



How to use Clicker 5 – Basic instructions.

Using grids.

To open an existing grid on a disc or memory stick click:

File – Open Grid Set (browse to where your grid is stored)

To open an existing grid on your computer browse through the Explorer directory and double click on the grid you require.

If at any time while using explorer you get 'lost', simply click on the home button (looks like a house) and you will be taken back to the normal start point.

Clicking on any cell will then transfer the contents of that cell to the document pane.

To change the font in the writing pane, highlight the text you want then click on the ABC button and select the font. The other buttons on the toolbar can be used to change the text to italic, bold etc.

To save a document you have written, click:

File – Save Document

Browse to where you want to save it, type in a filename and then click:

Save

To open an existing document (eg to continue some saved work), click:

File – Open Document

Browse to where the document is, select it and click:

Open

You can do some writing using one grid, then continue the writing using a different grid, simply open the next grid you want.

Making Clicker Speak.

By default, Clicker is set up to speak each sentence when a full stop is added on the end.

To change when and how speech is used, click:

Options – User Preferences – Speech

Set up using the drop down tabs, for example if you always want each word to be spoken as it is typed, select *Always* on the relevant tab.

If all speech settings are left as *Use File Settings*, then speech can be set up differently for each grid (see separate Advanced Clicker instructions).

Making new grids using templates.

To make a new grid, click:

File – New Grid Set

Select the Template you require by double clicking on the folders until you get to what you want.

Example – making a simple picture grid:

File – New Grid Set

Picture Banks – Pictures – 3x1 - Create

You should now have a grid of three cells.

To type text into a cell press *shift* and *left click* at the same time. If Clicker has a picture of the word you type, it will put it in automatically. If you wish to put your own picture in you will have to go into edit mode, to do this click:

Edit – Edit Mode

You will then see the Editing Tools toolbar.

To put a picture in the first cell, hover the cursor over the cell and:

Right click – Properties – Choose Picture – Browse

Find the picture you want, click on it and then click *Open*.

Edit any text you want with the picture in the text box and then click *OK*.

You can edit or delete the text afterwards by hovering the cursor over the cell and:

Right click – Edit Text

When you have finished editing the grid, close the editing toolbar by clicking on the red cross.

To save your grid, exit editing mode, then click:

File - Save Grid Set As

Browse to where you want to save, type in a file name, then click:

Save

Example – making a simple word grid:

File – New Grid Set – Sentence Building – Sentence Building – 4x2 – Create

You should now have a grid of nine cells (8 large plus a full stop). The simplest way to put or change words in the cells is to hold *shift* then *left click* in the cell, type the text then press *return*. To very quickly populate all cells, instead of hitting the *return* key after entering your first word, press the *Tab* key, which will take you straight into the next cell.

Alternatively, go to editing mode, right click the cell you want and click:

Edit Text

Type in the text you want.

To change the text font in the cell, go to cell properties (right click in edit mode), then click on the ABC button.

Once the grid is finished, exit editing mode and save as before.

Using pictures from the internet.

Put Clicker into edit mode and then open Internet Explorer. Search for the picture you require, making sure you go to the actual picture, not just a 'thumbnail' from a search engine.

Left click on the picture, holding the mouse button, drag down to where Clicker is on the toolbar, wait until Clicker pops up and then continue dragging until you get to the required cell then release the mouse button. The picture and text of the file name will go into the cell. Edit the cell to remove the file name.

The same method can be used to *drag* pictures into cells from the *My Pictures* folder on your computer.

Making your own grids.

Grid cells can be made whatever size you want. To create your own click:

File – New grid Set – Blanks – Blank Grids – Create

Go into editing mode, then click on *Cell Palette* on the editing toolbar.

Click on the style of cell you want then drag and drop it into the grid area. Resize it as required by dragging the edges or corners.

Edit as before.

Making a sequence of grids.

A sequence of grids is used when you can't fit all the words or pictures you want on one page. To add a new grid, simply click on *Grid* and then *Add Grid*.

Alternatively, if you have already made one grid and wish to copy it, while in editing mode, click on the Explorer button, press the *Ctrl* key while you drag and drop the existing grid you want to copy using the *left mouse* button.

Insert a new cell on the right hand side of your grid, use one of the 'right arrow' cells. For example:

Cell Palette – Red then drag and drop the 'right arrow' onto your grid.

Right click this arrow and select *Properties* then the *Open Grid* tab.

Make sure the *Move To The Grid* button is highlighted, then select *Next Grid* from the drop-down list, then *OK*.

Now, when you click on this arrow, you will move to the next grid in the sequence.

To get back to the first grid you can either put a 'left arrow' cell in this grid and set it to open the previous grid, or you can use the green 'back' button at the top of the grid area.