Table of Contents

Get Started

Clicker 7 develops reading and writing skills in learners of all abilities, including struggling writers, children with special needs, and English language learners.

It features:

- a child-friendly word processor for children to write documents

- realistic text-to-speech voices

- context-sensitive word prediction

- planning tools, including voice recording

- Clicker Sets

There are extensive accessibility options for learners with physical challenges or low vision.

Clicker 7 works on computers and tablets running Windows, and on Macs. There's also a corresponding range of Clicker Apps for iPad.

Quick Start

The **Quick Start** window appears when Clicker 7 starts, offering several ways for learners to get started:

- **Start writing** - create a new [Document](#).

- **Make a Clicker Board** - create a new [Clicker Board](#).

- **Make a Clicker Book** - create a new [Clicker Book](#).

- **Favorites** - show the current User's favorite files.

- **Recents** - show the current User's recent files.

Teachers can click **Make a Clicker Set** to start creating an activity, or **Training** to access free materials on our website.

Log In

Learners can log in by selecting a **Class** and then a **User**. The **General** User is the Class default.

To learn more, see [Classes and Users](#).

Classes and Users

Setting up a **Class** enables you to:

- **Keep class work together** - the Class folder becomes the default location when opening / saving files.

- **Ensure learners use the correct settings** - each User has their own [settings](#) and Favorites.

Every Class has a **General** User. If all learners will be using the same settings, they can choose this to get the Class settings.

If some learners require their own settings (e.g. [accessibility settings](#)), you can create an individual User for each of them.

Create

To create a Class, click the **Class** box in the [Quick Start](#) and choose **Add**.

The Users within the selected Class are shown below. To add a User, click **Add**.

Rename / Delete

Click [icon] in the **Options** ribbon tab, switch to the **Folder Locations** tab and click the **Shared Clicker Files** location to open it in Windows Explorer.

The **Classes** folder contains a folder for each Class. Each Class folder contains saved files and a **_Users** folder.

To modify a Class, rename / delete its folder.

To modify a User, rename / delete their file within the **_Users** folder.

📁⚡ Clicker Explorer

Clicker Explorer appears when opening / saving files.

To open files, click 📁⚡ in the **Document** or **Clicker Set** ribbon tabs.

To save a Document, click 💾 in the **Document** ribbon tab. To save a Clicker Set, click 💾 in the **Clicker Set** ribbon tab.

Locations

In Clicker Explorer, click a location on the left:

- 🏠 **Shared Files** - the default location for storing files.
  Depending on your Clicker 7 installation, this folder may be on your network, or your computer.
  If you're [logged into Clicker](#), this points to your Class folder.

- 🌐 **LearningGrids** - open a Clicker Set directly from our [LearningGrids](#) website.

- 📗 **Examples (& Local)** - view Clicker Sets included with Clicker 7.
  If your **Shared Files** are on the network, this points to your local folder.

- 🟦 **Desktop** - browse your Desktop.
  This provides access to the C: drive and the network. It can be [password-protected](#) to limit access.

- 📁 **My Documents** - browse your My Documents folder.

- 💿 **Clicker SuperDrive** - browse the Clicker SuperDrive (only appears if connected).

- 💾 **Removable** - browse removable drives (only appears if connected).

Manage Files and Folders

To copy a file, right-click it and choose **Copy**. Browse to the desired location, right-click the background and choose **Paste**.

To email a file, right-click it and choose **Email**.

To rename or delete a file / folder, right-click it and choose **Rename** or **Delete**.

To create a new folder, right-click the background and choose **New Folder**.

Shortcuts

To create a shortcut, right-click the background and choose **New Shortcut**. Browse to the desired location and click **OK**.

Safe Folder

The **Shared Files** location contains a **Safe** folder.

To prevent a file being overwritten, save it in this folder (or right-click an existing file and choose **Move to Safe**).

If a learner then tries to edit the file, they will be forced to save a copy instead.

For example, this is useful to protect Clicker Boards or Clicker Books that have been prepared for learners to add content to.

Clicker Apps

To learn how to share files with the Clicker Apps, see Clicker Apps.

Ribbon

The **ribbon** is the tabbed toolbar located at the top of the window.

Each ribbon tab contains a set of tools:

- **Document** - open, save, print, writing support, insert pictures, format text.

- **Clicker Set** - edit / run, open, save, print, read / write notes, undo / redo.

- **View** - zoom, page layout, document analysis, full screen.

- **Options** - user preferences, accessibility, custom pronunciation, program settings.

- **Help** - contact Support, error log, version number and partial serial number.

To hide the ribbon, click the current tab. To show the ribbon, click any tab.

Write Documents

Clicker 7 is a child-friendly word processor, which offers several writing support features:

- **Text-to-Speech** - hear text spoken in realistic voices.

- **Predictor** - receive word predictions based on what is typed.

- **Spell Checker** - receive spelling suggestions that can be illustrated and spoken.

- **Voice Notes** - record initial thoughts and ideas before writing.

Learners can write Documents with a keyboard or a Clicker Set, and easily illustrate their work with pictures.

Document Tools

These tools appear in the **Document** ribbon tab.

File

- **New** - create a new Document.

- **Explorer** - open a Document from your computer or network.

- **Favorites & Recents** - open a favorite or recent Document.

- **Save** - save the current Document.

  To save a copy, click the ⌄ and choose **Save Document As**.

- **Print** - print the current Document.

Support

- **Speak** - speak the Document.

  To change the voice, click the ⌄.

- **Predictor** - turn word prediction on / off.

- **Spell Checker** - spell check the Document.

- **Voice Note** - record a thought or idea before writing.

Insert

- **Picture:**

- **Browse** - browse or search your picture files.

- **Paint** - paint a picture.

    If another picture is selected, you'll paint over it.

- **Photo** - take a photo.

- **Insert:**

    - **Hyperlink** - insert a web or email address.

    - **Date** - insert the current date.

Format

These tools can apply to new or selected text.

- **Text:**

    - **Font** - choose a font from your computer.

        Clicker 7 includes the **Sassoon** and **Dyslexie** fonts.

    - **Font size** - choose the font size.

    - **Bold** - make text **bold**.

    - **Italics** - make text *italicised*.

    - **Underline** - make text underlined.

    - **Color** - choose a font color.

- **Highlight Color** - choose a highlight color.

- **Layout:**

  - **Align Left** - align text to the left.

  - **Align Center** - align text to the center.

  - **Align Right** - align text to the right.

  - **Number Points** - create a numbered list.

  - **Bullet Points** - create a bulleted list.

  - **Increase Indent** - move text towards the right.

  - **Decrease Indent** - move text towards the left.

  - **Line Spacing** - choose the distance between lines.

Edit

- **Clipboard:**

  - **Cut** - copy and remove selected content.

  - **Copy** - copy selected content.

  - **Paste** - insert copied content.

- **Find** - search the Document for keywords.

- **Undo** - undo the previous action.

- **Redo** - redo the previous action.

Type with a Keyboard

Type into the Document using your device's keyboard, or one of Clicker 7's on-screen keyboards.

To view the on-screen keyboard, click [keyboard icon].

Keys

- Click a key to type it.

- To capitalize the next letter, click [shift key]. To view capitals, click [caps key].

- To delete a character, click [delete key].

- To access numbers and punctuation symbols, click [.?123 key]. To return to letters, click [abc key].

- To move the text cursor, click [←] and [→] on the numbers keyboard.

- To move the text cursor a word at a time, click [≪] and [≫] on the numbers keyboard.

Choose a Keyboard

Clicker 7 includes several on-screen keyboards with different layouts.

Some display Predictor suggestions along their top, regardless of whether the Predictor is turned on / off.

To choose another on-screen keyboard, see Keyboard Preferences.

Accessibility

All on-screen keyboards can be accessed with switches or eye gaze.

People who have difficulty clicking smaller targets can also enable **SuperKeys**.

To learn more, see Accessibility.

Write with a Clicker Set

Write into the Document using a grid-based Clicker Set.

These sit beneath the Document and contain text and pictures, which are sent to the Document when clicked or dragged.

- **Sentence Set** - build sentences by clicking words in the correct sequence.

- **Connect Set** - create sentences by choosing words or phrases from separate clusters.

- **Word Bank** - receive topic-based vocabulary support while writing.

- **Custom Set** - teachers can design a custom activity.

Grid Tools

Use the **Grid Tools** while writing:

- **Back** / **Forward** - move to the previous / next grid.

- **Delete** - delete the last word / phrase.

- **New Line** - start a new line.

- **Sound Shift** - turn Sound Shift on / off.

- **Show Keyboard / Grid** - switch between the keyboard / grid.

- **Hide** - drag to resize the grid area, or click to hide / show it.

Accessibility

All Clicker Set types can be accessed with switches or eye gaze.

People who have difficulty clicking smaller targets can also enable **SuperKeys**.

To learn more, see [Accessibility](#).

🔊 Text-to-Speech

Clicker 7 includes several realistic voices and can use other voices on your device if available.

Document

To speak the Document from the text cursor position, click 🔊 in the **Document** ribbon tab.

To speak the whole Document, move the text cursor to the beginning or end of your writing before clicking 🔊.

By default, words are spoken when clicked and sentences are spoken automatically when punctuated.

Right-click

To speak these items, right-click them:

- words in the Predictor and Spell Checker

- cells in a Clicker Set

- tools in the ribbon and above the grid

Sound Shift

When **Sound Shift** is enabled, you can speak the above items with a click (instead of right-click).

It also provides more ways to speak Document text:

- To speak a word, click it.

- To speak a sentence, double-click it.

- To speak a paragraph, triple-click it.

To enable Sound Shift, click 🔊 (once for single use; double-click to keep it enabled).

Customize

To change the voice, click the ⏷ beside 🔊 in the **Document** ribbon tab.

To change preferences regarding highlighting and automatic speech, see [Speech Preferences](#).

To change how a word is pronounced, see [Word Pool](#).

📋 Predictor

As a learner writes, the **Predictor** suggests words that they might want to use.

Document

To turn the Predictor on / off, click 📋 in the **Document** ribbon tab.

Click a prediction to send it to the Document.

To speak a prediction, right-click it, or use [Sound Shift](#).

Clicker Set

Learners can use the Predictor while writing in a [Clicker Board](#) or [Clicker Book](#).

Number Keys

To turn number keys on / off, click 1²3 at the bottom of the Predictor.

When enabled, press a number key to send the corresponding prediction to the Document.

You can also click a prediction's number to speak it (useful for touch screen users).

On-screen Keyboard

Clicker 7 includes several [on-screen keyboards](#) with different layouts.

Some display predictions along their top, regardless of whether the Predictor is turned on / off.

To choose an on-screen keyboard, see [Keyboard Preferences](#).

Customize

To resize the Predictor, drag the bottom-right corner.

To change the prediction level and whether to include phonetic suggestions, see [Predictor Preferences](#).

To illustrate predictions, turn on **Instant Pictures** in the Predictor in Picture Preferences.

ABC✓ Spell Checker

Document

By default, Clicker 7 checks the spelling of words and underlines any misspellings in red.

To see suggestions for a single misspelling, right-click it. To check them all in sequence, click ABC✓ in the **Document** ribbon tab.

Click a suggestion to replace the misspelled word.

To speak a suggestion, right-click it, or use Sound Shift.

To see the history of corrections to the Document, see Analysis.

Clicker Set

To check the spelling of a Clicker Set while editing it, click ABC✓ in the **Clicker Set** ribbon tab.

Customize

To stop underlining misspellings and automatic capitalization, see Document Preferences.

To specify misspellings for a particular word, see Word Pool.

To illustrate suggestions, turn on **Instant Pictures** in the Spell Checker in Pictures Preferences.

🎤 Voice Notes

Voice Notes enable learners to record thoughts and ideas before writing.

Teachers can also use them to deliver instructions and prompts.

Up to six one-minute Voice Notes can be recorded per Document.

Record

To record a Voice Note, click 🎤 in the **Document** ribbon tab:

1. To start recording, click 🔴 .

2. To stop recording, click (STOP) .

3. To hear the recording, click ▶ .

4. To finish, click **Done**.

Play

Recorded Voice Notes appear as colored speech bubbles in the Document's left margin.

Click a Voice Note to play it.

To re-record or delete a Voice Note, right-click it.

View Tools

These tools appear in the **View** ribbon tab.

Document

- **Zoom:**

    - **Decrease Zoom** - zoom out of the Document.

    - **Increase Zoom** - zoom into the Document.

    - **Page Width** - zoom until the page is as wide as the window.

- **Page Setup** - choose a paper size and orientation.

- [Analysis](#) - view the Document's statistics and corrected spellings.

Window

- **Full Screen** - make Clicker 7 fill the screen. To exit, press the **F11** key.

    This improves focus by making it harder to switch to other programs.

    To always launch Clicker 7 in Full Screen mode, see [Program Management](#).

🔤 Analysis

To analyse the Document, click in the **View** ribbon tab.

To view data about words, characters and sentences, switch to the **Statistics** tab.

To view an alphabetical list of spelling corrections, switch to the **Spelling Corrections** tab. Click a correction to see it in context.

To save this information as a webpage, click **Save**.

To print this information, click **Print**.

🖼 Pictures

Insert

To insert a picture into the Document, click 🖼 in the **Document** ribbon tab, and then click:

- 🔍 **Browse** - browse or search your picture files.

- 🖌 **Paint** - paint a picture.

- 📷 **Photo** - take a photo.

You can also drag pictures into the Document from Windows Explorer.

To have pictures automatically appear above keywords as you type, turn on **Instant Pictures** in the Document in Pictures Preferences.

Change

To change a picture in the Document, select it, and then click 🖼 in its top-right corner:

- To paint over the inserted picture, click 🖌 **Paint**.
- To replace the inserted picture, click 🔍 **Browse** or 📷 **Photo**.

Move and Resize

To move a picture within the Document text, drag it.

To position a picture independently of text, right-click it, hover on **Position**, and then choose **Left**, **Right**, or **Center**.

To resize a picture, select it and drag its green handles.

Caption and Save

To add a caption beneath a picture, right-click it and choose **Add Caption**.

To save a picture, right-click it and choose **Save Picture**.

Save as Word Document or PDF

By default, Documents are saved as **Clicker Document** files, which are compatible with Clicker 7 and the Clicker Apps.

To save a Document as a **Microsoft Word Document** or a **PDF**, click the ▼ next to

, choose **Save Document As**, and then click the **Save as type** box.

To set the default file type for new Documents, see Document Preferences.

Use Clicker Sets

A **Clicker Set** is a collection of grids or pages arranged in sequence.

Grids sit beneath the Document. They contain text and pictures, which are sent to the Document when clicked or dragged.

Pages are grids that fill the window. They don't interact with the Document. Instead, they are used to create interactive activities.

Grid / pages can contain objects that:

- send content to the Document or other objects

- speak their content

- play a sound or video

- show a pop-up

- move to other grids / pages

There are several [Clicker Set types](#) that are **grid-based** or **page-based**.

You can have multiple Clicker Sets open at the same time. To switch between them, and the Document, click the bottom tabs.

Clicker Set Tools

These tools appear in the **Clicker Set** ribbon tab.

Edit / Run

- **Edit** / **Run** - edit / run the current Clicker Set.

File

- **New** - create a new Clicker Set.

- **Explorer** - open a Clicker Set from your computer, network or the Internet.

- **Favorites & Recents** - open a favorite or recent Clicker Set.

- **Close** - close the current Clicker Set.

  To close all Clicker Sets, click the ▾ and choose **Close All Clicker Sets**.

- **Save** - save the current Clicker Set.

  To save a copy, click the ▾ and choose **Save Clicker Set As**.

- **Print** - print the current Clicker Set.

- **Spell Checker** - spell check the Clicker Set.

Information

- **Information** - read / write notes about the current Clicker Set and change its properties.

Undo / Redo

- **Undo** - undo the previous action.

- **Redo** - redo the previous action.

Clicker Set Types

Grid-based

These sit beneath the Document and send content to it:

- **Sentence Set** - build sentences by clicking words in the correct sequence.

- **Connect Set** - create sentences by choosing words or phrases from separate clusters.

- **Word Bank** - receive topic-based vocabulary support while writing.

Page-based

These fill the window and don't interact with the Document:

- **Clicker Board** - create a mind map or storyboard using pictures, text and sounds.

- **Clicker Book** - design and populate an interactive book using pictures, text and sounds.

- **Talk Set** - talk about pictures and tell stories.

- **Matching Set** - match combinations of pictures, text and sounds.

Custom

- **Custom Set** - teachers can design a custom activity.

🟩 Sentence Set

A Sentence Set is a sentence building activity.

It's **grid-based**, so it sits beneath the Document and sends content to it.

Each grid contains words that build a sentence when learners click them in the correct sequence.

Words can be spoken before they're chosen and a model sentence can be provided for guidance.

Create

To create a Sentence Set, click ▦ in the **Clicker Set** ribbon tab and choose **Sentence Set**.

Type whole sentences into the box, or click **Paste** to add text from elsewhere.

To include multiple words in one cell, (surround them with brackets).

Click **Create** to start editing your new Sentence Set.

Edit

To edit a Sentence Set at any point, click ▦ in the **Clicker Set** ribbon tab.

Grids are listed in the left sidebar. The selected grid is displayed on the right.

To change the grid's sentence, type in the **Sentence** box.

Model

To guide learners, you can provide a model sentence:

- **None** - no model is provided.

- **On Grid** - the model appears on the grid, where it can always be seen.

- **In Pop-up** - learners can click 👁 to see the model in a pop-up that must be closed before continuing.

- **Spoken** - learners can click to hear the model spoken.

Word Order

Choose how words are ordered:

- **Alphabetical** - words are ordered alphabetically.

- **Random** - words are ordered randomly each time the grid is viewed.

- **Sentence Order** - words are in the same order as the sentence.

- **Guided Order** - words are in sentence order and can only be clicked sequentially.

To prevent multiple occurrences of a word, enable **Hide Duplicate Words**.

Color

To change the grid's background, click a color.

Picture

To add a picture to the grid, click:

- **Browse** - browse or search your picture files.

- **Paint** - paint a picture.

- **Photo** - take a photo.

To adjust the picture, zoom with the slider bar and drag to reposition.

To remove the picture, click ✕ .

Add Grids

To add a grid, click **Add** and type a sentence into the **Sentence** box.

To add multiple grids at once, click **Add Sentences**. Type or paste some text and then click **Create**.

Arrange Grids

To change a grid's position in the sequence, drag it to a new location in the left sidebar.

To duplicate or delete a grid, right-click it.

Apply Settings to All Grids

To apply the grid's color or settings to other grids in the set, click **Apply Settings to All Grids**.

Run

When you've finished editing your Sentence Set, click in the **Clicker Set** ribbon tab to run it.

To quickly change a cell's text while the Sentence Set is running, click it while holding the **Shift** key.

🗔 Connect Set

A Connect Set is a sentence creation activity.

It's **grid-based**, so it sits beneath the Document and sends content to it.

Each grid contains **clusters** of related words and phrases, which learners can click to create variations of a sentence.

Words can be illustrated and spoken before they're chosen.

Create and Edit

To create a Connect Set, click ⊞ in the **Clicker Set** ribbon tab and choose **Connect Set**.

To edit a Connect Set at any point, click 🖾 in the **Clicker Set** ribbon tab.

Grids

Grids are listed in the left sidebar. The selected grid is displayed on the right.

To add a grid, click **Add**. To duplicate the selected grid, click **Duplicate**.

To change a grid's position in the sequence, drag it to a new location in the left sidebar.

To delete a grid, right-click it and choose **Delete**.

Show Tabs

If the order of grids doesn't matter, enable **Show Tabs** (beneath the left sidebar).

This lets a learner go straight to any grid, without needing to move through others in the sequence.

Grid Name

To change the grid's name, type in the **Grid Name** box.

Color

To change the grid's background, click a color.

Order

When **Guided Order** is enabled for the grid, only one cell can be selected from each cluster at a time, sequentially from the first cluster to the last.

Layout

Choose whether the first cluster is positioned at the top of the grid.

Clusters

Each grid contains one or more **clusters** of cells.

Click a cluster to select it. The selected cluster has a red outline.

Cluster Content

To add words to the selected cluster, type in the **Cluster Content** box.

To include multiple words in one cell, (surround them with brackets).

Cells

To order cells randomly in the cluster, enable **Randomize**.

To make cells bigger within the cluster, enable **Extra Height**.

Add, Resize, and Delete Clusters

To add a cluster, select another cluster and click **Add**.

To resize the selected cluster, drag its red handles.

To delete the selected cluster, click **Delete**.

Cluster Alignment

Choose the alignment of cells within the selected cluster.

Cells

Each cluster contains one or more cells. A cell can contain text and a picture.

To select a cell, click the cluster it belongs to, and then click the cell. The selected cell has a red outline.

Cell Text

To change the selected cell's text, type in the **Cell Text** box.

To hide the text, disable **Show Text** (it will still be sent to the Document when clicked).

Cell Color

To change the color of the selected cell's background or text, click **Color**.

Add and Delete Cells

To add a cell to a cluster, select another cell within it, and then click **Add**.

To delete the selected cell, click **Delete**.

Picture

To add a picture to the cell, click:

- **Browse** - browse or search your picture files.

- **Paint** - paint a picture.

- **Photo** - take a photo.

To adjust the picture, zoom with the slider bar and drag to reposition.

To remove the picture, click .

Run

When you've finished editing your Connect Set, click in the **Clicker Set** ribbon tab to run it.

To quickly change a cell's text while the Connect Set is running, click it while holding the **Shift** key.

🖼️ Word Bank

A Word Bank provides vocabulary support.

It's **grid-based**, so it sits beneath the Document and sends words to it.

Each grid contains words based on a particular topic or beginning with a certain letter, which learners can click to include in their work.

To move between grids, click the tabs along the top of the grid.

Create

To create a Word Bank, click 🖼️ in the **Clicker Set** ribbon tab and choose **Word Bank**.

Click the top-right box and choose an option:

- **Topic grids** - a titled grid is created for each set of words.

  To ensure your text is organized correctly, read the help text in the box before typing.

- **Alphabetic grids** - words are sorted into a set of A-Z grids.

Type words into the box, or click **Paste** to add text from elsewhere.

To include multiple words in one cell, (surround them with brackets). This lets you include a starter or writing frame.

To exclude common words, click the **Filter out** box.

Click **Create** to start editing your new Word Bank.

Edit

To edit a Word Bank at any point, click 🖼️ in the **Clicker Set** ribbon tab.

Grids are listed in the left sidebar. The selected grid is displayed on the right.

To change the grid's name, type in the **Grid Name** box.

To change the grid's words, type in the **Grid Content** box.

Word Order

To change the ordering of words on the grid, choose an option:

- **Alpha (rows)** - words are ordered alphabetically by row.

- **Alpha (columns)** - words are ordered alphabetically by column.

- **Random** - words are ordered randomly each time the grid is viewed.

- **Fixed** - words remain in the supplied order.

Layout

By default, cells are sorted into columns automatically. To specify the number of columns on the grid, click the **Columns** box.

If your grid includes a starter or writing frame, move it to the top by enabling **Place first cell along the top**.

Color

To change the grid's background, click a color.

Add Grids

To add a grid, click **Add**.

To add multiple grids at once, click **Add Text**. Type or paste some text and then click **Create**.

Arrange Grids

To change a grid's position in the sequence, drag it to a new location in the left sidebar.

To duplicate or delete a grid, right-click it.

Apply Settings to All Grids

To apply the grid's color or settings to other grids in the set, click **Apply Settings to All Grids**.

Run

When you've finished editing your Word Bank, click in the **Clicker Set** ribbon tab to run it.

To quickly change a cell's text while the Word Bank is running, click it while holding the **Shift** key.

▇ Clicker Board

A Clicker Board provides a canvas for noting ideas and is a useful planning tool.

It's **page-based**, so it fills the window and doesn't interact with the Document directly.

Each board can contain pictures, text and Voice Notes, which can be linked together to form mind maps or storyboards.

You can easily switch between a Clicker Board and the Document by clicking the bottom tabs. Content from a Clicker Board can also be exported into a Word Bank or Picture Bank, for direct access while writing.

Create and Edit

To create a Clicker Board, click ▇ in the **Clicker Set** ribbon tab and choose **Clicker Board**.

Alternatively, at the Quick Start, click **Make a Clicker Board**.

Boards

Board tabs are displayed along the top. To create a new board, click ▇ .

Right-click a board's tab to **Duplicate**, **Delete** or **Rename** it.

Cells

To add a cell, click ▇ in the left toolbar and drag a cell onto the board.

To quickly add a cell, double-click anywhere on the board.

Double-click a cell to start writing in it.

While writing, these icons appear in the cell's top-right corner:

- ▇ **Browse** - search for pictures using the cell's text.

- ▇ **Keyboard** - show the on-screen keyboard.

- ▇ **Predictor** - turn the Predictor on / off.

To resize a cell, select it and drag its square handles.

Link Cells

To link two cells with a line, click one, and then drag one of its round handles towards the other cell.

To change a line's appearance, right-click it and choose **Appearance**. You can change the style, thickness and whether each end has an arrow.

To change a line's color, right-click it and choose **Color**.

To delete a line, right-click it and choose **Delete Line**.

Voice Notes

To add a Voice Note, click [ ] in the left toolbar and drag 🎤 onto the board.

To record a sound, double-click the Voice Note:

1. To start recording, click 🔴 .

2. To stop recording, click (STOP) .

3. To hear the recording, click ▶ .

4. To finish, click **Done**.

To play a Voice Note, click or right-click it.

Background Picture

To change the background picture, click 🏔 in the left toolbar with nothing selected, and then choose:

- 🔍 **Browse** - browse or search your picture files.

  Double-click a picture to select it.

  You can also drag pictures onto the board.

- 🖌 **Paint** - paint a picture.

    If there's already a picture, you'll paint over it.

- 📷 **Photo** - take a photo.

To remove the background picture, click 🖼 and then choose ❌ .

Add Pictures to Cells

To add a picture to a cell, select it, click 🖼 in the left toolbar and choose an option.

To remove the picture from a cell, select it, click 🖼 and choose ❌ .

To edit multiple cells, drag a selection box around them before clicking 🖼 .

Color

To color a cell or Voice Note, select it, click ▦ in the left toolbar and choose a color.

To color multiple objects, drag a selection box around them before clicking ▦ .

To color the background, click ▦ with nothing selected.

Sound

To speak a cell or play a Voice Note, right-click it.

Alternatively, click 🔊 in the left toolbar, and then click the object (double-click 🔊 to keep it enabled).

Delete

To delete a cell or Voice Note, select it, and then click 🗑 in the left toolbar.

To delete multiple objects, drag a selection box around them before clicking 🗑 .

Undo / Redo

To undo / redo the previous action, click ↺ / ↻ .

Export Words and Pictures

Content can be exported into a **grid-based** Clicker Set that sits beneath the Document and sends content to it.

To export all words into a [Word Bank](), right-click the background and choose **Create Word Bank**.

To export all pictures into a Picture Bank, right-click the background and choose **Create Picture Bank**.

Advanced

Right-click a cell while holding the **Ctrl** or **Shift** key to access these advanced cell actions:

- **Align Text** - choose how text is aligned within the cell.

- **Bring to Front / Send to Back** - move the cell in front of / behind the others.

- **Cut** - copy and remove the cell.

- **Copy** - copy the cell.

- **Paste** - add whatever has been copied.

- **Delete** - delete the cell.

To perform the actions on multiple cells, drag a selection box around them first. There are three extra actions:

- **Align Cells** - align selected cells with the last selected cell.

- **Distribute** - position selected cells evenly between the first and last selected cells.

- **Make same** - make selected cells the same size, height or width as the last selected cell.

Clicker Book

A Clicker Book can be easily populated with text, pictures and sounds.

It's **page-based**, so it fills the window and doesn't interact with the Document.

Each page can contain a picture, text and sound, which can be arranged into a tiled layout or freely positioned.

Create

To create a Clicker Book, click in the **Clicker Set** ribbon tab and choose **Clicker Book**.

Alternatively, at the Quick Start, click **Make a Clicker Book**.

Edit a Page

To edit a page at any time, click **Edit** in the top-left corner.

To add one of each object to a page, click its icon on the left:

- **Title Box**

- **Picture Box**

- **Text Box**

- **Sound Button**

To delete an object, select it, click , and then click **Delete**.

Text

Double-click a Title Box or Text Box to start writing in it.

While writing, these icons appear along the top:

- ⊞ **Word Bank** - show the Word Bank (if one has been set).

  To learn more, see Object Settings further down.

- ⌨ **Keyboard** - show the on-screen keyboard.

- 🔢 **Predictor** - show the Predictor.

To finish writing, click **Done**.

To change the appearance of a Title Box or Text Box, click ▤ , and then switch to a tab:

- **Text** - change the text color, font, alignment and size.

- **Background** - change the background color.

- **Border** - change the border color and thickness.

Picture

To add a picture to a Picture Box, select it, and then click:

- 🔍 **Browse** - browse or search your picture files.

- 🖌 **Paint** - paint a picture.

  If there's already a picture, you'll paint over it.

- 📷 **Photo** - take a photo.

To zoom the picture, use the zoom slider and drag to reposition.

To change the color of a Picture Box, click ▤ .

Sound

To add a recording to a Sound Button, click it, and then click 🎤 :

1. To start recording, click ⏺ .

2. To stop recording, click (STOP) .

3. To hear the recording, click ▶ .

4. To finish, click **Done**.

If no recording is added, the Sound Button will read the page text instead.

To change the background color of a Sound Button, click ▦ .

Layout

To change the page layout, click 🖼 and choose **Layout**.

- **Tiled (1-4)** - all objects remain in fixed positions.

  Drag the bar between the Picture Box and Text Box to adjust their sizes.

- **Free (5)** - fully control the position and size of objects.

  To move objects, drag them by their ✋ icon. To resize them, drag their green handles.

  You can add up to six Picture Boxes with this layout. If the layout changes, only the last Picture Box will be kept.

- **Picture on background (6)** - fills the background with the Picture Box.

  You can freely position other objects in front.

If your device can be rotated, you may wish to have different layouts for landscape and portrait. To do this, enable **Different when rotated**.

Color

To change the page background color, click ![icon] and choose **Color**.

Object Settings

To customize how content is added to objects, click ![icon] and choose **Object Settings**.

To prevent an object being added or edited, enable **Lock**.

To help learners add content, objects can show a prepared Word Bank or Picture Bank:

- **Title Box / Text Box** - to always show the Word Bank first, enable **Show Word Bank Immediately**.

  To add a grid, type a name in the box and click **Add**.

  To edit the selected grid's words, type in the **Words** box.

  You can change the word **order** and background **color** below.

- **Picture Box** - to limit the ways learners can add pictures, turn the top options on / off.

  To add a grid, type a name in the box and click **Add**.

  To [browse](#) pictures and add them to the selected grid, click **Add Pictures**.

  Drag added pictures to reorder them. To randomize, click the **Order** box and choose **Random**.

Sort Pages

Click ![icon] to show the **Page Sorter**.

In the Page Sorter:

- Click a page to view it.

- To move a page, drag it to a new position.

- To add a page, click **+** after the last page.

  Alternatively, click the forward arrow while editing a page.

- To duplicate a page, right-click it and choose **Duplicate**.

- To lock the entire Book and prevent all editing, click **Lock** and enable **Lock Book**.

To select pages, hold the **Ctrl** key while clicking them.

With one or more pages selected:

- To delete those pages, right-click one and choose **Delete**.

- To lock their layouts, click **Lock** and enable **Lock Page Layout**.

- To customize objects on those pages, click **Object Settings**.

Run

To interact with your Clicker Book, click **Go** in the top-left corner.

To move between pages, click the arrows in the bottom corners (if using a touch screen, you can swipe backwards / forwards).

If a Sound Button has no recording, it will read the page text instead.

🔲 Talk Set

A Talk Set records learners talking about pictures.

It's **page-based**, so it fills the window and doesn't interact with the Document.

In each of the three activity types, learners can record themselves as they describe pictures or narrate parts of a story.

Create and Edit

To create a Talk Set, click ⊞ in the **Clicker Set** ribbon tab and choose **Talk Set**.

To change the title, type in the **Title** box.

Activity Type

Choose an activity type:

- **Listen & Say** - learners practice speaking words or phrases, or answering questions.

  On the Start Page, they can click pictures to hear them spoken, before clicking the forward arrow to start.

  On each page, they can click the picture to hear it spoken, click 🎤 to record themselves and right-click 💬 to hear their recording.

  Having visited all pages, they return to the Start Page, which now lists their recordings for review.

- **Talk About** - learners demonstrate their knowledge and understanding by talking about pictures.

  On the Start Page, they can click any picture to start talking about it.

  They can click 🎤 to record themselves and right-click 💬 to hear their recording(s).

Returning to the Start Page, they can click another picture, or review their recordings.

- **Tell the Story** - learners talk about a sequence of pictures.

   On the Start Page, they can click any picture to start.

   On each page, they can click to record themselves and right-click to hear their recording(s).

   Returning to the Start Page, they can click another picture, or click to play all their recordings in sequence.

You can change the activity type at any time, but you'll lose recordings and custom sounds from the previous one.

Pictures

Click **Add Pictures** to browse for pictures.

You can also drag pictures into the box from Windows Explorer.

Once added:

- Drag pictures to reorder them.

- To rename or remove a picture, right-click it.

- *(Listen & Say only)* To change a picture's sound, right-click it and hover on **Change Sound**.

   To speak something other than its name, choose **Speak Other Text**.

   To play or record a sound, hover on **Play Sound** and choose **Browse** or **Record**.

Text

To show picture names in the activity, enable **Show Text**.

Recordings

Set the number of possible recordings per page *(except Listen & Say)*.

To clear all recordings, click **Remove Student Recordings**.

Color

To change the activity's background, click a color.

Run

When you've finished editing your Talk Set, click in the **Clicker Set** ribbon tab to run it.

⬛ Matching Set

A Matching Set involves matching combinations of pictures, words or sounds.

It's **page-based**, so it fills the window and doesn't interact with the Document.

On each page, the learner is shown a selection of choices and must click the one that matches the target.

Create and Edit

To create a Matching Set, click ⬛ in the **Clicker Set** ribbon tab and choose **Matching Set**.

To change the title, type in the **Title** box.

Target

Choose whether the target is presented as a picture, word or sound.

Choices

Choose whether choices are presented as pictures or words.

Choose the number of choices on each page.

Pictures

Click ⬛ **Add Pictures** to browse for pictures.

You can also drag pictures into the box from Windows Explorer.

Once added:

- Drag pictures to reorder them.

- To rename or remove a picture, right-click it.

- To change a picture's sound, right-click it and hover on **Change Sound**.

  To speak something other than its name, choose **Speak Other Text**.

To play or record a sound, hover on **Play Sound** and choose **Browse** or **Record**.

Words

If **Target** and **Choice** are both set to **Word** or **Sound**, the **Pictures** box becomes a **Words** box that you can type or paste text into.

Any previously added pictures will be converted to words.

Color

To change the activity's background, click a color.

Run

When you've finished editing your Matching Set, click in the **Clicker Set** ribbon tab to run it.

On the title page, learners can click pictures to hear them spoken before clicking the forward arrow to start.

![Custom Set icon] Custom Set

A Custom Set is a unique activity created using Clicker 7's in-depth Edit Mode.

It can contain a mixture of grids (that sit beneath the Document) and pages (that fill the window).

Create

To create a Custom Set, click ![icon] in the **Clicker Set** ribbon tab and choose **Custom Set**.

Select a template from one of these categories:

- **Blanks** - start with an empty canvas.

- **Labels** - layouts that use [pop-ups](#) to present multiple choices.

- **Movie Books** - each page contains a cell to hold a [video](#), a text box, and buttons for playing the video and speaking the text.

- **Picture Bank** - generate a bank of pictures, which learners can use for reference or for writing in the Document.

For all templates, you can specify how many grids / pages to include, and whether to **Use tabs** (learners can visit any grid / page regardless of the sequence).

For **Picture Bank** templates, you can also specify the number of rows / columns on each grid, and whether to **Show Picture Names**.

To finish, click **Create**.

Edit

To edit a Custom Set at any point, click ![icon] in the **Clicker Set** ribbon tab.

Grids / pages are listed in the left sidebar. The selected grid / page is displayed on the right.

The Sidebar

The left Sidebar contains these tabs:

- **Outline** - manage grids / pages.

- **Pictures** - add pictures to the selected grid / page.

- **Objects** - add objects to the selected grid / page.

- **Scan** - customize which objects are scanned and in what order.

The Editing Toolbar

The Editing Toolbar appears above the grid / page.

- **Grid / Page Properties** - edit the selected grid / page.

- **Cell / Button Properties** - edit cells / buttons.

- **Cluster Properties** - edit clusters.

- **Text Box Properties** - edit text boxes.

Run

When you've finished editing your Custom Set, click in the **Clicker Set** ribbon tab to run it.

To quickly change a cell's text while the Custom Set is running, click it while holding the **Shift** key.

Outline

Use the sidebar's **Outline** tab to create sequences of grids / pages in your Custom Set.

Grids & Pages

To view the default sequence of grids / pages, click the top box and choose **Grids & Pages** (or just **Pages**).

To change the sequence, drag a grid / page to a new position in the list.

To add a new grid / page, click ╋ . Choose a Master design ([see below](#)) or template, or click **From Pictures** to create a Picture Bank.

To **duplicate**, **rename** or **delete** a grid / page, right-click it.

Sequences

To create a new sequence of grids / pages, click the top box and choose **Create New Sequence**.

To view the current sequence's properties, click ▤ .

Choose how the sequence can be navigated:

- **Use tabs** - these appear along the top of grids / pages.

  A learner can go straight to any grid / page, without needing to move through others in the sequence.

- **Use the arrow tools** - these only appear along the top of grids.

  A learner can only move sequentially through the grids.

- **Only use custom links** - no tabs or arrow tools.

  A learner can only move through grids / pages using buttons you provide.

You can also **rename** and **delete** the sequence.

Pop-ups

A pop-up grid appears in front of everything. It's useful for displaying contextual content, such as multiple choices.

To manage pop-ups, click the top box and choose **Pop-ups**.

To add a new pop-up, click ╋ and choose **Create New Pop-up**.

To **duplicate**, **rename** or **delete** a pop-up, right-click it.

To change the size and position of a pop-up, use the tools in the **Appearance** tab of the Editing Toolbar (ensure nothing is selected).

Cells can be configured to open a pop-up when clicked.

Masters

A Master grid is a reference design that new grids, pages and pop-ups can be based on. If a Master is subsequently changed, everything based on it changes too.

Example: You want your Custom Set to contain multiple grids with the same layout but different content.

You could design one grid and duplicate it multiple times, but any changes you make would have to be made on all the duplicates too.

Instead, design a Master and create multiple grids from it. Any changes you make to the Master will affect all your grids at once.

To manage Masters, click the top box, and choose **Masters**.

To add a new Master, click ╋ and choose a template to start from.

To **duplicate**, **rename** and **delete** Masters, right-click them.

Pictures

Use the sidebar's **Pictures** tab to drag pictures onto grids / pages, or into cells.

To learn how to browse and search for pictures, see Browse.

To include the picture's name, enable **Use Picture Name** at the bottom.

Objects

Use the sidebar's **Objects** tab to drag objects onto grids / pages.

To move an object, drag it. To resize an object, drag its white handles.

To delete an object, select it and press the **Delete** key (or right-click it and choose **Delete**).

To change the appearance of objects and what they do when clicked, see Cell / Button Properties.

Cells

A cell can contain text, a picture, or a sound / video.

To start typing in a cell, double-click it. Press the **Enter** key to finish, or press the **Tab** key to quickly jump to the next cell.

To insert a picture into a cell, drag one into the cell from the sidebar's **Pictures** tab (or click while typing).

By default, clicking a cell sends its content to the Document and right-clicking speaks it. To change these default actions and more, see Cell / Button Properties.

Buttons

A button is a cell that resembles a button.

Many are preconfigured to perform a certain action, indicated by their symbol.

Clusters

A cluster is a rigid formation of cells arranged into rows and columns.

It provides an easy way to deal with multiple cells, without having to adjust them individually.

To adjust the number of rows / columns and other things, see Cluster Properties.

To split a cluster into individual cells, right-click it, hover on **Cluster** and choose **Uncluster Cells**.

Text Boxes

A text box can contain longer sections of text and multiple pictures.

To start typing in a text box, double-click it.

To add a picture while typing, click , or drag one from the sidebar's **Pictures** tab.

Scan

Use the sidebar's **Scan** tab to specify how objects on a grid / page are scanned.

The list is scanned from top to bottom. Cells [within clusters](#) are scanned sequentially.

Scan Groups

Objects within a **scan group** are scanned together, from top to bottom.

A typical grid / page has three scan groups:

- **Group 1** - an empty group that you can move objects into.

- **Ungrouped Cells - Scan across first** - objects in this group are scanned automatically.

  The default method is from left to right, top to bottom.

- **Ungrouped Cells - Do not scan** - objects in this group aren't scanned.

To add a scan group to the selected scan group, click .

To delete the selected scan group, click .

To change how objects in the selected scan group are scanned, click **Settings**.

Move Objects

To move an object to a new position in the list, drag it from the current position, or drag it directly from the grid / page itself.

Grid / Page Properties

To customize a grid / page, ensure no objects are selected, and then use the tools in the Editing Toolbar above.

Appearance

- **Color** - change the background color(s).

  To change how the colors are mixed, click **Gradient**.

- **Picture** - add or change the background picture:

  - **Browse** - browse or search your picture files.

  - **Paint** - paint a picture.

  - **Photo** - take a photo.

- **More Options** - specify the grid's height and exclude the grid / page from printing.

Sound & Video

To speak text or play media when the grid / page opens or closes, click **Choose** and then choose an option:

- **Speak Text** - type what you want spoken.

  To speak the text of another object, click **Insert**.

- **Play Sound or Video** - to choose a sound / video file, click **Browse**.

  To record a sound, click **Record**.

- **No Sound or Video** - nothing is played.

Clicker 7 accepts **.mp3** and **.wav** sound files along with **.avi**, **.mov**, **.mp4**, **.mpg**, and **.wmv** video files.

Cell / Button Properties

To customize a cell, select it, and then use the tools in the Editing Toolbar above.

To select multiple cells, drag a selection box around them, or hold the **Ctrl** key while clicking them.

Appearance

- **Color** - change the cell's color and transparency.

- **Border** - change the color, thickness and style of the cell's border.

Picture

- **Picture** - add or change the cell's picture:

    - **Browse** - browse or search your picture files.

    - **Paint** - paint a picture.

    - **Photo** - take a photo.

    - **Add picture from another cell** - show the same picture as another cell.

- **Remove Picture** - remove the cell's picture.

- **Picture Alignment** - choose how the picture is aligned when the cell contains text.

Font

- **Font** - choose a font style.

- **Bold** - make text **bold**.

- I **Italics** - make text *italicised*.

- U **Underline** - make text <u>underlined</u>.

- **Font size** - choose a font size.

- **Text Color** - choose a font color.

- **Alignment** - choose how text is aligned.

Other

- **Pointer** - change the mouse pointer when it hovers over the cell.

- **More Options** - display hover text and exclude the cell from printing.

Send

To change what gets sent to the Document when the cell is clicked, click **Choose** and then choose an option:

- **Send the text shown in the cell** - send the cell's text.

- **Send other text** - type the text to be sent.

  To send the text of another cell or text box, click **Insert**.

- **Send no text** - nothing is sent.

Some additional options:

- **Send picture shown in cell** - if the cell contains a picture, send it along with the text.

- **Add space** - add a space to the end of sent content.

- **Add return** - start a new line after sending content.

Sound & Video

To speak text or play media when the cell is left-clicked or right-clicked, click **Choose** and then choose an option:

- **Speak the text shown in the cell** - speak the cell's text.

- **Speak other text** - type what you want spoken.

  To speak the text of another object, click **Insert**.

- **Play Sound or Video** - to choose a sound / video file, click **Browse**.

  To record a sound, click **Record**.

- **Add a sound or video from another cell** - play the same media as another cell.

- **No Sound or Video** - nothing is played.

Clicker 7 accepts **.mp3** and **.wav** sound files along with **.avi**, **.mov**, **.mp4**, **.mpg**, and **.wmv** video files.

Open

To perform an action when the cell is clicked, click **Choose** and then choose an option:

- **Open Grid** - move to another grid.

- **Open Pop-up** - open a [pop-up](pop-up).

- **Close Pop-up** - if the selected cell is located in a pop-up, this action will close it.

- **Open Keyboard** - show the on-screen keyboard.

  To choose where the keyboard writes, click **More Options**.

- **Open Sound Recorder** - record a sound.

  To choose which object will play the recording, click **More Options**.

- **Open Webcam** - take a photo.

  To choose where the photo is sent, click **More Options**.

- **Open Paint** - paint a picture.

  To set up a Custom Paint Activity, click **More Options**.

- **Open a Web Page** - link to a website.

- **Open Print Dialog** - show switch accessible print options.

- **Command** - move the text cursor or toggle Sound Shift.

- **Close Clicker Set** - close the current Clicker Set.

- **No Action** - do nothing.

If the chosen action opens a window, click **Size and position** to specify its size and position.

To change options about your chosen action, such as where content is sent, click **More Options**.

Text Box Properties

To customize a text box, select it, and then use the tools in the Editing Toolbar above.

To select multiple text boxes, drag a selection box around them, or hold the **Ctrl** key while clicking them.

Appearance

- **Color** - change the text box's color and transparency.

- **Border** - change the color, thickness and style of the text box's border.

- **Picture** - browse for a picture to add to the text box.

Font

- **Font** - choose a font style.

- **Bold** - make text **bold**.

- **Italics** - make text *italicised*.

- **Underline** - make text <u>underlined</u>.

- **Font size** - choose a font size.

- **Text Color** - choose a font color.

- **Highlight Color** - choose a highlight color.

- **Alignment** - choose how text is aligned.

- **Line Spacing** - choose the distance between lines.

Other

- **Paste** - add the copied text box.

- **Cut** - copy and remove the text box.

- **Copy** - copy the text box.

- **Spell Check** - check the text box's spelling.

Cluster Properties

To customize a cluster, click any cell within it, and then use the tools in the Editing Toolbar above.

To customize the cells within a cluster, see Cell / Button Properties.

Arrange

- **Sort Order** - sort the cluster contents alphabetically or randomly.

- **Insert** - insert a row, column or cell alongside the selected cell.

- **Delete** - delete the selected cell, row or column.

- **Merge** - merge selected cells, or split a merged cell.

- **Cell Spacing** - expand or shrink gaps between cells.

- **Empty Cells** - have empty cells be invisible when the Custom Set is running.

- **Column Alignment** - if a column is shorter (e.g. cells were deleted), choose to align it with the top, middle or bottom of the cluster.

- **Guided Order** - columns can only be clicked one at a time, sequentially from left to right.

Arrange Objects

To arrange objects on the grid / page, select them, and then use the tools in the Editing Toolbar above.

To select multiple objects, drag a selection box around them, or hold the **Ctrl** key while clicking them.

- **Paste** - add copied objects.

- **Cut** - copy and remove selected objects.

- **Copy** - copy selected objects.

- **Align and Distribute** - align selected objects with one side of the last selected object.

- **Make Same** - make selected objects the same size, height or width as the last selected object.

- **Select All** - select all objects on the page.

- **Bring to Front** - bring selected objects in front of others.

- **Send to Back** - send selected objects behind others.

- **Snap to Position** - adjust the regular spacing between objects.

- **More Options** - allow selected cells to be sorted.

Custom Paint Activity

While editing a Custom Set, you can set up a custom [Paint](#) activity.

To configure a selected cell to open Paint, switch to the **Open** tab in the Editing Toolbar, click **Choose** and choose **Open Paint**.

To customize the activity, click **More Options**.

General

Send to

To choose where the painting is sent, click the end ⌄.

Assistant Layer

Use an assistant layer as a background, or to provide guidance while painting.

To [browse](#) for a picture, click **Choose Picture**.

To clear the assistant layer, click **Remove Picture**.

To exclude the assistant layer when saving, uncheck **Save assistant layer with painting**.

Choose whether the assistant layer appears **On top of painting** or **Underneath painting**.

Prompt

To display a text prompt along the top of the Paint window, type it in the text box.

To have this spoken, choose **Speak text prompt**.

To speak other text, choose **Speak this** and type your message.

To play a sound, choose **Play recorded sound** and click the ⌄. To record a sound, click 🛑.

Canvas

By default, the canvas background is transparent (appears white). To change it, click **Canvas Color**.

Tools

Click the tools along the top to enable / disable them.

If a tool is enabled and can be customized, a corresponding tab is displayed below.

Items in the left list will be hidden; items in the right list will be shown. To move an item from one list to another, click it, and then an arrow button.

You can change the tool's default settings on the right.

Text Tool Settings

To add a word to the **Text** tool, click **+**.

To move a selected word, click the arrow buttons.

To remove a selected word, click **–**. To clear the list, click **Remove all**.

To change the font, click the **Font** box on the right.

Colors

Click the color palettes along the top to enable / disable them.

If a color palette is enabled, a corresponding tab is displayed below.

Colors in the left list will be hidden; colors in the right list will be shown. To move a color from one list to another, click it, and then click an arrow button.

Sticky Points

Sticky Points have two useful functions.

If a learner has difficulty moving the mouse pointer, magnetic Sticky Points can help guide them by "sucking in" the pointer if comes within a certain radius.

If a learner uses [switches](#), Sticky Points are scanned, enabling learners to use tools at those points.

Magnetism

- **Don't use magnetism** - Sticky Points aren't magnetic.

- **Use magnetism at distance of [X] pixels** - the mouse pointer snaps to the Sticky Point if it comes within an X pixel radius.

- **Restrict mouse movement to Sticky Points only** - moving the mouse will cause the pointer to jump between Sticky Points.

When using switch access

- **Sticky Points Grouping** - choose whether Sticky Points are grouped in rows or columns.

- **Sticky Points Scan Order** - choose whether Sticky Points are scanned in rows / columns or sequentially.

- **After a Sticky Point is selected, resume from current position** - the scan doesn't restart after selecting a Sticky Point.

Appearance

- **Show all Sticky Points** - Sticky Points are always visible.

- **Show only highlighted Sticky Points** - Sticky Points are hidden unless they are scanned or touched by the mouse pointer.

- **Sticky Points Color** - choose the color of Sticky Points.

- **Sticky Points Highlight Color** - choose the color of highlighted Sticky Points.

- **Enlarge Highlighted Sticky Points by [X]** - enlarge Sticky Points by a factor of X.

Advanced

By default, the destination's picture is used as the canvas.

However, if you choose **Last picture completed in Clicker Paint**, the previously painted picture will be the canvas.

🌐 LearningGrids

LearningGrids is a website containing free resources for Clicker 7 and the Clicker Apps, which is regularly updated with new content.

To access LearningGrids, click 📁⚡ in the **Clicker Set** ribbon tab and click 🌐 on the left.

To find resources, browse by category or use the top search bar. You can filter resources by Clicker Set type and age.

To expand a resource's description and screenshot, click **More**.

To open a resource, click **Run Now**.

You can also visit www.learninggrids.com from any web browser.

◪ Add Pictures

You can add pictures to [Documents](#) and [Clicker Sets](#).

There are several ways to add pictures:

- 🔍 **[Browse](#)** - browse or search your picture files.

- 🖌 **[Paint](#)** - paint a picture.

  If there's already a picture, you'll paint over it.

- 📷 **[Photo](#)** - take a photo.

🔍 Browse

To add a picture file to a Document or Clicker Set, click [picture icon] and choose 🔍 .

Double-click a source to browse its pictures:

- [CrickPix icon] **CrickPix** - Clicker's built-in picture library.

- [star icon] **Recent** - the last 20 pictures used.

- [desktop icon] **Desktop** - your Desktop.

- [folder icon] **Documents** - your My Documents folder.

- [media libraries icon] **Media Libraries** - any libraries you've [registered](#) are listed.

- [clicker set icon] **In current Clicker Set** - all pictures within the current Clicker Set.

- [shortcuts icon] **Shortcuts** - any shortcuts you've created are listed.

To add a picture, double-click it, or drag it into place.

To hear a picture's name, right-click it.

Navigation and Search

To move backwards and forwards while browsing, click [back icon] and [forward icon] .

To return to the sources list, click [home icon] .

To search within the current source, type in the search box and press the **Enter** key.

Shortcuts

To add a shortcut, click to return to the sources list, click and choose **New shortcut**.

To rename or delete a shortcut, select it and click .

✎ Paint

To add a painted picture to a Document or Clicker Set, click 🖼 and choose ✎ .

If the source you're painting already contains a picture, you'll paint over it.

Tools

Click a tool and then use it on the canvas:

- 🖌 **Brush** - click and drag to paint.

  Choose the brush's size and style on the right.

- 🪣 **Fill** - click an area to fill it with color.

- ╲ **Line** - click two points to draw a straight line between them.

  Choose the line's size and style on the right.

- 🔵 **Shape** - click and drag to draw a shape.

  Choose the shape and style on the right.

- 𝖆𝖇𝖈 **Text** - click to stamp a letter or word.

  Choose the size and text on the right.

- 🖼 **Stamp** - click to stamp a picture.

  Browse for pictures on the right.

  Drag your chosen pictures onto the canvas.

- **Eraser** - click and drag to erase.

  Choose the brush's size and style on the right.

  To clear the canvas, click .

- **Selection** - click and drag to make a selection.

  Click **Copy** or **Cut** to copy it to the clipboard.

  Click **Paste**, and then click and drag to draw the copied selection on the canvas. Click **Cancel** to stop pasting.

- **Undo / Redo** - undo / redo the previous action.

Move, Resize, Rotate, Flip

You can manipulate a **Shape**, **Stamp** or **Selection**:

- To move an item, drag it.

- To resize an item, drag its green handles (hold the **Shift** key to keep proportions).

- To rotate an item, drag its orange handle.

- To flip an item, click or .

Color Palettes

Choose a color from one of these palettes:

- **Solid Colors**

- **Color Blends**

- **Patterns**

- **Color Mixer** (click colors on the palette to add them to the selected box)

This will affect the color of the **Brush**, **Fill**, **Line**, **Shape**, and **Text** tools.

Custom Paint Activity

It's possible to set up a custom Paint activity in a Custom Set.

📷 Photo

To insert a webcam photo into a Document or Clicker Set, click [image] and choose [image].

A window will appear showing your webcam feed (if it covers too much of the screen, you can reduce its size in <u>Program Management</u>).

After clicking **Take a photo**, there will be a 3 second pause before the picture is taken.

To retake the photo, click **Start Again**. Otherwise, click **Use this photo**.

Customize Clicker

Clicker 7 is highly customizable and can be tailored to suit a wide range of learners.

These settings appear in the **Options** ribbon tab.

User Settings

These apply to the current User or Windows account.

- **Preferences** - opens the **User Preferences** window with these tabs:

  - Document

  - Speech

  - Pictures

  - Keyboard

  - Predictor

  - Look and Feel

- **Accessibility** - alternative access methods, low vision display options.

- **Restore Defaults** - revert settings to default.

- **Clear Favorites** - clear your list of Favorites, Recents and Recent Pictures.

- **Export User Options** - backup the current settings to a file.

Program Settings

These apply to the computer, so they affect everyone:

- **Media Libraries** - register folders as libraries, so they can be searched for Instant Pictures.

- **Word Pool** - specify custom pronunciation and misspellings for certain words.

- **Program Management** - start Clicker 7 full screen, password protect areas, choose your webcam.

🖼 Document Preferences

To adjust these preferences, click 🖼 in the **Options** ribbon tab, and switch to the **Document** tab.

Spelling

- **Automatically capitalize the first letter of sentences** - auto-capitalize the beginning of sentences.

- **Automatically capitalize names (proper nouns)** - auto-capitalize proper nouns.

- **Check spelling as you type (red underline)** - underline misspellings in red while typing.

- **Ignore all misspellings except those listed in the Word Pool** - only detect misspellings defined in the Word Pool.

Defaults

- **Default font** - choose the font style, size and line spacing used for all new Documents.

- **Default filetype** - choose whether new Documents are saved as Clicker Documents, Microsoft Word Documents or PDFs.

Recent Files

- **Show recent Documents in Quick Start and Recents** - list Documents recently used by the current User or Windows account.

📋 Speech Preferences

To adjust these preferences, click 📋 in the **Options** ribbon tab and switch to the **Speech** tab.

Speech

- **Voice** - choose a voice.

- **Speed** - make speech slower or faster.

- **Try** - test the voice and speed.

Text Highlighting

- **Highlight the text** - words briefly change color as they're spoken.

- **Block-highlight behind the text** - the space behind words briefly changes color as they're spoken.

- **Do not highlight the text** - no visual indicator of speech is shown.

- **Color** - choose the highlight color.

In Document, speak

- **Letters (as you type)** - speak each letter when it's typed.

- **Words (when space is entered)** - speak each word when it's completed with a space.

- **Sentences (when punctuated at end)** - speak each sentence when it's completed with punctuation.

- **Words when clicked** - speak a word when it's clicked.

Clicker Set and Predictor

- **Allow right-click (Mac: Ctrl + click) to hear words** - speak a word when it's right-clicked.

- **Allow Ctrl + number keys/keypad to hear words** - speak a prediction when holding the **Ctrl** key and pressing the corresponding number.

Pictures Preferences

To adjust these preferences, click ![icon] in the **Options** ribbon tab and switch to the **Pictures** tab.

The **Instant Pictures** feature automatically shows relevant pictures along with words (if available).

Libraries

Check a library to use it as a source for Instant Pictures. Checked libraries are searched in the order they are listed.

Instant Pictures

- **In the Document** - show pictures above words as you type in the Document.

- **In the Spell Checker** - show pictures next to spelling suggestions.

- **In the Predictor** - show pictures next to predictions.

Document

- **Picture Size** - choose the size of pictures when they're added to the Document.

Picture Browsing

- **Allow user to browse** - restrict the sources that you can browse for pictures.

Keyboard Preferences

To adjust these preferences, click [icon] in the **Options** ribbon tab and switch to the **Keyboard** tab.

- **On-screen keyboard** - choose an on-screen keyboard.

- **Show my keyboard when Clicker 7 starts** - your chosen keyboard opens automatically at launch.

🖼️ Predictor Preferences

To adjust these preferences, click 🖼️ in the **Options** ribbon tab and switch to the **Predictor** tab.

Predictor Level

Drag the slider to select a suitable level of prediction.

A description of each level is shown on the right.

To customize a level, click **Custom Level**.

Custom Level

Appearance

- **Show up to [X] predictions in the list** - choose the number of predictions to show.

- **Font** - choose the font style of predictions (also effects the right-click Spell Checker).

- **Color** - choose the color of predictions.

Predictor Options

- **Wordflow Database word count** - larger databases contain more words to predict.

- **Only predict words with [X] or more letters** - filter out predictions below a certain length.

- **Predict words from Clicker Set** - words in open Clicker Sets are temporarily added to the database.

- **Predict the next word** - after typing a space, predict the next word based on what's been typed.

Predictor Keys

- **Use the number keys** - press a number key (top of keyboard) to choose the corresponding prediction.

- **Use the numeric keypad** - press a numeric keypad key (right of keyboard) to choose the corresponding prediction.

- **Use Alt + a number key** - hold the **Alt** key and press a number key to choose the corresponding prediction.

SoundsLike

- **SoundsLike Priority** - choose the level of phonetic prediction.

- **SoundsLike Color**- choose the color of phonetic predictions.

![icon] Look and Feel Preferences

To adjust these preferences, click ![icon] in the **Options** ribbon tab and switch to the **Look and Feel** tab.

Document Tools

These icons correspond to the tools in the **Document** ribbon tab.

Click an icon to hide / show the corresponding tool.

Grid Tools

These icons correspond to the tools that appear above grids.

Click an icon to hide / show the corresponding tool.

Tools and Tabs Size

Make tools and tabs larger / smaller.

🖼 Media Libraries

If you register a folder as a **Media Library**, it can be searched for Instant Pictures.

To view registered Media Libraries, click 🖼 in the **Options** ribbon tab.

To register a Media Library:

1. Click **Register New Library**.

2. Type a name for your library. Click **Next**.

3. Click **Browse**, find your folder, select it and click **Open**. s Click **Next**.

4. Type an identifier (you can usually leave it unchanged). Click **Next**.

5. Choose whether to always use the library with Instant Pictures. Click **Create**.

If you receive a permissions error message while registering: close Clicker 7, right-click the icon and click **Run as Administrator**, and then try again.

To remove a Media Library, select it and click **Remove**.

▤ Word Pool

If a word is incorrectly considered a misspelling, or is pronounced incorrectly, add it to the **Word Pool**.

To access the Word Pool, click ▤ in the **Options** ribbon tab.

Add

To add a word, type it in the top box and click **Add**.

To add multiple words at once, click **Paste** at the bottom.

Spelling

Once a word has been added, it will no longer be considered a misspelling.

To have the selected word suggested when a certain misspelling is typed, type in the **Common Misspellings** box.

Pronunciation

To change the pronunciation of the selected word, type it in the **Pronounce Selected Word As** box.

Spell the word phonetically, the way you want it pronounced.

Remove

To remove the selected word, click **Remove Selected Word**.

To remove multiple words, hold the **Ctrl** key while clicking them, and then click **Remove Selected Words**.

📋 Program Management

To manage these program preferences, click 📋 in the **Options** ribbon tab.

Startup

When I start Clicker 7, open the window:

- **As big as possible** - the maximized window will fill the Desktop.

- **In the center of the screen** - the window will appear in the center of the screen.

- **In Full Screen mode** - the window will fill the entire screen.

  This makes it harder to switch to other programs, improving learner focus.

Security

Some features can be password-protected, such as editing Clicker Sets, accessing network locations in [Clicker Explorer](#), or clicking anything in the **Options** ribbon tab.

To add or change the password, click **Set up password**. You must supply either the current password or your serial number (type it exactly as it appears on your DVD holder).

To change which features are password-protected, type the current password in the box on the left, and then make your selections on the right.

Note: if you have a network installation of Clicker 7, this setting affects every Clicker 7 computer on the network. If you're temporarily disconnected from the network, you'll be unable to change the password until you rejoin.

Folder Locations

See where Clicker 7 is looking for various program components.

Advanced

- **Show Advanced tab in Cell Properties ribbon** - cells can have foreground and background pictures for normal, hover and click states.

Camera

- **Camera order** - to change which webcam is used to take a [photo](#), move it to the top of the list.

- **Reduce webcam size** - enable this if your webcam feed covers too much of the screen.

👤 Accessibility

We're committed to making our products accessible to everyone, including learners with special needs.

Clicker 7 includes a range of features that enhance its accessibility:

- **SuperKeys** - make it easier to click smaller targets.

- **Mouse / Touch** - control Clicker Sets with a mouse or touch screen.

- **Eye Gaze (Mouse Dwell)** - hover the pointer over items to click them.

- **Switch Access** - control Clicker Sets with switches.

- **Display** - display all Documents and Clicker Sets in a high-contrast color scheme.

SuperKeys

SuperKeys helps learners who have difficulty selecting smaller targets.

It works by grouping items on the screen into clusters. Selecting a cluster enlarges it, making it easy to select an item inside.

It affects:

- **Keys** on the on-screen keyboard.

- **Clusters** of cells in Clicker Sets.

To enable SuperKeys, click in the **Options** ribbon tab, switch to the **Access Method** tab and choose **SuperKeys**.

You can use SuperKeys alongside any access method:

- **Mouse** - standard point and click.

- **Touch** - SuperKeys works well with tablets.

- **Eye Gaze** - SuperKeys helps learners to target small items.

- **Switch Access** - SuperKeys helps learners to focus on the cluster they are scanning.

Mouse / Touch

By default, Clicker 7 is configured for use with a mouse or touch screen.

To choose this, click ![icon] in the **Options** ribbon tab, switch to the **Access Method** tab and choose **Mouse/Touch**:

- **Enlarge cells when the pointer is over them** - indicates when the pointer passes over a cell.

- **Rollover Effect** - indicates when the pointer passes over a cell.

- **Select Effect** - indicates when a cell is selected.

Touch

Clicker 7 is optimized for use with touch screens.

When using a touch screen device, you can:

- long-tap to right-click

- swipe up/down the right side of the Document to scroll it

- swipe when browsing pictures to scroll them

- pinch/spread pictures to zoom them (when editing a Clicker Set)

- use Sound Shift to speak items

- drag ![icon] to resize the grid area

Eye Gaze (Mouse Dwell)

Eye Gaze improves accessibility for people using eye tracking technology.

When enabled, hovering ("dwelling") the mouse pointer over a target will click it after a short delay.

Before enabling Eye Gaze, we recommend setting your eye tracker to **pointer only** mode. It will control the pointer movement and Clicker 7 will control the clicking.

To enable Eye Gaze, click in the **Options** ribbon tab, switch to the **Access Method** tab and choose **Eye Gaze (Mouse Dwell)**:

- **Enlarge cells when the pointer is over them** - indicates when the pointer passes over a cell.

- **Enable Clicker Books editing** - allow editing Clicker Books with Eye Gaze.

- **Rollover Effect** - indicates when the pointer passes over a cell.

- **Select Effect** - indicates when a cell is selected.

Eye Gaze Settings

To fine-tune the dwell, click **Eye Gaze Settings**:

- **Click on Dwell** - a click occurs after X seconds of dwelling.

- **Right-click on Dwell** - a right-click occurs after X seconds of dwelling (usually speaks the target).

- **Wobble Distance** - after the dwell timer starts, the pointer can move X pixels without restarting it.

  We recommend using the **Auto** setting – the pointer can move anywhere within the cell without restarting the timer.

- **Repeat Distance** - after a dwell, the pointer must move X pixels before the dwell can begin.

We recommend using the **Auto** setting – the pointer must move outside the cell and back in again before the dwell can be repeated.

Switch Access

Clicker Sets can be controlled with switches.

When using one switch, the scan moves between items automatically. When using two switches, the second switch moves the scan.

You can [customize](#) the order that cells are scanned in [Custom Sets](#).

To enable switch access, click ⬤ in the **Options** ribbon tab, switch to the **Access Method** tab and choose **One Switch** or **Two Switches**:

- **Scan Grid Tools** - include the [Grid Tools](#) in the scan.

- **Enable Clicker Books editing** - allow learners to edit content in [Clicker Books](#) using switches.

To fine-tune scanning, click the following buttons:

Timings

These settings only work with the Crick Switch Box *(except Auto Scanning Time)*:

- **Auto Scanning Time** (*One Switch only*) - how long an item is highlighted before the scan moves on.

  If a learner needs more time to make choices, increase this to slow the scan.

- **Hold Duration** - how long a switch must be held down before the press is accepted.

  If a learner accidentally presses switches, increase this so that only deliberate presses are accepted.

- **Ignore Repeat** - how long before another press is accepted.

  If a learner accidentally presses a switch multiple times, increase this so that presses occurring too soon after the first are ignored.

Exit Group

- **Pause at end of group (press switch during pause to exit)** - pause after the last group item is scanned, so you can exit the group.

- **Exit group after it has been scanned** - automatically exit groups after X iterations.

Start Scanning *(One Switch only)*

This defines when scanning starts in a grid / page when it opens.

- **Start scanning immediately** - scanning starts automatically.

- **Start scanning after** - the scan lingers on the first item for X seconds.

- **Press switch to start scanning** - scanning doesn't start until a switch is pressed.

Scan Type

To show when a cell is highlighted:

- **Highlight the background of the cell** - the cell's background becomes your chosen color.

- **Draw a line around the cell** - outline the cell in the chosen color and thickness.

- **Enlarge the cell** - enlarge the cell by the chosen amount.

- **Don't draw a line or enlarge the cell** - don't outline or enlarge the cell.

- **Highlight Color** - choose the color of the highlight.

Sound

Scan and Select Sounds

When an item or group is highlighted:

- **Make a sound** - play a short beep.

- **Play the right-button sound of a cell (auditory scan)** - play the highlighted cell's right-click sound (which usually speaks its contents).

When an item or group is selected:

- **Make a sound** - play a short beep.

Other Sounds

Make a sound:

- **As soon as a switch is pressed (If an acceptance delay is used, this may be before the switch is accepted)** - beep on each switch press.

- **After all the items in a group have been highlighted** - beep after you've scanned through a group.

- **When the item to exit a group is highlighted** - beep when scanning the last item in a group.

- **When exiting a group** - beep when exiting a group.

Switches

These settings only work with the Crick Switch Box.

Switch X

- **Action** - choose what the switch does.

- **Auto-repeat when switch X is held down** - repeats a switch press after the configured **Auto-repeat time**.

Auto-repeat timing

- **Auto-repeat time** - how long before a held down switch repeats a press.

This only affects switches that have the **Auto-repeat** option enabled.

Switch Shortcuts

- **F7** - Select

- **F8** - Move

- **Esc** - Exit scan group

To use Clicker 7 with a third-party switch interface, configure it to use these keyboard keys.

Display

These options are particularly helpful for learners with low vision.

Clicker 7 can display all Documents and Clicker Sets in a particular color scheme. This only affects your computer (the files themselves aren't changed).

To do this, click in the **Options** ribbon tab and switch to the **Display** tab:

Document

- **Default Document Magnification** - choose the default zoom level.

- **Color scheme** - choose a color scheme.

  To design your own, choose **Custom**, and then choose **Background** and **Font** colors below.

- **Always use this font** - enable this to display all Documents in a particular font.

Clicker Set

- **Color scheme** - choose a color scheme.

  To design your own, choose **Custom**, and then choose **Background** and **Font** colors below.

- **In cells, always use this font** - enable this to always display Clicker Sets in a particular font. Font size is always automatic.

- **Allow grid/document divider to be moved** - allows you to resize the grid area by dragging .

Clicker Apps

Several **Clicker Apps** are available for **iPad** and **Chromebook**.

Each one focuses on a particular Clicker Set type:

Clicker Set Type	Clicker App
Sentence Set	Clicker Sentences
Connect Set	Clicker Connect
Word Bank	Clicker Docs
Clicker Book	Clicker Books

Each Clicker App behaves similarly to the corresponding Clicker Set type in Clicker 7.

To learn more, visit www.cricksoft.com.

Share files

Files created in a Clicker App can be opened in Clicker 7.

Files created in Clicker 7 can be opened in the corresponding Clicker App.

To transport files between Clicker 7 and the Clicker Apps, you can:

- Send them as email attachments.

- Copy them to cloud storage.

Cloud storage

A cloud storage account gives you an online folder that can be accessed from multiple devices.

The Clicker Apps can link to these cloud storage providers:

- **Dropbox** - www.dropbox.com

  (files are stored in the **Apps\Clicker** folder)

- **Google Drive** - www.google.com/drive

- **OneDrive** - onedrive.live.com

To access your cloud storage on a computer, download and install the provider's free program. This creates a folder on your computer that synchronizes with your cloud storage.

You can create a [shortcut](#) to this folder in Clicker 7's Explorer.

Get Help

These tools appear in the **Help** ribbon tab:

- **Help** - opens this User Guide.

  To download it as a PDF, visit www.cricksoft.com/support

- **Contact Support** - visit the Support section of our website.

- **Log** - displays information that may help to diagnose a problem.

- **About Clicker 7** - displays your version number, partial serial number and install type.

  Please include this information when contacting Support.