

BrailleNote 32 Introduction

Navigating the BrailleNote

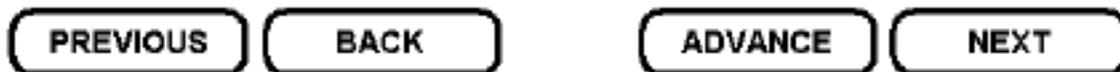
Main Menu

- Word Processor
 - Create a document
 - Open a document
 - Folder Name?
 - List of Folders on Disk
 - Dictionaries
 - General
 - KeyList
 - e-Mail
 - KeyPlan
 - My Books
 - Emboss a document
 - Print a document
- Planner
- Address List
- e-Mail
- Book Reader
- Scientific Calculator
- File Manager
- Utilities
- Terminal for Screen Reader
- Remote Synthesizer
- Keyboard Learn
- Information

Note: Some of the menus above may have as many as 3 or 4 sublevels

Thumbnails

These 4 buttons are used to read and navigate through menus.



On the Braille keyboard the equivalent to

PREVIOUS is **SPACE & E**

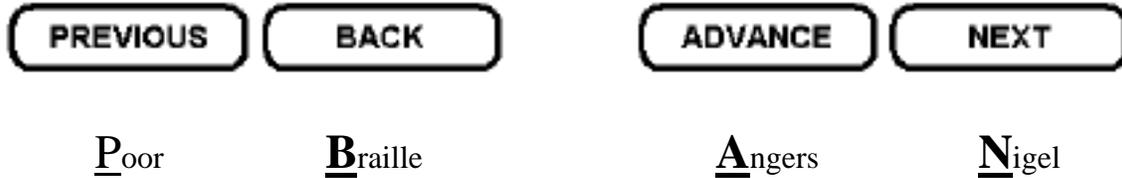
BACK is **BACKSPACE**

ADVANCE is **SPACE**

NEXT is **ENTER**

For example take one step back to the previous menu by pressing the **PREVIOUS** thumbkey or pressing **SPACE** and **E** on the Braille keyboard.

A fun way to remember the order of these keys is with the following sentence:



Volume Controls

To increase the volume **ENTER & dot 4**
To decrease the volume **ENTER & dot 1**

Note:

- You can increase or decrease the volume by holding down the **ENTER** key and repeatedly hitting **dot 1 or 4**.
- Prompts are in Braille, speech or both together.
- To cut speech, if you don't want to hear a complete announcement, press **SPACE** or **BACKSPACE** or the thumb keys.

Turning Speech on and off

Competent Braille readers may choose to turn the Speech Off. “There are three speech options: Speech On, Speech on Request and Speech Off.” If speech is on, “press **SPACE with PREVIOUS** to select Speech on Request....To select the next option, Speech Off, press the same key combination again....To turn Speech On again, press that key combination again....You are returned to where you started with Speech On.”

Important Keystrokes

Main Menu **SPACE** and a **FULL CELL**
Help Menu **SPACE** and **H**
Repeat Prompt **SPACE** and **R**

Note: You can go quickly to **Menu Items** by brailleing the first letter of the **Item**. For example: In the **Main Menu** you want to select the **Book Reader** quickly. You would press **SPACE** and a **FULL CELL** to get to the **Main Menu** and then Braille the letter “**B**” to get to the **Book Reader** quickly.

Exercise 1.1

1. Insure you are in the **Main Menu** by pressing **SPACE** with a **FULL CELL** on the Braille keyboard until KeySoft prompts: “**Main Menu**”.
2. Using the thumbkeys, **BACK** and **ADVANCE**, scroll through all the options in the **Main Menu**. When you are scrolling through the **Main Menu** with the thumbkeys, reread some prompts by pressing **SPACE** and **R**.
3. Using the thumbkeys, find the **Word Processor**. Once you have located it press the **NEXT** thumbkey to select the word processor.
4. Using the thumbkeys to navigate, locate the option **Open a Document**.
5. Using the **Previous** thumbkey return to the **Main Menu**. Using the thumbkeys navigate through the options until you find **e-Mail**. Select this option by pressing the **NEXT** thumbkey.
6. Using the **PREVIOUS** thumbkey to return to the Main Menu.

Exercise 1.2

In this exercise you will use the Braille keyboard commands to navigate through the BrailleNote menus.



PREVIOUS is the same as pressing **SPACE & E** on the Braille keyboard

BACK is the same as pressing **BACKSPACE** on the Braille keyboard

ADVANCE is the same as pressing **SPACEBAR** on the Braille keyboard

NEXT is the same as pressing **ENTER** on the Braille keyboard

1. In the **Main Menu**, using the Braille keyboard, **BACKSPACE** and **SPACE**, scroll to the **Book Reader** and open it with the **ENTER** key on the braille keyboard.
2. Keysoft prompts,

“**Read book in which folder? Press ENTER for Books**”

Press **Enter** on the braille keyboard.

Keysoft prompts,

“Book name? Computer braille is required.”

You are now in a list of books. Using the **Spacebar** on the braille keyboard scroll to the e-Book **A Christmas Carol** and open the file by pressing **ENTER** again.

3. Use the thumbkeys **BACK** and **ADVANCE** to read a small amount of the start of the Christmas Carol on the refreshable braille display..
4. Press the **SPACE** and **E**, on the Braille keyboard, to return to the **Main Menu**.

Exercise 1.3

1. In the **Main Menu**, using the thumbkeys to navigate, scroll to the **File Manager** and open it. (**ENTER**) Using the thumbkeys, read all the options in the **File Manager Menu**.
2. Scroll to **Rename File** and select by pressing the **NEXT** thumbkey. Keysoft will prompt:
“Rename file on drive? Press enter for (last disk used)”
3. Scroll through the drive list by using the **ADVANCE** thumbkey.
You should hear 3 selections if you have the storage card in the back of the BrailleNote:
 - Compact Flash - refers to the small disk that can be inserted in the back of the BrailleNote and into the SmartDisk Drive.
 - Flash Disk – storage area within the BrailleNote
 - Keysoft System Disk – cannot save to this disk it is for the operating system
5. Use the **PREVIOUS** thumbkey to return to the **Main Menu**.

What have you noticed about navigating back to a previous menu?

You are always returned to the top or first item in the menu.

Exercise 1.4

1. In the **Main Menu**, using the Braille keyboard to navigate, scroll through the list with the **SPACE** and **BACKSPACE** keys until you find **e-Mail**. Use the **ENTER** key to open up this option.
2. From the **e-Mail Menu** scroll through the options using **SPACE** and **BACKSPACE**, until you reach the **End of Menu** prompt.
3. Return to **Read e-Mail** and select this option by pressing the **ENTER** key.

4. KeySoft prompts, “**Read from which folder? Press ENTER for In Box.**” Press **ENTER** to select the **In Box**.
5. KeySoft asks, “**Check for new e-Mail?**” At this point to go on you would need information about your server like POP number, server name, etc. to connect. Use the quick command, **SPACE** and a **FULL CELL**, to return directly to the **Main Menu**.

Accessing the Electronic User Manual

User Manual Menu

- Getting Started
- Hardware
- Word Processor
- Book Reader
- General Functions
- Embossing and Printing
- Advanced Word Processing
- Calculator
- Planner
- Address List
- e-Mail
- File Manager
- Utilities
- Command Summary
- Appendices
- End of Index

You can access the **Electronic User Manual** at any time by pressing **SPACE** and **O**. This will open the **Options Menu**, Braille the letter “**U**” to open the **User Manual**. When you are finished using the manual you can exit by pressing **SPACE** and **E**. You will be returned to your original place in KeySoft.

To read the refreshable Braille display use the thumbkeys **BACK** and **ADVANCE** to scroll through the text.

The following commands are available for listening to the manual using the Braille keyboard:

| | |
|-----------------------------------|--------------------------------------|
| SPACE and G | Start reading |
| BACKSPACE and ENTER | Pause reading |
| SPACE and dot 1 | Read from start of previous sentence |
| SPACE and dots 1,4 | Read from start of current sentence |

| | |
|-----------------------------|---|
| SPACE and dot 4 | Read from start of next sentence |
| SPACE and dots 2,3 | Read from start of previous paragraph |
| SPACE and dots 5,6 | Read from start of next paragraph |
| SPACE and dots 1,2,3 | Skip back one section |
| SPACE and dots 4,5,6 | Advance one section |
| BACKSPACE | Return to Index |
| SPACE and E | Exit User Manual and return to original place in KeySoft |

Notice that commands for reading **backwards** use the **left** side of the Braille keyboard (i.e. **SPACE** and **dot 1** to read from the start of the previous sentence), commands for reading **forward** use the **right** side of the Braille keyboard (**SPACE** and **dot 4** to read from the start of the next sentence), and reading **current material** uses **both sides** of the Braille keyboard (**SPACE** and **dots 1,4** to read from the start of the current sentence). This convention is used throughout the BrailleNote commands.

Exercise 1.5

1. Open the **Options Menu** by pressing **SPACE** and **O**. Scroll through the list and open the **User's Guide** or use the keyboard shortcut of brailleing the letter "U".
2. KeySoft prompts, "**Look up Table of Contents or Index?**" the first time you open the manual. If you have used the manual before, the BrailleNote prompts, "**Continue reading (last topic referred to)?**" Press **N** (for No) to go to the **Table of Contents** or **Index**.

Note: Press **Y** (for Yes) if you wanted to reopen the last topic referred to.

3. What do you think you press to select the **Table of Contents?** or **Index?**
*You use the first letter of the menu item. For example **I** for **Index**.*

KeySoft prompts, "**Look up Table of Contents or Index?**" Press **T** for **Table of Contents**. Scroll through the list and select **The BrailleNote BT Hardware** by pressing **ENTER**. KeySoft prompts, "**The BrailleNote BT Hardware Sub Index.**" Scroll through or use the first letter shortcut to select **Battery Care**. Press **ENTER** to open the file.

4. Practice the following commands when completing Step #5:

| | |
|-------------------------------|--|
| SPACE and dots 1,2,4,5 | Start reading (notice the letter G for go) |
| BACKSPACE and ENTER | Stop reading |
| SPACE and dot 1 | Read from start of previous sentence |

| | |
|------------------------------------|---------------------------------------|
| SPACE and dots 1,4 | Read from start of current sentence |
| SPACE and dot 4 | Read from start of next sentence |
| SPACE and dots 2,3 | Read from start of previous paragraph |
| SPACE and dots 5,6 | Read from start of next paragraph |
| SPACE and dots 1,2,3 | Skip back one section |
| SPACE and dots 4,5,6 | Advance one section |

- Repeat Steps #1-3 and read **Calibrating the Battery Gauge** and **Long Term Storage** in the **Hardware SubMenu** of the **Electronic User Manual**. This time use the thumbkeys to read the selections using the refreshable braille display.

Powering Down

Always get into the habit of returning to the **Main Menu** before powering down. This automatically saves your files even if the battery should go completely flat. If you have not done so, please do this now.

Homework

From now, until the next lesson, try to navigate around the BrailleNote and read as many menus as possible. Remember you can always return to the **Main Menu** by pressing **SPACE** and **FULL CELL**. The command **SPACE** and **E** can also be used to exit a menu and allow you to continue navigating. Try to use the electronic **User's Manual** to help you discover as many new features and commands as you can between now and the next lesson.

Listening to a Document

| | |
|-----------------------|---|
| Spacebar & G (for Go) | Read the entire document without stopping |
| BACKSPACE & ENTER | Stop reading |

You can start and stop as you wish with the above two keys.

| | |
|--------------------------|---------------------------------------|
| SPACE with dots 1,2,3 | Go to the top of the document |
| SPACE with dots 4,5,6 | Go to bottom of document |
| SPACE with dot 3 | Move back a character and read it |
| SPACE with dots 3,6 | Read current character |
| SPACE with dot 6 | Move forward a character and read it |
| SPACE with dot 2 | Move back a word and read it |
| SPACE with dots 2,5 | Read current word |
| SPACE with dot 5 | Move forward a word and read it |
| SPACE with dot 1 | Move back a sentence and read it |
| SPACE with dots 1,4 | Read current sentence |
| SPACE with dot 4 | Move forward a sentence and read it |
| SPACE with dots 2,3 | Move back a paragraph and read it |
| SPACE with dots, 2,3,5,6 | Read current paragraph |
| SPACE with dots 5,6 | Move forward a paragraph and read it. |

Notice the patterns: **Left** side of keyboard used for moving **backward**
Right side of the keyboard used for moving **forward**
Both sides used for reading **current** character, word, etc

Outer fingers, on dots 3 and 6, are used to read small elements, or characters

Inner fingers, on dots 1 and 4 are used for larger elements like sentences

Hot Tip: You do not have to release the spacebar after each command. For example hold the SPACEBAR down and tap dot 2 several times to move back several words. With the SPACEBAR held down, tap dot 6 several times to move forward several characters. Finally release the SPACEBAR.

Reading a Document

| | |
|--------------------|---|
| ADVANCE | Moves braille display forward one window |
| BACK | Moves braille display back one window |
| PREVIOUS & BACK | Move braille display one word to the left |
| PREVIOUS & ADVANCE | Move braille display a word to the right |

The BrailleNote 32 Book Reader

KeyBook “enables you to read electronic books in any standard Braille or text format including MICROSOFT Word format....you can read using the Braille display or listen as KeyBook reads out loud...”

“If the book is in text format, KeyBook can translate the text into your preferred reading grade instantly, as you read....The underlying text is still in its original form...”

*** Braille files can only be read in the grade in which they were created.

The electronic book cannot be edited in KeyBook.

For this exercise the introduction from the Gutenberg files has been removed to make the book reading easier.

BrailleNote 32 Book Reader Lesson #1

In this lesson the student will access electronic books from locations other than the “Books” folder in the KeySoft System Disk and in both text and Microsoft Word format.

NOTE: For this lesson the electronic book(s) should be transferred by the teacher onto the student’s **compact flash** disk. Some samples from the Gutenberg site (www.gutenberg.net) have been included to assist you with this lesson. The forward has been removed in the electronic book for ease of reading for the student. A copy of their forward is included at the end of this lesson.

1. From the **Main Menu** select **Book Reader** the quick way by brailleing the letter “**b**”. You may also access the Book Reader by scrolling through the options (pressing the **spacebar** and **backspace** on the Braille keyboard or using the **Back** and **Advance**

thumbkeys) at the **Main Menu** until you hear “**Book Reader**” and then press **ENTER**. Keybook will prompt

“**Read book in which folder? Press ENTER for** (KeyBook will suggest the last folder that was opened or says **NONE**).

2. Press **Backspace** to change the current drive. Remember you can do this any time you are prompted for a folder name. KeyBook will prompt:

Drive? Press ENTER for (KeyBook will prompt the last drive used).

If your prompt was not **Compact Flash** scroll through the choices using either the thumbkeys or Braille keyboard and press **ENTER** when the Compact Flash is prompted.

3. KeyBook will prompt:

“**Read book in which folder? Press ENTER for None.**”

Press **ENTER** since our first book we will read is not in a folder.

4. KeyBook will prompt:

“**Book name. Press ENTER for** (KeyBook will give you the name of the first book on the list). **Computer Braille is required.**”

Scroll through the choices until you hear **The Adventures of Reddy Fox.txt** and press **ENTER**.

5. KeyBook will prompt:

“**Review the Options?**”

Braille the letter “**n**” for No.

KeyBook will prompt:

“**No.**”

You will hear the Braille display changing and the BrailleNote will beep once or twice indicating it is busy loading the book. Once the book is loaded if you have not read it before, KeyBook will prompt:

“Top of Document. The” (KeyBook will always read the word or what appears in the first cell if it is a space or punctuation.)

6. Use either the refreshable braille display with the thumbkeys to read some of the text or the braille keyboard commands to listen to some of the text, or a combination of both.

Refer to the file Listening To and Reading a Document for the list of commands.

7. When you are finished, press **SPACE and E** to exit and save your place in the book. When you reopen this book it will automatically take you to the place you left off.

The BrailleNote Word Processor Lesson #1

This lesson will introduce the BrailleNote word processor, **KeyWord**. At the end of the lesson the student will have a basic understanding of creating, editing and reading a simple document.

The default for **KeyWord** is a braille document, with the automatic layout and format for a braille page embossing directly. A braille document can be sent “to an ink printer or another computer or e-mail it, and KeySoft automatically translates it into a suitable format.”

You can create a text document with the layout and format for an ink-print page. A text document can also be embossed using automatic braille translation.

“**KeyWord** allows you to format a document for embossing and independently format the same document for printing. The two sets of formatting controls are independent...The document remains unchanged when you send it to an embosser or printer.

Word Processor - KeyWord

KeyWord Menu

- **Create a Document**
- **Open a Document**
- **Emboss a Document**
- **Print a Document**

You can select an item by scrolling through the options and when you arrive at the prompt you are looking for, press **ENTER**. You can also select options quickly by brailleing the first letter of the option when you are in the **KeyWord** menu. i.e. “c” will take you quickly to **Create document**.

Documents: Each file must be identified by a unique name allowing KeySoft to distinguish one file from another. “A name may be up to 250 characters long, and can contain any braille sign.” You can use spaces and Grade One or Two braille in your filename. When opening an existing document the exact unique name must be used.

Folders: To help you organize your files, documents can be stored in groups called folders. Initially the BrailleNote comes with folders named “**General**”, “**Work**”, “**Manual**” (contains the **User Manual**), and a number of others which the KeySoft system uses. You can create as many folders as you wish, using up to 250 characters in the name and any braille signs. You can use spaces and Grade One or Two braille in your filename.

Drives: (there are 3 drives)

- **KeySoft System Disk** – You cannot save files here as this is used for the information provided originally from the factory and what makes the BrailleNote operate, think of it as the BrailleNote operating system.
- **Flash Disk** – Memory within the BrailleNote that you would usually store files for fast, secure storage. “You can copy, rename, erase or edit and re-save documents to the Flash Disk.”
- **Compact Flash** – refers to the small disk that can be inserted in the back of the BrailleNote or into the SmartDrive, for access to other computers with a USB port.

Hot Tip: You may find it helpful to print a hardcopy of the file **Listening To and Reading a Document** to have a list of commands available to you while doing these exercises with your student.

Changing the Current Drive

You can change the drive anywhere in the BrailleNote. When you are at the prompt for a filename or folder name, press **BACKSPACE**. KeySoft prompts:

“Drive? (last drive used)”

To scroll through the list of available drives press the thumbkey **ADVANCE** or **SPACE** on the braille keyboard. To select a drive press the thumbkey **NEXT** or on the braille keyboard, **ENTER**.

You have 3 options for drives if you have the storage card in the back of the BrailleNote:

- Compact Flash - refers to the small disk that can be inserted in the back of the BrailleNote and into the SmartDisk Drive.
- Flash Disk – storage area within the BrailleNote
- Keysoft System Disk – cannot save to this drive as it is for the operating system

Hot Tip: The Compact Flash Disk has a little lip to it. The lip goes down when placing it into the BrailleNote. The lip goes to the left when inserting it into the SmartDisk drive. If you share this with your students it will assist him/her in inserting the disk properly into both devices. It does take a bit of pulling to extract the disk from the BrailleNote, it sometimes helps to GENTLY rock it to the left and right. Do not be concerned.

Exercise 2.1

Note: Please use the listening and reading commands at any time in these exercises to reinforce their use. They are listed for you in the document titled **Listening To and Reading a Document**, included with this tutorial.

In this exercise you will create a new file called Spelling. You will enter some words and sentences, Save the file and then exit.

1. From the **Main Menu** braille the letter “w” to get to the word processor quickly. If you forgot what letter to braille, you could scroll through the options with the thumbkeys or braille keyboard and select KeyWord by pressing **NEXT** or **ENTER**.
KeySoft prompts:
“Keyword menu”
2. Scroll through all the options in the **Keyword** menu by using the thumbkeys or braille keyboard. When you hear the prompt, “**End of Menu**”, braille the letter

“c” to quickly select, **Create a document**. Press **ENTER** or **NEXT** to select it. KeySoft prompts”

“**Drive? Press ENTER for (last drive used)**”

3. Locate the **COMPACT FLASH** if it is not prompted and press **ENTER**. KeyWord will prompt:

“**Folder Name? Press ENTER for NONE**”. Press **ENTER**.

4. KeyWord prompts:

“**Document to Create?**”

Call this file “**spelling**” . KeyWord does not use caps to search documents. ****Notice that the braille display shows the name of your file and uses cells 7 & 8 to shows you where the character you type will be entered (cursor). Use Grade One or Two braille. Press ENTER. KeyWord prompts:**

“**Spelling. Top of Document. Blank.**”

You are now at the top of a blank braille document. Braille in the following spelling lesson:

NOTE: For now, to keep this lesson simple, if braille mistakes are made use the backspace key, just like you would on a computer, to delete the text. Use the buttons at the top of each cell to route your cursor to the point you want in the text and then use the backspace key to delete.

BrailleNote
document
compact Flash
advance
enter
next
space
thumbkeys
keyboard

1. If I want to scroll through the list in a menu, I can use the thumbkeys or the braille keyboard.

2. If I want to select an option I press Enter on the braille keyboard or the thumbkey, Next.

3. **(Leave this line blank. We will come back to fill it in, in lesson 2)**

5. Your document is automatically saved, however, it is always a good habit to return to the **Main Menu** before powering down. This automatically saves your files even if the battery should go completely flat. Do this now by brailleing the letter “e” and pressing the **spacebar** at the same time. Keysoft will prompt:

“Exit. KeyWord menu.”

Use the thumbkey **Previous** to return to the **Main Menu**.

Note: There are many ways to navigate back to the Main Menu using the thumbkeys, braille keyboard, or a combination of both as in the above example. Each student will develop their own pathways that suit them best.

The BrailleNote Word Processor Lesson #2

This lesson teaches the student to open a previously created file, add to it, and translate it to a Word file for the teacher.

Note: Please use the listening and reading commands at any time in these exercises to reinforce their use. They are listed for you in the document titled **Listening To and Reading a Document**, included with this tutorial.

Insure that the student’s compact flash disk is in the BrailleNote as you will be opening the file **Spelling** created in Lesson 1.

Exercise 2.2

1. Open the word processor by brailleing the letter **W** from the **Main Menu**. KeySoft will prompt:

“KeyWord menu.”

2. Braille the letter **O** to **Open a Document**. KeyWord will prompt:

“Drive? Press ENTER for (suggested drive).”

Note: The BrailleNote always defaults to the last drive used for quick access to the last file you were working on.

3. If KeySoft did not prompt the **COMPACT FLASH DISK**, use the **SPACEBAR** or **ADVANCE** thumbkey to scroll through the three drive options. Press **ENTER** or **NEXT** thumbkey to select the drive. KeySoft will prompt:

“Folder Name? Press ENTER for (suggested folder)” i.e.NONE

4. Press **ENTER**. KeySoft prompts:

“Document to Open? Press ENTER for (suggested file)”

Note: The BrailleNote always defaults to the last file used for quick access.

If **Spelling** was not suggested scroll through the options using the **SPACEBAR** or **ADVANCE** thumbkey until you hear **Spelling**. Press **ENTER** or **NEXT** thumbkey to open the file.

3. **Keysoft** will place you back in your document where you left off. In this case at the bottom of the spelling exercise. **Keysoft** should prompt:

“3 period.”

You are now ready to add the following text for the third sentence.

3. If I want to exit any menu, I can braille the letter E and press the spacebar at the same time.

NOTE: For now, to keep this lesson simple, if braille mistakes are made use the backspace key, just like you would on a computer, to delete the text. Use the buttons at the top of each cell to route your cursor to the point you want in the text and then use the backspace key to delete. Simple editing will be addressed in the next lesson.

4. Return to the **Main Menu** when you have finished entering the third sentence for the spelling exercise.

5. You will now use the following directions to **translate** your **Keysoft** file to a **Word** file so that you may hand it into your teacher for correction and comments.

6. From the **Main** menu, type **F** to open the **File Manager**, type **T** for the **Translation** menu, type **E** for **Export Document**. Keysoft will prompt

“Drive? Press Enter for (last disk used)”

If the suggestion for the drive was not **COMPACT FLASH** scroll through the options and select this drive. Keysoft will prompt:

“Export Document from which folder? Press ENTER for (none).”

Keysoft may also reverse these two prompts depending on where you were last working on your BrailleNote.

7. Keysoft will prompt:

“Document Name? Press Enter for (suggested document).”

8. Using the **SPACEBAR** or **ADVANCE** key scroll through until you locate the file you want to translate. Press **ENTER** to select the file. Keysoft will prompt

“Export to which device?”

9. Type **F** for **File** type. Keysoft will prompt

“Export as which File type? ASCII text file?”

10. Type **SPACE with dots 3,4** repeatedly until you hear **Microsoft Word file** and press **ENTER**. Keysoft will prompt:

“Destination Drive? Press Enter for (suggested drive).”

NB If the suggested drive is not the **COMPACT FLASH** scroll through the choices until you hear it announced.

11. Select **Compact Flash** by pressing **ENTER**. Keysoft will prompt:

“Directory Name? Press Enter for slash. Computer Braille is required.”

12. Press **ENTER**. Keysoft will prompt

“Destination FileName? Computer Braille is required.”

13. Type in the name of new Microsoft Word file you want to create. For example you could call it “Spelling (today’s date)”. Press **ENTER**. Keysoft will prompt

“1 file Exported. Translation Menu.”

14. You may now return to the **Main Menu** and remove the compact flash from the BrailleNote and insert it into the **SmartDisk** drive and attach it to your teacher’s PC through the USB port. In **My Computer**, double click on the **Removable Disk** and the teacher will see your file. It can be opened in **Word**. The teacher can correct it, add to it, save it and then return it to the student. They would open it in the regular way through the word processor.

Refer to pages 12-16 and 12-17 in the user manual for additional information.

The BrailleNote Word Processor Lesson #3

This lesson will teach the student how to open a Word file in Keysoft and some basic editing features.

Note: Please use the listening and reading commands at any time in these exercises to reinforce their use. They are listed for you in the document titled **Listening To and Reading a Document**, included with this tutorial.

Insure that the file **Homework! Oh, Homework!** has been copied onto your students **Compact Flash Disk** using the computer to do this and the SmartDisk.

1. From the **Main Menu** open the word processor quickly by typing in the letter **W**.
2. Braille the letter **O** to **Open a Document**. When prompted for the drive please select the **Compact Flash**. When prompted for the **Folder Name** select **None**. Keysoft will prompt:

“Document to open?”

Use the **SPACEBAR** to scroll through the choices until you hear **Homework! Oh Homework!** and press **ENTER** on the braille keyboard to open the file. Keysoft will prompt:

“Review the options?”

2. Type the letter **Y** for Yes. Keysoft will prompt,

“Translate into Braille? Currently (suggestion).”

4. Type **Y** for Yes and press **Enter**. Keysoft will prompt

“End of list”

5. Press **SPACE and E** to exit and go to the top of the document to begin reading and/or editing. KeySoft will prompt:

“Exit. Top of Document. Homework!” (KeyWord always prompts what is at the beginning of the file.)”

6. You are now at the top of the document and we will be editing the text for errors. Please read the following poem to the student before beginning the exercise in order for him/her to know what corrections to make. You may even want to print out a braille copy for some of the students to refer to.

Homework! Oh, Homework!
By Jack Prelutsky

Homework! Oh, Homework!
I hate you! You stink!
I wish I could wash you
away in the sink,
if only a bomb
would explode you to bits.
Homework! Oh Homework!
You're giving me fits.

This is the student file for editing:

Homework! Oh, Homework!
By Jack Prelutsky

Homewrk! Oh, Homewrk!
I hate you! You sftink!
I wish I could wash wash you
away in the stink,
if only a bmb
would explode you explode to bits.
Hoomework! Oh Hmework!
You're giving me

fits.

7. Use the refreshable braille display to read and edit the text. Use the thumbkeys **ADVANCE** and **BACK** to move the braille display one line forward or backward at a time.

8. “To insert a character, word, sentence, or any amount of text, you need only to position the cursor at the point where you want to insert the text, and start typing. No special command is required because **KeyWord** is always in insert mode.” Remember that the little grey keys above each cell are used to route the cursor to the point in the text where you want to edit. For example in the first line of text to correct **Homewrk** is missing an o. Position the cursor on the **r** and then braille the letter o. Do the same for the second **Homewrk**.

9. There are two ways of deleting. For this exercise we will be using the Quick Commands. Please refer to page 3-17 & 3-18 in the manual for using the Delete Menu. The full set of delete commands is:

| | |
|----------------------------|---|
| Backspace | press the BACKSPACE key on its own |
| Delete current character | BACKSPACE with dots 3,6 |
| Delete current word | BACKSPACE with dots 2,5 |
| Delete previous word | BACKSPACE with dot 2 |
| Delete to end of sentence | BACKSPACE with dots 1,4 |
| Delete to end of paragraph | BACKSPACE with dots 2,3,5,6 |
| Delete to end of document | BACKSPACE with dots 4,5,6 |

Note: Notice that the above commands “correspond to the Read commands, but use the **BACKSPACE** key instead of **SPACE**. For example, “Read current character” is **SPACE** with dots 3,6, so “Delete current character” is **BACKSPACE** with dots 3,6.”

10. In the second line of the poem the letter **f** must be removed from the word **sftink**. Place the cursor on the letter **t** and press the **BACKSPACE** key. The BrailleNote will give a little beep to indicate the delete is finished.

11. In the third line of the poem the word wash is written twice. Position the cursor anywhere in the word and press **BACKSPACE with dots 2,5** to delete the current word. The BrailleNote will beep to let you know that the delete is complete and the cursor moves to the beginning of the next word.

12. Continue to edit the remainder of the poem. When you are finished use the read all command **SPACEBAR and the letter G**, to read the edited poem.

Hot Tip: “On reading your document again, you may find a word misspelled. When using speech it is often simpler to delete the word and rebraille it correctly, followed by a single space, rather than delete one or two characters and correct on a letter by letter basis.”

13. If you made any alterations to the file when you exit by using **SPACE and E** Keysoft will prompt:

“Exit. Document was modified. Save as a KeyWord Document?”

14. If you wanted to save this file as a braille file, type **Y** for Yes. Keysoft prompts

“Document name? Press Enter for (suggestion).”

15. Enter the new name and press **Enter**. Keysoft now returns you to the **KeyWord** menu.

If you have not altered the document when you exit by using **SPACE and E**, Keysoft will prompt

“Document was translated into Braille. Save as a KeyWord Document?”

1. Type **Y** if you want to save the document. This would mean you would not have to translate it every time you wanted to open it. e.g. tests, reading assignments. Keysoft will prompt

“Document name? Press Enter for (suggestion).”

2. Enter a new name for the braille file and press **Enter**. Keysoft now returns you to the **KeyWord** menu.