

# Clicker 4

## Handling Files and Folders

## Quick Guide

Created SM/SO  
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There are 2 ways of organising files and folders. One is more or less just the 'ordinary' file/folder structure way and the other is the special Clicker way (using 'Clicker Explorer', which is within the program, accessed through the toolbar above the grid area at the bottom half of the screen). It is confusing at first. You may need to use the 'ordinary' way to tidy up files and folders, to find them if you want to move them out of the Clicker 4 folder or attach them to an email. Otherwise, once that is sorted out, you can just manage them within 'Clicker Explorer' most of the time.

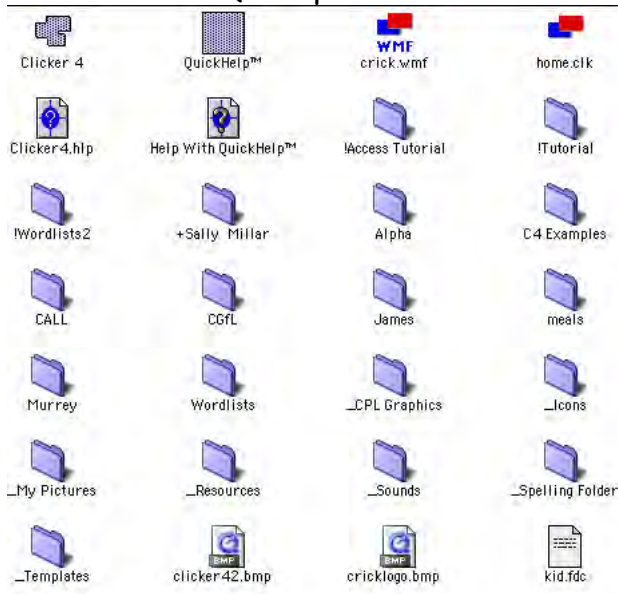
First step therefore might be to check out what is what at present.

### Ordinary way

From the Windows desktop, double click on My Computer and then on Drive C: (Or use Windows Explorer). On a Mac, just double click to open your hard drive and you can see what folders are in it.

Double click on Clicker 4 folder. You'll probably see that all the grids you made and perhaps also all the picture files you put in them are kicking about 'loose' inside the Clicker 4 folder, is that right?

If so, you need to get them all tidied up into folders that are properly named so you can find them again. You should not have any blue and red files floating about loose in the Clicker folder (except the Clicker Home file).



Right-click on your mouse and choose **New**, then **Folder**. (On Mac, go to File menu > New folder.) Name the folder 'Frednews' (or somesuch) and **drag all of the files** relating to the grids you made for him in to this **folder**, so that (ideally) there are no stray pictures or grids floating about in the Clicker 4 folder - they are all tidied away into other folders. EXCEPT the ones called 'Crick' and 'Home'- leave those ones alone).

This pic shows my folder on a Mac, yours may not look exactly like this but should look similar only with less in it?



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Tel: 0131 651 6236  
<http://www.callcentrescotland.org.uk>

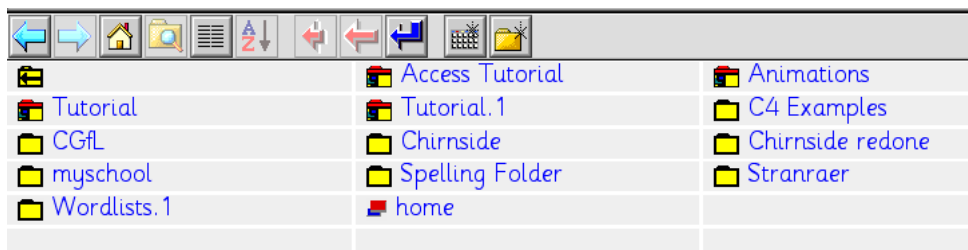
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Having tidied up, now close all that up, and open/launch the Clicker 4 program. When you do 'Start Writing' and the blank screen comes up, click on the little yellow folder with the



magnifying glass, (next to the house icon, on the toolbar half way down the screen). It will open up the Clicker Explorer file structure.

You will see that all the same files are in there, with the same names (as the folders you saw in the Clicker4 folder on the hard drive C).



As an example, click on C4 Examples. You will see that within it there are lots of other folders. Each one is a grid or a series of linked grids, each with a common-sense name that you can easily recognise. A single click on a folder will open it up and show all the linked grids within.



There may also be a pile of pictures within a folder, along with the grids. When you make a grid with pictures or symbols in it, you have to make sure all the pictures are stored alongside their grids in a folder, otherwise if you move the grid to another computer, you will find that it has 'lost' its pictures. See below ("Organising Files") for how to do that.

If you are within Clicker Explorer, you CAN delete or rename files and folders and move them around into different folders, but you need to know how - ordinary mousing does not work.

## PC

- On the PC, it's **SHIFT+left click** to open the wee window and choose to Delete, Rename (or Open, Duplicate) etc.
- It's **OPTION+left click** to drag/move a file (eg. to pull it into a folder).

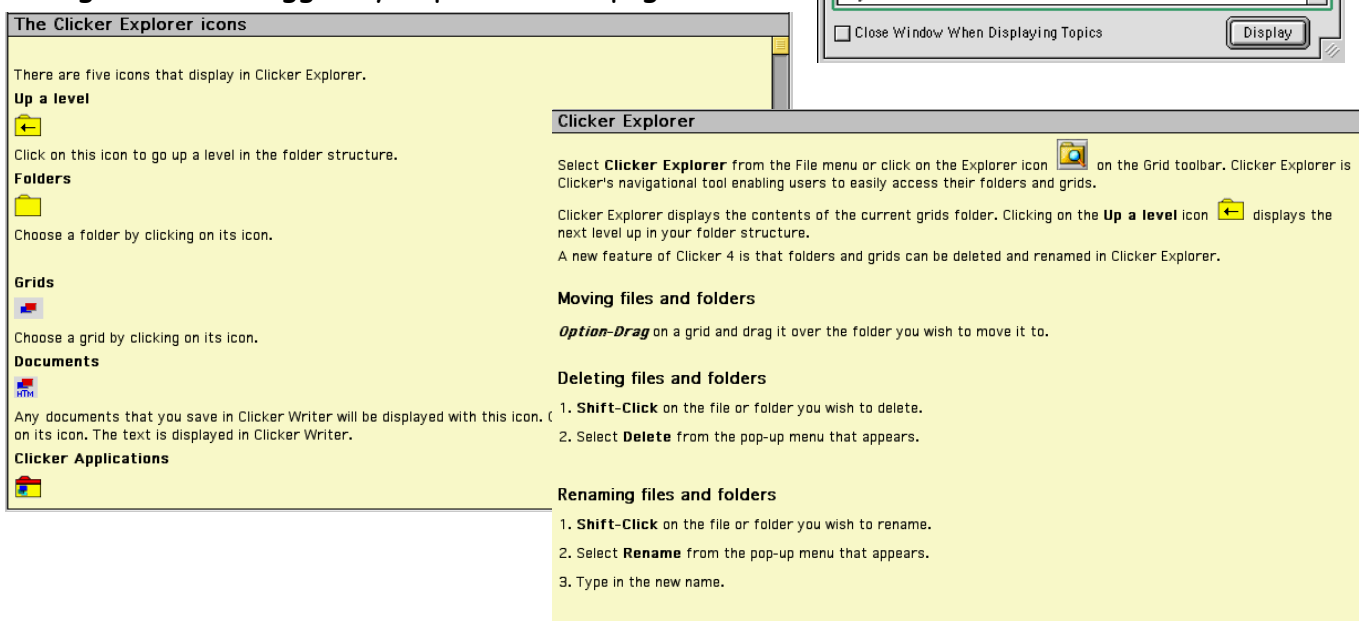
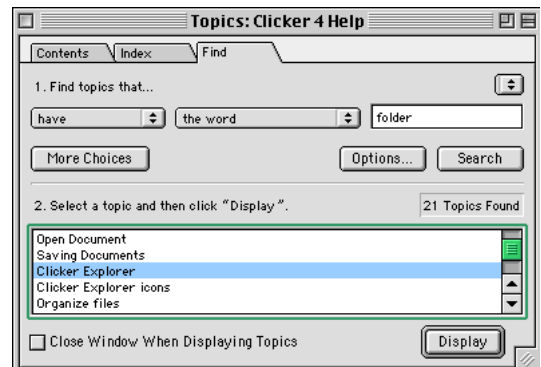
NB. You can only put things IN to folders this way, you CANNOT move them out again using this technique - you have to go to Windows Explorer / your hard drive again (see the above section) to move them out again! So plan carefully!

## Mac

- it's **CTRL+SHIFT+Click** to open the wee window and choose to Delete, Rename (or Open, Duplicate ) etc.
- It's **CTRL+SHIFT+ALT** (sometimes key is called Option) **Click** to drag a file (eg. to pull it into a folder).

To get more information about file handling within Clicker Explorer, use the Clicker HELP button on the Menu bar (top right), click on the FIND tab at the top, and then type in *Clicker Explorer* in the window. *Clicker Explorer Icons* is another useful Help page (see below)

It will come up with instructions about how to manage files - I suggest you print these pages out.



Now let's start at the other end. From now on, when you are making new Clicker grids, remember this:

**Before you complete a 'Save As' of any new Clicker grid, you should first create and name a new folder to save it into.**

Really, it's the 'if you were trying to get to there, you shouldn't start from here' syndrome! It's easiest to organise your files BEFORE you make grids - or at least the very first time you save a grid.

Make a **new grid**, go to **File Menu, Save Grid As** and when the window comes up, instead of just naming the grid straightaway, click on **New Folder** and name THAT (an overall easy to identify common sense name for the whole grid). THEN name your new grid file and save it into the newly created folder. As you go along, with linked grids etc. after that they will

all get saved into that folder, all together as a package. They should then be easy to 'find' after that - whether you are looking in Clicker Explorer or by the ordinary C drive/folder route.

Also, you can move the whole folder easily and be sure that *all* the bits you want are coming too.

That's more or less it, but not quite. One VERY important thing, if you are using pictures or symbols in grids.

### **Organise Files (PC) / Organise Files for Grids (Mac)**

Often, with Clicker 4, you can move a grid or folder around and discover that you have 'lost' all the pictures. Panic! Don't panic. The answer is to get into a routine, every time you make a new grid, to

- 1) make a **new folder**
- 2) **save** grid into its **own folder**
- 3) Go to **File Menu**, then ***Organise Files (for Grids)***. It will show you all the pictures you have used on the left (files outside grid folder) and invite you to **COPY** them into 'Files inside grid folder'. Hit the copy button and they will pop across.

You should also do this every time you adapt a grid. You also need to do it for EVERY page in a Talking Book. Once paranoia has set in, you'll do it every time you do anything at all to any grid! The good news is that it's very quick to do. If there is no need, it will tell you - it just comes up with what is MEANT to be a reassuring message 'There are no files to organise in this grid' (or something like that).

You need to do this because Clicker does not pull the pictures out of the libraries when you make a grid, it just sets a path to the picture. If you move the grid, you alter the path and it can't get back to find the picture. That's why you need to make a copy of it into your grid folder.

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### **SUMMARY**

The five most important things to know are:

- 1) You must **save** all clicker **grids** into their **own folders**, NOT have them floating about 'loose'.
- 2) It's much easier to **create the new folder before**, or as, you save the first grid than it to tidy all the grid bits into folders later
- 3) The folder **must** be inside the Clicker 4 folder otherwise the program won't find it.
- 4) You must do **File- Organise files for grids** each time you make or change a grid with pictures.

If you are making linked grids, with one based on the one before, you **must** do 'save grid as' and give the second/new grid a different name almost immediately (or else the

AutoSave in Clicker will save your new grid over your old grid and lose the first grid! (Or switch off the AutoSave, which is in User Preferences on the top Menu bar.)

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