

## Clicker 8

# How to Use the Safe Folder and the Password Feature to Protect the Original Clicker File

*(Options> Manage> Security> Set password; Clicker Explorer > Shared Files> Safe)*

### Introduction

This tutorial explains how to protect the original Clicker file from being accidentally edited using the Safe Folder. Also, you will learn how to set up a password to prevent unwanted access to certain features, such as editing a Clicker Set. Note that the password only applies to the local computer where it was setup. In the case where there was a network installation of Clicker 8, this password setting will affect every computer on the network.

### Learning Objectives

Completion of this tutorial will give you experience with:

- Saving a Clicker File in the Safe Folder.
- Setting up a password to protect Clicker Sets and limit access to other features.

### This tutorial assumes that you have

- Clicker 8 installed on a Mac/ PC.
- Experience launching Clicker 8 and opening a Clicker file.
- Access to the 20-digit serial number.

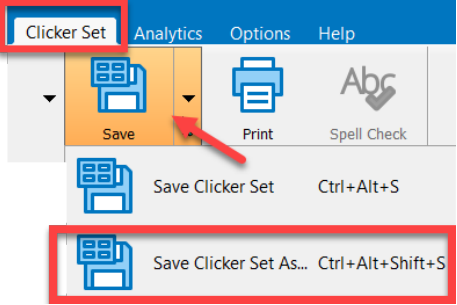
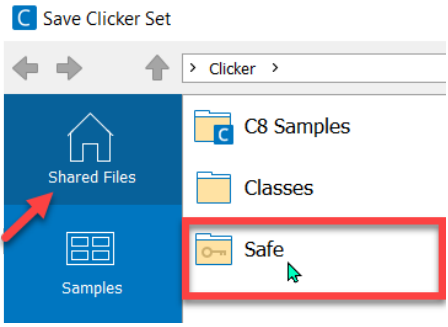
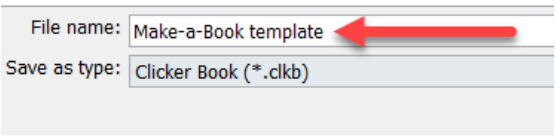
### Case Study

Donna has created some Clicker activities for her students. In the Make-a-Book activity, students are asked to fill in a picture box by selecting a picture. She would like to keep an original copy in the Safe Folder for future use with her class without having to create a new template.

Donna also created a Clicker Set which she doesn't want the students to edit. She wants to set up a password, so students will not be able to access the Edit mode and change the file by accident.

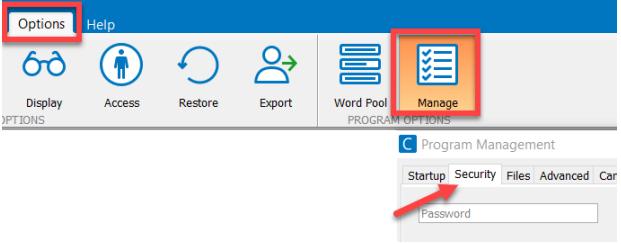
### Saving a File in the Safe Folder

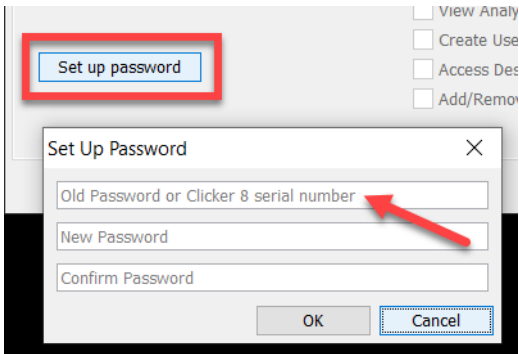
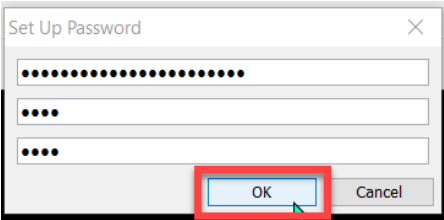
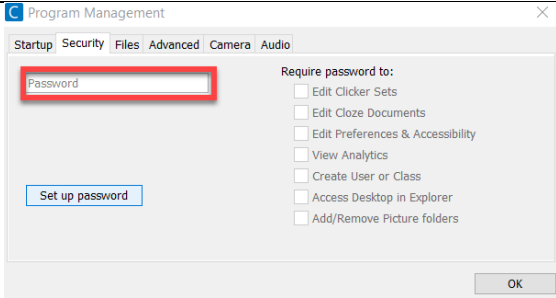
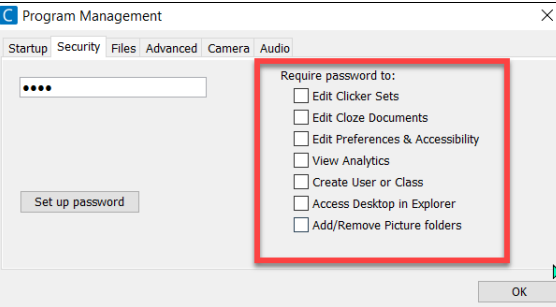
When a file from this folder has been edited, clicking on the Save button will prompt a dialogue to save the edited version in a different location and/or under a different name.

<p>1</p>	<p>Launch Clicker and open the Clicker Set you wish to save.</p> <p>Under the <b>Clicker Set</b> tab, select <b>Save As</b>.</p>	
<p>2</p>	<p>In the “Save Clicker Set” window, click on <b>Shared Files</b>, and then select the <b>Safe</b> folder.</p>	
<p>3</p>	<p>Type in a <b>file name</b>, and then click <b>Save</b>.</p> <p>To use this template, open it from the Safe folder. When the student has completed the activity, click <b>Save</b> to save the edited file with a different name and/or location.</p>	

### Setting up a password

A password can be set up so files can only be edited with a password.

<p>1</p>	<p>Under the <b>Options</b> tab in the ribbon across the top, select the <b>Manage icon</b>.</p> <p>Select the <b>Security</b> tab, and then click on “Set up password.”</p>	
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<p>2</p>	<p>Click on <b>Set up password</b>.</p> <p>Type in the <b>20-digit serial number</b>.</p> <p>The full serial number is emailed on purchase. It can also be located in the package that came with the software. If you have trouble finding the serial number, contact Cricksoft (or SETdesk if you have obtained the copy from us).</p>	
<p>3</p>	<p>Type the new <b>password</b> and click <b>OK</b> to save changes.</p> <p>In the case where the password is lost, you can reset the password using the 20-digit serial number.</p>	
<p>4</p>	<p>To set up password protection for the listed features, <b>type in the new password</b>.</p>	
<p>5</p>	<p>Once the password is entered, the feature checklist will be unlocked.</p> <p><b>Select each feature</b>, such as “Edit Clicker Sets” by selecting the checkboxes.</p>	
<p>6</p>	<p>The next time a user attempts to edit a Clicker Set, they will be prompted to enter the password.</p>	