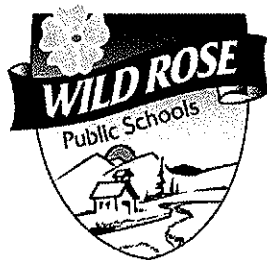


ASSISTIVE TECHNOLOGY

**ALPHASMART/
NEOS**



“Creating Powerful Learning Environments”

Alphasmart/Neo

Subject: Any

Grade: Any

Hint: There are 8 files open at any time on the Neo. There can be a file for each subject that has a written component or a file for each subtopic within a unit.

Co:Writer is accessed, if needed, through applets button. You can switch this on and off.

Website: www.alphasmart.com

AlphaSmart Basics

AlphaSmart works as a word processor with spell checker as well as a calculator.

Batteries Your AlphaSmart is powered by a rechargeable battery pack. A fully charged pack will run for 60-150 hours depending on use. Wait for the Low Battery message to appear on the screen before charging to get the longest life from the battery pack. Charge overnight to give a good charge but over the weekend to fully charge from a discharged pack. Never charge the pack for longer than a week. Always fully charge your battery before you use it if it has been stored for more than a month. The battery pack should last approximately 3 years if well maintained. If the charge only lasts one hour, it's time to get a new battery pack.

The AlphaSmart also charges when attached to a computer so don't use your adapter when it is hooked up to the computer.

On/off key in upper left corner; when you first turn the AlphaSmart on, you will see the start-up screen for a few seconds which tells you the version of the program you are running and the file that is opening (last one used).

AlphaWord

Select a file to work in from file keys across the top

Capacity

AlphaSmart has 8 files, each which will hold 12.5 pages in length (100 pages of single-spaced text or 200,000 characters)

Entering text type as you would on any keyboard

- Use the backspace as an eraser
- Characters typed are automatically saved
- Arrow keys allow you to move your cursor through text
- Cmd + arrow up moves the cursor up 4 lines (a page) and Cmd + arrow down moves the cursor down 4 lines
- Cmd + arrow left moves to the beginning of the line and Cmd + arrow right moves to the end of the line
- Home moves to the beginning of the document
- End moves to the end of the document

Formatting text

- You may indent by using tab
- All other formatting (margins, tab stops, font, size and other style features) must be added once transferred to a computer

Cap lock

- When cap lock is engaged, the lower right character of the screen will be solid black

Editing text

- AlphaSmart can cut, copy and paste for editing purposes
- Move the cursor under the first letter of the first word in the text you want to select; hold down shift key along with arrow keys; Ctrl +A selects the entire contents of the file
- Once you have selected the text...
 - To Cut/Delete- Ctrl (or Cmd)+X
 - To Copy- Ctrl (or Cmd)+C
 - To Paste- Ctrl (or Cmd)+V

Find Feature

Use Cmd+F to access the find feature

Press Enter to search in file 1

Press Option+Enter to search in all files

Press Cmd+G to find again

Esc to exit

Erasing

To erase a letter, select backspace

To erase a file, press Clear file key

To erase all files, press Option+Cmd+Ctrl+shift+clear file

To recover a file (as long as no text has been entered in the file yet); open the file, press Option+Cmd+R

Spell Check

- Press the spell check key (spell checker will check each word in the file)
- If a word is spelled incorrectly, you will be offered options; select "I" (ignore or skip to next word); "E" (edit making your own change); "C" (context shows you how the word is used in the file; press any key to exit from this mode) or "esc" (exit spell checker)
- Use arrow keys to select the correct word form the list

Disabling Spell Check

- Press Cmd+Option+spell check
- Enter the master password (the master password can be obtained by calling the technical support office at 1-888-274-2720)
- To enable spell checking again, Cmd+option+spell check again and enter password

Transferring Text to a Computer

- Attach the AlphaSmart to a PC using the USB cable
- Press send key to transfer the file you have open
- Press Cmd+file key to switch to a different file

Calculator

- Access by going to the Applets menu and selecting the Calculator (add, subtract, multiply, divide and exponents)

Refer to the AlphaSmart 3000 User's Guide for additional features

If you have technical difficulties or need replacement parts for the AlphaSmart, please contact the SET-BC HELP line: 1-866-738-3375

SET-BC Technical Support Centre

105-1750 West 75th Avenue Vancouver, B.C., Canada V6P 6G2
Phone: 1-866-SETDESK (1-866-738-3375) or 604-269-2222 support@setbc.org

Alphasmart with Co:Writer Basics

On/off key in upper left corner

Turn on Co:Writer/ Alphaword/ Calculator: Applet, select with arrow key, Enter

Select a file to work in from keys across the top

Co:Writer is active if there is a "_" and a list of words.

You may either start typing or select a number or arrow keys, space to select and that word will be inserted (space is automatically inserted).

At the end of the sentence, place punctuation and then the space after the last word will be omitted.

To go between Co:Writer and Alphaword, press tab

">" at the bottom of the screen means that Co:Writer will automatically occur

If you want to edit an existing file...

-to move _ (cursor) to beginning of the file, press home key or use arrow keys to get to the spot you want to edit (Notice that the ">" at the bottom becomes "+")

Working with numbers and symbols

If you want an "=" sign, press alt/option key and =

If you want a tab, press alt/option key and tab

If you want a number, press esc key, this gets you to the True Keys mode and the cursor becomes "I", esc when done

If you use a "\$" or "#", Co:Writer automatically switches to True Keys mode without esc as it anticipates a number

Erasing

To erase a letter, select backspace

To erase a word, select ←

To erase a sentence, select alt/option E

If your word isn't in the list of options, either type the next letter or select → for more guesses

The NEO

Neo works as a word processor with spell checker as well as a calculator.

Batteries- Runs up to 700 hours on three AA alkaline batteries or by a rechargeable battery pack. A fully charged pack will run for 300 hours depending on use. Wait for the Low Battery message to appear on the screen before charging to get the longest life from the battery pack. Charge overnight to give a good charge but over the weekend to fully charge from a discharged pack. Never charge the pack for longer than a week. Always fully charge your battery before you use it if it has been stored for more than a month. The battery pack should last approximately 3 years if well maintained. If the charge only lasts one hour, it's time to get a new battery pack. The Neo also charges when attached to a computer so don't use your adapter when it is hooked up to the computer.

On/off key in upper left corner; when you first turn the Neo on, you will see the start-up screen for a few seconds which tells you the version of the program you are running and the file that is opening (last one used).

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