

# SENDING FILES TO GOOGLE DOCS OR OTHER SUPPORTED WEB-BASED PROGRAMS USING NEO 2

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If you have a NEO 2 laptop and a Renaissance Receiver, you can also send your AlphaWord Plus files to supported programs such as Google Docs for NEO 2, and you can retrieve documents from those programs into one of your NEO 2 files. You may need to open an account with the supported programs (as you do in Google Docs) before following the steps below.

**Note:** Wireless File Transfer must be installed on your NEO 2. If you receive a message that it is not installed or has been disabled, see the *NEO User Manual*.

## Sending Files from NEO 2 to Supported Programs

1. First, check the following:
  - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet.
  - Make sure you know the Receiver/Network name.

To connect the Renaissance Receiver or to name the Renaissance Receiver/computer combination, see the *NEO User Manual*.

2. On your NEO 2, open the file that you want to send.
3. Press **cmd-send**.
4. NEO 2 will search for your network (Receiver) and do one of two things:
  - If the NEO 2 finds that you have connected to a Receiver before, it will ask if you want to stay connected to that network. Press **Y** for yes and then **enter**.
  - If the NEO 2 does not find a previous connection, the screen will list the available Receivers. Press **↓** until you have highlighted your Receiver name; then, press **enter**.
5. If more than one supported program is available, you will see a list. Use the arrow keys to highlight the program you want to use; then, press **enter**.
6. NEO 2 will connect to the supported program through your computer. If the program requires you to log in, you will be asked to enter the email address and password. Enter the email address and press **enter**. Then enter your password and press **enter** again.



**If the file that you send has a linked file, in the program**

*you are sending to, the linked file will be added to the end of the main document. <FORM> tags will appear around the linked file text.*

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**If you have already sent a file to the supported program since you last turned NEO 2 on, it will skip steps 4–6.**

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**By saving files as a new document, students can keep multiple drafts of their work in the supported program. This can be helpful if you require your students to show multiple revisions of their writing.**

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7. If you already have files in the supported program, you will see two options. Use the arrow keys to highlight the option you prefer and press **enter**. Then, follow the instructions for the options you chose:
  - If you chose to save the file as a new document in the program, enter a name for the new file and press **enter**.
  - If you chose to replace a file that you already have in the program, use the arrow keys to highlight the name of the file you want to replace and press **enter**.

8. The file will be copied to the program. When NEO 2 has finished sending (copying) the file, it will notify you. Press **enter**. You will go back to the file you have sent.

## Retrieving Files from Supported Programs and Copying Them to NEO 2

1. First, check the following:
  - Make sure your Renaissance Receiver is connected to a computer that is currently connected to the Internet.
  - Make sure you know the Receiver/Network name.
 To connect the Renaissance Receiver or to name the Renaissance Receiver/computer combination, see the *NEO User Manual*.
2. On NEO 2, press one of the file keys to open the file space that you want to retrieve the file into.
3. Press **cmd-O**.
4. If the file that you opened on NEO 2 is not empty, NEO 2 will ask if you want to keep the current file.
  - If you want to keep current file, press **Y**. Then, enter a name for the file and press **enter**. The file will be closed, but you can open it again later.
  - If you do not want to keep the file, press **N**.
5. NEO 2 will search for your network (Receiver) and do one of two things:
  - If the NEO 2 finds that you have connected to a Receiver before, it will ask if you want to stay connected to that network. Press **Y** for yes and then **enter**.
  - If NEO 2 does not find a previous connection, the screen will list the available Receivers. Press **↓** until you have highlighted your Receiver name; then, press **enter**.
6. If more than one supported program is available, you will see a list. Use the arrow keys to highlight the program you want to use; then, press **enter**.
7. NEO 2 will connect to the program through your computer. If the program requires you to log in, you will be asked to enter the email address and password. Enter the email address and press **enter**. Then enter your password and press **enter** again.



**If you have already sent a file to a supported program since you last turned NEO 2 on, it will skip steps 5–7.**



8. The next screen will list the files found in the supported program. Use the arrow keys to highlight the file that you want to copy to your NEO 2. Then, press **enter**.



**Comments that were inserted in the document within Google Docs will appear in square brackets [ ] in the document on NEO 2.**

9. The file will be copied from the program to the file space you opened on NEO 2. When NEO 2 has finished copying the file, it will open it.