

AlphaSmart to PowerPoint Quick Reference Card

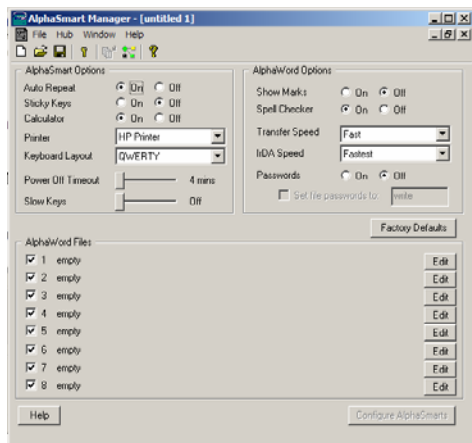
Planning your Project

Before you begin using the AlphaSmarts to word process text for presentations, it's important to do some pre-planning. It's always a good idea to use a storyboard with your students prior to creating a PowerPoint presentation, but it's especially important with AlphaSmarts. Students can use the storyboards to decide how they want to organize the information for their presentation because they won't have the visual clues (slide layout view) to help them organize the information on the AlphaSmart. Preplanning a presentation allows the user to decide the presentation sequence and information to include on each slide.

Starting AlphaSmart Manager Software to Retrieve Files:

The AlphaSmart Manager software allows you to retrieve information from all 30 AlphaSmarts quickly and easily.

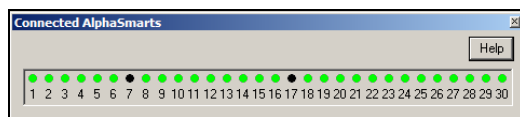
1. Click on **Start → Programs → AlphaSmart → AlphaSmart Manager → AlphaSmart Manager** to launch the program.
2. The *AlphaSmart Manager* dialog box will appear.



3. Make sure your AlphaHub is powered on and all AlphaSmarts are by click the **Check Connections** button.



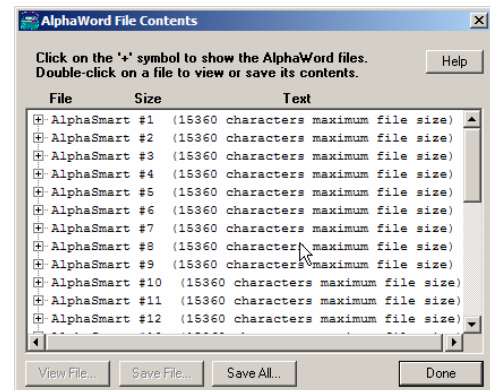
4. A *Check AlphaSmarts* dialog box will open and you should see green lights for each AlphaSmart that is in the AlphaHub and properly connected.



In the sample above, #7 and #17 are not shown as connected. If this happens, check

to make sure the cords are securely attached to the AlphaSmarts

5. In AlphaSmart Manager, click **Retrieve Files** on the Hub menu.
6. The download begins and a progress box is displayed. When all files have been retrieved from connected AlphaSmarts, the following dialog box is displayed:



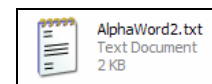
7. Click the **Save All...** button and choose a location for the AlphaSmart files.
8. When you're finished viewing and saving files, click **Done**.

Note:

If you are working with upper elementary students, you can save the AlphaSmart files directly to a network location that students can access. They will look for the folder number that corresponds with the AlphaSmart they used. Inside the folder will be numbered files; one for each Alpha File used (1 – 8)

Getting the information from AlphaSmart text files into a PowerPoint

Once your students have access to their AlphaSmart files, you can walk your students through the following process (upper elementary) or do this for them (primary grades). It really depends on your student's ability to copy, paste, and use the Outline feature in PowerPoint.



1. Open the AlphaSmart text file.
2. From the **Edit** menu, choose **Select All...**

