



User Guide



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Published by:

Don Johnston Incorporated
26799 West Commerce Drive
Volo IL 60073

Printed in the United States of America, July 2001.

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Installing Co:Writer SmartApplet

- *Overall Directions*
- *Installing on the Computer*
- *Loading Co:Writer onto Your AlphaSmart 3000*
- *Activating Co:Writer*

Overall Directions

There are three phases to installing Co:Writer:

1. Install Co:Writer on the computer.

Installation puts the Co:Writer applet, the Topic Dictionary Loader, and topic files in a Co:Writer SmartApplet folder.

2. Download Co:Writer to the AlphaSmart.

Use a serial or a USB connection to put Co:Writer on your AlphaSmart 3000.

3. Activate Co:Writer.

The remainder of this chapter gives detailed directions on these actions.

Installing on the Computer

Macintosh installation requires a PowerMac, with System 7.6.1 to 9.x; Windows installation requires a Pentium 150 or above and Windows 98, 2000, or ME. Note that Mac installation will require a restart.

Please refer to the Read Me file on your product CD for additional information about installation.

- 1. Insert the CD.**
- 2. Double-click the CD icon.**
- 3. Double-click the Installer icon.**
- 4. Follow the instructions on the screen.**

You are now ready to load Co:Writer onto your AlphaSmart.

Loading Co:Writer onto Your AlphaSmart 3000

If you are running the Get Utility software for the AlphaSmart, close it before installing the Co:Writer SmartApplet.

Please note that downloading SmartApplets to the AlphaSmart resets (erases) all of the files and settings currently on the AlphaSmart. Before downloading the Co:Writer SmartApplet, you should transfer all files you want to save to a computer.

Adding SmartApplets to the AlphaSmart decreases the total memory or file capacity of AlphaWord (the word processing SmartApplet). Each file will have a storage capacity of 8 pages instead of 12.

If you have any problems updating your AlphaSmart refer to the *Troubleshooting* section in this manual.

Step by Step: Serial Update




If you are running the Get Utility software for the AlphaSmart, it must be closed before installing the Co:Writer SmartApplet.

Back up any files on your AlphaSmart to your computer.

1. **Connect the updater cable from your computer to the AlphaSmart port labeled "Printer."**

2. **Turn on the AlphaSmart.**

You will see a screen confirming the connection.

3. **Press   ** to put the AlphaSmart in serial updater mode.

```
Attempting to enter the Updater Mode.  
Attach an Updater cable.  
Start the Updater Application.  
Press esc key to exit..._
```

4. **Launch the CoWriter Applet.**

A dialog box comes up.

5. **Make sure that the serial COM connection is selected, then click Update Now.**

6. Read the reminder, then click OK.

On the AlphaSmart, you'll see this during the update:

```
Updater Mode:  
New SmartApplet is being loaded..._
```

The serial update will take about 6 minutes.

When the update is complete, the AlphaSmart runs a quick self-diagnostic:

```
Initializing the SmartApplet.  
Running Ram Data Bus Test.  
Running Ram Address Bus Test.  
Running Ram Device Test.
```

When the diagnostics finish, the AlphaSmart launches AlphaWord. At this point Co:Writer is inactive.

7. Turn the AlphaSmart off and disconnect the cable.

Step by Step: USB Update

If you are running the Get Utility software for the AlphaSmart, it must be closed before installing the Co:Writer SmartApplet.

1. **Attach the USB cable to the AlphaSmart port labeled "Computer," then plug the other end of the cable into your computer.**
2. **Turn the AlphaSmart on.**

Your computer establishes the USB connection. After a few seconds, you see this on the AlphaSmart:

```
Attached to Mac, emulating keyboard.  
Press Send key to transfer file 1.  
Press Cmd-File key to switch to a  
different file.
```

3. Launch the CoWriter Applet.

4. **Make sure that the USB connection is selected, then click **Update Now.****
5. **Read the reminder dialog box, then click **OK.****

You will see:

```
Updater mode:  
New SmartApplet is being loaded..._
```

Progress is indicated by a thermometer. The USB update takes about 10 minutes. When complete you'll get a confirmation dialog box on the computer.

On the AlphaSmart, a self-diagnostic will appear for a few seconds, then go away. When the diagnostics finish, the AlphaSmart returns to the initial USB connection screen.

At this point Co:Writer is inactive.

6. **Turn the AlphaSmart off and unplug the cable.**

Activating Co:Writer

1. Turn your AlphaSmart on.

You should see the screen below briefly:

```
CoWriter OFF
```

- If you see a “CoWriter Available” message, Co:Writer is already active; you can skip this section and go straight to the next chapter, “Using Co:Writer”.
- If you don’t see either “CoWriter OFF” or “CoWriter Available,” then Co:Writer hasn’t been loaded onto your AlphaSmart. Refer to the previous section for instructions.

After the CoWriter message has gone away, AlphaWord launches.

```
AlphaWord v1.4, US
```

```
Opening file 1..._
```

Finally you will see a blank screen with a blinking cursor:

```
-
```

This is the AlphaWord screen.

2. Press **applets** to bring up the **Applet menu**.

A blinking cursor should be in front of Co:Writer plus AlphaWord. If it’s not, use the arrow key to move the cursor up, then press **enter**.

```
Select a SmartApplet and press enter:  
_ CoWriter vA1.0, US with AlphaWord  
- AlphaWord v1.4, US  
- Calculator v2.0
```

The very first time you activate Co:Writer after updating your AlphaSmart with Co:Writer, you will see a *Starting CoWriter* message on your screen. After that you will just go straight to the Co:Writer screen:

1	The	4	Are	/
2	Is	5	A	/
3	I	6	It	/

Co:Writer is now active and linked to AlphaWord. The slash marks at the right edge of the screen are reminders that you are in the Co:Writer screen.

Sometimes when you activate Co:Writer there will be a pause of a few seconds while the screen says *Working*, and then you will go to the **AlphaWord screen**:

—				*
---	--	--	--	---

This AlphaWord screen will have an asterisk or a right arrow in the lower right corner to indicate that you are linked to Co:Writer.

To begin using Co:Writer right away, skip ahead to the “Writing a Sentence and Sending it to AlphaWord” section in the next chapter.

If you are not going to use Co:Writer right away, you may turn the AlphaSmart off at this point. Continue from the beginning of the next chapter when you are ready.



Co:Writer Basics

- *Moving Between Co:Writer and AlphaWord*
- *Writing a Sentence and Sending it to AlphaWord*
- *Getting Back to Co:Writer from AlphaWord*
- *Editing Your AlphaWord File*
- *Getting Back to Co:Writer After Editing a File*
- *Entering Numbers or Special Characters*
- *Changing Your Mind*
- *The More Guesses Key*
- *Collecting New Words*
- *Resuming Co:Writer*
- *Turning Co:Writer Off*

When you turn on the AlphaSmart, you should see

```
CoWriter Available
```

If you see “CoWriter OFF,” refer to the “Activating Co:Writer” section in Chapter 1.

If you don't see any mention of Co:Writer, it's not installed; refer to the “Loading Co:Writer onto your AlphaSmart 3000” section in Chapter 1.

Note: Co:Writer is meant to be used when the AlphaSmart is disconnected from the computer.

The first time Co:Writer launches after being loaded onto the AlphaSmart, the default text file (where Co:Writer sends the text you create) is File #1. On all other occasions, the text file you last used with this AlphaSmart is active.

Moving Between Co:Writer and AlphaWord

The *wakeup key*, **tab**, will take you from the Co:Writer screen to the AlphaWord screen and vice-versa.

Writing a Sentence in Co:Writer and Sending it to AlphaWord

1. As soon as AlphaWord loads and opens a file, “wake up” Co:Writer by pressing **tab**.

After a pause, the *Co:Writer screen* will appear.

—			/	
1	The	4	Are	/
2	Is	5	A	/
3	I	6	It	/

Co:Writer works with you to write sentences one at a time. The Co:Writer screen shows the sentence you are writing on the top and up to 6 numbered *guesses* in the lower 3 lines. The guesses change as you type.

The only time Co:Writer does not show guesses is if you type a letter combination which Co:Writer cannot match to any words in its dictionaries.

2. If the word you want is in the list of guesses, you select the word by:

- typing its number or
- pressing the up or down arrow keys to point to it, then pressing **space** to select that guess.

You can select a guess at any time, even if you are in the middle of a word.

If the word you want is *not* in the list, continue typing until it is, or until you finish the word.

After a guess is chosen, Co:Writer automatically adds a space. Co:Writer also adds a space after any punctuation mark (comma, dash, colon, semicolon, closing parenthesis or quote). Co:Writer then adjusts the space between the punctuation mark and the last word chosen.

Dinosaurs 1_		/
1 like	4 liked	/
2 look	5 live	/
3 let	6 love	/

3. Continue typing and choosing until you are done with the sentence.

Dinosaurs lived a long time ago _		/
1 the	4 that	/
2 a	5 in	/
3 when	6 not	/

4. When you are done with the sentence, end it with a period, question mark, or exclamation point.

Co:Writer takes the space out between the punctuation and the last word, transfers the completed sentence to the active AlphaWord file, and switches to AlphaWord, displaying the sentence you wrote.

Dinosaurs lived a long time ago.

>

You can also send a sentence or phrase to AlphaWord without ending punctuation by pressing **enter** – this will send the line to AlphaWord and put in a carriage return. This is most often used for lists or poetry.

Getting Back to Co:Writer from AlphaWord

Notice the “>” in the lower right corner of the AlphaWord screen? This symbol lets you know that Co:Writer is *ready* for your next sentence. Think of it as a right arrow that means “go ahead, keep on typing.”

1. Type the first letter of your next sentence. You don’t need to press **shift** to capitalize the first word — Co:Writer automatically does that for you.

Dinosaurs lived a long time ago. i

>

When you type a letter, the AlphaSmart switches back to the Co:Writer screen. Co:Writer shows the letter you just typed and the first set of guesses. Co:Writer also automatically capitalizes the letter.

I	/	
1 Is	4 Isn’t	/
2 I	5 In	/
3 It	6 I’m	/

If you don’t want the first word capitalized, don’t type in AlphaWord. Press **tab** to get back to Co:Writer, then type **space**.

Editing Your AlphaWord File

Let’s say that you want to edit what you’ve already written, perhaps to add a title. Co:Writer always leaves the cursor at the end of each sentence it transfers to AlphaWord.

called herbivores. Our class is going
on a trip to the museum to see the big
t-rex skeleton. Dinosaurs lived a long
time ago. I love reading about them!_

>

To add a title you need to get the cursor to the beginning of the document. You do this by pressing **home** or using the arrow keys.

Dinosaurs lived a long time ago,
millions and millions of years. I
learned that the meat eaters are called
carnivores and the leaf eaters are *

You'll notice that as soon as you press **home** or an arrow key, the Co:Writer indicator in the lower right corner changes from a ">" to an "*."

This shows that Co:Writer is now on standby, *available* if you need it.

Keys that will change modes

The keys that switch you from ready (>) to available (*) mode are:

- arrow keys: **↑**, **↓**, **←**, **→**
- function keys: **file 1**, **file 2**, **file 3**, **file 4**, **file 5**, **file 6**, **file 7**, **file 8**, **print**, **find**, **clear file**, **end**, **applets**, **send**
- non-character keys: **ctrl** + any letter, **alt option** + any letter, **⌘** + any letter, **back space**, **esc**

The three non-character keys that do NOT switch you from ready (>) to available (*) mode are **shift**, **enter** and **caps lock**.

When Co:Writer is available, you can do whatever you want in the AlphaWord screen.

Keys that work differently in Co:Writer

Two keys work differently in the Co:Writer version of AlphaWord than in the standard version of AlphaWord: **=** and **tab**.

- To insert a tab (for indenting or columns), press **alt option tab**.
- To insert an equals sign, press **alt option =**.

Getting Back to Co:Writer After Editing a File

When ready to use Co:Writer, press one of the Co:Writer *wakeup keys*. The wakeup keys are **tab** and **=**.

This always works, whether you are in ready or available mode (> or *).

Entering Numbers or Special Characters

Normally, typing a number in Co:Writer selects a guess, and typing a period, question mark, or exclamation ends a sentence and sends it to AlphaWord.

But there are times when you might want to type a number within your sentence, or you might want to use punctuation without ending the sentence. For these needs you will use some special tricks.

True Keys mode

To write a sentence with a number and year in it, such as:

In 1998 we made the semifinals.

1. Press **esc** right before you type the number.

This will put you into ***True Keys mode***. In True Keys mode, the guesses go away, the cursor changes from horizontal to vertical, and there is a reminder message at the bottom of your screen.

```
In | /
      /
      /
(True Keys mode... esc to exit) /
```

2. Type your number.

```
In 1998| /
      /
      /
(True Keys mode... esc to exit) /
```

3. Press **esc** when you are done.

Co:Writer puts a space after your number, changes the cursor back to an underscore, and shows guesses.

```
In 1998 _ /
  1 I      /
  2 you    /
  3 we     /
  4 it     /
  5 she    /
  6 he     /
```

When you are in True Keys mode, you can use any characters or numbers you'd like, just as you would in any word processor.

Currency and number signs

In certain situations numbers and punctuation marks may be used in a natural way, without typing **[esc]** to get into True Keys mode.

Whenever you type the dollar sign (\$) or the number sign (#) — symbols that are usually followed by numbers — Co:Writer goes into a True Keys mode and hides guesses until you type a space.

The tag on the scooter said \$_	/
	/
	/
(True Keys mode... space to exit)	/

If you are ending the sentence with a number, type your final punctuation mark, then press **[enter]** to send the sentence to AlphaWord.

Quotation marks and parentheses

Punctuation that occurs within quotes or parentheses will not end the sentence. For example:

*She said, "I am going home now."
"Are you hungry? Come here!" he said, and waved.*

After you type an opening quote or a parenthesis, Co:Writer ignores the usual ending characters (period, exclamation point, question mark) until after you have typed the closing quote or parenthesis.

For example, when you type a sentence like the second example, Co:Writer ignores both the question mark and the exclamation point because it is waiting for the second quotation mark.

If your sentence ends with a quotation mark (like the first example), you need to press **[enter]** to send your sentence to AlphaWord.

Punctuation in the middle of a word


There is a way to insert punctuation, such as the periods used in web addresses, without using True Keys mode.

To type punctuation within a word, press **[alt option]** plus the desired punctuation mark.

Changing Your Mind

You may want to correct a mistake or edit a sentence before sending it to AlphaWord. There are several ways to do this.


Erasing a letter


To erase the last letter in the current word (the word you are typing); press . Doing this backs up the cursor and deletes *one letter* at a time.

Each time you delete a character, Co:Writer displays guesses. At any time you can select one of the guesses, continue backing up, or start typing forward.



To delete a letter in the middle of a word, you need to backspace to that character (although it may be faster to delete the entire word).

Erasing a word





Press  to erase the last word or portion of a word. After this, guesses disappear until you type another letter.





You can use  to delete as many words as you want.

Erasing an entire sentence

If you want to start a sentence over, use   to erase it. When you have deleted a sentence, no guesses will appear until you start typing again.


Undoing or redoing an action

Use   or   to undo an action you recently performed with your sentence; this can be used to undo a series of actions.

Use   or   if you undo something by accident and want to put it back; this can be used to redo a series of actions.

Note to Co:Writer 4000 users: The Co:Writer SmartApplet does not permit you to use Undo to bring back a sentence that has already been sent to AlphaWord.

The More Guesses Key

If you don't see the word you want in the set of guesses being displayed, you have 2 choices. The first is to keep typing until you see the exact word you want. The second is to press  – the **More Guesses key** – to provide additional sets of guesses.


You can press the More Guesses key repeatedly. Each time, Co:Writer offers a different set of guesses. Eventually, the offerings will repeat.

This command will have no effect on the guesses at the beginning of a sentence if no letters have been typed.

Collecting New Words


If you use a word that Co:Writer does not know, such as a person's name, Co:Writer can learn that word and add it to a **Collected Words dictionary**. For example, if you type the following sentence:

My friend's name is Savion.

Co:Writer does not know the word Savion, so the first time you write it, you will need to spell it out completely, capitalizing the *S* (by pressing  first). The second time you start writing Savion, however, you will see Savion as one of the guesses as soon as you type a lower-case *s*.


Resuming Co:Writer

If Co:Writer is active when you turn AlphaSmart off, Co:Writer will automatically be available when that machine is next powered on. The screen will flash **Co:Writer Available** as the AlphaSmart starts up.

The AlphaWord file that opens will be the one which was active when the machine was turned off. To start Co:Writer, press a wakeup key (). Co:Writer will have the same settings as when last used.

Turning Co:Writer Off

If you change applets, such as to select AlphaWord alone or the Calculator applet, the AlphaSmart turns Co:Writer off.

To turn Co:Writer back on, press , then select **Co:Writer vA1.0, US with AlphaWord** from the menu.

3

Beyond the Basics

- *Guesses and Where They Come From*
- *Word Combinations and Hyphenated Words*
- *Altering a Selected Word*
- *Abbreviation Expansions*
- *Activating a Topic Dictionary*
- *Drawing from 12,000 Words*


Guesses and Where They Come From

Co:Writer can draw from up to three sources to predict words: the Main Dictionary, your Collected Words, and a Topic Dictionary.

The **Main Dictionary** contains approximately 6,000 words, specially chosen to support the beginning writer. Each word and its forms have embedded information about **grammar** – word forms and syntax — and **statistics** – how frequently a word form is used in the English language.

Co:Writer's **Collected Words** captures any word you type and accept which is not in an active Co:Writer dictionary. Collected words are stored and used for future guessing. This feature is especially useful for making sure proper names show up as guesses, and for setting up shortcuts (called **abbreviations**) for commonly used words and phrases.

A **Topic Dictionary** contains words specific to a particular subject or topic, as well as information about the specialized use of that word in that context. Like the Main Dictionary, each entry in a Topic Dictionary contains grammar and statistics.

After Co:Writer gathers predictions from the available sources, it prioritizes the predictions based on a combination of grammar and statistics. The top predictions are presented as your first set of guesses. To see additional sets of guesses, use the More Guesses key (.

As you type each letter of a word, Co:Writer will recalculate guesses, repeating them if appropriate.

Co:Writer can **Predict Ahead**, which presents a set of guesses before any letters have been typed.

For more on Co:Writer's Grammar, Collected Words, Topic Dictionary, and Predict Ahead settings, see the "Co:Writer Options" section.

Grammar-based guesses

Normally, Co:Writer's use of grammar will help to provide more appropriate guesses than would be predicted using statistics alone.

For example, within the context of the sentence:

We t...

The word *think* is favored over *the* on the basis of grammatical fit.


We t_		/
1 think	4 thought	/
2 try	5 then	/
3 told	6 tell	/

Statistical guesses

If the sentence you're writing is less straightforward – for example, if it starts out —

We the people...

Co:Writer's limited knowledge of grammar can get in the way. In this case, you might want to see what Co:Writer would predict using statistics alone.

If your first set of guesses was based on grammar, pressing  suspends grammar and gives you a set of statistical guesses, based simply on the most common words that start with the letters you've typed. This will generally bring up very short, very commonly used words.

Note: Depending on your sentence and what you've typed so far, you will not always get 6 completely different guesses when suspending grammar: some guesses may repeat.

Based on the statistics of normal word usage, the word *the* would be guessed before *think*.

We t_		/
1 to	4 there	/
2 the	5 than	/
3 that	6 then	/

Suspending grammar will have no effect on the Predict Ahead guesses at the beginning of a sentence if no letters have been typed.


Word Combinations and Hyphenated Words





For word combinations, such as *ice age*, *coffee table*, or *mountain bike*, accept the combination if it comes up as a guess; otherwise, accept the first part of the word when you see it, then type a hyphen to bring up all available combos and phrases that begin with that word.





If you need a word which is hyphenated, such as *all-star*, type the hyphen as it occurs in the word; if the word does not appear in the guesses, you may need to type the entire word out.

Altering a Selected Word


If the word you want is not offered as a guess, it may be possible to select a word that is a close fit and then alter it by changing the ending, selecting a compound word or phrase that extends this word, or by adding a suffix.

Note: These functions are available right after a word has been selected, but before you have begun to type a new word. You do have to actually accept the word (by pressing a number or ) , even if you have typed all of the letters out.

These functions may be selected directly by use of , , or , respectively. Or you can simply press the More Guesses key () repeatedly to cycle through these choices:

-  First press: Changes the word ending
-  Second press: Searches for phrases or compound words
-  Third press: Enters Suffix Mode
-  Fourth press: Repeats the word ending suggestions

Changing the Word Ending

Co:Writer may predict the word you want but not show it with the word ending you have in mind. In this case, you can (1) type one more letter and very likely get the ending you want, or (2) accept the predicted word, then use  to bring up guesses showing various word endings.

Word endings are based on the word form. For example:



Noun endings include -s and -'s (plurals and possessives)

Verb endings include -ing, -ed, -s, -en


Adjective endings are -er and -est

If you have typed a word Co:Writer does not know, or one that can be classified under multiple parts of speech (for example both a noun and a verb), Co:Writer gives you as many endings as it can.

A times _		/
1 timing	4 time's	/
2 timed	5 time	/
3 times		/

Co:Writer puts one of the alternate word forms in your sentence. If you want the word that Co:Writer used, press  to accept it, or begin typing your next word. If you want one of the other guesses, type its number. If you want to see Compound words, press .

Guessing Compound Words or Phrase

The second press of the right arrow, or typing a  immediately after word selection, will search for compound words or phrases that begin with the word you selected.

A time- _		/
1 time-out		/
2 time limit		/

If no compound words or phrases are found, the second press of the right arrow presents available suffixes.

Adding a suffix

The key combination of **shift** **+** **→**, or the third press of the right arrow, adds a plus sign after the word and brings up a set of the most common suffixes.

A time +_		/
1 +ly	4 +er	/
2 +ed	5 +est	/
3 +ing	6 +s	/

Typing a letter displays the most common endings and suffixes that begin with that letter (if they make “word sense” or not) — this will allow you to make up your own words.

A time +l_		/
1 +less	4 +lihood	/
2 +lessly	5 +liness	/
3 +lessness	6 +like	/

Abbreviation Expansions

Co:Writer allows you to assign *abbreviations* to long words or phrases (the *expansion*) so you can save the time and keystrokes needed to enter the entire item. Abbreviation expansions are stored in your Collected Words.

They have the form *abbreviation=expansion*. For example: you can set up an abbreviation expansion for a name:

eas=Elizabeth A. Smith

You can use the same abbreviation for several expansions or give each word or phrase a unique abbreviation.

Using abbreviation expansions


1. Begin typing your sentence in the Co:Writer screen.
2. When ready, type an abbreviation.

A list of guesses appears.

My name is eas_		/
1 easy	4 eas=Elizabeth A.	/
2 easier	5 eas=Eastern Alba	/
3 easily	6 east	/

3. **Accept the abbreviation expansion as you would a regular guess.**


The entire expansion may not display in the guesses, but it will be put in your sentence.

4. **If you have typed the complete abbreviation and it has not shown up among the guesses, type .**

If there is only one expansion for this abbreviation, Co:Writer automatically puts the full expansion into your sentence. If there is more than one expansion for this abbreviation, Co:Writer brings up a list of all the expansions, and you can select the one you want.

Creating abbreviation expansions “on the fly”

You can add abbreviation expansions for names and phrases that you use frequently. Make sure Collected Words is on.





1. **Within your sentence, type the abbreviation.**
2. **Press .**
3. **Type the expansion.**

Co:Writer automatically deletes the abbreviation and equals sign from your sentence and saves the new abbreviation expansion in the Collected Words file. It also puts the phrase in your Co:Writer sentence.

NOTE: This technique works only for single-word expansions with no spaces or end punctuation.

Abbreviation expansions in your Collected Words file



To create or edit an abbreviation expansion in your Collected Words:

1. **While in Co:Writer, press .**
2. **Press  to select **Collected Words** from the Options menu.**
3. **Press  to select **Edit Collected Words**.**
4. **Press  to go to the end of your file, then type your abbreviation/expansions.**
5. **Save changes when you exit.**

Activating a Topic Dictionary

Another powerful way to expand the source of your guesses is to use a Topic Dictionary.

To activate a Topic Dictionary:

1. While in Co:Writer, press .
2. Press  to select **Topic Dictionary** from the Co:Writer Options menu.
3. Press the number for the Topic Dictionary you want to activate.

The Topic Dictionary will be activated and you'll be returned to the Co:Writer screen.

Adding Other Topic Dictionaries

The five dictionaries shown on the Topic Dictionary screen are the default dictionaries that are automatically loaded by Co:Writer SmartApplet. To substitute other topic dictionaries, see Chapter 5, "The Topic Dictionary Loader."

Drawing from 12,000 Words

Co:Writer uses a 6,000 word Main Dictionary, which was specially created to support beginning writers.

If you wish to draw from a higher-level, 12,000 word dictionary, download and activate the Topic Dictionary called *z_AS*mart 12K as your topic dictionary. This adds about 6,000 higher-level words to the word base for Co:Writer's guesses, giving you the equivalent of a 12,000-word, general-purpose Intermediate Writer's Dictionary.

For step-by-step instructions on downloading a Topic Dictionary, see Chapter 5, "The Topic Dictionary Loader."

4

Co:Writer Options

- *The Co:Writer Options Menu*
- *Number of Guesses Setting*
- *Collected Words Setting*
- *Topic Dictionary Setting*
- *Grammar Setting*
- *Predict Ahead Setting*
- *Resetting Options to Defaults*

The Co:Writer Options Menu

Co:Writer's default settings are designed to meet the needs of the largest number of writers. However, Co:Writer also has the flexibility to allow you to tailor the settings to meet your students' needs.

To view or change the Co:Writer Options:

1. From the Co:Writer screen, press **home**.

A menu appears.

```
Co:Writer Options          esc=exit
 1 Number of Guesses    4 Grammar
 2 Collected Words     5 Predict Ahead
 3 Topic Dictionary
```

2. To view the setting for an option, type its number.

You can also use the up and down arrow keys to move through the choices, then press **enter** to select.

3. Press **esc** to exit.

Number of Guesses Setting

Number of Guesses lets you change the number of guesses in a range from 1 through 6.

The default number of guesses is 6.

Number of Guesses (currently 6)

Please type a number from 1 to 6.

To change the number of guesses, type a number from 1-6. You'll go back to Co:Writer screen, with that number of guesses active.

Press **esc** to return to the Options menu without making any changes.

Collected Words Setting

The **Collected Words** setting allows Co:Writer to collect new words as you use them, and draw from these words when generating guesses.

The default setting is ON.

Collected Words ...currently ON
1 Turn OFF 3 Edit Words
2 Clear

Press **esc** to return to the Options menu without making any changes.

Press **1** to change the setting for Collected Words. If you turn Collected Words off, words which are not in the active Co:Writer dictionaries (Main and/or Topic), won't be stored. Any words or abbreviation expansions already in your Collected Words will not contribute to guesses.

Editing Collected Words

Use **Edit Collected Words** to view, edit, and print your Collected Words. For this Edit function to work, there must be at least one empty file (file 1 thru file 8) for Co:Writer to use as a temporary buffer.

1. Select the Edit option.

You will see your Collected Words listed on the screen. (If there are no empty files available, you will be informed of this fact.)

2. You can use most of the standard AlphaWord functions to view and modify the list.

What you won't be able to do: change files, use **clear file** or **find** functions.

3. To add items to your Collected Words list, you simply add them here, one entry per line.

Word entries do not need to be in alphabetical order. Abbreviation expansions need to follow the form *abbreviation=expansion*. To remove a word, just delete it from this list.

4. When you are done, press <esc> to exit the Edit mode.

You will be asked whether you want to save your changes. If you answer yes, your Collected Words will be replaced with the modified list of words.

5. After you have saved (or not saved) your words, you will be prompted to press any key.

You will be returned to the Co:Writer screen. The active file will be the same as it was before you entered Edit mode.

Topic Dictionary Setting

The **Topic Dictionary** setting specifies which, if any, Topic Dictionary is active. You can also get to this screen directly by pressing **file 8**.

The default setting is NONE.

When Co:Writer is downloaded to your AlphaSmart, a set of five Topic Dictionaries are loaded as well. This screen lists the first 16 characters of the name of each Topic Dictionary on the AlphaSmart.

```
Select Topic Dictionary   (* = active)
*1 none                   4 My Cat
 2 Dinosaurs 1 basi     5 Treasure Island
 3 Football 1 basic     6 U.S.History thru
```

Press **esc** to return to the Options menu without making any changes.

If you want to change the setting, select the number of the Topic Dictionary you want to use. You'll get a brief message as the Topic is loaded and then you'll be returned to the Co:Writer screen.

The topic dictionaries available here can be changed by using the Topic Dictionary Loader.

Grammar Setting

The *Grammar* setting turns grammar on and off.

The default setting is ON.

```
Grammar ...currently ON
Do you want to turn Grammar OFF?
(y/n)
```

Press or to return to the Options menu without making any changes.

When Grammar is ON, Co:Writer uses a number of factors, including grammar and statistical frequency of words, to give its best word choices for where you are in your sentence. In some situations, however, such as worksheets, you may prefer purely statistical guesses over guesses which take grammar into account.

Turning grammar OFF means that the guesses are based on the frequency of the words in the dictionary that match the letters typed.

Note that grammar can be suspended for a single set of guesses by pressing tilde (). If grammar is already off, pressing has no effect.

Predict Ahead Setting

The *Predict Ahead* setting controls pre-guessing. When it's on, after you finish a word, Co:Writer will generate a set of guesses for your next word — *before* you type the first letter.

The default value is ON.

```
Predict Ahead ...currently ON
Do you want to turn Predict Ahead OFF?
(y/n)
```

Press **[esc]** or **[N]** to exit without making any changes and return to the Options menu.

When Predict Ahead is off, no guesses will appear in the Co:Writer screen until you have typed the first letter of a word. You may want to turn off Predict Ahead if you think the user might be distracted from the word they have in mind by the sight of six other choices.

With no guesses on the screen, you may be unsure if you're in the Co:Writer screen or in a blank AlphaWord file. Just look at the right side of your screen. If you see a column of slash marks, you are in Co:Writer.

Resetting Options to Defaults

To reset all Co:Writer Options to the factory default:

1. Press **[applets]**.
2. Select Co:Writer from the menu.
3. Press **[⌘]** **[enter]**.
4. Co:Writer will be reset to:

Number of Guesses: 6

Collect Words: ON (Collected Words will be cleared)

Topic Dictionary: NONE

Grammar: ON

Predict Ahead: ON

Note: Resetting the Co:Writer Options will NOT change the topic dictionaries currently loaded.

5

The Topic Dictionary Loader

- *Overview*
- *Step by Step: Topic Dictionary Loader*
- *Activating a Newly-Loaded Topic Dictionary*

Overview

The Topic Dictionary Loader will allow you to specify and load up to five Topic Dictionaries for use with the Co:Writer Applet. The only limit is that the combined file size cannot exceed 128K.

Once you have selected a set of Topic Dictionaries, you can load them into one or more AlphaSmart keyboards.

Note: The topic dictionary loading process will not erase your files (as opposed to the applet-loading updater); it will just overwrite whatever Topic Dictionaries are present on your AlphaSmart.

Step by Step: Topic Dictionary Loader (Serial or USB)

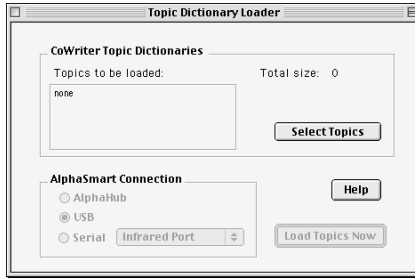
To use the Topic Dictionary Loader, you must have the Co:Writer Applet already installed on your AlphaSmart.

If you are running the Get Utility, exit it.

Launching the Loader

1. Connect a serial cable or a USB cable from your computer to the AlphaSmart. If you have an AlphaHub, connect a USB cable from the AlphaSmart to the hub.
2. Turn on the AlphaSmart.
3. Once the connection to the AlphaSmart has established, launch **TopicLoader**.

The Topic Dictionary Loader dialog box appears.



Selecting Your Topic Dictionaries

1. Click on **Select Topics**.

The Select Topic Dictionaries dialog box appears.



This dialog lists the topic dictionaries that were included with your SmartApplet.

2. Click in the checkbox to select a dictionary.

To see the description of a particular dictionary, click on the name then click **Show Descriptions**.

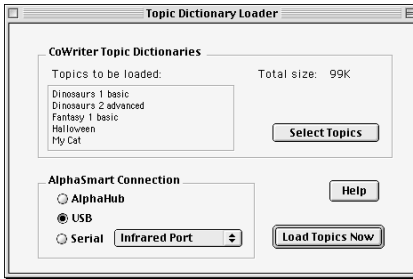
Keep in mind that you will be overwriting the Topic Dictionaries that are on the AlphaSmart. If you have one currently that you want to continue using, you have to re-select it here.

If you select more than five or more than 128K of topics an alert box will let you know that a maximum has been reached.

3. When you're done selecting Topic Dictionaries, click **OK**.

This returns you to the Topic Dictionary Loader dialog box. It now lists the topics to be loaded and gives the total size of the dictionaries selected.

Loading Your Topic Dictionaries



1. Check the AlphaSmart Connection mode, with the default connection automatically set for your AlphaSmart. If necessary, change the connection.
2. Click Load Topics Now.
3. Follow the prompts to turn on the AlphaSmart and to connect the appropriate cable.

For serial cable: You will also be prompted to press **⌘** **ctrl** **Z** to put the AlphaSmart in *Topic Loader mode*.

For USB: You don't need to do anything. The presence of the USB cable will first put the AlphaSmart in keyboard-emulator mode. It will switch to topic loader mode automatically.

For USB hub (AlphaHub): You will be taken to a graphic display that shows which of the 30 available ports have AlphaSmarts connected to them. This lets you make sure your connections are good before continuing.

4. Press OK to continue.

The topics you selected will begin loading. The computer will display a progress bar, and the AlphaSmart will say "Topic dictionaries loading."

5. When the process is complete, disconnect the cable and restart your AlphaSmart (turn it off and back on again).
6. When you restart the AlphaSmart, it will say "Co:Writer OFF." You'll need to relaunch Co:Writer from the applet menu.

Activating a Newly Loaded Topic Dictionary

To use a newly loaded topic dictionary:

1. From the Co:Writer screen, press **file 8**.

This brings up the Select Topics menu, which lists your new topic dictionaries.

2. Press the number of the Topic Dictionary you want to activate.

Adding New Topic Dictionaries

You are not limited to the set of topic dictionaries that were included with your SmartApplet.

If you have additional Co:Writer topic dictionaries that you would like to use with AlphaSmart, simply copy them into the Topics folder in the CoWriter SmartApplet Topic Loader folder on your computer. The path for this folder is:

Don Johnston folder
CoWriter SmartApplet folder
Topic Loader folder
Topics folder

When you use the Topic Dictionary Loader, all topic dictionaries in the Topics folder will be available.

Sources for Topic Dictionaries

Additional topic dictionaries can be obtained in a variety of ways. You can:

- Copy topic dictionaries for Start-to-Finish™ books from the corresponding Start-to-Finish CDs.
- Download topic dictionaries on a variety of subjects from the Don Johnston web site (www.donjohnston.com/downloads).
- Create your own topic dictionaries using Co:Writer 4000 (available separately).



Troubleshooting

- *Problems with the Updater*
- *Guesses Don't Appear!*
- *Contacting Technical Support*

Problems with the Updater

AlphaSmart Not Found message

Check the extensions in your System Folder to make sure that you have the system extensions **USBAlphaSmartDrv** and **USBAlphaSmartShim**. If using an Alpha Hub you also need **USBAlphaSmartHubDrv** and **USBAlphaSmartHubShim**. If you don't have them, reinstall the SmartApplet.





AlphaSmart Not Responding message

Make sure that the AlphaSmart is in Updater Mode: Press   .

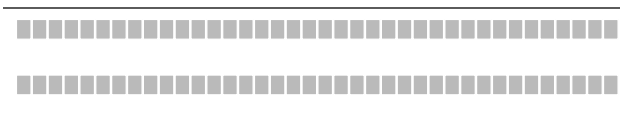
Won't update

Are you trying to reinstall an older SmartApplet? Make sure that you have the most recent version of the SmartApplet from the AlphaSmart website or from Don Johnston Customer Support.

In the meantime, you can force your AlphaSmart to accept an update by using **bootstrap** mode.

1. Turn the AlphaSmart off.
2. Hold down    and  (use the key adjacent to the arrow keys).
3. Continue to hold the keys down while you turn the AlphaSmart back on.

The screen will look like this:



4. Run the updater.


Guesses Don't Appear!

There are a number of reasons why guesses may not be appearing on your AlphaSmart screen. Find the picture that matches your AlphaSmart screen for probable cause and solution.

Screen A:




CAUSE: Your AlphaSmart has powered off.

SOLUTION: Press .

Screen B:



CAUSE: You are in AlphaWord, in an empty file.

SOLUTION: Press  to return to Co:Writer. If nothing happens, CoWriter is either inactive or not installed.

Screen C:



CAUSE: You are in Co:Writer, at the beginning of a sentence, and Predict Ahead is off.

SOLUTION: Type a letter and guesses should appear.

```
. /
/
/
(True Keys mode... esc to exit) /
```

CAUSE: As the line at the bottom of the screen says, you are in True Keys mode.

SOLUTION: Press **esc** to exit.

```
19_ /
/
/
(True Keys mode... space to exit) /
```

CAUSE: You are in the numbers and currency variant of True Keys.

SOLUTION: Press **space** to exit.

```
My brother and I went to the _
*
*
```

CAUSES: You are in Co:Writer, and one of the following is true:

- Predict Ahead is off
- You have been deleting letters, words, or portions of words
- You have typed a letter combination for which Co:Writer has no guesses, such as *yz*

SOLUTIONS: Type a letter.

Check the Predict Ahead setting by pressing **home**, then choosing Predict Ahead from the Options menu.

When Predict Ahead is on, the only time guesses will not appear is if you type a letter combination for which Co:Writer has no guesses, such as *zx*.

Contacting Technical Support

Still having problems? Contact Don Johnston Incorporated or your local dealer for additional help troubleshooting. Don Johnston Technical Support is available Monday through Friday, 8 am to 5 pm Central Time.

E-Mail: Support@donjohnston.com

800.889.5242 USA CANADA

847.740.0749 USA GLOBAL

847.740.7326 FAX

Or check our website for information or updates for Co:Writer SmartApplet.

www.donjohnston.com



Appendix: Command Summary

Summary of Co:Writer Commands

Note: For many of these commands, **ctrl** and **⌘** work just as well as **alt option**. However, if a command calls for more than one modifier (e.g. **ctrl ⌘ Z**, to enter topic loader mode), then these must be sequenced as prescribed.

In the Co:Writer screen, all AlphaSmart function keys except for **home**, **applets**, and **file 8** are disabled.

If you want to ...

Do this ...

Select a guess

Type the number or use the **up** and **down arrow** keys to move the pointer (>) to indicate your word choice, then select it using **space**

Switch from Co:Writer screen to AlphaWord (without sending sentence)

tab

Send a sentence to AlphaWord, followed by a new-paragraph command

enter

Send a sentence to AlphaWord without adding a new-paragraph command
































alt option enter

Enter a True Keys mode so that numbers do not select a guess











esc or Type **\$** or **#**

Exit a True Keys mode

Follow prompt if available:
esc or **space**

Get more guesses	Press  repeatedly
Bring up word combinations that start with a selected word	Select word, then use 
Erase one letter	
Guess without grammar	
Erase the current word or previous word	
Erase the current sentence	  or   or  
Change the ending on the word just selected	
Add a suffix to the word you just selected	 
Undo	  or   or  
Redo	  or   or  
Start a sentence with a lower-case letter, rather than a capital	
Allow punctuation in the middle of a sentence (i.e., for abbreviations)	
Bring up the screen of Co:Writer Options	
Shortcut to Select Topic Dictionaries screen	
Bring up the applets menu	

Summary of AlphaWord Commands

action	keyboard command
Wake up Co:Writer from AlphaWord screen	 or 
Insert a tab character in your text	 
Insert an equals sign (=) in your text	 
Insert a plus sign (+) in your text	 
Change the active file (where Co:Writer sends your sentences)	Press the file # key ( ,  , etc.), then use the Co:Writer wakeup key from the new active file

Note: If you have a sentence in progress on the Co:Writer screen, it will be erased when you change files.

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