



## Directions for using ClaroPDF Pro (CPP)

This app allows the student to access documents in PDF format so that he/she can hear them read aloud and mark responses on them.

### BEFORE USING CPP:

1. The student must sign into Google Drive and CPP with their student account so that these apps are linked together. Google Drive is used for storing the PDF's as well as easily sharing PDF's between teacher and student.
2. Help student create a folder in their Google Drive named for the teacher and share the folder with that teacher. There can be a shared folder for each teacher or specialist, and there can be folders within each teacher folder for different subjects. Any documents in these folders can always be seen by the designated teacher, eliminating steps in the sharing process, as the teacher can access them at any time.

### HOW TO UPLOAD A PDF DOCUMENT INTO CPP:

3. "Browse" folder is the default main menu. On the left are locations from which PDF documents can be uploaded:
  - a. On My iPad: Tap on "On My iPad", which will display "folders" that are the individual apps currently on the iPad containing PDF's that can be opened in CPP.
    - i. One of these folders may say ClaroPDF Pro, open it to see a "Documents List" of PDF's that are already in this folder. PDF's can be moved to this folder if desired; this is where PDF's that the student scans with their iPad will be stored.
  - b. Google Drive: this the easiest way to store and share documents with the student for their use with CPP. If Google Drive has not appeared on this menu, have the student go to their Google Drive and sign in with their school account.
    - i. Tap on Google Drive from the Locations menu in CPP
    - ii. Open the specific folder with the desired PDF
    - iii. Open desired PDF; it opens with CPP
    - iv. Work on PDF and close when complete. The responses that have been marked on this PDF with CPP will be saved. The teacher will be able to see the responses in a minute or less. No need to share the PDF to the teacher.
4. "Recents" section shows the documents that were recently used in CPP; these are available for use by tapping on them.
5. Scan a paper document using the iPad and upload to CPP:
  - a. Open Notes app: this app comes with every iPad
  - b. Tap on the square with the pencil in it in top right-hand corner
  - c. Tap on the camera icon: on bottom right-hand corner of screen and will be under the onscreen keyboard if keyboard is displayed.
  - d. Tap on Scan Documents
  - e. Position the document in the camera view and take picture

- f. Adjust the corners of the document if necessary, to capture the entire document
- g. Tap on Keep Scan
- h. If there is more than one page to scan, for example, a packet of pages, you would take a picture of each page. To scan a packet successfully, the pages should all be oriented in the same direction. If one page is in landscape and others are in portrait orientation, then it will be hard to work with them when they are uploaded into CPP.
- i. When done scanning, tap on Save. This document is now in PDF format. It will remain in Notes until you delete it.
- j. Tap on the box with the up-facing arrow in upper right-hand corner
- k. Find the CPP Pro icon and tap on it; the PDF will upload into CPP, which opens to that PDF. Begin using the PDF or close it
  - i. This PDF is now in the Documents List of the CPP folder
  - ii. Rename the new PDF by tap and hold on the PDF and get a menu
  - iii. Tap on "Rename"
  - iv. Type new name in box and tap on Done

### **USING CPP TO READ A PDF**

6. To convert a PDF so it can be read out loud: once converted, it will be stored in the manner so can be read at any time
  - a. Open a PDF: tap on the play button. If nothing happens go to the next step
  - b. When you get the message "No text on this page..." tap on Yes.
  - c. Convert to a Text PDF?: Yes, use the credit. Each page is one credit
  - d. Blue circle spins in top right-hand corner
  - e. Save as: rename the document if desired. Tap on Overwrite current file
  - f. Are you Sure? Yes
  - g. Tap on the page where you want to begin reading; the sentence should highlight. Tap on Play (right facing triangle at bottom of screen)
  - h. You can also start the conversion process by tapping on the square with the down facing arrow in top right-hand corner and tap on Convert PDF.
  
5. To personalize the voice/speech experience, tap on the Gear at the top left corner:
  - i. Voice names: can choose from a variety of free voices to install
  - ii. Speech settings: can change
    1. the speaking rate
    2. how the highlighting works -- does it highlight each word, or a sentence
    3. the highlight color
    4. enable the "Speak on tap" and "Stop on tap" for greater control
    5. enable the "Speak from tapped sentence" for greater control
    6. may enable "Stop after sentence" for greater control

### **USING CPP TO MARK RESPONSES ON A DOCUMENT**

6. You can use CPP to mark responses on the PDF
  - a. Open document
  - b. Tap on the square with a pencil top left corner
  - c. Make the document as big or small as you want by pinching the screen open or closed

- d. Tap on the TI icon and then tap where you want to type your sentences. Type in the blue text box
  - e. Tap outside of the box when done with that section
  - f. Tap on the TI icon again to type in a new place
  - g. The text box can be moved around after the response has been marked.
    - i. tap out of the text box
    - ii. tap back in the text box and a menu and a box around the text appear
    - iii. move the text by moving the lines of the box
    - iv. can also change the size of the text this way to make it fit better in the space
7. To dictate into a document:
- a. Open the document
  - b. Tap on the square with a pencil if the writing menu is not already open
  - c. Make the document as big or small as you want by pinching the screen open or closed
  - d. Tap on the TI icon and then tap where you want to speak your responses
  - e. Tap on the microphone on the onscreen keyboard, dictate into the text box
  - f. Can move the text box as noted in number 6 step g
8. To draw on a document:
- a. Open the document
  - b. Tap on the square with a pencil if the writing menu is not already open
  - c. Make the document as big or small as you want by pinching the screen open or closed
  - d. Tap on the marker icon
  - e. On the right side of the tool bar a circle appears in the color of the ink color that was last used, or black if first time. Tap on this
  - f. Choose the color ink and thickness you want
  - g. You can circle items or draw on the document
9. To highlight on a document
- a. Open the document
  - b. Tap on the square with a pencil if the writing menu is not already open
  - c. Make the document as big or small as you want by pinching the screen open or closed
  - d. Tap on the highlighter icon
  - e. On the right side of the tool bar a circle appears in the color of the highlight color that was last used, or yellow if first time. Tap on this
  - f. Choose the color highlighter and thickness you want
  - g. You can highlight text with your finger
10. To erase drawing and highlighting on a document:
- a. Open the document if not already open
  - b. Tap on the square with a pencil if the writing menu is not already open
  - c. Tap on the eraser icon
  - d. Run your finger over what you want to erase
11. To delete entries that are typed or dictated from previous sessions:
- a. Open the document if not already open
  - b. Tap on the square with a pencil if the writing menu is not already open
  - c. Make the document as big or small as you want by pinching the screen open or closed

- d. Tap on the text you want to delete. A black menu should open, and there should be a trashcan on the menu. Tap on the trashcan
12. To listen to text that you entered by typing or dictation:
    - a. Tap on the text you want read aloud; a black menu should appear
    - b. Tap on “Speak this” or “Speak Sentence” and the text will be read aloud
    - c. Tap again on the text to make corrections in the text box

### **Organizing documents in CPP**

13. To create folders for storing documents in CPP folder
  - a. Tap on icon that looks like a file folder with a plus sign, located directly under the gray Search window. If you don't see it, pull down on the area of white screen below the gray section of screen; it is a pulldown menu
  - b. Name the folder and hit Done
14. To file documents in folders
  - a. If in the CPP folder
    - i. Hold finger on document you want to file and drag to the desired folder
  - b. If anywhere else on the iPad:
    - i. Hold finger on document, Menu opens, tap on Move
    - ii. Tap on folder in which you want to file the document; you may need to tap on a folder to get to a folder within a folder
    - iii. Tap on Move in top right-hand corner
    - iv. Go back to Browse, open folder, the document should be there

### **Share with teacher**

15. To share a PDF stored in the CPP Folder (On My iPad) to a shared folder in Drive
  - a. Open document. If document is already open, be sure to close the writing menu
  - b. Tap on the box with the up-facing arrow in the top right corner
  - c. Tap on Flatten Annotations if it is not checked
  - d. Tap on blue Share (bottom of annotations)
  - e. Find and tap on the Google Drive app icon
  - f. Tap on “Select Folder”
  - g. Tap on “My Drive”
  - h. Tap on the desired folder in Drive to store this PDF
  - i. Tap on “Save here” at bottom right hand corner
  - j. Tap on UPLOAD
  - k. Open Drive app, go to designated folder, the PDF should be there. The teacher now has access to this document.

Apps update and change all the time! Districts may set up iPads differently than mine so these instructions may not look the same on yours or your students' iPads. Contact me for help: Kelly Cox AT Specialist

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