Clicker settings guide

This guide has helpful tips on how to make Clicker accessible for your learners. Learn how to personalize picture settings as well as adjust the features to fit all.

CrickSoftware

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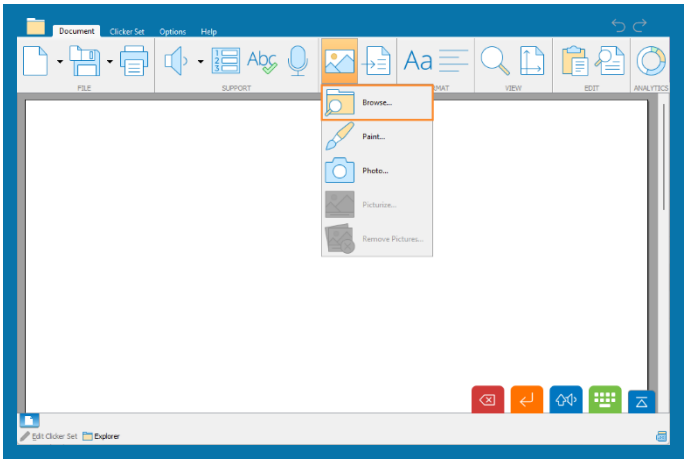
Picture Support:

Pictures are a valuable tool for personalizing a learner's writing experience. It can aid their understanding, provide visual cues and prompts and enables them to express themselves.

Add pictures to the Document

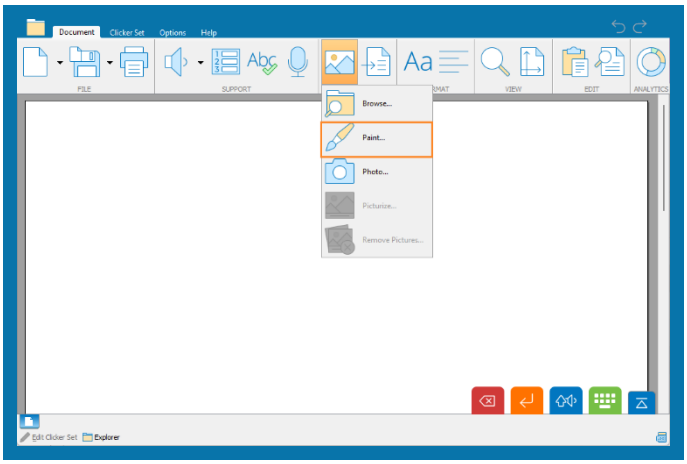
Clicker offers children three great ways to illustrate their document.



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.

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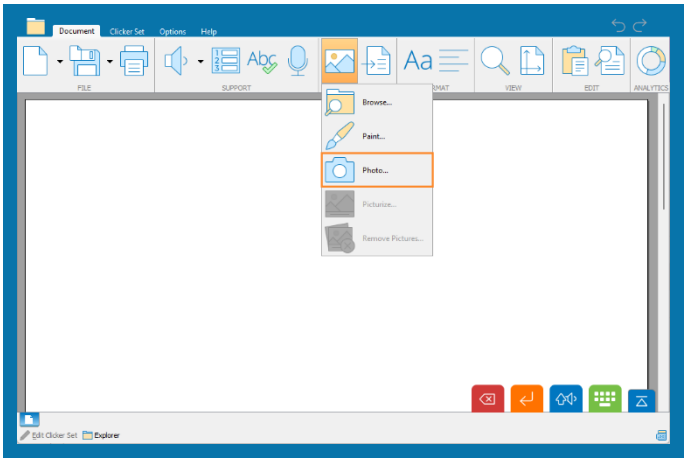
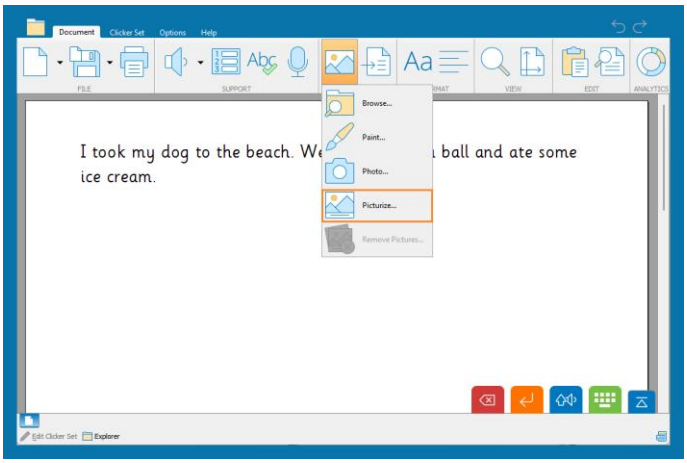


Take a photo

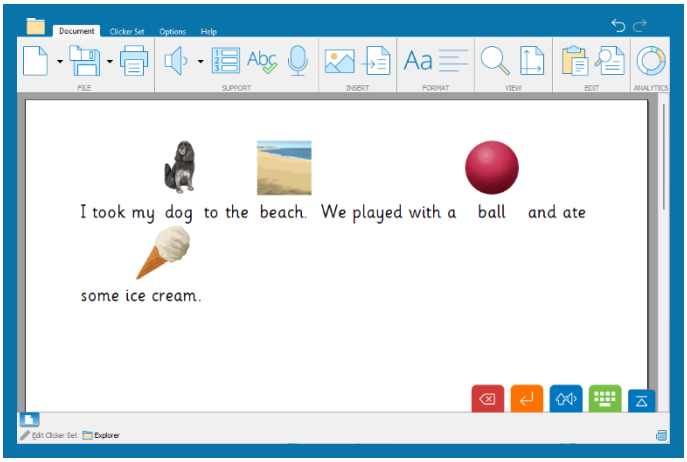
Use the camera on your device to take a photo:

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



Picturize your document

Picturize is a powerful way to reinforce the meaning of words and introduce new vocabulary. Clicker's 'Picturize' button enables you to instantly add pictures to cells in any Clicker Set, including Sentence Sets, Connect Sets and Word Banks, and to whole passages of text within a 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.**

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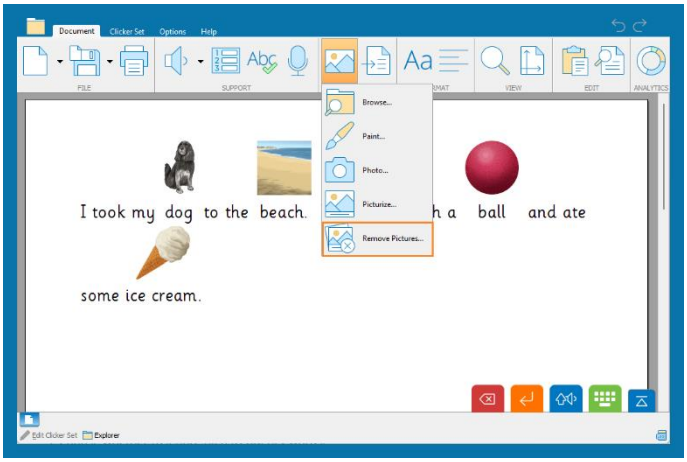
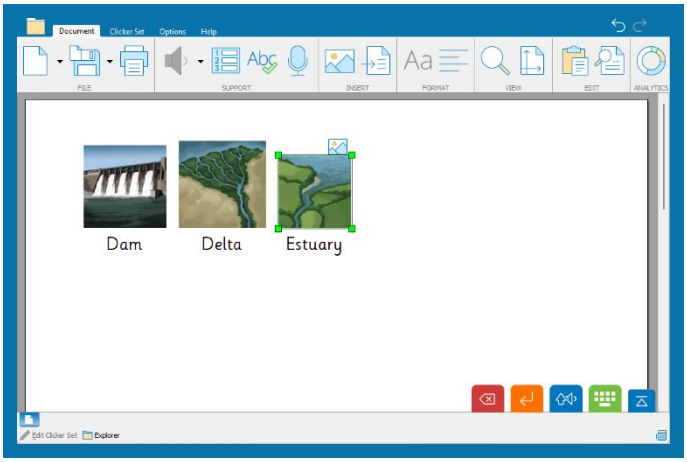


Remove pictures

To remove pictures from the document:

1. Go to the Document ribbon and click .
2. Choose **Remove Pictures...** from the menu.
3. Select **Remove Pictures.**



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.
    - NOTE: This option is only available for images inserted from the picture browser or images dragged into the document from an external source.

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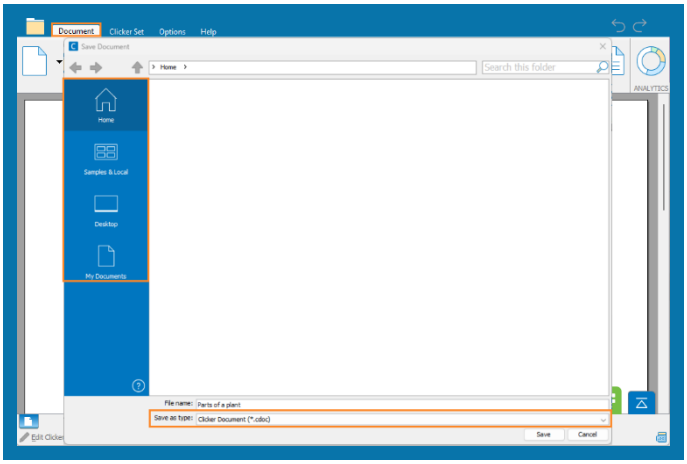
Settings:

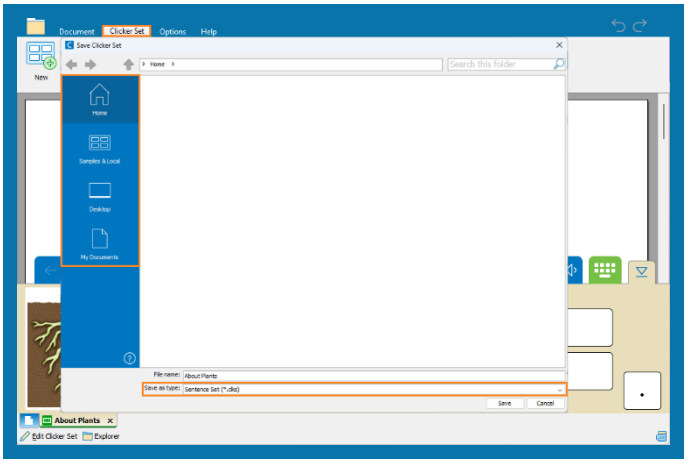
Save a Clicker Document



Save a child's writing in a Clicker Document to continue later:

1. Go to the **Document ribbon** and click .
2. Enter a file name and click **Save**.

Saving a Clicker Set



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

1. Go to the **Clicker Set ribbon** and click .
2. Enter a file name and click **Save**.

For more information about saving options, see our Saving, sharing and printing tutorial.

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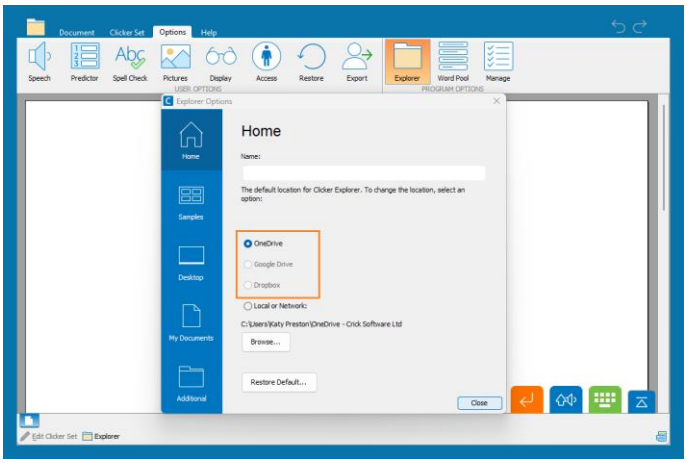
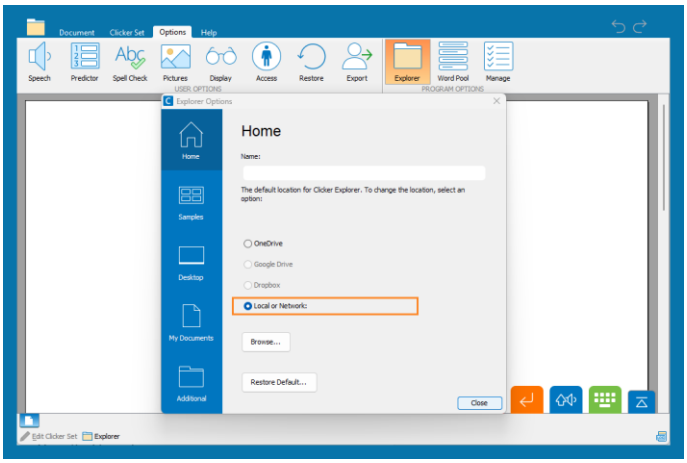
Sharing Clicker files

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



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

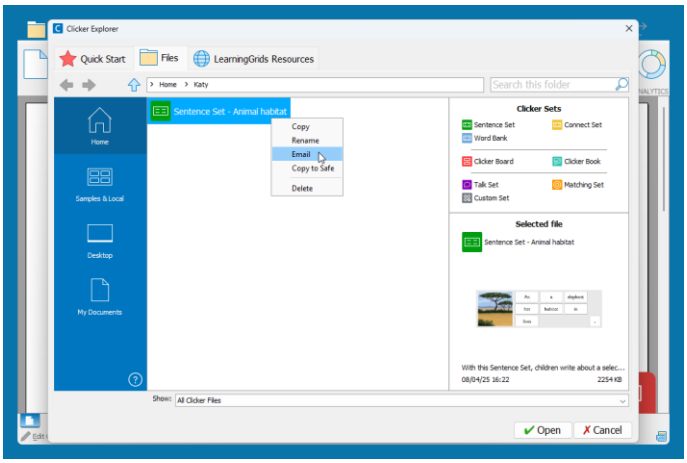
- Cloud storage can be set as the default file location for your Home folder in Options. Ask your IT team to set this up – Set up cloud sharing in Clicker.
- Save files in the Home folder to automatically share them.



Share via a network

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

- Your organization'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:

1. Open the file explorer.
2. 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.

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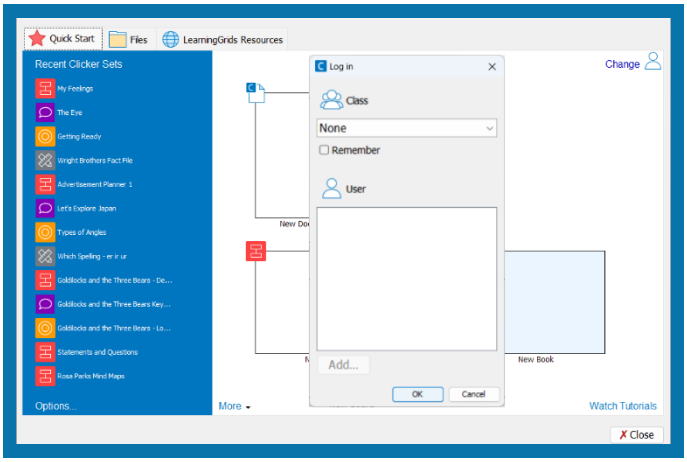
Top tips for Saving, Sharing, and Printing

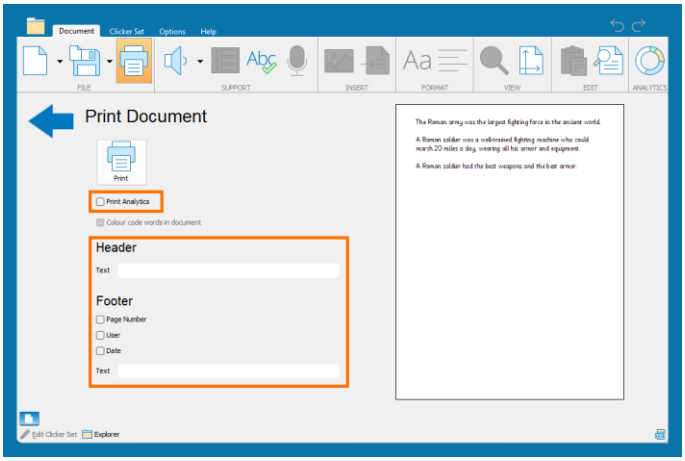
More useful information on saving, sharing, and printing Clicker files.



Managing the file explorer

Create folders and shortcuts to organize your Clicker files:

1. Log into the appropriate class profile from the Quick Start Menu.
2. Click to open the file explorer.
3. Right-click in the folder to create a new folder or shortcut.
    - See our Tailor the features tutorial for more information on customizing 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.

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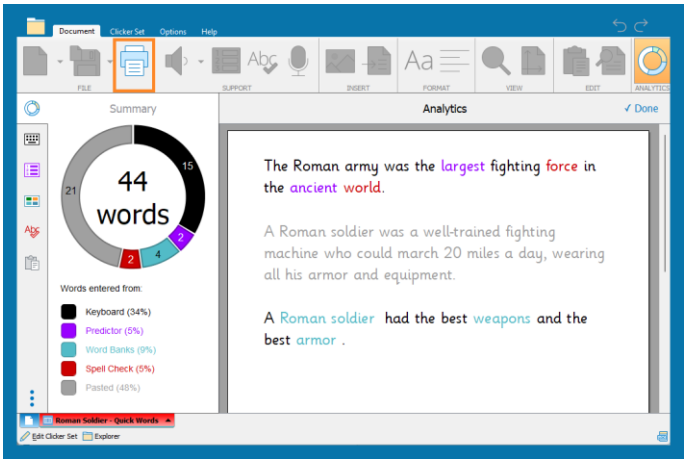
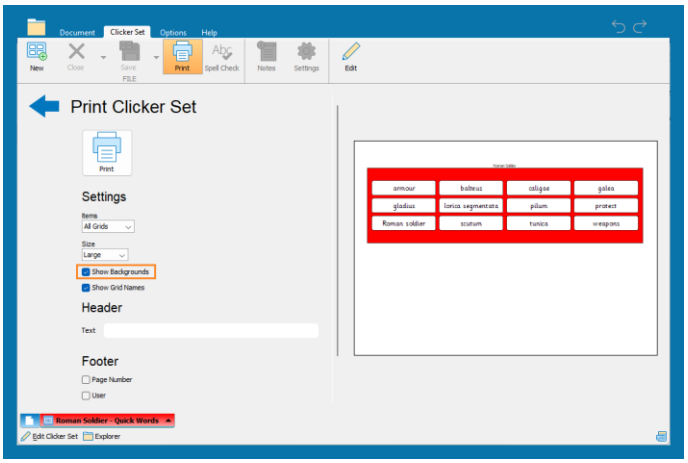
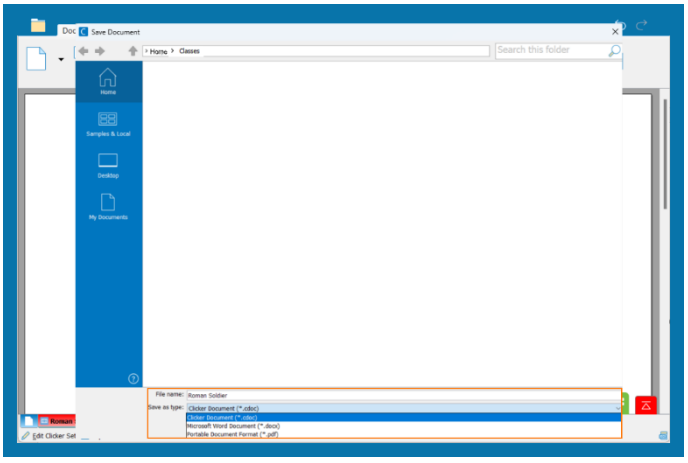


- Choose in the **Analytics tool** to print off Analytics data for your records.



- Turn off Clicker Set backgrounds when printing to save ink.

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.

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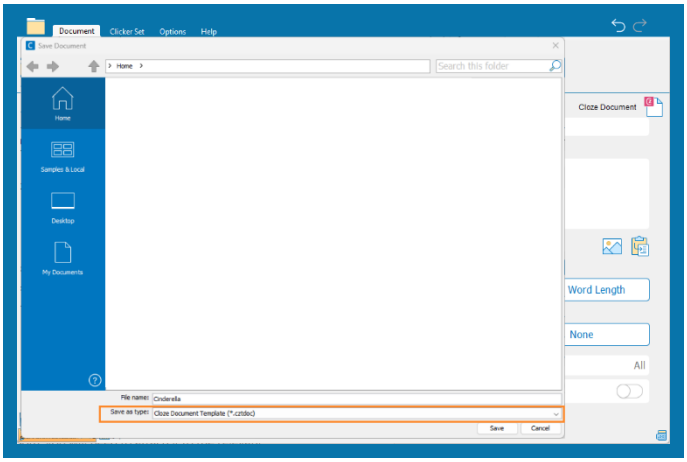

Save a Cloze Document

Save a Cloze Document to work on it later:

1. Go to the Document ribbon and click .
2. Choose where you want to save your file.
3. 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.

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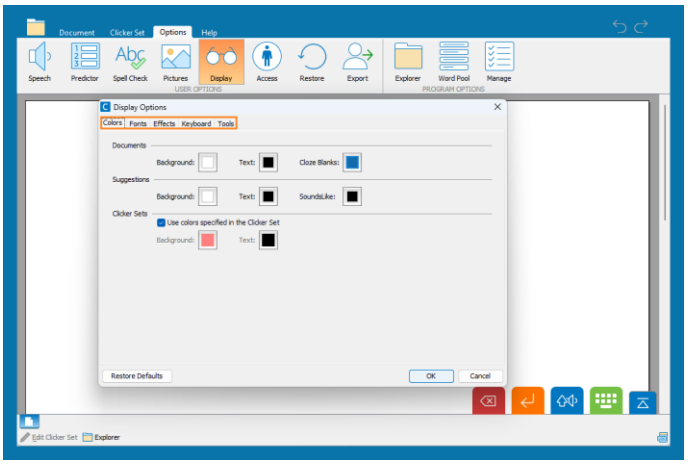
Accessibility

In addition to the extensive writing support, Clicker allows the adjustment of settings to suit a wide range of additional needs, including switch and eye gaze users.

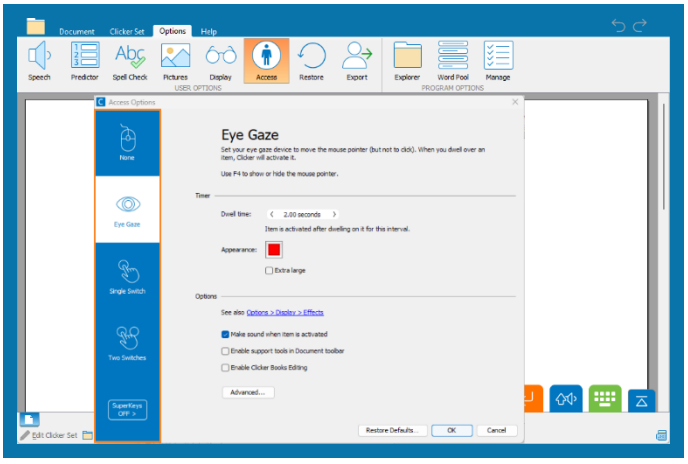
Here is how you can adjust Clicker settings to meet your students' needs:



Display

Adjust the Display settings to change Clicker's appearance:

- Go to the Options ribbon and select **Display**.
- In **Colors**, 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.

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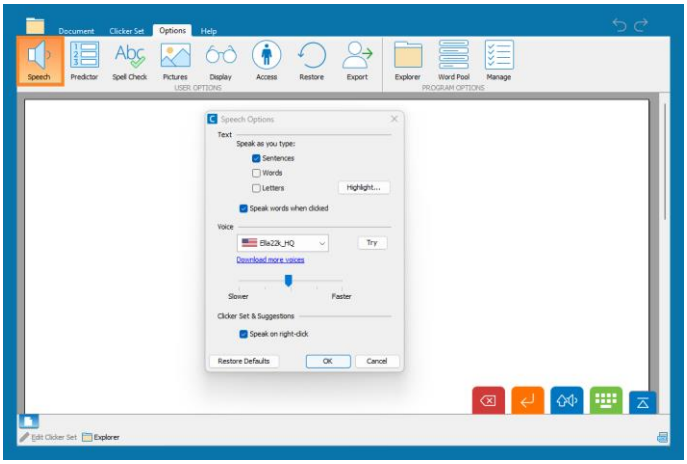
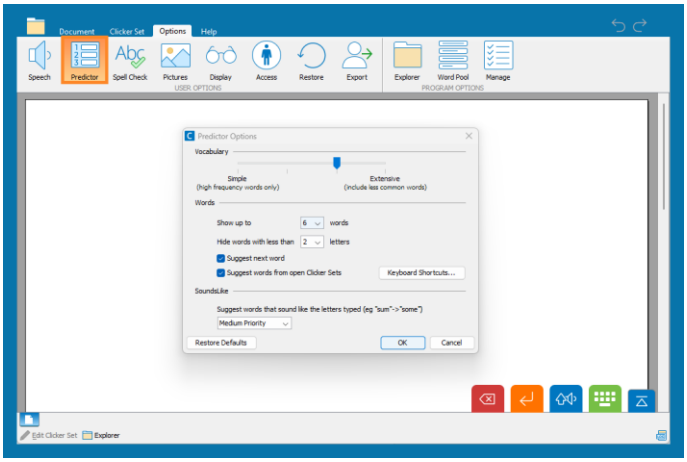
Tailor the User Options



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.

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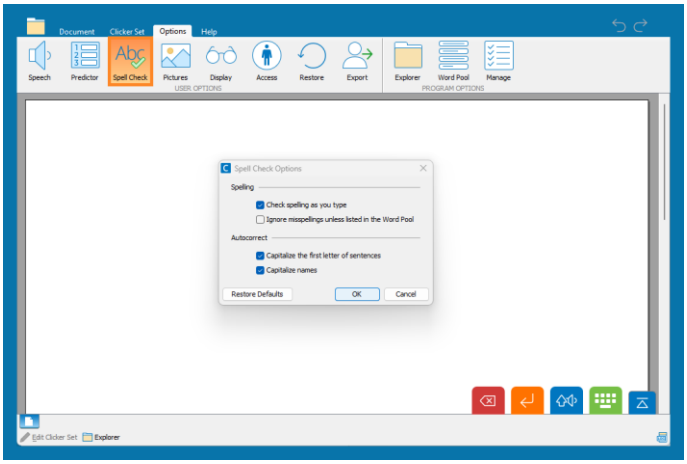
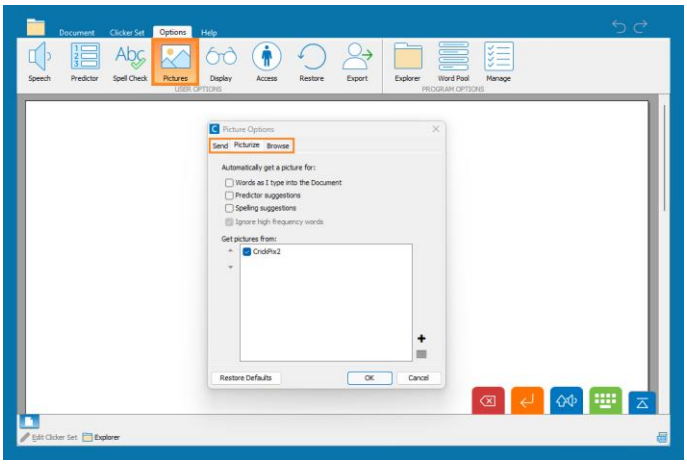


Spell Check

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 identified as the learner types.
- Change whether Spell Check only applies to words in the Word Pool.
- Change the automatic capitalisation settings.



Pictures

Adjust the pictures settings to change how easily and quickly pictures can be incorporated into Clicker Documents:

- 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.

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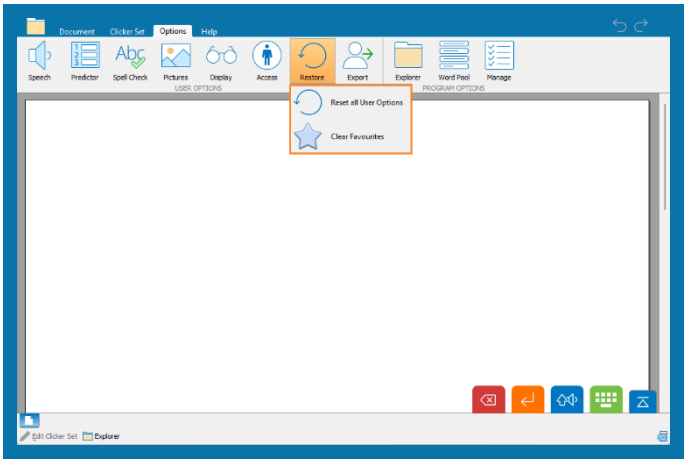
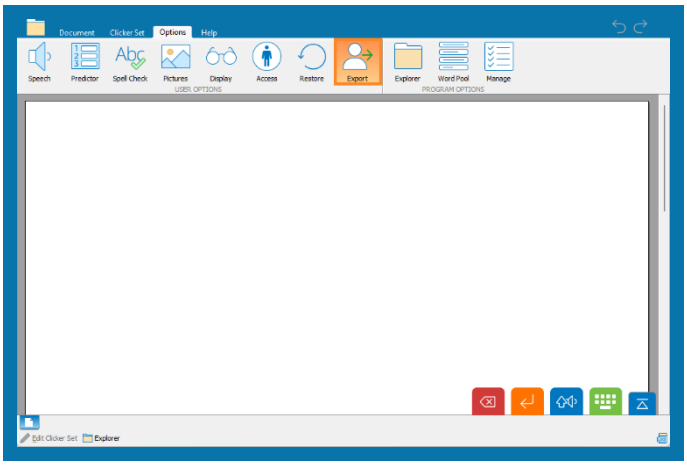


Restore

- Click to restore the default settings.



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.

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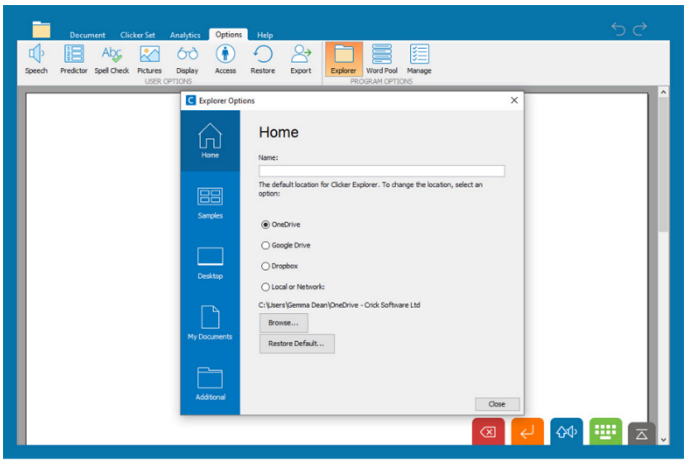
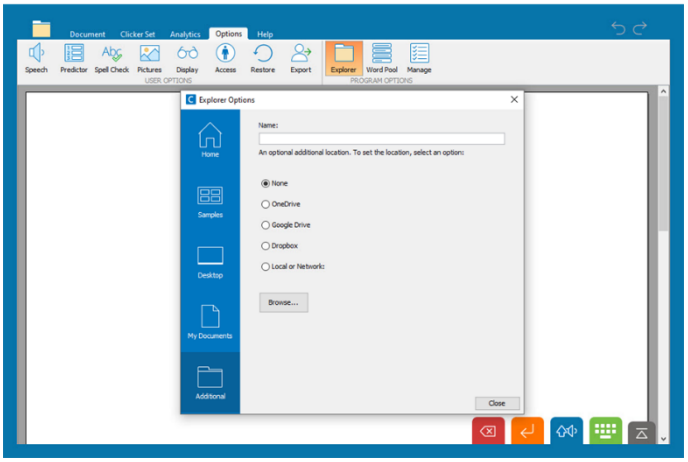
Tailor the Program Options

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 **My 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.

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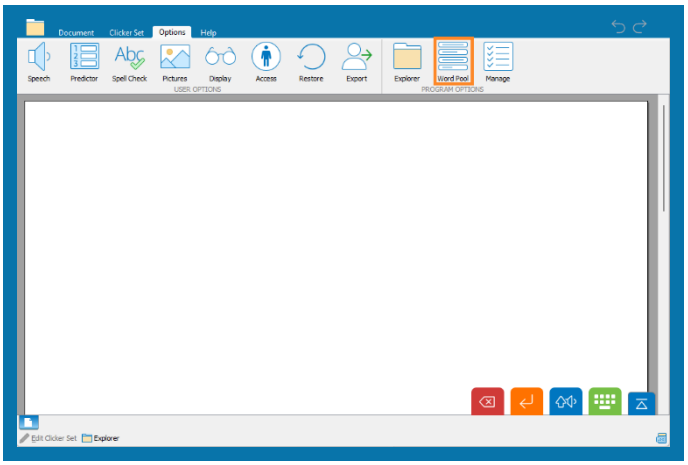
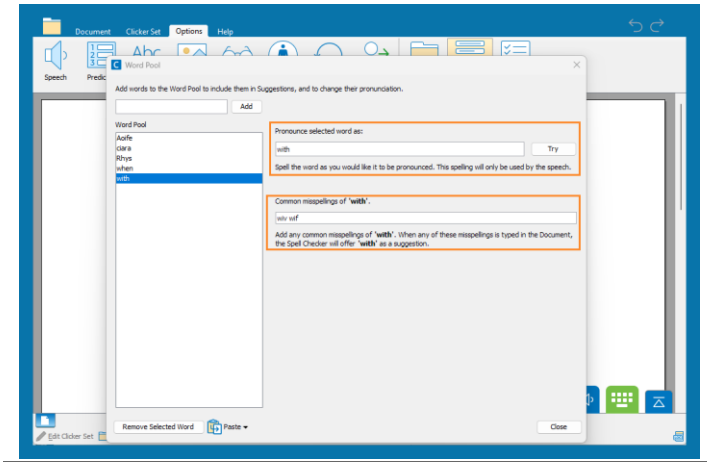


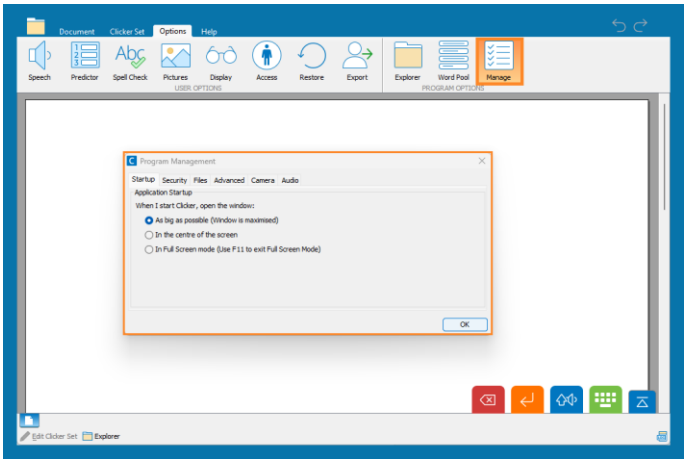


Word Pool

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.



Program Management

- Click to access more advanced settings.

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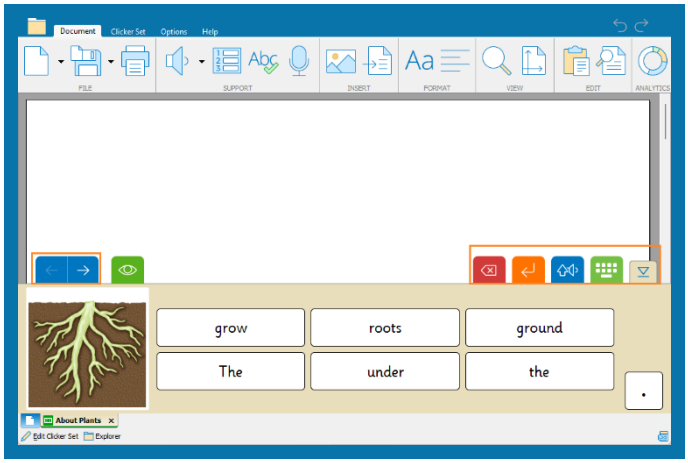
Grid tools:



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.

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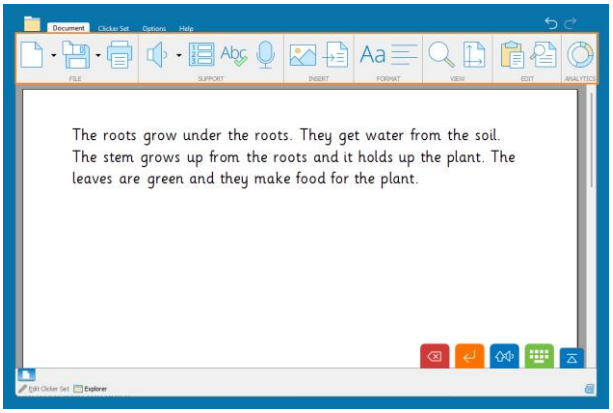
Ribbon tools:

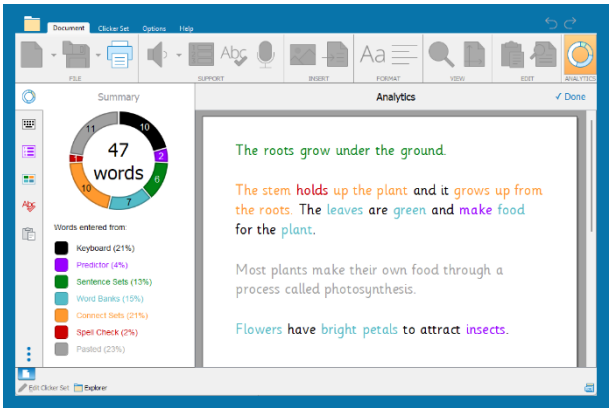


Document ribbon tab

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.
- Click to view the Analytics information.

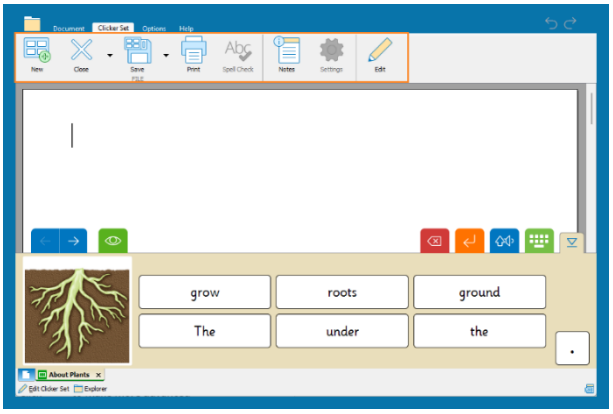
Analytics

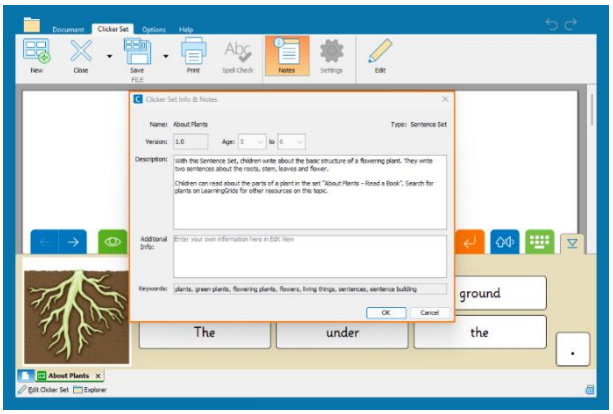


Use the Analytics tool to find out detailed information on the writing in the document and how it was produced:

- When you open Analytics, you can find a summary of how the writing was produced.
- Select if you would like to:
    - Open **Teacher Notes** to add further information.
    - 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.
- Click to print all of this information.

Clicker Set ribbon tab





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

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

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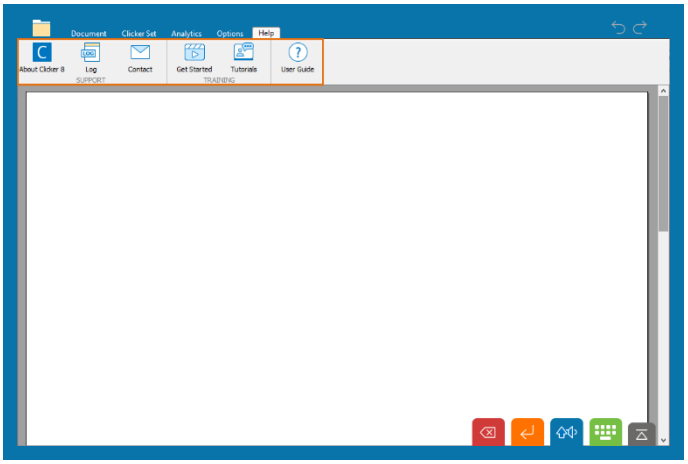
Help ribbon tab



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

- Go to the Help ribbon.
- Click to find your serial number
- Click to open the log.
- Click to contact our support team.
- Click to go to the Get Started video.
- Click to access our training tutorials.
- Click to open the user guide.

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