insidevision

insideONE, the tactile braille tablet.

Getting started with insideONE.
Gesture data sheet of the insideONE tablet.
Usage scenarios of the insideONE tablet.

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1. Getting started with insideONE.

1.1 Start.

1.1.1 Package contents.

. Unpack carefully insideONE.
. Keep the original packing, you will need it for transport.

Contents of the box:
. insideONE tablet.
. A mains adapter.

Packaging strengthened with sleeve.

Power supply adapter box.

insideONE tablet.

1.1.2 What is insideONE ?

. insideONE is a hybrid device integrating various components.

. It includes a computer tablet PC (with a motherboard, a powerful processor designed to insure a quick turn on and optimise energy consumption of the RAM memory, a hard disk, a soundboard, Wifi, Bluetooth, a battery, 2 cameras, a display, speakers and various connectors) as well as a top quality 32 character braille display.

. Everything is integrated inside a frame to which we added a specific tactile matrix to act on the display and also on external zones. Above the matrix a high resistance glass through which the display can be seen. This glass is hollowed out to visualize a braille keyboard but also other interactive areas.

. The braille keyboard can thus be used to control insideONE, and also to make gestures on the screen as one does with a smartphone. And since we wish for sighted non apprised of braille to be able to use insideONE to interact with visually impaired users, we also provide them with a standard virtual keyboard. Keyboards are in fact softwares shown on the screen but with physical marks for the braille one. Shifting instantaneously from Braille to standard keyboard or closing the keyboards are other possibilities, in this case the whole surface can be used for gestures.

1.1.3 What to do with insideONE ?

. insideONE is all together a computer, a data processing terminal and a note taker, if you 've purchased **Home** our ecosystem when starting insideONE.

insideONE, a computer.

. Windows 10 is the OS. In order to work in that environment we install by default the NVDA screen reader which runs automatically when the product starts.
.That enables you to benefit from all of Windows power and to select the software you wish to use.
. You are free to choose any software.

insideONE is a note taker.

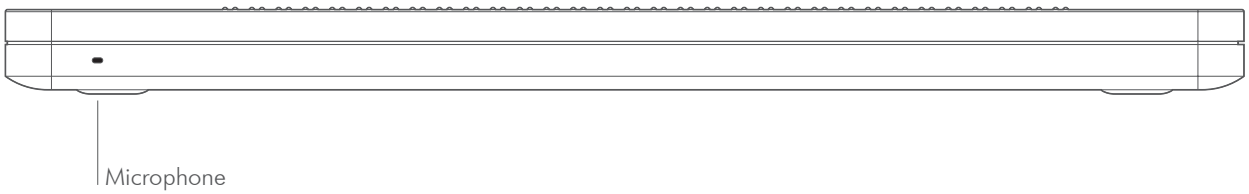
. If you've purchased **Home**, it will run automatically when starting insideONE.
. Several possible uses.
. **Home** is a self-sufficient ecosystem. It is not necessary to work in the Windows environment you can stay working in **Home** and its adapted interface. This way of working is quite suitable for schools or inexperienced users.
. But you can also work in **Home** and in the same time have full access to Windows and all its power.

1.1.4 Presentation of insideONE.

. Put insideONE on a flat surface.
. On the top, you will see the braille keyboard and the braille display. The braille display must be positioned towards you.

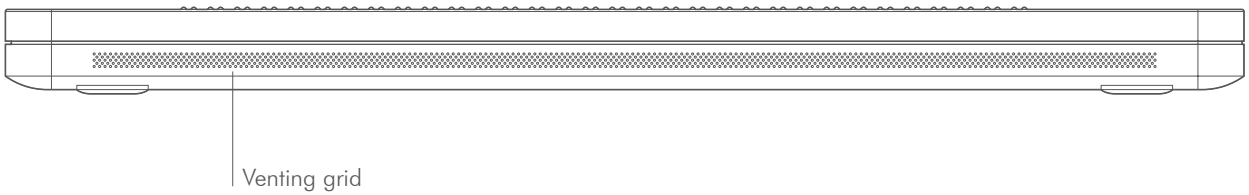
1.1.4.1 Top.

. On the left, is the built-in microphone.



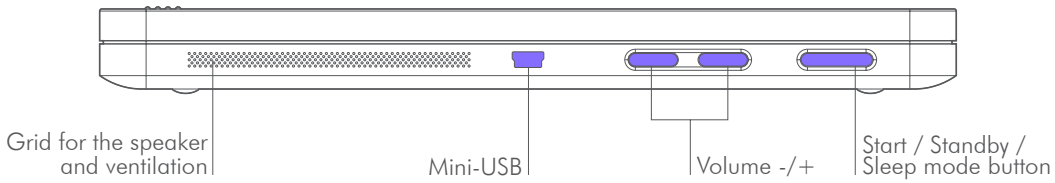
1.1.4.2 Bottom.

. There's a venting grid alongside the lower part of the housing.



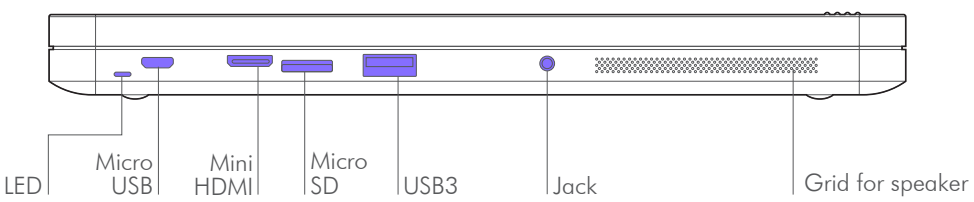
1.1.4.3 Right side.

. From bottom to top, you can find a grid for the speaker and ventilation. Then in the middle, are located a mini-USB port, the volume (-) button to decrease the volume level, the volume (+) button to increase the volume and the Start / Standby / Sleep mode button.



1.1.4.4 Left side.

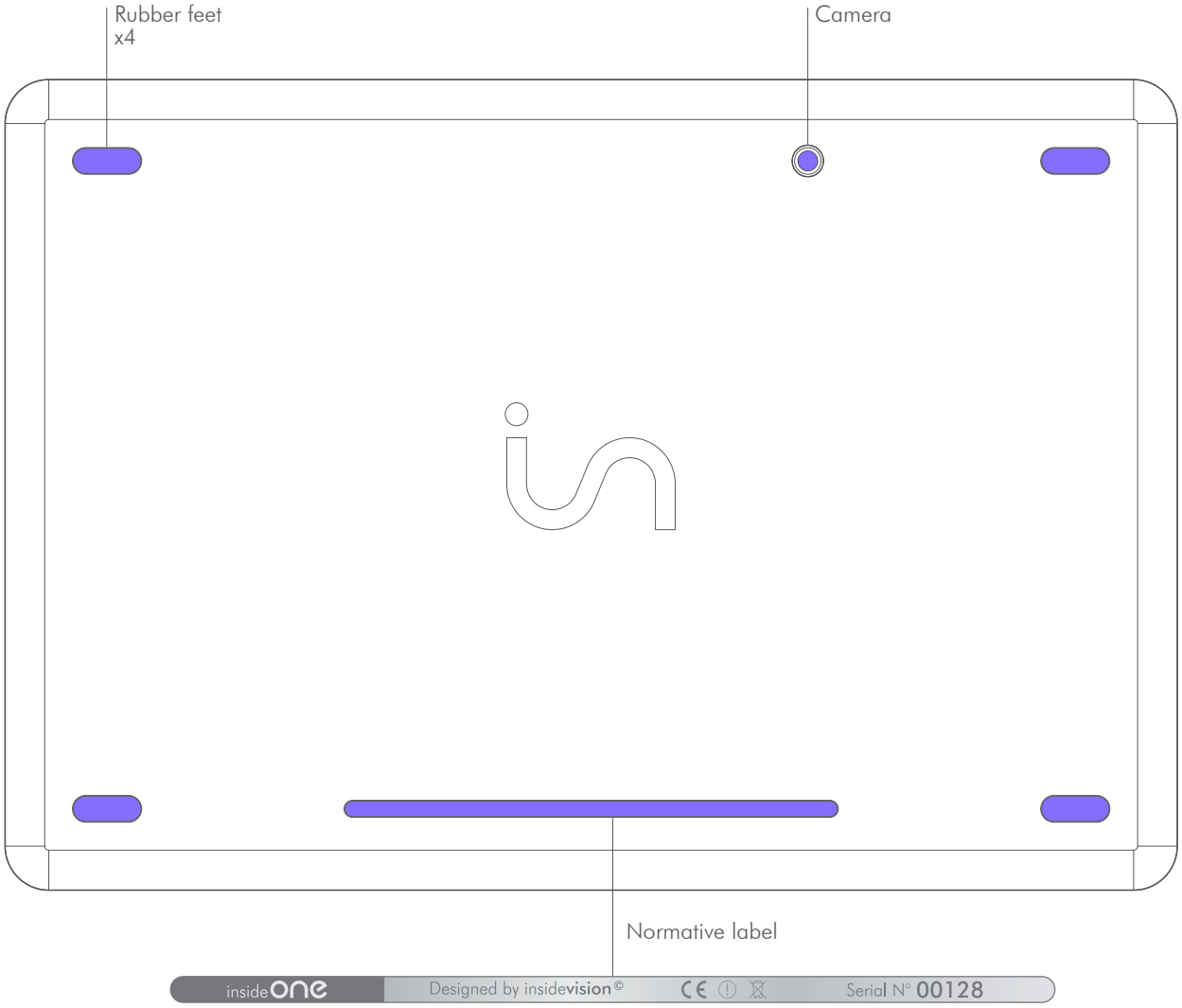
. From top to bottom there is a grid for the speakers and ventilation, then a 3.5mm jack to connect a micro / headset / speaker, then a USB 3 port, then a slot for micro SDcard (to put it in, hold the micro SDcard, contacts pointing downward and arrow towards the slot, press gently till the click in place to remove the card, press then release, it will pop out), plus a mini HDMI port for screen connection, then a micro USB type B port to recharge insideONE, and a battery-charge indicator LED. Red light for charging, green light once the tablet is charged.



1.1.4.5 Back.

. If you turn over insideONE, you'll find near the bottom and the top ends, rubber feet to provide stability. At the bottom between the two feet is a label bearing the serial number, electric data and the standards met by insideONE.

. On the top, 5cm left from right foot, is located the rear-view camera. Using the product under the proper orientation, the camera is 9cm from the upper left edge.



1.1.4.6 Front.

. Starting from the bottom you find the 32 character braille display.

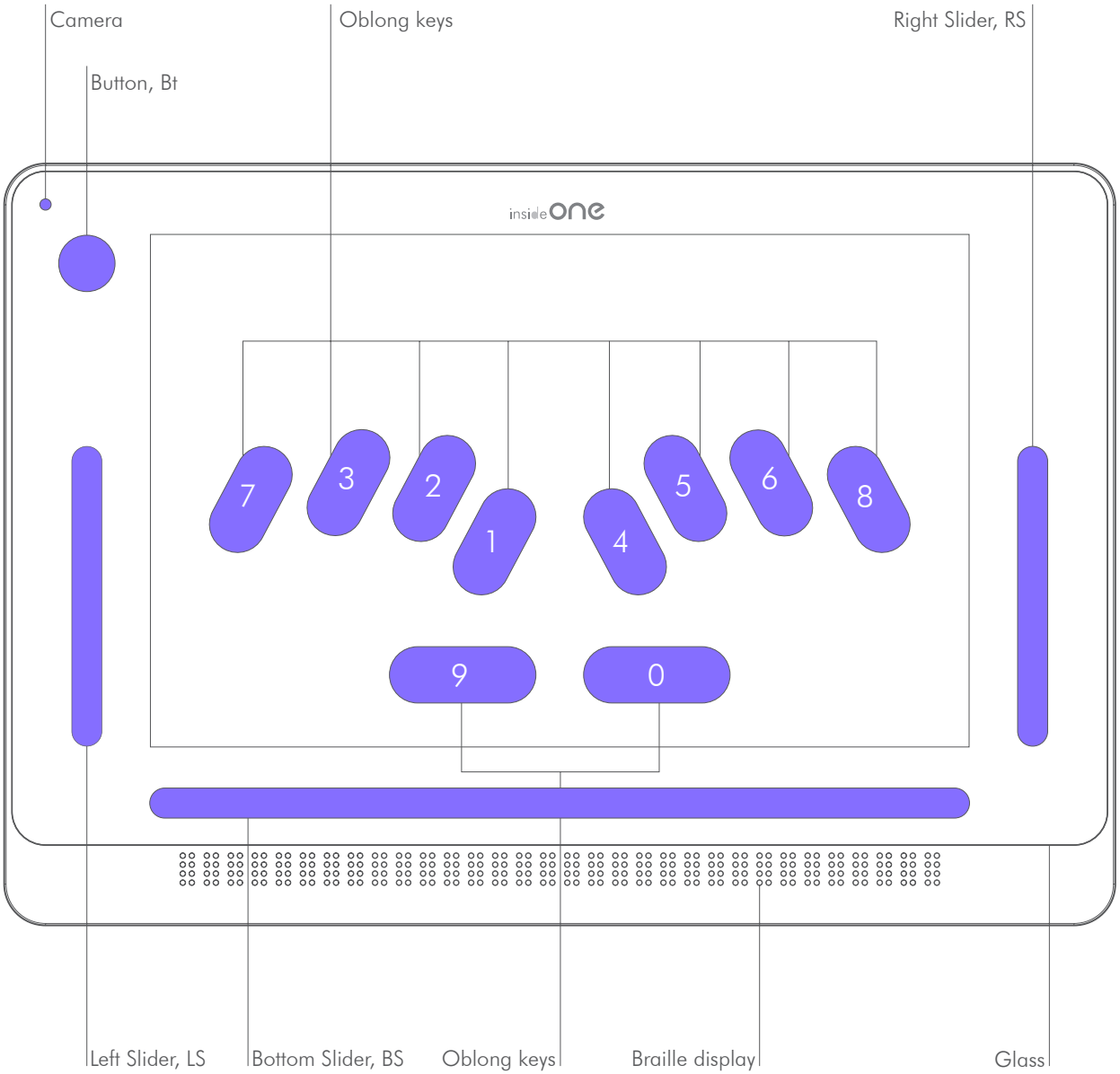
. Moving up your hands reach the tablet glass, the glass is hollowed out in place to materialize the braille keyboard and specific functions areas.

. Under the glass 2cm from the top edge, 4cm from left and right edges and 4.5cm from the bottom edge, is the tablet screen. Sighted people can view actions of the user, however the screen can be deactivated to save battery power and work in privacy.

. Above the braille display runs a horizontal groove 8mm high on a width slightly exceeding that of the braille display. That groove will be called bottom slider.

. Moving up whilst keeping your hands towards the center you will come across 2 horizontal keys, keep on moving up your fingers will fit in with other long keys.

. If your fingers are correctly placed your left hand index should be on key 1 of the braille keyboard, your middle finger on key 2, your ringfinger on key 3, your little finger on key 7. As to your right hand key 4 will lie under your index, key 5 under your middle finger, key 6 under your ringfinger, key 8 under your little finger.
Should you put your thumbs on the horizontal keys, then your left thumb will be upon key 9 and your right one on key 0.



. On the same height on the right, runs a vertical groove 8mm width and 8cm high called right slider.
On the left there is the same groove called left slider. Going up from left slider, you can find a hollowed round called button or Bt (engraved round of 1.5cm in diameter).

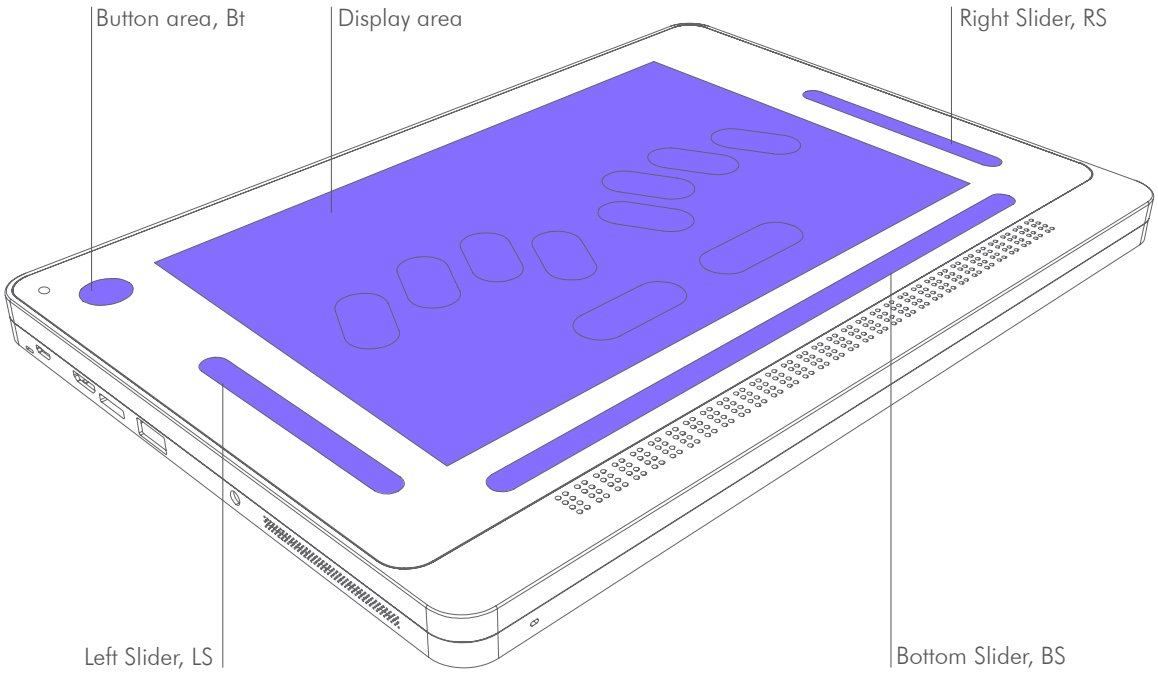
. The front facing camera is located in the upper left corner.

2. Gesture data sheet of the insideONE tablet.

2.1 Gestures.

2.1.1 Different areas.

. Gestures can be done from various locations on the screen of the tablet.
. The screen is divided in 2 areas. The one to be favoured is the one located above the keyboard, because if the keyboard is up, it won't be possible to make any gesture between the bottom of the screen and the top of the keyboard. This area above the keyboard will be the task zone for sight people.
. The screen border with the button (Bt) and the 3 sliders (left, down and right) will be used mainly by visually impaired people.



2.1.2 The different gestures.

. Activate the keyboards:
Braille keyboard: hold your fingers simultaneously for 1 second on keys 1 2 3 4 5 6 then release; You will hear a sound indicating the keyboard is active.
Windows virtual keyboard (for the sighted only): hold 1 finger for 5 seconds in the left slider. The keyboard will appear on the screen.

. 1 Tap: A simple and quick contact on the screen with one finger.
. 2 Taps: Two quick contacts one after another with one finger on the screen.
. 3 Taps: Three quick contacts one after another with one finger on the screen.
Taps can be done with one, two or three fingers

. Slide: quick swipe up, down, left or right of the finger.
. Sliding can be done with one, two or three fingers.

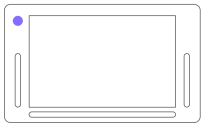
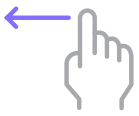
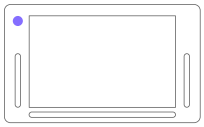
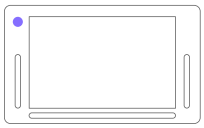
. Sliding in the sliders:
For vertical sliders Left and Right, slide vertically with 1 finger in the slider. For horizontal bottom slider, make horizontal sliding with the finger in the slider. For every slider, if your gesture is perpendicular to the slider, you must cross through.

. **For example,** if you want to slide downward with 2 fingers in bottom slider, you must put 2 fingers just above bottom slider, in contact with the glass, and make them sliding down crossing down slider. Once the slider passed, you can remove your fingers.

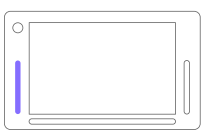
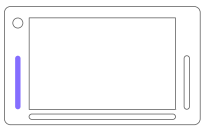
2.2 Areas.

. The insideONE tablet gestures are common for **Home** and **NVDA**.

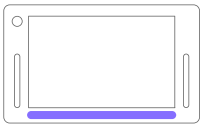
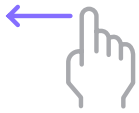
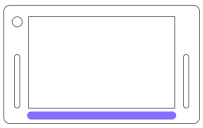
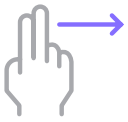
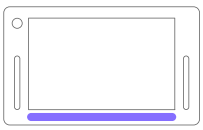
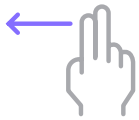
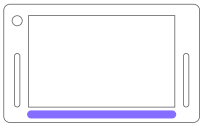
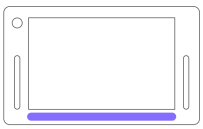
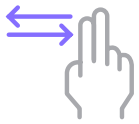
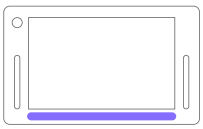
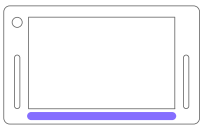
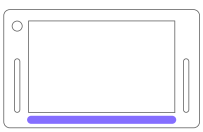
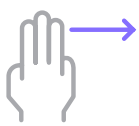
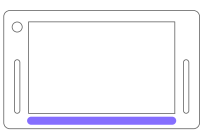
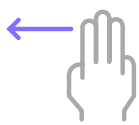
2.2.1 Button area, Bt.

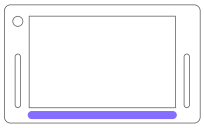
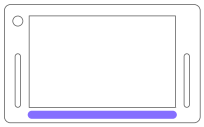
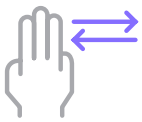
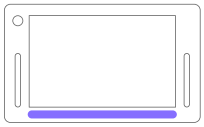
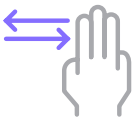
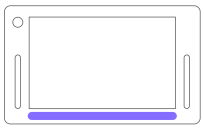
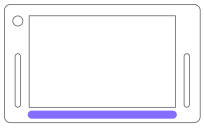
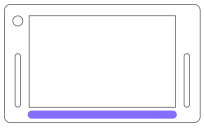
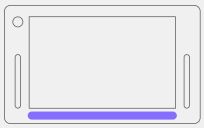
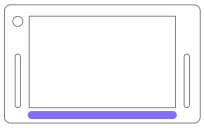
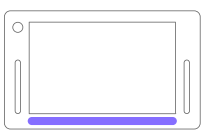
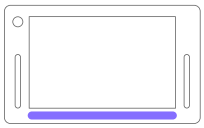
Button	Home	NVDA	
Gesture	Areas	Description	Actions
		1 finger swipe right	Switching to another open Windows application (same as Alt + Esc) if at least one Windows application is opened.
		1 finger swipe right	Switching to another open Windows application (same as Alt + Shift + Esc) if at least one Windows application is opened.
		2 taps with 1 finger	From Home, you switch to Windows desktop. From Windows, you switch to Home.
		Hold 1 finger for 5 seconds	Screen on / off. This function doesn't switch off the tablet.

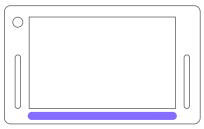
2.2.2 Left slider area, LS.

Left slider	Home	NVDA	
Gesture	Areas	Description	Actions
		Slide 1 finger up	Braille keyboards up (8 dots and 6 dots, depending of the language).
		Slide 1 finger down	Keyboards down.
		1 finger held for 5 seconds	Bring up the keyboard for the sighted.

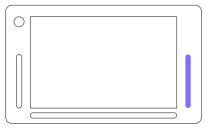
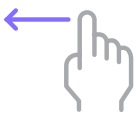
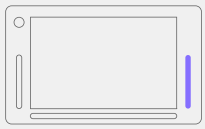
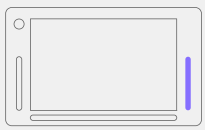
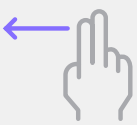
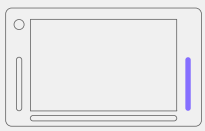
2.2.3 Bottom slider area, BS.

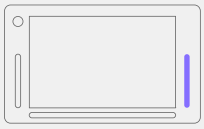
Bottom slider	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		1 finger swipe right	Moves braille display to the next 32 characters.	
		1 finger swipe left	Moves braille display back to the previous 32 characters.	
		2 fingers swipe right	Goes to next item of different type. Tabulation.	Moves cursor to next word.
		2 fingers swipe left	Goes to previous item of different type. Shift +Tabulation.	Moves cursor back to previous word.
		2 fingers swipe right then left	Exits menu and switches back to application. Escape.	Unselects selected text.
		2 fingers swipe left then right	Exits menu and switches back to application. Escape.	Unselects selected text.
		Slide 2 fingers down		From cursor, vocal reading in the text.
		Slide 2 fingers up	Reads current item.	Reads current word.
		3 fingers swipe right	Goes to the last object of same level. Key «END».	Moves the cursor to the end of the paragraph.
		3 fingers swipe left	Goes to the first object of same level. Key «ORIGINE».	Moves the cursor to the beginning of the paragraph.

Bottom slider	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		Slide 3 fingers down		Moves cursor to the end of document.
		Slide 3 fingers up		Moves cursor to the beginning of document.
		3 fingers swipe right then left	Cancels last action. Ctrl Z.	
		3 fingers swipe left then right	Repeats last action. Ctrl Y.	
		2 taps with 1 finger	Same than cursor routine. Validates focused item in braille.	Moves cursor.
		3 taps with 1 finger		Selects braille focused word
		4 taps with 1 finger		Selects paragraph.
		1 tap with 2 fingers	Stops speaking.	
		Hold 2 fingers for 2 seconds	Opens Pop menu. Contextual menu.	
		2 taps with 2 fingers	Opens Run menu. Key «Alt».	

Bottom slider	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		2 taps with 3 fingers	Enables / Disables speech synthesizer.	

2.2.4 Right slider area, RS.

Right slider	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		Slide 1 finger up		Moves cursor up from one line.
			Up arrow.	
		Slide 1 finger down		Moves cursor down from one line.
			Down arrow.	
		1 finger swipe right	Goes to the next object of the same type.	Moves cursor to the next character.
			Right arrow.	
		1 finger swipe left	Goes to the previous object of the same type.	Moves cursor to the previous character.
			Left arrow.	
		Slide 2 fingers up		Moves cursor up from 5 lines.
		Slide 2 fingers down		Moves cursor down from 5 lines.
		2 fingers swipe left	Goes to previous item of different type	Moves cursor to previous word.
			Shift + Tabulation.	

Right slider	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		2 fingers swipe right	Goes to next item of different type.	Moves cursos to next word.
			Tabulation.	
		2 taps with 1 finger	Validates selected item.	
			Key «Enter».	

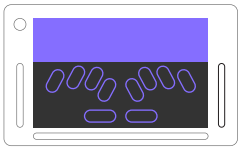
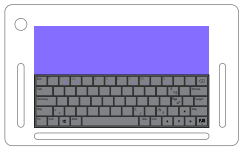
2.2.5 Screen area.

The basic gestures described in the below chart are used in the screen area. However the usual Windows gestures can be used, allowing sight people a normal use of the tablet, except in Home. To access the Windows gestures, bring up the keyboard for the sighted (hold one finger for 5 seconds in the left slider). When the keyboard for sight people is up, the windows gestures are functional. You can make the keyboard for the sighted disappear, by clicking on the cross in the top right corner of the keyboard; the windows gestures will be then active on the whole screen.

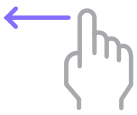
Note : In Home, it is necessary to use the basic gestures. To recover the basic gestures, either lower the keyboard for the sighted (one finger down in the left slider), or bring up a braille keyboard (one finger up in the left slider). Once this is done, you can activate the braille keyboard by putting your fingers on dots 123 456.

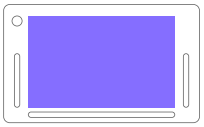
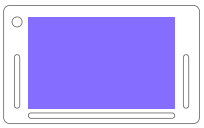
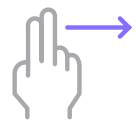
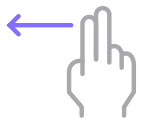
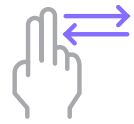
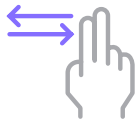
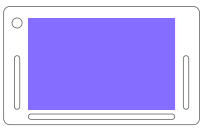
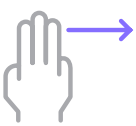
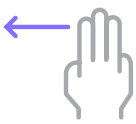
. The «SCREEN» zone is full when the keyboards don't come up :

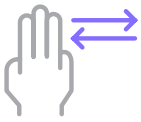
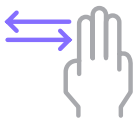
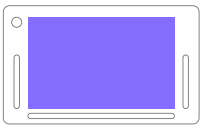
. The «SCREEN» area is reduced when bringing up the keyboards :

Braille keyboard Keyboard for the sighted

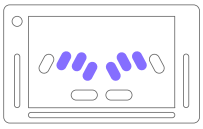
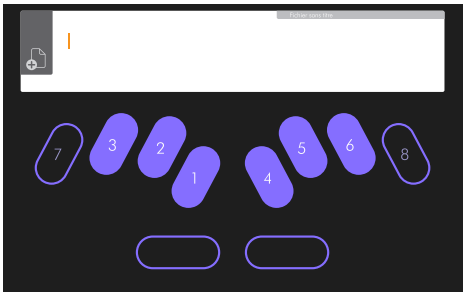
Screen	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		1 finger swipe right	Right arrow.	Right arrow.
		1 finger swipe left	Left arrow.	Left arrow.

Screen	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		Slide 1 finger up	Up arrow.	Up arrow.
		Slide 1 finger down	Down arrow.	Down arrow.
		2 fingers swipe right	Goes to next item of different type. Tabulation.	Moves cursor to next word.
		2 fingers swipe left	Goes to previous item of different type. Shift +Tabulation.	Moves cursor back to previous word.
		2 fingers swipe right then left	Exits menu and switches back to application. Escape.	Unselects selected text.
		2 fingers swipe left then right	Exits menu and switches back to application. Escape.	Unselects selected text.
		Slide 2 fingers down		Vocal reading from cursor.
		Slide 2 fingers up	Reads current item.	Reads current word.
		3 fingers swipe right	End.	Moves cursor to the end of paragraph.
		3 fingers swipe left	Home.	Moves cursor to the start of paragraph.

Screen	Home	NVDA		
Gesture	Areas	Description	MENU action	TEXT action
		Slide 3 fingers up	Ctrl + Home.	Moves cursor to the beginning of document.
		Slide 3 fingers down	Ctrl + End.	Moves cursor to the end of document.
		3 fingers swipe right then left	Ctrl + z Undoes last action.	
		3 fingers swipe left then right	Ctrl + y Redoes last action.	
		2 taps with 1 finger	Validates selected item.	Selecting current word.
		4 taps with 1 finger		Selects paragraph.
		1 tap with 2 fingers	Stops speaking.	
		Hold 2 fingers for 2 seconds	Contextual menu.	
		2 taps with 2 fingers	Menu similar to Alt.	
		2 taps with 3 fingers	Enables / Disables speech synthesizer.	

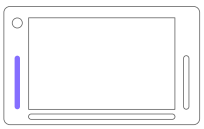
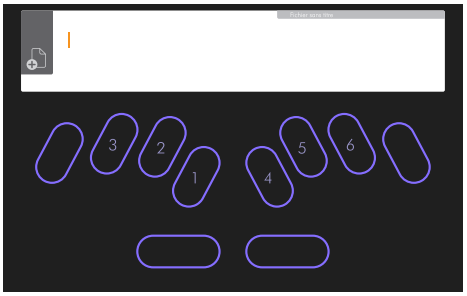
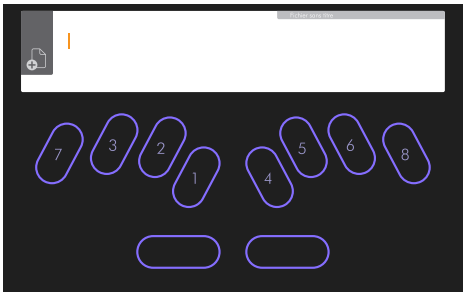
3. Using keyboards.

3.1 Activate the braille keyboard.

Create a file in Note			Activate the keyboard
Gesture	Areas	Action	Screen display
Hold the fingers for 1 second on keys 123456, then release.		. Sound indicating the braille keyboard is active (in purple on the screen), start entering text. . The keyboard stays active as long as you don't close it, sliding 1 finger down in the left slider to close it.	

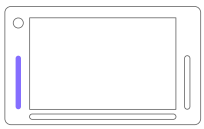
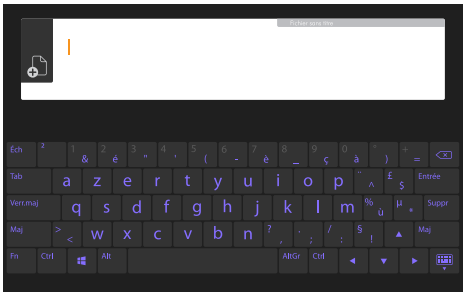
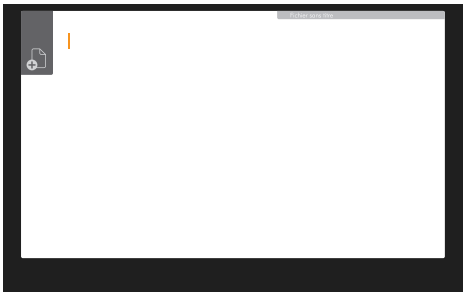
Note : The braille keyboard cannot be activated if the keyboard for the sighted is still visible, or has not been turn off sliding 1 finger down in the left slider.

3.2 Choose a keyboard.

Create a file in Note			Choose its keyboard
Gesture	Areas	Action	Screen display
Slide 1 finger up		8 dots braille keyboard up. Activates the keyboard to start entering text.	
Slide 1 finger up		6 dots braille keyboard up (depending on the language). Activates the keyboard to start entering text.	

Create a file in Note

Choose its keyboard

Gesture	Areas	Action	Screen display
1 finger held for 5 seconds		Bring up the keyboard for the sighted.	
Slide 1 finger down		Lower the keyboard.	

3.3 Braille shortcuts.

Function keys	Braille shortcuts
Alt	1 0
Ctrl	1 4 0
Shift	2 3 4 0
CapsLock Toogle	twice quickly 7 9
NumLock Toogle	80
Escape	1 5 0
Tab	2 3 4 5 0
Shift tab	2 3 4 5 9
F1	1 9
F2	1 2 9
F3	1 4 9
F4	1 4 5 9
F5	1 5 9
F6	1 2 4 9
F7	1 2 4 5 9
F8	1 2 5 9
F9	2 4 9
F10	2 4 5 9
F11	1 3 9
F12	1 2 3 9
Home	1 2 3 0
End	4 5 6 0
Right	5 9 0
Left	2 9 0
up	1 9 0
Down	4 9 0
Enter	8 or 9 0
Break	1 2 0
Delete	1 4 5 0
Pause	1 2 3 4 9
Space	9 or 0
Backspace	7
Print screen	1 2 3 4 0
Insert toogle	2 4 0
Contextual Menu	1 3 4 0
Previous Page	1 3 0
Next Page	4 6 0
Volume Mute	1 2 3 6 9 0
Volume Down	1 2 3 6 9
Volume Up	1 2 3 6 0
Windows	2 4 5 6 0

4. Usage scenarios of the insideONE tablet.

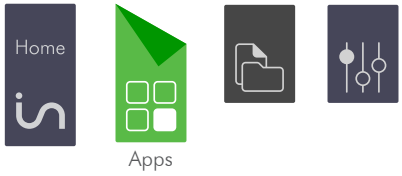
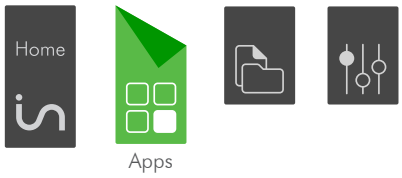
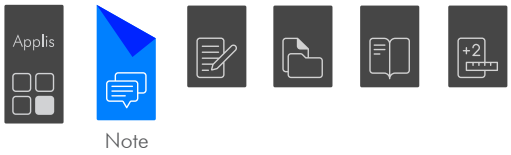
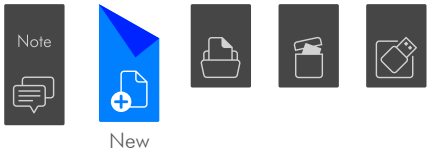
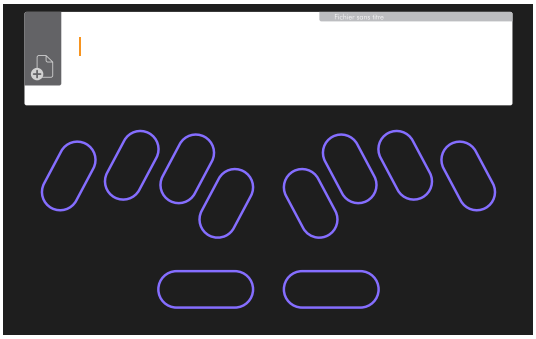
. This tutorial enables gestures learning and the management of the various essential actions to easily understand how navigation operates on the tactile tablet.

. For a good follow-up step by step, you will find :
- . The visual of the gesture to be done on the sensitive area of the action.
- . Presentation of the action sensitive zones on the tablet.
- . Description of the action.
- . Visuals of the items on the screen.

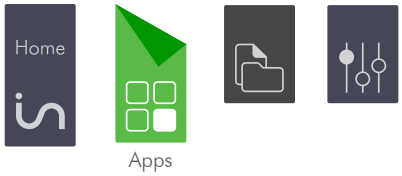
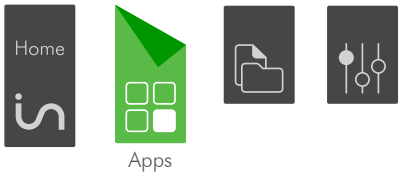
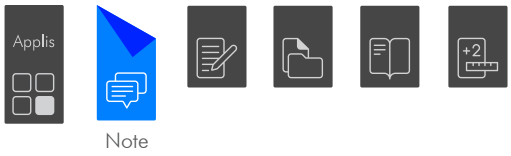
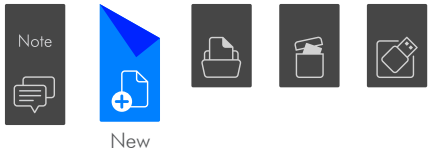
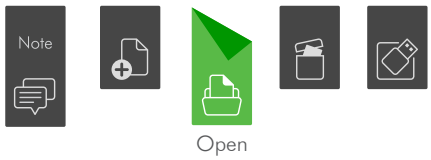
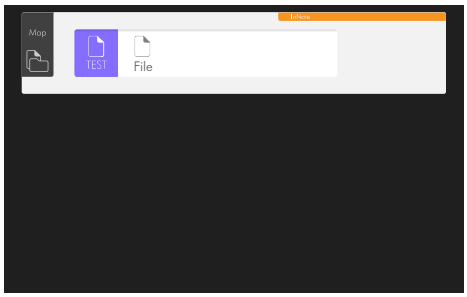
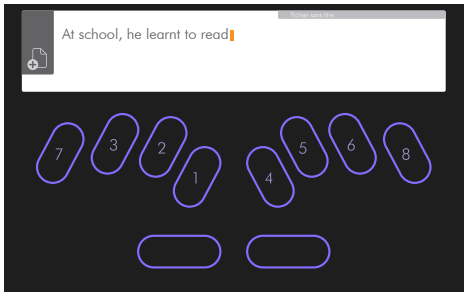
4.1. Note.

4.1.1 Opening Menu.

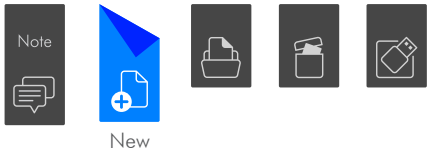
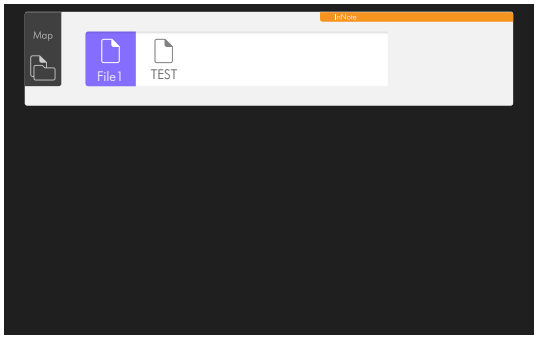
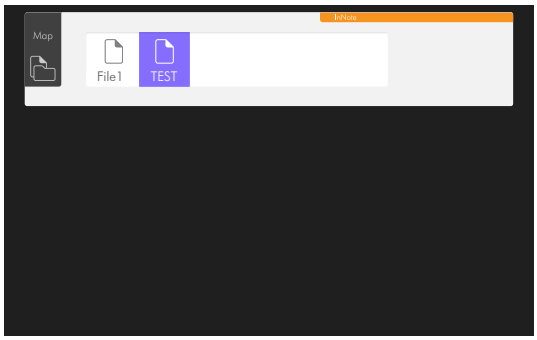
4.1.1.1 Run new.

Create a file in Note			Run new
Gesture	Areas	Action	Screen display
When you start Home, **Apps** is selected.			
2 taps with 1 finger		**Apps** is selected. Validate.	
2 taps with 1 finger		**Note** is selected. Validate.	
2 taps with 1 finger		**New** is selected. Validate.	
A new document is open. Activate the keyboard to start entering text.			

4.1.1.2 Open file.

Open file in Note			Open file TEST
Gesture	Areas	Action	Screen display
When you start **Home**, **Apps** is selected.			
 2 taps with 1 finger		**Apps** is selected. **Validate**.	
 2 taps with 1 finger		**Note** is selected. Validate.	
 1 finger swipe right		**New** is selected. Goes to the next object of the same type, here **Open**.	
 2 taps with 1 finger		**Open** is selected. **Validate**.	
 2 taps with 1 finger		The file list comes up. **Test** is selected. **Validate**.	
Your «**TEST**» file is open. Activate the keyboard to start entering text.			

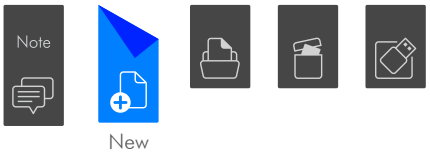
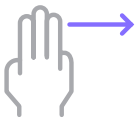
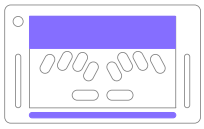
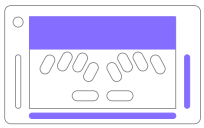
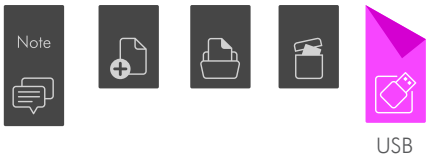
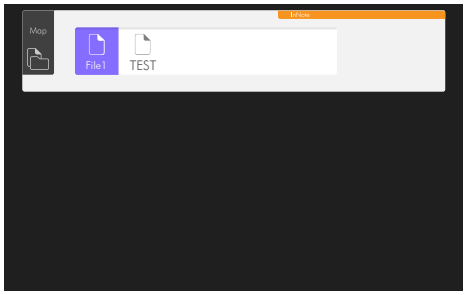
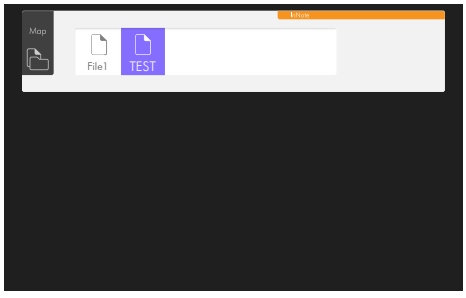
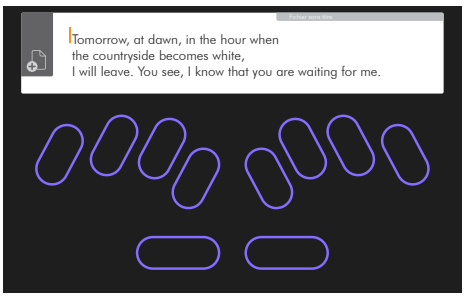
4.1.1.3 Delete file.

Delete file in Note			Delete file TEST
Gesture	Aeras	Action	Screen display
When you start Note, **New** is selected.			
		New is selected. Goes to the next object of the same type, here **Open**.	
		Open is selected. Goes to the next object of the same type, here **Delete**.	
		Delete is selected. **Validate**.	
		The file **File1** is selected. Goes to the next object of the same type, here **Test**.	
		The file **Test** is selected. **Validate**.	
Your file **Test** is deleted. Caution, when deleted, it is no longer possible to get it back.			

4.1.1.4 Open a file from the USB key.

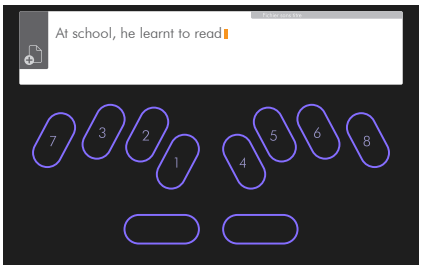
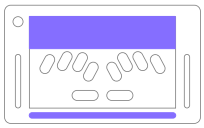
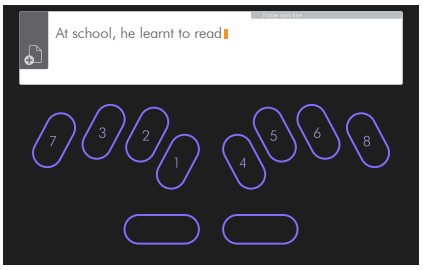
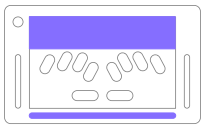
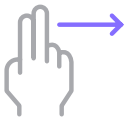
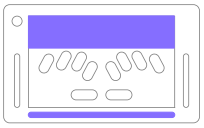
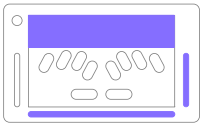
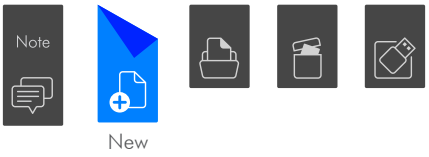
. From a USB key, NOTE can open files in .Note, .Docx, .Txt formats.
The .doc format is being finalized.

.Only the files located at the root of the USB key can be opened.

Open a file from the USB key			Open file TEST
Gesture	Areas	Action	Screen display
When you start, **New** is selected.			
		**New** is selected. Goes to the last item of same level, **USB**.	
		**USB** is selected. **Validate**.	
		The file **File1** is selected. Goes to the next object of the same type, here **Test**.	
		The file **Test** is selected. **Validate**.	
Your **Test** file is opened from the USB key.			

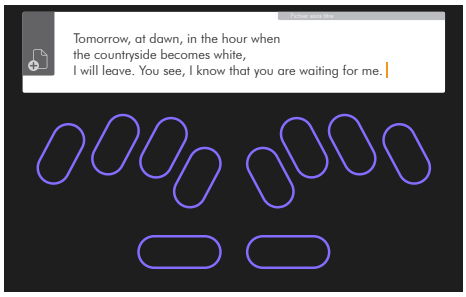
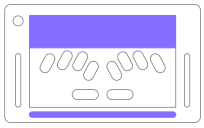
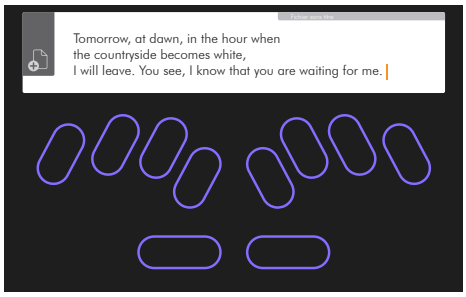
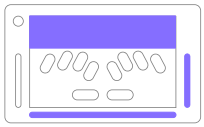
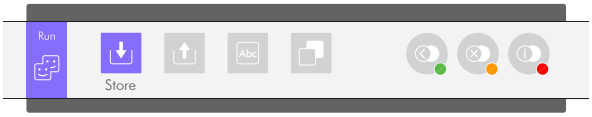
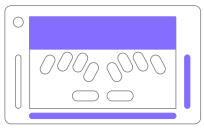
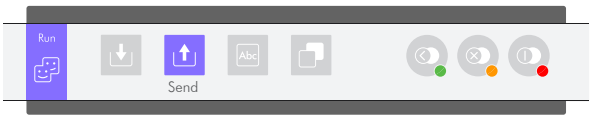
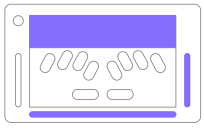
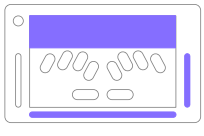
4.1.2 RUN Menu.

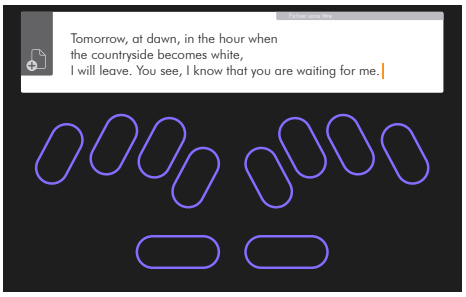
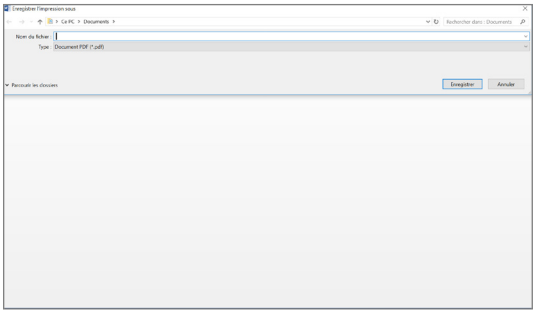
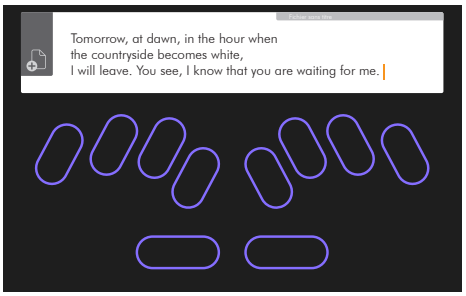
4.1.2.1 Store a file.

Store a file in Note			Store (save/close file)
Gesture	Areas	Action	Screen display
To start the **RUN** Menu (menu bar), you need to be in an already open document in Note.			
2 taps with 2 fingers		Open **RUN** menu. (Toolbar).	
2 taps with 1 finger		**Store** is selected. **Validate.**	
You can enter the name of the file to save. Enter name : **TEST**.			
 2 fingers swipe right		Goes to next item of different type, here **OK**.	
2 taps with 1 finger		**OK** is selected. **Validate**.	
Your file has been saved, back to **Note** menu.			

4.1.2.2 Send / Print a document.

RUN | Send — **Print a document**

Gesture	Areas	Action	Screen display
To start the **RUN** Menu (menu bar), you need to be in an already open document in Note.			
2 taps with 2 fingers		Opens **RUN** menu. (toolbar).	
1 finger swipe right		**Store** is selected. Goes to the next object of the same type, here **Send**.	
2 taps with 1 finger		**Send** is selected. **Validate**.	
2 taps with 1 finger		**Print** is selected. **Validate**.	
2 taps with 1 finger		**Inkprint** is selected. **Validate**.	

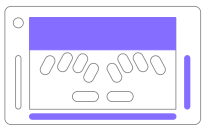
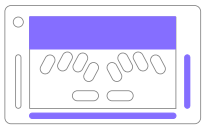
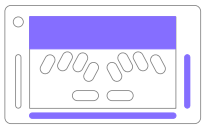
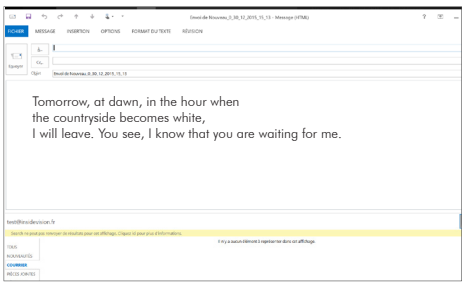
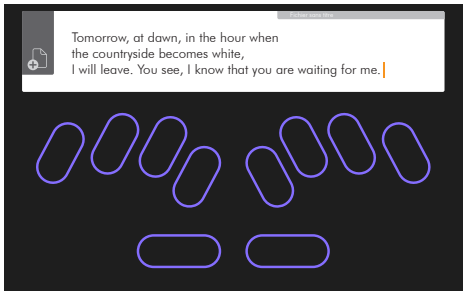
RUN | Send			Print a document
Gesture	Areas	Action	Screen Areas
		If a printer is installed on your insideONE (in the Windows environment), the document will be directly printed on the default printer and you are **back into the original document**.	
		If there is no printer installed, a pdf file will be generated in the document file of the **Windows profile**. You need to enter a file name, then validate by **Enter** on the keyboard. This action is done in Windows, with **NVDA** management.	
		When validation is done, you are **back into the original document**.	

1.2.**3** Send / Email.

RUN | Send			Email a document
Gesture	Areas	Action	Screen display
		When starting the product, the **RUN** Menu (menu bar) has been called up, **Send** has been validated and **Print** is selected. (See title **4.1.2.2** for previous steps).	

RUN | Send

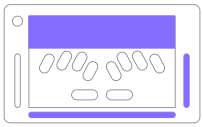
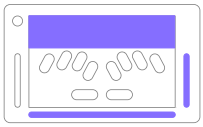
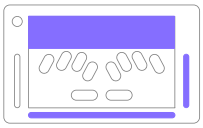
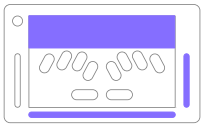
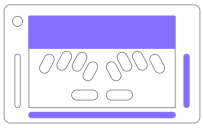
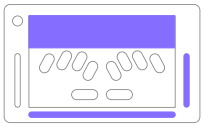
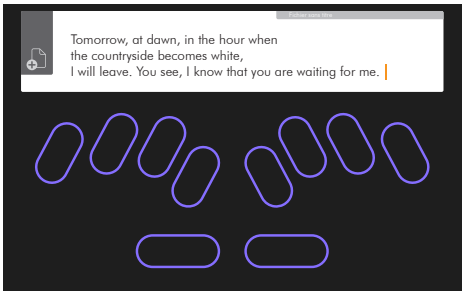
Email a document

Gesture	Areas	Action	Screen display
1 finger swipe right		**Print** is selected. Goes to the next object of the same type, here, **Mail**.	
2 taps with 1 finger		**Mail** is selected. **Validate**.	
2 taps with 1 finger		**Inkprint** is selected. **Validate**.	
If a Windows email account is already set up, a new email is created and the document is directly inserted into the main text. You need to type the contact address and then send. This action is done in Windows, therefore with **NVDA** management.			
Once the message has been sent, you're **back into the original document**.			

4.1.2.4 Send / USB.

RUN | Send

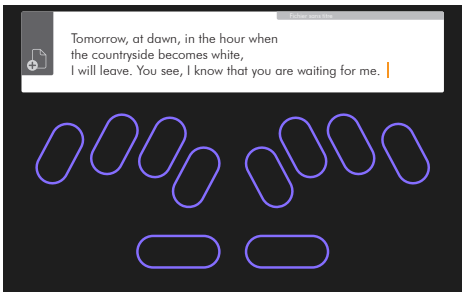
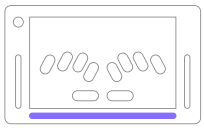
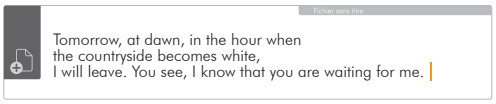
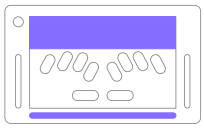
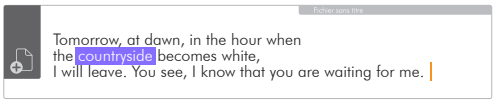
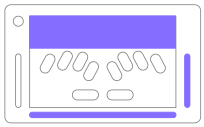
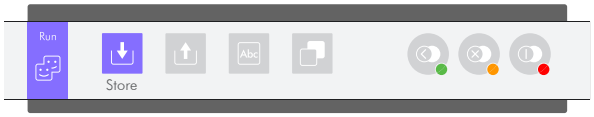
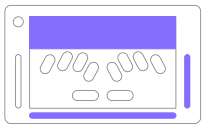
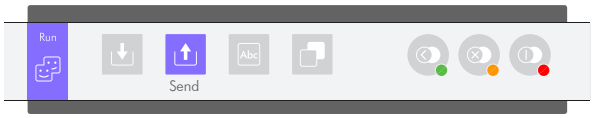
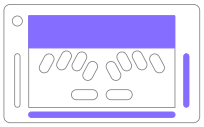
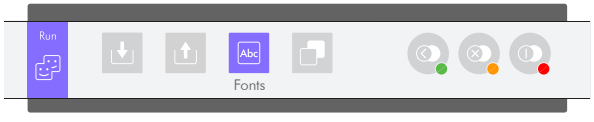
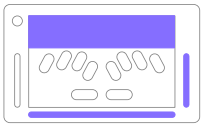
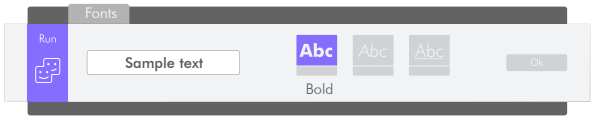
Send a document to a USB key

Gesture	Areas	Action	Screen display
To send a document to a USB key from Note, start the Run menu, **Send** has been validated **Print** is selected. (See title **4.1.2.2** for previous steps).			
1 finger swipe right		**Print** is selected. Goes to the next object of the same type, here, **Mail**.	
1 finger swipe right		**Mail** is selected. Goes to the next object of the same type, here, **USB**.	
2 taps with 1 finger		**USB** is selected. **Validate**.	
1 finger swipe right		**USB1** is selected. Goes to the next object of the same type, here, **USB2**. (If needed, if several USB keys are connected).	
2 taps with 1 finger		**USB2** is selected. **Validate**.	
2 taps with 1 finger		**Txt** is selected. **Validate**.	
The document is stored on the key. You're **back into the original document**.			

4.1.2.5 Fonts.

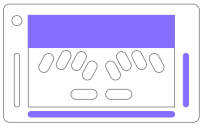
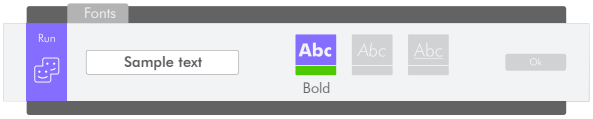
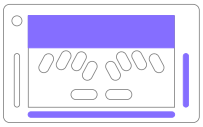
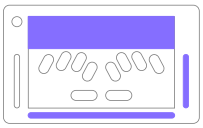
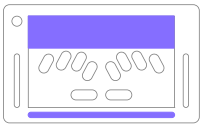
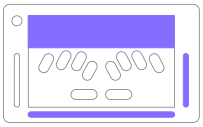
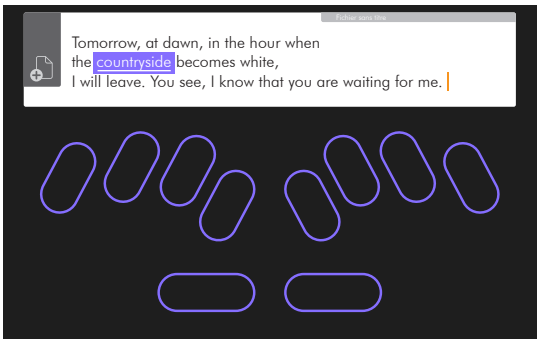
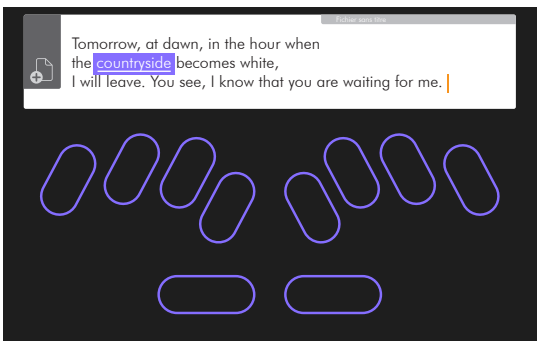
. Like any text editor, you can select the writing style. You can modify the style of an already written text.

. In this example, we will select one word.

RUN | Fonts			Change the font style
Gesture	Areas	Action	Screen display
To select a word, make 3 taps with 1 finger on the required word. The word appears with braille dots 7 and 8, and in light purple on the screen. For other selection modes, see Pop selection topic.			
 3 taps with 1 finger		Selects braille focused word. Here, **Countryside**.	
 2 taps with 2 fingers		Opens **RUN** menu. (Toolbar).	
 1 finger swipe right		**Store** is selected. Goes to the next object of the same type, **Send**.	
 1 finger swipe right		**Send** is selected. Goes to the next object of the same type, **Font**.	
 2 taps with 1 finger		**Font** is selected. **Validate**.	
 2 taps with 1 finger		A text example appears in a window to show the result of the chosen selection. **Bold** is selected. **Validate**.	

RUN | Fonts

Change the font style

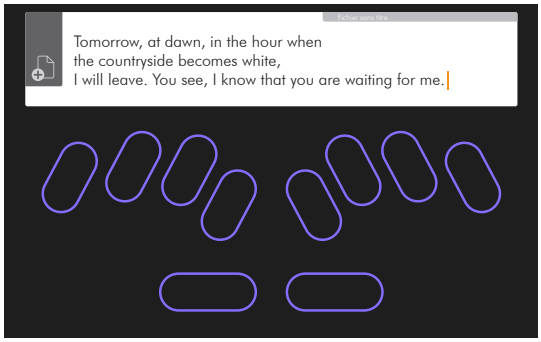
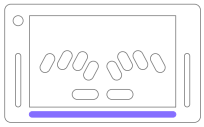
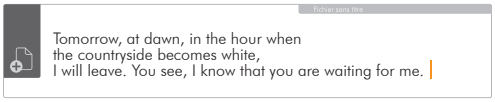
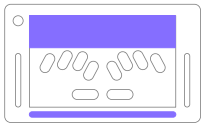
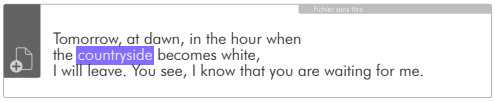
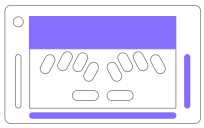
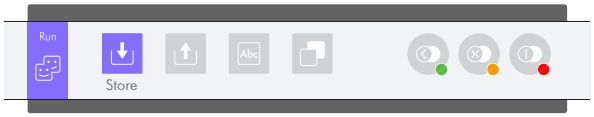
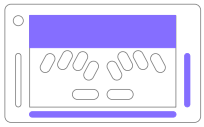
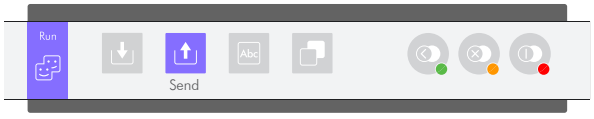
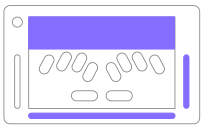
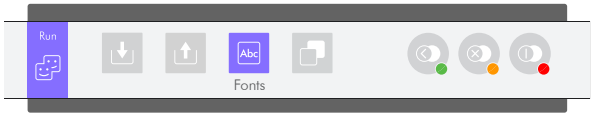
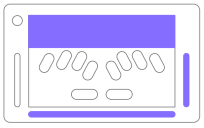
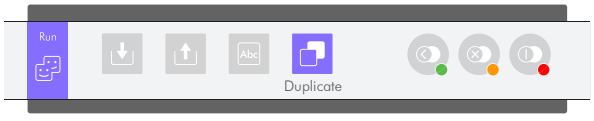
Gesture	Areas	Action	Screen display
1 finger swipe right		**Bold** is selected and activated. **ON** appears in braille, and a green stroke shows this status on the screen. Goes to the next object of the same type, **Italic**.	
1 finger swipe right		**Italic** is selected. Goes to the next object of the same type, **Underline**.	
2 taps with 1 finger		**Underline** is selected. **Validate**.	
2 fingers swipe right		**Underline** is selected and validated. Goes to next item of different type, **OK**.	
2 taps with 1 finger		**Ok** is selected. **Validate**.	
You're **back into the original document**, and the word appears with the selected style or styles.			
Caution, the word is still selected, you need to remove the selection, either by moving the cursor with the routine cursors, or with the arrow, or by doing escape. To modify an already chosen font style for a word, a line or the entire document, repeat the same procedure and deselect the choice or choices.			

4.1.2.6 Duplicate.

. In this example, we'll select a word, copy it, then paste it.

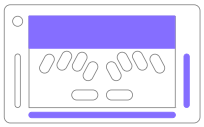
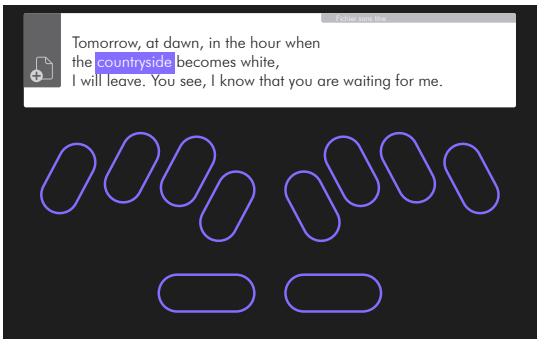
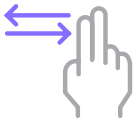
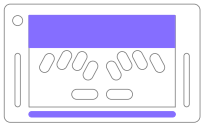
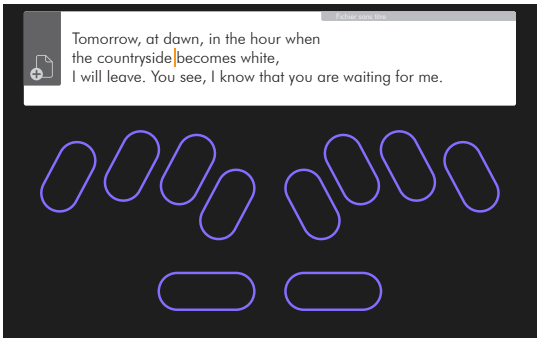
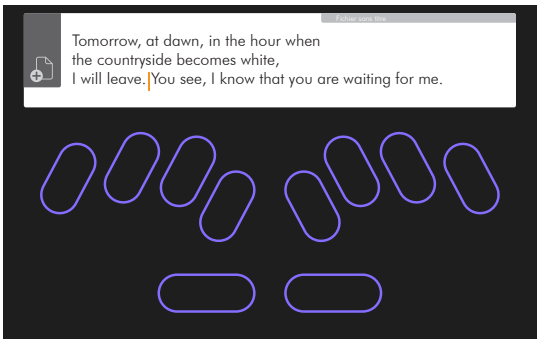
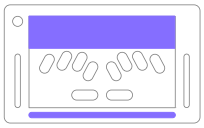
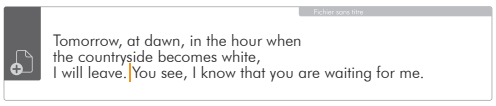
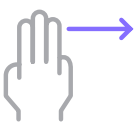
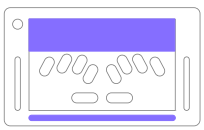
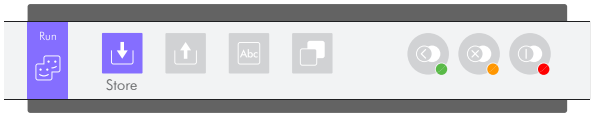
RUN | Duplicate

Select, copy and paste.

Gesture	Areas	Action	Screen display
To copy, cut or paste a word, a line or the entire document, you need first to select the zone in which you must act. To select a word, make 3 taps with 1 finger on the required word. The word appears with braille dots 7 and 8, and in light purple on the screen. For other select modes, see Pop / selection support.			
 3 taps with 1 finger		Selects braille focused word. Here **countryside**.	
 2 taps with 2 fingers		Opens **RUN** menu. (Toolbar)	
 1 finger swipe right		**Store** is selected. Goes to the next object of the same type, **Send**.	
 1 finger swipe right		**Send** is selected. Goes to the next object of the same type, **Fonts**.	
 1 finger swipe right		**Fonts** is selected. Goes to the next object of the same type, **Duplicate**.	
 2 taps with 1 finger		**Duplicate** is selected. **Validate**. **Tip** : Moving from store to duplicate, use 3 fingers swipe right.	

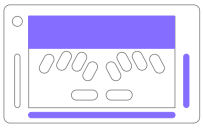
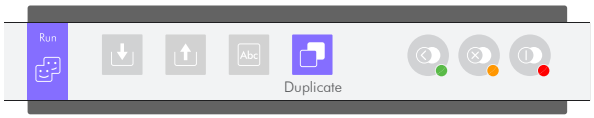
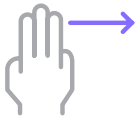
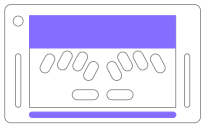
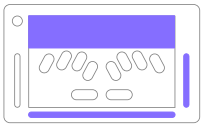
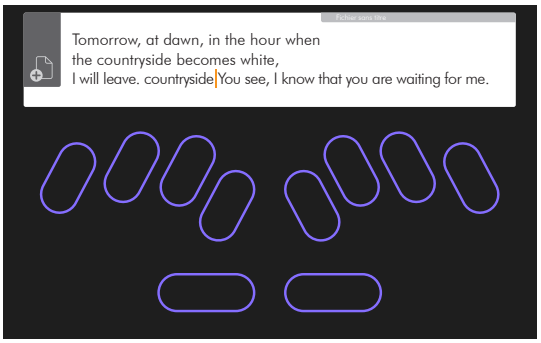
RUN | Duplicate

Select, copy and paste.

Gesture	Areas	Action	Screen display
2 taps with 1 finger		**Copy** is selected. Validate.	
The word to copy is memorized. You're **back into the original document**. **Caution**, the word is still selected, you need to remove the selection, either by moving the cursor with the routine cursors, or with the arrow, or by doing escape.			
2 fingers swipe right then left Or  2 fingers swipe left then right		**Countryside** has been deselected.	
Bring the cursor where you want to paste the word (into the same document, or into another one, or into another software).			
2 taps with 2 fingers		Opens **RUN** menu. (toolbar).	
 3 fingers swipe right		**Store** is selected. Goes to the last item of same level, **Duplicate**.	

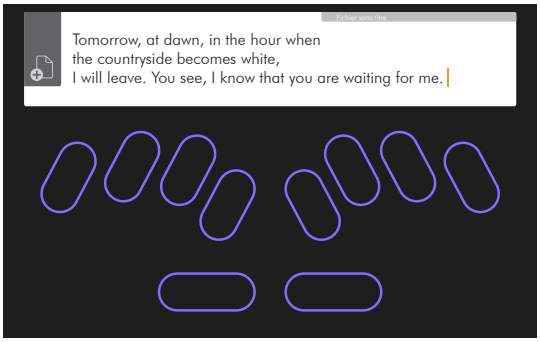
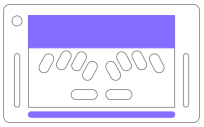
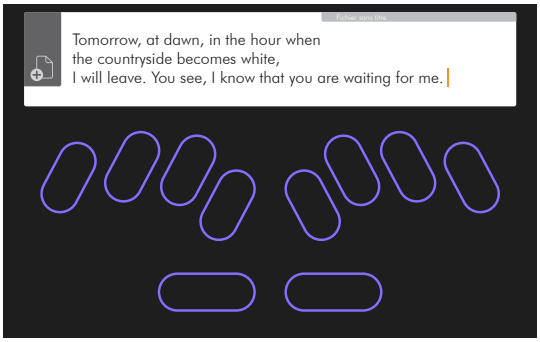
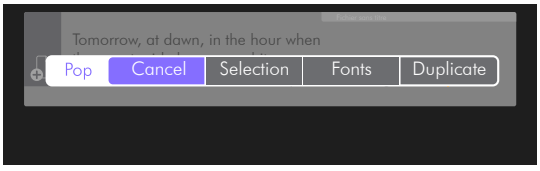
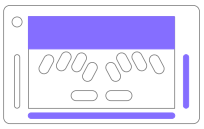
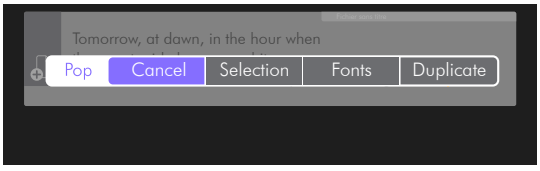
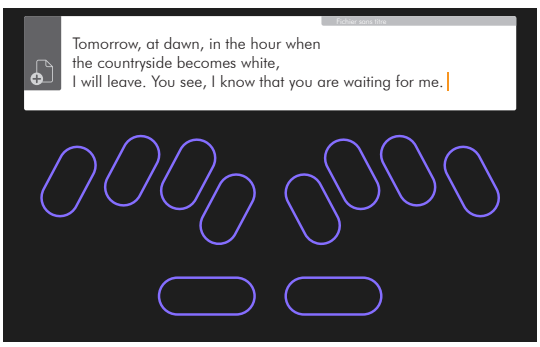
RUN | Duplicate

Select, copy and paste.

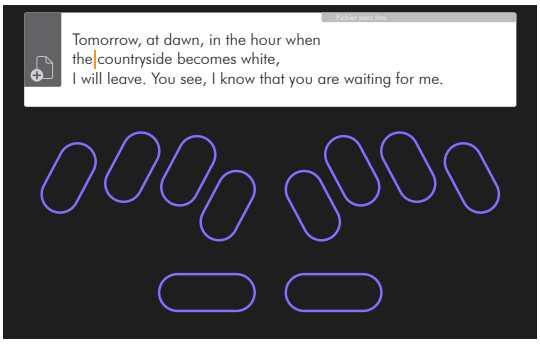
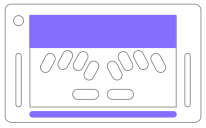
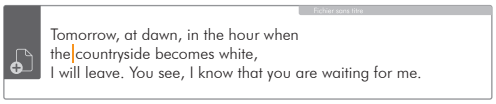
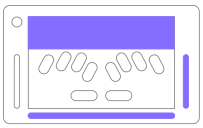
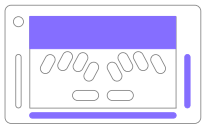
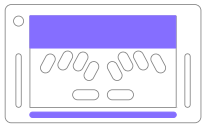
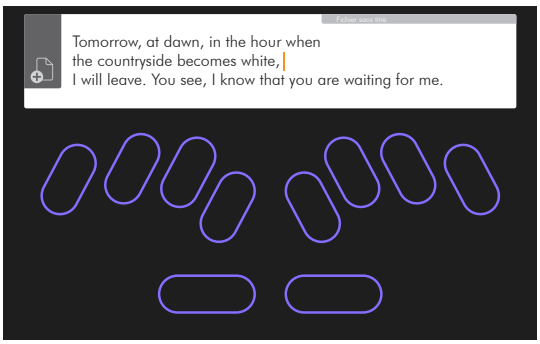
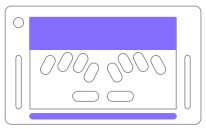
Gesture	Areas	Action	Screen display
2 taps with 1 finger		**Duplicate** is selected. **Validate**.	
 3 fingers swipe right		**Copy** is selected. Goes to the last item of same level, **Paste**.	
2 taps with 1 finger		**Paste** is selected. **Validate**.	
The word **countryside** has been integrated into the text of **the original document**.			

4.1.**3** POP Menu.

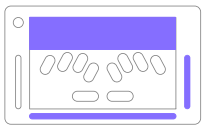
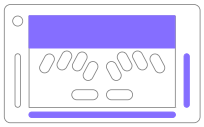
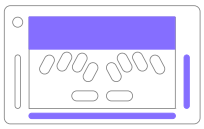
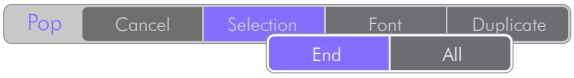
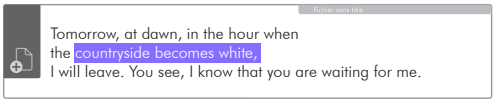
4.1.3.**1** Cancel.

POP | Cancel (ctrl+Z)			Undo the last action
Gesture	Areas	Description	Screen display
To cancel the last action in **Note**, go to **POP** hold 2 fingers for 2 seconds on the screen or on the bottom slider, and then validate **Cancel**.			
 Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	
POP menu (contextual menu) appears above the text area.			
 2 taps with 1 finger		**Cancel** is selected. **Validate**.	
You're back into the original document, and the last action has been canceled. **Tip** : You're back into the original document, and the last action has been canceled or keyboard shortcut Ctrl + Z.			

4.1.3.2 To Select.

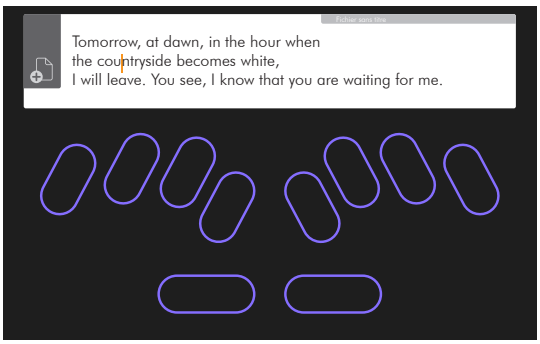
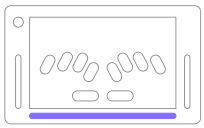
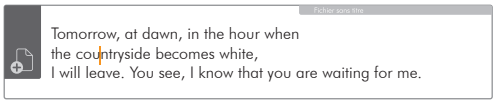
POP | Selection			Select a block of text
Gesture	Areas	Action	Screen display
To select a part of the document, move the cursor on the first character of the selection, then start selecting.			
 Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	
 1 finger swipe right		**Cancel** is selected. Goes to the next object of the same type, here **Selection**.	
 2 taps with 1 finger		**Selection** is selected. **Validate**.	
 2 taps with 1 finger		**Start** is selected. **Validate**. **Tip** : To select the entire document, use All, or keyboard shortcut Ctrl+a.	
You're back into the original document. Move the cursor after the last character to select.			
 Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	

POP | Selection — Select a block of text

Gesture	Areas	Action	Screen display
1 finger swipe right		**Cancel** is selected. Goes to the next object of the same type, here **Selection**.	
2 taps with 1 finger		**Selection** is selected. **Validate**.	
2 taps with 1 finger		**End** is selected. **Validate**.	
You're back into the document with the braille selection represented by braille dots 7 and 8, and highlighted in your document. **Caution**, some text is selected, you must choose what to do with this selection. Any character input would replace the selection by the last entered character.			

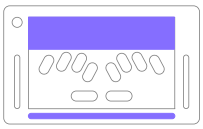
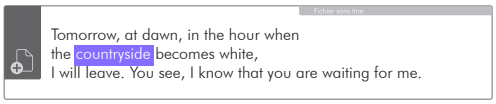
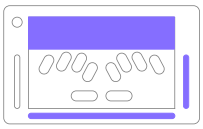
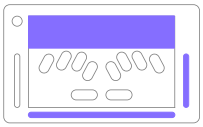
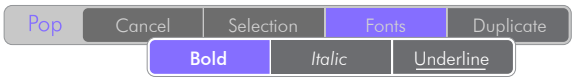
4.1.3.**3** Fonts.

POP | Fonts — Select a block of text

Gesture	Areas	Action	Screen display
In a document without switching to **RUN**, you can choose to apply a font style.			
3 taps with 1 finger		Selects braille focused word. Here **countryside**.	

POP | Fonts

Select a word and to apply a font style

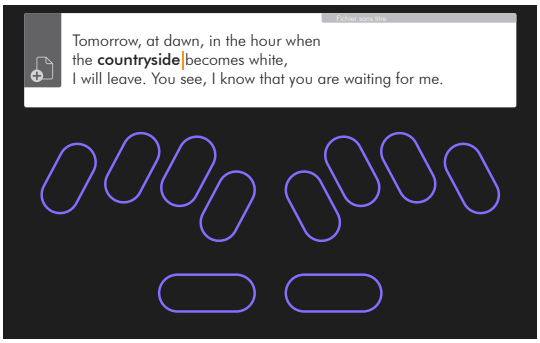
Gesture	Areas	Action	Screen display
Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	
1 finger swipe right		**Cancel** is selected. Goes to the next object of the same type, here **Selection**.	
1 finger swipe right		**Selection** is selected. Goes to the next object of the same type, here **Fonts**.	
2 taps with 1 finger		**Fonts** is selected. **Validate**.	
2 taps with 1 finger		**Bold** is selected. **Validate**.	

The word countryside is now in bold in the document.

With **POP**, only one style at a time can be applied, while with **RUN**, several styles can be applied at the same time.

To modify a selected style for one word, one line or your entire document.

Repeat the same procedure and deselect your choices.

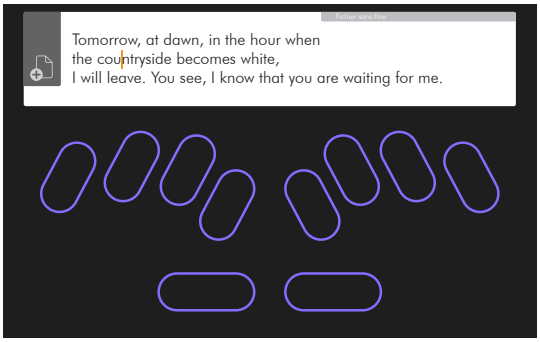
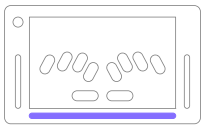
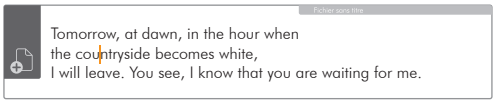
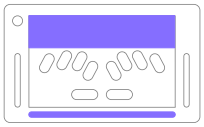
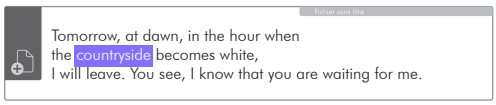
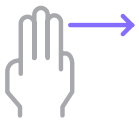
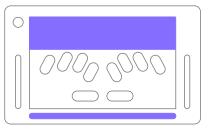
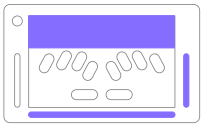
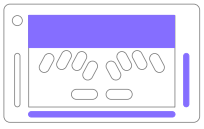
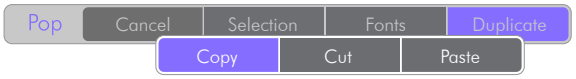
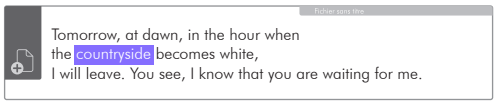


4.1.3.4 Duplicate.

. In a document, copy, cut or paste one word, one line or your entire document.

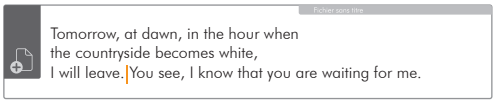
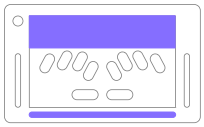
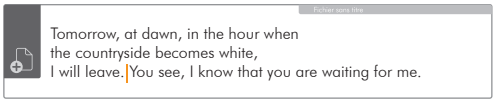
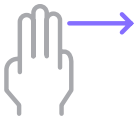
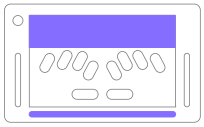
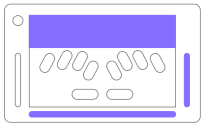
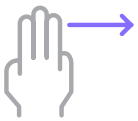
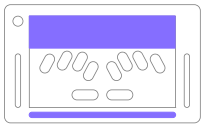
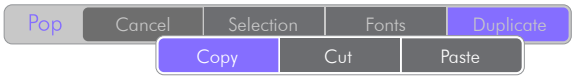
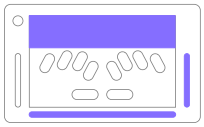
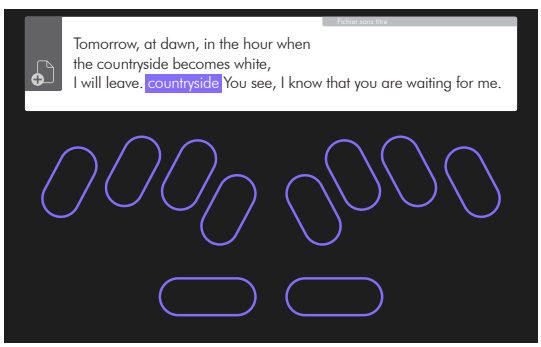
POP | Duplicate

In a document, copy and paste one word

Gesture	Areas	Action	Screen display
To copy, cut or paste a word, a line or the entire document, you need first to select the zone in which you must act. To select a word, make 3 taps with 1 finger on the desired word. The word appears with braille dots 7 and 8, and in light purple on the screen. For other select modes, see **POP** / selection support.			
 3 taps with 1 finger		Selects braille focused word. Here **countryside**.	
 Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	
 3 fingers swipe right		**Cancel** is selected. Goes to the last item of same level, **Duplicate**.	
 2 taps with 1 finger		**Duplicate** is selected. **Validate**.	
 2 taps with 1 finger		**Copy** is selected. **Validate**.	
The word is then memorized and you're back into the original document. **Caution**, the word is still selected, you need to remove the selection, either by moving the cursor with the routine cursors, or with the arrow, or by doing escape.			

POP | Duplicate

In a document, copy and paste one word

Gesture	Areas	Action	Screen display
Position the cursor where you want to paste the word.			
Hold 2 fingers for 2 seconds		Opens **POP** menu. (Contextual menu).	
 3 fingers swipe right		**Cancel** is selected. Goes to the last item of same level, **Duplicate**.	
2 taps with 1 finger		**Duplicate** is selected. **Validate**.	
 3 fingers swipe right		**Copy** is selected. Goes to the last item of same level, **Paste**.	
2 taps with 1 finger		**Paste** is selected. **Validate**.	
The word is then pasted and you're back into the original document. **Caution**, the word is still selected, you need to remove the selection, either by moving the cursor with the routine cursors, or with the arrow, or by doing escape.