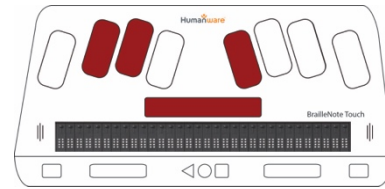


BrailleNote Touch Plus 2.2 - KeyWord: Saving a Document

1

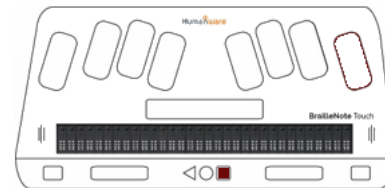
When you are ready to save a document, press **SPACEBAR + S**.

Alternatively, you can hold the square **Recent Apps** button to find the Context Menu to show your option for actions on this document.



SPACEBAR + S

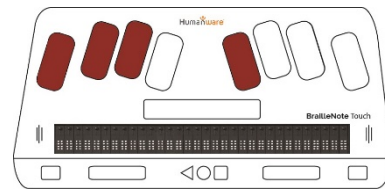
or



RECENT APPS/CONTEXT MENU

2

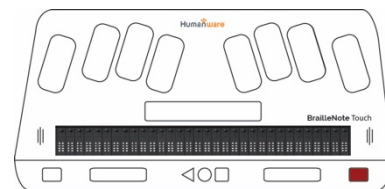
To Save As, press **BACKSPACE + S**.



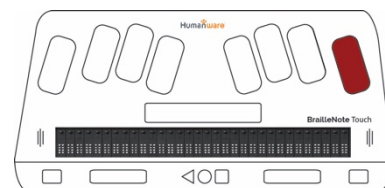
3

When saving the document for the first time, the **SAVE AS** window will open. You will be placed inside the **NAME** field. Use literary braille to name your file.

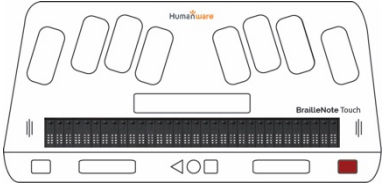

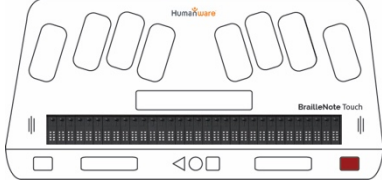
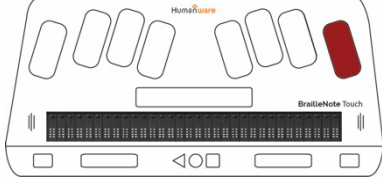
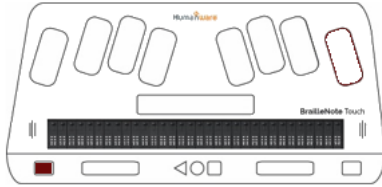
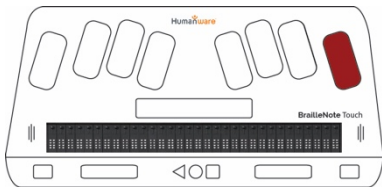
If you wish to accept the default settings for location and file type, press **NEXT** until you arrive at the **SAVE** button. Press **ENTER** to save the file.



NEXT



ENTER

<p>4</p>	<p>To navigate to FILE TYPE, press the NEXT button.</p> <p>Press ENTER to activate the dropdown list of available file types.</p> <p>The available file types are:</p> <ul style="list-style-type: none"> • .docx • .doc • .rtf • .brf • .brl • .txt 	 <p style="text-align: center;">NEXT</p>  <p style="text-align: center;">ENTER</p>
<p>5</p>	<p>Press the NEXT button to navigate through the available File Type options. When you arrive at the file type you want, press ENTER or a cursor routing key.</p>	 <p style="text-align: center;">NEXT</p>  <p style="text-align: center;">ENTER</p>
<p>6</p>	<p>To change the destination location of the file, press the PREVIOUS thumb key until you arrive at the LOCATION Button.</p> <p>Press ENTER or a cursor routing key.</p>	 <p style="text-align: center;">PREVIOUS</p>  <p style="text-align: center;">ENTER</p>

7

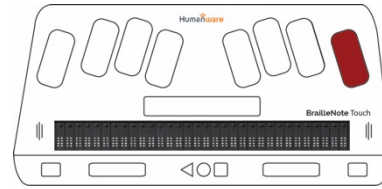
You will be given the option to navigate to the **PARENT FOLDER**, do this and then hit **ENTER**.

You will be given the following options:

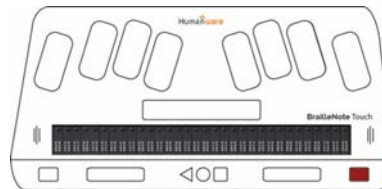
- Storage (internal)
- SanDisk SD Card
- USB (if installed)

Press the **NEXT** button until you arrive at the place you would like to save the document, then hit **ENTER** or a cursor routing key to select it.

Press the **PREVIOUS** button until you arrive at “**Select this folder,**” then press **ENTER** or a cursor routing key to select the folder.



ENTER



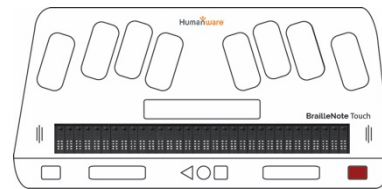
NEXT

8

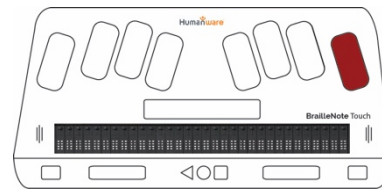
Press the **NEXT** button until you arrive at the **SAVE** button.

Press **ENTER** or a cursor routing key to save the file.

The Touch Plus will return to the KeyWord editing screen.



NEXT



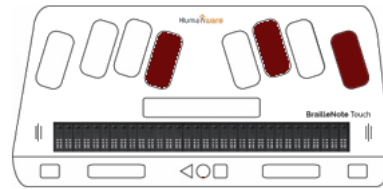
ENTER

9

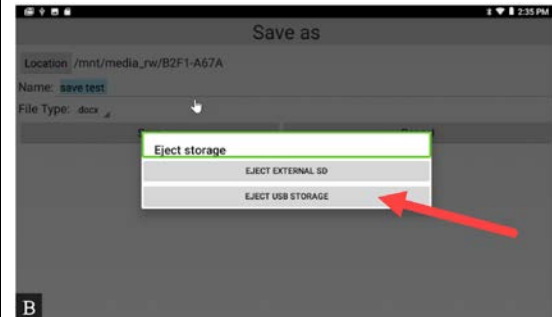
If you have saved to USB you will need to properly eject it. To do this press **ENTER + E**.

This will open the **EJECT STORAGE** window. Use the **NEXT** thumb key to navigate to the **EJECT USB STORAGE** button and then hit **ENTER** or a cursor routing key.

You will hear and see a message “**Safely remove the USB storage.**” You may now physically remove the USB device.



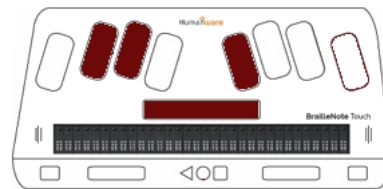
ENTER + E



10

After you have named your file and chosen where it will be stored, you can **save** future updates to your file by pressing **SPACE + S**.

You will see a quick message flash on the screen “Saving, please wait.”



SPACE “S”