Quick Start Guide

AlphaSmart 3000

Overview

The best way to envision an AlphaSmart, if you have not seen one, is as a mini-laptop or portable word processor. It has a keyboard and a screen that displays a few lines of text. Alphasmart 3000 runs for 700 hours on 3 AA batteries and holds approx. 120 pages of text in 8 independent files.

To Use

The AlphaSmart is easy to use. It has two programs: AlphaWord, a simple word processor, and Calculator, which can be used to calculate sums, differences, products, and quotients of numbers.

It is possible to connect the AlphaSmart device to a computer (via USB, for instance) and send a file that was previously created using AlphaWord.

Start the AlphaSmart by pressing the "on/off" button on the upper-left corner of the keyboard. The machine will start up AlphaWord and open the last file that was opened.

You can switch between the AlphaWord word processor and Calculator by pressing the "applets" button near the upper-right corner of the keyboard, selecting the application you want with the up and down arrow keys, and pressing Enter.

Some Common Settings

AlphaWord:

- The AlphaSmart can handle 8 different files. Select the file you want by pressing the appropriate "file" key, located on the top row of the keyboard.

- Once a file is open, you can begin typing. Use the arrow keys to move the cursor around the document, as you would on a PC.

- You can spell-check the currently-opened file by pressing the "spell check" button on the top row of the keyboard. If AlphaWord finds any misspelled words, it will present a list of possible alternatives as a PC word processor would; and, just as on the PC, you have the option of ignoring the suggestions and leaving the word the way it is by pressing "I" or selecting one of the suggested alternatives using the arrow keys and pressing "E," or "Enter," to automatically replace the word with your selection.

- Further edit text to your liking. Use the clipboard, thesaurus, and advanced navigational controls.
- Just turn it off when you're done. No need to "save," or run a "shut down" command.

- Press the "clear file" button to completely destroy the current file and start over.

Other features to know about

Sending an AlphaWord file to a PC

1. Open a word processing program on your PC.

2. Position the PC's text cursor where you want the AlphaWord file to be inserted.

3. Then, connect a USB cable from the port in the AlphaSmart – located behind the word "Computer" on the right-hand side of the AlphaSmart – to a USB port on your PC or another device connected to your PC. Once you connect this cable, you will not be able to perform any editing on your AlphaSmart until the cable is disconnected, so be sure to make any necessary changes to your document first.

4. Finally, press the "send" button on the AlphaSmart. The text from the AlphaWord file will be inserted at the cursor location.

You can type at your PC with your AlphaSmart's keyboard while the cable is connected, but it's best to disconnect the cable as soon as possible. Pressing the special keys on the AlphaSmart can produce unexpected results on your PC.

WriterTools

This is a software upgrade for your AlphaSmart, available from Smart Input. It features a thesaurus, word count, and advanced navigational controls to enhance your efficiency, making WriterTools a convenient tool for first-draft composition.

Calculator

Once the calculator is open, type in the first number, type an operation (one of "+," "-," "*," or "/"), and then type in your second number and press "Enter." The result of the calculation will be displayed. You can continue to perform operations on the result by typing another operation and another number. Press the "backspace" button to start over.

Summary

Alphasmart 3000 is a sturdy and affordable laptop word processor. It is a lightweight portable device so simple to use that even a child can take advantage of its accessible features.

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