

# Clicker Files on an iPad

## Introduction

Use these steps on an iPad to help simplify where to save and find Clicker Sets and documents. This is a great option if your student is mostly using Clicker.

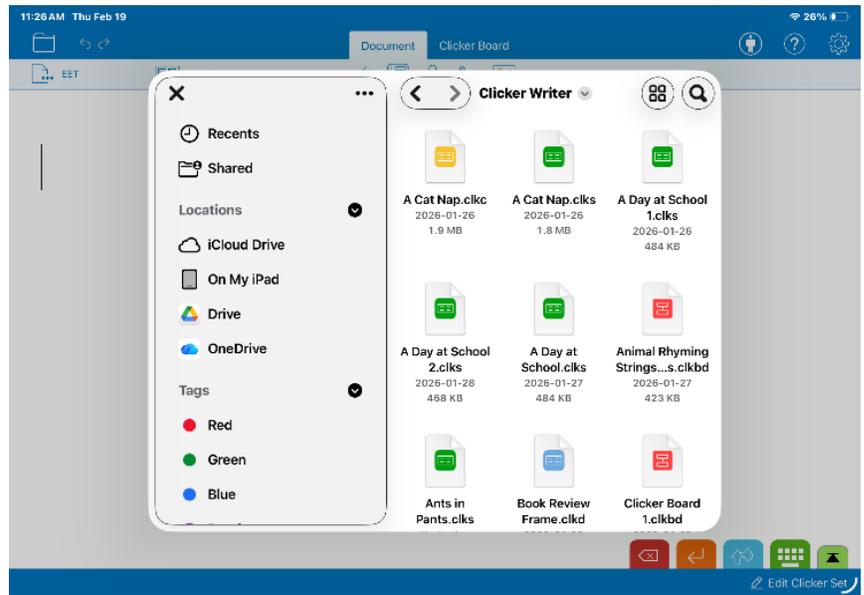
### Step

### Image

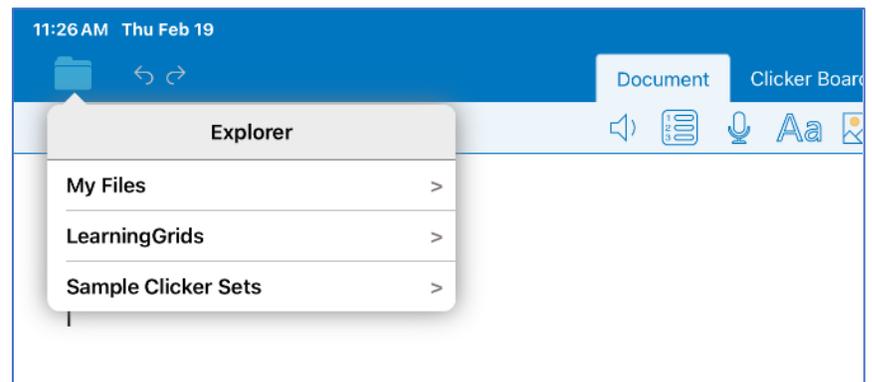
When searching for Clicker files, it can become difficult and confusing to navigate.

This image shows what Files can often look like in Clicker.

Follow the steps below to simplify this.



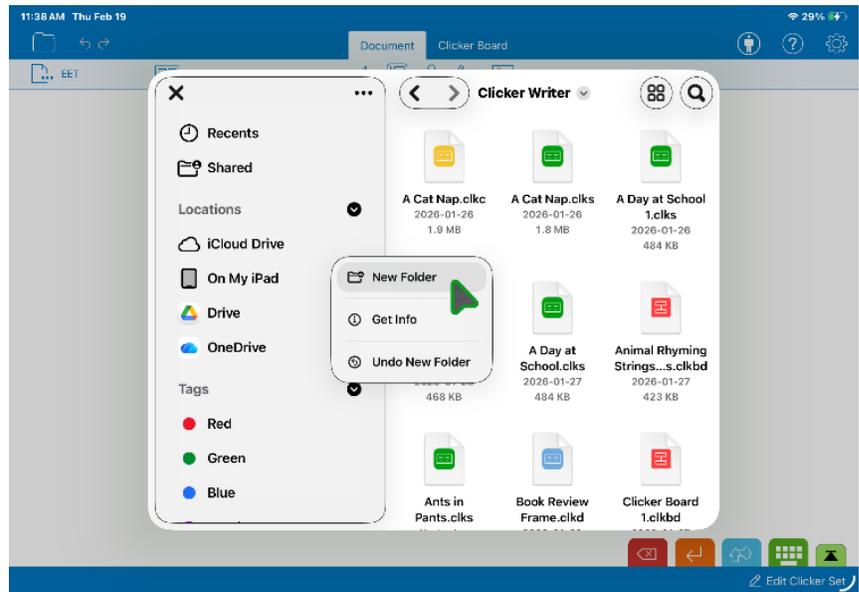
In the top left corner, select the Explorer, and click My Files.



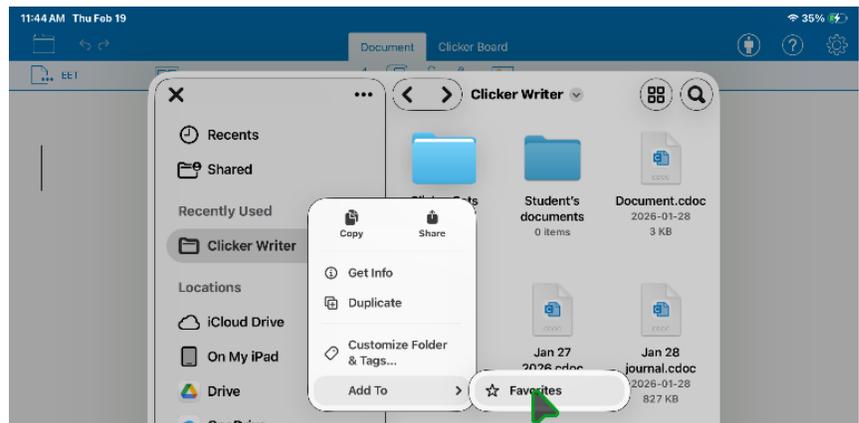
On the right side, long press on the screen, and select New Folder.

Name the folder for the student's documents.

Repeat this, to create another folder for Clicker Sets.

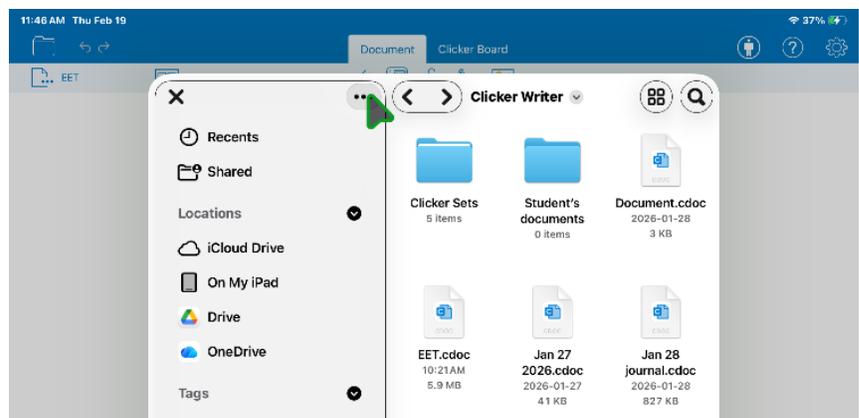


For each of the new folders, long press on it, select Add To, then select Favorites.



Now simplify the Sidebar:

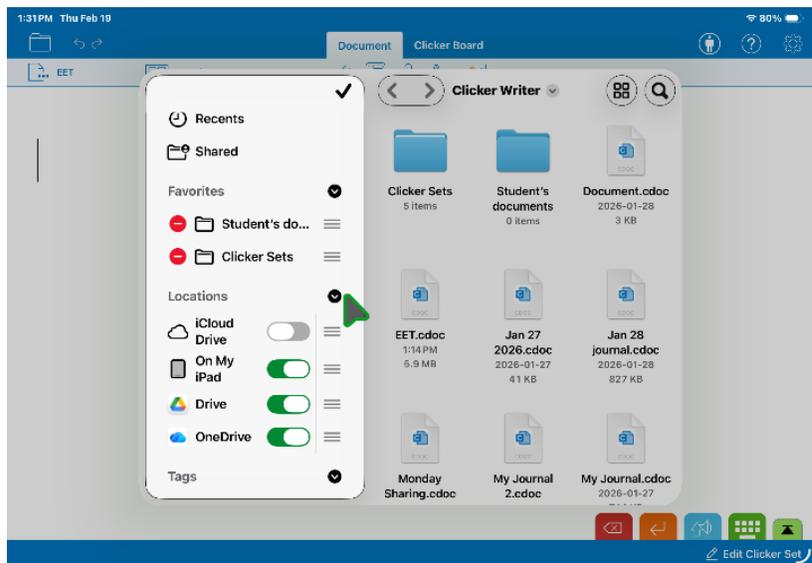
Select the three dots in the top right corner and select Edit Sidebar.



Notice the Favorites now available in the Sidebar.

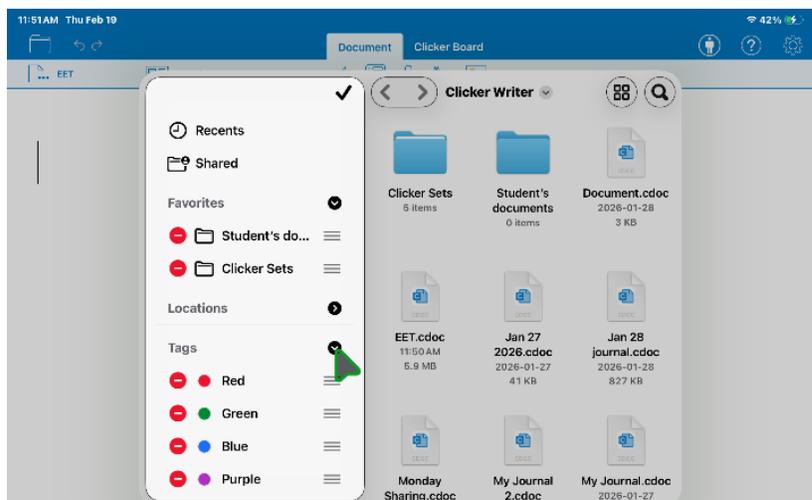
Choose the locations you want available, by toggling the green buttons on or off.

Also, click the small black arrow to the right of Locations. This will hide the locations.



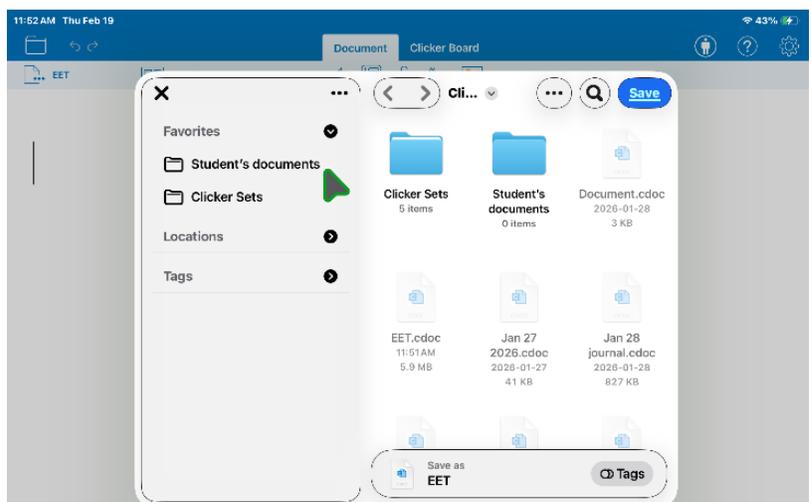
Click the small black arrow to the right of Tags, to hide them.

When finished editing the Sidebar, click the checkmark in the top right corner to save changes.



The Sidebar is now simplified.

When saving, only folders in Favorites are visible.



Keep in mind, these edits are made to the Files app, not the Clicker app.

Now that you are familiar with editing Files, you may be inspired in other ways to arrange your Files on an iPad.