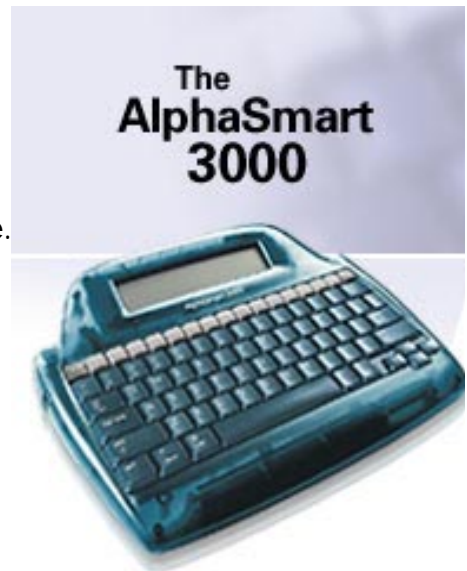


AlphaSmart Keyboard

AlphaSmart keyboards are durable, portable keyboarding devices that allow students to produce text in school settings. Text can be downloaded to a desktop computer and saved to the server. Eight individual files are available.



Components:

- Printer Port
- On/Off Key
- Computer Port
- Battery Door (on back) batteries, AC or rechargeable batteries
- Keyboard
 - 8 individual files - automatic save, approximately 12.5 pages of text capacity per file
 - Print key - with a serial cable; prints directly to a printer
 - Spell Check - limited spell check feature, accessed by one letter commands, can be disabled (use Open Apple-Option-Spell Check)
 - Find - finds a word in one or all files (Option Enter) not case sensitive
 - Clear File - permanently clears the file
 - Home - moves to the "top" of the document
 - End - moves to the "end" of the document
 - Applets - contains *AlphaWord* a built in word processor with special features such : spell check, cut/copy/paste, auto save, foreign-language characters, and more. It is preinstalled. Also contains a *SmartApplet Calculator*.
 - Send - download to a desktop computer (WIN or MAC). Can be completed with cables or by infrared ports.

Tutorial for Using AlphaSmarts

AlphaSmarts are portable keyboarding devices that allow students access to printing capabilities at a low cost. They are sturdy devices with many features that allow their use in schools to continue to grow.

One special feature is the *Get Utility* which allows a user to download copied text from a desktop to computer to the AlphaSmart! It is an additional piece of software that can be installed on your desktop computer from AlphaSmart.

To begin:

- Turn on the on/off key. If the device is battery powered, it will show you an icon of the level of the battery charge in the upper right of the screen.
- Open a file and begin typing.
- Your work is automatically saved.
- Try editing your text using one or more of the following options:
 - To select text: place the cursor at the beginning of the first letter of the word you wish to select. Hold the *shift* key along with any of the *arrow keys*. The arrow keys will select the text you wish to cut, copy, or delete.
 - Once the text is selected, **delete** by using the **Cut** command, either **ctrl-X** or **Open Apple-X** to move to the clipboard. To *delete entirely*, select **backspace**.
 - To **copy** the selected text *without* deleting it use the **Copy** command, **ctrl-C** or **Open Apple-C**.
 - To **Paste** the selected and highlighted text, use the **Paste** command, **ctrl-v** or **Open Apple C**.
- Try downloading your text to a desktop computer using a cable and the **Send** key.
- Use the *Get Utility* to download text from the desktop to the AlphaSmart.
- Try printing your work, after you have edited it on the desktop computer.

Connecting AlphaSmart to a Desktop Computer

Using a USB cable:

- Complete your written work on the AlphaSmart
- Make sure your desktop computer has a blank word processing document open on the desktop
- Connect the flat USB connection end to the keyboard
- Connect the rectangular connection to the port on the upper right side of the AlphaSmart. Make sure both connections are a snug fit
- With the file open/on, Press the send key, located on the far right hand side of the keyboard in the top row
- The text from the AlphaSmart will be downloaded, line by line onto your open document
- Make any format or editing changes and print or save

Connecting your AlphaSmart to a printer-Use a serial cable!

- Complete your written work on the AlphaSmart. Make any final changes.
- Connect one end of a serial cable to the printer (we use older Desk Jet and Hewlett Packard printers for this).
- Connect the opposite end to the port labeled **Printer** on the upper left side of the AlphaSmart.
- Press the **Print** key, located in the top row of keys to the right of file 8.
- Printing will be performed. Peer editing can take place.

Using *Get Utility* to download text *from* the desktop to AlphaSmart

You must have the *Get Utility* software installed on your desktop computer

- Locate the file or text from a web site that you wish to download to the AlphaSmart.

Using the **Edit** feature, **Copy** the file/text

- Open the *Get Utility* software

• You'll see a screen like the one on the right

• Connect the desktop computer to the AlphaSmart. The screen will show a button with "**Send Text to AlphaSmart**" on the left. On the right, the screen will show you to which file the text will be received.

• When complete, disconnect cables and view the text in the file selected!

• This feature is good for group activities where the teacher would like a number of students to

have the same information for reading, answering questions and so on.

