

NEO™

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

Contact Information

United States

Renaissance Learning
PO Box 8036
Wisconsin Rapids, WI 54495-8036

Technical questions or problems:

Telephone: (800) 338-4204
Email: support@renlearn.com
Web Site: www.renlearn.com/support

Purchase NEO products, general information, or sales questions:

Online store: www.renlearn.com/store/
Phone: (800) 338-4204
Email: answers@renlearn.com

United Kingdom

Technical questions or problems:

Tel: 0870 120 0718
Email: neosupport@renlearn.co.uk

Latest support information:

Website: www.renlearn.co.uk/renaissance-zone

Purchase NEO products:

Web: www.renlearn.co.uk/schools
(This Web site also provides a list of resellers and contacts for NEO products.)

Europe, Middle East, and Africa

Technical questions or problems:

Phone: +44 870 120 0718
Email: neosupport@renlearn.co.uk

Latest support information:

Web: www.alphasmart.eu/support

Purchase NEO products:

Web: www.renlearn.com/neointernational

Asia/Pacific, Canada, and Latin America

Technical questions or problems:

Contact your local reseller. If you do not have a local reseller, email Technical Support at support@renlearn.com.

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Web: www.renlearn.com/neointernational
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Purchase NEO products:

Web: www.renlearn.com/neointernational

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GETTING STARTED

Welcome to NEO, 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 2'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/training/, hover the mouse pointer over **Learn by Product**, and choose **NEO 2**.

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.

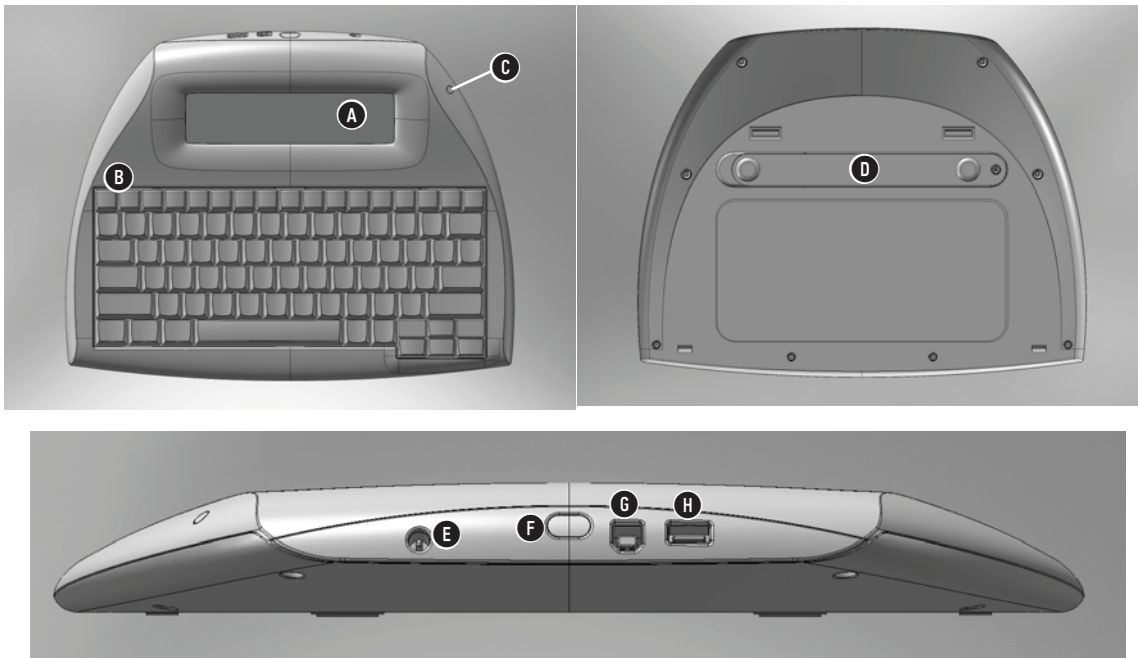
GETTING STARTED

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 229.

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

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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.



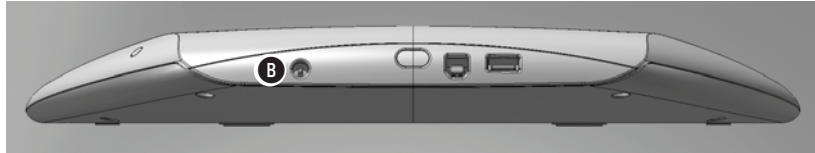
4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole provided to make sure the cover stays shut.

• **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 230.

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 177 to turn this setting on using the NEO Control Panel, or go to page 186 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 183; to change it in the system settings in the NEO Manager software, see page 183. 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 23.

GETTING STARTED


SmartApplets Included on Your NEO

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	Purpose
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 85.
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 76). For more about writing on your NEO, see page 23.
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 94.
KeyWords (US) or KAZ (UK)	Use this to learn keyboarding or to teach it to your students. For more information about KeyWords or KeyWords Wireless, see page 114.
MathFacts in a Flash RP (NEO 2 only)	Students can use this SmartApplet to complete MathFacts in a Flash practices and tests on their NEO 2s just as they would when they log in to Renaissance Place on a computer at school. To use this SmartApplet, you need a Renaissance Receiver, and you must meet other requirements. For more information, see page 101.
MathFacts in a Flash (offline) (NEO 2 only)	This SmartApplet allows students to practice math facts on their own, much as they would on Renaissance Responders or in Renaissance Home Connect. Work done in this SmartApplet is not counted as school work, but it can be sent to Renaissance Place. In Renaissance Place, the results of this practice can be included in the MathFacts in a Flash Class Progress and Student Record Reports if you include the practice summary. For more information, see page 105.
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 203.
Control Panel	Use this to change settings for the NEO or for SmartApplets. For more information, see page 174.
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). AlphaQuiz is installed on new US NEO 1s, but not new NEO 2s; you can install this and other SmartApplets using NEO Manager (see page 79).
Calculator	Use this to do mathematical calculations. See page 213.

Connecting a NEO to Your Computer

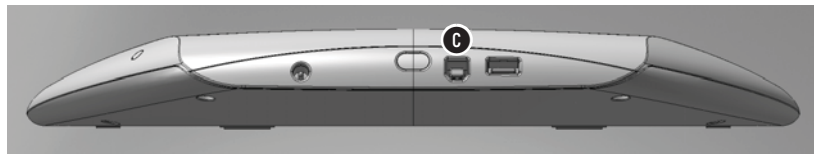
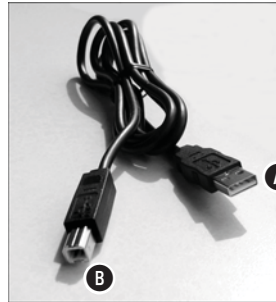
 **If you have a SmartOption Mobile Lab, and you want to use NEO Manager to work with your NEOs, connect them to the lab instead of connecting them directly to your computer. See the instructions that came with your lab.**


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 52.
- If you use NEO Share, students can press **cmd-send** to send files back to you. See the instructions you received for NEO Share.



If your text isn't correct in your computer file, your computer program may need a slower transfer speed. See page 182 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 207 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 27).
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>.

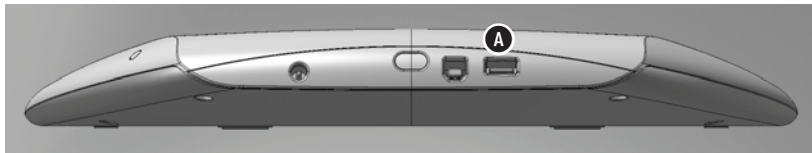
You can print a NEO file from your computer after sending it (see page 10) or retrieving it using NEO Manager (see page 52). You can also print directly from your NEO. There are three ways to do this:

- 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 207.)
- 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 41.)
5. Press **print** on NEO to print the open file.

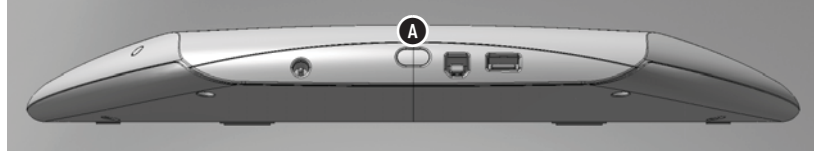
How to Send Text to a Printer Using IR Beaming

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.)

• **GETTING STARTED**
• Printing Files from Your NEO
•
•

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 41.)
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 64
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 52
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 146
Install and delete SmartApplets on your NEOs.	Pages 79 and 82
Change settings for connected NEOs. For example, you can change the master password or file passwords.	Page 183
Keep track of the connected NEOs and their status.	Page 17

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 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.

▪ **GETTING STARTED**

▪ Getting Started with the NEO Manager Software

▪

▪



*On Windows 7, you may be asked whether you want to allow the program to make changes to your computer. Click **Yes** to continue.*

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. If your computer does not have Microsoft .NET Framework Full, you will see a message telling you that NEO Manager requires it. Click **Install**.
5. When the NEO Manager installation wizard opens, click **Next >** in the first panel.
6. 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 >**.
7. If you already have Renaissance Wireless Server installed, you may see a screen that tells you that it is using files that need to be updated. Leave the first option (**Automatically close and attempt to restart applications**) selected and click **OK**.
8. *On 64-bit computers only*, this happens next:
 - a. A message will tell you that 64-bit drivers must be installed. Click **OK**.
 - b. The NEO Manager 64-bit Driver wizard will open. Click **Next >**.
 - c. Leave **Complete** selected and click **Next >**.
 - d. Click **Install**.
 - e. Click **Finish**.
9. If you need to restart your computer, on the last panel of the NEO Manager installation 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 10.4.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.

Registering the Software



Registration for Renaissance Online Plus gives you access to product tips and other useful information as well as notifications of software updates.

The first time you start the program, a Registration window will open, asking you to register your software. You can click **Now**, **Later** (to be reminded in two weeks), or **Never**.

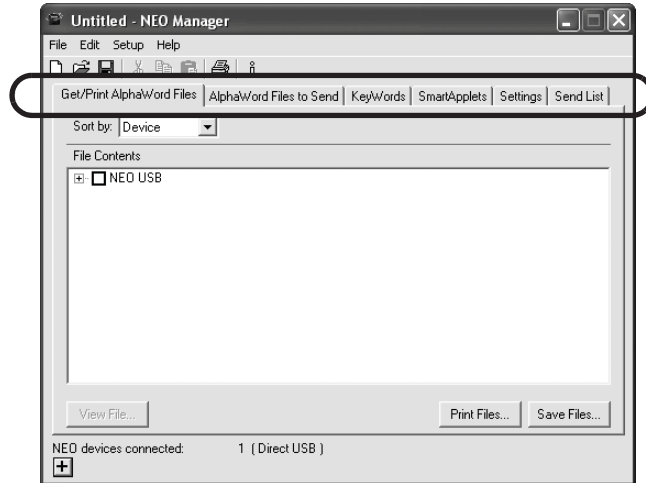
If you choose **Now**, you will go to the Renaissance Online Plus page. If you already have an account on the Renaissance Learning Web site, you can log in; if not, choose to create a new account. Once you are logged in, you can select your products and the information you would like to receive. When you have finished, click **Done**.

GETTING STARTED

Getting Started with the NEO Manager Software

About the Tabs in NEO Manager

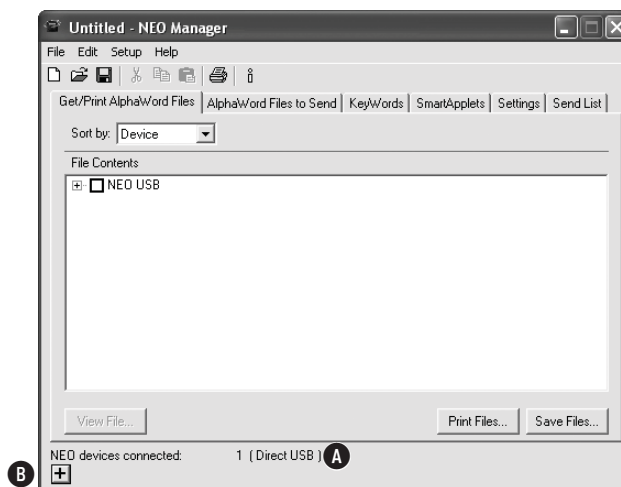
NEO Manager has a tab for each type of task in the program:



- **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 52.
- **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 64.
- **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 146. (In the UK, NEO 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 75.
- **Settings:** Use this tab to change the system settings or SmartApplet settings for connected NEOs. For more information, see page 183.
- **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 195.

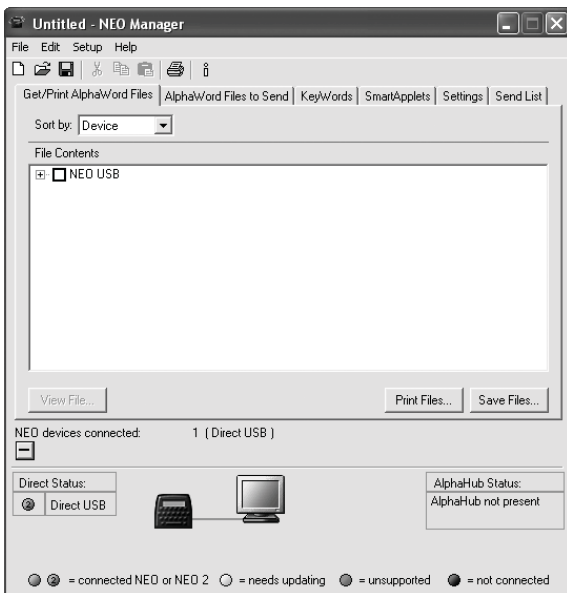
Monitoring the Connected NEOs in NEO Manager

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

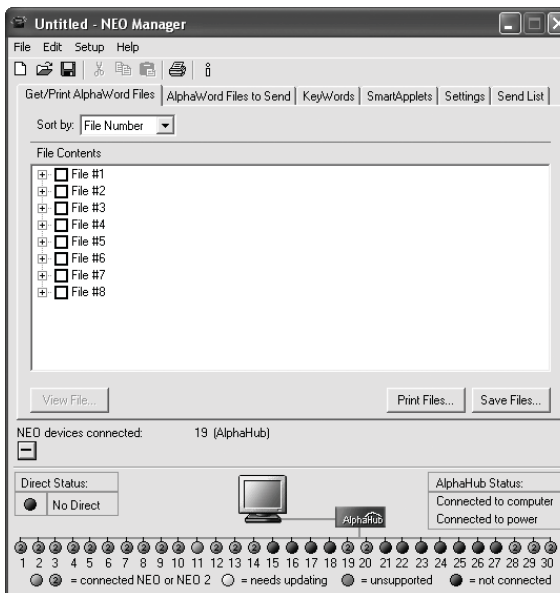


Click **+** **B** (Windows) or **▶** (Macintosh) to see the status of all connected NEOs. You might need to wait a few moments before you see the connection information.

One NEO connected with a USB cable



Several NEOs connected through an AlphaHub in a SmartOption Mobile Lab



GETTING STARTED

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



In the NEO Manager preferences, you can choose to always open the connection status when you start NEO Manager. See page 198.

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 AS3000s, 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 221).

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

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 92.
- **AccelTest:** Students can use NEO 2 to enter their answers to assignment questions and send their answers to the software. See page 85.
- **Accelerated Math RP:** Students can use NEO 2 to enter their answers to assisted-response Accelerated Math assignments. See page 89.
- **Accelerated Reader RP:** Students can take Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes on a NEO 2. See page 94.
- **MathFacts in a Flash RP:** On NEO 2, students can complete their school MathFacts in a Flash practices or tests on a NEO 2 using the MathFacts in a Flash RP SmartApplet (see page 101), or they can practice on their own using the MathFacts in a Flash (offline) SmartApplet (see page 105).

Before you can use NEO 2 with these products, 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**.

GETTING STARTED

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

Naming the Renaissance Receiver (Wireless Network)




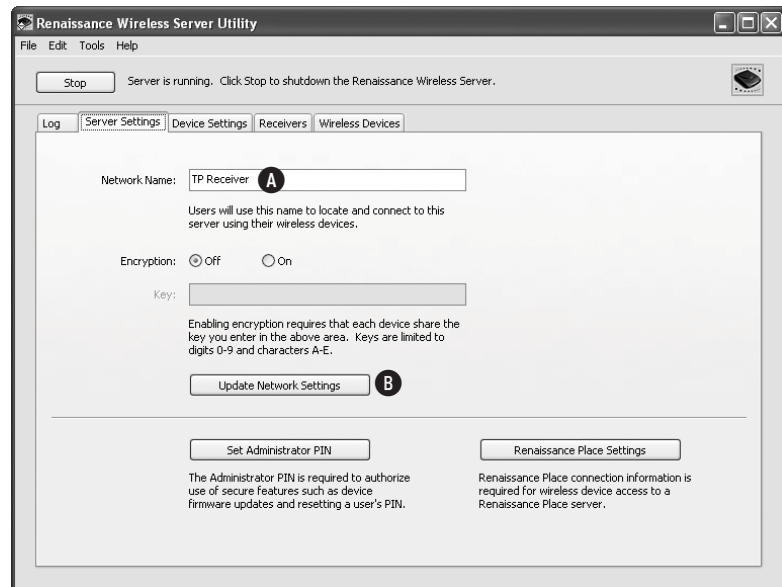
The Renaissance Wireless Server Utility is automatically installed with NEO Manager. Make sure you have installed NEO Manager before you follow these steps.



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.

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:


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.
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.

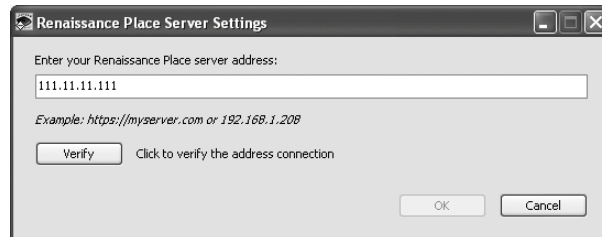
Setting the Renaissance Place Address

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.
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**.



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.



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. NEO Share is a quick and easy way to send text or files to NEO 2 users and receive files back from them as you work with your group or class. Using NEO Share, you can:

- Copy or drag text from another source into NEO Share and immediately send it to NEO 2s, including text from Web sites and documents that you have access to.
- Make text files available for NEO 2 users to pick up, including Write On! lessons, sample linked files (rubrics), and files in favorite folders.
- Receive files that were sent back from NEO 2 users. You can open the files, print them, or save them.

NEO Share works on your computer desktop or with interactive whiteboards or projectors.

You can install NEO Share from the CD that you received or download it from www.renlearn.com/neo/downloads/. To find out how to install and use NEO Share, see the instructions you received in your kit or with the downloaded software.

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 76), 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 26) and then close it by clearing the file (see page 48). 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.

· **USING ALPHAWORD PLUS TO WRITE ON NEO**

· Typing and Editing Text

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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



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.

USING ALPHAWORD PLUS TO WRITE ON NEO

Creating New Files

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 27.
 - 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 48) 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.

Finding and Opening Files

To open a file that you know is in one of the eight active files, press the appropriate **file** key.

If you don't know where the file is, you can find the file by its first line or name. Follow these steps:



It's a good idea to choose an empty file space or one that contains a named file before you open another file. If you have text in the file and you haven't named it, you will be given the chance to name it.

1. Press one of the eight **file** keys to choose which file space you want to use.
2. Do one of the following to find a file:
 - To see a list of files by first line, press **ctrl-F**. The list will include both the numbered files and named files that aren't open in files 1–8.

```
Press enter to open: "File 5"
↑ [F3] Lewis and Clark were American exp
- [F4] (empty)
↓ [F5] (empty)
```

- To see a list of files by name, press **ctrl-O**.
3. Use the arrow keys to move the cursor next to the file you want to open; then, press **enter**.

If the file doesn't open right away, you may see one of these messages:



*By naming the file, you're making sure you can open it again later. Named files that aren't open are listed when you press **ctrl-F** or **ctrl-O**.*

Message	Why It Appears	What to Do
Would you like to keep the current file? Press Y for Yes Press N for No	You already have text in the file number that you chose.	Press Y if you want to keep the file. You must enter a name so that you can open the file again later. After you do that, the new file you chose will open. Press N if you don't want to keep the file that you already have open. The new file that you chose will open instead.
Press the enter key to open: [file name] in [F#]	The file that you chose to open is already open in the file number that you are using.	If you want to open a new copy of the file in the file number shown, press enter . If you want to keep using the file in the current file number, press esc .

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- Formatting Text
-
-
-

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 28 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: **→**. 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.



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.

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.

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.

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 177).
- Through NEO Manager. Note, however, that NEO Manager can only reset the font size to the System font (four lines onscreen). See page 185.

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**.

USING ALPHAWORD PLUS TO WRITE ON NEO

Finding Text

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 31).
- 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 32.

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 31), you can make that search case-sensitive.

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 72.)
 - 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.

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Finding Text

- **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.



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.

```
B E A R S
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 mounta
south-central china. Unlike other spe
bear, giant pandas are could be const
vegetarians.

The staple of their diet is bamboo, a
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
- B E A R S
- GIANT PANDA. The giant panda is easily
- SPECTACLED BEARS. Like giant pandas, sp
```

How sections might
appear when blank
lines are set to 2

• USING ALPHAWORD PLUS TO WRITE ON NEO

• Checking Spelling

Checking Spelling

How to Check Spelling in a File



You can disable spell check. See page 35.

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 175) or in NEO Manager (see page 189). 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 36 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 171.

- 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 175).
- From NEO Manager, you can disable spell check for all connected NEOs (see page 189).

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 171).

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 175), 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.

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• Checking Spelling

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 197), 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 189.

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**.

• **USING ALPHAWORD PLUS TO WRITE ON NEO**

• Using the Thesaurus or the Spanish-English Word Lookup

•

- 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.

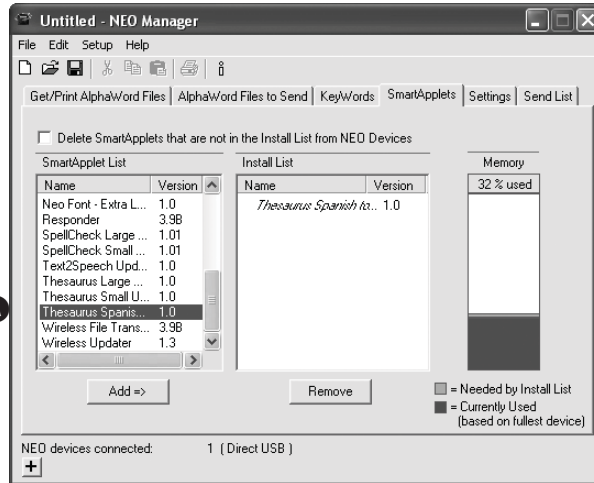
 **To find out how to use the Spanish-English word lookup, see page 40.**

USING ALPHAWORD PLUS TO WRITE ON NEO

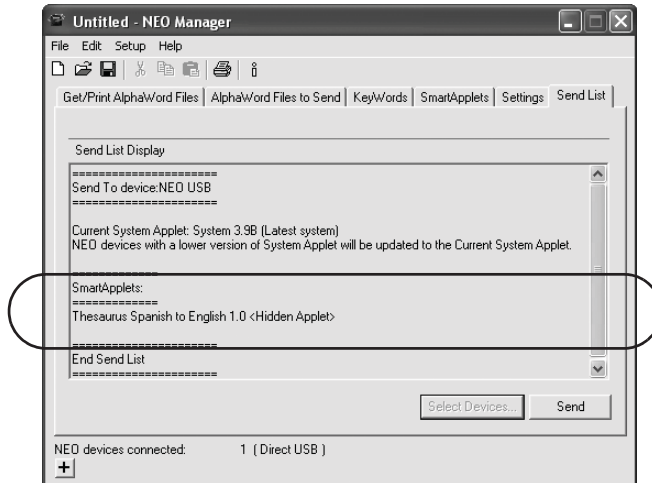
Using the Thesaurus or the Spanish-English Word Lookup

•
•
•
•

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



5. Click the **Send List** and verify that “Thesaurus Spanish to English” appears in the SmartApplets section of the 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 devices that you want to send the change to, and 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 197), you must enter the password and click **OK**.
NEO Manager will remove the thesaurus and install the word lookup.

• **USING ALPHAWORD PLUS TO WRITE ON NEO**

• Using the Thesaurus or the Spanish-English 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 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 42).

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.
```

USING ALPHAWORD PLUS TO WRITE ON NEO

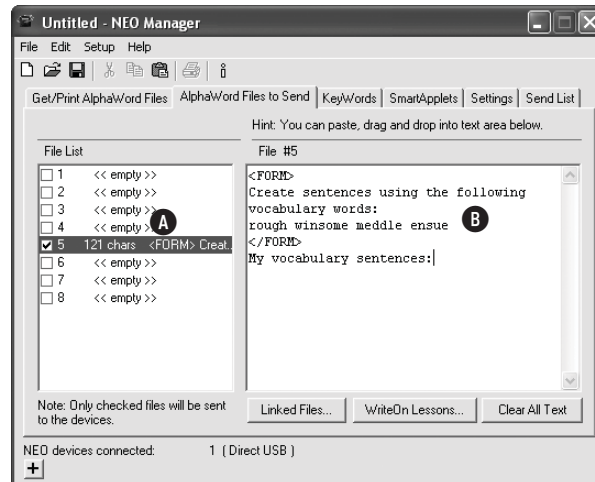
Using Linked Files

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 66.*




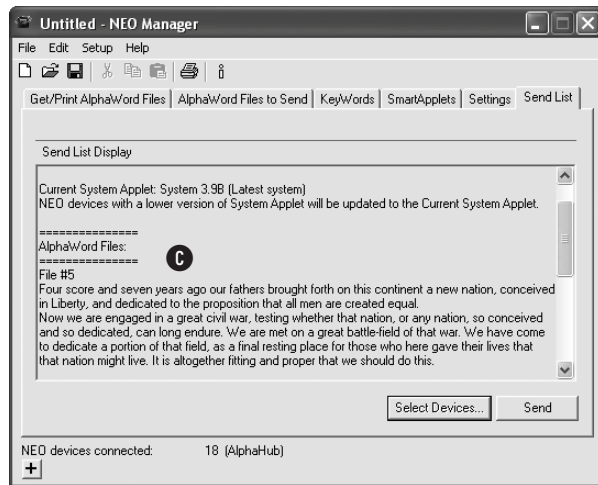
4. In the File # window **B**, type the text for the linked file. All text that you want in the linked file should be inside **<form>** and **</form>** tags as shown above. If you want to send any text into the main AlphaWord Plus file (not the linked file), insert it before or after the **<form>** tags.

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.

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.

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



6. 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.)
7. Click **Send**. If you have set a send list password (see page 197), you must enter the password and click **OK**.
The linked file and any other associated text will be sent to your NEO(s).

USING ALPHAWORD PLUS TO WRITE ON NEO

Using Linked Files

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

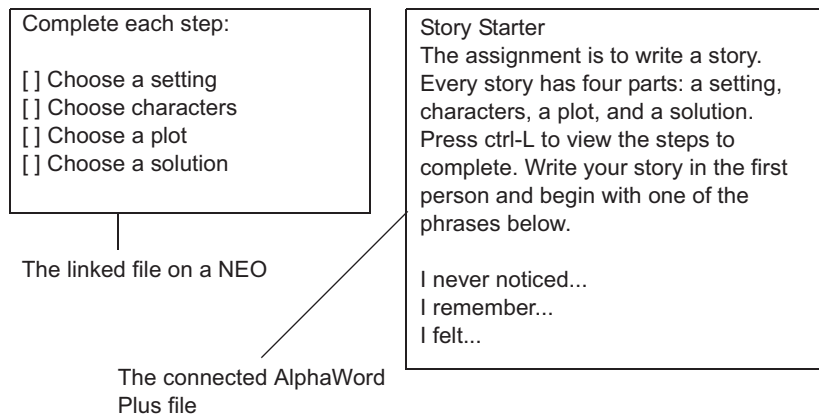
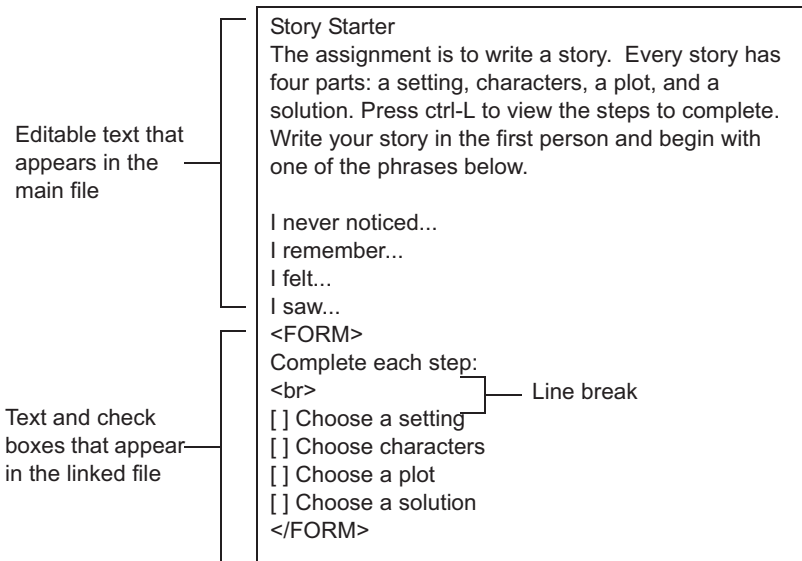
- If you send a file from a NEO to your computer that has a linked file, the main file is sent first; then, the linked file is sent with the <form> tags.
- You can print the linked file text. Simply press **ctrl-L** to view your linked file, then press **print** on your NEO. Whatever is on the screen 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.



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



• **USING ALPHAWORD PLUS TO WRITE ON NEO**

• Character, Word, Paragraph, and Page Counts

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 47). For another way to see the space remaining, see page 47.

```
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.

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 188 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 46.

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

For the purposes of this estimate, a page is the amount of text that would print on one piece of paper when the text is in the 12-point Times New Roman font and double-spaced.

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.

USING ALPHAWORD PLUS TO WRITE ON NEO

Clearing and Deleting Files

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 26), 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 51.
- 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.

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.

USING ALPHAWORD PLUS TO WRITE ON NEO

Clearing and Deleting Files

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 51.

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.



NEO also includes the KeyWords SmartApplet, which you can use to learn typing skills or to teach your students. For more about this SmartApplet, see page 114.

• **USING ALPHAWORD PLUS TO WRITE ON NEO**

• Using NEO Manager to View, Print, and Save Files

•

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.



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.

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 41.

Follow these steps to retrieve files from your connected NEOs:

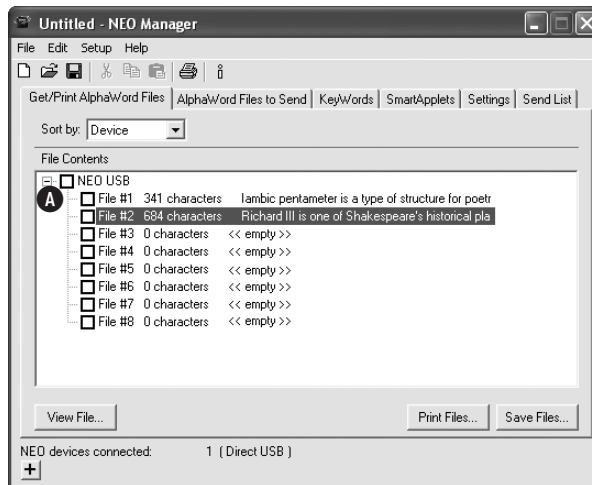
1. In NEO Manager, click the **Get/Print AlphaWord Files** tab.
If you have just one NEO connected, you'll see "NEO USB" in the File Contents list as shown on the next page. If you connect an entire SmartOption Mobile Lab, the connected NEOs will be listed by number.

USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print, and Save Files

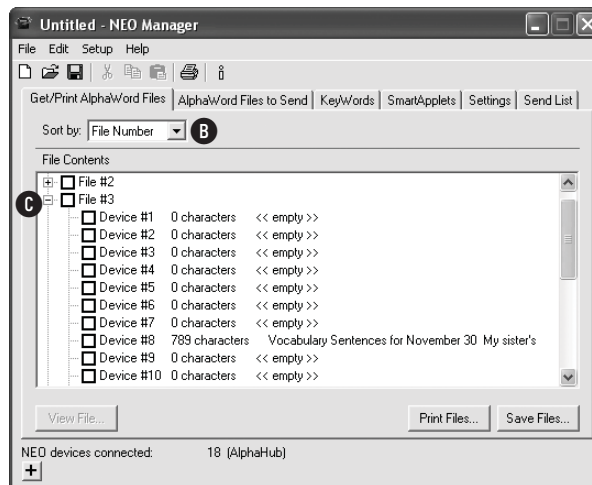


- If you have one NEO connected, in the File Contents area, click the **+** (Windows) or **▶** (Macintosh) next to “NEO USB” **A**. A message appears briefly to tell you that NEO Manager is retrieving the file(s).



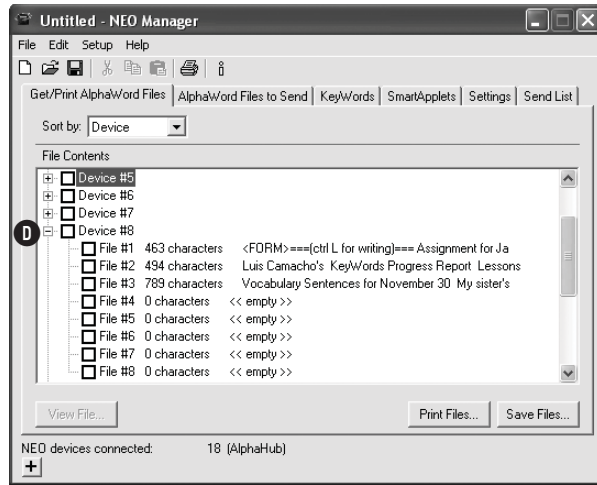
If you have more than one NEO connected, use the **Sort by** drop-down list **B** to choose whether to sort by File Number or Device (NEO).

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**.



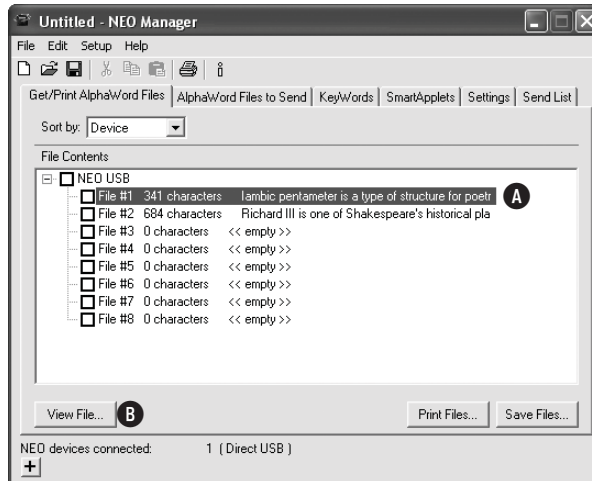
- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using NEO Manager to View, Print, and Save Files
-
-
-

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

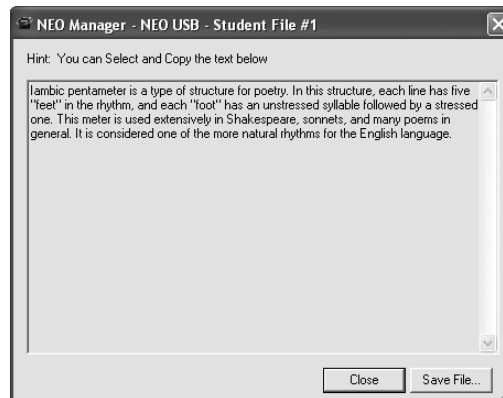
1. Click the displayed file text to select the file you want to view **A**.



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.

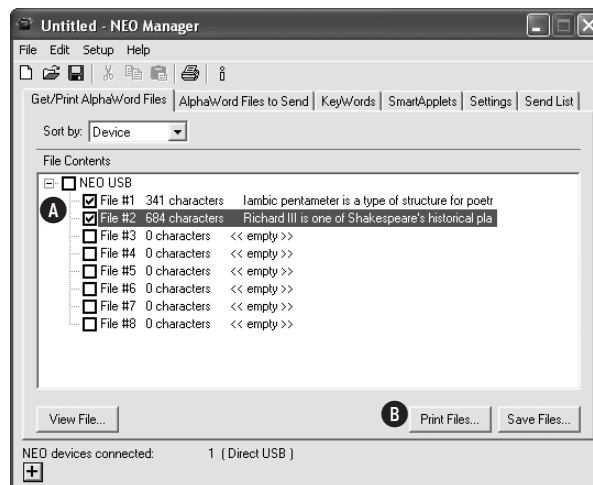


Printing Files



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**.

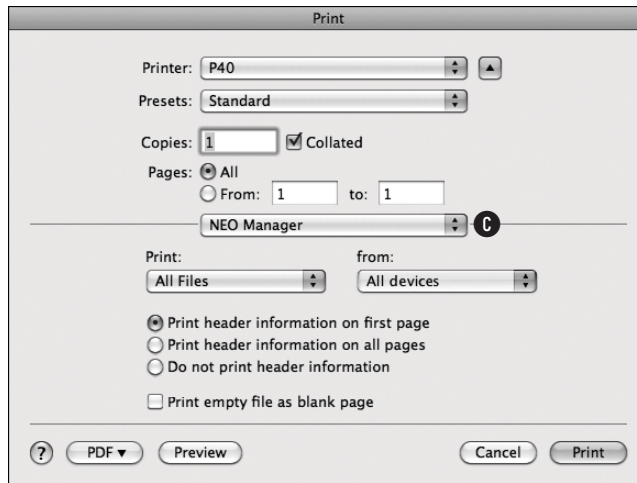


2. Click **Print Files** **B**. A print dialog box appears.

USING ALPHAWORD PLUS TO WRITE ON NEO

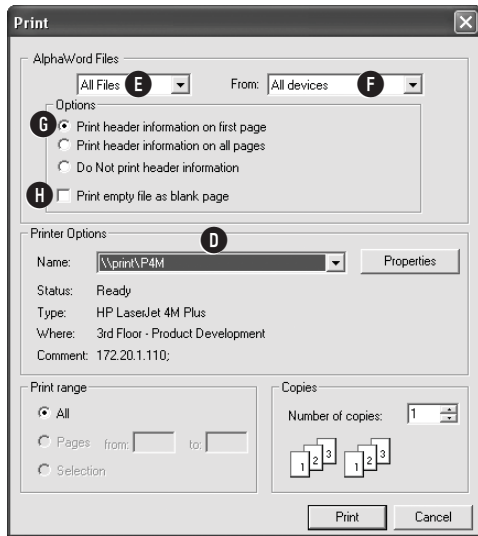
Using NEO Manager to View, Print, and Save Files

- For Macintosh computers only, make sure **NEO Manager C** is selected in the third drop-down list. This ensures that the dialog box displays the NEO Manager print options shown below.

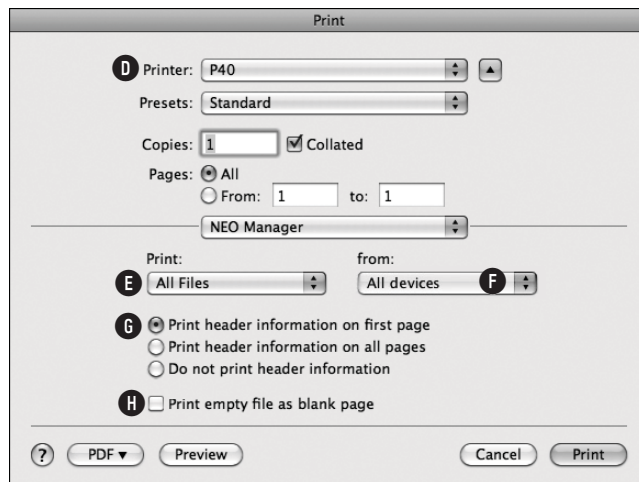


- Choose a printer to send the files to **D**.

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.

USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print, and Save Files

6. 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.
 - **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**.

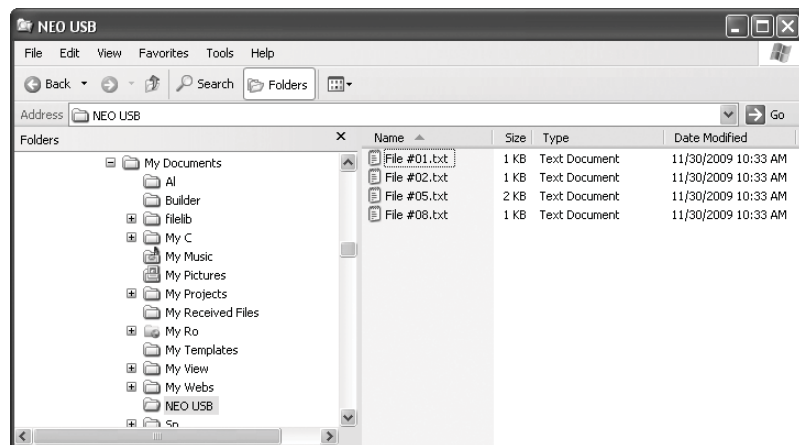
Saving Files

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

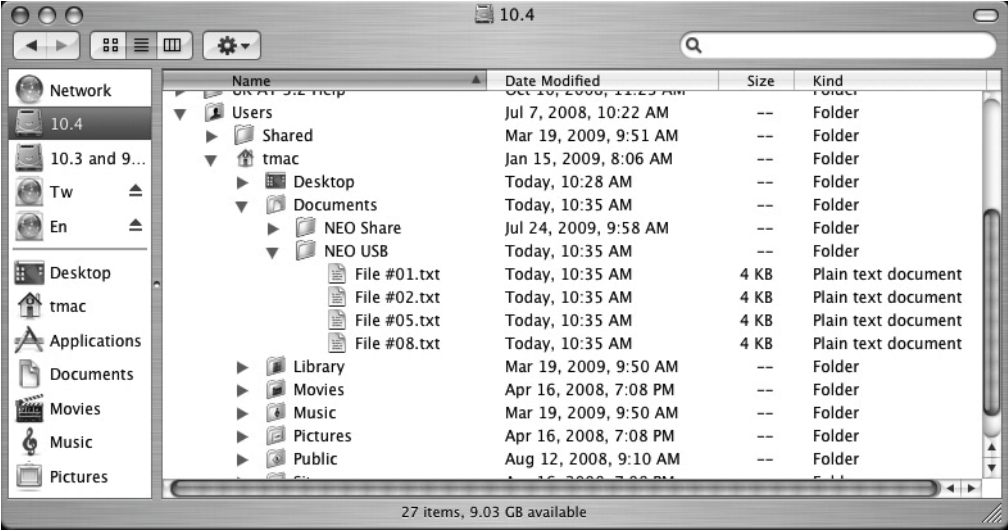
If you have connected just one NEO using the USB cable, all files will be saved in a folder named NEO USB.

AlphaWord Plus files saved on a Windows computer



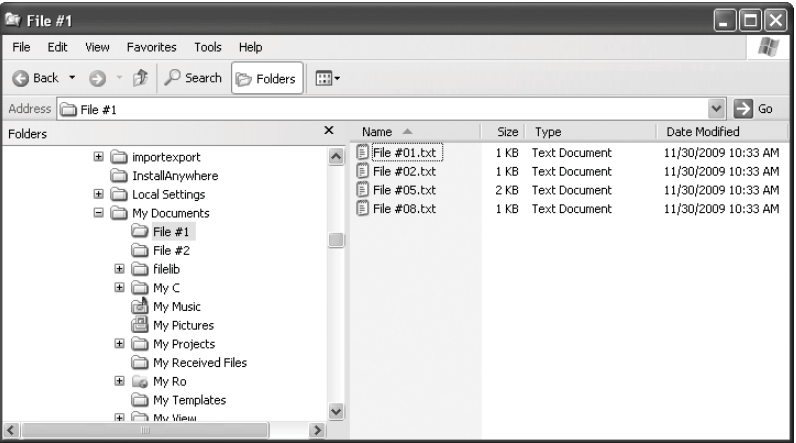
- USING ALPHAWORD PLUS TO WRITE ON NEO
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AlphaWord Plus files saved on a Macintosh



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

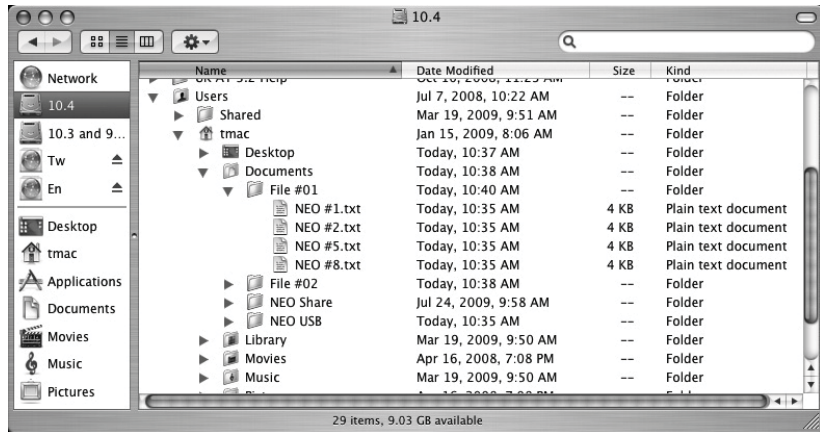


When working with multiple NEOs, consider numbering them 1–30 and assigning students a specific number to use throughout the session. When students are finished working with the NEOs, be sure to connect each student's NEO to the appropriate number in the SmartOption Mobile Lab. When you retrieve and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

USING ALPHAWORD PLUS TO WRITE ON NEO

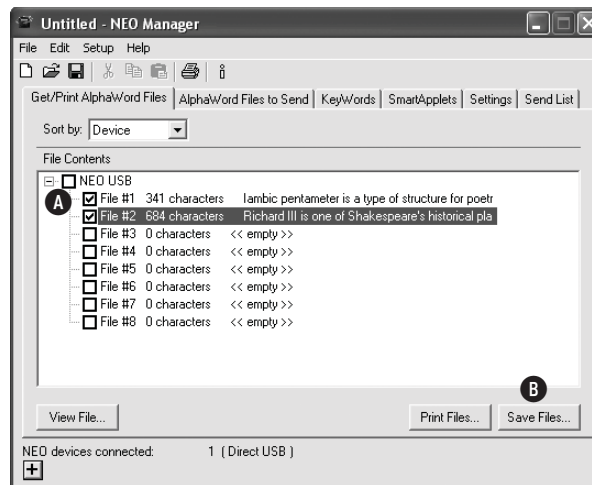
Using NEO Manager to View, Print, and Save Files

Saved files on a Macintosh



How to Save the Files

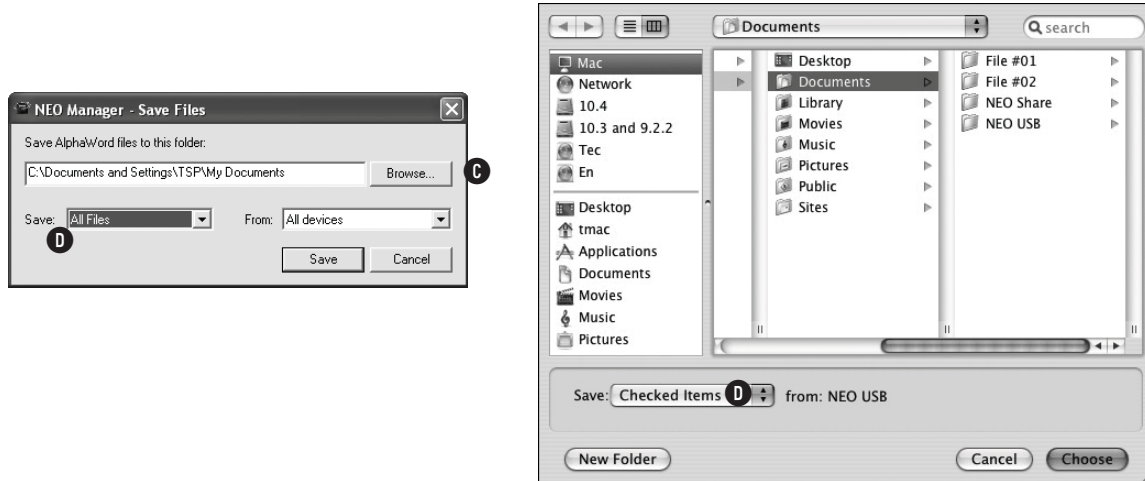
1. Check the files that you want to save in the File Contents list **A**.



USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print, and Save Files

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.



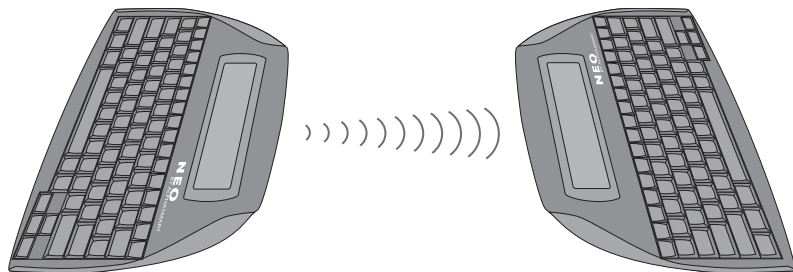
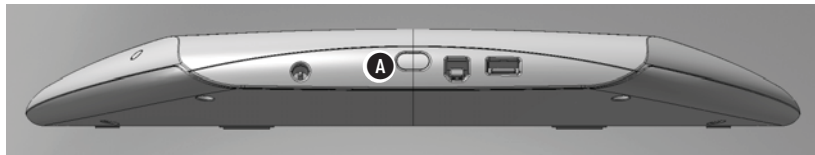
Sending (Beaming) Files to Other NEOs



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 203.

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 these steps:

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**.

• **USING ALPHAWORD PLUS TO WRITE ON NEO**
• Sending Files to Supported Web-Based Programs Using NEO 2
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Sending Files to Supported Web-Based Programs Using NEO 2

If you have a NEO 2 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 219.

Sending Files from NEO 2 to Supported Programs

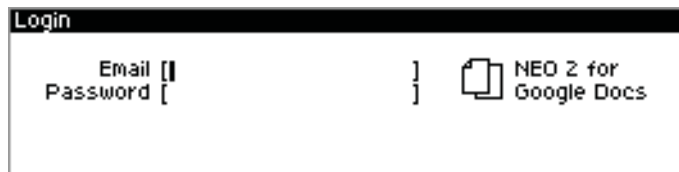
1. First, check the following:
 - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet. (To connect the Receiver, see page 19.)
 - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 20.)
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.



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.

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.

Retrieving Files from Supported Programs and Copying Them to NEO 2

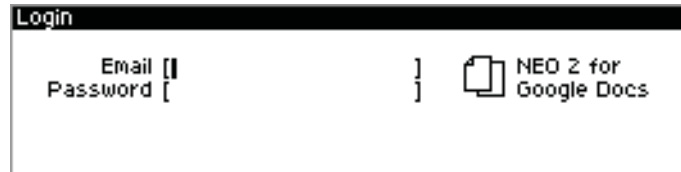
1. First, check the following:
 - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet. (To connect the Receiver, see page 19.)
 - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 20.)
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**.



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


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

- 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.



- 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**.



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

- 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

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.

USING ALPHAWORD PLUS TO WRITE ON NEO

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

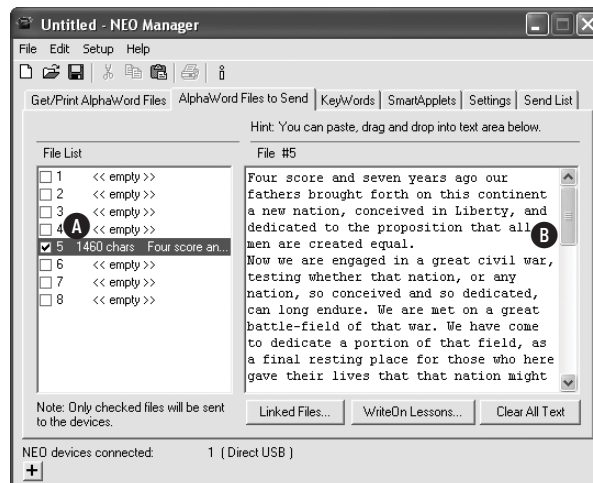
If your computer is connected to a group of NEOs in a SmartOption Mobile Lab, you can send the files to all connected NEOs or just specific NEOs that you select.

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.
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 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 188.



USING ALPHAWORD PLUS TO WRITE ON NEO

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



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**.

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



- 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.)
- Click **Send**. If you have set a send list password (see page 197), you must enter the password and click **OK**.

Sending Rubrics or Other Linked Files to NEOs



For more about linked files, see page 41.

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:

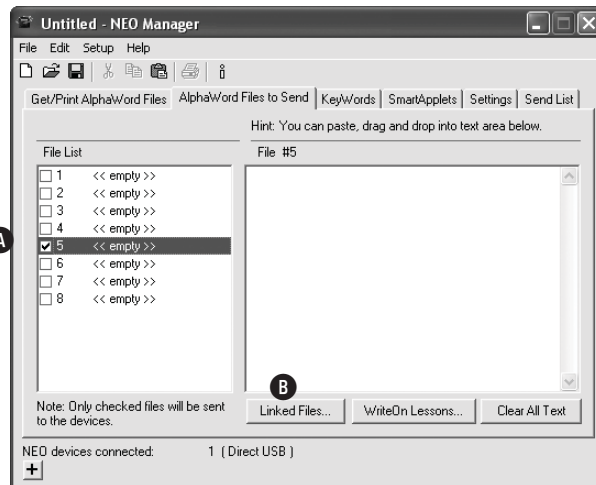
- Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
- In NEO Manager, click the **AlphaWord Files to Send** tab.

USING ALPHAWORD PLUS TO WRITE ON NEO


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

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.)

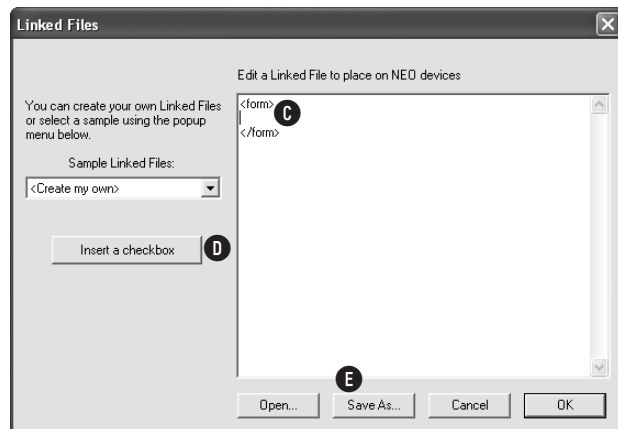
 **Tips for using rubrics:** Encourage students to use their prewriting to type a rough draft before presenting them with a rubric. This encourages students to use keyboarding skills to actually revise instead of looking for typos. Consider incorporating requirements that are commensurate with current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



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

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



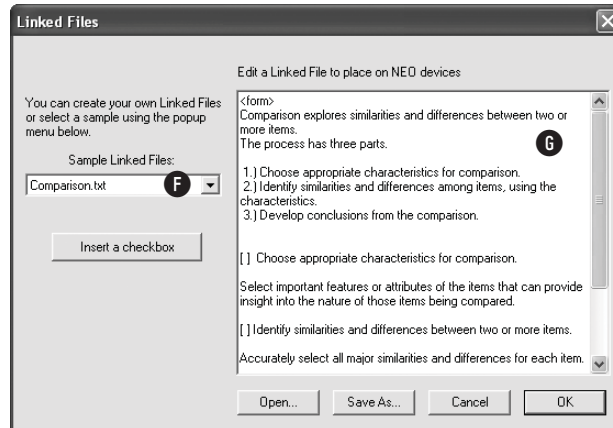
USING ALPHAWORD PLUS TO WRITE ON NEO

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

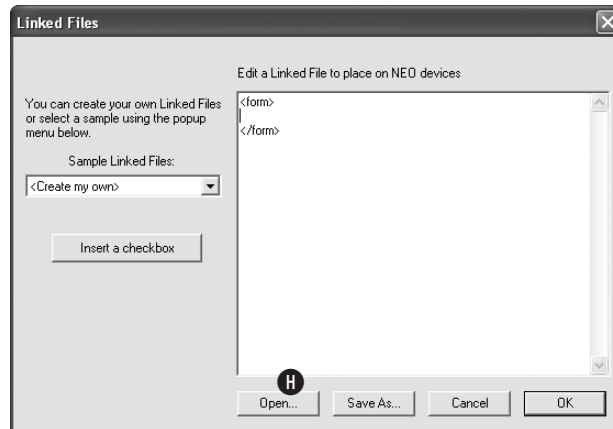


The sample linked files are also available in NEO Share.

- **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** **H** 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.



USING ALPHAWORD PLUS TO WRITE ON NEO

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



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**.

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



- 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.)
- Click **Send**. If you have set a send list password (see page 197), you must enter the password and click **OK**.

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. For more about Write On! lessons, see page 247.

Follow these steps to send lessons to NEOs:



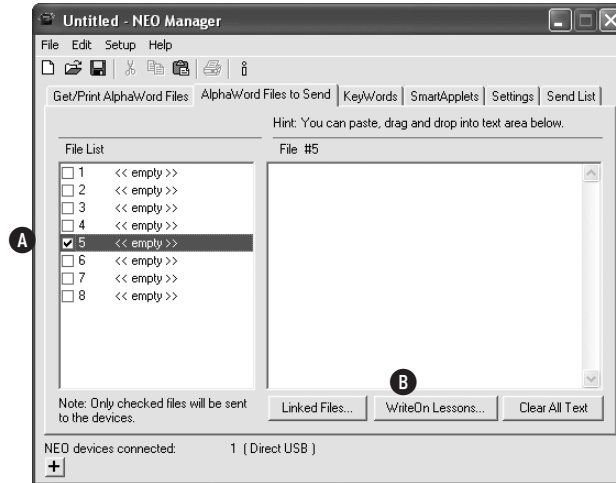
You can also use NEO Share to send Write On! lessons to NEO 2s.

- Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.
- Click the **AlphaWord Files to Send** tab.

USING ALPHAWORD PLUS TO WRITE ON NEO

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

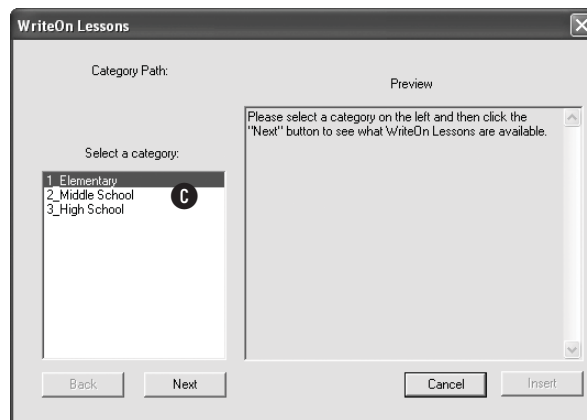
3. Check the number of the file where you want to send the lesson **A**. (Note that any existing text in that file on the NEOs will be overwritten.)



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.
5. 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.



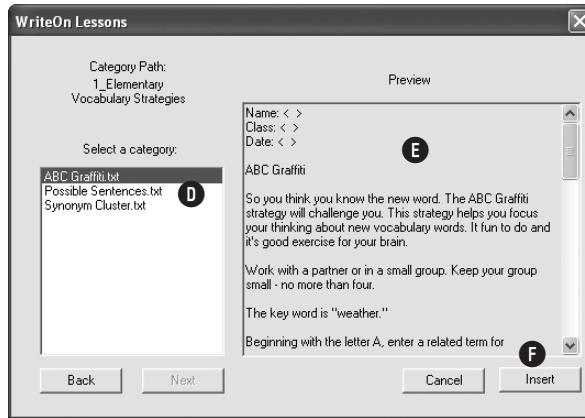
You can make your own Write On! lessons. To do this, create a new folder for the lessons. Then, create text files that contain each of your writing prompts or writing lessons. Save each file with a .txt extension. When you've finished, move the folder into the Write On Text Files folder. (In Windows,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




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

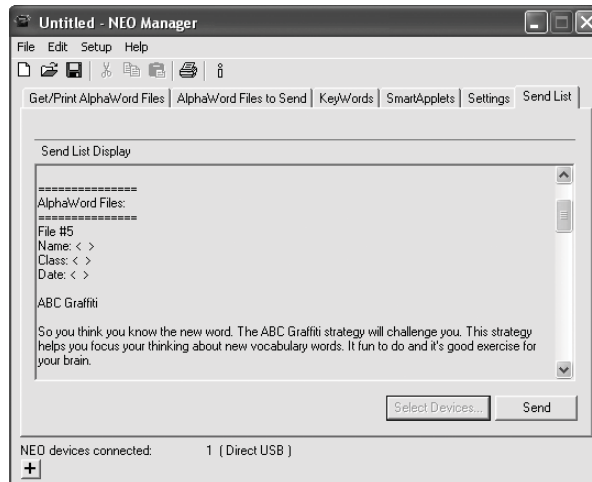


- Click the lesson you want to select **D** and view the text in the Preview area **E**. You can continue to click the lesson files until you find the one you want to use; then, click **Insert F**. The lesson text will be shown in the File # area of the AlphaWord Files to Send tab.



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



USING ALPHAWORD PLUS TO WRITE ON NEO

About File Passwords

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 197), 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 171.

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 176) or using NEO Manager (see page 188).

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 171) or contact Technical Support to get the default master password.

1. Be sure you know your master password (see page 171 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 176. In NEO Manager, you can set the same password for all files (see page 188), 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 188).

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 171.)

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.
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.



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

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 176) or in NEO Manager (see page 188).



You need the master password to reset file passwords. Use the System settings in NEO Manager to set this password; see page 171.

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 ALPHAWORD PLUS TO WRITE ON NEO**
- Using a NEO Text2Speech Device to Read AlphaWord Plus Files Aloud
-
-
-

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 85
AlphaWord Plus	Page 23
Accelerated Reader (NEO 2 only)	Page 94
KeyWords (US NEOs) or KAZ (UK NEOs)	Page 114
MathFacts in a Flash RP (NEO 2 only)	Page 101
MathFacts in a Flash (offline) (NEO 2 only)	Page 105
Beamer	Page 203
Control Panel	Page 174
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 213

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 78).
- Install new or updated SmartApplets on the connected NEOs (see page 79).
- Change SmartApplet settings on NEOs (see page 81).
- Remove SmartApplets from the connected NEOs (see page 82).
- View SmartApplet information (see page 83).
- Add SmartApplets to the list available in NEO Manager (see page 84).

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 78).

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.

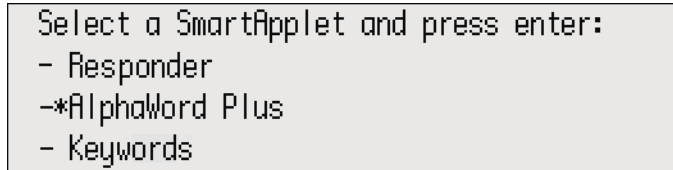
The startup SmartApplet is the one that starts automatically when you turn on a NEO. AlphaWord Plus is the startup SmartApplet when you first receive your NEOs. You can change the startup SmartApplet on the NEO itself (see the steps below) or using the NEO Manager software (see page 77).

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.



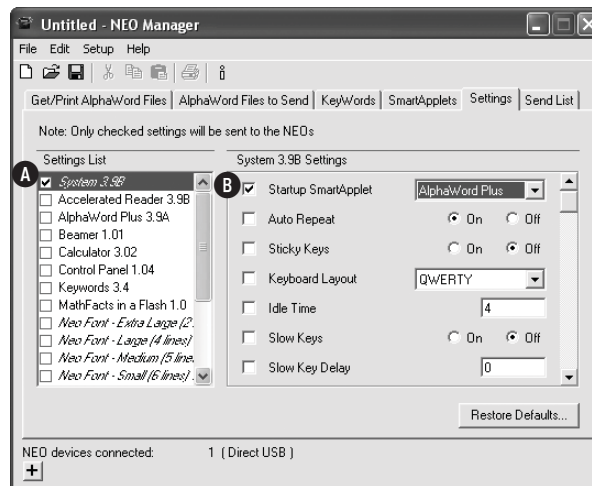
3. Press **ctrl-applets**. An asterisk designating the startup SmartApplet appears in the menu.



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 197), 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 171) or contact Technical Support to get the default master password.

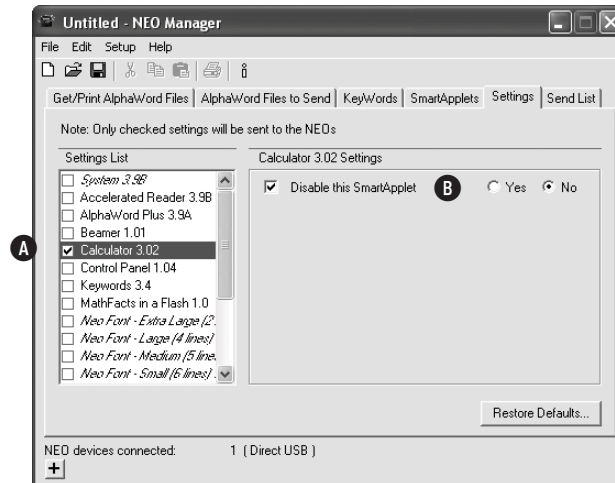
1. Press **applets**.
2. Move the cursor next to the SmartApplet you want to disable.
3. Press **ctrl-⌘-L**.
4. Enter the master password and press **enter**. The  symbol appears next to the SmartApplet to show it has been disabled.
5. Repeat these steps to enable the SmartApplet.

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 197), 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 1s and NEO 2s, 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 1s.
- NEO 1s don't have as much space as NEO 2s. For mixed labs, the information shown in the Memory column is based on the space left on NEO 1s, not NEO 2s, since NEO 1s 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, see "Adding SmartApplets to the List in NEO Manager" on page 84.
2. Start NEO Manager on your computer (see page 15).
3. Connect your NEO (see page 9) or the SmartOption Mobile Lab.
4. In NEO Manager, click the **SmartApplets** tab if it is not already selected.
5. There are two ways to choose the SmartApplets you want to install on NEOs:

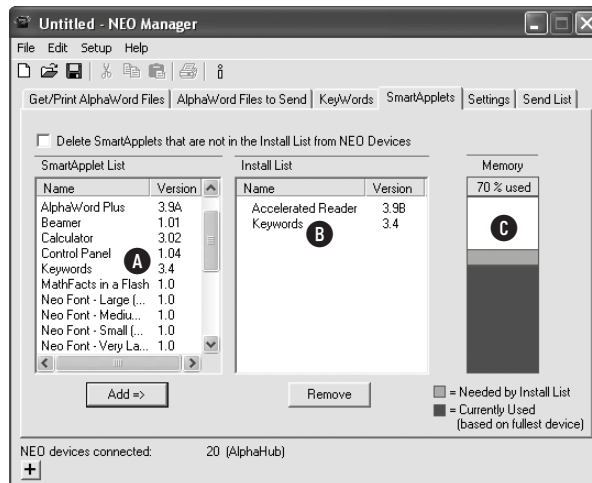
- Click a SmartApplet in the SmartApplet List **A** and drag it to the Install List **B**.
- Select the SmartApplet(s) in the SmartApplet List **A**; then click **Add =>** to move them to the Install List **B**. To select more than one SmartApplet to add, hold down the **Shift** key, the **Ctrl** key 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 84 to add it to the list.

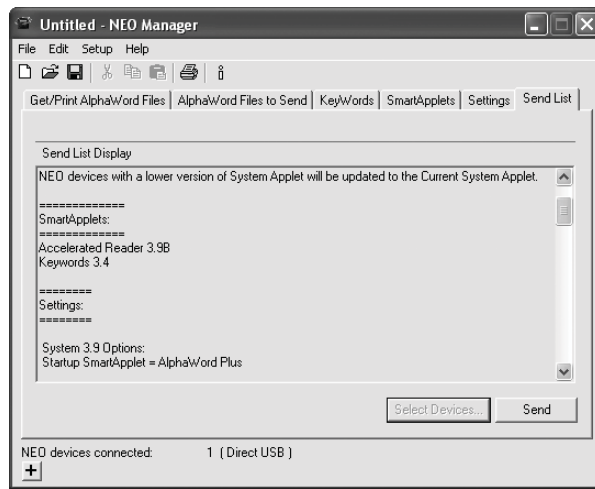


Not everything in the SmartApplet list is a SmartApplet. The list includes your NEO fonts, spell check, the Thesaurus, the Spanish-English word lookup, Text2Speech Updater for NEO Text2Speech devices, and Wireless File Transfer (NEO 2 only). You can install and delete these items just as you would SmartApplets.



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 82.

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



7. 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.)
8. Click **Send**. If you have set a send list password (see page 197), 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 174) or in NEO Manager (see page 187).

SMARTAPPLETS

Deleting SmartApplets from NEOs Using NEO Manager

Deleting SmartApplets from NEOs Using NEO Manager

Normally, it is better to disable SmartApplets (see page 78) 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.)

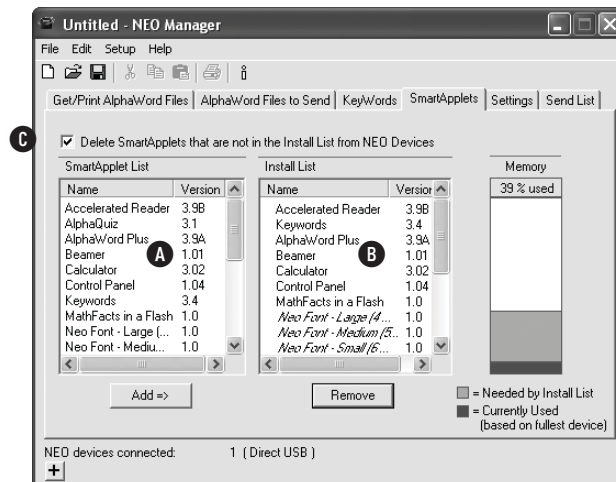
However, you might want to remove SmartApplets to free up memory or because you're beginning a new session or activity in a class.

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 146).

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.



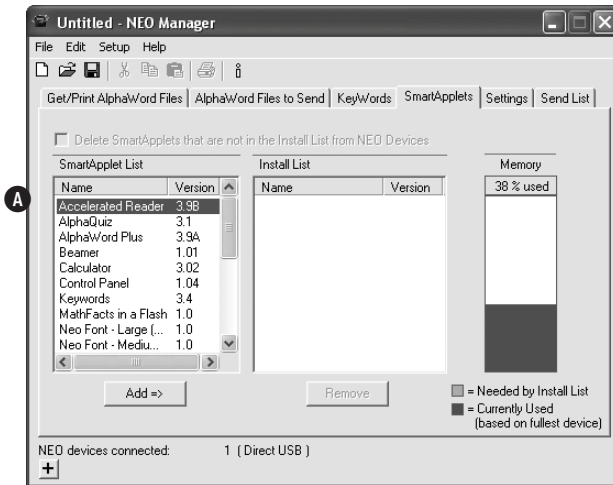
Be careful not to delete non-SmartApplet items that you want to keep. The SmartApplet list includes the fonts included on your NEO, spell check, the Thesaurus, Text2Speech Updater for NEO Text2Speech devices, and Wireless File Transfer (NEO 2 only) for sending files to and from services such as Google 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 197), 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

Installing SmartApplets on Your Computer

1. If NEO Manager is open on your computer, close the program.
2. Connect your NEO (see page 9) or the SmartOption Mobile Lab.
3. Next, follow the instructions for your type of computer:

Windows computers:

- a. If you download the SmartApplet from the Web site, you receive a .zip file. Extract the files from this .zip file. You will see a folder with the same name as the original .zip file. Open the folder.
- b. Double-click the file that ends with **.OS3KApp**. NEO Manager will open with the SmartApplets tab selected and the new SmartApplet in the Install List. If you want to install it on NEOs, see page 79.

Macintosh computers:

- a. If you download the SmartApplet from the Web site, double-click the file you downloaded. If the downloaded file ends with .sit, a folder with a similar name will appear; open the folder. If the downloaded file ends with .dmg, the volume will open.
- b. Start NEO Manager (see page 15).
- c. Click the **File** menu and choose **Add to Applet List**.
- d. Find and select the **.OS3KApp** file. Then, click **Choose**. You will go to the SmartApplets tab in NEO Manager, and the new SmartApplet will be in the Install List.

Adding SmartApplets That Have Already Been Installed

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 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 19).
- Assign a unique name to the Receiver/wireless network (see page 20).
- 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 2s do not support assigned owners.

If you ordered a SmartOption Mobile Lab, you received AccelTest software with your NEO 2s. When you choose “Responder” as the scoring method for assignments in AccelTest, students can use their NEO 2s to complete assignments instead of using Responders. If you choose “NEO 2 Only” as the scoring method, students may only use NEO 2s. *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).

RESPONDER SMARTAPPLET FOR NEO 2
Using NEO 2 to Complete AccelTest Assignments

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 2s 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**. Your answer can have up to 40 characters.

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

RESPONDER SMARTAPPLET FOR NEO 2

Using NEO 2 to Complete AccelTest Assignments

SmartApplets list. If you want to work on another assignment, press **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**. Your answer can be up to 40 characters long.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 19).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 20).

▪ **RESPONDER SMARTAPPLET FOR NEO 2**
▪ Using NEO 2 to Complete Accelerated Math Assignments
▪
▪

- 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{N} -. Arrows (\mathbb{N}) 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{N} -? 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{N} - \downarrow .
Go to the beginning of the question.	Press \mathbb{N} - \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.

RESPONDER SMARTAPPLET FOR NEO 2

Using NEO 2 with the 2Know! Toolbar

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**. Your answer can be up to 40 characters long.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.

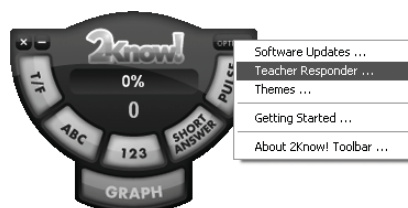


*To help students answer multiple-choice, true/false, or pulse questions, you can press **ctrl-caps lock** or **cmd-caps lock** on NEO 2 to put the Responder SmartApplet in "bubble mode." In this mode, when students type A–E, T, F, Y, N, R, or G, answer bubbles appear (similar to the ones on Responders) 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(s). If it isn't, you can install it using NEO Manager (see page 79). 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 19).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 20).
- Also in the utility, enter the address of your Renaissance Place server in the Renaissance Place Settings (see page 21).

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.

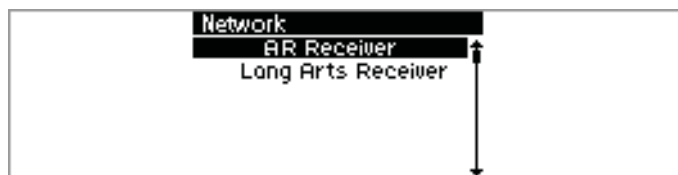
- Make sure you've done all the tasks listed in the previous section.
- In Accelerated Reader RP, set the School and Classroom Student Quizzing preferences and the Other Reading Series preference for your class. (See the *Accelerated Reader Software Manual* for instructions.)
- Students need to know this information before they start taking quizzes on NEO 2s:
 - The name you gave the Renaissance Receiver (see page 20). 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 2s to take quizzes on a regular basis, consider including quiz numbers on your Accelerated Reader book labels.

Steps for Taking a Quiz on NEO 2

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**.



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. See page 20 to find out how to change the name.



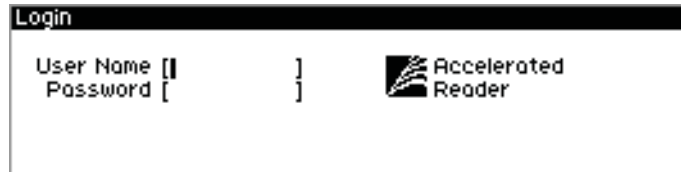
• **ACCELERATED READER SMARTAPPLET ON NEO 2**

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

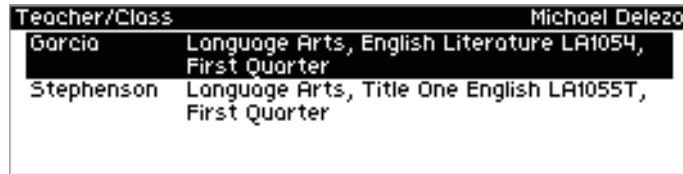
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If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

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**.



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**.



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**.



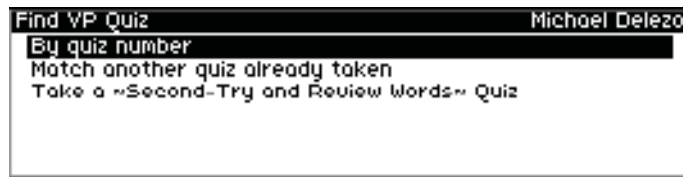
ACCELERATED READER SMARTAPPLET ON NEO 2
How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2



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**.)



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.



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**.



ACCELERATED READER SMARTAPPLET ON NEO 2

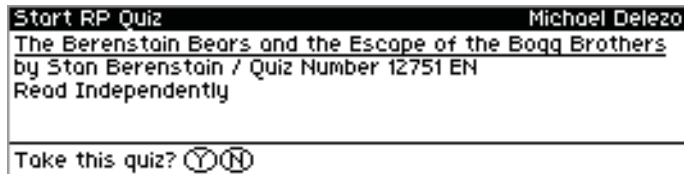
How Students Take Quizzes in the Accelerated Reader SmartApplet on NEO 2



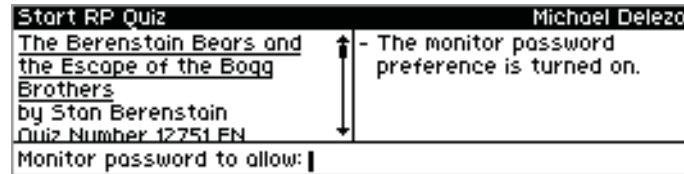
You cannot substitute the NEO 2 master password for the monitor password. You must use the monitor password set in the Accelerated Reader RP preferences.

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**.



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



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:

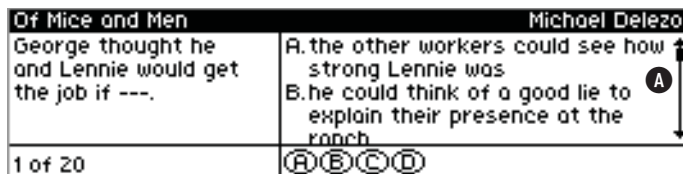
- There are date or time restrictions.
- You aren't allowed to take quizzes.
- No students are allowed to take this specific quiz.
- You have taken the quiz before.
- You have chosen a ~Second-Try and Review Words~ Quiz, but you don't have review words.



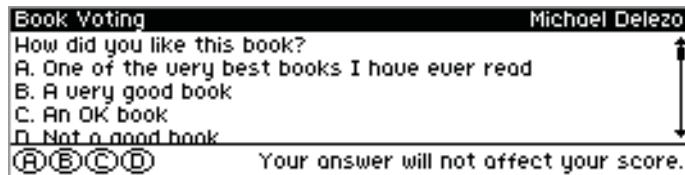
To stop a quiz, press ctrl-A or cmd-A. Then, ask the quiz monitor or teacher to enter the Accelerated Reader monitor password and press **enter**.

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.

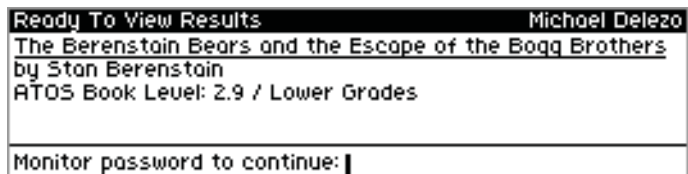
If you need to scroll to see all of the answers **A**, use the up and down arrow keys. If the question is long and you need to scroll to see all of the question, you can use the up and down arrow keys to scroll in the question; then, press **tab** or **→** to switch to the answers so you can use the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



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**.



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



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.



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

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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"/> <input checked="" type="radio"/>	

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"/> <input checked="" type="radio"/>	

MATHFACTS IN A FLASH RP SMARTAPPLET ON NEO 2

NEO 2 includes a MathFacts in a Flash RP 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.

This SmartApplet is for school work; students work on practices and tests just as they would when they log in to Renaissance Place on a computer at school. Students can use the MathFacts in a Flash (offline) SmartApplet to practice on their own (see page 105).

Preparing to Use NEO 2 with MathFacts in a Flash RP

Before students can use the MathFacts in a Flash RP 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 RP SmartApplet is installed on your NEO 2(s). If it isn't, you can install it using NEO Manager (see page 79).
- Connect a Renaissance Receiver to the teacher's computer (see page 19).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver and make sure students know the Receiver name (see page 20).
- Also in the utility, enter the address of your Renaissance Place server in the Renaissance Place Settings (see page 21).
- 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*.)

• **MATHFACTS IN A FLASH RP SMARTAPPLET ON NEO 2**

• How Students Do MathFacts in a Flash RP School Work on NEO 2

How Students Do MathFacts in a Flash RP School Work on NEO 2

Things to Check Before Students Start Using the MathFacts in a Flash RP 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 20). Students will need to choose a Renaissance Receiver when they work in the MathFacts in a Flash RP 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 the MathFacts in a Flash RP SmartApplet

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 RP**. Then, press **enter**.
4. The first time you use the MathFacts in a Flash RP 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**.



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. See page 20 to find out how to change the name.

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.)

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MATHFACTS IN A FLASH RP SMARTAPPLET ON NEO 2
How Students Do MathFacts in a Flash RP School Work on NEO 2



If the NEO says that the student is already logged in, the student may have turned off the NEO without finishing MathFacts in a Flash work. Press **applets** to leave the MathFacts in a Flash RP SmartApplet. Then, go back to step 3 to start again.

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**.

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.

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.

▪ **MATHFACTS IN A FLASH RP SMARTAPPLET ON NEO 2**

▪ How Students Do MathFacts in a Flash RP School Work on NEO 2

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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.



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.

MATHFACTS IN A FLASH (OFFLINE) SMARTAPPLET

The MathFacts in a Flash (offline) SmartApplet for NEO 2 makes it easy for students to practice math facts on their own when they are not doing work for school. This section explains how to use the SmartApplet. If your NEO 2s do not have the SmartApplet installed, you can download it from www.renlearn.com/neo/downloads/ and install it on your NEOs (see page 79).

Differences Between the MathFacts in a Flash (offline) SmartApplet and the MathFacts in a Flash RP SmartApplet on NEO 2

	MathFacts in a Flash (offline) SmartApplet	MathFacts in a Flash RP SmartApplet
Need to be in range of a Renaissance Receiver while working?	No, only when printing and sending the history.	Yes
Can students practice and take tests?	Yes	Yes
Can students master levels?	No	Yes
Do changes to mastery time and preferences in MathFacts in a Flash RP affect this SmartApplet?	No	Yes
How are the results of work shown on reports?	They can be included on the Class Progress and Student Record Reports by including the practice summary (similar to work done in Renaissance Home Connect or on a Renaissance Responder).	Work done in this SmartApplet is reported the same as work done when students log in to Renaissance Place using a computer.
What problem format is used?	Assisted-response.	Depends on the setting of MathFacts in a Flash preferences.

- **MATHFACTS IN A FLASH (OFFLINE) SMARTAPPLET**
- Opening the SmartApplet
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Opening the SmartApplet

1. With the NEO 2 on, press the **applets** key.
2. Use the arrow keys to highlight **MathFacts in a Flash (offline)**; then, press **enter**.

Practicing MathFacts in a Flash Levels

Students follow these steps to practice a MathFacts in a Flash level in the MathFacts in a Flash (offline) SmartApplet. Practices include 20–40 problems.

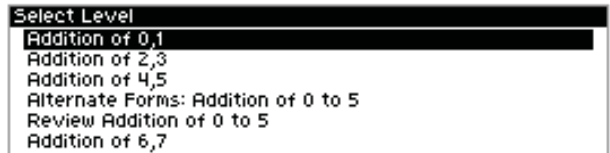
1. Open the MathFacts in a Flash (offline) SmartApplet.
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of math facts you want to practice as shown below. Then, press **enter**.



Levels that you have already worked on are marked with *.

Clearing the history clears the asterisks. The history is automatically cleared when you send it to Renaissance Place (see page 111). You can also choose to clear the history when you print it (see page 110) or select the **Clear** option in the History menu (see page 113).


4. Next, use the arrow keys to highlight the level you want to practice. Then, press **enter**.



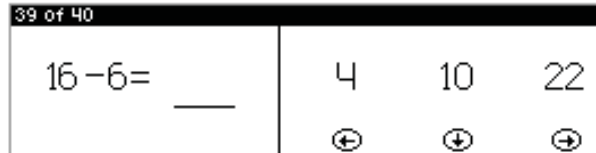
5. **Practice** should be highlighted on the Option screen. Press **enter**.





 **If you have tested on this level and the test is still in the history, the practice will include any problems you missed on the test plus questions deemed challenging for the level.**

6. For each problem, press the arrow key for the answer that you want to choose; then, press **enter**. For example, to choose the answer “10” in the problem shown below, you would press ↓ on the NEO 2 because that is the arrow shown below “10” on the screen.



If you choose the correct answer, a square will appear around the answer, and then the next problem will appear.

If you choose the wrong answer, an X will appear over the answer you chose; then, a dotted square will appear around the correct answer. When the square disappears, choose the correct answer and press **enter**.

If time is almost up for a problem, a clock icon will flash in the black bar at the top of the screen; choose an answer as soon as you can and press **enter**. If time runs out before you answer the problem, the next problem will appear.

7. After you answer the last question, the screen will show you how many problems you answered correctly out of the total number you saw. It will also show you which problems you answered incorrectly and their correct answers. You can use the arrow keys to scroll through the results.

When you are done, press **enter** to go back to the Select a Level screen.

Taking Tests

Students follow these steps to take a test for a MathFacts in a Flash level. Tests always include 40 problems.

1. Open the MathFacts in a Flash (offline) SmartApplet (see page 106).
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of math facts you want to take a test for as shown below. Then, press **enter**.



MATHFACTS IN A FLASH (OFFLINE) SMARTAPPLET

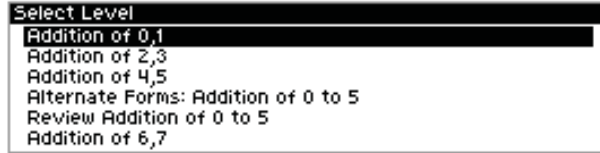
Taking Tests



Levels that you have already worked on are marked with *.

Clearing the history clears the asterisks. The history is automatically cleared when you send it to Renaissance Place (see page 111). You can also choose to clear the history when you print it (see page 110) or select the **Clear** option in the History menu (see page 113).

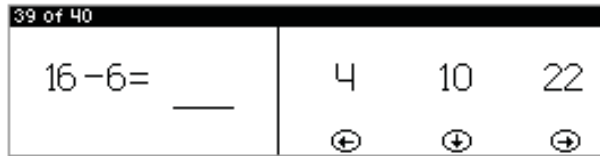
4. Next, use the arrow keys to highlight the level you want to take a test for. Then, press **enter**.



5. Use the arrow keys to highlight **Test**; then, press **enter**.



6. For each problem, press the arrow key for the answer that you want to choose; then, press **enter**. For example, to choose the answer “10” in the problem shown below, you would press ↓ on the NEO 2 because that is the arrow shown below “10” on the screen.



If time is almost up for a problem, a clock icon will flash in the black bar at the top of the screen; choose an answer as soon as you can and press **enter**. If time runs out before you answer the problem, the next problem will appear.

If you need to go back one question to change your answer, press **esc** or **backspace**. You can only go back one problem.

7. After you answer the last question, the screen will show you how many problems you answered correctly out of the total number you saw. It will also show you which problems you answered incorrectly and their correct answers. You can use the arrow keys to scroll through the results. When you are done, press **enter** to go back to the Select a Level screen.



Viewing the History

Students can view the history for one level or for all the work they've done in the MathFacts in a Flash (offline) SmartApplet.

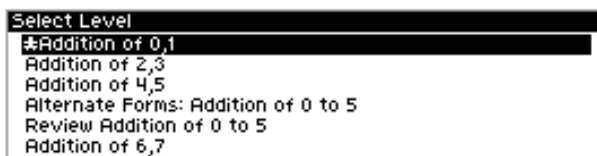
Viewing the History for One Level

Students follow these steps to see a detailed history for one level.

1. Open the MathFacts in a Flash (offline) SmartApplet (see page 106).
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of math facts you want to see the history for as shown below. Then, press **enter**.



4. Next, use the arrow keys to highlight the level you want to see the history for. Only levels marked with an asterisk have history available since they are the only ones that you have worked on since the history was last cleared. Press **enter** after choosing a level.



5. Use the arrow keys to highlight **History**; then, press **enter**.



6. You will see the history of your work for this level. When you have finished reading the history, press **enter** to go back to the options for the level you selected.

- **MATHFACTS IN A FLASH (OFFLINE) SMARTAPPLET**
- Printing the History
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Viewing the History for All Practices and Tests

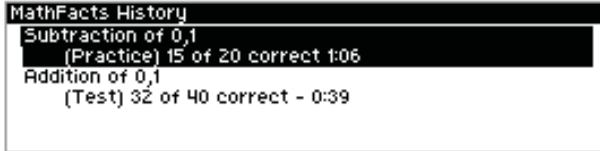
Students follow these steps to view the history of their practices and tests in the MathFacts in a Flash (offline) SmartApplet.

1. Open the MathFacts in a Flash (offline) SmartApplet (see page 106).
2. Use the arrow keys to highlight **History**; then, press **enter**.
3. Leave **View** highlighted and press **enter**.



4. The next screen lists the activities you've done so far, including the level name, whether it was a practice or test, the number of problems you answered correctly, and the time you took.

To see the full results for an activity (including a list of problems you answered incorrectly), use the arrow keys to highlight the activity; then, press **enter**.



5. When you have finished viewing full results for an activity, press **enter** or **esc** to go back.

Printing the History

Students follow these steps to print the history of their practices and tests in the MathFacts in a Flash (offline) SmartApplet.

Before the history can be printed, you must have a Renaissance Receiver connected to your computer, and students need to know the name of the Renaissance Receiver. See "Setting Up the Renaissance Receiver and Using NEO 2's Wireless Capabilities" on page 18.

1. Open the MathFacts in a Flash (offline) SmartApplet (see page 106).
2. Use the arrow keys to highlight **History**; then, press **enter**.



3. Use the arrow keys to highlight **Print**; then, press **enter**.

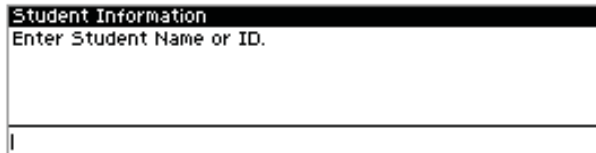


To find out how to name the Renaissance Receiver (network), see page 20.

4. The first time you print the history (or send it to Renaissance Place), your NEO 2 will search for the networks that are within range. (Networks are Renaissance Receivers connected to computers.) Then, it will show you a list. Use the arrow keys to highlight the one you want to connect to; then, press **enter**.

If you have connected to a Renaissance Receiver before, you will be asked whether you want to stay connected to the Receiver you chose. To continue with this Receiver, press **Y** for yes and press **enter**. (If you need to choose a different Receiver, press **N** for no, then **enter**.)

5. Next, your name or ID. (This information will be printed on the history.) Then, press **enter**.



6. After your history has been sent to the computer's default printer, you will be asked if you want to clear the history—that is, erase the history of the practice you've done so far in this SmartApplet.

If you want to clear (erase) the history, press **Y** for yes. Then, press **enter**.

If you do not want to clear the history, press **N** for no. Then, press **enter**.

Sending the History to Renaissance Place

Students or teachers follow these steps to send the practice and test history to MathFacts in a Flash Renaissance Place. The history is automatically cleared when you send it to Renaissance Place.

Before you follow these steps, print the MathFacts in a Flash Student Information Report in Renaissance Place to get the PIN for each student.

The history will be sent to the Renaissance Place address that you set in the Renaissance Wireless Server Utility. See page 21.

▪ **MATHFACTS IN A FLASH (OFFLINE) SMARTAPPLET**

▪ Sending the History to Renaissance Place

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In MathFacts in a Flash RP, you can see the practice data in the Class Progress and Student Record Reports if you choose to include the practice summary.

1. In Renaissance Place, the teacher should print the MathFacts in a Flash Student Information Report to get the PIN for each student. Then, give students their PINs. Each student will need his or her PIN to send the history to Renaissance Place.
2. Open the MathFacts (offline) SmartApplet (see page 106).
3. Use the arrow keys to highlight **History**; then, press **enter**.
4. Use the arrow keys to highlight **Send to Renaissance Place**; then, press **enter**.



To find out how to name the Renaissance Receiver (network), see page 20.

5. The first time you send the history to Renaissance Place (or print it), your NEO 2 will search for the networks that are within range. (Networks are Renaissance Receivers connected to computers.) Then, it will show you a list. Use the arrow keys to highlight the one you want to connect to; then, press **enter**.

If you have connected to a Renaissance Receiver before, you will be asked whether you want to stay connected to the Receiver you chose. To continue with this Receiver, press **Y** for yes and press **enter**. (If you need to choose a different Receiver, press **N** for no, then **enter**.)

6. The next screen will remind you that the history is cleared from this NEO when you send it to Renaissance Place.

If you want to continue, press **Y** for yes. Then, press **enter**.

If you don't want to go on, press **N** for no. Then, press **enter**.

7. Next, enter your MathFacts in a Flash PIN from the Student Information Report. (Teachers who are following these steps enter the PIN for the appropriate student.) Then, press **enter**.

8. The NEO 2 will notify you when the history has been sent and cleared. Press **enter**.



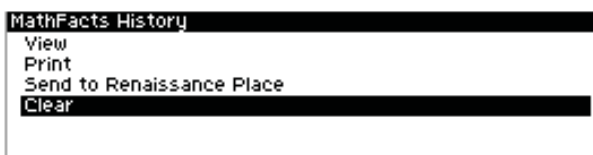
Clearing the History



If students are sharing NEO 2s, clear the history after each session.

Students follow these steps to clear (delete) the MathFacts in a Flash practice and test history. **Note:** The history can also be cleared after you print it, and it is automatically cleared whenever you send it to Renaissance Place.

1. Open the MathFacts (offline) SmartApplet (see page 106).
2. Use the arrow keys to highlight **History**; then, press **enter**.
3. Use the arrow keys to highlight **Clear**; then, press **enter**.



4. The next screen will ask if you are sure that you want to clear the history. (If you have not printed the history or sent it to Renaissance Place, the screen will also remind you of that.)

To continue clearing the history, press **Y** for yes, then **enter**.

If you don't want to clear the history, press **N** for no, then **enter**.

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 Versions in NEO 1 and NEO 2

NEO 1 and NEO 2 use different versions of the KeyWords SmartApplet: KeyWords is used on NEO 1, and KeyWords Wireless is used on NEO 2. The screens in these versions look different, and at times the steps for a task are also different. This chapter tells you how to use both versions of the KeyWords SmartApplet. In most places, the NEO 2 screens are shown.



How the KeyWords SmartApplet Works



If you plan to use the KeyWords RP reports (within Renaissance Place), there are a few setup tasks you will need to perform, and you will need to make sure your KeyWords students are in Renaissance Place as well. See the KeyWords User Manual in Renaissance Place.

1. Teachers add students, or learners add themselves as students. Teachers may also set pre-test levels for students (see page 139).
2. The student completes the Start Here! activity and the pre-test.
3. The student selects a group of keys to learn. (Teachers may require students to complete the lessons in order; see page 139.)
4. The student works through the activity for learning the new keys.
5. The student uses the accuracy and speed builder activities.
6. The student takes an accuracy and speed test.
7. 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.
8. After completing all lessons, the student takes a post-test.

Starting the KeyWords SmartApplet



If KeyWords is not installed on your NEO, see page 79 to install it.

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

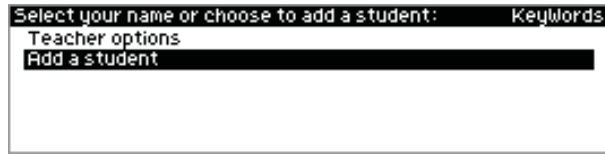
1. After starting the NEO, press **applets**.
2. Use the arrow keys to move the cursor next to **KeyWords** (NEO 1) or **KeyWords Wireless** (NEO 2); then, press **enter**.

```
Select a SmartApplet and press enter:  
↑ MathFacts in a Flash RP 1.1  
- KeyWords Wireless 4.0  
↓ Control Panel 1.04
```

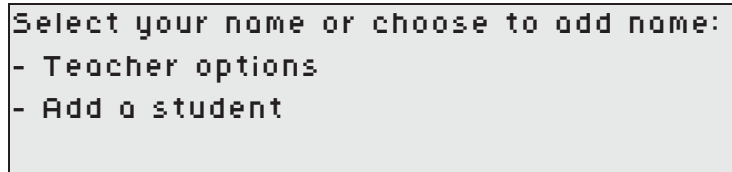
3. You'll see this KeyWords startup screen:

KEYWORDS SMARTAPPLET
Adding Students to NEO 2s Using NEO Manager

NEO 2



NEO 1



Adding Students to NEO 2s Using NEO Manager

Note: If you are using NEO 1, or if you have chosen to use KeyWords in offline mode on NEO 2 (see page 140), to add students, follow the instructions in “Adding a Student on a NEO 1 or a NEO 2 in Offline Mode” on page 122.

For NEO 2s only, you can add students to NEO Manager on your computer so that students can choose **Add a student**, then log in (see page 121) and start learning to keyboard.

In NEO Manager, you can add students one by one or import them from a file or from Renaissance Place.

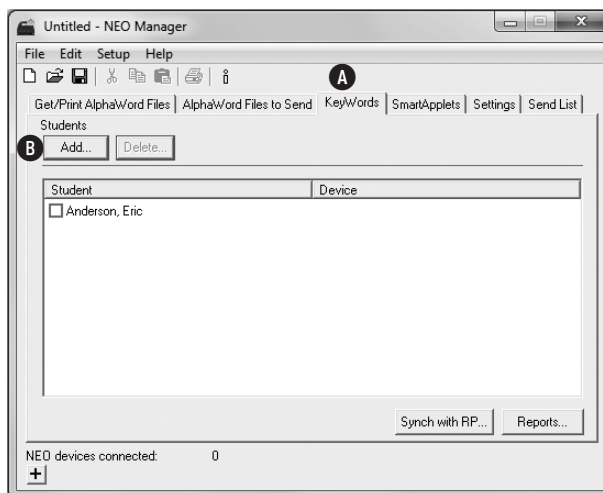
Importing Students from Renaissance Place into NEO Manager

If you are using Renaissance Place software, and you already have KeyWords RP classes set up for reporting, you can import your students directly from your KeyWords RP classes by following these steps. This makes it easier to make sure that you have the same students in KeyWords RP (for reporting) and in the KeyWords SmartApplet on your NEO 2s.

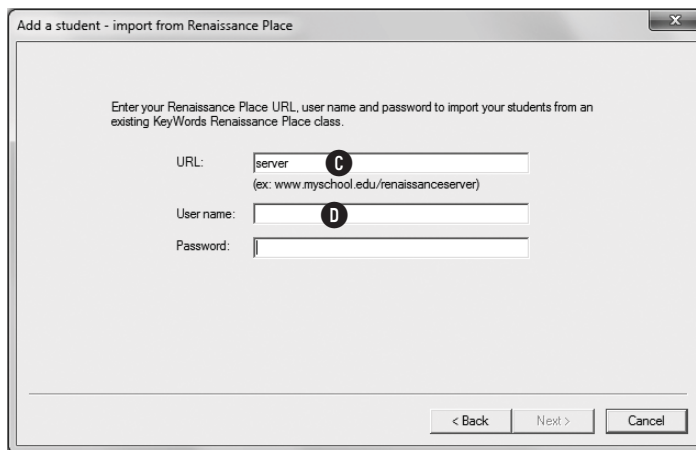
1. Start NEO Manager on your computer (see page 15).



2. Click the **KeyWords** tab **A**.



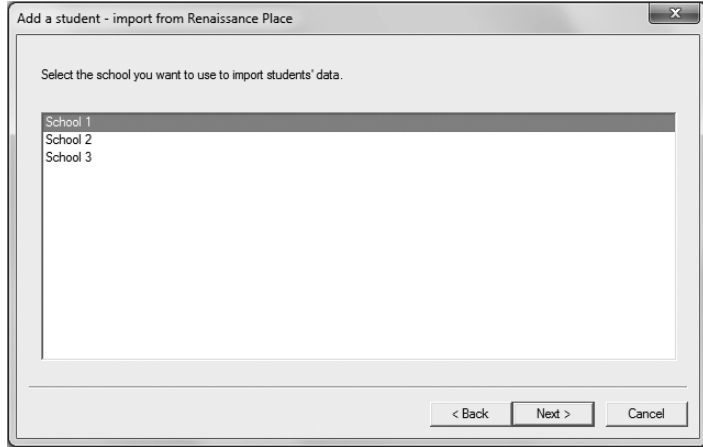
3. Click **Add** **B**.
4. Click the **Import from Renaissance Place** option. Then, click **Next >**.
5. Enter the address that you use to go to Renaissance Place in your Web browser **C**.



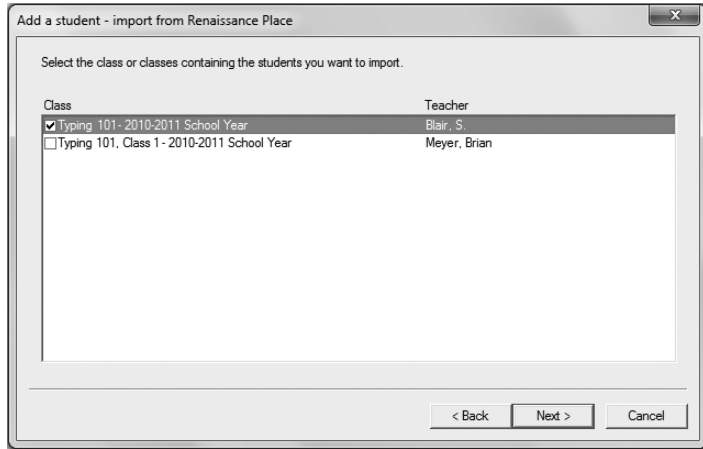
6. Enter the user name and password that you use to log in to Renaissance Place **D**. Click **Next >**.

- **KEYWORDS SMARTAPPLET**
- Adding Students to NEO 2s Using NEO Manager
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-

7. If there is more than one school in Renaissance Place, click your school; then, click **Next >**.

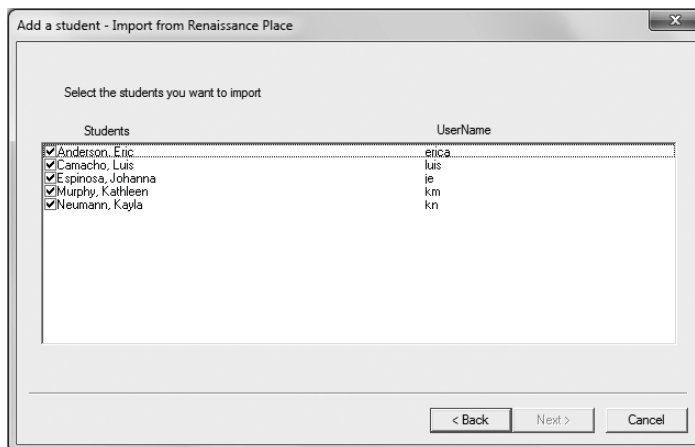


8. Check the boxes next to the classes that you want to import students from; then, click **Next >**.





9. On the next panel, all students are checked. All checked students will be imported. If there are any students that you do not want to import, remove the check mark next to those students. Then, click **Next >**.



10. Read the summary. Then, click **Import** to import the students.
11. Click **Done** after the students have been imported.
12. The students will be listed on the KeyWords tab. To add the students from NEO Manager to each NEO (or to have the students add themselves by logging in), see "Adding Students to NEO 2s from NEO Manager" on page 121.

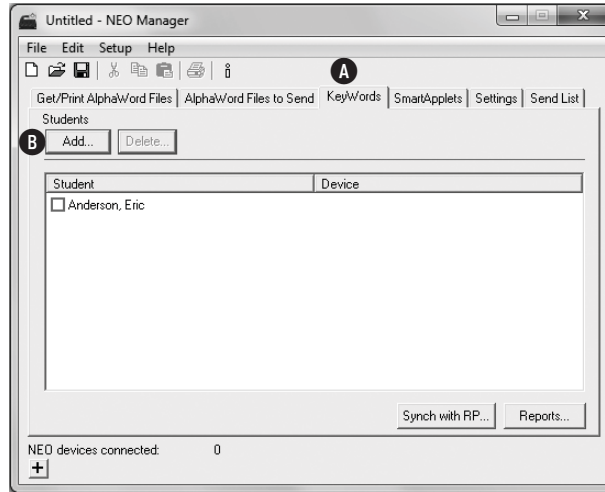
Manually Adding Students in NEO Manager

If you are not using Renaissance Place, you can follow these steps to add your keyboarding students in NEO Manager:

1. Start NEO Manager on your computer (see page 15).

KEYWORDS SMARTAPPLET
Adding Students to NEO 2s Using NEO Manager

2. Click the **KeyWords** tab **A**.



3. Click **Add** **B**.
4. Click the option **Manually enter student names**. Then, click **Next >**.
5. Enter each student's first name, last name, and the user name and password that you want the student to use to log in to KeyWords. Then, click **Add**. Repeat this step for each student.



The first name and last name can each be up to 35 characters long. The user name can have from 2 to 50 characters. The password can have from 2 to 20 characters.

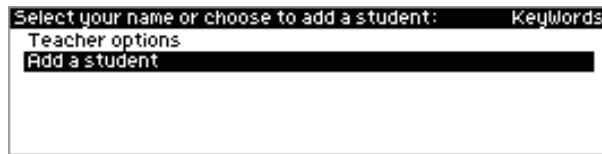
6. Click **Done** after adding the last student.
7. The students will be listed on the KeyWords tab. To add the students from NEO Manager to each NEO (or to have the students add themselves by logging in), see "Adding Students to NEO 2s from NEO Manager" on page 121.


Adding Students to NEO 2s from NEO Manager

To add students on NEO 2s, or to have students add themselves, follow these steps.

Note: Whether you are adding the students or they are adding themselves, the Student Information Report in NEO Manager gives you a helpful list of students' user names and passwords. See page 149.

1. After starting KeyWords, press the ↓ key until **Add a student** is highlighted; then, press **enter**.



 **The name that you gave the Renaissance Receiver is the one students will see in the Networks list.** See page 20 to find out how to change the name.


2. You may be shown a list of 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.)

3. Type the student's user name (your user name if you are the student) and press **enter**. Then, type the password and press **enter**.



 **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.**

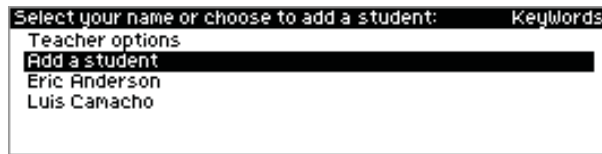
KEYWORDS SMARTAPPLET

Adding a Student on a NEO 1 or a NEO 2 in Offline Mode



Use the Student Information Report in NEO Manager to get students' user names and passwords. See page 149.

4. You will see a "Checking Settings" message, then "Adding new student." After this, you will return to the KeyWords starting screen, and the student who was added will be listed.



Teachers may want to set students' pre-test levels before they begin working in KeyWords. You can set each student's level to Beginning Typist, Intermediate Typist, or Advanced Typist. This determines what the student will be asked to do in the test. To set the pre-test level, see page 139.

Adding a Student on a NEO 1 or a NEO 2 in Offline Mode



Add each student to just one NEO to avoid confusion in reports. 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.

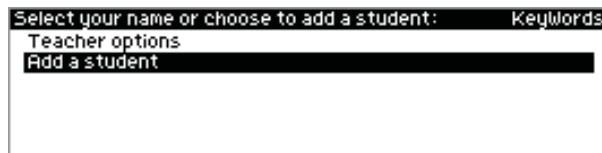
Use this method to add your students to the KeyWords SmartApplet if any of the following is true:

- You are using NEO 1.
- You are using NEO 2, but you don't have a Renaissance Receiver, and you are using the KeyWords SmartApplet in offline mode (see page 140).

Students can also add themselves to the NEO by following these steps.

Note: The examples in the steps below show NEO 2 screens. NEO 1 screens look different, but the steps are the same.

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



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 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.*

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

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.

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

You may want to set your students' pre-test levels before they begin working in KeyWords. You can set each student's level to Beginning Typist, Intermediate Typist, or Advanced Typist. This determines what the student will be asked to do in the test. To set the pre-test level, see page 139.

Choosing Your Name, Starting Lessons, and Taking the Pre-Test

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.

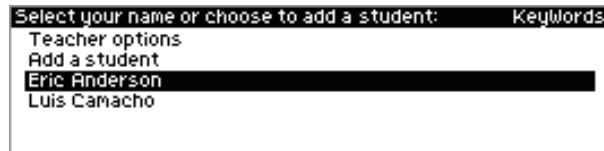
▪ **KEYWORDS SMARTAPPLET**

▪ Choosing Your Name, Starting Lessons, and Taking the Pre-Test

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1. After starting KeyWords, press the ↓ key to move down to your name in the list. Then, press **enter**.



2. If you are using NEO 1, go to step 3.

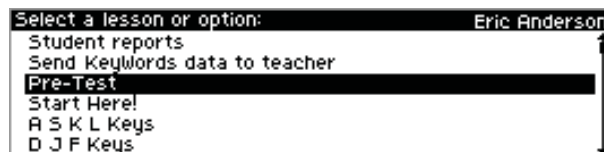
On NEO 2, you might be asked to choose a network, or you might be asked if you want to stay connected to a specific Receiver name. Networks are Renaissance Receivers connected to teacher computers. The teacher should tell you which Receiver to use.

- If the screen lists the networks, use the up and down arrow keys to highlight the correct name; then, press **enter**.



- If the screen asks if you want to stay connected to a Receiver, press **Y** if the name is correct or **N** if it is not correct. Then, press **enter**. If you choose no, you'll be asked to choose a different one.

3. Type your KeyWords password and press **enter**. (If you don't know what password to use, talk to your teacher.)
4. Use the arrow keys to highlight **Pre-Test** and press **enter**.



5. For the pre-test, after viewing instructions, type the text as instructed. At the end of the pre-test, you will see how many words per minute (WPM) you typed and how many errors you made. When you finish, you will go back to the list of lessons.

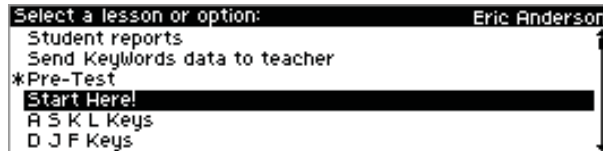


The arrows on the screen show you that there are more options above or below the ones you're viewing.



The teacher can set the difficulty level of the pre-test and post-test; see page 139 to find out how to change it on the NEO itself or page 146 to find out how to change the level for multiple students and NEOs using NEO Manager.

6. After you complete the pre-test, you will return to the lesson list. Notice that there is an asterisk (*) next to the pre-test that 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.



You may see an x before some lessons if the teacher requires you to do the lessons in order (see page 139 and page 146). The x means that you have not passed the Accuracy and Speed Test for a previous lesson. Once you pass the test, the x will disappear from the next lesson.

7. To start the first lesson, select **Start Here!** and press **enter**.
8. 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 159.
9. Now, select 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 126.
 - **Take accuracy and speed test** lets you test your proficiency using these keys. For more information, see page 129.

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 159.

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: Eric Anderson
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.

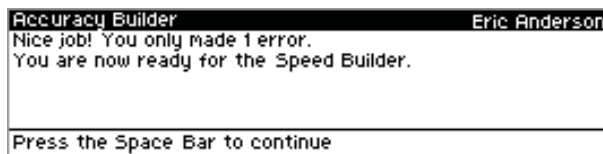


When you complete all the lines in the passage, KeyWords displays the number of errors you made. Errors are the number of words you typed incorrectly; even if you make more than one mistake typing a word, it counts as only one error. Typing extra spaces between words also counts as one error.

KeyWords compares your accuracy (number of errors) to the passing criteria (see page 141). 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. **On NEO 1**, when you press the space bar, you will go back to the screen where you can select passages. **On NEO 2**, you will be asked if you want to try the Accuracy Builder again; if you want to do this, leave **Y** selected and press **enter**.



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.



- **KEYWORDS SMARTAPPLET**
- Building Accuracy and Speed
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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 141.) 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:

Speed Builder	Eric Anderson
Way to go! Your typing rate was 20 words per minute. Your goal rate was 8 words per minute. You passed!	
Press the Space Bar to continue	

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.

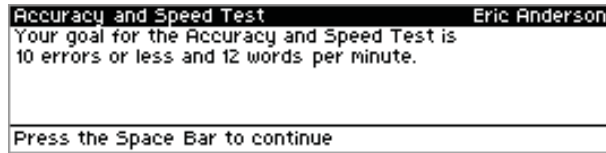
Speed Builder	Eric Anderson
Your typing rate was 5 words per minute. You need to type 8 words per minute or more.	
Do you want to try the Speed Builder again? <input type="radio"/> Y <input type="radio"/> N	



Taking an Accuracy and Speed Test

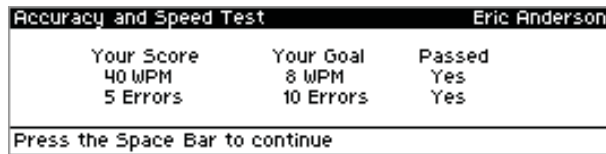
The third option in each lesson, **Take accuracy and speed test**, lets you test your progress. Each lesson has four different tests that you can take. You can retake a test anytime. Your record shows only your best results.

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



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 line on the screen shows 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.



Press the space bar on this screen. One of two things will happen:

- On NEO 1s, or on NEO 2s running in offline mode (see page 140), you will return to the lesson screen.
- On NEO 2s running in online mode (see page 140), you will be asked to choose a network name, or you will be asked if you want to stay connected to the last one you chose. Then, KeyWords will send information about all of your KeyWords work to the NEO Manager program on the teacher's computer.

KEYWORDS SMARTAPPLET

Completing the Post-Test

Completing the Post-Test



The teacher can set the difficulty level of the pre-test and post-test; see page 139.

After the student has completed all levels, he or she takes a post-test by following these steps:

1. After selecting your name and entering your password, use the arrow keys to select **Post-Test**; then, press **enter**.
2. The first two screens tell you how the test will work and then tell you to place your fingers on the Home row. Press the **space bar** after reading the instructions on each screen.
3. Type the text in the test as instructed. Press **enter** after typing each line.
4. When you have finished, the screen will show how many words per minute you typed (WPM) and the number of errors you made. Press the **space bar** after reading this information.

You can take the post-test more than once if you want to improve your score. The results of your best post-test will be saved.

How Students Check Progress Using Reports

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



Teachers can also create a Group Progress Report. See page 136. Reports are also available in KeyWords RP in Renaissance Place; see page 155.

- **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. The pre-test and post-test are included in this report, but they include only your words per minute and number of errors since goals do not apply and since there is no separate accuracy and speed test.
- **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. The pre-test and post-test are included in this report, but they include only your words per minute and number of errors since goals do not apply and since there is no separate 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.

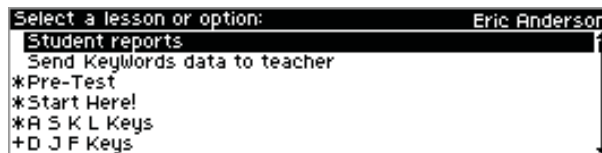
Sending reports to AlphaWord Plus is also useful because if you are using several NEOs with NEO Manager, you can use that program to retrieve the files from multiple NEOs at the same time (see page 52). You can then view, save, or print the reports.

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. If you are using KeyWords in online mode (see page 140), you may be shown a list of Networks (Receivers connected to computers) that are available. 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.)

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



5. You can choose a Student Progress Report or a Last Lesson Report. Use the arrow keys to select the report you want; then, press **enter**.



▪ **KEYWORDS SMARTAPPLET**

▪ How Students Check Progress Using Reports

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6. Follow the instructions for your NEO model:

NEO 2

The report will appear on the screen. Press one of the following keys:

- **Esc** lets you leave the report screen.
- **Print** prints the report wirelessly. NEO 2 will look for the Renaissance Receivers in range, and it may ask you to choose a Receiver from a list. The report will be sent to the default printer for the computer that is connected to the Renaissance Receiver.
- **Send** sends the file to either the computer or to an AlphaWord file on the NEO. Choose one of the options on the screen:
 - **Send directly to the computer:** If you choose this option, 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 an AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files 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 will open. On the NEO, the report may wrap across several lines, making it difficult to read, but if you print the file or send it to a computer and use a monospace font like Courier, you can see the report with its proper formatting.



If characters get jumbled when you send to a computer file, you may need to change the transfer speed; press option-↵**-S.**



If file passwords are enabled for AlphaWord Plus (see page 72), 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.



If characters get jumbled when you send to a computer file, you may need to change the transfer speed; press option-↵**-S.**

NEO 1

Choose one of the three options on the screen:

- **Print:** Connect your NEO directly to a printer using the USB cable. Then, press **print**.
- **Send directly to computer:** If you choose this option, follow these steps:
 - a. Make sure NEO Manager is not running on the computer.
 - b. Connect your NEO to the computer via USB cable (see page 9).
 - c. At the computer, open any program that accepts text (such as a word processing or spreadsheet program).
 - d. Press **send** on the NEO to send the NEO file into the computer file.
 - e. Disconnect the cable when the file has been sent.



If file passwords are enabled for AlphaWord Plus (see page 72), 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:** 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 will open. On the NEO, the report may wrap across several lines, making it difficult to read, but if you print the file or send it to a computer and use a monospace font like Courier, you can see the report with its proper formatting.

How Students Send Their Data to the Teacher (to NEO Manager) Using NEO 2

Students who are using KeyWords on a NEO 2 can follow these steps to send their KeyWords data to NEO Manager. Although the student's data is sent after each Accuracy and Speed test, it is sometimes useful to send the data at other times, such as at the end of a class period in which the student did not take a test.



NEO Manager does not need to be open when students send their data.

Once students send data to NEO Manager, teachers can synchronize it with Renaissance Place (see page 155) so that they can see the information on KeyWords RP reports. (Teachers can also send all students' KeyWords data from a specific NEO 2 to NEO Manager; see page 138.)

Important: These steps are only for NEO 2s running KeyWords in online mode, and you must have a Renaissance Receiver connected to your computer. If you have chosen offline mode (see page 140), you are using NEO 1, or you do not have a Renaissance Receiver, you need to connect the NEOs to your computer to collect and report on the data.

1. In KeyWords, select your name (or your student's name) from the student list and press **enter**.
2. You may be shown a list of 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**.

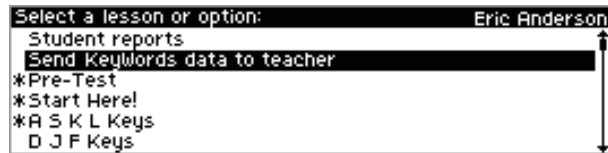


KEYWORDS SMARTAPPLET

Teacher Options

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.)

3. Type the password and press **enter**.
4. On the Select a Lesson or Option screen, press \uparrow to move up to **Send KeyWords data to teacher** at the top of the list. Then, press **enter**.



5. If you want to send your data, leave **Y** selected and press **enter**. (If not, press **N**, then press **enter**.)
6. A message will show you that the data is being sent to NEO Manager. Another message will notify you when the task is complete. Press the **space bar** to continue.

Teacher Options

In addition to generating reports and setting goals, the Teacher Options in KeyWords allow you to do the following:



You can also change these settings in NEO Manager. Click the **Settings** tab, then click **KeyWords** or **KeyWords Wireless** on the left to see the settings you can change. For more about changing settings for KeyWords or other SmartApplets, see page 187.

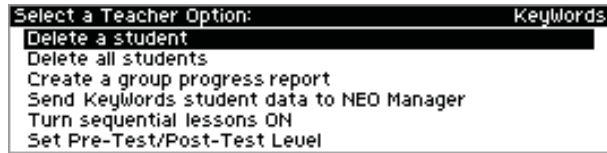
- Delete one or more KeyWords students.
- Create a Group Progress Report.
- Send KeyWords data for all students to NEO Manager.
- Require students to complete the lessons in order.
- Set the pre-test and post-test level for each student.
- Set KeyWords to offline mode for NEO 2.
- Set custom words per minute or error goals or reset goals to the default.
- 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 171).

Follow these steps to change teacher options:

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



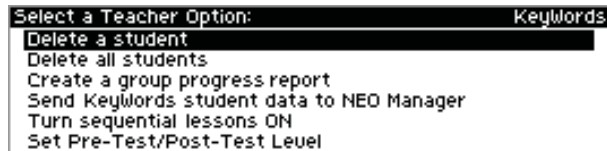
Deleting Students

Within the teacher options, you can choose to delete one or more KeyWords students from the NEO. This does not delete students from KeyWords RP or from NEO Manager. (To delete students from NEO Manager, see page 151.)


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, use the arrow keys to select **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, use the arrow keys to select **Delete a student** and press **enter**. Then, select the student's name and press **enter**.
 - If you want to delete all KeyWords students, use the arrow keys to select **Delete all students** and press **enter**.



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.

 **You can also delete all KeyWords students from NEOs using NEO Manager.** To do this, click **Settings**, click **KeyWords** or **KeyWords Wireless** 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.

Creating a Group Progress Report



Students can view Progress Reports and Last Lesson

Reports. See page 130.

Reports are also available in KeyWords in Renaissance Place; see page 155.

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

If a student's last lesson was a pre-test or post-test, only the actual performance for speed and accuracy are shown since goals do not apply.

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

Follow these steps to create the report:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**. (For more about the master password, see page 171.)
3. Select **Create a group progress report** and press **enter**.
4. Follow the instructions for your NEO model:

NEO 2

The report will appear on the screen. Press one of the following keys:

- **Esc** lets you leave the report screen.
- **Print** prints the report wirelessly. NEO 2 will look for the Renaissance Receivers in range, and it may ask you to choose a Receiver from a list. The report will be sent to the default printer for the computer that is connected to the Renaissance Receiver.
- **Send** sends the file to either the computer or to an AlphaWord file on the NEO. Choose one of the options on the screen:
 - **Send directly to the computer:** If you choose this option, 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.



If characters get jumbled when you send to a computer file, you may need to change the transfer speed; press option-⌘-S.



If file passwords are enabled for AlphaWord Plus (see page 72), 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 an AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files 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 will open, showing you information about each student's latest KeyWords lesson. On the NEO, the report may wrap across several lines, making it difficult to read, but if you print the file or send it to a computer and use a monospace font like Courier, you can see the report with its proper formatting.

NEO 1

Choose one of the three options on the screen:

- **Print:** Connect your NEO directly to a printer using the USB cable. Then, press **print**.
- **Send directly to computer:** If you choose this option, follow these steps:
 - a. Make sure NEO Manager is not running on the computer.
 - b. Connect your NEO to the computer via USB cable (see page 9).
 - c. At the computer, open any program that accepts text (such as a word processing or spreadsheet program).
 - d. Press **send** on the NEO to send the NEO file into the computer file.
 - e. 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 will open, showing you information for each student's latest KeyWords lesson. On the NEO, the report may wrap across several lines, making it difficult to read, but if you print the file or send it to a computer and use a monospace font like Courier, you can see the report with its proper formatting.



If characters get jumbled when you send to a computer file, you may need to change the transfer speed; press **option-⌘-S**.



If file passwords are enabled for AlphaWord Plus (see page 72), 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.

· **KEYWORDS SMARTAPPLET**

· Sending All KeyWords Student Data from NEO 2 to NEO Manager

Sending All KeyWords Student Data from NEO 2 to NEO Manager

When you use KeyWords Wireless on NEO 2 in online mode (see page 140), data for each student's KeyWords work is sent to NEO Manager after each Accuracy and Speed test. Students can also send their KeyWords data to NEO Manager at any time (see page 133).

At times, you may need to send all KeyWords data from a specific NEO 2 to NEO Manager. This sends the data for all students who have used KeyWords on that NEO to NEO Manager. When you do this, the data is **not** removed from the NEO 2.

Follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Send Keywords student data to NEO Manager** and press **enter**.
4. A message will remind you what this option does. To continue, leave **Y** selected and press **enter**. (If you don't want to continue, press **N**, then **enter**, instead.)
5. You may be shown a list of 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.)
6. NEO 2 will check settings, then send the data. When the NEO 2 has finished sending the data to NEO Manager, it will notify you. Press the **space bar**.



Requiring Students to Complete KeyWords Lessons in Order



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

If you want your students to complete the KeyWords lessons in the order listed, follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Turn sequential lessons ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether the sequential lesson requirement 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. On NEO 2, press **enter** to finish changing the setting.

Setting a Pre-Test and Post-Test Level for KeyWords Students

Before your students begin working in KeyWords, you may want to set the pre-test and post-test level to indicate whether the student is a beginning typist, an intermediate typist, or an advanced typist. This determines the difficulty of the pre-test and post-test. If you do not set the level, it defaults to Intermediate Typist.

Level	Estimated Time Required	Grade Level	GLE	Number of Words	Number of Unique Letters	Number of Punctuation Marks
Beginning Typist	1 minute	1-2	0.7	22	19	2
Intermediate Typist	2 minutes	3-4	2.0	46	24	4
Advanced Typist	4-5 minutes	5-6	3.1	91	26	6

KEYWORDS SMARTAPPLET

Setting KeyWords to Offline Mode on NEO 2



*In NEO Manager, you can change the pre-test/post-test level for all existing students (but not new ones you will add later). With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** or **KeyWords Wireless** on the left, and use the drop-down list to choose a level after **Pre-Test/Post-Test level**. Then, send the change to your NEOs. If you update the KeyWords SmartApplet, the pre-test and post-test levels may be reset to the default for all students; see page 147.*

Follow these steps to set the level for the KeyWords students using this NEO:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set Pre-Test/Post-Test level** and press **enter**.
4. Use the arrow keys to select the name of the student who needs the level set. Then, press **enter**.
5. The next screen shows the current pre-test and post-test level for the student. (The default is Intermediate Typist.) Use the up and down arrow keys to choose a different level.
6. Press **esc** when you have finished setting the level.
7. If you want to set the level for another student, repeat steps 4–6. When you have finished, press **esc** until you have gone back to the screen that you need.

Setting KeyWords to Offline Mode on NEO 2

NEO 2 can run the KeyWords Wireless SmartApplet in online or offline mode. The default is online mode.

Online mode requires you to have a Renaissance Receiver connected to your computer. In online mode, you can add or import students in NEO Manager (see page 116), and when you choose to add them on NEO 2, you can simply enter their user names and passwords. After students take an Accuracy and Speed test, their data is automatically sent to NEO Manager. Students can also choose to send their KeyWords data to NEO Manager.

Offline mode does not allow KeyWords data to be sent to NEO Manager wirelessly. In offline mode, you must add students manually on each NEO 2 (see page 140).

To change modes on a NEO 2, follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set student offline mode** and press **enter**.
4. The screen will show whether offline mode is on or off. Then, it will ask if you want to change the setting. (Remember: when offline mode is ON, you are using KeyWords in offline mode. When offline mode is OFF, you are using KeyWords in online mode.)

Press **Y** for yes to change it or **N** for no; then, press **enter**.

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)
Pre-Test	NA	NA
ASKL Keys	12	8
DJF Keys	12	10
TH Keys	12	12
GO Keys	10	14
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

KEYWORDS SMARTAPPLET

Setting Speed and Accuracy Goals for KeyWords Students

Lesson	Accuracy/Error Goal (Maximum)	Words per Minute (WPM) Goal (Minimum)
MV Keys	8	22
NB Keys	8	22
" ' ! Keys	8	14
Number Keys	6	14
Post-Test	NA	NA

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 143 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** or **KeyWords Wireless** on the left. Then, enter values for the custom 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, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set custom WPM and error goals** and press **enter**.
4. To change the words per minute goal, follow the instructions for your model:
 - **For NEO 1:** To increase the words per minute goal, press the ↑ key. To decrease it, press the ↓ key. After changing the goal, press the **space bar**.

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

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

- **For NEO 2:** The screen shows the current words per minute goal. Type the new goal that you want to set. You can enter any number from 1 to 99. Press **enter**.

```
Set Words Per Minute Option      KeyWords
The words per minute goal is currently set to 8.
Enter the new words per minute goal (1-99).
|
```

- To change the maximum number of errors allowed, follow the instructions for your model:
 - For NEO 1:** To increase the number of allowable errors, press the ↑ key. To decrease it, press the ↓ key. Then, press the **space bar**.

```
Use the arrow keys to change the
Allowable errors:8

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

- For NEO 2:** The screen shows the current maximum number of errors allowed goal. Type the new goal that you want to set. You can enter any number from 0 to 99. Press **enter**.

```
Set Maximum Number of Errors option      Keywords
The maximum number of errors allowed goal is currently
set to 12.
Enter the new maximum number of errors allowed goal (0-99).
|
```

You will return to the teacher options list.

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** or **KeyWords Wireless** 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 141.)

- In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
- Type the master password and press **enter**.
- Select **Reset WPM and error goals to default** and press **enter**.
- On NEO 1s**, a message will tell you that the goals have been reset. Press the **space bar** to go back to the teacher options.

On NEO 2s, you will be asked whether you want to reset the goals. Press **Y** for yes or **N** for no; then, press **enter**. A message will tell you that the goals have been reset. Press the **space bar** to go back to the teacher options.

▪ **KEYWORDS SMARTAPPLET**

▪ Choosing Whether to Enforce Use of the Correct Shift Key

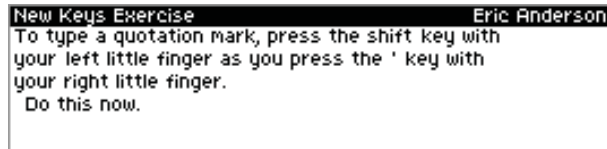
Choosing Whether to Enforce Use of the Correct Shift Key



You can also change this setting in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** or **KeyWords Wireless** 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.



Follow these steps to turn this option on or off:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **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; if not, press **N** for no. On NEO 2, press **enter**.

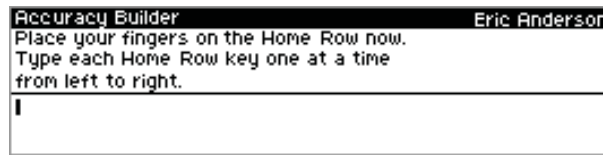
Enforcing Use of the Home Row



You can also change this setting in NEO Manager. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** or **KeyWords Wireless** 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.



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, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **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. On NEO 2, press **enter**.

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** or **KeyWords Wireless** 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, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.

3. Select **Set one/two spaces between sentences** and press **enter**.
4. **On NEO 1**, use the ↑ or ↓ keys to change the number of spaces between sentences. You can specify either 1 or 2. After making the change, press the **space bar**.
On NEO 2, the screen will show the current setting and ask if you want to change it. Press **Y** for yes or **N** for no. Then, press **enter**.

Using NEO Manager with KeyWords

NEO Manager can be helpful to KeyWords users in these ways:

- For NEO 2, it lets you add your KeyWords students or import them from Renaissance Place (see page 116). After you've done that, you can easily add your students on NEO 2s (or they can add themselves) using their user names and passwords.
- 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 155.)

The following procedures explain how to use some KeyWords features of NEO Manager.

Setting KeyWords and KeyWords Wireless 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.

In the table on the next page, all options except for “Enable student offline mode” are available for both the KeyWords SmartApplet (NEO 1) and KeyWords Wireless (NEO 2). “Enable student offline mode” is only available for KeyWords Wireless.

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 . [] 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 135.)
Enable student offline mode (applies to NEO 2 only)	For NEO 2s, this sets the KeyWords SmartApplet to offline mode, which means there will be no wireless communication between your NEO 2s and NEO Manager. In this mode, you must enter student information manually on each NEO, and KeyWords data cannot be sent from NEOs to NEO Manager except when you retrieve it on the KeyWords tab in NEO Manager.	On NEO 2s only, you can find this setting in the teacher options in KeyWords. (See page 140.)
Require sequential lessons	Determines whether KeyWords students must complete the KeyWords lessons in the order they are listed. Click Yes or No .	You can also find this setting in the teacher options in KeyWords. (See page 139.)
Pre-test/Post-test level	Sets the pre-test and post-test level for all new and existing students to Beginning Typist, Intermediate Typist, or Advanced Typist. The level determines the content of the pre-test and post-test for each student. Choose a level from the drop-down list. Note: If you update the KeyWords SmartApplet from NEO Manager, and Replace SmartApplets on device with SmartApplets from Computer is checked in the NEO Manager preferences, all students' pre-test and post-test levels will be reset to the default.	In the KeyWords teacher options, you can set a separate level for each student. (See page 139.)
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 141). 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 142.)
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 141). 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 142.)

KEYWORDS SMARTAPPLET

Using NEO Manager with KeyWords

Setting	What It Does	Where to Find on the NEO
Reset WPM/error goals to default	Resets goals to the ones used by default in KeyWords (see page 141). Click Yes or No .	You can reset goals in the teacher options in KeyWords. (See page 143.)
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 144.)
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 145.)
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 145.)

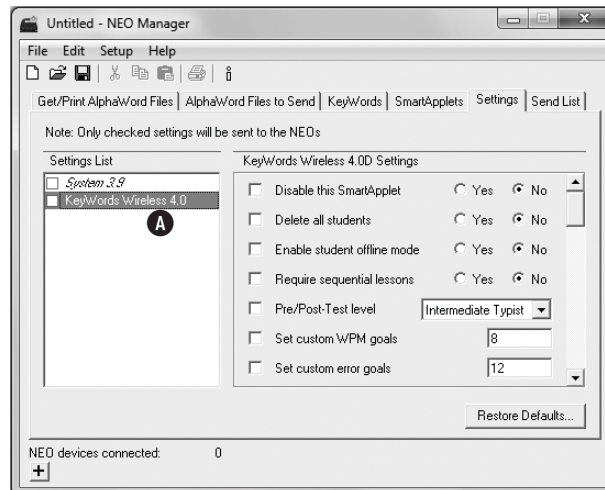
Follow these steps to change KeyWords options in NEO Manager.


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** or **KeyWords Wireless** **A** in the list of SmartApplets on the left as shown.



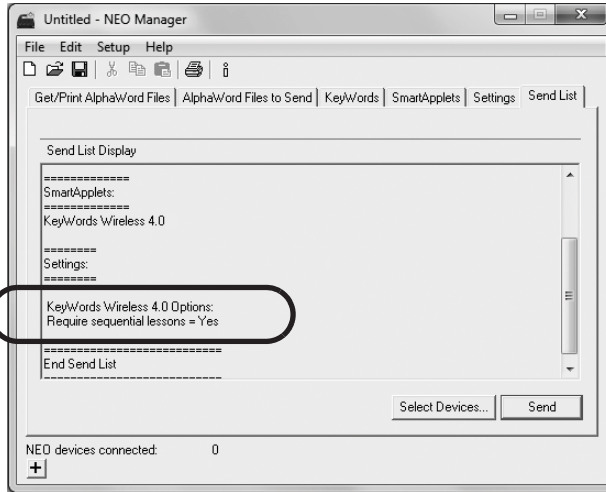
If KeyWords or KeyWords Wireless isn't in the Settings

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 (NEO 1) or KeyWords Wireless (NEO 2) 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 79).



 **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** or **KeyWords Wireless** 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

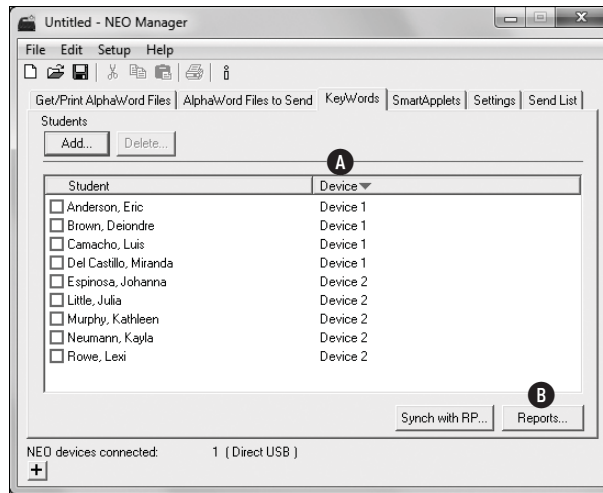
Follow the steps below to retrieve your students' KeyWords data from NEOs and view, save, or print reports.

Note: For NEO 2, if KeyWords is being used in online mode (see page 140), students' KeyWords data is automatically sent to NEO Manager after each Accuracy and Speed test, and the student can send the data to NEO Manager at any time (see page 133). Teachers can also send all KeyWords data from a specific NEO 2 to NEO Manager (see page 138).


1. Start NEO Manager on your computer (see page 15) and connect your NEO (see page 9) or the SmartOption Mobile Lab.

KEYWORDS SMARTAPPLET
Using NEO Manager with KeyWords

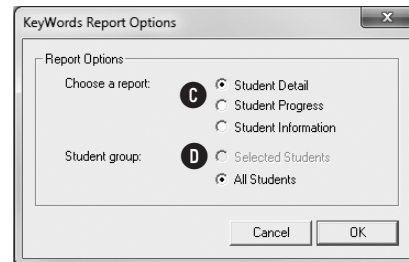
- Click the **KeyWords** tab in NEO Manager. NEO Manager will retrieve students' KeyWords data from all connected NEOs. You can click the **Device** column heading **A** to sort students by the device they are using instead of by name.



- 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.)
- First, click the report you want to generate: **Student Detail**, **Student Progress**, or **Student Information** **C**:

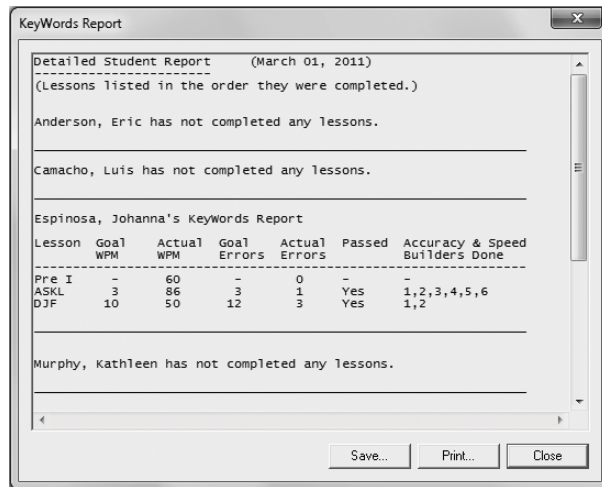
 **For pre-tests and post-tests, only the actual words per minute and errors are shown since the other information does not apply to these tests.**

- 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.
- The Student Information Report includes your students' first names, last names, user names, and passwords. This is useful if you have added your students in NEO Manager (see page 116) and you want to give students their user names and passwords so they can log in.



Next, click the group you want to include: the selected (checked) students or all students **D**. Click **OK** to continue.

5. If you chose the Student Information Report, you will be asked to enter the master password. (For more about that password, see page 171.) After entering the password, click **OK**.
6. The report will open in a new window.



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**.

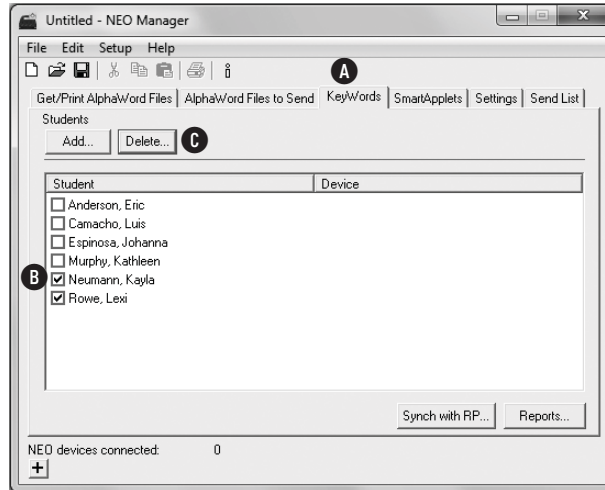
Deleting KeyWords Students from NEO Manager

Follow these steps to delete KeyWords students and their data from NEO Manager. This does **not** delete the data from the NEO 2s that the students are using, and if they send their KeyWords data to NEO Manager again, the students will once again be listed in NEO Manager. If you want to remove the students from both the KeyWords tab in NEO Manager *and* from the SmartApplet on their NEO 2s, see “Resetting KeyWords Students Using NEO Manager” on page 152.

1. Start NEO Manager on your computer (see page 15).

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▪ Using NEO Manager with KeyWords
▪
▪

2. Click the **KeyWords** tab **A**.



3. Check the box **B** in front of the student(s) that you want to delete from NEO Manager. You can select more than one.
4. Click **Delete** **C**.
5. A message will remind you that this will remove the students and their data and that this cannot be undone. If you want to continue, click **Yes**; the student name will be deleted from the list.


Resetting KeyWords Students Using NEO Manager

By following the steps below, you can use NEO Manager to reset KeyWords students on connected NEOs. Resetting the KeyWords students does the following:

- Delete all KeyWords students that have been added in NEO Manager (see page 116).
- Delete all KeyWords students from connected NEOs.

This makes it easier to get ready to use KeyWords on your NEOs before a new school year begins.

1. Start NEO Manager on your computer (see page 15).
2. Connect your SmartOption Mobile lab to your computer, or connect a single NEO (see page 9).
3. In NEO Manager, click the **Setup** menu and choose **Reset KeyWords Students**.

 ***If any of your NEOs are not connected when you select this command, you can manually delete the KeyWords students from that NEO; see page 135.***

- In the message that appears, if you want to continue, click **Yes**. (If not, click **No**.) If you click Yes, the KeyWords students will be removed from the KeyWords tab in NEO Manager and from all connected NEOs.

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 130.
<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 136.
<ul style="list-style-type: none"> Student Detail Report Group Student Progress Report Student Information Report 	Teachers can view these reports in NEO Manager. See page 149.
<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 on page 154.
<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 155). For more information about KeyWords RP, see page 155 and the <i>KeyWords User Manual</i> in Renaissance Place.

- **KEYWORDS SMARTAPPLET**
- About KeyWords Reports
-
-
-

Creating a Master Class Report

By following the steps below, you can create a master class report that includes the Last Lesson Reports from each of your students.

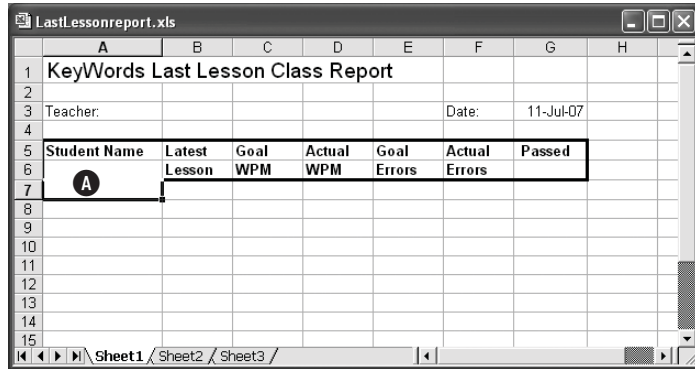
When you send a Last Lesson Report to a program on your computer instead of printing it or sending it to AlphaWord Plus, the column headers aren't included so that you can easily create a master classroom report. To create the master class report, open the LastLessonreport.xls Microsoft Excel file included 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 below.

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**.



2. Have each of your students create a Last Lesson Report on their devices. (See page 130.) 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, have the student follow the instructions for his or her NEO model:
 - **NEO 2:** Press **send**, then **Send directly to the computer**.
 - **NEO 1:** 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 step 3 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.

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, 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).

KEYWORDS SMARTAPPLET

Using KeyWords RP to View and Print Reports

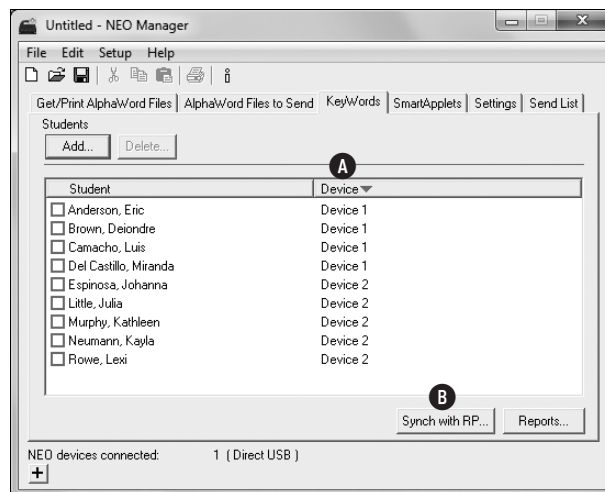
 **To find manuals in Renaissance Place,** click **Manuals** in the upper-right corner of any page. Then, click the manual you want to open.

- 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 Real Time Software Manual*.

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.

If you are using a SmartOption Mobile Lab and you want to sort students by their device number instead of by name, click the **Device** column heading **A**.



3. Click **Synch with RP** **B**.

4. Enter the Web address that you use to access Renaissance Place **C**.

Synch with Renaissance Place

Enter your Renaissance Place username and password to synch your students using previous synch options.

URL: **C**
(ex: www.myschool.edu/renaissanceserver)

User name: **D**

Password:

7 KeyWords student(s) total
1 student(s) already matched to RP student(s)

E Automatically synch students I have already matched
 Use the full wizard to change previous matches of KeyWords students to RP

< Back Next > Cancel

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 >**.
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 **Done** and go to step 12.
9. Check the class(es) containing the students that you want to synchronize with Renaissance Place. Click **Next >**.

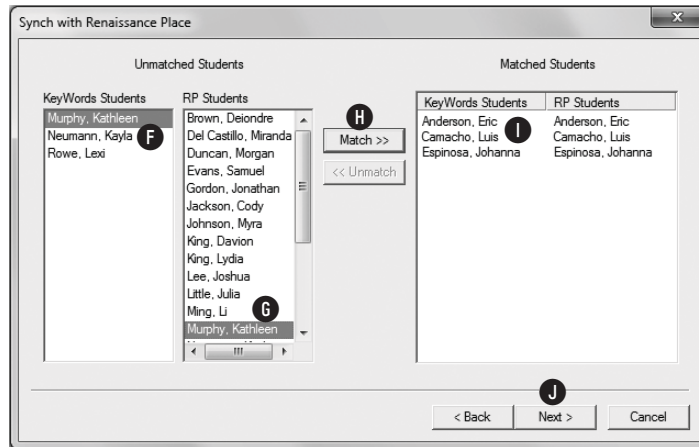
KEYWORDS SMARTAPPLET

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.

- Match the KeyWords students with the Renaissance Place students as described below.



- 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.
 - 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.
 - Click **Match >>** to match the students and move them to the Matched Students area on the right.
 - 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.
 - Click **Next >** when you have finished.
- After the progress dialog box disappears, the program will show you how many students had data successfully imported into Renaissance Place. Click **Done**.
 - Open your Web browser and go to the server address (URL) where Renaissance Place is installed.
 - Log in to Renaissance Place (see the *KeyWords User Manual* in Renaissance Place).
 - 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 ▶ Programs ▶ 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.

KeyWords RP Resources Page

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"> • Keyboarding Cards • 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.

Name of Handout	Description of Master
Keyboarding Cards	Use the cards in this document to provide additional “game-like” activities for reinforcement, introducing finger zones, or to provide additional practice.
<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 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 159):

- 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 141).

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
Pre-Test	none	none	none	none
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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Lessons in KeyWords

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
6: EI	E I	eat seal flea eagle tea eel feel feed geese goose loose lose the these did lid solid tie lake fake gate skate jade like kite ashes flashes glide slide silk jog sigh high tight light flight seaside steak fish elfish shoes headlight	ee ea es se ed ake ade id ie ish ike ite ide ilk igh ight oe	16 WPM 10 errors
7: PR	P R	hop stop shop flop slop ear hear dear fear pear eager read deer free tree see red fled tire fire tried tar jar hard are large ark park dark lark spark star ill shrill starfish earth thrill dope rope hope girl radishes soap horse reddish apples roses spider pillar fairies parrot strolled prettiest sorriest alligator refrigerator	op ear er es re ee ar ard ark ope iest or oll ir thr shr str	16 WPM 10 errors

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
8: QU	Q U	rug hug jug our hour four pour flour out shout loud house soup gush hush just flush trust judge fudge pure suds three quit quiet quake quilt quote quail quarter quart equip quip squirt spirit dollar said heartfelt stutter sputter	ug ou out ouse ush ust udge qu	16 WPM 8 errors
9: WY	W Y	day try way away play playful stay joyful why whole where flow flowers pillow yellow plow washed yaks owls hoot write laws you furry hurry story followed slowly	ay ow wh ly ory urry aw wh wr	18 WPM 8 errors
10: Z?	Z ?	zip zipper pizazz zeal zigzag sizzle puzzles Zeus gazes drizzle zero lazy jazz zesty	azz uz ze izz zz zi	16 WPM 8 errors
11: X.	X .	expert explode extra exit express relax reflex exhale apex explore prefix wax tax ox fox duplex paradox exasperate	ex ox ax re pre	18 WPM 8 errors

KEYWORDS SMARTAPPLET

Lessons in KeyWords

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
12: C,	C,	ace face race circus circles sticky quick pick chick peck chew juice cupcake cheetahs duck Chuck quack call cows careless could carrot exactly clothes deck crawls cards choose chocolate	ace circ eck ick uck uice ch cr	20 WPM 8 errors
13: MV	M V	love dove glove move grove am my five give arrive thrive alive very avoid swerve wave caramel muddy comics slime scratch pimples rimful whim pilgrim shrimp limp mild might church	ove ive av ve im ime	22 WPM 8 errors
14: NB	N B	big bit nibble rabbit job cob hobby blue wobbles singing dancing bang beach brown building brave balloons blossom bouquet barley subway caution explosion motion extinction	ob ub br bl ld bb bbl by in 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
Post-Test	none	none	none	none



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

▪ **KEYWORDS SMARTAPPLET**

▪ Frequently Asked Questions

▪

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?

Your test scores are only updated if both the words-per-minute score and the accuracy (number of errors) improve. If only one score improves, the test scores are not updated. For example:

Original test scores: 48 words per minute, 5 errors

Test 2 scores: 42 words per minute, 3 errors—scores are not updated because you typed fewer words per minute.

Test 3 scores: 50 words per minute, 6 errors—scores are not updated because you have more errors.

Test 4 scores: 50 words per minute with 3 errors—scores are updated because both scores improved.

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

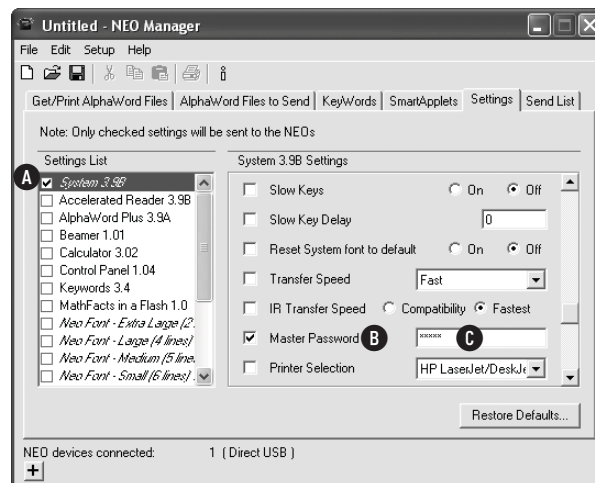
The Master Password

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 185.

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**.



PASSWORDS ON NEOS AND IN NEO MANAGER

File Passwords

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 197), 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 72.

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 197.

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 3.9, 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 FOR NEO AND SMARTAPPLETS**

· Changing Settings Using the NEO Control Panel

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 175.

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.

```
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 171) 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 171.

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 36.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Changing Settings Using the NEO Control Panel

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 171).	<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 ↵
os 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 28.

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 171) 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 171).
- Press **applets** to see the SmartApplet menu. Move the cursor next to **Calculator** and press **ctrl-⌘-L**. Enter the master password (see page 171). 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 183 to change the settings or page 185 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 239.



*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 179.)

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 243.)

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

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Changing Settings Using the NEO Control Panel



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 NEO, 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*.

• **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**

• Other Settings You Can Change on the NEO

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 185.

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 185.

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.

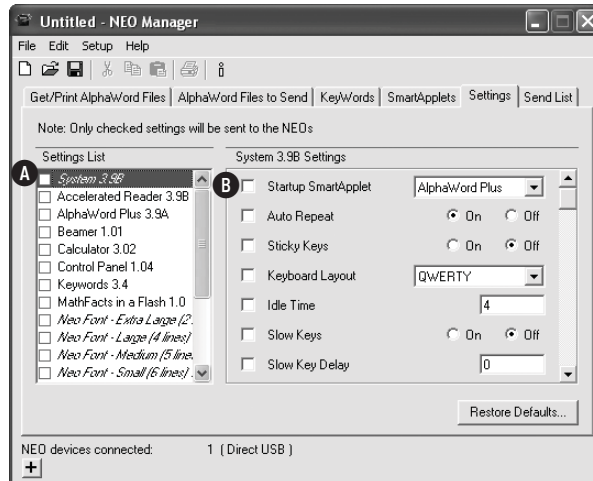
Changing System Settings Using NEO Manager

Follow these steps to change the system settings for connected NEOs. For more information about the system settings, see page 185.

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 197), 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 174 to change the settings and page 175 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 178.
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

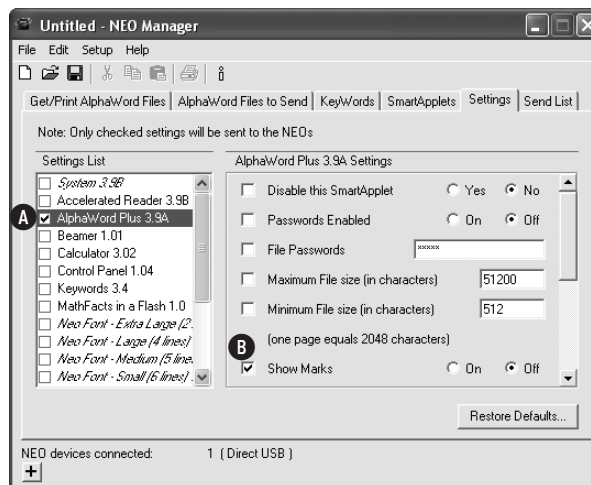
Like the System settings, the settings for each SmartApplet can be changed either in the NEO Control Panel or in NEO Manager. Some settings are different in the two locations.

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 1s are connected as well as NEO 2s. Disconnect the NEO 1s 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 197), 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 176.



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 190.
Passwords Enabled	Enables the use of individual file passwords in AlphaWord Plus. See page 72. 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 73.
File Passwords	Specifies a common password for all AlphaWord Plus files. See page 73.
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 47. 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 47.

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Using the NEO Manager Software to Change Settings

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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

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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 Danas), 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 and KeyWords Wireless Settings

For information about the KeyWords settings in NEO Manager, see page 146.

Disable This SmartApplet Setting

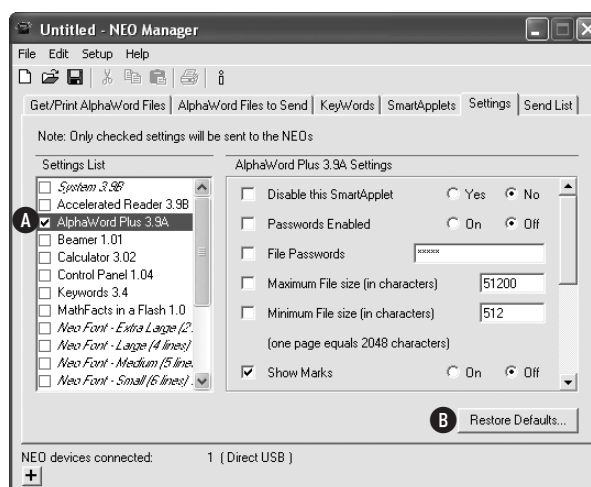
Every SmartApplet includes the "Disable This SmartApplet" setting. You can check this box to disable the SmartApplet for connected NEOs so it cannot be used. (To find out how to disable SmartApplets right on the NEO, see page 78.) For example, you might disable Calculator if you want to prevent access to electronic calculations during a quiz or math assignment.

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 192.

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.

▪ **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**

▪ Using the NEO Manager Software to Change Settings

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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 197), 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

CHANGING SETTINGS FOR NEO AND SMARTAPPLETS
Using the NEO Manager Software to Change Settings

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Setting Name	Default
Show Marks	Off
Delete All Files	Off
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 and KeyWords Wireless settings	
Disable this SmartApplet	No
Delete All Students	No
Enable Student Offline Mode (KeyWords Wireless only)	No
Require Sequential Lessons	No
Pre-Test/Post-Test Level	Intermediate Typist
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

▪ **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**

▪ Using the NEO Manager Software to Change Settings

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Setting Name	Default
MathFacts in a Flash settings	
Disable this SmartApplet	No
NEO Fonts	
Disable this SmartApplet	No
Responder settings	
Disable this SmartApplet	No
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 52).
- Send files to NEOs (see page 64).
- Change NEO system and SmartApplet settings (see page 183).

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.

USING NEO MANAGER TO MANAGE NEOs

Using Send Lists

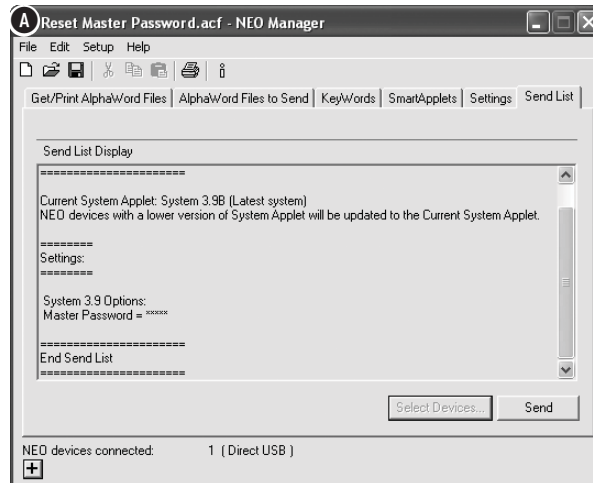
Saving Send Lists



*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.

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.

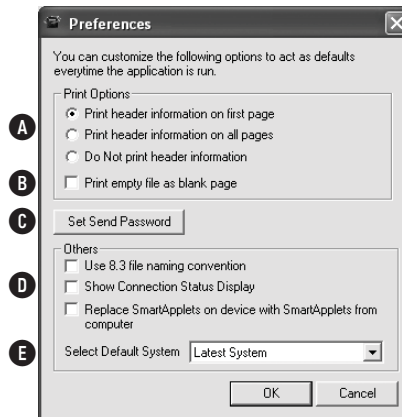
USING NEO MANAGER TO MANAGE NEOs

Setting Preferences for the NEO Manager Software

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**.



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 NEO 1s or NEO 2s 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 (NEO 2 only)
- Accelerated Reader (NEO 2 only)

USING NEO MANAGER TO MANAGE NEOs

Updating Your NEO Operating System or SmartApplets Using NEO Manager



If you want to reset KeyWords students only (delete them from NEO Manager and connected NEOs), see page 152.

- MathFacts in a Flash RP (NEO 2 only)
- MathFacts in a Flash (offline) (NEO 2 only)
- KeyWords
- Control Panel
- Beamer
- AlphaQuiz (standard on NEO 1 only)
- 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 NEOs.

For a SmartOption Mobile Lab, this procedure will take about 45–60 minutes for NEO 2s.

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**.
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 2s.

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**.

• **USING NEO MANAGER TO MANAGE NEOs**

• Getting Information about Your NEO(s)

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 83.

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**.

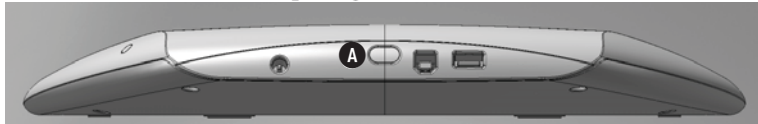
Getting Information About the AlphaHub in Your SmartOption Mobile Lab

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 61.

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 204).

· **BEAMING FILES TO AND FROM NEOs**

· Cancelling a Beam

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."

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.

 *The master password can be set using NEO Manager.*
See page 171,

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 171. 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 204), 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.

- **BEAMING FILES TO AND FROM NEOS**

- Troubleshooting Beaming
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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 72. You can set the master passwords for NEOs using the system settings in NEO Manager; see page 171.

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.

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



AlphaBeam is used with NEO 1 more often than NEO 2. For NEO 2, NEO Share can be used.

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.

BEAMING FILES TO AND FROM NEOs

Using AlphaBeam to Beam Files from NEO to Computers

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 >**.

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**.

▪ **BEAMING FILES TO AND FROM NEOS**

▪ Using AlphaBeam to Beam Files from NEO to Computers

▪

- 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.**

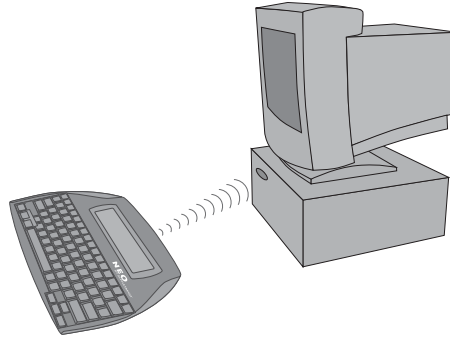
You are now ready to start using AlphaBeam to receive files from your NEO.

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.

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 207.

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.

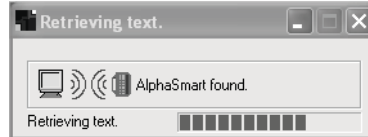
BEAMING FILES TO AND FROM NEOS

Using AlphaBeam to Beam Files from NEO to Computers



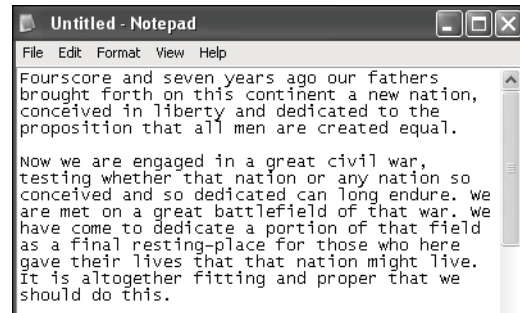
If your text isn't correct in your computer file, the problem may be that your computer program needs a slower transfer speed. See page 183 to change the transfer speed for beamed file transfers.

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)

• **USING THE NEO CALCULATOR**

• Pasting Calculations into AlphaWord Plus (Paper Tape)



*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 = 32.5
valid keys:
+-*/^(.)e
esc to exit
```

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**.



*If you prefer to copy just the result of the last calculation, press **ctrl-C** or **⌘-C** instead.*

You can also type a formula in AlphaWord Plus, copy it, then paste it into Calculator to obtain the result.


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 78. You can also turn off the Calculator on a NEO in the Control Panel (see page 78).

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 171.)

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 230).
- 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 76 to change the startup SmartApplet right on the NEO; see page 77 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 183 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 179.)
- In NEO Manager, select a Slow Keys setting from the System settings on the Settings tab. See page 183 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 179.
- In NEO Manager, select a layout from the System settings on the Settings tab. See page 183 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 79.

If you have disabled Wireless File Transfer, change the settings in NEO Manager to enable it again. See page 78.

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, MathFacts in a Flash RP, or MathFacts in a Flash (offline) 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 174 to find out how to change Control Panel settings; see page 181 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 171). 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 187 and page 188).

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).

• **TROUBLESHOOTING**

• NEO Manager Software Troubleshooting

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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 84.

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 2s, SmartApplets that are for NEO 2 only (the Accelerated Reader, MathFacts in a Flash, and Responder SmartApplets) are only listed when NEO 2s are the only ones connected. They are not listed if any NEO 1s are connected with the NEO 2s.

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.

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 226.

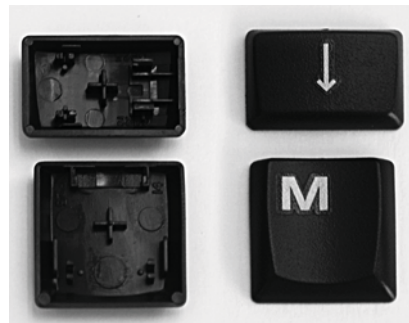
If only the cap has come off the key (not the white plastic scissors assembly), follow the steps in “Reinstalling the Key Cap Only” below.

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 225.

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.



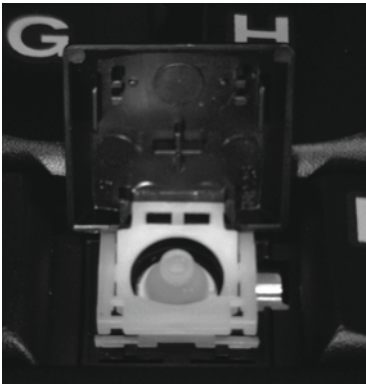
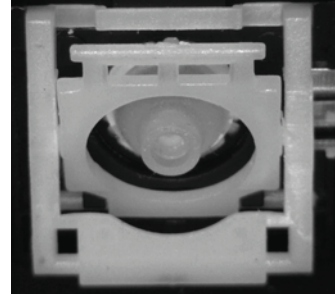
2. If you see at least one broken prong, stop here and contact Technical Support for your location. (See the beginning of this manual for contact information.)

• **TROUBLESHOOTING**

• Reinstalling or Repairing Keys on the NEO Keyboard

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If the prongs don't appear to be damaged, and the key's underlying scissors assembly is still in place on your keyboard as shown to the right, gently lift the bottom of the scissors assembly and fit the bar or two tabs at the top of the assembly into the top of the key cap as shown. Gently flip the key down. **Do not press the key down yet.**



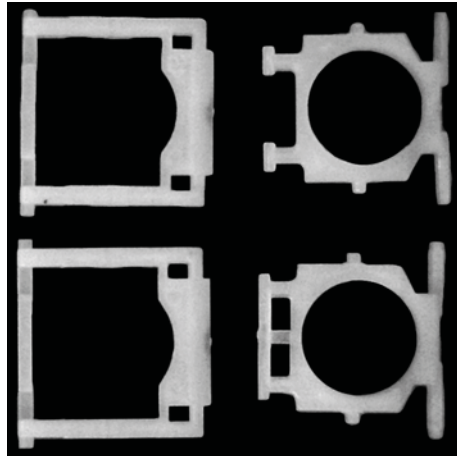
3. **Before you press the key down, please note that if you press too hard, you may break the underlying scissors pieces,** in which case you will need to contact Technical Support and arrange for repair.

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.

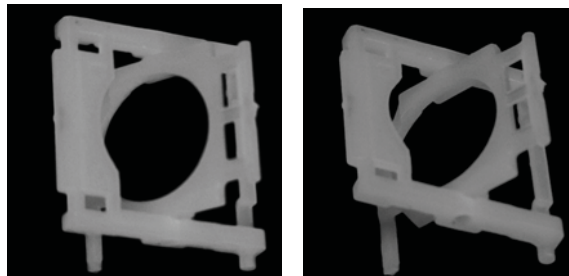
Reinstalling the Scissors Assembly

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. (There are two types of round assemblies, both of which are shown. You may have either type.)

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.



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 second picture below.



▪ TROUBLESHOOTING

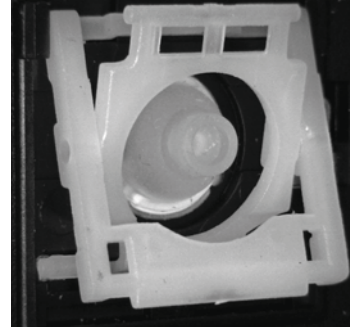
▪ Reinstalling or Repairing Keys on the NEO Keyboard

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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.

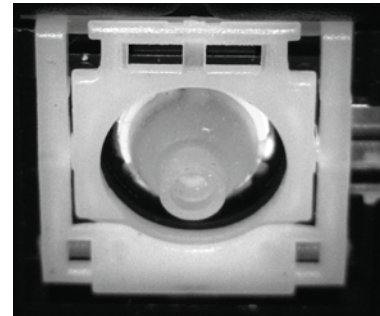
For arrow keys, the top side has the two little “slider” bars, and the bottom has a narrow vertical channel.



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 223 and follow the steps for reinstalling the key cap.

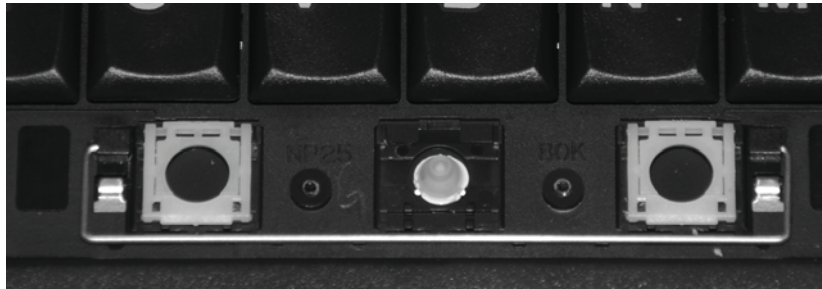
Reinstalling the Spacebar

1. Fit the two wire ends into the tabs next to each scissors assembly as shown.





2. Flip the solid end of the wire down as shown.



3. Gently fit the bar or two tabs at the top of each scissors assembly into the top of the space bar key cap as shown.



4. Gently flip the key down.



- **TROUBLESHOOTING**

- Reinstalling or Repairing Keys on the NEO Keyboard
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5. **Before you press down on the key** to click it into place, please note that if you press too hard, you may break the underlying scissors assemblies. If this happens, you need to contact Technical Support for repair.

Now, press down gently on the key, one side at a time, until you hear it click 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 230 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:

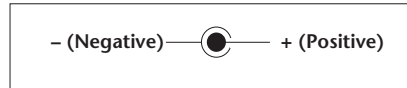
- Class 2 transformer
- Input: AC 120V 60Hz 9W (US) or 230V 50Hz 11.5W (UK and Europe)

ABOUT NEO BATTERIES AND POWER SOURCES

Using the Optional Rechargeable Battery Pack

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- 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.

· **ABOUT NEO BATTERIES AND POWER SOURCES**

· Tips on Caring for Batteries

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.

WARRANTY AND MAINTENANCE

Maintenance Tips

- 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.

Storing Your NEO

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 174. To change this for several NEOs, use the system settings in the NEO Manager software; see page 183.

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 216. 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

KEYBOARD COMMANDS AND SPECIAL CHARACTERS
Keyboard Commands

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
Ă	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
ă	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

KEYBOARD COMMANDS AND SPECIAL CHARACTERS
International and Special Characters

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



You can also Write On! lessons to NEO 2s using NEO Share.
For more information, see the NEO Share User Manual.

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 69). 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 249. For an overview of the categories and themes, see page 257.

Using Write On! Lessons with NEO 2s in NEO Share

You can also open Write On! lessons in NEO Share and make entire lessons or parts of lessons available for NEO 2 users to pick up. This is an easy way to use Write On! lessons with NEO 2s. For more information, click the **Help** menu in NEO Share and choose **Using Write On! Lessons**.

How to Use Write On! Lessons in NEO Manager for All NEOs

The steps below give you an overview of how to use Write On! exercises with NEOs and NEO Manager.

1. Make sure you have installed NEO Manager on your computer (see page 13).
2. Use the supplements summary (page 257) to find a theme that you want your students to work with.

WRITE ON! LESSONS FOR NEO

Retrieving Writing Exercises from NEOs

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 69). (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.

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 52 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.

Note: If your students are using NEO 2s, they can also send their work to the NEO Share software. For more information, see the *NEO Share User Manual*.



If your computer is IR-capable, you can beam text from a device to your computer.
See page 207 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:

- **Windows computers:** Program Files\Renaissance Learning\Write On Text Files\
 - **Macintosh computers:** Applications : AlphaSmart : AlphaSmart Manager 2 : Write On Text Files



You can also view lessons in NEO Manager as you select a Write On! lesson. See page 69.

WRITE ON! LESSONS FOR NEO

Road Map of Write On! Lesson 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.

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_RECIPe.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

WRITE ON! LESSONS FOR NEO

Road Map of Write On! Lesson Files

Elementary School Files (Continued)

\1_Elementary School (Continued)	\Writing Lessons (Continued)	\Writing Skills (Continued)	\Sentence Writing Level 1	
			B_FAVOR.txt C_ADJECT.txt D_ADVERB.txt E_FRAG.txt F_NEWS.txt	G_MORE.txt H_COLOR.txt I_NAME.txt J_PARAGR.txt
			\Sentences to Paragraphs Level 1	
			B_SIMPLE.txt C_ALPHA.txt D_SENSE.txt E_LOVE.txt F_SUBJ.txt G_SUMM.txt	H_MIX.txt I_DETAIL.txt J_TIME.txt K_TOWN.txt L_FIND.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 C_ACROST.txt D_LIMRCK.txt E_DAILY.txt	F_TRANS.txt G_IMAGIN.txt H_SIM1.txt I_SIM2.txt
			\Haiku to Free Verse	
			B_METAPH.txt C_HAIKU.txt D_RECIFE.txt E_VERSE1.txt	F_VERSE2.txt G_VERSE3.txt H_THEME.txt



Middle School Files (Continued)				
\2_Middle School (Continued)	\Writing Lessons (Continued)	\Poetry and Building Word Power (Continued)	\Someone Won	
			B_EIGHT.txt C_ONE.txt	D_BASES.txt E_INN.txt
			\The Me Activities II	
			B_NAME.txt C_MEET.txt D_FAMILY.txt E_CHANGE.txt F_ENDING.txt G_FEEL1.txt	H_FEEL2.txt I_MEMORY.txt J_KEY.txt K_JOURNL.txt L_TIME.txt
			\The Power of Words	
			B_BELIEV.txt C_WAYS.txt D_REPLAC.txt E_SEXIST.txt	F_SLANT.txt G_RIGHT.txt H_EUPHEM.txt I_WHAT.txt
			\Where the Sidewalk Bends	
			B_MICE.txt C_DOOR.txt D_TRAPEZ.txt E_HKCROK.txt F_OURBND.txt	G_HALWEN.txt H_PEOPLE.txt I_MAGIC.txt J_BITS.txt K_TUGWAR.txt
		\The Process of Writing	\Character Sketch I	
			B_DES1.txt C_DES2.txt D_SET1.txt E_SET2.txt F_SETDES.txt G_DIA.txt	H_DIADES.txt I_SETDIA.txt J_INTERC.txt K_ACTION.txt L_NARRAT.txt
			\Finding a Writing Style I	
			B_VIEW1.txt C_VIEW2.txt D_DESC.txt E_SPICE.txt F_TRIM1.txt G_TRIM2.txt	H_LIT1.txt I_LIT2.txt J_AUDENC.txt K_RIGHT.txt L_TIGHT.txt
			\Letters, Forms, Applications	
			B_FRND1.txt C_FRND2.txt D_BSNS1.txt E_BSNS2.txt F_NOTES.txt	G_PERMIT.txt H_LIBRAR.txt I_THEFT.txt J_SOCSEC.txt K_ORDER.txt

WRITE ON! LESSONS FOR NEO

Road Map of Write On! Lesson Files

Middle School Files (Continued)			
\2_Middle School (Continued)	\Writing Lessons (Continued)	\The Process of Writing (Continued)	\Moral Dilemmas I
			B_ACNE1.txt
			C_ACNE2.txt
			D_CHAR1.txt
			E_CHAR2.txt
			F_DOG1.txt
			G_DOG2.txt
			H_DRUG1.txt
			I_DRUG2.txt
			J_JEAL1.txt
			K_JEAL2.txt
			L_NERD1.txt
			M_NERD2.txt
N_PARTY1.txt			
O_PARTY2.txt			
P_PROF1.txt			
Q_PROF2.txt			
R_STER1.txt			
S_STER2.txt			
			\Observe and Describe
			B_COLOR.txt
			C_SENSE1.txt
			D_SENSE2.txt
			E_CLUSTR.txt
			F_EXAMP.txt
			G_THEIT.txt
			H_PORTRT.txt
			I_TRIM.txt
		\Writing Skills	\Paragraphs to Essays Level I
			B_START.txt
			C_CLUSTR.txt
			D_TOPIC.txt
			E_BROAD.txt
			F_SENSE.txt
			G_TIME.txt
			H_LINKRS.txt
			I_DESC.txt
			J_EXPOS.txt
			K_NARRAT.txt
			L_PERS.txt
			\Sentence Combining with a Moral
			B_WARMUP.txt
			C_FOX.txt
			D_SLEEK.txt
			E_SWALLO.txt
			F_PLEASE.txt
			G_BRAIN.txt
			H_BEE.txt
			I_MEDICN.txt
			J_HAIR.txt
			K_FLATTR.txt
			L_EXPAND.txt
			M_REFER.txt
			\Sentence Writing Level II
			B_NEWS.txt
			C_FRAG.txt
			D_SEPAR.txt
			E_COMBIN.txt
			F_ADJECT.txt
			G_COLOR.txt
			H_MORE.txt
			I_OVER.txt
			\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



Middle School Files (Continued)

\2_Middle School (Continued)	\Writing Lessons (Continued)	\Writing Skills (Continued)	\You Are the Editor I	
			B_WARMUP.txt	H_FIXUP.txt
			C_CLENUM.txt	I_LETTER.txt
			D_SPACES.txt	J_RETRN2.txt
			E_RETRN1.txt	K_RECIFE.txt
			F_UNITY.txt	L_COMBIN.txt
			G_MIXED.txt	
			\You Are the Editor II	
			B_WARMUP.txt	I_TIRED.txt
			C_RUNON.txt	J_TRICKY.txt
			D_REPLCE.txt	K_FIND.txt
			E_DEADWD.txt	L_AUDNC1.txt
			F_PARGRP.txt	M_DESCRB.txt
			G_MISSNG.txt	N_AUDNC2.txt
			H_MISPLC.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		
		\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	

WRITE ON! LESSONS FOR NEO

Road Map of Write On! Lesson Files

High School Files (Continued)			
\3_High School (Continued)	\Writing Lessons (Continued)	\1 Writing Skills (Continued)	\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_REFERER.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
		\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



High School Files (Continued)				
\3_High School (Continued)	\Writing Lessons (Continued)	\3 Lifelong Skills (Continued)	\Job Storming B_PREPAR.txt C_STUDY1.txt D_HIRE.txt E_GIRLS.txt F_BOYS.txt	G_FORM.txt H_INTERV.txt I_APPLIC.txt J_YOURS.txt K_SMARTS.txt
			\Moral Dilemmas II B_OPIN1.txt C_OPIN2.txt D_PRES1.txt E_PRES2.txt F_REV1.txt G_REV2.txt H_ROLLS1.txt I_ROLLS2.txt	
			J_STDNT1.txt K_STDNT2.txt L_TEST1.txt M_TEST2.txt N_TWIN1.txt O_TWIN2.txt P_WALL1.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:



A separate supplement is in the folder for each school level (elementary, middle school, and high school).

Window Computers: Program Files\Renaissance Learning\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.

WRITE ON! LESSONS FOR NEO

Write On! Lesson Categories and Teaching Supplements

Elementary School Exercises

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.

WRITE ON! LESSONS FOR NEO

Write On! Lesson Categories and Teaching Supplements

Middle School Exercises

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.

WRITE ON! LESSONS FOR NEO

Write On! Lesson Categories and Teaching Supplements

3_High School (Continued)		
1 Writing Skills (Continued)	Sentence Combining with American Classics	Students read passages from several American writers of the mid-nineteenth century to focus on the passages' sentence styles. Students try their hand at a number of different interactions with the text—from rewriting and combining underlying skinny sentences to imitating the author's style—all the while practicing the art of sentence construction. Learning to write a variety of sentence types is what sentence combining is all about, and 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 and to see all the changes they make as they make them.
2 The Process of Writing	Character Sketch II	Activities in Character Sketch II give students practice in six strategies used in writing to develop 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.
	Character Sketch III	What is basic to writing a character sketch? Students are shown through modeling what these basic elements are, and how to bring them together to reveal a character of their own making, using appropriate evidence and specific language.
	Finding a Writing Style	Varying sentence structure, use of vivid and appropriate language, maintaining and varying tone, using metaphor, the effect of point of view, and intended audience are topics addressed. Passages from many classics are used and become models of writing styles: <i>The Pit and the Pendulum</i> , <i>The Metamorphosis</i> , <i>The Devil and Daniel Webster</i> , <i>Crime and Punishment</i> , <i>The Red Badge of Courage</i> , <i>The Adventures of Tom Sawyer</i> , <i>The Wind in the Willows</i> , <i>Once There Was a War</i> , and <i>The Adventures of Huckleberry Finn</i> .
3 Lifelong Skills	Answering Essay Questions	Directive words used in essay questions (such as explain, compare, discuss, justify, contrast, and evaluate) are defined. Answers are modeled and, using cooperative learning strategies, responses are evaluated by the students. These activities are good preparation for the type of writing required for college entrance exams.



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.

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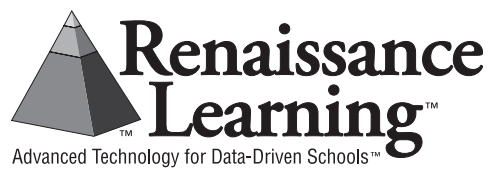
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PO Box 8036, Wisconsin Rapids, WI 54495-8036

(800) 338-4204

Email: answers@renlearn.com

Web: www.renlearn.com

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