Clicker 5: Quick hints and tips

1. Toggle between Run Mode and Edit Mode
Double-click **Run Mode** or **Edit Mode** on the left of the status bar.

2. Locate the Shared Clicker Files
Open the **Options** menu and select **Program Management**.

♦ To go to the location, copy and paste the path into the **Address** bar of the **My Computer** window (**Mac**: **Go to Folder** window)

3. Change the ToolTip size
Open the **Options** menu and select **User Preferences**. Click on the **Appearance** tab and then on the **Choose Font** button.

4. Copy and paste cells
To **Copy** a cell, go to **Edit Mode**, right-click (**Mac**: **Command** +click) on the cell, and then select **Copy**. To **Paste** a cell (in **Edit Mode**), right-click (**Mac**: **Command**+click) on the grid background, and then select **Paste**.

♦ All the attributes of the cell will be pasted
♦ Cells can copied and pasted between different grids

5. Select multiple cells
Hold down the **Ctrl** key (**Mac**: **Command** key) and click on each cell or hold the **Ctrl** key (**Mac**: **Command** key) and drag over cells.

♦ The selected cells can be moved, copied or resized together

6. To resize multiple cells as a group
Highlight the cells as in Tip 5. Hold down the **Ctrl** and **Alt** keys (**Mac**: **Command** and **Alt** keys). Drag one of the hooks displayed with the red outline.

♦ A red outline is displayed around the selected cells

7. Change attributes on multiple grids
Attributes can be changed on all the grids in a Grid Set that are based on the same Master Grid.
In **Edit Mode**, go to **Clicker Explorer**, and scroll to the bottom of the window. Open the Master Grid and edit it.

♦ The changes made are applied to the grids in the Grid Set based on that Master Grid
♦ If an individual grid has had an attribute changed already, changes made on the Master Grid are not applied

8. Print multiple grids on a single sheet
Up to eight grids can be printed on a single sheet.
Open the **File** menu and select **Print**. In the **Print** options, select **All grids in this sequence** or **All grids in this Grid Set**. Click on the **Grid Options** tab and, from the drop-down list to the right of the thumbnail, select the required number of grids per page.

9. Save an activity as a template
When a student makes changes to a Grid Set in activities such as labeling and sorting, it is important that they do not overwrite the original Grid Set. Save this type of activity as a **Clicker Template**.
In the **Save Grid Set As** dialog, set the **Save as type** option to **Clicker 5 Template**.

♦ A student using this type of file will not overwrite the original Grid Set when saving

10. Identifying Clicker 5 Templates
In **Clicker Explorer**, the icon for **Clicker 5 Templates** has the letters **CLKT** in a blue band.