

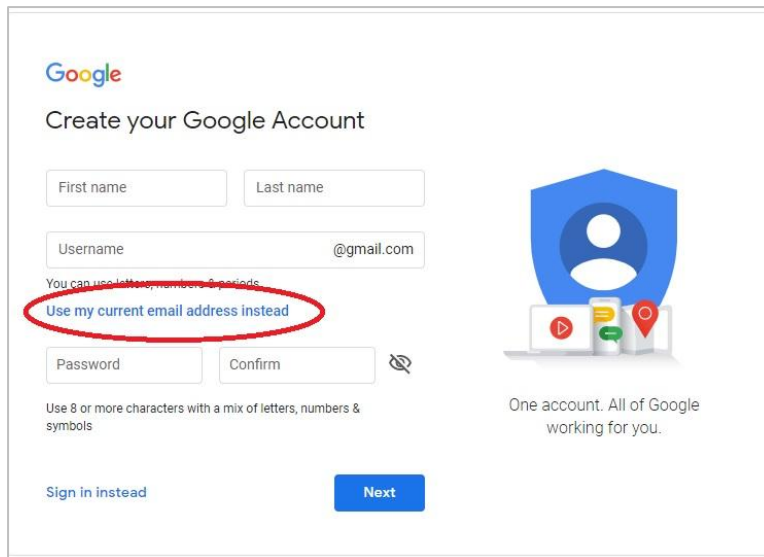
Chrome Claro Extension (Premium)

There is a free Google Chrome Claro extension that you can add to your Google browser. Please go to [Chrome webstore](#) to install or the [Claro software](#) page for more information. To be able to access the premium version you need to create a new Google account with your university email and password.

Create a New Google Account

To access the Claro extension premium features a new account must be created. Your own personal Google account will not work.

1. Go to [Google Chrome accounts](#).
2. Click on **Use my current email address instead** use your university email ending **@abdn.ac.uk** to create a new account.



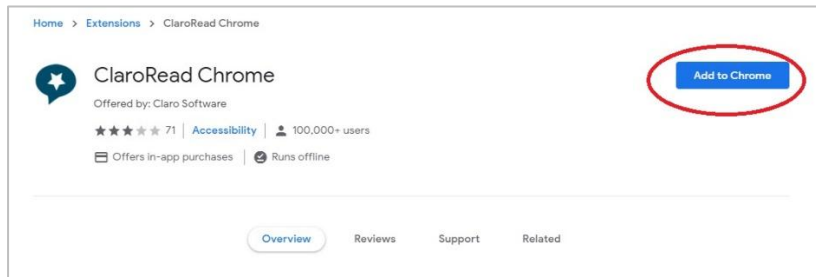
Installing the Chrome Claro Extension

Next you need to install the Claro extension to your Google Chrome browser.

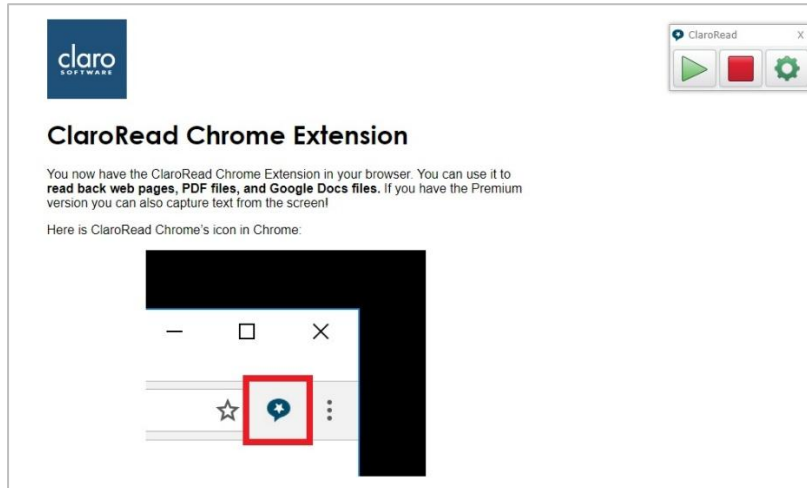
1. Go to [Claro software](#). The short video gives a good overview of this app. There are extra guides and documentation further down the webpage which you may find useful.

The website lists all the features of the Chrome extension in the text under the video on the webpage.

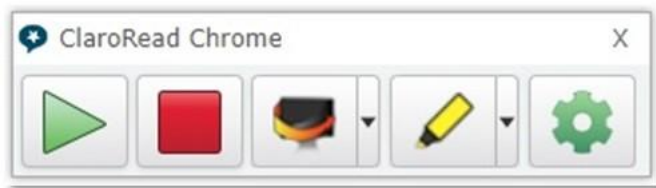
2. Scroll down the page to the **Try It** link which redirects you to the Chrome web store. You will need to sign into your Google account to access (university account if you want to access the premium features).
3. Click on **Add to Chrome** and follow the instructions.



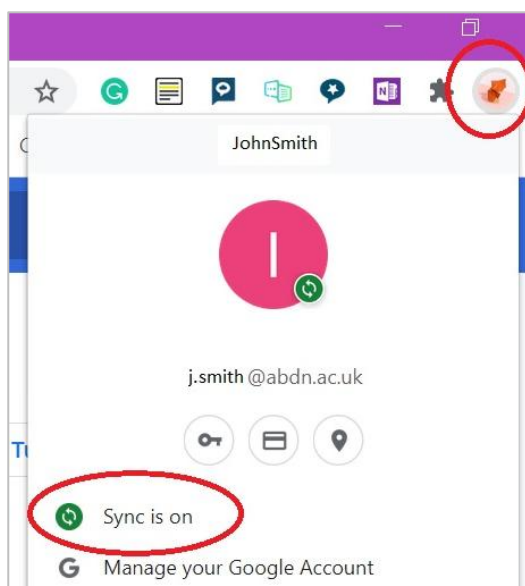
4. When installed Claro will provide instructions for how to use the app. It will also show you the icon that will be displayed on your toolbar. The app toolbar will appear on the top right of your screen.



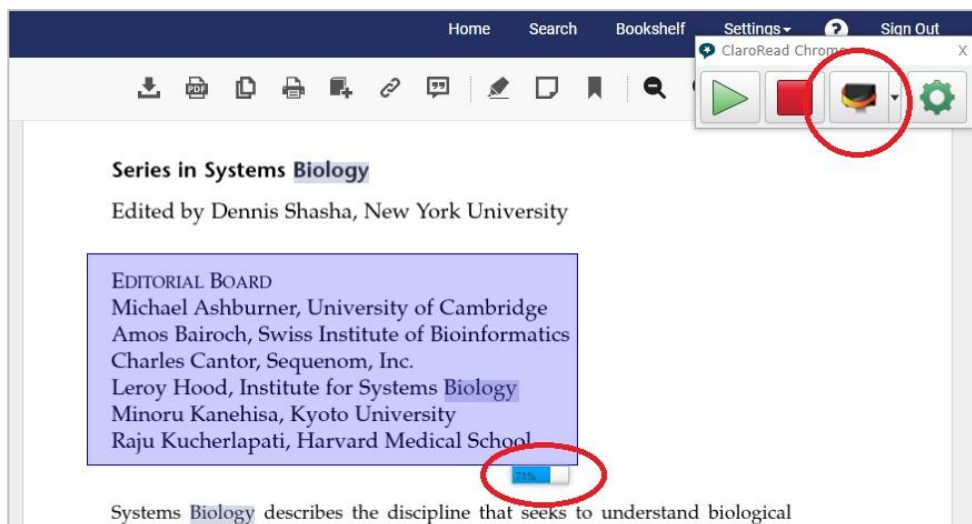
5. If you are signed into Google with your university email the toolbar will look like this:



6. This is the tool bar for premium access which has some extra features including the **Scan from screen** option (3rd icon which has appeared).
7. Please make sure your **Google Chrome sync is switched on** to enable these features. Go to your Google ID icon at the top right of the screen on your Google toolbar, switch on sync if it is not already on:



- The **scan from screen** option can be used when the document is inaccessible and the text to speech cannot read it. To use this function, click on the **scan from screen icon – 3rd icon on the toolbar**. The cursor will change to a select function, drag and select the text you want read aloud. It highlights the text as seen below and converts the text for the read aloud function. You will see a small blue percentage bar as it converts the text. It will then read aloud automatically when the conversion is finished.



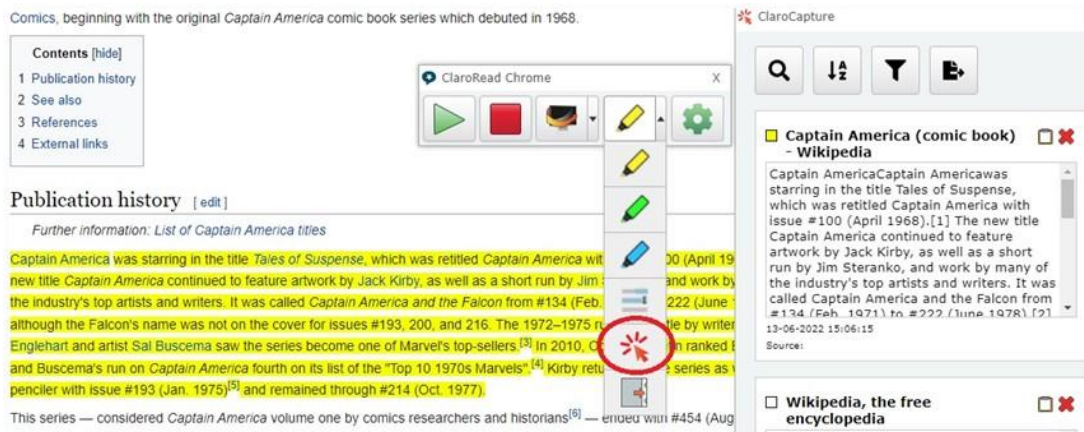
- To use the **highlighter**, select the function from the toolbar and drag the cursor across the text as below.



- The small **drop-down arrow** to the right of the highlighter icon on the toolbar will give extra options. You can change the colour of the highlighter or use the Claro Capture options for collecting information.



- The **Claro Capture icon** is the **arrow** in the highlighter drop down list as seen below. When selected it will display any text that has been highlighted with the highlighter tool. The colour of highlighter used corresponds with the information displayed in the Claro Capture list.



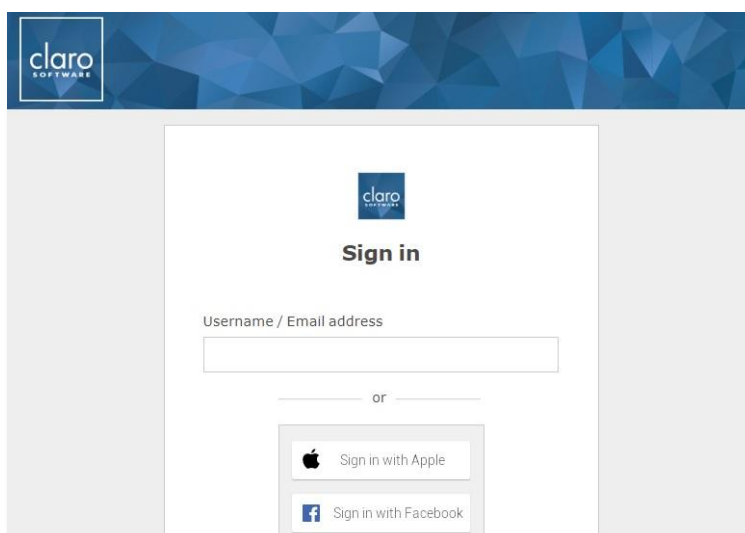
- Changing the highlighter function to make a text selection can be done by using the **text icon** in the drop-down list. You can then select the text you want to collect from the webpage by dragging the cursor across the text as shown below. This text will then be displayed in the Claro Capture box. This can be copied to the clip board using the clipboard icon and pasted into whichever text editor you are using.



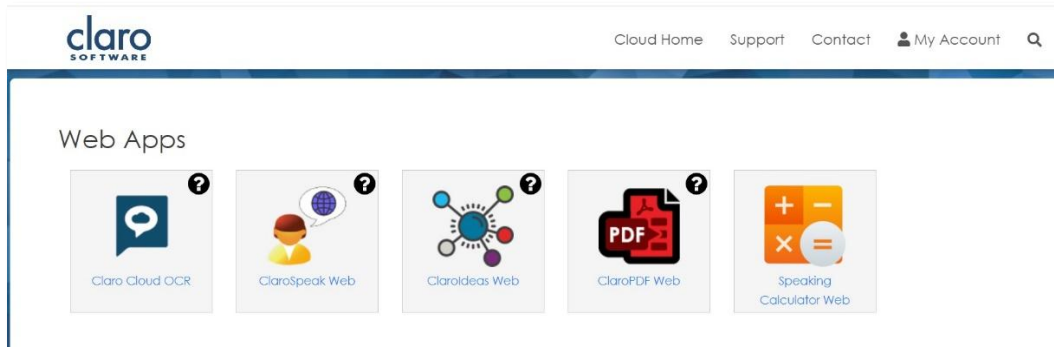
Signing into Claro Cloud

If you need to sign into Claro Cloud to access the other applications available, you can do by going to [Clarosoftware.com](https://clarosoftware.com) and selecting Log In.

- You can sign in with your university email address @abdn.ac.uk
- If you have created a new Google account for accessing the Claro extension toolbar features then select Sign in with Google.



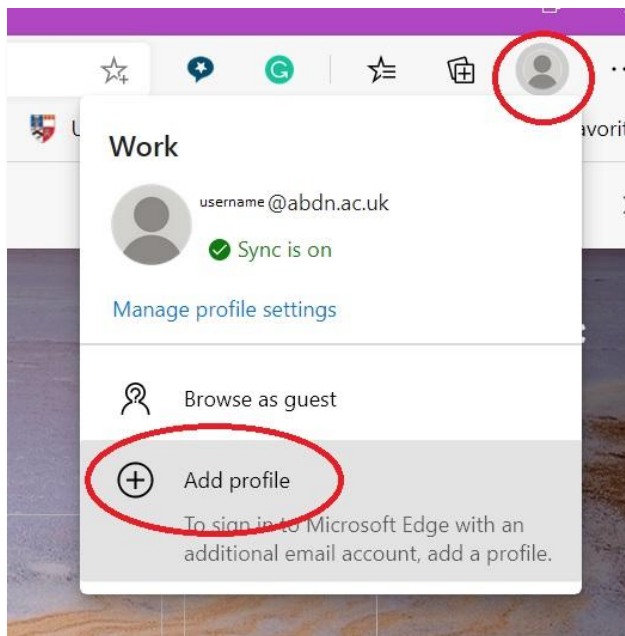
- You will then be signed into your own Claro account page where you can access the other applications available such as the **ClaroPDF** reader.



Installing the ClaroRead Edge Extension

The Claro extension can also be added to the Microsoft Edge browser.

- Go to [Clarosoftware.com](https://clarosoftware.com) and select Windows software and scroll down the page until you find **ClaroRead Edge**.
- Select **Get it from Microsoft** which takes you to the [Microsoft online store](https://microsoft.com/store) and add to browser.
- If you already have a personal Hotmail or Outlook email account and profile set up on your computer, you will need to create a new profile using your @abdn.ac.uk email address to access the premium features.
- Select your account ID at the top right-hand side of your Edge toolbar to see what account you are using. If it is **not** an @abdn.ac.uk address select **Add profile** and sign in with your @abdn.ac.uk email address to create a new university profile. After you have signed in you will then see the premium features available on the toolbar.
- Make sure your sync setting is turned on.



- If you just see the settings icon:



open up the settings and select each item from the tab menu for it to appear in the toolbar:



Help and Support

For any more help or guidance, please contact our Assistive Technology team by email: atech@abdn.ac.uk

For help and support contact IT Service Desk at myit.abdn.ac.uk.