

SHORTCUT SHEET

DANA



Dana is a versatile laptop alternative for students, and professionals on the go. It combines the convenience and affordability of a Palm-Powered device with the ergonomics of a lightweight laptop. Dana is easy to use with an exceptional battery life so you can work while away from your computer.

TO USE

1. Charging the Dana:
 - a. Connect the Dana to the AC adapter for four hours or the computer for eight hours to get a full charge.
 - b. Two AA standard alkaline may also be use.
2. Creating an AlphaWord document:
 - a. You can use one of eight available workspaces (F1-F8).
 - b. Press one of the file keys in AlphaWord and the associated file will open.
 - c. Press the **Memo** key or tap the **AlphaWord Icon** in the Applications Launcher.
 - d. If there are no existing files AlphaWord will automatically open a new file, otherwise select **New** under the **File** menu.
 - e. Enter the text you want to appear in the document.
 - f. Use the buttons on the toolbar to format your document including: setting fonts, line spacing, indents etc.
 - g. To name your file, choose **Save As** under the **File** menu.
 - h. Enter a name for the document and then press **function-ok**.
3. Using Spell Check:
 - a. Create a document or open an existing document.
 - b. Press the **Menu** key. Under the Edit menu tap **Check Spelling**.
 - c. Tap the **selection** you want to spell check.

- d. Tap the appropriate button: **Ignore, Add, Change or Cancel.**
4. Using Thesaurus:
 - a. Create a document or open an existing document.
 - b. Select the **Word** for which you want to find a synonym.
 - c. Press the **Menu** key. Under the edit menu, tap **Thesaurus**.
 - d. Select a word in the synonym list, and then tap **Apply** for it to replace the original word. Or, Select a word in the synonym list and tap **Lookup** to find synonyms for that word.
 5. Printing Setup:
 - a. Press the **apps** key until you see **ALL** in the top right corner of the Applications Launcher.
 - b. Tap on the **PrintBoy** icon.
 - c. Tap the **Setup** button.
 - d. Choose **your printer** from the Printer pick list.
 - e. Tap the **Set As Default** button.
 - f. Tap the **Edit** button.
 - g. Choose **IrDA** or **USB** from the Port: pick list. Tap **OK**.
 - h. Tap **OK**.
 6. Printing:
 - a. Open the document you want print in Alphaword.
 - b. If you are printing via USB, connect one end of the USB cable to the Dana printer port and connect the other end of the cable to the printer. If you are printing via infrared (IrDA), point Dana's IrDA port at the Printer's IrDa port.
 - c. Press the **menu** key and then under the Menu File tap **Print**.
 - d. Tap **Checkbox** if needed, and then tap the **Print** button.
 7. Connecting to your Computer:
 - a. Syncing a new AlphaWord document to your computer. (Hotsync will transfer your document and preserve its formatting).
 - i. Create and Save a document.
 - ii. Press the **apps** key.
 - iii. Connect Dana to your computer via a USB cable, then press **function-sync**.
 - iv. HotSync will put the new document in your **My Documents** folder.
 - v. To open the document, launch **AlphaWord Sync** on your computer, select the **document** and double click on it.
 - b. Sending text to your computer. (**Send** will send document with no formatting).
 - i. Open any application that accepts text and open a **New File**.
 - ii. On Dana open the **document** you want to transfer.
 - iii. Connect Dana to your computer via USB cable or point Dana's infrared port at your computer's IrDA port, than press **Send**.
 - iv. Text will appear in the application on the Macintosh or PC.

OTHER FUNCTIONS

Other functions of the Dana include:

- An Address Book
- A Date Book
- A Calendar
- A To Do List
- A Memo Pad

PRODUCT INFORMATION

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530-528-7200
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