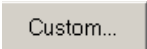





Clicker4 Shortcut Keys

<p>Creating Grids Using Templates</p> <p>Select File Menu > NEW GRID</p> <p>This will open a templates dialog box You can browse through the templates and view before selecting.</p>	<p>Creating a Custom Grid Select CUSTOM Button on the Templates dialog box.</p> <p>Choose how many cells you would like across and down, and the size of the gap between cells. Set a number in the insert window if you want your cells to be inserted from the left.</p> 	<p>Cells on Top of a Graphic Box Add cells to make labels. Choose INSERT CELL from the Grid heading menu. Right Mouse click on the cell to highlight Select the GRID heading > Cell Properties. Make cells transparent > choose a text color.</p>	<p>Moving Cells and Boxes To move an object use Alt-Drag with the cursor positioned over the center of the object. Resizing cells Use Alt-Drag left/right with the cursor positioned at the bottom right-hand corner of the cell. Resizing boxes Use Alt-Drag with the cursor positioned on any edge of the object</p>
<p>To Add Words into Cells Shift-Left Click on the first cell. Type in a word. Press tab to move to the next cell.</p>	<p>Graphic Boxes Shift Click on the graphic box. Click > Open File. Choose a picture from the folders displayed. A graphic box can contain a picture. It will sit on the grid background.  It is possible to place cells and text boxes on top of a graphic box.</p>	<p>The Cell Adjustment Tools Select the GRID heading > ADJUST cells, select the cells and check the box Cell Adjustment. If you have modified your grid you can align and resize your cells.</p>	<p>Cell Colours Shift-Right Click on the cell, a pop up Cell Property box will appear. Click Background Colour and select a colour. Click Foreground Colour to change text color.</p>
<p>Text Boxes Click on GRID heading in the menu bar > INSERT > "insert text box". A text box can hold many lines of formatted text.</p>	<p> Insert Add scroll bar</p>	<p>Text Box Colours Shift Click on the text box . Click on the colour palette icon and choose a colour. To change the text colour, select the text and click on the ABC icon by using the colour drop down menu. </p>	<p>Grid Size Grid Heading > Grid Properties "Send To" tab. For a writing grid, click 'Send to Clicker Writer'. For a grid to fill the screen click 'No sending'. You can choose the size of the grid. You can also adjust the size of a grid by dragging the top of the grid.</p>
<p>Add a Text Box to a grid Use Alt-Drag to move text box to position. It will appear at the top left hand corner of the grid by default.</p>	<p>To Make a Text Box Speak Shift-Right Click on the cell and select Sound and Video. Click on the "Text Box Button" then Click on Text . Make sure that Software Speech is checked.</p>	<p>User Preferences Options-User Preferences Instant Pictures Tab This is where you decide if you want instant pictures as you type into Clicker Writer. You may also choose the graphics libraries.</p>	<p>Speech Tab Here are your options...</p> <ul style="list-style-type: none"> You may choose to have each word read. Have the entire sentence read. Once selected each word will be read out loud.
<p>To Enter Text into a Text Box Shift Click on the text box. A toolbar will appear. Type in your text.</p>	<p>To Add Pictures to Nouns Type into cell, Shift- Right Click > cell properties– Select INSTANT PICTURE button.</p>	<p>Spell Checker Tab You can choose which misspellings you want the spell-checker by highlight the words to suggest to the user. You can also choose to ignore misspellings of certain words.</p>	<p>Other Tab You may save grids automatically or to disable saving for easy editing. Trap mouse ensures that the mouse cannot move out of the grid.</p>