



**Note:** The following page displays **Write:OutLoud To Go At-a-Glance** to help you become familiar with the application. Instructions on installation begin on page 6. If you already have Write:OutLoud To Go installed on your Dana, proceed to page 14, *Activating Write:OutLoud To Go* after reviewing **Write:OutLoud To Go At-a-Glance**.

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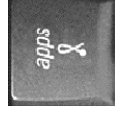
# Getting Started

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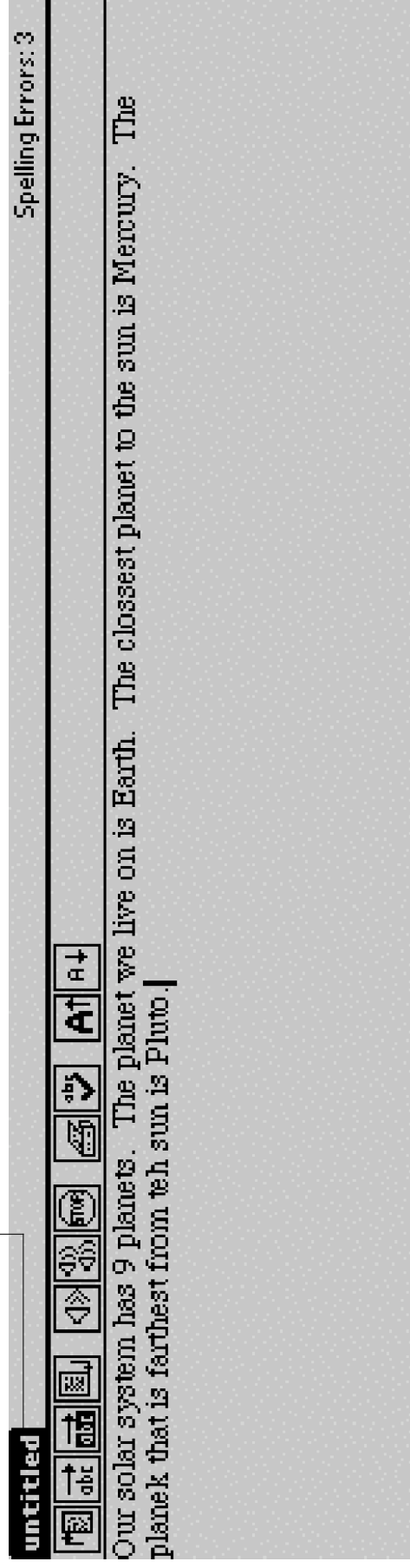
**Note:** The **Write:OutLoud To Go User Guide**, available on your product CD or installed on your desktop or laptop computer, provides detailed instructions for using all program features. See *Installing Write:OutLoud To Go on your Computer* for more information.

## Write:OutLoud® To Go At-a-Glance



Go to Application Launcher to launch Write:OutLoud To Go

Tap to view menu bar

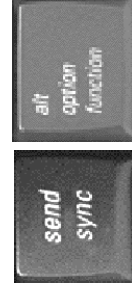


## Close-up of buttons



1. **Beginnning** – Moves cursor to the beginning
2. **Move** – Moves cursor to the next sentence
3. **Select** – Selects/highlights the next sentence
4. **End** – Moves cursor to the end
5. **Speak** – Speaks the current sentence or selected text
6. **Repeat Speech** – Repeats last spoken text
7. **Stop Speech** - Stops text being spoken
8. **Print One** – Prints one copy, bypassing the Print dialog
9. **Check Spelling** - Checks for spelling errors.
10. **Grow** – Increases text size
11. **Shrink** – Decreases text size

Save a document to your desktop or laptop



**Note:** The following pages contain information for installing and downloading Write:OutLoud To Go. If your Dana already has Write:OutLoud To Go installed, skip ahead to *Activating Write:OutLoud To Go*.

## Installing Write:OutLoud® To Go

- Installing Dana Software on your Desktop or Laptop Computer
- Installing Write:OutLoud To Go on your Computer
- Downloading Write:OutLoud To Go onto your Dana
- Activating Write:OutLoud To Go on your Dana

### **There are four phases to getting started with Write:OutLoud To Go:**

1. Install Dana software on your desktop or laptop computer. (See important instructions, *Installing Dana Software on your Desktop or Laptop Computer*.)
2. Install Write:OutLoud To Go on your desktop or laptop computer.  
Installation puts the Write:OutLoud To Go Palm Application in your Palm user folder.
3. HotSync® to download Write:OutLoud To Go onto your Dana.  
Use a USB connection to HotSync Write:OutLoud To Go onto your Dana.
4. Activate Write:OutLoud To Go on your Dana.

# Installing Dana Software on your Desktop or Laptop Computer

Note: The following text is from AlphaSmart's documentation and used with permission. Dana User's Guide is available in its entirety on AlphaSmart's website support section: [www.alphasmart.com](http://www.alphasmart.com).

1.1. **\*\*VERY IMPORTANT\*\***: You must install the Palm Desktop Software for Dana before plugging Dana into your Windows PC using the USB cable. This is true even if you already have existing Palm Desktop software on your system.

If you have already connected via USB cable, Windows has installed incorrect drivers. Installing the Palm Desktop for Dana software now will not correct the issue. Please refer to section 2.1 below for instructions on how to install the correct Windows drivers.

## IMPORTANT NOTES AND KNOWN ISSUES

2.1. Re-enabling HotSync After Connecting Dana To PC Prior To Installing Palm Desktop For Dana (Windows version only)

Attempting to connect Dana to a Windows-based PC prior to installing Palm Desktop for Dana loads incorrect USB drivers and you will be unable to HotSync. Attempting to HotSync to a computer with a previously installed Palm Desktop (for instance, one that you installed with a previously purchased Palm OS device) will cause the same issue. Incorrect USB drivers will be loaded and you will be unable to HotSync.

**YOU MUST INSTALL THE PALM DESKTOP SOFTWARE THAT COMES WITH DANA BEFORE PERFORMING A HOTSYNC—EVEN IF YOU HAVE EXISTING PALM DESKTOP SOFTWARE ON YOUR SYSTEM.**

Remedy:

1. Install the Palm Desktop Software for Dana.
2. Run the Windows Device Manager (Start -> Control Panel -> System -> Hardware).
3. Press function-sync on Dana.
4. While the unit is trying to HotSync, a new device will appear called Palm OS Handheld Device.
5. Press the plus sign to the left of this new device. After pressing the plus sign, AlphaSmart Dana will appear under Palm OS Handheld Device.
6. Right-click on AlphaSmart Dana and select Update Drivers from the menu.
7. Follow the instructions to re-install the correct drivers.

**Very Important:** Please follow these instructions if you are installing Dana on top of existing Palm software:

### **From Dana Users Guide:**

#### **Exporting/Importing Data from Palm Desktop Software**

Complete the following steps if want to continue using your old Palm OS handheld as well as Dana

1. Synchronize your old Palm OS handheld with your old Palm Desktop software to ensure that the latest information from your Palm OS handheld is on your desktop computer.
2. Launch the Palm Desktop Software you use with your old handheld.
3. Go to an application you want to export data from (i.e. Date Book).
4. Select Export under the File menu.
5. Type in a file name and click the Export button.
6. Repeat steps 2-4 for the other applications (i.e. Address Book, To Do List, and Memo Pad).
7. Once you have completed "*Installing Palm Desktop software*" on page 31, launch the new version of Palm Desktop software. Select Import under the File menu to import the files that you exported in step 4.

**Upgrading your Palm Desktop Software**

Complete the following steps if you only want to use Dana (you no longer want to use your old Palm OS handheld). To upgrade your old Palm OS handheld, follow the steps below:

1. Synchronize your old Palm OS handheld with your old Palm Desktop software to ensure that the latest information from your Palm OS handheld is on your desktop computer.
2. To prevent potential data loss, go to the folder that stores Palm Desktop software, copy the folder and its contents, rename it (for example, Palm Backup), and store the copy outside the Palm Desktop software folder.
3. Follow the installation instructions in *"Installing Palm Desktop software"* on page 31. Make sure you install the new software in the same folder as the old software.
4. To prepare for the first HotSync operation that will synchronize Dana with your new Palm Desktop software, go to the HotSync Manager and choose Custom.

## Installing Write:OutLoud To Go on your Computer



If you already have Palm software on your computer, see page 9 for upgrading your software.

- Macintosh installation requires a Macintosh G3 computer with System 10.2.3 or above;
- Windows installation requires a Pentium II 233 MHz or above with Windows 98SE, ME, 2000 or XP.

**Note:** Windows installation will require a restart following installation. Please refer to the ReadMe.pdf file on your product CD for additional information about installation.

### Windows

1. If your Palm Desktop software is on, turn it off.
2. Insert the Write:OutLoud To Go CD in the CD-ROM drive.
3. Double-click the My Computer icon.
4. Double-click the Write:OutLoud To Go CD icon.
5. Double-click the US or UK folder.
6. If you are in the US folder, double-click the Write:OutLoud To Go.exe icon  
OR  
If you are in the UK folder, double-click the Write:OutLoud To Go UK.exe icon.
7. Follow the instructions on the screen.
8. Select the Dana user name where you want to install Write:OutLoud To Go program files.

**\*\*IMPORTANT\*\*:** Danas that HotSync to the same computer should not have the same user name. If you plan to continue using an old handheld as well as Dana, make sure you create a new user name for Dana.

9. Choose the default location for your converted Write:OutLoud To Go documents folder or select Browse to choose a different location where you want the Write:OutLoud To Go converted documents folder to be located.
10. Accept default name “Write:OutLoud Documents” for your documents folder or rename by typing in a different name.
11. Select Setup Type.
12. Select the printer type that you will use with your Dana.
13. Select Next.

You are now ready to load Write:OutLoud To Go onto your Dana.

**Note:** The Write:OutLoud To Go User Guide is now installed and available for viewing and/or printing from your desktop or laptop computer. Go to the Start menu and click Programs. Select Write:OutLoud To Go and click Write:OutLoud To Go User Guide in the sub-menu (requires Adobe Acrobat Reader). To access: Windows: c:\donjohnston\writeoutloudtogo\documentation.

## Macintosh

1. If your Palm Desktop software is on, turn it off.
2. Insert the Write:OutLoud To Go CD in the CD-ROM drive.
3. Double-click the Write:OutLoud To Go icon.
4. Double-click the US or UK folder.
5. Double-click the Write:OutLoud To Go Installer icon.
6. Follow the instructions on the screen.
7. Select Setup Type.
8. Type in your Dana user name where you want to install Write:OutLoud To Go program files.

**Note:** User names are case sensitive.

**\*\*IMPORTANT\*\*:** Datas that HotSync to the same computer should not have the same user name. If you plan to continue using an old handheld as well as Dana, make sure you create a new user name for Dana.

9. Select the printer type that you will use with your Dana.
10. Install conduit.
11. Accept default name “Write:OutLoud Documents” for your documents folder or rename by typing in a different name.

You are now ready to load Write:OutLoud To Go onto your Dana.

**Note:** The Write:OutLoud To Go User Guide is now installed and available for viewing and/or printing from your desktop or laptop computer (requires Adobe Acrobat Reader). To access: Macintosh: Applications\donjohnston\writeoutloudtogo\documentation.

**Note:** If using a Macintosh, the converted Write:OutLoud files folder will always be installed under the shared folder under the user's folder. However, the install will give you the option of renaming the converted Write:OutLoud Documents folder itself.

## Downloading Write:OutLoud To Go onto your Dana

Now that Write:OutLoud To Go has been installed, you need to download Write:OutLoud To Go onto your Dana.



If you are on a Windows PC and have already HotSynced your Dana, follow the procedure in this section to ensure successful installation.

1. Open your Palm Desktop software.
2. In the HotSync menu, select **Custom**.
3. Select the user for whom you installed Write:OutLoud To Go.
4. In the Custom list, select **System**.
5. Click **Change**.
6. In the Change HotSync Action dialog, select **Desktop overwrites handheld**.
7. Click **OK**.
8. Click **Done**.

## Windows


1. Connect the USB cable from your computer to the Dana port labeled “Computer.”
2. Turn on your Dana.
3. Double-click the Palm Desktop icon on your computer desktop.
4. Perform a HotSync operation to install Write:OutLoud To Go onto your Dana.
5. When prompted, reset your Dana.

## Macintosh

1. Connect the USB cable from your computer to the Dana port labeled “Computer.”
2. Turn on your Dana.
3. Double-click the HotSync Manager icon in the Palm folder on your computer.
4. Perform a HotSync operation to install Write:OutLoud To Go onto your Dana.
5. When prompted, reset your Dana.

## Activating Write:OutLoud To Go

1. Turn your Dana on.

2. Press  to go to the Applications Launcher (unless your screen is already at the Applications Launcher).

**Note:** When you turn the Dana on, the Applications Launcher appears unless the Dana was turned off during an application.

3. Select Write:OutLoud To Go from the Applications Launcher.



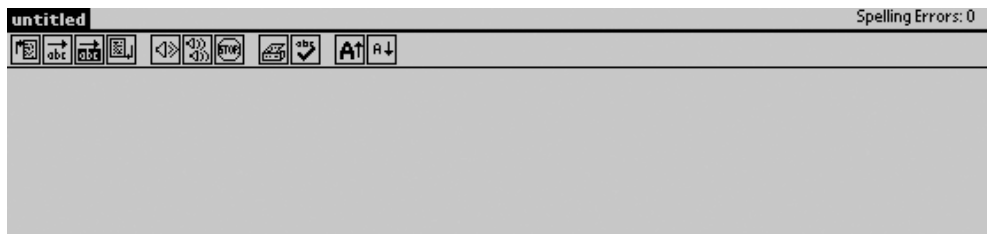
4. The Welcome screen appears.



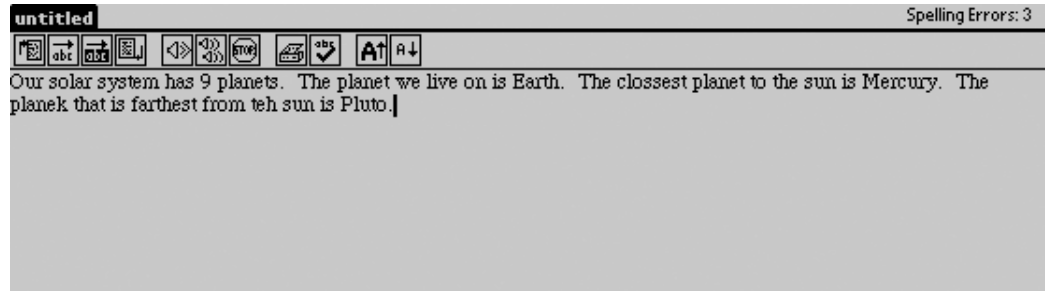
# Working with Write:OutLoud To Go

## Creating a New Write:OutLoud To Go Document

1. Click **Create a New File**. The Write:OutLoud To Go screen appears.



2. Start typing a sentence or two.



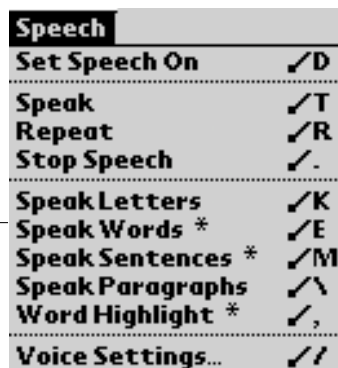
**Note:** Franklin Spell Checker checks the spelling only of sentences that have been punctuated. Spelling Error Counter automatically records the number of errors in a document regardless of punctuation.

## Changing Speech Settings

By now, you have heard Write:OutLoud To Go speak the words and sentences as you typed them.

Many writers prefer turning off the Speak Words and Word Highlight options. This speeds up the reading and re-reading of text.

1. Tap **Word Highlight** from the Speech menu to deselect it.



Asterisk indicates speech function is active.

2. Then, tap **Speak Words** from the Speech menu to deselect it.
3. The new settings are now in effect for the current document.

## Saving your Document

1. In the Menu bar, tap **File**. Tap **Save** or **Save as....**  
The Save As dialog appears.



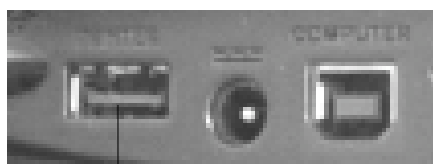
2. Type a name for your document.
3. Tap **OK** to finish saving the document.

## Printing your Document

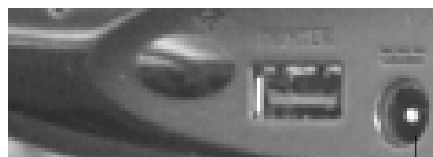
1. Connect the USB cable from the printer to your Dana port labeled "Printer."

OR

Point Dana's infrared port at the printer's infrared port.



USB Printer port



Infrared port

- In the Menu bar, tap **File**. Tap **Print**.

The Print dialog appears.

- Add a Title to your document.
- Select **Single**, **Double**, or **Triple** for the line spacing of your document.
- Add a header to your document by selecting **Edit Header**.

The Header Form dialog appears.

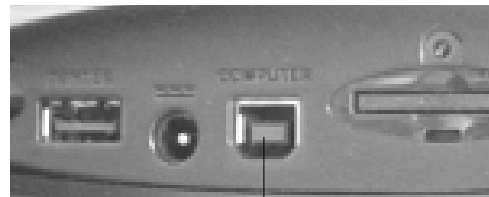
- Add your name and the date to your document and any other information required in your heading. The heading will appear in print according to how you fill in the fields.
- Tap **Save** or **Cancel** to return to the Print dialog.
- Tap **Print** to send your document to the printer.

**Note:** To maintain documentation formatting, it is recommended that you add a header to your file.

## Syncing your Document to your Desktop or Laptop Computer

To save your document to your desktop or laptop computer while preserving its formatting for additional revision in the computer version of Write:OutLoud, use the HotSync feature of your Dana.

1. Connect the USB cable from your computer to the Dana port labeled “Computer.”



Computer port

2. Press   on the Dana keyboard.

**Note:** If you press the **Send** key on your Dana keyboard without also pressing the **Function** key, Write:OutLoud To Go will NOT send your document to the computer.

HotSync will place your document in the student work folder that was set up during installation on your computer hard drive.

**Note:** If you are unsure where this folder is located, check with your system administrator.

**Tip:** *Open your saved document in Write:OutLoud or other editor on your computer to format, add pictures and further revise your document.*

**Note:** For troubleshooting information, please refer to the ReadMe.pdf located on your Write:OutLoud To Go CD.

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