

All options listed below can be found by pressing the “Menu” key. (Menu options change depending on the screen you are in)

**S  
E  
T  
U  
P**

Create a student workspace (desktop)	In opening screen, press N. Enter information. Press Enter to move forward. (16 available)
Delete a student workspace (desktop)	In opening screen, highlight the student and press the “Del” key
Edit student information	In student desktop press Ctrl-E
Create a new file or folder	While in the student desktop – press N for a new file or F for a new folder While in a folder – press N to add a new file to that folder
Password protect student desktop	In student desktop, press Ctrl-P
Change or delete a student password	At opening screen, press Ctrl/Alt – P. Enter Master Password (see Op. Guide) Open the student desktop, press Ctrl-P and enter new password. Leave fields blank to delete the password. Press Ctrl/Alt-P to Escape.
Delete a File or Folder	Highlight the file or folder and then press the “Del” key
Adjust LCD contrast	Use a small, regular screwdriver to turn the small orange adjustment screw on back.
Reset the unit	Use a pointer to press the black button (hole in back). Release slowly. Data will not be lost.
Set date	In opening screen, press the Menu key, arrow to Setup, then select Set Clock.

**W  
R  
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G**

Thesaurus	Place cursor on the word and press Thesaurus. Press the Thesaurus key multiple times to view additional word options
Cut, copy and paste text	Select text (press and hold the shift key and use arrows to select text) Copy = Ctrl C      Cut = Ctrl X      Paste = Ctrl V
Change the Self-Editing Checklist	Press Alt-C while in the written file - arrow right or left to see new choices.
Change the default setting for the Good Writing Checklist	At opening screen, press Ctrl/Alt – P. Enter master password (see Op. Guide) Open the student folder, open a file, press Menu/Setup/Select Defaults. Select the new default checklist. Press Esc twice, then Ctrl/Alt-P.
Edit the Self-Editing Checklist	At opening screen, press Ctrl/Alt - P. Select Writing Checklist and press Enter. Edit Writing Checklist, then press Esc. Press Ctrl/Alt-P to return to regular screen.
Dictionary	Place the cursor on the word and press the Dictionary key
Score and word count	Open file and press the Score key
Spell Check	Press Spell Check key to check. Press again to skip. Press Esc once to edit, twice to exit

**O  
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S**

Change font size of text or student desktop	Press Font Size key.
Disable “Helpers” (spell check, thes., WPred.)	Open the student desktop, open a file, press menu, arrow to Setup, scroll down to “Disable Helpers”. to enable, repeat the steps. Default password is “pass”.
Enable Sticky Keys	Press On then immediately hold down Ctrl/Alt - P. Enter master password (see Op. Guide) Press Menu, select Setup, press Enter. Arrow to “Sticky Shift Keys” and select “Yes”.
Disable Auto-Repeat	Open a file and press Alt –R. (toggles on and off)
Send text only to the computer	Press Ctrl - send
Turn Word Pred. Learn feature off	Open file and press Menu/Predict/Prediction Setup. Arrow to “Collect New Words”. Select NO
Hear word prediction options	Open a file, press Menu, word predict
Type numbers while in word pred. mode	Hold down the Alt key while pressing numbers

**C  
F**

Save a file to a Compact Flash Card	Insert a CF card into the Fusion. Open your desktop, highlight the file and press Alt – Send.
Load a file from a Compact Flash Card	Insert a CF card with a .txt file into the CF slot on Fusion. Open your desktop and press the menu key. Select “Load File from CF” and press Enter. Select file then press Enter.

**S  
P  
E  
E  
C  
H**

To hear text read- back	Move the cursor to the beginning of where you want it to speak from, then press the Speak key.
To stop the read-back	Press the Space Bar or Esc.
Adjust read-back speed	From the student desktop - press Option and Speak key. Use arrow to select speed.
Spell then speak the word	Place the cursor on the word then press Alt-Speak.
Automatically read-back sentence	While in the file press Alt-S to toggle On or Off.
Automatically read-back each word	While in the file press Alt-W to toggle On or Off.
To hear all file names, menus and messages	At opening screen, press Ctrl/Alt – P. Enter master password (see Op. Guide) Open the student folder, press Menu/Setup/Menu Readback.
Adjust the volume	Tap the F3 or F4 (Vol down or Vol up key)