

## AlphaSmart Basics

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

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

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

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

### **AlphaWord**

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

### **Capacity**

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

**Entering text** type as you would on any keyboard

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

### **Formatting text**

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

### **Cap lock**

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

### Editing text

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

### Find Feature

Use Cmd+F to access the find feature

Press Enter to search in file 1

Press Option+Enter to search in all files

Press Cmd+G to find again

Esc to exit

### Erasing

To erase a letter, select backspace

To erase a file, press Clear file key

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

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

### Spell Check

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

### Disabling Spell Check

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

### Transferring Text to a Computer

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

### **Calculator**

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

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

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

## **SET-BC Technical Support Centre**

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