Instructions for Updating Your Dana by AlphaSmart to Version 1.5

This update kit contains the materials you need to update your Dana(s) to version 1.5. The type of update procedure to follow depends on whether you have one or multiple Danas:

- If you have a group of Danas and an AlphaHub (a SmartOption Mobile lab), use AlphaSmart Manager for Dana to update all your Danas simultaneously. See "Using AlphaSmart Manager for Dana to update Danas" on page 3 for details.
- If you have a group of Danas and an AlphaHub (a SmartOption Mobile lab), but you *do not* have AlphaSmart Manager for Dana, contact Technical Support (send email to support@alphasmart.com for US readers or to UK-help@alphasmart.com for UK readers) to obtain a copy of the application. Once you receive and install AlphaSmart Manager for Dana, see "Using AlphaSmart Manager for Dana to update Danas" on page 3 for details.
- If you have an individual Dana, use HotSync to transfer the appropriate update file to your Dana. See "Using Palm Desktop to update a single Dana" on page 4 for details.

Warning! **Do not interrupt the update process!** *Do not press* **on/off** and *do not disconnect Dana's external power source* (AlphaHub cable, USB cable, or AC adapter) during the update process. If you interrupt the update process, you will damage your Dana and you will need to return it to AlphaSmart for servicing before you can use it again.

Before you begin

There are two things you should consider doing before you update your Dana(s) to version 1.5:

- Back up your existing data from your Danas
- Remove duplicate files from your computer and Dana

Back up your existing data

How you choose to back up your data depends on whether you're working with an individual device or a group of devices, and whether you have AlphaSmart Manager for Dana and an AlphaHub.

- If you have AlphaSmart Manager for Dana and an AlphaHub, you can connect all your Danas and then use AlphaSmart Manager for Dana to retrieve all AlphaWord files from the devices. (Be aware that you can't restore these files to Danas using HotSync. To send AlphaWord files back to Danas, you'll need to use AlphaSmart Manager for Dana to send them.)
- If you have other data files on the devices, you will need to connect each Dana individually to your computer and then HotSync the Dana to the appropriate user name to back up those data files.
- For an individual Dana, you should HotSync to back up all of your files.

Important: You might *not* want to back up your existing data. For example, you might want to start a new round of activities—at the beginning of a school year, perhaps—without the baggage of old files or applications. If this is true for your situation, you can skip the tasks that describe retrieving AlphaWord files and HotSyncing data, as well as the task that describes HotSyncing to restore data.

To use AlphaSmart Manager for Dana to retrieve AlphaWord files:

1. Connect your Danas to the AlphaHub and the hub to your computer, as described in your SmartOption Cart Setup instructions.
2. Start AlphaSmart Manager for Dana and click the Get/Print AlphaWord Files tab.
3. Click the Save button, select the save options you want, then click Save.
4. Browse to the location where you want to save files, then click OK.

If you have an individual Dana, you can connect it directly to your computer and use HotSync to back up your data.

To HotSync your data:

1. Connect your Dana to your computer with a USB cable.
2. On your Dana, press **function-sync** (press the **function** and **sync** keys at the same time). If necessary, select the user name for the device.

Remove duplicate files

The original Dana Desktop software (Palm Desktop) you received with your Dana(s) contains some files that were automatically HotSynced to your Dana when you HotSynced the first time. That is, these files weren't part of Dana's internal system files, but were transferred using HotSync into your Dana's memory. In version 1.5, these files are part of the 1.5 internal system files, so they no longer need to exist on your computer or in your Dana's memory. Removing these files isn't required, but removing them frees up extra space on both your computer and on your Dana.

To remove duplicate files from your computer:

1. On your computer, use My Computer or Finder to display files in the following folder:
   - Windows: \Palm\YourUsername\Backup folder, usually located under the C:\Program Files folder
   - Macintosh: /Palm/Users/YourUsername/Backups folder
2. Delete the following files:
   - AWSpellLarge.pdb
   - THESDATA.PDB
   - PalmReaderEN.prc
   - All PrintBoy 5.0 files: PBSendEx.prc, PBSendLaunch.prc, and BPMPostScript.prc. (Any other files that begin with PB, BPM and pbf are also PrintBoy files and should be deleted. Dana version 1.5 includes PrintBoy 6, so PrintBoy 5 files are not needed.)

The instructions for the update process require you to hard reset your Dana. The hard reset will remove these duplicate files from your Dana.

Using AlphaSmart Manager for Dana to update Danas

This section assumes you've retrieved or backed up data you wanted to save from your Danas and optionally removed duplicate files from your computer (both described previously).

> **Important:** Updating thirty Danas using AlphaSmart Manager for Dana can take a fair amount of time—possibly two hours or more. It might be more convenient to schedule the update at a time when you can leave your computer unattended: overnight, for example.

To update Danas using AlphaSmart Manager for Dana:

1. Connect your Danas to the AlphaHub and the hub to your computer, as described in your SmartOption Cart Setup instructions.
2. Start AlphaSmart Manager for Dana.
3. Choose Setup > Hard Reset All Danas, then click OK to confirm that you want AlphaSmart Manager for Dana to perform a hard reset.
4. When AlphaSmart Manager for Dana has finished the reset, a message appears that instructs you to recalibrate the devices. Disconnect the Danas and have your users step through the Welcome setup screens for each device.
5. Reconnect the Danas to the AlphaHub and insert the Dana 1.5 Update CD into the CD-ROM drive on your computer.
6. In AlphaSmart Manager for Dana, choose Setup > Update Dana System Software. The Update Dana System Software dialog box appears.
7. Click Browse to locate the DanaUpdate_enUS150R1.prc file (US) or DanaUpdate_enUK150R1.prc file (UK) on the Dana 1.5 Update CD.
8. Select the file and click Open, then click OK.
9. Check the devices you want to update, or click Select All to update all connected devices, then click OK.

AlphaSmart Manager for Dana begins updating the Dana system software on the devices you selected. This operation takes quite awhile.

> **Warning!** **Do not interrupt the update process** by stopping AlphaSmart Manager for Dana, unplugging cables, or turning off your computer. You risk damaging the Danas if you do.

Once the update is complete, you can use AlphaSmart Manager for Dana to send new files or applications to the connected Danas. Once you disconnect the Danas from the AlphaHub, you (or your users) will have to step through the Welcome setup screens on each Dana to recalibrate each device.

Using Palm Desktop to update a single Dana

This section assumes you want to update an individual Dana. It also assumes you've backed up your existing data and optionally removed duplicate files (both described previously). The following sections explain the four main steps you need to perform to update your Dana.

Important: Before you begin, connect your Dana to your computer with a USB cable.

Step 1: Preparing files for downloading to the Dana

This section describes two tasks: creating a new profile specifically for the update, and adding the update file to the profile.

Use the Palm Desktop application on your computer (Windows or Macintosh) to create a new profile

Windows:

1. From your Windows desktop, double-click the Palm Desktop icon to start Palm Desktop.
2. Choose Tools > Users.
3. Click Profiles, then click New.
4. Enter *Update* as the new profile name.
5. Click OK, then click OK again. Palm Desktop returns you to the main application screen.

Macintosh:

1. From your Macintosh desktop, double-click the Palm Desktop icon to start Palm Desktop.
2. Choose HotSync > User.
3. Click the New Profiles button and enter *Update* as the new profile name.
4. Click OK, then close the Edit Users window. Palm Desktop returns you to the main application screen.

Add the Dana update .prc file to the Update profile

Before proceeding, make sure you know where the Dana update .prc file is located. (For US users, the file name is DanaUpdate_enUS150R1.prc, and for UK users, the file name is DanaUpdate_enUK150R1.prc.) The file might be on your desktop if you downloaded it, or it might be on a CD. If the file is on a CD, copy and paste it to your computer's desktop.

Windows:

1. On your desktop, double-click the Dana update .prc file icon. A small Install Tool dialog box appears.
2. Select *Update (profile)* as the user name to use, then click OK. A larger Install Tool dialog box appears, and the update file appears in the filename area.
3. Click Done. (If a confirmation message appears, click OK to proceed. Not all users will see this confirmation message.)

Macintosh:

1. In Palm Desktop, choose HotSync > User > *Update*.
2. Choose HotSync > Install Handheld Files. The Install Handheld Files dialog box appears.
3. Click Add to List and browse to the location of the Dana update .prc file.
4. Select the file, then click Add File.
5. Close the Install Handheld Files dialog box.

Step 2: Downloading the update to your Dana

In order to download the update to your Dana, you'll first need to hard reset the device, then HotSync to transfer the update file.

Hard reset your Dana

Windows and Macintosh:

1. While holding down the **on/off** key, use the tip of your stylus to gently press and release the Reset button located above the battery panel on Dana's underside.
2. Wait for the Palm-Powered logo to appear, then release the **on/off** key. A warning appears that you are about to erase all the data stored on Dana. If you performed a HotSync to back up your data (as described previously), you won't lose your data; you'll restore it later in "Step 4: HotSyncing your Dana to reinstall your data" on page 6.
3. Press the **PgUp ↑** (up arrow) key to complete the hard reset.
4. Follow the onscreen instructions to walk through the Dana setup screens.

HotSync to transfer the Dana update .prc file to your Dana

Windows:

1. On your Dana, press **function-sync** (press the **function** and **sync** keys simultaneously) to start the HotSync process.
2. On your computer, click Profiles, then select *Update* as the user).
3. Click OK. A warning might appear, asking if you're sure you want to install the profile. Click OK to continue.
4. Once the HotSync is complete (the HotSync may take several moments), press **apps** on your Dana to go the Applications Launcher.
5. Make sure the word All appears in the upper right corner of the screen. If it doesn't, press **apps** repeatedly until All appears.

Macintosh:

1. On your Dana, press **function-sync** (press the **function** and **sync** keys simultaneously) to start the HotSync process.
2. On your computer, select *Update* as the user.
3. Click OK. A warning might appear, asking if you're sure you want to install the profile. Click OK to continue.
4. Once the HotSync is complete (the HotSync may take several moments), press **apps** on your Dana to go the Applications Launcher.
5. Make sure the word All appears in the upper right corner of the screen. If it doesn't, press **apps** repeatedly until All appears.

Step 3: Updating the Dana

Important: Before starting the update, make sure your Dana is connected to an external power source, either a USB cable connected to your computer or the AC adapter.

To update your Dana:

1. On your Dana, press **U** to select the Update icon, then use your stylus to tap the icon.
2. Tap the Update button, then read the information onscreen.
3. Tap Proceed. The update will take several minutes.

Warning! **Do not interrupt the update process.** You risk damaging your Dana if you do.

4. Once the update is complete, follow the onscreen instructions to walk through the Dana setup screens.
5. When you're returned to the Applications Launcher, make sure the word All appears in the upper right corner of the screen. If it doesn't, press **apps** repeatedly until All appears.

Step 4: HotSyncing your Dana to reinstall your data

This last step lets you restore the data you backed up earlier. If you chose not to back up your data, you can skip this step.

Windows:

1. On your Dana, press **function-sync** (press the **function** and **sync** keys simultaneously) to start the HotSync process.
2. On your computer, select your original user name when prompted.
3. Click OK.
4. When the HotSync is complete, press **apps** on your Dana to return to the Applications Launcher.

Macintosh:

1. On your Dana, press **function-sync** (press the **function** and **sync** keys simultaneously) to start the HotSync process.
2. On your computer, select your original user name when prompted.
3. Click OK.
4. When the HotSync is complete, press **apps** on your Dana to return to the Applications Launcher.

Where to go for help

For information about what's new in version 1.5, refer to the *Dana System Software 1.5 Addendum*. For additional information, or if you have questions about updates, HotSyncing, and so on, visit the AlphaSmart Knowledge Base at www.alphasmart.com/support.

You can also contact Technical Support by sending email to support@alphasmart.com (US) or UK-help@alphasmart.com (UK), or by calling 888-274-2720 (US) or +44 (0)870 120 0718 (UK).