

# Writer Operation Hot Sheet Vers. 3.03 Intended for Instructor Use Only



<b>Writing Mode</b>	
<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 the bottom of the page?	Press Alt-C while in the written file
access more word options? (thesaurus mode)	Place cursor on word, then press the Thesaurus key multiple times – use 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 Alt-W while in the written file. Press Esc to turn off
access folder F9 – F16?	Press Alt at the folder selection screen then press any "F" key
set date and clock?	Turn The Writer on, then press Option-Alt-C. Use arrow keys to select date and time
<b>Transferring a file to a Mac or PC</b>	
<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?	<p>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.</p> <p>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).</p> <p>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.</p>
<b>Keyboarding Mode</b>	
<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.