

## SHORTCUT SHEET

### ALPHASMART 3000



The AlphaSmart is a portable keyboard that you can use to write stories, input data for spreadsheets, take notes and more. It transfers easily to any computer with the appropriate cable or you can print directly to a printer.

#### TO USE

1. Check to see if the 3 batteries are installed or use the AC adapter to you have the rechargeable version.
2. Turn it on, using the **On/Off** key located in the top row on the far left.
3. Choose which file you wish to store your text in - choices are on the top row labeled file 1 through file 8.
4. Start typing and your text will appear in the window.
5. To move the cursor within your text, use arrow keys located on the bottom right of the keyboard.
6. To erase the text, use the **backspace** key located on the second row, far right.
7. The AlphaSmart will automatically save the text.
8. To send the text to the computer:
  - a. Open Microsoft Word or any other word processing program on your computer and click on **New File**.
  - b. Connect the AlphaSmart to your computer using the appropriate cable (USB or PCY or Mac Y) and using the jack marked **Computer** on the right side if the

AlphaSmart. Press **Send** key.

c. Save document by going to the **file** on the tool bar and press **Save As** to name the file.

d. Edit text as needed (i.e. spell check etc.).

9. To send the text directly to the printer from the AlphaSmart:

a. Connect the appropriate cable to the left side of the AlphaSmart marked **Printer** and the other end of the cable to the printer jack.

b. Press **Send** key.

10. To delete text in a file:

a. Select that file.

b. Press the key marked **Clear File** (top row, fifth from the right). It will ask you if you are sure you want to delete all the data in that file (y/n).

c. Press **y** for yes and **n** for no.

11. The AlphaSmart will turn itself off if not used for 3 minutes.

## PRODUCT INFORMATION

**Contact Information:** AlphaSmart  
973 University Ave.  
Los Gatos, CA 95032  
888-274-0680  
www.alphasmart.com

**Cost:** \$199.00 to \$249.00

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