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Welcome to the world of BOOKMAN! BOOKMAN is a powerful, portable electronic reference with a built-in book, plus a slot in the back for more book cards. With this *Speaking Spelling Ace*, you can check spellings, hear pronunciations of letters and words, learn how to write letters, and play 11 fun word games. It's fun and easy to use. To learn how, read this User's Guide.

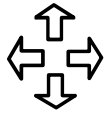
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Key Guide

Color Keys

-  (red) Pronounces a letter, number, or punctuation mark.
-  (green) Pronounces a word.
-  (yellow) Shows the games list.
-  (blue) Shows a list of rhyming words.

Direction Keys



Moves through text or menus, or moves the cursor or highlight.









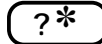

  Pages down or up.

► Understanding the Color Keys

The color keys (red, green, yellow, and blue) perform the functions listed above only for the book described in this User's Guide.

Other BOOKMAN books have their own color key functions, which are labeled on their keyboards or book cards. To learn more, read "Using the Color Keys."




Other Keys




-  Erases a letter or backs up.
-  Shifts the keys to type capitals or punctuation.
-  Exits the book you are reading.
-  Clears your entry.
-  Enters a word, selects a menu item, or starts a highlight.
-  Displays help messages.
-  Displays the main menu.
-  Turns BOOKMAN on or off.
-  Shows Confusables, types a ? to stand for an unknown letter in a word; with , types an * to stand for a series of letters in a word.

 Types a space or pages down.

Key Combinations*

 + - Types numbers.

 + 
or  Goes to the next or previous handwritten letter or number.

 + 
or  Goes to the top or bottom of a word list or menu.

* Hold the first key while pressing the other key.

Installing Batteries

Your BOOKMAN model 840 is powered by four AAA batteries. Here is how to install or replace them.

Warning: When the batteries lose power or are removed from your BOOKMAN, information that you have entered in its built-in book, as well as in any installed book card, will be erased.

1. Turn your **BOOKMAN** over.
2. Slide off its battery cover in the direction of the triangle.
3. Install the batteries as shown on the diagram in the battery compartment.
4. Replace the battery cover.

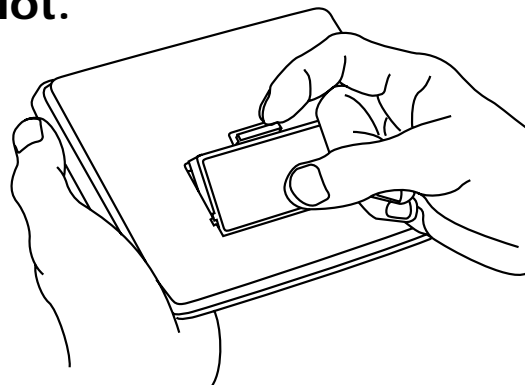
► Resuming Where You Left Off

You can turn off BOOKMAN at any screen. When you turn BOOKMAN on again, the screen that you last viewed appears.

Installing a Book Card

Warning: Never install or remove a book card while your BOOKMAN is turned on. If you do, information that you entered in its built-in book, as well as in any other installed book cards, will be erased.

1. Turn your **BOOKMAN** off.
2. Turn your **BOOKMAN** over.
3. Align the tabs on the book card with the notches in the slot.



4. Press the book card down until it snaps into place.

► Removing Book Cards

Warning: When you remove a book card to install another, information that you entered into the removed book card will be erased.

Selecting a Book

Once you have installed a book card in your BOOKMAN, you can select which book you want to use. Here's an example.

1. Turn your **BOOKMAN** on.

2. Press **CARD**.



3. Press **→** or **←** to highlight the book you want to use.



4. Press **ENTER** to select it.

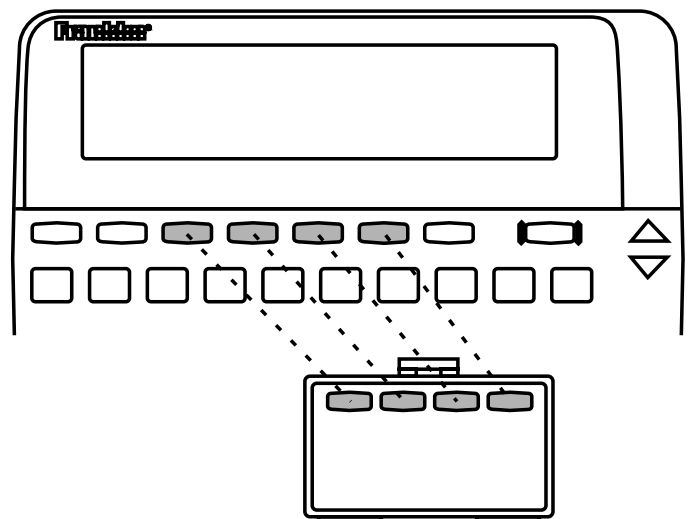
► About Screen Illustrations

Some screen illustrations in this User's Guide may differ from what you see on screen. This does not mean that your BOOKMAN is malfunctioning.

Using the Color Keys

The red, green, yellow, and blue keys on the top row of your BOOKMAN change their functions according to which book you have selected.

If you have selected the built-in book, the color keys function as labeled on the BOOKMAN keyboard. If you have selected a book card, the color keys function as labeled on that card.



Remember, when you've selected a book card, the color keys function as labeled on that card, not as on the keyboard.

Changing the Settings

You can adjust the keyboard echo, shut-off time, and screen contrast of this book. You can also change all the letters to capitals.

Turning the keyboard echo off stops the pronunciation after each symbol is typed and lets you type letters faster.

The shutoff time is how long your BOOKMAN stays on if you forget to turn it off. Contrast refers to how light or dark the screen is.

1. Press **MENU**.
2. Use **↓** to highlight *Setup*.
3. Press **ENTER**.
4. Use **↓** to highlight a setting.



5. Press **ENTER** to select it.
If you select *Set Contrast*, press **↑** or **↓** repeatedly to make the screen darker or lighter.
To leave the settings unchanged, press **BACK**.
6. Press **CLEAR** when finished.

Viewing a Demonstration

Before you start using your new BOOKMAN, you may want to see a brief demonstration of what it can do.

When no book card is installed in your BOOKMAN, the demonstration will automatically appear after you turn the unit on. To stop the demonstration, press **CLEAR**. To disable it, press **MENU**, use **↓** to highlight *Setup* and press **ENTER**. Highlight *Disable Demo* and press **ENTER**. To re-enable it, select *Enable Demo* from the Setup menu.

When a book card is installed in your BOOKMAN, press **MENU**. Then use **↓** to highlight *Setup* and press **ENTER** to select it. Then select *View Demo*.

► Help is Always at Hand

You can view a help message at virtually any time by pressing **HELP**. Press **↓** or **DN** to read the help. Press **BACK** to exit the message.

To read about how to use the keys, select *Tutorial* from the Setup menu.

Hearing Letters and Words

You can hear letters, numbers, and punctuation marks pronounced as you type them and words after you enter them. Here's how.

1. Press **CLEAR**.
2. Type a word. For example, type *wren*.

Type a word, then **ENTER**:
wren

If the keyboard echo has not been turned off, you will hear each letter, number, or punctuation mark as you type. To learn how to turn the keyboard echo on or off, read "Changing the Settings."

3. Press **SAY** (the green key) to hear the word pronounced.
4. Press **SPELL** (red) repeatedly to hear the word spelled aloud.
5. To adjust the volume, turn the dial on the side of your **BOOKMAN**.
6. Press **CLEAR** when finished.

Checking Spellings

If you misspell a word, your *Speaking Spelling Ace* automatically provides a list of corrections. If you enter a correctly spelled word, *Correct* appears on the screen. Try this example.

1. Press **CLEAR**.
2. Type a word. For example, type *jiraph*.

Type a word, then **ENTER**:
jiraph

To erase a letter, press **BACK**.

To type capitals and punctuation, hold **CAP** and press a letter or punctuation key.

To type numbers, hold **☆** and press a numbered key.

3. Press **ENTER**.
4. Use **↓** to highlight a correction, if needed.

graph
giraffe
grief

Checking Spellings

5. Press **ENTER**.

giraffe

6. Press **SAY** (green) to hear the word pronounced.

7. Press **SPELL** (red) repeatedly to hear the word spelled aloud.

You can see rhyming words by pressing **RHYME**. To learn more, read "It's Time to Rhyme."

8. Press **BACK** to go back to the corrections.

9. Press **CLEAR** when finished.

► Follow the Arrows

The flashing arrows on the right of the screen show which arrow keys you can press to move around the screen.

Finding a Letter in a Word

If you are unsure how to spell a word, type a question mark in place of each unknown letter. You can type more than one question mark in a word.

1. Press **CLEAR**.

2. Type a word with ?'s. For example, type *p?rt*.

Type a word, then **ENTER**:

p?rt.

3. Press **ENTER**.

4. Use **↓** to highlight a word.

part
pert
port

5. Press **SAY** (green) to hear the highlighted word pronounced.

6. Use **SPELL** (red) to hear the highlighted word spelled aloud.

► Crossword Helper

You can also use question marks to help solve crossword puzzles. For example, if the second letter of a five-letter word is *h* and its last letter is *w*, enter *?h??w* to see possible answers.

Finding a Series of Letters

You can also find the endings, beginnings, and other parts of words by typing an asterisk (*). An asterisk stands for a series of letters.

1. Press **CLEAR**.
2. Type a word with an *. For example, type *de*cks*.
To type an asterisk, hold **CAP** and press **?***.

Type a word, then **ENTER**:
de*cks

3. Press **ENTER**.
4. Use **↓** to highlight a word.

deadlocks
decks
derricks

5. Press **SAY** (green) to hear the highlighted word pronounced.
6. Press **SPELL** (red) repeatedly to hear the highlighted word spelled.
7. Press **CLEAR** when finished.

Learning to Write Letters and Words

Your *Speaking Spelling Ace* can help you learn how to write manuscript (block printing) and cursive letters, and cursive words.

1. Press **MENU**.
2. Press **ENTER** to select *Handwriting*.
3. Use **↓** to highlight a category and then press **ENTER**. For example, select *Cursive Letters*.

Manuscript Letters
Cursive Letters
Cursive Words

4. Type a letter or number and press **ENTER**. For example, enter *g*.

g *g* -----

Note: You can enter only one handwritten letter or number at a time.

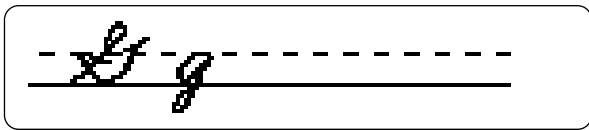
To type numbers, hold **☆** and press the numbered keys.

5. Press **↓** or **ENTER** to see a guide about how to write the letter or number.

g *g* -----

Learning to Write Letters and Words

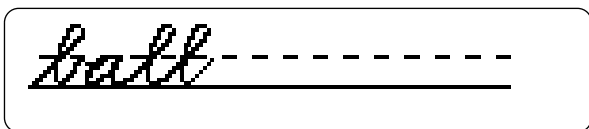
6. Press or again to see the letter or number written on the screen.



7. To see the letter or number written again, press or again.
8. Press or to hear the letter or number pronounced.
9. Hold and press or to see the next or previous letter or number.

► Learning to Write Cursive Words

You can learn how to write cursive words. Simply select *Cursive Words* from the Handwriting menu and then use the arrow keys to select a word from the word list. For example, select *ball*.



Press (green) to hear the word pronounced. Press (red) to hear the word spelled aloud. To see the word written again, press or .

Saving Words for Study

You can create a User List of up to 20 words for study and review. Words are listed in the order they are entered. You can only add words to the User List that are in *Speaking Spelling Ace's* word list.

► Adding and Viewing Words

1. Press .
2. Press and select *User List*.
3. Highlight *Add to List*.



4. Press .
5. Type a word.



6. Press to add the word to your User List.

Note: If a word is not in its word list, *Speaking Spelling Ace* treats that word as a misspelling.

7. Highlight *View List* and press to see the list.

Saving Words for Study

► Deleting One Word

1. Press **MENU** and select *User List*.
2. Select *Delete Word*.
3. Highlight a word on the list.
4. Press **ENTER** to delete it.
Or press **BACK** to cancel.

► Erasing Your User List

1. Press **MENU** and select *User List*.
2. Select *Erase List*.
3. Press **Y** to erase the entire list.
Or press **N** to cancel.

► Other Ways to Add Words

You can also add a word to your User List by entering it at the *Type a word* screen or by highlighting it in text. To enter a word at the *Type a word* screen, simply type a word and press **MENU**. Select *User List*. Press **↓** and then press **ENTER** to add the word. To add a word in text, press **ENTER** to start the highlight and use the arrow keys to highlight a word. Then press **MENU** and select *User List*. Press **↓** and then press **ENTER** to add the word.

It's Time to Rhyme

It's easy to find rhyming words. Rhymes are words that end with the same sound.

1. Press **CLEAR**.
2. Type a word. For example, type *sweet*.
3. Press **RHyme** (blue) to see rhyming words.



4. Press **↓** to see and hear more rhyming words.



5. To hear a rhyming word spelled, use **SPELL** (red).
6. To hear the rhyming word pronounced again, press **SAY** (green).
7. Press **BACK** to go back to the word you typed.
8. Press **CLEAR** when finished.

Learning Confusable Words

Confusables[®] are words that sound alike but are spelled differently. When a question mark appears at the top right corner of the screen, that word has Confusables.

1. Press **CLEAR**.
2. Type a word and press **ENTER**.
For example, enter *air*.



The question mark shows that *air* has Confusables.

3. Press **?*** to see a list of Confusables and their meanings.



4. Use **↓** to move the highlight and see more Confusables.

5. Use one of the following keys:

To...	Press...
hear a word pronounced	SAY
hear a word spelled	SPELL
see rhyming words	RHYME

Changing Game Settings

Speaking Spelling Ace has 11 fun and educational word games you can play. You can select the skill level and choose a word list you will play with. You can also turn off the game graphics. Here's how.

1. Press **GAMES** (yellow).
2. Press **ENTER** to select *Game Set-Up*.
3. Highlight *Skill Level*, *Word List*, or *Turn Off Game Graphics*.



4. Press **ENTER** to select it.
5. Press **↓** or **↑** to see the different settings.

Or press **ENTER** to turn the game graphics off and then press **GAMES** to go to the games list.

6. Press **ENTER** to select the new setting.

Or press **BACK** to return to the Game Set-Up menu without changing the setting.

7. Press **GAMES** to go back to the Games list.

Playing the Games

Now that you have the game set, let's play.

1. Press **GAMES** (yellow), if not already at the Games list.
2. Use ↓ or ↑ to highlight a game.
3. Press **ENTER** to select it.
4. Press **CLEAR** when finished.

► Seeing Your Score

Your score appears after each round of most games until you change games or until you exit the games.



Won 1, Lost 0

► Selecting the Game Words

You can choose to play the games with a random word list, your user list, your own words, or with words that have from three to 13 letters.

► Understanding Skill Levels

There are four skill levels to choose from: Beginner, Intermediate, Advanced, and Expert. Beginners, for example, have more chances to guess mystery words than experts.

Playing the Games

► Hangman

Hangman challenges you to guess a mystery word, indicated by ?'s, one letter at a time. The number of guesses you have left appears to the right of the #'s. For a hint, hold **CAP** and press **?***, or press **?*** to end the round. Note: If you ask for a hint, you will lose the round. Press **SAY** (green) to hear the word pronounced or **RHYME** (blue) to see its rhyming words, if any. To start a new round, press **SPACE**. To select a new game, press **GAMES** (yellow).

► Keyboard Wizard

Keyboard Wizard challenges you to type the letter that floats across the screen before it gets to the other side. To end the round, press **?***. To start a new round, press **SPACE**. To select a new game, press **GAMES** (yellow).

► Anagrams

Anagrams challenges you to find all of the words that can occur within a given word. Each letter can only be used as many times as it appears in the given word. Each ana-

Playing the Games

gram must be a specified minimum length, which will flash on the screen before each game. The number of possible anagrams is shown on the right side of the screen. Type an anagram and then press **ENTER**.

Use the arrow keys to view the anagrams that you have already entered. Hold **CAP** and press **?*** to shuffle the letters of the given word. Press **?*** to end the round and reveal the remaining anagrams. Highlight a word and press **SAY** (green) to hear the word pronounced or **RHYME** (blue) to see its rhyming words, if any. Press **SPACE** to start a new round. To select a new game, press **GAMES** (yellow).

► Word Train

All aboard the Word Train spelling game! You and the train take turns typing letters to form a word. Whoever types the last letter wins. To see the letters you can type, hold **CAP** and press **?***. To end a round, press **?***. Press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. Press **SPACE** to start a new round. To select a new game, press **GAMES** (yellow).

Playing the Games

► Jumble

Jumble scrambles the letters of a mystery word. You must unscramble all the letters to form the word(s). The number of words that can be formed appears to the right of the letters. Type your guess and then press **ENTER**. To shuffle the letters, hold **CAP** and press **?***. To quit and see the answer, press **?***. When there is more than one word, highlight a word, and then press **SAY** (green) to hear the word pronounced or **RHYME** (blue) to see its rhyming words, if any. To select a new game, press **GAMES** (yellow).

► Letter Chase

Letter Chase challenges you to type a mystery cursive letter before it is fully written on the screen. To end a round, press **?***. Press **SPACE** to start a new round. To select a new game, press **GAMES** (yellow).

► Flashcards

Flashcards flashes words for you to define, pronounce, or study. Press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. Press **SPACE** to start a new round. To select a new game, press **GAMES** (yellow).

Playing the Games

► Word Blaster

Word Blaster is a speed spelling game. Letters of a mystery word appear one by one. You must enter the answer before the last letter is shown and time runs out. When you think you know what word is being spelled, press **ENTER**, type your guess and press **ENTER** again. To return to the game screen, press **BACK**. To end the round and reveal the word, press **?***. Press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. To select a new game, press **GAMES** (yellow).

► Word Builder

Word Builder takes letters you have typed and shuffles them to make words. Type letters at the *Enter your letters* screen and press **ENTER**. Use the arrow keys to scroll through the anagrams. Press **ENTER** to highlight an anagram and then press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. To select a new game, press **GAMES** (yellow).

Playing the Games

► Memory Challenge

In Memory Challenge, you start with one word and can go as far as your memory allows. A word will appear briefly on the screen and then you will be asked to type it. Each word must be spelled correctly and entered in the order in which it appeared. Watch for a word to appear and then enter it at the *Enter word 1* screen. If you are right, you win! If you're wrong, type another guess. Continue adding as many words to the challenge that you can. For a hint, hold **CAP** and press **?***. To end the round, press **?***. Press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. To select a new game, press **GAMES** (yellow).

► Word Capture

In Word Capture, a letter will quickly flash in its position in a word. You must press that letter key while it is still flashing in order to capture it. Continue typing the flashing letters until the word is formed. To end the round, press **?***. Press **SAY** (green) to hear the word pronounced, or **RHYME** (blue) to see its rhyming words, if any. To select a new game, press **GAMES** (yellow).

Sending a Word Between Books

You can look up words from this book in certain other BOOKMAN books, and vice versa.

To send or receive a word to or from another book, you must have an installed book card in your BOOKMAN that is able to send or receive words, too. To learn if a book card can send or receive words, read its User's Guide.

1. Highlight a word.



To highlight a word, press **ENTER** and then press the arrow keys.

2. Hold **☆** and press **CARD**.

3. Highlight the other book.



4. Press **ENTER**.

The word that you highlighted appears in the other book.

5. If needed, press **ENTER** to look up the word.

Resetting BOOKMAN

If the BOOKMAN keyboard fails to respond, or if its screen performs erratically, first press **CLEAR** and then press **ON/OFF** twice. If nothing happens, follow the steps below to reset it.

Warning: Pressing the reset button with more than very light pressure may permanently disable your BOOKMAN. In addition, resetting BOOKMAN erases settings and information entered into its built-in book, and in an installed book card.

1. Hold **CLEAR** and press **ON/OFF**.

If nothing happens, try Step 2.

2. Use a paperclip to *gently* press BOOKMAN's reset button.

The reset button is recessed in a pin-sized hole on the back of BOOKMAN.

► Troubleshooting BOOKMAN

- Make sure your book card, if any, is installed correctly.
- Check that the book card's metal contacts are dirt- and dust-free.

This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, **ON/OFF**, or by removing/replacing batteries.

Special Features



AC adaptor jack: Your BOOKMAN may be equipped with a standard 3.5 mm jack for use with a 9-volt, 200-300 milliamp AC/DC adaptor.



This symbol indicates that the inner core of the plug of an AC adaptor is negative and that the outer part of the plug is positive. If your AC/DC adaptor does not have this symbol, confirm its compatibility at its place of purchase.

Headphone jack: Your BOOKMAN may also have a 3.5 mm stereo headphone jack for use with a standard impedance 8 Ohm headset.

Specifications

Model: SSA-840

- batteries: 4 AAA, 1.5-volt
- size: 14.6 x 10.2 x 2.5 cm
- weight: 7 oz (without batteries)

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FCC Notice: Complies with the limits for a Class B computing device pursuant to Subpart B of part 15 of FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

U.S. Patents 4,490,811; 4,830,618; 4,891,775; 4,406,626; 4,982,181; 5,113,340; 5,153,831; 5,203,705; 5,218,536; 5,229,936; 5,249,965; 5,295,070; 5,321,609; 5,333,313; 5,396,606; 5,007,019; European Patent 0 136 379; Deutsch Pats. M9409743.7 and M9409744.5; U.K. Reg. Des. 2043955. Pat. Pend.

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