

Alphasmart with Co:Writer Basics

On/off key in upper left corner

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

Select a file to work in from keys across the top

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

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

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

To go between Co:Writer and Alphaword, press tab

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

If you want to edit an existing file...

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

Working with numbers and symbols

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

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

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

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

Erasing

To erase a letter, select backspace

To erase a word, select ←

To erase a sentence, select alt/option E

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