

2. Create a New Document

Goal

The student will be able to create a file with a given name on the BrailleNote and enter text into the file at the proficient level.

Introduction

Creating a file is a basic skill needed to use the BrailleNote. There are several steps and the student needs to learn to listen to the BrailleNote to know what responses to give. I advise that each student have an SD card to keep all the files that he or she creates. It is easy for the teacher to add files to the SD card and also to make backups of the student's work. For this lesson it is suggested that you create at least one folder (Tech) on the SD card before you start this lesson and create at least one file in that folder. You could call the folder Tech and the file Sample.

The word processor on the BrailleNote Apex is named KeyWord.

Review with the student basic care needed to keep the BrailleNote safe. Dropping it or knocking it to the floor may cause serious damage. If you are storing the BrailleNote in a bag or backpack, be sure to handle the bag or backpack with care. Washing hands with soap and water before using the BrailleNote is a great idea to prevent damage caused by getting the display dirty or sticky in any way. Removing the power cable and anything plugged into the USB ports before storing the BrailleNote is an important habit to learn. The BrailleNote Apex may cost over \$5,000. Handle with care!

Lesson

1. Turn on the BrailleNote with the rocker on/off switch on the left-side panel of the BrailleNote.
2. Press **SPACEBAR+123456** to ensure you are at Main Menu.
3. There are three speech modes. These are Speech On, Speech On Request, and Speech Off. If you need to put the speech in a mode other than the one you are in, press **PREVIOUS+SPACEBAR**. The previous thumb key is the left-most thumb key of the four thumb keys on the front panel of the BrailleNote.
4. From the Main Menu, press letter W to open the KeyWord. "KeyWord Menu" will be displayed.
5. Press the letter C to create a new document. "Folder name? Press Enter for [folder name]" will be displayed. *
6. For practice, we'll open the Tech folder. Press **SPACEBAR** once. BrailleNote displays "list of folders on the SD card."
7. Pressing **SPACEBAR** will move you downward on the list of folders on that SD card.
8. Press **SPACEBAR** until it says "Tech folder."
9. Press **ENTER** to open the folder. BrailleNote displays, "document to create?"

10. Begin writing the name of the new document. You may use contractions, but you don't have to. Make the title descriptive. In this case call it "my first file."
11. Press **ENTER** to create the document. BrailleNote briefly displays, "top of document."
12. Write letters, words, or sentences.
13. To correct errors, backspace to delete the last character written. Don't worry about fixing errors for the first time you are writing.
14. To go back to the KeyWord Menu, press **SPACEBAR+E** for exit. This command will exit or back you out by level from what you are doing.
15. Alternatively, you may always use the command to return to the Main Menu. There is no need to save the document. This is automatically done for you.
16. Remind students, as needed, to turn off the BrailleNote when work is finished. It is always a good idea to return to the Main Menu before shutting off the BrailleNote.

Note

*When creating a new file (step 5 above) the BrailleNote can say or display several different locations. Normally the BrailleNote will offer the last drive or folder that was opened. Pressing **SPACEBAR** moves down in the current drive by folder in alphabetical order. There are several drives available on the BrailleNote. To change to a different drive, like the suggested SD card, press **BACKSPACE**. At that point the **SPACEBAR** will move you down the different drives that are currently available. Pressing **ENTER** will open that drive and offer the last used folder. You will learn more about drives, folders, and files in the next lesson.

Quick Assessment: 2. Create a New Document

Assessment Key - 1. Beginning 2. Progressing 3. Proficient 4. Advanced

Skill/Task	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
1. Turn on BrailleNote.				
2. Begin at Main Menu (SPACEBAR+123456 if needed).				
3. Open KeyWord (W).				
4. Open “create a document” prompt (C).				
5. Open Tech folder. (SPACEBAR to it, then ENTER).				
6. Name the document (just start writing).				
7. Create and open the new document (ENTER).				
8. Write in the document using correct braille and punctuation.				
9. As needed, delete last character written (BACKSPACE).				
10. Exit the document: SPACEBAR+E or SPACEBAR+123456 .				
Point Totals (TP)				
Average: TP/# of skills				
Comments:				