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.

![Create your Google Account](image)

**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 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.

![ClaroRead Chrome Extension](image)

ClaroRead Chrome Extension

You now have the ClaroRead Chrome Extension in your browser. You can use it to read back web pages, PDF files, and Google Docs files. If you have the Premium version you can also capture text from the screen!

Here is ClaroRead Chrome’s icon in Chrome:

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

![Toolbar with premium access features](image)

This is the tool bar for premium access which has some extra features including the **Scan from screen** option (3rd icon which has appeared).

6. 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:

![Sync is on](image)
• 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.

![Image showing the scan from screen icon and highlighting text](image)

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

![Image showing the highlighter function](image)

• 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.

![Image of Claro Capture icon](image1)

• 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.

![Image of text selection](image2)

• To use the dictation function on the toolbar you need to be in an online text editor program such as Google Docs or Office 365. Select the function and start speaking, you will see a red circle on the dictation function in the toolbar to show you are currently recording. The text will display in the chosen editor you are using, when finished select the dictation option again on the toolbar to stop recording.
• The spellcheck option on the toolbar also needs an online text editor program. As you are typing, if you have the prediction setting selected from the settings menu a box will appear with suggestions as you type. These can be read out by hovering over each word. Select the word from the list if you wish to change it.

• Highlighting any text and selecting the spellchecker option will provide an option to spellcheck all or you can highlight a word and right click to provide options for a single word.
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 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 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 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 anymore help or guidance, please contact our Assistive Technology team by email: atech@abdn.ac.uk
For help and support contact IT Service Desk at https://myit.abdn.ac.uk