

Quick Start Guide

Dana by Alphasmart

Overview:

The Dana by Alphasmart is similar to a PDA with the abilities to make notes, add contacts, use a daily planner, but also has the capabilities to do word processing and calculations. What makes it different is that it includes a full size keyboard for typing, as well as a stylus for some tablet capabilities. An additional benefit of the Dana is that the user can ‘beam’ or wirelessly transfer data from the laptop to the computer.



To Use:

Start the Dana by pressing the “on/off” button on the upper-left corner of the keyboard. The machine will open with either the main menu or the last program or file that was in use.

How it is organized:

The buttons lining the top of the keyboard can be used to switch between functions, or the stylus can be used to choose programs by pressing “apps” on the upper-right corner of the keyboard and then choosing from the main menu on the screen. To scroll through all applications the “apps” button may need to be pressed more than once.

Screen Orientation

- If the horizontal screen orientation is used than only the keyboard can be used for typing and the stylus as a mouse function
- Go to “apps” on the upper right hand corner of the keyboard and use stylus to choose “screen”. Change orientation to vertical options and the stylus can be used to write in the programs and to write shortcuts.

Some Common Settings

Alphaword:

- Use the stylus to choose Alphaword from the main menu.
- To select and store files press on any of the F1-F8 keys on the top of the keyboard. For example, one days notes can be stored and accessed by pressing “F1”
- Once a file is open the user can type in text using the keyboard and select different text options using the stylus. The text options are located in the lower-left corner of the screen.
- To open up other menu options for Alphaword press “menu” on the top row of the keyboard or press the stylus on “unnamed” on the top of the screen.
 - Under “File” new documents can be opened, files can be saved, and information can be beamed or printed.
 - Under “Edit” edit functions can be accessed as well as spell check and thesaurus
 - Under “Format” other text formats can be accessed, such as bold, italics, paragraph, font.
 - Under “Options” a dictionary can be accessed.
- To clear files, open the file and open the Alphaword menu, either use stylus and click on unnamed or press “menu”. Select clear and in the window that pops up click “proceed”

Calculator:

- Open the calculator from the main menu (under “apps”).
- Use the stylus to press on the screen and choose operations.

Advanced Features

Date Book:

- Access the date book via the main menu.
- Use stylus to navigate to the desired date by using the weekly calendar in the upper-right hand corner of the screen. The user can press on the day, S-M-T-W-R-F-S and use the arrows to jump to another week in order to select a date.
- Once a date has been chosen use the stylus to select a time and type in information using the keyboard.

- Different screen views can be selected in the bottom-left corner of the screen.

Memo:

- Choose memo pad via the main menu.
- Use the press “New” from the bottom-left corner of the screen
- Use the keyboard to type in new memo and press “done”
- To delete old memos use stylus to select them from the main memo screen and press on “record” than on “delete memo”

Beaming

You can use the IrDA (infrared) port on Dana to beam (wirelessly transfer) the following information to another Dana, IrDA-equipped Palm OS organizer, or IrDA-equipped printer:

- The file or record currently displayed in AlphaWord (if installed on the other device), Date Book, Address Book, To Do List or Memo Pad.
- All records of the category currently displayed in Address Book, To Do List, or Memo Pad.
- A special Address Book record you designate as your business card that contains information to exchange with business contacts.
- An application installed in RAM memory or on an expansion card.
- AlphaWord files to an IrDA-capable printer or IrDA-capable

Beaming applications

1. Press the **apps** key.
2. Press the **send** key.
3. Tap the Beam from pick list, and then select Dana or Card. To beam an application from a card, you must have a card inserted into the expansion card slot.
4. Tap the application you want to transfer.
5. Tap Beam.
6. When the Beam Status dialog box appears, point the IrDA port on the top of Dana at the receiving IrDA port.
7. Wait for the Beam Status dialog box to indicate the transfer is done.

Receiving beamed information

1. Turn on Dana.
2. Point the IrDA port on the top of Dana at the sending IrDA port.
3. When the Beam Status dialog appears, tap Yes.

Summary

Dana is an affordable, one-to-one computing solution for users of all ages. Dana offers the cost-effective, ultra-light portability and simplicity that students and workers need for writing, keyboarding, or math. Dana’s accessible organizational features make it a convenient option for today’s busy users as well.

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<http://www.renlearn.com/neo/dana/overview.aspx>

Helpful Getting Started Manual:

http://www.renlearn.com/neo/downloads/pdf/dana_getting_started.pdf

Cost: \$89.00