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Two forms of Score reporting available:

Individual scores – posted as part of the essay heading

Total Class Score Report – Provides a list of all students with assignment scores. (Class Options Utility required).

## WriterLink

Your Writers can share files. Using the black RJ-11 cable teachers or students can send files from one Writer to another.

Simply connect the black RJ-11 cable between the two Writers, then...

1. Open the file to be transferred
2. Press Alt-P
3. Select the Folder that you want to send to (F1-F16)

Once you select the folder, both file and file name will be transferred into the folder selected (on the connected Writer).

\*To send to folders F9 – F16, hold down the Alt key then press F1 – F8. Transfer cables available for a small charge at AKT, Inc.

(Alt-F1 = Folder 9)

## Part Two

WriterTips continues to assist students with their writing by presenting a new and specific writing suggestion every time the student opens the file (or manually by pressing Alt-T while in the file). WriterTips focuses on those components that can make the biggest difference in student writing: clarity, focus, word choice, fluency and voice.

## iScore

iScore combines traditional readability scoring methods with a unique Writer scoring algorithm. Points are given for the number of sentences, lengths of sentences, number of syllables per word and overall length of the composition.

No program can replace the quality feedback that only a teacher can provide. But, nothing motivates like instant feedback. The Writer iScore program provides immediate writing feedback, feedback that informs teachers and encourages students to continue writing.

Combined with WriterTips®, iScore informs and motivates, guiding students to elaborate in ways that make their writing more precise, interesting and natural.

iScore provides additional information that can assist students and teachers:

- Total word count
- Words per sentence count
- Total sentence count
- Flesh-Kincaid readability score

# Introduction

## Preface

Congratulations on your purchase of *The Writer*. *The Writer* combines powerful portable word processing features along with the most complete and comprehensive portable keyboard instruction program available. Designed by teachers with years of experience both in the classroom and with portable processors, *The Writer* is easy to use, incredibly durable, and packed with powerful features.

Portable technology tools, like *The Writer*, are rapidly becoming the technology of choice for educators around the world. Inexpensive, durable and instructionally focused, these tools combine power and accessibility to help teachers and students to achieve academic goals. *The Writer* includes innovative and patented features not found on any other portable word processor; a thesaurus, formatted files, home row and shift key reinforcement features and much more.

Designing and creating *The Writer* is a responsibility we at AKT, Inc. take very seriously. We have made every effort to design a thoughtful and powerful instructional tool. It is important for you to know that we stand behind our product and encourage you to call us at AKT, Inc. with any problem or suggestion that you might have. A representative would be happy to speak with you.

### **Five year limited warranty**

Advanced Keyboard Technology, Inc. warrants *The Writer* and display to be free from defects in materials and workmanship for a period of five years from the date of original purchase. During this period, if a defect should occur, AKT Inc. will, at its option, repair or replace *The Writer* at no charge. *The Writer* must be returned during the warranty period to AKT Inc. This warranty is invalid if *The Writer* has been damaged by abuse, accident or modification. There are no other warranties, express or implied.

### **Flash and Spell**

Each word in the list flashes briefly, then the student tries to spell it from memory.

### **Keyboarding Exercises**

Students see their words in a horizontal list - just as they would in a keyboarding exercise.

### **Alphabetical Order**

Students study their word list, then cut and copy into the proper order.

## **Writer Tips**

### **Remind, Review and Reinforce**

To enable or disable WriterTips, press Option-Alt-T while in the Work Folder screen

Writertips® is a two part program designed to help students express themselves in a precise, interesting and natural way.

### **Part One**

Great Beginnings, the first step of the WriterTips program, is engaged every time a student begins a new file. Before a blank writing screen appears, a message is displayed that reminds and encourages students to begin their essay in a creative, thoughtful and engaging way. Seven different beginning styles are listed with a description and example for each. (The beginning or opening sentence of the essay will often dictate the direction of the essay).

## Spell It!

### Spelling and Vocabulary Program

#### Steps

- Open your work folder and press the Apps key.
- Scroll to Spell It and press Enter.
- Type in the name of the list and press Enter.  
(This file name will appear in your work folder)
- Type in each word. (Be sure not to type in any empty spaces using the space bar).
- Up to 30 Words can be entered in manually or sent in from The Writer PowerHub.
- Press Enter after your last word.
- Press Esc when done with your list to view the activity list.
- Scores and sentences can be sent to the computer or printer. (Press "Send" from activity list window).

#### Use in a sentence

Students see the word and then create their own sentence using that word. (Can be printed).

#### Unscramble

Students see the word in a randomly scrambled fashion then unscramble it. Spell It scores the student on correctness.

#### Write the definition

Students see the word then write the definition. (Can be printed).

# Operation

*Simple operation... sophisticated and powerful application*

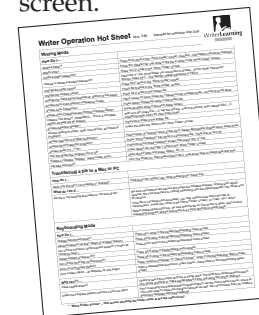
## Starting Out

Be certain that good quality AA alkaline batteries have been installed properly.

Backup important files on the computer regularly. Backing up your files from time to time will help ensure the safety of your valuable files, as technical problems can occur.

Pressing *Esc* at any time will return you to the previous screen and main menus.

Pressing *Enter* will move you forward to the next screen.



*For quick reference,  
this guide is included  
in the centerfold.*

## Enrolling and Opening a “Work Folder”

Press the *On* key located at the top right of the unit. You will be prompted to open a “Work Folder” F1-F8 and the “Folder Selection” screen will appear. (Eight additional folders can be accessed by pressing Alt at the folder selection screen.) Each folder will have a name associated with it or be marked, “Available.” An “Available” folder indicates that no name has been given to that folder and that it is available for use.

F1 John D.	F5 Available	Folder Section Screen
F2 Lab Section 1	F6 Available	
F3 Sarah J.	F7 Available	
F4 Available	F8 Available	

Press the *F* key corresponding to the folder you would like to begin working in. If it is an “Available” folder, you will be prompted to fill in four fields:

**Folder Name** – This name will appear on the opening Folder section screen

**Student Name** – This name will appear on file Print-outs and can be sent with a file to the computer

**Teacher Name** – This name will appear on file Print-outs and can be sent with a file to the computer

Press Enter after filling in each field.

After filling in the last field, your screen will go directly to your new “Work Folder” screen.

John Reagle
K = Keyboarding
N = New File

## *Writer is too close to receiver*

The Writer should be 6 inches to three feet away when sending.

## *Writer is moving during the sending period*

Best to place The Writer down on the counter or desk, then press “Send”.

## *The florescent lighting in the room is of such intensity that it interferes with the signal*

Try turning off the lights, then send a file. If all is well, this is the problem. This can easily be solved by taping a construction paper hood onto the receiver (like a baseball cap) or cutting out a small piece of construction paper the size of the amber window (on the front of the receiver), punching a small hole in the center of the construction paper and then taping the paper to the amber receiver window. This blocks all unwanted light rays.

## Notes

## Troubleshooting The Writer

### Not sending files to the computer check:

1. File is open on The Writer
2. Word document is open on the computer
3. USB infrared receiver is plugged into both-computer and infrared receiver (try unplugging and replugging receiver)

### Screen is blank when Power button is pressed

1. Check batteries
2. Check contrast adjustment. Adjust with small flat screwdriver in small hole on back

### “Aborting App.” message on the screen

#### ***Writer Unit needs to be initialized***

With The Writer turned OFF, press and hold ESC and Z keys. Tap the ON key, wait one full second then release the ESC and Z keys. Master Reset Password is ACE135

### Text is not sending accurately

#### ***Writer is not aimed at the infrared receiver***

The back of the Writer should aim directly at the infrared receiver.

The next time you turn the unit on, the name you typed in the Folder Name field will appear in the Folder Selection screen. Pressing the corresponding F key will take you directly to your folder.

## Deleting a Folder

In order to delete a folder, you must be in that folder. Open your work folder F1-F8, and press Alt-D.

**WARNING** – *Once deleted, your folder can not be retrieved. If you are concerned about someone deleting your folder, you should protect entry to your work folder by creating a folder password. (see Password – Folder Protection, p. 15)*

## Beginning a New File

To begin writing or to begin a new “file,” you must open your Work Folder, then press the N key for New File. You will be prompted to name your new file. Type in the file title or name and press enter. A blank screen will appear – ready to receive your text. The name given to the file will appear both in your folder screen and it can appear on file that you send to the printer or computer.

## Exiting a File

While in a file, simply press the *Esc* key to exit the file. You will return to the Work Folder screen and your file name will be listed at the top left. All text is automatically saved.

## Editing a File

To edit (add, change, delete or rearrange) a file, you must enter your Work Folder, locate the file name on the left side of the screen, place the > in front of the file name (by using the up and down arrow keys), then press Enter.

> Old Yeller	Joanie Anderson
President Report	
Daily journal	K = Keyboarding
Our Principal	N = New File

### *Student Work Folder*

Upon pressing Enter you will be in the text file and can now make any changes you wish. Use the arrow keys to move the cursor up, down, left or right within your file. The Home and End keys will take you to the beginning of the line or the end of the line you are currently on. Pressing Ctrl-Home will take you to the beginning of your file. Pressing Ctrl-End will take you to the very end of your file. Pressing the Delete key removes the character directly above the cursor. Pressing the Backspace key removes the character directly behind or to the left of the cursor.

## Deleting a File

In order to delete a file, you must be in that file. Open your work folder F1-F8, arrow to the file name and press enter. While in your file, press the Delete File key (very top row). You will be asked to confirm this decision.



**WARNING** – *Once deleted, your file can not be retrieved. If you are concerned about someone deleting your file, you should protect entry to your work folder by creating a folder password. (see Password – Folder Protection, p. 15)*

## Writer Word Prediction Software

The Writer Word Prediction programming is assistive. It will not automatically offer word (thought) options. As educators, it was our desire to refrain from leading or cueing student thinking and writing. The Writer Word Prediction programming requires students to first consider and create the thought, then type the first letter of the word. Upon doing this a number of quality word choices will appear. We believe this encourages creativity, thoughtful consideration of word choice and demonstrates integrity for the writer.

## Operation

Simply begin or open a file, then press the “Word Prediction” key to engage the Word Prediction program. Begin typing and you will see options appear. Press the number that corresponds to the word you would like to choose. If you do not see the word you would like, continue typing the word and more suggestions will appear. Press Esc to disengage. Type letters and numbers as you normally would.

A “0” (zero) on the far right of the screen indicates that there are more options. Press “0” to view them.

The Writer Word Prediction programming does not limit file capacity or interfere with other pre-installed programs.

## After Last Lesson

After students complete their last lesson successfully, (lesson 116), we recommend that students restart their lessons at lesson 1 and move their benchmark level up. This is also a very good time to repeat the lessons using the PowerSkin keyboard covers.

To restart at lesson one, press *Alt-R* while in the keyboarding menu screen.

To change benchmark levels, press *Alt-L* while in the keyboarding menu screen.

## Spell Check

*The Writer* features an advanced Spell Check system. Not only will it offer suggestions, but it will allow you to view the misspelled word in context and it will allow you to edit the text while in Spell Check mode.

Access the file you would like spell checked. While in the file, press the Spell Check key located in the top row. *The Writer* will immediately locate words not in its 80,000 word dictionary.

By pressing the Spell Check key one of the following two screens will appear:

This is an egzample of the spell check screen

No suggestions - To Skip, press  
Spell check or edit text above

This is an exsample of the spell check screen

> example		TO SKIP
ensample		Press Spell Check
sample		or edit text above

**Replacing the word** – Suggested spellings are located in a list to the left. Using the up and down arrow keys, scroll through the list. If you locate a word that you believe is the correct spelling for the word above, press the *Enter* key and the word will immediately be inserted into your text.

After *The Writer* has checked your entire file for spelling errors, the text, “Spell Check Complete” will appear and then you will be returned to your file.

**Skipping the word** – If you would like to skip the word highlighted, simply press the *Spell Check* key again and the spell check process will continue.

**Editing the word** – While in the spell check mode, you may edit any of the text displayed on the top line. After editing you may press the *Spell Check* key to continue or press the *Esc* key to return to your text file. In the example above, the student while in this spell check mode, made another attempt at the word example, then immediately pressed the *Spell Check* key. This time the spell checker was able to offer an accurate option. The student pressed the *Enter* key, inserting the correct spelling and continued on with the spell checking of the document.

After *The Writer* has checked your entire file for spelling errors, the text, “Spell Check Complete” will appear and then you will be returned to your file.

## Automatic Shutoff

To preserve battery life, *The Writer* is preset to turn off after 4 minutes of non-use. No student data will be lost. Simply press the *On* key to restart. If the student was working on a lesson at the time of automatic shutoff, that lesson will need to be repeated.

## Saving Text

All text and keyboarding scores are automatically saved. No special “Save” steps are necessary. If your unit displays a “Low Battery” signal, you needn’t be concerned about losing data. Your unit will continue to store text for many days even if you are receiving this signal.

press *Option-Send*. A one-line report will be sent and the cursor will be in position for the next student. Although only one student downloads information at a time, it is extremely rapid and an entire classroom report can be completed in a matter of a few minutes.

### Headings will be:

- Student name
- Current lesson
- Current level
- Date (of most recent assessment)
- Words Per Minute (on most recent assessment)
- Accuracy (on most recent assessment)

## Pause Key

The pause key located on the top row of keys, pauses the keyboarding lesson. When this key is pressed during a keyboarding lesson, the lesson timer will freeze and the screen will display a “Paused” signal. This is designed to allow students to stop, stretch and rest at any time during their lesson.

## Keyboarding Special Functions

You must be in the Keyboard Instruction menu to make these adjustments.

Changing keyboarding levels	Press Alt - L
Enabling/Disabling Homerow Reinforcement	Press Alt - H
Enabling/Disabling Shift Key Reinforcement	Press Alt - S
Advance student lesson number	Press Alt - N
Reset student to Lesson #1	Press Alt - R

## Sending to the printer

- Power ON the printer.
- Power ON *The Writer*, open up the student work folder then press *K* to display the Keyboard Instruction menu screen. Point *The Writer* at the IR receiver and press the *Send to Printer* key. Hold the unit very steady while sending. A SENDING signal will flash on the screen for approximately 5 seconds. The printer may take a moment or two to begin printing.

## Sending to the computer

See "Sending Keyboarding Progress Reports to the Computer" on page 17.

## Whole Class Progress Report Printout (for keyboard instruction)

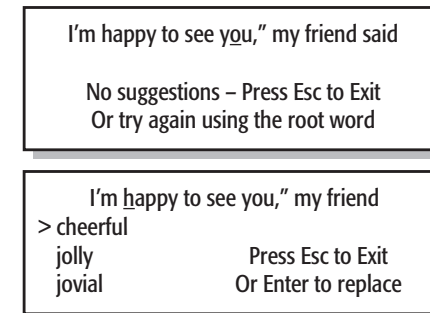
The teacher may now receive a one-page class keyboarding progress report. This page will include the names of each student, their current lesson, level, and their latest assessment scores.

To acquire this one-page class report, each student will send a one-line report from his or her *Writer* to the computer. To send an individual, one-line report, simply open to the keyboarding menu screen (on *The Writer*), hold down the *Option* key and press the *Send to Computer* key.

The individual report can be sent to a Word document, but we recommend that data be sent to a spreadsheet document. This will assist in headings and computing averages. (A template will be available on our web site. This should be copied or downloaded for use by the teacher). Place the cursor in the first cell under the heading "Student" and

## Thesaurus

Place the cursor under the word you would like to check for synonyms and press the *Thesaurus* key located on the top row of keys. You will see one of two screens.



Pressing the *Esc* key will always exit the **Thesaurus mode**. When you do have options, like the spell checker, you may scroll up and down and press the *Enter* key to replace the word.

You may also edit your text while in the Thesaurus mode. After editing you may press the *Thesaurus* key or *Esc* to exit.

**Special Note:** Often a word will have more than one meaning and thus have more than one set of synonyms. By pressing the *Thesaurus* key once or even twice again, you may be shown a second or even third set of word choices.

## WriterTips

The *WriterTips* program is enabled in each folder. To disable or turn off the *WriterTips* program, open your Work Folder F1-F16 and press *Option-Alt-T*.

## Auto-thesaurus

After typing a document students can scan for “overused” words. By pressing Option-Thesaurus, The Writer will automatically search the file for words in our overused word bank and then offer suggestions.

There is an imbedded list on each new Writer unit and teachers can add to this list.

### ***Adding to or modifying the Auto Thesaurus:***

1. Open a work folder and press *Alt-Apps*.
2. Select “Auto-thesaurus Editor”
3. Press “A” to add an “overused”
4. With the > on the overused word (example: >fun) press *Enter* to add alternatives

## Spanish to English Dictionary

This feature is designed to help those students with a limited English vocabulary. After typing the word in Spanish, place the cursor anywhere on that word and press *Alt-S*. A list of English options will appear. (It may be necessary to try the masculine equivalent, e.g. bonito rather than bonita).

## Initializing

Initializing clears all data and “reboots” the system. With the unit off, press and hold *Esc-Z*. Press the ON key, then after one second release the *Esc* and *Z* keys. Initializing password is ACE135. **Warning: initializing will erase all data.**

## Disabling the Shift Key Advantage

The shift key reinforcement feature can be disabled (or enabled) simply by pressing *Alt-S* while in the Keyboard Instruction menu screen.

## Assessment

*The Writer* is equipped with a special assessment feature. This feature can be accessed at any time by pressing *A* in the Keyboard Instruction menu screen. The assessment is 60 seconds long and measures wpm and accuracy. Prior to beginning the assessment, the student will be asked to type in the date. The date and assessment score will be displayed on the Keyboarding Progress Report.

### ***This assessment feature can be used to:***

- Establish the proper benchmark level for the student
- Provide information for pre and post testing
- Provide information on general progress

## Sending a Keyboarding Progress Report to the Computer or Printer

After each lesson, and for each individual student, *The Writer* automatically records words per minute, accuracy, homerow points, lesson attempts, the student skill level and assessment scores. At any time, the student may print out his/her complete progress report.

The computer and printer must be equipped with a special *Writer* IR receiver. One of these IR receivers comes with each “Bundle” purchased or it can be purchased separately from your *Writer* dealer.



**Note:** For special circumstances, this homerow reinforcement feature can be disabled by pressing Alt-H in the keyboarding menu screen.

## Disabling the Homerow Advantage feature

Pressing *Alt-H* while in the keyboarding menu screen will disable the homerow reinforcement feature.

When the homerow feature is disabled, the LCD will no longer show the homerow point count in the lower left corner of the display during the lesson

Pressing *Alt-H* while in the keyboarding menu screen will reactivate this homerow feature.

## Shift Key Discipline and Shift Key Advantage™

*The Writer* also offers a powerful shift key reinforcement feature. Often students use an incorrect shift key when making a capital letter. They will use the shift key that is on the same side of the keyboard as the letter they wish to capitalize. *The Writer* will not allow students to do this. During their keyboarding lessons, students will only be able to use the correct shift key in order to make capital letters. *Example:* In order to make a capital A, only the shift key on the right hand side of the keyboard will work. In order to make a capital K, only the shift key on the left hand side of the keyboard will work.

Using the shift key properly and proficiently is an important but very difficult keyboarding skill for students (especially young ones) to learn. The Shift Key Advantage is a powerful feature that can greatly assist with instruction.

## Creative Writing Prompts

There are 41 writing prompts preprogrammed on *The Writer*. (This list cannot be modified). To access the Writing Prompts press the *Apps. key* while in a work folder, place the > on “Writing Prompts” and press *Enter*.

### **Three choices will be offered:**

1. Select prompt by number  
*Student types in a number from 1-41 to select the numbered prompt*
2. Select prompt randomly
3. Browse prompt list  
*Allows students to scan prompt titles*

When a prompt is first brought to the screen, this message will appear on the top line; “Prompt preview, ENTER to accept.” At this time the prompt can be scanned, but cannot be written on. In order to write on the prompt the student must press Enter (then scroll down to the second space after the prompt and begin writing). Once the student accepts the prompt, all writing will be automatically saved and the title will appear in the student work folder.

The prompt and a “Writing Prompt” checklist will automatically be sent with the file when downloading.

## Daily Journal File

Press the *Apps. key*, when in a folder, then place the > on “Journal” and press *Enter*. The student may begin writing. Each day will begin with a new date stamp. The student may write only under the current day.

Prior journal entries may be read but not changed.

The journal capacity is 5 pages. When this file is full, a message to download the file to a Mac or PC will appear. Students should transfer their journal and then press the *Delete File* key to clear the journal file for additional entries.

## Date Stamp

*The Writer* now has a real time clock. This date-clock will provide a date stamp for the heading on each file, Keyboard Progress Report, and Keyboard Assessment.

### **To set the clock:**

1. Turn *The Writer* on
2. At the screen showing folder names F1 – F8, press Option-Alt-C
3. Use the arrow keys to select the correct time, day, month and year
4. Press *Enter* to confirm.

## Good Writing Checklists

Currently there are seven “Good Writing Checklists” or “Rubric” Templates on-board *The Writer*.

1. Good Writing Checklist
2. Perfect Paragraph
3. Multi-Paragraph Essay
4. Six Traits of Writing

## Homerow Points

During the course of each lesson, *The Writer* will flash this message on the screen three times: PRESS ALL HOMEROW KEYS. Pressing all homerow keys within 1 second will earn the student one homerow point. (These points will be displayed on the screen and on the Student Progress Report.) Students must achieve two Homerow points during the course of each lesson in order to proceed to the next lesson. (The Homerow keys are A, S, D, F, J, K, L, ;) )

## Homerow Discipline and the Homerow Advantage™

Homerow discipline is a critical attribute of a proficient keyboardist. Along with the small bumps located on all F and J keys, *The Writer* utilizes its special custom key screening and the Homerow Advantage – homerow reinforcement feature to establish homerow discipline within your students. Homerow discipline means that fingers return to a “base” position after moving to type different keys. Fingers needn’t be in constant contact with the homerow keys, rather fingers should float lightly above the homerow keys.

The Homerow Advantage is a special program code built into *The Writer*. This special code requires students to press all homerow keys both before starting a lesson and at certain specific intervals during each lesson in order to continue the lesson. This reinforcement feature helps provide the ongoing practice and monitoring necessary, especially as students are first learning to develop homerow discipline. When requested by *The Writer*, students should press all homerow keys firmly and evenly for about 1/2 of a second.

## Keyboarding Mastery Features

*The Writer* includes three “mastery” features. Each presents a benchmark or bar that must be passed in order for the student to proceed to the next lesson. The benchmarks are:

- Words Per Minute
- Accuracy
- Homerow Points

### Words per minute and accuracy levels

The Words Per Minute and accuracy benchmark is set at level one at the time students enter their initial data.

Level 1 – 6 WPM 75% Accuracy

Level 2 – 15 WPM 80% Accuracy

Level 3 – 30 WPM 85% Accuracy

Level 4 – Customized WPM and Accuracy levels

**Changing Levels** – At any time this level can be changed. To change levels, open to the keyboarding menu screen and press *Alt-L*. You will be prompted to input the new level.

Set Lesson Level
New Level : [ ]
Level Now : 1 (6 WPM, 75%)

Press *Enter* when done.

5. Response to Literature
6. Persuasive Essay
7. Writing Prompts (automatically attached to the on-board writing prompts)
8. None (Teachers can now add their own checklist to the selection above.)

### **To add a new checklist:**

1. Open a work folder and press Alt-Apps.
2. Select “Writing Checklist Editor”
3. Press “Add” to add a new checklist title
4. After adding the title, press enter to add the specific checklist items

Once the checklist is added, it will be available for all folders by pressing Alt-C within a file. (*It is recommended that the teacher write the checklist and then present the checklist on an overhead projector or make copies for the students to type into The Writer.*)

## Batteries

*The Writer* runs for approximately 300 hours on three good quality AA alkaline batteries. A “LOW BATTERY” signal will be displayed when batteries become low. The batteries can be changed at any time without loss of file data. Rechargeable NiCAD AA batteries and rechargeable Alkaline AA batteries may be used with *The Writer*. However, these batteries must be recharged outside of *The Writer*. During long periods of non-use (summer break), it is best to remove the batteries from *The Writer*.

## Battery replacement recommendations

Do not remove the old or low batteries until you have the new replacement batteries ready. Remove the old or low batteries, then immediately insert the new batteries. While there is a backup battery on board, it will not save text indefinitely.

Use only high quality AA Alkaline batteries.

*The Writer* uses a super capacitor as a backup power supply to prevent data loss when the unit is turned off or while batteries are being replaced. This capacitor should be good for up to 10 years and can be replaced.

- Take care when cleaning the clear overlay. Use a very soft cloth only. Do not use abrasive paper towels or strong cleaning fluids as this will mar and scratch the finish.
- Keys that come off can be snapped back into position. Simply place into correct position and press.
- Turn off *The Writer* immediately when not in use to preserve battery life and always store units in a cool, dry location
- Remove batteries whenever the units will not be used for an extended period of time
- There is an explosion danger if the battery is short-circuited, recharged or replaced incorrectly. Contact AKT Inc. if battery is not working properly or if a replacement battery is needed. Dispose of used batteries in accordance to local rules and regulations.

## Rechargeable Battery

If your *Writers* have factory installed rechargeable battery packs, these batteries can only be recharged while in *The Writer*. Recharge *The Writer* using Writer AC adapters or Writer PowerHub recharger. It is recommended that *The Writer* be charged for a 6-8 hour period once per week or every other week, depending on usage.

## Password – Folder Protection

When there are a number of students using one *Writer*, it is recommended that students protect access to their work folder through the use of a password. We do not recommend folder password protection be used for students in grades one or two. Additionally, we recommend that teachers stress the confidential nature of the password, that it not be shared with anyone.

## Keyboard Instruction Operation

*The Writer* is equipped with the most sophisticated portable keyboard instruction available. It is equipped with sophisticated and patented keyboarding features. Features that will help instill homerow and shift key discipline.

*The Writer* is preprogrammed with 116 sequential keyboarding lessons. Important benchmarks must be passed in each lesson in order for the student to progress to the next lesson. The main Keyboard Instruction window offers students these choices:

- To begin their next lesson
- To practice any lesson of their choosing
- To be assessed with a 60 second timed assessment lesson
- To practice in a “free type” mode

## QuickWrite

At times, all that may be desired is a quick open file to jot something down or take some notes. For this reason *The Writer* features a QuickWrite folder. Simply turn *The Writer* on and press the *QuickWrite* key located on the top row of the keyboard. You will be prompted open a “file” F1 – F8. Press an *F* key to open a blank writing file. Press *Esc* to exit or press *QuickWrite* to open another quick file. These unnamed files can also be deleted, sent, spell checked, etc.

## Special Functions

The Work Folder screen must be opened to initiate these special functions:

Password Protection	Alt - P
Delete Folder	Alt - D
Change Folder Name	Alt - F
Change IR Transfer Speed	Alt - I

## Care and Maintenance

*The Writer* is ruggedly designed. If taken care of properly it will provide years of trouble-free service.

- Keep *The Writer* away from extreme heat and moisture. Care should be taken so that the unit is not left for extended periods of time in direct sunlight. Do not leave units in an enclosed automobile.
- Extended exposure to dirt or dust can also cause damage to the keyboard and circuitry
- Store *The Writer* in a case or storage compartment of some type, whenever units are not in use

**Enabling Folder Password Protection** – Open your work folder and press Alt-P. You will be given a prompt to enter a password (up to three digits). The length was purposefully kept short so that it can more easily be remembered.

**Enter New Folder Password**

Password: [    ]

Verify:

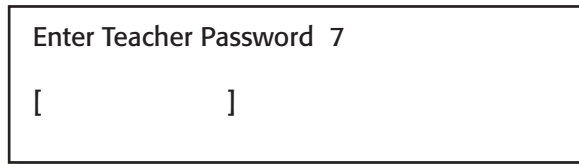
We recommend that students be told to use something very familiar, i.e. their initials, address, first three letters of their middle name or birth date.

After typing in the password the student must verify the password by typing it again. The next time that student or anyone attempts to access this folder, they will be prompted to type in a password.

**Changing a password** – The password for a folder can be changed at any time. However, we strongly recommend that students NOT be told how this is done. Students who can change their folder password sometimes change it too frequently, thereby creating confusion and uncertainty. We recommend that students be told that their folder password can be changed only under very unique circumstances and only with the teacher’s approval.

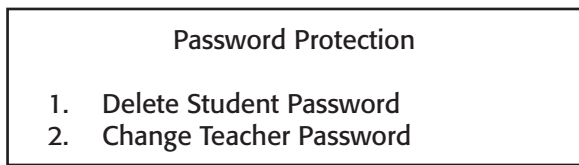
Open the work folder, then press Alt-P. A harmless password screen will appear. At this time press Alt-P once again and there will be a password prompt “Enter New Password.” This prompt will allow you to change the folder password.

**Deleting a password** – If a student forgets his/her password or for some reason the teacher would like to access a folder that is password protected, the teacher will need to access the Password Override screen. To access the Password Override screen, press the F key of that folder you wish to access. At the Enter Password prompt, press Alt-T. This screen will appear:



The teacher must type in the top secret “Teacher” password or the password corresponding to the number at the end of the first line. The Teacher or override password that is set at the factory is “field.” The passwords corresponding to the number at the end of the first line are:

1. Alpha	5. Epsilon	9. India	13. Monkey
2. Bravo	6. Foxtrot	10. John	14. Nitro
3. Charlie	7. George	11. Kelly	15. Oxford
4. Delta	8. Hello	12. Lima	16. Pico



Once you enter the Password Override screen, you will have the option to delete the password for the folder you are attempting to enter or change the teacher password

Press Esc to exit any window.

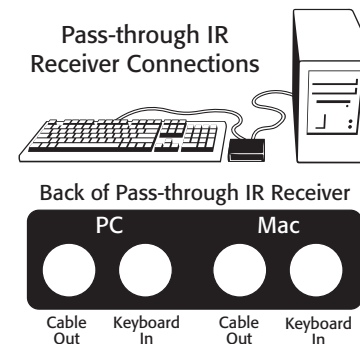
## Connecting the Pass-through IR Receiver to the Computer

The keyboard pass-through IR receiver should be connected in a pass-through mode. That is your PC or Mac keyboard cable will pass through the IR receiver and then continue on to the back of your computer. See *Pass-through IR Receiver Connections illustration*.



Your desktop computer must be turned off when performing these steps:

- Remove the keyboard cable from the back of your computer
- Plug the keyboard cable into the back of the IR receiver
- Using the keyboard cable supplied, connect the IR receiver to the keyboard port of your computer
- After you have connected the IR receiver, you can safely turn your desktop computer on.



To send just the text (no heading or checklist) to your computer or printer, simply follow all steps above for sending a file, but hold down the Option key at the bottom left of the keyboard and at the same time press the *Send to Computer* key.

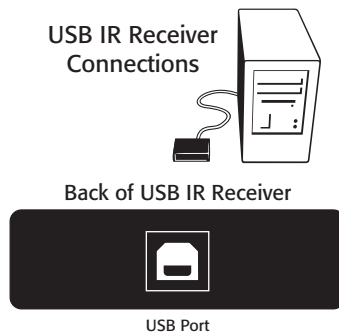
**Note:** Teachers can now add their own checklist to the list above. (See page 13 for directions.)

## Infrared Receiver

There are two types of *Writer* infrared (IR) receivers; USB and keyboard pass-through. Both the USB and IR receivers are passive devices, allowing you to work at your computer without any interference. The receivers are ready at all times to receive a file sent from *The Writer*.

### **Connecting the USB IR Receiver to the Computer**

The USB IR receiver is simply plugged into the USB port on your computer. See *USB IR Receiver Connections illustration*. Your computer may display a “New Hardware Found” window. Drivers for the USB receiver will be searched for and found within your computer.



## Sending Files

Written files and keyboarding reports can be sent via infrared to both computers and some printers. Both must be equipped with a *The Writer* IR receiver. See installation instructions on page 20.

Once the IR receivers are properly installed, files may be sent.

## Sending Steps

- Turn your computer on and open any writing application
- On your computer, position the cursor within the text box where you would like the text to begin. (You may also pick the size and type of font now, that you would like to receive)
- Turn *The Writer* on, open your folder, then open the file you would like to send
- Point *The Writer* at the receiver and press the *Send to Computer* key located on the top row
- *The Writer* should be positioned approximately 1 to 5 feet from the receiver
- If the file is not being received accurately, you may need to slow the speed of transmission. While in your Work Folder, press Alt-I and enter a number 0-50. (0=fast; 50=slow)
- To send only the text file (no heading or checklist) simply follow the steps above, but hold down the Option key at the bottom left of the keyboard while pressing the *Send to Computer* key.

## Sending Keyboarding Progress Reports to the Computer

- Turn your computer on and open any writing application
- **Select Courier font, 9 or 10 point**
- On your computer, position the cursor at the top left corner of your screen
- Turn *The Writer* on and open your Work Folder
- Press *K* to open the Keyboard Instruction menu
- Point *The Writer* at the receiver and press the *Send to Computer* key located on the top row
- *The Writer* should be positioned approximately 1 to 5 feet from the receiver
- If the file is not being received accurately, you may need to slow the speed of transmission. While in your Work Folder, press *Alt-I* and enter a number 0-50. (0=fast; 50=slow)
- If report columns are not aligned properly, check to see that the font is set at 9 or 10 point Courier. Additionally, you may need to make the right and left margins smaller.

**Special Note:** *We recommend creating stationery or a document template with the proper settings for report printing. A document template is available on our website.*

## Sending Headings and Good Writing Checklist to the Computer and Printer

A Formatted file contains a heading which includes the student data provided when the work folder was first created, i.e. student name, teacher name, etc. It will also provide a “Good Writing Checklist” at the end of the file.

### ***There are seven checklist templates available:***

1. Good Writing Checklist
2. Perfect Paragraph Checklist
3. Multi-Paragraph Checklist
4. Six Traits of Writing Checklist
5. Response to Literature Checklist
6. Persuasive Essay Checklist
7. Writing Prompts Checklist (automatically attached to the on-board writing prompts)
8. (No Checklist)

Teachers can select the appropriate checklist for the writing sample being worked on and have it appear at the bottom of the text file. To choose the checklist, open to the text file and press *Alt-C*. A selection menu will appear.



# Writer Operation Hot Sheet

Vers. 3.80

Intended for Instructor Use Only



Writer Learning

## Writing Mode

<b>How Do I...</b>	
delete a folder?	Press Alt-D while in the "Work Folder" screen. (Caution - information cannot be restored)
delete a file?	Press the "Delete File" key while in the file or while in the "Work Folder" screen
create a folder password?	Press ALT-P while in the "Work Folder" screen
change or delete a student password?	Press the "F" key of the folder you would like to access. At the "Enter Password" prompt, press Alt-T. The teacher master password is FIELD
change the folder name?	Press Alt-F while in the "Work Folder" screen
change the student name?	Press Alt-N while in the "Work Folder" screen
change the Self-Editing Checklist at bottom of the page?	Press Alt-C while in the written file
access more word options? (thesaurus mode)	Place cursor on word, press the Thesaurus key multiple times – arrows to scroll down
access Auto-Thesaurus?	Press option-Thesaurus while in the written file
access Auto-Thesaurus and Writing Checklist Editor?	Press Alt-Apps while in the work folder screen
initialize The Writer? (WARNING – This is a complete reboot, all data will be erased)	With unit Off, press Esc – Z, tap the ON key, wait one second, then release ESC – Z. Initializing code: ACE135, then press Enter
access Adjective Builder?	Press Alt-A while in the written file
access Writing Prompts, Daily Journal File, and Spell It! Program?	Press the Apps key while in the "Work Folder" screen
access Spanish to English Dictionary?	Place cursor on Spanish word, press Alt-S. Select appropriate English word, press Enter
access Word Prediction program?	Press "Word Prediction" key while in a document file. Press Esc to turn off
access folder F9 – F16?	Press Alt at the folder selection screen then press any "F" key
turn the Writer Tips program On or Off	Press Option-Alt, then tap T while in the "Work Folder" screen
Enable or Disable "Helpers" (spell check, thes.)	Open Work Folder and press Option, Alt - H
set date and clock?	Turn The Writer on, then press Option-Alt-C. Use arrow keys to select date and time

## Transferring a file to a Mac or PC

<b>How do I...</b>	
send only the text ? (no heading or checklist)	Hold down the "Option" key while pressing the "Send" key
<b>What do I do if...</b>	
the file is not sending accurately or not sent at all?	Be sure connections are secure and plugs are installed properly. Unplug and replug receiver. Be sure that there is nothing interfering with the signal between The Writer and IR receiver.  If the file is not being sent accurately, you may need to slow down the rate of transmission. Press Alt-I while in the "Work Folder" screen. (0 = fast 50 = slow). Before pressing the send key, be sure that the file on The Writer is open, open a word processing program and be sure there is a cursor blinking on blank page.

## Keyboarding Mode

<b>How Do I...</b>	
change benchmark levels?	Press Alt-L while in the student keyboarding menu screen
advance lessons so that I begin at a higher lesson?	Press Alt-N while in the student keyboarding menu screen
turn off the homerow reinforcement system? ("Press all homerow keys")	Press Alt-H while in the student keyboarding menu screen
restart student at lesson #1?	Press Alt-R while in Keyboarding menu screen
turn off the Shift Key reinforcement?	Press Alt-S while in the student keyboarding menu screen
print out a Progress Report?	Press "Send to computer" or "Send to printer" while in the Keyboarding Menu screen
print a class report – all students on one page?	Open a spreadsheet document, press Option –Send while in the Keyboarding Menu screen
<b>Why can't I ...</b>	
make capital letters?	Check to see if the proper shift key is being used. The Shift Key reinforcement system only allows students to make capital letters if they are using the proper shift key.
make the Progress Report columns come out right?	Prior to sending the Keyboarding Progress Report, set the font to New Courier, size 9 pt. (You may need to make the margins narrower as well. We recommend that you create a document template with these settings.

\* "Work Folder Screen" – that screen showing the folder name at the top right corner.