



AlphaSmart 2000

Quickstart Information & Directions

You can have 8 different files saved on the AlphaSmart!

File F1 can be up to 16 pages long.

Files F2-F5 can be up to 8 pages long.

Files F6 and F7 can be 6 pages each and file F8 can be 4 pages in length.

This provides a total storage capacity of 64 pages of single-spaced text.

To create a file on the AlphaSmart, do the following:

- Press the on/off button on the top left row of buttons. It will automatically go to the last file you worked on.
- Press one of the F1, F2, F3 etc. keys to open the file you want to begin. (If there is a file in memory it will automatically open the last file that was open.)
- If there is writing in that file and you want to erase everything, tap the *clear* key in the top row of keys. Use the arrow keys to scroll around, and insert or delete text as you would on a word processor.
- Type in text. The LCD AlphaSmart screen will show four rows of text, then will scroll up as you type. You can use the arrow keys to roll up or down through the text to read what has been written.
- Tap the Spell check key to check spelling. Choose one of the suggested spellings using the arrow keys, and then tap Enter to choose the corrected spelling. Tap the space bar to skip the spell check for that word.
- Your file is automatically saved when you turn off the AlphaSmart.

Suggestion: *You could have up to 8 students assigned to each AlphaSmart. Each student could save his/her work under one of the F1-F8 locations. Check the manual for instructions on password-protecting the files.*

Transferring Information from the AlphaSmart to a computer

- Open the word processing program on your computer.
- Turn on your AlphaSmart and open your file.
- Unplug your computer keyboard and plug the AlphaSmart cable that looks just like your keyboard cable into the keyboard port on the back of your computer. (You can put a label on the cable for ease of use.)
- Plug the other end of the cable into the side port on your AlphaSmart. On our cable system it is the blue cable.
- Press the SEND key on the AlphaSmart. You will see your data appear on the screen of your computer, directly into your word processing program.
- Disconnect the cable and plug your keyboard back into the keyboard port on your computer. Now you can format your text in your word processing program.