

# Backing Up Files on BrailleNote Touch and Restoring Files and Apps to BrailleNote Touch Plus

## Backing up Files from the BrailleNote Touch:

To back up the personal files you created on your BrailleNote Touch, you will need an **SD card** or **USB flash drive**. Insert the SD card or USB flash drive into your BrailleNote Touch and follow the steps below.

**Note:** Only copy personal files and folders that you have created on your BrailleNote Touch. Do not copy any of the Operating System folders. The only folders which should contain personal data that are safe to copy are any folders you created, the Documents folder, and the DCIM folder. **DO NOT** attempt to copy any folders containing app-specific content such as books associated with a particular app as these may not restore correctly on the BrailleNote Touch Plus. You will need to download your content again through the app, once the app has been installed on your Touch Plus. Your e-mail, contacts, calendar, and apps are all linked to your Google account, and will automatically synchronize when you add your Google account to your BrailleNote Touch Plus.

1. From the Main Menu, navigate to KeyFiles by **pressing F**.
2. Press **SPACE with D** to access your list of drives, and navigate to “Storage” using the **NEXT THUMB KEY**.
3. If you want to copy entire folders, including their subfolders, navigate to the name of the first folder to be copied, either by typing the first letter of the folder name until you reach the desired folder, or by using the **PREVIOUS** and **NEXT THUMB KEYS** to move back and forward through the list. When you reach the first folder to be copied, press **BACKSPACE with L** to mark the folder, then continue navigating to each folder you want to copy and press **BACKSPACE with L** to mark them.

**Note:** If you only want to copy files in a particular folder but do not want to copy the entire folder, open the folder by pressing **ENTER** on the folder name, then navigate to and mark each file by pressing **BACKSPACE with L**.

**Note:** If you do not want to copy a folder, but simply want to select all of the subfolders and files within a particular folder, open that folder, and press **ENTER with dots 1-2-3-4-5-6** to mark all files and subfolders contained in that folder.

4. Once you have marked the files or folders you want to copy press **BACKSPACE with Y**, and you should receive the message “copied”.
5. Press **SPACE with D** to return to your list of drives, and navigate to either “SD Card” or “USB” using the **NEXT THUMB KEY**, based on whether you inserted an SD card or USB flash drive to save your backup, and **press ENTER**.
6. If you simply want to paste all of the marked files or folders in the root of the SD card or USB flash drive, press **BACKSPACE with V**, and the files and folders will be saved to your SD card or USB flash drive. If you want to paste the marked files into a particular folder on the SD card or USB flash drive, navigate to the folder you want to save the files

to and press **ENTER** to open the folder, then press **BACKSPACE with V** to paste the files.

7. Confirm that all of the files and folders that should be included in your back up are now on your SD card or USB flash drive.
8. Eject the SD card or USB flash drive by pressing **ENTER with E**. then navigate to “External SD” if you are using an SD card or “USB Storage” if you are using a USB flash drive, then **press ENTER**. Wait for the confirmation that it is safe to remove the external SD card or USB storage before removing the SD card or USB flash drive from your BrailleNote Touch.

**Note:** All file functions such as mark, copy, and paste, can also be accessed through the Context Menu, by either pressing and releasing the **CONTEXT MENU KEY**, which is the square button on the front of the BrailleNote Touch, immediately to the right of the HOME BUTTON, or by **pressing SPACE with M** to open the Context Menu.

### Restoring Files to the BrailleNote Touch Plus:

To restore the files and folders from your original BrailleNote Touch backup to your BrailleNote Touch Plus, insert the SD card or USB flash drive containing your backup and follow the steps below.

1. From the Main Menu, navigate to KeyFiles by **pressing F**.
2. Press **SPACE with D** to access your list of drives, and navigate to either “SD Card” or “USB” using the **NEXT THUMB KEY**, based on whether you inserted an SD card or USB flash drive containing your backup, and **press ENTER**.
3. If you want to copy entire folders, including their subfolders, navigate to the name of the first folder to be copied, either by typing the first letter of the folder name until you reach the desired folder, or by using the **PREVIOUS** and **NEXT THUMB KEYS** to move back and forward through the list. When you reach the first folder to be copied, press **BACKSPACE with L** to mark the folder, then continue navigating to each folder you want to copy and press **BACKSPACE with L** to mark them.

If you only want to copy files in a particular folder but do not want to copy the entire folder, open the folder by pressing **ENTER** on the folder name, then navigate to and mark each file by pressing **BACKSPACE with L**.

**Note** that if you do not want to copy a folder, but simply want to select all of the subfolders and files within a particular folder, open that folder, and press **ENTER with dots 1-2-3-4-5-6** to mark all files and subfolders contained in that folder.

4. Once you have marked the files or folders you want to copy press **BACKSPACE with Y**, and you should receive the message “copied”.
5. Press **SPACE with D** to return to your list of drives, and navigate to “Storage” using the **NEXT THUMB KEY**.
6. If you are pasting folders that were in the root of the Storage drive on your previous BrailleNote Touch, press **BACKSPACE with V** to paste the folders. If you want to paste the files into a particular folder such as “Documents”, navigate to the folder you

want to paste the files to and press **ENTER** to open the folder, then press **BACKSPACE with V** to paste the files.

7. Eject the SD card or USB flash drive by pressing **ENTER with E**, then navigate to “External SD” if you are using an SD card or “USB Storage” if you are using a USB flash drive, then press **ENTER**. Wait for the confirmation that it is safe to remove the external SD card or USB storage before removing the SD card or USB flash drive from your BrailleNote Touch.

**Note:** All file functions such as mark, copy, and paste, can also be accessed through the Context Menu, by either pressing and holding the **RECENT APPS KEY**, which is the square button on the front of the BrailleNote Touch Plus, immediately to the right of the HOME BUTTON, or by pressing **SPACE with M** to open the Context Menu.

### Restoring Apps on the BrailleNote Touch Plus:

You can restore apps that were downloaded using your Google account on your previous BrailleNote Touch, which means that you will not have to purchase any apps again that you have previously purchased through your Google account. Important: You must sign into the same Google account on your Touch Plus that you were previously using on your original BrailleNote Touch in order to have access to the apps that you downloaded from the Play Store. To install the apps after signing into your Google account, follow the steps below.

1. From the Main Menu, **press P** until you reach “Play Store”, and press **ENTER**.
2. Navigate to the “Show navigation drawer” button using the **PREVIOUS THUMB KEY** and **press ENTER**.
3. Navigate to “My apps and games” using the **NEXT THUMB KEY**, and press **ENTER**.
4. Navigate to “Library” using the **NEXT THUMB KEY**, and press **ENTER**.
5. Navigate using the **NEXT THUMB KEY**, and you will be prompted “Not on this device”. As you continue to navigate using your **NEXT THUMB KEY**, you will go through the list of apps that were previously downloaded using your Google account. As you navigate past the name of each app, there will be a field indicating that the app is not installed, followed by an “Install” button. Press **ENTER** on the “Install” button, and the app will be installed. Note that you will need to install each app individually by pressing **ENTER** on the “Install” button associated with each app that you wish to install for use on your BrailleNote Touch Plus.