

Fusion – Getting Started

The Fusion is a portable word processing device, made by The Writer Learning Systems.

There is a handy reference to basic functions printed on the back of the device:



Let's Start

- Simply **press the ON key** and follow the screen prompts. Fusion utilizes an easy to use Student User organizational system. Press **Enter** to move forward, **Esc** to go back to a previous screen.

Sending files to a computer

- A Fusion infrared receiver must be installed on the receiving computer for files to be transmitted. Simply **plug the infrared receiver** into the computer USP port, open a word processing document on the computer, open the file you'd like sent on the Fusion, point the Fusion at the receiver and press the Send key.

Password Protection

- Each Student User desktop can be password protected. Open to the student desktop, **press the Menu key, go to 'Setup'**

Batteries

- Fusion is powered by a factory installed NIMH battery pack. Recharge only through Fusion AC Recharger/Adapter.

Text to Speech

- For text to speech capabilities your Fusion must be equipped with the **ITS module**. Headset or external speakers required (3.5 mm)

Keyboard Instruction

- Fusion keyboard instruction requires proper homerow hand position.

- Warning – Correct posture and hand placement are important health concerns. Improper or prolonged keyboard use may result in injury. See User's Guide for detailed information.

Menu

- Press the Menu key to see program Options. Available options depend on the screen that is open.

There is also an Operation Guide

- available in electronic format from <http://www.writerlearning.com/support.php>
- this guide gives detailed information on the operation of the device
- a handy one-page **Fusion Operation Hot Sheet** is also available from this webpage

More Tips

File Management

- You can set up folders for your student(s) to work in
 - After turning the device on, press **N** for New Student
 - Type in the name of student, name of teacher, press Enter to proceed
 - There are two ways to select files
 - You will notice a F1 (or F2, F3...) in front of the student's name, you can navigate to the student's files using that key on the computer
 - You can use the arrow keys to move through choices of folders and files, then press Enter to select
- Once within student folder, you can press N to create a new file (document)
- Once within the student folder you can also create other folders to organize documents, e.g. subject headings, homework, etc.
- To delete a file or folder
 - Navigate to that file or folder, press the Del button
 - When prompted with a Warning! Screen, press Y for Yes
 - **Important** – there is no way to retrieve deleted files with this device. Please make sure you want to delete before doing this

Text-to-Speech

- Highlights text as it is read
- Speed and volume control
 - To change the volume, hold the **Option** key down while pressing the F2 or F3 buttons
 - To change the speed of speech, go to the Student's folder, then press **Menu > Setup > Setup Speech Module**, then using the arrow keys to choose between Slower/Normal/Faster/Fastest. Press the **Enter** key to select
 - To control when the device speaks, press the Menu button while in a document and go to **Speech**. Reading options toggle on and off using the **arrow keys** and the **Enter** key

- Reads back spell check, thesaurus and word prediction options

Sending Documents to a Computer

- Documents from the Fusion can be easily and quickly sent to a word processing program on a computer where they can be edited further (e.g. add pictures, tables, use more complex spell checks, thesaurus & dictionary options, etc.), and where they can be printed.
- Get your computer ready:
 - Turn it on.
 - Plug the Infrared receiver into a USB port and point it toward the Fusion.
 - Open a word processing document on the computer that will receive the text
 - Choose a program that will print from that computer.
- Get the Fusion ready:
 - Open the document you wish to print.
 - Push the **Send** button.
- The text from the Fusion will download directly into the word processing document.
- The document will automatically insert the student's name, teacher's name, date, and title of the document.
- If a Writing Checklist is selected, that checklist will print out after the text. See 'Writing Checklists', below.

Word Prediction

- Word prediction is designed to assist students with spelling and to decrease the number of keystrokes needed to complete writing, one word at a time.
- To turn word prediction on:
 - Open a document.
 - Press the Word Prediction button.
- The top portion of the screen remains the same, a portion at the bottom of the screen will provide word choices depending on letter keys selected.
- Word prediction options can be set by pressing the **Menu** key while within the document, then using arrow keys to navigate to **Predict > Prediction Setup**. There are options provided such as dictionary size, number of words shown and use of speech feedback
 - Note – if you decide to have speech feedback of predictions, the student can hear each choice spoken by pressing its corresponding number. If he/she wishes to select a word, he/she presses that same number a second time.
- To turn off Word Prediction, press **ESC**.

Keyboarding Program – 'Perfect Form'

The Fusion comes with a built-in keyboarding instruction program.

- Within the Student's folder it will appear as in the document listing, **Perfect Form**.
- The beginning of the program details posture and ergonomic considerations, it's a good idea to go through this with your students and reinforce it during use of the Fusion.
- The Fusion will automatically go to the level the student last worked in.
- Options and settings for Perfect Form can be found by pressing the **Menu** key while the program is open. Options include changing font, show/hide timers, selecting levels.
- To quit the program, press **ESC**.

Word Lists

Teachers and students have the option of including a word list for a document while using the Fusion. To activate a word list:

- Open a document.
- Hold the Option key down while pressing the F7 button ('Split Screen').
- A window will pop up to prompt you to type in a word for the word list.
 - Examples of use might be – key vocabulary for topic, ideas for writing, reminders for writing, difficulty words to spell.
- After typing in a word for the word list, press Enter. Type the next words, as prompted. When finished adding words, press the **ESC** button.
- The words will appear in a list on the left of the screen with check marks. As the student uses the words in his document the words are automatically checked off in the word list.
- To hide the word list, press the ESC key.
- To add words to your list, first move the cursor into the list side of the screen (Option-F7) then press the **Ins** key.
- Words can be added to the dictionary and topic specific vocabulary can be set up in a customized setup. See the Fusions Operation Guide for instructions for these options.

Writing Checklists

The Fusion comes with the option of printing out Writing Checklists with documents. These are designed to remind the student to check their work for things like punctuation, spelling, word usage, etc. If selected, the checklist would appear at the bottom of each printed document

- There are nine pre-made checklists available, including Good Writing (default), Perfect Paragraph, Multi-Paragraph, Response to Literature...
- To select one of these checklists or to disable this feature, while within a document, press the **Menu** key. Go to **Setup > Select Writing Checklist**. Use **arrow keys** to make selection (Use <NONE> to disable) and use the **Enter** key to select.

Here's an example:

Good Writing Checklist

- ___ I capitalized words correctly.
- ___ I used correct punctuation (end marks, commas, quotation marks).
- ___ I used the Spell Checker to check my spelling.
- ___ I used exact and interesting language.
- ___ I checked my writing carefully for sentence fragments and run-ons.
- ___ I read my writing carefully and looked for ways to make it better.

- Customized checklists can be made and stored, see the Fusions Operation Guide for instructions for this option.

Writing Prompts

There are some built-in '**story starters**' or **writing topic ideas** in each student's folder, called **Writing Prompts**. These might be a good way to introduce a student to the device, or stay as a bank of ideas for when a student is stumped for a writing idea.

- There are 40 writing ideas that students can choose from.
- Customized checklists can be made and stored, see the Fusions Operation Guide for instructions for this option.

Other Features

- To use the functions in blue type under the function keys (**F1, F2, F3...**), hold the **Option** key down when pressing that key, e.g.
 - Holding the **Option** key down while pressing the **F1** key will activate the back light for the display
 - Holding the **Option** key down while pressing the **F2** key will bring up a screen to let you know how much battery power is left
 - **F3 & F4** will allow you to **increase and decrease** the volume
 - **F7** will bring up the **Split Screen** – which allows you to input word lists
 - **F8** will bring up a **dictionary feature** – put cursor on the word to look up within your text, press Option and F8 and a definition will appear. If a definition does not appear, the word is not in the dictionary on this device
- To change text size go to the Student's folder, then press **Menu > Setup > Change**

Font Size

- The changes will be saved for this student when you change it.

Frequently Asked Questions

How long does it take to recharge the Fusion?

- When you use the Fusion for the first time, it will be necessary to recharge the battery for 24 hours
- After that point, how long it needs to be recharged depends on how much it has been used.
- To be sure that you have maximum battery life, it is best to develop a routine for recharging. The charge should hold for constant use through a school day. If it is used intermittently throughout a day, its battery life will be longer.
- Tip – if possible, make the student responsible for the recharging routine for his/her device. Set up a place and time for recharging, problem solve together how often and how long recharging is required, then monitor for completion.
- Note – The Fusion will turn itself off automatically when it's not being used – from the moment it is turned on, it will turn off within one minute if it is not used. Once it is within a file or document it will turn off after 4 minutes of no key being pressed. This is a built-in feature to save battery power.
 - One of the great features of this device is that it is 'instant on' to get back into the folders and files.
 - Another great feature is that the device automatically saves all changes before it turns off.
 - However, if you are finding that the time of 4 minutes is too short a time for this automatic shutoff, there is a way to make that time longer, Customized checklists can be made and stored, see the Fusions Operation Guide for instructions for this option.

Why isn't text downloading properly to my computer from the Fusion using the infrared receiver?

- Make sure you have a word processing document open on your computer to receive text from the Fusion.
- Make sure the infrared receiver is pointed directly at the Fusion.
- Try turning off the overhead lights in the room you are working in while you transmit text. Sometimes fluorescent lights interfere with transmission. They don't interfere with using the device to write.