Neo by AlphaSmart

The Neo from Renaissance Learning (previously AlphaSmart Inc.) is a portable word processor. Basic instructions for use, including printing, are provided on the back of every Neo unit. These instructions get you started, but the Neo has many features, including those outlined below. There are even more advanced features in the User Guide. The User Guide ships with each Neo, and is also available on-line at www.alphasmart.com.

FONT: There are 6 different font sizes on the Neo ranging from small (6 lines per screen), medium (5 lines), large (4 lines), very large (3 lines) to extra large (2 lines). To change font size simultaneously press **ctrl**, **alt**, **cmd** and **F**. Use the arrow key to place the cursor in front of the size you would like, then press enter. The font is only changed on the screen. When you send text to the computer, the size of the font depends on the word processing program you are using on the computer. If you print directly from the NEO it prints in 12 point font. Font style cannot be changed on the Neo.

ENTERING AND EDITING TEXT:
Moving around within the text
The arrow keys are the primary way to move within a document on the Neo. The up and down arrows move the cursor one line, the left and right arrows move the cursor one space. In addition to the basic 4 directions the arrow key can be used in combination with the **cmd** key on the Neo (⌘). **Cmd** and ↑ or ↓ arrows move up or down an entire screen. The **cmd** key with ←
or ➜ will move the cursor to the beginning or end of the line. The **home** (to the beginning) and **end** (to the end) keys in the top row also are used to navigate within a document.

Selecting text
Selecting text within a document for editing purposes is accomplished with **shift** and the arrow keys. This is identical to making selections in word documents without using a mouse.
- **shift** and ← selects one character to the left, **shift** and ➜ selects one character to the right.

- **Shift** and **alt** and ← or → selects the word before or after the cursor. To select the line from the cursor to the beginning of the line press **shift**, **cmd** and ←. To select from the cursor to the end of the line press **shift** and **cmd** and →.
- The ↑ or ↓ arrows in combination with **shift** also make selections. **Shift** and ↑ selects one line up, **shift** and ↓ selects one line down.
- Select the entire file by pressing **ctrl** and **A**, just as you do with many word processing programs on a computer.

Cut, copy paste:
Use the standard word processing short cuts to cut, copy, and paste the text that you have selected:

- **Ctrl X** to cut text
- **Ctrl C** to copy text
- **Ctrl V** to paste text

Deleting characters:
- Use the **backspace** key to delete character to left of cursor
- Use the **delete** key to delete character to the right

Clear file:
Press **clear file** and follow the prompt to press **y** to delete file and **n** if you have changed your mind.

SPELL CHECK: The spell check key is in the top row of tool keys. With your document showing press **spell check** and then **enter** if the suggested spelling is correct. Press **I** to ignore the suggestion, **E** to edit if you would like to make a correction different than the one offered, **C** to see the word in the context of your file, **A** to add the word to the dictionary. Spell Check can be turned off (such as for a spelling test) but then requires a password to re-enable the spell check. Consult the User's Guide for this advanced feature.

TYPING TIMER: The Neo has a built in typing timer. Simultaneously press **cmd** and **find**. Timing starts as soon as the first key is pressed and ends timing when the **caps lock** key is pressed.

FEATURES FOR STUDENTS WITH MOTOR DIFFICULTIES: Press **option**, **cmd**, **K** simultaneously and then press the key indicated for the feature you would like.
- *Auto Repeat* allows a letter to be repeated if a key is held down. This can be turned off for keyboarders who have delayed response in removing their finger from a key. The default is on,
- *Sticky Keys* is great for keyboarders who cannot press 2 keys at the same time. With Sticky Keys on, press the two keys in succession rather than holding them down at the same time. Sticky keys only work for **shift**, **ctrl**, **alt** and **cmd**. The default is off.

SCREEN CONTRAST: The screen contrast can be changed to make the screen easier to read in various lighting conditions. This feature is accessed by pressing the **applets** key, and then control panel, then arrow down to set screen contrast.

TWO-BUTTON ON: A great feature to solve backpack bump: when the Neo is being accidentally turned on by being bumped. This feature is accessed by pressing the **applets** key

and then control panel, then arrow to two-button on, press **enter** to turn it on. Now both the **enter** and **on/off** key must be pressed simultaneously to turn the unit on. To turn this feature off, repeat above directions. If you try to turn the unit on with just the on/off button you will receive a prompt to remind you the feature is on.

THESAURUS: Simultaneously press **ctrl** and **T** to activate the thesaurus, enter the word you want looked up, then press enter. Antonyms can also be chosen by typing an **A** after the thesaurus has found the word.

- The Thesaurus can be removed from the Neo and a Spanish word look up feature can be installed instead. Check User's Guide for details.

CALCULATOR: The Neo has a basic calculator built in. Press **applets**, use the arrow key to place the cursor in front of "Calculator," press **enter**. Basic instructions for basic functions, as well as copying answers or equations are provided on screen. The advanced calculator paper tape feature for a series of up to 14 calculations is described in the User's Manual.

TYPING TUTORIAL: Key Words is a typing tutorial program. Press **applets**, use the arrow key to place the cursor in front of "Key Words," press **enter** Each student that uses a unit needs to sign in and use a password. The program steps you though learning the home row approach to keyboarding instruction.

Check the User Guide for more advanced features!