

NEO™

The Only Laptop Designed for Classrooms™

User Manual

Learn how to:

- Send files from the NEO to your computer or another NEO
- Manage the NEO SmartApplets
- Write, edit, and manage files in AlphaWord Plus
- Set up a Renaissance Receiver for NEO 2 so students can take AR quizzes or do MathFacts in a Flash practice

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CONTENTS

Getting Started	1
NEO 1 and NEO 2 in This Manual	1
Types of Tips in This Manual	1
System Requirements	2
Getting to Know Your NEO	2
Installing the Batteries	3
How to Install AA Batteries	3
How to Install and Charge a Rechargeable Battery Pack	4
Starting the NEO	7
Starting to Write on Your NEO	7
SmartApplets Included on Your NEO	8
Connecting a NEO to Your Computer	9
Sending Files from One NEO to Your Computer	10
Printing Files from Your NEO	11
Printing from NEO Using a USB Cable Connection	11
How to Send Text to a Printer Using IR Beaming	11
How to Print Wirelessly Using NEO 2's RF Capability	12
Getting Started with the NEO Manager Software	13
About the NEO Manager Software	13
Installing the NEO Manager Software	13
On Windows Computers	13
On Macintosh Computers	14
Starting the NEO Manager Software	15
On Windows Computers	15
On Macintosh Computers	15
About the Tabs in NEO Manager	15
Monitoring the Connected NEOs in NEO Manager	16
Setting Up the Renaissance Receiver and Using NEO 2's Wireless Capabilities	18
Connecting the Renaissance Receiver to Your Computer	18
Naming the Renaissance Receiver (Wireless Network)	19
Setting the Renaissance Place Address	20

Installing and Using NEO Share	21
Installing NEO Share	21
On Windows Computers	21
On Macintosh Computers	22
Starting the Software	22
About the Pickup Zone, Files for Pickup, and Files Received	23
Sending Text to NEO 2s Using the Pickup Zone	23
Choosing the Files for Pickup	23
Monitoring the Files Received	25
Deleting Files Received	25
Saving and Clearing Files Received	25
Opening the Files Received	26
How NEO 2 Users Pick Up Text or Files	26
How NEO 2 Users Send Files Back to NEO Share	27
Setting the NEO Share Preferences	28
Closing the Program	29

Using AlphaWord Plus to Write on NEO 30

Starting AlphaWord Plus	30
Typing and Editing Text	30
Moving the Cursor	31
Selecting Text	31
Cutting, Copying, Pasting, and Deleting Text	32
About the NEO Clipboard	32
How to See What Is In the Clipboard	32
How to See the Space Used and Available in the Clipboard	32
Creating New Files	33
Naming and Saving Files	33
Finding and Opening Files	34
Formatting Text	35
Changing Font Size	35
Available Font Sizes	35
Changing the Font Size on the NEO	36
Finding Text	37
Searching for Text in One File or All Files	37
Finding and Replacing Text in One File	38

Finding Sections in a File	39
An Example of How to Search for Sections in a File	40
Checking Spelling	40
How to Check Spelling in a File	40
Turning Off Spell Check	42
Adding Words to the User Dictionary	42
Sending a New User Dictionary to NEOs Using NEO Manager	43
Using the Thesaurus or the Spanish-English Word Lookup	44
Using the Thesaurus	44
Replacing the Thesaurus with the Spanish-English Word Lookup	45
Using the Spanish-English Word Lookup	47
Using Linked Files	48
Sending a Linked File to NEOs	49
Viewing Linked Files on NEOs	51
Tips for Using Linked Files	51
Sample Linked Files	52
Character, Word, Paragraph, and Page Counts	53
File Size Limits	54
About the File Size Limits	54
Checking the Size and the Number of Pages Available for One File	54
Checking the Number of Pages Written in Files 1–8	55
Clearing and Deleting Files	55
Clearing a File	56
Clearing All Open Files (File 1–File 8)	56
Deleting Files	57
Deleting the Open File	57
Deleting a File from a List of Files	57
Deleting All Files	57
Recovering Files	58
Using the Typing Timer	58
Using NEO Manager to View, Print, and Save Files	59
Retrieving Files from Connected NEOs	59
Viewing the Files	61
Printing Files	62
Saving Files	64
Where Files Are Saved	64
How to Save the Files	66
Sending (Beaming) Files to Other NEOs	67

Sending Files to Supported Web-Based Programs Using NEO 2	68
Sending Files from NEO 2 to Supported Programs	69
Retrieving Files from Supported Programs and Copying Them to NEO 2	70
Using NEO Manager to Send Files, Rubrics, or Lessons to NEO Files	71
Creating and Sending Files to NEOs	71
Sending Rubrics or Other Linked Files to NEOs	73
Sending Write On! Lessons to NEOs	76
About File Passwords	78
Enabling Password Protection While Working in a File	79
Changing a File's Password While Working in the File	79
Resetting File Passwords	80
Using a NEO Text2Speech Device to Read AlphaWord Plus Files Aloud	80
 SmartApplets	 81
What Are SmartApplets?	81
Installed SmartApplets	81
Managing the SmartApplets on Your NEO	82
Changing the Startup SmartApplet	82
Changing the Startup SmartApplet on the NEO Itself	82
Changing the Startup SmartApplet for One or More NEOs Using NEO Manager	83
Disabling and Re-Enabling SmartApplets	84
Disabling or Re-Enabling a SmartApplet on a Single NEO	84
Disabling or Re-Enabling SmartApplets for One or More NEOs Using NEO Manager	84
Installing or Updating SmartApplets on NEOs Using NEO Manager	85
Choosing SmartApplet Settings	87
Deleting SmartApplets from NEOs Using NEO Manager	88
Viewing SmartApplet Information in NEO Manager	89
Adding SmartApplets to the List in NEO Manager	90
 Responder SmartApplet for NEO 2	 91
Preparing to Use NEO 2 with AccelTest, Accelerated Math RP, or the 2Know! Toolbar	91

Using NEO 2 to Complete AccelTest Assignments	91
Using NEO 2 in a Student-Paced Session in AccelTest	92
Teacher Preparation Steps	92
Steps Students Follow during a Student-Paced Session	92
Using NEO 2 in a Teacher-Paced Session in AccelTest	94
Teacher Preparation Steps	94
Steps Students Follow during a Teacher-Paced Session	94
Using NEO 2 to Complete Accelerated Math Assignments	95
Preparing to use NEO 2 with Accelerated Math RP	95
Using NEO 2 with Accelerated Math RP	96
Teacher Preparation Steps	96
Steps Students Follow to Complete Accelerated Math Assignments	96
Using NEO 2 with the 2Know! Toolbar	98
How Participants Respond to 2Know! Toolbar Questions Using NEO 2	98
How Teachers Can Use NEO 2 to Control the 2Know! Toolbar Program	99
 Accelerated Reader SmartApplet on NEO 2	100
Preparing to Use NEO 2 with Accelerated Reader RP	100
How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2	101
Things to Check Before Students Start Quizzing on NEO 2	101
Steps for Taking a Quiz on NEO 2	101
 MathFacts in a Flash SmartApplet on NEO 2	107
Preparing to Use NEO 2 with MathFacts in a Flash RP	107
How Students Do MathFacts in a Flash Work on NEO 2	108
Things to Check Before Students Start Using the MathFacts in a Flash SmartApplet on NEO 2	108
How Students Use NEO 2 with MathFacts in a Flash	108
 KeyWords SmartApplet	111
Welcome to KeyWords	111
How the KeyWords SmartApplet Works	112
Starting the KeyWords SmartApplet	112
Adding a Student	113

CONTENTS

Choosing Your Name and Starting Lessons	114
Learning New Keys	115
Building Accuracy and Speed.	116
Accuracy	116
Speed Builder	117
Taking an Accuracy and Speed Test	118
How Students Check Progress Using Reports	119
Teacher Options.	121
Deleting Students	121
Creating a Group Progress Report.	122
Print	123
Send Directly to Computer	123
Transfer to AlphaWord File	123
Setting Speed and Accuracy Goals for KeyWords Students	124
Teacher-Set Goals Versus the Default Automatic Goals	124
How to Set Goals Manually in the Teacher Options.	125
Resetting Goals to the Default	126
Choosing Whether to Enforce Use of the Correct Shift Key	126
Enforcing Use of the Home Row	127
Requiring One or Two Spaces between Sentences	128
Using NEO Manager with KeyWords	128
Setting KeyWords Options in NEO Manager	129
Retrieving KeyWords Data and Generating Reports in NEO Manager.	132
About KeyWords Reports	134
Creating a Master Class Report	134
About the Options for Generating Reports on the NEO	136
Printing Reports	136
Sending Reports	136
Transferring Reports to AlphaWord Plus	136
Using KeyWords RP to View and Print Reports	137
Synching KeyWords Data with KeyWords RP	137
KeyWords Resources for Teachers	141
Materials for Handouts and Transparencies	141
NEO Manager Start Menu or Program Folder	141
NEO Manager CD or Downloaded Files	141
Documentation CD for NEO 1 and NEO 2.	141
KeyWords RP Resources Page	142

Resource Locations	142
Resource Descriptions	143
Keyboarding Ergonomics	144
Sample Lesson Plan for Getting Started	145
Preparation	145
Teaching the Lesson	146
Lessons in KeyWords	147
Frequently Asked Questions	151
Why can't I use the backspace key when using KeyWords?	151
Why is there so much repetition of words in the practice passages?	151
Why are the passages so easy?	151
Why is the sequence of key introduction so different from what I am used to in other typing programs?	151
Why do the students learn the ASKL keys first?	151
What is the rationale for how the practice passages are sequenced?	152
Why aren't my test scores updated when I retake an accuracy and speed builder test in KeyWords?	152
Passwords on NEOs and in NEO Manager	153
The Master Password	153
File Passwords	154
Send List Passwords	154
Changing Settings for NEO and SmartApplets	155
Checking System Status on a NEO	155
Changing Settings Using the NEO Control Panel	156
How to Change Settings Using the Control Panel	156
About the Settings in the Control Panel	157
Spell Check Settings	157
AlphaWord Plus Settings	158
Change Default AlphaWord Font	159
Turn Calculator Off	159
Two-Button On Option	159
Set Screen Contrast	160
Keyboard Command Reference List	160
View Keyboard Layout	160
Display Battery Status	160

Change Keyboard Settings	161
Search for Networks (NEO 2 Only)	163
About NEO 2 (NEO 2 Only)	163
Wireless Security (NEO 2 Only)	163
Update Text2Speech Device	163
Other Settings You Can Change on the NEO	164
Changing the Auto Repeat Setting	164
Changing the Transfer Speed for Sending or Beaming Files	164
USB or Cable Connection Transfer Speed	164
Beaming (IrDA) Transfer Speed	165
Changing the NEO Idle Time	165
Using the NEO Manager Software to Change Settings	165
Changing System Settings Using NEO Manager	165
About the System Settings	167
Changing SmartApplet Settings	169
About the SmartApplet Settings Available in NEO Manager	170
AlphaWord Plus Settings	170
Spell Check Settings	171
Beamer Settings	172
KeyWords Settings	172
Disable This SmartApplet Setting	173
Restoring Default Settings	174
How to Restore the Default SmartApplet and System Settings	174
Table of Default Settings	175
 Using NEO Manager to Manage NEOs	 178
Using Send Lists	178
What's a Send List?	178
Saving Send Lists	179
Opening a Saved Send List	179
Closing a Saved Send List That Is Open	180
Requiring a Password for Changes Sent to NEOs	180
Clearing (Removing) a Send List Password	180
Setting Preferences for the NEO Manager Software	181
Resetting All Connected NEOs	182
Updating Your NEO Operating System or SmartApplets Using NEO Manager	183
How to Update NEOs without Preserving Work	183

How to Update NEOs While Preserving AlphaWord Plus Files and KeyWords Data.	184
Getting Information about Your NEO(s)	184
Getting Information About the AlphaHub in Your SmartOption Mobile Lab	185

Beaming Files to and from NEOs186

Beaming Files Between NEOs in AlphaWord Plus	186
Beamer and the NEO Clipboard	186
Cancelling a Beam	187
Changing Beamer Settings	187
Troubleshooting Beaming	188
I want to change a setting, but I don't know the master password.	188
I don't see the Send option on my Beamer screen.	188
My NEO says it can't find a receiving device.	188
I received an error when I tried to beam or receive a file.	189
I have data on the clipboard that I don't want to lose. What should I do?	189
I keep getting an invalid password message.	189
I beamed a file with a password, but now that file doesn't have a password on the receiving device.	189
What does the message "could not find a sending device" mean?	189
What do I do if the file I'm receiving is too big?	190
My friend beamed an AlphaWord Plus file to me, but Beamer didn't let me choose a file to put it in. It automatically put it in a new file. What happened?	190
Using AlphaBeam to Beam Files from NEO to Computers	190
What You Need to Beam Files from NEO to Your Computer	190
NEO's IR Port	190
IR Capability on Your Computer	190
Computer Requirements	190
Programs Required	191
Installing AlphaBeam	191
Installing AlphaBeam on Windows Computers	191
Installing AlphaBeam on Macintosh OS 10 Computers.	193
Using AlphaBeam to Beam Files to Computers	194

Using the NEO Calculator	196
How to Use Calculator	196
Pasting Calculations into AlphaWord Plus (Paper Tape)	197
Turning Off the NEO Calculator	198
To Turn Off Calculator while Using AlphaWord Plus	198
To Turn Off Calculator from the SmartApplets Menu	198
 Troubleshooting	 199
NEO Troubleshooting	199
Nothing appears on the NEO screen when I turn it on.	199
When I turn on my NEO, I see something other than the file that I expected.	199
When I attach my NEO to my computer, I can't send any data, and my NEO screen shows a file instead of the "Attached to..." message.	200
When I send a file to my computer, some of the characters don't show up, or some letters or words are missing.	200
I try to type in a file, but no characters appear.	200
My file (or the end of my file) is filled with garbage characters.	201
When I transfer text to my Windows computer, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase.	201
When I press a key, the wrong letter appears on the screen.	201
My LCD screen broke. Is it covered under warranty? What should I do?	201
Do I need antivirus software for my NEO?	202
What should I do if I spill something on my NEO?	202
When I try to send NEO 2 files to supported programs such as Google Docs, I see a message that says Wireless File Transfer is not installed or disabled.	202
My Renaissance Place address can't be verified in the Renaissance Wireless Server Utility's Server Settings.	202
My NEO is showing an error message.	203
The light on my Renaissance Receiver is amber, and my NEO 2s can't connect.	203
When I use the Responder, Accelerated Reader, or MathFacts in a Flash SmartApplets on NEO 2, I don't seem to be connected to the right Receiver.	203
NEO Manager Software Troubleshooting.	204
When I click the plus sign (or arrow) to check connections, NEO Manager doesn't show that any devices are currently connected.	204

I have a NEO connected to a port on the AlphaHub, but when I check the connections, the indicator is black instead of green.....	204
I can't remember the password that I set, and now I can't use NEO Manager to configure my NEOs.....	204
I have a SmartApplet installed on my computer, but I can't install it on the NEOs.....	205
I'm managing a group of NEOs in a SmartOption Mobile Lab with an AlphaHub, and I want to change a setting on one of the SmartApplets, but I don't see the SmartApplet in the settings list in NEO Manager.	205
When I try to drag and drop text from my Windows computer, NEO Manager doesn't accept it.....	205
Reinstalling or Repairing Keys on the NEO Keyboard	206
Reinstalling the Key Cap Only	206
Reinstalling the Scissors Assembly	207
Reinstalling the Spacebar	209

About NEO Batteries and Power Sources.....211

How Your NEO Receives Power.....	211
NEO Turns on Automatically When Connected	211
Replacing AA Batteries	212
Using the Optional Rechargeable Battery Pack	212
Specifications for the AC Adapter	212
About the Optional Rechargeable Batteries	213
Conditioning the Batteries	213
Storing and Recharging NEOs	214
Lifetime of the Rechargeable Batteries	214
Toxic Elements Statement.....	215
Low Battery Message.....	215
Checking Battery Status (Charge)	215
Tips on Caring for Batteries	216
NEO's Backup Lithium Battery	216

Warranty and Maintenance.....217

Warranty.....	217
Guarantee.....	217

Maintenance Tips	217
Storing Your NEO	218
Return Procedures.....	219
FCC Statement.....	220
FCC Caution	220
More Product Safety Information	220
 Keyboard Commands and Special Characters	221
Keyboard Commands	221
International and Special Characters	225
Troubleshooting Special Characters	228
 Write On! Lessons for NEO.....	229
How to Use Write On! for NEO	229
Retrieving Writing Exercises from NEOs.....	230
Using NEO Manager to Retrieve Students' Exercises	230
Sending an Exercise Directly from NEO to Your Computer	230
Printing Exercises Directly from NEOs	231
Road Map of Write On! Lesson Files.....	231
Write On! Lesson Categories and Teaching Supplements	239
Elementary School Exercises	240
Middle School Exercises	242
High School Exercises	245
 Index	248

GETTING STARTED

Welcome to NEO, the better laptop for school and the perfect writing tool. With NEO, you can comfortably write, edit, and store text quickly and conveniently, no matter what your location. NEO's light weight and long battery life make it an easy choice to use at school, the library, in meetings, or out in the field. NEO integrates with your computer and prints directly to your printer, either wirelessly or with a cable connection.

If you have a NEO 2 model, you can also use it as you would use a Renaissance Responder with a Renaissance Receiver, allowing you to get real-time input from students in your class. You can also use NEO's radio frequency capability to print wirelessly.

NEO 1 and NEO 2 both come with NEO Manager software, the companion program that runs on your computer (Windows or Macintosh) and lets you manage and configure your NEOs.

This manual explains the many ways in which you can use your NEO. You can also find webinars and on-demand sessions in the Renaissance Training Center; go to www.renlearn.com/Profdevel/, click **Professional Development**, and then click **Writing (NEO Laptops)**.

NEO 1 and NEO 2 in This Manual

This manual describes both NEO 1 and NEO 2 models. NEO 1 models are green with a NEO logo on the front; they use USB and IrDA connectivity. NEO 2 models are black with a NEO 2 logo on the front. They use USB and IrDA connectivity plus radio frequency (RF) wireless networking.

When the manual refers to NEO, the manual is referring to both models. When it refers to NEO 1 or NEO 2, the manual is describing features that are only available on that model.

Types of Tips in This Manual

In this manual, you'll see two types of tips in the left margin. The icon in the tip shows you which type it is:



Tips with a light bulb are software tips. They provide helpful information such as reminders or alternate ways to do a task.



Tips with an apple are teacher tips. They provide ideas for using your NEOs in the classroom.

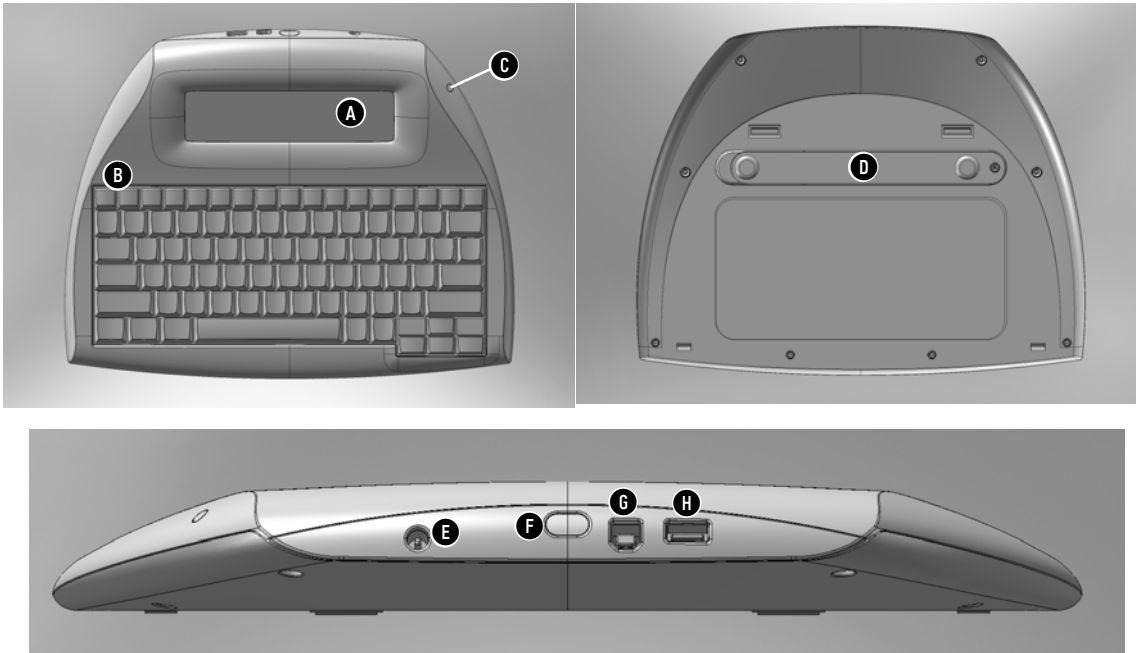
GETTING STARTED

System Requirements

System Requirements

For the latest system requirements for computers used with NEO and NEO Manager, go to www.renlearn.com/requirements.

Getting to Know Your NEO



- A** The NEO screen.
- B** The keyboard. The top row includes keys that are unique to NEO, including on/off, the eight file keys, print, spell check, find, clear file, home, end, applets, and send.
- C** The green light is on when your NEO is connected to a computer, to a SmartOption Mobile Lab, or to an AC adapter. If your NEO has a rechargeable battery pack, a green light means the batteries are charged; amber means they are being charged.
- D** The battery compartment cover.
- E** The connection point for the AC adapter cord (for NEOs with the rechargeable battery pack).
- F** The IR port for infrared beaming between NEOs or between a NEO and a computer.
- G** The port for connecting NEO to a computer using a standard USB cable.
- H** A USB port for connecting NEO directly to a printer.

Installing the Batteries

Your NEO came with either three AA batteries or a rechargeable battery pack. (You can order the rechargeable battery pack after you receive the NEO if you prefer it to standard batteries.) You need to install the batteries or battery pack before you can use the NEO.

For more information about batteries and how to get the longest battery life, see “About NEO Batteries and Power Sources” on page 211.

How to Install AA Batteries

1. On the back of the NEO, put your thumbs in the circles on the battery compartment cover **A** and slide the compartment cover toward the left to remove it from the NEO.



After you install the batteries the first time, you may use the small screw that came with the NEO to secure the cover. If you do this, you'll need to remove the screw the next time you install batteries.



2. The first time you open the compartment, remove the small plastic bag that contains a Phillips screw. You can use this screw to hold the battery compartment cover shut.

GETTING STARTED

Installing the Batteries

3. Insert three AA batteries into the compartment. Make sure the + end of each battery points toward the black and red cables.



4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole provided to make sure the cover stays shut.

How to Install and Charge a Rechargeable Battery Pack

If you ordered a rechargeable battery pack, charge it **as soon as possible** after you receive it (see steps 5–7 below). Do not store the NEO without first charging the batteries.

1. On the back of the NEO, put your thumbs in the circles on the battery compartment cover (A on the next page) and slide the cover toward the left to remove it from the NEO.



After you install the rechargeable battery pack the first time, you may use the small screw that came with the NEO to secure the cover. If you do this, you'll need to remove the screw the next time you install rechargeable batteries.

2. The first time you open the compartment, remove the small plastic bag that contains a Phillips screw. You can use this screw to hold the battery compartment cover shut.
3. Insert the rechargeable battery pack in the NEO with the cable end toward the matching cable in the NEO. Then, gently pull that cable out and connect it to the rechargeable battery pack.

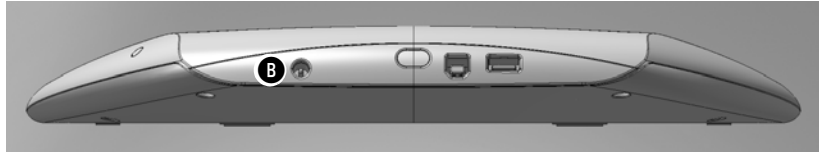


4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole provided to make sure the cover stays shut.

GETTING STARTED

Installing the Batteries

5. Connect the AC adapter cord to your NEO at the connector shown **B**, and plug the cord into a working electrical outlet. The batteries will automatically start charging.



Rechargeable batteries should be conditioned so they hold a full charge. For more information, see page 212.

6. The first time you charge the battery pack, let it charge for 16 hours. Whenever you recharge the battery pack, let it charge for 4–8 hours. The light on the front of the NEO **C** is green when the NEO is fully charged. You can use your NEO while it's charging, but don't disconnect it until the light on the front turns green to show you that it is fully charged.



7. Disconnect the AC adapter cord when you've finished charging the battery pack.

Starting the NEO

To start your NEO after you install the batteries, press **on/off** **A**.



You can use the Two-Button On setting to require you to press both on/off and enter to start the NEO. This helps prevent the NEO from being turned on accidentally. See page 159 to turn this setting on using the NEO Control Panel, or go to page 168 to find out how to change it for NEOs using the system settings in the NEO Manager software.



When you want to shut down your NEO, just press the **on/off** key again.

NEO will shut itself off if it has been idle for 4 minutes in most SmartApplets (30 minutes in the Responder SmartApplet and 10 minutes in the Accelerated Reader SmartApplet).

To change the idle time on one NEO in the Control Panel, see page 165; to change it in the system settings in the NEO Manager software, see page 165. Please note that any changes you make will not affect the Accelerated Reader and Responder SmartApplets.

Starting to Write on Your NEO

When you start your NEO, it opens the AlphaWord Plus SmartApplet, where you can do your writing. Simply press one of the file keys at the top of the keyboard to choose the file that you want to write in, and begin typing. Your writing is saved as you type. If you turn off the NEO, or if it shuts itself off after it has been idle, you will still find your writing in that file when you start the NEO again.

For more information about writing in AlphaWord Plus, see page 30.

SmartApplets Included on Your NEO

AlphaWord Plus isn't the only SmartApplet installed on your NEO. Each NEO also comes with several other SmartApplets (programs) installed. The table below describes these SmartApplets; note that some are for NEO 2 only because they require its wireless capabilities.

SmartApplet	What to Use It For
Responder (NEO 2 only)	Use this SmartApplet to use your NEO 2 as you would use a Renaissance Responder. You or your students can use it with the 2Know! Toolbar, AccelTest software, and Accelerated Math RP. You must have a Renaissance Receiver to use NEO 2 as you would use a Responder. For more information, see page 91.
AlphaWord Plus	Use this SmartApplet to write on your NEO. This SmartApplet opens automatically when you start the NEO unless you have changed the startup SmartApplet (see page 82). For more about writing on your NEO, see page 30.
Accelerated Reader (NEO 2 only)	Students can use this SmartApplet to take some Accelerated Reader quizzes on their NEO 2s if you have a Renaissance Receiver and meet other requirements. For more information, see page 100.
MathFacts in a Flash (NEO 2 only)	Students can use this SmartApplet to complete MathFacts in a Flash practices and tests on their NEO 2s if you have a Renaissance Receiver and meet other requirements. For more information, see page 107.
KeyWords (US) or KAZ (UK)	Use this to learn keyboarding or to teach it to your students. For more information about KeyWords, see page 111.
Beamer	Use this to send (or beam) files to another NEO or to receive files from another NEO through the infrared port. For more information, see page 186.
Control Panel	Use this to change settings for the NEO or for SmartApplets. For more information, see page 156.
AlphaQuiz (US only)	Use this SmartApplet to administer quizzes to students on the NEO. On your computer, you'll need to install QuizDesigner and QuizManager. QuizDesigner allows you to create the quizzes, and QuizManager allows you to send the quizzes to NEOs and retrieve student responses. You can download the programs and instructions from our Web site or install the programs and open the instructions in the NEO Manager CD's AlphaQuiz folder (if you received a CD).
Calculator	Use this to do mathematical calculations. See page 196.



AlphaQuiz is installed on new US NEO 1 laptops, but not new NEO 2 laptops.
However, you can install it on NEO 2 laptops using the NEO Manager software. See page 85 to find out how to install SmartApplets on NEOs.

Connecting a NEO to Your Computer



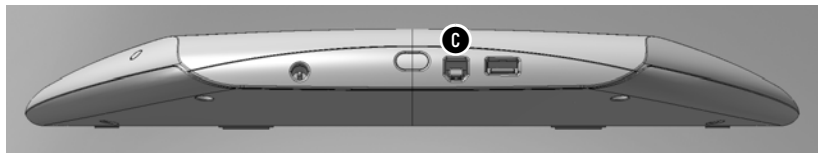
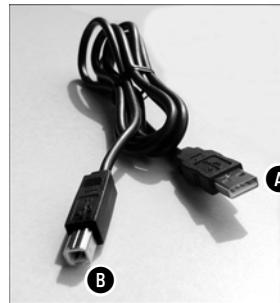
If you have a SmartOption Mobile Lab, and you want to use NEO Manager to work with your NEOs, connect them to the lab instead of connecting them directly to your computer. See the instructions that came with your lab.

You should connect your NEO to your computer when you want to

- Send a file to a program in your computer (see page 10).
- Manage your NEO using the NEO Manager software (see page 13).

Follow these steps to connect the NEO to your computer:

1. If this is the first time you have connected the NEO to your computer, check the following:
 - Make sure that you are logged in as an administrator or that you have permissions that allow the device drivers to load properly.
 - Exit the NEO Manager software if it is running on the computer.
2. Using the cable that came with the NEO, connect the thin, flat connector **A** to your computer, and connect the square end **B** to your NEO at **C**.



On Windows XP computers, you may be notified that the driver is not certified for Windows XP. The driver will work for your system; to go on, click **Continue Anyway.**

3. On Windows computers, you may be prompted to install a driver the first time you connect your NEO to the computer with a USB cable. If so, accept the default values in the Wizard and click **Next >** in each panel. When you've finished, restart the computer.

On Macintosh OS 10 computers, the first time you connect your NEO, a keyboard setup assistant will open. Follow the instructions in the assistant.

4. The message on your NEO will tell you that it is connected and remind you what to press to send a file or to switch files.

GETTING STARTED

Sending Files from One NEO to Your Computer

Sending Files from One NEO to Your Computer



If you have a SmartOption Mobile Lab, there are two ways to send files from multiple NEOs to your computer:

- You can retrieve and open files from NEOs using the NEO Manager software. See page 59.
- If you use NEO Share, students can press **cmd-send** to send files back to you. See page 27.



If your text isn't correct in your computer file, your computer program may need a slower transfer speed. See page 164 to change the transfer speed for USB cable connection file transfers.

If you are using just one NEO, you can send NEO files to a program on your computer in two ways:

- By connecting NEO to the computer with a cable and then sending the file. See the steps below to do this.
- By using AlphaBeam software and NEO's infrared beaming capability to send the file to your computer. See page 190 for instructions.

You can send files to any program that allows you to type text, including word processing programs, text fields in multimedia or graphics programs, or spreadsheet programs. If you are using a spreadsheet program, on NEO, you can set up data using tabs and returns so it transfers into your spreadsheet program more smoothly.

Follow these steps to send a file over a cable connection:

1. Exit NEO Manager on the computer if the program is running.
2. Turn on your NEO and open the file that you want to send by pressing one of the file keys or opening a saved file (see page 34).
3. Connect the NEO to your computer (see page 9).
4. On your computer, open the program and file that you want to send the NEO file into. Place your cursor where you want the NEO text to start.
5. Press **send** on your NEO. As NEO sends the file, you will see the following:

- The text from the NEO file will begin appearing in the file on your computer. (If the NEO file has a linked file, the main file text will be sent first; then, the linked file text will be sent.)
- The NEO will show a progress bar as the file is sent.


Wait until the entire file is sent.

6. Save the file on your computer.
7. If you want to send another file from your NEO, do this:
 - **When connected to a Windows computer:** Press **⌘** and the file number key on the NEO to switch to that file on the NEO.
 - **When connected to a Macintosh computer:** Press **⌘**, **option**, and the file number key on the NEO to switch to that file on the NEO.

Then, open the file on your computer where you want to send the NEO file. Press **send** again on the NEO.

8. Disconnect the cable from your computer and the NEO.
9. If you don't want to keep the file on the NEO, press **clear file** to delete the text.

Printing Files from Your NEO

 **For more about printers' compatibility with NEO, go to**
<http://support.renlearn.com/techkb/techkb/6833262e.asp>

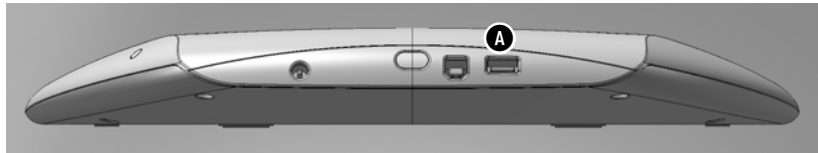
You can print a NEO file from your computer after sending it (see page 10) or retrieving it using NEO Manager (see page 59). You can also print directly from your NEO. There are three ways to do this:

- You can connect your NEO to a printer with a USB cable and then press **print** on the NEO as described below.
- You can use IR beaming to send the file from NEO to your printer as described below. (For more about IR requirements, see page 190.)
- For NEO 2 only, you can use wireless printing. See the next page.

NEO doesn't control print settings such as font, print quality, margins, and so on. These settings are determined by the printer's default settings.

Printing from NEO Using a USB Cable Connection

1. Plug one end of the printer's USB cable into NEO's USB printer port **A**.



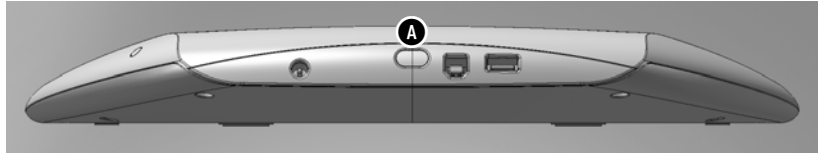
2. Make sure the other end of the USB cable is plugged into the printer, and make sure the printer is on.
3. Make sure NEO is turned on.
4. Open the NEO file that you want to print. (If you want to print a linked file instead of the main file, press **ctrl-L** to open the linked file. For more about linked files, see page 48.)
5. Press **print** on NEO to print the open file.

How to Send Text to a Printer Using IR Beaming

If your printer has an IR transceiver, you can print using IR beaming. Follow these steps:

1. Make sure your NEO is turned on.
2. Open the NEO file that you want to print. (If you want to print a linked file instead of the main file, press **ctrl-L** to open the linked file.)

3. Point your NEO's IR port **A** toward the printer's IR transceiver.



4. Press **print** on the NEO to print the open file.

How to Print Wirelessly Using NEO 2's RF Capability

To print wirelessly with NEO 2, you must have a Renaissance Receiver connected to your computer. (See page 18 to set up the Receiver.) The NEO 2 file will print to your computer's default printer.

1. Make sure your NEO 2 is turned on.
2. Open the NEO file that you want to print. (If you want to print a linked file instead of the main file, press **ctrl-L** to open the linked file. For more about linked files, see page 48.)
3. Press **print** on the NEO 2.
4. NEO 2 will look for a cable connection first, then for an IR connection. If neither is found, NEO 2 will search for networks (that is, computers connected to Renaissance Receivers).

When it lists those networks, use the arrow keys to highlight the Receiver name you want. Then, press **enter**. NEO 2 will connect to the computer that has that Receiver, and it will print to the computer's default printer.

Getting Started with the NEO Manager Software

About the NEO Manager Software

When you install the NEO Manager software on your computer, it can help you manage a single NEO or up to 30 NEOs in a SmartOption Mobile Lab.

With NEO Manager software, you can do the following:

NEO Manager Tasks	Where to Find Instructions
Send files to your NEOs. You can send any text, rubrics for assignments, or Write On! lessons to specific files on your NEOs. You can also send linked files.	Page 71
Get files from your NEOs and view, print, or save them. This is faster than sending files to your computer one by one from each NEO.	Page 59
Retrieve students' KeyWords work from US NEOs, view reports on that work, and send the data to Renaissance Place. (In the UK, NEO Manager does not have a KeyWords tab because KAZ is used instead of KeyWords.)	Page 128
Install and delete SmartApplets on your NEOs.	Pages 85 and 88
Change settings for connected NEOs. For example, you can change the master password or file passwords.	Page 165
Keep track of the connected NEOs and their status.	Page 16

Installing the NEO Manager Software

Follow the instructions for your type of computer to install the NEO Manager software.

Note: The Renaissance Wireless Server Utility is installed with the NEO Manager software. This utility is used if you have a Renaissance Receiver and one or more NEO2s.

On Windows Computers

NEO Manager software works in Windows 2000, Windows XP, Windows Vista and Windows 7.

1. Make sure that you are logged in to the computer as an administrator or that you have administrator privileges.



64-bit versions of operating systems are not supported.

GETTING STARTED

Getting Started with the NEO Manager Software

2. If you have a NEO Manager CD, insert it into your computer and view the contents.

If you have downloaded a new version of the software, extract the files from the .zip file you downloaded. View the extracted files.

3. Double-click the **setup.exe** file.
4. Click **Next >** in the first panel of the installation wizard.
5. Read the license agreement. You can print the license if you wish by clicking the button provided. Click the first option to accept the terms and click **Next >**.
6. If you need to restart your computer, on the last panel of the wizard, click an option to choose whether to restart your computer now or later. Then, click **Finish**.

If a restart is not required, leave the box checked if you want to view the Read Me file. Click **Finish**.

On Macintosh Computers

NEO Manager software works in OS 10.3.9, 10.4.x, 10.5.x, and 10.6.x.

1. Make sure that you are logged in to the computer as an administrator or that you have administrator privileges.
2. If you have a NEO Manager CD, insert it into your computer and view the contents.

If you have downloaded a new version of the software, open the .dmg file you downloaded.

3. Double-click **NEO Manager Installer**.
4. Enter the administrator user name and password for the computer. Then, click **OK**.
5. Read the license agreement. (You can use the buttons to print or save it.) Then, click **Continue**.
6. Click **Agree** when the program asks if you want to agree to the license agreement.
7. Click **Install** to start the installation.
8. Click **OK** when a message tells you that it may automatically restart your computer after installation.
9. The installer will also ask if you want to add the program to the dock. Click **Yes** or **No**. The installation will finish. Your computer may restart.

After installation, the folders where NEO Manager and the Renaissance Wireless Server Utility were installed will open.

Starting the NEO Manager Software

On Windows Computers

Click **Start** ▶ **Programs** ▶ **NEO Manager** ▶ **Start NEO Manager**.

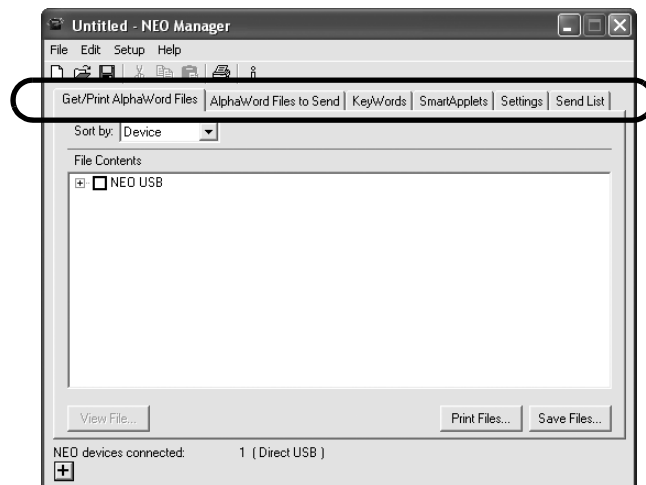
On Macintosh Computers

1. Open the Applications folder on your computer.
2. Open the **AlphaSmart** folder, then the **AlphaSmart Manager 2** folder.
3. Double-click **NEO Manager**.

If you have added NEO Manager to the dock, you can click the icon in the dock instead of following the steps above.

About the Tabs in NEO Manager

NEO Manager has a tab for each type of task in the program:



- **Get/Print AlphaWord Files:** Use this tab to get the AlphaWord Plus files that are in files 1–8 on each connected NEO. You can then view, print, or save the files. For more information, see page 59.
- **AlphaWord Files to Send:** Use this tab to send text files, linked files, rubrics for assignments, or Write On! lessons to any of the numbered files on the connected NEOs. For more information, see page 71.
- **KeyWords (US Only):** Use this tab to retrieve data about student work in KeyWords from the connected NEOs and to send the data to Renaissance Place. For more information, see page 128. (In the UK, NEO

GETTING STARTED

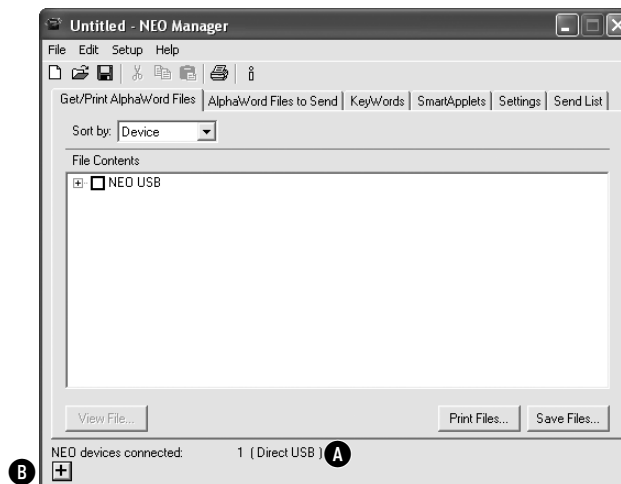
Getting Started with the NEO Manager Software



Manager does not have a KeyWords tab because KAZ is used instead of KeyWords.)

- **SmartApplets:** Use this tab to install or remove SmartApplets on the connected NEOs. This is a good way to make sure several NEOs have the same SmartApplets. For more information, see page 81.
- **Settings:** Use this tab to change the system settings or SmartApplet settings for connected NEOs. For more information, see page 165.
- **Send List:** Use this tab to review a list of the files, SmartApplets, or changes that you have chosen to send to NEOs. You can also choose which NEOs to send these items to. When you're ready, you can click **Send**. For more about send lists, see page 178.

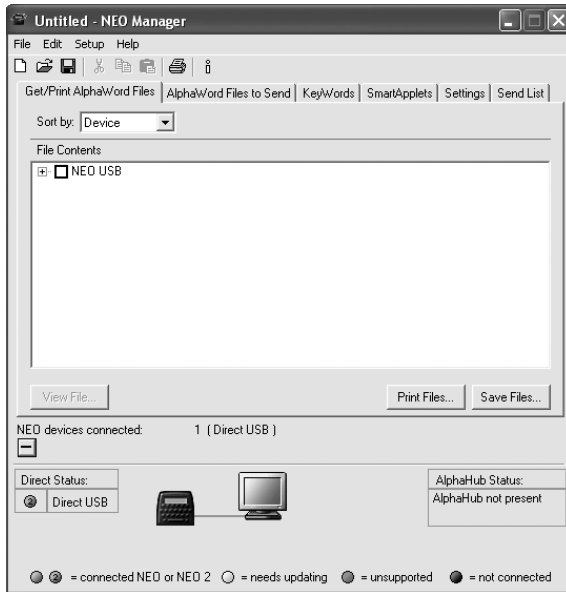
Monitoring the Connected NEOs in NEO Manager

The bottom of the NEO Manager window shows you how many NEO 1 or NEO 2 laptops (NEO devices) are connected **A**.

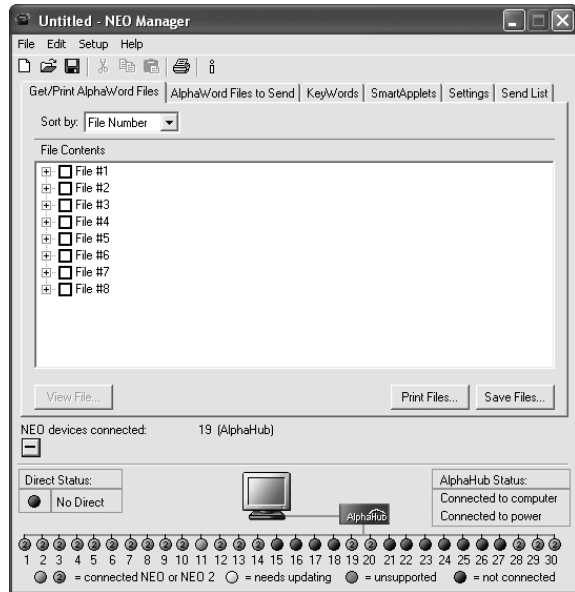


Click  **B** (Windows) or  (Macintosh) to see the status of all connected NEOs. You might need to wait a few moments before you see the connection information.

One NEO connected with a USB cable




Several NEOs connected through an AlphaHub in a SmartOption Mobile Lab



You will see a circle for each connected NEO. The color of the circle shows the status of the connection:

- **Green circle:** Your NEO is properly connected. An empty green circle indicates a NEO 1, and a green circle with a "2" indicates a NEO 2.
- **Yellow circle:** The connected NEO needs updating.
- **Red circle:** An AS3000 is connected. This version of NEO Manager is not compatible with AS3000 laptops, and you cannot have both NEOs and AS3000s connected to the SmartOption Mobile Lab.
- **Black circle:** Your NEO is not connected or is improperly connected (refer to Troubleshooting on page 204).

When you're properly connected, you can transfer information between your NEO and your computer.

 **In the NEO Manager preferences, you can choose to always open the connection status when you start NEO Manager. See page 181.**

Setting Up the Renaissance Receiver and Using NEO 2's Wireless Capabilities

If you have a Renaissance Receiver, you can use NEO 2's wireless capabilities to print wirelessly to your computer's default printer. You can also use NEO 2 with the following Renaissance Learning products:

- **2Know! Toolbar:** NEO 2 users can respond to questions on a NEO 2. See page 98.
- **AccelTest:** Students can use NEO 2 to enter their answers to assignment questions and send their answers to the software. See page 91.
- **Accelerated Math RP:** Students can use NEO 2 to enter their answers to assisted-response Accelerated Math assignments. See page 95.
- **Accelerated Reader RP:** Students can take Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes on a NEO 2. See page 100.
- **MathFacts in a Flash RP:** Students can complete their MathFacts in a Flash practices or tests on a NEO 2. See page 107.

Before you can use NEO 2 in these ways, you must

- Connect the Renaissance Receiver to your computer.
- Name the Renaissance Receiver.
- Set up the Renaissance Place settings if you want to use NEO 2 with Accelerated Reader or MathFacts in a Flash.
- Install the Renaissance Responder client as described in the *Accelerated Math Software Manual* if you want to use NEO 2 with Accelerated Math RP.

Connecting the Renaissance Receiver to Your Computer

1. Make sure you have installed NEO Manager before connecting the Renaissance Receiver. See page 13. This is important because the Renaissance Wireless Server Utility is installed with NEO Manager.
2. The first time you connect the Receiver to your computer, make sure you are logged in to your computer as an administrator or that you have administrator privileges. This ensures that the device drivers load properly.

3. Plug the square end of the data cable into the back of the Receiver **A**.



4. Connect the flat USB connector on the data cable to a matching USB port on your computer **B**.


Naming the Renaissance Receiver (Wireless Network)



The Renaissance Wireless Server Utility is automatically installed with **NEO Manager**. Make sure you have installed **NEO Manager** before you follow these steps.

It is important to set a unique name for the computer/Receiver combination (network) so that students know they're connecting to the correct Receiver. This is especially important if you have more than one Renaissance Receiver in the same building.

Follow these steps to set a name for your Receiver (wireless network):

1. Start the Renaissance Wireless Server Utility:
 - **Windows computers:** Right-click  in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that appears. If you don't see this icon in your system tray, click **Start ▶ Programs ▶ Renaissance Wireless Server ▶ Renaissance Wireless Server Utility**.
 - **Macintosh computers:** In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.

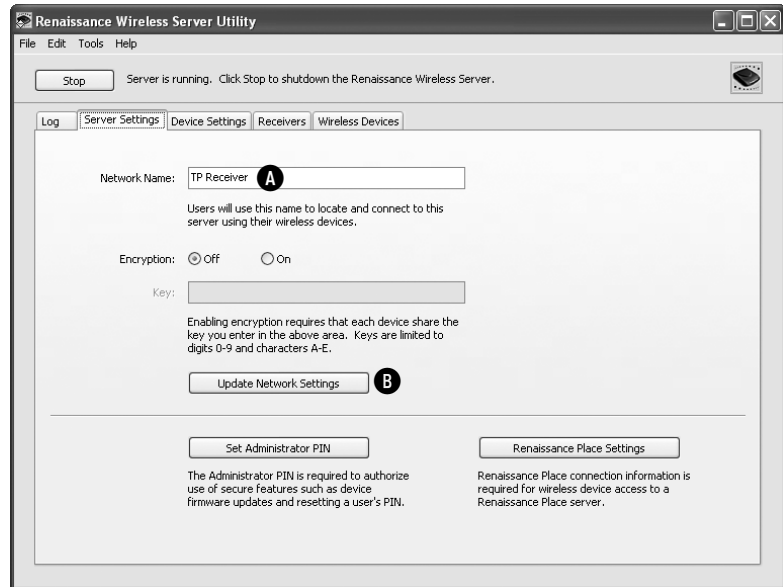
GETTING STARTED

Setting Up the Renaissance Receiver and Using NEO 2's Wireless Capabilities



You can also change the Administrator PIN on this tab by clicking **Set Administrator PIN, entering a new PIN, and clicking **OK**. Be sure to update the network settings if you do this.**


4. Enter a new name in the Network Name field **A**. Make sure the name is different from the name of your school's other Receivers.



5. Click **Update Network Settings** **B**.
6. Click **OK** when the program finishes updating the network settings. Make sure your students know the Receiver name.

Setting the Renaissance Place Address

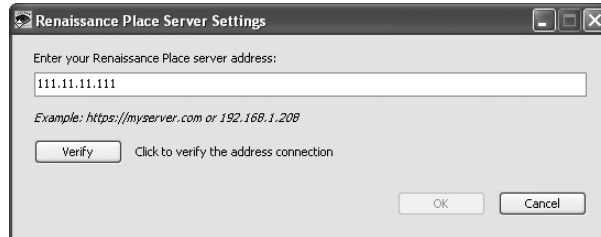
If you will be using your NEO 2s with Accelerated Reader RP or MathFacts in a Flash RP, follow these steps to set the Renaissance Place Web address so that the NEO 2s can communicate with the programs.

1. Start the Renaissance Wireless Server Utility:
 - **Windows computers:** Right-click  in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that appears. If you don't see this icon in your system tray, click **Start** ▶ **Programs** ▶ **Renaissance Wireless Server** ▶ **Renaissance Wireless Server Utility**.
 - **Macintosh computers:** In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.



To get the Renaissance Place address quickly, open your browser and go to your Renaissance Place site. Do not log in. Copy the Web site address and paste it into the Renaissance Place Server Settings window.

4. Click **Renaissance Place Settings**.
5. Enter the Web address for the Renaissance Place server where you are using Accelerated Reader RP and MathFacts in a Flash RP. Then, click **Verify** to make sure the utility recognizes it as a valid address. Click **OK**.



6. Click **OK** when the program verifies that the settings were changed successfully. (The OK button is available after you verify the Web address as described in step 5.)

Installing and Using NEO Share

NEO Share software is also included on your NEO Manager CD. Using NEO Share, you can easily send text or files to NEO 2 users and receive files back from them as you work with your group or classroom. NEO Share works on your computer desktop or with standard and interactive whiteboards or projectors.

Installing NEO Share

On Windows Computers

1. Insert your NEO Manager CD into your computer and open the NEO Share folder.
You can also download NEO Share at www.renlearn.com/neo/downloads/. If you download it, open the .zip file and extract the two files inside it.
2. Double-click the **NEO Share setup.exe** file.
3. Click **Next >** in the Wizard that appears.
4. Read the license agreement. (You can print it if necessary.) When you're ready to continue, click **I accept the terms in the license agreement**. Then, click **Next >**.
5. Click **Install**.

GETTING STARTED

Installing and Using NEO Share

6. Click **Finish** when the installation is complete.
7. You must restart your computer before you start using the program. If you want to restart now, close all other programs; then, click **Yes**. If not, click **No** and restart the computer later.

On Macintosh Computers

1. Insert your NEO Manager CD into your computer and open the NEO Share folder.
You can also download NEO Share at www.renlearn.com/neo/downloads/.
2. Double-click **NEO Share Installer**.
3. Enter the administrator user name and password for the computer; then, click **OK**.
4. Read through the NEO Share license. (You can print it or save it using the buttons on the screen.) Click **Continue**.
5. Click **Install** in the NEO Share Installer. The software will be installed, and the folders for this program and the Renaissance Wireless Server Utility will open.

Starting the Software

Windows: Click **Start** ▶ **NEO Share** ▶ **NEO Share**.

Macintosh: Open the Applications folder, then the NEO Share folder, and double-click **NEO Share**.

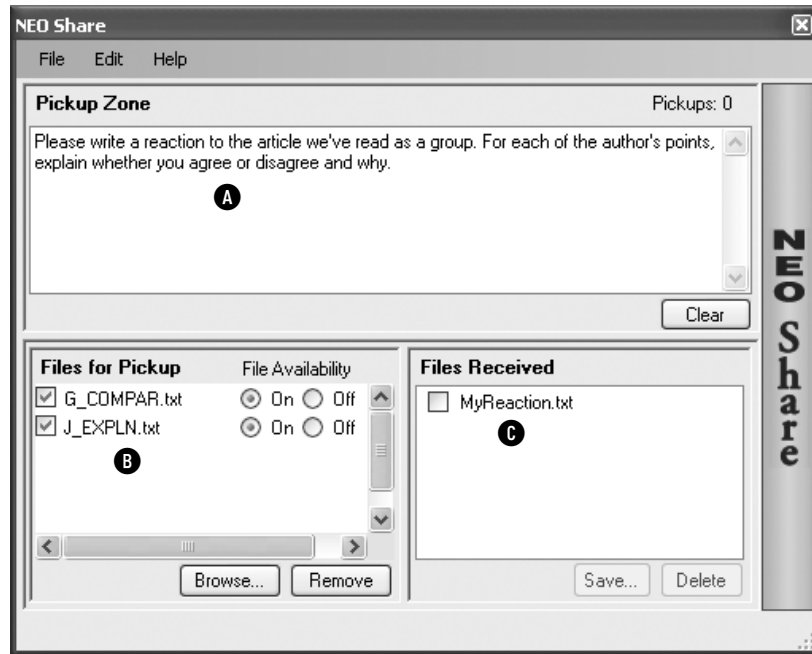
The NEO Share program will be minimized on the left side of the screen; to open it, click the blue bar. Whenever you want to minimize the program, click the bar again. (You can use the Preferences to make the program minimize again automatically after it has been idle for a short time; see page 28.)

Whether it is minimized or open, NEO Share will become transparent whenever you are using another program so that it does not cover other items on your screen.




About the Pickup Zone, Files for Pickup, and Files Received

NEO Share has a Pickup Zone **A**, a list of Files for Pickup **B**, and a list of Files Received **C**.



Sending Text to NEO 2s Using the Pickup Zone


In the Pickup Zone, you can type the text you want to send to NEO 2s or copy and paste or drag text from another program, document, or Web page. (Only text will be pasted in; graphics will be omitted.) To erase text, press or click **Clear**.

 **If you are using NEO Share in a classroom,** linked files are a great way to give your class rubrics or additional information supporting an assignment.

You can even specify that some text should be in a linked file by typing **<form>** at the beginning of that text and **</form>** after it. This text won't be in the main file when it is picked up on the NEO 2, but the user can open the linked file by pressing **ctrl-L**. For more information about linked files, see page 48.

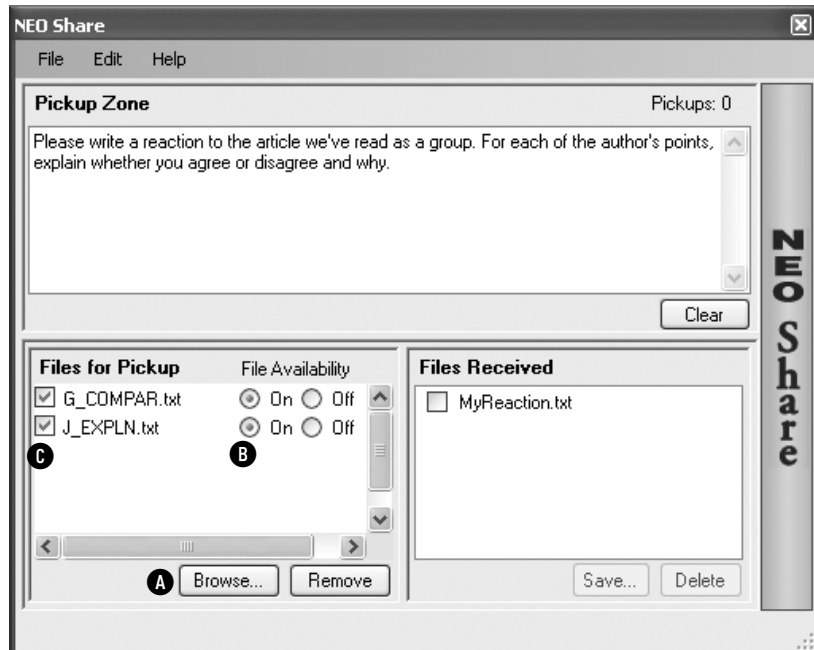
Choosing the Files for Pickup

In the Files for Pickup area, you can select text files that you want to send to your NEO 2 users. On Windows computers, files must be in text (.txt) format. On Macintosh computers, you can also select .doc and .rtf (rich text format) files.

 *If you are a teacher, at the beginning of the day you can add all the files that you will need for your classes that day. As you work with each class, clicking **On** or **Off** for each file lets you choose which files that class will see.*

Adding a File to the List

1. Press or click **Browse** **A**.
2. Find the file and press or click its name. Then, press or click **Open**.
3. After you add the file, click **On** **B** if you want your NEO 2 users to be able to pick up the file, or click **Off** if you don't want them to see the file in the list yet.



Removing a File from the List

To remove a file from this list (but **not** its original location), follow these steps:

1. Check the box next to the file name(s) **C**.
2. Press or click **Remove**.
3. Press or click **Yes** if the program asks if you are sure; you can check the box if you don't want to see the message again.

Opening a File in the Files for Pickup List

Double-click a file in the Files for Pickup list to open it. The file will open using your default program for text files (or the type of file you have chosen).



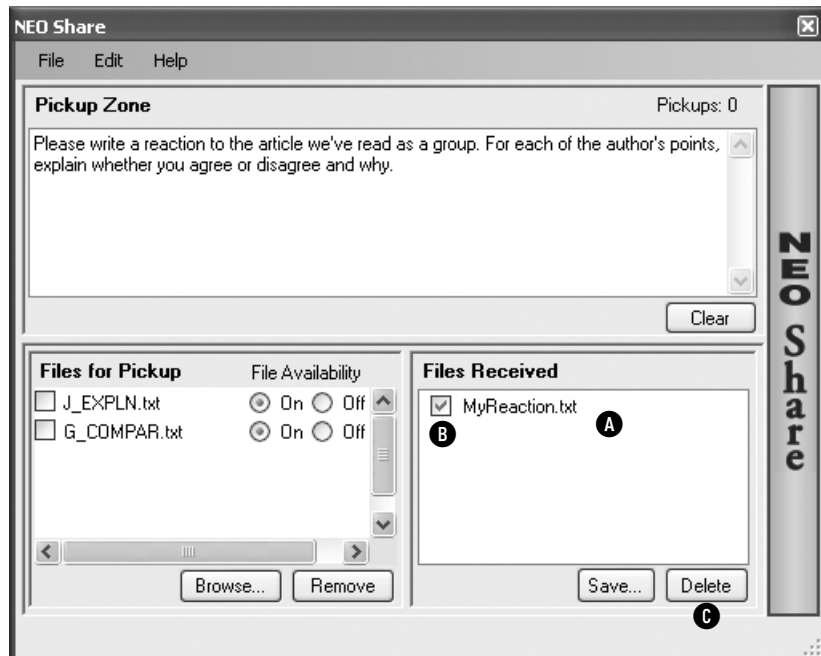
When NEO Share is minimized and you receive files, the NEO Share bar turns orange to show you that files have come in.



You can drag a file from Files Received to Files for Pickup if it contains something (such as a writing idea) that you want to send to all your NEO users.

Monitoring the Files Received

The Files Received area **A** lists the files that have been sent back from NEO 2 users. Depending on what you choose in the preferences (see page 28), this list may show the file names chosen by your NEO users or anonymous file names (File 1, File 2, etc). The files in this list are also saved in your default directory in the Files Received folder; the preferences set the default directory's location (see page 28).



Deleting Files Received

To delete files from the list **and** from the default directory on your computer, follow these steps:

1. Check the boxes next to the file names **B**.
2. Press or click **Delete C**.
3. Press or click **Yes** if the program asks if you are sure; you can check the box if you don't want to see the message again.

Saving and Clearing Files Received

To save files received and clear them from the list, follow these steps:

1. Check the boxes next to the file names.

GETTING STARTED

Installing and Using NEO Share



If the file that you received had any text in a linked file on NEO 2, that text will appear within <form> and </form> tags at the end of the received file.

2. Press or click **Save**.
3. In the window that opens, choose the folder where you want to save the files; then, press or click **OK**. The preferences determine the default location; see page 28.

Opening the Files Received

There are three ways to open the files you've received from your NEO users:

- Double-click the file in the Files Received list. The file will open in the default program for text files (or the type of file you have chosen). On Windows, it may be helpful to set WordPad as your default program for text files to give you more options as you work with the file.
- Open a program, such as WordPad, and open a new document. In NEO Share, click a file in the Files Received list and drag it into the program you have opened. The text of the file will appear in a document in that program.
- On Macintosh computers, if you have the program in the dock, you can drag the file onto the program icon in the dock to open it in that program.

How NEO 2 Users Pick Up Text or Files

Make sure your Renaissance Receiver is connected to your computer (see page 18), and make sure your NEO 2 users know the Receiver name. Then, ask your NEO 2 users to follow these steps to pick up the text from your Pickup Zone or one of the files you've selected to be picked up:

1. Press one of the **file** keys to choose where you want to pick up the text or file.
2. Press **cmd-O**.
3. NEO 2 will ask if you want to keep the current file. If you want to keep it, press **Y** for yes, enter a name for the file, and press **enter**. If not, press **N** for no and press **enter**.
4. NEO 2 will search for your network (Receiver).
 - If you have connected to a Receiver before, NEO 2 will ask if you want to stay connected to that network. If you want to connect to the same Receiver, press **Y** for yes, then **enter** and go to step 5. If you need to choose a different Receiver, press **N** for no, then **enter**.
 - If you haven't connected to a Receiver before, or if you have and you chose not to stay connected to the same one, the screen will list the Receivers that are in range. Press **↓** until you have highlighted the Receiver you want to connect to; then, press **enter**.

5. On the Open From screen, use the arrow keys to highlight **NEO Share** and press **enter**.



6. If there is only one file available for pickup, skip this step and go to step 7. If there is more than one file available, you will see a list of the text and files that you can pick up. Text is shown as **<< Pickup Zone >>**. Files for Pickup are identified by file name. All files include a date when they were added to the Pickup Zone or saved. Use the arrow keys to highlight the file you want and press **enter**.



7. You may see messages telling you that NEO 2 is communicating with NEO Share and then copying from NEO Share.

The text from the Pickup Zone or the file will appear in the NEO 2 file space that you had open. If there is a linked file, press **ctrl-L** to see it.

How NEO 2 Users Send Files Back to NEO Share

Make sure your Renaissance Receiver is connected to your computer, and make sure your NEO 2 users know the Receiver name. Then, ask your NEO 2 users to follow these steps to send their files back to NEO Share. (The files they send will also remain on NEO 2.)

1. Open the file that you want to send back to NEO Share.
2. Press **cmd-send**.
3. If you have shut the NEO 2 off since you last connected to the Receiver, one of the following will happen:
 - If you have connected to a Receiver before, NEO 2 will ask if you want to stay connected to that network. If you want to connect to the same Receiver, press **Y** for yes, then **enter** and go to step 4. If you need to choose a different Receiver, press **N** for no, then **enter**.
 - If you haven't connected to a Receiver before, or if you have and you chose not to stay connected to the same one, the screen will list the Receivers that are in range. Press **↓** until you have highlighted the Receiver you want to connect to; then, press **enter**.

GETTING STARTED

Installing and Using NEO Share

- On the Open From screen, use the arrow keys to highlight **NEO Share** and press **enter**.



If NEO Share is minimized, when it receives your file, the NEO Share bar may turn orange to show the person at the computer that files have come in.

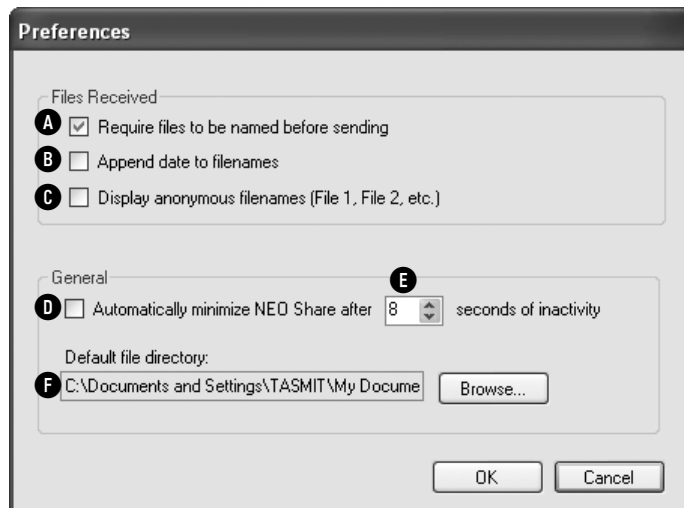
- You may be asked to enter a name for the file. If so, type a name for the file that you are sending; then, press **enter**. The person who receives it in NEO Share decides whether to show the file name you choose or an anonymous file name.
- You may see messages telling you that NEO 2 is communicating with NEO Share and then copying to NEO Share. When the screen shows you that NEO 2 has finished copying the file to NEO Share, press **enter**.

Setting the NEO Share Preferences

- On Windows computers, press or click the **Edit** menu in NEO Share and choose **Preferences**.

On Macintosh computers, press or click the **NEO Share** menu and choose **Preferences**.

The Preferences window will open.



- Check the first box **A** if you want NEO 2 users to enter a file name for the files they send back. If the box is not checked, the files will be named File 1, File 2, etc.

3. Check the **Append date to filenames** box **B** if you want the date to be added to the end of the file name.
4. Check the **Display anonymous filenames** box **C** if you want NEO Share to display the file names your NEO 2 users entered or anonymous file names (such as File 1, File 2, etc.). If you are using a projector or interactive whiteboard and your users can see the list of Files Received in NEO Share, you may want to use anonymous file names.
5. Check the box under General **D** if you want NEO Share to minimize automatically after a certain number of seconds of inactivity. Then, use the arrows **E** to choose how many seconds the program should wait before minimizing, or enter a new value (up to 100 seconds).
6. The default directory **F** is where NEO Share saves Files for Pickup, Files Received, and files that you choose to save. The default directory is a NEO Share folder within your personal My Documents folder (Windows) or Documents folder (Macintosh). This directory includes the following subfolders:
 - When you add Files for Pickup, they are saved in a **Files for Pickup** subfolder within the NEO Share directory.
 - Files Received are saved in a **Files Received** subfolder in the NEO Share folder.
 - Saved files are placed in a subfolder inside a **Saved Files** folder. The subfolder name includes the date you saved the files.To change the default location for the NEO Share files, press or click **Browse** and either open a different folder or create a new folder. With the folder highlighted, press or click **OK** (Windows) or **Open** (Macintosh).
7. To save your changes to the preferences, press or click **OK**.

Closing the Program

To close the program, press or click the **X** in the red square (Windows) or circle (Macintosh) in the window or on the minimized NEO Share bar.

On Windows computers, you can also press or click the **File** menu and choose **Exit**.

On Macintosh computers, you can press or click the **NEO Share** menu and choose **Quit NEO Share**.

USING ALPHAWORD PLUS TO WRITE ON NEO

Since AlphaWord Plus is the SmartApplet that you use to write on the NEO, it is the one that you will probably use the most. Writing on NEO is easy—simply type the text, and it is automatically saved in the file that you have open. This chapter provides more information about the many features of the AlphaWord Plus SmartApplet.

Starting AlphaWord Plus

When you first receive your NEO, it starts AlphaWord Plus automatically whenever you turn it on.

If you have changed the program that starts when you start the NEO (see page 82), you can still open AlphaWord Plus by following these steps:

1. Press **applets**.
2. Use the arrow keys to move the cursor next to **AlphaWord Plus**.
3. Press **enter**.

Typing and Editing Text

When you first start NEO and it starts AlphaWord Plus, NEO opens file 1, which is empty. The next time you start the NEO, it opens the file you last worked on. The cursor is where you left it in that file.

If you want to work in a different file, open it by pressing one of the **file** keys (**file 1–file 8**) at the top of the keyboard. If you want to start a new file, but you want to keep the text that was in that space (file 3, for example), you can name the file (see page 33) and then close it by clearing the file (see page 55). You can open named files later when you're ready to work on them again.



To enter text in a file, simply begin typing. Use **backspace** or **delete** to erase text you've typed. As with most word processors, text automatically wraps at the end of each line. Press **enter** only when you want to separate paragraphs. NEO saves each character as you type it.

The following tables show you how to move through your file, select text, and cut, copy, paste, or delete text.

Moving the Cursor

Press these keys...	...to move to this point:
← →	One character to the left or right
↑ ↓	One line up or down
⌘-↑	Up one screen (scrolling)
⌘-↓	Down one screen (scrolling)
⌘-←	Beginning of line
⌘-→	End of line
option-← or option-→	Previous word or next word
ctrl-← or ctrl-→	Previous sentence or next sentence
ctrl-↑ or ctrl-↓	Previous paragraph or next paragraph
home	Beginning of file
end	End of file

Selecting Text

When you select text on your NEO, the selection is highlighted in reverse: the selected text is light and the background is dark. To deselect text that you've selected, press **esc** or an arrow key. (Cutting, copying, and pasting also deselects the text.)

Press these keys...	...to select the following:
shift-←	One character to the left at a time
shift-→	One character to the right at a time
shift-↑	One line up
shift-↓	One line down
shift-option-←	From cursor to beginning of word
shift-option-→	From cursor to end of word
shift-⌘-←	From cursor to beginning of line
shift-⌘-→	From cursor to end of line
shift-home	From cursor to beginning of file
shift-end	From cursor to end of file
ctrl-A or ⌘-A	Entire file

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- About the NEO Clipboard
-
-
-

Cutting, Copying, Pasting, and Deleting Text

To cut, copy, or paste text, you must first select it (see the previous table). Then, do one of the following:

To do this:	Press this:
Cut selected text and copy it to the clipboard	ctrl-X or ⌘-X
Copy selected text to the clipboard	ctrl-C or ⌘-C
Paste text from the clipboard into your file	ctrl-V or ⌘-V
Delete a character to the left of the cursor or delete selected text	backspace
Delete a character to the right of the cursor or delete selected text	delete
Remove the entire contents of the file	clear file

About the NEO Clipboard

NEO has a built-in clipboard like computers do. Whenever you cut or copy text, it is placed in the clipboard. When you use the paste command, you paste the text from the clipboard into a file (either the same file or a new file). The clipboard can store one block of text at a time.

By following the instructions below, you can view the text in the clipboard or the status of the clipboard at any time.

How to See What Is In the Clipboard

Press **ctrl-option-⌘-C**. If the text in the clipboard is too long to be shown in one screen, you can use the arrow keys to scroll through the text.

Press **esc** to return to your file.

How to See the Space Used and Available in the Clipboard

Press **option-⌘-C**. The screen shows you the number of text pages in the clipboard and how much empty space (in pages) is still available.

Press any key to return to your file.

Creating New Files

To start a new file in AlphaWord Plus, press the **file** keys until you find an empty file and begin typing. NEO saves each character as you type it, so if you press that file key again later, the text will still be there (unless you've removed it).

If you want to create a new file in a file space that already has text, follow these steps:

1. Press the **file** key for the file number you want to work in.
2. Press **ctrl-N**.
3. AlphaWord Plus will ask whether you want to keep the existing text in the workspace:
 - Press **Y** if you want to save text, then type a name for the text. AlphaWord Plus saves the text as a file with the name you specified, then clears the numbered file so you can begin your new file. You can open the file that you saved again later; see page 34.
 - Press **N** if you don't want to save the existing text. AlphaWord Plus removes the text so you can begin your new file.

Naming and Saving Files



Teach students to save their files when they begin an assignment to ensure that they can retrieve the files even if they clear a file space. It's also helpful to teach students to put a heading on every document they create.

As you write, NEO automatically saves your work, even if you turn the NEO off. However, you can name a file that you're working on at any time so that you can keep it even if you clear the file space (see page 55) or create a new file to work on something else.

You can open named files again later in one of the eight file spaces. (To find out how to open a named file, see the next section.)

Follow these steps to name a file and save it outside the eight active files:

1. Go to the file you want to name.
2. Press **ctrl-S**.
3. Type a name for the file and press **enter**. You don't need to worry about saving the file again—it will save any additional changes to your text until you close the file by clearing it or creating a new one.

Formatting Text

NEO lets you concentrate on the content of your text rather than its layout. Only the characters themselves (ASCII key codes) are transferred from NEO to the computer. You can set the file margins, fonts, and other style attributes after you send a file to your computer (see page 10).

You can, however, change the size of the screen font on your NEO. See “Changing Font Size” on page 35 for details.

You can also press the **tab** key to create columns or paragraph indents in your file. If you have Show Marks on, tabs look like this: **→H**. If Show Marks is not on, tabs look like spaces between characters.

Changing Font Size

Available Font Sizes

You can change the font size that is used on your screen when you work in AlphaWord Plus or AlphaQuiz 3.1. The font change does not affect other SmartApplets, and AlphaQuiz 3.1 does not support the Very Large or Extra Large fonts.

Changing the font doesn’t add any attributes to the text, so when you send text to your computer or printer, the text itself is plain text and uses your default font or the font you’ve chosen in your computer program.

When you change the font size, that change applies to all files in AlphaWord Plus. You can’t set different font sizes for different files. If, for some reason, some of the font sizes are removed from your NEO (using NEO Manager), AlphaWord Plus goes back to the four-line System font.

The six font sizes are shown in the table below.



How the System and Large fonts are different: Although both are four-line fonts, the System font is a fixed-width or monospace font, and the Large font is a proportional font. In fixed-width fonts, every character and space occupies the exact same width. In proportionally spaced fonts, each character occupies only the space it needs to display that particular character. In the examples in the table, note the different widths of the words “William,” “ill,” and “lollipop” in each illustration.

Font Name	Lines Per Screen	Example
System	4 (Fixed Width)	William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Changing Font Size
-
-
-

Font Name	Lines Per Screen	Example
Extra Large	2	Tortoises, Turtles, and Terrapins
Very Large	3	Tortoises, Turtles, and Terrapins Do you know the
Large	4 (Proportional)	William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.
Medium	5	Tortoises, Turtles, and Terrapins Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough
Small	6	Tortoises, Turtles, and Terrapins Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough bony shells and can be found in temperate and tropical lands and oceans.

You can set the font size in one of three ways:

- By using a keyboard command as described below.
- Through the Control Panel SmartApplet (see the instructions below and on page 159).
- Through NEO Manager. Note, however, that NEO Manager can only reset the font size to the System font (four lines onscreen). See page 167.

Changing the Font Size on the NEO

1. Do one of the following:
 - Press **ctrl-option-⌘-F**.
 - Press **applets**, move the cursor next to **Control Panel**, and press **enter**. Then, scroll down to **Change default AlphaWord font** and press **enter**.

2. Scroll to select the font size you want to use, then press **enter**. (The current size has “+” next to it.)

```
Select a font, then press enter.
-->System (4 lines)
- Small (6 lines)
↓ Medium (5 lines)
```

If you changed the font size with the keyboard command, you will go back to the file where you were working. If you used Control Panel, you will return to the list of settings; to see the new font size, press **applets**, then select AlphaWord Plus.

Finding Text

There are a few ways to find text within AlphaWord Plus files:

- You can search for a text string within a file or across all files. See the instructions below.
- You can search **and** replace text within a file (see page 38).
- You can view a list of sections in a particular file. Sections are separated by paragraph returns, and the section selector displays the first line of each paragraph. See page 39.

Searching for Text in One File or All Files

Follow these steps to search for text within the current file or within all files:

1. Press **find** or **⌘-F**.

```
Find: [          ]
Press enter to search in File 2,
Option-enter to search in all files,
Cmd-G to find again, esc to exit.
```

2. Type the text you want to find, keeping these tips in mind:
 - You can enter up to 16 characters, including spaces.
 - If you've searched for text before, press **clear file** to remove that text before typing the new text you want to find.
 - Note that this type of search is **not** case-sensitive, but if you choose to find and replace (see page 38), you can make that search case-sensitive.

USING ALPHAWORD PLUS TO WRITE ON NEO

Finding Text

3. Do one of the following:
 - To search within the current file, press **enter**.
 - To search within all files, press **option-enter**. (You can't search all files if password protection is enabled on your NEO; see page 79.)
 - To exit the Find screen without searching, press **esc**.
4. If the text string is found, the cursor appears at the beginning of the found text.

If NEO can't find the text you entered, you will see a brief message to tell you so.

If you chose to search within all files, the NEO will open each of the files looking for instances of the word and go to the first one it finds.
5. To find the same text again, press **⌘-G**.

Finding and Replacing Text in One File

Follow these steps to search and replace in the file you have open. (You can't search and replace in all files at the same time.)

1. Press **ctrl-find**. You will go to the Find/Replace screen.

```
Find: [ ]
Replace with: [ ]
(*)whole word( )match case( )replace all
(tab=next field, cmd-H=help, esc=exit)
```



You can use the clipboard to paste text into both the Find and Replace With fields.

2. Type the text you want to find in the Find field, keeping these tips in mind:
 - You can search for up to 100 characters, including spaces.
 - If you searched for and replaced text before, press **clear file** in each field to remove your earlier text entries.
3. Press **tab** or **↓** to move to the Replace field.
4. Type the replacement text.
5. Press **tab** or **↓**, then press **←** or **→** to move between options for the search (whole word, match case, and replace all). Press the spacebar to enable or disable each option. When the option is selected, you'll see * between the parentheses next to that option.
 - **Whole word** searches for complete words only. If you don't select this option, NEO searches for characters that may be part of a longer word or part of more than one word (for example, searching for **hat** would find *that*, *chat*, and *hatchet*).
 - **Match case** finds text that exactly matches the capitalization of the text you typed in the Find field.

- **Replace all** specifies that you want to replace all occurrences within the file.
6. Press **enter** to begin the search. When the text is found, the NEO will show you the first occurrence with options listed to the right as in the example below.

Malamute, Anatolian Shepherd,	R=replace
Australian Cattle Dog, Bearded	S=Skip
Collie, Belgian Shepherd,	↔=scroll
Bergamasco, Bernese Mountain	esc=exit

7. Do one of the following:
- Type **R** to replace the found text with the replacement text.
 - Type **S** to skip that occurrence of the found text and leave it as is.
 - Press the arrow keys to scroll through the surrounding text so you can see the found text in the context of nearby text.
 - Press **esc** to exit without finding or replacing this or any other text.

Finding Sections in a File

In AlphaWord Plus, a “section” is a block of text separated by 1–9 blank lines. In longer files, it is helpful to go straight to one of these sections instead of scrolling through the files. To do this, follow these steps:

1. Press **⌘-S** to display a list of sections in the open file.
2. The number in the top right corner of the screen shows how many blank lines AlphaWord Plus expects to see between sections **A**.

If you have more or fewer blank lines between sections in this document, type the number you have used (any number from 1 to 9). When AlphaWord Plus asks if you want to change the section separator, press **Y** for yes.

Sections: File 6	(enter=go)1 A
- Parliament is the democratic institution	
- The House of Commons consists of 646 MP	
- In contrast, the House of Lords consist	

3. Use the arrow keys to move the cursor next to the section you want; then, press **enter** to move to the beginning of the section you chose.

- USING ALPHAWORD PLUS TO WRITE ON NEO
- Checking Spelling
-
-
-

An Example of How to Search for Sections in a File

In the example below, the user typed two blank lines between sections of the document about bears. For this document, when you are looking for a section, you would press **⌘-S** to see a list of sections and press **2** to change the number of blank lines between sections to two. You would then see a list like the one shown.

BEARS

Bears are a wonderful group of large mammals that live on several continents: North America, South America, Europe, and Asia. They live in all sorts of habitats, such as mountains, forests, and Arctic wilderness. There are eight species of bears: giant panda, spectacled bear, sloth bear, American black bear, sun bear, Asiatic black bear, brown bear, and polar bear.

GIANT PANDA. The giant panda is easily recognizable by the black patches around its eyes set against a white face. Its habitat is the smallest of all bear species. It lives in the bamboo forests of mountainous south-central China. Unlike other species of bear, giant pandas are mostly vegetarians.

The staple of their diet is bamboo, and adult giant pandas eat approximately 40% of their own body weight in bamboo daily. Giant pandas also occasionally eat meat and other plants.

Giant pandas have the smallest population of all bear species and are considered an endangered species. There are approximately 1,000 giant pandas living in the wild today. Many zoos and private organizations have tried to breed giant pandas in captivity, but have met with little success.

An example of how you might format your file in AlphaWord Plus

Sections: File 1 (enter=go)2

- BEARS


- GIANT PANDA. The giant panda is easily

- SPECTACLED BEARS. Like giant pandas, sp

How sections might appear when blank lines are set to 2

Checking Spelling

How to Check Spelling in a File



You can disable spell check. See page 42.

Follow these steps to check spelling in an AlphaWord Plus file.

1. Open the file that you want to check.
2. Press **spell check** to check the whole file, or press **ctrl-spell check** to check text that you have selected.

3. Spell check begins checking each word in your file. If it finds a word that isn't in its dictionary, spell check gives you suggestions as in the example shown here (which found the word "runn" in the file).

Select word and enter OR	I=ignore
runn	E=edit
- run - ruin - rune	C=context
↓ runt - rung - runny	A=add

Do one of the following:

- Use the arrow keys to select the correct word from the list of suggested spellings and press **enter** to change this word or **ctrl-enter** to replace all occurrences of the mistake in this file.
- Press **i** to ignore the word and go on to check the next word, or press **ctrl-i** to ignore all occurrences of this word in the file.
- Press **E** to edit the word. Then, after "New," type the new word you want and press **enter** to make the change.

Word: runn
New:
Change word and press enter, OR
press esc to ignore changes.

- Press **C** to see the word in context. You can't make changes to the misspelled word while viewing it in context. To go back, press any key.
 - Press **A** to add the word to the user dictionary so that AlphaWord Plus does not question the spelling of the word in the future. When the program tells you the word has been added, press any key.
 - Press **esc** to exit spell check.
4. If you haven't exited spell check by pressing **esc**, when it finishes checking your file, it notifies you that the spell check is complete and returns you to your file.




More about the user dictionary. The ability to add words to the user dictionary can be disabled by changing the spell check settings in the NEO Control Panel (see page 157) or in NEO Manager (see page 171). You can create your own custom user dictionary for AlphaWord Plus so that the spell check does not question unusual words that you use often. See page 43 for details.

Turning Off Spell Check

At times, you may want to turn off the spell check feature. For example, if students use NEO for spelling assignments, you may not want them to be able to spell check their work.

There are three ways to turn off spell check or turn it back on:



You can set the master password using the System settings in NEO Manager. See page 153.

- You can press **option-⌘-spell check** on a NEO and enter the master password.
- You can use the Control Panel SmartApplet on one NEO (page 157).
- From NEO Manager, you can disable spell check for all connected NEOs (see page 171).

For the first two methods, you'll need to enter the NEO's master password. You can get the default master password from Technical Support, or you can set your own master password for your NEOs using the System settings in the NEO Manager software (see page 153).

Adding Words to the User Dictionary

If you use words that regularly trip up your spell checks—such as scientific terms, proper names, or acronyms—you can add them to the AlphaWord Plus dictionary so that spell check doesn't question them in the future. There are three ways to add words to the user dictionary:

- During the spell check, you can press **A** for "add" when spell check questions the word.
- Using the Spell Check Settings in the Control Panel (see page 157), you can add words to the user dictionary or delete the user dictionary. (You can also turn off the ability to add words to the dictionary.)
- You can create a text file on your computer that contains the words to be added, and then you can send it to your NEO(s) using NEO Manager. See the next section.

This is the most efficient method if you have more than one NEO because it updates multiple NEOs at the same time and it allows you to add several words at the same time. You can also delete words from the user dictionary using this method. (You can't using the other methods.)

Whenever you make updates to your user dictionary text file, simply use NEO Manager to send the file again, and the existing user dictionary on the NEO(s) will be overwritten.

Sending a New User Dictionary to NEOs Using NEO Manager

Instead of adding words one by one as you do spell checks on your NEOs, you can create a text file on your computer that contains all the words you want to be in the user dictionary on your NEOs. Then, you can use NEO Manager to send that file to your NEOs to replace the user dictionary.

You can separate words in a text file with spaces, commas, tabs, or returns. (The example to the right uses returns.)

Each NEO can only have one user dictionary. When you send a new one, it overwrites the existing user dictionary on the NEO.

If you want to add or remove words in your NEO user dictionary, you can change the word list in the text file on your computer and resend it to your NEOs.

Follow these steps to send a user dictionary to NEOs:

1. Start NEO Manager (see page 15) and connect one NEO (see page 9) or a SmartOption Mobile Lab.
2. Using a word-processing program on your computer, create a list of words and save the file as a text file with a .txt file extension in the name (such as mywords.txt).
3. In NEO Manager, click the **File** menu and choose **Send User Dictionary**.
4. Browse to select the text file you created; then, click **Open** (Windows) or **Choose** (Macintosh).
5. Click the **Send List** tab and verify that your list of words appears in the SpellCheck Files area of the send list.
6. If you are using a SmartOption Mobile Lab and you want to send the user dictionary to some, but not all, of the NEOs, click **Select Devices**, check the NEOs that you want to send the user dictionary to, and click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter that password and click **OK**.

```
SpiffyPro
Oban
Turlock
Cumbria
Bena
Codan
Cupertino
Islay
MegaSync
Aptos
Surrey
```



You can also delete a user dictionary using the spell check settings in NEO Manager. See page 171.

- USING ALPHAWORD PLUS TO WRITE ON NEO
- Using the Thesaurus or the Spanish-English Word Lookup
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-
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Using the Thesaurus or the Spanish-English Word Lookup

Using the Thesaurus

Keeping writing lively and interesting can be a challenge, but a thesaurus can help. AlphaWord Plus includes a thesaurus that you can use to replace a word with a synonym or antonym.

To use the thesaurus, follow these steps:

1. In your file, move your cursor so it is either just before or inside the word you want to look up. (You can skip this step if you want to look up a word that isn't in your file.)
2. Press **ctrl-T** to open the thesaurus.
3. If you moved the cursor next to a word, it will be shown between the brackets.

If there is no word in the brackets **A**, or if you want to look up a different word, type the word you want to look up. (If you need to delete text that is already between the brackets, press **clear file**.)

```
Enter a word for the Thesaurus to
look up:
[ A ]
(Press esc key to exit)
```

4. Press **enter**.
5. If the word was found, you will be asked to pick a category (or part of speech) as shown below. Use the arrow keys to move the cursor next to a category and press **enter**. (If the word could not be found in the thesaurus, you can press **enter** to look up a different word or **esc** to exit.)

```
Select a category and press enter or
-----"thin"-----|A=antonyms
- dilute(v)    - narrow(v)    |H=help
- narrow(adj)    |esc=exit
```

6. Next, some synonyms for the word will be listed. You can do any of the following:
 - If you see a word that you want to use, move the cursor next to it and press **enter**.

- If you want to look up more words like one in the list, move the cursor next to a word and press **L**.
- If you want to see antonyms (words with the opposite meaning), press **A**.
- If you want to go back and choose a different category, press **C**.
- If you want to leave the thesaurus without doing anything, press **esc**.

```

Select synonym, press enter |L=lookup
-----"thin"-----|A=antonyms
- dilute      - cut      |C=category
↓ thin      - reduce    |esc=exit
    
```

7. If you chose to use a word, move the cursor to choose one of these options and press **enter**:
 - Replace the original word in your file.
 - Copy the word you chose to the clipboard so you can paste it elsewhere.
 - Do a new search in the thesaurus for the word you selected.
8. Depending on what you chose, you will either return to your file or to the thesaurus.


Replacing the Thesaurus with the Spanish-English Word Lookup

You can replace NEO's thesaurus with a Spanish-English word lookup if you don't plan to use the thesaurus. In the Spanish-English Word Lookup, you type in Spanish words to find their English equivalents.

Note: You can't have both the English thesaurus and the Spanish-English word lookup installed on a NEO. You must choose one.

If you decide to replace the thesaurus on your NEO with the Spanish-English word lookup, you can use NEO Manager to do this. Follow these steps:

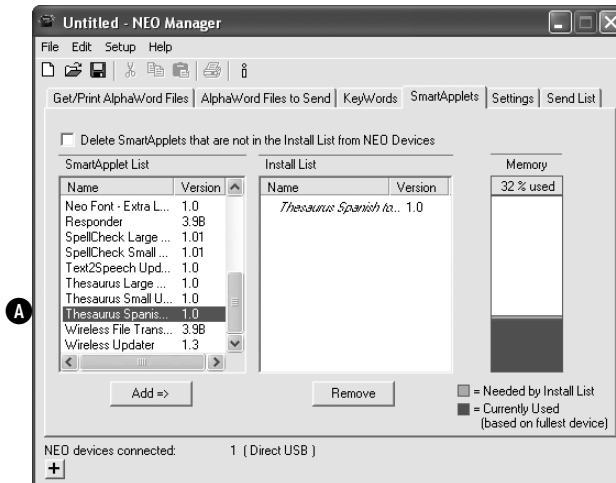
1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9).
2. In NEO Manager, click the **File** menu and choose **New Send List**.
3. Click the **SmartApplets** tab.

 **To find out how to use the Spanish-English word lookup, see page 47.**

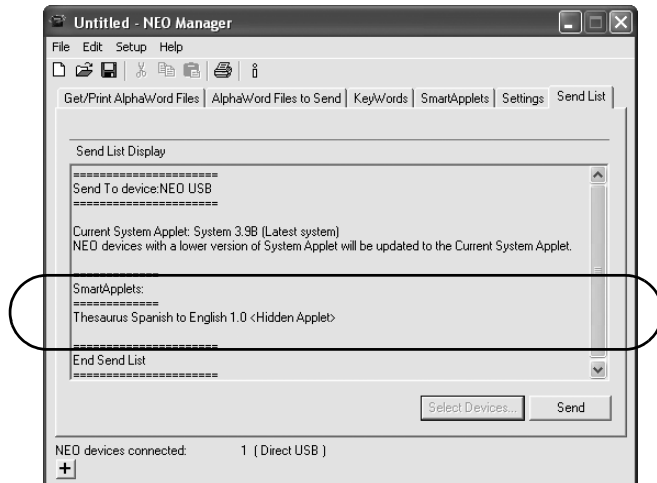
USING ALPHAWORD PLUS TO WRITE ON NEO

Using the Thesaurus or the Spanish-English Word Lookup

- Click **Thesaurus Spanish** in the Install List **A**, then click **Add =>**.



- Click the **Send List** and verify that “Thesaurus Spanish to English” appears in the SmartApplets section of the list.



- If you have a SmartOption Mobile Lab and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**, check the devices that you want to send the change to, and then click **OK**. (To send to all connected NEOs, skip this step.)
- Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.
NEO Manager will remove the thesaurus and install the word lookup.

Using the Spanish-English Word Lookup

Once you've installed the word lookup, follow the steps below to type a Spanish word and find its English equivalent.

1. In AlphaWord Plus, press **ctrl-T** to open the word lookup (labeled Thesaurus).
2. Type the Spanish word you want to look up and press **enter**.

```
Enter a word for the Thesaurus to
look up:
[verde                ]
(Press esc key to exit)
```

3. Use the arrow keys to select the category of words you want to look up and press **enter**.

```
Select a category and press enter or
-----"verde"-----|A=antonyms
- verde(adj)           |H=help
                        |esc=exit
```

4. Use the arrow keys to select the English word you want to use and press **enter**.

If you don't see the word you want, you can do one of the following:

- move the cursor next to the best choice you see and press **L** to look up synonyms of this word, or
- press **C** to return to the category list.

```
Select synonym, press enter |L=lookup
-----"verde"-----|A=antonyms
- verde - green           |C=category
                        |esc=exit
```

5. If you chose to use a word, move the cursor to choose one of these options and press **enter**:
 - Replace the original word in your file.
 - Copy the word you chose to the clipboard so you can paste it elsewhere.
 - Do a new search for the word you selected.
6. Depending on what you chose, you will either return to your file or to the word lookup.

- USING ALPHAWORD PLUS TO WRITE ON NEO
- Using Linked Files
-
-
-

Using Linked Files

Each AlphaWord Plus file can have a linked file, that is, a file connected to the main file.

A linked file is a place to store information related to a file. For example, you could create a linked file with an outline of what you plan to write, a checklist of tasks, vocabulary words, or rubric information for an assignment. Teachers can use them to include guidelines for writing assignments.

A linked file is read-only. You can't create or edit linked files in AlphaWord Plus. You create them on your computer by enclosing the text within <form> tags, and then send them to NEOs using NEO Manager (see page 49).

On your NEO, you can press **ctrl-L** to switch between the file you can write in and the linked file.

Here's an example of a simple linked file that lists vocabulary words. In this example, the linked file includes the vocabulary words and instructions for an assignment, and the student can write sentences with the vocabulary words in the main file.

```
<FORM>
Create sentences using the following
vocabulary words:
rough winsome meddle ensue
</FORM>
My vocabulary sentences:
```

How the linked file looks in NEO Manager (The text inside the <FORM> tags will be in the linked file.)

Text in the linked file after it is sent to the NEO

```
Create sentences using the following
vocabulary words:
rough winsome meddle ensue
```


Main file in the NEO

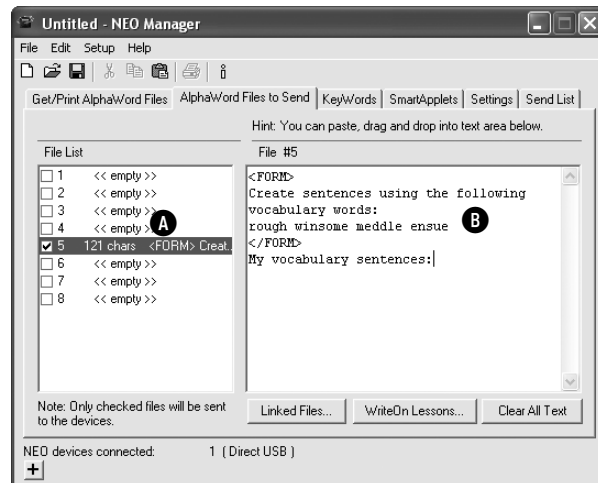
```
My vocabulary sentences:

The rough clothes of the pirate contrasted
with the winsome ways of his parrot.
When you meddle in other people's business,
trouble can ensue.
```

Sending a Linked File to NEOs

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9).
2. Click the **AlphaWord Files to Send** tab.
3. In the file list on the left, click the file number that you want to send to on the NEO(s) **A**.

 You can also click the **Linked Files** button, type the text for the linked file in the **<form>** tags that have been entered for you in the new window, and then click **OK** to come back to the main window. See page 73.



4. In the File # window **B**, type the text for the linked file. All text that you want in the linked file should be inside **<form>** and **</form>** tags as shown above. If you want to send any text into the main AlphaWord Plus file (not the linked file), insert it before or after the **<form>** tags.

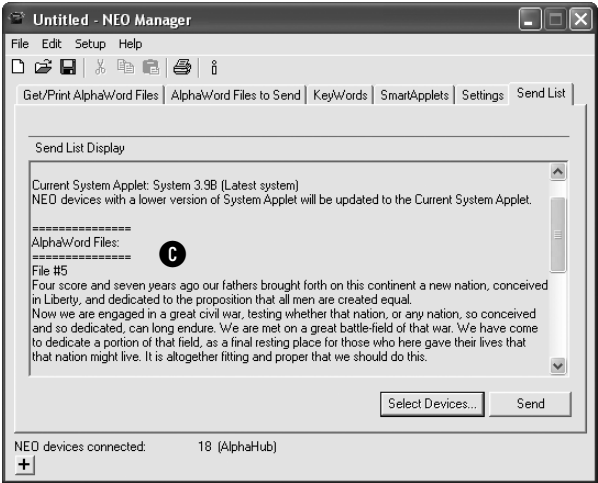
In your linked file, you can use the tags below to insert check boxes, specify a preformatted section, and control line breaks. The tags in the table are similar to HTML tags. Most have a beginning tag enclosed in angle brackets (**<PRE>**) and an end tag enclosed in angle brackets with a forward slash (**</PRE>**).

Tag	Description
<FORM>	Begin a linked file.
</FORM>	End a linked file.
[] or []	Insert a check box.
<PRE>	Begin a preformatted section (use this when you want to precisely control line breaks).
</PRE>	End a preformatted section.

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using Linked Files
-
-
-

Tag	Description
<NOBR>	Begin no break text (use this to keep the text that follows on a single line, if possible).
</NOBR>	End of no break text.
 	Insert a hard return.

- Click the **Send List** tab to verify that the linked file and any other text appears as you want it **C**.



- If you have a SmartOption Mobile Lab and you want to send the linked file to some, but not all, of the NEOs, click **Select Devices**, check the numbers that you want to send the file to, and then click **OK**. (To send to all connected NEOs, skip this step.)
- Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.
The linked file and any other associated text will be sent to your NEO(s).

Viewing Linked Files on NEOs

1. On your NEO, press the **file** number key for the file that has a linked file.
2. Press **ctrl-L** to open the linked file.

If the linked file has check boxes, you can check them by pressing the spacebar or **X**, and you can clear them by pressing the spacebar or **backspace**. Move forward through check boxes by pressing **tab**. Move backward by pressing **shift-tab**.

If a linked file is long, you can use the arrow keys to scroll through it.

3. To return to the main file, press **ctrl-L** again or press the **file** key.

Tips for Using Linked Files

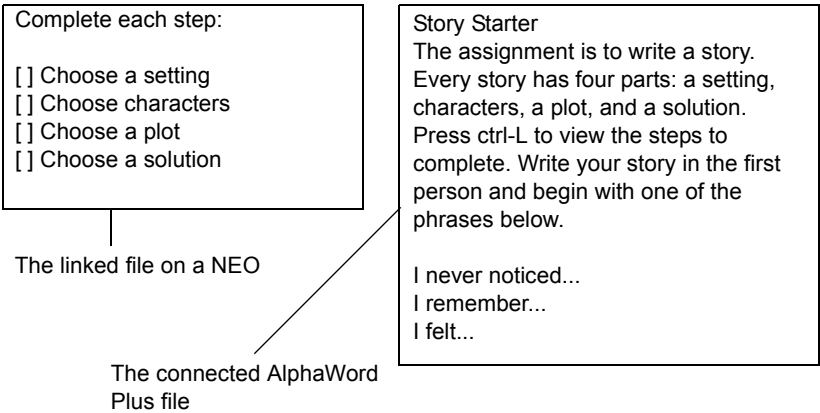
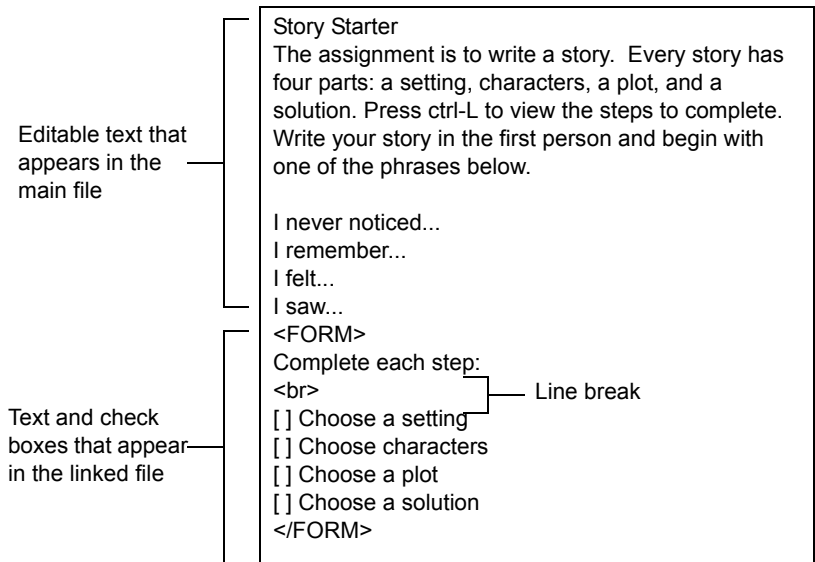
- If you send a file from a NEO to your computer that has a linked file, the main file is sent first; then, the linked file is sent with the <form> tags.
- You can print the linked file text. Simply press **ctrl-L** to view your linked file, then press **print** on your NEO. Whatever is on the screen when you press **print**—the main file or the linked file—will be printed.
- You can copy the text of a linked file and paste it into the main file or into another file. To do so, view the linked file by pressing **ctrl-L**, then press **shift-ctrl-⌘-C**. The linked file is copied to the clipboard. Next, press **ctrl-L** to return to the main file, or press one of the **file** keys for a different file. Then, press **ctrl-V** to paste the text.

- USING ALPHAWORD PLUS TO WRITE ON NEO
- Using Linked Files
-
-
-

Sample Linked Files

Below is a sample of a complex linked file, shown as you'd create it on your computer and how it appears on a NEO.

An example of a linked file you might create on your computer



Character, Word, Paragraph, and Page Counts

Follow these steps to find out how many characters, words, paragraphs, and pages are in your current file:

1. Open the file.
2. Press **ctrl-W**. You will see a screen like the one below, displaying statistics for the file.

The percentage and the black bar at the bottom show you how much more you can enter before reaching the file size limit (see page 54). For another way to see the space remaining, see page 54.

```
Count: File 1          esc=exit,m=more
Characters: 14513      Words: 2563
Paragraphs: 82        Pages: 7.1
[██████████] 35%
```

3. Press **M** to see more statistics. You'll need to scroll to view all the information.

```
Count: File 1          (↑↓=scroll)
Unit    Used + Avail. = Total
-----
Characters: 14513      26092      40606
Words:      2834        5094*      7928*  ↑
Sentences:  242         435*       677*
Lines:       26          46*        72*
Paragraphs:  24          43*        67*  ↓
Pages:       7.1        12.7*     19.84*
*estimated
```

4. Press **esc** to exit the screen and return to your file.

- USING ALPHAWORD PLUS TO WRITE ON NEO
- File Size Limits
-
-
-

File Size Limits

About the File Size Limits



The amount of space available is affected by the size of data files for your other SmartApplets. For example, if you have the AlphaQuiz SmartApplet, which needs to reserve space for quizzes, you will have less space available for AlphaWord Plus files.

AlphaWord Plus has minimum and maximum file size limits:

- **Default minimum size:** 512 characters (about a quarter of a page)
- **Default maximum size:** 51,200 characters (about 25 pages)

You can change these limits using the NEO Manager software; see page 170 for more information.

When an AlphaWord Plus file reaches the limit, you will see the message shown below. You should continue in another file or send this file to your computer as recommended.

```
File 1 is full.
Switch to another file or send your
data to the computer.
(Press any key to continue)
```

Checking the Size and the Number of Pages Available for One File



You can see the file size as a percentage of the limit when you view the character, word, paragraph, and page counts. See page 53.

To see how many pages you've written in a file and how much space you have left, follow these steps:

1. Press **⌘-i**. You'll see a screen like the one below. This screen shows the pages used and available for this file and for all files (System).

```
Status:                File 6   System
Pages used              7.1     10.2
Pages available         12.6    101.5
(Press any key to exit)
```

2. When you've finished, press any key to exit the screen.

Checking the Number of Pages Written in Files 1–8


If you want to see the number of pages you’ve written for all files on your NEO, follow these steps:

1. Press **shift-⌘-i**. The screen that opens shows you the number of pages you’ve written in each file. The current file is marked with *.

```
Pages open in files
F1  F2  F3  F4  F5  F6  F7  *F8
0.1 3.5 31.4 3.5 7.0 3.5 3.5 3.5
(Press any key to exit)
```

2. Press any key to exit the screen.

Clearing and Deleting Files

 **Clear all files off NEOs on a regular basis** (perhaps once a quarter) to prevent too many files from being stored on the school NEOs.

The text that you type in each file remains there until you clear or delete the files. There is a difference between clearing a file and deleting it:

- Clearing a file removes the contents of an unnamed numbered file (1–8). If the file is named (see page 33), clearing the file closes it. If you clear an unnamed file, you can recover the text if you haven’t entered new text yet; see page 58.
- Deleting a file completely removes both the contents of the numbered file and the named file (if the file is named), and you can’t recover any of the data. If the file has a linked file, the linked file is deleted as well.

The table below summarizes what happens when you clear or delete each type of file:

File Type	Pressing Clear File Does This:	Deleting the File Does This:
Unnamed open file (in one of the eight file spaces)	<ul style="list-style-type: none"> • Clears all text from the file, leaving it empty. Text can be recovered. 	<ul style="list-style-type: none"> • Deletes all text from the file, leaving it empty. Text can’t be recovered.
Named, open file	<ul style="list-style-type: none"> • Closes the file and leaves the file space empty. You can reopen the file later. 	<ul style="list-style-type: none"> • Deletes the file and its name and leaves the file space empty.

USING ALPHAWORD PLUS TO WRITE ON NEO

Clearing and Deleting Files

File Type	Pressing Clear File Does This:	Deleting the File Does This:
Named file that isn't open	When you view a list of files using ctrl-F and move the cursor next to a file, pressing clear file does this: <ul style="list-style-type: none"> • Clears all text from the file, leaving it empty. Text can be recovered. • Keeps the file name, leaving an empty, named file. 	When you delete an unopened file from a list using ctrl-D , deleting the file does this: <ul style="list-style-type: none"> • Deletes the file and its name. • Returns you to the file list.
Unnamed, open file with a linked file	<ul style="list-style-type: none"> • Clears all text from the file. (You can recover the text.) • Keeps the linked file intact, but clears any check boxes in the linked file. 	<ul style="list-style-type: none"> • Deletes all text from the file, plus the linked file. The file will be empty. Text can't be recovered.
Named, open file with a linked file	<ul style="list-style-type: none"> • Closes the named file. • Lets you choose whether to keep the old linked file with a new, empty file. 	<ul style="list-style-type: none"> • Deletes the file, its name, and its linked file.
Named file with a linked file when the file is not open	When you view a list of files using ctrl-F and move the cursor next to a file, pressing clear file does this: <ul style="list-style-type: none"> • Clears all text from the main file. (You can recover the text.) • Keeps the file name. • Keeps the linked file text intact, but clears check boxes. 	When you delete an unopened file from a list using ctrl-D , deleting the file does this: <ul style="list-style-type: none"> • Deletes the file, its name, and its linked file. • Returns you to the file list.

Clearing a File



You can also clear a file by pressing **ctrl-F**, scrolling to the file you want to clear, and pressing **clear file**.

1. Press the **file** key for the file you want to clear to open that file.
2. Press **clear file**.
3. Press **Y** to clear the file if you want to continue. (Otherwise, press **N** to return to the file.)

Note: You can clear files only when your NEO is **not** connected to your computer. If your NEO is connected to your computer, pressing **clear file** has no effect.

Clearing All Open Files (File 1–File 8)

You can clear files 1–8 simultaneously, which can be useful if multiple users have entered information on a NEO. This affects only the numbered files (named or unnamed); named files that **aren't** open in files 1–8 are not affected.

Follow these steps to clear files 1–8 at the same time:

1. Press **shift-ctrl-option-⌘-clear file**.
2. Press **Y** to clear all the files if you want to continue. (If not, press **N** to return to the last active file.)
3. If you have named files with linked files in files 1–8, for each file, AlphaWord Plus will ask whether you want to keep the linked file.

Note: If necessary, you can restore these files one at a time as long as you haven't typed new text into the files. To recover files, see page 58.

Deleting Files

Deleting a file removes everything: its contents, its name (if it is a named file), and its linked file (if it has one). You can delete a single file, or you can delete all files on the NEO, including named files. You can't recover data from a file that has been deleted.

Deleting the Open File

1. Open the file you want to delete.
2. Press **option-⌘-clear file**.
3. Press **Y** to delete the file permanently if you want to continue. (If not, press **N** to return to the file.)

Deleting a File from a List of Files

1. From within any file, press **ctrl-D**. A list of files appears.
2. Move the cursor next to the file you want to delete.
3. Press **enter**.
4. Press **Y** to delete the file permanently if you want to continue. (If not, press **N** to cancel.) NEO returns you to the active file space.

Deleting All Files

1. From within any file, press **ctrl-option-⌘-clear file**.
2. Press **Y** to permanently delete all the files (including named files not in files 1–8). If you don't want to do this, press **N** to return to the file without deleting files.

Recovering Files

If you clear a file, and you haven't deleted the file or entered new text in the file space, you may be able to recover text you've cleared by following these steps:

1. Make sure you're in the file number that the file you want to recover was open in. The screen appears blank.
2. Press **option-⌘-R**.
3. The file should reappear onscreen. If it doesn't, you can try an emergency recovery, which may place "garbage" characters in your file that you need to remove. Follow these steps:
 - a. Press **shift-ctrl-option-⌘-R**. Your file should reappear, possibly along with a quantity of garbage characters.
 - b. Scroll to the location where the garbage characters begin and press **shift-end** to select from the cursor to the end of the file; then, press **delete**.

Using the Typing Timer

The Typing Timer helps you evaluate your typing proficiency by measuring the elapsed time and words per minute (WPM). Note that the final WPM result doesn't subtract for errors made while typing.

When you use the typing timer, there are some restrictions:

- You can't delete characters so that you can see any mistakes you made when you finish.
- Pressing **backspace** has no effect while you use the Typing Timer.

You can edit the text you type after turning off the Typing Timer.

Follow these steps to use the Typing Timer:

1. Choose where you want to start the typing timer. You can start in an empty file or clear the current file so it is empty. If you want to use a file that already has text in it, place the cursor where you want to start the Typing Timer.



**US NEOs also
include the
KeyWords**

SmartApplet, which you can use to learn typing skills or to teach your students. For more about this SmartApplet, see page 111. (UK NEOs include the KAZ SmartApplet instead.)

2. Press **⌘-find**. You will see this message:

```
Typing Timer.  
Begin typing to start timer.  
Press caps lock to stop timing.  
Esc to exit.
```

3. Start typing. The elapsed time will appear as you type.
4. Press **caps lock** to stop. The elapsed time and words per minute will be shown.

```
TYPING TIMER RESULTS  
Elapsed time is 01:30  
Words per minute is 57  
Enter to go again. Esc to exit.
```

5. If you want to start the timer again, press **enter**.
If you want to exit the timer, press **esc**.

Using NEO Manager to View, Print, and Save Files

Retrieving Files from Connected NEOs

You can use the NEO Manager software to get the numbered files (1–8) from all connected NEOs. You can then view the files, print them, or save them as separate text files.

NEO Manager retrieves files 1–8 from NEOs. It doesn't retrieve named files that aren't open in files 1–8. If you want to retrieve a named file, make sure you open it on the NEO.

If you retrieve a file that has a linked file associated with it, you retrieve the linked file text as well. When you view, print, or save the file, the linked file text is added to the end of the main file. For more about linked files, see page 48.

Follow these steps to retrieve files from your connected NEOs:

1. In NEO Manager, click the **Get/Print AlphaWord Files** tab.

If you have just one NEO connected, you'll see "NEO USB" in the File Contents list as shown on the next page. If you connect an entire SmartOption Mobile Lab, the connected NEOs will be listed by number.

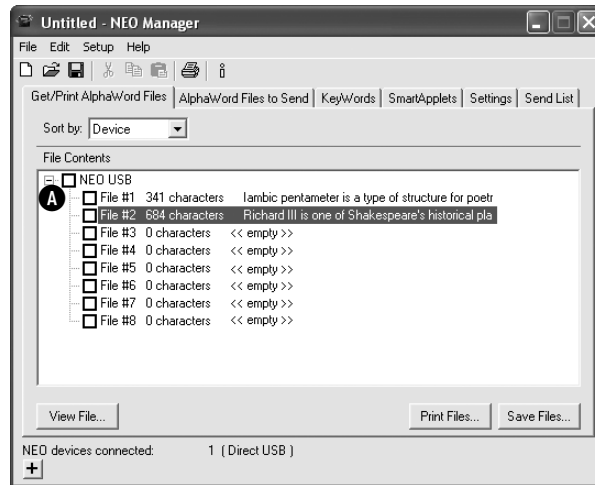


If you are using a SmartOption Mobile Lab, you may have as many as 30 NEOs connected to your computer. This means you could be retrieving as many as 240 files (8 files for each of the 30 NEOs). Typically, you should allow 10–45 minutes to save or print files from 30 NEOs.

USING ALPHAWORD PLUS TO WRITE ON NEO

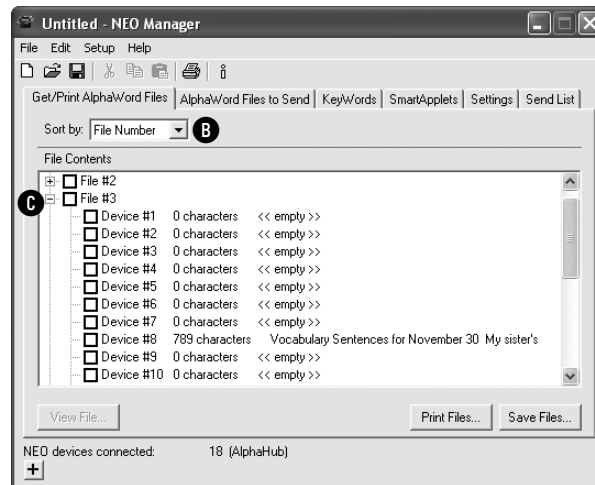
Using NEO Manager to View, Print, and Save Files

2. If you have one NEO connected, in the File Contents area, click the + (Windows) or ► (Macintosh) next to “NEO USB” **A**. A message appears briefly to tell you that NEO Manager is retrieving the file(s).



If you have more than one NEO connected, use the **Sort by** drop-down list **B** to choose whether to sort by File Number or Device (NEO).

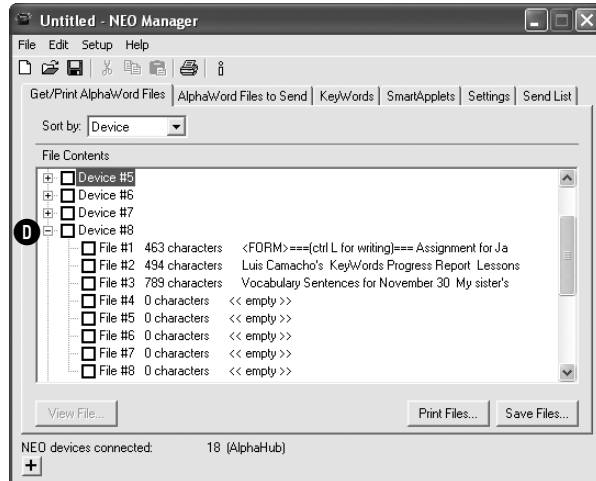
If you sort by file number, you can click the + (Windows) or ► (Macintosh) next to the file number you want to view for multiple NEOs **C**.



USING ALPHAWORD PLUS TO WRITE ON NEO

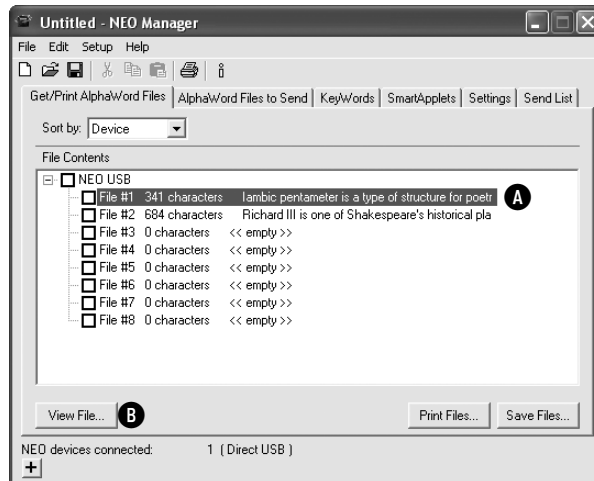
Using NEO Manager to View, Print, and Save Files

If you sort by Device (by NEO), click the + or ► next to the NEO for which you want to view files **D**. The NEO numbers match the cable numbers in your cart.



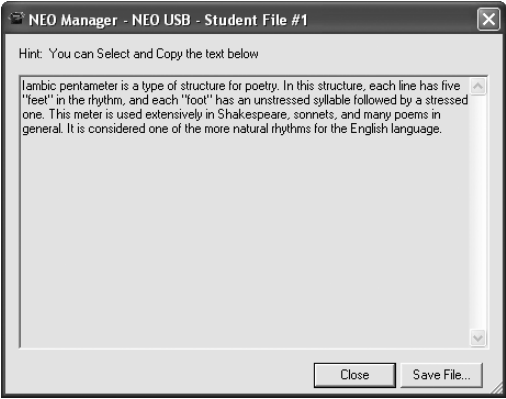
Viewing the Files

1. Click the displayed file text to select the file you want to view **A**.




- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using NEO Manager to View, Print, and Save Files
-
-
-

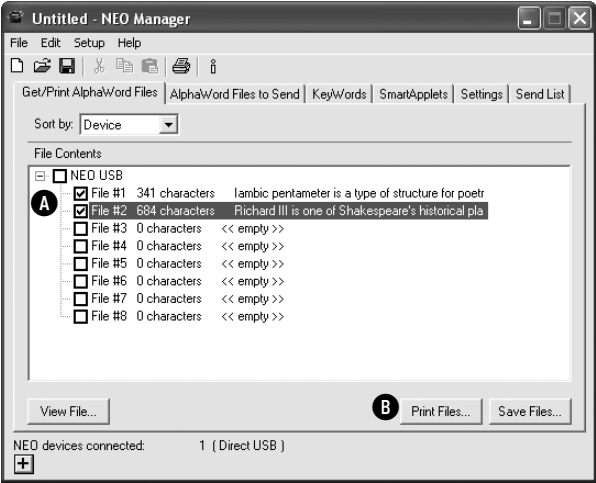
2. Click **View File** **B** to see the selected file. The file appears in its own window. You can save the file from here, or click **Close** to close the window and return to NEO Manager.



Printing Files

 **If you print a file that has a linked file attached, the linked file prints on a separate page.**

1. Check the files that you want to print in the File Contents list **A**.

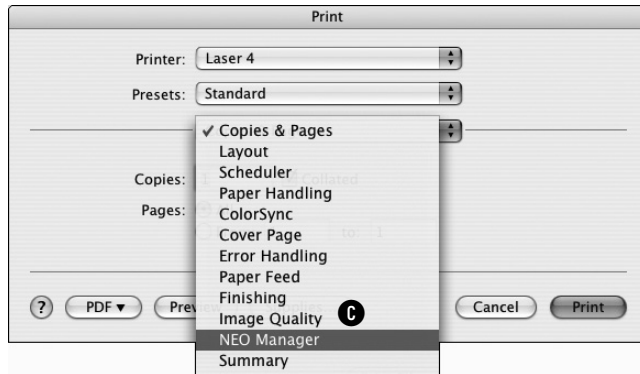


2. Click **Print Files** **B**. A print dialog box appears.

USING ALPHAWORD PLUS TO WRITE ON NEO

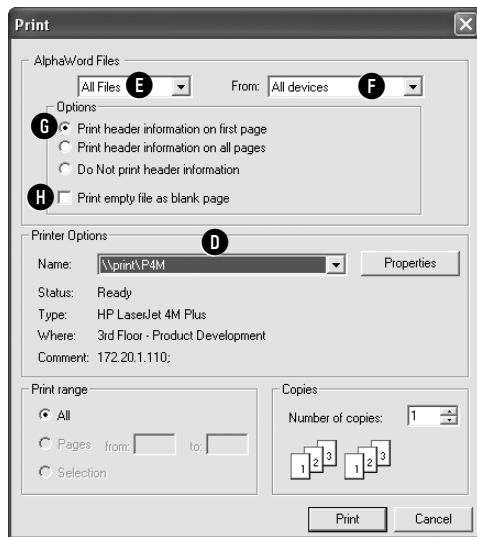
Using NEO Manager to View, Print, and Save Files

- For Macintosh computers only, click the **Copies & Pages** drop-down list and select **NEO Manager** **C**. When you do this, the dialog box will display print options specifically for NEO Manager as shown below.

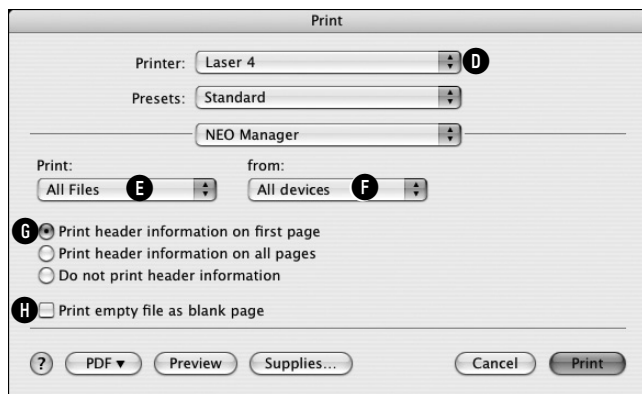


- Choose a printer to send the files to **D**.

Windows



Macintosh



- Use the **Print** drop-down list to choose the files you want to print **E**:
 - All Files.** Prints all eight files from your NEO.
 - Checked Items.** Prints only the files you checked.
 - File #.** Prints only that numbered file.
- If you have more than one NEO connected, use the **From** drop-down list to choose which NEOs to print from **F**:
 - All devices.** Prints the file(s) you chose from all connected NEOs.

USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print, and Save Files

- **NEO #.** Prints the files from the NEO connected at this numbered cable in the SmartOption Mobile Lab.
 - **NEO USB.** Prints from the NEO connected via a USB cable. (This is the only option available if only one NEO is connected.)
7. Click one of the header options **G**:
 - **Print header information on first page.** Prints the NEO number (or “NEO USB”) and the file number on the first page only.
 - **Print header information on all pages.** Prints the NEO number (or “NEO USB”), the file number, and the page number on all pages.
 - **Do not print header information.** Omits header information from all pages.
 8. Check the box if you want empty files to print as a blank page **H**. This provides a useful visual cue if you’re printing several files from multiple NEOs.
 9. Click **Print**.

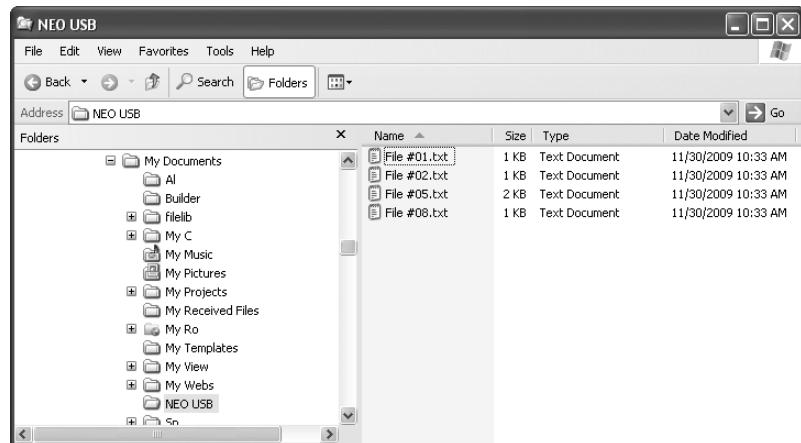
Saving Files

You can use NEO Manager to save any of the numbered files (1–8) that you retrieved from your NEO(s). Files are saved in their own folders as text files.

Where Files Are Saved

If you have connected just one NEO using the USB cable, all files will be saved in a folder named NEO USB.

AlphaWord Plus files saved on a Windows computer



USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print, and Save Files

AlphaWord Plus files saved on a Macintosh

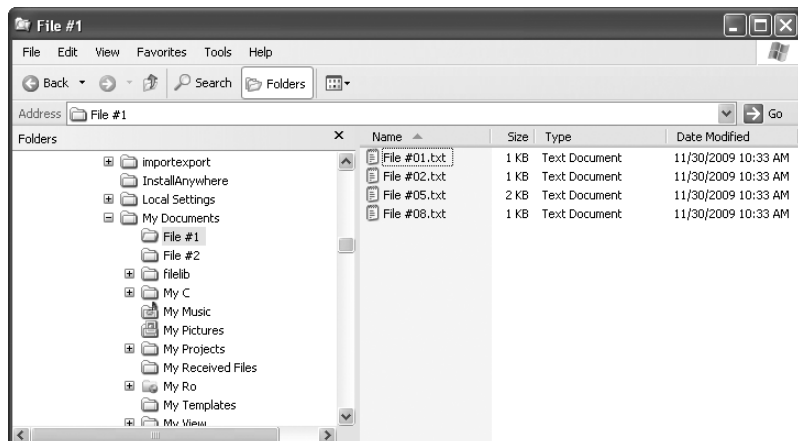


If you've connected a SmartOption Mobile Lab, you will see a folder for each file number. Within that folder, you will see that file number for each connected NEO.

Saved files on a Windows computer

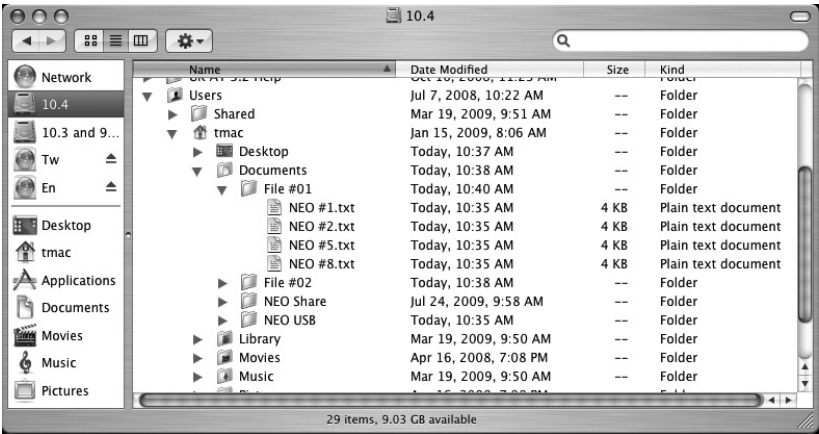


When working with multiple NEOs, consider numbering them 1–30 and assigning students a specific number to use throughout the session. When students are finished working with the NEOs, be sure to connect each student's NEO to the appropriate number in the SmartOption Mobile Lab. When you retrieve and save files, this will help you identify the files from each student.



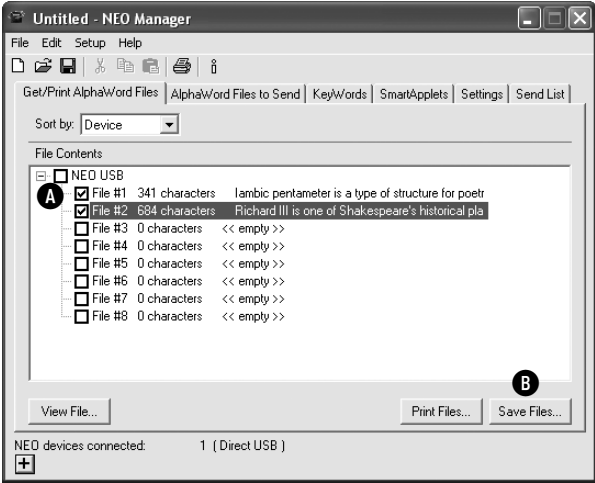
- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using NEO Manager to View, Print, and Save Files
-
-
-

Saved files on a Macintosh

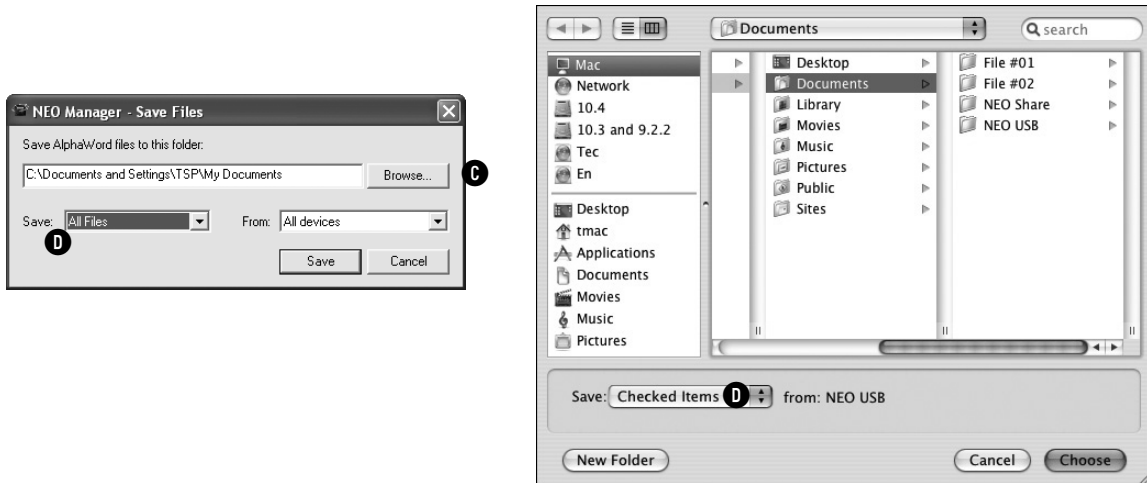


How to Save the Files

1. Check the files that you want to save in the File Contents list **A**.



2. Click **Save Files** **B**. A dialog box opens.



3. On Windows computers, click **Browse** **C** and go to the location where you want to save the files.
On Macintosh computers, navigate to the location where you want to save the files.
4. Click the **Save** drop-down list **D** and choose one of these options:
 - **All Files.** Saves all eight files from your NEO(s).
 - **Checked Items.** Saves only the files you checked in step 1.
 - **File #.** Saves only that numbered file.
5. If you have more than one NEO connected, click the **From** drop-down list and choose the NEO(s) to save files from.
6. Click **Save** (Windows) or **Choose** (Macintosh). The file(s) are saved as text files in the location you specified, either in the NEO USB folder or separate folders for each file number. If that location already has files that were previously saved, you may be asked if you want to replace the files.

Sending (Beaming) Files to Other NEOs

When you have the Beamer SmartApplet on your NEO, you can beam files from one NEO to another right within AlphaWord Plus. You don't need to open the Beamer SmartApplet to send and receive files. Follow the steps on the next page.

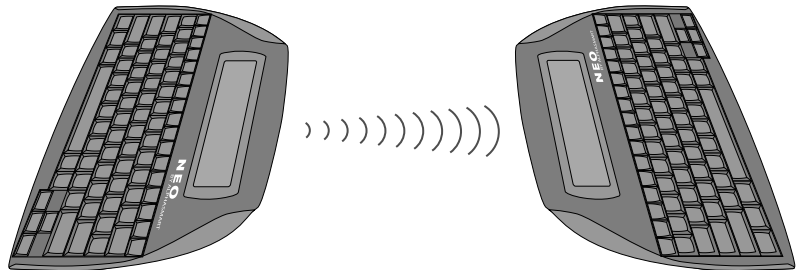
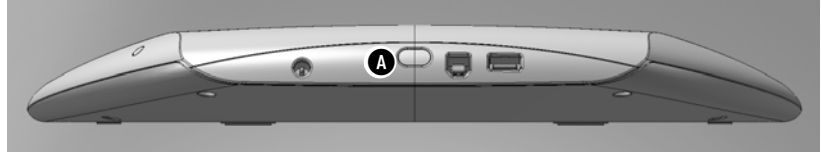
USING ALPHAWORD PLUS TO WRITE ON NEO

Sending Files to Supported Web-Based Programs Using NEO 2



You can also use the Send and Receive options in the Beamer SmartApplet itself, but it is faster to send files from within AlphaWord Plus. For more information about beaming and the Beamer SmartApplet, see page 186.

1. Move your NEOs to within three feet of each other and aim their infrared ports **A** at each other as shown.



If there is text in the clipboard of the NEO that's receiving a file, NEO will ask if you want to overwrite the clipboard with the file you're receiving. To continue and allow the clipboard to be overwritten, press **enter.**

2. The sender should open the file he or she wants to send and press **ctrl-send**.
3. The receiver should open the file space that he or she wants to receive the text into and press **ctrl-B**.
4. If the file that the receiver chose was not empty, a message will ask if you want to overwrite it or append to it (that is, add the beamed text to the end of the file). Move your cursor next to an option and press **enter**.

Sending Files to Supported Web-Based Programs Using NEO 2

If you have a NEO 2 laptop and a Renaissance Receiver, you can also send your AlphaWord Plus files to supported programs such as Google Docs for NEO 2, and you can retrieve documents from those programs into one of your NEO 2 files.

Note: Wireless File Transfer must be installed on your NEO 2. If you receive a message that it is not installed or has been disabled, see page 202.

Sending Files from NEO 2 to Supported Programs



If the file that you send has a linked file, in the program you are sending to, the linked file will be added to the end of the main document. <FORM> tags will appear around the linked file text.



If you have already sent a file to the supported program since you last turned NEO 2 on, it will skip steps 4–6.



By saving files as a new document, students can keep multiple drafts of their work in the supported program. This can be helpful if you require your students to show multiple revisions of their writing.

1. First, check the following:
 - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet. (To connect the Receiver, see page 18.)
 - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 19.)
2. On your NEO 2, open the file that you want to send.
3. Press **cmd-send**.
4. NEO 2 will search for your network (Receiver) and do one of two things:
 - If the NEO 2 finds that you have connected to a Receiver before, it will ask if you want to stay connected to that network. Press **Y** for yes and then **enter**.
 - If the NEO 2 does not find a previous connection, the screen will list the available Receivers. Press **↓** until you have highlighted your Receiver name; then, press **enter**.
5. If more than one supported program is available, you will see a list. Use the arrow keys to highlight the program you want to use; then, press **enter**.
6. NEO 2 will connect to the supported program through your computer. If the program requires you to log in, you will be asked to enter the email address and password. Enter the email address and press **enter**. Then enter your password and press **enter** again.

Login

Email []

Password []

NEO 2 for Google Docs


7. If you already have files in the supported program, you will see two options. Use the arrow keys to highlight the option you prefer and press **enter**. Then, follow the instructions for the options you chose:
 - If you chose to save the file as a new document in the program, enter a name for the new file and press **enter**.
 - If you chose to replace a file that you already have in the program, use the arrow keys to highlight the name of the file you want to replace and press **enter**.
8. The file will be copied to the program. When NEO 2 has finished sending (copying) the file, it will notify you. Press **enter**. You will go back to the file you have sent.

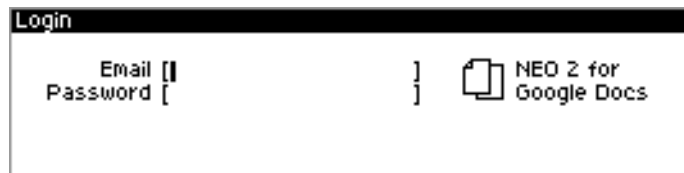
USING ALPHAWORD PLUS TO WRITE ON NEO

Sending Files to Supported Web-Based Programs Using NEO 2

Retrieving Files from Supported Programs and Copying Them to NEO 2

1. First, check the following:
 - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet. (To connect the Receiver, see page 18.)
 - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 19.)
2. On NEO 2, press one of the file keys to open the file space that you want to retrieve the file into.
3. Press **cmd-O**.
4. If the file that you opened on NEO 2 is not empty, NEO 2 will ask if you want to keep the current file.
 - If you want to keep current file, press **Y**. Then, enter a name for the file and press **enter**. The file will be closed, but you can open it again later.
 - If you do not want to keep the file, press **N**.
5. NEO 2 will search for your network (Receiver) and do one of two things:
 - If the NEO 2 finds that you have connected to a Receiver before, it will ask if you want to stay connected to that network. Press **Y** for yes and then **enter**.
 - If NEO 2 does not find a previous connection, the screen will list the available Receivers. Press **↓** until you have highlighted your Receiver name; then, press **enter**.
6. If more than one supported program is available, you will see a list. Use the arrow keys to highlight the program you want to use; then, press **enter**.
7. NEO 2 will connect to the program through your computer. If the program requires you to log in, you will be asked to enter the email address and password. Enter the email address and press **enter**. Then enter your password and press **enter** again.

 ***If you have already sent a file to a supported program since you last turned NEO 2 on, it will skip steps 5–7.***



Login

Email []

Password []

NEO 2 for Google Docs

8. The next screen will list the files found in the supported program. Use the arrow keys to highlight the file that you want to copy to your NEO 2. Then, press **enter**.

Open File	
English Essay Final	10/07/08 1:57am
Summer Essay Draft	10/06/08 2:31pm
Summer Essay Draft	10/02/08 2:03pm
English Draft	10/02/08 1:59pm
English Outline	09/28/08 9:22am
Biography Book Report	09/27/08 9:24am



Comments that were inserted in the document within Google Docs will appear in square brackets [] in the document on NEO 2.

9. The file will be copied from the program to the file space you opened on NEO 2. When NEO 2 has finished copying the file, it will open it.

Using NEO Manager to Send Files, Rubrics, or Lessons to NEO Files

In NEO Manager, you can send text files to NEOs. You can also create or select linked files or assignment rubrics to send, or you can select Write On! lessons to send to your NEOs.

Warning! When you send a file to NEOs, let NEO Manager finish sending it before disconnecting the NEOs from your computer. If you don't, you could corrupt system files on your NEOs.

Creating and Sending Files to NEOs



You can send empty files to your NEOs to overwrite existing files. This is a handy way to remove all text from files 1–8 on your NEOs. If you want to delete all files from the NEOs, including named files that aren't open in files 1–8, it's better to use the Delete All Files setting in the NEO Manager AlphaWord Plus settings; see page 170.

NEO Manager can send files you've created on your computer to your NEOs. You can compose text in another program and paste or drag it into NEO Manager, or you can type text directly into NEO Manager.

If your computer is connected to a group of NEOs in a SmartOption Mobile Lab, you can send the files to all connected NEOs or just specific NEOs that you select.

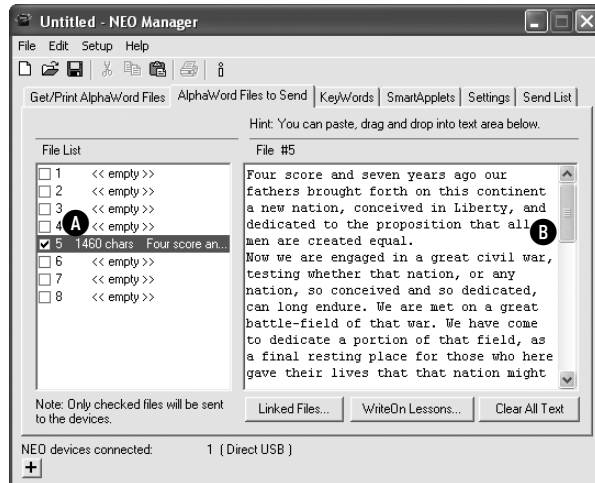
Follow these steps to send a file to NEOs:

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **AlphaWord Files to Send** tab.
3. Check the number of the file where you want to send text **A**. Note that any existing text in that file number on the NEOs will be overwritten.

USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to Send Files, Rubrics, or Lessons to NEO Files

4. In the File # area **B**, type the text you want to transfer, or paste or drag the text from another program.



You can send multiple files simultaneously. To do this, repeat steps 3–4 until you're ready to send; then, review the **Send List** tab to make sure all the files appear before clicking **Send**.

5. Click the **Send List** tab **C** and verify that the text you want to send appears in the list.



6. If you are using a SmartOption Mobile Lab and you want to send the text to some, but not all, of the NEOs, click **Select Devices** **D**. Check the devices that you want to send the text to, then click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

Sending Rubrics or Other Linked Files to NEOs



For more about linked files, see page 48.

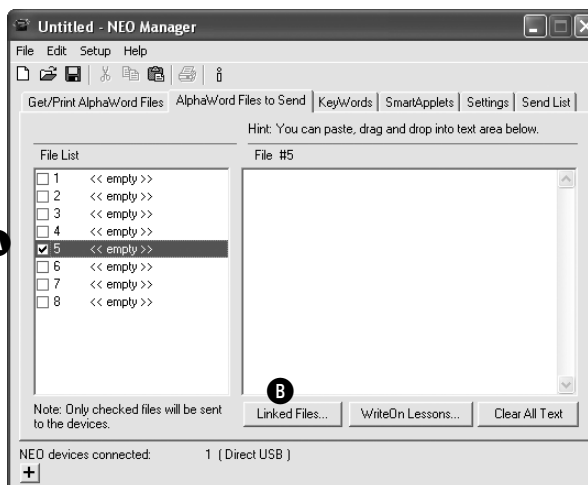
NEO Manager can also send assignment rubrics or other linked files to NEOs. You can create your own linked file to send, open a text file that you want to link, or select one of the sample linked files. The text will be linked to the file that you send it to on the NEO; it won't be in the main file.

Follow these steps to send a rubric or another linked file to NEOs:

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **AlphaWord Files to Send** tab.
3. Check the number of each file where you want to send the rubric **A**.
(Note that if there is existing text in that file on the NEOs, that text will be removed.)



Tips for using rubrics:
Encourage students to use their prewriting to type a rough draft before presenting them with a rubric. This encourages students to use keyboarding skills to actually revise instead of looking for typos. Consider incorporating requirements that are commensurate with current grammar lessons.



4. Click **Linked Files** **B** at the bottom of the window.

USING ALPHAWORD PLUS TO WRITE ON NEO

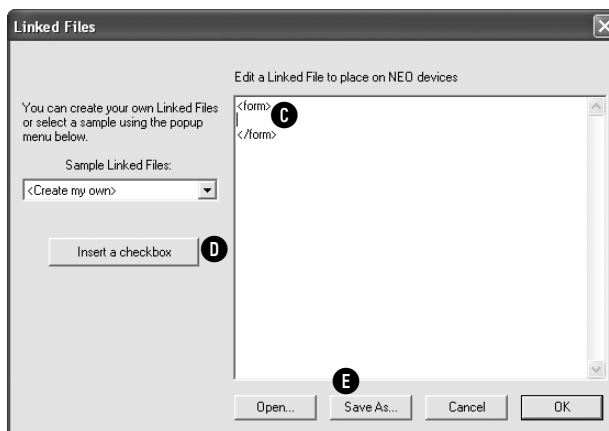
Using NEO Manager to Send Files, Rubrics, or Lessons to NEO Files



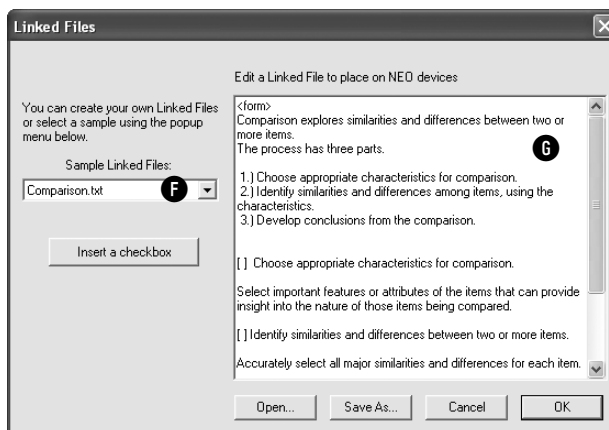
Any text that is outside the <form> </form> tags will be in the file space itself, not in the linked file.


5. Now, you can create a linked file, select a sample one, or open a file that contains the text that you want to make a linked file:

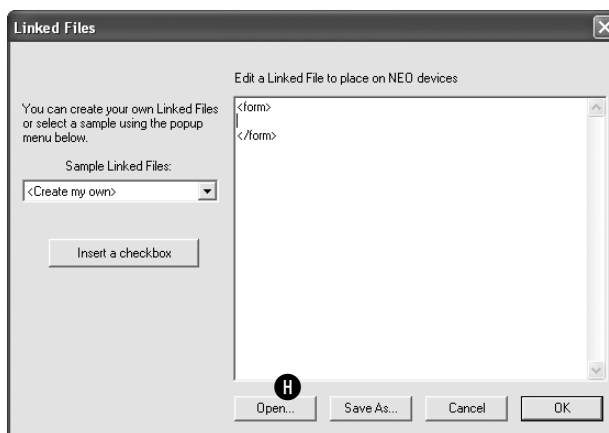
- **To create your own linked file**, type the text between the <form> and </form> tags in the window **C**. If you want to insert a check box, click **Insert a checkbox** **D** and change the text that is inserted behind the box. If you want to save the linked file to use again, click **Save As** **E** and save it as a text file in the location you select. When the linked file is done, click **OK**. The text will be shown in the File # area of the AlphaWord Files to Send tab.



- **To select a sample linked file**, use the drop-down list **F**. When you select one of these files, the text will appear in the window **G**, and you can change it as needed. Then, click **OK**. The text will be shown in the File # area of the AlphaWord Files to Send tab.

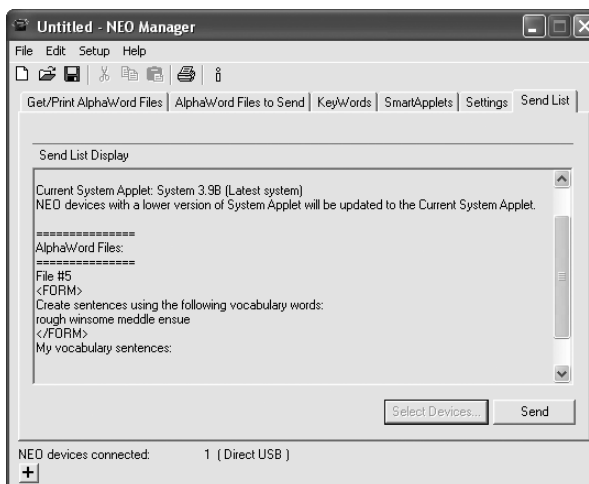


- To open a text file that you want to make a linked file, click **Open**  and find and select the text file. Then, click **Open**. Click **OK** in the Linked Files window to select the file you've opened. The text will be shown in the File # area of the AlphaWord Files to Send tab.



You can transfer multiple rubrics simultaneously. To do this, repeat steps 3–5 until you're ready to send; then, review the **Send List** tab to make sure all the files appear before clicking **Send**.

6. Click the **Send List** tab and verify that the text you want to send appears in the list.



7. If you are using a SmartOption Mobile Lab and you want to send the linked file to some, but not all, of the NEOs, click **Select Devices**. Check the NEOs that you want to send the text to, then click **OK**. (To send to all connected NEOs, skip this step.)
8. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using NEO Manager to Send Files, Rubrics, or Lessons to NEO Files
-
-
-

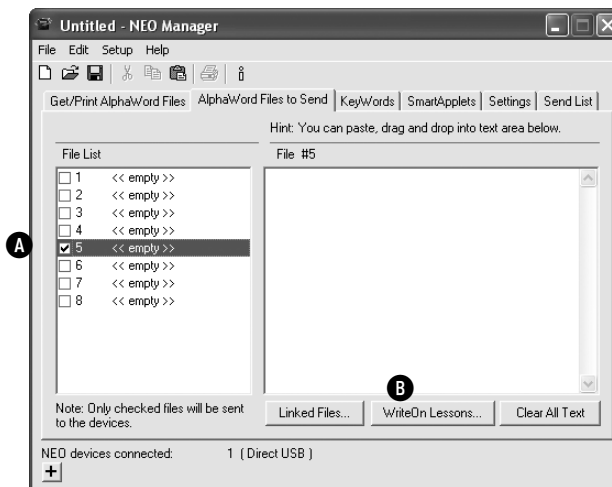
Sending Write On! Lessons to NEOs

NEO Manager can also send Write On! lessons to NEOs. Write On! lessons include writing lessons, literacy skills activities, and vocabulary strategies. Follow these steps to send lessons to NEOs:



**For more about
Write On! lessons,
see page 229.**

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. Click the **AlphaWord Files to Send** tab.
3. Check the number of the file where you want to send the lesson **A**. (Note that any existing text in that file on the NEOs will be overwritten.)

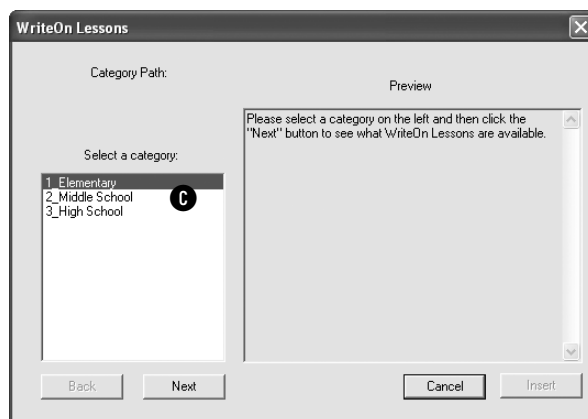


4. Click **WriteOn Lessons** **B** at the bottom of the window. If the file you have chosen already has text, an alert will appear to remind you that the text will be replaced; click **Yes** to continue.

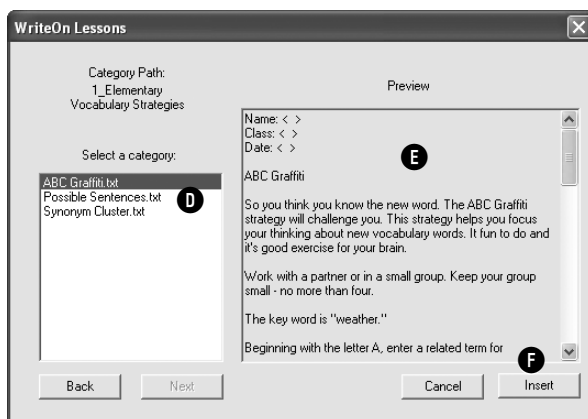


You can make your own Write On! lessons. To do this, create a new folder for the lessons. Then, create text files that contain each of your writing prompts or writing lessons. Save each file with a .txt extension. When you've finished, move the folder into the Write On Text Files folder inside the NEO Manager program folder. (In Windows, the folder is Program Files\AlphaSmart\AlphaSmart Manager 2. On Macintosh computers, the folder is Applications : AlphaSmart : AlphaSmart Manager 2.

- Double-click one of the categories on the left **C** to find the available lessons, or click the category and click **Next**. You may need to open a few different subcategories before you see a list of lessons. You can click **Back** to back up one category level.



- Click the lesson you want to select **D** and view the text in the Preview area **E**. You can continue to click the lesson files until you find the one you want to use; then, click **Insert** **F**. The lesson text will be shown in the File # area of the AlphaWord Files to Send tab.



You can transfer multiple lessons simultaneously. To do this, repeat steps 2–7 until you're ready to send; then, review the Send List tab to make sure all the files appear before clicking **Send**.

- Read through the lesson. You can make changes if you'd like. Since the lesson includes instruction, examples, and many writing prompts, teachers generally divide the lesson among several files. (The lines made up of = signs are natural places to break the file.) To break up the file, you can cut some of the text from this file, click another file number, and paste the text into that file. When you do this, students will see different parts of the lesson in the different files you send to NEOs.

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- About File Passwords
-
-
-

8. Click the **Send List** tab and verify that the lesson you want to send appears in the list.



9. If you are using a SmartOption Mobile Lab and you want to send the lesson to some, but not all, of the NEOs, click **Select Devices**. Check the NEOs that you want to send the lesson to, then click **OK**. (To send to all connected NEOs, skip this step.)
10. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

About File Passwords



There are three types of passwords for NEOs and NEO

Manager: file passwords, the master password, and the send list password. For more information, see page 153.

If you enable password protection for your NEO(s), you can set a password for each file. Then, any time you press a **file** key or open a named file, you must enter the file's password or the master password.

The following sections explain how to enable password protection, set a password for a file, and reset all file passwords.

Enabling Password Protection While Working in a File



You can also enable or disable file passwords in the Control Panel (see page 158) or using NEO Manager (see page 170).

You will need the NEO's master password to enable password protection. You can set that password using the System settings in NEO Manager (see page 153) or contact Technical Support to get the default master password.

1. Be sure you know your master password (see page 153 to set the master password using the System settings in NEO Manager).
2. Press **ctrl-option-⌘-P**. A message will tell you whether password protection is on or off.

File password protection is OFF
Type master password to turn on:

(Press esc key to exit)

3. To change the setting, type the master password and press **enter**. A message will tell you what the setting has been changed to.
4. Press any key to exit the screen. All AlphaWord Plus files will have the password **write** until you change the password for each file (see the next section).

Changing a File's Password While Working in the File



You can also change each file's password in the Control Panel; see page 158. In NEO Manager, you can set the same password for all files (see page 170), but you can't set a unique password for each file.

When you first enable password protection for AlphaWord Plus files, all files have the same default password: **write** (unless you've changed the default in NEO Manager—see page 170).

If you want to give each file a unique password instead, follow the steps below. Passwords can be up to six characters long. They aren't case-sensitive. They can contain letters, numbers, and symbols, but not spaces. If you don't know an individual file's password, you can enter the NEO's master password instead. (To set the master password, see page 153.)

Follow these steps to change a file's password within AlphaWord Plus:

1. Open the file for which you want to change the password. You need to enter the current password to open it. If you've never changed the password, enter the default password (**write**), or enter the master password.

USING ALPHAWORD PLUS TO WRITE ON NEO

Using a NEO Text2Speech Device to Read AlphaWord Plus Files Aloud



You can use the same password for every file if you name your file before you change the password.

2. Press **option-⌘-P**. You will see a screen like the one below.

```
Change password for File 5
Current password:
New password:
Confirm new password:
```

3. Type the current file password. Press **tab** and type your new password; then, press **tab** and type it again to confirm it.
4. Press **enter**. A message will tell you that the password has been changed; then, you'll return to your file.

Resetting File Passwords

If you forget file passwords, you can reset the passwords for all AlphaWord Plus files on this NEO back to the default password (**write** or the default password you chose in NEO Manager).

The steps below tell you how to reset all file passwords on the NEO. You can also reset them from the Control Panel (see page 158) or in NEO Manager (see page 170).



You need the master password to reset file passwords. Use the System settings in NEO Manager to set this password; see page 153.

1. With an AlphaWord Plus file open, press **shift-ctrl-option-⌘-P**.
2. Type the master password and press **enter**. A message will notify you that the passwords have been reset to the factory default (**write**).
3. Press any key to exit the screen.

Using a NEO Text2Speech Device to Read AlphaWord Plus Files Aloud

If you have an optional NEO Text2Speech device from Renaissance Learning, the device can read aloud the text you write in AlphaWord Plus. To turn the device on or off or to change options such as the speed or volume, press **ctrl-J**.

For more information, refer to the *NEO Text2Speech User Manual*, which you received with the device.

SMARTAPPLETS

What Are SmartApplets?

SmartApplets are the programs installed on your NEO. AlphaWord Plus—the program you use to write on the NEO—is just one of the available SmartApplets.

Installed SmartApplets

By default, NEOs come with these SmartApplets installed:

SmartApplet	Where to Find More Information
Responder (NEO 2 only)	Page 91
AlphaWord Plus	Page 30
Accelerated Reader (NEO 2 only)	Page 100
MathFacts in a Flash (NEO 2 only)	Page 107
KeyWords (US NEOs) or KAZ (UK NEOs)	Page 111
Beamer	Page 186
Control Panel	Page 156
AlphaQuiz (NEO 1; can be installed on NEO 2)	See the instructions on the NEO Documentation CD or at www.renlearn.com/neo/downloads/ .
Calculator	Page 196

To see a list of the installed SmartApplets, press **applets**. To choose the one you want to use, press the arrow keys to move the cursor next to that SmartApplet; then, press **enter**.

```
Select a SmartApplet and press enter:
- Responder
- AlphaWord Plus
↓ Accelerated Reader
```

SMARTAPPLETS

Managing the SmartApplets on Your NEO

An additional SmartApplet, Co:Writer, is available from Don Johnston, Inc. If you purchase this SmartApplet and it was not already installed when you received your NEOs, be sure to follow the installation instructions provided by Don Johnston, Inc.

Managing the SmartApplets on Your NEO

The easiest way to manage SmartApplets is to use NEO Manager. In NEO Manager, you can do the following:

- Change the startup SmartApplet (the one that starts automatically when you start a NEO). See the instructions below.
- Disable SmartApplets on your NEOs (see page 84).
- Install new or updated SmartApplets on the connected NEOs (see page 85).
- Change SmartApplet settings on NEOs (see page 87).
- Remove SmartApplets from the connected NEOs (see page 88).
- View SmartApplet information (see page 89).
- Add SmartApplets to the list available in NEO Manager (see page 90).

You can also perform some of these tasks on the NEO itself. For example, from the SmartApplets menu, you can change the SmartApplet that starts when you start the NEO, and you can disable SmartApplets (see page 84).

Changing the Startup SmartApplet



If you don't set a startup SmartApplet, when you turn on your NEO, it goes to the SmartApplets list, with the cursor next to the SmartApplet you were working in the last time you turned the NEO off.

The startup SmartApplet is the one that starts automatically when you turn on a NEO. AlphaWord Plus is the startup SmartApplet when you first receive your NEOs. You can change the startup SmartApplet on the NEO itself (see the steps below) or using the NEO Manager software (see page 83).

Changing the Startup SmartApplet on the NEO Itself

1. Press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to start when you turn on your NEO.

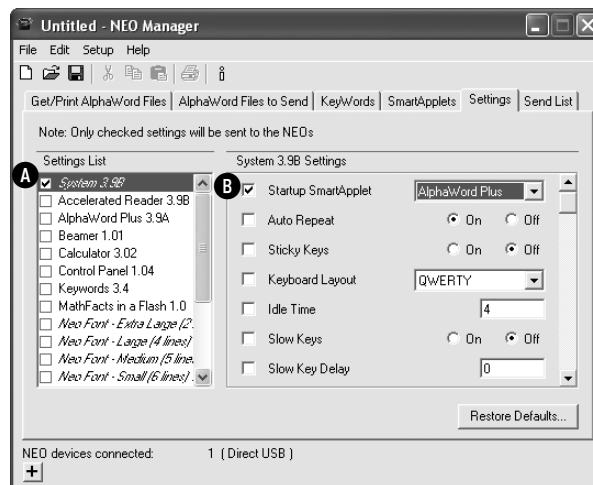
3. Press **ctrl-applets**. An asterisk designating the startup SmartApplet appears in the menu.

```
Select a SmartApplet and press enter:
- Responder
-*AlphaWord Plus
- Keywords
```

Repeat the steps to turn the setting off.

Changing the Startup SmartApplet for One or More NEOs Using NEO Manager

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the settings list on the left **A**.
4. In the list of system settings on the right, click the drop-down list next to **Startup SmartApplet** **B** and choose the SmartApplet that you want to start when the NEO(s) are turned on. When you do this, the box for the setting will automatically be checked.



5. Click the **Send List** tab and verify that your system setting change appears in the send list.
6. If you are using a SmartOption Mobile Lab and you want to send the setting change to some, but not all, of the NEOs, click **Select Devices**.

SMARTAPPLETS

Disabling and Re-Enabling SmartApplets

Check the numbers to which you want to send the change, then click **OK**.
(To send to all connected NEOs, skip this step.)

7. Click **Send**. If you have set a send list password (see page 180), you must enter that password and click **OK**.

Disabling and Re-Enabling SmartApplets

You can disable a SmartApplet on NEOs. When you do this, the SmartApplets can't be used, but they are still installed on your NEOs, and you can enable them again later.

To disable or re-enable SmartApplets, you can use the SmartApplet menu on a single NEO, or you can use the NEO Manager software to disable the SmartApplet on one or more NEOs.

Disabling or Re-Enabling a SmartApplet on a Single NEO



You need the master password to disable SmartApplets. You can use the System settings in NEO Manager to set this password (see page 153) or contact Technical Support to get the default master password.

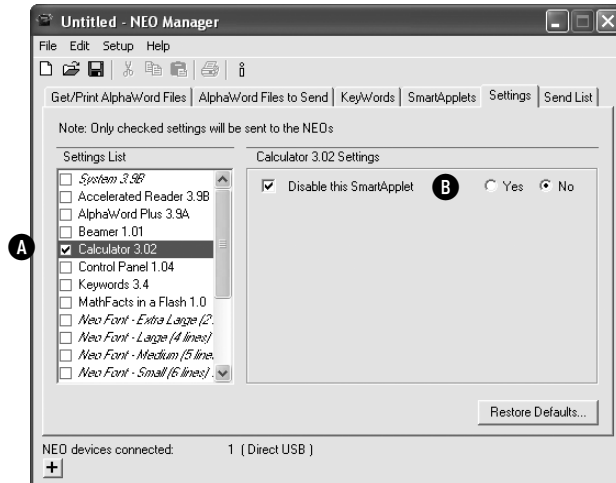
1. Press **applets**.
2. Move the cursor next to the SmartApplet you want to disable.
3. Press **ctrl-⌘-L**.
4. Enter the master password and press **enter**. The **[]** symbol appears next to the SmartApplet to show it has been disabled.
5. Repeat these steps to enable the SmartApplet.

Note: If you want to disable the Calculator SmartApplet, from within AlphaWord Plus press **ctrl-⌘-C** and then enter the master password.

Disabling or Re-Enabling SmartApplets for One or More NEOs Using NEO Manager

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.

- On the left, click the SmartApplet that you want to disable or enable on your NEO(s) **A**.



- On the right, after the **Disable this SmartApplet** setting, click **Yes** **B**. The box will be checked. (To enable the SmartApplet again, click **No**.)
- Click the **Send List** tab and verify that your setting change is in the list.
- If you have a SmartOption Mobile Lab and you want to send the setting change to some, but not all, of the NEOs, click **Select Devices**. Check the boxes for the NEOs that you want to send the changes to, and click **OK**. (To send to all connected NEOs, skip this step.)
- Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

Installing or Updating SmartApplets on NEOs Using NEO Manager

You can install new SmartApplets, update SmartApplets, or reinstall SmartApplets that you've removed. To do this, you install a SmartApplet on your computer, then select it and send it to your NEO(s) using NEO Manager.

For more information about available SmartApplets, visit our Web site.

SMARTAPPLETS

Installing or Updating SmartApplets on NEOs Using NEO Manager

If you have a mixed SmartOption Mobile Lab with both NEO 1 and NEO 2 laptops, please keep in mind the following:

- SmartApplets that are only for NEO 2 (Responder, Accelerated Reader, and MathFacts in a Flash) will not be installed on NEO 1 laptops.
- NEO 1 laptops don't have as much space as NEO 2 laptops. For mixed labs, the information shown in the Memory column is based on the space left on NEO 1 laptops, not NEO 2 laptops, since NEO 1 laptops have the smallest amount of space.

Follow these steps to install SmartApplets on NEOs:

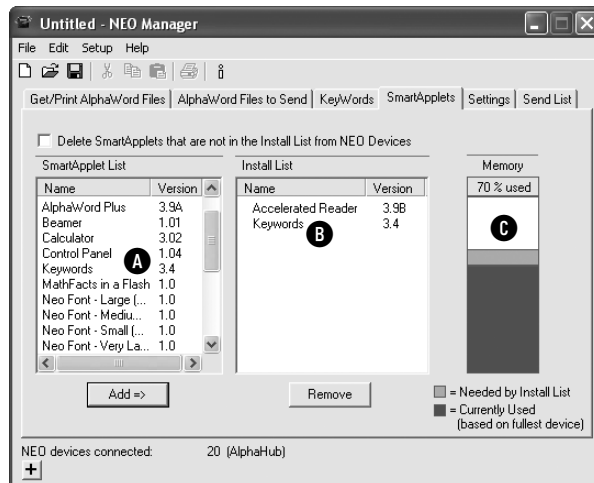
1. If you have a new SmartApplet that isn't already available to install in NEO Manager, install the SmartApplet on your computer. (Follow the instructions in the SmartApplet package.)
2. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
3. In NEO Manager, click the **SmartApplets** tab.
4. There are two ways to choose the SmartApplets you want to install on NEOs:
 - Click a SmartApplet in the SmartApplet List **A** and drag it to the Install List **B**.
 - Select the SmartApplet(s) in the SmartApplet List **A**; then click **Add =>** to move them to the Install List **B**. To select more than one SmartApplet to add, hold down the **Shift** key, the **Ctrl** key in Windows, or the **⌘** key on Macintosh computers as you click the SmartApplets you want to add.



If you don't see the SmartApplet you want to install in the list, and you know you installed it on your computer, see page 90 to add it to the list.

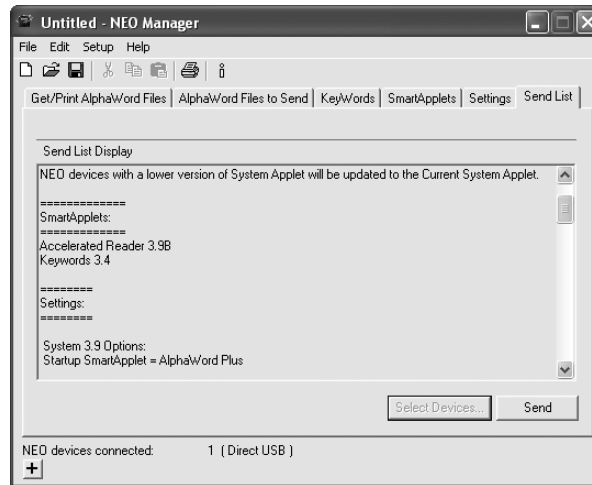


Not everything in the SmartApplet list is a SmartApplet. The list includes your NEO fonts, spell check, the Thesaurus, the Spanish-English word lookup, Text2Speech Updater for NEO Text2Speech devices, and Wireless File Transfer (NEO 2 only). You can install and delete these items just as you would SmartApplets.



As you add SmartApplets to the Install List, check the Memory column **C** to make sure there is enough memory available on the NEOs to install the SmartApplets you want. The darker color shows the space used on the NEO, and the lighter color shows what is needed by the SmartApplet(s) you want to install. If you don't have enough memory to install the SmartApplets you want, you could delete some SmartApplets from NEOs as described on page 88.

5. Click the **Send List** tab and verify that the SmartApplets you want to install appear in the list.



6. If you have a SmartOption Mobile Lab and you want to send the SmartApplets to some, but not all, of the NEOs, click **Select Devices**. Check the box for each NEO that you want to send the SmartApplets to, and click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

Choosing SmartApplet Settings

Many SmartApplets have their own settings, and the NEO itself has system settings. You can change the settings in the NEO Control Panel (see page 156) or in NEO Manager (see page 169).

SMARTAPPLETS

Deleting SmartApplets from NEOs Using NEO Manager

Deleting SmartApplets from NEOs Using NEO Manager

Normally, it is better to disable SmartApplets (see page 84) instead of removing them so that you don't need to take the time to install the SmartApplets again later. (Installing some SmartApplets on several NEOs can take some time.)

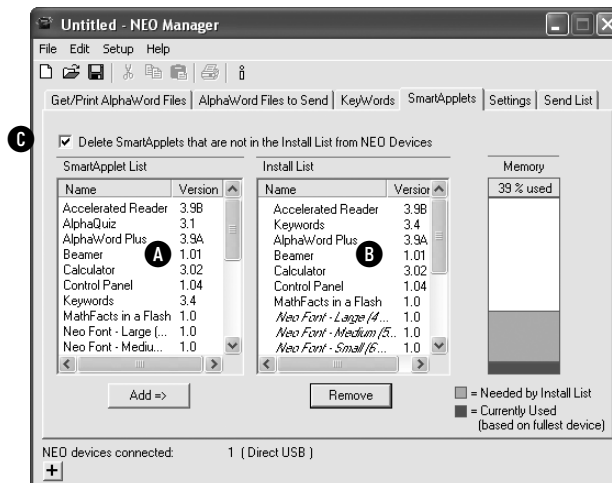
However, you might want to remove SmartApplets to free up memory or because you're beginning a new session or activity in a class.

To remove SmartApplets from your NEOs, you select the SmartApplets you want to keep in NEO Manager. Then, you choose to delete all other SmartApplets as described in the steps below.

Important: When you remove some SmartApplets, such as AlphaQuiz or KeyWords, you also remove any files associated with them. For example, if you remove KeyWords, you also remove your students' KeyWords work and progress reports. If there is KeyWords information on the NEOs that you want to save, be sure to retrieve the data first (see page 128).

Follow these steps to delete SmartApplets from NEOs:

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **SmartApplets** tab.
3. Click each SmartApplet you want to install or keep in the SmartApplets List **A**, then click **Add =>** to move it to the Install List **B**. You should add all SmartApplets that you want on your NEOs, including those that are already installed on the NEOs.





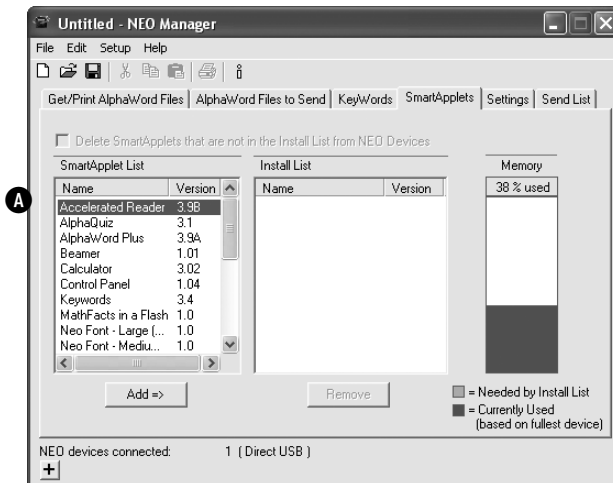
Be careful not to delete non-SmartApplet items that you want to keep. The SmartApplet list includes the fonts included on your NEO, spell check, the Thesaurus, Text2Speech Updater for NEO Text2Speech devices, and Wireless File Transfer (NEO 2 only) for sending files to and from services such as Google Docs.

4. Check the box above the SmartApplet list **C** to specify that all SmartApplets that are *not* in the Install List should be deleted from NEOs.
5. Click the **Send List** tab and verify that only the SmartApplets you want to keep on your NEOs are in the Send List.
6. If you have a SmartOption Mobile Lab and you want to send the changed SmartApplet list to some, but not all, of the NEOs, click **Select Devices**. Check the boxes for the NEOs that you want to send the SmartApplets to, and click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

Viewing SmartApplet Information in NEO Manager

Follow these steps to get more information about the SmartApplets that are installed on your computer.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **SmartApplets** tab.
3. Double-click the SmartApplet for which you want information **A**, or click the SmartApplet, click the **File** menu, and choose **Get SmartApplet Info**.



4. The window that appears will show you the name of the SmartApplet, the version, the RAM and ROM size, and the copyright date. To close the window, click **OK** (Windows) or **Close** (Macintosh).

- **SMARTAPPLETS**
- Adding SmartApplets to the List in NEO Manager
-
-

Adding SmartApplets to the List in NEO Manager

If you have installed a new or updated SmartApplet on your computer, and you don't see it in the list of SmartApplets in NEO Manager, follow these steps to add it to that list:

1. In NEO Manager, click the **File** menu and choose **Add to Applet List**.
2. In the dialog box that appears, find the new SmartApplet file and select it. (The file name should end with OS3KApp.) Then, click **Open** (Windows) or **Choose** (Macintosh).
3. The SmartApplet will be added.

If the SmartApplet is already in the list in NEO Manager, a message may ask whether you want to replace the SmartApplet with the one you've chosen; click **Yes** or **No**. You may also see a message that simply tells you the SmartApplet is already in the list; click **OK**.

RESPONDER SMARTAPPLET FOR NEO 2

NEO 2 includes a Responder SmartApplet that lets you use your NEO 2 laptop like a classroom response system or “clicker.” Students can use NEO 2 to complete assignments for AccelTest and Accelerated Math RP software. You can also use NEO 2 with the 2Know! Toolbar.

Important: You can’t use NEO 2 with more than one program at a time. If you have both AccelTest and Accelerated Math RP, or if you have the 2Know! Toolbar and one of these programs, you should only have one of the three programs open at a time.

Preparing to Use NEO 2 with AccelTest, Accelerated Math RP, or the 2Know! Toolbar

Make sure you have done the following before you use NEO 2 with any of these programs:

- Connect the Renaissance Receiver to your computer (see page 18).
- Assign a unique name to the Receiver/wireless network (see page 19).
- Install AccelTest, the 2Know! Toolbar, or the Renaissance Responder client (for Accelerated Math). To install AccelTest, see the *AccelTest Software Installation Guide*. To install the 2Know! Toolbar, see the *NEO 2 Resource Guide*. To install the Renaissance Responder client for Accelerated Math, see the *Accelerated Math Software Manual* on the Renaissance Place Manuals page.

Using NEO 2 to Complete AccelTest Assignments



NEO 2 does not support the homework and notes features in AccelTest, though you can use those features with standard Renaissance Responders. Also, NEO 2 laptops do not support assigned owners.

If you ordered a SmartOption Mobile Lab, you received AccelTest software with your NEO 2 laptops. When you choose “Responder” as the scoring method for assignments in AccelTest, students can use their NEO 2 laptops to complete assignments instead of using Responders. If you choose “NEO 2 Only” as the scoring method, students may only use NEO 2 laptops. *Students can use NEO 2 to complete in-class assignments, but not homework.*

For more information, see the *AccelTest User Manual*. You will find this manual under AccelTest in the Start menu (Windows) or in the AccelTest program folder (Macintosh).

Using NEO 2 in a Student-Paced Session in AccelTest

Student-paced sessions allow students to work on anything that has been assigned to them in the AccelTest class Gradebook except for Homework. Students can complete these assignments without needing the teacher to lead the session or send the questions one by one. The instructions below explain what teachers and students need to do in order to use NEO 2 during a student-paced session.

Teacher Preparation Steps

1. Make sure your Renaissance Receiver is connected to your computer and that the computer is on.
2. Click the AccelTest **Responder** menu and choose **Start Student Paced Session**.
3. Make sure students have their student ID from the AccelTest Gradebook. (IDs are also available in the AccelTest Student ID Report.) Since NEO 2 laptops don't have assigned owners, the student ID is always used to identify the student for assignments.

Steps Students Follow during a Student-Paced Session

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session.
 - If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **Y** for yes or **N** for no. Then, press **enter**.
 - If you haven't connected to a Renaissance Receiver before, the NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Type your AccelTest student ID and press **enter**.
6. If you have only one assignment available, the program will ask if you are ready to work on the assignment. Press **Y** for yes to continue; then, press **enter**.

If you have more than one assignment, the program will list the assignments you have with a letter before each assignment name. Press the letter for the assignment you want; then, press **enter**.



**You may see
“Sending”** when you
enter the answer to
each question.

7. NEO 2 will show you the first question in the assignment. Choose or type an answer for each question; then, press **enter**:

- For multiple-choice questions, press the letter next to the answer you want to choose.
- For true-false questions, press **T** for true or **F** for false.
- For yes/no questions, press **Y** for yes or **N** for no.
- For questions that ask you to enter a number, type the number and press **enter**.
- For short-answer questions, type the answer and press **enter**.

Note: If the assignment is printed, it may include some questions that you can't answer on NEO 2, such as essay questions; answer these questions on paper.

You can answer the questions in order or use these commands to go back or to go to a specific question:

To do this...	...press these keys:
Scroll through a question.	Press ↑ and ↓ .
Go forward or back one question.	Press ⌘-? . Arrows (◀▶) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-? again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press find , type the question number, and press enter .
Go to the end of the question.	Press ⌘-↓ .
Go to the beginning of the question.	Press ⌘-↑ .
Switch between the question and answers in multiple-choice questions.	If both the question and the answer choices require scrolling, you can press the tab key or the ← or → key to switch between the question and the answer. Then, use the ↑ and ↓ keys to scroll up or down.

8. When you've answered all the questions, the program will ask if you are ready to submit your work.

- If you are, press **Y** for yes and press **enter**. When the assignment is complete, your score may be shown; if so, press any key when you're ready to leave that screen. The NEO 2 will go back to the SmartApplets list. If you want to work on another assignment, press

RESPONDER SMARTAPPLET FOR NEO 2

Using NEO 2 to Complete AccelTest Assignments

enter to choose the Responder SmartApplet again and repeat these steps.

- If you are not ready, press **N** for no and press **enter**. You will go back to question one, and you can go through each question again to check your answers.

Using NEO 2 in a Teacher-Paced Session in AccelTest

In AccelTest, teachers use teacher-paced sessions when they want to ask questions of the entire class and have the class answer the questions at the same time. The instructions below explain how to use NEO 2 during a teacher-paced session.

Teacher Preparation Steps

1. Make sure your Renaissance Receiver is connected to your computer and that the computer is on.
2. Click the AccelTest **Responder** menu and choose **Start Teacher-Paced Session**.

The steps that you follow next depend on the options you choose in the Responder Session Wizard. For detailed instructions for setting up the session and asking the questions during the session, refer to the user manual that was installed with your AccelTest software.

Steps Students Follow during a Teacher-Paced Session

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Once the teacher has started the session, make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session.
 - If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **Y** for yes or **N** for no. Then, press **enter**.
 - If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Type your AccelTest student ID and press **enter**.



For some types of teacher-paced sessions, you'll see the question on the NEO 2 screen. For others, you will only see your answer choices (not the possible answers).

6. When the teacher tells you to do so, press **enter**. Then, choose an answer for the first question:
 - For multiple-choice questions, press the letter next to the answer you want to choose and press **enter**.
 - For true-false questions, press **T** for true or **F** for false and press **enter**.
 - For yes/no questions, press **Y** for yes or **N** for no and press **enter**.
 - For questions that ask you to enter a number, type the number and press **enter**.
 - For short-answer questions, type the answer and press **enter**.After you press enter, a message will tell you that your answer has been recorded. Repeat this step for each question in the session.
7. When the teacher ends the session, the teacher will ask you to press **enter** again. A message will tell you that there is no session. Leave **N** (no) selected and press **enter** again to finish.

Using NEO 2 to Complete Accelerated Math Assignments

Students can also use NEO 2 to complete Accelerated Math RP assignments. NEO 2 can be used for assisted-response (multiple-choice) assignments, but not for free-response assignments or extended-response assignments.

Preparing to use NEO 2 with Accelerated Math RP

Before students can complete Accelerated Math assignments on NEO 2, you must do the following:

- Have Accelerated Math RP version 3.1 or higher installed and registered on your Renaissance Place server.
- Install NEO Manager on the teacher's computer (see page 13). This will also install or update the Renaissance Wireless Server Utility, which enables NEO 2 and the Renaissance Receiver to communicate with Accelerated Math RP.
- Connect a Renaissance Receiver to the teacher's computer (see page 18).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 19).
- Install the Renaissance Responder client program on the teacher's computer (see the *Accelerated Math Software Manual* on the Renaissance Place Manuals page).

- Students can complete assisted-response practices with NEO 2. If you want them to be able to complete assisted-response exercises and tests with NEO 2 as well, check the setting of the Scoring preference for each class. (In the UK, use the Marking preference.)

Using NEO 2 with Accelerated Math RP

Teacher Preparation Steps

1. Make sure your students have printed copies of their assignments.
2. Start the Renaissance Responder program at the computer with the Renaissance Receiver connected. Log in with your Accelerated Math RP user name and password. (To install the program and connect it to your Renaissance Place server, see the *Accelerated Math Software Manual*.)

Steps Students Follow to Complete Accelerated Math Assignments

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session.
 - If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **Y** for yes or **N** for no. Then, press **enter**.
 - If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Enter the form number printed at the top of the assignment. Then, press **enter**.
6. If the NEO 2 tells you to wait until your assignment is retrieved, press **enter** again.
7. When the NEO 2 shows your name and form number, press **Y** for yes if this information is correct; then, press **enter**. (If not, press **N** for no and enter the form number again.)
8. Press the letter keys (**A**, **B**, **C**, or **D**) to enter your answer to each question. Then, press **enter**.

You can answer the questions in order or use these commands to go back or to go to a specific question:

To do this...	...press these keys:
Scroll through a question.	Press \uparrow and \downarrow .
Go forward or back one question.	Press \mathbb{X} -. Arrows (\mathbb{X}) will appear to the right of the question number. As long as you see those arrows, you can press \uparrow to go back one question or \downarrow to go forward one question. Press \mathbb{X} -. again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press find , type the question number, and press enter .
Go to the end of the question.	Press \mathbb{X} - \downarrow .
Go to the beginning of the question.	Press \mathbb{X} - \uparrow .



If some students haven't submitted their work before you end the session, you'll be asked whether these scores should be recorded as is or saved for a later date. For details, see the Accelerated Math Software Manual.

9. When you've answered the last problem, NEO 2 asks if you're ready to submit your work. If you are, press **Y** for yes and press **enter**. (If you're not ready, press **N** for no and press **enter** to go back and go through the problems again.)
10. If NEO 2 asks you to wait while your assignment is saved, press **enter** again. When the assignment is done, you will be asked to get your TOPS report at the printer. The NEO 2 will go back to the SmartApplets list.
11. When all students have finished their assignments, the teacher can click **End Session** in the Renaissance Responder program at the computer and close the program.

Using NEO 2 with the 2Know! Toolbar

If you have your Renaissance Receiver connected and you've installed NEO Manager on your computer, you can also use NEO 2 with the 2Know! Toolbar. Participants can use NEO 2 to respond to questions. Teachers or session leaders can use it to control the toolbar program as they would use a teacher Responder. For more information about using the 2Know! Toolbar, click the **Options** button in the program and choose **Getting Started**.

How Participants Respond to 2Know! Toolbar Questions Using NEO 2

Participants follow these steps to respond to questions from the 2Know! Toolbar:

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session.
 - If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **Y** for yes or **N** for no. Then, press **enter**.
 - If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Enter your response to each question:
 - For multiple-choice questions, type the letter for the answer you want to choose and press **enter**.
 - For true/false questions, type **T** for true or **F** for false and press **enter**.
 - For questions that require a number for an answer, type the number and press **enter**.
 - For "pulse" questions, you can enter **Y**, **T**, or **G** for yes/true/green, and you can enter **N**, **F**, or **R** for no/false/red; then, press **enter**.
 - For short-answer questions, type the answer and press **enter**.

The teacher will let you know when you can send your answer to each question.
6. When you've finished answering questions, the teacher can shut down the 2Know! Toolbar program. The next time you press **enter**, NEO 2 will tell you there is no session and ask if you want to search for networks. Press **N** for no and press **enter** to go back to the SmartApplets menu.



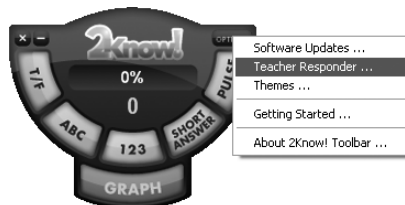
To help students answer multiple-choice, true/false, or pulse questions, you can press ctrl-caps lock or cmd-caps lock on NEO 2 to put the Responder SmartApplet in "bubble mode." In this mode, when students type A–E, T, F, Y, N, R, or G, answer bubbles appear (similar to the ones on Responders) to help students see the available choices. The SmartApplet goes back to the standard text mode when you press **ctrl-caps lock** or **cmd-caps lock** again, exit the SmartApplet, or shut off the NEO 2.

How Teachers Can Use NEO 2 to Control the 2Know! Toolbar Program

Teachers can use NEO 2 to control the 2Know! Toolbar program. The steps are similar to those you would use on a Responder:

1. In the 2Know! Toolbar program, click the **Options** button and choose **Teacher Responder** from the menu.
2. Click **Assign** in the Teacher Responder dialog box. The program will show you a PIN. Leave this dialog box open.
3. Press **on/off** on the NEO 2 to turn it on.
4. Press **applets**.
5. Make sure the cursor is next to **Responder**; then, press **enter**.
6. NEO 2 will attempt to join the session.
 - If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **Y** for yes or **N** for no. Then, press **enter**.
 - If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
7. When NEO 2 asks you to enter the Teacher Responder PIN, enter the one that is shown in your 2Know! Toolbar program. Then, press **enter**.
8. In the 2Know! Toolbar program, click **Close** to go back to the toolbar.
9. NEO 2 will list your options. Press **A** to ask a question, **B** to show a graph, or **C** to minimize the Toolbar on your computer or maximize it again; then, press **enter**.

Once you choose to view a graph, you can press **A** to stop receiving responses, **B** to close the graph, **C** to reset so that participants can answer again, or **D** to mark or enter the correct answer; then, press **enter**.
10. When you've finished, you can unassign the NEO 2 so it is no longer meant for use by the teacher. Follow these steps:
 - a. In the 2Know! Toolbar program, click **Options** and choose **Teacher Responder**.
 - b. Click **Unassign** in the Teacher Responder dialog box.
 - c. Click **Close**.



ACCELERATED READER SMARTAPPLET ON NEO 2

NEO 2 includes an Accelerated Reader SmartApplet that students can use to take Accelerated Reader RP Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes right on the NEO 2. The Renaissance Receiver at the teacher's computer enables NEO 2 quiz data to be sent to Accelerated Reader RP.

Preparing to Use NEO 2 with Accelerated Reader RP

Before students can use NEO 2 to take quizzes, you must do the following:

- Have Accelerated Reader RP version 7.5 or higher installed and registered on your Renaissance Place server.
- Install NEO Manager on the teacher's computer (see page 13). This will also install or update the Renaissance Wireless Server Utility, which enables NEO 2 and the Renaissance Receiver to communicate with Accelerated Reader RP.
- Make sure the Accelerated Reader SmartApplet is installed on your NEO 2 laptop(s). If it isn't, you can install it using NEO Manager (see page 85). If you would like to use Spanish quizzes, make sure that you have version 1.2 or higher of the Accelerated Reader SmartApplet installed.
- Connect a Renaissance Receiver to the teacher's computer (see page 18).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 19).
- Also in the utility, enter the address of your Renaissance Place server in the Renaissance Place Settings (see page 20).

How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2

Things to Check Before Students Start Quizzing on NEO 2



The same Accelerated Reader preferences apply to students no matter where they take quizzes—on NEO 2 or at a computer—so you only need to set the preferences once.

- Make sure you've done all the tasks listed in the previous section.
- In Accelerated Reader RP, set the School and Classroom Student Quizzing preferences and the Other Reading Series preference for your class. (See the *Accelerated Reader Software Manual* for instructions.)
- Students need to know this information before they start taking quizzes on NEO 2 laptops:
 - The name you gave the Renaissance Receiver (see page 19). Students will need to choose a Renaissance Receiver when they take quizzes.
 - Their Renaissance Place user names and passwords. You can get this information from the Accelerated Reader RP Student Information Report.
 - The quiz number. On NEO 2, students may only search for quizzes by quiz number. If students will be using NEO 2 laptops to take quizzes on a regular basis, consider quiz numbers on your Accelerated Reader book labels.

Steps for Taking a Quiz on NEO 2



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. See page 19 to find out how to change the name.

1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while students are quizzing.)
2. Turn the NEO 2 on and press **applets**.
3. Press ↓ until the cursor is next to **Accelerated Reader**. Then, press **enter**.
4. The first time you use the Accelerated Reader SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.



ACCELERATED READER SMARTAPPLET ON NEO 2

How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2

If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

5. When the program asks for your user name and password, type your user name and press **enter** or **↓** or **tab**. Then, type your password and press **enter**.

Login	
User Name []]
Password []



6. If you have an unfinished quiz, the screen will ask if you want to finish it. Press **Y** for yes or **N** for no. If you choose yes, go to step 13. If you choose no, the teacher or quiz monitor must enter the monitor password.
7. If you are in more than one Accelerated Reader class, your classes will be listed. Use the up and down arrow keys to highlight the class that you are taking this quiz for; then, press **enter**.

Teacher/Class		Michael Delezo
Garcia	Language Arts, English Literature LA1054, First Quarter	
Stephenson	Language Arts, Title One English LA1055T, First Quarter	

8. On the next screen, use the up and down arrow keys to highlight the type of quiz you want to take (Reading Practice, Vocabulary Practice, or Other Reading). Then, press **enter**.

Quiz Type	Michael Delezo
Reading Practice	
Vocabulary Practice	
Other Reading	

9. For Reading Practice and Other Reading Quizzes, the Find RP Quiz screen will appear next. Type the quiz number and press **enter**. (If you chose to take an Other Reading Quiz, and none are available for your class, the screen will notify you. Press **enter**.)

Find RP Quiz	Michael Delezo
Quiz Number:	

For Vocabulary Practice Quizzes, you will be asked how you want to find the quiz: by quiz number, by matching another quiz already taken, or by taking a ~Second-Try and Review Words~ Quiz. Highlight an answer and press **enter**. If you chose to find the quiz by quiz number, type the number and press **enter**. If you chose to match a quiz already taken, highlight the quiz name and press **enter**; if there was only one matching vocabulary quiz, you won't be asked to select one.

Find VP Quiz	Michael Delezo
By quiz number	
Match another quiz already taken	
Take a ~Second-Try and Review Words~ Quiz	

10. If the quiz is available in both English and Spanish, the screen will list both. Use the arrow keys to select a quiz and press **enter**.
11. If the screen asks you how the book was read, use the arrow keys to select an answer; then, press **enter**.

How The Book Was Read	Michael Delezo
Read To	
Read With	
Read Independently	

ACCELERATED READER SMARTAPPLET ON NEO 2

How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2



You cannot substitute the NEO 2 master password for the monitor password. You must use the monitor password set in the Accelerated Reader RP preferences.

12. The quiz title will be shown.

If the monitor password is not required, press **Y** for yes to confirm that you want to take the quiz; then, press **enter**.

Start RP Quiz	Michael Delezo
The Berenstain Bears and the Escape of the Bogq Brothers by Stan Berenstain / Quiz Number 12751 EN Read Independently	
Take this quiz? (Y)(N)	

If the screen asks for the monitor password, the teacher or quiz monitor must enter the Accelerated Reader monitor password and press **enter**.

Start RP Quiz	Michael Delezo
The Berenstain Bears and the Escape of the Bogq Brothers by Stan Berenstain Quiz Number 12751 EN	- The monitor password preference is turned on.
Monitor password to allow:	

Note: If you are not allowed to take the quiz, the screen will notify you. Depending on the restriction, it may ask if you want to take a different quiz or tell you to press **applets** to log out. There are many reasons why you may not be allowed to take the quiz:

- There are date or time restrictions.
- You aren't allowed to take quizzes.
- No students are allowed to take this specific quiz.
- You have taken the quiz before.
- You have chosen a ~Second-Try and Review Words~ Quiz, but you don't have review words.



To stop a quiz, press ctrl-A or cmd-A. Then, ask the quiz monitor or teacher to enter the Accelerated Reader monitor password and press **enter**.

13. NEO 2 will show you one question in the quiz. To answer each question, press the letter for the answer you want to choose; then, press **enter** to go to the next question.

If you need to scroll to see all of the answers **A**, use the up and down arrow keys. If the question is long and you need to scroll to see all of the question, you can use the up and down arrow keys to scroll in the question; then, press **tab** or **→** to switch to the answers so you can use the arrow keys to scroll there.

Of Mice and Men	Michael Delezo
George thought he and Lennie would get the job if ---.	A. the other workers could see how strong Lennie was B. he could think of a good lie to explain their presence at the ranch
1 of 20	(A)(B)(C)(D)

14. After you enter your answer to the last question, you may be asked how you liked the book. Press the letter for the answer you want to choose; then, press **enter**.

Book Voting	Michael Delezo
How did you like this book?	
A. One of the very best books I have ever read	
B. A very good book	
C. An OK book	
D. Not a good book	
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	Your answer will not affect your score.

15. If the screen asks for the monitor password, ask the teacher or quiz monitor to enter the password and press **enter**.

Ready To View Results	Michael Delezo
<u>The Berenstain Bears and the Escape of the Boggy Brothers</u>	
by Stan Berenstain	
ATOS Book Level: 2.9 / Lower Grades	
Monitor password to continue: <input style="width: 100px;" type="text"/>	

16. The RP Score Summary will show you how you did on the quiz. It may also show you information about the points you've earned.

If the summary asks if you want to see the questions you missed, press **Y** for yes or **N** for no and press **enter**. If you choose yes, you can see each missed question, your answer, and the correct answer. Press **enter** after you read each one.

RP Score Summary	Michael Delezo
9 of 10 correct (90%)	
5.4 of 6.0 points earned	
You passed the quiz.	
View missed question? <input type="radio"/> Y <input type="radio"/> N	

If the summary does not ask if you want to view the missed questions, press **enter** to continue.

17. A TOPS Report may be sent to the default printer for the teacher's computer. If the program asks what language you'd like to print the report in, use the arrow keys to highlight a language. Press **enter**.

• **ACCELERATED READER SMARTAPPLET ON NEO 2**

• How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2

•

18. After you finish a Reading Practice Quiz, the program may ask if you want to take the matching Vocabulary Practice Quiz. Press **Y** for yes if you want to take that quiz, or **N** for no if you don't want to take it right now. Then, press **enter**.

Quiz Completed	Michael Delezo
Take the matching Vocabulary Practice Quiz? <input type="radio"/> Y <input type="radio"/> N	

19. The program will ask if you want to take a different quiz. Press **Y** for yes if you want to take another quiz, or **N** for no if you don't want to take another one right now. Then, press **enter**. If you choose no, you will go back to the list of SmartApplets available on the NEO 2.

Quiz Completed	Michael Delezo
Take a different quiz? <input type="radio"/> Y <input type="radio"/> N	

MATHFACTS IN A FLASH SMARTAPPLET ON NEO 2

NEO 2 includes a MathFacts in a Flash SmartApplet that students can use to practice or take tests right on the NEO 2. The Renaissance Receiver at the teacher's computer enables the student's NEO 2 work to be sent to MathFacts in a Flash RP.

Preparing to Use NEO 2 with MathFacts in a Flash RP

Before students can use the MathFacts in a Flash SmartApplet on NEO 2, you must do the following:

- Have MathFacts in a Flash RP version 3.1 or higher installed and registered on your Renaissance Place server.
- Install NEO Manager on the teacher's computer (see page 13). This will also install or update the Renaissance Wireless Server Utility, which enables NEO 2 and the Renaissance Receiver to communicate with MathFacts in a Flash RP.
- Make sure the MathFacts in a Flash SmartApplet is installed on your NEO 2 laptop(s). If it isn't, you can install it using NEO Manager (see page 85).
- Connect a Renaissance Receiver to the teacher's computer (see page 18).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 19).
- Also in the utility, enter the address of your Renaissance Place server in the Renaissance Place Settings (see page 20).
- In Renaissance Place, make sure your students have been added to the database and enrolled in a MathFacts in a Flash class.
- In MathFacts in a Flash RP, set the Classroom preferences. (For instructions, see the *MathFacts in a Flash Software Manual*.)

How Students Do MathFacts in a Flash Work on NEO 2

Things to Check Before Students Start Using the MathFacts in a Flash SmartApplet on NEO 2

- Make sure you've done the tasks listed in the previous section.
- Make sure students know the name you gave the Renaissance Receiver (see page 19). Students will need to choose a Renaissance Receiver when they work in the MathFacts in a Flash SmartApplet.
- Make sure students know their Renaissance Place user names and passwords. You can get this information from the MathFacts in a Flash RP Student Information Report.
- If you have younger students, explain how the questions and answers are displayed on the screen and how to select or enter answers.

How Students Use NEO 2 with MathFacts in a Flash

1. The teacher's computer must be on, with the Receiver connected. (Teachers can use the computer for other things while students are working in MathFacts in a Flash.)
2. Turn the NEO 2 on by pressing **on/off**; then, press **applets**.
3. Press **↓** until the cursor is next to **MathFacts in a Flash**. Then, press **enter**.
4. The first time you use the MathFacts in a Flash SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
5. When the program asks for your user name and password, type your user name and press **enter** or **↓**. (You can also press the **tab** key or one of the other arrow keys to move between the two fields.) Then, type your password and press **enter**.



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. See page 19 to find out how to change the name.

Login

User Name []]	
Password []]	

6. If you are in more than one MathFacts in a Flash class, your classes will be listed. Use the up and down arrow keys to highlight the class that you are taking this quiz for; then, press **enter**.
7. What you see next depends on several things:
 - whether you have worked in MathFacts in a Flash for this class before
 - whether you can practice or test
 - the teacher's settings for the Mandatory Practice preference and the Time Goals preferences

The screen may ask you whether to start a test or practice; if so, press **Y** for yes or **N** for no; then, press **enter**.

If the screen does not give you any choices, press **enter** to continue.

8. During a practice or test, you'll see questions like the one shown below.

39 of 40	Michael Delezo
$16 - 6 =$ <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> 4 10 22 </div> <div style="display: flex; justify-content: space-around;"> ⊕ ⊕ ⊕ </div>

The way you answer the question depends on what you see on the screen:

- If you see arrows below the answers, press **←**, **↓**, or **→** and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer.
- If you see letters or numbers below the answers, press the letter or number for the answer and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer.
- If you don't see any answer choices, type your answer and press **enter**.



If you want to change how students enter answers, change the Student Answer Input preference in MathFacts in a Flash Renaissance Place. You can require students to enter an answer instead of choosing one.

Tips for Practices and Tests:

- During practices, if you enter an incorrect answer, the program will put an X over it and a box around the correct answer. Then, it will give you the chance to choose the correct answer again.
- During tests, you can press **esc** or **back space** to go back one question.
- If the time limit is almost up for the problem, practice, or test, a clock will flash in the middle of the black bar at the top of the screen. If you run out of time for the practice or test, the program will let you know.
- To stop a practice or test, press **ctrl-A** or **cmd-A**. If the NEO 2 asks for a monitor password, your teacher must enter the MathFacts in a Flash monitor password.

MATHFACTS IN A FLASH SMARTAPPLET ON NEO 2

How Students Do MathFacts in a Flash Work on NEO 2



The MathFacts in a Flash TOPS Report Preference setting

*determines whether the report
is sent to the printer
automatically.*

9. After you finish the practice or test, the screen will show you how you did. A TOPS Report may also be sent to the default printer for your teacher's computer. Follow the instructions for the screen you see:
 - If the screen asks you whether to move on to the next level, start a practice, or test at a new time goal, press **Y** for yes or **N** for no; then, press **enter**.
 - If the screen shows your score but does not give you any choices, press **enter** after you read the information. After you do this, you may be shown a list of options. If the screen gives you a list of choices, press **↓** to highlight the choice you want; then, press **enter**.
10. When the screen shows you that the session has been completed, press **applets** to close the MathFacts in a Flash SmartApplet.

KEYWORDS SMARTAPPLET

Welcome to KeyWords

The KeyWords SmartApplet develops basic keyboarding skills using fun and interesting lessons. KeyWords uses a language-based system that entertains as it trains. It provides cumulative lessons that teach accuracy and speed a few keys at a time, and it offers encouragement with positive feedback and helpful hints.

KeyWords also checks progress at each level with typing tests. You can then view progress reports on the NEO or by using the KeyWords program in Renaissance Place.

The KeyWords design is based on research about how people learn to type:

- Speed and typing fluency increase more readily if simple words are used and repeated. The KeyWords method follows this model of repetition, presenting diverse vocabulary, rhymes, and humor to keep lessons interesting.
- Typists learn patterns of keystrokes more quickly when they aren't interrupted by immediate corrections. The KeyWords error-checking method emphasizes the importance of words and phrases.
- Speed skills and accuracy are best developed independently. KeyWords provides separate lessons for these skills. You can set proficiency goals and view reports as learners test themselves.
- Speed increases with practice typing words and phrases instead of random letters. By practicing with words and phrases, new typists learn common letter patterns that are the building blocks for simple and complex words. This promotes the ability to quickly recognize and type letter combinations that occur frequently.

- **KEYWORDS SMARTAPPLET**
- How the KeyWords SmartApplet Works
-
-
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How the KeyWords SmartApplet Works



If you plan to use the KeyWords RP reports (within Renaissance Place), you'll need to add your students to RP, enroll them in classes, and activate schools. See the KeyWords User Manual in Renaissance Place.

1. Teachers add students, or learners add themselves as students.
2. The student selects a group of keys to learn.
3. The student works through the activity for learning the new keys.
4. The student uses the accuracy and speed builder activities.
5. The student takes an accuracy and speed test.
6. The student or teacher checks student progress using reports on the NEO, **or** the teacher synchronizes the KeyWords data with Renaissance Place and views reports in the KeyWords RP program.

Starting the KeyWords SmartApplet



If KeyWords is not installed on your NEO, see page 85 to install it.

KeyWords comes installed on each NEO. To start KeyWords, follow these steps:

1. After starting the NEO, press **applets**.

```
Select a SmartApplet and press enter:
↑ MathFacts in a Flash 3.8
- KeyWords 3.4
↓ Control Panel 3.8
```

2. Use the arrow keys to move the cursor next to **KeyWords**; then, press **enter**. You'll see this KeyWords startup screen:

```
Select your name or choose to add name:
- Teacher options
- Add a student
```

Adding a Student



These steps describe how to add a student to the KeyWords SmartApplet. If you want to use KeyWords RP for reports, you'll need to add students in Renaissance Place as well.

If you are a teacher using KeyWords in the classroom, you can follow the steps below to add a student. If you are the student or the person learning keyboarding skills, you can follow these steps to add yourself as a student.

Important: To avoid confusion in reports, add each student to just one NEO. The student can only use KeyWords on a NEO where he or she has been added, and limiting the student to work on a single NEO will help you accurately monitor the student's progress through KeyWords lessons.

1. After starting KeyWords, press the ↓ key to move the cursor next to **Add a student**; then, press **enter**.

```
Select your name or choose to add name:  
- Teacher options  
- Add a student
```

2. Enter the student's first name, press **enter**, and enter the student's last name. Then, press **enter**.

```
Enter your first and last name:  
First Name:  
Last Name:  
Press enter after typing the names.
```

3. Enter a password for the student (2–6 characters), press **enter**, and type the password again. Then, press **enter**.
4. NEO will show you that the student is being added; then, it will return to the KeyWords start screen, which will now include the new student's name.

```
Select your name or choose to add name:  
- Teacher options  
- Add a student  
↓ Luis Camacho
```

5. If you want to add more students, repeat the steps above. All students that you add will be listed alphabetically by last name.



If you make a mistake, press back space to erase and correct the error. If the error is on a different line, use the arrow keys to go to the error so you can correct it.

Choosing Your Name and Starting Lessons

After students have been added, they can begin working through the lessons. The first lesson is an introductory overview to teach students how to sit properly and where to place their hands on the keyboard. The other lessons help students learn new keys, build speed and accuracy, and test their proficiency.


Students can follow these steps to start work in the KeyWords SmartApplet.

1. After starting KeyWords, use the arrow keys to move the cursor down next to your name in the list. Then, press **enter**.

```
Select your name or choose to add name:
- Teacher options
- Add a student
↓ Luis Comacho
```

2. Type your password and press **enter**. (The password was assigned when you were added as a student.)
3. To start the first lesson, move the cursor next to **Start Here!** and press **enter**.

```
Select Lesson or Option:
- Student reports
- Start Here!
↓ A S K L Keys
```

 **The arrows on the screen** show you that there are more options above or below the ones you're viewing.

4. Follow the instructions on the NEO screen to learn about the space bar and enter key, how to sit properly, and where to put your hands on the keyboard.

Note: This lesson will refer you to the keyboard picture. You or your teacher can find this picture in the KeyWords Extras folder on the NEO Manager CD, in the SmartApplets folder on the NEO 1 and NEO 2 Documentation CD, or in the KeyWords RP resources. For more about the resources available to KeyWords teachers, see page 141.

5. After you complete this lesson, you will return to the lesson list. Notice that there is an asterisk (*) next to the lesson you've completed. The * will appear next to each lesson as you complete it. The + will appear next to each lesson that you have started, but not finished.

```
Select Lesson or Option:
↑*Start Here!
- A S K L Keys
↓ D J F Keys
```

6. Now, move the cursor next to another lesson you want to complete (such as **A S K L Keys**) and press **enter**. In each of the other lessons, you can choose one of three options:
 - **Learn new keys** helps you learn to type the keys. For more information about this, see the next section.
 - **Use accuracy and speed builders** helps you improve your accuracy and increase your speed while typing these keys. For more information, see page 116.
 - **Take accuracy and speed test** lets you test your proficiency using these keys. For more information, see page 118.

As you complete each task, you can choose another option within this lesson, or you can select another lesson. To go back to a previous screen (such as the lesson list or the list of names), press **esc** until you get to that screen.

Learning New Keys

When you choose the **Learn new keys** option within a lesson, KeyWords asks you to type the keys you're learning and to type combinations of the keys in different sequences.

If you type the wrong key, KeyWords will make corrections, but if you continue to type the wrong keys, KeyWords will give you a hint and show you the keyboard layout with the key highlighted to help you find it. You must press the correct key to go on.

You can find visual aids that help you learn keyboarding on the NEO Manager CD, on the NEO 1 and NEO 2 Documentation CD, or in the KeyWords RP resources. See page 141.

Building Accuracy and Speed



You can't skip forward or backward during an activity.

*You must perform the activities as they are presented. However, you can stop a lesson by pressing **esc**.*

When you choose **Use accuracy and speed builders** in a lesson, KeyWords helps train you to press keys correctly, which improves your accuracy and helps you build up speed. For each lesson, there are six practice passages in the accuracy and speed builders. The following example shows the practice passages for the ASKL keys. (On the NEO, you would typically only see three of these passages listed at one time.)

```
Select a passage:
- ALL ASK
- AS ALL ASK
- A LASS ASKS
- AS A LASS ASKS
- ASKS A LASS
- ALAS ALL ASK
```

To choose the passage you want to work on, move the cursor next to it and press **enter**.

Accuracy

During the accuracy portion of this activity, KeyWords will ask you to type each of the words and then give you the words in different sequences. The accuracy builder helps you practice your newly learned keystrokes with whole words and phrases. It emphasizes precision, not momentum. KeyWords presents passages of small words or letter patterns to type.

```
Type carefully:
tree frog free frog
tree fr_
```

When you complete all the lines in the passage, KeyWords displays the number of errors you made. Errors are the number of words you typed incorrectly; even if you make more than one mistake typing a word, it counts as only one error. Typing extra spaces between words also counts as one error.

KeyWords compares your accuracy (number of errors) to the passing criteria (see page 124). If you don't meet the passing criteria, a message will tell you to type more carefully so you make fewer mistakes, and you will not go to the speed builder. Instead, you will go back to the screen where you can select passages.

```
You had 20 errors. You will need 12 or fewer  
to continue. Please type more carefully so you  
make fewer mistakes.  
(Press [SPACE BAR] to continue.)
```

If you meet the passing criteria, you will see a message like the one below, and when you press the space bar, you will go on to the speed builder.

```
Nice job! You only made 1 error.  
You are now ready for Speed Builder.  
(Press [SPACE BAR] to continue.)
```

Speed Builder

After you pass the accuracy activity, KeyWords gives you a speed builder activity. You cannot go straight to the speed builder activity; it always starts automatically after you pass the accuracy activity. Even if you've completed the accuracy activity before, you must go through it again before you can work on the speed builder.

KeyWords shows you your goal before the activity, and afterwards, it shows you whether you met the goal. (For more about goals, see page 124.) Goals are based on the number of words you type per minute. Type the text on the screen and press the space bar when asked to do so. As you type, the progress bar will show you the rate at which you should be typing words to meet your goal.

When you finish the activity, a message will show you whether you met your goal. If you met your goal, you will see a message like this:

```
Way to go! Your typing rate was 20  
words per minute. Your goal rate was  
8 words per minute. You passed!  
(Press [SPACE BAR] to continue.)
```

- **KEYWORDS SMARTAPPLET**
- Taking an Accuracy and Speed Test
-
-
-

If not, you will see a message like the one below. After you press the space bar, you will see a message asking if you want to try the speed builder again. Press **Y** for yes or **N** for no.

```
Your typing rate was 5 words per
minute. You need to type 8 words per
minute or more.
(Press [SPACE BAR] to continue.)
```

Taking an Accuracy and Speed Test

The third option in each lesson, **Take accuracy and speed test**, lets you test your progress. Each lesson has four different tests that you can take. You can retake a test anytime. Your record shows only your best results.

When you choose this option, the NEO shows the goals you need to meet for accuracy and speed in order to pass the test.

```
Your goal for the Speed and Accuracy
Test is 12 Words Per Minute with
12 errors or fewer.
(Press [SPACE BAR] to continue.)
```

As in the accuracy builder, the number of errors is counted as the number of incorrectly typed words. Even if you make more than one mistake while typing a word, it counts as only one error. Typing extra spaces between words also counts as an error.

The top two lines on the screen show you the text to type and when to press **enter**. After you've finished the test, the screen shows your accuracy and speed scores, your goal, and whether you passed for accuracy and for speed. Note that you may pass either accuracy or speed without passing the other element. When you press the space bar after viewing the score, you'll return to the lesson screen.

```
Your score Your goal Passed
40 WPM      8 WPM      Yes
7 Errors    10 Errors    Yes
(Press [SPACE BAR] to continue.)
```

How Students Check Progress Using Reports



**Teachers can also
create a Group
Progress Report.**

*See page 122. Reports are
also available in KeyWords
RP in Renaissance Place; see
page 137.*

Students can check their progress any time to see how well they are doing on KeyWords lessons. These reports are available:

- **Student Progress Report:** This report includes all the lessons the student has worked on. It shows the keys that the student did each lesson for, the student's goals for words per minute (WPM) and accuracy, and the student's actual scores. It also shows whether the student has passed the accuracy and speed test, and it lists the accuracy and speed builders that the student has done.
- **Last Lesson Report:** This report shows the keys the lesson was for, the student's goal for words per minute (WPM), the student's actual words per minute, the student's goal for errors, the student's actual number of errors, and whether the student passed the accuracy and speed test.

When a student or teacher selects a report, he or she can do one of the following:

- Choose to print it.
- Send it directly to the computer that has the Receiver attached.
- Send it to an AlphaWord Plus file on the NEO.

If you choose to send it to an AlphaWord Plus file, the report may wrap across several lines, so it might be difficult to read. However, you can send the file to a computer (see page 10) or print it (page 11); if you use a monospace font like Courier, the report will have its proper formatting.

Sending reports to AlphaWord Plus is also useful because if you are using several NEOs with NEO Manager, you can use that program to retrieve the files from multiple NEOs at the same time (see page 59). You can then view, save, or print the reports.

Follow these steps to create a report:

1. In KeyWords, select your name (or your student's name) from the student list and press **enter**.
2. Type the password and press **enter**.

KEYWORDS SMARTAPPLET

How Students Check Progress Using Reports

3. On the Select Lesson or Option screen, press \uparrow to move the cursor up next to **Student reports** at the top of the list. Then, press **enter**.

```
Select Lesson or Option:
- Student reports
-*Start Here
↓*A S K L Keys
```

4. You can choose a Student Progress Report or a Last Lesson Report. Move the cursor next to the report you want; then, press **enter**.

```
Student reports
- Create Student Progress report
- Create Last Lesson report
```

5. Select one of the options and press **enter**:

- **Print:** Choose this option if you want to send the report directly to the printer. Then, press **print**. Printing works with a cable connection, infrared beaming, or, for NEO 2, wireless printing; see page 11.
- **Send directly to computer:** Choose this option if you want to send the report to a file on your computer. Make sure NEO Manager is not running on the computer. Then, connect your NEO to the computer via USB cable (see page 9). At the computer, open any program that accepts text (such as a word processing or spreadsheet program). Press **send** on the NEO. Disconnect the cable when the file has been sent.
- **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to may open.

```
Create Student Progress report
- Print
- Send directly to computer
- Transfer to AlphaWord file
```



If characters get jumbled in the computer file, you may need to change the transfer speed; press **option-#S**.



If file passwords are enabled for AlphaWord Plus (see page 79), you must enter the password for the file you've chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.

Teacher Options



You can also change these settings in NEO Manager. Click the **Settings** tab, then click **KeyWords** on the left to see the settings you can change. For more about changing settings for KeyWords or other SmartApplets, see page 169.

The Teacher Options in KeyWords allow you to do the following:

- Delete one or more KeyWords students.
- Set whether students must type the home row at the beginning of activities.
- Set whether KeyWord reinforces use of the correct shift key.
- Set whether one space or two spaces are required between sentences.
- View student progress using various reports.

The master password is required when you set teacher options.

You can use NEO Manager to set the master password for your NEOs (see page 153).

Follow these steps to change teacher options:

1. In KeyWords, use the arrow keys to move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**. The teacher options will be listed.

```
Select a Teacher Option:  
- Delete a student  
- Delete all students  
↓ Create group progress report
```

Deleting Students



You can also delete all KeyWords students using NEO Manager. To do this, click **Settings**, click **KeyWords** on the left, and choose **Yes** for the **Delete all students** option. Then, send the change to your NEOs. You cannot remove individual students in NEO Manager.

Within the teacher options, you can choose to delete one or more KeyWords students. (This does not delete students from KeyWords RP.)

Important: After you delete a KeyWords student, there is no way to recover that student's work. Make sure you want to permanently delete the student's work before following the steps below.

Follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.

3. In the list of teacher options, do one of the following:

- If you want to delete just one student, move the cursor next to **Delete a student** and press **enter**. Then, move the cursor next to the student's name, and press **enter**.
- If you want to delete all KeyWords students, move the cursor next to **Delete all students** and press **enter**.

```
Select a Teacher Option:
- Delete a student
- Delete all students
↓ Create group progress report
```

4. A message will warn you that the data for the student(s) is about to be erased. If you're sure you want to continue, press **Y** for yes. If not, press **N** for no.

Creating a Group Progress Report



Students can also view Progress Reports and Last

Lesson Reports. See page 119. Reports are also available in KeyWords in Renaissance Place; see page 137.

One of the teacher options allows you to create a group progress report. This report provides information on each student's last lesson, including the following:

- the student's goals
- actual performance for speed and accuracy
- whether the student passed the accuracy and speed test

The report includes only those students who have used KeyWords on this NEO.

Follow these steps to create the report:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**. (For more about the master password, see page 153.)
3. Move the cursor down next to **Create group progress report** and press **enter**.
4. Select one of the options and press **enter**. (The options are described on the next page.)

Print

Choose this option if you want to print the report directly. Then, press **print**. (NEO must be connected to a printer with a cable or be able to send the file to a printer using infrared beaming. NEO 2 laptops can also print using radio frequency technology.)

Send Directly to Computer

Choose this option if you want to send the report to a file on your computer.

- a. Make sure NEO Manager is **not** running on the computer.
- b. Connect your NEO to the computer (see page 9).
- c. At the computer, open any program that accepts text (such as a word processing or spreadsheet program). Open a new file or the file that you want to accept text into. Make sure the cursor is in the file so it is the active window. (For best formatting results, use a monospace font like Courier for the report text.)
- d. Press **send** on the NEO.
- e. Disconnect the cable when the file has been sent.



If file passwords are enabled for AlphaWord Plus (see page 79), you must enter the password for the file you've chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.

Transfer to AlphaWord File

Usually, you would not need to send reports to an AlphaWord Plus file since you can open them directly on your computer in NEO Manager. However, you can choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO. On the NEO, the report may wrap across several lines, making it difficult to read, but if you later transfer the file to a computer or printer and you use a monospace font like Courier, you can see the report with its proper formatting.

Follow these steps to send the report to AlphaWord Plus:

- a. Type the number of the file you want to send the report to.
- b. If the NEO warns you that the text that's already in the file will be deleted, press **y** for yes if you want to continue. The file will open in AlphaWord Plus.

You will see a report like the one on the next page, showing information for each student's latest KeyWords lesson.

- **KEYWORDS SMARTAPPLET**
- Setting Speed and Accuracy Goals for KeyWords Students
-
-
-

KeyWords Group Progress Report

Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed
Luis Camacho	ASKL	8	77	12	2	Yes
Benjamin Donne	ASKL	8	48	12	19	No
Keisha Fuller	ASKL	8	15	12	24	No

Setting Speed and Accuracy Goals for KeyWords Students

In the Teacher Options, you can also set new speed (words per minute or WPM) and accuracy (error) goals for students who use KeyWords on each NEO. As your students’ typing improves, you may want to set a higher goal for words per minute and a lower goal for errors. Only teachers can set goals; students can’t set their own goals.

When you set goals, you are setting them for all lessons and all students who use this NEO. You can’t set different goals for different students who are using the same NEO. The goals apply to all accuracy and speed builders and to tests.

Teacher-Set Goals Versus the Default Automatic Goals

If you set goals using the teacher options, those goals will stay the same for all lessons and students until you change them.

If you do not set goals using the teacher options, KeyWords starts with easy goals for all students and gradually makes the goals more difficult as students progress through lessons. The following table shows how the goals progress as a student works through lessons.

Lesson	Accuracy/Error Goal (Maximum)	Words per Minute (WPM) Goal (Minimum)
ASKL Keys	12	8
DJF Keys	12	10
TH Keys	12	12
GO Keys	10	14

Lesson	Accuracy/Error Goal (Maximum)	Words per Minute (WPM) Goal (Minimum)
EI Keys	10	16
PR Keys	10	16
QU Keys	8	16
WY Keys	8	18
Z? Keys	8	16
X. Keys	8	18
C, Keys	8	20
MV Keys	8	22
NB Keys	8	22
" ' ! Keys	8	14
Number Keys	6	14

If you have set goals in the teacher options and you want to go back to the default automatic goals that are shown in the table, see the instructions on page 126 to reset goals to the default.

How to Set Goals Manually in the Teacher Options



You can also set KeyWords goals in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager and click **Keywords** on the left. Then, check and change the WPM and error goals and send the changes to your NEOs.

Follow these steps to set new goals that are the same for all students and lesson activities:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Set custom WPM and error goals** and press **enter**.
4. To make the words per minute (WPM) goal higher, press the ↑ key. To decrease it, press the ↓ key.

Use the arrow keys to change the words per minute:8

(Press [SPACE BAR] to continue.)

5. Press the space bar.

KEYWORDS SMARTAPPLET

Choosing Whether to Enforce Use of the Correct Shift Key

6. To increase the number of allowable errors, press the ↑ key. To decrease it, press the ↓ key.

```
Use the arrow keys to change the
Allowable errors:12

(Press [SPACE BAR] to continue.)
```

7. Press the space bar to go back to the teacher options.

Resetting Goals to the Default



You can also reset KeyWords goals in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager and click **Keywords** on the left. Choose **Yes** after **Reset WPM/error goals to default**. Then, send the change to your NEOs.

Follow these steps to change back to the default goals, which change as students progress through the lessons. (See the table that starts on page 124.)

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Reset WPM and error goals to default** and press **enter**.
4. A message will tell you that the goals have been reset. Press the space bar to go back to the teacher options.

Choosing Whether to Enforce Use of the Correct Shift Key



You can also change this setting in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** on the left, and choose **Yes** or **No** after **Turn Require correct shift key OFF** or **ON**. Then, send the change to your NEOs.

For faster and more accurate touch-typing, students should learn to type a capital letter by holding down the shift key with the opposite hand from the one that is typing the letter. For example, to type “A,” you should hold down the shift key using the little finger of the right hand while typing **a** with the little finger of the left hand.

If you choose to enforce this practice, in the teacher options, Correct Shift Key Enforcement should be “On” (as it is when you first receive the NEO). If it is on, when students are learning new keys in lessons that require them to type capital letters, NEO will show a message like the one below if they use the incorrect shift key.

```
To type a capital A, press the right
shift key.
(Hold down the right [shift] key and
press A now.)
```

Follow these steps to turn this option on or off:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Turn require correct shift key ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether correct shift key enforcement is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **Y** for yes.

Enforcing Use of the Home Row



You can also change this setting in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** on the left, and choose **Yes** or **No** after **Turn Home Row Confirmation ON** or **OFF**. Then, send the change to your NEOs.

Because returning your fingers to the home row is such an important concept in touch-typing, you can choose to have KeyWords request that students press the home row keys (**A S D F J K L ;**) in sequence during lessons.

When this option is turned on, students see the message below at the beginning of each accuracy and speed builder activity and each test.

Place your fingers on the Home Row now.
Type each Home Row key one at a time
from left to right.

Students must then type the home row keys in order from left to right before they can exit the screen and go on to the lesson. If they type the keys incorrectly, KeyWords backspaces to where they made the error, and it won't let them continue until they press the correct letters in the correct order.

This option is off by default. To turn it on or off again, follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Turn Home Row Confirmation ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether home row confirmation is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **Y** for yes.

KEYWORDS SMARTAPPLET

Requiring One or Two Spaces between Sentences

Requiring One or Two Spaces between Sentences



You can also change this setting in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** on the left, and choose **1** or **2** after **Set Spaces between sentences**. Then, send the change to your NEOs.

In traditional keyboarding classes with typewriters, typists were asked to put two spaces after a period before starting a new sentence. Modern typesetting, word processing, and Web pages all use just one space between sentences.

The KeyWords settings default to 2 spaces between settings, but in the teacher options, you can change the number of spaces that you want your students to include between sentences. Follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Set one/two spaces between sentences** and press **enter**.
4. Use the ↑ or ↓ keys to change the number of spaces between sentences. You can specify either 1 or 2.
5. Press the space bar when you have finished making the change.

Using NEO Manager with KeyWords

NEO Manager can be helpful to KeyWords users in these ways:

- It lets you set all KeyWords options from one screen at your computer.
- If you have a SmartOption Mobile Lab with an AlphaHub, NEO Manager lets you manage KeyWords options for up to thirty NEOs at the same time.
- NEO Manager can retrieve KeyWords data from NEOs and create reports that you can print and save.
- NEO Manager can also synchronize that data with the KeyWords program in Renaissance Place, allowing you to use that program to generate reports. (See page 137.)

The following procedures explain how to use some KeyWords features of NEO Manager.

Setting KeyWords Options in NEO Manager

The KeyWords settings that you can change in NEO Manager are the same ones that you can change on the NEO itself in the Teacher Options. However, changing the settings in NEO Manager is sometimes faster because you can make all setting changes in one window, and you can change settings for all NEOs that are connected to your computer.

The following table describes the KeyWords settings you can change and where to find the same settings on the NEO itself.

Setting	What It Does	Where to Find on the NEO
Disable this SmartApplet	Turns off access to KeyWords so it can't be used on the NEO(s). KeyWords is still installed, but if anyone tries to select it in the list of SmartApplets, the user is notified that it is disabled. Users of NEO need the master password to enable it again. Click Yes or No .	Press applets , move the cursor down next to KeyWords , and press ctrl-⌘-L . Then, enter the master password and press enter . <input type="checkbox"/> will appear next to KeyWords in the list.
Delete all students	Deletes all students who have been added to KeyWords and their KeyWords data. Click Yes or No . Note: In NEO Manager, you can delete all students, but not individual students. To delete one student, use the KeyWords teacher options on the NEO.	You can delete one student or all students in the teacher options in KeyWords. (See page 121.)
Set custom WPM goals	Sets a specific words per minute (WPM) speed goal for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 124). Type the minimum words per minute you want students to achieve. (The default is 8.)	You can set goals in the teacher options in KeyWords. (See page 125.)
Set custom error goals	Sets a specific goal for maximum errors allowed per activity for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 124). Type the maximum errors you want students to be allowed. (The default is 12.)	You can set goals in the teacher options in KeyWords. (See page 125.)
Reset WPM/error goals to default	Resets goals to the ones used by default in KeyWords (see page 124). Click Yes or No .	You can reset goals in the teacher options in KeyWords. (See page 126.)
Turn require correct shift key OFF	Determines whether KeyWords checks to make sure that students use the shift key opposite the letter they are typing to make that letter uppercase. If students use the wrong shift key, they will see a message asking them to use the other shift key. Click Yes or No .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 126.)


KEYWORDS SMARTAPPLET

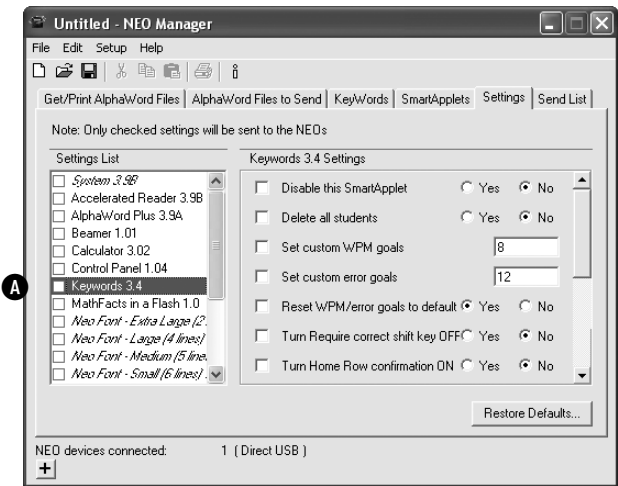
Using NEO Manager with KeyWords


Setting	What It Does	Where to Find on the NEO
Turn Home Row confirmation ON	Determines whether KeyWords requires students to type the home row keys at the beginning of each accuracy and speed builder activity and the beginning of each test. This helps get students used to placing their hands on the home row. Click Yes or No .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 127.)
Set spaces between sentences	Determines whether students are required to type one space or two between sentences. Click 1 or 2 .	You can change the spaces required between sentences in the teacher options in KeyWords. (See page 128.)

Follow these steps to change KeyWords options in NEO Manager.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. Click the **Settings** tab in NEO Manager.
3. Click **KeyWords** **A** in the list of SmartApplets on the left as shown.

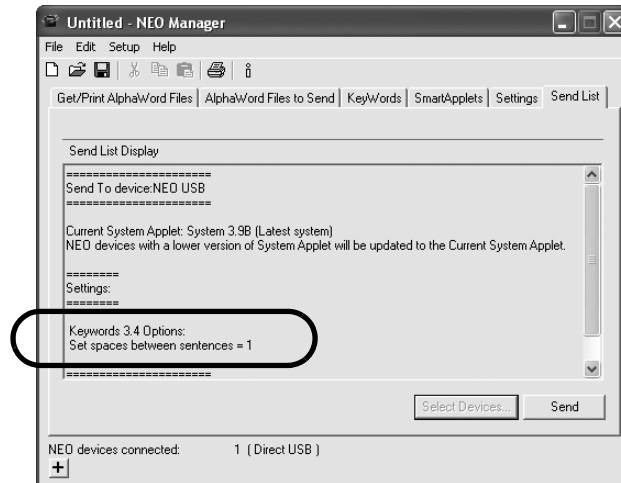
 **If KeyWords isn't in the Settings list, one or more of the connected NEOs doesn't have KeyWords installed. To install it on all connected NEOs, click the SmartApplets tab, click KeyWords in the list, and click Add.** (Once you've chosen to install it, you can change the settings.) Then, send the SmartApplet to the NEOs (see page 85).



 **To restore all KeyWords settings to the defaults, click Restore Defaults at the bottom of the window.**

4. Make changes as needed to the settings listed on the right. (Make sure the box is checked for each setting you're changing. As you change settings, notice that the **KeyWords** box is automatically checked on the left.)

5. Click the **Send List** tab and make sure that your changes are listed.

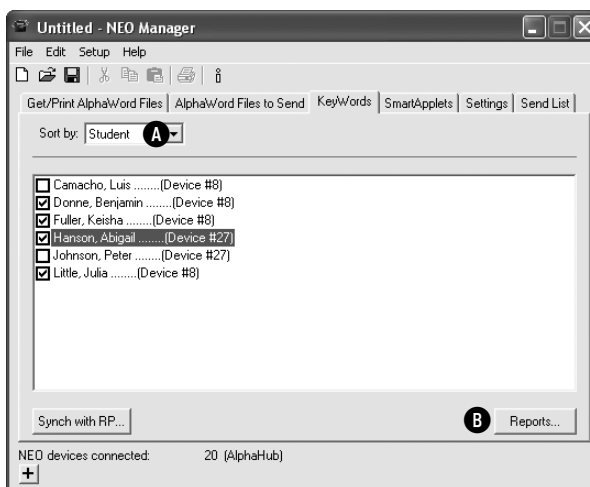


6. If you have multiple NEOs and you want to limit the changes to certain NEOs, click **Select Devices**. Then, check the NEOs that should get the changes, and click **OK**.
7. Click **Send**.

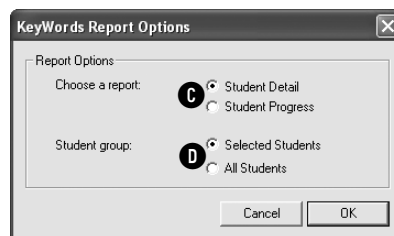
Retrieving KeyWords Data and Generating Reports in NEO Manager

Follow the steps below to retrieve your students' KeyWords data from NEOs and view, save, or print reports.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. Click the **KeyWords** tab in NEO Manager. NEO Manager will retrieve students' KeyWords data from all connected NEOs. You can use the **Sort by** drop-down list **A** to choose whether to sort by student or to list students under the device (NEO) they've used.



3. Check the boxes next to the students or devices (NEOs) you want to include in reports and click **Reports** **B**. (If you don't check any students, the program will assume you want to include all students listed.)
4. First, click the report you want to generate: Student Detail or Student Progress **C**:
 - The Student Detail Report lists each student's information separately by lesson, including the goals, actual words per minute and errors, whether the lesson was passed, and the accuracy and speed builders completed.

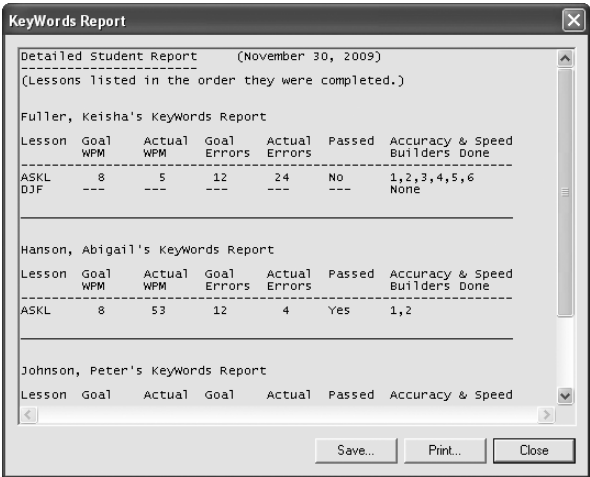


- The Student Progress Report includes information on each student's latest lesson, including the goals, actual words per minute, actual errors, and whether the lesson has been passed.

Next, click the group you want to include: the selected (checked) students or all students **D**.

Click **OK** to continue.

5. The report will open in a new window.



The screenshot shows a window titled "KeyWords Report" with a close button (X) in the top right corner. The window contains a "Detailed Student Report" for "November 30, 2009", with a note that lessons are listed in the order they were completed. The report is divided into three sections, one for each student: Fuller, Keisha; Hanson, Abigail; and Johnson, Peter. Each section contains a table with columns for Lesson, Goal WPM, Actual WPM, Goal Errors, Actual Errors, Passed, and Accuracy & Speed Builders Done. The report also includes navigation arrows and buttons for Save..., Print..., and Close.

Fuller, Keisha's KeyWords Report						
Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed	Accuracy & Speed Builders Done
ASKL	8	5	12	24	No	1, 2, 3, 4, 5, 6
DJF	---	---	---	---	---	None

Hanson, Abigail's KeyWords Report						
Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed	Accuracy & Speed Builders Done
ASKL	8	53	12	4	Yes	1, 2

Johnson, Peter's KeyWords Report						
Lesson	Goal	Actual	Goal	Actual	Passed	Accuracy & Speed

To save the report, click **Save**, type a name for the report and choose a location for the file, and click **Save**.

To print the report, click **Print**, choose your printer, and click **OK** (Windows) or **Print** (Macintosh).

To close the report window, click **Close**.

About KeyWords Reports

There are several different ways to get reports on student work in KeyWords:

Reports	Where or How to Generate them
<ul style="list-style-type: none"> • Student Progress Report • Last Lesson Report 	Students can generate these reports on the NEO from within KeyWords. See page 119.
<ul style="list-style-type: none"> • Group Progress Report 	Teachers can generate this report on the NEO that includes information on each student's last lesson. See page 122.
<ul style="list-style-type: none"> • Student Detail Report • Group Student Progress Report 	Teachers can view these reports in NEO Manager. See page 132.
<ul style="list-style-type: none"> • Master Class Report 	Teachers can use templates that come with KeyWords to create this report from each student's Last Lesson Report. See the instructions that start below.
<ul style="list-style-type: none"> • Certificate • Class Report (for the Renaissance Place class) • Diagnostic Report • Enrollment Report (for the Renaissance Place class) • Schoolwide Summary Report • Student Detail Report • Student Record Report • Student Login Report • Student Record Report • Teacher Report 	Teachers can view and print these reports in KeyWords RP, which is available when you own any other Renaissance Place product. This requires that you synchronize your KeyWords data with Renaissance Place using NEO Manager (see page 137). For more information about KeyWords RP, see page 137 and the <i>KeyWords User Manual</i> in Renaissance Place.

Creating a Master Class Report

By following the steps on the next page, you can create a master class report that includes the Last Lesson Reports from each of your students.

When you send a Last Lesson Report to a program on your computer instead of printing it or sending it to AlphaWord Plus, the column headers aren't included so that you can easily create a master classroom report. To create the master class report, open the LastLessonreport.xls Microsoft Excel file included on the NEO Manager CD; then, have your students create a Last Lesson Report and send their reports one at a time into the Excel file on your computer. Follow the steps on the next page.

1. Copy the LastLessonreport.xls file from one of these locations:
- The KeyWords Extras folder on the NEO Manager CD.
 - The folder where NEO Manager is installed on your computer.
- On Windows computers, you will find the file in Program Files\AlphaSmart\AlphaSmart Manager 2\KeyWords Extras\.
- On Macintosh computers, you will find it in Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras.
- Paste the file onto your computer and open it. Click on the first cell under the heading as shown **A**.

	A	B	C	D	E	F	G	H
1	KeyWords Last Lesson Class Report							
2								
3	Teacher:					Date:	11-Jul-07	
4								
5	Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed	
6	A							
7								
8								
9								
10								
11								
12								
13								
14								
15								

2. Have your students create a Last Lesson Report on their devices. (See page 119.) Tell them to wait before choosing whether to print the report, send it to a computer, or send it to an AlphaWord Plus file.
3. Have a student connect his or her NEO to your computer using the USB cable. Then, ask the student to move the cursor next to **Send directly to computer** and press **enter**. After a moment, the student will be asked to press **send**. This will send the student's data into the first row below the column headings. When the data has been sent, have the student disconnect the NEO. Click in the first cell in the next row.
- Repeat this step for each student.**
4. Add any other information you want in the report, such as your name or the classroom, and then save or print the file for your records.

About the Options for Generating Reports on the NEO

When you create KeyWords reports on the NEO, you can choose one of three options:

- **Print** the report from the NEO directly to a printer, either by connecting the NEO to the printer with a USB cable or by using IR beaming to send the report wirelessly. (NEO 2 laptops can also send the report to the printer wirelessly; see page 12.)
- **Send** the report to an open file on your computer via a USB cable connection.
- **Transfer** the report to one of the AlphaWord Plus file spaces (file 1—file 8).

Printing Reports

If you chose to print the report, follow these steps:

1. Connect the NEO to your printer using a USB cable, or put the NEO within range of an IR printer. (NEO 2 laptops can also print wirelessly; see page 12.)
2. Press **print**. KeyWords will inform you that the NEO is connected to your printer; then, it will send the report and go back to the report options screen.
3. Press **esc** until you return to the KeyWords main screen.

Sending Reports

If you chose to send the report to your computer, follow these steps:

1. On your computer, open the program and file that you want to send the report to. Make sure your cursor is in the file so that it is active. For best formatting results, choose a fixed-width or monospace font like Courier; these fonts make the columns and header information line up correctly.
2. Using a USB cable, connect the NEO to your computer (see page 9).
3. Press **send**. The text will appear in the file you have open.
4. Press **esc** until you return to the KeyWords main screen.

Transferring Reports to AlphaWord Plus

When you transfer a KeyWords report to AlphaWord Plus, you save it to one of the existing file spaces (file 1—file 8). Any text that is already in the file you choose will be overwritten.



If you notice missing characters or jumbled text, you might need to slow down the transfer speed for NEO. To change the speed for one NEO, press **option-⌘-s**. To change it for several NEOs, use the system settings in NEO Manager. See page 165 to find out how to change the system settings.

This is a quick way to see reports right on the NEO. However, because the NEO screen is not as wide as a computer screen or printer page, the report will wrap across several lines, making it hard to read onscreen. If you transfer the file to a computer or printer, the report will return to its proper formatting if you use a monospace font like Courier.

If you have a SmartOption Mobile Lab with several NEOs connected, saving reports to an AlphaWord Plus file is also useful because you can use NEO Manager to retrieve the files from all connected NEOs at the same time. Then, you can view, save, or print the reports from your computer.

If you choose to transfer a report to an AlphaWord Plus file, follow these steps:

1. Type the file number that you want to send the report to.
2. If the file is not empty, KeyWords will warn you that there is text in the file that will be deleted. To continue, press **Y** for yes. (If you don't want to continue, press **N** for no. KeyWords will ask you to choose a different file.)

KeyWords will save the report in that file and open it in AlphaWord Plus.

Using KeyWords RP to View and Print Reports

KeyWords RP is a Renaissance Place program that allows you to generate reports about your students' work in KeyWords on NEOs. You do not need to purchase KeyWords RP separately. You can use it if you have another Renaissance Place program registered and if you are using KeyWords on NEOs. KeyWords RP provides powerful and easy-to-use reports so teachers can see information for individual students, classes, and entire schools.

The steps below describe how to synchronize your KeyWords data on NEOs with KeyWords RP.

For more information about using KeyWords RP, click **Manuals** on any Renaissance Place page and click the *KeyWords User Manual*.

Synching KeyWords Data with KeyWords RP

By following these steps, you can synchronize your KeyWords data with the KeyWords program in Renaissance Place.

Renaissance Place is a Web-based information system that brings together a wealth of student data, giving teachers, principals, and administrators the information they need in one place. You can use KeyWords in Renaissance Place if you own and have registered any other Renaissance Place product,


KEYWORDS SMARTAPPLET

Using KeyWords RP to View and Print Reports

such as Accelerated Reader, Accelerated Math, STAR Reading, or STAR Math.

Before you synchronize KeyWords data with KeyWords in Renaissance Place, you must do the following:

- Make sure KeyWords RP is installed on your server.
- Register at least one other Renaissance Place product.
- Activate your school(s) in Renaissance Place (see the *KeyWords User Manual* in Renaissance Place).
- Make sure you have your Renaissance Place user name and password. (In NEO Manager, different Renaissance Place users can synchronize KeyWords data from the same computer as long as they log in to the computer using different passwords or accounts.)
- Add your KeyWords students to Renaissance Place (see the *Renaissance Place Software Manual*). Make sure that the first and last names are identical to the student names in KeyWords on the NEOs. This is important because students' KeyWords data is matched to their records in Renaissance Place. Data can only be synchronized for students who have been added to Renaissance Place.
- Make sure your KeyWords courses, classes, and teachers have been added to Renaissance Place. Teachers must be assigned to the classes, and students must be enrolled in the classes. You must also check the **KeyWords** box for the lead teacher or check **KeyWords** when you assign products to classes in the course. For instructions, see the *Renaissance Place Software Manual*.

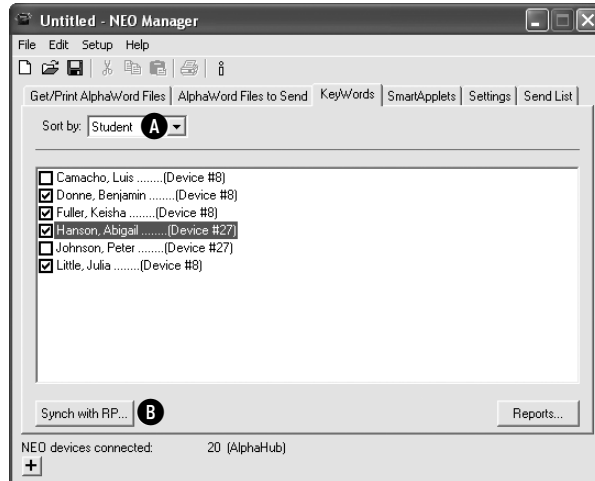


To find manuals in Renaissance Place, click **Manuals** in the upper-right corner of any page. Then, click the manual you want to open.

Follow these steps to synchronize KeyWords data with RP:

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. Click the **KeyWords** tab in NEO Manager.

NEO Manager will retrieve students' KeyWords data from all connected NEOs. You can use the **Sort by** drop-down list **A** to choose whether to sort by student or to list students under the device (NEO) they've used.



3. Click **Synch with RP** **B**.
4. Enter the Web address that you use to access Renaissance Place **C**.

5. Enter the user name and password that you use to log in to Renaissance Place **D**.
6. If you have synchronized with RP before, you can choose to automatically synch students that have already been matched, or you can use the full wizard to change previous matches of KeyWords with RP **E**. Click an option.
7. Click **Next >**.

KEYWORDS SMARTAPPLET

Using KeyWords RP to View and Print Reports

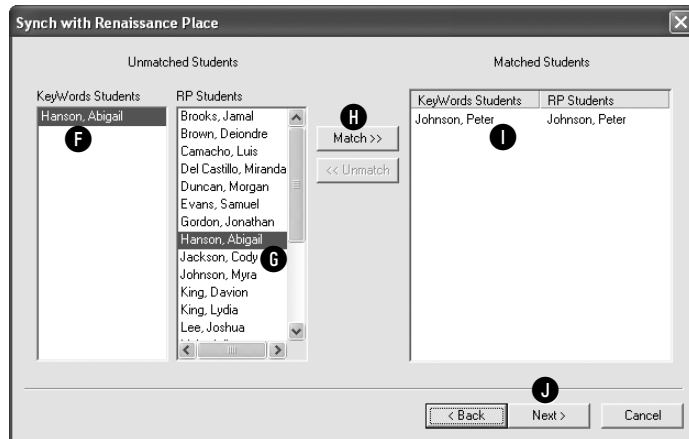


The first time you synchronize, or any time you use the full wizard, NEO Manager performs a basic name match (auto-matching) between the list of Renaissance Place students and the KeyWords students on the NEOs.

8. If this is your first time synchronizing, or if you chose to use the full wizard to change previous matches, click the school you want to use if necessary. Click **Next >**.

If you have synchronized before and chose to automatically synch students with Renaissance Place in the previous step, a message will appear telling you how many students were successfully imported into Renaissance Place. Click **Finish** and go to step 12.

9. Check the class(es) containing the students that you want to synchronize with Renaissance Place. Click **Next >**.
10. Match the KeyWords students with the Renaissance Place students as described below.



- F Click a KeyWords student name that you want to match to a Renaissance Place student. The list is based on the KeyWords students who were added to the NEO(s) connected to your computer.
 - G Click the Renaissance Place student name you want to match to the KeyWords student you selected. The list is based on Renaissance Place students already enrolled in the school and class you selected in the previous dialog boxes.
 - H Click **Match >>** to match the students and move them to the Matched Students area on the right.
 - I If you want to remove a match, click the student names in the Matched Students column and click **<< Unmatch** to separate the names and move them back to their respective columns on the left side.
 - J Click **Next >** when you have finished.
11. After the progress dialog box disappears, the program will show you how many students had data successfully imported into Renaissance Place. Click **Finish**.

12. Open your Web browser and go to the server address (URL) where Renaissance Place is installed.
13. Log in to Renaissance Place (see the *KeyWords User Manual* in Renaissance Place).
14. View and/or print KeyWords RP reports in Renaissance Place (see the *KeyWords User Manual*).

KeyWords Resources for Teachers

The resources that are available for KeyWords can help teachers learn how to use KeyWords to teach their students touch-typing. Resources include:

- reference materials provided with KeyWords and KeyWords RP that you can use to make handouts and transparencies
- a review of ergonomic typing posture and body placement
- a sample lesson plan for using KeyWords in a classroom with NEOs

Materials for Handouts and Transparencies

You can find KeyWords Resources in several places, which are described below.



You need Adobe Reader to view and print all PDF files. Adobe Reader is available at www.adobe.com.

NEO Manager Start Menu or Program Folder

- On Windows computers, click **Start ▶ NEO Manager ▶ KeyWords ▶ KeyWords Master Transparencies**.
- On Macintosh computers, open Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras and double-click **KeyWords SmartApplet Master**.

NEO Manager CD or Downloaded Files

In the KeyWords Extras folder on the NEO Manager CD (and in the NEO Manager download files), you'll find a file named **KeyWords SmartApplet Master.pdf**.

Documentation CD for NEO 1 and NEO 2

If you received a Documentation CD, you find the **KeyWords SmartApplet Master.pdf** file in the SmartApplets folder.

In KeyWords RP (Renaissance Place), you can click **Resources** in the list of KeyWords tasks to see many of these resources. Most of the resources can be found on the Resources page, but you can print Certificates from the KeyWords RP Reports page.

Resource Locations

Location	Resources Available
NEO Manager Start menu or program folder	<ul style="list-style-type: none"> • Posture and Wrist Placement • Key Strikes • Finger Zones • Home Row Keys • Finger Placement for Lessons • Progress Report Master • Sustained Practice Activities • Congratulations Certificate
NEO Manager CD or downloaded NEO Manager files	<ul style="list-style-type: none"> • Posture and Wrist Placement • Key Strikes • Finger Zones • Home Row Keys • Finger Placement for Lessons • Progress Report Master • Sustained Practice Activities • Congratulations Certificate
Documentation CD	<ul style="list-style-type: none"> • Posture and Wrist Placement • Key Strikes • Finger Zones • Home Row Keys • Finger Placement for Lessons • Progress Report Master • Sustained Practice Activities • Congratulations Certificate
KeyWords RP Resources Page	<ul style="list-style-type: none"> • Posture and Wrist Placement (in the Getting Started posters) • Key Strikes (in the Getting Started posters) • Finger Zones (in the Getting Started posters) • Home Row Keys (in the Getting Started posters) • Finger Placement for Lessons • Sustained Practice Activities (under Forms and Charts) • Certificate (Reports page only)

Resource Descriptions

Name of Handout	Description of Master
<i>Prepare these masters before using KeyWords on NEOs:</i>	
Posture and Wrist Placement	This master shows a drawing of a student seated properly with good wrist and hand position. Use it to create an overhead transparency or a reference handout for students.
Key Strike	This master shows close-up sketches of correct finger strike positions. Use it to create an overhead transparency or a handout for students.
Finger Zones	This master illustrates the keyboard divided into zones. A graphic shows the fingers that correspond to the zones on the keyboard on each hand. Use this master as a handout or a poster.
Home Row Keys	This master shows Home Row positions for the left and right hands. Use this master as a handout or a poster.
<i>Use these masters while working with KeyWords on NEOs:</i>	
Finger Placement for Lesson 1: Start Here!	This master illustrates the right and left hands with fingers labeled, and shows those fingers in their home row positions. It also illustrates the finger reach to the enter key and the use of the thumb to strike the space bar . Use it to create handouts or posters.
Finger Placement for Lessons 2 through 16	These masters illustrate finger placement and reaches useful for student reference as they learn each level. Use the masters to create a handout for each lesson.
Progress Report	Use this master to create hard copy reports for students to fill in so they can track their progress or hand in progress reports. This is the same information kept by the NEO in the students' records.
<i>Use these masters as supplemental materials to KeyWords lessons on NEOs:</i>	
Sustained Practice	These masters contain additional practice exercises for each lesson. Students can do the exercises by typing in AlphaWord Plus. Use these lesson-appropriate practice sheets as students pass each lesson.
Congratulations Certificate	Use this master to create certificates to reward students as they pass each KeyWords lesson.
Keyboarding Cards	Use the cards in this document to provide additional "game-like" activities for reinforcement, introducing finger zones, or to provide additional practice.

Name of Handout	Description of Master
<i>These other resources will help you use KeyWords in your classroom:</i>	
Configure NEO to Support Students with Unique Learning Needs	This document explains how to configure NEOs for students with unique visual needs, motor control needs, or physical needs.
KeyWords and Renaissance Place Integration QuickStart Guide	This document explains how to add KeyWords students and get students started on lessons, change KeyWords settings in NEO Manager, generate KeyWords reports in NEO Manager, and synchronize KeyWords data with KeyWords RP so you can use KeyWords RP reports.
Keyboarding: An Essential Skill for the 21st Century	This document summarizes keyboarding research and outlines best methods for teaching this skill.
Keyboarding Best Practices	This document describes ways to implement KeyWords and UltraKey effectively.

Keyboarding Ergonomics

Teaching students about proper posture and physical setup can help them prevent health problems caused by typing.

Keep the following tips for wrists and hands in mind:

- Keep wrists aligned, straight, and level.



Correct hand and wrist position



Incorrect hand and wrist position

- Position chairs so students do not stretch to reach keys.
- Wrists should not rest on anything.
- Take periodic rest breaks.

Follow these guidelines to properly adjust equipment and posture:

- The keyboard should be just below elbow height so the elbows are bent at a 90° angle.
- The chair should adjust so you can make it fit each student properly.
- Forearms and thighs should be parallel to the floor when the student is seated at the computer.
- Feet should be flat on the floor or placed on a tilted footrest.
- Position devices so that light does not reflect off the screen. Light reflecting off the screen can cause eye strain and frustration.

Sample Lesson Plan for Getting Started

This sample lesson plan teaches basic keyboarding information. You should present this lesson to students at the beginning of keyboarding instruction.

Students will learn

- Correct typing posture
- Correct wrist placement
- Home row keys
- How to strike keys
- How to strike the **space bar**
- How to strike the **enter** key

Preparation

Prepare the following overhead transparencies from the masters (see page 141):

- Posture and Wrist Placement
- Key Strike
- Finger Zones
- Home Row Keys

Teaching the Lesson

Explain to students that there are several basic practices that promote successful keyboarding. These practices include sitting with the proper posture, holding the wrists properly, striking the keys correctly, and returning the fingers to the home row keys. The following steps guide you through the lesson.

1. Use the Posture and Wrist Placement overhead transparency to show the correct typing posture and wrist placement. Have students sit at their desks with their NEOs and demonstrate the correct posture and wrist placement. Monitor students, helping them make needed adjustments.
2. Use the Key Strike overhead transparency to explain how to strike the keys. Have students demonstrate and practice striking the keys. (Students can use AlphaWord Plus on their NEOs to practice striking keys.) Monitor students, helping them make needed adjustments.
3. Use the Home Row Keys overhead transparency to show the home row keys. Have students place their fingers on the home row keys and practice typing **A S D F** and then **J K L ;**. Repeat several times until students can strike the home row keys correctly.
4. Use the Finger Zones overhead transparency to show students the keyboard zones for each finger. Have students practice striking another key with one finger and then returning that finger to the home row key. Practice with several fingers. Monitor students, helping them make needed adjustments.
5. Show students how to strike the enter key and the space bar. The right little finger strikes the enter key and then returns to the home row key. Either thumb is used to strike the space bar. Have students practice striking the enter key and the space bar and returning to the correct home row key. Monitor students, helping them make needed adjustments.
6. Explain to students that pressing the enter key moves the cursor to the beginning of the next line and that pressing the space bar inserts a space between words.
7. Review the basics of sitting properly, using correct wrist placement, striking the keys, and always returning to the home row keys.



Lessons in KeyWords

The following tables list the lessons provided in KeyWords. Each table shows the keys introduced in the lesson, the words and word patterns learned, and the passing criteria for testing (based on the default goals—see page 124).

Lesson	Keys Introduced	Words Learned			Patterns	Passing Criteria
1: Start Here!	none	none			none	0 WPM 0 errors
2: ASKL	A S K L	all lass	as alas	ask	sl as ll alk ask	8 WPM 12 errors
3: DJF	D J F	add sad flask jasks	dad lad jalls	fall salad jad	fl s (plural) ad	10 WPM 12 errors
4: TH	T H	sat slat fast flash has stalk shall half	flat that last slash sash hall stall	hat has ash dash talk tall salt	th ast st ash alt sh at	12 WPM 12 errors
5: GO	G O	dog log took hag lag hot told fold of fool toast goat load hood	hot jog hook sag got lot gold soft off soot toad float ghost stood	fog look shook shag shot old sold aloft stool tooth oat soak good flood	ood ook og ool ost ag gh old oa ot oat oad oast	14 WPM 10 errors

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148

Lesson	Keys Introduced	Words Learned			Patterns		Passing Criteria
8: QU	Q U	rug our pour shout soup just judge suds quiet quote quart squirt said sputter	hug hour flour loud gush flush fudge three quake quail equip spirit heartful	jug four out house hush trust pure quit quilt quarter quip dollar stutter	ug out ush udge	ou ouse ust qu	16 WPM 8 errors
9: WY	W Y	day away stay whole flowers plow owls laws hurry slowly	try play joyful where pillow washed hoot you story	way playful why flow yellow yaks write furry followed	ay wh ory aw wr	ow ly urry wh	18 WPM 8 errors
10: Z?	Z ?	zip zeal puzzles drizzle jazz	zipper zigzag Zeus zero zesty	pizazz sizzle gazes lazy	azz ze zz	uz izz zi	16 WPM 8 errors
11: X.	X .	expert exit reflex explore tax duplex exasperate	explode express exhale prefix ox paradox	extra relax apex wax fox	ex ax pre	ox re	18 WPM 8 errors

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KEYWORDS SMARTAPPLET
Lessons in KeyWords

Lesson	Keys Introduced	Words Learned			Patterns		Passing Criteria
12: C,	C ,	ace circus quick peck cupcake Chuck cows carrot deck choose	face circles pick chew cheetahs quack careless exactly crawls chocolate	race sticky chick juice duck call could clothes cards	ace eck uck ch	circ ick uice cr	20 WPM 8 errors
13: MV	M V	love move my arrive very wave comics pimples pilgrim mild	dove grove five thrive avoid caramel slime rimful shrimp might	glove am give alive swerve muddy scratch whim limp church	ove av im	ive ve ime	22 WPM 8 errors
14: NB	N B	big rabbit hobby singing beach brave bouquet caution extinction	bit job blue dancing brown balloons barley explosion	nibble cob wobbles bang building blossom subway motion	ob br ld bbl in sion	ub bl bb by ion	22 WPM 8 errors
15: " ' !	" ' !	—			—		14 WPM 8 errors
16: Numbers	1 2 3 4 5 6 7 8 9 0	—			—		14 WPM 6 errors

Frequently Asked Questions

Why can't I use the backspace key when using KeyWords?

Backspace is disabled because keyboarding research shows that students need to learn the patterns of keystrokes uninterrupted by immediate corrections. Disabling **backspace** benefits students because they can concentrate on speed, not on correcting errors.

Why is there so much repetition of words in the practice passages?

Research has shown that speed and confidence increase more readily if simple words are used and are repeated often. KeyWords offsets the repetition by providing text with humor, poetry, and rhythmic chants.

Why are the passages so easy?

Easy practice material develops speed and typing fluency more effectively, giving the student a feeling of confidence and a sense of success. Though the passages are easy, they provide practice in all the needed key patterns.

Why is the sequence of key introduction so different from what I am used to in other typing programs?

Many other typing programs are based on 1950s typing instruction. KeyWords designers sensed the need for a more language-based program, one that reinforces the development of a reading and writing vocabulary as it teaches typing.

The content of the passages is based on word list analysis. High-frequency words that help develop reading and writing vocabulary and spelling skills were chosen for the practice material. KeyWords maximizes kinesthetic and linguistic patterns, which is why it is the most efficient and enjoyable way to learn to touch-type.

Why do the students learn the ASKL keys first?

Two design principles distinguish KeyWords from all other keyboarding programs: the application of kinesthetic (tactile, sensory) patterning and the application of linguistic (language) patterns in all skill-building activities.

When students are learning the home row keys in the first lesson, they type *as*. Students are typing enough on the left side of the home row keys to ensure that their fingers are where they belong. Students are also using two fingers

that are next to each other to press two keys that are next to each other in a left-to-right motion; this is a kinesthetic pattern. The action results in a word, *as*, which is also part of many other words, like *fast*; so *as* is also a linguistic pattern. Learning the kinesthetic pattern generates a linguistic pattern.

On the right side of the home row keys, there are no short words to teach. However, if a student types *as* on the left side and then adds a *k*, the student has typed *ask*: all flowing left to right—a kinesthetic pattern—and all forming a word—a linguistic pattern. Similarly, by typing *all*, the student is introduced to another right-side home row letter in a fully patterned manner.

Students learn the ASKL keys first because these letters are part of the home row *and* they can be combined to form words. When new letters are added, they are incorporated within kinesthetic and linguistic patterns. Such patterning makes learning to touch-type very efficient and enjoyable.

What is the rationale for how the practice passages are sequenced?

Practice passages adhere to two important principles:

- Patterned words are repeated enough times to build up a rhythm and fluency that then transfers to typing the word within a phrase or sentence where it is not repeated.
- Passages progress from simpler to more complex phrase and sentence patterns.

When the phrase and sentence patterning combines with the linguistic patterning, student typing develops in an almost effortless manner.

Why aren't my test scores updated when I retake an accuracy and speed builder test in KeyWords?

After you take an accuracy and speed builder test for the first time, the results of the test are logged automatically. The only way to replace a logged score is to get a higher word-per-minute score. Fewer errors do not constitute an improvement that causes the score to update; an improved words-per-minute score is required.

PASSWORDS ON NEOs AND IN NEO MANAGER



These passwords are meant to protect against accidental or mischievous data loss and to provide a minimum level of data privacy. They can't prevent concerted, malicious efforts to destroy data.

Three types of passwords may be used on NEOs or in NEO Manager:

- the master password
- individual file passwords
- send list passwords

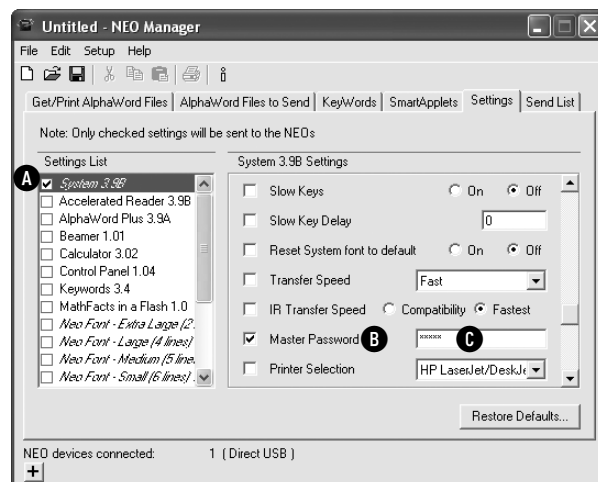
The Master Password

The master password is required when you change certain settings on a NEO (for example, when you turn Calculator or Spell Check on or off). The master password also allows you to create individual file passwords.

You can find out the default master password by contacting Technical Support, but it's easier—and more secure—to specify your own using the NEO Manager System settings.

Follow these steps to change the system settings for connected NEOs. For more information about the system settings, see page 167.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the Settings List **A**.



4. Check the **Master Password** box **B**. (You might need to scroll down to see this setting.)
5. Enter the master password that you want to use on connected NEOs **C**.
Note: When you change this setting, notice that NEO Manager automatically checks the **System** box on the left **A**. If you remove the check mark from this box, changes you make to settings won't be sent to your NEO.
6. Click the **Send List** tab and verify that the master password setting change is listed on the Send List tab.
7. If you have a SmartOption Mobile Lab and you want to send the change to some, but not all, of the NEOs, click **Select Devices**. Check the numbers that you want to send the text to, then click **OK**. (To send to all connected NEOs, skip this step.)
8. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

File Passwords

If you enable file passwords, you can set passwords for individual files. For more information, see “About File Passwords” on page 78.

Send List Passwords

In NEO Manager, you can require a password whenever anyone tries to use the software to send changes to NEOs (files, setting changes, or SmartApplet changes). For more information, see “Requiring a Password for Changes Sent to NEOs” on page 180.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

This chapter describes the settings you can change for your NEOs. You can change many of these settings in the Control Panel on each NEO. You can also use the NEO Manager software to change the same settings on all connected NEOs.

Checking System Status on a NEO

For a quick view of the current settings on a NEO, check the system status to see this information:

- System version
- Language
- Current file you're in
- Cable speed (for text transfers to your computer)
- Keyboard layout
- Auto Repeat setting
- Sticky Keys setting
- Passwords setting



The system status for a NEO with an ISO (European) keyboard differs slightly from the one shown here.

Follow these steps to check system status:

1. Press **option-⌘-V** to see a screen like the sample below.

```
AlphaSmart System 3.3, US English
Current File:1 Speed:3 Layout:QWERTY
AutoRept:OFF StickyKeys:OFF Passwords:OFF
Press any key to exit...
```

2. Press any key to exit the screen and return to your file.

Changing Settings Using the NEO Control Panel

How to Change Settings Using the Control Panel

Follow these steps to change settings for the NEO and its SmartApplets within the Control Panel. For more information, see “About the Settings in the Control Panel” on page 157.

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.

A screenshot of a menu titled "Select a Control Panel option:". The menu lists three options: "- SpellCheck Settings...", "- AlphaWord settings...", and "↓ Change default AlphaWord font...". The text is displayed in a monospaced font on a light gray background.

Select a Control Panel option:
- SpellCheck Settings...
- AlphaWord settings...
↓ Change default AlphaWord font...

2. Scroll to select the option you want to set and press **enter**.
3. Some settings, such as turning Calculator or Spell Check on and off, require that you enter the master password to authorize the change. You can set the master password using the System settings in NEO Manager (see page 153) or contact Technical Support to get the default master password. If you're asked to enter the master password, type it and press **enter**.
4. Follow the instructions on the screen until you're satisfied with the setting.
5. Press **esc** to return to the previous screen. You might need to press **esc** several times to return to Control Panel or the SmartApplets menu.

About the Settings in the Control Panel

The following settings are available in the NEO Control Panel.



You need the master password to change the spell check settings. Use the System settings in NEO Manager to set this password; see page 153.

Spell Check Settings

Spell check has its own settings in the NEO Control Panel. When you select the spell check settings, you will be asked to enter the master password.

Setting Name	What It Does
Turn spell check OFF/ON	This setting acts like a switch or toggle. When you choose this setting and press enter , if spell check was on, it will be off; if it was off, it will be on.
Turn add words to user dictionary ON/OFF	By changing this setting, you are choosing whether users can add words to the user dictionary while doing a spell check in AlphaWord Plus. If spell check finds a word that isn't in its dictionary, but the user knows that word is spelled correctly, the user can usually press A to add that word to the user dictionary so it isn't marked as misspelled again in the future. If you have turned off this ability, the user cannot add the word to the user dictionary. To change the setting, simply move the cursor next to it and press enter to change it from "on" to "off" or from "off" to "on."
Delete user dictionary	When you choose this setting and press enter , you can delete the user dictionary. When you do this, all words that have been added to the spell check dictionary on this NEO will be deleted. Spell check will question those words again during future spell checks.
Add new word to user dictionary	When you choose this setting and press enter , you can add words to the user dictionary one at a time. Use this feature to add words that you use often but that spell check marks as misspelled.

Another way to update the user dictionary on NEOs is to create a text file on your computer and use NEO Manager to replace the user dictionary on your NEOs with the words in the text file. See page 43.

AlphaWord Plus Settings

AlphaWord Plus also has its own settings in the NEO Control Panel:

Setting Name	What It Does	Other Ways to Change This
Turn show marks in files ON/OFF	When you turn show marks on, in AlphaWord Plus you will see ¶ for each carriage return (enter), and you'll see ⇨ for each tab that you type in your file. If show marks is off, carriage returns are not shown (except as line breaks), and tabs are shown as spaces (see the next page). To change the setting, move the cursor next to it and press enter to change it from on to off or from off to on.	<ul style="list-style-type: none"> • Press option-⌘-K in AlphaWord Plus. In the screen that appears, press 3 to change the show marks setting. Then, press esc. • In NEO Manager, click the Settings tab, select AlphaWord Plus on the left, check the Show Marks box, and click On or Off. Then, send the changes to NEOs from the Send List tab.
Turn file passwords ON/OFF	This setting is normally off, so passwords aren't required to open AlphaWord Plus files. If you turn this setting on, you must enter the file's password or the master password when you open a file by pressing the file key or selecting a named file. When you first turn this setting on, the password for all files is write . Use the next setting to set individual file passwords.	<ul style="list-style-type: none"> • Press ctrl-option-⌘-P in AlphaWord Plus; then, enter the master password to change the setting. Press esc to go back to AlphaWord Plus. • In NEO Manager, click the Settings tab, select AlphaWord Plus on the left, check the Passwords Enabled box, and click On or Off. Then, send the changes to NEOs from the Send List tab.
Change a specific file password	When file passwords are on or enabled as described above, you can use this setting to change the password for each file. When you select this setting and press enter , you'll see a list of files 1–8 plus any named files you have on the NEO. Move the cursor next to a file, press enter , and enter the current password once and the new password twice; then, press enter .	<ul style="list-style-type: none"> • Press option-⌘-P in the file that needs its password changed. Enter the current password, and then enter the new password twice.
Reset all file passwords	When file passwords are ON or enabled, this setting changes all file passwords back to the default password (write). Simply highlight the setting and press enter . You'll be asked to enter the master password (see page 153).	<ul style="list-style-type: none"> • In NEO Manager, click the Settings tab, select AlphaWord Plus on the left, check the File Passwords box, and enter the password that you want to use for all files. Then, send the changes to NEOs from the Send List tab.

When the Show Marks setting is on for AlphaWord Plus, tabs appear as right arrows and carriage returns appear as return arrows as shown below.

```
FUNDRAISING EFFORTS ↵
as of April 15th ↵
Jan→   Feb→   Mar→   Apr
105→   77→   83→   42
```

Regardless of the Show Marks setting, when you send files to your computer, tabs and carriage returns transfer correctly to your computer.


Change Default AlphaWord Font

This setting allows you to choose the font size you want to use for AlphaWord Plus files. For more information, see page 35.

Turn Calculator Off

To turn NEO's Calculator SmartApplet off, move the cursor next to this setting and press **enter**. Then, enter the master password (see page 153) and press **enter**.

There are other ways to turn the Calculator off for NEOs or to turn it back on:

- In AlphaWord Plus, press **ctrl-⌘-C**. Enter the master password (see page 153).
- Press **applets** to see the SmartApplet menu. Move the cursor next to **Calculator** and press **ctrl-⌘-L**. Enter the master password (see page 153). The  symbol appears next to Calculator in the list to show it has been disabled.
- In NEO Manager, click the **Settings** tab, click **Calculator** on the left, check the **Disable this SmartApplet** box on the right, and click **Yes** or **No**. Then, send the changes to your NEOs from the Send List tab.

Two-Button On Option

Normally, NEO turns on when you press the **on/off** button. If your NEO often gets turned on accidentally, perhaps because the button is pressed when you carry the NEO in a bag or backpack, you can enable the two-button on option to require you to press **on/off** and **enter** together to turn NEO on. After you select this Control Panel setting, press **enter** to enable it (if it was disabled) or disable it (if it was enabled).



In NEO Manager, the Two-Button On Option is in the system settings. See page 165 to change the settings or page 167 for a list of system settings.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Changing Settings Using the NEO Control Panel

Set Screen Contrast

Use this setting to set the screen contrast. After you select this setting, you can press **↑** to darken the screen or **↓** to lighten it. When you've finished, press **esc**.

Keyboard Command Reference List

Use this setting to see a list of keyboard commands you can use on the NEO. For a list of keyboard commands, see page 221.



You can view a list of international characters and find out how to type them by pressing **ctrl-H in AlphaWord Plus and selecting **International** from the help topic list.**

View Keyboard Layout

Use this setting to see where keys are on the keyboard with the current selected keyboard layout. This is helpful if you've chosen a layout other than the standard layout (QWERTY). To set keyboard layout, use the Change KeyBoard Layout setting under "Change KeyBoard Settings." (For more information, see "Change Keyboard Settings" on page 161.)

Press **shift** to see what characters are available when you hold down the shift key and type. Press **option** to see what special characters you can type while holding down that key. (For more about international and special characters, see page 225.)

Display Battery Status

Use this setting to see the state of the battery charge, both as a graphic and a percentage. Then, press any key to leave the battery status.

Another way to check the battery charge is to press **ctrl-⌘-B** while working on the NEO.


Change Keyboard Settings

There are several keyboard settings in NEO:

Setting Name	What It Does	Other Ways to Change This
Change keyboard layout	<p>This sets the keyboard layout you are using. Press the number key that represents the layout you want to use. Then, press esc.</p> <ul style="list-style-type: none"> • QWERTY: the standard layout used on computer keyboards. • DVORAK: a scientifically designed keyboard layout that requires much less finger reaching and stretching for the most commonly used keys, and results in faster and easier typing. • RIGHT (one hand): a layout that allows people who type only with the right hand to type faster. • LEFT (one hand): a layout that allows people who type only with the left hand to type faster. <p>For pictures of the layouts, see the keyboard examples after this table.</p> <p>Note: If you change the keyboard layout, when you use keyboard commands, note that although the ctrl, option, ⌘, and shift keys stay where they are, the letter keys used in commands may have moved.</p>	<ul style="list-style-type: none"> • Press option-⌘-L. Then, press the number that represents the keyboard layout you want and press esc. • In NEO Manager, click the Settings tab and click System on the left. Then, check the Keyboard Layout box on the left and choose a layout from the drop-down list. Send your changes to NEOs on the Send List tab.
Change slow keys setting	<p>Use this setting to increase or decrease the time you must hold down a key before the character appears on the screen (0.0 means the delay is off). Press the up and down arrow keys to increase or decrease the time in tenths of a second. When you've finished, press esc. This setting is useful for someone who has unsteady hands or difficulty targeting specific keys.</p>	<ul style="list-style-type: none"> • Press ctrl-option-⌘-K while working on the NEO. Then, use the up and down arrow keys to increase or decrease the delay. Press esc when you've finished. • In NEO Manager, click the Settings tab and click System on the left. Then, check the Slow Keys box, click On, and enter the delay in the Slow Key Delay field. Send your changes to NEOs on the Send List tab.
Turn sticky keys ON/OFF	<p>Use this setting if it is difficult for you to perform keyboard commands because you cannot hold multiple keys down at the same time. When sticky keys is on, users can press one key at a time to type keyboard commands that use the shift, ctrl, option, or ⌘ keys. For example, to open a file in AlphaWord Plus, you could press ⌘, let it go, and then press O if sticky keys is on. To change the setting from on to off or off to on, simply move the cursor next to it and press enter.</p>	<ul style="list-style-type: none"> • Press option-⌘-K while working on the NEO. Next, press 2 to change the sticky keys setting from on to off or off to on. Then, press esc. • In NEO Manager, click the Settings tab and click System on the left. Then, check the Sticky Keys box and click On or Off. Send your changes to NEOs on the Send List tab.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Changing Settings Using the NEO Control Panel

 **Some language versions of NEO do not support alternate keyboard layouts.** The examples shown are US layouts.



The standard QWERTY keyboard layout



The Dvorak keyboard layout



The right one-handed keyboard layout



The left one-handed keyboard layout

Search for Networks (NEO 2 Only)

On NEO 2 models, when you use NEO 2 with a Renaissance Receiver, the first network (Receiver) that you choose with NEO 2 is the one that is used by default the next time you use the Responder SmartApplet.

If you want to search for a different computer/Receiver combination (network), move the cursor next to this setting in the Control Panel and press **enter**. NEO 2 will find the Renaissance Receivers that are within range and show you their names. Use the up and down arrow keys to highlight the new Receiver you want to use. Then, press **enter** to connect to it.

About NEO 2 (NEO 2 Only)

On NEO 2 models, you can select this Control Panel setting to view information about your laptop, including the system version and the version of other items that are unique to NEO 2.

Wireless Security (NEO 2 Only)

Use this setting to enter the encryption key if it is required for NEO 2 to communicate with Renaissance Receivers. For more information, contact Renaissance Learning.

Update Text2Speech Device

Use this setting to send updates to an optional NEO Text2Speech device. For more information, see the *NEO Text2Speech User Manual*.

Other Settings You Can Change on the NEO

You can also change some NEO settings that aren't in the control panel, such as auto repeat, transfer speed, and idle time. See the instructions below.

Changing the Auto Repeat Setting

The Auto Repeat setting is not in the Control Panel, but it is related to the keyboard settings in the Control Panel.

Normally, when you are typing in AlphaWord Plus, any key that you hold down will be repeated. If you want to turn this off, follow these steps:

1. Press **option-⌘-K** while working on the NEO.
2. Press **1** to turn auto repeat on or off.
3. Press **esc** to exit the screen and return to your work.

You can also change this setting in NEO Manager. Simply click the **Settings** tab, click **System** on the left, check the **Auto Repeat** box, and click **On** or **Off**. Send your settings to NEOs from the Send List tab.

Changing the Transfer Speed for Sending or Beaming Files

Although you cannot change the transfer speed for sending or beaming files in the Control Panel, you can change it on individual NEOs for both USB cable transfers and IR transfers. Changing the transfer speed is necessary when your computer cannot accept text as fast as NEO can send it. Even on newer, faster computers, some programs are slow to accept text, and you must slow down your NEO transfer speed to transfer text into these programs.



To change transfer speed on NEOs using NEO Manager, use the System settings. See page 167.

USB or Cable Connection Transfer Speed

1. Make sure your NEO is not connected to your computer. (You can change the transfer speed only when the NEO is not connected.)
2. Press **option-⌘-s** and type the number for one of these speeds:
 - **1: Very Slow.** This is the slowest speed setting. It is compatible with all machines and programs. It is especially recommended when you use graphic-intensive programs.
 - **2: Slow.** This setting is compatible with all machines and most programs.
 - **3: Fast.** This is the default speed, which usually works well with most computers.

- **4: Fastest.** This setting provides the quickest transfers. However, some word processing programs may lose data when files are transferred using this speed, so you might want to experiment to see which speed works best for you.

Beaming (IrDA) Transfer Speed

1. Make sure your NEO is not connected to your computer. (You can change the transfer speed only when the NEO is not connected.)
2. Press **ctrl-option-⌘-S** and type the number for one of these options:
 - **1: Fastest speed.** This setting provides the quickest IR transfers. However, some programs may lose data when files are transferred using this speed, so you might want to experiment to see which speed works best for you.
 - **2: Compatibility speed.** This setting is compatible with all computers and most programs.

Changing the NEO Idle Time

To change how long the NEO must be idle before it shuts down automatically, follow the steps below.

Note that this does not change the idle time when the Accelerated Reader or Responder SmartApplets are open. The Accelerated Reader idle time is 10 minutes, and the Responder idle time is 30 minutes.



To change idle time on NEOs using NEO Manager, use the System settings. See page 167.

1. Press **option-⌘-T**.
2. Press the up arrow key to increase the number of minutes, or press the down arrow key to decrease the number of minutes. You can choose any number from 4–59 minutes.
3. Press **esc** to leave the idle time screen.

Using the NEO Manager Software to Change Settings

You can also use the NEO Manager software to change NEO system settings and SmartApplet settings. The following pages tell you how to do this.

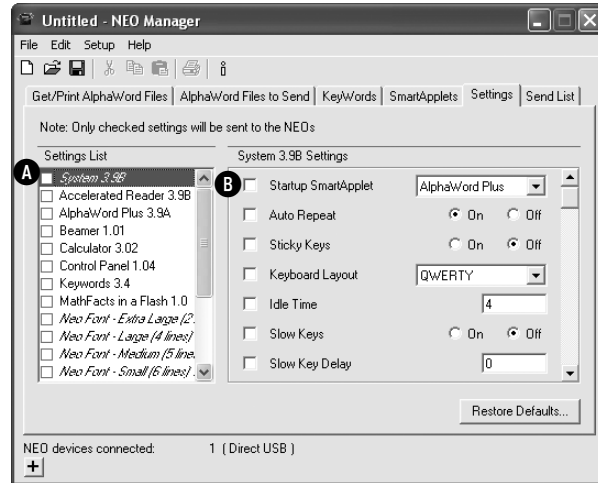
Changing System Settings Using NEO Manager

Follow these steps to change the system settings for connected NEOs. For more information about the system settings, see page 167.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the Settings List **A**.



4. Check the settings you want to change **B**. (You might need to scroll down to view all the settings.) Then, make changes to the settings as needed.

Note: When you change settings, notice that NEO Manager automatically checks the **System** box on the left **A**. If you remove the check mark from this box, changes you make to settings won't be sent to your NEO.

5. Click the **Send List** tab and verify that the settings you want to send appear in the Send List.
6. If you have a SmartOption Mobile Lab and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**. Check the numbers that you want to send the changes to; then, click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

About the System Settings

The table below lists the System settings you can change in NEO Manager. (It does not include the settings for specific SmartApplets.)

You can change many of these same settings in the Control Panel on each NEO. See page 156 to change the settings and page 157 to find out more about the settings.

Setting	What It Does
Startup SmartApplet	Lets you designate which SmartApplet starts automatically when you turn on your NEO. If you don't set a startup SmartApplet, NEO will go to the SmartApplets list instead when you turn it on.
Auto Repeat	Sets whether keys repeat when held down. The delay before keys repeat is affected by the Slow Keys setting. If the Slow Keys setting is greater than one second, then that delay also determines how long NEO waits before repeating a key that is held down.
Sticky Keys	Sets whether you must hold keys down together for keyboard commands or whether you can press them sequentially. For example, to copy text, you would normally select it and then press ctrl and C at the same time. However, if the sticky keys setting is on, you could select the text, press ctrl and let go, and then press C . This is useful for those who have difficulty pressing more than one key at the same time. The sticky keys setting affects key combinations that include the shift, option, ⌘ , or ctrl keys.
Keyboard Layout	Lets you select alternate keyboard layouts (such as Dvorak). For more about the keyboard layouts available, see page 160.
Idle Time	Sets the length of time that a NEO can be idle before turning off automatically (4–59 minutes). Note that this idle time does not apply when the Responder or Accelerated Reader SmartApplets are running on NEO 2. If the Responder SmartApplet is running, the idle time is always 30 minutes. If the Accelerated Reader SmartApplet is running, the idle time is always 10 minutes.
Slow Keys and Slow Key Delay	Sets a time delay for holding down a key before the character appears on the screen. This is useful for those who have difficulty typing to ensure that brief accidental key presses aren't recorded.
Reset System Font to Default	Sets your NEO to the four-line fixed-width system font instead of another font size you've chosen. The font sizes that are available are: <ul style="list-style-type: none"> • System (a fixed-width font, 4 lines per screen) • Small (6 lines per screen) • Medium (5 lines per screen) • Large (4 lines per screen, but the font is proportional instead of fixed-width like the System font) • Very Large (3 lines per screen) • Extra Large (2 lines per screen)

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

Setting	What It Does
Transfer Speed	<p>Sets the rate at which text is transferred to your computer when a NEO is connected to the computer with a USB cable. You may need to change the transfer speed if text is missing or jumbled when you send files. These settings are available:</p> <ul style="list-style-type: none"> • Very Slow: This is the slowest speed. It is compatible with all computers and programs, and it's especially recommended for programs that use graphics heavily. • Slow: This setting is compatible with all computers and most programs. • Fast: This the default speed. It usually works well with most computers. • Fastest: This setting provides the quickest transfers, but some word processing programs may experience some data loss when files are transferred using this speed. If you decide to try this speed, experiment to make sure it works for your programs.
IR Transfer Speed	<p>Sets the rate at which text is transferred to your computer when NEO is beaming to the computer. As with the cable transfer speed, you may need to change this setting if you notice missing or jumbled characters when you beam files to your computer. These settings are available:</p> <ul style="list-style-type: none"> • Fastest speed: This setting provides the quickest IR transfers. However, some programs may experience some data loss when files are transferred using this mode. • Compatibility speed: This setting is compatible with all computers and most programs.
Master Password	<p>Lets you set a new master password for your NEO(s). The master password is required when you make certain changes on the NEO itself, such as enabling or disabling SmartApplets, changing spell check settings, enabling file passwords for AlphaWord Plus, changing or resetting those file passwords, or changing teacher options in KeyWords. If you have enabled file passwords for AlphaWord Plus, you can also use the master password as a substitute for any AlphaWord Plus file password.</p>
Printer Selection	<p>Doesn't apply to NEO, but is provided for compatibility with other devices.</p>
Two Button On Mode	<p>Lets you specify that two keys must be pressed at the same time—enter and on/off—to turn your NEO on. When this mode is on, pressing on/off alone does not turn the NEO on. This helps prevent NEO from being turned on accidentally if the on/off key is bumped.</p>
Speech Enabled	<p>Lets you turn on the NEO Text2Speech feature for connected NEOs. For NEOs that have an optional NEO Text2Speech device within range, text typed in AlphaWord Plus is read aloud when this feature is on. To turn it on or off on the NEO itself, press ctrl-J and change the first option.</p>

Changing SmartApplet Settings

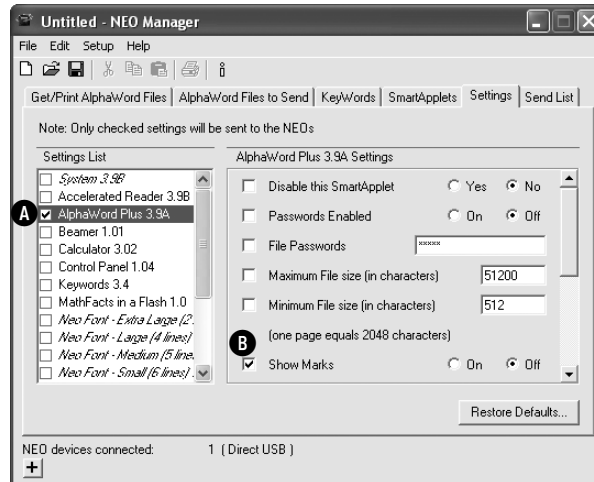
Like the System settings, the settings for each SmartApplet can be changed either in the NEO Control Panel or in NEO Manager. Some settings are different in the two locations.

The number of settings for each SmartApplet varies. AlphaWord Plus, for example, has several settings; some other SmartApplets have only one.

If you have a SmartOption Mobile Lab, you can only change settings for SmartApplets that are installed on all connected NEOs or for SmartApplets that you have just chosen to install. Only these SmartApplets are listed in the Settings list. This can be especially important if you are using a mixed SmartOption Mobile Lab because SmartApplets that are only for NEO 2 (such as the Accelerated Reader and Responder SmartApplets) are not listed if NEO 1 laptops are connected as well as NEO 2 laptops. Disconnect the NEO 1 laptops if you want to change settings for NEO 2 SmartApplets.

Follow these steps to change SmartApplet settings using NEO Manager:

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.
3. Click the SmartApplet in the Settings List on the left **A**.
4. Check the settings you want to change **B**; then, make your changes to the settings.



Note: When you change settings, notice that NEO Manager automatically checks the corresponding SmartApplet check box on the left **A**. If you

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

remove the check mark from this box, changes you make to those settings won't be sent to your NEO.

5. Click the **Send List** tab and verify that the settings you want to transfer appear in the Send List.
6. If you have a SmartOption Mobile Lab and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**. Check the NEOs that you want to send the changes to; then, click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

About the SmartApplet Settings Available in NEO Manager

AlphaWord Plus Settings

AlphaWord Plus has its own settings that you can control through NEO Manager:



Some of these settings can also be changed in the NEO Control Panel. You can't set file size limits in the Control Panel, but you can set passwords for individual files instead of setting the same password for all files. For more information, see page 158.



You can estimate page lengths using a character count of 2,048. A page is approximately 2,048 characters, though page length can be affected by printer and program settings on your computer.

Setting:	What It Does:
Disable This SmartApplet	If checked, this setting prevents the user from using AlphaWord Plus. See page 173.
Passwords Enabled	Enables the use of individual file passwords in AlphaWord Plus. See page 79. When teachers share a SmartOption Mobile Lab, it is helpful to enable file passwords and teach students to password-protect their files. When you first enable passwords, all file passwords are set to write . To set unique file passwords, see page 79.
File Passwords	Specifies a common password for all AlphaWord Plus files. See page 80.
Maximum File Size (in characters)	Set by default to 51,200 characters (about 25 pages). The highest maximum file size allowed is 102,400 characters (about 50 pages). For more about size limits and checking file sizes, see page 54. When working with large files, you might notice some performance issues, depending on the number of SmartApplets on the NEO, the number of files, the size of files, and data on the NEO.
Minimum File Size (in characters)	Set by default to 512 characters (approximately a quarter of a page). The minimum size limit ensures that a certain amount of space is reserved on the NEO for each file. For more about size limits and checking file sizes, see page 54.

Setting:	What It Does:
Show Marks	Sets whether to display arrows where there are tabs and carriage returns. See the example below.
Delete All AlphaWord Plus Files	Deletes all AlphaWord Plus files on connected NEOs, including files 1–8 and named files that aren't in files 1–8.

When the Show Marks setting is on for AlphaWord Plus, tabs appear as right arrows and carriage returns appear as return arrows as shown below.

```
FUNDRAISING EFFORTS ↵
as of April 15th ↵
Jan→ Feb→ Mar→ Apr
105→ 77→ 83→ 42
```

When you have Show Marks turned off, tabs and carriage returns appear as spaces on the screen. Regardless of the Show Marks setting, when you send files to your computer, tabs and carriage returns transfer correctly to your computer.

Spell Check Settings

Spell Check also has its own settings that you can control through NEO Manager:

Setting:	What It Does:
Disable this SmartApplet	Prevents users from performing spell checks.
Allow adding words to dictionary	Allows users to add words to the custom user dictionary so they are not flagged by a spell check again in the future.
Delete user dictionary	Deletes the custom user dictionary on all connected devices.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

Beamer Settings

Beamer has these settings in NEO Manager:

Setting	What It Does
Disable this SmartApplet	Prevents users from using the Beamer SmartApplet.
Permit Send	Determines whether users are allowed to beam files to another NEO.
Warn if Overwriting Clipboard	When a NEO receives a beamed file, this setting determines whether the NEO will warn the user if the incoming file is about to overwrite what is currently in the NEO's clipboard.
Send to Palm Device as AlphaWord	When a NEO beams a file to a Palm device (including Dana laptops), this setting determines the format of the sent file. If this setting is on, the file will be sent as an AlphaWord file. If it is off, the file will be sent in Memo Pad format.
Require Master Password	Determines whether the master password is required to change Beamer settings on the NEO itself in the Control Panel. This is helpful if you want to prevent students from changing Beamer settings, especially if you've decided to turn off the Permit Send setting.

KeyWords Settings

KeyWords has these settings in NEO Manager:

Setting	What It Does
Disable this SmartApplet	Prevents users from using the KeyWords SmartApplet.
Delete All Students	Deletes all KeyWords students from the connected NEO(s). Important: When you delete a KeyWords student, there is no way to recover that student's work. If you want to delete individual students instead of deleting all students, use the teacher options in the KeyWords SmartApplet on the NEO.
Set Custom WPM Goals	Sets a new speed goal in words per minute for KeyWords students. If you don't change this setting, KeyWords automatically increases the speed goal as students progress through lessons. For more about the default goals, see page 124. If you do change the setting, the goal you choose is used for all KeyWords lessons.

Setting	What It Does
Set Custom Error Goals	Sets a new maximum goal for errors. If you don't change this setting, KeyWords automatically decreases the maximum errors goal as students progress through lessons. For more about the default goals, see page 124. If you do change the setting, the goal you choose is used for all lessons.
Reset WPM/Error Goals to Default	This sets the KeyWords words per minute and error goals back to the default settings, which change automatically as students progress through the lessons. For detailed information on the default goals, see page 124.
Turn Require Correct Shift Key OFF	When students type capital letters, they should practice using one hand for the letter and the other for the shift key. This leads to faster and more accurate typing. If you want to require students to follow this practice, the requirement should be on; if not, it should be off. When the requirement is on, NEO will notify students if they use the wrong shift key.
Turn Home Row Confirmation ON	When this requirement is on, students must type the home row keys from left to right at the beginning of each accuracy and speed builder activity and each test (a s d f j k l ;). Students can't go on to the activity until they type the home row characters correctly and in order.
Set Spaces Between Sentences	Determines whether students will be required to type one or two spaces between sentences. (One space is the standard used by most typesetters, word processing programs, and Web pages.)

Disable This SmartApplet Setting

Every SmartApplet includes the “Disable This SmartApplet” setting. You can check this box to disable the SmartApplet for connected NEOs so it cannot be used. (To find out how to disable SmartApplets right on the NEO, see page 84.) For example, you might disable Calculator if you want to prevent access to electronic calculations during a quiz or math assignment.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

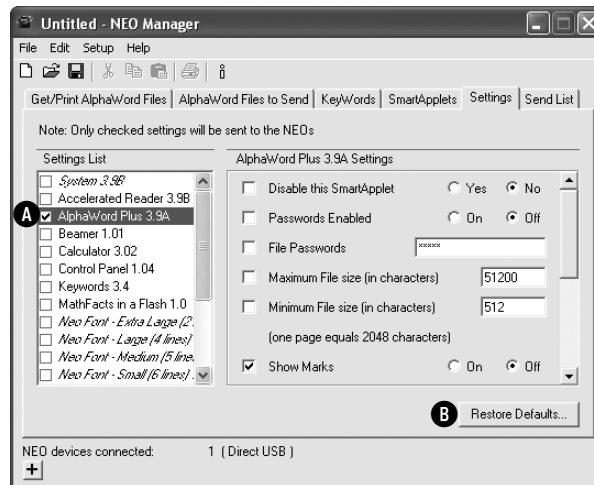
Using the NEO Manager Software to Change Settings

Restoring Default Settings

How to Restore the Default SmartApplet and System Settings

By following the steps below, you can restore the default settings for one SmartApplet or all SmartApplets on the connected NEOs. To see what the default settings are, see page 175.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Settings** tab.
3. *If you want to restore settings for just one SmartApplet (not all),* click the SmartApplet in the Settings List on the left **A**.
4. Click **Restore Defaults** **B**.



5. Click an option to choose whether to restore the default settings for just the selected SmartApplet or for all SmartApplets (including the System settings). Then, click **OK**.

If you chose to restore default settings for just one SmartApplet, that SmartApplet and all settings will be checked. If you chose to restore default settings for all SmartApplets, all of them will be checked, including the System settings. All settings will be changed to the default settings.

6. Click the **Send List** tab and verify that the settings you want to transfer appear in the list.
7. If you have a SmartOption Mobile Lab and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**. Check the NEOs

that you want to send the changes to; then, click **OK**. (To send to all connected NEOs, skip this step.)

8. Click **Send**. If you have set a send list password (see page 180), you must enter the password and click **OK**.

Table of Default Settings

These are the default settings for the NEO system and SmartApplets.

Setting Name	Default
System settings	
Startup SmartApplet	None (before changes, AlphaWord Plus is the Startup SmartApplet on NEOs)
Auto Repeat	On
Sticky Keys	Off
Keyboard Layout	QWERTY
Idle Time	4 minutes
Slow Keys	Off
Slow Key Delay	0 seconds
Reset System Font to Default	Off
Transfer Speed	Fast
IR Transfer Speed	Fastest
Master Password	***** (Set your own)
Printer Selection	HP LaserJet/DeskJet
Two-button ON	Off
Speech Enabled	No
AlphaWord Plus settings	
Disable this SmartApplet	No
Passwords Enabled	Off
File Passwords	write if passwords are enabled (by default passwords are not enabled)
Maximum File Size	51,200 characters
Minimum File Size	512 characters
Show Marks	Off
Delete All Files	Off

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

Setting Name	Default
Accelerated Reader settings	
Disable this SmartApplet	No
AlphaQuiz settings	
Disable this SmartApplet	No
Beamer settings	
Disable this SmartApplet	No
Permit Send	On
Warn If Overwriting Clipboard	On
Send to Palm Devices as ALPHAWORD	On
Require Master Password	Off
Calculator settings	
Disable this SmartApplet	No
Control Panel settings	
Disable this SmartApplet	No
KeyWords settings	
Disable this SmartApplet	No
Delete All Students	No
Set Custom WPM Goals	8
Set Custom Error Goals	12
Reset WPM and Error Goals to Default	Yes
Turn Require Correct Shift Key Off	No
Turn Home Row Confirmation On	No
Set Spaces between Sentences	2
MathFacts in a Flash settings	
Disable this SmartApplet	No
NEO Fonts	
Disable this SmartApplet	No
Responder settings	
Disable this SmartApplet	No

Setting Name	Default
Spell Check settings	
Disable this SmartApplet	No
Allow adding words to dictionary	On
Delete user dictionary	Off
Text2Speech Updater settings	
Disable this SmartApplet	No
Thesaurus settings	
Disable this SmartApplet	No
Wireless File Transfer settings	
Disable this SmartApplet	No
Wireless Updater settings	
Disable this SmartApplet	No

USING NEO MANAGER TO MANAGE NEOs

Earlier in this manual, you have learned how to use NEO Manager to do the following:

- Retrieve files from NEOs (see page 59).
- Send files to NEOs (see page 71).
- Change NEO system and SmartApplet settings (see page 165).

The sections below describe other ways that you can use NEO Manager to manage your NEOs, simplify tasks, or send updates to NEOs.

Using Send Lists

What's a Send List?



Tips for teacher send lists:

- Create a “startup” send list to help reset your NEOs at the beginning of the school year. The send list could include a new master password, enable file passwords, and add the necessary SmartApplets.
- Set up different types of send lists for different types of changes, such as a setup send list with SmartApplets and a separate send list that sends files used for class work.
- When you set up a send list of files to send to NEOs, you can include text in all eight file spaces, even if you only check one or two. When you open the send list, you can choose which files you want to use.

Whenever you use NEO Manager to send files, setting changes, or SmartApplet changes to the NEO, you can choose to save your send list so that it's easy to make the same changes again later.

This is helpful when you're managing a group of NEOs in a SmartOption Mobile Lab and you want to restore them to a specific configuration. For example, you can use a send list to set all NEOs to your preferred configuration quickly at the beginning of a school year, class period, or marking period. Send lists are also helpful if you find yourself sending the same changes to NEOs over and over.

Please note that send lists don't include any information from the Get/Print AlphaWord Files and KeyWords tabs. This is because those tabs retrieve information from NEOs instead of sending it.

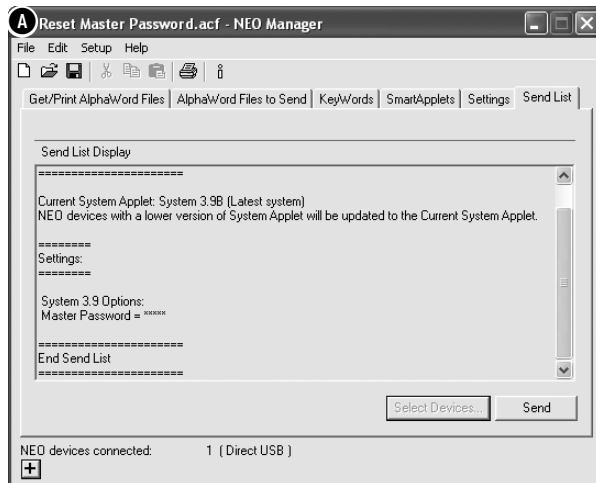
Saving Send Lists



On Macintosh computers, you may need to click the arrow next to the Save As field to see the full dialog box that allows you to choose the location.

1. In NEO, make the file, setting, or SmartApplet changes that you want to send to NEOS.
2. Click the **Send List** tab and verify that the changes you want to make are in the list.
3. Click the **File** menu and choose **Save Send List** (or **Save Send List As** if you already have a send list open).
4. In the dialog box that appears, go to the folder or drive where you want to save the send list. Type a name for the send list; then, click **Save**.

The send list that you've saved is now open, so the name of the send list now appears in the title of the NEO Manager window **A**.



Opening a Saved Send List

1. In NEO Manager, click the **File** menu and choose **Open Send List**.
2. Browse to the folder that contains the saved send list.
3. Click the send list you want to open. (Send lists use an .acf file extension.)
4. Click **Open**. The name of the send list will be shown in the title of the window.
5. Click the **Send List** tab in NEO Manager to view the opened send list.

Important: If the saved send list includes setting changes for a SmartApplet, and you are using or installing a newer version of the SmartApplet when you open the send list, the setting changes won't be used. Setting changes only apply to the version of the SmartApplet that you were using when you selected the settings.

- USING NEO MANAGER TO MANAGE NEOS
- Using Send Lists
-
-
-

Closing a Saved Send List That Is Open

If you want to close a send list in NEO Manager, click the **File** menu and choose **Close Send List**.

Requiring a Password for Changes Sent to NEOs

Normally, you don't need to enter a password to send changes to NEOs. However, you can set a send list password so that no one can send changes to your NEOs in NEO Manager without entering the password first. Follow these steps to set a send list password:



If you forget your send list password, contact Technical Support for assistance. Send list passwords can only be set in NEO Manager, and you must know your old password to set a new one or to clear the existing password.

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.
Macintosh computers: Click the **NEO Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. If you have set a send list password before and you need to change it, enter the old password first in the field provided.
4. Enter the same new send list password in the two fields provided. **Make a note of this password.**
5. Click **OK**.
6. *Windows computers:* Click **OK** again.
Macintosh computers: Close the Preferences dialog box.

Clearing (Removing) a Send List Password

If you no longer want to use a send list password, you can clear it if you know the current send list password. When you clear the send list password, anyone using NEO Manager can send changes to your NEO(s) without entering a password.

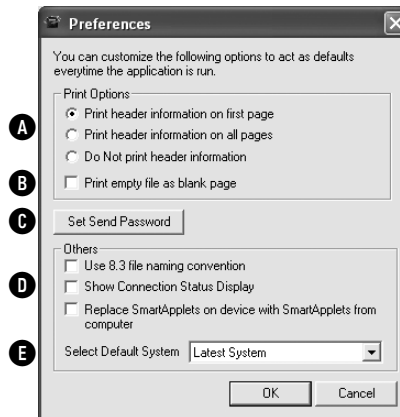
Follow these steps to clear the send list passwords:

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.
Macintosh computers: Click the **NEO Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. Type the current password in the Old password field.
4. Leave the New password and Retype new password fields blank and click **OK**.
5. *Windows computers:* Click **OK** again.
Macintosh computers: Close the Preferences dialog box.

Setting Preferences for the NEO Manager Software

NEO Manager has its own set of preferences. Follow these steps to change them:

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.
Macintosh computers: Click the **NEO Manager** menu and choose **Preferences**.
2. Click one of the options for the Printing preferences **A**, which affect AlphaWord Plus files that you print out:
 - **Print header information on first page.** Prints the NEO number (or “NEO USB”) and the file number on the first page only.
 - **Print header information on all pages.** Prints the NEO number (or “NEO USB”), the file number, and the page number on all pages.
 - **Do not print header information.** Omits header information from all pages.



3. Check the box below the print options if you want empty files to print as a blank page **B**. This provides a useful visual clue if you're printing several files from multiple NEOs.
4. If you want to set or change a password that will be required whenever anyone sends changes to NEOs, click **Set Send Password** (Windows) or **Set Password** (Macintosh) **C**, enter the new password twice (and the old password if necessary), and click **OK**.

USING NEO MANAGER TO MANAGE NEOS

Resetting All Connected NEOs

5. Under the other options **D**, check the boxes for any of the settings you'd like to enable:
 - **Use 8.3 naming convention:** If this box is checked, when you save files, NEO Manager will limit your file names to eight characters before the dot and three after it (as in *homework.txt*). (The three characters after the dot identify the file type, such as "txt" for text files.)
 - **Connection status display setting:** If this is checked, the connection status at the bottom of the NEO Manager window will be open as soon as you start NEO Manager. If the box is not checked, you can still view the connection status by clicking the + (Windows) or ► (Macintosh) at the bottom of the window. (The connection status shows how many NEOs are connected and their status.)
 - **Replace SmartApplets on device with SmartApplets from Computer:** When this is checked, if you choose to send a SmartApplet to a NEO and the NEO already has it installed, the new version of the SmartApplet from NEO Manager will overwrite the version on your NEO. This means sending SmartApplets can take more time, but you can be sure all your NEOs are using the same version.

For example, if you have some NEOs with AlphaWord Plus and some without, and you install AlphaWord with this preference checked, NEO Manager will install AlphaWord Plus on all connected NEOs, even those that already have it. NEO Manager overwrites the existing version on those NEOs.
6. Use the drop-down list at the bottom of the dialog box **E** to choose whether to use the default system software for NEO or a specific version. Usually you would only use this preference with assistance from Technical Support.
7. When you have finished making preference changes, click **OK** (Windows) or close the dialog box (Macintosh).

Resetting All Connected NEOs

You can reset all connected NEOs to the configuration they had when you first received them. This removes all text in files 1–8 on the NEOs, restores all default settings, and removes any SmartApplets except for the standard ones (AlphaWord Plus, Responder for NEO 2 only, Accelerated Reader for NEO 2 only, MathFacts in a Flash on NEO 2 only, KeyWords, Control Panel, Beamer, AlphaQuiz on NEO 1, and Calculator.) The spell check, thesaurus, and font sizes are included with the standard SmartApplets.

Resetting all devices is particularly useful when you have several NEOs and you want to begin a new session or school year with a clean slate.

Follow these steps to reset all connected NEOs:

1. If you are resetting one NEO, make sure it is connected to the computer (see page 9). If you're updating several NEOs in a SmartOption Mobile Lab, make sure they are connected to the lab and the cart is connected to your computer.
2. In NEO Manager, click the **Setup** menu and choose **Reset All NEO Devices**.
3. A warning message about loss of data appears. Click **Yes** (Windows) or **OK** (Macintosh). NEO Manager will send a new send list that contains the factory default settings to the connected NEOs.

Updating Your NEO Operating System or SmartApplets Using NEO Manager

When you install a new version of NEO Manager, and a new update is available to the NEO operating system or to one or more SmartApplets, there are two ways to update your NEOs. These methods are described below.

How to Update NEOs without Preserving Work

If you do **not** need to save AlphaWord Plus files or KeyWords student work, you can follow the steps below to update your NEO laptops.

For a SmartOption Mobile Lab, this procedure will take about 45–60 minutes for NEO 2 laptops.

Important: This procedure removes all AlphaWord Plus files and student work in KeyWords and AlphaQuiz, and it restores all default settings. The procedure also removes any SmartApplets that aren't in the standard set. The NEO operating system and SmartApplets will be updated to the versions you have available in NEO Manager. If you want to follow these steps, make sure you retrieve any files you need and complete all KeyWords instruction before updating the NEOs.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **Setup** menu and choose **Reset All NEO Devices**.

USING NEO MANAGER TO MANAGE NEOs

Getting Information about Your NEO(s)

3. A warning message about loss of data appears. Click **Yes** (Windows) or **OK** (Macintosh). NEO Manager will send a new list that contains the factory default settings and updates to the connected NEOs.

How to Update NEOs While Preserving AlphaWord Plus Files and KeyWords Data

These steps allow you to update your NEOs and still keep all AlphaWord Plus files and your students' KeyWords work. While this procedure will make the updates you need, the standard procedure above is the best practice.

For a SmartOption Mobile Lab, this procedure takes about 2–4 hours for NEO 2 laptops.

1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
2. In NEO Manager, click the **SmartApplets** tab.
3. For each SmartApplet that you want to update, click the SmartApplet name and click **Add**. The NEO operating system will also be updated.
4. Click the **Send List** tab.
5. If you have a SmartOption Mobile Lab and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**. Check the NEOs to which you want to send the text, then click **OK**. (To send to all connected NEOs, skip this step.)
6. Click **Send**.

Getting Information about Your NEO(s)



*To get SmartApplet information, you can also click the **SmartApplets** tab, choose the **File** menu, and choose **Get SmartApplet Info**. See page 89.*

Follow these steps to get more information about your connected NEO(s):

1. Click the **File** menu and choose **Get NEO Info**. A dialog box will open to show you system information as well as information about each SmartApplet on the NEO(s). The system information will include versions, settings, and file information.
2. If you want to close the dialog box without saving the information, click **Close**.

If you want to save the information in a text file, click **Save** (Windows) or **Save File** (Macintosh). In the dialog box that opens, go to the folder where you want to save the file, and type a name for the file. Click **Save**.

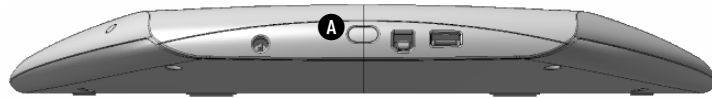
Getting Information About the AlphaHub in Your SmartOption Mobile Lab

To see your AlphaHub version, click the **Setup** menu and choose **Get AlphaHub Version**.

BEAMING FILES TO AND FROM NEOs

Beamer is a SmartApplet that lets NEO send text wirelessly to and from another NEO. Beamer uses IrDA technology to transfer information in seconds, without the use of cables, cords, or networks. The Beamer SmartApplet is installed on your NEO when you receive it.

You will find the NEO infrared port **A** on the back of the NEO:



Beaming Files Between NEOs in AlphaWord Plus

If you have the Beamer SmartApplet, you don't have to have it open to beam AlphaWord Plus files from one NEO to another. You can use commands to send and receive files right within AlphaWord Plus. See "Sending (Beaming) Files to Other NEOs" on page 67.

Beamer and the NEO Clipboard

Beamer uses the clipboard to receive data before placing it into a SmartApplet such as AlphaWord Plus. If you already have data in the clipboard, Beamer will warn you before receiving a beam. This gives you a chance to save the data on the clipboard in another file before you agree to receive the beam.

For example, text that you have copied from AlphaWord Plus may be in the clipboard, and you may not have copied it into another file yet. The warning gives you the chance to do this before overwriting the clipboard with the beamed information.

If you're beaming frequently, you might not want to be warned about clipboard data each time. In this case, you would turn this setting off in the Beamer settings (see "Changing Beamer Settings" on page 187).

Cancelling a Beam

At any time, from any device, you can press **esc** to cancel either beaming or receiving a file.

Changing Beamer Settings

The Beamer settings allow you to customize how the program works. You can change these settings:

- Choose whether to permit the NEO to send.
- Choose whether NEO warns you if receiving data will overwrite what's on the clipboard.
- Choose whether to send to Palm OS devices in AlphaWord or Memo Pad file format.
- Choose whether to require a master password to change Beamer settings on this NEO.

If you're an individual user using Beamer, you probably won't need to change your settings very often. If you're using several NEOs in a group setting such as a classroom, you might want more control over who can beam data and how.



You can also change Beamer settings using NEO Manager.

Click the **Settings** tab and click **Beamer** in the list on the left; then, make your setting changes. Be sure to send them from the **Send List** tab. This is the most efficient way to change Beamer settings for several NEOs connected to your computer in a SmartOption Mobile Lab.

Follow these steps to change Beamer settings:

1. On your NEO, press **applets**.
2. Use the arrow keys to move the cursor next to **Beamer** in the list; then, press **enter**. The Beamer screen appears.

```
Select a Beaming function:
- Send
- Receive
- Settings
```

3. Move the cursor next to **Settings** and press **enter**.
4. Move the cursor next to the setting you want to change and press **enter**. Since each setting has only two options, pressing **enter** automatically chooses the option that isn't currently selected. For example, if you move the cursor next to "Permit Send: YES" and press **enter**, the setting will change to "Permit Send: NO."



The master password can be set using NEO Manager.

See page 153.

There are four Beamer settings:

- **Permit Send** determines whether this NEO is allowed to beam to other devices. You can choose “Yes” or “No.” If you choose “No,” the Send option is not available on the Beamer screen. This setting is useful if you don’t want students to beam files to each other.
- **Warn if overwriting clipboard** affects what happens when you are receiving a file beamed from another device and you already have something in your NEO clipboard. If this is set to “Yes,” NEO will ask if you want to overwrite the clipboard before receiving the file.
- **Send to Palm device as ALPHAWORD file or MEMO file** determines the format in which AlphaWord Plus files are sent to Palm devices (such as Dana). You can send files in AlphaWord format or Memo Pad format. Most Palm OS devices have the Memo Pad program; AlphaWord is included on Dana and Dana Wireless devices.
- **Require master password** determines whether the NEO user must enter a master password after choosing “Settings” in Beamer. If this is set to No, a password is not required to change the settings. If it is set to Yes, you must enter the master password after you choose “Settings.” It is a good idea to require the master password if you have set Permit Send to “No” so that students can’t beam files to each other.

Troubleshooting Beaming

This section contains solutions for some issues you may encounter while using Beamer.

I want to change a setting, but I don’t know the master password.

To change the master password using the System settings in NEO Manager, see page 153. You can also call Technical Support to get the default password.

I don’t see the Send option on my Beamer screen.

If the device has been set to prohibit beaming (see page 187), the Send option won’t appear on the beaming screen.

My NEO says it can’t find a receiving device.

Bring the receiving device closer, make sure the infrared ports are pointing toward each other, and make sure the receiving device is in the proper mode to accept a beam. For Palm OS devices, you usually don’t have to do anything.

For NEOs, you have to set up the NEO so that it's ready to receive the beam by pressing a keyboard command or selecting an option as described earlier in this chapter.

I received an error when I tried to beam or receive a file.

You might receive an error if the transfer process was interrupted. There are a few reasons why this might happen. For example, the person receiving the beam might have cancelled the transfer before the beam was complete. Or, users might have moved the devices being used, causing the infrared ports to move out of alignment before the beam was complete. Try beaming the file again.

I have data on the clipboard that I don't want to lose. What should I do?

If you're about to receive a beam, press **esc** to cancel receiving it. Then paste the data in the clipboard into an AlphaWord Plus file. When you're ready to receive the beam, press **enter** to overwrite the data on the clipboard. Be sure that you don't select the AlphaWord Plus file where you pasted the data as the file to receive the beam. You can also choose to append the data rather than overwrite it. (Appending adds the data to the end of the file.)

I keep getting an invalid password message.

If the file you are sending is password-protected, you need to know the exact password associated with that file in order to beam it. If you are receiving a file, and your NEO's files are password-protected, you must know the exact password for the receiving file to receive it.

If you don't know the file password(s), you can enter the master password instead. To find out more about file passwords (including disabling them for a NEO), see page 78. You can set the master passwords for NEOs using the system settings in NEO Manager; see page 153.

I beamed a file with a password, but now that file doesn't have a password on the receiving device.

If the sending device uses file passwords, but the receiving device doesn't, the password associated with the file being beamed isn't sent.

What does the message "could not find a sending device" mean?

It means that Beamer on the NEO is ready to receive a beam from another device, but it is not sensing any device that is sending anything.

- **BEAMING FILES TO AND FROM NEOs**
- Using AlphaBeam to Beam Files from NEO to Computers
-
-
-

What do I do if the file I'm receiving is too big?

The device receiving the beam will accept as much data as it can and truncate the file at the point where it can't receive any more. To work around this, the person beaming the file should break up the file into separate files and beam them separately.

My friend beamed an AlphaWord Plus file to me, but Beamer didn't let me choose a file to put it in. It automatically put it in a new file. What happened?

AlphaWord Plus on your NEO probably had not been "initialized," meaning it hadn't set itself up yet to receive beamed files. This can happen if you have a brand new NEO, or if you have a new installation of AlphaWord Plus on a NEO, and you started Beamer before ever starting up AlphaWord Plus.

All you need to do to initialize AlphaWord Plus is to start it. Do this before you use Beamer again, and Beamer should give you the opportunity to choose a file the next time it's receiving a file.

Using AlphaBeam to Beam Files from NEO to Computers

What You Need to Beam Files from NEO to Your Computer

NEO's IR Port

NEO has a built-in infrared module that conforms to IrDA industry standards.

IR Capability on Your Computer

Your computer must have one of the following:

- A built-in IrDA transceiver
- An IR Pod (serial or USB) purchased from Renaissance Learning for computers that don't have a built-in IrDA transceiver.



IR Pods are not compatible with some Windows operating systems older than those in the NEO requirements.

Computer Requirements

For computer requirements for NEO, go to www.renlearn.com/requirements.

Programs Required

You must have one of the following programs:

- AlphaBeam, which allows you to send files from NEO to a computer. You can install AlphaBeam from the NEO Manager CD or download it from www.renlearn.com/neo/downloads/.
- Get Utility, which allows you to send files from NEO to a computer **and** from a computer to NEO. Using Get Utility is the only method that lets you transfer data from your computer using IR beaming. You can download the Get Utility from www.renlearn.com/neo/downloads/.

Installing AlphaBeam

Follow the instructions for your operating system to install AlphaBeam.

Warning! If you're going to use a USB wireless pod as the transceiver, don't connect it to your computer until **after** you've installed AlphaBeam.

Installing AlphaBeam on Windows Computers

1. Go to www.renlearn.com/neo/downloads/ in your Web browser, find the AlphaBeam download links, and click the **PC** link to download the installer.
2. Double-click the AlphaBeam.zip file that you downloaded and extract the .exe file.
3. Double-click **alphabeam_324.exe**. (Numbers in the file name may vary.) The installation Wizard will start.
4. In the Welcome panel of the Wizard, click **Next >**. Files will be extracted, and a new installation Wizard will start.
5. Click **Next >** in the Welcome panel of the new Wizard.
6. Read the license agreement. Then, click **Yes** to accept it and continue.
7. Check the location where AlphaBeam will be installed. If it is acceptable, click **Next >** to continue. If you want to change the location, click **Browse** first, open the folder where you want to install the program, and click **OK**; then, click **Next >**.
8. Check the Program Folder where icons will be installed in the Start menu. If necessary, change the folder. Click **Next >** when you're ready to continue.
9. If the infrared port isn't built in, click the type of infrared pod that will be used with the computer: **Serial Infrared Pod** or **USB Infrared Pod**. Then, click **Next >**.

BEAMING FILES TO AND FROM NEOs

Using AlphaBeam to Beam Files from NEO to Computers

10. If NEO is the only infrared device that you will use with your computer, leave **Typical** selected and click **Next >**.
If you are using other infrared devices with your computer, click **Custom** and click **Next >**. Then, click **Next >** again.
11. The final panel will ask if you want to restart. Click **Yes** or **No**. You must restart the computer before you can use AlphaBeam. After clicking one of the options, click **Finish**.
12. If you are using an IR Pod, connect it to your computer if you haven't already done so.
13. If you are using Windows 2000, Windows XP, or Windows Vista and you have other IR-capable devices that you want to use with your computer, follow these steps:
 - a. *Windows 2000:* Click **Start ▶ Settings ▶ Control Panel**.
Windows XP and Vista: Click **Start ▶ Control Panel**.
 - b. Double-click **Add/Remove Hardware** (Windows 2000) or **Add Hardware** (Windows XP and Vista). If you don't see the Add Hardware option in Windows XP, double-click **Printers and Other Hardware** first to see it.
 - c. Follow the instructions in the Wizard that appears until you see a list of devices in the Choose a Hardware Device window (Windows 2000) or the Add Hardware Wizard window (Windows XP and Vista).
 - d. *Windows 2000:* Double-click **Add a new device**; then, click **Select hardware from a list** and click **Next >**.
Windows XP and Vista: Double-click **Add a new hardware device**; then, click **Install the hardware that I manually select from a list** and click **Next >**.
 - e. Select **Infrared Devices** from the list of hardware types.
 - f. Select **ACTiSYS** from the list of manufacturers; then, select the **ACTiSYS IR-220L Serial Infrared Device**.
 - g. Click **Next >** to accept the default settings and install the software.
 - h. Select the serial (COM) port that your IR pod is connected to; then, click **Finish**.
 - i. *Windows 2000 and XP:* Go back to the Control Panel and double-click **Wireless Link**. (In Windows XP, you may need to double-click **Printers and Other Hardware** before you can double-click **Wireless Link**.)
Windows Vista: Go back to the Control Panel and double-click **Infrared**.

- j. Click the **Image Transfer** tab and remove the check mark next to **Use Wireless Link to transfer images from a digital camera to your computer.**

You are now ready to start using AlphaBeam to receive files from your NEO.

Installing AlphaBeam on Macintosh OS 10 Computers

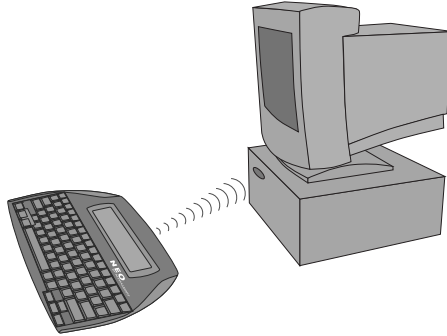
1. Go to www.renlearn.com/neo/downloads/ in your Web browser, find the AlphaBeam download links, and click the link for **OS 10**.
2. After you download the program, an **alphabeam_osxb3** folder will be extracted onto your computer. This folder contains the AlphaBeam program.
3. If you are using an IR Pod, connect it to your computer if you haven't already done so.
4. Double-click **AlphaBeam** in the folder that you copied or extracted to start the program.
5. Click the **Edit** menu and choose **Preferences**. Make sure **Receive text using infrared (wireless)** is checked. In the **Infrared connection via** drop-down list, choose the type of infrared connection—Built-in IrDA Transceiver, Modem or Printer (for a Mac IR pod), or USB IR Wireless pod. You're now ready to start using AlphaBeam to receive files from your NEO.

BEAMING FILES TO AND FROM NEOs

Using AlphaBeam to Beam Files from NEO to Computers

Using AlphaBeam to Beam Files to Computers

If your computer has a built-in IR transceiver, or if it has an IR pod attached, you can send files from your NEO to the computer without using cables. NEO can be up to three feet (one meter) away while transferring text to and from a computer or to a printer.



To beam files from your NEO to the computer, you must have either the AlphaBeam program or the Get Utility installed. For more information, see page 190.

To beam text to a computer using AlphaBeam, follow these steps:

1. Turn on your NEO and open the file you want to send.
2. Start the AlphaBeam program on your computer:
 - *Windows*: Click **Start** ▶ **Programs** ▶ **AlphaSmart** ▶ **AlphaBeam**.
 - *Macintosh*: Open the AlphaBeam program folder and double-click **AlphaBeam 3.x**.
3. Point the infrared lens of the NEO toward the IR transceiver as shown above. Your computer's transceiver may be elsewhere on the computer, or it may be a separate IR pod.
4. On your computer, open the file to which you want to send the text. (It can be a new file or a file that already has content.) Place your cursor where you want the text to begin to ensure your program is the active window and ready to receive text.



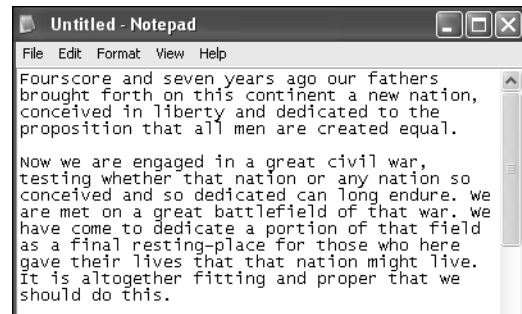
If your text isn't correct in your computer file, the problem may be that your computer program needs a slower transfer speed. See page 165 to change the transfer speed for beamed file transfers.

5. Press **send** on NEO. AlphaBeam shows that it's retrieving text, and when it's ready, all text from the file appears in your open file. (When you beam text instead of sending it over a USB cable, NEO collects the whole file and sends it all at once instead of sending text one character at a time. This process may take a few seconds.)



AlphaBeam

Text transferred
by AlphaBeam
into a program



If it looks like nothing happened, it might be that AlphaBeam was the active window instead of the program you want to receive the text into. Try one of these two solutions:

- The text you sent should be on your computer's clipboard, so you can paste it into your file. Click in the file that you want the text to appear in, click the **Edit** menu, and choose **Paste**.
- If this does not work, click in the file on your computer that should receive the text. Make sure that window is active and the cursor is where you want the text to start. Then, try sending the text again.


USING THE NEO CALCULATOR

NEO includes a basic calculator that can perform addition, subtraction, multiplication, division, exponentiation, and scientific notation.

How to Use Calculator

1. Turn on your NEO and press **applets**.
2. Use the arrow keys to move the cursor next to **Calculator**. Then, press **enter**.
Note: The first time you use the Calculator SmartApplet, a help screen may appear. Press **esc** to exit from it. You can press **⌘-H** to view it again when you want to see it.
3. Enter the formula you want to calculate. The table below shows you which characters to use for each type of calculation; it also provides examples.

Use these operators...	...to perform these tasks
+	Add Example: 89+91 Example: 15+16+17
–	Subtract Example: 9–2 Example: 100–50–25
* or x	Multiply Example: 2*5 Example: 45x2x8
/	Divide Example: 18/2 Example: 100/2/10
^	Exponentiate (raise the first number to the power of the second) Example: 3^2 Example: 2^2^2
e	Calculate scientific notation Example: 10e6 Example: 1.2e15
()	Construct more complex formulas Example: (15*2)+10/4 Example: (25*3)–(45/5)

 **If you begin the next formula with an operator (such as + or *), the Calculator uses the result from your previous calculation as the first number in the next formula. (This doesn't apply to the e operator.)**

4. Press **=** or **enter** to calculate the result.

$(15*2)+10/4 =$	valid keys: + -* / ^ (.) e esc to exit
32.5	

5. Press **esc** when you've finished.

The next time you use the Calculator, your previous calculations appear.
Press **clear file** to remove them.


Pasting Calculations into AlphaWord Plus (Paper Tape)

The NEO Calculator can record up to fourteen lines of calculations. Each new calculation is added to the bottom of the list, and when you reach the maximum number, older calculations are removed from the top of the list. This is called the paper tape feature.

If you would like to copy a series of calculations into AlphaWord Plus, follow these steps:

1. Press **applets**, move the cursor down to the **Calculator** in the list, and press **enter**.
2. Enter a series of calculations.
3. Press **shift-⌘-C** to copy all calculations in the list. You should see the calculations selected momentarily as they are copied. (If this does not happen, your caps lock may be selected. Press the caps lock and try again.)
4. Press **applets** and select the SmartApplet that you want to paste the calculations into.
5. Place the cursor in the SmartApplet where you want to paste the calculations.
6. Press **ctrl-V** or **⌘-V**.

You can also type a formula in AlphaWord Plus, copy it, then paste it into Calculator to obtain the result.

 **If you prefer to copy just the result of the last calculation, press **ctrl-C** or **⌘-C** instead.**

- **USING THE NEO CALCULATOR**
- Turning Off the NEO Calculator
-
-


Turning Off the NEO Calculator

There may be times when you don't want the Calculator SmartApplet to be available, such as when students who have NEOs are doing math work. If you want to turn off the Calculator on a single NEO, follow the instructions below. If you want to turn off the Calculator for a group of NEOs using NEO Manager, see page 84. You can also turn off the Calculator on a NEO in the Control Panel (see page 84).

To Turn Off Calculator while Using AlphaWord Plus

1. Press **ctrl-⌘-C**.
2. Type the master password and press **enter**. (You can set the master password for NEOs using the system settings in NEO Manager; see page 153.)

To Turn Off Calculator from the SmartApplets Menu

1. Press **applets**.
2. Move the cursor down next to Calculator.
3. Press **ctrl-⌘-L**. If the Calculator is on, this turns it off; if it is off, this turns it on again. When the Calculator is disabled,  appears next to it in the SmartApplets list.

TROUBLESHOOTING

This chapter can help you troubleshoot some problems you may encounter with your NEO or your NEO Manager software. If you're having a problem that you don't see described here, visit our Web site or contact Technical Support.

NEO Troubleshooting

Nothing appears on the NEO screen when I turn it on.

If the screen is blank except for a flashing cursor in the upper-left corner, then you're simply in an empty file. Start typing and characters should appear on your screen.

If your screen is completely blank without a flashing cursor, check your batteries by connecting your NEO to your computer with a USB cable. If the NEO turns on when you connect it to a computer, you probably have one of these problems:

- Your alkaline batteries need to be replaced (see page 212).
- Your alkaline batteries were not installed correctly. Reinsert the batteries, making sure to have the + and – ends as shown on the diagram inside the battery door.
- Your rechargeable battery pack was fully discharged and needs charging. See page 4.

When I turn on my NEO, I see something other than the file that I expected.

The startup SmartApplet determines which program starts when you turn the NEO on.

If the startup SmartApplet is AlphaWord Plus, your NEO places you in the file you were last working in when you turned the NEO off. To change files, press one of the numbered **file** keys.

If you've set a different startup SmartApplet, that SmartApplet will open when you turn on the NEO. (See page 82 to change the startup SmartApplet right on the NEO; see page 83 to change it using NEO Manager.)

If you do not have a startup SmartApplet specified, the SmartApplets list will appear, with the cursor next to the last SmartApplet you worked in.

When I attach my NEO to my computer, I can't send any data, and my NEO screen shows a file instead of the "Attached to..." message.

Check these three things:

- Examine the cable connections—one may be loose.
- Plug your USB cable into a different USB port on your computer.
- Close the NEO Manager software if it is running on your computer. You can't send text to a program on your computer when NEO Manager is running.

When I send a file to my computer, some of the characters don't show up, or some letters or words are missing.

This is probably a problem with the speed with which the NEO is sending the data. Try these measures to solve the problem:



You can use the NEO Manager software to change the transfer speed on several NEOs at once. See page 165 to find out how to change the system settings, which include the transfer speed.

- Disconnect NEO from the computer and check the file transfer speed by pressing **option-⌘-S**. Reset NEO to a slower setting (speed 1 is the slowest).
- Try using a different word processing program on your computer. Some programs allow faster data transfer than others. If this solves the problem, you can copy and paste the text back into your original program.
- Adjust keyboard settings on your computer, experimenting with the key repeat rate and the repeat delay rate. (On a Macintosh, adjust hardware settings in System Preferences; on a Windows computer, adjust keyboard settings in Control Panel.)

I try to type in a file, but no characters appear.

You might have the Slow Keys setting turned on. You can change the setting in one of three ways:

- Press **ctrl-option-⌘-K** and adjust the time delay.
- On your NEO, press **applets** and choose the **Control Panel** SmartApplet. Next, select **Change keyboard settings**, then **Change slow keys setting**. Make changes as needed. (See page 161.)
- In NEO Manager, select a Slow Keys setting from the System settings on the Settings tab. See page 165 for more information.

My file (or the end of my file) is filled with garbage characters.

There are three ways you can deal with this situation:

- If you have no useful text in the file, just press **clear file** to remove the entire file.
- If you have some data you would like to save, place the cursor where the garbage characters start, press **shift-end** to select the garbage characters, then press **delete**.
- Send the file to your computer and cancel the transfer when garbage characters appear.

When I transfer text to my Windows computer, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase.

The caps lock key on your computer was probably on when you sent the text from NEO. Press **caps lock** on your computer keyboard to turn it off, and then resend the file.

When I press a key, the wrong letter appears on the screen.

Your NEO is probably using a different keyboard layout. You can change the keyboard layout in one of three ways:

- Press **option-⌘-L** and select a layout.
- On your NEO, press **applets** and choose the **Control Panel** SmartApplet. Next, select **Change keyboard settings**, then **Change keyboard layout**. Make changes as needed. See page 161.
- In NEO Manager, select a layout from the System settings on the Settings tab. See page 165 for more information.

My LCD screen broke. Is it covered under warranty? What should I do?

If the NEO malfunctions during the warranty period, repairs are covered. However, a broken LCD screen is not considered a malfunction and is therefore not covered under warranty. The LCD screen can be replaced; contact Technical Support for pricing information and a Return Material Authorization number.

Do I need antivirus software for my NEO?

Antivirus software isn't needed for your NEO.

What should I do if I spill something on my NEO?

If you've spilled water, follow these steps:

1. Remove all power sources (batteries, USB cable, AC adapter, and the rechargeable battery pack).
2. Dry the NEO using a canned air dusting product or hair dryer (on air only or low heat setting).
3. When the NEO is dry, reconnect the power sources and try turning the NEO on.
4. If the NEO doesn't turn on or malfunctions, contact Technical Support.

If you spilled something other than water, contact Technical Support immediately for assistance. Don't let the NEO sit for an extended period before consulting Technical Support. The cleanup measures that Technical Support will suggest aren't likely to work if you don't deal with the spill soon after it occurs.

When I try to send NEO 2 files to supported programs such as Google Docs, I see a message that says Wireless File Transfer is not installed or disabled.

You cannot transfer files between NEO 2 and these supported programs if you have removed Wireless File Transfer using NEO Manager or if you have disabled Wireless File Transfer.

If you have deleted Wireless File Transfer and you want to use this feature, you must use NEO Manager to reinstall Wireless File Transfer. Wireless File Transfer is installed just like a SmartApplet; to install it, see "Installing or Updating SmartApplets on NEOs Using NEO Manager" on page 85.

If you have disabled Wireless File Transfer, change the settings in NEO Manager to enable it again. See page 84.

My Renaissance Place address can't be verified in the Renaissance Wireless Server Utility's Server Settings.

For troubleshooting tips, see the section on connecting client programs in this Knowledge Base article:


<http://support.renlearn.com/techkb/techkb/6303273e.asp>.

My NEO is showing an error message.

First, try turning your NEO off and then on again. If the message is still there, refer to our Knowledge Base at <http://support.renlearn.com/techkb/> or contact Technical Support.

The light on my Renaissance Receiver is amber, and my NEO 2s can't connect.

Follow these steps to try to solve the problem:

1. Start the Renaissance Wireless Server Utility:
 - **Windows computers:** Right-click  in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that appears. If you don't see this icon in your system tray, click **Start** ▶ **Programs** ▶ **Renaissance Wireless Server** ▶ **Renaissance Wireless Server Utility**.
 - **Macintosh computers:** In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. If the program asks you to log in, type **1234** and click **OK**. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.)
3. Check the server status at the top of the screen. If it says the server is not running, click **Start**. When the program asks for the Administrator PIN, type **1234** (or the Administrator PIN you have set); then, click **OK**.
 If the server is running, click **Stop**. The program will verify that the server has been stopped; click **OK**. Click **Start** to restart it.

If the Receiver light still is not green, contact Technical Support.

When I use the Responder, Accelerated Reader, or MathFacts in a Flash SmartApplets on NEO 2, I don't seem to be connected to the right Receiver.

As you join a session or start using one of these SmartApplets, you'll be asked if you want to stay connected to the Receiver. Answer **no** to this question so that you can then choose a different Receiver to connect to.

You can also use the NEO 2 Search for Networks setting to choose a Receiver. See page 156 to find out how to change Control Panel settings; see page 163 for more information about the Search for Networks setting.

NEO Manager Software Troubleshooting

When I click the plus sign (or arrow) to check connections, NEO Manager doesn't show that any devices are currently connected.

- If you're using a SmartOption Mobile Lab, make sure the power switch on the back or side of the AlphaHub in the cart is turned on. A green light on the front of the AlphaHub indicates that the power is on. Make sure your computer is properly connected to the AlphaHub and that the USB cable connecting the two is securely attached at both ends.
- If you're using just one NEO, make sure the cable is securely connected at the NEO and the computer.
- Be patient. It can take up to thirty seconds for NEO Manager to recognize NEOs connected to an AlphaHub and to display them in the connection status area.
- On a Windows computer, use the Device Manager to list hardware devices. (In Windows 2000 or XP: click **Start ▶ Control Panel ▶ System ▶ Hardware** tab, then the **Device Manager** button; for Windows Vista: click **Start ▶ Settings ▶ Control Panel ▶ System ▶ Device Manager**.) The AlphaHub will be in the Universal Serial Bus controllers section.
- Try plugging the NEO or AlphaHub into a different USB port on your computer. If a Hardware Wizard appears (Windows only), step through the on-screen instructions completely, clicking **Continue Anyway** if a message appears about Windows XP certification.

I have a NEO connected to a port on the AlphaHub, but when I check the connections, the indicator is black instead of green.

Try plugging that NEO into the AlphaHub using a different hub cable.

I can't remember the password that I set, and now I can't use NEO Manager to configure my NEOs.

If you're referring to a master password, you can reset it in the system settings in NEO Manager (see page 153). If you're referring to the default file password for AlphaWord Plus files, you can reset it in the AlphaWord Plus settings in NEO Manager (see page 169 and page 170).

If you set a send list password and can't remember it, contact Technical Support (see the contact information at the front of this manual).

I have a SmartApplet installed on my computer, but I can't install it on the NEOs.

In NEO Manager, all installed SmartApplets should appear in the list on the SmartApplets tab. If one doesn't, try these steps:

1. Find the SmartApplet file on your computer and check the file extension. SmartApplets that are compatible with NEO Manager have the extension .OSK3App.
2. If the SmartApplet has the appropriate extension, add the SmartApplet by following the steps on page 90.

If the SmartApplet doesn't have the appropriate extension, you won't be able to use it with NEO Manager. Contact Technical Support for assistance (see the contact information at the front of this manual).

I'm managing a group of NEOs in a SmartOption Mobile Lab with an AlphaHub, and I want to change a setting on one of the SmartApplets, but I don't see the SmartApplet in the settings list in NEO Manager.

For a SmartApplet to appear in the Settings tab, it must either be listed in the Install List on the SmartApplets tab, or it must be present on every connected NEO. If the SmartApplet is present on some NEOs, but not all, then you need to add it to the Install List on the SmartApplets tab in NEO Manager. Once you do so, you'll be able to change the setting for the SmartApplet on the Settings tab.

If you have a mixed SmartOption Mobile Lab with both NEO 1 and NEO 2 laptops, SmartApplets that are for NEO 2 only (the Accelerated Reader, MathFacts in a Flash, and Responder SmartApplets) are only listed when NEO 2 laptops are the only ones connected. They are not listed if any NEO 1 laptops are connected with the NEO 2 laptops.

When I try to drag and drop text from my Windows computer, NEO Manager doesn't accept it.

Some Windows programs like Notepad don't support drag and drop, while others like WordPad and Microsoft Word do. The program you're dragging from has to support drag and drop in order for NEO Manager to receive it. If it doesn't, you can always select and cut or copy the text from your program, then paste it into NEO Manager.

• TROUBLESHOOTING

• Reinstalling or Repairing Keys on the NEO Keyboard
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Reinstalling or Repairing Keys on the NEO Keyboard

In the unlikely event that one of the NEO keys comes off the keyboard, you can probably reinstall it yourself by following the instructions on the next few pages. Read through all the instructions before reinstalling the keys.

If the spacebar has come off, see “Reinstalling the Spacebar” on page 209.

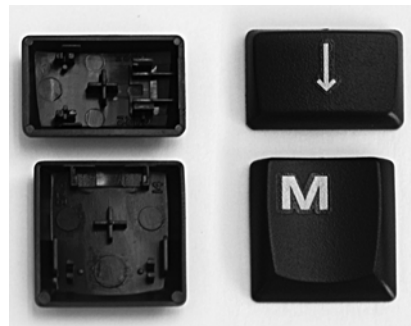
If only the cap has come off the key (not the white plastic scissors assembly), follow the steps in “Reinstalling the Key Cap Only” below.

If the white plastic scissors assembly has come off in addition to the key cap, follow the steps in “Reinstalling the Scissors Assembly” on page 207.

Reinstalling the Key Cap Only

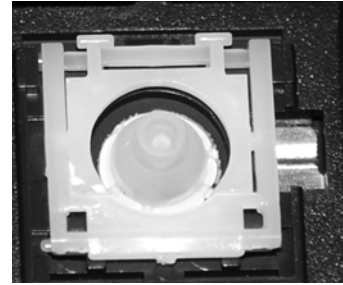
1. Start by looking at the underside of the key cap to make sure there are no broken prongs, which are the protruding U-shaped clasps and hooked pegs that help keep the key in place. Also, note the location of the plus sign in the middle of the key cap's underside.

The photos below show the two main styles of keys; though the shapes are different, the keys have the same basic structure.



2. If you see at least one broken prong, stop here and contact Technical Support for your location. (See the beginning of this manual for contact information.)

If the prongs don't appear to be damaged, and the key's underlying scissors assembly is still flatly in place on your keyboard as shown to the right, start the repair by gently placing the key back on top of its original location, centering the plus sign over the circular dome that the scissors assembly surrounds. **Do not press the key down yet.**



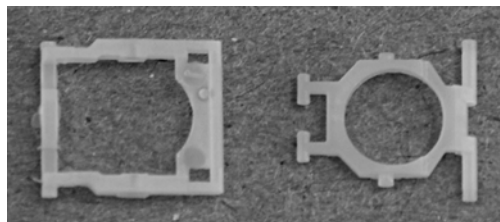
3. **Before you press the key down, please note that if you press too hard, you may break the underlying scissors pieces,** in which case you will need to contact Technical Support and arrange for repair.

Now, press down gently until you hear the key click into place on the left and right sides. If it clicks into place on one side, carefully push on the opposite side until it clicks. If you don't have the key perfectly aligned, wiggling the key slightly as you press down may help.



Reinstalling the Scissors Assembly

1. If one or both of the white scissors assembly pieces are still attached to the key cap, separate them from the key cap.
2. Now, place the two scissors pieces in front of you, so that the square piece is on your left and the round piece is on your right as shown. Make sure the pieces have the correct sides facing up; the square piece should be tilted slightly towards the right, and the round piece should tilt slightly towards the left.



• TROUBLESHOOTING

• Reinstalling or Repairing Keys on the NEO Keyboard

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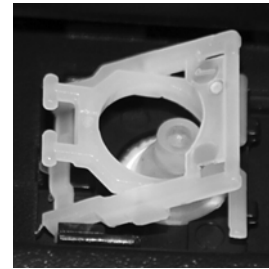
3. Now, slide the round piece underneath the square piece, and bring it up through the center of the square piece. Halfway up, maneuver the small knobs on each side of the round piece into the holes on each side of the square piece, one at a time, to create the scissoring action. When you've finished, the assembly should look like the picture to the right.



4. Take the two joined pieces and place the assembly into the keypad.

Look at the space where the scissors piece fits. For most keys, the left side has two little "slider" bars. The right side has a narrow vertical channel.

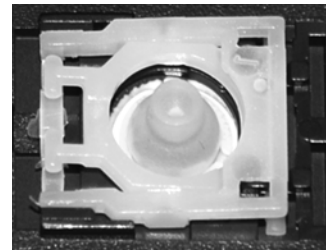
For arrow keys, the top side has the two little "slider" bars, and the bottom has a narrow vertical channel.



5. For all keys except the arrow keys, put the square part of the scissors piece to the far left of the keypad area where it is to sit; then, slide it underneath the two slider pieces. Slide it all the way to the right.

For arrow keys, put the square part of the scissors at the top of the keypad area where it is to sit; then, slide it underneath the two slider pieces. Slide it all the way to the bottom of the area.

6. Now you should be able to click the right side (or the bottom side of arrow keys) into the narrow channel just by pressing down on that side. You should hear it click into place. It should look like the image to the right.
7. Now, go to page 206 and follow the steps for reinstalling the key cap.



Reinstalling the Spacebar

1. Make sure the wire bar is snapped into the underside of the spacebar correctly. The long part of the wire needs to be snapped into the little holders on each end of the bottom of the spacebar key cap. When the wire is correctly positioned, two wire “ears” will stick up as shown below.



2. Hold the spacebar with the thumb and index finger of each hand as shown below. Make sure the wire “ears” are extended toward the bottom of the spacebar.



• TROUBLESHOOTING

• Reinstalling or Repairing Keys on the NEO Keyboard

3. Holding the spacebar above and slightly in front of its intended location, insert the wire “ears” into the square tabs on the keyboard as shown below. Hook each wire “ear” into the square tabs on the keypad, one at each end. Slide the wire ears from the front of the tabs to the back. Hold the wire there with your thumbs as you fold the spacebar forward and snap it into place.



ABOUT NEO BATTERIES AND POWER SOURCES

This chapter includes technical information about batteries for your NEO, including the following:

- Power sources for the NEO
- When the NEO turns on automatically
- Alkaline batteries
- Rechargeable batteries
- The low battery indicator
- Tips on caring for batteries and storing your NEO

How Your NEO Receives Power

Your NEO receives power in one of two ways:

- Through three AA batteries (alkaline provide the longest battery life—up to 700 hours or more)
- Through an optional internal rechargeable battery pack you have purchased (see our Web site for details)

If you use AA batteries, all three must be the same type. When the battery power is low, you can replace the batteries as described on the next page.

If you have a rechargeable battery pack, you recharge it with the AC adapter that came with the battery pack. Refer to “Using the Optional Rechargeable Battery Pack” on page 212 for additional information.

When your NEO is connected to your computer with a USB cable, it also receives power from the computer. However, NEO functions are limited when it is connected to a computer.

NEO Turns on Automatically When Connected

NEO turns on automatically when you use a USB cable to connect it to

- A SmartOption Mobile Lab or an AlphaHub that is on (usually in a classroom situation)
- A running computer

ABOUT NEO BATTERIES AND POWER SOURCES

Replacing AA Batteries

NEO remains on until the cable is disconnected or the AlphaHub or computer is turned off. When the cable is disconnected or power is removed from the cable, NEO returns to the state it was in before connecting. For example, if it was off before connecting, it will turn off again when disconnected.

When connected to a computer or AlphaHub, NEO uses the power available from the computer even if no batteries are installed. Don't connect the AC adapter when NEO is connected to a computer; it's not necessary.

Replacing AA Batteries

When you replace NEO's AA batteries, you must change all three batteries. If one discharged AA battery is used with two new batteries, the battery life is significantly reduced, even though two out of the three are new.

To replace batteries, remove the battery compartment cover, remove the old batteries, and install the new batteries as described on page 3.

Using the Optional Rechargeable Battery Pack

If you purchased a rechargeable battery pack, your batteries are automatically recharged whenever you connect the NEO to a computer or AlphaHub using a USB cable. You can also recharge the batteries by plugging the NEO in using the AC adapter. See page 4 to find out how to charge or recharge the battery pack using the AC adapter.

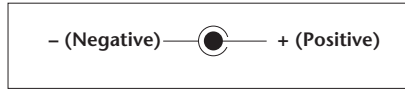
Important: If you're going to store your NEO for a month or longer, charge it **before** you store it, and then again **after** you take it out of storage to compensate for the batteries' self-discharge.

Specifications for the AC Adapter

These are the specifications for the AC adapter that is included with the rechargeable battery pack:

- Class 2 transformer
- Input: AC 120V 60Hz 9W (US) or 230V 50Hz 11.5W (UK and Europe)

- Output: DC 7.5V 500 MA



You should always use the AC adapter supplied with the battery pack; don't use other types.

About the Optional Rechargeable Batteries

NEO's rechargeable battery packs use Nickel Metal Hydride (NiMH) cells. NiMH cells can be charged about 500 times. Fully charged batteries can power the NEO for 60–150 hours (or even much longer), depending on use. (Note, however, that fully charged batteries that are never used lose their charge in about a month due to the self-discharge effect.)

New NiMH batteries need to be “cycled”—also known as “conditioned”—three to five times before they hold a full charge. This means that, during the first three to five charge cycles, the batteries hold a successively better charge each time until they reach full capacity.

To charge the batteries, plug the AC adapter into a working electrical outlet and connect it to the power port on the left side of your NEO as described on page 11.

Conditioning the Batteries

To condition the batteries, follow these steps:

1. Fully charge your NEO with the AC adapter.
2. Use your NEO without the AC adapter until the low battery message appears. (This may take 60–150 hours of use.)
3. Repeat steps 1–2 three to five times.

You'll get the longest life from your batteries if you wait for the low battery warning to appear before recharging so the batteries aren't needlessly recharged. Charging with the AC adapter for about 8–16 hours fully charges the batteries; if you use an AlphaHub or USB cable to recharge the batteries, it may take as long as 24 hours. **Don't charge the batteries for more than a week;** doing so may damage the batteries.

ABOUT NEO BATTERIES AND POWER SOURCES

Using the Optional Rechargeable Battery Pack

NEO's indicator light **A** turns green when the device is fully charged.



Storing and Recharging NEOs

Rechargeable batteries that aren't used over time lose their charge and need to be fully charged again before being used.

If the batteries lose too much charge while in storage (which can happen if you store your NEO for longer than you intended), the batteries themselves may become damaged, which in turn can damage the NEO.

Important: If you're going to store your NEO for a month or longer, charge the batteries **before** you store it, and then charge them again **after** you take the NEO out of storage to compensate for the batteries' self-discharge.

Lifetime of the Rechargeable Batteries

Well-maintained rechargeable batteries last about 500 charges, or about three years. If your battery charge lasted forty hours in the past, but now it lasts only one hour, you need a new battery pack, which you can purchase from our Web site.

If your batteries have run down, and you don't have an AC adapter, you can still connect your NEO to your computer and transfer the data in your files while the computer provides power to your NEO. You can also temporarily switch to AA alkaline batteries until you can obtain a new rechargeable battery pack.

Toxic Elements Statement

Each rechargeable battery cell is a sealed container enclosing a nickel electrode and a potassium hydroxide electrolyte. The electrolyte is caustic. Avoid contact with skin or eyes. If exposed accidentally, flush eyes with water immediately.

Warning! Do not incinerate or mutilate the battery, as this may cause it to burst or release toxic materials. Do not short circuit, as this may cause burns. Please dispose of in accordance with local, state, and federal regulations.

Low Battery Message

When your AA batteries or rechargeable batteries are getting low, a warning message appears on the NEO screen. The message appears about eight hours before your AA batteries are dead and about twenty minutes before your rechargeable batteries are dead. Be sure to replace your AA batteries or recharge your optional battery pack before the batteries are completely discharged.

Checking Battery Status (Charge)

To find out how much battery charge is remaining, follow these steps to check the battery status on your NEO:

1. Press **ctrl-⌘-B**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
2. Press any key to return to your file.

You can also check battery status in the Control Panel by following these steps:

1. Press **applets**.
2. Move the cursor down next to **Control Panel** and press **enter**.
3. Move the cursor down next to **Display battery status** and press **enter**.
The display shows a picture representing the amount of battery power left and a message showing the percentage.
4. Press any key to leave this screen.

Tips on Caring for Batteries

- To avoid battery leakage in AA batteries, change the batteries as soon as they become weak.
- Do not drop, puncture, disassemble, mutilate, or incinerate the batteries.
- Do not leave batteries in hot locations.

NEO's Backup Lithium Battery

NEO contains a secondary backup battery that isn't intended to be accessed by users. The lithium battery provides power to the memory and helps prevent data loss when the unit is turned off or when the batteries are dead or removed. The lithium battery will last approximately five to seven years. If you suspect a problem with the lithium battery, visit our Web site for more information or contact Technical Support for assistance.

California USE Only:

This Perchlorate warning applies only to primary CR (Manganese Dioxide) Lithium coin cells sold or distributed ONLY in California, USA:
"Perchlorate Material-special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate."

WARRANTY AND MAINTENANCE

Warranty

Renaissance Learning, Inc., warrants the NEO keyboard and display to be free from defects in materials and workmanship for a period of three years from the date of original purchase.

For rechargeable devices, Renaissance Learning, Inc., warrants the rechargeable battery to be free from defects for 90 days from the date of original purchase.

During this period, if a defect occurs, Renaissance Learning, Inc., will, at its option, repair or replace your NEO at no charge to you, provided that it is returned during the warranty period to Renaissance Learning, Inc., or one of its authorized resellers. This warranty does not apply if your NEO has been damaged by accident or abuse, modified without the written permission of Renaissance Learning, Inc., or if identifying marks (including serial numbers) or seals have been removed or defaced.

There are no other warranties, expressed or implied. Renaissance Learning, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.

Guarantee

Renaissance Learning, Inc., will refund your money in full (less original shipping charges) if the items are returned in original condition within thirty days of customer receipt of items.

Maintenance Tips

With proper care and maintenance, your NEO will last a long time. These practices help keep your NEO in top condition:

- Always turn off your NEO before changing the batteries.

Storing Your NEO

- Take care not to break the LCD screen. Don't drop NEO or subject it to strong impact. Don't place an AC adapter or other heavy object over the LCD screen.
- Clean the screen only with a soft, dry cloth. Don't use solvents.
- Keep your NEO away from extreme heat. Don't leave it on the dashboard of a car, in the trunk of a car, or near a heater.
- Don't leave your NEO in a place that is extremely dusty or damp.
- Don't use frayed or damaged cables.
- Never force a connector into a port if the connector and port do not join easily.

If you know you're not going to be using your NEO for a while, follow these guidelines:

- If you are storing a NEO that uses alkaline batteries, and you're going to be storing it for longer than six months, or the battery capacity is less than 20%, remove the batteries from the NEO.
- If you're storing a rechargeable NEO for between one and six months, charge the NEO **before** you store it, and again **after** you take it out of storage (to compensate for the battery pack's self-discharge). If you're storing a group of rechargeable NEOs, be sure to charge **all of them** before and after storage.
- Use care when storing or stacking a group of NEOs. You may inadvertently cause a power drain from some units if they are stored incorrectly. If several NEOs are stacked on top of each other and offset somewhat, be careful that the rubber foot on the bottom of one NEO does not touch the **on/off** key on the top of another NEO. If any NEO is accidentally turned on and the **on/off** key remains pressed, this causes a small but constant battery power drain even though nothing may appear on the screen. To avoid this potential problem, stack your NEOs on edge or carefully make sure they are stacked vertically with no offset.

You might want to enable the Two-Button On option so you can't turn the NEO on by pressing just one key. On a single NEO, you can do this by changing a setting in the Control Panel; see page 156. To change this for several NEOs, use the system settings in the NEO Manager software; see page 165.

Return Procedures

Important: If you're a customer outside the United States or United Kingdom, and you purchased your NEO from a reseller, then you should contact that reseller for assistance with your NEO. Do not return the device to Renaissance Learning.

If you bought your NEO directly from Renaissance Learning outside the United States or United Kingdom, contact the technical support resource listed for your region in the front of this manual.

If you have a problem with your NEO, first read "Troubleshooting" on page 199. If this section doesn't help you solve your problems, follow these steps for help.

1. Contact Technical Support using the contact information for your country listed at the front of this manual. Most problems can be solved by email or over the phone.
2. If the device does need to be returned to the factory for repair, it must be assigned an RMA (Return Material Authorization) number in order to track the unit before it is returned. To receive an RMA number, contact Technical Support using the contact information for your country listed at the front of this manual. You'll need to provide the following information:
 - A detailed description of the problem
 - The serial number of the device
 - Your name and the address where the device should be returned

Note: Only Renaissance Learning can assign RMA numbers. If a NEO is returned without an RMA number, it will delay the repair and increase the chance that it could become lost.

3. Write the RMA number on the outside and inside of the box. Also on the inside, tape a short, detailed note to the NEO explaining the problem (include the RMA number).
4. Ship the damaged NEO to the address given when you receive your RMA number. You will be sending your NEO to a repair center, not to the Renaissance Learning office.

Important: Please ship NEO with a reliable shipper. Renaissance Learning, Inc., will not be held responsible for devices that are lost in shipment from a customer, or that are returned without an RMA number.

Your repaired NEO will be returned to you within two weeks of receipt. If damages are due to accident or abuse, you'll be charged a fee for the parts replaced, as well as a repair handling fee.

•	WARRANTY AND MAINTENANCE
•	FCC Statement
•	
•	
•	

FCC Statement

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution

Any changes or modifications not expressly approved by Renaissance Learning could void the user's authority to operate the equipment. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

More Product Safety Information

Detailed product safety information related to the Consumer Product Safety Improvement Act can be found at www.renlearn.com/support or by contacting Renaissance Learning at the address at the beginning of this manual.

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

This appendix provides lists of keyboard commands and shows you how to enter international and special characters using your NEO.

Keyboard Commands

Action	Keyboard Command
Move one character left or right	← →
Move up or down one line	↑ ↓
Move up one screen (scrolling)	⌘-↑
Move down one screen (scrolling)	⌘-↓
Move to beginning of line	⌘-←
Move to end of line	⌘-→
Move to beginning of file	home
Move to end of file	end
Move to previous word	option-←
Move to next word	option-→
Move to previous sentence	ctrl-←
Move to next sentence	ctrl-→
Move to previous paragraph	ctrl-↑
Move to next paragraph	ctrl-↓
Select/deselect one character to the left	shift-←
Select/deselect one character to the right	shift-→
Select/deselect one line up	shift-↑
Select/deselect one line down	shift-↓
Select from cursor to beginning of word	shift-option-←
Select from cursor to end of word	shift-option-→
Select from cursor to beginning of line	shift-⌘-←
Select from cursor to end of line	shift-⌘-→
Select all (select entire file)	ctrl-A or ⌘-A

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

Keyboard Commands

Action	Keyboard Command
Cut selected text to clipboard	ctrl-X or ⌘-X
Copy selected text to clipboard	ctrl-C or ⌘-C
Paste text from clipboard	ctrl-V or ⌘-V
Have the selected text read by an optional NEO Text2Speech device	ctrl-M
Change settings for the NEO Text2Speech device	ctrl-J
Delete a character or selection to the left of the cursor	backspace
Delete a character or selection to the right of the cursor	delete or ctrl-backspace
Clear the entire contents of the file	clear file
Clear the contents from all eight workspace files	shift-ctrl-option-⌘-clear file
Permanently delete an entire file	option-⌘-clear file
Permanently delete all files	ctrl-option-⌘-clear file
Recover 40 characters	ctrl-option-⌘-R
Recover file from last deletion	option-⌘-R
Recover entire file	ctrl-shift-option-⌘-R
Find text	find or ⌘-F
Find again	⌘-G
Find and replace	ctrl-find
Check spelling	spell check
Spell check word containing cursor	⌘-spell check
Spell check on/off	option-⌘-spell check
Spell check a selected section	ctrl-spell check
Ignore all occurrences in spell check	ctrl-I
Replace all in spell check	ctrl-enter
Open thesaurus	ctrl-T
File status (characters)	ctrl-⌘-I
File status (pages)	⌘-I

Action	Keyboard Command
File statistics (number of words, characters, paragraphs, and spaces in a file)	ctrl-option-⌘-I
Number of characters in all files	shift-ctrl-⌘-I
Number of pages in all files	shift-⌘-I
Word count (characters, words, paragraphs, pages)	ctrl-W
System details	option-⌘-V
Clipboard contents	ctrl-option-⌘-C
Clipboard status (characters)	ctrl-shift-option-⌘-C
Clipboard status (pages)	option-⌘-C
Print files	print or ⌘-P
Typing Timer	⌘-find
Create new file	ctrl-N
Open file	ctrl-O
Open or retrieve file from supported programs (NEO 2 only)	⌘-O
Save and name a file	ctrl-S
Select file	ctrl-F
Delete file	ctrl-D
Send current AlphaWord Plus file to another NEO with Beamer	ctrl-send
Send current AlphaWord Plus file to supported programs like Google Docs (NEO 2 only)	⌘-send
Receive an AlphaWord Plus file from another NEO with Beamer	ctrl-B
Go to SmartApplets menu	applets
Set a startup SmartApplet from the SmartApplets menu	ctrl-applets
Disable a SmartApplet from the SmartApplets menu	ctrl-⌘-L
Display information about selected SmartApplet	option-applets

- **KEYBOARD COMMANDS AND SPECIAL CHARACTERS**
- Keyboard Commands
-
-
-

Action	Keyboard Command
Select font size	ctrl-option-⌘-F
Copy linked file to clipboard	shift-ctrl-⌘-C
Copy current screen of a linked file	shift-ctrl-C
Select section	⌘-S
View linked file/main file	ctrl-L
Password enable/disable (master password required)	ctrl-option-⌘-P
Change file password	option-⌘-P
Enable/disable Calculator (master password required)	ctrl-⌘-C
Sticky Keys, Auto Repeat, Show Marks status	option-⌘-K
Slow Keys status	ctrl-option-⌘-K
Change keyboard layout (QWERTY, Dvorak, Right, Left)	option-⌘-L
Change send speed (cable)	option-⌘-S
Change send speed (IR)	ctrl-option-⌘-S
Switch to another file (when connected by USB)	⌘-File 1 (File 2, File 3, and so on)
Check battery status	ctrl-⌘-B
Set idle time	option-⌘-T
View help contents	ctrl-h or ⌘-H
Copy help contents	ctrl-C
View system hardware details	ctrl-shift-option-⌘-I
View system software details	ctrl-shift-option-⌘-B

International and Special Characters

The following tables show the international and special characters that NEO supports and the keys to press to generate each character.

Keyboard combinations separated by hyphens (**ctrl-option-2**, for example) should be pressed in the order given and held down until the last key is pressed.

Keyboard combinations separated by a comma (for example, **option-E, A**) should be pressed sequentially; in this example, press and hold the **option** key while pressing **E**, then release them both before pressing **A**. You will not see a character displayed after pressing the **E**, but the character that appears after pressing the **A** will be á.

Character	Keystroke(s)	Notes
Á	option-E, shift-A	acute accent
À	option-`, shift-A	grave accent
Ä	option-U, shift-A	umlaut accent
Ã	option-N, shift-A	tilde accent
Å	option-shift-A	dot accent
á	option-E, A	acute accent
à	option-`, A	grave accent
â	option-I, A	circumflex accent
ä	option-U, A	umlaut accent
ã	option-N, A	tilde accent
å	option-A	dot accent
æ	option-'	digraph (ligature)
Æ	option-shift-'	digraph (ligature)
ç	option-C	cedilla accent
Ç	option-shift-C	cedilla accent
É	option-E, shift-E	acute accent
È	option-`, shift-E	grave accent
Ê	option-I, shift-E	circumflex accent
Ë	option-U, shift-E	umlaut accent
é	option-E, E	acute accent

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

International and Special Characters

Character	Keystroke(s)	Notes
è	option-`, E	grave accent
ê	option-I, E	circumflex accent
ë	option-U, E	umlaut accent
í	option-E, I	acute accent
ì	option-`, i	grave accent
î	option-I, I	circumflex accent
ï	option-U, I	umlaut accent
Ñ	option-N, shift-N	tilde accent
ñ	option-N, N	tilde accent
Ó	option-E, shift-O	acute accent
Ò	option-`, shift-O	grave accent
Ô	option-I, shift-O	circumflex accent
Ö	option-U, shift-O	umlaut accent
Õ	option-N, shift-O	tilde accent
ó	option-E, O	acute accent
ò	option-`, O	grave accent
ô	option-I, O	circumflex accent
ö	option-U, O	umlaut accent
õ	option-N, O	tilde accent
Ú	option-E, shift-U	acute accent
Ù	option-`, shift-U	grave accent
Û	option-I, shift-U	circumflex accent
Ü	option-U, shift-U	umlaut accent
ú	option-E, U	acute accent
ù	option-`, U	grave accent
û	option-I, U	circumflex accent
ü	option-U, U	umlaut accent
ÿ	option-U, Y	umlaut accent

Character	Keystroke(s)
™	option-2
®	option-R
©	option-G
ø	option-O
Ø	option-shift-O
°	option-shift-8
∞ (infinity)	option-5
§	option-6
¶	option-7
¿	option-shift-/
¡	option-1
»	option-shift-\
«	option-\
´ (acute accent)	option-E, space
` (grave accent)	option-`, space
^ (circumflex)	option-I, space
¨ (umlaut)	option-U, space
~ (tilde)	option-N, space
· (superscript dot)	option-H
1/2	ctrl-option-2
1/3	ctrl-option-3
1/4	ctrl-option-4
÷	option-/
±	option-shift-=
f	option-F
\$	shift-4
¢	option-4
£	option-3
¥	option-shift-5

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

International and Special Characters

Character	Keystroke(s)
¥	option-Y
€	option-shift-2
ß (beta or German Sharp S)	option-S
Σ (sigma)	option-W
π (pi)	option-P
μ (mu)	option-M
Ω (omega)	option-Z

Troubleshooting Special Characters

International characters are supported by both Macintosh and Windows computers. However, some Windows programs don't support the Microsoft international character set, so they may have problems displaying international characters correctly. If your characters haven't transferred correctly to a specific Windows program, follow these steps to try to transfer international characters to any problematic Windows program:

1. On your computer, open the Notepad program.
2. On your NEO, send your text to Notepad.
3. In Notepad, select all the text, then press **Ctrl-C** to copy it to the Windows clipboard.
4. Open a new file in the program that didn't accept the special characters earlier.
5. Paste the text into a document in that program.

Copying and pasting through the clipboard usually solves the problem because the clipboard interprets the characters correctly and transfers them into the program.

WRITE ON! LESSONS FOR NEO

Write On! for NEO provides hundreds of writing exercises, literacy skills activities, and vocabulary strategies that teachers can use to help students develop their writing skills. You can easily send these exercises to students' NEOs using NEO Manager (see page 76). Students work on the exercises on their NEOs, typing their responses between angle bracket prompts < >. Once the exercises are complete, you retrieve the exercises from the NEOs using NEO Manager.

Using thoughtful themes and appealing content, Write On! for NEO exercises promote writing and foster a love of language. Write On! exercises help you avoid the blank screens that can be so intimidating to students at the beginning of writing projects. Instead, the exercises provide screen after screen of entertaining writing activities that engage students' minds and inspire creative responses.

Write On! files are organized by school level and type of activity. Writing lessons are organized by process and theme. For a list of the school levels, themes, and exercise files, see page 231. For an overview of the categories and themes, see page 239.

How to Use Write On! for NEO

This section provides an overview of how to use Write On! exercises with NEOs.

1. Make sure you have installed NEO Manager on your computer (see page 13).
2. Use the supplements summary (page 239) to find a theme that you want your students to work with.
3. Read the individual file information in the PDF supplement and decide which text file to work with.
4. Use NEO Manager to send the Write On! text file to file 1 on connected NEOs (see page 76). (If any supporting files are mentioned in the supplement, send the supporting file to file 2.) You can modify any of the text exercises if you'd like once you select them using NEO Manager.
5. Have students complete the work in the file. Students should type their answers to questions within the angle brackets (< >).
6. To view student work, see the next section.

- **WRITE ON! LESSONS FOR NEO**
- Retrieving Writing Exercises from NEOs
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Retrieving Writing Exercises from NEOs



Remember that students should have entered their responses between the angle bracket prompts (<>).
To find student responses, look for these prompts in the files.

There are three ways to retrieve writing exercises once students complete them: you can use NEO Manager, you can have students send their exercises to your computer, or you can have students print directly from their NEOs.

Using NEO Manager to Retrieve Students' Exercises

Use NEO Manager to retrieve exercises from either a single NEO or a group of NEOs. This is the quickest method if you need to retrieve multiple files from multiple NEOs. See page 59 to find out how to view, print, or save the student files.

Sending an Exercise Directly from NEO to Your Computer

By following these steps, students can send their exercises to your computer one at a time. This method lets each student edit, reformat, save, or print his or her exercise using your computer.



If your computer is IR-capable, you can beam text from a device to your computer.
See page 190 for details.

1. Make sure NEO Manager isn't running on the computer.
2. On your computer, open the program and file where you want to send the text.
3. Turn on NEO and make sure you're in the file that contains the exercise.
4. Connect NEO to your computer using a USB cable (see page 9).
5. On your computer, make sure the cursor is blinking in the file that you want to send the exercise to. If not, click in the file to make it active; this ensures the student's exercise will be sent there.
6. On NEO, press **send**. The NEO displays a progress bar and a percentage of how much text has been transferred.
7. When the transfer is complete, disconnect NEO and save the file on your computer.

Printing Exercises Directly from NEOs

If your classroom is set up for printing, follow these steps to have students print directly from NEOs (using a USB cable, infrared printing, or wireless RF printing for NEO 2 only). This method provides you or the student with a hard copy of the exercise for editing or grading.

1. Do one of the following:
 - For USB printing, connect NEO to your printer with a USB cable (see page 9).
 - For IR printing, make sure the printer's IR transceiver is in range of NEO's IR lens (within 5–7 inches).
 - For NEO 2 wireless RF printing, make sure your Renaissance Receiver is connected to the computer and is on (see page 18).
2. Turn on the NEO and make sure you're in the file that contains the exercise.
3. Press **print** on the NEO.

Road Map of Write On! Lesson Files

When you installed NEO Manager, the Write On! exercise files were copied to your computer. The exercises are grouped by school level: elementary school, middle school, and high school. Within these groups, files are further broken down by types of activity, and writing lessons are also broken down by types of writing, writing process, writing skills, and more.

Here is where you can find the files on your computer:



You can also view lessons in NEO Manager as you select a Write On! lesson. See page 76.

- **Windows computers:** Program Files\AlphaSmart\AlphaSmart Manager 2\Write On Text Files\
- **Macintosh computers:** Applications : AlphaSmart : AlphaSmart Manager 2 : Write On Text Files

The following tables show how the files are organized on your computer and how you will find them organized when you select them in NEO Manager.

- **WRITE ON! LESSONS FOR NEO**
- Road Map of Write On! Lesson Files
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-
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Elementary School Files				
\1_Elementary School	\Literacy Skills Activities	\Class Clown	B_Vocabulary.txt C_Character.txt D_Compare.txt	
		\Fudge-a-Mania	B_Vocabulary.txt C_Setting.txt D_Plot.txt	
		\Marvin Redpost	B_Vocabulary.txt C_Character.txt D_Tone.txt	
		\The Boxcar Children	B_Vocabulary.txt C_Character.txt D_Response.txt	
	\Vocabulary Strategies		ABC Graffiti.txt Possible Sentences.txt Synonym Cluster.txt	
	\Writing Lessons	\Seasons	\Fall B_BRTHDY.txt I_FEEL.txt C_CELEB.txt J_FIELD.txt D_COLUMB.txt K_MYTH.txt E_ANIMAL.txt L_SET.txt F_AUTH1.txt M_ACROSS.txt G_AUTH2.txt N_SING.txt H_CHANT.txt	
			\Spring B_BRTHDY.txt G_CREAT.txt C_CELEBR.txt H_FLING.txt D_EASTER.txt I_STORY.txt E_PET.txt J_PAT.txt F_PLACE.txt	
			\Winter B_BRTHDY.txt G_CHANT.txt C_CELEBR.txt H_FLOWER.txt D_HOLIDY.txt I_MOUSE.txt E_MISTLE.txt J_PICT.txt F_RECIFE.txt	

Elementary School Files (Continued)			
\1_Elementary School (Continued)	\Writing Lessons (Continued)	\The Process of Writing	\Character Building
			B_TEASE1.txt F_ATTIT1.txt
			B_TEASE2.txt F_ATTIT2.txt
			C_ACTION.txt G_HONST1.txt
			C_FEEL.txt G_HONST2.txt
			D_SINC1.txt G_HONST3.txt
			D_SINC2.txt H_CHANG1.txt
			E_TRUST1.txt H_CHANG2.txt
			E_TRUST2.txt
\Poetry for Young Poets			
B_SNDCHT.txt J_LMRKS.txt			
C_EATCHT.txt K_SIMIL1.txt			
D_ACTCHT.txt L_SIMIL2.txt			
E_NAME.txt M_SIMMET.txt			
F_PATRN1.txt N_RECIP1.txt			
G_PATRN2.txt O_TRANS1.txt			
H_MEPOEM.txt P_TRANS2.txt			
I_ALTRTN.txt			
\Tall Tales			
B_KNOW.txt H_HENRY2.txt			
C_TALES.txt I_BNYAN1.txt			
D_EXAG.txt I_BNYAN2.txt			
E_WALK.txt J_PECOS1.txt			
F_RAIN.txt J_PECOS2.txt			
G_APPLE1.txt K_PIPPI.txt			
G_APPLE2.txt L_ME.txt			
H_HENRY1.txt M_ACROST.txt			
\The Me Activities I			
B_ENDING.txt H_LETTER.txt			
C_PATTRN.txt I_POEM.txt			
D_FAMILY.txt J_DREAMS.txt			
E_IUSED.txt K_FEELNG.txt			
F_CHANGE.txt L_THREE.txt			
G_FAVORT.txt			
		\Writing Skills	\Paragraphs to Essays Level 1
			B_TOPIC.txt G_MIX.txt
			C_SUMMRY.txt H_ORDER.txt
			D_SENSE.txt I_SPICY.txt
			E_SUBJCT.txt J_TIRED.txt
			F_EXAMPL.txt K_MAKE.txt

Elementary School Files (Continued)				
\1_Elementary School (Continued)	\Writing Lessons (Continued)	\Writing Skills (Continued)	\Sentence Writing Level 1	
			B_FAVOR.txt	G_MORE.txt
			C_ADJECT.txt	H_COLOR.txt
			D_ADVERB.txt	I_NAME.txt
			E_FRAG.txt	J_PARAGR.txt
			F_NEWS.txt	
			\Sentences to Paragraphs Level 1	
			B_SIMPLE.txt	H_MIX.txt
			C_ALPHA.txt	I_DETAIL.txt
			D_SENSE.txt	J_TIME.txt
			E_LOVE.txt	K_TOWN.txt
			F_SUBJ.txt	L_FIND.txt
			G_SUMM.txt	M_TITLE.txt
Middle School Files				
\2_Middle School	\Literacy Skills Activities	\Hatchet	B_Vocabulary.txt C_Believability.txt D_Setting.txt	
		\Number the Stars	B_Vocabulary.txt C_Character.txt D_Setting.txt	
		\The Giver	B_Vocabulary.txt C_Theme.txt D_Setting.txt	
		\The Lion, the Witch, and the Wardrobe (Unabridged)	B_Vocabulary.txt C_Dialogue.txt D_Character.txt	
\Vocabulary Strategies		Closed Word Sort.txt Concept Circles.txt Sentence Chains.txt		
	\Writing Lessons	\Poetry and Building Word Power	\Chants to Limericks	
			B_CHANTS.txt	F_TRANS.txt
			C_ACROST.txt	G_IMAGIN.txt
			D_LIMRCK.txt	H_SIM1.txt
			E_DAILY.txt	I_SIM2.txt

Middle School Files (Continued)				
\2_Middle School (Continued)	\Writing Lessons (Continued)	\Poetry and Building Word Power (Continued)	\Haiku to Free Verse	
			B_METAPH.txt	F_VERSE2.txt
			C_HAIKU.txt	G_VERSE3.txt
			D_RECIPES.txt	H_THEME.txt
			E_VERSE1.txt	
			\Someone Won	
			B_EIGHT.txt	D_BASES.txt
			C_ONE.txt	E_INN.txt
			\The Me Activities II	
			B_NAME.txt	H_FEEL2.txt
			C_MEET.txt	I_MEMORY.txt
			D_FAMILY.txt	J_KEY.txt
			E_CHANGE.txt	K_JOURNL.txt
			F_ENDING.txt	L_TIME.txt
			G_FEEL1.txt	
			\The Power of Words	
			B_BELIEV.txt	F_SLANT.txt
			C_WAYS.txt	G_RIGHT.txt
			D_REPLAC.txt	H_EUPHEM.txt
			E_SEXIST.txt	I_WHAT.txt
			\Where the Sidewalk Bends	
			B_MICE.txt	G_HALWEN.txt
			C_DOOR.txt	H_PEOPLE.txt
			D_TRAPEZ.txt	I_MAGIC.txt
			E_HKCROK.txt	J_BITS.txt
			F_OURBND.txt	K_TUGWAR.txt
		\The Process of Writing	\Character Sketch I	
			B_DES1.txt	H_DIADES.txt
			C_DES2.txt	I_SETDIA.txt
			D_SET1.txt	J_INTERC.txt
			E_SET2.txt	K_ACTION.txt
			F_SETDES.txt	L_NARRAT.txt
			G_DIA.txt	
			\Finding a Writing Style I	
			B_VIEW1.txt	H_LIT1.txt
			C_VIEW2.txt	I_LIT2.txt
			D_DESC.txt	J_AUDENC.txt
			E_SPICE.txt	K_RIGHT.txt
			F_TRIM1.txt	L_TIGHT.txt
			G_TRIM2.txt	

Road Map of Write On! Lesson Files

Middle School Files (Continued)				
\2_Middle School (Continued)	\Writing Lessons (Continued)	\The Process of Writing (Continued)	\Letters, Forms, Applications	
			B_FRND1.txt	G_PERMIT.txt
			C_FRND2.txt	H_LIBRAR.txt
			D_BSNS1.txt	I_THEFT.txt
			E_BSNS2.txt	J_SOCSEC.txt
			F_NOTES.txt	K_ORDER.txt
			\Moral Dilemmas I	
			B_ACNE1.txt	K_JEAL2.txt
			C_ACNE2.txt	L_NERD1.txt
			D_CHAR1.txt	M_NERD2.txt
			E_CHAR2.txt	N_PARTY1.txt
			F_DOG1.txt	O_PARTY2.txt
			G_DOG2.txt	P_PROF1.txt
			H_DRUG1.txt	Q_PROF2.txt
			I_DRUG2.txt	R_STER1.txt
			J_JEAL1.txt	S_STER2.txt
			\Observe and Describe	
			B_COLOR.txt	F_EXAMP.txt
			C_SENSE1.txt	G_THEIT.txt
			D_SENSE2.txt	H_PORTRT.txt
			E_CLUSTR.txt	I_TRIM.txt
		\Writing Skills	\Paragraphs to Essays Level I	
			B_START.txt	H_LINKRS.txt
			C_CLUSTR.txt	I_DESC.txt
			D_TOPIC.txt	J_EXPOS.txt
			E_BROAD.txt	K_NARRAT.txt
			F_SENSE.txt	L_PERS.txt
			G_TIME.txt	
			\Sentence Combining with a Moral	
			B_WARMUP.txt	H_BEE.txt
			C_FOX.txt	I_MEDICN.txt
			D_SLEEK.txt	J_HAIR.txt
			E_SWALLO.txt	K_FLATTR.txt
			F_PLEASE.txt	L_EXPAND.txt
			G_BRAIN.txt	M_REFER.txt
			\Sentence Writing Level II	
			B_NEWS.txt	F_ADJECT.txt
			C_FRAG.txt	G_COLOR.txt
			D_SEPAR.txt	H_MORE.txt
			E_COMBIN.txt	I_OVER.txt

Middle School Files (Continued)			
\2_Middle School (Continued)	\Writing Lessons (Continued)	\Writing Skills (Continued)	\Sentences to Paragraphs Level II
			B_START.txt
			C_MIX.txt
			D_CLUSTR.txt
			E_DETAIL.txt
			F_BROAD.txt
			G_LIVELY.txt
			H_SENSE.txt
			I_TRANS1.txt
			J_TRANS2.txt
			K_PROVRB.txt
			\You Are the Editor I
			B_WARMUP.txt
			C_CLENU.txt
			D_SPACES.txt
			E_RETRN1.txt
			F_UNITY.txt
			G_MIXED.txt
			H_FIXUP.txt
			I_LETTER.txt
			J_RETRN2.txt
			K_RECIP.txt
			L_COMBIN.txt
			\You Are the Editor II
			B_WARMUP.txt
			C_RUNON.txt
			D_REPLC.txt
			E_DEADWD.txt
			F_PARGRP.txt
			G_MISSNG.txt
			H_MISPLC.txt
			I_TIRED.txt
			J_TRICKY.txt
			K_FIND.txt
			L_AUDNC1.txt
			M_DESCRB.txt
			N_AUDNC2.txt
			O_COMBIN.txt
High School Files			
\3_High School	\Literacy Skills Activities	\Animal Farm	B_Vocabulary.txt
			C_Inference.txt
			D_Character.txt
		\Flowers for Algernon	B_Vocabulary.txt
			C_Compare.txt
			D_Character.txt
		\Lord of the Flies	B_Vocabulary.txt
			C_Setting.txt
			D_Character.txt
		\The Hobbit	B_Vocabulary.txt
			C_Setting.txt
			D_Character.txt
	\Vocabulary Strategies		Concept of Definition.txt
			Four-Part Definition.txt
			Vocabulary Self Selection.txt

- **WRITE ON! LESSONS FOR NEO**
- Road Map of Write On! Lesson Files
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High School Files (Continued)			
\Writing Lessons	\1 Writing Skills	\Persuasive Essay	
		B_PERSD.txt	H_REV3.txt
		C_AUD.txt	I_TRANS.txt
		D_REV1.txt	J_LEAD.txt
		E_UNITY.txt	K_PROOF.txt
		F_REV2.txt	L_ESSAY.txt
		G_5PARA.txt	
		\Polishing Prose	
		B_CAPS.txt	G_ACTIVE.txt
		C_HOMOPH.txt	H_SENT.txt
		D_DANGLE.txt	I_SHOW.txt
		E_FRAG.txt	J_COMBIN.txt
		F_COMMA.txt	K_SPECIF.txt
		\Sentence Combine with American Classics	
		B_WARMUP.txt	H_SIMPLE.txt
		C_HAWTH.txt	I_LADIES.txt
		D_FLOWER.txt	J_WEBSTR.txt
		E_POE.txt	K_TWAIN.txt
		F_MELVIL.txt	L_REFER.txt
		G_THREAU.txt	
		\2 The Process of Writing	
		\Character Sketch II	
		B_DESC1.txt	G_DIADES.txt
		C_DESC2.txt	H_INTERA.txt
		D_SET.txt	I_ACTION.txt
		E_SETDES.txt	J_NARRAT.txt
		F_DIA.txt	
		\Character Sketch III	
		B_STRNGE.txt	F_TIME.txt
		C_WALLET.txt	G_SPEECH.txt
		D_FIGUR.txt	H_REACT.txt
		E_PUNCHY.txt	
		\Finding a Writing Style	
		B_VIEW1.txt	H_DTAIL2.txt
		C_VIEW2.txt	I_FIG1.txt
		D_VIEW3.txt	J_FIG2.txt
		E_DESC.txt	K_AUD1.txt
		F_HIDDEN.txt	L_AUD2.txt
		G_DTAIL1.txt	

High School Files (Continued)			
\3 Lifelong Skills	\Answering Essay Questions		
	B_SIMPL1.txt	H_CNTRST.txt	
	C_SIMPL2.txt	I_DESCRB.txt	
	D_CMPLX1.txt	J_EXPLN.txt	
	E_CMPLX2.txt	K_SUMMAR.txt	
	F_KEY.txt	L_ARGUE.txt	
	G_COMPAR.txt		
	\Job Storming		
	B_PREPAR.txt	G_FORM.txt	
	C_STUDY1.txt	H_INTERV.txt	
	D_HIRE.txt	I_APPLIC.txt	
	E_GIRLS.txt	J_YOURS.txt	
	F_BOYS.txt	K_SMARTS.txt	
	\Moral Dilemmas II		
	B_OPIN1.txt	J_STDNT1.txt	
	C_OPIN2.txt	K_STDNT2.txt	
	D_PRES1.txt	L_TEST1.txt	
	E_PRES2.txt	M_TEST2.txt	
	F_REV1.txt	N_TWIN1.txt	
	G_REV2.txt	O_TWIN2.txt	
	H_ROLLS1.txt	P_WALL1.txt	
	I_ROLLS2.txt	Q_WALL2.txt	

Write On! Lesson Categories and Teaching Supplements

The tables on the next few pages provide an overview of the categories and themes available for Write On! writing lessons at each school level. This can help you decide which sets of exercises you want your students to work on.

For more detailed information about each writing exercise, refer to the Teacher's Supplement PDF files in one of these locations:

- On the NEO Manager CD in the Write On Text Files folder.
- On your computer (once you've installed NEO Manager. Check the location for your type of computer:

Window Computers: Program Files\AlphaSmart\AlphaSmart Manager 2\Write On Text Files\. Look in the Writing Lessons folder under each school level to find the teaching supplement for that level.

Macintosh Computers: Applications : AlphaSmart : AlphaSmart Manager 2 : Write On Text Files. Look in the Writing Lessons folder under each school level to find the teaching supplement for that level.



A separate supplement is in the folder for each school level (elementary, middle school, and high school).

This table gives you an overview of the categories and themes available at the elementary school level. For detailed information about each writing exercise, consult the *ElementarySchoolSupplement.pdf* teaching supplement file.

1_Elementary School		
Seasons	Fall	The Fall folder contains calendar-related activities with a fall theme. It focuses students' observation on how autumn changes affect animal and human behavior. The activities contain inquiries into how the season looks and feels, and how it affects us. Files of important people's birthdays and interesting holidays are used to motivate writing. Fall includes lots of writing for the seasonally-inspired poet, letter writer, or storyteller.
	Spring	The Spring folder uses springtime as a theme to spark writing activities. Each activity has a specific focus on a topic and a skill. Two exercises provide short descriptions of people and/or events as models for high-interest paragraph writing. Other activity files in Spring focus on an animal or plant, custom, legend, or lyric as a takeoff for writing a paragraph, a character sketch, a poem, a story, or a news report.
	Winter	Wintertime is the theme for this folder's writing activities. While the broad theme is Winter, each activity has a specific focus on a topic and a skill. Two exercises provide short descriptions of people and/or events as models for high-interest paragraph writing. Other activity files for Winter focus on an animal, plant, custom, or legend as a takeoff for writing a character sketch, a poem, a story, or a news report.
The Process of Writing	Character Building	The primary method of inquiry used in Character Building exercises is critical thinking, expressed through class or small-group discussion and/or individual writing. While activities include the writing of anecdote, personal experience, letter, and verse, the emphasis is always on ideas, not form.

1_Elementary School (Continued)		
The Process of Writing (Continued)	Poetry for Young Poets	Through a step-by-step scope and sequence for developing poetry writing skills, students learn and practice basic poetry forms, including the chant, transformation, recipe, simile, and metaphor. Ideal for individual and cooperative writing activities.
	Tall Tales	Writing patterns and story and poetry writing activities guide you and your students through a wealth of reading, sharing, and writing activities in the Tall Tales folder. Exaggeration and exploration are encouraged when writing about Johnny Appleseed, John Henry, Pippi Longstocking, Paul Bunyan, and many more.
	The Me Activities I	Writing activities focus on a child's own feelings, experiences, memories, and values using journal writing, letters, biography, and poetry. Many prewriting strategies help students find, sort, and select writing topics. The activities are for children to work on independently or in small groups. Writing is more individual and child-specific than is generally required in other Write On! exercises.
Writing Skills	Paragraphs to Essays Level 1	Files in this folder give practice in writing paragraphs, beginning with the topic sentence and progressing through techniques and strategies such as summarizing, ordering, specifying, and describing. Files are arranged so that students begin working with main ideas. However, files may be used in any order for reinforcement of skills already taught.
	Sentence Writing Level 1	Through onscreen activities and modeling, students practice creating sentences. These activities provide practice with sentence fragments, compound sentences, adjectives, adverbs, and simple paragraphs.
	Sentences to Paragraphs Level 1	Files in this folder give practice in writing paragraphs that include the use of our senses, things we hate/love, sticking to the topic, and many more themes. Modeling and paragraph starters are used to help students. Files are arranged so students begin working with main ideas; however, files may be used in any order for reinforcement of skills already taught.

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This table gives you an overview of the categories and themes available at the middle school level. For detailed information about each writing exercise, consult the [MiddleSchoolSupplements.pdf](#) teaching supplement file.

2_Middle School		
Poetry and Building Word Power	Chants to Limericks	Files for Chants to Limericks present classical and innovative poetry patterns, puzzles, and forms to introduce common elements found in poetry. Some of these are chant, repetition, rhyme, rhythm, figurative language, theme, and meaning. Although files can be used in any order, there is a logical progression from the basic, instinctive chant form of the first lesson to the more highly intuitive form of the final lesson. Students may work alone on all activities, but sharing with writing groups and class publishing is encouraged.
	Haiku to Free Verse	Activities in Haiku to Free Verse have students experiment with poetic devices such as simile and metaphor and the poetic forms of haiku and free verse. Content ranges from themes about the everyday world to being playful and also to the serious and personal. Although files can be used in any order, there is a logical progression from poetic devices used in the first lesson to the free verse form of the final lessons. Students may work alone on all activities, but sharing with writing groups and class publishing is encouraged.
	Someone Won	Using sample poems and homophone lists, students create their own homophone poems through individual and collaborative writing.
	The Me Activities II	Students explore the various elements encompassing autobiographical sketches and also work through some value clarification exercises. These activities can help students explore their personalities and can help foster positive self-esteem.
	The Power of Words	In our busy classrooms, students are often occupied with learning the literal definitions and meanings of words needed to understand subject area material. There may be too little classroom time left to ponder the power of words. These files “pull up the shade,” so to speak, showing the range of meanings that lie just beyond the literal or utilitarian as students explore connotation. They can reach for the richness of precise words to take the place of a generalization or cliché, to define the exact feeling of a thing to be described, or to replace a stereotypical or sexist reference.

2_Middle School (Continued)		
Poetry and Word Building (Continued)	Where the Sidewalk Bends	By reading and writing poems on themes that have been developed by some of their favorite poets, students gain greater control over poetic language, rhythm and imagery.
The Process of Writing	Character Sketch I	Activities on Character Sketch I have students practice six strategies for developing a character: description, setting, dialogue, interaction, action, and narrative. Files are arranged to give students practice in recognizing and imitating techniques in the order shown above. One or more techniques for study and imitation can appear in any one lesson. Students are encouraged to use a variety of techniques in their own writing. All files can be used by students working individually, in pairs, or in cooperative groups.
	Finding a Writing Style I	Sentence structure, use of vivid and appropriate language, maintaining and varying tone, using metaphor, and the effect of point of view are topics addressed. Passages from the following novels are used and become models of writing styles: <i>Island of the Blue Dolphins</i> , <i>Where the Red Fern Grows</i> , <i>A Wrinkle in Time</i> , <i>The Red Badge of Courage</i> , <i>The Adventures of Huckleberry Finn</i> , <i>The Adventures of Tom Sawyer</i> , <i>The Wind in the Willows</i> , <i>The Lion, the Witch and the Wardrobe</i> , and <i>My Side of the Mountain</i> .
	Letters, Forms, Applications	Writing a good letter, whether for friendship or business, is a skill to be encouraged. Forms for writing letters are modeled to give practice in writing both formal and informal letters. Then, too, students in intermediate grades are on the verge of the form-filled world that many adults dislike but take for granted. Filling out a form can be intimidating! To ease anxiety, a variety of forms are described and students are given practice in filling out a form for a present or future need. Forms described range from a form used to obtain a library card to a form used for reporting a theft.
	Moral Dilemmas I	Students are provided with several moral dilemmas. Prewrite activities lead student writing groups through a brainstorm of ideas and thoughts about each dilemma, further analysis and refinement, and the writing of a position statement or statements. Then each student writes an essay supporting his or her chosen position and stating their personal feelings on the issue. Students carry their essays through first draft, peer review, and final proofreading. Through healthy discussion and debate on these issues, students can learn a lot about themselves and their values as well as gain practice in group discussion and decision-making and in writing expository essays on relevant issues.

WRITE ON! LESSONS FOR NEO

Write On! Lesson Categories and Teaching Supplements

2_Middle School (Continued)		
The Process of Writing (Continued)	Observe and Describe	Students develop descriptive skills through observing and describing, drawing on experience, noticing details, selecting details, using the five senses, and describing objects and events. The process of description is one of the most effective ways for students to learn observation, style, and tone. Writing descriptions may be the first stage in overcoming reluctance to write.
Writing Skills	Paragraphs to Essays Level II	Files in Paragraphs to Essays Level II give practice in writing paragraphs that exhibit a strong topic sentence, supporting details, and a summary sentence. Specific strategies include idea generating by clustering, narrowing a topic that's too broad, ordering, adding supporting details, and linking sentences. In addition, students review different types of writing: descriptive, expository, narrative, and persuasive. Files are arranged so that students begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.
	Sentence Combining with a Moral	Students read fables by Aesop, decide what the morals are, and try their own hand at reconstructing sentences from the fables. They learn to recognize overstuffed and skinny sentences and revise them for sleekness by applying the principles of sentence combining. Learning to write better sentences is what sentence combining is all about. Writing with a word processor (such as a NEO) is a natural fit with this editing approach to learning; word processing features allow students to manipulate sentences freely, making any changes they want to easily.
	Sentence Writing Level II	Writing effective sentences through the use of correct structure and expressive language is reinforced through activities in the sentence series. Students experiment with the use of nouns, verbs, adverbs, pronouns, and adjectives; combine sentences; and vary sentence type, length, and style.
	Sentences to Paragraphs Level II	Files in Sentences to Paragraphs Level II give practice in writing paragraphs that exhibit a strong topic sentence, supporting details, and a summary sentence. Specific strategies are reviewed: narrowing a topic that's too broad, ordering, adding supporting details, and linking sentences by example, by cause and effect, by comparison, and by contrast. Files are arranged so that students begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.

2_Middle School (Continued)		
Writing Skills (Continued)	You Are the Editor I	Using text that is sometimes informative and sometimes whimsical, students practice some important keyboard and command functions of word processing software. In the process, they are also called upon to apply and practice skills inherent in good editing and proofreading: critical thinking, organizational concepts, spelling and usage, sentence combining, sentence sense, and clarity of meaning. Word processing and editing are natural skills to practice simultaneously.
	You Are the Editor II	Students practice some important keyboard and command functions for word processing: space, return, delete, cursor movement, move text, search and replace. In the process, they apply and practice the skills inherent in good editing/proofreading: critical thinking, organizational concepts, spelling and usage, sentence sense, and clarity of meaning. Some of the passages that make up the activities are informative, others are whimsical.

High School Exercises

This table gives you an overview of the categories and themes available at the high school level. For detailed information about each writing exercise, consult the HighSchoolSupplements.pdf teaching supplement file.

3_High School		
1 Writing Skills	Persuasive Essay	Students are taken through the steps needed to write a persuasive essay. They receive guidance at each stage—from selecting a topic through polishing and proofreading.
	Polishing Prose	These files address basic mechanics, grammar, usage, and stylistic issues that will guide students as they polish their prose. Jack London’s story “To Build a Fire” provides models and examples.

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3_High School (Continued)		
3 Lifelong Skills (Continued)	Job Storming	Job Storming gives teenagers, particularly those about to seek that scary but exciting first job, a chance to anticipate problems and opportunities before approaching the work place. Discussions in the files are presented in the expectation that Cervantes' wise admonition "forewarned is forearmed" will better prepare teenagers to think ahead and speak up for themselves, whether seeking a job out of need or for pocket money. Learning the ways of the world the hard way—by experience—may be softened somewhat by mild exposure to these exercises.
	Moral Dilemmas II	Students are provided with a moral dilemma. Prewrite activities lead student writing groups through a brainstorm of ideas and thoughts about the dilemma, further analysis and refinement, and the writing of a position statement or statements. Then each individual student writes an essay that supports the student's chosen position and states the student's personal feelings on this issue. Through healthy discussion and debate on these issues, students can learn a lot about themselves and their values as well as gain practice in group discussion and decision-making and in writing expository essays on relevant issues. Editing Guideline sheets are provided so students can carry their essays through first draft, peer review, and final proofreading. Publishing a booklet of moral dilemma essays makes a good conclusion to this activity.

INDEX

Numerics

- 2Know! Toolbar and NEO 2, 98
- 8.3 naming convention, requiring in NEO Manager, 182

A

- AA batteries, 211
 - installing, 3
 - replacing, 212
- About NEO 2 setting, 163
- AC adapter specifications, 212
- Accelerated Math RP and NEO 2, 95
- Accelerated Reader SmartApplet, 100
 - checking settings before quizzing, 101
 - preferences to set in Accelerated Reader RP, 101
 - preparing to use, 100
 - quiz number, 101
 - quizzing restrictions, 104
 - setting the Renaissance Place address, 20
 - setup, 100
 - student user names and passwords, 101, 108
 - taking a quiz, 101
 - what students need in order to take quizzes, 101
- AccelTest software
 - student-paced session, 92
 - teacher-paced session, 94
 - using with NEO 2, 91
- Accuracy activities in KeyWords, 116
- Accuracy and speed builders in KeyWords, 115, 116
- Accuracy and speed test in KeyWords, 115, 118
- Accuracy goals in KeyWords, 124, 125
- Adding a student in KeyWords, 113
- Adding SmartApplets to NEO Manager software, 90
- Adding words to the user dictionary for spell checks, 42, 157, 171
- Administrator PIN for the Renaissance Wireless Server Utility, 20
- Alkaline batteries, 211
- Allowing beaming from NEOs, 188
- AlphaBeam, 190, 191
 - installing, 191, 193
 - using to beam files to computers, 194
- AlphaHub information, 185
- AlphaQuiz SmartApplet, 8
 - font size, 35, 36
- AlphaWord format for beams to Palm OS devices, 188
- AlphaWord Plus SmartApplet, 8, 30
 - beaming files to another NEO, 67, 186
 - changing passwords for specific files, 158
 - character counts, 53
 - checking file size, 54
 - checking number of pages written, 55
 - checking spelling, 40
 - clearing files, 55, 56
 - copying text, 32
 - creating new files, 33
 - cutting and pasting text, 32
 - deleting files, 55, 57
 - deleting text, 32
 - disabling spell check, 42
 - enabling file passwords, 158
 - file passwords, 78
 - file size limits, 54
 - finding files, 34
 - finding sections, 39
 - finding text, 37
 - font sizes, 35, 36
 - KeyWords reports in, 136
 - linked files, 48
 - moving the cursor in, 31
 - naming files, 33
 - new files, 33
 - opening files, 34

- opening linked files, 51
- page counts, 53
- paragraph counts, 53
- passwords for files, 78
- passwords for files, changing, 79
- passwords for files, resetting, 80
- reading text aloud, 80
- recovering files, 58
- replacing text, 38
- resetting passwords for files, 158
- retrieving files from supported Web-based programs (NEO 2 only), 70
- saving files, 33
- searching for files, 34
- searching for text, 37
- sections, 39
- selecting text, 31
- sending files to another NEO, 67, 186
- sending files to supported programs (NEO 2 only), 69
- sending files to using NEO Manager, 71
- settings in Control Panel, 158
- settings in NEO Manager, 170
- show marks setting, 158
- size limits for files, 54
- Spanish-English word lookup, 45, 47
- spell check, 40
- starting, 30
- thesaurus, 44
- typing timer, 58
- user dictionary, 42, 43
- using NEO Text2Speech device with, 80
- viewing linked files, 51
- word counts, 53
- Amber light on NEO, 2
- Amber light on Renaissance Receiver, 203
- Antivirus software, 202
- Antonyms, 45
- Auto repeat setting, 164, 167
- Automatic shutdown of NEO, 7
 - changing idle time before shutdown, 165, 167
- Automatic startup, 211

B

- Backspace key, disabled in KeyWords lessons, 151
- Batteries, 211, 215
 - caring for, 216
 - charging rechargeable, 4
 - checking charge (status), 160, 215
 - installing AA batteries, 3
 - installing rechargeable, 4
 - lithium, 216
 - rechargeable, 213
 - rechargeable upgrade kit, 211
 - replacing, 212
 - status indicator, 215
- Battery compartment, 2
- Beamer SmartApplet, 186
 - allowing beaming, 188
 - can't find a receiving device, 188
 - cancelling a beam, 187
 - changing settings, 187
 - clipboard, 186
 - clipboard, overwriting, 188
 - could not find a sending device, 189
 - disabling beaming, 188
 - finding infrared ports, 186
 - format for beams to Palm OS, 188
 - large files, 190
 - master password requirement for settings, 188
 - overwriting the clipboard, 186
 - permit send setting, 172, 188
 - require master password setting, 172
 - send to Palm device as AlphaWord (setting), 172
 - settings in the SmartApplet, 172, 187
 - troubleshooting, 188
 - truncated files, 190
 - warn if overwriting clipboard (setting), 172, 188
- Beaming
 - blocking, 188
 - cancelling, 187
 - files from NEO to NEO, 67, 186
 - text to a computer, 194
- Black circle in NEO Manager connection status, 17
- Blank screens, 199

Blocking beaming from NEOs, 188
Broken LCD screen, 201

C

Calculator SmartApplet, 196
 calculations, 196
 disabling from the SmartApplets menu, 198
 disabling within AlphaWord Plus, 198
 exponents, 196
 operators, 196
 paper tape, 197
 pasting calculations into other
 SmartApplets, 197
 scientific notation, 196
 starting, 196
 turning off, 84, 159, 198
 using, 196
Can't find a receiving device in Beamer, 188
Can't send data to computer, 200
Cancelling a beam, 187
Case reversed on sent characters, 201
Changing Beamer SmartApplet settings, 187
Changing file passwords, 79, 158
Changing NEO settings, 165
Changing SmartApplet settings in NEO
 Manager, 169
Changing the font size in AlphaWord Plus and
 AlphaQuiz, 36
Changing the idle time before shutdown, 165
Changing the Startup SmartApplet, 82, 83
Changing transfer speed, 164, 165
Characters
 counting in AlphaWord Plus files, 53
 international or special, 221, 225
 missing, 200
Charging rechargeable batteries, 4
Checking battery charge (status), 160, 215
Checking file size in AlphaWord Plus, 54
Checking spelling in AlphaWord Plus files, 40
Checking system status on NEO, 155
Clearing a send list password, 180
Clearing files in AlphaWord Plus, 55, 56

Clipboard on NEO, 32
 and Beamer SmartApplet, 186
 overwriting in Beamer SmartApplet, 188
 overwriting with beamed file, 68
 viewing contents, 32
 viewing space used and available, 32
 warning if overwriting, 172
Closing files, 55
Closing send lists, 180
Commands, keyboard, 160, 221
Computer
 connecting Renaissance Receiver, 18
 connecting to NEO, 9
 opening files from NEOs on using NEO
 Manager, 59
 printing files from NEOs on using NEO
 Manager, 62
 saving files from NEOs to using NEO
 Manager, 64
 sending files to, 10
 sending linked files to, 51
 sending text to from NEO using
 AlphaBeam, 194
 viewing files from NEOs on using NEO
 Manager, 61
Conditioning rechargeable batteries, 213
Congratulations certificate for KeyWords, 143
Connected NEOs in NEO Manager software, 16
Connecting NEO to a computer, 9
Connection status, 16
 opening on NEO Manager startup, 182
Contrast, screen, 160
Control Panel SmartApplet
 changing settings with, 156
 settings in, 157
Copying files to NEO 2, 70
Copying NEO 2 files to supported programs, 69
Copying text from linked files, 51
Copying text in AlphaWord Plus, 32
Could not find a sending device in Beamer, 189
Counting characters, words, paragraphs, or pages in
 AlphaWord Plus files, 53
Creating new files in AlphaWord Plus, 33

Cursor

- missing, 199
- moving in AlphaWord Plus, 31
- Cutting and pasting text in AlphaWord Plus, 32

D

- Default goals in KeyWords, 124
- Default settings, 174, 175
- Delete all students setting for KeyWords, 172
- Delete user dictionary setting, 157
- Deleting all AlphaWord Plus files, 171
- Deleting files in AlphaWord Plus, 55, 57
- Deleting SmartApplets from NEOs, 88
- Deleting students in KeyWords, 121
- Deleting text in AlphaWord Plus, 32
- Deleting user dictionary, 157, 171
- Disable This SmartApplet setting, 173
- Disabled backspace key in KeyWords lessons, 151
- Disabling SmartApplets, 84, 173
- Disabling spell check, 42
- Disabling the Calculator, 198
- Displaying battery status, 160
- Dragging and dropping text into NEO Manager, 205
- DVORAK keyboard layout, 161

E

- Editing text in AlphaWord Plus, 30
- Empty files, using to overwrite files on NEOs, 71
- Enabling password protection for AlphaWord Plus files, 79, 158
- Enabling SmartApplets, 84
- Encryption key for NEO 2, 163
- Ergonomics, keyboarding, 144
- Error goals in KeyWords, 173
- Error message on NEO, 203
- Error while beaming a file, 189
- Exponents in the Calculator, 196
- Extra large font, 36, 167

F

- Factory (default) settings, 175
- FCC statement, 220
- File keys on NEO, 30
- File passwords
 - and saving KeyWords reports, 120, 123
 - changing, 79
 - enabling, 79
 - resetting, 80
 - setting for AlphaWord Plus, 170
- Files
 - beaming to another NEO, 67, 186
 - blank, 199
 - changing passwords, 158
 - character counts, 53
 - checking page count, 55
 - checking size, 54
 - clearing in AlphaWord Plus, 55, 56
 - closing, 55
 - creating new, 33
 - deleting all using NEO Manager, 171
 - deleting in AlphaWord Plus, 55, 57
 - enabling password protection, 158
 - finding in AlphaWord Plus, 34
 - getting from supported Web-based programs, 70
 - length, 53
 - linked, 48
 - maximum/minimum sizes, 170
 - naming in AlphaWord Plus, 33
 - number of pages, 55
 - opening in AlphaWord Plus, 34
 - opening with NEO Manager, 59
 - page counts, 53, 55
 - paragraph counts, 53
 - passwords, 78
 - printing from NEO, 11
 - printing with NEO Manager, 62
 - reaching capacity in, 54
 - recovering in AlphaWord Plus, 58
 - resetting passwords, 158
 - retrieving from NEOs with NEO Manager, 59

INDEX

- retrieving from supported Web-based programs, 70
- saving in AlphaWord Plus, 33
- saving with NEO Manager, 64
- searching for in AlphaWord Plus, 34
- sending to another NEO, 67, 186
- sending to computer, 10
- sending to NEOs using NEO Manager
 - software, 71
- sending to supported Web-based programs, 69
- size, 170
- size limits, 54
- size, checking, 54
- viewing from NEO Manager, 61
- word counts, 53

Finding files in AlphaWord Plus, 34

Finding sections in AlphaWord Plus files, 39

Finding text in AlphaWord Plus, 37, 38

Finger placement handout for lesson 1 in KeyWords, 143

Finger placement handout for lessons 2-16 in KeyWords, 143

Finger zones handout for KeyWords, 143

Fonts

- extra large, 36
- large, 36
- medium, 36
- resetting to default (System), 167
- sizes in AlphaWord Plus, 35
- sizes on NEO, 167
- small, 36
- system, 35
- very large, 36

Formatting text, 35

Formulas with Calculator, 196

Frequently asked questions, KeyWords, 151

Full file, 54

G

Garbage characters, 201

Get Utility, 191

Getting started, 1

Goals in KeyWords

- resetting, 126, 173
- setting, 124, 125

Google Docs

- retrieving files from (NEO 2 only), 70
- sending files to (NEO 2 only), 69
- troubleshooting, 202
- Wireless File Transfer, 202

Green circle in NEO Manager connection status, 17

Green light on NEO, 2

Group Progress Report in KeyWords, 122

Guarantee, 217

H

Handouts for KeyWords teachers, 141

Home row confirmation requirement in KeyWords, 127, 173

Home row keys handout for KeyWords, 143

I

Idle time, 7

- changing, 165, 167

Information about AlphaHub, 185

Information about NEOs, 184

Infrared port, 2, 186

Installed SmartApplets, 8, 81

Installing AlphaBeam, 191, 193

Installing batteries in NEO, 3, 4

Installing SmartApplets on NEOs using NEO Manager, 85, 205

Installing the NEO Manager software, 13

International characters, 225

Invalid password message in Beamer SmartApplet, 189

IR beaming

- from NEO to a computer, 194
- requirements, 190

IR pod, 190

IR transfer speed setting, 168

IrDA transceiver, 190

K

KAZ, 8

Key strike handout for KeyWords, 143

Keyboard, 2

alternate layouts, 161, 162

auto repeat, 164

commands, 160, 221

settings, 161

slow keys setting, 161

sticky keys setting, 161

Keyboard commands on NEO, 160, 221

Keyboard layout setting, 161, 162, 167

Keyboarding cards, 143

Keyboarding ergonomics, 144

Keys

learning in KeyWords, 115

reinstalling, 206, 207, 209

repairing, 206

KeyWords SmartApplet, 111

about, 111

accuracy activities, 116

accuracy and speed builders, 115, 116

accuracy and speed test, 115, 118

accuracy goals, 124

adding a student, 113

and KeyWords RP, 137

automatic goals, 124

congratulations certificate, 143

default goals, 124

delete all students setting, 121, 172

deleting all students, 121

deleting students, 121

ergonomics, 144

Finger placement handout/transparency for
lesson 1, 143

Finger placement handout/transparency for
lessons 2 through 16, 143

finger zone handout/transparency, 143

frequently asked questions, 151

getting data into KeyWords RP, 137

goals, 124, 125, 126

Group Progress Report, 122

handouts, 141

home row handout/transparency, 143

how it works, 112

key strike handout/transparency, 143

Keyboarding Cards, 143

learn new keys, 115

lesson details, 147

lesson plan, 145

master class report, 134

NEO Manager and, 128, 129

overview, 112

posture and wrist placement

handout/transparency, 143

printing reports from the SmartApplet, 136

printing reports in KeyWords RP, 137

Progress Report master, 143

reports, 134, 136

requiring Home row confirmation, 127, 173

requiring use of the correct shift key, 126, 173

resetting goals, 126, 173

resources for teachers, 141

retrieving data and generating reports in NEO
Manager, 132

sample lesson plan, 145

sending reports to computer, 136

setting custom error goals, 124, 125, 173

setting custom words per minute (WPM)
goals, 124, 125, 172

setting goals, 125

settings in NEO Manager, 172

spaces between sentences, 128, 173

speed builder activities, 117

starting, 112

student reports, 119

sustained practice for all keys
handout/transparency, 143

synchronizing data with KeyWords RP, 137

teacher options, 121

tests, 118

transferring reports to AlphaWord Plus, 136

transparencies, 141

Keywords SmartApplet

resetting goals, 124

Kinesthetic patterns in KeyWords, 151

L

Large files in Beamer, 190
 Large font, 36, 167
 Last Lesson Report, 119
 LCD screen, 201
 Learn new keys lesson in KeyWords, 115
 Left (one hand) keyboard layout, 161
 Length of a file, 53
 Lesson plan for KeyWords, 145
 Lessons in KeyWords, 147
 starting, 114
 Lessons, Write On!
 sending to NEOs, 76
 Light on NEO, 2
 Linguistic patterns in KeyWords, 151
 Linked files, 48
 about, 48
 copying text from, 51
 printing, 51
 printing from NEOs, 51
 sample, 52
 sending to computer, 51
 sending to NEOs using FORM tags, 49
 sending to NEOs using Linked Files button, 73
 viewing on NEO, 51
 Lithium battery, 216
 Locating infrared ports, 186
 Low battery message, 215

M

Maintenance tips for NEO, 217
 Master class report in KeyWords, 134
 Master password, 153, 168
 requiring for Beamer settings, 172, 188
 setting, 168
 Match case replace option, 38
 Materials for teachers in KeyWords, 141
 MathFacts in a Flash SmartApplet, 107
 checking settings before student use, 108
 preparing to use, 107
 setting the Renaissance Place address, 20

 setup, 107
 using, 108
 Maximum file size setting for AlphaWord Plus, 170
 default, 54
 Medium font, 36, 167
 Memo Pad format for Palm OS devices, 188
 Memory column, 87
 Minimum size for AlphaWord Plus files, default, 54
 Missing characters, 200
 Monitoring connected NEOs in the NEO Manager
 software, 16
 Moving the cursor in AlphaWord Plus, 31

N

Naming files in AlphaWord Plus, 33
 Naming the Renaissance Receiver, 19
 NEO 2
 using with Accelerated Math RP, 95
 using with AccelTest, 91
 using with the 2Know! Toolbar, 98
 NEO 2 settings
 about NEO 2, 163
 Search for Networks, 163
 wireless security, 163
 NEO keyboard, 2
 NEO Manager software, 170
 adding SmartApplets, 90
 AlphaHub information, 185
 AlphaWord Plus settings in, 170
 Beamer SmartApplet settings in, 172
 changing SmartApplet settings, 169
 changing the Startup SmartApplet, 83
 connected NEOs, 16
 default settings in, 175
 deleting all KeyWords students, 121
 deleting SmartApplets from NEOs, 88
 disabling SmartApplets, 173
 generating KeyWords reports, 132
 getting started, 13
 installing, 13
 installing SmartApplets on NEOs, 85
 KeyWords and, 128

KeyWords settings in, 129, 172
 linked files, 73
 managing NEOs with, 178
 managing SmartApplets, 82
 monitoring connecting NEOs, 16
 NEO information, 184
 opening connection status on startup, 182
 opening files from NEOs, 59
 preferences, 181
 printing files retrieved from NEOs, 62
 printing preferences, 181
 resetting NEOs, 182
 restoring default settings, 174
 retrieving files from NEOs, 59
 retrieving KeyWords data, 132
 rubrics in, 73
 saving files retrieved from NEOs, 64
 send lists, 178, 179, 180
 sending files to NEOs, 71
 sending linked files to NEOs, 73
 sending rubrics to NEOs, 73
 sending Write On! lessons to NEOs, 76
 settings, default, 175
 spell check settings in, 171
 starting, 15
 synchronizing KeyWords data with KeyWords
 RP, 137
 system settings, 165, 167
 tabs, 15
 troubleshooting, 204
 updating NEO operating system, 183
 updating SmartApplets on NEOs, 85, 183
 uses of, 13
 viewing files from NEOs, 61
 viewing SmartApplet information, 89
 NEO models, 1
 NEO screen, 2
 NEO Text2Speech device, 80
 New files, creating in AlphaWord Plus, 33
 No devices connected, 204
 Number of pages in AlphaWord Plus file, 55
 Numbering NEOs for classroom management, 65

O

Opening files from NEOs with NEO Manager, 59
 Opening files in AlphaWord Plus, 34
 Opening saved send lists, 179
 Operators in Calculator, 196
 Overwriting the files on NEOs with empty files, 71

P

Page counts in AlphaWord Plus files, 53, 55
 Palm OS and beaming, 188
 Paper tape in Calculator, 197
 Paragraph counts in AlphaWord Plus files, 53
 Passwords
 changing for files, 79
 changing for specific files, 158
 enabling password protection for files, 158
 forgotten, 204
 requiring when sending changes to NEOs, 180
 resetting for all files, 158
 resetting for files, 80
 send list, 180
 Passwords enabled setting for AlphaWord Plus, 170
 Passwords for files, 78
 enabling, 79
 Pasting calculations copied from the Calculator, 197
 Pasting text in AlphaWord Plus, 32
 Patterns, linguistic and kinesthetic in
 KeyWords, 151
 Permit send setting for Beamer, 172
 Posture and Wrist Placement for KeyWords, 143
 Power sources for NEOs, 211
 Preferences in NEO Manager, 181
 Preparing to use the Accelerated Reader
 SmartApplet, 100
 Preparing to use the MathFacts in a Flash
 SmartApplet, 107
 Printer selection setting, 168
 Printing files from NEO, 11
 using a USB cable connection, 11
 using IR beaming, 11
 using wireless printing from NEO 2, 12

Printing files retrieved from NEOs with NEO Manager, 62
 Printing KeyWords reports, 136
 Printing linked files from NEOs, 51
 Printing preferences for NEO Manager, 181
 Printing Write On! lessons from NEO, 231
 Procedures for return, 219
 Product safety information, 220
 Progress Report in KeyWords, 122
 Progress report master for KeyWords, 143

Q

QuizDesigner, 8
 QuizManager, 8
 Quizzing restrictions in the Accelerated Reader SmartApplet, 104
 QWERTY keyboard layout, 161

R

Rechargeable batteries, 212
 conditioning, 213
 lifetime, 214
 specifications, 213
 upgrade kit, 211
 Recharging NEOs, 214
 Recovering files in AlphaWord Plus, 58
 Red circle in NEO Manager connection status, 17
 Reinstalling keys, 206, 207, 209
 Removing the send list password, 180
 Renaissance Place, 137
 Renaissance Place address
 problems verifying, 202
 setting for Accelerated Reader and MathFacts in a Flash, 20
 Renaissance Place manuals, finding, 138
 Renaissance Place Settings in the Renaissance Wireless Server Utility, 20
 Renaissance Receiver
 amber light, 203
 connecting to, 163

 connecting to computer, 18
 naming, 19
 setup, 18
 troubleshooting, 203
 Renaissance Wireless Server Utility, 13, 19
 Administrator PIN for, 20
 naming the Receiver in, 19, 203
 setting Renaissance Place address in, 20
 Repairing keys, 206
 Replace All option, 38
 Replacing AA batteries, 212
 Replacing SmartApplets on NEOs, 182
 Replacing text in AlphaWord Plus, 38
 Replacing the thesaurus with the Spanish-English word lookup, 45
 Reports in KeyWords SmartApplet, 134, 136
 for students, 119
 Group Progress Report, 122
 printing from KeyWords SmartApplet, 136
 printing in KeyWords RP, 137
 Progress Report master for KeyWords, 143
 sending KeyWords reports to computer, 136
 transferring KeyWords reports to AlphaWord Plus, 136
 Require master password setting for Beamer, 172
 Requirements for computers used with NEOs, 2
 Requirements for IR beaming, 190
 Reset system font setting, 167
 Resetting all file passwords, 80, 158
 Resetting goals in KeyWords, 126, 173
 Resetting NEOs using NEO Manager, 182
 Resetting the system font to default, 167
 Resources for KeyWords teachers, 141
 Responder SmartApplet, 91
 setup, 91
 using with 2Know! Toolbar, 98
 using with Accelerated Math RP, 95
 using with AccelTest software, 91
 Restoring default settings in NEO Manager, 174
 Retrieving files from NEOs with NEO Manager, 59
 Retrieving files from supported Web-based programs (NEO 2 only), 70
 Return procedures, 219

Right (one hand) keyboard layout, 161
 RMA number, 219
 Rubrics, 48
 in NEO Manager, 73
 sending to NEOs using NEO Manager, 73
 tips, 73

S

Safety information, 217, 220
 Sample lesson plan for KeyWords, 145
 Saving files in AlphaWord Plus, 33
 Saving files retrieved from NEOs with NEO Manager, 64
 Saving send lists, 179
 Scientific notation in the Calculator, 196
 Scissors assembly, 207
 Screen, 2
 blank, 199
 broken LCD, 201
 contrast, 160
 Search for Networks setting (NEO 2), 163
 Searching for files in AlphaWord Plus, 34
 Searching for text in AlphaWord Plus, 37
 Sections in AlphaWord Plus files, 39
 Selecting text in AlphaWord Plus, 31
 Self discharge effect, 214
 Send lists in NEO Manager, 178
 closing, 180
 defined, 178
 opening saved lists, 179
 password, 180
 password, removing, 180
 requiring a password for, 180
 saving for future use, 179
 Send to Palm device as AlphaWord (setting), 172
 Sending files
 from NEO 2 to supported Web-based programs, 69
 from NEO to a computer, 10
 from one NEO to another, 67, 186
 to a computer using infrared (IR) beaming, 194
 to NEOs from NEO Manager, 71
 Sending KeyWords reports to computer, 136
 Sending linked files to NEOs using NEO Manager, 49, 73
 Sending rubrics to NEOs using NEO Manager, 73
 Sending text to a computer, 194
 Sending Write On! lessong to NEOs using NEO Manager, 76
 Setting custom error goals in KeyWords, 124, 125
 Setting custom words per minute (WPM) goals in KeyWords, 124, 125
 Setting goals in KeyWords, 124, 125
 Setting spaces required between sentences in KeyWords, 128
 Settings
 about NEO 2, 163
 add new word to user dictionary, 157
 auto repeat, 164, 167
 change a specific file password, 158
 change default AlphaWord font, 159
 changing from NEO Control Panel, 156
 changing in NEO Manager, 165
 default, 175
 delete all students in KeyWords, 121
 delete user dictionary, 157
 display battery status, 160
 for AlphaWord Plus, 158, 170
 for Beamer SmartApplet, 172, 187
 for KeyWords, 172
 for NEO, changing in NEO Manager, 165
 for SmartApplets, 87
 for spell check, 157, 171
 idle time, 167
 IR transfer speed, 168
 keyboard, 161
 keyboard command reference list, 160
 keyboard layout, 161, 162, 167
 master password, 168
 permit send for Beamer, 172
 printer selection, 168
 require master password for Beamer settings on NEO, 172
 reset all file passwords, 158
 reset system font to default, 167

- restoring default in NEO Manager, 174
- search for Networks (NEO 2), 163
- send to Palm device as AlphaWord in Beamer, 172
- set screen contrast, 160
- set spaces between sentences in KeyWords, 128
- show marks, 159, 171
- slow key delay, 167
- slow keys, 161
- slow keys on/off, 167
- speech enabled, 168
- Spell Check, 177
- startup SmartApplet, 167
- sticky keys, 161, 167
- system, 167
- transfer speed, 168
- turn add words to user dictionary ON/OFF, 157
- turn Calculator off, 159
- turn file passwords ON/OFF, 158
- turn show marks in files ON/OFF, 158
- two-button on mode, 159, 168
- view keyboard layout, 160
- warn if overwriting clipboard in Beamer, 172
- wireless security (NEO 2), 163
- Setup for Accelerated Reader SmartApplet, 100
- Shift key requirements in KeyWords, 126, 173
- Show marks setting for AlphaWord Plus, 158, 159, 171
- Shutting down NEO automatically (idle time), 167
- Size limits for AlphaWord Plus files, 54
- Size of files, 170
- Slow keys delay setting, 167
- Slow keys on/off setting, 167
- Slow keys setting, 161, 200
- Small font, 36, 167
- SmartApplets, 81
 - Accelerated Reader, 100
 - adding to NEO Manager software, 90
 - AlphaQuiz, 8
 - AlphaWord Plus, 8, 30
 - Beamer, 186
 - Calculator, 196
 - changing settings in NEO Manager, 169
 - defined, 81
 - deleting from NEOs, 88
 - Disable This SmartApplet setting, 173
 - disabling, 84
 - disabling in NEO Manager, 173
 - enabling, 84
 - installed on NEO, 8, 81
 - installing on NEOs, 85, 205
 - KeyWords, 111
 - managing with NEO Manager, 82
 - MathFacts in a Flash, 107
 - replacing on NEOs, 182
 - Responder, 91
 - settings, 87, 169, 170
 - startup SmartApplet, 82, 83
 - updating on NEOs, 85, 182, 183
 - viewing information, 89
- Space available on clipboard, 32
- Space available on NEO, 54
- Space used on clipboard, 32
- Spacebar key, reinstalling, 209
- Spaces between sentences in KeyWords, 128, 173
- Spanish-English word lookup
 - replacing thesaurus with, 45
 - using, 47
- Special characters, 221, 225
- Speech enabled setting, 168
- Speed builder activities in KeyWords, 117
- Speed of text transfer, 164, 165
- Spell check
 - adding words to dictionary, 42
 - disabling, 42
 - settings, 157, 177
 - settings in NEO Manager, 171
 - user dictionary for, 42
 - using, 40
- Spelling, checking in AlphaWord Plus, 40
- Spills, 202
- Standard keyboard layout, 161
- Starting KeyWords SmartApplet, 112
- Starting the AlphaWord Plus SmartApplet, 30
- Starting the Calculator SmartApplet, 196
- Starting the NEO, 7

Starting the NEO Manager software, 15
 Startup send list for new school years or terms, 178
 Startup SmartApplet setting, 82, 83, 167
 Status of battery charge, 215
 Status of NEO, 155
 Sticky keys setting, 161, 167
 Storing NEOs, 214, 218
 Student Progress Report, 119
 Student-paced session in AccelTest, 92
 Students in KeyWords
 adding, 113
 deleting, 121
 setting goals, 124, 125
 starting lessons, 114
 Supplement files for Write On! lessons, 239
 Sustained practice for all keys handout for
 KeyWords, 143
 synching KeyWords data with, 137
 System font, 35, 167
 System requirements, 2
 System settings for NEO in NEO Manager, 167
 System status for NEO, checking, 155

T

Tab key, 35
 Tabs in NEO Manager software, 15
 Taking a quiz in the Accelerated Reader
 SmartApplet, 101
 Teacher options in KeyWords, 121
 deleting students, 121
 home row confirmation, 127
 printing the Group Progress Report, 122
 require correct shift key, 126
 setting goals, 124
 spaces between sentences (one or two), 128
 Teacher-paced session in AccelTest, 94
 Teaching supplements for Write On! lessons, 239
 Text
 copying in AlphaWord Plus, 32
 cutting and pasting in AlphaWord Plus, 32
 deleting in AlphaWord Plus, 32
 finding in AlphaWord Plus, 37
 formatting, 35
 replacing in AlphaWord Plus, 38
 searching for in AlphaWord Plus, 37
 selecting in AlphaWord Plus, 31
 sending to a computer, 194
 Text2Speech device, 80, 168
 updating, 163
 Thesaurus, 44
 antonyms, 45
 using, 44
 Timing your typing speed in AlphaWord Plus, 58
 Tips, 1
 Tips for NEO maintenance, 217
 Toxic elements statement, 215
 Transfer speed, 164
 for cable connections, 168
 for IR beaming, 168
 for IrDA beaming, 165
 for USB cable connections, 164
 setting, 168
 Transferring KeyWords reports to AlphaWord
 Plus, 136
 Troubleshooting, 199
 for beaming, 188
 for NEO Manager, 204
 for NEOs, 199
 special characters, 228
 Truncated files in Beamer, 190
 Turn add words to user dictionary ON/OFF, 157
 Turn files passwords ON/OFF, 158
 Turn Home row confirmation on (setting), 127
 Turn require correct shift key off (setting), 128
 Turn show marks in files ON/OFF, 158
 Turn spell check off/on setting, 157
 Turning off the Calculator, 84, 198
 Turning on NEO using two buttons, 168
 Turning the NEO on, 7
 Two-button on setting, 159, 168
 Typing special or international characters, 225
 Typing text in AlphaWord Plus, 30
 Typing timer in AlphaWord Plus, 58

U

Updating NEOs, 183
 Updating SmartApplets on NEOs using NEO Manager, 85, 182
 Upgrade kit, rechargeable battery, 4, 211
 USB port, 2
 User dictionary for spell check, 42
 adding words to, 157, 171
 creating new in a computer text file, 43
 deleting, 157, 171
 sending new to NEO, 43

V

Verifying the Renaissance Place address, 19, 202
 Very large font, 36, 167
 Viewing file length, 53
 Viewing files from NEOs in NEO Manager, 61
 Viewing the keyboard layout, 160

W

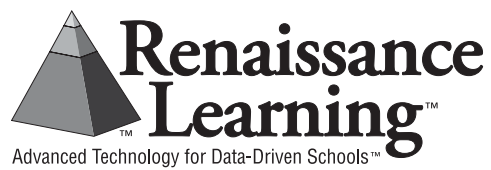
Warn if overwriting clipboard (setting for Beamer), 172
 Warranty, 217
 Whole Word Replace option, 38
 Wireless File Transfer, 202
 Wireless printing, 12
 Wireless security setting (NEO 2), 163
 Wireless setup, 18, 91, 100, 107, 202
 Word counts in AlphaWord Plus files, 53
 Words per minute goals in KeyWords, 124, 125, 126, 172
 WPM
 in AlphaWord Plus, 58
 in KeyWords, 117, 124, 125
 Write On! lessons, 229
 about, 229
 elementary school exercises, 240
 elementary school files, 232
 files and locations, 231
 high school exercises, 245

high school files, 237
 how to use, 229
 lesson categories, 239
 making your own, 77
 middle school exercises, 242
 middle school files, 234
 printing from NEO, 231
 retrieving from NEOs, 230
 sending to NEOs, 76
 teaching supplement PDF files, 239

Writing on NEO, 7, 30

Y

Yellow circle in NEO Manager connection status, 17
 Yellow light on NEO, 2



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