

Clicker 5

Quick Guide

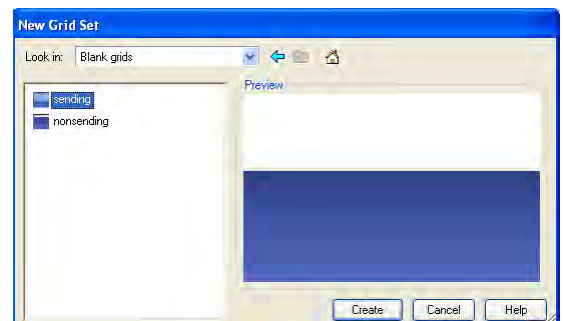
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Creating a new grid and saving as a template

Although there are many templates available in Clicker5 there will still be times when we want to start our own from scratch. Being properly prepared will cut down a great deal of the time the task will take so it is worth setting out on paper the plan for the grids, any links and whether it is a grid layout which could be used again and so should be saved as a template. For the purposes of this guide we will create a sentence building grid based on school activities where the user can create the day and the activity from a choice of three.

Creating a blank grid

Load **Clicker5** then select **Create new Grid Set** from the Task Pane. Select **Blank Grids** from the templates then choose **sending** as the grid has to send text to Clicker Writer.



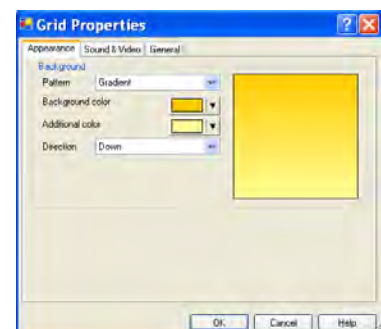
Click on **Create** and you will have a blank grid with an empty Clicker Writer document above. In order to work with the grid you need to be in Edit mode. Go to **Edit** then **Edit Mode** and open the **Explorer** in the **Editing Tools** bar.

Renaming a grid

You could leave the master grid name as it is (**sending**) but it would be better to give it a more meaningful name. **Right-click** on **sending**, choose **Rename** and call it **activities**. Now **double-click** on the **activities** grid in the **Master Grids** section to see the blank grid. You know you are editing a master grid as there is a red box around the grid.

Changing the background colour of the grid

The master grid has a blue background. If you wish to change this then **right-click** on the **grid**, select **Grid Properties** then in **Appearance** select the **Background colour** and **additional colour** if you wish to keep the gradient or change the **pattern** to a solid colour.



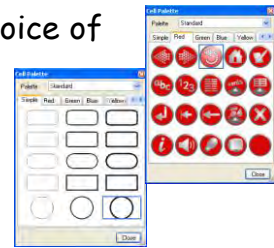
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Creating the grids

Clicking in the cell palette on the Explorer toolbar lets you see the choice of cells available. In the Simple palette there are a range of shapes for you to use to put in text and/or pictures; in the coloured palettes there are pre-set action buttons which you can use. To add to your grid you just click and drag them across.



Adding text boxes

Our sentences will be a choice of 'On a DAY we go ACTIVITY' which has four parts and a full stop at the end. Each day and activity will have a choice of 3. We therefore need 8 rectangular cells for the text and a circle for full stop. These can be dragged across from the Simple Palette then resized as necessary. Both the day and the activity will change but the rest will not so we could set this up and use it as a master grid.

Adding pre-set buttons

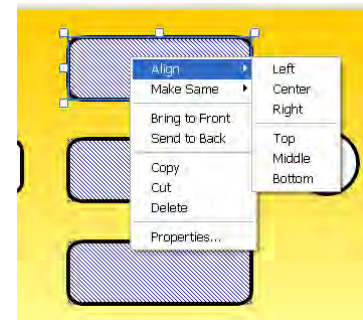
We will want a delete, return and forward button in the first grid, a back button in the middle grids and possibly a return to the start button on the end grid. We now seem to need 3 different types of grid: a start, the middles and an end. As the only one which will be repeated will be the middles then it would be best to make the master based on this and adjust the first and last.

Add the cells as shown, which will give the choice of 3 days and 3 activities, in the one grid. Shift-click each cell to add text as shown. To make the process faster you could create one box then copy and paste it (right-click for options). Once the first set of three is created you could copy and paste that for the second set.



Aligning cells

Don't worry about the cells not being the same height/width or being aligned. Get one of them right, control-click on the others to highlight them all then right-click on one and choose to align or adjust the sizes to make the height or widths the same.



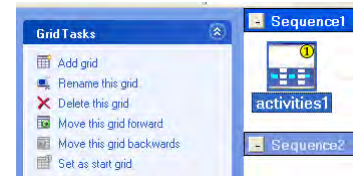
Changing the colour of some of the cells

It may be that you wish some of the cells to stand out from the others or that a particular user prefers certain colour combinations. Once you are happy with the layout of the cells in the grid **control-click** on cells you wish to change, **right-click** on one and

choose **Properties** then change the **Background colour** to suit. Go back to the Explorer on the Editing toolbar once you are finished.

The Start grid

Note that the grid in Sequence1 has a yellow number 1 at the top right hand. This means that the sequence will go back to this grid (the start) when using the 'return to start' button. As we have changed the name of the master to 'activities' we should also change this one. **Right-click**, choose **Rename** and call it **activities1**. Future grids will be correctly sequenced.



Editing the start grid

As the opening grid has nowhere to go back to it makes sense to remove the back button. Open the grid **activities1**, select the **back** button, **right-click** on it, choose **Delete** and then **Yes**. Note that as this is a grid in a sequence and not the Master Grid the original activities grid still has the forward and back buttons.

Using the Master Grid set

You can now add three more of the grid you made in the Master Grid set by dragging up from the Master grid to Sequence1. The advantage of having the grid in the master set is that any changes to the Master grid are reflected in all grids made from that one. If you decide to have only two choices of activity or only to have one day per grid but keep the three choices of activity then you would have to make that change in every grid in the sequence. Having a master grid, you only need to change the master to have all the rest changed as well.

The activities Sequence1 should now have 4 grids with activities1 set as a start grid. The other grids are automatically named in sequence. Open the first grid and move through just to check.

Editing a grid in a sequence to create an end grid

In this last grid, instead of going forward to another grid, this button will be deleted and replaced with a print button.



Open the grid **activities4**, select the **forward** button, **right-click** on it, choose **Delete** and then **Yes**. Now choose the **Cell Palette** from the **Editing Tools** bar, select the **coloured buttons** tab and place the **print** button where the forward button was.

Saving the grid as a template

As this activity is one you wish to use a number of times perhaps with different sets of days and activities for individual pupils then you should save it as a template, this also avoids accidental overwriting by yourself and keeps everything intact.

Go to **File** and **Save Grid Set As** then choose **Clicker5 Template** in the **Save as type:** pull-down menu. Select the folder where you wish to store the file and click on **Save**.

If you wish you could use the **new folder** button to create a folder called **MyTemplates** to keep any you create in the one place.



Using the template

Load the template file, edit it, and then choose **File** and **Save Grid Set**. You will be prompted to give the file a name and it will be saved as a Clicker5 file.

Using the activity

When you first load Clicker5 you see the Shared Documents folder. You need to navigate to where the file is located then double-click on it.