

Assistive Technology Training Online

University at Buffalo - The State University of New York
USDE# H324M980014
<http://atto.buffalo.edu>



Special Clicker 4 Commands

Word Processor window

- Click on a word to hear it spoken
- Highlight text, press speaker button to hear it read.
- In the **OPTIONS** menu, select General Preferences to set the speech settings.

Grid Window

To enter/edit the cell content	<Shift> Click
To hear the cell word spoken	<Ctrl> Click
To open Cell Properties Box	⌘ Click
To select multiple cells	⌘ <Ctrl> Click

Adding Graphics

- In the **OPTIONS** menu, General Preference window, select Manage Libraries; make sure *Instant Picture-for-Cells* is checked. When you enter a word in a cell that has a picture with the same name, it will automatically be included in the cell.
- If a picture does not appear when the word is typed, or if you want a different picture, open the **Cell Properties** box of the cell you wish to add a picture to.
- Click the Graphic Button and select a picture from the folders displayed

- The graphic is shown in the Preview Window
- Select OK to insert the graphic; or
 - change the name of the graphic to your word if different
 - click on the instant picture button to add the new word/picture to the library.