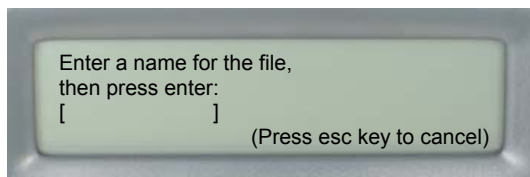


Name Your Files

You can name and save multiple files on your Neo.

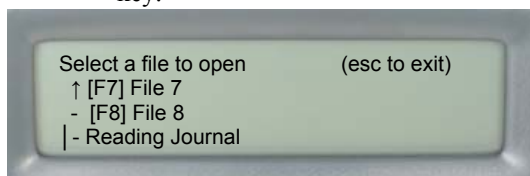
1. Open a file space and write.
2. Press **ctrl+s**.
3. Enter a name for your file.
4. Press the **enter** key.



Open Named Files

To open a named file:

1. Press **ctrl+o**.
2. Use the **arrow** keys to scroll through the list of files.
3. When you find the file you want, press the **enter** key.



For more information, see pages 25-27 in your Neo User's Guide.

Use a Thesaurus

To use the thesaurus:

1. Use the **arrow** keys to move the cursor to the word you want to replace.
2. Press **ctrl+t** to access the thesaurus.
3. Follow the prompts to select a new word.

For more information, see page 40-42 in your Neo User's Guide.

Use a Spanish/English Look Up List

Your Neo can hold **either** the thesaurus **or** the Spanish/English look up list. If you have installed the Spanish/English Look Up List, simply follow the steps to using the thesaurus.

For more information, see page 42 in your Neo User's Guide.

Spell Check

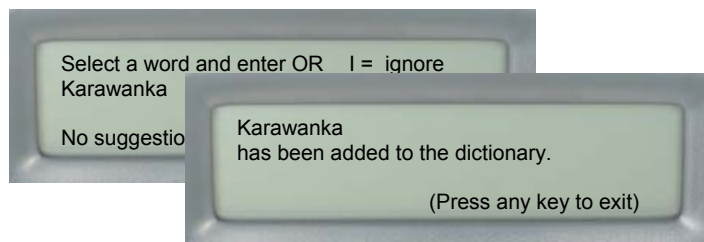
Press the **spell check** key to review your spelling. When AlphaWord Plus finds an unfamiliar word, you can

- Press the **enter** key to accept the suggested spelling.
- Press the **i** key to ignore.
- Press the **e** key to edit the word.
- Press the **c** key to see the word in context.
- Press the **a** key to add your word to the user dictionary on your Neo.

Create a User Dictionary

You create a customized user dictionary on a single Neo using the spell check feature.

1. Power on Neo and open an empty file space.
2. Enter the unique word you want to add to the user dictionary.
3. Press the **spell check** key.
4. When AlphaWord Plus questions the unique word, select the **Add** word option.



You can create a user dictionary on your computer and use AlphaSmart Manager 2 to send it to a classroom set of Neos.

For more information, see *User Dictionaries QuickStart Guide* and pages 39 -40 and 118 -120 in your Neo User's Guide.

Cut, Copy, and Paste

It is easy to select text and cut, copy, and paste it.

Select Text to Cut or Copy

1. Use the **arrow keys** to move the cursor to the word or words you want to highlight.
2. Hold the **shift** key down as you move the **arrow keys** to select text. (The selected appears highlighted.)
3. Press **ctrl+c** to copy or **ctrl+x** to cut the text.

Paste Text

1. Use the **arrow keys** to move the cursor to a new location or press a file space key to open a new file space.
2. Press **ctrl+v** to paste the text.

Use the Word Count Feature

To keep track of your writing, press **ctrl+w** to see the word, sentence, paragraph, and page count in the current file space.

For more information, see pages 43 -44 in your Neo User's Guide.

Clear File Spaces

When you want to start a new document in a file space that already has text entered, press the **clear file** key.

- If your file is *unnamed*, AlphaWord Plus deletes it.
- If your file is *named*, AlphaWord Plus closes it (Press **ctrl+o** to open it again)

Delete Files

Unnamed Files

To delete an *unnamed* file, press the **clear file** key.

Named files

To delete a named file:

1. Press **ctrl+d**.
2. Use the **arrow** keys to scroll through the list of files.
3. Select the file you want to delete and press the **enter** key.