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# Clicker 4

## An Introduction for PC and Mac

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# Quick Guide

Created  
Updated 03/05

### Why use Clicker 4?

- ❖ It can provide beginning readers and writers support in writing through the use of word lists by using whole words and words in the context of sentences.
- ❖ A well organised grid can structure a learning task.
- ❖ It can make the pupils more independent as there is no need to rely on anyone else for support.
- ❖ High quality images can be used in the grids, thus enhancing the relevance and quality of materials used in the classroom.
- ❖ Grids can enable the children to participate in learning activities that they would otherwise not be able to do.
- ❖ The on-screen grid can be an alternative keyboard for a learner with a coordination difficulty.
- ❖ Grids can be scanned and used by switch users.
- ❖ Talking Story Books (fact or fiction) can be made that are relevant and age appropriate.
- ❖ Grids can be used to support a wide range of curricular areas.
- ❖ Grids can be used for fun activities such as quizzes to consolidate learning.
- ❖ Cells can contain sounds or can be set to speak.
- ❖ Grids can be colour coded to provide additional support for a task.

### Practical points for grid creation

- ☺ Become familiar with the software to create the grids. Find out the limits of the program. Will it actually do what you want it to do? This will avoid disappointment and time wastage.
- ☺ Look at the example files that go with the program (and ones you have downloaded) to get ideas.
- ☺ If you wish, use a blank paper grid to plan your grid.
- ☺ Print out some of the template grids and photocopy them to use for planning.
- ☺ Prepare a test grid that is simple so that you can get to grips with the program.
- ☺ Use the tutorial to learn about and practice some of the techniques.



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- ☺ There is a wealth of clip art available so you do not need to be an artist. SEMERC and Sherston both do excellent collections of clip art relating to the curriculum and several reading schemes. You can also download clip art and pictures from the internet.
- ☺ If you use PCS symbols (Boardmaker) purchase the CD of PCS symbols from Cricksoft to use in your Clicker grids.
- ☺ Learn how to 'Manage the library' so that you can specify which pictures / graphics you want Clicker to use.
- ☺ Consider the design of your grid carefully. Do not overload it with information. White space is important. Print size and font are important.
- ☺ Be aware that learners can become involved in the designing of the grids.
- ☺ Think of sensible names for your grid as you may need to be able to retrieve them at a later date for use with other pupils.
- ☺ Be consistent. If you use areas for delete, enter, print or another common function on more than one grid, keep it the same size, in the same place and use the same word or icon.
- ☺ If you are colour coding the grids be aware that if, for example, you are using a particular colour to indicate a word is a verb then the same colour should be used in any other grids.
- ☺ If you have access to the internet there are Clicker grids available to download - [www.clickergrids.com](http://www.clickergrids.com) - use as they are or as a basis for your own. If you prefer, these are also available on CD's from Crick.

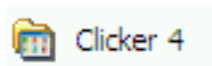
## Getting Started

If you are completely new to Clicker then one of the best ways of seeing the wide range of what it can do is to try it some of the examples before you start making your own grids.

### Loading the program (PC)

To start **Clicker4**, double click on the icon on the desktop or go through the **Start** menu and then **All Programs** and look for the

Clicker 4 folder



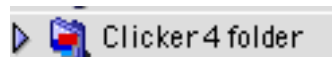
then the Clicker 4 program



### Loading the program (Mac)

To start **Clicker4**, double click on the icon on the desktop or go to the hard disk and look

for the Clicker 4 folder

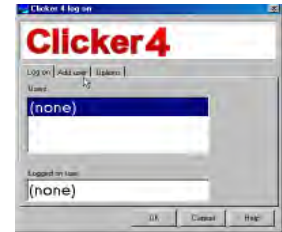


then the program.



## Log on

When you see the **Clicker4** log on screen select **none** and then click **OK**.



When you log on as 'none' you will be taken to the **Clicker4 Home Grid**.



Clicker can be customised for different users, e.g. different font size or speech settings. You can set up a user name for each person and change the preferences while logged on as that person. When that person logs on their individual settings are loaded. Different users have their own Home grids so that they only have access to what is appropriate for them.

## Using a grid

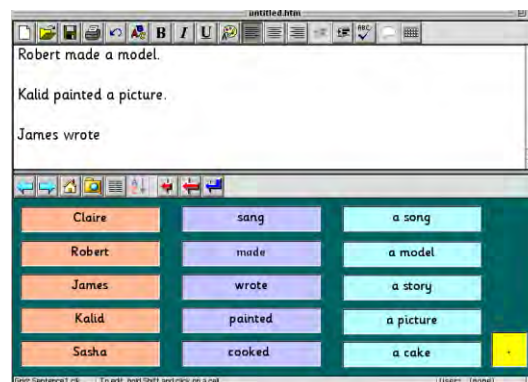
When in Clicker a single click will open a folder, file or grid.

Click on **See the Examples** go to **Sentence Building** then **Simple Sentences** and finally **Sentence1**.

## ClickerWriter

The top half of the screen shows **ClickerWriter**, which is the writing area;

the bottom half displays the **grid**.



Right click (PC), Ctrl click (Mac) to listen to the words;  
Left click (PC), Click (Mac) to put them into the writing area.

The default word processor is ClickerWriter but you can choose another one using the **Grid** menu. Select **Grid Properties**, **Send to** tab, click in button beside **Send to other application** then **Browse** to locate your chosen word processor.

## Entering & editing text in a cell

Shift left click (PC), Shift click (Mac) to enter/edit text. Edit the top line of cells to make a new sentence. Now click on the cells to enter the sentence into the word processor.

## Grid appearance

Cell colours, grid colours, fonts and font colours can all be changed.

Shift right click (PC), command click (Mac) on a cell to get the Cell properties window.



You can type in new text or choose a different graphic in the cell properties window. It is also possible to take the borders off the cells or make them transparent - the background colour (or graphic if you used one) will show through. Experiment with changing the colours, fonts etc

## Printing grids and documents

Go to the **File** menu and down to **Print Grid**. You may wish to select Landscape rather than Portrait, depending on the grid. If you select **Print Document** then the **writing area** is printed out.

## Keyboard

You can use the keyboard to type as well as using the text in the cells. You may wish to use a grid to offer an extended vocabulary to support writing but have the user key in the rest of the text from a keyboard.

Clicker Writer is set to speak the sentence when punctuation is added at the end of a sentence. This is very good to reinforce the importance of ending a sentence with a full stop. Make sure you add one to your grid if the user is not accessing the standard keyboard.

## Tutorial

Clicker 4 has a tutorial which is accessed by going to the **Help** menu and selecting **Clicker Tutorial ...**

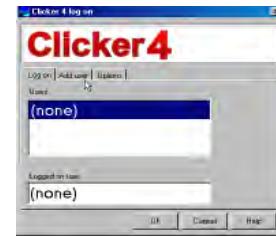
This takes you through a range of skills and techniques and is worth a look.

For more **help** press **F1** and this takes you to the **Clicker Help topics**.

## Making a Clicker 4 grid

Load Clicker 4 (PC - Start > Programs > Clicker 4; Mac - in Clicker 4 folder on hard disk).

Log on dialogue box appears - click on **(none)** - the name you are logging on as for this exercise.  
Click **Okay**.



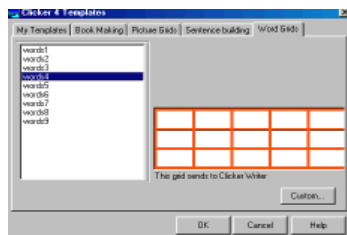
The Home Grid opens

Click on **Make a Clicker Grid**

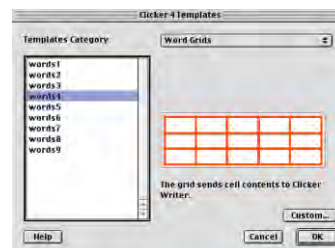


## Templates

The templates window will open giving you a selection of different types and sizes of template to choose from. For this task click on the **Word Grids Tab** and select **Words4** then **OK**.

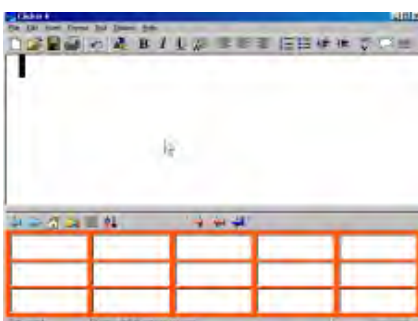


(PC)



(Mac)

The word grids are set to send to Clicker Writer.



A blank grid opens along with Clicker Writer, Clicker's own word processor.

You are now ready to create a grid using the blank grid.

## To enter text into the cells

Move the **pointer** to the first cell. Hold down the **shift** key and **click** (PC - shift left click, Mac - shift click). You can now **type** in the **text** for that cell.

Press the **tab** key to move to the **next** cell. **Type** in the **text** for that cell.

Continue until you have completed the cells (or those that you wish to fill in) then press **Return**.

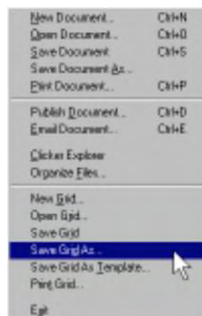
The cells should speak the text contained in them when the right hand mouse button is pressed (PC) or control click is used (Mac)

## To save your grid

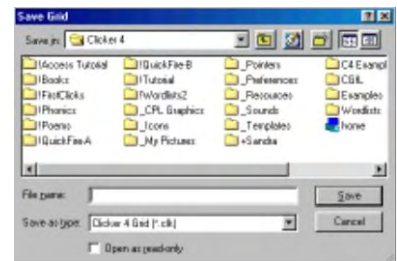
It is good practice to save your grid from the very early stages of setting it up.

Click on **File**

Select **Save Grid As...**



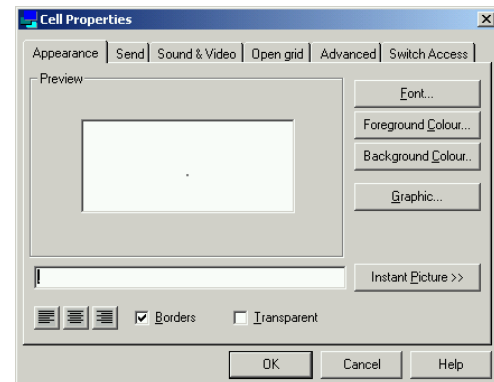
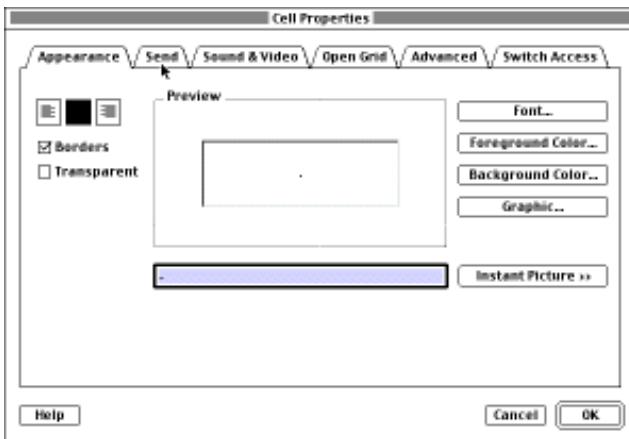
In the save grid dialogue box **locate** where you want the file to be saved and give your grid an **appropriate name**.



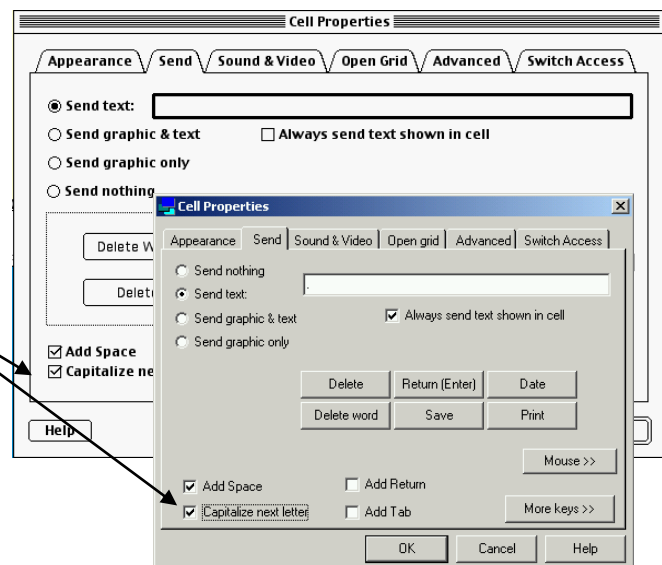
Carry on filling in the grid - keep saving it regularly by selecting **Save Grid** and, because you have already given the file a name, the file will be updated.

## How to capitalise the next letter following a full stop in a Clicker 4 grid

- Make your Clicker grid and put a full stop in the required cell.
- With your pointer on the full stop cell, hold shift and right click (PC) or hold down command (the one with the apple on it) and click the mouse button (Mac).
- You will see the Cell Properties window :



- Click on the **Send** tab and the following window appears :
- Near the bottom left of the screen you will see a wee square beside the words "Capitalize next letter".
- Click in the square - it should now be ticked.
- Click on OK.



- Now, when you finish a sentence using the full stop in the grid, the first letter of the next sentence will automatically be capitalised.

## To Link Grids

When you are creating grids to be linked it is important to leave a cell available to link one grid to another.


### Plan your set of grids carefully.

- Is the link cell always going to be in the same place on each grid?
- Are any other cells going to be common to all the grids?
- Think about setting up a template grid which can be easily edited.
- Are you going to colour code the grids or cells?
- Is it appropriate to look at the grids being produced in other classes - should they be standardised? If you have all verbs in green but the next class has prepared verbs in yellow the value of the colour coding may be lost.

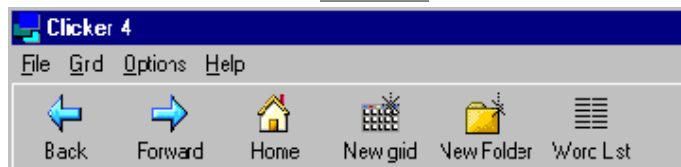
### Prepare the set of grids first

When you are making sets of grids it is important to keep them together in one folder.

### Create a new folder

From the **Clicker 4 Home Grid** click on the **Clicker Explorer**  icon.

On the Clicker Explorer toolbar click on the **New Folder** icon



A folder will be added to the list called '**New Folder**'. The name is highlighted. Type in the name for your folder and press **Return/Enter**. As the folders are sorted alphabetically it will move to its correct position in the list.

Click on the **Home Grid** icon and either click on **Make a Clicker grid** or go to the **file** menu and choose **New Grid**. Choose the grid you want from the templates or make a new one. Put in the text, graphics and/or photos you want in the cells. (More on graphics later.)

Remember to **save** your grid regularly (**File > Save Grid As...**) then use **Save Grid** to update the grid.

### Naming grids

If you are creating a set of grids to be followed in order (e.g. for a storybook) save the grids using consecutive numbers such as my story1, my story2, my story3 etc with no space between name and number.

The forward and back buttons will then automatically load the next or previous numbered grid.



If the grids are not dependant on a sequence then you need to make the link yourself.

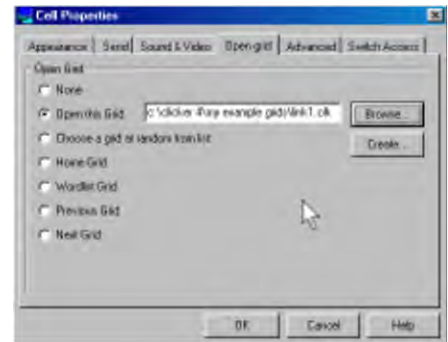
## To make a link

Open the **Cell Properties** dialogue (PC - shift, right click on the cell, Mac - command click).

Click on the **Open grid** tab then **Open this Grid** button.

Click on **Browse**, locate the grid to be opened and double click on it or type in the name of the grid, then

Click **OK**



## Deleting, Adding, Moving and Resizing Cells

### Deleting cells

Select the cell(s) to be deleted (PC - Ctrl left click, Mac - Ctrl Command click)

Go to the **Grid** menu, down to **Delete** and across to **Delete cell**. All cells that have been selected will be deleted.

### Adding a cell

Go to the **Grid** menu, down to **Insert** and across to **Insert Cell**

A new cell will appear 'stuck' to the mouse pointer. Click in the grid to place the cell. It can be moved if it is not in the right place.

### Moving a cell

Hold down the **Alt** key and when the mouse pointer is inside a cell the pointer will show as crossed arrows. The cell can now be dragged into the required position.

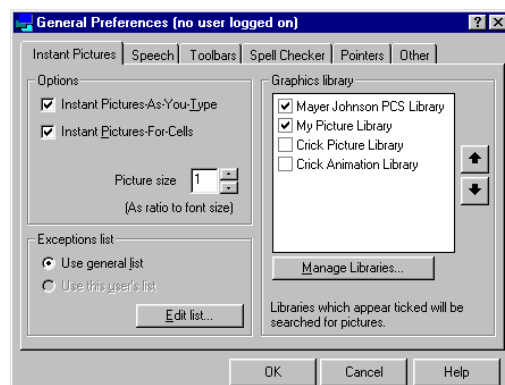
### Resizing a cell

Hold down the **Alt** key and move the mouse pointer to the **bottom right** of the cell and it will change to a two headed arrow. The cell can now be resized by dragging on the corner when the two-headed arrow is there.

## User Preferences

When you are logged on as a particular user various preferences can be set for that user.

Go to **Options** menu (PC) [**Edit** menu (Mac)] and select **User Preferences**.



## Instant Pictures.

Use this to set

- whether or not you want the pictures to appear in the writing window
- whether or not you want pictures in the cells
- which pictures (graphic libraries) you want to use (or if you want to manage the libraries).

## Speech

This enables you to set when speech is heard, to choose the voice, and set the speed and pitch for Clicker Writer and the Grid. Try these out as they can make a difference.

## Toolbars

This is where you can customise the look of the Writer, Grid and Explorer toolbars.

- **Large tools** and **Small tools** lets you change the size of the tools on the Writer, Grid and Explorer toolbars.
- **No tools** removes all tools from the Writer, Grid or Explorer toolbars.
- To **add or remove individual tools** from the Writer or Grid toolbars, click on the tool you wish to add or remove. When the tools are indented they will appear on the toolbar.
- Check 'Include Text' to **place the tool name beneath the tool** on the Grid toolbar.

## Spellchecker

This tab allows you to set up how you want the spellchecker to appear and which list of words to use - go to F1 Help topics and type Spellchecker in the index for full information on this feature.

Included in the Spellchecker tab is **Pictures**. Choose here whether to have pictures in the Grid only, in both the Grid and Writer, or none at all.

## Pointers (Cursors on Mac)

This allows you to choose a different pointer for the grid. Pointers can also be set for individual cells - e.g. use the Happy face pointer when the pointer is on the cell which is the correct one to use at that time.

**Other** allows for a range of different options to be set.

- **Default font** enables you to select a font and size which becomes the default font used in all new Clicker Writer documents and new Clicker grids.
- **Editing and saving** options let you
  - **Trap mouse:** this option [not available in Mac version] is provided to prevent the user from making any unwanted actions outside the Clicker 4 grid. The mouse pointer is trapped inside the grid. **To untrap the mouse, Shift-Right Click** on the Clicker Grid.

- **Disable easy editing** prevents any grid editing with the keyboard shortcuts.
- **Disable saving of grids** prevents any grids being saved to disk.
- **Automatically save grids** automatically saves the grid on exit.
  
- **Miscellaneous**
  - **Use simple Save dialog when saving documents.** This option is mainly for Switch users enabling them to save their own Clicker Writer documents. All that opens when the user chooses **Save Document As...** in the File menu is a box enabling them to type in a name. The document is saved to the current folder.
  - **When adding a cell graphic, change action to 'Send graphic'.** Check this option to force Clicker 4 to automatically set *Cell Properties: Send* to 'Send graphic & text', so when adding a graphic, it will always be sent to the word processor.
  - **Automatically go back to previous grid after using Wordlist grid.** This sets Clicker 4 to always take you to the previously used grid immediately after a cell has been clicked on in a Wordlist grid.
  - **Use simple Wordlists.** With this option checked, Clicker uses the simple wordlist set designed for younger users when the Wordlist icon is clicked on the Grid toolbar.