

Important Items To Know About the File Manager and Word Processor

1. When entering into the File Manager for the first time, all currently available disk drives will display. If a drive is not available, it will not be in the list. This is the top-level menu, which means there is not a menu higher than this. The Flashdisk will always be first in the list because this is the built-in memory on the device, and you can use SPACE-DOT-1 or SPACE-DOT-4 to move up or down within the list of drives. To access a drive, press ENTER.
2. When you enter into a drive, the folders are always displayed at the top. Files appear after all of the folders. You can use SPACE-DOT-1 or SPACE-DOT-4 to move up or down the list. If you want to move to the parent folder of where you are currently (i.e. the folder that contains the folder you are in now), press BACKSPACE.
3. Suppose you know the name of the folder or file you want to go to. You can use first letter navigation to move to that item. For example, if you know your file starts with the letter F, you can press F until you hear your file. Note that all file and folder names **MUST** use Computer Braille.
4. At any time while you are within a drive, you can press F2 or SPACE-M to focus the menu. Think of these keys as the ALT key when using a computer. This is similar to pressing the ALT key on a Windows PC while in My Computer to focus the menu.
5. While you can get to various options in the menu, there are hotkeys that you can use without using the menu. Some of the most popular hotkeys are:
 - a. Copy (ENTER-C)
 - b. Cut (ENTER-X)
 - c. Paste (ENTER-V)

- d. Select All (ENTER-A)
 - e. Delete (SPACE-D)
 - f. Rename (ENTER-R)
 - g. Create Folder (ENTER-F)
6. You can select files and/or folders in a consecutive or nonconsecutive order. To select consecutive files or folders, find the first file or folder that you want to select and press **ENTER**-B. Then, navigate to the last consecutive file or folder you want to select, and press **ENTER**-B a second time.
- If you want to select files or folders in a non-consecutive order, move to the item you want to select and press **SPACE**.
7. To close the File Manager or any program on the unit, press **SPACE**-Z.
8. When you first open the Word Processor, you are in a **blank** document. The type of blank document that opens will depend upon the setting you have saved in the **Options** menu for the Default Document Type. Note that there are more types of files available than allowed by the default. For example, you can create .doc files (which are used by Microsoft Word). However, you cannot set .doc as the Default Document Type.
9. Just as in the File Manager, you can access the menu for the Word Processor by pressing **F2** or SPACE-M. Use SPACE-DOT-1 or SPACE-DOT-4 to move through the menus, and press **ENTER** to open a menu.
10. By default, all documents get saved in the **My Documents** folder of the Flashdisk. However, you can choose where to save your documents. To save a document, you can press **ENTER**-S while in the document. The Save As dialog box will open, and you will be in the Filename edit box. First, use Computer Braille to type in the name you want to call your file. Then, press SHIFT-**TAB** to access

the File list. Just as in the File Manager, you can press **BACKSPACE** to move to the parent folder of the folder you are currently in. Use the skills you learned in regards to the File Manager to access the place you want to save your file. Then, TAB to the Save button, and press ENTER.