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## Clicker Docs User Guide

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# Get Started

Clicker Docs 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.

Clicker Docs is a talking word processor that provides extensive support that can be quickly and easily customized for individual needs.

The intelligent word predictor suggests context-relevant words, helping children to spell correctly and use more adventurous vocabulary.

The Word Banks provide tabbed vocabulary support for any subject or topic. Word Banks can be created extremely easily, and a wide range of ready-made ones are available.



# Work with Documents

## Create or Open a Document


When Clicker Docs starts, it opens the last Document used.

To open another Document, tap the  **File Explorer** icon to browse your iPad, [Dropbox](#) or [WebDAV](#), and then tap a Document to open it.

To create a new Document, tap the  **Document** icon and choose **New Document**. Enter a name and tap **Create**.



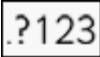

Alternatively, tap the  **File Explorer** icon, tap the  icon and choose **Document** to create a new Document at the current location. Tap **Done** to finish.

## Write into the Document

Write into the Document using either the **keyboard** or a **Word Bank**. To switch between them, use the  **Show Keyboard/Grid** tool.






To learn more about Word Banks, see [Write with a Word Bank](#).

### Using the Keyboard

- Tap any key to type it in the Document
- To capitalise/capitalize letters, tap the  key. Double-tap to keep it enabled
- To delete a character, tap  **Delete**
- To access numbers and punctuation symbols, tap the  key. To return to letters, tap the  key

### Navigation

There are special navigation keys along the bottom of the numbers keyboard


- Tap the  and  keys to move your position in the Document forwards or backwards
- Tap the  and  keys to move a whole word at a time
- To hide the keyboard, press the  key. To bring it back, tap the Document

## Copy and Paste

To copy all the Document text, long-tap anywhere within it and tap **Copy All**. You can then paste the copied text into another app.

To insert text within the Document that is copied from elsewhere, long-tap your desired location and tap **Paste**.

## Word Count

To see how many words, characters, sentences and paragraphs are in your Document, tap the  **Document** icon and choose **Word Count**.

## Send a Copy of the Document

To send a copy of the Document, tap the  **Document** icon and choose **Send a Copy**.

To send a Clicker Document, tap **Clicker Document**.

Alternatively, tap **Text File** to attach a universal plain text file (pictures will not be included).

Choose from the available options to send your file.

## Print the Document

To print the Document, tap the  **Document** icon and choose **Print**.

Tap **Select Printer** to choose one 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 decides whether your Document is printed in **landscape** or **portrait**.

# Writing Support

## Writing Support Overview

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

These include:

- The latest [Text-to-Speech](#) technology by Acapela
- A comprehensive, talking [Spell Checker](#)
- Highly configurable [word prediction](#)
- Customizable [Word Banks](#) for vocabulary support


## Predictor

As you type, the Predictor tracks your position in the Document and shows a list of words it thinks you are likely to want to use next.

Tap a suggested word to include it in the Document.

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

## Enable and Configure

To enable and configure the Predictor, tap the  **Settings** icon, choose **Spell Checker & Predictor**, and then tap **Predictor**.

**Predictor** - display the Predictor above the keyboard.

**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.

## Spell Checker

Clicker Docs can check the spelling of each word typed and underlines 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  **Sound Shift** tool, and then tap a suggestion.

Tap the  **Settings** icon, then tap **Spell Checker & Predictor** to enable or disable this feature.

## Text-to-Speech

To hear text spoken, use the  **Sound Shift** tool.

Tap this for single use, double tap to keep it enabled.

When Sound Shift is on:


- To speak a word in the Document, tap it
- To speak a sentence in the Document, double-tap it
- To speak the current paragraph in the Document, triple-tap it
- To speak the entire Document, long-tap anywhere within it and tap **Speak All**
- To speak the contents of a cell, tap it

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

## Write with a Word Bank

Word Banks provide tabbed vocabulary support for any subject or topic when writing in the Document.

A Word Bank contains a number of **grids**. Each grid contains a number of **cells**.

Switch between the [keyboard](#) and the Word Bank with the  **Show Keyboard/Grid** tool.





To add a word to the Document, tap it.

Swipe the grid backwards/forwards to move to the previous/next grid, or tap the tabs at the bottom.

## Tools

Use the **Tools** when writing:



**Backspace** - remove the last character



**New Line** - start writing on a new line



**Sound Shift** - turn [Sound Shift](#) on




**Show Keyboard/Grid** - switch between the [keyboard](#) and the grid

# Use, Create, and Edit Word Banks

## Open a Word Bank

When Clicker Docs starts, it loads the last Word Bank used.

To switch between the [keyboard](#) and the Word Bank, tap the  **Show Keyboard/Grid** tool.


To open another Word Bank, tap the  **File Explorer** icon to browse your iPad, [LearningGrids](#), [Dropbox](#) or [WebDAV](#), and then tap a Word Bank to open it.

Alternatively, tap the  **Favourites** icon to choose a Word Bank from a list of [favourites](#).

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## Tools

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**Backspace** - remove the last character



**New Line** - start writing on a new line



**Sound Shift** - turn [Sound Shift](#) on




**Show Keyboard/Grid** - switch between the [keyboard](#) and the grid

## Send a Copy of the Word Bank

To send a copy of the Word Bank, tap the  **Edit View** icon, tap the  **Word Bank** icon and tap **Send a Copy**.

Choose from the available options to send your file.

## Get Word Banks from LearningGrids

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


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



To open a Word Bank, tap its **Run Now** button.

Word Banks 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](http://www.learninggrids.com) from any web browser.

## Create a Word Bank

To create a new Word Bank in [Edit View](#), tap the top-left  **Word Bank** icon. Tap **New Word Bank**, enter a name and tap **Create**.

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

Tap your new Word Bank to open it in [Edit View](#).

## Edit a Word Bank

To edit a Word Bank, tap the top-right  **Edit View** icon.

A Word Bank contains a number of **grids**. These are listed in the left pane. To select a grid, tap it.

The right pane displays the selected grid and its settings.

### Add a Grid

To add a grid, tap **Add** and type a name into the **Grid Name** box.

To quickly create a set of A-Z grids from copied text, tap **Paste A-Z**. Choose whether to exclude common words, then tap **Create Grids**.


### Add words to a Grid

Type or paste words into the **Grid Content** box.

To include several words in one cell, [surround them with square brackets].

### Arrange Grids

To arrange your grids, tap **Edit**.

To change a grid's position in the list, drag its  handle.

To delete a grid, tap its  icon, and then tap **Delete**.

Press **Done** to finish.

### Word Order

To change the ordering of words on the grid, tap one of the following:

- **Alpha (rows)** - words appear in alphabetical order in rows
- **Alpha (columns)** - words appear in alphabetical order in columns
- **Random** - words are randomisedrandomized each time the grid is opened

- **Fixed** - words are shown in the order they were entered

### **Background ColourColor**


Choose your preferred background colourcolor from the selection.

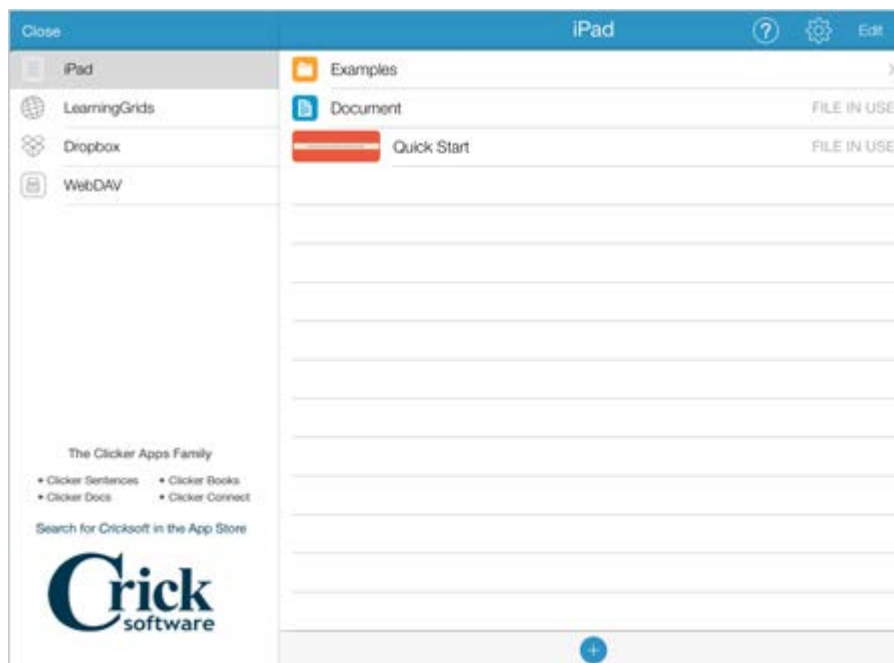
### **Apply Settings to All Grids**

To apply the current grid settings to all grids in the Word Bank, tap **Apply Settings to All Grids**.


# Manage Documents and Word Banks

## File Explorer

To access all the Documents and Word Banks on your iPad, tap the  **File Explorer** icon.



In Explorer:

- To open a Document, Word Bank or folder, tap it
- To return to the previous folder, tap the back arrow
- To create a new Document, Word Bank or folder, tap the  icon
- You can also [delete, rename, copy and share](#) files

Free Word Banks can be downloaded from [LearningGrids](#).

You can also connect to a [Dropbox](#) account or a [WebDAV](#) file server. To enable these features, see [Sharing](#).

## Delete, Rename, Copy and Share

To perform these actions on a file or folder, 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 files
- 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](#))

## Get Word Banks from LearningGrids

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

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

To open a Word Bank, tap its **Run Now** button.

Word Banks 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](http://www.learninggrids.com) from any web browser.

## Dropbox

Use Dropbox to share files between iPads. To learn about Dropbox, visit [www.dropbox.com](http://www.dropbox.com).

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



To access Dropbox, open 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 [copy and paste](#) it to Dropbox. You can also send files to Dropbox from the  **Document** and  **Word Bank** menus. These 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 your chosen file. 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 Docs files are stored in the **Apps\Clicker Docs** 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 Docs MIME Types 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, open 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 [copy and paste](#) it to

WebDAV. You can also send files to WebDAV from the  **Document** and  **Word Bank** menus.


### 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.

## FavouritesFavorites and Recents

Tap the  **FavouritesFavorites** icon to access a list of frequently used Word Banks.


To add the current Word Bank to the list, tap **Add**.

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

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

# Customize Settings

## Document Appearance

Tap the  **Settings** icon and choose **Document** to set the following appearance options for all Documents:

**Font** - choose a font style from the list.

**Font Size** - drag the slider bar to change font size.

**Background** - choose the colourcolor of the Document.

**Text ColourColor** - choose the colourcolor of the text.

## Customize Speech

Tap the  **Settings** icon and choose **Speech** to adjust the following preferences:

**Voice** - specify which voice to use.

**Speed** - choose the speed at which text is read.

**Highlight Color** - choose the color used to highlight words when they are spoken.

**Speak Each Letter** - letters are spoken when sent to the Document.

**Speak Each Word** - words are spoken when sent to the Document.

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

## Configure Spell Checker & Predictor

Tap the  **Settings** icon and choose **Spell Checker & Predictor** to adjust the following preferences:


**Spell Checker** - underlines misspelt words in red. Displays suggestions above the keyboard when one is tapped.

**Predictor** - tap to view various Predictor settings. See [Predictor](#) for more information.

**Words to display** - choose the number of suggestions.

**Display size** - choose the size of suggestions.


## Sharing

Tap the  **Settings** icon and choose **Sharing** to set the following sharing options:

**Dropbox** - enables the [Dropbox](#) section of the File Explorer.

**WebDAV** - enables the [WebDAV](#) section of the File Explorer.

## Accessibility

Tap the  **Settings** icon and choose **Accessibility** to adjust the following preferences:.

**Swipe Grids** - turn this off to prevent swiping between grids. Instead, use the arrows at the bottom of the screen to move between grids.

**Show Touches** - when turned on, a red circle briefly appears to indicate when and where a touch occurs.

### Display Settings

For learners with low vision, use the [appearance settings](#) to adjust the font style, size and colourcolor, along with the background colourcolor.


### Guided Access

To prevent access to parts of Clicker Docs (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 Docs 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 Docs:

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

## Clicker Docs User Guide

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 [LearningGrids](#) and in the **Examples** folder.

Please note: changing the language does not automatically change the voice. To change this, see speech settings [speech settings](#).

# 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](http://www.apple.com/education/ipad/volume-purchase-program)

# More Clicker Apps

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

Search for **cricksoft** in the App Store to find more, or visit [www.cricksoft.com](http://www.cricksoft.com) for the latest information.

# Contact Us

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

Visit our Support site ([www.cricksoft.com/support](http://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](mailto:support@cricksoft.com) with the following information:

- Your name
- The name and postcode/zipcode of your organisationorganization
- 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