Clicker Docs App (Mac) v. 1.2.2
How to Create a Word Bank in Clicker Docs

Introduction

The Clicker Docs App supports writing with word banks. These word banks can be downloaded from Crick Software's LearningGrids website or they can be custom-created within the app. This tutorial assumes…

- General familiarity with Apple iOS
- How to open Clicker Docs App
- How to write in Clicker Docs

Learning Objectives

Completion of this tutorial will give you experience with the following:

- How to create a simple word bank
- How to create word banks with multiple tabs
- How to edit an existing word bank
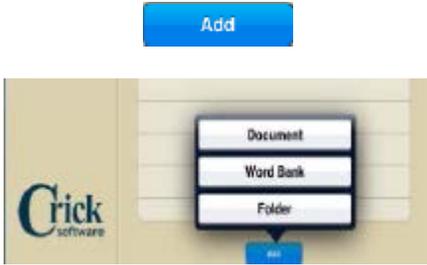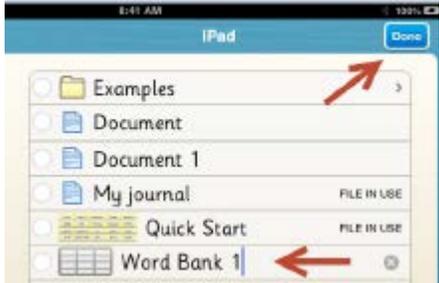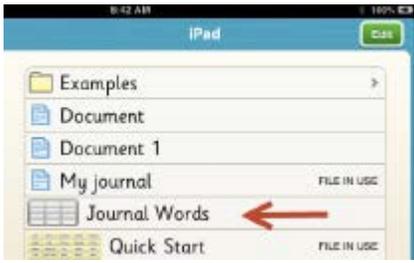- How to re-arrange or delete word banks

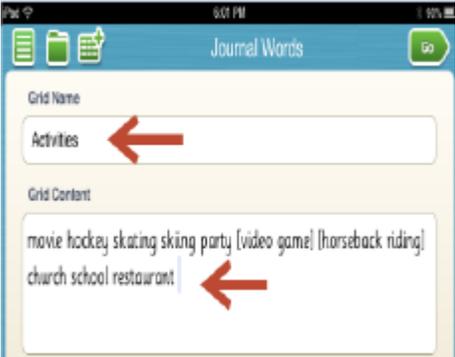## This tutorial assumes . . .

- that you have the Clicker Docs App installed and open on an iPad
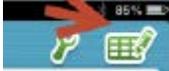
Case Study

Rebecca has good ideas for writing her journal. She writes mostly about activities done with her family members, classmates, and pets. Although she recognizes many words by sight, she has difficulty with spelling these words. Creating a word bank with tabs for names and activities will enable Rebecca to write more independently.

SET▸BC

Clicker Docs: Creating a New Word Bank

1	You can create new word banks from the File Management Area. To access the File Management area: • **Touch** the folder icon in the top left corner of any document.	
2	To create a new word bank, first open the folder in which you want to create the new item. Then: • **Touch** the Add Button at the bottom of the screen. • **Touch** Word Bank to create a new word bank within the folder that is currently open.	
3	To name the new word bank: • **Backspace** to erase the current name • **Type** the new name • **Touch** done to exit Edit Mode	
4	**Touch** the new word bank to open and edit it.	

![SET▸BC]

5	Clicker Docs opens to an area where you can edit the new grid.	
6	In this example, words for activities that students might write about in a journal are included in the grid. • **Type** a name for the new grid in the box under Grid Name. • **Type** words that you want to appear on the cells of your grid into the box under Grid Content. • If you would like multiple words to appear on the same cell, use square brackets.	
7	**Touch** one of the word order choices to organize your words alphabetically by rows or columns, randomly, or in the same order you typed them.	

SET▶BC

8	**Touch** a background color to choose a color for your grid. The change is instantly reflected in the preview below.	
9	To add another word bank to the same grid set, **touch** the menu symbol at the top left of the screen. On the menu that opens, **touch** the Add Button. **Touch** the New Grid to open and edit it.	
10	As with the original word bank, **type** the Grid Name, **type** the Grid Content, choose a word order and background colour. Note that by default the background colour for the new grid is different. This helps to visually identify the different tabs.	
11	When you are finished editing your word bank(s), **touch** the Go Button. Each word bank appears on its own tab. **Touch** the tab to change word banks.	

SET▸BC

12	To make changes to your word banks later, open the grid and **touch** the Edit Grid symbol in the upper right hand corner of the screen. **Touch** the Menu symbol on the upper left of your screen to see all of your tabbed word banks.	
13	To delete a word bank: • **Touch** edit • **Touch** the Delete symbol • **Touch** the Delete Button to confirm the delete	
14	To rearrange the grids: • **Touch** Edit • **Touch** the 3 bars to the right of the grid name • **Drag** the grid to a different position	
15	When you are finished making changes **Touch** the Done Button. **Touch** the Menu Symbol again to close the Edit Window.	

SET▸BC

16	When you are in Grid Edit Mode, it is possible to create a completely new grid. **Touch** the Add Grid button. Name the grid and edit as described above. The advantage of creating the new grid from the File Management Area instead is the control you have over where the grid is stored.	
17	**Touch** the Go Button to return to your document and use the word bank(s) you have created.	