
Clicker 4

Scanning

Quick Guide

Updated 03/05
SM

If accessing Clicker with either one or two switches you need to be sure you know how to adjust the scanning settings appropriately. Switch access can also be set to provide auditory scanning feedback (called 'scan sound' in Clicker 4) if required.

Scan Order

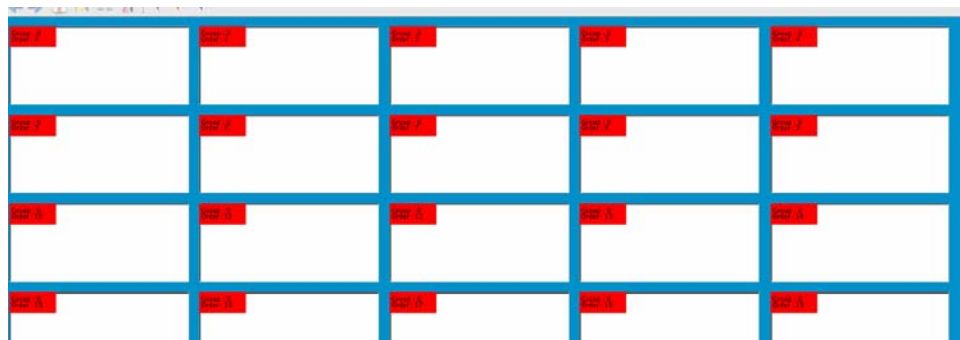
The user needs to be able to scan through the cells on a grid in a sensible order, from left to right / top to bottom order (not jumping around all over the screen).

This is quite straightforward if you make a regular grid-shaped grid (e.g. using one of the 'picture grid' or 'word grid' templates) – it will automatically assign a regular scan order to the cells. But you may have problems if

- you create an irregular grid (Clicker will not know in what order to assign the scan);
- you adapt a grid and delete, insert or move cells around (they take their scan order with them, so will get out of sequence);
- you use a pre-made Clicker Grid downloaded from the internet (www.learninggrids.com) which probably wasn't set up with scan and switch users in mind and may either scan erratically all over the place when you change to switch access, or which may be set up in scan groups (see below) that you want to alter / simplify.

To check out the order of the scan, do **File - New Grid**. Select the default word grid that comes up. Then go to **Grid - Show Scan Order**. The grid will now appear with little red boxes in the top left hand corner of each cell with numbers in them. The grid now looks like this.

The first number in the red box is the Group (these are all 0 on this simple regular grid) and the second number is the order in which the cells will scan.



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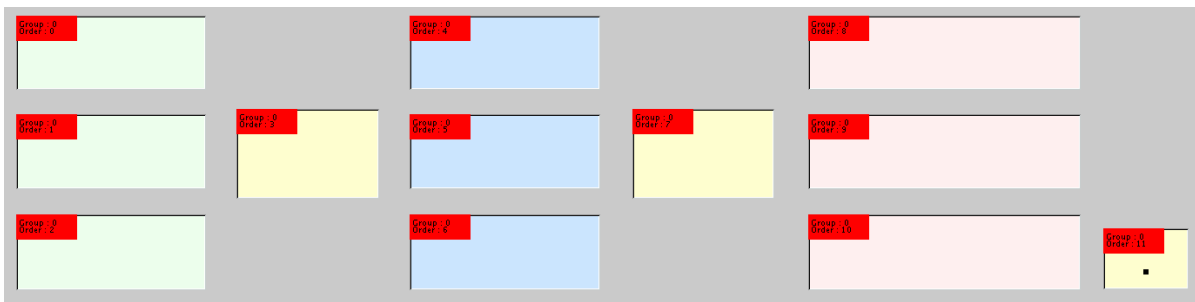
Scan groups

With a competent switch user, if you want to scan more complex grids (especially for writing sentences, for example some of the 'sentence building' templates within Clicker, or some ready-made grids from the internet), you may need to adjust the scan order.

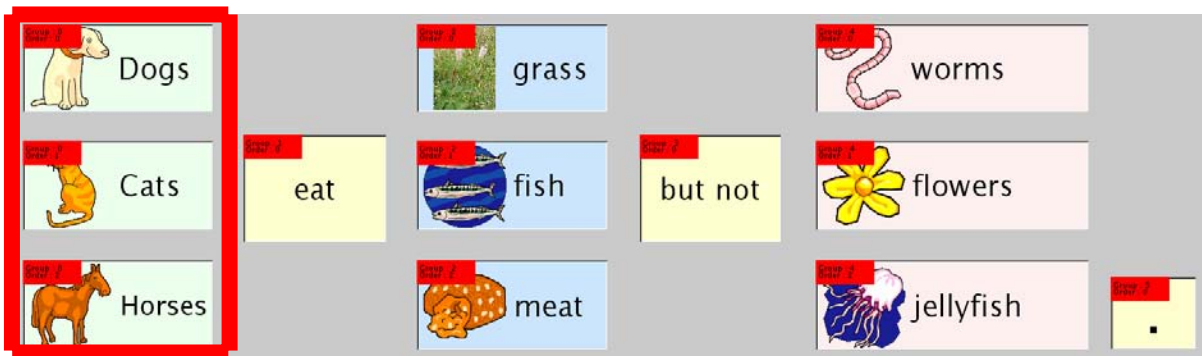
First check the existing scan order.

The grid below is one of the 'sentence building' templates in Clicker. The grid was not created for switch use, so the scan order will need to be checked and possibly altered.

When you look closely at the scan order it is just a straight run through **Group 0** and then **Order 0 to 11**.



But in order to work on a particular type of sentence structure exercise '*Subject EAT Object BUT NOT Object*' (or whatever), the user may need to scan through the grid in separate sections or *groups*, and then through the cells numbered within each group. .



For example, choose which animal first (Group 0, 0-3), then add the verb EAT (Group 1), then select an appropriate food (Group 2, 0-3), then BUT NOT (Group 3), then a relevant other object (Group 4, 0-3).

To make such changes, go to **Grid** and the **Show Scan Order**. You will then see the red boxes in the corners.

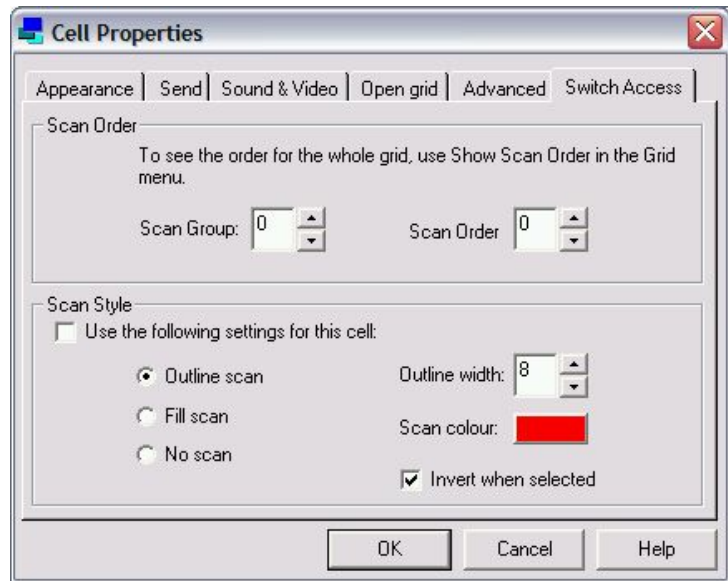
To make the changes to the scan order you need to change each cell individually. Firstly move the mouse over the cell and **Shift + Right Click** (PC) or **Command + Click** (Mac)

The Cell Properties window comes up.

Within Cell Properties, click on the Switch Access tab at the top.

You then get a chance to change the Group and / or the Order.

(Here you can also change other settings for the scan style including the colour and width if you wish)



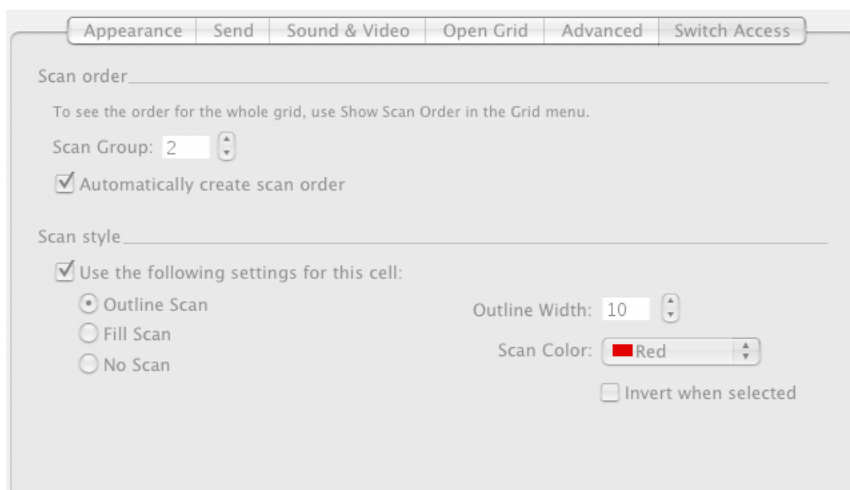
TIP / Short Cut:

To change a whole group of cells at once, you can select the cells you want, using CTRL + left click or (Mac) CTRL + Command click.

Then *Grid - Cell Properties*, then change the Group number for all the cells at once.

Then click to tick the '*Automatically Create Scan Order*' box.

If it still isn't quite right, you will need to go in and change each cell individually.

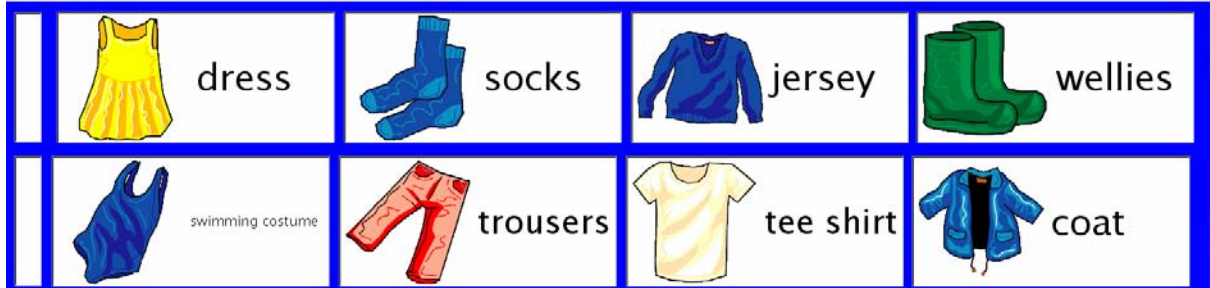


You will find all this needs a little thought about the language and the order that is needed to construct the sentence or story, and about how a switch user needs to access it. Unfortunately, most switch users need carefully designed, simpler grids - it is often not as easy as just taking a pre-made grid and 'translating it into an appropriate scan order

Phantom Row / Cell

Many switch users find it particularly difficult to select accurately the first cell of the scan (or of a row/ column scan, or within a group scan) as they have to hit the switch once to set the scan going then immediately again to select the row or group, then again to select the first cell within it.

One way round this is to create a sort of 'phantom' row that gets scanned (to take the pressure off and give the switch-user time to get organised) but doesn't have any items in it.



Clicker Explorer

Clicker Explorer can also be scanned, giving the skilled switch user independent and fast access to both grids and Clicker Writer documents.



To make Clicker Explorer scan:

1. Make sure you are in Clicker Explorer and then go to **Options** and then **User Access**
2. The **User Access** will open up. Now click on the **Scan Type** tab and click on **Scan Clicker Explorer**.

