FreeWrite Pro Quick Start Guide

Version 2.3

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What is FreeWrite?

FreeWrite™ is a word processing program with features such as: Auto-capitalization, spell check, duplication, Infrared (IR) beaming, and more. Educators will find that students can use this program to create professional-looking documents. FreeWrite is not just a stand-alone word-processor. Its documents can be integrated into PiCoMap Pro™ projects. Great for notes, journal entries, or to write full reports, FreeWrite is the right word processor for you.

System Requirements

- Palm OS 3.1 – 5 (Palm OS 4.1 – 5 recommended)
- Windows 98 or higher, running Palm Desktop 4.0.1 or higher. (Palm Desktop 4.1 recommended)
- Macintosh OS 9.x or OSX, running Palm Desktop 4.1.
- 80 KB memory on handheld.
- An additional 914 KB is required for optional spellchecking support.

Creating a New Document

1. Tap the **FreeWrite** icon from the **GoKnow** folder to open FreeWrite.
2. If you want to work on an existing project, tap **Open** or **Last**.
3. To create a new FreeWrite document, tap **New**. Note: if this is the first time you're using FreeWrite, New will be your only option.
4. Type a title and your name in the space provided (Figure 1). Tap **OK** to begin.

Figure 1

5. This is your word processing page (Figure 2). Tap anywhere on the page to write at that location.
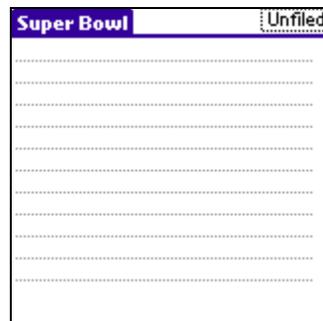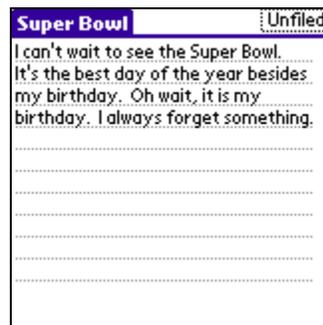

Figure 2

6. Type away. Express yourself (Figure 3).

Figure 3

Categorizing your Document by Subject

1. To organize your documents, it's nice to categorize them by subject.
2. To categorize your document into a particular subject, tap the **Unfiled** box in the upper right corner of your screen (Figure 4). Select an appropriate category, or create your own using **Edit Categories…**
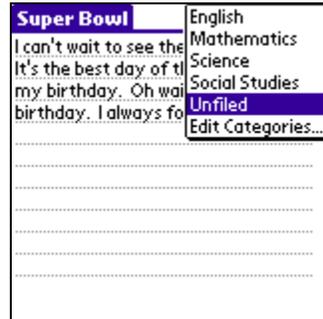

Figure 4

Duplicating

1. Duplicating your document saves it under another title. This is a great way to save drafts of your work.
2. To duplicate your document, tap the **Pull-Down Menu** button, then tap **Duplicate** from the Project Menu.
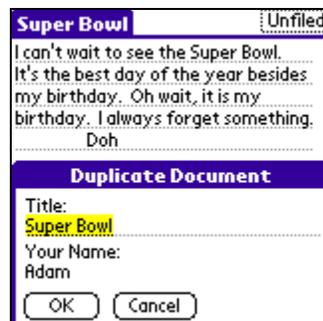3. Your current title appears highlighted (Figure 5). Type another title for the duplicate, then tap **OK**.

Figure 5

Renaming

1. Unlike duplicating, renaming does not create another document – it merely changes the name. Do NOT use **Rename** to save drafts of your work.
2. To rename your document, tap the **Pull-Down Menu** button, then tap **Rename** from the Project Menu.
3. Your current title appears highlighted (Figure 6). Type a new title, then tap **OK**.
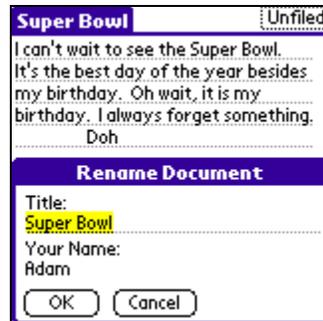

Figure 6

Importing

1. You may wish to import a Memo Pad or WriteHere document into FreeWrite. (WriteHere was a precursor to FreeWrite.)
2. To import such a document, tap the **Pull-Down Menu** button, then tap **Import** from the Project Menu.
3. Tap the drop-down bar on the upper right side of the screen (labeled **WriteHere**) to select the program you wish to import from (Figure 7). Select either WriteHere or Memo Pad.
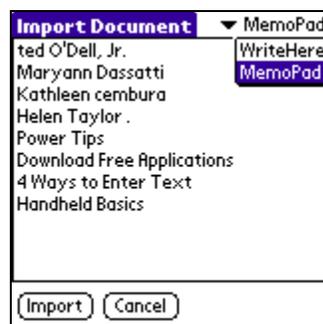

Figure 7

4. Tap the title of the desired document, then tap **Import**.
5. The imported document appears on your word processing page, where you can now edit it.

Beaming

1. Sharing documents is a great way to facilitate learning. There are two ways to share documents in FreeWrite: beaming and exchanging.
2. To beam a document, align your IR port with a friend's IR port, tap the **Pull-Down Menu** button, then tap **Beam** from the Project Menu.
3. Your IR port will search for their IR port (Figure 8).
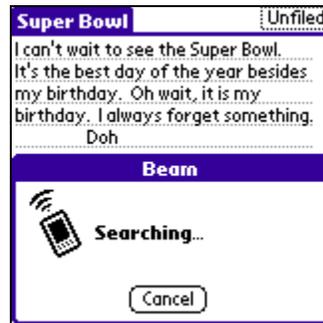

Figure 8

4. 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 beam. Laying them flat on a table or desk can help.
5. You will know your beam is a success when a **Receive Data** menu appears on the recipient's screen, detailing their options on accepting and placing the data (Figure 9).
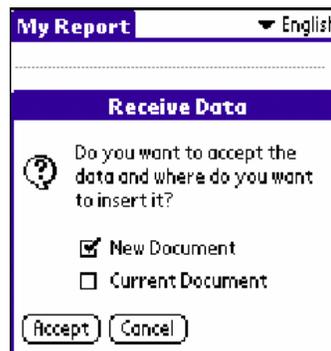

Figure 9

6. To accept the data into a new document, tap **Accept**.
7. To accept the data into the current document, tap the **Current Document** box, then tap **Accept**.
8. To refuse the data, tap **Cancel**.

Exchanging

1. The other way to share information is by exchanging documents. During an exchange, you send your document to your friend (Figure 9.1), and your friend sends hers to you (Figure 9.2), all at the same time (an exchange is essentially a double beam).
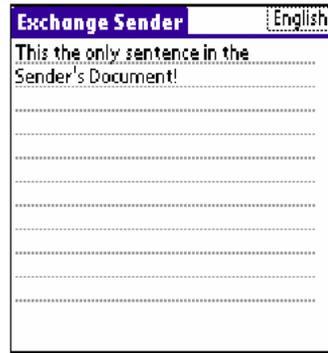
Figure 9.1	Figure 9.2

2. To exchange data, open the desired document on each handheld, align your IR port with a friend's IR port, tap the **Pull-Down Menu** button, then tap **Exchange** from the Project Menu.
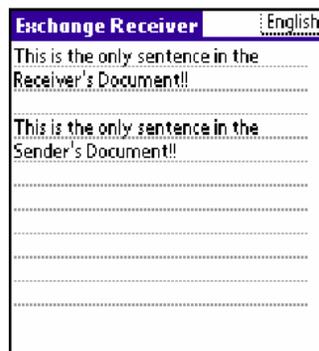3. Your friend's document appears at the bottom of your document (Figure 10).

Figure 10

4. **Note**: Exchange is a two-fold process. Make sure you wait until your friend receives her document too.

Spell Check

1. To spell check your document, tap the **Pull-Down Menu** button, tap the **Options** Menu, then tap **Spell Check**.

2. Spell Check scans through your document (Figure 11), looking for words it doesn't recognize in its dictionary (over 109,000 words).
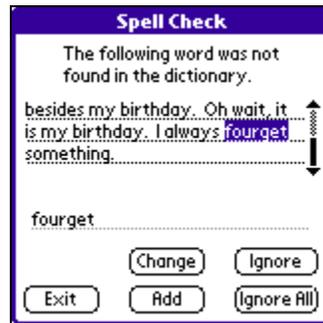

Figure 11

3. Spell Check pauses on a questionable word, giving you the option to **Change** it, **Add** it to your user dictionary, **Ignore** it this time, or **Ignore All** instances of this word for the entire document.
4. Correct the word on the line provided, and once you're finished with Spell Check, tap **Exit** to return to your document.
5. FreeWrite provides you with a User Dictionary, where you can store the words that you **Add** while doing a Spell Check.
6. To edit your User Dictionary, tap the **Pull-Down Menu** button, tap the **Options** Menu, then tap **Edit User Dictionary** (Figure 12).

Figure 12

7. To delete a word from your user dictionary, tap the word from the list and tap **Delete**.
8. Tap **Done** to return to your document.

Find

1. Find is a great feature that scans your document, looking for instances of that particular word or phrase.
2. To use Find, tap the **Pull-Down Menu** button, tap the **Options** Menu, then tap **Find**.

3. Type the word or phrase you'd like to find in the space provided (Figure 13), then tap **Search**. Find scans your document and highlights the first match.
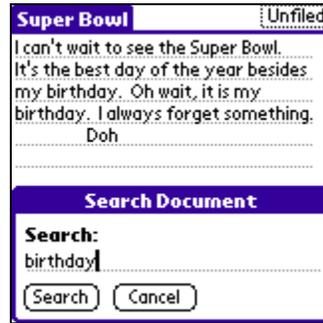

Figure 13

4. There may be more than one match. To find the next match, tap the **Pull-Down Menu** button, tap the **Options** Menu, then tap **Find Next**.

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The Menu Bar

1. The Menu Bar consists of three menus: Project, Edit, and Options.
2. The Project Menu consists of (Figure 14):

Figure 14

- **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.
- **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**: Some information about FreeWrite.

3. The Edit Menu consists of (Figure 15):

Figure 15

- **Undo**: Un-does 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.

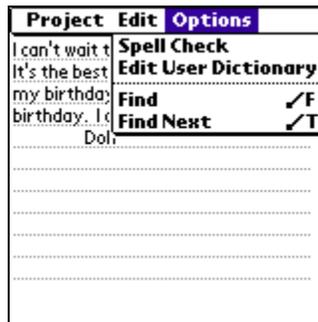4. The Options Menu consists of (Figure 16):

Figure 16

- **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.

Viewing and Printing your FreeWrite Documents on your Desktop Computer

You **MAY** have the ability to perform the action below to view and/or print your FreeWrite documents. All registered users of FreeWrite and HLE™ have access to solution #1.

- PAAM™—the Palm OS Archive and Application Manager, bundled as part of GoKnow's Handheld Learning Environment (HLE) is the best way to view and print FreeWrite documents and other work from student handhelds. Using PAAM, FreeWrite documents can even be pasted to popular programs such as Microsoft Word and PowerPoint.

  PAAM is an Internet-based solution that allows students to synchronize their handhelds anywhere, and access work from any Internet-equipped computer. Teachers and students have powerful abilities to organize, archive, edit, and provide feedback on various pieces of work. To learn more about PAAM, visit http://paam.goknow.com/guest.html

Additional Support

Additional support and user information can be found at http://www.goknow.com/Support/.

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