

For review

Dana 1.5 Addendum

4/12/05

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FROM: Beth Chargin, Documentation Writer

RE: Review of the Dana 1.5 Addendum

Attached for your review is the *Dana 1.5 Addendum*. This manual is a supplemental printed piece to the existing Dana documentation and will be shipped with 1.5 devices. If there are others on your team that you feel should review the manual, please forward a copy on to them.

Thanks very much for taking the time to review and comment on the manual. Please return your comments to me (in pdf form with comments or marked-up hard copy) by **Wednesday, April 20th**.

Thank you!
--Beth

Dana 1.5 Addendum

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Dana 1.5 Addendum

The items in this addendum are additions or corrections to the Dana documentation contained in your Dana package.

Topics described in this addendum:

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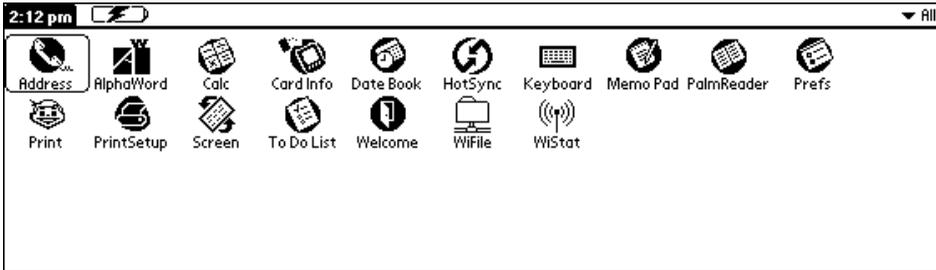
Full-screen Application Launcher

Dana makes the most of its wide screen by displaying applications in a wider version of the Applications Launcher. The full-screen Launcher shows you your applications



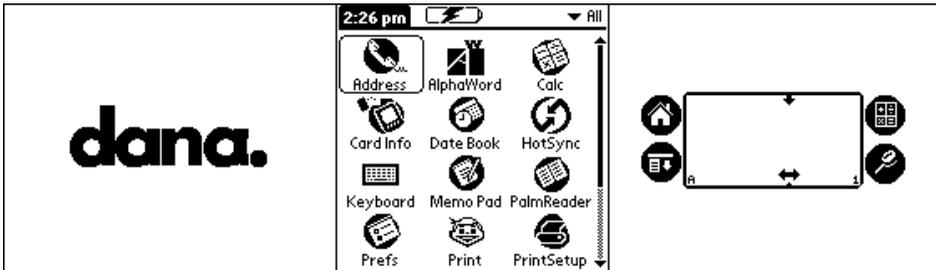
Full-screen Application Launcher

across the entire screen, which often frees you from having to scroll down to find the application you want.



Full-screen view of the Applications Launcher

Of course, if you prefer viewing the applications centered onscreen, as most other Palm devices display them, you can change the Application Launcher view.



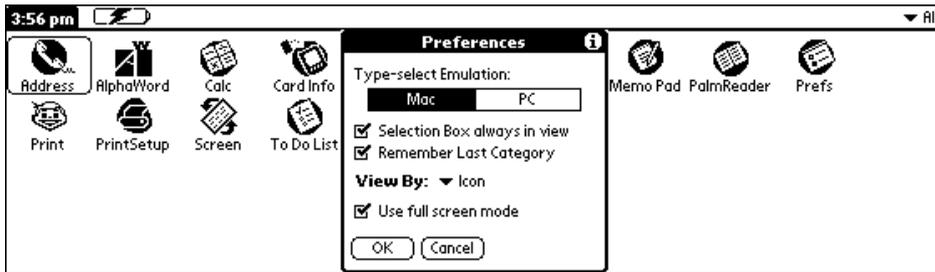
Centered view of the Application Launcher

To switch from full-screen to centered view:

1. From the Application Launcher, tap the upper left corner onscreen (or press **menu** on the keyboard), then tap Options or press → to display the Options menu.



2. Choose Preferences. The Preferences screen appears.



3. Do one of the following:
 - Deselect the Use full screen mode option if you want to display the Application Launcher as a smaller, centered window in the screen.
 - Leave the option checked if you want the Application Launcher to display applications across the full width of the screen.
4. Click OK to make the change; click Cancel to cancel the change.

Two-Button On setting

Dana comes with a Two-button On setting that lets you control whether you turn your Dana on with one key press or two. Dana’s default behavior is to turn on when you press **on/off**. But if you frequently transport your Dana in a backpack or briefcase, you might want to change this behavior so that you don’t inadvertently turn the device on in transport and drain power from it.



Two-Button On setting

When you enable this option, you must press and hold down **enter**, then press **on/off** to turn your Dana on.

To enable this option:

1. From the Application Launcher, tap Keyboard to launch the Keyboard application. (If you don't see the application, press **apps** repeatedly until you see ALL in the upper right corner of the Application Launcher, then look for the Keyboard application.)



2. Choose Power On Keys from the list in the upper right corner. The screen changes to display power-on options.



3. Click the On Key dropdown list to choose On and enter keys.



Now Dana will turn on only when you hold down **enter** and press **on/off**. To change this behavior, repeat the steps and choose On key from the list.

AlphaWord changes

AlphaWord, Dana’s built-in word processor, contains some changes in its menus. The following table summarizes the changes.

Command	Description
File > Insert Memo	This new command lets you insert text from a memo file into AlphaWord. This can be particularly useful if you’ve received beamed text in memo format, or if you’ve exported text from a web site using DanaWeb. To use, place the cursor in your AlphaWord file where you want to insert the text, then choose File > Insert Memo. Select the memo you want and tap Insert.
File > Close	Previously, this command was called Clear (File > Clear). For the sake of clarity, the command is now called Close and its location on the File menu has been moved so that it’s adjacent to the Delete Doc command.



PrintBoy changes

Command (Continued)	Description (Continued)
Edit > Go to Top Edit > Go to Bottom	These commands used to be located on the File menu; they function in the same manner as before (moving your cursor to the top or the bottom of your file), but they now can be found on the Edit menu.
Options > Default Font	<p>This new command lets you set a default font and font size for AlphaWord files. This is a handy feature for those who are visually impaired, because users can choose a large, legible font as the standard font for AlphaWord files.</p> <p>To use, press menu and choose Options > Default Font, then select the font and size you want to use. When you open a new file, text will appear in the font and size you chose.</p> <p>Tip! You can install additional TrueType fonts from your Windows computer to use in AlphaWord on your Dana. Use the FineType Converter application on your computer (installed with Dana Desktop software) to select and manipulate fonts, which you then HotSync onto your Dana.</p>

PrintBoy changes

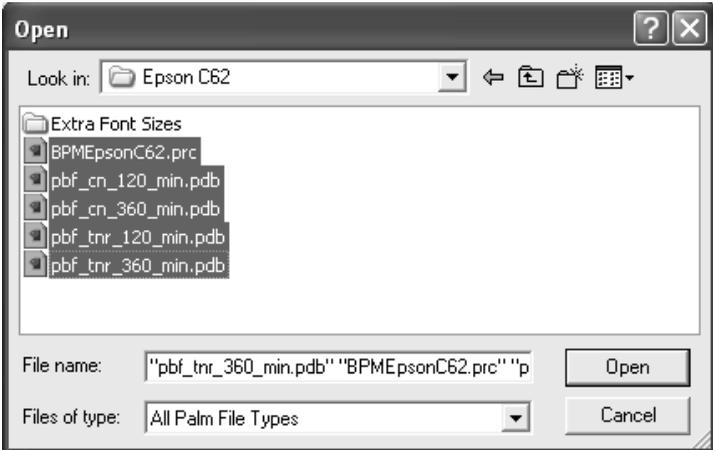
A new version of the PrintBoy application is included with this release of Dana. The newer version contains additional printer drivers and lets you print a greater variety of items from within the PrintBoy application.

Before you can print anything from your Dana, you need to step through the Printer Setup screens. Once you've done so, you can print from within an application, such as AlphaWord, or you can print various types of documents from within PrintBoy.

A printer driver for your printer might already be installed on your Dana, however, if not, additional printer drivers for PrintBoy were installed to your computer when you installed the Dana Desktop software. (The drivers are also contained on the Dana Desktop CD.)

To install a particular driver for your printer:

1. Start the Palm Desktop application and click the Install icon (Windows) or choose HotSync > Install Handheld Files (Macintosh).
2. Locate the \DanaExtras\PrintBoy Files\PrinterDrivers folder on your computer (in the \Program Files\Palm folder in Windows and in the /Applications/Palm folder on Macintosh) or on the Dana Desktop CD.
3. Do one of the following:
 - If your printer is *not* an HP True Page printer, locate the folder for your printer and model, select its .prc file (driver) and .pdb files (fonts).



Note: If you want extended font support—a larger number of fonts and sizes—do *not* select the .pdb files, but instead select only the .prc file and add it, then add the .pdb files in the \Extra Font Sizes folder. Be aware that extended fonts take up a sizeable amount of storage space on your Dana.

- If your printer is an HP TruePage printer, no additional driver files are needed because the drivers are already installed on your Dana. You can, however, add extra fonts from the \HP Truepage\Extra Font Sizes folder. Extended fonts take up a sizeable amount of storage space on your Dana.
4. Do one of the following:



Wireless connectivity and WiStat changes

- Windows: Click Open, then click Done.
 - Macintosh: Click Add File, then close the Install Handheld Files window.
5. Connect your Dana to your computer with a USB cable, then HotSync the Dana (press **function-sync**).

Wireless connectivity and WiStat changes

Your Dana Wireless has built in Wi-Fi (802.11b) technology for wireless connectivity. Wireless connectivity and the WiStat application are described in the *Dana Wireless Setup Guide*, which is available on the Dana Desktop CD or from the AlphaSmart web site, if you don't already have a copy. In addition to the features explained in that book, the following sections describe some changes to Dana's wireless functionality.

Note: If you have a Dana but it's not a Dana Wireless device, the descriptions in this section don't apply to you unless you've chosen to add wireless connectivity with a USB wireless adapter.

Access points

Dana Wireless now contains the ability to look for multiple wireless access points to which you can connect. Previously, Dana would try to connect to the first access point it could find, and if you wanted to connect to a different access point, you had to configure it manually.

Dana's ability to detect multiple nearby access points makes it easier to set up multiple connectivity profiles. Once you detect and select an access point, you step through a series of screens to set it up as a profile. You can have multiple profiles, such as one for home, one for the coffeehouse, and one for the office.

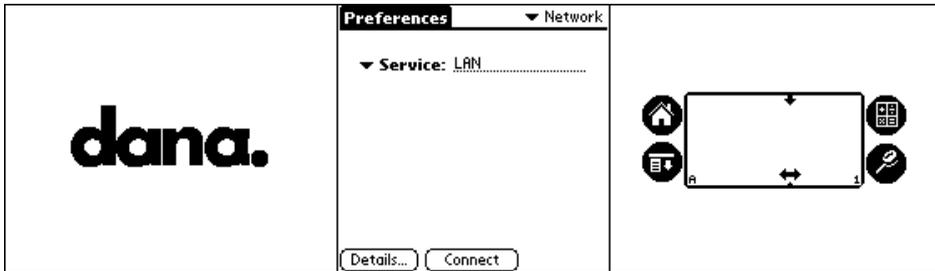
Dana can detect an access point by two methods: through network preferences or through the WiStat application:

- Network preferences let you set up the way you want to connect to a network or to the Internet.
- WiStat is a handy diagnostic application that provides information about your current wireless connection. (WiStat is now part of the list of standard applications

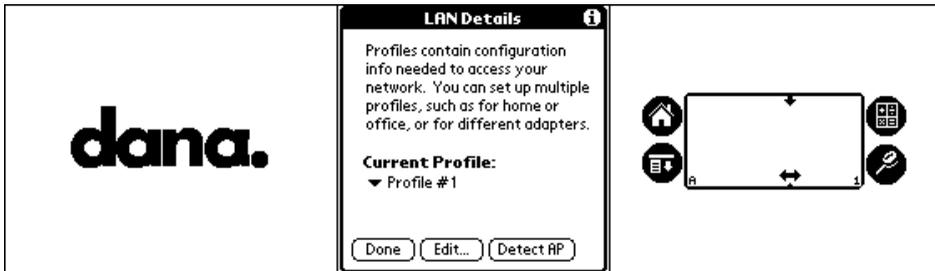
on Dana. Previously, you had to install it using the optional Dana Internet Solutions Pack.)

To detect an access point through network preferences:

1. From the Applications Launcher, tap Prefs to launch the Preferences application.
2. From the list in the upper right corner of the application, choose Network.



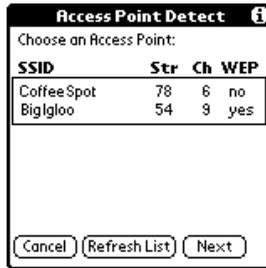
3. Tap the Details button.



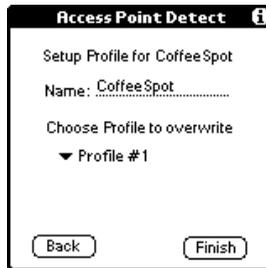


Wireless connectivity and WiStat changes

4. Tap the Detect AP button. Dana initiates a connection and searches the vicinity for any available access points. If it finds any, it displays a screen listing them.



5. Tap to select an access point in the list, then click Next. A setup screen appears, displaying the name of the access point.



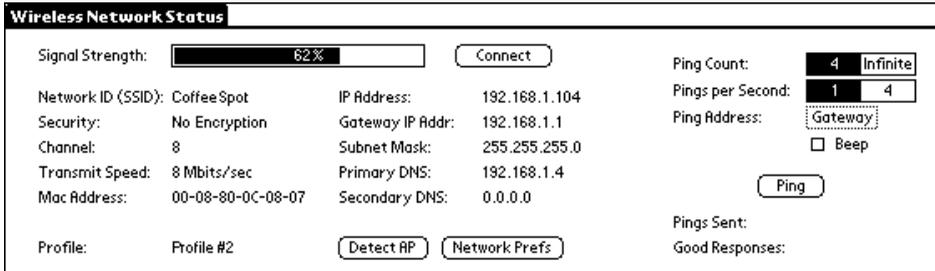
6. Select a profile from the list with which to associate the access point, then tap Finish.



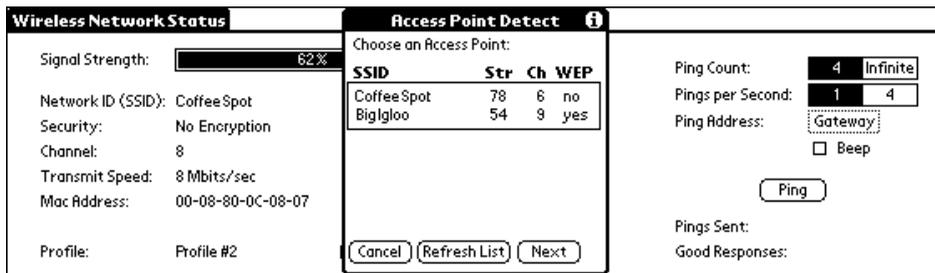
7. Click Done. You can now connect to your network or the Internet with the access point you chose.

To detect an access point through WiStat:

1. From the Applications Launcher, tap WiStat to launch the WiStat application.



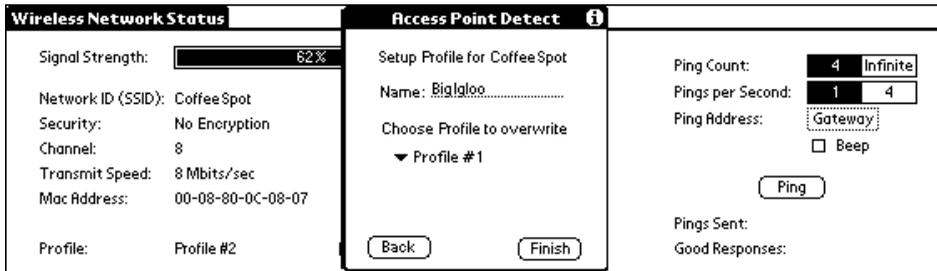
2. Tap the Detect AP button. Dana initiates a connection and searches the vicinity for any available access points. If it finds any, it displays a screen listing them.



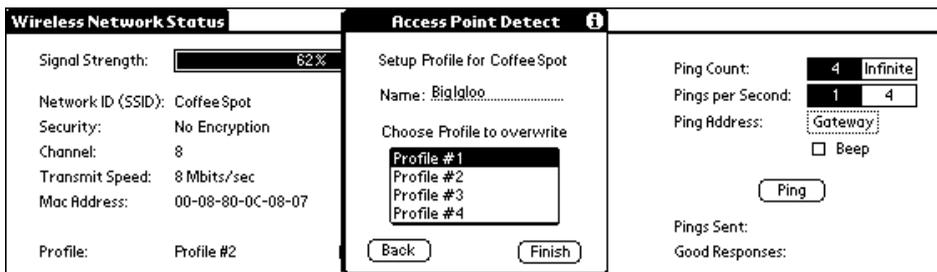


Wireless connectivity and WiStat changes

3. Tap to select an access point in the list, then click Next. A setup screen appears, displaying the name of the access point. (If WEP security has been enabled, then additional information is required.)



4. Select a profile from the list with which to associate the access point, then tap Finish.



You're returned to the WiStat application. You can now connect to your network or the Internet with the access point you chose.

5. Press **apps** to return to the Application Launcher.

WiFile application

WiFile is a handy application that gives you wireless access to files you have stored on a network server or on your computer. WiFile makes it easy for you to access files stored on a network, without having to HotSync your Dana to a computer or beam files between devices.

If you have privileges that let you connect to shared areas or folders on a network—either on a server or on your computer—you can use WiFile on your Dana to download and upload files.

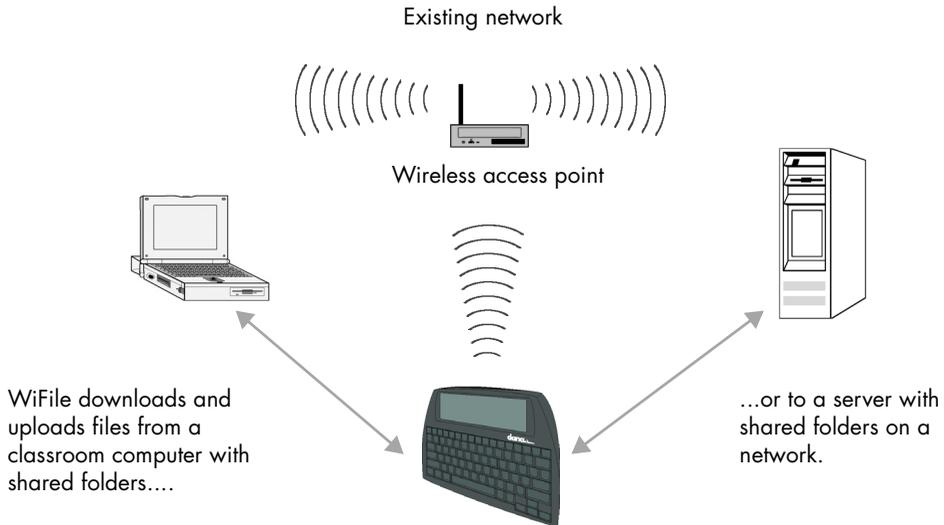
Tip! If the files are text, Word, or Excel files, you can even have WiFile open them for editing on your Dana.

You'll probably need help from your system administrator to obtain the information and access rights you need in order to use WiFile. You'll need

- On your Dana, a profile that contains configuration information for the access point you plan to use (see “Access points” on page 8 for information on configuring a profile)
- Documents to Go software, installed on your computer and your Dana, if you want to work with Word and Excel files
- Network privileges
- One or both of the following, depending on where you store files:
 - Shared folders on a network server
 - Shared folders on your computer
(Shared folders are sometimes referred to as “shares.”)
- A wireless access point through which you can communicate with your network

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WiFile application

The following illustration shows you an overview of WiFile.

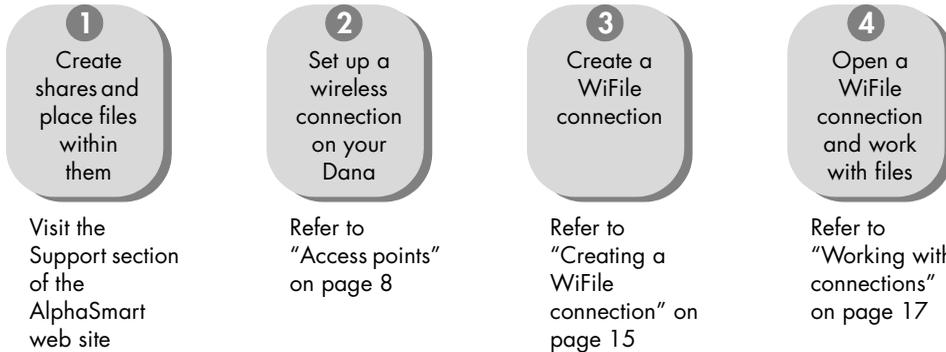


Setting up a WiFile connection

Before you can begin using WiFile, you need to have “shares” (shared folders or areas) available from which to download and upload files. These need to exist before you begin using WiFile. Visit the Support section of the AlphaSmart web site (www.alphasmart.com/support) for information on how to set up shares on a Windows or Macintosh computer.

You also need to make sure you’ve configured your Dana for wireless connectivity through a wireless access point. (See “Access points” on page 8 for instructions.)

The following diagram shows the general tasks involved, and the order to accomplish them, to get WiFile up and running.



Creating a WiFile connection

To start sharing files with WiFile, you must first set up at least one connection within WiFile. Once you've set up a connection, you open it when you're ready to work with the files.

You'll need the name of the network server or computer in order to set up the WiFile connection. Alternatively, you can use the IP address of the server or computer to set up the connection. Your system administrator can provide you with this information.



WiFile application

To set up a WiFile connection:

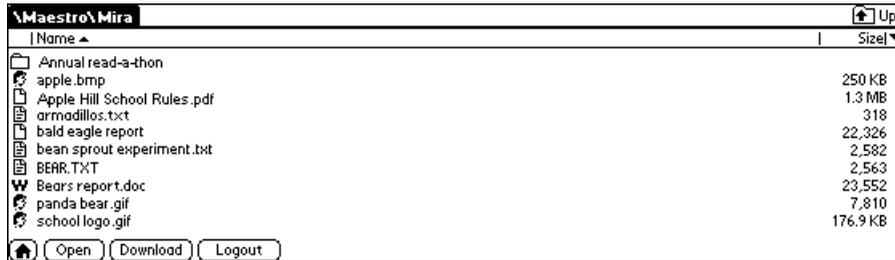
1. Make sure you've set up your Dana for wireless connectivity through an access point (as described in "Access points" on page 8), and that you're physically within range of the access point.
2. From the Applications Launcher, tap WiFile to launch the WiFile application. WiFile starts and displays the New Connection dialog box. (If the dialog box doesn't appear, Tap New.)



3. Type the name or IP address of the server.
4. Tap the down arrow next to the Share field. WiFile searches for shares on the server whose name or IP address you specified.
5. When it appears in the Share field, select the share and tap OK. (If you have more than one share available, select from the list before tapping OK.) The share name appears in the WiFile connection list.



- In the list, select the share name and tap Open. WiFile displays the contents of the share.



Note: Depending on how your system administrator manages the network, you might be required to log on to the server before WiFile can gain access to the files.

From here, you can do a few different things:

- You can *download* a file, which moves it from the share onto your Dana. If the file is a type compatible with applications on your Dana, WiFile loads the file into your Dana’s RAM. If the file type isn’t compatible, you can download the file onto a memory card in an expansion slot on your Dana.
- You can *open* a file for editing if the file is a text, Word, or Excel file. If the file is a text file, it opens in AlphaWord. If the file is a Word or Excel file, it opens in Documents to Go.
- You can also *log out* of the connection from here. Once you log out, the next time you start WiFile, you’ll need to open the connection again.

Note: You are automatically logged out of a connection when your Dana is turned off.

There are other tasks you can accomplish within the WiFile window. See “*If you use the Dana Admin application, and you set a password for it, you’ll need to enter the password when you want to use these commands.” on page 18 for details.

Working with connections

You can set up multiple WiFile connections, which is useful if you have access to different networks and computers. From inside the connection window, there are

• • • • •
WiFile application

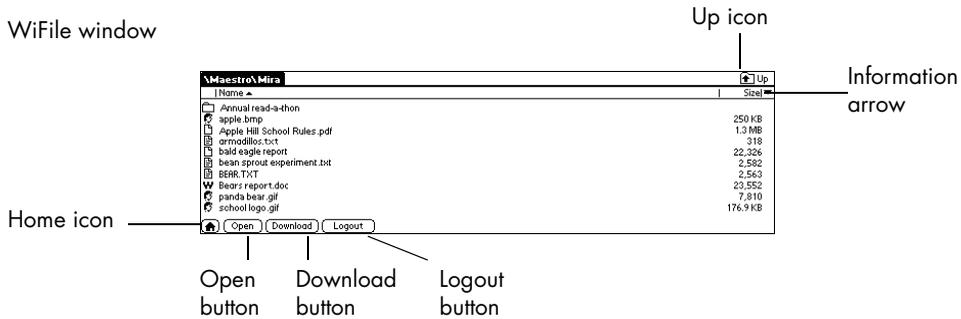
several tasks you can accomplish using menu commands, which are listed in the following table.

Command	Description
Options > Preferences*	Lets you set host name, WINS server, and net timeout preferences.
Options > Beam All	Lets you beam all connections in the connection list to a nearby device.
Options > About	Displays WiFile version and copyright information.
Connection > New	Lets you create a new connection.
Connection > Open	Opens the selected connection.
Connection > Edit	Lets you edit the name of the connection and set advanced parameters.
Connection > Copy*	Lets you make a copy of the connection, which can be useful if you want to set up multiple shares on the same server.
Connection > Beam	Beams the selected connection to a nearby device.
Connection > Delete*	Deletes the selected connection.
Connection > Delete All*	Deletes all the connections in the connections list.

**If you use the Dana Admin application, and you set a password for it, you'll need to enter the password when you want to use these commands.*

Moving around in the WiFile window

There are several things you can do in the WiFile window, once you've opened a connection.



- Tap the Up icon to move up a level in the folder hierarchy.
- Tap the Information arrow to change what file information appears and how files are sorted.
- Tap the Home icon to return to the list of WiFile connections without logging out of your current connection.
- Select a file or folder, then tap Open to open a folder or to open a file for editing (text, Word, or Excel files only).
- Select a file, then tap Download to download a file. Compatible files are downloaded onto the Dana itself; other files can be downloaded to a memory card in your Dana's expansion slot.
- Tap Logout to log out of a connection.
- Tap the title bar to view menu commands.



WiFile application

The following table lists menu commands available in the WiFile window.

Command	Description
File > Open	Opens the selected file for editing in AlphaWord or Documents to Go.
File > Download	Downloads a file to your Dana (if the file is compatible with your existing applications) or to a memory card in the expansion slot of your Dana (if the file type doesn't match your existing applications).
File > Upload	Lets you upload a file to the network from a memory card in the expansion slot of your Dana.
File > Rename	Lets you rename the selected file.
File > Beam/Send	Beams the selected file to a nearby device.
File > Up	Moves you up a level in the folder hierarchy.
File > Refresh	Refreshes the file list within the share.
File > Logout	Logs you out of the current connection.
Options > Search	Lets you search for files in the share.
Options > Preferences	Lets you choose whether to group folders together and whether to show hidden files.
Options > Beam Connection	Lets you beam the selected connection to a nearby device.

Editing a file in AlphaWord

When you open a text file in WiFile, WiFile assumes you want to edit the file using AlphaWord. It automatically launches AlphaWord for you and places the text in the last active workspace.

To open a text file using WiFile:

1. From within WiFile, open one of your existing connections to display your files.
2. Tap to select the text file you want to edit, then tap Open.
3. Confirm that you want to accept the file into AlphaWord by tapping Yes. One of the following situations occurs:

- If the file in the active workspace has a name, AlphaWord automatically saves your latest changes and swaps the file out of that workspace.
 - If the active workspace contains text that has not been saved yet, WiFi asks whether you want to keep the current file. Tap Yes, type a name for the file, and click OK. Tap No if you don't want to save the text. AlphaWord then clears the workspace.
4. WiFi prompts you for a name for the file you're downloading. Tap OK if you want to save the file with the name suggested. Otherwise, type a new name, then click OK. WiFi opens the downloaded file into the active workspace.
 5. Make changes to the file using the standard AlphaWord commands and features.
 6. When you're through, do one of the following:
 - Save the file with the name you specified in step 5 by pressing **menu** and choosing File > Save.
 - Save the file with a new name by pressing **menu** and choosing File > Save As, then type a new name and click OK.
 - Save and upload the file to the share by pressing **menu** and choosing Network > Save Text File. When the Save File dialog box appears, make sure the location, share, and file name are the ones you want, then tap Save.



Using AlphaWord to download a text file

From within AlphaWord, you can open text files on a share, provided you've set up at least one WiFi connection first. AlphaWord uses WiFi to communicate with the network and display files from the last connection you opened.

To open a text file on a share from within AlphaWord:

1. From the Applications Launcher, tap AlphaWord, then go to an empty workspace.
2. Press **menu**, then choose Network > Get Text File. AlphaWord initiates a connection, then displays files from the last share with which you connected.



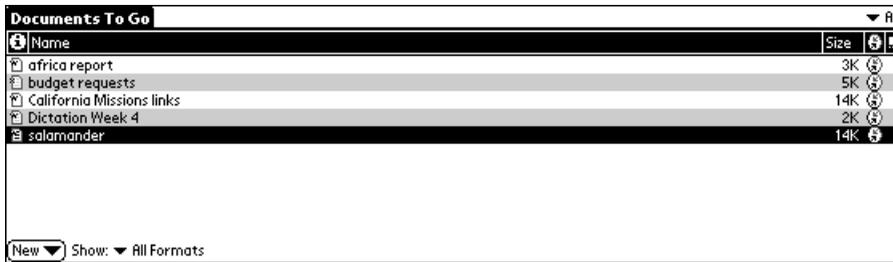
3. If you want to access a different share, click the down arrow in the upper right corner and select one from the list.
4. When you find the file you want to open, select it and tap Open.
5. AlphaWord prompts you for a name for the file you’re downloading. Tap OK if you want to save the file with the name suggested. Otherwise, type a new name, then click OK. WiFile opens the downloaded file into the active workspace.
6. Make changes to the file using the standard AlphaWord commands and features.
7. When you’re through, do one of the following:
 - Save the file with the name you specified in step 5 by pressing **menu** and choosing File > Save.
 - Save the file with a new name by pressing **menu** and choosing File > Save As, then type a new name and click OK.
 - Save and upload the file to the share by pressing **menu** and choosing Network > Save Text File. When the Save File dialog box appears, make sure the location, share, and file name are the ones you want, then tap Save.

Editing a file in Documents to Go

As long as you have Documents to Go installed on your Dana, you can use WiFile to access Word and Excel files from a share and edit them on your Dana.

To open a Word or Excel file with WiFile:

1. From within WiFile, open one of your existing connections to display your files.
2. Tap to select the Word or Excel file you want to edit, then tap Open.
3. Confirm that you want to accept the file into Documents to Go by tapping Yes. Documents to Go starts and displays the file.
4. Make changes using standard commands and features, then save your file when you're done by pressing **menu** and choosing File > Save or File > Save As (if you want to give the file a different name).
5. Tap Done when you're through working on the file. Documents to Go returns you to the list of files.



To send a Documents to Go Word or Excel file to a share:

1. Start Documents to Go and make sure you're in the list of files.
2. Select a file by tapping its file size on the right side of the screen. (If you tap the file name itself, Documents to Go will open the file for editing.)
3. Press **menu** and choose File > Send File.
4. Select the option to send the file as a MS Word/MS Excel file.



WiFile application

- When the Save File dialog box appears, make sure the location, share, and file name are the ones you want, then tap Save.



A progress screen appears. Once the file has been uploaded, you're returned to the list of documents in Documents to Go.

5. To verify that the file was uploaded, press **apps** to return to the Applications Launcher, then launch WiFile and open the connection for the share. The uploaded file will appear in the share's list of files.