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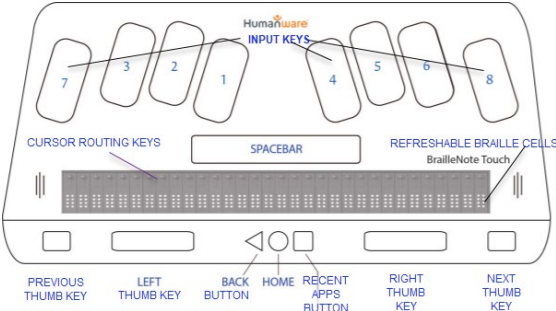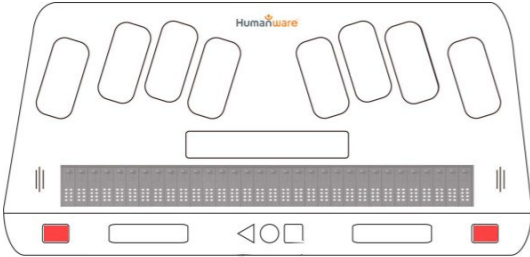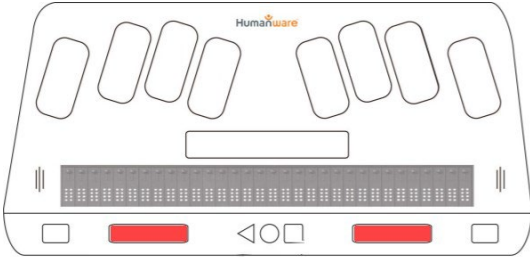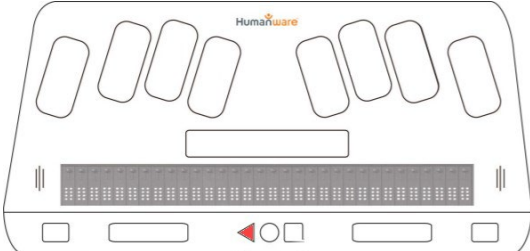
BrailleNote Touch Plus User Tutorials

This one file combines our many user-friendly tutorials walking you through the very basics of the BrailleNote Touch Plus, from starting up and navigating, to connecting to Wi-Fi and setting up your email account. You can also learn how to save and edit documents, along with how to utilize other device features.
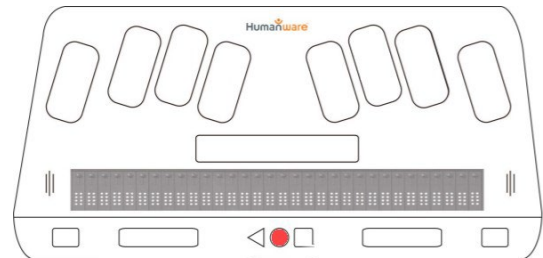
0.1 Overview of Parts on Top and Front

Step	Instruction	Visual Depiction
1	Overview of the top and front of the BrailleNote Touch Plus	
2	The Previous and Next Thumb Keys are the leftmost and rightmost rectangular keys on the front plan. They are used to navigate from item to item in menus.	
3	The Left and Right Thumb Keys are used to pan the refreshable braille, allowing the braille reader to move backward or forward when reading text.	
4	The triangular Back Button will bring you back to the previous screen or step.	

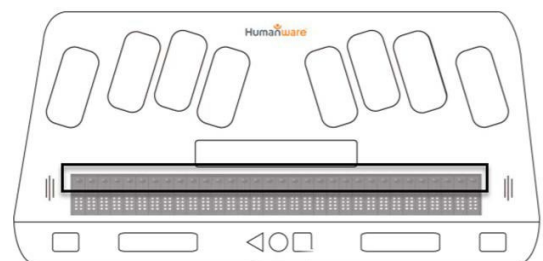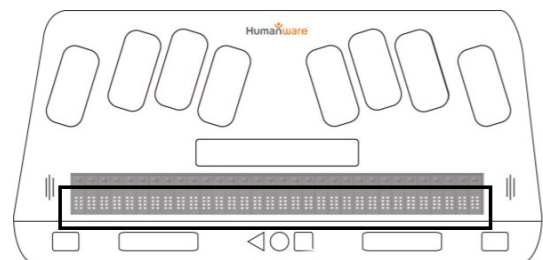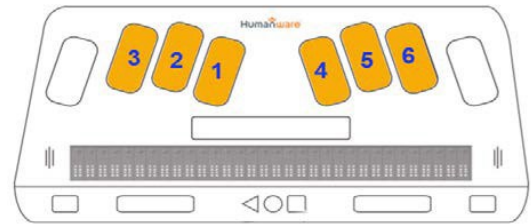| Step	Instruction	Visual Depiction
5	The round Home button in the middle brings you back to the Main Menu when pressed. When held it activates Google assistant.	
6	The Recent Apps Button, when touched allows you to navigate through any open apps. It is also called the Context Menu Button; when held, displays context menu which tells you about possible actions you can perform.	
7	Cursor Routing Buttons are located above the refreshable braille, one paired with each braille cell. Any one of them can be used as an enter key to activate menu items. When reading or editing, when you press one cursor routing key, the cursor will move to the associated braille cell.	
8	The 32 Refreshable Braille Cells are located on the top face nearest the user. The 8 round- tipped pins raise and lower to represent braille cells, with dots 7 & 8 indicating where the cursor is.	
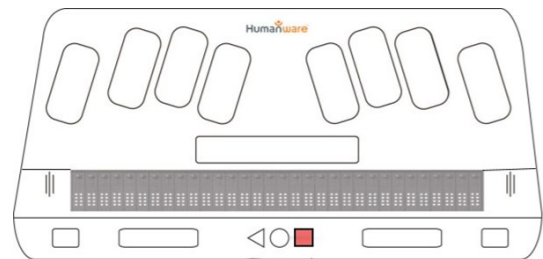
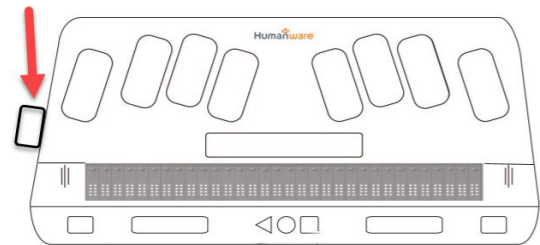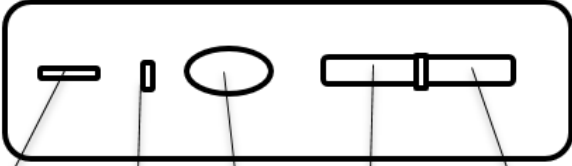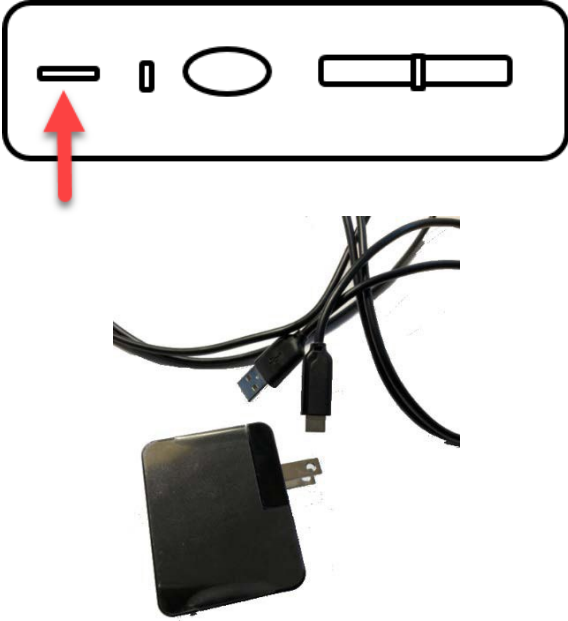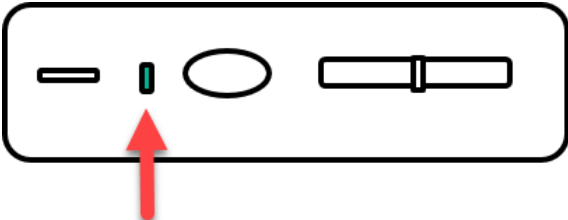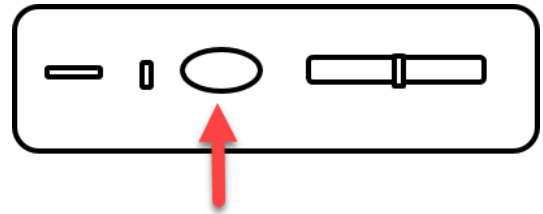| Step	Instruction	Visual Depiction
9	A Braille cell has 6 dots. Each input key corresponds to a position in the Braille cell.	
10	Upon lifting the Perkins Style Keyboard using the tab on the left side near the front, you will find a touch screen tablet beneath. Touching the screen with all 10 fingers registers your fingers to prepare for using the TouchBraille mode.	

0.2 Left, Rear, Bottom and Right-Side Overview

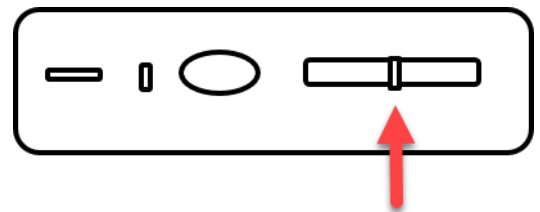| Step	Instruction	Visual Depiction
1	Overview of the left side view.	
2	The USB-C port is located at the back of the left side. It can be used to transfer content between the BNT+ and a computer. The BNT+ will recharge when connected to the computer, but it will be slower than when using the power adaptor. This is also the port used for charging with the power adaptor and USB-C cable. A full charge will take 4-5 hours.	 *Power adaptor and USB-C cable*
3	The green LED indicator light will be green when the device is on, and when it is charging.	

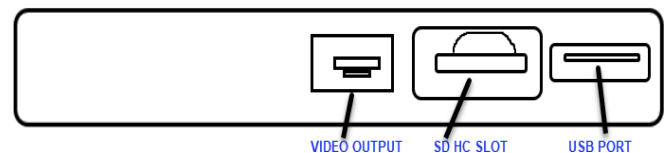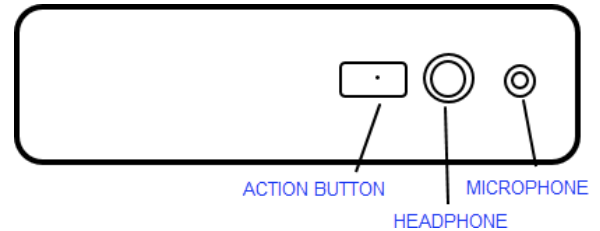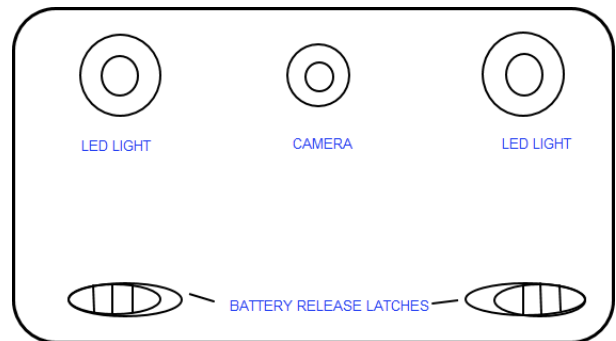| Step	Instruction	Visual Depiction
4	Press and hold the oval power button to turn the BNT+ on. You will feel a quick vibration, and shortly you will see "Starting Keysoft" on the braille display. The first time you start the BNT+ you will be guided through the startup Wizard, which outlines some common features of the device. The power button also puts the device into standby mode to save battery. When you touch the power button you will hear "screen off" to indicate standby mode. Touching the power button again will wake the device.	
5	The volume up button is closer to the power button. The volume down button is closer to the front of the device. Note that there are several volume functions in the BNT+.	
6	On the rear edge are three ports: The USB port (Universal Series Bus), the SD HC Card Slot (Secure Digital High Capacity), and Video Output	VIDEO OUTPUT SD HC SLOT USB PORT

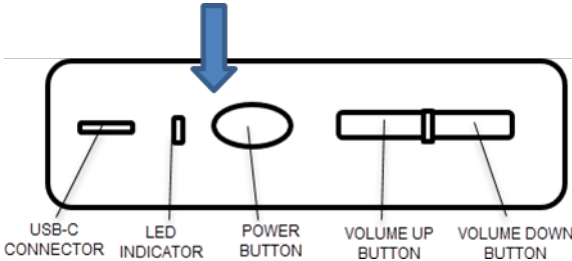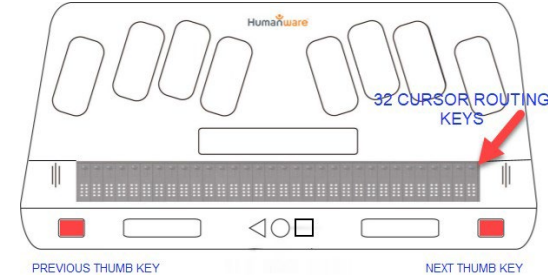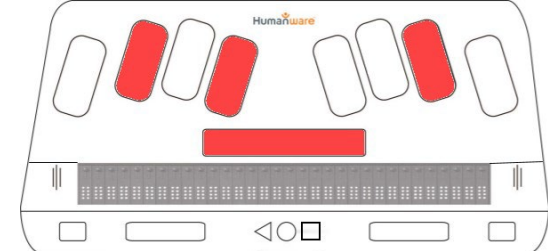| Step	Instruction	Visual Depiction
7	On the right side are two ports and a button: The port closest to the back can be used for a microphone or line-in equipment. The headphone port can also be used to connect an external speaker. The Action Button allows you to take a snapshot with the camera, record, and is the play/stop button.	ACTION BUTTON MICROPHONE HEADPHONE
8	On the bottom you will see two LED lights on either side, and a camera in the middle. To access the battery, slide both battery release latches simultaneously.	LED LIGHT CAMERA LED LIGHT BATTERY RELEASE LATCHES

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0.3 Basic Overview of Startup

Step	Instruction	Visual Depiction
1	On the left side of the BNT+ is an oval Power button. Press and hold it to turn the device on. You will feel a quick vibration, and shortly you will see "Starting Keysoft" on the braille display. The screen will show the time and any notifications.	Left side view:
2	To unlock the Braillenote Touch Plus you can: Navigate using the next or previous thumb key until you hear "unlock button," then press any cursor routing key. OR Use the first letter navigation shortcut: **space + "U"** and press any cursor routing key.	 OR

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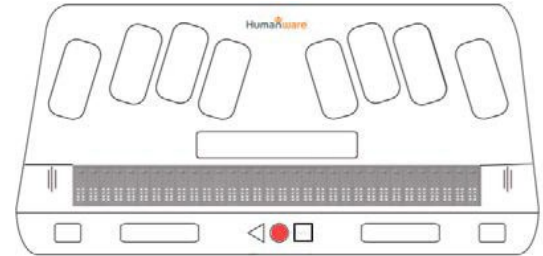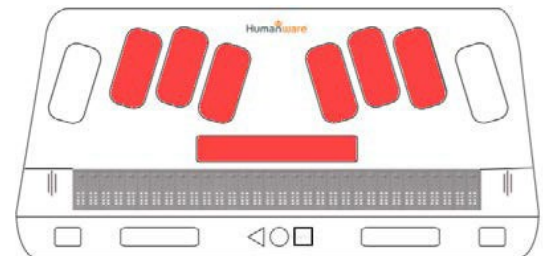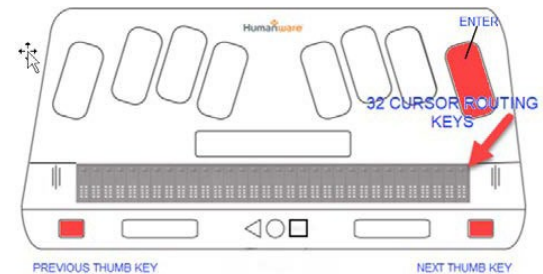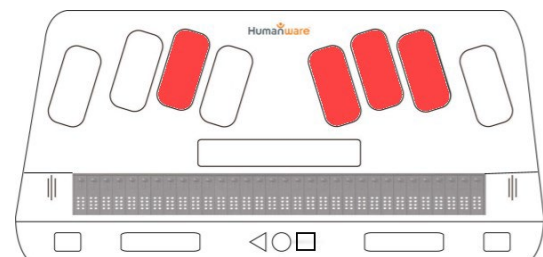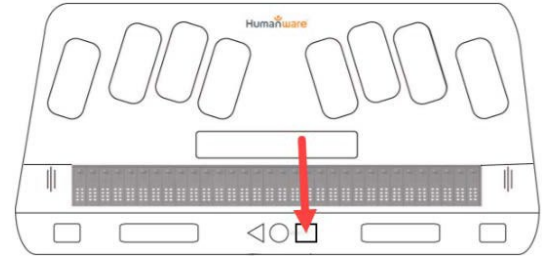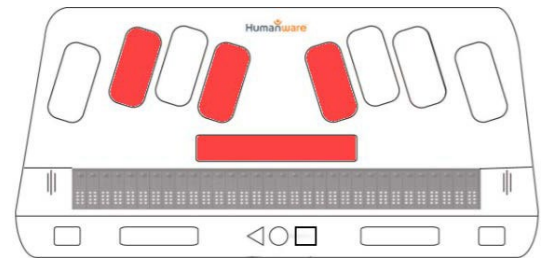| Step	Instruction	Visual Depiction
3	The first time you use the BrailleNote Touch Plus you will be guided through a Tutorial, which outlines some of the commonly used features. To access the tutorial at any time, go to Options>Miscellaneous Settings>Launch Tutorial. After the tutorial you will be able to access the Main Menu. Pressing the round Home button will always bring you back to the Main Menu. OR Press **Spacebar + Dot 1+2+3+4+5+6**.	OR
4	To navigate within Main Menu, use the Previous and Next Thumb keys. When you arrive at your desired menu item, press any Cursor Routing Key or Enter. Alternatively, you may use First Letter Navigation to find your menu item. For example, to navigate to the Word Processor: Keyword, press "**W"** and you will automatically be routed to that item. Press "**ENTER**" or a cursor routing key to activate the item.	OR

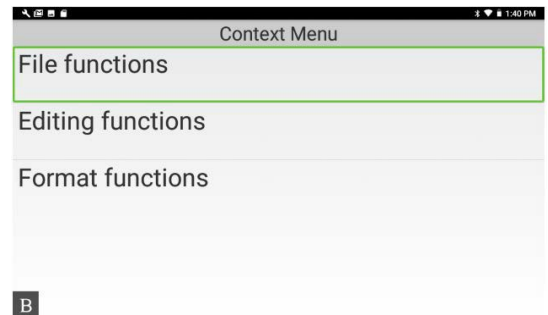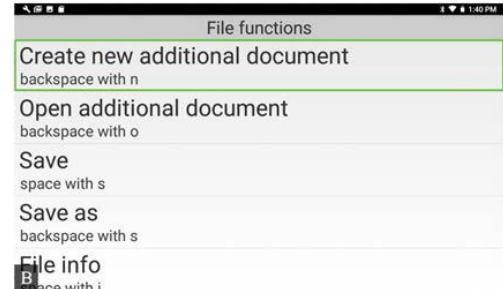| Step	Instruction	Visual Depiction
5	When you have activated an item and opened the application, you can access the Context Menu to find out about all available actions and shortcuts by pressing and holding the square Recent Apps button. A shortcut for the Context Menu is **Space + M.**	OR
6	For example, in KeyWord the context menu in an open document shows three options: File functions, Editing functions, and Format functions. Each of these, when selected, will show a context menu.	

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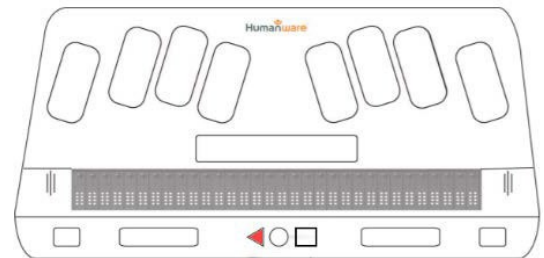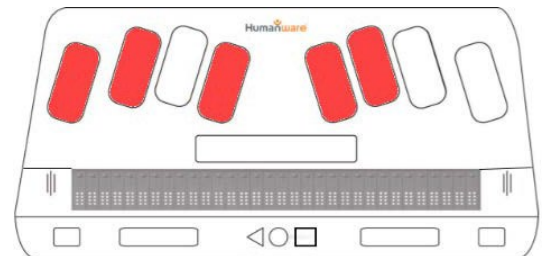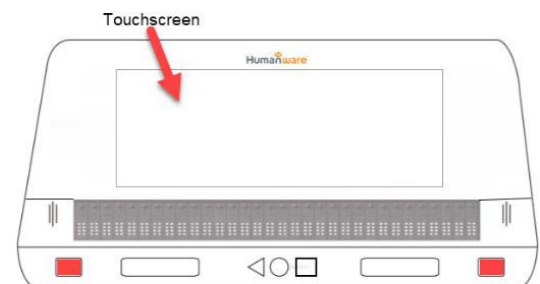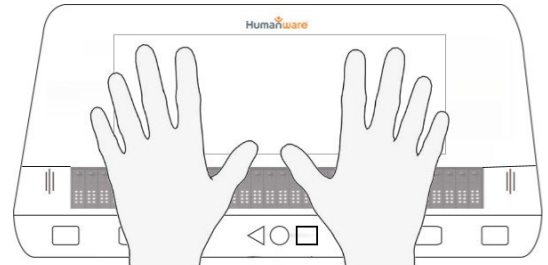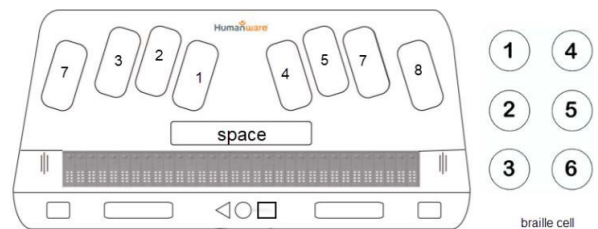| Step	Instruction	Visual Depiction
7	For example, when you select the "File Functions" you see various options. When you navigate through the options you can select one to perform that action. Alternatively, you can go back to your document by pressing the triangular Back button, then input the listed shortcut on the braille keyboard/TouchBraille. For example, to Create a New Document press **Backspace + N**. (Backspace + 1, 3,4,5)	 OR OR
8	You can use the traditional braille keyboard or use TouchBraille. TouchBraille is the way you use the touch screen to enter braille. To access it, first lift the physical braille keyboard off to reveal the touchscreen. Press the Previous and Next keys at the same time. You will hear and see "TouchBraille On."	

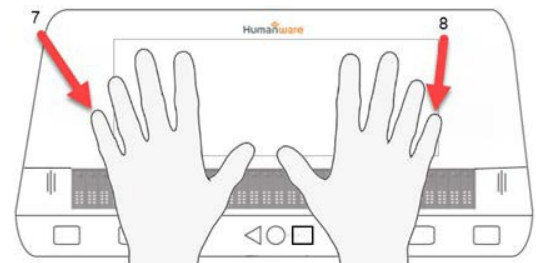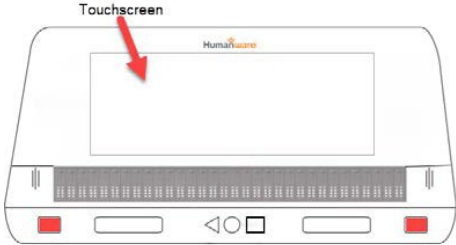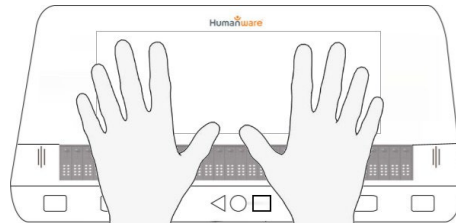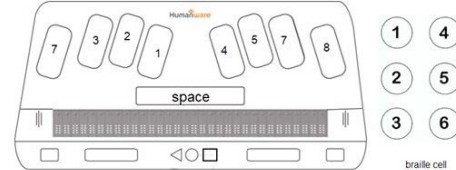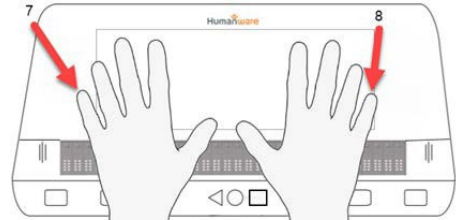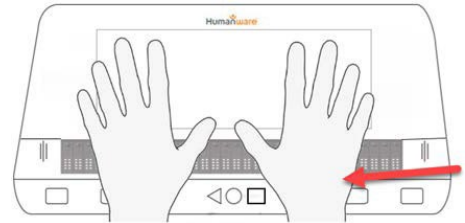| Step	Instruction	Visual Depiction
9	To type using TouchBraille, lay all 10 fingers on the keyboard to begin finger recognition. You will feel a short vibration to indicate that your fingers were successfully recognized. Lift your fingers slightly, and now you can begin typing on the touchscreen. Note that you can place your fingers anywhere on the screen, not just on the 7-inch LCD visual display.	
10	Imagine you are using the keys on a traditional physical braille keyboard with each key corresponding to a braille cell.	
11	The pads of the fingers should be placed on the screen rather than the fingertips. Your wrists can rest on the refreshable braille display or the front edge of the device. This allows you to simply flex your fingers up and down and helps you to keep them in the same place on the screen. If you hear that what you are typing is incorrect, or if you feel a long vibration, that will mean that you have lost the finger calibration. Simply place all 10 fingers on the screen again to recalibrate any time this happens.	

0.4 Using TouchBraille and Explore by Touch

Step	Instruction	Visual Depiction
1	When entering braille, you have two options: the traditional physical braille keyboard or TouchBraille. When using TouchBraille you use the glass touch screen to enter braille. To access it, first lift the physical braille keyboard to reveal the touchscreen. Press the Previous and Next keys at the same time. You will hear and see "TouchBraille On."	
2	To type using TouchBraille, lay all 10 fingers on the keyboard to begin finger recognition. You will feel a short vibration to indicate that your fingers were successfully recognized. Lift your fingers slightly, and now you can begin typing on the touchscreen. Note that you can place your fingers anywhere on the screen, not just on the 7-inch LCD visual display.	
3	Imagine you are using the keys on a traditional physical braille keyboard, with each key corresponding to a braille cell.	
4	Use your left pinkie for Backspace (Dot 7), and your right pinkie for Enter (Dot 8).	

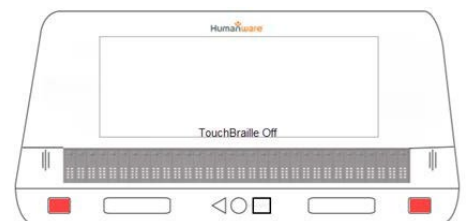| Step	Instruction	Visual Depiction
5	The pads of the fingers should be placed on the screen rather than the fingertips. Your wrists can rest on the refreshable braille display or the front edge of the device. This allows you to simply flex your fingers up and down and helps you to keep them in the same place. If you hear that what you are typing is incorrect, or if you feel a long vibration, that will mean that you have lost the finger calibration. Simply place all 10 fingers on the screen again to recalibrate any time this happens.	
6	TouchBraille can be turned off in the same way you turned it on, by pressing the Previous and Next thumb keys. You will hear and see "TouchBraille Off." To use Explore by Touch you must turn TouchBraille off.	
7	Explore by Touch allows you to access the device in the same way you would most other touchscreen tablets. You can use Explore by Touch only when using menus, lists and other applications, not when writing text in a document or text field. When Explore by Touch is enabled you will see a "T" in the bottom left corner.	
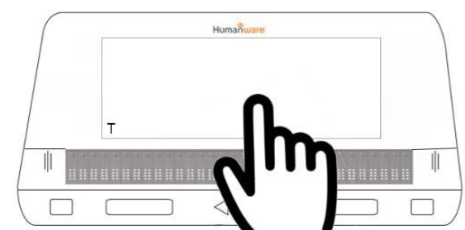
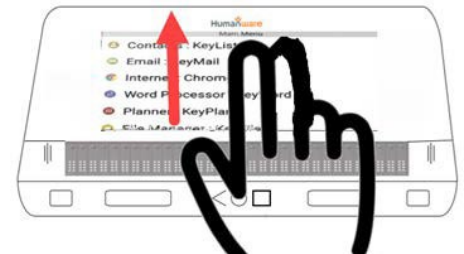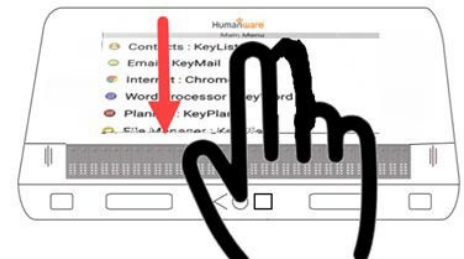| Step	Instruction	Visual Depiction
8	Touch an item with one finger to select it. You will both hear the name of the item and see it on the braille display. Double tap to activate an item. The thumb keys and cursor routing keys also work to navigate and select in Explore by Touch.	
9	To scroll through menu items, use an inverse slide gesture. To scroll down through a list of items, slide two fingers up. The slide feels more like a drag and pull than a swipe.	
10	To scroll back up through the list of items, slide two fingers down.	
11	Sliding one finger left or right moves forward and backward through each item, the same way you navigate using the Previous and Next thumb keys	
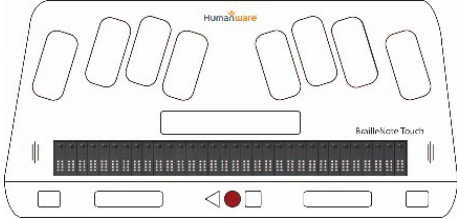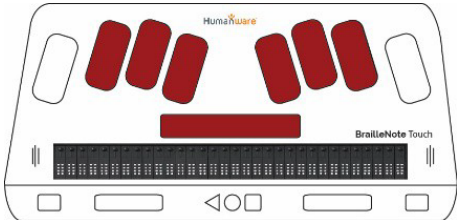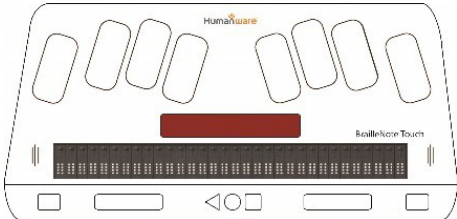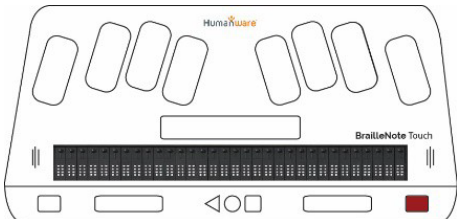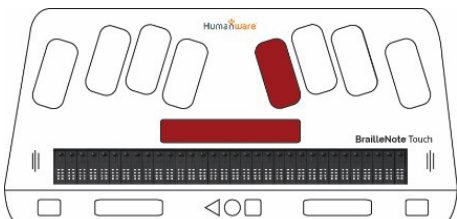
1.0 Basic Keyboard Commands

Step	Instruction	Visual Depiction
1	**MAIN MENU:** Press the **HOME** button, OR **SPACEBAR+DOT 1-2-3-4-5-6**	HOME SPACEBAR+DOT 1-2-3-4-5-6
2	**NEXT ITEM**: To move to the next item on a menu: press the **SPACEBAR** OR **NEXT** button OR **SPACEBAR+DOT 4.**	**SPACEBAR** or **NEXT** or **SPACEBAR+DOT 4**

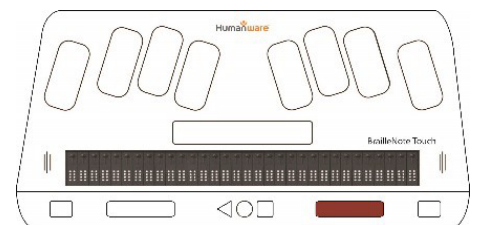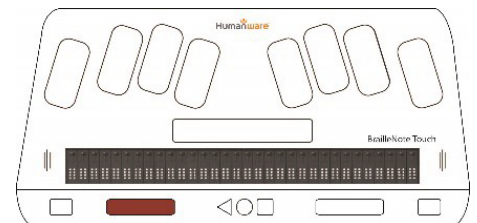| Step	Instruction	Visual Depiction
3	**PREVIOUS ITEM:** To move to the previous item on menu press the: **BACKSPACE** (**7)** OR **PREVIOUS** button OR **SPACEBAR+DOT 1.**	**BACKSPACE** or **PREVIOUS** or **SPACEBAR+DOT 1**
4	**PANNING BRAILLE ON REFRESHABLE DISPLAY:** To pan braille to the right, press the **RIGHT THUMB KEY**. To pan braille to the left, press the **LEFT THUMB KEY**.	**RIGHT THUMB KEY** **LEFT THUMB KEY**
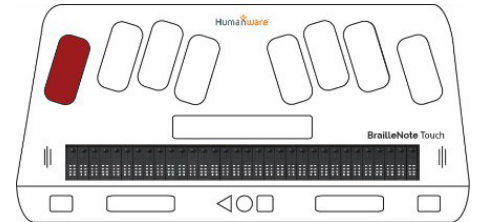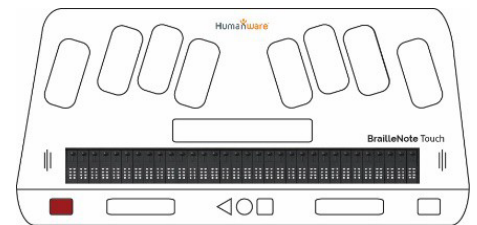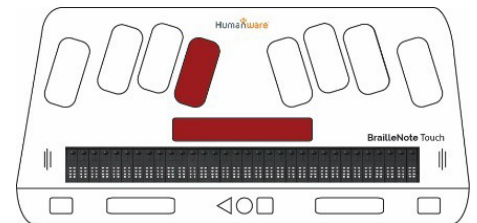
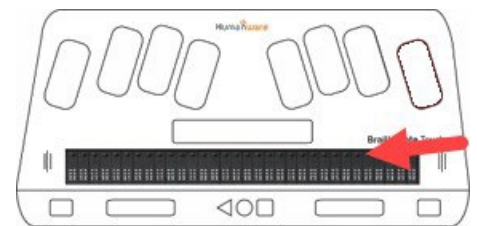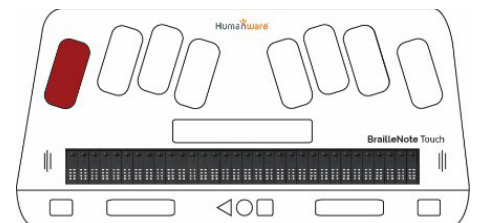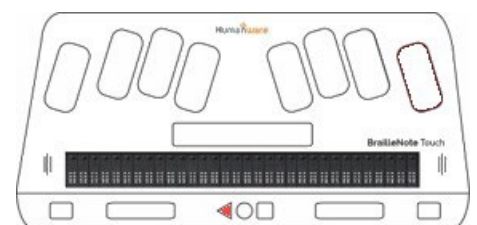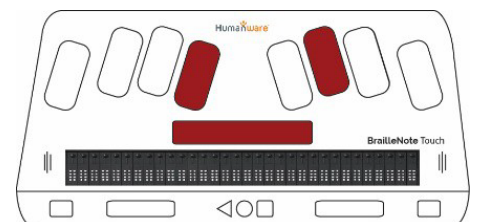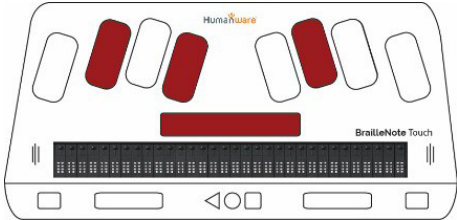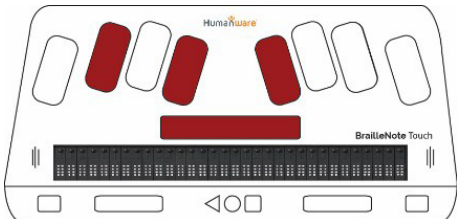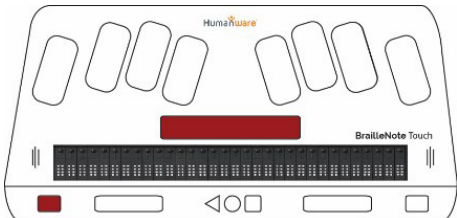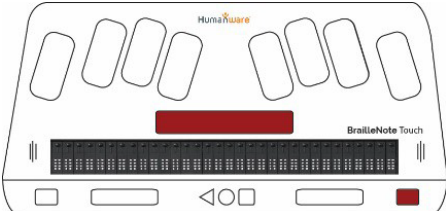| Step	Instruction	Visual Depiction
5	**ENTER:** Opens or activates the selected item. Press **DOT 8 /ENTER** OR any **CURSOR ROUTING KEY**.	 **DOT 8** **CURSOR ROUTING KEYS**
6	**DELETE TEXT:** Press **DOT 7**, also known as **BACKSPACE**, to delete text positioned to the left of the cursor.	 **DOT 7 / BACKSPACE**
7	**EXIT MENU OR APPLICATION:** To exit a menu or application, press the triangular **BACK** button OR **SPACEBAR+E**	 **BACK** **SPACEBAR+E**
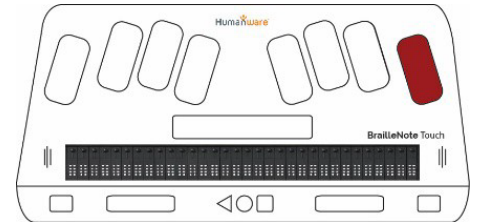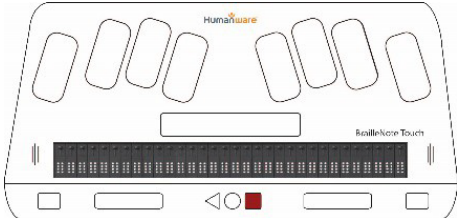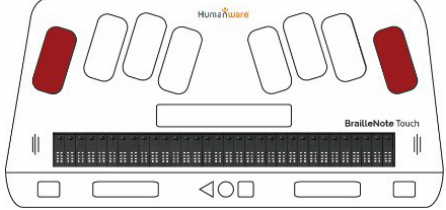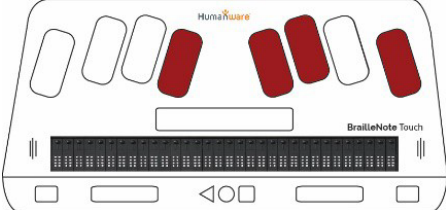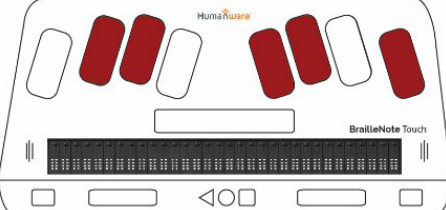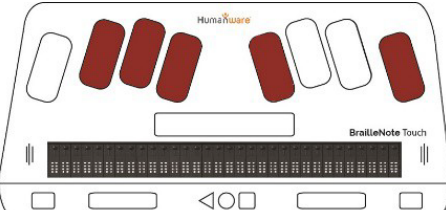
Step	Instruction	Visual Depiction

Step | **Instruction** | **Visual Depiction**

8 — **1st LETTER NAVIGATION:**

Pressing the **FIRST LETTER** in the name of an item in a menu or file explorer will move the cursor focus to the next item beginning with that letter.

Type the letter on the traditional keyboard or use TouchBraille directly on the screen to use 1st letter navigation.

---

9 — **OPTIONS MENU:**

To open the KeySoft options menu, press **SPACEBAR+O.**

SPACEBAR+O

---

10 — **CONTEXT MENU:**

To open a context menu, press and hold the **RECENT APPS BUTTON** (also known as **CONTEXT MENU**)

OR

Press **SPACEBAR+M**

RECENT APPS / CONTEXT MENU

SPACEBAR+M

---

11 — **TURN SPEECH ON/OFF:**

To toggle speech on and off, press **SPACEBAR+PREVIOUS.**

SPACEBAR+PREVIOUS

Step	Instruction	Visual Depiction
12	**STOP SPEECH WHILE SPEAKING:** To stop the speech while device is speaking, press **BACKSPACE+ENTER.**	 **BACKSPACE+ENTER**
13	**TURN VISUAL DISPLAY ON/OFF:** To toggle visual display on and off, press **SPACEBAR+NEXT.**	 **SPACEBAR+NEXT**
14	**CURRENT DATE:** To announce the current date, press **ENTER+D.**	 **ENTER+D**
15	**CURRENT TIME:** To announce the current time, press **ENTER+T.**	 **ENTER+T**
16	**BATTERY STATUS:** To announce battery level, press **ENTER+P.**	 **ENTER+P**

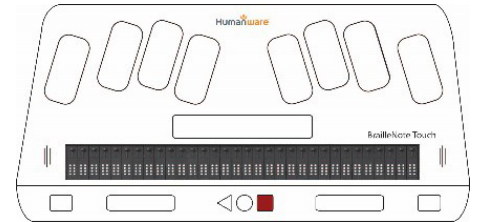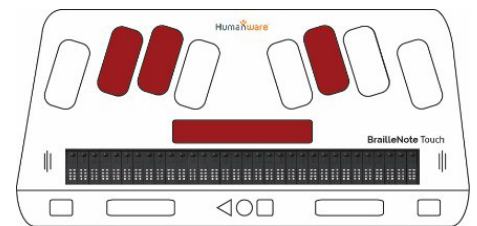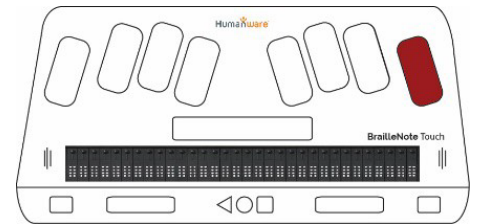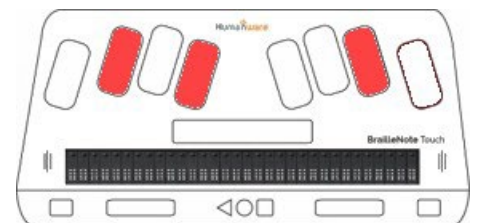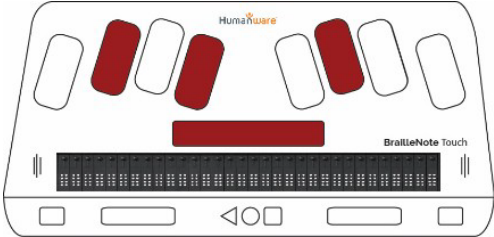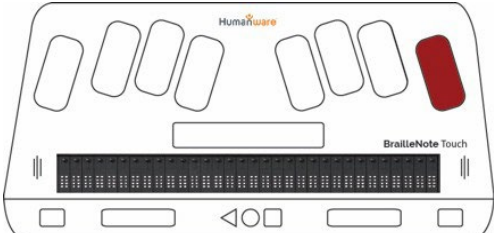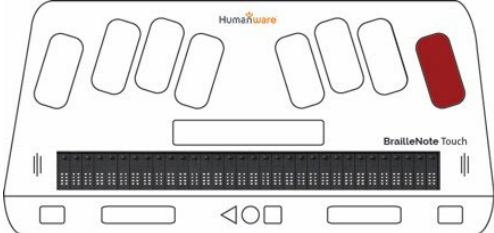| Step	Instruction	Visual Depiction
17	**SHOW ALL CURRENTLY RUNNING APPS:** Press the **RECENT APPS** button OR **SPACEBAR+DOT2-3-5** **TO CLOSE ONE APP:** Move forward through the list of recent apps and stop on the Dismiss button on the app you want to close. Press **ENTER** or a **CURSOR ROUTING KEY.** **TO CLOSE ALL RUNNING APPS:** Stop on the **CLEAR ALL** button. Press **ENTER** or a cursor routing key.	**RECENT APPS** **SPACEBAR+DOTS2-3-5** **ENTER**
18	**UNLOCK THE DEVICE AFTER TURNING ON OR WAKING:** Press the **NEXT** thumb key until you hear "unlock," and then press **ENTER** or a **CURSOR ROUTING KEY** OR Use first-letter navigation **"U"**	**NEXT** **DOTS 1+3+6**
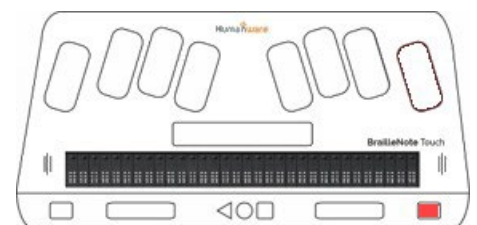
1.1 Adjusting Braille Settings

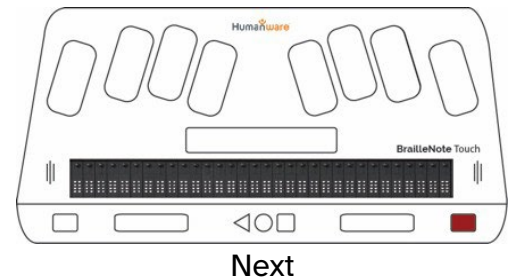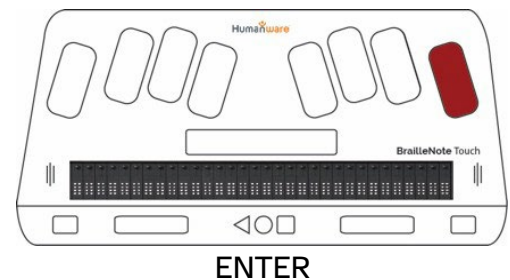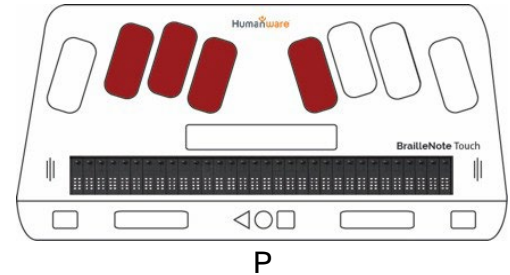| Step	Instruction	Visual Depiction
1	To set the Braille code and grade on the device, you need to configure the Language Profile. Press **SPACEBAR + O** to open the Options menu.	SPACEBAR + O
2	To navigate to and select Configure Language Profiles, use first letter navigation "C," or navigate using the **NEXT** thumb key, then press **ENTER** or a cursor routing key.	C ENTER
3	Select Primary Language Profile or the language profile you wish to configure by pressing **ENTER** or a cursor routing key.	ENTER

Step	Instruction	Visual Depiction

4 — To navigate to and select Preferred Braille Grade for Entry, use first letter navigation, press "**P**."

By default, the setting should be set to "Literary braille." The other option is for computer braille. If you're fine with "Literary braille," do nothing.
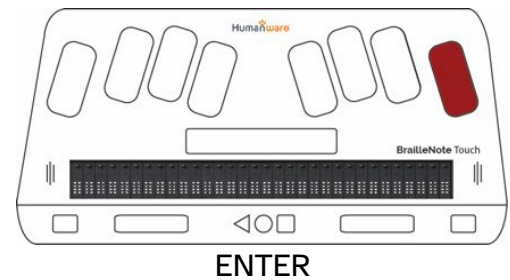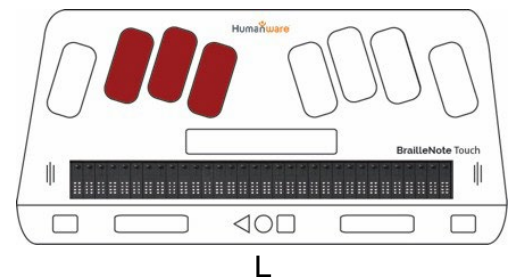
To configure this setting, press **ENTER**.

Tab to your selection using the Next button and press **ENTER** or cursor routing key to select the braille grade for entry.

P

ENTER

Next

5 — To navigate to and select Literary Braille Table, use first letter navigation, press **L**.

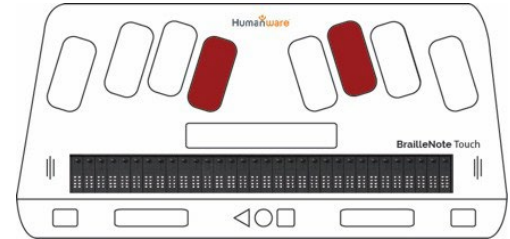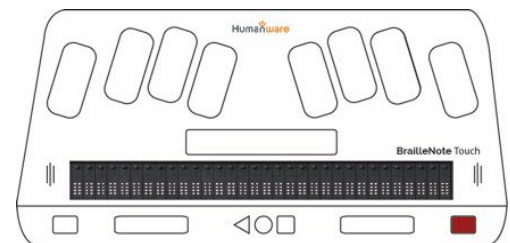To configure this setting, press **ENTER** or cursor routing key.

L

ENTER

SET▶BC

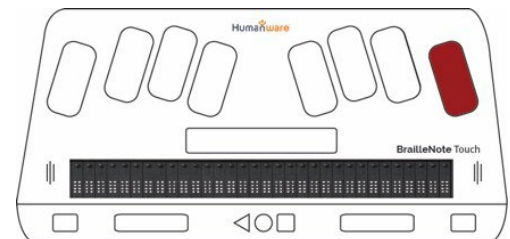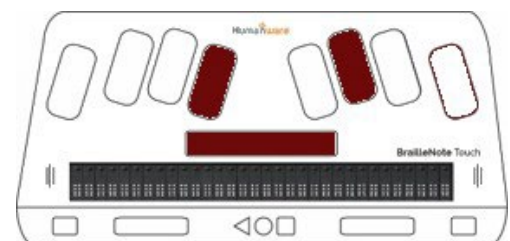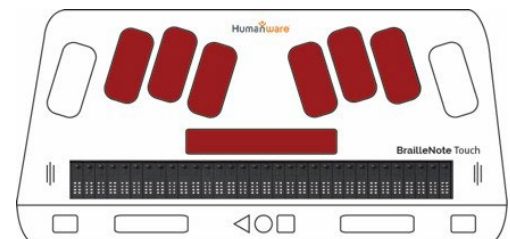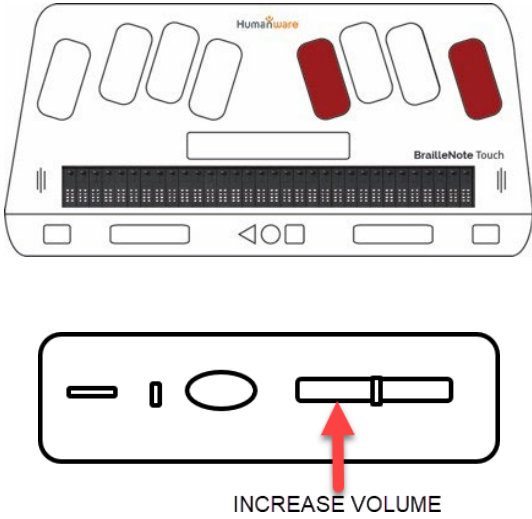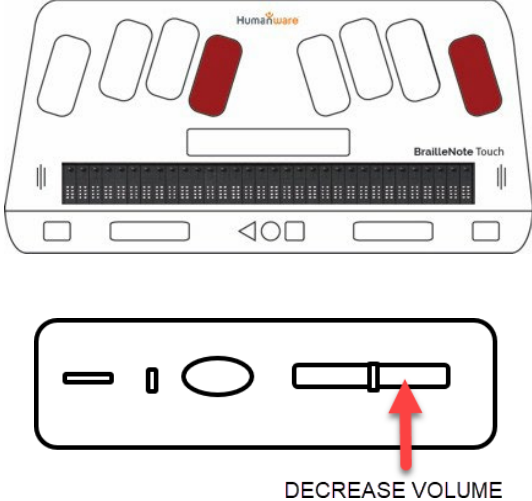| Step	Instruction	Visual Depiction
6	In Canada, the braille standard is to use the contracted UEB code. This setting is listed as "English UEB Duxbury grade 2." To quickly navigate to and select "English UEB Duxbury grade 2", use first letter navigation, press "**E.**" Then tab to your selection using the Next button and press **ENTER** to select the braille grade for entry.	 E Next ENTER
7	Once you have adjusted the settings, exit the Options menu by pressing **SPACEBAR + E** to return to your previous location. To return to the Main Menu, press **SPACEBAR + 1-2- 3-4-5-6** or the round Home button.	 SPACEBAR + E SPACEBAR + 1-2-3-4-5-6

1.2 Adjusting Speech Settings

Volume

Step	Instruction	Visual Depiction
1	**LOUDER** To raise the accessibility volume, press **ENTER + Dot 4.** The increase volume button located on the left face of the device will sometimes increase ring volume and sometimes accessibility volume, depending on context.	 INCREASE VOLUME
2	**SOFTER** To lower the volume, press **ENTER + Dot 1.** The decrease volume button located on the left face of the device will sometimes decrease ring volume, depending on context.	 DECREASE VOLUME

Reading Rate

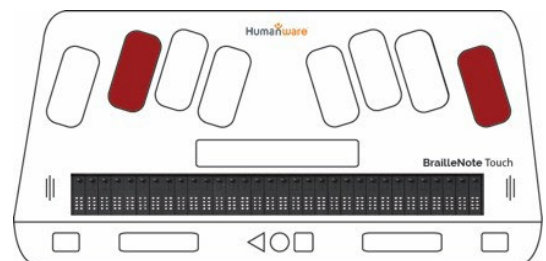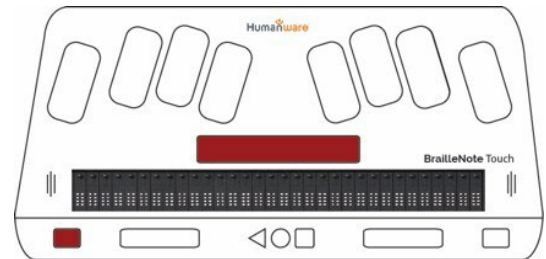| Step	Instruction	Visual Depiction
1	**FASTER** To increase the reading rate, press **ENTER + Dot 6.**	
2	**SLOWER** To decrease the reading rate, press **ENTER + Dot 3.**	
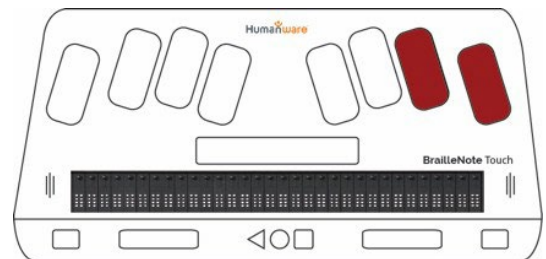
Adjusting Speech Settings

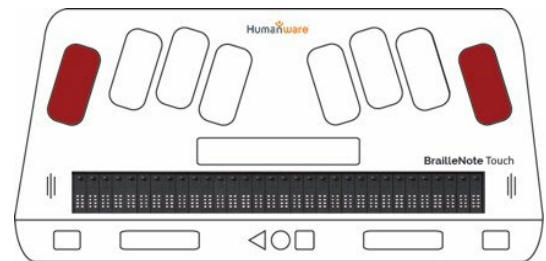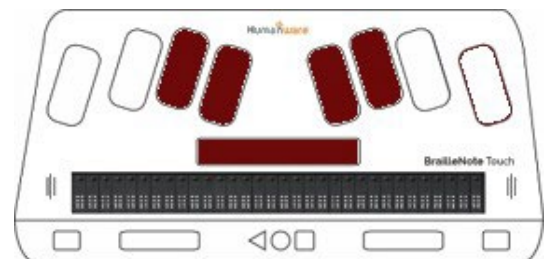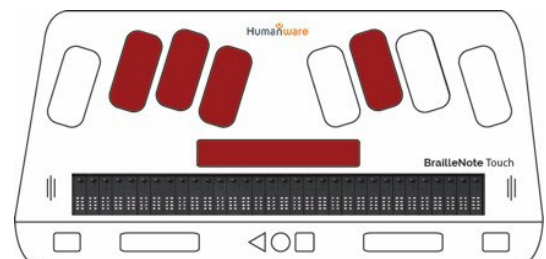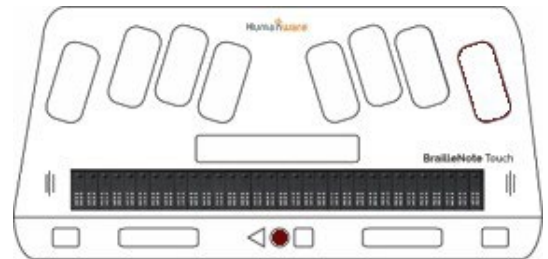| Step	Instruction	Visual Depiction
1	**TOGGLE SPEECH ON/OFF** To turn speech on or off, press **SPACEBAR + Previous**. You will need to turn speech back on to hear highlighted areas as you navigate.	
2	**PAUSE SPEECH** To pause speech while device is speaking, press **BACKSPACE + ENTER**. If you navigate to a new highlighted area, you will hear speech again.	
3	**START SPEECH** To start speech again press **SPACEBAR + G**.	
4	**REPEAT** To have device repeat what was last spoken, press **SPACEBAR + R.**	

1.3 Connecting to Wireless

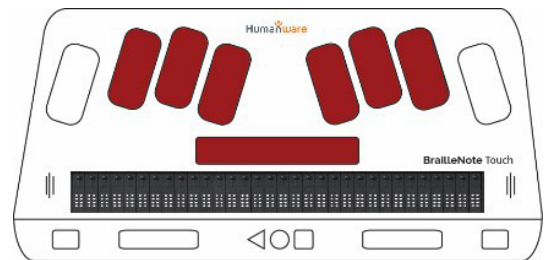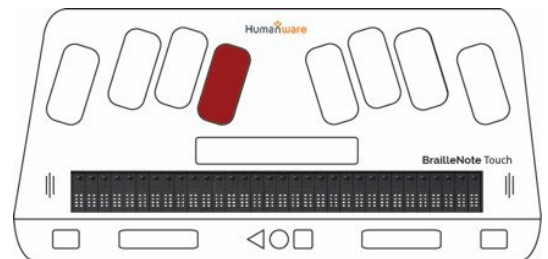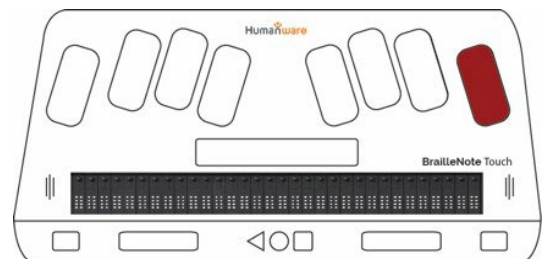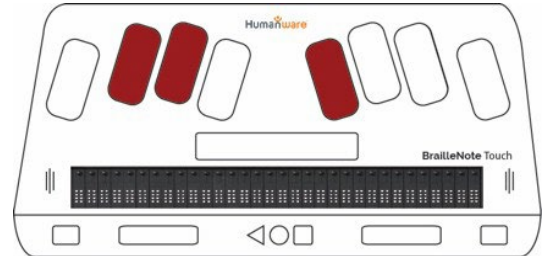| Step	Instruction	Visual Depiction
1	Begin at the Main Menu by pressing the round **HOME** button OR **SPACEBAR + Dots 1-2-3-4-5-6**	 OR
2	To navigate to All applications, press A. (1) Press **ENTER or** a CURSOR ROUTING KEY to select it.	 THEN

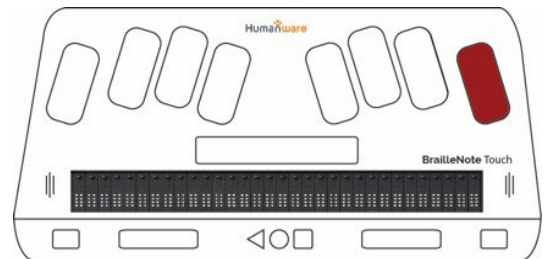| Step	Instruction	Visual Depiction

3 To navigate to Settings, **press S. (2-3-4)**

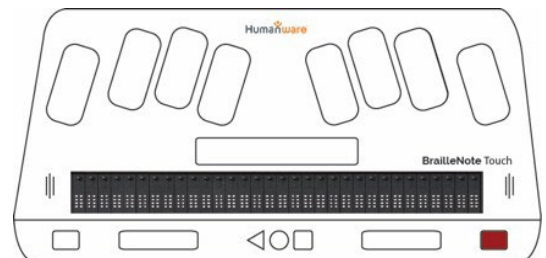Press **ENTER** or a CURSOR ROUTING KEY to select it.
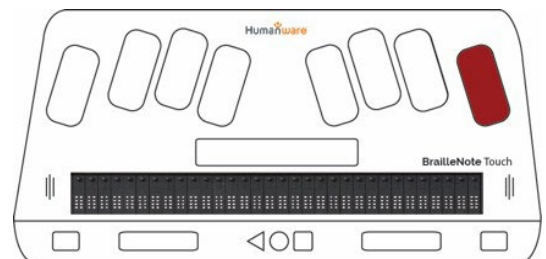

THEN

4 To navigate to Network & Internet, press the Next button three times.

Press **ENTER** to select it.

Press **ENTER** or a CURSOR ROUTING KEY again to select Wi-Fi.
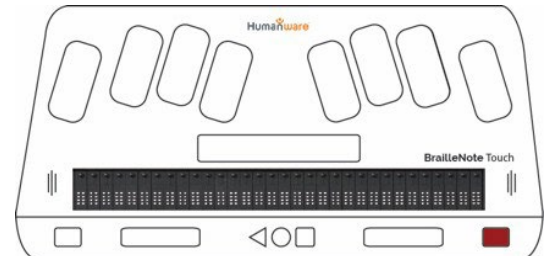

THEN

Step	Instruction	Visual Depiction

5

To navigate through the available networks, press the **NEXT** button repeatedly to move down the list or you can use first letter navigation to move to items that start with a specific letter. Press **ENTER** or a CURSOR ROUTING KEY to select your network.

A window will open which will indicate signal strength and the security type. You will be automatically placed in the Password field. Enter the password using computer braille.

*Computer braille tips:
- To type a number, use lower cell numbers:
  - 0 is Dot 356
  - 1 is Dot 2
  - 2 is Dot 23
  - 3 is Dot 25
  - 4 is Dot 256
  - 5 is Dot 26
  - 6 is Dot 235
  - 7 is Dot 2356
  - 8 is Dot 236
  - 9 is Dot 35
- @ is Dot 47
- . is Dot 46
- _ Underscore is Dot 456
- To type a capital letter, press Dot 7 with the letter at the same time.
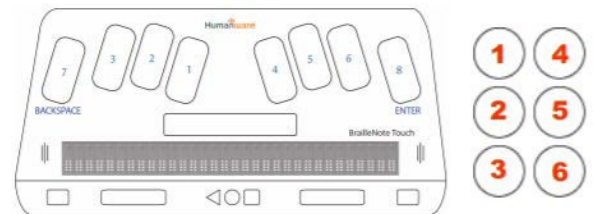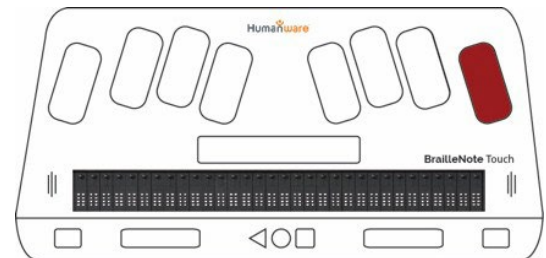
NOTE: if your computer braille characters do not come out as expected, follow step 6.

THEN

6   If your computer braille characters do not come out as expected, you will need to change the Computer Braille Table setting.
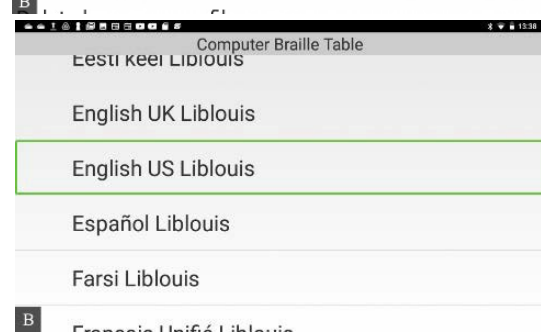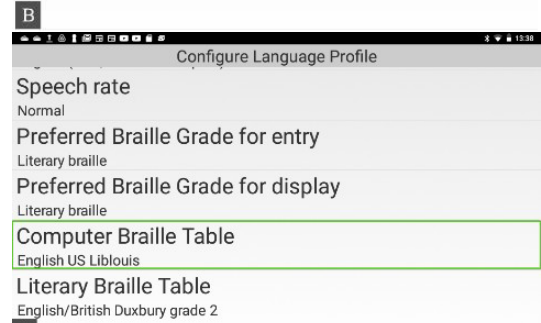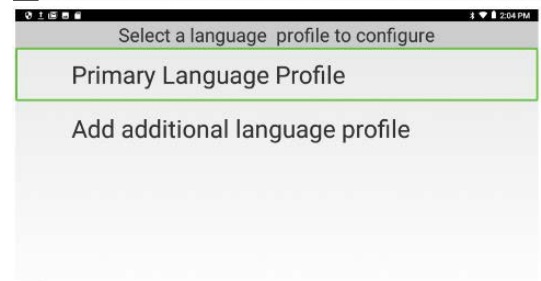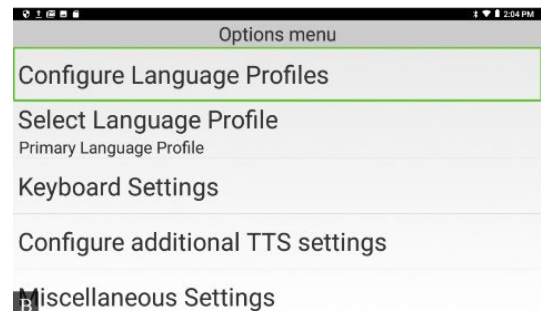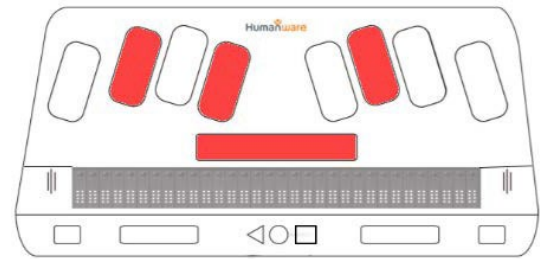
Open Options menu **O (1,3,5) + spacebar**.

Navigate to Configure Language Profiles and select the language profile that you are using.

Navigate to Computer Braille Table, then select English US Liblouis.

Navigate back to the Main Menu using the round **HOME** button.

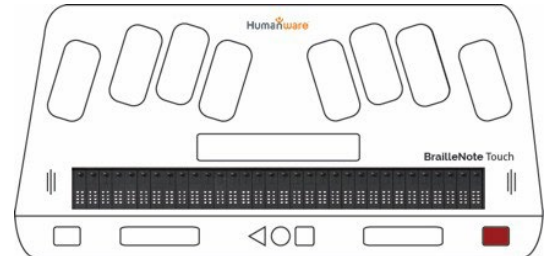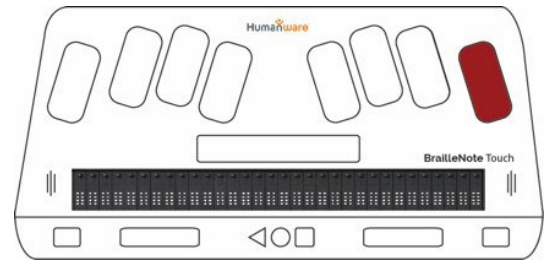Go to step 2 to make your wifi connection.

Step	Instruction	Visual Depiction

7

To navigate to the Connect button, press the Next button four times and press **ENTER** or a CURSOR ROUTING KEY.

The BrailleNote Touch Plus will confirm the status of the connection by showing the word "Connected" below the network name.
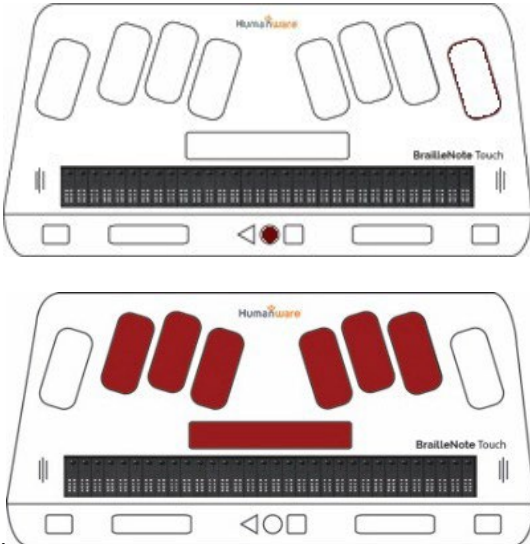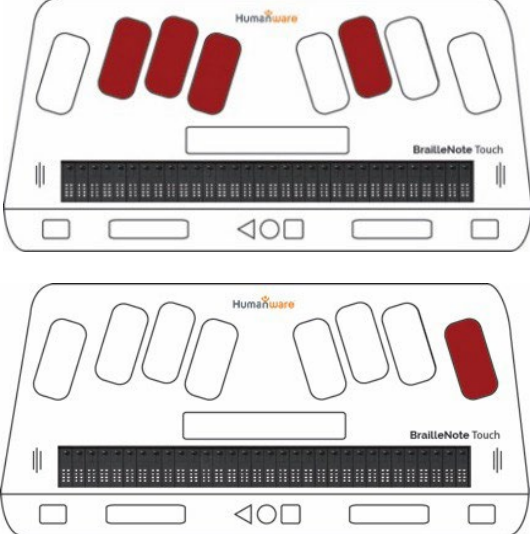
Next

ENTER

Tip...

If you need more computer braille characters, visit Humanware's BrailleNote Touch support page:

https://support.humanware.com/en-usa/support/braillenote_touch/troubleshooting#a1

SET▶BC

2.1 Word Processor (KeyWord): Creating a New Document

Step	Instruction	Visual Depiction
1	To start at the Main Menu, press the round **HOME** button OR **SPACEBAR + Dot 1-2-3-4-5-6**.	
2	To launch the Word Processor app, navigate to it by pressing **W. (1-2-3-5)** Press **ENTER** or a cursor routing key to select it.	

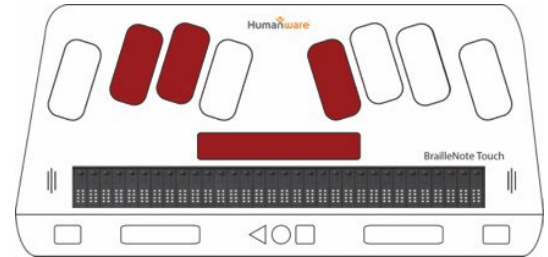| Step	Instruction	Visual Depiction
3	To navigate to Create, press **C**. Press **ENTER** or a cursor routing key to select it. You will be placed at the top of a new document. Type in your text.	 ENTER
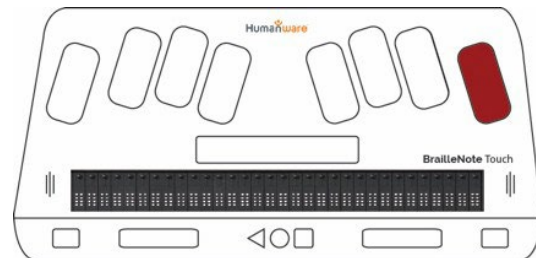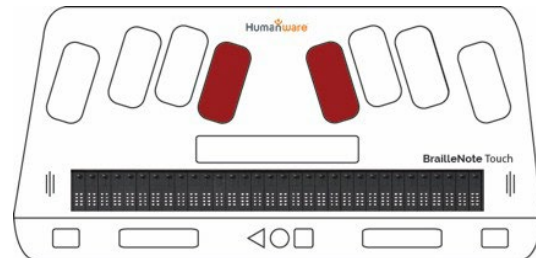
2.2 KeyWord: Saving a Document

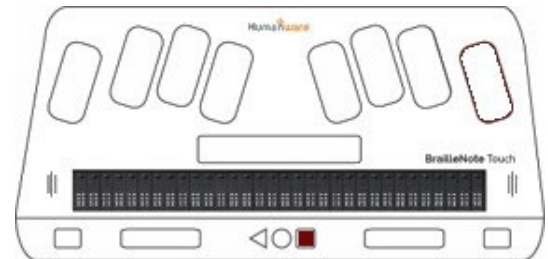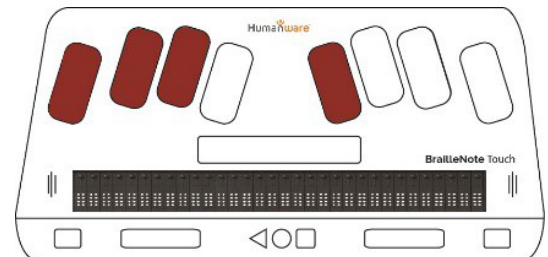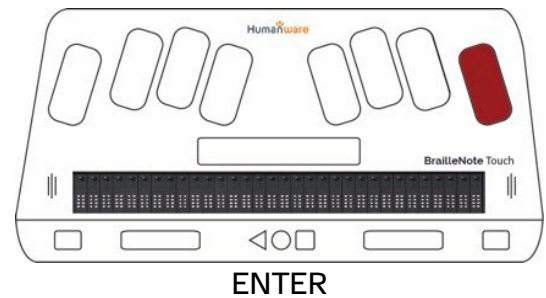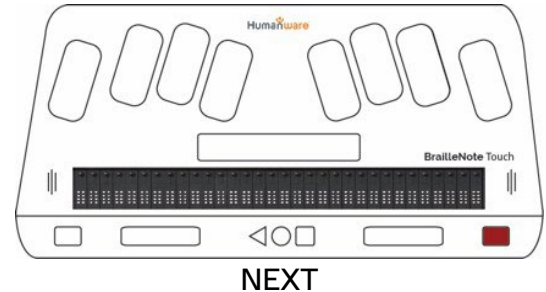| Step	Instruction	Visual Depiction
1	When you are ready to save a document, press **SPACEBAR + S**. Alternatively, you can hold the square Recent Apps button to find the Context Menu to show your option for actions on this document.	SPACEBAR + S or RECENT APPS/CONTEXT MENU
2	To Save As, press **BACKSPACE + S**.	

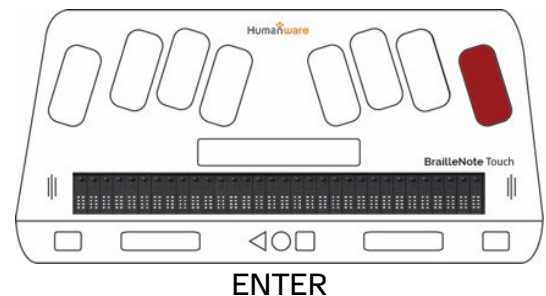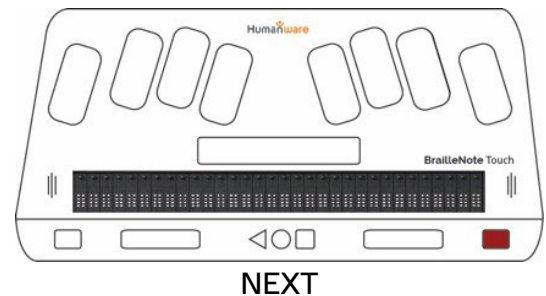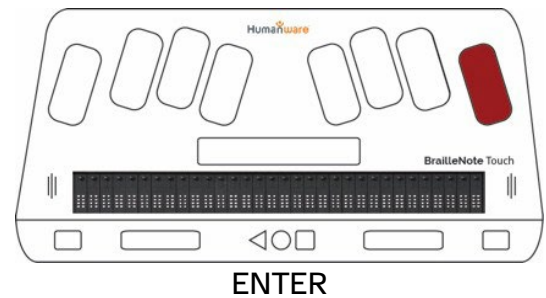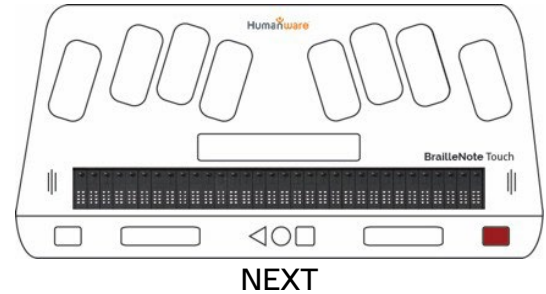| Step	Instruction	Visual Depiction
3	When saving the document for the first time, the SAVE AS window will open. You will be placed inside the NAME field. Use literary braille to name your file. If you wish to accept the default settings for location and file type, press **NEXT** until you arrive at the SAVE button. Press **ENTER** to save the file.	NEXT ENTER
4	To navigate to FILE TYPE, press the **NEXT** button. Press **ENTER** to activate the dropdown list of available file types. The available file types are: • .docx • .doc • .rtf • .brf • .brl • .txt	NEXT ENTER

Step	Instruction	Visual Depiction
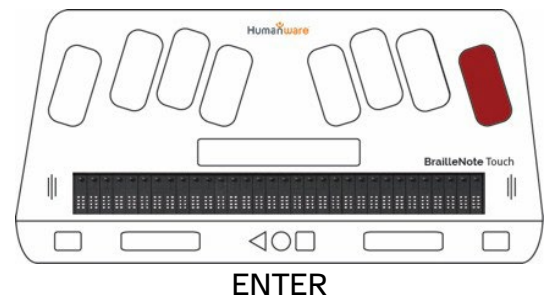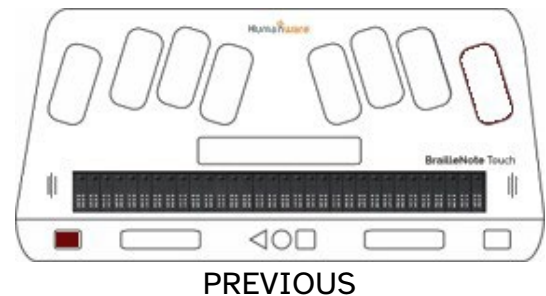| **5** | Press the **NEXT** button to navigate through the available File Type options. When you arrive at the file type you want, press ENTER or a cursor routing key. | NEXT

ENTER |
| **6** | To change the destination location of the file, press the **PREVIOUS** thumb key until you arrive at the LOCATION Button.

Press **ENTER** or a cursor routing key. | PREVIOUS

ENTER |

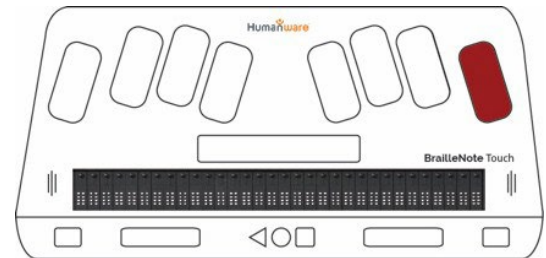| Step	Instruction	Visual Depiction

7

You will be given the option to navigate to the PARENT FOLDER, do this and then hit **ENTER**.
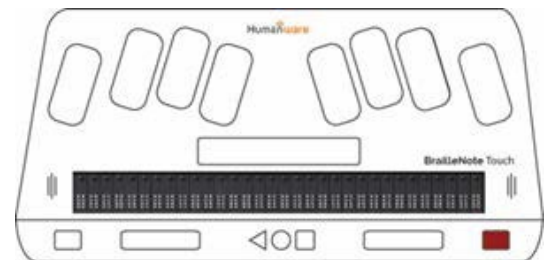
You will be given the following options:
- Storage (internal)
- SanDisk SD Card
- USB (if installed)

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.
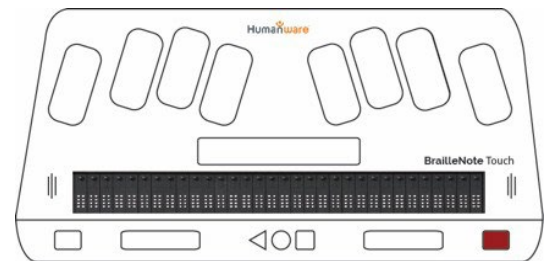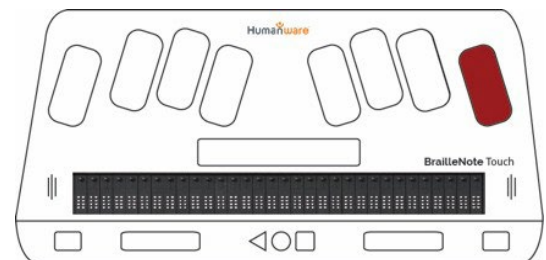
ENTER

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

| Step	Instruction	Visual Depiction

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.
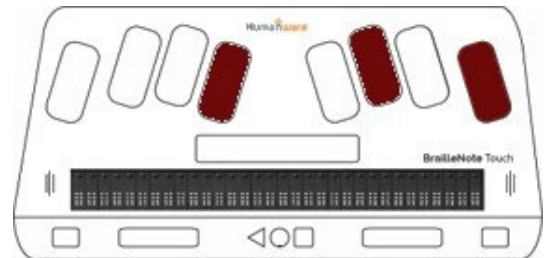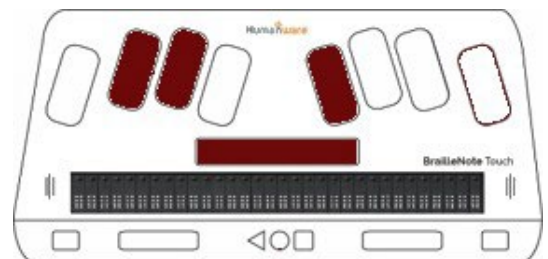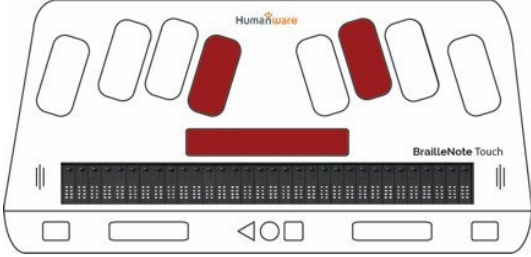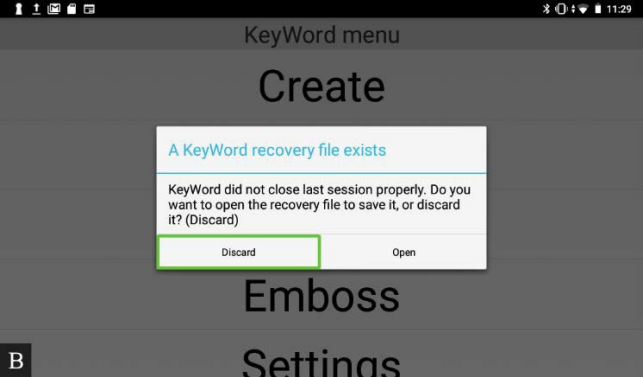

ENTER +E
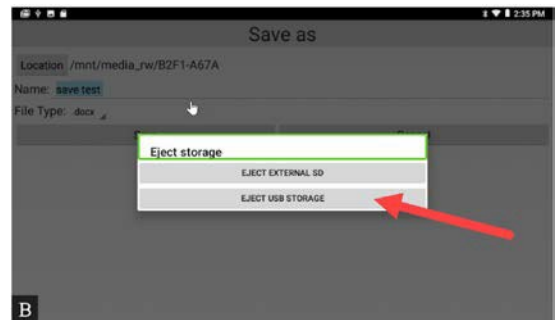
10   After you have named your file and chosen where it will be stored, you can save future updates to your file by pressing **SPACE + S**.

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

SPACE "S"

2.3 KeyWord: Closing a Document

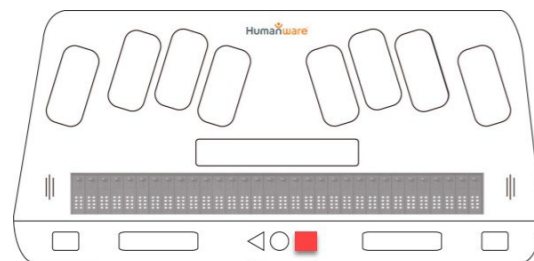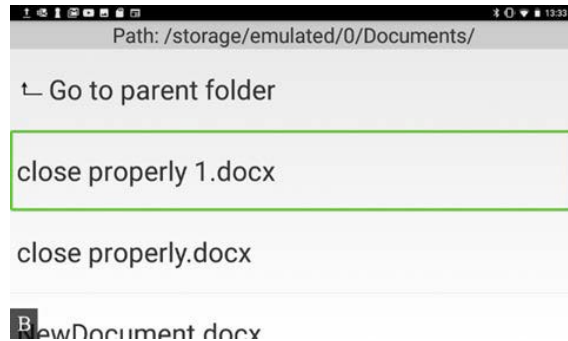| Step	Instruction	Visual Depiction
1	To close a document properly after saving, press **Spacebar and E** (spacebar 1+5) for Exit.	 Space + E
2	If you leave KeyWord without exiting properly, the next time you open a document you will receive a message saying "a KeyWord recovery file exists." You will be prompted to Discard or Open the file. If you already saved this file the last time you had it open, you can discard this duplicate file. If you are unsure if you saved it, you can open it to check.	

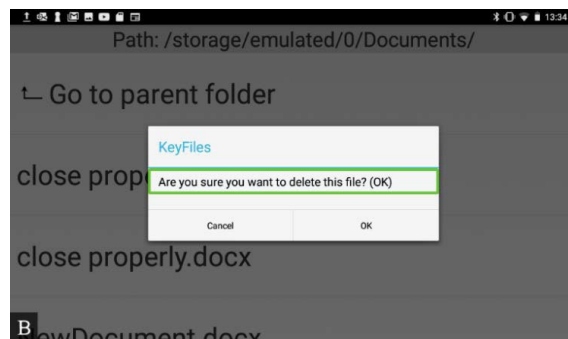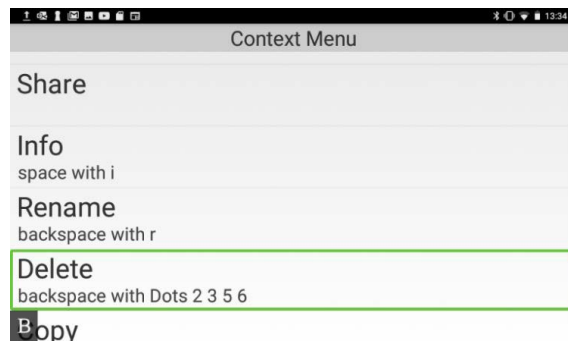| Step	Instruction	Visual Depiction

3

To delete any duplicate copies, open your Documents folder. After ensuring that these are in fact duplicates, you can navigate to the one you want to delete, then long press the square context menu button.

Navigate in the Context Menu to Delete and select it. In the pop-up window navigate to 'OK' and select it. You will hear "KeyFile deleted" and land back in the document file list.
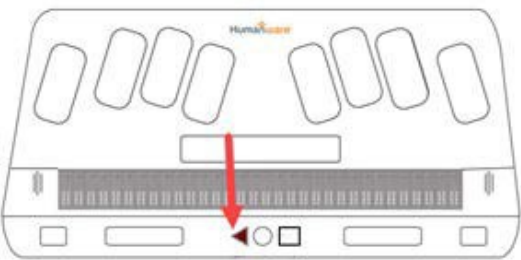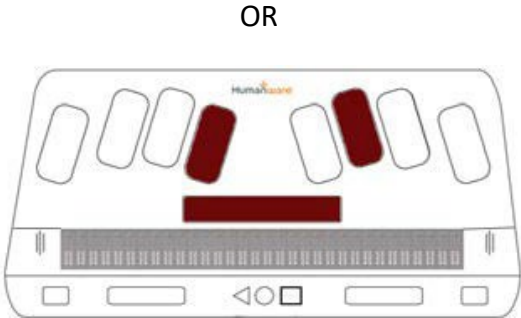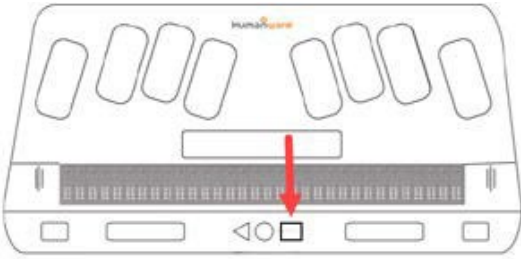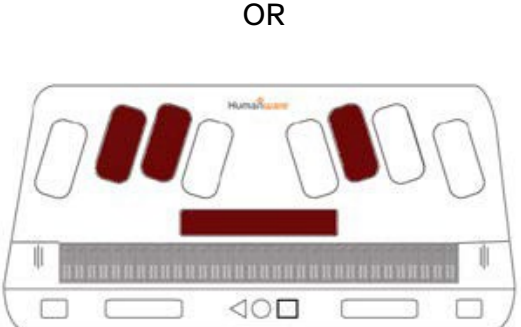
The shortcut to Delete a file from the Documents folder is **Backspace + Dot 2+3+5+6.**

Long press to access CONTEXT MENU

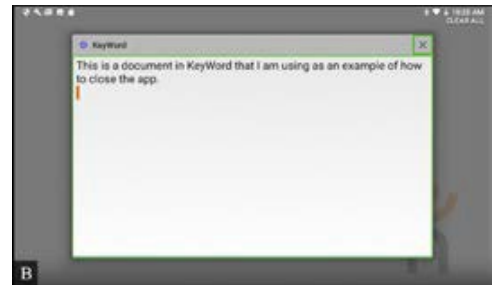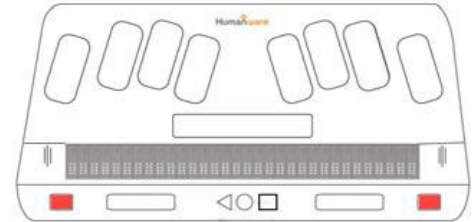## 2.31 Word Processor: Exiting and Closing Applications

Step	Instruction	Visual Depiction
1	To EXIT an application, press the triangular **BACK** button. Or **SPACEBAR + E** You will be brought back to the Main Menu. You may need to activate EXIT or the **BACK** button more than once to return to the Main Menu.	 OR
2	Exiting does not CLOSE the application. To CLOSE an application, press the RECENT APPLICATIONS square button. Or Press **Space 2+3+5** You will hear "Recent apps," and the name of the area that you have landed on.	 OR

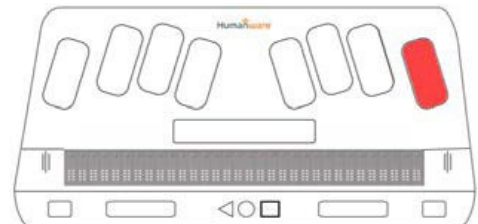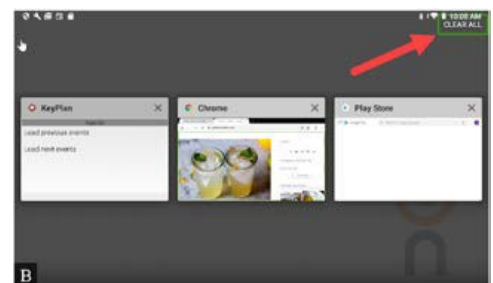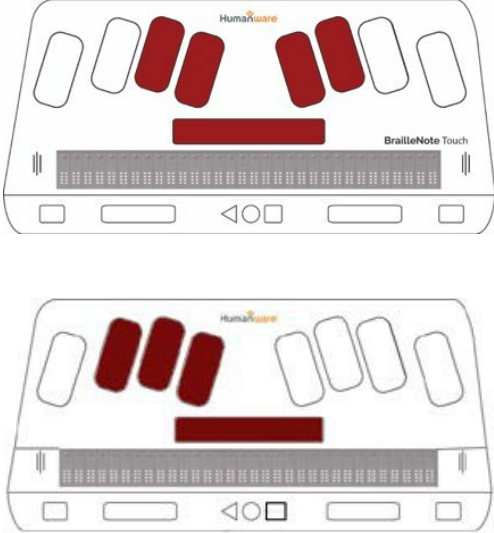| Step	Instruction	Visual Depiction
3	Now that you are in the RECENT APPLICATIONS window, you have the option to either close one app or all open apps. To CLOSE ONE APP only, use the **NEXT** or **PREVIOUS** thumb keys to navigate to the app you want to close. There will be a green border around the selected item, and you will hear the name of the app.	
4	Navigate using the **NEXT** thumb key until you reach the DISMISS button, the 'X' in the top right corner. You will hear "Dismiss (name of app)." Press **ENTER** or a cursor routing key to activate, and the app will close, leaving you on the Recent Applications window. If there was only one app to close, you will be brought to the Main Menu	
5	To CLOSE ALL RUNNING APPLICATIONS, navigate to CLEAR ALL in the top right corner, using PREVIOUS and NEXT thumb keys. Press **ENTER** or a Cursor Routing key to activate. You will be brought back to the Main Menu.	

2.4 Reading Documents
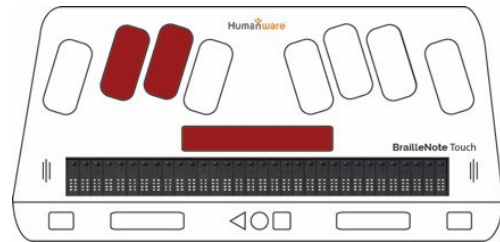
Word Processor (KeyWord): Reading a Document

Step	Instruction	Visual Depiction
1	**READ ALL** To read the entire document from where the cursor is, press **SPACEBAR + G** (Dot 1245) (G stands for "Go) To navigate to the top of the document and begin reading there, first press **SPACEBAR + Dot 123.**	
2	**PAUSE READING** To pause reading, press BACKSPACE + ENTER. Press SPACEBAR + G to resume reading from the spot where you paused.	

Word Processor (KeyWord): Reading by Paragraph

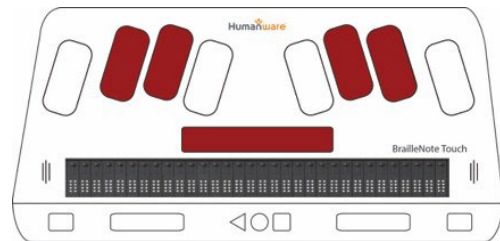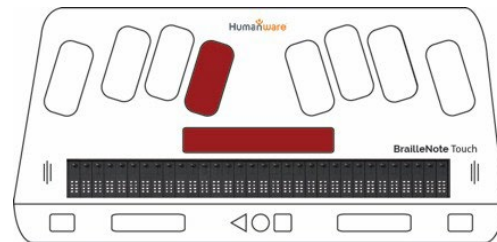| Step	Instruction	Visual Depiction
1	**READ PREVIOUS PARAGRAPH** To read the previous paragraph, press **SPACEBAR + Dot 23.**	
2	**READ CURRENT PARAGRAPH** To read the current paragraph, press **SPACEBAR + Dot 2356**.	
3	**READ NEXT PARAGRAPH** To read the next paragraph, press **SPACEBAR + Dot 56.**	
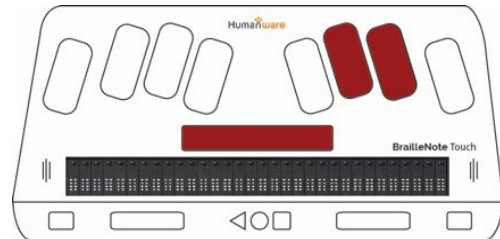
Word Processor (KeyWord): Reading by Line

Step	Instruction	Visual Depiction
1	**PREVIOUS LINE** To read the previous line, press **SPACEBAR + Dot 1.**	
2	**CURRENT LINE** To read the current line, press **SPACEBAR + Dot 14**.	
3	**NEXT LINE** To read the next line, press **SPACEBAR + Dot 4**.	
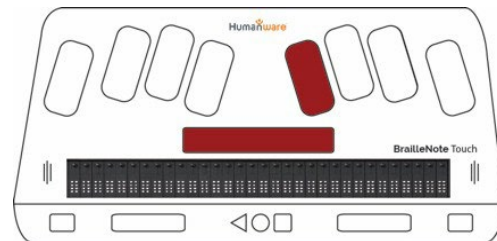
Word Processor (KeyWord): Reading by Word

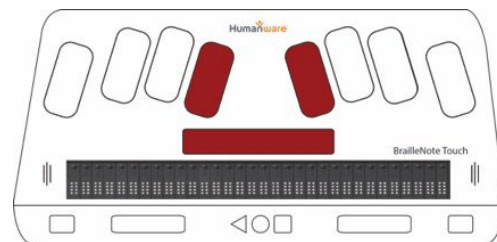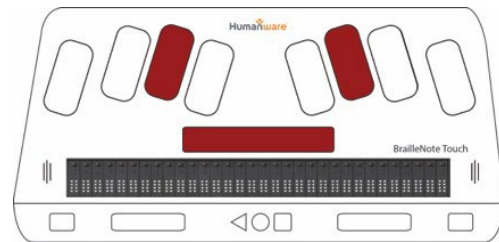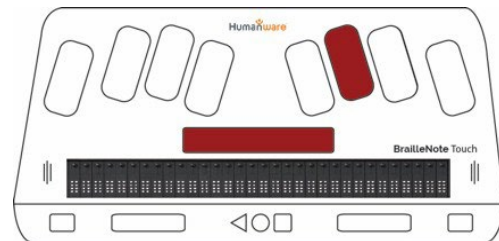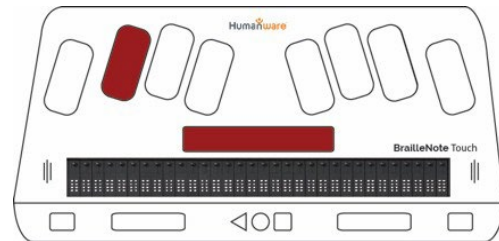| Step	Instruction	Visual Depiction
1	**PREVIOUS WORD** To read the previous word, press **SPACEBAR + Dot 2**.	
2	**CURRENT WORD** To read the current word, press **SPACEBAR + Dot 25**.	
3	**NEXT WORD** To read the next word, press **SPACEBAR + Dot 5.**	
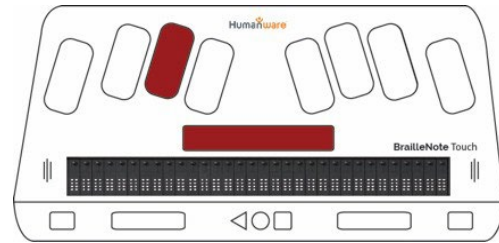
Word Processor (KeyWord): Reading by Character

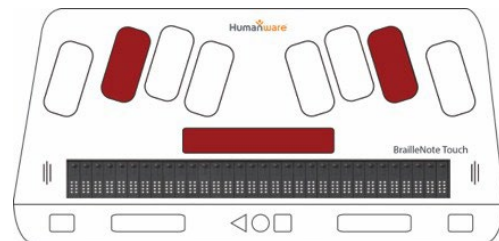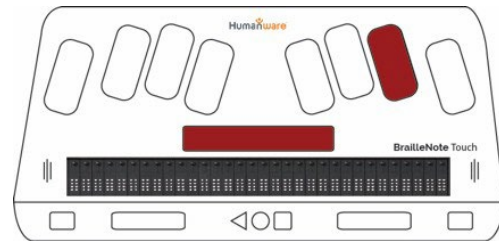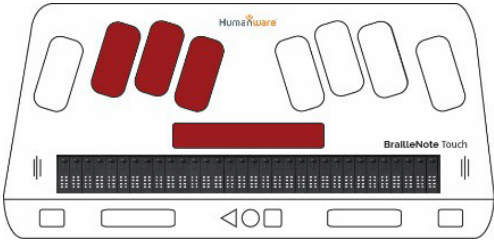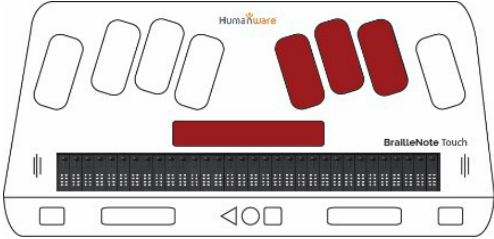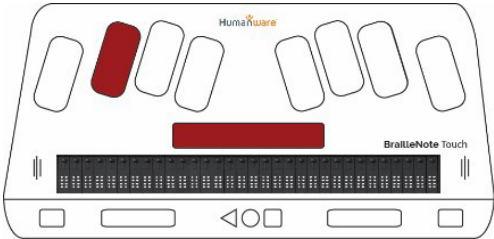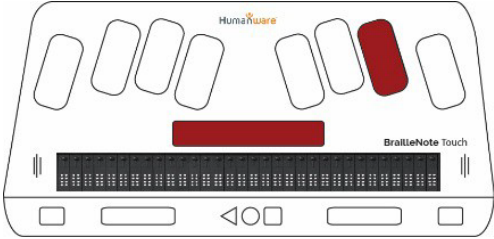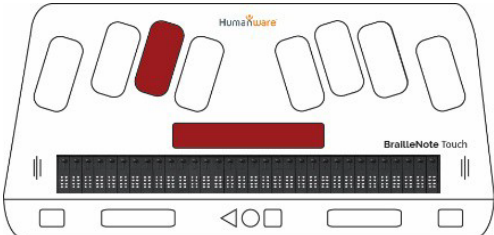| Step	Instruction	Visual Depiction
1	**PREVIOUS CHARACTER** To read the previous character, press **SPACEBAR + Dot 3.**	
2	**CURRENT CHARACTER** To read the current character, press **SPACEBAR + Dot 36.**	
3	**NEXT CHARACTER** To read the next character, press **SPACEBAR + Dot 6.**	

Tip... Remember, you can also navigate and read line by line using Previous or Next Thumb Keys!

2.5 Navigating Text in a Document

Step	Instruction	Visual Depiction
1	**TOP OF DOCUMENT** To move to the top of a document, press **SPACEBAR + DOT 123.**	
2	**BOTTOM OF DOCUMENT** To move to the bottom of a document, press **SPACEBAR + DOT 456**.	
3	**PREVIOUS CHARACTER** To move to the previous character, press **SPACEBAR + DOT 3.**	
4	**NEXT CHARACTER** To move to the next character, press **SPACEBAR + DOT 6**.	
5	**PREVIOUS WORD** To move to the previous word, press **SPACEBAR + DOT 2**.	

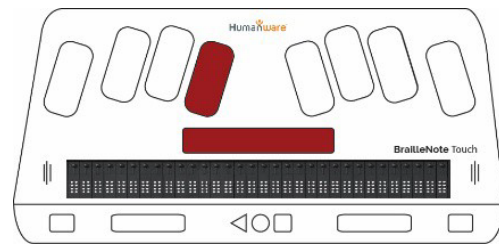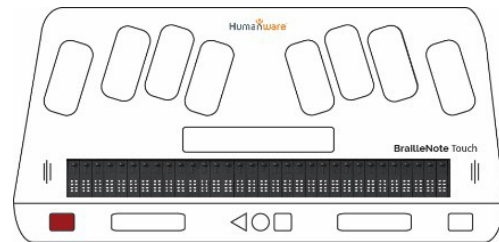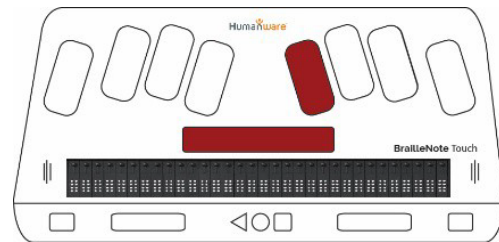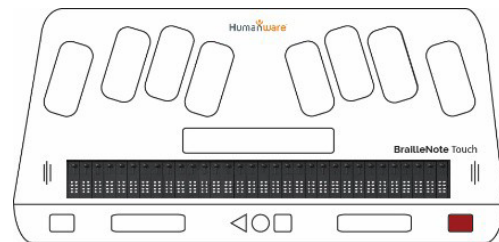| Step	Instruction	Visual Depiction
6	**NEXT WORD** To move to the next word, press **SPACEBAR + DOT 5**.	
7	**PREVIOUS LINE** To move to the previous line, press **SPACEBAR + DOT 1.** OR PREVIOUS thumb key.	OR
8	**NEXT LINE** To move to the next line, press **SPACEBAR + DOT 4**. OR **NEXT** thumb key.	OR
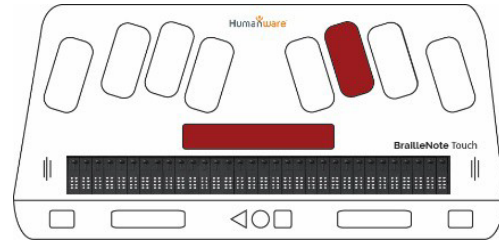
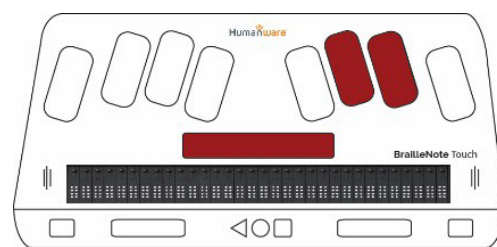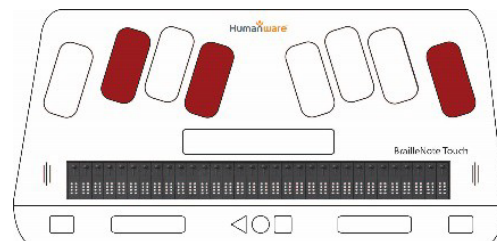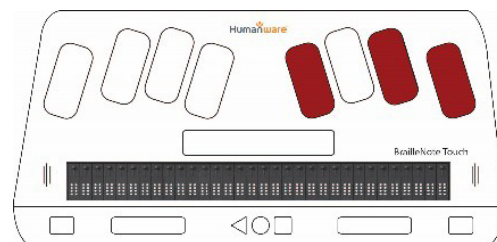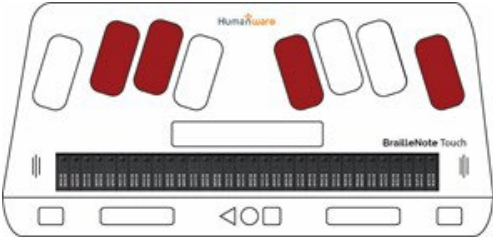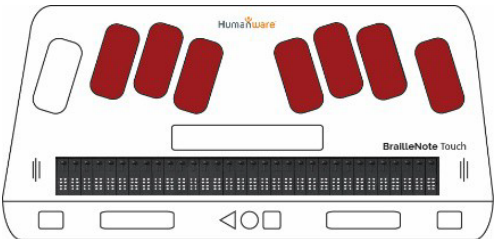| Step	Instruction	Visual Depiction
9	**PREVIOUS PARAGRAPH** To move to the previous paragraph, press **SPACEBAR + DOT 23.**	
10	**NEXT PARAGRAPH** To move to the next paragraph, press **SPACEBAR + DOT 56**.	
11	**BEGINNING OF LINE** To move to the beginning of a line, press **ENTER + DOT 13**.	
12	**END OF LINE** To move to the end of a line, press **ENTER+DOT46**.	
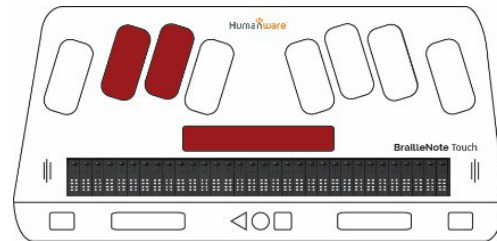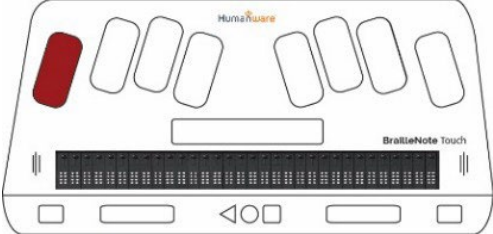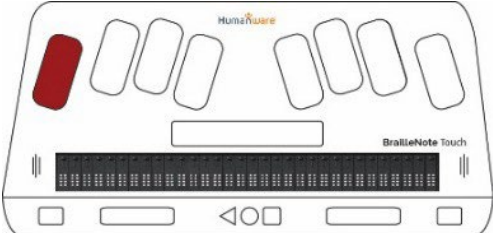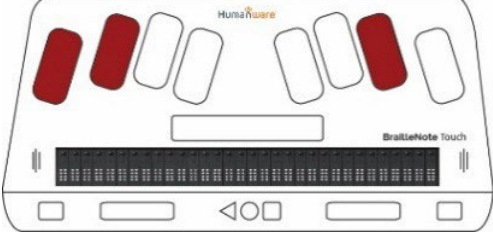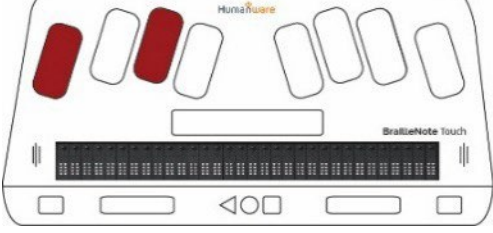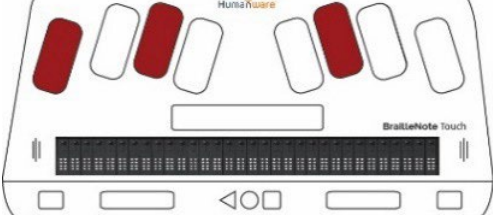
2.6 Selecting, Deleting, and Formatting Text

Selecting Text

Step	Instruction	Visual Depiction
1	**SELECTING TEXT** Navigate your cursor to the BEGINNING of the portion of text you would like to select. (see Tutorial 2.5 for instructions on Navigation within a document.) Press **ENTER + S** to activate selection mode. Navigate your cursor to the END of the text you would like to select. (for example, Spacebar + 6 moves you to the next word.) Press **ENTER + S** again to finish your selection. You will now see DOTS 7 and 8 on the refreshable braille display "flashing" below your selected text.	
2	**SELECT ALL** To select all text in a document, press **ENTER + DOT 123456.**	

Deleting Text

Step	Instruction	Visual Depiction
1	**DELETE SELECTED TEXT** Select a portion of text, then press **BACKSPACE**.	
2	**DELETE LETTER** To delete the letter to the left of your cursor, press **BACKSPACE**.	
3	**DELETE CURRENT CHARACTER** To delete the current character, press **BACKSPACE + 36.**	
4	**DELETE PREVIOUS WORD** To delete the word to the left of your cursor, press **BACKSPACE + 2**.	
5	**DELETE CURRENT WORD** To delete the word your cursor is on, press **BACKSPACE + 25**.	

Step	Instruction	Visual Depiction

6   **DELETE REMAINDER OF LINE**

To delete text from your cursor to the end of the line, press **BACKSPACE + 14**.
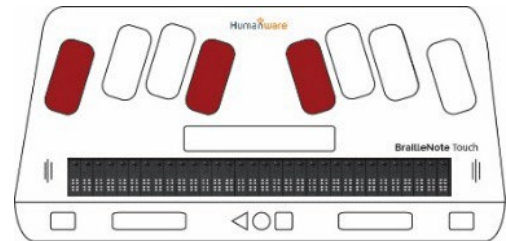
7   **DELETE REMAINDER OF DOCUMENT**

To delete text, from your cursor to the end of the document, press **BACKSPACE + DOT 456**.

Note: Before deleting the remainder of the document, you will get a message asking if you are sure you want to delete to the end of the document. Navigate to "yes" to complete the action.
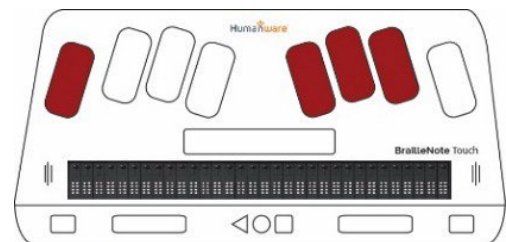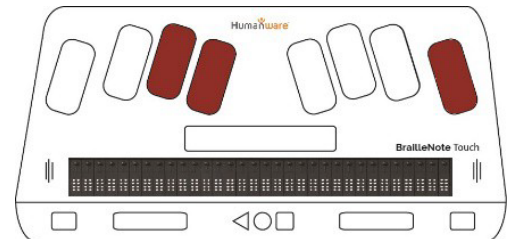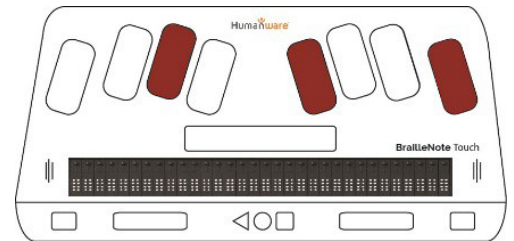
Formatting Text

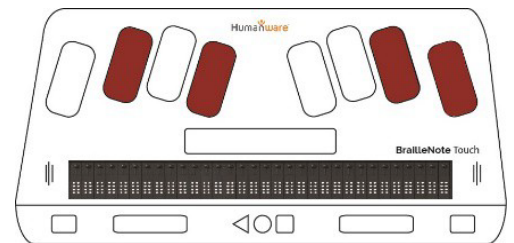| Step	Instruction	Visual Depiction
1	When a portion of text is highlighted, you can change the format of that text by pressing one of the following commands: press **ENTER + B** for bold text	
2	press **ENTER + i** for italicized text	
3	press **ENTER + U** for underlined text	
4	To access all the options for formatting, you can access the Context Menu>Format Functions by pressing **SPACE + M**, then navigate to "Format Functions." (Or long press the square Recent Apps button to go to the same place.)	
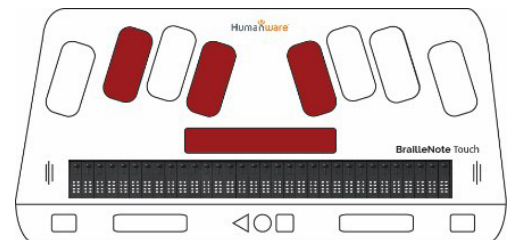
Tip...

The Humanware Manual for the BNT+ can be found here, including a full list of shortcuts.

https://support.humanware.com/en-international/support/braillenote_touch_plus

SET▶BC

2.7 Searching for Text in KeyWord

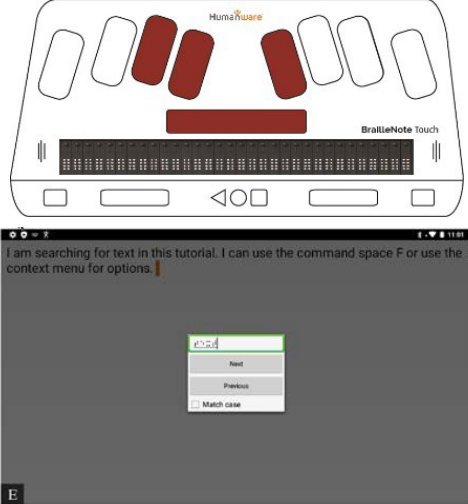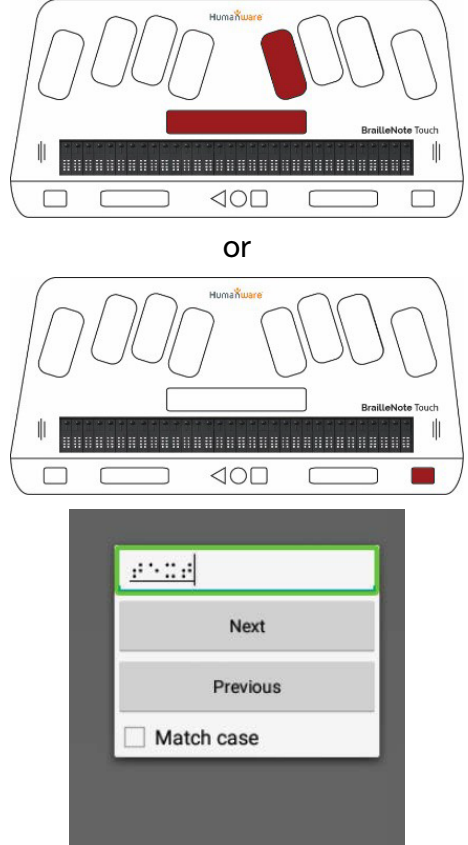| Step	Instruction	Visual Depiction
1	When you are in a KeyWord document, you can search for a word by pressing **SPACE + F** (find). A search window will pop up, and you will hear "Find What?" Type the word that you are searching for.	
2	If you are at the beginning of the text you wish to search, navigate to the "Next" button by pressing **SPACE + DOT 4**, or by pressing the Next Thumb Key. (If you are at the end of the section of text that you wish to search, navigate to "Previous.")	or

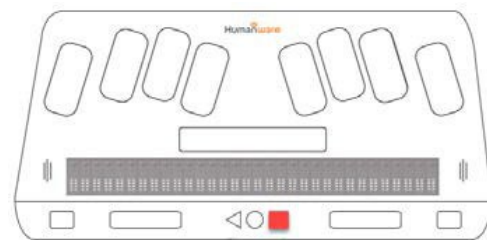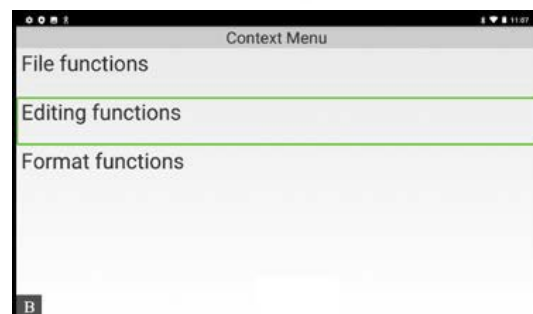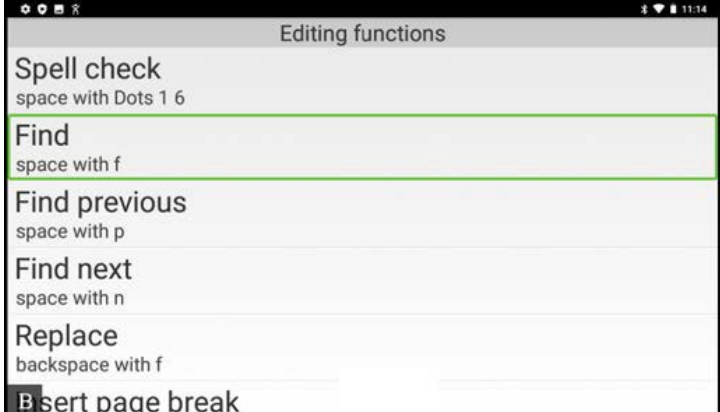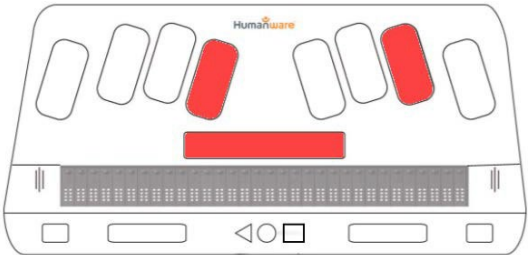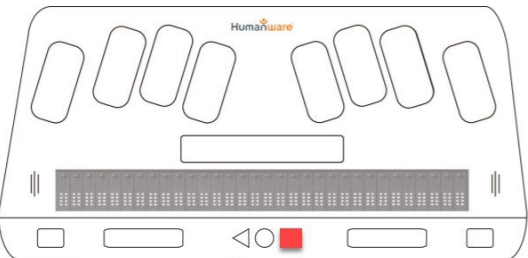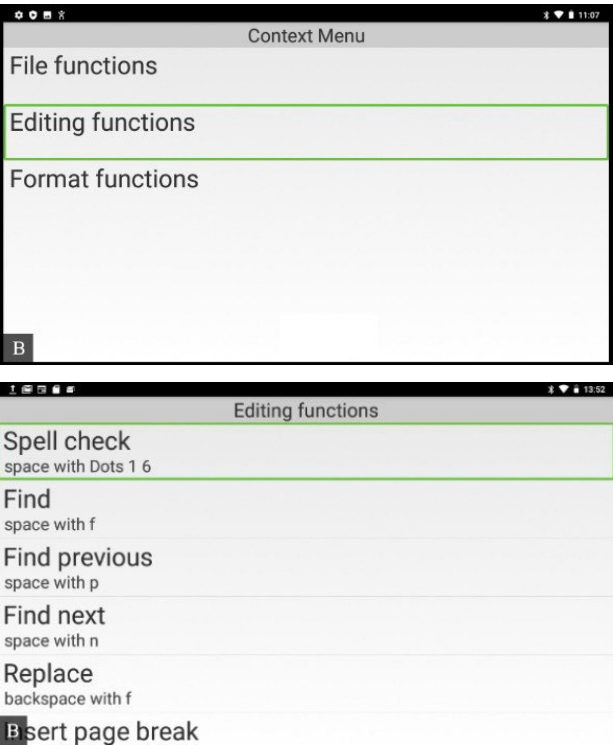| Step	Instruction	Visual Depiction
3	Press **ENTER** or a cursor routing key when you are in the 'Next' field, and the next instance of your word will now be highlighted. You will hear "Edit box (your word) selected." You can now perform several functions on this word, such as delete, replace, or copy. You can clear the selected word by pressing a cursor routing key. The word will remain in the document but will no longer be highlighted/selected. You will hear "Selection cleared."	
4	TIP: An alternative way to perform a search, especially when you are unsure of the shortcut command, is to hold the square Recent Apps button to access the Context Menu. In this menu, navigate to "Editing functions" and select it.	

Step	Instruction	Visual Depiction
5	In the Editing functions menu, you can use the next key to navigate to the function you wish to use. Alternately, you can use First Letter Navigation to search. When you navigate to "Find," you will hear "Find, space with 'f'." Press enter/cursor routing key. Then you will be able to search using instructions #1-3	

SET▶BC

2.8 Using the Spellchecker

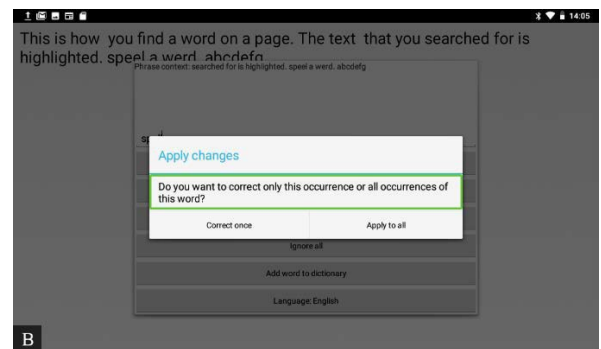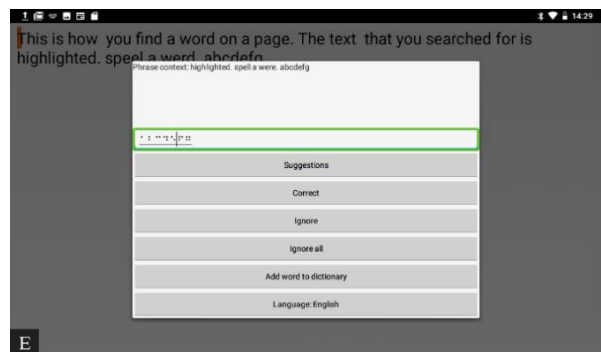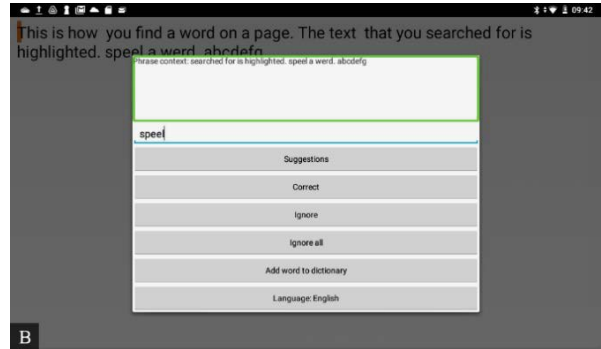| Step	Instruction	Visual Depiction
1	To spell check your document, press **SPACE + DOTS 1+6** (the contraction 'ch'). A spell-checking window will pop up. OR Long press the square context menu button, then navigate to Editing Functions and select it. Navigate to Spell check and select it.	 OR

Step	Instruction	Visual Depiction

2   In the top of the spell-checker box, the target word is displayed in context; you can navigate to it to hear it.

There are various options for correcting the word. To manually change the spelling, navigate to the Misspelled Word Edit Box and press enter or a cursor routing key. You may now delete the word using Backspace, and then spell the word again. Press **ENTER**.
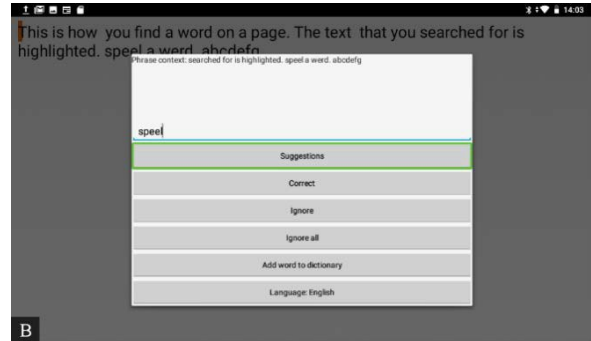
A pop-up window will be displayed asking if you want to "Correct Once" or "Apply to All;" navigate to the one you want and select it.
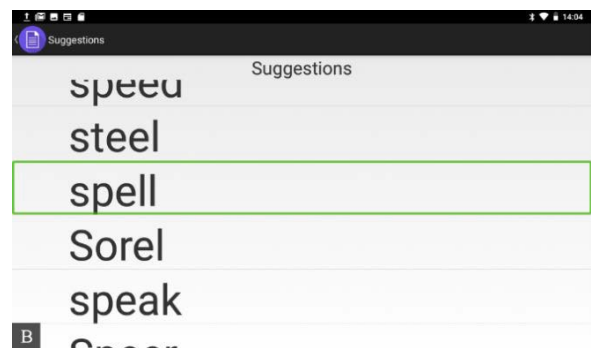
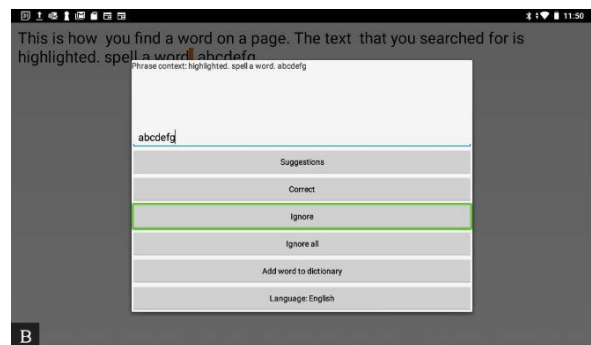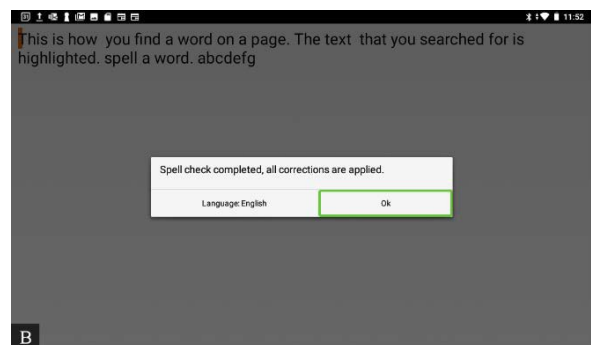| Step	Instruction	Visual Depiction
3	Another option is to navigate to the first menu option, "Suggestions," and select it (or type "S" in the Misspelled Word Edit Box.) Navigate through the list of words until you find the correct one and select it. You will again be asked to "Correct Once" or "Apply to All." Shortcuts for navigating suggestions: • Next=Space + Dot 4 • Previous=Space + Dot 1	
4	If you do not want to change the spelling of a selected word, navigate through the menu to "Ignore" (or type the letter "I" in the Misspelled Word Edit Box) and select it.	
5	When the spell checking is complete the pop-up will notify you that all corrections have been applied. Navigate to OK and select it.	

Step	Instruction	Visual Depiction
6	If you have a word in your document that you would like to add to your personal dictionary, navigate to "Add word to dictionary" when the word is selected and press enter/cursor routing key. You will receive a notification saying, 'word added to dictionary."	
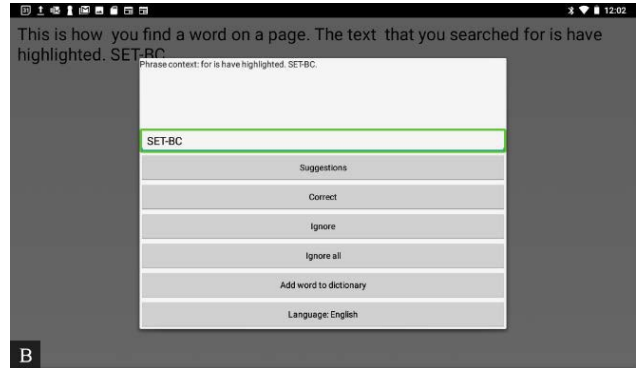
Tip…

Download the HWBuddy App for support with your device.