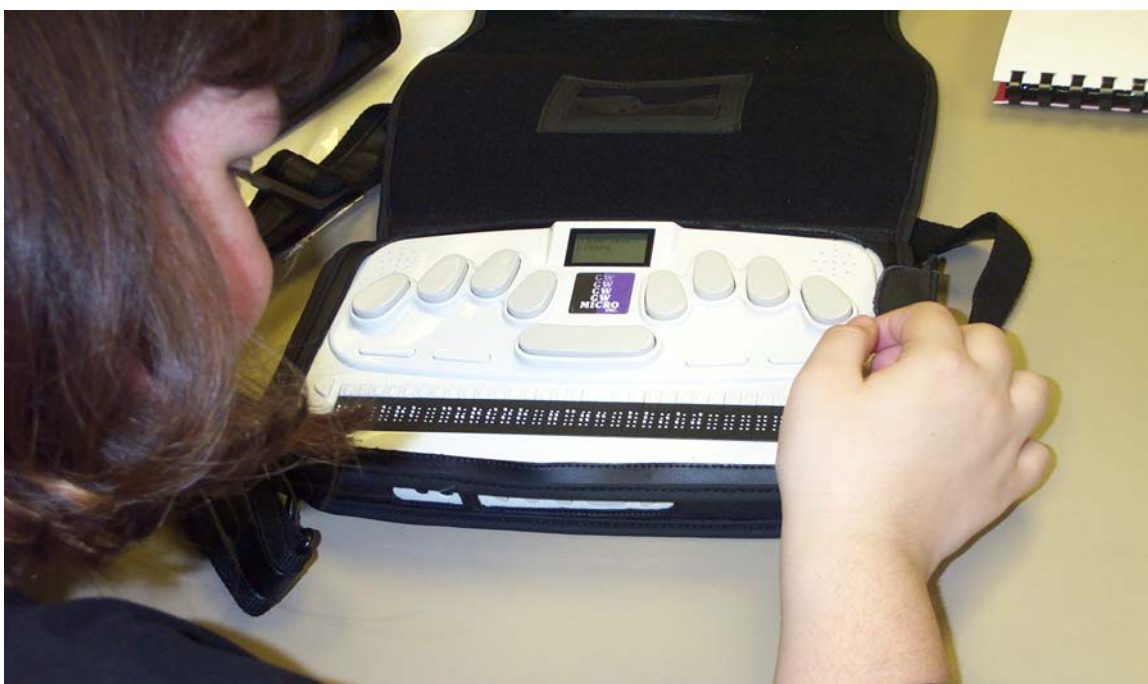


Braille Sense Curriculum Guide
Rough Draft
Prepared by Ron Alley and Eva McFadden
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Atlantic Provinces Special Education Authority
5940 South St., Halifax Nova Scotia
Canada B3H 1S6
(902) 424-8528

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Braille Sense Notetaker Brief Description

The Braille Sense was developed by the HIMS Company and has been marketed in South Korea since 1999. It is a compact device comparable in size and weight to the BrailleNote mPower BT32. This personal digital assistant [PDA] uses an 8-key Braille keyboard for inputting information and a 32-cell refreshable Braille display for reading. Further, the Braille Sense uses the Windows CE operating system as a basis, with applications that are proprietary programs written by the manufacturer. It is the first Notetaker to boast "true multi-tasking" which means that it can support up to seven tasks running simultaneously, with easy switching between programs—comparable to the Windows ALT-TAB feature. It also functions as a wireless braille display, connects to the Internet, reads email, writes email and composes word processing documents. In addition, the Braille Sense provides enhanced functionality for Internet audio streaming, playing MP3's, DAISY books, and features a built-in digital recorder.

The Braille Sense includes two compact flash slots, two USB ports, an Ethernet port, infrared, serial port, parallel port, LCD screen, VGA monitor port, as well as built-in speakers and microphone and a detachable battery. It can also access the Internet wirelessly, through a wireless Compact Flash card.

CHAPTER 1: INTRODUCTION

Chapter Goals

- The student will demonstrate care and maintenance of the Braille Sense.
- The student will identify the parts of the Braille Sense and their purpose.

General Care and Maintenance

The Braille Sense is a delicate device and should not be "knocked about" or dropped. It is essentially a computer and, as such, requires careful care and maintenance. More specifically:

1. Keep food and drink away from the work area.
2. Clean hands are crucial -- braille dots may become stuck if dirty.
3. Turn the Braille Sense off when moving about so as to prevent accidentally hitting the keys and altering work.
4. Avoid storing Braille Sense in places of extreme hot or cold.
5. Always store the Braille Sense in its protective, wrap-around carrying case.

The Braille Sense Comes With ...

The Braille Sense protective/dust cover for storage and handling.

A shoulder strap for travelling efficiently.

An AC Adaptor for recharging the battery, already labeled in braille.

A small case to carry this adapter and/or battery.

A detachable rechargeable battery.

A serial connection cable.

A USB connection cable.

Stereo earphones for private listening.

Braille Sense Command Summary [Braille].

Activity #1

If the Braille Sense arrives in its original packaging, place the box on the table and explore its contents with your student as they are removed from the box. Take careful note of each part and its purpose as it is removed from the packaging. Then, practice fitting the Braille Sense into the soft, wrap-around protective dust-carry cover and attach the shoulder strap for easy carrying.

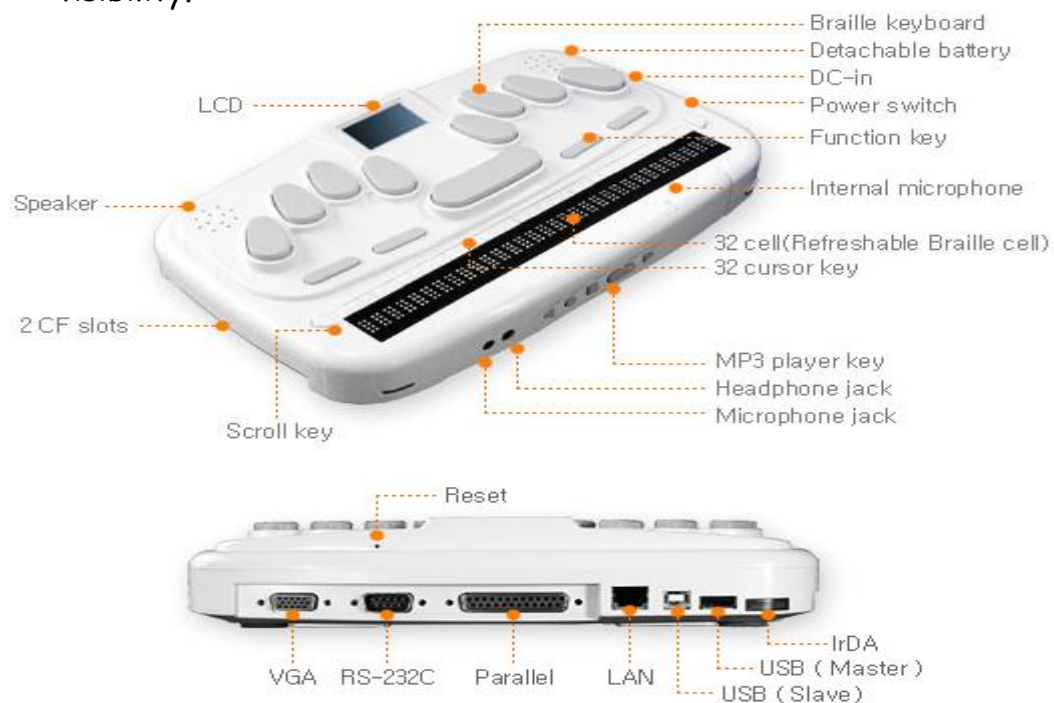
Identifying parts and their purpose

Physical Orientation

Place the Braille Sense on a stable, level surface. To open the case, lift the flap on the front edge. Fold back the case to allow operation of the Braille Sense:

Top Panel~ [moving from the edge closest to the user]

1. The Braille Sense has a 32-cell refreshable braille display located along front edge of the device.
2. Above this are 32 small buttons called cursor routing keys which work as cursor placement keys when editing documents.
3. On both the extreme right and left sides of these keys, two triangular shaped scroll buttons are located which can be used to scroll through menus or through text on the Braille display. Above the cursor routing keys are four rectangular shaped function keys. Moving from left to right, the keys are F1 through F4.
4. Above the function keys are the Perkins-style Braille keys including the "Spacebar". The braille keys located on the extreme left and the extreme right are "Backspace" and "Enter" respectively.
5. Along the top edge of this device, is an LCD [liquid crystal display] screen, which displays the printed text so that sighted people can see what you are brailleing. This screen displays the contents of the refreshable braille display in print and has a variable font size of 12 to 17 point. In addition, the screen can be backlit for improved visibility.



Rear Panel~ [moving from left to right]

1. On the far left, there is a small rectangular window called the IrDA window, which is used for infrared communications.

2. The next is a small rectangular opening that is the USB [universal serial bus] port. By connecting a USB Memory Stick to this port you can use this device as auxiliary storage. In addition, other USB devices can be connected to this port such as a printer.
3. Moving to the right, there is a USB client port, which allows you to connect the Braille Sense to a personal computer to transfer files stored in the Braille Sense to your personal computer.
4. Next to this is the ethernet port that allows the Braille Sense to connect to the Internet.
5. To the right of the ethernet port is a parallel port, allowing the Braille Sense to be connected to a parallel device such as a printer or an embosser.
6. Beside the parallel port is a serial port.
7. To the far right is a video output port, which can be used to connect an external monitor to display the braille [on the refreshable Braille display] in print on the regular computer monitor.
8. Almost directly above the serial port, and along the rim on the back panel, is a small button called the Reset Button.

Right Side Panel~ [moving from front to back]

1. Toward the front of the Braille Sense on the right side is the on/off switch. To turn the unit on, push the switch toward you. To turn the unit off, push the switch away from you.
2. Just beyond the on/off switch, you will find a small hole, which is the AC Adapter Jack. The AC Adapter will plug into this hole and then plug into a standard AC electrical outlet.
3. At the back of the unit, a rectangular hole is for the detachable battery.



Left Side Panel~

1. Two Compact Flash card slots.



Front Panel~[Moving from left to right]

1. The hole on the far right is the receptacle where a microphone jack can be plugged in.
2. The hole to the right of this is where the stereo headphone jack can be plugged in.
3. The five buttons to the right of these are for playback audio and recording sounds to be explained further in the Media Player, Chapter 13.

CHAPTER 2: VOICE SETTINGS

Chapter Goals

- The student will toggle between speech and no speech.
- The student will be able to increase/decrease the volume.
- The student will be able to increase/decrease voice rate.
- The student will be able to increase/decrease voice tone.
- The student will set the voice settings to their desired preferences.

General Description

There are numerous options regarding the way in which the Braille Sense speaks to you, the user. To begin with, it is possible to turn the voice on or off and, when the device arrives, it is already programmed to speak when you turn the Braille Sense on. In addition, there are ten levels of each characteristic with #1 being the lowest and #10 being the highest. The factory default for each setting is #6 and each keystroke will change the volume, rate or tone by one level.

Voice Control Commands

To toggle speech "on/off", press **Backspace F2**.

To increase the volume, press **Backspace F4**.

To decrease the volume, press **Backspace F1**.

To increase the voice rate, press **Space F4**.

To decrease the voice rate, press **Space F1**.

To increase the voice tone, press **Enter F4**.

To decrease the voice tone, press **Enter F1**.

Activity #1

The student will practice using these commands to set the Braille Sense voice output to their preferred listening levels.

CHAPTER 3: LCD DISPLAY

Chapter Goals

- The student will be able to turn on/off the LCD display.
- The student will be able to set the font size of the LCD display.
- The student will be able to set the LCD display to have backlighting, or not.

General Description

The Braille Sense has a built-in LCD [Liquid Crystal Display] screen located in the top, middle portion of the top panel. This is an invaluable tool in the educational setting, allowing the teacher to see what is contained on the refreshable Braille display. In addition, this is an important feature when both the sighted teacher and the braille student are "getting to know" the Braille Sense notetaker. The default setting for this feature, when it arrives from the factory, is for the LCD display to be "off". Once activated, the LCD default font size is 13, chosen from a range of 12 to 17, and the "all lighting" feature can also be turned on to aid the sighted person attempting to read the display.

Turning the LCD Display On/Off

1. Press **F1** to go to the Program Menu.
2. Navigate to the Option Settings menu in any one of the following ways:
 - a. Press **Space Dot 4** to move through the Program Menu options until you hear "Option Settings". Press **Enter** to open the Option Setting menu; or,
 - b. Press **Space "o" [dots 1,3,5]** to immediately open the Option Settings menu from anywhere within the Braille Sense.
3. Press **"l" [dots 1, 2, 3]** two times to get to the LCD options menu item.
4. Press **Space** and listen to the options
 - "List Item (l): on",
 - "List Item (l): off"; and
 - "List Item (l): all (lighting)".
5. Press **Enter** on the desired option.

Setting the Font Size

1. Press **F1** to go to the Program Menu and the Braille Sense will announce "File Manager", the first application in the Program Menu.
2. Navigate to the Option Settings menu in any one of the following ways:
 - a. Press **Space Dot 4** to move through the Program Menu options until you hear "Option Settings". Press **Enter** to open the Option Setting menu.
 - b. Press **Space "o" [dots 1,3,5]** to immediately open the Option Settings menu from anywhere within the Braille Sense.
3. Press **"f" [dots 1,2,4]** to open the Font size options menu item. The Braille Sense will say, "List Item LCD Font Size (f) and the number it is set on". The Display itself will read, "LI LCD Font Size: x".
4. Press **Space** repeatedly to cycle through the font size options from 12 to 17.
5. Press **Enter** on the desired size.

Setting the LCD Lighting Feature

1. Press **F1** to go to the Program Menu.
2. Navigate to the Option Settings menu in any one of the following ways:
 - a. Press **Space Dot 4** to move through the Program Menu options until you hear "Option Settings". Press **Enter** to open the Option Setting menu; or,
 - b. Press **Space "o" [dots 1,3,5]** to immediately open the Option Settings menu from anywhere within the Braille Sense.
3. Press **"l" [dots 1,2,3]** two times to get to the LCD options menu item.
4. Press **Space** and listen to the options
 - "List Item (l): on",
 - "List Item (l): off"; and
 - "List Item (l): all (lighting)".
5. Press **Enter** on the final option to enable backlighting.

Activity #1

The student will practice using these commands to set the Braille Sense LCD display to the preferred settings.

Setting-Up an External Monitor

1. Press **F1** to go to the Program Menu. Navigate to the Option Settings menu in any one of the following ways:
 - a. Press **Space Dot 4** to move through the Program Menu options until you hear "Option Settings". Press **Enter** to open the Option Setting menu; or,
 - b. Press **Space "o" [dots 1,3,5]** to immediately open the Option Settings menu from anywhere within the Braille Sense.
2. Press **"d" [dots 1,4,5]** to open the video display menu item. The Braille Sense will announce, "List item: Video Display (d)" and whether it is on or off. The display itself will read, "LI video display (d): x" [where x stands for either on or off].
3. Press **Space** to cycle through the on/off option until you hear "on".
4. Press **Enter**. The Braille will now be displayed in print on the monitor.

CHAPTER 4: USING THE BRAILLE SENSE MENUS

Chapter Goals

- The student will understand the concept of menus.
- The student will navigate through the Braille Sense menus.
- The student will select menu items.
- The student will use short-cut keys to select menu items.

Understanding the concept of menus

Using the menu system on the Braille Sense is similar to a restaurant menu in that it provides a list of items that can be selected from an array of choices. Typically, restaurant menus are further organized with sub-menus that contain food selections, grouped under more the comprehensive headings of Appetizers, Entrees, and Desserts. The menu system in the Braille Sense is arranged in a similar fashion. There is a main menu, called the Program Menu, and within this menu the following programs are available for selection:

- a) File Manager
- b) Word Processor
- c) Address Manager
- d) Schedule Manager
- e) E-Mail
- f) Media Player
- g) Web Browser
- h) DAISY Player
- i) Bluetooth Manager
- j) Utilities
- k) Option Settings
- l) Help

You will find that many of the programs in the Braille Sense also have sub-menus within them. The **bold and underlined** letter in each of the above is the short-cut key which immediately opens the application from the Program Menu.

Navigating through the menus

After turning your Braille Sense on, you can move directly to the main or "Program" Menu by pressing the **F1** key. The Braille Sense will announce the first program in this menu, which is the File Manager. There are several ways of moving through the Main Menu and it is important to remember that the right hand takes you forward, and the left hand takes you backward in a document, menu, etc. The movement commands are:

- To move forward through the menu, one item at a time, press the **Right Scroll Button**. To move backward through the menu list, press the **Left Scroll Button**.
- To move forward through the menu, one item at a time, press the **Space and Dot 4** [Line Forward Command]. To move backward through the menu list, press **Space and Dot 1** [Line Backward Command].
- Finally, to jump directly to the end of the menu list, press **F3 and Right Scroll Button**, or press **Space Dots 4,5, and 6**. Conversely, to move to the beginning of the menu press **F2 and Left Scroll Button**, or press **Space Dots 1,2, and 3**.

Activity #1

Practice moving forward and backward through the Program Menu using each of the methods described above.

Selecting menu items

To select an application from the Program Menu, simply move to the desired item and press **Enter**. Conversely, you can close any application with the **Space Z** command.

Using short cut keys to select menu items

As you move through the Program Menu, notice that after each programme name there is a letter in parenthesis. This letter or symbol is called a short-cut or hotkey command. By pressing these short-cut commands your Braille Sense will immediately open the desired program. For example, if you press

the letter **W** from the Program Menu the Word Processor will open. If you press the letter **M** from the Program Menu the Media Player will open. Once again, remember to use the **Space Z** command to exit any program and return to the Program menu.

Activity #2

Review the list of programmes in the Program Menu on your Braille display and note the hotkey for each. After becoming acquainted with these shortcuts, practice opening and exiting the various programmes using the commands presented in this chapter.

Finally, you will notice that most of the applications in the program menu will have sub-menus of their own. These sub-menus will be discussed, in greater detail, as we examine each individual program.

CHAPTER 5: COMMANDS

Chapter Goals

- The student will become familiar with the four Function Keys.
- The student will become familiar with the various commands used in the operation of the Braille Sense.
- The student will learn the definition and purpose of a Dialogue Box.
- The student will become familiar with Context Sensitive Help.

General Description

The Braille Sense is designed to operate like the Windows Operating environment and all of the commands are comprised of different combinations of Braille keys. For example, you can execute most commands by pressing the **Enter** button. Further, if you want to cancel the execution of any command, use "**Space z**" which means that the user should press and release the **Spacebar and the letter z [dots 1,3,5,6]** simultaneously.

Function Keys

There are four function keys on the Braille Sense with which you can open the menus, cancel tasks and move to other items. These keys are located above the **Cursor Routing Keys** and, moving from left to right, are numbered **F1** through **F4** respectively. The following Summary Table will present the key commands:

<u>Specific Keystrokes</u>	<u>Associated Function</u>
F1	Open the Program Menu from anywhere in the Braille Sense
F1 + Short-cut key for each program	Open each program from anywhere in the Braille Sense [i.e. F1 + b opens the Web Browser].
F2 + space "m" [dots 1,3,4]	Open the specific menu for each programme.
F3 or TAB [Space dots 4,5]	Navigates forward through Dialogue Box options.
F3 + Spacebar or	Navigates backwards through Dialogue Box

Shift-Tab [Space b]	options.
F4 [Escape Key]	Exits/cancels menus and sub-menus
F1-F2	Page Up
F3-F4	Page Down

Common Command Keystrokes

Just like when using Windows programmes, it is possible to move quickly around the Braille Sense using a variety of Short-Cut or HotKeys. Below is a list of those used most commonly. For additional short-cut keys, refer to the Braille Sense Quick Reference Guide either available in Braille or from the CD, which accompanies the Braille Sense.

<u>Keystroke</u>	<u>Action</u>
Space 1,3	Move to first menu item or beginning of line
Space 4,6	Move to last menu item or end of line
Space 1, or L-Scroll Button	Menu Navigation: "Up arrow"
Space 4, or R-Scroll Button	Menu Navigation: "Down arrow"
Space 1,2,3	Move to beginning of document
Space 4,5,6	Move to end of document
Space 3	Move to previous character
Space 6	Move to next character
Space 2	Move to previous word
Space 5	Move to next word
Space 1, or L-Scroll Key	Move to previous line
Space 4, or R-Scroll Key	Move to next line
Space 2,3	Move to previous paragraph
Space 5,6	Move to next paragraph
Space 3,6	Read current character
Space 2,5	Read current word
Space c [1,4]	Read current line
Backspace b [dots 1,2]	Read selected text
Enter u [dots 1,3,6]	Read beginning of selected text

Space [2,3,5,6]	Read current paragraph
Backspace g [1,2,4,5]	Read from beginning of document to cursor position
Enter g [1,2,4,5]	Read from cursor position to end of document
Backspace Enter	Silence Voice
Space r [1,2,3,5]	Read current item again
Space ch [1,6]	Check Power status
Space h [1,2,5]	Online help
Space v [1,2,3,6]	Check Braille Sense version number
Enter o [1,3,5]	Open
Space d [1,4,5]	Delete current character
Backspace [2,5]	Delete current word
Backspace c [1,4]	Delete current line
Backspace x [1,3,4,6]	Delete current paragraph
Space e [1,5]	Escape; takes you back one level
Space z [1,3,5,6]	Exit [allows you to exit menus and applications]

Dialogue Box

A Dialogue Box is a box that appears on a display screen that presents information. Dialogue boxes are usually temporary and disappear once you have entered the requested information. They are so-called because they form a dialog between the computer and the user—either informing the user of something, or requesting input from the user, or both. Elements of these windows include:

- list boxes which present a list of options from which to select
- text boxes into which the user can type the desired information
- combo boxes which combine the features of list and text boxes

When the user has made all the desired choices, press **Enter** to confirm and close the window. You can exit a Dialogue Box at any time in the Braille Sense by using a **Space e** [dots 1,5].

For example:

You can open the "Say Time" dialogue box by using the hotkey command **Space t** [dots 2,3,4,5]. Your Braille Sense will announce the current time. By pressing the Tab Forward command [**Space dots 4,5**; or, **F3**], the Braille

Sense will announce the current date. To exit the "Say Time dialogue box", press **Space e** [dots 1,5].

Context Sensitive Help

Each particular application in the Braille Sense contains a specific help file, called Context Sensitive Help, which can be immediately accessed at any time to provide application-specific information such as keystrokes and directions. To access Context Sensitive Help, press **Space h** [dots 1,2,5] from any application. For example, to obtain specific information about navigating within File Manager, follow the steps below:

1. Press **F1** to access the Program Menu.
2. Press **Enter** on File Manager.
3. Press **Space h** [dots 1,2,5] to open Context Sensitive Help.
4. Use your navigation commands [**Space 4**, **Space 1**, or **Right/Left Scroll keys**] to move through the help list.
5. When you reach the end of the list, Context Sensitive Help will automatically close.
6. You can exit this feature at any time.

Activity #1

Follow the directions above, to read the Context Sensitive Help information about the File Manager.

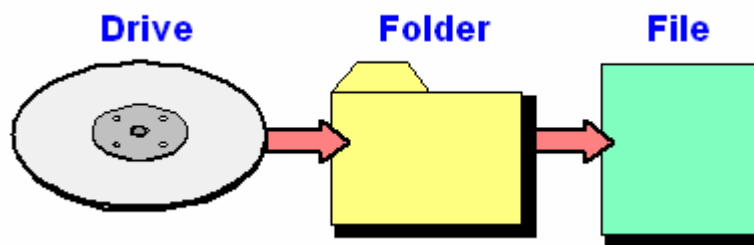
CHAPTER 6: FILE MANAGER

Chapter Goals

- The student will understand the concept of drives, folders and files.
- The student will be able to select a drive from the list presented.
- The student will be able to navigate through the lists of folders and files.
- The student will be able to select a specific folder and a file within a folder.
- The student will become familiar with the operations available within the File Manager Menu.
- The student will create a personal folder for a specific subject/topic.
- The student will become familiar with the difference between the copy and move functions involving folders and files.
- The student will copy a file from one folder to another.

Overview

Using your Braille Sense requires knowledge of how folders and files are organized so that you can easily access all of your work and perform many different operations. The functions and structures of the "file manager" within the Braille Sense are similar to those on a personal computer and allow you to edit, delete, copy, move, rename, and view folders and files. To use an analogy, think of the Flashdisk in your Braille Sense as a very large filing cabinet. Each individual drawer in this cabinet will contain information [assignments, letters, etc.] that is organized as individual files in specific folders.



Let's explore the File Manager:

1. Press **F1**. The Braille Sense will announce "File Manager" as the first programme encountered.

2. Open this application by pressing the hotkey "f" or by pressing **Enter**. Once the File Manager is open, your Braille Sense will announce "Flashdisk". This Flashdisk is the equivalent of the hard disk on a personal computer. It is the drive that contains the folders installed by the manufacturer. You can also expand your memory space by adding additional memory devices, such as a USB stick memory [also known as a USB flash drive] or a compact flash memory card in the CF slot. The default name of the CF card is "CFD" while the USB stick memory is called "SMD". If you decide to add any of these memory devices, you will be able to create folders, and save files on these additional components. However, it is important to remember that these drives will only appear on the list when the actual slot/port has a device in it. Otherwise, they will not be routinely listed.
3. At the audible and/or tactual prompt, "Flashdisk", press **Enter**. You are now presented with a list of folders designated for specific purposes. These folders include the following seven titles: Database folder, Download folder, E-mail folder, Favourites folder, Media folder, Upload folder, and Work folder. You will notice that after each folder name has been announced/displayed, there will be a number. For example, "Work folder, 7 of 7" and this indicates that the work folder is the seventh in a list of seven items.
4. To open a folder contained on the Flashdisk use **Space Dot 4** to move forward through the list or **Space dot 1** to move backward until the desired folder is announced. Press **Enter** to open the folder. You can also use the initial letter of the folder name [for example, "w" for the Work folder]. Your Braille Sense will announce that folder and its position in the folder list. Press **Enter**. The folder will be opened and the first file in the list will be announced. As files are arranged alphabetically, move forward [**Space dot 4**] or backward [**Space dot 1**] through the file list until the desired file is located. To open the file, press **Enter**. You can now write in your file.
5. To close or exit your file and return to your file list, press **Space z [dots 1,3,5,6]**. If the file has been altered in any way, the Braille Sense will announce, "Save? Yes". Your options are to press **Enter** for yes or, if you do not want to save the changes, press **Space** to get to "no" and then press **Enter**. Alternatively, simply press "y" for yes and "n" for no. You will now be returned to your file list and the Braille Sense will announce, "Task ID File Manager" and it will place you on

the last open file in your file list. To go back to a previous list [folder list, drive list] press **Backspace**.

Activity #1: Opening a File from the File Manager

Follow the steps below to open a file called "test", located in your Work Folder:

1. Press **F1** to open your Program Menu.
2. Press **Enter** on "File Manager".
3. Press **Enter** on "Flashdisk".
4. Press **Space dot 4** to move forward through the list until you reach the "Work Folder." Press **Enter**.
5. The Braille Sense will announce the first file in this folder.
6. Press **Enter** to open it.
7. Write your name at the top of the file.
8. Press **Space z** [dots 1,3,5,6] to exit the file.
9. Press "y" to save your name and return to the file list.
10. Press **Backspace** until you are returned to "Flashdisk".
11. Press **Space z** [dots 1,3,5,6] to close the File Manager.

File Manager Menu

By using the File Manager Menu you can perform a variety of functions related to the management of folders and files. To enter this menu, Press either **F2** or **Space "m"** [dots 1,3,4]. You will be presented with a list of options which include: open, send to, copy, cut, paste, delete, rename, new document, new folder, etc. You can move through this list by using your **Space 4** to move Forward or **Space 1** to move backward. However, if you know the option you wish to access, you can jump directly to it by using its "hotkey" [for example, "New folder" -- press "f"]. You can exit this menu by either pressing **F4** or **Space e** [dots 1,5].

Activity #2: Creating a New Folder

1. Press **F1** to open your Program Menu.
2. Press **Enter** on "File Manager".
3. Press **Enter** on "Flashdisk".
4. Press **F2** or **Space m** to enter the File Manager menu.
5. Move to the New Folder option by either using **Space 4** to move forward through the list and pressing **enter**; or, by pressing the

hotkey "f". Your Braille Sense will prompt you by saying, "New Folder name?"

6. Braille in your folder name, "**journal**", in uncontracted braille and press **Enter**. Your Braille Sense will announce, "New folder completed", the name of the new folder and its position on the folder list.

Activity #3: Creating another Folder

By following the steps above, create an additional folder named "trash". Remember to use lower case letters and uncontracted braille.

Copy / Move

There are some differences between "copy" and "move". Copy leaves the original files and folders in their original places. Move removes the original files and folders from their original places.

Activity #4: Copying a File

Follow the steps below to copy a file from one folder to another in your Braille Sense:

1. Press **F1** to open your Program Menu.
2. Press **Enter** on "File Manager".
3. Press **Enter** on "Flashdisk".
4. Press **Space dot 4** to move forward through the list until you reach the "Work Folder." Press **Enter**.
5. The Braille Sense will announce, "Test" as the first file in this folder.
6. Press **Space** to select the "Test" file.
7. Press the **F2** or **Space "m"** to open the File Manager menu.
8. Use the **Space dot 4** to move to the Copy option and press **Enter**. Your Braille Sense will repeat the file name.
9. Press **Backspace** to return to your folder list.
10. Locate your "Trash" folder by using either **Space dot 4**, **Space dot 1** or press "**t**" which is the first letter of the trash folder.
11. Press **Enter**.
12. Open the File Manager Menu with **F2** or **Space "m"**.
13. Use **Space dot 4** to move forward through the menu list until you reach the "paste" option.
14. Press **Enter**.

15. The Braille Sense will announce, "1/1 pasting" and your file has now been copied from your Work folder to your Trash folder.

Note: This process will be speeded up significantly if you use the hotkey commands to perform the desired actions.

For example, copy = **enter c**;
 cut = **enter x**; and,
 paste = **enter v**.

CHAPTER 7: WORD PROCESSOR

Chapter Goals

- The student will open the word processor.
- The student will create a document.
- The student will name and save a document.
- The student will navigate through the document using various cursor movement commands.
- The student will close word processor
- The student will re-open document for editing

Overview

The word processor in your Braille Sense is where you will be doing the majority of your work. This application will allow you to create files, to edit these files, and save your files to either the internal memory of the Braille Sense or to an external memory device such as a Compact Flash card or a Memory Stick. Your files may be saved in several different formats such as a text document [.txt] or a Microsoft Word file [.doc] but the unique Braille file format of the Braille Sense is .hbl. Your Braille Sense will also allow you to send your files to either a printer and/or an embosser.

Open the Word Processor

1. From the Program Menu [F1], select the Word Processor by either:
 - a) use the **Right Scroll key** move to the list item; or,
 - b) use **Space Dot 4** to navigate the list.
2. Press **Enter** on the desired application.
3. However, a faster way is, simply, to learn and use the hotkey "w" once the Program Menu is opened. The Word Processor will open and place you at the top of an empty file.

Create a New Document

1. Once the file is open, you may immediately begin brailleing in your file. The keys in your Braille Sense will function the same as a Perkins braille.
2. Use the **Enter** key to make a new line.
3. If you make a mistake, **Backspace** will erase your error.

Activity #1: Create a New File

Braille the following short poem with which to practise:

Trees by Joyce Kilmer

I think that I shall never see
A poem as lovely as a tree
A tree whose hungry mouth is pressed
Against the earth's sweet flowing breast
A tree who may in summer wear
A nest of robins in her hair
A tree who looks at God all day
And lifts her leafy arms to pray
Poems are made by fools like me
But only God can make a tree.

Name and Save a Document as a .txt file

1. To save your document, press **Enter "s" [2,3,4]** and the Braille Sense will say, "Save As Dialogue Box; File Name; No name dot hbl".
2. In order to change the file extension from .hbl to either a braille file or a text file, Press **F3** or **Space dot 4,5** to TAB forward once. Your Braille Sense will announce, "Type hbl" with hbl being the first file type in the list.
3. Use **Space dot 4** or the **Right Scroll key** to move forward through the list of options. The file types listed are "hbl", "pwd", "brl", "brf", and "txt".
4. Select the desired file type simply by moving to that file type.
5. Use **Space F3** or **Space dots 1,2** to return to the file name edit box.
6. Type in file name in uncontracted braille.
7. Press **Enter**. Braille Sense will say, "Saving", "Reading file name.extension. Completed" and will return you to the document.
8. At the present time, in order to use the Spell Check feature effectively, it is suggested that all documents be saved as a .txt file.

Activity #2: Name and Save the "Trees" Poem

Follow the above steps to save your "Trees" poem. Use the file name "trees".

Move Around a File

1. In order to produce your best work, it is important to move quickly in your file. Here are some commands which will assist when navigating your document:

Go to top of document	Space Dots 1,2,3
Go to end of document	Space Dots 4,5,6
Read current line	Space Dots 1,4
Read previous line	Space Dot 1
Read next line	Space Dot 4
Read current word	Space Dots 2,5
Read previous word	Space Dot 2
Read next word	Space Dot 5
Read current character	Space Dots 3,6
Read previous character	Space Dot 3
Read next character	Space Dot 6
Read all	Enter Dots 1,2,4,5
Silence the voice	Backspace Enter

Note: When reading the current character [using a **Space 3,6**] you can hear the phonetic alphabet name of the character [b=Bravo, c=Charlie] by pressing **Space 3,6** a second time. To return to the alphabetic pronunciation, simply press **Space 3,6** again. You can also move through your document by using the **Left** and **Right Scroll** keys to read the braille display.

2. It is also possible to listen to your text by using the Read All command [**Enter 1,2,4,5**]. The voice will begin reading from the current cursor position to the end of the document.
3. You can silence the voice at any time by pressing the **Backspace** and **Enter** key together.

Activity #3: Navigate through a File

Practise moving around the "Trees" file using the commands summarized above.

Exit the Word Processor

1. When you have completed your document and are ready to exit the Word Processor, press **Space z [Dots 1,3,5,6]**. The Braille Sense will announce, "Word Processor" to indicate that your file has been closed and the your cursor is on the Word Processor in the Program Menu.

Activity #4: Exit the Word Processor

Use the **Space z** command to close the "Trees" file.

Open an Existing File

1. Open the Program Menu by Pressing **F1**.
2. Select Word Processor by pressing "**w**". Your cursor will be placed at the top of a blank document.
3. To open an existing document, press **Enter o [Dots 1,3,5]**. The Braille Sense will announce "Open dialogue box" and will prompt you for the name of the file you wish to open.
4. At this prompt, braille the name of the file in uncontracted braille.
5. Press **Enter**. The Braille Sense will announce "Reading...the File Name; hbl; open; braille".
6. If you are unsure of the file name, or its spelling, and need to access the list of files, then press **F3 + Space**; or, **Space Dots 1,2**. The Braille Sense will say "File List" and will place you at the first item in this list.
7. Move forward through your list by pressing **Space Dot 4**. Move backward through your list by pressing **Space Dot 1**.
8. You can jump immediately to the desired file by pressing its initial letter. For example, to access "Trees", simply press "**t**" to take you to the files beginning with that letter. If there is more than one file beginning with this letter, repeated pressing of the "**t**" will move you through the files.
9. Once on the desired file, press **Enter** to open.

Activity #5: Locate and Open a File

1. Using the steps above, open the "Trees" poem by:
 - i) Type the file name and press **Enter**.
 - ii) Access the file list and navigate through it to the desired file. Press **Enter** to open it.

CHAPTER 8: EDITING

Chapter Goals

- The student will find their current location in a document.
- The student will understand the terms **Insert Mode** and **Overwrite Mode**.
- The student will learn to insert text.
- The student will learn to delete text.

Where Am I? Function

Before going into more detail about the Word Processor, it is important to note that the Braille Sense will identify the file in which you are currently working. By pressing **Space Dots 3,4**, the Braille Sense will provide the Status Line announcement saying, "name of file.hbl/insert mode/write". Also, your location, anywhere in a document, can be obtained by pressing **Space "wh" [dots1,5,6]**. The Braille Sense will announce, "Page #, Line number, and column number" [of the particular document]. Finally, remember to press the Escape command [**Space e (dots 1,5)**] to exit the Dialogue Box.

Insert/Overwrite Overview

There are two ways of editing documents in the Braille Sense. The first is to insert text, which will push back the words behind the cursor. This is called the **Insert Mode**. The second way is to overwrite text at the cursor location and this is called **Overwrite Mode**. When in **Overwrite Mode**, the cursor shows as blinking dots [dots 7,8]. If you start the Word Processor or open a document, **Insert Mode** is the default setting. The command to switch from **Insert** to **Overwrite** mode, and from **Overwrite** to **Insert**, is **Space i [dots 2,4]**. However, because overwriting text is a destructive method of editing and, therefore, risky, it is recommended that you stay in **Insert** mode whenever possible.

Inserting Text

You can insert text at any point in your document by placing your cursor at the point where you wish to insert the text and begin writing. The inserted text will appear to the left of the cursor, while the cursor remains in the same position.

Activity #1: Practise Inserting Text

1. Open your "Trees" file.
2. In the second line of your poem, use your Cursor Routing Button to place the cursor under the "t" in "tree".
3. Braille the words, "big, Maple". Note that the words "big" and "Maple" have been inserted before tree. Remember to insert a space after each inserted word.
4. Practise inserting these words ["big, Maple"] in front of each occurrence of the word "tree" in the poem.
5. Exit the file [**Space z—dots 1,3,5,6**] and then say "no" [press **n—dots 1,3,4,5**] when prompted to save changes.

Deleting Text

Deleting characters or portions of text can be completed in a number of different ways. Perhaps the easiest of these for a small amount of text is to use the **Backspace** key. For example, if you make a mistake while brailleing, simply press **Backspace** to erase the last character brailled. Then, if necessary, replace it with the correction character. This is the most common use of the **Backspace** delete function.

In addition, use your **Cursor Routing Key** to place your cursor to the right of a character/word you wish to delete. For example, if you place your cursor in the space to the right of the word "Maple" and press your **Backspace** key, you will notice that the letters are erased, one at a time, each time it is pressed.

Finally, delete text in your file using the following delete commands:

Delete by character - **Space d**

Place your cursor under the character you wish to delete and press **Space d [dots 1,4,5]**. The character will be deleted. Continuing to press **Space d** will delete each character above the cursor. The Braille Sense will announce each character as it is deleted.

Delete current word - **Backspace dots 2,5**

Place your cursor under the first letter of the word you wish to delete and press the above the command. The Braille Sense will announce the word as it is deleted and will position the cursor under the first letter of the next word. Continued pressing of this command, will delete each word as it is encountered.

Delete current line - Backspace c [dots 1,4]

Position the cursor under the first character of the line you wish to delete and press the above command. The Braille Sense will announce, "Delete Line yes?" Press a "y" [dots 1,3,4,5,6] to confirm the deletion.

Delete paragraph - Backspace dots 2,3,5,6

Position the cursor under the first character of the paragraph you wish to delete and press the above command. The Braille Sense will announce, "Delete paragraph, yes?" Press a "y" [dots 1,3,4,5,6] to confirm the deletion.

Activity #2: Practise Deleting text

1. Open your "Trees" poem.
2. Practise deleting text by character, word, line and paragraph.
3. Exit file [**Space z**—dots 1,3,5,6] and then say "no" [press n—dots 1,3,4,5] when prompted to save changes.

Note: Your Braille Sense will recognize a paragraph as all text found between two hard carriage returns.

CHAPTER 9: ADVANCED EDITING FEATURES

Chapter Goals

- The student will learn to select blocks of text for editing.
- The student will learn to cut, copy, paste and delete selected text.

Selecting Text

The "start selection" function allows you to select a certain portion of the text that you would like to edit. When you use the "start selection" function, the cursor will appear as blinking "dots 1,2,3,4,5,6,7,8". The "start selection" function allows you to make changes to only the text that is located within the selection and the changes will not affect text outside of the selection. The "start selection" function is especially useful for copying, cutting and pasting. To select all the text, press **Enter a** [dot 1].

To select text, place your cursor on the location where you want to start the selection of text and press **Enter b** [dots 1,2]. The selection marker will begin blinking. Now, move your cursor to the end of the block of text you wish to select and notice that the selection marker continues to blink. The selected block of text is now defined as that text located between the selection marker at the beginning of the text and your present cursor position.

Cut text - Enter x [dots 1,3,4,6]

Utilizing this feature will remove a portion of text that has been selected and place it on the clipboard.

Copy text - Enter c [dots 1,4]

Utilizing this feature will copy a selected portion of text and place it in the clipboard.

Paste text - Enter v [dots 1,2,3,6]

Utilizing this feature will paste a selected portion of text to a desired location within the existing document or into another document.

Deleting selected text - Space d [1,4,5]

You can delete a selected portion of text simply by pressing **Space d**. This text does not go to the clipboard and it will be permanently lost if you save immediately following this delete command.

Activity #1: Practise Cutting and Pasting

1. Open your "Trees" poem.
2. Using the "Start Selection" command, select the first verse of the poem.
3. Cut this text to the clipboard.
4. Move to the end of the file and paste this verse at the end of the poem.
5. Check your work to see if you are successful.
6. Do not save these changes.

Note: the verse has now been moved from the top of the poem to the bottom.

Activity #2: Practise Copy and Pasting

1. Open your "Trees" poem.
2. Using the "Start Selection" command, select the first verse of the poem.
3. Copy this text to the clipboard.
4. Move your cursor to the end of the poem and use your paste command to place this verse here.
5. Check your work to see if you are successful.
6. Again, do not save these changes.

Note: the verse remains at its original position and also at the end of the poem.

Activity #3: Practise Deleting Blocks of Text

1. Open your "Trees" poem.
2. Using the "Start Selection" command, select the first verse of the poem.
3. Press your delete command.
4. Your Braille Sense will announce, "Delete selected text, yes?" Press "y" [dots 1,3,4,5,6] to confirm.
5. When text has been deleted, the Braille Sense will announce, "Delete completed."
6. Check your work to see if you have been successful.
7. Again, do not save these changes.

Note: the first verse has now been deleted.

CHAPTER 10: SPELL CHECK FEATURE

Note: This feature of the Braille Sense notetaker is currently “under construction”. At present, to use this feature most efficiently, students are advised to save all files as .txt files as described on page x of this Curriculum Guide.

Chapter Goals

- The student will be able to open the Spell Check component and select the range of text to be checked in a document.
- The student will be able to select replacement words from the suggested word list.
- The student will be able to add words to their personal dictionary.
- The student will be able to modify individual words that are not recognized by the spell checker.

The Braille Sense has the ability to spell check your document. This is a valuable feature for students when proof-reading/editing their files. The steps for accessing the spell checker are:

1. From your document, press **Enter k** to open the spell checker. Your Braille Sense will announce, “Range: Whole Document”. You are now in a dialogue box where you can choose what portion of the text you wish to spell check. Your choices are: Whole Document, Chapter, Sentence, From Cursor to Bottom, and Current Word. Move from one item to the next by pressing **Space 1**, **Space 4** or the **Right/Left Scroll** keys. Generally, a student will wish to spell check the whole document.
2. From the list of choices, select “Whole Document” by pressing the **Enter** key. Your Braille Sense will announce the first unrecognized word. You now have several choices to determine how to deal with the word in question. Use the **TAB Forward** command [**Space 4,5**] or **F3**, to move through these choices. The first choice is “Change Word X”. At this point, you can make the correction either by brailleing it, using the correct spelling, or by consulting the suggested word list.
 - a) Braille the correction—if you know the correct spelling of the highlighted word, you can braille it now. As the Spell Check

program positions the cursor at the end of the word, **Backspace** to erase the error and braille in the correct spelling. Then, using the **TAB Forward [Space 4,5]** or **F3** keystroke, to the choice "Modify Once". Press **Enter** and the change will take effect.

- b) Consulting the suggested word list—you can also make use of the suggested words generated by the Braille Sense spell check programme. Move through this list by using **Space 1** or **Space 4** and, when the correct word is located, press **Enter**. Your Braille Sense spell checker will then move on to the next unrecognized word.

CHAPTER 11: EMBOSSING AND PRINTING

Chapter Goals

- The student will emboss a document.
- The student will print a document.

Embossing a Document

1. Open the document and press **Space p** [dots 1,2,3,4]—this is the hotkey for executing Print/Emboss function.
2. The Braille Sense will announce, "Print method?" and will offer your first choice, "embosser".
3. Press **Enter**.
4. Your Braille Sense will say "start page number: 1". If you wish to emboss any page other than "one", then enter your desired value in either literary or computer braille at this point.
5. Press **Space Dot 4** to move to the next option. The Braille Sense will announce, "End page number: 100,000". This indicates that the document, in its entirety, will be embossed. If you do not wish to emboss the entire document, then enter the page number where you wish the embossing to cease. For example, if you want only the first 24 pages of your document embossed, then enter 24 at the End page number prompt. Once again, the desired values can be entered in either literary or computer braille.
6. Press **Space Dot 4** to go to the next option. The Braille Sense will announce, "number of copies: 1". If you need more than one copy, then enter that number here.
7. Press **Space Dot 4** to move to "Set Braille Format: yes". This is the default, and recommended, setting.
8. Once you have set all of the embossing options, press **Enter** to begin. The Braille Sense will announce, "Print? Yes".
9. Press **Enter** again to confirm.

Note: if you are embossing the entire document and require only one copy of it, then you need not go through all of the above menu options. Instead, simply:

1. Press your **Space p** [dots 1,2,3,4] to open the Embosser and Print menu.
2. Press **Enter** when it prompts "Embosser".

3. Press **Enter** again on the Start page prompt.
4. Your Braille Sense will then ask, "Print: yes?"
5. Press **Enter** again to start embossing.

Activity #1: Emboss a Document

1. Connect the Braille Sense to the Blazie Embosser via the Parallel Port.
2. Open the document you wish to emboss.
3. Follow the preceding steps to emboss your document.

Printing a Document

1. Open the document you wish to print.
2. Press **Space p**—this is the hotkey for executing the Print/Emboss function.
3. The Braille Sense will announce, "Print method?" and will offer your first choice, "embosser".
4. Press the **Space Key** once to get to the Printer option.
5. Press **Enter**.
6. Your Braille Sense will say "start page number: 1". If you wish to start printing any page other than "one", then enter your desired value in either literary or computer braille at this point.
7. Press your **Space Dot 4** to move to the next option. The Braille Sense will announce, "End page number: 100,000". This indicates the document, in its entirety, will be printed. If you do not wish to print the entire document, then enter the page number where you wish the printing to cease. For example, if you want only the first 24 pages of your document, then enter 24 at the End page number prompt. Once again, the desired values can be entered in either literary or computer braille.
8. Press **Space Dot 4** to reach the next option. The Braille Sense will announce, "number of copies: 1". If you need more than one copy, then enter that change here.
9. Press **Enter** to begin the print process. The Braille Sense will announce, "Print? Yes".
10. Press **Enter** again to confirm.

Note: if you are printing the entire document and require only one copy of it, then you do not have to go through all these menu options. Instead, simply:

1. Press your **Space p** [dots 1,2,3,4] to open the Embosser and Print menu.
2. Press **Enter** when it prompts "Embosser".
3. Press **Enter** again on the Start page prompt.
4. Your Braille Sense will then ask, "Print: yes?"
5. Press **Enter** again to start embossing.

Activity #2: Print a Document

1. Connect the Braille Sense to the HP Deskjet via the Parallel Port.
2. Open the document you wish to emboss.
3. Follow the preceding steps to print your document.

CHAPTER 12: SCIENTIFIC CALCULATOR

Chapter Goals

- The student will open the calculator.
- The student will know the four braille mathematical operation signs as well as the decimal point, percent, left and right parenthesis, power, and square root signs.
- The student will be able to clear the calculator.

Overview

The Scientific Calculator of the Braille Sense can do simple math and complex scientific calculations. The results and formulas are displayed in Braille and they are also spoken. While calculating, you can refer to the "help" menu by pressing **Space "h"** [dots 1,2,5]. To exit the context sensitive help menu, press **Space "e"** [dots 1,5]. You need to type using computer braille [Dropped number format] while calculating or inserting your formula. If you want to enter a negative number, then type the **minus sign** [dots 3,6] and the number enclosed in parenthesis. For example, -2 should be entered in the following manner: (-2).

Follow these steps:

1. From the Programs Menu [**F1**], select the Utilities option using the hotkey **"u"**. Your Braille Sense will announce, "Calculator" because it is the first item in this menu.
2. Press **Enter**. Your Braille Sense will announce, "Start Calculation". You will notice your braille display will show a zero in a dropped number format [dots 3,5,6].

Note: calculations must be entered in computer braille format [i.e. Dropped numbers]. A table indicating these will be included at the end of this chapter.

The following table provides the most common braille mathematical symbols used when operating this calculator. However, a complete list can be obtained by pressing **Space h** [dots 1,2,5] while in the Scientific Calculator. Remember to press, **Space e** [dots 1,5] to exit the Context Sensitive Help:

Clear	Backspace c [dots 3,4]
Plus	dots 3,4,6

Minus	dots 3,6
Multiplication	dots 1,6
Division	dots 3,4
Decimal point	dots 4,6
Percent	dots 1,4,6
Left parenthesis	dots 1,2,3,5,6
Right parenthesis	dots 2,3,4,5,6
Power	Backspace dots 4,5
Square Root	Enter q [dots 1,2,3,4,5]
Pi	Enter p [dots 1,2,3,4]

Activity #1: Calculations

Use the Scientific Calculator to find the answers to the following calculations. **Note:** Remember to clear the calculator between each calculation using **Backspace c [dots 1,4]**.

1. Find the sum of these numbers: 14, 54, 48, 5.5 =
2. Find the difference of these numbers: 121-53=
3. Multiply the following numbers: 365 x 1.24 =
4. Divide the following numbers: 100 divided by 23 =

Numbers 0 through 9 in Computer Braille [Dropped Number] Format:

0	Dots 3,5,6
1	Dot 2
2	Dots 2,3
3	Dots 2,5
4	Dots 2,5,6
5	Dots 2,6
6	Dots 2,3,5
7	Dots 2,3,5,6
8	Dots 2,3,6
9	Dots 3,5

Answer Key:

1: 121.5

3: 452.6

2: 68

#4: 4.347...

CHAPTER 13: MEDIA PLAYER

Chapter Goals

- The student will become familiar with the front panel buttons in the media player.
- The student will add music files to their Media Player play list.
- The student will record a memo or selection and play it back using the front panel buttons.

Overview

The Media Player is a programme used to play audio files and supports the following formats: wav, mp3 and wma. In addition, it can play back recorded voices. You can control the playing of the audio files using either the Braille keyboard commands or the audio keys located on the front panel of the Braille Sense. However, while use of the keyboard commands provide access to more features in the Media Player, it is important to note that the front panel playback buttons in the Braille Sense only work if there are files loaded in the Media Player play list [i.e., songs, books, etc.].

To begin, let's become familiar with the location and function of the front panel buttons of the Braille Sense Media Player. Moving from left to right, the buttons are: Previous, Record, Stop, Play/Pause and Next.

- **Previous:** a triangular-shaped button, which is the first from the left on the front panel and points to the left. Pushing this button will allow you to navigate to the previous file in the play list.
- **Record:** this circular-shaped button that is used to record sound with the built-in external microphone. It is located directly to the right of the "previous" button and, to utilize this feature, you should be in either the "media player", or the "program" menu.
- **Play/Pause:** a long, rectangular-shaped button that, moving from left to right, is the fourth encountered. If there is more than one file in the play list when you press the "play/pause", the Braille Sense will start playing all the files in the list, one after another. If you press the Play/Pause while the file is being played, the playback will be paused. Pressing this button once more will resume playing.

- **Stop:** a square-shaped button that is used to stop playing an audio file. When playing resumes, the Braille Sense will start from the first file in the play list. If you press this button while recording, the Braille Sense will stop recording.
- **Next:** a triangular-shaped button that is located to the far right on the front panel and points to the right. Pushing this button will allow you to navigate to the next file in the play list.

Now, in order to make use of these front panel buttons, it is necessary to have a selection of music with which to practise. Use the following directions to add media files to your Braille Sense:

Add a file

First of all, it is important to note that the internal memory of the Braille Sense is insufficient to store a selection of media files. Therefore, a USB Memory Stick or a Compact Flash card will be necessary to save these larger, resource hungry files and the following directions are based on having the music file or audio book file already saved to either a Compact Flash [CF] card or a USB memory stick.

1. Insert the USB Memory Stick or CF card that contains the selections to be added to the play list.
2. Press **F1** to open the Programme Menu.
3. Press the hotkey "m" to open the Media Player.
4. Press **F2** to open the File menu.
5. Press **Enter** on "file". Your Braille Sense will announce, "File Open [o]".
6. Use **Space dot 4** to move forward through the menu items to "Add File" and press **Enter**.
7. Your Braille Sense will announce, "Add File Dialogue Box".
8. Press **Backspace** until you get to your source drive.
9. Use the arrow up and arrow down commands [**Space dot 1**, **Space dot 4**, or **Scroll keys**] to navigate to the selections you want to add to your play list.
10. Press **Space** to select the files.
11. Press **Enter** to copy the files to the play list. Your Braille Sense will announce, "Added X files to your play list".
12. Once the desired selections have been added to the play list, use the **Play** button to listen to the copied media files.

Note: These media selections will remain on the play list of the Braille Sense. However, while the titles remain, the songs can only be listened to if the source storage device is inserted in the Braille Sense.

Record and Playback of Voice Memos/Notes

The Media Player in the Braille Sense enables the user to record voice memos/notes and play them back at another time. The length of this recording is limited by the free space remaining on the flashdisk. To record and playback immediately, follow the steps outlined below:

1. Press **F1** to open the Programme Menu. You are now able to use the front panel buttons of the Braille Sense to control the recording and playback of these voice memos.
2. To record, press the **Record** button [the round button, second from the left on the front panel]. Your Braille Sense will announce, "Record Dialogue Box; Record r".
3. Press the **Record** button a second time to begin recording and say the message you wish to input.
4. You can pause the recording process by pressing the **Record** button. Your Braille Sense will announce, "Pause". To resume recording, press the **Record** button.
5. Press the **Stop** button [the square button, third from the left] to stop recording. Your Braille Sense will announce, "Play; p" immediately, giving you the opportunity to listen right away.

However, if you wish to listen to the recorded memos at a later time, follow the directions below:

1. Press **F1** to go to Programme Menu.
2. Press **"m"** to open the Media Player.
3. Press **Enter "o"** to open the directory containing the list of voice memos.
4. Use **Space 4** or **Space 1** to move through the list of memos.
5. Press **Enter** on the memo you wish to access.

Note: It is important to delete any outdated memos on a regular basis as they take up valuable room on your Flashdisk, limiting your ability to record and store other messages, notes or reminders. To delete unwanted recordings, follow the directions below:

1. Press **F1** to open the Programme Menu.
2. Press **Enter** on File Manager. Your Braille Sense will announce "Flashdisk".
3. Press **Enter**. Your Braille Sense will now display and announce the folders contained on this Flashdisk.
4. Press "**m**" for Media Folder.
5. Press **Enter** to open. Your Braille Sense will announce "Record Folder x of x".
6. Press **Enter** to open the Record Folder. Your list of recordings will be displayed.
7. Use **Space 4** or **Space 1**, or the **Right** and **Left Scroll** keys, to navigate this list and locate the desired recording.
8. Press **Space d** to delete the recording. Your Braille Sense will announce, "Delete record x.wav Yes?".
9. Press **Enter** or "**y**" to confirm. Your Braille Sense will announce, "Deleting" and then "Delete completed". If all items have been deleted, your Braille Sense will announce, "no list".

CHAPTER 14: ADDRESS MANAGER

Chapter Goals

- The student will open the Address Manager.
- The student will be able to create a new "record".
- The student will be able to locate a "record".
- The student will be able to modify an existing "record".
- The student will be able to delete a "record".

Overview

The Address Manager in the Braille Sense is a programme that keeps track of contact and schedule information, such as names, addresses, email and phone particulars as well as other organizational information. The Address Manager has two main dialog boxes: "add address" and "search address" and, in that way, the information that you enter can be saved, retrieved, edited and deleted as necessary.

Open the Address Manager

1. Press **F1** to open the Programme Menu. The Braille Sense will announce "File Manager" as the first programme encountered.
2. Open this application by pressing the hotkey "**a**", or by advancing through the programme list by using **Space 4** or the **Right Scroll** key, and press **Enter** on "Address Manager". The Braille Sense will announce, "Search Address Last name ?". As your address list is empty, you will need to add a record.

Add a Record

1. Press **Enter** and your Braille Sense will announce, "Add Address Last Name ?".
2. Braille the last name of the person you wish to add, in either contracted or uncontracted braille.
3. Press **Space 4** to move to the next field. The Braille Sense will announce, "First Name ?".
4. Braille the first name of the person.
5. Press **Space 4** to move through the fields and braille the information required. However, it is important to note that, as

there are 23 information fields, you do not need to fill in every one for each entry [i.e. for personal entries, company name may or may not be necessary] as some contacts will only have a name and phone number.

6. To enter an extension after the phone number, separate the two entries with a comma [**Dot 2**]. For example, Number Sign [**Dots 3,4,5,6**] 902 dash [**Dots 3,6**] 424 dash 8526 comma [**Dot 2**] 123. There are no spaces between any of these numbers or characters.
7. Press **Enter** when information input is complete. Your Braille Sense will announce, "Completed saving address" and will place you in the "last name" field of a new record.
8. If you wish to continue adding to the address list, braille a new contact last name now.
9. If not, press **Space z** to exit.

Note: When you enter a home page address or an email address, use the following signs:

@ sign [@]	Space u [dots 1,3,6] and then Dot 4
period or dot in a home page/ email address [.]	Dots 4,6
colon [:]	Dots 1,5,6
slash [/]	Dots 3,4

Activity #1: Add Contacts to the Address List

Think of five people to add to your address list. Follow the steps above to add their contact information to the Address Manager of your Braille Sense.

Locate an Entry

1. Press **F1** to open the Programme Menu. The Braille Sense will announce "File Manager" as the first programme encountered.
2. Open this application by pressing the hotkey "**a**", or by advancing through the programme list by using **Space 4** or the **Right Scroll** key, and press **Enter** on "Address Manager". The Braille Sense will announce, "Search Address Last name ?".
3. Braille the last name of the contact you wish to find.

4. Press **Enter**. Your Braille Sense will announce, "x Search Records. Last name x ?" and says the last name of the contact for which you are searching. Note: the "x" represents the number of existing records with that last name.
 5. Press **Space 5** to move forward, or **Space 2** to move backward, through the various fields of the open record.
- Note: You do not have to braille the entire last name of the person for whom you are searching. For example, "McFadden" can be located by brailleing the first two letters of the name and pressing **Enter**. You will be placed in the first record containing the "Mc" prefix.

Activity #2 Locating a Record in the Address Manager

Select one of the entries in the contact list and follow the above steps to retrieve the record for that individual.

Modify an Existing Record—the contact information for individuals in your Address Manager will not necessarily stay the same. For example, a friend may move which means changing the address and possibly the phone number of this individual. The following steps will allow you to change the information originally entered:

1. Press **F1** to open the Programme Menu. The Braille Sense will announce "File Manager" as the first programme encountered.
2. Open this application by pressing the hotkey "**a**", or by advancing through the programme list by using **Space 4** or the **Right Scroll** key, and press **Enter** on "Address Manager". The Braille Sense will announce, "Search Address Last name ?".
3. Braille the last name of the contact you wish to find.
4. Press **Enter**. Your Braille Sense will announce, "x Search Records. Last name x ?" and says the last name of the contact for which you are searching. Note: the "x" represents the number of existing records with that last name.
5. Press **Enter m [dots 1,3,4]** and your Braille Sense will announce, "Modify address, Last name x". You will notice on the braille display that the cursor appears at the end of the entry.
6. Use the **Space 4** to move through the fields until you reach the one you need to change.

7. Use **Backspace** to erase the existing information, one character at a time. When the erasure is complete, a tone will sound.
8. Braille in the new information.
9. Press **Enter**. Your Braille Sense will announce, "Completed modification information".
10. Press **Space z [dots 1,3,5,6]** to exit the modified record.

Activity #3 Modify an Existing Record

Select one of the entries in the contact list and follow the above steps to change an element of the information contained in that record. For example, change the street number or add a business telephone number.

Delete a Record

1. Press **F1** to open the Programme Menu. The Braille Sense will announce "File Manager" as the first programme encountered.
2. Open this application by pressing the hotkey "**a**", or by advancing through the programme list by using **Space 4** or the **Right Scroll** key, and press **Enter** on "Address Manager". The Braille Sense will announce, "Search Address Last name ?".
3. Braille the last name of the contact you wish to find.
4. Press **Enter**. Your Braille Sense will announce, "x Search Records. Last name x ?" and says the last name of the contact for which you are searching. Note: the "x" represents the number of existing records with that last name.
5. Press **Space d [dots 1,4,5]** and your Braille Sense will announce, "Delete Record? Yes".
6. Press **Enter**. Your Braille Sense will announce, "Completed Deleting Record".
7. Press **Space z [dots 1,3,5,6]** to exit the modified record.

Activity #4 Delete a Record

Select one of the entries in the contact list and follow the above steps to delete that record from your address list.

CHAPTER 15: USING HELP FOR THE BRAILLE SENSE

Chapter Goals

- The student will be able to access the Help file for each component of the Braille Sense.

Overview

The help section contains a variety of text files that will allow you to learn about the functions and capabilities of the Braille Sense. They are laid out in the following order:

- 1) Overview of help for the Braille Sense
- 2) Help for the Option Menu
- 3) Help for the File Manager
- 4) Help for the Word Processor
- 5) Help for the Address manager
- 6) Help for the Schedule Manager
- 7) Help for E-mail
- 8) Help for the Media Player
- 9) Help for the Web Browser
- 10) Help for the DAISY player
- 11) Help for the Bluetooth Manager
- 12) Help for the MSN Messenger
- 13) Help for the DataBase Manager
- 14) Help for the Utility Menu
- 15) Appendix to the Help Menu
- 16) Information about the Braille Sense

Open the Help file for any application in the Braille Sense

1. Press **F1** to open the Program Menu. Your Braille Sense will announce the first item in this menu, "File Manager".
2. Press the hotkey "**h**" to open the Help menu. The first item of this menu is "Overview of help".
3. Press **Space dot 4** or the **Right Scroll Key** to move forward through the contents of items contained. Press **Space dot 1** or the **Left Scroll Key** to move backward through these contents.

4. Press **Enter** when you reach the section you wish to access. Your Braille Sense will announce, "Reading" and will repeat the section heading.
5. Press **Enter g [dots 1,2,4,5]** to begin reading.
6. Press **Backspace + Enter** to stop reading at any time. **Enter g [dots 1,2,4,5]** will resume reading.

Activity #1

Follow the steps above to explore Help for the File Manager.