AT Quick Guide

Basics of Co: Writer on the AlphaSmart

Co: Writer is a software applet for word predication from the Don Johnston Co. that can be added to the AlphaSmart 3000 (AS3000). The software can be purchased preloaded on the AS3000, or added later. If it is added later the software is loaded on a computer then downloaded to the AS3000 through a standard USB cable.

Once Co: Writer has been downloaded to the AS3000 the program needs to be turned on. If you see the message "Co: Writer Off" press "applets" on light gray button on top right of the unit. A blinking curser should be in front of "Co: Writer with AlphaWord" – press enter. Co: Writer is now available.

You will usually see "Co: Writer Available"

The wake-up key is "tab" or "+/=". When Co: Writer is awake you will see slashes on the right and word selections with numbers on the bottom. If the word you want is on the list select the word by typing the number, or pressing the up or down arrow keys to point to your choice then press "space" to select the choice. You can select a word at any time after it appears. Co: Writer automatically adds a space after a word or any punctuation.

When you finish a sentence with. or ? or ! the sentence will then be transferred to AlphaWord. You can tell you are in AlphaWord if there is an > on the lower right corner. Think of this arrow to mean "go ahead, keep on typing." As soon as you type a letter you will be shifted back to Co: Writer.

If you want to send words to AlphaWord but do not want punctuation (such as heading a paper, after the name or date, or when writing poetry, then just press "enter". The Co: Writer screen only shows the sentence you are currently writing. To see earlier sentences press "tab" to toggle to AlphaWord from Co: Writer. To write numbers (dates, addresses, math sentences) you need to first press "esc" next to the space bar to enter "true keys" – enter the numbers wanted – then press "esc" again.

To use the "tab" or "+/=" in a traditional way you must press "alt option" and the key at the same time. Usually it is easier for the kids to just add the tabs during editing on the final draft on the computer.

To edit on AlphaWord use the gray "home" key to go to the beginning of the document, or move around with the arrow keys. When you are done working in AlphaWord make sure the curser is where you want to start typing again before you toggle to Co: Writer.

Editing or making changes in Co: Writer:
"back space" deletes one letter at a time as on traditional keyboarding.
erasing a word – press arrow key pointing to the left

Adding common words-
Words that you type often, but Co: Writer does not know (such as names) are entered and that word then becomes a part of the memory.

Press "tab" or "+/=" to turn Co: Writer on

Choose selection by typing the number, or using the arrow keys then space bar

Sentence ending punctuation will toggle you to AlphaWord, just start typing to return to Co: Writer, or press "tab" or " =". The "=" does not work to get you out of Co: Writer.

To write "true keys" such as if you wanted to write numbers – press "esc" near the space bar, write the true keys you want, then "esc" again.

Additional information can be found at either www.alphasmart.com or www.donjohnston.com