



Juno Tips and Tricks: File Manager



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Learning Objectives

The participant will:

- Discover how to name files.
- Examine supported file types.
- Analyze storing files, importing and exporting files using a USB-C flash drive, deleting files, and copying Juno files onto the computer and from the computer to Juno using the USB cable.



Challenges

- Recognizing what your file is named after saving.
- Determining what folder to put specific file types.
- Locating files in the file manager.
- How to best manage your files by naming, editing and deleting files.
- Knowing how much storage is available.
- Transferring files using a USB-C flash drive vs. the USB cable.



Captured Files

- After capturing and saving an image it is stored in Juno's files.
- Access and manage Juno's files from the **File Manager** screen.
- Tap the **Restore** button
- Tap the **Main Menu** button
- Tap the **File Manager** button



File Manager

- Juno's file manager enables you to view, store, delete, import, and export files. You can also add or re-record a file's audio tag.
- When you tap the **File Manager** icon, the **Files** screen lists the files saved on Juno. Files are sorted by the date captured.
- Icons represent file types. For files containing images, a small segment of the first image in a file is displayed. The system file name, displayed shows the file type, and first few words for the file, this cannot be changed from the device. Use an audio tag to name your files on Juno.
- Tap a file's icon to view more information about it or listen to its audio tag.



Audio Tags

- You can record a name for the file, during the saving process, tap **Yes** to record an audio tag to that file. If you tap **No** and do not record a name, Juno gives the file a default name. It may be difficult to keep track of your files if you do not name them.
- On the **Audio Tag** screen, tap the **Record** button.
- Say the file name and tap the **Stop** button. If you want to listen to the name you recorded, tap the **Play** button.
- To re-record an audio tag, go to File Manager, tap on the file, and press the Record button.



File Types

- Juno supports the following file types: JPEG, PNG, BMP, WEBP, TXT, RTF, PDF, and DOCX.
- Files that comprise a book are displayed as a VCB (Vispero Compressed Book) file.
- File names can be changed and saved from the computer and displayed in Juno's File Manager.
- Place TXT, RTF, PDF, and DOCX files in the **Documents** folder.
- Place BMP, JPEG, PNG, and WebP files in the **Images** folder.
- **Note:** If the files are not copied to the correct folder, then they will not display on Juno's **Files** screen.



Poll Question #1

What types of files can be opened on Juno?

- PDF
- DOCX
- JPEG
- TXT
- RTF
- All of the Above



Opening Files

- Tap the **File Manager** icon to display the **Files** screen.
- Tap the icon of the file you want to view. The beginning of the file is displayed with its name at the top of the **File Information** screen. Open the file to change the magnification level or color mode of the saved image.

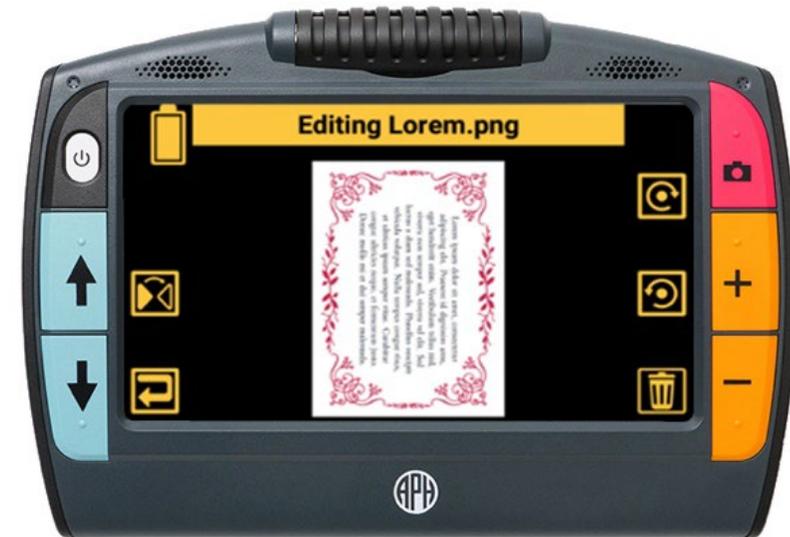
Choose from the following actions:

- Export file 
- Return to previous 
- Record audio tag 
- Open file 
- Edit file 



Editing Files

- You can change a file by viewing it, then tapping the **Edit** button . On the **Editing** screen, you have four buttons for images (BMP, JPEG, PNG, and WebP files):
- Mirror the image
- Rotate the image clockwise 90 degrees
- Rotate image counterclockwise 90 degrees
- Delete the file after confirming by tapping **Yes**. For documents (TXT, RTF, PDF, and DOCX files), only the **Delete** button is available.



Storing Files

You can save up to 600 images (approximately 5 GB). Storage is reduced when additional languages are used for OCR and speech. Keep an eye on the amount of storage available to avoid running out of space—

To help you manage device storage, review the **Juno Storage** screen.

- Tap the **Restore** button to display the button bars, then tap the **Main Menu** button .
- Tap the **Settings** icon to display the **Settings** menu.
- Tap the **User Settings** icon to display the **User Settings** menu.
- Tap the **Storage** icon to display the **Juno Storage** screen. The top line shows the storage that is available. Try to keep more than 1 MB of available storage.



Deleting Files

- If Juno's memory is full, then an error message will display when you attempt to capture an image. You must delete some files before saving new ones.
- If you want to back up the files before you delete them, Copy Juno Files Onto a Computer.
- You can either delete one file at a time or all of them at once. You cannot delete an open file.
- Tap the **Delete** button in the bottom right corner. After you confirm the deletion, the selected file is removed and the updated list of files is displayed.
- Delete ALL files go to **User Settings**
- Tap the **Storage** icon to display the **Juno Storage** screen.
- Tap the **DELETE ALL** button at the bottom of the screen.
- In the **Delete All Data?** screen, tap **Yes** to confirm deletion of all files on the device.



Poll Question #2

Have you transferred files onto or off the Juno using a USB-C flash drive or included USB-C cable?

- Yes
- No
- I didn't know that Juno had the capacity to transfer files



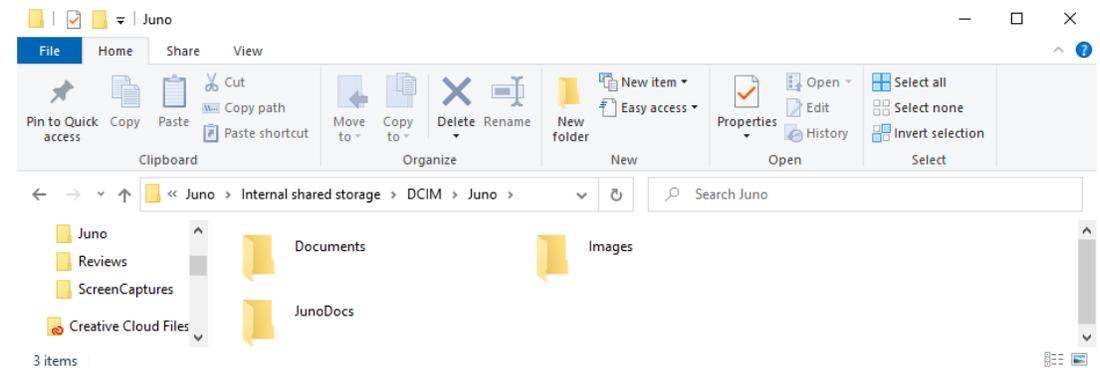
Copying Files from a Computer onto Juno

Attach the USB cable to Juno and your computer.

Open File Explorer and copy the files you want to place on Juno.

Juno is shown as a media device in File Explorer. Go to **Juno/Internal Shared Storage/DCIM/Juno/** and paste the copied files into the proper folder

- The **JunoDoc** folder contains VCB (multipage book) files. The files that comprise the VCB are also in the **Documents** and **Images** folders. You can back up these Vispero compressed book files on a computer, but no PC or web applications read this file type. However, this is an easy method for transferring books between Juno devices.



Poll Question #3

How is Juno displayed on the computer when plugged in using the included USB-C cable?

- Documents
- Desktop
- Downloads
- File Explorer DCMI





Demonstration #1

Import/Export Files Using a USB-C Flash Drive

- The **Transfer** button, used to import and export files, is not displayed until you insert a USB-C flash drive.



Using a USB-C flash drive

- Copy the files you want to import onto Juno on a USB-C flash drive.
- Plug the USB-C flash drive into Juno's USB port.
- From File Manager Tap the **Import/Export** button in the lower right corner. The **Select Transfer Mode** screen is displayed
- Tap the **Import** button . The **Import From** screen displays.
- Select a drive. The **Import From** screen is displayed.
- Select the folder that holds the files that you want to import, then tap the **Next** button . A confirmation message is displayed.
- Tap **Yes**. The files in the folder are imported and available from the **Files** screen.





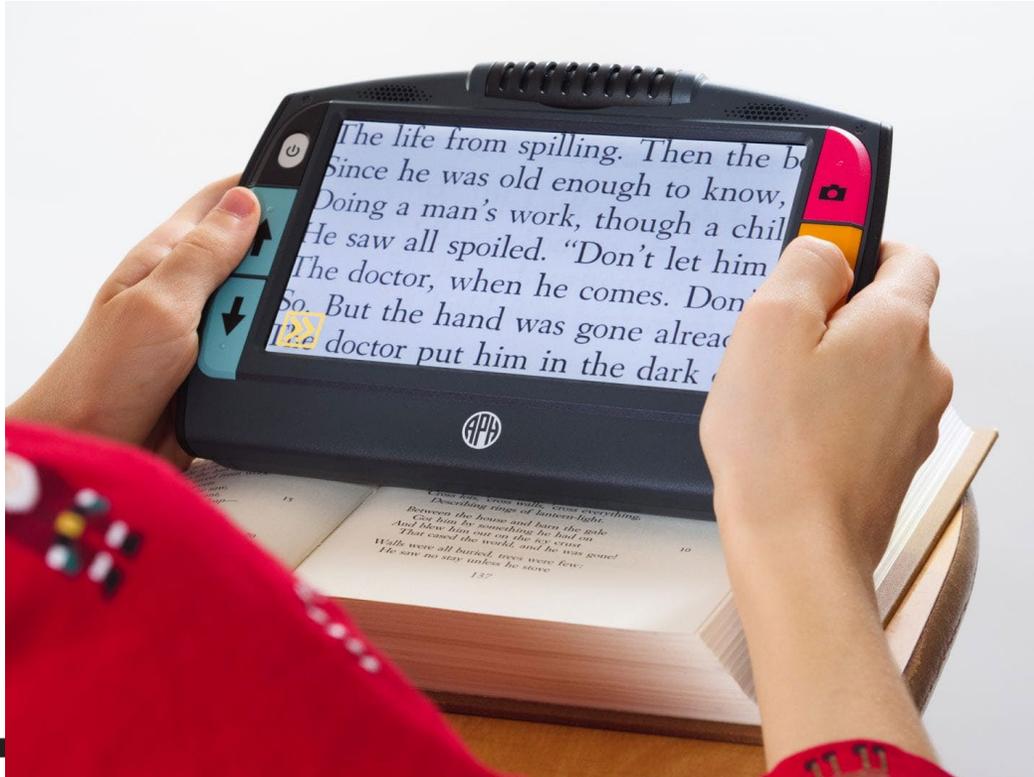
Demonstration #2

Discoveries

- You can rename a file to make it easier to find.
- Use Audio Tags to quickly find a saved file.
- Up to 600 images can be saved on the Juno at a time.
- Files can be transferred between a computer and the Juno using the included USB-C Cable or a USB Flash Drive.



Juno Pricing



- Quota Price: \$1,177.00
- Non-Quota Price: \$1,392.00

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Juno Tips and Tricks: The Final Chapter

December 15, 2022

3:00-4:30 p.m.

