

Clicker

Training guide

CrickSoftware



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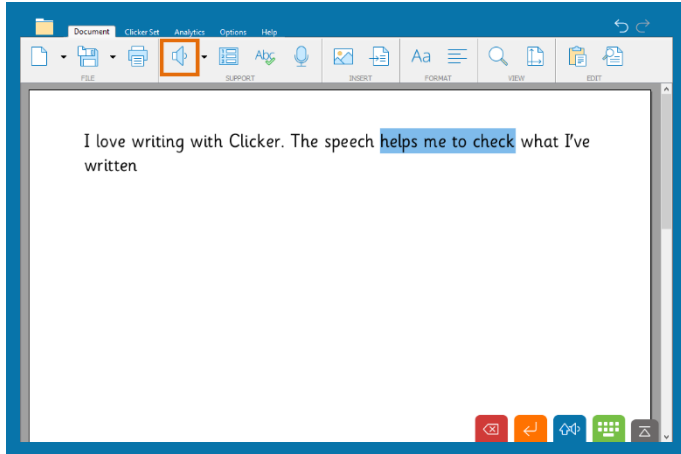
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Get Started:

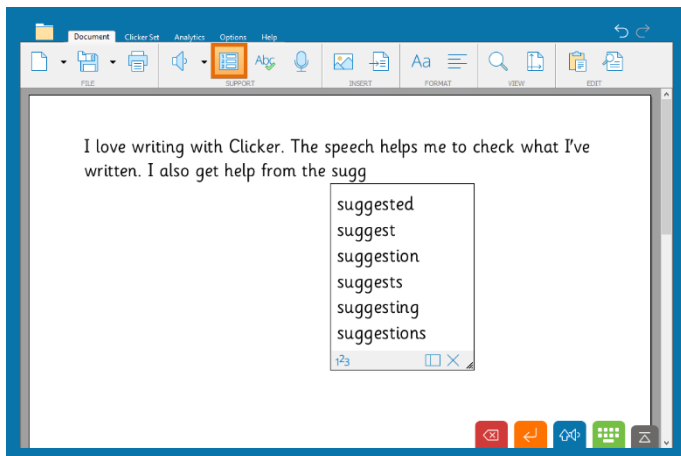
Using a Clicker Document



Speech

The speech function allows children to hear what they've written:

- Enter a full stop to hear your sentence.
- Highlight text then click  to hear it.
- Click a word in the document to hear it.
- Go to the Options ribbon and choose Speech to change the voice and other Speech settings.



Predictor

The Predictor offers vocabulary to improve writing fluency and provide spelling support:

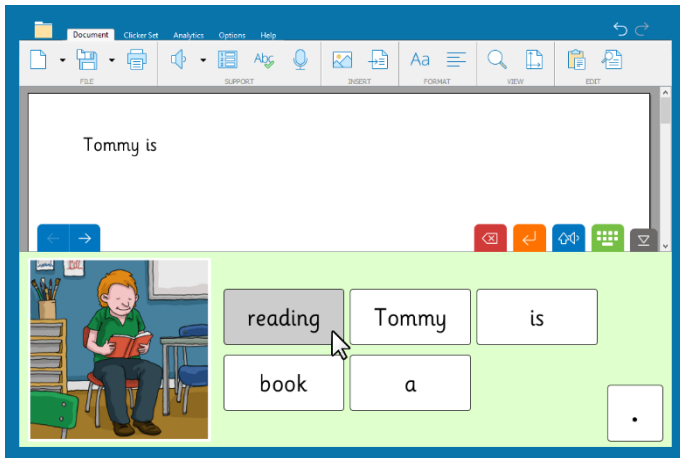
- Click  to start using the Predictor.
- Click a word in the Predictor to use it.
- Right-click a word in the Predictor to hear it.

Using Clicker Sets

Sentence Sets

A Sentence Set is a series of grids for writing simple sentences:

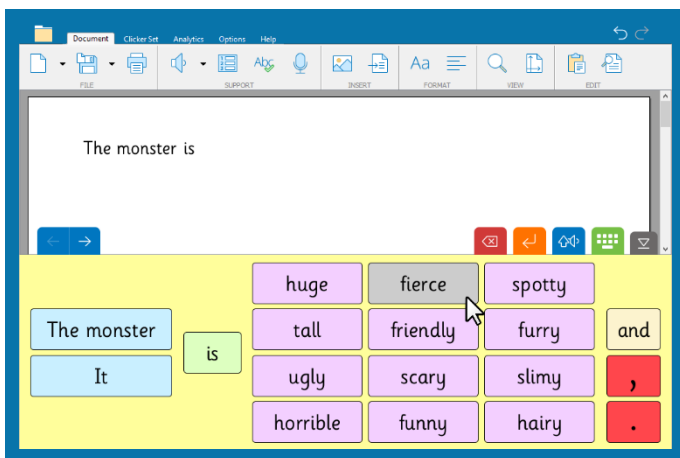
- Click a word in the Sentence Set to add it to your document.
- Right-click a word in the Sentence Set to hear it.
- Click the forward arrow to move to the next sentence.
- Hold shift and click a cell to edit a Sentence Set quickly (for the teacher).
- Go to the Clicker Set ribbon and choose Edit to edit a Sentence Set further.



Connect Sets

A Connect Set provides more open-ended activities. This allows children to create a more individual piece of writing with plenty of support:

- Click a word in the Connect Set to add it to your document.
- Right-click a word or phrase in the Connect Set to hear it.
- Click the forward arrow or tabs to move to the next grid.
- Hold shift and click a cell to edit a Connect Set quickly (for the teacher).
- Go to the Clicker Set ribbon and choose Edit to edit a Connect Set further.



Word Banks

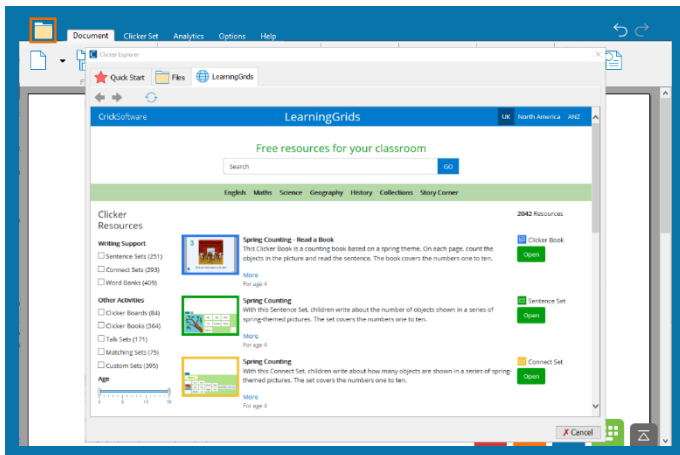
A Word Bank provides alphabetical or topic-based word lists to use alongside the keyboard to write about any subject:



- Click a word in the Word Bank to add it to your document.
- Right-click a word or phrase in the Word Bank to hear it.
- Click the tabs to move between grids.
- Hold shift and click a cell to edit a Word Bank quickly.
- Go to the Clicker Set ribbon and choose Edit to edit a Word Bank further.

LearningGrids

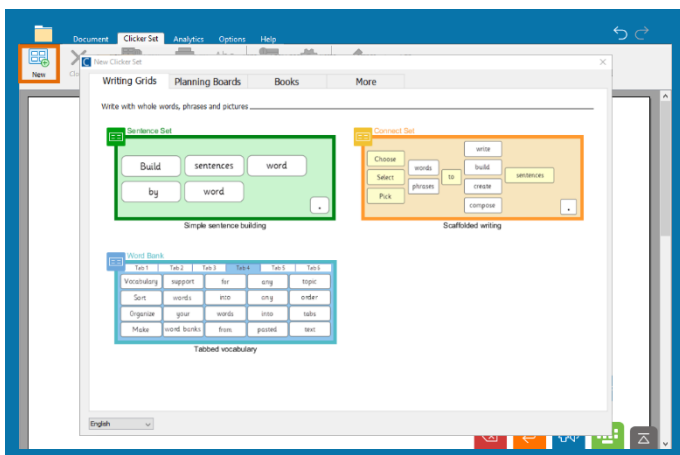
LearningGrids is an ever-expanding bank of free pre-made Clicker resources to save you planning time:



- Click  to open the file explorer then choose LearningGrids.

Creating a new Clicker Set

Make your own Clicker Sets to support children in different ways:



1. Go to the Clicker Set ribbon tab.
2. Choose New.
3. Select the type of Clicker Set you want to make.

Read & Build Vocabulary:

Create and edit a Clicker Book

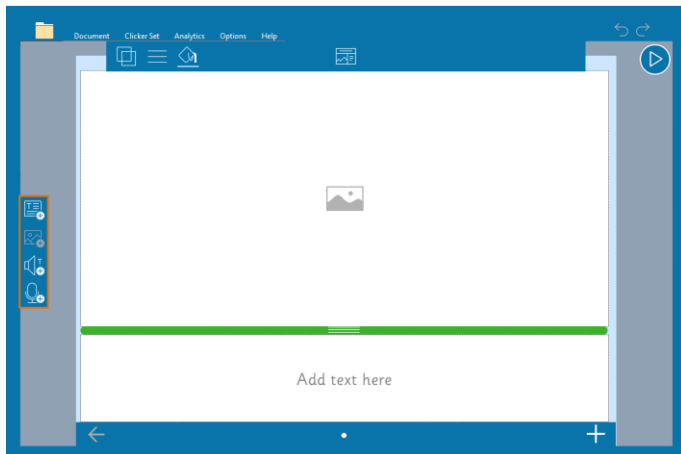
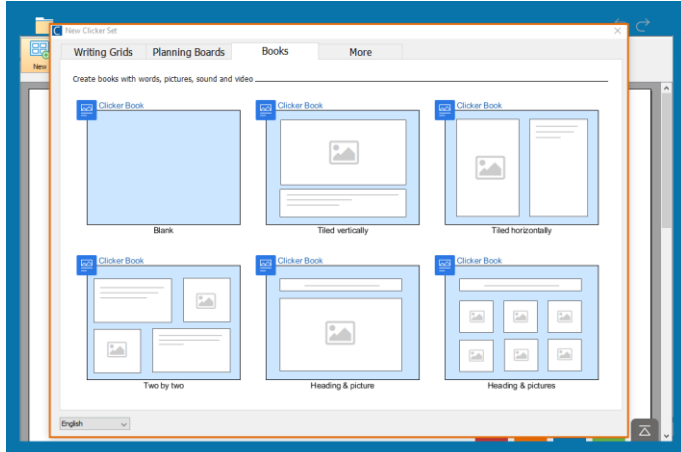
Create a Clicker Book

Create on-screen talking books:

- In the Clicker Set ribbon, click New.
- Choose a template for your first page from the Books tab.
- Add Page Objects to build your Clicker Book:

- Click  to add a text box. Double-click a text box to add text.
- Click  to add a picture box. Select a picture box then choose from the options to add an image.
- Click  to add a read button.
- Click  to add a record & play button.

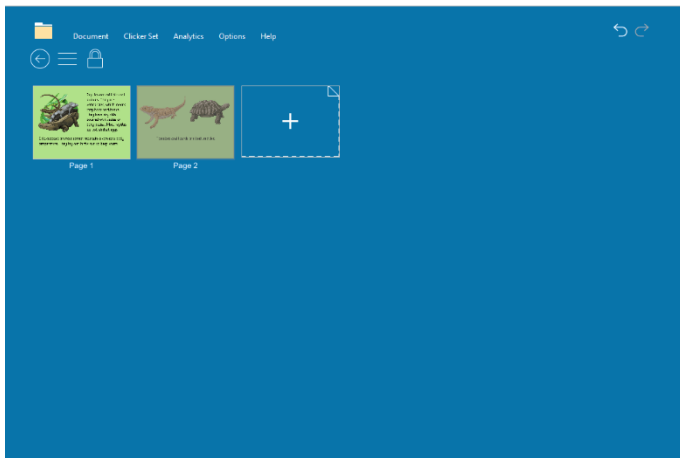
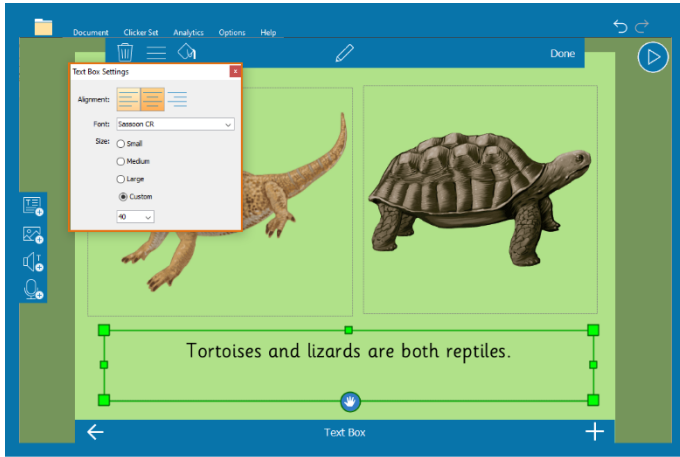
- Click  to use the Clicker Book.
- In the Clicker Set ribbon, click Save to save your activity.



Edit a Clicker Book

Edit a Clicker Book to change the properties:

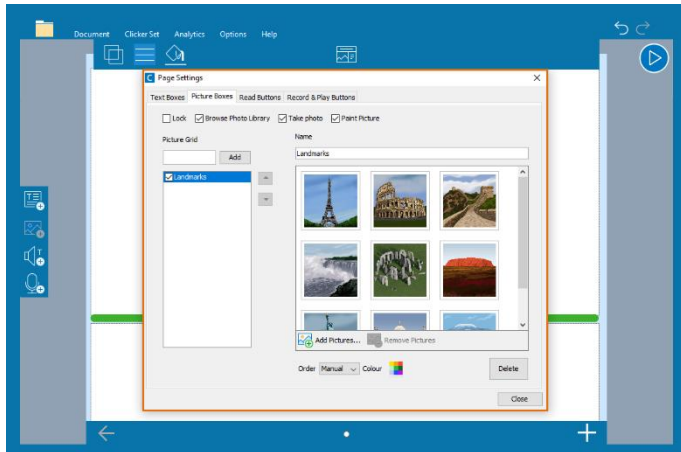
- Resize a Page Object by dragging the green handles. Click and drag the hand icon to reposition the box.
 - Select a Page Object and click  to edit its properties.
 - Select a Page Object and click  to change its colours. If no Page Object is selected, clicking  changes the background colour.
 - Click  to delete a Page Object.
 - Click  to add a new page.
-
- Select  to open the Page Sorter. Drag pages to rearrange your book and right-click to add, duplicate or delete pages. Double-click a page to open it for further editing.



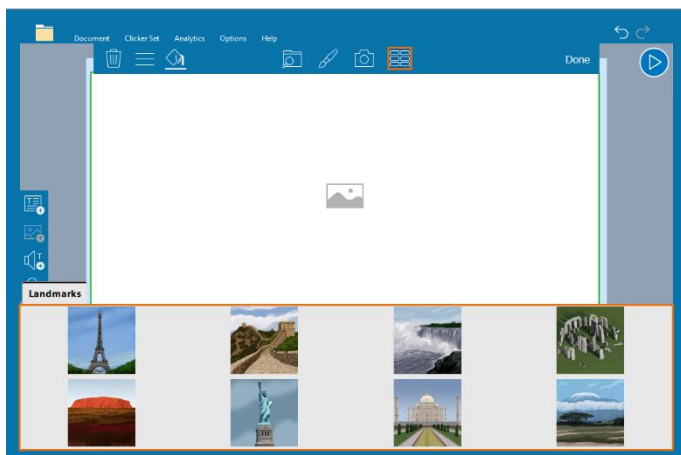
Create a 'Make-a-Book' activity

Add a Picture Bank to a Clicker Book

Add pictures for children to choose from when creating a Clicker Book:



- Click  with nothing on the page selected:
 - Go to the 'Picture Boxes' tab to add a Picture Bank.
 - Give your Picture Bank a name, then click 'Add'.
 - Click 'Add Pictures' to choose images for your Picture Bank from images saved on your computer or the CrickPix2 library.
 - Repeat to add multiple Picture Banks.
- Check or un-check the boxes at the top of the window to change how children can add images to the Clicker Book.
- Click the arrows to change the order of multiple Picture Banks.

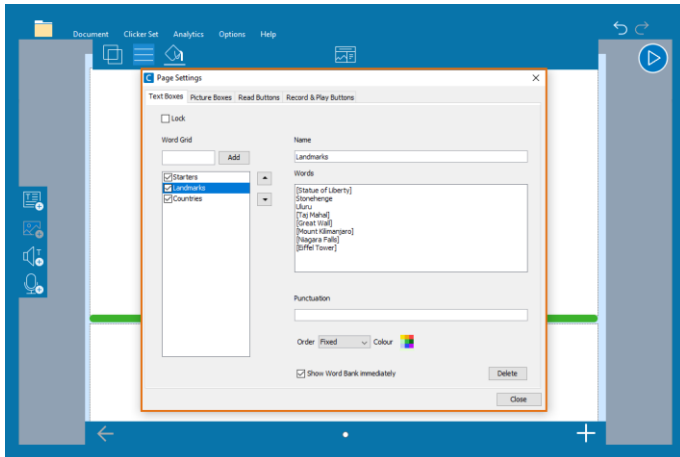


Use a Picture Bank:

- Select a Picture box:
 - Click .
 - Click an image to add it to the Picture box.

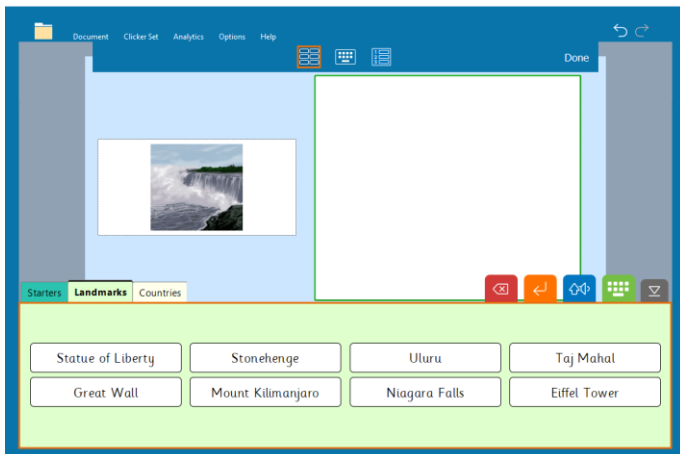
Add a Word Bank to a Clicker Book

Add words and phrases for children to use when writing in their Clicker Book:



- Click  with nothing on the page selected:

- Go to the 'Text Boxes' tab to add a Word Bank.
- Give your Word Bank a name then click 'Add'.
- Type or paste text into the 'Words' text box to make up your Word Bank.
- Repeat to add multiple Word Banks.



- Check the 'Show Word Bank immediately' checkbox for the Word Bank to appear when you double-click a text box.
- Click the arrows to change the order of multiple Word Banks.

Use a Word Bank:

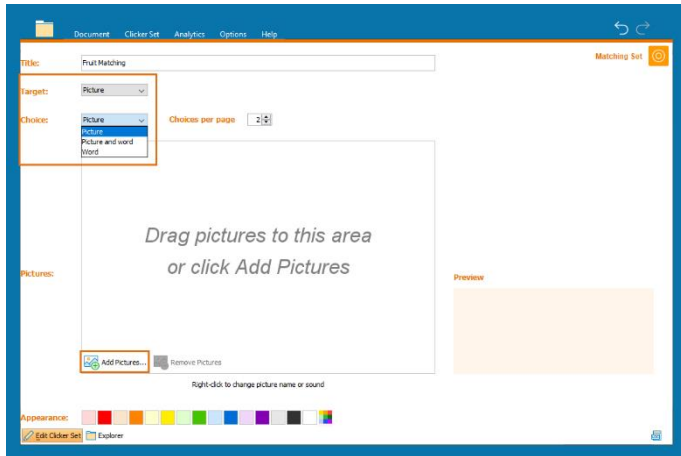
- Select a Text box:

- Click  if the Word Bank isn't set to open immediately.
- Click a word or phrase to add it to the text box.
- Right-click a word in the Word Bank to hear it.

Create and edit a Matching Set

Create a Matching Set

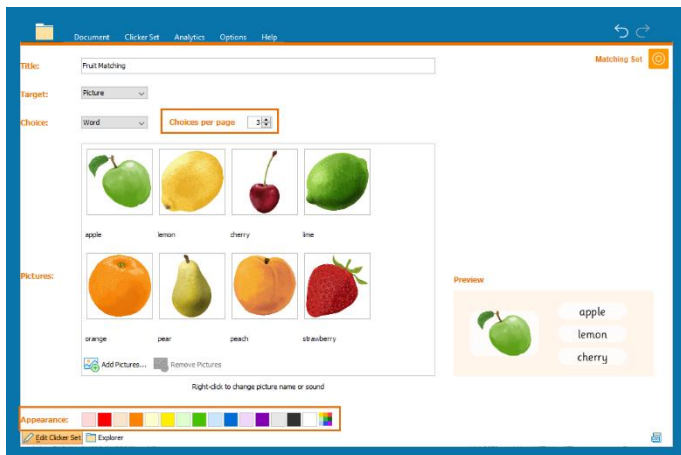
Create a matching activity to develop pre-reading and language acquisition skills or to reinforce subject knowledge:



- In the Clicker Set ribbon, click New.
- Choose Matching Set from the More tab.
- Give your activity a title.
- Click the drop-down boxes to choose how your Target and Choices will be displayed.
- Click Add Pictures... to search for pictures to add to your activity.
- Click Go to use the Matching Set.
- In the Clicker Set ribbon, click Save to save your activity.

Edit a Matching Set

Edit a Matching Set to further develop reading and listening skills:

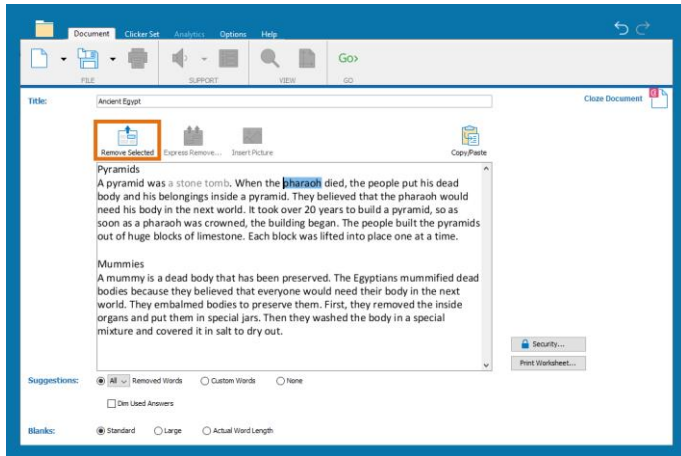


- Change the number of choices offered on each page of the activity.
- Choose from the colour palette to change the colour of the pages.
- Right-click a picture to change its name or sound.

Create and edit a Cloze Document

Create a Cloze Document

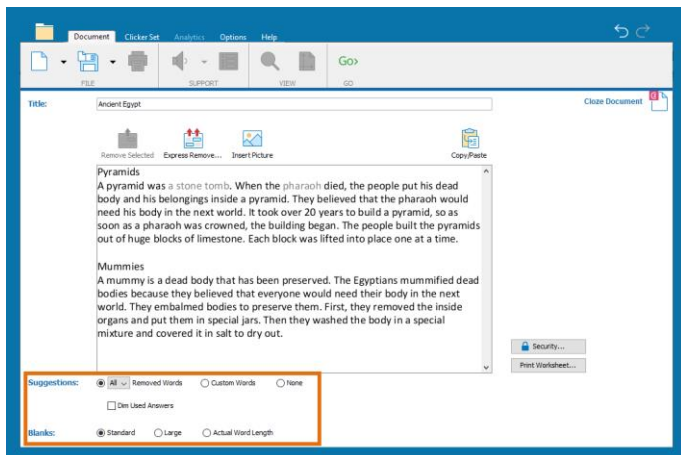
Create a fill the blanks activity using any text:



- In the Document ribbon, click the arrow next to the New Document icon, then choose New Cloze Document.
- Enter a title in the Title box.
- Type or paste text into the text box as a base for your cloze activity.
- Remove words:
 - Highlight a word or phrase of up to three words and click Remove Selected OR
 - Use Express Remove to remove words at a regular frequency, or words that share a letter pattern.
- Click Go to use the Cloze activity.

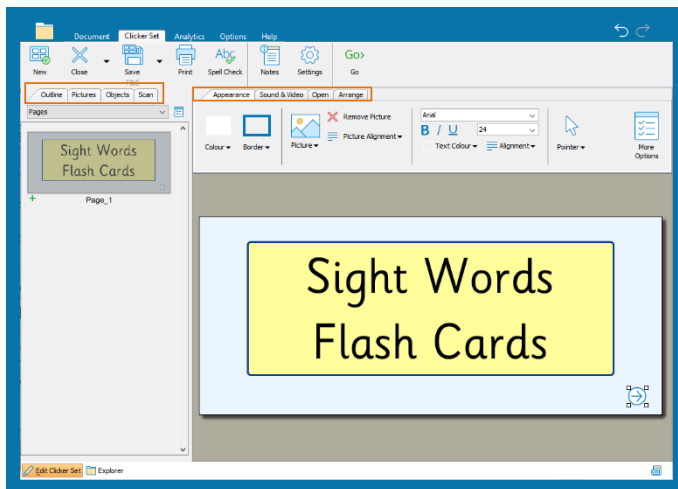
Edit a Cloze Document

Edit a Cloze Document to provide different levels of support for pupils completing the activity:



- Click insert picture to add a picture.
- Change the Suggestions options to limit the number of words offered at a time, to offer custom suggestions, or to turn Suggestions off.
- Change the Size options to change the size of the blanks that are displayed.
- Click Security... to add a password to your Cloze Document.
- Click Print Worksheet... to print the Cloze Document with Suggestions displayed beneath it.

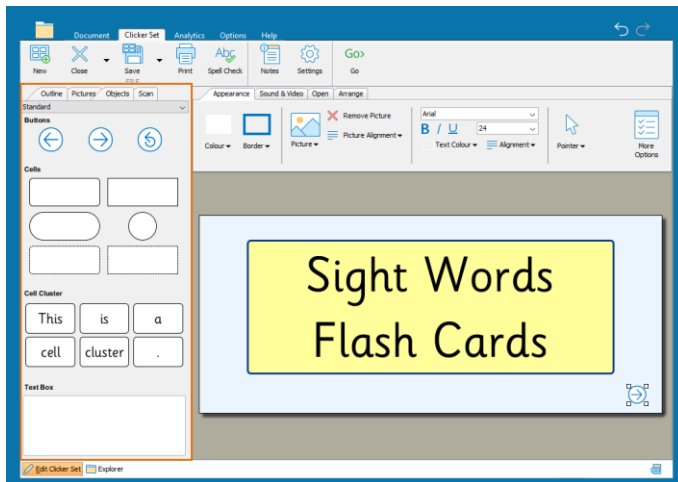
Create and edit a Custom Set



Create a Custom Set

You can design your own activities using Custom Sets:

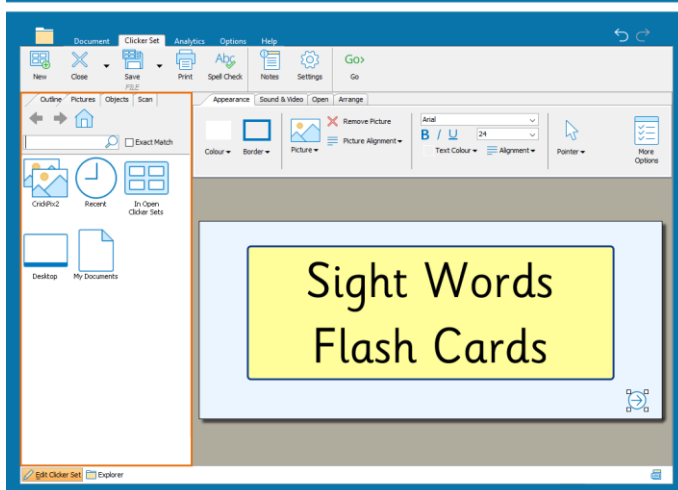
- In the Clicker Set ribbon, click New.
- Choose Custom Set from the More tab.
- Pick the layout of your Custom Set.
- Double-click a cell to add or edit text.
- Click Go to use the Custom Set.
- In the Clicker Set ribbon, click Save to save your activity.



Sidebar

Use the Sidebar to add objects, cells and pictures to your grids and reorder your activity:

- In the Outline tab:
 - Click  beneath a grid in the sidebar to duplicate it or create a new grid for your activity.
 - Drag the grids in the sidebar to re-order them.
- In the Objects tab:
 - Drag an object or cell from the sidebar onto your grid to add it to the activity.
- In the Pictures tab:
 - Click and drag an image from the CrickPix2 library or the files on your computer onto your grid from the sidebar.



Editing a Toolbar

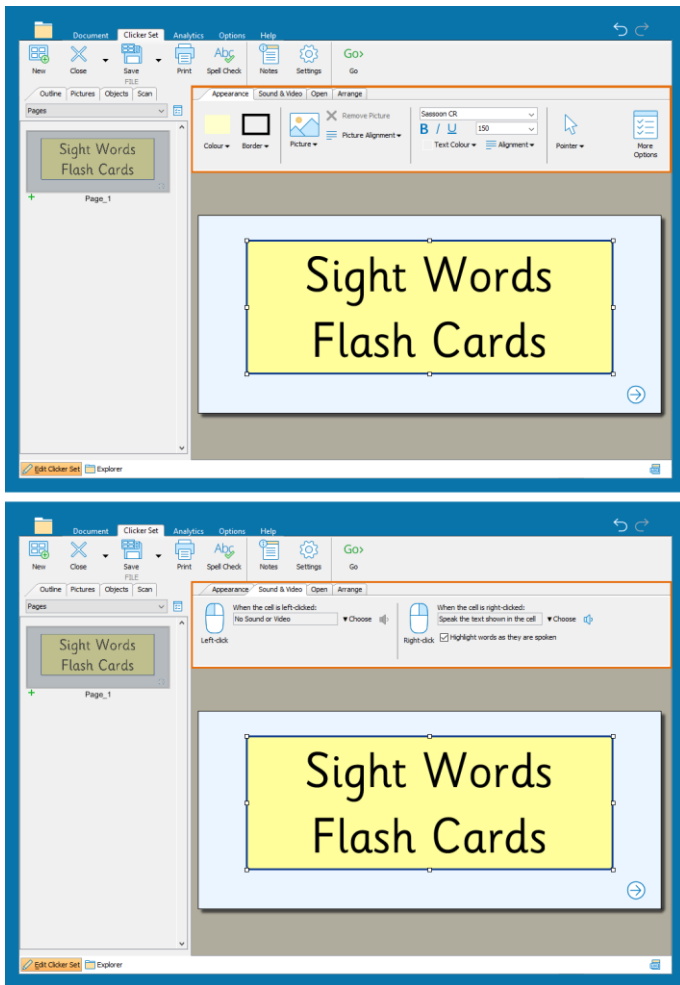
Use the Editing Toolbar to change the appearance of your grids and cells and change how they behave:

- In the Appearance tab you can:

- Change the font size and style of text in a selected cell.
- Change the background colour of a selected cell.
- Add a border to a selected cell and change its thickness.
- Change the background colour of the grid.

- In the Sound & Video tab you can:

- With a cell selected, click Choose to change what happens when the cell is left or right-clicked.
- With no cell selected, click Choose to change what happens when a grid is opened or closed.

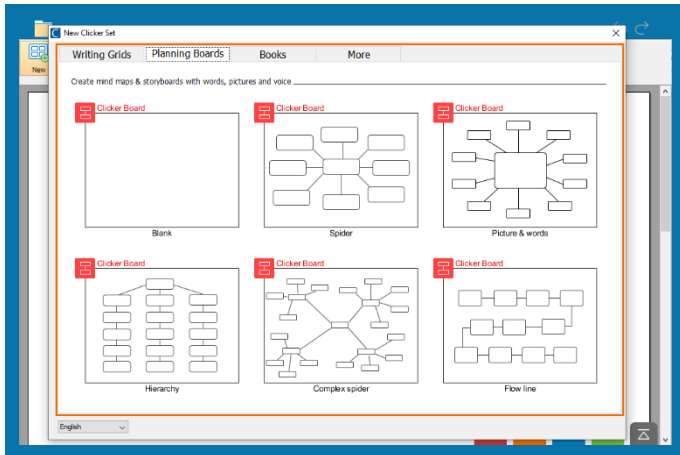


Talk & Plan:

Introduction to Clicker Board

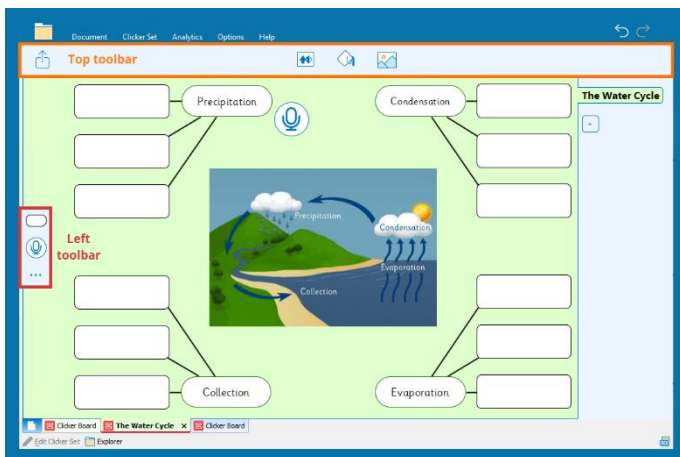
Create a Clicker Board

Use a Clicker Board to help children plan and develop ideas before writing:



- In the Clicker Set ribbon, click New.
- Choose a template from the Planning Boards.
- There are different ways to add a cell to your Board:

- Drag from  in the left toolbar on to the Board.
- Double-click the background of the board where you want a cell to appear.
- Drag from the round handles highlighting a previously placed cell to create a new cell linked to the first.
- Drag  on to the Board to add a Voice Note. Double-click the Voice Note to make a recording.



- Double-click a cell to add text.
- Link two cells by dragging from the round handle on to the other cell.
- Select  to add a new page to the board:

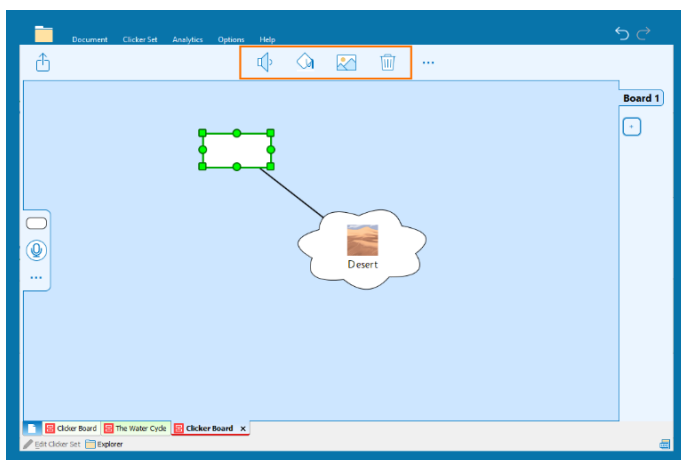
- Move between the tabs to create or access more content.
- Double-click a tab to rename it.

- Click  to send your mind map to the Document to support writing in different ways:
 - Choose to send your mind map to the document as a diagram or text.
 - Choose to send your Voice Notes to the Document.
- In the Clicker Set ribbon, click Save to save your activity.

Edit a Clicker Board

Edit a Clicker Board to organise ideas more clearly:

- Drag the square handles to re-size a cell.
- In the left toolbar:



- Click  with a cell selected to change the shape of the cell.

- In the upper toolbar:

- Click  with a cell selected to add a picture to the cell.

- Choose from images in the CrickPix2 library, images saved on your device or take a photo with your webcam.

- Click  with a cell selected to change the colour of the cell.

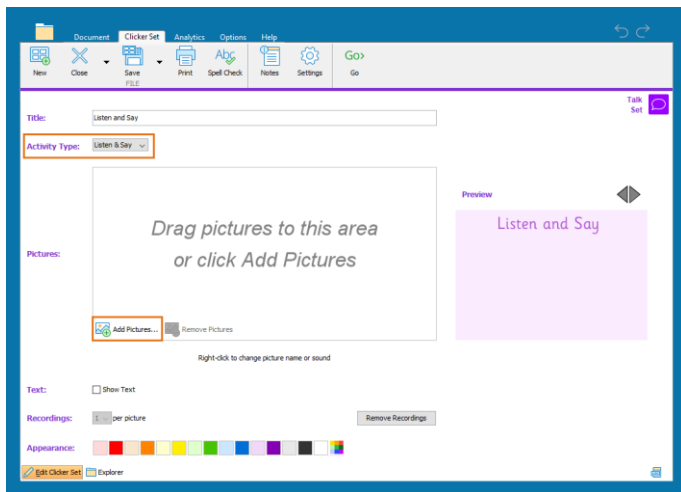
- Select multiple cells to change their appearance or to move them at the same time, by clicking them while holding Ctrl.

Create and edit a Talk Set

Create a Talk Set

Create an activity to support children who struggle to express themselves in written form:

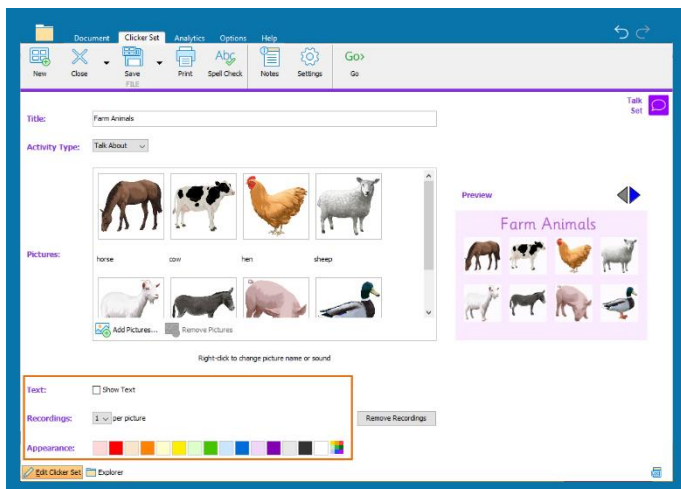
- In the Clicker Set ribbon, click New.
- Choose Talk Set from the More tab.
- Give your activity a title.
- Pick which type of activity you want to create using the drop-down box; Listen & Say, Talk About or Tell the Story.
- Click Add Pictures... to search for pictures to add to your activity.
- Click Go to use the Talk Set.
- In the Clicker Set ribbon, click Save to save your activity.



Edit a Talk Set

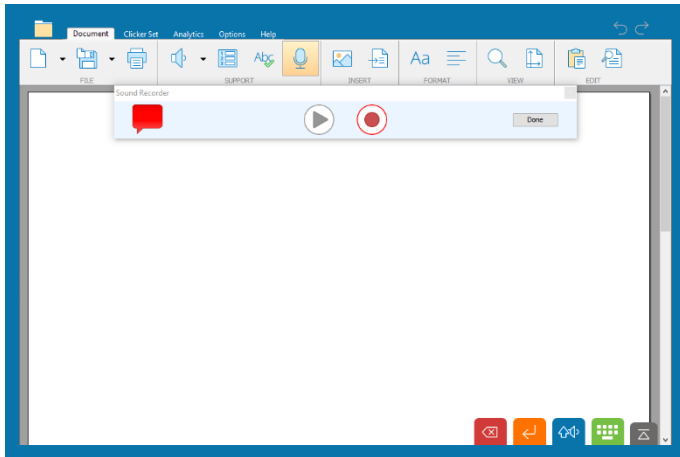
Edit a Talk Set to provide support or challenge for learners:

- Check the Show Text checkbox to add the name of the picture to the set.
- Choose from the Recordings drop-down box to change the number of recordings you can make for each picture.
- Choose from the colour palette to change the colour of the pages.



Write:

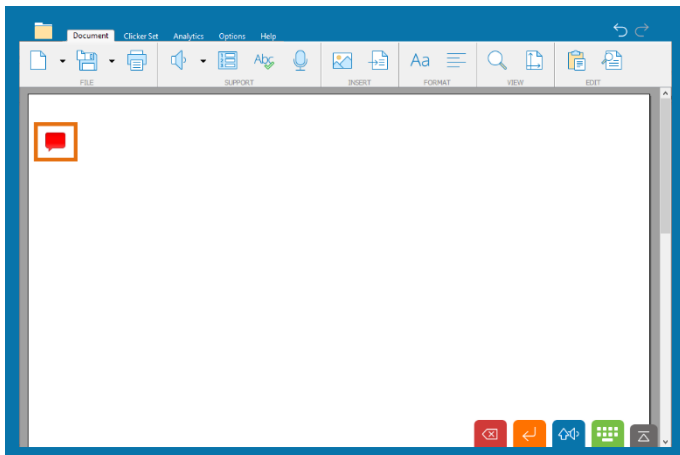
Voice Notes



Record Voice Notes

Record writing ideas as Voice Notes:

- Click  to open the speech recorder.
- Click  to start recording, click it again to stop recording.
- Click Done when you've finished.
- Up to six Voice Notes can be recorded.

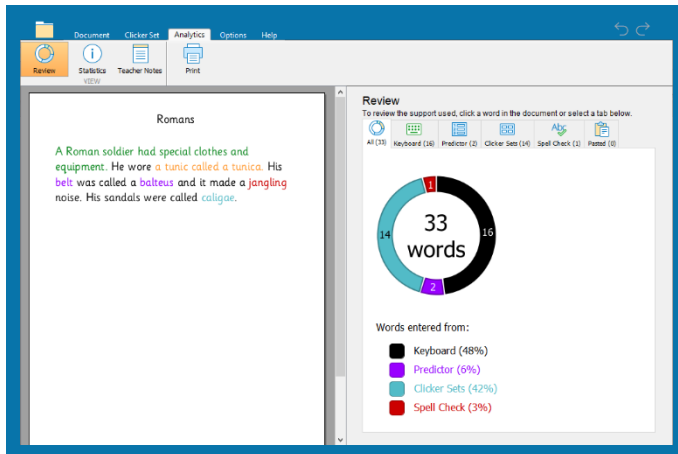


Play Voice Notes

Play Voice Notes at any time while writing:

- Each Voice Note appears as a coloured speech bubble to the left of the document.
- Click a Voice Note to hear it.
- Right-click a Voice Note to re-record or delete it.

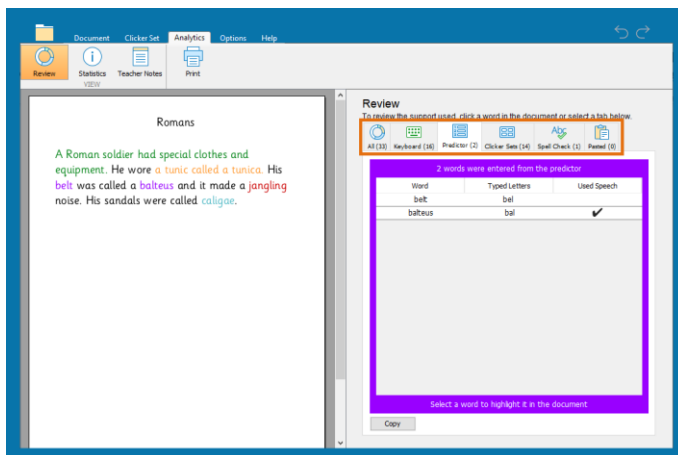
Use Clicker Analytics



Overview

Use Clicker Analytics to see how a child has put together a piece of writing:

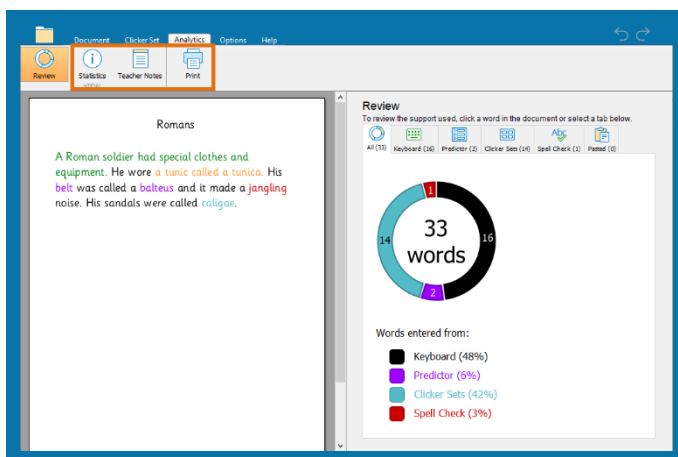
- Go to the Analytics ribbon tab.
- On the right is a chart showing how text has been entered into the document.
- On the left the words in the document are coloured according to how they were entered.



Drill down

Get more detail about how each word was input:

- Use the tabs on the right to see all the words input from a particular source.
- Click words in the document on the left to view more information on the right.



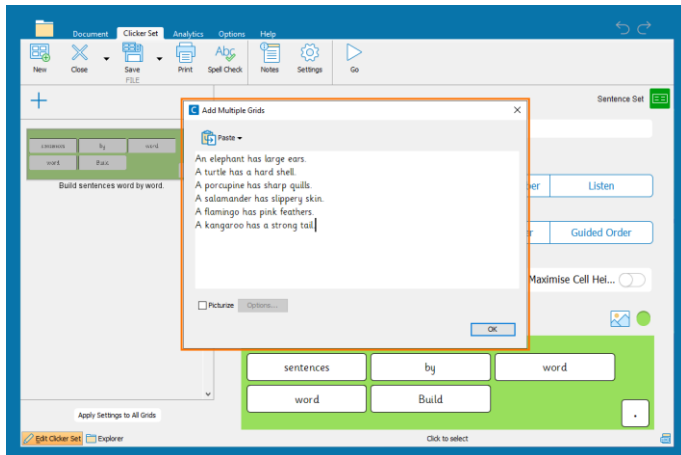
More tools in the Analytics ribbon:

- Click Statistics to see date and structure information.
- Click Teacher Notes to add or view your notes.
- Click Print to print the document and analytics.

Create and edit a Sentence Set

Create a Sentence Set

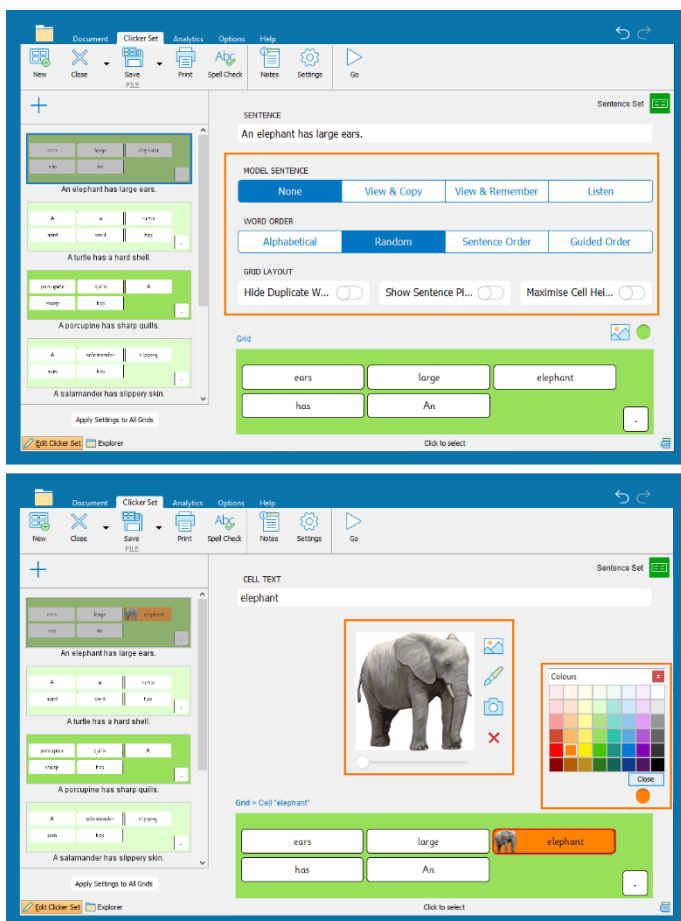
Create grids to support children writing simple sentences:



- In the Clicker Set ribbon, click New.
- Choose Sentence Set from the Writing Grids.
- Type or paste sentences into the text box to make up your Sentence Set then click OK.
- Add brackets around words to group them in a cell.
- Move between grids in the sidebar to the left.
- Click Go to use the Sentence Set.
- In the Clicker Set ribbon, click Save to save your activity.

Edit a Sentence Set

Edit a Sentence Set to provide different levels of support for children when completing their writing:



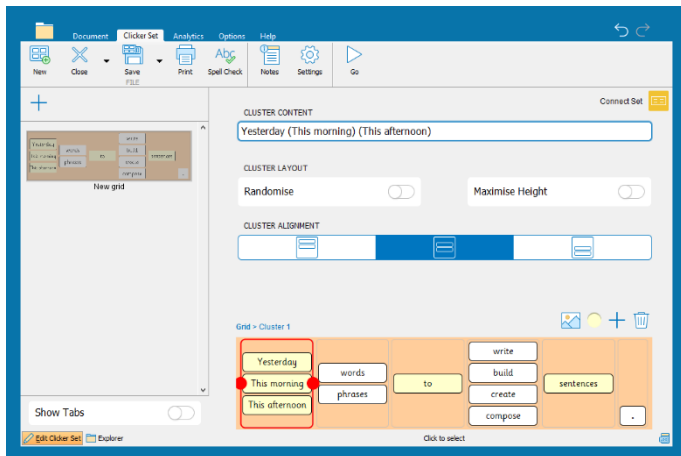
- Click Edit Clicker Set in the bottom-left of the screen to enter Edit View.
- Change the Model Sentence to provide different levels of writing support.
- Change the Word Order to change the order cells appear in the grid.
- Toggle Show Sentence Picture to add an image to the start of the sentence.
- Select a cell to change its appearance or add a picture.
- Open the colour palette to change the colour of a selected grid or cell.
- Click Apply Settings to All Grids to apply any changes you've made to all of the sentences in the set.

Create and edit a Connect Set

Create a Connect Set

Create grids to scaffold writing tasks for developing and struggling writers:

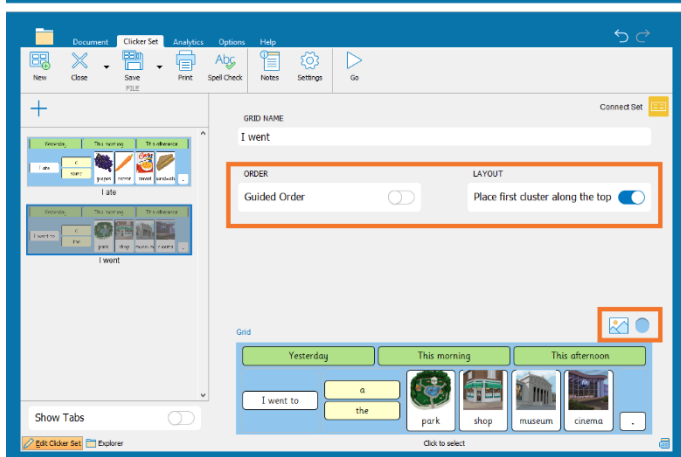
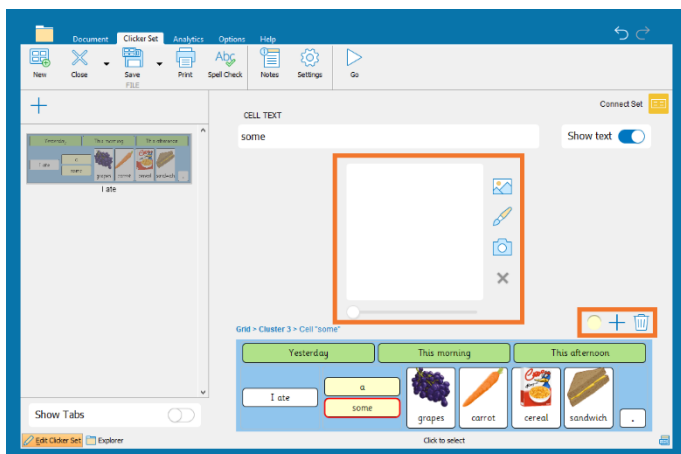
- In the Clicker Set ribbon, click New.
- Choose Connect Set from the Writing Grids.
- Select a cluster and type in the content box to add text to your grid.
- Add brackets around words to group them in a cell.
- Click Go to use the Connect Set.
- In the Clicker Set ribbon, click Save to save your activity.



Edit a Connect Set

Edit a Connect Set to provide more support for children when completing their writing:

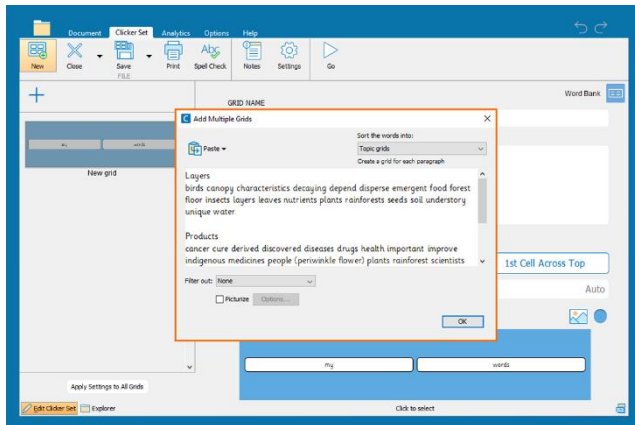
- Select a cell or a cluster to change its appearance.
- Click  to add a new cell or cluster.
- Click  to delete a cell or cluster.
- Click and drag the red handles to resize a cluster.
- Choose from the colour palette to change the colour of a grid.
- Turn on Maximise Height to increase the size of the cells in a cluster.
- Select Place first cluster along the top to move the first cluster of cells to the top of the grid.
- Click  to add a new grid to your set.



Create and edit a Word Bank

Create a Word Bank

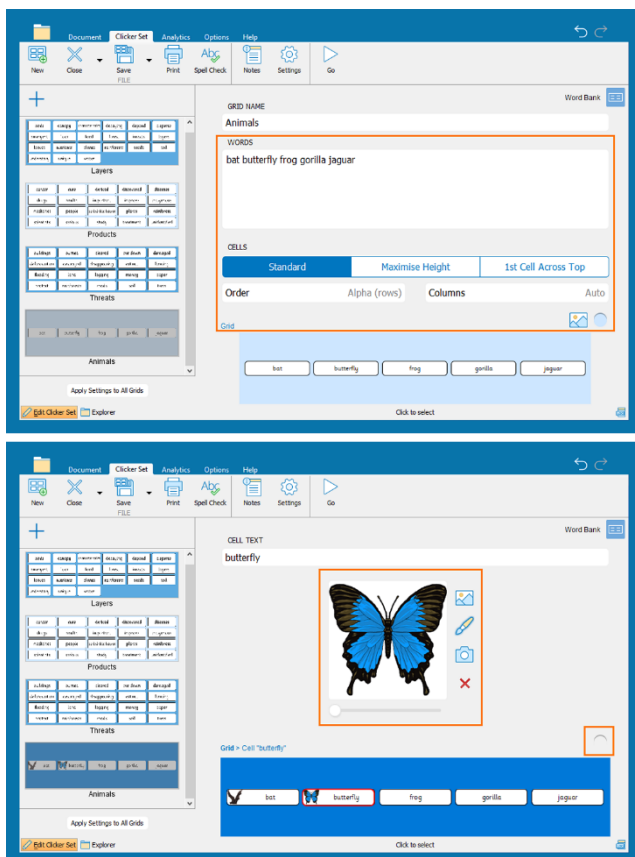
Create grids to support children writing using more difficult vocabulary:



- In the Clicker Set ribbon, click New.
- Choose Word Bank from the Writing Grids.
- Type or paste text into the text box to make up your Word Bank. Choose whether to sort the words into Topic grids or Alphabetic grids and how many common words you want to filter out with the drop-down boxes. Click OK to create your Word Bank.
- Add brackets around words to group them in a cell.
- Move between grids in the sidebar to the left.
- Click Go to use the Word Bank.
- In the Clicker Set ribbon, click Save to save your activity.

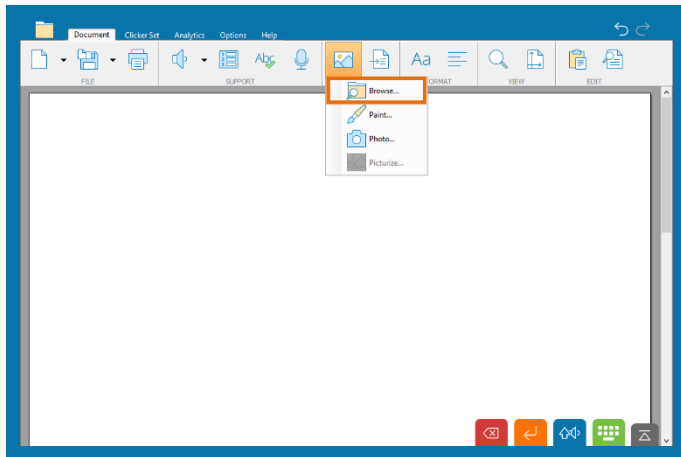
Edit a Word Bank

Edit a Word Bank to provide different levels of support for children when completing their writing:



- Click Edit Clicker Set in the bottom-left of the screen to enter Edit View.
- Add or delete vocabulary offered in a grid by typing in the Words text box.
- Click the Order drop-down box to change the order cells appear in the grid.
- Select a cell to change its appearance or add a picture.
- Click  in the sidebar to create a new grid.
- Click  to Picturize a grid.
- Open the colour palette to change the colour of a selected grid or cell.
- Click and drag grids in the sidebar to reorder them.
- Click the Columns drop-down box to change the number of columns on a grid.

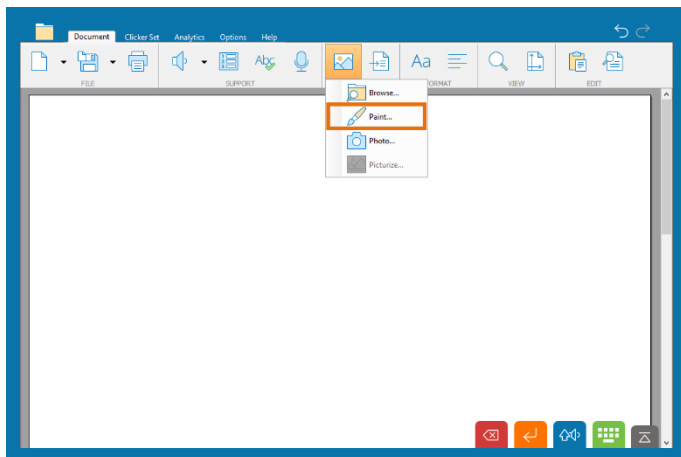
Add pictures to the Document



Browse for a picture

Use the CrickPix2 library of images or search through pictures saved on your computer:

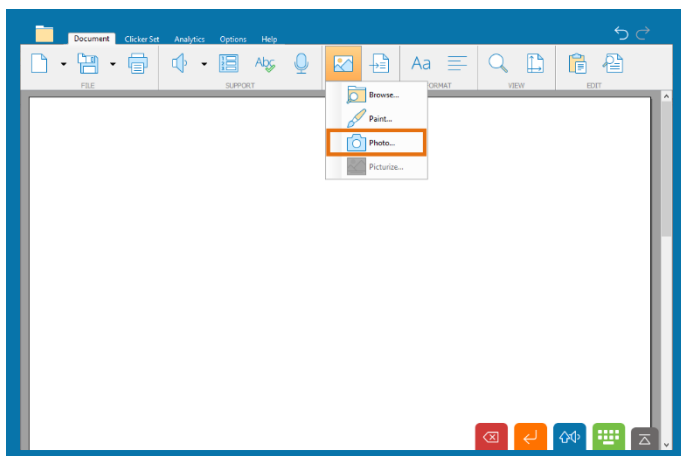
1. Go to the Document ribbon and click  .
2. Choose Browse... from the menu.
3. Navigate the Explorer to find the picture you want to use.



Draw a picture

Use the paint tool to create your own picture:

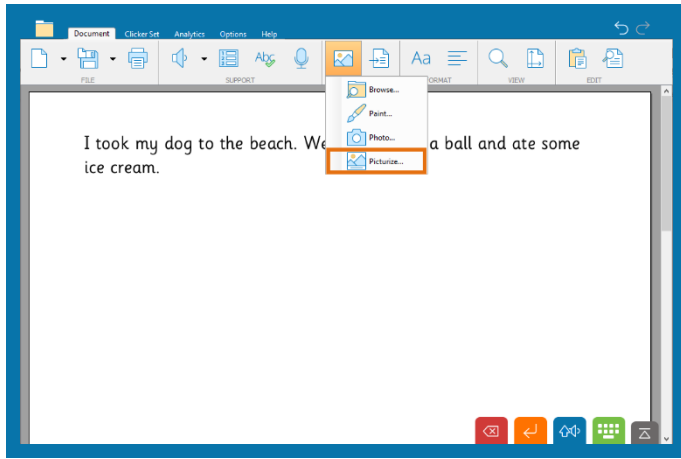
1. Go to the Document ribbon and click  .
2. Choose Paint... from the menu.
3. Use the tools provided to draw your picture.



Take a photo

Use a webcam to take a photo:

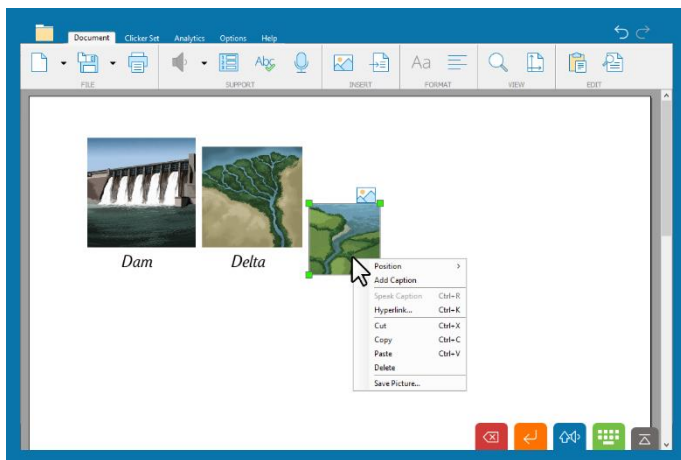
1. Go to the Document ribbon and click  .
2. Choose Photo... from the menu.
3. Click  to take a photo.



Picturize your document

Automatically add pictures to words in your document:

1. Go to the Document ribbon and click  .
2. Choose Picturize... from the menu.
3. Choose whether to ignore high frequency words.
4. Click Picturize.



Other options

Resize pictures and add a caption or hyperlink:

- Click and drag the corner handles to resize a picture.
- Right-click a picture and choose from the menu to add a caption or a hyperlink.

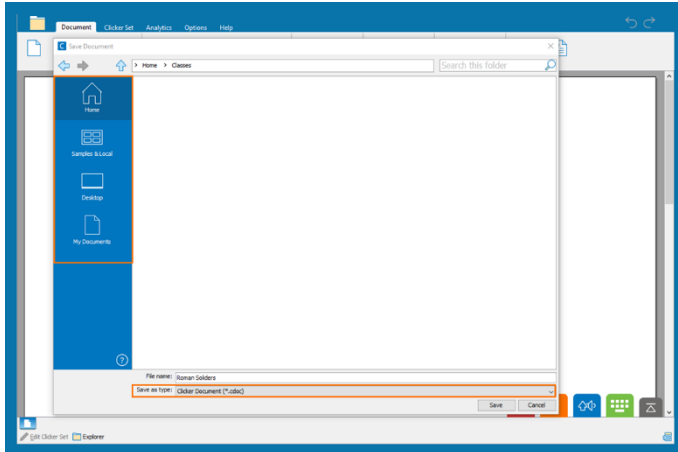
Settings:

Saving Clicker files

Save Clicker files to work on or use later.

Save a Clicker Document

Save a child's work in the document to work on it later:



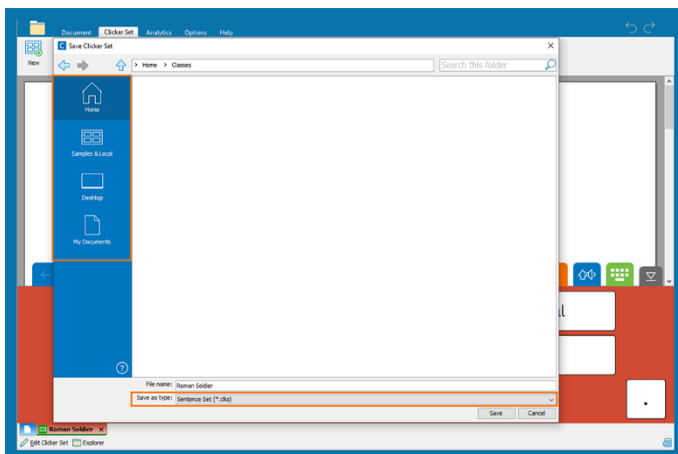
- Go to the Document ribbon and



- click .
- Choose where you want to save your file (right-click to create a new folder or shortcut).
- Enter a file name and click Save (click the 'Save as type' drop-down to use a different filetype).

Save a Clicker Set

Save a Clicker Set that you've created or edited:



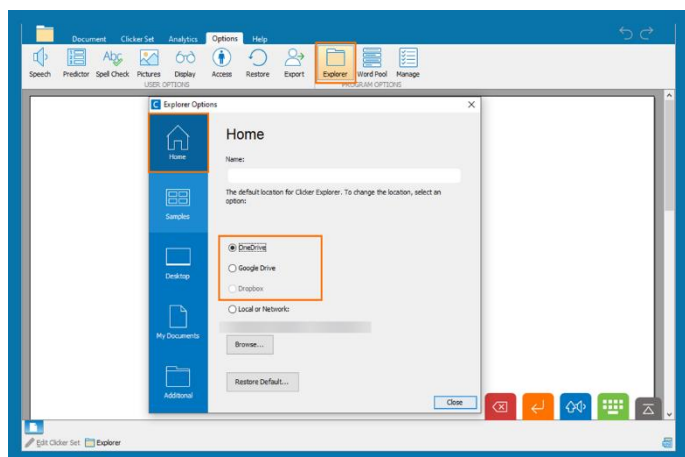
- Go to the Clicker Set ribbon and click



- Choose where you want to save your file (right-click to create a new folder or shortcut).
- Enter a file name and click Save (click the 'Save as type' drop-down to use a different filetype).

Sharing Clicker files

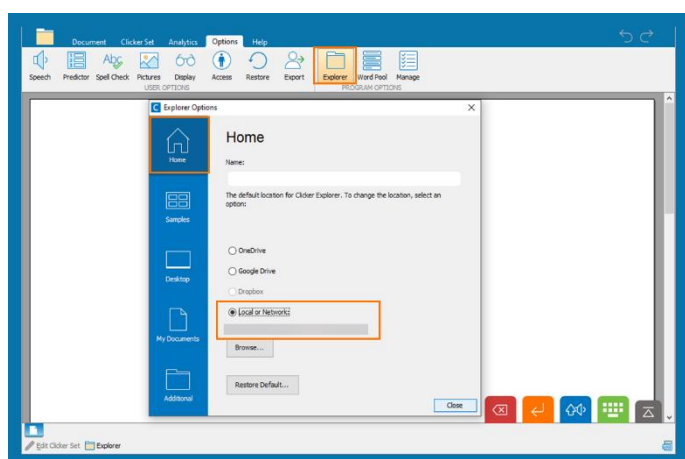
Share a Clicker file to open it on another device or make it available to other staff and learners.



Share via cloud storage

Use cloud storage, such as Google Drive or OneDrive, to share your Clicker files:

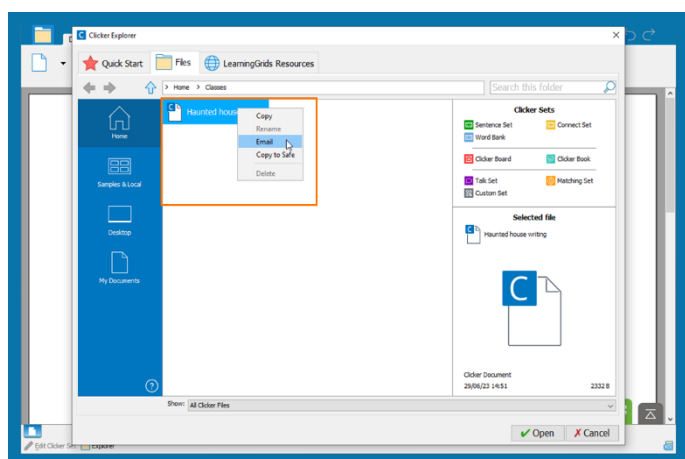
- Cloud storage can be set as the default file location for your Home folder in Options. Ask your IT team to set this up – [Set up cloud sharing in Clicker](#).
- Save files in the Home folder to automatically share them.



Share via a network

Use your organisation's network to share your Clicker files:

- Your organisation's network can be set as the default file location for your Home folder in Options. Ask your IT team to set this up – [Set up network sharing in Clicker](#).
- Save files in the Home folder to automatically share them.



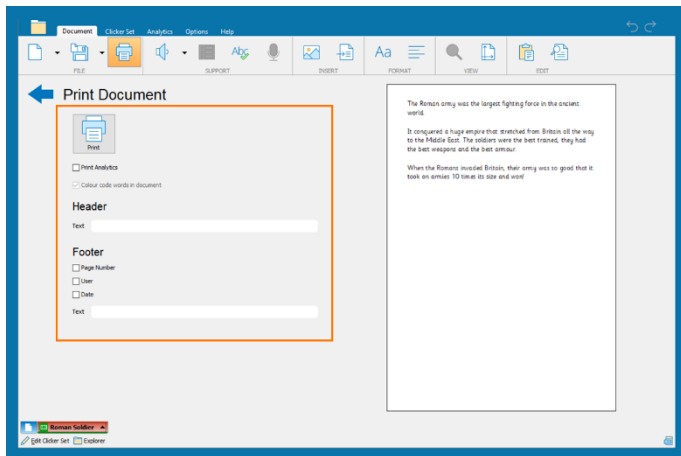
Share via email

Send Clicker files as email attachments to share them:

- Open the file explorer.
- Browse to the file you want to share, right click the file, and choose Email:
 - This will open a blank email with the file attached ready for you to send.

Printing Clicker files

Print Clicker Documents or Clicker Sets.



Print a Clicker Document

Print a child's work to keep a physical record of their progress:

- Go to the Document ribbon and



click .

- Choose from the options provided.
- Click the Print button to send the document to your printer.

Print a Clicker Set

Print a resource to use away from the computer:

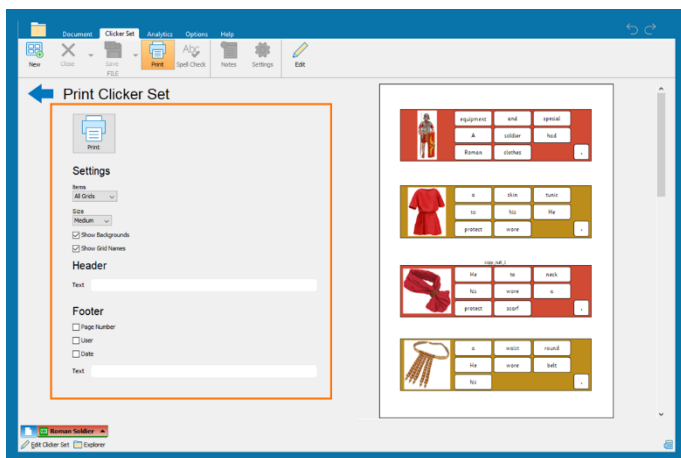
- When a Clicker Set is open:

- Go to the Clicker Set ribbon and



click .

- Choose which grids you want to print and how they'll be displayed.
- Click the Print button to send the Clicker Set to your printer.



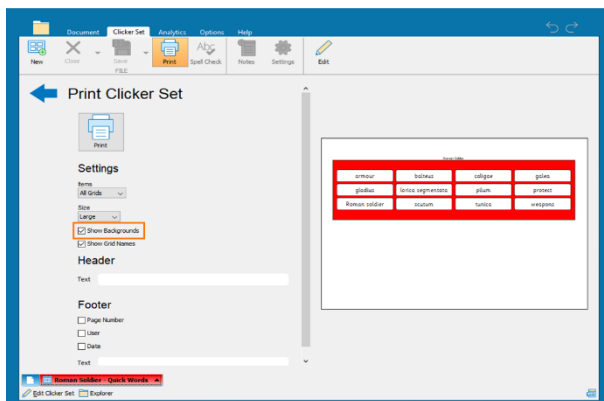
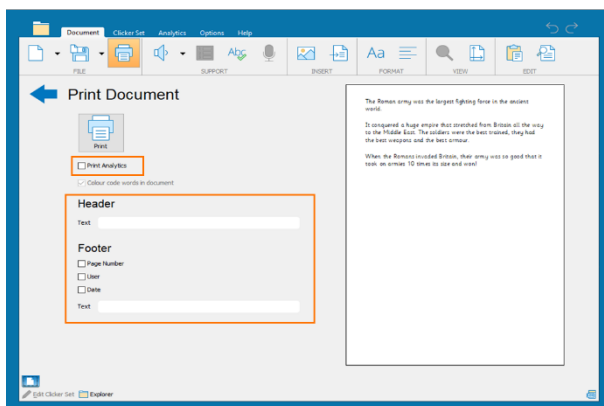
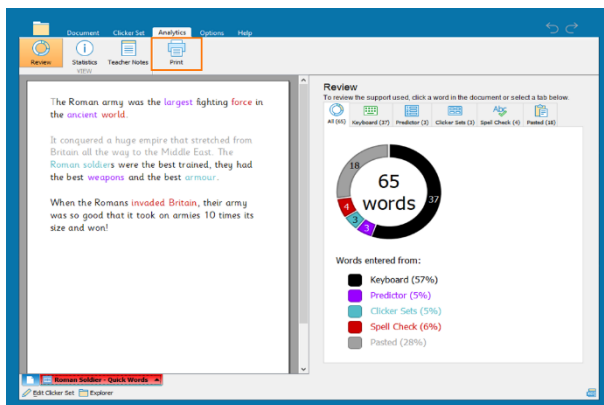
Top tips for saving, sharing, and printing

More useful information on saving, sharing, and printing Clicker files.

Managing the file explorer

Create folders and shortcuts to organise your Clicker files:

- Log into the appropriate class profile from the Quick Start Menu.
- Click  to open the file explorer.
- Right-click in the folder to create a new folder or shortcut.
- See our [Tailor the Features tutorial](#) for more information on customising your file explorer.

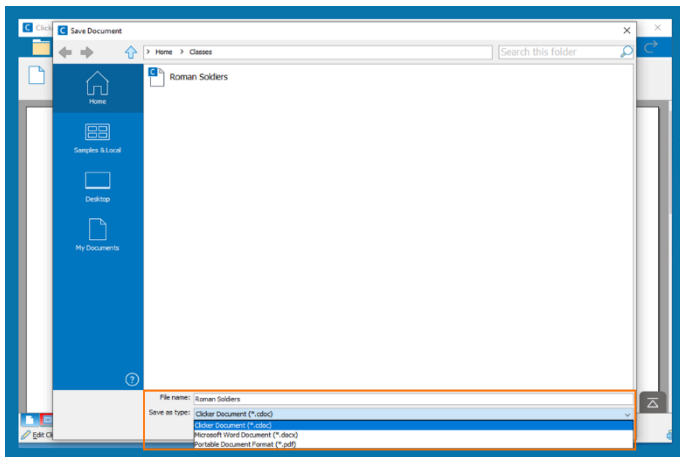


Printing tips

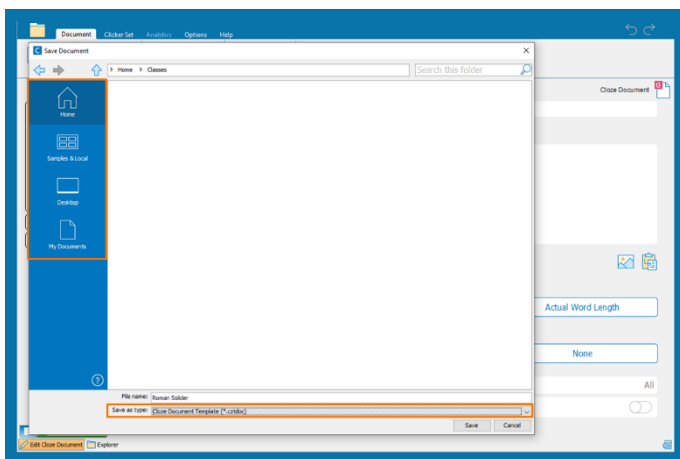
Change the settings when printing a Clicker Document or Clicker Set:

- Check the Print Analytics box to print data from Analytics alongside the Document.
- Change headers and footers to include dates, subjects, names or other information to help with record keeping.
- Turn off Clicker Set backgrounds when printing to save ink.
- Choose Print in the Analytics ribbon to print off Analytics data for your records.

Saving tips



- Click the Save as type drop-down box to save your Document in different formats.
- Clicker Documents can be accessed on other PCs with Clicker installed and iPads or Chromebooks with Clicker Writer installed.
- Save as a Clicker Document to retain Analytics information and Voice Notes.
- Save as a Microsoft Word Document to be able to access and edit the Document on devices without Clicker installed.
- Save as a PDF to be able to access the Document (without editing it further) on devices without Clicker installed.



Save a Cloze Document

Save a Cloze Document to work on it later:

- Go to the Document ribbon and click .
- Choose where you want to save your file.
- Enter a file name and click Save.

Share Clicker files via Google Classroom

- To share a Clicker file using Google Classroom, you will need to attach it to the relevant assignment.
- The file will then need to be downloaded before opening it in Clicker.
- See our [support article](#) for step-by-step instructions on how to do this.

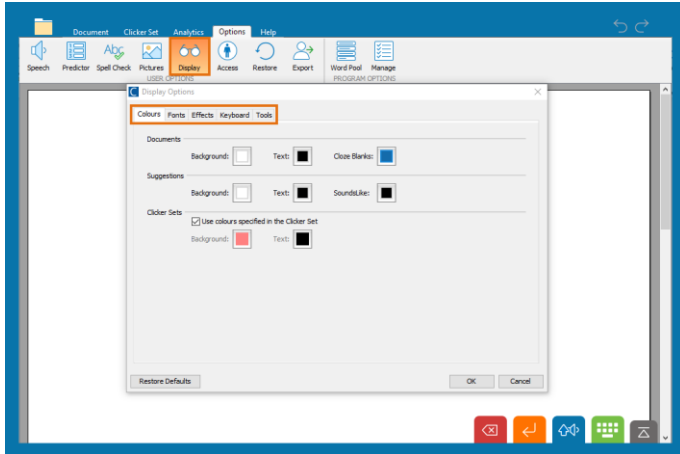
Share Clicker files via Microsoft Teams

- You can share Clicker files through Microsoft teams using OneDrive storage.
 - If the file you want to share is available in your computer's file explorer, drag it into a message or the Files tab in a Teams Channel.
 - You can also share by selecting Attach beneath the new message box:
 - Select the file and then select Share or Open, this will upload a copy of your original file.
 - All the files you share in a chat are available in the Files tab at the top of your chat.
-

Accessibility

Display

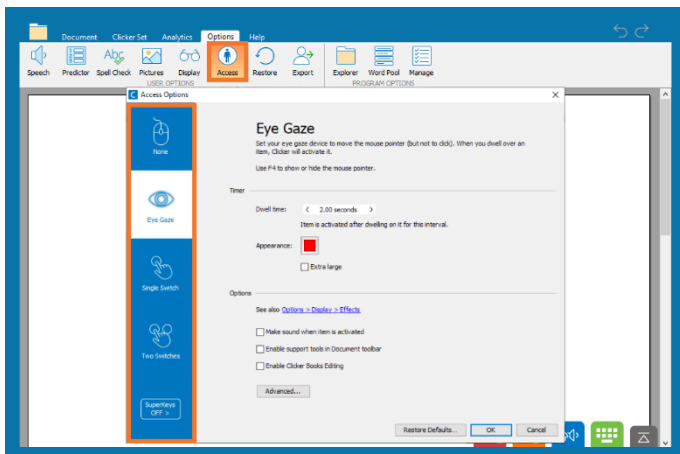
Adjust the Display settings to change Clicker's appearance:



- Go to the Options ribbon and select Display.
- In Colours, change the appearance of the Document, Suggestions and Clicker Sets.
- In Fonts, change the default font style and size.
- In Effects, change cell mouseover and click effects.
- In Keyboard, change the layout and appearance of the on-screen keyboard.
- In Tools, change the size of the tools and which are offered.

Access

Adjust the Access settings to change how learners access Clicker:

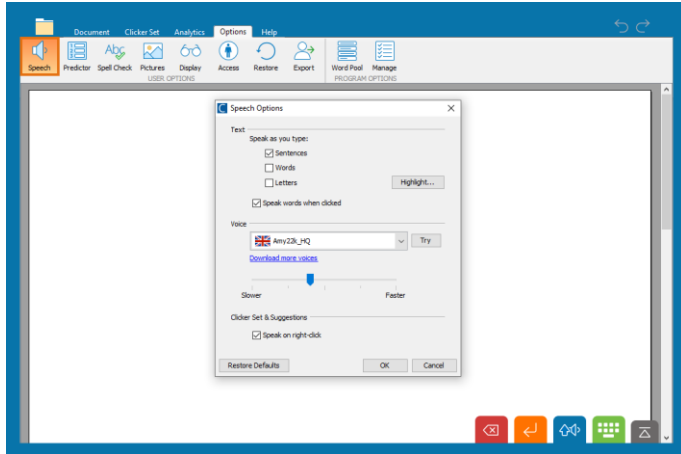


- Go to the Options ribbon and select Access.
- On the left, select your chosen access method. Adjust the settings to change how the access method behaves.
- Pause an access method with the Pause Access button in the top-right of the screen.
- Turn on SuperKeys and choose when it is active.

Tailor the Features

Speech

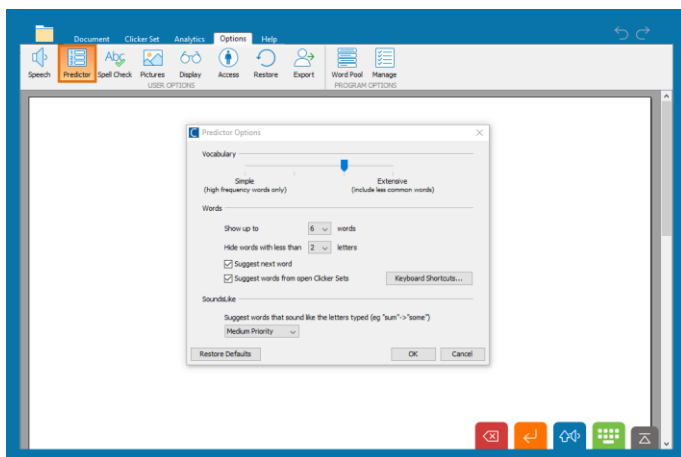
Adjust the speech settings to change the voice and when Clicker speaks:



- Go to the Options ribbon and select Speech.
- Check the Text checkboxes to change when Clicker speaks.
- Click 'Highlight...' to change how text is highlighted when it's read out.
- Click the drop-down box to change the voice.
- Adjust the slider to change the speed of the voice.
- Check the Speak on right-click checkbox for Clicker to read Suggestions or text in Clicker Sets when right-clicked.

Predictor

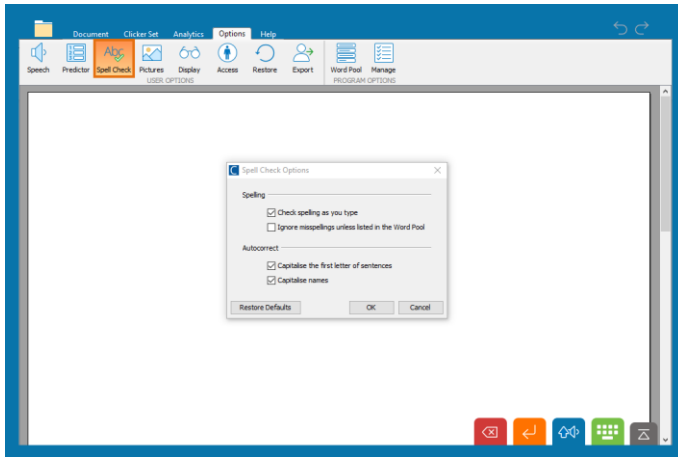
Adjust the Predictor settings to change the level of support provided by the Predictor:



- Go to the Options ribbon and select Predictor.
- Adjust the slider to change the complexity of vocabulary offered.
- Click the drop-down boxes to change the number of and length of words offered.
- Check the checkboxes to change whether Clicker offers words in the Predictor before any letters are typed and whether words in Clicker Sets are offered.
- Click the SoundsLike drop-down box to change the priority given to phonetic spellings of words.

Spell Check

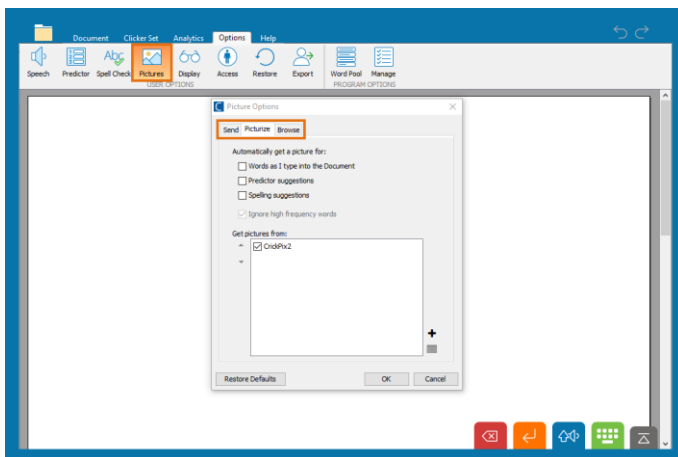
Adjust the Spell Check settings to change the support provided by the Spell Check:



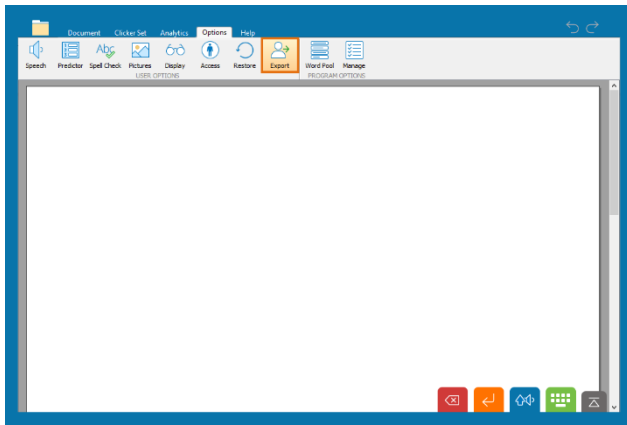
- Go to the Options ribbon and select Spell Check.
- Choose whether misspelt words are highlighted.
- Change whether Spell Check only applies to words in the Word Pool.
- Change the automatic capitalisation settings.

Pictures

Adjust the pictures settings to change the picture support offered in Clicker:



- Go to the Options ribbon and select Pictures.
- In Send, change whether images in cells are sent into the Document with the text.
- In Picturize, choose whether pictures appear:
 - In the Document
 - In the Predictor
 - In the Spell Check
- Choose which Picture Libraries are preferred when using Picturize.
- In Browse, change which folders can be browsed for pictures.



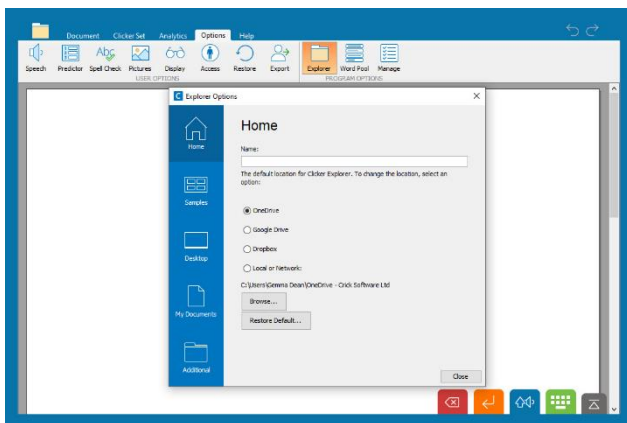
Export

Save your user settings to use with other learners:

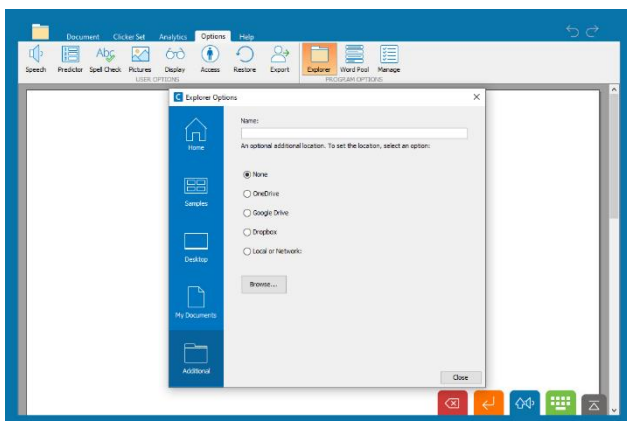
1. Go to the Options ribbon and select Export.
2. Choose where you want to save the current settings.

Explorer

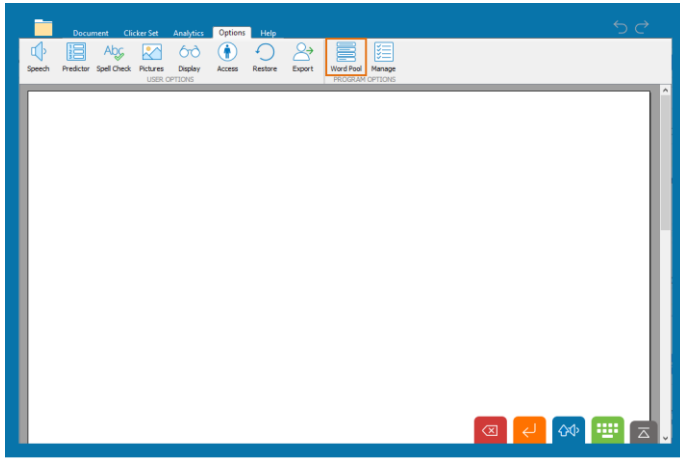
Change file settings to change where students can save their work:



- Go to the Options ribbon and select Explorer.
- Click 'Home' to change the default location for Clicker Explorer:
 - Type in the text box to give it a name.
 - Select a cloud storage option from the suggestions listed or
 - Select local or network folder location.
 - Click 'Browse...' to navigate to your preferred default file location.
- Click 'Desktop' to decide whether to display Desktop files in the Explorer.
- Click 'Documents' to decide whether to display the current user's Documents files in the Explorer.
- Click 'Additional' to add another file location to the Explorer:



- Type in the text box to give the file location a name.
- Select a cloud storage option from the suggestions listed or
- Select local or network folder location.
- Click 'Browse...' to navigate to your preferred default file location.

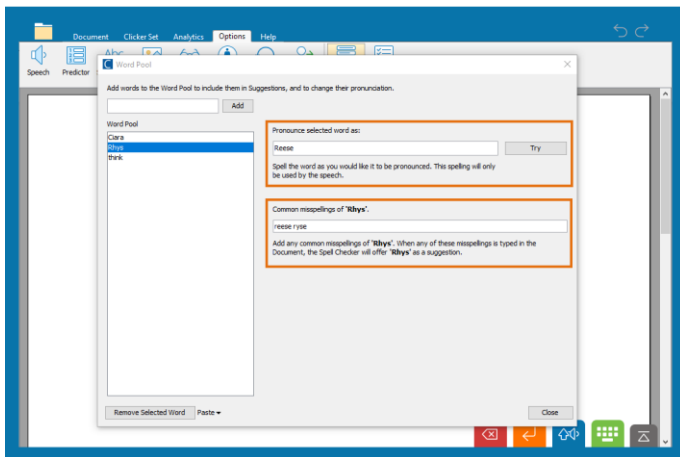


Word Pool

Add words to the Word Pool to adjust their pronunciation or add common misspellings:

- Go to the Options ribbon and select Word Pool.
- To change the pronunciation of a word:

- Type the word in the text box and click 'Add'.
- In the 'Pronounce selected word as:' text box, type the word phonetically.
- Click 'Try' to make sure you're happy with the new pronunciation.



- To add common misspellings:

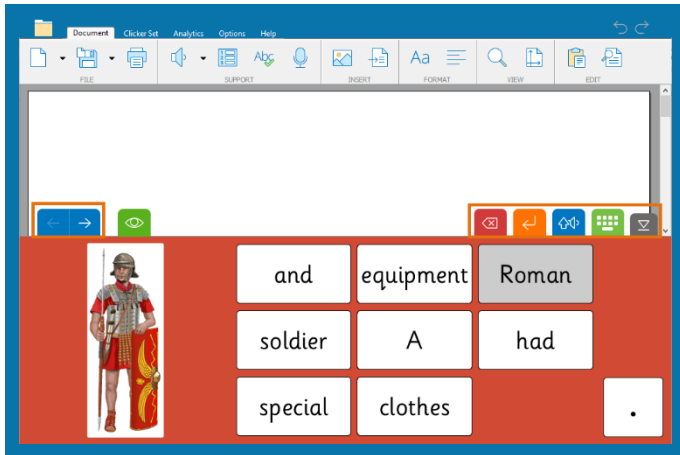
- Type the correct spelling of the word in the text box and click 'Add'.
- In the 'Common misspellings of' text box, type any misspellings. Separate each with a space.

Grid/Ribbon tools:

Grid tools

Grid tools

Use the grid tools to help learners writing in the document:

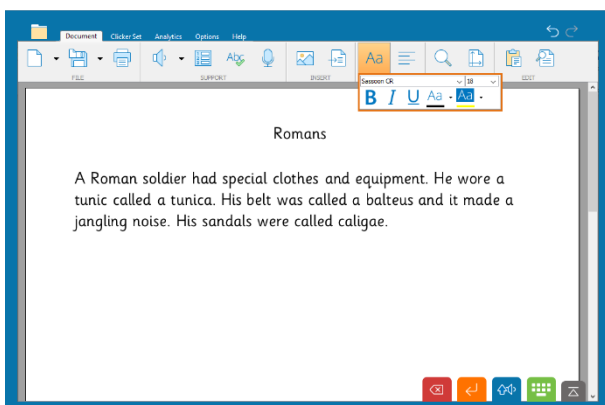
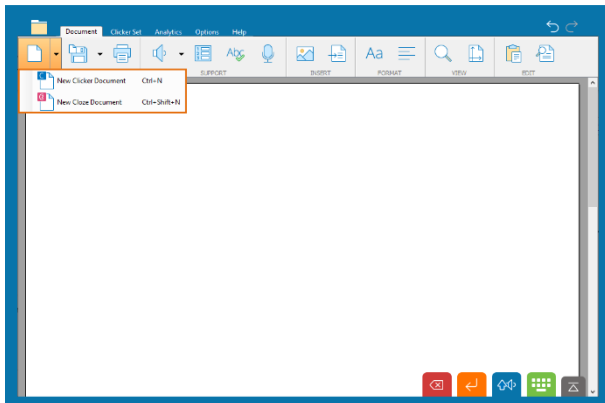
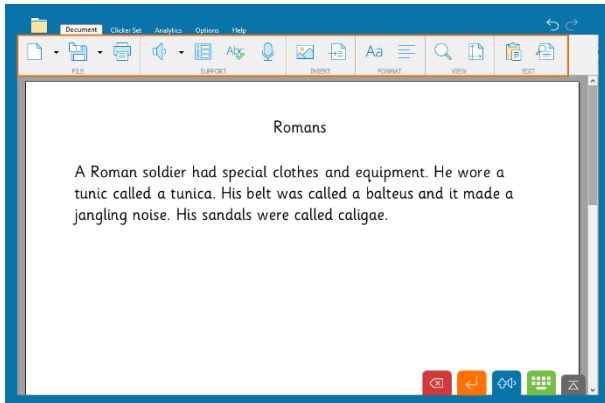


- Use  to move between grids in a writing grid.
- Use  to delete the last word entered in the document.
- Use  to start a new line.
- Turn  on or off to listen to words when clicked. Double-click SoundShift to keep it turned on.
- Use this  to open the on-screen keyboard or swap between the keyboard and a writing grid.
- Use this  to hide or show a writing grid.

Ribbon tools

Document ribbon tab

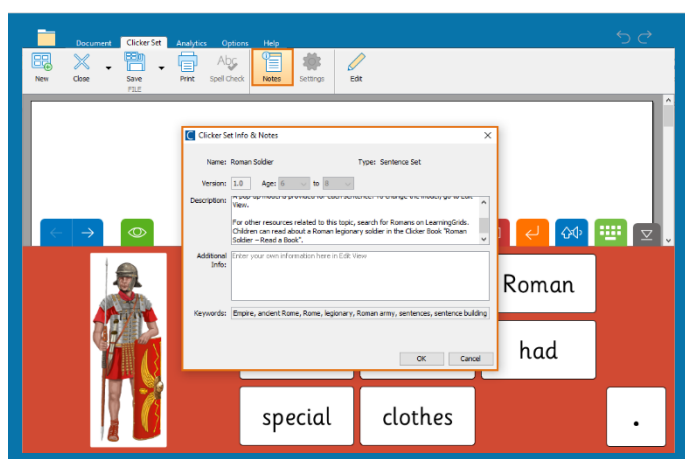
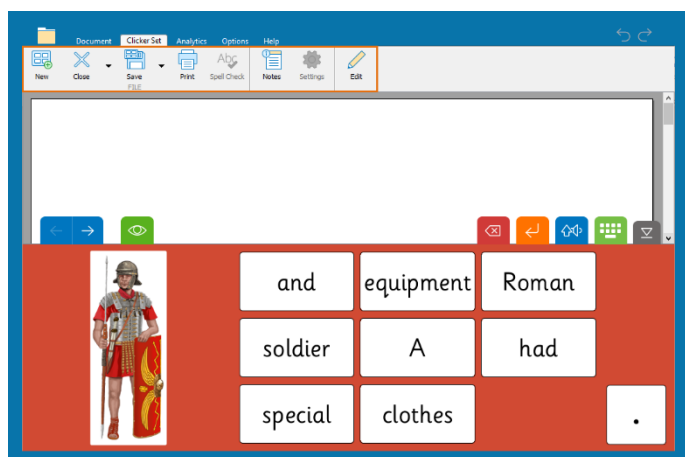
Use the Document ribbon to access tools to make changes to the document:



- Go to the Document ribbon.
- Click  to create a new Clicker Document. Select the arrow to choose between creating a new Clicker Document or a new Cloze Document.
- Click  to save the document. Select the arrow to choose between Save Document... and Save Document As...
- Click  to see print options.
- Click  to hear text in the document. Select the arrow to change the voice.
- Click  to turn on the Predictor.
- Click  to use Spell Check.
- Click  to create a new Voice Note.
- Click  to add a picture to the document.
- Click  to insert a hyperlink or the date.
- Click  to change the text formatting options.
- Click  to change the layout formatting options.
- Click  to zoom in or out.
- Click  to change the Document page set up.
- Click  to cut, copy or paste.
- Click  to find words or phrases in the document.

Clicker Set ribbon tab

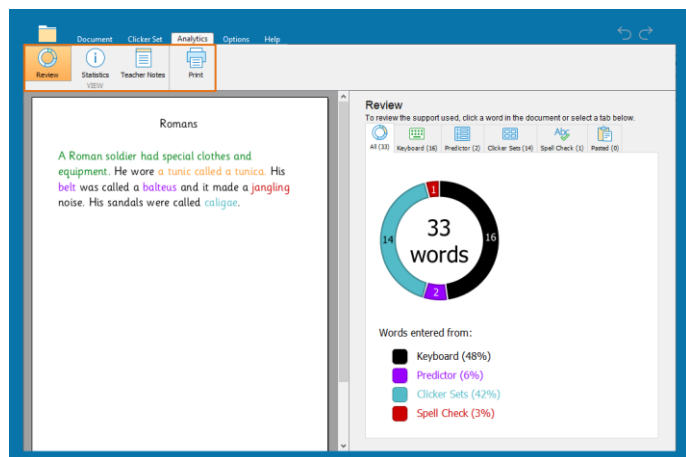
Use the Clicker Set ribbon to work with the Clicker Sets:



- Go to the Clicker Set ribbon.
- Select  **New** to create a new Clicker Set.
- Click  **Close** to close the current Clicker Set.
- Click  **Save** to save the Clicker Set. Select the arrow to choose between Save Clicker Set... and Save Clicker Set As...
- Click  **Print** to open print options.
- Click  **Spell Check** to Spell Check the Clicker Set. This is only available in Edit View.
- Click  **Notes** to find out more information about the Clicker Set.
- Click  **Settings** to make more advanced changes to the Clicker Set. This is only available in Edit View.
- Click  **Edit** to go to Edit View.

Analytics ribbon tab

Use the Analytics ribbon tab to find out detailed information on the writing in the document and how it was produced:



- Go to the Analytics ribbon.
- When you open the Analytics ribbon, Review is opened as well. Here you can find a summary of how the writing was produced.

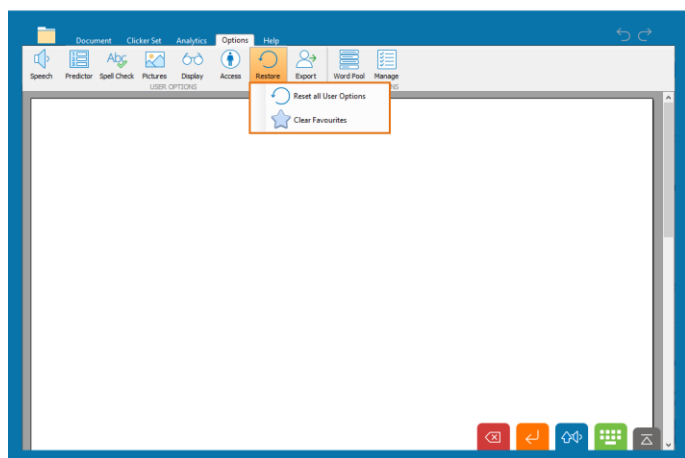
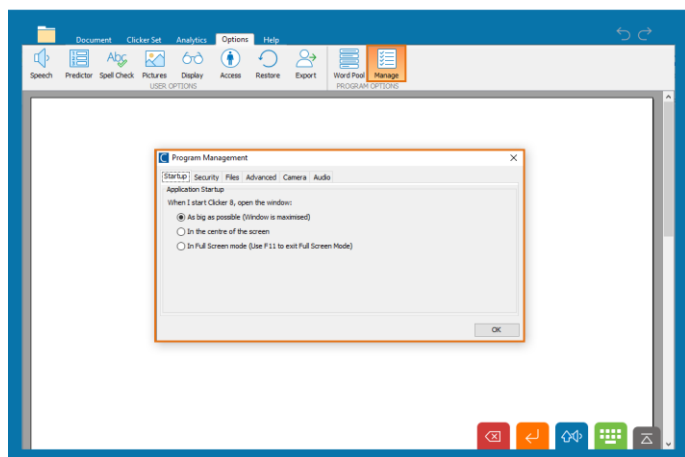
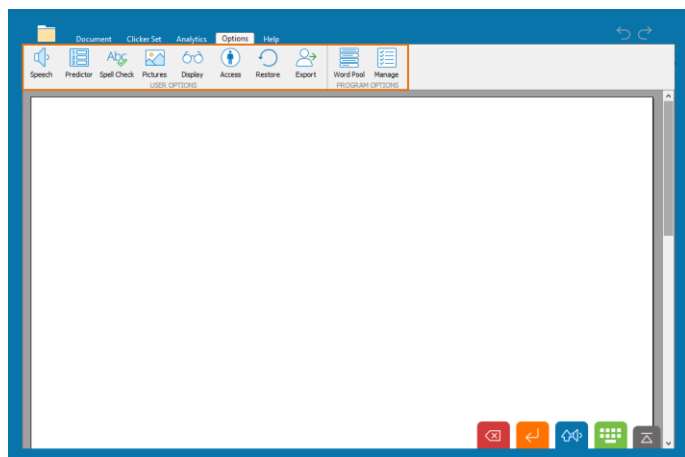
- Open **Statistics** to see further information on the document such as how long it was worked on and how many words, sentences and paragraphs have been written.

- Open **Teacher Notes** to add further information.
- Click **Print** to print all of this information.


Options ribbon tab

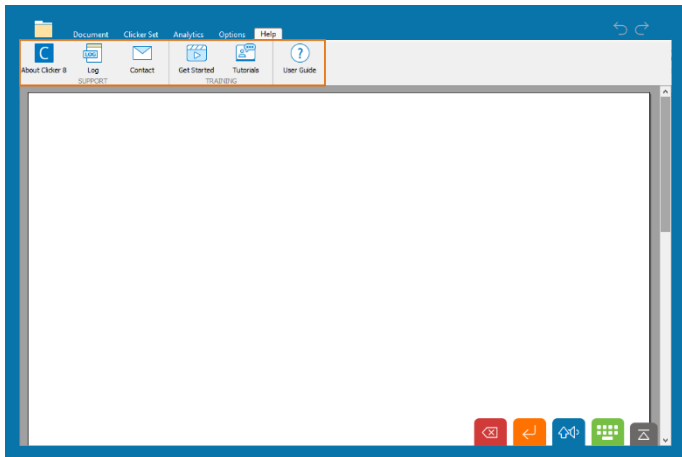
Use the Options ribbon to personalise Clicker for individual learners:

- Go to the Options ribbon.
- Click  **Speech** to change the speech settings.
- Click  **Predictor** to change the Predictor settings.
- Click  **Spell Check** to change the Spell Check settings.
- Click  **Pictures** to change the Picture settings.
- Click  **Display** to change the Display settings.
- Click  **Access** to change the Access settings.
- Click  **Restore** to restore the default settings
- Click  **Export** to export your current user settings.
- Click  **Word Pool** to add to or edit the Word Pool.
- Click  **Manage** to access more advanced settings.



Help ribbon tab

The Help ribbon has resources to help you keep Clicker running properly and access training materials:



- Go to the Help ribbon.
- Click  **About Clicker 8** to find your serial number
- Click  **Log** to open the log.
- Click  **Contact** to contact our support team.
- Click  **Get Started** to go to the Get Started video.
- Click  **Tutorials** to access our training tutorials.
- Click  **User Guide** to open the user guide.

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