

AlphaSmart Manager 2

User's Guide



AlphaSmart Sales and Technical Support

For AlphaSmart sales and technical support contact information, see page 81 or visit the AlphaSmart web site at

www.alphasmart.com (United States)

www.alphasmart.co.uk (United Kingdom)

www.alphasmart.com/international (all other countries)

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Introduction

AlphaSmart Manager 2 helps you manage files, settings, and applications (SmartApplets) on a group of AlphaSmart devices. With AlphaSmart Manager, you can manage as many as thirty AlphaSmart devices connected to an AlphaHub. You can also use AlphaSmart Manager to manage a single AlphaSmart device.

With AlphaSmart Manager you can

- Create the contents of AlphaWord files and send them to connected AlphaSmart devices
- Retrieve AlphaWord files from connected AlphaSmart devices and save them individually or collectively
- Install and delete SmartApplets
- Configure settings so that all connected AlphaSmart devices are consistent
- Maintain security by setting passwords in three different areas
- Keep track of the current number and status of connected AlphaSmart devices

With AlphaSmart Manager and an AlphaHub (the SmartOption), you can organize an entire group of AlphaSmart devices to have the same files—exercises, outlines, notes—in one easy operation. Retrieving files from all AlphaSmart devices takes just a few mouse clicks instead of requiring a separate operation for each AlphaSmart device. In addition, you can decide how you want the AlphaSmart devices set up for beginning an activity, and then save those settings to be easily reused at any time.

Important: In this guide, the term *AlphaSmart device* refers to both AlphaSmart 3000s and Neos. It *does not* refer to the Dana line of products made by AlphaSmart.

System requirements

AlphaSmart Manager requires the following components:

- One of the following USB-capable computers:
 - Macintosh running OS 9.0 or higher
 - PC running Windows 98 (second edition) or higher
- One to thirty AlphaSmart devices running System 1.4 or higher
- An AlphaHub, if you are using AlphaSmart devices in a group setting. An AlphaHub is AlphaSmart's multiport management device to which you can connect a Windows or Macintosh computer running AlphaSmart Manager and up to thirty AlphaSmart devices. An AlphaHub lets you use AlphaSmart Manager to exchange files and data with multiple AlphaSmart devices.

AlphaHub considerations

Because Neos have twice as much memory and storage capacity as AlphaSmart 3000s, you might encounter unexpected results if you use an AlphaHub to configure (install SmartApplets, send and receive files, update system software) both types at the same time.

Although you can store and charge both Neos and AlphaSmart 3000s in the same cart, it's best to work with each type separately when installing SmartApplets or data from AlphaSmart Manager. That is, disconnect AlphaSmart 3000s and send or retrieve data from Neos,

then do the opposite: disconnect Neos, connect AlphaSmart 3000s, and send or retrieve data from the AlphaSmart 3000s.

The extra effort required to work with the two types separately ensures that data and SmartApplets will transfer correctly between your computer and the two different types of devices.

Upgrading from AlphaSmart Manager 1.0

If you're moving to AlphaSmart Manager 2 from AlphaSmart Manager 1.0 or 1.1, there are some guidelines you should consider before you install AlphaSmart Manager 2.

- Installing AlphaSmart Manager 2 doesn't replace earlier versions of AlphaSmart Manager on your computer. You can still run the earlier version if you need to. However, *all data files and SmartApplets are deleted from connected devices* the first time you use a send list in AlphaSmart Manager 2.
- If you used AlphaSmart Manager 1.0 or 1.1 with a group of AlphaSmart devices, and those devices have data files (such as AlphaWord files) that you want to keep, you should first retrieve the files using AlphaSmart Manager 1.0 or 1.1 and save them on your computer. You can also retrieve individual files using the **send** key on individual devices (and a USB cable connected to your computer), but be aware that it takes longer to retrieve files this way.

Whatever method you choose, you should retrieve the data files before installing AlphaSmart Manager 2.

- After you install AlphaSmart Manager 2, use it to reinstall your SmartApplets on your AlphaSmart devices. (If you're currently using a different computer from the one on which the

SmartApplets were originally installed, you need to install the SmartApplets software on your computer.)

- The SmartApplets listed in the following table are compatible with AlphaSmart Manager 2.

AlphaQuiz	Calculator
AlphaWord	Control Panel
AlphaWord Plus	Inspiration
Beamer	KeyWords

- If your SmartApplet doesn't appear in this list, contact the company that made the SmartApplet to see if they have an updated version that's compatible with AlphaSmart Manager 2. *Do not install AlphaSmart Manager 2 until you have a compatible version of your SmartApplet.*

Installing AlphaSmart Manager

AlphaSmart Manager works with both PC and Macintosh computers. If you're used to working with AlphaSmart Manager 1.0 or 1.1, or have an AlphaSmart 3000, read the previous section before you install AlphaSmart Manager 2 to ensure you don't lose data or functionality.

Note: Some computer operating systems, such as Macintosh OS X and Windows 2000 and XP, make distinctions between administrators and other users. You need to have administrator privileges or be logged in as administrator to install and access AlphaSmart Manager. If you don't have administrator privileges, see your system administrator for help installing and running AlphaSmart Manager.

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 2 Installer icon.
 - PC: Double-click 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: If you have older SmartApplets already installed on your computer, AlphaSmart Manager will need to update them so that they're compatible with the latest system software on your AlphaSmart device.

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

Basics

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

The main concepts to understand about AlphaSmart Manager are

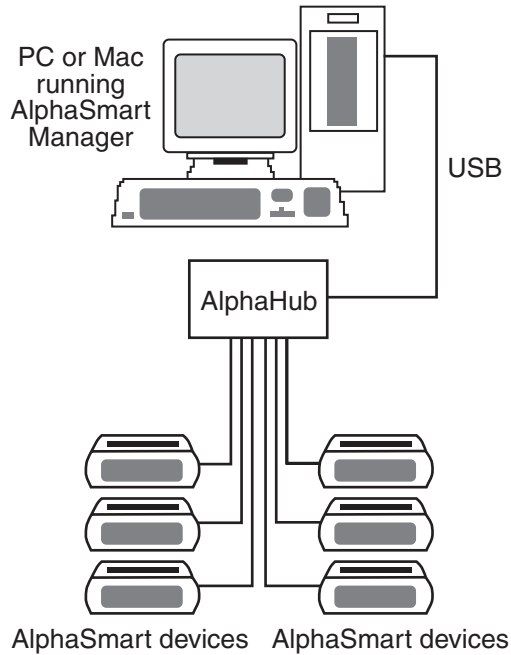
- The differences between using it with an individual AlphaSmart device versus a group of AlphaSmart devices
- How to start AlphaSmart Manager
- How to move around the application to accomplish tasks
- How to check connected AlphaSmart devices

Using AlphaSmart Manager in group settings

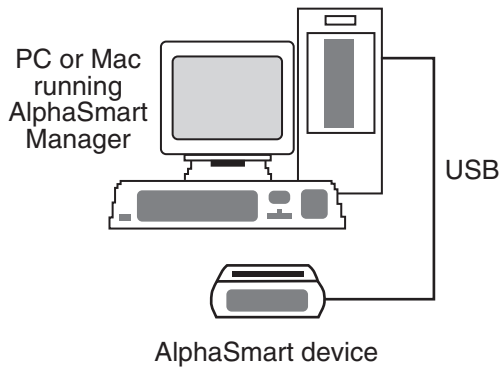
AlphaSmart Manager excels in group settings because, when connected to an AlphaHub, it lets you control a group of AlphaSmart devices from a single computer. AlphaSmart Manager is also useful for working with a single AlphaSmart device, but it's unlikely that you'd use many of the features designed for group use in that situation. This manual includes information and ideas aimed at managing groups of AlphaSmart devices. (However, users of single AlphaSmart devices will also find it helpful.)

When you use AlphaSmart Manager with a group of AlphaSmart devices, you connect the devices to an AlphaHub. You then connect

the AlphaHub to your computer with a USB cable. (Don't connect the AlphaHub until you've installed AlphaSmart Manager.)



When using AlphaSmart Manager with a single AlphaSmart device, you connect the AlphaSmart device directly to your computer with a USB cable.



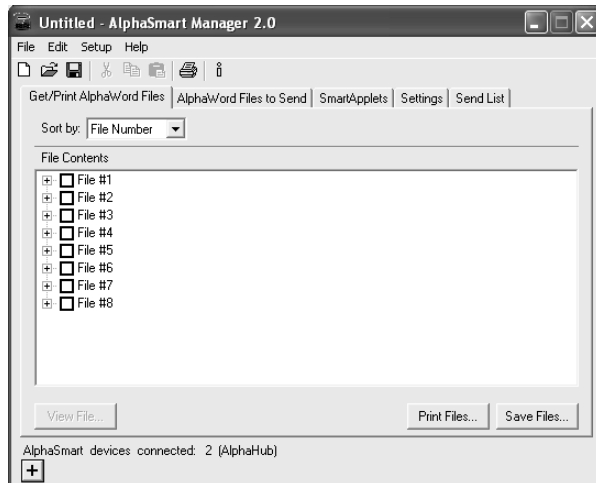
Starting AlphaSmart Manager

You've likely already installed AlphaSmart Manager on your computer. If you haven't, install it now by following the instructions in "Installing AlphaSmart Manager" on page 4.

To start AlphaSmart Manager:

- ▶ Do one of the following:
 - Macintosh: Double-click the AlphaSmart Manager icon on the desktop.
 - PC: Double-click the AlphaSmart Manager icon on the desktop; or click Start, then choose Programs > AlphaSmart Manager 2 > Start AlphaSmart Manager 2.

AlphaSmart
Manager as it
appears when
you first start it



Moving around in AlphaSmart Manager

AlphaSmart Manager contains tabbed pages that break tasks into five areas.

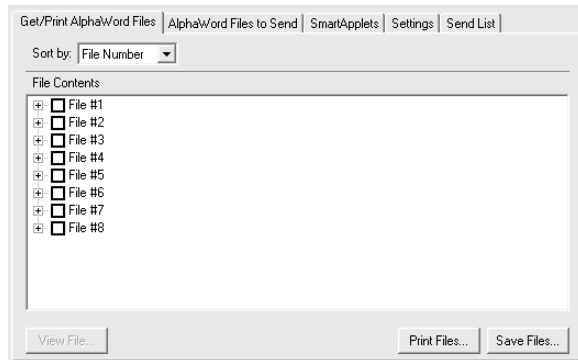
Get/Print AlphaWord Files

The first tab—Get/Print AlphaWord Files—is where you retrieve AlphaWord files in workspaces from connected AlphaSmart devices. You can retrieve individual workspace files from

- Individual devices
- All workspace files from a single device
- Specific workspace files from all devices
- All workspace files from all devices at once

From this tab, you can view, print, and save files. For more information, see “Viewing, printing, and saving files” on page 22.

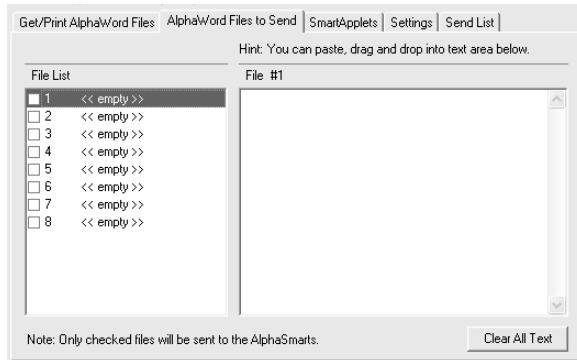
The Get/Print
AlphaWord Files tab



AlphaWord Files to Send

The second tab lets you send text files from your computer to connected AlphaSmart devices. These files can be lists, brainstorming ideas, field notes, story starters, and so on.

The AlphaWord
Files to Send tab



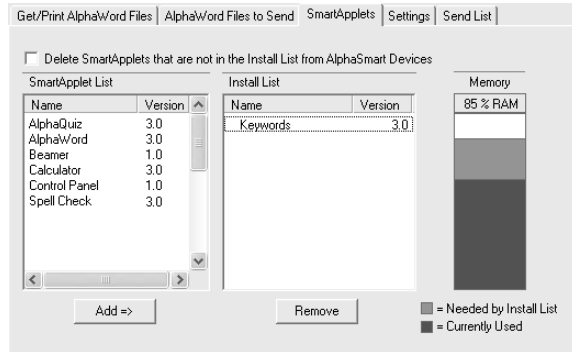
For further information about sending AlphaWord files, see “Sending files to AlphaSmart devices” on page 33.

SmartApplets

SmartApplets are software applications that run on AlphaSmart devices. Some SmartApplets are included with the devices; others you purchase and install to perform specific types of activities or

meet particular needs. You work with SmartApplets from the third tab—the SmartApplets tab.

The SmartApplets tab



This tab lets you install SmartApplets from your computer onto connected AlphaSmart devices. This is a useful way to make sure that all devices have the same applications available at the same time. See “Installing SmartApplets” on page 35 for more information.

Settings

The Settings tab lets you define system and SmartApplet settings.

The Settings tab



“System” refers to the operating system within devices; therefore system settings are present no matter what SmartApplet you’re using. SmartApplets, on the other hand, each have their own particular settings that apply only when you’re using that specific SmartApplet.

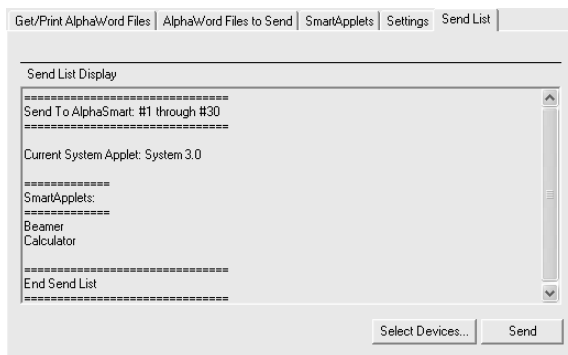
For example, you might specify a right-hand keyboard layout, which is a system setting. Users would type using this keyboard layout whether they were using AlphaWord, Calculator, or another SmartApplet. File Passwords, however, is a SmartApplet setting specific to AlphaWord. Changing the file password settings would apply only to AlphaWord files and not to files created with another SmartApplet.

From the Settings tab, you select either System or a SmartApplet on the left, then make changes to settings on the right. The settings are context sensitive. That is, the settings that appear depend on the selection you make in the Settings List on the left. For more information, see “Defining settings” on page 39.

Send List

A send list is a collection spot for all the information you want to transfer to AlphaSmart devices. Send lists appear on the fifth tab—the Send List tab.

The Send List tab



Any task you do or any change you make in AlphaSmart Manager—in file contents, settings, or SmartApplets—appears in the send list. The changes are held there until you send them to AlphaSmart devices.

If you find yourself performing the same activities over and over again in AlphaSmart Manager, you can save these activities as a send list to reuse later. (If you’ve used a previous version of AlphaSmart Manager, you might know this as a “configuration file.”)

Note: You can also use send lists on the fly, making changes and sending them to AlphaSmart devices without saving the send list information in a file.

For more information about send lists, see “Using send lists” on page 42.

Checking connections

One of the main benefits of using AlphaSmart Manager is that, when you use it with an AlphaHub, you can use a single computer to send and retrieve information to and from a group of AlphaSmart devices. AlphaSmart Manager gives you information about the connection and system status of each connected device.

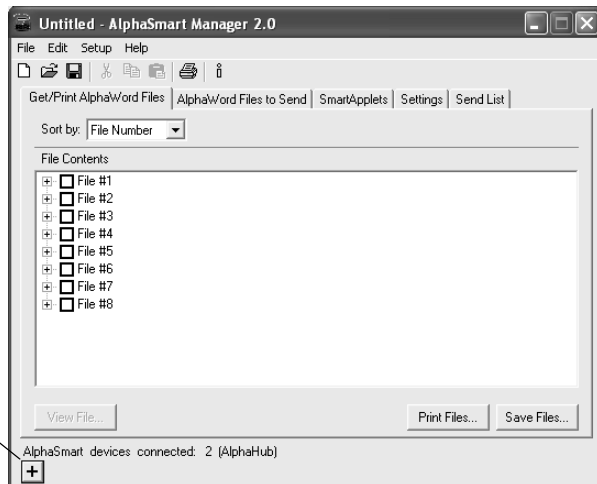
You can display or hide the connection status in AlphaSmart Manager at any time.

To view connections:

- In AlphaSmart Manager, click the plus sign (PC) or triangle (Macintosh) at the bottom of the screen. You might need to wait a few moments before the connection status light appears.

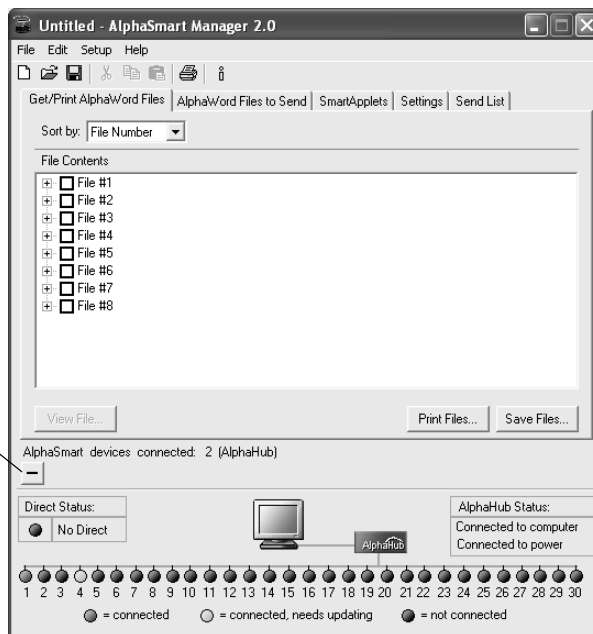
Connection status
hidden

Click to view
connection status



Connection status
displayed

Click to hide
connection status

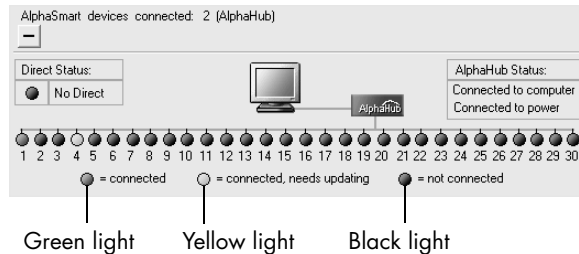


Tip! You can set a preference so that AlphaSmart Manager always opens with the connection status displayed. See page 65 for more information.

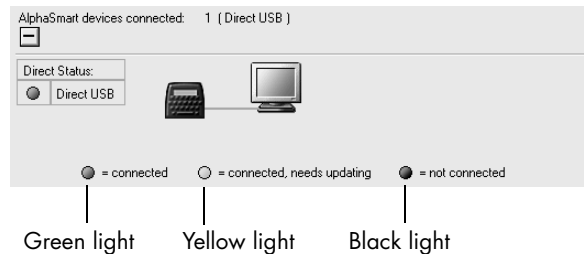
Connection status

The colors of the lights at the bottom of the connection status area give you information about the connections.

Connection status for a group of AlphaSmart devices connected to an AlphaHub



Connection status for a single AlphaSmart device connected to a computer



- **Green light:** an AlphaSmart device is properly connected
- **Yellow light:** an AlphaSmart device is connected, but the system files need to be updated (you'll need to update these devices before they can communicate with AlphaSmart Manager)
- **Black light:** an AlphaSmart device isn't present or is improperly connected

System files

When you work with a group of AlphaSmart devices, it's possible that some devices may still use older system files. (A yellow connection light indicates devices with older system files.) You can't send information to these devices without updating the system files, which happens automatically when you send a send list. However, by updating, you'll erase all existing files and SmartApplets on these devices. If there are files on these devices that you want to keep, send them individually to your computer using the **send** key on the AlphaSmart device before updating the system files.

To preserve existing data files before updating system files:

1. Disconnect from the AlphaHub the devices that need system updates.
2. Exit AlphaSmart Manager.
3. On your computer, start the application to which you want to send the text and place your cursor where you want the text to begin.
4. Turn on the AlphaSmart device that contains the data you want to preserve, and make sure you're in the file you want to send.
5. Connect the device directly to your computer with a USB cable.
6. Press **send** on the device. The device displays a progress bar and a percentage of how much text has transferred.
7. When the transfer is complete, send any remaining files, pressing **⌘-file #** to switch between workspaces.

8. When you're through sending files, unplug the AlphaSmart device from your computer.
9. Repeat steps 2–7 for any other devices with older system files.

Tip! If you still have an earlier version of AlphaSmart Manager on your computer, you could also retrieve data files using this earlier version. Just be sure that you don't try to run both versions of AlphaSmart Manager at the same time.

Working with AlphaSmart Manager

This chapter describes how to accomplish the most common tasks in AlphaSmart Manager. Specifically, it explains

- The importance of send lists
- Viewing, printing, and saving files from AlphaSmart devices
- Creating text files in AlphaSmart Manager to send to AlphaWord
- Installing and removing SmartApplets
- Configuring settings globally for all connected devices
- Creating send lists to use over and over again

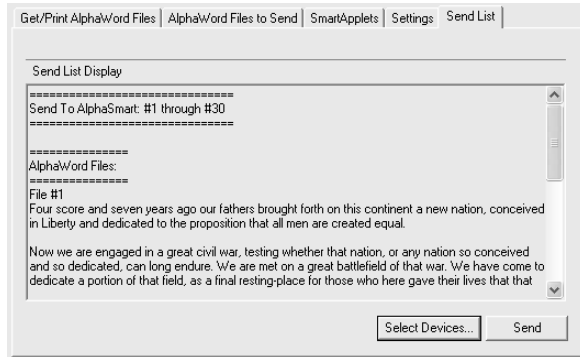
This chapter assumes that you've properly connected your AlphaHub or AlphaSmart device to your computer and are running AlphaSmart Manager.

What's a send list?

An important concept to learn is that any change you make in AlphaSmart Manager appears in the *send list*, a place that collects the changes you want to make—whether they're to file contents, settings, or SmartApplets—and holds the changes until you send them to an

AlphaSmart device or a group of AlphaSmart devices connected to an AlphaHub.

A sample send list



If you find yourself performing the same activities over and over again in AlphaSmart Manager, you can save these activities as a send list and reuse it later.

Note: In previous versions of AlphaSmart Manager, send lists were known as configuration files.

Viewing, printing, and saving files

Using AlphaSmart Manager, you can perform a variety of tasks with existing AlphaWord files in workspaces on connected devices. With AlphaSmart Manager, you can retrieve AlphaWord files to view them, or you can print them or save them as text files, either selectively or as a group.

AlphaSmart Manager retrieves files from workspaces only. AlphaWord Plus can name and store files that don't occupy a workspace. Consequently, if you're using AlphaSmart Manager with devices running AlphaWord Plus, you need to make sure you swap

the files you want to retrieve into the eight workspaces (which correspond to the **File 1–File 8** keys on devices).

Note: When working with a group of AlphaSmart devices connected to an AlphaHub, you could save or print as many as 240 different files (30 devices multiplied by 8 workspace files each), which can take a considerable amount of time. You'll discover what's normal for your system, but typically, allow at least 10 minutes or as long as 45 minutes to save or print files from 30 AlphaSmart devices.

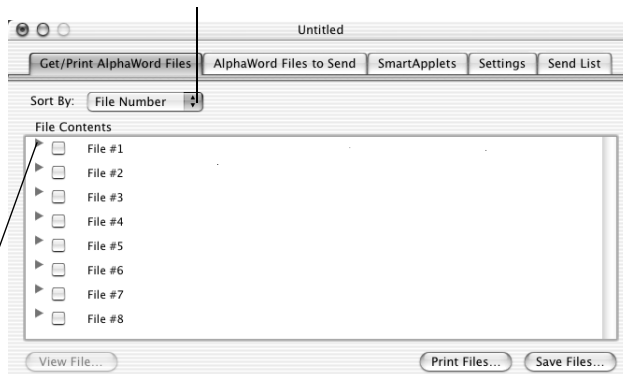
Viewing files

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

To view an AlphaWord file:

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

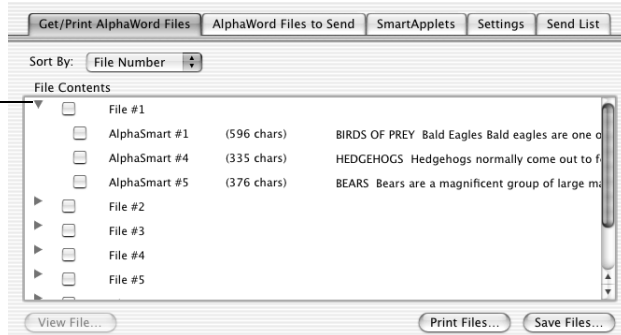
By default, when using an AlphaHub, AlphaSmart Manager sorts files by file number; but you can also display files by device number



Click to retrieve a file

2. Use the Sort By list to select the way that AlphaSmart Manager sorts the files:
 - **File number** (the default) lists the files by number. To display the connected devices that contain text in that file, click the file's triangle or plus sign.

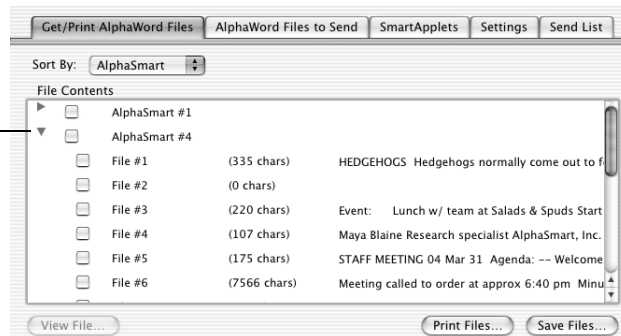
Click triangle or plus to display the connected devices that contain text in that file



Files sorted by file number

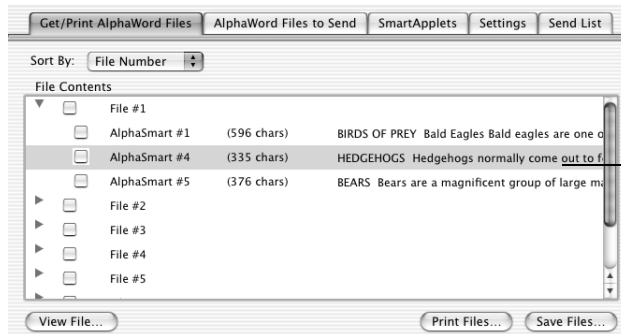
- **AlphaSmart** lists all the connected devices and displays the file numbers beneath each device when you click the device's triangle or plus sign.

Click triangle or plus to display all files on a particular device



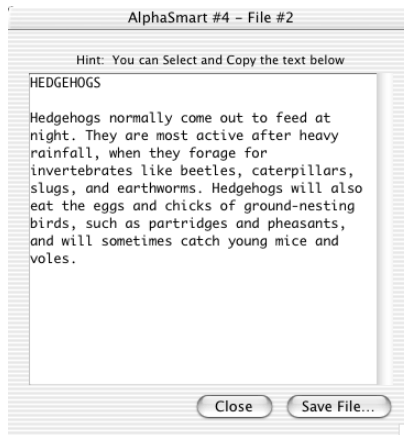
Files sorted by device

3. In the File Contents area, click the plus sign or triangle of the file or device you want to retrieve and view. A message appears briefly, saying that AlphaSmart Manager is retrieving the file(s).
4. Click the displayed text for a file you want to view.



Click to select the file you want to view

5. Click View File. AlphaSmart Manager displays the file.



6. You can save the file from here, or click Close to close the dialog box and return to AlphaSmart Manager.

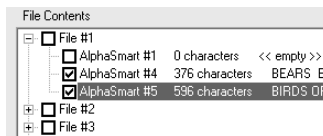
Printing files from AlphaSmart Manager

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

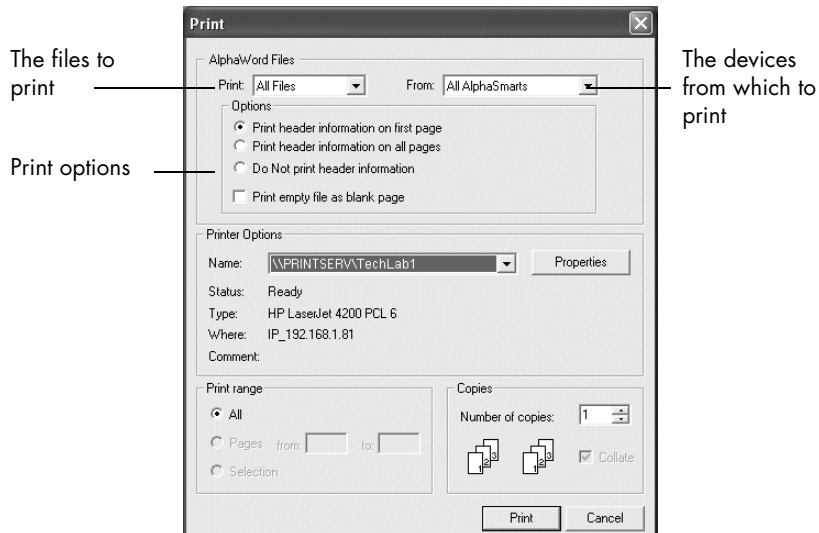
To print files from AlphaSmart Manager on a PC:

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. The Print dialog box appears.

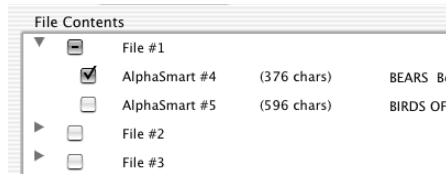


3. Indicate the files you want to print and the devices you want to print from.
 - **All Files.** Prints all files from the devices you select.
 - **Checked Items.** Prints only the files you checked.
 - **File #.** Prints only that numbered file.
 - **From All AlphaSmarts** (SmartOption version only). Prints files from all connected devices.
 - **From AlphaSmart #** (SmartOption version only). Prints files from a device you select.
 - **From AlphaSmart USB.** Prints files from a single device connected to your computer.
4. Select the print options you want.
 - **Print header information on first page.** Prints header information (the AlphaSmart device number and the file number) on the first page only.
 - **Print header information on all pages.** Prints header information (including page numbers) on all pages.
 - **Do not print header information.** Omits header information from all pages.
 - **Print empty files as blank page.** As the option name implies, prints empty files as blank pages.
5. Click Print.

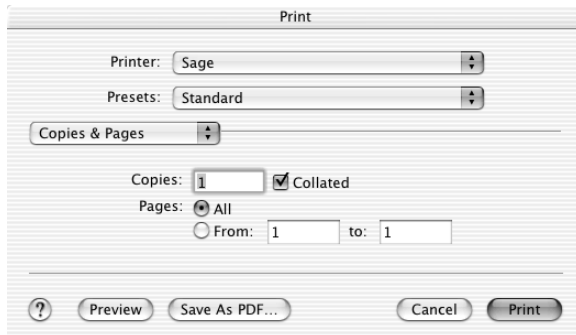
To print files from AlphaSmart Manager on a Macintosh:

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

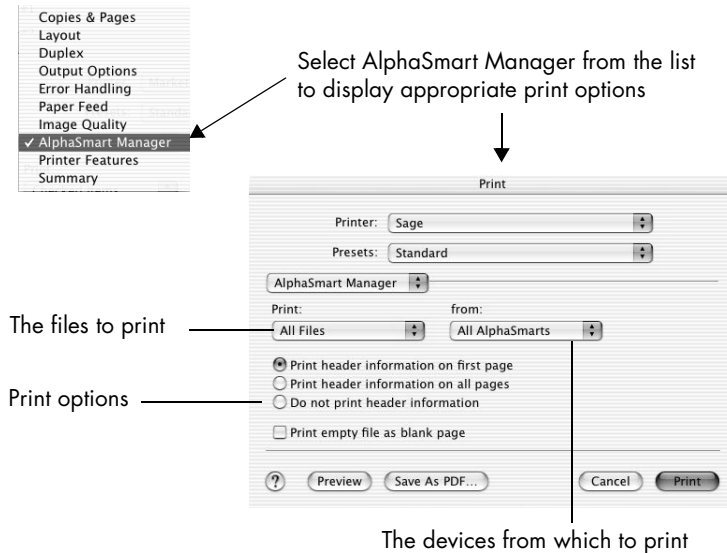
Tip! If you know exactly which files you want to print, check those files in the File Contents list.



2. Click Print Files. The Print dialog box appears.



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



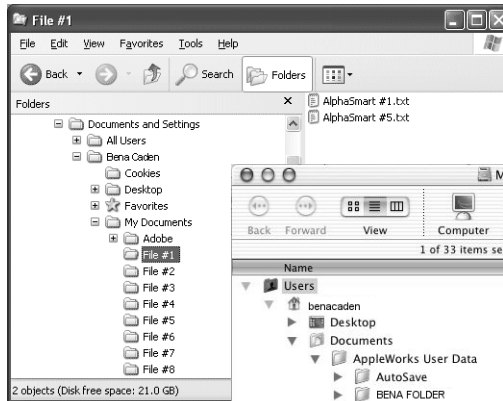
- Indicate the files you want to print and the devices you want to print from.
 - All Files.** Prints all files from the devices you select.
 - Checked Items.** Prints only the files you checked.
 - File #.** Prints only that numbered file.
 - From All AlphaSmarts** (SmartOption version only). Prints files from all connected devices.
 - From AlphaSmart #** (SmartOption version only). Prints files from a device you select.
 - From AlphaSmart USB.** Prints files from a single device connected to your computer.

5. Select the print options you want.
 - **Print header information on first page.** Prints header information (the AlphaSmart device number and the file number) on the first page only.
 - **Print header information on all pages.** Prints header information (including page numbers) on all pages.
 - **Do not print header information.** Omits header information from all pages.
 - **Print empty files as blank page.** As the option name implies, prints empty files as blank pages.
6. Click Print.

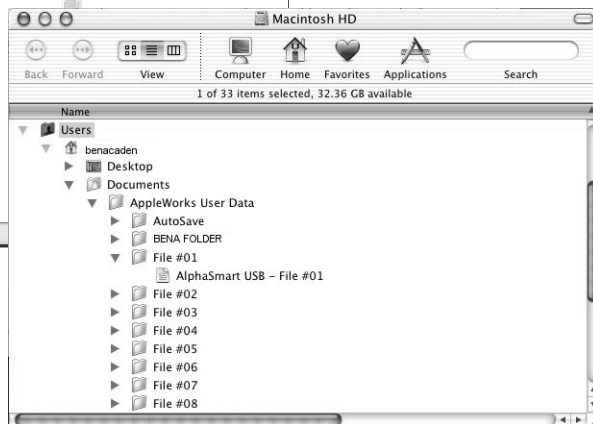
Saving files

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

Saved files on a PC



Saved files on a Macintosh

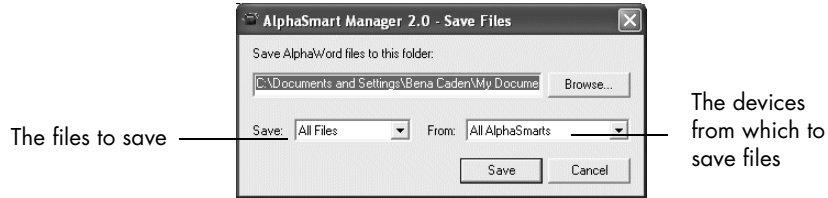


To save AlphaWord files:

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

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

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



3. Browse to the location where you want to save files, then select save options:
 - **All Files.** Saves all files from the devices you select.
 - **Checked Items.** Saves only the files you checked.
 - **File #.** Saves only that numbered file.
 - **From All AlphaSmarts** (SmartOption version only). Saves files from all connected devices.
 - **From AlphaSmart #** (SmartOption version only). Saves files from a device you select.
 - **From AlphaSmart USB.** Saves files from a single device connected to your computer.
4. Click Save. The files are saved as text files in the location you specified.

Tip! When working in a group situation, consider numbering the AlphaSmart devices 1–30 and assigning participants a particular number to use throughout the session. When participants are finished working with the devices, be sure to connect each participant’s device to the appropriate number on the AlphaHub. When you retrieve and save files, each participant’s work will be saved in the appropriately numbered folder.

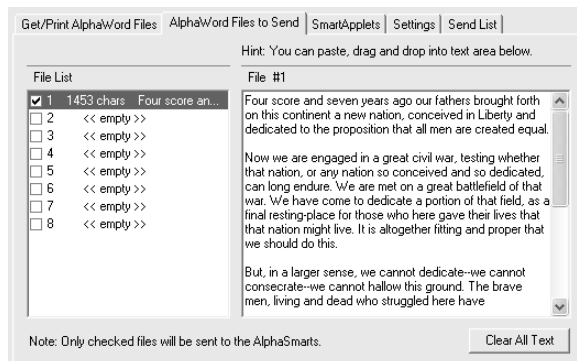
Sending files to AlphaSmart devices

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

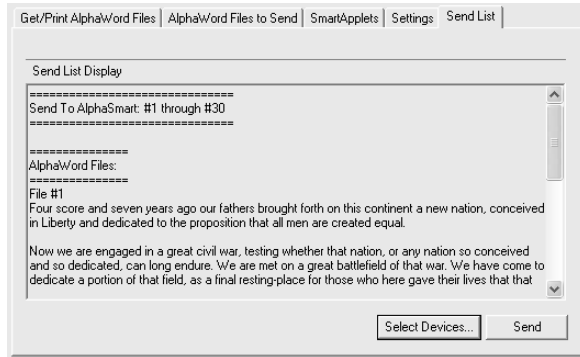
If your computer is connected to a group of AlphaSmart devices through an AlphaHub, you can send the files to all connected AlphaSmart devices or just particular devices you select.

To send a file to AlphaSmart devices:

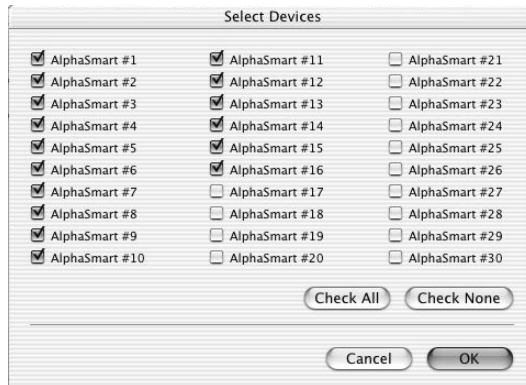
1. In AlphaSmart Manager, click the AlphaWord Files to Send tab.
2. Check the number of the file to which you want to send text.
(Note that any existing text in the workspace on the device will be overwritten.)
3. In the File # area, type the text you want to transfer, or paste or drag the text from another application.



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



- To send the text to specific devices, click Select Devices, check the devices to which you want to send the text, then click OK. (To send to all connected devices, skip this step.)



- 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.

Installing SmartApplets

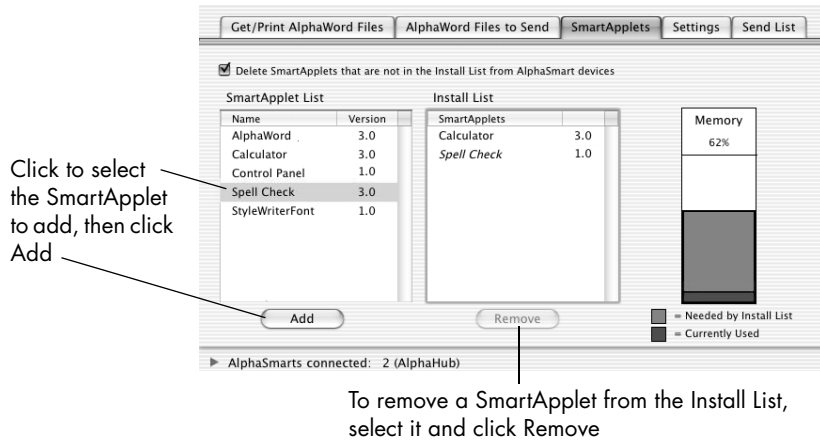
SmartApplets are software applications that extend the functionality of AlphaSmart devices. Some SmartApplets are included with devices; others you purchase and install on your computer, then send to AlphaSmart devices with AlphaSmart Manager.

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

To install a SmartApplet on AlphaSmart devices:

1. Install the SmartApplet on your computer, following the directions in the SmartApplet package.
2. In AlphaSmart Manager, click the SmartApplets tab.

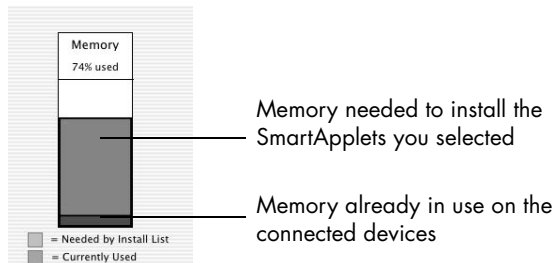
- Click the SmartApplet you want to install in the SmartApplet List, then click Add. You can Ctrl-click, ⌘-click, or Shift-click to select multiple SmartApplets.



Tip! You can also drag a SmartApplet between the lists.

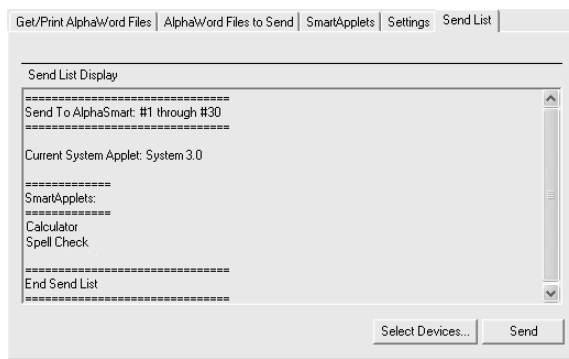
- Keep an eye on the Memory column to be sure the devices have enough memory available to receive the SmartApplets you want.

The Memory column shows both the amount of memory in use by SmartApplets on the connected devices as well as 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 the devices to free up memory. See "Deleting SmartApplets" on page 37 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. To send the SmartApplets to specific devices, click Select Devices, check the devices to which you want to send the SmartApplets, then click OK. (To send SmartApplets to all connected devices, skip this step.)
7. Click Send.

Deleting SmartApplets

You remove SmartApplets from AlphaSmart devices 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 and you want all AlphaSmart devices to begin with the same set of SmartApplets and files.

When you remove SmartApplets, you're actually having AlphaSmart Manager install a consistent set of SmartApplets and delete any extraneous SmartApplets that are on devices but not in your install


list. This method ensures that all the AlphaSmart devices are in sync with each other.

Important: If you remove extraneous SmartApplets, you also remove any files associated with the SmartApplets you're deleting. (For example, if you remove AlphaWord, you also remove any AlphaWord files.) For consistency, this can be useful in group situations; but if there are files on the devices that you want to save, be sure you retrieve them first.

Tip! If there's a SmartApplet on AlphaSmart devices that you don't want your group to use, consider disabling it rather than removing it. Disabling turns off the SmartApplet on the devices until you enable it. This saves you from having to reinstall the SmartApplet later. Some SmartApplets take a significant amount of time to install, so 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 54 for more information about disabling SmartApplets.

To delete a SmartApplet from AlphaSmart devices:

1. In AlphaSmart Manager, click the SmartApplets tab.
2. In the SmartApplets List, click the SmartApplets you want to keep on the devices, then click Add. You can Ctrl-click, ⌘-click, or Shift-click to select multiple SmartApplets. SmartApplets not in the Install List will be deleted.
3. Check the option Delete SmartApplets that are not in the 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 on the devices 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 an AlphaSmart device. But if Spell Check is installed on a device, SmartApplets such as AlphaWord use it to check spelling.

Defining settings

You can define system settings and settings for individual SmartApplets through AlphaSmart Manager. For more detailed information about the various settings themselves, see “System and SmartApplet Settings” on page 47.

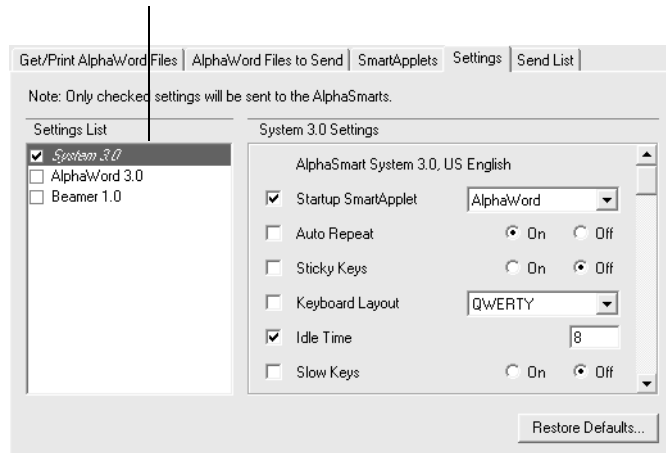
Defining system settings

System settings apply to all functions of the AlphaSmart device. For a more detailed explanation, see “System settings explained” on page 47.

To define system settings through AlphaSmart Manager:

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

The SmartApplets that appear in this list depend on what you selected to install on the SmartApplets tab, in addition to the SmartApplets that are already present on *all* (not just some) connected devices.



3. In the System Settings area, check the settings you want to change, specifying 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 particular SmartApplet checkbox on the left. If you uncheck this checkbox, changes you make to settings won't be sent to your AlphaSmart devices.

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

Defining settings for SmartApplets

SmartApplets have settings specific to them, which you set in AlphaSmart Manager. AlphaWord, 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 reflect what you selected to install on the SmartApplets tab, plus the SmartApplets that are present on *all* (not just some) connected devices.

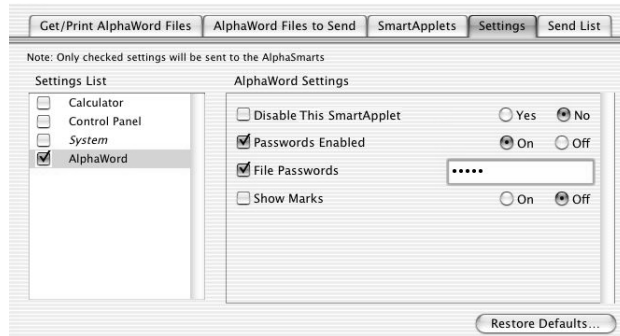
If you want to select a setting for a SmartApplet, and that SmartApplet doesn't appear in the list, it means one of three things:

- It hasn't been installed on any of the connected devices yet.
- It's been installed on some connected devices, but not all of them.
- You haven't selected it as a SmartApplet to add on the SmartApplets tab.

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 in the Settings area on the right, entering information as appropriate.



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

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

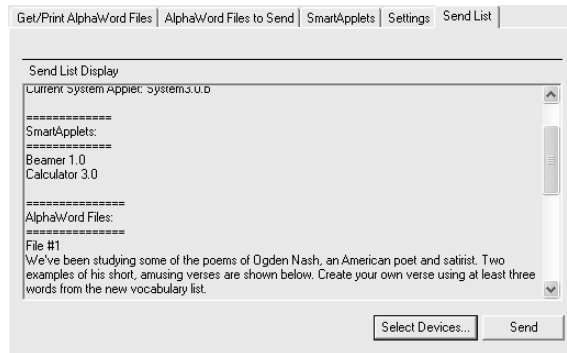
Using send lists

A send list is what you use to transfer information over to AlphaSmart devices. 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 AlphaSmart devices.

You can make changes and send them over immediately, or you can create and save a send list with changes you make regularly for different activities. By default, changes are sent to all connected devices, unless you specifically select particular devices.

To send changes without saving the send list:

1. In AlphaSmart Manager, make the changes you want to transfer over to AlphaSmart devices.
2. Click the Send List tab and verify that the changes you want to make appear in the Send List Display.



3. If you want to send changes to a few devices but not all, click Select Devices, select the AlphaSmart devices to which you want

to send changes, then click OK. (If you want to send changes to all connected devices, skip this step.)



4. Click Send.

To save changes in a send list:

1. In AlphaSmart Manager, make the changes you want to transfer over to AlphaSmart devices.
2. Click the Send List tab and verify that the settings you want to transfer 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 and type a name in the File Name field, then click Save.
5. Click Send to transfer the changes to AlphaSmart devices.

To open a saved send list:

1. In AlphaSmart Manager, choose File > Open Send List.
2. Browse to specify the folder that contains the saved send list.

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.

Tips for working with send lists

You can define different groups of settings for different types of activities. You define the settings you want, then save them as a send list. When you want to switch between different activities, you open the appropriate send list and send it to connected AlphaSmart devices.

You might want to have different types of send lists—one that sends SmartApplets (a setup list), which can take considerable time, and one that sends just data files (a data files list). You might use the setup list at the beginning of a session or activity, then use the data files list more frequently to send examples and exercises.

Additionally, if you set up a send list that includes files to send, you can enter all the text you want to use for every file, but then send selected files separately. The saved send list retains all the text you entered, but you can selectively send the individual files, which might be helpful if you want to assign different activities on different days.

For example, you might have a group of writing activities with several examples, which you enter in AlphaSmart Manager and save as a send list. When you're ready to work with your group, however, you might want to send over one example at a time. If this is the case, you open the send list, then check only the example (in the AlphaWord Files to Send tab) you want to send at that time.

System and SmartApplet Settings

There are a variety of settings you can configure with AlphaSmart Manager. This chapter explains

- System settings
- SmartApplets settings
- Default settings

System settings explained

System settings are options that apply to all functions of the AlphaSmart device. No matter which SmartApplet is being used, these settings are in effect. You can create and save unique send lists that contain configurations of system settings for different purposes.

In group use, your activities may cover a variety of subjects at various comprehension levels, so you'll probably want to set up your send lists differently depending on each activity's distinct requirements. By saving a send list with the settings you want, you can customize the AlphaSmart devices for each activity.

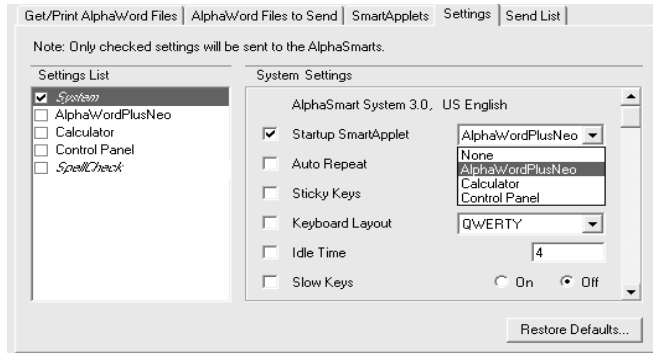
However, keep in mind that after you configure the AlphaSmart devices, the individuals using them can change the settings on their individual AlphaSmart devices (except those settings that are protected with the master password).

The system settings you can configure in AlphaSmart Manager are

- **Startup SmartApplet.** Lets you designate which SmartApplet appears when you first turn on an AlphaSmart device.
- **Auto Repeat.** Sets whether keys repeat when held down.
- **Sticky Keys.** Sets whether you must hold keys down for keyboard commands or whether you can press them sequentially.
- **Keyboard Layout.** Sets alternate keyboard layouts.
- **Idle Time.** Sets the time that an AlphaSmart device can be idle before turning off (4–59 minutes).
- **Slow Keys** and **Slow Key Delay.** Sets a time that a key must be held down before the character appears onscreen.
- **Reset System Font to Default.** Sets Neos to the four-line fixed-width system font (Neo only).
- **Transfer Speed.** Sets the rate of transfer when the device is connected by USB cable to a computer.
- **IR Transfer Speed.** Sets the rate of transfer when using infrared (IR) beaming.
- **Master Password.** Lets you specify your own personal master password for the devices.
- **Printer Selection.** Lets you select a printer (AlphaSmart 3000s only).
- **Two-button On.** Lets you specify that *two* keys must be pressed at the same time—**on/off** and **enter**—to turn the device on.

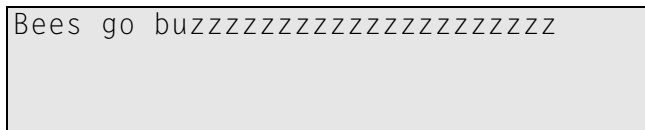
Startup SmartApplet

If you designate a startup application, that SmartApplet, rather than the last SmartApplet you used, appears first when you turn on an AlphaSmart device. You can choose only one SmartApplet as the startup application.



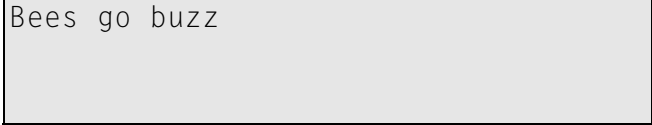
Auto Repeat

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.



Bees go buzz

Sticky Keys

On AlphaSmart devices, you have to hold down and press several keys simultaneously to activate some commands. The Sticky Keys setting lets you turn this behavior off, which is useful for people just learning to type or for users 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, rather than simultaneously. So you could, for instance, press **ctrl**, then **⌘**, then **B** individually to check battery status, rather than pressing all three keys at the same time.

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.

Keyboard layouts

You have a choice of four different keyboard layouts to provide for special needs:

- 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, an alternate layout that lets people with special needs type faster

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.

Idle Time

This setting lets you control the amount of time an AlphaSmart device can be idle before it automatically turns off. The minimum idle time is 4 minutes (default) and the maximum is 59 minutes. Lower idle times help conserve battery life.

Keep in mind that all text is saved automatically when an AlphaSmart device powers off.

Slow Keys and Slow Keys Delay

Slow Keys is a pair of settings that lets you set a delay time between pressing a key and having that character appear onscreen. This setting is useful for individuals with unsteady hands or for users who have difficulty in targeting specific keys, as it helps prevent inadvertent typing.

For example, if you turn Slow Keys on and set the Slow Keys Delay to one second, an individual has 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. You can specify a setting as high as three seconds.

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 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.

Reset system font

In AlphaWord Plus on Neo devices, you can choose from six font sizes so that the device displays text in a size most comfortable for whatever environment you're working in (or group you're working with). With AlphaSmart Manager, you can reset Neos so that they default to the system font, which displays four lines of text onscreen using a fixed-width font. For more information about font sizes in AlphaWord Plus, see the *Neo User's Guide*.

Transfer speed

An AlphaSmart device can send text faster than some older computers can accept it. If you notice missing characters or jumbled text on the computer, 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 AlphaSmart device to transfer text into these applications.

These transfer speed settings apply to transfers that are performed with a cable. The settings are

- **Very Slow (1).** This is the slowest speed setting and is compatible with all computers and applications. It's recommended especially for applications that use graphics heavily.
- **Slow (2).** This setting is compatible with all computers and most applications.

- **Fast (3).** This the default speed and usually works well with most computers.
- **Fastest (4).** This setting provides the quickest transfers. However, some word processing programs may experience some data loss when files are transferred using this mode, so you might want to experiment to see which speed works best for you.

IR transfer speed

This setting has to do with how fast information is transferred by infrared (IR) beaming. The settings are

- **Fastest speed (1).** This setting provides the quickest IR transfers. However, some applications may experience some data loss 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 computers and most applications.

Master Password

You use a master password to access or override certain options on AlphaSmart devices. A master password permits the ability to create individual file passwords for AlphaWord files and controls access to other settings such as disabling and enabling SmartApplets on AlphaSmart devices. With AlphaSmart Manager, you can set your own unique master password. It's recommended you do so for greater security. See "Master password" on page 69 for more information.

Printer Selection

This setting lets you specify what printer to use when printing directly from AlphaSmart 3000 devices, either by cable or by IR beaming (if you have an IR-capable printer). There's no need to select a printer

when printing from Neo devices, which print to IR and USB-compatible printers.

Tip! If you use an Apple StyleWriter printer with AlphaSmart 3000s, use the SmartApplets tab in AlphaSmart Manager to install the StyleWriteFont support SmartApplet.

Two-button On

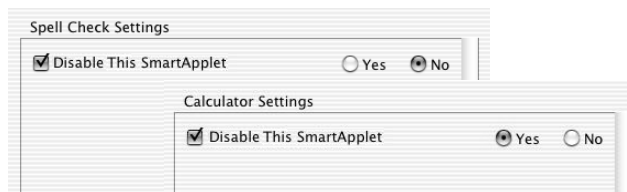
This setting lets you specify that you must press two buttons (**enter** and **on/off**) to turn the device on. When enabled, this setting helps prevent accidentally turning the device on as you transport it in a backpack or other carrying case.

SmartApplet settings

SmartApplets have settings specific to them, which you set in AlphaSmart Manager.

The Disable This SmartApplet setting

Each SmartApplet has a Disable this SmartApplet setting that lets you turn off that SmartApplet. If you disable a SmartApplet, it means you can't use it on AlphaSmart devices. For example, you might want to disable Calculator if you want to prevent access to electronic calculations. You can disable multiple SmartApplets.



You can use AlphaSmart Manager to enable a SmartApplet if it's been disabled. You can also enable a SmartApplet on an individual

device by entering the master password when you try to start that SmartApplet.

Tip! On devices, the Control Panel SmartApplet gives users access to a variety of settings. Disabling Control Panel prevents users from being able to change those settings, which might be useful in group situations.

AlphaWord and AlphaWord Plus settings

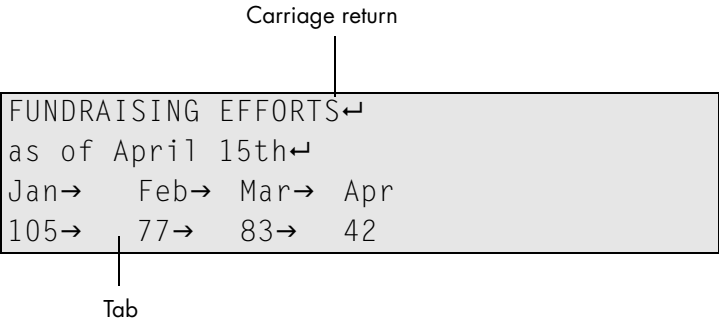
AlphaWord and AlphaWord Plus have their own settings, which are listed in the following table, that you can control through AlphaSmart Manager.

This setting	Does this
Disable this SmartApplet	Prevents users from using AlphaWord.
Passwords Enabled	When turned on, users can set unique file passwords for each AlphaWord file on an AlphaSmart device. When turned off, unique file passwords can't be set. See "File passwords" on page 69 for more information.
File Passwords	Specifies a common password for all AlphaWord files See "File passwords" on page 69 for more information.
Show Marks	Sets whether to display tabs and carriage returns as spaces and arrows.
Maximum File Size (in characters) <i>AlphaWord Plus only</i>	Lets you set a maximum file length for AlphaWord Plus files. The default for this setting is 51,200 characters, which is about 25 pages. The maximum allowed is 102,400 characters (about 50 pages).

This setting	Does this
Minimum File Size (in characters) <i>AlphaWord Plus only</i>	Lets you set a minimum file length for AlphaWord files. The lowest number you can set is 512 characters, which is the default setting. 512 characters is about a quarter of a page.
Delete all files <i>AlphaWord Plus only</i>	Deletes all AlphaWord Plus files on connected devices

Show Marks

Show Marks is a setting that lets you view tabs as right arrows and carriage returns as return arrows.



When you have Show Marks turned off, tabs and carriage returns appear as spaces onscreen. Regardless of the Show Marks setting, both tabs and carriage returns transfer to your computer as tabs and carriage returns.

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 settings that you can control through AlphaSmart Manager 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 or prevents users from adding words to the user dictionary
Delete user dictionary	Deletes the user dictionary on all connected devices

Other SmartApplets settings

If you purchased SmartApplets such as Beamer, AlphaQuiz, or others, 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.

Default settings

The following table lists the default settings for AlphaSmart Manager and AlphaSmart devices.

Setting name	Default state
System settings:	
Startup SmartApplet	AlphaWord
Auto Repeat	On
Sticky Keys	Off
Keyboard Layout	QWERTY
Idle Time	4 minutes
Slow Keys	Off
Slow Key Delay	0 seconds
Reset System Font to Default	Off
Transfer Speed	Fast
IR Transfer Speed	Fastest
Master Password	***** (Set your own)
Printer Selection	HP Printer
Two-button ON	Off
AlphaWord and AlphaWord Plus settings:	
Disable this SmartApplet	No
Passwords enabled	Off
File passwords	write (can reset globally to a password you choose)
Show Marks	Off
Maximum file size (AlphaWord Plus only)	51,200 characters
Minimum file size (AlphaWord Plus only)	512 characters

Default settings

Setting name	Default state
Delete all files (AlphaWord Plus only)	Off
Calculator settings:	
Disable this SmartApplet	No
Control Panel settings:	
Disable this SmartApplet	No
Spell Check settings:	
Disable this SmartApplet	No
Allow adding words to dictionary	On
Delete user dictionary	Off

Advanced Tasks

This chapter explains the more advanced tasks you can perform in AlphaSmart Manager, which are

- Sending a user dictionary list to devices (AlphaWord Plus only)
- Adding a SmartApplet
- Getting SmartApplet information
- Setting preferences
- Understanding passwords and how to use them
- Restoring default settings
- Resetting, reverting, and reformatting devices

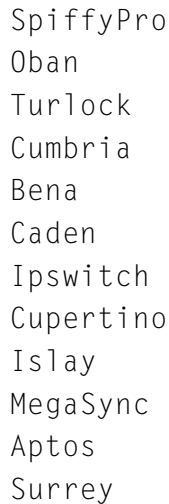
Sending a user dictionary to devices

Using AlphaSmart Manager, you can create and send a custom dictionary to devices that have AlphaWord Plus installed.

If you or your users regularly run into words that trip up spell checks because they aren't in the spell check dictionary, you might want to create your own list of words—a custom user dictionary—to add to the AlphaWord Plus dictionary.

You create a word list as a text file on your computer and send it to your AlphaSmart devices 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 user (custom) dictionary on an AlphaSmart device, in addition to the spell check dictionary. If you want to make changes to the user dictionary—additions or deletions—you need to make the change in the word list text file on your computer and resend it to your AlphaSmart devices. 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, it overwrites the existing user dictionary on the device.

To send a user dictionary to connected devices:

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.

Note: You can also work with a user dictionary on an individual device. Using Spell Check settings in Control Panel you can delete a user dictionary or add one word at a time to it. You can also add individual words during a spell check.

Adding a SmartApplet to the SmartApplet list

If you've purchased additional SmartApplets and they don't appear in the list on the SmartApplets tab, you can add them manually.

To add a SmartApplet to the SmartApplet list:

1. In AlphaSmart Manager, choose File > Add to Applet List.
2. Browse to the location where you installed the SmartApplet. (SmartApplets have the file extension .OS3KApp.)
3. Select the SmartApplet and click OK.
4. Click the SmartApplets tab and check to see whether the SmartApplet appears in the list.

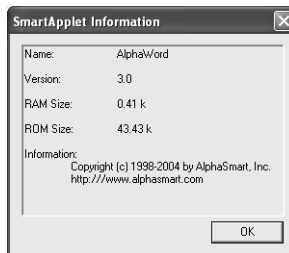
You can now install the SmartApplet on AlphaSmart devices (see "Installing SmartApplets" on page 35).

Getting SmartApplet information

You can easily view information about the SmartApplets you installed on your computer.

To view SmartApplet information:

1. In AlphaSmart Manager, click the SmartApplets tab.
2. Select the SmartApplet in which you're interested, then choose File > Get SmartApplet Info.



3. Click OK when you're finished.

Preferences

You can set preferences for the following types of activities:

- Printing
- Setting a send list password (passwords are more fully described on page 67)
- Other preferences

To set preferences:

1. Do one of the following:
 - Macintosh: Choose AlphaSmart Manager > Preferences.
 - PC: Choose Edit > Preferences.
2. Select the preferences you want to set (see the following descriptions).
3. Click OK.

Printing preferences

You can specify default print options for printing AlphaWord files.

- **Print header information on first page.** Prints header information on the first page only.
- **Print header information on all pages.** Prints header information on all pages.
- **Do not print header information.** Omits header information from all pages.
- **Print empty files as blank page.** Prints empty files as blank pages.

Other preferences

There are some other preferences you can set as well.

- **8.3 file naming convention.** Lets you specify that when you save files, a DOS-style 8.3 file naming convention is used. This can be useful if you run scripts that use the 8.3 naming convention.
- **Show connection status display.** Selecting this option causes AlphaSmart Manager to display the connection status area at startup. For more information, see “Checking connections” on page 16.

- **Replace SmartApplets on device with SmartApplets from computer.** Specifies that if a SmartApplet you want to install already exists on a device, it should be overwritten with the version of the SmartApplet on the computer.

For example, if you have some devices with AlphaWord and some without, and you install AlphaWord with this preference checked, AlphaSmart Manager will install AlphaWord on all connected devices, even those on which it already exists. AlphaSmart Manager overwrites the existing version on those devices.

The advantage of selecting this preference is that it ensures consistency among a group of devices and lets you easily update your SmartApplets with newer versions. The slight disadvantage is that when checked, it can take longer to complete the installation than if the preference is unchecked.

This preference is on by default. The preference doesn't cause AlphaSmart Manager to overwrite any data files associated with the SmartApplet (such as AlphaWord files).

- **Select default system.** This preference lets you step back to previous "point" releases of the system files. (Point releases are incremental developments of a system version.) That is, if your devices are running system 3.x, you could step back to any *prior* 3.x version. Usually you would use this preference with assistance from Technical Support.

The default for this preference is "latest system," which automatically upgrades devices to the latest system files on your computer.

Understanding passwords in AlphaSmart Manager

There are three types of password protection for AlphaSmart Manager and AlphaSmart devices. AlphaSmart Manager lets you control all three types of passwords from your computer.

- **Send list password:** This password is specific to AlphaSmart Manager. It lets you set a password so that no one can send information—files, SmartApplets, settings—from AlphaSmart Manager to any connected AlphaSmart device(s) without first typing the send list password.
- **Master password:** This password lets you authorize the ability to create individual file passwords on devices. It controls access to other settings as well, such as disabling and enabling SmartApplets. You can specify your own personal master password; in fact it's recommended you do so.
- **File passwords:** You can set individual passwords for AlphaWord files on an AlphaSmart device. You can set a global password for all the files, which individuals can change on their AlphaSmart devices. Individual passwords are useful when multiple users share one AlphaSmart device, or when the contents of an individual's files are confidential.

Passwords can be one to six alphanumeric characters; they can't contain spaces or special characters; they aren't case sensitive.

The password system is meant to protect against accidental or mischievous data loss, and to provide a minimum level of data privacy. It can't prevent concerted malicious efforts at data destruction.

Send list password

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

To set 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 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 be set only 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 devices) and enables the ability to create individual file passwords for AlphaWord files on devices. With AlphaSmart Manager you can set your own unique master password. In fact, you should 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 area.
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 List 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

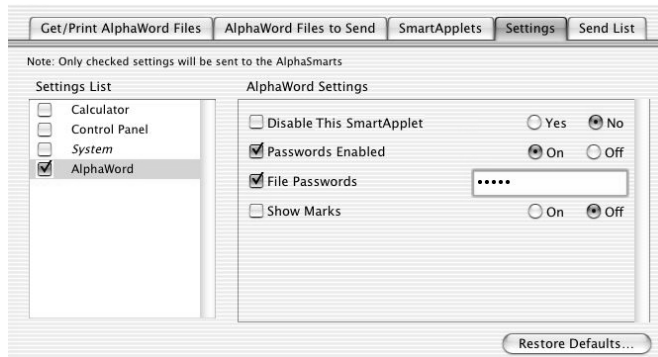
File passwords are useful for protecting the contents of AlphaWord files. With AlphaSmart Manager, you can set a single password for all files, which individuals can later change to unique file passwords on AlphaSmart devices.

You cannot set individual file passwords without first enabling or authorizing 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 Passwords Enabled checkbox, then select On directly across from it.
4. Select the File Passwords checkbox, then type the global password you want to use for AlphaWord files.



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

Creating individual file passwords

Once you've enabled passwords and set a global password for all files, you might want to set unique file passwords on an AlphaSmart device, or instruct your group of users to do so. Each AlphaWord file can have a unique file password.

To change a file password on an AlphaSmart device:

1. Turn the AlphaSmart device on and make sure it's not connected to a computer.
2. Open the file for which you want to set a new file password and type the current file password.

3. Press **option-⌘-P** to show the Change Password screen.

Change password for File 4
Current password:
New password:
Confirm new password:

4. Type the current file password, your new password, and your new password again to confirm it.
5. 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, anytime you switch between files, you're prompted for that file's password before being allowed to edit that file.

Tip! On an AlphaSmart device, individual file passwords can be overridden by typing the master password.

Restoring defaults

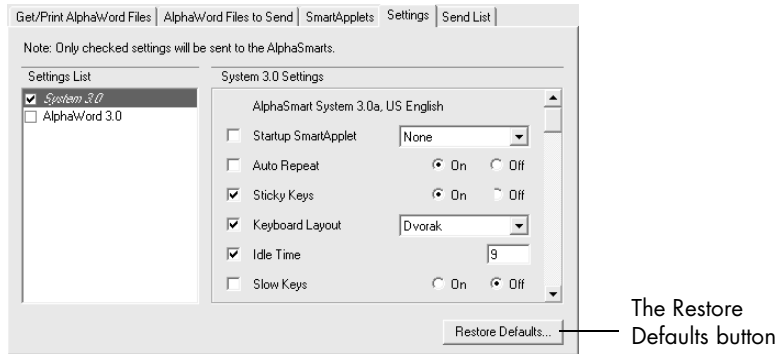
If you've made a lot of changes to SmartApplet settings, there might be times when you want to return the settings to the factory defaults. You can restore defaults for a single SmartApplet or for all installed SmartApplets. (The factory default settings are listed on page 59.)

Note: Restoring setting defaults doesn't remove files or SmartApplets from AlphaSmart devices. It only restores the settings themselves.

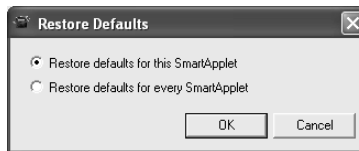
To restore factory default settings:

1. Be sure your AlphaSmart device or AlphaHub and AlphaSmart devices are connected to your computer.
2. In AlphaSmart Manager, click the Settings tab.

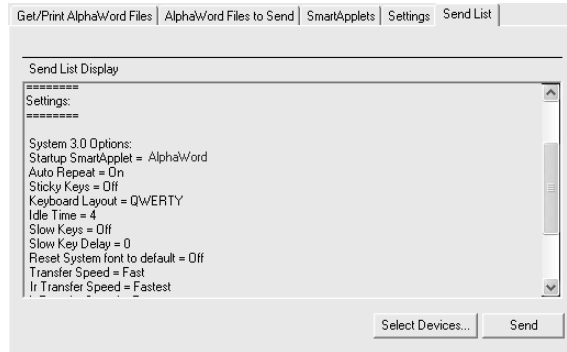
3. Click Restore Defaults.



4. Select whether to restore defaults for the selected SmartApplet or all SmartApplets, then click OK.



5. Click the Send List tab and verify that the settings appear in the Send List Display.



6. Click Send.

Resetting all devices

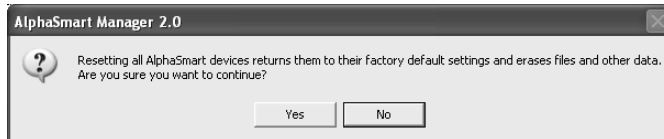
You can reset AlphaSmart devices to the original configuration in which you received them. Resetting devices removes files, restores default settings, and removes any SmartApplets except the standard ones:

- AlphaWord (including Spell Check), Calculator, and Control Panel for AlphaSmart 3000s
- AlphaWord Plus (including Spell Check, Thesaurus, and font sizes), Calculator, and Control Panel for Neos

Resetting all devices is particularly useful with a group of AlphaSmart devices, when you're at the end of a session or year of activities and you want to begin again with a clean slate.

To reset all devices:

1. Make sure all the devices you want to reset are connected to an AlphaHub and that the AlphaHub is connected to your computer.
2. In AlphaSmart Manager, choose Setup > Reset All AlphaSmart Devices. A warning message about loss of data appears.



3. Click Yes (on a PC) or OK (on a Macintosh). AlphaSmart Manager sends a new send list that contains factory default settings to connected devices.

Reverting a device

For AlphaSmart 3000s, if you have an older SmartApplet that doesn't work with the system installed on the device, you can revert the device to the previous system version and reinstall the SmartApplet so that it does work.

Warning! Use this command with caution. You'll lose any data and SmartApplets you have on the AlphaSmart 3000, and you'll need to install the older SmartApplet in the manner in which you originally installed it. You won't be able to use AlphaSmart Manager 2 to install it.

Contact Technical Support if you need help with this procedure.

Reformatting a device

AlphaSmart 3000s can be reformatted, however, reformatting a device is an extreme measure that should be used only if an AlphaSmart 3000 is seriously malfunctioning. Reformatting removes all data and SmartApplets.

Warning! Don't ever use this command without contacting Technical Support. The command exists in order to help Technical Support walk you through the steps necessary to repair an AlphaSmart 3000.

Troubleshooting

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

When I click the plus sign (or triangle) to check connections, AlphaSmart Manager doesn't show that any AlphaSmart devices are currently connected.

- Make sure the power switch on the back or side of the AlphaHub is turned on. A green light on the front of the AlphaHub indicates that the power is on.
- Make sure your computer is properly connected to the AlphaHub; that is, the USB cable connecting the two is securely attached at both ends.
- Be patient. It can take up to thirty seconds for AlphaSmart Manager to recognize devices connected to an AlphaHub and to display them in the connection status area.
- On a Macintosh, use the System Profiler to see if the computer is communicating with the AlphaHub (Apple menu > About this Mac > More Info). Depending on your operating system, the AlphaHub will be listed under the Devices and Volumes tab or under the USB Device Tree as a USB Communication device named Alphacart. If you don't see this item, make sure that the files USBAlphaSmartDrv and USBAlphaSmartShim are in the Extensions folder of the System folder that is in use.

-
- On a PC, use the Device Manager to list hardware devices (Start menu > Control Panel > System > Hardware tab > Device Manager button for Windows 2000 or XP or Start menu > Control Panel > System > Device Manager tab for Windows 98 or ME). The AlphaHub will be in the Universal Serial Bus controllers section.

I have an AlphaSmart device connected to a port on the AlphaHub, but when I check the connections, the indicator is black instead of green.

Try plugging that AlphaSmart device into the AlphaHub using a different hub cable.

I have an older SmartApplet that doesn't seem to be compatible with AlphaSmart Manager 2. Should I update my system files with AlphaSmart Manager 2?

This question applies to AlphaSmart 3000s only, and the answer depends on how you use your device. If you use the older SmartApplet as your primary tool, then you should perhaps wait to update your system files until that SmartApplet has been revised to support the latest system. You can continue to use AlphaSmart Manager 1.0 or 1.1 to manage the device.

If you use other, compatible SmartApplets more often than the older one, you might want to go ahead and update your system files so that you can take advantage of new and expanded features.

To return to the older SmartApplet, use AlphaSmart Manager 2 to revert the device to an earlier system, then reinstall the older SmartApplet using the updater application that came on the SmartApplet CD.

SmartApplets for which AlphaSmart Manager 2-compatible updates may not be available right away include Co:Writer SmartApplet, Writer Tools, and FormMate. Visit the AlphaSmart web site

periodically (go to the software products area) to see whether the SmartApplet has been updated.

I can't remember the password that I set, and now I can't use AlphaSmart Manager to configure my AlphaSmart devices.

If you're referring to a master password or a global file password, you can simply reset them in AlphaSmart Manager (see page 67 for instructions).

If you set a send list password and can't remember it, you'll need assistance from Technical Support.

I have a SmartApplet installed on my computer, but I can't install it on the devices.

An installed SmartApplet should appear in the SmartApplet list in the SmartApplets tab. If it doesn't, try the steps listed here:

1. Locate the SmartApplet on your computer and check the file extension. SmartApplets that are compatible with AlphaSmart Manager 2 have the extension .OSK3App.
2. If the SmartApplet has the appropriate extension, add the SmartApplet using the instructions on page 63.
3. If the SmartApplet doesn't have the appropriate extension, you won't be able to use it with AlphaSmart Manager 2. You will probably need to return to earlier versions of AlphaSmart Manager and the system files. Contact Technical Support for assistance.

I'm managing a group of devices on an AlphaHub, and I want to change a setting on one of the SmartApplets, but I don't see the SmartApplet in the settings list in AlphaSmart Manager.

For a SmartApplet to appear in the Settings tab, it must either be listed in the Install List on the SmartApplets tab, or it must be present on every connected device. If the SmartApplet is present on

some devices, but not all, then you need to add it to the Install List on the SmartApplets tab in AlphaSmart Manager. Once you do so, you'll be able to change the setting for the SmartApplet on the Settings tab.

I can't print with my Apple StyleWriter.

If you use an Apple StyleWriter printer, use the SmartApplets tab in AlphaSmart Manager to install the StyleWriterFont support SmartApplet.

When I try to drag and drop text from my PC, AlphaSmart Manager doesn't accept it.

Some Windows applications like Notepad don't support drag and drop, while others like WordPad and Word do. The application you're dragging from has to support drag and drop in order for AlphaSmart Manager to receive it. If it doesn't, you can always select and cut or copy the text from your application, then paste it into AlphaSmart Manager.

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

United Kingdom

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

Europe, Middle East, and Africa

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

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 support@alphasmart.com .
Latest support information:	www.alphasmart.com/supportinfo Select your country or region.
Purchase AlphaSmart products:	www.alphasmart.com/international (This URL also provides a list of resellers and AlphaSmart contacts.)

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