

***The  
Type Lite  
User  
Guide***

**Freedom Scientific BLV Group, LLC**

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# ***Getting Started***

# Introduction

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The Type Lite is a note taker and personal digital assistant with built-in speech synthesizer, 40 cell Braille display, a laptop PC style keyboard and built in applications such as date book, phone book, and calculator. This product can go anywhere to act as a note taker, it is easily linked to a full computer, it has a Datebook to remind you of appointments and much more. Use it to create documents, organize your schedule, maintain contacts, and transfer information to and from your PC.

This users guide is organized into the following sections:

- Getting Started contains introductory information, and all you need to know to quickly get up and running with your Type Lite.
- Using the Type Lite contains detailed information on the main features of the Type Lite, including the Type Lite Editor and utilities.
- Advanced Features contains information on the most advanced functions of the Type Lite, including macros and connecting the Type Lite to other devices.
- The appendices contain reference information to provide you quick access to essential information.

# Overview

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The Type Lite uses a portable (Laptop) PC style, Windows keyboard. The Type Lite provides speech output through an internal synthesizer, and Braille output through a 40 cell refreshable Braille display. The Type Lite has 2 megabytes of RAM (Random Access Memory), 12 megabytes of read only flash memory, and accepts standard compact flash™ memory cards.

## The Type Lite Keyboard

The Type Lite uses a standard portable PC style keyboard. The top row consists of an **ESC** key on the left, followed by **F1** through **F12**, and then **NUM LOCK**, **INSERT**, **DELETE**, and **BREAK**. There is a raised locator dot above **F1**, **F5**, **F10**, and **DELETE**.

The bottom row, from left to right, consists of **Fn** (Function key), **CTRL**, **Windows logo key**, **ALT**, **SPACEBAR**, **ALT**, **Windows logo key**, **Application key**, **CTRL**, **LEFT ARROW**, **DOWN ARROW**, and **RIGHT ARROW**. The **UP ARROW** key is directly above the **DOWN ARROW** key.

## The Type Lite Braille Display

The Type Lite has a forty-cell Braille display below the keyboard. There are two advance bars between the display and the keyboard, and rockers on either side of the Braille display. There are cursor routing buttons above each cell, and raised locator dots

above cells five, ten, fifteen, twenty, twenty-five, thirty, and thirty-five.

## Ports and Switches

The back of the Type Lite, from left to right, has an AC/Adapter jack, the compact flash module (add-on memory), disk drive port, serial port, PC keyboard port, external keyboard port, and parallel port.

The headphone jack is on the right edge of the system, between the On/Off switch and the back of the system.

## The Type Lite Menus

The Type Lite has several menus that allow you to access commands and configuration settings.

### File (F1)

Allows you to organize and work with files.

### Disk Drive Storage (SHIFT+F8)

Allows you to transfer files to an external disk drive.

### Options (F9 or ALT+O)

Allows you to access built in applications.

### Status (F10 or ALT+SLASH)

Allows you to configure Type Lite settings.

As in other menus, simply use arrow keys to locate the menu item you want. Press **SPACEBAR** to toggle settings. Press **ALT+DOWN ARROW** to hear the

access key to move directly to the current item. In the Status Menu, use **FN+UP ARROW** or **FN+DOWN ARROW** to move through the sections of the menu.

## Speech Parameters (F7 or ALT+SHIFT+PERIOD)

The Speech Parameters Menu is slightly different because each parameter is accessed with a different key. More information is available in the Configuring Speech Parameters section of this guide.

## Conventions

This manual specifies keyboard commands in the following manner.

- Keys to be pressed are in all capital letters and bold.
- When keys are to be pressed simultaneously, this is indicated by joining the keys with a PLUS (+) sign.
- When keys are to be pressed one after the other, this is indicated by separating the keys with a COMMA (,).

For example, "Press **F10**, **ALT+S**, **SPACEBAR** to toggle speech on or off."

## Getting Help

The Type Lite provides several methods for getting help. Press **BREAK** to open the Type Lite help file.

Press **SHIFT+BREAK** to enter Key Learn Mode. Key Learn mode allows you to explore the functionality of

the Type Lite keyboard. While in Key Learn mode, the first time you press a key, the name of the key is spoken and/or displayed. If the key has a specific function (such as the function keys and other extended keys), the second time you press the key, its function is spoken and/or displayed.

# Working with Files

---

The Type Lite provides a full range of features for working with files. You can create, edit, rename, move, and delete files.

## Opening Files

There are several ways to open a file:

- Press **F1**, then use the **DOWN ARROW** key and the **UP ARROW** key to locate the file. Press **ENTER** once the file is located.
- Press **F9**, then the number associated with the file. This number will range from 00 to 99.
- To open the previously opened file, press **F9, L**.

## Creating Files

To create a file, press **F1, C** and type in the file name. Then press **ENTER**. The file name cannot exceed twenty characters.

## Renaming and Deleting Files

To rename a file, press **F1**, move to the file, and press **ALT+R**. Type in the new file name and press **ENTER**.

To delete a file, press **F1**, locate the file, and press **DELETE**. Press **Y** to confirm or **N** to cancel.

# Reading Files

Files can be read by character, word, line, or in their entirety. Following are commonly used reading commands.

To read by character:

Next character	<b>RIGHT ARROW</b>
Previous character	<b>LEFT ARROW</b>
Current character	<b>ALT+DOWN ARROW</b>
Current character phonetically	<b>ALT+DOWN ARROW, twice quickly</b>

To read by word:

Next word	<b>CTRL+RIGHT ARROW</b>
Previous word	<b>CTRL+LEFT ARROW</b>
Current word	<b>CTRL+DOWN ARROW</b>
Spell current word	<b>CTRL+DOWN ARROW, twice</b>

To read by line:

Next line	<b>DOWN ARROW</b>
Previous line	<b>UP ARROW</b>
Current line	<b>CTRL+UP ARROW</b>

To move quickly through a file:

Move to next paragraph	<b>FN+DOWN ARROW</b>
Move to prior paragraph	<b>FN+UP ARROW</b>
Beginning of file	<b>FN+LEFT ARROW</b>
End of file	<b>FN+RIGHT ARROW</b>
Read from current cursor to the end of the file	<b>SHIFT+DOWN ARROW</b>

## Editing Files

The Type Lite calls the default editing mode, Append mode. Anything you type is added to the end of the open file, even if you are reading at the beginning of the file. This is a great way to quickly take notes!

To insert text at the cursor location within the file, press **INSERT**, type in the text, and press **INSERT** again.

To overwrite one character at the cursor location, press **SHIFT+INSERT**. To continuously overwrite text from the cursor location, press **SHIFT+INSERT** twice, type in the new text, and press **SHIFT+INSERT** again.

To delete the character at the cursor location, press **DELETE** twice. To delete multiple characters, press **DELETE, C**, the number of characters to delete (up to 255), and then press **ENTER** to move the deleted text to the clipboard, replacing any text already in the clipboard. Press **NUM LOCK** Instead of **ENTER** to append the deleted text to that already in the clipboard.

This same process can be applied to words, sentences, and paragraphs. For example, **DELETE, W5, ENTER** deletes five words from the cursor location forward, and places that text on the clipboard. **DELETE, P3, NUM LOCK** deletes three paragraphs and appends the deleted text to that already on the clipboard.

Text can also be copied or appended to the clipboard without deleting it.

1. Move the cursor to the beginning of the text and press **ALT+M** to mark the location.
2. Move the cursor to the end of the text and press **SHIFT+NUM LOCK**.
3. Press **C** to copy the text to the clipboard, or **A** to append the text to that already in the clipboard.

To paste information at the cursor location, press **NUM LOCK**. You are prompted to specify what information to paste. Press **C** to paste the clipboard contents, **D** to paste the date, or **T** to paste the time.

To find text within a file, press **F2**, type in the text, and press **F2** again.

# Customizing the Type Lite

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Many features within the Type Lite can be custom configured. This section discusses customizing Speech parameters, Braille display parameters, and editing parameters.

## Customizing Speech Parameters

To access the speech parameters, press **F7** or **ALT+SHIFT+PERIOD**. The following options can be adjusted while in Speech Parameters. Press **ESC** after making changes to exit Speech parameters.

You can choose between eight voices. Press **CTRL+LEFT ARROW** or **CTRL+RIGHT ARROW** to cycle through them. The voices are: Perfect Paul, Vader, Big Bob, Precise Pete, Ricochet Randy, Biff, Skip, and Robo Robert.

To adjust volume, press the **UP** or **DOWN ARROW** keys. To adjust the rate of speech, press the **LEFT** or **RIGHT ARROW** keys.

Press **N** to toggle the Type Lite between reading numbers as full numbers or as a series of single digits. For example, 121 can be read as "one hundred twenty one" or "one two one."

Press **SPACEBAR** to set the Type Lite to echo keyboard activity:

- **Word Echo** - Typed words are echoed after pressing **SPACEBAR**, a punctuation mark, or **ENTER**.
- **Key Echo** - Typing Keys are spoken as they are pressed.
- **Key Click** - Typing keys click as they are pressed.
- **Silent Keys** - There is no auditory indication when keys are pressed.

To specify the amount of punctuation spoken, press **Z** for none, **S** for Some, **M** for most, or **T** for total.

Speech can be turned off from the Status menu. To toggle speech on or off, press **F10**, **ALT+S**, **SPACEBAR**, **ESC**.

## Configuring Braille Parameters

The Type Lite can display information in Grade Two or in Computer Braille. To toggle display of text in files between Grade Two and Computer Braille, press **F10**, **ALT+7**, **SPACEBAR**. To toggle display of system messages and menus between Grade Two and Computer Braille, press **F10**, **ALT+G**, **SPACEBAR**.

To display control characters such as carriage returns, press **F10**, **ALT+X**, **Y**. To wrap lines to less than 40 characters, press **F10**, **ALT+W**, **Y**.

## Configuring Editing Parameters

The Type Lite defaults to Append mode, however, it can also be set to function in the same manner as a word processing application on a computer. To set

this PC Edit mode, press **F10, SHIFT+4, I**. Once you set this option, the Type Lite defaults to Insert mode when it starts. While in Insert mode, press **INSERT** from within any RAM file to toggle between Append, Overwrite, and Insert modes.

By default, the Type Lite does not display the presence of blank lines. To have the Type Lite show blank lines, press **F10, SHIFT+7, N**.

# The Type Lite Utilities

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The Type Lite includes a Clock, Calendar, Datebook, Phonebook, and Calculator.

## Time and Date

To check the time, press **F4**. To set the time, press **F9, S, T** and enter the time in the format hhmm. You are prompted to enter **A** for a.m. or **P** for p.m., if you are using American, 12-hour time. The time takes effect immediately if you are using European, 24-hour time.

To use American 12-hour time format, press **F9, S, 1**.  
To use European 24-hour time format, press **F9, S, 2**.

To check the date, press **F5**. To set the date, press **F9, S, D** and type in the date in the format mmddyyyy, and press **ENTER**.

## The Datebook

To enter an appointment into the Datebook, press **F9, E** and type the date of the appointment in MMDDYYYY format. Press **ENTER** and type in the appointment information. Then press **ENTER** again.

Press **F9, A** to check the current day's appointments.

To set automatic appointment notification, press **F10, J, Y**. Press **ESC** to leave the Status menu.

## The Phone Book

To add an entry to the Phone Book, press **F9, P**. Each field name is announced. Type in the information for each field and press **ENTER** to move to the next field. Press **ENTER** in a comment field when finished.

To open the Phone Book, press **F9, ALT+P**. Press **FN+DOWN ARROW** or **FN+UP ARROW** to move through the Phone Book by entry. The name for each entry is indicated. Once the desired entry is found, press the **DOWN ARROW** or **UP ARROW** keys to move through the information.

## The Calculator

The Type Lite calculator is very robust with both standard and scientific functions. To open the Calculator, press **F3**. To exit the Calculator, press **ESC**.

Standard operations are entered in the form  $A+B$ , with no spaces between the values and the operators. Press **ENTER** to calculate the expression. The standard operators are:

**+** = plus

**-** = minus

**\*** = times

**/** = divide

**%** = percent

**F1** = square root

Press **CTRL+UP ARROW** to hear the information currently displayed in the Calculator. Press **F3** to clear the Calculator.

The Calculator has 26 memory locations, represented by the letters A through Z. R is reserved for the result of the most recent calculation. To store a value to memory, press **F4**, followed by the letter representing the memory location. To use the information stored in memory, simply reference the letter of the memory location in your expression.

The Calculator also supports many advanced scientific functions. For information on using these functions, please refer to the Type Lite's onboard help.

# ***Using The Type Lite***

# Note Taking

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The Type Lite functions primarily as a note taker. It is designed so you can effortlessly take notes in a meeting or in class, or review a grocery list at the store. Information can be reviewed with speech or Braille or both, so you are able to work the way that is most comfortable for you.

Most Type Lite functions related to taking and organizing notes involve using the File menu and the Editor. Manage, create, and organize files from the File menu, and read and edit them in the Editor.

## The Cursor

The cursor is essential in the process of reading and editing. It marks the current location in the text. The cursor moves to different parts of the document through use of various commands. The reading commands move the cursor to the specified element of text and read it. Many editing commands involve actions that effect text at the location of the cursor.

The cursor location is represented by a blinking dot 7 and a solid dot 8. By default, the cursor is only visible when you are reading by character, or when you use a cursor routing button to move the cursor to a specific cell. This provides a representation of the cursor when you need it, while making it easier to read the Braille display when you don't.

The cursor can, however, be set to always remain visible. To do this:

1. press **F10** to open the Status menu.
2. Press **ALT+V** to move to the Cursor Always Visible option.
3. Press **Y** to set this option to On.
4. Press **ESC** to exit the Status menu.

## The Editor

If you are not in a menu, an external program, or one of the utilities, you are in the Type Lite Editor. The Type Lite Editor allows you to read, write, and edit files.

## Files

Any time you are reading or editing text in the Type Lite Editor, you are in a file. Even if you open Help with the **BREAK** key, you are in a file.

To create a file:

1. Press **F1** to open the File menu.
2. Press **C**. You are prompted for a file name.
3. Type the file name.
4. Press **ENTER**.

File names cannot exceed twenty characters. File names cannot contain the following characters: **QUESTION MARK, ASTERISK, SLASH, BACKSLASH, COMMA, COLON, and PERCENT**. File names should not begin with a **PERIOD**.

There are further considerations if your files will be transferred to the external disk drive or to Compact Flash, as these storage mediums do not support the longer file names. In these instances, we recommend you use the MS-DOS "8.3" convention and do not use spaces in file names. This convention limits a file to eight characters, a period, and three more characters. The three characters after the period are referred to as a file extension, and may determine how applications on a PC interact with these files. For example, in Microsoft Windows 9.x, files with an extension of .txt are opened in Notepad.

## Opening Files

To open an existing file:

1. Press **F1** to open the File menu.
2. Arrow through the list of files.
3. Press **ENTER** when the desired file is located.

## Reading Text

Files can be read by character, word, line, or in their entirety. Following are the available reading commands.

To read by character:

Next character	<b>RIGHT ARROW</b>
Previous character	<b>LEFT ARROW</b>
Current character	<b>ALT+DOWN ARROW</b>
Current character	
phonetically	<b>ALT+DOWN ARROW, twice</b>

Immediately after hearing a character's phonetic representation, **LEFT ARROW** moves to and provides phonetic representation for the previous character, and **RIGHT ARROW** moves to and provides phonetic representation for the next character.

To read by word:

Next word	<b>CTRL+RIGHT ARROW</b>
Previous word	<b>CTRL+LEFT ARROW</b>
Current word	<b>CTRL+DOWN ARROW</b>
Spell current word	<b>CTRL+DOWN ARROW, twice</b>

Immediately after spelling a word, **CTRL+LEFT ARROW** moves to and spells the previous word, and **CTRL+RIGHT ARROW** moves to and spells the next word.

To read by line:

Next line	<b>DOWN ARROW</b>
Previous line	<b>UP ARROW</b>
Current line	<b>CTRL+UP ARROW</b>

To move quickly through a file:

Move to next paragraph	<b>FN+DOWN ARROW</b>
Move to prior paragraph	<b>FN+UP ARROW</b>
Beginning of file	<b>FN+LEFT ARROW</b>
End of file	<b>FN+RIGHT ARROW</b>
Read from cursor to the end of the file	<b>SHIFT+DOWN ARROW</b>
Silence Speech	<b>CTRL+ALT</b>

## Move

The Move command (**SHIFT+F3**) lets you specify the parameter by which you wish to move through your files. After pressing **SHIFT+F3**, press **DOWN ARROW** to move through the menu choices, or use the access keys listed below.

### Absolute Page (A)

After selecting this parameter, specify the number of absolute pages you wish to move, counted from the top of the file. Specify 0 to determine the total number of absolute pages in the file.

### Braille Page (B)

After selecting this parameter, specify the number of Braille pages you wish to move, counted from the top of the file. Specify 0 to determine the total number of Braille pages in the file.

### Character (C)

After selecting this parameter, specify the number of characters you wish to move from the top of the file. Include a **PLUS SIGN (+)** before the number to move forward the specified number of characters from the cursor location. Include a **DASH (-)** before the number to move Backward the specified number of characters from the cursor location. Specify 0 to determine the total number of characters in the file.

### Line (L)

After selecting this parameter, specify the number of lines you wish to move from the top of the file. Include a **PLUS SIGN (+)** before the number to move forward the specified number of lines from the cursor location. Include a **DASH (-)** before the number to move Backward the specified number of lines from the cursor location. Specify 0 to determine the total number of lines in the file.

### **Mark (M)**

Use this parameter if you have previously set a mark (**ALT+M**) in your file, and wish to move back to the location of that mark.

### **Print Page (P)**

After selecting this parameter, specify the number of print pages you wish to move, counted from the top of the file. Specify 0 to determine the total number of print pages in the file.

### **Word (W)**

After selecting this parameter, specify the number of words you wish to move from the top of the file. Include a **PLUS SIGN (+)** before the number to move forward the specified number of words from the cursor location. Include a **DASH (-)** before the number to move Backward the specified number of words from the cursor location. Specify 0 to determine the total number of words in the file.

## Reading With Braille

All reading commands discussed to this point also work when reading with the

Braille display. There is also additional functionality when reading with Braille. The advance bars and rocker buttons provide easy access to commonly used navigation commands, and the cursor routing buttons provide an easy means to move the cursor directly to any cell. There are raised locator dots above cells five, ten, fifteen, twenty, twenty-five, thirty, and thirty-five.

### *Advance Bars*

The advance bars allow you to move through your files one display length at a time. Press the right end of either advance bar to move forward by 40 cells and continue reading. Press the left end of either advance bar to move back 40 cells to the left. In either case, the display wraps to the next or previous line of text once it reaches the end or beginning of a line.

### *Reverse Advance*

The functionality of the advance bars can be reversed so the left ends of the advance bars move you right, and the right ends move you left. For some, this provides an easier reach without needing to move fingers that are reading the Braille display. To enable Reverse Advance, press **F10, DELETE, Y**. Press **ESC** to exit the Status menu.

## ***Rocker Buttons***

The rocker buttons at either end of the Braille display are used to move line by line, sentence by sentence, or paragraph by paragraph. Press the **FN** key and either one of the rocker buttons to toggle through and set the choices. Each rocker can be set to a different navigation unit. For example, you can set the left rocker to move back and forward through your files by sentence, and set the right rocker to move back and forward through your files by paragraph.

The middle of the rocker buttons can be set to move back and forward in files by word, or to move to the top or bottom of the file. Press **FN** and the middle of either rocker button to set this to prior/next word or to top/bottom of file. The left rocker middle is either prior word or top of file, and the right rocker middle is next word or bottom of file, regardless of which rocker you use to toggle this setting.

## **Editing Text**

The Type Lite provides a very robust environment for editing your files. Copy and insert text and information, delete characters, words, or paragraphs, search for and replace text, and even check spelling in your files. Two editing modes, Append and PC Edit, are also provided so you can interact with your files in the same way as on previous Blazie note takers, or in a manner similar to a word processor on a personal computer.

The editing mode is set in the Status menu.

1. Press **F10** to open the Status menu.
2. Press **\$ (SHIFT+4)** to move directly to PC Editing.
3. Press **SPACEBAR** to cycle between PC Editing Off, PC Editing On, and PC Editing On with Insert at Startup.
4. Once the desired option is selected, press **ESC** to exit the Status menu.

## Append Mode

PC Editing is off by default, and this places you in Append mode. Anything you type is added to the end of the open file, even if you are reading at the beginning of the file. This is a great way to quickly take notes. It is, however, quite different from a word processing application on a PC, so it is helpful to remain aware of which editing mode is in use. While in append mode, you need to specify when you wish to insert or overwrite text.

- To insert text at the cursor location within the file, press **INSERT**, type in the text, and press **INSERT** again.
- To overwrite one character at the cursor location, press **SHIFT+INSERT**.
- To continuously overwrite text from the cursor location, press **SHIFT+INSERT** twice, type in the new text, and press **SHIFT+INSERT** again.

## PC Edit Mode

In PC Edit mode, the Type Lite Editor functions more like a word processing application on a personal computer. In this mode, press **NUM LOCK** to toggle between Append, Insert, and Overwrite modes. The mode to which you toggle remains active until you change it, or until you turn your Type Lite off and back on again.

- **Append:** Typed text is appended to the end of the file, regardless of the location of the cursor. When the Status menu setting previously mentioned is set to PC Editing On, this is the default mode.
- **Insert:** Typed text is inserted at the cursor location. If there is any text in the file beyond the location of the cursor, this text is pushed forward in the file. This mode is most similar to a word processor on a PC. When the Status menu setting mentioned above is set to PC Editing On with Insert at Startup, this is the default mode.
- **Overwrite:** Typed text begins at the cursor location. If there is text beyond the location of the cursor, it is replaced, character for character, by the typed text. For example, in this mode, if the cursor is at the first character in the word "text" and you type "stuff," the word "text" is replaced.

# Copying, Deleting, and Pasting

The Type Lite Editor provides full functionality for reorganizing text. Delete or copy text from one section of a file, and paste it in another section or in another file. Paste information from the calculator, or the date and time, or even paste the entire text of another file into your current file.

Whether deleting or copying text, the Clipboard is used to temporarily store this text. This allows you to copy or delete text from one file, switch to another file, and paste the contents of the Clipboard. Additionally, copied or deleted text can be appended to that already in the Clipboard, or it can replace it.

## Copying

There are several ways to copy text to the Clipboard. The following method allows you to replace any text already in the Clipboard, or add the copied text to that already in the Clipboard.

1. Move the cursor to the beginning of the text and press **ALT+M** to mark the location.
2. Move the cursor to the end of the text you wish to copy.
3. Press **SHIFT+NUM LOCK**.
4. Press **C** to copy the text to the clipboard, or **A** to append the text to that already in the clipboard.

## Delete Parameters

When you press DELETE in any writable RAM file, the Delete parameters are available. These are used both to delete and copy information. Use the Arrow keys to cycle through the parameters and press ENTER to select the one you wish to use. Alternately, press a Delete Parameter's access key to select it.

**Block (B):** Prompts for a string of text, and deletes from the cursor to the first instance of that string of text. Text cannot be copied with this parameter.

**Character (C):** Prompts for a number of characters, and counts them from the cursor forward through the file. Use this parameter to copy or delete.

**Line (L):** Prompts for a number of lines, and counts them from the cursor forward through the file. Use this parameter to copy or delete.

**Mark (M):** This parameter deletes text between a mark set in a file and the cursor location. Press **ALT+M** to set a mark in a file. Text cannot be copied with this parameter.

**Paragraph (P):** Prompts for a number of paragraphs, and counts them from the cursor forward through the file. Use this parameter to copy or delete.

**Sentence (S):** Prompts for a number of sentences, and counts them from the cursor forward through the file. Use this parameter to copy or delete.

**Word (W):** Prompts for a number of words, and counts them from the cursor forward through the file. Use this parameter to copy or delete.

**Cursor to End of Text (Z):** Deletes from the location of the cursor forward to the end of text in the file. This parameter cannot be used to copy text.

When selecting the Character, Line, Paragraph, Sentence, or Word parameters, there is a maximum number of 255 units.

After selecting the Delete parameter and any information for which you are prompted, press:

**ENTER** to delete the text and move it to the Clipboard, replacing any text already in the Clipboard.

**NUM LOCK** to delete the text and move it to the Clipboard, appending it to any text already in the Clipboard.

**SHIFT+NUM LOCK** to copy the text to the Clipboard without deleting it. Copying in this fashion replaces any text in the Clipboard. If the selected parameter does not support copying, the procedure is aborted.

### *Examples*

To delete the character at the cursor location, press **DELETE** twice. To delete multiple characters, press **DELETE, C**, the number of characters to delete (up to 255), and then press **ENTER** to move the deleted text to the clipboard, replacing any text already in the clipboard. Press **NUM LOCK** Instead of **ENTER** to

append the deleted text to that already in the clipboard.

This same process can be applied to words, sentences, and paragraphs.

## Pasting Information

To paste information at the cursor location, press **NUM LOCK**. You are prompted to specify what information to paste. Use **DOWN ARROW** and **UP ARROW** to cycle through the choices, or use the access keys listed below:

**C** pastes the clipboard contents

**D** pastes the date

**F** pastes contents of a file

**G** pastes get date

**T** pastes the time

**SHIFT+3** pastes Stopwatch

**R** pastes result from Calculator

**Note:** When using **NUM LOCK** to paste information into a file, it is inserted at the cursor location regardless of which editing mode is active.

## The Tab Key

The **TAB** key on the Type Lite works much differently than in a word processor on a PC. It is used to tab over from the left margin, or to insert a repeated

number of characters. After pressing **TAB**, a prompt is presented. You have two options:

- Specify the number of the column to which to tab and press **ENTER**. Columns are measured in characters and numbered from left to right.
- Specify a non-numeric character, followed by the number of characters to insert (2 to 255), and press **ENTER**.

## Find

To find a string of text, press **F2**, type in the string of text, and press **F2** again. The text string cannot exceed 63 characters. This searches from the cursor location forward to the end of the file.

To search backwards from the cursor location in the file, press **F2**, type in the text to find, and press **UP ARROW**.

To find a date, press **F2**, and press **ALT+G**. This starts the Smart Calendar. Type the number of days or the date in MMDDYYYY format and press **ENTER**.

## Find and Replace

The Type Lite also lets you find and replace strings of text.

1. Press **F2**.
2. Type in the text to find.
3. Press **ALT+R**.
4. Type in the replacement text.

## 5. Press **ALT+R**.

The Type Lite then searches your file. When the specified text is found, the following options are available:

- Press **R** to replace the currently found instance of text.
- Press **S** to skip the currently found instance of text.
- Press **A** to replace all further instances of the specified text.
- Press **ALT+C** to hear/display the line in which the text was found.

## Case Sensitive Searches

The Type Lite find feature is not case sensitive by default, but this can be enabled in the Status menu.

1. Press **F10** to open the Status menu.
2. Press **SHIFT+1** to move to Distinguish Case During Find.
3. Press **Y** to set this option to On.
4. Press **ESC** to exit the Status menu.

**Note:** While case sensitive searches are sometimes very useful, they may seriously reduce the number of matches when performing a find operation.

## Global search

A global search is one that includes multiple files. There are two ways to search globally: from within a file, or from the File menu.

When searching from a file, follow these steps:

1. Press **F2**.
2. Type the string of text for which you wish to search.
3. Press **ALT+F**.
4. Type in the Search Options you wish to use. Search Options are listed below.
5. Press **ENTER**.

When searching from the File menu (**F1**), follow these steps:

1. Press **ALT+F**.
2. Type in a file mask, such as \*.txt or \*.brl.
3. Press **ALT+F**.
4. Type in the string of text for which you wish to search.
5. Press **ENTER**.
6. Type in the Search Options you wish to use. Search Options are listed below.
7. Press **ENTER**.

## Search Options

The following choices are available at the Search Options prompt:

All Files	A
RAM Files	R
Flash Files	F
Ram and Flash Files	Z
Files in Current Folder	O
Braille Files	B
Duxbury or Megadots Files	D
Text Files	T
Small Files (2 pages or less)	S
Medium Size Files (3 to 10 pages)	M
Large Files (over 10 pages)	L
Case Sensitive	C
Quiet Search	Q
Currently Open File	PERIOD
List Matches in Clipboard	NUMBER SIGN

By default, the Type Lite searches all RAM files regardless of folder, searches both Braille and text files, and is not case sensitive. If this is exactly the search you want, simply press **ENTER** at the Search Options prompt. Otherwise, Type in the options you desire. For example, to search large text files in both RAM and flash, type LTZ. To search just small files in the current folder, type SO.

When a match is found, the following options are available:

Open File	<b>O</b>
Continue Search	<b>C</b>
Skip to Next File	<b>S</b>
Speak Text in Context	<b>ALT+C</b>
File Name	<b>SHIFT+F1</b>
Abort	<b>ESC</b>

**Note:** When you select Open File (**O**), the search is stopped. When you select Skip to Next File (**S**), the search continues from the next file.

## Spell Check

The Type Lite provides a spell check utility to verify correct spelling within files. The spell check is an external program - it is not built into your unit like many other tools. The program file "spell.dic" must be present in order for you to work with the spell check. The spell check program file should already be

loaded on your unit. The file, "spell.dic," uses 86 Type Lite pages. We recommend you store this file in Flash.

To start the spell check, press **F6**. Press **W** to check the current word, or press **Z** to check from the cursor location to the end of the file. To check an entire file, first move your cursor to the beginning of the file (**FN+LEFT ARROW**).

The Type Lite indicates when it does not recognize a word, and it spells that word. Several options are then presented. Use the Arrow keys to cycle through the options and press **ENTER** to select the option you desire. Most of these options also have access keys to directly select them. Press **ALT+DOWN ARROW** to hear the access key for the current option.

### **Add Word to Personal Dictionary (A)**

The first time this option is used, a file named "Personal.dic" is created in RAM. This file stores words not found in the standard spell check dictionary. Add words the spell check does not recognize, though they are spelled correctly, such as personal names.

### **Bypass Word for Rest of Document (B)**

Spell check ignores any further instances of the current word in the open file.

### **Read Word in Context (C)**

Spell check reads/displays the line of text in which the current word is found.

## **Enter the Correct in Document (E)**

Spell check prompts you to type in the word as you wish it to be spelled.

## **Skip Word (O)**

Spell check skips the current instance of the word and continues checking the file. Any further instances of the same word are found.

## **Repeat Incorrect Word (R)**

Spell check reads and spells the current word.

## **Repeat Phonetically**

Spell check spells the current word using phonetic representation.

## **Suggestion Words from a List (S)**

Spell check lists suggestions to use for the current word. Use the Arrow keys to cycle through the choices and **ENTER** to select a word. **ESC** exits the list, and returns you to the previous list of options for the current word.

## **Suggestion Words Help (Q)**

Spell check indicates how to navigate within the word suggestion list.

Press **ESC** to cancel a spell check operation. If you are in the word suggestion list, press **ESC** twice.

# Managing Files

The File menu, accessed with **F1**, allows you to manage your files. Rename, delete, write protect, or even password protect your files. When you first press **F1**, a list of files is active.

- Use the Arrow keys to move through the list of files.
- Press **FN+LEFT ARROW** to move to the top of the list, or **FN+RIGHT ARROW** to move to the bottom of the list.
- Press **BREAK** to access the File Commands menu and use the Arrow keys as in the File list to move through the available commands.
- Press **ENTER** to open the selected file in the Files list, or to activate the selected command in the File Commands list. If more information is required, you are prompted for it.
- Press **ALT+DOWN ARROW** on any command, and the access key for that command is indicated.

## Memory

The memory structure of the Type Lite is important when considering how to organize your files. The Type Lite has two megabytes of RAM and twelve megabytes of Flash memory. The Type Lite also accepts standard Compact Flash™ modules. Files must be created and edited in RAM. Files cannot be edited in Flash, though they can be read there. Files can be copied from RAM to Compact Flash and back,

but they cannot be copied from Flash to Compact Flash.

Consider RAM as the hub through which files must move when you wish to work with them or back them up to Compact Flash. As such, we recommend you do not create folders and store files in RAM. There is much more available space in Flash to use for creating folders and organizing your files.

## Folders

To create and use folders to organize your files, Allow Folder Mode must be enabled in the Status menu. Press **F10**, **ALT+F**, **Y** to enable Allow Folder Mode, and press **ESC** to exit the Status menu.

The File menu provides two modes: All Files mode and Folder mode. Press **SPACEBAR** while in the File menu to toggle between these modes. When in Folder mode, only the files in the current folder are listed. Press **FN+DOWN ARROW** or **FN+UP ARROW** to move between folders, and then the **DOWN ARROW** or **UP ARROW** key to move through the files in the current folder. RAM startup and Flash Startup are the default folders.

## Creating Folders

To create folders, you must be in the File menu in Folder mode. Press **PLUS**, type the folder name and press **ENTER**, and then press **R** for RAM or **F** for Flash to indicate where the folder is to be located. Press **ESC** to exit the File menu. You can create up to 20 folders.

## Renaming and Deleting Folders

To rename a folder, press **F1**, move to the folder and press **ALT+SHIFT+8**. Type in the new folder name and press **ENTER**.

To delete a folder, press **F1**, move to the folder and press **DASH**.

**Note:** Only empty folders can be deleted.

## Moving Files

There are two ways to move files into other folders. To move a single file into another folder:

1. Press **F1** to open the File menu.
2. Press **FN+DOWN ARROW** or **FN+UP ARROW** to move to the folder containing the file, then press **DOWN ARROW** or **UP ARROW** to locate the file.
3. Press **SHIFT+NUM LOCK**.
4. Select the folder to which you wish to move the file and press **ENTER**.

To move multiple files into a folder:

1. Press **F1** to open the file menu.
2. Press **SHIFT+COMMA**.
3. A list of files is displayed. Use the **UP ARROW** and **DOWN ARROW** keys to move through the listed files, or **FN+UP ARROW** and **FN+DOWN ARROW** to move through folders.

4. Press **SPACEBAR** to mark each file you wish to move.
5. Once all desired files are marked, press **ENTER**.
6. A list of folders is displayed. Locate the desired folder and press **ENTER**.

## File Commands

Many commands are available within the File menu. Several commands commonly used to work with folders have already been mentioned. Below are listed commonly used file commands. For a complete listing, refer to the Type Lite's onboard help (**BREAK**), or press **F1, BREAK** to open the File Commands menu.

Create File	<b>C</b>
Open Selected File	<b>ENTER</b>
Rename Selected File	<b>ALT+R</b>
Rename Open File	<b>R</b>
Delete Selected File	<b>ALT+D</b>
Delete Open File	<b>D</b>
Write Protect Open File	<b>P</b>
Unprotect Open File	<b>U</b>
Password Protect Open File	<b>W</b>

## Compact Flash

When the Compact Flash™ utility is started, the files/folders on the Compact Flash module are displayed. Use **UP ARROW** and **DOWN ARROW** to move through the list of files and folders. Press **TAB** to switch between the note taker and the Compact Flash Module. When you **TAB** to the note taker, all RAM files are displayed. The following commands work in the Compact Flash utility:

Help	<b>?</b>
Open Folder	<b>ENTER</b>
Create Folder	<b>F7</b>
File Information	<b>ALT+I</b>
Delete File	<b>DELETE</b>
Up One Folder Level	<b>BACKSPACE</b>
Mark Files	<b>SPACEBAR</b>

Press **ALT+M** to mark files based on a mask, such as \*.txt. This includes only files from the open folder, and changing folders removes any marks. Press **ALT+C** to copy all marked files or the current file. **DELETE** also deletes folders, but the folders must be empty.

When you copy from the note taker to Compact Flash, files are copied to the folder last open in the Compact Flash module. When you copy from Compact Flash to the note taker, files are copied either into RAM Startup, or into the last RAM folder open before

accessing Compact Flash. You cannot copy from Flash to Compact Flash or from Compact Flash to Flash.

# The Type Lite Utilities

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The Type Lite is equipped with built-in utilities to help organize your busy life so your day runs more smoothly. The Type Lite includes a datebook, phonebook, stopwatch, and a calculator.

## The Time and Date

The Type Lite tracks the time and date for you and can be set to announce the time on the hour. The Type Lite uses the date in conjunction with the Datebook to help you track appointments.

## Setting the Time

Set or change the time using one of two methods. Either enter the actual time, or add or subtract the increment of time from the current setting.

1. Press **F9** to open the Options menu.
2. Press **S, T** for Set, Time. The Type Lite prompts you to Enter the time in hhmm format.

Enter the exact time such as "0520" or enter the amount of time to add to or subtract from the current setting, such as "+0106" or "-0035."

3. Press **ENTER** after you have typed in the new time or an increment of time.
4. If using American, 12 hour time, press **A** for A.M. or **P** for P.M.

The Type Lite displays time in either American, 12 hour format, or in European 24 hour format.

1. Press **F9** to open the Options menu.
2. Press **S** for Set.
3. Press **1** for American, 12 hour time, or press **2** for European, 24 hour time.

## Setting Hourly Announcement

The Type Lite can also announce the time on an hourly basis.

1. Press **F10** to open the Status menu.
2. Press **ALT+H** to move to Hourly Announcement.
3. Press **SPACEBAR** to cycle between: Off, Bell Only, Voice Only, and Bell and Voice.
4. Press **ESC** to exit the status menu.

Speech must be turned on for the voice settings to work. The bell settings work with speech turned off.

## Setting the Date

To set the date:

1. Press **F9** to open the Options menu.
2. Press **S, D** for Set, Date.
3. Enter the date in "MMDDYY" format.

## The Smart Calendar

The Type Lite allows you to determine the day of the week it is on a particular date. Press **SHIFT+F5** to open the Smart Calendar.

- Enter a date in the format MMDDYYYY and press ENTER. The Type Lite speaks/displays the weekday, month, day, and year. For example, if you enter "03162001," the Type Lite responds with "Friday March 16, 2001."
- Enter a number of days, such as "15," to determine the day and date that many days from the current date.
- Enter a number of days preceded by a minus (-) sign, such as "-12," to determine the day and date that many days ago.
- Enter a number (#) sign to determine the current Julian date. The Julian date is the number of the day in the calendar year.

## The Stopwatch

The Stopwatch lets you measure elapsed time. Track how long you work in a file, or the length of a presentation.

To enter the stopwatch, press **SHIFT+F4**. The following commands are then available:

Start/Stop Count	<b>RIGHT ARROW</b>
Reset Count	<b>LEFT ARROW</b>
Read Count	<b>SPACEBAR</b>
Last Reading	<b>C</b>
Exit	<b>ESC</b>

The Stopwatch continues counting, even if you exit it, unless you first stop or reset it. If you stop the Stopwatch, it retains the elapsed time last displayed when exited and restarted. If you turn off the Type Lite with the Stopwatch counting, once the Type Lite is started again, the Stopwatch count starts as well, but it starts from zero minutes, zero seconds.

## **The Datebook**

The Type Lite provides a Datebook for managing appointments. Enter important appointments such as meetings, birthdays, anniversaries, and interviews. Check your appointments at any time, or set the Type Lite to notify you on the days these appointments occur.

There are three items under the Options menu relating to the Datebook. Press **F9** or **ALT+O** to open the Options menu, then use the Arrow keys to move through the items. The access keys to move directly to each item are listed below in parentheses.

### **Check Appointments (A)**

Select this item to check for any appointments on the current day.

### **Open Datebook File (DELETE)**

Select this item to open the Datebook file. Navigate this file as you would any other file.

### **Datebook Entry (E)**

Select this item to add an entry to the Datebook. You are prompted to enter a number of days or a date in MMDDYYYY format. After doing so, press ENTER. The Type Lite verifies the day and date of the appointment, and then prompts for the event text.

At this point, there are two options:

- Enter the event text and press **ENTER**.
- Press **ALT+F**. The Type Lite searches the Datebook for the selected date. If the date is not found, an entry for it is added and, "no appointments" is indicated. If the date is found, you are taken to that entry, and the first line of event text for that date is spoken/displayed. In either of these cases, you are in Browse Mode.

## **Browse Mode**

Browse Mode is a read only mode for reviewing Datebook entries. The following commands are available.

To navigate information for the current date:

Read/Display Date	<b>SHIFT+F1</b>
Previous Line	<b>UP ARROW</b>
Current Line	<b>CTRL+UP ARROW</b>
Next Line	<b>DOWN ARROW</b>
First Line	<b>ALT+8</b>
Last Line	<b>ALT+0</b>
Start of Line	<b>FN+LEFT ARROW</b>

End of Line **FN+RIGHT ARROW**

To edit entries from Browse Mode:

Press **I** to insert a new line before the current line, or press **A** to append a new line to the end of the current entry. Type in the event text and press **ENTER** to return to Browse Mode.

Press **E** to edit the current line. When finished, press **ENTER** to return to Browse Mode.

Press **D** to delete the current line. Press **Y** to confirm, or **N** to cancel. You are then returned to Browse Mode.

To switch to entries for other dates from within Browse Mode:

Prior Entry **FN+UP ARROW**

Next Entry **FN+DOWN ARROW**

Get New Date **G**

Get New Date returns you to the Datebook entry prompt, requesting a number of days or a date in MMDDYYYY format.

Press **ESC** to exit Browse Mode.

## Appointment Notification

To set the Type Lite to check for appointments on the current day each time you start it:

1. Press **F10** to open the Status menu.
2. Press **J** to move to Check Appointments.

3. Press **Y** to turn Check Appointments On.
4. Press **ESC** to exit the Status menu.

## The Phone Book

The Type Lite includes a phone book to manage contact information. The Phone Book tracks much more than just phone numbers. Manage names, addresses, phone numbers, email addresses, and more.

There are two items under the Options menu relating to the Phone Book. Press **F9** or **ALT+O** to open the options menu and use the Arrow keys to move to the items. The access keys to move directly to each item are listed below in parentheses.

### Open Phone Book (ALT+P)

Select this item to open the active phone book file. Navigate in this file as you would any other file.

Phone book files contain the records you create when entering information into the Phone Book. You may have multiple phone files, but the first word in each should be "phone." For example, you may wish to have separate phone book files for personal and business contacts. One could be named "phone personal," and the other could be named "phone business."

### Phone Book (P)

Select this item to add phone book entries, or to create and configure phone book files.

## Adding Phone Book Entries

When you first press **F9, P**, a list of fields is displayed. The Name field must always be populated with information. Records are alphabetized based on the Name field. Use a consistent naming scheme, such as Last name, First Name. Use consistent capitalization as capitalization is considered when records are organized within phone book files. Consistent naming schemes and consistent capitalization make it easier to locate individual records in the Phone book file.

To fill in the fields for a phone book entry:

- Type in the information for each field and press **ENTER** to move to the next field.
- Press **UP ARROW** or **DOWN ARROW** to move through the available fields. Field names are indicated as you move through them.
- Press **SHIFT+F3** followed by the first letter of a field name to move to a specific field.
- Press **ENTER** in an empty comment field, or press **ALT+F** when finished.

**Note:** When entering information, **BACKSPACE** is the only available editing option.

## Phone Book Options

Press **ALT+O** from the list of field names to access configuration options for the Phone Book. This opens a menu containing three items:

## Setup Field Names

This item presents a list of all available fields and indicates On or Off for each of them.

- Use the Arrow keys to cycle through the list and press **SPACEBAR** to toggle fields between On and Off.
- Press **P** to enable those fields commonly used in a personal phone book.
- Press **B** to enable those fields commonly used in a business phone book.
- Press **Z** to enable all fields.
- Press **ESC** to return to the Phone Options menu.

## Select Phone File

This item presents a list of all phone book files with names beginning with "phone," and lets you specify which phone book file is active. Phone book entries are always saved in the active phone book file.

- Use the Arrow keys to cycle through the list and press **ENTER** on the file you want active.
- Press **N** to create a new phone book file and set it as active. Also use this option to activate a phone book file with a name that does not begin with "phone."

**Note:** Phone Book files contain the phone records you enter. They can have any file name, but are only listed under Select Phone File if their name begins with "phone."

## Reinitialize Phone Book

This item resets several phone related settings:

- The default phone book file, Phone, is set as active.
- All fields are turned on in all phone book files with names beginning with "phone."
- Phone book files with names that do not begin with "phone" are only affected if they are active when Reinitialize Phone Book is selected.

Press **ESC** to exit from any of the phone book configuration options. You may need to press **ESC** twice to return to the list of fields in which information is entered.

## The Calculator

The Type Lite calculator is very robust with both standard and scientific functions.

### Basic Operations

- To open the Calculator, press **F3**.
- To exit the Calculator, press **ESC**.
- Press **CTRL+UP ARROW** to hear the information currently displayed in the Calculator.
- Press **F3** to clear the Calculator.
- Press **F2** to toggle between speaking digits or full numbers.

Standard operations are entered in the form A+B, with no spaces between the values and the operators. Press **ENTER** to calculate the expression.

The standard operators are:

+ = plus

- = minus

\* = times

/ = divide

% = percent

F1 = square root

## Performing Percentage Calculations

To determine the value of a percentage of a number, type the value of the percentage, the percent sign, and the number from which you wish to derive the percentage. Press **ENTER** to calculate the expression. For example, to find 20 percent of 500, enter 20%500, and press **ENTER**. The Type Lite calculates the expression and returns "100."

## Extracting a Square Root

To extract the square root of a number, type the number, then press **F1**. For example, to find the square root of 25, type 25 and press **F1**. The Type Lite immediately calculates the expression and returns "5."

## Setting Decimal Precision

The Calculator's results vary according to the number of decimal places to which your calculator is set. Two decimal places are enough for most situations; however, results can be calculated to 12 decimal places.

From within the calculator, press **ALT+P**. The Type Lite prompts for the number of decimal places. Enter a number from 1 to 12.

**Note:** The Calculator drops ending zeros to the right of the decimal point. A value of 1.20 is displayed as 1.2, even if decimal precision is set to 2.

## The Embedded Keypad

The Type Lite provides access to an embedded keypad while in the Calculator. Press **NUM LOCK** to toggle the embedded keypad on and off. Once the embedded keypad is on, the following keys are treated as numbers:

7, 8, and 9 are not changed, but 0 is treated as \* (times).

U, I, O, and P are treated as 4, 5, 6, and - (minus).

J, K, L, and ; are treated as 1, 2, 3, and +.

M is treated as 0.



Arcsine	<b>ASIN</b>
Arccosine	<b>ACOS</b>
Arctangent	<b>ATAN</b>
Base e log	<b>LN</b>
Base 10 Log	<b>LOG</b>
Base e antilog	<b>ALN</b>
Base 10 antilog	<b>ALOG</b>

## **Conversions**

The Calculator provides functions for many conversions. Enter the value of what you wish to convert from as the argument. Remember that arguments must be contained within parentheses.

<b>HD</b>	Decimal to Hexadecimal
<b>OD</b>	Decimal to Octal
<b>BD</b>	Decimal to Binary
<b>DH</b>	Hexadecimal to Decimal
<b>DO</b>	Octal to Decimal
<b>DB</b>	Binary to Decimal
<b>FAREN</b>	Centigrade to Fahrenheit
<b>CENTI</b>	Fahrenheit to Centigrade
<b>IN</b>	Centimeter to Inches
<b>CM</b>	Inches to Centimeters

<b>MI</b>	Kilometers to Miles
<b>KM</b>	Miles to Kilometers
<b>L</b>	Gallons to Liters
<b>GAL</b>	Liters to Gallons
<b>KG</b>	Pounds to Kilograms
<b>LB</b>	Kilograms to Pounds
<b>G</b>	Ounces to Grams
<b>OZ</b>	Grams to Ounces

## Storing and Using the Memory Locations

The Type Lite calculator has 26 memory locations where you can store results of computations. These memory locations are labeled A through Z. Memory location R is reserved because it stores your last result.

There are two ways to store a number in a memory location.

1. Type an arithmetic expression and press **ENTER** to compute the result.
2. Press **F4** or **ALT+S** to store the result.
3. Type the letter of the memory location you wish to use.

The second method is to type a number into the Calculator, press **ENTER**, type **F4**, and specify the memory location you wish to use.

To read the contents of a memory location, type the letter of that location followed by **ENTER**.

To use numbers stored in different memory locations as part of an expression, reference the memory location in your expression. For example, if you have numbers stored in memory locations A and B, the expression  $A+B$  followed by **ENTER** returns the sum of these two numbers.

# ***Advanced Type Lite Features***

# Macros

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A macro is a set of recorded keyboard commands that automates a given task. One keyboard command starts the macro, and the entire series of commands assigned to it are executed. Using macros can significantly increase your productivity because it allows you to automate frequently used tasks. Use macros for repetitive or complex tasks such as inserting your name and address into a document, launching a program, or copying and pasting data from one file to another.

The first time you create a macro, the unit automatically creates a file called `Macros.sys`. When recording macros, keep the following points in mind:

- There is a maximum limit of 64 macros, with each macro comprising a maximum of 63 keystrokes.
- Carefully plan and record macros to avoid keystroke errors. (This is very important when creating a macro that edits text or manipulates files.)

## Recording a Macro

To record a macro, start the recording and specify the key that is used to execute it, then perform the steps that are to be included in the macro. It is important to position yourself at the point where you are going to use the macro you are recording so as to ensure your key commands are accurate. For example, if you

wish to record a macro to insert a commonly used closing at the end of a letter, position yourself at the end of a file before you start recording the macro.

1. Press **ALT+N** to start the macro recorder.
2. Type the character to which you wish to assign the macro. You are prompted that recording has started.
3. Perform the steps of your macro.
4. Press **ALT+N** to complete the recording or press **ESC** to abort the recording.

## Executing a Macro

Press **FN** plus the key to which you assigned a macro to run it.

## Speaking or Silencing Macros

Press **ALT+V** to turn Speak macros on. Press **ALT+K** to silence macros.

## Nesting Macros

Existing macros can be referenced and run from within other macros. This process is called nesting. To nest a macro, first record your new macro, then at the point you want the existing macro to run, press **FN plus** the letter to which the existing macro is assigned.

## Start Up Macros

A start up macro plays every time you power up the Type Lite. To create a Start Up Macro, press **ALT+N**, followed by **SPACEBAR**. The Type Lite prompts for verification. Press **Y** to continue, or **N** to cancel. If you wish to proceed, just record the macro as normal.

**Note:** If a start up macro causes difficulties in the operation of your Type Lite, bypass running it by pressing and holding down **SPACEBAR** during power on.

## Erasing Macros

To erase a macro, press **ALT+N** followed by the key to which the macro is assigned, and press **ALT+N** again.

**Note:** When erasing start up macros, after pressing **ALT+N**, **SPACEBAR**, you are prompted to confirm that you wish to proceed. Press **Y** to confirm and press **ALT+N** to erase the start up macro.

## Write Protecting Macros

Write protect your macros to ensure they are not accidentally overwritten.

- To write protect all macros, press **ALT+N**, **ALT+P**.
- To unprotect all macros, press **ALT+N**, **ALT+U**.

# Printing and Embossing

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Most printers use the parallel port, and most embossers use the serial port. If you are going to connect the Type Lite to an embosser through the serial port, the Status menu (F10) serial parameters settings must match those on the embosser.

The files in the Type Lite Editor are plain text. They contain no layout or character level formatting information such as bold, italic, or underline. You must specify within the document how certain text is to be formatted when printed or embossed. Formatting commands - strings of characters included in your files - affect text layout and character appearance. The formatting characters are not printed or embossed; they just provide instructions to your printer or embosser on how to render the document.

## Status Menu Settings

There are several settings within the Status menu that control how documents are printed or embossed. For basic documents, minor adjustments to these settings may be sufficient to provide the formatting features you wish to use.

Press **F10** to open the Status menu; then press **FN+DOWN ARROW** to move through the sections of this menu until "Format Parameters" is indicated. This section of the Status menu contains the following items.

## Printer Compatibility

This item specifies the type of printer to which you are printing. The available settings are:

- Printer is Epson Compatible
- Printer is Imagewriter
- Printer is HP

Toggle between the settings with SPACEBAR. If you do not use one of these printer brands, check your printer documentation for information on "compatibility" or "emulation." If you are able to set your printer to emulate one of these brands, or if your printer is compatible with one of these brands, it should work with the Type Lite. The Type Lite is designed for use with "character based" printers - printers that work in DOS. Windows only printers may not work with the Type Lite.

## Page Numbering

Number Pages specifies whether or not page numbers are included in your printed and embossed documents.

Put Page Number on First Page determines if the first page of your document includes a page number.

## Document Layout

Several Status menu items allow you to control overall layout of your printed or embossed documents. These items are listed here with their default values.

Double Space (Off) specifies whether the document is single or double spaced. This setting applies to both printed and embossed documents.

There are several Status menu items that only affect how documents are printed:

- Print Line Length (75)
- Print Left Margin (10)
- Print Page Length (60)
- Print Top Margin (6)

There are also several Status menu items that only affect how documents are embossed:

- Braille Line Length (33)
- Braille Left Margin (1)
- Braille Page Length (25)
- Braille Top Margin (1)

## Formatting Commands

Formatting commands are inserted into the text of your documents to produce results that cannot be achieved through the more general formatting settings in the Status menu. We recommend you add formatting commands as a last step before printing or embossing a document.

### Syntax

Formatting commands must be entered in a specific manner to work properly. If you have ever worked with HTML and left out a closing tag, or forgotten a

required quotation mark, you already understand the need to use the proper syntax in order to achieve the results you desire.

- All formatting commands begin with the dollar sign (\$).
- All formatting commands must have an empty space on either side of them. For example, to bold text: The word \$BB bold \$BF will print in a boldface font.
- Many formatting commands contain two elements, one to begin the formatting, and one to end it. If the ending element is left out, the printer does not know to stop applying that formatting.
- Many formatting commands must be entered in documents at certain locations relative to the text you wish them to affect. For example, when centering a line of text, the center command ( \$C ) must be on each line that is to be centered.
- Many formatting commands require a value as part of the command. This must be included directly after the command, before the space. For example, to set a tab size of five characters, enter the command ( \$TS5 ).

The following sections list the available formatting commands. All commands are surrounded by parentheses, but the surrounding parentheses are not part of the command. If a numeric value is required as part of a command, this is indicated with the number sign (#).

## Attribute Marking

Formatting commands related to attribute marking apply only to documents that are to be printed.

Bold Begin	( \$BB )
Bold Finish	( \$BF )
Italic Begin	( \$IB )
Italic Finish	( \$IF )
Double Strike Begin	( \$DBSB )
Double Strike Finish	( \$DBSF )
Strike Out Begin	( \$SOB )
Strike Out Finish	( \$SOF )
Underline Begin	( \$UB )
Underline Finish	( \$UF )

## Margins and Alignment

Commands for adjusting margins work for both print and embossed documents. Some of the alignment commands also work for both print and embossed documents, but some of them only apply to print documents.

When adjusting margins, it is essential to consider the related settings within the Status menu.

Set Left Margin	( \$ML# )
Set Right Margin	( \$MR# )

Set Top Margin ( \$MT# )

Set Bottom Margin ( \$MB# )

**Note:** The bottom margin defaults to 0 for print documents. If page numbering is turned on, this changes to 6. Embossed documents use a default bottom margin of 0.

Set Page Length ( \$PL# )

Set Page Width ( \$PW# )

Increase Left Margin ( \$ML+# )

Decrease Left Margin ( \$ML-# )

Increase Right Margin ( \$MR+# )

Decrease Right Margin ( \$MR-# )

Increase Top Margin ( \$MT+# )

Decrease Top Margin ( \$MT-# )

Increase Bottom Margin ( \$MB+# )

Decrease Bottom Margin ( \$MB-# )

Outdent Left Margin 1 Tab Stop ( \$OUT )

Center Current Line ( \$C )

**Note:** The center command must be on every line of text that is to be centered. If the text wraps to a new line when printed or embossed, the text that wraps will not be centered.

Right Justification ( \$JR )

No Justification ( \$JN )

Full Justification ( \$JF )

**Note:** Full justification does not work with embossed files.

Set Line Spacing ( \$LS# )

This setting lets you override the Status menu setting. For example, in a double spaced term paper, long quotations should be single spaced.

## Tabs

Tabs work in a similar manner to that in a word processing program on a personal computer. The tab size is measured in spaces from the character or space typed in the document just prior to the tab.

Set Tab Size ( \$TS# )

Insert Tab ( \$T )

Set Tab Stop ( \$TO# )

**Note:** Once you set the tab size, the insert tab command uses this setting. However, to use the tab stop, you must use that command each time rather than the insert tab command.

## Page Numbering

Page numbering is enabled or disabled in the Status menu, but for finer control of how your pages are numbered, use the following format commands. If

page numbering in the Status menu is turned off, these commands have no effect.

## **Numbering Type**

Arabic Numbers ( \$PNAR )

Roman Numerals ( \$PNRN )

No Numbering ( \$PNNP )

Start Numbering at ( \$PN# )

## **Numbering Position**

Top Left ( \$PNTL )

Top Center ( \$PNTC )

Top Right ( \$PNTR )

Bottom Left ( \$PNBL )

Bottom Center ( \$PNBC )

Bottom Right ( \$PNBR )

## **Headers and Footers**

Use headers and footers to place the same text at the top or bottom of each page of a printed or embossed document.

Header Begin ( \$HB )

Footer Begin ( \$FB )

End Header/Footer Text ( \$- )

To indicate the text you wish to use as a header or footer, specify the appropriate command listed above followed by the text and any formatting commands you wish to use (such as center, bold, or italic). Then insert the the End Header/Footer Text command. This text will appear at the top or bottom of each printed or embossed page, formatted as you specify with other formatting commands.

Disable Header ( \$H- )

Reenable Header ( \$H+ )

Disable Footer ( \$F- )

Reenable Footer ( \$F+ )

## Other Commands

New Line ( \$L )

New Paragraph ( \$P )

New Page ( \$F )

Insert Current Time ( \$TM )

Insert Current Date ( \$DT )

Start Ignore Text ( \$( )

End Ignore Text ( \$) )

Respect Braille Translator Setting ( \$BRL+ )

No Translation ( \$BRL- )

**Note:** The Braille translator settings only affect embossed documents.

Don't Formfeed After Print ( \$NF )

Wait for a Keypress

After Each Page is Printed ( \$W )

End Formatting ( \$EF )

## Information Commands

Show Formatting Progress ( \$ST )

Pages Printed **SPACEBAR**

Percent Printed **ALT+:**

## Print Commands

Print Commands affect how files are printed or embossed.

To send the open file to the serial port, press **F12**. To send the open file to the parallel port, press **SHIFT+F12**. After pressing one of these keyboard combinations, specify which parameters you wish to use.

Formatted Text **A or T**

Formatted Braille **B**

Line **L**

From Cursor  
to Mark **M**

Paragraph **P**

Unformatted File **S**

Braille Translation  
without Formatting                    **W**

This parameter is used if importing a file into a word processor.

Translate to  
Formatted Grade 2                    **2**

Translate to Grade 2  
(No Formatting)                    **SEMI-COLON**

From Cursor to  
End of File                            **Z**

Print to File                            **F**

Print to file only works through the serial port. When using this command, you are asked for one of the preceding parameters, then for a destination file name.

## **Connecting to a Personal Computer**

The Type Lite serves as a refreshable Braille display for your screen access software, or you can just connect it to your PC for easy and convenient file transfers. You can also use the external disk drive - available from Freedom Scientific - to move files between your PC and the Type Lite via disk.

### **JAWS and Connect Outloud**

The Type Lite provides tactile access to JAWS and Connect Outloud supported applications. Toggle the switch on the left edge of the Type Lite toward the front of the unit to enter Braille Display mode. The Type Lite should be connected to your PC through the serial port, powered on, and toggled to Braille Display mode before JAWS or Connect Outloud is started.

Refer to the JAWS or Connect Outloud online help systems for information on Type Lite specific commands to interact with these applications and the programs they support.

### **WinDisk and the Type Lite**

The WinDisk program provides support for the Type Lite in Windows. WinDisk allows you to access the files and folders on the Type Lite as though they were just on another drive. Once installed, WinDisk displays the Type Lite's files and folders in Windows Explorer and My Computer. Copy and paste files in

either direction with standard Windows keystrokes. Additionally, WinDisk provides a one step back up and restore feature for the entire file and folder system of the Type Lite.

## Requirements

WinDisk only runs on Personal Computers running Windows 9x, Windows NT 4.0, Windows 2000 or Windows ME.

The Type Lite is connected to the computer via a serial port. Other devices cannot use the same serial port while you are using WinDisk.

The Type Lite cannot be used as a refreshable Braille display with JAWS or Connect Outloud while using WinDisk. JAWS can be configured so the Braille display goes into sleep mode whenever you open My Computer or Windows Explorer. To set JAWS to do this:

1. With JAWS running, open Windows Explorer.
2. Press **INSERT+F2**, select Configuration Manager, and press **ENTER**.
3. Press **ALT+S, B** to open Braille Options.
4. Press **TAB** until you arrive at the Braille Sleep Mode checkbox.
5. Press **SPACEBAR** to check this item.
6. Press **ENTER**, then **CTRL+S** to accept and save changes.
7. Press **ALT+F4** to exit Configuration Manager.

## Installing WinDisk

When you insert the WinDisk CD into your computer's CD drive, the install wizard runs. If you have JAWS loaded, the entire installation process is accessible.

## Type Lite Settings

The Type Lite must be configured properly to communicate with your computer and WinDisk. Connect the Type Lite to your computer with the serial cable supplied with your Type Lite.

Press **F10** to open the status menu and set the following serial parameters:

- 38,400 baud
- no parity
- 8 data bits
- 1 stop bit
- hardware handshaking

Press **ESC** to Exit the status menu after these settings are configured.

Press **F9**, **ALT+W** to enter WinDisk mode. The Type Lite indicates, "WinDisk mode, press z chord or escape to abort." The Type Lite is now ready to communicate with the PC.

## Using WinDisk

Once the Type Lite is connected and in WinDisk mode, start Windows Explorer or My Computer. If WinDisk is installed, a new entry - Blazie Engineering

Note-taker - is displayed. The Freedom Scientific icon marks this entry. When you move to and open this item, a list of all folders in the Type Lite is displayed. The folders are listed alphabetically, and each folder name is followed by either the letter R or F in parentheses. This indicates whether the folder contains RAM or flash files. Even when the Type Lite is set to all files mode, a minimum of two folders appear, Ram Startup and Flash Startup.

**Note:** Moving to the Blazie Engineering note-taker entry before the Type Lite is connected, powered on, and in WinDisk mode, may result in your system hanging or freezing.

To view the files within a folder:

- Select the desired folder in the tree view and view the files in the list view of Windows Explorer.
- Select the folder in the list view of Windows Explorer or My Computer and press **ENTER** to open the folder.

## WinDisk Commands

WinDisk uses standard copy and paste commands when copying files to and from the Type Lite.

Copy File                      **CTRL+C**

Paste File                      **CTRL+V**

Select All                      **CTRL+A**

The status of file transfers is indicated by the Type Lite. Entire folders cannot be copied or pasted. To copy all the contents of a folder, You must open the folder and select all files (**CTRL+A**), then press **CTRL+C** to copy the selected files to the clipboard.

**Note:** Cut (**CTRL+X**) is not available.

## Backup and Restore

To backup all Type Lite files, press **CTRL+B** from within the Blazie Engineering note-taker entry or one of its subfolders. WinDisk keeps track of the folders from which each file was backed up, and remembers if the files were in RAM or flash memory. By default, WinDisk stores the files in a folder named backup, one level below the WinDisk folder. This is C:\windisk\backup if WinDisk was installed into the default folder.

WinDisk provides support for a single backup set only. If a backup set has previously been created, move or delete the existing backup set before creating a new one. If you do not move, rename or delete the existing WinDisk backup folder prior to starting a new backup, files may be duplicated or destroyed.

To restore Type Lite files from a back up set, press **CTRL+R** from within the Blazie Engineering entry or one of its subfolders. The restore process rebuilds the Type Lite file and folder system as necessary to restore the Type Lite to the same condition it was in when the backup was created. For example, if a

complete reinitialization of the Type Lite has been performed - erasing all files and folders in the unit - the restore process rebuilds the folder system and automatically transfers all files into the appropriate folders. This command is intended to be used after the unit has been reinitialized, erasing all file and folder names.

**Warning:** The restore process erases files on the Type Lite that have the same name as the files being restored from the PC. For example, if WinDisk is restoring the file phone, but the Type Lite still has a file named phone inside it, the phone file inside the Type Lite is deleted and replaced with the copy being restored from the PC.

## Leaving WinDisk

As WinDisk is integrated into the Windows interface, the program cannot really be closed on the PC. Before you leave WinDisk mode on the Type Lite, navigate away from the Blazie Engineering note-taker entry in Windows Explorer or My Computer, or close the Windows Explorer or My Computer window. Once this is done, press **ESC** on the Type Lite to exit WinDisk mode.

## Trouble Shooting

If you experience difficulties with the WinDisk program, refer to the WinDisk.doc or WinDisk.txt files that are distributed with the program.

## The External Disk Drive

Freedom Scientific offers an external disk drive that works well with the Type Lite. Use the disk drive to copy files to and from the Type Lite, and from the disk, to and from your PC. Use the cable provided with this drive to connect it to the disk drive port on the back of the unit. This port is just to the right of the Compact Flash slot, and is labeled in Braille as "dd."

After connecting the disk drive, power on the Type Lite and the disk drive. Insert a disk and press **SHIFT+F8** to access the disk drive storage menu. Use the Arrow keys to move through the menu, and press **ENTER** to select the options you wish to use.

The recommended option for copying files to and from the disk drive is Y-modem transfers. Press **Y** to select this item. You are prompted to press **S** to send or **R** to receive.

## Send Options

If you choose to send, you have several options:

- Press **SPACEBAR** to mark the selected file. Arrow through the list to select all files you wish to send to the disk drive.
- Press **R** to mark all RAM files.
- Press **F** to mark all Flash files.

Press **ENTER** when complete, and the transfer begins.

## Receiving from the Disk Drive

After Selecting Y-modem transfers, If you choose **R** to receive from the disk drive, you are prompted to indicate what you wish to receive.

- Type the name of a file located on the disk in the disk drive and press **ENTER**.
- Type in a file mask, such as \*.txt or \*.\* and press **ENTER**.

File masks use wild card characters to fill in the parts of the file names that are not specified. For example, \*.txt indicates to copy all files ending in .txt. \*.\* indicates to copy all files.

For more information, refer to the external disk drive's manual.

# Care and Maintenance

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The Type Lite is a complex electronic device and must be cared for properly to maintain it at peak performance. This section discusses caring for the Type Lite, updating to the latest firmware, and basic troubleshooting steps to take in case the Type Lite stops functioning properly.

## The Battery and AC Adapter

The Type Lite is designed to run on battery power most of the time. You should receive approximately 30 hours of battery life before needing to recharge it. If you leave your Type Lite powered off except when you need to use it, you may only need to charge your battery once a week or so.

To charge the battery, just plug the Type Lite in with the AC adapter overnight. The Type Lite can be used while connected to the AC adapter, but it should not be left connected for days or weeks at a time.

Use only the AC adapter that came with your Type Lite. Do not attempt to use AC adapters received with other Freedom Scientific note takers. Doing so may cause permanent damage.

## Resetting the Type Lite

The Type Lite, like any complex computing system, occasionally may lock, freeze, or seem to function sluggishly. If this occurs regularly, Freedom Scientific

hardware technical support should be contacted. However, if this occurs only infrequently, there are steps to take that should get you back up and running without delay.

## Warm Reset

Press **ALT+CTRL+DELETE** to warm reset your Type Lite. A warm reset does not affect your files, but all settings you have configured are reset to defaults.

If the first warm reset does not help, press and hold down **ALT+CTRL+DELETE** during power on.

## Cold Reset

A cold reset may result in loss of all files on the Type Lite so this should be used only as a last resort.

Press and hold down **ALT+CTRL+LEFT WINDOWS KEY** during power on to cold reset your Type Lite. This resets your unit to its default parameters and erases calculator memories. During the process:

1. You are asked to initialize the file system. Answering **Y** for yes erases all file titles from the file menu.
2. Next you are asked to initialize the optional Flash system. Pressing **Y** for yes erases all Flash files.
3. Then you are asked to initialize the folder system. Doing so without initializing the file or Flash systems should allow you to later repair your folders without losing files.

4. Finally you are asked to delete all data in the file area. Answering **Y** for yes permanently deletes all files.

To perform a cold reset without losing files:

1. Hold down **ALT+CTRL+WINDOWS KEY** during system power on.
2. Press **N** for no when prompted to initialize the file system.
3. Press **N** for no when prompted to initialize the flash system.
4. Press **Y** for yes when prompted to initialize the folder system.
5. Press **N** for no when asked to delete all file information in the file area.
6. Recreate your folders using the same names as were previously used.

## Hardware Reset

There is a hardware reset button on the back of the Type Lite just left of the parallel port. This button is very small and recessed. Use a straightened paper clip or a stylus to press this button.

Using the hardware reset button does not delete your files, and may not even reset configuration settings to defaults. This button should be used only if the other reset options do not respond. If your Type Lite is functioning normally and you press this button, there may be no response at all.

## Updating the Firmware

The Type Lite uses a software updatable firmware that allows you to quickly update and ensure you have all the latest features and functionality. You do not need to service your Type Lite to update the firmware. Just back up all of your files, load the firmware update into your Type Lite, and run it.

## Getting Started

Before the update process is started, all files on the Type Lite need to be backed up to disk or to your computer, and the file TLENG.BNS must be copied to the Type Lite. The update process deletes all files on the Type Lite, so any files not backed up are lost. TLENG.BNS is a large file so if you have lots of files in RAM, you may need to move them to Flash.

The update process updates the system software in the Type Lite. If this process is interrupted, permanent damage may result. If your battery is low, we recommend first charging it, or running the update while using the AC adapter.

## Using the Disk Drive

If you plan to use the external disk drive available from Freedom Scientific, follow these steps.

1. Connect the disk drive to the disk drive port, which is directly to the right of the Compact Flash slot on the back of the Type Lite.
2. Power on the Type Lite and the disk drive.

3. Insert a blank disk into the disk drive.
4. Press **SHIFT+F8** to open the Disk Drive menu.
5. Press **Y** for Y-modem Transfer.
6. Press **S** to send.

At this point, you have several options:

- Press **SPACEBAR** to mark the selected file. Arrow through the list to select all files you wish to back up.
- Press **R** to mark all RAM files.
- Press **F** to mark all Flash files.

Press **ENTER** when complete, and the transfer begins.

To copy the update file, TLENG.BNS, to the Type Lite:

1. Insert the disk containing the update file into the external disk drive.
2. Press **SHIFT+F8** to open the Disk Drive menu.
3. Press **Y** for Y-modem transfers.
4. Press **R** to receive.
5. Type in the file name, TLENG.BNS.
6. Press **ENTER** to start the transfer.

At this point you are ready to run the update.

## Using WinDisk

If you plan to use WinDisk to back up the Type Lite and copy over the update file, follow these steps.

**Note:** If you have already used WinDisk to create a back up set, move, rename, or delete this back up set before proceeding.

1. Connect the Type Lite to your computer via the serial port provided with the unit.
2. Power on the Type Lite and press **F9, ALT+W** to enter WinDisk mode.
3. Open Windows Explorer or My Computer and navigate to and open the Blazie Engineering note-taker entry.
4. Press **CTRL+B** to back up all Type Lite files.

The status of the back up process is displayed on the Type Lite.

When the backup process is complete, you are ready to copy the update file to the Type Lite.

1. Navigate to the folder or disk in which TLENG.BNS is located.
2. Navigate to the file and press **CTRL+C** to copy the file.
3. Navigate to the Blazie Engineering note-taker entry, locate the RAM Startup folder and open it.
4. Press **CTRL+V** to paste the file. It may take a few moments for the file to transfer to the Type Lite.
5. Exit Windows Explorer or My Computer, then press **ESC** on the Type Lite to exit WinDisk Mode.

At this point you are ready to run the update.

## Starting the Update

You should now be ready to run the update on the Type Lite.

1. Press **F9, X** to start the update.
2. A prompt warns that updating your unit may destroy your files, and then asks if you are sure you want to continue. Enter **Y** to proceed.
3. There is a second verification prompt. Press **Y** again to proceed.

The Type Lite takes a few moments to verify the program is valid. If speech was off, it is turned on. A series of beeps indicates the process continues.

The Type Lite may prompt that it has detected "super flash memory," and ask you to select bank A or B. This indicates your Type Lite has two language banks. Even if you have an English only version, both language banks must be updated. Bank B must be updated first, so select B the first time you run the update. After successfully running the update, run it again and select bank A.

When the validation process is finished, several messages are displayed/spoken, warning you not to do anything until the process is complete. The Type Lite also indicates to turn off your unit when you receive a continuous high pitch tone. Finally, it tells you that if you hear rapid beeping for more than thirty seconds, your update has failed.

After the messages are finished, the Type Lite beeps again as it did in the validation process. This will continue for two to three minutes, then your unit will abruptly sound a continuous, high pitch tone. When this occurs, turn off your unit.

**Note:** If the Type Lite rapidly beeps for some time, the update process has failed. Contact Freedom Scientific hardware technical support for assistance. It is very rare for this to occur.

After turning the Type Lite back on, it may not speak. It also may speak gibberish or the voice may sound very strange or garbled. If this happens, first try a warm reset at power on. To do this, press and hold down **ALT+CTRL+DELETE** as you power on the Type Lite.

At this point, the Type Lite should be functioning properly. If you were asked to select a language bank during the update process, rerun the TLENG.BNS program and select bank A when prompted. Once complete, the TLENG.BNS file is no longer needed. As this file is quite large, you may wish to delete it.

If your Type Lite does not behave normally after performing the warm reset at power on, perform a cold reset. This clears the machine of your files, but it also reinitializes the Type Lite, allowing the new update to run properly.

Press and hold down **ALT+CTRL+WINDOWS Key** during power on to perform a cold reset. This step is

not necessary if your system functions properly after the warm reset described above.

During a cold reset, parts of the file and folder system are reinitialized. Answer **Y** for yes to each question asked during this process.

After your system is fully updated, the onboard help indicates it is the "mini help file." The diskette on which you received the firmware update should contain a file, TLENG.HLP. Copy this file to the Type Lite and rename it to "help." Use the process listed above to copy the file, substituting the appropriate file name. To rename the TLENG.HLP file once it is on the Type Lite, press **F1**, locate the file, press **ALT+R**, and type in the new name, help.

# ***Appendices***

# Appendix A

## The Type Lite Keyboard

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This appendix documents the layout of the Type Light keyboard. The Type Lite uses a standard Windows QWERTY style keyboard. This section does not discuss the standard alpha-numeric keys, but covers the surrounding keys, which are layed out as follows:

### The Top Row

Starting from the left, the top row of the Type Lite keyboard consists of:

- Escape
- Function Keys F1 through F12
- Numlock
- Insert
- Delete
- Break

### The Left Side

Below the Escape key, and continuing down the left side of the keyboard you will find:

- Grave
- Tab
- Caps Lock
- Shift

- Fn

## The Right Side

Below the Break key, and continuing down the right side of the keyboard you will find:

- Backspace
- Back Slash
- Enter
- Up Arrow
- Down Arrow (directly below Up Arrow)
- Right Arrow (directly to the right of Down Arrow)

Additionally, Left Arrow is directly to the left of Down Arrow.

## The Bottom Row

From left to right, the bottom row consists of:

- Fn
- Control
- Windows Key
- Alt
- Spacebar
- Alt
- Windows Key
- Applications
- Control
- Left Arrow

- Down Arrow
- Right Arrow

## **Additional Keys**

When pressed together with the FN key, several keys have alternate functions.

**FN+LEFT ARROW**

**HOME**

**FN+RIGHT ARROW**

**END**

**FN+UP ARROW**

**PAGE UP**

**FN+DOWN ARROW**

**PAGE DOWN**

**FN+INSERT**

**PRINT SCREEN**

# Appendix B

## Type Lite Ports and Switches

---

This appendix documents the ports and switches on the Type Lite. The ports and switches are labeled in braille on the underside of the casing.

### On/Off

The On/Off switch is on the right side of the Type Lite. Toggle the switch towards the back of the system to turn on the Type Lite, and toggle the switch towards the front of the system to turn off the Type Lite. These switch positions are labeled in braille as "on" and "off."

### Headphone

The headphone jack is on the right side of the system between the On/Off switch and the back of the system. It is labeled in Braille as "ear."

### Braille Display

The Braille Display switch is on the left side of the TYPELite. Toggle the switch towards the back of the system to turn on Note Taker mode. Toggle the switch towards the front of the system to turn on Braille Display mode. The switch positions are labeled in braille as "A" and "B."

### AC Adapter Jack

The AC adapter jack is on the back of the system towards the left side. This jack is labeled in braille as "AC."

### **Compact Flash**

The compact flash™ module is immediately to the right of the AC adapter jack, and is labeled in braille as "CF."

### **Disk Drive Port**

The disk drive port is immediately to the right of the compact flash module, and is labeled in braille as "dd."

### **Serial Port Jack**

The serial port jack is immediately to the right of the disk drive port, and is labeled in braille as "ser."

### **Keyboard Ports**

The next two ports, labelled in Braille as "pc" and "kbb," are not implemented at this time.

### **Hardware Reset**

Between the keyboard ports and the printer port is the hardware reset button. The hardware reset button is a very small recessed button. Use a straightened paper clip or a toothpick to press this button. This button should only be used as a last resort.

### **Printer Port**

At the right end of the back of the Type Lite is a standard parallel port. Use this port to connect to a printer or embosser.

# Appendix C

## The File Menu

---

This appendix documents the commands available in the File menu. These commands are organized by function. All commands must be entered after first opening the File menu (F1).

### Navigation

Enter File Menu	<b>F1</b>
Exit File Menu	<b>ESC</b>
File Commands Menu	<b>BREAK</b>
Forward through File List	<b>DOWN ARROW</b>
Back through File List	<b>UP ARROW</b>
Forward through File List (File Names Only)	<b>RIGHT ARROW</b>
Backward through File List (File Names Only)	<b>LEFT ARROW</b>
Top of File List	<b>FN+LEFT ARROW</b>
End of File List	<b>FN+RIGHT ARROW</b>

### General

Create File	<b>C</b>
-------------	----------

Open File	<b>O</b>
Open Selected File	<b>ENTER</b>
Delete File	<b>D</b>
Delete Selected File	<b>DELETE</b>
Global Delete	<b>G</b>
Rename Open File	<b>SHIFT+F3</b> or <b>R</b>
Rename Selected File	<b>F3</b> or <b>ALT+R</b>
Protect Open File	<b>SHIFT+F5</b> or <b>P</b>
Protect Selected File	<b>F5</b> or <b>ALT+P</b>
Unprotect Open File	<b>SHIFT+F4</b> or <b>U</b>
Unprotect Selected File	<b>F4</b> or <b>ALT+U</b>
Password Protect File	<b>W</b>

**Note:** You are prompted to type a 1 to 6 character password twice. Press **ENTER** after typing the password. To remove the password of the open file, press **ENTER** twice.

Recover Open File **EQUAL SIGN**

**Note:** This command may be useful after a crash or a Cold reset when the file system has been initialized.

Search for Files **ALT+F**

**Note:** When searching for files, you are prompted for a file name or partial file name with wild cards - such as \*.txt or \*.brl. Use UP

ARROW and DOWN ARROW to move through the results list, ENTER to select a file, or ESC to exit the list.

## Information

Free Memory in Pages	F
Verbose File List	V
Copy File List to Clipboard	ALT+V
List Names of All Files	L
Quick File List	Q
Tell Name of Open File	T
Tell Name of Selected File	CTRL+UP ARROW
Spell Name of Selected File ARROW	CTRL+DOWN
Information on File(s)	SHIFT+F8 or I
Information on Selected File	F8 or INSERT
Time/Date Information on File(s)	SHIFT+F6 or M
Time/Date Information on Selected File	F6 or ALT+M
Tell Size of File(s) COLON	SHIFT+F7 or

Tell Size of  
Selected File **F7 or ALT+COLON**

## **Other**

The following commands are still available, but should not be necessary. The Type Lite automatically resizes files as needed.

Make Open  
File Bigger **SHIFT+F2 or B**

Make Selected  
File Bigger **F2 or ALT+B**

Make Open  
File Smaller **SHIFT+F1 or S**

Make Selected  
File Smaller **F1 or ALT+S**

## **File Transfers**

Transfer Protocols **ALT+T**

Selected File to Serial  
Port with Y-modem **F10**

File from Serial Port  
with Y-modem **NUMLOCK**

## **External Programs**

Run Selected  
External Program **F9 or ALT+X**

Run Selected External Program with Arguments	<b>X</b>
Information on Selected External Program	<b>QUESTION MARK</b>
Move to Previous External Program	<b>CTRL+LEFT ARROW</b>
Move to Next External Program	<b>CTRL+RIGHT ARROW</b>
Toggle between Quick Load and Normal Load	<b>ALT+SLASH</b>

**Note:** The program must be in RAM.

## Folders

Except where noted, Allow Folder Mode must be on in the status menu (**F10, ALT+F, Y**) and Folder Mode must be on in the File menu. Press **SPACEBAR** while in the File menu to toggle between All Files Mode and Folder Mode. The default folders are ramstartup (0) and Flash Startup (1). There cannot be more than twenty folders.

Create Folder	<b>PLUS</b>
Forward through Folders	<b>FN+DOWN ARROW</b>
Back through Folders	<b>FN+UP ARROW</b>
Top of Folder List	<b>ALT+8</b>

End of Folder List	<b>ALT+0</b>
Delete Empty Folder	<b>DASH</b>
Rename Active Folder	<b>ALT+SHIFT+8</b>
Quick Folder Opening by Number	<b>0 through 9</b>
Name of Open Folder	<b>ALT+7</b>
Move Selected File	<b>SHIFT+NUMLOCK</b>

**Note:** A list of folders is displayed. Use **UP ARROW** and **DOWN ARROW** to move through the list, and press **ENTER** to select a folder. The folder number (0 through 9) may also be typed.

Move Selected File when in All Files Mode	<b>SHIFT+NUMLOCK</b>
--	----------------------

**Note:** You are asked to move the selected file into Flash if it is in Ram, or into Ram if it is in Flash.

Move File(s)	<b>SHIFT+COMMA</b>
--------------	--------------------

**Note:** This command lists files in the current folder. Mark files with **Y** or **SPACEBAR**. Switch between folders with **FN+UP ARROW** or **FN+DOWN ARROW**. Press **ENTER** when all desired files are marked. Then move to the destination folder with **UP ARROW** or **DOWN ARROW**, and press **ENTER**.

# Appendix D

## The Option Menu

---

This appendix documents the items available in the Option menu, and the access keys for each item. The first three items do not appear in the Option menu, but relate to it or are available from it.

Open Option Menu	<b>F9 or ALT+O</b>
Quick File Opening by Number	<b>00 to 99</b>
Spell Check	<b>SHIFT+8</b>
Check Appointments	<b>A</b>
Braille Display	<b>B</b>
Calculator	<b>C</b>
Date	<b>D</b>
Open Datebook File	<b>DELETE or ALT+D</b>
Datebook Entry	<b>E</b>
File Commands	<b>F</b>
Smart Calendar	<b>G</b>
Calculate Line	<b>K</b>
Open the Previously Opened File	<b>L</b>

Open Currently Selected File	<b>O</b>
Open Phone Book	<b>ALT+P</b>
Phone Book (Entry)	<b>P</b>
Review Mode	<b>R</b>

**Note:** Review Mode is a read only mode for proofreading documents.

Set Time	<b>S, T</b>
Set Date	<b>S, D</b>
American Time	<b>S, 1</b>
European Time	<b>S, 2</b>
Time	<b>T</b>
Upper Case Proof Mode	<b>U</b>
Speech	<b>V</b>
Toggle 2D Mode	<b>ALT+V</b>

**Note:** 2D Mode is used to show the layout of a document.

Stopwatch	<b>W</b>
WinDisk	<b>ALT+W</b>
Execute Program	<b>X</b>
Serial Number	<b>ALT+SHIFT+SLASH</b>

# Appendix E

## The Status Menu

---

The following options are available in the Status Menu.

### Navigation

Open Status Menu	F10 or ALT+SLASH
Exit	ESC
Next Item	DOWN ARROW
Prior Item	UP ARROW
Next Section	FN+DOWN ARROW
Prior Section	FN+Up ARROW
Access Key ARROW	ALT+DOWN
Toggle Setting	SPACEBAR

Items that are either on or off can also be set by Pressing **Y** for On or **N** for Off. If there are other commands to toggle settings, they are listed below the relevant item.

### Serial Parameters

Serial Port	F
BAUD Rate	B

<b>To Set:</b>	<b>Type:</b>
300	30
600	6
1200	12
2400	2
4800	4
9600	9
19200	19
38400	38
115200	11

Parity P

<b>To Set:</b>	<b>Type:</b>
Odd	O
Even	E
None	N

Duplex D

<b>To Set:</b>	<b>Type:</b>
----------------	--------------

Half	H
Full	F
None	N

Data Bits	_ (SHIFT+DASH)
-----------	----------------

To Set:	Type:
7	7
8	8

Stop Bits	S
-----------	---

To Set:	Type:
1	1
2	2

Handshaking	H
-------------	---

To Set:	Type:
Software	S
Hardware	H

None **N**

Interactive **G**

Interactive Time Out **X**

Specify a number from 0 to 255 and press **ENTER**.

Add Linefeed  
when Transmitting **A**

Reject Ornamentation  
Characters **O**

## Speech Parameters

Speech **ALT+S**

Speak Words in  
Say All Mode **SHIFT+O**

Ham Calls **M**

**Note:** This item is used to speak letter-number combinations such as w1aw.

## Braille Display Parameters

Braille Display **ALT+B**

Serial Tracking **ALT+T**

Keyboard Tracking **ALT+K**

Reverse Advance **ALT+D**

8 Dot Mode **ALT+8**

Control Chars	<b>ALT+X</b>
Cursor Always Visible	<b>ALT+V</b>
Word Wrap	<b>ALT+W</b>
End Display on Carriage Return	<b>ALT+R</b>
Display All	<b>ALT+=</b>
Grade 2 Messages	<b>ALT+G</b>
View in Grade 2	<b>ALT+7</b>

## **Editor Parameters**

Braille Translator	<b>T</b>
Cursor Tracking	<b>C</b>
Column Beeper	<b>Q</b>
Specify a number between 0 and 255 and press <b>ENTER.</b>	
Speak Windows Lines or Sentences	<b>V</b>

<b>To Set:</b>	<b>Type:</b>
Windows	<b>W</b>
Lines	<b>L</b>
Sentences	<b>S</b>

Window Length	<b>W</b>
Specify a number between 18 and 255 and press <b>ENTER</b> .	
PC Editing Mode	<b>DOLLAR SIGN</b>
Specify <b>Y</b> for On, <b>N</b> for Off, or <b>I</b> for On with Insert at Startup.	
Skip Blank Lines	<b>SHIFT+7</b>
Distinguish Case During Find	<b>SHIFT+1</b>
Progress Clicks	<b>K</b>
Say ASCII Values	<b>CTRL+DOWN</b>
<b>ARROW</b>	

## Format Parameters

Printer Compatibility	<b>L</b>
-----------------------	----------

To Set:	Type:
Epson	<b>E</b>
HP	<b>H</b>
Image Writer	<b>I</b>

Number Pages	<b>SHIFT+3</b>
--------------	----------------

Put Page Number on First Page	<b>No Access Key</b>
-------------------------------	----------------------

Double Space	<b>SHIFT+PERIOD</b>
--------------	---------------------

The following page format parameters control the margins on a print or braille

page. There are no access keys for these items. The default settings are listed instead.

Print Line Length	<b>75</b>
Print Left Margin	<b>10</b>
Print Page Length	<b>60</b>
Print Top Margin	<b>6</b>
Braille Line Length	<b>33</b>
Braille Left Margin	<b>1</b>
Braille Page Length	<b>25</b>
Braille Top Margin	<b>1</b>

## **System Parameters**

Revision Date	<b>R</b>
Battery Timer	<b>QUESTION MARK</b>
Press <b>SPACEBAR</b> to reset the battery timer.	
Check Appointments	<b>J</b>
Hourly Announcement	<b>ALT+H</b>

**To Set:**

**Type:**

Bell	1
Voice	2
Bell and Voice	3
Off	N

Power Reminder	Z
Allow Folder Mode	ALT+F



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