

# AT Quick Guide

## Dana by AlphaSmart: Organization



The Dana, from Renaissance Learning (formerly AlphaSmart), is a portable word processor with palm capabilities, a calculator and organization features. This Quick Guide covers organization features; a separate Quick Guide has information on using AlphaWord for word processing. Caution - within Montgomery County Public Schools the synching features of the palm software cannot be used because of conflicts with palm based grading software. The organization features include an **Address Book**, **Date Book**, **Memo Pad**, and **To Do List**.

When using the Dana, sometimes you press keys on the keyboard and other times you tap buttons on the screen using the stylus. In this quick guide, keyboard keys are **bold** and buttons on the screen are *italicized*.

Applications can be accessed by pressing the **apps** key. Repeatedly pressing the **apps** key will cycle you through different categories. The category is listed in the upper right hand corner of the center window on the screen. The four applications referred to in this quick guide are all in the "Main" category. Choose your desired application by tapping it or by using the arrow keys to navigate to the application you would like to use. When your choice is boxed then press **enter**.

**ADDRESS BOOK:** The address book is the location where names, addresses, phone numbers and other notes about contacts can be stored. Select the *address* application from the apps window – to add an entry tap *new* on the bottom of the screen. Enter as much or as little information as is relevant. **Tab** between fields or touch the line you would like to complete. Tap *Done* when the new entry is completed.

To view address books entries navigate to the address book, tap the entry you would like to view, or use the **arrows** to navigate then tap *done* when finished.

**DATE BOOK:** The Date Book is the place to record events that happen on a particular day and time. Press **apps** to view all applications, select the *Date Book* by tapping or with the arrow keys and enter.

- Tap the *Go* button on the lower part of the screen and select the date you want to record an event.
- Tap *New* on bottom of screen.
- Enter Start Time and end time, tap *OK*
- Enter desired information about the event

Within the Date Book the calendar view display can be changed from day, week, month of year by tapping the small boxes in the lower left hand corner of the screen.

**TO DO LIST:** A place to create and prioritize reminders, such as school assignments. Each entry is an “item.” To enter an item

- Press **apps** until you can see the *To Do List*
- tap on the *To Do List*
- tap *new* on the bottom of the screen
- type in the information that you need to remember to do.
  - Items can be prioritized by tapping the number on the left and select a number from 1 – 5. The items labeled 1 will be on the top of the list. Once an item is entered details, such as category or due date can be added by tapping details and entering the desired information.
  - When an item is completed the completed box to the far left can be tapped.

To delete an item tap it to select it, press **menu**, then select *delete* from the drop down menu on the screen, or just press **cmd d**.

**MEMO PAD:** A place to record information for future reference. Entries are called memos. Use the Memo Pad to save information that you want to keep – such as website addresses, notes about a certain topic in school, and lists.

- Press the **apps** key, select *Memo Pad*.
- Tap *new*
- Enter desired text
- Tap *done*
- To delete a memo, select the memo, tap *Details*, tap *Delete...*

You can organize your memos into categories.

1. select the memo
2. tap *Details*
3. from the category drop down menu, select an existing category or tap *Edit Categories* to create a new one.