

Legend

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| --- | --- |
| **Action** | **Description** |
| Select | Point and click or press enter |
| Navigate | Press first letter, Press space or backspace, press space+ dot 4 or dot 1, d-Pad, point and click |
| Type | enter text |
| Enter | Press dot 8 |
| Backspace | Press dot 7 |
| Return to main menu | Round button on front of Monarch, space+ dots 1,2,3,4,5,6 |

# Orientation And Navigation Activities

## Objectives

1. Locate the zoom keys on the Monarch and understand their purpose.
2. Locate the “action button” and understand the “point and click” gesture.
3. Name at least two ways to navigate through menus.
4. Navigate to the “start-up tutorial” and use this for further practice.

## Word Processor

### Creating a File

1. Navigate to “word Processor-KeyWord” and select.
2. Navigate to “create” and select.
3. Type 2 or 3 sentences such as: My name is . I love learning about Monarch.
4. Navigate to the top of your file.
5. Read it in braille or use Space+ g(dots 1,2,4,5) to have speech read it aloud.

### Saving a File to a USB drive

1. Make sure a USB drive is inserted.
2. From the file you were typing, use Space+ s to begin the process of saving the file.
3. An edit box will open for you to name your file. It is called “new document” by default, but you can type a name such as “test” over this default name.
4. Use space+ D to enter your list of drives.
5. Navigate to the USB drive and select.
6. Navigate to the folder in which you would like to save your document and select.
7. Navigate to the “save” button and select. You could also use backspace+ A to complete this action.

### Opening a File From a USB Drive

1. Navigate to the main menu.
2. Navigate to “Word Processor-Keyword and select.
3. You will most likely be placed exactly where you left off in the last activity, but if not, or for extra practice, follow the rest of the steps.
4. Navigate to “Open” in the KeyWord menu and select. If you are not in the keyword menu, you may need to press the back button on the front of the Monarch to reach it
5. Use Space+ D to select your list of drives.
6. Navigate to the USB drive and select.
7. Navigate to the folder where you saved you document and select.
8. Navigate to the document name and select.
9. Your file will open. If you make any changes, space+ S will save them to the file.
10. Backspace+ S will let you save the changed file under a new name

## File Manager

### Renaming a File

1. Navigate to the main menu.
2. Navigate to “File Manager” and select.
3. Use Space+ D to open the list of drives.
4. Navigate to the USB drive and select.
5. Navigate to the folder which contains your document and select.
6. Navigate to the document you wish to rename, but do not select it.
7. Use Backspace+ R to begin the process of renaming.
8. An edit box containing the current name will appear.
9. Type the new name and press Enter.
10. The name will change, and the document will change position in the alphabetical list of documents.

### Deleting a File

1. Navigate to the main menu.
2. Navigate to “File Manager” and select.
3. Use space+D to open the list of drives.
4. Navigate to the USB drive and select.
5. Navigate to the folder where you saved your document and select.
6. Navigate to the document but do not select it.
7. Use Backspace+ dots 2,3,5,6 to delete the file.
8. You will be asked to confirm the deletion.
9. Navigate to “OK” and select.