

*Clicker4*TM One-Sheet

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The Two Parts of a *Clicker4* Project:

1. **Clicker Grid:** Rows and/or columns of cells containing words, phrases, pictures, or punctuation.
2. **Clicker Writer:** The area above a word grid where students compose sentences by clicking on words or phrases in the grid. Pictures can also be added to this area.

1. Left click on a cell to add a word or phrase from the grid to the text area.
2. Right click on a cell to hear a word or phrase pronounced.
3. Shift+left click on a cell to insert a word in a grid or to edit text in a grid.
4. Shift+right click on a cell to access cell properties like graphics, pronunciation, etc.

Things to Remember...

1. Plan your grids in advance.
2. Group like-words and phrases together. (Example: Nouns should be in one column, verbs in another column, prepositional phrases in another column, etc.)
3. If you put a period after a word that ends a sentence, *Clicker4* will read the sentence out loud.
4. You can put a period in a cell all by itself, or add it to a word you anticipate will end a sentence.
5. You can force *Clicker4* to make a hard return by holding the shift key down and right-clicking on the word cell where you want the hard return. In the “Cell Properties” dialog box, click on the “Send” tab. Then look for the “Add Return” check box and put a check in it.

Getting Started

1. Open the *Clicker4* program.
2. At the Login screen choose “None.”
3. At the Home Grid choose “Start Writing.”
4. A blank default grid (5 cells by 4 cells) will appear.

Typing in the Cells

1. Hold the shift key down and left click in a cell.
2. Type the word(s) you want to put into the cell.

Removing a Picture from a Cell

1. Hold the shift key down and right-click on a cell.
2. In the “Cell Properties” dialog box click on the “Remove Graphic” button. Click OK.

Adding a Picture to a Cell:

(Note: Like a web page, *Clicker4* references the path to the folder that the picture is stored in. You should group the graphics for each grid in their own folder. If you share a grid with other teachers, you must include the folder of graphics.)

1. Hold the shift key down and right-click on a cell.
2. In the “Cell Properties” dialog box click on the “Graphic...” button.
3. Browse to the location where the graphic you want is stored (example: in a folder in “My Documents”).
4. If necessary, delete the name of the graphic from the box below the picture. Click OK.

Adding Extra Cells (Rows or Columns)

1. Right-click inside the cell where you want to add a new row or column.
2. Grid→Insert Row/Column→Insert before/after

Customizing Pronunciation

1. Go to Options→Pronunciation
2. Follow the directions on how to spell a word phonetically. Example: There are two ways to pronounce the word “record,” depending on whether it is a verb or noun. Clicker pronounces the verb form by default: “ree kord”. By using Options→Pronunciation you can make Clicker say the noun form by spelling it phonetically: “rek urd”

Changing the Size of Graphics in the Clicker Writer Area

1. Go to Options→User Preferences.
2. Make sure the “Instant Pictures” tab is selected.
3. Look for the “Picture size (as ratio to font)” number box.
4. Click the “up” arrow to increase the picture size, the “down” arrow to reduce it.
5. Click OK.

Saving a Clicker Project

There are two "Save" commands in Clicker4:

"Save Document as..." will save the document created in Clicker Writer as HTML so that it can be opened in a web browser. Students will use this command more than teachers will.

"Save Grid as..." will save the word grid. Teachers will use this command more than students will.

Linking Two or More Grids

If you save grids with sequential titles, they will automatically link to each other by clicking the left and right arrows in the grid navigation palette. Example: In a folder called “Our Class” you might have three grids called “class01”, “class02”, and “class03”. Clicker4 automatically adds the “.clk” extension.

Finding Pre-Made Clicker Projects

There are dozens of pre-made Clicker projects that you can download from “Clicker Grids for Learning” at: <http://www.cricksoft.com/cgfl/us>. Registration at this site is free, and you can download Macintosh or Windows versions of a wide variety of Clicker grids. You can search by category or keywords.