The BookSense XT Project:

Lesson Plans

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The BookSense XT Project: Lesson Plans is a joint project between two provincial resource programs - SET-BC (Special Education Technology British Columbia), and PRCVI (Provincial Resource Centre for the Visually Impaired)

Acknowledgments

About SET-BC

SET-BC assists school districts in educating students whose access to the curriculum is restricted primarily due to physical disabilities, visual impairments, autism and/or cognitive disabilities. Our services to school districts include consultation, technology loans, training and resource support.

The SET-BC Regional Centres
Region One - Victoria
Region Two - Vancouver
Region Three - Vernon
Region Four - Kimberley
Region Five - Prince George
Region Six - Prince Rupert
Region Seven - Dawson Creek

About PRCVI

PRCVI assists school districts in educating students whose access to the curriculum is restricted due to a visual impairment. Our mission is to provide leadership, information, training and consultation to support school districts' goals of equitable access and enhanced learning opportunities for students with visual impairments. Our services to school districts include provision of alternate formats of provincially recommended learning resources (e-text, Braille, and audiotape) to schools.

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Lesson 1: Setting up the BookSense XT

Objectives: Student will be able to:

- identify the physical layout of BookSense XT
- insert battery, SD card and USB cable
- charge battery and check battery level of BookSense XT
- connect accessories to BookSense XT

Prerequisite skills:

- General Windows file and folder management and navigation skills

Challenges and Tips

- The battery can only be inserted one way.
- Battery may need to be taken out and reinserted if BookSense XT freezes.
- The BookSense XT manual provides incorrect description of how to insert the SD card. It is possible for the SD card to be stuck if inserted incorrectly.
- Earbuds are supplied for listening. Other headphones and external speakers with a stereo jack will also work.

Features

- The BookSense XT will work for approximately 12 continuous hours when fully charged.
- The BookSense XT comes with with a CD User's Manual. Go to the GW Micro website to download the most current User Manual.
- BookSense XT is light and portable with a design like a cell phone.

Activity 1: Installing Book Sense XT Accessories

Step 1: Unpacking BookSense XT box

Open the BookSense box and check to make sure that following have been included:

- BookSense XT (White)
- Battery Pack
- AC Adapter (5V DC, 2A)
- Earbuds
- 8 GB SD card
- USB Transfer Cable
- USB thumb drive cable (Shorter black cable)
- Pouch
- Lanyard
- User Manual CD

Step 2: Physical Description of BookSense XT

Below are labeled pictures of the various components of the BookSense XT. For a detailed written description of the physical attributes of the BookSense XT, refer to the current online User Manual available at www.gwmicro.com.

Microphone jack
Strap holder
Earphone jack
Speakers
Date/Time Button
Navigation Buttons
Menu Button
Numeric Buttons
Cancel Button
OK (Confirm) Button
LED (Battery status)
Internal microphone
AC Adapter jack
USB OTG port

Front

MODE Button
PLAY button
VOLUME Button
RECORD Button
Lock Switch
SD Card
RESET

Left Side

Right Side
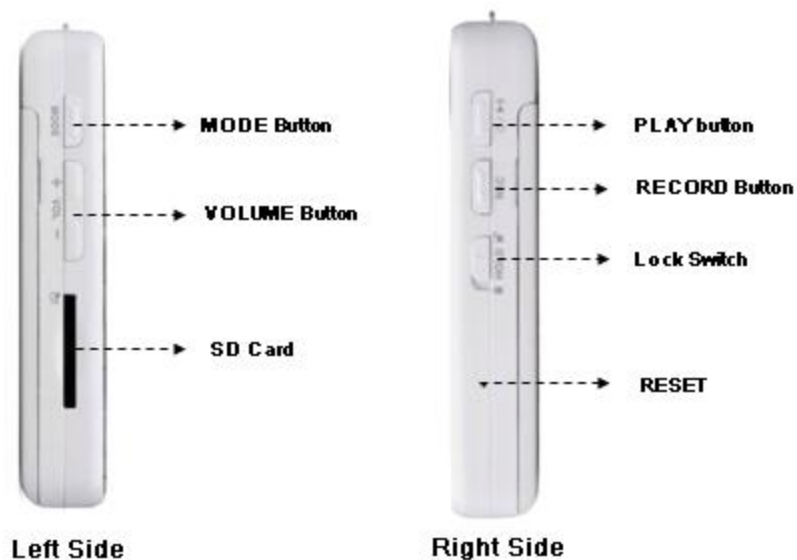
Step 3: Inserting and Removing the Battery

NOTE: Turning on the device for the first time, you may need to connect the AC Adapter to the Book Sense XT. The battery may not be holding a charge.

- Position the BookSense XT, so that the keypad is face down and the two projecting tabs are at the bottom of the device.

- The bottom edge of the battery has two indented tabs.
- Line up the bottom indented tabs of the battery to the protruding tabs of the BookSense XT.
- Apply gentle pressure until the battery snaps into place.

- Battery fits only one way.

Removing the battery.

- At the top of the battery compartment, there is a spring lock which holds the battery in place. Insert your finger and pull towards the top of the device to release the battery. While holding the spring lock, grip the battery and lift away from device.
- If you are removing your battery to do a soft reset on the device, the battery must be left out for 10 seconds before it is reinserted.

Step 4: Charging BookSense XT using AC adapter or USB cable

AC adapter

- With the device facing up, insert the AC adapter into the adapter jack located at the bottom left side of the device before plugging into the power outlet. BookSense XT will say, "AC adapter connected".
- A red light on the bottom left of the keypad will indicate that the battery is charging.
- It will take 2.5 hours to fully charge the battery. A green light will indicate that the BookSense XT is fully charged. The BookSense XT will say, "Battery charge completed".

- To check the battery level, press the green O key, located at the bottom right-hand corner of the keypad, for 2 seconds. You can use the BookSense XT while charging using the AC adapter.
- When the AC adapter is disconnected, Book Sense will say, "AC adapter disconnected."

USB cable

- With the device facing up, use the USB cable (the long gray cable) and insert the smaller mini-USB end into the USB port located at the bottom right side of device.
- Insert the larger end of the USB cable into the USB port of the computer.
- It will take 5 hours (with the BookSense XT turned off) to 10 hours (with the BookSense XT turned on) to charge the device when using the USB cable. .
- The BookSense XT is only operable for file transfer while connected to computer. Independent key functions will not work.

Step 5: Inserting and Removing SD card

- With the device facing up, the SD card slot is located on the bottom left side of the device..
- To insert the SD card, ensure the ridges of the SD Card are facing up and towards the device.The cut corner of the SD card should be to the left of the slot.

- Firmly push SD card until it is locked into place.
- To remove, gently push on the SD card and release.

Step 6: Using Other Accessories (earbuds, lanyard, pouch)

- Insert the earbuds stereo jack into the port located on the top edge right side of device.
- Attach the lanyard to the hook on the top of the BookSense XT. (optional)
- For safe keeping, a velvet pouch is also provided.

Activity 2: Resetting Book Sense XT

Note: If BookSense XT freezes or stops working, you can reset the device by soft or hard reset methods.

Step 1: Completing a Soft Reset. This method will reset the device without losing any information or changing settings.

- Remove the battery.
- Wait for 10 seconds.
- Reinsert the battery.
- Wait for BookSense XT to reset. This might take up to 60 seconds.
- BookSense XT will automatically turn on after it has been reset.

Step 2: Completing a Hard Reset. Hard Reset will set the device back to factory settings and data (files) will be deleted.

NOTE: The hard reset button is a pinhole located on the lower right side of the device (below the Hold button).

- Insert a pin to access the hard reset button.
- Hold down the number 4 key while the pin is inserted into the reset hole.
- While holding the number 4 key, press and release ONLY the reset button with the pin.
- Continue to press the number 4 key for 20 seconds and release.
- BookSense XT will turn on automatically.

Lesson 1 Skills Checklist

The student is able to:

- ❑ identify the components of the BookSense XT
- ❑ insert and remove the battery
- ❑ charge the device using the AC adapter or USB cable
- ❑ insert and remove the SD card
- ❑ understand how to complete a soft and hard reset

Lesson 2: Using the Side Buttons of BookSense XT

Objectives: Student will be able to:

- identify and operate the buttons located on right side(on/off or play/pause, record, hold) and left side(mode, volume)of BookSense XT.
- navigate through the 4 modes - Document Reader, Radio, Media, Daisy.

Prerequisite Skills:

- Understand the differences between file types – MP3, WAV, doc, docx, Daisy.

Challenges and Tips

- The on/off and play/pause operate from the same button.
- Cycling through the modes too quickly may cause you to skip the desired mode.
- Each mode uses specific file types that are not interchangeable.
- It is advised to put the lock button on while transporting BookSense XT, so buttons are not activated

Features

- The BookSense XT has a Daisy Player and radio.
- Media Mode and Daisy Mode include pre-created folders.
- You can use the Book Sense as a recorder.

Activity 1: Accessing buttons on right side of BookSense XT (on/off and play/pause button, record button, hold button)

Step 1: Turning BookSense XT on and off

- To turn on BookSense XT, hold the on/off button for 2 seconds.
- BookSense XT will make a bell-like sound to indicate that it is on.
- Release the button when you hear the sound.
- Repeat this process to turn off the device.

NOTE: The on/off button also operates as the play/pause button

Step 2: Using the record button.

- The record button is located under the on/off button.
- Press the record button. Booksense XT will say, "start recording."
- Talk into the BookSense XT.
- Press the record button to pause the recording. BookSense XT will say, "pause."
- Press the record button to restart the recording.
- Press the green O key to stop the recording. BookSense XT will say, "stop, play recording, yes?"
- Press green O key or play button to play the recording.

Note: To access previous recordings, go to Record Folder in Media mode. Refer to BookSense XT manual for more details.

Step 3: Using the Hold Button

- The Hold slider button is located under the Record button. It is used to lock the device and deactivate the buttons and keys The hold button will prevent the playing device from being interrupted if buttons are accidentally pressed.Slide the Hold button down to lock the device. BookSense XT will say, "locked."
- Press any buttons or keys. Nothing will happen.
- Slide the Hold button up to unlock the device. BookSense XT will say, "unlocked."

Activity 2: Accessing buttons on left side BookSense XT (up/down volume button, Mode button)

Step 1: Activating and moving through the 4 Modes.

- The Mode button is located on the top left side of the device.
- BookSense XT has 4 different Modes: Document Reader, Radio, Media and Daisy.
- Press the Mode button to cycle through the four different modes. Each time the Mode button is pressed, BookSense XT will announce the name of the mode.
- You may hear BookSense XT announce the pre-created folders that are only in Media and Daisy Modes. You can use your up/down arrow keys to move through the folders in Media and Daisy Modes.

Mode	Book Sense Folder
Media – pre-created five folders	Audio Books - 1 of 5
	Music Folder - 2 of 5
	Podcasts Folder - 3 of 5
	Radio Folder - 4 of 5
	Record Folder - 5 of 5
Daisy – pre-created three folders	Bookshare 1 of 3
	Newsline 2 of 3
	NLS 3 of 3
Document Reader	No folders
Radio	No folders

Step 2: Using volume buttons.

- The two volume buttons (increase, decrease) are located between the Mode button and the SD card slot.
- The volume ranges from 1 to 21 on BookSense XT.
- The volume default is 15, which is indicated by a beep.
- Press the upper button to increase the volume. BookSense XT will say "volume ___." Go to the highest volume.
- Press the lower button to decrease the volume. BookSense XT will say "volume ___." Go to the lowest volume.
- Set the volume button to the level of your choice.

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Lesson 2 Skills Checklist:

The student is able to:

- ❑ identify and demonstrate proper use of the buttons located on the left and right sides of the BookSense XT.
- ❑ turn the device on or off
- ❑ record a message and listen to it.
- ❑ use the Hold button to lock and unlock the device.
- ❑ cycle through the four modes.
- ❑ increase and decrease volume.

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Lesson 3: Using the Menu (M) Key

Objectives:

The student will be able to:

- access settings menu key
- cycle through the menus
- adjust the settings – time and storage device
- access the help menu key

Prerequisite skills

- familiarity with pull down menus
- know the different types of storage device (ie: USB thumbdrive, SD card)

Challenges and Tips

- Pressing the menu key for 2 seconds will activate the help menu in any mode.
- BookSense XT has general settings as well as settings that are specific to each mode.
- Menu options use specific user-interface language to control settings.
  - Pull-down lists are used to display specific setting options. Use the down arrow to navigate through pull-down menus.
  - Dialogue boxes require input from the user by displaying more than one option to choose from. Use the up/down or left/right arrow keys to navigate through dialogue options.
  - Edit boxes require the user to input specific information, such as correct date or time. Use number pad to enter information into Edit boxes. Use the Cancel button to delete entry.
  - Combo boxes allow the user to toggle between choices, such as the choice of AM or PM when setting time. Use the left/right arrow to toggle.

Features

- BookSense XT Help menu will speak the function of each key when pressed.
- Hot keys are activated when a multi-function key (ie: Key 5, female/male voice) is pressed for 2 seconds.

Activity 1: Accessing and setting menu options

Step 1: Locating the menu key and arrows

- The menu key is located on the top half of the BookSense XT. It is a rectangular-shaped key situated between the four arrow keys.
- With the BookSense XT turned off, find the Menu and arrow keys (up, down, left, right).

Step 2: Accessing Help Menu

- Turn BookSense XT on.
- Press the menu key for 2 seconds. BookSense XT will say, "Open help mode."
- Press any key, arrow or button to hear its function.
- To deactivate Help Mode, press the menu key for 2 seconds.
- BookSense XT will say, "Close help mode."

Step 3: Navigating through Menu Options in each mode

- Press the Mode button and select Document Reader Mode.
- Press the Menu Key to activate Menu Options in this mode.
- Use the up/down arrow keys to cycle through the menu options in this mode.
- Repeat this activity in all 4 Modes. Follow the chart below to guide you through the menu option in each Mode.

Menu Settings:			
Document Reader Mode	**Media Mode**	**Daisy Mode**	**Radio Mode**
Recent Documents	Equalizer Setting		Preset
Page Settings	Playback Settings		
Mark Information	Select Playlist		
	Saved Playlist		
Advanced Menu	Advanced Menu	Advanced Menu	
Help Mode	Help Mode	Help Mode	
Global Options	Global Options	Global Options	

Step 4: Accessing and Navigating Global Options Settings

Note: Global Options is a general settings menu used to set date and time, alarm, timer, storage device etc.

- Press Menu key. BookSense XT will say, "Menu open."
- Press the down arrow repeatedly until you hear, "Global Options pull down."
- Press right arrow to enter Global Options Menu.
- Press down arrow repeatedly to move through Global options dialogue– alarm, date and time, voice, recording, check system status, Bluetooth options, sleep timer, power saving time, format storage device, set current storage device.
- Press the C key to cancel menu.

Step 5: Setting current date and time.

See page 1 in Cheat Sheet Booklet for diagram.

- Press Menu key.
- Press down arrow repeatedly until you hear, "Global Options pull down."
- Press right arrow key to enter Global Options.
- Press down arrow to date and time settings pull down.

- Press right arrow to enter date and time settings. BookSense XT will announce two options: 1. Check date and time dialogue; 2. Set date and time dialogue.
- Press right arrow to enter "set date and time setting." BookSense XT will say, "Enter 2 digits for month" Use the keypad to enter the 2 digits.
- Press down arrow to move to next option. BookSense XT will say, "Enter 2 digits for day." Use the keypad to enter the 2 digits.
- Press down arrow to move to next option. BookSense XT will say, "Enter 4 digits for year." Use the keypad to enter the 4 digits.
- Press down arrow to move to next option. BookSense XT will say, "Time format." Choose 12 hr or 24 hr mode by pressing right arrow.
- Press down arrow to move to next option. BookSense XT will say, "Enter 2 digits for the hour."
- Press down arrow to move to next option. BookSense XT will say, "Enter 2 digits for the minute."
- Press down arrow to move to next option. BookSense XT will say, "AM or PM". Use right arrow to select AM or PM.
- Press the green O key to save settings. BookSense XT will say, "Successfully saved date and time."
- Press the Date and Time Button, located above the 'up arrow' key to confirm that date and time are correct.

Step 6: Selecting and Setting Storage Device

Note: Files can be saved and accessed in three different ways: Internal flash disk, external SD card or USB thumb drive. For the purpose of these lessons, only internal flash disk and SD card will be discussed. The BookSense XT will need to be set to access any storage option.

See Page 2 in Cheat Sheet Booklet for diagram.

- Ensure that SD card is inserted into BookSense XT.
- Press Menu key.
- Press down arrow repeatedly until you hear, "Global Options pull down."
- Press right arrow to enter Global options.
- Press down arrow repeatedly until you hear, "Set current storage device."

- Press right arrow to select storage device. BookSense XT will say, "Flash disk" or "SD card." Use left and right arrows to toggle.
- Press green O key to save the setting.

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Lesson 3 Skills Checklist

Student is able to:

- ❑ locate the menu key and arrows
- ❑ open and close help menu
- ❑ navigate through menu options in each mode
- ❑ navigate through Global Options Settings
- ❑ set current date and time
- ❑ set storage device

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Unit 2:
Document Reader Mode

Lesson 4: Transferring Files to the BookSense XT when in Document Mode

Objectives: Student will be able to:

- transfer files from the computer to the BookSense XT flashdisk (internal hard drive) using USB cable.
- transfer files from the computer to the BookSense XT external SD (secure digital) card using USB cable.
- verify that folders and fileshave been transferred onto the BookSense XT.
- delete folders and files from the BookSense XT using the computer.

Prerequisite Skills:

- General file and folder management and navigation.
- Know how to select single and multiple files.
- Be familiar with transferring files onto an external device such as a flash drive.

Challenges and Tips

- The operating system of the computer may affect the ease of clicking and dragging "a file to the BookSense XT Document folder.
- For JAWS users: To select a single file, click or use the spacebar. To select several adjacent files, select the first file, hold down the Shift key and select the last file in the group. To select several non-adjacent files, hold down the Control key and select the files you want. To check the selected file list with JAWS use Ins + Shift + Down Arrow.
- When inserting the Mini USB cable into BookSense XT ensure the tactile USB symbol is facing downward.
- The BookSense XT must be turned on when transferring files or folders.
- You can view the contents of the BookSense XT as a removable drive by looking in Windows Explorer or My Computer on your personal computer.
- The SD card that comes with the BookSense XT package includes pre-created transfer folders: audio books, documents, DAISY, music, podcasts, radio, record. may

Features:

- The following file types can be accessed through Document Reader: txt, rtf, doc, docx, html, xml, brl, brf.

Activity 1: Sending Files to the BookSense XT Internal Flash disk drive.

Step 1: Connecting BookSense XT to the computer with the USB transfer cable (without the SD card inserted)

- Turn on the BookSense XT.
- Use the long gray USB cable and insert the mini USB end (tactile USB symbol facing down) to the bottom right of the device.
- Insert the other end into the USB port of the computer.
- An AutoPlay dialogue box illustrating the BookSense XT Drive will appear on your computer screen.
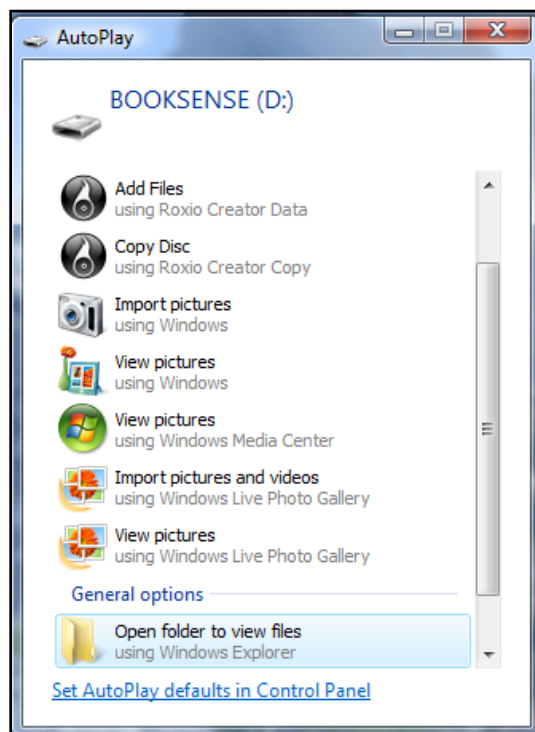
- Tab and select "Open folder to view files."
- A BookSense XT window will display folders: Audio books, Documents, DAISY, Music, Podcasts, Radio.
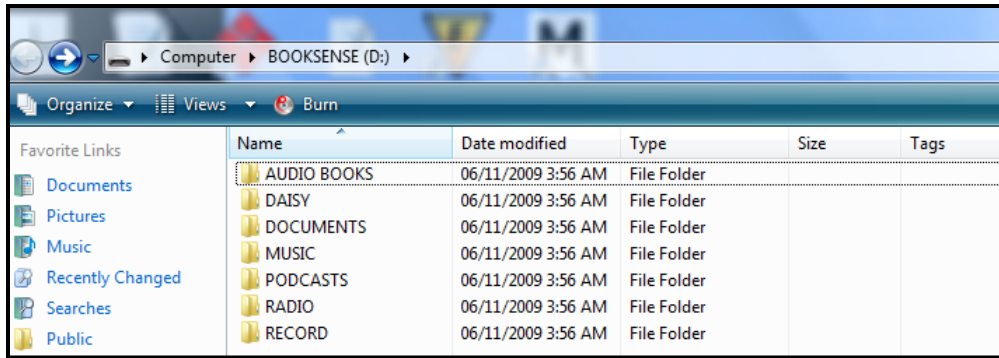
- Tab to the Documents folder and press enter to open the selected folder.
- The Mark and Playlist file folders will appear inside the Documents folder. These are factory default BookSense XT folders used to save bookmarks and playlists. These folders should not be erased.
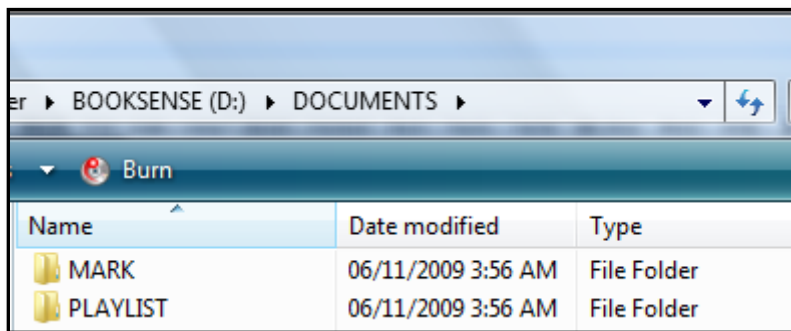
Step 2: Transferring a file from computer to BookSense XT Internal Flash Disk – Documents Folder

Note: Included with the BookSense XT , SET-BC has provided a CD of document and MP3 files and folders from the ARC-BC collection. Use the CD to transfer files into the BookSense XT.

- Turn on the BookSense XT and connect it to the computer.
- Insert the ARC-BC CD into the computer's CD drive.
- Select the Shakespeare file titled "MacBeth-Act _1TXT. txt" from file collection.
- Transfer this file using one of the following described methods:
    a) Copy and Paste: Tab to the file and select by pressing the spacebar. Press Ctrl+C to copy the file. Press Alt-Tab to move back to BookSense XT folder. Tab to the Document folder and select (press spacebar) then enter. Press Ctrl+V to paste the copied file into the BookSense XT Documents folder.

b) Send To: Select the file (press spacebar) and open its Context Menu in one of three ways: (1)right click the mouse, (2) press the Applications Menu key on the keyboard (usually near the Windows Key), or (3) use the hot key Shift + F10. The Context Menu will display.

Context Menu
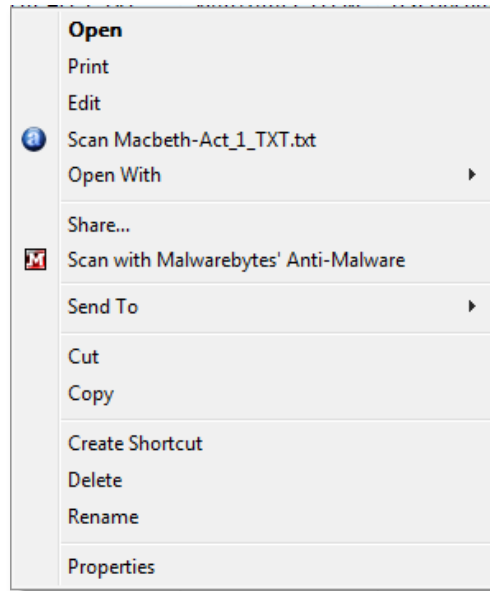
Arrow down to the "Send To" option. Use your right arrow key or press enter to expand the "Send To" submenu.
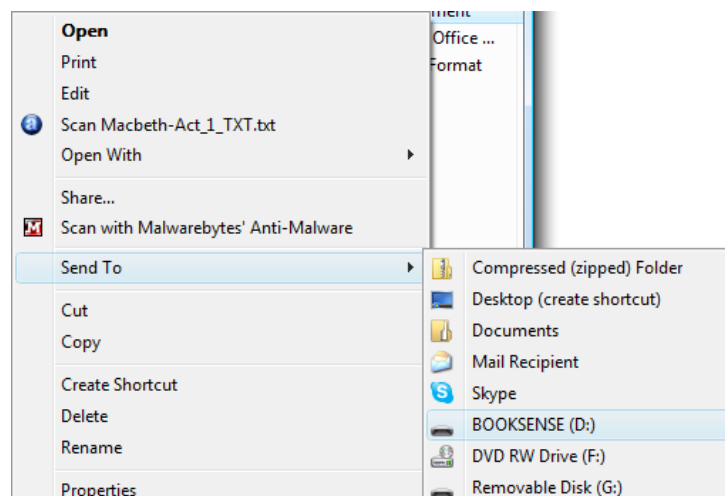
Arrow down to BookSense XT and press Enter.
NOTE: This transfer method will place the file in the general BookSense XT folder. You will still need to copy and paste or click and drag file into the Documents folder.

c) <u>Click and Drag:</u> Using your mouse, left click on the file to select. While holding down the left click button on the mouse, drag the file to Documents folder.

- Open the BookSense XT Documents folder to verify that the file has been transferred.

Name	Date modified	Type	Size
MARK	04/01/2009 1:37 PM	File Folder	
PLAYLIST	04/01/2009 1:37 PM	File Folder	
Macbeth-Act_1_TXT	30/01/2010 1:35 PM	Text Document	39 KB

Activity 2: Transferring the file onto the SD card

Step 1: Transferring a file from the computer to the BookSense XT SD card

- Turn on the BookSense XT and connect to the computer.
- Insert the SD card with the ridges facing up and toward the device and cut corner to the left
- The AutoPlay drive named "Removable Disk" will appear on the desktop when the SD card is inserted.
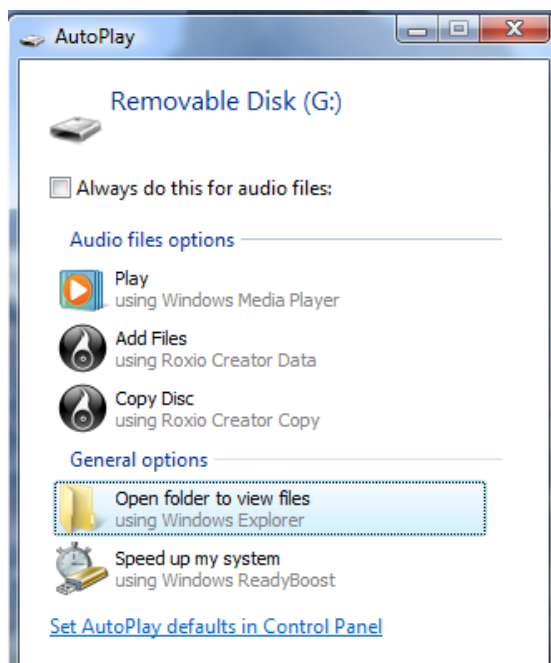
- Tab to the "Open folder to view files" and press enter to view the removable disk folders.

Name	Date modified	Type
AUDIO BOOKS	04/01/2009 1:37 PM	File Folder
DAISY	04/01/2009 1:37 PM	File Folder
DOCUMENTS	04/01/2009 1:37 PM	File Folder
MUSIC	04/01/2009 1:37 PM	File Folder
PODCASTS	04/01/2009 1:37 PM	File Folder
RADIO	04/01/2009 1:37 PM	File Folder
RECORD	04/01/2009 1:37 PM	File Folder

- Select the "MacBeth-Act_1-TXT.txt" folder from the CD.
- Transfer the folder into a removable disk SD Card folder using one of the transfer methods.
- Open the BookSense XT Documents folder on the removable disk SD card drive to verify that the file has been transferred.

Name	Date modified	Type	Size
MARK	04/01/2009 1:37 PM	File Folder	
PLAYLIST	04/01/2009 1:37 PM	File Folder	
Macbeth-Act_1_TXT	30/01/2010 1:35 PM	Text Document	39 KB

Activity 3: Safely Ejecting the BookSense XT from the computer

NOTE: The BookSense XT must be safely ejected from the computer. Disconnecting the device without proper care may corrupt transferred files on the device.

- Tab to your notifications systems tray located at the bottom right-hand side of your screen.
- Press the left or right arrow keys to find the "Safely Remove Hardware" icon.

- Select the hardware icon by right clicking on your mouse or by pressing enter.
- A dialogue box will appear on your screen.

- If more than one device is listed, select the device you want to eject.
- Tab to the "Stop" button and then press enter.
- A context menu will appear on your screen.
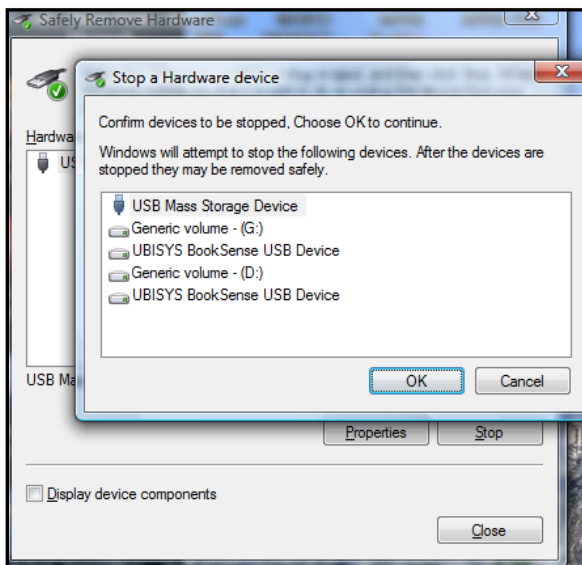
- Press OK to safely eject the device.
- The computer will notify you when the device can be safely removed.
- Gently remove the USB cable from your computer and from the BookSense XT.

Activity 4: Deleting a document file or folder

Deleting a document file or folder via the computer

- Turn on the BookSense XT.
- Connect the BookSense XT to the computer.
- An AutoPlay dialogue box showing the BookSense XT Drive will appear on your screen.
- Select the "Open folder to view files."
- When at the BookSense XT window, tab to the Documents folder and open.
- Tab to and select (spacebar) the "MacBeth-Act 1_TXT.txt" file.
- Press the delete key on your computer keyboard.
- You will then get a message asking for confirmation to delete the file. Tab and select "yes" to delete.
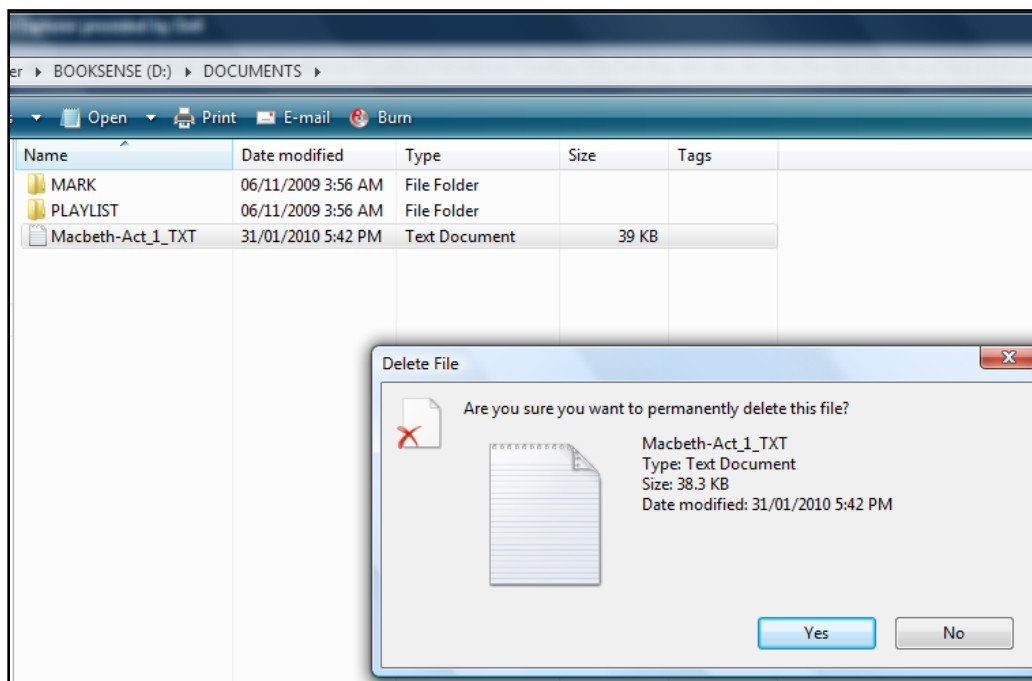
Unit 2: Lesson 4 Skills Checklist:

Student is able to:

- ❑ connect the BookSense XT to a computer using the USB cable.
- ❑ transfer a file or folder from the computer to the BookSense XT Documents folder.
- ❑ safely eject the BookSense XT from a computer.
- ❑ differentiate between the internal flash disk drive and SD card drive.
- ❑ transfer a document file or folder to the BookSense XT SD card.
- ❑ delete a document file from the BookSense XT Documents folder.

Lesson 5: Navigating Files and Folders in the Document Reader Mode

Objectives: Student will be able to:

- navigate through files and folders by using the arrow keys.
- open and close files
- play and pause files
- navigate through a playing file by unit (word, character, phonetic, mark, search word, page, paragraph, line, sentence)

Prerequisite Skills:

- Know how to transfer files from a CD to the computer or BookSense XT.
- Be familiar with the BookSense XT file transfer methods for the internal flash disk and the SD card.
- Know how to navigate files and folders on the computer.

Challenges and Tips

- Navigating through the units: phonetic, search word, character – requires two steps.

Features

- Navigating by units allows the user to skim through a reading file.

Activity 1:
Using the Arrow keys to navigate through document files.

Note: For these lessons, you will need to transfer both the Macbeth folder and Hamlet folder into the Documents folder of your BookSense XT before continuing with the lesson.

Step 1: Accessing files in Document Reader mode

- Press the mode key and select Document Reader.
- Press the up and down arrows to move through the files. BookSense XT will announce the file name and number. Example: "MacBeth, 1 of 3."
- Choose the MacBeth folder.
- Press the right arrow to enter into the MacBeth folder.
- Use the up and down arrow keys to move through the files in the folder.
- Select the first file (Scene 1, Act 1).
- Press green O key or play/pause button to open. BookSense XT will say, "File open, succeed opening file." The BookSense XT will start to play the file.
- To pause, press the play/pause button.

Note: If the document file is reopened, BookSense XT will resume reading from where it was last left off.

Step 2: Closing and re-selecting files

- To close a document, press the Cancel (red C) key. BookSense XT will return to the MacBeth folder in the general Document folder..
- Use up and down arrow keys to move to the Hamlet folder.
- Press the right arrow key to enter into the Hamlet folder.
- Press up and down arrow keys to move through the Hamlet files.
- Press either the Cancel key or left arrow key to choose a different folder.

Activity 2: Navigate through a playing file by unit (word, character, phonetic, mark, search word, page, paragraph, line, sentence)

Step 1: Using the up or down arrow keys to choose the reading unit to skim through a document

- Open and play a Hamlet file.
- While file is playing, use the up and down arrow keys to move through the units. Booksense XT will announce the units: - word, character, phonetic, mark, search word, page, paragraph, line, sentence.
- Choose the paragraph unit.
- Press the right arrow key to skim through the Hamlet document by paragraph. You can also use the left arrow key to cycle back through the document by paragraph.
- Follow the above directions to explore the units – line, sentence and page.

Step 2: Search the word unit

- Open and play a Hamlet file.
- Use the up or down arrow key to select the word unit.
- Press the left and right arrow keys to have the file read word-by-word.
- Stop on a specific word.
- Press up and down arrows to change unit to 'search by word'.
- Press left and right arrows to search for that specific word in the document file.
- Follow the above directions to explore the units – 'character' and 'phonetic.'

Note: If the searched word is only used once or you are at the end of the document, BookSense XT will say, "Not found."

Unit 2: Lesson 5 Skills Checklist

Student is able to:

- ❑ open and close a file.
- ❑ navigate through file and folders using arrow keys.
- ❑ navigate through a file by units – paragraph, line, sentence, page, phonetic, word, character.
- ❑ navigate through a file by search word.

Lesson 6:
Numeric keypad options in Document Reader

Objectives: Student will be able to:

- increase and decrease reading speed
- set, move, and clear Bookmark
- navigate through document pages
- move through document by percent
- toggle between bookmark and voice mark settings
- access file information

Prerequisites:

- Understand what a bookmark is and its purpose.
- Navigate files by unit – word, sentence, page, etc.
- Understands the concept of multi-key commands and execute them

Challenges and Tips:

- Bookmarks use specific user interface language to control settings.
  - <u>Edit box settings</u> are used when setting, moving to, and clearing a bookmark. Use the numeric keypad to input the information.
- Cancel (C) key also acts as a backspace for correcting an entry of bookmark numbers in the edit box.

- A Hot key is activated if it is pressed for 2 seconds.

Features:

- Keys Zero, and 1 to 6 have the same function in Document Reader, Media and Daisy modes. See page 3 in Cheat Sheet Booklet.
- File information can always be accessed by pressing the Zero key for 2 seconds.

BookSense XT Numeric Keypad Functions in Document Reader Mode

Number Pad	Mode – Document Reader
1	Enter Mark Number
2	Go to Mark Number
3	Delete Mark Number
4	Play Slower
5	Play normal Speed Hot Key: Voice Setting
6	Play faster
7	Move to Page
8	Percentage Setting
9	Toggle mark/voice memo
Zero	File Information
C	Cancel (backspace)
O	Okay Hot Key: Battery Level

Activity 1: Using the numeric keypad in Document Reader Mode

Step 1: Bookmark settings – Keys 1, 2, 3

- Open and play a document file.
- Press 1 to set a bookmark, BookSense XT will say, "Enter the mark number, edit box."
- Enter the number 1 for first bookmark.
- Press green O key, BookSense XT will say, "Mark has been inserted."
- If an incorrect number has been entered, press the C key to backspace and re-enter the correct mark number.

- Press the C key again to cancel out of mark setting.
- Press 2 to move to the bookmark. BookSense XT will say, "Go to mark number, edit box."
- Enter the mark number to move to a specific mark. Press 1 to move to the bookmark you just set.
- Press the green O key. BookSense XT will move to the bookmark in the document.
- Press 3 to delete the bookmark. BookSense XT will say, "Delete mark number, edit box"
- Enter the mark number to be deleted.
- Press green O key to delete the mark.

Step 2: Increase/decrease reading speed - Keys 4, 5 (hot key- voice setting), 6

- Open and play a document file.
- Press 4 to decrease the reading speed.
- Press 6 to increase the reading speed.
- Press 5 to set the reading speed to normal.
- Hot key – press 5 for 2 seconds to toggle between female and male voices.

Step 3: Navigate by page – Key 7

- Open and play a document file.
- Press 7 to move through the document by page, BookSense XT will announce the current page and total number of pages in the document.
- Enter the page number to move to a specific page.
- Press green O key. BookSense XT will move to that page.

Step 4: Navigate by percent – Key 8

- Open and play a document file.
- Press 8 to move through the document by percentage, BookSense XT will announce the current percentage and ask to enter the percentage to be moved to.
- Enter the desired percentage.   Example: 50 %
- Press the green O key. BookSense XT will move to that percentage of the document.

Step 5: Deleting a Document File using Key 8

- Press Mode button and select Document Reader Mode.
- Use up and down arrows to move to the Hamlet folder.
- Press the right arrow to enter the Hamlet folder.
- Use the up and down arrows to move to the file: ACT 1. **Do not open.**
- Press key 8 to delete this file. BookSense XT will say, "Delete entire file, yes."
- Press the left/right arrows to toggle through yes/no.
- Choose 'yes' and press green O key. BookSense XT will say, "Delete completed," and will announce the next document file in the file list.

Step 6: Toggle between bookmark and voice memo – Key 9

- Open and play a document file.
- Press 9 for **2 seconds** to toggle between a bookmark and a voice memo (refer to Lesson 4 for voice memo instructions).

Unit 2: Lesson 6 Skills Checklist:

Student is able to:

- ❑ create a new bookmark
- ❑ move to a bookmark
- ❑ clear a bookmark
- ❑ navigate by page
- ❑ navigate by percent
- ❑ increase or decrease reading speed
- ❑ toggle between bookmark and voice memo mark
- ❑ deleting a file or folder

Lesson 7: Set, record, move, clear Voice Memo and delete entire document file

Objectives: Student will be able to:

- set a voice memo mark
- record voice memo
- locate voice memo through the menu options in Document Reader Mode
- delete a voice memo
- delete entire file from BookSense XT

Prerequisites:

- Familiar with the numeric keypad layout
- Know how to navigate to files on the BookSense XT
- Know how to use BookSense XT arrow keys
- Familiar with bookmarking on BookSense XT

Challenges and Tips:

- Accessing voice mark is a two step process.
- Voice memos are only available through menu options. This may make it difficult to connect the voice memo to its position in the text.
- At the beginning of your voice memo recording, you may want to provide information as to where the voice mark is located in the text.

    Example: Record: "Page 3, paragraph 2."

Features:

- BookSense XT lets you record voice memo as a bookmark.
- Voice memo can be used to record additional information such as: summaries, notes, questions regarding the document, etc.
- Each voice memo is stored as a separate file with a corresponding mark number.

Activity 1: Creating a new voice memo

Step 1: Recording a voice memo

- Open and play a document file.
- Toggle to voice memo by pressing key 9.
- Press 1, BookSense XT will say, "Start voice memo recording."
- Press and hold the record button located on the right side of the device, while recording your voice memo.
- Release record button after recording the voice memo.
- Press green O key to stop recording. BookSense XT will say, "Stop recording."
- Enter a voice memo number.
- Press green O key to set voice memo, Book Sense will say, "Voice memo has been inserted."

Step 2: Moving to Voice Memo mark

- Open and play document file.
- Press key 2 to locate the voice memo mark, BookSense XT will say, "Go to voice memo number." Enter the voice memo number to move to.
- Press green O key to go to that mark. You will not hear the recording of the voice memo. It will only move to where the mark is located in the document.
- If an incorrect number has been entered, press the C key to backspace and re-enter the mark number.
- To cancel press the C key.

Step 3: Listening to a Voice Memo

- Open and play the document file with voice memos.
- Press Menu key.
- Press up/down arrow keys to move to "Mark Info."
- Press right arrow to enter Mark Info menu.
- Press up/down arrow keys to move through Voice Memos.
- BookSense XT will announce the voice memo number and its position in the document.

Step 4: Deleting a Voice Memo

- Open and play document file with voice memos.
- Press key 3, BookSense XT will say "Delete voice memo mark."
- Enter the voice memo you want to delete.
- Press green O key to delete, BookSense XT will verify that the mark has been deleted.

Unit 2: Lesson 7 Skills checklist

Student is able to:

- ❑ set, record, pause, and end a new voice memo
- ❑ move to a voice memo mark
- ❑ access and play the voice memos
- ❑ use the C key to cancel a voice memo mark
- ❑ use the C key as a backspace
- ❑ delete a voice memo

Unit 3:
Media Mode – Audio Files

Lesson 8:
Transferring Files to the BookSense XT in Media Mode – Audio Files

Objectives: Student will be able to:

- transfer audio files from the computer to the BookSense XT's flash disk (internal hard drive) using the USB cable.
- transfer audio files from the computer to the BookSense XT's external SD (secure digital) card using the USB cable.
- verify that audio folders and files have been transferred onto the
- BookSense XT.
- delete audio folders and files from the BookSense XT using the computer.

Prerequisite Skills:

- General file and folder management and navigation.
- Know how to select a single and multiple files.
- Familiarity with transferring files onto an external device, such as a flash drive.
- Familiarity with MP3 or iTunes download process.

Challenges and Tips

- When inserting the Mini USB cable into the BookSense XT ensure the tactile USB symbol is facing down.
- The BookSense XT must be turned on in order to transfer files or folders.
- You can view the contents of the BookSense XT as a removable drive in the Windows Explorer or in My Computer.
- It is possible for the SD card to be stuck if inserted incorrectly.
- The SD card that comes with the BookSense XT includes default folders for Media Mode: Audio Books, Documents, Music Folder, Podcasts Folder, Radio Folder , Record Folder. Each default folder within Media mode handles and plays specific file types. The correct file types need to be in the correct folder. For instance, a document file cannot be loaded into a Media folder.

Features:

- The following file types can be accessed through the Media Mode: mp3, wma, ogg, and Audible book

Activity 1: Sending Audio Files to the BookSense XT Internal Flash disk drive.

Step 1: Connecting the BookSense XT to the computer with the USB transfer cable (without the SD card inserted)

- The BookSense XT must be turned on.
- Using the long gray USB cable, insert the mini USB end (tactile USB symbol facing down) to the USB port located on the bottom right of the device
- Insert the other end of the cable into the USB port of the computer.
- Once the USB cable is attached, either An AutoPlay dialogue box showing the BookSense XT Drive or the BookSense XT folder will appear on your screen.
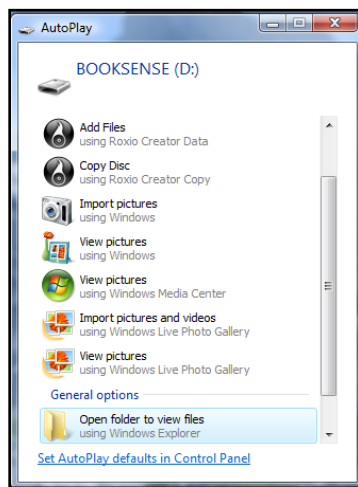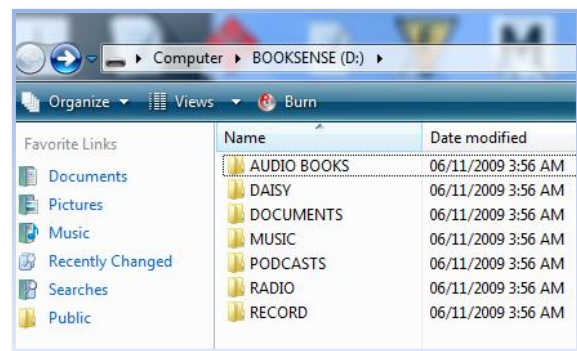
OR

- If you see the AutoPlay dialogue box, Tab and select "Open folder to view files," to display the BookSense XT folders.
- A BookSense XT window will display folders: Audio books, Documents, DAISY, Music, Podcasts, Radio.
- Tab to "Audio Books" folder and press enter to open that folder.

Step 2: Transferring an audio file from the computer to the BookSense XT Internal Flash Disk – Audio Books Folder

Note: SET BC has provided a CD of documents and MP3 files and folders from the ARC-BC collection. Use this CD to transfer files into the BookSense XT.

- Turn on the BookSense XT and connect to the computer with USB cable.

- Insert the ARC-BC CD into the computer's CD drive.

- Select "Animal Farm MP3" folder from the CD collection.

- Transfer this folder using one of the following described methods:

   a) Copy and Paste: Tab to the folder and select by pressing the spacebar. Press Ctrl+C to copy the folder. Press Alt-tab to move back to the BookSense XT folder. Tab to and select the Audio Books folder then press Enter to open. Press Ctrl+V to paste the copied folder into the BookSense XT Audio Books folder.

   b) <u>Send To</u>: Select the file (press spacebar) and open its Context Menu in one of three ways: (1)right click the mouse, (2) press the Applications Menu key on the keyboard (usually near the Windows Key), or (3) use the hot key Shift + F10. The Context Menu will be displayed.

   Context Menu

Arrow down to the "Send To" option. Use your right arrow key or press enter to expand the "Send To" submenu.

Arrow down to the BookSense XT drive and press Enter.
NOTE: This transfer method will place the file in the general BookSense XT folder. You will still need to copy and paste or click and drag the file into the Audio Books Folder.

Click and Drag: Left click on the file to select. While holding down the left click button on the mouse, drag the file to the BookSense XT Audio Books folder.

Open the BookSense XT Audio Books folder to verify that the file has been transferred.
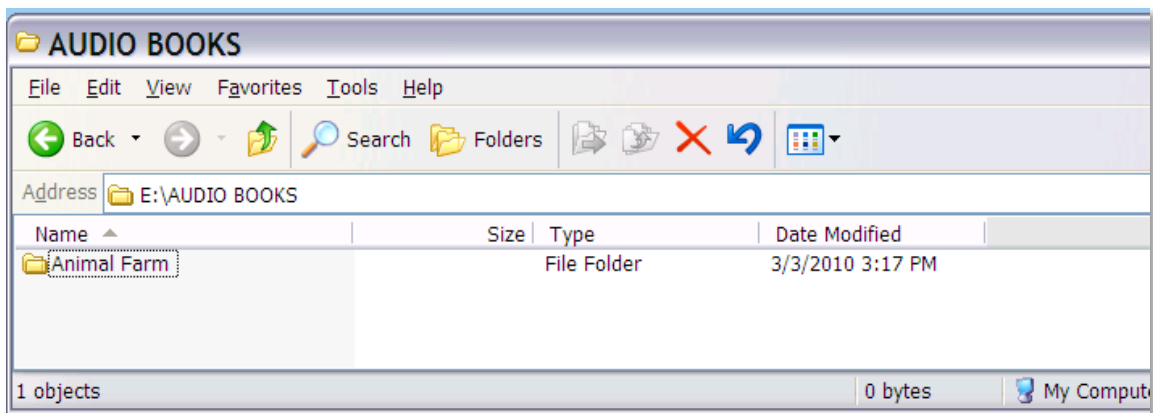
Activity 2: Transferring the file onto the SD card.

Step 1: Transferring a file from the computer to the BookSense XT SD card

- Turn on the BookSense XT and connect to the computer.
- Insert the SD card into the BookSense XT with the ridges facing up and cut corner to the left.
- Once the SD card is inserted, either an AutoPlay dialogue box showing the Removable Disk Drive or the BookSense XT folder will appear on your screen.
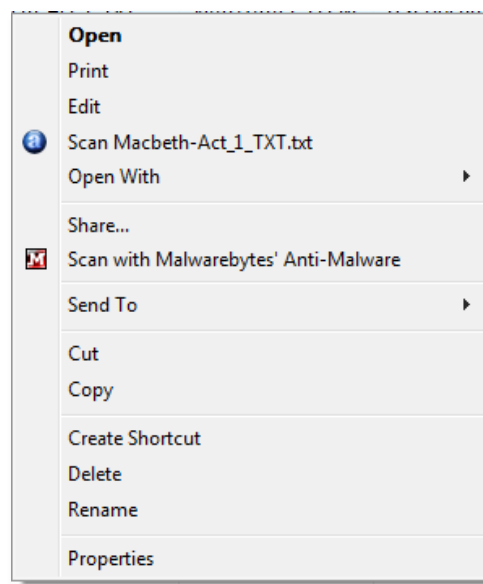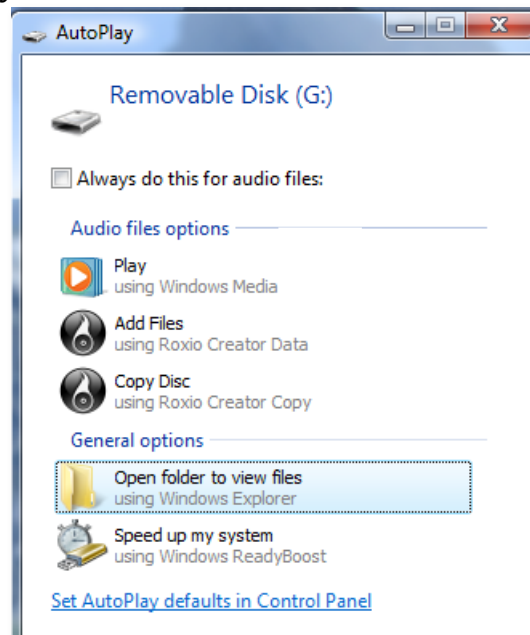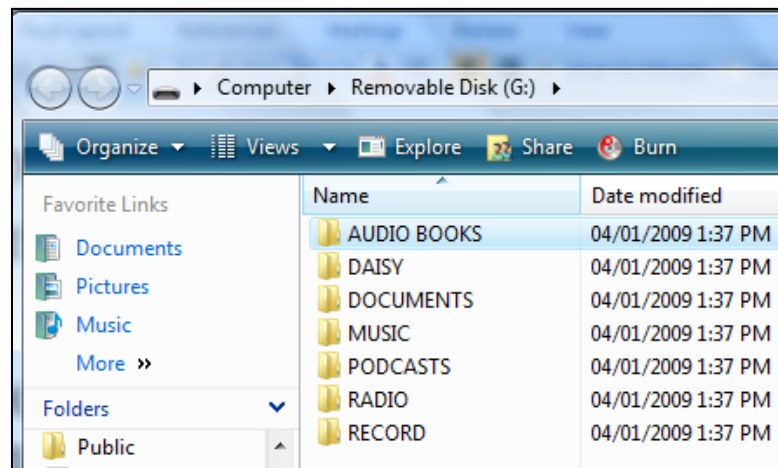

OR

- If you see the AutoPlay dialogue box, Tab and select "Open folder to view files," to display the BookSense XT folders.
- A BookSense XT Removable Disk window will display folders: Audio books, Documents, DAISY, Music, Podcasts, Radio and Record.
- Tab to "Audio Books" folder and press Enter to open that folder.
- Select the "Animal Farm MP3" folder from the CD.
- Transfer this folder onto the removable disk SD Card folder using one of the transfer methods.

    a) Copy and Paste: Tab to the folder and select by pressing the spacebar. Press Ctrl+C to copy the folder. Press Alt-tab to move back to the BookSense XT Removable Disk folder. Tab to and select the Audio Books folder then press Enter to open. Press Ctrl+V to paste the copied folder into the BookSense XT Audio Books folder.

    b) Send To: Select the file (press spacebar) and open its Context Menu in one of three ways: (1)right click the mouse, (2) press the Applications Menu key on the keyboard (usually near the Windows Key), or (3) use the hot key "Shift + F10." The Context Menu will be displayed.

    Context Menu

Arrow down to the "Send To" option. Use your right arrow key or press enter to expand the "Send To" submenu.
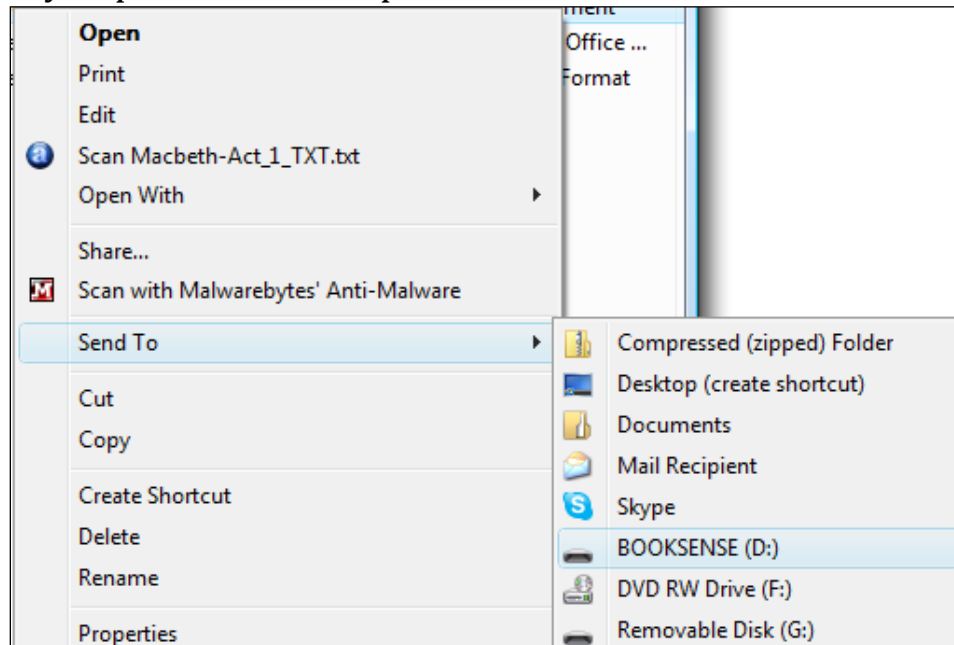
Arrow down to the BookSense XT Removable Disk drive and press Enter.

NOTE: This transfer method will place the file in the general BookSense XT folder. You will still need to copy and paste or click and drag the file into the Audio Books Folder.

c) Click and Drag: Left click on the file to select. While holding down the left click button on the mouse, drag the file to the BookSense XT Audio Books folder.

- Open the BookSense XT Audio Books folder to verify that the file has been transferred.
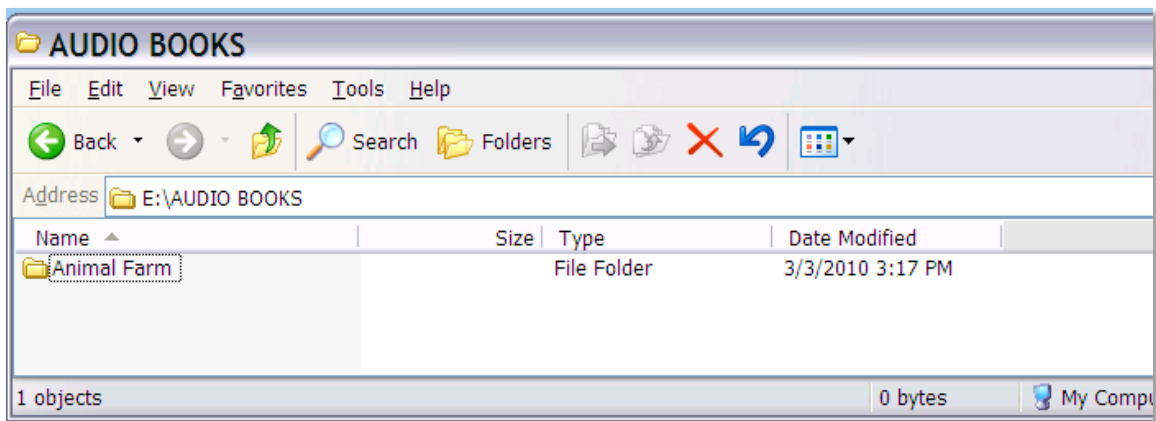
Activity 3:
Safely Ejecting the BookSense XT from the computer

NOTE: The BookSense XT must be safely ejected from the computer. Disconnecting the device without proper care may corrupt transferred files on the device. There are two ways of doing this:

- Tab to your notifications systems tray located at the bottom right-hand side of the screen.
  Use the arrow keys to locate the "Safely Remove Hardware" icon.If you are using JAWS as a screen reader, use CAPS LOCK + F11 to select a systems tray icon.
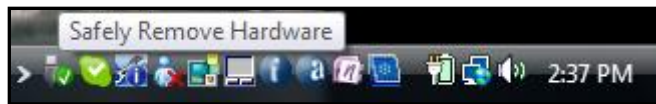
- Select the hardware icon A dialogue box will appear on your screen.
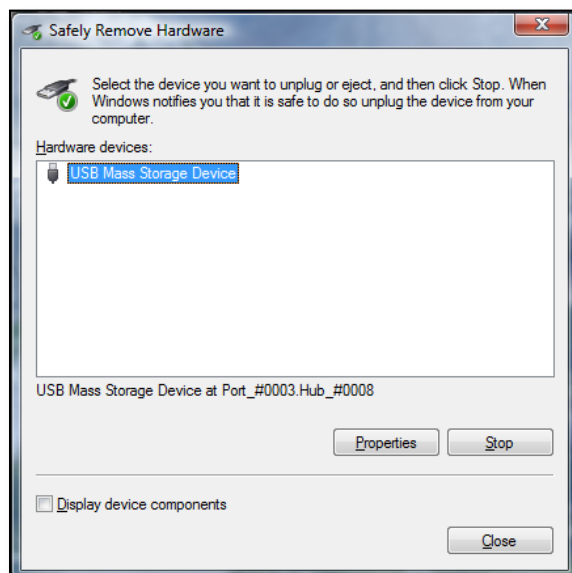
- If more than one device is listed, select the device that you want to eject.
- Tab to the "Stop" button and then press enter.
- A context menu will appear on your screen.
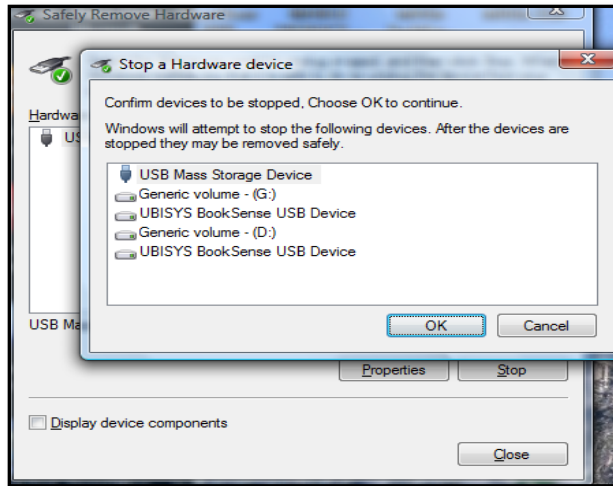
- Press OK to safely eject the device.
- The computer will notify you when the device can be safely removed.
- Gently remove the USB cable from your computer and from the BookSense XT.

Activity 4: Deleting an audio file or folder

Deleting an audio file or folder via the computer

- Turn on the BookSense XT.
- Connect the BookSense XT to the computer.
- An AutoPlay dialogue box showing the BookSense XT Drive will appear on your screen.
- Select "Open folder to view files."
- When at the BookSense XT window, tab to the Documents folder and open.
- Tab to and select (press spacebar) "Animal Farm MP3" file.
- Press the delete key on your computer keyboard.
- You will then get a message asking for confirmation to delete the file. Tab and select "yes" to delete.
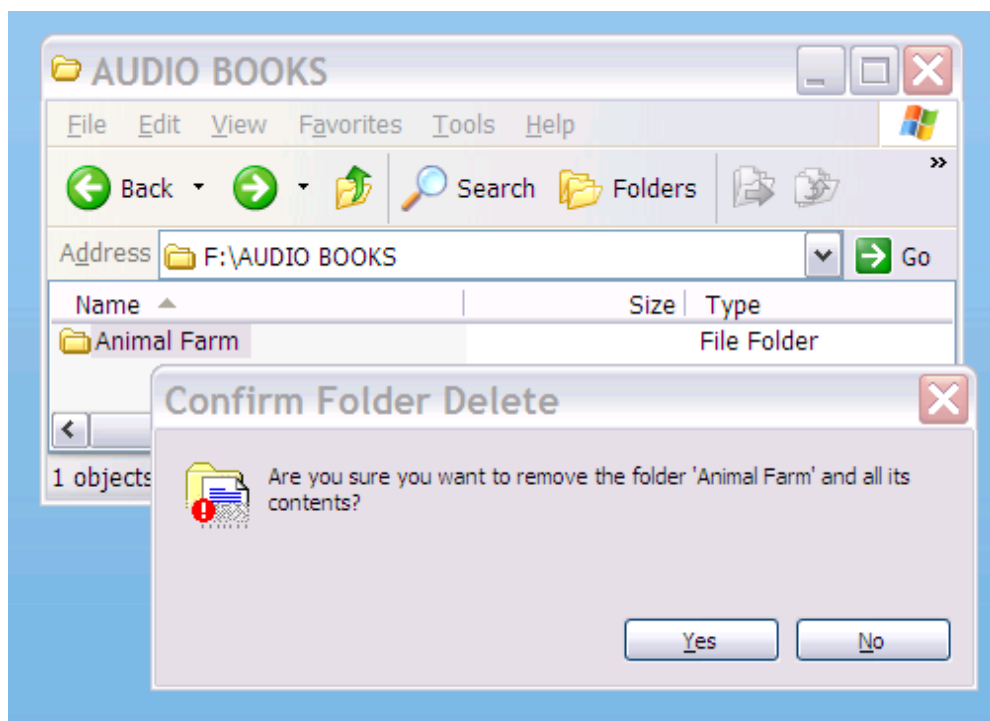
Unit 3: Lesson 8 Skills Checklist

Student is able to:

- ❑ connect the BookSense XT to a computer using the USB cable.
- ❑ transfer a file or folder from the computer to the BookSense XT Audio Books folder.
- ❑ safely ejectthe BookSense XT from computer.
- ❑ differentiate between the internal flash disk drive and SD card drive.
- ❑ transfer an audio file or folder to the BookSense XT SD card.
- ❑ delete an audio file from the BookSense XT Audio Books folder.

Lesson 9: Navigating Files and Folders in Media Mode –Audio Books

Objectives: Student will be able to:

- navigate through files and folders using the arrow keys.
- open and close files.
- play and pause files.
- navigate through a playing file by unit of time.

Prerequisite Skills:

- Familiarity with file transfer from the CD to the computer or to the BookSense XT.
- Familiarity with the BookSense XT file transfer methods for the internal flash disk and SD card.
- Knowledge on file and folder navigation on the computer.

Challenges and Tips

- Navigating through an audio file using the "time" units is a two step process.
- The BookSense XT automatically remembers the last place it was left off and continues to work in that file, even after it has been turned off.

Features

- Navigating by unit allows the user to quickly skim through a playing audio file.

Activity 1:
Using the Arrow keys to navigate through audio files.

Note: For these lessons, you will need to transfer Animal Farm audio folders into the Audio Books folder of the BookSense XT before continuing with the lesson.

Step 1: Accessing the audio files in the Media mode

- Press the mode key and select Media Mode
- Press the up and down arrows to move through the five folders in Media Mode. The five folders are:
  - Audio Books Folder (1 of 5)
  - Music Folder (2 of 5)
  - Podcasts folder (3 of 5)
  - Radio Folder (4 of 5)
  - Record Folder (5 of 5)
- Select the Audio Books Folder and press the green O key or the right arrow key to enter the Animal Farm folder. There should be 12 audio files (chapters 1-10 and front and back matter).
- Use the up or down arrow keys to move through the transferred Animal Farm MP3 files .
- Select chapter 1.
- Press the green O key or the play/pause button to open Chapter 1. The BookSense XT will announce, "File open, succeed opening file" and the file will start playing..
- To pause the playing file, press the play/pause button.

Note: If the audio file is exited and then reopened, the BookSense XT will resume playing from where it was left off.

Step 2: Closing and re-selecting files

- To close an audio file, press the Cancel (red C) key. The BookSense XT will return to the general "Animal Farm" audio files.
- Use the up or down arrow keys to move to the Chapter 6 file. Booksense XT will announce the files as you move through them.
- Press the right arrow key or green O key to open Chapter 6.

- Press either Cancel key or left arrow to choose a different chapter file.

Activity 2:
Navigate through a playing audio file by unit time unit.

Step 1: Time unit

- Open and play Chapter 3 of Animal Farm.
- Use the up/down arrows to select 'time' unit.
- Press key 9 repeatedly to set unit of time (5, 10, 30 seconds; 1, 5, 10, 30 minutes; or 1 hour).
- Select 1 minute.
- Press the left/right arrows to skip through Chapter 3, in 1 minute intervals.

Unit 3: Lesson 9 Skills Checklist

Student is able to:

- ❑ open and close an audio file.
- ❑ navigate through audio file and folders using arrow keys.
- ❑ navigate through an audio file by time.

Lesson 10: Numeric keypad options in Media Mode -Audio Files

Objectives: Student will be able to:

- increase and decrease playing speed
- set, move, and clear Bookmark
- set equalizer setting.
- move through an audio file by percent.
- set time index unit.

Prerequisites:

- Understand the purpose of bookmarking
- Navigate through audio files by unit of time.
- Understands the concept of multi-key commands and be able to execute them.

Challenges and Tips:

- Keys 7, 8, 9 are multi-function keys and can be activated as hot keys when pressed for 2 seconds.
- You can access the Help Menu by pressing the Menu Key for 2 seconds.
- Edit boxes are used when setting, moving to and clearing a bookmark in Audio Books. Use numeric Keypad to input information into edit box.
- The C (cancel) key acts as a backspace for correcting entry of bookmark numbers in edit box.

Features:

- Keys zero, and 1 to 6 have the same function in Document Reader, Media and DAISY modes.
- File information can always be accessed by pressing the zero key for 2 seconds.

BookSense XT Numeric Keypad Functions in Media Mode

Number Pad	Media Mode – Audio Books
1	Enter Mark Number
2	Go to Mark Number
3	Delete Mark Number
4	Play Slower
5	Play normal (default)Speed Hot Key: Voice Setting
6	Play faster
7	Equalizer Setting Hot Key: Save Playlists
8	Percentage Setting Hot Key: Repeat on/off
9	Set Time Index Hot Key: Shuffle play on/off
Zero	File Information
C	Cancel (backspace)
O	Okay Hot Key: Battery Level

Activity 1: Using the numeric keypad in Media Mode for Audio files

Step 1: Bookmark settings – Keys 1, 2, 3

Setting a Bookmark, Key 1

- Open and play Animal Farm, Chapter 2.
- Press 1 to set a bookmark. BookSense XT will announce, "Enter the mark number, edit box."
- Enter the number 1 for first bookmark.
- Press the green O key. The BookSense XT will say, "Mark has been inserted."

 Note: If an incorrect number has been entered, press the C key to backspace and re-enter the correct mark number. Press the C key again to cancel out of mark setting.

Moving to a Bookmark, Key 2

- Press 2 to move to the bookmark. The BookSense XT will announce, "Go to mark number, edit box"
- Enter the mark number to move to. Press 1 to move to the bookmark you just set. If you have entered the incorrect number, press the C (Cancel Key) to backspace and re-enter the correct number.
- Press the green O key. The BookSense XT will move to the bookmark in the audio file.

Deleting a Bookmark, Key 3

- Press 3 to delete the bookmark. The BookSense XT will say, "Delete mark number, edit box"
- Enter the mark number to delete. Press number 1 to delete that bookmark. If you have entered the incorrect number, press the C (Cancel Key) to backspace and re-enter the correct number.
- Press the green O key to delete the mark.

Step 2: Increase/decrease playing speed - Keys 4, 5, 6

- Open and play Animal Farm, Chapter 2.

- Press 4 repeatedly to decrease the playing speed
- Press 6 to repeatedly to increase the playing speed
- Press 5 to set the playing speed to normal (default).

Step 3: Equalizer settings – Key 7

- Open and play Animal Farm, Chapter 2.
- Press key 7 repeatedly to hear equalizer setting options – rock, pop, classic, normal
- Select normal for Audio Books.
- NOTE: When pressed for 2 seconds, Key 7 is a hot key for music playlist.

Step 4: Navigate by percent – Key 8

- Open and play Animal Farm, Chapter 2.
- Press 8 to move through the audio file by percentage. The BookSense XT will announce the current percentage and ask to enter the percentage to move to.
- Enter the number of percent to move to. Example: 50 %. If you enter the incorrect number, press the C (Cancel Key) to backspace and re-enter the correct number.
- Press the green O key. The BookSense XT will move to that percentage of the audio file.
- Note: When pressed for 2 seconds, Key 8 becomes a Hot Key and will toggle between 'repeat on' and 'repeat off.' Refer to BookSense XT manual for details.

Step 5: Deleting an Audio File using Key 8

- Press the Mode button and select Media Mode.
- Use the up/down arrows to move to the Audio Books Folder.
- Press the right arrow to enter Audio Books Folder.
- Select the "Animal Farm" folder.
- Press the right arrow to enter the "Animal Farm" folder.
- Use the up/down arrows to move to the file: Chapter 1. **Do not open.**
- Press key 8 to delete the file. The BookSense XT will say, "Delete entire file, yes."

- Press the left/right arrows to toggle between yes/no.
- Choose 'yes' and press the green O key. The BookSense XT will say, "Delete completed," and will announce the next audio file in the Audio Books file list.

Step 6: Set time index– Key 9

- Open and play Animal Farm, Chapter 3.
- Use the up-down arrows to select "Time"
- Press key 9 repeatedly to set unit of time (5, 10, 30 seconds; 1, 5, 10, 30 minutes; or 1 hour).
- Select 1 minute.
- Press the left/right arrows to skip through the audio file by 1-minute intervals.
- Note: When pressed for 2 seconds, Key 9 acts as a hot key to turn shuffle on and off. Refer to the BookSense XT manual for details.

Unit 3: Lesson 10 Skills Checklist

Student is able to:

- ❑ create a new bookmark
- ❑ move to a bookmark
- ❑ clear a bookmark
- ❑ increase or decrease playing speed
- ❑ set time index
- ❑ delete an Audio file from the BookSense XT Audio file list.

Addendum:
Cheat Sheet

Cheat Sheat

Setting Date and Time

```
        MENU
          │
          ▼
   Global Options  ──▶  Alarm Settings:
                         Pull Down
                              │
                              ▼
                    Date and Time   ──▶   Check Date and
                    Settings: Pull         Time: Dialogue
                                                 │
                                                 ▼
                                         Set Date and   ──▶   Enter 2 digits for
                                         Time: Dialogue        Month: Edit box
                                                                     │
                                                                     ▼
                                                               Enter 2 digits for
                                                               day: Edit Box
                                                                     │
                                                                     ▼
                                                               Enter 4 digits for
                                                               year: Edit Box
                                                                     │
                                                                     ▼
                                                               Time Format: 12   ──▶  ( 12/24 )
                                                               hour mode:
                                                                     │
                                                                     ▼
                                                               Enter 2 digits for
                                                               the hours: Edit
                                                                     │
                                                                     ▼
                                                               Enter 2 digits for
                                                               the minute: Edit
                                                                     │
                                                                     ▼
                                                               Select AM or PM:  ──▶  ( AM/PM )
                                                               Combo Box
```

Setting Storage Devices

```
┌─────────────┐
│    MENU     │
└─────────────┘
      │
      ▼
┌─────────────┐        ┌──────────────────────┐
│   Global    │  ──▶   │   Alarm Settings:    │
│   Options   │        │     Pull Down        │
└─────────────┘        └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │ Date and Time Settings: │
                       │     Pull Down        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │ Voice Settings: Dialogue │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │  Recording Settings: │
                       │      Dialogue        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │ Check System Status: │
                       │      Dialogue        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │  Blue Tooth Options: │
                       │     Pull Down        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │   Set Sleep Timer:   │
                       │      Dialogue        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │  Power Saving Time:  │
                       │      Dialogue        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐
                       │ Format Storage Device: │
                       │     Pull Down        │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────┐      ╭────────────────────╮
                       │  Set Current Storage │ ──▶  │  Internal Flash Disk │
                       │   Device: Dialogue   │      │     or SD Card      │
                       └──────────────────────┘      ╰────────────────────╯
```

Number-Mode Correspondence

Number Pad	Mode- Media	Mode – Document Reader	Mode – Daisy
1	Enter Mark Number	Enter Mark Number	Enter Mark Number
2	Go to Mark Number	Go to Mark Number	Go to Mark Number
3	Delete Mark Number	Delete Mark Number	Delete Mark Number
4	Play Slower	Play Slower	Play Slower
5	Play normal Speed	Play normal Speed	Play normal Speed
6	Play faster	Play faster	Play faster
7	Select all folders or files Equalizer setting Hot Key: Save to playlist	Move to Page	Move to page (only if page information is provided)
8	Delete files or folders Percentage setting Hot Key: Toggle – repeat on and off	Percentage Setting	Move to Heading (chapters)
9	Select or unselect a file or folder Time index setting Hot Key: Toggle – shuffle play on-off.	Toggle mark/voice memo	Time index setting:
Zero	File information	File Information	File Information (use up down arrow for file info)
C	Cancel (backspace)	Cancel (backspace)	Cancel (backspace)
O	Okay Hot Key: Battery Level	Okay Hot Key: Battery Level	Okay Hot Key: Battery Level