

# Clicker Writer: Customizing My Files

## Introduction

In this tutorial, you will learn how to organize your Clicker Writer Documents and Sets in “My Files.” We will be looking at how to choose a location to save Clicker Writer files, how to create a new folder on the iPad and how to save Clicker files in different locations.

## Learning Objectives

Completing this tutorial will give you experience with:

- Creating a new Document.
- Accessing Clicker Writer Files in different locations on your iPad.
- Customizing folders on your iPad.
- Duplicating, copying, and sharing Clicker Writer files.
- Saving Clicker Writer files in different locations.

## This tutorial assumes that you have

- Clicker Writer installed on an iPad.
- Experience launching Clicker Writer and opening a document and Clicker Set.
- Experience creating a Clicker Writer document or Clicker Writer Set.
- Access to cloud storage such as OneDrive or iCloud Drive.

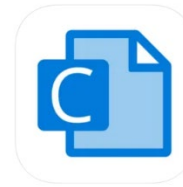
## Case Study

Lillith is a Grade 6 student who is struggling with executive functions. Her team wants to help and teach her how to create a new Document and how to organize Clicker Writer Documents and Sets that she has created.

## Steps to Follow

Step	Instruction	Visual Depiction
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1	Launch <b>Clicker Writer</b> on your iPad.	
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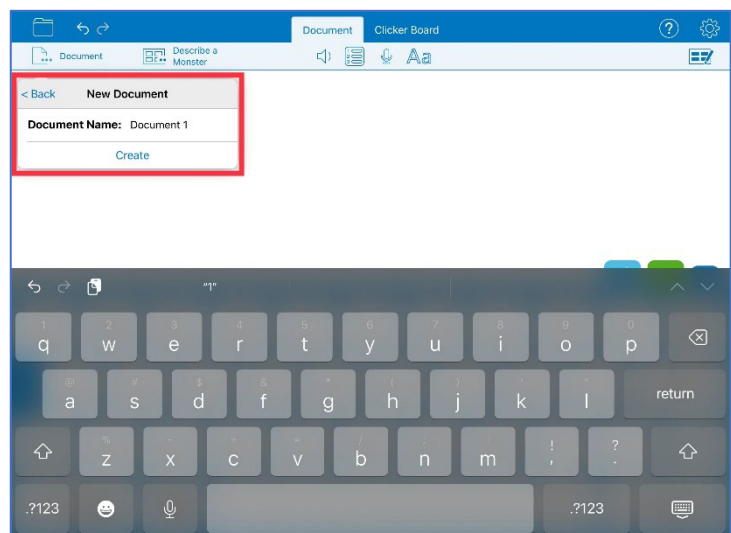
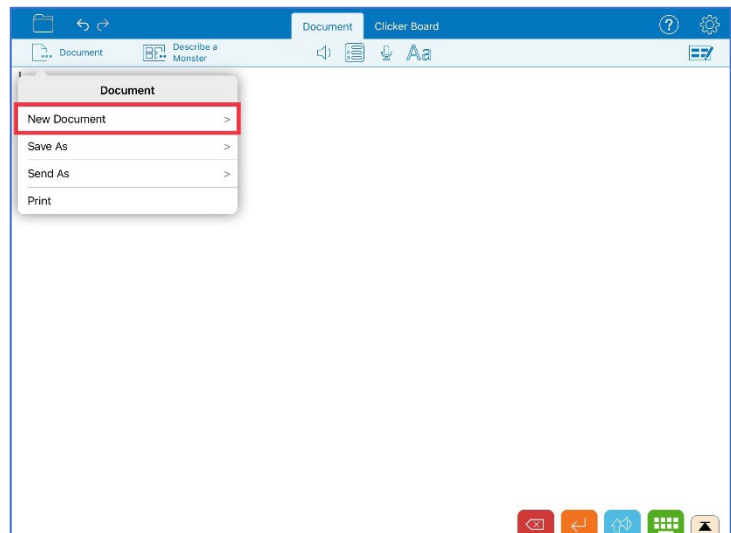
2	Let's create a new document.	
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Tap **Document** in the Lower Toolbar.

Tap **New Document**.

Give this document a name.  
When done, tap **Create**.

A new document is now created.



Step Instruction Visual Depiction

3 Let's type a few sentences.

Here, as an example, I have typed three sentences.



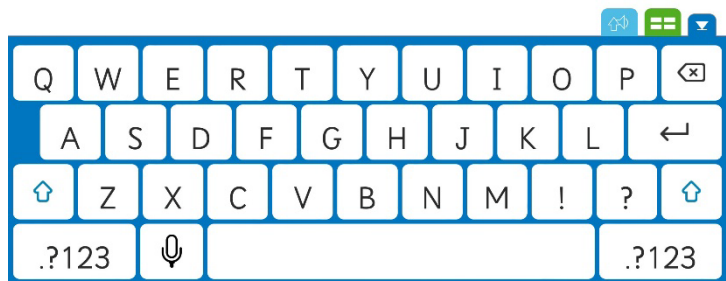
The monster is huge, slimy and spotted.  
It has two eyes, six arms and two legs.  
It lives in a dark cave under a spooky bridge. |



4 Tap the **Folder** icon in the top left-hand corner.



The monster is huge, slimy and spotted.  
It has two eyes, six arms and two legs.  
It lives in a dark cave under a spooky bridge. |



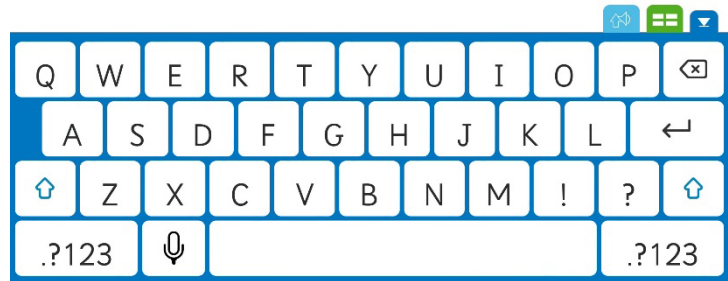
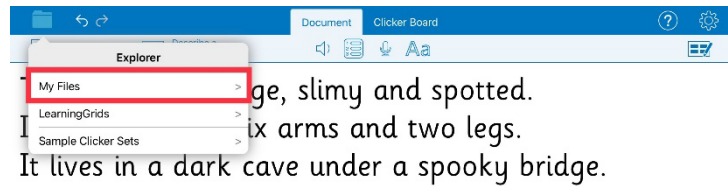
Step Instruction Visual Depiction

- 5 Once the Folder icon is open, you will see three options to choose from:
- **My Files**
  - **LearningGrids**
  - **Sample Clicker Sets**

In this tutorial, we are going to focus on **My Files**.

For more information on **LearningGrids**, please go to **Module 2**.

To learn more about **Clicker Set**, please refer to **Module 4**.



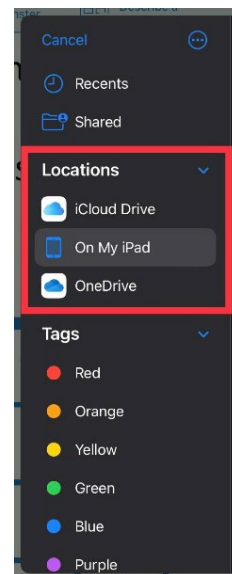
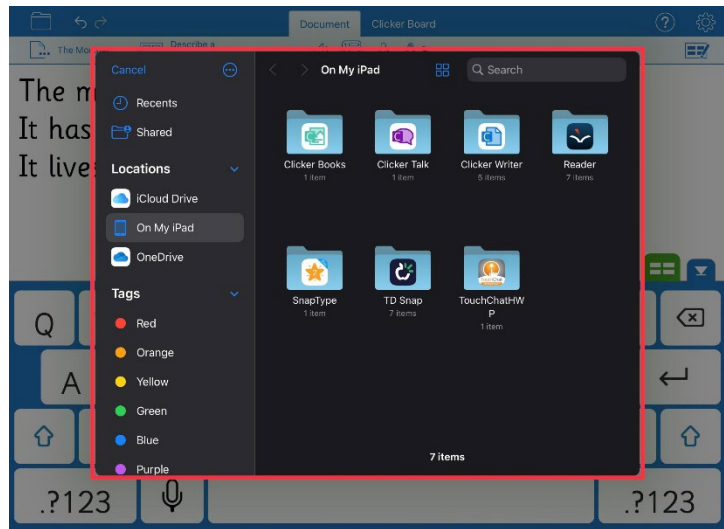
Step	Instruction	Visual Depiction
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6 Tap **My Files**. A dialogue box will open. This is where you can choose a location you want to save your Clicker Writer Document or Set that you have created.

On the menu on the left-hand side, you will see the locations that you want to save your files under the **Locations** tab.

If you have the **OneDrive** app installed on your iPad and you have access, you will see **OneDrive** as one of the locations under the **Locations** tab.

You can also choose **iCloud Drive** if you have iCloud storage, and you want to save your files on cloud storage. If you want to save your files in the Files app on your iPad, choose **On My iPad** as a file location.



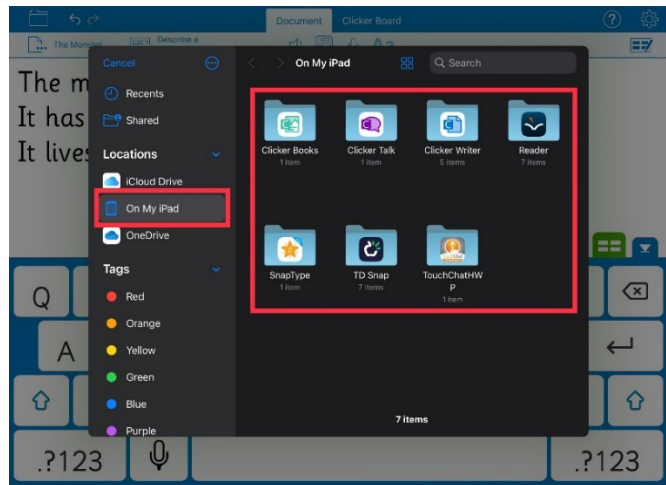
Step Instruction

Visual Depiction

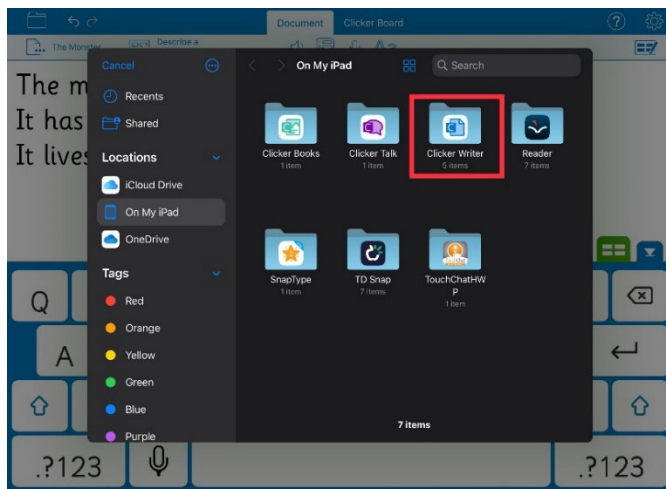
- 7 In this tutorial, we will go over how to create a folder as well as how to organize files and folders in **On My iPad**.

Tap **On My iPad**.

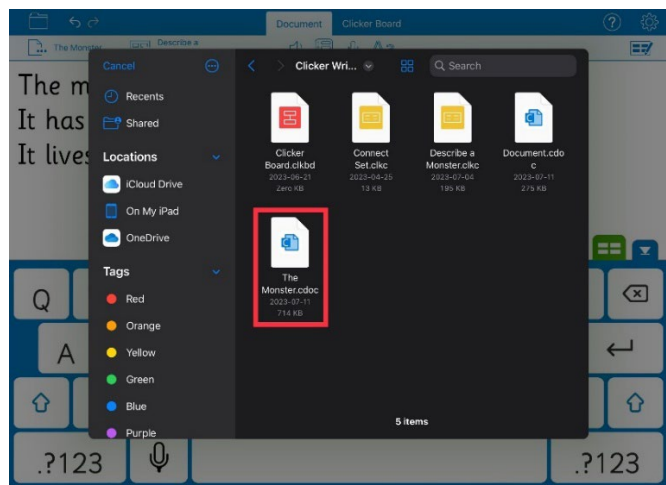
Depending on the apps you have on your iPad, you will see different folders already created with their app names and icons.



- 8 Tap the **Clicker Writer** folder.



- 9 You should see the **Document** that you have created in **Step 2** here.

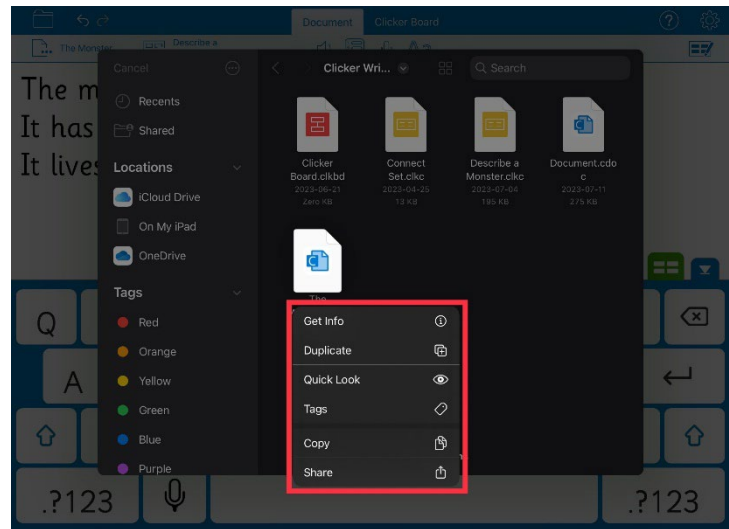


Step	Instruction	Visual Depiction
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10	Tap and hold that <b>Document</b> .	
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A menu will pop up and you will see the following items on the menu:

- **Get Info:** You can see what kind of file the document is (e.g. Clicker Document, iOS Clicker Board Set, etc.), file size, the dates and times the file was created, modified and opened, and where the file is located.
- **Duplicate:** This allows you to duplicate any Clicker Writer document or set.
- **Quick Look:** This helps you to take a quick look at the file before opening in Clicker Writer.
- **Tags:** You can add different coloured tags to organize the saved files.
- **Copy:** You can copy a file and paste it in another location.
- **Share:** You can share the saved files by AirDrop, email, cloud storage, etc.



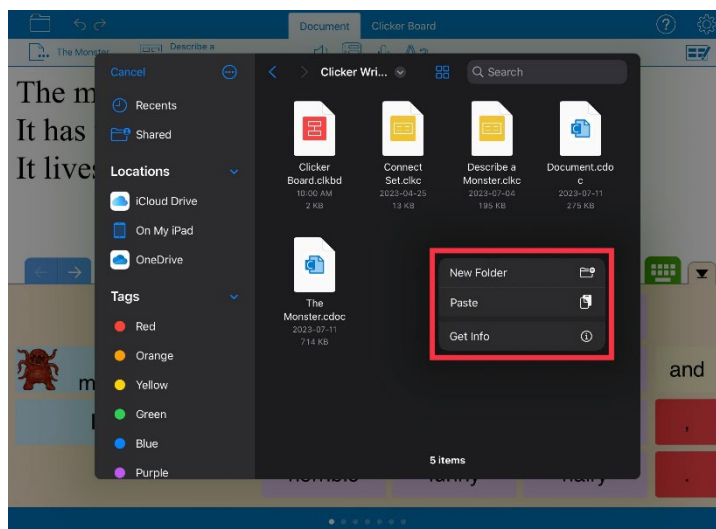
Step	Instruction	Visual Depiction
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11	To create a new folder, tap and hold on an empty area on the dialogue box.	
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A menu dialogue box will pop up. It has the following three items:

- **New Folder:** This allows you to create a new folder. Simply tap it and a new folder icon will pop up. Give it a name using the on-screen keyboard.
- **Paste:** You can paste any file or folder that you have copied.
- **Get Info:** This shows you what kind of file the document is (e.g. Clicker Document, iOS Clicker Board Set, etc.), file size, the dates and times the file was created, modified and opened, and where the file is located.

Create folders for your student so that they can organize their saved Clicker Documents and Sets based on the subject areas, for example.





Step Instruction

Visual Depiction

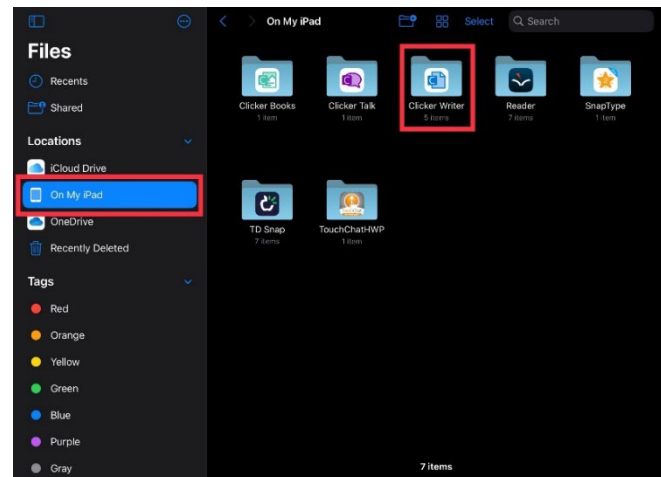
12 If you want to delete any file or folder that you have created, you have to delete it from the **Files** app on the iPad.

From the home screen, find the **Files** app and tap it.



13 Go to the location where you have saved the file that you want to delete.

For this exercise, I want to delete the document named **“The Monster”** that I created earlier. Tap **On My iPad** under the **Locations** from the menu on the left-hand side and then the **Clicker Writer** folder.



14 Tap and hold the **“The Monster”** file. A menu will pop up underneath the file. Tap **Delete** at the bottom of the menu to delete the file.

