insideONE, the tactile braille tablet.

USER MANUAL

Contents

Let's begin

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 tablet
- An AC adapter with the following specifications: 100-240V, 5V, 3A
- A Micro USB cable for charging the insideONE. To properly insert the charging cable, the two pins must be facing up toward the touch screen of the tablet
- A 128 Gb Micro SD card inserted in the insideONE, and a Micro SD adapter
- Carrying case with strap

What is the insideONE?

The insideONE is a tablet running Windows 10 Home with a high-quality 32-cell refreshable braille display integrated into the unit. NVDA comes preinstalled, so the tablet will boot up with speech. The touchscreen is made of Gorilla Glass©, and can be viewed by those who are sighted, or darkened by an individual who is blind for privacy, or to conserve battery.

insideONE Technical Specification

The tablet's 4GB of RAM, and quad-core Intel Atom processor clocked at 1.9 GHz allow the insideONE to boot up quickly. The insideONE has a 64 GB eMMC drive with the ability to expand storage capacity by an additional 256GB using a Micro SD card. A 128 Micro SD card is provided. Wi-Fi supports 802.11a/b/g/n connection standards; however, only the 5 GHz band is supported for 802.11n. Bluetooth® 4.0 is another connection option for users of the insideONE. The tablet's 8000mAH battery can provide up to 6 hours of usage, and up to 200 hours on standby. The insideONE has a 2MP front-facing camera, and a 5MP rear-facing camera. It also has a built-in microphone, and stereo speakers.

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 is 12 inches when measured diagonally. 10 inches of the screen

can be viewed and interacted with by those who are sighted. The remainder is divided into four zones allowing someone who is blind to use various features of the tablet and navigate applications. There is a braille keyboard engraved into the surface of the touchscreen. The following sections will help orient a user to the insideONE.

Left Side
Along the left side of the insideONE starting closest to the braille display and moving away from it, you have a 3.5 mm audio jack, a USB 3 port, a Micro SD card slot, a Mini HDMI port, and a Micro USB port for charging the unit. Behind the Micro USB port is an LED indicator which is red while the tablet is charging, and green once charging is complete.

Right Side
Along the right side of the insideONE starting closest to the braille display and moving away from it, you have a Mini USB port, the Volume Down button, the Volume Up button, and the Power button. There are no ports or controls on the front or back side of this device.

Orientation to the Underside 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 which the insideONE comply with.

About two inches to the right of the rubber foot closest to the micro USB port is the 5MP rear-facing camera. With the braille display closest to you, this camera is on the underside of the tablet near the top left corner.

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 vertical indentations on the touchscreen. These correspond to the dots on a braille display's keyboard with the addition of a second spacebar.

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 Spacebar, also known as key 9. This horizontal oval-shaped indentation is directly under dots 1 and 2.

Placement of the Right Hand on the Braille Keyboard

Your right thumb will rest on the second Spacebar, 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.

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 circular button with a depression in its center. Like the sliders, it allows you to use gestures when working with the insideONE. Called Button, it measures just over half an inch in diameter.

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

The Bottom Slider, found above the 32-cell braille display, 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.

Insertion and Removal of a Micro SD Card

Before using the 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 you hear it click 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.

Let's use it

Starting up and shutting down

Turning on the insideONE

To turn on the insideONE, press the Power button located on the top right side of the tablet. You will see "initialisation insideONE" on the braille display followed by the cursor moving rapidly back and forth, as the bootup process continues. Windows 10 is loaded first followed by NVDA then Home. You will hear NVDA speak in a male voice after the cursor stops moving, and then the NVDA startup sound is heard followed by speech in a female voice. The tablet briefly shows the Windows desktop before switching to the built-in suite of applications called Home.

Shutting down insideONE Using the Windows Desktop

There are multiple ways to shut down the insideONE. When on the Windows desktop, selecting On-Off brings up the standard Windows shut down options. You can have the tablet shutdown, restart, or hibernate. Cycle through your available options by swiping one finger left and right in the Right Slider. Double-tapping with one finger in the Right Slider when the desired option is spoken by NVDA will activate the highlighted choice.

Shutting Down insideONE Using the Run Menu

When working in the Home environment, you must access the Run menu in order to turn the device off. With the braille keyboard active, double-tap with two fingers in the Bottom Slider. You are presented with several options at this point. The last option is [Turn Off]. Swipe right with two fingers in the Bottom Slider which will bring you to the first object of another type. [Quit] will be selected. To select [Turn Off], swipe right with one finger in the Right Slider. Activate this option with a one-finger double-tap in the Right Slider. Bringing up this submenu will show the standard Windows shutdown options. Move between them by swiping right with one finger in the Right Slider, and activate your choice with a one-finger double-tap in the Right Slider.

If the insideONE is unresponsive, and you need to force quit all applications and shut down, press the Power button on the top right edge for 15 seconds. To restart it, press the Power button again.

Sleep Mode

To conserve battery and shorten the time it takes the insideONE to boot up, you can put it in either sleep or hibernate mode. In either mode, restarting 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 tablet if you know you are going to return to it in a relatively short period of time. 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 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.

Hibernate

Choosing the hibernate option from the shutdown menu means any content will be saved to the hard disk instead of RAM. As the insideONE does not need access to RAM in this mode, it uses no power.

Note that it takes longer to put the tablet into hibernate mode, and wake it up than it does with sleep mode. This is because all content stored in RAM has to be copied to the hard disk or from it back to RAM. To wake the insideONE, press and release the Power button. You will be placed into the Home environment when the tablet starts back up.

Interacting with the insideONE

Navigating the tablet's menus and applications is achieved by using the braille keyboard on the touchscreen's surface, the onscreen QWERTY keyboard used by sighted individuals, and gestures similar to those used with smartphones. Those who are sighted perform gestures as they normally would when using a tablet, as long as neither the onscreen or braille keyboards are in use. Those who are blind must use the Button, Left, Right and Bottom Sliders when using gestures. 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 tablet's surface to do 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 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 have similar results. The touchscreen, Button, and Sliders all allow you to perform taps and swipes. Gestures may use only one finger, or as many as three. 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. As you read this manual, you will find that a selection can be activated by doing a one-finger double-tap in the Bottom or Right Slider. Please note that the option to double-tap in the Bottom Slider works only when the braille keyboard is active. Double-tapping with one finger in the Bottom Slider when all keyboards are closed will cause unexpected results.

If the QWERTY keyboard is on the screen, sighted individuals may still interact with the insideONE'S touchscreen performing gestures as they would on any Windows tablet.

Description of insideONE Gestures
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.

- 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.

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, make sure that it does not begin or end in the touchscreen area. Fingers should only come into contact with the Button, Left, Right, or Bottom Slider. For example, to have text-to-speech begin reading from the current position of the cursor, swipe two fingers down in the Bottom Slider. Start with two fingers touching the glass just above the Bottom Slider, and slide them down taking care to go all the way through the Bottom Slider. Once you have swiped down through the width of the Slider, you can remove your fingers from the tablet.

Using the keyboards available on insideONE

Please note that the braille and QWERTY keyboards cannot be used simultaneously. To activate the QWERTY keyboard for use by a sighted individual, hold one finger in the Left Slider for five seconds. To activate the braille keyboard, place your fingers on dots 1, 2, 3, 4, 5, and 6 for one second. A sound will play indicating that the keyboard is ready for use, and the keys will show in purple on the screen. To dismiss either keyboard, swipe down with one finger in the Left Slider.

The Braille Keyboard

Using the braille keyboard, you are able to simulate the keys found on a standard Windows keyboard. Please see the appendices at the end of this manual for key combinations corresponding to those keys. When using the braille keyboard, text is not entered immediately after placing your fingers on the keys. Instead, when you lift your hands from the keyboard, your keypresses are registered, and text is entered at that time. If you have placed your hands incorrectly while brailling, and do not wish 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.

Switching Between the 8-dot Braille Keyboard and the Contracted Braille Keyboard

The default input when using the braille keyboard is 8-dot braille. Capital letters will be shown with dot 7 while accents and other special characters will be represented by dot 7 or 8. You must also type in 8-dot braille. To change the input to contracted braille, swipe up with one finger in the Left Slider.

Your keyboard choice is not respected by each platform. If you choose to use contracted braille in Windows, switch to Home where you choose to use 8-dot braille, and then switch back to Windows, text will need to be written using 8-dot braille. This is because the 8-dot braille keyboard was the last keyboard to be used. To change keyboards, swipe up with one finger in the Left Slider.

Take note that if you begin writing a file in 8-dot braille, and switch to contracted braille in the middle of writing, no formatting indicators will be retained. Before switching from one keyboard to the other, a dialog will alert you to this. You have the option to Continue, Save, Save As, or Cancel. Files with an NG0 extension are 8-dot braille files while those with an NG2 extension are contracted braille files.

If the 8-dot braille file was saved before you switched input keyboards, it will have an NG0 extension. Any subsequent work saved will be put in a file having an NG2 extension. If you did not save the file at all before switching input, and save it after switching, the file extension will be NG2.

What is the Alphanumeric Transcription Bar?

Just above the braille display is the Alphanumeric Transcription Bar. Anything written in braille shows 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 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.

Characters are shown using different colors on the Alphanumeric Transcription Bar in order to indicate specific information about the text being displayed. A white character shown on an orange background shows what is currently under the cursor. A white character on a purple background shows that there is selected text. A dark character on a light gray background shows the selected object while a light gray character on a dark gray background shows objects which are not highlighted. A gray character with a gray outline shows a braille prefix or a long sequence of characters.

Objects

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.

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.

Prefixes and Suffixes
In the Home environment, prefixes are used to show what type of objects are on the screen. A means application, d means directory, f means file, and p means peripheral 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 using On or Off. For example, if you use the Pop menu to bold a highlighted word, the word On will be in brackets following the word Bold. 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. This can be seen after activating a.apps, as the "maths" application is followed by the letter G in brackets, as is the Settings application. The equals sign indicates an edit field.

Using the Notes application within the Home Environment

The following scenarios in Home are done with the braille keyboard already active. To activate it, position your hands on dots 1, 2, 3, 4, 5, and 6 for one second, and wait for an audible tone along with confirmation on the display that the keyboard is active. Once the layout for the Note application is mastered, you will have no problem easily learning the layout of any applications added to this environment in future. The information is displayed in the same way whether you are reading it in braille, or a sighted individual is viewing it on the screen.

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.

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 selected for you. Swiping left and right in the Right Slider corresponds to the Left and Right Arrow keys on a Windows keyboard.

Moving Between Objects of a different Type

To move to and select the next object of a different type, use the Tab key. This can be done with dots 2, 3, 4, 5, and 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. This can be done using dots 2, 3, 4, 5, and 9 on the braille keyboard, or a two-finger swipe left in the Bottom Slider.

Practice with the Note application found in a.apps

If you are on the first screen in Home, you will see several objects. Remember that you can see all objects on a screen by swiping one finger left or right in the Bottom Slider to pan the display. In this way, no object is selected until you swipe left or right with one finger in the Right Slider, and then perform a one-finger double-tap in the Bottom or Right Slider choosing the object currently under the cursor. Using Tab and Shift+Tab moves you between objects of a different type, and selects the first object you move to.

Opening an Existing File in Note

To open a file, activate a.apps by using a one-finger double-tap in the Bottom or Right Slider. A.note is the first object shown, and is already selected. Activate this by using a one-finger double-tap in the Bottom or Right Slider. New will be selected once a.note is activated. Swipe right with one finger in the Right Slider until Open is selected. Use a one-finger double-tap in the Bottom or Right Slider to activate it. You will be in the list of files. Note that any folders will be shown before individual files. Swipe left and right in the Right Slider to move among your files. Open a highlighted file with a one-finger double-tap in the Bottom or Right Slider.

Create a New File

To create a new file, activate a.apps by using a one-finger double-tap in the Bottom or Right Slider. A.note is the first object, and is already highlighted for you. Activate this using a one-finger double-tap in the Bottom or Right Slider. New is already selected, so activate this with a one-finger double-tap. At this point, you will be placed in a text field, and can activate the braille or QWERTY keyboard to begin entering text.

Deleting a File from the insideONE

To delete a file, activate a.apps with a one-finger double-tap in the Bottom or Right Slider. Activate a.note with a one-finger double-tap in the Bottom or Right Slider. Swipe right in the Right Slider until you are on Delete, and open the dialog by double-tapping with one finger in the Bottom or Right Slider. The first file is automatically selected for you. You can move between files by doing a one-finger swipe left or right in the Right Slider. Activate the Delete dialog for a chosen file with a one-finger double-tap in the Bottom or Right Slider. Be aware that once a file is deleted in Home, it cannot be recovered.

Reading Files from a USB Key

You can open the following file formats from a USB key using the Note application in Home: DOC, DOCX, NG0, NG2, ODT, PDF, RTF, and TXT. An opened file will be stored in RAM. To read a file found on a thumb drive, open a.apps with a one-finger double-tap in the Bottom or Right Slider. A.note is already selected, and can be activated with a one-finger double-tap in the Bottom or Right Slider. You can navigate to the USB drive by going to the last object of the same type using a three-finger swipe right in the Bottom Slider, and then swipe left with one finger in the Right Slider until USB is selected. To open the USB drive, use one finger to double-tap in the Bottom or Right Slider. Your list of files will be shown. You can use a one-finger swipe left or right in the Right Slider to go through the list. Activate a file or folder by double-tapping with one finger in the Bottom or Right Slider. Take note that when a file is opened from a USB key, the extension changes to NG0, and the 8-dot braille keyboard becomes active. To switch to the contracted braille keyboard, swipe up with one finger in the Left Slider.

Saving a File

Saving a currently-opened file in Note is accomplished using the Store option found within the Run menu which is similar to the Windows menu bar. Access this menu by double-tapping two fingers in the Bottom Slider. Store should be highlighted by default each time the Run menu is brought up. To save a file, activate Store by using a one-finger double-tap in the Bottom or Right Slider when it is highlighted. Remember, you go through your list of folders and files by swiping left or right with one finger in the Right Slider.

To save your file to an existing folder, find it in the list, and activate the highlighted folder with a one-finger double-tap in the Bottom or Right Slider. To save your file to a new folder, move between objects of a different type by using Tab. To do this, swipe two fingers right in the Bottom Slider, or use dots 2, 3, 4, 5, and 0 on the braille keyboard. New folder is the first object, and is selected, so activate it with a one-finger double-tap in the Bottom or Right Slider. You are presented with a text box, and can enter the name of the new folder. Swipe right with two fingers in the Bottom Slider to highlight the OK button, and activate it by double-tapping with one finger in the Right or Bottom Slider.

After creating the folder, bring up the Run menu with a two-finger double-tap in the Bottom Slider. Activate Store with a one-finger double-tap, find the newly-created folder, and open it with a one-finger double-tap.

Once your folder is selected, you can activate the Save button in order to save your file with the default file name. You can also activate Save As in order to bring up a textbox in which you can enter a more descriptive file name than the default.

You can double-check the name of your newly-saved file by going to the top of the file with dots 1, 2, 3, and 0, and then panning the braille display backward by swiping one finger left in the Bottom Slider.

Closing a Currently-Open File

To close a file currently open in Note which has previously been saved, bring up the Run menu by double-tapping with two fingers in the Bottom Slider. Store is the selected item, and you can activate this with a one-finger double-tap in the Bottom or Right Slider. Go to the first object of a different type by using dots 2, 3, 4, 5, and 0, or a two-finger swipe to the Right in the Bottom Slider. Go to the last object of the same type which is Close by swiping right with three fingers in the Bottom Slider. Activate it by doing a one-finger double-tap in the Bottom or Right Slider. You are asked if you want to save any changes before quitting. You can pan the display to see all of the dialog, and swipe left and right in the Right Slider to move between possible options. Activate Yes after highlighting it by double-tapping with one finger in the Bottom or Right Slider.

Print a Document from the insideONE

To print a document from the Note application, you must use the Pop menu which is similar to the context menu which comes up when you right-click in Windows. To open this menu, hold two fingers in the Bottom Slider for two seconds. Move to the next object of the same type, which is Send, by swiping one finger right in the Right Slider, and activate it with a one-finger double-tap in the Bottom or Right Slider. You will be given the option to print the file, email it to someone, or save it to a USB key.

Print is the first option, and is already selected when you bring up the Send submenu. If you have a printer installed in Windows, activating Print with a one-finger double-tap in the Bottom or Right Slider will begin the printing process.

If no printer is found, your file will be saved as a PDF to the Documents folder in Windows. You will be switched to the Windows environment where there will be a text field for entering the name of your file. After saving the file, insideONE returns to the Home environment, and you are back in your original document.

Emailing the Text of a File

To email the text of a file, bring up the Run menu by double-tapping two fingers in the Bottom Slider. Swipe right with one finger in the Right Slider to choose the Send option, and activate it with a one-finger double-tap in the Bottom or Right Slider. Swipe right with one finger in the Right Slider to highlight the Mail option. Activate this option using a one-finger double-tap in the Bottom or Right Slider.

If your windows mail client is configured, the text of your document is placed into an email message. You will need to type the recipient's email address, and send the message. Note that these actions are handled by NVDA and Windows. Once your message has been sent, you will be returned to Notes.

Saving a File To a USB drive

To place a previously-saved file on a USB drive, activate the Run menu with a two-finger double-tap in the Bottom Slider. Swipe right with one finger in the Right Slider until Send is highlighted, and open the submenu with a one-finger double-tap in the Bottom or Right Slider. Swipe right with three fingers in the Bottom Slider to choose USB, and activate it with a one-finger double-tap in the Bottom or Right Slider.

After activating USB, move to the first object of a different type by swiping right with two fingers in the Bottom Slider. You will be on New File, and need to go to the next object of the same type in order to save the file. Once Store is selected, activate it by double-tapping with one finger in the Bottom or Right Slider. When you activate Store, your file will be saved in TXT format using the same name you gave it on the insideONE. If you want to change the file name, choose the Save As option instead. Each time you make changes to the file after

saving it to the USB drive, you will need to save it on the thumb drive using the above procedure.

Font

You can modify the font in the Note application just as you can in any word processor. In this example, you will select one word and modify the font style. The Font option is found in the Run menu which is brought up by double-tapping two fingers in the Bottom Slider.

To move between words in an open document, swipe left or right with two fingers in the Bottom Slider. Once you are on the word you wish to select, triple-tap with one finger in the Bottom Slider. The highlighted word will be shown with dots 7 and 8 under it, and in light purple on the screen.

Bring up the Run menu with a two-finger double-tap in the Bottom Slider, and swipe one finger right in the Right Slider until Font is selected. Activate this by double-tapping one finger in the Bottom or Right Slider. Bold is the first option, and can be activated by double-tapping with one finger, as it's already highlighted. The word ON will be shown in braille, and there will be a green dash on the screen. Move to the first object of a different type by swiping right with two fingers in the Bottom Slider, and activate the OK button using a one-finger double-tap in the Bottom or Right Slider. Once you have activated the OK button, you will be returned to your original document. Please note that it is possible to have more than one formatting option turned on in the Font submenu when bringing up the submenu from the Run menu.

Duplicating Text

The process of copying, cutting, and pasting text in Note is known as "duplicating". When working with text, you can move between characters by swiping left or right with one finger in the Right Slider. You can select an entire document using Ctrl+A. With the braille keyboard active, use dot 1, 4, and 0 to simulate the Ctrl key. After lifting your fingers, press dot 1 to finish the command, and highlight the entire document.

To mark a smaller block of text you wish to work with, place your cursor on the character that begins your block of text. Bring up the Pop menu (similar to the Windows context menu) by holding two fingers for two seconds in the Bottom Slider. Swipe right with one finger in the

Right Slider to move to the Select menu, and open it with a one-finger double-tap in the Bottom or Right Slider. Beginning will be selected. As this is what will mark the beginning of your block of text, activate it using a one-finger double-tap in the Bottom or Right Slider. After activating Beginning, you will be placed back in your file to continue selecting text.

Place your cursor after the last character ending the block of text you want to work with, and bring up the Pop menu by holding two fingers in the Bottom Slider for two seconds. Cancel is the first option in the Pop menu, so move to the next object of the same type by swiping right with one finger in the Right Slider. Activate the Select submenu by double-tapping with one finger in the Bottom or Right Slider. Beginning is the first option in this submenu, and is selected by default. Move to the next object of the same type by swiping right with one finger in the Right Slider. Choose the End option by double-tapping with one finger in the Bottom or Right Slider in order to mark the end of the block of text.

Once your text is selected, it needs to be copied. This can be done easily using Control+C, but can also be done using the Run menu. Activate this menu with a two-finger double-tap in the Bottom Slider. Store is the first item in the menu, and Duplicate is the last. You can move between each object of the same type by swiping right with one finger in the Right Slider, but there is a quicker way to move from the first object in a menu to the last object of the same type. For example, to move quickly from Store to Duplicate, swipe right with three fingers in the Bottom Slider. Open the Duplicate submenu by double-tapping with one finger in the Bottom or Right Slider. The first object in the Duplicate submenu is Copy, so activate this with a one-finger double-tap in the Bottom or Right Slider. Your selected words are copied, and you are placed in the file you were working with before copying text.

Place the cursor where you wish to paste the text, and open the Run menu using a two-finger double-tap in the Bottom Slider. To paste text once the Run menu is open, move from the first object of the same type to the last object of the same type by swiping right with three fingers in the Bottom Slider. Open the Duplicate submenu with a one-finger double-tap in the Bottom or Right Slider. Copy is the first object in this submenu with Paste being the last. Swipe right with three fingers in the Bottom Slider to highlight Paste, and double-tap with one finger in the Bottom or Right Slider to activate it. Once your block of text is pasted, you will be back in the file you were working on. You can also use Control+V to paste your copied text. With the braille keyboard active, simulate the Ctrl key using dots 1, 4, and 0, and then press dots 1, 2, 3, and 6 for the letter V.

Be aware that when text is highlighted, it stays highlighted until you use right arrow, Escape, or a cursor routing button to remove the highlighting. If you fail to do this, and hit delete or type a character, you will lose all of the selected text. To simulate the press of the Right Arrow in Windows, swipe right with one finger in the Right Slider, or use dots 5+9+0 when the braille keyboard is active. Use dots 1+5+0 to press the Escape key in Windows. In the Home environment, press a cursor routing button to remove highlighting from text.

Duplicating Text using the Pop menu

You can duplicate text using the Pop menu as well as the Run menu. Highlight the text you wish to work with as described above. Bring up the Pop menu by holding two fingers in the Bottom Slider for two seconds. Swipe right with one finger in the Right Slider until Duplicate is highlighted. Open the Duplicate submenu with a one-finger double-tap in the Bottom or Right Slider. Copy is the first option within the Duplicate submenu, and is selected by default. To copy your text, use a one-finger double-tap in the Bottom or Right Slider.

Be aware that when text is highlighted, it stays highlighted until you use right arrow, Escape, or a cursor routing button to remove the highlighting. If you fail to do this, and hit delete or type a character, you will lose all of the selected text. To simulate the press of the Right Arrow, swipe right with one finger in the Right Slider, or use dots 5+9+0, as long as the braille keyboard is active. Use dots 1+5+0 to press the Escape key when necessary. In either environment, press a cursor routing button to remove highlighting from text.

Cancel/Undo the Last Action

To cancel an action from within the Pop menu, hold two fingers for two seconds in the Bottom Slider to bring up the menu. Cancel is the first option in this submenu, and is already selected. Activate it with a one-finger double-tap in the Bottom or Right Slider. You can also undo the last action by swiping right then left with two fingers in the Bottom Slider, or by pressing Control+Z. To repeat the last action, you can either use Ctrl+Y, or swipe two fingers left then right in the Bottom Slider.

Changing Font Style Using the Pop Menu

It is possible to change the font of text using the Run menu as discussed earlier, but you can also make these changes using the Pop menu. The only difference in the two options is using the Run menu to make changes to the font allows you to change multiple options at a time whereas making changes via the Pop menu means making each style change separately.

As a reminder, move between words in a document by swiping two fingers left or right in the Bottom Slider. To select a word, triple-tap with one finger in the Bottom Slider. To bring up the Pop menu, hold two fingers in the Bottom Slider for two seconds. Swipe right with three fingers in the Bottom Slider to quickly move to the last object of the same type, so that Font is selected. Activate this with a one-finger double-tap in the Bottom or Right Slider.

Bold is the first option, and is selected when the Font submenu opens. To activate this option, double-tap with one finger in the Bottom or Right Slider. After the selected style is applied, you are returned to the document you were working on. To apply another style, you must open the Pop menu again, and repeat the procedure.

Information On the Customized Windows Environment Found on the insideONE

The NVDA Screen Reader

The Non-Visual Desktop Access (NVDA) screen reader comes preinstalled on the insideONE tablet. You have access to Windows and NVDA keystrokes and gestures by using the braille keyboard, Sliders, and Button.

Special Desktop Icons

Five icons 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: On-Off, Applications, Administrator, NVDA, and Home.

On-Off

When On-Off is activated, you are presented with the option to restart the insideONE, shut it down, or put it into hibernate.

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.

Administrator

When Administrator is selected, Windows 10 File Explorer is loaded.

NVDA

Selecting the NVDA icon loads the insideONE's default settings for the screen reader.

Home

Selecting the Home icon takes you to the Home environment where you can open Note.

Technical Support and Troubleshooting Your Tablet Remotely

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

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 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 three 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 three times will allow you to read and make note of the tablet's unique nine-digit ID number. The ID number and password change each time a new TeamViewer session is started.

Care and Maintenance of insideONE

Before cleaning the insideONE, shut it down, and unplug the Micro USB cable if the device is charging, as well as any accessories or peripherals. Clean the entire 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, contact your local distributor as quickly as possible.

Appendices

Appendix A: Bottom Slider

Zone	Action	Home	Windows
Bottom Slider	Swipe right with one finger	pan the display forward	pan the display forward
Bottom Slider	swipe left with one finger	pan the display backward	pan the display backward
Bottom Slider	one-finger double-tap	activates the item under the cursor when the braille keyboard is active/moves the cursor	activates the item under the cursor/moves the cursor

Bottom Slider	triple-tap with one finger	highlights the word under the cursor	None
Bottom Slider	Two-finger single-tap	pauses speech	pauses speech
Bottom Slider	Two-finger double-tap	Run menu	Alt
Bottom Slider	hold two fingers for two seconds	Pop menu	Right-click
Bottom Slider	swipe right with two fingers	move to the next word when editing/next object of the same type	Tab
Bottom Slider	swipe left with two fingers	move to the previous word/previous object of the same type	Shift+Tab
Bottom Slider	swipe down with two fingers	read text starting from the current position of the cursor	read text starting from the current position of the cursor
Bottom Slider	swipe up with two fingers	read the object under the cursor	read the object under the cursor
Bottom Slider	swipe right with two fingers then left	escapes the current menu and goes back to the application you	Escape

		were in/de-selects highlighted text	
Bottom Slider	swipe right with three fingers	move to the end of a paragraph/move to the last object of the same type	End
Bottom Slider	swipe three fingers left	move to the beginning of a paragraph/move 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

Appendix B: Button

Zone	Action	Home	Windows
Button	left or Right swipe with one finger	None	Alt+Tab switching between any open applications
Button	double-tap	switches between Windows and Home environments	Switches between Windows and Home environments
Button	press and hold one finger for five secondds	turns the screen on and off	turns the screen on and off

Appendix C: Left Slider

Zone	Action	Home	Windows
Left Slider	swipe up with one finger	switches between braile keyboards	switches between braile keyboards
Left Slider	swipe down with one finger	closes all open keyboards	closes all open keyboards
Left Slider	hold one finger for five seconds	opens QWERTY keyboard	opens QWERTY keyboard

Appendix D: Right Slider

Zone	Action	Home	Windows
Right Slider	swipe up with one finger	moves up one line	up arrow
Right Slider	swipe down with one finger	moves down one line	down arrow
Right Slider	swipe left with one finger	moves to the previous character	left arrow
Right Slider	swipe right with one finger	moves to the next character	right arrow
Right Slider	swipe right with one finger	moves to the next object of the same type when not editing a document	none
Right Slider	swipe leftt with one finger	moves to the previous object of the same type when not editing a document	none
Right Slider	hold one finger for five seconds	enables/disables text-to-speech	enables/disables text-to-speech
Right Slider	double-tap with one finger	activates the highlighted object	Enter

Appendix E: Braille shortcuts

Key Name	Dot Combinations
Alt	1+0
Arrow Down	4+9+0
Arrow Left	2+9+0
Arrow Right	5+9+0
Arrow Up	1+9+0
Backspace	7
Ctrl	1+4+0
Delete	1+4+5+0
End	4+5+6+0
Enter	8 or 9+0
Escape	1+5+0
Home	1+2+3+0
Line break	1+2+0
Mute Volume	1+2+3+6+9+0
Page Up	1+3+0
Page Down	4+6+0
Pause	1+2+3+4+9

Print Screen	1+2+3+4+0
Right click	1+3+4+0
Shift	2+3+4+0
. Shift+Tab	2+3+4+5+9
Toggle Capslock	9 or 0
Toggle Insert	2+3+4+5+0
Toggle Numlock	7+9
Volume Up	2+4+0
Volume Down	8+0
Windows	1+2+3+6+9

Appendix F: F keys shortcuts

Key Name	Dot Combinations
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