

## Neo by AlphaSmart Common Keyboard Commands

This table presents common keyboard commands for Neo. See User's Guide, pages 142 – 151 for a complete list, including international characters.

	<i>Action</i>	<i>Command</i>
<b>Working with Files</b>	Clear a file	clear file
	Delete a file	ctrl + d
	Find a file	ctrl + f
	New file	ctrl + n
	Open a file	ctrl + o
	Name a file	ctrl + s
	Print a file	print
	Send a file	send
<b>AlphaWord Plus</b>	Copy text	ctrl + c
	Cut text	ctrl + x
	Paste text	ctrl + v
	Find	find
	Find and replace	ctrl + find
	Font size	ctrl + option + cmd + f
	Spell check	spell check
	Ignore all in spell check	ctrl + i
	Replace all in spell check	ctrl + enter
	Thesaurus	ctrl + t
	Spanish/English Look up List	ctrl + t (if installed)
	Section Selector	cmd + s
	Word Count	ctrl + w
<b>Linked Files</b>	Access linked file	ctrl + l
	Return to AlphaWord Plus file	ctrl + l
	Copy entire linked file	shift + ctrl + cmd + c
	Copy current screen from linked file	shift + ctrl + c
<b>Beamer (Must be installed)</b>	Beam current file	ctrl + send
	Receive file	ctrl + b