

FreeWrite™ 2.1.2

Quick Start Guide

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GoKnow, Inc.

912 N. Main St.
Suite 100
Ann Arbor, MI 48104

<http://www.goknow.com/>



Project Team

Nicholas Thompson
Avi Newman
David Galus

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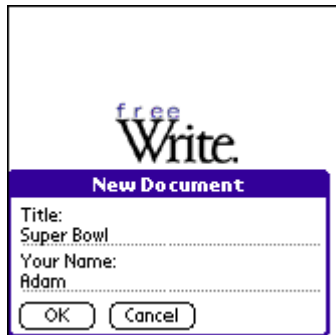
What is FreeWrite?

FreeWrite™ is a word processing program with advanced features: Auto-capitalization, spell check, duplication, Infrared (IR) beaming, IR printing, and many more. Educators will find that students can use this program to create professional-looking documents. Great for notes, journal entries, or to write full reports, FreeWrite is the right processor for you.

System Requirements:

- Palm Compatible Handheld with PalmOS 3.1, 3.3, 3.5, or 4.0 Palm Desktop Software with compatible Windows or Macintosh Computer (for .prc file installation)
- 957KB memory for full installation (with spellchecker)
- 44KB memory for minimum installation (without spellchecker)

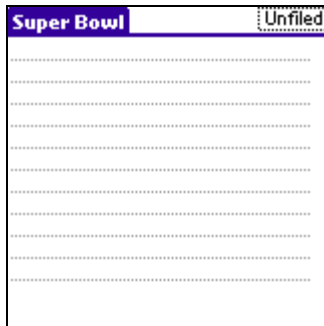
1. Creating a New Document



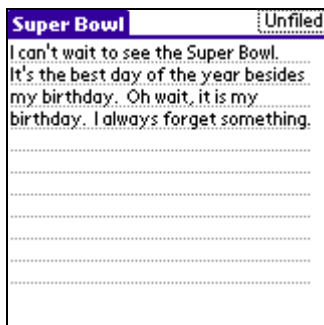
To create a new document, tap 'New.'

Type a title and your name in the space provided. Tap 'OK' to begin.

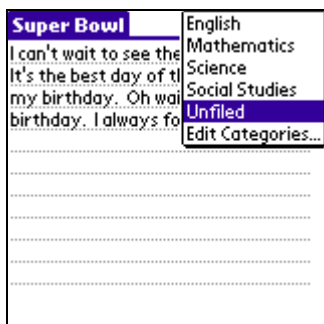
As with all Palm applications, you can access a menu bar by tapping the menu icon located near the graffiti area of your Palm Handheld.



This is your word processing page. Click anywhere on the page to write at that location.



Type away. Express yourself.



To categorize your document into a particular subject listing, tap the 'Unfiled' box in the upper right corner of your screen. Select an appropriate category, or create your own using 'Edit Categories...'

2. The Menu Bar

Project

Project	Edit	Options
New	✓N	he Super Bowl.
Open	✓O	the year besides
Duplicate		ait, it is my
Rename		forget something.
Delete		
Beam	✓B	
Exchange		
IR Print	✓I	
Import		
Info		
Help	✓H	
About		

New: Opens new document

Open: Opens preexisting document

Duplicate: Makes a copy of your document under another name: a great tool for saving drafts of your work

Rename: Renames your document

Delete: Deletes your document

Beam: IR beams your document to a friend's handheld

Exchange: IR exchanges documents between friends

IR Print: Prints via printer with IR port

Import: Imports text from WriteHere or MemoPad

Info: Provides creation date and time for your document

Help: Offers tips to assist your FreeWrite experience

About: Showcases the hard-working FreeWrite programmers

Edit

Project	Edit	Options
I can't wait t	Undo	✓U
It's the best	Cut	✓X
my birthday.	Copy	✓C
birthday. I c	Paste	✓P
Dol	Select All	✓S
	Keyboard	✓K
	Graffiti Help	✓G

Undo: Undoes last action

Cut: Cuts highlighted text; can be pasted elsewhere

Copy: Copies highlighted text

Paste: Pastes cut/copied text

Select All: Highlights entire document

Keyboard: Displays keyboard

Graffiti Help: Displays graffiti alphabet

Options

[illegible]

Spell Check: Checks your spelling

Edit User Dictionary: Edits words you added to your dictionary in Spell Check

Find: Finds specific text in your document

Find Next: Finds next instance of specific text in your document

3. Duplicate

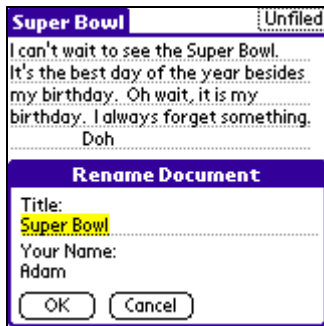


To duplicate your document, tap your title (in this case, 'Super Bowl') on the Menu Bar to drop down the Project Menu.

Tap 'Duplicate.'

You may now save your document under another title. This is a great way to save drafts of your work.

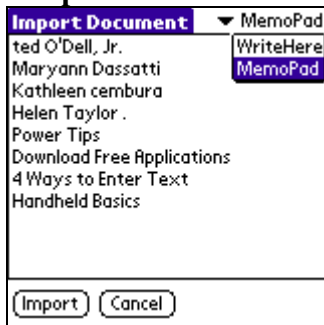
4. Rename



To rename your document, tap 'Rename' from the Project Menu.

Remember: unlike duplicating, renaming does not create another document. Don't use Rename to save drafts of your work.

5. Import



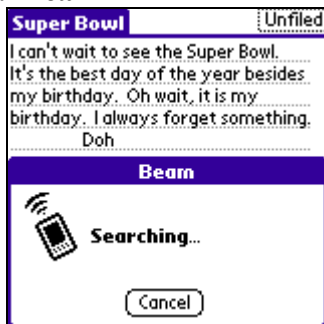
To import a document, tap 'Import' from the Project Menu.

Tap the drop down bar on the upper right side of the screen (labeled 'WriteHere') to select the program you wish to import from.

Tap the title of the desired document, and tap 'Import.'

Tap 'Cancel' to return to your document with importation.

6. Beam



Sharing documents is a great way to facilitate learning. There are two ways to share documents in FreeWrite: beaming and exchanging.

To beam a document, align your IR port with a friend's IR port, and tap 'Beam' from the Project Menu.

Your IR port will search for their IR port. If you receive an error message detailing your handheld's inability to find another handheld, try again. Make sure to keep both handhelds still during the transaction.



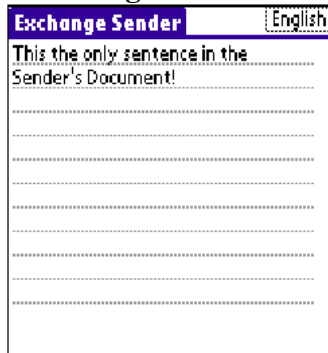
If you are the recipient of beamed data, a menu prompts you with a few options for the data's fate:

- Whether to accept the data
- Where to insert it if you do accept it

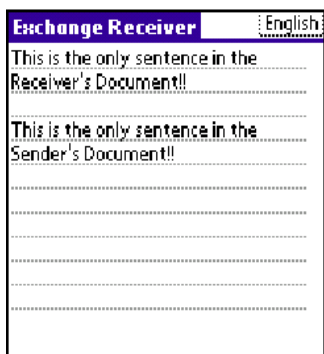
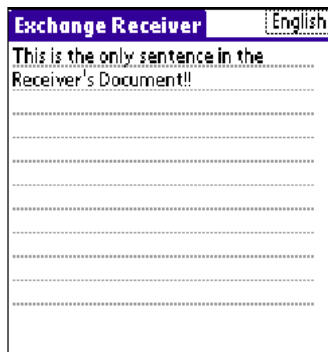
To accept the data into your current document, tap the 'Current Document' box, and tap 'Accept.'

To refuse the data and return to your document without sharing, tap 'Cancel.'

7. Exchange



To exchange data, open the desired document on each handheld, align your IR port with a friend's IR port, and tap 'Exchange' from the Project Menu.



Your friend's document appears at the bottom of your document.

IR Note: This exchange is a two-fold process. Make sure you wait until your friend receives your document too.

Proustian Note: If the sum character count of both documents exceeds 32,000 characters, the exchange will not work.

8. IR Print



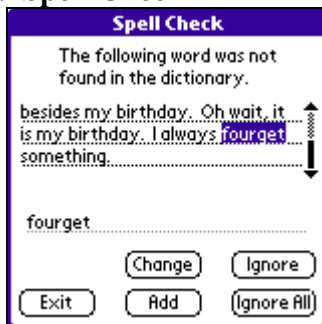
To print via the IR port, you must:

- Install 'Print Boy' from Bachmann Software.
- Use a printer with a IR port

Visit www.bachmannsoftware.com for full details.

Once you have the correct software and the correct printer, printing is easy. Align your handheld's IR port with the printer's IR port from the Project Menu.

9. Spell Check



To spell check your document, tap 'Spell Check' from the Options Menu. Spell Check scans through your document, looking for words it doesn't recognize in its dictionary (over 109,000 words).

Spell Check pauses, highlighted, on a word in question, giving you the option to change it, add it to your user dictionary, ignore it this time, or ignore it for the whole document. Correct the word on the line provided, and tap 'Exit' to return to your document.

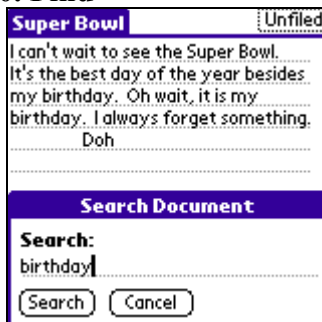


To edit your User Dictionary, the one you add words to in Spell Check, tap 'Edit User Dictionary' from the Options Menu.

To delete a word from your user dictionary, tap the doomed word from the list and tap 'Delete.'

Tap 'Done' to return to your document.

10. Find



To find a particular word in your document, tap 'Find' from the Options Menu.

Type the word you'd like to find in the space provided, and tap 'Search.' Find scans your document for instances of that particular word, and if it finds one, it highlights it.

If that word is repeated later in the document and you'd like to find out where, tap 'Find Next' from the Options Menu. It scans for the next instance of your original word.

11. View and Print from your Desktop Computer

To view and print from your desktop computer, you must first install FreeWrite onto it.

Visit <http://www.goknow.com/Products/FreeWrite.html> and download the file. After the download is complete, double click the **FreeWrite_Installer** file. Follow the helpful prompts to complete installation. A new folder, **Hi-Ce**, appears on your desktop.

Sync your handheld to your desktop. Open the **Hi-Ce** folder. Open the **FreeWrite** folder. Double-click **View Your FreeWrite Docs**.

Your documents appear in your default Web browser. Don't worry: you don't need to be connected to the Internet to view your documents.

If you are connected to the Internet, you can print your documents from your web browser. To print from you web browser, click 'File' and then 'Print.'

Additional Support

Additional support and user information can be found at www.goknow.com.

To report any error messages or create bug reports, please contact: support@goknow.com.

If you have any questions or concerns, please contact: goknow@goknow.com.

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