

## Clicker 5 (Win)

### Saving Clicker 5 Documents

#### Introduction

When you are finished writing, you may want to save your ClickerWriter document to your computer for long term storage. You may also want to save the document to a memory stick or USB flash drive.

This tutorial assumes...

- you have created a ClickerWriter document
- you are able to save documents to your computer's hard drive
- you have a memory stick or USB flash disk

#### Learning Objectives

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

- Saving a ClickerWriter document to a folder on your computer's hard drive
- Opening a ClickerWriter document from your computer's hard drive
- Saving a ClickerWriter document to a memory stick or USB flash disk

### Saving a ClickerWriter Document to Your Computer's Hard Drive


1. Go to **File** and select **Save Document**.



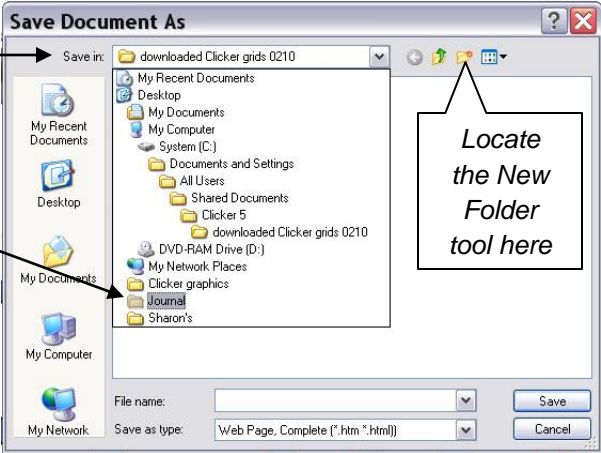
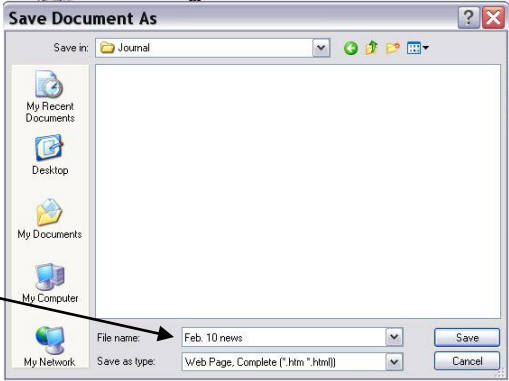
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- Go to the **Save in:** field and click on the drop down list to reveal your folder list.
- Locate the folder** in which you want to save your document and **select it** (in this example, the Journal folder).  
**Note:** If you don't already have a folder created, you can click the New folder icon at the top of the **Save Document As** window to create a new folder.



- Now give the document file a name by typing it into the **File name** field.
- Click the **Save** button. The file is now saved on your computer's hard drive.

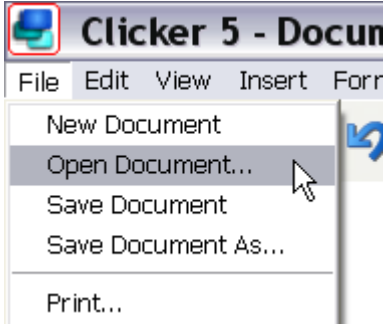



## Opening a Saved ClickerWriter Document

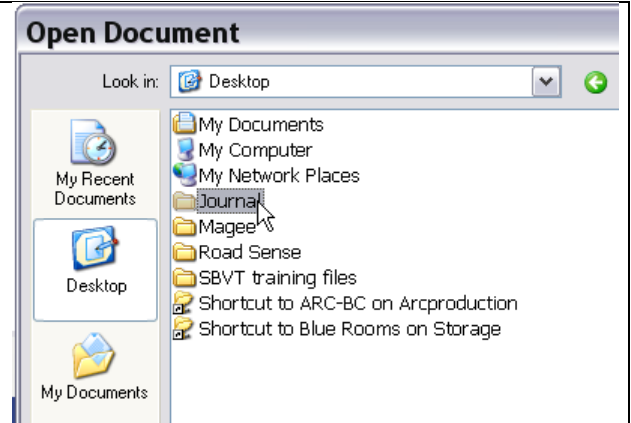
1

When you save a ClickerWriter document to your computer, you will need to launch Clicker and open the document while in the program (**Note:** trying to open the document from your computer folder directly will open the file in .html not Clicker format)

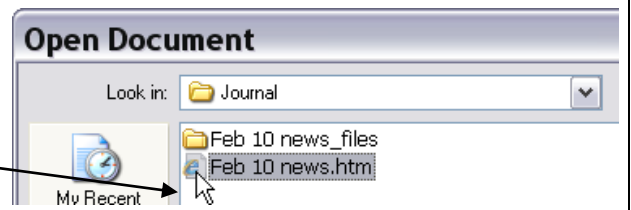
- Launch your Clicker 5 program and open any activity – you need to be in an actual Clicker activity to open a ClickerWriter document saved on your computer.



2. On the Open Document window, navigate to the folder that contains the ClickerWriter document. In this example, a Journal folder was created on the computer's desktop (your folder may be in the My Documents folder). Double-click to open the folder.



3. **Double-click** the **.htm file** (this is the ClickerWriter document) to open it. Your ClickerWriter document will open up in Clicker 5.



Tip...

When Clicker saves a ClickerWriter document, it saves it as a collection of documents – the .htm file that you open as well as a folder containing any additional files needed to display (e.g. images or symbols) with that document. If you want to transfer that document to another location, you need to remember to copy both the .htm file and the folder or else your document will only contain text (i.e. it will be missing the images or symbols).

## Saving a Copy of a ClickerWriter Document to a Memory Stick /Flash Drive

1

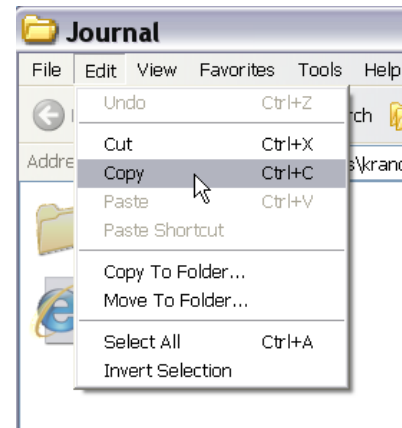
Once you've saved a ClickerWriter document to your computer's hard drive, you can save a copy to a memory stick or USB flash drive to transfer to another computer. If you have Clicker 5 open, close it now so you can see your computer's desktop.

1. **Insert your memory stick or USB flash drive** into a USB port on your computer. It may take a moment for your computer to recognize the drive.



2

1. **Navigate** on your computer to the folder that contains the ClickerWriter document you want to copy. Like before, it may be in a folder you created on your desktop or in your My Documents folder. **Double-click the folder** and find the file you want to copy.
2. **Click and drag** around the document file (.htm) AND the file folder containing the matching files (see tip above for explanation). This will select both for copying.
3. Go to the **Edit** menu and select **Copy** (you can also use the Ctrl+C keyboard command). This places a copy of the file and folder on your computer's clipboard.



2

1. Open **My Computer** from the desktop or from the **Start** menu.



2. Locate the flash drive, in this case it's the **E:** drive (this is your memory stick or USB flash disk;). **Select it** or **double-click** it to open it.

**Note:** When you inserted your memory stick or flash disk initially, it may have opened up automatically. If it did, you might see its window open already on your desktop.

3. Go to the **Edit** menu on your memory stick or USB flash disk window and select **Paste** (or use the keyboard command Ctrl-V). This will paste your ClickerWriter document and files onto your flash disk.

4. **Close** the memory stick or flash disk window and then **eject the disk safely** by clicking the **Safely Remove Hardware** button on your System tray.

You can now transfer that ClickerWriter file to another computer!

