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Get Started

Overview

Clicker Books is part of a family of **Clicker Apps**, which develop reading and writing skills in learners of all abilities, including struggling writers, children with special needs, and English language learners.

With Clicker Books:

- Learners create their own books, adding pictures, text, and sounds. <u>Text-to-speech</u>, <u>word prediction</u>, and a talking <u>spell checker</u> are offered for those who need writing support
- Teachers create books for learners to read. Books can be locked to prevent accidental changes
- A teacher may create a pre-prepared book containing some content, which the learner then completes. Pre-prepared books may also contain Word Grids and Picture Banks

Clicker Books has three views:

- 1. Page View where a page is viewed and edited
- 2. Page Sorter where a book's pages are arranged
- 3. Explorer where books are stored and opened

Page View

Page View shows one page of a Book.

Swipe to move between pages or tap the bottom corners.

To edit the page, enter Edit Mode.

When in Edit Mode:

- To add a <u>Title Box</u>, <u>Picture Box</u>, <u>Text Box</u> or <u>Sound</u>

 Button, tap its icon on the left. A page can have one of each
- To edit an object, tap it, and then tap a tool in the top toolbar
- To change the page <u>layout</u>, <u>color</u> or <u>settings</u> tap the **Page** icon
- To move between pages, tap the bottom **arrows**. Tap the forward arrow on the last page to create a new page

To see all the pages, tap the Page Sorter icon

To leave Edit Mode, tap the page background.

Page Sorter

The Page Sorter shows all pages in the Book.

To access the Page Sorter from Page View, enter Edit Mode, and then tap the Page Sorter icon.



In the Page Sorter:

- To open a page in Page View, tap it
- To add a page, tap the icon after the last page
- To move a page, press and hold, and then drag it
- To create, share or print the Book, tap the Book icon
- To open another Book, tap the **Explorer** or **Favorites** icons
- To change the app settings, tap the Settings icon

To put the Page Sorter into Edit Mode, tap Edit.

When in Edit Mode:

- To lock the Book, tap the Book Settings icon
- To select pages, tap them
- To select future pages, tap the icon after the last page. This lets you change settings for new pages added later

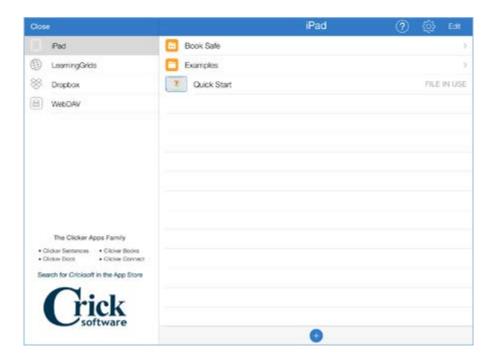
When one or more pages are selected:

- To delete the page(s), tap **Delete**
- To duplicate the page(s), tap Duplicate

 To customize the <u>settings for each object</u> on the page(s), including setting up <u>Word Grids</u> and <u>Picture Banks</u>, tap **Settings**

File Explorer

To access all the Books on your iPad, access the Page Sorter and tap the File Explorer icon.



In the File Explorer:

- To open a Book or folder, tap it
- To return to the previous folder, tap the back arrow
- To create a new Book or folder, tap the icon
- You can also delete, rename, copy and share files

Free Books can be downloaded from LearningGrids.

You can also connect to a <u>Dropbox</u> account or a <u>WebDAV</u> file server. To enable these features, see <u>Sharing</u>.

Work with Books

Open or Create a Book

When Clicker Books starts, it opens the last Book used.

To open another Book, access the Page Sorter, tap the File Explorer icon to browse your iPad, LearningGrids, Dropbox or WebDAV, and then tap a Book to open it.

Alternatively, tap the **Favorites** icon to choose a Book from a list of Favorites/Recents.

Create a Book

To create a new Book, access the Page Sorter, tap the Book icon and choose New Book. Enter a name and tap Create.

Alternatively, tap the File Explorer icon, tap the icon and choose **Book** to create a new Book at the current location. Tap **Done** to finish.

Tap your new Book to open the first page in Page View.

Read a Book

If you are in the Page Sorter, tap a page to view it.

Swipe to move between pages (this can be disabled), or tap the bottom corners.

If the page has a Sound Button, tap it to hear it speak the page text, or play a recorded sound.

To add objects and content to the page, and change its layout, enter <u>Edit Mode</u>. To leave Edit Mode, tap the page background.

To see all the pages in the Book, tap the page and tap the Page Sorter icon.

Edit a Page

Edit Mode

When in Page View, enter Edit Mode to edit the page.

To enter Edit Mode, tap anywhere on the page or tap **Edit** in the top-left corner (if visible). To choose which method is used, see <u>Editing</u>.

To leave Edit Mode, tap the page background. Edit Mode will also exit automatically after 5 seconds if this is turned on in Editing.

Add/Edit a Title

To add a Title Box, enter Edit Mode and tap the left icon

To start writing, tap the selected Title Box. While writing, you can use the <u>writing</u> support tools. Tap **Done** to finish.

To quickly change the text size, pinch/spread within the Title Box.

To change the size and position of the Title Box, see Change the Layout.

Title Box Properties

While the Title Box is selected, tap the **Properties** icon to access these options:

- To change the text color and style, tap the Text tab
- To change the background color, tap the Background tab
- To change the border color and style, tap the **Border** tab
- To delete the Title Box, tap **Delete Title Box**

Add/Edit a Picture

To add a Picture Box, enter Edit Mode and tap the left icon

To add a picture, tap the Picture Box and do one of the following:

- To add a picture from your iPad Photos, tap the Photos icon

- To paint a picture, tap the **Paint** icon (to learn more, see Paint)
- If the Picture Box has a <u>Picture Bank</u>, tap the <u>Picture Bank</u> icon to show it

To change the size and position of the Picture Box, see Change the Layout.

Picture Box Properties

When the Picture Box is selected, tap the **Properties** icon to change its background color.

To delete the Picture Box, tap **Delete Picture Box**.

Add/Edit Text

To add a Text Box, enter Edit Mode and tap the left icon.

To start writing, tap the selected Text Box. While writing, you can use the <u>writing</u> support tools. Tap **Done** to finish.

To quickly change the text size, pinch/spread within the Text Box.

To change the size and position of the Text Box, see Change the Layout.

Text Box Properties

While the Text Box is selected, tap the **Properties** icon to access these options:

- To change the text color and style, tap the **Text** tab
- To change the background color, tap the Background tab
- To change the border color and style, tap the Border tab
- To delete the Text Box, tap Delete Text Box

Add/Edit a Sound

To add a Sound Button, enter Edit Mode and tap the left icon.

By default, the Sound Button speaks the page contents using <u>Text-to-Speech</u>.

To record a sound, tap the Sound Button and tap the Record icon. Tap it again to stop recording. To play the sound, tap the Play icon. After leaving Edit Mode, the Sound Button now plays the sound when tapped.

To change the size and position of the Sound Button, see Change the Layout.

Sound Button Properties

When the Sound Button is selected, tap the **Properties** icon to change its background color.

To delete the Sound Button, tap **Delete Sound Button**.

Change the Layout

To choose the layout of objects, enter <u>Edit Mode</u>, tap the top-right **Page** icon and choose **Layout**.

Tap the thumbnail of your preferred layout.

Tiling

The first four layouts are tiled.

In these, the Title Box is always at the top and other objects remain at fixed positions. They cannot be moved, although the bar between the Picture Box and Text Box can be dragged to adjust their sizes.

Free Layout

For full control over the size and position of objects, choose **Free Layout**.

Move objects with the **Move** icon and resize them with the green handles.

The **Picture on background** layout fills the background with the Picture object, allowing you to position other objects in front.

Different when Rotated

A layout that works well when the iPad is landscape may not work as well when it is rotated to portrait.

To have separate layouts for landscape and portrait, turn on **Different When**

Rotated. Objects can be at different positions and sizes, and different font sizes and picture zoom levels can be used.

Change the Color

To change the page background color, enter <u>Edit Mode</u>, tap the top-right <u>Color</u>. **Page** icon, and then tap **Color**.

Change the Color

To change the page background color, enter <u>Edit Mode</u>, tap the top-right <u>Color</u>. **Page** icon, and then tap **Color**.

Change the Settings

On each page, you can customize how content is added to the <u>Title Box</u>, <u>Picture Box</u>, <u>Text Box and Sound Button</u>.

To customize an object, enter Edit Mode, tap the top-right Page icon, tap Settings, and then choose the object.

For more information, see <u>Customize a Text Box or Title Box</u> and <u>Customize a</u> Picture Box.

Add, Reorder, and Delete Pages

To access the current Book pages from Page View, enter Edit Mode, and then tap the Page Sorter icon

- To add a new page to the end of your Book, tap the

 Add Page icon
- To move a page, press and hold it, and then drag it to the new position and let go. Page numbers adjust automatically
- To delete one or more pages, tap Edit, tap pages to select them, and then tap Delete
- To duplicate one or more pages, tap Edit, tap pages to select them, and then tap Duplicate

Send a Copy of the Book

To send a copy of the Book, access the Page Sorter, tap the Book icon and choose **Send a Copy**.

To send a Clicker Book file, tap Clicker Book.

To send a PDF file, tap **As PDF**.

Choose from the available options to send your file.

Print the Book

To print the Book, access the Page Sorter, tap the Book icon and choose Print Book.

Tap **Select Printer** to choose from a list of AirPrint printers that your iPad can find on your network.

Specify the number of copies you'd like and tap **Print**.

Your iPad's orientation determines whether the Book is printed in **landscape** or **portrait** <u>layout</u>.

Open as PDF

To open a Book as a PDF, access the Page Sorter, tap the Book icon and choose Open as PDF.

Choose from the available options to open the PDF.

Your iPad's orientation determines whether the **landscape** or **portrait** <u>layout</u> is used.

Writing Support

Writing Support Overview

Clicker Books contains a wide variety of writing support tools that can guide and assist learners when required.

These include:

- The latest <u>Text-to-Speech</u> technology by Acapela
- A comprehensive, talking Spell Checker
- Highly configurable word prediction
- Customizable Word Grids for vocabulary support

Text-to-Speech

Learners can benefit from hearing Clicker Books speak their writing.

In <u>Page View</u>, tap the <u>Sound Button</u> (if present) to hear the page contents spoken. If a sound has been recorded, you will hear it instead.

When writing in a <u>Text Box</u> or <u>Title Box</u>, use the <u>Sound Shift</u> tool to hear text spoken. Tap it for single use, double-tap to keep it enabled.

When Sound Shift is on:

- To speak a word, tap it
- To speak a sentence, double-tap it
- To speak the current paragraph, triple-tap it
- To speak the entire Text Box or Title Box, long-tap anywhere within it and tap Speak All

If you can't hear the speech, check that your iPad is not muted via the side switch and that the volume is set correctly.

To customize settings for the speech, see <u>Customize Speech</u>.

Spell Checker

Clicker Books can check the spelling of each word typed in a <u>Text Box</u> or <u>Title Box</u> and underline any that are misspelled with red dashes.

To see a list of suggestions for a misspelled word, tap it. Suggestions are displayed above the keyboard in red. Tap a suggestion to replace the misspelled word.

To hear a suggestion spoken, tap the suggestion. Sound Shift tool, and then tap a suggestion.

To customize settings for the Spell Checker, see Spell Checker & Predictor.

Predictor

As you type in a <u>Text Box</u> or <u>Title Box</u>, the Predictor tracks your position and shows a list of words it thinks you are likely to want to use next.

Tap a suggested word to include it.

To hear suggestions spoken, tap **Sound Shift**, and then tap a suggested word.

Enable and Configure

To enable and configure the Predictor, access the <a>Page Sorter and tap the <a>Settings icon. Choose Spell Checker & Predictor, and then tap Predictor.

Predictor - display the Predictor above the <u>keyboard</u>.

Use SoundsLike Prediction - suggest words based on their phonetic sound.

Predict Next Word - predict the next word after space is entered.

Database Size - choose the level of prediction.

Write with the Keyboard

Write into a <u>Text Box</u> or <u>Title Box</u> using either the keyboard or a <u>Word Grid</u> (if available).

To switch between them, use the Show Keyboard/Grid tool.

Using the Keyboard

Tap any key to type it

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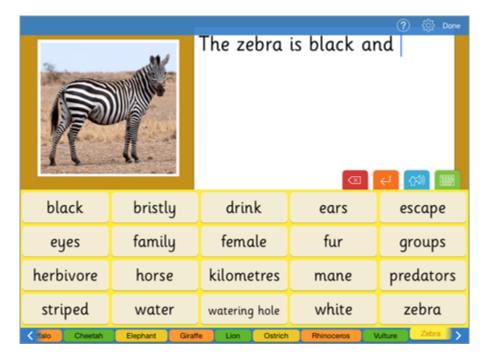
To capitalize the next letter, tap the
To delete a character, tap the key
To access numbers and punctuation symbols, tap the
Navigation
There are special navigation buttons along the bottom of the numbers keyboard
Tap the and keys to move your position in the text
Tap the and weys to move a whole word at a time
To hide the keyboard, press the
Simple Keyboard

Si

To use a simpler keyboard with fewer keys, enter Page Sorter, tap the Settings icon, tap Accessibility and turn on Use Simple Keyboard.

Word Grids

Word Grids provide tabbed vocabulary support for any subject or topic when writing in a <u>Text Box</u> or <u>Title Box</u>.



When writing:

- Tap a word to write it
- To delete a character, tap the Delete tool
- To start a new line, tap the
 New Line tool
- To hear words spoken, tap the Sound Shift tool
- To move between Grids, either tap the bottom tabs or swipe (this can be disabled)
- To switch between the <u>keyboard</u> and a Grid, tap the **Show** Keyboard/Grid tool

To create and assign Grids to a Text Box or Title Box, see <u>Customize a Text Box or Title Box</u>.

Customize Books

Customize Books Overview

By controlling access to parts of your Book, you can provide learners with preprepared Books for them to complete.

For example, you may create a Book containing pictures and empty Text Boxes so that your learners can write about the pictures. To prevent learners from accidentally changing or deleting your pictures, you can lock them.

In addition, <u>Text Boxes</u>, <u>Title Boxes</u> and <u>Picture Boxes</u> can be customized to use <u>Word Grids</u> or <u>Picture Banks</u> to help learners to add their content.

Lock a Book

When a Book is locked, it cannot be modified. This prevents accidental editing while reading.

To lock the Book, access the Page Sorter, tap Edit, tap the Book Settings icon and turn on Lock Book. This disables all editing features.

Alternatively, to prevent changes to the layout but keep the ability to add content, turn on **Lock Page Layout**.

Lock an Object

If a <u>Title Box</u>, <u>Picture Box</u>, <u>Text Box</u> or <u>Sound Button</u> is locked, it cannot be modified or added to a page.

To lock an object in <u>Page View</u>, enter <u>Edit Mode</u>, tap the <u>Page icon</u>, tap **Settings**, choose an object and turn on **Lock**.

To lock an object on multiple pages:

- 1. Access the Page Sorter and tap Edit
- 2. Tap to select pages. To select future pages, tap the last page icon next to the
- 3. Tap **Settings**, choose an object and turn on **Lock**

Customize a Text Box or Title Box

To customize a <u>Text Box</u> or <u>Title Box</u> in <u>Page View</u>, enter <u>Edit Mode</u>, tap the Page icon, tap Settings and choose Text Box or Title Box.



To customize these objects on multiple pages:

- 1. Access the Page Sorter and tap Edit
- 2. Tap to select pages. To select future pages, tap the icon next to the last page
- 3. Tap Settings and choose Text Box or Title Box

Lock

To prevent the Text Box or Title Box from being added or modified, turn on **Lock**.

Grids

A **Word Grid** is a set of words that can assist with writing.

The list shows all Grids created for this Book. To assign Grids to this Text Box or Title Box, tap them.

If you want a Grid to be shown first when the Text Box or Title Box is edited, turn off **Show Keyboard First.**

Create a Grid

To create a Grid, tap Create New.

Provide a name, then type or paste words into the box. Add punctuation marks in the box below. Choose the word **order** and select a **color** for the background.

Tap the back arrow to finish.

Manage Grids

To edit a Grid, tap its icon.

To reorder or delete Grids, tap **Edit**. To change the position of a Grid, drag its handle. To delete a Grid, tap its icon and tap **Delete**. Tap **Done** to finish.

Customize a Picture Box

To customize a <u>Picture Box</u> in <u>Page View</u>, enter <u>Edit Mode</u>, tap the **Page** icon, tap Settings and choose Picture Box.

To customize it on multiple pages:

- 1. Access the Page Sorter and tap Edit
- 2. Tap to select pages. To select future pages, tap the icon next to the last page
- 3. Tap **Settings** and choose **Picture Box**

Lock

To prevent the Picture Box from being added or modified, turn on **Lock**.

Tools

Choose how content is added to a Picture Box:

- Browse Photo Library include a picture from your iPad's Photo Library
- Take Photo take a photo with your iPad's camera
- Paint Picture use the built-in painting tools to create a picture

Picture Banks

A Picture Bank is a set of pictures that can be accessed when editing a Picture Box. Providing a Picture Bank makes it easy for your learners to find relevant pictures.

The list shows all Picture Banks created for this Book. To assign a Picture Bank to this Picture Box, tap it.

To edit a Picture Bank, tap its icon.

Create a Picture Bank

To create a Picture Bank, tap Create New.

Provide a name and the desired picture order. Tap Add Picture, select an album, tap your chosen pictures, and then tap Add.

To alter an added picture, tap it. Use pinch/spread to zoom and crop the picture. Tap Done to finish.

To remove pictures, tap **Edit**, tap your chosen pictures, and then tap the $\[\]$ icon.

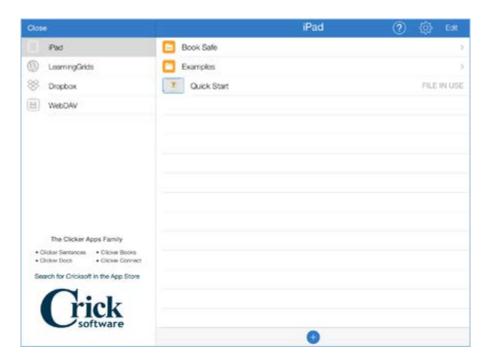


Tap the back arrow to finish.

Manage Books

File Explorer

To access all the Books on your iPad, access the Page Sorter and tap the File Explorer icon.



In the File Explorer:

- To open a Book or folder, tap it
- To return to the previous folder, tap the back arrow
- To create a new Book or folder, tap the icon
- · You can also delete, rename, copy and share files

Free Books can be downloaded from LearningGrids.

You can also connect to a <u>Dropbox</u> account or a <u>WebDAV</u> file server. To enable these features, see <u>Sharing</u>.

The Book Safe

Books stored within the Book Safe are never modified.

Instead, a copy is created on the iPad when the Book is opened. Any changes affect the copy and not the original within the Book Safe.

This is useful to protect and reuse a pre-prepared Book that has sections left for your learners to complete. For example, you might provide a Book of pictures, and have your learners use the **Sound Button** to talk about each picture or a **Text Box** to write about it. Alternatively, you might provide an empty Book that includes <u>Word Grids</u> or <u>Picture Banks</u>.

To place a Book within the Book Safe, <u>copy and paste</u> it from another location. You cannot create a new Book within the Book Safe.

The same applies to <u>Dropbox</u> and <u>WebDAV</u>. If a Book is placed there, it is also protected.

Delete, Rename, Copy and Share

To perform these actions on a file or folder, access the File Explorer and tap **Edit** in the top-right corner.

Tap to select items. The number of selected items appears in each of the three buttons below:

- To delete selected items, tap **Delete**
- To copy selected items, tap Copy. Browse to your desired location and tap Paste to copy them there
- To share selected items, tap Share and choose from the available options to share your file
- To rename an item, long-tap its current name

Tap **Done** to finish.

(It is not possible to rename or delete files directly within Dropbox or WebDAV)

LearningGrids

As a Clicker Books user, you get **free** access to the growing library of Books on our LearningGrids site. To access these, tap the **File Explorer** icon and tap **LearningGrids** on the left.

A list of recently added Books is displayed. Use the top search bar to find Books for your topic.

To open a Book, tap its **Run Now** button.

Books opened from LearningGrids are automatically saved in your **LearningGrids Downloads** folder, so you can easily use them again.

You can also access LearningGrids by visiting www.learninggrids.com in any web browser.

Dropbox

Use Dropbox to share files between iPads. To learn about Dropbox, visit www.dropbox.com.

To enable sharing with Dropbox, tap the **Settings** icon, tap **Sharing** and turn on **Dropbox**.

To access Dropbox, access the File Explorer and tap Dropbox on the left.

Link Your Account

To link your account, tap **Link to Dropbox**. Enter your account details and tap **Sign** in.

To unlink your account, tap **Edit** and tap **Unlink Dropbox**.

Add Files to Dropbox

To add a file to Dropbox, first create it on your iPad, and then <u>copy and paste</u> it to Dropbox. You can also send files to Dropbox from the **Book** menu. The files will be available to all devices that are linked to your Dropbox account.

Open Files from Dropbox

To open a file from Dropbox, tap it. This also copies it to the **Dropbox Downloads** folder on your iPad so that the file can be accessed later, even without an Internet connection.

Manage Dropbox files

To delete or rename Dropbox files, login to Dropbox from your web browser or use the Dropbox app on your iPad. Your Clicker Book files are stored in the **Apps\Clicker Books** folder.

WebDAV

Use WebDAV to share files between iPads. WebDAV allows you to access files stored on your server over the Internet. Ask your network administrator to set this up and add the Clicker Books MIME Type to the server.

To enable sharing with WebDAV, tap the Settings icon, tap Sharing and turn on WebDAV.

To access files on a WebDAV server, access the File Explorer and tap WebDAV on the left.

Link to WebDAV

To link to a WebDAV server, tap **Link to WebDAV**. Enter the address of the server and your account details, and then tap the icon.

To unlink from the server, tap Edit and tap Unlink WebDAV.

Add Files to WebDAV

To add a file to WebDAV, first create it on your iPad, then <u>copy and paste</u> it to WebDAV. You can also send files to WebDAV from the **Book** menu.

Open Files from WebDAV

To open a file from WebDAV, tap it. This copies it to the **WebDAV Downloads** folder on your iPad so that the file can be accessed later, even without an Internet connection.

Manage WebDAV files

To delete or rename WebDAV files, access your WebDAV server from elsewhere.

Favorites and Recents

To access a list of frequently used Books, access the Page Sorter and tap the Favorites icon.

To add the current Book to the list, tap **Add**.

To remove an item from the list, tap **Edit**, tap its eicon and tap **Delete**.

Additionally, tap **Recents** to display a list of recently used Books.

Favorites and Recents

To access a list of frequently used Books, access the Page Sorter and tap the Favorites icon.

Clicker Books User Guide

To add the current Book to the list, tap **Add**.

To remove an item from the list, tap **Edit**, tap its eicon and tap **Delete**.

Additionally, tap **Recents** to display a list of recently used Books.

Customize Settings

Customize Speech

To adjust the following settings, tap the Settings icon and choose Speech.

Voice - choose which voice to use.

Speed - choose the speed that text is read.

Highlight Color - choose which color is used to highlight spoken words.

Speak Each Letter - letters are spoken as they are typed.

Speak Each Word - words are spoken when completed with a space.

Speak Each Sentence - the current sentence is spoken when completed with punctuation.

Spell Checker & Predictor

To adjust the following settings, tap the Settings icon and choose Spell Checker & Predictor.

Spell Checker - underlines misspelt words in red and displays suggestions above the keyboard when one is tapped. See Spell Checker for more information.

Predictor - tap to view various Predictor settings. See <u>Predictor</u> for more information.

Words to display - choose the number of suggestions.

Display size - choose the size of suggestions.

Editing

To adjust the following settings, tap the Settings icon and choose Editing.

Touch to Edit - turn off to stop entering <u>Edit Mode</u> by touching the page. Instead, tap **Edit** in the top-left corner.

Exit Editing after 5 seconds - turn off to stop leaving Edit Mode after 5 seconds of inactivity.

Sharing

To adjust the following settings, tap the Settings icon and choose Sharing.

Dropbox - enables the <u>Dropbox</u> section of the File Explorer.

WebDAV - enables the WebDAV section of the File Explorer.

Accessibility

To adjust the following settings, tap the **Settings** icon and choose **Accessiblity**.

Swipe Pages & Grids - turn off to prevent swiping between pages and Word Grids.

Show Touches - turn on to briefly display a red circle that indicates when and where a touch occurs.

Use Simple Keyboard - changes the keyboard to a simpler layout with fewer keys.

Guided Access

To prevent access to parts of Clicker Books (such as **Settings** or the **File Explorer**), use your iPad's Guided Access feature.

Enable **Guided Access** in your iPad's **Settings** app, open Clicker Books and triple-press the **Home** button to draw around the tools you wish to make inaccessible.

Set Language

To change the language options for Clicker Books:

- 1. Press the Home button on your iPad
- 2. Tap the Settings app
- 3. Scroll down the left-hand pane and tap Clicker Books

To set the language of the user interface, tap Language.

To set your region, tap **Resources**. This determines the type of resources that appear on <u>LearningGrids</u> and in the **Examples** folder.

Please note: changing the language does not automatically change the voice. To change this, see Customize Speech.

Managing Apps in Your School

To efficiently manage our apps within your school, we strongly recommend the **Apple Volume Purchase Program**.

This is now available in many countries, including the UK, US, Australia, Canada, France, Germany, Italy, Japan, New Zealand, and Spain.

The Volume Purchase Program is **free** to join, and helps you in these ways:

- Saves you **50%** on purchases of **20 or more** apps
- Helps you to manage your apps across all your iPads
- Helps you to stay legal*

*An Educational Institution needs to purchase one copy of an app for each device it is installed to. This ensures that you are compliant with the iTunes Terms and Conditions. By doing so, you will remain legal and help us to create more great apps!

For more information, visit www.apple.com/education/ipad/volume-purchase-program

More Clicker Apps

This app is one of a number of **Clicker Apps**.

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Contact Us

We provide **free** technical support to our customers.

Visit our Support site (www.cricksoft.com/support) for access to common solutions and a PDF version of these Help Topics.

Alternatively, you can email us at support@cricksoft.com with the following information:

- Your name
- The name and postcode/zipcode of your organization
- The model of your iPad and version of iOS
- The Clicker App you are using
- Details of your problem including any error messages
- If possible, provide a screenshot