

## Steps for Using Get It! Software

Get It! will allow you to transfer text from your computer down into the AlphaSmart. Once you have followed these steps, students can come up to the computer one at a time and connect by cable or IR and receive the text into their AlphaSmart. If you have purchased a SmartOption hub, this can be done to the entire set at one time.

1. Select the text you want to send (Edit-Select All or cmd A). This text can be something you have typed into a word processing file, such as questions, story starters, or vocabulary words. It can also be text found on a web page that students want to collect into a file in their AlphaSmart.
2. Copy the text (Edit-Copy or cmd C) Nothing will happen when you do this on the screen, so don't panic – but it will put the contents you have copied into the Get It clipboard.
3. Open Get It. This program can already be open, but if it is not, go to your start menu, programs, AlphaSmart folder, and click on the Get It program. It will have a blue icon next to it.
4. When Get It! opens, you will see your text in the box. The 'Send Text to AlphaSmart' box below that is grayed out and at the bottom you will see 'No AlphaSmart Found'. Turn your AlphaSmart keyboard on and go to the file that you want to receive the text. If you are using a cable, attach it now and you will see the box that had the grayed out letters now turn dark and you will see the message at the bottom change to 'AlphaSmart Found.' If you are using IR, stand within 3-6 feet of the IR Pod and press the send button. This will let the computer know you are there and waiting!
5. With your computer's mouse, click on the 'Send Text to AlphaSmart' button and the text will transfer into the file that you had open on your AlphaSmart. You can watch on the computer screen and a blue bar will flash across the screen as it transfers text. When that goes away, you know you have your text.
6. Your AlphaSmart will not show the transferred text until you press the ESC key. When you press this key, you should see the text in the file.
7. Now the next student can come to the computer and attach his cable (or send an IR signal to the computer) and retrieve the text.