

# **Neo**

## **User's Guide**



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## **AlphaSmart Sales and Technical Support**

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# Contents

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Chapter 1	
<b>Introduction .....</b>	<b>1</b>
Why use Neo? .....	2
System requirements .....	3
Chapter 2	
<b>Basics .....</b>	<b>5</b>
Powering your Neo .....	5
Entering text into your Neo .....	7
My screen isn't blank .....	7
Connecting your Neo to a computer .....	9
Successfully attaching your Neo .....	10
Sending text to a computer .....	10
Sending text when connected by a USB cable .....	10
Sending text with IR beaming .....	12
Printing from Neo .....	14
Installing AlphaSmart Manager .....	14
If you want to use IR .....	16
AlphaBeam .....	17
Get Utility .....	17
Beamer SmartApplet .....	18
Adding IR technology to your computer .....	18
USB cable versus IR technology .....	19
Chapter 3	
<b>All About AlphaWord Plus .....</b>	<b>21</b>
Entering and editing text .....	21
Moving the cursor .....	22
Selecting text .....	23
Cutting/Copying/Pasting/Deleting text .....	23

---

---

Understanding workspaces and files .....	25
Creating files .....	25
Naming and saving files .....	26
Finding files .....	26
Formatting text .....	28
Using tabs .....	28
Changing font size .....	28
Finding text .....	31
Searching for text .....	31
Section selector .....	35
Checking spelling.....	36
Spell check tips .....	38
Turning off spell check .....	38
User dictionary .....	39
Using the thesaurus .....	40
Antonyms .....	41
Spanish-English word lookup .....	42
Character, word, paragraph, and page counts .....	43
Using linked files .....	45
Tips for using linked files .....	49
Tags for linked files .....	50
Maintaining your files .....	52
File size .....	52
Clearing and deleting files .....	54
Recovering data .....	58
 Chapter 4 .....	
<b>Beyond Basics .....</b>	<b>59</b>
What is a SmartApplet?.....	59
The SmartApplets menu .....	60
AlphaWord Plus .....	61
Calculator .....	61
Calculator's paper tape .....	63
Turning off Calculator .....	64
Control Panel .....	64
Spell Check settings .....	67

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AlphaWord settings .....	67
Two-button On setting .....	68
Set Screen Contrast setting .....	69
View Keyboard Layout settings .....	69
Battery status setting .....	71
Change keyboard settings .....	71
Neo password protection .....	77
Enabling password protection .....	78
System status .....	81
Typing Timer .....	81
Tips for working with your applications .....	83
Sending text to a spreadsheet .....	83
Changing the transfer speed .....	84

## Chapter 5

### **Working with AlphaSmart Manager ..... 87**

AlphaSmart Manager basics .....	87
Sending and saving .....	88
Starting AlphaSmart Manager .....	89
Viewing, printing, and saving files from your Neo .....	91
Viewing files .....	92
Printing files from AlphaSmart Manager .....	94
Saving files .....	98
Sending files to your Neo .....	99
Sending empty files .....	101
Installing SmartApplets .....	102
Deleting SmartApplets .....	104
Defining settings .....	105
Defining settings for SmartApplets .....	108
Spell Check settings .....	112
Other SmartApplets settings .....	112
Using Send Lists .....	113
Passwords in AlphaSmart Manager .....	115
Send list password .....	115
Master password .....	116
File passwords .....	117

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Sending a user dictionary to Neo.....	118
Replacing the thesaurus with the Spanish-English word lookup .....	120
Other AlphaSmart Manager tasks .....	122
Chapter 6	
<b>Troubleshooting .....</b>	<b>123</b>
Appendix A	
<b>Understanding Batteries .....</b>	<b>129</b>
Powering your Neo .....	129
Auto Power-On .....	130
Alkaline batteries.....	130
Replacing AA batteries .....	130
Internal rechargeable batteries .....	131
The AC adapter .....	132
Charging a rechargeable device .....	132
Low battery indicator .....	134
Checking battery status .....	134
Tips on caring for batteries .....	135
Lithium battery .....	135
Appendix B	
<b>Keyboard Commands and Special Characters .....</b>	<b>137</b>
Keyboard commands.....	137
International and special characters .....	142
Troubleshooting special characters .....	146

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Appendix C	
<b>Warranty, Maintenance, and Contact Information .....</b>	<b>147</b>
Warranty.....	147
Guarantee .....	148
Maintenance tips .....	148
Storing your Neo .....	148
Contact information .....	150
Return procedures .....	152
FCC statement.....	153
FCC caution .....	154
<b>Index .....</b>	<b>155</b>

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# Introduction

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Welcome to Neo, the latest computing solution from AlphaSmart. Neo is the easy to use, portable, and affordable computing answer for students, writers, researchers, and professionals on the go. Neo provides a wide range of computing capability on its own, and integrates effortlessly with your desktop or laptop computer.

With Neo, you can comfortably write, edit, and store text quickly and conveniently, no matter what your location. Neo's light weight and long battery life make it an easy choice to use at school, the library, in meetings, or out in the field.

Neo comes with AlphaSmart Manager software, the companion application that runs on your computer (PC or Macintosh) and lets you manage and configure your Neo. AlphaSmart Manager merges the ease and convenience of Neo with the power and depth of your personal computer.

**Note:** This manual is geared toward users of individual Neos. If you're using a group of Neos with an AlphaHub (for example, the SmartOption Bundle from AlphaSmart), consult the *AlphaSmart Manager 2 User's Guide* for more detailed information about using AlphaSmart Manager in group settings.

## Why use Neo?

With Neo you've got a solution that is

- **Simple.** Just turn it on and start typing; turn it off when you're done. Everything is saved as you type. With its built-in AlphaWord™ Plus word processor, you can write stories, capture brainstorming ideas, take notes or minutes, and more. Then you can easily transfer the information to any computer or printer with a single keystroke.
- **Flexible.** You can customize Neo to suit your varying needs. You can control the screen contrast level on Neo's large, easy-to-read display. And you can choose a font size in AlphaWord Plus that lets you work comfortably no matter where you are or what you're working on. You can also set file sizes so that your Neo works the way you do.
- **Infrared-compatible.** Neo comes with a built-in IrDA® port for sending text or printing to infrared-enabled devices.
- **Rugged and portable.** Neo is built to endure. Its design ensures it can be toted to classrooms, board rooms, seminars, on vacation, or virtually anywhere, without damage. Its light weight and extra long battery life make it an invaluable tool.
- **Expandable.** Neo comes standard with the AlphaWord Plus word processor, Calculator, and Control Panel SmartApplets. You can purchase and install other optional SmartApplets (software programs specially designed for Neo) to support your needs. For example, you can buy SmartApplets that help you learn to type, easily outline material, let you take quizzes, and more.
- **PC and Macintosh compatible.** Neo works with both Macintosh and PC computers.

## **System requirements**

Neo works with Macintosh or PC desktop or laptop computers that have an external USB keyboard or USB port.

- **Macintosh.** Neo is compatible with any Macintosh computer running OS 9.0 or higher.
- **PC.** Neo is compatible with any PC running Windows 98 (Second Edition) or higher. (Windows NT does not support USB.)



# Basics

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This section gives you basic information about getting your Neo up and running as quickly as possible. Details about using the various features of your Neo are described in the rest of this manual.

The main things you'll probably want to do to begin using your Neo are

- Provide power to your Neo
- Enter text into your Neo
- Connect your Neo to a computer
- Send your text to a computer
- Print from your Neo
- Install AlphaSmart Manager software on your computer
- Set up infrared capabilities (optional)

A table at the end of this chapter shows the types of sending, printing, and other tasks you can do using a USB cable versus infrared technology.

## Powering your Neo

Before using your Neo, you must provide power to it. Depending on the model you have, you either install AA batteries, or you connect the AC adapter and charge the internal battery pack.

**Note:** If your Neo uses AA batteries, and you'd like it to be rechargeable instead, you can purchase a rechargeable battery upgrade kit from AlphaSmart. See the AlphaSmart web site for more information.

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**Important:** If you purchased a rechargeable Neo, or have converted a Neo to be rechargeable, *charge it as soon as possible after you receive it*. Do not store it without first charging the batteries. See the task below for information about how to charge a rechargeable Neo. Also see page 131 for more information about rechargeable Neos.

---

### **To install AA batteries:**

1. Make sure you have three new AA batteries.
2. Turn your Neo over and locate the battery compartment.
3. Using a Phillips screwdriver, unscrew the Phillips screw securing the battery compartment.
4. Open the battery door by placing your thumbs in the depressions on the ends of the latch, then gently press down and slide the latch to the left.
5. Insert the three batteries with the (+) terminals pointing to the right and the (–) terminals pointing to the left.
6. Replace the latch and slide it gently to the right.
7. Replace the Phillips screw and tighten gently.

### **To charge a rechargeable Neo:**

1. Connect the AC adapter to your Neo and plug the cord into a working electrical outlet.
2. Let the unit charge for 16 hours (for a first time charge) or 4–8 hours (for subsequent charges) before disconnecting the AC adapter cord.

**Note:** You can begin using your Neo while it's charging, but you should let the unit charge completely before disconnecting it. Neo's indicator light (on the upper right edge) turns green when it's fully charged.

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**Important:** Complete information about batteries, including critical information about rechargeable batteries, is detailed in "Understanding Batteries" on page 129. Consult this section of the manual to ensure maximum battery life with your Neo.

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## Entering text into your Neo

It's easy to enter text into your Neo.

### To enter text:

1. Turn on Neo by pressing **on/off**. A message appears briefly that tells you what workspace you're in. (If you don't have a blank screen in which to type, refer to the following section.)
2. Begin typing. Your text appears on the screen.
3. Use the arrow keys (← → ↑ ↓) to move your cursor in the text.
4. Press **backspace** to erase the character to the left of the cursor; press **delete** to erase the character to the right of the cursor.

There is no need to save your text. It's automatically saved in the current workspace while you type. To begin another document, press one of the other **file** keys (2 through 8) along the top edge of the keyboard.

### My screen isn't blank

If you turn on your Neo and the screen isn't blank, it usually means that someone else has used the device before you (which is quite likely if you didn't purchase the device yourself but are using it in a

group setting). If the screen isn't blank, it probably means one of three things:

- Your Neo is in the SmartApplets menu.

```
Select a SmartApplet and press enter:
- AlphaWord Plus
- Calculator
- Control Panel
```

If your screen looks like the illustration above, use the arrow keys to select AlphaWord Plus and press **enter**.

- The device could be in the AlphaWord Plus SmartApplet but already have text in one or more of the files.

```
The Coast Redwoods
The world's tallest trees--"Sequoia
Sempervirens"--exist only along the Pacific
Coast of North America. Viewing these
```

If this is the case, press one of the **file** keys until you find an empty workspace in which to type.



- The device is in another SmartApplet, such as Calculator.

```
(15*2)+10/4 =      32.5
valid keys:
+--*x/^(.)e
esc to exit
```

If this is the case, press the **applets** key to return Neo to the SmartApplets menu. From there, use the arrow keys to select



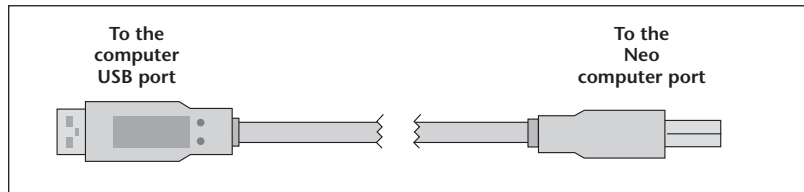
AlphaWord Plus and press **enter**. You might need to press one of the **file** keys along the top of the device to find an empty file.

## Connecting your Neo to a computer

Neo connects easily to any USB-compatible computer—Macintosh or PC—using a standard USB cable.

### To connect your Neo to a USB computer:

1. Plug the thin rectangular end of the USB cable into the computer's USB port (either on the CPU, on a USB hub, or on some USB keyboards).
2. Connect the smaller, squarish end of the cable into the computer port along Neo's top edge. (The computer port has a small computer icon to its left.)



*The USB cable for connecting to USB computers*

3. On a PC, you might be prompted to install a driver the first time you connect your Neo to the computer with a USB cable. If prompted, step through the screens that appear, accepting the default values presented, and then reboot the computer. This step doesn't apply to Macintosh computers.

## **Successfully attaching your Neo**

When you attach your Neo to a computer, Neo automatically changes modes to prepare to transfer data and the screen displays one of the following messages:

Macintosh:

```
Attached to Mac, emulating keyboard.  
Press send key to transfer File 1.  
Press Cmd-Option-File key to switch to  
a different file.
```

PC:

```
Attached to PC, emulating keyboard.  
Press send key to transfer File 1.  
Press Cmd-File key to switch to a  
different file.
```

If you don't see the appropriate message, check your cable and make sure it's attached properly to the computer.

As soon as you've successfully connected your computer to Neo, you can send text to your computer.

## **Sending text to a computer**

Depending on your computer's capabilities, you can send text from your Neo to your computer using either a USB cable or infrared (IR) beaming technology. (Your computer must be IR-capable to accept beamed text.) You can send text to any application that accepts text.

### **Sending text when connected by a USB cable**

Sending text by means of a cable is quick and simple.

**To send text to a computer:**

1. On your computer, open the file to which you want to send the text (it can be a new file or a file that already has text), and place your cursor where you want the text to begin.

**Note:** AlphaSmart Manager must be closed. Otherwise, you won't be able to send text to the application on your computer.

2. Turn on your Neo and make sure you're in the file you want to send.
3. Connect your Neo to your computer as described in "Connecting your Neo to a computer" on page 9.
4. Press **send**. Neo displays a progress bar and a percentage of how much text has transferred.
5. When the transfer is complete, simply unplug Neo from your computer.
6. On your computer, save the file.
7. If you don't want to keep the file on your Neo, press **clear file**, then press **Y** for yes. If you *do* want to keep the file on Neo, then do nothing.

You can send additional files from Neo while still attached to the computer.

**To switch between files while connected:**

1. On your Neo, press **⌘-file 1** to go to File 1, **⌘-file 2** to go to File 2, and so forth.
2. Press **send**.
3. Save the file on your computer.

You can also use AlphaSmart Manager to send text to your computer when connected by USB cable. See "Working with AlphaSmart Manager" on page 87 for more information.

## **Sending text with IR beaming**

If you want to use infrared beaming with your Neo, see “If you want to use IR” on page 16 for directions on how to set it up. (The section also contains a table comparing what you can do with a USB connection and what you can do with IR.) You must have an IR-capable computer and install AlphaBeam™ (page 17) before you can beam text to your computer.

It's easy to use IR to transfer files. The steps outlined here describe how to use AlphaBeam, which is included on the CD that came with your Neo.

### **To beam text to a computer:**

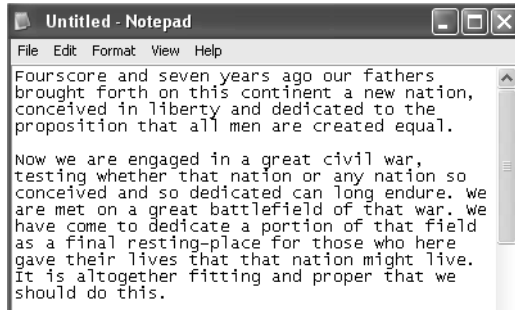
1. Turn on your Neo and make sure you're in the file you want to send.
2. Start the AlphaBeam application on your computer.
3. Point the infrared lens of the Neo toward the IR transceiver.
4. On your computer, open the file to which you want to send the text (it can be a new file or a file that already has content), and place your cursor where you want the text to begin. This should be the last thing you do before going to step 5. This ensures your application is the active window and ready to receive text.

5. Press **send** on Neo. The AlphaBeam application shows that it's retrieving text, and text appears in your open file.



AlphaBeam

Text transferred  
by AlphaBeam  
into an  
application



If it looks like nothing happened, it might be that AlphaBeam was the active window rather than your application. Try one of these two solutions:

- The text you sent should be on your computer's clipboard, so all you might need to do is paste it into your application. On your computer, from your application's Edit menu, choose Paste.
- On your computer, again make sure the application you want the text sent to is the active application (the last one you clicked in). In Neo, send your text again.

## Printing from Neo

While many users prefer to print their AlphaWord Plus files from their computer after sending them from Neo, others might want to print directly to a printer without the intervening steps.

Neo can print to many USB printers and can also print by beaming text to an IR-capable printer. To find out about using IR technology to print, see “If you want to use IR” on page 16.

### **To print from your Neo to a USB printer:**

1. Plug the thin, rectangular end of the printer’s USB cable into Neo’s USB printer port, located along Neo’s top edge on the left.
2. Make sure the other end of the USB cable is plugged into the printer.
3. Make sure the printer is turned on.
4. Press **⌘-P** or **print** on Neo to print the current file.

**Note:** Neo doesn’t control print settings such as font, print quality, margins, and so on. These settings are determined by the printer’s default settings.

### **To beam text to a printer:**

1. Make sure your Neo is turned on and that you’re in the file you want to print.
2. Point your Neo at the printer’s IR transceiver and press **print**.

## Installing AlphaSmart Manager

AlphaSmart Manager is a software application you install on your computer to help manage files, SmartApplets, and settings on your Neo. Neo can be used alone with your computer and a USB cable or IR pod, but AlphaSmart Manager offers a convenient way to view,

collect, and transfer files back and forth between your Neo and your computer.

**To install AlphaSmart Manager:**

1. Put the AlphaSmart Manager CD in the CD drive on your computer. A window displaying the contents of the CD appears.
2. Do one of the following:
  - Macintosh: Double-click the AlphaSmart Manager Installer icon.
  - PC: Double-click the Setup.exe file.

The installation program begins.

3. Follow the onscreen instructions.
4. Indicate if you want to search for configuration files from previous versions of AlphaSmart Manager. You can have the installer help you locate these files or browse for them yourself.
5. Choose whether to find and update any existing SmartApplets you might have on your computer. You can have the installer help you locate these files or browse for them yourself.

---

**Important:** AlphaSmart Manager will need to update the SmartApplets on your computer, so that you can use them with the updated system files on your Neo.

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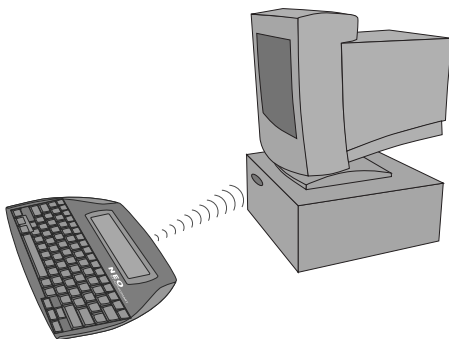
6. Step through any remaining installation steps.
7. Choose whether to view the ReadMe file and/or start AlphaSmart Manager as soon as the installer closes.

To learn about using AlphaSmart Manager, see “Working with AlphaSmart Manager” on page 87.

## **If you want to use IR**

With IR technology, you can transfer the contents of your Neo to a suitably equipped computer or printer without using cables. Neo can be up to three feet (one meter) away while transferring text to and from a computer or printer.

Neo has a built-in infrared module that conforms to IrDA industry standards. If the receiving computer or printer has a built-in IR transceiver, or an attached IR pod, you can send text by “beaming” it from Neo.



To beam with your Neo, you must have one of the following:

- AlphaBeam software for your computer. AlphaBeam lets you beam from Neo to your computer. AlphaBeam comes with your Neo and is located on the AlphaSmart Manager CD.
- Get Utility 3.2 or higher software for your computer. With Get Utility you can beam files back and forth between your Neo and computer. You can purchase Get Utility from the AlphaSmart web site.
- Beamer SmartApplet for your Neo. Beamer doesn't beam to a computer or printer, but it does let you beam text between two



AlphaSmart devices. You can purchase Beamer from the AlphaSmart web site.

See the following sections for more information.

## **AlphaBeam**

AlphaBeam is a software application you install on your computer that lets you beam text from your Neo to an IR-capable computer. AlphaBeam comes with Neo, and you can always download the latest version from the AlphaSmart web site.

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**Warning!** If you're going to use a USB wireless pod as the transceiver, don't connect it to your computer until *after* you've completed installing AlphaBeam.

---

### **To install AlphaBeam:**

1. Insert the AlphaSmart Manager CD into the CD drive on your computer and navigate to the Extras\AlphaBeam folder.
2. Do one of the following:
  - Macintosh: Double-click the AlphaBeam Installer icon.
  - PC: Double-click the Setup.exe file.
3. Step through the installation screens to complete the installation.
4. When prompted, restart your computer.

## **Get Utility**

Get Utility is an application you can purchase from AlphaSmart that lets you transfer files between your computer and your Neo using either a USB cable or IR beaming. In fact, using Get Utility is the only method that lets you transfer data from your computer using IR beaming.

For complete information about Get Utility, refer to the ReadMe file that accompanied the application or visit the AlphaSmart web site.

### **Beamer SmartApplet**

Beamer SmartApplet is a SmartApplet you can buy from AlphaSmart to install on your Neo. It uses IR technology to beam data between two AlphaSmart devices (such as two Neos or a Neo and an AlphaSmart 3000) or between an AlphaSmart device and a Palm OS device (such as Dana by AlphaSmart).

Beamer doesn't let you beam between your computer and your Neo, but it's a convenient and quick way to share AlphaWord Plus files between two Neos. With Beamer, you can press **ctrl-send** in AlphaWord Plus to beam an AlphaWord Plus file (and **ctrl-B** to receive) from one Neo to another, provided both Neos have Beamer installed.

For more information about Beamer, visit the AlphaSmart web site.

### **Adding IR technology to your computer**

If you want to send text using IR technology, but your computer doesn't have built-in IR capabilities, you can purchase an IR pod from the AlphaSmart web site.

If your printer doesn't have infrared capability, you can add this type of functionality to it. Visit the AlphaSmart web site or contact your printer manufacturer for information about IR printer pods.

## USB cable versus IR technology

The following table summarizes the tasks you can accomplish with the USB and IR connection methods.

Task	USB cable	IR
Send Neo files <i>to</i> your computer	Yes, with the <b>send</b> key or AlphaSmart Manager	Yes, with either AlphaBeam or Get Utility
Send files <i>from</i> your computer to your Neo	Yes, with AlphaSmart Manager or Get Utility	Yes, with Get Utility No, with AlphaBeam
Install SmartApplets	Yes, with AlphaSmart Manager	No
Manage settings from your computer	Yes, with AlphaSmart Manager	No
Send AlphaWord Plus files between AlphaSmart devices	No	Yes, with Beamer SmartApplet (purchase from the AlphaSmart web site)
Print files from Neo	Yes, with a USB printer	Yes, with an IR- capable printer



# All About AlphaWord Plus

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AlphaWord Plus is the most widely used SmartApplet on Neo. This chapter describes the features of AlphaWord Plus. The topics explained are

- Entering and editing text
- Understanding workspaces and files
- Formatting text
- Changing the onscreen font size
- Finding text
- Checking spelling
- Using the thesaurus
- Counting characters, words, and more
- Using linked files
- Maintaining your files

## Entering and editing text

When you start AlphaWord Plus for the first time, Neo places you in the workspace for **file 1**, which is empty. The next time you start AlphaWord Plus, Neo places you in whatever file you last worked on before you turned the device off. The cursor is in the same position in the file exactly as you left it.

If you want to work in a different workspace, select it by pressing one of the **file** keys (**file 1–file 8**) at the top of the keyboard.



When you're in the appropriate file, to enter text, simply begin typing. Use **backspace** or **delete** to erase.

**Note:** There's no need to save your file; Neo saves each character as you type it.

Consult the following tables for information on how to move through your file, select text, and cut/copy/paste/delete text.

### Moving the cursor

Press	To move
← →	One character to the left or right
↑ ↓	One line up or down
⌘-↑	Up one screen (scrolling)
⌘-↓	Down one screen (scrolling)
⌘-←	Beginning of line
⌘-→	End of line
<b>option</b> -← or <b>option</b> -→	Previous word or next word
<b>ctrl</b> -← or <b>ctrl</b> -→	Previous sentence or next sentence
<b>ctrl</b> -↑ or <b>ctrl</b> -↓	Previous paragraph or next paragraph
<b>home</b>	Beginning of file
<b>end</b>	End of file

**Note:** As with most word processors, text automatically wraps at the end of each line. Press **enter** only when you want to separate paragraphs.

## Selecting text

When you select text on your Neo, the selection appears highlighted in reverse; that is, text within a selection is light and the background is dark. To deselect a selection, press **esc** or an arrow key. (Cutting, copying, and pasting also deselects a selection.)

Press	To select
<b>shift-←</b>	One character to the left at a time
<b>shift-→</b>	One character to the right at a time
<b>shift-↑</b>	One line up
<b>shift-↓</b>	One line down
<b>shift-option-←</b>	From cursor to beginning of word
<b>shift-option-→</b>	From cursor to end of word
<b>shift-⌘-←</b>	From cursor to beginning of line
<b>shift-⌘-→</b>	From cursor to end of line
<b>shift-home</b>	From cursor to beginning of file
<b>shift-end</b>	From cursor to end of file
<b>ctrl-A</b> or <b>⌘-A</b>	Entire file

## Cutting/Copying/Pasting/Deleting text

To cut, copy, or paste text, you must first select it (see the previous table).

Press	To
<b>ctrl-X</b> or <b>⌘-X</b>	Cut selected text to the clipboard
<b>ctrl-C</b> or <b>⌘-C</b>	Copy selected text to the clipboard
<b>ctrl-V</b> or <b>⌘-V</b>	Paste text from the clipboard into your file

Press	To
<b>backspace</b>	Delete a character to the left of the cursor or delete a text selection
<b>delete</b>	Delete a character to the right of the cursor or delete a text selection
<b>clear file</b>	Remove the entire contents of the file

**Note:** Neo has a built-in clipboard, like most computers. The following section provides details about using the clipboard.

### Using the clipboard

The clipboard is a place where you temporarily store data to reuse in another area. When you use cut and copy commands, you're placing text on the clipboard. When you use the Paste command, you're pasting text from the clipboard into a file.

You can view information about the clipboard—either contents or status—at any time.

#### To view the clipboard contents:

1. Press **ctrl-option-⌘-C**. If the text on the clipboard is lengthy, you can use the arrow keys to scroll the text.
2. Press **esc** to return to your file.

#### To view the clipboard status:

1. Press **option-⌘-C**. The screen displays the number of text pages currently in the clipboard and how much empty space is still available.
2. Press any key to exit the status screen and return to your file.

**Note:** You can paste the contents of the clipboard to a new location in the current file, or anywhere in a completely different file. The clipboard can store only one block of text at a time.



## Understanding workspaces and files

AlphaWord Plus makes use of workspaces—eight of them—one for each **file** key along the top of keyboard.

In AlphaWord Plus, you're always in one of the eight workspaces, which you use for your work in progress. When you press one of the **file** keys in AlphaWord Plus, the associated file immediately opens. If there is no file associated with the file key you pressed, then you have a blank space in which to create a new file.

These workspaces give you instant access to your text—either text you've just typed, or a file you worked on before that you've named. By simply pressing the **file** keys, you switch instantly between whatever files or text are loaded into the workspaces.

Just because you have eight workspaces doesn't mean you're limited to eight files only. You can name your files, move them out of a workspace, then swap them back in when you're ready to work on them again.

### Creating files

The first time you start up AlphaWord Plus, it places you in File 1 (the workspace associated with the **file 1** key). After that first time, the last file that you used opens whenever you start AlphaWord Plus.

#### To create a file:

- In AlphaWord Plus, press the **file** keys until you find an empty workspace and begin typing.

There is no need to save your work, because Neo saves each character as you type it. (You can, however, “save” your file in order to give it a name. See “Formatting text” on page 28 for more information.)

**To create a new file in a workspace that contains text:**

1. Press the **file** key for the workspace you want to work in.
2. Press **ctrl-N**. AlphaWord Plus asks whether you want to keep the existing text in the workspace.
3. Do one of the following:
  - Press **Y** if you want to save text, then type a name for the text. AlphaWord Plus saves the text as a file with the name you specified, then clears the workspace so you can begin your new file.
  - Press **N** if you don't want to save the existing text. AlphaWord Plus removes the text so you can begin your new file.

**Naming and saving files**

At any point when you're working on a file, you can stop and name it.

**To name and "save" a file:**

1. From within the file you want to name, press **ctrl-S**.
2. Type a name for the file and press **enter**.

**Finding files**

To edit a file, you have to locate it first.

**To locate a file you want to edit:**

1. Do one of the following:
  - Press the appropriate **file** key if you know which workspace the file is in.
  - Press **ctrl-F** to use the File Selector. The File Selector lists the files on Neo and displays part of the first line of text in each file. (As

you scroll the list, the workspace number or file name is displayed on the top line.)

List of files  
displayed by the  
File Selector

```
Press enter to open: File 5
↑ [F3] Lewis and Clark were American exp
- [F4] (empty)
↓ [F5] (empty)
```

- Press **ctrl-O** to use the Open File feature. Open File lists the files by name (if they're named) or by workspace (if they're not named). An asterisk indicates the active workspace.

List of files  
displayed by  
Open File

```
Select a file to open      (esc to exit)
↑*[F8] File 8
- Daniel Boone
- L & C notes
```

2. Use the arrow keys to select a file, then press **enter**.
3. Do one of the following:
  - If the file you selected already occupies another workspace, you'll see a message that tells you to press the **enter** key to open the file in its currently occupied workspace. Press **enter**.
  - If the file you selected does *not* currently occupy another workspace, and if the current workspace has unnamed text in it, you're asked if you'd like to keep the current file. If you choose Yes, you can give the file a name and press **enter**. The file you selected in step 2 then appears in the workspace.

**Note:** If the workspace contained a named file, AlphaWord Plus swaps it out of the workspace and replaces it with the file you selected. The named file is saved and you can see it in the File Selector or File Open.

## Formatting text

Neo lets you concentrate on the content of your text rather than its layout. Formatting—such as margins, fonts, and style attributes—are more conveniently performed on your computer (with its larger screen and mouse) after you transfer text from your Neo. Only the characters themselves (ASCII key codes) are transferred from Neo to the computer.

You can, however, change the size of the screen font on your Neo. See “Changing font size” on page 28 for details.

### Using tabs

You can use **tab** to create columns or paragraph indents in your file. Tabs in a file appear as either a tab space between characters or as a tab space with a right arrow between characters, if you turned on the Show Marks feature. For more information about tabs and the Show Marks feature, see “Show Marks” on page 68.

## Changing font size

You can change the onscreen font size in AlphaWord Plus on your Neo. Changing the font size changes how text appears onscreen while in AlphaWord Plus, letting you work at a screen size that suits your needs. It doesn't change font attributes associated with the text, so when you send text to your computer or printer, the text itself is plain text.

There are six font settings from which to choose:

- System (four lines per screen using a fixed width font)
- Small (six lines per screen)
- Medium (five lines per screen)
- Large (four lines per screen)

- Very large (three lines per screen)
- Extra large (two lines per screen)

When you change the font size, that change applies to all files and workspaces in AlphaWord Plus. You can't set different font sizes for different files. If, for some reason, some of the font sizes are removed from your Neo (either deliberately or accidentally through AlphaSmart Manager), AlphaWord Plus defaults to the four-line system font.

The following illustrations show examples of the font sizes.

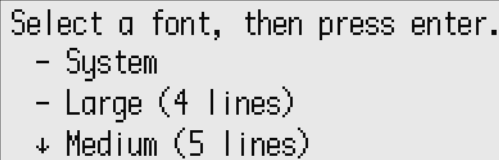
Extra large (two lines)	<div>Tortoises, Turtles, and Terrapins</div>
Very large (three lines)	<div>Tortoises, Turtles, and Terrapins Do you know the</div>
Large (four lines)	<div>Tortoises, Turtles, and Terrapins Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and</div>
Medium (five lines)	<div>Tortoises, Turtles, and Terrapins Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough</div>
Small (six lines)	<div>Tortoises, Turtles, and Terrapins Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough bony shells and can be found in temperate and tropical lands and oceans.</div>

You can set the font size in one of three ways:

- By using a keyboard command.
- Through the Control Panel SmartApplet (see “Control Panel” on page 64 for more information about Control Panel).
- Through AlphaSmart Manager. Note, however, that AlphaSmart Manager can only reset the font size to the system font (four lines onscreen).

### To set the font size:

1. Do one of the following:
  - Press **ctrl-option-⌘-F**.
  - Press **applets** and select Control panel; then, scroll to select Change default SmartApplet font from the list of options.
2. Scroll to select the font size you want to use, then press **enter**.

A screenshot of a font selection menu. The text is in a monospaced font. It says "Select a font, then press enter." followed by three options: "- System", "- Large (4 lines)", and "↓ Medium (5 lines)".

```
Select a font, then press enter.  
- System  
- Large (4 lines)  
↓ Medium (5 lines)
```

If you changed the font size with the keyboard command, you’re returned to the workspace where you were working previously. If you used Control Panel, you’re returned to the list of settings. Press **applets**, then select AlphaWord Plus to view the change in font size.

### The system font

The four-line system font is slightly different from the four-line large font setting. The four-line system font is a “fixed-width” or “monospace” font, and the four-line large font is a proportional font. With fixed-width fonts, every character and space occupies the exact same width. With proportionally spaced fonts, each character

occupies only the space it needs to display that particular character. So, for example, an **m** character takes up more space than an **i** character. This illustration shows the difference between Neo's four-line fonts:

Large four-line font  
(proportional)

William licked a lollipop and became ill. His  
mother, Priscilla, called the doctor. The  
doctor advised William to refrain from eating  
any more lollipops.

System four-line font  
(fixed width)

William licked a lollipop and became ill.  
His mother, Priscilla, called the doctor.  
The doctor advised William to refrain from  
eating any more lollipops.

Note the different widths of the words "William," "ill," and  
"lollipop" in each illustration

## Finding text

There are a few ways to find text within AlphaWord Plus:

- You can search for a text string within a file or across all files
- You can search *and* replace text within a file
- You can view a list of sections in a particular file. Sections are separated by paragraph returns, and the section selector displays the first line of each paragraph.

### Searching for text

In AlphaWord Plus, you can search for text within the current file or within all files. If you want to both search and replace text, you can do so in the current file only.

### To find text:

1. Press **find** or **⌘-F**.

```
Find: [      ]  
Press enter to search in File 2,  
Option-enter to search in all files,  
Cmd-G to find again, esc to exit.
```

2. Type the text you want to find. (If you previously searched for text, press **clear file** to remove your earlier entry before typing the new text you want to find.)
3. Do one of the following:
  - Press **enter** to search within the current file.
  - Press **option-enter** to search within all files.
4. To exit the Find screen without searching, press **esc**.

If the text string is found, the cursor appears at the beginning of the string. If Neo can't find the text you entered, you see a brief message that the text is not found.

### To find the same text again:

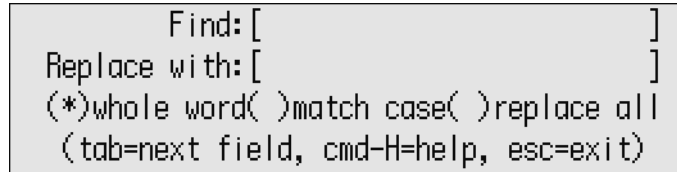
- Press **⌘-G**.



---

**To find and replace text:**

1. Press **ctrl-find**. The Find/Replace screen appears.



```
Find: [ ]
Replace with: [ ]
(*)whole word( )match case( )replace all
(tab=next field, cmd-H=help, esc=exit)
```

2. Type the text you want to find in the Find field, then press **tab** or **↓** to move to the Replace field. (If you previously searched and replaced text, press **clear file** to remove your earlier entries.)

**Tip!** You can use the clipboard to paste text into both the Find and Replace with fields.

3. Type the replacement text.
4. Press **tab** or **↓**, then **←** **→** to move between options for the search:
  - **Whole word.** Searches for complete words only. If you don't select this option, it searches for characters that may be part of a longer word or part of more than one word (for example, searching for *hat* would find *that*, *chat*, and *hatchet*).
  - **Match case.** Finds text that exactly matches the capitalization of the text you typed in the Find field.
  - **Replace all.** Specifies that you want to replace all occurrences within the file.
5. Press **spacebar** to select or deselect search options.

6. Press **enter** to begin the search. The following screen appears when AlphaWord Plus finds the word you specified.

Malamute, Anatolian Shepherd,	R=replace
Australian Cattle Dog, Bearded	S=Skip
Collie, Belgian Shepherd,	←=scroll
Bergamasco, Bernese Mountain	esc=exit

7. Do one of the following:
  - Type **R** to replace the found string with the replacement string.
  - Type **S** to skip that occurrence of the found string.
  - Press the arrow keys to scroll the surrounding text so you can see the found string in the context of nearby text.
  - Press **esc** to exit without finding or replacing any other strings.

### Tips on finding text

Keep these tips in mind when searching your files:

- You can search and replace up to 100 characters, including spaces.
- Unless you specify otherwise, a search is not case sensitive, so if you are looking for CAT and type *cat*, the search finds *cat*, CAT, Cat, or *caT*, and so on.
- If you don't restrict the search to whole words (the default) AlphaWord Plus also finds partial words or characters embedded in other words. For example, if you search for *cat*, it also finds *catalog*.

- If password protection is enabled on your Neo (see page 78 for information), you won't be able to search within all files using **option-enter**.
- You can search in all files, but you can search and replace in the current file only.

## Section selector

In AlphaWord Plus, a "section" is a block of text separated by one or more blank lines. You can find and move to areas of text by displaying the beginning line of each block, as shown in the following illustration:

```
Sections: File 6      (enter=go)1
- Parliament is the democratic institution
- The House of Commons consists of 659 MP
- In contrast, the House of Lords consist
```

### To view sections in a file:

1. Press **⌘-S**. A list of sections in your file appears.
2. Use the arrow keys to scroll to the section you want, then press **enter** to move to the beginning of the section you chose.

## Defining section separations

In the section selector, you can specify the number of blank lines between text to constitute a section. For example, you might not want each paragraph to be its own section, but would rather have higher level topics be sections. In your document, you could separate paragraphs by one carriage return, and topics by two or more. Then

when you go to search by section, you would see only the topics as sections, as in this illustration:

**B E A R S**

Bears are a wonderful group of large mammals that live on several continents: North America, South America, Europe, and Asia. They live in all sorts of habitats, such as mountains, forests, and Arctic wilderness. There are eight species of bears: giant panda, spectacled bear, sloth bear, American black bear, sun bear, Asiatic black bear, brown bear, and polar bear.

**GIANT PANDA.** The giant panda is easily recognizable by the black patches around its eyes set against a white face. Its habitat is the smallest of all bear species. It lives in the bamboo forests of mountainous south-central China. Unlike other species of bear, giant pandas are mostly vegetarians.

The staple of their diet is bamboo, and adult giant pandas eat approximately ~~40%~~ of their own body weight in bamboo daily. Giant pandas also occasionally eat meat and other plants.

Giant pandas have the smallest population of all bear species and are considered an endangered species. There are approximately 1,000 giant pandas living in the wild today. Many zoos and private organizations have tried to breed giant pandas in captivity, but have met with little success.

An example of how you might format your file in AlphaWord Plus

Sections: File 1 (enter=go)2

- B E A R S
- GIANT PANDA. The giant panda is easily
- SPECTACLED BEARS. Like giant pandas, sp

How sections might appear when blank lines are set to two

### To define section separations:

1. Press **⌘-S**.
2. Type a number between 1 and 9 to define the number of blank lines between sections.
3. When prompted, type **Y** to change the section separator to the number you specified, or type **N** to leave the number as it is.

## Checking spelling

Neo comes with a spell check feature that offers suggestions for corrections.

### To spell check a file:

1. Press **spell check**. Spell check begins checking each word in your file. If it finds a word that doesn't exist in its dictionary, a suggestion screen appears, as in the example shown here (which found the word "runn" in the file).

Select word and enter OR	I=ignore
runn	E=edit
- run - ruin - rune	C=context
+ runt - rung - runny	A=add

2. Do one of the following:
  - Use the arrow keys to select the correct word from the list of suggested spellings and press **enter**.
  - Press **I** to ignore the word and go on to check the next word.
  - Press **E** to edit the word. At the prompt that appears, type the new word you want and press **enter** to make the change.

Word: runn
New:
Change word and press enter, OR
press esc to ignore changes.

- Press **C** to see the word in context. You can't make changes to the misspelled word while viewing it in context. To exit from this mode, press any key.
- Press **A** to add the word to the user dictionary.
- Press **esc** to exit spell check.

If you haven't exited spell check by pressing **esc**, when it finishes checking your file, it displays a message that the spell check is complete and returns you to your file.

### Spell check tips

Use these tips to streamline your spell checks:

- You can spell check a selection within a file. This can be useful if you have a long document and want to check only a portion of it at a time. To spell check a selection, select the area and press **ctrl-spell check**.
- You can globally replace a word you frequently misspell with the correct spelling. For example, if you routinely type *teh* for *the*, when spell check catches this mistake, press **ctrl-enter** to replace all instances of *teh* with *the* in your file.
- You can ignore all occurrences of a word that spell check flags as misspelled. This saves you from having to press a key to ignore the word each time it's found. This is a useful way to bypass custom terms or proper names. When you're spell checking a document and spell check questions a properly spelled word not in its dictionary, press **ctrl-I** to ignore all instances of that word in the file.

**Tip!** You can create your own custom user dictionary for AlphaWord Plus. See "User dictionary" on page 39 for details.

### Turning off spell check

You might have times when you want to turn off spell check. You can turn it off (and turn it back on) in one of three ways:

- From Neo, using a keyboard command (explained below)
- From Neo, using the Control Panel SmartApplet (page 64)
- From AlphaSmart Manager, by disabling it (page 110)

For the first two methods, you'll need to enter a master password. For information on master passwords, see "Neo password protection" on page 77.

**To disable or enable the spell checker:**

1. Press **option-⌘-spell check**.
2. Type the master password and press **enter**.

**Tip!** If you're using a group of Neos and an AlphaHub, use AlphaSmart Manager to disable or enable the spell checker on all devices in one operation.

## **User dictionary**

If you have a list of custom words that regularly trip up your spell checks—scientific terms, proper names, acronyms—you might want to create your own list of words—a user dictionary—to add to the AlphaWord Plus dictionary.

You can add words individually to your Neo, using either the Spell Check settings in Control Panel or the Add option within a spell check. However, the most efficient way to add words is to create a text file on your computer, then use AlphaSmart Manager to send the list to your Neo.

There can be only one user dictionary on Neo. You can add individual words to it (through Control Panel or within a spell check), but you can't delete words within the user dictionary.

Consequently, it's a good idea to keep a master list of words as a text file on your computer. You can add or delete words to this list as often as you like, then resend the list to your Neo. When you send over a new list, it overwrites the existing user dictionary on the device. (You can also delete the user dictionary entirely, either from AlphaSmart Manager or on the device itself.)

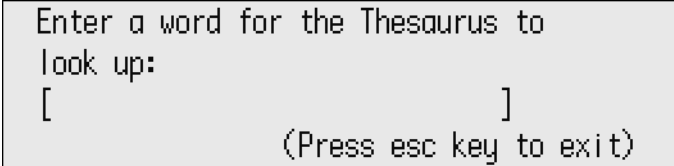
Steps for sending a user dictionary to Neo using AlphaSmart Manager are detailed in “Sending a user dictionary to Neo” on page 118.

## Using the thesaurus

Keeping writing lively and interesting can be a challenge, and a skillful writer knows how useful a thesaurus can be. AlphaWord Plus on Neo comes with a thesaurus as a standard writing tool. Using the thesaurus, you can look up a word and select a synonym or antonym to replace it.

### To use the thesaurus:

1. From within the file you want to work with, press **ctrl-T**. The Thesaurus screen appears.



Enter a word for the Thesaurus to  
look up:  
[ ]  
(Press esc key to exit)

2. Type the word you want to look up. (In your file, if the cursor is at the beginning or within a word, AlphaWord Plus automatically places the word in the text field. Press **clear file** to remove it.)
3. Press **enter**. One of two possible screens appears:
  - If the word could not be found in the thesaurus, you can press **enter** to look up a different word or **esc** to exit.



- If the word was found, you're prompted to pick a category (or part of speech), as shown in the illustration below.

```
Select a category and press enter or
-----"thin"-----|A=antonyms
- dilute(v)    - narrow(v)    |H=help
- narrow(adj)  |esc=exit
```

4. Scroll using the arrow keys to select the category, then press **enter**.
5. When you settle on the word you prefer, scroll to select from the synonyms AlphaWord Plus presents, then press **enter**.

```
Select synonym, press enter |L=lookup
-----"thin"-----|A=antonyms
- dilute    - cut          |C=category
↓ thin      - reduce       |esc=exit
```

6. Use the arrow keys to scroll and select one of the following options:
  - Replace a selection in the file
  - Copy the word you chose to the clipboard (**ctrl-C**) so you can paste it elsewhere
  - Begin a new lookup in the thesaurus for the word you selected

Depending on what you choose, you're either returned to your file or to the thesaurus.

## Antonyms

You can also use the thesaurus to look for antonyms, words that mean the opposite of the word you're looking up. Press **A** when

you're prompted to select a category or synonym to view antonyms to your lookup word.

## Spanish-English word lookup

You can replace Neo's thesaurus with a Spanish-English word lookup utility. The word lookup operates the same as the thesaurus, but you type in Spanish words to find their English equivalents.

**Note:** You can't have both the English thesaurus and the Spanish-English word lookup installed on a Neo.

If you find you're not using the thesaurus and want to replace it with the word lookup, you use AlphaSmart Manager to remove the thesaurus and install the word lookup in its place. See "Replacing the thesaurus with the Spanish-English word lookup" on page 120 for details. Once you've installed the word lookup, follow the steps described here to type a Spanish word and find its English equivalent.

### To use the Spanish-English word lookup:

1. In AlphaWord Plus, press **ctrl-T**. The word lookup (labeled Thesaurus) appears.
2. Type the Spanish word you want to look up and press **enter**.

```
Enter a word for the Thesaurus to  
look up:  
[verde ]  
(Press esc key to exit)
```

3. Use the arrow keys to select the category of word you want to look up and press **enter**.

```
Select a category and press enter or
-----"verde"-----|A=antonyms
- verde(adj)          |H=help
                      |esc=exit
```

4. Use the arrow keys to select the English word you want to use and press **enter**. (If you don't see the word you want, you can press **L** to look up additional words or **C** to return to the category list.)

```
Select synonym, press enter |L=lookup
-----"verde"-----|A=antonyms
- verde - green            |C=category
                          |esc=exit
```

5. Use the arrow keys to select whether to place the word in the file, copy it to the clipboard, or begin a new lookup search.

## **Character, word, paragraph, and page counts**

It's often handy to know the length of the file you're working on. In AlphaWord Plus, you can quickly view a screen that lets you know how many characters, words, paragraphs, and pages the current file contains.

**To view a file's length:**

1. Make sure you're working in the file whose length you want to check.
2. Press **ctrl-W**. The following screen appears, displaying statistics for your particular file.

```
Count: File 1          esc=exit,m=more
Characters: 14513      Words: 2563
Paragraphs: 82        Pages: 7.1
[ XXXXXXXXXX ] 35%
```

3. Press **M** to view additional statistics; scroll to view all information available.

```
Count: File 1          (↑↓=scroll)
      Unit      Used + Avail. = Total
-----
Characters: 14513      26092      40606
      Words: 2834      5094*      7928* ↑
      Sentences: 242      435*      677*
      Lines: 26      46*      72*
Paragraphs: 24      43*      67* ↓
      Pages: 7.1      12.7*      19.84*
*estimated
```

4. Press **esc** to exit the screen and return to your file.

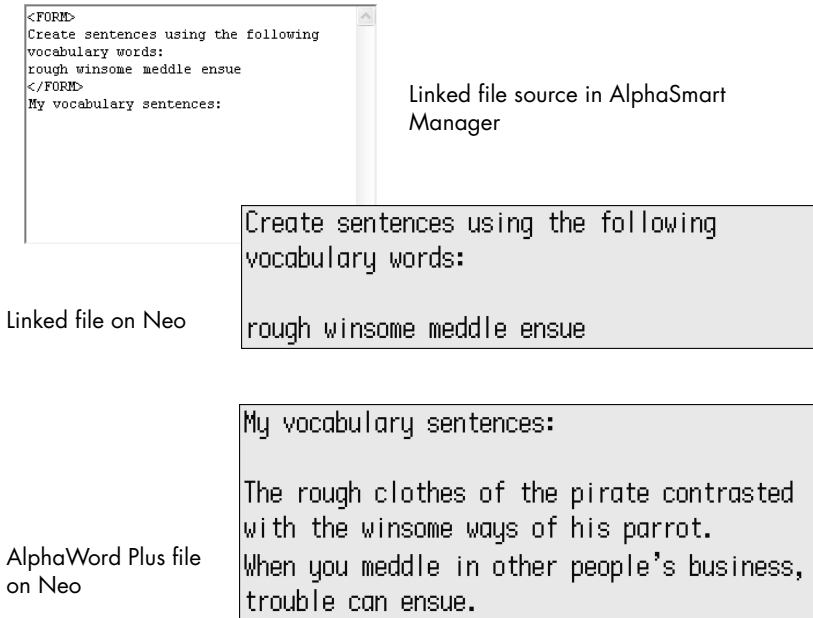
## **Using linked files**

AlphaWord Plus supports linked files, that is, files that you connect to AlphaWord Plus files.

A linked file is a place to store additional information related to a file. You could create a linked file that outlines the writing you plan to do, displays a checklist of tasks to accomplish, consists of vocabulary words, contains rubric information, and more.

A linked file is read-only. You can't create or edit linked files in AlphaWord Plus. You create them on your computer, enclosing the text within special tags, and send them to AlphaWord Plus using AlphaSmart Manager or Get Utility.

When you're in a linked file, you view it by toggling between it and the AlphaWord Plus file with which it's associated. Here's an example of a simple linked file that lists vocabulary words:



### To create a linked file:

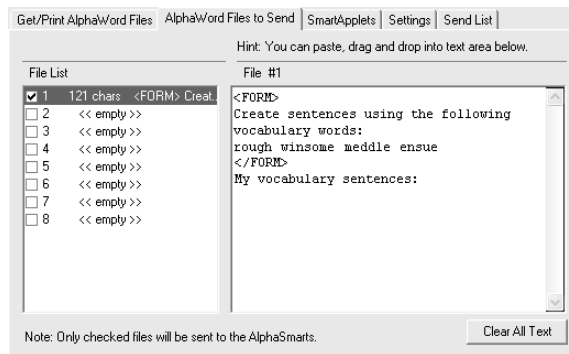
1. Start a word processing application on your computer.
2. Create a new file.
3. Type <FORM>. Be sure to include the angle brackets (greater than and less than "arrows") around the word.
4. Enter the text you want for the linked file.
5. Add checkbox controls (if you like) or formatting to your linked file. (Refer to the table on page 50 for information about the types of tags you can use and what they do.)

6. End the linked file by typing `</FORM>` .
7. If you want to add text that will appear in the main file, add it either before the beginning `<FORM>` tag or after the ending `</FORM>` tag. If you don't want any text in the main file, skip this step.
8. Save your work, if you want to use this linked file again or make changes to it in the future.
9. If you're ready to send the linked file to your Neo, select all text and copy it to your computer's clipboard (usually with **ctrl-C** or **⌘-C**).

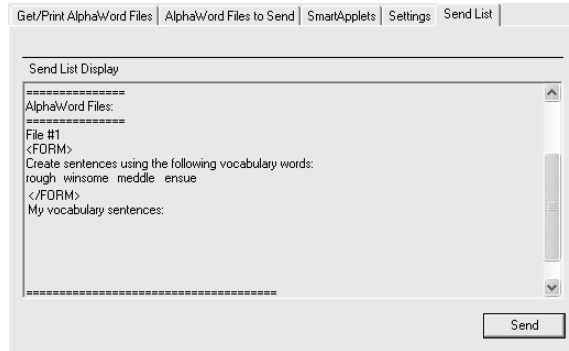
**To send a linked file to your Neo:**

1. Start AlphaSmart Manager on your computer and connect your Neo.
2. Click the AlphaWord Files to Send tab.
3. Select the workspace where you want to send the linked file.
4. Paste the text for the linked file into the File # text area. (If you didn't copy the linked file text to the clipboard, you can drag it to the area, or type directly in the area using the appropriate tags.)

5. If you want to send any text for the main AlphaWord Plus file, insert it before or after the text for the linked file (that is, before or after the <FORM> tags).



6. Click the Send list tab to verify the linked file and any other text appears as you want it, then click Send.



The linked file and any other associated text are sent to your Neo.



**To view a linked file:**

1. On your Neo, press the appropriate **file** key with which the linked file is associated.
2. Press **ctrl-L**. The linked file appears.
3. Press **ctrl-L** again to return to the main file.

**Tips for using linked files**

Here are a few tips to think about when working with linked files:

- If you send a workspace file to your computer using **send**, and that file has a linked file associated with it, the text of the linked file is also sent.
- You can print just linked file text. Simply press **ctrl-L** to view your linked file, then press **print** on your Neo. Whatever is onscreen when you press **print**—the text of a main file or the linked file text—is what is sent to your printer when you press **print**.
- If you're viewing a linked file and no longer want to work with it, you can return to the main file by pressing **ctrl-L** or by pressing the **file** key for that workspace. You can also exit the linked file by pressing a different **file** key or by pressing **applets** to go to the SmartApplets menu.
- You can copy the text of a linked file and paste it into the main file or into another workspace. To do so, view the linked file by pressing **ctrl-L**, then press **shift-ctrl-⌘-C**. The linked file is copied to the clipboard. Then, press **ctrl-L** to return to the main file, or press one of the **file** keys for a different workspace, then press **ctrl-V** to paste the text.
- If you have Beamer SmartApplet, you can type the linked file tags and text you want to use for a linked file in AlphaWord Plus, then beam it over to another Neo. The receiving Neo accepts it as a linked file. Both devices must have Beamer installed on them.

## Tags for linked files

The tags that you use for linked files are similar to HTML tags. Most have a beginning tag enclosed in angle brackets (<tag>) and an end tag enclosed in angle brackets with a forward slash (</tag>). The following table lists the tags you can use in linked files.

Tag	Description
<FORM>	Begin a linked file
</FORM>	End a linked file
[ ] or [ ]	Insert a checkbox
<PRE>	Begin a preformatted section (use this when you want to precisely control line breaks)
</PRE>	End a preformatted section
<NOBR>	Begin no break text (use this to keep the text that follows on a single line, if possible)
</NOBR>	End of no break text
 	Insert a hard return

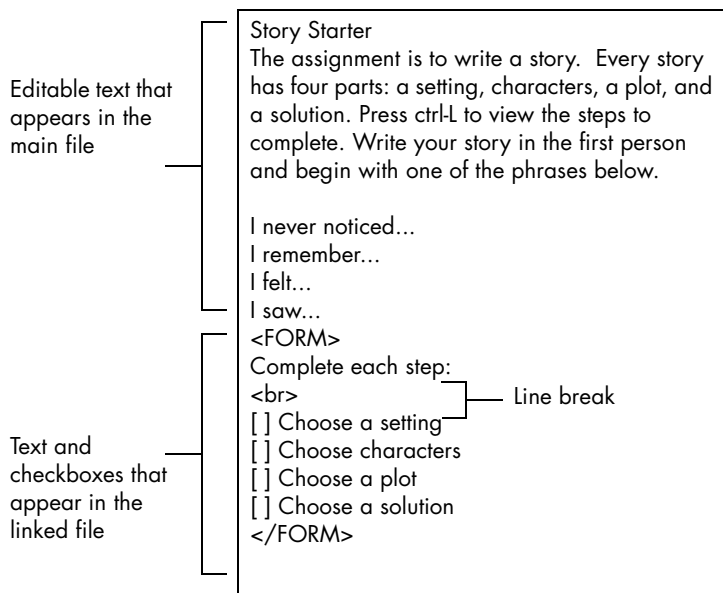
## Working with linked file controls

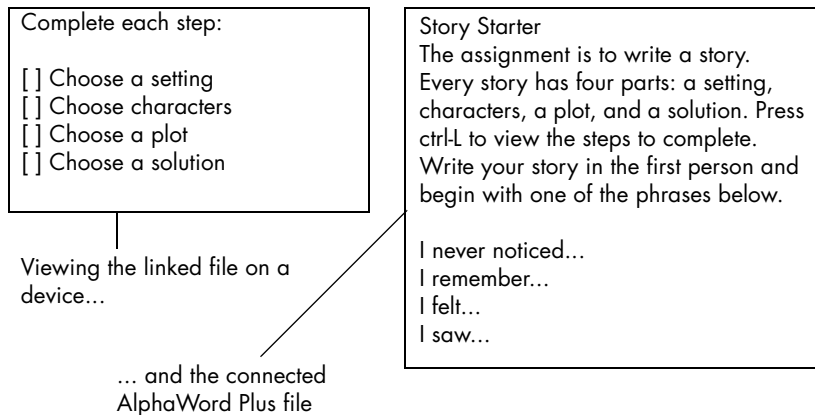
The controls in a linked file are very simple to use. When viewing a linked file, you can check checkboxes by pressing **spacebar** or **X**, and clear them by pressing **spacebar** or **backspace**. Move forward through checkboxes by pressing **tab**; move backward by pressing **shift-tab**. If a linked file is lengthy, you can use the arrow keys to scroll it.

## A sample linked file

Below is a sample of a more complex linked file, shown as you'd create it on your computer and how it appears on an AlphaSmart device.

An example of a linked file you might create on your computer





## **Maintaining your files**

There are no tricks to maintaining your files in Neo. The following sections explain some basic ideas about file maintenance.

### **File size**

You can change the minimum and maximum limits on file size using AlphaSmart Manager. See the chapter “Working with AlphaSmart Manager” on page 87 for additional information.

**Important:** The amount of space available for files is affected by the size of data files for other SmartApplets you might be using. For example, if you have a SmartApplet such as AlphaQuiz, which needs to reserve space for quizzes, the space remaining for AlphaWord Plus files will be reduced.

---

### Reaching capacity in a file

When an AlphaWord Plus file is full, a message appears:

```
File 1 is full.  
Switch to another file or send your  
data to the computer.  
          (Press any key to continue)
```

If you see this message, as instructed, you should open another file in AlphaWord Plus or send the text to your computer.

### Checking file size

You can check the size of a file you're working on to see how many pages you've written and how much space you have left in that particular file.

#### To check file size:

1. Press **⌘-I**. The File Status screen appears.

```
Status:                File 6   System  
Pages used              7.1      10.2  
Pages available         12.6     101.5  
          (Press any key to exit)
```

2. Press any key to exit.

The File Status screen also shows the pages used in all files and the pages available on the system.

**To check file size on files in the workspaces:**

1. Press **shift-⌘-I**. The Pages in Files screen appears.

Pages open in files							
F1	F2	F3	F4	F5	F6	F7	*F8
0.1	3.5	31.4	3.5	7.0	3.5	3.5	3.5
(Press any key to exit)							

The current workspace is marked with an asterisk

2. Press any key to exit.

**Clearing and deleting files**

The contents of each file remain on Neo until you explicitly remove them. You do so by either clearing files or deleting them:

- Generally, clearing a file removes the contents of unnamed text within a workspace or closes a named file. If necessary, you can recover the text in the unnamed file, provided you haven't entered new text yet. (See "Recovering data" on page 58.)
- In contrast, when you delete a file, the contents and its name (if it exists) are completely removed from the device, and you can't recover any of the data. If the file is associated with a linked file, the linked file is deleted as well.

The action to take—clear or delete—depends on the type of file (named or unnamed) and whether it has a linked file associated with it. The table shown here summarizes your choices:

File type	Clear File	Delete File
Unnamed text in a workspace	<ul style="list-style-type: none"><li>• Clears text (which you can still recover)</li><li>• Leaves you in the empty, active workspace</li></ul>	<ul style="list-style-type: none"><li>• Deletes text (no recovery)</li><li>• Leaves you in the empty, active workspace</li></ul>
Named text in a workspace	<ul style="list-style-type: none"><li>• Closes the file and swaps it out of the workspace</li><li>• Leaves you in the empty, active workspace</li></ul>	<ul style="list-style-type: none"><li>• Deletes the file and its name</li><li>• Leaves you in the empty, active workspace</li></ul>
Named text not in a workspace (use <b>ctrl-F</b> to view)	<ul style="list-style-type: none"><li>• Clears text (which you can still recover)</li><li>• Keeps file name, resulting in an empty named file</li></ul>	<ul style="list-style-type: none"><li>• Deletes the file and its name</li><li>• Returns you to the workspace you were using before (which might or might not contain text)</li></ul>
Unnamed text with a linked file in a workspace	<ul style="list-style-type: none"><li>• Clears the unnamed text (which you can still recover)</li><li>• Keeps linked file text intact and clears checkboxes</li><li>• Leaves you in the empty, active workspace (with linked file available)</li></ul>	<ul style="list-style-type: none"><li>• Deletes the unnamed text (no recovery) and the linked file</li><li>• Leaves you in the empty, active workspace</li></ul>
Named text and linked file in a workspace	<ul style="list-style-type: none"><li>• Closes file and gives you a choice to:<ul style="list-style-type: none"><li>— Create new text in the workspace without a linked file</li><li>— Create new text; keep linked file text intact and clear checkboxes</li></ul></li><li>• Leaves you in the active workspace</li></ul>	<ul style="list-style-type: none"><li>• Deletes the file, its name, and its linked file</li><li>• Leaves you in the empty, active workspace</li></ul>

---

File type (Continued)	Clear File (Continued)	Delete File (Continued)
Named text and linked file not in a workspace (use <b>ctrl-F</b> to view)	<ul style="list-style-type: none"><li>• Clears text in the main file (which you can still recover)</li><li>• Keeps file name</li><li>• Keeps linked file text intact and clears checkboxes</li></ul>	<ul style="list-style-type: none"><li>• Deletes the file, its name, and its linked file</li><li>• Returns you to the File Selector</li></ul>
Mixed group of files	<b>Clear All Files from Workspaces:</b> <ul style="list-style-type: none"><li>• See other cells in this table for descriptions of how the command deals with each file type</li><li>• Leaves you in the empty, active workspace</li></ul>	<b>Delete All Files:</b> <ul style="list-style-type: none"><li>• Deletes all text, named files, and linked files from the device</li><li>• All workspaces are empty</li><li>• Leaves you in the empty, active workspace</li></ul>

**To clear a file (remove its contents):**

1. When the file you want to clear is onscreen, press **clear file**. A prompt appears.
2. Press **Y** to clear the file; press **N** to return to the file.

**Tip!** You can also clear a file from the File Selector by scrolling to the file you want to clear and pressing **clear file**.

**Note:** You can clear files only when your Neo is *not* connected to your computer. If your device is connected to your computer, pressing **clear file** has no effect.

**Clearing all files from the workspaces**

You can clear all files in the workspaces simultaneously, which can be useful if multiple users have entered information on Neo. You can clear files only from the workspaces (they can be either named or unnamed files); if you have named files that *aren't* in workspaces, their contents are not affected.



**To clear all workspace files at once:**

1. Press **shift-ctrl-option-⌘-clear file**.
2. Press **Y** to clear all the files; press **N** to return to the last active file.
3. If you have named files with linked files in the workspaces, for each file, AlphaWord Plus asks whether you want to keep the linked file associated with it.

**Note:** If necessary, you can restore these files (one at a time) using the data recovery feature as long as you haven't typed new text into the files.

**Deleting files**

Deleting a file removes all traces of it: its contents, its name (if it's a named file), and its linked file (if one exists). You can delete a single file, or you can delete all files on the device, including named files. You can't recover data from a file that's been deleted.

**To delete a file:**

1. When the file you want to delete is onscreen, press **option-⌘-clear file**.
2. Press **Y** to delete the file permanently; press **N** to return to the file.

**Tip!** You can also delete a file from the File Selector by scrolling to the file you want to delete and pressing **ctrl-clear file**.

**To delete a file from a list of files:**

1. From within any workspace, press **ctrl-D**. A list of files appears.
2. Scroll to select the file you want to delete.
3. Press **enter**.
4. Press **Y** to delete the file permanently; press **N** to cancel. Neo returns you to the active workspace.

**To delete all files:**

1. From any workspace, press **ctrl-option-⌘-clear file**.
2. Press **Y** to permanently delete all the files (including named files not in workspaces); press **N** to return to the workspace without deleting files.

**Recovering data**

As long as you haven't deleted a file or entered new text in a file, you may be able to recover text you've cleared.

**To recover a file:**

1. Make sure you're in the workspace of the file you want to recover. The screen appears blank.
2. Press **option-⌘-R**.

The file should reappear onscreen. If it doesn't, you can try an emergency recovery, which may place "garbage" characters in your file that you later have to remove.

**To perform an emergency recovery of the entire file:**

1. Make sure you're in the workspace of the file you want to recover. The screen appears blank.
2. Press **shift-ctrl-option-⌘-R**. Your file should reappear, possibly along with a quantity of garbage characters.
3. Scroll to the location where the garbage characters begin and press **shift-end** to select from the cursor to the end of the file, then press **delete**.

# Beyond Basics

---

This chapter takes you beyond the simple mechanics of using your Neo as a text editor. It explains *SmartApplets*—what they are and how they can extend the usefulness of your Neo. It also explains some other tools and commands you might find helpful. Specifically, it describes

- AlphaWord Plus
- Calculator
- Control Panel customization settings
- Password protection
- Other useful tools and settings

## What is a SmartApplet?

A SmartApplet is a software application you can install on your Neo. Neo comes preconfigured with three SmartApplets: AlphaWord Plus, Calculator, and Control Panel.

Additional SmartApplets are available from AlphaSmart and other developers. Other available SmartApplets let you learn to type, take quizzes, create outlines and more. After you purchase one of these add-on SmartApplets, you install them on your computer, then use AlphaSmart Manager to transfer them onto your Neo.

**Note:** SmartApplets can't be installed on older AlphaSmart models: the original AlphaSmart, AlphaSmart Pro, or AlphaSmart 2000.

## The SmartApplets menu

Pressing **applets** takes you to the SmartApplets menu. This is a good way to see which SmartApplets have been installed on your Neo.

```
Select a SmartApplet and press enter:  
- AlphaWord Plus  
- Calculator  
- Control Panel
```

From the SmartApplets menu, you can quickly set a startup SmartApplet or disable a SmartApplet. Startup SmartApplets are described on page 108, and disabled SmartApplets are described on page 110.

### To set a startup SmartApplet from the SmartApplets menu:

1. Press **applets** and scroll to select the SmartApplet you want to start when you turn on your Neo.
2. Press **ctrl-applets**. An asterisk designating the startup SmartApplet appears in the menu.

```
Select a SmartApplet and press enter:  
-*AlphaWord Plus  
- Calculator  
- Control Panel
```

Repeat the steps to turn the setting off.

### To disable a SmartApplet from the SmartApplets menu:

1. Press **applets** and scroll to select the SmartApplet you want to disable.
2. Press **ctrl-⌘-L**.

3. Enter the master password (page 116) and press **enter**. A special brackets character designating a disabled SmartApplet appears in the menu.

Repeats steps 1 through 3 to enable the SmartApplet.

## AlphaWord Plus

AlphaWord Plus is at the heart of Neo. It's the integrated word processor that is already installed on your Neo. Its features are described throughout this manual. See the chapter "All About AlphaWord Plus" on page 21 for more information.

## Calculator

Calculator is a basic six-function calculator that is already installed on your Neo. Calculator can perform essential mathematical functions including addition, subtraction, multiplication, division, exponentiation, and scientific notation.

### To use Calculator:

1. Turn on your Neo and press **applets**.

Select a SmartApplet and press enter:

- AlphaWord Plus
- Calculator
- Control Panel

2. Use the arrow key to select Calculator, then press **enter**.

**Note:** The first time you use Calculator, a help screen appears. Press **esc** to exit from it; press **⌘-H** to view it again.

3. Type the formula you want to calculate. Consult the table for examples on entering formulas.

Use these operands	To perform these tasks
+	Add Example: $89 + 91$ Example: $15 + 16 + 17$
-	Subtract Example: $9 - 2$ Example: $100 - 50 - 25$
* or x	Multiply Example: $2 * 5$ Example: $45 \times 2 \times 8$
/	Divide Example: $18 / 2$ Example: $100 / 2 / 10$
^	Exponentiate (raise the first number to the power of the second) Example: $3 ^ 2$ Example: $2 ^ 2 ^ 2$
e	Calculate scientific notation Example: $10e6$ Example: $1.2e15$
( )	Construct more complex formulas Example: $(15 * 2) + 10 / 4$ Example: $(25 * 3) - (45 / 5)$

4. Press **=** or **enter** to calculate the result.

```

valid keys:
+ -* / ^ ( . ) e
(15*2)+10/4 =      32.5
esc to exit

```

5. Press **esc** when you're through.

**Tip!** While in Calculator, if you begin the next formula with an operand, Calculator uses the result from your previous calculation as the first number in the next formula. (This doesn't apply to the **e** operand.)

The next time you use Calculator, your previous calculations appear. Press **clear file** to remove them.

## Calculator's paper tape

Calculator has a paper tape feature that records a series of calculations like a paper-based adding machine. (Calculator can record up to fourteen lines of calculations.) As you perform calculations, the numbers scroll toward the top of the screen. You can copy the series to the clipboard, then paste them into a SmartApplet such as AlphaWord Plus.

### To use Calculator's paper tape:

1. Press **applets** and choose Calculator.
2. Enter a series of calculations.
3. Press **shift-⌘-C**.
4. Press **applets** and choose the SmartApplet into which you want to paste the series.

5. Place the cursor in the SmartApplet where you want to paste the calculations.
6. Press **ctrl-V**.

You can also copy just the result in Calculator by pressing **ctrl-C** and pasting it elsewhere, as described in steps 4–6 above. Conversely, you can type a formula in AlphaWord Plus, copy it, then paste it into Calculator to obtain the result.

### Turning off Calculator

There might be times when you want to turn off Calculator. To do this, you'll need to enter a master password. For information on master passwords, see “Neo password protection” on page 77.

#### To turn off Calculator from AlphaWord Plus:

1. Press **ctrl-⌘-C**.
2. Type the master password and press **enter**.

#### To turn off Calculator from the SmartApplets menu:

- Press **ctrl-⌘-L**

Turning Calculator off and on is like a toggle. Follow the same steps to turn it on again. You can also turn off Calculator by disabling it in AlphaSmart Manager (page 110) or from Control Panel.

## Control Panel

Control Panel is a SmartApplet that lets you define settings for your Neo. You can also define many of these settings using keyboard shortcuts or through AlphaSmart Manager. (For more information about AlphaSmart Manager, see “Working with AlphaSmart Manager” on page 87).

**Note:** Control Panel and the keyboard shortcuts are available only when your Neo is not connected to a computer.



You can access Control Panel at any time by pressing **applets**. The settings you can define in Control Panel are shown in the following table. Settings that aren't described elsewhere in this manual are described in their own sections following this table.

Control Panel settings	Description
Spell Check settings (page 67)	Turn Spell Check on and off Turn add words to user dictionary on and off Delete user dictionary Add a new word to the user dictionary
AlphaWord settings (page 68) (page 78) (page 79) (page 80)	Turn Show Marks on and off Turn file passwords on and off Change a specific file password Reset all file passwords
Change default SmartApplet font (page 28)	Sets the font size for SmartApplets on the device
Turn Calculator on/off (page 64)	Turns Calculator on and off
Two-button On (page 68)	Sets whether two buttons are required to turn on device
Set Screen Contrast (page 69)	Sets your screen lighter or darker
Keyboard command reference list (page 137)	Lists keyboard commands for a variety of actions
View keyboard layout (page 69)	Displays a representation of the current keyboard layout

Control Panel settings (Continued)	Description (Continued)
Display battery status (page 134)	Shows how much battery power is left on the device
Change keyboard settings (page 72)	Changes keyboard layout (QWERTY, Dvorak, Right, or Left)
(page 75)	Changes Slow Keys setting
(page 76)	Turns Sticky Keys on and off

### To set options using Control Panel:

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.

```
Select a Control Panel option:
- SpellCheck Settings...
- AlphaWord settings...
+ Change default SmartApplet font...
```

2. Scroll to select the option you want to set and press **enter**.
3. If requested, enter the master password (page 77). (Some settings, such as turning Calculator or Spell Check on and off, require that you enter the master password first.)
4. Step through the onscreen instructions until you're satisfied with the setting.
5. Press **esc** to return to the previous screen. You might need to press **esc** several times to return to Control Panel or the SmartApplets menu.

## Spell Check settings

To change Spell Check settings in Control Panel, you need to enter the master password. The Spell Check settings you can manage from Control Panel are

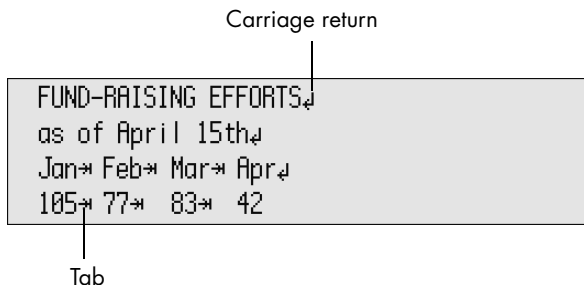
- **Turn Spell Check off and on.** This setting is a toggle; you select it and press **enter** to turn it off and repeat those steps to turn it back on.
- **Turn add words to user dictionary off and on.** This setting is a toggle; you select it and press **enter** to turn it off and repeat those steps to turn it back on.
- **Delete user dictionary.** This setting deletes the user dictionary. Use caution when selecting this setting; you can't recover a user dictionary that's been deleted. (You can, however, send a new user dictionary to devices by using AlphaSmart Manager. See "Sending a user dictionary to Neo" on page 118 for details.)
- **Add new word to user dictionary.** This setting lets you add words to the user dictionary, one word at a time. If you have a big list of words you want to add, it's more efficient to create a text file of words and send it to your Neo using AlphaSmart Manager.

## AlphaWord settings

You can control certain AlphaWord settings through Control Panel: Show Marks and file passwords. Show Marks is described in the following section; file passwords are described on page 78.

## Show Marks

Show Marks is a setting that shows right arrows when you use tabs and return arrows when you use carriage returns.



The right arrows and return arrows don't transfer to your computer, but the tabs and returns do.

The Show Marks setting in Control Panel is a toggle; you select it and press **enter** to turn it on and repeat those steps to turn it back off. You can also set Show Marks from within AlphaWord Plus.

### To enable or disable Show Marks within AlphaWord Plus:

1. Press **option-⌘-K**.
2. Press **3**, then press **esc** to exit the screen and return to your file.

## Two-button On setting

The Two-button On setting lets you control whether you turn your Neo on with one key press or two. Neo's default behavior is to turn on when you press **on/off**. But if you frequently transport your Neo in a backpack or briefcase, you might want to change this behavior so that you don't inadvertently turn the device on in transport and drain power from it.

When you enable this option, you must press and hold down **enter**, then press **on/off** to turn your Neo on.

## Set Screen Contrast setting

The Set Screen Contrast setting lets you control how light and dark both the screen background and onscreen characters appear. This lets you optimize the screen for the lighting conditions in your environment.

When you select this setting, you use the arrow keys to change the contrast. A higher number darkens the background; a lower number lightens both the background and text. The setting ranges from 1 to 16.

## View Keyboard Layout settings

An option in Control Panel lets you view different keyboard layouts onscreen. This can be useful if you've switched to a different layout from what you're used to and you're not quite sure of the new locations of keys.

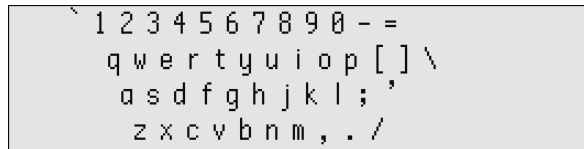
You can also use this option to view a second screen on how to enter these commonly used special characters:

£ ¥ ® « ¶ μ ¢ ¡ ™ ~ ^ f ß Ω  
π Σ ÷ · `` § ´ ∞ © Ø æ å ç

**Note:** ISO (European) keyboard layouts vary slightly from the following illustrations, which depict ANSI (US) keyboards.

**To view a keyboard layout onscreen:**

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.
2. Scroll to select View keyboard layout and press **enter**. The layout appears onscreen.



3. Press **shift** to view the layout when you type with the **shift** key.

**To view commonly used special characters for a keyboard layout:**

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.
2. Scroll to select View keyboard layout and press **enter**. The layout appears onscreen.
3. Press and hold **option**. A new screen appears showing special characters.



4. Note the location, relative to the keyboard, of the character you want to type.
5. While keeping **option** held down, press **shift** to view additional special characters available when you type with both the **option** and **shift** keys, and again, note their location.

6. Press **esc** to return to the previous screen. You might need to do this several times to return to the Control Panel or SmartApplets menu.
7. Switch to the SmartApplet (such as AlphaWord Plus) and file where you want to enter the special character.
8. Press and hold **option** (or **option-shift**) while pressing the key you noted in step 4 or 5.

**Tip!** You can view a list of international characters starting on page 142 or by pressing **ctrl-H** in AlphaWord Plus.

## Battery status setting

You can quickly check the battery status of your Neo from Control Panel. When you select Display Battery Status, Control Panel displays a percentage of power remaining on the device.

## Change keyboard settings

The following table summarizes the various keyboard settings you can configure to customize your Neo. Each option is explained in its own section following the table. You can configure these settings through Control Panel (except for Auto Repeat), through AlphaSmart Manager, or with keyboard commands.

Option	Does this
Keyboard layouts	Sets alternate keyboard layouts
Slow Keys	Sets a time delay for holding down a key before the character appears onscreen
Sticky Keys	Sets whether you must hold keys down for keyboard commands or whether you can press them sequentially
Auto Repeat	Sets whether keys repeat when held down

### Keyboard layouts

Neo gives you a choice of four different keyboard layouts to provide for special needs or preferences:

- QWERTY, the standard default layout of most keyboards and typewriters
- Dvorak, a scientifically-designed keyboard layout that requires much less finger reaching and stretching for the most commonly used keys, and results in faster and easier typing
- Right hand only, a layout that lets people with special needs type faster
- Left hand only, a layout that lets people with special needs type faster

**Note:** The illustrations shown in the following task depict layouts on ANSI (US) keyboards. ISO (European) keyboard layouts vary slightly. Use the View Keyboard Layout option in Control Panel (page 69) if you have an ISO keyboard and want to check key locations for the different specialized layouts.

### To change the keyboard layout:

1. Do one of the following:
  - From Control Panel, select Change Keyboard Settings, then select Change Keyboard layout.
  - From within a SmartApplet, press **option-⌘-L**.



2. Select a keyboard layout from the following choices:
  - Press **1** to select the QWERTY layout.



The standard QWERTY keyboard layout

- Press **2** to select the Dvorak layout.



The Dvorak keyboard layout

- Press **3** to select the right hand only layout.



The right one-handed keyboard layout

- Press **4** to select the left hand only layout.



The left one-handed keyboard layout

When you turn on your Neo, it displays a message about the current layout setting if you've chosen a keyboard layout other than the default QWERTY layout.

**Note:** When you switch keyboard layouts, all dialog boxes and keyboard commands conform to the new layout. The command keys (**ctrl**, **option**, **⌘**, for example) remain in the same location, but letter keys are derived from the new layout. For instance, to

access the Speed menu, you still press **option-⌘-S**, but the S key is in a different location.

---

**Important:** When you send text to your computer from your Neo using a USB cable and **send**, the computer *must* use a QWERTY layout.

---

## Slow Keys

Slow Keys is a setting that lets a user set a delay time between pressing a key and having that character appear onscreen. This setting is useful for someone with unsteady hands or difficulty in targeting specific keys.

For example, if you set the Slow Keys option to one second, you would have to press and hold down a character key for one entire second before that character would appear. One second is probably too long a delay for many users, but some fraction of a second might help alleviate inadvertent typing for certain users.

### To set a Slow Keys delay:

1. Do one of the following:
  - From Control Panel, select Change Keyboard settings, then select Change Slow Keys setting.
  - From within a SmartApplet, press **ctrl-option-⌘-K**.
2. Press the ↑ or ↓ repeatedly until you reach the time delay you want.
3. Press **enter** to accept the change or press **esc** to exit the screen.

If the Slow Keys delay is greater than one second, the Auto Repeat delay (normally about one second) increases to match it. For example, if the Slow Keys delay is set to 1.5 seconds, the Auto Repeat delay (page 76) resets to 1.5 seconds as well. This means that after pressing and holding a key down, 1.5 seconds pass before the

character appears, and after an additional 1.5 seconds, the character begins to repeat.

### **Sticky Keys**

On most computers, you have to hold down and press several keys simultaneously to activate some commands. (Some examples are pressing **shift** and a letter key to produce a capital letter, or **ctrl-A** to select all text.) This is true of Neo too. Neo has a sticky keys setting that lets you turn this behavior off while typing. This is useful for people just learning to type or who have difficulty holding down several keys at once.

For example, when you turn on Sticky Keys, you can type combinations of keystrokes one at a time without holding each key down. So you could, for instance, press **option**, then **⌘**, then **S** individually to get to the Send Speed menu, rather than pressing all three keys as a group.

Sticky Keys affects these four keys: **shift**, **option**, **⌘**, and **ctrl**. When Sticky Keys is on, pressing one of these keys effectively keeps that key pressed down for the next normal key press.

The Sticky Keys setting in Control Panel is a toggle; you select it and press **enter** to turn it on and repeat those steps to turn it back off. You can also set Sticky Keys from within AlphaWord Plus.

#### **To turn Sticky Keys on or off from within a SmartApplet:**

1. Press **option-⌘-K**.
2. Press **2**, then press **esc** to exit the screen and return to your work.

### **Auto Repeat**

Auto Repeat lets you set whether keys repeat when held down. Usually if you press and hold a character key for an extended period of time, the letter continually repeats itself across the screen.

You can change this behavior so that keys won't repeat. This is helpful for beginning typists or for users who have difficulty typing. For example, if you're administering an activity to a group of users whose typing skills are at a beginning level, you can turn off Auto Repeat so they aren't penalized for holding down a key longer than normal.

When Auto Repeat is on (the default setting), a character repeats when a key is held down; when it's off, only one character appears per keystroke.

## **Neo password protection**

There are three types of passwords you can set for Neo.

- **Send list password:** This password is specific to AlphaSmart Manager. It lets you set a password so that no one can send anything—files, SmartApplets, settings—from AlphaSmart Manager to any connected Neo(s) without first typing the send list password. See “Send list password” on page 115.
- **Master password:** This password controls various settings such as turning Calculator or Spell check on or off (as well as some other settings). Additionally, on Neo, it permits you to create individual file passwords. You can obtain a master password from AlphaSmart Technical Support, but it's easier—and more secure—to specify your own using AlphaSmart Manager (see page 116 for more information about using AlphaSmart Manager to control password protection).
- **File passwords:** You can set individual passwords for each AlphaWord Plus file. You can set these passwords on Neo, or set a global password for all the files in AlphaSmart Manager. Individual passwords are useful when multiple users share one Neo, or when the contents of your files are confidential.

**Note:** Neo's password system is meant to protect against accidental or mischievous data loss, and to provide a minimum level of data privacy. It cannot prevent concerted, malicious efforts at data destruction.

## Enabling password protection

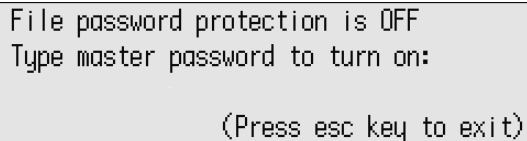
When you first receive your Neo, you cannot set individual file passwords without first enabling (permitting) password protection, for which you need a master password. It's recommended that you set your own master password in AlphaSmart Manager (see "Master password" on page 116) for greater security.

Enabling password protection is more easily accomplished in AlphaSmart Manager, but if you know your master password, you can also enable it on the device with a keyboard command or with Control Panel.

### To enable password protection:

1. Be sure you know your master password (see page 116).
2. Turn on Neo and make sure it is not connected to a computer.
3. Do one of the following:
  - From Control Panel, select AlphaWord settings, then select Turn File Passwords On/Off.
  - From AlphaWord Plus, press **ctrl-option-⌘-p**.

The following message appears.



```
File password protection is OFF
Type master password to turn on:

(Press esc key to exit)
```

4. Type the master password and press **enter**.

Repeat these steps to disable password protection.

### **Setting an individual password**

Each AlphaWord Plus file can have its own unique password, but the first time you enable password protection, the individual file passwords are all set by default to the word *write*. You will need to enter (or have your group of users enter) this word as the current password before you can change it to something more meaningful.

Passwords can be up to six characters long. They aren't case-sensitive and can contain alphanumeric characters and symbols but not spaces.

**Note:** A global file password can also be set in AlphaSmart Manager.

You can change a file password from Control Panel or from within AlphaWord Plus.

**Note:** Individual file passwords can be overridden by typing the master password.

#### **To change a file password from Control Panel:**

1. From Control Panel, select AlphaWord settings, then select Change a specific file password.
2. Scroll to select the file whose password you want to change.
3. Type the current password, the new password, then the new password again (you can press the tab key to go from one field to the next) and press **enter** when you're done. A message appears telling you the password was changed.
4. Press any key to return to AlphaWord settings.

**To change a file password from within AlphaWord Plus:**

1. Open the file where you want to change a file password.
2. Press **option-⌘-P** to show the Change Password screen.



```
Change password for File 5
Current password:
New password:
Confirm new password:
```

3. Type the current file password, your new password, and your new password again to confirm it.
4. Press **enter**. You'll see a message that the password has been changed, then you're returned to your file.

When password protection is enabled, any time you switch between files, you're prompted for that file's password before being allowed to edit that file.

**Password reset**

There may be times when you (or a group of users) can't remember individual file passwords. You can reset all the file passwords globally to the factory default word *write*. You can reset passwords from Control Panel or from within AlphaWord Plus.

**To reset all file passwords from Control Panel:**

1. From Control Panel, select AlphaWord Plus settings, then select Reset all file passwords.
2. Type the master password and press **enter**.

**To reset all file passwords from within AlphaWord Plus:**

- Press **shift-ctrl-option-⌘-P** and enter the master password.

You can also reset all file passwords using AlphaSmart Manager.



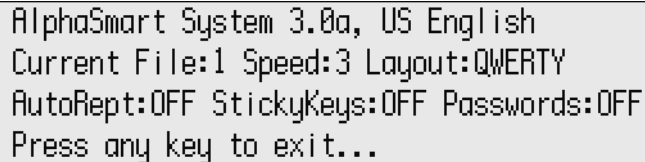
## System status

For a quick view of the current settings on your Neo, you can check system status. The settings that appear are

- System version
- Language
- Current file you're in
- Cable speed (for text transfers to your computer)
- Keyboard layout
- Auto Repeat setting
- Sticky Keys setting
- Passwords setting

### To check system status:

1. Press **option-⌘-V**.



```
AlphaSmart System 3.0a, US English  
Current File:1 Speed:3 Layout:QWERTY  
AutoRept:OFF StickyKeys:OFF Passwords:OFF  
Press any key to exit...
```

**Note:** The system status screen for a Neo with an ISO (European) keyboard differs slightly from the one shown here.

2. Press any key to exit the screen and return to your file.

## Typing Timer

The Typing Timer is a tool you can use to evaluate typing proficiency. It lets you perform any keyboarding exercise and, when stopped, displays the elapsed time and words per minute (WPM) typed.

You can't delete characters while using the Typing Timer. This is so you can evaluate keyboard mistakes. Pressing **backspace** while using the Typing Timer has no effect. (Note that the final WPM result doesn't subtract for errors made while typing.) You can edit the text you type after turning off the Typing Timer.

### To start the Typing Timer:

1. Do one of the following:
  - In an existing file, place the cursor where you want to start the Typing Timer.
  - Switch to an empty file by pressing one of the **file** keys.
  - Clear the current file by pressing **clear file**.
2. Press **⌘-find**. The following message appears.

```
Typing Timer.  
Begin typing to start timer.  
Press caps lock to stop timing.  
Esc to exit.
```

3. Start typing. The elapsed time appears as you type.
4. Press **caps lock** to stop. The elapsed time and words per minute appear.

```
TYPING TIMER RESULTS  
Elapsed time is 01:30  
Words per minute is 57  
Enter to go again. Esc to exit.
```

5. To start the timer again, press **enter**.
6. To exit the timer, press **esc**.

## **Tips for working with your applications**

Much of this guide describes sending your text to a word processing application on your computer, but you can send text to any application that accepts text:

- Multimedia text fields
- Text tools in a page layout or graphics application
- Email applications
- Spreadsheets

Wherever you would normally type text in your application, you can easily send text from Neo by placing your cursor at the appropriate location in your application and pressing **send**.

### **Sending text to a spreadsheet**

Spreadsheets keep track of information in columns and rows. On Neo, you might set up some of your data in AlphaWord Plus using tabs and returns to eventually transfer into a spreadsheet application on your computer.

You can transfer text directly into a spreadsheet without formatting problems if you beam it. However, for some spreadsheet applications, transferring the text (if it contains tabs and carriage returns) using a USB cable doesn't produce the desired results. If your text doesn't appear in columns as you'd expect, try sending the text to a word processing application first. Then select the text in the word processing application, copy it, and paste it into your spreadsheet file. The paste operation usually produces more desirable results.

**Tip!** In general, if you're having formatting problems with text you've sent from your Neo, try sending it first to a word

processing application, then pasting into the application where you experienced the formatting problems.

## Changing the transfer speed

Neo can send text faster than some older computers can accept it. If you notice missing characters or jumbled text, then you need to slow down the transfer speed. Even on newer, faster computers, some applications are slow to accept text and you must slow down your Neo to transfer text into these applications. You can change the transfer speed for both USB cable and IR transfers.

### To change the transfer speed for a USB cable connection:

1. Make sure your Neo is not attached to your computer. (You can change the transfer speed only when the Neo is not attached.)
2. Press **option-⌘-S** and type the number that corresponds to one of the following options:
  - **Very Slow (1).** This is the slowest speed setting and is compatible with all machines and applications. It is recommended especially when you use graphics intensive applications.
  - **Slow (2).** This setting is compatible with all machines and most applications.
  - **Fast (3).** This the default speed and usually works well with most Macintoshes and PCs.
  - **Fastest (4).** This setting provides the quickest transfers. However, some word processing applications may experience a loss of data when files are transferred using this mode, so you might want to experiment to see which speed works best for you.

**To change the transfer speed for beaming:**

- ▶ Press **ctrl-option-⌘-S** and type the number that corresponds to one of the following options:
  - **Fastest speed (1).** This setting provides the quickest IR transfers. However, some applications may experience a loss of data when files are transferred using this mode, so you might want to experiment to see which speed works best for you.
  - **Compatibility speed (2).** This setting is compatible with all machines and most applications.



# Working with AlphaSmart Manager

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This chapter describes AlphaSmart Manager, the software component of your Neo package. Specifically, it explains

- Basic AlphaSmart Manager ideas
- Starting AlphaSmart Manager and checking connection status
- Viewing, printing, and saving files from your Neo
- Sending AlphaWord Plus files from your computer to your Neo
- Installing and removing SmartApplets
- Configuring settings globally
- Creating send lists to use over and over again

AlphaSmart Manager displays its full capabilities when used to manage and maintain a group of Neos connected to an AlphaHub. This chapter focuses on fundamental concepts about AlphaSmart Manager. For complete information about AlphaSmart Manager, including information about using it in a group setting, consult the *AlphaSmart Manager 2 User's Guide*.

## AlphaSmart Manager basics

AlphaSmart Manager is an application you use on your computer to help you manage files, settings, and SmartApplets on your Neo. It streamlines many of the tasks you perform manually on your Neo and lets you easily transfer files back and forth between your computer and your Neo.

You can always send a file from your Neo to your computer with a single click of the **send** key, but AlphaSmart Manager lets you transfer up to eight files at the same time, which is a great timesaver for saving and printing. You can transfer files the other way too: from your computer to your Neo.

**Note:** AlphaSmart Manager works with files in Neo's eight workspaces. To send a file from your Neo to AlphaSmart Manager, the file must occupy a workspace. By the same token, to transfer a file from AlphaSmart Manager to your Neo, you must transfer it to a workspace.

AlphaSmart Manager also acts as a central control spot, letting you choose and set passwords, configure settings as a group, and create send lists that you can save and reuse.

### Sending and saving

An important concept to learn is that any task you do or change you make in AlphaSmart Manager appears in the *send list*. The send list collects the changes—whether they're to file contents, settings, or SmartApplets—and holds them until you send them to your Neo. This lets you review the changes before actually sending them to connected Neos



A send list  
in AlphaSmart  
Manager



**Note:** In previous versions of AlphaSmart Manager, send lists were called configuration files.

If you find yourself performing the same activities over and over again in AlphaSmart Manager, you can save these activities in a send list and use it whenever you need to.

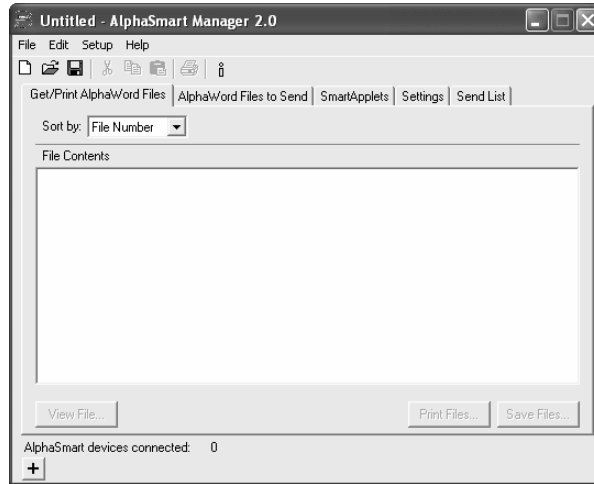
For more information about sending and saving, especially to a group of Neos connected to an AlphaHub, see the *AlphaSmart Manager 2 User's Guide*.

## **Starting AlphaSmart Manager**

Most likely you installed AlphaSmart Manager on your computer when you received your Neo. If not, install it now by following the instructions in “Installing AlphaSmart Manager” on page 14.

### To start AlphaSmart Manager:

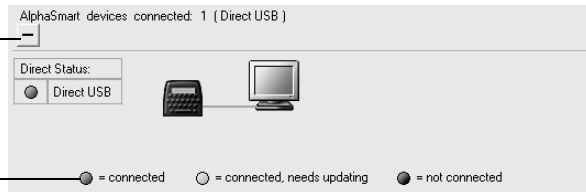
1. Double-click the AlphaSmart Manager icon on the desktop. AlphaSmart Manager appears onscreen.



2. Turn on your Neo, press **applets**, and connect it to your computer, as described on page 9.
3. In AlphaSmart Manager, click the plus sign (PC) or triangle (Macintosh) at the bottom of the screen to view connection status. You might need to wait a few moments before the connection status light appears.

Click to expand or contract the Connection Status area.

Color indicates connection status



- **Green light:** your Neo is properly connected
- **Yellow light:** your Neo is connected, but the system files need to be updated
- **Black light:** your Neo is not connected or improperly connected (refer to “Troubleshooting” on page 123)

When you’re properly connected, you can transfer information between your Neo and your computer.

The remainder of instructions in this chapter assume that you’ve properly connected your Neo to your computer and are running AlphaSmart Manager.

## **Viewing, printing, and saving files from your Neo**

An earlier chapter in this manual describes how to send files from your Neo to an open application on your computer (“Sending text to a computer” on page 10). You can use AlphaSmart Manager to do the same thing: retrieve files from the workspaces on your Neo.

Additionally, with AlphaSmart Manager, you can use your computer to view the workspace files on the device, print them, or save them as separate text files.

If you retrieve a workspace file that has a linked file associated with it, you retrieve the linked file text as well. In this case, when you view, print, or save the file, the linked file text is appended to the end of the main file. Linked files are discussed in “Using linked files” on page 45.

AlphaSmart Manager retrieves files from workspaces only. AlphaWord Plus can name and store files that don’t occupy a workspace.

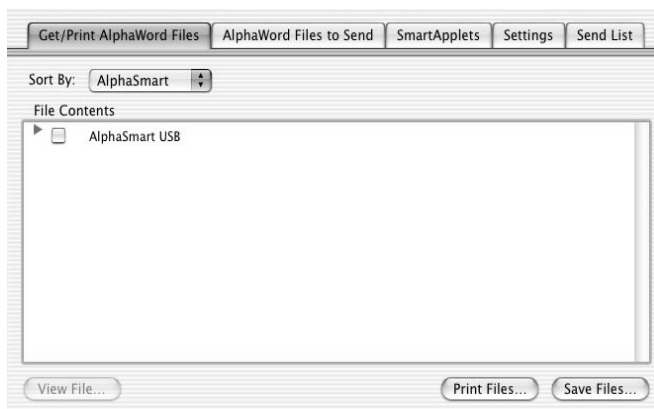
Consequently, you need to make sure you swap the files you want to view, print, or save into the workspaces.

## Viewing files

You can view the contents of an AlphaWord workspace file from within AlphaSmart Manager. You can view only one workspace file at a time.

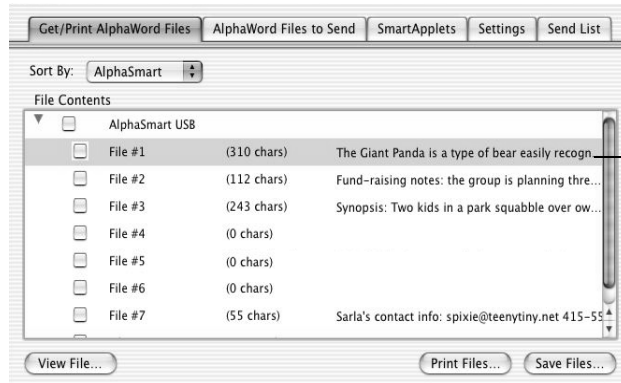
### To view an AlphaWord file:

1. In AlphaSmart Manager, click the Get/Print AlphaWord Files tab and view the device (called AlphaSmart USB) in the File Contents list.



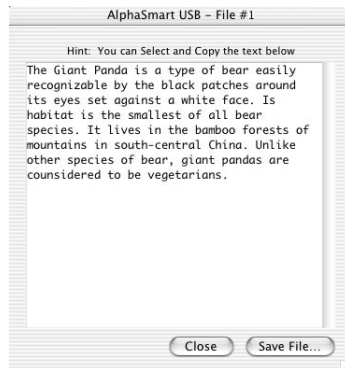
2. In the File Contents area, click the plus sign (PC) or triangle (Macintosh) of the device. A message appears briefly, saying that AlphaSmart Manager is retrieving the file(s).

3. Click the displayed file text to select the file contents you want to view.



Click to  
select the  
file you  
want to  
view

4. Click View File. The file appears in its own window.



5. You can save the file from here, or click Close to close the window and return to AlphaSmart Manager.

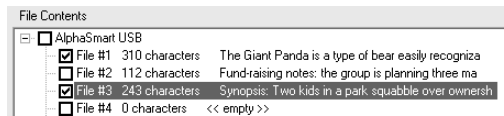
## Printing files from AlphaSmart Manager

You can use AlphaSmart Manager to print workspace files that are on your Neo. Steps for printing vary slightly between PC and Macintosh computers.

### To print files from AlphaSmart Manager on a PC:

1. In AlphaSmart Manager, click the Get/Print AlphaWord Files tab.

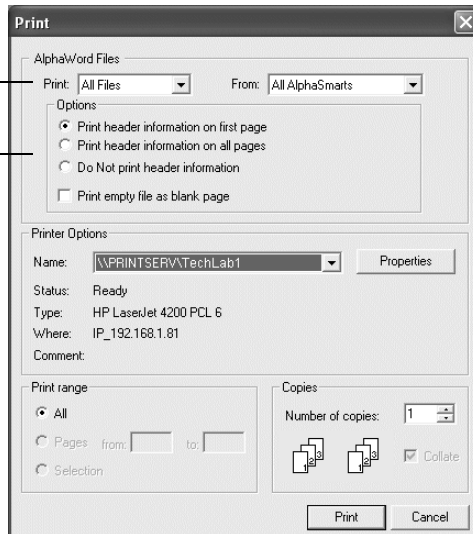
**Tip!** If you know exactly which files you want to print, check those files in the File Contents list.



2. Click Print Files. A print dialog box appears.

The files to  
print

Print options



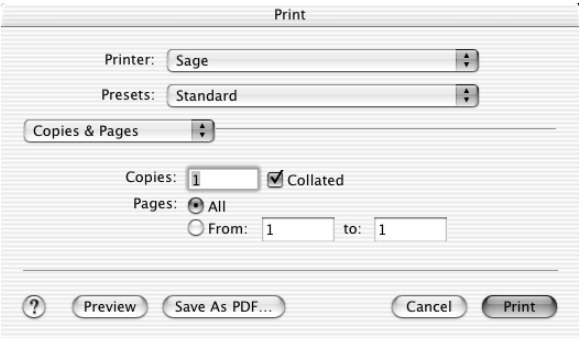
3. Indicate the files you want to print:
  - **All Files.** Prints all workspace files on your Neo.
  - **Checked Items.** Prints only the files you checked.
  - **File #.** Prints only that numbered file.
4. Select the print options you want:
  - **Print header information on first page.** Prints header information (AlphaSmart USB and the file number) on the first page only.
  - **Print header information on all pages.** Prints header information (AlphaSmart USB, the file number, and the page number) on all pages.
  - **Do not print header information.** Omits header information from all pages.
  - **Print empty file as blank page.** Prints empty files as blank pages, which provides a useful visual clue if you're printing many files from many devices.
5. Click Print.

**To print files from AlphaSmart Manager on a Macintosh:**

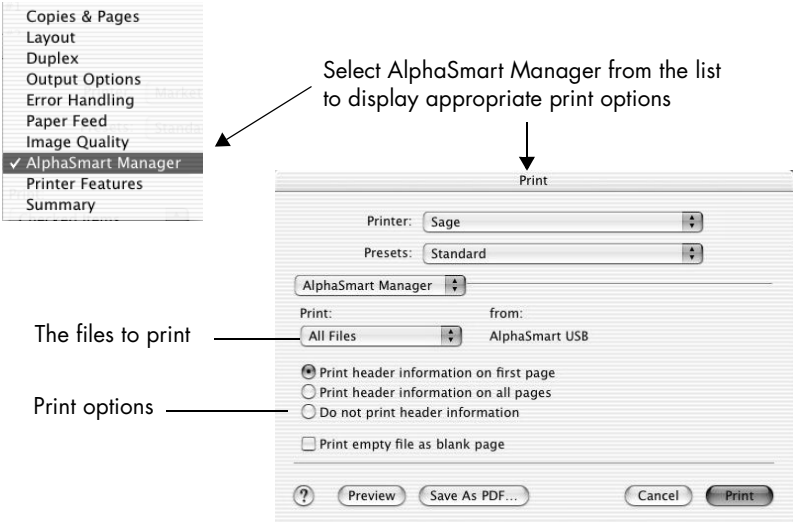
1. In AlphaSmart Manager, click the Get/Print AlphaWord Files tab.

**Tip!** If you know exactly which files you want to print, check those files in the File Contents list.

2. Click Print Files. A print dialog box appears.



3. Click the Copies & Pages list and select AlphaSmart Manager. The dialog box displays print options specifically for AlphaSmart Manager.





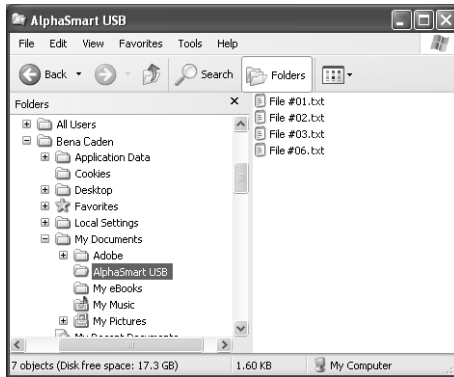
4. Indicate the files you want to print:
  - **All Files.** Prints all workspace files on your Neo.
  - **Checked Items.** Prints only the files you checked.
  - **File #.** Prints only that numbered file.
5. Select the print options you want:
  - **Print header information on first page.** Prints header information (AlphaSmart USB and the file number) on the first page only.
  - **Print header information on all pages.** Prints header information (AlphaSmart USB, the file number, and the page number) on all pages.
  - **Do not print header information.** Omits header information from all pages.
  - **Print empty file as blank page.** Prints empty files as blank pages, which provides a useful visual clue if you're printing many files from many devices.
6. Click Print.

### **Printing linked files**

When you print an AlphaWord Plus file that has a linked file associated with it, the linked file prints on a separate page. Linked files are discussed in "Using linked files" on page 45.

## **Saving files**

You can use AlphaSmart Manager to save workspace files that are on your Neo. Files are saved in their own folders as text files.



AlphaWord Plus files  
saved on a PC



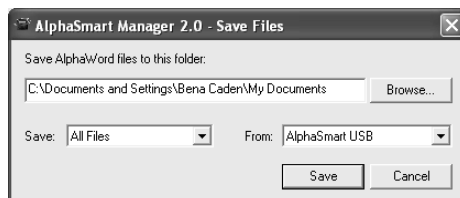
AlphaWord Plus files  
saved on a  
Macintosh

**To save AlphaWord Plus files:**

1. In AlphaSmart Manager, click the Get/Print AlphaWord Files tab and review the files in the File Contents list.

**Tip!** If you know which files you want to save, check those files in the File Contents list.

2. Click Save Files. A Save File dialog box appears.



3. Browse to the location where you want to save the file, then select save options:
  - **All Files.** Saves all workspace files from your Neo.
  - **Checked Items.** Saves only the files you checked.
  - **File #.** Saves only that numbered file.
4. Click Save. The file(s) are saved as text files in the location you specified, in the AlphaSmart USB folder.

## **Sending files to your Neo**

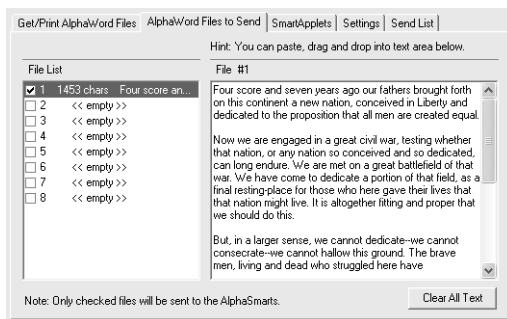
AlphaSmart Manager can send files you've created on your computer to your Neo. You can compose text in another application and paste or drag it into AlphaSmart Manager, or type text directly into AlphaSmart Manager.

**Warning!** Before you send anything to your Neo, it's important to know that once you begin sending files (or SmartApplets or settings) to your Neo, you need to let AlphaSmart Manager complete the send before disconnecting your Neo from your computer. If you don't, you run the risk of corrupting system files on your Neo.

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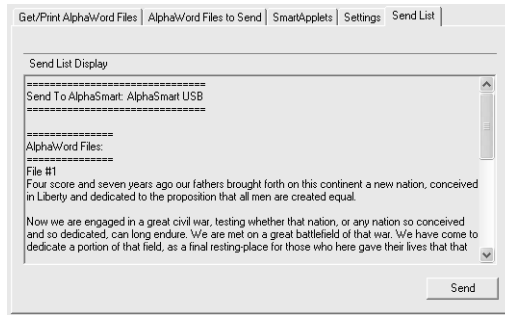
### To send a file to your Neo:

1. In AlphaSmart Manager, click the AlphaWord Files to Send tab.
2. Select the number of the file to which you want to send text. AlphaSmart Manager checks the checkbox of the file you selected.
3. In the File # area, type the text you want to transfer, or paste or drag the text from another application.



**Tip!** To clear text you've added to the file you're working with, choose Edit > Select All, then press Delete or Backspace. To clear text you've added to two or more files, click Clear All Text.

4. Click the Send List tab and verify that the text you want to send appears in the Send List Display.



5. Click Send.

You can transfer multiple files simultaneously. To do so, repeat steps 2 and 3 until you're ready to send, then review the Send List Display to make sure all the files appear before clicking Send.

## **Sending empty files**

In the AlphaWord Files to Send tab, you can check the file number of an empty workspace and send it to your Neo. If you do so, you overwrite any existing text in that workspace. This is a handy trick to use if you've retrieved text from your Neo and no longer need the text in the Neo workspaces. Simply check and send empty files to delete text in the workspaces.

If you want to delete all the AlphaWord Plus files from your Neo, including named files that aren't in workspaces, it's better to use the Delete All Files setting, described in "AlphaWord Plus settings" on page 110.

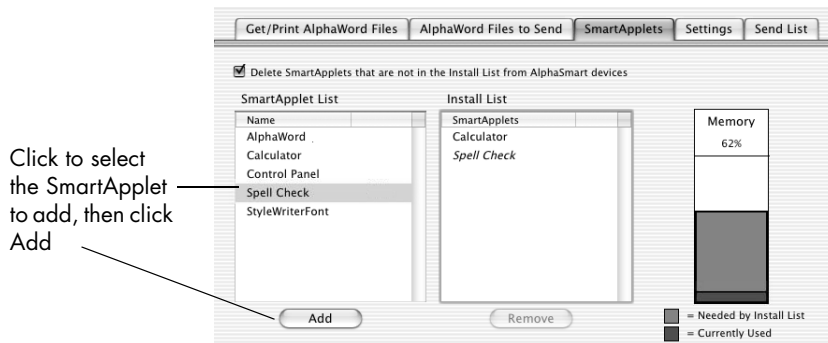
## Installing SmartApplets

SmartApplets are software applications you purchase and install to extend the functionality of your Neo. You install a SmartApplet on your computer, then select it and send it to your Neo with AlphaSmart Manager.

For more information about available SmartApplets, visit the AlphaSmart web site.

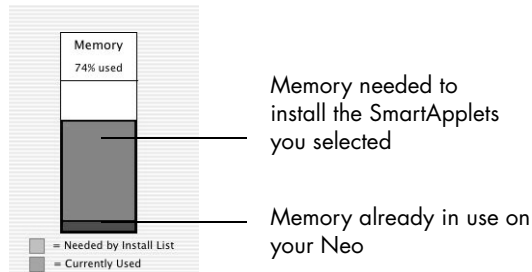
### To install a SmartApplet on your Neo:

1. Install the SmartApplet on your computer, following the directions in the SmartApplet package.
2. In AlphaSmart Manager, click the SmartApplets tab.
3. In the SmartApplet List, click the SmartApplet you want to install, then click Add. You can **ctrl**-click, **⌘**-click, or **shift**-click to select multiple SmartApplets.



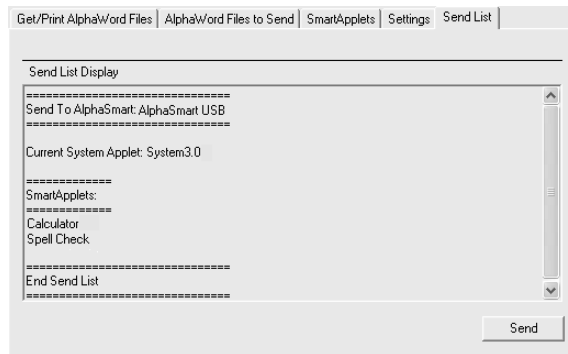
4. Keep an eye on the Memory column to be sure there is enough memory available on the device to install the SmartApplets you want.

The Memory column shows both the amount of memory in use by SmartApplets on your Neo and the amount of memory needed for the SmartApplets you want to install.



**Tip!** If you don't have enough memory to install the SmartApplets you want, consider deleting the existing SmartApplets on your Neo to free up memory. See "Deleting SmartApplets" on page 104 for more information.

5. Click the Send List tab and verify that the SmartApplets you want to install appear in the Send List Display.



6. Click Send.

**Tip!** If you don't see the SmartApplet you want to install in the list, and you know you installed it on your computer, choose File > Add to Applet List and browse to the SmartApplet's location on your computer.

### Deleting SmartApplets

You remove SmartApplets on your Neo by using the SmartApplets tab in AlphaSmart Manager. You might want to remove SmartApplets to free up memory or because you're beginning a new session or activity.

When you remove SmartApplets, you're actually having AlphaSmart Manager install the set of SmartApplets you want and delete any extraneous SmartApplets that are on your Neo but not in your install list.

---

**Important:** If you remove extraneous SmartApplets, you also remove any files associated with the SmartApplets you're deleting. (For example, if you remove KeyWords, you also remove any KeyWords lessons and progress reports.) If there are files on the devices that you want to save, be sure to retrieve them first.

---

**Tip!** If there's a SmartApplet on your Neo, and you want to prohibit access to it, consider disabling it rather than removing it. Disabling turns off the SmartApplet until you enable it again. This saves you from having to reinstall the SmartApplet later. Some SmartApplets take a significant amount of time to install; disabling rather than deleting might be useful if you plan to use the SmartApplet in the future but want to prevent access for specific activities. See page 110 for more information about disabling SmartApplets.



**To delete SmartApplets:**

1. In AlphaSmart Manager, click the SmartApplets tab.
2. Click the SmartApplets you want to install in the SmartApplets List, then click Add.
3. Check the option Delete SmartApplets that are not in the SmartApplets Install List from AlphaSmart Devices.

☒ Delete SmartApplets that are not in the Install List from AlphaSmart Devices

4. Click the Send List tab and verify that only the SmartApplets you want appear in the Send List Display.
5. Click Send.

**“Hidden” SmartApplets**

You might notice that some SmartApplets appear in the lists in an italicized font. These aren’t standalone SmartApplets. This means that they don’t appear in the SmartApplets menu on the devices (thus, they are “hidden”), but they do appear in AlphaSmart Manager and take up memory.

For example, Spell Check is not a standalone SmartApplet. You can’t access it directly on your Neo. But if Spell Check is installed on a device, SmartApplets such as AlphaWord Plus use it to check spelling.

## Defining settings

You can define system settings and individual SmartApplet settings through AlphaSmart Manager. Some of these settings are described in more detail in “Beyond Basics” on page 59.

System settings are options that apply to all functions of your Neo. No matter which SmartApplet you’re using, these settings are

in effect. SmartApplet settings, on the other hand, apply only to particular SmartApplets.

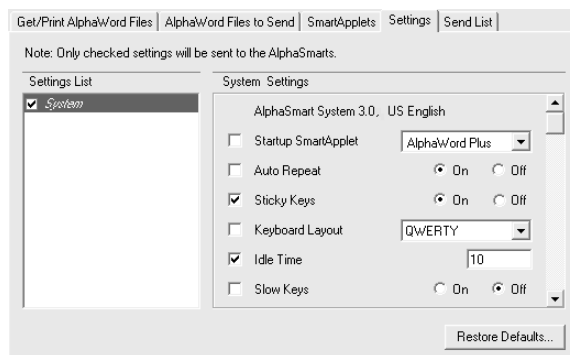
The system settings you can configure in AlphaSmart Manager are summarized in the following table.

<b>This setting</b>	<b>Does this</b>	<b>Additional information</b>
Startup SmartApplet	Lets you designate which SmartApplet appears first when you turn on your Neo	See page 108
Auto Repeat	Sets whether keys repeat when held down	See page 76
Sticky Keys	Sets whether you must hold keys down for keyboard commands or whether you can press them sequentially	See page 76
Keyboard Layout	Lets you select alternate keyboard layouts	See page 72
Idle Time	Sets the time that a Neo can be idle before turning off (4–59 minutes)	Choose a number between 4 and 59 minutes
Slow Keys and Slow Key Delay	Sets a time delay for holding down a key before the character appears onscreen	See page 75
Reset System Font to Default	Sets your Neo to the four-line fixed-width system font	See page 30
Transfer Speed	Sets the rate of transfer when connected to a computer by cable	See page 84
IR Transfer Speed	Sets the rate of transfer when beaming to a computer	See page 84

This setting (Continued)	Does this (Continued)	Additional information (Continued)
Master Password	Lets you set your own personal master password for your Neo	See page 116
Printer Selection	Doesn't apply to Neo but is provided in AlphaSmart Manager for compatibility with other AlphaSmart devices	
Two-button ON	Lets you specify that two keys must be pressed at the same time— <b>enter</b> and <b>on/off</b> —to turn your Neo on	See page 68

### To modify system settings through AlphaSmart Manager:

1. In AlphaSmart Manager, click the Settings tab.
2. Select System in the Settings List.



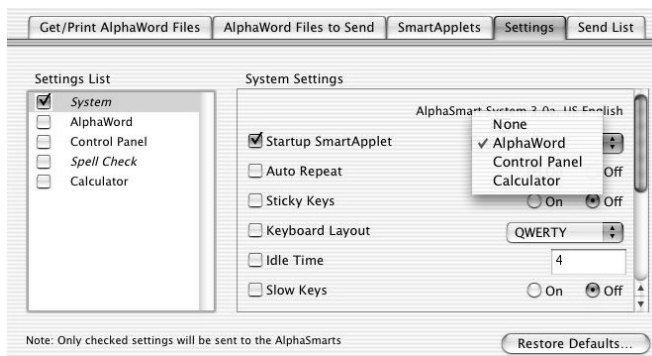
3. In the System Settings area, check the settings you want to change, specifying additional information as appropriate. (You might need to scroll down to view all the settings.)

**Note:** When you change settings, notice that AlphaSmart Manager automatically checks the System checkbox on the left. If you uncheck this checkbox, changes you make to settings won't be sent to your Neo.

4. Click the Send List tab and verify that the settings you want to send appear in the Send List Display.
5. Click Send.

### Startup SmartApplet

If you designate a startup application in the Settings list, it becomes the SmartApplet that appears first when you turn on your Neo. If you don't select a startup SmartApplet, Neo places you in whatever SmartApplet and file you were working in when you turned the device off. You can choose only one SmartApplet as the startup application.



### Defining settings for SmartApplets

SmartApplets have settings specific to them, which you can set in AlphaSmart Manager. AlphaWord Plus, for example, has several settings; other SmartApplets have only one.

In order for you to select a setting associated with a SmartApplet, the SmartApplet must appear in the Settings list. The SmartApplets that

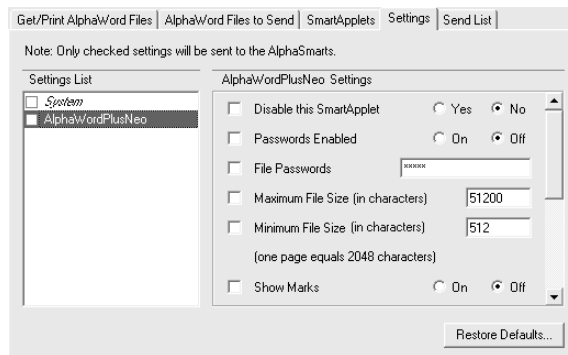
appear in the list are those you chose to install on the SmartApplets tab, plus the SmartApplets that are present on *all* connected devices (not just some).

If you want to select a setting for a SmartApplet, and that SmartApplet doesn't appear in the list, it means one of three things:

- You haven't selected it as a SmartApplet to add on the SmartApplets tab.
- It hasn't been installed on your Neo yet.
- It's been installed on some connected devices, but not all of them (when working with AlphaSmart Manager and an AlphaHub).

### To define SmartApplet settings through AlphaSmart Manager:

1. In AlphaSmart Manager, click the Settings tab.
2. Select the SmartApplet in the Settings List.
3. Check the settings you want to change, specifying additional information as appropriate.



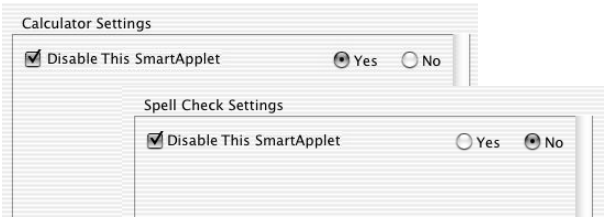
The SmartApplets that appear in the Settings List are those you chose to install on the SmartApplets tab, plus the SmartApplets already present on *all* connected devices

**Note:** When you change settings, notice that AlphaSmart Manager automatically checks the corresponding SmartApplet checkbox on the left. If you uncheck this checkbox, changes you make to those settings won't be sent to your Neo.

- 4. Click the Send List tab and verify that the settings you want to transfer appear in the Send List Display.
- 5. Click Send.

**The Disable This SmartApplet setting**

The setting that every SmartApplet has is the Disable setting, which lets you turn off access to that SmartApplet. For example, you might disable Calculator if you want to prevent access to electronic calculations. You can disable multiple SmartApplets.



**AlphaWord Plus settings**

AlphaWord has its own settings that you can control through AlphaSmart Manager. These settings are listed in the following table.

This setting	Does this	Additional information
Disable This SmartApplet	If off, prevents the user from accessing AlphaWord Plus	See page 110
Passwords enabled	Enables the use of individual file passwords in AlphaWord Plus	See page 78

This setting (Continued)	Does this (Continued)	Additional information (Continued)
Set File Passwords	Specifies a common password for all AlphaWord Plus files	See page 117
Show Marks	Sets whether to display arrows where there are tabs and carriage returns	See page 68
Maximum File Size (in characters)	Set by default to 51,200 characters (approximately 25 pages)	See page 111
Minimum File Size (in characters)	Set by default to 512 characters (approximately a quarter of a page)	See page 111
Delete All AlphaWord Plus Files	Deletes all AlphaWord Plus files on your Neo, including workspace files and named files that aren't in workspaces	

## File sizes

In AlphaWord Plus, you can set minimum and maximum file sizes. A maximum file size lets you have more text in your files. A minimum file size ensures that some amount of space is kept in reserve for workspace files.

You can change the file size to allow for longer file lengths, which is helpful if your documents tend to run longer. Be aware, however, that the total amount of space available on a device remains the same. (Keep in mind too that additional SmartApplets and data files—such as AlphaQuiz, quizzes, and student responses—also take up space on a device and can affect the amount of space left for AlphaWord Plus files.)

For example, if you change the maximum file size setting to 82,000 (roughly 40 pages), and the minimum file size to 2,000 (about a page), you might have only a handful of files that can reach full capacity. Other files are managed so that the minimum amount of space is reserved.

The maximum file size that you can set is 102,400 characters (50 pages or so); the minimum is 512 characters (about one quarter of a page.) When working with large files, you might notice some performance issues, depending on each device's particular setup (number of SmartApplets installed, size and number of data files, and so on).

**Tip!** You can estimate page lengths by using a character count of 2,048. A page is approximately 2,048 characters. The number is approximate because page length can be affected by printer and application settings on your computer.

**Spell Check settings**

Spell Check has its own settings that you can control through AlphaSmart Manager. These settings are listed in the following table.

This setting	Does this
Disable this SmartApplet	Prevents users from performing spell checks
Allow adding words to dictionary	Allows users to add words to the custom user dictionary
Delete user dictionary	Deletes the custom user dictionary on all connected devices

**Other SmartApplets settings**

If you purchased other SmartApplets such as Beamer, Inspiration, or AlphaQuiz, they may have settings specific to them. You can check these settings the same way as for other SmartApplets. In AlphaSmart Manager, click the Settings tab, then select the



SmartApplet in the SmartApplet List. The specific settings, if they exist, will appear there.

You can also consult the documentation that came with the SmartApplet for more information.

## **Using Send Lists**

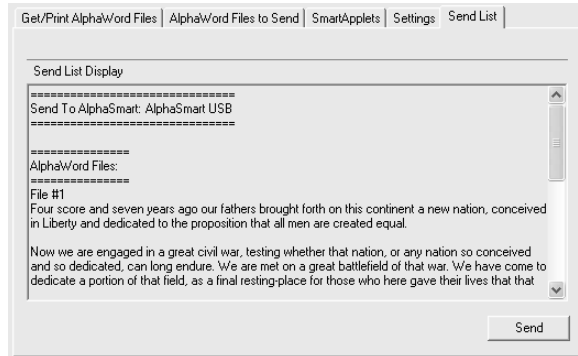
A send list is what you use to transfer information from AlphaSmart Manager to your Neo. Changes you've made to AlphaWord files, to settings, to SmartApplets, and so on, appear in a send list before you actually transfer the changes to your Neo.

You can make changes on the fly and send them over immediately, or you can create and save a send list with activities and changes you make regularly.

**Note:** Send lists are particularly useful with groups of Neos using an AlphaHub.

### To send changes without saving the send list:

1. In AlphaSmart Manager, make the changes that you want to send to your Neo.
2. Click the Send List tab and verify that the changes you want to make appear in the Send List Display.



3. Click Send.

### To save changes in a send list:

1. In AlphaSmart Manager, make changes you want to send to your Neo.
2. Click the Send List tab and verify that the changes you want to make appear in the Send List Display.
3. Choose File > Save Send List.
4. Browse to specify the folder where you want to save the send list, type a name in the File Name field, then click Save.
5. Click Send to send the information to your Neo.

### To open a saved send list:

1. In AlphaSmart Manager, choose File > Open Send List.
2. Browse to the folder where the saved send list is located.

3. Select the send list you want to open. (Send lists use an .acf file extension.)
4. Click Open.
5. Click the Send List tab in AlphaSmart Manager to view the opened send list.

## **Passwords in AlphaSmart Manager**

As explained in “Neo password protection” on page 77, there are three types of password protection for the Neo. AlphaSmart Manager lets you control all three types of passwords.

**Note:** Passwords can be one to six characters long, can contain alphanumeric characters and symbols but not spaces, and aren’t case-sensitive.

### **Send list password**

When you set a send list password, no one can send information from AlphaSmart Manager to your Neo without first typing this password.

#### **To set a send list password:**

1. In AlphaSmart Manager, do one of the following:
  - Macintosh: Choose AlphaSmart Manager > Preferences.
  - PC: Choose Edit > Preferences.
2. Click Set Send Password.
3. Type the password in the New Password field, then retype it in the Retype Password field.
4. Click OK, then click OK again.

---

**Important:** A send list password can only be set in AlphaSmart Manager. If you forget your send list password, contact Technical Support.

---

If you no longer want to use a send list password, you can clear it, as long as you know the current send list password.

**To clear a send list password:**

1. Do one of the following:
  - Macintosh: Choose AlphaSmart Manager > Preferences.
  - PC: Choose Edit > Preferences.
2. Click Set Send List Password.
3. Type the current password in the Old password field.
4. Leave the New password and Retype new password fields blank, then click OK.

**Master password**

A master password controls access to various settings (such as disabling and enabling SmartApplets on your Neo) and permits the ability to create individual file passwords for AlphaWord files. With Neo, you can set your own unique master password. It is recommended you do so for greater security.

**To set a master password:**

1. In AlphaSmart Manager, click the Settings tab.
2. Select System in the Settings List.
3. Scroll down until you see the Master Password setting.
4. Enter the text you want to use as the password. (Master passwords can be between one and six characters long.)

5. Click the Send tab and verify that the setting appears in the send list.
6. Click Send.

**Note:** If you forget your master password, you can simply set a new one in AlphaSmart Manager by following the steps explained above.

## **File passwords**

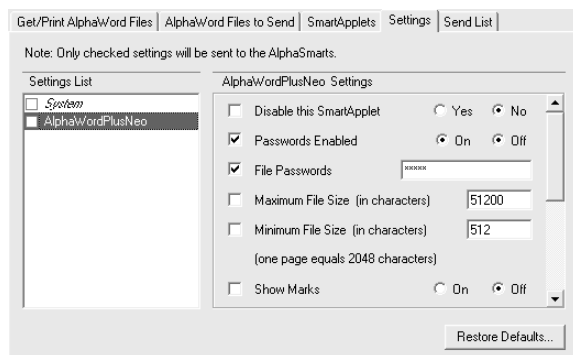
File passwords are useful for protecting the contents of your AlphaWord files. With AlphaSmart Manager, you can set a single password for all files, which you can later change to individual, unique file passwords on your Neo.

You can't set individual file passwords without first enabling password protection.

### **To enable passwords and set a global file password:**

1. In AlphaSmart Manager, click the Settings tab.
2. Select AlphaWord in the Settings List on the left.
3. Select the On option for Passwords Enabled; note that AlphaSmart Manager checks the Passwords Enabled checkbox.

4. Type a global file password in the File Passwords text box. (Passwords can be between one and six characters long.)



5. Click the Send tab and verify that the setting appears in the send list.
6. Click Send.

## **Sending a user dictionary to Neo**

If your writing often contains words that aren't in Neo's spell check dictionary, you might want to create your own list of words—a custom user dictionary—and send it to your Neo.

You create a word list as a text file on your computer and send it to your Neo using AlphaSmart Manager. The following illustration

shows a sample user dictionary. You can separate words in a text file with spaces, commas, tabs, or carriage returns.

```
SpiffyPro
Oban
Turlock
Cumbria
Bena
Caden
Ipswitch
Cupertino
Islay
MegaSync
Aptos
Surrey
```

A custom word list for a user dictionary; the words are separated by carriage returns in this example

There can be only one custom user dictionary on an AlphaSmart device. If you want to make changes to the user dictionary—additions or deletions—it's best to make the change in the word list file on your computer and resend it to your Neo. Consequently, it's a good idea to keep the user dictionary on your computer so that you can make changes to it as you need to. When you send a new list to your Neo, it overwrites the existing user dictionary on the device.

You can delete a user dictionary from the Spell Check settings either in AlphaSmart Manager or in Control Panel on your Neo.

**To send a user dictionary to your Neo:**

1. Using a word-processing application on your computer, create a list of words and save the file as a text file with a .txt file extension in the name (for example, *mywords.txt*).
2. In AlphaSmart Manager, choose File > Send User Dictionary.
3. Browse to select the text file you created, then click Open.
4. Click the Send List tab and verify that your list of words appears in the SpellCheck Files area of the send list.
5. Click Send.

## **Replacing the thesaurus with the Spanish-English word lookup**

If you're not using the thesaurus that comes preinstalled on Neo, you can remove it and replace it with a Spanish-English word lookup utility. Only one of these utilities can be installed on Neo at a time; consequently, you need to remove one as you're installing the other.

**To install the Spanish-English word lookup:**

1. In AlphaSmart Manager, choose File > New Send List.
2. Click the SmartApplets tab and select Thesaurus-Spanish in the Install List, then click Add.
3. Do one of the following:
  - Macintosh: Choose AlphaSmart Manager > Preferences.
  - PC: Choose Edit > Preferences.



## *Replacing the thesaurus with the Spanish-English word lookup*

---

4. Make sure the setting Replace SmartApplets on device with SmartApplets on computer is checked.



5. Click the Send List and verify that the word lookup appears and click Send.



AlphaSmart Manager removes the thesaurus and installs the word lookup.

## **Other AlphaSmart Manager tasks**

There are a handful of other tasks you can do in AlphaSmart Manager, such as set preferences, restore settings to factory defaults, reset or revert devices, view SmartApplet information, and more. These tasks are described in the *AlphaSmart Manager User's Guide*, included in .pdf format on the CD that accompanied your Neo.

# Troubleshooting

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This chapter describes some common difficulties and solutions with Neos. If you're having a problem that you don't see described here, consult the AlphaSmart web site or Technical Support.

## **Nothing appears on the Neo screen when I turn it on.**

If the screen is blank except for a flashing cursor in the upper left corner of the screen, then you're simply in an empty file. Start typing and characters should appear on your screen.

If your screen is completely blank without a flashing cursor, check your batteries by connecting your Neo to your computer with a USB cable.

If the device turns on, the problem is likely due to one of the following:

- Your alkaline batteries need to be replaced.
- Your alkaline batteries were improperly inserted. Reinsert the batteries following the diagram inside the battery door.
- Your rechargeable battery pack was fully discharged and needs charging.

---

**When I attach my Neo to my computer, I can't send any data, and my Neo screen shows a file instead of the "Attached to..." message.**

Check these three things:

- Examine the cable connections—one may be loose.
- Plug your USB cable into a different USB port on your computer.
- Close AlphaSmart Manager, if it's running. You can't send text to an application on your computer when AlphaSmart Manager is running.

**When I turn on my Neo, I see something other than the file that I expected.**

Your Neo places you wherever you were last working when you turned the device off. If you were working in File 4 of AlphaWord Plus, it will place you in that file. If you were in Control Panel, it will place you in that SmartApplet. If you were working on calculations in Calculator, it will place you in Calculator with your last figures showing.

The exception to this behavior is when you've set a startup SmartApplet. When you designate a startup SmartApplet, that SmartApplet is the application that you see first each time you turn your Neo on.

If you're in AlphaWord Plus, but not seeing the text you expect, make sure you're in the correct file. To change files, press **file 1** to go to File 1, **file 2** to go to File 2, and so on, or use the File Selector or Open File.

---

### **When I send a file to my computer, some of the characters don't show up.**

This is likely a problem with the speed with which the Neo is sending the data. Try these measures to solve the problem:

- Disconnect Neo from the computer and check the file transfer speed by pressing **option-⌘-S**. Reset Neo to a slower setting (speed 1 is the slowest).
- Try using a different word processing application on your computer. Some applications allow faster data transfer than others. If this solves the problem, you can copy and paste the text back into your original application.
- Adjust keyboard settings on your computer, experimenting with the key repeat rate and the repeat delay rate. (On a Macintosh, adjust hardware settings in System Preferences; on a PC, adjust keyboard settings in Control Panel.)

### **I try to type in a file, but no characters appear.**

You might have the Slow Keys setting turned on. You can change the setting in one of three ways:

- Press **ctrl-option-⌘-K** and adjust the time delay. See “Slow Keys” on page 75.
- On your Neo, press **applets** and choose the Control Panel SmartApplet. Then step through the settings to change to the keyboard settings you want.
- In AlphaSmart Manager, select a Slow Keys setting from the Settings tab. See page 108 for more information.

---

**My file (or the end of my file) is filled with garbage characters.**

There are three ways you can deal with this situation:

- If you have no useful text in the file, just press **clear file** to remove the entire file.
- If you have some data you would like to save, place the cursor where the garbage characters start, press **shift-end** to select the garbage characters, then press **delete**.
- Send the file to your computer and cancel the transfer when garbage characters appear.

**When I transfer text to my PC, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase.**

It's likely that the Caps Lock key on your computer was on when you sent the text from Neo. Press Caps Lock on your computer keyboard to turn it off, and then resend the file.

**When I press a key, the wrong letter appears on the screen.**

It's likely that your Neo is using a different keyboard layout. You can change the keyboard layout in one of three ways:

- Press **option-⌘-L** and select a layout. See "Keyboard layouts" on page 72.
- On your Neo, press **applets** and choose the Control Panel SmartApplet. Then step through the settings to change to the keyboard layout you want.
- In AlphaSmart Manager, select a layout from the Settings tab. See page 108 for more information.

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### **My LCD screen broke. Is it covered under warranty? What should I do?**

If the device malfunctions during the warranty period, repairs are covered. However, a broken LCD screen is not considered a malfunction and is therefore not covered under warranty. AlphaSmart can replace the LCD screen; contact Technical Support for pricing information and a Return Material Authorization number.

### **Do I need antivirus software for my Neo?**

Antivirus software isn't needed for your Neo.

### **What should I do if I spill something on my Neo?**

If the spill is water, follow these steps:

1. Remove all power sources (batteries, USB cable, AC adapter, rechargeable battery pack).
2. Dry the device using a canned air dusting product or hair dryer (on air only or low heat setting).
3. When the device is dry, reconnect the power sources and try turning the unit on.
4. If the unit doesn't turn on or malfunctions, contact Technical Support.

If the spill is something other than water, contact Technical Support immediately for assistance. Don't let the unit sit for an extended period before consulting Technical Support. The cleanup measures that Technical Support will suggest aren't likely to work if you don't deal with the spill soon after it occurs.

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**When I use Kid Works and Student Writing Center on my computer, I can't seem to send text from my Neo.**

With graphics intensive programs such as these, you need to use the slowest transfer speed. Change the transfer speed by following the instructions on page 84 and choosing Very Slow (1).

If you still lose data sending to Kid Works 2, turn Sound Effects off by deselecting it under the Kid Works 2 Options menu.



# Understanding Batteries

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This appendix contains technical information about batteries for your Neo. It explains

- Power sources for the Neo
- Alkaline batteries
- Rechargeable batteries
- The low battery indicator
- Tips on caring for batteries and storing your Neo

## Powering your Neo

In order to use your Neo, it must have power, of course. Depending on the model you chose, Neo uses three AA batteries that you insert and maintain, or it uses internal rechargeable batteries (a rechargeable pack specifically designed for AlphaSmart devices).

With AA batteries, all the batteries need to be the same type. Alkaline batteries are recommended. With rechargeable batteries, you recharge the device with its included AC adapter.

Your Neo can be powered by your computer when connected to it with a USB cable. When connected, however, Neo acts as the computer's keyboard rather than a standalone device.

If you have a Neo that uses AA batteries and you want to use rechargeable batteries instead, you can purchase a rechargeable battery upgrade kit (see the AlphaSmart web site for details). You install the kit yourself to convert your device from alkaline batteries.

Refer to “Internal rechargeable batteries” on page 131 for additional information.

### **Auto Power-On**

Neo turns on automatically when you connect it to

- A powered-on AlphaHub (usually in a classroom situation) with its supplied USB cable
- A powered-on computer with a USB cable

Neo remains on until the cable is disconnected or the AlphaHub or computer is turned off. When the cable is disconnected or power is removed from the cable, Neo returns to the state it was in before connecting. That is, if it was off before connecting, it will turn off again when disconnected.

When connected to a computer with a USB cable, Neo uses the power available from the computer, even if no batteries are installed. When Neo is connected to a computer, don't connect the AC adapter; it's not necessary.

## **Alkaline batteries**

Neo runs on three AA alkaline batteries or internal rechargeable batteries. Of the disposable battery types, alkaline batteries provide the longest battery life, particularly if they are of good quality. Typically, alkaline batteries can provide power to the Neo for up to 700 hours, or more.

### **Replacing AA batteries**

When replacing batteries, you must change all three batteries. If one discharged AA battery is used with two new batteries, the battery life is markedly reduced, even though two out of the three are new.

**To replace AA batteries:**

1. Turn your Neo over and locate the battery compartment.
2. Use a Phillips-head screwdriver to remove the screw.
3. Open the battery door by placing your thumbs in the depressions on the ends of the latch, then gently press down and slide the latch to the left.
4. Remove the old batteries
5. Insert the new batteries with the (+) terminals pointing to the right and the (–) terminals pointing to the left.
6. Replace the latch and slide it gently to the right.
7. Replace the screw.

## **Internal rechargeable batteries**

If you have a rechargeable Neo, the batteries in the battery pack are automatically recharged whenever the AC adapter is plugged in, or when your Neo is connected to a powered-on computer with a USB cable or to an AlphaHub. The batteries charge regardless of whether Neo is off or on.

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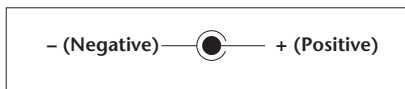
**Important:** If you're going to store your Neo for a month or longer, charge it *before* you store it, and then again *after* you take it out of storage to compensate for the batteries' self discharge.

---

## **The AC adapter**

A rechargeable Neo comes with an AC adapter for charging the internal batteries. The specifications for the adapter are listed here:

- Class 2 transformer
- Input: AC 120V 60Hz 9W (US) or 230V 50Hz 11.5W (UK and Europe)
- Output: DC 7.5V 500 MA



You should always use the AC adapter supplied by AlphaSmart; don't use other types.

## **Charging a rechargeable device**

Neo's rechargeable batteries use Nickel Metal Hydride (NiMH) cells. NiMH cells can be charged about 500 times. Fully charged batteries can power the Neo for 60–150 hours (or even much longer), depending on use. (Note, however, that fully charged batteries that are never used lose their charge in about a month due to the self-discharge effect.)

New NiMH batteries need to be “cycled”—also known as “conditioned”—three to five times before they hold a full charge. This means that, during the first three to five charge cycles, the batteries hold a successively better charge each time until they reach full capacity.

### **To charge the batteries:**

- ▶ Plug the AC adapter into a working electrical outlet and connect it to the power port on the left side of your Neo.

**To condition the batteries:**

1. Fully charge your Neo with the AC adapter.
2. Use your Neo without the AC adapter until the low battery message appears. (This may take 60–150 hours of use.)
3. Repeat steps 1 and 2 three to five times.

You'll get the longest life from your batteries if you wait for the low battery warning to appear onscreen so the batteries aren't needlessly recharged. Charging with the AC adapter for about 8–16 hours fully charges it; if you charge it with an AlphaHub or USB cable, it may take as long as 24 hours. Don't, however, charge the batteries for more than a week. Doing so may damage the batteries.

Neo's indicator light turns green when the device is fully charged.

**Storing and recharging Neos**

Rechargeable batteries that aren't used over time "self discharge." That is, they lose their charge and need to be fully charged again before being used.

If the batteries self discharge too much while in storage (which can happen if you store your Neo for longer than you intended), the batteries themselves may become damaged, which in turn can damage the device.

---

**Important:** If you're going to store your Neo for a month or longer, charge it *before* you store it, and then again *after* you take it out of storage to compensate for the batteries' self discharge.

---

**Lifetime of the rechargeable batteries**

AlphaSmart rechargeable batteries last a long time, but they don't last forever. Well-maintained rechargeable batteries last about 500 charges, or about three years. If your batteries used to last forty hours

but now last only one hour, you need a new battery pack, which you can purchase from AlphaSmart.

**Note:** If your batteries have run down, and you don't have an AC adapter, you can still send your data from your Neo to your computer while the batteries are charging. Simply attach Neo to your computer and turn it on. The cable supplies power to Neo from the computer. You can't do any editing, but you can transfer the data in your files.

### **Toxic elements statement**

Each battery cell is a sealed container enclosing a nickel electrode and a potassium hydroxide electrolyte. The electrolyte is caustic. Avoid contact with skin or eyes. If exposed accidentally, flush eyes with water immediately.

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**Warning!** Do not incinerate or mutilate the battery, as this may cause it to burst or release toxic materials. Do not short circuit, as this may cause burns. Please dispose of in accordance with local, state, and federal regulations.

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## **Low battery indicator**

When your AA batteries or rechargeable batteries are getting low, a warning message appears onscreen.

The message appears about eight hours before your AA batteries are dead and about twenty minutes before your rechargeable batteries are dead.

### **Checking battery status**

If you're curious about how much power is left in your Neo, you can check the battery status at any time.

**To check battery status:**

1. Press **ctrl-⌘-B**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
2. Press any key to return to your file.

**Tips on caring for batteries**

- To avoid battery leakage in AA batteries, change the batteries as soon as they become weak.
- Do not drop, puncture, disassemble, mutilate, or incinerate the batteries.
- Do not leave batteries in hot locations.
- When storing rechargeable Neos for several months, fully charge them *before* placing them in storage to avoid damaging the batteries. Fully charge them *again* when you take them out of storage.

**Lithium battery**

Neo contains a secondary backup battery that isn't intended to be accessed by users. The lithium battery provides power to the memory and prevents data loss when the unit is turned off or when the batteries are dead or removed. The lithium battery will last approximately five to seven years. If you suspect a problem with the lithium battery, visit the AlphaSmart web site for more information or contact Technical Support for assistance.





# Keyboard Commands and Special Characters

---

This appendix provides lists of keyboard commands and information and tables that show you how to enter international and special characters using your Neo.

## Keyboard commands

Action	Keyboard command
Move one character left or right	← →
Move up or down one line	↑ ↓
Move up one screen (scrolling)	⌘-↑
Move down one screen (scrolling)	⌘-↓
Move to beginning of line	⌘-←
Move to end of line	⌘-→
Move to beginning of file	home
Move to end of file	end
Move to previous word	option-←
Move to next word	option-→
Move to previous sentence	ctrl-←
Move to next sentence	ctrl-→
Move to previous paragraph	ctrl-↑
Move to next paragraph	ctrl-↓

---

Action	Keyboard command
Select/deselect one character to the left	<b>shift-←</b>
Select/deselect one character to the right	<b>shift-→</b>
Select/deselect one line up	<b>shift-↑</b>
Select/deselect one line down	<b>shift-↓</b>
Select from cursor to beginning of word	<b>shift-option-←</b>
Select from cursor to end of word	<b>shift-option-→</b>
Select from cursor to beginning of line	<b>shift-⌘-←</b>
Select from cursor to end of line	<b>shift-⌘-→</b>
Select all (select entire file)	<b>ctrl-A</b> or <b>⌘-A</b>
Cut selected text to clipboard	<b>ctrl-X</b> or <b>⌘-X</b>
Copy selected text to clipboard	<b>ctrl-C</b> or <b>⌘-C</b>
Paste text from clipboard	<b>ctrl-V</b> or <b>⌘-V</b>
Delete a character or selection to the left of the cursor	<b>backspace</b>
Delete a character or selection to the right of the cursor	<b>delete</b> or <b>ctrl-backspace</b>
Clear the entire contents of the file	<b>clear file</b>
Clear the contents from all eight workspace files	<b>shift-ctrl-option-⌘-clear file</b>
Permanently delete an entire file	<b>option-⌘-clear file</b>
Permanently delete <i>all</i> files	<b>ctrl-option-⌘-clear file</b>

Action	Keyboard command
Recover 40 characters	<b>ctrl-option-⌘-R</b>
Recover file from last deletion	<b>option-⌘-R</b>
Recover entire file	<b>ctrl-shift-option-⌘-R</b>
Find text	<b>Find</b> or <b>⌘-F</b>
Find again	<b>⌘-G</b>
Find and replace	<b>ctrl-find</b>
Check spelling	<b>spell check</b>
Spell check word containing cursor	<b>⌘-spell check</b>
Spell check on/off	<b>option-⌘-spell check</b>
Spell check a selected section	<b>ctrl-spell check</b>
Ignore all occurrences in spell check	<b>ctrl-I</b>
Replace all in spell check	<b>ctrl-enter</b>
Open thesaurus	<b>ctrl-T</b>
File status (characters)	<b>ctrl-⌘-I</b>
File status (pages)	<b>⌘-I</b>
File statistics (number of words, characters, paragraphs, and spaces in a file)	<b>ctrl-option-⌘-I</b>
Number of characters in all files	<b>shift-ctrl-⌘-I</b>
Number of pages in all files	<b>shift-⌘-I</b>
Word count (characters, words, paragraphs, pages)	<b>ctrl-W</b>
System details	<b>option-⌘-V</b>
Clipboard contents	<b>ctrl-option-⌘-C</b>

Action	Keyboard command
Clipboard status (characters)	<b>ctrl-shift-option-⌘-C</b>
Clipboard status (pages)	<b>option-⌘-C</b>
Print files	<b>print</b> or <b>⌘-P</b>
Typing Timer	<b>⌘-find</b>
Create new file	<b>ctrl-N</b>
Open file	<b>ctrl-O</b>
Save and name a file	<b>ctrl-S</b>
Select file	<b>ctrl-F</b>
Delete file	<b>ctrl-D</b>
Send current AlphaWord Plus file to another Neo with Beamer	<b>ctrl-send</b>
Receive an AlphaWord Plus file from another Neo with Beamer	<b>ctrl-B</b>
Go to SmartApplets menu	<b>applets</b>
Set a startup SmartApplet from the SmartApplets menu	<b>ctrl-applets</b>
Disable a SmartApplet from the SmartApplets menu	<b>ctrl-⌘-L</b>
Display information about selected SmartApplet	<b>option-applets</b>
Select font size	<b>ctrl-option-⌘-F</b>
Copy linked file to clipboard	<b>shift-ctrl-⌘-C</b>
Copy current screen of a linked file	<b>shift-ctrl-C</b>
Select section	<b>⌘-S</b>
View linked file/main file	<b>ctrl-L</b>

---

Action	Keyboard command
Password enable/disable (master password required)	<b>ctrl-option-⌘-P</b>
Change file password	<b>option-⌘-P</b>
Enable/disable Calculator (master password required)	<b>ctrl-⌘-C</b>
Sticky Keys, Auto Repeat, Show Marks status	<b>option-⌘-K</b>
Slow Keys status	<b>ctrl-option-⌘-K</b>
Change keyboard layout (QWERTY, Dvorak, Right, Left)	<b>option-⌘-L</b>
Change send speed (cable)	<b>option-⌘-S</b>
Change send speed (IR)	<b>ctrl-option-⌘-S</b>
Switch to another file (when connected by USB)	<b>⌘-File 1 (File 2, File 3, and so on)</b>
Check battery status	<b>ctrl-⌘-B</b>
Set idle time	<b>option-⌘-T</b>
View help contents	<b>ctrl-H</b> or <b>⌘-H</b>
Copy help contents	<b>ctrl-C</b>
View system hardware details	<b>ctrl-shift-option-⌘-I</b>
View system software details	<b>ctrl-shift-option-⌘-B</b>

# International and special characters

The following tables show the international and special characters that Neo supports and the keyboard combination required to generate each character.

Keyboard combinations separated by hyphens (**ctrl-option-2**, for example) should be pressed in the order given and held down until the last key is pressed.

Keyboard combinations separated by a comma (for example, **option-E, A**) should be pressed sequentially; in this example, press and hold the **option** key while pressing **E**, then release them both before pressing **A**. You will not see a character displayed after pressing the **E**, but the character that appears after pressing the **A** will be an accented lowercase a.

Character	Keystroke(s)	Notes
Á	option-E, shift-A	acute accent
À	option-`, shift-A	grave accent
Ä	option-U, shift-A	umlaut accent
Ã	option-N, shift-A	tilde accent
Å	option-shift-A	dot accent
á	option-E, A	acute accent
à	option-`, A	grave accent
â	option-I, A	circumflex accent
ä	option-U, A	umlaut accent
ã	option-N, A	tilde accent
å	option-A	dot accent
æ	option-'	digraph (ligature)
Æ	option-shift-'	digraph (ligature)

Character	Keystroke(s)	Notes
ç	<b>option-C</b>	cedilla accent
Ç	<b>option-shift-C</b>	cedilla accent
É	<b>option-E, shift-E</b>	acute accent
È	<b>option-`, shift-E</b>	grave accent
Ê	<b>option-I, shift-E</b>	circumflex accent
Ë	<b>option-U, shift-E</b>	umlaut accent
è	<b>option-`, E</b>	grave accent
ê	<b>option-I, E</b>	circumflex accent
ë	<b>option-U, E</b>	umlaut accent
Í	<b>option-E, I</b>	acute accent
Ì	<b>option-`, I</b>	grave accent
Î	<b>option-I, I</b>	circumflex accent
Ï	<b>option-U, I</b>	umlaut accent
Ñ	<b>option-N, shift-N</b>	tilde accent
ñ	<b>option-N, N</b>	tilde accent
Ó	<b>option-E, shift-O</b>	acute accent
Ò	<b>option-`, shift-O</b>	grave accent
Ô	<b>option-I, shift-O</b>	circumflex accent
Ö	<b>option-U, shift-O</b>	umlaut accent
Õ	<b>option-N, shift-O</b>	tilde accent
ó	<b>option-E, O</b>	acute accent
ò	<b>option-`, O</b>	grave accent
ô	<b>option-I, O</b>	circumflex accent
ö	<b>option-U, O</b>	umlaut accent
õ	<b>option-N, O</b>	tilde accent

Character	Keystroke(s)	Notes
Ú	<b>option-E, shift-U</b>	acute accent
Û	<b>option-`, shift-U</b>	grave accent
Û	<b>option-I, shift-U</b>	circumflex accent
Ü	<b>option-U, shift-U</b>	umlaut accent
ú	<b>option-E, U</b>	acute accent
ù	<b>option-`, U</b>	grave accent
û	<b>option-I, U</b>	circumflex accent
ü	<b>option-U, U</b>	umlaut accent
ÿ	<b>option-U, Y</b>	umlaut accent

Character	Keystroke(s)
™	<b>option-2</b>
®	<b>option-R</b>
©	<b>option-G</b>
ø	<b>option-O</b>
Ø	<b>option-shift-O</b>
°	<b>option-shift-8</b>
∞ (infinity)	<b>option-5</b>
§	<b>option-6</b>
¶	<b>option-7</b>
¿	<b>option-shift-/</b>
¡	<b>option-1</b>
»	<b>option-shift-\</b>
«	<b>option-\</b>
´ (acute accent)	<b>option-E, space</b>



Character	Keystroke(s)
` (grave accent)	<b>option-`, space</b>
^ (circumflex)	<b>option-I, space</b>
¨ (umlaut)	<b>option-U, space</b>
~ (tilde)	<b>option-N, space</b>
· (superscript dot)	<b>option-H</b>
$\frac{1}{2}$	<b>ctrl-option-2</b>
$\frac{1}{3}$	<b>ctrl-option-3</b>
$\frac{1}{4}$	<b>ctrl-option-4</b>
÷	<b>option-/</b>
±	<b>option-shift-=</b>
f	<b>option-F</b>
\$	<b>shift-4</b>
¢	<b>option-4</b>
£	<b>option-3</b>
¤	<b>option-shift-5</b>
¥	<b>option-Y</b>
€	<b>option-shift-2</b>
ß (beta or German Sharp S)	<b>option-S</b>
Σ (sigma)	<b>option-W</b>
π (pi)	<b>option-P</b>
μ (mu)	<b>option-M</b>
Ω (omega)	<b>option-Z</b>

## **Troubleshooting special characters**

International characters are supported by both Macintosh and Windows computers. Some Windows applications don't support the Microsoft international character set and may have problems correctly displaying international characters. If characters haven't transferred correctly to a particular Windows application, you can try the workaround described here.

### **To transfer international characters to problematic Windows applications:**

1. On your computer, open the Notepad application.
2. On your Neo, send your text to Notepad.
3. In Notepad, select all the text, then press Ctrl-C to copy it to the Windows clipboard.
4. Open a new file in the application that didn't accept the special characters earlier.
5. Paste the text into a document in that application.

Copying and pasting through the clipboard usually solves the problem because the clipboard performs the appropriate translations.

# **Warranty, Maintenance, and Contact Information**

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This appendix explains various topics:

- Warranty information
- The AlphaSmart guarantee
- Maintenance tips for your Neo
- Contact information and return procedures
- FCC statement

## **Warranty**

AlphaSmart, Inc., warrants the Neo keyboard and display to be free from defects in materials and workmanship for a period of three years from the date of original purchase.

For rechargeable devices, AlphaSmart, Inc., warrants the rechargeable battery to be free from defects for 90 days from the date of original purchase.

During this period, if a defect occurs, AlphaSmart, Inc., will, at its option, repair or replace your Neo at no charge to you, provided that it is returned during the warranty period to AlphaSmart, Inc., or one of its authorized resellers. This warranty does not apply if your Neo has been damaged by accident or abuse, modified without the written permission of AlphaSmart, Inc., or if identifying marks (including serial numbers) or seals have been removed or defaced.

There are no other warranties, expressed or implied. AlphaSmart, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.

## Guarantee

AlphaSmart, Inc., will refund your money in full (less original shipping charges) if the items are returned in original condition within thirty days of customer receipt of items.

## Maintenance tips

With proper care and maintenance, your Neo will last for a long time. The following tips help keep your Neo in top condition:

- Always turn off your Neo before changing the batteries.
- Take care not to break the LCD screen. Don't drop Neo or subject it to strong impact. Don't place an AC adapter or other heavy object over the LCD screen.
- Clean the screen only with a soft dry cloth. Don't use solvents.
- Keep your Neo away from extreme heat. Don't leave it on the dashboard, in the trunk of a car, or near a heater.
- Don't leave your Neo in a place that is extremely dusty or damp.
- Don't use frayed or damaged cables.
- Never force a connector into a port if the connector and port do not join easily.

## Storing your Neo

If you know you're not going to be using your Neo for awhile, follow these guidelines:

- If you're storing a Neo that uses alkaline batteries, and you're going to be storing it for longer than six months, or the battery capacity is less than 20%, remove the batteries from the device.
- If you're storing a rechargeable Neo for between one and six months, charge the device *before* you store it, and again *after* you take it out of storage (to compensate for the battery pack's self discharge).
- Just as for a single Neo, if you're storing a group of rechargeable Neos, be sure to charge all of them *before* you store them, and then again *after* you take them out of storage.
- Use care when storing or stacking a group of Neos. You may inadvertently cause a power drain from some units if they are stored incorrectly. If several Neos are stacked on top of each other and offset somewhat, be careful that the rubber foot on the bottom of any of the units does not touch the **on/off** key on the top of any other units. If this occurs, the steady depression of the **on/off** key causes a small but constant battery power drain, even though nothing may appear on the screen.

To avoid this potential problem, stack your Neos on edge or carefully make sure they're are stacked vertically with no offset. You might want to enable the Two-button On option; see "Two-button On setting" on page 68.

# Contact information

The AlphaSmart web site is a good source of information about products, sales, support, community forums, and latest news. Visit the AlphaSmart web site at

- www.alphasmart.com (United States)
- www.alphasmart.co.uk (United Kingdom)
- www.alphasmart.com/international (all other countries)

If you can't find the information you're looking for on the web site, use the contact information listed in this appendix.

United States	
Technical questions or problems:	Phone: (530) 528-7200 Email: support@alphasmart.com Web: www.alphasmart.com/supportinfo
Purchase AlphaSmart products:	Online store: www.alphasmart.com Phone: (888) 274-0680
General information or sales questions:	Phone: (888) 274-0680 Email: info@alphasmart.com

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### United Kingdom

Technical questions or problems:	Phone: 0870 120 0718 Email: <a href="mailto:UK-help@alphasmart.com">UK-help@alphasmart.com</a>
Latest support information:	<a href="http://www.alphasmart.co.uk/support">www.alphasmart.co.uk/support</a>
Purchase AlphaSmart products:	<a href="http://www.alphasmart.co.uk/ordering">www.alphasmart.co.uk/ordering</a> (This URL also provides a list of resellers and AlphaSmart contacts.)

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### Europe, Middle East, and Africa

Technical questions or problems:	Phone: +44 870 120 0718 Email: <a href="mailto:UK-help@alphasmart.com">UK-help@alphasmart.com</a>
Latest support information:	<a href="http://www.alphasmart.com/supportinfo">www.alphasmart.com/supportinfo</a> Select your country or region.
Purchase AlphaSmart products:	<a href="http://www.alphasmart.com/international">www.alphasmart.com/international</a> (This URL also provides a list of resellers and AlphaSmart contacts.)

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### Asia/Pacific, Canada, Latin America

Technical questions or problems:	Contact your local reseller. If you do not have a local reseller, email Technical Support at <a href="mailto:support@alphasmart.com">support@alphasmart.com</a> .
Latest support information:	<a href="http://www.alphasmart.com/supportinfo">www.alphasmart.com/supportinfo</a> Select your country or region.
Purchase AlphaSmart products:	<a href="http://www.alphasmart.com/international">www.alphasmart.com/international</a> (This URL also provides a list of resellers and AlphaSmart contacts.)

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## Return procedures

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**Important:** If you're a customer outside the United States or United Kingdom, and you purchased your Neo from a reseller, then you should contact that reseller for assistance with your Neo. Do not return the device to AlphaSmart.

If you bought your Neo direct from AlphaSmart outside the United States or United Kingdom, contact the technical support resource listed for your region on page 151.

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If you have a problem with your Neo, first read the section “Troubleshooting” on page 123. If this section doesn't help you solve your problems, follow these steps for help.

1. Contact Technical Support using the contact information for your country listed on page 150. Eighty percent of all problems can be solved by email or over the phone.
2. If the device does need to be returned to the factory for repair, it must be assigned an RMA (Return Material Authorization) number in order to track the unit before it is returned. To receive an RMA number, contact Technical Support using the contact information for your country listed on page 150. You'll need to provide the following information:
  - a. A detailed description of the problem
  - b. The serial number of the device
  - c. Your name and the address where the device should be returned

**Note:** Only AlphaSmart, Inc. can assign RMA numbers. If a Neo is returned without an RMA number, it will delay the repair and increase the chance that it could become lost.



3. Write the RMA number on the outside and inside of the box. Also on the inside, tape a short, detailed note to the Neo explaining the problem (include the RMA number).
4. Ship the damaged Neo to the address given when you receive your RMA number. You will be sending your Neo to a repair center, not to the AlphaSmart, Inc., office.

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**Important:** Please ship Neo with a reliable shipper. AlphaSmart, Inc., will not be held responsible for devices that are lost in shipment from a customer, or that are returned without an RMA number.

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Your repaired Neo will be returned to you within two weeks of receipt. If damages are due to accident or abuse, you'll be charged a fee for the parts replaced, as well as a repair handling fee.

## **FCC statement**

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

### **FCC caution**

Any changes or modifications not expressly approved by AlphaSmart could void the user's authority to operate the equipment. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

# Index

---

## A

- AA batteries 6, 129
- adding words to user dictionary 112
- alkaline batteries 129
- AlphaBeam 17
- AlphaSmart Manager 87
  - described 87
  - installing 14
  - passwords in 115
  - printing files 91, 94
  - saving files 91, 98
  - sending files 99
  - starting 89
  - viewing files 91
- AlphaWord Plus 21, 61
  - defined 61
  - settings 67, 110
- antonyms 41
- auto power-on 130
- Auto Repeat setting 76, 106

## B

- basics of AlphaSmart Manager 87
- batteries 5, 134
  - caring for 135
  - charging 6
  - checking status 134
  - installing AA batteries 6
  - lithium 135

- rechargeable 5
- rechargeable upgrade kit 129
- replacing 130
- status 71
- status indicator 134
- understanding 129

- Beamer 18

- beaming

- AlphaWord Plus files
    - between Neos 18
  - sending text 12
  - text to printer 14

- black light 91

- blank screen 7, 123

- broken LCD screen 127

## C

- cable (see USB cable)

- Calculator 61

- paper tape 63

- turning off 64

- changing

- font size 28

- keyboard layout 72

- passwords 80

- transfer speed 84

---

- characters
  - counting 43
  - international 142
  - missing 125
  - special 137, 142
- charging batteries 6, 132
- checkboxes in linked files 50
- checking
  - battery status 134
  - file size 53
  - spelling 36
- clearing workspace files 54, 56
- clipboard 24
  - contents 24
  - status 24
- commands, keyboard 137
- connecting Neo to your computer 9
- connection status 90
- contact information 150
- contents of clipboard 24
- Control Panel 64
  - setting options 66
  - settings 65
- copying text 23
- counting characters, words,
  - paragraphs, pages 43
- creating
  - files 25
  - linked files 46
- cursor, moving 22
- custom dictionary 39
  - sending to Neo 118
- cutting text 23

## **D**

- data, recovering 58
- defining
  - section separations 35
  - settings 105
- deleting
  - files 54, 57
  - text 23
  - user dictionary 112
- dictionary, user 39, 118
- disabled setting 110
- disabling spell check 38
- display battery status 71
- Dvorak layout 72

## **E**

- editing files 26
- empty files, sending 101
- English-Spanish word lookup 42
- entering special characters 69
- entering text 21
- extra large font 29

## **F**

- file
  - length 44
  - maximum/minimum sizes 111
  - passwords 77, 79, 117
  - size 111
- File Selector 26

---

- files 25
  - capacity 52
  - checking file size 53
  - clearing and deleting 54
  - clearing workspaces 56
  - creating 25
  - deleting 57
  - editing 26
  - linked 45
  - maintaining 52
  - naming and saving 26
  - printing in AlphaSmart Manager 94
  - reaching capacity in 53
  - saving in AlphaSmart Manager 98
  - sending empty files 101
  - sending from
    - AlphaSmart Manager 99
  - sizes 52
  - switching 11
- finding
  - replacing text 33
  - text 31
  - tips for searching 34
- fixed-width font 30
- font size
  - changing 28
  - reset to system 106
  - setting 30
- formatting text 28
- formulas with Calculator 62
- full file 53

## **G**

- garbage characters 126
- Get Utility 17
- green light 91
- guarantee 148

## **H**

- hidden SmartApplets 105

## **I**

- idle time 106
- installing
  - AA batteries 6
  - AlphaSmart Manager 14
  - SmartApplets 102
  - Spanish-English word lookup 120
- international characters 142
- IR beaming 12
- IR transfer speed 106

## **K**

- keyboard
  - alternate layouts 72, 77
  - commands 137
  - layout 69, 71, 106
  - settings 71
  - viewing layout 70
- keyboarding timer 81

## **L**

- large font 28
- launching AlphaSmart Manager 89
- LCD screen 127
- left hand only layout 72, 74
- length of a file 44

---

linked files 45

creating 46

sample 51

sending 47

tags 50

viewing 49

lithium battery 135

lookup Spanish words 42

low battery indicator 134

## **M**

maintaining files 52

maintenance tips 148

master password 77, 107, 116

match case replace option 33

maximum file size 111

medium font 28

memory column 102

missing characters 125

monospaced font 30

moving the cursor 22

## **N**

naming files 26

Neo

powering 129

storing 148

storing and recharging 133

## **O**

onscreen, viewing keyboard layouts 70

opening files 27

opening send lists 114

operands in Calculator 62

## **P**

page counts 43

paper tape in Calculator 63

paragraph counts 43

password protection 78

passwords 77

default file 80

file 117

in AlphaSmart Manager 115

master password 116

resetting 80

send list 115

setting 79

pasting text 23

power 5

auto power-on 130, 132

powering Neo 129

printing

by beaming 14

files in AlphaSmart Manager 94

text 14

to USB printer 14

procedures for return 152

proportional font 30

## **Q**

QWERTY layout 72

## **R**

rechargeable batteries, charging 132

rechargeable battery upgrade kit 129

recharging Neo 133

recovering data 58

Replace All option 33

---

- replacing
  - batteries 130
  - text 33
- requirements, system 3
- reset system font 106
- return procedures 152
- right hand only layout 72
- RMA number 152
- rubrics 45

## **S**

- safety 147
- saving
  - files 26
  - files in AlphaSmart Manager 98
  - send lists 114
- screen
  - blank 7, 123
  - broken LCD 127
  - changing font size 28
  - viewing keyboard layouts 70
- Screen Contrast setting 69
- searching
  - text 31
  - within all files 32
- section selector 35
- sections, defining separations 35
- selecting
  - sections 35
  - text 23
- self discharge effect 133
- send lists 88, 113
  - opening 114
  - password 77, 115
  - saving 114
- sending
  - empty files 101
  - files to Neo from
    - AlphaSmart Manager 99
  - linked files 47
  - text by beaming 12
  - text by cable 10
  - text to a computer 10
  - text to applications 83
  - user dictionary 118
  - with AlphaSmart Manager 88
- separations for sections 35
- setting
  - font size 30
  - options in Control Panel 66
  - passwords 79
- settings
  - AlphaWord Plus 67, 110
  - Auto Repeat 76
  - Control Panel 65
  - defining 105
  - disabled setting 110
  - for SmartApplets 108
  - keyboard 71
  - keyboard layouts 69
  - Reset System Font 106
  - Screen Contrast 69
  - Show Marks 68
  - Slow Keys 75
  - spell check 67, 112
  - Sticky Keys 76
  - system 106
  - Two-button On 68
- Show Marks setting 68
- size of files 52, 111
  - checking 53

---

- Slow Keys setting 71, 75, 106, 125
- small font 28
- SmartApplets
  - AlphaWord Plus 61
  - Beamer 18
  - Calculator 61
  - Control Panel 64
  - defined 59
  - hidden 105
  - installing 102
  - settings 108
  - startup 108
- space for files 52
- Spanish-English word lookup 42
  - installing 120
- special characters 69, 70, 137, 142
- speed of transfers 84
- spell check 36, 37
  - disabling 39
  - settings 67, 112
  - turning off or disabling 38
  - user dictionary 39, 118
- spills 127
- spreadsheet, sending text 83
- starting AlphaSmart Manager 89
- startup SmartApplet 106, 108
- status
  - clipboard 24
  - connection in
    - AlphaSmart Manager 90
  - of batteries 71, 134
  - of system 81
- Status Screen 81
- Sticky Keys setting 71, 76, 106
- storing Neo 133, 148
- switching files 11

- system
  - font 28, 30
  - requirements 3
  - settings 106
  - status 81

## **T**

- tab characters 28
- tags for linked files 50
- text
  - cut/copy/paste/delete 23
  - entering and editing 21
  - finding 31
  - formatting 28
  - printing 14
  - replacing 33
  - searching 31
  - selecting 23
  - sending by beaming 12
  - sending by cable 10
  - sending to a computer 10
  - sending to a spreadsheet 83
- thesaurus 40
  - antonyms 41
  - replacing with Spanish-English
    - lookup 42
- timing your typing 81
- tips
  - for spell checks 38
  - for working with applications 83
  - maintenance 148
  - on finding text 34
- toxic elements statement 134
- transfer speed 84, 106



---

turning off

Calculator 64

spell check 38

Two-button On setting 68, 107

Typing Timer 81

## **U**

understanding batteries 129

upgrade kit, rechargeable battery 129

USB cable 9

connecting Neo to your computer 9

providing power 129

sending text 10

USB connection 9

USB printer 14

user dictionary 39, 67, 118

add words to 112

deleting 112

sending to Neo 118

## **V**

variable font size 28

very large font 29

viewing

clipboard contents/status 24

file length 44

keyboard layouts 69

linked files 49

## **W**

warranty 147

Whole Word Replace option 33

word counts 43

word lookup (Spanish-English) 42

installing 120

working with files 28

workspaces 25

clearing all files 56

## **Y**

yellow light 91

