**SMART Brailler – Saving and Naming Files**

**Save file on the internal drive:**

1. Press the main menu button (the small green button on the upper left of the navigation buttons)

2. Scroll down by using the ‘down’ navigation button to ‘File’

3. Select ‘File’

4. Select ‘Internal Files’

5. Select ‘Save File’

**Save to a USB drive:**

1. Insert the USB into the USB port on the right side of the display

2. Press the main menu button (the small green button on the upper left of the navigation buttons)

3. Scroll down by using the ‘down’ navigation button to ‘File’

4. Select ‘File’

5. Select ‘USB Files’

6. Select ‘Save File’

**When to save a file:**

After you braille the document (i.e. if you braille a sentence, save the document, and then braille another sentence, you will need to save the document again, so that you have the most up to date version saved).

**Naming a file:**

Braille the first line of the document what you want to save the file as (files automatically save as the first 28 print characters). Ex: Assignment by Jane Doe, or Homework Sept. 15.

If you do not want the file name to be on the embossed braille document, you can braille the first line before inserting the paper or insert another piece of paper, write the desired file name, then remove that paper and insert the paper for the actual document.

If you add to the current file but wish to save it under a different name, select File/Internal Files/Save New or File/USB Files/Save New menu. The brailler saves the updated file with a name composed of the first line (maximum 28 characters of text) followed by the number 1 in parentheses (1). The number in parentheses is increased by 1 in the name of each subsequent selection of Save New, for example, Bobby(1), Bobby(2), Bobby(3). To start a new blank file, select New File from the File Menu.

**Opening the saved .txt file:**

How to Open a Text File:

1. Open word processing application, such as Microsoft Word.
2. Choose the "Open" option from the “File” menu. The "Open" dialog box appears.
3. Choose "Text Files(\*.txt)" from the "Files of Type" dropdown.
4. Navigate through the folders. (To open a folder, double-click it.) When you find your file, double-click it. The text appears in the document display window.

How to Convert TXT Documents to Word Documents:

1. Open Microsoft Word (any version).
2. Click on the File menu or the Microsoft Word icon in the upper left corner of the screen.
3. Choose the "Open" option.
4. Select the TXT file you wish to convert by typing in its location under "File Name" and pressing "Open."
5. Go to the Microsoft Word icon or the File menu and choose the "Save As" option.
6. Type in a new file name for the document.
7. Verify that the file extension says ".doc" or ".docx" to save the file as a Word document; click on "Save" as to convert your TXT document to a Word document.

Note: you can use the Smart Brailler to append additional brailled lines to a file by saving the file back as a Text (\*.txt) file and opening or copying it from a USB drive inserted into the Smart Brailler.