


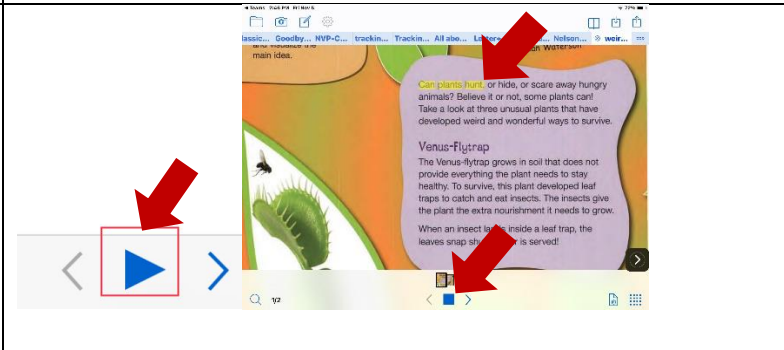
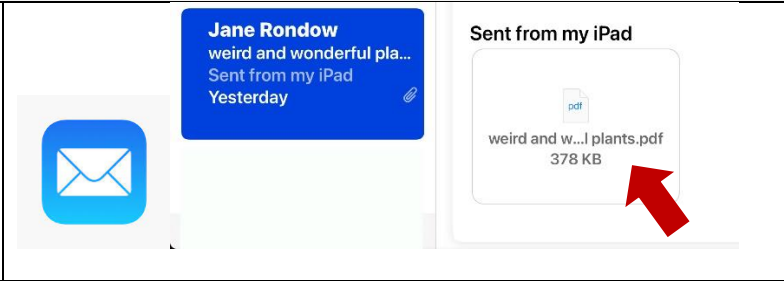
# Claro PDF Pro – Importing a PDF file from Mail - iPad

## Introduction:

These instructions will help you to import a file attachment from iPad Mail app into Claro PDF Pro and how to access the Reading features and Annotation/Writing features. These instructions are for the Mail and Claro PDF Pro apps on an iPad or iPhone.


**Materials you will be using:** iPad, Mail app, Claro PDF Pro app

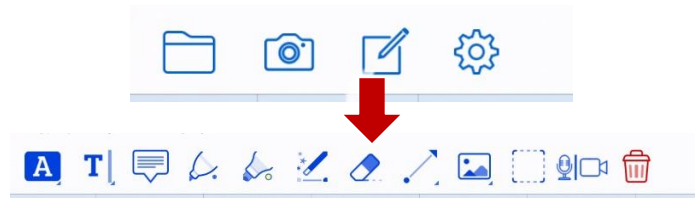
Steps:	
<p>1</p>	<p><b>Open Mail App on the iPad</b></p> <p>Find email with the PDF file attached.</p> <p>Tap on the <b>file</b> to open it.</p>
<p>2</p>	<p><b>Open File in Claro PDF Pro app</b></p> <p>Once the file is open. Tap the up-arrow share icon.</p> <p>Tap the 3 dots <b>...More</b></p> <p>Tap <b>Claro PDF Pro</b></p>
<p>3</p>	<p>The file will open in <b>Claro PDF Pro</b>.</p>
<p>4</p>	<p><b>Text to Speech</b></p> <p>Tap Text and then the <b>Play arrow</b> to hear the text read out loud. Tap the <b>Stop square</b> to stop reading.</p> <p>Change voices and rate under the <b>Settings Clog</b>.</p> 



5


### Editing/ Annotation tools

To add annotations, typing, audio notes tap the **Edit icon** .

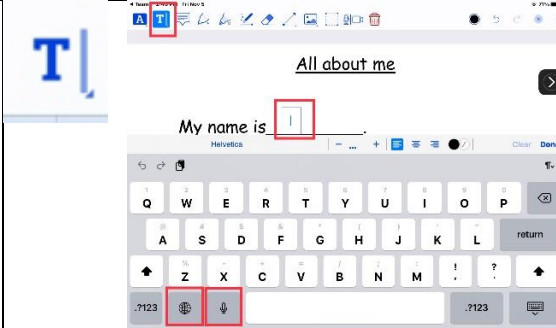


6

### Add a Textbox

Tap **T icon**  to add a Textbox.

Type text from the keyboard.

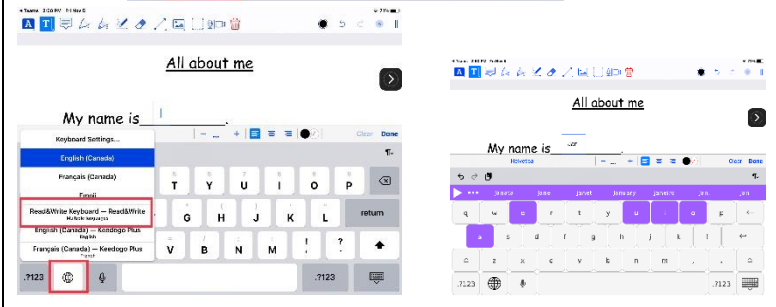


### Speech to Text

Use **Dictation**  for speech to text.

### Word Prediction Read&Write keyboard

Tap and hold the **World icon**. Tap **Read&Write keyboard**.

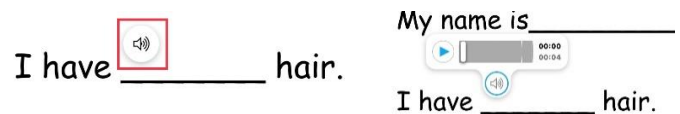
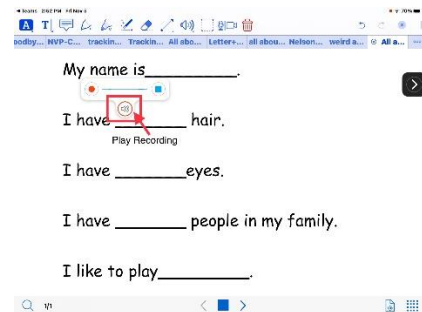
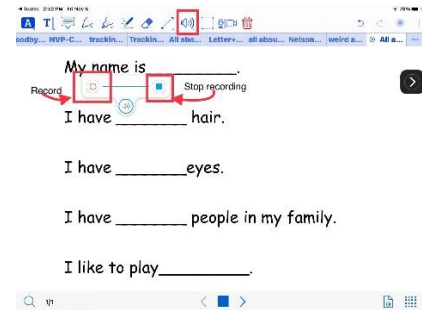
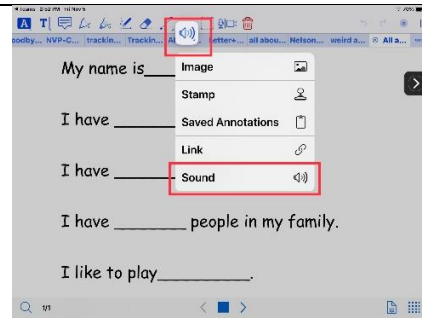


## Add Sound (Audio Comments)

Tap and hold on the image icon to switch to the option underneath. Tap the **Sound icon**.

Tap the location you want the sound icon to go. Tap **Record** to record audio comment. Tap **Stop** to stop recording

Tap **Sound icon** and then the **Play** arrow to hear the recording played back.



## Close Editing back to Reading mode

Tap the blue x top right to return to reading mode.

