

**NEO**™

# User Manual

For NEO 2

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# GETTING STARTED

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Welcome to NEO 2, the perfect writing tool. With NEO 2, 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 2 integrates with your computer and prints directly to your printer, either wirelessly or with a cable connection.

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

NEO 2 comes 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 2. You can also find information at [www.renlearn.co.uk/writing](http://www.renlearn.co.uk/writing).

## Types of Tips in This Manual

In this manual, you will 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.



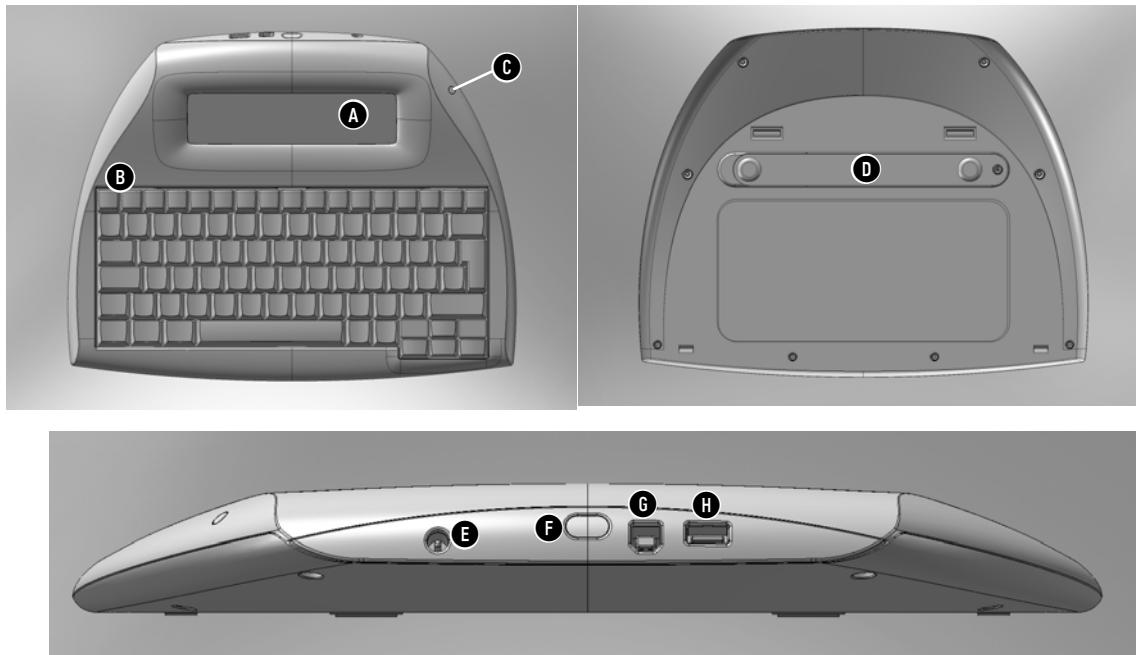
Tips with an apple are teacher tips. They provide ideas for using your NEOs with your classes.

## System Requirements

To find the latest system requirements for computers used with NEO and NEO Manager, go to [www.renlearn.co.uk](http://www.renlearn.co.uk).

- **GETTING STARTED**
- Getting to Know Your NEO
- 
- 

## 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 trolley 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 179.

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



- **GETTING STARTED**
- Installing the Batteries
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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.

## Installing and Charging a Rechargeable Battery Pack



*You can order the rechargeable battery pack after you receive the NEO if you prefer it to standard batteries.*

If you ordered a rechargeable battery pack, charge it **as soon as possible** after you receive it (see steps 6–8 below). Do not store the NEO without first charging the batteries.

1. If the battery pack is already installed, go to step 6 to charge it; if not, go to step 2 below.
2. Remove the Phillips screw from the back of the NEO **A**. Then, put your thumbs in the circles on the battery compartment cover **B** and slide the cover toward the left to remove it from the NEO.

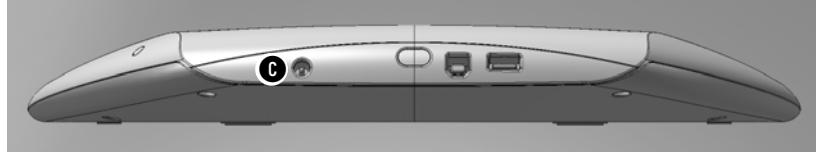


*After you install the rechargeable battery pack the first time, you may use the small screw that came with the NEO to secure the cover. If you do this, you will need to remove the screw the next time you install rechargeable batteries.*

3. If AA batteries are already installed, remove them from the battery compartment.
4. 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.



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



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 **Rechargeable batteries should be conditioned** so they hold a full charge. For more information, see page 181.

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7. 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 **D** is green when the NEO is fully charged.

You can use your NEO while it is charging, but do not disconnect it until the light on the front turns green to show you that it is fully charged.



8. Disconnect the AC adapter cord when you have finished charging the battery pack.

- **GETTING STARTED**

- Starting the NEO

## 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 the enter key to start the NEO. This helps prevent the NEO from being turned on accidentally. See page 140 to turn this setting on using the NEO Control Panel, or go to page 147 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 (but after 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 144; to change it in the system settings in the NEO Manager software, see page 145. 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 20.

## SmartApplets Included on Your NEO

AlphaWord Plus is not the only SmartApplet installed on your NEO 2. Each NEO 2 also comes with several other SmartApplets (programs) installed. The table below describes these SmartApplets.

SmartApplet	Purpose
Responder	Use this SmartApplet to use your NEO 2 as you would use a Renaissance Responder. You or your pupils can use it with the 2Know! Toolbar, AccelTest software and Accelerated Maths RP. You must have a Renaissance Receiver to use NEO 2 as you would use a Responder. For more information, see page 69.
AlphaWord Plus	Use this SmartApplet to write on your NEO 2. This SmartApplet opens automatically when you start the NEO 2 unless you have changed the startup SmartApplet (see page 61). For more about writing on your NEO, see page 20.
Accelerated Reader	Pupils 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 76.
KeyWords Wireless	Use this to learn keyboarding or to teach it to your pupils. For more information about KeyWords, see page 92.
MathsFacts in a Flash RP	Pupils can use this SmartApplet to complete MathsFacts 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 81.
MathsFacts in a Flash (offline)	This SmartApplet allows pupils to practise maths facts on their own, much as they would when doing Offline practice on Renaissance Responders or when working 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 MathsFacts in a Flash Class Progress and Pupil Record Reports if you include the practice summary. For more information, see page 85.
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 160.
Control Panel	Use this to change settings for the NEO 2 or for SmartApplets. For more information, see page 137.
Calculator	Use this to do mathematical calculations. See page 167.

## Connecting a NEO to Your Computer



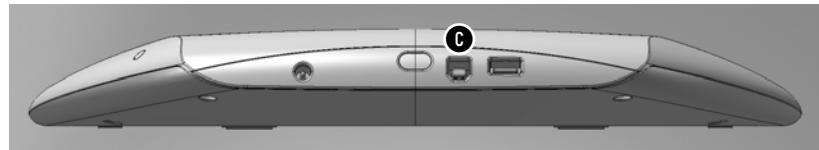
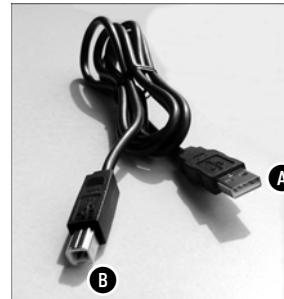
*If you have a SmartOption Bundle, and you want to use NEO Manager to work with your NEOS, connect them to the trolley instead of connecting them directly to your computer. See the instructions that came with your lab.*

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

- Send a file to a program in your computer (see page 9).
- Manage your NEO using the NEO Manager software (see page 11).

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.
  - *Make sure the NEO Manager software 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 have 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.

## Sending Files from One NEO to Your Computer



If you have a SmartOption Bundle, 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 41.
- If you use NEO Share, pupils can press **cmd-send** to send files back to you. See the instructions you received for NEO Share.



If your text is not correct in your computer file, your computer program may need a slower transfer speed. See page 144 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 163 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 23).
3. Connect the NEO to your computer (see page 8).
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 do not 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>.**

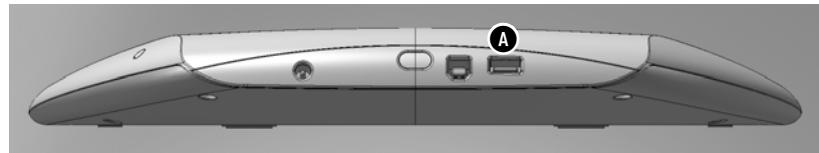
You can print a NEO file from your computer after sending it (see page 9) or retrieving it using NEO Manager (see page 41). You can also print directly from your NEO. There are three ways to do this:

- 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 163.)
- You can use wireless printing. See the next page.

NEO does not 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**.

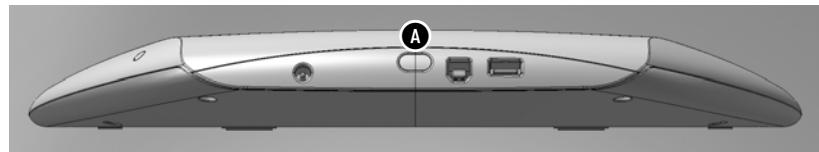


2. Make sure the other end of the USB cable is plugged into the printer, and make sure the printer is on.
3. Make sure NEO is turned on.
4. Open the NEO file that you want to print. (If you want to print a linked file instead of the main file, press **ctrl-L** to open the linked file. For more about linked files, see page 32.)
5. Press **print** on NEO to print the open file.

### How to Send Text to a Printer Using IR Beaming

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

1. Make sure your NEO is turned on.
2. Open the NEO file that you want to print. (If you want to print a linked file instead of the main file, press **ctrl-L** to open the linked file.)
3. Point your NEO's IR port **A** toward the printer's IR transceiver.



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

## How to Print Wirelessly Using NEO 2's RF Capability

To print wirelessly with NEO 2, you must have a Renaissance Receiver connected to your computer. (See page 16 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 32.)
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 trolley.

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 51
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 2.	Page 41
Retrieve pupils' KeyWords work from NEO 2s, view reports on that work and send the data to Renaissance Place.	Page 114
Install and delete SmartApplets on your NEOs.	Pages 63 and 65
Change settings for connected NEOs. For example, you can change the master password or file passwords.	Page 145
Keep track of the connected NEOs and their status.	Page 15

## GETTING STARTED

- Getting Started with the NEO Manager Software

## 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.
2. If you have the UK Software and Manuals 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 ticked if you want to view the Read Me file. Click **Finish**.



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

### 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 the UK Software and Manuals 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** ▶ **All 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.*

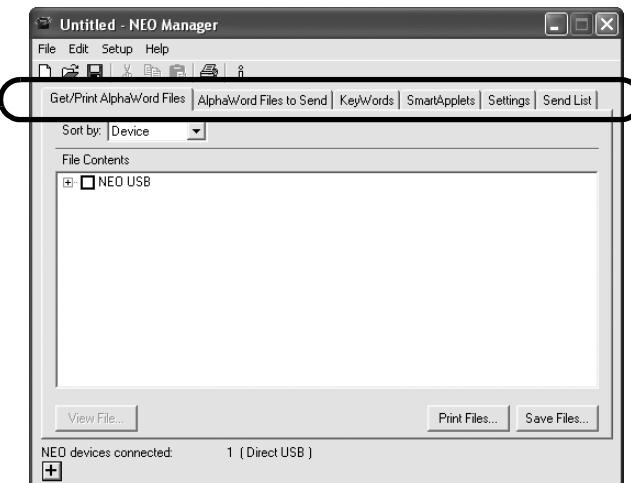
The first time you start the program, a Registration window will open, asking you to register your software. You can click **Now**, **Later** (to be reminded in two weeks) or **Never**.

If you choose **Now**, you will go to the Renaissance Online Plus page. If you already have an account on the Renaissance Learning website, 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
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## About the Tabs in NEO Manager

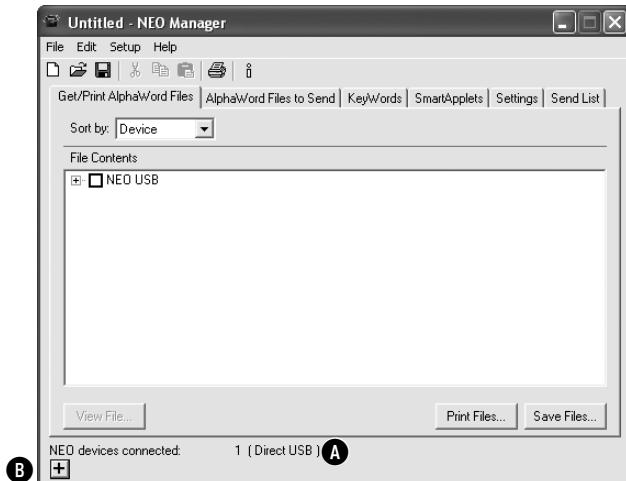
NEO Manager has a tab for each type of task in the program:



- **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 41.
- **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 51.
- **KeyWords:** Use this tab to retrieve data about pupil work in the KeyWords Wireless SmartApplet from connected NEO 2s and to send the data to Renaissance Place. For more information, see page 114.
- **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 60.
- **Settings:** Use this tab to change the system settings or SmartApplet settings for connected NEOs. For more information, see page 145.
- **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 are ready, you can click **Send**. For more about send lists, see page 154.

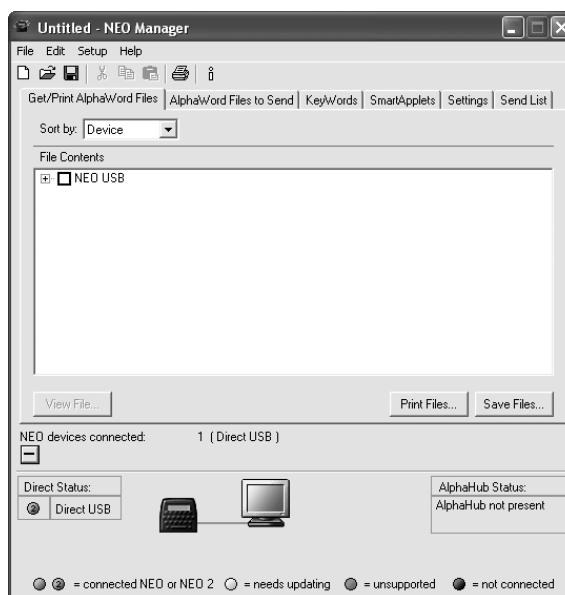
## Monitoring the Connected NEOs in NEO Manager

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

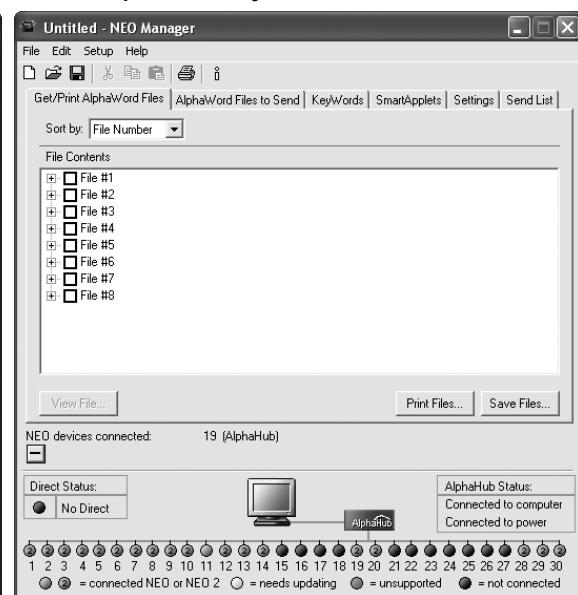


Click **+ B** (Windows) or ► (Macintosh) to see the status of all connected NEOs. You might need to wait a few moments before you see the connection information.

### One NEO connected with a USB cable



### Several NEOs connected through an AlphaHub in a SmartOption Trolley



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

 *In the NEO Manager preferences, you can choose to always open the connection status when you start NEO Manager. See page 156.*

- **Green circle with a “2”:** Your NEO 2 is properly connected.
- **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 trolley.

- **GETTING STARTED**
- Setting Up the Renaissance Receiver and Using NEO 2's Wireless Capabilities
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- **Black circle:** Your NEO is not connected or is improperly connected (refer to Troubleshooting on page 173).

When you are 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 74.
- **AccelTest:** Pupils can use NEO 2 to enter their answers to assignment questions and send their answers to the software. See page 69.
- **Accelerated Maths RP:** Pupils can use NEO 2 to enter their answers to assisted-response Accelerated Maths assignments. See page 72.
- **Accelerated Reader RP:** Pupils can take Reading Practice Quizzes and Vocabulary Practice Quizzes on a NEO 2. See page 76.
- **KeyWords RP:** If you are using KeyWords Wireless (see page 92) in online mode with NEO 2, you can import your Renaissance Place pupils into NEO Manager and they can log in to NEO 2 to use KeyWords Wireless.
- **MathsFacts in a Flash RP:** On NEO 2, pupils can complete their school MathsFacts in a Flash practices or tests on a NEO 2 using the MathsFacts in a Flash RP SmartApplet (see page 81), or they can practise on their own using the MathsFacts in a Flash (offline) SmartApplet (see page 85) and then send the results of their work to Renaissance Place.

Before you can use NEO 2 with these products, you must

- Connect the Renaissance Receiver to your computer.
- Name the Renaissance Receiver/computer connection (network).
- Set up the Renaissance Place settings if you want to use NEO 2 with Accelerated Reader, KeyWords RP or MathsFacts in a Flash.
- Install the Renaissance Responder client as described in the *Accelerated Maths Software Manual* if you want to use NEO 2 with Accelerated Maths RP.

### Connecting the Renaissance Receiver to Your Computer

1. Make sure you have installed NEO Manager before connecting the Renaissance Receiver. See page 12. This is important because the Renaissance Wireless Server Utility is installed with NEO Manager.
2. The first time you connect the Receiver to your computer, make sure you are logged in to your computer as an administrator or that you have administrator privileges. This ensures that the device drivers load properly.

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



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

## Naming the Renaissance Receiver (Wireless Network)



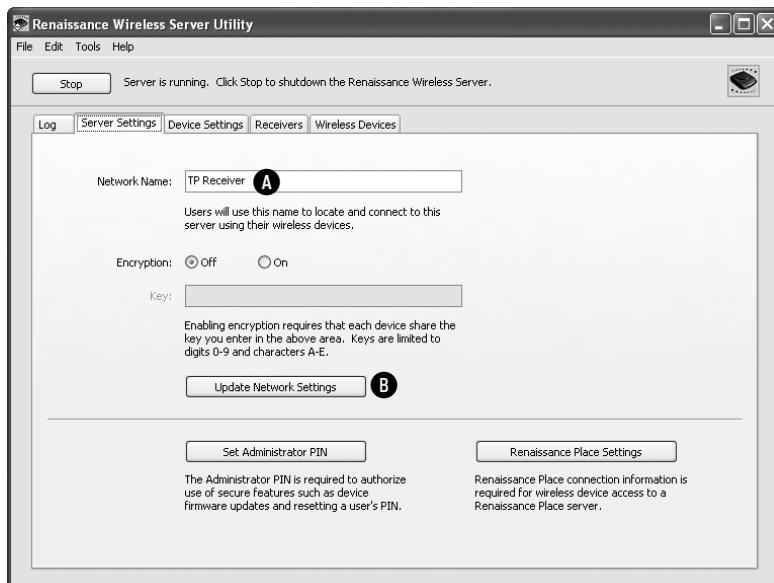
**The Renaissance Wireless Server Utility is automatically installed with NEO Manager.** Make sure you have installed NEO Manager before you follow these steps.



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 pupils know they are 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:

1. Start the Renaissance Wireless Server Utility:
  - **Windows computers:** Click **Start > All 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.

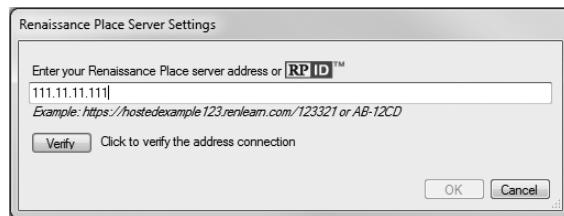


5. Click **Update Network Settings** **B**.
6. Click **OK** when the program finishes updating the network settings. Make sure your pupils know the Receiver network name.

## Setting the Renaissance Place Address

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

1. Start the Renaissance Wireless Server Utility:
  - **Windows computers:** Click **Start** ▶ **All 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 or RPID for the Renaissance Place server where you are using Accelerated Reader RP, KeyWords RP and/or MathsFacts in a Flash RP. (You can find the web address or RPID on the Software Requirements page in Renaissance Place; the RPID is also on your Renaissance Place Welcome page.)
6. Click **Verify** to make sure the utility recognises the address or RPID as valid.



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

## 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 websites 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 UK Software and Manuals CD that you received or download it from <http://www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads>. 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

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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 61), 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 23) and then close it by clearing the file (see page 38). You can open named files later when you are ready to work on them again.



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

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

## Moving the Cursor

Press these keys...	...to move to this point:
<b>← →</b>	One character to the left or right
<b>↑ ↓</b>	One line up or down
<b>⌘↑</b>	Up one screen (scrolling)
<b>⌘↓</b>	Down one screen (scrolling)
<b>⌘←</b>	Beginning of line
<b>⌘→</b>	End of line
<b>option-← or option-→</b>	Previous word or next word
<b>ctrl-← or ctrl-→</b>	Previous sentence or next sentence
<b>ctrl-↑ or ctrl-↓</b>	Previous paragraph or next paragraph
<b>home</b>	Beginning of file
<b>end</b>	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 have selected, press **esc** or an arrow key. (Cutting, copying and pasting also deselects the text.)

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

## USING ALPHAWORD PLUS TO WRITE ON NEO

- About the NEO Clipboard

## Cutting, Copying, Pasting and Deleting Text

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

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

## About the NEO Clipboard

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

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

### How to See What Is In the Clipboard

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

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

### How to See the Space Used and Available in the Clipboard

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

Press any key to return to your file.

## Creating New Files

To start a new file in AlphaWord Plus, press the **file** keys until you find an empty file and begin typing. NEO saves each character as you type it, so if you press that file key again later, the text will still be there (unless you have 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 text that is already in the file:
  - Press **Y** if you want to save text, then type a name for the file. 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 23.
  - Press **N** if you do not want to save the existing text. AlphaWord Plus removes the text so you can begin your new file.

## Naming and Saving Files



**Teach pupils 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 is also helpful to teach pupils 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 are working on at any time so that you can keep it even if you clear the file space (see page 38) 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 do not 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 do not know where the file is, you can find the file by its first line or name. Follow these steps:

 **It is 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 have not 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 are not open in files 1–8.

Press enter to open: "File 5"  
↑ [F3] Lewis is the author of The Lion, the  
- [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**.

## USING ALPHAWORD PLUS TO WRITE ON NEO

- Formatting Text

If the file does not open right away, you may see one of these messages:



**By naming the file,  
you are making sure  
you can open it  
again later.** Named files that  
are not 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 <b>Y</b> 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 <b>N</b> if you do not 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 another file number.	If you want to go to the file in the file number shown, press <b>enter</b> . If you want to stay in the current file number, press <b>esc</b> .

## 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 9).

You can, however, change the size of the screen font on your NEO. See "Changing Font Size" below 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. The font change does not affect other SmartApplets.

Changing the font does not 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 have chosen in your computer program.

When you change the font size, that change applies to all files in AlphaWord Plus. You cannot 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.

 **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 Large and System examples in the table, note the different widths of the words "William", "ill" and "lollipop".

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.
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 140).
- Through NEO Manager. Note, however, that NEO Manager can only reset the font size to the System font (four lines onscreen). See page 146.

## 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**. Use the arrow keys to move the cursor next to **Change default AlphaWord font** and press **enter**.

## • USING ALPHAWORD PLUS TO WRITE ON NEO

### • Finding Text

2. Move the cursor 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 27).
- 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 28.

### 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 have 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 27), 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 cannot search all files if password protection is enabled on your NEO; see page 57.)
  - 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 cannot 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 cannot 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 will see \* between the parentheses next to that option.
  - **Whole word** searches for complete words only. If you do not 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 capitalisation of the text you typed in the Find field.
  - **Replace all** specifies that you want to replace all occurrences within the file.
6. Press **enter** to begin the search. When the text is found, the NEO will show you the first occurrence with options listed to the right as in the example below.

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

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

- **USING ALPHAWORD PLUS TO WRITE ON NEO**
- Finding 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 mountainous south-central China. Unlike other species of bear, giant pandas are could be considered vegetarians. The staple of their diet is bamboo, and adult giant pandas eat approximately 90% 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 recognizable by the black patches around its eyes set against a white face. Its habitat is the smallest of all bear species. It lives in the bamboo forests of mountainous south-central China. Unlike other species of bear, giant pandas are could be considered vegetarians. The staple of their diet is bamboo, and adult giant pandas eat approximately 90% of their own body weight in bamboo daily. Giant pandas also occasionally eat meat and other plants.  
- SPECTACLED BEARS. Like giant pandas, sp

How sections might appear when blank lines are set to 2

## Checking Spelling

### How to Check Spelling in a File

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



**You can disable spell check.** See the next section.

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 is not 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.



**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 138) or in NEO Manager (see page 150). 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 30 for details.

Word: runn

New:

Change word and press enter, OR  
press esc to ignore changes.

- Press **C** to see the word in context. You cannot 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 have not 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.

### Turning Off Spell Check



**You can set the master password using the System settings in NEO Manager.** See page 135.

At times, you may want to turn off the spell check feature. For example, if pupils 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 press **option-⌘-spell check** on a NEO and enter the master password.

## USING ALPHAWORD PLUS TO WRITE ON NEO

- Checking Spelling

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- You can use the Control Panel SmartApplet on one NEO (page 138).
- From NEO Manager, you can disable spell check for all connected NEOs (see page 150).

For the first two methods, you will 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 135).

## 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 does not 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 138), 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 cannot use the other methods.)

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

## Sending a New User Dictionary to NEOs Using NEO Manager

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

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

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

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



*You can also delete a user dictionary using the spell check settings in NEO Manager. See page 150.*

**SpiffyPro  
Oban  
Turlock  
Cumbria  
Beno  
Coden  
Cupertino  
Islay  
MegaSync  
Aptos  
Surrey**

Follow these steps to send a user dictionary to NEOs:

1. Start NEO Manager (see page 13) and connect one NEO (see page 8) or a SmartOption trolley.
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 Bundle and you want to send the user dictionary to some, but not all, of the NEOs, click **Select Devices**, tick 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 156), you must enter that password and click **OK**.

## 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 is not 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**.

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

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

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

6. Next, some synonyms for the word will be listed. You can do any of the following:
  - If you see a word that you want to use, move the cursor next to it and press **enter**.
  - If you want to look up more words like one in the list, move the cursor next to a word and press **L**.
  - If you want to see antonyms (words with the opposite meaning), press **A**.
  - If you want to go back and choose a different category, press **C**.
  - If you want to leave the thesaurus without doing anything, press **esc**.

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

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

## Using Linked Files

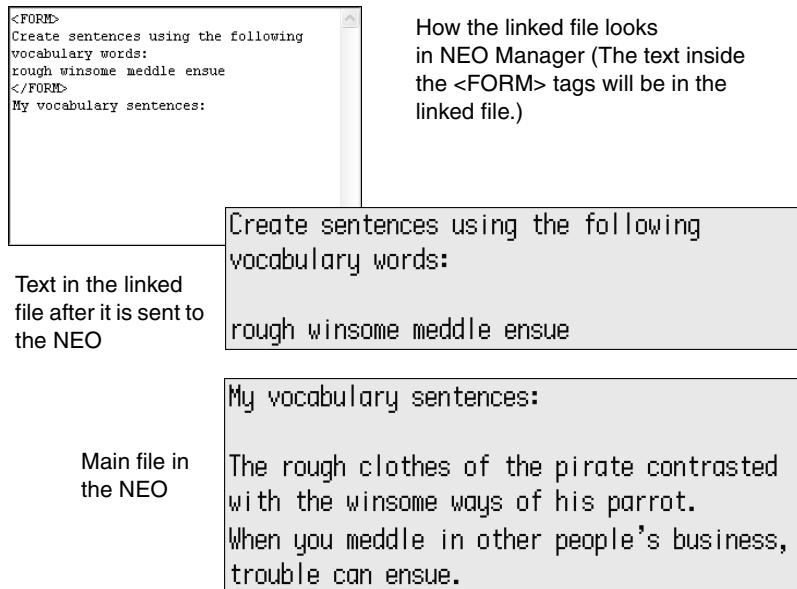
Each AlphaWord Plus file can have a linked file, that is, a file connected to the main file.

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 cannot 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 33).

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

Here is 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 pupil can write sentences with the vocabulary words in the main file.



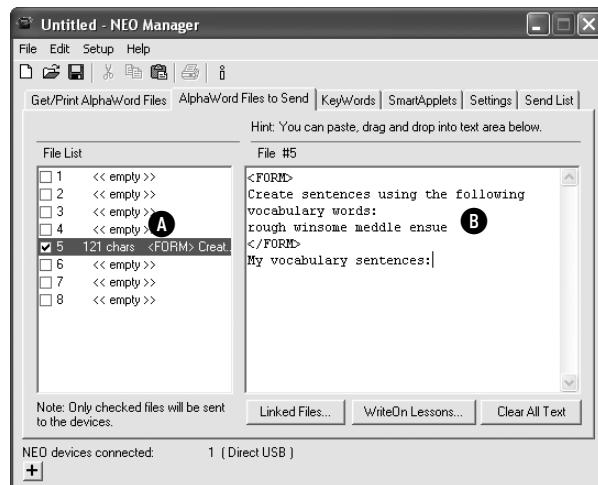
## Sending a Linked File to NEOs

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8).
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 53.

---



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.

## USING ALPHAWORD PLUS TO WRITE ON NEO

### Using Linked Files

In your linked file, you can use the tags below to insert tick 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 (such as <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 tick box.
<PRE>	Begin a preformatted section (use this when you want to precisely control line breaks).
</PRE>	End a preformatted section.
<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 Bundle and you want to send the linked file to some, but not all, of the NEOs, click **Select Devices**, tick 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 156), you must enter the password and click **OK**.

The linked file and any other associated text will be sent to your NEO(s).

## Viewing Linked Files on NEOs

1. On your NEO, press the **file** number key for the file that has a linked file.
2. Press **ctrl-L** to open the linked file.  
If the linked file has tick boxes, you can tick them by pressing the spacebar or **X**, and you can clear them by pressing the spacebar or **backspace**. Move forward through tick 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

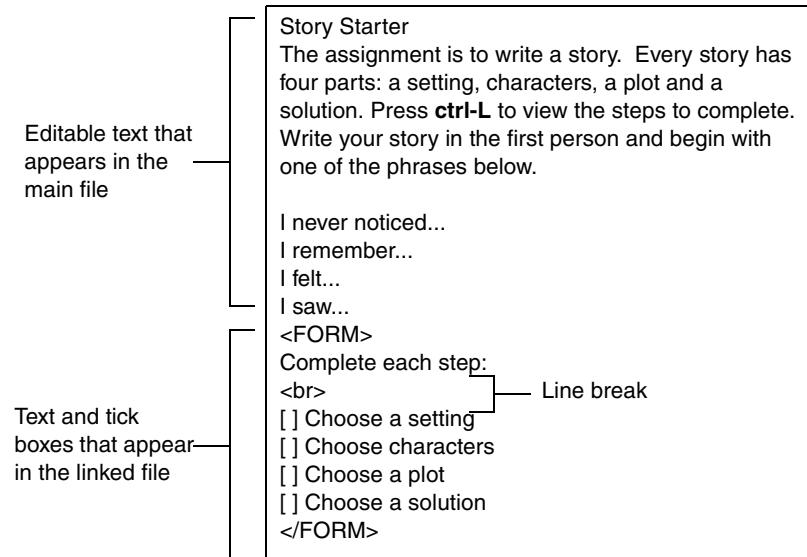
- If you send a file from a NEO to your computer that has a linked file, the main file is sent first; then, the linked file is sent with the <form> tags.
- You can print the linked file text. Simply press **ctrl-L** to view your linked file, then press **print** on your NEO. Whatever is on the screen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

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



Complete each step:

- [ ] Choose a setting
- [ ] Choose characters
- [ ] Choose a plot
- [ ] Choose a solution

The linked file on a NEO

Story Starter

The assignment is to write a story. Every story has four parts: a setting, characters, a plot and a solution. Press **ctrl-L** to view the steps to complete. Write your story in the first person and begin with one of the phrases below.

I never noticed...  
I remember...  
I felt...  
I saw...

The connected AlphaWord Plus file

- **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 37). For another way to see the space remaining, see page 37.

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 will 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.

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 149 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 36.

To see how many pages you have 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 will 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 have finished, press any key to exit the screen.

### Checking the Number of Pages Written in Files 1–8

If you want to see the number of pages you have 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 have 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 23), clearing the file closes it. If you clear an unnamed file, you can recover the text if you have not entered new text yet; see page 40.
- Deleting a file completely removes both the contents of the numbered file and the named file (if the file is named), and you cannot recover any of the data. If the file has a linked file, the linked file is deleted as well.

The table below summarises 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"> <li>• Clears all text from the file, leaving it empty. Text can be recovered.</li> </ul>	<ul style="list-style-type: none"> <li>• Deletes all text from the file, leaving it empty. Text cannot be recovered.</li> </ul>
Named, open file	<ul style="list-style-type: none"> <li>• Closes the file and leaves the file space empty. You can reopen the file later.</li> </ul>	<ul style="list-style-type: none"> <li>• Deletes the file and its name and leaves the file space empty.</li> </ul>
Named file that is not open	<p>When you view a list of files using <b>ctrl-F</b> and move the cursor next to a file, pressing <b>clear file</b> does this:</p> <ul style="list-style-type: none"> <li>• Clears all text from the file, leaving it empty. Text can be recovered.</li> <li>• Keeps the file name, leaving an empty, named file.</li> </ul>	<p>When you delete an unopened file from a list using <b>ctrl-D</b>, deleting the file does this:</p> <ul style="list-style-type: none"> <li>• Deletes the file and its name.</li> <li>• Returns you to the file list.</li> </ul>
Unnamed, open file with a linked file	<ul style="list-style-type: none"> <li>• Clears all text from the file. (You can recover the text.)</li> <li>• Keeps the linked file intact, but clears any tick boxes in the linked file.</li> </ul>	<ul style="list-style-type: none"> <li>• Deletes all text from the file, plus the linked file. The file will be empty. Text cannot be recovered.</li> </ul>
Named, open file with a linked file	<ul style="list-style-type: none"> <li>• Closes the named file.</li> <li>• Lets you choose whether to keep the old linked file with a new, empty file.</li> </ul>	<ul style="list-style-type: none"> <li>• Deletes the file, its name and its linked file.</li> </ul>
Named file with a linked file when the file is not open	<p>When you view a list of files using <b>ctrl-F</b> and move the cursor next to a file, pressing <b>clear file</b> does this:</p> <ul style="list-style-type: none"> <li>• Clears all text from the main file. (You can recover the text.)</li> <li>• Keeps the file name.</li> <li>• Keeps the linked file text intact, but clears tick boxes.</li> </ul>	<p>When you delete an unopened file from a list using <b>ctrl-D</b>, deleting the file does this:</p> <ul style="list-style-type: none"> <li>• Deletes the file, its name and its linked file.</li> <li>• Returns you to the file list.</li> </ul>

## 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 **are not** open in files 1–8 are not affected.

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

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

**Note:** If necessary, you can restore these files one at a time as long as you have not typed new text into the files. To recover files, see page 40.

## 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 cannot 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 do not want to do this, press **N** to return to the file without deleting files.

## USING ALPHAWORD PLUS TO WRITE ON NEO

### Recovering Files

## Recovering Files

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

1. Make sure you are 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 does not, 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-crtl-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 does not subtract for errors made while typing.



**NEO 2 also includes**  
the KeyWords  
Wireless

**SmartApplet**, which you can use to learn typing skills or to teach your pupils. For more about this SmartApplet, see page 92.

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

- You cannot 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.
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 Bundle, 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 does not retrieve named files that are not open in files 1–8. If you want to retrieve a named file, make sure you open it on the NEO.

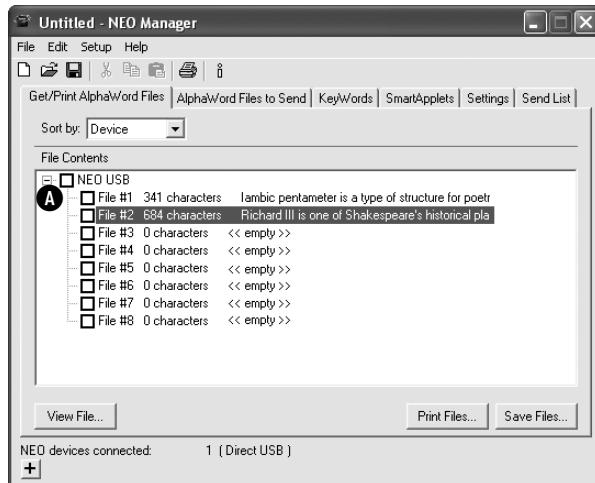
If you retrieve a file that has a linked file associated with it, you retrieve the linked file text as well. When you view, print or save the file, the linked file text is added to the end of the main file. For more about linked files, see page 32.

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 will see “NEO USB” in the File Contents list as shown below. If you connect an entire SmartOption trolley, the connected NEOs will be listed by number.

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

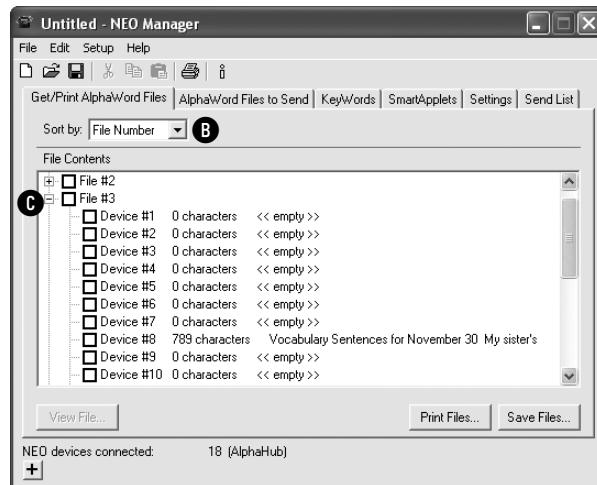


## USING ALPHAWORD PLUS TO WRITE ON NEO

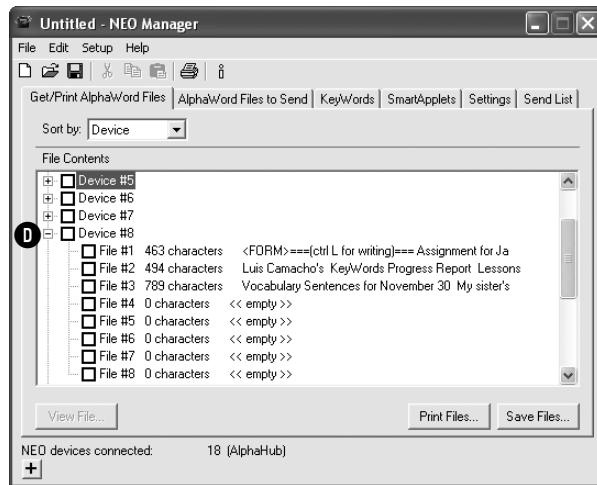
- Using NEO Manager to View, Print and Save Files

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**.

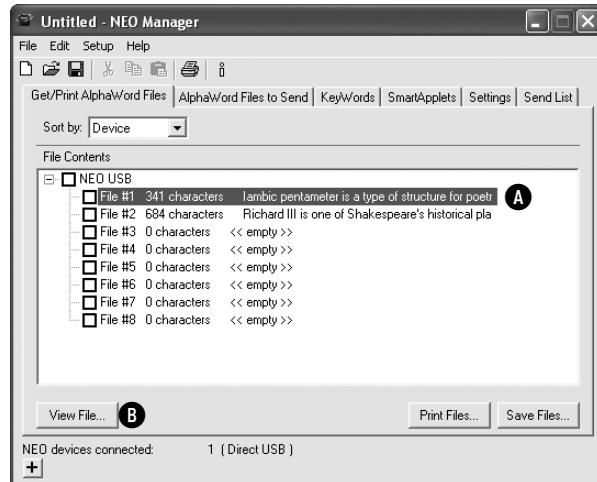


If you sort by Device (by NEO), click the + or ► next to the NEO for which you want to view files **D**. The NEO numbers match the cable numbers in your trolley.

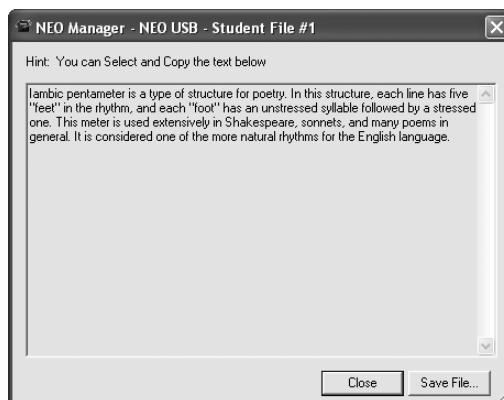


## Viewing the Files

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



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.



## USING ALPHAWORD PLUS TO WRITE ON NEO

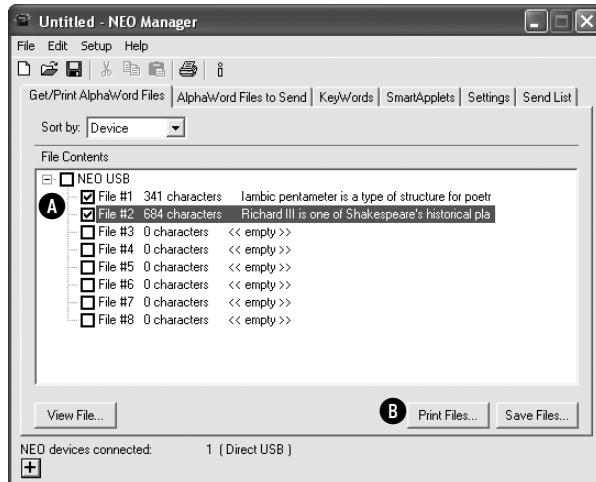
- Using NEO Manager to View, Print and Save Files

## Printing Files

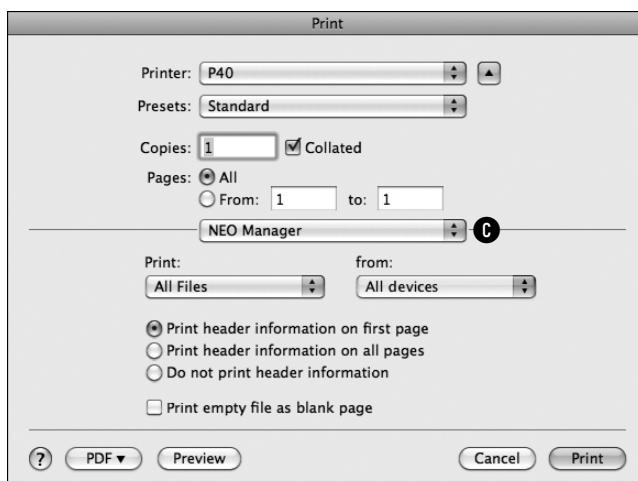


If you print a file that has a linked file attached, the linked file prints on a separate page.

- Tick the files that you want to print in the File Contents list **A**.



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

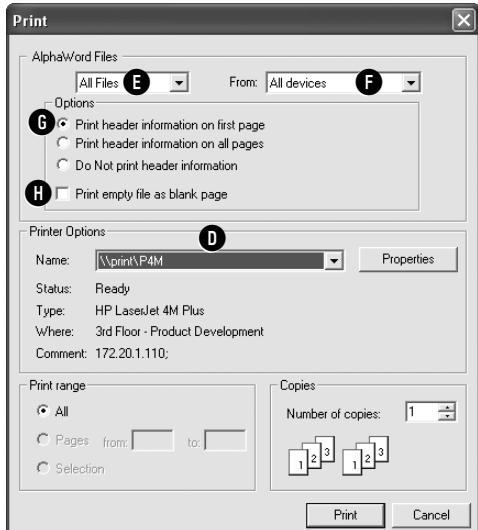


## USING ALPHAWORD PLUS TO WRITE ON NEO

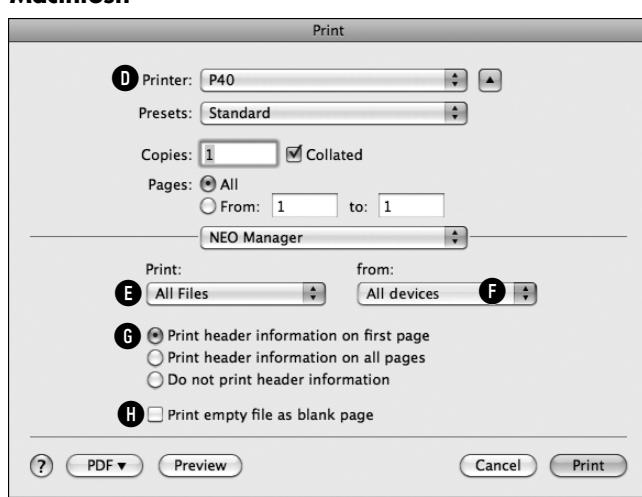
Using NEO Manager to View, Print and Save Files

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

### Windows



### Macintosh



5. Use the **Print** drop-down list to choose the files you want to print **E**:
  - **All Files.** Prints all eight files from your NEO.
  - **Ticked Items.** Prints only the files you ticked.
  - **File #.** Prints only that numbered file.
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 trolley.
  - **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. Tick the box if you want empty files to print as a blank page **H**. This provides a useful visual cue if you are printing several files from multiple NEOs.
9. Click **Print**.

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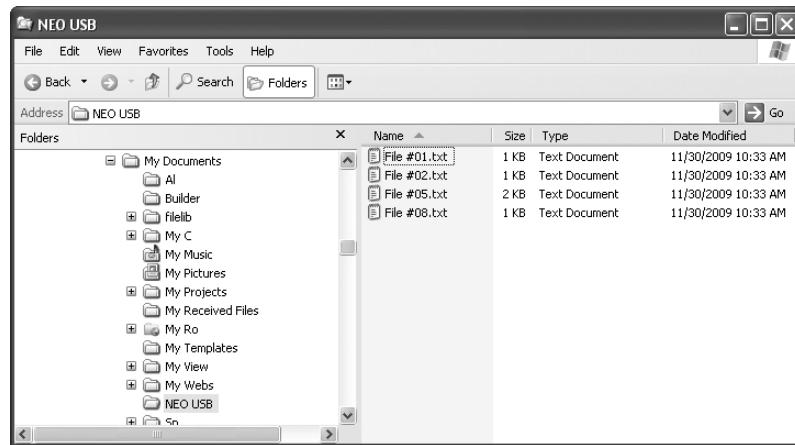
## Saving Files

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.

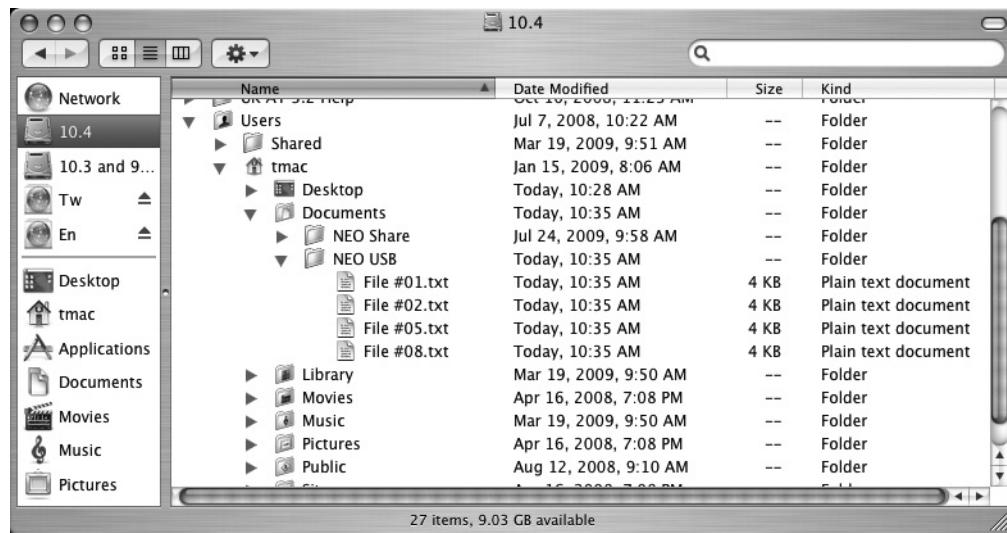
### Where Files Are Saved

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**



**AlphaWord Plus files saved on a Macintosh**

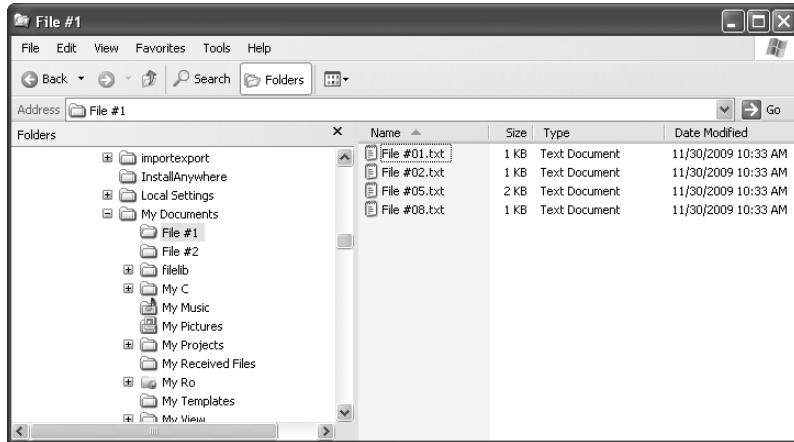


## USING ALPHAWORD PLUS TO WRITE ON NEO

Using NEO Manager to View, Print and Save Files

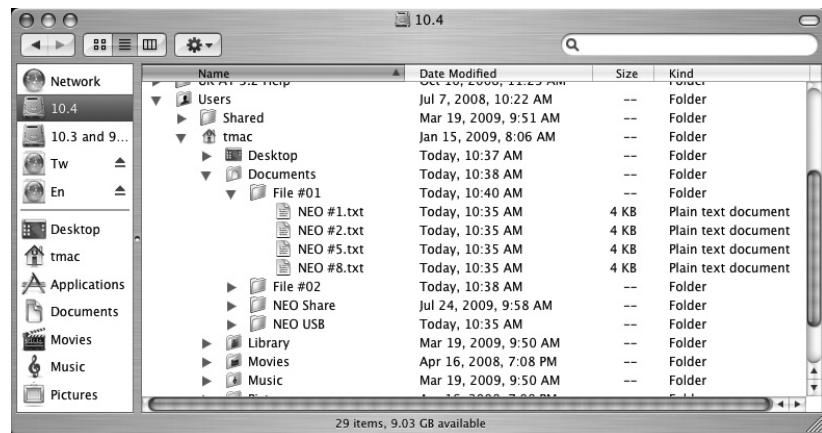
If you have connected a SmartOption trolley, you will see a folder for each file number. Within that folder, you will see that file number for each connected NEO.

### Saved files on a Windows computer



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

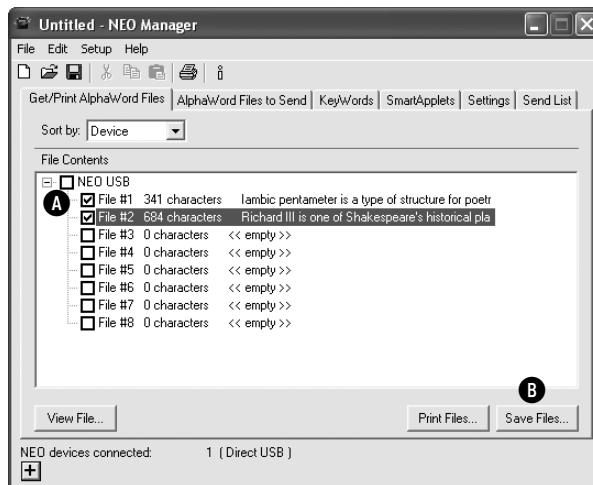
### Saved files on a Macintosh



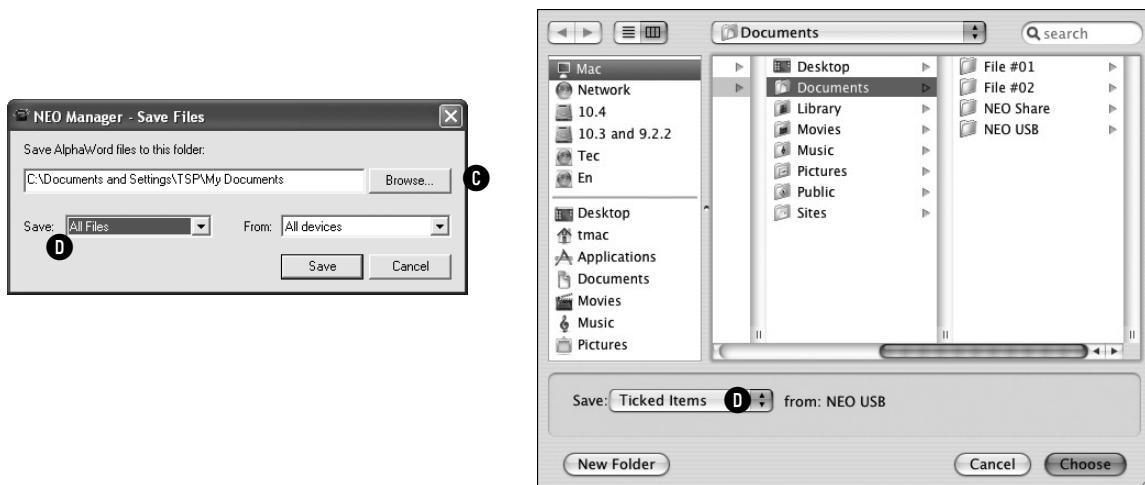
**USING ALPHAWORD PLUS TO WRITE ON NEO**  
 Using NEO Manager to View, Print and Save Files

## How to Save the Files

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



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



3. On Windows computers, click **Browse** **C** and go to the location where you want to save the files. On Macintosh computers, navigate to the location where you want to save the files.
4. Click the **Save** drop-down list **D** and choose one of these options:
  - **All Files**. Saves all eight files from your NEO(s).
  - **Ticked Items**. Saves only the files you ticked 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.

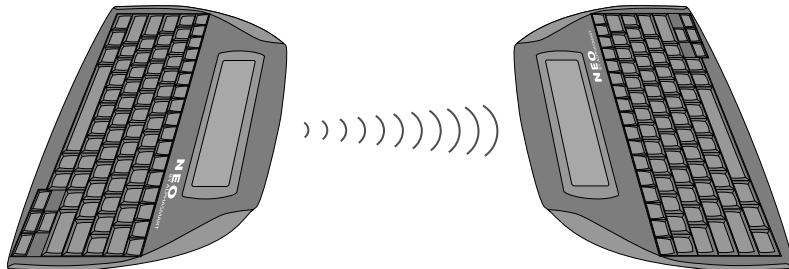
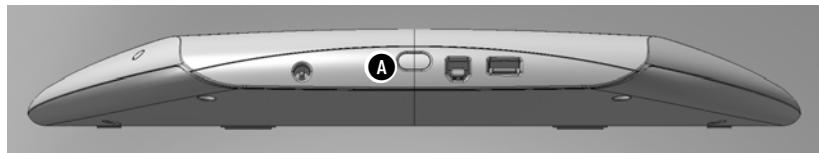
## Sending (Beaming) Files to Other NEOs



**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 160.**

When you have the Beamer SmartApplet on your NEO, you can beam files from one NEO to another right within AlphaWord Plus. You do not 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 is receiving a file, NEO will ask if you want to overwrite the clipboard with the file you are receiving. To continue and allow the clipboard to be overwritten, press **enter**.**

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

## Sending Files to Supported Web-Based Programs Using NEO 2

If you have a NEO 2 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 171.

### 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 16.)
  - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 17.)

## USING ALPHAWORD PLUS TO WRITE ON NEO

Sending Files to Supported Web-Based Programs Using NEO 2



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.

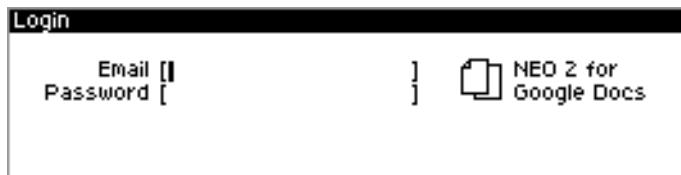


If you have already sent a file to the supported program since you last turned NEO 2 on, it will skip steps 4–6.



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

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.



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 16.)
  - Make sure you know the Receiver/Network name. (To name the Renaissance Receiver/computer combination, see page 17.)
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**.

- If you have already sent a file to a supported program since you last turned NEO 2 on, it will skip steps 5–7.**
5. NEO 2 will search for your network (Receiver) and do one of two things:
    - If the NEO 2 finds that you have connected to a Receiver before, it will ask if you want to stay connected to that network. Press **Y** for yes and then **enter**.
    - If NEO 2 does not find a previous connection, the screen will list the available Receivers. Press **↓** until you have highlighted your Receiver name; then, press **enter**.
  6. If more than one supported program is available, you will see a list. Use the arrow keys to highlight the program you want to use; then, press **enter**.
  7. NEO 2 will connect to the program through your computer. If the program requires you to log in, you will be asked to enter the email address and password. Enter the email address and press **enter**. Then enter your password and press **enter** again.



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



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

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

## 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 do not, you could corrupt system files on your NEOs.

### Creating and Sending Files to NEOs

NEO Manager can send files you have 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 trolley, 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:

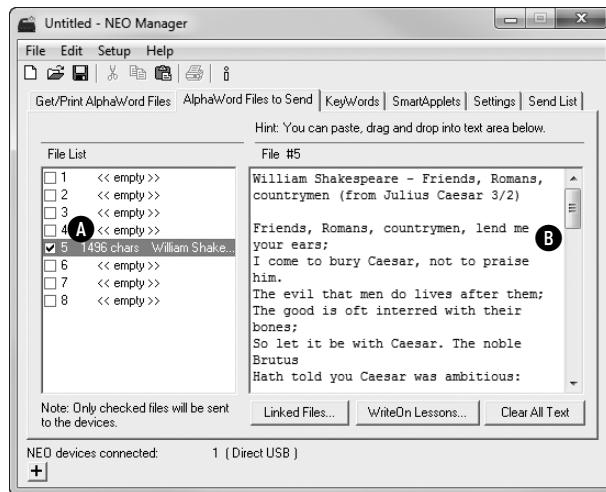
1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **AlphaWord Files to Send** tab.
3. Tick the number of the file where you want to send text **A**. Note that any existing text in that file number on the NEOs 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.



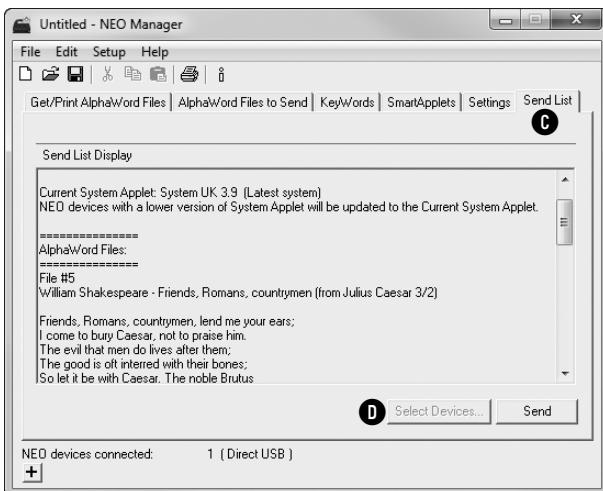
**You can send empty files to your NEOs to overwrite existing files.** This is a handy way to remove all text from files 1–8 on your NEOs. If you want to delete all files from the NEOs, including named files that are not open in files 1–8, it is better to use the **Delete All Files** setting in the NEO Manager AlphaWord Plus settings; see page 149.



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



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



6. If you are using a SmartOption Bundle and you want to send the text to some of the NEOs, but not all of them, click **Select Devices** **D**. Tick the devices that you want to send the text to, then click **OK**. (To send to all connected NEOs, skip this step.)
7. Click **Send**. If you have set a send list password (see page 156), you must enter the password and click **OK**.

## Sending Rubrics or Other Linked Files to NEOs



**For more about linked files, see page 32.**



**Tips for using rubrics:**  
Encourage pupils to use their prewriting to type a rough draft before presenting them with a rubric. This encourages pupils to use keyboarding skills to actually revise instead of looking for typos.

Consider incorporating requirements that are commensurate with current grammar lessons.

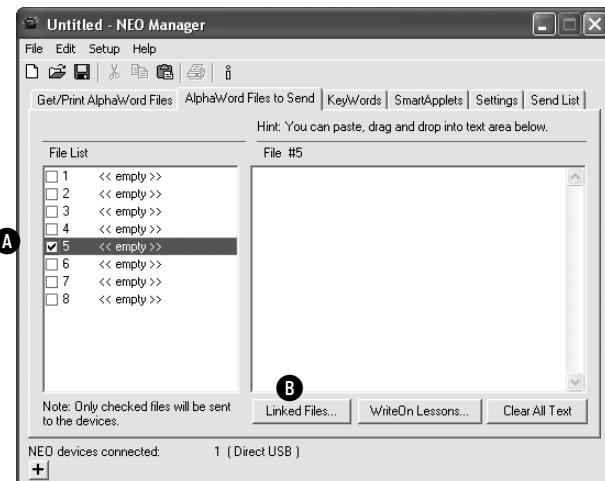


**Any text that is outside the <form></form> tags will be in the file space itself, not in the linked file.**

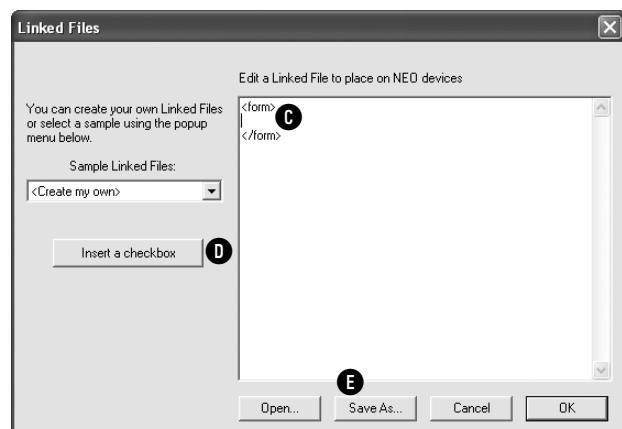
NEO Manager can also send assignment rubrics or other linked files to NEOs. You can create your own linked file to send, open a text file that you want to link or select one of the sample linked files. The text will be linked to the file that you send it to on the NEO; it will not be in the main file.

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

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **AlphaWord Files to Send** tab.
3. Tick 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.)



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:
  - 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 tick 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.

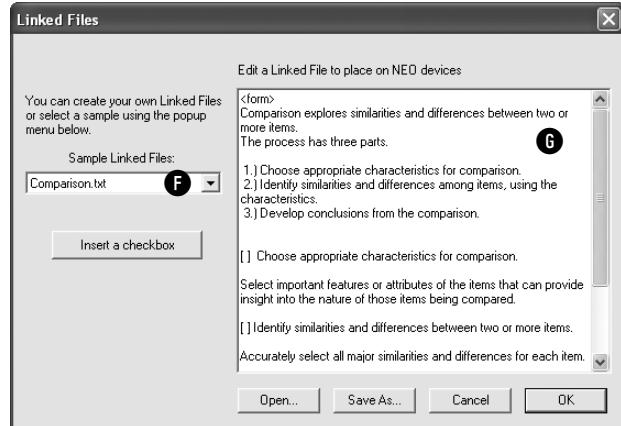


- USING ALPHAWORD PLUS TO WRITE ON NEO**
- Using NEO Manager to Send Files, Rubrics or Lessons to NEO Files

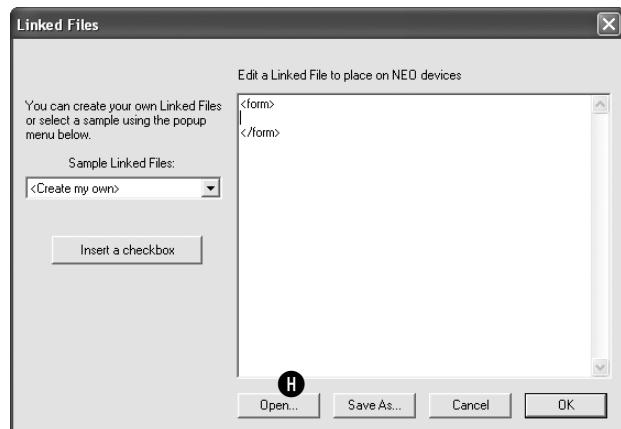


*The sample linked files are also available in NEO Share.*

- 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 have opened. The text will be shown in the File # area of the AlphaWord Files to Send tab.



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

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



7. If you are using a SmartOption Bundle and you want to send the linked file to some of the NEOs, but not all of them, click **Select Devices**. Tick the NEOs that you want to send the text to, then click **OK**. (To send to all connected NEOs, skip this step.)
8. Click **Send**. If you have set a send list password (see page 156), 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 194.

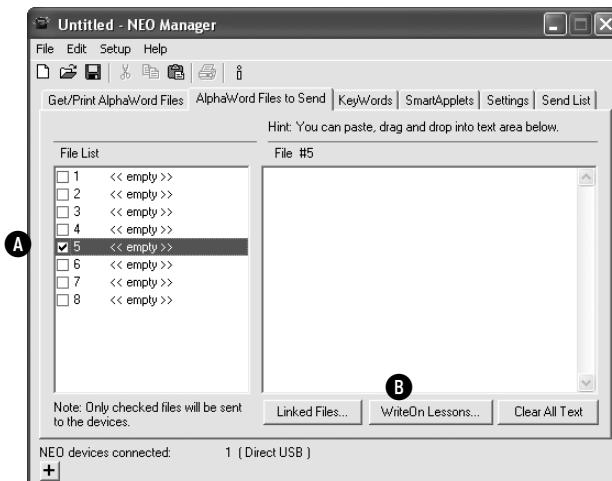
Follow these steps to send lessons to NEOs:

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 **You can also use NEO Share to send Write On! lessons to NEO 2s.** For more information, click the **Help** menu in NEO Share and choose **Using Write On! Lessons**. If you don't have NEO Share, see page 18 for more about the software.

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1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. Click the **AlphaWord Files to Send** tab.
3. Tick 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.)



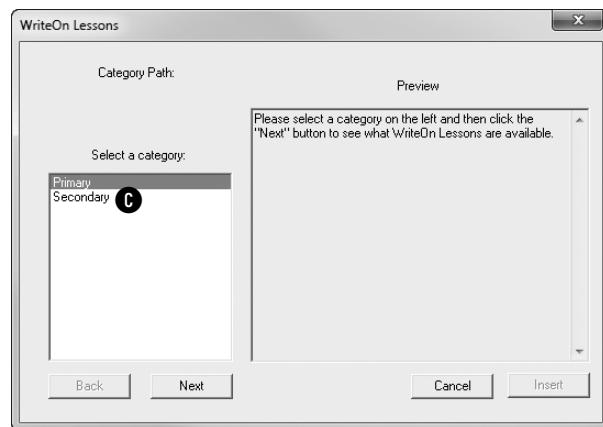
**USING ALPHAWORD PLUS TO WRITE ON NEO**

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

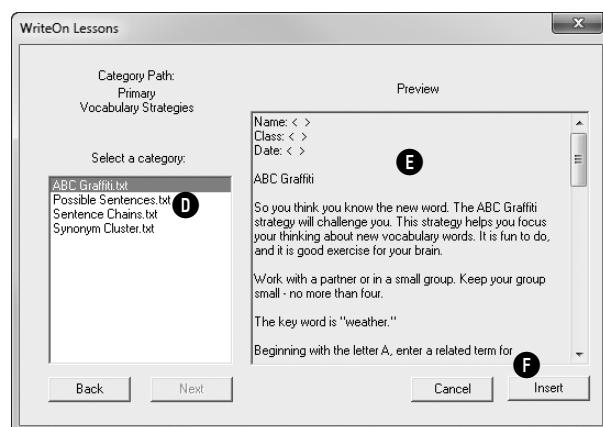


**You can make your own Write On! lessons.** To do this, create a new folder for the lessons. Then, create text files that contain each of your writing prompts or writing lessons. Save each file with a .txt extension. When you have finished, move the folder into the Write On Text Files folder. (In Windows,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

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.



6. 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.

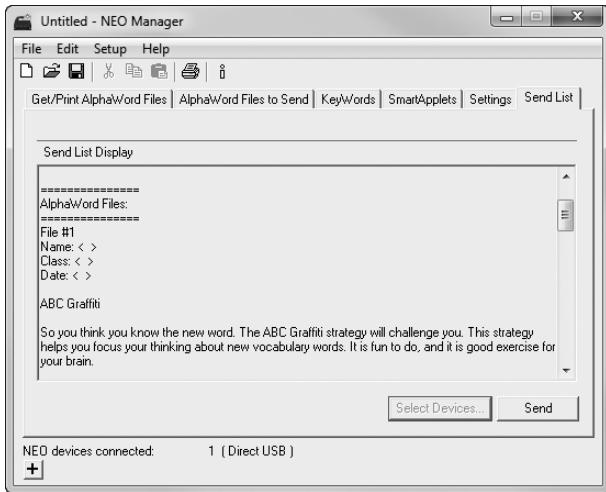


7. Read through the lesson. You can make changes if you would like. Since the lesson includes instruction, examples and many writing prompts, teachers generally divide the lesson among several files. (The lines made up of = signs are natural places to break the file.) To break up the file, you can cut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



**You can transfer multiple lessons simultaneously.** To do this, repeat steps 2-7 until you are 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 lesson you want to send appears in the list.



- If you are using a SmartOption Bundle and you want to send the lesson to some of the NEOs, but not all of them, click **Select Devices**. Tick the NEOs that you want to send the lesson 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 156), 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 135.

**Manager:** file passwords, the master password and the send list password. For more information, see page 135.

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 139) or using NEO Manager (see page 149).**

**Control Panel (see page 139)** or using **NEO Manager (see page 149)**.

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

- Be sure you know your master password (see page 135 to set the master password using the System settings in NEO Manager).
- 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)

## USING ALPHAWORD PLUS TO WRITE ON NEO

About File Passwords

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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 139. In NEO Manager, you can set the same password for all files (see page 149), but you cannot 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 have changed the default in NEO Manager—see page 149).

If you want to give each file a unique password instead, follow the steps below. File passwords can be up to six characters long. They are not case-sensitive. They can contain letters, numbers, symbols and spaces. If you do not know an individual file's password, you can enter the NEO's master password instead. (To set the master password, see page 135.)

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 have 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 will return to your file.

## Resetting File Passwords



**You need the master password to reset file passwords. Use the System settings in NEO Manager to set this password; see page 135.**

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 139) or in NEO Manager (see page 149).

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

## Using a NEO Text2Speech Device to Read AlphaWord Plus Files Aloud

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

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

# SMARTAPPLETS

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## 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	Page 69
AlphaWord Plus	Page 20
Accelerated Reader	Page 76
KeyWords Wireless	Page 92
MathsFacts in a Flash RP	Page 81
MathsFacts in a Flash (offline)	Page 85
Control Panel	Page 137
Beamer	Page 160
Calculator	Page 167

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

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 “Changing the Startup SmartApplet” on page 61.
- Disable SmartApplets on your NEOs (see page 62).
- Install new or updated SmartApplets on the connected NEOs (see page 63).

- Change SmartApplet settings on NEOs (see page 65).
- Remove SmartApplets from the connected NEOs (see page 65).
- View SmartApplet information (see page 66).
- Add SmartApplets to the list available in NEO Manager (see page 67).

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 62).

## Changing the Startup SmartApplet



*If you do not 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 or using the NEO Manager software.

### Changing the Startup SmartApplet on the NEO Itself

1. Press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to start when you turn on your NEO.
3. Press **ctrl-applets**. An asterisk designating the startup SmartApplet appears in the menu.

Select a SmartApplet and press enter:  
- Responder  
-\*AlphaWord Plus  
- Accelerated Reader

Repeat the steps to remove the asterisk or to choose a different startup SmartApplet.

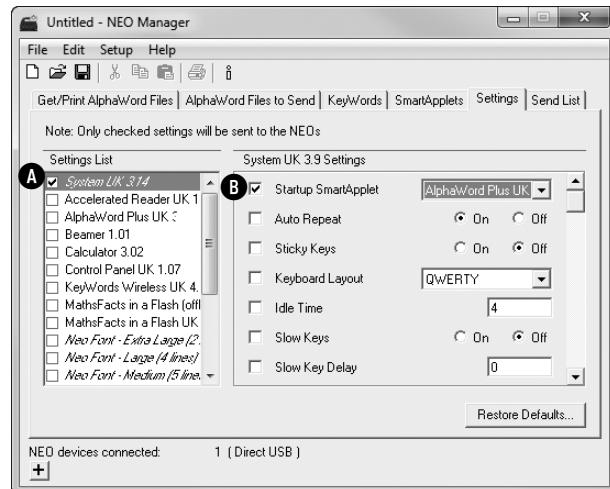
### Changing the Startup SmartApplet for One or More NEOs Using NEO Manager

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the settings list on the left **A**.

## SMARTAPPLETS

### Disabling and Re-Enabling SmartApplets

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 ticked.



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 Bundle and you want to send the setting change to some NEOs, but not all of them, click **Select Devices**. Tick 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 156), 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 cannot 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

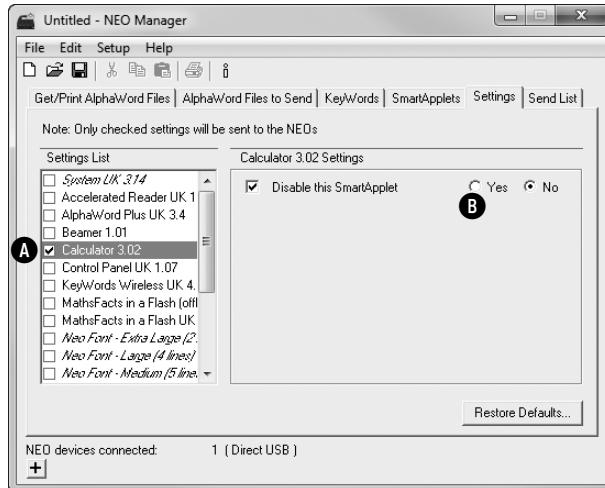
can use the System settings in NEO Manager to set this password (see page 135) or contact Technical Support to get the default master password.

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 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **Settings** tab.
3. On the left, click the SmartApplet that you want to disable or enable on your NEO(s) **A**.



4. On the right, after the **Disable this SmartApplet** setting, click **Yes** **B**. The box will be ticked. (To enable the SmartApplet again, click **No**.)
5. Click the **Send List** tab and verify that your setting change is in the list.
6. If you have a SmartOption Bundle and you want to send the setting change to some NEOs, but not all of them, click **Select Devices**. Tick 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.)
7. Click **Send**. If you have set a send list password (see page 156), 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 have 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 website.

Follow these steps to install SmartApplets on NEOs:

1. If you have a new SmartApplet that is not already available to install in NEO Manager, see “Adding SmartApplets to the List in NEO Manager” on page 67.
2. Start NEO Manager on your computer (see page 13).
3. Connect your NEO (see page 8) or the SmartOption trolley.
4. In NEO Manager, click the **SmartApplets** tab if it is not already selected.

## SMARTAPPLETS

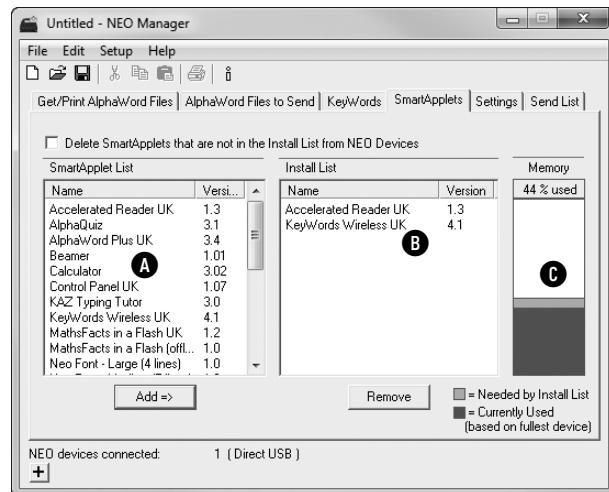
Installing or Updating SmartApplets on NEOs Using NEO Manager

 If you do not see the SmartApplet you want to install in the list, and you know you installed it on your computer, see page 67 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, Text2Speech Updater for NEO Text2Speech devices and Wireless File Transfer. You can install and delete these items just as you would SmartApplets.

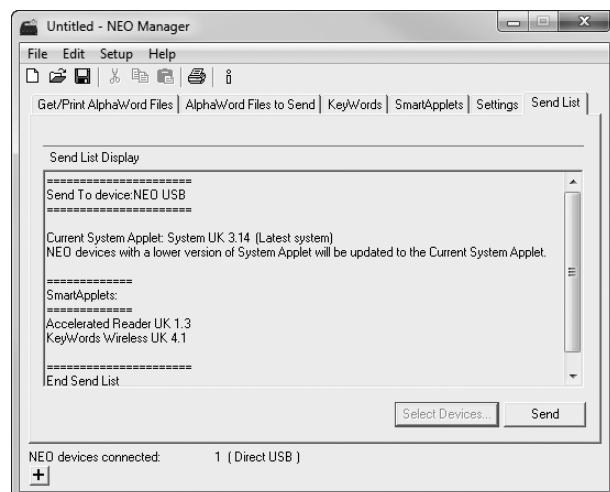
5. There are two ways to choose the SmartApplets you want to install on NEOs:

- 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, do one of the following:
  - To select a group of SmartApplets, click the first one in the group, hold down the **Shift** key and click the last one in the group.
  - To select SmartApplets individually, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the SmartApplets you want to add.



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 do not have enough memory to install the SmartApplets you want, you could delete some SmartApplets from NEOs as described on page 65.

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 Bundle and you want to send the SmartApplets to some NEOs, but not all of them, click **Select Devices**. Tick 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 156), 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 137) or in NEO Manager (see page 148).

## Deleting SmartApplets from NEOs Using NEO Manager

Normally, it is better to disable SmartApplets (see page 62) instead of removing them so that you do not 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 are 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 KeyWords on NEO 2, you also remove any files associated with them. For example, if you remove KeyWords, you also remove your pupils' KeyWords work and progress reports. If there is KeyWords information on the NEO 2s that you want to save, be sure to retrieve the data first (see page 114).

Follow these steps to delete SmartApplets from NEOs:

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **SmartApplets** tab.
3. Click each SmartApplet you want to install or keep in the SmartApplets List (**A** on the next page), 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.

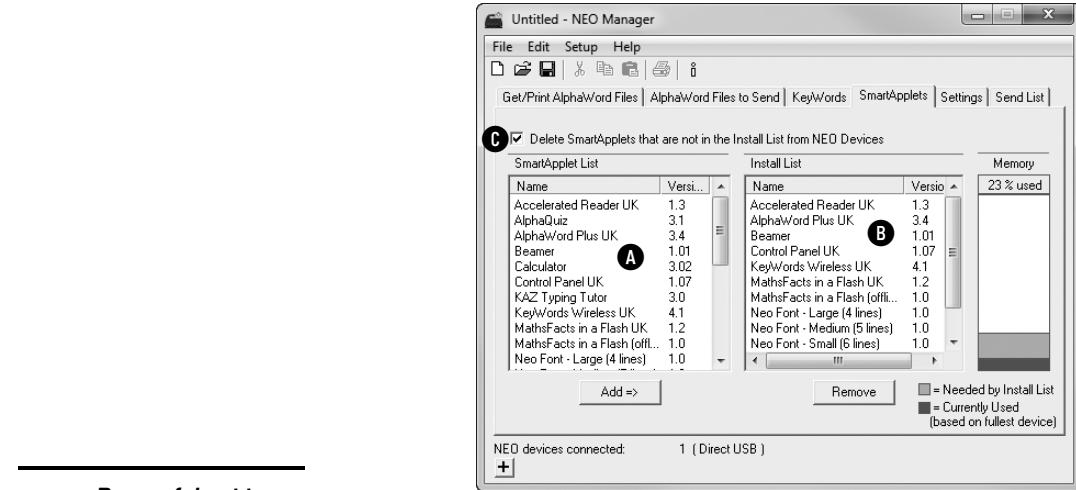
## SMARTAPPLETS

### Viewing SmartApplet Information in NEO Manager

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**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 for sending files to and from services such as Google Docs.

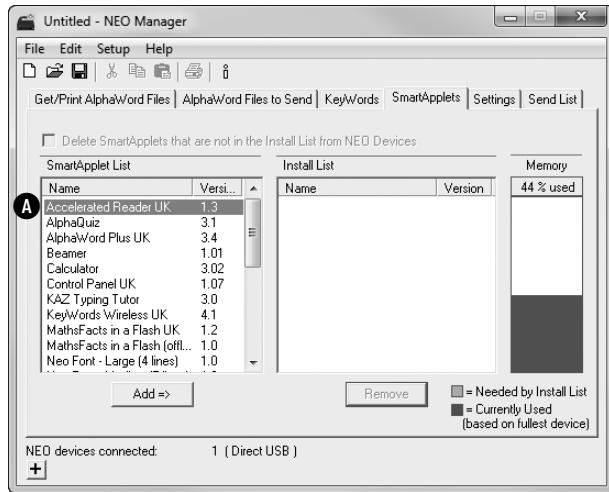
4. Tick the box above the SmartApplet list **C** to specify that all SmartApplets that are *not* in the Install List should be deleted from NEOs.
5. Click the **Send List** tab and verify that only the SmartApplets you want to keep on your NEOs are in the Send List.
6. If you have a SmartOption Bundle and you want to send the changed SmartApplet list to some NEOs, but not all of them, click **Select Devices**. Tick 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 156), 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 13) and connect your NEO (see page 8) or the SmartOption trolley.
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).

## 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 8) or the SmartOption trolley.
3. Next, follow the instructions for your type of computer:

#### Windows computers:

- a. If you download the SmartApplet from the website, 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 63.

#### Macintosh computers:

- a. If you download the SmartApplet from the website, 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 13).
- 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.

- SMARTAPPLETS

- Adding SmartApplets to the List in NEO Manager

## Adding SmartApplets That Have Already Been Installed

If you have installed a new or updated SmartApplet on your computer, and you do not 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 have 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

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

**Important:** You cannot use NEO 2 with more than one program at a time. If you have both AccelTest and Accelerated Maths 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 Maths 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 16).
- Assign a unique name to the Receiver/wireless network (see page 17).
- Install AccelTest, the 2Know! Toolbar or the Renaissance Responder client program (for Accelerated Maths). 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 program for Accelerated Maths, see the *Accelerated Maths 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 Bundle, you received AccelTest software with your NEO 2s. When you choose “Responder” as the marking method for assignments in AccelTest, pupils can use their NEO 2s to complete assignments instead of using Responders. If you choose “NEO 2 Only” as the marking method, pupils may only use NEO 2s. *Pupils can use NEO 2 to complete in-class assignments, but not homework.*

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

## Using NEO 2 in a Student-Paced Session in AccelTest

Student-paced sessions allow pupils to work on anything that has been assigned to them in the AccelTest class Gradebook except for Homework. Pupils 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 pupils 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 pupils have their student ID from the AccelTest Gradebook. (IDs are also available in the AccelTest Student ID Report.) Since NEO 2s do not have assigned owners, the student ID is always used to identify the pupil for assignments.

## Steps Pupils 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 have not 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**.
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.



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

**Note:** If the assignment is printed, it may include some questions that you cannot 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 <b>↑</b> and <b>↓</b> .
Go forward or back one question.	Press <b>⌘-?</b> . Arrows ( ) will appear to the right of the question number. As long as you see those arrows, you can press <b>↑</b> to go back one question or <b>↓</b> to go forward one question. Press <b>⌘-?</b> again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press <b>find</b> , type the question number, and press <b>enter</b> .
Go to the end of the question.	Press <b>⌘-↓</b> .
Go to the beginning of the question.	Press <b>⌘-↑</b> .
Switch between the question and answers in multiple-choice questions.	If both the question and the answer choices require scrolling, you can press the <b>tab</b> key or the <b>←</b> or <b>→</b> key to switch between the question and the answer. Then, use the <b>↑</b> and <b>↓</b> keys to scroll up or down.

8. When you have 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 are ready to leave that screen. The NEO 2 will go back to the 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.

- **RESPONDER SMARTAPPLET FOR NEO 2**
- Using NEO 2 to Complete Accelerated Maths Assignments

### Steps Pupils 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 have not 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**.
6. When the teacher tells you to do so, press **enter**. Then, choose an answer for the first question:
  - For multiple-choice questions, press the letter next to the answer you want to choose and press **enter**.
  - For true-false questions, press **T** for true or **F** for false and press **enter**.
  - For yes/no questions, press **Y** for yes or **N** for no and press **enter**.
  - For questions that ask you to enter a number, type the number and press **enter**.
  - For short-answer questions, type the answer and press **enter**.After you press **enter**, a message will tell you that your answer has been recorded. Repeat this step for each question in the session.
7. When the teacher ends the session, the teacher will ask you to press **enter** again. A message will tell you that there is no session. Leave **N** (no) selected and press **enter** again to finish.

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

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## Using NEO 2 to Complete Accelerated Maths Assignments

Pupils can also use NEO 2 to complete Accelerated Maths 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 Maths RP

Before pupils can complete Accelerated Maths assignments on NEO 2, you must do the following:

- Install NEO Manager on the teacher's computer (see page 12). This will also install or update the Renaissance Wireless Server Utility, which enables NEO 2 and the Renaissance Receiver to communicate with Accelerated Maths RP.
- Connect a Renaissance Receiver to the teacher's computer (see page 16).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver Network and make sure pupils know the name (see page 17).
- Install the Renaissance Responder client program on the teacher's computer (see the *Accelerated Maths Software Manual* on the Renaissance Place Manuals page).

- Pupils 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 Marking preference for each class.

## Using NEO 2 with Accelerated Maths RP

### Teacher Preparation Steps

1. Make sure your pupils 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 Maths RP user name and password. (To install the program and connect it to your Renaissance Place server, see the *Accelerated Maths Software Manual*.)

### Steps Pupils Follow to Complete Accelerated Maths 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 have not 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 <b>↑</b> and <b>↓</b> .
Go forward or back one question.	Press <b>⌘-?</b> . Arrows ( ) will appear to the right of the question number. As long as you see those arrows, you can press <b>↑</b> to go back one question or <b>↓</b> to go forward one question. Press <b>⌘-?</b> again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press <b>find</b> , type the question number and press <b>enter</b> .
Go to the end of the question.	Press <b>⌘-↓</b> .
Go to the beginning of the question.	Press <b>⌘-↑</b> .

## RESPONDER SMARTAPPLET FOR NEO 2

Using NEO 2 with the 2Know! Toolbar



If some pupils have not submitted their work before you end the session, you will be asked whether these scores should be recorded as is or saved for a later date. For details, see the Accelerated Maths Software Manual.

9. When you have answered the last problem, NEO 2 asks if you are ready to submit your work. If you are, press **Y** for yes and press **enter**. (If you are 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 pupils have finished their assignments, the teacher can click **End Session** in the Renaissance Responder program at the computer and close the program.

## Using NEO 2 with the 2Know! Toolbar

If you have your Renaissance Receiver connected and you have 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:



To help pupils 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 pupils type **A–E**, **T**, **F**, **Y**, **N**, **R** or **G**, answer bubbles appear (similar to the ones on Responders) to help pupils 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.

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 have not connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Receiver/computer connections). 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**, **J**, **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 18 characters long.

The teacher will let you know when you can send your answer to each question.

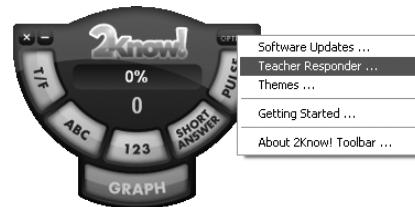
6. When you have finished answering questions, the teacher can shut down the 2Know! Toolbar program. The next time you press **enter**, NEO 2 will tell you there is no session and ask if you want to search for networks. Press **N** for no and press **enter** to go back to the SmartApplets menu.

## 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 have not connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Receiver/computer combinations). 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 minimise the Toolbar on your computer or maximise 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 have 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

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NEO 2 includes an Accelerated Reader SmartApplet that pupils can use to take Accelerated Reader RP Reading Practice Quizzes and Vocabulary Practice 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 pupils can use NEO 2 to take quizzes, you must do the following:

- Have Accelerated Reader RP on your Renaissance Place server.
- Install NEO Manager on the teacher's computer (see page 12). 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 is not, you can install it using NEO Manager (see page 63).
- Connect a Renaissance Receiver to the teacher's computer (see page 16).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver Network and make sure pupils know the name (see page 17).
- Also in the utility, enter the address or RPID of your Renaissance Place server in the Renaissance Place Settings (see page 18).

## How Pupils Take Quizzes in the Accelerated Reader SmartApplet on NEO 2

### Things to Check Before Pupils Start Quizzing on NEO 2



*The same Accelerated Reader preferences apply to pupils 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 have done all the tasks listed in the previous section.
- In Accelerated Reader RP, set the School and Classroom Pupil Quizzing preferences for your class. (See the *Accelerated Reader Software Manual* for instructions.)
- Pupils need to know this information before they start taking quizzes on NEO 2s:
  - The name you gave the Renaissance Receiver Network (see page 17). Pupils will need to choose a Renaissance Receiver Network when they take quizzes.
  - Their Renaissance Place user names and passwords. You can get this information from the Accelerated Reader RP Pupil Information Report.
  - The quiz number. On NEO 2, pupils may only search for quizzes by quiz number. If pupils will be using NEO 2s to take quizzes on a regular basis, consider including quiz numbers on your Accelerated Reader book labels.
- If you have younger students, explain how the questions and answers are displayed on the screen and how to use the arrow keys to scroll through questions or answers.

## Steps for Taking a Quiz on NEO 2



*The name that you  
gave the  
Renaissance*

**Receiver Network** is the one pupils will see in the Networks list. See page 17 to find out how to change the name.

1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while pupils 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 ↑ and ↓ keys to highlight the Receiver you want to connect to; then, press **enter**.

A screenshot of a menu titled "Network". It lists "Mrs. Garcia", "Language Arts", and "Renaissance Receiver". The "Mrs. Garcia" option is highlighted with a black bar.

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 will 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**.

A screenshot of a login interface titled "Login". It has fields for "User Name" and "Password". To the right is the "Accelerated Reader" logo, which consists of a stylized book icon with the text "Accelerated Reader" below it.

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; then, press **enter**. If you choose yes, go to step 12. If you choose no, the teacher or quiz monitor must enter the authorisation password.
7. If you are in more than one Accelerated Reader class, your classes will be listed. Use the ↑ and ↓ keys to highlight the class that you are taking this quiz for; then, press **enter**.

A screenshot of a list titled "Teacher/Class". It shows two entries: "Garcia" and "Stephenson". "Garcia" is highlighted with a black bar. To the right of the list is the name "Michael Delezo".

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

A screenshot of a list titled "Quiz Type". It shows two options: "Reading Practice" and "Vocabulary Practice". "Reading Practice" is highlighted with a black bar. To the right of the list is the name "Michael Delezo".

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

9. For Reading Practice Quizzes, the Find RP Quiz screen will appear next. Type the quiz number and press **enter**.

Find RP Quiz	Michael Delezo
Quiz Number:	

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

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

10. If the screen asks you how the book was read, use the arrow keys to select an answer; then, press **enter**.

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

11. The quiz title will be shown.

 You cannot substitute the NEO 2 master password for the authorisation password. You must use the authorisation password set in the Accelerated Reader RP School Pupil Quizzing preferences.

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

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

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

Start RP Quiz	Michael Delezo
The Berenstain Bears and the Escape of the Bogg Brothers	
by Stan Berenstain / Quiz Number 12751 EN	
↑ - The authorisation password preference is turned on.	
↓	
Authorisation password to allow:	

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

- There are date or time restrictions.
- You are not allowed to take quizzes.
- No pupils 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 do not 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 authorisation password and press **enter**.

---

12. 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 ↑ and ↓ keys. If the question is long and you need to scroll to see all of the question, you can use the ↑ and ↓ 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.

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

---

 **Your score is not affected by your answer to the question about how you liked the book.**

---

13. 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**.

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

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

<b>Ready To View Results</b> <b>Michael Delezo</b> <b>The Berenstain Bears and the Escape of the Bogg Brothers</b> by Stan Berenstain ATOS Book Level: 2.9 / Lower Grades	
Authorisation password to continue:	

15. The Score Summary will show you how you did on the quiz. It may also show you information about the points you have earned.

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

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

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

16. A TOPS Report may be sent to the default printer for the teacher's computer. Press **enter**.
17. 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 do not want to take it right now. Then, press **enter**.

Quiz Completed	Michael Delezo
Take the matching Vocabulary Practice Quiz? <b>(Y)(N)</b>	

18. 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 do not 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? <b>(Y)(N)</b>	

# MATHSFACTS IN A FLASH RP SMARTAPPLET ON NEO 2

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NEO 2 includes a MathsFacts in a Flash RP SmartApplet that pupils can use to practise or take tests right on the NEO 2. The Renaissance Receiver at the teacher's computer enables the pupil's NEO 2 work to be sent to MathsFacts in a Flash RP.

This SmartApplet is for school work; pupils work on practices and tests just as they would when they log in to Renaissance Place on a computer at school, and they can master levels. Pupils can use the MathsFacts in a Flash (offline) SmartApplet to practise on their own (see page 85).

## Preparing to Use NEO 2 with MathsFacts in a Flash RP

Before pupils can use the MathsFacts in a Flash RP SmartApplet on NEO 2, you must do the following:

- Have MathsFacts in a Flash RP registered on your Renaissance Place server.
- Install NEO Manager on the teacher's computer (see page 12). This will also install or update the Renaissance Wireless Server Utility, which enables NEO 2 and the Renaissance Receiver to communicate with MathsFacts in a Flash RP.
- Make sure the MathsFacts in a Flash RP SmartApplet is installed on your NEO 2(s). If it is not, you can install it using NEO Manager (see page 63).
- Connect a Renaissance Receiver to the teacher's computer (see page 16).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver Network and make sure pupils know the name (see page 17).
- Also in the utility, enter the address or RPID of your Renaissance Place server in the Renaissance Place Settings (see page 18).
- In Renaissance Place, make sure your pupils have been added to the database and enrolled in a MathsFacts in a Flash class.
- In MathsFacts in a Flash RP, set the Classroom preferences. (For instructions, see the *MathsFacts in a Flash Software Manual*.)

## How Pupils Do MathsFacts in a Flash RP School Work on NEO 2

### Things to Check Before Pupils Start Using the MathsFacts in a Flash RP SmartApplet on NEO 2

- Make sure you have done the tasks listed in the previous section.
- Make sure pupils know the name you gave the Renaissance Receiver Network (see page 17). Pupils will need to choose a Network when they work in the MathsFacts in a Flash RP SmartApplet.

- Make sure pupils know their Renaissance Place user names and passwords. You can get this information from the MathsFacts in a Flash RP Pupil Information Report.
- If you have younger pupils, explain how the questions and answers are displayed on the screen and how to select or enter answers.

## How Pupils Use the MathsFacts in a Flash RP SmartApplet

### Logging In and Choosing What to Work On

1. The teacher's computer must be on, with the Receiver connected. (Teachers can use the computer for other things while pupils are working in MathsFacts in a Flash.)
2. Turn the NEO 2 on by pressing **on/off**; then, press **applets**.
3. Press ↓ until the cursor is next to **MathsFacts in a Flash RP**. Then, press **enter**.
4. The first time you use the MathsFacts in a Flash RP SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Press ↑ or ↓ 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 will need to select another Receiver.)
5. When the program asks for your user name and password, type your user name and press **enter** or ↓. (You can also press the **tab** key or one of the other arrow keys to move between the two fields.) Then, type your password and press **enter**.



*The name that you gave the Renaissance Receiver is the one pupils will see in the Networks list. See page 17 to find out how to change the name.*



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



6. If you are in more than one MathsFacts in a Flash class, your classes will be listed. Press ↑ or ↓ to highlight the class that you are doing work for; then, press **enter**.
7. What you see next depends on what you have done in the software so far:

#### If you have not done any MathsFacts in a Flash work yet:

The screen will ask whether to start a test. Press **Y** for yes or **N** for no; then, press **enter**.

#### If you have worked in the software but have not mastered a level:

You are working at your current level. The screen will show your recent results. Press **enter**. Then, press ↑ or ↓ to choose whether to do a practice, take a test or exit the results screen.

#### If you have mastered at least one level:

The screen will ask whether you want to work at your current level or a level you have already mastered. Press ↑ or ↓ to choose what you want; then, press **enter**.

## Working at the Current Level

When you work at the current level, you may be asked whether to start a practice or test. If so, press **Y** for yes or **N** for no. Then, press **enter**.

If the screen shows you the results of your recent work without giving you choices, press **enter** to continue. Then, press  $\uparrow$  or  $\downarrow$  to choose what you want and press **enter**:

- To test at a new time target.
- To go to the next level.
- To exit. Exit takes you back to either the results screen or the choice between working at the current level or a previously mastered level.



*If you have beaten the best time target, no target (or a dash) is shown. In this case, you are simply trying to beat your best time.*

## Working at a Previously Mastered Level

If you choose to work at a previously mastered level, follow these steps:

1. Press  $\uparrow$  or  $\downarrow$  to highlight the level you want to work on; then, press **enter**.
2. You will be shown a time target and asked whether you want to start a test. Press **Y** to start the test or **N** not to start it; then, press **enter**.

## Answering Questions During a Practice or Test

During a practice or test, you will see questions like the one shown below.

39 of 40	○	Michael Delezo	
$16 - 6 =$	4	10	22
—	←	↓	→



*To change how pupils enter answers, teachers change the Question Type preference in MathsFacts in a Flash Renaissance Place. They can choose whether to have free-response or multiple-choice questions and whether to require pupils to select specific letters (shortcut keys) for answers. (If they choose to set shortcut keys, the arrow keys will still work as well.)*

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

- If you see arrows below the answers, press  $\leftarrow$ ,  $\downarrow$  or  $\rightarrow$  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. (You can also press  $\leftarrow$ ,  $\downarrow$ , or  $\rightarrow$  instead of the letters shown.)
- If you do not see any answer choices, type your answer and press **enter**.

### 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 (or it will fill in the correct answer if you need to type in the answers). Then, the program will give you the chance to choose or type the correct answer.
- During tests, you can press **esc** or **backspace** 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 authorisation password, your teacher must enter the MathsFacts in a Flash authorisation password.

- **MATHSFACTS IN A FLASH RP SMARTAPPLET ON NEO 2**
- How Pupils Do MathsFacts in a Flash RP School Work on NEO 2
- 
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## After a Practice or Test

After you finish the practice or test, the screen will show you how you did.

If the screen asks whether you want to practise now, press **Y** to practise or **N** not to practise now.

If the screen tells you to press **enter**, press it now. The next screen will give you choices. Press **↑** or **↓** to highlight the choice you want; then, press **enter**. Your choices might include:

- Whether to do another practice or test.
- Whether to do a practice, take a test or exit. (Exit takes you to the choice between working at the current level or a previously mastered level.)
- Whether to test (try) again at a new time target, try for a new target at another mastered level or move on to the next level. (Press **esc** to go back to the choice between working at the current level or a previously mastered level.)

A TOPS Report may also be sent to the default printer for your teacher's computer.



*The MathsFacts in a Flash TOPS Report Preference setting determines whether the report is sent to the printer automatically.*

## Logging Out of the SmartApplet

When you would like to stop working in the MathsFacts in a Flash RP SmartApplet, press the **applets** key. You will be logged out and will go back to the list of SmartApplets.

# MATHSFACTS IN A FLASH (OFFLINE) SMARTAPPLET

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The MathsFacts in a Flash (offline) SmartApplet for NEO 2 makes it easy for pupils to practise maths 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.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads](http://www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads) and install it on your NEOs (see page 63).

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

	MathsFacts in a Flash (offline) SmartApplet	MathsFacts 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 pupils work on practices and take tests?	Yes	Yes
Can pupils master levels?	No	Yes
Do changes to mastery time and preferences in MathsFacts 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 Pupil 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 pupils log in to Renaissance Place using a computer.
What problem format is used?	Assisted-response.	Depends on the setting of MathsFacts in a Flash preferences.

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

## Opening the SmartApplet

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

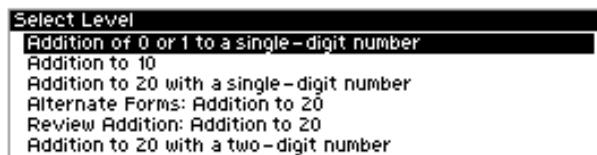
## Practising MathsFacts in a Flash Levels

Pupils follow these steps to practise a MathsFacts in a Flash level in the MathsFacts in a Flash (offline) SmartApplet. Practices include 20–40 problems.

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



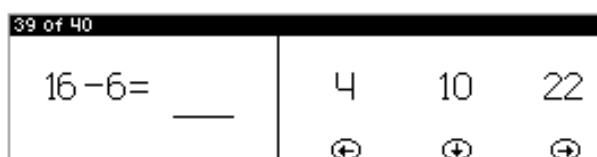
4. Next, use the arrow keys to highlight the level you want to practise. Then, press **enter**.



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

**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 90). You can also choose to clear the history when you print it (see page 89) or select the **Clear** option in the History menu (see page 91).

**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.

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.

- 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 Level screen.

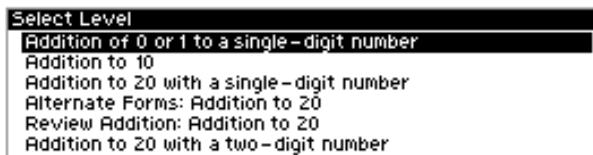
## Taking Tests

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

- Open the MathsFacts in a Flash (offline) SmartApplet (see page 86).
- Leave **Practice/Test** highlighted and press **enter**.
- Use the arrow keys to highlight the type of maths facts you want to take a test for as shown below. Then, press **enter**.



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



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



- 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.

- **MATHSFACTS IN A FLASH (OFFLINE) SMARTAPPLET**

- Viewing the History

- 

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 Level screen.

## Viewing the History

Pupils can view the history for one level or for all the work they have done in the MathsFacts in a Flash (offline) SmartApplet.

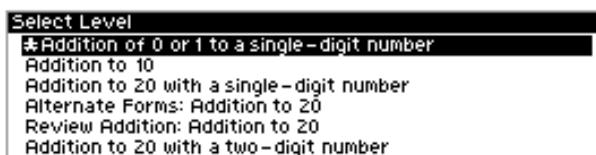
### Viewing the History for One Level

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

1. Open the MathsFacts in a Flash (offline) SmartApplet (see page 86).
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of maths 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.

## Viewing the History for All Practices and Tests

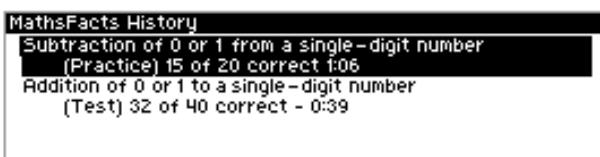
Pupils follow these steps to view the history of their practices and tests in the MathsFacts in a Flash (offline) SmartApplet.

1. Open the MathsFacts in a Flash (offline) SmartApplet (see page 86).
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 have 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

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

Before the history can be printed, you must have a Renaissance Receiver connected to your computer, and pupils need to know the name of the Renaissance Receiver. See “Setting Up the Renaissance Receiver and Using NEO 2’s Wireless Capabilities” on page 16.

1. Open the MathsFacts in a Flash (offline) SmartApplet (see page 86).
2. Use the arrow keys to highlight **History**; then, press **enter**.
3. Use the arrow keys to highlight **Print**; then, press **enter**.



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

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 **To find out how to name the Renaissance Receiver Network, see page 17.**

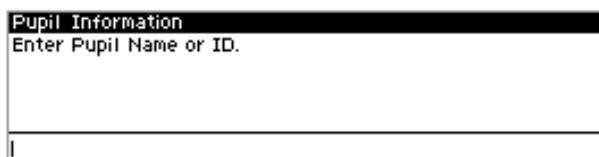
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- **MATHSFACTS IN A FLASH (OFFLINE) SMARTAPPLET**

- Sending the History to Renaissance Place

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, type 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 have 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

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

Before you follow these steps, print the MathsFacts in a Flash Pupil Information Report in Renaissance Place to get the PIN for each pupil.

The history will be sent to the Renaissance Place address (or RPID) that you set in the Renaissance Wireless Server Utility. See page 18.

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

1. In Renaissance Place, the teacher should print the MathsFacts in a Flash Pupil Information Report to get the PIN for each pupil. Then, give pupils their PINs. Each pupil will need his or her PIN to send the history to Renaissance Place.
2. Open the MathsFacts (offline) SmartApplet (see page 86).
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**.



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**.)



To find out how to name the Renaissance Receiver Network, see page 17.

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 do not want to go on, press **N** for no. Then, press **enter**.
7. Next, enter your MathsFacts in a Flash PIN from the Pupil Information Report. (Teachers who are following these steps enter the PIN for the appropriate pupil.) Then, press **enter**.
8. The NEO 2 will notify you when the history has been sent and cleared. Press **enter**.

## Clearing the History



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

Pupils follow these steps to clear (delete) the MathsFacts 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 MathsFacts (offline) SmartApplet (see page 86).
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 do not want to clear the history, press **N** for no, then **enter**.

# KEYWORDS WIRELESS SMARTAPPLET

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## 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 2 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 humour to keep lessons interesting.
- Typists learn patterns of keystrokes more quickly when they are not interrupted by immediate corrections. The KeyWords error-checking method emphasises 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 targets and view reports as learners test themselves.
- Speed increases with practice typing words and phrases instead of random letters. By practising 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 recognise and type letter combinations that occur frequently.

**If you will be using KeyWords Wireless on NEO 2 with KeyWords RP,** be sure to set the Renaissance Place address (or RPID) in the Renaissance Wireless Server Utility; see page 18.

## How the KeyWords Wireless 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 pupils are in Renaissance Place as well. See page 121.

1. Teachers add pupils, or learners add themselves as pupils. Teachers may also set pre-test levels for pupils (see page 110).
2. The pupil completes the Start Here! activity and the pre-test.
3. The pupil selects a group of keys to learn. (Teachers may require pupils to complete the lessons in order; see page 109.)
4. The pupil works through the activity for learning the new keys.
5. The pupil uses the accuracy and speed builder activities.
6. The pupil takes an accuracy and speed test.
7. The pupil or teacher checks pupil progress using reports on the NEO, or the teacher synchronises the KeyWords data with Renaissance Place and views reports in the KeyWords RP program.
8. After completing all lessons, the pupil takes a post-test.

## Starting the KeyWords Wireless SmartApplet



If KeyWords Wireless is not installed on your NEO 2, see page 63 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 Wireless**; then, press **enter**.

Select a SmartApplet and press enter:  
↑ Accelerated Reader 1.2  
- KeyWords Wireless 4.1  
↓ MathsFacts in a Flash RP 1.2

3. You will see this KeyWords startup screen:

Select your name or choose to add a pupil:	KeyWords
Teacher options	
Add a pupil	

## Adding Pupils to NEO 2s Using NEO Manager

**Note:** If you have chosen to use KeyWords in offline mode on NEO 2 (see page 110), to add pupils, follow the instructions in “Adding a Pupil to the KeyWords SmartApplet in Offline Mode” on page 98.

You can add pupils to NEO Manager on your computer first. Then, pupils can choose **Add a pupil**, log in (see page 97) and start learning to keyboard.

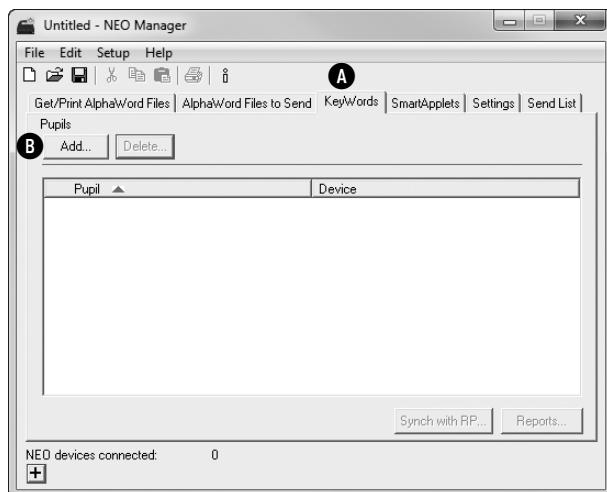
In NEO Manager, you can add pupils one by one or import them from a file or from Renaissance Place.

- KEYWORDS WIRELESS SMARTAPPLET
- Adding Pupils to NEO 2s Using NEO Manager

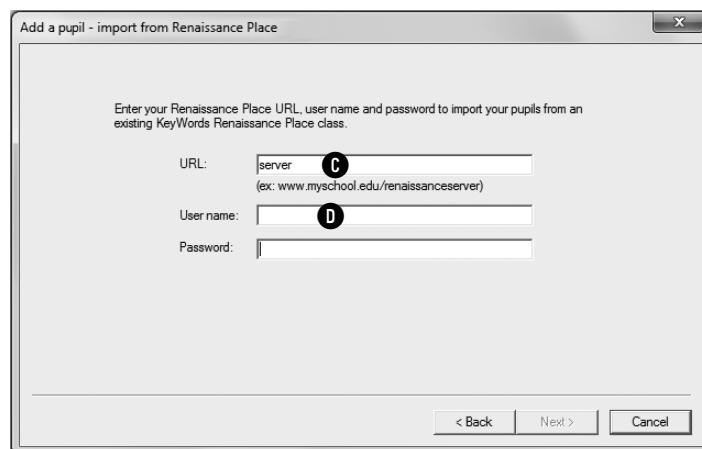
## Importing Pupils from Renaissance Place into NEO Manager

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

1. Start NEO Manager on your computer (see page 13).
2. Click the **KeyWords** tab **A**.

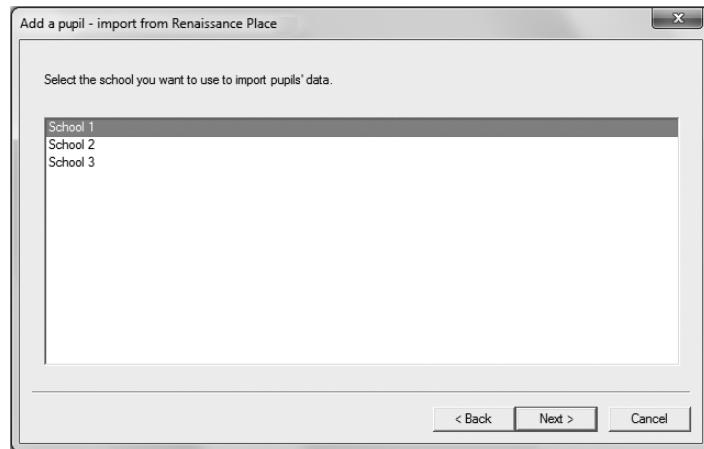


3. Click **Add** **B**.
4. Click the **Import from Renaissance Place** option. Then, click **Next >**.
5. Enter the address that you use to go to Renaissance Place in your web browser **C**.

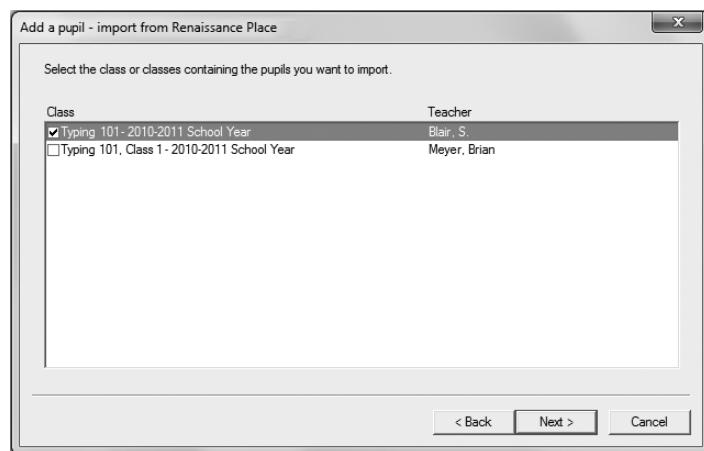


6. Enter the user name and password that you use to log in to Renaissance Place **D**. Click **Next >**.

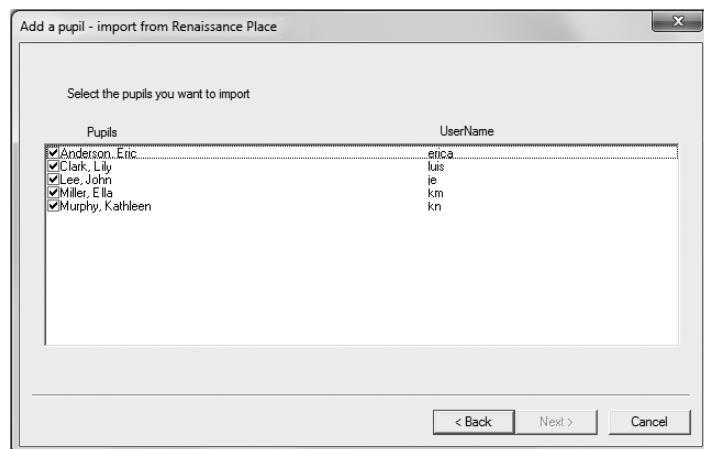
7. If there is more than one school in Renaissance Place, click your school; then, click **Next >**.



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



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



10. Read the summary. Then, click **Import** to import the pupils.

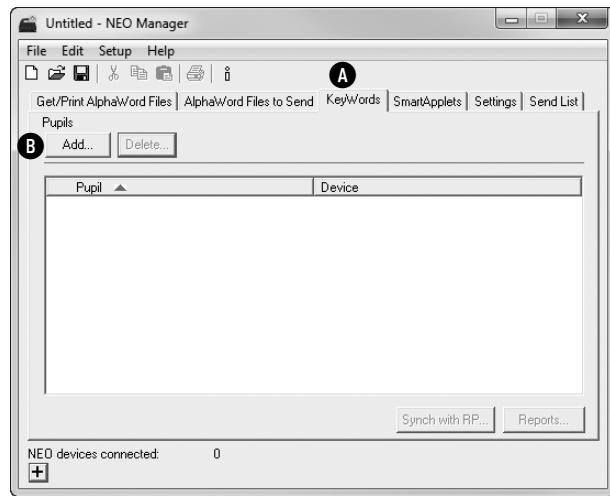
- KEYWORDS WIRELESS SMARTAPPLET
- Adding Pupils to NEO 2s Using NEO Manager

- Click **Done** after the pupils have been imported.
- The pupils will be listed on the KeyWords tab. To add the pupils from NEO Manager to each NEO (or to have the pupils add themselves by logging in), see “Adding Pupils to NEO 2s from NEO Manager” on page 97.

## Manually Adding Pupils in NEO Manager

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

- Start NEO Manager on your computer (see page 13).
- Click the **KeyWords** tab **A**.

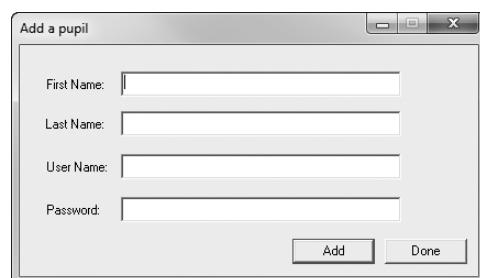


- Click **Add** **B**.
- Click the option **Manually enter pupil names**. Then, click **Next >**.
- Enter each pupil's first name, last name and the user name and password that you want the pupil to use to log in to KeyWords. Then, click **Add**. Repeat this step for each pupil.



*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.



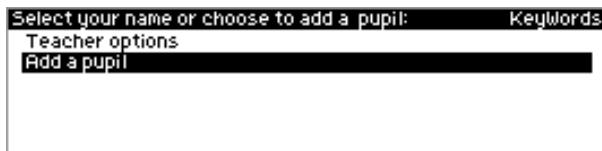
- Click **Done** after adding the last pupil.
- The pupils will be listed on the KeyWords tab. To add the pupils from NEO Manager to each NEO (or to have the pupils add themselves by logging in), see “Adding Pupils to NEO 2s from NEO Manager” on page 97.

## Adding Pupils to NEO 2s from NEO Manager

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

**Note:** Whether you are adding the pupils or they are adding themselves, the Pupil Information Report in NEO Manager gives you a helpful list of pupils' user names and passwords. See page 117.

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

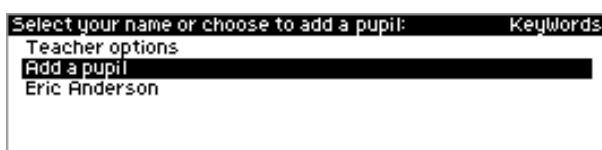


If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you will need to select another Receiver.)

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



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



Teachers may want to set pupils' pre-test levels before they begin working in KeyWords. You can set each pupil's level to Beginning Typist, Intermediate Typist or Advanced Typist. This determines what the pupil will be asked to do in the test. To set the pre-test level, see page 110.

- KEYWORDS WIRELESS SMARTAPPLET
- Adding a Pupil to the KeyWords SmartApplet in Offline Mode

## Adding a Pupil to the KeyWords SmartApplet in Offline Mode



**Add each pupil to just one NEO to avoid confusion in reports.**

The pupil can only use KeyWords on a NEO where he or she has been added, and limiting the pupil to work on a single NEO will help you accurately monitor the pupil's progress through KeyWords lessons.



If you make a mistake, press backspace 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.

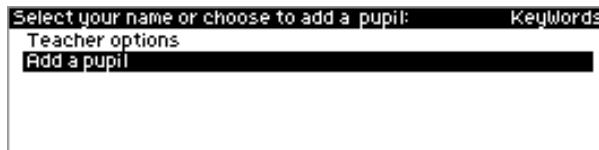


These steps describe how to add a pupil to the KeyWords SmartApplet. If you want to use KeyWords RP for reports, you will need to add pupils in Renaissance Place as well.

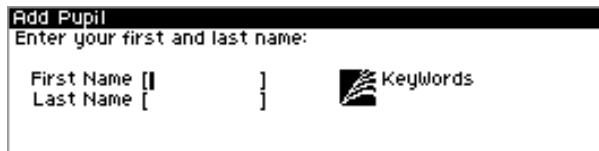
Use this method to add your pupils to the KeyWords SmartApplet if you do not have a Renaissance Receiver, and you are using the KeyWords SmartApplet in offline mode (see page 110).

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

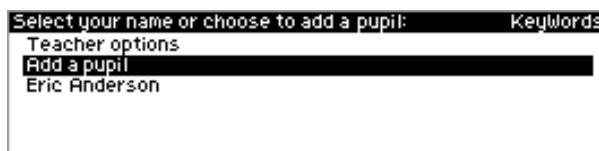
- After starting KeyWords, press the ↓ key to move down to **Add a pupil**; then, press **enter**.



- Enter the pupil's first name, press **enter** and enter the pupil's last name. Then, press **enter**.



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



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

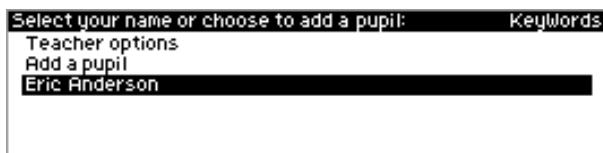
You may want to set your pupils' pre-test levels before they begin working in KeyWords. You can set each pupil's level to Beginning Typist, Intermediate Typist or Advanced Typist. This determines what the pupil will be asked to do in the test. To set the pre-test level, see page 110.

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

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

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

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

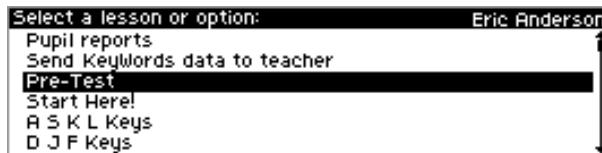


2. Next, you might be asked to choose a network, or you might be asked if you want to stay connected to a specific network. Networks are Renaissance Receivers connected to teacher computers. The teacher should tell you which Receiver to use.
  - If the screen lists the networks, use the up and down arrow 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 will be asked to choose a different one.

3. Type your KeyWords password and press **enter**. (If you do not 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.

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

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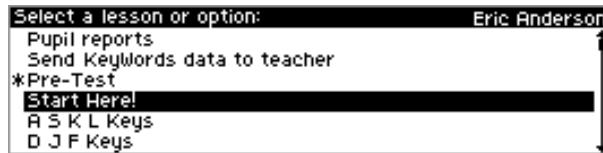


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 **The teacher can set the difficulty level of the pre-test and post-test;** see page 110 to find out how to change it on the NEO 2 itself or page 115 to find out how to change the level for multiple pupils and NEOs using NEO Manager.

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- 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 have 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 109 and page 115). 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.*

- To start the first lesson, select **Start Here!** and press **enter**.
  - Follow the instructions on the NEO 2 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 RP resources. For more about the resources available to KeyWords teachers, see page 125.
- 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 101.
    - Take accuracy and speed test** lets you test your proficiency using these keys. For more information, see page 102.

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 are 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 in the KeyWords RP resources. See page 125.

## Building Accuracy and Speed



**You cannot 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.

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 practise your newly learned keystrokes with whole words and phrases. It emphasises precision, not momentum. KeyWords presents passages of small words or letter patterns to type.

Accuracy Builder	Eric Anderson
Type carefully:	
all all all	
I	

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.

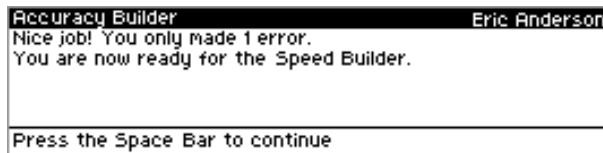
KeyWords compares your accuracy (number of errors) to the passing criteria (see page 111).

If you do not meet the passing criteria, a message will tell you to type more carefully so you make fewer mistakes, and you will not go to the speed builder. Instead, you will be asked if you want to try the Accuracy Builder again; if you want to do this, leave **Y** selected and press **enter**.

Accuracy Builder	Eric Anderson
You made 22 errors.	
You need 12 errors or less.	
Please type more carefully so you make fewer mistakes.	
Do you want to try the Accuracy Builder again? <input checked="" type="radio"/> <input type="radio"/>	

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

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.

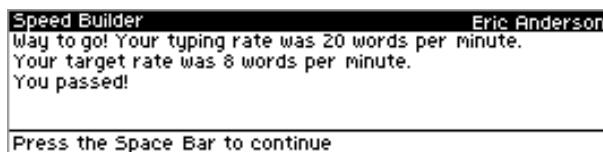


## Speed Builder

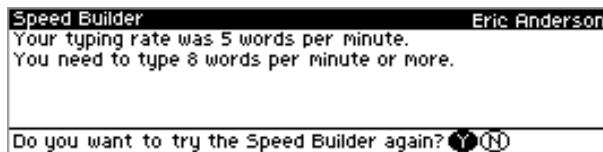
After you pass the accuracy activity, KeyWords gives you a speed builder activity. You cannot go straight to the speed builder activity; it always starts automatically after you pass the accuracy activity. Even if you have completed the accuracy activity before, you must go through it again before you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

KeyWords shows you your target before the activity, and afterwards, it shows you whether you met the target. (For more about targets, see page 111.) Targets 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 target.

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



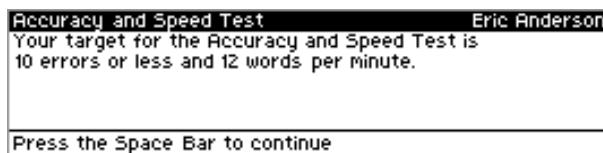
If not, you will see a message like the one below. After you press the space bar, you will see a message asking if you want to try the speed builder again. Press **Y** for yes or **N** for no.



## 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 targets 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 have finished the test, the screen shows your accuracy and speed scores, your target and whether you passed for accuracy and for speed. Note that you may pass either accuracy or speed without passing the other.

Accuracy and Speed Test			Eric Anderson
Your Score 40 WPM	Your Target 8 WPM	Passed Yes	
5 Errors	10 Errors	Yes	
Press the Space Bar to continue			

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

- If you are running KeyWords Wireless in offline mode (see page 110), you will return to the lesson screen.
- If you are running KeyWords Wireless in online mode (see page 110), you may 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.

## Completing the Post-Test



*The teacher can set the difficulty level of the pre-test and post-test; see page 110.*

After the pupil 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 Pupils Check Progress Using Reports

Pupils 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 108. Reports are also available in KeyWords RP in Renaissance Place; see page 121.



**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 9) or print it (page 10); if you use a monospace font like Courier, the report will have its proper formatting.**

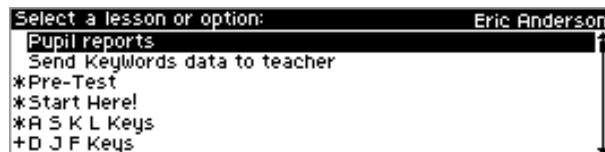
- **Pupil Progress Report:** This report includes all the lessons the pupil has worked on. It shows the keys that the pupil did each lesson for, the pupil's targets for words per minute (WPM) and accuracy and the pupil's actual scores. It also shows whether the pupil has passed the accuracy and speed test, and it lists the accuracy and speed builders that the pupil 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 targets 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 pupil's target for words per minute (WPM), the pupil's actual words per minute, the pupil's target for errors, the pupil's actual number of errors and whether the pupil 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 targets do not apply and since there is no separate accuracy and speed test.

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

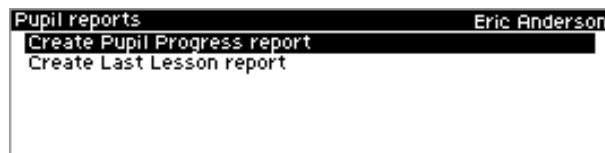
- Choose to print it.
- Send it directly to the computer that has the Receiver attached.
- Send it to an AlphaWord Plus file on the NEO 2. Sending reports to AlphaWord Plus is useful because if you are using several NEO 2s with NEO Manager, you can use that program to retrieve the files from multiple NEOs at the same time (see page 41). You can then view, save or print the reports.

Follow these steps to create a report:

1. In KeyWords, select your name (or your pupil's name) from the pupil list and press **enter**.
2. If you are using KeyWords in online mode (see page 110), you may be shown a list of Networks (Receivers connected to computers) that are available. Use the **↑** and **↓** 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 will need to select another Receiver.)
3. Type the password and press **enter**.
4. On the Select Lesson or Option screen, press **↑** to move up to **Pupil reports** at the top of the list. Then, press **enter**.



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



6. 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 network 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 8). 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 is 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.

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

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 **If file passwords are enabled for AlphaWord Plus (see page 57), you must enter the password for the file you have chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.**

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

Pupils can follow these steps to send their KeyWords data to NEO Manager. Although the pupil'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 pupil did not take a test.

---

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

Once pupils send data to NEO Manager, teachers can synchronise it with Renaissance Place (see page 122) so that they can see the information on KeyWords RP reports. (Teachers can also send all pupils' KeyWords data from a specific NEO 2 to NEO Manager; see page 109.)

**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 110) or you do not have a Renaissance Receiver, you need to connect the NEOs to your computer to collect and report on the data.

## KEYWORDS WIRELESS SMARTAPPLET

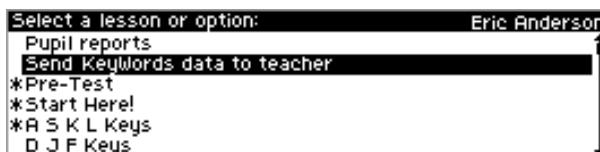
Teacher Options

1. In KeyWords, select your name (or your pupil's name) from the pupil 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 ↑ and ↓ 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 will need to select another Receiver.)

3. Type the password and press **enter**.
4. On the Select a Lesson or Option screen, press ↑ 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 targets, the Teacher Options in KeyWords allow you to do the following:



You can also change these settings in

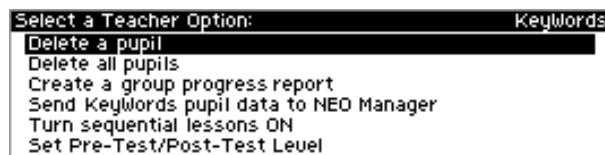
**NEO Manager.** Click the **Settings** tab, then click **KeyWords Wireless** on the left to see the settings you can change. For more about changing settings for KeyWords or other SmartApplets, see page 148.

- Delete one or more KeyWords pupils.
- Create a Group Progress Report.
- Send KeyWords data for all pupils to NEO Manager.
- Require pupils to complete the lessons in order.
- Set the pre-test and post-test level for each pupil.
- Set KeyWords Wireless to offline mode.
- Set custom words per minute or error targets or reset targets to the default.
- Set whether pupils 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.

**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 135).

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 Pupils

Within the teacher options, you can choose to delete one or more KeyWords pupils from the NEO. This does not delete pupils from KeyWords RP or from NEO Manager. (To delete pupils from NEO Manager, see page 119.)

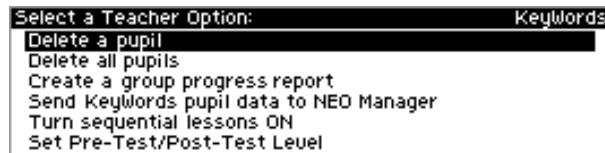
**Important:** After you delete a KeyWords pupil, there is no way to recover that pupil's work. Make sure you want to permanently delete the pupil's work before following the steps below.

Follow these steps:



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

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



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

## Creating a Group Progress Report



*Pupils can view Progress Reports and Last Lesson Reports. See page 104.*

*Reports are also available in KeyWords in Renaissance Place; see page 121.*



*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 57), you must enter the password for the file you have chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.*

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

- the pupil's targets
- actual performance for speed and accuracy
- whether the pupil passed the accuracy and speed test

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

The report includes only those pupils 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 135.)
3. Select **Create a group progress report** and press **enter**.
4. 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 Networks 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 8). 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 is 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 pupil'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.

## Sending All KeyWords Pupil Data from NEO 2 to NEO Manager

When you use KeyWords Wireless on NEO 2 in online mode (see page 110), data for each pupil's KeyWords work is sent to NEO Manager after each Accuracy and Speed test. Pupils can also send their KeyWords data to NEO Manager at any time (see page 105).

At times, you may need to send all KeyWords data from a specific NEO 2 to NEO Manager. This sends the data for all pupils 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 pupil 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 do not 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 will 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 Pupils 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 Wireless** on the left, and choose **Yes** or **No** after **Require Sequential Lessons**. Then, send the change to your NEOs.*

If you want your pupils 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 is off) or off (if it is on). If you want to change the setting, press **Y** for yes. Press **enter** to finish changing the setting.

- KEYWORDS WIRELESS SMARTAPPLET
- Setting a Pre-Test and Post-Test Level for KeyWords Pupils

## Setting a Pre-Test and Post-Test Level for KeyWords Pupils

Before your pupils begin working in KeyWords, you may want to set the pre-test and post-test level to indicate whether the pupil 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	Year Level	Year Level Equivalent Score	Number of Words	Number of Unique Letters	Number of Punctuation Marks
Beginning Typist	1 minute	2–3	1.7	22	19	2
Intermediate Typist	2 minutes	4–5	3.0	46	24	4
Advanced Typist	4–5 minutes	6–7	4.1	91	26	6



*In NEO Manager, you can change the pre-test/post-test level for all existing pupils (but not new ones you will add later). With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **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 pupils; see page 116.*

Follow these steps to set the level for the KeyWords pupils 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 pupil who needs the level set. Then, press **enter**.
5. If the pupil has already completed either a pre-test or post-test, the next screen will tell you that. If you want to continue, press **Y** for yes, then enter. (If you do not want to proceed, leave **N** selected and press **enter**.)
6. The next screen shows the current pre-test and post-test level for the pupil. (The default is Intermediate Typist.) Use the up and down arrow keys to choose a different level. Then, press **enter**.
7. If you want to set the level for another pupil, repeat steps 4–6. When you have finished, press **esc** until you have gone back to the screen that you need.

## Setting KeyWords Wireless to Offline Mode

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 pupils in NEO Manager (see page 93), and when you choose to add them on NEO 2 (see page 93), you can simply enter their user names and passwords. After pupils take an Accuracy and Speed test, their data is automatically sent to NEO Manager. Pupils 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 pupils manually on each NEO 2 (see page 98).

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 pupil 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 Targets for KeyWords Pupils

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

When you set targets, you are setting them for all lessons and all pupils who use this NEO. You cannot set different targets for different pupils who are using the same NEO. The targets apply to all accuracy and speed builders and to tests.

### Teacher-Set Targets Versus the Default Automatic Targets

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

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

Lesson	Accuracy/Error Target (Maximum)	Words per Minute (WPM) Target (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

- KEYWORDS WIRELESS SMARTAPPLET
- Setting Speed and Accuracy Targets for KeyWords Pupils

Lesson	Accuracy/Error Target (Maximum)	Words per Minute (WPM) Target (Minimum)
X. Keys	8	18
C, Keys	8	20
MV Keys	8	22
NB Keys	8	22
" ' ! Keys	8	14
Number Keys	6	14
Post-Test	NA	NA

If you have set targets in the teacher options and you want to go back to the default automatic targets that are shown in the table, see the instructions on page 113 to reset targets to the default.

## How to Set Targets Manually in the Teacher Options



You can also set KeyWords targets in NEO Manager. With

the NEO(s) connected, click the **Settings** tab in NEO Manager and click **KeyWords Wireless** on the left. Then, enter values for the custom WPM and error targets and send the changes to your NEOs.

Follow these steps to set new targets that are the same for all pupils 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 targets** and press **enter**.
4. The screen shows the current words per minute target. Type the new target 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 target is currently set to 8.  
Enter the new words per minute target (1-99).

5. The screen shows the current maximum number of errors allowed target. Type the new target 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 target is currently set to 12.  
Enter the new maximum number of errors allowed target (0-99).

You will return to the teacher options list.

## Resetting Targets to the Default



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

Follow these steps to change back to the default targets, which change as pupils progress through the lessons. (See the table that starts on page 111.) Resetting the targets does not affect work that pupils have already done.

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Reset WPM and error targets to default** and press **enter**.
4. You will be asked whether you want to reset the targets. Press **Y** for yes or **N** for no; then, press **enter**. If you choose **Y**, a message will tell you that the targets have been reset. Press the **space bar** to go back to the teacher options.

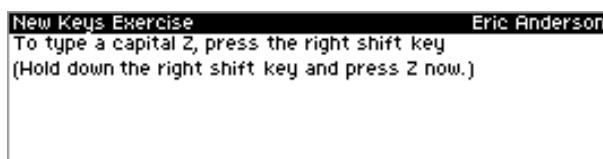
## Choosing Whether to Enforce Use of the Correct Shift Key



**You can also change this setting in NEO Manager.** With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords 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, pupils 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 pupils 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 is off) or off (if it is on). If you want to change the setting, press **Y** for yes; if not, press **N** for no. 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 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 pupils press the home row keys (**A S D F J K L ;**) in sequence during lessons. When this option is turned on, pupils see the message below at the beginning of each accuracy and speed builder activity and each test.

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

Pupils 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 will not 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 is off) or off (if it is on). If you want to change the setting, press **Y** for yes. 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 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 sentences, but in the teacher options, you can change the number of spaces that you want your pupils 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. 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:

- It lets you add your KeyWords pupils or import them from Renaissance Place (see page 93). After you have done that, you can easily add your pupils 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 Bundle with an AlphaHub, NEO Manager lets you change 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 synchronise that data with the KeyWords program in Renaissance Place, allowing you to use that program to generate reports. (See page 122.)

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

## Setting KeyWords Wireless Options in NEO Manager

The KeyWords Wireless SmartApplet settings that you can change in NEO Manager are the same ones that you can change on the NEO itself in the Teacher Options. However, changing the settings in NEO Manager is sometimes faster because you can make all setting changes in one window, and you can change settings for all NEOs that are connected to your computer.

The following table describes the KeyWords Wireless 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 cannot 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 <b>Yes</b> or <b>No</b> .	Press <b>applets</b> , move the cursor down next to <b>KeyWords</b> , and press <b>ctrl-⌘-L</b> . Then, enter the master password and press <b>enter</b> . <b>[ ]</b> will appear next to KeyWords in the list.
Delete all pupils	Deletes all pupils who have been added to KeyWords and their KeyWords data. Click <b>Yes</b> or <b>No</b> . <b>Note:</b> In NEO Manager, you can delete all pupils, but not individual pupils. To delete one pupil, use the KeyWords teacher options on the NEO.	You can delete one pupil or all pupils in the teacher options in KeyWords. (See page 107.)
Enable pupil offline mode	This sets the KeyWords Wireless 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 pupil 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. Click <b>Yes</b> or <b>No</b> .	You can also find this setting in the teacher options in KeyWords. (See page 110.)
Require sequential lessons	Determines whether KeyWords pupils must complete the KeyWords lessons in the order they are listed. Click <b>Yes</b> or <b>No</b> .	You can also find this setting in the teacher options in KeyWords. (See page 109.)

- KEYWORDS WIRELESS SMARTAPPLET
- Using NEO Manager with KeyWords
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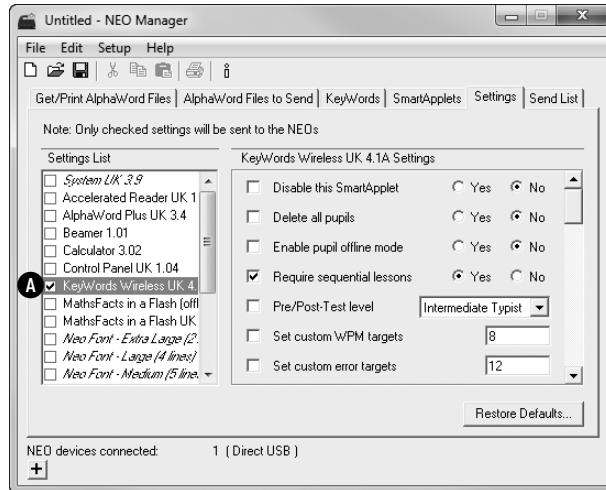
Setting	What It Does	Where to Find on the NEO
Pre/Post-Test level	Sets the pre-test and post-test level for all new and existing pupils to Beginning Typist, Intermediate Typist or Advanced Typist. The level determines the content of the pre-test and post-test for each pupil. Choose a level from the drop-down list.  <b>Note:</b> If you update the KeyWords Wireless SmartApplet from NEO Manager, and <b>Replace SmartApplets on device with SmartApplets from Computer</b> is ticked in the NEO Manager preferences, all pupils' 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 pupil. (See page 110.)
Set custom WPM targets	Sets a specific words per minute (WPM) speed target for all pupils and all lessons. This overrides the automatic progression of targets that KeyWords normally uses (see page 111). Type the minimum words per minute you want pupils to achieve. (The default is 8.)	You can set targets in the teacher options in KeyWords. (See page 112.)
Set custom error targets	Sets a specific target for maximum errors allowed per activity for all pupils and all lessons. This overrides the automatic progression of targets that KeyWords normally uses (see page 111). Type the maximum errors you want pupils to be allowed. (The default is 12.)	You can set targets in the teacher options in KeyWords. (See page 112.)
Reset WPM/error targets to default	Resets targets to the ones used by default in KeyWords (see page 111). Click <b>Yes</b> or <b>No</b> .	You can reset targets in the teacher options in KeyWords. (See page 113.)
Turn Require correct shift key OFF	Determines whether KeyWords checks to make sure that pupils use the shift key opposite the letter they are typing to make that letter uppercase. If pupils use the wrong shift key, they will see a message asking them to use the other shift key. Click <b>Yes</b> or <b>No</b> .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 113.)
Turn Home Row confirmation ON	Determines whether KeyWords requires pupils 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 pupils used to placing their hands on the home row. Click <b>Yes</b> or <b>No</b> .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 114.)
Set spaces between sentences	Determines whether pupils are required to type one space or two between sentences. Click <b>1</b> or <b>2</b> .	You can change the spaces required between sentences in the teacher options in KeyWords. (See page 114.)

Follow these steps to change KeyWords options in NEO Manager.

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. Click the **Settings** tab in NEO Manager.

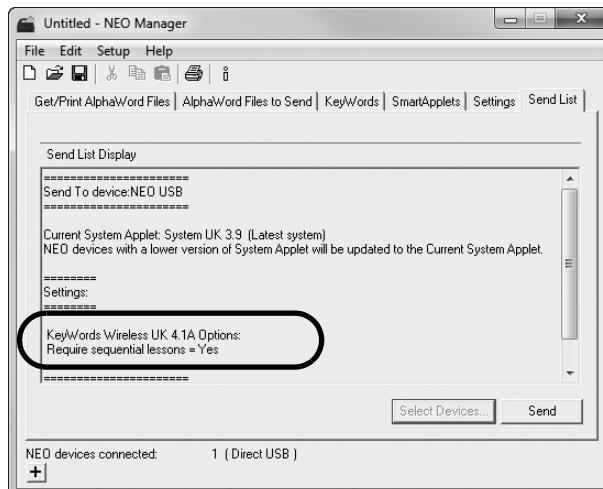
- Click **KeyWords Wireless** A in the list of SmartApplets on the left as shown.

**If KeyWords Wireless is not in the Settings list, one or more of the connected NEOs does not have KeyWords Wireless installed.** To install it on all connected NEOs, click the **SmartApplets** tab, click **KeyWords Wireless** in the list and click **Add**. (Once you have chosen to install it, you can change the settings.) Then, send the SmartApplet to the NEOs (see page 63).



**To restore all KeyWords settings to the defaults, click **Restore Defaults** at the bottom of the window.**

- Make changes as needed to the settings listed on the right. (Make sure the box is ticked for each setting you are changing. As you change settings, notice that the **KeyWords Wireless** box is automatically ticked on the left.)
- Click the **Send List** tab and make sure that your changes are listed.



- If you have multiple NEOs and you want to limit the changes to certain NEOs, click **Select Devices**. Then, tick the NEOs that should get the changes, and click **OK**.
- Click **Send**.

## Retrieving KeyWords Data and Generating Reports in NEO Manager

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

**Note:** If KeyWords Wireless is being used in online mode (see page 110), pupils' KeyWords data is automatically sent to NEO Manager after each Accuracy and Speed test, and the pupil can send the data to NEO Manager at any time (see page 105). Teachers can also send all KeyWords data from a specific NEO 2 to NEO Manager (see page 109).

**KEYWORDS WIRELESS SMARTAPPLET**  
Using NEO Manager with KeyWords

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.

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

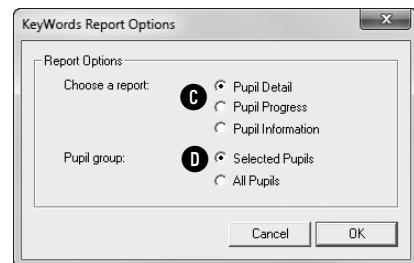
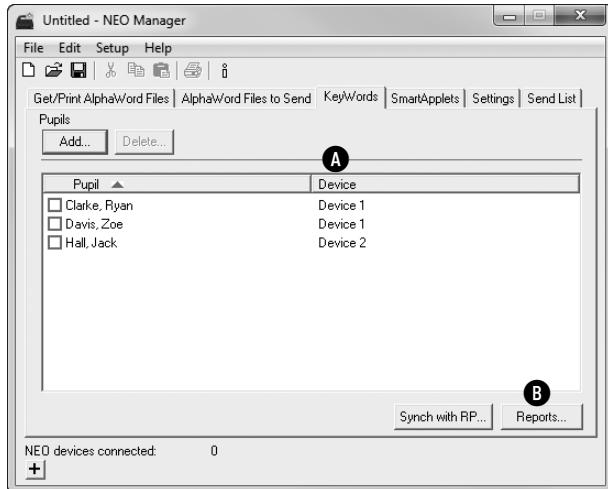
3. Tick the boxes next to the pupils or devices (NEOs) you want to include in reports and click **Reports B**. (If you do not tick any pupils, the program will assume you want to include all pupils listed.)

4. First, click the report you want to generate: **Pupil Detail**, **Pupil Progress** or **Pupil Information C**:

- The Pupil Detail Report lists each pupil's information separately. For each lesson, the report includes the targets, actual words per minute and errors, whether the lesson was passed and the accuracy and speed builders completed.
- The Pupil Progress Report includes information on each pupil's latest lesson, including the targets, actual words per minute, actual errors and whether the lesson has been passed.
- The Pupil Information Report includes your pupils' first names, last names, user names and passwords. This is useful if you have added your pupils in NEO Manager (see page 93) and you want to give pupils their user names and passwords so they can log in.

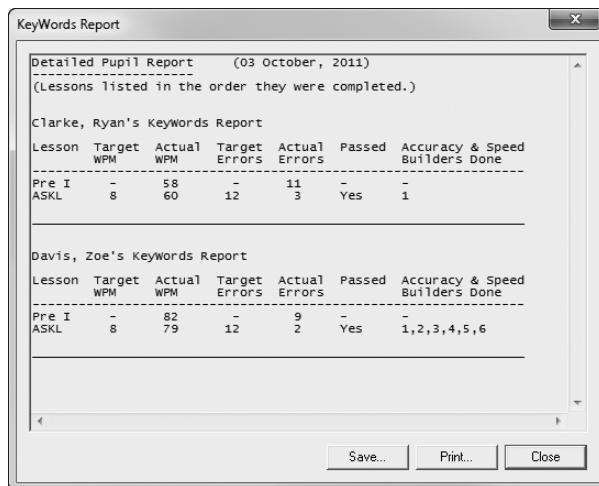
Next, click the group you want to include: the selected (ticked) pupils or all pupils **D**. Click **OK** to continue.

5. If you chose the Pupil Information Report, you will be asked to enter the master password. (For more about that password, see page 135.) After entering the password, click **OK**.



**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 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**.

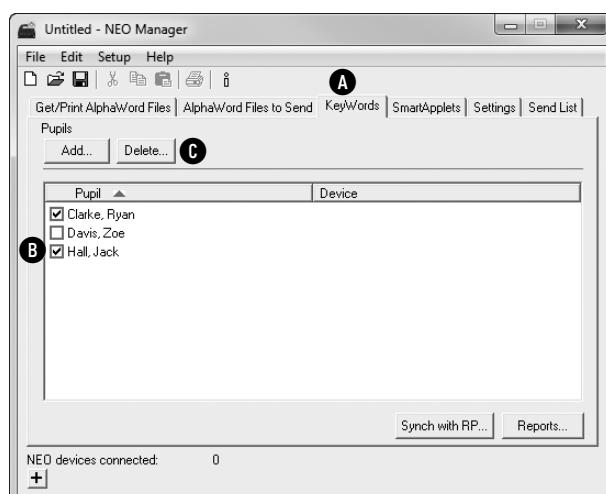
To print the report, click **Print**, choose your printer and click **OK** (Windows) or **Print** (Macintosh).

To close the report window, click **Close**.

## Deleting KeyWords Pupils from NEO Manager

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

- Start NEO Manager on your computer (see page 13).
- Click the **KeyWords** tab **A**.



- Tick the box **B** in front of the pupil(s) that you want to delete from NEO Manager.

4. Click **Delete** .
5. A message will remind you that this will remove the pupils and their data and that this cannot be undone. If you want to continue, click **Yes**; the pupil name will be deleted from the list.

## Resetting KeyWords Pupils Using NEO Manager

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

- Delete all KeyWords pupils that have been added in NEO Manager (see page 93).
- Delete all KeyWords pupils from connected NEOs.



*If any of your NEOs are not connected when you select this command, you can manually delete the KeyWords pupils from that NEO 2; see page 107.*

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 13).
2. Connect your SmartOption trolley to your computer, or connect a single NEO (see page 8).
3. In NEO Manager, click the **Setup** menu and choose **Reset KeyWords Pupils**.
4. In the message that appears, if you want to continue, click **Yes**. (If not, click **No**.) If you click Yes, the KeyWords pupils 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 pupil work in KeyWords:

Reports	Where or How to Generate them
<ul style="list-style-type: none"> <li>• Pupil Progress Report</li> <li>• Last Lesson Report</li> </ul>	Pupils can generate these reports on the NEO from within KeyWords. See page 104.
<ul style="list-style-type: none"> <li>• Group Progress Report</li> </ul>	Teachers can generate this report on the NEO that includes information on each pupil's last lesson. See page 108.
<ul style="list-style-type: none"> <li>• Pupil Detail Report</li> <li>• Group Pupil Progress Report</li> <li>• Pupil Information Report</li> </ul>	Teachers can view these reports in NEO Manager. See page 117.
<ul style="list-style-type: none"> <li>• Master Class Report</li> </ul>	Teachers can use templates that come with KeyWords to create this report from each pupil's Last Lesson Report. See the instructions in the next section.
<ul style="list-style-type: none"> <li>• Certificate</li> <li>• Class Report (for the Renaissance Place class)</li> <li>• Diagnostic Report</li> <li>• Enrolment Report (for the Renaissance Place class)</li> <li>• Pupil Detail Report</li> <li>• Pupil Information Report</li> <li>• Pupil Record Report</li> <li>• School Summary Report</li> </ul>	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 synchronise your KeyWords data with Renaissance Place using NEO Manager (see page 122). For more information about KeyWords RP, see page 121 and the <i>KeyWords User Manual</i> in Renaissance Place.

## 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 pupils.

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 are not included so that you can easily create a master classroom report. To create the master class report, you will use the LastLessonreport.xls Microsoft Excel file included with NEO Manager and pupils' Last Lesson Reports. Follow these steps:

1. Copy the LastLessonreport.xls file from the folder where NEO Manager is installed on your computer:
  - **Windows:** Program Files\AlphaSmart\AlphaSmart Manager 2\KeyWords Extras\.
  - **Macintosh:** Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras.
2. Paste the file onto your computer and open it. Click on the first cell under the heading as shown A.

A	B	C	D	E	F	G	H
1	KeyWords Last Lesson Class Report						
2							
3	Teacher:			Date:	3-Oct-11		
4							
5	Pupil Name	Latest Lesson	Target WPM	Actual WPM	Target Errors	Actual Errors	Passed
6							
7	A						
8							
9							
10							
11							

3. Have each of your pupils create a Last Lesson Report on their NEO 2s. (See page 104.) Tell them to wait before choosing whether to print the report, send it to a computer or send it to an AlphaWord Plus file.
4. Have one pupil connect his or her NEO to your computer using the USB cable. Then, have the pupil press **send**, then choose **Send directly to the computer**.  
After a moment, the pupil will be asked to press **send** again. This will send the pupil's data into the first row below the column headings. When the data has been sent, have the pupil disconnect the NEO. Click in the first cell in the next row.  
**Repeat this step for each pupil.**
5. 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 pupils' 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 and if you are using KeyWords on NEOs. KeyWords RP provides powerful and easy-to-use reports so teachers can see information for individual pupils, classes and entire schools.

- KEYWORDS WIRELESS SMARTAPPLET
- Using KeyWords RP to View and Print Reports

The steps below describe how to synchronise 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 synchronise your KeyWords data with the KeyWords program in Renaissance Place.

Renaissance Place is a web-based information system that brings together a wealth of pupil data, giving teachers, head teachers 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 Maths, MathsFacts in a Flash, STAR Early Literacy, STAR Reading or STAR Maths.

Before you synchronise KeyWords data with KeyWords in Renaissance Place, you must do the following:

- Make sure KeyWords RP is available on your server.
- Activate your school(s) in Renaissance Place (see the *KeyWords User Manual* in Renaissance Place).
- Make sure you have your Renaissance Place user name and password. (In NEO Manager, different Renaissance Place users can synchronise KeyWords data from the same computer as long as they log in to the computer using different passwords or accounts.)
- Add your KeyWords pupils to Renaissance Place (see the *Renaissance Place Real Time Software Manual*). Make sure that the first and last names are identical to the pupil names in KeyWords on the NEOs. This is important because pupils' KeyWords data is matched to their records in Renaissance Place. Data can only be synchronised for pupils who have been added to Renaissance Place. (If you imported your pupils from Renaissance Place into NEO Manager, you already have the pupils in Renaissance Place.)
- Make sure your KeyWords courses, classes, and teachers have been added to Renaissance Place. Teachers must be assigned to the classes, and pupils must be enrolled in the classes. You must also tick the **KeyWords** box for the lead teacher or tick **KeyWords** when you assign products to classes in the course. For instructions, see the *Renaissance Place Real Time Software Manual*.

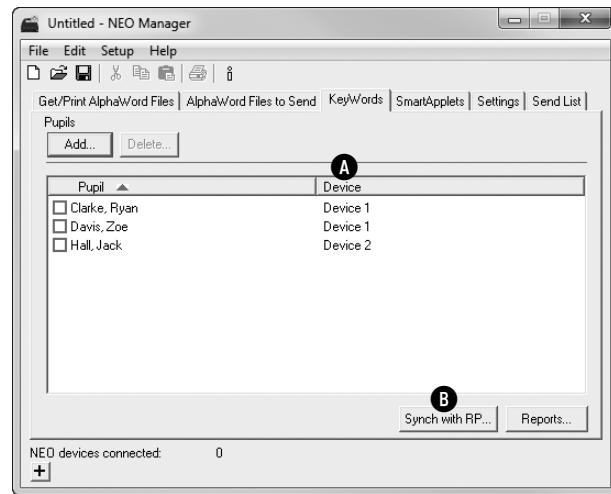


To find manuals in Renaissance Place, click **Manuals** in the upper-right corner of any page. Then, click the manual you want to open.

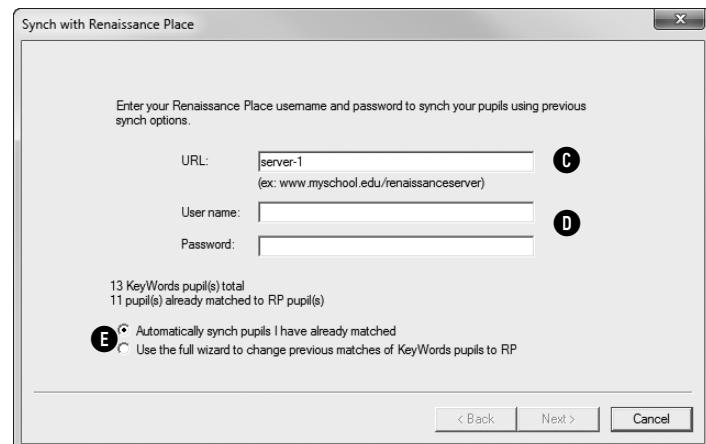
Follow these steps to synchronise KeyWords data with RP:

- Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
- Click the **KeyWords** tab in NEO Manager. NEO Manager will retrieve pupils' KeyWords data from all connected NEOs.

If you are using a SmartOption Bundle and you want to sort pupils 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**.

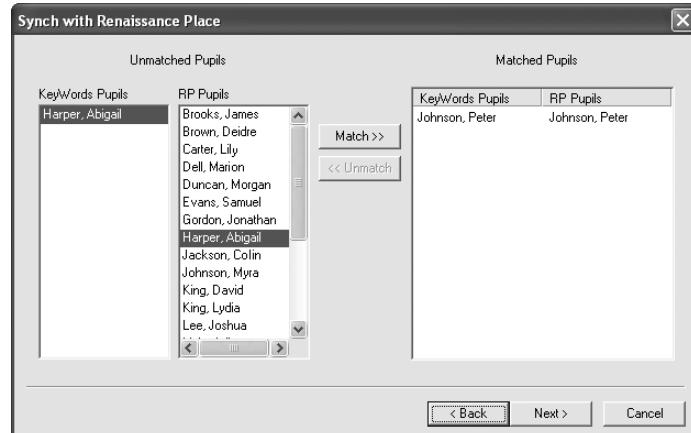


5. Enter the user name and password that you use to log in to Renaissance Place **D**.
6. If you have synchronised with RP before, you can choose to automatically sync pupils that have already been matched, or you can use the full wizard to change previous matches of KeyWords with RP **E**. Click an option.
7. Click **Next >**.
8. If this is your first time synchronising, 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 synchronised before and chose to automatically sync pupils with Renaissance Place in the previous step, a message will appear telling you how many pupils were successfully imported into Renaissance Place. Click **Done** and go to step 12.
9. Tick the class(es) containing the pupils that you want to synchronise with Renaissance Place. Click **Next >**.

- KEYWORDS WIRELESS SMARTAPPLET
- Using KeyWords RP to View and Print Reports

 **The first time you synchronise, or any time you use the full wizard, NEO Manager performs a basic name match (auto-matching) between the list of Renaissance Place pupils and the KeyWords pupils on the NEO 2s.**

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



- F Click a KeyWords pupil name that you want to match to a Renaissance Place pupil. The list is based on the KeyWords pupils who were added to the NEO(s) connected to your computer.
- G Click the Renaissance Place pupil name you want to match to the KeyWords pupil you selected. The list is based on Renaissance Place pupils already enrolled in the school and class you selected in the previous dialog boxes.
- H Click **Match >>** to match the pupils and move them to the Matched Pupils area on the right.
- I If you want to remove a match, click the pupil names in the Matched Pupils column and click **<< Unmatch** to separate the names and move them back to their respective columns on the left side.
- J Click **Next >** when you have finished.

- After the progress dialog box disappears, the program will show you how many pupils 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 pupils 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](http://www.adobe.com).

### NEO Manager Start Menu or Program Folder

- On Windows computers, click **Start ▶ All Programs ▶ NEO Manager ▶ KeyWords Master Transparencies**.
- On Macintosh computers, open Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras and open **KeyWords SmartApplet Master**.

### NEO Manager Downloaded Files

In the KeyWords Extras folder in the NEO Manager download files, you will find a file named **KeyWords SmartApplet Master.pdf**.

### 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.

### UK Software and Manuals CD

You can also find the resource files on the UK Software and Manuals CD that you received.

- KEYWORDS WIRELESS SMARTAPPLET
- KeyWords Resources for Teachers

## Resource Locations

Location	Resources Available
NEO Manager Start menu or program folder	<ul style="list-style-type: none"> <li>Posture and Wrist Placement</li> <li>Key Strikes</li> <li>Finger Zones</li> <li>Home Row Keys</li> <li>Finger Placement for Lessons</li> <li>Progress Report Master</li> <li>Sustained Practice Activities</li> <li>Congratulations Certificate</li> </ul>
Downloaded NEO Manager files	<ul style="list-style-type: none"> <li>Posture and Wrist Placement</li> <li>Key Strikes</li> <li>Finger Zones</li> <li>Home Row Keys</li> <li>Finger Placement for Lessons</li> <li>Progress Report Master</li> <li>Sustained Practice Activities</li> <li>Congratulations Certificate</li> </ul>
KeyWords RP Resources Page	<ul style="list-style-type: none"> <li>Keyboarding Cards</li> <li>Posture and Wrist Placement (in the Getting Started posters)</li> <li>Key Strikes (in the Getting Started posters)</li> <li>Finger Zones (in the Getting Started posters)</li> <li>Home Row Keys (in the Getting Started posters)</li> <li>Finger Placement for Lessons</li> <li>Sustained Practice Activities (under Forms and Charts)</li> <li>Certificate (Reports page only)</li> </ul>

## Resource Descriptions

Name of Handout	Description of Master
<i>Prepare these masters before using KeyWords on NEO 2s:</i>	
Posture and Wrist Placement	This master shows a drawing of a pupil seated properly with good wrist and hand position. Use it to create an overhead transparency or a reference handout for pupils.
Key Strike	This master shows close-up sketches of correct finger strike positions. Use it to create an overhead transparency or a handout for pupils.
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.

Name of Handout	Description of Master
<i>Use these masters while working with KeyWords on NEO 2s:</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 <b>enter</b> key and the use of the thumb to strike the <b>space bar</b> . Use it to create handouts or posters.
Finger Placement for Lessons 2 through 16	These masters illustrate finger placement and reaches useful for pupil 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 pupils to fill in so they can track their progress or hand in progress reports. This is the same information kept by the NEO 2 in the pupils' records.
<i>Use these masters as supplemental materials to KeyWords lessons on NEO 2s:</i>	
Sustained Practice	These masters contain additional practice exercises for each lesson. Pupils can do the exercises by typing in AlphaWord Plus. Use these lesson-appropriate practice sheets as pupils pass each lesson.
Congratulations Certificate	Use this master to create certificates to reward pupils as they pass each KeyWords lesson.
Keyboarding Cards	Use the cards in this document to provide additional "game-like" activities for reinforcement, introducing finger zones or to provide additional practice.
<i>These other resources will help you use KeyWords with your class:</i>	
Configure NEO to Support Pupils with Unique Learning Needs	This document explains how to configure NEO 2s for pupils with unique visual needs, motor control needs or physical needs.
KeyWords and Renaissance Place Integration QuickStart Guide	This document explains how to add KeyWords pupils and get pupils started on lessons, change KeyWords settings in NEO Manager, generate KeyWords reports in NEO Manager and synchronise KeyWords data with KeyWords RP so you can use KeyWords RP reports.
Keyboarding: An Essential Skill for the 21st Century	This document summarises keyboarding research and outlines best methods for teaching this skill.

## Keyboarding Ergonomics

Teaching pupils 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 pupils 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 pupil properly.
- Forearms and thighs should be parallel to the floor when the pupil 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 pupils at the beginning of keyboarding instruction.

Pupils 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 125):

- Posture and Wrist Placement
- Key Strike
- Finger Zones
- Home Row Keys

## **Teaching the Lesson**

Explain to pupils 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 pupils sit at their desks with their NEOs and demonstrate the correct posture and wrist placement. Monitor pupils, helping them make needed adjustments.
2. Use the Key Strike overhead transparency to explain how to strike the keys. Have pupils demonstrate and practise striking the keys. (Pupils can use AlphaWord Plus on their NEOs to practise striking keys.) Monitor pupils, helping them make needed adjustments.
3. Use the Home Row Keys overhead transparency to show the home row keys. Have pupils place their fingers on the home row keys and practise typing **A S D F** and then **J K L ;**. Repeat several times until pupils can strike the home row keys correctly.
4. Use the Finger Zones overhead transparency to show pupils the keyboard zones for each finger. Have pupils practise striking another key with one finger and then returning that finger to the home row key. Practise with several fingers. Monitor pupils, helping them make needed adjustments.
5. Show pupils 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 pupils practise striking the enter key and the space bar and returning to the correct home row key. Monitor pupils, helping them make needed adjustments.
6. Explain to pupils 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.

- KEYWORDS WIRELESS SMARTAPPLET
- Lessons in KeyWords
- 
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## 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 targets—see page 111).

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
6: EI	E I	eat eagle feel goose the lid lake skate kite glide jog tight seaside elfish	seal tea feed loose these solid fake jade ashes slide sigh light steak shoes	flea eel geese lose did tie gate like flashes silk high flight fish headlight	ee es ed ade ie ike ide igh oe	ea se ake id ish ite ilk ight	16 WPM 10 errors

Lesson	Keys Introduced	Words Learned			Patterns		Passing Criteria
7: PR	P R	hop flop hear pear deer see tire tar are park spark shril thrill hope soap apples pillar strolled alligator	stop slop dear eager free red fire jar large dark star starfish dope girl horse roses fairies prettiest refrigerator	shop ear fear read tree fled tried hard ark lark ill earth rope radishes reddish spider parrot sorriest	op er re ar ark iest oll thr str	ear es ee ard ope or ir shr	16 WPM 10 errors
8: QU	Q U	rug our pour shout soup just judge suds quiet quote quart squirt said sputter	hug hour flour loud gush flush fudge three quake quail equip spirit heartful	jug four out house hush trust pure quit quilt quarter quip dollar stutter	ug out ush udge	ou ouse ust qu	16 WPM 8 errors
9: WY	W Y	day away stay whole flowers plow owls laws hurry slowly	try play joyful where pillow washed hoot you story	way playful why flow yellow yaks write furry followed	ay wh ory aw wr	ow ly urry wh	18 WPM 8 errors
10: Z?	Z ?	zip zeal puzzles drizzle jazz	zipper zigzag Zeus zero zesty	pizazz sizzle gazes lazy	azz ze zz	uz izz zi	16 WPM 8 errors
11: X.	X .	expert exit reflex explore tax duplex exasperate	explode express exhale prefix ox paradox	extra relax apex wax fox	ex ax pre	ox re	18 WPM 8 errors

- KEYWORDS WIRELESS 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 eck uck ch	circ ick uice 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 av im	ive ve 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 br ld bbl in sion	ub bl bb by ion	22 WPM 8 errors
15: " ' !	" ' !	—	—	—	14 WPM 8 errors
16: Numbers	1 2 3 4 5 6 7 8 9 0	—	—	—	14 WPM 6 errors
Post-Test	none	none	none	none	

## Frequently Asked Questions

### Why am I not able to use the backspace key when using KeyWords?

**Backspace** is disabled because keyboarding research shows that pupils need to learn the patterns of keystrokes uninterrupted by immediate corrections. Disabling **backspace** benefits pupils 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 humour, poetry and rhythmic chants.

### Why are the passages so easy?

Easy practice material develops speed and typing fluency more effectively, giving the pupil 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 maximises kinesthetic and linguistic patterns, which is why it is the most efficient and enjoyable way to learn to touch-type.

### Why do the pupils 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 pupils are learning the home row keys in the first lesson, they type *as*. Pupils are typing enough on the left side of the home row keys to ensure that their fingers are where they belong. Pupils are also using two fingers that are next to each other to press two keys that are next to each other in a left-to-right motion; this is a kinesthetic pattern. The action results in a word, *as*, which is also part of many other words, like *fast*; so *as* is also a linguistic pattern. Learning the kinesthetic pattern generates a linguistic pattern.

On the right side of the home row keys, there are no short words to teach. However, if a pupil types *as* on the left side and then adds a *k*, the pupil has typed *ask*: all flowing left to right—a kinesthetic pattern—and all forming a word—a linguistic pattern. Similarly, by typing *all*, the pupil is introduced to another right-side home row letter in a fully patterned manner.

Pupils 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, pupil typing develops in an almost effortless manner.

## Why are test scores sometimes not updated when pupils retake an accuracy and speed builder test in KeyWords?

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 cannot 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

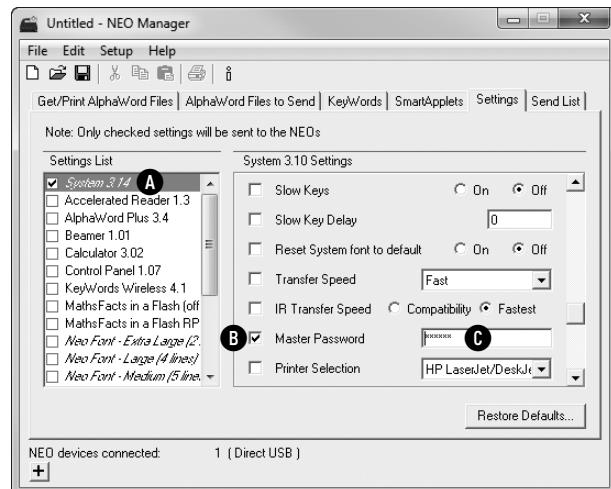
## The Master Password

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 is 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 146.

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the Settings List **A**.



4. Tick 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 ticks the **System** box on the left **A**. If you remove the tick mark from this box, changes you make to settings will not 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.

- **PASSWORDS ON NEOs AND IN NEO MANAGER**
- File Passwords
- 

7. If you have a SmartOption Bundle and you want to send the change to some of the NEOs, but not all of them, click **Select Devices**. Tick 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 156), 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 57.

## 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 156.

# CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

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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 are in
- Cable speed (for text transfers to your computer)
- Keyboard layout
- Auto Repeat setting
- Sticky Keys setting
- File passwords setting

Follow these steps to check system status:

1. Press **option-⌘-V** to see a screen like the sample below.

AlphaSmart System 3.10, UK English  
Current File:1 Speed:3 Layout:QWERTY  
AutoRept:OFF StickyKeys:OFF Passwords:OFF  
Press any key to exit...

2. Press any key to exit the screen and return to your file.

## Changing Settings Using the NEO Control Panel

### How to Change Settings Using the Control Panel

Follow these steps to change settings for the NEO and its SmartApplets within the Control Panel. For more information, see “About the Settings in the Control Panel” on page 138.

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**.

## CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

- Changing Settings Using the NEO Control Panel

- Some settings, such as turning Calculator or Spell Check on and off, require that you enter the master password to authorise the change. You can set the master password using the System settings in NEO Manager (see page 135) or contact Technical Support to get the default master password. If you are asked to enter the master password, type it and press **enter**.
- Follow the instructions on the screen until you are satisfied with the setting.
- 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 135.*

### 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 <b>enter</b> , 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 is not in its dictionary, but the user knows that word is spelled correctly, the user can usually press <b>A</b> to add that word to the user dictionary so it is not 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 <b>enter</b> to change it from "on" to "off" or from "off" to "on".
Delete user dictionary	When you choose this setting and press <b>enter</b> , 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 <b>enter</b> , 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 30.

## AlphaWord Plus Settings

AlphaWord Plus also has its own settings in the NEO Control Panel:

<b>Setting Name</b>	<b>What It Does</b>	<b>Other Ways to Change This</b>
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 will see  for each tab that you type in your file (see the example at the bottom of this page). If show marks is off, carriage returns are not shown (except as line breaks), and tabs are shown as spaces. To change the setting, move the cursor next to it and press <b>enter</b> to change it from on to off or from off to on.	<ul style="list-style-type: none"> <li>Press <b>option-⌘-K</b> in AlphaWord Plus. In the screen that appears, press <b>3</b> to change the show marks setting. Then, press <b>esc</b>.</li> <li>In NEO Manager, click the <b>Settings</b> tab, select <b>AlphaWord Plus</b> on the left, tick the <b>Show Marks</b> box, and click <b>On</b> or <b>Off</b>. Then, send the changes to NEOs from the Send List tab.</li> </ul>
Turn file passwords ON/OFF	This setting is normally off, so passwords are not 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 <b>file</b> key or selecting a named file. When you first turn this setting on, the password for all files is <b>write</b> . Use the next setting to set individual file passwords.	<ul style="list-style-type: none"> <li>Press <b>ctrl-option-⌘-P</b> in AlphaWord Plus; then, enter the master password to change the setting. Press <b>esc</b> to go back to AlphaWord Plus.</li> <li>In NEO Manager, click the <b>Settings</b> tab, select <b>AlphaWord Plus</b> on the left, tick the <b>Passwords Enabled</b> box, and click <b>On</b> or <b>Off</b>. Then, send the changes to NEOs from the Send List tab.</li> </ul>
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 <b>enter</b> , you will see a list of files 1–8 plus any named files you have on the NEO. Move the cursor next to a file, press <b>enter</b> and enter the current password once and the new password twice; then, press <b>enter</b> .	<ul style="list-style-type: none"> <li>Press <b>option-⌘-P</b> in the file that needs its password changed. Enter the current password, and then enter the new password twice.</li> </ul>
Reset all file passwords	When file passwords are ON or enabled, this setting changes all file passwords back to the default password ( <b>write</b> ). Simply highlight the setting and press <b>enter</b> . You will be asked to enter the master password (see page 135).	<ul style="list-style-type: none"> <li>In NEO Manager, click the <b>Settings</b> tab, select <b>AlphaWord Plus</b> on the left, tick the <b>File Passwords</b> box and enter the password that you want to use for all files. Then, send the changes to NEOs from the Send List tab.</li> </ul>

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.

<b>FUNDRAISING EFFORTS ←</b>	
<b>as of 15 April ←</b>	
<b>Jan → Feb → Mar → Apr</b>	
<b>105 → 77 → 83 → 42</b>	

Regardless of the Show Marks setting, when you send files to your computer, tabs and carriage returns transfer correctly to your computer.

## CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

- Changing Settings Using the NEO Control Panel

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### Change Default AlphaWord Font

This Control Panel setting allows you to choose the font size you want to use for AlphaWord Plus files. For more information, see page 24.

### Turn Calculator Off

To turn NEO's Calculator SmartApplet off, move the cursor next to this Control Panel setting and press **enter**. Then, enter the master password (see page 135) 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.
- Press **applets** to see the SmartApplet menu. Move the cursor next to **Calculator** and press **ctrl-⌘-L**. Enter the master password. 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, tick 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.



In NEO Manager, the Two-Button On Option is in the system settings. See page 145 to change the settings or page 146 for a list of system settings.

### 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).

### Set Screen Contrast

Use this Control Panel setting to set the screen contrast. After you select this setting, you can press  to darken the screen or  to lighten it. When you have finished, press **esc**.

### Keyboard Command Reference List

Use this Control Panel setting to see a list of keyboard commands you can use on the NEO. For a list of keyboard commands, see page 188.



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 Control Panel setting to see where keys are on the keyboard with the current selected keyboard layout. This is helpful if you have 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 141.)

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 191.)

## Display Battery Status

Use this Control Panel 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 the NEO2 Control Panel:

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 <b>esc</b>.</p> <ul style="list-style-type: none"> <li>• QWERTY: the standard layout used on computer keyboards.</li> <li>• 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.</li> <li>• RIGHT (one hand): a layout that allows people who type only with the right hand to type faster.</li> <li>• LEFT (one hand): a layout that allows people who type only with the left hand to type faster.</li> </ul> <p>For pictures of the layouts, see the keyboard examples after this table.</p> <p><b>Note:</b> If you change the keyboard layout, when you use keyboard commands, note that although the <b>ctrl</b>, <b>option</b>, <b>⌘</b> and <b>shift</b> keys stay where they are, the letter keys used in commands may have moved.</p>	<ul style="list-style-type: none"> <li>• Press <b>option-⌘-L</b>. Then, press the number that represents the keyboard layout you want and press <b>esc</b>.</li> <li>• In NEO Manager, click the <b>Settings</b> tab and click <b>System</b> on the left. Then, tick the <b>Keyboard Layout</b> box on the right and choose a layout from the drop-down list. Send your changes to NEOs on the Send List tab.</li> </ul>
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 have finished, press <b>esc</b>. This setting is useful for someone who has unsteady hands or difficulty targeting specific keys.</p>	<ul style="list-style-type: none"> <li>• Press <b>ctrl-option-⌘-K</b> while working on the NEO. Then, use the up and down arrow keys to increase or decrease the delay. Press <b>esc</b> when you have finished.</li> <li>• In NEO Manager, click the <b>Settings</b> tab and click <b>System</b> on the left. Then, tick the <b>Slow Keys</b> box, click <b>On</b> and enter the delay in the <b>Slow Key Delay</b> field. Send your changes to NEOs on the Send List tab.</li> </ul>
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 <b>⌘</b> keys. For example, to open a file in AlphaWord Plus, you could press <b>⌘</b>, let it go and then press <b>O</b> 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 <b>enter</b>.</p>	<ul style="list-style-type: none"> <li>• Press <b>option-⌘-K</b> while working on the NEO. Next, press <b>2</b> to change the sticky keys setting from on to off or off to on. Then, press <b>esc</b>.</li> <li>• In NEO Manager, click the <b>Settings</b> tab and click <b>System</b> on the left. Then, tick the <b>Sticky Keys</b> box and click <b>On</b> or <b>Off</b>. Send your changes to NEOs on the Send List tab.</li> </ul>

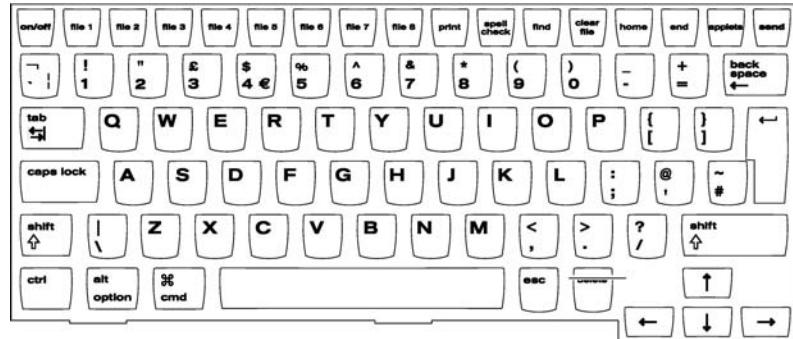
## CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

Changing Settings Using the NEO Control Panel

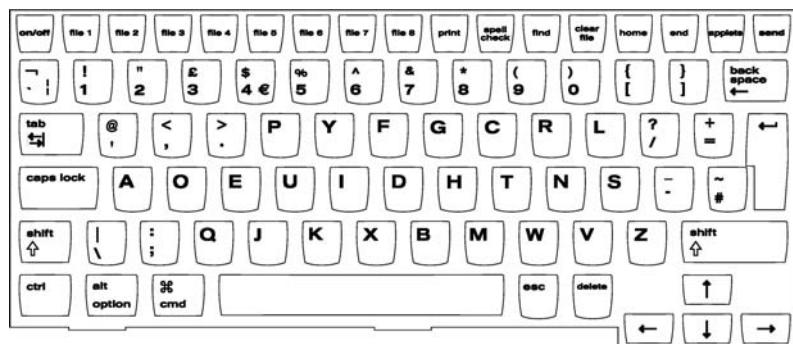
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 Some language versions of NEO do not support alternate keyboard layouts. The examples shown are UK layouts.

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The standard QWERTY Keyboard Layout



The Dvorak Keyboard Layout



The Right One-Handed Keyboard Layout



The Left One-Handed Keyboard Layout

## Search for Networks

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 ↑ and ↓ keys to highlight the new Receiver you want to use. Then, press **enter** to connect to it.

## About NEO 2

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

Use this Control Panel 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 Control Panel setting to send updates to an optional NEO Text2Speech device. For more information, see the *NEO Text2Speech User Manual*.

# Other Settings You Can Change on the NEO

You can also change some NEO settings that are not 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, tick 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 pages 145 and 146.*

### 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 pages 145 and 146.*

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.

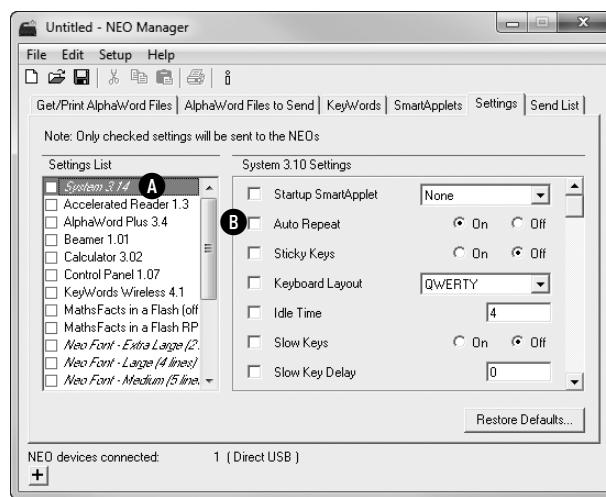
## Using the NEO Manager Software to Change Settings

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 146.

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **Settings** tab.
3. Click **System** in the Settings List **A**.



4. Tick 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 ticks the **System** box on the left **A**. If you remove the tick mark from this box, changes you make to settings will not 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 Bundle and you want to send the changes to some of the NEOs, but not all of them, click **Select Devices**. Tick 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 156), you must enter the password and click **OK**.

## CHANGING SETTINGS FOR NEO AND SMARTAPPLETS

- Using the NEO Manager Software to Change Settings

## 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 137 to change the settings and page 138 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 do not 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 <b>ctrl</b> and <b>C</b> at the same time. However, if the sticky keys setting is on, you could select the text, press <b>ctrl</b> and let go and then press <b>C</b> . 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, <b>⌘</b> or <b>ctrl</b> keys.
Keyboard Layout	Lets you select alternate keyboard layouts (such as Dvorak). For more about the keyboard layouts available, see “Change Keyboard Settings” on page 141.
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 are not recorded.
Reset System Font to Default	Sets your NEO to the four-line fixed-width system font instead of another font size you have chosen. The font sizes that are available are: <ul style="list-style-type: none"><li>System (a fixed-width font, 4 lines per screen)</li><li>Small (6 lines per screen)</li><li>Medium (5 lines per screen)</li><li>Large (4 lines per screen, but the font is proportional instead of fixed-width like the System font)</li><li>Very Large (3 lines per screen)</li><li>Extra Large (2 lines per screen)</li></ul> For more information, or to find out how to change the font on NEO 2, see page 24.

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

Setting	What It Does
Transfer Speed	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: <ul style="list-style-type: none"> <li>• <b>Very Slow:</b> This is the slowest speed. It is compatible with all computers and programs, and it is especially recommended for programs that use graphics heavily.</li> <li>• <b>Slow:</b> This setting is compatible with all computers and most programs.</li> <li>• <b>Fast:</b> This is the default speed. It usually works well with most computers.</li> <li>• <b>Fastest:</b> 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.</li> </ul>
IR Transfer Speed	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: <ul style="list-style-type: none"> <li>• <b>Fastest speed:</b> This setting provides the quickest IR transfers. However, some programs may experience some data loss when files are transferred using this mode.</li> <li>• <b>Compatibility speed:</b> This setting is compatible with all computers and most programs.</li> </ul>
Master Password	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 Wireless. 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.
Printer Selection	Does not apply to NEO, but is provided for compatibility with other devices.
Two Button On Mode	Lets you specify that two keys must be pressed at the same time— <b>enter</b> and <b>on/off</b> —to turn your NEO on. When this mode is on, pressing <b>on/off</b> alone does not turn the NEO on. This helps prevent NEO from being turned on accidentally if the <b>on/off</b> key is bumped.
Speech Enabled	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 <b>ctrl-J</b> and change the first option.

- **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**
- Using the NEO Manager Software to Change Settings
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## Changing SmartApplet Settings

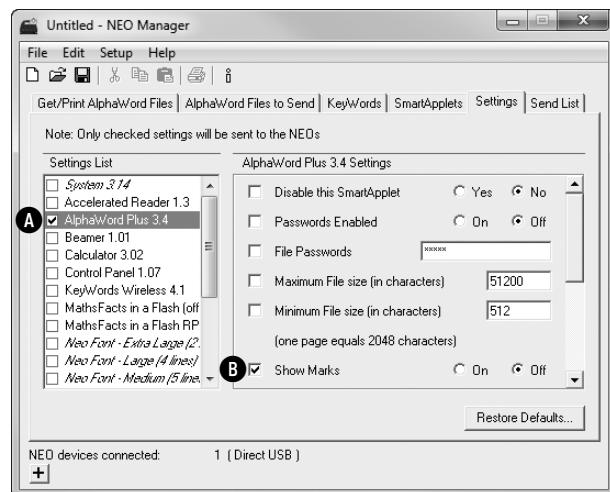
Like the System settings, the settings for each SmartApplet can be changed either in the NEO Control Panel or in NEO Manager. Some settings are different in the two locations.

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 Bundle, 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.

Follow these steps to change SmartApplet settings using NEO Manager:

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
2. In NEO Manager, click the **Settings** tab.
3. Click the SmartApplet in the Settings List on the left **A**.
4. Tick the settings you want to change **B**; then, make your changes to the settings.



**Note:** When you change settings, notice that NEO Manager automatically ticks the corresponding SmartApplet tick box on the left **A**. If you remove the tick mark from this box, changes you make to those settings will not 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 Bundle and you want to send the changes to some of the NEOs but not all of them, click **Select Devices**. Tick 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 156), 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 cannot 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 139.

 **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 ticked, this setting prevents the user from using AlphaWord Plus. See page 150.
Passwords Enabled	Enables the use of individual file passwords in AlphaWord Plus. See page 57. When teachers share a SmartOption Bundle, it is helpful to enable file passwords and teach pupils to password-protect their files. When you first enable passwords, all file passwords are set to <b>write</b> . To set unique file passwords, see page 58.
File Passwords	Specifies a common password for all AlphaWord Plus files. See page 58.
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 37. 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 37.
Show Marks	Sets whether to display arrows where there are tabs and carriage returns. See the example below.
Delete All Files	Deletes all AlphaWord Plus files on connected NEOs, including files 1–8 and named files that are not 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.

- **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**
- Using the NEO Manager Software to Change Settings
- 
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## Spell Check Settings

Spell Check also has its own settings that you can control through NEO Manager:

<b>Setting:</b>	<b>What It Does:</b>
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 NEOs.

## Beamer Settings

Beamer has these settings in NEO Manager:

<b>Setting</b>	<b>What It Does</b>
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 pupils from changing Beamer settings, especially if you have decided to turn off the Permit Send setting.

## KeyWords Wireless Settings

For information about the KeyWords settings in NEO Manager, see page 115.

## Disable This SmartApplet Setting

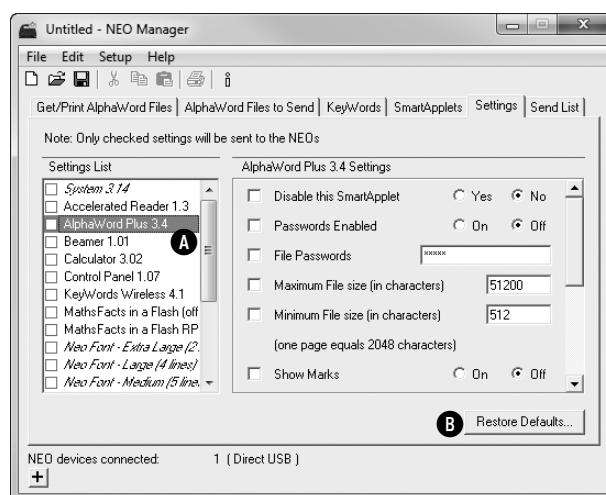
Every SmartApplet includes the “Disable This SmartApplet” setting. You can tick this box to disable the SmartApplet for connected NEOs so it cannot be used. (To find out how to disable SmartApplets right on the NEO, see page 62.) For example, you might disable Calculator if you want to prevent access to electronic calculations during a quiz or maths 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 152.

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
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 ticked. If you chose to restore default settings for all SmartApplets, all of them will be ticked, including the System settings. All settings will be changed to the default settings.
6. Click the **Send List** tab and verify that the settings you want to transfer appear in the list.
7. If you have a SmartOption Bundle and you want to send the changes to some of the NEOs, but not all of them, click **Select Devices**. Tick 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 156), you must enter the password and click **OK**.

- **CHANGING SETTINGS FOR NEO AND SMARTAPPLETS**
- Using the NEO Manager Software to Change Settings
- 
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## Table of Default Settings

These are the default settings for the NEO system and SmartApplets.

<b>Setting Name</b>	<b>Default</b>
<b>System settings</b>	
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
<b>AlphaWord Plus settings</b>	
Disable this SmartApplet	No
Passwords Enabled	Off
File Passwords	write if passwords are enabled (by default passwords are not enabled)
Maximum File Size	51,200 characters
Minimum File Size	512 characters
Show Marks	Off
Delete All Files	Off
<b>Accelerated Reader settings</b>	
Disable this SmartApplet	No
<b>Beamer settings</b>	
Disable this SmartApplet	No
Permit Send	On
Warn If Overwriting Clipboard	On
Send to Palm Devices as ALPHAWORD	On
Require Master Password	Off
<b>Calculator settings</b>	
Disable this SmartApplet	No

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

<b>Setting Name</b>	<b>Default</b>
<b>Control Panel settings</b>	
Disable this SmartApplet	No
<b>KeyWords Wireless settings</b>	
Disable this SmartApplet	No
Delete All Pupils	No
Enable Pupil Offline Mode	No
Require Sequential Lessons	No
Pre-Test/Post-Test Level	Intermediate Typist
Set Custom WPM Targets	8
Set Custom Error Targets	12
Reset WPM and Error Targets to Default	Yes
Turn Require Correct Shift Key Off	No
Turn Home Row Confirmation On	No
Set Spaces between Sentences	2
<b>MathsFacts in a Flash (offline) settings</b>	
Disable this SmartApplet	No
<b>MathsFacts in a Flash RP settings</b>	
Disable this SmartApplet	No
<b>NEO Fonts</b>	
Disable this SmartApplet	No
<b>Responder settings</b>	
Disable this SmartApplet	No
<b>Spell Check settings</b>	
Disable this SmartApplet	No
Allow adding words to dictionary	On
Delete user dictionary	Off
<b>Text2Speech Updater settings</b>	
Disable this SmartApplet	No
<b>Thesaurus settings</b>	
Disable this SmartApplet	No
<b>Wireless File Transfer settings</b>	
Disable this SmartApplet	No
<b>Wireless Updater settings</b>	
Disable this SmartApplet	No

# USING NEO MANAGER TO MANAGE NEOs

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Earlier in this manual, you have learned how to use NEO Manager to do the following:

- Retrieve files from NEOs (see page 41).
- Send files to NEOs (see page 51).
- Change NEO system and SmartApplet settings (see page 145).

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 Is 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 tick 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 is easy to make the same changes again later.

This is helpful when you are managing a group of NEOs in a SmartOption Bundle 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.

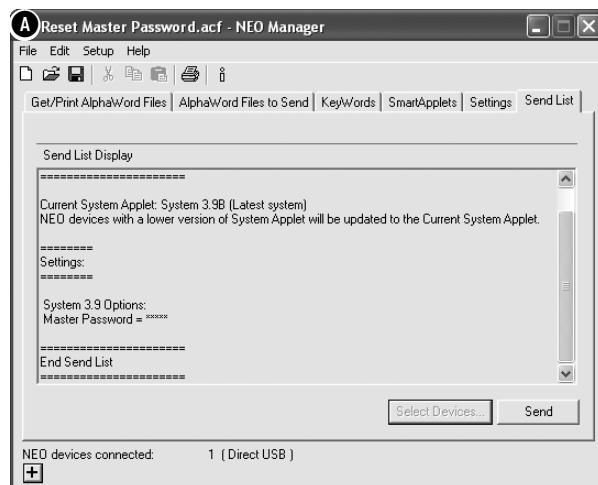
Please note that send lists do not include any information from the Get/Print AlphaWord Files and KeyWords tabs. This is because those tabs retrieve information from NEOs instead of sending it.

## Saving Send Lists

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**.

 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.

The send list that you have 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 will not 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**.

- **USING NEO MANAGER TO MANAGE NEOS**
- Setting Preferences for the NEO Manager Software
- **Requiring a Password for Changes Sent to NEOs**
- **Clearing (Removing) a Send List Password**
- **Setting Preferences for the NEO Manager Software**



*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.*

*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.*

Normally, you do not 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:

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.  
*Macintosh computers:* Click the **NEO Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. If you have set a send list password before and you need to change it, enter the old password first in the field provided.
4. Enter the same new send list password in the two fields provided. **Make a note of this password.**
5. Click **OK**.
6. *Windows computers:* Click **OK** again.  
*Macintosh computers:* Close the Preferences dialog box.

## Clearing (Removing) a Send List Password

If you no longer want to use a send list password, you can clear it if you know the current send list password. When you clear the send list password, anyone using NEO Manager can send changes to your NEO(s) without entering a password.

Follow these steps to clear the send list passwords:

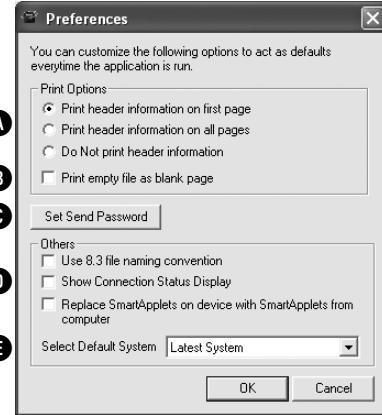
1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.  
*Macintosh computers:* Click the **NEO Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. Type the current password in the Old password field.
4. Leave the New password and Retype new password fields blank and click **OK**.
5. *Windows computers:* Click **OK** again.  
*Macintosh computers:* Close the Preferences dialog box.

## Setting Preferences for the NEO Manager Software

NEO Manager has its own set of preferences. Follow these steps to change them:

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.  
*Macintosh computers:* Click the **NEO Manager** menu and choose **Preferences**.
2. Click one of the options for the Printing preferences **A**, which affect AlphaWord Plus files that you print out:
  - **Print header information on first page.** Prints the NEO number (or "NEO USB") and the file number on the first page only.
  - **Print header information on all pages.** Prints the NEO number (or "NEO USB"), the file number, and the page number on all pages.

- **Do not print header information.** Omits header information from all pages.



3. Tick 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 have 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**, tick the boxes for any of the settings you would like to enable:
  - **Use 8.3 naming convention:** If this box is ticked, 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 ticked, 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 ticked, 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 ticked, 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.

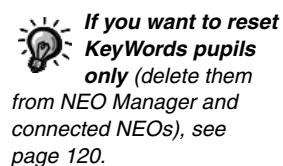
For example, if you have some NEOs with AlphaWord Plus and some without, and you install AlphaWord with this preference ticked, NEO Manager will install AlphaWord Plus on all connected NEOs, even those that already have it. NEO Manager overwrites the existing version on those NEOs.
6. Use the drop-down 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).

- **USING NEO MANAGER TO MANAGE NEOs**
- Resetting All Connected NEOs
- 
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## Resetting All Connected NEOs

You can reset all connected 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
- Accelerated Reader
- KeyWords Wireless
- MathsFacts in a Flash RP
- MathsFacts in a Flash (offline)
- Control Panel
- Beamer
- 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 8). If you are updating several NEOs in a SmartOption trolley, make sure they are connected to the trolley and the trolley 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 pupil work, you can follow the steps below to update your NEOs.

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

**Important:** This procedure removes all AlphaWord Plus files and pupil work in KeyWords, and it restores all default settings. The procedure also removes any SmartApplets that are not 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 13) and connect your NEO (see page 8) or the SmartOption trolley.
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 pupils' KeyWords work. While this procedure will make the updates you need, the standard procedure above is the best practice.

For a SmartOption Bundle, this procedure takes about 2–4 hours for NEO 2s.

1. Start NEO Manager on your computer (see page 13) and connect your NEO (see page 8) or the SmartOption trolley.
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 Bundle and you want to send the changes to some, but not all, of the NEOs, click **Select Devices**. Tick the NEOs to which you want to send the text, then click **OK**. (To send to all connected NEOs, skip this step.)
6. Click **Send**.

## Getting Information about Your NEO(s)



To get SmartApplet information, you can also click the SmartApplets tab, choose the File menu and choose Get SmartApplet Info. See page 66.

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 Trolley

To see your AlphaHub version, click the **Setup** menu and choose **Get AlphaHub Version**.

# BEAMING FILES TO AND FROM NEOs

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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 do not 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 49.

## 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 are 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 160).

## 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 customise 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 is 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 are an individual user using Beamer, you probably will not need to change your settings very often. If you are 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 trolley.

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 is not 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 do not want pupils 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 pupils cannot beam files to each other.



**The master  
password can be set  
using NEO Manager.**

See page 135.

- **BEAMING FILES TO AND FROM NEOs**
- Troubleshooting Beaming
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## Troubleshooting Beaming

This section contains solutions for some issues you may encounter while using Beamer.

### I want to change a setting, but I do not know the master password.

To change the master password using the System settings in NEO Manager, see page 135. You can also call Technical Support to get the default password.

### I do not see the Send option on my Beamer screen.

If the device has been set to prohibit beaming (see page 160), the Send option will not appear on the beaming screen.

### My NEO says it cannot 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 do not have to do anything. For NEOs, you have to set up the NEO so that it is ready to receive the beam by pressing a keyboard command; see page 49.

### 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 do not want to lose. What should I do?

If you are 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 are ready to receive the beam, press **enter** to overwrite the data on the clipboard. Be sure that you do not 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 do not 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 57. You can set the master passwords for NEOs using the system settings in NEO Manager; see page 135.

## I beamed a file with a password, but now that file does not have a password on the receiving device.

If the sending device uses file passwords, but the receiving device does not, the password associated with the file being beamed is not 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 am 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 cannot 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 did not 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 “initialised”, meaning it had not 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 initialise 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 is 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 do not 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 AlphaBeam, contact Renaissance Learning.

### Programs Required

You must have AlphaBeam, which allows you to send files from NEO to a computer. You can download AlphaBeam from [www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads](http://www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads).

- **BEAMING FILES TO AND FROM NEOS**
- Using AlphaBeam to Beam Files from NEO to Computers
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## Installing AlphaBeam

**Warning!** If you are going to use a USB wireless pod as the transceiver, do not connect it to your computer until **after** you have installed AlphaBeam.

### Installing AlphaBeam on Windows Computers

1. Go to [www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads](http://www.renlearn.co.uk/renaissance-zone/neo2crsresources/neo2crssoftwaredownloads) 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 are ready to continue.
9. If the infrared port is not 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 have not 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 do not see the Add Hardware option in Windows XP, double-click **Printers and Other Hardware** first to see it.
  - c. Follow the instructions in the Wizard that appears until you see a list of devices in the Choose a Hardware Device window (Windows 2000) or the Add Hardware Wizard window (Windows XP and Vista).
  - d. *Windows 2000:* Double-click **Add a new device**; then, click **Select hardware from a list** and click **Next >**.

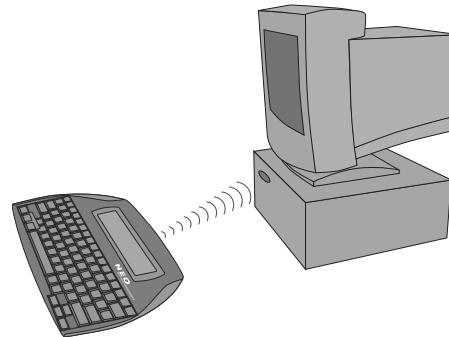
*Windows XP and Vista:* Double-click **Add a new hardware device**; then, click **Install the hardware that I manually select from a list** and click **Next >**.

- e. Select **Infrared Devices** from the list of hardware types.
- f. Select **ACTiSYS** from the list of manufacturers; then, select the **ACTiSYS IR-220L Serial Infrared Device**.
- g. Click **Next >** to accept the default settings and install the software.
- h. Select the serial (COM) port that your IR pod is connected to; then, click **Finish**.
- i. *Windows 2000 and XP:* Go back to the Control Panel and double-click **Wireless Link**. (In Windows XP, you may need to double-click **Printers and Other Hardware** before you can double-click **Wireless Link**.)  
*Windows Vista:* Go back to the Control Panel and double-click **Infrared**.
- j. Click the **Image Transfer** tab and remove the tick 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.

## 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 163.

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 ▶ All 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

- **BEAMING FILES TO AND FROM NEOs**
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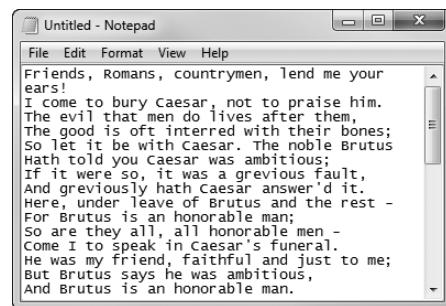
*If your text is not correct in your computer file, the problem may be that your computer program needs a slower transfer speed. See page 144 to change the transfer speed for beamed file transfers.*

the text to begin to ensure your program is the active window and ready to receive text.

5. Press **send** on NEO. AlphaBeam shows that it is retrieving text, and when it is 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.)



Text transferred by AlphaBeam into a program



If it looks like nothing happened, it might be that AlphaBeam was the active window instead of the program you want to receive the text into. Try one of these two solutions:

- The text you sent should be on your computer's clipboard, so you can paste it into your file. Click in the file that you want the text to appear in, click the **Edit** menu, and choose **Paste**.
- If this does not work, click in the file on your computer that should receive the text. Make sure that window is active and the cursor is where you want the text to start. Then, try sending the text again.

# USING THE NEO CALCULATOR

NEO includes a basic calculator that can perform addition, subtraction, multiplication, division, exponentiation and scientific notation.

## How to Use Calculator

1. Turn on your NEO and press **applets**.
2. Use the arrow keys to move the cursor next to **Calculator**. Then, press **enter**.  
**Note:** The first time you use the Calculator SmartApplet, a help screen may appear. Press **esc** to exit from it. You can press **⌘-H** to view it again when you want to see it.
3. Enter the formula you want to calculate. The table below shows you which characters to use for each type of calculation; it also provides examples.

Use these operators...	...to perform these tasks
+	Add Example: 89+91 Example: 15+16+17
-	Subtract Example: 9-2 Example: 100-50-25
* or x	Multiply Example: 2*5 Example: 45x2x8
/	Divide Example: 18/2 Example: 100/2/10
^	Exponentiate (raise the first number to the power of the second) Example: 3^2 Example: 2^2^2
e	Calculate scientific notation Example: 10e6 Example: 1.2e15
( )	Construct more complex formulas Example: (15*2)+10/4 Example: (25*3)-(45/5)



If you begin the next formula with an operator (such as + or \*), the Calculator uses the result from your previous calculation as the first number in the next formula. (This does not apply to the e operator.)

4. Press = or **enter** to calculate the result.

valid keys: +-*x/^/(.)e	
(15*2)+10/4 =	32.5
esc to exit	

5. Press **esc** when you have finished.

The next time you use the Calculator, your previous calculations appear. Press **clear file** to remove them.

- **USING THE NEO CALCULATOR**
- Pasting Calculations into AlphaWord Plus (Paper Tape)

## 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 do not want the Calculator SmartApplet to be available, such as when pupils who have NEOs are doing maths 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 63. You can also turn off the Calculator on a NEO in the Control Panel (see page 62).

### 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 135.)

### 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

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This chapter can help you troubleshoot some problems you may encounter with your NEO or your NEO Manager software. If you are having a problem that you do not see described here, visit our website 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 are 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 180).
- 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 have set a different startup SmartApplet, that SmartApplet will open when you turn on the NEO. (See page 61 to change the startup SmartApplet right on the NEO; see page 61 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 cannot 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 cannot 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 do not 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 145 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 141.)
- In NEO Manager, select a Slow Keys setting from the System settings on the Settings tab. See page 145 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 141.
- In NEO Manager, select a layout from the System settings on the Settings tab. See page 145 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 Authorisation number.

## **Do I need antivirus software for my NEO?**

Antivirus software is not needed for your NEO.

## **What should I do if I spill something on my NEO?**

If you have 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 does not turn on or malfunctions, contact Technical Support.

If you spilled something other than water, contact Technical Support immediately for assistance. Do not let the NEO sit for an extended period before consulting Technical Support. The cleanup measures that Technical Support will suggest are not likely to work if you do not 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 63.

If you have disabled Wireless File Transfer, change the settings in NEO Manager to enable it again. See page 63.

## **My Renaissance Place address cannot 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 cannot connect.**

Follow these steps to try to solve the problem:

1. Start the Renaissance Wireless Server Utility:
  - **Windows computers:** Click **Start** ▶ **All 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, KeyWords Wireless, MathsFacts in a Flash RP or MathsFacts in a Flash (offline) SmartApplets on NEO 2, I do not seem to be connected to the right Receiver.**

As you join a session or start using one of these SmartApplets, you will 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 137 to find out how to change Control Panel settings; see page 143 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 does not show that any devices are currently connected.**

- If you are using a SmartOption trolley, make sure the power switch on the back or side of the AlphaHub in the trolley 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 are 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 recognise 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**; for Windows 7: click **Start** ▶ **Control Panel** ▶ **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 cannot remember the password that I set, and now I cannot use NEO Manager to configure my NEOs.**

If you are referring to a master password, you can reset it in the system settings in NEO Manager (see page 135). If you are referring to the default file password for AlphaWord Plus files, you can reset it in the AlphaWord Plus settings in NEO Manager (see page 148 and page 149).

If you set a send list password and cannot remember it, contact Technical Support (see the contact information at the front of this manual).

**I have a SmartApplet installed on my computer, but I cannot install it on the NEOs.**

In NEO Manager, all installed SmartApplets should appear in the list on the SmartApplets tab. If one does not, 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 67.

- **TROUBLESHOOTING**

- Reinstalling or Repairing Keys on the NEO Keyboard

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If the SmartApplet does not have the appropriate extension, you will not be able to use it with NEO Manager. Contact Technical Support for assistance (see the contact information at the front of this manual).

**I am managing a group of NEOs in a SmartOption trolley with an AlphaHub, and I want to change a setting on one of the SmartApplets, but I do not 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 will be able to change the setting for the SmartApplet on the Settings tab.

**When I try to drag and drop text from my Windows computer, NEO Manager does not accept it.**

Some Windows programs like Notepad do not support drag and drop, while others like WordPad and Microsoft Word do. The program you are dragging from has to support drag and drop in order for NEO Manager to receive it. If it does not, 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 177.

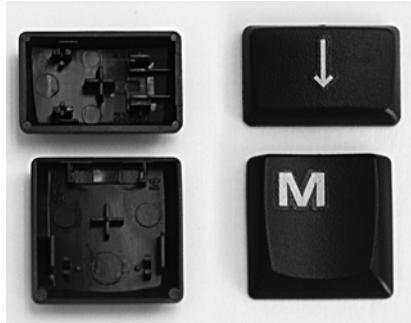
If only the cap has come off the key (not the white plastic scissors assembly), follow the steps in “Reinstalling the Key Cap Only” on page 174.

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 176.

### Reinstalling the Key Cap Only

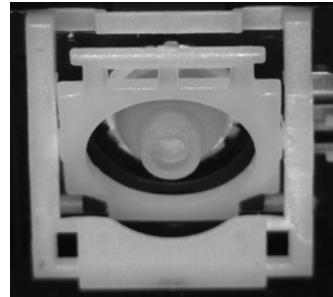
1. Start by looking at the underside of the key cap to make sure there are no broken prongs, which are the protruding U-shaped clasps and hooked pegs that help keep the key in place. Also, note the location of the plus sign in the middle of the key cap’s underside.

The photos below show the two main styles of keys; though the shapes are different, the keys have the same basic structure.



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

If the prongs do not 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.**



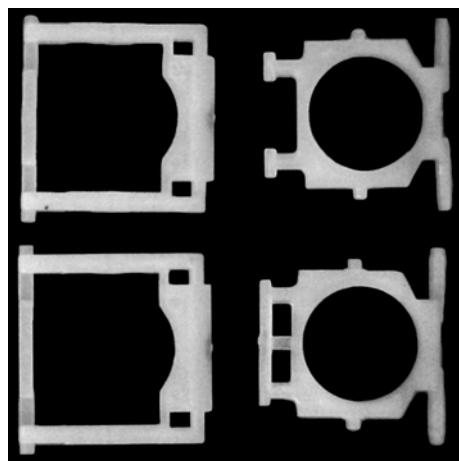
3. Before you press the key down, please note that if you press too hard, you may break the underlying scissors pieces, in which case you will need to contact Technical Support and arrange for repair.

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 do not have the key perfectly aligned, wiggling the key slightly as you press down may help.

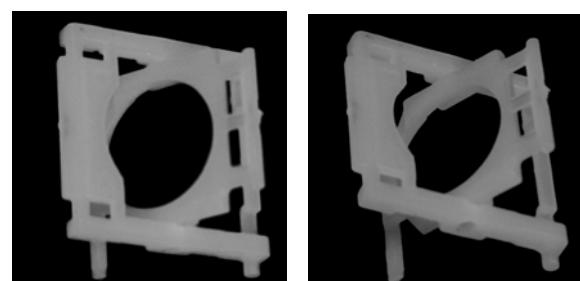
## Reinstalling the Scissors Assembly

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.



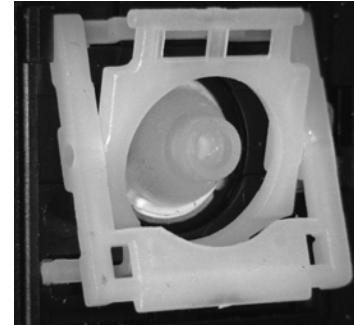
3. Now, slide the round piece underneath the square piece, and bring it up through the center of the square piece. Halfway up, maneuver the small knobs on each side of the round piece into the holes on each side of the square piece, one at a time, to create the scissoring action. When you have finished, the assembly should look like the second picture below.



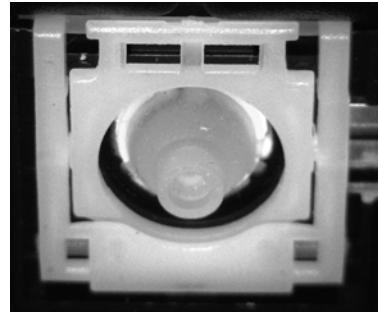
4. Take the two joined pieces and place the assembly into the keypad.

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.

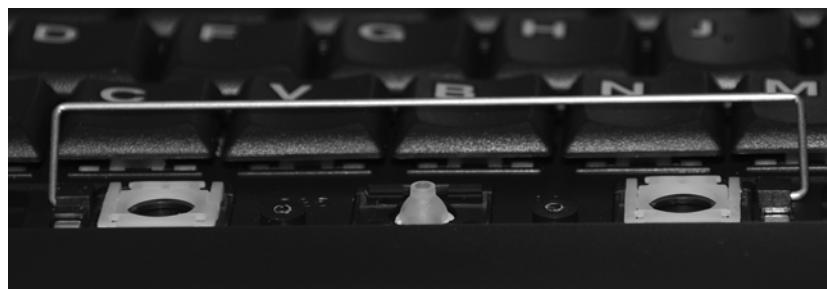


5. For all keys except the arrow keys, put the square part of the scissors piece to the far left of the keypad area where it is to sit; then, slide it underneath the two slider pieces. Slide it all the way to the right.  
For arrow keys, put the square part of the scissors at the top of the keypad area 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 174 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.



- **TROUBLESHOOTING**

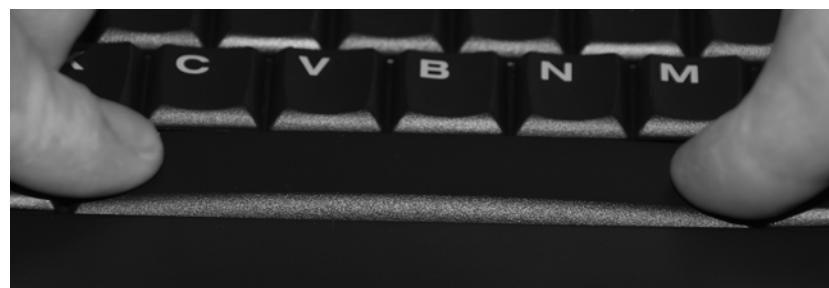
- Reinstalling or Repairing Keys on the NEO Keyboard

- 4. Gently flip the key down.



- 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

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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 website 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 181 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 trolley or an AlphaHub that is on (usually in a classroom situation)
- A running computer

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. Do not connect the AC adapter when NEO is connected to a computer; it is not necessary.

- ABOUT NEO BATTERIES AND POWER SOURCES
- Replacing AA Batteries
- 
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## 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.

Follow these steps to replace the batteries:

1. Use a Phillips screwdriver to remove the screw on the back of the NEO **A**.
2. Put your thumbs in the circles on the battery compartment cover **B** and slide the compartment cover toward the left to remove it from the NEO.



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



5. Put the battery compartment cover back on and slide it back in place.
6. Insert the small Phillips screw in the hole provided and use a Phillips screwdriver to tighten it to make sure the cover stays shut.

## Using the Optional Rechargeable Battery Pack

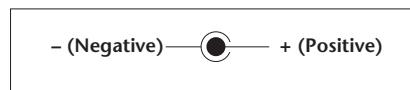
If you purchased a rechargeable battery pack, your batteries are automatically recharged whenever you connect the NEO to a computer or AlphaHub using a USB cable. You can also recharge the batteries by plugging the NEO in using the AC adapter. See page 4 to find out how to charge or recharge the battery pack using the AC adapter.

**Important:** If you are 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 230V 50Hz 11.5W (UK and Europe)
- Output: DC 7.5V 500 MA



You should always use the AC adapter supplied with the battery pack; do not 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 10.

### 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 will get the longest life from your batteries if you wait for the low battery warning to appear before recharging so the batteries are not 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

- **ABOUT NEO BATTERIES AND POWER SOURCES**
- Using the Optional Rechargeable Battery Pack
- 
- 

take as long as 24 hours. **Do not charge the batteries for more than a week;** doing so may damage the batteries.

NEO's indicator light **A** turns green when the device is fully charged.



### **Storing and Recharging NEOs**

Rechargeable batteries that are not 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 are 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 website.

If your batteries have run down, and you do not have an AC adapter, you can still connect your NEO to your computer and transfer the data in your files while the computer provides power to your NEO. You can also temporarily switch to AA alkaline batteries until you can obtain a new rechargeable battery pack.

### **Toxic Elements Statement**

Each rechargeable battery cell is a sealed container enclosing a nickel electrode and a potassium hydroxide electrolyte. The electrolyte is caustic. Avoid contact with skin or eyes. If exposed accidentally, flush eyes with water immediately.

**Warning!** Do not incinerate or mutilate the battery, as this may cause it to burst or release toxic materials. Do not short circuit, as this may cause burns. Please dispose of in accordance with local, state, and federal regulations.

## Low Battery Message

When your AA batteries or rechargeable batteries are getting low, a warning message appears on the NEO screen. The message appears about eight hours before your AA batteries are dead and about twenty minutes before your rechargeable batteries are dead. Be sure to replace your AA batteries or recharge your optional battery pack before the batteries are completely discharged.

## Checking Battery Status (Charge)

To find out how much battery charge is remaining, follow these steps to check the battery status on your NEO:

1. Press **ctrl-⌘-B**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
2. Press any key to return to your file.

You can also check battery status in the Control Panel by following these steps:

1. Press **applets**.
2. Move the cursor down next to **Control Panel** and press **enter**.
3. Move the cursor down next to **Display battery status** and press **enter**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
4. Press any key to leave this screen.

## Tips on Caring for Batteries

- To avoid battery leakage in AA batteries, change the batteries as soon as they become weak.
- Do not drop, puncture, disassemble, mutilate or incinerate the batteries.
- Do not leave batteries in hot locations.

- **ABOUT NEO BATTERIES AND POWER SOURCES**
- NEO's Backup Lithium Battery
- 
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## **NEO's Backup Lithium Battery**

NEO contains a secondary backup battery that is not 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 website for more information or contact Technical Support for assistance.

# **WARRANTY AND MAINTENANCE**

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## **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 authorised 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.
- Take care not to break the LCD screen. Do not drop NEO or subject it to strong impact. Do not place an AC adapter or other heavy object over the LCD screen.
- Clean the screen only with a soft, dry cloth. Do not use solvents.
- Keep your NEO away from extreme heat. Do not leave it on the dashboard of a car, in the trunk of a car, or near a heater.
- Do not leave your NEO in a place that is extremely dusty or damp.
- Do not use frayed or damaged cables.
- Never force a connector into a port if the connector and port do not join easily.

- **WARRANTY AND MAINTENANCE**
- Return Procedures
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## Storing Your NEO

If you know you are 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 are 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 are 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 are 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 cannot 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 137. To change this for several NEOs, use the system settings in the NEO Manager software; see page 145.

## Return Procedures

**Important:** If you are 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 169. If this section does not 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 Authorisation) 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 will 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 will be charged a fee for the parts replaced, as well as a repair handling fee.

# KEYBOARD COMMANDS AND SPECIAL CHARACTERS

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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	<code>← →</code>
Move up or down one line	<code>↑ ↓</code>
Move up one screen (scrolling)	<code>⌘-↑</code>
Move down one screen (scrolling)	<code>⌘-↓</code>
Move to beginning of line	<code>⌘-←</code>
Move to end of line	<code>⌘-→</code>
Move to beginning of file	<code>home</code>
Move to end of file	<code>end</code>
Move to previous word	<code>option-←</code>
Move to next word	<code>option-→</code>
Move to previous sentence	<code>ctrl-←</code>
Move to next sentence	<code>ctrl-→</code>
Move to previous paragraph	<code>ctrl-↑</code>
Move to next paragraph	<code>ctrl-↓</code>
Select/deselect one character to the left	<code>shift-←</code>
Select/deselect one character to the right	<code>shift-→</code>
Select/deselect one line up	<code>shift-↑</code>
Select/deselect one line down	<code>shift-↓</code>
Select from cursor to beginning of word	<code>shift-option-←</code>
Select from cursor to end of word	<code>shift-option-→</code>
Select from cursor to beginning of line	<code>shift-⌘-←</code>
Select from cursor to end of line	<code>shift-⌘-→</code>
Select all (select entire file)	<code>ctrl-A or ⌘-A</code>
Cut selected text to clipboard	<code>ctrl-X or ⌘-X</code>
Copy selected text to clipboard	<code>ctrl-C or ⌘-C</code>
Paste text from clipboard	<code>ctrl-V or ⌘-V</code>
Have the selected text read by an optional NEO Text2Speech device	<code>ctrl-M</code>
Change settings for the NEO Text2Speech device	<code>ctrl-J</code>
Delete a character or selection to the left of the cursor	<code>backspace</code>

Action	Keyboard Command
Delete a character or selection to the right of the cursor	<b>delete</b> or <b>ctrl-backspace</b>
Clear the entire contents of the file	<b>clear file</b>
Clear the contents from all eight workspace files	<b>shift-ctrl-option-⌘-clear file</b>
Permanently delete an entire file	<b>option-⌘-clear file</b>
Permanently delete <b>all</b> files	<b>ctrl-option-⌘-clear file</b>
Recover 40 characters	<b>ctrl-option-⌘-R</b>
Recover file from last deletion	<b>option-⌘-R</b>
Recover entire file	<b>ctrl-shift-option-⌘-R</b>
Find text	<b>find</b> or <b>⌘-F</b>
Find again	<b>⌘-G</b>
Find and replace	<b>ctrl-find</b>
Check spelling	<b>spell check</b>
Spell check word containing cursor	<b>⌘-spell check</b>
Spell check on/off	<b>option-⌘-spell check</b>
Spell check a selected section	<b>ctrl-spell check</b>
Ignore all occurrences in spell check	<b>ctrl-I</b>
Replace all in spell check	<b>ctrl-enter</b>
Open thesaurus	<b>ctrl-T</b>
File status (characters)	<b>ctrl-⌘-I</b>
File status (pages)	<b>⌘-I</b>
File statistics (number of words, characters, paragraphs, and spaces in a file)	<b>ctrl-option-⌘-I</b>
Number of characters in all files	<b>shift-ctrl-⌘-I</b>
Number of pages in all files	<b>shift-⌘-I</b>
Word count (characters, words, paragraphs, pages)	<b>ctrl-W</b>
System details	<b>option-⌘-V</b>
Clipboard contents	<b>ctrl-option-⌘-C</b>
Clipboard status (characters)	<b>ctrl-shift-option-⌘-C</b>
Clipboard status (pages)	<b>option-⌘-C</b>
Print files	<b>print</b> or <b>⌘-P</b>
Typing Timer	<b>⌘-find</b>
Create new file	<b>ctrl-N</b>
Open file	<b>ctrl-O</b>
Open or retrieve file from supported programs	<b>⌘-O</b>
Save and name a file	<b>ctrl-S</b>

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

Keyboard Commands

Action	Keyboard Command
Select file	<b>ctrl-F</b>
Delete file	<b>ctrl-D</b>
Send current AlphaWord Plus file to another NEO with Beamer	<b>ctrl-send</b>
Send current AlphaWord Plus file to supported programs like Google Docs	<b>⌘-send</b>
Receive an AlphaWord Plus file from another NEO with Beamer	<b>ctrl-B</b>
Go to SmartApplets menu	<b>applets</b>
Set a startup SmartApplet from the SmartApplets menu	<b>ctrl-applets</b>
Disable a SmartApplet from the SmartApplets menu	<b>ctrl-⌘-L</b>
Display information about selected SmartApplet	<b>option-applets</b>
Select font size in AlphaWord Plus	<b>ctrl-option-⌘-F</b>
Copy linked file to clipboard	<b>shift-ctrl-⌘-C</b>
Copy current screen of a linked file	<b>shift-ctrl-C</b>
Select section	<b>⌘-S</b>
View linked file/main file	<b>ctrl-L</b>
Password enable/disable (master password required)	<b>ctrl-option-⌘-P</b>
Change file password	<b>option-⌘-P</b>
Enable/disable Calculator (master password required)	<b>ctrl-⌘-C</b>
Sticky Keys, Auto Repeat, Show Marks status	<b>option-⌘-K</b>
Slow Keys status	<b>ctrl-option-⌘-K</b>
Change keyboard layout (QWERTY, Dvorak, Right, Left)	<b>option-⌘-L</b>
Change send speed (cable)	<b>option-⌘-S</b>
Change send speed (IR)	<b>ctrl-option-⌘-S</b>
Switch to another file (when connected by USB)	<b>⌘-File 1 (File 2, File 3, and so on)</b>
Check battery status	<b>ctrl-⌘-B</b>
Set idle time	<b>option-⌘-T</b>
View help contents	<b>ctrl-h or ⌘-H</b>
Copy help contents	<b>ctrl-C</b>
View system hardware details	<b>ctrl-shift-option-⌘-I</b>
View system software details	<b>ctrl-shift-option-⌘-B</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	<b>option-E, shift-A</b>	acute accent
À	<b>option-' , shift-A</b>	grave accent
Ä	<b>option-U, shift-A</b>	umlaut accent
Ã	<b>option-N, shift-A</b>	tilde accent
Å	<b>option-shift-A</b>	dot accent
á	<b>option-E, A</b>	acute accent
à	<b>option-' , A</b>	grave accent
â	<b>option-I, A</b>	circumflex accent
ã	<b>option-U, A</b>	umlaut accent
ã	<b>option-N, A</b>	tilde accent
å	<b>option-A</b>	dot accent
æ	<b>option-'</b>	digraph (ligature)
Æ	<b>option-shift-'</b>	digraph (ligature)
ç	<b>option-C</b>	cedilla accent
Ç	<b>option-shift-C</b>	cedilla accent
É	<b>option-E, shift-E</b>	acute accent
È	<b>option-' , shift-E</b>	grave accent
Ê	<b>option-I, shift-E</b>	circumflex accent
Ë	<b>option-U, shift-E</b>	umlaut accent
é	<b>option-E, E</b>	acute accent
è	<b>option-' , E</b>	grave accent
ê	<b>option-I, E</b>	circumflex accent
ë	<b>option-U, E</b>	umlaut accent
í	<b>option-E, I</b>	acute accent
ì	<b>option-' , i</b>	grave accent
î	<b>option-I, I</b>	circumflex accent
ï	<b>option-U, I</b>	umlaut accent
Ñ	<b>option-N, shift-N</b>	tilde accent

KEYBOARD COMMANDS AND SPECIAL CHARACTERS

- International and Special Characters

Character	Keystroke(s)	Notes
ñ	<b>option-N, N</b>	tilde accent
Ó	<b>option-E, shift-O</b>	acute accent
Ò	<b>option-' , shift-O</b>	grave accent
Ô	<b>option-I, shift-O</b>	circumflex accent
Ö	<b>option-U, shift-O</b>	umlaut accent
Õ	<b>option-N, shift-O</b>	tilde accent
ó	<b>option-E, O</b>	acute accent
ò	<b>option-' , O</b>	grave accent
ô	<b>option-I, O</b>	circumflex accent
ö	<b>option-U, O</b>	umlaut accent
õ	<b>option-N, O</b>	tilde accent
Ú	<b>option-E, shift-U</b>	acute accent
Ù	<b>option-' , shift-U</b>	grave accent
Û	<b>option-I, shift-U</b>	circumflex accent
Ü	<b>option-U, shift-U</b>	umlaut accent
ú	<b>option-E, U</b>	acute accent
ù	<b>option-' , U</b>	grave accent
û	<b>option-I, U</b>	circumflex accent
ü	<b>option-U, U</b>	umlaut accent
ÿ	<b>option-U, Y</b>	umlaut accent

Character	Keystroke(s)
™	<b>option-2</b>
®	<b>option-R</b>
©	<b>option-G</b>
ø	<b>option-O</b>
Ø	<b>option-shift-O</b>
°	<b>option-shift-8</b>
∞ (infinity)	<b>option-5</b>
§	<b>option-6</b>
¶	<b>option-7</b>
¿	<b>option-shift-/</b>
¡	<b>option-1</b>
»	<b>option-shift-\</b>
«	<b>option-\</b>
' (acute accent)	<b>option-E, space</b>
` (grave accent)	<b>option-' , space</b>
^ (circumflex)	<b>option-I, space</b>

Character	Keystroke(s)
“ (umlaut)	<b>option-U, space</b>
~ (tilde)	<b>option-N, space</b>
· (superscript dot)	<b>option-H</b>
½	<b>ctrl-option-2</b>
¼	<b>ctrl-option-3</b>
¾	<b>ctrl-option-4</b>
÷	<b>option-/</b>
±	<b>option-shift-=</b>
f	<b>option-F</b>
\$	<b>shift-4</b>
¢	<b>option-4</b>
£	<b>option-3</b>
¤	<b>option-shift-5</b>
¥	<b>option-Y</b>
?	<b>option-shift-2</b>
ß (beta or German Sharp S)	<b>option-S</b>
Σ (sigma)	<b>option-W</b>
π (pi)	<b>option-P</b>
μ (mu)	<b>option-M</b>
Ω (omega)	<b>option-Z</b>

## Troubleshooting Special Characters

International characters are supported by both Macintosh and Windows computers. However, some Windows programs do not support the Microsoft international character set, so they may have problems displaying international characters correctly. If your characters have not 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 did not 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

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Write On! for NEO provides hundreds of writing exercises, literacy skills activities and vocabulary strategies that teachers can use to help pupils develop their writing skills. You can easily send these exercises to pupils' NEOs using NEO Manager (see page 55). Pupils 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 pupils at the beginning of writing projects. Instead, the exercises provide screen after screen of entertaining writing activities that engage pupils' minds and inspire creative responses.

Write On! files are organised by school level and type of activity. Writing lessons are organised by process and theme. For a list of the school levels, themes and exercise files, see page 196. For an overview of the categories and themes, see page 203.

## 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 12).
2. Use the supplements summary (page 203) to find a theme that you want your pupils to work with.
3. Read the individual file information in the PDF supplement and decide which text file to work with.
4. Use NEO Manager to send the Write On! text file to file 1 on connected NEOs (see page 55). (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 would like once you select them using NEO Manager.
5. Have pupils complete the work in the file. Pupils should type their answers to questions within the angle brackets (<>).
6. To view pupil work, see the next section.

## Retrieving Writing Exercises from NEOs



**Remember that pupils should have entered their responses between the angle bracket prompts (<>).**  
To find pupil responses, look for these prompts in the files.

There are three ways to retrieve writing exercises once pupils complete them: you can use NEO Manager, you can have pupils send their exercises to your computer, or you can have pupils print directly from their NEOs.

### Using NEO Manager to Retrieve Pupils' 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 41 to find out how to view, print or save the pupil files.

### Sending an Exercise Directly from NEO to Your Computer

By following these steps, pupils can send their exercises to your computer one at a time. This method lets each pupil edit, reformat, save or print his or her exercise using your computer.

**Note:** If your pupils 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 163 for details.

1. Make sure NEO Manager is not 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 are in the file that contains the exercise.
4. Connect NEO to your computer using a USB cable (see page 8).
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 pupil'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 pupils print directly from NEOs (using a USB cable, infrared printing or wireless RF printing). This method provides you or the pupil 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 8).
  - 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 16).
2. Turn on the NEO and make sure you are in the file that contains the exercise.
3. Press **print** on the NEO.

- WRITE ON! LESSONS FOR NEO**
- Road Map of Write On! Lesson Files

## 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: primary or secondary. 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.



**You can also view lessons in NEO Manager as you select a Write On! lesson. See page 55.**

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

The following tables show how the files are organised on your computer and how you will find them organised when you select them in NEO Manager.

<b>Primary Files</b>			
\Primary	\Literacy Skills Activities	\Fudge-a-Mania	B_Vocabulary.txt C_Setting.txt D_Plot.txt
		\Hatchet	B_Vocabulary.txt C_Believability.txt D_Setting.txt
		\Marvin Redpost	B_Vocabulary.txt C_Character.txt D_Tone.txt
		\Number the Stars	B_Vocabulary.txt C_Character.txt D_Setting.txt
		\The Lion, the Witch, and the Wardrobe (Unabridged)	B_Vocabulary.txt C_Dialogue.txt D_Character.txt
	\Vocabulary Strategies		ABC Graffiti.txt Possible Sentences.txt Sentence Chains.txt Synonym Cluster.txt
\Writing Lessons	\Poetry and Word Power	\Chants to Limericks	B_CHANTS.txt C_ACROST.txt D_LIMRCK.txt E_DAIL.txt F_TRANS.txt G_IMAGIN.txt H_SIM1.txt I_SIM2.txt
		\Haiku to Free Verse	B_METAPH.txt C_HAIKU.txt D_RECIPES.txt E_VERSE1.txt F_VERSE2.txt G_VERSE3.txt H_THEME.txt
		\Someone Won	B_EIGHT.txt C_ONE.txt D_BASES.txt E_INN.txt

**Primary Files (Continued)**

\Primary (continued)	\Writing Lessons (continued)	\Poetry and Word Power (continued)	\The Me Activities II
			B_NAME.txt      H_FEEL2.txt C_MEET.txt      I_MEMORY.txt D_FAMILY.txt    J_KEY.txt E_CHANGE.txt    K_JOURNL.txt F_ENDING.txt    L_TIME.txt G_FEEL1.txt
<hr/>			
\Where the Sidewalk Bends			
<hr/>			
			B_MICE.txt      G_HALWEN.txt C_DOOR.txt      H_PEOPLE.txt D_TRAPEZ.txt    I_MAGIC.txt E_HKCROK.txt    J_BITS.txt F_OURBND.txt    K_TUGWAR.txt
<hr/>			
\Seasons		\Autumn	
			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
<hr/>			
\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
<hr/>			
\Winter			
			B_BRTHDY.txt    GCHANT.txt C_CELEBR.txt    HFLOWER.txt D_HOLIDY.txt    IMOUSE.txt E_MISTLE.txt    JPICT.txt F_RECIPES.txt
<hr/>			
\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
<hr/>			
\Character Sketch I			
			B_DES1.txt      HDIADES.txt C_DES2.txt      ISETDIA.txt D_SET1.txt      JINTERC.txt E_SET2.txt      KACTION.txt F_SETDES.txt    LNARRAT.txt G_DIA.txt
<hr/>			

- WRITE ON! LESSONS FOR NEO**
- Road Map of Write On! Lesson Files

### Primary Files (Continued)

\Primary (continued)	\Writing Lessons (continued)	\The Process of Writing (continued)	\Finding a Writing Style I
			B_VIEW1.txt      H_LIT1.txt
			C_VIEW2.txt      I_LIT2.txt
			D_DESC.txt      J_AUDENC.txt
			E_SPICE.txt      K_RIGHT.txt
			F_TRIM1.txt      L_TIGHT.txt
			G_TRIM2.txt

---

### \Observe and Describe

B_COLOR.txt	F_EXAMP.txt
C_SENSE1.txt	G_THEIT.txt
D_SENSE2.txt	H_PORTRT.txt
E_CLUSTR.txt	I_TRIM.txt

---

### \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_RECIPR.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

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### \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

---

### \Paragraphs to Essays Level 2

B_START.txt	H_LINKRS.txt
C_CLUSTR.txt	I_DESC.txt
D_TOPIC.txt	J_EXPOS.txt
E_BROAD.txt	K_NARRAT.txt
F_SENSE.txt	L_PERS.txt
G_TIME.txt	

**Primary Files (Continued)**

\Primary (continued)	\Writing Lessons (continued)	Writing Skills (continued)	\Sentence Combining with a Moral
			B_WARMUP.txt H_BEE.txt
			C_FOX.txt I_MEDICN.txt
			D_SLEEK.txt J_HAIR.txt
			E_SWALLO.txt K_FLATTR.txt
			F_PLEASE.txt L_EXPAND.txt
			G BRAIN.txt M_REFER.txt

\Sentence Writing Level 1

B_FAVOR.txt	G_MORE.txt
C_ADJECT.txt	H_COLOR.txt
D_ADVERB.txt	I_NAME.txt
E_FRAG.txt	J_PARAGR.txt
F_NEWS.txt	

\Sentence Writing Level 2

B_NEWS.txt	F_ADJECT.txt
C_FRAG.txt	G_COLOR.txt
D_SEPAR.txt	H_MORE.txt
E_COMBIN.txt	I_OVER.txt

\Sentences to Paragraphs Level 1

B_SIMPLE.txt	H_MIX.txt
C_ALPHA.txt	I_DETAIL.txt
D_SENSE.txt	J_TIME.txt
E_LOVE.txt	K_TOWN.txt
F_SUBJ.txt	L_FIND.txt
G_SUMM.txt	M_TITLE.txt

\Sentences to Paragraphs Level 2

B_START.txt	G_LIVELY.txt
C_MIX.txt	H_SENSE.txt
D_CLUSTR.txt	I_TRANS1.txt
E_DETAIL.txt	J_TRANS2.txt
F_BROAD.txt	K_PROVRB.txt

\You Are the Editor 1

B_WARMUP.txt	H_FIXUP.txt
C_CLENUP.txt	I_LETTER.txt
D_SPACES.txt	J_RETNR2.txt
E_RETNR1.txt	K_RECIPR.txt
F_UNITY.txt	L_COMBIN.txt
G_MIXED.txt	

\You Are the Editor 2

B_WARMUP.txt	I_TIRED.txt
C_RUNON.txt	J_TRICKY.txt
D_REPLACE.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

- **WRITE ON! LESSONS FOR NEO**
- Road Map of Write On! Lesson Files
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### **Secondary Files**

\Secondary	\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
		\Hatchet	B_Vocabulary.txt C_Believability.txt D_Setting.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		Closed Word Sort.txt Concept Circles.txt Concept of Definition.txt Four-Part Definition.txt Sentence Chains.txt Vocabulary Self Selection.txt
\Writing Lessons	\1 Writing Skills	\Paragraphs to Essays Level 2	WS P to E L2 B.txt    WS P to E L2 H.txt WS P to E L2 C.txt    WS P to E L2 I.txt WS P to E L2 D.txt    WS P to E L2 J.txt WS P to E L2 E.txt    WS P to E L2 K.txt WS P to E L2 F.txt    WS P to E L2 L.txt WS P to E L2 G.txt
		\Sentence Combine with AM Classics	SecPoWCS2C.txt    SecWS SCAM E.txt SecPoWCS2E.txt    SecWS SCAM F.txt SecPoWCS2G.txt    SecWS SCAM G.txt SecPoWCS2I.txt    SecWS SCAM H.txt SecWS PP L.txt    SecWS SCAM I.txt SecWS SCAM B.txt    SecWS SCAM J.txt SecWS SCAM C.txt    SecWS SCAM K.txt SecWS SCAM D.txt    SecWS SCAM L.txt
		\Sentence Combining with a Moral	WS SC with M B.txt    WS SC with M H.txt WS SC with M C.txt    WS SC with M I.txt WS SC with M D.txt    WS SC with M J.txt WS SC with M E.txt    WS SC with M K.txt WS SC with M F.txt    WS SC with M L.txt WS SC with M G.txt    WS SC with M M.txt
		\Sentence to Paragraph Level 2	WS S to P L2 B.txt    WS S to P L2 G.txt WS S to P L2 C.txt    WS S to P L2 H.txt WS S to P L2 D.txt    WS S to P L2 I.txt WS S to P L2 E.txt    WS S to P L2 J.txt WS S to P L2 F.txt    WS S to P L2 K.txt

**Secondary Files (Continued)**

\Secondary (continued)	\Writing Lessons (continued)	\1_Writing Skills (continued)	\Sentence Writing Level 2
			WS SW L2 B.txt WS SW L2 F.txt
			WS SW L2 C.txt WS SW L2 G.txt
			WS SW L2 D.txt WS SW L2 H.txt
			WS SW L2 E.txt WS SW L2 I.txt
<hr/>			
\Persuasive Essay			
SecWL WS PE B.txt SecWL WS PE H.txt			
SecWL WS PE C.txt SecWL WS PE I.txt			
SecWL WS PE D.txt SecWL WS PE J.txt			
SecWL WS PE E.txt SecWL WS PE K.txt			
SecWL WS PE F.txt SecWL WS PE L.txt			
SecWL WS PE G.txt			
<hr/>			
\Polishing Prose			
SecWL WS PP B.txt SecWL WS PP G.txt			
SecWL WS PP C.txt SecWL WS PP H.txt			
SecWL WS PP D.txt SecWL WS PP I.txt			
SecWL WS PP E.txt SecWL WS PP J.txt			
SecWL WS PP F.txt SecWL WS PP K.txt			
<hr/>			
\You are the Editor 1			
WS Y are the E1 B.txt WS Y are the E1 H.txt			
WS Y are the E1 C.txt WS Y are the E1 I.txt			
WS Y are the E1 D.txt WS Y are the E1 J.txt			
WS Y are the E1 E.txt WS Y are the E1 K.txt			
WS Y are the E1 F.txt WS Y are the E1 L.txt			
WS Y are the E1 G.txt			
<hr/>			
\2_The Process of Writing	\Character Sketch 1		
		POW CS1 B.txt POW CS1 H.txt	
		POW CS1 C.txt POW CS1 I.txt	
		POW CS1 D.txt POW CS1 J.txt	
		POW CS1 E.txt POW CS1 K.txt	
		POW CS1 F.txt POW CS1 L.txt	
		POW CS1 G.txt	
<hr/>			
\Character Sketch 2			
SecPoWCS2B.txt SecPoWCS2H.txt			
SecPoWCS2D.txt SecPoWCS2J.txt			
SecPoWCS2F.txt			
<hr/>			
\Character Sketch 3			
SecPoWCS3B.txt SecPoWCS3F.txt			
SecPoWCS3C.txt SecPoWCS3G.txt			
SecPoWCS3D.txt SecPoWCS3H.txt			
SecPoWCS3E.txt			
<hr/>			
\Finding a Writing Style			
SecPoWWSB.txt SecPoWWSG.txt			
SecPoWWSC.txt SecPoWWSH.txt			
SecPoWWSD.txt SecPoWWSI.txt			
SecPoWWSE.txt SecPoWWSJ.txt			
SecPoWWSF.txt SecPoWWSK.txt			

▪ **WRITE ON! LESSONS FOR NEO**  
 ▪ Road Map of Write On! Lesson Files  
 ▪

**Secondary Files (Continued)**

\Secondary (continued)	\Writing Lessons (continued)	\2_The Process of Writing (continued)	\Letters_Forms_Applications
			POW LFA B.txt
			POW LFA C.txt
			POW LFA D.txt
			POW LFA E.txt
			POW LFA F.txt
			POW LFA G.txt
			POW LFA H.txt
			POW LFA I.txt
			POW LFA J.txt
			POW LFA K.txt

\Moral Dilemas

POW MD1 B.txt	POW MD1 K.txt
POW MD1 C.txt	POW MD1 L.txt
POW MD1 D.txt	POW MD1 M.txt
POW MD1 E.txt	POW MD1 N.txt
POW MD1 F.txt	POW MD1 O.txt
POW MD1 G.txt	POW MD1 P.txt
POW MD1 H.txt	POW MD1 Q.txt
POW MD1 I.txt	POW MD1 R.txt
POW MD1 J.txt	POW MD1 S.txt

\Observe and Describe

POW O and D B.txt	POW O and D F.txt
POW O and D C.txt	POW O and D G.txt
POW O and D D.txt	POW O and D H.txt
POW O and D E.txt	POW O and D I.txt

\3\_Lifelong  
Skills

\Answering Essay Questions

LS AEQ B.doc	LS AEQ H.doc
LS AEQ C.doc	LS AEQ I.doc
LS AEQ D.doc	LS AEQ J.doc
LS AEQ E.doc	LS AEQ K.doc
LS AEQ F.doc	LS AEQ L.doc
LS AEQ G.doc	

\Poetry and  
Building Word  
Power

\Chants to Limericks

MS WL PBWP C2L B.txt	MS WL PBWP C2L F.txt
MS WL PBWP C2L C.txt	MS WL PBWP C2L G.txt
MS WL PBWP C2L D.txt	MS WL PBWP C2L H.txt
MS WL PBWP C2L E.txt	MS WL PBWP C2L I.txt

\Haiku

B_METAPH.txt	F_VERSE2.txt
C_HAIKU.txt	G_VERSE3.txt
D_RECIPES.txt	H_THEME.txt
E_VERSE1.txt	

\Someone Won

PBWP SW B.txt
PBWP SW C.txt
PBWP SW D.txt
PBWP SW E.txt

\The Me Activities 2

PBWP TMA2 B.txt	PBWP TMA2 G.txt
PBWP TMA2 C.txt	PBWP TMA2 I.txt
PBWP TMA2 D.txt	PBWP TMA2 J.txt
PBWP TMA2 E.txt	PBWP TMA2 K.txt
PBWP TMA2 F.txt	PBWP TMA2 L.txt

### Secondary Files (Continued)

\Secondary (continued)	\Writing Lessons (continued)	\Poetry and Building Word Power (continued)	\The Power of Words
			PBWP POW B.txt PBWP POW F.txt
			PBWP POW C.txt PBWP POW G.txt
			PBWP POW D.txt PBWP POW H.txt
			PBWP POW E.txt PBWP POW I.txt
			\Where the Sidewalk Bends
			PBWP WSB B.txt PBWP WSB G.txt
			PBWP WSB C.txt PBWP WSB H.txt
			PBWP WSB D.txt PBWP WSB I.txt
			PBWP WSB E.txt PBWP WSB J.txt
			PBWP WSB F.txt PBWP WSB K.txt

## Write On! Lesson Categories and Teacher Notes

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 pupils to work on.

For more detailed information about each writing exercise, refer to the Teacher Notes files on your computer (once you have installed NEO Manager). Check the location for your type of computer:

- **Window Computers:** Program Files\Renaissance Learning\Write On Text Files\. Look in the Writing Lessons folder under Primary or Secondary to find the teacher's notes for that level.
- **Macintosh Computers:** Applications : AlphaSmart : AlphaSmart Manager 2 : Write On Text Files. Look in the Writing Lessons folder under Primary or Secondary to find the teacher's notes for that level.

## Primary Exercises

This table gives you an overview of the categories and themes available at the primary level.

Primary	
Literacy Skills Activities	For each book, Vocabulary activities help pupils keep track of the new words they encounter. Other activities help students focus on character, setting, plot, believability, tone and dialogue. Titles include <i>Fudge-a-Mania</i> , <i>Hatchet</i> , <i>Marvin Redpost</i> , <i>Number the Stars</i> and <i>The Lion, the Witch and the Wardrobe</i> .
Vocabulary Strategies	These activities help pupils focus on vocabulary. The activities ask pupils to come up with related words, write sentences that include new words, write sentences related to a word with other pupils and think of synonyms for a word.

- WRITE ON! LESSONS FOR NEO**
- Write On! Lesson Categories and Teacher Notes
- ...
- ...

### Primary (Continued)

Poetry and 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. Pupils 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 pupils 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. Pupils may work alone on all activities, but sharing with writing groups and class publishing is encouraged.
	Someone Won	Using sample poems and homophone lists, pupils create their own homophone poems through individual and collaborative writing.
	The Me Activities 2	Pupils explore the various elements encompassing autobiographical sketches and also work through some value-clarification exercises. These activities can help pupils explore their personalities and can help foster positive self-esteem.
	Where the Sidewalk Bends	By reading and writing poems on themes that have been developed by some of their favorite poets, pupils gain greater control over poetic language, rhythm and imagery.
Seasons	Autumn	The Autumn folder contains calendar-related activities with a fall theme. It focuses pupils' 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.

### Primary (Continued)

Seasons (continued)	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.
	Character Sketch 1	Activities on Character Sketch I have pupils practise six strategies for developing a character: description, setting, dialogue, interaction, action and narrative. Files are arranged to give pupils practice in recognising and imitating techniques in the order shown above. One or more techniques for study and imitation can appear in any one lesson. Pupils are encouraged to use a variety of techniques in their own writing. All files can be used by pupils working individually, in pairs or in cooperative groups.
	Finding a Writing Style 1	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>My Side of the Mountain</i> and <i>The Lion, the Witch and the Wardrobe</i> .
	Observe and Describe	Pupils 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 pupils to learn observation, style and tone. Writing descriptions may be the first stage in overcoming reluctance to write.
	Poetry for Young Poets	Through a step-by-step scope and sequence for developing poetry writing skills, pupils learn and practise 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 pupils 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.

- **WRITE ON! LESSONS FOR NEO**
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### **Primary (Continued)**

The Process of Writing (continued)	The Me Activities 1	Writing activities focus on a child's own feelings, experiences, memories and values using journal writing, letters, biography and poetry. Many prewriting strategies help pupils 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 summarising, ordering, specifying and describing. Files are arranged so that pupils begin working with main ideas. However, files may be used in any order for reinforcement of skills already taught.
	Paragraphs to Essays Level 2	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 is too broad, ordering, adding supporting details and linking sentences. In addition, pupils review different types of writing: descriptive, expository, narrative and persuasive. Files are arranged so that pupils begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.
	Sentence Combining with a Moral	Pupils read fables by Aesop, decide what the morals are, and try their own hand at reconstructing sentences from the fables. They learn to recognise 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 pupils to manipulate sentences freely, making any changes they want to easily.
	Sentence Writing Level 1	Through onscreen activities and modeling, pupils practise creating sentences. These activities provide practice with sentence fragments, compound sentences, adjectives, adverbs and simple paragraphs.
	Sentence Writing Level 2	Writing effective sentences through the use of correct structure and expressive language is reinforced through activities in the sentence series. Pupils experiment with the use of nouns, verbs, adverbs, pronouns and adjectives; combine sentences and vary sentence type, length and style.

### Primary (Continued)

Writing Skills (continued)	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 pupils. Files are arranged so pupils begin working with main ideas; however, files may be used in any order for reinforcement of skills already taught.
	Sentences to Paragraphs Level 2	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 is 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 pupils begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.
	You Are the Editor 1	Using text that is sometimes informative and sometimes whimsical, pupils practise some important keyboard and command functions of word processing software. In the process, they are also called upon to apply and practise skills inherent in good editing and proofreading: critical thinking, organisational concepts, spelling and usage, sentence combining, sentence sense and clarity of meaning. Word processing and editing are natural skills to practise simultaneously.
	You Are the Editor 2	Pupils practise 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 practise the skills inherent in good editing/proofreading: critical thinking, organisational concepts, spelling and usage, sentence sense and clarity of meaning. Some of the passages that make up the activities are informative, others are whimsical.

### Secondary Exercises

This table gives you an overview of the categories and themes available at the secondary level.

### Secondary

Literacy Skills Activities	For each book, vocabulary activities help pupils keep track of the new words they encounter. Other activities help students focus on character, inference, comparison, setting and believability. Titles include <i>Animal Farm</i> , <i>Flowers for Algernon</i> , <i>Hatchet</i> , <i>Lord of the Flies</i> and <i>The Hobbit</i> .
Vocabulary Strategies	These activities help pupils focus on vocabulary. The activities ask pupils to sort and categorise words, think about how certain words are related, think of related words, compare words and illustrate their meaning. Pupils also write sentences related to a word with other pupils and learn strategies for learning new words.

- **WRITE ON! LESSONS FOR NEO**
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## Secondary

1 Writing Skills	Paragraphs to Essays Level 2	Files in Paragraphs to Essays Level 2 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 is too broad, ordering, adding supporting details and linking sentences. In addition, pupils review different types of writing: descriptive, expository, narrative and persuasive. Files are arranged so that pupils begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.
Sentence Combining with American Classics		Pupils read passages from several American writers of the mid-nineteenth century to focus on the passages' sentence styles. Pupils 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 pupils to manipulate sentences freely and to see all the changes they make as they make them.
Sentence Combining with a Moral		Pupils read fables by Aesop, decide what the morals are and try their own hand at reconstructing sentences from the fables. They learn to recognise 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 pupils to manipulate sentences freely, making any changes they want to easily.
Sentences to Paragraphs Level 2		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 is 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 pupils begin working with topic sentences. However, files may be used in any order for reinforcement of skills already taught.
Sentence Writing Level 2		Writing effective sentences through the use of correct structure and expressive language is reinforced through activities in the sentence series. Pupils experiment with the use of nouns, verbs, adverbs, pronouns and adjectives; combine sentences and vary sentence type, length and style.
Persuasive Essay		Pupils 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.

<b>Secondary</b>		
1 Writing Skills (continued)	Polishing Prose	These files address basic mechanics, grammar, usage and stylistic issues that will guide pupils as they polish their prose. Jack London's story "To Build a Fire" provides models and examples.
	You Are the Editor 1	Using text that is sometimes informative and sometimes whimsical, pupils practise some important keyboard and command functions of word processing software. In the process, they are also called upon to apply and practise skills inherent in good editing and proofreading: critical thinking, organisational concepts, spelling and usage, sentence combining, sentence sense and clarity of meaning. Word processing and editing are natural skills to practise simultaneously.
2 The Process of Writing	Character Sketch 1	Activities on Character Sketch I have pupils practise six strategies for developing a character: description, setting, dialogue, interaction, action and narrative. Files are arranged to give pupils practice in recognising and imitating techniques in the order shown above. One or more techniques for study and imitation can appear in any one lesson. Pupils are encouraged to use a variety of techniques in their own writing. All files can be used by pupils working individually, in pairs or in cooperative groups.
	Character Sketch 2	Activities in Character Sketch II give pupils practice in six strategies used in writing to develop a character: description, setting, dialogue, interaction, action and narrative. Files are arranged to give pupils practice in recognising and imitating techniques in the order shown above. One or more techniques for study and imitation can appear in any one lesson. Pupils are encouraged to use a variety of techniques in their own writing. All files can be used by pupils working individually, in pairs or in cooperative groups.
	Character Sketch 3	What is basic to writing a character sketch? Pupils 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> .

- WRITE ON! LESSONS FOR NEO**
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<b>Secondary</b>		
2 The Process of Writing (continued)	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, pupils in intermediate years 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 pupils 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	Pupils are provided with several moral dilemmas. Prewrite activities lead pupil 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 pupil writes an essay supporting his or her chosen position and stating their personal feelings on the issue. Pupils carry their essays through first draft, peer review and final proofreading. Through healthy discussion and debate on these issues, pupils 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.
	Observe and Describe	Pupils 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 pupils to learn observation, style and tone. Writing descriptions may be the first stage in overcoming reluctance to write.
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 pupils. These activities are good preparation for the type of writing required for college entrance exams.
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. Pupils may work alone on all activities, but sharing with writing groups and class publishing is encouraged.

<b>Secondary</b>		
Poetry and Building Word Power (continued)	Haiku to Free Verse	Activities in Haiku to Free Verse have pupils 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. Pupils may work alone on all activities, but sharing with writing groups and class publishing is encouraged.
	Someone Won	Using sample poems and homophone lists, pupils create their own homophone poems through individual and collaborative writing.
	The Me Activities 2	Pupils explore the various elements encompassing autobiographical sketches and also work through some value clarification exercises. These activities can help pupils explore their personalities and can help foster positive self-esteem.
	The Power of Words	In our busy classrooms, pupils 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 pupils explore connotation. They can reach for the richness of precise words to take the place of a generalisation or cliché, to define the exact feeling of a thing to be described or to replace a stereotypical or sexist reference.
	Where the Sidewalk Bends	By reading and writing poems on themes that have been developed by some of their favorite poets, pupils gain greater control over poetic language, rhythm and imagery.

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# About Renaissance Learning

Renaissance Learning UK is a leading provider of assessment technology for primary and secondary schools. Our products promote success amongst students of all ages and abilities through personalised practice in reading, writing and maths, and by providing teachers with immediate feedback and data that helps inform instruction.

Our Accelerated Reader (AR) Advantage and Accelerated Maths (AM) Advantage software, together with the interactive NEO 2 writing tool, help to enhance literacy and numeracy skills, support differentiated instruction and personalise practice to optimise pupil development. The world's most widely used reading software, Accelerated Reader is used by over 350,000 children in the UK every day and by more than 72,000 schools globally — who report an average of two years' reading growth in just one academic year.

A member of BESA, we also support The Schools Network (formerly SSAT), National Literacy Trust and Chartered Institute of Library and Information Professionals amongst other organisations.