

PAC Mate Omni QX
Series

Owner's Manual
Version 6.5

Freedom Scientific
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Federal Communications Commission Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Reorient or relocate the receiving antenna.
- Consult the dealer or an experienced radio or television technician for help.

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Getting to Know Your PAC Mate Omni

Congratulations on your purchase of the PAC Mate Omni QX400. The QX400 is a Personal Data Assistant designed and developed by Freedom Scientific. The QX400 uses X-scale technology for higher performance and lower power consumption that results in a longer battery life.

What is PAC Mate Omni?

The PAC Mate Omni line of computers combines the Windows Mobile® 6.0 operating system with JAWS® screen reading technology. It offers the latest in mobile technology making it a powerful, portable information management tool. The combination of blindness-specific features written by Freedom Scientific, the rich suite of information management tools provided by Microsoft, and the ability to install a wide range of Windows Mobile applications makes the PAC Mate Omni the ultimate PDA for blind people.

Key features include:

- JAWS screen reader for Windows Mobile
- QWERTY keyboard
- Intel® X-Scale 400 MHz processor
- 64 MB RAM
- 128 MB Flash memory
- 2 CompactFlash® Type II Card Slots
- USB On-the-Go automatically sets the PAC Mate Omni to use Host or Client mode
- ActiveSync
- Standard Infrared Wireless Input and Output Port
- Rechargeable Battery

- Internal microphone and external microphone jack allowing you to record quick voice notes
- Built-in speaker and stereo headphone jack
- Dual stereo mixer so you can listen to media files and JAWS at the same time

Documentation Conventions

- A plus sign (+) is used to indicate that keys are pressed together. For example, "Press **CTRL+RIGHT ARROW** to move to and read the next word."
- A layered command is a two-part command. Press the keys in the first sequence, release them all, and press the keys in the second sequence. For example, "press **INSERT+S, DOWN ARROW** to decrease the volume."
- The term program is synonymous with the term application and may be used interchangeably in this manual.
- Another convention is the reference regarding the active state of an item. When an item is in the active state, this means that the PAC Mate Omni is focusing on the item and certain keystrokes performed affect that item. The PAC Mate Omni gives auditory feedback to indicate the active state.
- In an effort to comply with the new BANA guidelines, the term contracted braille is synonymous with the term Grade 2 braille and the term uncontracted braille is synonymous with the term computer Braille. These terms are used interchangeably throughout this manual.

Using Windows Mobile with the PAC Mate Omni

Using Windows Mobile with the PAC Mate Omni is quite easy once you master the basic skills. It is recommended that you read and learn this section as it teaches you basic PAC Mate Omni skills needed to operate Windows Mobile.

Starting the PAC Mate Omni

Before you start your PAC Mate Omni for the first time, plug the AC adapter into a wall plug and then plug the other end into the PAC Mate Omni's power jack found on the right back side of the unit. Next, press the On/Off switch, which is next to the power jack on the right. To indicate that it is on, the PAC Mate Omni uses an audible low high sound, and to indicate that it is off, it uses a high low sound.

After a few seconds you will hear, "JAWS for Pocket PC is ready."

You can immediately start using your PAC Mate Omni while it is charging, but, charge your battery for at least three hours before using your PAC Mate Omni without the AC adapter.

Keyboard Orientation and Basic Commands

The PAC Mate Omni QX400 keyboard consists of six rows of keys with the QWERTY keyboard complete in the first five rows from the bottom up. The bottom row, from left to right, includes: **FN**, **CTRL**, **Windows Key**, **ALT**, **Backslash**, **SPACEBAR**, **INS**, **ALT**, **WINDOWS Key**, and the **APPLICATIONS Key**.

The 12 function keys follow the **CLOSE** button (**ESC**) key, which is the first key on the left in the top row. To help you stay oriented, there are three finger bumps on the QX400 surface, above and between the Function Keys: **F4** and **F5**, **F8** and **F9**, **F12** and the **PrtSc Key**.



The arrow keys are in the lower right corner of the keyboard with the Up Arrow above the other three arrows.

Along the right side of the keyboard, from top to bottom are the **DELETE**, **HOME**, **PAGE UP**, **PAGE DOWN** and **END** Keys.

JAWS Laptop keystrokes have been used where possible and with the inclusion of the **INSERT Key** as the **JAWS Key**, experienced JAWS users should have no problem learning the PAC Mate Omni commands.

To use THE PAC Mate Omni you only need to know the basic function keys and six common commands:

- **ESC** (more commonly referred to as the **CLOSE** button)
- **F1** (activates the left soft key)
- **F2** (activates the right soft key)
- **ALT+F3** (announce current soft key assignments)
- **F6** (decrease system volume)
- **F7** (increase system volume)

- **ALT** (Menu Bar)
- **WINDOWS Key** (Start Menu)
- **ARROW Keys** (**UP**, **DOWN**, **LEFT** and **RIGHT ARROW**)
- **ENTER**
- **SHIFT+TAB**
- **TAB**
- **CTRL** (Stop Speech)
- **INSERT+S, UP ARROW** (Increase Volume)
- **INSERT+S, DOWN ARROW** (Decrease Volume)

In addition, many of the PAC Mate Omni menus allow first letter navigation.

These 15 commands are the foundation from which you will become familiar with your PAC Mate Omni. For more information on commands, please see Appendix A: PAC Mate Omni Commands.

Another command you should get familiar with right away is the **APPLICATIONS Key**. This command activates the Context Menu, which allows you to quickly perform an action on an item. For example, you can use a Context Menu to cut, copy, select all, paste, delete or create a new folder. To access a Context Menu, select an item such as a word in a document, a date in the Calendar View, or a file in a list view and press the **APPLICATIONS Key**. Select a command from the Context Menu with the **ARROW** keys and press **ENTER**. Press the **CLOSE** button (**ESC**) to close the menu without performing an action.

The PAC Mate Omni keyboard also has a NUM PAD layer. The NUM PAD feature is useful if you do a large amount of numerical data entry. Activate this feature by pressing **FN+SCRLK**. The **FN** key is the key in the lower left corner and the **SCRLK** key is the third key from the right in the top row. To deactivate the NUM PAD keys, press **FN+SCRLK** a second time.

The **NUM PAD** keys are arranged on the QX400 keyboard as follows:

- **7, 8, 9** on the numbers row are **7, 8, 9** on the NUM PAD.
- **0** on the numbers row is the **ASTERISK** key on the NUM PAD.
- **U, I, O,** and **P** are **4, 5, 6,** and **DASH** on the NUM PAD.
- **J, K, L,** and **SEMI COLON** are **1, 2, 3,** and **PLUS** on the NUM PAD.
- **M, PERIOD,** and **SLASH** are **0, PERIOD,** and **SLASH** on the NUM PAD.

Overview of Soft Keys

Soft keys are available in many Windows Mobile applications, so it is important to understand how they work as you will use them extensively on the PAC Mate Omni. The left and right soft keys are virtual keys that perform different functions depending on the program being used. Soft keys generally are assigned to the most common action based on the current screen. For example, in most programs, the right soft key opens the menu while the left soft key may perform some common action such as starting a new document, replying to an e-mail message, or going to the previous Web page. Once you become familiar with the various actions the soft keys perform, you will find they are extremely convenient to use.

As soft key assignments change based on the currently active screen, the PAC Mate Omni will automatically announce the current soft key assignments when a screen first opens. For example, if you go to the Today screen from another program, you will hear "Today," followed by "left soft key is Calendar right soft key is Contacts." If you open an application or screen and receive no soft key announcement, this means that soft keys are not available in the particular program.

Use **F1** to activate the left soft key and **F2** to activate the right soft key. In addition, use the command **ALT+F3** at any time to have the PAC Mate Omni announce the current soft key assignments. If soft keys are not available, you will be told this as well.

Once you become more familiar with using soft keys and the various functions they perform, you may decide you no longer wish to hear an announcement each time they change. To turn off the automatic announcement of soft keys, do the following:

1. Open the Start menu (**WINDOWS Key**) and press **S** to choose Settings.
2. Press **V** once to move to Verbosity Settings and press **ENTER**.
3. When the Verbosity Settings dialog box opens, do one of the following:
 - In the Verbosity Level combo box, use the **ARROW** keys to select Advanced. The automatic announcement of soft keys is only enabled for Beginner, which is the default verbosity level, and Intermediate.
 - If you do not wish to use the Advanced verbosity level, **TAB** to the Preferences button and press **ENTER**. In the list of message types, press **DOWN ARROW** to move to Soft Keys, press the **SPACEBAR** to uncheck it, then press the **CLOSE button (ESC)** to return to the Verbosity Settings dialog box.
4. Press the **CLOSE button (ESC)** to save your changes and close the Verbosity Settings dialog box, and once more to close the Settings dialog box.

Remember: Even if you choose to not have soft keys announced, you can still use **ALT+F3** at any time to hear the current soft key assignments.

Today Screen Orientation

When you turn the PAC Mate Omni on, the Today Screen is immediately available. On the Today Screen are eight default items: the system date and time, Owner's Information, E-mail Messages, Tasks, Appointments, Windows Live sign in, Live Search, and Battery Charge. You move to these items using the **UP** or **DOWN ARROWS** of the keyboard. You handle all menu navigation, including the Start Menu, in this manner as well. To activate any of the items on the Today Screen and on the menus, press the **ENTER** Key. When you press **ENTER** on Live Search, you are placed in an edit field where you can type in a search string. If your PAC Mate Omni is connected to the Internet, pressing **ENTER** will open a page in Internet Explorer Mobile containing a list of search results.

Note: The "Sign into Windows Live" option is different from Windows Live Messenger. Using this item allows you to directly sign into the main Windows Live service. However, if you have a Windows Live Messenger account, your same username and password will work here as well. For more details on Windows live, visit the Windows Live Web site.

To refresh the Today Screen so that it reflects the most current information, press **INSERT+ESC**.

For those items on the Today Screen that open to a dialog box or list view, press the **CLOSE** button (**ESC**) Key to close the item and return to the Today Screen.

Customizing the Today Screen to show only those items that you use often is an option available in the Today dialog box, which is in the Settings list view under the Personal page.

From the Today Screen, you can quickly access your appointments and contacts with a single keystroke. Press **F1** to open Calendar or **F2** to open Contacts.

Regardless of where you are or what you are doing on the PAC Mate Omni, the Start Menu is always accessible with the **WINDOWS Key**.

Note: As you explore your PAC Mate Omni, you will occasionally come across unsupported features or phrases such as the words, "tap here." In this instance, instead of tapping, press **ENTER**.

Program Layout and Menus

Typically, most programs have a menu with items such as New, Edit, or Tools. In programs that use soft keys, the right soft key or **F2** will usually open the menu. In applications that do not use soft keys such as FSEdit, the command to access the menus is the **ALT key**. Press **ENTER** on the menu item you want to open.

Many menus have submenus, which frequently are announced. To open a submenu, you can press **ENTER** or the **RIGHT ARROW** to open the submenu and use the **LEFT ARROW** to return to the previous menu.

Note: In programs where the right soft key **F2** opens the menu, you can still use the **ALT Key** to open the menu as well. In this situation, pressing **ALT** brings up a small menu containing the left and right soft key assignments. **DOWN ARROW** to Menu and press **ENTER TO OPEN THE PROGRAM'S MAIN MENU**. In most cases however, it is much faster to just use **F2** when available.

Working with Dialog boxes and Controls

Dialog boxes are smaller windows that usually appear from a menu choice. They contain controls used to configure various settings.

There are many types of controls in a dialog box, such as edit fields, combo boxes, and slide controls.

In dialog boxes, the **TAB** key moves you forward through the controls, while **SHIFT+TAB** moves you backwards.

Multi-Page Dialog boxes

A Multi-Page dialog box is a dialog box with multiple pages. When you open a multi-page dialog box, the name of the current page is announced after the name of the dialog box. For example, "Sounds and Notifications, Sounds page."

To quickly move between pages of a multi-page dialog box, press **CTRL+TAB** or **SHIFT+CTRL+TAB**.

When you press **CTRL+TAB** or **CTRL+SHIFT+TAB**, you are first placed on the name of the currently active page. Continue pressing these keystrokes to move through the pages until you hear the one you want, then press **TAB** to move to the first control on the page.

HTML Dialog boxes

Windows Mobile uses HTML dialog boxes, better known as Information Bubbles, to display information in HTML text, hyperlinks, and buttons. Typically these dialog boxes are available only with software and hardware devices that support this type of dialog box. Use the arrow keys to navigate this dialog box and use **ENTER** to activate a button, hyperlink or radio button.

Radio Buttons

Radio buttons are presented in a dialog box as two or more small circles. This control type allows exclusive selections in that only one radio button in a group can be selected. Use the **DOWN ARROW** key to move through the radio buttons, and when you land on the appropriate choice, press **TAB** to move to the next control.

Note: Only one radio button in a group can be selected at a time.

Edit Fields

Edit fields are similar to the edit fields in word processing programs. You can type text into an edit field and use any of the Reading Commands to move about your typed text. A multi-line edit field allows you to type more than one line in an edit field.

Edit Combo Boxes

An edit combo box is a combination of two controls: an edit field and a list box. You can either type in a value or press **ALT+DOWN ARROW** to open a list box. The list contains suggestions for the contents of this field. Use the **UP** and **DOWN ARROW** keys to move through the list, and use **ALT+UP ARROW** or the **CLOSE** button (**ESC**) to close the list box. If you do not find your choice in the list box, type it in the edit field.

Combo Boxes

A plain combo box differs from the edit combo box. You must make your selection from suggestions provided by the program. Either press **DOWN ARROW** to move through the choices, or press the first letter of the choice you want to make.

Note: When you encounter a combo box you may need to press **DOWN ARROW** twice in order to move to the next item.

Edit Spin Boxes

The edit spin box is also a combination of two controls. You can type in this field, or use the arrow keys to move through the list of suggestions. Edit spin boxes are common for fields that require numeric values.

Left/Right Sliders

Left/right sliders are oriented horizontally. You can use your **LEFT** and **RIGHT ARROW** keys to adjust this control. For some left/right slider controls, you can use **PAGE UP** and **PAGE DOWN** to move by larger increments.

Check Boxes

A check box can be checked or unchecked. The PAC Mate Omni announces the current state of a check box when you move to it. Press **SPACEBAR** or **ENTER** to check or clear a check box.

In an extended select list box, use the arrow keys to navigate the list of options that have check boxes associated with them, and press **SPACEBAR** or **ENTER** to check or clear the check boxes.

Buttons

Buttons are common in dialog boxes and in the Windows Mobile environment require special consideration. In most dialog boxes, pressing **ENTER** activates a button.

In dialog boxes that contain OK and Cancel buttons, you can not press **ENTER** while on another control and have the OK button activated as you can with Windows dialog boxes on the desktop. You must **TAB** to the OK button and then press **ENTER** to activate it and close the dialog box.

In dialog boxes that do not contain OK and Cancel buttons, you must press the **CLOSE** button (**ESC**) to exit the dialog box. If you have made any changes, they are automatically applied. Otherwise, the dialog box is simply closed.

List Views

When you start using the PAC Mate Omni regularly, you will notice that one of the items common among all Microsoft programs is the list view. The list view lists the files you have created in a particular program and is seen whenever you open a program or close a file. To hear the available items in a list view, press **UP** or **DOWN ARROW**. As you move through the list, the first column of information is read. To hear information from all columns for the current item, press **INSERT+I**, the Read Current Line command.

In the list view, you always have the context menu (**APPLICATIONS Key**) available. This context menu offers a quick way of performing actions such as cut, copy, delete, rename, move, select all etc. To perform an action on an item(s), use the **DOWN ARROW** to select an item or if you want to select multiple items press **SHIFT+DOWN ARROW**. To select items non-contiguously, press and hold the **CTRL** key while moving up and down the list with the arrow keys. Press the **SPACEBAR** to select or unselect an item. JAWS says "not selected" for items that you have not selected. Once the items are selected, press the **APPLICATIONS Key** on the selected item(s). From the context menu select a command and press **ENTER**.

Of course, instead of pressing the **APPLICATIONS Key** you can always use equivalent commands such as **CTRL+X**, **CTRL+C**, **DEL** or **CTRL+A**.

Tree Views

In a tree view, items are presented in a hierarchical format, which is organized vertically on the screen. Press **UP** or **DOWN ARROW** to move through the tree view. When you hear, "level zero closed," you press **RIGHT ARROW** to open that level. If an item is closed, press **RIGHT ARROW** again to expand that item. If you want to close a level, press **LEFT ARROW**.

Note: The PAC Mate Omni only announces the level number when it changes.

Using the Search Feature

1. Open the Start menu (**WINDOWS Key**), **P** for programs, move to Search, and press **ENTER**.
2. Enter the text, topic or subject you are trying to find.

Tip: If you have looked for this text before, press **DOWN ARROW** in the Find box and select the name from the list.

3. In the Type combo box, use your arrow keys to narrow your search by selecting the appropriate item in the combo where you will find it.
4. Press **ENTER** when you are ready to begin the search. If your PAC Mate Omni or any attached storage devices contain a large number of files, the search may take some time to complete.
5. Press **TAB** to move to the Results list, use the arrow keys to select what you are looking for and then press **ENTER** to open it.

Personalizing Your PAC Mate Omni

If you will be using your PAC Mate Omni in public places, then this section is important because it discusses how to personalize, password protect, and identify your PAC Mate Omni.

This section is also important if you want to purchase any of the off-the-shelf programs available for the PAC Mate Omni as it discusses how to locate hardware and software information.

Entering Owner Information

You can enter this information in the Owner Information dialog box of the PAC Mate Omni.

To do this, from the Today screen, use the arrow keys to locate the item "Tap here to set owner information," and press **ENTER**. You can also access this dialog box by going to the Start Menu (**WINDOWS Key**) and pressing **S**. This opens the Settings multi-page dialog box. Use the arrow keys to move to Owner Information and press **ENTER**.

When this dialog box opens, the Identification page is active for you to enter your personal information. You can press the **SPACEBAR** to check the "Show information when device is turned on" check box so that if you lose your PAC Mate Omni, it can be returned to you.

If you want to add any additional information, press **CTRL+TAB** to move to the Notes page. Type the information you want to add and press the **SPACEBAR** to select the check box if you want to display this information when the PAC Mate Omni is on. Press the **CLOSE** button (**ESC**) to save the changes and close the dialog box, and once more to return to the Today Screen.

Protecting PAC Mate Omni Information

As you become familiar with your PAC Mate Omni and begin to truly use it as your personal data assistant, you may find that you are storing more and more personal or confidential information. For example, names and phone numbers of important contacts, credit card numbers, and work or school related documents. To protect you from data theft, your PAC Mate Omni allows you to password protect your information as well as encrypt any files you save to a storage card.

To set up a password, go to the Start menu (**WINDOWS Key**), press **S** to choose Settings. Press **L** to move to Lock and then press **ENTER**.

In the Password Settings dialog box, use the **SPACEBAR** to select how long your PAC Mate Omni must be idle before the password is required check box. Use the arrow keys to choose the idle time. Press **TAB** and select one of the two radio buttons to indicate the type of password you would like to use: simple 4-digit password or strong alphanumeric password.

To type the password, press **TAB** to move to the Password edit box and, if necessary, confirm the password. It is helpful to record this password and store it elsewhere for safekeeping.

You can also provide a hint in case you forget your password. From the Password Settings dialog box, press **CTRL+TAB** to access the Hint page. Press **TAB** and enter your hint in the edit box.

Note: If you choose to use an alphanumeric password it must be at least seven characters long and contain a combination of uppercase and lowercase letters, numerals, or punctuation.

When you are done press the **CLOSE** button (**ESC**) twice to return to the Today Screen. Now, when you turn your PAC Mate Omni on it will require the password to access it.

Caution: If you forget your password, you must perform a clean reset to clear the memory before you can access your PAC Mate Omni. This erases all files and data you have created and programs you have installed. For this reason, it is recommended that you use ActiveSync to regularly synchronize your data or use Sprite Backup to create a complete backup file of all of your programs and data so they can be restored.

To encrypt files saved on a storage card, go to the Start menu (**WINDOWS Key**), press **S** to choose Settings. Press **CTRL+TAB** to move to the System page, then **E** to move to Encryption, and press **ENTER**.

In the Encryption dialog box, press **SPACEBAR** to check the "Encrypt files placed on storage cards" check box. Since this is the only control in this dialog box, press the **CLOSE** button (**ESC**) twice to return to the Today Screen.

Now, any files that are located on your storage card, or any files that you save to your card in the future, will only be readable on your PAC Mate Omni. If your card is lost or stolen, none of your files will be readable on any other device.

Locating the PAC Mate Omni Serial Number

The PAC Mate Omni serial number identifies your PAC Mate Omni in Freedom Scientific's product database. This number, found in the center of the bottom surface, is printed and brailled. It may be helpful to record and store this number for safekeeping.

Finding Firmware Information

Anytime you call Freedom Scientific Technical Support, you will need to have your serial number and other information available. This information is found in the Version Information dialog box, which is accessed using the command **INSERT+ENTER, A**.

Knowing About Windows Mobile

To learn more about your PAC Mate Omni system go to the About multi-page dialog box. Here you will find information on Windows Mobile software version, processor type, memory amount, device ID, and Copyright notifications.

To view this information, go to the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **CTRL+TAB** to move to the System page. Press **A** to move to About and then press **ENTER**.

When the About dialog box first opens, you are on the Version page. The PAC Mate Omni will automatically read the contents of this page, which includes software version, processor, memory, and expansion slot.

When you are done with this page press **CTRL+TAB** to move to the Device ID page. On this page there is a Device Name edit field and a Description edit field. Your PAC Mate Omni uses the Device name to identify itself when connecting to other computers. If you cannot connect to a network because another device is already connected using the same name, type a new name in the Device edit field. You may include a description to go with the identification.

To read the copyright notice, press **CTRL+TAB** to move to the Copyright page. To read the copyright notice follow the previous steps to move to the Copyright tab.

Getting Help

The PAC Mate Omni has a variety of ways to get help and provides this help as conveniently as possible. The following paragraphs provide a brief description of each type of help available. Or if you prefer you can quickly access the list of Help Commands by going to Appendix A: PAC Mate Omni Commands.

Control Help

A control is any object or field that appears in a dialog box. To hear a description of the currently selected control, press **INSERT+F1**.

Context Help

Context help provides a complete description of the entire dialog box, application, or window that is currently open. Press **INSERT+F1** twice quickly to obtain Context help.

System Help

Press **WINDOWS Key, H** to access and hear in-depth help about the current application or dialog box.

Keyboard Help

Keyboard help allows you to safely explore keyboard commands without actually performing the command. For example, when you turn on Keyboard Help mode, and press a key, the PAC Mate Omni tells you what the selected key does without executing the function. To turn on Keyboard Help mode, press **INSERT+1**. To quit Keyboard Help mode, press **INSERT+1** again.

WINDOWS Key Help

The command **INSERT+W** gives a list of Windows Commands frequently used to operate the PAC Mate Omni. Use the JAWS reading keys to review the messages.

Using Online Help

Tip: The fastest way to open Help is to go to the Start Menu (**WINDOWS Key**), press the **UP ARROW** once and then press **ENTER** or press **WINDOWS Key, H**.

The online help in the PAC Mate Omni uses a task-oriented approach and briefly covers the steps necessary to complete a task. To aid you, the online help is specific to the program that is running. For example, while in FSEdit, if you open Help from the Start Menu, only FSEdit Help opens. While Help is open, press **ALT** and select Contents to open a complete list of all the help topics that you can browse.

In addition, because the PAC Mate Omni online help is written in HTML, you can use many of the Internet Explorer Mobile commands to navigate and read each help topic. For example, you can navigate to a topic quickly by opening a list of links with the command **INSERT+F7**. Or you can move easily through a table using **ALT+CTRL+ARROW Keys**.

For added convenience, next links have been added to Help so you can easily move to the next consecutive topic. To move back, just press **ALT+LEFT ARROW**. If, after you go back to the previous help topic, you are not at the top of the page, press **CTRL+HOME** and then use the reading commands.

To hear a list of commands that you can use to navigate the online help, go to Appendix A.

PAC Mate Omni Basics

Adjusting Speech Settings

The Voice Settings multi-page dialog box configures the PAC Mate Omni to speak the way that suits you best. There are two approaches you can take to adjust speech.

Open the Start menu and press **S** to choose Settings. Next, press **V** twice to move to Voice Settings and press **ENTER**.

When this dialog box opens, you are placed on the Primary page in a combo box where you can select the "voice" you want to modify. There are five choices:

- **Global Voice:** When this voice is selected, you can modify only the Rate, Upper Case Pitch Increment, and Punctuation settings (see below). Changes made here apply to the other four voices unless changed individually.
- **Message Voice:** This is the voice that is used to announce all system, JAWS, and other messages.
- **Keyboard Voice:** This is the voice that is used when you have Typing Echo turned on. It is the voice that is used to speak as you enter data on your PAC Mate Omni.
- **PC Cursor Voice:** The PC Cursor Voice is the ordinary speaking voice that you hear when your PAC Mate Omni is announcing the contents of a Web page or file, a new dialog box, and so on. It is the most commonly heard voice.
- **JAWS Cursor Voice:** When you switch from the PC Cursor to the JAWS Cursor to explore the contents of a window, this is the voice you hear.

Press **TAB** to move to the Speech Rate slider control. Press the **LEFT** and **RIGHT** arrow keys to increase or decrease the speech rate. To increase or decrease the speech rate by larger increments, press **PAGE UP** or **PAGE DOWN**. To move forward to the next control, press **TAB**.

The voices control is a combo box that allows you to choose from a selection of eight voices. With combo boxes, use the **UP** or **DOWN ARROW** keys to make your selection. You will hear the actual voice as you arrow through this list. This combo box is not available if you are modifying the Global voice.

Each time you move to a control, you should notice that JAWS indicates what type of control it is. For the voice pitch slide control, use the **LEFT** and **RIGHT ARROWS** to adjust the pitch to your liking. When you are done, press **TAB** to move forward to the next control. This control is not available if you are modifying the Global voice.

The next control, Upper Case Pitch, is a little different than anything discussed so far. It is an edit box and when you pressed **TAB** to move to it, you should have heard JAWS say, "Upper Case Pitch increment edit twenty." This means that the number twenty is the increment that JAWS uses when it reads an upper case letter. To change the pitch, type a new number. When you are done, press **TAB** to move to the next control.

The Punctuation combo box has four choices that you can use to control the amount of punctuation that you hear. They are none, some, most or all. Use the arrow keys to select your choice. When you are done, press **TAB** to move to the next control.

The last control is the Enable Secondary Voice check box. This check box allows you to specify whether or not the Secondary page is enabled. If you uncheck this option, only the Primary voice can be configured. This item is checked by default.

Press **CONTROL+TAB** to move to the Secondary page if you want to configure secondary voice settings. For example, if you have installed an additional Eloquence language, or a Realspeak Solo voice, you can configure the settings for the additional voice. The Secondary page mirrors the Primary page described above with the exception of the following:

- **Speech Synthesizer:** This combo box is available if you have installed one or more Realspeak Solo voices. Use the **ARROW** keys to change the synthesizer from Eloquence to Realspeak Solo. You can only change the synthesizer for the secondary voice.

- Language: This combo box allows you to select the language that is used for the secondary voice. This option is only available if you have additional Eloquence or Realspeak Solo languages installed. You can only change the language for the secondary voice.
- The Voice Pitch slider and the Uppercase Pitch Increment edit are not available when Realspeak Solo is the active synthesizer.

To toggle between the primary and secondary voice language, press **INSERT+S, L**.

Note: If you attempt to change the secondary voice back to Eloquence and you do not hear the Eloquence speech as expected, save any open documents then perform a warm reset and Eloquence will load correctly. You will not lose any data during a warm reset.

When you have finished configuring the voice settings, press the **CLOSE button (ESC)** to return to the Settings Multi-page dialog box. To exit the Settings dialog box and return to the Today Screen, press the **CLOSE BUTTON (ESC)** again.

The second approach to adjust speech settings uses **INSERT+S**, which you can press at anytime, in any program.

Note: If you adjust speech with **INSERT+S** and later perform a warm reset (**CTRL+ALT+DELETE**) your speech settings will revert to the previous adjustments made from the Settings dialog box.

The commands introduced here are called layered commands because you only have to press **INSERT+S** once to have all the speech parameters settings available. For example, press **INSERT+S**, and then use the **ARROW** keys to adjust the voice rate and volume. When you are done, press **P** until you set the punctuation to the level you want and so on. To move out of settings, press **FN**.

Appendix A lists all the commands used to adjust speech.

Understanding Layered Commands

There are several types of keyboard combinations in the PAC Mate Omni. Most key combinations are pressed once and released.

There are also layered commands. These are layered key combinations, where one set of keys is pressed and released, then another set of keys are pressed and released resulting in the command performing a function. For example, press **INSERT+S, P** to set the punctuation level.

Repeating layered commands allow you to press the second key combination in the sequence multiple times. For example, press **INSERT+S, RIGHT ARROW** to increase the speech rate. After pressing **INSERT+S**, press **RIGHT ARROW** repeatedly until the speech rate you desire is reached. If you think it's too fast, press **LEFT ARROW** to decrease the rate. You don't have to press **INSERT+S** again unless you pressed a key combination that is not assigned to the second layer for repeating commands that start with **INSERT+S**.

If you do press the first key combination in a layered command, followed by a key combination that is not assigned to the second layer, the PAC Mate Omni plays a sound to indicate that the command is invalid.

Press **FN** to exit the layer.

Working with Text

This section explains how to read and manipulate text, lists all the associated commands and provides examples on the more frequently used actions performed with text.

Typing in Braille

Using the PAC Mate Omni QX400 QWERTY keyboard, you can write in uncontracted or contracted Braille from anywhere in the PAC Mate Omni. This includes the Notes, Word Mobile, Windows Live Messenger, Messaging, Contacts, Calendar, and Tasks applications, as well as various dialog boxes that contain edit fields such as the Owner Information dialog box. You can even type braille in edit fields on Web Forms in Internet Explorer Mobile.

To turn on Braille input, press **INSERT+SHIFT+F9**. The Braille key assignments are:

- **F = DOT 1**

- D = **DOT 2**
- S = **DOT 3**
- A = **DOT 7**
- J = **DOT 4**
- K = **DOT 5**
- L = **DOT 6**
- Semicolon = **DOT 8**

When in Braille input mode, **DOT 7** (the letter A) functions as the **SHIFT** key when held down as you enter a character or as the **BACKSPACE** when pressed by itself. The **Semicolon** functions as a **NEW LINE** key. In addition, while the **ALT**, **WINDOWS**, and **ESC** keys as well as the arrow and function keys perform the same functions in Braille input mode, you must use chorded commands to perform other actions. A chorded command is a command that includes the **SPACEBAR**. For instance, to hear the title of the current window, you would normally press **INSERT+T**. In Braille input mode however, you would press **I CHORD, T** which is the same command used on the PAC Mate Omni BX. For more information on what chorded commands are available, please refer to the BX manual located on your Documentation CD.

Once the braille keyboard is enabled, you can enter text into any standard single-line or multi-line edit field using contracted braille. As soon as you press the **CLOSE button (ESC)** or any other command which moves you out of the edit field, the text is automatically back-translated to computer braille so the particular item is readable on your computer if you synchronize, or by a friend or co-worker if you e-mail it. When you open an item such as a note, Word Mobile document, Calendar appointment, etc. the text is automatically translated back into contracted braille so you can make any changes. If the PAC Mate Omni says "Computer Braille" and shows **dots 4-5-6, dots 3-4-6** on the braille display when you open an application or navigate to an edit field, this means that the particular edit field requires text be entered in computer braille even though contracted braille input is enabled. Currently, computer braille must be used in the equation entry window in FSCalc, Calculator, and when entering data into a spreadsheet in Excel Mobile. In addition, edit fields that prompt for an e-mail or Web page address as well as fields that only accept numbers, require computer braille. To turn off the braille keyboard and return to normal QWERTY operation, press **INSERT+SHIFT+F9** again.

Notes:

- If you want to write literary braille using grade 1, you should enable contracted braille input and write using the rules for contracted braille. For example, single letters should be preceded by a letter sign (**DOTS 5-6**).
- If you need to write a string of text that contains both letters and numbers, such as an amateur radio call sign or a confirmation number, you should use the letter sign (**DOTS 5-6**) before the letter or group of letters prior to a number sign (**DOTS 3-4-5-6**) and the letter or group of letters that follow a number. This ensures that the PAC Mate Omni correctly back-translates the number sign instead of rendering it as the letters "ble" and any letters that follow one or more numbers are correctly translated as letters instead of digits. For example, the string "t4qrs" would be written as dots 5-6 t dots 3-4-5-6 4 dots 5-6 qrs.

Because FSEdit was developed to include Braille input and output, Braille input mode works differently in FSEdit than it does in Windows Mobile programs. For more information on FSEdit and contracted braille, please see Using PAC Mate Omni Programs, FSEdit.

When working in Windows Mobile applications that support contracted Braille, it is important to remember that this feature has been implemented for input convenience only. Thus, in situations where you are co-creating or co-editing a document with a colleague, it is recommended that when working on the PAC Mate Omni QX you use FSEdit as your word processor. In addition, please note that any text formatting such as bold, italics, and list formatting, is lost during forward translation.

Inserting ASCII and Control Characters

You can enter ASCII values or control characters on the PAC Mate Omni. To enter ASCII values, do the following:

1. Press **FN+SCROLL LOCK** to turn on the numeric keypad. The **FN** key is located farthest to the left on the bottom row of the keyboard; the **SCROLL LOCK** key is the third key from the right on the top row.
2. While holding down the **ALT key**, press the letters that represent the NUM PAD numbers. For example, to enter a sign for British pounds sterling, press **j**, **o**, and **I**, or the equivalents of 163, the ASCII value for this character.

Reading

Depending on what you are trying to achieve, you may find reading by character, sentence or paragraph more suitable than reading with the Say All command (**INSERT+A**). For instance, if you are trying to understand the syntax of a paragraph, you may want to read by line or by sentence. If you want to know how a word is spelled, you would want to read by character or press the command for "Spell Current Word" (**INSERT+K** twice quickly). To access the table that lists all the reading/moving commands available on the PAC Mate Omni, go to Appendix A: PAC Mate Omni Commands.

Alternate Reading Commands

Alternate reading commands use the **ARROW** keys. The **LEFT** and **RIGHT ARROW** move and read horizontally. **LEFT ARROW** is for prior, **RIGHT ARROW** is for next.

The **UP** and **DOWN ARROW** move and read vertically. **UP ARROW** is for prior; **DOWN ARROW** is for next. Press them individually for line, add **CTRL** for paragraph, or press **PAGE UP** or **PAGE DOWN** to move by page.

File Margins

The **HOME** and **END** keys let you move to the margins of your document (i.e., beginning/end of the current line, or top/bottom of the file). Just press **HOME** to move to the beginning of a line or **END** to move to the end. To read from the beginning of the line to the current cursor position, press **INSERT+HOME**. To read from the cursor position to the end of the line, press **INSERT+END**. To move to the top of a file, press **CTRL+HOME**. To move to the bottom of a file, press **CTRL+END**.

Say All

When you want to read text in its entirety without stopping, use the Say All command (**INSERT+A**). With Say All, the PAC Mate Omni reads text from the point where you initiate the command to the end of the document or until you press the Stop Speech command (**CTRL**). During a "Say All" there are several commands you can use to move swiftly through the text you are reading. For example, you can press the **LEFT** or **RIGHT ARROW** to rewind or fast-forward through a document. In addition, you can decrease or increase the speech rate and volume. The commands available during a Say All are listed in Appendix A.

Editing

While there are many aspects to editing a document, this section focuses on the Edit commands used to edit text and provides an example with their implementation.

First, it is helpful to know that while most programs have an Edit Menu from which you can select an action, the PAC Mate Omni has its own keyboard edit commands. Appendix A lists these editing commands, which can be used in any program.

In many cases, any editing that you do requires that you select text.

Example: In the following two sentences, cut the word "pen," copy the word "stylus," and then paste the word "stylus" in the place of "pen."

Do you have a pen?

No, I have a stylus.

If you typed these sentences into one of the word processing applications on your PAC Mate Omni and then followed the directions, you would have had to select text twice. (Once to cut pen, and once to copy stylus.)

Using the previous example, the following procedure describes how to cut and paste using commands from the Edit menu.

1. Open FSEdit by pressing **WINDOWS Key, P**. Then press F until you hear FSEdit and press **ENTER**.
2. In the edit field type: Example1. When done, press **ENTER**.
3. Type the sentence: Do you have a pen? When you are done, press **ENTER**. Then type: No, I have a stylus.
4. Press **UP ARROW** to move up to the prior sentence.
5. Press **CTRL+RIGHT ARROW** or **CTRL+LEFT ARROW** until you hear the word "pen," then press **CTRL+SHIFT+RIGHT ARROW** to select pen or you can press **SHIFT+RIGHT ARROW** to select it by character so the question mark is not included.
6. Press **CTRL+X** to cut the word pen.

7. Next, Press **DOWN ARROW** to move down to the next sentence.
8. Press **CTRL+RIGHT ARROW** or **CTRL+LEFT ARROW** until you hear the word "stylus," then press **CTRL+SHIFT+RIGHT ARROW** to select stylus or you can press **SHIFT+RIGHT ARROW** to select it by character so the period is not included.
9. Press **CTRL+C** to copy the word stylus.
10. Finally, press **UP ARROW** to move up to the prior sentence, press **LEFT ARROW** to move left one character, and press **CTRL+V** to paste the word stylus.

To view all of the selecting commands available on the PAC Mate Omni, please see Appendix A: PAC Mate Omni Commands.

Alternate Selecting Commands

Alternate selection commands are extensions of the alternate reading commands. For example, **SHIFT+LEFT ARROW** selects the prior character, and **SHIFT+RIGHT ARROW** selects to the next character. Add **CTRL** to select by word.

SHIFT+UP ARROW selects the prior line, and **SHIFT+DOWN ARROW** selects to the next line.

Formatting

Like the Edit Menu, many programs provide a Format Menu or dialog box where you can change the appearance of text. But rather than use a menu or dialog box, you should get familiar with the PAC Mate Omni's keyboard formatting commands as they are quick and easy to use. Appendix A lists the formatting commands available on the PAC Mate Omni.

Much of the process used to format text is similar to the process involved in editing text.

Example: Center the following word "PAC Mate Omni." Capitalize p, a, c and m. Then bold the whole word.

1. Open FSEdit by pressing **WINDOWS Key, P**. Then press **F** until you hear FSEdit and press **ENTER**.
2. In the edit field type: Example2. When done, press **ENTER**.
3. Type the word: PAC Mate Omni.
4. Press **ALT+F, C** to center the word. (There is no need to move to the beginning of the word to center it.)
5. Press the **LEFT ARROW** to move left by character. Stop when you hear the letter "a."
6. Select to the beginning of the line with **SHIFT+HOME**.
7. Next, press **CAPS LOCK** and retype **p, a, c** and **m** in uppercase.
8. Now, press **HOME**, and **SHIFT+END**. This moves you to the beginning of the line so you can select all the text to the end of the line.
9. Last, to make everything bold, press **ALT+F, B**. (To unselect the word PAC Mate Omni, press any of the **ARROW keys**.)

Now that you have created a title for your document, you are on your way to writing its content. When you press **ENTER** to start your first sentence, it will be centered. To left justify, press **ALT+F, L**.

Embossing

Embossing a document can be done only in the FSEdit program. This section covers only the basics of embossing. For more information on this topic, please see FSEdit, Embossing a Document.

Embossing is initiated from FSEdit's Emboss dialog box. To open the Emboss dialog box you must open the File Menu (**ALT, ENTER**) and select Emboss (**E**). With the Emboss dialog box open, you have several controls that allow you to change the way your document is embossed. If you do not want to change any of the parameters and are ready to emboss, press **ENTER**.

Printing

Your PAC Mate Omni offers several printing solutions. Perhaps the most widely known solution is to synchronize your PAC Mate Omni documents and print from your desktop or laptop computer and printer. With this solution, you create a standard partnership with ActiveSync through the USB client or infrared.

Another solution uses a Windows Mobile printing utility called PrintBoy. This easy-to-use program lets you print Word Mobile and e-mail messages directly from your PAC Mate Omni to a PrintBoy compatible printer. Once you add the program to your PAC Mate Omni, go to the Start menu and select PrintBoy. For more information, visit <http://www.bachmannsoftware.com>.

Additionally, you can print directly to a printer from FSEdit.

Copying Files To and From Your PAC Mate Omni

A procedure that has received little coverage is your ability to copy all program files to and from your PAC Mate Omni and PC regardless of the type of partnership you establish in ActiveSync.

To copy files from your PC to your PAC Mate Omni, first locate, select, and copy the desired file(s). Then in ActiveSync on your PC, press **ALT+T**. From the Tools menu select Explore Device. This directly opens Mobile Device on your PC.

Next, select a folder and paste your files. Your files immediately go through the conversion process and transfer to the PAC Mate Omni. To copy files to your PC, the process is the same except that you go to Mobile Device first, copy the files, and then paste the files in the desired folder on your PC.

Adding Programs

Before you purchase an off-the-shelf program for your PAC Mate Omni, make sure JAWS supports it and that it is compatible with the Windows Mobile 6.0 operating system and your PAC Mate Omni's processor. For more information on the processor, please see *Personalizing Your PAC Mate Omni, Knowing About Pocket PC*.

Any application that you want to add to your PAC Mate Omni must be installed using ActiveSync and your computer. For more information on ActiveSync, please see *Connecting the PAC Mate Omni, Connecting to a PC with ActiveSync*.

Before you can add a program to the PAC Mate Omni, you must install it on your PC. You do not need to be connected or have a partnership established. After you install the program, it remains on your PC in ActiveSync so you can add or remove it from your PAC Mate Omni when needed.

If you have yet to make a connection between your PAC Mate Omni and your PC and only want to add or remove programs, establish a guest partnership in ActiveSync. If you want to synchronize as well as add or remove programs, establish a standard partnership.

Whether you have a guest or standard partnership, you go to the Tools Menu (**ALT+T**) in ActiveSync on your PC and select Add/Remove Programs. Once you have checked the program(s) you want to add, press **TAB** to move to the OK button and press **ENTER** to close the dialog box.

Note: Any listed program that does not have a check in the box is removed from the PAC Mate Omni.

If additional installation is required, installation dialog boxes will automatically open on your PAC Mate Omni and step you through the rest of the process.

Removing Programs

Programs that come with your PAC Mate Omni cannot be removed. Only programs that you install can be removed.

There are a couple of ways to remove programs from your PAC Mate Omni. The easiest way is to use the Add/Remove Programs dialog box in ActiveSync on your PC. This dialog box lets you remove any applications you are not currently using, but because they remain on your PC, you can re-add them to your PAC Mate Omni at anytime.

To remove programs, establish a partnership in ActiveSync. With ActiveSync open on your PC desktop, go to the Tools Menu (**ALT+T**) and select Add/Remove Programs from the menu. In the Add/Remove Programs dialog box, uncheck the box next to the program(s) you want removed from your PAC Mate Omni. Once you have unchecked the program(s) you want removed, move to the OK button and press **ENTER**. The program(s) are automatically removed from your PAC Mate Omni.

Note: Any listed program that has a check in the box remains on the PAC Mate Omni.

The second way to remove programs installed is to use the Remove Programs dialog box on your PAC Mate Omni. To do this, open the Start menu and press **S** to choose Settings. Press **CTRL+TAB** to move to the System page. Press **R** twice to select Remove Programs and then press **ENTER**.

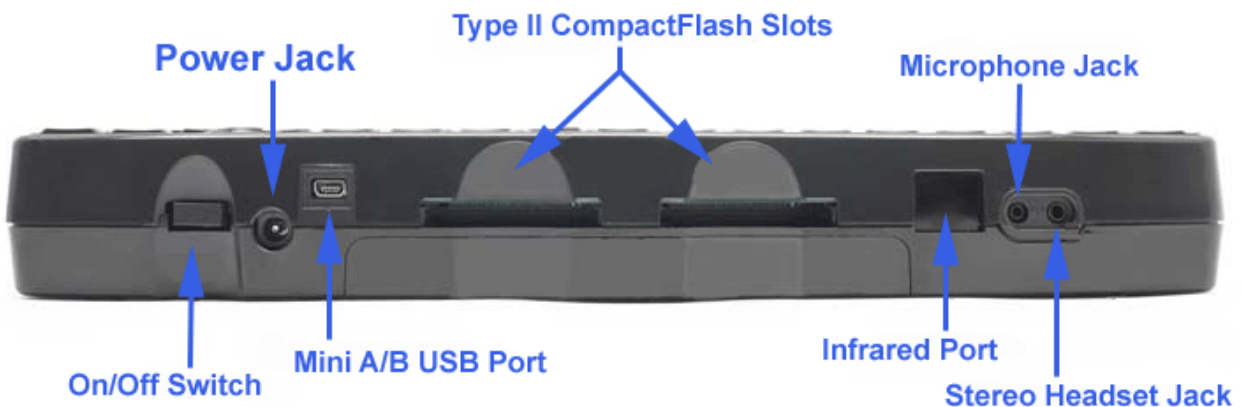
In the Remove Programs dialog box use the **DOWN ARROW** to select the program(s) you want removed. Press **TAB** to move to the Remove button and press **ENTER**.

PAC Mate Omni Hardware

The PAC Mate Omni has keys on the top with the ports and switches in the back. The overall size of the QX400 is 12.3 inches (31.24 cm) x 6.27 inches (15.93 cm) x 1.62 inches (4.11 cm) and it weighs 2 lbs (.90kg).

Ports and Switches

With the PAC Mate Omni positioned on your lap or on a desktop as if you are going to type, you will find on the back surface from right to left: the On/Off switch, the Power Jack, the Mini A/B USB port, two CompactFlash® Slots, the Infrared Port, the 3/32 inch (2.5 mm) external headset/Microphone Jack and the 1/8 inch (3.5 mm) Headphone Jack.



The CompactFlash slots on the QX400 support both CompactFlash Type I and Type II cards and peripherals. For more information on peripherals that have been tested for the PAC Mate Omni, please visit our web site.

The CompactFlash cards plug into the PAC Mate Omni in one direction only. If you insert the card the wrong way, simply remove the card, turn it over and gently reinsert the card. Never push or force the card. When you correctly insert the card, you can feel it gently plug into place.

To remove a CompactFlash card, grasp and pull the card with your index finger and thumb.

On the top surface, just above the **F3** key on the QWERTY keyboard, is the speaker and just above the Print Screen and Scroll Lock keys is the internal microphone.

The reset button is on the bottom surface of the PAC Mate Omni. To find the reset button, turn the PAC Mate Omni bottom side up so that the rear panel is facing you. With your left hand, locate the rectangular depression that contains the serial number sticker. Just above this depression is a small, round protuberance with a hole. This is the reset button. Use an unbent paper clip, Braille stylus, or similar object to press the reset button by inserting it into this hole and pressing.



Also located on the bottom surface is the drawer/display release. You can find this release on the right side across from the reset button. To disengage the drawer or display, pull the release gently towards the right side of the unit.

To connect the PAC Mate Portable Braille Display, align the display so that it slides easily into the PAC Mate Omni. Then press against each unit until they are firmly engaged.

Battery

The PAC Mate Omni is powered with a high-density lithium polymer battery that may be charged repeatedly and at any time within the battery cycle without losing capacity. When the battery has only 30% of its charge remaining, the PAC Mate Omni announces a warning that the battery is low. At 12% of battery life, the PAC Mate Omni alerts you that the battery is critically low, and at 0% the PAC Mate Omni will automatically turn off within a few minutes.

Note: Since all user data and installed programs are stored in Flash memory as of version 6.0, your information will not be lost if the battery completely discharges. All of your files, installed programs, and settings will still be there when you connect the PAC Mate Omni to the AC adapter and charge it.

Once the battery charger is connected, the battery takes approximately 4 hours to recharge. You can work with your PAC Mate Omni while your battery is recharging without harming the unit. When you get ready to charge your PAC Mate Omni, **you must charge the battery with the AC adapter supplied with the unit.**

Warning: This device has no user-serviceable components. Any unauthorized attempt to service or replace internal components by opening the case will void the product warranty.

Checking the Available Battery Charge

For convenience, the Today Screen indicates the percentage of battery charge available. To refresh the Today Screen so that it reflects the most current battery charge, press **INSERT+ESC**.

Note: If you do not refresh the screen before checking the percentage of battery charge available, you may not receive an accurate measurement.

For additional information on the PAC Mate Omni battery, please see Appendix B: Special Considerations, Lithium Polymer Battery.

Resetting the PAC Mate Omni

Occasionally it may be necessary for you to reset your PAC Mate Omni. This is true if it is operating slowly and sluggishly or if it stops responding completely. If this occurs often, contact Freedom Scientific's hardware technical support. However, if this occurs infrequently, perform the following to get your PAC Mate Omni running normally again.

Performing a Warm Reset

A warm reset does not affect your files, programs or settings. Instead, it closes all running applications, restarts the PAC Mate Omni, and places you on the Today Screen. This means that any data that you have written but not saved will be lost in a warm reset. To perform a warm reset, press **CTRL+ALT+DELETE**. After about a minute, during which time the Windows Mobile operating system is being restarted, you will hear "JAWS for Pocket PC is ready" followed by the version. You are then placed on the Today screen.

In the event that your PAC Mate Omni keyboard becomes unresponsive, you can also perform a warm reset by holding the power switch in the on position (toward the CompactFlash slots) for approximately 10 seconds and releasing it. The PAC Mate Omni will then perform a warm reset.

Performing a Cold Reset

A cold reset is similar to a warm reset in that all running programs are closed and the operating system is restarted. However, some additional initializations to the internal hardware are performed that are not done during a warm reset. While a cold reset will not erase any of your files, you will need to reset the time and date as these will be returned to their factory defaults. See Clock for information on setting the clock.

To cold reset your PAC Mate Omni, use a straightened paper clip or a toothpick and press down gently on the reset button. You should feel the button move slightly as you press. After about a minute you will hear "JAWS for Pocket PC is ready" followed by the version. You are then placed on the Today screen.

Note: If you have upgraded from a version of the PAC Mate prior to the Omni, please note that performing a cold reset will no longer erase any of your files or installed programs. Do not hesitate to try a cold reset if you think it may resolve an issue you are experiencing as your data is secure.

Performing a Clean Reset

Warning: A clean reset should be used only as a last resort as this erases all files and data you have created and programs you have installed. Usually, you should never have to perform a clean reset. However, if you are in a situation where you need to perform one, make sure you first synchronize any important data with your computer, or perform a complete backup of your PAC Mate Omni to a storage card using Sprite Backup.

To clean reset your PAC Mate Omni, use a straightened paper clip or a toothpick and press down gently on the reset button while simultaneously holding the power switch in the off position - away from the CompactFlash slots. Once you begin holding the power switch, you can release the reset button. When you begin holding the power switch, you will hear a low-high beep. Continue holding the switch for about six seconds until you hear a second low-high beep and release the switch. The reset process may take up to 10 minutes, depending on how much data is stored on your PAC Mate Omni. Once completed, you will hear a chime followed by the message "JAWS for Pocket PC is loading" and the version number, followed shortly after by another chime. After the second chime, you are placed on the Today screen ready to use your PAC Mate Omni.

At this point, the PAC Mate Omni has been reset to factory settings and any user data including programs you installed are gone. You will need to restore from your backup file, or synchronize with your computer in order to restore your data.

If you accidentally release the switch before the second low-high beep, a cold reset (described above) is performed instead and your data is not erased.

Carrying Case

The PAC Mate Omni carrying case is specifically designed to protect your unit. It is lightweight and water-resistant.

There are two straps supplied with the carrying case:

- A wide strap with a shoulder pad. This strap attaches to the carrying case, itself.
- A narrow strap that attaches to the posts on the front edge of the PAC Mate Omni or, if installed, your braille display.

These straps are adjustable to maximize comfort during transport. In addition, you can easily remove the straps and store them along with other items in the case's zippered pocket.

The case can be used when the braille display is attached as well as when it is not attached.

General Care of Your PAC Mate Omni

The plastic body of the PAC Mate Omni is made of a blend of high impact polycarbonate and heat resistant polymers that meet strict environmental standards. In order to keep your PAC Mate Omni in good working condition, it is recommended that you store your unit in a dry place away from direct sunlight. Avoid operating the unit around liquids or food, and always operate the unit with clean, dry hands.

Clean the unit with a dry cloth and do not use commercial cleaners on any part of the unit.

Never use or store the PAC Mate Omni in an environment where it will be exposed to extremes of light, temperature, moisture or vibration.

Setting Up the PAC Mate Omni

The PAC Mate Omni allows you to modify many settings that determine what and how much information JAWS reads. In addition: you can set alarm notifications, choose to read time in different formats, select what programs appear in the Start Menu and in the Programs submenu, and customize the Today Screen to view only those items you want.

For ease of reading and usability, this section mirrors the list view sequence in the Settings multipage dialog box found in the Start Menu.

Braille Settings

The Braille Settings multipage dialog box configures the behavior of your braille display.

To configure your braille display, press **WINDOWS Key, S**, and if necessary **B** to select Braille Settings, otherwise press **ENTER** to open the Braille Settings dialog box. When the dialog box opens, press **CTRL+TAB** to navigate from tab to tab.

General Tab

Braille Mode: This combo box is used to determine the format of the information sent to the braille display. The following options are available:

- **Line:** The line of text at the current cursor position is sent to the braille display.
- **Structured:** The information relevant to the current cursor position is sent to the braille display. This is the default option.
- **Speech Box:** The same information is sent to the braille display as is sent to the synthesizer.

Reverse Advance Buttons: If this check box is checked, pressing an advance button that ordinarily pans left will result in advancing to the right and pressing an advance button that ordinarily pans right will advance to the left. This item is not checked by default.

8 Dot Braille: If this check box is checked, the display uses 8 dot braille. This item is checked by default.

Braille Follows Active: If this check box is checked, the Braille Cursor follows as you move the active cursor, but is not limited to where the active cursor can move. For example, when moving through a dialog box, the Braille Cursor moves to each control as you press **TAB**. This item is checked by default.

Active Follows Braille: If this check box is checked, the Braille Cursor and the active cursor are linked together. When you move the Braille Cursor, the active cursor also moves. However, you cannot move the Braille Cursor where the active cursor cannot move. For example, with the PC cursor active, you cannot read down to the status line of a window. This item is checked by default.

PC Follows Braille: If this check box is checked, only the PC cursor follows when you move the Braille cursor. This allows you to use another cursor, such as the JAWS cursor, to review the screen without it being routed to the location of the Braille cursor. This item is not checked by default.

Highlight: When this check box is checked, text that is highlighted is indicated with the addition of dots 7 and 8. Unchecking this may help new braille users become accustomed to working with a braille display. This item is checked by default.

Suppress Capital Signs: When this item is checked, capital signs are not shown on your braille display. This item is unchecked by default.

Word Wrap: If this check box is checked, PAC Mate Omni does not split a word that is too large to be shown on the Braille display. When you pan to the next increment, you can read the word in its entirety. If you clear this check box, PAC Mate Omni displays as much of the word as possible, but a portion may be cut off. PAC Mate Omni shows the remainder of the word when you pan to the next increment. This item is checked by default.

Dot Firmness: Specifies the firmness of braille dots on the PAC Mate Omni and Focus displays. There are five levels of firmness. Adjust the display to the level of firmness most suited to the sensitivity of your fingers.

Focus Braille Display Options Button: This button is only available when a Focus Braille display is connected to your PAC Mate Omni. Use this button to open the Focus Braille Display Options dialog box where you can adjust settings for a Focus Braille display.

Languages Tab

Primary Language: This combo box allows you to select the primary braille language. You can choose from the following languages: English, French European, French Canadian, German, Italian, Portuguese, Spanish, Polish, Dutch, Danish, Russian, and Greek.

Primary Braille Format: This combo box is used to determine how text is displayed on your braille display. The following options are available:

- **Computer Braille:** Computer braille text is shown as computer braille on your braille display unless a file containing contracted braille text, such as a BRF file, is open. This is the default setting.
- **Contracted Output:** Computer braille text is shown in contracted braille on your braille display.
- **Contracted Input:** This option is only available when Braille input mode (**INSERT+SHIFT+F9**) is active and allows you to use the Braille Keyboard to enter text into documents or other edit fields using contracted braille. Computer braille text is shown in contracted braille on your braille display. For more information on Braille input mode, see Typing in Braille.

If the language you selected in the Primary Language combo box does not support contracted braille, this combo box will be unavailable.

Primary Expand Current Word: Available when contracted output or contracted input is selected, if this check box is checked and computer braille text is shown in contracted braille on your braille display, then the word at the position of the Braille cursor is displayed in computer braille. If this check box is not checked and computer braille text is displayed in contracted braille, then the Braille cursor rests at the beginning of the current word and moves as you navigate from word to word. This item is checked by default.

Primary Enable UEB: If this check box is checked, and Contracted Output is selected, computer braille text is shown in Unified English Braille on the braille display. If Braille input mode is active, you can write text into a document using Unified English Braille. This item is not checked by default. You should only enable this option if you regularly read and write UEB files. This option is not available if the Primary Braille Format is set to computer braille or if the braille language is set to any language other than English.

Secondary Language: This combo box allows you to select the secondary braille language that is enabled when you use **INSERT+S, T** to switch between the primary and secondary braille language. You can choose from the following languages: English, French European, French Canadian, German, Italian, Portuguese, Spanish, Polish, Dutch, Danish, Russian, Greek, or None.

Secondary Braille Format: This combo box is identical to the Primary Braille Format combo box described above. It is used to determine how text is displayed on your braille display. If the language you selected in the Secondary Language combo box does not support contracted braille, this combo box will be unavailable.

Secondary Expand Current Word: Available when contracted output or contracted input is selected, if this check box is checked and computer braille text is shown in contracted braille on your braille display, then the word at the position of the Braille cursor is displayed in computer braille. If this check box is not checked and computer braille text is shown in contracted braille on your braille display, then the Braille cursor rests at the beginning of the current word and moves as you navigate from word to word. This item is checked by default.

Secondary Enable UEB: If this check box is checked, and contracted output is selected, computer braille text is shown in Unified English Braille on the braille display. If contracted input is selected, you can write text into a document using Unified English Braille. This item is not checked by default. You should only enable this option if you regularly read and write UEB files. This option is not available if the Secondary Braille Format is set to computer braille or if the Secondary braille language is set to any language other than English.

Cursors Tab

Use the Cursors tab to configure cursor behavior on a braille display attached to your PAC Mate Omni.

Cursor Type: This list box contains three cursor types that you can configure:

- **PC Cursor:** This cursor is linked to the keyboard functions of Windows and applications. This is the cursor that is used when typing information, moving through options in dialog boxes, and selecting options or icons. As you type information, the PC Cursor follows along with each key you press. If you are making a selection in a menu or dialog box, the PC Cursor highlights the currently selected object. The PC Cursor is activated by default when your PAC Mate Omni starts. If you are using a different cursor, pressing **INSERT+SEMICOLON** re-activates the PC Cursor.
- **JAWS Cursor:** The JAWS Cursor is linked to mouse pointer functions in Windows and other applications. It is used to read information the PC Cursor cannot read, such as toolbar information. In the Windows Mobile environment on the PAC Mate Omni, it can also be used to tap items on the screen. When the JAWS cursor is on a control or item that can be tapped, pressing **INSERT+8** or pressing a cursor router button will activate that item. You therefore have access to information in an application window that is beyond the scope of the PC Cursor. To activate the JAWS Cursor, press **INSERT+P**.

- **Invisible Cursor:** The Invisible Cursor is similar to the JAWS Cursor. It is used solely for reviewing text on the screen and is most often used in applications where moving the mouse pointer changes the text being displayed. To turn on the Invisible Cursor, press **INSERT+P** twice quickly.

Dot Pattern: The braille dots that will be used to represent the cursor. By default, these are **DOTS 7-8** for each cursor type, but you can change these if you want to do so.

Cursor: There are three radio buttons from which to choose:

- **Always up:** The Braille Cursor is displayed as a steady representation.
- **Always down:** The Braille Cursor is not displayed.
- **Blinking:** The Braille Cursor blinks, providing an easily distinguished tactile reference point.

Blink Rate: This setting controls the rate at which the Braille Cursor, if set to "Blinking," moves up and down. The smaller this number is, the faster the blink rate. The default is 500 milliseconds.

Messages Tab

Show Messages: This check box determines whether messages are shown on your braille display. It is checked by default.

Duration: This combo box allows you to select the length of time messages are displayed. The default is 5 seconds and the range is from 1 second to 10 seconds.

Show Message Prefix: This check box allows you to determine whether message prefixes; which indicate what kind of message is being displayed; are shown. It is checked by default.

Message Level: This combo box allows you to choose the level of messages to be displayed. The choices are **Beginner**, **Intermediate**, and **Advanced**.

Preferences: When you press **ENTER** on this button, a dialog box opens that allows you to choose the types of messages that will be displayed.

Messages: This list box allows you to check the types of messages that will be displayed. The choices are:

- JAWS Messages
- Smart Help Messages
- Status Messages
- User Request Messages
- Soft Key Messages

Note: The message prefix is shown in parentheses following the message type.

Focus Braille Display Options

Placement of Status Cells: Specifies if the informational status cells are located on the left or right end of the display, or not displayed at all. The status cells are located at the left end of the display by default.

Reading Line: Use the Reading Line edit spin boxes to show information within the portion of the display you want to use. The default settings are determined by the location of the status cells, and the length of the display.

See Also:

PAC Mate Omni with a Braille Display

Buttons

You can assign eight hotkey commands to any of the programs on your PAC Mate Omni from within the Buttons dialog box. This feature is convenient because anytime you want to open a program all you have to do is press the hotkey command. The following table lists the default program for each command.

Program	Command
Record	INSERT+SPACEBAR, 1
Calendar	INSERT+SPACEBAR, 2
Contacts	INSERT+SPACEBAR, 3
Tasks	INSERT+SPACEBAR, 4
Messaging	INSERT+SPACEBAR, 5
File Explorer	INSERT+SPACEBAR, 6
FSEdit	INSERT+SPACEBAR, 7
FSCalc	INSERT+SPACEBAR, 8

To assign a different program to a command, open the Buttons dialog box by pressing **WINDOWS Key, S**. Move to Buttons with the **DOWN ARROW** and press **ENTER**.

The Buttons dialog box opens with the Program Buttons page. The list view, which has the eight hotkey commands and default programs, is active.

Select a hotkey command by moving up or down with the arrow keys, then press **TAB** to move to the Button Assignment combo box. Use the arrow keys to move through the list and select a program you want to associate with the hotkey command.

To assign the next program to a hotkey, press **SHIFT+TAB** to move back to the list view. Press **DOWN ARROW** to move to **INSERT+SPACEBAR+2**. By default this button is set to Contacts. To change the program, repeat the steps discussed above.

In addition to assigning programs to hotkey commands, you can assign commands for scrolling. These options are also listed in the Button Assignment combo box.

Dictionary

Use the Dictionary Settings dialog box (**INSERT+S, D**) to change the way PAC Mate Omni pronounces words, phrases, abbreviations, acronyms or ANSI symbols. The pronunciation changes you make are global so they occur in all programs on the PAC Mate Omni.

To add a word to the Dictionary:

1. Place the cursor in front of the word.
2. Press **INSERT+S, D** to open the Dictionary Settings dialog box.
3. Press **ENTER** to activate the Add button and open the Add Dictionary Definition dialog box.
4. In the Actual Word edit field, type in the word that is at the cursor location.
5. Press **TAB** to move to the Replacement Word edit field and type how you would like the word(s) pronounced. Do not include any punctuation marks.
6. Press **ALT+A** to hear the actual word, and press **ALT+R** to hear the replacement word.
7. When you are satisfied with the way JAWS pronounces the word, press the **CLOSE** button (**ESC**) to add the word.
8. Press the **CLOSE** button (**ESC**) to exit.

To Change or Delete Existing Entries:

1. Press **TAB** to move to the Dictionary Entries extended list box. Use the arrow keys or first letter navigation to locate the entry you want to change or delete.

2. Press **TAB** to move to either the Change or Delete button and press **ENTER**.
3. If you are changing an entry, press **TAB** to move to the Replacement Word edit field and type how you would like to have the text pronounced. Do not use any punctuation marks.
4. Press **ALT+A** to hear the actual word, and press **ALT+R** to hear the replacement.
5. When you are satisfied with the way JAWS pronounces the word, press the **CLOSE** button (**ESC**) to save the changed word.
6. Press the **CLOSE** button (**ESC**) to exit.

Alternatively, you can press **TAB** to move to the Search for Entries edit field and type the text you want to change or delete, then press **TAB** to move to the appropriate button and press **ENTER**.

HTML Settings

This dialog box controls the way the PAC Mate Omni reads pages written in html. If you intend to browse the web, understanding this dialog box is imperative.

Open the Start menu (**WINDOWS Key**), press **S** to choose Settings. Press **H** once to select HTML Settings or use the arrow keys to select it. If an item is not selected, press the **SPACEBAR** first, and then use first letter navigation. Once HTML Settings is selected, press **ENTER**.

When you open HTML Settings, you will hear the PAC Mate Omni say, "JAWS HTML Settings dialog box, Skip Past Repeated Text On New Pages check box, checked." With this control checked, the PAC Mate Omni skips text that is repeated on web pages within the same web site and automatically moves the cursor to new text found on the page.

When you press **TAB** to move forward, the next control you encounter is the "Lines Per Page" edit field. This setting determines how many lines the cursor moves when pressing **PAGE UP** or **PAGE DOWN**. With the default value set to twenty-four, the cursor moves twenty-four lines. For more information on moving through and reading text, please see PAC Mate Omni Basics, Working with Text.

The next control is the "Maximum Line Length" edit field, which controls how many characters the cursor treats as one line of text. The default value is 150 characters.

Headings are used to understand how each section of text relates to the web page as a whole. Press **TAB** to move to the "Headings Verbosity" combo box. With the Headings Verbosity combo box, use the arrow keys to choose whether the PAC Mate Omni announces headings and whether this includes heading levels. The default setting is Headings with levels indicated.

Many web sites use Graphics as links. If you want the PAC Mate Omni to announce only graphical links that use alternate text, use the arrow keys to select Tagged Graphical Links in the Graphical Link Verbosity combo box.

In addition to graphical links, frames are another web structure you will encounter. To control how the PAC Mate Omni responds to frames, choose one of the three options in the New Frame Indication combo box. Your options are:

- **No Indication:** The PAC Mate Omni does not indicate when frames are entered or exited.
- **Say Frame Name:** The PAC Mate Omni announces the frame name when it is entered or exited. This is the default option.
- **Say New Frame:** The PAC Mate Omni announces when a frame is entered only.

If you want to continue with adjusting HTML settings, press **TAB** to move to the Advanced button and press **ENTER**. If you are finished, press the **CLOSE** button (**ESC**) to return to the Settings dialog box. Press the **CLOSE** button (**ESC**) again to return to the Today Screen.

Advanced HTML Settings

When you press **SPACEBAR** on the Advanced button in the JAWS HTML Settings dialog box, you open the HTML Advanced dialog box. The first three controls are check boxes, which are checked by default. To uncheck the boxes, press the **SPACEBAR**.

The first check box is the "Say Link Type" check box, which sets the PAC Mate Omni to announce the type of links encountered when navigating an HTML document. To move to the next control, press **TAB**.

With the "Identify Same Page Links" check box checked, the PAC Mate Omni announces when links point to other locations on the same page by stating, "Same page link."

The "Indicate Tables" check box sets the PAC Mate Omni to announce the start of a table by declaring its number of columns and rows and when the end of the table is reached. To move to the next control, press **TAB**.

The "Text Block Length" edit box lets you specify the number of characters in a block of text. This control affects the **N** command used in Internet Explorer Mobile. When you press this command, the PAC Mate Omni moves to the next block of non-link text that is equal to or greater than the number of characters specified in this edit box. The default value is 25.

The "Text Link Verbosity" combo box determines what information the PAC Mate Omni speaks when a text-based link is encountered. The following options are available:

- **Speak Title Text:** When this option is selected, the PAC Mate Omni speaks information provided by the HTML title attribute, which is not displayed on the screen. If no title text is found, the PAC Mate Omni reads the on-screen text.
- **Speak Screen Text:** The PAC Mate Omni reads the on-screen text of the link only. This is the default option.

- **Speak Longest:** The PAC Mate Omni reads the longer string of text whether it is the on-screen text displayed as a link or a title tag attribute. This option is meant to provide you with the most information possibly available on an HTML page.

To move to the next control, press **TAB**.

Similar to the "Text Link Verbosity" combo box, the "Graphic Verbosity" combo box allows you to specify how you want the PAC Mate Omni to announce graphics within HTML documents. The following options are available:

- **No Graphics:** Graphics are not announced.
- **Tagged Graphics:** Graphics that have alternate text specified within the HTML document are announced. The PAC Mate Omni states "graphic" and then reads the alternate text. This is the default option.
- **All Graphics:** All graphics are announced.

The last control in this dialog box is the "Image Map Link Verbosity" combo box. This control determines how images, mapped with coordinates for use as links, are announced. The PAC Mate Omni offers the following options:

- **No Image Map Links:** Image map links are not announced.
- **Tagged Image Map Links:** Image map links that have Alternate text specified within the HTML document are announced.
- **All Image Map Links:** All image map links are announced. This is the default option.

If you are done, press the **CLOSE** button (**ESC**) to return to the HTML Settings dialog box. Press the **CLOSE** button (**ESC**) again to return to the Settings dialog box and once more to return to the Today Screen.

Input

While this dialog box has limited support, it does contain two controls that may be beneficial for you to know about. The first control is the "Voice Recording Format" combo box. The settings in this combo box determine the quality of your voice recording. The default setting is 8000 Hz, Mono (2 KB/s), which gives you the longest possible recording time, but with the lowest recording quality. Naturally, Windows Mobile offers you a wide variety of settings to choose from. To learn more about the Voice Recording Feature, please see Notes, Creating a Recording.

The second control in this dialog box is the "Capitalize first letter of sentence" check box. When this box is checked, anytime you press **ENTER** to start a new line in an edit field, the first letter of the line is capitalized. This control works only with Windows Mobile programs.

To access these controls, go to the Input dialog box (**WINDOWS Key, S, I, ENTER**) and move to the Options page with **CTRL+TAB**. As the page opens the first active control is the "Voice Recording Format" combo box. Make your selection using the arrow keys and then press **TAB** until you reach the "Capitalize the first letter of sentence" check box. Use the **SPACEBAR** to disable or enable this control.

Keyboard

When you want to adjust the amount of feedback you receive as you type in an edit field, use the "JAWS Keyboard Settings" dialog box.

To use this dialog box, open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **K** to move to Keyboard Settings and then press **ENTER**. When you open the Keyboard Settings dialog box, the Typing Echo combo box is active and ready for you to use the **UP** and **DOWN ARROW** keys to select an option. Your options in this combo box are:

- Off: The PAC Mate Omni is silent as you type.
- Characters: Each character you type is echoed.
- Words: Each word you type is echoed after pressing **SPACEBAR** or **ENTER**.

- Characters and Words: Characters are echoed as you type them and words are echoed after you press **SPACEBAR** or **ENTER**.

When you are done making your selection, press **TAB** to move to the next control.

Tip: You can also change these options with **INSERT+S, K**. Continue to press **K** until you select the option you want.

The next control in this dialog box allows you to use the **CAPS LOCK** Key in addition to the **INSERT** as your JAWS Key command. To enable this control, use the **SPACEBAR** to place a check in the box. To use the **CAPS LOCK** Key you double press the key to toggle it on or off.

The last control is a combo box that allows you to select your input language. Use the **UP** and **DOWN ARROW** keys to select an option.

To save your settings and return to the Settings dialog box, press the **CLOSE** button (**ESC**). Press this key again to close the Settings dialog box and return to the Today Screen. Or if you want to explore the other pages in the Settings dialog box, press **CTRL+TAB** to move to the other pages.

Menus

Depending on the programs you use most, you may find it useful to arrange the Start Menu differently than the default. This is done from the Menus dialog box.

To customize your menus, open the Start menu and press **S** to choose Settings. Press **M** to move to Menus and then press **ENTER**.

The Menus dialog box opens in a list view. Use the **UP** and **DOWN ARROW** keys to move up and down the list. Programs with a selected check box appear in the Start menu, while programs with a clear check box appear in the Programs submenu. Press the **SPACEBAR** to select or clear a check box. The Start menu can only hold nine programs.

When you are finished setting the Start menu, press the **CLOSE** button (**ESC**) to save your changes and return to the Settings dialog box.

System Sounds & Notifications

The Notification System on the PAC Mate Omni is controlled from the Sounds & Notifications dialog box. In this dialog box, you can choose what events you'd like to receive notifications for, and how you'd like to be notified.

Note: The PAC Mate Omni does not support pop-up screen display notifications or screen taps.

You open the Sounds & Notifications dialog box from the Settings list view on the Personal page. To quickly move to the Sounds & Notifications dialog box from the Today Screen, open the Start menu and press **S** to choose Settings. Press **S** to move to Sounds & Notifications and press **ENTER**.

The Sounds & Notifications dialog box opens on the Sounds page. The first control is the "Enable sounds for Events (warnings, system events)" check box. Press the **SPACEBAR** to enable this control if you want to be alerted to system events such as the start and/or completion of synchronization or when e-mail arrives in your inbox. The next two controls are similar, except that they apply to program notifications such as reminders and alarms. Be sure to enable both the Programs and Notifications check boxes if you want to use appointment/task reminders and the alarms on the clock. The last control in this dialog box is the "Enable sounds for Hardware buttons" check box. This control is similar to the Typing Echo control in the Keyboard Settings dialog box, except that it is a key click. If you check this box, be sure to move to the accompanying radio buttons where you can use the **LEFT** and **RIGHT ARROWS** to decide how loud you'd like the "clicks" to be.

When you are done with the Sounds page, press **CTRL+TAB** to move to the Notifications page.

On this page, the Select an Event and the Select How to be Notified, Play Sound controls work in tandem. That is, as you select an event from the combo box, move forward and enable the Play sound check box. Then move to the next control, which is a combo box, and choose the sound you want to hear for this event's notification. Remember in combo boxes, the **UP** and **DOWN ARROW** selects, while **ENTER** activates buttons.

When you are done with these settings, press the **CLOSE** button (**ESC**) twice to save and close this dialog box and return to the Today Screen.

To adjust the system volume, from any program, press **F6** to decrease the volume and **F7** to increase the volume. When you use these keystrokes, the PAC Mate Omni will announce the current setting and then return to the currently open program.

When you use **F6** and **F7** to set the volume, it is adjusted in increments of 20 percent between 0 and 100. To adjust the volume in smaller increments, press **INSERT+S** to activate the Settings layer and use the **UP** and **DOWN ARROW** keys to raise and lower the volume.

Text Settings

Use the Text Settings dialog box to set preferences for how JAWS reads various text elements.

To use this dialog box, open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **T** to move to Text Settings and then press **ENTER**.

The Say All combo box determines how the PAC Mate Omni reads when you use the Say All command, **INSERT+A**. It also determines the element of text to be spoken when the Fast Forward and Rewind commands, **RIGHT ARROW** and **LEFT ARROW**, are used during the Say All to move through your document. Use the arrow keys to make a selection in this combo box. Your choices are:

- Line with Pauses: This option reads by line, pausing slightly at the end of each line. Using the Fast Forward or Rewind commands causes the PAC Mate Omni to stop reading the current line and jump to the next or previous line where it immediately continues reading.
- Line without Pauses: This option allows for smoother reading, pausing only at punctuation marks. As with the Lines with Pauses setting, using the Fast Forward or Rewind commands causes the PAC Mate Omni to stop reading the current line and jump to the next or previous line where it immediately continues reading.
- Sentence: Select this option for applications in which Say All sounds choppy. This moves the pauses between elements to the ends of

sentences, and makes the reading sound smoother. Using the Fast Forward or Rewind commands causes the PAC Mate Omni to stop reading the current sentence and jump to the next or previous sentence where it immediately continues reading.

- **Paragraph:** This inserts an extra pause between paragraphs. Using the Fast Forward or Rewind commands causes the PAC Mate Omni to stop reading the current paragraph and jump to the next or previous paragraph where it immediately continues reading. This option is very useful in large documents as you can fast forward or rewind quickly through the paragraphs without needing to interrupt Say All.

The next control in this dialog box is the Say Blank Lines check box. Use the **SPACEBAR** to check it if you want blank lines announced when using the Say All command. This control is unchecked by default.

If you want JAWS to speak numeric dates in a different format, use the Numeric Date Processing combo box to select a format. Your choices are:

- **No Translation:** If this option is selected, numeric dates are read as numbers. This option is selected by default.
- **Some Translation:** If this option is selected, numeric dates of month followed by day followed by year and separated by slashes or dashes are translated. For example, 03-16-00 is read as "March sixteenth two thousand."
- **Full Translation:** If this option is selected, numeric dates of month followed by day and separated by slashes or dashes are translated in addition to those dates translated with Some Translation selected. For example, 03-16 is read as "March sixteen."

Use the **TAB** command again to move to the Number Processing combo box. This combo box allows you to determine how numbers are read. Use the arrow keys to make your selection. Your choices are:

- **Digits:** If this option is selected, numbers are read as a series of single numbers. For example, 123 is read "one two three."

- **Pairs:** If this option is selected, numbers are read as a series of paired numbers. For example, 1050 is read as "ten fifty." If the number has an odd number of digits, the first digit is read as a single digit and the rest are paired. For example, 123 is read "one twenty three."
- **Whole Numbers:** If this option is selected, numbers are always read as complete numbers. For example, 123 is read as "one hundred twenty three." This is the default option.

The next control in this dialog box is called Mixed Case Processing. This control causes JAWS to speak words that are joined together with capital letters, such as Say All, as two words. This check box is enabled by default. To disable, use the **SPACEBAR**.

Immediately after the Mixed Case Processing check box, is the Speak Dollars check box. With this check box enabled, JAWS reads numbers preceded by a dollar sign (\$) in the format of number of dollars and number of cents. For example, \$9.95 is read as "nine dollars and ninety five cents." For monetary values less than a dollar, type a zero to the left of the decimal. For example, \$0.02 is read as "two cents." This check box is disabled by default.

To close this dialog box, press the **CLOSE** button (**ESC**). If you want to explore the other pages in the Settings dialog box, press **CTRL+TAB** to move to the other pages.

Today

Use the Today dialog box to change the items and their information listed on your Today Screen.

To use the Today dialog box, open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Next, press **T** twice to move to Today and then press **ENTER**.

Note: When the Today dialog box opens, the PAC Mate Omni announces "Today dialog, Appearance page." This page allows you to change the Appearance of the Windows Mobile user interface and is not supported in the PAC Mate Omni.

Press **CTRL+TAB** to move to the Items page. Use the **UP** and **DOWN ARROW** keys to move up and down the list of items and press the **SPACEBAR** to select or clear the associated check boxes.

You can rearrange the order in which the items appear on the Today Screen. Use the arrow keys to move to each item in the list view. Press **TAB** to see which of the three buttons, the Move Down, Move Up, and Options, become available for each item. Press **ENTER** to activate the buttons. The Options button lets you alter the information that is displayed for Calendar and Tasks.

To save your settings and return to the Settings dialog box, press the **CLOSE button (ESC)**. To close the Settings dialog box and return to the Today Screen, press the **CLOSE button (ESC)** again.

Verbosity

Use the JAWS Verbosity dialog box to set JAWS verbosity levels: Beginner, Intermediate, or Advanced. This determines how much information JAWS speaks.

Open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **V** once to move to Verbosity Settings and press **ENTER**.

With the JAWS Verbosity Settings dialog box open, use the **UP** and **DOWN ARROW** keys to select the Verbosity Level in the combo box. Move to the Preferences button and press **ENTER**. This opens the Advanced Preferences dialog box, where you can choose how much information JAWS speaks. Press **TAB** to move about the dialog box. Use the **SPACEBAR** to select the check boxes next to the type of message you want to hear. In the Message Length combo box, use the **UP** and **DOWN ARROW** keys to select long or short, and then press **TAB**. If you want to restore the default settings, move to the Restore Default Settings button and press **ENTER**. To close the Preferences dialog box and save the settings, press the **CLOSE button (ESC)**.

Before you exit out of JAWS Verbosity Settings, there are two more controls in this dialog box that you should know about. They are the Tutor Messages and the Access Key Messages. These check boxes are unchecked by default. Tutor Messages provide navigational tips, while Access Key Messages provide information on the access key that moves you directly to a control or to an item in a menu. If you prefer to enable this additional verbosity, use the **SPACEBAR** to check these controls.

If you want to continue adjusting features on your PAC Mate Omni, return to the Settings dialog box by pressing the **CLOSE** button (**ESC**) and use first letter navigation or the arrow keys to move through the list view.

To close the Settings dialog box, press **the CLOSE** button (**ESC**) key again.

Certificates

Certificates establish your identity and the identity of other computers when you are logging onto a secured network. On the PAC Mate Omni, you can store three types of certificates: personal certificates that establish your identity, intermediate certificates that help authenticate other certificates, and root certificates that establish the identity of servers with which you connect.

To access the Certificates multipage dialog box, press **WINDOWS Key, S** to open the Settings dialog box, then press **CTRL+TAB** to move to the System page. Use the arrow keys to move to Certificates and press **ENTER**.

On the Personal page of the Certificates dialog box is a list that displays the name of the certificate issuer and the expiration date.

To read more information about a certificate, press **ENTER** on a certificate in the list. To delete a certificate, select a certificate and press the **APPLICATIONS Key**, and then from the Context Menu choose Delete.

To view intermediate or root certificates, press **CTRL+TAB** to move to the particular page and follow the directions given above to read more information or delete a certificate.

Clock

The Clock dialog box features two clocks: one for home and one for visiting. So if you visit or have family that lives in a particular time zone you may want to adjust your Visiting clock to reflect that time zone. The Home clock is intended to keep time for the zone that you live in.

To set the time and date on your PAC Mate Omni:

1. Open the Start menu (**WINDOWS Key**) and press **S** to choose Settings.
2. Press **CTRL+TAB** to move to the System page, press **C** twice to select Clock and Alarms, and then press **ENTER**. Note: You can also access this dialog box from the Today screen by pressing **ENTER** on the time or date items.
3. Use the **UP** or **DOWN ARROW** to choose the appropriate radio button and view either the Home or Visiting clock. Each clock allows you to change the time zone, the time, and the date.
4. Press **TAB** to move to the Time Zone combo box and use **UP** or **DOWN ARROW** to select your time zone.
5. Press **TAB** to move to the Time field. To move between the hour, minutes, and seconds of the time control, use the **LEFT** and **RIGHT ARROWS**. To set these parameters, use the **UP** and **DOWN ARROWS**.
6. Press **TAB** to move to the Date field. To move between the day, year, and month of the date control, use the **LEFT** and **RIGHT ARROWS**. To set these parameters, use the **UP** and **DOWN ARROWS**.
7. When you are finished setting the time and date, press the **CLOSE** button (**ESC**). The PAC Mate Omni asks, "Save changes to clock settings?" Select the Yes button to confirm and save the settings.

Using the Alarm

This feature accommodates up to three alarm settings and requires that you enable the "Notifications (alarms, reminders) check box in the Sounds & Notifications dialog box. For more information, please see Setting Up the PAC Mate Omni, System Sounds & Notifications.

To set an alarm:

1. Open the Start menu (**WINDOWS Key**) and press **S** to choose Settings.
2. Press **CTRL+TAB** to move to the System page, press **C** twice to select Clock and Alarms, and then press **ENTER**. Note that you can also access this dialog box from the Today screen by pressing **ENTER** on the time or date items.
3. Once this dialog box opens, press **CTRL+TAB** to move to the Alarms page.
4. Now, press **TAB** once to hear, "Alarm 1 check box not checked." Use the **SPACEBAR** to select this check box.
5. Press **TAB** and The next control you encounter is an edit field where you can type in a reason for the alarm. For example, "Wake up."
6. To choose how you would like to be notified, **TAB** to the Set Notification Sound button and press **ENTER**. This opens a new dialog box, which consists of two check boxes and a combo box. Use the appropriate commands to navigate and activate the controls on this page. Use the combo box to select the sound you want to hear when your alarm goes off. When you are done, press the **CLOSE** button (**ESC**) to return to the Alarms page.

7. The last control to set for the alarm is the day(s) you want it to sound. For instance, you would like your alarm to sound off everyday except Saturday and Sunday. To select Monday through Friday, move to each day with the **LEFT** or **RIGHT ARROW** and press the **SPACEBAR**. You should hear "Monday selected," "Tuesday selected," etc., but for each weekend day you will only hear Saturday and Sunday. To unselect a day, press the **SPACEBAR** again.

If you want to set Alarm 2 or Alarm 3, select the respective check box and follow the steps above.

Note: Only WAV files are displayed in the list of available alarm sounds.

Changing Time Format

If you prefer reading time in 24 hour format, close the Clock dialog box by pressing the **CLOSE** button (**ESC**) to return to the System page in the Settings dialog box. Press **R** to move to Regional Settings and then press **ENTER**. Press **CTRL+TAB** to move to the Time page. To change the time display to 24 hours, choose a time style that starts with a capital "H."

Memory

The Memory dialog box displays information on the available and used memory on your PAC Mate Omni as well as any storage cards or USB thumb drives you have connected.

To check memory, open the Start menu (**WINDOWS Key**), **S** for Settings, **CTRL+TAB** to the System page, press **M** to select Memory, and press **ENTER**. Press **CTRL+TAB** to move between the pages in this dialog box and press **TAB** to move through the various controls on each page. Press the **CLOSE** button (**ESC**) when finished.

The Main page displays the internal memory on the PAC Mate Omni. First, it shows the total amount of storage memory installed, how much is currently being used, and how much is free. Storage memory refers to the PAC Mate Omni's onboard Flash memory where all of your files and installed programs are kept. Next, you will then see the total amount of program memory installed, how much is in use, and how much is free. Program memory refers to the PAC Mate Omni's internal RAM where the operating system and other installed programs run. Program memory is managed automatically by the operating system. Use the arrow keys to read this information.

The Storage Card page is similar to the Main page except it shows memory information for any storage cards or USB thumb drives that are inserted in your PAC Mate Omni. If you have multiple storage cards inserted, **TAB** to the Storage combo box, press **ALT+DOWN ARROW** to open this combo box, and select the storage card you want to view. If no storage devices are connected, this page is blank.

Freeing Memory

When a program becomes unstable or when program memory is low, the first step to take is to free memory manually by stopping any active programs on your PAC Mate Omni.

To do this, open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **CTRL+TAB** to move to the System page. Now, press **M** to move to Memory and press **ENTER** to open the Memory multi-page dialog box. Next, press **CTRL+TAB** to move to the Running Programs page. To move to the list view on the Running Programs page press **TAB** and select the Program(s) in the list using the **DOWN ARROW**. Press **ENTER** on the Stop button to stop the currently selected program. Press **ENTER** on the Activate button to switch to the currently selected program. Press **ENTER** on Stop All button to stop all programs currently running on the PAC Mate Omni.

Tip: Press **CTRL+ALT+M** from anywhere in the PAC Mate Omni to quickly open the Running Programs page.

The second step would be to store files on a CompactFlash® card. Open the Start menu, move to Programs, and press **ENTER**. Move to File Explorer and press **ENTER** again. Select the file with the **DOWN** or **UP ARROW**, or select multiple files with **SHIFT+DOWN ARROW** or **SHIFT+UP ARROW**. Next, press the **APPLICATIONS Key** and from the context menu, choose Cut and press **ENTER**. Press **ALT**, select Show By, then use the **DOWN ARROW** to select Storage Card and press **ENTER**. With Storage Card open, press the **APPLICATIONS Key** again, choose Paste and press **ENTER**. For more information on working with File Explorer, please see Using File Explorer.

If the first two steps do not free enough memory, the third step would be to delete unnecessary files. In File Explorer, choose a file(s), press the **APPLICATIONS Key**, and select Delete.

To find and delete your largest files, Go to the Start menu (**WINDOWS Key**), move to Programs, and choose Search. Press **TAB** to move into the Type combo box, and select Larger than 64 KB, then press **ENTER**.

In Internet Explorer, delete all files and clear history.

The last step would be to remove the programs you are not currently using. For more information on removing programs, please see PAC Mate Omni Basics, Removing Programs.

Power

Use the Power dialog box to view the charging status of the battery and to set the length of time that will expire before the PAC Mate Omni automatically shuts off. When you have finished, press the **CLOSE button (ESC)** to save your settings.

To open the Power dialog box, press **WINDOWS Key, S**, press **CTRL+TAB** to move to the System page, use the **ARROW Keys** to move to Power and press **ENTER**.

- The Battery page displays the amount of battery power remaining. How long your battery power lasts depends on how you use your PAC Mate Omni.

- On the Advanced page, you can select options for turning off your PAC Mate Omni to conserve battery power. To conserve the most power, select the Turn off device if not used for check box. If you press **TAB**, you will find a combo box that lets you adjust how long the PAC Mate Omni waits before turning off if it is not being used. By default, the PAC Mate Omni will automatically turn off if it is not used for five minutes.

Recording Settings

Use the Recording Settings dialog box to configure some of the recording functions. When you have finished, press the **CLOSE** button (**ESC**) to save your settings.

To open the Recording Settings dialog box, press **WINDOWS Key, S**. Then, press **CTRL+TAB** to move to the System page. Use the arrow keys to select Recording Settings and press **ENTER**.

You can use the headset/external microphone jack to create recordings from other audio devices such as cassette recorders, radios, musical instruments, and so on. Use the settings on this page to configure the PAC Mate Omni for maximum flexibility when using the headset/external microphone jack as a line-in recording source. For more information on the headset/external microphone jack, please see Ports for details.

- **Reduce Headset Microphone Level:** Use the **SPACEBAR** to select this choice when you intend to use the headset/external microphone jack as a line-in source without an attenuated patch cord (see below). Selecting this item changes the electrical characteristics of the jack so that you can use a standard patch cord (available from most electronics stores) to connect the audio source to your PAC Mate Omni. When selected, the headset microphone and earphone are disabled. This item is cleared by default.
- **Monitor Using Headphones:** Selecting this item enables you to monitor recordings through headphones as they are being made. This also activates the PAC Mate Omni's built-in microphone, allowing you to insert voiceover notes while recording. This choice is cleared by default.

- **Disable Automatic Level Control:** Selecting this item disables Automatic Level Control (ALC). This choice is cleared by default, causing ALC to be enabled. If you select this item, there is no way to independently adjust recording volume.

Notes: If you plan to use the line-in recording feature frequently, you may want to purchase an attenuated patch cord. These cords, available from most electronics stores, decrease the volume level that is sent to the recording circuit of the PAC Mate Omni, reducing the possibility of damage from "overdriving" the circuit. When using an attenuated patch cord, be sure that the headset/external microphone jack is not attenuated.

You will need an adapter plug to convert one end of the regular or attenuated patch cord to a 2.5 mm plug to fit the PAC Mate Omni's headset/external microphone jack.

Freedom Scientific does not provide technical support for any external audio devices other than those included with the unit. While it is unlikely, it is possible that an external device could damage your unit or that an external device could be damaged while using this feature. Damage to your PAC Mate Omni caused by external devices may not be covered under your warranty or Product Maintenance Agreement (PMA). In addition, Freedom scientific assumes no liability for damage to any third party device that may be incurred while using the PAC Mate Omni in this configuration.

Regional Settings

To set your PAC Mate Omni to reflect the currency, time, date and numbers of a specific country, use the Regional Settings dialog box. Windows Mobile has over 80 regional settings to choose from.

To open the Regional Settings dialog box, open the Start menu (**WINDOWS Key**) and press **S** to choose Settings. Press **CTRL+TAB** to move to the System page. Press **R** to select Regional Settings and then press **ENTER**. The Regional Settings dialog box opens with the Region page active. There is only one control on this page. For this combo box control, use the arrow keys to select a region.

If you want to make further changes or just explore the other pages in this dialog box, press **CTRL+TAB** to move back and forth between pages. To move onto a page and navigate through the controls use the **TAB** and **SHIFT+TAB** commands. To make a selection in combo boxes, use the **UP** and **DOWN ARROWS**.

Beam

The PAC Mate Omni allows beaming of information to and from other infrared compliant devices. The infrared port is active by default. In certain situations or if you are not using the port you may want to consider deactivating it as its activation uses up battery life.

Deactivating the Infrared Port:

1. Press **WINDOWS Key** to go to the Start Menu.
2. Press **S** to select Settings.
3. Press **CTRL+TAB** to move to the Connections page.
4. Move to Beam and then press **ENTER**.
5. Press **SPACEBAR** to clear the "Receive all incoming beams" check box.

Connecting the PAC Mate Omni

In keeping with the latest technology, the PAC Mate Omni features a variety of connectivity options that let you transfer and receive information easily. With the QX400, you can:

- Use a USB cable or an infrared beam with ActiveSync to connect your PAC Mate Omni to a computer and share information or files.
- Use a modem or Ethernet card to connect to the Internet or a local network, where you can browse Web pages, send/receive e-mail, or share files.
- Output information to other devices using USB data transfer.
- Beam information to another device using the infrared port.
- Use WiFi and Bluetooth Technologies to connect to the Internet, private networks, and any compatible device.

To view a hardware compatibility list, please visit www.pacmategear.com.

Connecting with ActiveSync

This section provides instructions on how to install ActiveSync, set up a partnership, and use some of the more popular features. For more information about using ActiveSync, refer to the ActiveSync help topics on your PC.

Tip: The PAC Mate Omni QX400 Quick Start Guide contains JAWS related instructions on using ActiveSync Help on the PC.

Microsoft® ActiveSync® is already installed on your PAC Mate Omni. However, you must install ActiveSync 4.5 on your PC.

If you want to synchronize e-mail, Calendar Appointments, Contacts, and Tasks with your computer, make sure you have Outlook® 2002 or later on your computer. If you do not have Outlook, the Companion CD provides a link to download a 60-day trial of Outlook 2007.

Installing ActiveSync

If your computer is running Windows 2000 or XP, you must use ActiveSync 4.5 or later in order to set up a partnership and synchronize information with your PAC Mate Omni. If your computer is running Windows Vista, you will use the Windows Mobile Device Center. You will not be able to synchronize the PAC Mate Omni with any computer running Windows 95, 98, or Me as ActiveSync 4.5 does not support these operating systems.

ActiveSync 4.5 and the Windows Mobile Device Center are available on the Companion CD. To install, follow these steps:

1. Plug in the PAC Mate Omni using the AC adapter.
2. Put the PAC Mate Omni Companion CD in your CD-ROM drive. The set up program will automatically detect the version of Windows you are running and will offer you either ActiveSync or the Windows Mobile Device Center. Follow the instructions to install the software on your PC. If the Setup program does not automatically start, do the following depending on your version of Windows:
 - If you are running Windows 2000 or Windows XP, open the Start Menu and select Run. Use the browse button to move to D:\ACTIVESYNC\WWE, where D is the letter of your CD-ROM drive. Go to the Setup.msi file and press **ENTER** to start installation.
 - If you are running Windows Vista, open the Start Menu and select Run. Use the browse button to move to D:\WMDC\WWE, where D is the letter of your CD-ROM drive. Depending on whether you are running a 32-bit or 64-bit version of Vista, select either drvupdate-x86.msi or drvupdate-amd64.msi and press **ENTER** to start installation.

3. When you are prompted, turn on and connect the PAC Mate Omni to the PC using the USB cable. Once you do this, ActiveSync or the Windows Mobile Device Center should automatically detect your PAC Mate Omni and the Synchronization Setup wizard will launch. Select Next to begin setting up a standard partnership or choose Cancel to synchronize as a guest. In the Windows Mobile Device Center, select the Setup your device link to establish a partnership or the Connect without setting up your device link to connect as a guest.

(Optional) Configuring ActiveSync

To prevent your PAC Mate Omni from trying to synchronize when it is not connected to a server, you will need to configure the options in the schedule dialog box in ActiveSync on your PAC Mate Omni.

1. Open the Start menu, press **P** to open the Programs menu, and choose ActiveSync.
2. Press **F2** to open the menu, and choose Schedule.
3. Press **TAB** to move to the different controls in this dialog box.
4. Make the appropriate changes.
5. Press the **CLOSE** button (**ESC**) to save changes and close the dialog box.

Creating a Partnership to Synchronize

With ActiveSync, you can establish two types of partnerships: standard and guest.

- A standard partnership allows for synchronization of data. With a standard partnership you can specify what data you want synched as well as copy and move information and/or add and remove programs.
- A guest partnership does not allow synchronization, you can only copy and move information, and/or add and remove programs.

1. With the Synchronization Setup Wizard open on your desktop, press **ENTER** on the Next button.
2. When the next page of the Wizard opens, the default selection is to "synchronize with a server running Microsoft Exchange." If you want to synchronize with an exchange server, do not clear the check box, press **ENTER**, and proceed to the next step. If you want to only synchronize with your computer, use **SPACEBAR** to clear the check box, press **ENTER**, and skip to step four.
3. (Optional) Type in the requested information, pressing **TAB** to move to the next edit field. If you want to save your password so you do not have to retype it, press **SPACEBAR** to check the "Save Password" check box. After entering your information, press **ENTER**.
4. To control which and how much information gets synchronized, move to the item in the list view, and press **SPACEBAR** to check the item.
5. After checking an item, press **TAB** to move to the Settings button and press **ENTER**. (This button is only available for certain items in the list view.)
6. Choose the parameters you want for synchronization, and press **ENTER** on the **OK** button to close the "Synchronization Settings" dialog box.
7. Press **TAB** to move to the Next button and press **ENTER**.
8. Use the **SPACEBAR** to check the Allow wireless data connections check box if you want to continue using your PAC Mate Omni to access your wireless network while synchronizing and press **ENTER** on the Next button.

Note: Beginning with ActiveSync 4.0, it is no longer possible to synchronize with a computer over a wireless network.

9. Press **ENTER** again to complete the Synchronization Setup Wizard. ActiveSync automatically starts synchronizing.

Creating a Partnership in the Windows Mobile Device Center

10. Press **ENTER** on the Setup Your Device link.
11. On the next screen, move through the list view and use the **SPACEBAR** to check the items you want to synchronize. After selecting the items you want, press **ENTER** on the Next button.
12. If you want to synchronize with an exchange server, press **TAB** to move through this screen and enter your server information and choose Next. If you do not want to synchronize with an exchange server, choose Skip.
13. If you want to specify a name for your partnership, type it into the edit field or use the default name. Press **ENTER** on the Setup button to complete the wizard and begin synchronization.

For more information on using Windows Mobile Device Center, select the Help and About link.

Using Infrared with ActiveSync

1. In ActiveSync on your PC, press **ALT+F, C** to open the File Menu and the Connection Settings dialog box.
2. Press **TAB** to move to the Allow connections to one of the following check box and press the **SPACEBAR** to check this box.
3. Press **TAB** to move to the associated combo box, and use the arrow keys to select Infrared Port (IR).

Line up the infrared (IR) ports on the devices so that they are unobstructed and within a close range. The IR port window is to the left on the back side of the PAC Mate Omni.

4. On your PAC Mate Omni, press the **WINDOWS Key** to go to the Start Menu and press **P** to move to Programs.

5. Select ActiveSync.
6. Press **F2** to open the menu and press **ENTER** on Connect via IR. Synchronization will begin.
7. To end an infrared connection, move the PAC Mate Omni away from the PC.

You can beam a file using infrared to and from a PC with the following applications:

- Tasks
- Contacts
- Calendar
- Notes
- File Explorer
- Excel Mobile
- PowerPoint Mobile
- Word Mobile

Troubleshoot an ActiveSync connection

Try the following if you are attempting to connect your PAC Mate Omni to a computer, and ActiveSync does not recognize it, or the program stops responding (or hangs) while connecting to ActiveSync. Troubleshooting is often a matter of systematically testing the possible solutions, usually beginning with the simplest for speed and convenience and moving on to more complex solution tasks. Perform the following steps in order, one at a time, until one works for you. For more detailed information, go to the troubleshooting page on the Windows Mobile Web site located at <http://go.microsoft.com/fwlink/?linkid=56375&clcid=0x409>.

1. Disconnect and reconnect the PAC Mate Omni.
2. Disconnect, restart, and reconnect the PAC Mate Omni.

3. Disconnect the PAC Mate Omni, restart the computer, then reconnect the PAC Mate Omni.
4. On the PAC Mate Omni, change the USB to PC setting:
 - Go to the Start menu, Settings, Connections.
 - Select USB to PC.
 - Use the **SPACEBAR** to check or uncheck the Enable advanced network functionality check box. By default, this option is checked.
5. Do the following:
 - Disconnect the PAC Mate Omni.
 - Disable the firewall on the computer.
 - Reconnect the PAC Mate Omni.
6. Do the following:
 - Disconnect the PAC Mate Omni.
 - Disable any antivirus software.
 - Reconnect the PAC Mate Omni.
7. Do the following:
 - Disconnect the PAC Mate Omni.
 - Remove ActiveSync using Add/Remove Programs.
 - Install ActiveSync.
 - Reconnect the PAC Mate Omni.
8. Do the following:
 - While the PAC Mate Omni is connected, Open Network Connections in Control Panel on the computer. Note If your Control Panel is set to Category View, open Network and Internet Connections, then open Network Connections

- Press the **APPLICATIONS Key** on the local area connection created by ActiveSync, and choose Properties. In the Connect using box, Windows Mobile-based device is displayed.
- In This connection uses the following items, select every check box (to select all protocols), then select OK.
- Disconnect then Reconnect the PAC Mate Omni.

If you are still unable to connect to ActiveSync, even after performing these steps, contact Technical Support for more assistance.

Connecting with a Network (Ethernet) Card

An Ethernet card connects the PAC Mate Omni directly to a network or a high-speed Internet connection such as a cable or DSL modem.

The PAC Mate Omni includes pre-installed drivers for the Rugged CF 10/100 card from Socket Mobile (<http://www.socketmobile.com>), which means you can insert this card into your PAC Mate Omni and immediately begin using it. The following instructions assume the use of this particular card. If you choose to use a different network card, you will first need to install the appropriate Windows Mobile driver onto your PAC Mate Omni so the card will be recognized when you insert it. Check with the card manufacturer to make sure it is compatible with Windows Mobile 6.0.

Using a Network Card

Once you have connected the network cable to the network card and inserted it into the CompactFlash® slot, the PAC Mate Omni automatically opens the Establishing Connection dialog box where you can choose to connect to the Internet or Work. This dialog box is an HTML window so it operates differently than most dialog boxes. To navigate this dialog box, use the arrow keys. To enable either radio button, press **ENTER**. If you need to change a connection setting, press **ENTER** on the Settings link. To close this dialog box, press **ENTER** on the Dismiss button.

For the most part, you should not have to do anything else except open Internet Explorer, Windows Live Messenger, Messaging or any other program that uses a network or the Internet. If you have not yet configured your e-mail account within Messaging, you will need to do so before you can send or receive e-mail.

Connecting with a Modem

A modem is a piece of hardware that uses a telephone line to dial into a network or Internet service. To connect your PAC Mate Omni to the Internet or network using a modem, you must first configure the connection settings.

The PAC Mate Omni includes pre-installed drivers for the CF 56K Modem Card from Socket Mobile, which means you can insert this card into your PAC Mate Omni and immediately begin using it. The following instructions assume the use of this particular card. If you choose to use a different modem card, you will first need to install the appropriate Windows Mobile driver onto your PAC Mate Omni so the card will be recognized when you insert it. Check with the card manufacturer to make sure it is compatible with Windows Mobile 6.0.

Configuring the Connection Settings

When you first insert your modem in the PAC Mate Omni, a New Modem Detected dialog box automatically opens. In this dialog box there are two links that let you choose between connecting to the Internet or Work. To move around in this dialog box, use the arrow keys. To activate any of the controls, press **ENTER**.

When you activate either the Internet or Work link, the Make New Connection dialog box in Settings automatically opens for you to begin configuring your modem connection settings.

1. In the Enter a Name for the Connection edit field, type the name of the connection.
2. Press **TAB** to move to the Select a Modem combo box. Your modem should be selected.
3. Press **F2** to move to the next screen.

4. In the next dialog box, type the Work or ISP phone number as it should be dialed. You can enter the phone number without spaces or dashes. Be sure to include any additional numbers such as '9,' for an outside line or '*70,' to disable call waiting.

Note: The comma introduces a one second pause which allows the phone company's switching equipment to dependably prepare for the rest of the dialing sequence.

5. Press **ENTER** on the "Use Dialing Rules" link only if you are dialing long distance and need to include the area code of your work or ISP phone number.
6. Press **F2** to move to the next screen.
7. In the edit fields, type in your User Name and Password.
8. Press **TAB** to move to the Advanced button and press **ENTER**.
9. In the BAUD rate combo box, use the arrow keys to select 57600 for a 56K modem. When you're done, press the **CLOSE** button (**ESC**) to close this dialog box and return to the previous dialog box.
10. Press **F2** to finish the connection setup.

This finishes the steps of creating a connection and places you back at the Today Screen.

From this point, the PAC Mate Omni will automatically connect as needed while you use Internet Explorer Mobile and Messaging. If you have not yet configured your e-mail service within Messaging, you will need to do so before you can send or receive e-mail.

Connecting to a Wireless Local Area Network

Wireless LAN connectivity allows for mobile computing in an open environment using a wireless network adapter and a compatible base station.

A wireless LAN can be any of the following technologies: 802.11a, 802.11b, or 802.11g.

The PAC Mate Omni includes pre-installed drivers for the Go Wi-Fi!™ P500 Card – CF from Socket Mobile and the Ambicom WL54CF WiFi card (<http://www.ambicom.com>), which means you can insert one of these cards into your PAC Mate Omni and immediately begin using it. The following instructions assume the use of these particular cards. If you choose to use a different wireless card, you will first need to install the appropriate Windows Mobile driver onto your PAC Mate Omni so the card will be recognized when you insert it. Check with the card manufacturer to make sure it is compatible with Windows Mobile 6.0.

Using a Wireless LAN

When the wireless card is first inserted, a dialog box will open that looks similar to a web page. This dialog box shows the router that is available, whether it is secure or not, and gives you the opportunity to connect to that router. Use the arrow keys to navigate this dialog box and press **ENTER** to enable the Internet or Work radio button depending on the type of connection. Then, press **F1** to connect.

In some cases, when you insert the card, a Multiple Networks Detected dialog box might open. This means that there is more than one wireless network in range that you can connect to. Each network name is displayed as a radio button and specifies whether it is secure or not. Use the arrow keys to navigate to the network you want to connect to and press **ENTER** to select it, and then press **F1** to move to the next screen where you select the connection type.

After you select the connection type, if the network is not secured, you are simply returned to the Today screen with the connection established. Otherwise, a dialog box is displayed that asks for a network key. It is necessary to enter forms mode to enter the key if you are connecting to an encrypted network. Use the arrow keys to move through the dialog box until you reach the edit field and press **ENTER**. This will activate forms mode and allow you to enter the key. Next, press **F1** again to connect. You will be returned to the Today screen.

At this point, the status of your wireless connection is displayed on the Today screen directly between the date and owner information. If it says "Wi-Fi: Network Name," then you have successfully connected to the router and you can begin accessing the network or Internet. If it says "Available," then the router is in range, but you must now modify the configuration in order to actually connect to the router. This is done through the Wireless Manager.

1. Open the Start Menu and choose Settings and press **ENTER**.
2. Press **CTRL+TAB** to move to the Connections tab, use the arrow keys to select Wireless Manager, and press **ENTER**. Please note that the Wireless Manager only appears if a wireless card is inserted.

Tip: You can also access the Wireless Manager directly from the Today screen by moving to and pressing **ENTER** on the Wi-Fi item.

3. From the list view, which displays your current Wi-Fi status, press **F2** to open the menu and press **ENTER** on Wi-Fi Settings.
4. In the list of networks, press the **DOWN ARROW** Key to Move to the router that you want to connect to. You should see "Available" after the network name, unless a connection has already been established. Press **ENTER** to open the Wireless Network configuration wizard.
5. In most cases, problems connecting are usually due to an incorrect network key or having the wrong authentication set. Press **F2** to move to the next screen which is where you can configure these settings.
6. Press **TAB** to move to the Authentication combo box and select the authentication mode required by the router such as WEP or WPA. You may need to contact the network administrator to obtain this information. You should also verify that you have the correct network key, **TAB** to the Network Key edit box and reenter it in case it was entered incorrectly when the network was first detected.

7. Press **F2** twice to exit the wizard and you will be placed back into the list of available networks.
8. Again highlight the connection and press the **APPLICATIONS Key** and choose Connect. At this point, your PAC Mate Omni should establish a connection to the router. To confirm this, use the arrow keys to select the connection and JAWS should report "Connected" if the configuration was successful. If you see "available," the connection failed. If you see "Unavailable," the wireless access point has moved out of range or is offline. Press the **CLOSE** button (**ESC**) twice to close the Wireless Manager.

Setting Up Your E-mail Account

Before you begin this procedure you will need the following information from your ISP.

- Your e-mail address
- Your user name
- Your password
- Service type: POP3 or IMAP4
- Server Information: Incoming mail, Outgoing mail, Domain (optional)

To create a POP3 or IMAP4 E-mail Service:

1. Enter the Start Menu (**WINDOWS Key**), press **ENTER** on Messaging, and choose New Account.
2. Enter the e-mail address provided by your ISP or network administrator, such as username@servername.com or username@servername.net.
3. To allow Auto configuration to connect to the Internet, obtain e-mail server settings (if possible) and enter this information for you, select the Try to get e-mail settings automatically from the Internet check box.

Note: When Auto configuration connects to the Internet, it will transmit your e-mail address and other information. To prevent Auto configuration from connecting to the Internet, clear the check box and enter the e-mail settings yourself. You may need to get e-mail server information from your service provider. Press **F2** to move to the next screen.

4. Auto configuration attempts to connect to your e-mail server and download the settings so that you do not need to enter them manually. If Auto configuration is successful, press **F2** to move to the next screen. If Auto configuration is unsuccessful, contact your ISP or network administrator for the following information:

- Server type
- POP3 or IMAP4 server name
- Domain name (for network connections only)

Once you have the above information, continue with the E-mail Setup Wizard.

5. Enter your name (the name you want displayed when you send e-mail), and the name of the account as it will appear in the list of e-mail accounts.
6. If you chose not to use Auto Configuration, enter the name of the incoming mail server and whether it is a POP3 or IMAP4 server. Press **F2** to go to the next screen.
7. In the Username edit field, enter the user name assigned to you by your ISP or network administrator. This is often the same user name you use to sign into your ISP or network. This edit box is pre-populated with the information you entered in step 2 above. If the information is different, type in the correct information.
8. In the Password edit field, enter your password and press **SPACEBAR** to check the Save password check box. Press **F2** to move to the next screen.

9. If you chose not to use Auto Configuration, enter the details of the outgoing mail server and Press **F2**. Activate the Advanced button to configure advanced server settings.
10. Select the time interval that Messaging waits before downloading new messages, then review your account information, make any necessary changes, and press **F2**.

Before you select Finish, you can press **ENTER** on Review all download settings to access additional options (see E-mail Settings Optional). For example:

- Specify whether or not messages are deleted from the server.
- Display messages from the last number of days you specify.
- Change the size limit for downloaded messages or choose to download the entire message.

When you are finished with the E-mail Setup Wizard, Messaging automatically attempts to download e-mail. If you are currently not connected to the Internet you can download your e-mails when you are connected by pressing **F2** to open the menu and selecting Send/Receive.

E-mail Settings (Optional)

When you press **ENTER** on Review all download settings, the E-mail Setup Wizard adds some additional screens.

The first two combo boxes let you specify the interval Messaging waits to send and receive messages automatically, and the age of messages that are downloaded. For example, the default is to perform a send/receive every two hours and to download messages from the last three days. You can also press **ENTER** on the Advanced button to specify whether Messaging leaves messages on the server or not when you delete them. The default is to delete them off the server. Press **F2** to move to the next screen.

On the last screen, press **TAB** to move to the Message Download Limit and select the size limit for downloaded messages. The default is 2 KB. You can also choose to get headers only or the entire message.

When using an IMAP4 connection this screen also lets you choose to download attachments. Press **TAB** to move to the Download Attachments combo box and choose the option you want. You can choose not to download attachments, select a size limit, or download all attachments.

Press **F2** to complete the E-mail Setup Wizard.

Ending a Connection

You can end a connection with the End Connection dialog box, which is accessible from any running application on the PAC Mate Omni. The command to open the End Connection dialog box is **CTRL+SHIFT+M**. Next, you must press **TAB** to move to Disconnect, **ENTER**, which activates the End link. Your PAC Mate Omni should disconnect within a few seconds.

Note: The End Connection dialog box is a Microsoft bubble dialog box. Once activated, bubble dialog boxes automatically close in about seven seconds. So it is important that you press the commands successively when the PAC Mate Omni begins speaking the dialog box.

Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can beam (exchange information) over a distance of about 10 meters (30 feet) without requiring a physical connection.

Unlike infrared, you don't need to line up the devices to beam information with Bluetooth. You can even beam information to a device in a different room, as long as it's within range.

You can use Bluetooth as follows:

- Beam information, such as files, appointments, tasks, and contact cards, between your PAC Mate Omni and other devices that have Bluetooth capabilities.
- Create a connection between your PAC Mate Omni and a Bluetooth-enabled phone to use the phone as a modem.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.

To add Bluetooth capabilities to your PAC Mate Omni, you need to purchase the Bluetooth hardware. The PAC Mate Omni contains pre-installed drivers for the Bluetooth CompactFlash cards from Socket Mobile, which means you can insert this card into your PAC Mate Omni and immediately begin using it. The following instructions assume the use of this particular card. Once the card is inserted, the Bluetooth status is displayed on the Today screen between the date/time and owner information. "Off" indicates that Bluetooth is disabled, while "on" means that it is transmitting. To change Bluetooth settings, navigate to the status indicator, press **ENTER** to open the Wireless Manager, then press **F2** and choose Bluetooth Settings to open the Bluetooth settings multipage dialog box. Alternatively, you can press **WINDOWS Key, S**, press **CTRL+TAB** to move to the Connections page, and press **ENTER** on Bluetooth to access these settings.

if you have a different Bluetooth card, you will need to install the appropriate driver onto your PAC Mate Omni. Check with the manufacturer of the hardware to determine if a driver is available for Windows Mobile 6.0.

Do the following to turn Bluetooth on or off:

1. From the Today screen, navigate to the Bluetooth status indicator, which displays "off" or "on" depending on the state, and press **ENTER**. When the Wireless Manager opens, press **F2** and choose Bluetooth Settings to open the Bluetooth settings multipage dialog box.
2. Press **CTRL+TAB** to move to the Mode tab.<.

3. Use the **SPACEBAR** to select or clear the **Turn on Bluetooth** check box.
4. If you want to make it possible for Other Bluetooth devices to detect your PAC Mate Omni and attempt to beam information to it or establish a partnership, press **TAB** to move to the Make this device visible to other devices check box and press the **SPACEBAR** to check it.
5. Press the **CLOSE button (ESC)** to close the Bluetooth settings multipage dialog box and once more to close the Wireless Manager.

Note: By default, Bluetooth is turned off. If you turn it on, then turn off your PAC Mate Omni, Bluetooth also turns off. When you turn on your PAC Mate Omni again, Bluetooth turns on automatically.

Create a Bluetooth Partnership

You can create a partnership between your PAC Mate Omni and another device that has Bluetooth capabilities. Once you do this, the two devices must have Bluetooth turned on but don't need to be visible for you to beam information between them.

To create a Bluetooth partnership, do the following:

1. Ensure that the PAC Mate Omni and the other device are turned on, visible, and within close range.
2. From the Today screen, navigate to the Bluetooth status indicator and press **ENTER**. When the Wireless Manager opens, press **F2** and choose Bluetooth Settings to open the Bluetooth settings multipage dialog box.
3. From the Devices tab, press **ENTER** on Add new device. Your PAC Mate Omni searches for other devices with Bluetooth capabilities and displays them in a list view.
4. If more than one bluetooth device is found, use the arrow keys to select the one you want, then press **F2** to go to the next screen.

5. In the **Passcode** edit field, if you want to use a passcode (recommended for enhanced security), enter an alphanumeric passcode between 1 and 16 characters, and press **F2** to go to the next screen. Otherwise, leave the passcode blank, and press **F2**. If you are setting up a partnership with a device such as a Bluetooth printer, you must enter a pre-determined passcode. For instance, you can try 0000 when attempting to connect to a printer, however, if this code does not work, refer to the documentation that came with the device for the correct passcode.
6. If Prompted, enter the same passcode on the other device.
7. In the Partnership Settings dialog box, you can change the name of the device that appears in the Display Name edit field if you would like to give the partnership a more meaningful name.
8. Press **TAB** to move to the list of services and press the **SPACEBAR** to check the services you want to use if any are available. For example, if you want to print to a Bluetooth printer, you would check the Serial Port service.
9. Press **F2** to finish creating the partnership and return to the list of devices.
10. Press the **CLOSE button (ESC)** to close the Bluetooth settings multipage dialog box and once more to close the Wireless Manager.

If a Bluetooth device attempts to establish a partnership with your PAC Mate Omni, an HTML dialog box opens asking if you want to create a partnership with the device making the request. Activate the Yes button if you wish to create a partnership and if prompted, enter an alphanumeric passcode between 1 and 16 characters in the Passcode edit field, followed by **F2** to go to the next screen. You must enter the same passcode that was entered on the device requesting the partnership. Using a passcode provides enhanced security.

To give the partnership a more meaningful name, change the name of the device that appears in the Display Name edit field, then Press **F2** to finish creating the partnership.

Configure an Outgoing COM Port

In order to use a Bluetooth serial device, you must add an outgoing COM port. To configure an outgoing port, do the following:

1. From the Today screen, navigate to the Bluetooth status indicator and press **ENTER**. When the Wireless Manager opens, press **F2** and choose Bluetooth Settings to open the Bluetooth settings multipage dialog box.
2. Press **CTRL+TAB** to move to the COM ports tab.
3. Press **ENTER** on New Outgoing Port.
4. In the Add a Device dialog box, choose the device you want from the list and press **F2**.
5. In the Port dialog box, choose a COM port from the list and press **F2** to finish adding the port.

Note: If you want to print to a Bluetooth printer from FSEdit, you must add COM2 for the printer. This means you can only set up a partnership with one Bluetooth printer at a time.

6. Press the **CLOSE button (ESC)** to close the Bluetooth settings multipage dialog box and once more to close the Wireless Manager.

Delete a Bluetooth Partnership

Do the following to delete a Bluetooth partnership from the PAC Mate Omni:

1. From the Today screen, navigate to the Bluetooth status indicator and press **ENTER**. When the Wireless Manager opens, press **F2** and choose Bluetooth Settings to open the Bluetooth settings multipage dialog box.
2. From the list of partnerships, navigate to the partnership you want to delete and press the **APPLICATIONS Key**.

3. Move to **Delete** and press **ENTER**. Select the Yes button when asked if you are sure you want to delete the partnership.
4. Press the **CLOSE button (ESC)** to close the Bluetooth settings multipage dialog box and once more to close the Wireless Manager.

Beaming Information

Using the infrared port or a Bluetooth card, your PAC Mate Omni is capable of beaming information to other devices including PDA's, printers, desktop or laptop computers, and phones that have an infrared port, or support the obex Bluetooth service.

To beam using infrared, align the IR ports so that they are unobstructed and within close range. To beam using Bluetooth, make sure you are within 30 feet (10 meters) of the receiving device and the device is visible so the PAC Mate Omni can detect it.

Go into the program's list view, use the **DOWN ARROW** to select an item or if you want to select multiple items, press **SHIFT+DOWN ARROW** and then press the APPLICATIONS Key. On the Context menu, select Beam... and press **ENTER**. If you are using infrared and the ports are aligned, the transmission begins automatically. Otherwise, press **TAB** to move to the list of devices, use the arrow keys to locate the device you want to beam to, and press **ENTER**.

Tip: You can beam an FSEdit file to another PAC Mate Omni using the Beam Feature in File Explorer.

If you are unable to beam information, try the following:

- Transfer only one file, or no more than 25 contact cards, at a time.
- When using IR, make sure nothing is between the two IR ports.
- Adjust the room lighting or move to another location (some types of light interfere with beaming).

- When using Bluetooth, make sure your Bluetooth card is inserted into the PAC Mate Omni, and the device you are attempting to send to is visible.

Receiving a Beam on the PAC Mate Omni

Your PAC Mate Omni is set to automatically receive all incoming beams. When receiving data, an HTML dialog box opens asking you if you want to save the item. Press **F1** to save the item to the PAC Mate Omni or **F2** to not save the item.

If you receive multiple items, the HTML dialog box which asks if you want to save the item will contain Yes and No buttons. To save or discard the items one at a time, navigate to the Yes or No button and press **ENTER**. To save all of the items at once, press **F1**, or press **F2** to discard all of the items.

If you are unable to receive a beam from another device, do the following:

1. Press **WINDOWS Key, S** to open the Settings dialog box.
2. Press **CTRL+TAB** to move to the Connections page.
3. Press **B** for Beam and **ENTER** to open this dialog box.
4. Press the **SPACEBAR** to check the Receive All Incoming Beams check box.

If receiving a beam over Bluetooth, make sure your Bluetooth card is inserted in the PAC Mate Omni, Bluetooth is turned on, and your PAC Mate Omni is visible.

Deactivating the Infrared Port

The infrared port is active by default. In certain situations or if you are not using the port you may want to consider deactivating it as its activation uses up battery life.

1. Press the **WINDOWS Key** to go to the Start Menu.

2. Press **S** to select Settings.
3. Press **CTRL+TAB** to move to the Connections page.
4. Move to Beam and then press **ENTER**.
5. Press **SPACEBAR** to clear the "Receive all incoming beams" check box.

Using PAC Mate Omni Programs

This section offers a brief introduction to all of the PAC Mate Omni's programs discussing the key features in each. To read comprehensive help about each program, open the program and then open Help in the Start Menu. In addition, you can get specific help instructions on a particular dialog box when you open Help from within that dialog box.

ActiveSync Remote PAC Mate

Note to Users

It is strongly recommended that you not use ActiveSync Remote PAC Mate with any version of JAWS earlier than 6.20. Version 6.20 is a free update for authorized JAWS 6.0 users and it contains many code fixes that are specific to this feature. You can download JAWS 6.20 from Freedom Scientific's JAWS for Windows Headquarters page at http://www.freedomscientific.com/fs_products/JAWS_HQ.asp.

If you have upgraded from a previous version of the PAC Mate Omni, please note that ActiveSync Remote PAC Mate will not work over WiFi as Microsoft has removed the ability to synchronize over a wireless local area network in ActiveSync 4.5. See below for a list of connection types supported by ActiveSync Remote PAC Mate.

What Is ActiveSync Remote PAC Mate?

ActiveSync Remote PAC Mate is a program that allows you to establish a connection between your PAC Mate Omni and a computer with JAWS installed. You can connect your PAC Mate Omni and computer using a USB cable, network connection, modem, or Bluetooth. Once you establish a connection, you can run programs, read documents and Web pages, and work with files and folders on your computer using only your PAC Mate Omni. Commands that you issue and text that you type are sent to your computer, and you receive speech and braille feedback on the PAC Mate Omni.

Getting Started

To use ActiveSync Remote PAC Mate, install JAWS 6.20 or later on the computer you want to connect to. During the installation process, required JAWS remote access server components will be installed automatically.

Establishing a Remote Connection

After you have installed and activated JAWS on the computer, you can begin using ActiveSync Remote PAC Mate. Establish an ActiveSync standard or guest connection between your PAC Mate Omni and your computer. Information on using ActiveSync can be found in your PAC Mate Omni Owner's Manual. You can use the supplied USB cable, a network connection, modem, or Bluetooth. For information on the different ways you can connect your PAC Mate Omni to your computer, refer to your PAC Mate Omni Owner's Manual.

After you connect your PAC Mate Omni and computer, do the following:

1. On your computer, open the Start menu and choose Programs or All Programs. Open the JAWS program group, Tools, PAC Mate Desktop. ActiveSync Remote PAC Mate starts and an icon appears in your Windows system tray.

Tip: If you want ActiveSync Remote PAC Mate to start automatically when JAWS starts, open the Options menu and choose Basics. Locate the Automatically Start PAC Mate Omni Desktop check box and press the **SPACEBAR** to select it.

2. On your PAC Mate Omni, press **INSERT+SHIFT+F4**. You hear, "PAC Mate Omni remote mode on."
3. After Remote JAWS starts on the computer, you can issue commands, read documents and Web pages, and work with files and folders on your computer through your PAC Mate Omni.
4. You can press **INSERT+SHIFT+F4** to toggle between using the PAC Mate Omni and the remote computer. This lets you work with your PAC Mate Omni without disconnecting from the remote computer.
5. To stop working in remote mode, press **INSERT+F4 ON THE PAC MATE OMNI**. You hear, "Do you really want to quit JAWS? Press Enter to quit now and the PAC Mate Omni returns to its normal mode of operation. To resume use of your computer, you will have to reload JAWS."

Note: If you are using JAWS 6.2, 7.0, or 7.1, there is a known problem when the **RIGHT SHIFT Key** is pressed in combination with the **TAB Key**. To resolve this issue, update to version 8.0. Otherwise, when you need to press the **SHIFT+TAB** combination, be sure to use the **LEFT SHIFT Key**.

Multiple Voice Languages

The PAC Mate Omni supports multiple voice languages by means of language modules that you can install when connected to your computer using ActiveSync. You can install as many languages as you wish assuming you have enough memory available. However, you can only have one selected as your secondary language. Switching between the primary and secondary languages is easily accomplished by pressing **INSERT+S, L**. In addition, the following keystrokes are available:

- Use **INSERT+ENTER, C** to hear which language is currently in use.
- Use **INSERT+ENTER, P** to hear which language is configured as the primary language.
- Use **INSERT+ENTER, S** to hear which language is configured as the secondary language.

Language modules can be downloaded free of charge from the Freedom Scientific Web site. Note that installation of these modules does not result in changes to the installed braille translation tables or to the keyboard layout. These modules cause the PAC Mate Omni to speak in a different language.

To install a language module:

1. Ensure that you have your PAC Mate Omni connected by means of an ActiveSync session. This can be either a standard or guest connection.
2. Locate the language module file that you downloaded from the Freedom Scientific Web site and press **ENTER**. This will begin the installation process. Follow the prompts.
3. After installation has completed, perform a warm reset on your PAC Mate Omni. Please see Performing a Warm Reset for details if you're not sure how to do this.

For information on setting the voice parameters for installed languages and for determining the language that is spoken when you press **INSERT+S, L**, please see Adjusting Speech Settings for details.

RealSpeak Solo Voices

The PAC Mate Omni supports the RealSpeak™ Solo voices from Nuance® Communications. Voices can be downloaded from the Freedom Scientific Web site and are available in a variety of languages. Voices can be installed directly into main memory or on a CompactFlash card. You can install as many voices as you wish assuming you have enough memory available. As each voice requires several megabytes of space, it is recommended that you install each voice onto a CompactFlash card to ensure you have enough room in main memory for other tasks.

You can only configure RealSpeak as a secondary voice. Eloquence is always used as the primary voice. While you can have as many RealSpeak voices installed as you want, you can only have one selected as your secondary voice. Switching between the primary and secondary voices is easily accomplished by pressing **INSERT+S, L**. In addition, the following keystrokes are available:

- Use **INSERT+ENTER, C** to hear which language is currently in use.
- Use **INSERT+ENTER, P** to hear which language is configured as the primary language.
- Use **INSERT+ENTER, S** to hear which language is configured as the secondary language.

RealSpeak voices can be downloaded free of charge from the Freedom Scientific Web site. Note that installing any voices other than English does not result in changes to the installed braille translation tables or to the keyboard layout. The voice language will cause the PAC Mate Omni to speak in a different language.

You can install a RealSpeak voice on your PAC Mate Omni either through your computer using ActiveSync or Windows Mobile Device center, or by copying a CAB file to the PAC Mate and running the installation directly on the device.

To install a voice using ActiveSync, do the following:

1. From the Web page, locate the voice you want and choose the link to download the EXE file.
2. Ensure that you have your PAC Mate Omni connected by means of an ActiveSync session. This can be either a standard or guest connection.
3. Locate the file that you downloaded from the Freedom Scientific Web site and press **ENTER**. This will begin the installation process. Follow the prompts.
4. After installation has completed, press **ENTER** on your PAC Mate Omni when prompted to perform a warm reset.

To install a voice using the CAB file, do the following:

1. From the Web page, locate the voice you want and choose the link to download the CAB file.
2. Transfer the CAB file to a location on your PAC Mate Omni. You can run the file from main memory or a CompactFlash card.
3. Use File Explorer to locate the CAB file and press **ENTER** to begin the installation, then follow the prompts.
4. Once the installation completes, press **ENTER** when prompted to perform a warm reset.

For information on setting the voice parameters for installed voices and for determining the language that is spoken when you press **INSERT+S, L**, please see Adjusting Speech Settings for details.

Multiple Braille Languages

You can configure the PAC Mate Omni for a primary and secondary braille language. You can also configure braille translation settings independently for each language. For example, your primary language could be set to English with contracted input enabled while the secondary language could be set to Spanish using computer braille. Switching between primary and secondary languages is easily accomplished by pressing **INSERT+S, T**. In addition, the following keystrokes are available:

- Use **INSERT+Enter, C** to hear which language is currently in use.
- Use **INSERT+Enter, P** to hear which language is configured as the primary language.
- Use **INSERT+Enter, S** to hear which language is configured as the secondary language.

To configure braille languages, do the following:

1. From the Today screen, press **WINDOWS Key, S** to open the Settings dialog box.
2. Use the arrow keys to move to Braille Settings and press **ENTER**.
3. Press **CONTROL+TAB** to move to the Languages tab.
4. Press **TAB** to move to the Primary Language combo box. Use the arrow keys to select a language.
5. Press **TAB** to move to the Secondary Language combo box, and use the arrow keys to select a language.
6. Press the **CLOSE** button (**ESC**) to save and close the Braille Settings dialog box.

For information on setting the braille parameters and for determining the language that is used when you press **INSERT+S, T**, please see Braille Settings for details.

Braille Study Mode

Braille Study Mode is designed to assist in the teaching and learning of uncontracted and contracted braille. It announces the braille character at the cursor position or speaks and spells the word.

Braille Study Mode can be used from anywhere in the PAC Mate Omni. This allows you to learn braille no matter what application you are in. For instance, you can use Braille Study mode while reading documents in FSEdit or Word Mobile, from the Today screen, when changing options in a dialog box, or while surfing the Web in Internet Explorer Mobile.

To use Braille Study Mode, do the following:

1. Ensure that your PAC Mate Portable Braille Display is connected to your PAC Mate Omni.
2. Press **INSERT+S, B** to turn on Braille Study Mode.
3. Use the arrow keys to move the cursor to any braille contraction.
4. Press the cursor routing button located directly above the braille contraction. The cursor routing buttons are the row of buttons directly above the braille cells on the display. The PAC Mate Omni will announce the contraction.
5. Press the hot key button immediately above the cursor routing button you just pressed. The hot key buttons are the row of buttons located immediately behind the cursor routing buttons. The PAC Mate Omni will first pronounce the word of which the contraction is a part and will then spell the word. When spelled, the contraction is not indicated; that is, the word is spelled character by character.

Reader Mode

Reader mode provides access to unsupported applications that display text in a read-only window. Some examples of such applications include PDF viewers, eBook readers, text adventure game interpreters, telnet clients - essentially any application that contains a reading area that can be scrolled or updates with new text when a command is typed. An unsupported application is one where you must frequently use the JAWS cursor in order to navigate and read text in various screens as well as activate controls. It does not mean that the program is completely inaccessible.

Reader mode consists of three settings, Off, On, and On with Auto Top of Screen. Press **INSERT+SHIFT+R** to cycle between the three settings. The default setting is on. If you choose to turn it off, or use On with Auto Top of Screen, performing a warm reset will set Reader mode back to on.

When you open an unsupported application that contains a reading area and Reader mode is enabled, the Reader cursor is automatically activated. You can verify if the Virtual PC cursor or the Reader cursor is active by pressing **INSERT+SEMICOLON** or **ALT+DELETE**. If you hear "Reader cursor," then you are in the reading area of the unsupported application. Otherwise, if you hear "Virtual PC cursor," or "Pocket PC cursor," you are either not positioned in the reading area of the application, you are in a PAC Mate Omni supported program, or Reader mode is currently set to Off and you need to press **INSERT+SHIFT+R** to enable it.

The Reader cursor allows you to use standard reading commands to read the text in the viewing area. If the application accepts input, such as a telnet client, you can type a command, press **ENTER**, and then use the arrow keys to read the new text that is displayed. Additionally, you can use **INSERT+8** or the cursor routers on your braille display to activate specific items on the screen, such as an entry in a table of contents. Use **CTRL+HOME** or **CTRL+END** to move to the top or bottom of the current screen. For reading areas that require you to scroll the screen in order to access additional text, the commands to do this depend on the application being used. In some programs, you can use **PAGE DOWN** or **PAGE UP** to scroll the text down or up respectively, while in others, you will need to use the D-pad simulation keys, down (**ALT+INSERT+DOWN ARROW**), up (**ALT+INSERT+UP ARROW**), next (**ALT+RIGHT ARROW**), or back (**ALT+LEFT ARROW**) to scroll the text. Moving out of the reading area causes the Virtual PC cursor to become active again.

Use the On with Auto Top of Screen setting if you are reading a document in a PDF viewer, an eBook reading application, or any application where the reading area contains several screens of text which require you to scroll the window. If this setting is enabled, after you press one of the D-pad simulation keys, or **PAGE UP** or **PAGE DOWN** (if available), once the text finishes scrolling, the Reader cursor is automatically positioned at the top of the current screen so you can immediately continue reading without having to locate the beginning of the text.

Important note: While Reader mode improves access to applications not directly supported by the PAC Mate Omni, which means that eBook reading programs are now more useable, it does not mean that the particular application is fully supported. For instance, in certain applications that contain non-standard Windows controls, you may still need to use the JAWS cursor to navigate and activate controls in dialog boxes or other non-standard screens.

Using File Explorer

Just like Windows Explorer on a PC, File Explorer gives you access to all the files on your PAC Mate Omni. To open File Explorer, press **WINDOWS Key, P** to open the Programs submenu. Then press **F** to move to File Explorer and press **ENTER**.

When you first launch File Explorer, you hear "My Documents list view, Business folder, one of six." The phrase, "My Documents list view," means that the My Documents folder is open listing all of its folders and files. The phrases, "Business folder, one of six," means that the Business folder is selected and it is one of the six subfolders in the My Documents folder. If you have added additional files or folders to My Documents, you will receive a different number.

To view all the files and folders on your PAC Mate Omni, from the list view press **ALT**. Move to Show By and press **ENTER**. Then move to My Device and press **ENTER** again.

To navigate among the folders and files, use these commands.

In File Explorer, the menu (**F2**) contains: My Documents, Open Path, Send, Beam File, Refresh, Show All Files, New Folder, Rename, Delete, and Edit. To open a file or folder, select it from the list view and press **ENTER**.

To quickly delete, rename, copy, or move a file or folder, select it from the list view by pressing the **SPACEBAR** and open the Context Menu with the **APPLICATIONS Key** and choose the action you want. To select multiple items, hold down the **SHIFT** key and use the arrow keys to select. You can also select non-contiguously by holding down **CTRL** while using the arrow keys and pressing **SPACEBAR** on the files you want to select.

Here are some examples of how File Explorer can help you maintain and manage your files.

Moving or copying a file(s) to a CompactFlash® card:

1. Select the file(s) you want to move.
2. Open the context menu.
3. Use the **UP** and **DOWN ARROW** keys to select Copy or Cut and press **ENTER**. Alternatively, instead of opening the context menu, you can simply press **CTRL+C** to copy or **CTRL+X** to cut.
4. Next, press **ALT**, move to Show By, and select Storage Card.
5. Navigate to the folder you want to store the files in and open it.
6. Press **F2** and select Edit, then Paste. Alternatively, instead of opening the Edit menu, you can simply press **CTRL+V** to paste.

Sorting files by their type:

1. From the list view, press **ALT**, **DOWN ARROW** to Sort by, and press **ENTER**.
2. Use the **UP** and **DOWN ARROW** keys to select a Type and press **ENTER**.

Creating a new folder:

1. In File Explorer, decide where you want to create a new folder. You can create folders at every level except at My Device.
2. Press **F2**, move to New Folder, and press **ENTER**.
3. When you hear the prompt, "New Folder," type in a name for the folder and press **ENTER** to create it.

Network Log On

Anytime you want to access a network device with your PAC Mate Omni, you must enter the network path and then log on with a username and password. In the following directions, a network embosser is used as the example.

1. In File Explorer, press **F2** and choose Open Path from the menu.
2. In the Open Path submenu, select New Path.
3. Type the path to your embosser and press **ENTER**. The PAC Mate Omni places the two backslashes at the beginning of the edit field for you. The path will look something like, \\servername\Braille_device.
4. When done, **TAB** to **OK** and press **ENTER**.
5. When prompted, press **TAB** to move through the fields and type the username and password required to log into the network resource where the embosser is located. You may also need to type your domain name if required.
6. After filling in the required fields, pressing **ENTER** should connect you to the server (network resource) where the embosser is located.

If you choose to save your password in File Explorer, you will not need to open File Explorer each time you want to emboss to a network embosser.

Tip: Once you have opened a network path for the first time, it is automatically saved to the Open Path submenu. The next time you want to open a previously used network path, press **F2**, select Open Path, and choose the network path you want from the submenu.

Messaging

In other versions of Windows, Outlook opens as a single program with links to sub-programs that appear on the Folders List. On the PAC Mate Omni, these programs appear as separate programs in the Start and Programs Menu and include: Messaging, Contacts, Tasks, Calendar, and Notes.

You can send and receive e-mail using any of the following methods:

- ActiveSync
- Post Office Protocol 3 (POP 3)
- Internet Message Access Protocol 4 (IMAP4)

For POP 3 and IMAP 4 you will need to set up an e-mail account. For more information about setting up an e-mail account, see [Connecting the PAC Mate Omni, Setting Up an E-Mail Account](#).

To view a table of commands that can be used in Messaging, please see [Appendix A: PAC Mate Omni Commands](#).

Downloading E-mail Messages

If you have more than one account established, use the **LEFT** and **RIGHT ARROW** keys to move between accounts.

To download your e-mail messages, press **F2** move to Send/Receive and press **ENTER**. The messages on your PAC Mate Omni and mail server are synchronized. This means that new messages are downloaded to the PAC Mate Omni Inbox folder, while messages in the PAC Mate Omni Outbox folder are sent. Also, if you specified that messages be deleted from the server in the options for your currently selected account, messages you have deleted from your PAC Mate Omni are removed from the server. Any messages that have been deleted from the server will be deleted from the PAC Mate Omni Inbox.

Reading E-Mail

If you have more than one e-mail account set up, messages for each account are stored in separate folders. The names of the folders correspond to the names of the e-mail account.

To open a message, press **ENTER** on a message in the message list. When the message opens, you are placed in the message body and the PAC Mate Omni begins reading automatically. Use the arrow keys to read the contents of the message. Use **CTRL+TAB** to move between the message body and the header information.

If you chose to only download message headers when you set up the account and you decide you want the full copy of a particular message, you will need to get the full copy. Press **F2**, and then press **ENTER** on Download Message. You can do this while the message is open, or from the message list with the current message selected. You will then need to perform a Send/Receive again to download the full message. This will also download message attachments if you selected those options when you set up the mail account. You can also choose to download full copies of messages by default.

Composing and Sending a Message

1. In the e-mail message list, press **F2, N** to open a new blank message.
2. Enter the e-mail addresses separating them with a semicolon.
3. Press **TAB** and **SHIFT+TAB** to move about the Header area.
4. Press **TAB** to enter the message area. Type in your message.
5. To check spelling, press **F2** and select Spell Check. The spell checker in Messaging is very similar to the spell checker in Word Mobile. Refer to Checking Spelling in the section on using Word Mobile for more information.

6. When you are finished, Press **F1** to Send. By default, your message is automatically sent and new e-mail is downloaded when you press **F1**. However, when setting up your account, you can specify that a Send/Receive is not performed when you send the message. If you select this option, messages you send are saved to the Outbox folder until you manually perform a Send/Receive. In addition, if you are working offline, your message is saved in the Outbox folder until you connect.

Replying or Forwarding a Message

Open the message, press the **APPLICATIONS Key** then move to and press **ENTER** on the action you want to perform (Reply, Reply All, or Forward).

In the message area, type your response.

When you are done, press **F1** to Send.

Note: Selections in the Message page found under the Tools Menu in Options determine whether the original text is included.

To see header information, press **SHIFT+TAB**. Press **TAB** to move back to the message body.

Attaching a File to an E-mail Message

With the message open, press **F2**, move to Insert, and press **ENTER**. In the Insert menu, press **ENTER** on File. Then, select the file you want to attach. OLE objects cannot be attached to Inbox messages.

Receiving Attachments

If your e-mail is set to get message headers only, then before you can recognize that an e-mail has an attachment, you must download the whole e-mail message. To do this from an open message, press **F2**, move to Download Message, and press **ENTER**.

If you receive messages through synchronization, in ActiveSync on your PC, go to Tools (**ALT+T**) and press **ENTER** on Options. Select E-mail from the list of synchronization types, then press **TAB** to move to the Settings button, and press **SPACEBAR**. In the Mail Synchronization dialog box, press **TAB** to move to the "Include File Attachments check box" and press **SPACEBAR** to check it.

If you receive messages through a remote mail server using the IMAP4 or POP3 mail protocol, you will need to configure your e-mail service to download attachments. To do this, press **F2, T** to open the Tools Menu. From this menu, select Options and press **ENTER**. In the Options dialog box, press **DOWN ARROW** to select the service whose settings you want to change and press **ENTER**. This opens the E-mail Setup Wizard. Move forward through the Wizard until you reach the Server Information page. On this page, press **TAB** to move to the Options button and press **SPACEBAR**.

Note: Embedded images and OLE objects cannot be received as attachments.

An embedded message can be viewed as an attachment when using IMAP4 to receive e-mail. However, this feature does not work if Transport Neutral Encapsulation Format (TNEF) is enabled so that you can receive meeting requests.

Receiving Meeting Requests

If you receive your e-mail messages through ActiveSync, you will automatically receive meeting requests. If you connect directly to a mail server, the server must be running Microsoft Exchange Server 2000 or later in order for you to receive meeting requests. If you are running Microsoft Exchange Server, you will automatically receive meeting requests in your Inbox.

Opening a Meeting Request

Meeting requests that you synchronize with ActiveSync appear on the Today Screen as an appointment. Use the arrow keys to move to Appointments and press **ENTER**. If you want, you can include a written message with your response. The response will be sent the next time that you synchronize or connect to your mail server, and your PAC Mate Omni Calendar will be updated.

Printing Messages

You can print messages from Inbox if you download and install the PrintBoy utility. For more information on PrintBoy, visit <http://www.bachmannsoftware.com>.

Moving Messages

In the message list, select the message and press the **APPLICATIONS Key**. To select multiple messages, press **SHIFT+DOWN ARROW**. Then, press the **APPLICATIONS Key** on the selected messages.

On the menu, select Move and then select the folder where you want to move the messages.

Caution: When you move a message that you have received through POP3 or synchronization to a folder you created on your PAC Mate Omni, the copy of the message on the server is deleted the next time you connect. This prevents duplicate copies of messages. Although the complete message is moved, message attachments will be deleted if you have not selected the option to download attachments. Once the message is moved, you will be able to access the message only from your PAC Mate Omni.

Deleting Messages

To delete a message in the message list, select the message. To select multiple messages, press **SHIFT+DOWN ARROW**. Press **DELETE** and the messages are moved to the Deleted Items folder and deleted according to the option that you have selected in the Message tab of the Options dialog box. Press **F2, T** to open the Tools Menu. Move to Options and press **ENTER**. Press **CTRL+TAB** to move to the Message page.

Note: If you are working offline, messages that have been deleted from the server will be deleted from the PAC Mate Omni the next time you connect or according to the options you have selected.

To permanently delete messages in the Deleted Items folder, press **F2, T** to open the Tools Menu. Move to Empty Deleted Items and press **ENTER**.

Clearing Messages and Folders

When receiving e-mail messages from a POP3 or IMAP4 server, select the account on the PAC Mate Omni containing the folders and messages you want to clear, and then press **F2, T** to open the Tools menu. Move to Clear "account name" and press **ENTER**. All messages and folders that are linked to the selected account are cleared, and memory space is expanded on the PAC Mate Omni without deleting messages on the server. The next time you connect, the messages and folders are downloaded again.

You cannot clear messages and folders from the Outlook E-mail account.

Changing Message Options

In the message list, press **F2, T** to open the Tools Menu. Move to Options and press **ENTER**. Press **CTRL+TAB** to move to the Message page.

To place a copy of the original message beneath your response, press the **SPACEBAR** to check "When replying, include body" check box.

By default, e-mail messages you send are not saved on your PAC Mate Omni. This helps conserve memory space. If you want to keep copies of sent e-mail messages, press the **SPACEBAR** to check "Keep copy of sent mail in Sent folder" check box.

Changing Storage Options

In the message list, press **F2, T** to open the Tools menu. Move to Options and press **ENTER**. Press **CTRL+TAB** to move to the Storage page.

To store attachments on a storage card rather than main memory, press the **SPACEBAR** to check the "When available, use this storage card to store attachments" check box. All attachments will move to the selected card.

Maintain a list of your family, friends, and colleagues so you can easily find the information and stay in touch, regardless of where you are. You can enter both personal and business information.

Creating or Editing a Contact

To create a contact, press **F1**. When the Contact details page initially opens, the Name expand field is active. Type in the name of your contact and press **ENTER** to move out of the edit field or if you want to add a title, middle name or suffix, press **ALT+F** to expand the field. Press **DOWN ARROW** to move to the next item in the expand field. To close an expand field, press the **CLOSE** button (**ESC**).

Press **DOWN ARROW** to move to the next edit field. Press **ENTER** to move into the field and type in the information. Press **ENTER** again to move out of the field and press **DOWN ARROW** again to move to the next field. You enter information about a contact by using this command sequence of **ENTER** and **DOWN ARROW**.

When you move to the "Birthday" and "Anniversary" items, press **ENTER** and use the arrow keys to move between month, day, and year. As you move to each part of the date, type in the new month, day and year. You can also press **ALT+DOWN ARROW** to open the Date Selector where you use the Date Selector commands to select a date. When finished, press **ENTER** to return to the list of fields.

Note: If you are using a braille display and you select the Street edit field in any of the Address expand fields, the display will initially be blank as this is a multi-line edit field where you can enter address information.

To add additional information about your contact, like when is it appropriate to call etc., press **CTRL+TAB** to move to the Notes page. When finished, press the **CLOSE** button (**ESC**) to return to the contact list view.

To edit contact information, you have two options:

- Select the contact in the Contacts list view and press **ENTER**. A Summary page opens displaying a list of only the fields used in the selected contact. For example, in the selected contact, you may have only included the name, home address, and home telephone. Use the arrow keys to locate the information you want to edit, such as the phone number, and press **F1**. Edit the item then press **ENTER** to return to the contact details page. At this point you can add additional information to the contact if necessary. When done, press the **CLOSE button (ESC)** to return to the Contacts list view.
- Select the contact in the Contacts list view, press **F2** to open the menu, and choose Edit. You are placed in the Name edit field which contains the name of the selected contact. Follow the steps above to modify the contact then press the **CLOSE button (ESC)** to return to the Contacts list view.

New contacts are added to the category that is currently displayed.

E-mailing a Contact

In the contact list, select the contact and press the **APPLICATIONS Key**. On the menu, press **ENTER** on Send E-mail.

Finding a Contact

There are several ways to find a contact:

- Use the Search Feature in the Programs Menu.
- In the contact list, press **F2** and select Filter. Select the type of contact that you want displayed. To show all contacts again, select All Contacts. To view a contact not assigned to a category, select No Categories.
- Press **TAB** to move to the Contacts filter edit box and begin typing the contact name. As you type, the PAC Mate Omni will speak the first contact name that matches the letters you have entered. Press **TAB** to move back to the Contacts list view and only the contacts that match what you typed are displayed. To display all of your contacts again, press **BACKSPACE** until the first contact is displayed.

- To view the names of companies your contacts work for, in the contact list, press **ALT** and select View, then select By Company. The number of contacts that work for that company will be displayed to the right of the company name.

Tip: In the Search dialog box, you can select from a list of contacts that you already looked for in the Search edit combo box. Use the arrow keys to open the list.

Changing Contacts Options

In the contact list view, press **F2**, choose Options, and press **ENTER**.

- Select the Show Contact Names Only check box to have only the names of your contacts displayed in the list view.
- In the Area Code edit field, enter the area code you would like to have automatically entered when specifying a phone number for a contact.

The PAC Mate Omni does not directly support the Show Alphabetical Index check box. However, this feature can be accessed to some extent using the JAWS Cursor. When this check box is checked, the letters of the alphabet are displayed in groups of three near the top of the screen directly above the first listed contact. Navigate to a letter group with the JAWS cursor and if you are using a braille display, press a cursor router on that group. Otherwise, use the **LEFT** and **RIGHT ARROW** keys to navigate to one of the groups and press **INSERT+8** to perform a Left Mouse Click. When you select one of these letter groups, you are placed in the list of contacts whose names begin with the selected letter.

You can use Tasks to help you organize and set your day's schedule. You can create a list of things to do and prioritize them by their importance. Any task that needs to be accomplished today is displayed on the Today screen.

To help you stay on task, ActiveSync automatically synchronizes your tasks between your PAC Mate Omni and PC.

Creating a Task

To create a task, press **F2** and press **ENTER on New Task**. The Task details page initially opens with the Subject edit combo box active. You can type in the subject of your task or use the arrow keys to choose one of the items in the combo box. When you are done press **ENTER** to move out of the edit combo box. Next, press the **DOWN ARROW** to move to the next edit field. Press **ENTER** again, but this time to move into the edit field. When you are done, press **ENTER** again to move out of the field and press **DOWN ARROW** to move to the next field. You enter information about a task by using this command sequence of **ENTER** and **DOWN ARROW**.

When you move to the "Start" and "Due" items, press **ENTER** to open the Date Selector. For more information on the commands associated with the Date Selector, please see Calendar, Using the Date Selector.

To add additional information about your task, press **CTRL+TAB** to move to the Notes page. When finished, press the **CLOSE** button (**ESC**) to return to the task list view.

Note: New tasks are added to the category that is currently selected.

If you find that creating a detailed task is too time consuming, you can quickly create a task by using the entry bar. The entry bar is located at the top of your task list and lets you quickly enter a one-sentence task. Press **TAB** until you enter the field and type in your task. When you are done press **ENTER** to add the new task to the list view.

Editing a Task

To edit a task, select it in the Task list view and press **ENTER**. Use the arrow keys to move through the dialog box. Press **ENTER** to edit an item. When you have finished, press **ENTER** to return to the task page. Once you have made the necessary changes to the task, press the **CLOSE** button (**ESC**) to return to the task list view.

Tip: You can easily edit a task from the Today Screen by using the arrow keys to move to Task and press **ENTER**. When the Task details page opens, edit your information.

Setting a Reminder for a Task

1. From the task list, press **ENTER** on the selected task to open it.
2. Press **DOWN ARROW** to move to the Due box and press **ENTER**. To set a due date, use the [Date Selector Commands](#).
3. Press **ENTER** again and use the **DOWN ARROW** to move to the Reminder combo box. Press **ENTER** and select Remind me. You will be reminded at 8:00 in the morning on the due date.
4. Press **ENTER** again and change the reminder date by pressing **ALT+D** and changing the date.

Note: To be automatically reminded of new tasks with a due date, in the task list view, press **F2**, move to Options and press **ENTER**. Use the **SPACEBAR** to check the "Set reminders for new items" check box.

To choose how you are reminded, for example by a sound, go to the Start Menu (**WINDOWS Key**) and select Settings. On the Personal page, use the arrow keys to move to Sounds & Notifications and press **ENTER**. Adjust each control to your preference.

Adding a Note to a Task

You can add notes to a task.

1. In the task list, select the task and Press **ENTER** to open it.
2. Press **CTRL+TAB** to move to the Notes page.
3. Type in the additional information you want to include for that particular task.
4. When finished, press the **CLOSE** button (**ESC**) to return to the task list view.

Later, when you open your task, the additional information is available for you to read.

Making a Task Recurring

1. From the task list, select the task and press **ENTER** to open it.
2. Press **DOWN ARROW** to move to the Occurs edit combo box and press **ENTER**. Select a pattern from the list or create a new pattern by choosing Edit pattern from the list.

To create a new occurrence pattern:

1. In the Occurs combo box, press **ENTER** on Edit pattern.
2. On the first screen of the wizard, press **TAB** to move to the Start and Due date fields and change the dates as needed. Use **LEFT** and **RIGHT ARROW** to move between the week day, month, date, and year columns and use **UP** and **DOWN ARROW** to increase or decrease the values. You can also type in a value or press **ALT+DOWN ARROW** to open the Date Selector where you can select the date you want. Additionally, use the Duration Edit combo box to specify the length of time between the start and due dates. Changing this value will automatically change the date in the Due date field.
3. Press **ENTER** on the Next button to move to the next screen.
4. In the Select type of occurrence field, choose whether this task happens daily, weekly, monthly, or yearly, and then press **TAB** to move to the next control. If you use braille, note that when you

navigate between the options in this field, the braille highlight (enabled by default) is used to indicate the selected item instead of the cursor. You must ignore the location of the cursor when navigating in this field. If you have turned off the Highlight option in the Braille Settings dialog box, pressing **INSERT+UP ARROW** (the Say Line command) will read the currently selected item. You can also press the cursor router on the display associated with the particular option to select it.

5. The remaining options you see on this screen depend on the type of occurrence you chose. Make the necessary selections then press **ENTER** on the Next button to move to the Next screen. If you are asked to select specific days of the week, such as Sunday or Monday, use the **ARROW Keys** to navigate through the days and press the **SPACEBAR** or **ENTER** to select the ones you want.
6. Use the various controls on the last screen to specify when this pattern starts and ends. After making your selections, press **ENTER** on the Finish button to complete the wizard.

Completing a Task

As you navigate through the list of tasks, JAWS indicates active tasks as “not checked” and completed tasks as “checked.” To mark a task completed, in the task list view, press the **SPACEBAR** to check the box next to the selected task.

Changing Tasks Options

In the task list, press **F2**, move to Options and press **ENTER**.

- To automatically be reminded when new tasks are due, select the Set reminders for new tasks check box.
- To see the start and due dates for a task in the task list view, select Show start and due date.
- To use the entry bar, select Show tasks entry bar.

Calendar

Although very similar to Tasks, the Calendar is meant to help you with scheduling and keeping your appointments. The Calendar View, used for setting each appointment, lets you schedule for a day, a week, a month and a year. To remind you of your appointments, the PAC Mate Omni will play a sound and open a dialog box with your appointment information. You can choose to dismiss the appointment or be re-notified within a time interval that you can set. Appointments for the day can also be accessed on the Today screen.

The Calendar is easy to use. You can access the Calendar from the Today Screen or directly from the Start Menu (**WINDOWS Key**), press **C** to move to Calendar and then press **ENTER**. Once you have opened Calendar you are in the Agenda list view, which lists the appointments you have created. If you have not created any appointments, you will hear "No Appointments." From the list view, you can preview your daily appointments for any particular day by pressing the **LEFT** or **RIGHT ARROWS** to view the appointments for the previous or next day.

If you have scheduled any appointments as all day events, they are displayed in the All Day Events list view which is accessed by pressing **TAB** or **SHIFT+TAB** from the Agenda list view. Press **TAB** or **SHIFT+TAB** again to return to the Agenda list view. If there are no all day events scheduled, this list view is not available. However, if an all day event is scheduled for a particular day, you can move to the All Day Events list view from any day even though no all day events are scheduled for that particular day. In this case, the list will be empty.

If you are in the Agenda list view and you move to a day that contains an all day event, you will be placed into the All Day list view. Similarly, if you are in the All Day Events list view and you move to a day that only has a regular timed appointment scheduled, you will be placed into the Agenda list view. Otherwise, you will remain in the currently open list view.

Additionally, press **ALT+S** followed by a number 1 through 7 to jump to a specific day of the week. Appendix A lists all the commands for jumping to each day in the week. You must be in either the Agenda or All Day Event list view in order for these commands to work.

Creating or Editing an Appointment

To create an appointment, press **F2** and press **ENTER** on New Appointment. The appointment details page initially opens with the Subject edit combo box active. You can type in the subject of your appointment or use the arrow keys to use one of the items in the combo box. When you are done press **ENTER** to move out of the edit combo box. Next, press **DOWN ARROW** to move to the next edit field. Press **ENTER** again, but this time to move into the edit field. When you are done typing the appointment information, press **ENTER** again to move out of the field and press **DOWN ARROW** to move to the next field. You enter information about an appointment by using this command sequence of **ENTER** and **DOWN ARROW**.

When you move to the "Start" and "End" items, press **ALT+D** to open the Date Selector. For more information on the commands associated with the Date Selector, please see Calendar, Using the Calendar View.

To change the time in the "Start" and "End" items, press **ENTER** on the item and type in the new time or use the arrow keys to select a time.

To add additional information about your appointment, press **CTRL+TAB** to move to the Notes page. When finished, press the **CLOSE** button (**ESC**) to return to the Agenda list view.

Note: When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), and 9p (becomes 9:00 PM).

To edit an appointment, select it in the Agenda list view and press **ENTER** to open the Appointment. Use the arrow keys to move through the list of fields. Press **ENTER** to edit an item. When you have finished, press **ENTER** to return to the appointment page. Once you have made the necessary changes to the appointment, press the **CLOSE** button (**ESC**) to return to the Agenda list view.

Viewing Appointments

To see a list of available actions for an appointment, select the appointment in the Agenda list view and press the **APPLICATIONS** Key.

To view the details of an appointment, select it in the list view and press **ENTER** to open it. If you have both an all day event and one or more regular appointments scheduled on the same date, press **TAB** to move between the two list views.

Note: To quickly access your appointments for the day, press the **WINDOWS Key** and press **ENTER** on Today.

Creating an All Day Event

Appointments can span an hour, several hours, all day or even all week. Those that span all day or all week are considered an All Day Event. Examples include trade shows or training seminars. To schedule an all day event, follow the steps above to create an appointment or select and open an existing appointment from the appointment list. From the list of fields, press **DOWN ARROW** until you hear, "Type combo box." Press **ENTER** and use the arrow keys to select All Day. You can also schedule a birthday or anniversary as an all day event. However, for this you will want to press **DOWN ARROW** to move to the Status combo box, press **ENTER** and use the arrow keys to select Free. This way the time will not show as busy in your calendar.

When you close the appointment details, you are placed into the All Day Events list view which displays your appointment. Press **TAB** to move to the Agenda list view.

Making an Appointment Recurring

Appointments that occur on a regular basis, such as a weekly team meeting can be entered once and set with a recurring pattern. To do this, follow the steps above to create an appointment or select and open an existing appointment from the appointment list. From the list of fields, press **DOWN ARROW** until you hear, "Occurs combo box." Press **ENTER** and use the arrow keys to select a pattern. If the default patterns in the list are not what you need, select <edit pattern...> to create your own pattern using the wizard.

To create a new occurrence pattern:

1. In the Occurs combo box, press **ENTER** on Edit pattern.

2. On the first screen of the wizard, press **TAB** to move to the Duration Edit combo box and specify the length of time between the start and end times. Changing this value will automatically change the time in the Ends field.
3. Press **ENTER** on the Next button to move to the next screen.
4. In the Select type of occurrence field, choose whether this task happens daily, weekly, monthly, or yearly, and then press **TAB** to move to the next control.

If you use braille, note that when you navigate between the options in this field, the braille highlight (enabled by default) is used to indicate the selected item instead of the cursor. You must ignore the location of the cursor when navigating in this field. If you have turned off the Highlight option in the Braille Settings dialog box, pressing **INSERT+UP ARROW** (the Say Line command) will read the currently selected item. You can also press the cursor router on the display associated with the particular option to select it.

5. The remaining options you see on this screen depend on the type of occurrence you chose. Make the necessary selections then press **ENTER** on the Next button to move to the Next screen. If you are asked to select specific days of the week, such as Sunday or Monday, use the arrow keys to navigate through the days and press the **SPACEBAR** or **ENTER** to select the ones you want.
6. Use the various controls on the last screen to specify when this pattern starts and ends. After making your selections, press **ENTER** on the Finish button to complete the wizard.

Setting a Reminder for an Appointment

You can set a reminder for an appointment by following the steps above to create an appointment or by selecting and opening an existing appointment from the appointment list. From the list of fields, press **DOWN ARROW** until you hear, "Reminder combo box." Press **ENTER** and use the arrow keys to select Remind me.

You can change how many minutes before the appointment you are reminded. To do this, press **ALT+T** to access the Minutes combo box and use the arrow keys to make a selection. In addition, you can press **ALT+I** to modify the reminder interval from the default of minutes to hours, days, or weeks in advance of the appointment.

Note: To set a reminder for all new appointments in the calendar, press **F2** in the appointment list, move to Tools and press **ENTER**. Press **ENTER** on Options and select "Set reminders for new items."

If you want to be reminded about your appointments using a distinctive sound, go to the Start Menu (**WINDOWS Key**) and press **ENTER** on Settings. On the Personal tab select and press **ENTER** on Sounds & Notifications. Press **CTRL+TAB** to move to the Notification page. Press **TAB** until you hear, "Play Sound check box," then press the **SPACEBAR** to check this box. Last, press **TAB** again to move to the combo box that lists all the sounds available on your PAC Mate Omni.

Adding a Note to an Appointment

You can add additional information about an appointment if necessary.

1. To add or edit a note, in the appointment list, select and press **ENTER** on the appointment.
2. Press **CTRL+TAB** to move to the Notes page.
3. Type in the additional information you want to include for that particular appointment.
4. Press the **CLOSE** button (**ESC**) to close the notes page and return to the Agenda list view.

Later, when you open your appointment, the additional information is available for you to read.

Sending a Meeting Request

Use Calendar to schedule meetings with people who use Outlook or Inbox. When attendees receive a meeting request, they can accept or decline the meeting. If they accept, the meeting is automatically added to their schedule. In addition, their response is sent back to you, and your calendar is updated.

Note: Before you can send a meeting request, you must enter e-mail addresses for the Contacts you want to include in the meeting and set up Messaging to send and receive messages.

1. From the Appointment list you can either create a new appointment or edit an existing appointment.
2. In the Appointment page enter or edit the information, then press **DOWN ARROW** until you hear, "Attendees and press **ENTER**."
3. When the Attendees dialog box opens, you are in the Required Attendees list box. Press **ENTER** on Add Required Attendee to add a required attendee to the list. If you want to add an optional attendee, press **TAB** to move to the Optional Attendees list box and press **ENTER** on Add Optional Attendee to add an optional attendee to the list.
4. After you choose to add a required or optional attendee, a list of those contacts containing e-mail addresses is displayed. Use the arrow keys to move to the contact in the list view you want to invite and press **ENTER** to select it and add it to the Required or Optional Attendees list box. If the selected contact has more than one e-mail address, you will be prompted to select the address you want to use.
5. Since you can only add attendees one at a time, follow the steps above until you have added all of your attendees.
6. When you are done press **F1** to return to the Appointment details page. To close the Appointment details page and return to the Agenda list view, press the **CLOSE** button (**ESC**).

7. Before you return to the Agenda list view, you will be asked whether you want to send an e-mail to inform the attendees of the meeting. Press **ENTER** to activate either the Yes button or No button.

Messaging automatically creates a meeting request along with any textual notes entered in the Notes page and sends it to the attendees the next time you synchronize with your PC.

Note: If you cannot synchronize with a PC, then you can send the meeting request through a connection to an ISP or the network. Press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. On the Appointments page, move to the "Send meeting requests via," and select the account you want to use to send the meeting request.

Changing Appointment Options

You can change Calendar options such as the first day of the week or the date and time you want to be reminded of a new appointment, etc. To enter the Options dialog box, press **F2**, move to Tools and select Options. Choose the settings that you want for your Calendar.

Note: The PAC Mate Omni does not support Appointment icon indicators.

Using the Calendar View

The Calendar View is a traditional style calendar in which you can easily check for appointments. The commands for Calendar View are listed in Appendix A.

When navigating by the smaller date changes, if the month, year or day of week changes, that component of the date is spoken. The PAC Mate Omni announces when a date has an appointment associated with it.

Press **ENTER**, **TAB**, or **SHIFT+TAB** while in the Calendar View to return to the Agenda list view on the new date.

With Notes you can quickly capture your ideas and thoughts. In the Notes list view you can use the recording feature. You can also share your notes with others through e-mail, infrared, and synchronization with your PC.

Note: To create documents with advanced formatting or templates, such as bulleted lists and tabs, use FSEdit.

Appendix A lists the commands that are specific to the Notes program.

Viewing Notes

The Notes list view displays a list of your notes and recordings. If you have a long list, press **CTRL+T** (Sort By) and select the option you want to sort on. To open a note or play a recording, press **ENTER** on it. To see a list of available actions for a note or recording, select the note in the list view and press the **APPLICATIONS Key**.

Creating or Editing a Note

1. To create a note, press **CTRL+N**.
2. Type your note.
3. When finished, press the **CLOSE** button (**ESC**) to return to the Notes list view. The first line of text is always used to represent the title of each note in the list.

Note: You can insert the date in a note. In an open note, press the **APPLICATIONS Key** and then select Insert Date.

To edit an existing note, select it from the Notes list view and press **ENTER** to open it. Make any necessary changes then press the **CLOSE** button (**ESC**) to close the note and return to the Notes list view.

Creating a Template

1. Create a note as you normally would.
2. In the Notes list view, move to the note with the arrow keys and select it with the **SPACEBAR**.
3. Press the **APPLICATIONS Key**.
4. On the menu, select Rename/Move.
5. Press **TAB** to move to the Folder list box, select Templates. The template is stored in the Templates folder under the All Folders list.

Creating a Note with a Template

1. Press **CTRL+Y** to open the Show By menu and then select Templates.
2. Press **ENTER** on the template you want to use and make your changes.
3. Press the **CLOSE** button (**ESC**) to close the note.
4. In the notes list, select the note and press the **APPLICATIONS Key**, choose Rename/Move. Enter a new name and location for the note.

Note: To create a new folder, in the Notes list view, press **CTRL+Y** to open the Show By Menu, then press **ENTER** on Add/Delete.

If you want to store the item on a storage card, insert the card into your PAC Mate Omni and select Storage Card from the Location combo box in the Rename/Move dialog box.

Creating a Recording

Your PAC Mate Omni has a voice recording feature that has multiple sound and transmission rate settings. These settings reflect the quality and size of the recording file. Typically, a high sample size (Bit) and rate (Hz), equals a larger file size, which equals better fidelity. Since the PAC Mate Omni has 128 MB of Flash memory, a recording set to 44,100 Hz, 16 Bit, Stereo (172 KB/s) is going to give the best recording quality, but with the least amount of recording time.

Tip: This setting is ideal if you are going to use audio editing software on the recording.

You can synchronize recordings between your PAC Mate Omni and your desktop PC. If you are unable to play them on your desktop PC, it may be due to the setting on your PAC Mate Omni. In this situation, it is best to set your voice recording format to "8,000 Hz, 8 Bit, Mono (8 KB/s)." This gives you compatibility with your desktop sound player, acceptable voice recording fidelity and relatively small file sizes.

Your PAC Mate Omni is also equipped with an internal microphone, which is the semicircular prominence above the **PRINT SCREEN** and **SCROLL LOCK** keys. If you are truly concerned about recording fidelity, you can also purchase a high quality external microphone to fit into the 1/16 inch audio input jack.

You can create a stand-alone recording from the Notes list view, using these recording commands.

1. While in the notes list view, move the PAC Mate Omni's microphone near the source of sound.
2. When you are ready, press **ALT+V, R** to record. You will hear a single audible indicator, which is your signal that recording has begun.
3. When you are ready to stop, press **S**. You will hear two audible indicators, which indicates the recording has stopped.
4. To play a recording, press **ENTER** on the recording in the Notes list view.

5. To stop playing the recording, press **ALT+V, S**.

Or you can access the recording feature from anywhere on the PAC Mate Omni with the default hotkey command, **INSERT+SPACEBAR, 1**. No other commands are necessary as this immediately starts the stand-alone recording. Press **S** when you want to stop the recording. Your recording is then saved in the Notes list view. To play the recording, just select it and press **ENTER**. To learn more about hotkey commands, please see Setting Up PAC Mate Omni, Buttons

Find a Note

You can find a note by using the Search Feature or by pressing **CTRL+Y** to open the Show By menu. Then select and press **ENTER** on the folder you want displayed. To show all folders again, select All Folders. For more information on the Search Feature, please see Using Windows Mobile with the PAC Mate Omni, Using the Search Feature.

Attaching a Note to E-mail

In the Notes list view; select the note or recording and press the **APPLICATIONS Key**. To select multiple notes or recordings, use the **SHIFT+UP/DOWN ARROW**. Then, press the **APPLICATIONS Key**. From the Context Menu, choose Send.

A new e-mail message is created with the note attached.

If you are working offline, the message with the attached note is moved to the Outbox folder and will be sent the next time you connect.

With the Windows Mobile Calculator you can do basic addition, subtraction, multiplication, and division equations.

Entering Equations

To enter an equation, type the first number, then type the operand followed by the second number. To hear the answer, press **ENTER**.

For Example:

8+10-2 would be typed 8+10-2. You then press **ENTER** for the answer.

Note: Do not use the EQUALS key to get the answer as pressing this key will not announce the answer.

Clearing the Calculator

To clear the calculator for a new equation, simply press **C**.

Internet Explorer Mobile

The World Wide Web has a lot to offer. On any given day, at any given moment you can connect to the web and find interesting articles about any subject, you can buy almost anything and you can visit nearly every country. With Internet Explorer Mobile, you can download files, post to a listserv, access multimedia files, and even share resources and ideas with people who are located at opposite ends of the world.

To open Internet Explorer, go to the Start Menu (**WINDOWS Key**) and press **I**. When Internet Explorer opens, the PAC Mate Omni begins reading your home page. To silence speech, press **CTRL**. Your initial home page is a default page, which has links to Internet Explorer Mobile's Online Help and links to various resources on FreedomScientific.com. To move about links on a page, press **TAB** or **SHIFT+TAB** and to open a page, press **ENTER** on the link.

If you know the Web address of the site, then press **G** to go directly to the address bar and type in the address. When you are done press **ENTER**.

Appendix A lists the PAC Mate Omni commands available for Internet Explorer Mobile. Many of these commands are layered so you can press the second command repeatedly without re-pressing the initial command.

Reading and Moving through Web Pages

The PAC Mate Omni can provide information about the structure and organization of web pages. Tables, headings, and alternate text for images are announced. This information helps you locate what you need quickly and take full advantage of web features.

Text

When you open a web page, the PAC Mate Omni announces the presence of frames, links, and headings then begins speaking the text on the screen. Reading and moving through web based text uses the same reading commands as those used for text in a document. For more information on moving through and reading text, please see PAC Mate Omni Basics, Working with Text.

Note: If you start reading before a page completely loads, some of the page may not be available.

Links

Links allow you to move from one portion of a document to another or from one document to another. When reading a web page with the Virtual Cursor, the PAC Mate Omni places each link on its own line, even if Internet Explorer visually presents the link on a line with other text or additional links.

- To move through the links on the page, press **TAB** for the next link, and **SHIFT+TAB** for the prior link.
- To open a link, press **ENTER**.
- To skip past a series of links, press **N**. The PAC Mate Omni moves to the first text of at least 25 characters that is not a link.

When you move to a link with the Virtual Cursor, the PAC Mate Omni announces the type of link and the text of the link. The PAC Mate Omni announces the type of link as follows:

- **Link:** This indicates a link that has not been visited.
- **Visited Link:** This indicates a link that has been visited.
- **This Page Link:** This indicates a link that moves you to another location on the same page.
- **Send Mail Link:** This indicates a link that opens a new e-mail message using the Messaging program. The To field of the new e-mail is already filled out, and the Subject field is sometimes filled out as well.
- **FTP Link:** This indicates a link that points to a FTP (File Transfer Protocol) server. Usually, these links are to files, and when you select them, Internet Explorer displays a dialog box asking if you want to save the file to your PAC Mate Omni.

The PAC Mate Omni announces when a graphic is used as part of a link. Image Map Links are also announced. Image map links are part of an image. A small section of the image is mapped out to represent a "hot spot" that is normally clicked with the mouse. The PAC Mate Omni moves to image map links the same way it does to other links.

The PAC Mate Omni provides configuration settings for links, so you can determine what information and how much information you wish to hear:

- By default, the PAC Mate Omni speaks the on screen text of a link, but you can set it to instead speak Title text, assigned by the page author within the HTML code. Title text normally provides supplemental information about the link.
- By default, the PAC Mate Omni announces the link type, but you can disable this, so that same page links, send mail links, and ftp links are announced simply as "link," or "Visited Link."

To change these settings temporarily, press **INSERT+V**. To change them permanently, press **WINDOWS Key, S** to open the Settings Dialog box, and change the HTML settings as appropriate.

Use the Links List dialog box to quickly locate and select links on a web page. Press **INSERT+F7** to open the Links List. Press **UP ARROW** or **DOWN ARROW**, or the first letter of a link's text to move through the list of links. You can also move through the controls in this dialog box by pressing **TAB**. There are buttons to move to the location of a link on the page or to open a link. Additionally, There are radio button groups to filter and sort the links that display in the list.

Once you have selected a link, Press **ENTER** on the Activate Link button to open the selected link. Press **ENTER** on the Move to Link button to have the cursor moved to that particular link on the page. You can then press **ENTER** to open the link or continue reading the Web page.

Headings

In HTML, headings are used to indicate the start of sections and subsections of a page so that the relationship between information within sections and subsections is clear when reading the page. When viewing all headings on a page, if the headings are used properly, the hierarchy of the heading levels indicates how the page is structured. This makes it easier to find information and understand the relationships within the information. To view a table with all the commands that allow you to navigate by headings, go to Appendix A.

The PAC Mate Omni recognizes headings at levels 1 through 6 and announces them as you move through the page or read using Say All. Press **H** to move to the next heading, or press **SHIFT+H** to move to the prior heading. To move to the first heading on the page, press **CTRL+HOME, H**. To move to the last heading, press **CTRL+END, SHIFT+H**.

The Headings List dialog box, **INSERT+F6**, lists headings on the current page and indicates the heading level. Press **UP** or **DOWN ARROW** to move through the list. Press **TAB** to move to the other controls in the dialog box.

Press **ENTER** on the Move to Heading button to move to the location of the selected heading on the web page. Additionally, one set of radio buttons allow you to sort the headings list alphabetically or in tab order while another set lets you display the headings of a particular level. For example, you could choose to only list the level two headings on a page. The default is to show all headings.

Headings are announced as you navigate through a web page, but if you want, you can turn this announcement off. To temporarily turn off heading announcement, press **INSERT+V** to open the Verbosity dialog box and move to Indicate Headings. Press **SPACEBAR** to turn off this setting.

To permanently change this setting:

1. Press the **WINDOWS Key** to open the Start Menu.
2. Press **S** to open the Settings Dialog box.

3. Press **H** to move to HTML Settings and press **ENTER**.
4. Press **TAB** until you reach the combo box labeled "Headings Verbosity."
5. Press **UP** or **DOWN ARROW** to select the setting you want.
6. Press the **CLOSE** button (**ESC**) to close the HTML Settings Dialog box.

The HTML heading navigation features are extremely useful on pages that use headings as they are intended. However, many web pages are written that do not properly use headings. The heading navigation features may not be as useful on these pages.

Tables

The PAC Mate Omni provides commands that allow you to move within tables. In addition, when you use table navigation commands you can get information about the position of table cells and the structure of tables on a page.

When you move through a web page, the PAC Mate Omni announces the start of tables, and the number of columns and rows, and reads the summary, if a summary is available.

A table summary provides information about the purpose of the table. If a summary is provided, the PAC Mate Omni says, "Summary," and reads the summary text.

When you navigate tables using standard reading commands, the PAC Mate Omni reads the cells in order from left to right and behaves as if each table cell begins on a new line. The PAC Mate Omni does not identify table headers or provide information about table structure when you navigate in this manner.

To hear information about the current table cell, press **ALT+CTRL+C**. The PAC Mate Omni announces the row and column position, the current row and column headers, and the contents of the cell.

When you move to the next or prior cell in the same row using table navigation commands such as **ALT+CTRL+RIGHT ARROW** or **ALT+CTRL+LEFT ARROW**, the PAC Mate Omni reads the column header, the data in the cell, and the column number.

To move to the cell above or below the current cell, press **ALT+CTRL+UP ARROW** or **ALT+CTRL+DOWN ARROW**. The PAC Mate Omni reads the row header, the data in the cell, and the row number.

Note: The PAC Mate Omni does not identify row or column headers when you navigate tables using standard reading commands with the Virtual Cursor or when using Say All.

Forms

HTML forms on web pages allow you to enter information and send it to another computer. Examples of forms include shopping carts, feedback forms, and web-based e-mail and bulletin boards.

Forms are collections of controls such as check boxes, combo boxes, edit fields, and radio buttons. Use the following commands to move through form fields on a web page.

- Press **F** to move to the next form control or press **SHIFT+F** to move to the previous form control.
- Press **INSERT+CTRL+HOME** To move to the first form control or press **INSERT+CTRL+END** to move to the last form control.
- Press **B** to move to the next button or press **SHIFT+B** to move to the previous button.
- Press **C** to move to the next combo box or press **SHIFT+C** to move to the previous combo box.
- Press **E** to move to the next edit field or press **SHIFT+E** to move to the previous edit field.
- Press **R** to move to the next radio button or press **SHIFT+R** to move to the previous radio button.

- Press **X** to move to the next check box or press **SHIFT+X** to move to the previous check box.

To enter text into a form field, move the Virtual Cursor to a form field, and press **ENTER** to switch to Forms Mode. The PAC Mate Omni says, "Forms Mode On," the information and the name of the control you are on. When you press **ENTER** to go into Forms Mode, the PC cursor is activated on the current control. If the field is an edit field, the cursor is placed at the top of the field.

To navigate within an edit field while in Forms Mode, use the **UP**, **DOWN**, **LEFT** and **RIGHT ARROWS** as you normally would. To move to the next form field while in Forms Mode, press **TAB**. To move to the previous field, press **SHIFT+TAB**.

To exit Forms mode, press **INSERT+X**.

To check a check box or radio button on a form, press **ENTER** when the Virtual Cursor is on the item. If you are on a check box, the state of the check box is toggled. If you are on a radio button that is unchecked, the radio button is checked, however, if it was already checked, it remains unchanged.

If you enter Forms Mode in a Combo box, the first item is selected. To change the selection, press **UP** or **DOWN ARROW**.

Tip: In some forms, changing the selection in a combo box opens a new page automatically. To work with these combo boxes, press **ALT+DOWN ARROW** to open the list of choices. Then move to an item and press **ENTER** to make your selection.

The PAC Mate Omni attempts to associate each form field with a textual prompt. The PAC Mate Omni can identify when a prompt is specifically associated with a control, and speaks the correct prompt when you move to that control. If no prompt is specifically associated with a control, the PAC Mate Omni attempts to identify text positioned near the control as the prompt. This is most accurate when the text is directly to the left or right of the form control.

Forms on some web pages are not written with accessibility in mind, and the PAC Mate Omni cannot obtain enough information to read the form controls properly. If the PAC Mate Omni does not read form controls correctly while you are in Forms Mode, reading the form with the Virtual Cursor may provide additional helpful information. press **ENTER** to turn Forms Mode on and fill in a form field. Next press **INSERT+X** to exit Forms Mode and continue reading the form with the Virtual Cursor.

Frames

Frames allow more than one document to be displayed on a web page at the same time. The frames on a page may be arranged vertically, horizontally, or mixed so that, for example, one frame appears on top with two frames side by side below it. In this way, frames provide structure visually on a page and allow text on one portion of the page, such as a listing of navigation links, to remain the same while another portion changes.

You move through a page containing frames just as you would any other Web page. As you navigate, The PAC Mate Omni announces the beginning and end of frames, reading the frame title if one is available. If no frame title is available, the PAC Mate Omni reads the frame name.

Changing Your Home Page

If you want another web page as your home page, press **G** to move to the Address Bar and type in the address of the page. When you are done, press **ENTER** to go to that page.

Next, press **F2** to open the menu, and press **ENTER** on Tools. With the Tools Menu open, press **ENTER** on Options. The first controls in the Options dialog box are two buttons, one labeled Use Current and one labeled Use Default. To have the web page currently opened as your home page, press **ENTER** on the Use Current button.

Changing Security Options

Internet Explorer Mobile supports the security protocols used by secure pages. When accessing a secure page, you can send personal information safely. To determine if a page is secure, press **F2**, press **ENTER** on Tools, and select Properties.

To change security settings, press **F2**, move to Tools, and press **ENTER**. Go to Options and press **SHIFT+TAB** to move to the General tab, then press the **RIGHT ARROW** to move over to the Security page.

Cookies contain information about your identity and preferences so that a page can tailor information to your needs. To prevent Internet Explorer Mobile from accepting cookies, use the **SPACEBAR** to uncheck the Allow cookies check box. Press **ENTER** on the Clear Cookies button to erase any cookies currently stored on your PAC Mate Omni.

Synchronizing Favorite Links

In ActiveSync on your PC, press **ALT+T** to open the Tools Menu. press **ENTER** on Options. In the Options dialog box list view, move to Favorite and place a check in the box.

In Internet Explorer on your PC, save or move favorite links to the Mobile Favorites subfolder in the Favorites list.

Connect your PAC Mate Omni to your PC. If synchronization does not start automatically, in ActiveSync on your PC, press **ALT+F** and press **ENTER** on Synchronize.

Note: If you add or delete a favorite link in the Mobile Favorites folder on your PAC Mate Omni, the next time you synchronize, the same change is made on the PC.

Viewing Favorites

If favorite pages are not synchronized using a schedule for synchronization, in Internet Explorer on your PC, go to Tools (**ALT+T**) and select Synchronize.

On the PAC Mate Omni, press **F2**, move to Favorites, and press **ENTER**.

Use the arrow keys to select the page that you want to view and press **ENTER**.

Note: If you get a message that the page is not available, you must download the page to your device through synchronization or connect to the Internet.

To stop pictures from downloading, which saves memory as well as making the page open faster, press **F2**, press **ENTER** on View, move to Show Pictures, and press **ENTER**. If you do not hear JAWS say "checked," this option is disabled and pictures are not downloaded when a Web page is displayed.

Note: This option is off by default so you should not need to change it.

Adding/Deleting a Favorite Link

Go to the page you want to add. press **F2** and press **ENTER** to open the Favorites page. Press **CTRL+TAB** to move from the Open page to the Add/Delete page. Press **TAB** to move to the Add button and press **ENTER**. If you do not want to change the default name of your new favorite or save it in a different folder, press **ENTER** on the Add button again.

Note: To add a new folder, go to the Add/Delete page; press **ENTER** on the New Folder button. Enter a name for the folder, and press **ENTER** on the Add button.

To delete a link, the steps are the same except that you first select the link that you want to delete in the Add/Delete page, then move to the Delete button and press **ENTER**. The link is then deleted.

Note: Only the link to the page is deleted, not the page content stored on your PAC Mate Omni. To delete the page itself, press **F2** move to Tools, and press **ENTER**. Select Options. Press **CTRL+TAB** to move to the Memory page and press **ENTER** on the Delete Files button.

FSEdit is a word processing application that you can use to create and edit documents. Unlike Word Mobile or Notes, FSEdit was created specifically for the blind user. Among its friendly and convenient features, you will find FSEdit provides a robust editing environment, complete with a spell checker, and offers the facility to emboss all supported file formats.

The default location for FSEdit is the Programs submenu (**WINDOWS Key, P**). In the Program submenu press **F** until you hear FSEdit and then press **ENTER**. When you first open FSEdit, it automatically creates a new document. If necessary you may also create a new document by pressing **ALT** and then **ENTER** on the File Menu. In the File Menu, press **N** and **ENTER** again. This will also create a new blank document.

To view all the commands available in FSEdit, please see Appendix A: PAC Mate Omni Commands.

Saving a Document

If the file you want to save has the correct name, is in the correct file format, and in the correct folder, you can simply press **CTRL+S** and your file will be saved.

If, however, you want to save the file with another name, with a different file format, or in another folder, you will have to open the File Menu and select Save As. In the Save As dialog box you can change any parameter of the file. Use the **TAB** command to navigate this dialog box. Below lists the options available in each combo box in the Save As dialog box.

Folder combo box: The default is None, which means that your file will be saved in the default folder, My Documents. The other folder options, listed below, are subfolders of the My Documents folder.

- None
- Business

- Personal
- Templates

File Type combo box: FSEdit offers a nice variety of file types that easily match your working needs. In addition, FSEdit's own file type, .fsd, allows for synchronization to your PC, storage of additional information such as grade of braille (contracted or uncontracted), cursor location, mark location, and contracted back translation for easy conversion between the other file types supported by FSEdit.

- *.fsd
- *.brf
- *.rtf
- *.psw
- *.txt

Location combo box:

- Main Memory
- Storage Card (if one is inserted)
- Hard Disk (if a USB thumb drive is connected)

Revert To Saved

This menu item reloads the last saved version of the document and discards any succeeding editorial changes.

Opening a Document

1. To launch the Open File dialog box, press **CTRL+O**.
2. Press **TAB** to move into the list view of files, and then use the arrow keys to make your selection.

3. When you find the file you want, press **TAB** to move over to the **OK** button and then press **ENTER**.
4. If the file is not stored in the current folder, press **TAB** until you hear, "Folder list box," then use the arrow keys to choose the folder in which the file is stored.
5. If the folder is not in the current location, press **TAB** until you hear, "Location list box," then use the arrow keys to choose the location in which the folder is stored.
6. If the file is of another file type, press **TAB** until you hear, "Type list box," then use the arrow keys to choose the file type.

Note: FSEdit remembers the file and folder location after you open a file. This becomes the default, so that the next time you open a file, the Open File dialog box starts using this file and folder location.

Opening a Second Document

To have two FSEdit files open simultaneously, you must have two FSEdit sessions open.

To open an FSEdit session and file, do the following:

1. From the Start menu, choose the Programs menu and press **ENTER**. (You may use the shortcut letter **P** to choose the Programs menu.)
2. Press the **F** key until you hear "FSEdit," and then press **ENTER**.
3. Press **CTRL+O** to launch the Open File dialog box.
4. Press **TAB** to move into the List of files, and use the arrow keys to select a file. Note that if the file does not appear in the list, use the Folder combo box, the Location combo box, or the Type combo box to locate the file.
5. To open a second FSEdit session and file, repeat steps 1-4.

To toggle between documents, refer to Switching Between Two Open FSEdit Files.

Switching Between Two Open FSEdit Files

The following describes how to toggle between two open FSEdit files. For information about having two FSEdit files open, refer to Opening a Second Document.

1. Press **ALT+TAB**.
The Recent Applications menu appears, which shows a list of open dialog boxes and files. The second FSEdit document, which does not have focus, appears in the list.
2. Press the **F** key.
If FSEdit is the only application open that begins with the letter **F**, the PAC Mate Omni automatically switches to the second FSEdit session and file. It also announces the file name.
If another application that begins with the letter **F** is open, continue to press **F** until you hear the PAC Mate Omni announce FSEdit and the second FSEdit file name.

Braille Input

If you turn on Braille input mode (**INSERT+SHIFT+F9**), when you open a new document, you are asked, "Would you like to make your new file a Grade 2 Braille document?" If you choose Yes, the file opens as a contracted braille document. At this point, you can write text in the current file using contracted braille. If you choose No, the file opens as a Computer braille document and you must write in computer Braille even though you can use contracted braille in other applications.

If you later wish to make it a Grade 2 document, do the following:

1. Press **ALT** to open the menu.
2. Select File, then press **ENTER**.
3. Choose Save As and save the file with a BRF extension.

Continuous Braille Mode

Use Continuous Braille mode when layout and formatting are not important to you, such as when reading an e-book. Continuous Braille mode ignores hard carriage returns within a paragraph. It shows the carriage return as a blank space and continues the flow of text instead of leaving the remainder of the braille display blank.

To turn on Continuous Braille mode, press **CTRL+R**. Use this command again to turn it off.

Connecting to an Embosser

Before you can emboss a document, you must first select your embosser type in the Properties dialog box, which is accessed from the Emboss dialog box.

When you select your embosser, many of the fields in the Properties dialog box automatically populate with your embosser's default settings. This means you can immediately begin embossing your document or you can change the embossing settings.

To launch the Properties dialog box:

1. Open the File Menu.
2. Use the arrow keys to move to Emboss and press **ENTER** to launch the Emboss dialog box.
3. Use **TAB** to move to the Properties button and press **ENTER** to open the Properties dialog box.
4. When this dialog box opens, your cursor is placed in the Embosser combo box. This combo box lists embossers that are compatible with FSEdit. Use your **UP** or **DOWN ARROW** keys to select your embosser.

5. If you are satisfied with the automatic settings of your embosser, press **ENTER** on the **OK** button to return to the Embosser dialog box. Otherwise, press **TAB** to move to each field and adjust the setting. When you are done, move to the **OK** button and press **ENTER**.
6. In the Embosser dialog box, press **TAB** until you hear, "Connection button" and press **ENTER**.
7. Use your **UP** or **DOWN ARROW** keys to select the port connecting your embosser.
8. If you select Windows Device, press **TAB** to move to the Location edit box. Type in the network path of the embosser. For example: \\server\my embosser. If you select IRDA, please see [Embossing Using an Infrared Connection](#) for more information.
9. Press **ENTER** on the **OK** button to return to the Emboss dialog box.

Embossing a Document

Embossing a document is initiated from the Emboss dialog box. To launch the Emboss dialog box you must open the File Menu and select Emboss (**E**). With the Emboss dialog box open, you have several controls that allow you to change the way your document is embossed. If you do not want to change any of the parameters and are ready to emboss, press **TAB** until you reach the **OK** button and then press **SPACEBAR**.

Number of Copies

Unless you specify the number of copies embossed, FSEdit will only emboss one copy of a document.

To emboss more than one copy of a document:

1. From the file menu, press **E** to open the Emboss dialog box.
2. Press **TAB** until you hear "Number of copies one."

3. Type in the number of copies to be embossed.
4. Once you have selected your number, you can change more emboss parameters or press **TAB** to move to the **OK** button. Press **ENTER** to print your document.

Emboss Settings

Depending on your needs, you may want to emboss on different size paper. Changes made to the embossing settings are retained until you change them or reset them to their defaults.

For 8.5 x 11 inch paper, use the following settings:

Cells Per Line: 34
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 34
Max Lines Per Page of Embosser: 27

For 11.5 x 11 inch paper, use the following settings:

Cells Per Line: 40
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 42
Max Lines Per Page of Embosser: 27

Changing Emboss Settings

1. From the file menu, press **E** to open the Emboss dialog box.
2. Use **TAB** to move to the Properties button and press **ENTER** to open the dialog box.
3. Press **TAB** to move to the Set Cells Per Line To edit box. Type the number of braille cells you want in each line.
4. Press **TAB** to move to the Set Lines Per Page To edit box. Type the number of lines you want on each page.

5. Press **TAB** to move to the Set Top Margin in lines to edit box. Type the number of lines you want to set for your top margin.
6. Press **TAB** until you hear, "Max Cells Per Line of Embosser edit box." Type the absolute maximum number of cells you want on each line.
7. Press **TAB** to move to the Max Lines Per Page of Embosser edit box. Type the absolute maximum number of lines you want on each page.
8. Press **TAB** to move to the Margins for Interpoint check box, use the **SPACEBAR** to place a check in the box.
9. Press **TAB** to move to the Pages for Interpoint check box, use the **SPACEBAR** to place a check in the box.
10. Press **ENTER** on the **OK** button to emboss your document.

Embossing Using an Infrared Connection

In order to emboss to a braille device from your PAC Mate Omni using infrared data transfer, you will need to obtain a powered, IRDA-compliant printer adapter. In addition to the power connection, this adapter will have an infrared port on a cable that you can locate in a convenient place. You can connect the adapter to any of the braille embossers supported by the PAC Mate Omni.

After connecting the adapter and selecting your embosser, align the IR port of your PAC Mate Omni with that of the adapter and select Emboss from the FSEdit File menu. Your document will be transferred using the IR ports and embossed on the braille embosser.

Notes: You cannot use infrared to transfer files to a braille embosser if you are embossing over a network. Go to Connecting to an Embosser for more information.

Most IRDA-compliant printer adapters are pass-through devices; that is, once connected to the parallel port of your braille embosser, you can then connect the cable from a desktop or laptop computer to the adapter and emboss from both that device and the PAC Mate Omni.

Resetting the Embosser's Default Settings

1. From the file menu, press **E** to open the Emboss dialog box.
2. Use **TAB** to move to the Properties button and press **ENTER** to open the dialog box.
3. When this dialog box opens, your cursor is placed in the Embosser combo box. Use your **UP** or **DOWN ARROW** keys to select another embosser.
4. Reselect your embosser. The default settings will repopulate each field.
5. Press **ENTER** on the **OK** button to return to the Emboss dialog box.

Printing Documents

There are two ways to launch the print dialog box. The easy way is to press **CTRL+P** from within any document. The other way is to open the File Menu (**ALT, ENTER**) and select Print (**P**). Unless you want to change print parameters or you have more than one printer, you can immediately press **ENTER** or select the Ok button to print a single copy of your document. The default margin set for the top, bottom, left, and right page edge is 1 inch.

Number of Copies

Unless you specify the number of copies printed, FSEdit prints only one copy of a document.

To print more than one copy of a document:

1. Press **CTRL+P** to open the Number of Copies page.
2. After you hear "Number of copies one," type in the number of copies to be printed.

3. Once you have entered the number of copies you want printed, press **ENTER** on the **OK** button, followed by **ENTER** again to print your document. To select a different printer, or change how the document is printed, use the controls in the Print dialog box to make more changes.

Changing Printers

FSEdit supports a wide variety of printers. Depending on the printer you are using, you first need to select the appropriate printer type before you can print.

To change printers:

1. Press **CTRL+P** to open the Number of Copies page.
2. Navigate beyond the number of copies edit page by pressing **ENTER** on the **OK** button.
3. When the Print dialog box opens, the Printer combo box is active. Use your **UP** or **DOWN ARROW** keys to select a printer.
4. Press **ENTER** to print your document.

Choosing Port Settings

Currently FSEdit supports printing to printers on a network, that are infrared or Bluetooth compatible, and that are attached via a USB connection. If you select network because you are printing to a network printer, you must enter the printer's UNC path in the Net Path edit field. You must also enter this information in File Explorer. When using a USB-attached printer, be sure to select LPT1 in the printer port list.

To print to a Bluetooth printer, make sure you have set up a Bluetooth partnership with the printer and added COM2 as an outgoing COM port. Then, select COM2: Bluetooth in the printer port list.

Once you have selected the port, you can change more print parameters or press **ENTER** to print your document.

Choosing Paper Size

The default paper size setting for FSEdit is Letter (8.5 x 11 inches).

To choose another paper size:

1. Press **CTRL+P** to open the Print dialog box.
2. Navigate beyond the number of copies edit page by pressing **ENTER on the OK button**.
3. When the Print dialog box opens, move to the Paper Size combo box. This combo box lets you select a different paper size. Use your **UP** or **DOWN ARROWS** to make your selection.
4. Once you have selected your new page size you can change more print parameters or press **ENTER** to print your document.

Selecting a Print Range

The Print Range area of the Print dialog box is composed of two radio buttons: All and Selection. Use the arrow keys to select either radio button. Unless you specify a selection, FSEdit will print all pages contained within a document.

To specify a selection:

1. Select the text you want to print with the selecting commands.
2. Press **CTRL+P** to open the Print dialog box.
3. Navigate beyond the number of copies edit page by pressing **ENTER on the OK button**.
4. Move to the Print Range radio buttons and use the arrow keys to choose Selection.
5. Press **ENTER** to print your selected text.

Page Orientation

The Orientation area of the Print Setup dialog box is composed of two radio buttons: Portrait and Landscape.

To change the page orientation:

1. Press **CTRL+P** to open the Print dialog box.
2. Navigate beyond the number of copies edit page by pressing **ENTER on the OK button**.
3. Next, press **TAB** until you hear "Page Orientation." Use the arrow keys to make your selection.
4. Once you have selected the page orientation, you can change more print parameters or press **ENTER** to print your document.

Draft Mode

On by default, the Draft Mode check box in the Print dialog box uses less ink, but reduces the sharpness and quality of print on paper. To improve print sharpness and quality, press the **SPACEBAR** to uncheck this box.

Uncontracted Braille vs. Contracted Braille

Regardless of whether you created a braille file or one of the other supported file formats, FSEdit's default setting sends text to your embosser in contracted braille. If necessary, you can emboss a file in uncontracted braille.

To emboss an uncontracted braille file in uncontracted braille:

1. From the file menu, press **E** to open the Emboss dialog box.
2. Press **TAB** until you hear, "Grade 2 checked." A check in this box means the document will emboss in contracted braille. To emboss in uncontracted braille, press **SPACEBAR** to uncheck this box.

3. Once you have specified the grade of braille, you can change more emboss parameters or press **TAB** to move to the **OK** button and then press **ENTER** to emboss your document.

Mark Emphasis Text

Emphasis text is text that is bold, underlined and/or in italics. This item (enabled by default and only available when embossing in contracted braille) indicates when text has emphasis.

Disabling Mark Emphasis Text

1. From the file menu, press **E** to open the Emboss dialog box.
2. Press **TAB** until you hear, "Mark Emphasis Text."
3. A check in this box means bold, underline and/or italic text is marked.
4. If you want to emboss without marking Emphasis Text, press **SPACEBAR** to uncheck this box.
5. To emboss your document, press **TAB** to move to the **OK** button and then press **ENTER**.

Selecting Text vs. Marking Text

While these two features, selecting text and marking text, use very different approaches, they do perform virtually the same function. The difference, however, is that with Marking Text you can accurately mark text and have the added advantage of being able to freely read your document until you find the word(s) you want to mark inclusively. Whereas when you select text, you must move linearly in a fixed increment until the block of text you want is selected. This may result in more editing, as some unwanted text might get selected.

Marking Text

1. Set the mark at the location of the cursor by opening the Edit Menu and pressing **ENTER** on Set Mark or by pressing **ALT+E, M**.
2. Move the cursor to a different location in the document.
3. Choose Select to Mark from the Edit Menu or press **ALT+E, S** to select all the text between the mark and the cursor.

Trading Mark and Cursor Positions

On occasion you may find it helpful to review the information you have selected. Or you may find that you want to select text that is beyond the marked end. To do this easily, swap the position of the mark and cursor. You can find this feature in the Edit Menu or simply press **ALT+E, W**.

Selecting Text

In addition to all the selecting commands available in the PAC Mate Omni, FSEdit has its own Quick Select commands. The Quick Select commands let you select text in five different increments. You can find these options in the Edit Menu under the Quick Select submenu or you can press the shortcut commands.

Cut Text

Cutting selected text places it on the clipboard and removes it from the document. Once you have selected the text you want to cut, press **CTRL+X**. If you are cutting text from a contracted braille document, it is placed on the clipboard as computer braille. You can then paste the text into another part of the open document, into a new document, or into another application such as Word Mobile.

If you would prefer to have the text placed on the clipboard as is, without any back-translation, press **ALT**, choose Edit, then select Cut. However, you should use the **CTRL+X** keystroke if you are cutting and pasting from a contracted braille document to a computer braille file.

Copy Text

Copying selected text places it on the clipboard without removing it from the document. Once you have selected the text you want to copy, press **CTRL+C**. If you are copying text from a contracted braille document, it is placed on the clipboard as computer braille. You can then paste the text into another part of the open document, into a new document, or into another application such as Word Mobile.

If you would prefer to have the text placed on the clipboard as is, without any back-translation, press **ALT**, choose Edit, then select Copy. However, you should use the **CTRL+C** keystroke if you are copying and pasting from a contracted braille document to a computer braille file.

Paste Text

Choose Paste when you want to insert text from the clipboard into your document. Find the location where you want the text inserted, then press **CTRL+V**. The text is inserted into the document. When pasting into a contracted braille document, the text is also inserted as contracted braille.

If you would prefer to paste the contents of the clipboard as is, without any translation, press **ALT**, choose Edit, and select Paste. When copying and pasting text between two contracted braille documents or within the same document, you should only use this method if you have selected Cut or Copy from the Edit menu, which places the text on the clipboard as it appears in the document without any back-translation. Additionally, if you are copying and pasting from a computer braille document into a contracted braille document, you should not use this method as no translation occurs and text is pasted as computer braille.

Delete Text

Unlike cutting selected text from a document, deleting does not copy the text to the clipboard. Once you use the delete command, the selected text is permanently deleted and cannot be pasted. Press **CTRL+Z** to undo the delete.

Find

The Find feature is a very handy tool that lets you search for a word or phrase within an open document quickly. When you press **ALT+E, F**, FSEdit launches the Find dialog box with the cursor in the Find What edit box. Type in the word or phrase you want to find. Use the **TAB** key to navigate the dialog box. Other controls in this dialog box that are available are Find Whole Words Only, Match Case, and Search Direction.

When you are ready, press **ENTER** on the Find Next button.

Replace

The Replace menu item (**ALT+E, R**) is similar to the Find feature in that it searches for words or phrases within a document, but it has the additional feature of replacing words or phrases with alternative text. Its dialog box is similar to the Find dialog box but has two additional buttons. The Replace button replaces one instance of the word or phrase, and the Replace All button replaces all instances of the word or phrase in the document.

Formatting a Document

FSEdit makes formatting a document very easy. Most formatting options available can be directly accessed from the two submenus in the Format Menu.

To format a document:

1. Press **ALT**, then **F** twice to move to the Format menu and press **ENTER** to open the Format menu.
2. On the Format menu you have two choices: Font and Paragraph. Each opens a submenu when you press **ENTER**.
3. The Font submenu options include: bold, italic, underline, strikethrough, and more options. In order to use the bold, italic, underline and strikethrough options you must first select the text using one of the three methods available:

- Windows standard. Hold down the **SHIFT** key and press the **ARROW** keys.
 - Select specific unit. Choose one of the following items from the Edit/Select submenu: Word, sentence, paragraph, line, and entire document.
 - Mark method.
4. The Paragraph submenu options include: align left, align center, align right, justify, increase indent, and decrease indent.
 5. If you select more from the Font submenu you launch a Font dialog box. From here you can select a different font type, font style, font size, and font effect.

Inserting Text

These two items can be found in the Insert Menu. To select a format for the Date/Time Stamp, go to the Tools Menu and select Options.

- Insert File Text: Lets you grab the text from another file and paste it into your FSEdit document.
- Date/Time Stamp: Lets you insert the date in the format you have chosen from the Options dialog box. (**F12** or **ALT+I, D**)

Checking Spelling

You can check the spelling of a specific word, or of all the words in a document. If a word is spelled correctly, but not recognized, you can add the word(s) to FSEdit's online dictionary. To launch the Spell Checker dialog box, press **F8**. If you have selected one or more words, when you begin the spell check, selected text is checked first. When finished, you will be asked if you want to continue checking the rest of the document. Selecting Yes will continue with the spell check while selecting No will return you to the document.

Once the Spell Checker dialog box opens, your cursor is in the Change To field on a word from the Suggestions List. At this point, you have several options to choose from. Use the **TAB** key to navigate this dialog box and press **ENTER** on the button that performs the particular action you want. The following controls are available:

- **Change To:** By default, this edit field contains the suggestion that is the most likely replacement for the misspelled word. If you know the correct spelling, you can press **BACKSPACE** to clear this field and type the word you want.
- **Suggestions:** This list box offers a list of suggested replacement words for the misspelled word. Use the **UP** or **DOWN ARROW** keys to select the word you want.
- **Change:** Activating this button causes the current misspelled word to be replaced with the word you selected from the Suggestions list or entered into the Change To field.
- **Change All:** Activating this button causes all occurrences of the misspelled word to be replaced in the document.
- **Ignore:** Activating this button causes the selected misspelled word to be skipped. If the same word is encountered later in the document, it will be displayed again.
- **Ignore All:** Activating this button causes every occurrence of the selected misspelled word to be skipped.
- **Add:** Activate this button to add the word to the user dictionary. Select Add if you are sure the word is spelled correctly so it will be considered correct in future spell checks.
- **Close:** Activate this button to close the spell checker and return to your document. You only need to use this button if you need to stop the spell check before it reaches the end of the document.

Note: Press **INSERT+C** while in the Spell Checker to have the PAC Mate Omni read the line containing the misspelled word so you can hear it in context.

Editing the User Dictionary

Use the User Dictionary to store words that are not recognized by the Spell Checker, but that you know to be spelled correctly. To modify the dictionary, press **ALT, T**, navigate to Edit User Dictionary, and press **ENTER**. When this dialog box opens, the cursor is placed in the list of words. Press **TAB** to move through the controls in this dialog box.

To add a word, select Add. Type the word into the edit field and press **ENTER** to add it. New words are appended to the end of the list. To sort the list in alphabetical order, choose Pre-sort.

To edit the spelling of a word already in the dictionary, use the arrow keys to select the word and then choose Edit. Enter your changes and press **ENTER**.

To remove a word from the dictionary, use the arrow keys to select it from the list and then choose Remove.

Select Close when you are finished editing the dictionary.

Word Count

When you want to know the number of words in a document, press **ALT**, move to Tools and press **ENTER**. Then move to and press **ENTER** on Word Count

Cursor Position

The Cursor Position feature lets you hear the current location of the cursor by its line and column position relative to the total number of lines in the document.

To find the cursor's position, use the **CTRL+SHIFT+W** keystroke.

The PAC Mate Omni reports the current line number out of the total number of lines in the document. It also lists the cursor's column position. For example, you may hear the cursor's position reported as line 11 out of 19, column 6.

Move Cursor Position

The Move Cursor Position feature allows you to move the cursor forward or backward in a document based on character, line, or word position.

To move the cursor, type **CTRL+SHIFT+G X Y**, where **X** is a negative number, indicating how far back the cursor will move, or a positive number, indicating how far forward the cursor will move, and **Y** is the letter **C** for character, **L** for line, and **W** for word, which indicates the type of cursor movement.

FSCalc is a scientific, engineering, and financial calculator. The calculator includes functions for statistics, metric conversions and physical properties and constants.

Note: When using FSCalc, the PAC Mate Omni speaks and displays results one line at a time. For example, when you press **ENTER** to calculate a mathematical operation, your PAC Mate Omni speaks and displays the result. FSCalc clears the previous value that appeared on the line and replaces it with the new result.

To review the history of how you derived the result, use the **UP ARROW** key to scroll backwards to previous lines, and use the **DOWN ARROW** key to scroll forward and return to the current line. If you are using a refreshable braille display, you can pan left and right within a line using the display's Whiz Wheels®. However, you cannot use the Whiz Wheels to pan from one line to another or for Sentence mode or Paragraph mode.

Entering Equations and Expressions

You can choose to enter an equation or expression using the menu (**ALT**) or by typing it with the keyboard. Anytime you solve an equation or expression, you must follow conventional math rules such as the order of operations.

- **Parenthesis and Brackets:** Simplify the inside of parenthesis and brackets before you deal with the exponent (if any) of the parenthesis or remove the parenthesis.
- **Exponents:** Simplify the exponent of a number or of a parenthesis before you multiply, divide, add, or subtract it.
- **Multiplication and Division:** Simplify multiplication and division in the order they appear from left to right.
- **Addition and Subtraction:** Simplify addition and subtraction in the order they appear from left to right.

Variables can be any combination of letters (a-z) and digits (0-9). Standard operations are entered in the form $a+b$, with no spaces. For example, $x=7$, $y=9$, $x+y$, $f+10$.

Operators modify the value stored in a variable.

Expressions are any combinations of numbers, variables, operators and functions.

Functions consist of a name followed by a comma-separated list of arguments enclosed in parentheses. If you choose to type the function instead of selecting it from the menus, be sure that you type it without spaces.

Once you have entered the equation or expression, press **ENTER** for the result.

If you select a function from the Functions Menu, anything selected on the current line is treated as an argument, i.e., placed in parentheses.

When you press **ENTER** to calculate an operation, the PAC Mate Omni speaks and selects the result. If you type a new number or entry, it replaces the result with the new entry. If you type an operator, the result becomes part of the new operation and the insertion point is placed at the end of the operation, ready for you to finish your calculation.

Reviewing the History

Once you have entered a calculation(s) you can sequentially review the steps taken or the equations entered by pressing the **UP ARROW** to move backward or **DOWN ARROW** to move forward.

Saving the Calculation

At anytime, while working through a calculation, you can save your work as a .txt file. Press **CTRL+S** to save the file in the current folder with the current name in the current location or open the File Menu and select Save As. Type a new file name, use **TAB** to move to the Folder combo box, and press the down arrow to select a folder. Press **TAB** again to move to the Location combo box and press the down arrow to select a location.

Clearing the Calculator

With FSCalc you can clear three items in the calculator: clear current line (**ALT+S, C**), clear the history (**ALT+S, H**), or clear the variables (**ALT+S, V**). You can find these three items in the Edit Menu as well.

Arithmetic Examples

Algebra Question: Simplify the following expression $2+(3-1)*3^2$.

- Following the order of operations, simplify the term inside the parenthesis first. In the edit window of FSCalc, type 3-1, then press **ENTER**.
- Next, type p w r (3,2) or press **ALT, F, ENTER** to open the Functions Menu, then press **ENTER** on the Trig submenu and select Pwr. Pwr(2) will show automatically in the edit window so all you need to do is press the **LEFT ARROW** twice and type 3,. When you are done, press **ENTER**.
- The next order of operations to solve for is the answer from step 2 multiplied by the answer from step 1, which is $(2)*9$. To do this, press * and type the answer "2." (If you cannot remember the answer from step 1, you can use **UP ARROW** to review each step taken in this expression. Use the **DOWN ARROW** to move to the last answer, which was 9.) When you are done, press **ENTER**.
- The last step to simplifying this expression is to add 2 to 18. Press + so expression now becomes 18+ and type 2, **ENTER**. (Answer = 20)
- Review the calculations for any errors by pressing the UP ARROW.

- Press **ALT, F, ENTER** and choose Save As to name and save this calculation as a .txt file.
- Press **ALT+S, H** to clear the history.

Arithmetic Question: You are shopping for a new desktop computer and have found one for \$875.00. The computer store salesman tells you that the special going on is 35% off all computers storewide. How much is the computer you picked out?

- In the edit window type $875*35\%$.
- When you are done press **ENTER**.
- Now, subtract \$306.25 from \$875.00 (Answer = \$568.75)

Volatile and Non-Volatile Memory

FSCalc supports up to 32 non-volatile, or permanent, memory locations and 200 volatile, or erasable, memory locations.

The following applies to FSCalc's non-volatile memory:

Non-volatile memory locations are labeled as m00 through m31.

To assign a value to a specific memory location, type the memory location and give it a value. For example, to assign m00 a value of 10, type $m00=10$ and press **ENTER**. The value 10 appears.

To recall a value, enter the memory location and press **ENTER**. The memory location's value appears. For example, if you type m00 and press **ENTER**, the value 10 appears.

To use a memory location, just insert it into an equation. For example, type $20+m00$ and press **ENTER**, the value 30 appears.

FSCalc always saves the result of the last calculation under the variable name LR. For example, the result of the last calculation ($20+m00$) is 30. If you type $10+lr$ and press **ENTER**, the result is 40, which is also the new value of lr.

Since non-volatile memory is retained when the PAC Mate Omni is turned off, use the clear permanent memory function to erase all non-volatile memory locations. For example, from the General menu, select the Memory submenu, and then select ClearPermMem. Press **ENTER** and when asked if you want to clear the permanent memory locations, select **OK**. All non-volatile memory locations now have the value of 0.

You can also use the Clear All Memory function to erase all non-volatile and volatile memory locations.

The following applies to FSCalc's volatile memory locations.

FSCalc has 200 volatile memory locations. An error message appears if you try to exceed this limit.

Memory location names, or variables, are user defined, and must begin with a letter followed by any combination of letters and numbers. Examples of valid names are B, ab123, x, train1, and so on.

Memory location names are not case sensitive. Therefore, train1, TRAIN1, and trAin1 are valid names that refer to the same memory location.

To assign a memory location a value, type the memory location and give it a value. For example, type train1=47 and press **ENTER**. The variable train1 is 47.

To recall a value, enter the memory location and press **ENTER**. The memory location's value appears. For example, if you type train1 and press **ENTER**, the value 47 appears.

To use a memory location, just insert it into the equation. For example, type 3+train1 and press **ENTER**. The value 50 appears.

To clear volatile memory locations, use the clear volatile memory function. For example, from the General menu, select the Memory submenu, and then select ClearVolatMem. Press **ENTER** and when asked if you want to clear the volatile memory locations, select **OK**.

FSCalc always saves the result of the last calculation under the variable name LR. For example, the result of the last calculation (3+train1) is 50. If you type 10+lr and press **ENTER**, the result is 60, which is also the new value of lr.

Volatile memory locations are not permanent and are erased when FSCalc is closed.

Conversion Example

Conversion Question: The winter of 2002-2003 is reputed to be one of the coldest winters on record. To substantiate this your friends from Syracuse, New York call to tell you that the temperature outside is -25 degrees Celsius and the wind is blowing at 10 miles per hour. What is the temperature in Fahrenheit and the wind chill factor?

1. Press **ALT, F, ENTER**. From the Functions Menu select and press **ENTER** on Conversions. In the submenu select and press **ENTER** on Celsius to Fahrenheit.
2. Type -25 and **ENTER**. (Answer = -13 degrees Fahrenheit)
3. Next, go back into the Conversions submenu and press **ENTER** on Wind Chill. The edit window now has `wc(-13)`.
4. Press **RIGHT ARROW** once to move inside the parentheses and type `,10` and press **ENTER**. (Wind Chill = -37.2555 degrees Fahrenheit)

Statistical Example

Statistical Question: Find the average, standard deviation and sum from the following data. Data Set (6,8,9,10,2)

1. Type a v g (6,8,9,10,2) and press **ENTER**. Or press **ALT, F, ENTER**. With the Functions Menu opened move to the Stat submenu and press **ENTER**. Press **ENTER** again on Avg. Now type 6,8,9,10,2 and press **ENTER**. (Answer = 7)
2. Use the **UP ARROW** and **SHIFT+HOME, CTRL+C** to move, select and copy (6,8,9,10,2). Press the **DOWN ARROW** once and **BACKSPACE** over the 7, then paste the selected text. Move to the beginning of the line with the **HOME** Key and type s t d d e v. When you are done press **ENTER**. (Answer = 2.82843)

3. Clear the current line, 2.82843, with **ALT+S, C**. Press **CTRL+V** and **HOME** to paste the selected text that is still on the clipboard and move to the beginning of the line. Type `s u m` and press **ENTER**. (Answer = 35)

Financial Examples

Financial Question: Your financial advisor is recommending that you invest \$5000.00 in a particular fund for 10 years. He says that the annual rate of return is 7.18%. In order to make an informed decision, you need to find out how much your money would be worth in 10 years.

To solve this problem you need to have some knowledge of the relationship between the rate of interest (r), time (t), the present value (pv) and the future value (fv) of the dollar. The relationship is as follows:

$$fv = pv * (1 + r/n)^{nt}$$

$$pv = 5000 \quad r = 0.0718 \quad n = 1 \quad t = 10 \text{ years} \quad fv = ?$$

To help with the concept, open Notes and take the variables above and plug them into the formula: $fv = 5000 * (1 + .0718/1)^{(1)(10)}$. You can solve this problem using the order of operations or you can use the financial functions in FSCalc.

Using the order of operations:

1. Solve $1 + .0718$ first.
2. Press **ALT, F, ENTER** to open the Functions Menu. From the Trig Menu select and press **ENTER** on Pwr.
3. The edit window now reflects the following: $pwr(1.0718)$. Because the cursor is outside the parentheses, you need to press the **RIGHT ARROW** once and finish the function by pressing `,10` and **ENTER**. (Answer = 2.0005)
4. Last, solve for fv by multiplying the future value factor, $(1 + r/n)^{nt} = 2.0005$, and the present value = \$5000.00. (Answer = \$10,000)

Using FSCalc:

Note: When using the financial functions of FSCalc, you must list your known variables in the following order: $fv(r,n,t,pv)$, $pv(r,n,t,fv)$, $pmt(r,n,t,pv)$, $loan(r,n,t,pmt)$, $install(r,n,t,pv)$ and $rate(n,pv,fv)$.

Where:

pv = the present value or initial value

fv = the future value

r = the annual interest rate

t = time

n = number of compound periods in a year

1. First clear the history with **ALT+S, H**.
2. Press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on fv .
3. The edit window now has $fv()$. Inside the parentheses, type $.0718,1,10,5000$. When you are done press **ENTER**. (Answer = \$10,0002.5)

Financial Question: You are interested in buying a home. You want to know what your monthly payment will be if you take a 15 year bank note for \$120,000 at rate of 4.75% compounded monthly.

Using Notes, list your known variables.

$pmt = ?$ $r = .0475$ $n = 12$ $t = 15$ $pv = 120,000$

1. Press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on payment.
2. The edit window now has $pmt()$. Inside the parentheses, type $.0475,12,15,120000$. When you are done press **ENTER**. (Answer = \$933.52)

Financial Question: You are concerned about your retirement. You want to know how much you have to invest today in order to accumulate \$1 million dollars by the time you are ready to retire. You have found an annuity that is paying 10% return compounded monthly. You figure that you will retire in about 35 years.

Using Notes, list your known variables.

$fv = \$1 \text{ million}$ $r = 0.10$ $n = 12$ $t = 35 \text{ years}$ $pv = ?$

1. Press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on pv .
2. The edit window now has $pv()$. Inside the parentheses, type $.10,12,35,1000000$. When you are done press **ENTER**. (Answer = $\$30,637.25$)

In the above question, how much money do you have to deposit each month if the annuity is compounded bi monthly?

In Notes reevaluate your variables. The rate is reconfigured because it is compounded bimonthly. If the rate is compounded quarterly you would use 4.

$fv = \$1 \text{ million}$ $pv = \$30,637.25$ $r = .10$ $n = 24$ $t = 35$

1. Press **ALT+S, C** to clear the line and then press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on installment.
2. The edit window now has $install()$. Inside the parentheses, type $.10,24,35,1000000$. When you are done press **ENTER**. (Answer = $\$130.72$)

Financial Question: You need to take out a 5 year loan for some small home improvements. According to your budget you can afford to spend $\$50.00$ monthly to pay back the loan. Bank rates on a 5 year loan are 6% compounded monthly. Given these parameters how much money can you borrow?

Using Notes, list your known variables.

$loan = ?$ $r = .06$ $n = 12$ $t = 5$ $pmt = 50$

1. Press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on $loan$.

2. The edit window now has `loan()`. Inside the parentheses, type `.06,12,5,50`. When you are done press **ENTER**. (Answer = \$2586.28)

Financial Question: You receive quarterly statements from your mutual fund company on your IRA. As you watch your fund's performance you wonder what the rate of return is on your IRA. Your initial investment two years ago was \$2000.00 and your most recent statement shows a balance of \$3829.52. The IRA is compounded daily.

Using Notes, list your known variables.

rate = ? $p_v = \$2000.00$ $f_v = \$3829.52$ $n = 365$

1. Press **ALT, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on rate.
2. The edit window now has `rate()`. Inside the parentheses, type `365,2000,3829.52`. When you are done press **ENTER**. (Answer = $.00178 \times 100 = .178\%$)

Operator and Function Tables

The following tables describe the following FSCalc functions:

- Operators
- General Functions – Display
- General Functions – Memory
- Trigonometric Functions
- Hyperbolic Functions
- Math Functions
- Statistical Functions

- Base Conversion Functions
- Conversion Functions
- Financial Functions

Operators

Name	Symbol
Addition	+
Subtraction	-
Multiplication	*
Division	/
Percentage	%
Assignment	=

General Functions - Display

Function	Menu Function	Description
setNoPrecis()	No Fixed Precision	Sets the display to decimal, but with no required fixed decimal length. For example, the integer 3 appears as 3. The square root of 3 appears as 1.732051.

Function	Menu Function	Description
decfract()	Decimal/Fraction	Toggles between Decimal and Fraction mode. Hot key = CTRL+SHIFT+F .
decSciNot()	Decimal/SciNotation	Toggles between Decimal and Scientific Notation mode.
setPrecis(n) where n is the number of decimal places	SetPrecision	Sets the fixed decimal precision. All numbers show up with a decimal portion. For example, if precision is set to 5, the integer 3 appears as 3.00000. The square root of 3 appears as 1.73205.

General Functions - Memory

Function	Menu Function	Description
clrAllMem()	ClearAllMem	Clears all previously defined memory locations including the permanent memory locations. Hot key = CTRL+SHIFT+A .
clrPermMem()	ClearPermMem	Clears only the permanent memory locations (memory locations 00 to 31 - m00 to m31). Hot key = CTRL+SHIFT+P .

Function	Menu Function	Description
clrVolatMem()	ClearVolatMem	Clears only the volatile memory locations. Hot key = CTRL+SHIFT+V .
dumpCalcMem()	DumpCalcMem	When selected, this option creates a text file containing a snapshot of all the non-zero permanent memory locations and all the volatile memory locations. Hot key = CTRL+SHIFT+D .

Trigonometric Functions

This table shows FSCalc's trigonometric functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table are examples using the function in an equation.

Function	Menu Function	Description
raddeg()	Toggle Rad/Degrees	Toggles from radians to degrees. Hot key = CTRL+SHIFT+R .

Example One:

Press **CTRL+SHIFT+R** to toggle the input type to radians. Then type $\sin(\pi)$, and press **ENTER**. The answer is 0.

Example Two:

Type $\text{acos}(4/5)$, then press **ENTER**. The answer is 0.643501 radians.

Example Three:

Press **CTRL+SHIFT+R** to toggle the output to degrees. Type $\text{acos}(4/5)$, then press **ENTER**. The answer is 36.86898 degrees.

Function	Menu Function	Description
$\text{acos}(n)$	ArcCosine	Calculates the arccosine of variable 'n'.

Example One:

Make sure the output type is set to degrees. Type $\text{angle1}=\text{acos}(4/5)$, then press **ENTER**. The answer is 36.869898.

Example Two:

Type $\text{angle2}=\text{acos}(3/5)$, then press **ENTER**. The answer is 53.130102.

Example Three:

Now type $\text{angle1}+\text{angle 2}$ and press **ENTER**. The answer is 90.

Function	Menu Function	Description
$\text{asin}(n)$	ArcSine	Calculates the arcsine of variable 'n'.

Example One:

Make sure the output type is set to degrees. Type $\text{angle1}=\text{asin}(3/5)$, then press **ENTER**. The answer is 36.869898.

Example Two:

Type $\text{angle2}=\text{asin}(4/5)$, then press **ENTER**. The answer is 53.130102.

Example Three:

Now type angle1+angle 2 and press **ENTER**. The answer is 90.

Function	Menu Function	Description
atan(n)	ArcTangent	Calculates the arctangent of variable 'n'.

Example One:

Make sure the output type is set to degrees. Type angle1=atan(3/4), then press **ENTER**. The answer is 36.869898.

Example Two:

Type angle2=atan(4/3), then press **ENTER**. The answer is 53.130102.

Example Three:

Now type angle1+angle 2 and press **ENTER**. The answer is 90.

Function	Menu Function	Description
atan2(y,x)	Atan2	Calculates the arctangent of y/x.

Example One:

Make sure the output type is set to degrees. Type angle1=atan2(3,4), then press **ENTER**. The answer is 36.869898.

Example Two:

Type angle2=atan2(4,3), then press **ENTER**. The answer is 53.130102.

Example Three:

Now type angle1+angle 2 and press **ENTER**. The answer is 90.

Function	Menu Function	Description
cos(n)	Cosine	Calculates the cosine of 'n'.

Example One:

Toggle the input to radians. Type cos(pi/4), and press **ENTER**. The answer is 0.707107.

Example Two:

Toggle the input to degrees. Type cos(45), and press **ENTER**. The answer is 0.707107.

Example Three:

Type cos(90) and press **ENTER**. The answer is 0.

Function	Menu Function	Description
cot(n)	Cotangent	Calculates the cotangent of 'n'.

Example One:

Toggle the input to radians. Type cot(pi/4), and press **ENTER**. The answer is 1.

Example Two:

Toggle the input to degrees. Type cot(45), and press **ENTER**. The answer is 1.

Example Three:

Type $\cot(90)$ and press **ENTER**. The answer is 0.

Function	Menu Function	Description
$\text{deg2rad}(n)$	Degrees to Radians	Converts the variable 'n' from degrees to radians.

Example One:

Type $\text{deg2rad}(45)$ and press **ENTER**. The answer is 0.785398.

Example Two:

Type $\text{deg2rad}(90)$ and press **ENTER**. The answer is 1.570796.

Example Three:

Type $\text{deg2rad}(180)$ and press **ENTER**. The answer is 3.141593.

Function	Menu Function	Description
$\text{rad2deg}(n)$	Radians Degrees	Converts the variable 'n' from radians to degrees.

Example One:

Type $\text{rad2deg}(\pi/4)$ and press **ENTER**. The answer is 45.

Example Two:

Type $\text{rad2deg}(\pi/2)$ and press **ENTER**. The answer is 90.

Example Three:

Type $\text{rad2deg}(\pi)$ and press **ENTER**. The answer is 180.

Function	Menu Function	Description
sin(n)	Sine	Calculates the sine of 'n'.

Example One:

Toggle the input to radians. Type sin(pi/4), and press **ENTER**. The answer is 0.707107.

Example Two:

Toggle the input to degrees. Type sin(45), and press **ENTER**. The answer is 0.707107.

Example Three:

Type sin(90) and press **ENTER**. The answer is 1.

Function	Menu Function	Description
tan(n)	Tangent	Calculates the tangent of 'n'.

Example One:

Toggle the input to radians. Type tan(pi/4), and press **ENTER**. The answer is 1.

Example Two:

Toggle the input to degrees. Type tan(45), and press **ENTER**. The answer is 1.

Example Three:

Type tan(90) and press **ENTER**. The answer is undefined.

Function	Menu Function	Description
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Function	Menu Function	Description
fmod(n1,n2)	Fmod	Calculates the floating point modulus of $n1\%n2$.

Example One:

Type fmod(13,2), then press **ENTER**. The answer is 1.

Example Two:

Type fmod(13.1,2), then press **ENTER**. The answer is 1.1.

Example Three:

Type fmod(14.14,7), then press **ENTER**. The answer is 0.14.

Function	Menu Function	Description
log(n)	NaturalLog	Calculates the natural logarithm of 'n'.

Example One:

Type log(1), then press **ENTER**. The answer is 0.

Example Two:

Type log(.01), then press **ENTER**. The answer is -4.65107.

Example Three:

Type log(100), then press **ENTER**. The answer is 4.65107.

Hyperbolic Functions

This table shows FSCalc's trigonometric hyperbolic functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table are examples using the function in an equation.

Function	Menu Function	Description
$\cosh(n)$	HyperbolicCosine	Calculates the hyperbolic cosine of 'n'.

Example One:

Type $\cosh(0)$, then press **ENTER**. The answer is 1.

Example Two:

Type $\cosh(10)$, and press **ENTER**. The answer is 11013.23292.

Example Three:

Type $\cosh(5)$, then press **ENTER**. The answer is 74.209949.

Function	Menu Function	Description
$\sinh(n)$	HyperbolicSine	Calculates the hyperbolic sine of 'n'.

Example One:

Type $\sinh(0)$, then press **ENTER**. The answer is 0.

Example Two:

Type $\sinh(10)$, and press **ENTER**. The answer is 11013.232875.

Example Three:

Type $\sinh(5)$, then press **ENTER**. The answer is 74.203211.

Function	Menu Function	Description
$\tanh(n)$	HyperbolicTangent	Calculates the hyperbolic tangent of 'n'.

Example One:

Type $\tanh(0)$, then press **ENTER**. The answer is 0.

Example Two:

Type $\tanh(10)$, and press **ENTER**. The answer is 1.

Example Three:

Type $\tanh(5)$, then press **ENTER**. The answer is .999909.

Math Functions

This table shows FSCalc's math functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table are examples using the function in an equation.

Function	Menu Function	Description
$\text{fabs}(n)$	Abs	Finds the absolute value of 'n'.

Example One:

Type $\text{fabs}(-14.14)$, then press **ENTER**. The answer is 14.14.

Example Two:

Type `fabs(14)`, then press **ENTER**. The answer is 14.

Example Three:

Type `fabs(-1114)`, then press **ENTER**. The answer is 1114.

Function	Menu Function	Description
<code>avg(n1, ..., nx)</code>	Avg	Finds the average of n1 through nx.

Example One:

Type `avg(1,2,3)`, then press **ENTER**. The answer is 2.

Example Two:

Type `avg(3,2,1,1,2,3)`, then press **ENTER**. The answer is 2.

Example Three:

Type `avg(14,14,14)`, then press **ENTER**. The answer is 14.

Function	Menu Function	Description
<code>div(n1,n2)</code>	Div	Performs whole number division on n1/n2.

Example One:

Type `div(3,4)`, then press **ENTER**. The answer is 0.

Example Two:

Type `div(5,4)`, then press **ENTER**. The answer is 1.

Example Three:

Type $\text{div}(10,4)$, then press **ENTER**. The answer is 2.

Function	Menu Function	Description
$\text{exp}(n)$	Exp	Calculates e to the n power.

Example One:

Type $\text{exp}(1)$, then press **ENTER**. The answer is 2.71282.

Example Two:

Type $\text{exp}(2)$, then press **ENTER**. The answer is 7.389056.

Example Three:

Type $\text{exp}(3)$, then press **ENTER**. The answer is 20.085537.

Function	Menu Function	Description
$\text{fact}(n)$	Factorial	Calculates $1*2*3*...*n$. By convention, $\text{fact}(0)$ equals 1.

Example One:

Type $\text{fact}(5)=5*4*3*2*1$. The answer is 120.

Example Two:

Type $\text{fact}(6)$, then press **ENTER**. The answer is 720.

Example Three:

Type $\text{fact}(3)$, then press **ENTER**. The answer is 6.

Function	Menu Function	Description
$\log_{10}(n)$	Log10	Calculates the base 10 log of 'n'.

Example One:

Type $\log_{10}(10)$, then press **ENTER**. The answer is 1.

Example Two:

Type $\log_{10}(1000)$, then press **ENTER**. The answer is 3.

Example Three:

Type $\log_{10}(100000000)$, then press **ENTER**. The answer is 8.

Function	Menu Function	Description
$\text{pwr}(n_1, n_2)$	Pwr	Calculates n_1 to the power of n_2 .

Example One:

Type $\text{pwr}(2,3)$, then press **ENTER**. The answer is 8.

Example Two:

Type $\text{pwr}(3,2)$, then press **ENTER**. The answer is 9.

Example Three:

Type $\text{pwr}(16,2)$, then press **ENTER**. The answer is 256.

Function	Menu Function	Description
$\text{recip}(n)$	Recip	Computes the reciprocal of 'n'.

Example One:

Type recip(2) and press **ENTER**. The answer is .5.

Example Two:

Type recip(5) and press **ENTER**. The answer is .2.

Example Three:

Type recip(10) and press **ENTER**. The answer is .1.

Function	Menu Function	Description
myRand()	Random	Generates a number between 0 and 1.

Example One:

Type myrand(), then press **ENTER**. A random number between 0 and 1 will be displayed.

Function	Menu Function	Description
root(n1,n2)	Root	Computes the n2 root of n1.

Example One:

Type root(8,3), then press **ENTER**. The answer is 2.

Example Two:

Type root(16,2), then press **ENTER**. The answer is 4.

Example Three:

Type root(24,3), then press **ENTER**. The answer is 2.884499.

Function	Menu Function	Description
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Function	Menu Function	Description
round(n)	Round	Rounds 'n' off to the nearest whole number.

Example One:

Type round(1.732501), and press **ENTER**. The answer is 2.

Example Two:

Type round(1.49999), and press **ENTER**. The answer is 1.

Example Three:

Type round(.9), then press **ENTER**. The answer is 1.

Function	Menu Function	Description
sqrt(n)	Sqrt	Computes the square root of 'n'.

Example One:

Type sqrt(16), then press **ENTER**. The answer is 4.

Example Two:

Type sqrt(4), then press **ENTER**. The answer is 2.

Example Three:

Type sqrt(256), then press **ENTER**. The answer is 16.

Function	Menu Function	Description
trunc(n)	Trunc	Truncates 'n' down to the next integer.

Example One:

Type `trunc(1.732501)`, and press **ENTER**. The answer is 1.

Example Two:

Type `trunc(1.49999)`, and press **ENTER**. The answer is 1.

Example Three:

Type `trunc(.9)`, then press **ENTER**. The answer is 0.

Statistical Functions

This table shows FSCalc's statistical functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table are examples using the function in an equation.

Function	Menu Function	Description
<code>avg(n1, ..., nx)</code>	Avg	Calculates the average of n1 through nx.

Example One:

Type `avg(1,2,3,4,5)`, then press **ENTER**. The answer is 3.

Example Two:

Type `avg(2,4,3,1,5)`, then press **ENTER**. The answer is 3.

Example Three:

Type `avg(-100,-10,1,3,5)`, then press **ENTER**. The answer is -20.2.

Function	Menu Function	Description
<code>max(n1, ..., nx)</code>	Max	Calculates the maximum value of n1 through nx.

Example One:

Type $\max(1,2,3,4,5)$, then press **ENTER**. The answer is 5.

Example Two:

Type $\max(2,4,3,1,5)$, then press **ENTER**. The answer is 5.

Example Three:

Type $\max(-100,-10,1,3,5)$, then press **ENTER**. The answer is 5.

Function	Menu Function	Description
$\text{median}(n_1, \dots, n_x)$	Median	Calculates the median value of n_1 through n_x .

Example One:

Type $\text{median}(1,2,3,4,5)$, then press **ENTER**. The answer is 3.

Example Two:

Type $\text{median}(2,4,3,1,5)$, then press **ENTER**. The answer is 3.

Example Three:

Type $\text{median}(-100,-10,1,3,5)$, then press **ENTER**. The answer is 1.

Function	Menu Function	Description
$\text{min}(n_1, \dots, n_x)$	Min	Calculates the minimum value of n_1 through n_x .

Example One:

Type $\text{min}(1,2,3,4,5)$, then press **ENTER**. The answer is 1.

Example Two:

Type $\text{min}(2,4,3,1,5)$, then press **ENTER**. The answer is 1.

Example Three:

Type `min(-100,-10,1,3,5)`, then press **ENTER**. The answer is -100.

Function	Menu Function	Description
<code>stddev(n1, ..., nx)</code>	Std Deviation	Calculates the standard deviation of n1 through nx.

Example One:

Type `stddev(1,2,3,4,5)`, then press **ENTER**. The answer is 1.414214.

Example Two:

Type `stddev(2,4,3,1,5)`, then press **ENTER**. The answer is 1.414214.

Example Three:

Type `stddev(-100,-10,1,3,5)`, then press **ENTER**. The answer is 40.236302.

Function	Menu Function	Description
<code>sum(n1, ..., nx)</code>	Sum	Calculates the sum of n1 through nx.

Example One:

Type `sum(1,2,3,4,5)`, then press **ENTER**. The answer is 15.

Example Two:

Type `sum(2,4,3,1,5)`, then press **ENTER**. The answer is 15.

Example Three:

Type `sum(-100,-10,1,3,5)`, then press **ENTER**. The answer is -101.

Base Conversions

This table shows FSCalc's base conversion functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table are examples using the function in an equation.

Function	Menu Function	Description
D2h(n)	Dec to Hex	Converts 'n' from decimal to hexadecimal.

Example One:

Type d2h(14), then press **ENTER**. The answer is 'E'.

Example Two:

Type d2h(255), then press **ENTER**. The answer is 'FF'.

Example Three:

Type d2h(256), then press **ENTER**. The answer is 100.

Function	Menu Function	Description
d2o(n)	Dec to Oct	Converts 'n' from decimal to octal.

Example One:

Type d2o(14), then press **ENTER**. The answer is "16.

Example Two:

Type d2o(255), then press **ENTER**. The answer is 377.

Example Three:

Type d2o(256), then press **ENTER**. The answer is 400.

Function	Menu Function	Description
d2b(n)	Dec to Bin	Converts 'n' from decimal to binary.

Example One:

Type d2b(14), then press **ENTER**. The answer is "1110.

Example Two:

Type d2b(255), then press **ENTER**. The answer is 11111111.

Example Three:

Type d2b(256), then press **ENTER**. The answer is 100000000.

Function	Menu Function	Description
h2d(n)	Hex to Dec	Converts 'n' from hexadecimal to decimal.

Example One:

Type h2d(14), then press **ENTER**. The answer is "20.

Example Two:

Type h2d(255), then press **ENTER**. The answer is 597.

Example Three:

Type h2d(1ab), then press **ENTER**. The answer is 427.

Function	Menu Function	Description
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Function	Menu Function	Description
o2d(n)	Oct to Dec	Converts 'n' from octal to decimal.

Example One:

Type o2d(14), then press **ENTER**. The answer is "12.

Example Two:

Type o2d(255), then press **ENTER**. The answer is 173.

Example Three:

Type o2d(1234), then press **ENTER**. The answer is 668.

Function	Menu Function	Description
b2d(n)	Bin to Dec	Converts 'n' from binary to decimal.

Example One:

Type b2d(1111), then press **ENTER**. The answer is "15.

Example Two:

Type b2d(1010101), then press **ENTER**. The answer is 85.

Example Three:

Type b2d(100100100), then press **ENTER**. The answer is 292.

Conversion Functions

This table shows FSCalc's conversion functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table is an example using the function in an equation.

Function	Menu Function	Description
cel2fahr(n)	Cels to Fahr	Converts temperature 'n' from Celsius to Fahrenheit.

Example One:

Type cel2fahr(22), then press **ENTER**. The answer is 71.6.

Function	Menu Function	Description
fahr2cel(n)	Fahr to Cels	Converts temperature 'n' from Fahrenheit to Celsius.

Example One:

Type fahr2cel(71.6), then press **ENTER**. The answer is 22.

Function	Menu Function	Description
cm2in(n)	Cms	Converts 'n' from Centimeters to inches.

Example One:

Type cm2in(2.538071), then press **ENTER**. The answer is 1.

Function	Menu Function	Description
in2cm(n)	Inches	Converts 'n' from inches to centimeters.

Example One:

Type in2cm(1), then press **ENTER**. The answer is 2.538071.

Function	Menu Function	Description
m2ft(n)	Meter to Feet	Converts 'n' from meters to feet.

Example One:

Type m2ft(1), then press **ENTER**. The answer is 3.28.

Function	Menu Function	Description
ft2m(n)	Feet to Meter	Converts 'n' from feet to meters.

Example One:

Type ft2m(3.28), then press **ENTER**. The answer is 1.

Function	Menu Function	Description
m2yd(n)	Meters to Yards	Converts 'n' from meters to yards.

Example One:

Type m2yd(1), then press **ENTER**. The answer is 1.096313.

Function	Menu Function	Description
yd2m(n)	Yards to Meters	Converts 'n' from yards to meters.

Example One:

Type yd2m(1), then press **ENTER**. The answer is 0.9144.

Function	Menu Function	Description
km2miles(n)	Kms to Miles	Converts 'n' from kilometers to miles.

Example One:

Type km2miles(1), then press **ENTER**. The answer is .621.

Function	Menu Function	Description
miles2km(n)	Mile to Kms	Converts 'n' from miles to kilometers.

Example One:

Type miles2km(55), then press **ENTER**. The answer is 88.495.

Function	Menu Function	Description
gal2lt(n)	Gal to Ltr	Converts 'n' from gallons to liters.

Example One:

Type gal2lt(1), then press **ENTER**. The answer is 3.785.

Function	Menu Function	Description
lt2gal(n)	Ltr to Gal	Converts 'n' from liters to gallons.

Example One:

Type lt2gal(2), then press **ENTER**. The answer is .528.

Function	Menu Function	Description
lb2kg(n)	Lbs to Kgm	Converts 'n' from pounds to kilograms.

Example One:

Type lb2kg(100), then press **ENTER**. The answer is 45.4.

Function	Menu Function	Description
kg2lb(n)	Kgm to Lbs	Converts 'n' from kilograms to pounds.

Example One:

Type kg2lb(50), then press **ENTER**. The answer is 110.132159.

Function	Menu Function	Description
oz2gm(n)	Ounce to Gram	Converts 'n' from ounces to grams.

Example One:

Type oz2gm(1), then press **ENTER**. The answer is 28.35.

Function	Menu Function	Description
gm2oz(n)	Gram to Ounce	Converts 'n' from grams to ounces.

Example One:

Type gm2oz(100), then press **ENTER**. The answer is 3.57.

Function	Menu Function	Description
wc(n1, n2)	Wind Chill	Calculates the wind chill factor when n1 equals the temperature in Fahrenheit and n2 equals the wind speed in miles per hour.

Example One:

Type wc(32,5), then press **ENTER**. The answer is 28.89.

Financial Functions

This table shows FSCalc's financial functions. The first column shows the function as an equation. The second column shows the function as it appears on the menu. The third column describes the function. Following the table is an example using the function in an equation.

Function	Menu Function	Description
PV (r, n, t, FV)	Present Value	Calculates the present value of dollars. There are 4 variables: 'r' is the annual interest rate, 'n' is the number of compound periods in a year, 't' is the number of years, and 'fv' is the future value of the dollar.

Example One:

Determine the present value of an investment that is expected to yield 10,000 dollars. The interest rate is 5 percent, compounded monthly over 10 years.

Type `pv(.05,12,10,10000)`, then press **ENTER**. The answer is 6071.61 dollars.

Function	Menu Function	Description
FV (r, n, t, PV)	Future Value	Calculates the future value of dollars. There are 4 variables: 'r' is the annual interest rate, 'n' is the number of compound periods in a year, 't' is the number of years, and 'pv' is the present value of the dollar.

Example One:

Calculate the future value of 6,000 dollars invested at 5 percent, compounded monthly over 10 years.

Type `fv(.05,12,10,6000)`, then press **ENTER**. The answer is 9882.06 dollars.

Function	Menu Function	Description
PMT (r, n, t, PV)	Payment	Calculates the payment required to pay back a loan at a specific interest rate. There are 4 variables: 'r' is the annual interest rate, 'n' is the number of compound periods in a year, 't' is the number of years, and 'pv' is the amount of dollars borrowed.

Example One:

Calculate the payment required to borrow 10,000 dollars at 5 percent compounded monthly for 10 years.

Type `pmt(.05,12,10,10000)`, then press **ENTER**. The answer is 106.07 dollars.

Function	Menu Function	Description
LOAN (r, n, t, PMT)	Loan	Calculates the amount you can borrow using a fixed payment and interest rate. There are 4 variables: 'r' is the annual interest rate, 'n' is the number of compound periods in a year, 't' is the number of years, and 'pmt' is the payment amount.

Example One:

Calculate how much you could borrow for a 10 year loan at 6% interest and a monthly payment of 500 dollars.

Type `loan(.06,12,10,500)`, then press **ENTER**. The answer is 45036.73 dollars.

Function	Menu Function	Description
INSTALL (r, n, t, FV)	Installment	Calculates how many dollars you need to put away to end up with a future value, invested at a specific interest rate. There are 4 variables: 'r' is the annual interest rate, 'n' is the number of compound periods in a year, 't' is the number of years, and 'fv' is the expected future value of the account.

Example One:

If you want to retire with 1 million dollars in 25 years, and your bank offers 3.5 percent interest compounded monthly:
 Type `install(.035, 12, 25, 1000000)`, then press **ENTER**. the amount you'd need to put away each month is 2089.57 dollars.

Function	Menu Function	Description
RATE (n, PV, FV)	Rate	Calculates the rate of return on a one year investment. There are 3 variables: 'n' is the number of compounds in 1 year, 'pv' is the present value of the investment, 'fv' is the expected future value of the investment.

Example One:

You borrow 100 dollars from a friend. The friend says you need to pay him 120 dollars at the end of the year. What is the interest rate your friend is charging to loan you 100 dollars for one year?

type `rate(1, 100, 120)`, then press **ENTER**. the answer is 20 percent.

Freedom Scientific's basic training materials are now in a digital format called DAISY (Digital Accessible Information System) or DTB (Digital Talking Books). Because this training is in digital (or electronic) format, navigation between sections of a book or other digital documents is much easier than using audio cassettes. In previous JAWS basic training, you had to press the fast forward or rewind keys until you heard an audible "beep" which let you know you were at the beginning of the next section. With DAISY, navigation is much quicker.

There are many kinds of DAISY books, ranging from audio only, like the books available from RFB&D, to text only, such as the books available from Bookshare.org. Full text and full audio offers the fullest and richest reading experience.

Beginning with version 6.5, FSReader is built directly into PAC Mate Omni. It is no longer necessary to install a separate application in order to access DAISY material. To launch FSReader, open the Programs menu (**WINDOWS Key, P**), navigate to FSReader, and press **ENTER**.

The FSReader User Interface

The FSReader user interface has a title bar, a menu bar, and two panes. The top pane is a tree view for navigation, and the bottom pane contains the text of the book, if there is text available. In the tree view, you can navigate up and down the tree by using the **UP** and **DOWN ARROW** keys. To expand a chapter or topic, press **RIGHT ARROW** and to close a chapter or topic, press **LEFT ARROW**. To begin reading when there is text available, press the **TAB** key to move to the document pane and use the standard JAWS reading commands. To play narrated audio if it is available, press **CTRL+P**. You can press **CTRL+P** again to pause the audio if there is audio available.

Opening a File in FSReader

To open a file in FSReader, press **CTRL+O** or choose Open from the FSReader File menu. FSReader searches through all the files on all storage media attached to your PAC Mate, including CompactFlash and USB storage, as well as internal Flash memory. It then displays the titles of any DAISY books that it finds. This feature makes it easy to select the book you want to read without searching through the many individual files that comprise a typical DAISY book. To open a book, use the **ARROW** keys to select it from the list and press **ENTER**.

Exploring the Menus

File Menu

The File menu allows you to open a file or exit the program, as well as view a history of the last five books opened. Number one in the list is the most recently opened book.

There is also an item in the File menu called "Add UAK." UAK stands for User Authorization Key. A user authorization key is what allows content providers to protect their materials, and select which individuals have access to it. In order to access protected content, you must have an authorization key. The content provider issues this key. To authorize FSReader to play the protected materials, choose "Add UAK..." from the file menu. The file open dialog box appears. Select the UAK file given to you by the distributor of the book and open it. From there, follow the on screen instructions. You may be asked to enter a validation code. This code will have been provided to you by the producer of the UAK file. Once the UAK file has been successfully processed, FSReader will be able to read the protected book.

Audio Menu

The Audio menu contains the following commands that allow you to control the playback of audio content:

- Play/Pause (**CTRL+P**).
- Stop (**CTRL+S**).
- Rewind (**COMMA**).

- Fast Forward (**PERIOD**).
- Rate submenu
- Increase (**CTRL+PAGE UP**).
- Decrease (**CTRL+PAGE DOWN**).
- Normal (**CTRL+SHIFT+N**).

Navigation Menu

The Navigation menu provides the following commands for setting and moving to bookmarks, jumping to other pages, and searching text:

- Bookmarks submenu
- Set Bookmarks (**CTRL+B**).
- View Bookmarks (**CTRL+K**).
- Go To Page (**CTRL+G**).
- Search Submenu. Note that search features are only available from the text area.
- Find (**CTRL+F**).
- Find Next (**F3**).
- Find Previous (**SHIFT+F3**).

Help Menu

This menu allows you to view which version of FSReader you are using as well as open the Getting Started with FSReader DAISY book.

Reading RFB&D Books

Recording for the Blind & Dyslexic offers a broad range of DAISY books for pleasure and education. You can read these books with FSReader if you are a member of RFB&D and have a UAK. UAK stands for User Authorization Key. Contact RFB&D at 1-800-221-4792 for a UAK and you will receive a CD with an application that, when run, will authorize FSReader to read the RFB&D books. Once FSReader is authorized to read RFB&D content, you can open the book from the File menu. If you have an older RFB&D book that you wish to open, you will be prompted to enter a pin code before the book will open. You should have received this code from RFB&D when you received the book.

Other DAISY Books

Some DAISY books are available in both text and audio versions. These books offer the fullest and richest reading experience. To store audio books it is strongly recommended that you do so on external media, such as CompactFlash or USB storage.

Links to DAISY books from Freedom Scientific can be found on the Freedom Scientific Web site at <http://www.freedomscientific.com/downloads/training/training-downloads.asp>.

Stopwatch

The PAC Mate Omni Stopwatch can measure both elapsed and countdown time. Use the elapsed timer to measure the amount of time it takes to complete an event. Use the countdown timer to mark the time remaining in an event.

To use the Stopwatch, go to the Start Menu (**WINDOWS Key**) and press **P** for Programs, then **S** for Stopwatch.

To view a list of commands specific to the Stopwatch program, please see Appendix A: PAC Mate Omni Commands.

Using the Elapsed Timer

When the program opens, the elapsed timer is ready for you to press the **ENTER** key. When you do, the PAC Mate Omni announces "Starting Stopwatch" and upon every passing minute announces the current elapsed time.

To stop or pause the elapsed timer, press **ENTER**. To resume timing, press **ENTER** again.

To reset the timer, press **TAB** to move to the Reset button and press **ENTER**.

Using the Countdown Timer

To use the countdown timer, move to the Countdown button and press **ENTER**. This opens a dialog box where you type in the minutes in the edit box, then press **TAB** to move to the next edit box and type in the seconds. When you are done, press **ENTER**. This returns you to the main Stopwatch dialog box where the PAC Mate Omni starts the count down. The PAC Mate Omni announces remaining time at every one-minute interval. With fifteen seconds remaining, the PAC Mate Omni announces each second until zero is reached.

To stop or pause the countdown timer, press **ENTER**. To resume timing, press **ENTER** again. To reset the timer, press **TAB** to move to the Reset button and press **ENTER**.

Reading the Timer

To read elapsed or remaining time at any point, press **TAB** or **SHIFT+TAB** to move to the time edit box, then use any of the reading commands to read the time information.

Windows Media Player

Windows Media Player allows you to play sound files on your PAC Mate Omni. It supports a wide range of audio file formats (.wma, .asf, .mp3, .wav, and .wmp) including streaming audio, which is used primarily by Internet radio. You find Windows Media Player in the Programs Menu by pressing **WINDOWS Key, P** and using the arrow keys to locate Windows Media.

Overview of the screens and menus

Windows Media Player Mobile has three primary screens:

- **Playback screen.** The screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume).
- **Now Playing screen.** The screen that displays the Now Playing playlist. This special playlist indicates the currently playing file and any files that are queued up to play next.
- **Library screen.** The screen that lets you quickly find your audio files and playlists. It contains categories such as My Music, My Video, My TV, and My Playlists. It also includes a link that lets you switch to the Now Playing screen.

Each screen contains a menu accessed by pressing **F2**. The commands on this menu change depending on the screen that is active.

Overview of the Playback screen commands

When you are viewing the Playback screen, the following menu options are available.

Option	Description
Library	Displays the Library screen so you can choose a file to play.
Play/Pause	Starts or pauses playback.

Option	Description
Stop	Stops playback.
Shuffle/Repeat > Shuffle	Plays the items in the Now Playing playlist in a random order.
Shuffle/Repeat > Repeat	Plays the items in the Now Playing playlist repeatedly.
Full Screen	When a video is playing, displays it by using the entire screen (not used since the PAC Mate Omni has no screen).
Options	Lets you adjust various Windows Media Player Mobile options, including network, playback, and hardware button options.
Properties	Displays information about the currently playing file.
About	Displays information about Windows Media Player Mobile, such as the version number.

Overview of the Now Playing screen commands

When you are viewing the Now Playing screen, the following menu options are available.

Option	Description
Library	Displays the Library screen so you can choose a file to play.
Move Up	Moves the selected item up in the playlist order.
Move Down	Moves the selected item down in the playlist order.

Option	Description
Remove from Playlist	Removes the selected item from the playlist.
Shuffle/Repeat > Shuffle	Plays the items in the Now Playing playlist in a random order.
Shuffle/Repeat > Repeat	Plays the items in the Now Playing playlist repeatedly.
Save Playlist	Saves the items in the Now Playing playlist as a new playlist.
Clear Now Playing	Removes all items from the Now Playing playlist.
Error Details	Displays error information about the selected item (an exclamation mark appears before the item name if error details are available).
Properties	Displays information about the selected file.

Overview of the Library screen commands

When you are viewing the Library screen, the following menu options are available.

Option	Description
Queue Up	Adds the selected item to the end of the current (Now Playing) playlist.
Delete from Library	Deletes the selected item from the library
Now Playing	Displays the Now Playing playlist.

Option	Description
Library > Library Name	Lets you switch between libraries, such as between My Device and Storage Card.
Update Library	Adds new items to the library by searching your device or storage card.
Open File	Lets you find and play files that are stored on your device or storage card but that are not in the library.
Open URL	Lets you play a file on a network, such as the Internet.
Properties	Displays information about the selected file.

Switch between screens

To switch between the Playback, Now Playing, and Library screens, do the following:

- To switch from Playback to Library, press **F2**, navigate to Library, and press **ENTER**.
- To switch from Playback to Now Playing, press **F1**.
- To switch from Now Playing to Library, press **F2**, navigate to Library, and press **ENTER**.
- To switch from Now Playing to Playback, press the **CLOSE** button (**ESC**).
- To switch from Library to Now Playing, press **F2**, navigate to Now Playing, and press **ENTER**.
- To switch from Library to Playback, press the **CLOSE** button (**ESC**).

Copying Sound Files to Your PAC Mate Omni

You can copy sound files to your PAC Mate Omni by synchronizing them with ActiveSync. Additionally, if you have Windows Media Player 10 or later on your computer you can use the Sync feature in Windows Media Player. For more information on this feature, please see the online Help for Windows Media Player on the computer. After synchronizing or copying files to the PAC Mate Omni, open up Windows Media Player and you will be on the Library screen.

The library is a database that contains links to your audio files and playlists. As in the desktop Player, it lets you sort your content by criteria such as artist name, album title, or genre.

Unlike the desktop Player, the Pocket PC Player can have multiple libraries. Each library represents an available storage location. For example, if you store some content directly on your PAC Mate Omni, the My Device library contains links to those files. If you also store content on removable CompactFlash storage cards, you will have additional libraries for each of those cards. On the Library screen, you can switch between the My Device library and any other libraries that are available to your PAC Mate Omni.

By default, Windows Media Player Mobile automatically searches the internal storage location of your PAC Mate Omni for compatible digital media files. If it finds any, they are added to the My Device library. Similarly, when you insert a CompactFlash card into your PAC Mate Omni, Windows Media Player Mobile automatically searches it for content and adds it to a Storage Card library. If the Player does not detect new files that you copy to your PAC Mate Omni, you can manually update the library by using the Update Library option available on the Library menu.

Once you locate the file in your library that you want to listen to, you can press **ENTER** or **F1** to begin playing it. You can also press the **APPLICATIONS Key** for a list of available actions.

Note: To listen to a file that is not in your library, you can use the Open File option, located on the Library menu, or open it through File Explorer.

Listening to Sound

With Windows Media Player you can listen to music on the PAC Mate Omni while reading e-mail or editing a file. To do this, simply open Windows Media Player and you will be placed in the Library. Navigate to the song you want to play, and then press **ENTER**. Next, open the program you want to work in. If you want to listen to the whole playlist, just open Windows Media Player and press **ENTER**. To pause or stop the audio file, you must leave the program you are working in and return to Windows Media Player for the pause (**ENTER**) and the stop commands to work. To stop playing a song, from the Playback screen, press **F2**, move to Stop, and press **ENTER**.

To disable Background Play, from the Windows Media main screen, press **F2** and press **ENTER** on Options. On the Playback page of the Options dialog box, press **TAB** to move to the "Pause playback while using another program" check box and press the **SPACEBAR** to select it. When you are done, press the **CLOSE button (ESC)** to close the dialog box. Now when you move into another program to work, Windows Media Player will automatically pause the audio file. Pressing **ALT+TAB** switches to Windows Media Player and play resumes.

To decrease or increase the volume, use the **UP** or **DOWN ARROW** keys.

To view the list of commands available in Windows Media Player, please see Appendix A: PAC Mate Omni Commands.

To open a Web site to listen to Internet radio, from the Library screen, press **F2** and press **ENTER** on Open URL. In the Edit Combo box, type in the URL of the Web site and then press **F1**.

For more information on how to use the features of Windows Media Player, please see the online help for Windows Media Player.

Word Mobile

Word Mobile is a word processing program designed for Windows Mobile. Word Mobile allows for synchronization of documents between your desktop computer and your PAC Mate Omni so that you have the most up-to-date content in both locations.

To open Word Mobile, go to the Start Menu (**WINDOWS Key**), press **O** for Office Mobile, and then press **W** to open Word Mobile. The first time you open Word Mobile, it opens by default to a blank document so you can immediately begin typing.

After you have created a document, Word Mobile will then open first to a list view where you can choose the document you want to open or create a new document. To select a document in the list view, use the arrow keys to move to the document and then press **ENTER**. To create a new document, press **F1**.

Word Mobile has several templates you can use as a default document. These templates contain preformatted text so much of the work is already done for you. To select a template, from the list view, press **F2** and press **ENTER** on Options. Press **TAB** to move to the Default Template combo box, and use the arrow keys to select a template type.

In Word Mobile you can open only one document at a time. When you open a second document, the first one is saved and closed automatically. You can save a document you create or edit in a variety of formats, including Word (DOC), Rich Text Format (RTF), and Plain Text (TXT).

Note: The .psw format used in prior versions of Windows Mobile is no longer supported in Windows Mobile 6.0, which is on the PAC Mate Omni.

To save a document, press **F2** and move to File. From the File Menu, press **ENTER** on Save As. In the Name edit field type a name for your file. If you want your document to get saved in a particular folder, press **TAB** to move to the next control and use the arrow keys to select a folder. The next control allows you to change the documents format. Since this is also a combo box, use the arrow keys to select a file format. The last control in this dialog box designates where you want to save your file. You have a choice of using the Main Memory or Storage Card. To close this dialog box and save your file, press **ENTER** on the Save button. Otherwise, press **ENTER** on Cancel.

Note: If you need to open and save contracted braille documents, which use the BRF extension, you should use the FSEdit program. For details, please see FSEdit

As you continue to create, synchronize and edit documents, you may find that having all files appear in the list view too cumbersome to navigate. To have your files show in the list view by their respective folders, press **CTRL+Y** to open the Show By Menu. Next, select the folder that contains the file you want to open or add a new folder by selecting the Add/Delete option from the menu.

In addition to showing files by their respective folders, you can sort files by date, name, size and type. To do this, press **CTRL+T** to open the Sort By Menu. Use the arrow keys to make your selection.

To delete, copy, rename or move, use the editing commands such as **DELETE**; **CTRL+X** or **CTRL+C**. For more information on these commands, please see PAC Mate Omni Basics, Working with Text, Editing.

To e-mail a document, open the list view of Word Mobile and select the file then press the **APPLICATIONS Key**. From the context menu use the arrow keys to select the appropriate action.

Synchronizing Word Mobile Documents

Word Mobile documents can be synchronized with Word documents on your PC. To synchronize files of any type, you must first open ActiveSync on your PC and from the Tools Menu (**ALT+T**) select Options. In the Mobile Device list view place a check in the Files' check box. When you select Files, a PAC Mate Omni My Documents folder is created on your PC's desktop. Place all files you want to synchronize with the PAC Mate Omni in this folder. Password-protected files cannot be synchronized.

All Word Mobile files stored in My Documents and its subfolders are synchronized with the PC. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see ActiveSync Help on the PC.

Note: When you delete a file on either your PC or your PAC Mate Omni, the file is deleted in the other location the next time you synchronize.

File Conversion

Word documents (.doc) and templates (.dot) created in Word 6.0 or later on the PC are converted to Word Mobile documents during file synchronization.

Word Mobile documents are converted to Word documents when they're synchronized back to the PC. During conversion from Word to Word Mobile, most simple text and paragraph formatting are retained and displayed, although some formatting attributes may be changed or lost. For more information, see ActiveSync Help on the PC.

Note: To use your new document as a template, move the document to the Templates folder.

The section below lists conversion behavior between Word Mobile and Word.

- Borders and shading are not displayed in Word Mobile, but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.

- Character formatting such as bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.
- Colors are retained and mapped to colors available on your device.
- Fonts and font sizes not supported by PAC Mate Omni are mapped to the closest font available. The original font will be listed on your PAC Mate Omni. When converted back to Word, the data is displayed in the original font.
- Page formatting such as headers, footers, footnotes, columns, page setup information, and style sheets are removed during conversion to Word Mobile. Word Mobile supports built-in headings.
- Paragraph formatting such as tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retained and displayed in Word Mobile.
- Pictures are removed during conversion.
- Table of contents, text and some formatting are preserved. However, any text set at right-aligned tab stops may wrap to the next line.
- Index text and some formatting are preserved.
- Table formatting is removed, but text is preserved.
- OLE objects are removed during conversion.
- Revision marks are visible but cannot be changed.
- Annotations and comments are removed during conversion.

Finding and Replacing Text

Within Word Mobile is a Find/Replace Feature that is very similar to the Find/Replace Feature in Word. With this feature you can search for strings of text or a single word and replace it with other text. To use the Find/Replace Feature press **F2**, move to Edit, and press **ENTER**. From the Edit Menu select Find/Replace. Type the text you want to find. Press **TAB** to move to the Find button and press **ENTER**. If you're replacing text, **TAB** to the Replace button and press **ENTER**. Type the replacement text. With this feature you can match case and match whole words. Use the **SPACEBAR** to check these options. When you are ready to Find a word(s) press **ENTER** on the Find button.

Word Mobile selects the first instance of the text in the document and displays a window with buttons that allow you to find the next instance or replace the text.

Formatting

The formatting options available in the Word Mobile Format Menu are fairly robust. With it you can control point size and font type, determine text attributes such as bold, italic, underline etc., and align, bullet or indent text as needed.

Of course, you can always use PAC Mate Omni's formatting commands. For more information on these commands, please see PAC Mate Omni Basics, Working with Text.

To format your document using Word Mobile's Format Menu, press **F2**, move to Format and press **ENTER**. If you want to work with the font and alignment, move to Font and press **ENTER**. To work with paragraph alignment, bulleted lists and indentation, move to Paragraph and press **ENTER**.

As you are working in Word Mobile, remember to select the text you want affected, then go into the menus and make your changes. For more information on selecting text, please see PAC Mate Omni Basics, Working with Text.

You can also insert the date if you want. To do this press **F2**, go to the Tools Menu and select Insert Date. The date is then placed into your document at the cursor location.

Checking Spelling

You can check the spelling of a specific word, or of all the words in a document. If a word is spelled correctly, but not recognized, you can add the word(s) to Word Mobile's online dictionary. To launch the Spell Checker, press **F2**, navigate to Tools, and press **ENTER** on Spelling. If you have selected one or more words, when you begin the spell check, selected text is checked first. When finished, you will be asked if you want to continue checking the rest of the document. Selecting Yes will continue with the spell check while selecting No will return you to the document.

Unlike FSEdit, the Spell Checker in Word Mobile is not a dialog box. When a misspelled word is found, the PAC Mate Omni first speaks and spells it followed by reading the line in the document where it is located. A menu then displays containing several items. Use the **UP** and **DOWN ARROWS** to select an option and press **ENTER** to activate it.

The first few items in the menu are the suggested replacement words. The number of suggestions available depends on the misspelled word. Press **ENTER** on the word you want and it will be changed in the document.

The next two items after the last suggestion are Ignore and Ignore All. Choosing Ignore causes the selected misspelled word to be skipped. If the same word is found later in the document, it will be displayed again. Choosing Ignore All causes every occurrence of the selected misspelled word to be skipped.

The last item in this menu is Add. If you know the current word is spelled correctly, select this option to have it added to Word Mobile's online dictionary so it will be considered correct in future spell checks.

If you need to stop the spell check before it is complete, press the **CLOSE** button (**ESC**).

Saving, Renaming, Moving, and Deleting

When you create a new document, the information you **ENTER** is saved automatically and named according to the first characters of text entered in the document. In an open document, you can:

- Save a copy of the document. Press **F2**, go to the File Menu, and select Save As.
- Rename the document. Press **F2**, go to the File Menu, and select Rename/Move. In the Name edit box, type the new name.
- Move the document to a storage card or folder. Go to the File Menu, and select Rename/Move. Select the appropriate folder or location.
- Delete the document. Go to the File Menu and select Delete.

Note: To move or delete multiple documents, in the list view, select the documents. Then, press the **APPLICATIONS Key**. From the menu, choose Rename/Move or Delete.

Printing a Document

You can print documents from Word Mobile if you download and install the PrintBoy utility.

Attaching a Document to E-mail

In the documents list view; select the document and press the **APPLICATIONS Key**. To select multiple documents, use the **SHIFT+UP/DOWN ARROW**. Then, press the **APPLICATIONS Key**. From the Context Menu, choose Send.

A new e-mail message is created with the document attached.

Changing Default Options

You can change the defaults for creating and storing Word Mobile documents by going to the Tools Menu and selecting Options in the list view.

Select a template to be used for new documents. You can change this default when creating specific documents. Only documents saved in the Templates folder are listed.

Select a location for storing documents. You can choose between main memory and a storage card, if you have one installed.

Select the type of documents you want displayed in the document list view.

Excel Mobile

With the PAC Mate Omni's support of Excel Mobile, many new and exciting possibilities await you. While a mini version of the desktop application, Excel Mobile retains many of the powerful features you need in a spreadsheet analysis program.

Like other Windows Mobile applications, your Excel files are fully synchronizable with Excel on your PC.

Excel Mobile files use the extension .pxl and .pxt. During synchronization, many items in your.xls file will not convert or are changed in your .pxl or .pxt files. For instance, cell comments and hyperlinks do not convert, while borders change to single lines in Excel Mobile. However, once you synchronize and convert back to .xls these items are restored. For more information on Conversion changes, please see Excel Mobile's online help in the PAC Mate Omni.

You can find the Excel Mobile application in the Office Mobile submenu (**WINDOWS Key, O, ENTER**). The first time you open Excel Mobile, it opens by default to a blank spreadsheet so you can immediately begin entering data.

To view all the commands available in Excel Mobile, please see Appendix A: Excel Mobile Commands.

After you have created a workbook, Excel Mobile will then open first to a list view where you can choose the workbook you want to open or create a new workbook. To select a workbook in the list view, use the arrow keys to move to the workbook and then press **ENTER**. To create a new workbook, press **F1**.

In Excel Mobile you can open only one workbook at a time. When you open a second workbook, the first one is saved and closed automatically.

To save a workbook, press **F2**, move to File and press **ENTER**. From the File Menu, press **ENTER** on Save As. In the Name edit field type a name for your file. If you want your workbook to get saved in a particular folder, press **TAB** to move to the next control and use the arrow keys to select a folder. The next control allows you to change the workbook's format. Since this is also a combo box, use the arrow keys to select a file format. The last control in this dialog box designates where you want to save your file. You have a choice of using the Main Memory or storage card (if one is available). To close this dialog box and save your file, press **ENTER** on the Save button. Otherwise, press **ENTER** on Cancel.

Synchronizing Excel Mobile Workbooks

Excel Mobile workbooks can be synchronized with Excel on your PC. To synchronize files of any type, you must first create a standard partnership. Then in ActiveSync on your PC go to the Tools Menu (**ALT+T**) and select Options. In the Mobile Device list view, place a check in the Files' check box. When you select Files, a PAC Mate Omni My Documents folder is created on your PC's desktop. Place all files you want to synchronize with the PAC Mate Omni in this folder. Password-protected files cannot be synchronized.

All Excel Mobile files stored in My Documents and its subfolders are synchronized with the PC. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see ActiveSync Help on the PC.

Note: When you delete a file on either your PC or your PAC Mate Omni, the file is deleted in the other location the next time you synchronize.

Attaching an Excel Mobile File to E-mail

In the list view; select the file and press the **APPLICATIONS Key**. To select multiple files, use the **SPACEBAR+UP/DOWN ARROW**. Then, press the **APPLICATIONS Key**. From the Context Menu, choose Send.

A new e-mail message is created with the file attached.

PowerPoint Mobile

Use PowerPoint Mobile to open and read PowerPoint presentations created on a desktop computer on your PAC Mate Omni. PowerPoint Mobile does not allow you to create presentations, they can only be viewed. Presentations must be created by you or someone running PowerPoint on a desktop or laptop computer. They can then be copied to the PAC Mate Omni using ActiveSync or beamed using Infrared from another device. You can also open presentations saved on a CompactFlash storage card or USB thumb drive.

PowerPoint Mobile is located in the Office Mobile submenu (**WINDOWS Key, O, P**). When the program starts, you are placed in a list view containing all of the presentations stored on your PAC Mate Omni. To rename, delete, or e-mail a presentation, use the arrow keys to select the file and press the **APPLICATIONS Key** and select the appropriate option from the context menu. To open a presentation for viewing, select it from the list and press **F1** to start the slide show. You are placed on the first slide in the presentation and JAWS will begin reading automatically.

While in the slide show, use the standard reading commands to read the text of each slide. Press the **SPACEBAR** to move to the next slide and use **BACKSPACE** to go to the previous slide. On each slide, press **ENTER** to bring up a context menu where you can select the next or previous slide as well as go to a specific slide by selecting the slide number. To close the current presentation and return to the list view, press **ENTER**, move to End Show, and press **ENTER** again.

Windows Live Messenger

Windows Live Messenger® is a communication (or "chat") program. Unlike e-mail where you send mail and wait for a reply, Windows Live Messenger allows active correspondence between you and another person. Similar to a chat room in that you can talk to several people at once, Windows Live Messenger is less "free wheeling" and more exclusive as you decide who to invite into a discussion.

With PAC Mate Omni support, Windows Live Messenger really comes alive as the PAC Mate Omni speaks the messages you send and receive. In addition, the PAC Mate Omni audibly indicates when someone is trying to contact you.

In short, this is a fun program and one that you and your friends should not be without!

Gearing Up to Use Windows Live Messenger

Before you can use Windows Live Messenger, there are a few things you have to do first.

1. On your laptop or desktop computer go to either <http://www.windowslive.com/> or www.hotmail.com and set up an account.
2. On your PAC Mate Omni establish an Internet connection.

To start Windows Live Messenger, open the Programs menu (**WINDOWS Key, P**), navigate to Messenger, and press **ENTER**.

Signing In

- To sign in and appear as Online to your contacts, press **F1**. To display a different status after signing in, press **F2**, press **ENTER** on Sign in As and select an option from the list such as busy or away, then press **F1**.
- To sign out, press **F2** and press **ENTER** on Sign Out.

Since Windows Live Messenger is tightly integrated with the Windows Live Service, the first time you sign in to Windows Live Messenger on the PAC Mate Omni, you will be prompted to accept the Windows Live Terms of Service and Privacy Statement as well as to configure other options such as whether Windows Live and the Windows Live Search bar are displayed on the Today screen and how your Windows Live contacts and e-mail are handled. Follow the instructions on each screen and Press **F1** to move to the next screen. In addition, you are asked to enter your Windows Live e-mail address and password. This information is only required the first time you sign in.

Messaging

Once you're signed in, Windows Live Messenger opens to a tree view where you navigate with the **UP** and **DOWN ARROWS** to view online and offline contacts. To send an instant message to a contact, select the contact and press **ENTER**. Press **F2** to open the application menu. In this menu you can change your online status, change Windows Live Messenger options, and add, block, delete, and view the properties of a contact.

The online help that comes with Windows Live Messenger is fairly comprehensive and easily explains the features of this program. To open Windows Live Messenger Help, press the **WINDOWS** Key and select Help from the Start Menu. When Help opens, press **ALT**, select Contents, and choose the topic "Using Windows Live Messenger."

Mundu Instant Messenger

Mundu IM is an instant messaging application similar to Windows Live Messenger. It allows you to type back and forth and have a conversation with one or more people any where in the world. Mundu IM lets you access several messaging services including MSN, Yahoo, Google Talk, AOL, Jabber, and ICQ. You can be logged into as many services as you want simultaneously.

With PAC Mate Omni support, Mundu IM really comes alive as PAC Mate Omni speaks the messages you send and receive. In addition, PAC Mate Omni audibly indicates when someone is trying to contact you.

To download a five-day trial of Mundu IM, do the following:

1. On your PAC Mate establish an Internet connection.
2. Open the Start menu and choose Internet Explorer. Press **G** to move to the address bar and type <http://www.mundu.com/im>.
3. Choose the Windows Mobile link to download the installation CAB file for Windows Mobile. The Download dialog box opens.
4. Make sure the Open file after download completes check box is selected, then choose the Yes button to save the file to the My Documents folder. Choose Save As if you want to save the file to a location other than My Documents, such as a CompactFlash card.
5. Once the file is downloaded, the installation will automatically begin. Follow the prompts to Install Mundu IM on your PAC Mate Omni.

If you choose to purchase a full license for Mundu IM, from your main computer, go to <http://www.mundu.com/im/windowsmobile> and select the Buy link.

Gearing Up to Use Mundu IM

Before you can use Mundu IM, there are a few things you have to do first.

1. Using your regular computer, go to the Web site for the instant messaging service you want to use and sign up for an account. You can use MSN, Yahoo, Google Talk, AOL, Jabber, and ICQ.
2. On your PAC Mate establish an Internet connection.

To start Mundu IM, open the Programs menu (**WINDOWS Key, P**), navigate to Mundu IM, and press **ENTER**.

Signing In

When Mundu IM first starts, you are placed in a list of all the services you can connect to. Use the **ARROW** keys to locate the service(s) you want to log in to then press the **SPACEBAR** to select it. When you press the **SPACEBAR** on a service, a dialog box opens prompting you to enter your user id and password for the service. If you do not want to be prompted each time for your log in details, select the Remember me check box. Select the Auto login check box to have Mundu IM automatically log you in to the selected services when the program starts.

Once you have selected one or more services, press **TAB** to move to the Login button and press **ENTER**.

Messaging

Once signed in, you are placed in a tree view containing all of your contacts regardless of what service they are on. Each contact name is preceded by their status, such as whether they are offline or online. To send an instant message to a contact, use the **ARROW** keys to select the contact and press **ENTER**.

For a complete list of Mundu keystrokes, please refer to the chart of keystrokes below.

For more information on using Mundu IM, you can download the User's guide in PDF format by going to <http://www.mundu.com/im/windowsmobile> from your main computer.

Mundu IM Keystrokes

Keystrokes for Mundu IM.

Description	Command
Review Previous Messages	ALT+M followed by 1 through 0 (where 1 is the most recent message and 0 is the tenth most recent message)
Display last 25 Messages in Virtual Viewer	ALT+M, V
Clear Message History	ALT+M, C
Message Layer Help	ALT+M, INSERT+F1

What is Audible?

Audible® (www.audible.com®) is a service that features audio content download and playback on personal computers, CD, or AudibleReady® computer-based mobile devices.

You can now enjoy daily audio subscriptions of national newspapers, weekly business and science magazines, and more than 6,000 audio books available at Audible.com®.

The AudiblePlayer for Windows Mobile lets you listen to pre-recorded audio books, time-shifted radio programs, audio magazines and newspapers as well as a whole variety of other spoken word audio programs on your PAC Mate Omni.

Installing AudiblePlayer

Ensure that ActiveSync is installed on your desktop computer, and that the PAC Mate Omni is connected to your computer with either a standard or guest partnership. On your PC, go to www.audible.com and select the Member Login link to login or sign up. Then download the AudiblePlayer software for Windows Mobile. Once installed, you find AudiblePlayer in the Programs submenu (**WINDOWS Key, p**).

Note: AudiblePlayer automatically installs an additional application called AudibleAir, which also appears in the Programs submenu. This program is not supported by the PAC Mate Omni. Make sure you select AudiblePlayer when starting the program.

To view the list of commands available for AudiblePlayer, please go to Appendix A: PAC Mate Omni Commands

Navigating between Audio Programs

AudiblePlayer will automatically play the programs on your Pocket PC in alphabetical order.

If you would like to select from a list of all available audio programs on your Pocket PC, simply press **F1** to open My Library. The audio program currently selected is highlighted. You can use the arrow keys to make your selection and then press **F1** to start the selection. The playback position of the last audio program is automatically saved for future use.

Navigating within Audio Programs

It is easy to navigate within an audio program. Use the **LEFT** and **RIGHT ARROW keys** to rewind or fast forward through a program. You can also skip by sections or move to the next or previous titles by pressing **F2** to open the menu and selecting the Navigation submenu.

To manage bookmarks, press **F2** to open the menu and select the Bookmarks submenu. To place a bookmark at your current location, choose Add Bookmark. Bookmarks you add will appear in this submenu. Press **ENTER** on the one you want to begin playback from that point. Select Edit Bookmark to bring up a list of your bookmarks. Use the arrow keys to select a bookmark and choose the Delete button to remove it, or Update button to change it.

Storage Cards

For long audio programs, you can place audio on a storage card using AudibleManager. The AudiblePlayer will present a consolidated list of your Audio programs, whether it is stored on Main Memory or the Storage Card.

The online help that comes with AudiblePlayer is very comprehensive and easily explains all features of this program. To open AudiblePlayer Help, open the program, press **WINDOWS Key** and select Help from the Start Menu.

Resco Audio Recorder

What is Resco Audio Recorder?

Turn your PAC Mate Omni into a handy recorder with the Resco Audio Recorder. Use it to record notes, meetings, interviews or classroom lectures. With its digital Voice Activation System (VAS), Resco Audio Recorder records only when sound is detected. This increases recording time and is useful during lectures and meetings. When used with CompactFlash® storage cards you can extend available recording time for hours. Resco Audio Recorder supports the following file formats:

- MP3 - 16, 32, 64 kbps audio encoding (strong audio compression)
- MP1, MP2, and M3U
- RAF - 22 and 44 kbps ADPCM audio encoding (middle audio compression)
- WAV - most known standard wave format (pure audio compression)

Installing Audio Recorder

The following describes how to install the 14-day evaluation version of Resco Audio Recorder. This version is available on your PAC Mate Omni Documentation CD, or it can be downloaded from the Freedom Scientific Web site at

http://www.freedomscientific.com/fs_products/Resco_Audio_Recorder.asp.

Perform the following procedures to install the Audio Recorder:

1. Ensure that your PAC Mate Omni is connected to your computer with a standard or guest partnership using ActiveSync.
2. Select Audiorec_pacmate.exe.
3. Select the Run button when the File Download - Security Warning dialog box appears.

4. Select the Run button again if the Internet Explorer - Security Warning dialog box appears.
5. The Resco Audio Recorder Installation dialog box appears. Choose Yes, and then choose Install when the second Resco Audio Recorder Installation dialog box appears.
6. Choose Yes to install Resco Audio Recorder into the default directory.
7. When the APPLICATIONS Download Complete dialog box appears, press **ENTER** to begin transferring the application to the PAC Mate Omni.
8. Choose Finish to close the last Installation dialog box.
9. On the PAC Mate Omni, the Welcome/Help dialog box appears once the installation is complete. Press the **CLOSE** button (**ESC**) to close the dialog box.
Resco Audio Recorder is now installed on the PAC Mate Omni.

Note: The Help system is still running in the background. To close it, use the Memory Manager to quit, or perform a warm reset of the PAC Mate Omni.

To launch Audio Recorder, refer to Opening and Setting Up Audio Recorder for the First Time.

To purchase Audio Recorder, refer to Purchasing Audio Recorder.

Note: During the purchase process, be sure to enter the owner information exactly as it was entered into the PAC Mate Omni because the registration code for Audio Recorder is keyed to this information. This means that you must set a name in the Owner Information dialog box in Settings and use that name exactly, including upper and lower case, when registering.

To register Audio Recorder, refer to Registering Audio Recorder.

Opening and Setting Up Audio Recorder for the First Time

The first time you open Audio Recorder, you are asked if you want to make it the default player for several audio file formats.

Do the following to open and configure the Audio Recorder:

1. From the Start menu, select Programs, and choose Audio Recorder.
2. A dialog box appears asking if you want to set Resco Audio Recorder as the default player for specific audio formats. Select Yes. (If you do not want to associate files with the Audio Recorder, select No, press the **CLOSE** button (**ESC**), and go to step 6.)
3. The Options dialog box appears. From the Associated File Types list box, use the **SPACEBAR** to check specific audio formats from the list, or use the Select All button to choose all of the listed formats.
4. Press **TAB** to move to the Associate button and press **ENTER**.
5. A message indicating the file formats that have been selected appears. Press the **CLOSE** button (**ESC**) to dismiss it.
6. Press the **CLOSE** button (**ESC**) again to exit the Settings dialog box.

Before Using Audio Recorder

Before using Resco Audio Recorder, you must first disable the current settings of the **UP**, **DOWN**, **LEFT**, and **RIGHT ARROW** hardware buttons. If you do not do this, you will lose the ability to change values in controls such as the date and time edit controls, combo boxes, list boxes, and so on.

To disable these hardware buttons, do the following:

1. Press **ALT** to open the menus and select Tools.
2. Navigate to the Settings command, and press **ENTER** to open this multipage dialog box.
3. Press **CTRL+TAB** to move to the Buttons page.
4. In the Hardware Buttons list, select the UP button.
5. Press **TAB** to move to the Action combo box, and select the No Action item.
6. Press **TAB** several times to return to the Hardware Buttons list.
7. Repeat steps 4 through 6 to select and disable the **DOWN**, **LEFT**, and **RIGHT** buttons.
8. After disabling all **ARROW** buttons, press the **CLOSE button (ESC)** to close the dialog box.

Creating a Recording

To create a recording:

1. Press the **WINDOWS Key** to open the Start Menu, press **P** to open the Programs submenu, select Audio Recorder, and press **ENTER**.
2. Press **CTRL+R** to begin recording.
3. Press **CTRL+S** to stop recording.
4. Press **CTRL+P** to start playing.

Note: For recording meetings, lectures, etc., a directional external microphone with amplification is recommended.

Scheduling a Recording

You can schedule a recording to begin at a specific time and even on a specific date. To do this:

1. Open Audio Recorder. Press **ALT** to open the menus and select Tools. Select Scheduler from the Tools submenu.
2. Press **TAB** to move to the date field. The date field is editable and is formatted as 9/3/04.
3. When you move to this field, the day is active, type the day. Then **LEFT ARROW** to the month and type in the month.
4. Press the **RIGHT ARROW** twice and this time, type in the year.
5. Next, press **TAB** to move to the time field. The time field is a spinnable field and is formatted as 12:04:17 PM.
6. When you move to this field, the hour is active. You can either use the **UP** and **DOWN ARROWS** to select the hour or type it in. Then press the **RIGHT ARROW** to move to the minutes. Follow the same steps listed to change the minutes and seconds.

Note: In order to ensure that you can properly adjust the time and date settings, you must have highlighting turned on in the Braille Options if you are using an attached braille display and have muted speech output.

Using the Voice Activation System

The Voice Activation System (VAS) allows Audio Recorder to turn itself on when a predetermined sound level is detected. To set the external volume level, do the following:

1. Press **ALT** to open the menu. Select Voice Activation System and press **ENTER**.

2. Use the **LEFT ARROW** and **RIGHT ARROW** keys to adjust the VAS level setting. The higher the value of this setting, the more sensitive VAS becomes and the lower the external volume level that is needed to cause recording to begin.
3. Press **ALT** to open the menu, move to File List, and press **ENTER** to return to the main Audio Recorder window.

Note: To turn off the VAS feature, open the VAS setting and set the value to zero.

Tagging a Recording

Tags are parts of a recording that can be processed separately. They can be exported to one or several files. You can listen to them separately from the original recording.

To create tags, do the following while a recording is playing:

1. In the Files List View dialog box of the Main File Panel, navigate to the file you want to hear, and then press **ENTER** to start playing the file.
2. Press **CTRL+INSERT+G** to enter Tagging mode.
3. Press **B** to mark the beginning of a new tag.
4. Press **E** to mark the end of the tag.
5. Repeat steps 3 and 4 to make additional tags.
6. If necessary, press **CTRL+S** or **TAB** to navigate to the Stop button, and press **ENTER** to stop the file.

Exporting Tags

To export tags:

1. Press **CTRL+TAB** to move to the Tags Panel. Use the **UP ARROW** to select the first tagged item in the Tags list box. If necessary, use the **DOWN ARROW** to move down the list and select another tagged item.
2. Do one of the following to export single or multiple tagged segments:
 - To export one tagged segment and save it as a separate file, press **TAB** until you hear, "Export Selected Tags button." Press **ENTER**. The Export mode dialog box appears.
...OR...
 - To select all tagged segments and export into a single file, use **TAB** to navigate to the Single/Multi Selection button and press **ENTER**.
 - Return to the tagged list and make sure that the first tagged segment in the list is selected. Next, press **CTRL+SHIFT+END**. This action selects all items in the list.

Note: If you want to combine all tagged segments into a single tagged item, select the Merged button. A merged segment includes all material (even material that was excluded during the initial tagging) from the beginning of the very first tagged segment to the end of the very last tagged segment.

- Press **TAB** until you hear, "Export Selected Tags button," and press **ENTER**. The Export mode dialog box appears.
3. Use the **DOWN** or **UP ARROWS** to select an exporting mode format, for example, WAV, RAF, or MP3.

Note: If you select MP3, press **TAB** and use the **UP** and **DOWN ARROWS** to configure the Quality and Exporting Mode Properties parameters.

4. Press **TAB** to choose the Export button, and press **ENTER**.
5. In the Target File dialog box, press **TAB** and then provide a file name and storage location for the file.
6. Press **TAB** to move to the Save button, and press **ENTER**. The export process begins. The duration of the export process varies based on the number of tagged segments. When the export is finished, focus returns to the Tags Panel. To move focus to the Main File Panel, press **SHIFT+CTRL+TAB**.

Purchasing Audio Recorder

Resco Audio Recorder for PAC Mate Omni is a powerful recording tool that is intended for use by students and professionals alike who need to record using their PDA. This version of Audio Recorder features a custom interface designed especially for the PAC Mate Omni, which takes all of the mystery out of using this powerful application.

To Purchase Resco Audio Recorder:

1. Go to: http://www.resco.net/buy/ar_for_blind.asp. An online shopping cart appears with the Resco Audio Recorder selected.
2. Navigate to the Credit/Debit Card combo box, and select the type of credit card you are using to purchase Audio Recorder.
3. Navigate to the Checkout button, and press **ENTER**. The Personal Information page appears. This page and all subsequent pages are secured Web pages.
4. Fill in the required edit fields. Required fields are indicated by an asterisk (star).

Note: The Intended Device combo box currently does not include the Freedom Scientific PAC Mate Omni as an option. Select another device, the type is not important.

Note: The “Pocket PC Owner Name” edit field requires the name you entered into the PAC Mate Omni’s Owner Information field. This allows you to obtain an Authorization code. You must enter your name exactly as it appears on your PAC Mate Omni’s Today Screen or the Authorization code will not work.

5. Navigate to the Continue button, and press **ENTER**. The Payment Information page appears. Enter your credit card information.
6. Navigate to the Continue button, and press **ENTER**. The Review Order page appears. Review your purchase information. If you find any errors you can press the Edit button and make any necessary changes.
7. If the information on this page is correct, navigate to the Complete Purchase button, and press **ENTER**. The Confirmation page appears. You may wish to save the contents of this page for your records.

Important: Do not download the version of Audio Recorder available from the Confirmation page. Instead, use the version provided by Freedom Scientific. This version is customized to provide a highly accessible PAC Mate Omni interface.

Note: After purchasing Audio Recorder, an Authorization code is e-mailed to you. Use this code to register and fully activate your version of the software. For registration procedures, refer to Registering Audio Recorder.

8. Close your Web browser, and use the Freedom Scientific version of Resco Audio Recorder. It is available on your PAC Mate Omni User Documentation CD-ROM or can be downloaded from Freedom Scientific.

Registering Audio Recorder

An Authorization code is e-mailed to you shortly after purchasing Resco Audio Recorder. By registering and activating your software, you remove the 14-day evaluation limit.

Do the following to register Audio Recorder:

1. Copy the Authorization code from your e-mail message.
2. Open Audio Recorder.
3. Press **ALT**, choose Tools, choose About, and press **ENTER**.
The Registration form appears.
4. Paste or type the Authorization code into the Code field, and press **ENTER**.
Resco Audio Recorder is now registered and fully activated.

Remote Display Control

Remote Display Control is free software that can be used with a PAC Mate Omni. This freeware allows teachers, parents, and other sighted people to see the PAC Mate Omni user interface on a computer monitor. With Remote Display Control, you can use a mouse, computer keypad, or the PAC Mate Omni keyboard to navigate menus, dialog boxes, and even enter text on the PAC Mate Omni "screen."

Note: As you use the desktop or PAC Mate Omni keyboard to enter commands you will notice a 2 to 3 second delay in the screen response of Remote Display Control. Consequently, rapid command input may cause the program to hang. If this occurs, input the commands more slowly.

Installing Remote Display Control

Ensure that ActiveSync is installed on your desktop computer, and that the PAC Mate Omni is connected to your computer with either a standard or guest partnership.

1. Insert the Documentation CD into your computer's CD-ROM drive.
2. Open the Start Menu and select Run.
3. In the Open edit field, type the following path D:\Teachers and Trainers\RemoteDSP.exe, where D: is your CD-ROM drive.
4. Follow the install wizard.

This installs Remote Display Control on both your computer and PAC Mate Omni.

1. Open the Start Menu and select Run.
2. In the Open edit field, type the following path D:\Teachers and Trainers\Create.bat, where D: is your CD-ROM drive.

This creates a new folder on your computer's hard drive and copies several files that will be used when you run the application.

Using the Program

To use Remote Display Control for the first time, do the following:

1. Open the Start Menu and select Run.
2. In the Open edit field, type the following path
D:\PMViewer\PMViewerInstall.exe, where D: is your CD-ROM drive. This action does two things:
3. Starts a Remote Display Control session between your computer and PAC Mate Omni.
4. Creates a PMViewer icon on your computer's desktop.

In the future, all you need to do to start a Remote Display Control session is to create an ActiveSync session between your computer and any PAC Mate Omni, navigate to your computer's desktop and locate the PMViewer icon, and press **ENTER** to start a Remote Display Control session between your computer and the PAC Mate Omni. You do not need to follow the installation steps, above, since selecting the PMViewer icon on the desktop will install the Remote Display Control component to any PAC Mate Omni that does not already have it installed.

Note: When Remote Display Control starts on your PAC Mate Omni, you may see a dialog box that must be dismissed by selecting the OK button. This may be followed by a dialog box giving you four options: select Hide to place the Remote Display Control application in the background on the PAC Mate Omni.

The Pocket PC user interface should now be displayed on your PC monitor in the Remote Display Control window. You can now use your PC's mouse and keyboard or use the PAC Mate Omni keyboard to interact with Pocket PC.

Contacting Freedom Scientific

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The Freedom Scientific Website, www.FreedomScientific.com, is a comprehensive source of information regarding screen reader software, screen magnification software, training opportunities, application-specific cassette tutorials and the company that develops these products.

The Freedom Scientific Web site is designed to be accessible by people with disabilities and includes a great deal of technical support information as well as online ordering capability, RealAudio descriptions of many products, and continuous product update and maintenance downloads.

At Freedom Scientific, we strive to produce the highest quality documentation products, and welcome your feedback. If you have comments or suggestions about our online Help or printed guides, send your e-mail messages to documentation@FreedomScientific.com.

Sales Department

Sales Telephone: (800) 444-4443
International Sales Telephone, including Canada: (727) 803-8000
Sales Fax: (727) 803-8001
Sales e-mail: Info@FreedomScientific.com

To ensure that your request is handled promptly, include your complete address and telephone number.

Technical Support

You must be a registered user to access Freedom Scientific support services. Freedom Scientific support services are subject to Freedom Scientific terms and conditions in place at the time the service is used.

Reach Technical Support using the following options:

Technical Support e-mail: Support@FreedomScientific.com

Technical Support Telephone: (727) 803-8600

When you call, be at your computer, have your documentation in hand, and be prepared to provide the following information:

- Product serial number used for registration.
- Product name and version number.
- Type of computer hardware you are using.
- Software version number of Windows.
- Exact wording of any messages that appear on your screen.
- What you were doing when the problem occurred.
- How you tried to solve the problem.

Appendix A: PAC Mate Omni Commands

In the PAC Mate Omni QX400 you have the option of using the **CAPS LOCK Key** and the **INSERT Key** as the **JAWS Key** or you can elect to use only the **INSERT Key** as the **JAWS Key**. The default option is set to use both as the **JAWS Key**. To change this option, open the Keyboard Settings dialog box found under Settings in the Start Menu.

General Commands

The following table lists general commands available from anywhere in the PAC Mate Omni.

Description	Command
Warm Reset	ALT+CTRL+DELETE
Shortcut to Running Programs	ALT+CTRL+M
Toggle Continuous Braille Mode	CTRL+R
Close a dialog box or Program	Close button (ESC)
Activate Menu Bar	ALT
Activate Left Soft Key	F1
Activate Right Soft Key	F2
Announce Left and Right Soft Key Assignments	ALT+F3
Decrease System Volume	F6
Increase System Volume	F7
Open the Start Menu	WINDOWS Key
List Recent Applications	ALT+TAB or INSERT+F10
Backspace	BACKSPACE

Description	Command
Enter	ENTER
Tab	TAB
Shift Tab	SHIFT+TAB
Toggle Caps Lock On/Off	CAPS LOCK (press twice quickly when used as the JAWS Key)
Activate Application Context Menu	APPLICATIONS Key
Read Window Type and Text	INSERT+TAB
Read Entire Window	INSERT+B
Refresh Screen	INSERT+ESC
Toggle Embedded Num Pad	FN+ScrLk
View Modem Connection Details	CTRL+SHIFT+M
Read Window Title	INSERT+T
Obtain Font Information	INSERT+F
Read system Time	INSERT+F12
Read System Date	INSERT+F12 twice quickly
Toggle Keyboard Help	INSERT+1
Toggle Keyboard Echo	INSERT+2
Toggle the Braille Cursor Shape	INSERT+3
Read Access Keys in Menus and dialog boxes	INSERT+SHIFT+COMMA
Open Dictionary Settings dialog box	INSERT+D

Description	Command
Start/Toggle ActiveSync Remote PAC Mate	INSERT+SHIFT+F4
Stop ActiveSync Remote PAC Mate	INSERT+F4
Obtain Help on Currently Selected Control	INSERT+F1
Obtain Context-sensitive Help	INSERT+F1 twice quickly
Insert ASCII Value in Document	FN+SCRLK to activate THE embedded number pad followed by ALT and a number
Cycle Between Reader Mode Options	INSERT+SHIFT+R
List General PAC Mate Omni Keystrokes	INSERT+W
Toggle Braille Input Mode	INSERT+SHIFT+F9
Quit Current Application (may not work in all Windows Mobile applications)	CTRL+Q

Quick Navigation Using Hardware Buttons

You can assign up to 8 hardware buttons to quickly open commonly used applications on your PAC Mate Omni. The following table lists the keystrokes and the application assigned to each by default. For more information on setting hardware buttons, please see Buttons.

Program	Command
Record	INSERT+SPACEBAR, 1
Calendar	INSERT+SPACEBAR, 2
Contacts	INSERT+SPACEBAR, 3

Program	Command
Tasks	INSERT+SPACEBAR, 4
Messaging	INSERT+SPACEBAR, 5
File Explorer	INSERT+SPACEBAR, 6
FSEdit	INSERT+SPACEBAR, 7
FSCalc	INSERT+SPACEBAR, 8

Dialog Box Navigation Commands

The following table lists the commands for navigating in dialog boxes.

Description	Command
Move to the Next Control	TAB
Move to the Previous Control	SHIFT+TAB
Read the Current Window Prompt and Text	INSERT+TAB
Move to the Next Page in a Multi-page dialog box	CTRL+TAB
Move to the Previous Page in a Multi-page dialog box	CTRL+SHIFT+TAB
Read Default Button	INSERT+E
Read dialog Box in Tab order	INSERT+B

Information Layer Keystrokes

The following table lists the keystrokes in the Information Layer (**INSERT+I**).

Description	Command
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Description	Command
Obtain PAC Mate Omni Version Information	INSERT+ENTER, A
Query Battery Power Status	INSERT+ENTER, L
Network Adapter IP Address Information	INSERT+ENTER, N
Read Window Title	INSERT+ENTER, T
Read Entire Window	INSERT+ENTER, W
Obtain Font Information	INSERT+ENTER, F
Read the Default Button in a dialog box	INSERT+ENTER, E
Synthesizer and Braille Language Currently in Use	INSERT+ENTER, C
Synthesizer and Braille Language Configured as Primary	INSERT+ENTER, P
Synthesizer and Braille Language Configured as Secondary	INSERT+ENTER, S

Settings Layer Commands

The following table lists the keystrokes in the Settings Layer (**INSERT+S**).

Description	Command
Increase Volume	INSERT+S, UP ARROW
Decrease Volume	INSERT+S, DOWN ARROW
Increase Speech Rate	INSERT+S, RIGHT ARROW
Decrease Speech Rate	INSERT+S, LEFT ARROW
Adjust Keyboard Echo	INSERT+S, K

Description	Command
Adjust Screen Echo	INSERT+S, S
Adjust Punctuation Level	INSERT+S, P
Adjust Graphics Verbosity	INSERT+S, G
Open Dictionary Settings dialog box	INSERT+S, D
Toggle Braille Study Mode	INSERT+S, B
Toggle Keyboard Lock	INSERT+S, C
Change Voice Language	INSERT+S, L
Change Braille Language	INSERT+S, T
Mute Speech	INSERT+S, M
Start/Toggle ActiveSync Remote PAC Mate	INSERT+S, R
Exit Settings Layer after making a Change (volume, rate, graphics verbosity, keyboard echo, screen echo, and punctuation level)	FN Key

Keystrokes for Reading and Navigating Text

The following table lists the keystrokes for reading and navigating text.

Description	Command
Prior Character	LEFT ARROW or INSERT+M
Next Character	RIGHT ARROW or INSERT+PERIOD
Current Character	INSERT+COMMA
Current Character Phonetic	INSERT+COMMA twice quickly

Description	Command
ASCII Value of Current Character	INSERT+COMMA three times quickly
PriorWord	CTRL+LEFT ARROW or INSERT+J
Next Word	CTRL+RIGHT ARROW or INSERT+L
Current Word	INSERT+K
Spell Current Word	INSERT+K twice quickly
Prior Line	UP ARROW or INSERT+U
Next Line	DOWN ARROW or INSERT+O
Current Line	INSERT+UP ARROW or INSERT+I
Prior Sentence	INSERT+Y
Next Sentence	INSERT+N
Current Sentence	INSERT+H
Prior Paragraph	CTRL+INSERT+U
Next Paragraph	CTRL+INSERT+O
Current Paragraph	CTRL+INSERT+I
Page Up	PAGE UP
Page Down	PAGE DOWN
Move to Beginning of Line	HOME
Move to End of Line	END
Move to Top of File	CTRL+HOME

Description	Command
Move to Bottom of File	CTRL+END
Read from Beginning of Line	INSERT+HOME
Read to End of Line	INSERT+END
Read Selected Text	INSERT+SHIFT+A
Read the Top Line of the Active Window or dialog box	INSERT+SHIFT+Y
Read the Bottom Line of the Active Window	INSERT+SHIFT+N

Say All Commands

The following table lists the keystrokes that are available during a Say All.

Description	Command
Start Say All	INSERT+DOWN ARROW or INSERT+A
Rewind	LEFT SHIFT or LEFT ARROW
Fast Forward	RIGHT SHIFT or RIGHT ARROW
Increase Speech rate	PAGE UP
Decrease Speech Rate	PAGE DOWN
Increase Speech Volume	HOME
Decrease Speech Volume	END
Stop Say All	CTRL

Selecting, Copying, and Pasting

The following table lists the keystrokes for selecting, copying, and pasting text.

Description	Command
Select Prior Character	SHIFT+LEFT ARROW or INSERT+SHIFT+M
Select Next Character	SHIFT+RIGHT ARROW or INSERT+SHIFT+PERIOD
Select Prior Word	CTRL+SHIFT+LEFT ARROW or INSERT+SHIFT+J
Select Next Word	CTRL+SHIFT+RIGHT ARROW or INSERT+SHIFT+L
Select Prior Line	SHIFT+UP ARROW or INSERT+SHIFT+U
Select Next Line	SHIFT+DOWN ARROW or INSERT+SHIFT+O
Select Prior Paragraph	CTRL+SHIFT+UP ARROW
Select Next Paragraph	CTRL+SHIFT+DOWN ARROW
Select Page Up	SHIFT+PAGE UP
Select Page Down	SHIFT+PAGE DOWN
Select to Beginning of Line	SHIFT+HOME
Select to End of Line	SHIFT+END
Select to Top of File	CTRL+SHIFT+HOME
Select to Bottom of File	CTRL+SHIFT+END
Select One Item in Listview	SPACEBAR

Description	Command
Select Multiple Items in Listview Going Down	SHIFT+DOWN ARROW
Select Multiple Items in Listview going up	SHIFT+UP ARROW
Select Non-contiguous Items in List view	Press and hold CTRL and press UP or DOWN ARROW to move up and down the list. Press SPACEBAR to toggle the selection.
Select All	CTRL+A
Read Selected Text	INSERT+SHIFT+A
Copy Selected Text to Clipboard	CTRL+C
Cut Selected Text to Clipboard	CTRL+X
Paste From Clipboard	CTRL+V
Delete Selected Text/Item	DELETE

Advanced Keystrokes

These commands give you the ability to explore Windows Mobile applications, but are not necessary for ordinary use of the PAC Mate Omni. They can also help you access certain Windows Mobile applications that are not fully accessible out of the box.

Description	Command
Activate JAWS Cursor	INSERT+P
Activate Invisible Cursor	INSERT+P twice quickly
Activate PC Cursor	INSERT+SEMICOLON

Description	Command
Cycle Between Restriction Settings for the JAWS or Invisible Cursor When Active	INSERT+R
Route JAWS to PC	INSERT+LEFT BRACKET
Route PC to JAWS	INSERT+APOSTROPHE
Say Active Cursor and Position	ALT+DELETE
Left Click	INSERT+8
Adjust Graphics Verbosity	INSERT+S, G
Open Graphics Labeler	INSERT+G
Toggle Between Standard and Active Graphics Modes	INSERT+4
Say Foreground and Background colors at Active Cursor	INSERT+5
Say Currently Active Script and Application	INSERT+Q
Re-initialize Currently Active Scripts (for script development only)	CTRL+INSERT+ESC

Home Row Utility Keystrokes

These commands allow JAWS scripters to retrieve the necessary information they need in order to script Windows Mobile applications.

Description	Command
Toggle Home Row Mode	INSERT+EQUALS
Route JAWS to Home Row	HOMEROW+INSERT+LEFT BRACKET

Description	Command
Initialize Home Row Position	HOMEROW+F5
Read Current Home Row Window	HOMEROW+F8
Read Output Information for Current Home Row Window	HOMEROW+F1
View Output Information for Home Row Window in Message Box	HOMEROW+INSERT+F1
Set Output Mode for Home Row Window	HOMEROW+F3
Next Home Row Window	HOMEROW+TAB
Prior Home Row Window	HOMEROW+SHIFT+TAB
First Child Home Row Window	HOMEROW+F2
Move to Parent Home Row Window	HOMEROW+SHIFT+F2
Visibility Status of Current Window	HOMEROW+F7
Toggle Speaking Window Visibility	HOMEROW+F6
First Requested Attribute in Home Row	HOMEROW+CTRL+GRAVE
Last Requested Attribute in Home Row	HOMEROW+CTRL+SHIFT+GRAVE
Next Requested Attribute in Home Row	HOMEROW+GRAVE
Prior Requested Attribute in Home Row	HOMEROW+SHIFT+GRAVE

Description	Command
Set Attribute Mode in Home Row	HOMEROW+F4

Online Help

The following table lists the keystrokes for navigating the PAC Mate Omni's online help.

Note: All of the following keystrokes, except for the Forward command, are also available in Internet Explorer Mobile and will be repeated in that section.

Description	Command
Back a Page	ALT+LEFT ARROW
Forward a Page	ALT+RIGHT ARROW
Next Link	TAB
Prior Link	SHIFT+TAB
List Links	INSERT+F7
Move to Next Non-Linked Text	N
Move to Prior Non-Linked Text	SHIFT+N
List Headings	INSERT+F6
Next Heading	H
Prior Heading	SHIFT+H
Move to First Heading	CTRL+HOME, H
Move to Last Heading	CTRL+END, SHIFT+H

Navigating Tables in Online Help

The following table lists the keystrokes for navigating tables in Online Help.

Description	Command
Read Current Cell	ALT+CTRL+C
Next Cell	ALT+CTRL+RIGHT ARROW
Prior Cell	ALT+CTRL+LEFT ARROW
Cell Above	ALT+CTRL+UP ARROW
Cell Below	ALT+CTRL+DOWN ARROW
First Cell	ALT+CTRL+HOME
Last Cell	ALT+CTRL+END

File Explorer

The following table lists the keystrokes specific to File Explorer.

Description	Command
Prior File/Folder	UP ARROW
Next File/Folder	DOWN ARROW
Open File/Folder	ENTER
Up One Folder Level	LEFT ARROW
Show By	CTRL+Y
Sort By	CTRL+T

Contacts

The following table lists the keystrokes specific to Contacts.

Description	Command
Create New Contact	CTRL+N

Calendar

The following table lists the keystrokes specific to the Calendar.

Description	Command
Open Calendar View	ALT+V
Next Day	RIGHT ARROW
Prior Day	LEFT ARROW
Jump to Day of Week	ALT+S followed by 1 through 7
Change Start or End Date of Appointment	ALT+D (while on the Start or End fields)
Change Reminder Time of Appointment	ALT+T (while on the Reminder field)
Change Reminder Increment of Appointment	ALT+I (while on the Reminder field)

Calendar View

The following table lists the keystrokes for navigating in the Calendar View.

Description	Command
Open Calendar View	ALT+V
Back One Day	LEFT ARROW
Forward One Day	RIGHT ARROW
Back One Week	CTRL+LEFT ARROW
Forward One Week	CTRL+RIGHT ARROW

Back One Month	UP ARROW
Forward One Month	DOWN ARROW
Back One Year	CTRL+UP ARROW
Forward One Year	CTRL+DOWN ARROW
Jump to Day of Week	ALT+S followed by 1 through 7
Close Calendar View	CLOSE button (ESC)

Tasks

The following table lists the keystrokes specific to Tasks.

Description	Command
Change Reminder Date	ALT+D (when on the Reminder field)
Change Status of Selected Task	SPACEBAR

Messaging

The following table lists the keystrokes specific to Messaging.

Description	Command
Open Contacts	ENTER or F11 while in the To, Cc, or Bcc fields
Read Spelling Error and Suggestion	INSERT+F8
Show By	CTRL+Y
Sort By	CTRL+T
Switch to Next Account	RIGHT ARROW

Description	Command
Switch to Previous Account	LEFT ARROW

Notes

The following table lists the keystrokes specific to Notes.

Description	Command
Create New Text Note	CTRL+N
Record a Voice Note	ALT+V, R
Play a Voice Note	ALT+V, P
Stop Recording or Playing a Voice Note	ALT+V, S
Show By	CTRL+Y
Sort By	CTRL+T

Internet Explorer Mobile

The following table lists the keystrokes specific to Internet Explorer Mobile.

Description	Command
Read Address Bar	A
Go to Address Bar	G
Back a Page	ALT+LEFT ARROW
Adjust JAWS HTML Settings	INSERT+V

Web Page Navigation Commands

The following table lists the keystrokes for navigating Web pages in Internet Explorer Mobile.

Description	Command
Next Link	TAB
Prior Link	SHIFT+TAB
List Links	INSERT+F7
Move to Next Non-Linked Text	N
Move to Prior Non-linked Text	SHIFT+N
List Headings	INSERT+F6
Next Heading	H
Prior Heading	SHIFT+H
Move to First Heading	CTRL+HOME, H
Move to Last Heading	CTRL+END, SHIFT+H
Turn On Forms Mode	ENTER (while on a form control)
Turn Off Forms Mode	INSERT+X
Next Form Field	F
Prior Form Field	SHIFT+F
Go to First Form Field	CTRL+INSERT+HOME
Go to Last Form Field	CTRL+INSERT+END
Next Button	B
Prior Button	SHIFT+B
Next Combo Box	C

Description	Command
Prior Combo Box	SHIFT+C
Next Edit Field	E
Prior Edit Field	SHIFT+E
Next Radio Button	R
Prior Radio Button	SHIFT+R
Next Check Box	X
Prior Check Box	SHIFT+X

Table Navigation Commands

The following table lists the keystrokes for navigating tables on Web pages in Internet Explorer Mobile.

Description	Command
Read Current Cell	ALT+CTRL+C
Next Cell	ALT+CTRL+RIGHT ARROW
Prior Cell	ALT+CTRL+LEFT ARROW
Cell Above	ALT+CTRL+UP ARROW
Cell Below	ALT+CTRL+DOWN ARROW
First Cell	ALT+CTRL+HOME
Last Cell	ALT+CTRL+END

FSEdit

The following table lists the keystrokes specific to FSEdit.

Description	Command
--------------------	----------------

Description	Command
Create New File	CTRL+N
Open File	CTRL+O
Save File	CTRL+S
Print File	CTRL+P
Insert Date-Time	F12
Insert Text From File	ALT+I, F
Spell Check Document	F8
Read Misspelled Word in Context	INSERT+C
Read Misspelled Word and Suggestion	INSERT+F7

Editing and Formatting Commands

The following table lists the keystrokes for editing and formatting text in FSEdit.

Description	Command
Find	CTRL+F
Find Next	F3
Replace	CTRL+H
Undo	CTRL+Z
Query Cursor Position	CTRL+SHIFT+W

Description	Command
Move Cursor Position	CTRL+SHIFT+G , XY (where X is a positive number indicating how far forward the cursor will move, or a negative number indicating how far back the cursor will move, and Y is the letter C for character, W for Word, or L for line – indicating the type of cursor movement)
Set Mark	ALT+E, M
Select to Mark	ALT+E, S
Swap Cursor and Marked Position	ALT+E, W
Quick Select Word	ALT+Q, W
Quick Select Sentence	ALT+Q, S
Quick Select Line	ALT+Q, L
Quick Select Paragraph	ALT+Q, P
Quick Select Entire Document	ALT+Q, D
Bold	ALT+F, B
Italic	ALT+F, I
Underline	ALT+F, U
Strikethrough	ALT+F, S
Center	ALT+F, C
Left Justify	ALT+F, L
Right Justify	ALT+F, R
Set Font	CTRL+SHIFT+F

FSCalc

The following table lists the Keystrokes specific to FSCalc.

Description	Command
Clear Current Display	ALT+0
Clear History	ALT+S, H
Clear Variables	ALT+S, V
Save Calculations to a File	CTRL+S
Load History From File	CTRL+O

Word Mobile

The following table lists the keystrokes specific to Word Mobile.

Description	Command
New Document	CTRL+N
Read Misspelled Word and Suggestion	INSERT+F8
Open Find and Replace dialog box	CTRL+F
Find Next	ALT+N
Replace	ALT+R
Replace All Occurrences	ALT+A
Cancel Find and Replace	ALT+C
Bold	ALT+F, B
Italic	ALT+F, I

Description	Command
Underline	ALT+F, U
Undo	CTRL+Z

Excel Mobile

The following table lists the keystrokes specific to Excel Mobile.

Description	Command
Move to Next Cell in Row	TAB or RIGHT ARROW
Move to Prior Cell in Row	SHIFT+TAB or LEFT ARROW
Move to Next Cell in Column	DOWN ARROW
Move to Prior Cell in Column	UP ARROW
Up One Screen	PAGE UP
Down One Screen	PAGE DOWN
Move to Next Worksheet	CTRL+PAGE DOWN
Move to Previous Worksheet	CTRL+PAGE UP
Go to First Cell in Data Region	CTRL+HOME
Go to Last Cell in Data Region	CTRL+END
Select Entire Worksheet	CTRL+A
Select Entire Column	CTRL+SPACEBAR
Manual Select	SHIFT+LEFT, RIGHT, UP, DOWN ARROW
Edit Current Cell	INSERT+F2
Format Cell	CTRL+1
Autosum a Range of Cells	ALT+EQUALS

Description	Command
Insert Date	CTRL+SEMICOLON
Insert Time	CTRL+SHIFT+SEMICOLON
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G
Formula Mode	EQUALS

Stopwatch

The following table lists the keystrokes specific to the Stopwatch.

Description	Command
Start/Stop	S
Reset	R
Say Last Time	L
Say Current Time	T
Open Count Down dialog box	C

Windows Media Player

The following table lists the keystrokes specific to Windows Media Player.

Description	Command
Play/Pause	ENTER or CTRL+P
Stop	CTRL+S
Fast Forward	CTRL+E
Rewind	CTRL+W

Description	Command
Previous Track	LEFT ARROW or CTRL+B
Next Track	RIGHT ARROW or CTRL+F
Mute Player Independently of JAWS	CTRL+M
Increase Player Volume independently of JAWS	UP ARROW or CTRL+UP ARROW
Decrease Player Volume Independently of JAWS	DOWN ARROW or CTRL+DOWN ARROW
Open Media Guide	CTRL+G

Windows Live Messenger

The following table lists the keystrokes specific to Windows Live Messenger.

Description	Command
Toggle Announcement of the Message Sender's Name	INSERT+SHIFT+V
Activate Pending Contact Notification	CTRL+SHIFT+N
Read Last Received Message	GRAVE Key

D-pad Simulation Commands

The d-pad simulation keys simulate the four-way navigation control found on most mainstream PDA or windows mobile phone devices. They perform the functions down, up, next, and back. These keystrokes are designed to be used in unsupported applications where you must use the JAWS cursor to navigate screens and activate controls. They are also used in applications that contain a reading area where Reader mode is active so you can scroll the screen to access additional text. When pressed, these keystrokes are passed directly to the application and perform whatever function is specified by the particular application, as if you performed the command using an actual d-pad control. For instance, in one program, the Next and Back buttons might switch between different windows, while in another, they may move between pages in a text view area. The following table lists the d-pad simulation keystrokes.

Description	Command
Back	ALT+LEFT ARROW
Next	ALT+RIGHT ARROW
Up	ALT+INSERT+UP ARROW
Down	ALT+INSERT+DOWN ARROW

Audible Player

The following table lists the keystrokes specific to Audible Player.

Description	Command
Play/Pause	CTRL+P or ENTER
Rewind	LEFT ARROW
Fast forward	RIGHT ARROW
Increase volume while program is playing	UP ARROW

Description	Command
Decrease volume while program is playing	DOWN ARROW
Announce elapsed time	ALT+SHIFT+T
Announce program length	ALT+T
Announce program title	INSERT+K

Appendix B: Special Considerations

Lithium Polymer Battery

Warning: This device has no user-serviceable components. Any unauthorized attempt to service or replace internal components by opening the case will void the product warranty.

Incorrect battery usage may lead to the leakage of battery fluid, a bursting of the battery, or ignition of the battery. To prevent such accidents, observe the following precautions:

- Do not carry or store battery together with necklaces, hairpins or other metal objects.
- Do not disassemble or modify the battery. The battery contains safety and protection devices, which if damaged, may cause the battery to generate heat, explode or ignite.
- In the event the battery leaks and the fluid gets into your eye, do not rub the eye. Rinse well with water and immediately seek medical care. If left untreated, the battery fluid could cause damage to the eye.
- The temperature range over which the battery can be used is -4 Degrees F (-20 degrees C) to 140 degrees F (60 degrees C). Use of the battery outside this temperature range may damage performance of the battery or may reduce its life expectancy.
- The temperature range over which the battery can be charged is 32 degrees F (0 degrees C) to 113 degrees F (45 degrees C). Charging the battery at temperatures outside this range may cause severe damage to the battery or reduce battery life expectancy.
- Do not place the battery in or near fire, or in direct sunlight. Heating the battery can damage the safety circuitry, which can cause additional heating, rupture or ignition of the battery.

- When charging the battery, either use a specified battery charger or otherwise ensure the battery charging conditions specified by Freedom Scientific are met. These are: (Model #SB-123A0F-11)(Input 100 – 250V ~ 47 – 63Hz 0.8A)(Output 12V – 3.0A)
- Immediately discontinue use of the battery if, while using, charging or storing the battery, the battery emits an unusual smell, feels hot, changes color or shape, or appears abnormal in any other way.
- Contact Freedom Scientific if any of these problems are observed.

Note: Freedom Scientific assumes no liability for problems that occur when the safety precautions and warnings listed above are not followed.

Protecting Your Hearing

Avoid using headphones/earphones in noisy environments where you are likely to increase the volume. Using headphones/earphones at high volumes can transmit loud, high frequencies that cause hearing damage.

To prevent listening fatigue, rest the ears in silence after long sessions with headphones.

If you experience a ringing in your ears, reduce the volume or discontinue use, and if ringing persists, consult a physician.

Appendix C: Unsupported Items

- FSEdit - .brl file format
- FSEdit - WinPrint
- Programs - Games - Solitaire, Jawbreaker
- Programs - Pictures
- Settings - Buttons dialog box - Up/Down Control page
- Settings - Input dialog box - Input Method page
- Settings - Input dialog box - Word Completion page
- Settings - Input dialog box - Options page - Default zoom level for writing
- Settings - Input dialog box - Options page - Default zoom level for typing
- Settings - Input dialog box - Options page - Scroll upon reaching the last line
- Settings - Sounds & Notifications dialog box - Sounds page - Enable Sounds for Screen taps
- Settings - Sounds & Notifications dialog box - Notifications page - Display message on screen and Flash light notifications
- Settings - Today dialog box - Appearance page
- Word Mobile – View Menu - Zoom
- Windows Media Player – Options dialog box – Video page – Play video in full screen combo box
- Windows Media Player – Options dialog box - Skins page

Appendix D: Alpha Braille Reference

A	DOT 1
B	DOTS 1-2
C	DOTS 1-4
D	DOTS 1-4-5
E	DOTS 1-5
F	DOTS 1-2-4
G	DOTS 1-2-4-5
H	DOTS 1-2-5
I	DOTS 2-4
J	DOTS 2-4-5
K	DOTS 1-3
L	DOTS 1-2-3
M	DOTS 1-3-4

N	DOTS 1-3-4-5
O	DOTS 1-3-5
P	DOTS 1-2-3-4
Q	DOTS 1-2-3-4-5
R	DOTS 1-2-3-5
S	DOTS 2-3-4
T	DOTS 2-3-4-5
U	DOTS 1-3-6
V	DOTS 1-2-3-6
W	DOTS 2-4-5-6
X	DOTS 1-3-4-6
Y	DOTS 1-3-4-5-6
Z	DOTS 1-3-5-6

Appendix E: Numeric Braille Reference

1	DOT 2
2	DOTS 2-3
3	DOTS 2-5
4	DOTS 2-5-6
5	DOTS 2-6
6	DOTS 2-3-5
7	DOTS 2-3-5-6
8	DOTS 2-3-6
9	DOTS 3-5
0	DOTS 3-5-6

Appendix F: Grade 2 Braille Reference

about	ab
above	abv
according	ac
across	acr
after	af
afternoon	afn
afterward	afw
again	ag
against	ag(st)
ally	DOT 6, DOTS 1-3-4-5-6
almost	alm
already	alr
also	al

although	al(th)
altogether	alt
always	alw
ance	DOTS 4-6, DOTS 1-5
and	DOTS 1-2-3-4-6
ar	DOTS 3-4-5
as	z
ation	DOT 6, DOTS 1-3-4-5
bb	DOTS 2-3
be	DOTS 2-3
because	(be)c
before	(be)f
behind	(be)h
below	(be)l
beneath	(be)n

beside	(be)s
between	(be)t
beyond	(be)y
ble	DOTS 3-4-5-6
blind	bl
Braille	brl
but	b
by	DOTS 3-5-6
can	c
cannot	DOTS 4-5-6, DOTS 1-4
cc	DOTS 2-5
ch	DOTS 1-6
character	DOT 5, DOTS 1-6
child	DOTS 1-6
children	(ch)n

com	DOTS 3-6
con	DOTS 2-5
conceive	(con)cv
conceiving	(con)cvg
could	cd
day	DOT 5, DOTS 1-4-5
dd	DOTS 2-5-6
deceive	dcv
deceiving	dcvg
declare	dcl
declaring	dclg
dis	DOTS 2-5-6
do	d
ea	DOT 2
ed	DOTS 1-2-4-6

either	ei
en	DOTS 2-6
ence	DOTS 5-6, DOTS 1-5
enough	DOTS 2-6
er	DOTS 1-2-4-5-6
ever	DOT 5, DOTS 1-5
every	e
father	DOT 5, DOTS 1-2-4
ff	DOTS 2-3-5
first	f(st)
for	DOTS 1-2-3-4-5-6
friend	fr
from	f
ful	DOTS 5-6, DOTS 1-2-3
gg	DOTS 2-3-5-6

gh	DOTS 1-2-6
go	g
good	gd
great	grt
had	DOTS 4-5-6, DOTS 1-2-5
have	h
here	DOT 5, DOTS 1-2-5
herself	h(er)f
him	hm
himself	hmf
his	DOTS 2-3-6
immediate	imm
in	DOTS 3-5
ing	DOTS 3-4-6
into	DOTS 3-5, DOTS 2-3-5

it	x
its	(x)s
itself	(x)f
ity	DOTS 5-6, DOTS 1-3-4-5-6
just	j
know	DOT 5, DOTS 1-3
knowledge	k
less	DOTS 4-6, DOTS 2-3-4
letter	lr
like	l
little	ll
lord	DOT 5, DOTS 1-2-3
many	DOTS 4-5-6, DOTS 1-3-4
ment	DOTS 5-6, DOTS 3-4-5
more	m

mother	DOT 5, DOTS 1-3-4
much	m(ch)
must	m(st)
myself	myf
name	DOT 5, DOTS 1-3-4-5
necessary	nec
neither	nei
ness	DOTS 5-6, DOTS 2-3-4
not	n
o'clock	o'c
of	DOTS 1-2-3-5-6
one	DOT 5, DOTS 1-3-5
oneself	(one)f
ong	DOTS 5-6, DOTS 1-2-4-5
ou	DOTS 1-2-5-6

ought	DOT 5, DOTS 1-2-5-6
ound	DOTS 3-6, DOTS 1-4-5
ount	DOTS 4-6, DOTS 2-3-4-5
ourselves	(ou)rvs
out	DOTS 1-2-5-6
ow	DOTS 2-4-6
paid	pd
part	DOT 5, DOTS 1-2-3-4
people	p
perceive	p(er)cv
perceiving	p(er)cvg
perhaps	p(er)h
question	DOT 5, DOTS 1-2-3-4-5
quick	qk
quite	q

rather	r
receive	rcv
rejoice	rjc
rejoicing	rjcg
right	DOT 5, DOTS 1-2-3-5
said	sd
sh	DOTS 1-4-6
shall	DOTS 1-4-6
should	(sh)d
sion	DOTS 4-6, DOTS 1-3-4-5
so	s
some	DOT 5, DOTS 2-3-4
spirit	DOTS 4-5-6, DOTS 2-3-4
st	DOTS 3-4
still	DOTS 3-4

such	s(ch)
th	DOTS 1-4-5-6
that	t
the	DOTS 2-3-4 6
their	DOTS 4-5-6, DOTS 2-3-4-6
themselve s	(the)mvs
there	DOT 5, DOTS 2-3-4-6
these	DOTS 4-5, DOTS 2-3-4-6
this	DOTS 1-4-5-6
those	DOTS 4-5, DOTS 1-4-5-6
through	DOT 5, DOTS 1-4-5-6
thysel	(th)yf
time	DOT 5, DOTS 2-3-4-5
tion	DOTS 5-6, DOTS 1-3-4-5
to	DOTS 2-3-5

today	td
together	tgr
tomorrow	tm
tonight	tn
under	DOT 5, DOTS 1-3-6
upon	DOTS 4-5, DOTS 1-3-6
us	u
very	v
was	DOTS 3-5-6
were	DOTS 2-3-5-6
wh	DOTS 1-5-6
where	DOT 5, DOTS 1-5-6
which	DOTS 1-5-6
whose	DOTS 4-5, DOTS 1-5-6
will	w

with	DOTS 2-3-4-5-6
word	DOTS 4-5, DOTS 2-4-5-6
work	DOT 5, DOTS 2-4-5-6
world	DOTS 4-5-6, DOTS 2-4-5-6
would	Wd
you	Y
young	DOT 5, DOTS 1-3-4-5-6
your	yr
yourself	yrf
yourselves	yrvs

Appendix G: Computer Braille Reference

: (Colon)	DOTS 1-5-6
; (SEMI COLON)	DOTS 5-6
((LEFT PARENTHESIS)	DOTS 1-2-3-5-6
) (RIGHT PARENTHESIS)	DOTS 2-3-4-5-6
< (LESS THAN)	DOTS 1-2-6
> (GREATER THAN)	DOTS 3-4-5
{ (LEFT BRACE)	DOTS 2-4-6
} (RIGHT BRACE)	DOTS 1-2-4-5-6
[(LEFT BRACKET)	DOTS 7-2-4-6
] (RIGHT BRACKET)	DOTS 7-1-2-4-5-6
/ (SLASH)	DOTS 3-4

\ (BACKSLASH)	DOTS 7-1-2-5-6
* (ASTERISK OR STAR)	DOTS 1-6
# (NUMBER SIGN)	DOTS 3-4-5-6
\$ (DOLLAR)	DOTS 1-2-4-6
? (QUESTION MARK)	DOTS 1-4-5-6
+ (PLUS)	DOTS 3-4-6
- (HYPHEN, DASH, MINUS)	DOTS 3-6
= (EQUALS)	DOTS 1-2-3-4-5-6
& (AND OR AMPERSAND)	DOTS 1-2-3-4-6
! (EXCLAIM)	DOTS 2-3-4-6
% (PERCENT)	DOTS 1-4-6
' (APOSTROPHE)	DOT 3
" (QUOTE)	DOT 5

, (COMMA)	DOT 6
. (PERIOD)	DOTS 4-6
@ (AT)	DOTS 7-4
_ (UNDERLINE)	DOTS 7-4-5-6
^ (CARET)	DOTS 7-4-5
~ (TILDE)	DOTS 4-5
` (GRAVE ACCENT)	DOT 4

Appendix H: PAC Mate Omni with a Braille Display

Using PAC Mate Omni with a braille display offers tactile access to your PAC Mate Omni. This multi-sensory approach adds an essential dimension to your computer experience as you are able to navigate and read braille with your display. Currently PAC Mate Omni supports the PAC Mate Portable Braille Display and the Freedom Scientific Focus Series Display.

To mute the synthesizer on the PAC Mate Omni QX, press **INSERT+S, M**. This setting is retained when you turn off the PAC Mate Omni.

PAC Mate Portable Braille Display

The PAC Mate Portable Braille display is detachable and USB-driven, allowing you to:

- Use the braille display at your workstation with your desktop PC.
- Use the braille display on the go with your laptop.
- Remove the braille display and carry only the PAC Mate Omni or laptop when you want to travel light.

To attach and detach the Braille Display:

1. Reach for the latch on the underside of the unit with your right finger and pull toward the right side of the unit. This releases a catch allowing the bottom cover piece to be removed.
2. Grasp the middle of the top cover of the PAC Mate Omni Braille Display in the indent just above the braille cells. This will release its top cover and you can pull it off the display.
3. Align the newly exposed portion of the braille display with the opening in the QX400 and push them together until you hear the latch click into place. You now have an integrated braille display unit.

At this point, you may want to configure the Braille Settings dialog box in PAC Mate Omni.

Display settings are quickly accessed with hotkeys and navigation is provided via Whiz Wheels, cursor routing buttons and left and right advance.

Hotkeys

The PAC Mate Omni Braille Display uses fourteen hotkeys to access various braille display options. The fourteen hotkeys are in the top row of buttons and consist of seven buttons on either side of the center mark. To help you locate and distinguish each hotkey there are markers on the display's surface furthest away from you. The buttons to the left of center are numbered from left to right as 1, 2, 3, 4, 5, 6, and 7 and the buttons to the right of center are numbered as 8, 9, 10, 11, 12, 13, and 14. The remaining buttons to the left and right of the hotkeys are the advance buttons.

The PAC Mate Omni Braille Display uses one and two layer command sequences to set braille display options. You must toggle into the second layer with hotkey 12 before and each time you execute a second layer command. While you are working with the display, you can turn on keyboard help (**INSERT+F1, K**) and review the function of each hotkey.

The hotkeys are described in the table below.

Hotkey	First Layer Command	Second Layer Command
1	Turn On Braille Auto Advance Mode (Press any cursor routing button to turn off)	
2		

Hotkey	First Layer Command	Second Layer Command
3	Route Braille Cursor to PC Cursor	
4	Active Follows Braille	
5	Braille Follows Active	Toggle Compressed Spacing (8 - Unlimited Pixels per Space)
6	Show Top of Active Window or Beginning of Structured Line	Route JAWS Cursor to PC Cursor
7	SHIFT TAB	
8	TAB	
9	Show Bottom of Active Window or End of Structured Line	Toggle 6 / 8 Cell Braille
10	Grade 2 (Contracted Braille)	Toggle Line, Structured, and Speech Box Modes
11	Translate Word (Expand grade 2 symbol to edit word)	
12	Toggle between Layers 1 and 2	Display Braille Layer Help

Hotkey	First Layer Command	Second Layer Command
13	Decrease Auto Advance Rate	
14	Increase Auto Advance Rate	

Whiz Wheels

The braille display Whiz Wheels are used to quickly move through files, dialog boxes and menus. In addition, each wheel can be set independently for added functionality.

Files

In text files, the Whiz Wheels are used to move by line, sentence, or paragraph. Pressing down on either Whiz Wheel toggles it between line, sentence, and paragraph or panning mode. Rolling the Whiz Wheel towards you moves you downward, while rolling the Whiz Wheel away from you moves you upward. With panning mode, rolling the Whiz Wheel one "click" towards you pans right one-display length, while rolling the Whiz Wheel one "click" away from you pans left one-display length.

Menus

In menus, roll a Whiz Wheel toward you to move down through the menu or roll it away from you to move up through the menu. Press down on the Whiz Wheel to select a menu item.

Dialog boxes

In dialog boxes, rolling the wheel towards you moves you forward through the controls, while rolling the wheel away from you moves you backwards through the controls. Depending on the control, the Whiz Wheels function differently when pressed.

- For list views, combo boxes, radio buttons, tree views and check box control groups: pressing the Whiz Wheel down puts it in List Mode. In this mode, rolling the Whiz Wheel lets you scroll through the items. To exit List Mode, press down on the Whiz Wheel again.
- For individual check boxes or buttons, pressing the Whiz Wheel down toggles the check box state or activates the button.

Cursor Routing Buttons

The display has cursor routing buttons, which is the row of buttons immediately above each braille cell. Press a cursor routing button to move the cursor to that point or select a link in a web page or e-mail message. To help you locate and route your cursor there are markers at every fifth cell along the display surface nearest you.

Right and Left Advance

The left and right advance allow you to move through your files one display length at a time. To advance left, press any of the buttons to the left of the hotkey area. To advance right, press any of the buttons to the right of the hotkey area.

Focus Series Display

The PAC Mate Omni interfaces with the Focus display through the Focus Braille Display Options dialog box. This dialog box, in addition to the Braille Settings dialog box, lets you configure PAC Mate Omni.

Focus Braille displays have eight braille keys, a **SPACEBAR**, **LEFT** and **RIGHT SHIFT** keys, two advance bars, two programmable function buttons, and cursor routing keys. In addition, it features Whiz Wheels that allow for quick navigation in files, menus, and lists.

The Focus Braille display also has commands that are separated into convenience commands, braille commands, Windows commands and JAWS commands.

Convenience Commands

These commands are the most common functions and are performed right from the braille display. The tables below list the convenience commands available with Focus connected to PAC Mate Omni

PAC Mate Omni and Windows Commands

Description	Braille Sign	Braille Dot Positions
Start Menu	ST Sign	DOTS 3-4
Keyboard Help	TH Sign	DOTS 1-4-5-6
ENTER	ENTER	ENTER
BACKSPACE	DOT 7	DOT 7
the CLOSE button (ESC)	Z	DOTS 1-3-5-6

Navigation Commands

Description	Braille Sign	Braille Dot Positions
TAB	DOTS 4-5	DOTS 4-5
SHIFT+TAB	B	DOTS 1-2
PAGE UP	K	DOTS 1-3
PAGE DOWN	DOTS 4-6	DOTS 4-6

Description	Braille Sign	Braille Dot Positions
HOME	DOT 2	DOT 2
END	DOT 5	DOT 5
Top Of File	L	DOTS 1-2-3
Bottom of File	DOTS 4-5-6	DOTS 4-5-6
Next Document Window (CTRL+TAB)	W	DOTS 2-4-5-6
Braille Next Line	DOT 4	DOT 4
Braille Prior Line	A	DOT 1
Move Left on Current Line	DOT 3	DOT 3
Move Right on Current Line	Capital Sign	DOT 6

Cursor Commands

Description	Braille Sign	Braille Dot Positions
PC Cursor	P	DOTS 1-2-3-4
JAWS Cursor	J	DOTS 2-4-5

Description	Braille Sign	Braille Dot Positions
Route Braille to Active Cursor	R	DOTS 1-2-3-5

Braille Commands

Description	Braille Sign	Braille Dot Positions
Tether Braille to Active	T	DOTS 2-3-4-5
Braille Follows Active	F	DOTS 1-2-4
Toggle Line, Structured, Speech Box Mode	M	DOTS 1-3-4

Braille Commands

These commands change the settings used to format, translate, or present information on your display. Press **SPACEBAR** first, hold it down, and then press the other key or keys that are part of the command. The table below lists the braille commands available with Focus and the PAC Mate Omni

Description	Braille Sign	Braille Dot Positions
Braille Top of Window	L CHORD	DOTS 1-2-3 CHORD
Braille Bottom of Window	DOTS 4-5-6 CHORD	DOTS 4-5-6 CHORD
Adjust Braille Options	B CHORD	DOTS 1-2 CHORD

Description	Braille Sign	Braille Dot Positions
Grade 2 Expand Current Word	T CHORD	DOTS 2-3-4-5 CHORD
Grade 2 Translation	G CHORD	DOTS 1-2-4-5 CHORD
Toggle Marking	M CHORD	DOTS 1-3-4 CHORD
Toggle 8 Pixels per Space	P CHORD	DOTS 1-2-3-4 CHORD
Toggle 8/6 Dot Braille	8 CHORD	DOTS 2-3-6 CHORD
Color Marking Assign	C CHORD	DOTS 1-4 CHORD
Change Cursor Shape	SH Sign CHORD	DOTS 1-4-6 CHORD
Restrict Braille Cursor	R CHORD	DOTS 1-2-3-5 CHORD

Windows Commands

All Windows commands use the **LEFT SHIFT** key as part of the command.

The tables below list all the Windows commands available with Focus and the PAC Mate Omni

Navigation and Editing Commands

Description	Braille Sign	Braille Dot Patterns
ALT+TAB	LEFT SHIFT+DOTS 4-5	LEFT SHIFT+DOTS 4-5
Paste from Clipboard	LEFT SHIFT+V	LEFT SHIFT+DOTS 1-2-3-6
Copy to Clipboard	LEFT SHIFT+C	LEFT SHIFT+DOTS 1-4
Cut to Clipboard	LEFT SHIFT+X	LEFT SHIFT+DOTS 1-3-4-6
Undo	LEFT SHIFT+Z	LEFT SHIFT+DOTS 1-3-5-6
Delete	LEFT SHIFT+D	LEFT SHIFT+DOTS 1-4-5

Selection Commands

Description	Braille Sign	Braille Dot Patterns
Select Next Character	LEFT SHIFT+DOT 6	LEFT SHIFT+DOT 6

Description	Braille Sign	Braille Dot Patterns
Select Prior Character	LEFT SHIFT+DOT 3	LEFT SHIFT+DOT 3
Select Next Line	LEFT SHIFT+DOT 4	LEFT SHIFT+DOT 4
Select Prior Line	LEFT SHIFT+DOT 1	LEFT SHIFT+DOT 1
Select to End of Line	LEFT SHIFT+DOT 5	LEFT SHIFT+DOT 5
Select from Start of Line	LEFT SHIFT+DOT 2	LEFT SHIFT+DOT 2
Select from Top	LEFT SHIFT+L	LEFT SHIFT+DOTS 1- 2-3
Select to Bottom	LEFT SHIFT+DOTS 4- 5-6	LEFT SHIFT+DOTS 4- 5-6
Select Next Screen	LEFT SHIFT+DOTS 4-6	LEFT SHIFT+DOTS 4-6
Select Prior Screen	LEFT SHIFT+K	LEFT SHIFT+DOTS 1-3
Select All	LEFT SHIFT+FOR Sign	LEFT SHIFT+DOTS 1- 2-3-4-5-6

Selecting with the Cursor Routing keys

To select with the cursor routing keys, press and hold down **LEFT SHIFT**, then press the cursor routing key above the text where you wish to begin the selection. Release both keys. Move to where you wish to end the selection, and press **LEFT SHIFT** plus the cursor routing key at that location. Use any navigation commands to move from the begin point to the end point of the text you are selecting, even the Whiz Wheels, but if the window containing the text scrolls, this affects what information is selected.

JAWS Commands

All JAWS commands use the **RIGHT SHIFT** key as part of the command.

The tables below list all the JAWS commands available with Focus and the PAC Mate Omni.

General Commands

Description	Braille Sign	Braille Dot Patterns
Screen Sensitive Help	RIGHT SHIFT+1	RIGHT SHIFT+DOT 2
List System Tray Icons	RIGHT SHIFT+K	RIGHT SHIFT+DOTS 1-3
Refresh Screen	RIGHT SHIFT+Z	RIGHT SHIFT+DOTS 1-3-5-6
Say Font	RIGHT SHIFT+F	RIGHT SHIFT+DOTS 1-2-4

Description	Braille Sign	Braille Dot Patterns
Window Keys Help	RIGHT SHIFT+W	RIGHT SHIFT+DOTS 2-4-5-6
Read Current Window	RIGHT SHIFT+B	RIGHT SHIFT+DOTS 1-2
Default Button in Dialog box	RIGHT SHIFT+E	RIGHT SHIFT+DOTS 1-5
Shut Down JAWS	RIGHT SHIFT+4	RIGHT SHIFT+DOTS 2-5-6

Cursors

Description	Braille Sign	Braille Dot Patterns
Route JAWS to Pc	RIGHT SHIFT+DOTS 3-6	RIGHT SHIFT+DOTS 3-6
Route PC to JAWS	RIGHT SHIFT+ING Sign	RIGHT SHIFT+DOTS 3-4-6

Utilities

Description	Braille Sign	Braille Dot Patterns
Graphics Labeler	RIGHT SHIFT+G	RIGHT SHIFT+DOTS 1-2-4-5
JAWSFind	RIGHT SHIFT+F CHORD	RIGHT SHIFT+DOTS 1-2-4 CHORD
JAWSFind Next	RIGHT SHIFT+DOTS 2-5	RIGHT SHIFT+DOTS 2-5

Whiz Wheels

The Focus Whiz wheels are used to quickly move through files, dialog boxes, lists, and menus. In a file, move by line, sentence, or paragraph. In a dialog box, move between the available controls, and even interact with them. In a menu, move up and down through the menu items.

Advance Bars

The Focus advance bars are used to move forward or back through a file or while in line mode. Press the Left Advance bar to move left on a line or back through a document. Press the Right Advance bar to move right on a line or forward through a document.

Cursor Routing Keys

The Focus displays provide cursor routing keys above each braille cell. Press a cursor routing key to move the cursor to that point, or to select a link in a web page or e-mail message. In line mode, press a cursor routing key to open a menu or select menu items.

Press the Right General Display button with a cursor routing key to simulate a right mouse click at that location.

