

# AT Quick Guide


## Dana by AlphaSmart: Word Processing



The Dana, from Renaissance Learning (formerly AlphaSmart), combines the word processing functions of a NEO with the organizational functions of a Palm. This Quick Guide covers word processing and printing. A separate Quick Guide is available for organization features. Note - within Montgomery County Public Schools the syncing features of the Palm software cannot be used because of conflicts with Palm-based grading software.

**BATTERY:** The Dana is powered by a rechargeable battery, through use of an AC adapter, or through the USB connection to a computer. The unit should be fully charged before the first use.

**FIRST USE:** The first time a Dana is used it needs to be calibrated by using the stylus and touching the screen as prompted. The stylus is stored in a slender compartment on the right side of the unit. Turn the unit on and follow the prompts on the Welcome screen to touch the screen in various locations.

Dana features can be accessed through the keyboard using the arrow keys or by touching the screen with the stylus or a fingertip. If the Welcome screen does not appear press the **apps** key () , then touch the Welcome icon. You can also use the arrow keys to navigate and press **enter** when the icon you want is selected. The time and date also should be set if the organization features (calendar or to do list) will be used.

The screen contrast can be adjusted for various light conditions: simultaneously hold down the function and contrast (yellow writing on the keys). The contrast is adjusted by holding down the function key and using the up/down arrows.

**WORD PROCESSING:** AlphaWord is the basic word processing program used to create documents. Input methods include the standard keyboard or using the write pad with graffiti. Graffiti input is writing on the screen with a stylus using a special alphabet. Graffiti instructions and practice are available at the Graffiti icon.

There are 8 different files in AlphaWord. Each associated with an F key on the top row. Enter words as in any word processor using the keyboard.

**EDITING:** AlphaWord controls are similar to other word processing programs. Text selection is accomplished by using a simultaneous combination of the shift and left or right arrow keys for one character at a time or ctrl, shift and right or left arrow for selection of a word at a time. An entire line can be selected using shift and up or down arrows. Ctrl a selects the entire text of the document, copy is accomplished using ctrl c, cut is ctrl x, paste is ctrl v.

**FORMATING:** In AlphaWord there is an arrow in the lower right corner of the screen. When touched the arrow toggles to show or hide the formatting tool bar. The tool bar can be accessed through touch. The same features can also be accessed through pressing the menu key (top row) and using the arrow to navigate to format. Selections can be changed with pressing enter and following the prompts. Many of the functions within the tool bar have a 2-key short cut using the cmd key and a letter. The short cuts are displayed on the right within the dialog box.

**SAVING:** There are several ways to save a document. First, press cmd and s simultaneously. You will be prompted to enter a name for the file. A second way to “save” is touch unnamed at top left of screen and the tool bar will be shown. Under File you will see “save” as a choice. Move through your choices using the down arrow key, then “enter” when your choice is highlighted, or simply touch your choice. A box will appear that will prompt you to name your document. A third way to access the tool bar is pressing the menu key on the top row.

**SPELL CHECK:** Same ways as above to access the menu bar but Spell Check is under edit. There is also a short-cut – simultaneously pressing cmd and j. Choices will be offered to check the document, the word, the paragraph or send the cursor to the end.

**PRINTING:** Documents can be sent to a word processing program and then printed from the computer. To accomplish this have the document that you want printed open, also open a word processing program on your computer, then connect the Dana to the computer via a USB cable, square end into the Dana, rectangle end into the computer. The Dana will prompt you to press the send key. The new document can be edited or re-formatted if desired then sent to a printer in the typical manner.

A second printing option is printing directly from the unit to a printer. First you must set-up the printer functions on the Dana. Press apps, select Print Setup. Be sure to select the correct printer brand and type and the correct connection method (i.e. USB cable, IrDA, BlueTooth). In MCPS it is often easiest to use a USB cable. For direct printing to the printer the rectangle end of the USB goes into the Dana and the square end into the printer.