insidevision

insideONE+

User manual

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1 LET'S BEGIN

1.1 What is in the Box?

Carefully unbox the insideONE+ making sure to keep the original packaging, as it can be used to transport your insideONE+ in the future.

The box contains:

- The insideONE+ PC tablet
- An AC adapter with the following specifications: AC 100-240V 1.5A 50~60Hz
- A USB-C cable to connect one end to the AC adapter and the other end to the left USB-C port of the device for charging.
- A Carrying case with a strap

1.2 What is insideONE+?

The insideONE+ is a full Windows 11 PC tablet computer with an integrated high-quality 32-cell refreshable braille display. A proprietary Home application along with a Windows screen reader (NVDA and/or JAWS) are preinstalled, so that the PC tablet will boot up with speech. The preinstalled copy of JAWS is licensed for 90 days. The touchscreen is made of Gorilla Glass©, and can be darkened by speech or Braille users for privacy or to conserve battery.

1.3 insideONE+ Technical Specifications

The PC tablet's 16GB of RAM, and quad-core Intel i7 processor clocked at 1.2 GHz (up to 4.50 GHz in Turbo) allow the insideONE+ to boot up quickly. The insideONE+ has a 250 GB SSD NVME compatible drive with the ability to expand storage capacity by an additional 1TB GB using a Micro SD card. In option, you can choose 512 GB or 1TB SSD drive. Wi-Fi supports 802.11a/b/g/n connection standards; however, only the 5 GHz band is supported for 802.11n. The device also supports Bluetooth® 4.1. The PC tablet's 5850mAH battery can provide up to 7 hours of usage, and up to 200 hours on standby. The insideONE+ has a 5MP front-facing camera, and a 16MP rear-facing camera with its LED. It also has 2 built-in microphones, and stereo speakers of 2W each.

1.4 Description of the insideONE+

The insideONE+ resembles an off-the-shelf Windows tablet with the addition of a 32-cell braille display. All components are contained within an anodized aluminum shell. Its touchscreen is made of Gorilla Glass © and measures 12 inches diagonally. 10 inches of the screen can be utilized in the way one would on a conventional tablet. The remainder is divided into four zones which serve as additional navigation controls for those using speech and Braille. There is a Braille keyboard engraved into the surface of the touchscreen. The following sections will help orient a user to the insideONE+.

1.4.1 Left Side

Along the left side of the insideONE+ starting closest to the braille display and moving away from it, you have a Micro SD card slot, a Micro HDMI port, and a USB C port for charging the unit.

1.4.2 Right Side

Along the right side of the insideONE+ starting closest to the braille display and moving away from it, you have a USB C port to connect a USB stick or another peripheral, a USB-A port, a mini USB port, the Volume Down button, the Volume Up button, an LED indicator which is red while the PC tablet is charging, and green once charging is complete, the Power button and a 3.5 mm audio jack. There are no ports or controls on the front or back side of this device.

1.4.3 Orientation to the bottom panel of insideONE+

There are four rubber feet on the bottom of the insideONE+ to keep it stable, and to prevent it from sliding around when in use. Between the two rubber feet nearest the braille display is a printed label with the serial number, electrical information, and standards with which the insideONE+ complies.

At the top between the two rubber feet is the 16MP rear-facing camera with its LED light.. With the braille display closest to you, this camera is on the underside of the tablet near the top middle.

1.4.4 insideONE+ Braille Keyboard

For proper orientation to the insideONE+, please place it on a flat surface with the braille display closest to you. There are ten oval-shaped indentations on the touchscreen. These correspond to the eight dots on a braille display's keyboard with the addition of two space keys.

1.4.5 Placement of the Left Hand on the braille keyboard

If you have placed your hands correctly, from left to right you have the following keys. Dot 7 is under the little finger of your left hand, dot 3 is under your ring finger, dot 2 is under your middle finger, and dot 1 is under your index finger. Your left thumb will rest on the left Space key, also known as key 9. This horizontal oval-shaped indentation is directly under dots 1 and 2.

1.4.6 Placement of the Right Hand on the Braille Keyboard

Your right thumb will rest on the second Space key, also known as key 0. This horizontal oval-shaped indentation is directly under dots 4 and 5. Dot 4 is under your right index finger, dot 5 is under your middle finger, dot 6 is under your ring finger, and dot 8 is under your little finger.

2 THE ZONES

To the left and right of the braille keyboard are vertical indentations called the Left and Right Slider, respectively. These sliders measure 1/3 of an inch wide and are about 3 inches high. Above the Left Slider is a oblong button with a depression.. Like the sliders, it allows you to use gestures when working with the insideONE+. Simply Called “Button,” it measures 1/3 of an inch wide.

Below the braille keyboard, and above the 32-cell braille display is a horizontal indentation called the Bottom Slider. This slider is slightly longer than the braille display, and measures 1/3 of an inch high.

The Bottom Slider not only allows a user to navigate the insideONE+'s applications and menus but also offers the ability to manipulate the cursor. Along its length are 32 virtual cursor routing buttons.

Above the Bottom Slider is the Alphanumeric Transcription Bar. This shows letters or braille, cell-by-cell, using simbraille to show braille dots, and will be discussed later in the manual.

2.1 Insertion and Removal of a Micro SD Card

Before using the PC tablet, you might wish to insert a Micro SD card to give yourself more storage space. To insert a card, hold it with the contacts facing down. Gently push it into the slot until it clicks into place. To remove the Micro SD card, push in on the card, and then release it. The card will pop out of its slot.

3 LET'S USE IT

3.1 Starting up and shutting down

3.1.1 Turning on the insideONE+

To turn on the insideONE+, press the Power button located on the top right side of the PC tablet for a few seconds.

3.1.1.1 insideONE+ boot-up options

The PC tablet boots up based on the default combination of the two available screen readers, JAWS and NVDA as well as the Home environment, an easy-to-navigate interface for a variety of blindness-focused applications.

Use the Control icon on Windows or Home Desktops to set startup preferences. Click on the Control icon to view three menu options: Stop, Launch and Settings. Stop is used to shut down, restart or hibernate (*no longer recommended*) insideONE+. Launch is used to choose screen reading software preference and/or Home application. Settings is used to select audio and tactile preferences. To enable or disable a screen reader or Home application, double-tap on the right slider or on the horizontal slider above the braille display for an application you want to change and then select OK by swiping two fingers to the right on the horizontal slider. Double-tap on the right slider or on the horizontal slider above the word OK to activate.

Only one screen reader can be enabled at a time.

During the boot process, you will see "initialization insideONE+" message on the braille display with a cursor moving rapidly back and forth, followed by either the Windows or Home desktop depending on your startup preferences.

JAWS is licensed software. The preinstalled starter version lasts 40 minutes. If you wish to use JAWS beyond the 40-minute period, you will have to purchase a license, or activate the product using a license you already have.

3.1.2 Shutting down insideONE+ Using the Windows Desktop

There are multiple ways to shut down the insideONE+. When on the Windows desktop, you can bring up the standard Windows shut down options from the start screen and select between restart, shutdown and hibernate, or by using Alt+F4 in the Windows desktop. Remember to save your work before shutting down insideONE+.

3.1.3 Shutting down insideONE+ Using the Control icon on Windows desktop

Control is a Home utility. Select Control and choose the Stop option. Then select Shutdown, Restart, or Hibernate (*no longer recommended*).

If the insideONE+ is unresponsive, press the Power button for 15 seconds to force quit all applications and shut down the insideONE+. To restart it, press the Power button again.

3.1.4 Sleep Mode

To conserve battery and shorten the time it takes the insideONE+ to boot up, you can put it in sleep mode. In this mode, resuming your work on the device is much faster than it is after completely shutting down.

Pressing the Power button briefly will put the insideONE+ in sleep mode. Using Windows sleep mode is a good way to leave work up on your PC tablet if you know you are going to return to it in a relatively short period. A Windows device in sleep mode uses much less power than one which is fully operational. As the RAM is still receiving power, the operating system, along with any open documents or programs, are stored there. This significantly decreases the time needed for the insideONE+ to start up.

If the battery becomes low, the RAM no longer receives power, and the PC tablet will boot up as if it were completely shut down previously instead of being put in sleep mode. To wake up the insideONE+, press and release the Power button. You will find yourself in the application open before putting the insideONE+ in sleep mode.

3.1.5 Hibernate (*no longer recommended*)

Choosing the hibernate option saves the current state of the RAM the hard disk and powers down the device.

To wake the insideONE+ from hibernation, press and release the Power button. You will be returned to where you last left off.

4 INTERACTING WITH THE insideONE+

Navigating the tablet's menu options and applications is achieved by way of the braille keyboard on the touchscreen's surface, the on-screen QWERTY keyboard, and gestures similar to those used with smartphones. Those using speech and Braille can also take advantage of additional functionality offered by gestures performed on the tactile zones. If you swipe near the edges of the Sliders or touch the edges of the Button when swiping or tapping, your gestures may not be correctly recognized.

The insideONE+ is tactile and designed to allow blind users to interact with it using the Sliders, braille keyboard, and Button. The four zones respond to many different taps and swipes while gauging the number of fingers making contact with insideONE+. As such, while using the Sliders and Button, be sure that no more fingers than necessary are on the PC tablet's surface to perform the gesture correctly. If you need to swipe one finger right in the Right Slider, no other fingers should be touching the device. Should more fingers be in contact with the PC tablet than necessary, the gesture will be misinterpreted.

For example, if you are on the second icon of the Windows desktop, and want to arrow left to the first icon, you can do so by swiping one finger left on the Right Slider. If you were to have your left thumb resting in the Bottom Slider while doing so, the gesture corresponding to the press of the Left Arrow would not be recognized.

Keep in mind that the areas which can accept touch include the Bottom Slider, the Left, and Right Sliders, the Button, the braille keys, and the touchscreen. The gestures used in the Home and Windows environments are the same and often perform similar functions. The touchscreen, Button, and Sliders all allow you to perform taps and swipes. Gestures may use one, two or three fingers. If the braille keyboard is active, you cannot use the touchscreen to perform gestures. Instead, you must use the Bottom or Right Slider until the braille keyboard is deactivated. Items in the Home environment can be activated by doing a one-finger double-tap in the Bottom or Right Slider. Please note that in Windows, you will typically use the commands/gestures corresponding to pressing space or enter to activate an item. Please consult the documentation for your chosen screen reader for additional details.

4.1 Description of insideONE+ Gestures

insideONE+ gestures apply on every tactile zone, the same way, no matter what software you use, Home, NVDA, or JAWS.

The following is a brief description of the types of gestures that can be used with the insideONE+. Please see the appendices at the end of this manual for all gestures available to users of the insideONE+. There is also a gestures guide that you can download from our website at www.insidevision.fr

- A single tap is one quick tap with one finger.

- A double tap is two taps in quick succession with one, two, or three fingers.
- A triple tap is three taps in quick succession with one, two, or three fingers.

Swiping is when you move left, right, up, or down in the Sliders. These gestures may use one, two, or three fingers.

It is possible however, to use the standard Windows gestures. This allows sighted persons to use the PC tablet in a standard way, except in Home.

Deaf-blind persons can also use insideONE+ with the braille keyboard, while the sighted person use the regular virtual QWERTY keyboard or a connected physical keyboard, thanks to the 180° flipping screen function.

To do this, the sighted person will need to perform the shortcut CTRL+ALT+Up Arrow to have the screen and virtual keyboard in front of her/him. She/he will also be able to use a physical keyboard connected via the USB 3 port. The deafblind person will still be able to use the Braille keyboard and read on the Braille display. To return to the screen's original position, use the shortcut CTRL+ALT+down arrow.

To access the standard Windows gesture with NVDA, you need to activate the QWERTY keyboard (hold 1 finger 5 seconds in the left slider). When the QWERTY keyboard is active, Windows gestures are working. You can make the QWERTY keyboard disappear by clicking on the cross at the top right of the keyboard. Windows gestures will be active on the entire surface of the screen.

When JAWS is chosen, and the QWERTY keyboard is active, Windows gestures are enabled. To switch to the JAWS gestures, you need to perform a five-finger rotation gesture on the screen.

To come back to the insideONE+ gestures, close the QWERTY keyboard by swiping down 1 finger in the left slider.

Gestures can be performed in different places on the PC tablet.

On the screen:

- If the braille keyboard is not active, gestures can be made on the whole surface of the screen.
- If the braille keyboard is active, no gesture can be performed on the screen. Only text input can be done. Gestures must be performed in the bottom or right slider.
- If the QWERTY keyboard is active, gestures for the sighted are active as well. It is thus possible to click anywhere on the screen, like on an ordinary tablet. Note that this operating mode is not suitable to blind persons. Blind people will mainly use the screen perimeter with the button and the three sliders (left, bottom and right).

4.1.1 A Note on Working with Sliders

When the gesture performed is in the Left or Right Slider, swipe up or down. When using the Bottom Slider, swipe left or right. If the gesture in question is perpendicular to the slider, you can begin or end in the touchscreen area.

4.2 Using the keyboards available on insideONE+

Please note that the braille and QWERTY keyboards cannot be used simultaneously. To dismiss either keyboard, swipe down with one finger in the Left Slider.

4.2.1 The QWERTY Keyboard

To activate the QWERTY keyboard for use by a sighted individual, hold one finger in the Left Slider for five seconds. Caution: if you are using JAWS, you stay with the Windows gestures. To switch to the JAWS gestures, you must perform a five-finger rotation on the screen.

You can close the QWERTY keyboard using the cross at the top right corner of the keyboard window, but the tactile mode will still be active. You will be able to reactivate the QWERTY keyboard using the keyboard icon in the notification area, close to the date/time icon.

4.2.2 The Braille Keyboard

To activate the Braille keyboard, place and hold your fingers on dots 1 through 6 for one second, and wait for an audible tone along with confirmation on the display that the keyboard is active.

The braille keyboard is displayed in purple outline in the Home suite.

In Windows, a small purple pictogram indicates that the braille keyboard is activated, a white pictogram with HID writing indicates the presence of the HID keyboard.

You can use the braille keyboard to emulate the keys found on a standard Windows QWERTY keyboard. Please see the appendices at the end of this manual for key combinations corresponding to those keys. When using the braille keyboard, the text is not entered immediately after placing your fingers on the keys. Instead, when you lift your hands from the keyboard, your key presses are registered, and text is entered at that time. If you have placed your hands incorrectly while brailling, and do not wish for those keys to be registered, slide your fingers away from the braille keys before lifting them. When typing, be sure that your fingers are not resting on the edges of the braille keys; otherwise, your keypresses may not register correctly. You can rest your wrists on the front edge of the insideONE+ for comfortable typing.

For beginners, learning how to monitor the braille keyboard, it is possible to set typing speed, using the Control menu or the Control icon, then going to Settings, Tactile and then Keyboard. See Settings chapter.

The Braille input and output grade is chosen in the settings if using the Home environment, and in the options of your chosen screen reader everywhere else.

Tips:

To select the complete document, use the keyboard shortcut Ctrl+a

You can cancel your selection doing the Escape gesture, swiping 2 fingers right and left, or 2 fingers swipe left and right, or pressing escape on the keyboard.

If by mistake you have deleted some text, or if you wish to undo the last action, use the cancel gesture with 3 fingers swipe to the right then to the left, or the keyboard shortcut Ctrl+z.

To bold a selection, use the keyboard shortcut Ctrl+b.

To put a selection in italic, use the keyboard shortcut Ctrl+I.

To underline a selection, use the keyboard shortcut Ctrl+u.

To copy a selection, use the keyboard shortcut Ctrl+c.

To cut a selection, use the keyboard shortcut Ctrl+x.

To paste a selection, use the keyboard shortcut Ctrl+v.

You can use a mouse in Windows when the braille keyboard is activated.

5 CHOOSING BRAILLE GRADES

Home, as well as NVDA and JAWS, have their own settings where you can choose a desired braille grade.

If you use computer grade 0, you must type in computer braille, and characters will be displayed with dot 7 for capital letters and dots 7 and/or 8 for accented and specific characters.

If you choose grade 1, you must type in literary braille. Characters will be displayed with capital and number signs.

5.1 Choosing a braille grade in Home

In Home, you can choose between G0, G1 or G2, by going to the Settings/Braille menu.

Before changing the braille grade, close all open Home applications.

5.2 Choosing a braille grade when NVDA is enabled

From the NVDA settings screen, choose the Braille category, and set the input and output table to your preferred grade.

5.3 Choosing a braille grade with JAWS

In Windows, use JAWS commands to make your selection (Open parameters, check that the selected application is Default (all applications), then go to Braille / General/Output and Input).

6 THE BRAILLE HID (HUMAN INTERFACE DEVICE) KEYBOARD

This keyboard allows to use the braille keyboard in Windows, even if no screen reader is active. The HID keyboard is activated by 2 quick taps in the left slider, a sound is associated with its activation, as well as a braille message (HID enabled for active and HID disabled for inactive). This keyboard gives access to Windows, as if an ordinary keyboard was connected to the tablet, even if no screen reader is active.

Note that with the HID keyboard, the gestures in the screen are not available.

With this keyboard and shortcut Alt + Ctrl + n (1+0 then 1+4+0 then 1345) you can launch NVDA.

With this keyboard and shortcut Alt + Ctrl + j (1+0 then 1+4+0 then 245) you can launch Jaws.

See the combinations in the shortcuts appendix.

7 BRAILLE SHORTCUTS

From the Braille keyboard you can input the function keys found on an ordinary keyboard, but also direct shortcuts, without going through a key sequence.
You now have the option of using modifier keys as a single key press or in combination with other keys. For example, to stop the voice message in progress, you must use the Ctrl key, in this case as a single keystroke with dots 2 5 0. On the other hand, to open a file, you must do Ctrl+o, in this case you will use the Ctrl keystroke to combine it with another key, in this case for Ctrl keystrokes 1 4 0, then for o keystrokes 1 3 5.
Modifiers are keys that can be used as a single press or combined with other keys, such as Ctrl, Alt, Insert, Windows and Shift,

7.1 Key locks

Key locks keep a modifier key (Shift, Control, Alt or the NVDA key) held down permanently. This makes it easy to repeat the same combination, for example Shift + Right Arrow to select several characters in a text, or Control + Down Arrow to move from paragraph to paragraph.

The same command locks and then unlocks the key, and a voice announcement confirms each change. Key locks work with NVDA, JAWS and Home.

Lock	Braille combination
Shift	7+0
Control (Ctrl)	3+6+0
Alt	3+0
NVDA (Insert)	3+5+0

In braille combinations, 0 stands for the B0 key (space).

Locks can be combined and also apply to the arrow keys. For example, with Control and Shift both locked, each Right Arrow selects the next word.

To release a lock, repeat the same command. Restarting NVDA releases all locks at once.

8 WHAT IS THE ALPHANUMERIC TRANSCRIPTION BAR?

Just above the braille display is the Alphanumeric Transcription Bar. Anything written in braille is displayed cell-by-cell in black on the Alphanumeric Transcription Bar. This allows those who do not know braille to see what a braille user is typing.

When entering text using an 8-dot braille, every character is shown as entered on the Alphanumeric Transcription Bar. When using contracted braille, the characters shown on the Alphanumeric Transcription Bar may not always make sense to a sighted individual since some words can be written using just one cell while others use just a few cells. In braille, the word "just" is written using the letter J, which is made up of only three dots. The display will use simbraille to indicate the dots an insideONE+ user has typed in cases where a word is made up of fewer letters than correspond to the number of print letters. Though some words may be shown on the Alphanumeric Transcription Bar in simbraille, the text will be displayed correctly in print on the screen.

9 THE HOME ENVIRONMENT

Home is a specially designed environment to host multiple blindness-focused applications. It utilizes a unique, structurally simplified Graphical User Interface (GUI) and a Braille user Interface (BUI) that arranges forms, objects, menu items, and dialog boxes along a horizontal line. This structure replaces a more complex tree-like scheme and eliminates the need to scroll up and down. The interface can be navigated using the left or right swipes.

9.1 Objects

9.1.1 What are objects?

Objects are the elements that make up the menus and dialog boxes you work with when using a computer. The name of the dialog box is the parent object, while any buttons in the box are child objects. The parent object is always the first part of any dialog box. To see the name of a dialog box currently on the screen, pan the display backward by swiping left with one finger in the Bottom Slider.

9.1.2 Parent-Child Objects

A parent object is written with a colon followed by two spaces because it is never the same type as the child objects following it. One space separates objects of the same type, while two spaces separate objects of a different type. If the name of an object is more than one word, the words are linked together by dot 8.

9.1.3 Prefixes and Suffixes

In the Home environment, prefixes are used to show what type of objects are on the screen., d means directory, f means file, and u means unit, which is used when a thumb drive or SD card is inserted. Suffixes are used to show the state of an object, or that a chosen object is unavailable to insideONE+ users. The state of an object will be indicated by using Yes or No. An object which is inaccessible to users of the insideONE+ who are blind will have a G in brackets following the name of the object. The equals sign indicates an edit field.

9.2 Using the Note application within the Home Environment

The following scenarios in Home are done with the braille keyboard already active.

9.2.1 Layout of Objects in Home Applications

In braille, objects are displayed from left to right, and you can view all objects on the screen by panning the display forward and backward. To pan the display forward, swipe right with one finger in the Bottom Slider. To pan backward, swipe left with one finger in the Bottom Slider. Unlike moving between objects using the Bottom and Right Sliders, panning the display does not cause

objects to be automatically selected. To open a selected object or edit field, double-tap with one finger in the Bottom or Right Slider.

9.2.2 Moving Between Objects of the Same Type

To move between objects of the same type, swipe left or right with one finger in the Right Slider. Note that whatever object you stop on is the one that you may select. Swiping left and right in the Right Slider corresponds to the Left and Right Arrow keys on a QWERTY keyboard.

9.2.3 Moving Between Objects of a different Type

To move to and select the next object of a different type, use the Tab key (t+key 0 on the braille keyboard), or a two-finger swipe right in the Bottom Slider. To move to and select the previous object of a different type, use Shift+Tab (t+key 9 on the braille keyboard,) or a two-finger swipe left in the Bottom Slider.

To select an object, double tap with one finger on the bottom slider above the object (whether selected or not) or focus an object and press enter.

Panning display left or right does not change the selected object but allows the reading of other information on the display. In this case, to select an object, double-tap one finger in the bottom slider above the chosen object. To focus an object without selecting it, triple-tap one finger above the chosen object.

If you navigate with the arrow keys, the focused object will be displayed at the beginning of the braille display.

To select it, use the Enter key or a cursor routing key above the object. The focused object is indicated by the cursor (dots 7 and 8) under the first letter of the object. The object is highlighted in color on the screen and on the alpha-numeric transcription bar, with the first character in white on an orange background, indicating the cursor’s location.

If you move to another object without moving the focus, you must use the cursor routing keys above the desired object to select it. With this method, you won't necessarily see the focused object, neither in braille or in text, or simbraille for the sighted. You can also focus on an object by making a one-finger triple tap on the horizontal slider. If you wish to bring the braille back to the focused object, swipe 2 fingers to the top in the bottom slider.

It is also possible to navigate among items by first letter.

When a menu is open or when you are in the first screen of Home, you can type the first letter of the object to be used; this will select. If two objects begin with the same letter, the focus will move between objects starting with the same letter and you will have to select it.

9.2.3.1 Navigation example moving the focus:

Home starts displaying the following: Apps, Explorer, Switch, Settings, and Control. The cursor is under the A of Apps.

To see the beginning of the line, pan the display to the left (swipe 1 finger to the left). You will read: Home, Apps, Explorer and Switch. Notice that there are two spaces between Home and Apps and one space between Apps, Explore and Switch. This indicates that Home and Apps are objects belonging to different groups and Apps, Explore and Switch belong to the same group. To move the focus from Apps to Home, use back tabulation, then to bring the focus back from Home to Apps, use Tabulation (two-finger swipe to the right). Navigate between Apps, Explore, Switch, Settings and Control use arrow keys - one-finger swipe across the right slider.

Tips:

To focus on the last object of the same type in a list, swipe 3 fingers to the right, and to go the first object of the same type in a list, swipe 3 fingers to the left.

9.2.4 The Run and Pop menu commands.

9.2.4.1 The Run menu

To launch the Run menu, make a two-finger double tap (leave a bit of space between your two fingers) on the bottom horizontal slider or use the braille keyboard shortcut Alt+R (a + key 0 followed by r).

The Run menu provides file management functions, such as New, Open, Import, Save, Save As, Print, Export, Mail etc. These menu options can vary depending on the application in use, but the menus themselves are generally set up in the same way.

The Run menu is generally made of different groups which are objects of different types. So, it is necessary to use Tabulation or back Tabulation to move from one group to another.

Inside the same group, objects are of the same type. Use the arrow keys (one-finger swipe left or right across the right slider) to navigate between the objects.

Using the braille keyboard, you can pan a display forward or backward to access objects in one group or another.

9.2.4.2 The Pop menu

To start the Pop menu, you can make a 2-finger triple-tap (leave a bit of space between your fingers), or the context menu Braille keyboard shortcut (m+key 9+key0). The Pop menu is a context menu which means that it can change depending on where it is opened.

9.2.5 Home menu items

Apps is a collection of applications specifically designed to simplify a user interaction with the insideONE+ to perform operations such as notetaking, file management, printing, emailing and other.

Explorer, is a file manager to explore the content of the insideONE+.

Settings is the software utility enabling a user to choose program parameters.

Control is a program that enables a user to choose braille grades, screen readers and manage power options including insideONE+'s shutdown.

Tip:

- When you are in an application, at any time you can come back to the welcome Home menu using the keyboard shortcut h+9+0 or if the keyboards are not active, swiping 4 fingers from the outer top of the screen to the bottom slider.

9.2.5.1 Explorer.

Explorer is an application used within other apps. In Note for example if you open a file, you will use Explorer. Explorer is a file manager allowing to create folders and files, to rename or delete them, and to copy and paste them. You can open several Explorers at the same time, and switch between them.

Example:

Explorer is the parent element.

It consists of 3 groups of different types, called Path, Content and Properties.

The Path group shows the place you are exploring. You will find a unit and folder tree structure. By selecting a unit or a folder in Path, its content will be automatically displayed. The cursor is automatically on the first object of the list in the Content group,

Prefixes are used to show the nature of the objects.

u. is for unit such as physical drives (hard disk, SD card, USB stick).

d. is for directory.

f. is for file.

The Content group displays selected content's location in the Path group. When you open Explorer, you find yourself in this group by default. When Explorer is started, Content displays Home folder and then current drives, u.C by default (which corresponds to the insideONE+ hard drive). If a USB stick is connected, it will be displayed in a row. Files created in Home applications will be saved in the Home folder by default. Each Home application will have its own folder in Home.

The Properties group displays the properties of a selected object in the Content group. File properties include its name, order in a list of files, date of creation, size, and location. They are sorted alphabetically by default.

9.2.5.2 Navigation:

The three groups are of different types, to move the focus from one to another, use tabulations. To move within a group, use the arrows. If you open a unit, a file or a folder, this will put the focus on its Content. If you select a .not file, it will open it in the Note application. If you select another type of file, nothing will happen.

Tip: You can enter the first letter of the folder name or the file you wish to reach, the focus will be on the first object beginning with the letter entered; by entering the same letter again you will go to the next object beginning with the same letter.

Tips:

- To exit a file and get back to the parent folder, use dot 7 on the Braille keyboard. The other way is to go to Path and select the object you wish to go through.
- To go to the end of a list, use the End command, either by swiping 3 fingers to the right in the bottom slider, or Braille dots 4-5-6+key 9+key 0. To go to the beginning of a list, use the Origin command, either by swiping 3 fingers to the left in the bottom slider, or with Braille l+key 9+key 0.
- When browsing in braille to get back to the focused object, swipe 2 fingers to the top in the bottom slider.
- When browsing in braille to focus an object, triple-tap above the object.

9.2.5.2.1 The Run menu in Explorer

To open the Run menu, double tap with 2 fingers, or perform the Alt+r shortcut with the braille keyboard.

If Explorer or Path are focused, the Run menu only contains the "Quit Explorer" command.

If Content or Properties is focused, you can access other commands.

Whether you open the Run menu from Content or from Properties, the command will act on the focused object in the Content group.

The Run menu gives you the possibility to create a new file for the Note app whose extension is .not, to create a new folder and to exit Explorer.

9.2.5.2.2 The Pop menu in Explorer

The context menu operates on the focused element and gives you the possibility to Copy, Cut, Delete or Rename the focused object.

If you copy or paste a focused object, you will be able to paste it to another destination by calling the Pop menu. After using Copy or Cut, when opening the Pop menu, the first choice will be Paste.

To delete an object, you need to focus it either with the arrows or through the cursor routings, doing 1 finger triple-tap. Then open the Pop menu and select Delete. There will be a message asking to confirm the deletion. Select Ok if you do want to delete the file, if no, select Cancel to abandon the deletion of the focused object.

To rename an object, you need to focus it either with the arrows or through the cursor routings, doing 1 finger triple-tap. Then open the Pop menu and select Rename. You will find yourself in an edit field with the current name selected. You can modify it then select Ok, or cancel if you no longer wish to rename the file.

Tips:

- To copy use the keyboard shortcut Ctrl+c
- To cut use the keyboard shortcut Ctrl+x

- To paste use the keyboard shortcut Ctrl+v
- To delete use the Del command (d+key 9+key 0)
- To rename use the F2 command

9.2.5.3 Note.

Note is a text editor to create and save documents in the .not format.

Note lets you import and export files in txt, rtf, odt, doc, docx, pdf, ng0, ng1, ng2 formats.

The text can be enhanced with bold, italic and underline attributes (files in contracted braille excepted). It is possible to select some text to delete, copy or cut it, then paste it.

Depending on the setup configuration in Settings, you will be able to type in several braille grades. Note that a .not file is saved in the braille grade which has been setup when creating the file, and it will always be open in the same grade. It won't depend on the Settings configuration when you reopen it.

You will find the Note application in the Apps group of the Home first screen. Select Apps then Note to open the application.

When opening Note, you find yourself in the Run menu which allows you to create a new document, open an existing document or import a document.

You can also open several files at the same time and switch between them if you open several instances of the Note application.

If you open Note one time only, you will be able to work in one file at a time only.

Information:

When saving the file, the location of the cursor is memorized, so that the next time you open the file, you will be directly positioned at this place.

9.2.5.3.1 The Run menu from Note

Run is the parent element:

It has 3 groups of different types, named Begin, Save and Actions.

When launching Note, you will find yourself in the Begin group.

9.2.5.3.2 The Begin group

The Begin group includes the following options: New, Open and Import.

New opens a new document in .not format. A temporary name is given to the new file. For example, the temporary name can be Note_2019-09-24.not. It starts with Note_ and is followed by the current date starting with the year followed by the month and day. You will find this temporary name when saving or exporting the file.

Open allows you to open a file saved in .not format.
By choosing Open, you will find the same layout than in Explorer with the Path, Content and Properties groups. You just need to select a file to open it.

Import lets you open and convert in .not file from the .doc, .docx, .odt, .pdf, .rtf, .txt, ng0, ng1, ng2. formats.
Ng0, ng1 and ng2 formats are the formats previously used in the Home version 1.
When you select Import, you are prompted to choose the file format that you are looking for.
You have the choice between .doc, .docx, .odt, .pdf, .rtf, .txt, ng0, ng1, ng2 or All.
Depending on the selected file format, you will find yourself in the layout used by Explorer with Path, Content and Properties groups. You just need to select one file to open it. Only the files in the selected format will be displayed.

9.2.5.3.3 The Save group

The Save group lets you choose between Save, Save as, Export.

You won't find the Save option when you are in a new file.

You can use Save when a file has been already named and saved once.

Save allows to save the modifications made in the file at any given time. Once Save is chosen, you will be placed back inside the document. Remember to save your work on a regular basis in order to avoid any data loss. The keyboard shortcut Ctrl+s is assigned to this function.

Save as works for a new document or for an already named document. Save as allows to assign a new name to the document.
When you select Save as, you will find the layout used in Explorer, namely the Path, Content and Properties groups. You will find yourself in the Content group, on the temporary file name if it is a new file, or on the name of the document if it is an already named document. If you change the folder, the file name will still be displayed. Select the temporary document or the name of your existing file, then rename the file and select the Ok button.

Export is different from Save as because it doesn't save your file, but it creates a copy in the required format at any given moment.

When you select Export, you will be asked to choose the output file format. You can choose between the .doc, .docx, .odt, .pdf, .rtf, and .txt. formats.
Depending on the chosen format, you will arrive in the Explorer layout, namely the Path, Content and Properties groups. You will be located in the Content group, on the temporary name if it is a new file, or on the name of the document if it has been already named. If you change the folder, the file name will still be displayed. Select the temporary document or the name of your existing file, then rename the file and select the Ok button. You will be back in your document.
Remember to save your document.

9.2.5.3.4 The Actions group

The Actions group includes Mail, Print, Statistics and Quit Note.

Mail switches to your default Windows email client. The content of the document is pasted in the e-mail body.

If using this feature for the first time, you will need to configure your email client if you've not previously done so.

Print, prints your document in black on the selected printer in Windows. If no printer is installed yet, you will get an error message. It won't be possible to use the virtual "Microsoft Print to PDF" printer to get a pdf document. You will have to use the export function in the Save group.

Statistics, shows the braille grade currently in use in the document, how many words and paragraphs are present in the document.

Quit Note, allows you to exit the Note application. After choosing Quit Note, you are asked if you wish to save the ongoing file.
If you answer Yes and it is a new document, the Save as menu from the Save group will be displayed in Note. If you answer Yes and that the document has already been named, then the modifications made to your document will be automatically saved, the file will be closed and you are brought back to the Home welcome menu.
If you click on No for a new document, it will be lost and the app closes. For an already named document, the modifications made since the file has been opened will be lost.

Clicking on Cancel will bring you back into the document.

Tips:

- When you open the Run menu with the keyboard shortcut, you will be in a group. The first letter of the command is used as a shortcut letter. If your command is in the previous group, use the back-Tab command then the shortcut letter of the command you wish to execute. For example, if you are in a document and that you want to exit Note, you need to use the Quit Note command which is in the Actions group. When you open the Run menu with Alt+r you find yourself in the Save menu. To go to the Actions group, use the Tab command then letter q to execute the Quit Note.
- To get back to the first screen in Home, close the active keyboard by swiping 1 finger to the bottom in the left slider, then swipe 4 fingers to the bottom from the outer top of the screen to the bottom slider, or Home command.

9.2.5.3.5 The Pop menu of Note

This context menu acts on the selected text.

You will find Copy, Cut, Paste, Font and Select.

If you copy or cut selected text, you will be able to paste it into another destination by calling the Pop menu.

Font lets you choose to bold, put in italic or underline the selected text (not working with contracted braille).

Selection gives the following choices: Beginning, End, Cancel and All. The selected text is displayed with dots 7 and 8 under the selected characters.

Beginning begins the selection where the cursor is and brings you back in the text. To mark the end of the selection, you can either move the cursor with the arrows, or swipe with 2 fingers to the right or to the left word by word or move then click after the last character of the end of the selection. Then you can apply the required action on the selection, such as delete, copy or bold it. End is a step marking the end of selection where the cursor is. Any movement of the cursor will remove the selection.

Cancel removes the selection that you have started. Escape does the same thing.

All selects the entire document and puts the cursor at the end of the document.

Tips:

- You can select a word with a one-finger triple-tap above the word.
- You can extend your selection word by word swiping 2 fingers right or left.
- To select the complete document, use the keyboard shortcut Ctrl+a
- You can cancel your selection doing the Escape gesture, swiping 2 fingers right and left, or 2 fingers swipe left and right, or pressing escape on the keyboard.
- If by mistake you have deleted some text, or if you wish to undo the last action, use the cancel gesture with 3 fingers swipe to the right then to the left, or the keyboard shortcut Ctrl+z.
- To bold a selection, use the keyboard shortcut Ctrl+b.
- To put a selection in italic, use the keyboard shortcut Ctrl+I.
- To underline a selection, use the keyboard shortcut Ctrl+u.
- To copy a selection, use the keyboard shortcut Ctrl+c.
- To cut a selection, use the keyboard shortcut Ctrl+x.
- To paste a selection, use the keyboard shortcut Ctrl+v.

9.2.5.4 Calculator.

Calculator allows you to make calculations with the 4 operators, as well as for finding square roots, exponents, inverses, changes of sign, percentages, and using memory functions.

Information:

- Calculator is using 8-dot Computer braille, even if another braille grade has been selected in "Settings.
- You can open multiple calculators at the same time.

Calculator comprises a parent object and of 2 groups. The first one is called "Operations" and the second "Result".

When you open Calculator, you find yourself in the Operation group and the input cursor is blinking. The Result group displays =Result(g) which means that the result is greyed out. It is not accessible for the user.

The parent object displays "Apps calculator" which is the name of the application. By selecting this object, you will exit the application without using the Run menu.

To move the focus between the parent element and between the groups, swipe 2 fingers in the bottom slider, or press Tab with the braille keyboard (dots 23450).

The Operation group is an edit field.
The Result group is not editable, it is only used to view the result.

9.2.5.4.1 Use

9.2.5.4.1.1 Operations

You must enter the operations in the "Operation" group

Calculator is using 8-dot Computer braille, you must then enter the numbers without the braille prefix. To enter 1, press dots 1 and 6, for 2, press dots 1 2 6 and so on.

It is an editing field. You can move the cursor with the arrows or the cursor routings, modify text, select, copy, cut and delete it.

9.2.5.4.1.2 Input rules:

1/ The exponent can only be used on the first term of an expression.

2/ As a first term, it is not possible to enter a negative number. To enter a negative number as a first term, you will have to type it in positive, then use the F9 change sign function (dots 2 4 9).

3/ To enter a square root, first type the number then square root. It will the same for inverse and change sign.

4/ Only dot (dots 4 6) is set as a separator. Comma is not accepted.

5/ Only numbers, operators and functions can be entered. If you enter another character, you will hear an error sound and there will not be any modifications on the braille display.

9.2.5.4.1.3 Calculation sequences:

It is impossible to have more than 2 terms in an operation.
If you want to calculate 12+23+34, enter 12+23 first, and then you enter the plus sign, the result of the calculation will be displayed in order to chain the calculation, you will then read 35+Enter 34.

It is not a scientific calculator. There is therefore no analysis of calculation priority rules.

For long calculations it will be necessary to decompose it. For example, to calculate 25+12/4, first it will be necessary to calculate 12/4, then add 35. Otherwise if the expression were entered as is, the calculation would be 35+12 and divide the result by 4.

9.2.5.4.1.4 Result

After entering an operation, the calculation must be launched to see the result.

- Enter the equal sign (dots 1 2 3 4 5 6).
- Enter dot 8 or dots 9 and 0 at the same time.
- Swipe 2 fingers to the right in the bottom slider.

Whatever method you use, you will find yourself in the Result group where you will read = and the result.

If you don't see the result, it means there is a syntax error. For example, if you have entered only one term, or if you have copied from Note a calculation with more than two terms in the operation.

You cannot neither edit nor modify the result.

However it is reusable. If you enter an operator at first, you will switch to the "Operation" group, where the result will have been incorporated, followed by the entered operator.

When you enter a new operation or when you modify the terms of a calculated operation, the result is not displayed.

9.2.5.4.1.5 Reset

Whether you are in the "Operation" or "Result" group, it is possible to use the C (Clear) function which deletes the entire entered calculation. To do this, type the F2 shortcut (dots 1 2 9) or use the POP menu.

9.2.5.4.1.6 Percentage calculation

Adding or subtracting percentages

To add 25% to 150, you must enter 150+25%
To insert the percentage, you can either use the F4 function (dots 1 4 5 9), or the % sign (dots 1 4 6).
When the percentage sign is inserted, the value of 25% of 150% is displayed. You will read 150+37.5.
To see the result of the calculation, type the equal sign or do Enter, or swipe 2 fingers to the right in the bottom slider.
You will read =187,5.

To subtract a percentage, proceed the same way.

9.2.5.4.1.7 Calculating the value of a percentage

To calculate 25% of 150, you must type 150*25%
To insert the percentage, you can either use the F4 function (dots 1 4 5 9), or the % sign (dots 1 4 6).
When the percentage sign is inserted, the 25% value is displayed (0.25). You will read 150*0,25

To see the result of the calculation, enter equal or press Enter, or swipe 2 fingers to the right in the bottom slider.
You will read =37.5.

9.2.5.4.2 The RUN menu of Calculator

To open the Run menu, you can make a 2-finger double tap on the screen or in the bottom slider if the keyboard is not active, or you can use the keyboard shortcut Alt+r (type the letter a and 0 at the same time, then type r, dots 1 2 3 5).

The Run menu includes only the function "QuIt calculator".

Otherwise to exit calculator, you can also use the Alt+F4 keyboard shortcut. Type the letter a for Alt (dot 1) and 0 at the same time, then F4 (dots 1459).

9.2.5.4.3 The POP menu of Calculator

To open the Pop menu, do 2 fingers triple tap, or use the context menu keyboard shortcut (the letter m with 9 and 0, so 1 3 4 9 0)

The context menu acts on the focused item or on the selected text.

9.2.5.4.3.1 The POP menu of the "Operation" group

In the Pop menu you will find Operators, Modificators, Punctuation, Memory, Mathematical functions, copy, cut, paste and select.

Select «Operators », you will find:

- Plus, or in braille dots 3 4 6
- Minus, or in braille dots 3 6
- Multiply, or in braille dots 1 6
- Divide, or in braille dots 3 4
- Equal, or in braille dots 1 2 3 4 5 6,, or Enter with dot 8 or dots 9 and 0, or swipe 2 fingers to the right in the bottom slider.
- Cancel

Select « Modificators », you will find:

- Delete, or in braille Backspace (dot 7)
- C, to clear the entire operation in Operation group, or F2 using functions (dots 1 2 9).
- CE, to clear the most recent number or sign, or F3 using functions (dots 1 4 9).

- Cancel

Select « Punctuation », you will find:

- , or dot 2 in braille.
- Cancel

Select « Memory », you will find:

- Mc (Memory clear) sets the memory to 0 or keyboard shortcut Ctrl+l. For control, type the letter c (dots 1 4) and 0 at the same time, then the letter l (dots 1 2 3).
- Mr (Memory recall) inserts the memory content or keyboard shortcut Ctrl+r. For control, type the letter c (dots 1 4) and 0 at the same time, then the letter r (dots 1 2 3 5).
- M+ (Memory Add) adds the value on the display to the memory content, or keyboard shortcut Ctrl+p. For control, type the letter c (dots 1 4) and 0 at the same time, then the letter p (dots 1 2 3 4).
- M- (Memory Subtract) subtracts the value on the display to the memory content, or keyboard shortcut Ctrl+q (dots 1 2 3 4 5). For control type the letter c (dots 1 4) and 0 at the same time, then the letter q (dots 1 2 3 4 5).
- Ms (Memory store) puts the number on the display into the memory or keyboard shortcut Control + m. For control type the letter c (dots 1 4) and 0 at the same time, then the letter m (dots 1 3 4).
- Cancel

- Memory clear (MC); Ctrl l 1 4 0 then 1 2 3;
- Memory recall (MR); Ctrl r 1 4 0 then 1 2 3 5;
- Memory Add adds the number on the display to the memory (M+); Ctrl p 1 4 0 then 1 2 3 4;
- Memory Subtract subtracts the number to or from the memory (M-); Ctrl q 1 4 0 then 1 2 3 4 5;

Memory Store puts the number on the display into the memory (MS); Ctrl m 1 4 0 then 1 3 4;

Select « Mathematical functions », you will find:

- Percentage or dots 1 4 6, or F4 function (dots 1 4 5 9)
- Square root or dots 3 4 5, or F5 function (dots 1 5 9).
- Inverse or dots 1 2 3 5, or F6 function (dots 1 2 4 9).
- Exponent (power), or F7 function (dots 1 2 4 5 9).
- Opposite sign or F9 function (dots 2 4 9).

To copy or using keyboard shortcut Ctrl+c. For control type the letter c (dots 1 4) and 0 at the same time, then the letter c (dots 1 4).

To cut or using keyboard shortcut Ctrl+x. For control type the letter c (dots 1 4) and 0 at the same time, then the letter x (dots 1 3 4 6).

To paste or using keyboard shortcut Ctrl+v. For control type the letter c (dots 1 4) and 0 at the same time, then the letter v(dots 1 2 3 6).

Select « Select », you will find:

- Start or F8 keyboard shortcut (dots 1 2 5 9), after selecting start, you come back to the operation being entered, move the cursor with the arrows or the routing cursors, and use the command you want to.
- End
- All or Ctrl+a keyboard shortcut, type the letter c dots 1 4 and 0 at the same time, then the letter a dot 1). After "All" is selected, you come back to the operation being entered with the entire expression now selected. Then you can use the command you want to.

9.2.5.4.3.2 The POP menu of the "Result" group

In the Pop menu of "Result" you will fin Copy the result, Memory clear, Memory add, Memory subtract and Memory store. It is also possible to use keyboard shortcuts seen above.

9.2.5.4.4 Summary of functions and keyboard shortcuts

The list below presents the different available functions and keyboard shortcuts available. Columns are separated by a semi-colon (;).

Some of the functions have 2 keyboard shortcuts.

Functions; Keyboard shortcuts and corresponding dots, other shortcuts

Alt key; 1 0;

Control key; 1 4 0;

Shift key (capital letters); 2 3 4 0;

Escape key; 1 5 0;

Tab key; 2 3 4 5 0;

Back tab key; 2 3 4 5 9;

C key, clears the entire operation; F2 1 2 9;

CE key, clears the most recent operand; F3 1 4 9;

Delete a character; BackSpace 7;

The plus sign +; 3 4 6

The minus sign -; 3 6;

The multiplication sign x; 1 6

The division sign ÷; 3 4;

The equal sign (Result) =; 1 2 3 4 5 6

The comma ,; 2;

The dot .

Memory clear (MC); Ctrl l 1 4 0 then 1 2 3;

Memory recall (MR); Ctrl r 1 4 0 then 1 2 3 5;

Memory Add adds the number on the display to the memory (M+); Ctrl p 1 4 0 then 1 2 3 4;

Memory Subtract subtracts the number to or from the memory (M-); Ctrl q 1 4 0 then 1 2 3 4 5;

Memory Store puts the number on the display into the memory (MS); Ctrl m 1 4 0 then 1 3 4;

Percentage; F4; 3 4 6

Square root; F5; 3 4 5

Inverse (or fraction); F6 1 2 4 9; 1 2 3 5

Exponent or Power; F7 1 2 4 5 9; 4

Opposite signs; F9 2 4 9;

Run menu; Alt r 1 0 then 1 2 3 5;

Pop context menu; 1 3 4 9 0;

9.2.5.4.5 The visual keyboard of the Calculator.

To activate the visual keyboard for use by a sighted individual, hold one finger in the Left Slider for five seconds.

The Calculator visual keyboard is different from the other available visual keyboards in Home and in Windows. The Calculator visual keyboard display a standard calculator keyboard that can be used by pressing the keys. As it is a visual keyboard, no gesture cannot be performed on the screen.

All the calculation functions are available. Only the select text and copy paste functions must be done from the POP menu, making 2-finger triple tap in the bottom slider.

The visual keyboard is active only in the current instance of the calculator. If you change of application, the keyboard is not visible anymore but still active. To deactivate it swipe 1 finger to the bottom in the left slider.

Then, you have to reactivate your selected keyboard. Press keys 1 2 3 4 5 6 for 1 second for the Braille keyboard and press 1 finger for 5 seconds in the left slider to open the visual keyboard.

9.2.5.5 Switch.

Switch shows the currently open applications.

Home is a multi-task application. It allows opening several apps at the same time, as well as several instances of the same app.

Switch is in fact a Run menu.

You will always see Home in the first position, which allows you to get back to the welcome menu of Home. Home is followed by the name of the currently open applications, and if the application is open several times, a number in brackets shows how many times this app is open.

To get back to an open application, just select it.

To get back to an app which has been open several times, you need to select it. This will open the list of the different files, numbered 1/x. If they are Explorer apps, you will see the path it uses. If it is a Note file, you will see the sequence number and the file name.

To exit Switch, you can use the Escape command, or click on the parent element, or use the command to get back to the welcome menu.

9.2.5.6 Settings.

Settings shows the different available settings and information concerning Home.

It offers options for Braille, Sounds, Voice, Print, About, Battery, Date and Time, Tactile

It is in fact a Pop menu. To exit this Pop menu, use the escape function, or select the Pop parent object, or go to the first screen of Home.

Settings shows the current options for braille grade, sounds and voices.

Braille displays in brackets the grade currently used. If you select braille, the list of the different braille grades available will be displayed. You can choose between Grade 0 grade 1 and grade 2. Following each braille grade, you will see in brackets its state indicating if it is currently in use (yes) or not (no).
The selected grade will be used to write in Note and to display the menus. Before changing the braille grade, you must close all open applications.

Sound allows you to turn on or off the sounds that you hear when you make some gestures.

Voice lets you choose to turn on or off the text-to-speech. The current state is displayed to you and to change it, you just need to select this object.

Print gives the information on the selected printer by default in Windows. As a reminder, if "Microsoft Print to Pdf" is selected, you won't be able to use it to generate a pdf file from Note. You will have to use the Export function from the Save group.

About shows the Home version.

Battery shows the percentage of battery remaining, as well as if the power supply is connected or not. A Battery low message is displayed when there is only 5% of power remaining, and from 2%, the message is constantly displayed. You must then connect your device to charge it. The message will disappear when 2% of charge are exceeded.

Date and Time lets you know date or time provided by Windows. If the information is wrong, it is necessary to adjust values in Windows.

Tactile allows setup gestures and keyboard settings. If you select Gestures, you will have 3 options concerning their length, Short, Medium or Long. If you select Keyboard you will have 3 options about the inter-keypress timing of the braille keyboard. These settings can be used when learning the braille keyboard, or in case of hand-shaking. If you have selected the Slow option, you will have to keep on holding your fingers on the keyboard for about 1 second before releasing them, so the character or the shortcut be typed in. If you have selected Medium, it will require to keep on holding the fingers for about 0.5 second before releasing them so the character or the shortcut be typed in. If Fast has been selected, there won't be any inter-keypress timing for the character, or the shortcut be typed in.

9.2.5.7 Control

Control lets you choose how you wish to start or shut down the insideONE+. The menu shows Stop and Launch.

Stop lets you choose between Shutdown, Restart and Hibernate (*no longer recommended*). For more information on the different sleep modes, see chapter 4.3.

Launch lets you choose the startup configuration of the insideONE+.

Several start up configurations are possible such as:

- Home only
- NVDA only
- JAWS only
- Home and NVDA
- Home and JAWS

Select Launch, the selected programs will start immediately and will be launched automatically the next times the insideONE+ starts.

You will see the name of the 3 programs, Home, JAWS and NVDA followed in brackets by their start up state, yes or no.

To apply your choices, select the OK button, either with the cursor routings, or by swiping 2 fingers to the right in the bottom slider, then with 2 taps in the right slider.

It is not possible to activate JAWS and NVDA at the same time. If one of them is already active, the activation of the other will automatically deactivate the first one.

9.3 insideONE+ boot up process options

The PC tablet starts depending on the startup chosen configuration.

In order to choose the right startup configuration, you need to use the Control menu available either in Windows by clicking on the Control icon on the desktop, or in Home in the Control menu available in the main Home menu. See chapter 5.7.

Control is a Home utility. If Home has not been started, 5 seconds are necessary for Home to be loaded.

By selecting Control, you will arrive in a menu which uses the Home navigation.

At the opening of Control, you will have the choice between Stop and Launch.

10 WINDOWS

With insideONE+ you can use either NVDA or JAWS as a screen reader.

10.1 NVDA

insideONE+ is using the NVDA screen reader (Non Visual Desktop Access) to give you access to Windows and its numerous applications.

You must use the standard Windows and NVDA commands using gestures and the insideONE+ keyboard. The choice of the input/output braille table is managed by NVDA, as well as for the reading voice using the NVDA Options menu.

10.2 JAWS

JAWS is installed and set up on the insideONE+. insideONE+ is compatible with JAWS version 2018 and above. If you have a license, you can activate JAWS. Otherwise, JAWS will run in demo mode.

JAWS manages the choice of the input/output braille table, as well as the reading voice through its options menu.

10.3 Special Desktop Icons

Three icons and one folder have been added to the Windows desktop to make accessing certain commonly used options a more rapid and intuitive process. Found on the first row of desktop icons, from left to right they are: Control, Applications, Administrator and User guides.

10.3.1 Control

Control lets you choose how you wish to start or shut down the insideONE+. The menu shows Stop, Launch and Settings.

10.3.1.1 Stop

Stop lets you choose between Shutdown, Restart and Hibernate (no longer recommended). For more information on the different sleep modes, see Let's use it chapter.

10.3.1.2 Launch

Launch lets you choose the startup configuration of the insideONE+, such as:

Home only

NVDA only

JAWS only

Home and NVDA

Home and JAWS

Select Launch, the selected programs will start immediately and will be launched automatically the next times the insideONE+ starts.

You will see the name of the 2 programs, JAWS and NVDA followed in brackets by their start up state, yes or no.

To apply your choices, select the OK button, either with the cursor routings, or by swiping 2 fingers to the right in the bottom slider, then with 2 taps in the right slider.

It is not possible to activate JAWS and NVDA at the same time. If one of them is already active, the activation of the other will automatically deactivate the first one.

insideONE+ boot up process options.

The PC tablet starts depending on the startup chosen configuration.

In order to choose the right startup configuration, you need to use the Control menu available in Windows by clicking on the Control icon on the desktop.

At the opening of Control, you will have the choice between Stop, Launch and Settings (see the above explanation).

With insideONE+ you can use either NVDA or JAWS as a screen reader.

10.3.1.3 NVDA

insideONE+ is using the NVDA screen reader (Non Visual Desktop Access) to give you access to Windows and its numerous applications.

You must use the standard Windows and NVDA commands using gestures and the insideONE+ keyboard. The choice of the input/output braille table is managed by NVDA, as well as for the reading voice using the NVDA Options menu.

10.3.1.4 JAWS

JAWS is installed and set up on the insideONE+. insideONE+ is compatible with JAWS version 2018 and above. If you have a license, you can activate JAWS. Otherwise, JAWS will run in demo mode.

JAWS manages the choice of the input/output braille table, as well as the reading voice through its options menu.

10.3.1.5 Settings.

Settings shows the different available settings and information concerning the insideONE+ settings.

It offers options for Sounds, Tactile and About.

Sound allows you to turn on or off the sounds that you hear when you make some gestures.

Tactile allows setup gestures and keyboard settings. If you select Gestures, you will have 3 options concerning their length, Short, Medium or Long. If you select Keyboard you will have 3 options

about the inter-keypress timing of the braille keyboard. These settings can be used when learning the braille keyboard, or in case of hand-shaking. If you have selected the Slow option, you will have to keep on holding your fingers on the keyboard for about 1 second before releasing them, so the character or the shortcut be typed in. If you have selected Medium, it will require to keep on holding the fingers for about 0.5 second before releasing them so the character or the shortcut be typed in. If Fast has been selected, there won't be any inter-keypress timing for the character, or the shortcut be typed in.

10.3.1.6 About

About shows the version. Select OK to exit.

10.3.2 Applications

Selecting the Applications icon shows you a list of almost all applications installed on the tablet. The applications are displayed in a list using rows and columns.

10.3.3 Administrator

When Administrator is selected, Windows 11 File Explorer is loaded. You find yourself in the default user section.

10.3.4 User guide

In this folder you'll find all the documents you need to get started with your device, as well as the file containing your serial number.

10.4 Task bar

On the right-hand side of the taskbar, you will find an arrow labeled “Show hidden icons,” which gives you access to a menu. The second option in this menu is called “insidevision” and allows you to open a help menu, whose different options are described in the following chapter, “Technical Support and Troubleshooting Your PC Tablet Remotely”.

11 TECHNICAL SUPPORT AND TROUBLESHOOTING YOUR PC TABLET REMOTELY

Should you experience any issues with the insideONE+, or need to send it in for repair, please contact your local distributor.

11.1 Task bar

In the event of losing the braille display or experiencing another device malfunction, click the arrow on the right-hand side of the taskbar to access several options. Click on the second option labeled “insidevision” to access the following features:

- **Stop**: Stops the proprietary insidevision applications. Reserved for remote assistance.
- **Restart:** Stops and restarts the proprietary applications.
- **Status**: Displays which proprietary applications are currently active.
- **Logs**: Refers to log files that record errors in case of software malfunction. Through the “Export logs” submenu, you can send a ZIP file to support. Email: contact@insidevision.fr
- **Language**: Displays the available languages and the one currently selected. Allows you to change the language of this menu.
- **Quit:** Exits this menu. This action does not stop the applications.

11.2 Password of the insidevision session

The default password is: admin

You will need it if you come to the Windows screen log. Activate the braille keyboard to enter it.

11.3 Remote Assistance

It is possible to have someone control the insideONE+ remotely in order to troubleshoot or offer technical support. Anyone who has remote access to the insideONE+ can view the contents of your hard drive and modify settings. A person controlling the insideONE+ from a remote location interacts with the PC tablet using a keyboard and mouse but is unable to make use of gestures in Home or Windows. Insidevision is not responsible for any loss of data or damage to the tablet which may occur when a third party has been given permission to access the unit in this manner.

You will need to provide the individual providing assistance with the tablet's ID number and password. The insideONE+ should be connected to the Internet using a high-speed connection with the TeamViewer application running.

Once you have found TeamViewer on the desktop, launch it by double-tapping with one finger in the Bottom or Right Slider, or by pressing dot 8 with the braille keyboard active. Once the application loads, press tab several times. You may do this by swiping right with two fingers in the Bottom Slider, or by pressing dots 2, 3, 4, 5, and 0 on the braille keyboard. Tabbing several times will allow you to read and make note of the PC tablet's unique nine-digit ID number. The ID number and password change each time a new TeamViewer session is started.

11.4 Care and Maintenance of insideONE+

Before cleaning the insideONE+, shut it down, and unplug the USB C cable if the device is charging, as well as any accessories or peripherals. Clean the entire PC tablet using a soft, dry, lint-free cloth such as those used for cleaning eyeglasses and electronics. The touchscreen should also be cleaned with a soft, dry, lint-free cloth. It is oil-resistant, but over time, and with normal use, these oil-resistant properties will diminish. The cleaning instructions for the tablet's shell should also be followed when cleaning the touchscreen. Using rough-feeling material to clean the touchscreen will cause scratches, and more quickly negatively affect the screen's oil-resistant properties.

Do not use paper towels, bath towels, hand towels, or any other rough-feeling material when cleaning the insideONE+. Do not use compressed air, aerosol sprays, window cleaner, or any other chemicals when cleaning any part of the tablet.

Do not allow moisture to get into any of the insideONE+'s ports. Also, do not allow liquids to come into contact with the insideONE+. Damage caused by moisture or liquid is not covered under the manufacturer's warranty. If the tablet comes into contact with moisture or liquid, please contact your local distributor as soon as possible.

12 APPENDICES

12.1 Appendix A: Bottom Slider

Zone	Action	Home	Windows
Bottom Slider	Swipe right with one finger	pans the display forward	pans a display forward
Bottom Slider	swipe left with one finger	pans the display backward	pans a display backward
Bottom Slider	one-finger double-tap	activates an item under a cursor/moves the cursor	activates an item under a cursor/moves the cursor
Bottom Slider	triple-tap with one finger	highlights a word under a cursor; Highlights an object in a list	None
Bottom Slider	Two-finger single-tap	pauses speech	pauses speech (not with JAWS)
Bottom Slider	Two-finger double-tap	Run menu	Alt
Bottom Slider	Two-fingers triple-tap	Pop menu	Right-click
Bottom Slider	swipe right with two fingers	moves to the next object of different type/to the next word when editing/	Tab
Bottom Slider	swipe left with two fingers	moves to the previous object of different type/to the previous word when editing/	Shift+Tab
Bottom Slider	swipe down with two fingers	reads text starting from the current position of the cursor	reads text starting from the current position of the cursor (not with JAWS)
Bottom Slider	swipe up with two fingers	reads the object under the cursor/goes back to the focused object	reads the object under the cursor (not with JAWS)

Zone	Action	Home	Windows
Bottom Slider	swipe right with two fingers then left	escapes the current menu and goes back to the application you were in/de-selects highlighted text	Escape
Bottom Slider	swipe right with three fingers	moves to the last object of the same type/moves the cursor to the next paragraph	End
Bottom Slider	swipe left with three fingers	moves to the beginning of a paragraph and to the previous paragraph/moves to the first object of the same type	Home
Bottom Slider	swipe down with three fingers	goes to the end of a document	goes to the end of a document
Bottom Slider	swipe up with three fingers	goes to the beginning of a document	goes to the beginning of a document
Bottom Slider	swipe three fingers right then left	cancels the last action	Ctrl+Z
Bottom Slider	swipe three fingers left then right	repeats the last action	Ctrl+Y

12.2 Appendix B: Button

Zone	Action	Home	Windows
Button	left or Right swipe with one finger	Alt+Tab switching between any open applications	Alt+Tab switching between any open applications
Button	double-tap	switches between Windows and Home environments	Switches between Windows and Home environments, if Home is installed. If Home is not installed or launched, comes back to Windows desktop or the app you were before
Button	press and hold one finger for five seconds	turns the screen on and off	turns the screen on and off

12.3 Appendix C: Left Slider

Zone	Action	Home	Windows
Left Slider	swipe up with one finger	announces a braille grade currently in use	announces a braille grade currently in use
Left Slider	swipe down with one finger	closes all open keyboards	closes all open keyboards
Left slider	Swipe up twice quickly with one finger	Announces the braille grade currently displayed	Announces the braille grade currently displayed
Left Slider	hold one finger for five seconds	activates QWERTY keyboard;	activates QWERTY keyboard; enables on-screen gesture in Windows; when JAWS is enabled, use Windows gestures. To switch to

Zone	Action	Home	Windows
			JAWS gestures, rotate 5 five fingers on a screen
Left slider	Double tap with one finger	Activates/deactivates the HID keyboard	Activates/deactivates the HID keyboard

12.4 Appendix D: Right Slider

Zone	Action	Home	Windows
Right Slider	swipe up with one finger	up arrow	up arrow
Right Slider	swipe down with one finger	down arrow	down arrow
Right Slider	swipe left with one finger	Moves to the previous object of the same type/moves to the previous character	left arrow
Right Slider	swipe right with one finger	Moves to the next object of the same type/moves to the next character	right arrow
Right Slider	hold one finger for five seconds	enables/disables text-to-speech	enables/disables text-to-speech (not with JAWS)
Right Slider	double tap with one finger	Selects the highlighted object	Enter
Right slider	Swipe right with two fingers (put one finger above the other)	Moves to the next object of a different type/moves the cursor to the next word	NVDA – JAWS: Tab
Right slider	Swipe left with two fingers (put one finger above the other)	goes to the previous object of a different type/moves the cursor to the previous word	NVDA – JAWS: Shift + tab

12.5 Appendix E: Screen (when keyboards are inactive)

Zone	Action	Home	Windows
Screen	Swipe right with one finger	Moves to the next object of the same type/moves to the next character	Right arrow
Screen	swipe left with one finger	Moves to the previous object of the same type/moves to the previous character	Left arrow
Screen	Swipe up with one finger	Up arrow	Up arrow
Screen	Swipe down with one finger	Down arrow	Down arrow
Screen	one-finger double-tap	activates an item under the cursor	activates an item under the cursor
Screen	Two-finger single-tap	pauses speech	pauses speech (not with JAWS)
Screen	Two-finger double-tap	Run menu	Alt
Screen	Two-fingers triple-tap	Pop menu	Right-click
Screen	swipe right with two fingers	moves to the next object of different type/to the next word when editing/	Tab
Screen	swipe left with two fingers	moves to the previous object of different type/to the previous word	Shift+Tab
Screen	swipe down with two fingers	reads text starting from the current position of the cursor	reads text starting from the current position of the cursor (not with JAWS)

Zone	Action	Home	Windows
Screen	swipe up with two fingers	Goes back to the focused menu/goes back to the cursor	NVDA reads the current object
Screen	swipe right with two fingers then left	escapes the current menu and goes back to the application you were in/de-selects highlighted text	Escape
Screen	swipe right with three fingers	moves to the last object of the same type/moves the cursor to the next paragraph	End
Screen	swipe three fingers left	moves to the beginning of a paragraph and to the previous paragraph/moves to the first object of the same type	Home
Screen	swipe down with three fingers	goes to the end of a document	goes to the end of a document or Ctrl+End
Screen	swipe up with three fingers	goes to the beginning of a document	goes to the beginning of a document or Ctrl+Home
Screen	swipe three fingers right then left	cancels the last action	Ctrl+Z
Screen	swipe three fingers left then right	repeats the last action	Ctrl+Y
From the outer top of the screen to its outer bottom	swipe down with four fingers	goes to Home desktop	None

12.6 Appendix F: NVDA shortcuts

Key modifier in conjunction with other keys	Dot Combinations
Press and hold Alt then release	1+0
Press and hold Ctrl then release	1+4+0
Press and hold Insert then release	2+4+9+0
Press and hold NVDA key then release	1+3+4+5+0
Press and hold Shift then release	2+3+4+0
Press and hold Windows then release	2+4+5+6+0
Cancels pending modifiers	1+2+3+5+7+8+9+0

12.7 Single-pressed keyboard keys

Keyboard shortcuts	Dot Combinations
Escape	1+5+0
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

Key modifier in conjunction with other keys	Dot Combinations
Print screen	1+2+3+4+9+0
Pause	1+2+3+4+9
Tab	2+3+4+5+0
Shift+Tab	2+3+4+5+9
Caps lock toggle	7+9
Shift	3+7+5+0
Ctrl	2+5+0
Windows	3+5+6+8+0
Alt	2+0
Space	0 ou 9
Median point (dot 8 alone)	8+0
Right click (contextual menu)	1+3+4+0
Enter	8 ou 9+0
Backspace	7
Inser.	3+5+9+0
Delete.	1+4+5+9+0
Home	1+2+3+9+0
End	4+5+6+9+0
Previous page	1+3+9+0
Next page	4+6+9+0
Down arrow	4+9+0
Left arrow	3+9+0
Right arrow	6+9+0
Up arrow	1+9+0
Num lock toggle	8+9

Key modifier in conjunction with other keys	Dot Combinations
Volume up	1+2+3+6+0
Volume down	1+2+3+6+9
Mute volume toggle	1+2+3+6+8+0

12.8 Direct shortcuts

Shortcut	Action	Dot Combination
Alt+f4	Closes an application	1+2+3+4+5+9+0
Windows + a	Opens Windows notification area	2+5+9+0
Windows + e	Opens file explorer	1+5+9+0
Windows + m	Windows desktop	1+3+4+9+0
Windows + r	Opens run command box	1+2+3+5+9+0
Windows + ;	Opens emojis tool bar	2+3+9+0
Windows + +	Enlarges Windows zoom	1+3+5+6+0
Ctrl Right arrow	Moves the cursor to the next word	5+9+0
Ctrl Left arrow	Moves the cursor to the previous word	2+9+0
Ctrl + alt + tab	Opens the list of open applications.	1+2+3+4+5+6+9+0
Ctrl + home	Beginning of file	1+2+3+7+9+0
Ctrl + end	End of file	4+5+6+8+9+0
Ctrl + a	Select all	1+7+9+0
Ctrl + c	Copy	1+4+9+0
Ctrl + v	Paste	1+2+3+6+9+0
Ctrl + x	Cut	1+3+4+6+9+0
Ctrl + f	Search	1+2+4+9+0
Ctrl + o	Open	1+3+5+9+0

Shortcut	Action	Dot Combination
Ctrl + s	Save	2+3+4+9+0
Ctrl + n	New	1+3+4+5+9+0
Ctrl + z	Cancel last action	1+3+5+6+9+0
Ctrl + y	Redo last action	1+3+4+5+6+9+0
Ctrl + h	Replace	1+2+5+9+0
Media previous track	Back to previous track	2+4+6+0
Media next track	Go to next track	1+3+5+0
Media play / pause	Pause / Reading	1+5+6+0
Beginning of selection	Starts text selection	1+2+4+5+9+0
End of selection	Ends text selection	2+3+5+6+9+0
Date and time	Once announces hour, twice quickly announces date	1+2+5+0
Battery status	Announces battery status	1+2+0
Screen curtain toggle	Turns on/off the screen	1+2+3+4+5+6+9
NVDA menu	Opens NVDA menu	1+3+4+5+9
Text-to-speech toggle	Turns on/off text-to-speech	2+3+4+9
Title	Announces the title in the open windows	2+3+4+5+9+0
Input help toggle	Turns on/off keyboard input help	2+3+6+0
Line break (Shift + Enter)		1+2+9+0

News shortcuts

Zoom Minus	**Reduces Windows Zoom**	**1+3+5+6+9**
Nvda+space	Toggles between form mode and navigation mode	2+4+6+9+0

New shortcuts NumLock active / inactive

Numpad One	**1 or end**	**1+6+9**
Numpad Two	2 or Down arrow	1+2+6+9
Numpad Three	3 or PgDn	1+4+6+9
numpadFour	4 or Left arrow	1+4+5+6+9
numpadFive	5 ou nothing	1+5+6+9
numpadSix	6 or right arrow	1+2+4+6+9
numpadSeven	7 or Home	1+2+4+5+6+9
numpadEight	8 or high arrow	1+2+5+6+9
numpadNine	9 or PgUp	2+4+6+9
numpadZeroInsert	0 or Ins	3+4+5+6+9
numpadDecimalDelete	. or Del	2+9
numpadDivide	Divide	3+4+9
numpadMultiply	Multiply	3+5+9
numpadMinus	Minus	3+6+9
numpadPlus	Plus	2+3+5+9

12.9 Appendix G: JAWS shortcuts

Key modifier in conjunction with other keys	Dot Combinations
Press and hold Alt then release	1+0
Press and hold Ctrl then release	1+4+0
Press and hold Insert then release	2+4+9+0
Press and hold Shift then release	2+3+4+0
Press and hold Windows then release	2+4+5+6+0
Cancels pending modifiers	1+2+3+5+7+8+9+0

12.10 Single-pressed keyboard keys

Escape	1+5+0
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
Tab	2+3+4+5+0
Shift + Tab	2+3+4+5+9
Cap locks toggle	7+9

Key modifier in conjunction with other keys	Dot Combinations
Shift	3+7+5+0
Ctrl	2+5+0
Windows	3+5+6+8+0
Alt	2+0
Space	0 ou 9
Median point (dot 8 alone)	8+0
Right click (contextual menu)	1+3+4+0
Enter	8 ou 9+0
Backspace	7
Insert	3+5+9+0
Delete	1+4+5+9+0
Home	1+2+3+9+0
End	4+5+6+9+0
Previous page	1+3+9+0
Next page	4+6+9+0
Down arrow	4+9+0
Left arrow	3+9+0
Right arrow	6+9+0
Up arrow	1+9+0
Volume up	1+2+3+6+0
Volume down	1+2+3+6+9

Keyboard shortcuts	Action	Dot Combination
Alt + f4	Closes the app	1+2+3+4+5+9+0

Keyboard shortcuts	Action	Dot Combination
Windows + a	Opens Windows notification area	2+5+9+0
Windows + e	Opens file explorer	1+5+9+0
Windows + m	Windows desktop	1+3+4+9+0
Windows + r	Opens run command box	1+2+3+5+9+0
Ctrl right arrow	Moves the cursor to the next word	5+9+0
Ctrl eft arrow	Moves the cursor to the previous word	2+9+0
Ctrl + alt + tab	Opens the list of open apps.	1+2+3+4+5+6+9+0
Ctrl + home	Beginning of file	1+2+3+7+9+0
Ctrl + end	End of file	4+5+6+8+9+0
Ctrl + a	Select all	1+7+9+0
Ctrl + c	Copy	1+4+9+0
Ctrl + v	Paste	1+2+3+6+9+0
Ctrl + x	Cut	1+3+4+6+9+0
Ctrl + f	Search	1+2+4+9+0
Ctrl + o	Open	1+3+5+9+0
Ctrl + s	Save	2+3+4+9+0
Ctrl + n	New	1+3+4+5+9+0
Ctrl + z	Cancel the last action	1+3+5+6+9+0
Ctrl + y	Redo the last action	1+3+4+5+6+9+0
Ctrl +h	Replace	1+2+5+9+0
Media previous track	Goes to next track	2+4+6+0
Media next track	Back to previous track	1+3+5+0
Media play / pause	Pause/Reading	1+5+6+0

Keyboard shortcuts	Action	Dot Combination
Ins + J	JAWS window	2+4+5+9+0
Ins + F7 (link search)	List of links in compatible documents	1+2+4+5+9+0
Date and time	Once announces hour, twice quickly announces date	1+2+5+0
Battery status	Announces battery status	1+2+0
Text-to-speech toggle	Turns on/off the screen	2+3+4+9
Title	Announces the title in the open windows	2+3+4+5+9+0
Input help activated / deactivated	Turns on/off keyboard input help	2+3+6+0
Line break (Shift + Entrée)		1+2+9+0

12.11 Appendix H: HOME suite keyboard shortcuts

Key modifiers in conjunction with other keys

Keyboard shortcut	Dot combination
Press and hold Alt then release	1+0
Press and hold Ctrl then release	1+4+0
Press and hold Shift then release	2+3+4+0

Single-pressed keyboard keys

Keyboard shortcut	Dot combination
Escape	1+5+0
F1	1+9
F2	1+2+9
F3	1+4+9
F4	1+4+5+9
F5	1+5+9

Keyboard shortcut	Dot combination
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
Print screen	1+2+3+4+9+0
Tab	2+3+4+5+0
Shift+Tab	2+3+4+5+9
Caps lock toggle	7+9
Ctrl	2+5+0
Alt	2+0
Space	0 ou 9
Median point (dot 8 alone)	8+0
Right click (contextual menu)	1+3+4+0
Entrer	8 ou 9+0
Backspace	7
Delete	1+4+5+9+0
Home	1+2+3+9+0
End	4+5+6+9+0
Down arrow	4+9+0
Left arrow	3+9+0
Right arrow	6+9+0
Up arrow	1+9+0

Keyboard shortcut	Dot combination
Volume up	1+2+3+6+0
Volume down	1+2+3+6+9
Mute volume toggle	1+2+3+6+8+0

Keyboard shortcut	Action	Dot combination
h + 9 + 0	Back to Home welcome menu	1+2+5+9+0
Alt + f4	Closes an application	1+2+3+4+5+9+0
Ctrl right arrow	Moves the cursor to the next word	5+9+0
Ctrl left arrow	Moves the cursor to the previous word	2+9+0
Ctrl + home	Beginning of file	1+2+3+7+9+0
Ctrl + end	End of file	4+5+6+8+9+0
Ctrl + a	Select all	1+7+9+0
Ctrl + c	Copy	1+4+9+0
Ctrl + v	Paste	1+2+3+6+9+0
Ctrl + x	Cut	1+3+4+6+9+0
Ctrl + o	Search	1+3+5+9+0
Ctrl + s	Open	2+3+4+9+0
Ctrl + n	Save	1+3+4+5+9+0
Ctrl + z	New	1+3+5+6+9+0
Ctrl + y	Cancel last action	1+3+4+5+6+9+0
Date and time	Once announces hour, twice quickly announces date	1+2+5+0
Battery status	Announces battery status	1+2+0

Keyboard shortcut	Action	Dot combination
Text-to-speech toggle	Turns on/off text-to-speech	2+3+4+9

12.12 Appendix I: HID keyboard shortcuts

Key modifier in conjunction with other keys	Dot Combinations
Press and hold Alt then release	1+0
Press and hold Ctrl then release	1+4+0
Press and hold Shift then release	2+3+4+0
Press and hold Windows then release	2+4+5+6+0
Cancels pending modifiers	1+2+3+5+7+8+9+0

12.13 Single-pressed keyboard keys

Keyboard shortcuts	Dot combinations
Escape	1+5+0
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

Key modifier in conjunction with other keys	Dot Combinations
F10	2+4+5+9
F11	1+3+9
F12	1+2+3+9
Print screen	1+2+3+4+9+0
Pause	1+2+3+4+9
Tab	2+3+4+5+0
Shift+Tab	2+3+4+5+9
Cap locks toggle	7+9
Shift	3+7+5+0
Ctrl	2+5+0
Windows	3+5+6+8+0
Alt	2+0
Space	0 ou 9
Right click (contextual menu)	1+3+4+0
Enter	8 ou 9+0
Backspace	7
Insert.	3+5+9+0
Delete	1+4+5+9+0
Home	1+2+3+9+0
End	4+5+6+9+0
Previous page	1+3+9+0
Next page	4+6+9+0
Down arrow	4+9+0
Left arrow	3+9+0
Right arrow	6+9+0

Key modifier in conjunction with other keys	Dot Combinations
Up arrow	1+9+0

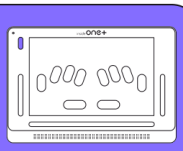
12.14 HID keyboard direct shortcuts

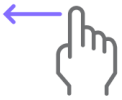
Keyboard shortcut	Action	Dot Combination
Ctrl right arrow	Moves the cursor to the next word	5+9+0
Ctrl left arrow	Moves the cursor to the previous word	2+9+0
Ctrl + alt + tab	Opens the list of open apps.	1+2+3+4+5+6+9+0
Ctrl + home	Beginning of file	1+2+3+7+9+0
Ctrl + end	End of file	4+5+6+8+9+0
Ctrl + a	Select all	1+7+9+0
Ctrl + c	Copy	1+4+9+0
Ctrl + v	Paste	1+2+3+6+9+0
Ctrl + x	Cut	1+3+4+6+9+0
Ctrl + z	Cancel last action	1+3+5+6+9+0
Ctrl + y	Redo last action	1+3+4+5+6+9+0
Line break		1+2+9+0

13 insideONE+ GESTURE GUIDE

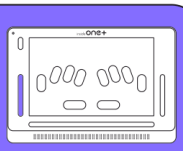
The «**Button**» and «**Sliders**» area gestures of the insideONE+, are identical in Home with NVDA and JAWS.

Button area



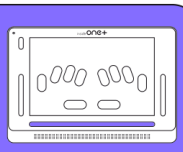
Gesture	Action	Windows	Home
	1 finger swipe right	Alt + tab switching between any open application.	
	1 finger swipe left	Alt + tab switching between any open application.	
	Double-tap 1 finger	Switch between Windows and Home environments, if Home is installed. If not, come back to Windows desktop.	
	Keep 1 finger on for 5 seconds	Screen on / off, black curtain function. This function doesn't switch off the tablet.	

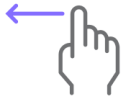
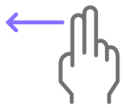
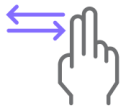
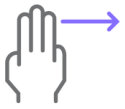
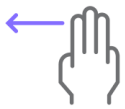
Left slider area



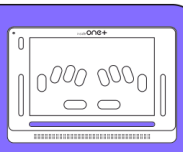
Gesture	Action	Windows	Home
	Swipe 1 finger up	Display the selected input Braille table.	
	Swipe 1 finger down	Close the selected keyboard	
	Swipe twice 1 finger up quickly	Display the selected output Braille table.	
	Keep 1 finger on for 5 seconds	Activate qwerty keyboard.	
	Double tap with one finger	Activate / Deactivate the hid keyboard.	

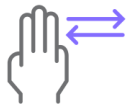
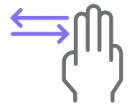
Bottom slider area



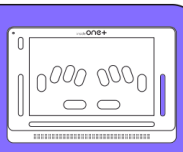
Gesture	Action	Windows	Home
	1 finger swipe right	Move the braille display to the next 32 characters.	
	1 finger swipe leftt	Move the braille display back to the previous 32 characters. Display the file name when returning to the first line.	
	2 fingers swipe right	Go to next item of different type.	Move cursor to the next word.
		Tabulation (NVDA / JAWS).	
	2 fingers swipe left	Go to the previous item of different type.	Move cursor to the previous word.
		Shift +Tabulation (NVDA / JAWS).	
	2 fingers swipe right then left	Exit menu and switch back to application.	Unselect selected text.
		Escape (NVDA / JAWS).	
	2 fingers swipe left then right	Exit menu and switch back to application.	Unselect selected text.
		Escape (NVDA / JAWS).	
	Swipe 2 fingers down	Start reading text from the current position of the cursor.	
	Swipe 2 fingers up	Read the object under the cursor (not with JAWS).	Reads current item.
	3 fingers swipe right	End key	Go to the last object of same level.
	3 fingers swipe left	Move cursor to the start of line. Origin key.	Go the first object of the same level.

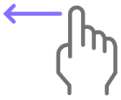
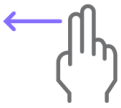
Bottom slider area



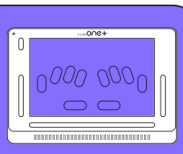
Gesture	Action	Windows	Home
	Swipe 3 fingers down	Move cursor to the end of document.	
	Swipe 3 fingers up	Move cursor to the beginning of document.	
	3 fingers swipe right then left	Cancel last action. Ctrl + Z.	
	3 fingers swipe right then left	Repeat last action. Ctrl + Y.	
	One-finger double-tap	Validate focused item in braille. Move cursor.	
	One-finger triple-tap	Select braille focused word.	
	Two-finger single-tap		Speech off (not with JAWS).
	Two-finger double-tap	Alt key.	Open Run menu.
	Two-finger triple-tap	Contextual menu. Right Click.	Open Pop menu.

Right slider area



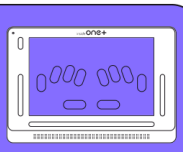
Gesture	Action	Windows	Home
	Swipe 1 finger up	Up arrow.	
	Swipe 1 finger down	Down arrow.	
	1 finger swipe right	Go to the next object of the same type. Right arrow.	
	1 finger swipe left	Go back to the previous object of the same type. Left arrow.	
	2 fingers swipe left	Shift tab.	Go to previous item of different type.
	2 fingers swipe right	Tab.	Go to next item of different type.
	2 taps with 1 finger	Enter.	
	Keep 1 finger on for 5 seconds	Enable/disable test-to-speech (not with JAWS).	

Screen area

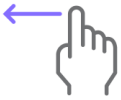
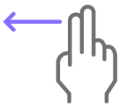
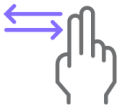
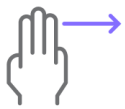


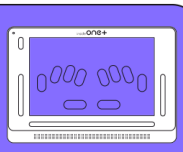
Remark: The whole «**Screen area**» can be used for gestures when keyboards are not active.

Gesture	Action	Windows	Home
	1 finger swipe right	Right arrow.	

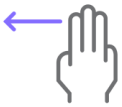
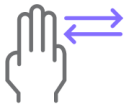
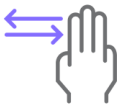
Screen area 

Remark: The whole «**Screen area**» can be used for gestures when keyboards are not active.

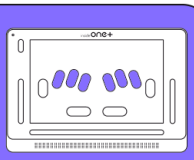
Gesture	Action	Windows	Home
	1 finger swipe left	Left arrow.	
	Swipe 1 finger up	Up arrow.	
	Swipe 1 finger down	Down arrow.	
	2 fingers swipe right	Tab key.	Go to the next item of different type.
	2 fingers swipe left	Shift tab key.	Go to the previous item of different type.
	2 fingers swipe right then left	Escape.	
	2 fingers swipe left then right	Escape.	
	Swipe 2 fingers down	Read text starting from the current position of the cursor (not with JAWS).	Read text starting from the current position of the cursor.
	Swipe 2 fingers up	Read current word.	Read current item.
	3 fingers swipe right	End key.	

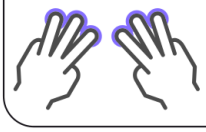
Screen area 

Remark: The whole «**Screen area**» can be used for gestures when keyboards are not active.

Gesture	Action	Windows	Home
	3 fingers swipe left	Origin key.	
	Swipe 3 fingers down	Ctrl + End.	Move cursor to the end of document.
	Swipe 3 fingers up	Ctrl + Home.	Move cursor to the beginning of document.
	3 fingers swipe right then left	Ctrl + Z.	
	3 fingers swipe right then left	Ctrl + Y.	
	One-finger double-tap	Enter.	
	Five-finger rotate	Toggle JAWS gestures off and on.	
	Two-finger single-tap	Speech off (not with JAWS).	
	Two-finger double-tap	Alt key.	
	Two-finger triple-tap	Right click.	

Keyboard area



Gesture	Action	Windows	Home
	Keep 6 fingers on keys 1-2-3-4-5-6 for 5 seconds	Activate the Perkins keyboard.	

14 CONTACT

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