

# Activator



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## Table of Contents

<b>1</b>	<b>DISCOVER THE ACTIVATOR</b>	<b>7</b>
1.1	What is the Activator?	7
1.2	The Activator at a glance	7
1.2.1	Top of the Unit	7
1.2.2	Left side of the device	9
1.2.3	Right side of the device	9
1.2.4	The SmartDock	9
1.3	Conventions Used in This Manual	9
<b>2</b>	<b>INSTALLATION</b>	<b>10</b>
2.1	Package Contents	10
2.2	Software Installation	10
2.2.1	StartStick	10
2.2.2	NVDA and JAWS	12
2.3	Connecting the Power Supply	12
2.4	Connecting the Interface Cable	12
2.5	Installation of the Bluetooth Tie-In	13
2.5.1	Bluetooth-PC Tie-In	13
2.5.2	Bluetooth Apple iOS Device Tie-In	14
2.5.3	Bluetooth-Android Device Tie-In	15
2.6	Connecting the SmartDock to the Activator	15
2.6.1	The SmartDock at a glance	15
2.6.2	Connecting the iPhone to the SmartDock	16
2.6.3	Attaching the SmartDock to the Activator	16
2.6.4	Removing the SmartDock	16
2.7	Technical Specifications	17
<b>3</b>	<b>START UP</b>	<b>18</b>
3.1	Version Information	18
3.2	Turning the Power On	18
3.3	Basic Operation	19
3.3.1	Functions of the on/off button	19
3.3.2	Chords	19
3.3.3	Signal Tones	20
3.3.4	System Messages	20
3.3.5	Checkboxes	20
3.3.6	Radio Buttons (1 of x)	21
3.3.7	System files	21
3.3.8	Energy Saving Features	21
3.3.9	The SAVE Mode	22
<b>4</b>	<b>QUICK START</b>	<b>23</b>
4.1	The Activator as a Braille Display	23
4.2	The Activator as a note-taking device	24
4.2.1	Navigating the Menu	24
4.2.2	Context sensitive help	24
4.2.3	Writing a Note	24
4.2.4	Saving a Note	24
4.2.5	Opening a File	25

4.2.6	Transferring data between the Activator and a PC	25
4.2.6.1	The file transfer program HTCom	25
4.2.6.2	Transferring a File using HTCom from the Activator to the PC	26
4.2.6.3	Transferring a File using HTCom from the PC to the Activator	26
<b>4.3</b>	<b>The Activator in combination with the iPhone</b>	<b>26</b>
4.3.1	The HelpTech+ app	26
4.3.1.1	Braille Monitor	27
4.3.1.2	Voice recording	27
4.3.1.3	Smart Services	27
4.3.1.4	Transferring Files between Activator and iPhone	28
4.3.2	Opening a file on the USB stick	28
4.3.3	Creating, editing and saving Word files	29
<b>5</b>	<b>OPERATION OF THE ACTIVATOR</b>	<b>30</b>
<b>5.1</b>	<b>The Menu System</b>	<b>30</b>
5.1.1	menu	30
5.1.2	(E)ditor	30
5.1.2.1	Contracted Braille translation and back translation	30
5.1.2.2	New	31
5.1.2.3	Previous file	31
5.1.2.4	New directory	31
5.1.2.5	File and Folder list	31
5.1.3	iOS Apps	35
5.1.3.1	Files	35
5.1.3.2	Safari	35
5.1.3.3	Mail	36
5.1.3.4	Word	36
5.1.3.5	HelpTech+	36
5.1.3.6	Edit	36
5.1.4	Smart Services	36
5.1.5	(C)lock	37
5.1.5.1	(D)isplay date/time	37
5.1.5.2	set (C)lock	37
5.1.5.3	(S)topwatch	37
5.1.6	(G)ames	37
5.1.6.1	BrailleHunt (B)	38
5.1.6.2	(H)angman	38
5.1.7	Mass storage	38
5.1.8	(B)raille sets	39
5.1.8.1	Creating a Braille Character Set	39
5.1.8.2	Loading Braille Character Sets	40
5.1.8.3	Selecting and Activating Braille Tables	40
5.1.8.4	(D)elete selection	41
5.1.9	(I)nfo	41
5.1.9.1	(M)emory usage	41
5.1.9.2	(B)attery stats	41
5.1.9.3	(K)eyboard layout	42
5.1.9.4	(S)erial number	42
5.1.9.5	(V)ersions	42
5.1.9.6	Maintenance info	43
5.1.9.7	System information	43

---

5.1.10	(O)ptions	43
5.1.10.1	(6) dots braille	43
5.1.10.2	hotkeys (A)ctivate objects	43
5.1.10.3	(H)ighlight hotkeys	44
5.1.10.4	show s(Y)stem files	44
5.1.10.5	show f(O)lders first	44
5.1.10.6	(Q)uick entry	44
5.1.10.7	show file attri(B)utes	44
5.1.10.8	s(W)itch Activator auto off	44
5.1.10.9	(S)tartup mode	45
5.1.10.10	(T)one signals	45
5.1.10.11	(V)ibrations	46
5.1.10.12	(D)ate and time format	47
5.1.10.13	(I)nput indication	47
5.1.10.14	dot (F)irmness	48
5.1.10.15	atc s(E)nsitivity	48
5.1.10.16	sta(N)dby	48
5.1.10.17	Language	48
5.1.10.18	Battery charge enable	48
5.1.10.19	Use HID Braille	49
5.1.10.20	Keyboard layout for iOS Apps	49
5.1.10.21	Restore list of iOS Apps	49
5.1.10.22	(R)estore factory defaults	49
<b>5.2</b>	<b>The Editor</b>	<b>50</b>
5.2.1	Overview of Editor Functions	50
5.2.2	Dialogs and Confirmation of Actions	50
5.2.3	Entering and Deleting Text	51
5.2.4	Reading Text	51
5.2.5	ATC within the Editor	52
5.2.6	Moving the Cursor	52
5.2.7	Editing Modes (SPC+2 4 = Chord i)	53
5.2.8	Status Display (SPC+2 3 4 7 = Chord S)	54
5.2.9	Set Mark (N1/N4 + N3/N6)	54
5.2.10	Jump to Mark (SPC+1 3 4 = Chord m)	54
5.2.11	Delete Mark (N1/N4 + N3/N6, Select Name, SPC)	55
5.2.12	Block Functions	55
5.2.12.1	Marking the Beginning of a Block [SPC+N5]	55
5.2.12.2	Copy (SPC+1 4 = Chord c)	56
5.2.12.3	Cut (SPC+ 1 3 4 6 = Chord x)	56
5.2.12.4	Paste (SPC+1 2 3 6 = Chord v)	56
5.2.12.5	Exchange Mark and Cursor (SPC+7 8)	56
5.2.12.6	Deleting a Text Block (SPC+ 1 3 4 6 7 = Chord X, SPC+1 2 = Chord b)	57
5.2.12.7	Saving a Block to a File (SPC+2 3 4 = Chord s)	57
5.2.13	Searches	57
5.2.13.1	Incremental Search (SPC+1 2 4 = Chord f)	57
5.2.13.2	Buffered Search	58
5.2.13.3	Backward Search (SPC+1 2 4 7 = Chord F)	58
5.2.14	Replace (SPC+1 2 3 5 = Chord r)	58
5.2.15	Calculator	59
5.2.16	Opening Additional Files	60

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5.2.17	Switching Between Open Files (SPC+5 6 8 or SPC+2 3 7)	60
5.2.18	Suspending the Editor (SPC+1 2 3 4 5 6)	61
5.2.19	Saving Files (SPC+2 3 4 = Chord s)	61
5.2.20	DirektTransfer of files or blocks of text to a connected device (SPC + 1 5 7 = Chord E)	62
5.2.21	Closing a File and Quitting the Editor (SPC+1 5 = Chord e)	62
5.2.22	Activating Terminal Mode from the Editor (SPC+2 3 4 5 = Chord t)	63
5.2.23	Help (SPC+1 2 5 = Chord h)	63
5.2.24	The Editor's Setup Menu (SPC+1 3 6 = Chord u)	63
5.2.24.1	Window Scrolling (Global)	64
5.2.24.2	Scroll time (Global)	64
5.2.24.3	Indicate empty lines (Global)	64
5.2.24.4	Automatic scrolling (Global)	64
5.2.24.5	Dialog Timeout (Global)	65
5.2.24.6	Warn Timeout (Global)	65
5.2.24.7	Result Position [e]	65
5.2.24.8	Keep Expression [e]	65
5.2.24.9	Find Exact (Global)	65
5.2.24.10	Margin Action (Global)	66
5.2.24.11	Right Margin (Global)	66
5.2.24.12	Word Wrap (Global)	66
5.2.24.13	Tab Mode (Global)	66
5.2.24.14	Tab Stops (Global)	67
5.2.24.15	Tab Width (Global)	67
5.2.24.16	Line End (Individual File)	67
5.2.24.17	Insert Cursor (Global)	68
5.2.24.18	Edit Mode (Individual File)	68
5.2.24.19	Scroll Speed (Global)	68
5.2.24.20	Saved Position (Individual File)	68
5.2.24.21	Display Mode (Individual File)	68
5.2.24.22	Step Size (Global)	69
5.2.24.23	Match Column (Global)	69
5.2.25	Important Instructions Regarding the Editor	69
<b>5.3</b>	<b>Braille input with the braille keys in the screen reader [SPC+1 2 7] (Chord B)</b>	<b>70</b>
5.3.1	Table of Key Commands for Controlling the PC	71
<b>6</b>	<b>THE FOLDING COMPUTER KEYBOARD</b>	<b>73</b>
<b>7</b>	<b>THE ACTIVATOR AS A BRAILLE DISPLAY</b>	<b>74</b>
7.1	Starting the Screen Reader with [SPCC].	74
7.2	Screen readers using Windows: Example JAWS	74
7.2.1	Overview	75
7.3	VoiceOver: Screen reader for Apple iOS Devices	77
<b>8</b>	<b>OPERATION SETTINGS FOR HANDY TECH BRAILLE DISPLAYS</b>	<b>79</b>
8.1	Connection	79
8.2	ATC	80
8.3	Status Cells	80
8.4	Key Actions	81
8.4.1	Key Lock	81
8.4.2	Fast Keys	81
8.4.3	Repeat Keys	81
8.5	Miscellaneous	82

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8.6	Info	82
9	<b>ACTIVE TACTILE CONTROL (ATC)</b>	<b>83</b>
9.1	ATC Assistant for Reading or Learning	84
9.2	Tips for Utilizing ATC to Learn Braille	85
9.3	Tips for Utilizing ATC for the Experienced Braille Reader	85
9.4	ATC-Monitor Settings	86
10	<b>BATTERY MANAGEMENT</b>	<b>87</b>
10.1	Battery Charging	87
10.2	Battery Capacity Display	87
10.3	Automatic Recognition of Low Voltage	88
11	<b>IMPORTANT INFORMATION</b>	<b>89</b>
11.1	<b>Start-Up Procedures</b>	<b>89</b>
11.1.1	Self-check of the File System	89
11.1.2	Saving Files in Case of Fatal Errors	90
11.2	<b>Symbols</b>	<b>90</b>
11.3	<b>Safety Information under the Standards for Medical Devices</b>	<b>90</b>
11.4	<b>General Safety Information</b>	<b>90</b>
11.5	<b>Handling the Activator</b>	<b>91</b>
11.6	<b>Warranty</b>	<b>92</b>
11.7	<b>Technical Support</b>	<b>92</b>
12	<b>LIST OF KEY COMBINATIONS</b>	<b>93</b>
12.1	Navigating the Menu System	93
12.2	Editor Functions	93
12.3	Keys in Terminal Mode	94
12.4	Fixed Key Functions on Computer Keyboard	94
13	<b>ERROR MESSAGES</b>	<b>96</b>
13.1	<b>Error Messages English only</b>	<b>96</b>
13.1.1	Fatal Errors	96
13.1.2	General Errors	97
13.1.3	Warnings and Messages	98
13.2	<b>Error Messages from the Message File</b>	<b>98</b>
13.2.1	General Messages	98
13.2.2	File System Messages	98
13.2.3	Editor Messages	99
14	<b>COPYRIGHT NOTICE</b>	<b>103</b>

## 1 Discover the Activator

Thank you for choosing the Activator. Please take the time to study this manual. We have tried to make the operation of the Activator as simple and intuitive as possible. Nevertheless, this manual will help you to make even better use of your Activator.

### 1.1 What is the Activator?

The Activator extends the proven features of our Help-Tech Braille displays - such as the concave Braille modules and the patented ATC technology for automatic relaying - with a forward-looking concept of never-before-seen hardware and software solutions in a modern design. As a result, the Activator offers the next generation Braille experience.

The Activator is a smart Braille display with a novel concept: It combines an ergonomically optimized Braille display with the power of the iPhone as well as a compact, ultra-flat and multifunctional 2-in-1 folding keyboard with new control elements.

The innovative SmartDock with charging function and USB port can be magnetically connected to the Activator, creating a groundbreaking symbiosis between the iPhone and the Activator.

Together with our specially developed iOS app - called HelpTech+ - the Activator is enhanced with additional features and smart services.

**Built-in contracted Braille translation and back translation:** the Activator offers, directly as an internal function, translation from uncontracted Braille to contracted Braille and reverse. We have integrated the world's leading translation tool - RTFC - for English, French and German directly into the Activator's firmware. Thanks to the Activator's powerful hardware, contracted Braille translation is also super fast for UEB (United English Braille).

Before using the Activator, please be sure to first read the safety instructions for proper handling of your Activator. You will find them at the end of this manual.

The Activator has been carefully designed and tested. However, if you have any suggestions, please contact your local customer service representative directly or write to [Idea@helptech.de](mailto:Idea@helptech.de). Your opinion is important to us.

We hope you enjoy working with your Activator.

### 1.2 The Activator at a glance

The Activator is an ergonomically optimized 40-digit Braille display with a compact, ultra-flat and multifunctional 2-in-1 folding keyboard. This section is intended to familiarize you with the Activator and its controls. It is recommended that you have the Activator at hand to immediately understand what you read here.

#### 1.2.1 Top of the Unit

Please place the Activator in front of you on the table with the Braille keyboard facing up. The two keys in the front center are the two space keys. The left space bar will be referred

to as [SPCL] and the right space bar will be referred to as [SPCR]. In the case that both the left and the right space bar can be pressed, they are designated as [SPC].

Between the two spacebars is a small five-way function key that can be pressed to the right, left, up, down or center. This function key enables fast and convenient navigation both in internal mode and in connection with connected devices, such as a PC or cell phone. In this context, it functions like the arrow keys on a keyboard.

Behind the space bar are the 40 ergonomic Braille modules with integrated cursor routing keys. With the integrated cursor routing keys, hereafter called [CR] keys, the cursor can be placed directly at the text position of a specific Braille module.

To the left and right of each Braille module are three independent navigation keys labelled N followed by 1 through 6, according to the arrangement of the Braille dots. So top left N1, below N2 and N3, right N4, N5 and N6. They are embedded in the housing in such a way that they do not stand out from the Braille modules. The navigation keys have the following functions:

The left resp. right upper navigation key serves as a read key to move back in the text and will be called [N1] resp. [N4] in the following.

The lower left or right navigation key is used to read forwards and is referred to below as [N3] or [N6].

If the left or right middle navigation key is pressed, different additional functions are triggered. The following is an overview of the names of the navigation keys:

Upper left navigation key:	[N1]
Left middle navigation key:	[N2]
Left lower navigation key:	[N3]
Upper right navigation key:	[N4]
Right middle navigation key:	[N5]
Right lower navigation key:	[N6]

Above the Braille modules is the multifunctional 2-in-1 folding keyboard. This keyboard can be used in the following two ways:

When folded down, an 8-dot Braille keyboard is available. This allows characters to be entered using dot combinations in Braille. The keyboard is held in place by magnets, which means it cannot accidentally flip open when the Activator is being transported. The 8-dot Braille keyboard consists of 8 ergonomically arranged function keys. The function keys are used for Braille input and are designated as follows:

7 3 2 1 SPCC 4 5 6 8

In the center of the function keys there is a space bar (space key), hereafter called [SPCC]. In internal mode it functions as a space bar, in terminal mode, i.e. in connection with a terminal and a screen reader, it functions as a control key.

A support foot is attached to the upper left and right narrow side of the folding keyboard. By lifting both support feet and folding the keyboard backwards, a second keyboard, a computer keyboard, can be used. This allows characters to be entered in the same way as on a PC. Further information on the computer keyboard can be found in Chapter 6 The folding computer keyboard.



## 1.2.2 Left side of the device

If you move from the front to the back on the left side of the housing, you can feel the round on/off button. This has several functions (see chapter 3.3.1 Functions of the on/off button). Behind it is a USB-C port for connecting the Activator to a PC or charging the device's batteries via the wall power supply.

## 1.2.3 Right side of the device

On the right side of the Activator are the contact surfaces for an additional hardware component, the so-called "SmartDock". The SmartDock is needed to connect an iPhone to the Activator and is described in chapter 1.2.4 The SmartDock and in chapter 2.6 Connecting the SmartDock to the Activator.

## 1.2.4 The SmartDock

The SmartDock is an additional hardware component that allows an iPhone to extend the functionality of the Activator many times over. Unlike a pure Bluetooth connection, where the Activator only acts as a control element for the iPhone, it can perform many additional functions with an iPhone connected via the SmartDock. (Only from iPhone 8 and from iOS 16). The prerequisite is that the iPhone used has been paired once via Bluetooth with the Activator or another Braille display.

If the Activator is charged via the plug-in power supply, it passes on part of the charging current to the iPhone, so that the iPhone is also charged. A USB stick can be connected to the iPhone via the USB port on the SmartDock, and the Activator can also access the data on the stick. In addition, with the help of the SmartDock, files can also be exchanged between the iPhone and the Activator, as is possible between Braille display and PC with the help of HTCom.

Together with our specially developed iOS app HelpTech+, the Activator is enhanced with additional features and Smart Services, such as a Braille monitor that displays on the iPhone what is written on the Braille display or the speech input service that allows you to dictate texts into the Activator.

## 1.3 Conventions Used in This Manual

In this manual, the following conventions are used for inputs and outputs on the Activator and on the PC:

Single keystrokes on Activator:	[Key2] e.g. [N2]
Key/dot combination on Activator:	[SPC + 1 2]
Display on the Activator:	<b>'Display Text'</b> such as <b>'File'</b>
Single keystrokes on PC keyboard:	{Key}, e.g. {ENTER}
Text input on PC keyboard:	{input text}, e.g. {HTCom}
Text output on PC:	"output text" such as "Done"

## 2 Installation

This section contains helpful information about how to install your Activator. Please read it carefully to prevent difficulties while setting up.

### 2.1 Package Contents

Please verify that your package contains all of the items listed below. If one of the components is missing or damaged, please contact us in order to request the missing part or a replacement.

You should find enclosed the following:

- Activator
- SmartDock
- Carrying case
- 2 USB-C connection cables (approx. 100 cm and approx. 200 cm)
- USB-A to USB-C adapter
- 1 plug-in power supply 5 volt for charging the batteries with USB-C plug
- USB StartStick with quick start guide
- Software package HTCom (USB StartStick)
- Manual (USB StartStick)
- Manual for HTCom (USB StartStick)

### 2.2 Software Installation

To enable you to operate the different systems with your Activator, we have developed programs for connecting the Activator. You will find these software components together with the current manual and brief instructions on the StartStick supplied.

We are constantly developing extended and improved versions of our software components. Therefore, we recommend that you update the StartStick from time to time. The easiest way to do this is to select the entry "Update all components" under the menu item "File" in the HTStart program.

#### 2.2.1 StartStick

The StartStick with the HTStart program is a USB stick that contains all relevant software components and documents you need to operate your Handy Tech Braille display. Additionally, it contains the free screen reader NVDA, so that you can operate the PC immediately, even if no screen reader (e.g. JAWS) is installed yet.

Once you have connected the StartStick to your PC, run the program start.exe in the root directory. If a screen reader is already installed, it will be offered for use. Otherwise, the included screen reader NVDA creates access for you via speech output and Handy Tech Braille display.

HTStart detects which Braille display is connected to your PC and automatically preselects all necessary software components for installation. Depending on the security settings of your operating system, you may be asked to allow HTStart to run. Your consent is required

for HTStart to detect and display the installed screen readers. Please allow HTStart to run, otherwise you will not be able to use the program.

After you have selected a screen reader, the HTStart window will open. All supported Handy Tech products are listed here.

The language is preselected based on your Windows settings. However, you can select another language in the drop-down list. After that you will find the available manuals in the selected language under the products. If a manual in this language is not available, the English manual will be displayed instead.

You can determine which components of the software should be installed. The choices are:

- Activator Firmware and Documents: To update the internal functions of your Activator and this manual.
- HTCom: Communication program for data transfer between PC and Activator.

We recommend that you keep the default settings. All required software components will then be installed and a desktop shortcut to the HTCom program will be set up. After completing the installation program, you will find a group called "Help Tech" in the Start menu under Programs. In it you will find the following subgroups:

- Braille Driver: Under this you will find the Activator's key assignment for your screen reader.
- Activator with version number appended: For version 1.0 of the software, this is e.g. "Activator 1.0". Below you will find this manual, the uninstaller, the firmware update program, and important notes.
- HTCom: Below you will find a description of HTCom, the program HTCom itself, as well as the uninstallation program.

After successful installation you can connect your Activator to your computer. In the installation directory of the Activator firmware you will find the following subdirectories (applies to complete installation):

- Braille Tables: Contains different braille character sets for different country variants.
- Firmware: Contains four files for the internal programming of your Activator, as well as system files
- Manuals: Contains this manual and other important information.
- KeyboardLayouts: Contains different keyboard files for different country variants.
- Uninstall: Contains the program to uninstall the software.

In addition to the Start menu, you can also launch HTCom from the shortcut on your desktop, or by using the default key combination {Ctrl+Shift+H}.

For a detailed description of how to use HTCom, please refer to the separate manual "File Transfer between PC and Braille System", which can be found in the subdirectory "HTCom". Please also read chapter 4.2.6 Transferring data between the Activator and a PC.

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### 2.2.2 NVDA and JAWS

The current versions of the screen readers NVDA (from version 2023.2) and JAWS (from version 2306 38 June 2023) support the Activator directly. It is not necessary to install control programs, so-called drivers.

Only the data transfer program HTCom must be installed separately.

Connect the Activator to the PC using the USB-C cable (see chapter 2.4 Connecting the Interface Cable). The Activator turns on and the smart power-on message appears with the battery charge status displayed on Braille module 19. The charging animation indicates that the Activator is now charging.

The Activator is detected immediately when JAWS is started. At the first start, a display with the title "Handy Tech JAWS driver" and the information "Activator, interface USB-HID, driver version 4.3.0.0" appears.

If another Braille display is connected to the PC while JAWS is running, it will also be recognized and controlled immediately.

For information on how to use JAWS and how to assign the keys of the Activator in JAWS, see chapter 7.2 Screen readers using Windows: Example JAWS.

To use the Activator with NVDA, it is necessary to select "HandyTech Braille display" in the NVDA menu under Options/Settings/Braille. After accepting the settings, the Activator will be recognized and controlled by NVDA. Currently, it is not sufficient to select the entry "Automatic" for Braille display.

## 2.3 Connecting the Power Supply

The Activator is equipped with two permanently installed lithium-ion batteries, which may only be replaced by authorized dealers or the factory. The supplied plug-in power supply unit is used to supply power and charge the batteries via a power outlet. The Activator can be operated without restrictions while the batteries are being charged.

To connect the power adapter, insert the small oval USB plug into the USB-C port on the left side of the device. It doesn't matter how the cable is plugged in. Now you can connect the power adapter to the flat end of the USB cable and plug it into an easily accessible outlet. If the power adapter is plugged in while the Activator is powered on, a beep will sound with a slight delay to indicate that the Activator is now in mains operation.

The Braille display shows the charging animation on module 19. (see chapter 3.2 Switching on the Activator).

Please note that while the Activator is charging via the power outlet, no USB connection to the PC can be established.

If the Activator is connected to the PC with USB cable, the batteries will also be charged with a smaller current. You can deselect this in the options menu, e.g. to save the laptop battery during a trip (see chapter 5.1.10.18 Battery charge enable).

## 2.4 Connecting the Interface Cable

Your Activator can be connected to the PC either via a USB port or via the wireless Bluetooth interface. If the Activator is used according to the medical device standard, the

PC to which it is connected must also comply with the medical device standard, or be additionally grounded, or connected to an isolation transformer.

To connect the Activator to the PC via the USB port, use the supplied USB connection cable. The USB connection cable has a small oval plug on one end. At the other end you will find a larger flat plug. Insert the small oval USB plug into the USB-C socket on the left side of the device. It doesn't matter which way around the cable is plugged in. Connect the larger plug to the USB port of the PC. If your PC has USB-C ports only, use the included adapter from the flat USB-A plug of the included USB cable to USB-C.

If both the Activator and PC are turned on, the Activator will be automatically recognized by USB enabled operating systems. If the USB cable is plugged in while the Activator is turned off, a message will briefly appear stating that the Activator is charging and it will turn off again.

## 2.5 Installation of the Bluetooth Tie-In

Since the Activator is equipped with a Bluetooth transmission module, you can also connect the Activator wirelessly to up to three different devices at the same time (e.g. computer, smartphone, tablet) that also have Bluetooth wireless technology. The Activator will automatically switch to the currently active data source, i.e. one of the up to three Bluetooth connections that was last active, or the USB connection to the PC. When switching, the Bluetooth device name is displayed if available. In the other case, "Bluetooth device" followed by a number from 1 to 3 is displayed.

If no Bluetooth or USB connection is active, the Activator will automatically switch to internal mode. If the Activator is connected to an iPhone via Bluetooth, for example, and the iPhone switches to the lock screen, you can use the [N2] key to unlock your iPhone and continue operating it directly with the Activator. If you want to return to the Activator's internal functions, such as the editor, you can switch to internal menu mode by pressing Chord m. You can also switch to the menu mode by briefly pressing the on/off button (see chapter 3.3.1 Functions of the on/off button).

You will then be back in the same place in the internal mode from which you switched to the Bluetooth connection, e.g. in a note.

Switching between USB port and the three Bluetooth channels can also be done manually by pressing [SPC + 4 5 8] or by briefly pressing the on/off button. This switches in turn between existing connections. If there is only one connection, switching is not possible. When connecting the USB cable to a PC, the system automatically switches to the USB connection.

Bluetooth is automatically active when you turn on the Activator. If you do not establish a Bluetooth connection within 15 minutes, the Bluetooth interface will automatically turn off to save battery power. When the Activator is woken up from sleep mode, Bluetooth is on again for 15 minutes.

The wireless transmission range is about 10 meters.

### 2.5.1 Bluetooth-PC Tie-In

1. Please make sure that the Activator is switched on and Bluetooth is enabled. For this purpose, it may be necessary to switch the device off and on again.

2. Select "Bluetooth Devices" from the control panel or from your system tray and press the context menu key.
3. Select the "new device/connection" item.
4. "Add Bluetooth Device Wizard" will appear.
5. All detected Bluetooth devices will be listed. Select the Activator from the list and press "Next".
6. The Activator will ask whether the pairing should be done with the message "**Pair y/n**". Confirm the message by pressing [y] or the CR key above the y. If you reject the pairing process, a connection to the PC can only be made after switching the Activator off and on again.
7. Now the pairing will be done, and the needed drivers will be installed. Please wait a moment. Please confirm by pressing "Finish". The Activator is ready to use when all the needed drivers have been successfully installed.

Your Activator has now established a Bluetooth connection to the PC and you can utilize all of its functions, as if it were connected via the USB cable.

Note: If you move the Activator beyond the Bluetooth connection's communication radius (10 meters/yards), the connection to the PC will be interrupted. The connection will automatically be re-established by Handy Tech's Braille device driver once you move back within range.

### 2.5.2 Bluetooth Apple iOS Device Tie-In

Mobile devices from Apple, such as the iPhone or iPad, include the VoiceOver screen reader, which enables blind and visually impaired people to operate the device via voice output. If you use an iPhone, we recommend connecting using the SmartDock. A Bluetooth connection only needs to be established once before installing the SmartDock (see chapter 2.6.2 Connecting the iPhone to the SmartDock). Please note that the use of our HelpTech+ app is not possible with a Bluetooth connection. Therefore, we recommend deactivating Bluetooth on the iPhone after pairing when using the SmartDock. This ensures that the connection is made via the Lightning cable of the SmartDock. To pair the Activator with an Apple device, you must first enable VoiceOver. To do this, follow these steps:

1. Please make sure that the Activator is turned on and Bluetooth is enabled. For this purpose, it may be necessary to switch the device off and on again.
2. Open "Settings" on the home screen of your iOS device.
3. Choose Accessibility from the "Settings" page.
4. Turn VoiceOver on.
5. Choose "Braille" on the VoiceOver page.
6. If Bluetooth is off, the iOS device will remind you and you should turn it on now.
7. The iOS device is now searching for Bluetooth Braille displays. Please choose the Activator from the list.
8. If the Activator is asking whether the pairing should be done with the message "**Pair y/n**", please confirm the message by pressing [y] or the CR key above the y. If you reject the pairing process, a connection to the Apple device can only be made after switching the Activator off and on again.
9. The Bluetooth connection will be established, and you can read the text from the iOS device on the Braille display.

Note: if the Bluetooth connection was interrupted because the Activator or the Apple device was turned off or in sleep mode, please activate the Activator first. The connection will be re-established automatically, when turning on the Apple device.

We recommend setting the Accessibility Shortcut (3 time pressing the home key) to VoiceOver. To define the Accessibility Shortcut, go to settings / Accessibility all the way down to Accessibility Shortcut.

### 2.5.3 Bluetooth-Android Device Tie-In

Android devices, such as the Samsung Galaxy Sx, include the screen reader TalkBack by default, which enables blind people to operate the devices by speech. This is pre-installed on most Android devices and can be activated under Settings>Accessibility. For Braille support an additional App, called BrailleBack, is needed which you can download and install via Play Store. In order to connect the Activator via Bluetooth with an Android device, please follow these steps:

1. Please make sure that the Activator is turned on and Bluetooth is enabled. For this purpose, it may be necessary to switch the device off and on again.
2. Activate Bluetooth on the Android device and search for new devices.
3. After some seconds, the Activator will be found and listed in the device list.
4. Start the pairing process by double tapping on the Activator's name displayed by the Android device.
5. The Activator will ask whether the pairing should be done with the message "**Pair y/n**". Confirm the message by pressing [y] or the CR key above the y. If you reject the pairing process, a connection to the Android device can only be made after switching the Activator off and on again.
6. If the pairing was successful, you'll hear the message "device connected".
7. Open BrailleBack on the Android device. You can find it under Settings>Accessibility.
8. The Bluetooth connection will be established, and you can read the text from the Android device on the Braille display.

Note: If the connection was interrupted because you have turned off or put into sleep mode the Activator and/or the Android device, please turn on/wake up the Activator first.

## 2.6 Connecting the SmartDock to the Activator

As already mentioned in chapter 1.2.4 The SmartDock, an additional hardware component called SmartDock is supplied with the Activator. The SmartDock, in combination with the Activator and the iPhone, enables a comfortable, user-friendly interaction between the Activator and the iPhone. This turns the Activator into a fully comprehensive mobile working solution. (From iPhone 8 and iOS 16)

In order to use the full functionality of the iPhone in conjunction with the Activator, please install our free iOS app called "HelpTech+" from the App Store.

### 2.6.1 The SmartDock at a glance

On the right side of the SmartDock, there is a spring that can be tensioned by sliding it to the right and is used to assist in inserting the iPhone into the SmartDock.

On the front bottom left side of the SmartDock is a Lightning cable.

On the left side of the SmartDock are six contact pins that connect to the contact strip on the right side of the Activator. The connection is supported by magnets that automatically pull the SmartDock into the correct position (see also chapter 2.6.3 Attaching the SmartDock to the Activator).

A USB port is located at the top left. This allows USB sticks to be connected to and read from the iPhone.

### **2.6.2 Connecting the iPhone to the SmartDock**

To connect the SmartDock with the iPhone, please proceed as follows:

Position the SmartDock so that the spring points to the right and the magnetic side with the contact pins points to the left.

Tension the spring and position the iPhone with the right long side on the spring.

Now snap the left long side of the iPhone into the SmartDock.

Now connect the Lightning cable of the SmartDock to the Lightning port of your iPhone.

After installing the HelpTech+ app, the iPhone must be paired once with the Activator via Bluetooth in VoiceOver, as described in chapter 2.5.2 Bluetooth Apple iOS Device Tie-In.

**Important:** To ensure that the connection between iPhone and Activator is made via the Lightning cable of the SmartDock, we recommend deactivating Bluetooth on the iPhone after successful pairing.

### **2.6.3 Attaching the SmartDock to the Activator**

The SmartDock is magnetically attached to the Activator. To attach the SmartDock to the Activator, hold the left side of the SmartDock against the right side of the Activator. The contact pins of the SmartDock are automatically connected to the contact surfaces of the Activator by magnets. Please make sure that the two housing parts lie against each other without an intermediate gap.

**Important:** please operate the SmartDock only on a table surface. The magnetic connection is not strong enough to hold the SmartDock when you lift up the Activator. The SmartDock with the inserted iPhone can then easily fall down and be damaged.

If the Activator is already turned on when the SmartDock is attached, a tone will sound to indicate that the connection has been successfully established. If VoiceOver is enabled in the iPhone, the iPhone's screen content is now displayed on the Braille display. The iPhone can now be controlled using the multifunctional flip keyboard - both by using the general Braille commands for VoiceOver, and by using the computer keyboard. Here, the commands of a standard Bluetooth keyboard apply. For a list of Braille commands for VoiceOver and a list of keyboard commands, see Chapter 7.3 VoiceOver: Screen reader for Apple iOS Devices.

### **2.6.4 Removing the SmartDock**

To remove the SmartDock, lift it upwards until the magnets release the connection.



## 2.7 Technical Specifications

- 40 concave piezoelectric Braille cells
- 40 cursor routing keys
- 6 independent navigation keys
- 2 space keys
- 1 control stick
- Ultra slim multifunctional 2-in-1 folding keyboard:
  - Braille keyboard with 8 function keys and one space bar
  - Computer keyboard foldable
- 2 vibrators (left and right)
- Tone generator for signal tones
- 1 USB C port (for PC or charging cable)
- 32 GB internal memory
- Bluetooth® wireless technology
- 2 lithium-ion batteries
- Battery life approx. 30 hours
- Fast charging (4 hours)
- Measurements: 32 cm (12.6 inch) width
  - Keyboard folded: 12.6 cm (5 inch) deep, 2.7 cm (1 inch) high
  - Keyboard unfolded: 18.8 cm (7.4 inch) deep, 1.9 cm (0.75 inch) high
- Weight: 970 g (2.1 lbs)
- 
- Dimensions SmartDock
  - Depth: 16.6 cm (6.5 inch)
    - without spring: 8.5 cm (3.3 inch) wide, 2.1 cm (0.8 inch) high
    - with spring: 9.4 cm (3.7 inch) wide, 2.3 cm (0.9 inch) high
  - Weight: 100 g (0.22 lbs)

## 3 Start Up

### 3.1 Version Information

As of this Section, all common characteristics of the Activator will be described. This information applies from firmware Version 1.0 of your Activator.

### 3.2 Turning the Power On

Press the on/off button to turn on the Activator. You can now work without a power source, as the battery is fully charged. You will hear a sound signal and the following start up message will be displayed on the Braille display:

**'Activator F1.0 2SbMi.30.03.23 14:14 ?'**

- The name of the device "Activator" (cells 1-9).
- The firmware version (cells 11-18) e.g. F1.0
- Charging indicator (cell 19): The battery charge status is displayed in the form of a bar whose height corresponds to one of the five charging states. If no point is set, this corresponds to the "empty" charge state. When the battery charge level is full, all eight points are set. When loading, the charge indicator grows in steps from below to the current charge state. When charging, the charging indicator moves faster. After switching on the device, it takes about 10 seconds for this information to be available.
- SmartDock status (cell 20): S is displayed if a SmartDock with iPhone is connected. If no SmartDock is connected, no dot is set.
- Bluetooth status (cell 21): This cell indicates whether Bluetooth is switched on and, if so, whether a Bluetooth connection exist. If Bluetooth is off, this cell is empty. A small b indicates that Bluetooth is on. If a large B is shown, there is currently a Bluetooth connection. If point 8 is set, two Bluetooth connections exist. If dot 6 is set additionally, there will be three Bluetooth connections.
- Day of week (cells 22-24): For languages where a two-digit abbreviation for days of the week is common, there is a period at the end; for three-digit abbreviations, there is no period.
- Date (cells 25-32): day.month.year
- Time (cells 34-38): The clock of the Activator is displayed in 24-hour format and without seconds. The colon between hours and minutes flashes every second.
- Call up the support information (cell 40): After pressing the cursor routing key above the Braille cell 40, a compact information is displayed which can be important for support purposes. To return to the start message, press [N2] or [N5].

The abbreviations in the support information have the following meaning:

- FW ("firmware"): version of the installed firmware
- SN ("serial number"):the Activator's serial number

- NSRV (“next service“): month and year of the next due maintenance
- LSRV (“last service“): month and year of last maintenance
- T (“tasks“): Performed during the last maintenance
  - CPS (“caps“): caps exchanged
  - PNCLN (“pins cleaned“): Pins cleaned
  - PNRPL (“pins replaced“): pins exchanged
- LRPR (“last repair“): month and year of last repair
- DLV (“delivery“): month and year of delivery

If any of this information is not available, there is "N / A" ("not available") behind the colon.

A short vibration when switching on indicates that you are in normal working mode. If you have checked the "**Action confirmation**" setting in the **options** menu under **Signal tones**, a startup melody will also sound when you switch on.

You are now in the main menu of the Activator, where you can activate the various functions.

If you get a message starting with '**FER:**', '**Warning**' or '**WRN:**' instead of the startup display shown above, the internal software is out of step. Detailed information and remedies can be found in the chapters about firmware updates and error messages.

Before you can finally get started, we would like to briefly familiarize you with some basic concepts of the Activator.

## 3.3 Basic Operation

### 3.3.1 Functions of the on/off button

The on/off button on the left side of the device has several functions:

1. to switch on or wake up the Activator from sleep mode (standby), press it briefly.
2. to switch off the Activator, press and hold it for a little longer (one second).
3. to switch between the different channels while the Activator is on, press it briefly.

Sequence starting from the menu mode (which is also considered a channel):

- a. USB device
  - b. SmartDock
  - c. Then follow all Bluetooth devices (the name of the Bluetooth device will be displayed).
  - d. Finally, menu mode again
4. to switch to SAVE mode, press and hold for 5 seconds. See also chapter 3.3.9 The SAVE Mode.
  5. to reset the Activator when it stops responding, press the power button for a very long time (10 seconds).

### 3.3.2 Chords

The Activator's keyboard is very easy to use. The keystroke functions are not activated until the key is released. If a character is composed of several keys, it will be created after releasing all keys.

In order to make functions available to you which require their own function keys on standard keyboards, while also providing efficiency of operation, we have introduced the so-called chord functions. Chords are letters or Braille dots that are used in combination with the space bar. For example, in the Editor you can use Chord-i [SPC+2 4] to toggle between insert and overwrite mode.

With Chord commands, it is enough to release one key in order to activate the function. When entering characters, all keys need to be released.

You will find a list of all available key combinations in chapter 12.

### 3.3.3 Signal Tones

The Activator utilizes various signal tones to indicate its status or to alert you about prompts or possible errors.

1. Start-up sound: This is a tone signal which sounds during start-up. When the start-up sound is preceded by a very short, high tone followed by a pause, then the Activator is in work mode.
2. Warning signal: This consists of a simple short sound and may sound, for example, when you have reached the beginning or the end of a text in the Editor or when you are cancelling a search.
3. Error signal: These are three consecutive signals with an ascending tone pitch, which may be emitted, for example, before you delete a file.

Note: You can specify which types of acoustic signals you want the Activator to emit (see chapter 5.1.10 and 5.1.10.10).

### 3.3.4 System Messages

The Activator will display messages to indicate the successful completion of an operation or to alert you about possible operating errors. If it is an error message, or in other important cases, the messages are accompanied by a signal tone and/or vibration. The signal sounds and vibrations can be switched off in the **Options** menu (see chapter 5.1.10.10 (T)one signals and 5.1.10.11 (V)ibrations).

We recommend you to carefully review these messages before continuing with your work. They frequently contain instructions on how to proceed.

Most error messages will be in the selected system language however, there are some system messages that are only provided in English. Regarding these messages, all messages beginning with '**fatal**', '**fer:**', '**error**' or '**wrn:**' should be attended to.

After you have read the message, you can exit by pressing [N2] which in most cases will return you to the place from which the message was initiated. If the message text does not fit on the Braille display, you can scroll through it by pressing the [N1/N4] and [N3/N6] keys.

In chapter 13 you will find a list of the most important messages with explanations.

### 3.3.5 Checkboxes

Checkboxes are switches that can be in either an "on" or "off" state. A checkbox consists of a symbol indicating its state and a designation. The symbol "[X]" indicates that the checkbox is "on" or active, whereas "[ ]" is an inactive or "off" checkbox.

Toggling the state of the checkbox between on and off is accomplished by pressing [SPC] or [N5]: the state is toggled upon each keystroke. Alternatively, you can also press the cursor routing key above the checkbox to toggle it. As soon as you move on to a new menu item, the last state indicated by the checkbox remains in force. However, the settings are not permanently saved until the **'(O)ptions'** menu is closed.

Checkboxes are used to control your Activator's functions and can be found in the **(O)ptions** menu. For example, you can choose either 6-dot or 8-dot Braille with this method.

Note: In the event of a sudden deactivation from the Activator, the last changes to be entered in the **(O)ptions** menu will be lost. The new settings are only saved upon exiting the **(O)ptions** menu!

### 3.3.6 Radio Buttons (1 of x)

Radio buttons are similar to incremental dials, e.g. from 0 to 10. They are groups of buttons that can be set to either an on or off state, of which only one can be selected at any given time.

A radio button consists of a symbol indicating its state and a designation. The symbol "(X)" indicates that the button is active, whereas "( )" represents an inactive or "off" button. A radio button is selected by pressing [SPC] or [N5]. Alternatively, you can also press the cursor routing key above the radio button to toggle it. An example is the frequency setting for acoustic alerts, which can be set to one of several levels.

Note: As noted above, any new settings are saved only upon exiting the **(O)ptions** menu!

### 3.3.7 System files

The Activator's firmware requires its own files to keep track of settings and for saving new information. These system files always have the extension "HSF" (Handy Tech System File) and will be saved in the HTSYS folder and its subfolder LANGUAGE. Some examples of system files are the message file (English.HSF) and the layout file for the Computer keyboard (English\_KBDLYOUT.HSF).

By default, system files are not displayed. However, displaying this system files can be activated via the **(O)ptions** menu (see chapter 5.1.10.4).

### 3.3.8 Energy Saving Features

Since the Activator is battery operated, it is designed specifically for efficiency in energy consumption. Whenever possible, various components of the Activator will be deactivated in order to conserve energy.

If no key is pressed on the Activator for several minutes, it will enter sleep mode (standby). In sleep mode, the Braille display is turned off and some of the electronic modules are also deactivated. As soon as any key is pressed, the Activator "wakes up" within a fraction of a second and will be fully operational. You will recognize this because the tactile pins will be pushed back up.

Further explanations concerning the set-up of the energy saving features are contained in chapter 5.1.10.16 sta(N)dby.

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### **3.3.9 The SAVE Mode**

In SAVE mode, the Activator can only be operated as a Braille display. The SAVE mode is comparable to the safe mode under Windows. To enter SAVE mode, press and hold the on/off button for more than 5 seconds.

Instead of the standby tone, two short vibration signals sound and the following switch-on message is displayed:

**'Help Tech ACTIVATOR Save Mode 1.0'.**

The number at the end indicates which version of the Save Mode it is.

To return to the normal working mode, switch the Activator off and on again.

## 4 Quick Start

### 4.1 The Activator as a Braille Display

In order to operate the Activator as a Braille display under Windows, you need a specific program called a screen reader to control the display, which is not included with the Activator itself. To use the Activator as a Braille display, connect the USB cable to the USB port on your PC or use the wireless Bluetooth connection.

Please make sure that your Activator is properly connected and switched on before starting up the screen reader program, because otherwise the screen reader will not be able to detect it. By default, the screen reader will display the selected position within the active window on the Braille display. For example, if you are moving through a menu, the selected menu item is displayed. The reading keys [N1/N4] and [N3/N6] allow you to move through text. In word processing programs, such as Microsoft Word, you can also position the cursor with the cursor routing keys. In addition, the [CR] keys will also allow you to activate menu items or functions directly (e.g. when you are prompted for a yes or no answer with 'y/n', pressing the [CR] key above the "y" has the same effect as entering "y").

The screen reader program converts the text and graphic contents of the Windows screen into speech and Braille. Generally, the computer's built-in sound card will be used for the speech output function. The display of Braille is achieved with the help of your Activator, after the screen display information has been forwarded from the screen reader to the Braille display. All standard screen readers are compatible with Handy Tech's Activator. During the installation of the screen reader software, all you need to do is to select Handy Tech. The Braille display then automatically adjusts correctly to your Activator.

When starting your screen reader, the first time, a small start-up window appears which displays the name of the Braille system detected by the program, the interface used for communication and the country currently selected. The various screen reader program functions are assigned to specific keys on your Activator. How to operate your Activator as a Braille display using JAWS for Windows is described in Section 7.2. and for VoiceOver in Section 7.3.

Note: The [SPCC] key can be used as a Ctrl key in screen reader mode (PC mode). It is also possible to enter key combinations with the Ctrl key. E.g. Chord c for copy [SPCC + 1 4].

In combination with the [SPCC] key are:

dot 7 = Shift

dot 8 = Alt

If [SPCC] is pressed as Ctrl together with 7 + 8 + x, then the input is recognized as a combination Shift + Alt + x (i.e. not Ctrl + Shift + Alt + x). So direct input of shortcut keys with Shift + Alt is possible.

E.g. To start JAWS with Shift + Alt + J press Chord j + 7 + 8

[SPCC + 7 8 2 4 5)

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## 4.2 The Activator as a note-taking device

### 4.2.1 Navigating the Menu

Turn the Activator on and navigate through the menu using the [N3/N6] and [N1/N4] keys. Pressing [N5] or the [CR] keys activates functions or opens submenus; by pressing [N2] you can deactivate functions or close submenus. [SPC+1 2 3] or [SPC+4 5 6] sends you to the first or last item on the menu, respectively. The topmost menu level contains a single entry entitled “**menu**”. This entry features all the information also seen on the start message.

A detailed description of the menu items can be found in chapter 5.1.

### 4.2.2 Context sensitive help

Pressing the Cursor Routing key above the question mark at the end of the Braille display (Braille cell 40) opens the respective manual chapter as read only file in the Editor. As usual, the help text can be closed by [N2] or [SPC + 1 4] (Chord e) or by pressing {Ctrl + e} or {Alt + F4} on the Computer keyboard. These help texts are available for most system languages. If not, the English text will be displayed.

### 4.2.3 Writing a Note

To write a note, begin by pressing [N5] as soon as the menu item '**Editor**' is displayed. '**New file**' will now be displayed. If you press [N5] now, a new file will open. The cursor, represented by the blinking dots 7 and 8, appears on the first space of the Braille display. You can now begin writing the note. If you make a mistake, activate the backspace key by pressing [SPC+1 2]. The cursor routing keys are used for easy cursor placement.

[SPC+4 5] deletes the character at the current cursor position. [SPC+2 4] is used to toggle between insert and overwrite mode. A low beep indicates that overwrite mode is active, while a high beep indicates insert mode. Also, the cursor appears filled in (all 8 dots) and blinking while in overwrite mode.

You can read previously entered text with the reading keys [N3/N6] for forward and [N1/N4] for backward without moving the cursor. If you want to return to the position of the cursor, simply press the [N2] key. It is also possible to move the cursor to your current reading position using the cursor routing keys.

Additional editing functions, such as Search and Replace, are described in chapter 5.2.

### 4.2.4 Saving a Note

Following are your options for saving a note:

1. To save the current status without closing the file:

- Enter [SPC+2 3 4] (chord s). The message '**Save file:** ' appears, followed by the default file name. The Editor suggests an appropriate filename for unnamed files based on the first 20 characters of the first line. The cursor is positioned on the first character of the file name.
- You may either accept the default file name, overwrite it by entering a name of your choice or edit the name easily by navigating the cursor and using the delete function. If you enter any character without first moving the cursor, the default file name will be overwritten.
- To save the file, press the [N5] key. If a file with that name exists already, you will be notified and can then overwrite that file.



2. To save the current file and then close it:

- Enter [SPC+1 5] (chord e). The procedure for saving the file is the same as the steps described above in 1.
- When the file has been saved, it is also closed. Unless you have other files open, you will return to the main menu at menu item '**Editor**'.

### 4.2.5 Opening a File

To open the last previously closed file, activate the menu item '**Previous file**' in the '**Editor**' menu. This will open the most recently closed file, with the cursor at the position it was in when the file was closed.

To open another existing file, continue navigating through the **Editor** menu beyond the items '**New file**' and '**Previous file**'. A list of files in alphabetical order will be compiled and displayed.

Select the desired file using [N1/N4] and [N3/N6] and then press [N5]. You can then choose either '**(E)dit Chord o**', '**Transl. to contracted Braille Chord g**', '**(V)iew Chord w**', '**c(U)t Chord x**', '**(C)opy Chord c**', '**(D)elete Chord d**', '**(R)ename Chord r**' or '**Prop(e)rties Chord p**'. If you select '**Edit**', the file will be opened in the Editor.

### 4.2.6 Transferring data between the Activator and a PC

The Activator offers three different options for file transfer:

- 1) via the file transfer program HTCom.
- 2) via the function "**Mass storage**" in the main menu of the Activator, whereby the Activator is treated like a drive by the PC. (see chapter 5.1.7 Mass storage).
- 3) via the patented function "DirektTransfer" directly from the editor of the Activator into an input field of a connected device. (see chapter 5.2.20 DirektTransfer of files or blocks of text to a connected device (SPC + 1 5 7 = Chord E)).

In general, we recommend using the HTCom program as it transfers different file formats into a format which can be read by the Activator. Additionally, HTCom offers a contracted Braille translation and back translation. If you copy, for example, a word document in the docx format using the Windows Explorer to the Activator, it cannot be opened by the Activator. If you transfer this document using HTCom, the textual information will be transferred and be stored with the same name. This document can be read and further edited with the internal Editor of the Activator.

#### 4.2.6.1 The file transfer program HTCom

With the transfer program HTCom from version 3.4.0.2 you can transfer texts, message files and Braille character sets into the Activator. It has the task of transferring files from a PC to the Activator via the USB port. In addition, you can also use HTCom to send files from the Activator to the PC in reverse.

Various file formats can be transferred to the Activator with HTCom. When transferring files, HTCom extracts the text information from the following formats:

- Word format \*.doc and \*.docx
- HTML format \*.htm, \*.html, \*.php, \*.php3, \*.asp and \*.jsp (Internet)
- Text format \*.txt, \*.java, \*.ini, \*.hpp, \*.h, \*.cpp, \*.c
- RTF format \*.rtf (Rich Text Format)

Optionally, the text information can be converted into contracted Braille during the transfer operation. Files in formats other than those shown above (such as \*.exe files) are transferred unchanged to the Activator. The Activator can thus be used to store data. However, note that transferring large files to and from the Activator takes much longer than transferring to and from a memory stick.

HTCom runs under the operating systems WINDOWS 8 / 8.1 / 10 and 11.

**Important:** The Activator is only supported from HTCom version 3.4.0.2. If you have an older version of HTCom installed, please use the StartStick to update.

Please read the attached detailed manual for data transfer between Braille display and PC. Below you will find a short description of data transfer with HTCom.

#### **4.2.6.2 Transferring a File using HTCom from the Activator to the PC**

Start up the HTCom program on your PC then select the menu item "Receive file" by means of the tab key or the arrow keys, followed by the Enter key.

The PC will show all the files on your Activator. You can select one or more files to transfer. Use the tab key to move to the input field that allows you to specify where the transmitted files should be stored. Once you confirm this dialog by clicking OK the transfer will start. During the file transfer, the Activator displays the following: '**Transmitted m of n bytes**', where m represents the number of bytes already transmitted, n the size of the entire file. Once all the files have been transferred to the PC, you can close HTCom.

#### **4.2.6.3 Transferring a File using HTCom from the PC to the Activator**

Start the HTCom program on your PC. Select the menu item "Send file" using the tab key or the arrow keys, then press the Enter key. A dialog for choosing the files you want to transfer opens. When you have selected the file you wish to transfer, press the Enter key. Now another dialog opens, and you can specify any desired conversion into grade two Braille. When you press the Enter key this time, the file will be transferred.

When the file transfer is complete, you will again be in HTCom's main menu. The transferred files will be found under the '**Editor**' menu on the Activator. You can now open it from here as described above and continue to edit.

### **4.3 The Activator in combination with the iPhone**

If you connect your iPhone to the Activator using the SmartDock, as described in chapter 2.6 Connecting the SmartDock to the Activator, you can use many functions of the iPhone in combination with the Activator, which is not possible with a simple Bluetooth connection. An important prerequisite for this is the installation of the HelpTech+ app from the Apple App Store.

#### **4.3.1 The HelpTech+ app**

Together with our specially developed iOS app HelpTech+, the Activator is enhanced with additional features and smart services, such as a Braille monitor that displays what is on the Braille display on the iPhone or the speech input service that allows you to dictate text into the Activator.

The prerequisite for using the HelpTech+ app is that the iPhone is connected to the Activator via the Lightning connector of the SmartDock. HelpTech+ cannot be used via a Bluetooth connection between the Activator and the iPhone.

### 4.3.1.1 Braille Monitor

The Braille monitor integrated in "HelpTech+" allows a sighted person to follow the information output on the Braille display directly on the display of the iPhone. Even if the text is displayed in contracted Braille on the Braille display, it appears uncontracted in the Braille monitor of the app.

The Activator automatically switches to the internal menu mode and shows the Braille output of the Activator in plain text on the iPhone's display. The text output in the Braille monitor happens in real time. When you navigate or edit documents in the Activator, these changes are also updated in the Braille Monitor without delay.

The current reading position or the position of the reading finger is highlighted in colour in the Braille Monitor. When editing text in the Activator, this also applies to the cursor position and marks in the text.

You also have the option to switch between different high-contrast colour schemes if you cannot read the text in the Braille monitor on the iPhone's display. To do this, tap four times on the iPhone's display when VoiceOver is enabled. If VoiceOver is deactivated, switch the colour contrast by tapping the display twice.

### 4.3.1.2 Voice recording

With the voice recording of "HelpTech+" you can dictate texts via the microphone of the iPhone instead of having to type them into the Activator yourself.

To do this, open the "Start Voice Recording" menu item (VoiceOver says "Double tap to start and double tap to stop voice recording") in the main menu of "HelpTech+". The first time you use voice recording, you must allow "HelpTech+" to access the iPhone's microphone.

After starting the voice recording, you can dictate the text to be transmitted to the iPhone. Speak clearly, but at a normal volume. You also don't need to lean closer to the iPhone's microphone.

After you have finished speaking the text you want, double tap the iPhone screen or press {Up Arrow + Down Arrow}. The voice recording will now stop.

"HelpTech+" will now ask if you want to transfer the recognized text to the iPhone. If you agree, the recognized text will be transferred to the Activator as a new text file. But you also have the possibility to insert the recognized text at a certain position in an already existing text file. To do this, you only have to open the desired text file in the Activator before starting the voice recording and place the cursor at the position where the recognized text is to be inserted.

### 4.3.1.3 Smart Services

Advanced functions are available with the HelpTech+ app. Complex tasks are performed by the iPhone for the Activator with HelpTech+. The results are displayed in HelpTech+ optimized for the Activator. You can use this service in combination with VoiceOver.

These Smart Services for the Activator are continuously being expanded. Therefore, we recommend to always use HelpTech+ in the current version. As soon as a new version is available in the App Store, you will be informed about it, as with other apps.

In this manual, we cannot go into detail about the Smart Services. In the following, a smart service is described using the example of "News".

With the smart menu item "News" you have access to the latest news. Almost all daily newspapers and news portals offer an automatic news service as RSS feed. In the English version, „The Guardian“, „The New York Times“ or „The Washington Post“ has been integrated for you by default.

In News you will find a list of headlines of the current news. Each headline is displayed in a long line, in which you can navigate like in a text. At the end of the headline, the next headline starts in a new line.

You can also navigate line by line with [SPC + 1] and [SPC + 4] or [SPCL] and [SPCR]. The Braille line is always set to the beginning of the line when navigating line by line.

Press [N5] or {Enter} to select an article to read. The corresponding text is opened in text view with the Internet access of your iPhone.

After reading the text, press [N2] or {ESC} to return to the headline list. The Braille display then shows the beginning of the line of the last read heading.

As usual you return to the main menu with [N2] or {ESC}.

#### **4.3.1.4 Transferring Files between Activator and iPhone**

1. Connect the Activator to the iPhone via the SmartDock and open the "HelpTech+" app on the iPhone.
2. open the "File Manager" menu item in the app.
3. you can select whether you want to copy a file from the iPhone to the Activator or from the Activator to the iPhone.
4. the "Files" app from Apple opens in a window. This is pre-installed on every iPhone. Select the file you want to copy.
5. After selecting the file, "HelpTech+" automatically starts the copying process. You can cancel this process at any time. However, do not disconnect the Activator from the iPhone during the copying process.
6. As soon as the copying process has been completed successfully, you will be informed. You can now directly select another file to copy or return to the main menu of "HelpTech+".

#### **4.3.2 Opening a file on the USB stick**

To open files from the USB stick on the SmartDock, please proceed as follows:

1. first connect the SmartDock to the Activator and the iPhone.
2. Insert the USB stick into the USB-A port on the top of the SmartDock.
3. now open the "Files" app from Apple on the iPhone. This is pre-installed on every iPhone.

4. depending on your personal iPhone settings, one of the available storage locations will now open. For example, if the "iCloud Drive" should open, you need to navigate back to the "Browse" level.
5. under "Browse", go to "Storage locations". Select the USB stick there and open it.
6. select the desired file on the USB stick. The iPhone will automatically open the file with an app installed on the iPhone that is suitable for the selected file format.

### 4.3.3 Creating, editing and saving Word files

Open the Word app from Microsoft. This can be installed on the iPhone for free via Apple's App Store. If you do not have a Microsoft account, you can also use any other word processing app that supports the doc or docx file format.

Open either an existing file or a new blank document. After selecting "Blank Document", the focus will be directly in the text field where you can type your text.

You can also format text in the Word app. To do this, hold down the Shift key and {Left arrow} or {Right arrow} to highlight the text you want. With {CTRL + b} the text is formatted bold. {CTRL + u} will underline the text and {CTRL + i} will italicize the text.

To close the file and save the changes, activate VoiceOver's quick navigation by pressing the left and right arrow keys simultaneously.

Use {Left Arrow} to move VoiceOver's focus to the "Close File" button in the menu bar and activate it by pressing {Up Arrow + Down Arrow} at the same time.

The iPhone will ask if you want to save the changes to the document. Select "save" with {right arrow}, you will have the option to enter the desired file name and specify a save location.

## 5 Operation of the Activator

### 5.1 The Menu System

The menu system is structured hierarchically, containing submenus and functions.

In addition to the keys described in chapter 12, there are also shortcut keys, known as "hotkeys." These grant direct access to menu items within a menu level, without having to navigate clumsily through the entire menu with [N1/N4] and [N3/N6]. A hotkey is one letter of the menu item. It is spelled as a capital letter, but it may also have additional emphasis added. Not only submenus, but functions and checkboxes as well may be activated using hotkeys. Furthermore, you can configure your Activator such that these objects are not only selected, but also activated by pressing the hotkey.

By pressing Chord g or {Ctrl+g} you can switch the menu of the Activator from uncontracted Braille to contracted Braille and back at any time.

In the following sections, the menu items as well as their sub-items are described in detail, with the hotkeys enclosed in round brackets. If there is no letter indicated within brackets, then there is currently no hotkey available for that menu item.

Please note: The hotkeys grant instant access to items within the same menu level; they do not let you move from one menu level to another. Therefore, you cannot access, e.g. the battery voltage indicator from inside the **Editor** menu, instead, you have to return to the main menu first then navigate via hotkeys through the menu levels until you have reached the menu item **Voltage**.

#### 5.1.1 menu

If you press the escape key [N2] anywhere in the main menu between "**Editor**" and "**Options**", you will reach the first menu item.

For detailed information, see Chapter 3.2 Turning the Power On.

#### 5.1.2 (E)ditor

In the **Editor** menu you can create files and folders, select them and open, edit, read, rename, copy, move or delete them. In addition, you can also translate and back-translate entire text files from uncontracted Braille to contracted Braille. A detailed description of the editor can be found in Chapter 5.2.

In order to copy, move or delete objects, you can also select more than one object. Press [SPC + 2 4] (Chord i) {Insert}, the selected object will be marked with dot 7 and 8. To unmark an object, press, [SPC + 2 4] (Chord i) {Insert} again. To mark all files and folders in the current folder, press [SPC + 1 7] (Chord a) {Ctrl+a}.

##### 5.1.2.1 Contracted Braille translation and back translation

To translate a complete text file into contracted Braille, select a text file in the editor's file list (see Chapter 5.1.2.5 File and Folder list), but do not open it.

When the focus of the Braille display is on the file name, press either [Chord g] or {Ctrl+g}. The Activator now translates the entire file into contracted Braille. To do this, the Activator creates a new file with the same name, but with the file extension BRL. The completion of the translation is acknowledged by a beep.

After the contracted Braille translation is complete, you can open the BRL file. The original text file will be preserved.

The reverse translation from contracted Braille to uncontracted Braille works in the same way. To do this, select a BRL file in the editor's file list and press [Chord g] or {Ctrl + g}. The Activator will now create a new text file with the content retranslated to uncontracted Braille.

Also in this case, the content of the original BRL file is preserved.

The translation and back translation is very fast. Only in case of very large text files the translation process may take a few seconds. During a running translation, pay attention to the notes of the activator.

You can perform the contracted Braille translation or the back translation in the selection menu of the file list. For this you can use the menu items

**- Transl. to contracted Braille Chord g**

**- Transl. to uncontracted Braille Chord g**

menu items.

After translating the file, it will be opened directly.

### 5.1.2.2 New

This menu item creates a new file. The file will be empty and can be edited. The cursor is located at the first Braille position.

### 5.1.2.3 Previous file

This command opens the last file that was closed by the Editor. After opening the file, the cursor will appear at the same position it was in when the file was closed. The file automatically opens in the same editing mode in which it was saved.

Please Note: This menu item is dynamic and will appear only if you have already edited a file in the Editor and saved it. The name of the last edited file will remain stored in your Activator even when it is turned off.

### 5.1.2.4 New directory

With the function "**New directory**" you can create folders. You have the opportunity to store your documents into different folders to make it easier to find them again. After calling the "**New directory**" function, Activator proposes "**untitled**" which you can overwrite. A folder name cannot be longer than 255 characters and may not contain any special characters (:\*?"<>|+;=][^). The entire path of the folder including its name may not be longer than 259 characters. A folder is marked with a trailing slash.

### 5.1.2.5 File and Folder list

If you move beyond the menu item '**New directory**', a list of the existing files and folders will be displayed in alphabetical order. First the folders, then the files are listed. You can change this setting in the options (see chapter 5.1.10.5 show f(O)lders first). You can recognize a folder by the trailing slash. Files usually end in a three-character suffix which is separated by a dot from the file name, e.g. "name.txt".

Selecting a file or folder with [N5] or {Enter} opens the context menu of the file list:

- open (Chord o)
- Transl. to contracted Braille (Chord g)
- Transl. to uncontracted Braille (Chord g)
- View (Chord w)
- Cut (Chord x)
- Copy (Chord c)
- Paste (Chord v)
- Delete (Chord d)
- Rename (Chord r)
- Properties (Chord p)

With the Chord commands listed in the context menu you can execute the respective function directly in the file and folder list. If you want to open a txt file in contracted Braille, you can enter [Chord g] directly. The txt file is translated by the Activator into contracted Braille and opened directly.

By pressing [SPC + 4 5 6] or {End} on the Computer keyboard you move directly to the end of the file list. With [SPC + 1 2 3] or {Pos1} you can also move directly to the first object (file or folder) within the list. With [SPC + N1] {Ctrl+Arrow up} you reach the first folder, if the option „**show f(O)lders first**“ is set to on. Otherwise, you get the first file. With [SPC + N3] {Ctrl+Arrow down} you reach the last file, if the option „**show f(O)lders first**“ is set to on. Otherwise, you get the last folder.

If you are within a folder, all 8 dots of the first Braille character on the Braille display are set. A full character is added for each additional sublevel. Thus, you can see by the number of preceding full characters, in which sublevel you are. For going back one level, select the two dots “..” item. You can also press the [CR] key on the full Braille character to get back.

Normally, only the name of the file or folder will be displayed (short view). To see the whole path with all folders (full view) press [SPC + 1 3 4 6 7] (Chord X) {Ctrl+Shift+x}. In full view, you can jump to the desired level by pressing the [CR] button over the slash in the same level.

To quickly find a file or folder in the current folder, you can enter the name directly. The search will start once the first letter of the file name or word you are looking for is entered. A high signal tone indicates that the file was found, and the name will be displayed. The more characters you enter the more precise is the search. Once the file or folder name appears the file is selected. It is not necessary to enter more characters. With backspace [SPC+1 2] you can delete entered characters.

If no file is found matching the letters you entered, a warning signal will sound. The warning signal output, however, depends on the settings for signal tones (see chapter 5.1.10.10).

If no file is stored in the current folder, a message '**No files stored on disk!**' appears. By pressing [N2] {Esc} you will return to '**New directory**'.

If you select an existing file or folder by pressing [N5] or {Enter}, another menu level with the following items appears.



### 5.1.2.5.1 (E)dit Chord o

This menu item is only available for single files and opens the file in the Editor. The cursor is at the beginning of the file or, if the file was opened and saved before, at the position the cursor was in when the file was saved. The cursor is displayed by blinking dot 7 and 8. The file is automatically opened in insert mode. If this menu item is not available, you have either selected a folder or one or more files (recognizable at set dots 7 and 8).

### 5.1.2.5.2 Translate to contracted Braille Chord g

Selecting this menu item translates a txt file into contracted Braille and opens it directly. Especially with extensive texts, you can speed up the tactile reading of the document considerably by translating it into contracted Braille. The version of the text translated into contracted Braille is named with the file extension \*.brl. For example, the file named "My Note.brl" is created from "My Note.txt" after translation into contracted Braille. You can also edit the contracted Braille file. The original txt file remains unchanged.

### 5.1.2.5.3 Translate to uncontracted Braille Chord g

If a file with the file extension \*.brl already exists in contracted Braille, you can have the contracted Braille text translated into uncontracted Braille with this menu item. After the text has been translated, it is opened directly. The version of the contracted Braille text translated into uncontracted Braille is named with the file extension \*.txt. For example, "Notes.brl" will be turned into a file named "Notes.txt" after being translated back into contracted Braille. You can also edit the uncontracted Braille file. The original brl file remains unchanged.

### 5.1.2.5.4 (V)iew Chord w

This menu item is only available for single files. This command opens the file in "**Read Only**" mode. You can recognize the **Read Only** by the non-blinking Cursor shown as dot 7 and 8. Files opened in **Read Only** cannot be modified. If you attempt to enter or delete characters, you will simply generate warning signals, supposing that the acoustic signals setting in the Activator's **(O)ptions** menu is set to output warning tones. Assuming that the file is opened for the first time, the cursor is located at the beginning, if not, it will be located at the previous cursor position. You can close files in **Read Only** by pressing [N2] or {Esc}. Whenever this menu item is not available, you have either selected a folder or one or more files (recognizable at set dots 7 and 8).

### 5.1.2.5.5 (O)pen Chord o

This menu item is only available for single folders. With this function, you open the folder and view its contents. These are marked with a leading full character. To leave the folder, select the two points which follow the full character. In a folder, you can create new files or folders and reopen the last opened file. On the occasion this menu item is not available, you have either selected a folder or one or more files (recognizable at set dots 7 and 8). However, in order to enter a folder (for example to insert files), it is mandatory that you press [SPC + N5] {Ctrl+Enter}.

### 5.1.2.5.6 c(U)t Chord x

In order to move a file or folder, you can cut it and insert it into a different place. Use the menu item "**c(U)t**" or press [SPC + 1 3 4 6] (Chord x) {Ctrl+x}. All marked objects will be copied into the clipboard. Then move to the folder to the preferred location and press [SPC

+ 1 2 3 6] (Chord v) {Ctrl+v}. The files and/or folders from the clipboard will be inserted in the desired location and removed from their original location.

#### 5.1.2.5.7 (C)opy Chord c

To copy a file or folder, choose the menu item „**(C)opy**“ or press [SPC + 1 4] (Chord c) {Ctrl+c}. All marked objects will be copied into the clipboard. Then move to the folder to the new location and press [SPC + 1 2 3 6] (Chord v) {Ctrl+v}. The files and/or folders from the clipboard will be inserted in the desired location.

#### 5.1.2.5.8 (P)aste Chord v

If you have marked one or more files and/or folders and executed the “**c(U)t**” or “**(C)opy**” commands, you can use the “**(P)aste**” function to insert objects from the clipboard. Alternatively, you can press [SPC + 1 2 3 6] (Chord v) {Ctrl+v}. All objects from the clipboard will be copied into the current folder. These objects stay in the clipboard, until you execute “**c(U)t**” or “**(C)opy**” again. This means, you can copy objects from the clipboard to as many places as you want.

#### 5.1.2.5.9 (D)elete Chord d

This command allows you to delete files and folders. First a message '**Sure deleting (Y/N/A)?**' appears. By entering [y] for yes or activating the [CR] key above the "y", you will delete the file or folder irrevocably; entering [n], [a] or [N2] cancels the command. An open file cannot be deleted. Alternatively, files can also be deleted by entering the command [SPC+4 5] or by pressing the {Delete} key on the Computer keyboard.

If you have marked several files and/or folders, Activator will inform you about the number of objects.

Note: It is possible to display and delete system files (see chapter 5.1.10.4). However, you should only undertake this if you know exactly what you are doing. For example, if you were to delete the file (msg.hsf), you could not work on the Activator until you have loaded this file again. Because of this, you will receive the following warning before you can delete any system file: '**Warning: Deleting this file can cause system instability**'

We strongly advise you not to delete any system files which could cause the malfunctioning of your Activator.

#### 5.1.2.5.10 (R)ename Chord r

The rename function allows you to rename a file or folder. This menu item is only available for single objects. If this menu item is not available, you have either selected a folder or more than one file (recognizable at set dots 7 and 8). You can also press [SPC + 1 2 3 5] (Chord r) {Ctrl+r} to rename a file or folder. Activator prompts the original name, which can be edited or overwritten.

#### 5.1.2.5.11 Prop(e)rties Chord p

After selecting this menu item, the file's or folder's name will be displayed, followed by its size in kB and the date and time at which it was most recently accessed. If you have marked one or more objects, you get the number of marked files and folders, as well as their size. Folders and several objects have two different sizes: their actual size and the occupied space on the disk.

You can exit this display by pressing [N2] or {Esc}, which will return you to the file list.

### 5.1.3 iOS Apps

This submenu contains a list of frequently used iOS apps. It currently contains the following entries:

- Files
- Safari
- Mail
- Word
- HelpTech+
- Edit

If the Activator is connected to the SmartDock including the inserted iPhone and the mentioned iOS apps are installed and pre-configured on the iPhone, these iOS apps can be accessed from the submenu by pressing a cursor routing key above the respective entry, by pressing the Braille input key for dot 8 on the 8-dot Braille keyboard or by pressing {Enter} on the computer keyboard.

The following subsections briefly discuss each iOS app.

#### 5.1.3.1 Files

The Files app allows you to read and edit various file formats. The files to be edited can be located on the iPhone or on a USB stick. To read files from a USB stick using the Files app, please proceed as follows:

1. connect a USB stick to the USB port of the SmartDock.
2. Use the arrow keys on the computer keyboard to navigate to the "Browse" button. Activate the button by pressing {Up Arrow + Down Arrow}.
3. Now the focus is on the "Browse Back" button. Activate this button by pressing a cursor routing key above the button label.
4. navigate to the name of the connected USB stick with {right arrow} and select it with {up arrow + down arrow}.
5. now the focus is in the list of files stored on the USB stick. Navigate to the desired file with {right arrow} and open it with {up arrow + down arrow}.

It will open the selected file in the respective default iOS app.

Example:

If the Microsoft Word app is installed and pre-configured on your iPhone and you open a Word document, this Word document will be opened in the Word app.

#### 5.1.3.2 Safari

After selecting this entry, the Safari browser opens. You can use it to call up websites. For navigation in the Safari app, the Braille commands for VoiceOver apply if you navigate with the 8-dot Braille keyboard and the commands for a Bluetooth standard keyboard apply if you navigate with the computer keyboard.

### 5.1.3.3 Mail

After selecting this entry, the Mail app opens. You can use it to compose, send and receive e-mails. For navigation in the Mail app, the Braille commands for VoiceOver apply if you navigate with the 8-dot Braille keyboard and the commands for a Bluetooth standard keyboard apply if you navigate with the computer keyboard.

### 5.1.3.4 Word

After selecting this entry, the Word app opens. You can use it to create, save, open and edit documents in various formats. For navigation in the Word app, the Braille commands for VoiceOver apply if you navigate with the 8-dot Braille keyboard and the commands for a Bluetooth standard keyboard apply if you navigate with the computer keyboard.

### 5.1.3.5 HelpTech+

After selecting this entry, our specially developed iOS app HelpTech+ opens. It is under constant development (updates can be downloaded from the AppStore) and extends the Activator with additional Smart Services such as an optimized message area. This will be discussed in more detail in chapter 5.1.4 Smart Services.

Please also read chapter 4.3.1 The HelpTech+ app.

### 5.1.3.6 Edit

Here you can edit the list of apps to be started on the iPhone yourself. The list of apps can be edited like a file in Editor. Navigate to the end of the list and add any app in a new line. Make sure that the spelling of the new entry is exactly the same as the app name.

Your favourite app will then be included in the list of iOS apps and can then be accessed directly from the Activator.

## 5.1.4 Smart Services

To use this submenu, the HelpTech+ app must first be opened on the iPhone. If it has not been opened yet, the following message will appear on the Activator:

### **'Please start HelpTech+ on the iPhone!'**

After opening the HelpTech+ app on the iPhone and then opening the "Smart Services" submenu, so-called dynamic menu items appear on the Activator. They depend on which Smart Services are implemented in the HelpTech+ app.

Currently, one dynamic menu item appears. This is the menu item "News". After selecting this menu item with the Braille input key for dot 8 on the 8-dot Braille keyboard or {Enter} on the computer keyboard, an optimized news area opens. Here you can access articles from newspapers and other news portals using the RSS format. The articles are sorted by categories such as "News", "Sports" or "Internet & Technology". To select a category, the Braille commands for VoiceOver apply, i.e. [SPC + 3 6] when navigating with the 8-point Braille keyboard, or {arrow up + arrow down} when navigating with the computer keyboard.

After selecting the desired category, the user can navigate through the list of articles assigned to that category. To read an article, it can be opened with [SPC + 3 6] or {Arrow up + Arrow down}. The complete article is opened in text format optimized for reading in Braille.

Users can also create their own categories and integrate other news portals. More information on this can be found in the HelpTech+ app help.

### 5.1.5 (C)lock

The clock function can be used to display the date and time. In addition, a stopwatch is integrated.

If you select this menu item by pressing [N5], another menu level appears with the following subitems:

#### 5.1.5.1 (D)isplay date/time

After selecting this item, the time of the internal clock of the Activator is displayed. The time is displayed in hours, minutes and seconds, each separated by a colon. The time format (12 or 24 hours) can be set in the "Options" menu (see 5.1.10.12 (D)ate and time format).

In addition, the current day of the week is displayed in abbreviated form (two letters, e.g. Mo for Monday) followed by the current date in the format DD.MM.YY.

#### 5.1.5.2 set (C)lock

You can set both time and date in this submenu. First, 'Time:' is displayed, followed by the time as currently set. Dots 7 and 8 will blink at the location of the hour, which can be changed by pressing the [N3/N6] and [N1/N4] keys. [N1/N4] decreases the hour by one, [N3/N6] increases the hour by one.

To switch to the minutes setting, you may press either [N5] or [SPC+8]. Entering [SPC+7] will move you to the previous setting. Minutes and seconds are changed in the same way as hours with the [N1/N4] and [N3/N6] keys. When you have finished setting the seconds, pressing the [N5] key moves on to the date, 'Date:' is shown, followed by the date in English or continental format, depending on the setting in the (O)ptions menu; each detail is indicated by two digits and separated by a period. These values can also be increased or decreased with the [N1/N4] and [N3/N6] keys. When you have set the desired value, you may confirm it by pressing the [N5] key. When the year has been set, pressing the [N5] key returns you to the (C)lock menu.

#### 5.1.5.3 (S)topwatch

With the stopwatch you can stop any period of time in hours, minutes and seconds. A preceding '[X]' before the current stopped time indicates that the stopwatch is running. To start and stop the stopwatch, press the [SPC] key. Alternatively, to start and stop the stopwatch, press a CR key above the time display or checkbox.

When the stopwatch is started, it automatically starts from 0. The stopwatch is reset with [N5]. You can exit the stopwatch display by pressing the [N2] key. It continues to run in the background, even if you are creating notes or working in terminal mode.

### 5.1.6 (G)ames

To facilitate learning Braille in a playful way, we have implemented two games on the Activator: "BrailleHunt" supports the improvement of tactile reading skills. In the game "Hangman", individual letters have to be guessed to form a word.

### 5.1.6.1 BrailleHunt (B)

The game “**BrailleHunt**” relies on the reading position detected by ATC as the only means of control. BrailleHunt is the first game to be playable without ever pressing a single key.

When the game starts, there will be thirteen dot patterns on the Braille display, each of them preceded by a full form to make them easier to identify. You should start by reading the leftmost pattern. Remember it well; because this is the pattern you need to search among the other twelve patterns to the right.

Once you have memorized the leftmost pattern, you can go on reading to the right, searching for it. If you think you found it, simply let your finger rest on it. You will hear a series of three beeps. As long as you hear beeps, you may still change your mind and continue searching to the left or the right of your current position. If you do not change your reading position during the three beeps, you will hear a little victory sound if you were right or a little warning sound in case you were wrong. In any case, a new round of game begins with a new dot combination to be hunted.

Attention: In this game, speed is required. If you have not found the right dot pattern within a few seconds, the round is considered lost and a new dot pattern appears. The game ends after 7 rounds. If you missed the right dot pattern three times in a row, the game also terminates.

### 5.1.6.2 (H)angman

This is a variation of the classic game of Hangman, in which the Activator generates a mystery word. Your goal is to guess the word by finding its individual letters.

When **(H)angman** starts, there will be several dots on the Braille display. Each dot represents a letter of the mystery word. Now it is time to make your first guess by typing a letter on the Braille keyboard on the Activator or, alternatively, on the Computer keyboard. If the letter you typed in is a part of the mystery word, then all instances of it will be revealed on the Braille display and you will hear a little victory sound. On the other hand, if the letter you typed in is not part of the mystery word, you will lose a point and hear a little warning sound. With every point you lose, the warning sound will increase in pitch. To win the game, you will have to reveal the entire word. In this case the Activator shows '**Congratulations! You have won!**' You lose the game when you make 7 wrong guesses. In both cases the game is over, and you have to restart it by calling the menu item. To exit the game at any time, simply press Chord e (or {Ctrl+e} on the Computer keyboard).

The solution words are saved in the /HTSYS/LANGUAGE folder. Each selectable language can have its own file. The name of the file is built according to the following scheme: "Language\_hangman.lst". If there is no file for the selected language, "English (US)\_hangman.lst" will be used automatically.

You can add your own words to these files or add for a file for a specific language. Please note that a word consists of a maximum of 40 letters and only lowercase letters are allowed. After each word, there must be a newline character (CR/LF). After editing the file, you must re-start the Activator for the changes to take effect.

### 5.1.7 Mass storage

To exchange files between the Activator and a computer connected via USB, you can put the Activator into mass storage mode. To do this, select the menu item '**Mass storage**'

from the main menu of the Activator. The message '**Mass Storage**' will appear on the Braille display.

**IMPORTANT:** In Mass Storage Mode, you cannot use the Activator's internal functions. The Activator can be used with a screen reader, and you can transfer files between the Activator and your computer, just as you would with a USB flash drive or external hard drive.

We recommend that you eject the USB drive before exiting mass storage mode.

To exit mass storage mode, briefly press the Activator's on/off button once. You can now use all internal functions again as usual.

Please note: When switching mass storage mode on and off, the USB connection between the Activator and the computer is briefly interrupted.

### 5.1.8 (B)raillle sets

The Braille character sets will be selected automatically according to the language selection. If you change the language to French for example, then the French Braille character set will be loaded as standard. The menu entry for the standard character set indicates in brackets, which Braille set is used. In case there is no special character set for the selected language, the standardized Braille character set (Eurobraille) identified as "**internal**" will be used.

This section discusses the creation, loading and activation of Braille character sets. In addition to the default character set for the selected system language, nine other character sets may be loaded into the Activator.

#### 5.1.8.1 Creating a Braille Character Set

The easiest way to create a custom Braille character set is to modify an existing character set. You will find several Braille characters sets in the installation directory of the firmware. For easier orientation, a subdirectory called "Brailletables" is created during installation which contains the characters sets.

For example, if you wanted to edit the `ibm437` character set and store it as a new, customized character set, you would open the text Editor supplied with Windows by selecting "Execute" from the Start menu and then entering "Notepad" followed by {Enter}. Once the text Editor is open, you can open an editable version of the `ibm437.asc` file by activating the menu item "Open" from the **(F)ile** menu.

The file `ibm437.asc` will open and can be edited. Please do not modify the file structure but you may change the Braille characters as desired. The Braille dot combinations are given as their number equivalents on each line, along with the designation of the character. However, the first line in the file contains a description of the character set in that file. The characters are in ASCII character order. You can modify the dot combinations for any character by changing the numbers. For example, if you want to represent the digit 4 with dots 2 3 5 instead of dots 1 4 5 6, you will change the numbers 1 4 5 6 to 2 3 5. Please note that at least one space must be entered between the dot combinations and any comments, because otherwise the conversion of the Braille table while transferring it to the Activator may fail.

When you finish changing characters, you can save the modifications under a new name.

### 5.1.8.2 Loading Braille Character Sets

As mentioned above, nine additional Braille tables can be loaded into the Activator in addition to the default character set. For example, if you have created a table under the designation Mytable.asc, you can load it into the Activator with the HTCom program. Start-up HTCom and activate "Load Braille Table". A dialog enables you to specify the character set to be transferred by selecting or entering the name. After pressing the {Enter} key you can specify the Braille table slot where you want the table to be saved. Pressing the {Enter} key again will initiate the file transfer.

Please note: If you work with the 6-dot character sets delivered with your Activator, writing texts in the Editor, these texts will be stored entirely in upper case letters. The reason for this is that the capital letters' ASCII codes are found first while searching through the character set table.

### 5.1.8.3 Selecting and Activating Braille Tables

Once you have activated the menu item '**(B)raille sets**' on the Activator, you can select a character set and activate it by pressing [N5]. The slots besides the standard character set are empty in the condition of delivery. An X enclosed by square brackets indicates which character set is active. The menu consists of the following items:

[X] **(S)tandard set**: The default character set, which is always available.

#(1): **<empty>**

to

#(9): **<empty>**: Positions for the nine additional loadable character sets.

The designation **<empty>** shows that there is currently no character set stored at this position. If a character set has been downloaded, a name appears instead of **<empty>**, showing the file name, under which the character set was loaded into the Activator.

If you attempt to activate an empty slot, the Activator will respond with the message: '**Braille set n is empty**' where n is the number of the currently selected character set.

If the selected character set exists, it will be activated immediately and you will be returned to the main menu, menu item '**(B)raille sets**'. The new character will then be activated.

Note: When using a custom character set, it is possible that messages or menu items suddenly become partially or entirely unreadable. This may be due to one of the following causes:

- The Braille character assignments in the custom character set do not correspond to the assignments in the character set used for generating messages shown.
- A custom character set contains errors. For example, if you have deleted a line in a character table, the table no longer consists of 256 definitions. This causes all character definitions following the deleted line to be moved up by one character. This could cause the word "info," for example, to turn into "jmen".

If you cannot read the Activator's messages at all, you have the following options:

1. Use the communications program HTCom's Monitor Mode. Under Monitor Mode, the output is not affected by the Braille character set selected on the Activator. With the assistance of a sighted person or your screen reader's speech output, you can monitor the output from the Activator on the PC screen and restore the standard character set. Switching into Monitor Mode is possible only if the screen reader's access to the Braille display has been deactivated.



2. Create a situation where you are back in the main menu, so that you can navigate from there to the menu item '**(B)raille sets**' by using the [N3] key. If you are sure that you are somewhere in the menu system, you can simply press the [N5] key several times and then [N3] exactly nine times. Then press [N5], which opens the submenu. Pressing [N5] again will activate the default character set.

#### 5.1.8.4 (D)elese selection

If the loadable character set feature is used extensively, all slots will eventually be filled. In order to delete a given Braille character set, please proceed as described below:

1. Activate the character set to be deleted in the submenu '**(B)raille sets**'.
2. Open '**(B)raille sets**' again and move through it to the end.

You will arrive at the menu item '**(D)elese selection**'. Once you have activated this command, you will be asked whether you really want to delete the character set. If you answer "Yes" the character set selected in the previous step will be deleted and the default character set will be activated.

#### 5.1.9 (I)nfo

You can check flash memory usage, the remaining charge and the battery status in the '**(I)nfo**' menu. You can also check the firmware version and serial number and determine the configuration of the Computer keyboard.

##### 5.1.9.1 (M)emory usage

The Activator contains 32 GB of text memory which equals text consisting of more than 32 billion characters.

After you select '**(M)emory usage**', the size of free disk space will be displayed in GB (gigabytes). You can exit this menu item by pressing [N2].

##### 5.1.9.2 (B)attery stats

This menu provides various data regarding the batteries contained in your Activator. It consists of the three functions described below.

Please note that the values displayed by these functions are not updated dynamically. You should close them by pressing [N2] and reactivate them with [N5] in order to display updated information.

###### 5.1.9.2.1 (C)apacity

Here you can check the charging state of the batteries. At the end of the display the available capacity in percent is shown in brackets. The state of charge can have one of the following values:

- **Fully charged** (x%): The batteries are fully charged from 90%.
- **High** (x%): Higher than 50% battery charge remaining.
- **Medium** (x%): About 50% battery charge remaining.
- **Low** (x%): The battery charge is low but still sufficient. We recommend plugging in the charger.
- **Empty** (x%): The battery charge is almost empty, a warning sound appears. Please plug in the charger immediately.

- **not available:** If the batteries have been replaced and a complete charge and discharge cycle has not been performed afterwards.

#### **5.1.9.2.2 (V)oltage**

The charging voltage of the batteries is displayed in this menu item. Fully charged results in an approximate voltage of 4.19 V. If the battery voltage drops below approx. 3V, the Activator switches off. So you can estimate the condition of your batteries by yourself. If the charging voltage decreases unusually fast after some time, we recommend having the batteries replaced by an authorized dealer or by Help Tech directly.

#### **5.1.9.2.3 (S)tatus**

This function displays the battery status. It can be one of the following values:

'**Running on batteries**': The Activator receives its power from the batteries which are being discharged.

'**Fast charging**': The batteries are receiving a high recharge voltage for fast charging from the power outlet.

'**Charging**': The batteries are only receiving a maintenance charge, if the Activator is connected to a computer via USB

'**On USB power**': Activator is connected via USB with the PC. There is no charging nor discharging of the batteries. The power is provided by the USB interface.

'**On power supply**': The power supply is plugged in and connected via a USB cable. There is no charging nor discharging of the batteries. The power is provided by the power outlet.

To charge the batteries, connect the supplied power adapter to the USB socket on the left side. The charging time is approx. 3 hours. The charging procedure is fully automatic, overcharging is not possible. The Activator automatically switches back from an initially high charging current to a very low current for maintaining the full charge (trickle charge).

#### **5.1.9.3 (K)eyboard layout**

This function displays the language of the keyboard table currently used by the Activator. Keyboard tables which are available in several languages, the included Keyboard Layout Compiler (BKC) can be used to create custom key assignments.

#### **5.1.9.4 (S)erial number**

With this function, you can check the serial number of your Activator. This can be useful for service purposes.

#### **5.1.9.5 (V)ersions**

Here you can check the versions of several software modules of the Activator.

##### **5.1.9.5.1 firmware**

You can use this function to display the version number of the firmware. This is the same version number that is displayed when you power up your Activator.

##### **5.1.9.5.2 bluetooth**

This module deals with the wireless communication via Bluetooth.

### 5.1.9.6 Maintenance info

Here you can find information about maintenance, repairs and delivery dates as described in chapter 3.2 Turning the Power On.

### 5.1.9.7 System information

This function displays important system information in almost any situation. It is NOT provided as a menu item, but rather has to be called by pressing [SPC+2 3 4 7 8] or {Shift+Enter}. The following information is displayed:

- Date and time (updated continually)
- Battery voltage
- Free memory

The above information is not displayed in a single message, but sequentially. To move from one line to the next, you must press [N5]. Pressing [N2] after the free memory has been displayed terminates the function. [N2] can also be used to terminate the display at any time. If, for example, you want to see only the date and time, you can press [N2] immediately after the first line and return to wherever you were working before you called the function.

The system information function can be called from almost anywhere (Editor, file list, etc.) in the Activator. The only exceptions to this are:

The menu "**(C)lock**" and its sub-menus

The menu "**(I)nfo**"

The system information function is also not available during communication with other devices (e.g. file transfer) and when a file is being printed.

### 5.1.10 (O)ptions

The options described below are used for customizing your Activator's features. The various options are specified by using checkboxes or radio buttons contained in the submenus. You can review additional information regarding checkboxes and radio buttons in chapter 3.3.5 and 3.3.6.

The **(O)ptions** menu is closed as usual by pressing [N2]. Closing the menu will automatically save the new settings and keep them until new changes occurs.

#### 5.1.10.1 (6) dots braille

This option allows you to toggle between 8-dot Braille (computer Braille) and 6-dot Braille. The 6-dot representation suppresses dots 7 and 8. Even if you enter text in 8-dot Braille, e.g. for capitalization, your entries will be saved correctly.

#### 5.1.10.2 hotkeys (A)ctivate objects

If this option is activated, menu items can be activated on the current menu level via hotkeys. This means:

- Submenus are opened immediately.
- Checkboxes will change their state.
- Radio buttons will be activated.

### 5.1.10.3 (H)ighlight hotkeys

When '**(H)ighlight hotkeys**' is active, the hotkeys are highlighted by being enclosed in round brackets, as in the titles in this section. This is useful when you are working in 6 dot Braille or while you are still learning the hotkeys.

### 5.1.10.4 show s(Y)stem files

If you activate this checkbox, the system files needed by the Activator will be displayed in the file list, along with the files created by you.

**WARNING!!!**

We recommend not to activate this option. There are several reasons:

1. You only need to display system files under rare circumstances and navigating through the file list will be much faster without them.
2. Displaying them also makes it possible to delete system files. You will receive a warning if you attempt to delete system files, however, if you delete, for example the currently used message file, you can no longer work on the Activator until this file has been restored. You should therefore delete system files only if you are sure you know what you are doing.

You take on a great deal of responsibility by being given the option to delete system files. Help Tech GmbH therefore accepts no warranty claims arising from any damage caused by deleting system files.

### 5.1.10.5 show f(O)lders first

This option determines whether the folders or files are listed first in the file list. By default, this option is set which means the folders are listed first. If you want the files listed first, you can deactivate this option by pressing [SPC].

### 5.1.10.6 (Q)uick entry

If you activate this option, keys [7] and [8] will have a different function: pressed individually, [7] is now the backspace key and [8] by itself is the N5 key. When pressed together with other keys, [7] and [8] retain their original function. For example, [SPC+7] still moves the cursor to the left and capital letters can also be typed as usual.

### 5.1.10.7 show file attri(B)utes

This option controls whether file attributes are displayed on the file list or not. If this option is activated, the file list will show the size as well as the date and time of the most recent access to the file in addition to the file name. This function will slow navigation through the file list.

### 5.1.10.8 s(W)itch Activator auto off

If this option is activated, the Activator is protected against accidental switch-on with a switch-on protection. This means that after switching on, the first four characters must be read with a stronger pressure so that the ATC function recognizes that the Activator has not been switched on accidentally. If no reading fingers are detected within one minute after switching on, the Activator will automatically switch off again. However, the automatic

power off does not happen if the Activator is powered by the AC adapter or USB port, or if it is connected to a screen reader via Bluetooth.

### **5.1.10.9 (S)tartup mode**

Start-up mode determines what the Activator will do after it starts up in work mode. The start-up mode options are provided in the form of radio buttons. One of the possible settings described below is always active.

#### **5.1.10.9.1 (M)ain menu**

After start-up, the Activator opens the main menu. From here, you can manually navigate to the various submenus. This setting represents the classic Activator operation.

#### **5.1.10.9.2 auto(N)ew**

This option makes use of the Activator's capability to automatically open a new, empty file within the Editor immediately upon start-up in work mode. This option comes in handy if you frequently use the Activator for entering notes in a new file after switching it on.

#### **5.1.10.9.3 auto(E)dit**

This option activates the Activator's capability to automatically open the most recently closed file in the Editor upon start-up in work mode. After opening the file, the cursor will be at the same position it was when the file was closed. Please note that this option will not open the file that was last opened, but the file that was last edited and saved.

This option is the most useful one if you frequently use the Activator to make notes in the same, already existing file after switching it on.

#### **5.1.10.9.4 (T)erminal mode**

This option activates the ability of the Activator to automatically activate terminal mode after being switched on in firmware mode, so that the line can be addressed immediately by a screen reader.

Use of the internal functions, such as the editor, is only possible after returning to internal mode. You can access the internal mode by briefly pressing the On/Off button.

### **5.1.10.10 (T)one signals**

When switching on and operating internal functions, the Activator can emit signal tones. For example, at the end of a selection list, a signal tone can be emitted when trying to navigate further.

The Activator outputs messages in Braille when critical events occur, such as error messages and warnings. In addition to the messages, signal tones can also be output.

Depending on the situation (e.g., lecture hall or train) and how experienced you are in using Activator, you can turn signal tones on and off separately for each event.

Checkboxes allow you to turn the respective signal on and off. Below is a list of possible settings and their default values for signal tones:

#### **Checkboxes for signal tones**

- Errors
- Warnings
- Action confirmations

Battery warning

For the signal tones, only Errors and Battery warning are activated by default.

#### **5.1.10.11 (V)ibrations**

When switching on and operating internal functions, the Activator can emit vibration signals. For example, a vibration can occur at the end of a selection list when trying to navigate further.

The Activator outputs messages in Braille when critical events occur, such as error messages and warnings. In addition to the messages, vibration signals can also be output.

Depending on the situation (e.g. lecture hall or train) and how experienced you are in using Activator, you can switch on/off signal tones and vibration signals separately for each event.

Checkboxes allow you to turn the respective signal on and off. The following is a list of setting options and their default values for vibration signals:

#### **Checkboxes for vibration**

Errors

Warnings

Action confirmations

Battery warning

For vibration, all signals are enabled by default.

#### **5.1.10.11.1 (E)rrors**

The Activator generates a tone and/or vibration only if an error has occurred. In addition to internal errors, errors can also result from operator mistakes, but these are usually not indicated by any message in Braille.

#### **5.1.10.11.2 (W)arnings**

The Activator generates a tone and/or vibration only in case of warnings.

#### **5.1.10.11.3 action (C)onfirmations**

The Activator generates a signal when a complex action, such as opening a file in the editor, was successful. If this option is activated under Signal tones, a start-up melody sounds when the Activator is switched on.

#### **5.1.10.11.4 Battery warning**

If the power supply of the batteries reaches a critical value, the Activator reminds you to save your data in time and recharge your batteries every minute. If the capacity of the batteries is known by the Activator, the alert will be played when the estimated runtime is less than 30 minutes. Whether the battery capacity is known it can be seen in the menu **(I)nf**o.

In case that the capacity of the batteries is unknown, the alert will be played if the voltage of the batteries is less than 3.4 V.

### 5.1.10.12 (D)ate and time format

Any settings specified here will affect the entire System, including the Editor. If you specify the 12-hour format, the time will be displayed in the 12-hour format everywhere; otherwise the 24-hour military time format will be used. Also, if English dates are specified, the international convention for date (month first, then day) and time will be used.

### 5.1.10.13 (I)nput indication

By changing the search direction within a Braille table, it is possible to input language specific characters using the same Braille dot combinations that are also used for normal alphanumeric characters.

For example, in Arabic the dot combination 1 2 4 is used for a certain Arabic character. The same dot combination is also used for the letter “f”. In the Arabic Braille table consisting of 256 characters, you find the Arabic letters beyond position 128. To enable the user to enter Arabic characters by using a specific dot combination, it is possible to change the search direction in the table. The Braille table will then be searched for the matching character from end to beginning instead of the standard forward search direction (i.e. searching from position 0 to 256). In case of Arabic, when using the backwards search direction, the corresponding Arabic character can be found when entering a certain Braille dot combination for a Latin character. In order to change the search direction, there are the following two chord commands:

- [SPC + 2 3 6] activates the backwards search direction which is indicated by a low-pitched tone.
- [SPC + 3 5 6] activates the forward search direction which will be indicated by a high-pitched tone.

In order to have an indication which search direction is activated, this option allows you to set an indicator signal. Using a radio button, one of the following three settings can be activated:

- “(N)one”: No indicator tone will appear when entering Braille dot combinations.
- “(L)atin mode”: When entering a Braille dot combination with active forwards search direction, a deep indicator tone appears.
- “n(O)n latin mode”: Entering a Braille dot combination with active backwards search direction, a high-pitched signal tone will appear.

We recommend pre-setting the search direction for the type of characters you normally use. For example, for entering Arabic text it is better to activate backwards search direction. For the Indicator tone we recommend selecting ” (L)atin mode”. When entering Latin characters in Arabic text, a signal tone will appear. If you use a Braille table from Handy Tech, the search direction is automatically set in the right way.

#### 5.1.10.14 dot (F)irmness

While reading text, it can be helpful to adjust the dot pressure of the Braille pins to your individual needs. You can choose between the three settings "**(S)oft**", "**(M)iddle**" and "**(H)ard**". The default setting is "**(M)iddle**".

Experienced Braille readers often read the Braille cells with a light touch. Here we recommend using the setting "**(S)oft**". This setting also improves the detection of the reading position by ATC.

You can also adjust the dot firmness within the setting dialog of the Handy Tech Braille driver (see chapter 8.5). Please be aware, that the settings are saved on the Activator, not on the PC.

#### 5.1.10.15 atc s(E)nsitivity

When using ATC, we recommend adjusting the ATC sensitivity to your individual needs. You can choose a value between 1 and 7. The standard setting is "7".

Note: If the automatic scrolling via ATC is not working properly, we advise you to adjust the ATC sensitivity.

#### 5.1.10.16 sta(N)dby

With the option standby, you can set the time delay for the activation of the sleep mode. This will save battery life and lower power consumption. If you switch it off, the Activator will not shut down. For activated standby you can choose a delay of 15, 30, 45 or 60 minutes. If you do not work with the Activator or press any button, the Activator will automatically switch off. The Braille display shows "**standby**", which is slowly fading out. When you press any button in standby the Activator wakes up and you can continue to work. No data will be lost when the sleep mode becomes active. The default setting is 15 minutes.

#### 5.1.10.17 Language

Hereby you have the possibility to quickly switch between different system languages without having to upload the firmware again. In addition to the menu language, the keyboard layout and - if available - the Braille table will be switched automatically. For some languages, however, only English is available as menu language (marker: Engl).

If you happen to choose a foreign language which you cannot understand, you can change the language by pressing and holding a letter for 20 seconds while switching on the device:

d for German, e for English (UK), u for US English and f for French.

#### 5.1.10.18 Battery charge enable

If this checkbox is not checked, the batteries will not be charged via the USB interface of the connected computer. This is helpful to save the battery of a laptop, supposing that you are traveling and do not have access to a power outlet. However, if the voltage of the Activator's batteries is less than 3.6 V, it will nevertheless be charged with minimum charge current (100 mA).

Independent of this option's setting, the battery will be charged by the wall power supply anytime with the maximum charge current, when the device is off.



### 5.1.10.19 Use HID Braille

This option determines which protocol is used for Handy Tech braille displays on the USB port of the Activator. If checked, the Activator will use the HID Braille protocol on the USB port. In most cases (e.g. operation on a Windows PC running JAWS or NVDA, or on a Mac), this checkmark must be unchecked. By enabling this option, Activator may work with devices that do not support the Handy Tech Braille protocol. Please note that HTCom may not be able to detect the Activator if this option is set.

### 5.1.10.20 Keyboard layout for iOS Apps

Regardless of the system language, you can change the keyboard mapping that the Activator uses to launch iOS apps. To do this, use the "**Keyboard layout for iOS Apps**" entry in the "**Options**" menu. Select the keyboard language that is set on your iPhone here so that iOS apps can be launched correctly.

### 5.1.10.21 Restore list of iOS Apps

Since the list of iOS apps is editable, there is a risk that this list will fall into an unusable state. This option can be used to restore the original list, as it was when shipped. All changes will be undone with this.

### 5.1.10.22 (R)estore factory defaults

By pressing the [N5] key over this item, you can restore factory defaults for all options. Activator will prompt you whether you are sure to proceed.

The default settings are the following:

**(6) dots braille:** off

**hotkeys (A)ctivate objects:** off

**(H)ighlight hotkeys:** off

**show s(Y)stem files:** off

**show f(O)lders first:** on

**(Q)uick entry:** on

**show file attri(B)utes:** off

**s(W)itch Activator auto off:** off

**(S)tartup mode: (M)ain menu**

**(T)one signals:** Errors and Battery warning on, Action confirmations and Warnings off

**(V)ibration:** on to all

**(D)ate and time format:** 12-hours and English Dates: on

**(I)ntput indication:** off

**dot (F)irmness: (M)iddle**

**atc s(E)nsitivity:** 7

**sta(N)dby:** 15 minutes

**Language:** remains unchanged

**Battery charge enable:** on

**Use HID Braille:** off

**Keyboard layout for iOS Apps:** System language

## 5.2 The Editor

The Editor allows you to read and edit files. Up to five files can be opened at the same time. Any file can be opened from within the Editor if the exact name of the file is known.

### 5.2.1 Overview of Editor Functions

The Editor provides the following features:

- Text input, moving the cursor and setting bookmarks.
- Quick transfer of files or text blocks from the Activator to a connected device.
- Translation from uncontracted Braille into contracted Braille and reverse.
- Insert, overwrite and read-only modes.
- Status display.
- Block functions (copy, cut, paste, change mark and cursor).
- Text search functions, both forward and backward.
- Replacing text (forward direction only).
- Calculator within the Editor.
- Opening additional files and switching between files.
- Suspending the Editor temporarily while attending to other tasks.
- Closing and saving files.
- Help.
- Setup menu for the Editor.
- Automatic scrolling while reading with ATC.

The following paragraphs describe each feature in detail.

### 5.2.2 Dialogs and Confirmation of Actions

For many reasons, the Editor provides a dialog that allows you to select or enter the desired value. In addition, the Editor provides confirmation messages in order to inform you of any changes that were made.

While you are in a dialog field, the Editor features several hotkeys to help you enter values quickly and efficiently:

- The Paste command [SPC+1 2 3 6] (Chord v) allows you to copy the current contents of the clipboard directly into the field.
- A parameter's default setting or the most recent setting of that parameter can be restored using the Copy command [SPC+1 4] (Chord c).
- The text contained in a field will be deleted starting from the cursor position to the end of the field if you enter the Cut command [SPC+1 3 4 6] (Chord x).
- If you move the cursor towards the right within an input field, the existing input characters will not be deleted. Therefore, you only need to enter the characters that you want to change.

You have several options for exiting any dialog or message:

1. You can confirm your input with the [N5] key which activates the desired function.
2. If you press the [N2] key, you can close a dialog without committing any changes or exit a message when you have finished reading it.
3. You can simply wait a short time, until the dialog or message closes automatically. The duration of the timeout can be customized in the Editor's setup menu.

The Editor uses the following tone signals and/or vibrations that alert you of all successful actions or errors. You can turn off the tone signals and vibrations in the Activator's "(O)ptions" menu.(see chapter 5.1.10.10 and 5.1.10.11).

- Confirmation (single beep): A function has been executed successfully.
- Warning (two short, high beeps): Sounds if no input has occurred for longer than expected or when the display's contents have changed, for example because a status message has been issued. The warning signal also sounds if you attempt to move the cursor beyond the beginning or the end of the file.
- Error (several consecutive warning beeps): Alerts you that an error message is being displayed.

### 5.2.3 Entering and Deleting Text

The input keys are used to enter Braille. If you have entered a valid character, that character will be displayed at the cursor position. The cursor is represented as dots 7+8 on the Braille display. When a character has been entered, the cursor moves to the next position. After a character has been entered in the last position on the display, the cursor returns to the first Braille position. The length of a line is not limited while entering text. You can specify the end of a line at any time by pressing the [N5] key.

To delete any character, you can either use Backspace [SPC+1 2] to delete the character to the left of the cursor or Delete [SPC+4 5] to delete the character at the cursor position. If the delete function you entered is not possible because you are at the beginning or end of a text file, you will hear the warning tone which indicates that this action is not possible.

You can insert the current date into the text by entering {Ctrl+d} or [SPC+1 4 5], while inserting the current time is achieved by entering {Ctrl+t} or [SPC+2 3 4 5].

### 5.2.4 Reading Text

You can navigate to the left with the [N1/N4] key and to the right with the [N3/N6] key for reading text. You can also use the navigation keys on the Computer keyboard. A tone indicates that you have reached the beginning or the end of the text. The specific functioning of the reading keys can be customized in the Editor's setup menu.

If you have been reading the text and want to return to the cursor position, you can accomplish this by simply pressing the [N2] key. Alternatively, you can just begin to enter text or execute other types of actions. The Activator will then automatically display the area where the cursor is located. On the other hand, you can also quickly move the cursor to your current position by using the cursor routing keys and then continue to enter changes there.

If a word does not fit at the end of the display, you can instruct the Editor in the Setup menu to automatically suppress that word and display it in full on the next line after moving the display towards the end of the text.

It is also possible to have the current character displayed in various ASCII formats (hexadecimal, octal representation). This function is initiated with the [SPC+1 4 5 6] (Chord D) command. To exit this display mode, simply press the [N2] key.

The Editor also provides an automatic reading mode. In this mode, the text scrolls forward automatically by one entire display line. The reading speed can be adjusted individually in the Editor's Setup menu, but you can also adjust the speed while you are reading by using the [N3/N6] or [N1/N4] key. To activate automatic reading mode, enter [SPC+ N3/N6]. The

cursor is not moved along with the text during automatic scrolling. Pressing any cursor routing key will position the cursor at that location within the text and stop the automatic scrolling. You can also move the display section manually by pressing the [SPC] key without affecting the automatic scrolling speed.

### 5.2.5 ATC within the Editor

With [SPC + 1 7] (Chord A) you can activate and deactivate the automatic scrolling via ATC. The Activator emits an acoustic confirmation tone when the ATC function is switched on/off. Using ATC, the Activator detects when you have read the last Braille character displayed and scrolls on automatically without pressing any button.

With this version, we have further improved the reading experience by providing additional convenience features. These are all turned off by default but can be activated using their respective chord commands.

1. **End of line marking:** This feature will display a full form at the end of the displayed text if the line is not already filled. Using this function, you always know when you have reached the end of the currently displayed text. You can toggle this function by pressing [SPC + 1 6].
2. **Waiting longer for shorter lines:** Some users reported that short lines of text tend to scroll off the display too quickly. When this feature is turned on, the Activator will wait slightly longer before scrolling beyond a short line of text. Use [SPC + 1 2 6] to toggle this function.
3. **Tone signal:** Plays a short beep every time the display scrolls automatically. This can be toggled with [SPC + 1 4 6].
4. **Flicker:** This feature causes the Braille display to be cleared for a short time before automatic scrolling takes place. The effect can be described as to what a sighted user would experience with a flickering display. This is less obtrusive than a tone signal but still makes it easier to determine when the display scrolls. To toggle Flicker on/off press [SPC + 1 4 5 6].

### 5.2.6 Moving the Cursor

To move the cursor without changing any text, you can use the so-called cursor routing keys. These keys, also known as [CR] keys, are built into the Braille elements. A small fin on the Braille elements is used to press the [CR] keys. The [CR] keys' shape is designed to facilitate navigation.

If you attempt to use the [CR] keys to move beyond the end of a line, the Activator will beep and the cursor will be positioned such that you can continue to enter characters.

The Editor provides the following functions for moving the cursor:

- When you enter [SPC+1 2 3], the cursor jumps to the top of the file. Use [SPC+4 5 6] to move the cursor to the end of the file.
- You can move the cursor to the beginning of a sentence by entering [SPC+2] or to the beginning of the next sentence by entering [SPC+5]. The cursor will move to the nearest period, colon, exclamation mark or question mark.
- You can also jump to the front or back of the current line of text by entering [SPC+1 3] to move to the front of the line and [SPC+4 6] to move to the end of the line.
- After entering [SPC+3], the cursor jumps to the beginning of the previous word and after entering [SPC+6], it jumps to the beginning of the following word.

The cursor can also be moved one character at a time as follows:

- with [SPC+7] one character to the left
- with [SPC+8] one character to the right
- with [SPC+1] one line up
- with [SPC+4] one line down

If you move the cursor towards the left past the beginning of a line, the cursor is positioned at the end of the previous line. If you move it past the end of a line, moving towards the right, it will be positioned at the beginning of the next line. When you move the cursor up or down, it is always positioned at the beginning of the corresponding line.

Please note that tab characters are displayed as a certain specifiable number of spaces. Tabs are saved in the file either as tab characters or they can be replaced by several spaces. You will find more detailed information regarding tabs in chapter 5.2.24.13 seqq. If a tab is saved as a tab character in the text and you move the cursor to the first position of the tab and on through the tab, the remaining spaces will be skipped and the cursor moves directly to the first position after the tab. If you position the cursor inside a tab using the CR keys, it will be positioned at the tab's first character and a warning tone will also be issued.

It is also important to remember that jumping through words or sentences might be difficult or impossible in grade two texts because words can contain punctuation marks.

When a file is closed, the current cursor position is saved. When you open the same file again later, the cursor will be positioned at the same location it was in when the file was closed. However, in certain cases the saved cursor position may be lost. Further information may be found in chapter 5.2.19.

### 5.2.7 Editing Modes (SPC+2 4 = Chord i)

By entering [SPC+2 4] (Chord i) you can toggle between insert and overwrite mode. The default is insert mode, i.e. entered characters are inserted at the cursor position and the following text is pushed back. In overwrite mode, the present text is overwritten by entered characters after the cursor position. When you reach the end of a line in overwrite mode, any additional input characters will be added to the line, without overwriting the next line. If you want to delete a section of text that consists of more than one line, it would therefore be easier to mark that section as a block and then delete it. You can subsequently enter your new text in insert mode.

Insert and overwrite modes are indicated by different cursor shapes. In the default insert mode, the cursor is an underline (dots 7+8), while in overwrite mode the cursor will be displayed as a block (all 8 dots). Both cursor shapes blink. You have the option of assigning different cursor shapes in the setup menu but only these two shapes are possible.

There is one more editing mode, the read-only mode, in which the text can only be displayed, not modified. If you are in read-only mode and attempt to enter text, the Activator will only generate warning beeps. Read-only mode is specified when opening a file and once it is open, the editing mode cannot be changed. You can set a file to read-only mode in the Editor's setup menu, or you may open any file in read-only mode from within the Editor.

### 5.2.8 Status Display (SPC+2 3 4 7 = Chord S)

The [SPC+2 3 4 7] command allows you to activate the Editor's status display for the current file. The following information is displayed in list form:

- The name of the current file
- The current editing mode (insert, overwrite, read-only)
- The file's modification status (modified or not)
- The beginning and end of a marked block
- The position of the character in the text which is the current cursor location
- The number of the current column

### 5.2.9 Set Mark (N1/N4 + N3/N6)

By pressing [N1/N4 + N3/N6] at the same time, the current cursor position is remembered as a "mark". You can use this mark like a bookmark to easily find that place in the text. Up to 10 marks can be set for any file.

A dialog will open asking you for the name of the mark. You can enter up to 24 letters or you can select a name from the list of marks you have already created for this file. By pressing [N5] the mark will be set and remembered under the designated name. If you have entered a name which already exists as a mark, you will receive a message asking whether you wish to overwrite that mark. By confirming you permit the overwriting of the previous mark. If you have already set 10 bookmarks, your only options are to select and rename or overwrite one of the existing marks. If you select the name of an existing mark at the beginning of this dialog, you will not receive any additional questions about overwriting that mark. When a mark has been set, a beep confirms your action.

If you edit the text after you have set a mark, the position of the mark will be adjusted to reflect such changes. This means:

- If you enter or delete any text, all marks located between the cursor position and the end of the text will be adjusted accordingly. When you jump to any mark, you will move to the desired location.
- If you delete a character which had been set as a mark, the mark will still be retained.

### 5.2.10 Jump to Mark (SPC+1 3 4 = Chord m)

Entering [SPC+1 3 4] (Chord m) lets you jump to a mark you have previously set by pressing [N1/N4 + N3/N6]. A list of all available marks will be displayed, and you will be positioned at the end of the list. Now you can navigate through the list by moving the cursor up and down or you can enter the name of the desired mark. If you move down after opening the list, you will reach the top of the list.

To jump to the selected mark, press [N5]. The Editor keeps track of the position from which you jumped to the mark as the beginning of a block. This enables you to return to your original position immediately. How to use blocks is described in the sections below. If you enter a name which does not exist as a mark, you will receive the message **'Bookmark x does not exist'**. You can now enter or select a new name. If no marks have been set in the current file, you will be notified with a message **'No bookmarks set'**.

Please note: In certain situations, your previously stored marks may no longer be available. You will find details about this in chapter 5.2.19.

## 5.2.11 Delete Mark (N1/N4 + N3/N6, Select Name, SPC)

If you want to delete a mark, activate the function for setting a mark by pressing [N1/N4 + N3/N6] at the same time and then select the mark you wish to delete from the list using [SPC + 1] or [SPC + 4]. Enter a space to delete the name of the mark, then press [N5]. You will be asked whether you really want to delete the mark. If so, answer with [y] and the mark will be deleted.

## 5.2.12 Block Functions

This feature enables you to work with entire blocks of text at a time. The procedures for working with blocks resemble those familiar from modern PC operating systems:

- You mark a certain selection of the text.
- The selection may be either copied or cut and is temporarily stored on a clipboard.
- From here, the selection may be pasted at a different place in the same file or even in another file.
- You also have the option of saving a marked text block directly to a new file.

A block can also be deleted or pasted into a new file or an input field. Block operations may cause the Editor to run slow. The following paragraphs describe the use of blocks in detail.

### 5.2.12.1 Marking the Beginning of a Block [SPC+N5]

To mark the beginning of a block, place the cursor at the desired position and enter the key combination [SPC+N5] or press the cursor routing key twice. You do not need to set a special mark for the end of a block. Simply move the cursor one position to the right of where you want the block to end and press the cursor routing key. While moving the cursor, you will notice that all text between the beginning of the block and the current cursor position appears underlined with dots 7 and 8.

Let us assume you had typed the text "This is a test" and wanted to mark the words "This is" as a block. Before undertaking any block operations, the cursor should be moved to the space between the words "is" and "a".

Marking text as a block is possible in either direction. You can therefore set the beginning of a block and then move back towards the top of the file. In this case, the end of the block is located to the left of the cursor. In other words, the character at which the cursor is currently located is part of the block.

Instead of marking a block by moving the cursor character by character, you can also jump from a desired block location to a mark. Another way to quickly mark off a block is by using one of the search functions described below, if the first word appearing after the desired block is known. Simply mark the beginning of the block by pressing [SPC+N5] simultaneously and then execute a search for that word.

If you press the [N2] key while marking a block, the underlines indicated by dots 7 and 8 will be removed, but the beginning of the block is still saved. If you change your mind and decide to copy or cut the marked text block after all, you must first restore the underlining. To do this, you can use the function "Exchange Mark and Cursor," which is described in chapter 5.2.12.5. After activating this function, the underlines reappear, and the cursor will be located at the beginning of the block. Activating the function again will position you at the end of the block.

#### **5.2.12.2 Copy (SPC+1 4 = Chord c)**

Once you have positioned the cursor at the end of the block, you can copy the block to the clipboard by entering [SPC+1 4] (Chord c). A message from the Editor displays the percentage of the block that has been written to the clipboard.

The Copy command has a different meaning while you are in an input field: It will restore the default settings.

#### **5.2.12.3 Cut (SPC+ 1 3 4 6 = Chord x)**

You can cut a block with [SPC+1 3 4 6] (Chord x). This results in the block being deleted from the file and stored on the clipboard. While cutting the block, the Editor informs you about the percentage of the block that has been written to the clipboard.

If you enter [SPC+1 3 4 6] (Chord x) while you are in an input field, all characters from your current cursor position to the end of the dialog field will be deleted.

#### **5.2.12.4 Paste (SPC+1 2 3 6 = Chord v)**

Any text contained in the clipboard can be pasted at the current cursor position by entering [SPC+1 2 3 6] (Chord v) or you can open another file and paste the selection there. Please remember that the block is always pasted exactly before the current cursor position. Since pasting does not delete the block from the clipboard, you can paste a block several times over. The Editor displays a percentage while pasting, that indicates how much of the block has already been written and that it is being written from the clipboard.

The paste command can also be used for writing in input fields. For example, if you want to use a chapter title as the name of a bookmark, you can mark that title in the file as a block, copy it to the clipboard with [SPC+1 4] (Chord c), then move the cursor to the desired position for the mark, press [N1/N4 + N3/N6] and respond to the dialog prompting you for the name of the mark with [SPC+1 2 3 6] (Chord v).

The contents of the clipboard remain intact as long as the Activator is in operation, so that you may paste several times, including into other files. However, once the Activator is turned off, the contents of the clipboard are deleted upon turning the device back on. The memory available for the clipboard is limited by the remaining free memory in the file system.

#### **5.2.12.5 Exchange Mark and Cursor (SPC+7 8)**

You can use this command to return to your original position after executing the following functions:

- When you have jumped to the beginning or end of the file.
- When you have marked a text block in order to copy or cut it. In this case, you will return to the beginning of the block, where you can use one of the block functions.
- When you have pressed [N2] while marking a block.
- When you have pasted text from the clipboard into the file.

The Exchange Mark and Cursor function will set a mark at your current position in the text and the cursor will be returned to the position it was in before one of the functions listed above was executed. The section of text between this mark and the cursor will now be marked as a block. You can easily cancel the underlines if desired by pressing the [N2] key.



If you enter the command again, the previously set mark and the cursor position will be exchanged again. You can therefore use this function to jump from the beginning to the end of your text block and back or to jump back and forth between your current and the previous cursor position.

### 5.2.12.6 Deleting a Text Block (SPC+ 1 3 4 6 7 = Chord X, SPC+1 2 = Chord b)

If you want to delete a large section of text which you do not want to paste anywhere else, you can enter the [SPC+1 3 4 6 7] (Chord X) command which cuts the block without writing it to the clipboard. Alternatively, you can also use the backspace command (SPC+1 2 = Chord b). Again, you will be notified in terms of a percentage value that the text is being deleted.

### 5.2.12.7 Saving a Block to a File (SPC+2 3 4 = Chord s)

When you have marked a block, you can save it in its own file by using [SPC+2 3 4] (Chord s). The text block will not be deleted from the current file. Additional details regarding the saving of files are contained in chapter 5.2.19.

## 5.2.13 Searches

You can scout a search string in a text file in two different ways: with an incremental search or with a buffered search. Both searches can move either forwards or backwards. Any search begins at the cursor position.

### 5.2.13.1 Incremental Search (SPC+1 2 4 = Chord f)

The command [SPC+1 2 4] (Chord f) initiates an incremental search for a certain text in forward direction, i.e., moving from the current cursor position towards the end of the file. The message '**I-Search:**' appears, followed by the cursor. As you enter the search string, the search already begins. You are automatically positioned at the first occurrence of the search string you have entered so far. If you erase a character from the search string using the delete command, you are transported backwards to the place where the remaining search string can be found. While the search is in progress, the entered string is displayed blinking. If the search string cannot be found, you will receive the following message: '**Search failed, wrap around (Y/N)?**'. If you answer by entering [y], the same search begins again from the beginning or end of the text, respectively. If the search string still cannot be found, you will receive the same message again. You can now enter [n] to end the search.

When the desired string has been found, press [N5] to continue editing your text at that location.

If you want to search a string starting at the beginning of the text, you can first move the cursor to the beginning of the text with [SPC+1 2 3]. By entering [SPC+1 2 4] (Chord f), the search will be repeated, and the last search string will already be entered. If you are at the first occurrence of the desired string, you can immediately reinitiate the same search by pressing [SPC+1 2 4] (Chord f) again, as long as you do not press [N2]. However, this only applies to the current editing session. Once the Editor is closed or the Activator switched off, the search string will be deleted.

Any search can be aborted while entering the search string or during the search by pressing the [N2] key. Every time the text is found, a signal tone sounds, and the cursor

will be placed one character to the right of the found search string. You can make the search case sensitive if you change the corresponding setting in the Editor's setup menu.

### 5.2.13.2 Buffered Search

A buffered search means you first enter the entire search string and the search does not begin until you press [N5]. To initiate a buffered search, enter the command for an incremental search, [SPC+1 2 4] (Chord f), followed by [N5]. You will then receive the message '**Search:**'. Enter the search string. The search begins when you press [N5] again.

To indicate the difference between an incremental and a buffered search, the Activator displays '**Search:**' while you enter the search string. An incremental search is indicated by the prefix "I", a search in reverse direction will be trailed by the word "back". If you are executing an incremental search in reverse direction, the prompt for entering the search string will look like this: '**I-Search back:**'.

When the search string has been found, the cursor will be at the first character of the search string and you can immediately begin working, without having to first press [N5] as you would need to in the case of an incremental search. If you want to repeat the search, please position the cursor to the right of the found string and then activate another buffered search as described above.

### 5.2.13.3 Backward Search (SPC+1 2 4 7 = Chord F)

With [SPC+1 2 4 7] (Chord F) you can initiate a backwards search through the text towards the beginning of the file. The procedures are the same as for a forward search. When the search string has been found, the cursor will be located at the first character position of the search string. In both types of searches described above, you can even change the direction of the search during the ongoing search by entering the appropriate command after being placed on the search string.

### 5.2.14 Replace (SPC+1 2 3 5 = Chord r)

If you want to search and replace a term, enter the command [SPC+1 2 3 5] (Chord r). Just as in a buffered search, you will be asked to enter a search term. The message '**Replace:**' appears on the Activator. Enter the search term. By pressing [N5], you indicate that you have finished entering the search string and the message '**Replace x with:**' appears instead, (x is the previously entered search string). Type in the text with which you want to replace the search term. Again, as in a search, pressing [N5] initiates the replacing procedure. When the first occurrence of the search string has been found, you will be positioned at that place in the text. You now have the following options:

- Enter [y] to replace the search string with the replacement text.
- If you enter [n], you will move on to the next occurrence of the search string and the previously found text will not be replaced.
- If you enter [g] for global replace, the found and all subsequent occurrences of the search term will automatically be replaced without a prompt. During this procedure, the message '**Replacing, please wait...**' is displayed. When the Editor has reached the end of the file, it indicates how many occurrences of the search string were replaced. The message '**Replaced n occurrences**' appears, where n is the number of occurrences of the search term that were replaced.

When replacing the setting of the option "**Find Exact**" (see Section 5.2.24.9) has no influence. You must enter the exact expression for the replace function.

Replacing is only possible in forward direction, from the cursor position towards the end of the file.

### 5.2.15 Calculator

With the calculator function, you can perform and save calculations directly in the editor of your Activator. The calculation accuracy is limited to 15 digits, whereby the decimal point can be freely positioned within these 15 digits. The following arithmetic operations are available:

- + Addition
- Subtraction
- \* Multiplication
- / Division
- () Bracketing with up to 10 pairs of brackets, whereby the brackets may be nested
- % Calculation of percentages

Only digits and arithmetic operands are allowed for entering the calculation. It is possible to enter letters, but this is only for commenting purposes.

Simply enter the desired arithmetic operation. Spaces are not allowed. Here is an example:

**'3\*5+6'**

Pressing [SPC+2 3 5 6] (Chord =) or {Ctrl+Shift+Enter} causes the expression to be calculated and the result is displayed before the expression. In the example above, this looks like this:

**'21 = 3\*5+6'**

In the calculator options (see Sections 5.2.24.7 and 5.2.24.8), you can define whether the result is to be displayed before or after the expression or on its own. By default, the result is displayed as in the example above before the expression.

You can navigate through the individual calculation steps with [N1/N4] and [N3/N6] if, for example, you wish to modify an earlier expression. This means that you do not have to enter the complete expression again. In our example, we want to insert a pair of brackets:

**'3\*(5+6)'**

Pressing [SPC+2 3 5 6] (Chord =) or {Ctrl+Shift+Enter} now causes the following result to be displayed:

**'33 = 3\*(5+6)'**

If you want to continue calculating with the result, delete the equal sign and the arithmetic operation and continue working in the same line.

The calculation steps can also be saved. To do this, enter [SPC + 2 3 4] (Chord s). The activator suggests a file name from the first characters, but you can change it as you wish before saving.

#### Calculation examples:

To add 19% VAT to a net price of 500 €:

**'500+19% = 595'**

To calculate the net price from the price with VAT:

**'595/1.19 = 500'**

To calculate the VAT at 19% for a net price of 500 €:

'500\*19% = 95'

To calculate the actual price if you receive a discount of 5%:

'595-5% = 565.25'

It is also possible to divide a value by a percentage:

'20/5% = 400'

The following example shows the calculation accuracy of 15 digits:

'123456789/3.3 = 37411148.1818182'

### 5.2.16 Opening Additional Files

More than one file can be open within the Editor at the same time. There are two methods available for opening a file from within the Editor:

1. Within edit mode: The file can be edited after it is opened.
2. In read-only mode: The file is protected and cannot be edited.

Files may be opened from within the Editor as follows:

1. The [SPC+1 3 5] (Chord o) function opens a file which can then be edited. The Activator will show: **'Open file:'**.  
Alternatively, you can open a file in read-only mode with [SPC+1 3 5 7] (Chord O). This file cannot be modified. This is indicated by the prompt **'View file:'**.
2. Enter the name of the file to be opened in the input field. Please remember that the file name must be entered exactly as it is stored on the Activator, otherwise the file is not found and cannot be opened.
3. After pressing [N5], the file will be opened.

If you do not know the precise file name, suspend the editor with [SPC + 1 2 3 4 5 6] (see chapter 5.2.18) and select the file from the file list.

There are several possibilities here:

- If the file name does not exist and you are opening the file in edit mode, the Editor assumes that you wish to create a new file under the name you entered.
- If you are attempting to open a file in read-only mode and the file name does not exist, the message **'File x not found'** will appear, where x is the file name entered.
- If you are opening an already open file, the Editor will simply switch to that file without reloading it.

### 5.2.17 Switching Between Open Files (SPC+5 6 8 or SPC+2 3 7)

If you have several files open, you can switch between them with [SPC+5 6 8] or {Alt+Tab}. Let us assume you have opened three files in the following sequence: "a.txt" first, "b.txt" next and "c.txt" last. You are currently reading "c.txt". If you enter [SPC+ 5 6 8] now, you will switch over to the "b.txt" file. A message **'Current file:'** followed by the file name notifies you of the name of the file you have switched into. If you enter [SPC+5 6 8] again, you will subsequently be in "a.txt," the next time in "c.txt" again and so on. If you want to work or read the current file, you must first press [N5].

Using [SPC+2 3 7] or {Alt+Shift+Tab} allows you to switch between open files in the reverse order. This is even possible after closing a file, when the message **'Current file:'** appears.

Note: A file can only be transferred to the PC if it is not open in the Editor! Before it can be transferred, it must be closed and saved.

### 5.2.18 Suspending the Editor (SPC+1 2 3 4 5 6)

You can temporarily suspend the Editor with [SPC+1 2 3 4 5 6], if you want to change menu settings, check the battery status, other indicators or delete a file. When you suspend the Editor, you will automatically return to the main menu, where all menu options are available to you. You can even enter PC Mode. The first few positions of the Braille display will show the symbol '-E-'. This is a reminder that the Editor is still open. It may be a little irritating that the menu items are only displayed following this symbol but it could be extremely annoying for you if you inadvertently lost data because you did not remember that the Editor was still open and that your data was not saved before switching off the Activator.

To return to the Editor, enter [SPC+1 2 3 4 5 6] again. It should be noted that you can only return to the Editor from the main menu.

#### **IMPORTANT!!!**

Never attempt any file transfers with the Editor open or suspended. The active or suspended Editor utilizes certain regions of memory which are needed during file transmissions for processing data. Also, the transfer of certain files causes the Activator to restart. Any open files would not be saved, and all changes would be lost.

### 5.2.19 Saving Files (SPC+2 3 4 = Chord s)

To save a file without closing it use [SPC+2 3 4] (Chord s), you will then receive the following notification '**Save file:**' followed by the name of the file. If you have loaded this file into the Editor, this would be the name of the current file. If you created the file you are saving, the default file name will appear. This default file name is usually a suggestion made from the first few words at the beginning of the text. It can consist of up to 20 characters. If the Editor fails to generate a suggested file name, the default file name is '**untitled**'.

If you press [N5] now, the file will be saved. However, you also have the option of overwriting the given file name in part or entirely, if you want to save the file under a different name. If you do this, please remember the following:

- All changes to the file made after it was saved apply only to the file with the name you specified while saving it. If you save a file called "Text1.txt" under the file name "Text2.txt," you will be editing "Text2.txt" after the save. Therefore, if you want to save a file temporarily in its current state, you should proceed as described below.
- If you do not make any changes to the file name or if you enter a name that does not yet exist, the file will be saved without any further prompts when you press [N5].
- If you enter the name of an already existing file, the following prompt will appear: '**File x exists, overwrite (Y/N)?**'. You can either agree to overwrite the file by entering [y] followed by [N5] or decline, either by answering [n] followed by [N5] or by pressing [N2].
- A file name may not be longer than 255 characters and contain no special characters (:\*?"<>|+;=][\^). The entire path including all the folders but not counting the file name may not be longer than 259 characters.

Please note: If you have marked a text block, this "save" function will not apply to the entire file, but only to the marked text block. This is indicated by the dialog '**Save block to file:**', followed by the file name.

As mentioned above, if you want to save a temporary copy of your text under a different name in its current state, please proceed as follows:

1. Move to the top of the file with [SPC+1 2 3].
2. Set the beginning of a block with [SPC+N5].
3. Move to the end of the file by entering [SPC+4 5 6].
4. Activate a save operation with [SPC+2 3 4] (Chord s).
5. Enter the name under which you wish to store the current status of your file.
6. Press [N5]. The file will be saved but the new file will not be loaded.

As soon as you undo the block markings by pressing the [N2] key and activate the Save command again, the dialog described at the beginning of this chapter appears and the save operation now applies to the entire file again.

When a file is closed and saved, all marks set for that file as well as the current cursor position will be remembered. If a file is then transferred to a PC, edited on the PC and then retransmitted to the Activator, the marks and current cursor position are no longer valid. In addition to the marks and the cursor position, the Activator also notes the file's current size while saving it. When the file is opened again, the Activator checks the size to see if it is the same as that recorded at the last save. If it is, the marks and the cursor position will be restored. If the current size deviates from the size noted before, the Editor assumes that the file has been modified on the PC in the meantime or that it is dealing with a file of the same name but different contents. In this case, the cursor will be positioned at the beginning of the file upon opening it and the bookmarks associated with this file will be discarded.

#### **5.2.20 DirektTransfer of files or blocks of text to a connected device (SPC + 1 5 7 = Chord E)**

If you want to transfer a text from the Activator to a connected device (PC or mobile), you can do this quickly and directly from the Editor without the use of HTCom. It is important that the cursor on the connected device is placed into an input field, e.g. in an Editor. If you have selected a block of text and press [SPC + 1 5 7] (Chord E), the selected text block is transferred as if you had typed it on a keyboard. If no text is selected, the complete document will be transferred.

#### **5.2.21 Closing a File and Quitting the Editor (SPC+1 5 = Chord e)**

Use [SPC+1 5] (Chord e) or {Alt+F4} on the Computer keyboard to save and then close the current file.

If the file was modified, the Editor will ask: **'Save changes (Y/N)?'**

- **n**: The file is closed; changes are not saved.
- **y**: If the file is already named, it is saved under that name and closed. If it is a new file which does not yet have a name, the Editor tries to suggest an appropriate filename for unnamed files based on the first 20 characters of the first line or will propose **'untitled'**. You can either change or accept this name.

Please note:

1. The Editor is open until all open files have been closed.
2. Before you switch off your Activator, all files that are open in the Editor must be saved and closed. Shutting down the Activator while files with unsaved changes are

open is not possible. Only if all changes are saved or discarded, you can switch off the Activator.

### 5.2.22 Activating Terminal Mode from the Editor (SPC+2 3 4 5= Chord t)

With [SPC + 2 3 4 5] (Chord t), you can activate Terminal Mode directly from the Editor. Let us assume your Activator is connected to your computer and you are looking for an address in the Activator's internal Editor. At this moment, the PC notifies you via acoustic signal that an e-mail has arrived. You are expecting an important e-mail and would like to quickly look at your mailbox. You can do this immediately by switching over to Terminal Mode by pressing [SPC + 2 3 4 5] (Chord t) and then operating your PC. The Editor, in the meantime, will be suspended, so that the Braille display is available to the screen reader. You can open your mailbox, read the e-mail and take care of other tasks.

You can return to the Editor with [SPC+1 3 4] (Chord m). To do this, hold down [SPC+1 3 4] (Chord m) for a little while (approximately one half second).

#### **WARNING!!!**

Before the Activator can be turned off, the Editor must be closed with all edited files saved. You should therefore always return to the Activator's internal menu by using [SPC+1 3 4] (Chord m) in order to ascertain the status of the Editor.

### 5.2.23 Help (SPC+1 2 5 = Chord h)

Whenever you enter [SPC+1 2 5] (Chord h) or {F1} on the Computer keyboard, the Editor starts looking for the help file in the selected system language and opens it in read-only mode. This file contains the user manual. If there is no help file for the current language, the English help file will be opened as standard. Using either an incremental or buffered search, you can look up solutions to any problems, tips or key assignments. You cannot directly jump to any chapter; however, you can find the chapter you need quickly by moving to the beginning of the file, reviewing the Table of Contents and then executing an incremental or buffered search with the section number as the search string.

Please note: The help file opens in "Read Only" mode to prevent the accidental overwriting of important information. This means it is not possible to add your own notes to this file.

### 5.2.24 The Editor's Setup Menu (SPC+1 3 6 = Chord u)

The Editor provides a Setup menu, called up by entering [SPC+1 3 6], which allows you to customize Editor functions to reflect your needs and habits. Some of the settings are global, i.e. the chosen setting applies to all files. Other settings apply only to individual files. The settings parameters for up to 20 files are stored individually when the files are properly saved. If you modify a file whose parameter settings have not yet been stored, the default setup parameters will be applied to this file. Before you save a new file, you should therefore adjust the values in the Setup menu according to your requirements. Each of the individual parameter descriptions below indicates whether that setting is global or valid only for individual files.

The Setup menu contains a list of parameters. You can navigate through the list by moving the cursor up and down with [SPC+1] and [SPC+4]. The desired parameter can be selected by pressing [N5]. Alternatively, you can also input the name of the parameter you wish to change then confirm with [N5].

Once you have selected a parameter with one of these two methods, a list of possible settings will appear. By navigating up and down through this list, you will find the available settings. Set that value by pressing [N5] and you will then return to the list of parameters. Instead of a list of settings, a field may also appear which is used to input numerical values or text. Again, the input must be confirmed by pressing [N5]. You can also return to the list of parameters without making any changes by pressing [N2].

If you want to restore the default value for any parameter, you can do this by typing [SPC+1 4] (Chord c). In the case of parameters which were recently modified, [SPC+1 4] (Chord c) will restore the previous settings.

The following subsections discuss each item on the Setup menu.

#### 5.2.24.1 Window Scrolling (Global)

This value specifies by how many positions the display will be scrolled to the side when the cursor moves beyond the currently displayed text. Valid settings for this parameter are 0 through the number of Braille positions available (40). The default value is 3/4 of the available Braille elements. If you enter a value outside of the valid range, this will result in an error message.

This parameter can be used to obtain various effects. For example, you can enter 1; this causes the display to scroll with every character you enter that falls beyond the current display. In contrast, if you specify the highest possible value (40), the Activator will react just like the older versions of Braille system software: the entire line will be rebuilt every time you move beyond it. If you move the cursor beyond the display towards the right, the cursor will appear at the first Braille element. If you move the cursor beyond the display towards the left, it will appear on the last Braille position.

#### 5.2.24.2 Scroll time (Global)

This option is relevant only when using ATC and can be set to a value in the range from 1 to 10. It determines how long the Activator will wait before automatically scrolling to the next line of text. Lower values are better for skimming, while higher values prevent you from missing characters at the end of the displayed text. The default value is 3.

#### 5.2.24.3 Indicate empty lines (Global)

For the automatic scrolling with ATC it is necessary to mark empty lines. This allows detecting the reading finger even for blank lines. An empty line is indicated by three Braille cells, where all dots are set. By default, empty lines are not marked. If you want to use automatic scrolling, we recommend setting this option to **“Yes”**.

#### 5.2.24.4 Automatic scrolling (Global)

If this option is activated the Braille display will automatically scroll by ATC. ATC detects the position of your reading finger and scrolls on automatically, when you have read the last character displayed. When using automatic scrolling, we recommend also activating the option **“Indicate empty lines”** to be able to scroll on at empty lines.

By pressing [SPC + 1 7] (Chord A) you can toggle both options **“Indicate empty lines”** and **“Automatic scrolling”** together without using the settings dialog.



### 5.2.24.5 Dialog Timeout (Global)

This value specifies the number of seconds you remain in any Editor dialog if you do not enter anything. If the specified time limit has been exceeded and no input was made, the dialog is closed without any changes being made or functions initiated. The valid settings are between 0 and 999 and the default is 100 seconds.

Note: It is not advisable to set the timeout value to less than 10, because then the dialog closes too quickly after being opened for you to have a chance to react to it or enter anything.

The timeout function does not apply to the Setup menu itself. This would be undesirable, since you might not have the opportunity to enter any changes. In the Setup menu, you therefore must always press [N2] to exit the menu.

### 5.2.24.6 Warn Timeout (Global)

This menu item determines the delay in seconds for displaying messages and warnings. Remember, you can quit a message at any time by pressing [N2]. If you press any other key while a message is being displayed, the timeout period is reset, and you have more time to read the message.

Possible values for this parameter are 0 through 999; the default here is 30.

Note: It is not recommended to set this parameter to less than 10 because in most cases this would not display the message long enough to read it.

### 5.2.24.7 Result Position [e]

This option affects the calculator function of your Activator. For the calculator function in the Editor, the position of the calculation result can be set. The letter [e] stands here for the setting in the Editor.

The possible settings are in each case:

- **Before Expression:** The result is displayed before the expression, for example:  
 $5 = 2+3$ .
- **After Expression:** The result is displayed after the expression, for example:  
 $2+3 = 5$ . This is the default setting for the Editor.

### 5.2.24.8 Keep Expression [e]

This option affects the calculator function of your Activator. For the calculator function in the Editor, you can set whether the entered calculation should be displayed together with the calculation result or not. The letter [e] stands here for the setting in the Editor.

The possible settings are in each case:

- **Yes:** The complete expression is displayed, for example:  
 $5 = 2+3$ , taking the setting for the option "**Result Position**" into account.
- **No:** Only the result is displayed, for example:  
 $5$ . The setting for the option "**Result Position**" has no effect in this case.

### 5.2.24.9 Find Exact (Global)

This parameter specifies how precisely a search string must match the search term during searches (does not apply to replacing). There are two possible settings:

1. If you set '**Find Exact**' to '**Yes**', the search term must be entered with the same capitalization to be found in the text. For example, if you enter the search string "Table" capitalized, the same word without the capitalization, "table," will not be found.
2. If you set this parameter to '**No**', words with upper- and lower-case letters will still be found, even if you only enter lower case letters.

Please Note: If the option '**Find Exact**' is set to '**No**' and your search term contains umlaut or special characters, the Editor will only find the upper- and lower-case equivalent of the character if the standard character set is active. The standard character set is "ANSI Latin1". If you are not using the standard character set, an umlaut or special character will only be found in the exact format in which you entered it (either upper or lower case). As a default, this option is turned off.

#### **5.2.24.10 Margin Action (Global)**

You can choose one of three different types of actions when the right edge of the display is reached within the Editor:

**None:** No action.

**Bell:** Emit a beep, depending on the settings for signal tones.

**Wrap:** Look for the beginning of the word currently being typed and wrap it to the next line. A beeping signal is also emitted. The default setting for Margin Action is "**None**".

#### **5.2.24.11 Right Margin (Global)**

To facilitate text input, you can specify a right margin. Possible values are 0 to 32767 with the default value set to 75. The previous option "**Margin Action**" determines what the Editor will do when the right edge is reached.

#### **5.2.24.12 Word Wrap (Global)**

For this parameter, you can choose either "**Yes**" or "**No**". "**Yes**" means that a word that does not fit completely on the end of the Braille display is suppressed, if the cursor is not located in the currently displayed line. If the cursor is not in the current line of text, the word will be displayed in part and then again completely after the display was scrolled by using the reading keys.

If word wrap is turned off (set to "**No**"), as many letters of the word as possible are displayed on the Braille elements. The default setting is "**Yes**".

Note: This word wrap function applies only to the reading of text; it is not active while entering text.

#### **5.2.24.13 Tab Mode (Global)**

This setting determines which characters will be inserted by the Editor when you input a tab character. Two options are available:

- "**Tabs (It)**": Preferably, tab characters will be inserted, but this depends on the currently active setting for '**Tab Stops**' (see next section). This option is especially useful if you desire to keep your files as compact as possible.
- "**Blanks**": For each tab character, the number of spaces specified under '**Tab Width**' will be inserted into the text. This option is appropriate if you want to ensure that a file is formatted exactly like it was on the Activator once it has been transmitted to your word processing program on the PC. The disadvantage here is that you cannot delete

the tab character with one keystroke. All the spaces inserted for the tab must be deleted individually.

Remember, the representation of tab characters on the Braille display is always by several spaces, regardless of the option specified in Tab Mode.

### 5.2.24.14 Tab Stops (Global)

Valid arguments for this value are from 0 up to the maximum number of positions on your Activator (40). If you specify 0, either a tab character or the number of spaces set under **'Tab Width'** (see next section) will be inserted into the text each time you input the tab character, independent of your position within the text. Any value greater than 0 results in the current line being filled up with either tab characters or spaces in such a way that a tab stop is set at every  $n^{\text{th}}$  position (e.g. every 5<sup>th</sup> position).

The following example will clarify this parameter:

Supposing that you have set **'Tab Stops'** to 5 and the cursor is located at column 1, then the cursor will move to column 6 as soon as you enter a tab character. If you enter a tab again, you will be in column 11 and so on. On the occasion that you type a word here consisting of 7 letters and then enter tab from that position, which would be column 18, then the cursor will move to column 22.

### 5.2.24.15 Tab Width (Global)

This parameter determines the number of spaces used for displaying a tab on the Braille display. It also specifies the number of spaces used to represent a tab character that is entered on the Activator if the option **'Tab Mode'** is set to **"Blanks"**. Valid entries for this setting are 1 through the maximum number of positions available on the Activator (40). The value in this menu item affects all tabs in each file. In other words, you cannot set a tab width of 4 characters in one place and a tab width of 32 characters at another place within the same file. Whenever you open a file for the first time or create a new file, the default setting of 4 spaces applies.

Note: When a file is transferred to the PC, tab characters will not be replaced by the number of spaces specified for that file, but instead will be transmitted as tab characters. If you open the file later on the PC in a word processing program, the tab characters may be handled in several different ways. Many programs convert tab characters into a number of spaces that is a multiple of 2 (e.g. 4 or 8). Others display tab characters without converting them at all or provide several options for conversion. Please consult the documentation for your word processing program for details.

### 5.2.24.16 Line End (Individual File)

This menu item provides three options for representing the end of a line when you save a file to the flash disk. The following displays are available:

- Carriage return with line feed, CRLF (`\r\n`, `^M^J`) used by DOS and Windows.
- Carriage return only, CR (`\r`, `^M`) used by Macintosh OS.
- Line feed only, LF (`\n`, `^J`) used by Unix-based operating systems.

In the case of files transmitted to the Activator, this setting is obtained from the file itself and cannot be changed. However, you can specify this parameter for all files created on the Activator.

#### 5.2.24.17 Insert Cursor (Global)

Here you can specify the form the cursor should take in insert mode. This means you also specify the cursor shape in overwrite mode at the same time, since the overwrite cursor always takes the shape not chosen for the insert cursor. The two cursor formats are: an underline “**Underline**” or a block “**Block**”. Both shapes are blinking cursors and that feature cannot be changed.

#### 5.2.24.18 Edit Mode (Individual File)

Dependent on which mode (edit or view) you opened the current file, you find one of this three settings:

- **Insert:** All text input is inserted at the cursor position, the existing characters in the file are not deleted.
- **Overwrite:** The characters existing at the cursor position are overwritten by the input characters.
- **Read Only:** The file cannot be modified. Any commands that would modify the file generate beeps, on the assumption that acoustic output is activated in the **(O)ptions** menu.

If the file was opened for editing, you can choose between the settings “**Insert**” and “**Overwrite**”. You can also change the edit mode by pressing [SPC+2 4] (Chord i) without opening the menu.

Please note that you cannot switch back from read-only mode once it has been selected while the file is still open. Whenever you do wish to turn off read-only mode, you must quit the file and then open it again — either from the Editor or from the file list. You can then change the **Edit Mode** in the Setup menu.

#### 5.2.24.19 Scroll Speed (Global)

This setting allows you to pre-set the speed for automatic reading mode. You may choose any value from 1 to 10, where 10 is the slowest. The default value is 5.

#### 5.2.24.20 Saved Position (Individual File)

Since the cursor does not move during automatic reading, two options are available here for how the cursor is saved when the file is closed:

- **Cursor:** This is the default. The current position of the cursor is saved and when the file is opened again, the cursor will be at that position.
- **Display:** The cursor will be on the line that was last displayed when the file was closed.

#### 5.2.24.21 Display Mode (Individual File)

This item allows you to choose one of several modes of display:

- **Text Only:** Special characters are represented by a period, control characters by ^ with the appropriate letter (e.g. ^d for return).
- **Special:** Special characters are displayed in hexadecimal representation (e.g. 0xfd for 253).
- **Normal:** All characters are displayed according to the currently active character set.

The default setting for this parameter is “**Normal**”.

### 5.2.24.22 Step Size (Global)

This parameter specifies by how many characters the display moves when the reading keys are used. Valid arguments are from 1 to the maximum number of positions available on the Activator (40). The default setting is the highest value possible. It should be remembered that the setting specified in the "**Word Wrap**" parameter (see chapter 5.2.24.12) also influences the movement of the display.

### 5.2.24.23 Match Column (Global)

This setting contains the value for the position on the Braille display where a found search term will be displayed. Here the valid settings are between 0 and the maximum number of positions available on the Activator (40), but both 0 and 1 refer to the first Braille module. The default setting here is always the center of the display (20).

This function allows you to view the search term within its context. Depending on whether the text just before or after the found term has priority, you can position the column for the match further to the right or left on the display. Positioning the matching search term at the match column occurs whenever the matching term in the text appears to the right of the match column.

If we assume that you have set the match column to position 25, and you are searching for the word "Help" being it found at column 36, then the Editor adjusts the display on the Activator in such a way that the word "Help" is shown beginning at the 25<sup>th</sup> module on the Braille display. Assume further that you search for the word "Help" again and that it is located at column 10 in the text. This time the Braille display will not be adjusted, because the word appears to the left of the match column.

### 5.2.25 Important Instructions Regarding the Editor

The Editor's powerful features provide a comfortable, high-performance tool for you, but at the same time, it is important to handle it properly. This chapter contains many useful tips for using the Editor.

#### 1. Handling of files:

- Always save your files to the PC regularly. This not only prevents the loss of important data, but it will also enable you, if necessary, to delete one of your unedited files, if you need to free up some memory.
- While working with large files, such as manuscripts or lecture notes, the available memory may not be sufficient for writing the edited file. If you are not making changes within the entire document, but only adding text to the end of the large file (e.g. a new chapter or your notes for the most recent lecture), you can circumvent this problem by creating a new file and writing your continuation there, while keeping the larger file open in read-only mode. This way, all the information is available to you and it is more likely that you will be able to save the additional texts. Later, you can open both files in edit mode and attach the contents of the new file to the larger file by using the appropriate block operations. If you find that you cannot save the file after having attached the additional notes, you can transfer both files to the PC, concatenate them there and then retransmit that file to the Activator.
- The Editor determines while you are working whether there is enough memory left for saving the changes you are entering. Should this not be the case, the Editor will notify you. If you have opened and edited several files, you can increase the available memory by first attempting to save and close smaller files.

If you succeed, you will then be able to also save and close larger files. Another possibility is to suspend the Editor in order to delete any files not immediately needed. However, the prerequisite for this procedure is that you regularly save your data to the PC. Remember that a file cannot be deleted if it is open in the Editor. Close the file before suspending the Editor if it is open.

- One of the files needed by the Editor is the "\$clipboard\$" file. This file, if it exists, is deleted when the Activator's power is turned on to provide as much memory as possible for your data, but you can also delete it while working within the Editor. You can do this by suspending the Editor and deleting this file from the file menu. Please note, however, that you will not receive any special warning other than the standard dialog when deleting this file. You should therefore delete the clipboard only if you are sure that you will no longer require its contents. Again, only files that are not currently open can be deleted.
  - When you attempt to open an editable file with [SPC+1 3 5] (Chord o) or via the menu item '(E)dit' from the file list, the Editor will check whether enough memory is available for editing the file. Should this not be the case, the file will be opened in read-only mode and a message will be issued. Granted that there is enough memory left for managing the appropriate pages, a file can always be opened in read-only mode, because no swap file needs to be created to keep track of changes.
2. Block operations may cause a slowdown of the Editor when working with large amounts of data. This means that you may have to wait a little until a block has been either, copied, cut or pasted, if you are working with very large amounts of text. Navigation within the Editor may slow down in the case of very long lines.

### **5.3 Braille input with the braille keys in the screen reader [SPC+1 2 7] (Chord B)**

In combination with the screen reader, it is possible to make entries on the PC via the Braille keys of the Activator in Braille.

You can activate and deactivate the PC control separately. This is necessary because the Braille keys of the Activator are used to control the PC as well as to trigger screen reader functions. The following functionalities are available here:

- Turning PC control on and off
- Input of characters
- Use of the control key (Ctrl), including for keyboard shortcuts: One example is the copy function which is Ctrl+C on a PC keyboard
- Use of the Alt key, including for keyboard shortcuts: One example is activating the menu bar under Windows programs
- Triggering the "Windows" and "Context" keys
- Triggering the Enter key
- Triggering the Escape key
- Triggering the Backspace key
- Triggering the Delete key
- Moving the cursor
- Triggering the Pos1 and End keys
- Triggering the Page Up and Page Down keys

- Triggering the Shift key: One example is entering Ctrl+Shift+f
- Caps lock, for example in order to select blocks
- Initiating the function keys, including in combination with Ctrl, Shift and Alt. This means it is possible, for example, to close certain windows or entire applications via function keys.

### 5.3.1 Table of Key Commands for Controlling the PC

The key combinations for controlling the PC are listed below in the form of a table. We have included as many combinations as possible; however, if a combination is not shown it does not mean it is not possible. All key combinations with [SPC] can either be pressed with [SPCL] or [SPCR].

Key combinations are represented by the plus sign (+), e.g. Ctrl+Alt+a. Consecutive keystrokes are separated by a comma, e.g. 1, 2 or SPC+2 3 7, z. The cursor routing keys are abbreviated as CR (e.g. CR12 = cursor routing key above Braille module 12).

PC Key(s)	Chord Commands	Emulated on the Activator by
Activate/deactivate PC control	Chord B	SPC + 1 2 7
Backspace	Chord b	SPC + 1 2 or 7
Delete		SPC + 4 5
Paste	Chord i	SPC + 2 4
Alt		N5 + SPC
Alt + character		N5 + character
Alt for next character		SPC + 7 8
Activate/deactivate Alt		SPCL + SPCR + 7 8
Enter		8 or N5
Ctrl + character		N2 + character
Ctrl for next character		SPC + 3 6
Activate/deactivate Ctrl		SPCL + SPCR + 3 6
Tab	Chord t	SPC + 2 3 4 5
Shift + Tab	Chord T	SPC + 2 3 4 5 7
Ctrl + Tab		N2 + SPC + 2 3 4 5
Ctrl + Shift + Tab		N2 + SPC + 2 3 4 5 7
Escape	Chord e	SPC + 1 5 or N2
Shift + Escape	Chord E	SPC + 1 5 7
Ctrl + Shift + Escape		N2 + SPC + 1 5 7
Shift + character	Chord s	SPC + 2 3 4, character
Caps Lock on/off	Chord S	SPC + 2 3 4 7
Cursor keys		Up: SPC + 1, Left: SPC + 7, Down: SPC + 4, Right: SPC + 8
Mark	Chord S	SPC + 2 3 4 7 "holds down" the shift key until SPC + 2 3 4 7 is input again. It is therefore possible to work with all cursor movements, such as Home, End, etc. If you wanted to mark two characters to the right of the cursor, you would enter SPC + 2 3 4 7, SPC+8 (cursor right) twice and

PC Key(s)	Chord Commands	Emulated on the Activator by
		SPC + 2 3 4 7 again
Previous word (Ctrl + Cursor left)		SPC + 3
Next word (Ctrl + Cursor right)		SPC + 6
Page Up		SPC + 2
Page Down		SPC + 5
Ctrl + Page Up		N2 + SPC + 2
Ctrl + Page Down		N2 + SPC + 5
Pos1	Chord k	SPC + 1 3
End		SPC + 4 6
Ctrl + Pos1	Chord l	SPC + 1 2 3
Ctrl + End		SPC + 4 5 6
Function Keys F1 to F12		SPC + CR1 to CR12
Left Windows Key	Chord w	SPC + 2 4 5 6
Context Key	Chord W	SPC + 2 4 5 6 7
Windows Key + character		SPC + 2 4 5 6 8 followed by character
Activate/Deactivate Windows Key		SPCL + SPCR + 2 4 5 6 8
PAUSE key	Chord p	SPC + 1 2 3 4
Windows key + PAUSE key		SPC + 2 4 5 6 8 followed by SPC + 1 2 3 4
Space		SPCL or SPCR
Screen Reader Key + character		SPC + 2 3 4 8 followed by character
Activate/Deactivate Screen Reader Key		SPCL + SPCR + 2 3 4 8



## 6 The folding computer keyboard

If you fold up the support feet on the right and left of the Braille keyboard, you can unfold the Braille keyboard to the rear and a standard computer keyboard is in front of you. With tactile feel bars for better orientation, the f and j, 6 and arrow down keys are marked.

The keyboard consists of 5 rows, with the numbers and function keys integrated into the top row. To activate a function key, press the corresponding number key together with the function key {Fn}. This is located in the bottom row as the second from the left.

There is a key combination comparable to the Caps Lock key, with which the function keys F1 - F12 can be permanently toggled. This means that if this function is activated, then pressing the "1" key automatically triggers "F1", and so on. The function is activated by pressing the {Fn + Ins} keys simultaneously. When switching on, an ascending signal tone is played. Pressing {Fn + Einfo} again deactivates the permanent switching of the function keys and this is confirmed by a descending signal tone.

The first key on the top left is the Escape key {Esc}, on the far right is the Insert key {Insert} next to it the wider Backspace key.

In the bottom row, from left to right, you will find the Control key {Ctrl}, the Function key {Fn}, the Windows key, Alt, Space, AltGr, Context menu, Ctrl and the three arrow keys left, down, right. Arrow up is above arrow down.

On the right side you find from top to bottom the keys Insert {Insert}, Remove/Delete {Del}, Pos1, End and Arrow right.

When labeling the keys, some characters are shown in white circles. This is the assignment for MacOS. For example, the Add character {@} is normally on the Q key, but on MacOS it is on L.

## 7 The Activator as a Braille Display

The Activator is supported by various screen reading programs, such as:

- JAWS
- NVDA
- VoiceOver

If these programs are used, all the Activator's functionalities are assured.

When working with a Windows screen reader or with Voiceover on a Mac, you may freely adjust the way the control stick works by assigning screen reader commands to the various directions. For iOS and Android, we have predefined the following assignments for your convenience:

- Right: Goes to the next element
- Left: Goes to the previous element
- Down: Goes to the next element according to the current rotor
- Up: Goes to the previous element according to the current rotor
- Action: Activate the selected element

New versions of the respective operating systems may extend these functions.

### 7.1 Starting the Screen Reader with [SPCC].

Starting the screen reader directly is possible with Activator. After turning on Activator, you can enter PC shortcut keys when the start-up message is displayed. The [SPCC] key can now be used as a Ctrl key. It is also possible to enter key combinations with the Ctrl key. Only in internal mode, e.g. when editing texts, the [SPCC] key is used as a space bar.

At the start message are combination with the [SPCC]-key:

dot 7 = Shift

dot 8 = Alt

If [SPCC] is pressed as Ctrl together with [7 + 8 + x], then the input is recognized as a combination {Shift + Alt + x} (i.e., not Ctrl + Shift + Alt + x). So direct input of shortcut keys with {Shift + Alt} is possible.

E.g., To start JAWS with {Shift + Alt + J} press Chord j+7+8

[SPCC + 7 8 2 4 5]

### 7.2 Screen readers using Windows: Example JAWS

The functionality of JAWS for Windows is so extensive that only the basic functions for operating the Braille display can be described in brief in this section.

The status modules of a Braille display contain important data regarding screen positioning. Since your Activator does not include status modules, you can use [SPCL+SPCR] to toggle between displaying the contents of the screen and the status module display. The first three status elements indicate the cursor's pixel position within the line. The fourth status element indicates which mode is currently active, as follows:

- p for PC cursor
- j for JAWS cursor
- s for structured mode

Dots 7 and 8 of the status elements show the Braille display's position in a window line. They have the following meanings:

- 1+2+3+4: The entire window line is shown on the Braille display
- 1+2: Left half of the window line
- 3+4: Right half of the window line
- 2+3: There is more text on the left and right in the window line

### 7.2.1 Overview

This table lists all functions associated with the Braille and control keys on the Activator. We have not included an exhaustive description of each of the functions, because these are contained in the JAWS for Windows User Guide.

Control Key/Braille Dot	Function
[7]	Activate PC cursor tracking.
[3]	Display the first line in the window (title).
[2]	Move the Braille display to the left.
[1]	Move the Braille display section one line up without changing the horizontal position.
[SPCL]	If there is any text to the left of the Braille display section, it moves to the left, if not, it moves one line up and moves the cursor.
[SPCR]	If there is any text to the right of the Braille display section, it moves to the right, if not, it moves one line down and moves the cursor.
[4]	Move the Braille display section one line down without changing the horizontal position.
[5]	Move the Braille display to the right.
[6]	Display the last line in the window.
[8]	Drag the JAWS cursor to the PC cursor and activate the JAWS cursor.
[N1/N4]	If there is any text to the left of the Braille display section, it moves to the left, if not, it moves one line up.
[N3/N6]	If there is any text to the right of the Braille display section, it moves to the right, if not, it moves one line down.
[SPCL + SPCR]	Toggle status modules on and off.
[7 8]	Switch between structured mode, section output and speech output.
[3 8]	Change cursor representation (dots 7 and 8, all 8 dots, blinking and non-blinking).
[2 8]	Toggle between 6/8 dot Braille.
[1 8] or [N1+N6]	Handy Tech configuration dialog (starting from Handy Tech JAWS Driver version 3.x)
[4 8]	Toggle between focused text on Braille display/same text as on screen.
[5 8]	Activate the JAWS cursor.

Control Key/Braille Dot	Function
[2 3]	Beginning of line
[5 6]	End of line
[1 2 3]	Top of file
[4 5 6]	End of file
[3 6 7]	Speech interruption on/off
[3 6 7 8]	Output task bar
[N2]	Tab
[N5]	Shift + Tab
[N2 + N5]	Enter
[SPC + 1 2 7]	Toggle Braille input on/off
[SPC + 1 7]	Toggle ATC on/off
[SPC + 1 2 3]	Toggle ATC reading protocol on/off
[SPCL + 1 2 3 7]	If there is any text to the left of the Braille display section, it moves to the left, if not, it moves one line up.
[SPCR + 4 5 6 8]	If there is any text to the right of the Braille display section, it moves to the right, if not, it moves one line down.
[SPCL + SPCR + 1 2 3 7]	Move the Braille display section one line up.
[SPCL + SPCR + 4 5 6 8]	Move the Braille display section one line down.

By entering letters in Braille, you can execute the so-called mnemonic commands that are listed below:

j	[2 4 5]	Activate the JAWS settings menu
%	[1 2 3 4 5 6]	Activate the screen reader settings menu (JAWS)
d	[1 4 5]	Desktop, minimizes all applications
h	[1 2 5]	Activate JAWS Help (paste + F1)
\$	[4 6]	Tab
k	[1 3]	Shift Tab
g	[1 2 4 5]	Contracted Braille on/off
m	[1 3 4]	Alt for activating the menu bar
s	[2 3 4]	Start menu
+	[2 3 5]	Toggle 6/8 dot Braille
=	[2 3 5 6]	System Tray
z	[1 3 5 6]	Announce time
	[3 4]	Status cells on/off
c	[1 4]	Ctrl+Tab
C	[1 4 7]	Shift+Ctrl+Tab
e	[1 5]	ESC
?	[2 6]	Enter
b	[1 2]	Braille cursor tracking on/off
f	[1 2 4]	Active cursor tracking on/off
v	[1 2 3 6]	Set level of Braille contractions

The cursor routing keys (CR) are used to directly place the cursor at that text position. In addition, the following functions can be initiated by activating cursor routing keys in combination with certain control keys:

[CR + 1] or [CR + 4]	Mark a text block (beginning and end of block)
----------------------	--

[CR + 6]	Describe object at the CR position
[CR + 8]	Right mouse click at the CR position
[CR + N1/N4] oder [CR + N3/N6]	Describe the font

If the four status modules are in use on the Braille display, the CR keys above the status elements (S1 through S4) have the following functions:

[S1]	Toggle attribute / text mode
[S2]	Change attribute representation, underlined with dots 7+8
[S3]	Toggle unconditional / conditional cursor tracking
[S4]	Toggle active cursor tracking on/off

### 7.3 VoiceOver: Screen reader for Apple iOS Devices

Activator is directly supported by the Screen reader VoiceOver included in iPhone, iPod, iPad or Mac. How to connect Activator to an iPhone is described in chapter 2.5.2 Bluetooth Apple iOS Device Tie-In.

After starting VoiceOver, the first icon on the home screen is highlighted and the name of the icon is displayed on the Braille display. Use [SPC+4] to jump to the next icon, with [SPC+1] you jump back. You can activate an icon and open an application by pressing one CR-Key above the name. For example, if you open “Notes” you can start entering text using the Braille keyboard at the current cursor position. Press [SPC + 125] (Chord h) to return to the Home screen from anywhere.

In the following table, you find the key commands for controlling your iOS device with the Activator using VoiceOver:

Control Key/Braille Dot	Function
[SPC + 1]	Move to previous item
[SPC + 4]	Move to next item
[SPC + 3]	Move to previous item using rotor setting
[SPC + 6]	Move to next item using rotor setting
[SPC + 2 3]	Select previous rotor setting
[SPC + 5 6]	Select next rotor setting
[SPC + 3 6]	Activates the selected object
[SPC + 1 2 5]	Activates the Home button
[SPC + 1 3 5]	Scroll right one page
[SPC + 2 4 6]	Scroll left one page
[SPC + 1 4 5 6]	Page down
[SPC + 1 2]	Activates the Back button if present
[SPC + 1 2 3]	Move to the first element
[SPC + 4 5 6]	Move to the last element
[SPC + 2 4 5 6]	Read page starting at the top
[SPC + 1 2 3 5]	Read page starting at selected item
[SPC + 2 3 4]	Goes to the status bar
[SPC + 3 4]	Speak page number or rows being displayed
[SPC + 4 7] iPad only	Move to next container

Control Key/Braille Dot	Function
[SPC + 1 7] iPad only	Move to previous container
[SPC + 4 or 5]	Moves through the list
[SPC + 2]	Pan Braille to the left
[SPC + 5]	Pan Braille to the right
[SPC + 1 2 3 4]	Pause or continue speech
[SPC + 1 3 4]	Toggle speech on and off
[SPC + 1 2 3 4 5 6]	Toggle Screen Curtain on and off
[SPC + 2 3 6]	Toggle between 6-dot and 8-dot Braille
[SPC + 1 2 4 5]	Switch between contracted and uncontracted braille
[SPC + 3 4 5]	Activates the Volume Up button
[SPC + 1 2 6]	Activates the Volume Down button
[SPC + 1 2 3 4 6]	Set label
[SPC + 1 3]	Keyboard help
[SPC + 2 3 4 5]	Activates the Tab key
[SPC + 1 2 5 6]	Activates Shift Tab
[SPC + 1 5]	Activates the Return key
[SPC + 8]	Activates the Return key
[SPC + 1 4 5]	Activates the Delete key
[SPC + 7]	Activates the Delete key
[SPC + 2 5 6]	Select text
[SPC + 2 3 5]	Deselect text
[SPC + 1 4]	Copy
[SPC + 1 3 4 6]	Cut
[SPC + 1 2 3 6]	Paste
[SPC + 1 3 5 6]	Undo typing
[SPC + 1 4 6]	Activates the Eject key
[SPC + 3 4 5 6]	Scroll up one page
[SPC + 1 4 5 6]	Scroll down one page

In the following overview you will find shortcut keys for the operation of the Apple Internet browser Safari:

- H: jump to next heading
- 1 to 6: Headings from 1 to 6 can be jumped to directly
- L: jump to next link
- S: jump to next text
- W: jump to next landmark
- R: jump to the next input field
- X: jump to the next list
- T: jump to the next table
- M: jump to the next element of the same type
- I: jump to the next image
- B: jump to the next button
- C: jump to the next form element

You can find the complete list of Braille commands for VoiceOver at

<https://support.apple.com/en-en/HT202132> .

## 8 Operation Settings for Handy Tech Braille Displays

The universal Handy Tech Braille display driver features several settings for operating your Activator with your PC and screen reader. In order to open the Settings window, activate the [1 8] keys simultaneously. The Settings window can also be started up from the Start menu, under "Programs – Handy Tech – Configure Braille display driver". The Braille display driver does not need to be running for this.

There are the following six tabs in the Settings window:

- Connection
- ATC
- Status Cells
- Key Actions
- Miscellaneous
- Info

Your changes in settings from different tab sheets will be saved by pressing the OK or Apply Button. If you choose the OK Button, the dialog will be closed.

The following sections provide more details about the settings that are available under these six tabs.

### 8.1 Connection

The checkbox "Activate Driver" is checked to enable your Activator to be used by the screen reader. If you uncheck this box, the driver will be deactivated, and you will not be able to operate any Handy Tech Braille display.

The field "Device Detection" provides two options: "Automatic" means that your screen reader will detect the Braille display regardless of the interface through which it is connected to your PC. The second option is to specify a fixed interface at which the screen reader should look for the Braille display. In the corresponding combo box, you can choose one of the existing COM interfaces or the USB interface.

The field "Show Pop-Up Braille Display Information" allows you to specify whether you want to be informed which Braille device is connected to which of your PC's interfaces at the start-up of the screen reader. If this setting is activated, there will be a small dialog during start-up containing the Braille display driver's version number, any detected Braille displays and the interface designation.

You have the following three options:

- When changing device or interface: The dialog appears only if you have connected a different Handy Tech Braille display to the PC or if you have connected the same Braille display to a different interface on your PC.
- Never: The dialog will not be displayed during start-up.
- Always at start: Every time your screen reader starts up, the dialog will be displayed.

If the checkbox "Connect Braille display even when switched on after start up" is checked, the Braille display may be connected to the computer while the screen reader is already

running and the Braille display will be recognized. The default setting for this checkbox is unchecked.

Checking the checkbox "Reconnect Braille display automatically when disconnect" instructs the screen reader to search for the Braille display in brief intervals if there has been a disconnection. For example, if you turned off the Braille display in order to remove the keyboard or to plug in the power cable, the screen reader will continuously search for a Braille display until you turn the power back on. By checking the checkbox "Notify when searching for connection" you can cause the screen reader to inform you of this process. If you do, you will receive the message e.g. "Searching Activator" in short intervals.

## **8.2 ATC**

The Activator's integrated ATC technology detects your reading position on the Braille display which allows for innovative features in the operation and control of the PC. This tab is shown only if your screen reader supports the ATC functions through the Handy Tech Braille display driver.

ATC functionality is so extensive that we have dedicated a separate section to the ATC features. Please review the settings available under this tab in the next Chapter 9, Active Tactile Control (ATC).

## **8.3 Status Cells**

The so-called status modules on your Braille display are used to indicate where your current position is on the screen, for example, within a menu or within a text field. Exactly what information is shown on the status modules depends on the screen reader. Under the "Status Cells" tab you can specify some of the options for these status modules yourself.

The field "Device" allows you to specify which Handy Tech Braille system or device you are using. By default, the currently connected device is recognized and becomes the default setting here. This setting also provides you with the option of configuring other Handy Tech Braille displays, even though they are not currently connected to the computer.

In the next field, you may specify the size of the status display section. As a default, four Braille elements are used as status modules. There is one blank position automatically inserted between the status modules and the remaining positions on the Braille line. The blank element has no function.

The field "Position of status cells" allows you to determine whether the status modules should be displayed on the left or right side of the Braille line. As a default, they are displayed on the left.

The checkbox called "Display status cells" lets you enable and disable the status display. The status information is not displayed by default. There is a quicker method for enabling and disabling the status display: pressing [SPCL + SPCR] simultaneously. When you use this method, you do not need to open the Settings menu.



### 8.4 Key Actions

This tab sheet allows you to adjust the behavior of each key of your Activator on press in the following three different ways:

- Key Lock: Keys defined as locked will be ignored when pressed.
- Fast Keys: Keys defined as fast keys perform their action already when pressed and not – as usual – when released.
- Repeat Keys: Keys defined as repeat keys will repeat their action continually while be pressed.

#### 8.4.1 Key Lock

Single keys of the Activator can be locked to prevent the unintentional functions by accidental key presses. This is helpful when starting to learn how to use the Activator.

With the checkbox “Use Key Lock“, you can activate this function. The button “Locked Keys...” will open the dialog “Define locked keys for device”. In the list box “Device” the connected Braille display is already preselected. In the list box “Available keys” you can choose the keys to be locked. With the “Add” button you move the selected key into the list box “Locked keys”. The “Remove” button moves the key back to the available keys. By default, no keys are locked.

#### 8.4.2 Fast Keys

Fast keys, also known as hot keys, refer to keys that execute the function associated with that key as soon as the key is pressed, as opposed to when the key is released. If one of the keys to be used in a key combination is a fast key, the fast key must therefore be pressed last.

The checkbox "Use Fast Keys" is used for enabling this function. The button “Fast Keys...” will open the dialog “Define Fast Keys for device”. In the list box “Device” the connected Braille display is already preselected. In this dialog, you can then select the keys you want to define as fast keys from the list box "Available keys" and move them by pressing the “Add” button into the list box “Fast Keys”. By default, no keys are defined as fast keys. There are no fast keys available for Braille input.

#### 8.4.3 Repeat Keys

With the settings under "Repeat Keys" you can specify the repeat interval at which a function initiated by a key is repeated when that key is continually pressed. This feature makes it easier, for example, to navigate through a list, because you do not need to keep pressing the forward or backward key for each item in the list. You can instead keep holding down that key until the cursor is at the desired item.

The checkbox "Use Repeat Keys" is used for enabling this function. The default setting is that key repeats are disabled. The button “Repeat Keys...” will open the dialog “Settings for repeat keys”. In the list box “Device” the connected Braille display is already preselected. In this dialog, you can then select the keys you want to define as repeat keys from the list box "Available keys" and move them into the list box “Repeat Keys” by pressing the “Add” button. For the Activator the keys [1], [4], [N1], [N3], [N4] and [N6] are pre-set with a default repeat interval of 500 milliseconds, if you activate key repeats. There is no key repeat available for Braille input.

## 8.5 Miscellaneous

Under the tab "Miscellaneous" you can among other options adjust the dot firmness and specify whether your actions should be logged in a protocol file. The protocol function is useful when you need Technical Support. Please check this box only when asked to do so by your customer service representative. You will then also be able to specify where this protocol file should be saved in the field called "Protocol file".

The checkbox "Quick Entry in PC mode by Dot 7 as Back Space and Dot 8 as Enter" controls whether the [7] key is to function as a Backspace key during Braille input and the [8] key as Enter. If you want to disable this option, you can do so by unchecking this box which is checked by default.

## 8.6 Info

In the "Info" tab sheet you find important information about your Activator and the driver software you are using.

In the field "Active display" you find the type of Braille display you are using, the interface it is connected to and its serial number. In addition, you find the date when the next recommended maintenance of your Braille display is due.

In the field "Driver properties" the type of screen reader you are using is listed, as well as the version of your driver.

At "Your dealer" you get the contact details of your Handy Tech dealer with postal address, telephone number and E-mail.

## 9 Active Tactile Control (ATC)

The Activator's integrated ATC technology now makes it possible for the first time to detect the Braille dots that you touch. By evaluating the pressure on the individual tactile elements, your reading position on the Braille line can be determined. Using various assistive functions that can be customized, your reading position can be employed to control the screen reader. Depending on your current reading behaviour, certain actions can be initiated. ATC can recognize four different reading behaviours:

- Normal reading: The reading position is moving from left to right.
- Fast reading: Reading speed is faster than a pre-set rate of characters per second.
- Resting: A character is touched for longer than a specified time period.
- Reading backwards: The reading position is moving from right to left.

A certain action can be assigned to each of these four behaviours. There are two customizable modes for the so-called assistant functions. The two modes are "Reading" and "Learning". The tab "ATC" in the Settings menu of the Handy Tech Braille system is used to specify what your Activator and your screen reader should do when each reading behaviour is detected, depending on whether you have selected either Reading or Learning mode.

Under the ATC tab, the checkbox "Use ATC" allows you to enable or disable the ATC functionality. There is also a quicker way to do this by pressing [SPCL + 1 7] (Chord A). By default, this function is unchecked.

The sliding "Sensitivity" control is used to set the sensitivity of the ATC sensors to match your personal reading style. You can increase or decrease the sensitivity by activating the "right" or "left" cursor key respectively. Advanced Braille readers with a light touch while reading Braille could experience that the reading position is not detected reliably even with high sensitivity set. In this case, we recommend to lower the dot firmness to "weak" (see chapter 8.5 Miscellaneous) to improve the detection.

The field "Assistant Mode" is used to specify whether you want to take advantage of the assistant functions for reading or learning Braille. If you have selected one of the two functions in the combo box, you can use the "Settings" button to determine how the screen reader should react to your reading behaviour. More details on these settings are provided below in Section 9.1, ATC Assistant for Reading or Learning.

The ATC-monitor enables the text currently being displayed on the Braille line to be shown in a window corresponding to the size of the Braille line, so that a seeing person can follow what is being read on the Braille display. The Settings button in this field allows you to specify the colour used for displaying the reading position. A different colour can be specified for each reading behaviour. More details on these settings are provided below in Section 9.4, ATC-Monitor Settings.

If the checkbox "Show monitor after start-up" is checked, the ATC-monitor will automatically start upon the screen reader's start-up. If you want to turn on the ATC-monitor later, you can go into this menu and activate the button "Start monitor now".

If you check the "Generate protocol" checkbox at "Reading protocol", everything you enter or read on the Braille display will be logged in a protocol file when you click "OK" or "Apply". It is faster to use the short key combination [SPCL + 1 2 3] (chord I) to activate the logging function. If ATC was off, it will be automatically activated. You are free to choose

any name for this protocol file. The default file name is "HtAtc.log". Generating the reading protocol stops only when you deactivate this "Generate protocol" option again or when you quit the screen reader. The protocol file can be scanned and analysed by an evaluation program later.

## 9.1 ATC Assistant for Reading or Learning

You can specify how the screen reader is supposed to react to your reading behaviour. The following actions are available:

- no action
- speak letter: The letter at the current reading position will be spoken.
- speak word: When touching the first letter of a word, the word will be spoken. It is also possible to change the setting so that the word is spoken when read completely. Here you can also set a delay time.
- speak Braille display: The text shown on the Braille display will be spoken by the speech output.
- low tone signal
- high tone signal
- speak Braille display and move to the next line: When using this setting with "reading fast", you can skip through text line by line till you reach the section where you want to read without speech. After refreshing the Braille display, the reading of the previous line will be interrupted, and the reading starts with the new position.
- say all and route Braille line: Starts reading the whole text and the Braille display will be synchronized with the reading position of the speech output. When detecting any reading position, the speech will stop, and the Braille display shows the current position.
- say current character's attributes: The attribute at the current reading position will be announced, e.g. "bold Arial 12".
- say character attribute changes: If the attribute at the reading position changes, like from normal to bold, then "bold" will be announced. Also, changes of font type and font size will be announced, e.g. "bold Arial 12".
- route mouse cursor to reading position: The mouse pointer will – depending on the reading behaviour – be moved with the reading position. This helps to synchronize the magnification area on the screen with the reading position on the Braille display.

The following four behaviours can be detected as your reading status:

- reading fast
- reading normal
- resting
- reading backwards

It is also possible to delay the speech output for a certain amount of time if you do not want the text to be spoken right away. This delay is entered in milliseconds. The possible range for this value is from 0 (no delay) to 5000 milliseconds.

You can also determine the reading speed above which the ATC-function will consider your reading speed as "fast". For this specification, you can enter any value from 0 to 200 characters per second.

The time period after which the ATC-function will identify your reading status as "resting" can also be customized. This value is specified in milliseconds.

You can further control the speech output by checking or unchecking the checkboxes "Speak word only at end of word" and "Also spell word". If "Also spell word" is checked, you can insert a delay before speech output starts spelling by activating the checkbox "Use delay while spelling word". These settings are available only if you have assigned the action "Speak word" to any one of the four possible reading behaviours.

You can control what happens when you reach the end of the Braille line in the field "Action when line has been read". Three checkboxes are available. If you check "Signal tone", a signal tone will be emitted when you have read the last character on the line. If the checkbox "Automatic scrolling after x milliseconds" is checked, you do not need to press [N6] to advance when you reach the end of the line, instead the next line will automatically be displayed after the specified time has elapsed. If you activate the checkbox "Indicate empty lines", blank lines will be shown on the Braille display by setting all the dots of the first three elements on the display. This is useful if you have automatic scrolling enabled, because now you do not have to manually advance through blank lines by pressing [N6].

## 9.2 Tips for Utilizing ATC to Learn Braille

In this section, we provide some useful tips on how to improve your Braille reading skills with the help of ATC. First enable ATC by entering the key combination [SPCL + 1 7] (Chord A). This will activate the Braille system's reading position detection via ATC. You can turn ATC off again by entering the same key combination.

By default, the Assistant Mode is "Reading". Under the tab ATC in the Settings window for Handy Tech Braille displays, change the Assistant Mode to "Learning". Now, after you have read an entire word, the word will be spoken. In this way, ATC can help you to become more secure in reading text. If you come across any Braille character that you do not recognize, you only need to remain at that character and the speech output will name the character. Individual letters and characters are also spoken if you are reading backwards.

ATC can also be extremely useful when you are learning a foreign language. For example, if you want to learn how to pronounce, German words correctly, you can first switch your speech output to German. Then set the Assistant Mode under the tab ATC in the Settings window for Handy Tech Braille displays to "Learning". We recommend setting a speech output delay of approximately 2000 milliseconds, i.e. 2 seconds. Now when you activate ATC, you will have two seconds after having read an entire word to pronounce it yourself, before the speech output speaks the word as well.

## 9.3 Tips for Utilizing ATC for the Experienced Braille Reader

In this section, you will find tips on how the ATC technology can help you as an experienced Braille display user, to operate your PC and your screen reader program even more efficiently.

Probably the most important Assistant function made possible by ATC is automatic text scrolling when you reach the end of the Braille line. Enable ATC by entering the key combination [SPCL + 1 7] (Chord A). This will activate reading position detection via ATC.

In the default settings, the Assistant Mode is "Reading". You can turn ATC off again by entering the same key combination.

Automatic scrolling is the default setting. The active cursor should be tracking the Braille display in order to make automatic scrolling of the text possible. If ATC is active, you will find that the Braille display automatically sets the position on the next segment of text once you have read to the last character represented on the Braille line, just as if you had entered [SPCR] or [N6].

If you do not change the default settings in Reading mode, you can also cause the entire text on the line to be spoken when ATC recognizes fast reading. Simply move quickly across at least three Braille characters from left to right, which will be detected as fast reading and the speech output will speak the entire text on the display. By default, fast reading is recognized at a reading speed of greater than 15 characters per second. You can customize this value in the Reading Speed profile.

At this point, we would like to draw your attention to a special feature: If there is a blank line, the first three elements on the display will be set with all eight dots. This enables the Braille system to provide automatic scrolling even when there are blank lines.

If you remain at one character for longer than one second or whichever delay you specify in the Reading Speed profile, that character will be spoken.

We recommend the following ATC-settings for you as an experienced Braille reader:

With "reading normal" we recommend using "say character attribute changes". Now you can easily follow attribute changes at the reading position without a hassle switching to attribute information. This is especially useful when checking the layout for example within a word document.

With "reading fast" it makes sense to use the action "say all and route Braille line". This allows you to browse fast through a text till you reached the position you were looking for.

You can assign the reading behavior "resting" with "say current character's attributes". This allows you to check the current character's attributes anytime.

For "reading backwards" we recommend assigning the action "route mouse cursor to reading position". This allows you with a small gesture to drag the mouse pointer to your reading position. This can be helpful to guide the attention of a sighted person to a specific text position.

## 9.4 ATC-Monitor Settings

For the graphic display of the reading modes on the monitor screen, you may assign a different colour to each reading status. The following colours are the default assignments for each mode:

- Finger on line: yellow
- Reading status fast: light blue
- Reading status normal speed: green
- Reading status resting: orange
- Reading status reading backwards: red

You can customize the colours by opening the standard Windows colour dialog.

## 10 Battery Management

Your Activator is equipped with two lithium-ion batteries. With new, fully charged batteries, the Activator achieves a runtime of over 30 hours. This maximum runtime may decrease as the batteries age. The batteries will last up to 1000 charge/discharge cycles until the capacity noticeably diminishes. Whether a lithium-ion battery lasts only one or even five years depends on usage and operating temperature. If possible, the operating temperature should not exceed 40 °C/100°F.

Accumulators are subject to an aging process that can be accelerated by unfavorable handling. This is shown by the fact that apparently fully charged accumulators only work for a short time before they have to be recharged. Only then is it advisable to have the batteries replaced. This can only be done by an authorized dealer or by Help Tech directly at the factory. What can you do to slow down the aging process:

- If you store the batteries for a longer time, its charge should be 40-80%. Lithium-ion batteries should be recharged every 3 to 4 months to avoid a deep discharge.
- Slow charging means smooth charging and extends the lifespan of the battery. Because of this, the charge current is limited to 1A.
- Lithium-ion batteries should, if possible, not be discharged completely as this can reduce the capacity in case of recurrence. It is not good for the capacity to charge the battery from 0% to 100%. However, complete discharging and charging is required during the calibration of the charging electronic, which leads to a correct capacity status display.
- Lithium-ion batteries do not need any conditioning; therefore, it is not necessary to completely charge and then discharge batteries of new devices for several times on first use.

### 10.1 Battery Charging

The Activator contains intelligent recharging circuitry for charging the batteries. Recharging starts automatically when the power supply delivered with your Activator is connected to a wall outlet or if the Activator is connected via USB to a computer that is switched on.

Recharging via a power outlet takes approximately 3 hours if the batteries were empty. When connected to a computer it takes about twice this time. The Activator features an electronic recognition and interpretation of the end of a load cycle, as well as of the permissible discharge. Therefore, the batteries can neither be overcharged nor excessively discharged. The power supply may therefore remain connected for longer periods of time.

### 10.2 Battery Capacity Display

The device monitors the battery status in every operating mode. It is therefore possible to display the current battery status at any time. There are two options for displaying battery status: battery voltage and available remaining battery capacity.

Battery voltage is an indirect measure of battery status. The end of discharge has been defined as 3 V. The device turns itself off at a battery voltage of 3 V and can only be

turned on again when it has been connected to the power supply or an USB port for recharging. With fully charged batteries, the voltage may reach 4.2 V.

If you require information about the batteries, you can display all the important data in the **(I)nf**o menu, submenu **(B)attery stats** (see 5.1.9.2).

### **10.3 Automatic Recognition of Low Voltage**

The Activator includes battery voltage recognition in two steps. When the voltage falls to a low level, a warning signal sounds every minute. This indicates that battery capacity is nearing its end and that the batteries should be recharged. You can turn the warning signal off or on in the **(O)ptions** menu (see chapter 5.1.10.10 (T)one signals and 5.1.10.11 (V)ibrations).

When the lowest limit for the battery voltage has been reached at about 3 V, your Activator turns itself off. However, even in this state it uses up a small amount of electricity. You should therefore never leave the Activator in this state for longer than one day. It would be best if you begin to recharge the batteries immediately.

If you expect not to use your Activator for several weeks, either recharge the batteries up to 50% first.



## 11 Important Information

This section contains important safety and warranty information. Please make sure you have read this information before starting up your Activator.

The Braille device's driving circuitry uses a high voltage of 200 V for the operation of the Braille modules. Danger of electric shock exists when the housing is opened, or the device is handled improperly.

### 11.1 Start-Up Procedures

After you turn on your Activator, the device executes tests of several of its components. This section contains a description of each of these tests. If you receive any error messages upon turning on the unit, you will find help in understanding these messages in this section.

If you encounter problems, please make sure you review chapter 11.1.2.

#### 11.1.1 Self-check of the File System

The self-check of the file system searches the entire serial flash memory. During this test, every file is tested for completeness, whether the data are stored correctly and whether any two files point to the same sector (concatenation). Also, the two system sectors are checked for their contents.

This test can conclude with three different results which have varying consequences, as follows:

1. No error was found during the test: No measures need be taken.
2. An error not affecting the entire file system was detected: The system issues a warning message.
3. A fatal error was detected: It is necessary to reformat the entire flash disk.

In the case of a warning, the Activator will output the following message on the display:  
**'Warning when initializing file system, Backup recommended!'**

As soon as this message has been confirmed by pressing [N2], a message appears showing the version number of the file system, the identification number of the error that was detected and a description of the error. The display will read as follows:

**'FsVersion x.y, ERR: n: t'** where x.y is the version of the file system, n the number of the detected error and the description of the error.

If a fatal error has occurred, your Activator will display the following:

**'Fatal: Error in file system. Flash disk must be formatted.'**

Again, this message is followed by the display of the version number of the file system, the identification number of the error and the error description.

Once this information has been confirmed, the Activator will begin reformatting the flash disk. After reformatting, the unit will restart automatically, and you must reload the contents of the folder "HTSYS".

Note: If you receive a fatal error concerning the file system after loading new firmware, the reason may be that the file system's version number has changed.

### 11.1.2 Saving Files in Case of Fatal Errors

If you receive a fatal error message and you have not made any changes to the firmware, it will unfortunately not be possible to salvage your files. Although this is a very unlikely scenario, we recommend regularly saving your files on a separate system, e.g. a PC.

In addition, it is possible that a fatal error concerning the file system is shown after you have updated the firmware, but relevant data are still stored on the Activator.

**IMPORTANT !!!**

If this is the case, do NOT confirm the error message by pressing [N2]! Once the automatic reformatting has begun, you cannot salvage any of your data!

Instead, turn off the Activator and restart it in SAVE mode by pressing and holding the on/off button for more than 5 seconds. Load the previous firmware version into the Activator. Afterwards save all your files on a PC.

## 11.2 Symbols

The symbols located on the underside of the unit have the following meanings:



Please follow the manual!



Applied Part, Type B

## 11.3 Safety Information under the Standards for Medical Devices

Medical electric devices are subject to special precautions regarding electromagnetic compatibility and must be installed and taken into operation according to the directions contained in this manual. Please also review the general safety information in Section 11.4 below. Portable mobile HF communications facilities may affect electrical devices.

## 11.4 General Safety Information

Misusing the integrated lithium-ion batteries (decomposing, breaking, overheating) can cause explosions or fires. Lithium-ion batteries contain inflammable and/or acid solutions and lithium salts which can, in case of a leakage, lead to irritations of the skin, eyes and mucous membranes. When lithium-ion batteries vent gas, toxic steams can escape, which can harm your health.

Avoid contact between your Activator and any fluids (rain, coffee...). If fluids enter the housing, you may be exposed to the danger of a hazardous electric shock. In addition, the Braille elements may sustain damage which can only be remedied by costly repairs.

Only representatives of Help Tech GmbH or its authorized dealers have permission to open the Activator. The device contains no user-serviceable parts. In the event of a defect, please contact your dealer or Help Tech directly. Only an authorized Handy Tech dealer has permission to service the device.

Avoid switching your Activator on immediately after moving it from a cold room into a warm environment. Under unfavourable conditions, condensation might ruin the device. Wait until the device has warmed to room temperature before turning it on.

Do not expose your Activator to extreme temperature fluctuations or high humidity during operation. The operating temperature should be between +10°C (= 50°F) and +40°C (= 100°F) and relative humidity may not exceed 80%.

The Activator must not be operated in moist rooms, for example bathrooms, because the device generates voltages up to 200 V.

All cables (interface cable, power cable) must be installed such that they do not pose any hazards (tripping hazard).

Whenever you want to connect or disconnect the interface cable to or from the Activator, always avoid any direct touching of the wire contacts in the plug. Touching the contacts could damage your computer interface through static electricity discharge.

When cleaning the device, always disconnect both the power cable and the interface cable.

If the Activator was dropped, the housing has become damaged or the Activator is malfunctioning, turn the unit off immediately. It needs to be serviced by authorized service personnel.

The power supply should be disconnected from the wall if the unit will not be used for an extended period.

Always finish what you are working on before disconnecting the power supply cable from the Activator. Switching over from the power supply to battery power takes some time, during which fluctuations in voltage can occur.

This device must be disposed of at the end of its useful life in compliance with applicable guidelines for electronic devices.

## 11.5 Handling the Activator

The Activator's Braille modules utilize the highly reliable and maintenance-free piezo technology. If handled properly, you will enjoy many years of trouble-free operation.

Always operate your Activator at normal room temperature and protect it from humidity. Avoid exposing the Activator to extreme changes in temperature.

Always transport your Activator in the included carrying case which provides impact protection. We recommend unplugging the keyboard during transportation to avoid damaging the cable.

Do not drop your Activator and avoid exposing the device to strong vibrations.

Please keep the included lithium-ion batteries away from open fires and corrosive liquids and do not damage or burn it. Damaged lithium-ion batteries have to be disposed in appropriate containers immediately.

Your Activator will reward you if you take care to operate it with clean hands because otherwise the tactile pins can become sticky and may release only if prodded.

Please ensure that no liquids enter the Braille display. The Braille elements are especially sensitive to humidity, because humidity could destroy the high-voltage piezo elements.

We recommend covering the Braille display whenever it is turned off to prevent unnecessary intrusion of dust.

Clean your Activator with a damp cloth. Do not use any cleaners. The Braille modules must be cleaned with a dry, lint free cloth only.

The Braille modules should be cleaned and serviced thoroughly every two years under average operating conditions. In general, during the service of the Braille modules all tactile pins and caps will be replaced, and all input elements checked. An endurance test will then be performed. Help Tech can provide you with a replacement device for the time, while your Activator is being serviced.

## **11.6 Warranty**

If you open the Activator's housing, which is sealed, within the warranty period, the warranty becomes void. The same applies to improper handling or use.

In the unlikely event that your Activator does become defective, our repair service will be available to you.

## **11.7 Technical Support**

Your Activator is a highly complex product. Although the Activator has been optimized to be as easy to use and as self-explanatory as possible, errors in understanding or operation may occur, which may impede your use of the device.

We recommend that you consult this manual first if you encounter difficulties. All procedures as well as error messages are described here. If this does not solve your problem, you have the option of reviewing possible solutions in the download area on Help Tech's web page, located at [www.helptech.de](http://www.helptech.de).

As an alternative, you can also contact your dealer or local customer service representative. These agents receive ongoing training and information about the product, beyond what can be included in any manual.

If this does not result in the desired solution of your problem, do not hesitate to contact Help Tech GmbH in Horb directly. You have the following options:

Mail: Help Tech GmbH, Brunnenstr. 10, D-72160 Horb a. N., Germany  
Phone: +49 7451 5546 55  
Fax: +49 7451 5546 67  
E-Mail: [help@helptech.de](mailto:help@helptech.de)

## 12 List of Key Combinations

The following list contains all important functions with their key combinations. The digits in the right column refer to Braille dots.

### 12.1 Navigating the Menu System

Function	Keys
One menu item to the left	N1/N4 or SPC+7 or SPC+1
One menu item to the right	N3/N6 or SPC+8 or SPC+4
First menu item within this level	SPC+1 2 3
Last menu item within this level	SPC+4 5 6
Move up one menu level	N2
Select or move down one menu level	N5
Toggle checkbox	SPC or N5 or CR keys
Select menu item directly	Hotkeys
Return to suspended Editor	SPC+1 2 3 4 5 6

### 12.2 Editor Functions

Function	Keys
Abort operations, cancel markings	N2
Read text	N1/N4 or N3/N6
Start automatic reading	SPC+N1/N4
Change automatic reading speed	N1/N4 oder N3/N6, if automatic reading is active
Manual scrolling	SPC
Halt automatic reading	CR keys
Automatic scrolling via ATC on/off	Chord A (SPC+1 7)
Delete character at cursor position	SPC+4 5
Backspace	Chord b (SPC+1 2)
Cursor to top of file (Home)	SPC+1 2 3
Cursor to end of file (End)	SPC+4 5 6
Cursor to beginning of line	SPC+1 3
Cursor to end of line	SPC+4 6
Cursor to beginning of next sentence	SPC+5
Cursor to beginning of previous sentence	SPC+2
Cursor to next word	SPC+6
Cursor to previous word	SPC+3
Move cursor left	SPC+7
Move cursor right	SPC+8
Move cursor one line up	SPC+1
Move cursor one line down	SPC+4
Direct cursor placement	Cursor Routing Keys
Mark beginning of block	SPC+N5 or press CR key twice at

	beginning of block
Cut block	Chord x (SPC+1 3 4 6)
Copy block	Chord c (SPC+1 4)
Delete block (without copying)	Chord X (SPC+1 3 4 6 7) or SPC+1 2
Paste block	Chord v (SPC+1 2 3 6)
Exchange mark and cursor	SPC+7 8
Toggle insert/overwrite mode	Chord i (SPC+2 4) insert mode is default
Set mark	N1/N4 + N3/N6
Jump to mark	Chord m (SPC+1 3 4)
Incremental forward search	Chord f (SPC+1 2 4)
Incremental backward search	Chord F (SPC+1 2 4 7)
Forward search and replace	Chord r (SPC+1 2 3 5)
Display character in ASCII	Chord D (SPC+1 4 5 7)
Insert current date	Chord d (SPC+1 4 5)
Insert current time	Chord t (SPC+2 3 4 5)
Save file (without closing it)	Chord s (SPC+2 3 4)
Open file from Editor	Chord o (SPC+1 3 5)
Open file in read-only mode	Chord O (SPC+1 3 5 7)
Switch to next file	SPC+5 6 8
Switch to previous file	SPC+2 3 7
Save and close file	Chord e (SPC+1 5)
Suspend Editor	SPC+1 2 3 4 5 6
Editor's Setup menu	Chord u (SPC+1 3 6)
Status display	Chord S (SPC+2 3 4 7)
Switch to PC Mode	Chord p (SPC+1 2 3 4)
Help	Chord h (SPC+1 2 5)
DirectTransfer - transfer of the selected text area. If not marked, then transfer of the entire text	Chord E (SPC + 1 5 7)

### 12.3 Keys in Terminal Mode

Function	Keys
Return to menu	Hold down SPC+1 3 4 about half a second
Switch between Braille display and status module display	SPCL+SPCR
Ctrl	SPCC
Ctrl + letter e.g. c for copy	SPCC + letter e.g. SPCC + 1 3 for copy
ATC forwarding with all screen readers	SPC + 1 7 8

### 12.4 Fixed Key Functions on Computer Keyboard

Function	Key/Key Combinations
Cursor to top of file	Ctrl+Pos1
Cursor to end of file	Ctrl+End
Toggle between insert and overwrite	Insert
Delete current character	Delete

Delete character left of cursor	Backspace
Set beginning of block	Ctrl+Enter
Copy block	Ctrl+c
Cut block	Ctrl+x
Delete block (without copying)	Ctrl+X or Backspace
Paste block	Ctrl+v
Exchange mark and cursor	Ctrl+Tab
Status display	Ctrl+S
Incremental forward search	Ctrl+f
Incremental backward search	Ctrl+F
Forward search and replace	Ctrl+r
ESC function	ESC
Navigation	Arrow keys
Cursor to previous word	Ctrl+Cursor left
Cursor to next word	Ctrl+Cursor right
Cursor to previous sentence	Ctrl+Cursor up
Cursor to next sentence	Ctrl+Cursor down
Cursor to beginning of line	Pos1
Cursor to end of line	End
Set mark	Ctrl+M
Jump to mark	Ctrl+m
Switch to next file	Alt+Tab
Switch to previous file	Alt+Shift+Tab
Suspend Editor	Ctrl+Space
Save file (without closing it)	Ctrl+s
Save and close file	Ctrl+e
Help	Ctrl+h
Editor's Setup menu	Ctrl+u
Switch to Terminal Mode	Ctrl+t
Display character in ASCII	Ctrl+D
Open file from Editor	Ctrl+o
Insert current date	Ctrl+d
Insert current time	Ctrl+t

## 13 Error Messages

This section contains the error messages that can be displayed on the Activator. Some messages are always in English because they are not part of the message files. They come directly from the firmware because they must be always available.

### 13.1 Error Messages English only

These messages contain abbreviations which indicate the error status. Their meanings are:

- FER (Fatal Error): A serious error has occurred.
- ERR (Error): An error has occurred.
- WRN (Warning): The system is notifying you about something that may require your attention.

#### 13.1.1 Fatal Errors

Fatal errors may result in lost data if you do not proceed with caution. BEFORE you take any further steps, please review chapter 11.1.2. It provides suggestions for saving as many of your files as possible.

Please act calmly — the Activator will not take any action without your authorization!

##### **"FER: Message file not found."**

Cause: The current message file could not be opened.

Remedy: The current message file must be reloaded.

##### **"FER: Could not read MSG security header."**

Cause: In order to be able to unequivocally identify a message file, the file includes a security header at the beginning which provides various information. This header could not be read correctly.

Remedy: The current message file must be reloaded.

##### **"FER: Invalid MsgId."**

Cause: A message was requested which is not contained in the current message file.

Remedy: Please load the message files that match the currently used firmware version.

##### **"FER: Invalid header ID in MSG file."**

Cause: The message file's security header contains invalid data.

Remedy: The current message file must be reloaded.

##### **"FER: Invalid size of message file header."**

Cause: The security header's size does not correspond to the size expected by the firmware.

Remedy: The current message file must be reloaded.

##### **"FER: Invalid maximum length of messages."**

Cause: The maximum message length does not correspond to the maximum length expected by the firmware.

Remedy: The current message file must be reloaded.



### "FER: Expected MSG version xx, found yy."

**Cause:** The message file version does not correspond to the firmware version. You may receive this message when you have updated only the firmware code, but have not yet loaded the new message file.

**Remedy:** Load the message files that match the current firmware.

### "FER in file system: Flash disk must be formatted."

**Cause:** A serious error occurred while checking the file system.

1. You have updated the firmware and the file system's version number has changed.
2. It is possible that no system sectors could be found, which would indicate that the file system is defective.

**Remedy:** The file system can only be restored by reformatting the device.

**Note:** In the first case, you can turn off your Activator, reload the old firmware and transfer all of your valuable files to the PC. In the second case you have no remedy other than reformatting the flash disk.

## 13.1.2 General Errors

### "ERR reading KBD security structure."

**Cause:** The structure of the keyboard layout table loaded during start-up of the Activator contains errors. The table's structure is compromised.

**Result:** The default internal German table will be used.

**Remedy:** Download a valid keyboard layout table for the selected language.

### "ERR: Invalid ID in KBD header."

**Cause:** The structure of the keyboard layout table loaded during start-up of the Activator contains errors. The table's ID is invalid.

**Result:** The default internal German table will be used.

**Remedy:** Download a valid keyboard layout table for the selected language.

### "ERR: Invalid size of KBD header."

**Cause:** The structure of the keyboard layout table loaded during start-up of the Activator contains errors. The size of the security header is incorrect.

**Result:** The default internal German table will be used.

**Remedy:** Download a valid keyboard layout table for the selected language.

### "ERR: Expected KBD version x, found y."

**Cause:** A keyboard layout table was loaded which does not match the current firmware version. This can occur following a firmware update, because the firmware expects a different table structure.

**Remedy:** Compile the layout table for the selected language with the BKC matching the new firmware version or download a valid one.

### "ERR: Invalid KBD table format."

**Cause:** The structure of the keyboard layout table loaded during start-up of the Activator contains errors. The format of the table is incorrect.

**Result:** The default internal German table will be used.

**Remedy:** Download a valid keyboard layout table for the selected language.

### "ERR reading KBD table."

**Cause:** Errors occurred while reading the keyboard layout table loaded during the Activator start-up procedure.

**Result:** The default internal German table will be used.

**Remedy:** Download a valid keyboard layout table for the selected language.

### 13.1.3 Warnings and Messages

#### **"WRN when initializing file system, Backup recommended!"**

Cause: Errors were detected while testing the file system, but they do not indicate a defective storage medium.

Remedy: Not necessary

Note: If this warning appears, it is advisable to back up the files stored on your Activator.

#### **"FsVersion x.y, ERR: n: t."**

Cause: This message appears following any error message relating to the file system. It provides information regarding the current version of the file system (x.y), the number of the error (n) and an error description (t).

#### **"Formatting, please wait!!!"**

Cause: This message appears while the storage medium is being reformatted after a fatal error detected by the file system test.

Note: When formatting has finished, you must reload the contents of the folder "HTSYS". All saved files will have been deleted.

#### **"WRN: KBD layout not found. Using standard layout."**

Cause: During the Activator's start up procedure no valid keyboard layout table was found for the selected language.

Result: The default internal German table will be used.

Remedy: Download a valid keyboard layout table for the selected language.

## 13.2 Error Messages from the Message File

The messages listed below come from the reloadable message file. They include messages of a general nature, system messages and Editor messages.

### 13.2.1 General Messages

#### **"Please wait!!!"**

Cause: This message appears while the system is executing a task requiring some time. For example, this would be the case while the system is generating the file list.

#### **"Cannot execute this function"**

Cause: A function cannot be executed.

#### **"Deactivating function keys!"**

Cause: A reminder that function keys have been deactivated. After turning the unit off and back on, the function keys will again be active.

### 13.2.2 File System Messages

#### **"No files stored on disk!"**

Cause: There are no files stored on the storage media.

#### **"Error creating braille character set file"**

Cause: There is not enough memory in the file system to generate the Braille character sets.

#### **"New braille set file created! Please reload needed sets!"**

Cause: The Braille character set file was recreated, because it was either missing or its size was incorrect. You will have to reload the required character sets into the Activator.

### **"Braille set n is empty"**

Cause: You are attempting to activate a Braille character set numbered x, but that character set slot is empty.

### **"Error writing configuration file"**

Cause: An error occurred while saving the configuration.

### **"Saving configuration, please wait!"**

Cause: This message is displayed while the configuration file is being written.

### **"New configuration file created. Please check your settings!"**

Cause: The configuration file was recreated, because it was either missing or its data were incorrect. The settings have now reverted to factory defaults. You should therefore check the settings and customize them as you wish.

### **"Fatal: Invalid MSGID! Please upload appropriate msg file!"**

Cause: A message was requested that is not present in the currently loaded message file. Loading the message file matching the current firmware for the selected language will resolve the problem.

### **"File in use by editor. Please close it first"**

Cause: You are attempting to delete or transfer a file which is currently open in the Editor.

Result: The file cannot be deleted.

Remedy: Return to the Editor, then close the file and try again.

### **"Warning: Deleting this file can cause system instability"**

Cause: You are attempting to delete a system file.

Result: The possible results depend on which file you are attempting to delete. For example, if you delete the file containing the Braille character sets, that file will be regenerated once the Activator has been turned off and back on again and you must then download the needed character sets again. However, if you delete the message file for the selected language, the Activator can no longer operate until you have reloaded it.

It is therefore recommended that you delete system files only when you are completely clear on what the results will be.

You take on a great deal of responsibility by being given the option of deleting system files. Help Tech GmbH therefore accepts no warranty claims arising from any damage caused by deleting system files.

### **"System files can not be deleted while the editor is active"**

Cause: You are attempting to delete a system file while the Editor is in its suspended state. However, this is not possible because the Editor accesses system files.

Result: See above.

Remedy: First, close the Editor, then delete the system file. Please note that deleting any system file can have serious consequences. Your Activator may be inoperable until the system file has been reloaded again.

## **13.2.3 Editor Messages**

### **"Error writing file"**

Cause: An error occurred while saving the file.

### **"Help not available":**

Cause: You have activated the Help function. The Editor is searching for the "Language\_ HELP.HSF" file for the selected language, but the file cannot be opened.

Remedy: Download the Language\_HELP.HSF files to the Activator.

**"Bookmark x does not exist"**

Cause: While jumping to a bookmark, you specified a mark that does not exist. X is the name you entered.

Remedy: Try to enter the name of the mark again or navigate through the list of available marks using the cursor-up and cursor-down commands.

**"No bookmarks set"**

Cause: You are attempting to jump to a mark, but no marks have been set for this file.

**"Search failed, wrap around (Y/N)?"**

Cause: While searching for a text string, the Editor has reached either the beginning or the end of the file (depending on the direction of the search) without having found the search term. If you respond by entering [y], the entire file will be searched for the same string again. If you respond to this prompt by entering [n], the search will be aborted, and you can continue editing the text.

**"No space to open another file"**

Cause: You have already opened five files and are attempting to open another one. However, the Editor can administer a maximum of five open files.

Remedy: Close any files not currently needed and then open the desired file.

**"Variable x unknown"**

Cause: You have entered an invalid argument for one of the variables in the Editor's Setup menu. X is the variable you entered.

Remedy: Re-enter the variable or select one of the variables from the list by using the cursor's up and down functions.

**"x: valid range [m, n]"**

Cause: The numerical value of a variable you entered is outside of the valid range. Here, x is the name of the variable, m the minimum value and n the maximum permissible value.

Remedy: Enter a value within the specified permissible range.

**"Out of disk space"**

Cause: While you are working within the Editor, the Activator determines whether the available memory is sufficient to save all of the open files. If this is not the case, this message is issued.

Remedy: Try to save and close smaller files first, then close larger files.

**"Out of page memory"**

Cause: You are attempting to open a file, but there is not enough memory available to divide the file into pages or to administer the pages.

Remedy: Close any files not currently needed.

**"Disk almost full"**

Cause: While you are working within the Editor, the Activator determines whether the available memory is sufficient to save all of the open files. This message appears as a warning before it is too late.

Remedy: To ensure that you will be able to save all modified files, you should save or close any files you no longer need open right away. Save any smaller files first, which will free up some space, then larger files.

**"Page memory almost full"**

Cause: While you are working within the Editor, the Activator constantly checks how many pages can still be administered. The Editor can manage a total

of 3072 pages. If only 10 more pages can be created, you will be notified with this message.

Remedy: Close any files not currently needed to make room for more pages.

### **"Switching to read only mode"**

Cause: You are attempting to open a file. The Editor determines that with the amount of memory left, the file can be opened, but not edited.

Remedy: Close and save any files not currently needed.

### **"File x not found"**

Cause: You are attempting to open a file in the Editor in read-only mode, but the file was not found. X is the file name you entered.

Remedy: Try to re-enter the file name. It is important to note that the file name must be entered with exactly the same spelling under which it is stored on the Activator. If the result is again negative, you can suspend the Editor and open the file from the file list.

### **"Writing x aborted"**

Cause: While saving a file, you have pressed the [N2] key. The saving process has therefore been cancelled.

### **"Not enough space on disk"**

Cause: You are attempting to cut, copy or save a text block to a new file. While writing the block, the Editor determines that there is not enough memory available for this operation.

### **"x in use, please close it first"**

Cause: You have opened file x within the Editor and are currently working on a different file. You are attempting to write to file x or to read data from file x. For example, you might have opened the clipboard within the Editor in order to make changes in it before pasting its contents to a file. If you try to cut or copy any other text block at this point, without first closing the clipboard, the Editor cannot execute that function and will instead notify you with this message.

### **"Cannot open file x"**

Cause: You are attempting to open the Editor's swap file. This is not possible, because this file contains the portions of text that have been edited and it is only accessible to the Editor itself. X is the name of the swap file.

### **"Copy to x failed"**

### **"Cut to x failed"**

### **"Paste from x failed"**

Cause: You are attempting to execute block operations, but the file system cannot provide the memory needed. X is the clipboard's file name.

### **"No space to open another file"**

Cause: You tried to open a new file. The Editor is not able to do this. The Editor can open only 5 files at one time.

Remedy: Close files, you do not need now.

### **"End of text"**

Cause: You are at the end of a file and are attempting to call up ASCII representation.

### **"Recreating editor configuration file"**

Cause: The Editor has determined that the existing configuration file is incompatible. A new Editor version may require a different file format for the configuration file. Should the Editor continue to use the existing configuration files for reading any file configurations, this could lead to

complications. The configuration file contains the version number for this reason. If it does not match the Editor's internal version number, the configuration file is deleted and then regenerated. Although this causes the loss of all configuration settings saved for a file, such as marks, it is necessary because of safety concerns.

## 14 Copyright Notice

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