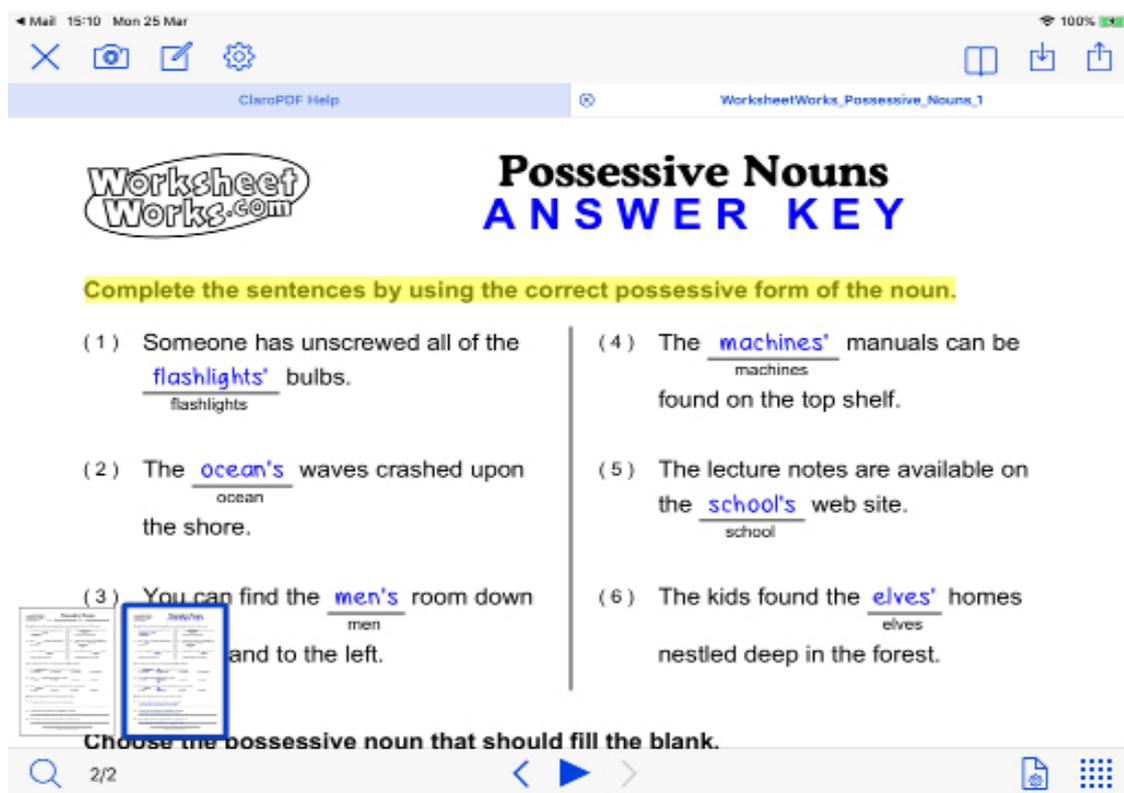
Open PDF Files

To open a PDF file, tap a PDF File from the Documents list. You can also tap the cloud download button to open a PDF from Dropbox, Google Drive or OneDrive.

You can also open a PDF from many other applications such as email or other PDF readers by choosing the 'Open In ClaroPDF' option. Once a PDF is opened in ClaroPDF, the PDF file is added to the Documents list.
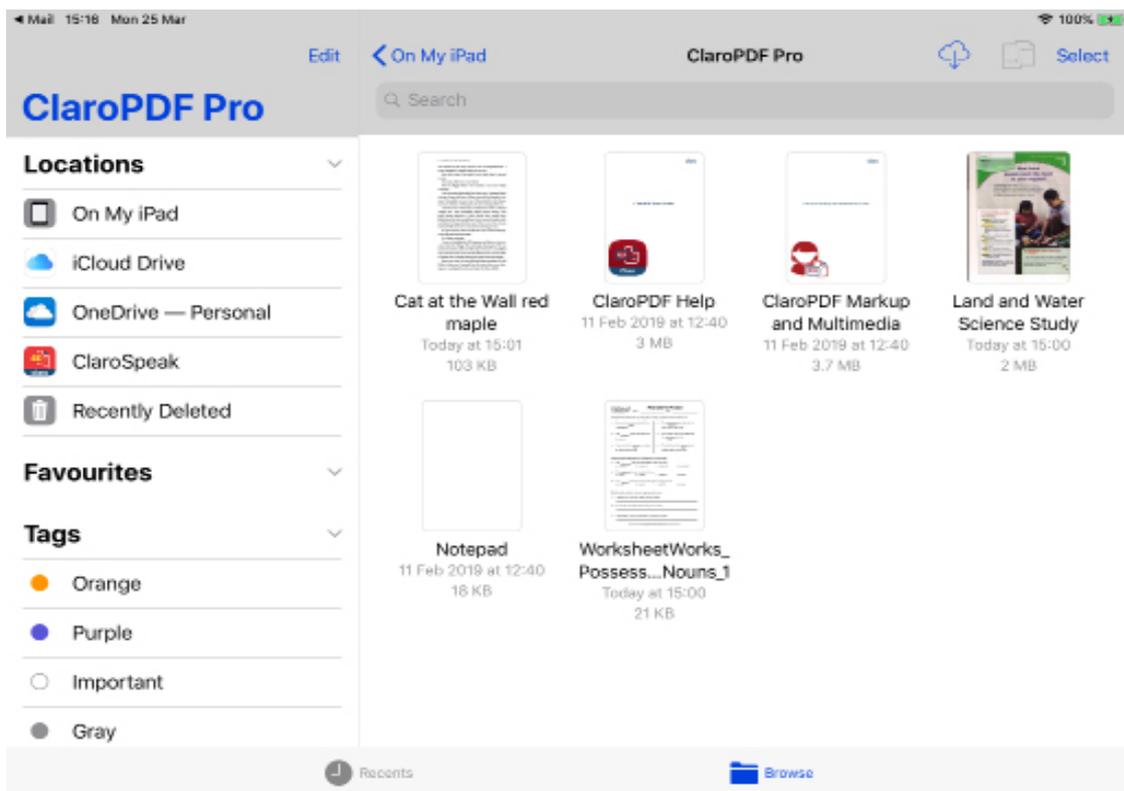
Web page to PDF

You can create a PDF from a web page. In a browser, like Safari, tap the Share button and choose Save as a PDF. Give your PDF a name and ClaroPDF will create a PDF and save it to the Documents list.
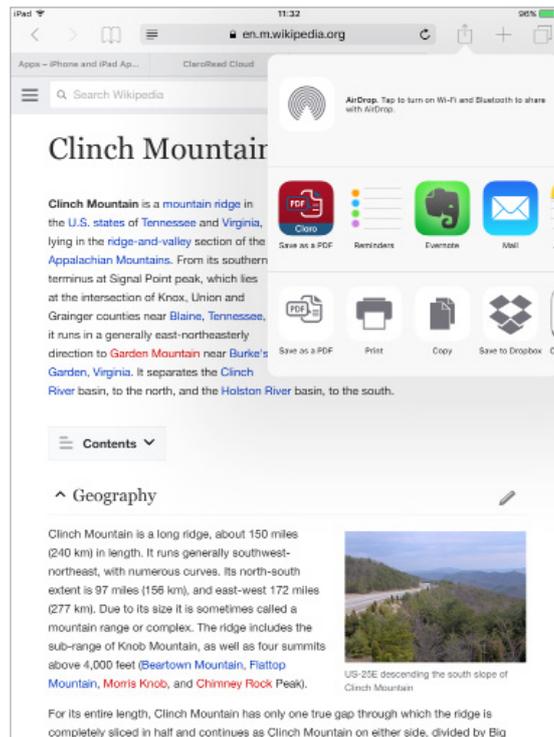
Save PDF Files

You can save your PDF files in your Documents so that they are always accessible. Opening a PDF file from almost anywhere into ClaroPDF will automatically save the PDF file to your Documents. For example, opening a PDF from Safari in ClaroPDF will automatically save it to your Documents.

You can also save the PDF file with any added comments or annotations directly to Dropbox, Google Drive or any other iCloud provider by tapping the Save or Share icon and selecting from the menu.
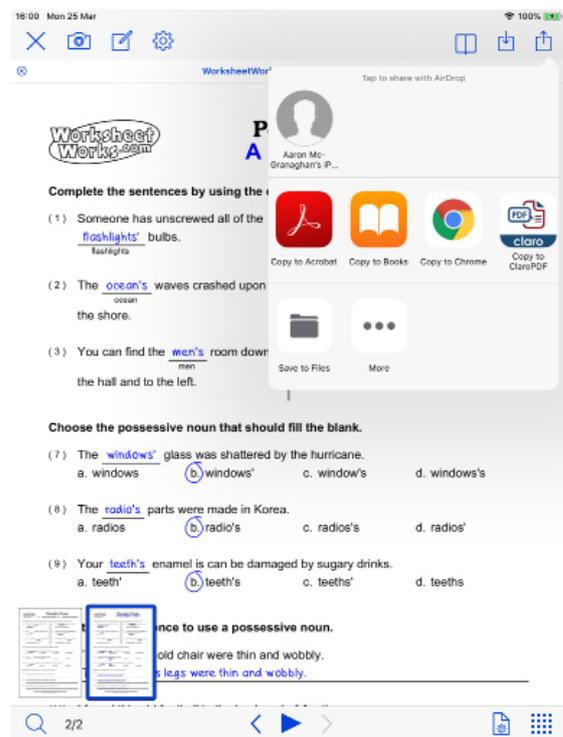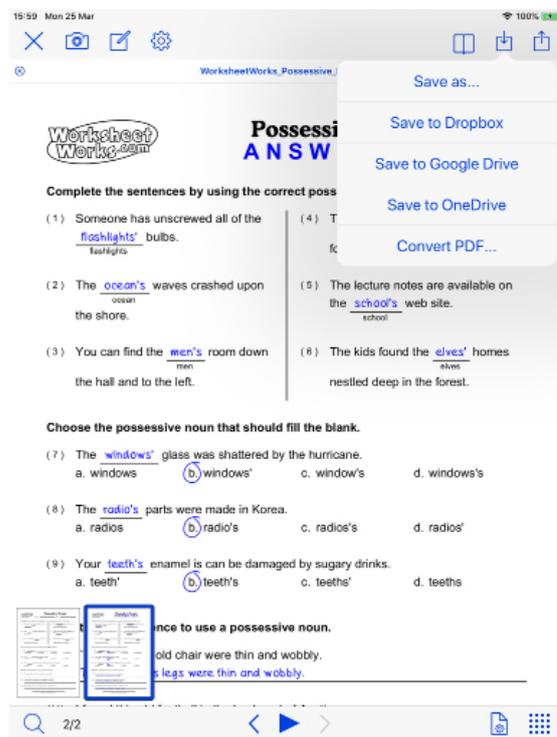
Convert to Text PDF

Some PDFs are image PDFs, which means that they only contain an image of text but don't actually contain any actual text. This means they cannot be read by any application. Using the Convert to Text PDF feature, you can convert these PDFs to Text PDFs that can be read, annotated and searched in ClaroPDF and any other app. You can also convert photos and images from your camera and other sources.
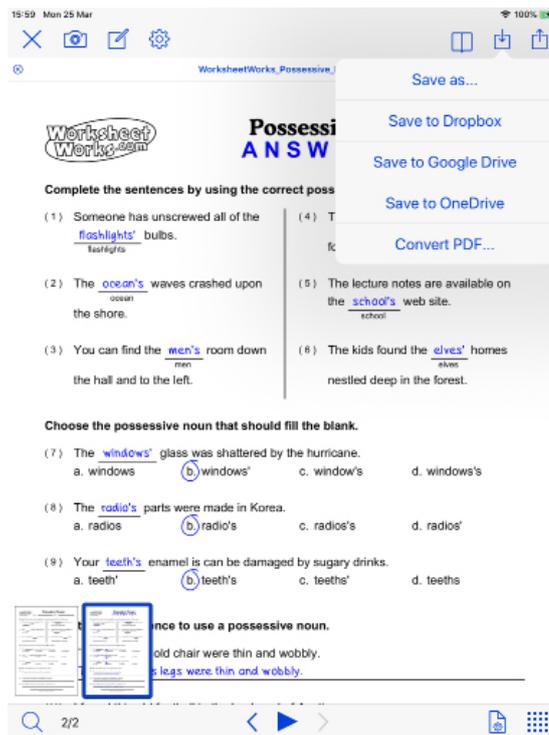

The Convert to Text PDF feature uses a credit system, with one page costing one credit to convert. When you purchase ClaroPDF, you get 5000 credits for free, with the option to buy more in-app. You will need an internet connection to use this feature.

Delete PDF Files

In the Documents list, you can delete saved PDF files by tapping the Select button, tap to select the document(s), then tap the Delete button. From here you can also, Share, Duplicate and Move PDF files.
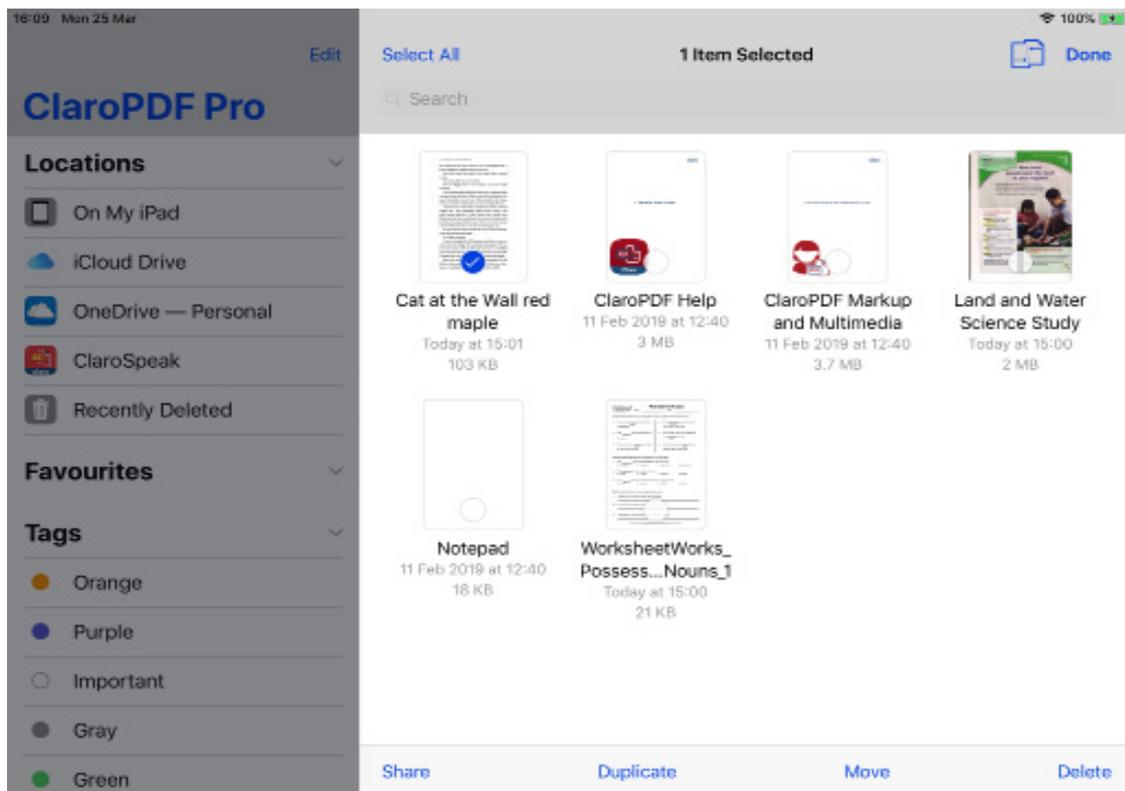
Organise Your PDF Files

You can create folders and move your PDF files around to better organise your documents. To create a new folder, go to your Documents list and pull down from the top to access the other options. Tap the Add Folder button to create a new folder.

To move a PDF file in to a folder, you can drag and drop the file directly into the folder.
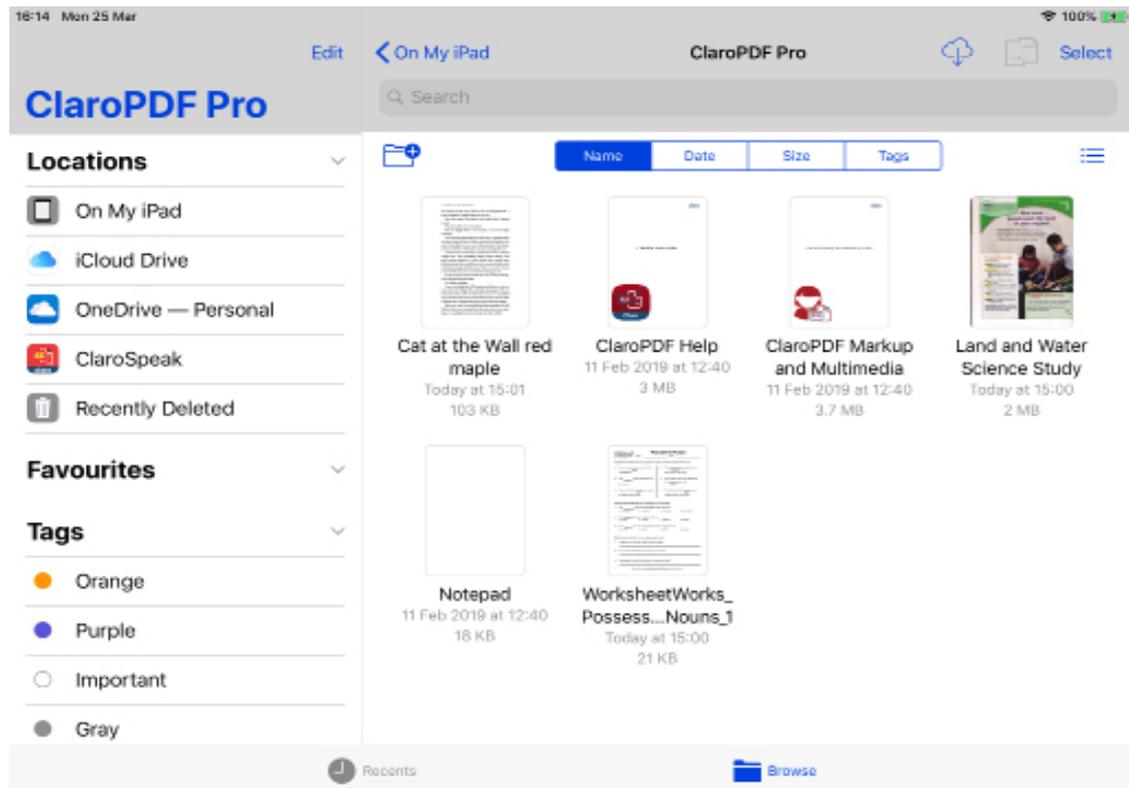
Export PDF Files

Use the Share icon to send the PDF file in an Email or to a different App. Using AirPrint, you can also send the document to print.

You can also send PDFs to other iOS devices using AirDrop.
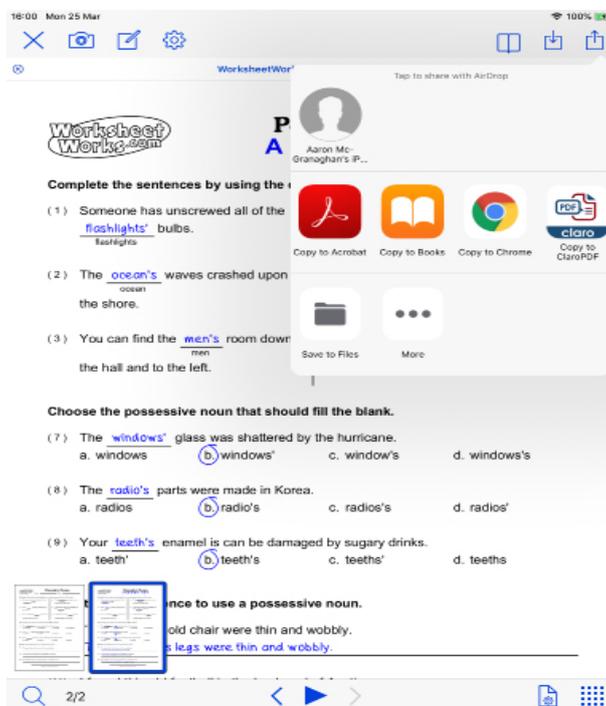
When exporting a PDF file you will have three different options; embed, flatten and ignore.

Choosing embed exports the PDF file exactly as it is and keeps any annotations editable. Choosing flattened merges all of your comments and annotations into the document. This makes them permanent and no longer editable but reduces file size. Choosing ignore, will strip your comments and annotations and only export a plain version of your PDF.

Comments and Annotations

ClaroPDF comes with a full set of commenting and annotation tools. Select the pencil icon to show the commenting toolbar. Using this toolbar you can highlight text, draw lines and shapes, add sticky notes, and insert pictures anywhere in your document.

The comments and annotations are compatible with Adobe Acrobat, GoodReader and many other PDF reading Applications.

For any text annotations you have created, you can have the content read back to you. Tapping the annotation will present the text-edit menu with an item labelled 'Speak'. Pressing this, will speak out the annotation's content with your current voice settings.

Exporting Comments and Annotations

You can export your comments and annotations two ways: as text (txt) or rich text (rtf) Exporting your annotations as text is a quick and easy way to capture and transfer your notes to another app. From the Annotations list, tap Export at the bottom, then choose Export as text. You choose to open the annotation text in another app or send it to Dropbox, Google Drive or OneDrive as a text file.
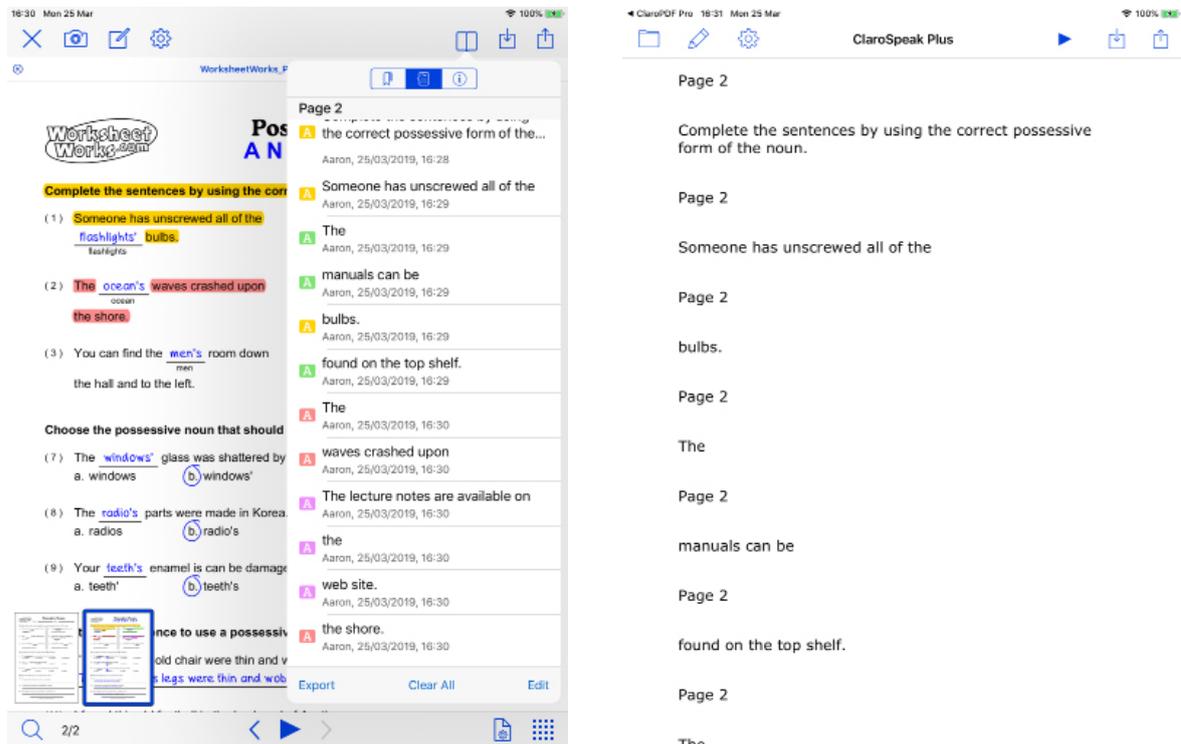
You can also choose to export as a rich text file, rtf, and these can be opened in RTF reading apps. RTF exported comments will retain their highlight colour.

Adding Sound Annotations

1. Tap the pencil icon to open the annotations toolbar.

2. Tap and hold the picture icon.

3. A popup menu will appear allowing you to toggle between pictorial annotations and sound annotations; press the sound annotation icon.

4. Now tap on your PDF document wherever you want to insert a sound annotation.

Using Sound Annotations

1. Press the record button to start recording your sound annotation.

2. Press the cross icon to stop recording.

3. Now your annotation will be ready.

4. Tap your annotation to start playing. Tap again to pause. Tap again to resume.

Bookmarks

You can use Bookmarks to quickly navigate to a specific page. Select the Lists icon and choose Bookmarks. From here you can press the Add icon to create a bookmark for the current page you are on, and it will appear in the bookmarks list. Simply tap on the bookmark to go to the page for that bookmark.
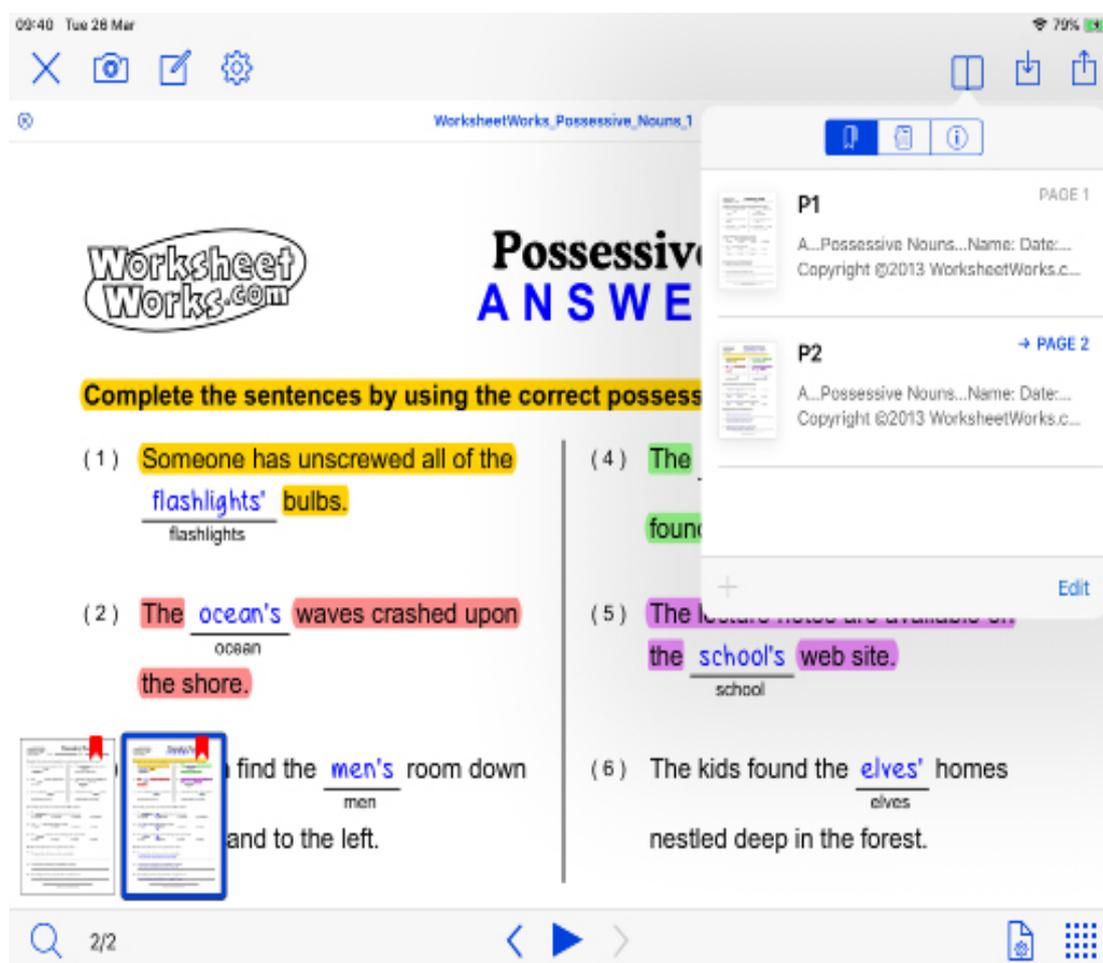
You can customise the bookmarks list to better suit your needs. In the bookmarks list, press the edit button to enter edit mode. In edit mode you can tap to rename, tap and hold to reorder or press the red circle to delete a bookmark.
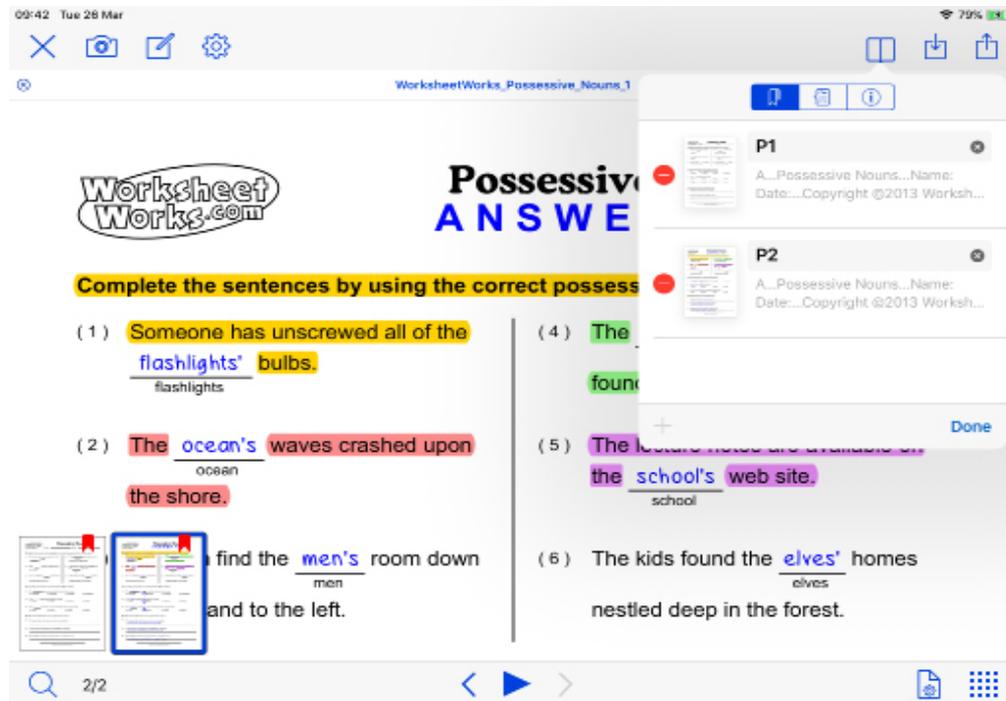
From this lists window, you can also view a list of comments and annotations in your current document. Switch from Bookmarks to Annotations selecting the Annotations button.

Full PDF Forms Support

ClaroPDF has full support for displaying and filling out PDF forms. You can also have the content you have entered, spoken to you.

When you are in a text field, a play button will appear above the keyboard. Press this to have the text in the text field spoken to you.

Full-Text Search

Access ClaroPDF's search by tapping the Search icon in the bottom-left corner. ClaroPDF's Search will search across your whole document and will highlight all found results. The search will also present a window showing a list of the results and where they are located. You can tap on a search result in the list to go directly to it.
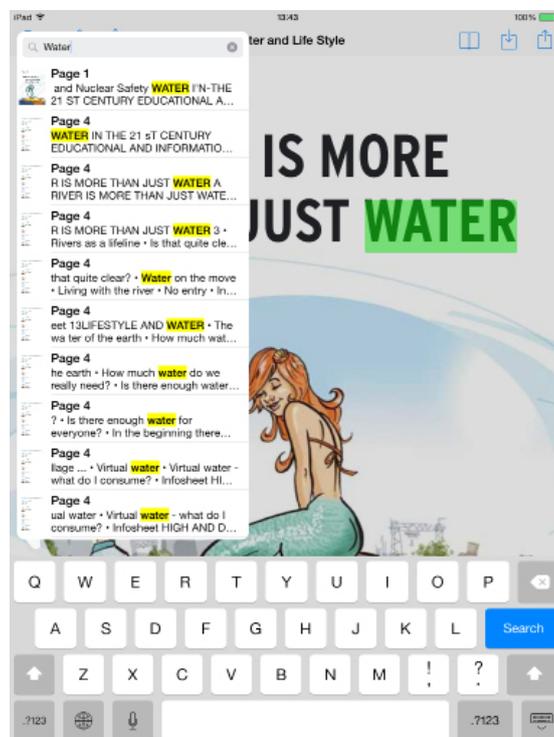
Add-ons

Purchase additional voices in ClaroPDF. Tap the Settings icon and select 'Store'. If you need to read texts in different languages, you will need the corresponding voices in order for the text to be read out correctly (for example, you need a Greek voice to read Greek text).

You can also purchase additonal credits for the Convert to Text PDF feature.

Switch Accessibility

ClaroPDF is a switch accessible app and can be used with Bluetooth switch users. ClaroPDF can be controlled by assistive technology switches that produce the character codes:

1, ~1 is play.

2, ~2 is stop.

3, ~3 is previous page.

4, ~4 is next page.

ClaroPDF Settings

Open ClaroPDF's settings by tapping on the gear icon and selecting 'Settings'.

QUICK SETTINGS	
Voice name	Daniel English (United Kingdom) >
SPEECH SETTINGS	
Speech settings	>
MULTIMEDIA SETTINGS	
Multimedia settings	>
ACCOUNT SETTINGS	
Accounts	>
ADVANCED	
Advanced settings	>
PRODUCT INFORMATION	
Version	3.0.0
Contact support	>
Visit website	https://www.clarosoftware.com/apps
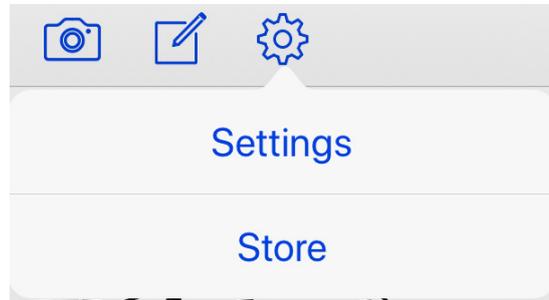
ClaroPDF Settings - Speech

Choose a different high-quality text-to-speech voice with 'Voice name'. ClaroPDF works with different male and female voices and different accents and languages. You need to have a voice that matches the language of the text you are trying to read.

'Speaking rate' lets you choose how fast the voice talks in words-per-minute. Pick a speed that is comfortable for you. The fastest speed is 360 words per minute.
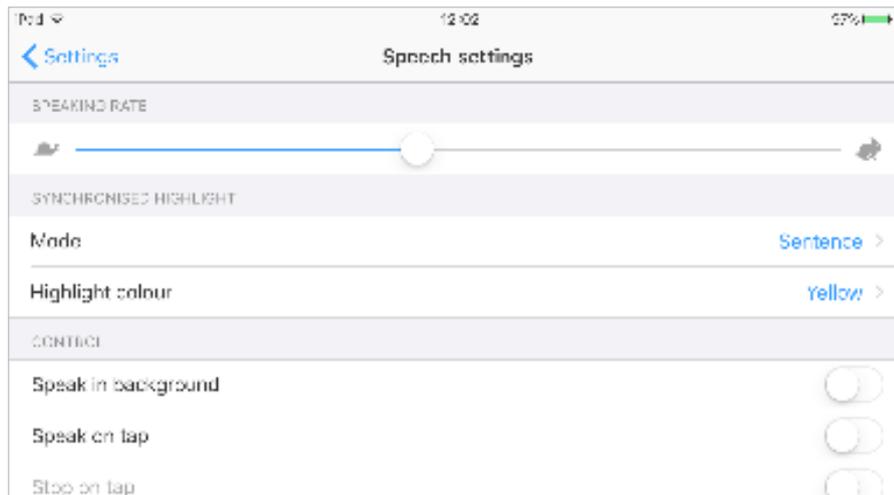
'Speak in background' allows the text speaking to continue after you press the home button and view something else on your device.

'Speak on tap' allows you to set ClaroPDF to begin speaking immediately from a tapped word or sentence, without having to press the play button.

'Speak from' lets you choose where speech starts from when 'Speak on tap' is enabled. You can choose from the tapped sentence or the first sentence 'Stop after sentence' will make ClaroPDF stop speaking after one sentence has finished being spoken.

ClaroPDF Settings - Synchronised Highlight

In 'Settings', 'Mode' lets you set how ClaroPDF should highlight as it is speaking:

'None' means that you only hear the text being spoken.

'Word' and 'Sentence' mean that each word or sentence is highlighted as it is read and unhighlighted immediately afterwards.

'Word trail' means that each word in the current sentence is highlighted until the whole sentence is highlighted, then the sentence is unhighlighted and the next sentence is begun with the first word.

'Highlight colour' lets you choose the highlighting colour for text when it is being spoken.

ClaroPDF Settings - Document

The document settings for ClaroPDF can be accessed by tapping the document setitngs button on the bottom toolbar.

'Colour' lets you choose the colour of the document background. Some people like high-visibility, high-contrast settings, while others find high-contrast text hard to read and prefer off-white backgrounds.
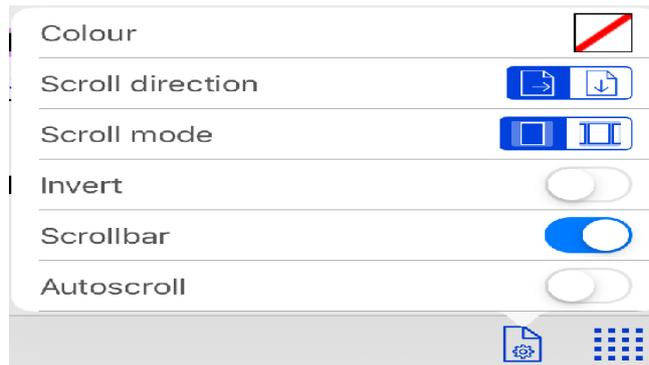
'Scroll direction' allows you to set the direction in which you swipe to change between pages. The default direction is horizontal; you swipe left and right to change pages. If 'Page scroll direction' is set to vertical, then you swipe up and down to change pages.

'Scroll mode' lets you choose between scrolling per page, or scrolling continuously.

'Invert colours' lets you toggle the colour inversion of the document so you can change light colours to darker colours and vice-versa. This can help aid readability.

'Scrollbar' lets you switch on or off, the thumbnails bar of the bottom.

'Autoscroll' scrolls your document vertically so that the current word or sentence being read is always vertically center screen. This is not available in vertical scroll mode.

ClaroPDF Settings - Multimedia

'Export multimedia to cloud' enables you to export your PDF as a Gallery PDF (.cpdf) file when you save your PDF to Dropbox, Google Drive or AirDrop. Gallery PDFs will retain any of your audio or video galleries you have created.

| ‹ Settings	Multimedia	
Show multimedia gallery settings		⬤
Export multimedia to cloud		◯
Record mode		Manual ›

'Record mode' lets you set how the recording process works for multimedia recording. In manual mode, recording starts and carries on until you press the stop button. The recording is placed on the page where you pressed stop. In page change mode, recording starts, finishes and then starts again every time you change a page. Each time you change a page,a recording will be saved to your previous

ClaroPDF Settings - Accounts

'Sync with iCloud' will sync your documents including annotations and alst read page number to your iCloud account. This can act as a backup if you lose any documents or need to reinstall the app.
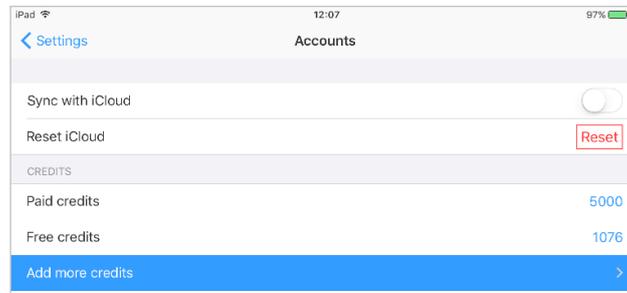

You can also check the remaining balance of your credits here, which are used for converting PDF and images to text PDFs so that they can be read aloud in ClaroPDF.

ClaroPDF Settings - External settings

There are some more advanced settings in the iOS settings app that can help you customise ClaroPDF further:
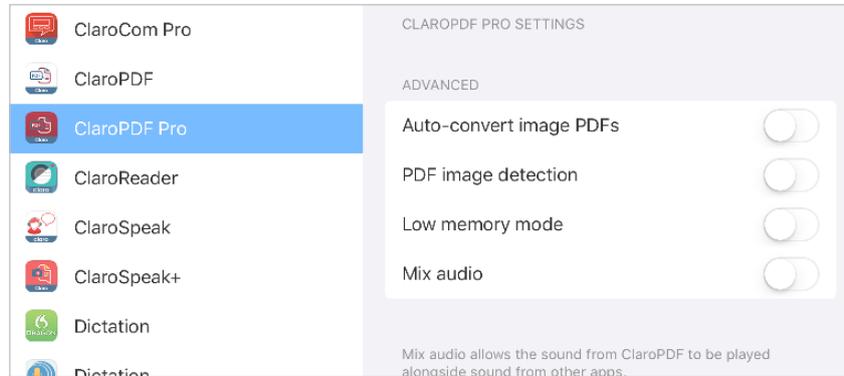
'PDF image detection' can detect if your PDF is an image PDF. Image PDFs cannot be spoken or marked up, so if this setting is switched on, ClaroPDF will automatically prompt you convert the PDF to a text PDF. Enabling 'Auto convert image PDFs' will automatically prompt you to convert the PDF to a text PDF.

You can enable Low memory mode if you are working with very large PDF files or if you want to conserve memory for other apps.

'Mix audio' lets you mix the speech from ClaroPDF with the sound from other apps.

Importing PDF files using iTunes

Import PDF files into ClaroPDF through iTunes. Connect your device, open iTunes and select your device. Click on the Apps tab and scroll down to view ClaroPDF in the file sharing apps. You can now add or delete files. This is also useful for accessing your documents stored inside ClaroPDF, without having to open the app.
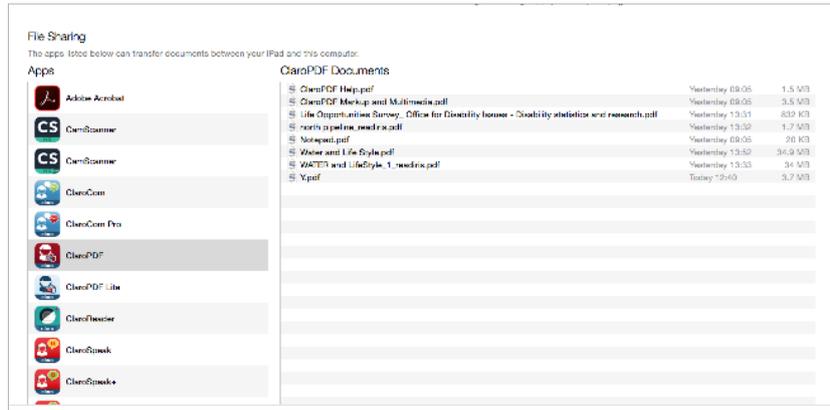
For reference, ClaroPDF icons from left to right, top to bottom

$\times$ Back (X icon)

Photo to PDF (camera icon)

Annotations (pencil icon)

Settings (gear icon)

Lists (book icon)

Save (tray icon)

Export (forward icon)

Search (magnifying glass icon)

< Previous page button (left arrow icon)

▶ Play button (play icon)

> Next page button (right arrow icon)

Document settings (cog paper icon)

Thumbnails grid button (grid icon)

For reference, ClaroPDF annotation toolbar icons from

A Highlight tools - expandable

T Text tools - expandable

Note tool

Pencil tool

Marker tool

Magic draw tool

Eraser tool

Line tool

Insert image tool - expandable

Select tool

Multimedia tool

Clear page tool

Undo and Redo tools

Close toolbar

Move tool