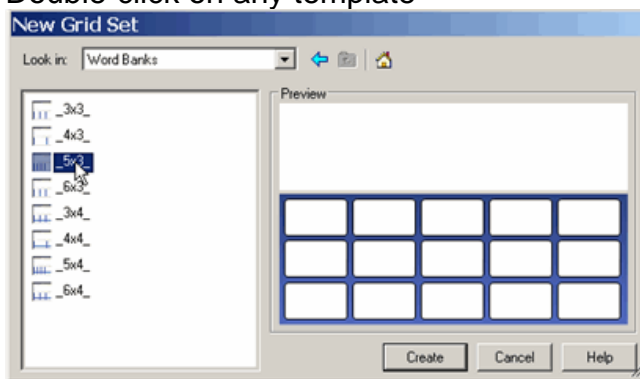# AT Quick Guide

Word Processing with Clicker 5

Clicker 5 is a talking word processor which works with or without the Clicker Grids to support writing. Most people focus on the grids as a way to create reading and writing activities for students. However, students can benefit from using Clicker 5's word processing features, even without the grids.

Why to use Clicker 5 as a word processor?

- The *text-to-speech feature* provides support to students by reading back what they have typed. Students can also click on any word to hear it read.
- It is a simpler and more *child-friendly* word processor.
- It *supports pictures* for young students or for students who require visual cues in their writing.
- It supports Clicker grids which can be added to any writing assignment for struggling students.
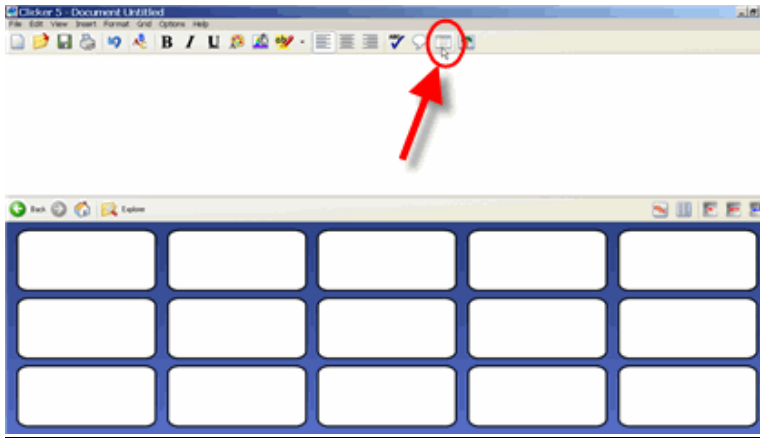
Open a word processing document in Clicker

1. Choose **New Grid Set** either from the **File** menu or form the task bar on the left
2. Double-click on the Word Banks template folder
3. Double-click again on Word Banks
4. Double-click on any template

The word processor will open with a blank grid on the bottom half of the screen.

5. Close the grid by clicking the **Hide/Show Grid** button on the toolbar

You can always unhide the grid later or open any saved grid to support writing in this document. Opening a new grid will not affect the writing document.
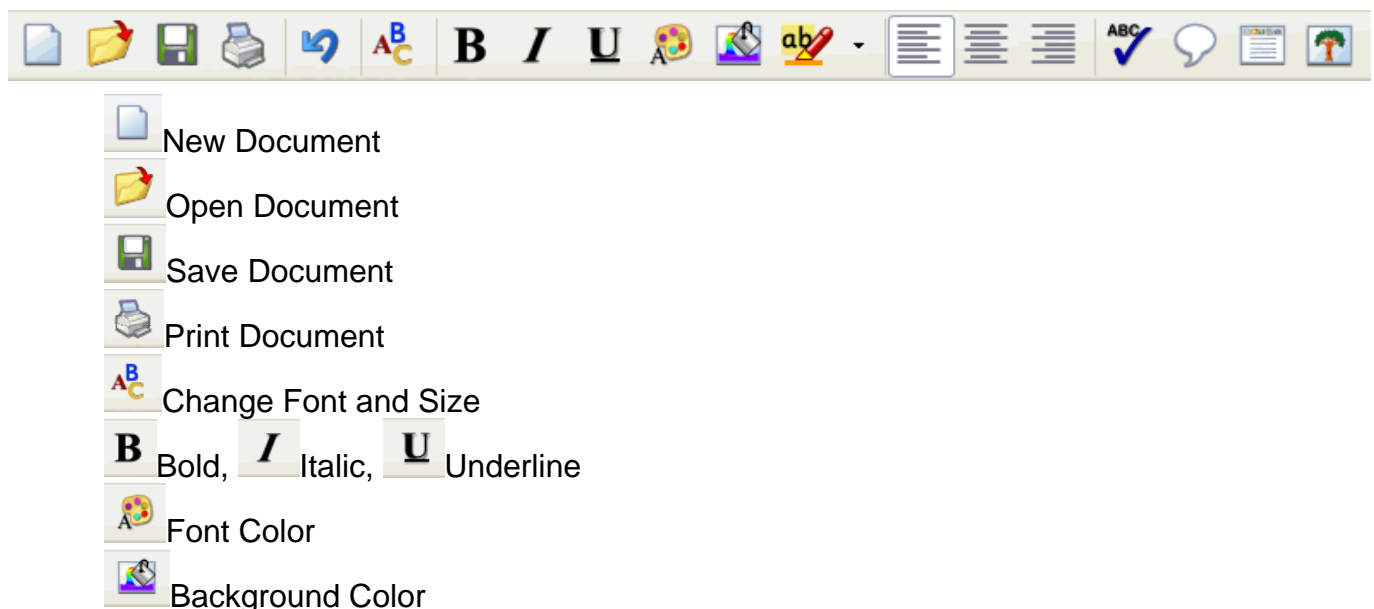
Change the speech options
Clicker will default to speaking every sentence after you put in the punctuation. Try this by typing a short sentence and a period. You can control whether Clicker speaks each letter, each word, and each sentence.
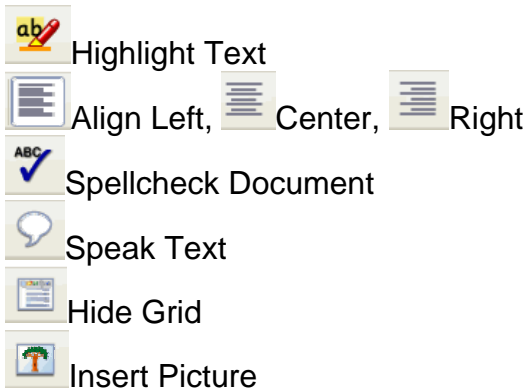1. Choose User Preferences from the Options menu
2. Click on the Writing tab
3. Click the dropdown menu next to the setting you want to change
4. Choose Speak Always to make clicker speak for that option

Use File Settings means that you want Clicker Writer to behave in the way that the Clicker Grid was set up. Changing the speech options in **User Preferences** as we have done will override the settings in the Clicker Grid. Since we are using Clicker Writer without a grid, this is not a problem.

Write in the word processor
Clicker Writer comes with a variety of word processing tools in the toolbar above it:

 New Document

 Open Document

 Save Document

 Print Document

 Change Font and Size

 Bold, Italic, Underline

 Font Color

 Background Color

ab Highlight Text

Align Left, Center, Right

ABC Spellcheck Document

Speak Text

Hide Grid

Insert Picture

Saving your work

To save your work, click the **Save Document** button on the toolbar or choose **Save Document As** from the **File** menu. Don't confuse this with the **Save Grid Set As** command which is also in the **File** menu. This will not save your document.

Returning to your document later
Your Clicker Writer document will be saved in HTML format. This means that when you want to open it, you will need to open a Clicker Grid first and THEN open the document
5. Launch Clicker 5
6. Open a Grid Set
    - If you plan to use a grid set to help with writing, then open it now. Otherwise, open a blank grid as you did in step 1.

    > *Tip*: *You may want to save a blank grid so that you can get started writing more quickly.*

7. Open your document

    - Click the **Open Document** button on the toolbar or choose **Open Document** from the **File** menu. Don't confuse this with the **Open Grid Set** command which is also in the **File** menu.
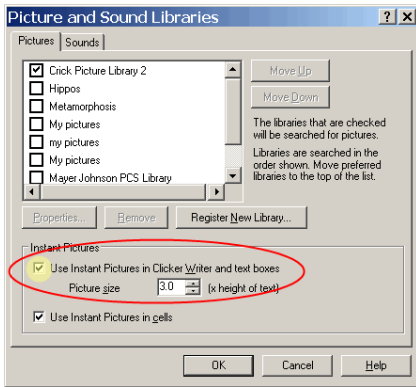
Using pictures in Clicker Writer
Inserting a picture
You can insert a picture from your computer into your document by using the Insert

Picture button on the toolbar.
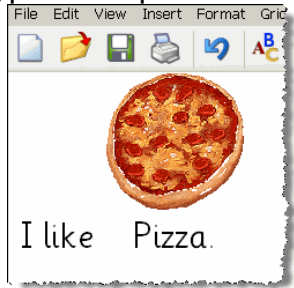
Instant pictures
Instant pictures appear automatically as you type. Once you turn the feature on, pictures will appear for every word that Crick has in its picture library.
8. From the File menu, choose Settings-->Picture and Sound Libraries
9. Check the box next to Use Instant Pictures in Clicker Writer and text boxes and click OK

Picture and Sound Libraries

Pictures | Sounds

- ☑ Crick Picture Library 2
- ☐ Hippos
- ☐ Metamorphosis
- ☐ My pictures
- ☐ my pictures
- ☐ My pictures
- ☐ Mayer Johnson PCS Library

Move Up
Move Down

The libraries that are checked will be searched for pictures.

Libraries are searched in the order shown. Move preferred libraries to the top of the list.

Properties...   Remove   Register New Library...

Instant Pictures

☑ Use Instant Pictures in Clicker Writer and text boxes
    Picture size   3.0 ▲▼ (x height of text)

☑ Use Instant Pictures in cells

OK   Cancel   Help

10.

11. Now type "I like pizza." In Clicker Writer

File   Edit   View   Insert   Format   Grid

I like   Pizza.

Sharing student work

You can share written documents even with people who do not have the Clicker software because documents are saved in HTML format. To view the document on a computer that does not have Clicker 5 loaded, simply double click on the file. It will open in the web browser. You can also easily publish student work to a website.