

Transcribing with Duxbury 10.7

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Duxbury Braille Translator (DBT) 10.7

Publisher:

Duxbury Systems, Inc.
270 Littleton Road
Westford, MA 01886-3523
United States
Tel: 978-692-3000
Fax: 978-692-7912
Web site <http://www.DuxburySystems.com/>
E-mail support: support@duxsys.com
E-mail Groups (DuxUser and DuxNews): www.freelists.org

Retail Cost:

Single license \$595.00

System Requirements:

- 25 Mb available hard drive space; Microsoft Windows version 98, ME, NT, 2000, XP, and Vista

What's New in 10.7

- Direct imports of math in Word documents with MathType 5 or 6 installed
- Updated BANA translation
- Updated BAUK translation
- Updated UEB (Unified English Braille) Translation
- NEW Pharma EBU/EC translation and template - EBU Pharma
- NEW Esperanto translation and template.
- Updated French translation
- Support added for Enabling Technologies new Romeo Pro 50LE

Features:

- Built-in interline printing (see sample above) to have ink-braille and print together. This makes an easy proofing and teaching tool. Great for the braille-impaired too!
- Math/Science Code and Computer Braille translation for American, British, and French Braille.
- Intermediate levels (between grade 1 and 2) for American and British braille
- The ability to include tactile graphics files for mixed text-and-graphic documents

- Imports from popular word processors including Microsoft Word and WordPerfect, HTML, ICADD, DAISY/NISO/NIMAS, formatted and plain ASCII, earlier braille editors such as EDGAR and Polkadot, Duxbury's own historical file formats, and more.
- The current translation table menu includes dozens of major languages plus variations, including grade 2 support for most jurisdictions where grade 2 is customarily used. Moreover, DBT allows languages other than the principal language to be embedded in the same file and treated as appropriate for the context. (Contact us if you have questions about a specific language.) Now braille for foreign-language texts and language teaching texts is a snap.
- Bidirectional (print-to-braille and braille-to-print) translation
- American textbook layout according to Braille Authority of North America (BANA) standards, and likewise the Braille Authority of the United Kingdom (BAUK) customs for the same purpose
- Accurate presentation of both print or braille in either WYSIWYG (what-you-see-is-what-you-get) or coded (how-you-get-what-you-want) views in the word-processing screen, with easy switching between views
- A "translated line" showing the "other" form in either print or braille files
- Six-key chording for braille and print entry, not timing-based, compatible with most keyboards
- Help screens throughout the program
- Documentation in print, braille & electronic formats
- Over 100 formatting & translation codes for a high level of flexibility
- A library of user-configurable styles
- A user-extendable template library for even more flexibility
- A spell-checker with 300,000-word dictionary
- A "Quick Find Misspelling" feature for increased speed and ease of use
- Embossing to all major braille printers; the first page may be a "banner" for job identification by personnel who don't read braille
- The Duxbury Braille Font for viewing braille dots within other programs
- Choice of single-user, site & other licenses
- The ability to process files as large as the operating system allows
- The ability to have multiple files open simultaneously
- Unlimited technical support by telephone, email, fax, etc.
- An Internet user forum to communicate with other Duxbury users
- All backed by a 90-day satisfaction guarantee!

Important Note about Updating to 10.7

The downloadable updates are for the convenience of licensees whose original purchase or last paid update occurred within one year prior to the update release. (We apply a "baker's dozen" principle here, actually extending back to the first of the month PRIOR to the release. Also, for various reasons we sometimes extend the year, in which case an "eligibility date" will be listed with the particular update.) For example, for a release that takes place in October 2008, people who paid for an original license or update from September 1, 2007 onward would be eligible for free download.

If you have any questions about your eligibility please contact us by email at info@duxsys.com or otherwise as listed in Duxbury Contact Info, providing your license

(serial) number. The license [serial] number is displayed in the "About" dialog box under the Help, File or System menu; it is also printed on the first distribution disk (for older versions of DBT WIN) and on the original invoice if purchased directly from us.)

Paid updates, that is those after the one-year window, should be ordered through your dealer or directly with us.

If you have DBT WIN 10.5 or 10.6, then please open DBT WIN, go to HELP, then click on Check for Updates. This will inform you if you are eligible for a free downloadable upgrade to DBT 10.7, and result in a smoother experience for you.

Braille Basics

You will find knowing at least a little bit of Braille helpful when you are transcribing Duxbury.

All Braille signs are based on six dots, two columns of three dots each. These six dots make all the letters, numbers, and punctuation required for a written language.

Different languages use the same dots in different configurations to make their written language. Most languages have their specific Braille equivalent, used to transcribe books into those languages.

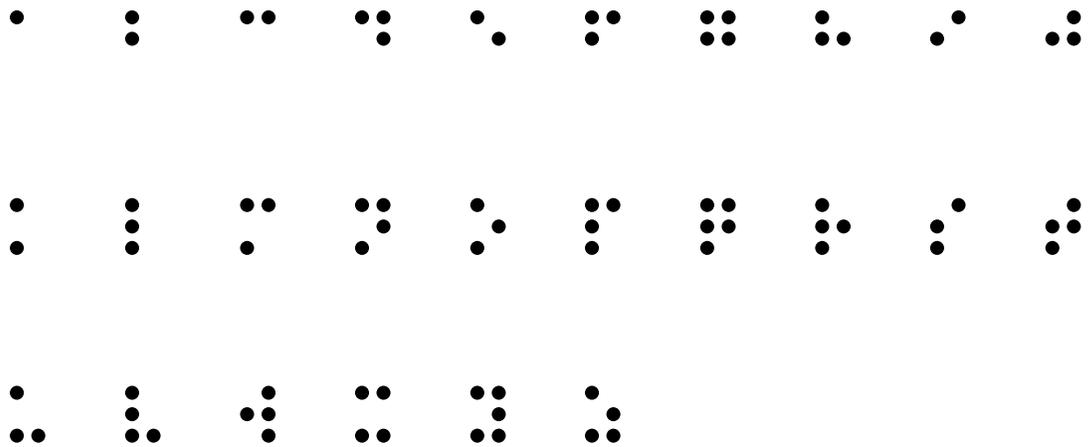
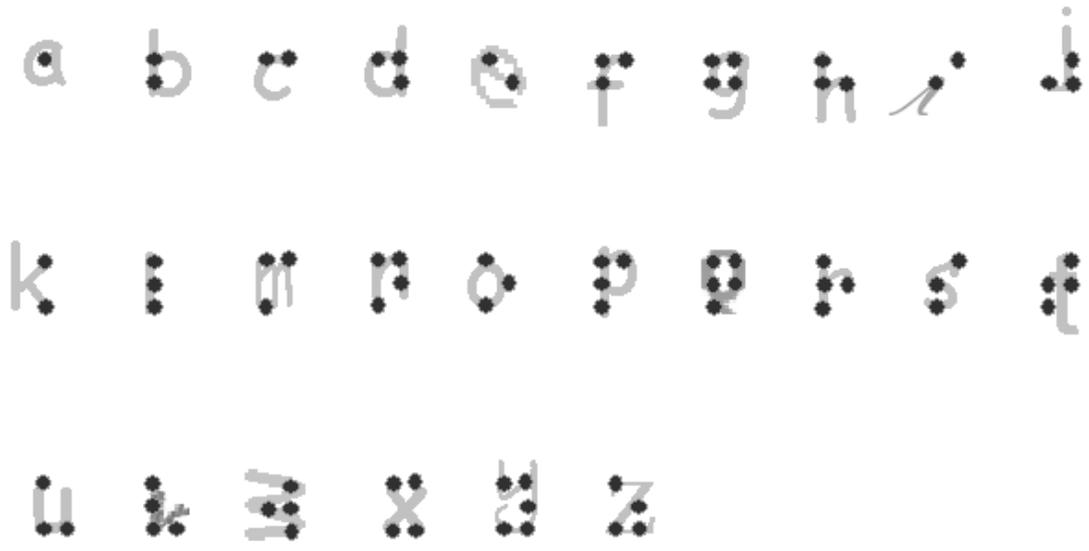
The Braille alphabet used in English is shown below.

Braille Alphabet

a	b	c	d	e	f	g	h	i	j
⠁	⠃	⠉	⠇	⠑	⠋	⠎	⠈	⠊	⠗
k	l	m	n	o	p	q	r	s	t
⠅	⠇	⠍	⠏	⠕	⠏	⠑	⠒	⠎	⠞
u	v	x	y	z		w			
⠥	⠦	⠭	⠮	⠵		⠡			

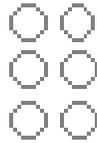
(Row 1: 475, 860, 956, 121; Row 2: 583, 754, 123, 289; Row 3: 231, 610, 709, 373)

Connecting the Dots



Braille Number Fill-in

Number the dots.



Fill In the Dots

#		1		2	
3		4		5	
6		7		8	
9		0			

Braille Numbers

The Braille numbers are based on the first ten letters of the Braille alphabet, preceded by the Braille number sign.

1	=	a	=	⠠⠠⠠
2	=	b	=	⠠⠠⠡
3	=	c	=	⠠⠠⠢
4	=	d	=	⠠⠠⠣
5	=	e	=	⠠⠠⠤
6	=	f	=	⠠⠠⠥
7	=	g	=	⠠⠠⠦
8	=	h	=	⠠⠠⠧
9	=	i	=	⠠⠠⠨
0	=	j	=	⠠⠠⠩

17	=	⠠⠠⠠⠠⠠
21	=	⠠⠠⠠⠠⠡
324	=	⠠⠠⠠⠠⠢⠠⠠
49	=	⠠⠠⠠⠠⠣⠠⠠
5280	=	⠠⠠⠠⠠⠤⠠⠠⠠⠠⠠
64	=	⠠⠠⠠⠠⠥⠠⠠⠠
727	=	⠠⠠⠠⠠⠦⠠⠠⠠⠠
830	=	⠠⠠⠠⠠⠧⠠⠠⠠⠠
99	=	⠠⠠⠠⠠⠨⠠⠠⠠
1000	=	⠠⠠⠠⠠⠩⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠	
⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠	
⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠		⠠⠠⠠⠠⠠⠠	

Preparing a Book to Braille

You will be able to Braille many of your students' books yourself.

English and many social sciences books, in particular, will be relatively straightforward to Braille. Books with graphs and tables, as well as foreign language books, will be more difficult but still manageable.

Math, science, and music books require additional software and can be both complex and time consuming. I would not recommend tackling such a project until you feel comfortable with the entire electronic Braille transcription process.

Creating E-text from Hard Copy

The first step in preparing a book for Braille is to create e-text.

1. Remove the binding from the text. (Check to see if your campus print shop has a "guillotine.")
2. Scan the book a chapter at a time.
3. Strip out headers and footers, but make sure to retain page numbers.
4. Delete graphics for now, but if possible, retain the captions for figures that are referenced in the text.
5. Run the OCR program.
6. If you are doing a math or science book, don't worry if the equations get lost, you can add them later.
7. If you have a foreign language text, make sure to set you OCR program's language feature to include that language along with English.
8. Use the OCR program's proofreading capabilities to clean up the text as much as you can.
9. Save the resulting file to Microsoft Word.
10. Rebind the student's book to return to him/her.

Checklist

Book binding	remove binding and separate pages	
Scan	a chapter at a time	
Stripping	remove headers/footers; keep page numbers	
Graphics	retain captions when feasible use transcriber's notes to give information about graphics	
OCR	run program and proof (remember foreign language option)	
File Structure	00 Front Matter; 01 Chapter, 02 Chapter, etc.; Back Matter	
Save	save to MS Word retain page breaks in order to use the page number macro	
Return book	rebind the book (comb binding works well)	

Formatting E-text in Word

Duxbury has developed the capability to work closely with MS Word. You can do much of your formatting in Word, taking advantage of its easily applied styles, its rapid search and replace features, and above all, its familiarity.

Launch the Braille Template

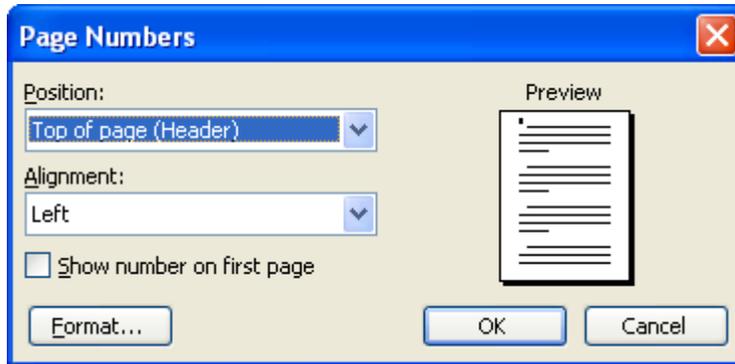
For a new file, launch the template before creating the file: File > New > Template on My Computer > BANA Braille 2008.dot

For existing files, attach the template to the current document: Tools > Templates and Add-ins > Document Template > Attach > BANA Braille 2008.dot > Open > Automatically Update Styles.

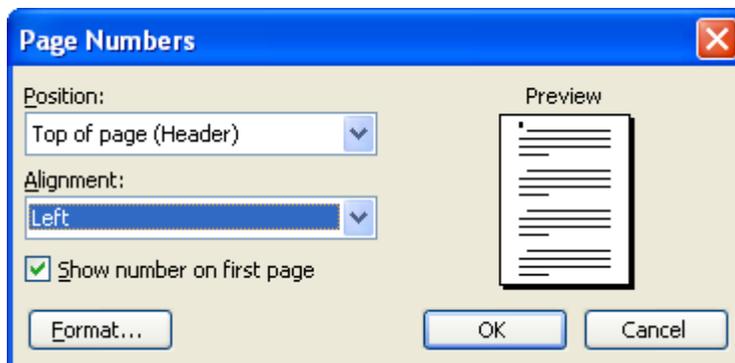
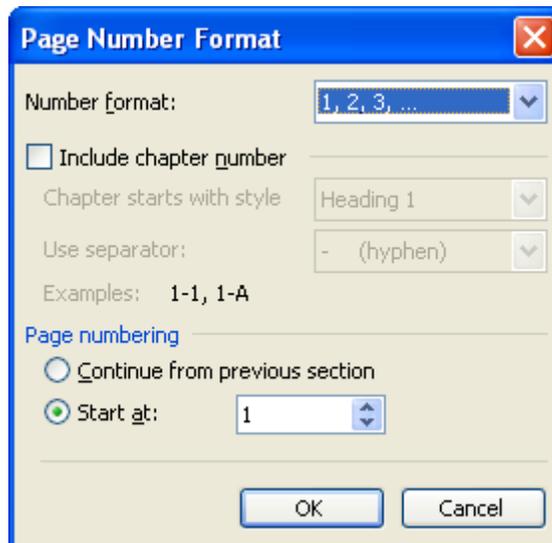
Using Word Page Numbers

If the pages are already laid out correctly in Word, it is simple to insert the page numbers. Duxbury has a feature that allows you to insert the page numbers automatically.

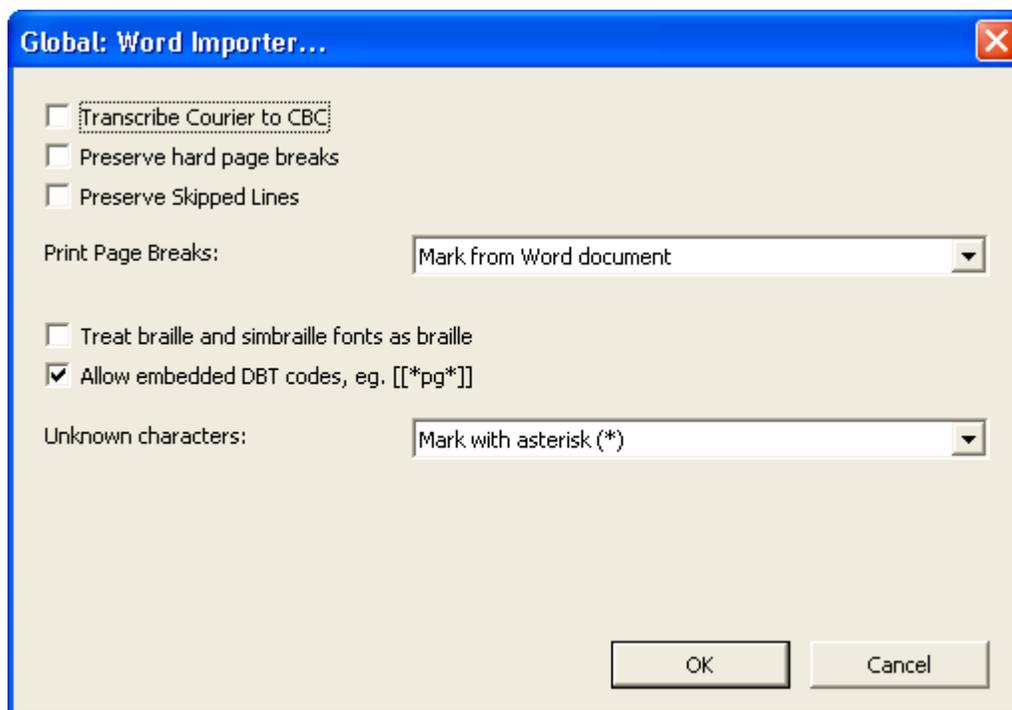
Turn on the option in Word to include page numbers. Go to Insert > Page Numbers. Set the numbers to appear on the top left corner of the page. The first page does not need a number if it is page one.



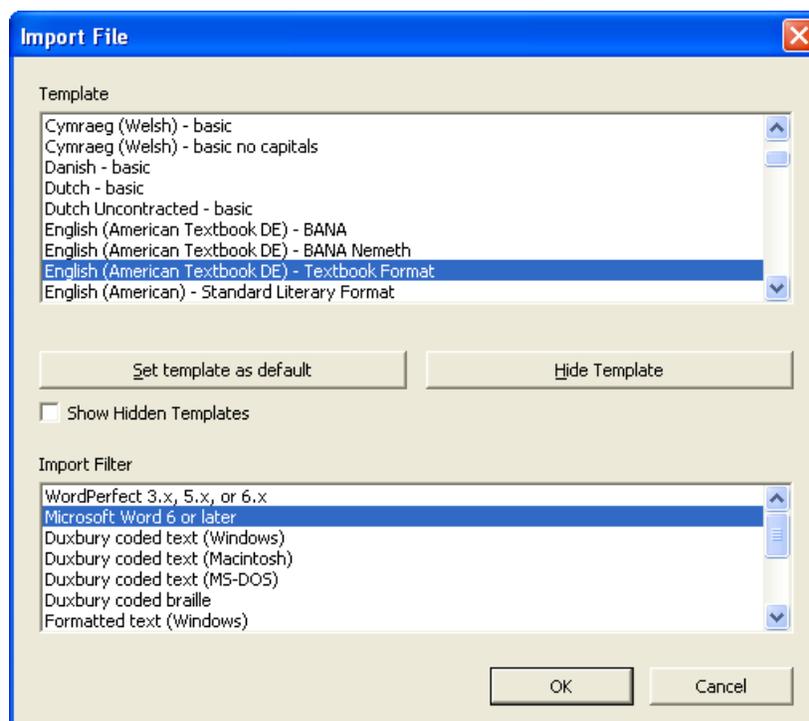
If the page numbers do not start at page one, choose Format and set “Start page” at the number of the first page. Please note that in that case, you would check “Show number”



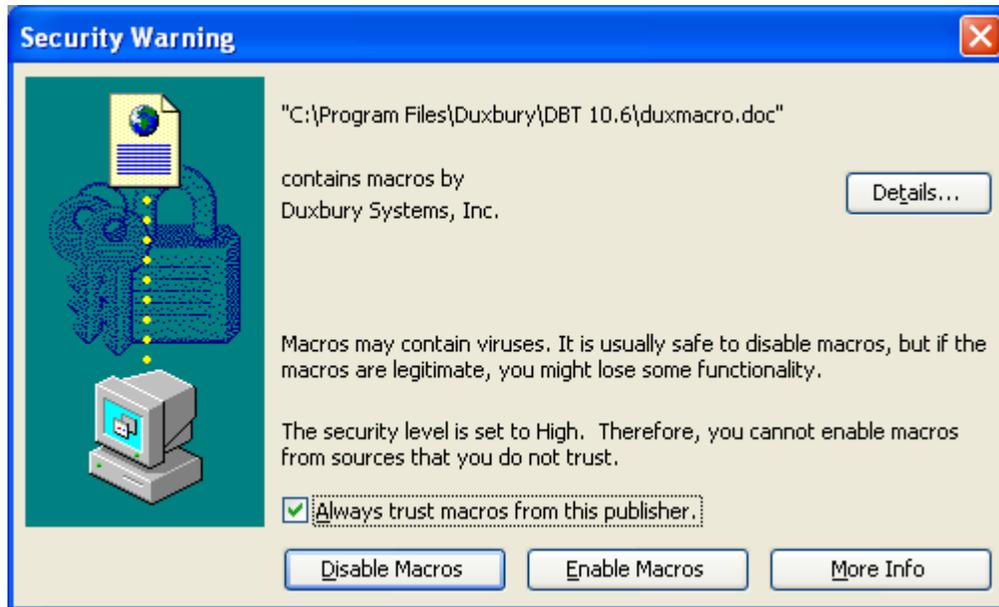
Once the page numbers are set in Word, close the document. Go to Global > Word Importer and choose “Mark from Word document” under the print page breaks.



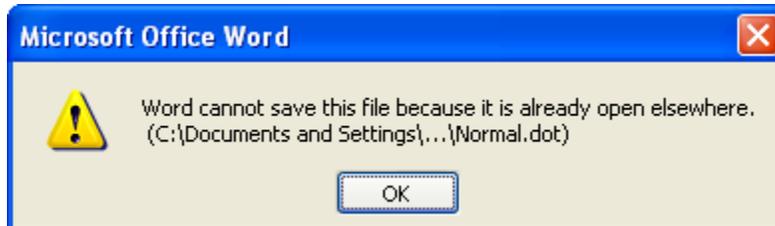
When you import the file into Duxbury, you will need to set the template as Textbook or BANA in order to have print page numbers. If you used the Braille Template in Word, then make sure to use the BANA template in Duxbury.



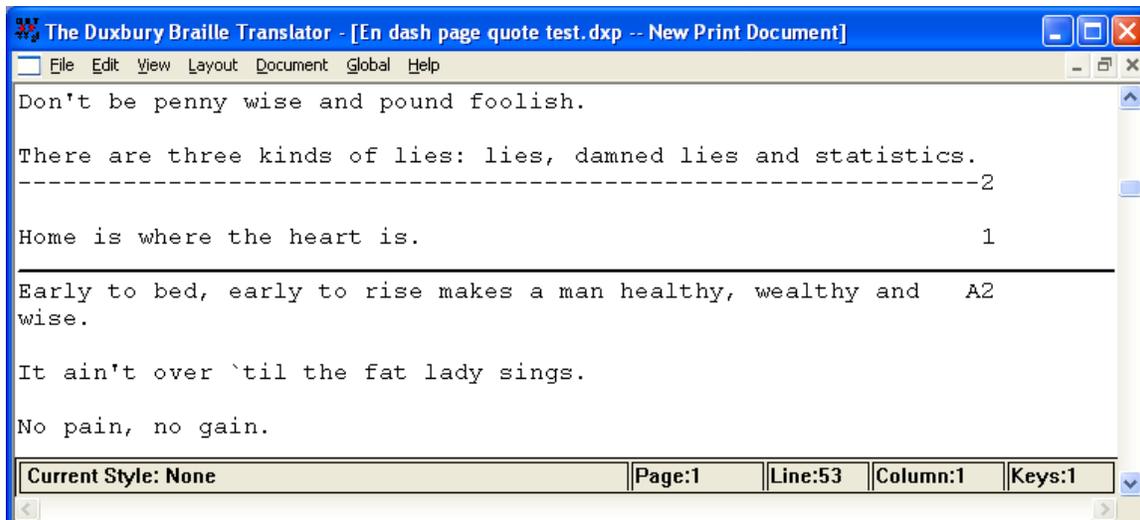
Exit out of MS Word before you import your document. The first time you use this feature, you may get a security warning. You will need to enable the macros in order to insert the page numbers.



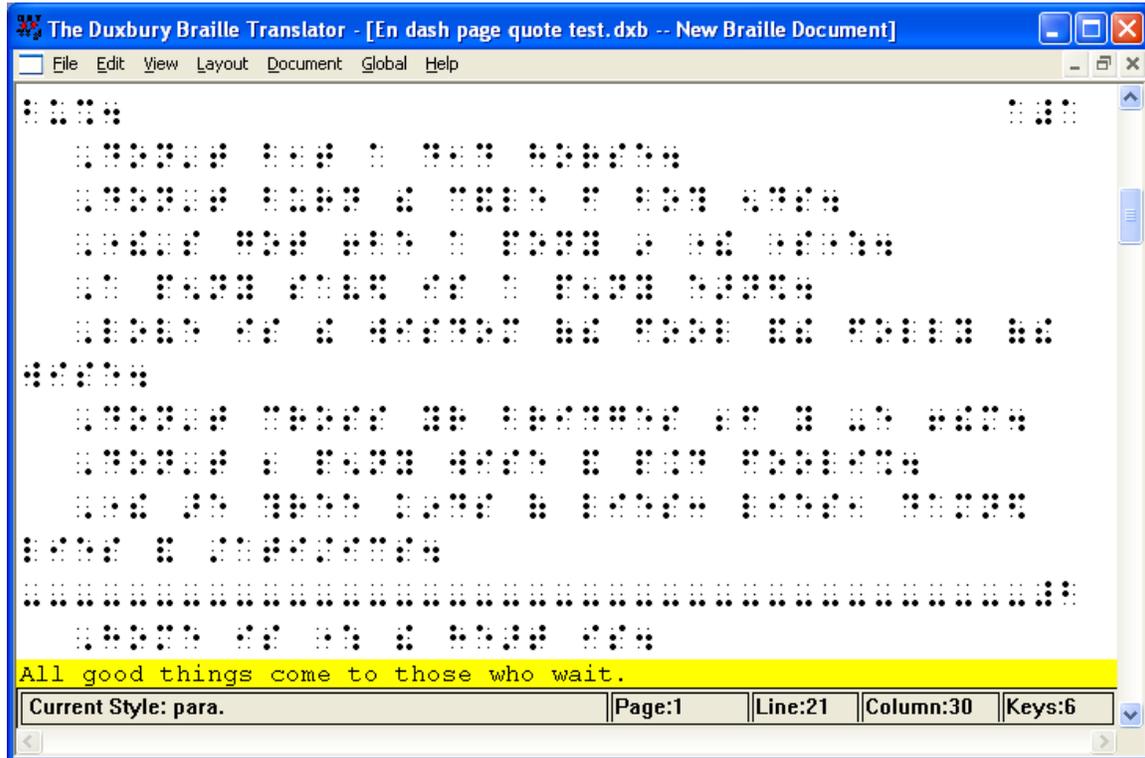
When Duxbury runs the macro, Word will sometimes give you an alert. Just say okay.



The print page numbers are automatically inserted into the text.



In Braille, the print page numbers can be recognized by a line of dots 3-6.



Inserting Print Page Numbers by Hand

If the one-to-one correspondence between the page numbers in Word and the page numbers in the book has been lost, you will have to find the location to insert the number. The page number should be at the beginning of the page (even if it falls in the middle of a sentence) and be set on its own line. The only time to move the page number is if it falls in the middle of a word. Complete the word on the page where it begins, then insert the page number. Mark the page number with the RefPageNumber (Alt + enter) style.

- * One way to insert page numbers in a long document is using search and replace. You can use the following strategy:

Search for the last few words of one page (last words) and the first few of the next page (next words). (In some cases, you can copy and paste this text into your find and replace window so that you have it exactly correct.)

Replace with the following string:

(last words)^p(page number)^p(next words)

(Note: The parentheses show where to insert your specific information and should not be included. Carat “p” [^p] will give you a return.)

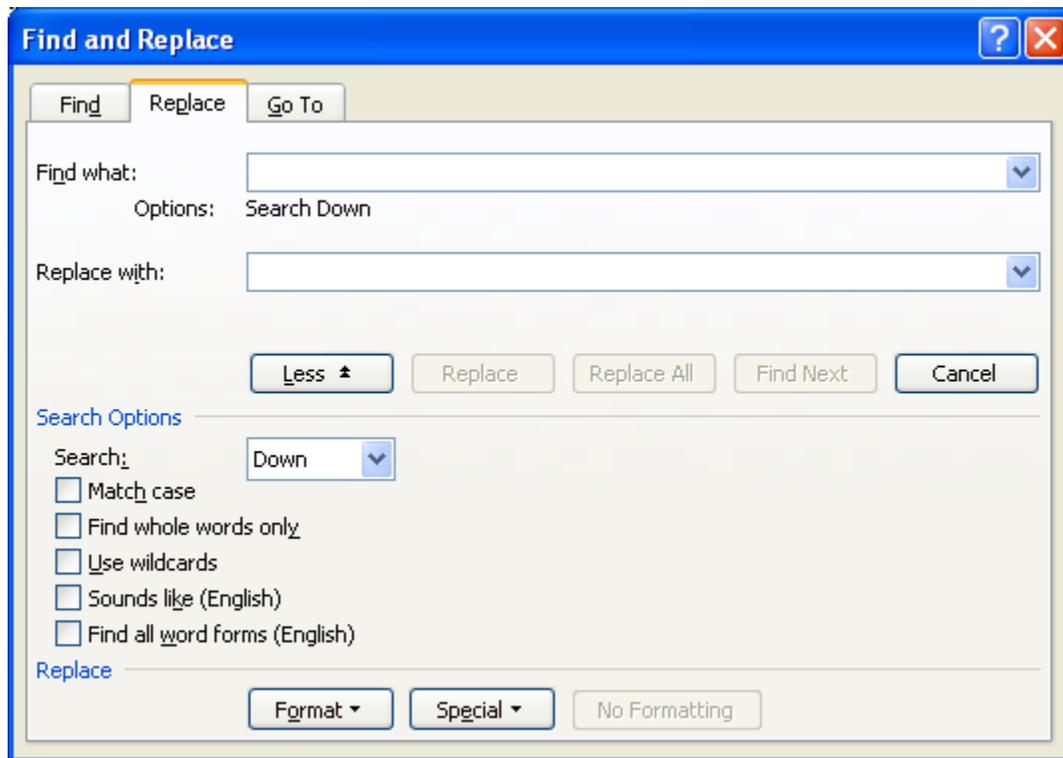
Use care not to inadvertently leave a space after the paragraph mark.

Note: Use shift + home to select a line in the edit box of the search and replace window after typing in the text.

Clean Up the Text

To begin formatting in MS Word, we need to clean up certain formatting in the text, add page numbers (if they are not already there), and apply styles. We used to have to do a great deal of clean up in Word to prepare a document for Braille, but Duxbury has gotten far smarter.

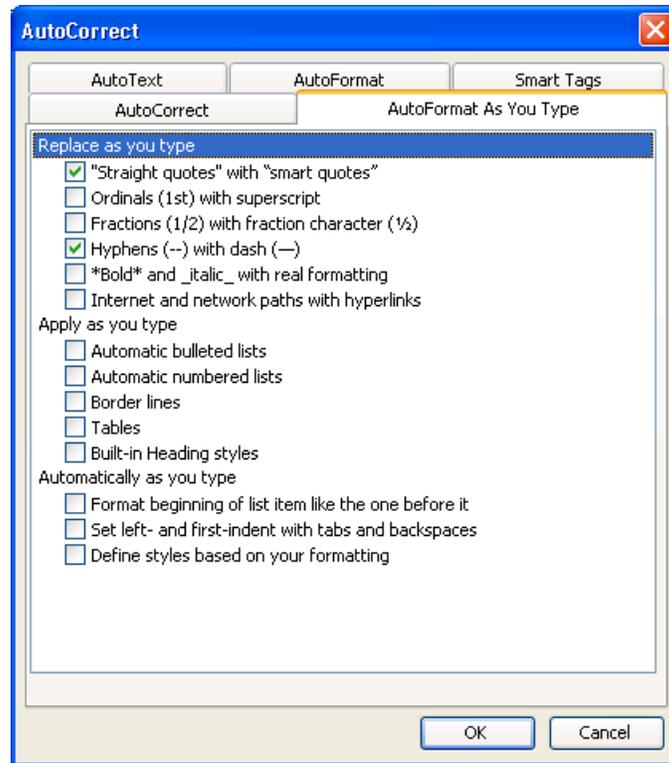
For basic clean up, we use the find and replace feature (CTRL-h) in MS Word.



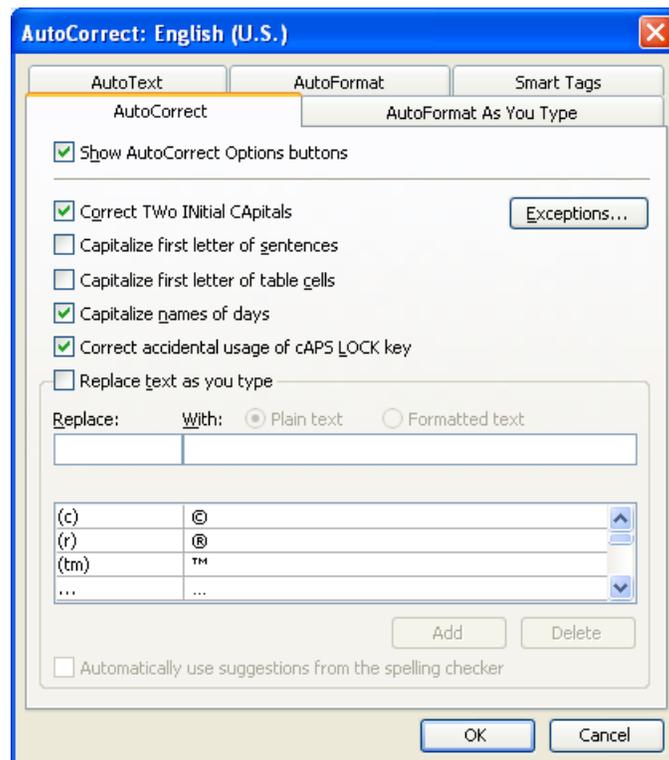
PLEASE NOTE: **Always save** the document **before running every find and replace**. It is possible to “undo” search and replace, but if you goof big time, you can just close without saving changes.

General Prep

1. Work with the “Show Hidden” option on (the ¶ symbol on the standard toolbar or Ctrl + SHIFT + 8).
2. Look at Word’s “autoformat as you type” auto correct features (Tools > Autocorrect). If you have apostrophes at the beginning of words, you will need to use straight quotes. Otherwise, you can leave on the “straight quotes for smart quotes.” If you wish, you can also leave on the “hyphens with dash” option. If you feel comfortable working with styles and changing their formatting, then you can leave on the “Define styles based on your formatting,” otherwise, turn it off. Uncheck all the others.



3. Turn off the capitalize first letter options and the replace text as you type options on the AutoCorrect tab.



Duxbury 10.7 Clean Up

Each version of Duxbury necessitates slightly different clean up of special symbols. In fact, the clean-up requirements of SR2 for Dux 10.6 differ from the clean up requirements of SR 4. With Duxbury, in particular, it is important to be on the most current version of the program.

In Duxbury 10.7, we have the following issues:

- * the ellipsis symbol is not recognized and must be replaced with three periods;
- * forced line breaks are recognized and retained so must be removed and replaced with a space;
- * quotation marks can be either curly or straight **except** in the case of apostrophes that begin a word—those **must** be straight quotes.

Note: When the symbols for inches and feet are used in Braille, you will need to substitute the words or abbreviations for the symbols.

1. Change all the ellipses to three dots (... to ...).

- * In the “find what” window, enter the ellipsis symbol (...) using Alt + 61628 (on the number pad). In the “replace with” window, enter three periods (...). Select “replace all.”

Note: To find the number equivalent (Alt + #####) for symbols, go to Insert > Symbol. Select the symbol and click on Shortcut Key. Sometimes the symbol will have an actual shortcut assigned. Other times, as with the ellipsis, you have to use its symbol number.

2. Make sure all apostrophes that begin words (e.g., 'til for until) are straight quotes. The easiest way to do this is to turn off the replace straight quotes with “smart” quotes option just for the length of this search and replace.

- * In the “find what” window, enter an apostrophe preceded by a space. In the “replace with” window, enter an apostrophe preceded by a space. With the autocorrect feature disabled, the apostrophe will be straight.

3. Make sure that the hyphens do not have spaces around them. (In Braille, a hyphen preceded by a space can be confused with the grade two symbol for “com.”)

- * In the “find what” window, enter a hyphen preceded by a space (space-). In the “replace with” window, enter a single hyphen (-). Select “replace all.” Run the find and replace until you get zero.
- * Now, in the “find what” window, enter a hyphen followed by a space (-space). In the “replace with” window, enter a single hyphen (-). Select “replace all.” Again run the find and replace until you get zero.

4. Make sure that the em dashes (—) do not have spaces around them. (Note: This step is not necessary if you replace the em dashes with two hyphens.)
 - * In the “find what” window, enter an em dash (^+) preceded by a space (space-). In the “replace with” window, enter a single hyphen (-). Select “replace all.” Run the find and replace until you get zero.
 - * Now, in the “find what” window, enter an em dash (^+) followed by a space - space). In the “replace with” window, enter a single hyphen (-). Select “replace all.” Again run the find and replace until you get zero.

Please note: It may be necessary to search and replace spaces around en dashes (the slightly longer line between numbers) as well if they are in the document.

5. Soft returns, also called “forced line breaks,” need to be removed because they can create large gaps in paragraphs.
 - * Replace **all soft returns** (shift + enter) **with a space**. Enter ^l (letter “l”) in “find what,” tab to “replace with” and enter a space. Head for zero.

Tabs

In general, Braille only uses tabs for formatting when doing tables. Tabs are not used to create lists or hanging indents in Braille. So how you handle tabs will depend on how you are doing tables. For tables, you need a single tab between each of the columns. If you are not doing a table, all tabs should be removed.

To remove all tabs, simply search for the tab (^t) and replace it with a space. You can now ignore double spaces.

To retain tabs—

1. Replace **all tabs followed by spaces with simple tabs**. In the “find what” line, insert ^t then tap the space bar once. Tab to the “replace with” line, and enter ^t. Run the macro until you get zero.
2. Replace all **multiple tabs with single tabs**. In the “find what” line, enter ^t^t (carat “t,” which is the symbol for the tab, twice). Tab to the “replace with” line, and enter ^t. Again, run the macro until you get zero.
3. AND Replace all **tabs at the ends of lines with a simple return**. In the “find what” line, enter ^t^p (for a tab before a paragraph mark). Tab to the “replace with” line, and enter ^p (for a paragraph mark by itself). Run the macro until you get zero.
 - * OR, if you are not doing any tables, replace all **tabs with spaces**. In the “find what” line, enter ^t. Tab to the “replace with” line, and enter a space. Go until you get zero.
 - * Replace all double spaces with single spaces. In the “find what” line, tap the space bar twice. Tab to the “replace with” line, and tap the space bar once. (Tabbing to the next line selects the line, which is important when you’re working with

invisible things like spaces. ;-) Keep hitting “find all” until the count for the number found is zero.

- * Replace all spaces before a paragraph mark with paragraph mark. In the “find what” line, tap the space bar then insert ^p. Tab to the “replace with” line, and insert ^p. Search until you reach zero.
- * Replace all spaces after a paragraph mark with paragraph mark. In the “find what” line, insert ^p then tap the space bar. Tab to the “replace with” line, and insert ^p. Search until you reach zero.
- * Replace all multiple returns with single returns. In the “find what” line, enter ^p^p (carat “p,” which is the symbol for the return or paragraph mark, twice). Tab to the “replace with” line, and enter ^p. As always, run the macro until you get zero.

Tips

- * In general, it’s best just to search for words and characters, not for formatting, such as bold, italic, etc.
- * Be aware of whether or not you have the “match case” option turned on. It will make a big difference in what you find when you search.
- * Always use care to enter a string exactly as it is in the text, including hard returns (^p). Find and replace is very literal. Even a space will make a difference!
- * If a Word document has text in the headers or footers, remove it before taking the document into Duxbury.
- * You can also use the Find and Replace window to strip out the headers and footers from e-text in which they have been included. Search for the text string and replace it with nothing.

Checklist for Word Clean-up

Insert page numbers	Mark with RefPageNumber style or use “Mark Print Page Breaks” OR enter a search string (&&&) and replace with the lea code in Duxbury (use Ctrl + [while in codes view to enter codes)	
Ellipses with three dots	... with ... (Ctrl + Alt + . for ellipsis symbol)	
Apostrophes before words	turn off replace quote space ‘ with space ’	
Spaces around hyphens	- space and space - with -	
Spaces around dashes	— space and space — with —	
Soft returns (forced line breaks)	^l with space	
If you have tables: Tabs followed by spaces Tabs preceded by spaces Multiple tabs Tabs at the ends of lines	^t space with ^t space ^t with ^t ^t^t with ^t ^t^p with ^p	
If you do not have tables: Remove all tabs	^t with a space	
Strip headers and footers	text string with nothing	
Get rid of textboxes	Copy the text from the textbox and paste it where it goes on the page	

NOTE: The find and change macro can get stuck in the header/footer of the document, and it will continue to give you a result of “1” even though you don’t see any of the offending character. Click anywhere in the document to refocus the macro on the text.

Apply Styles

1. Use the Braille template!
2. Use styles!

All the styles in the template will transfer cleanly into Duxbury. If you do not use the template, you may only use the styles listed below.

The Following Styles Transfer to Duxbury from any Word document:

Normal/default paragraph/body text

Heading 1

Heading 2

Heading 3

List/List Bullet/List Number

Index (levels 1–9)

3. Sometimes you can use search and replace to apply styles.
4. Make sure you use the Courier font only for Web and e-mail addresses. Duxbury expects Courier to be computer braille.
5. Run a spell check.

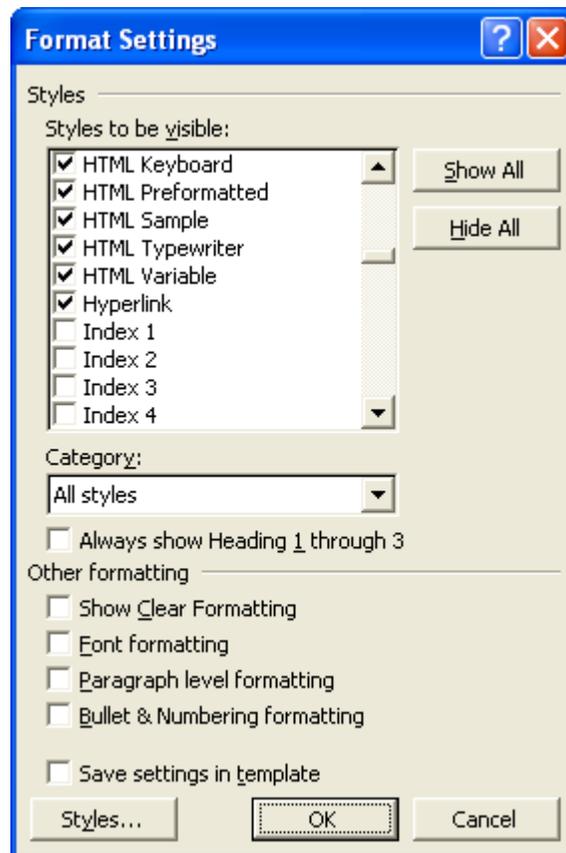
Checklist for Preparing a Document

AutoFormat	Check settings	
Show hidden	on	
Search and replace	always check requirements for current version and SR	
Apply styles	normal, heading 1–3, list, index 1–9	
Web/e-mail addresses	Courier	
Page numbers	&&& before the number Or mark with page ref Or use macro	
Save	save as Word doc	

Finding the Index Style (if not using the template)

The newer versions of Word (XP/2000) have hidden the Index style. It is no longer found at the top level of the styles as it was in earlier versions of Word.

Open the Styles and Formatting pane (Format > Styles and Formatting). At the bottom of the pane under “Show,” choose “Custom...” In the format settings window, make sure the Category is set to “All styles.” From the Styles to be visible menu, select at least the levels 1-3 of the Index style.



After saying “OK,” change the “Show” setting on the window pane to “Available styles.”

Suggestions on Graphics

The recommendation for dealing with graphics is to include them when they convey information or add something to the text. The difficulty arises in that even with the speed of electronic Braille, graphics take considerable time.

Suggestions:

If the graphic is referred to by a figure number in the text, include the caption.

If a graphic does not add anything to the text, i.e., it just looks pretty, omit it.

If a graphic is already explained in the text and does not add information, omit it.

In math/science material include tables, graphs, maps, etc. whenever possible.

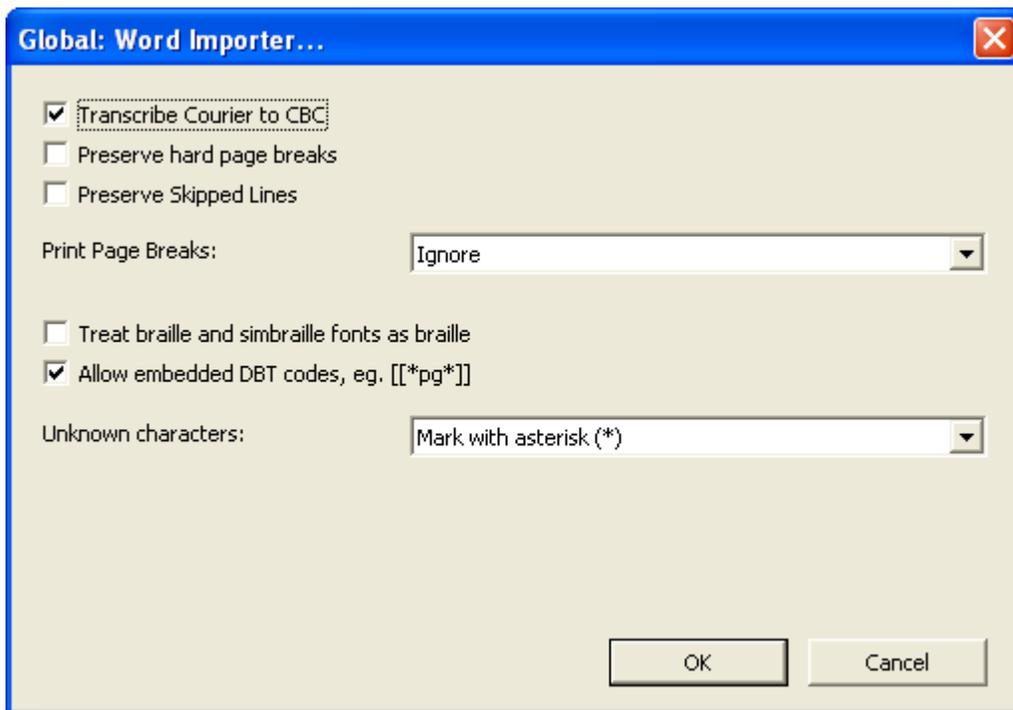
Use Transcriber’s Notes when an explanation of the graphics is needed.

Remember, a lot of times a written explanation of the graphic works very well for a blind person.
Remember, graphics frequently are included to add visual interest and to break up the text. Neither of these functions is useful in Braille.

Importing to Duxbury

Duxbury Settings

Before bringing your file into Duxbury, you will need to check your settings. Launch Duxbury then with no documents open, choose Global > Word Importer from the menu.

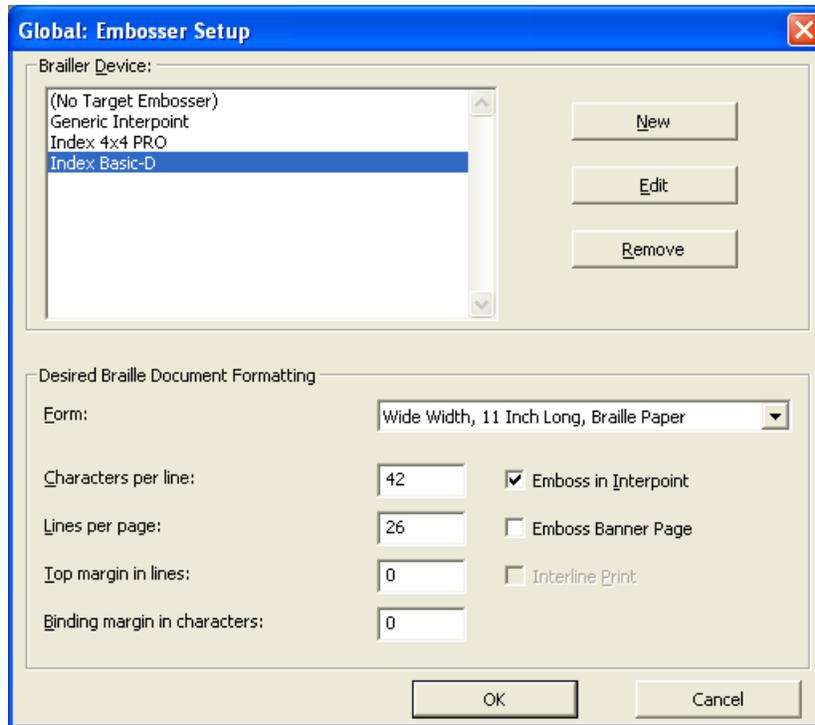


Be sure to choose to transcribe the font Courier as CBC (Computer Braille Code). Other settings will depend on the mark-up you have used.

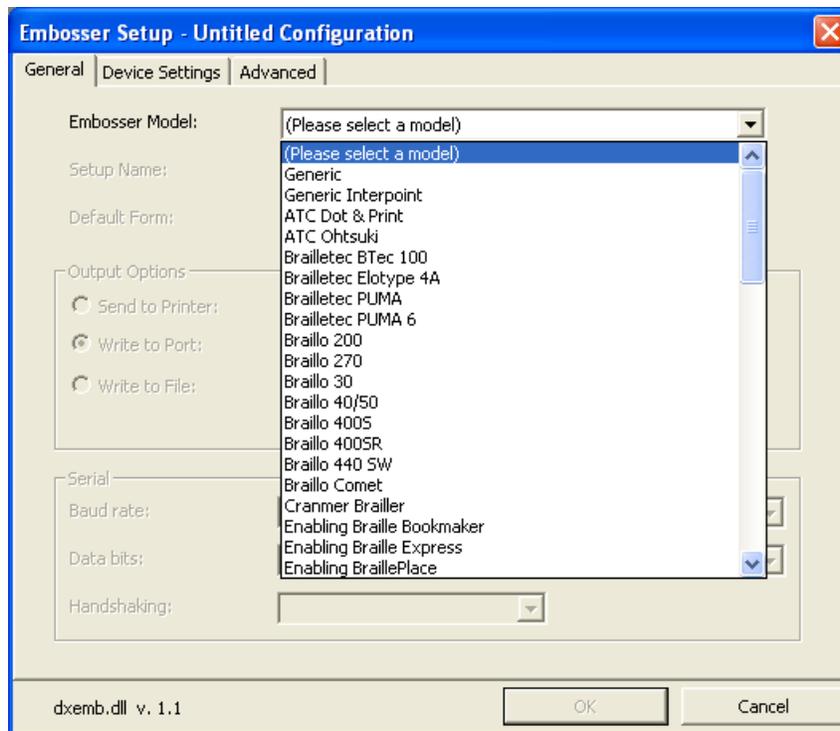
Please note: If you use the Word template, mark the computer code in the template and **do not** check Transcribe Courier to CBC.

Also check your global embosser setup by selecting Global > Embosser Setup. Choose your primary embosser.

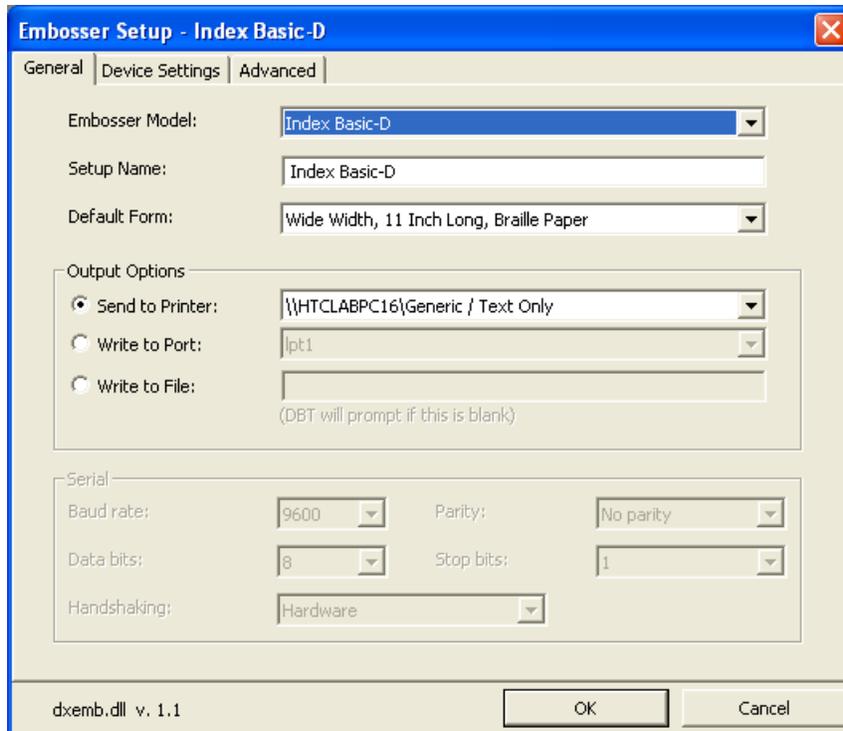
Please note that there is another embosser set-up for individual documents if you wish to override your standard set-up. That option is found under Document > Embosser Setup.



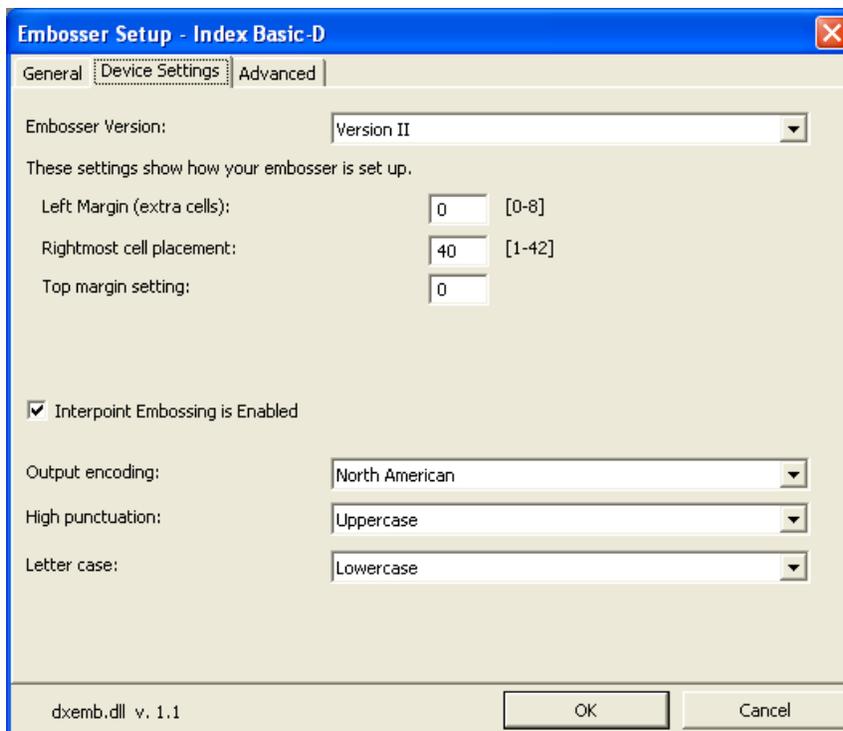
If you have never set up an embosser, you will need to go to New and select your embosser.



Remember that a Braille embosser is essentially just a type of printer—a very specialized printer, but still just a printer. We run ours through a print server. See below.



You may need to check with the manufacturer to see which embosser version you need to choose. The set-up shown is for the Index Basic-D owned by most community colleges.

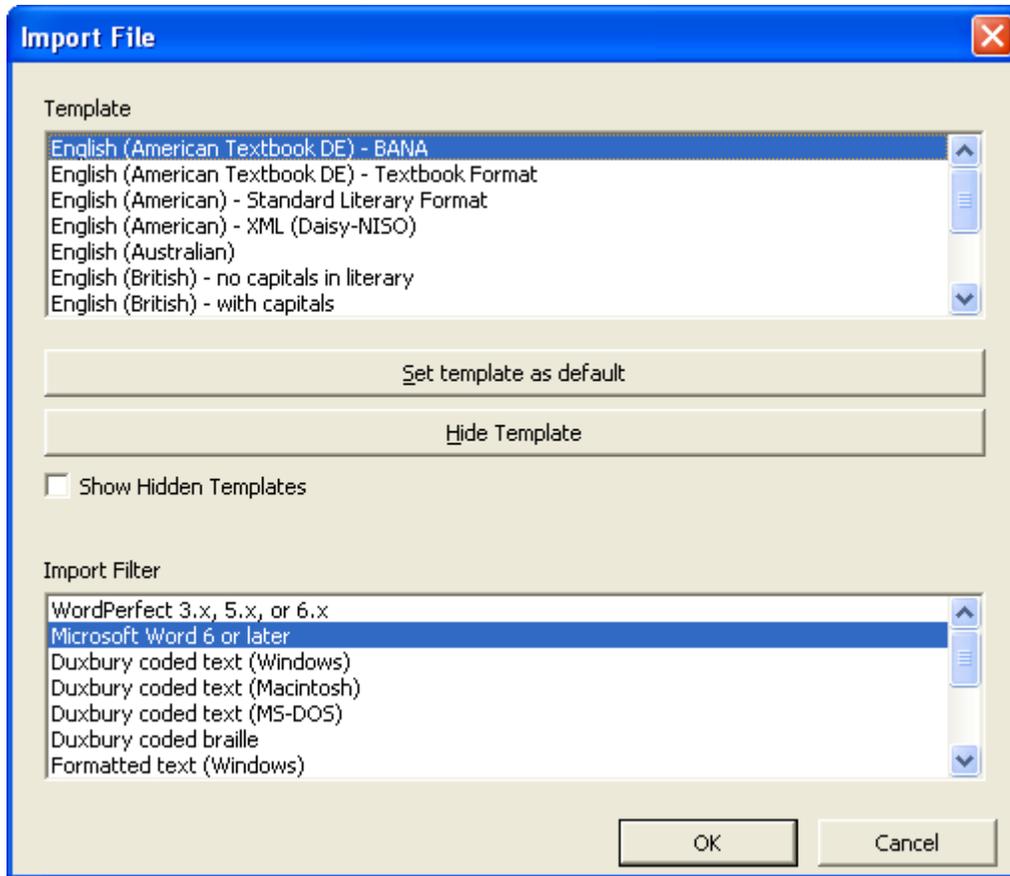


Be sure to set the rightmost cell placement at 40.

Opening Your Word Document

After saving and closing your Word file, you are ready to open your file in Duxbury.

1. Open Duxbury.
2. Choose File > Open from the menu bar.
3. If you used the Braille template in Word, choose BANA as the template. If you did not use the Braille template, use Textbook format.



4. Your file will open as a print document in Duxbury.

Summary

If using BANA template in Word	Use BANA template
Not using BANA template in Word	Use Textbook Format for print page numbers Use Standard Literary Format for no print page numbers

Standard vs. Textbook Formats

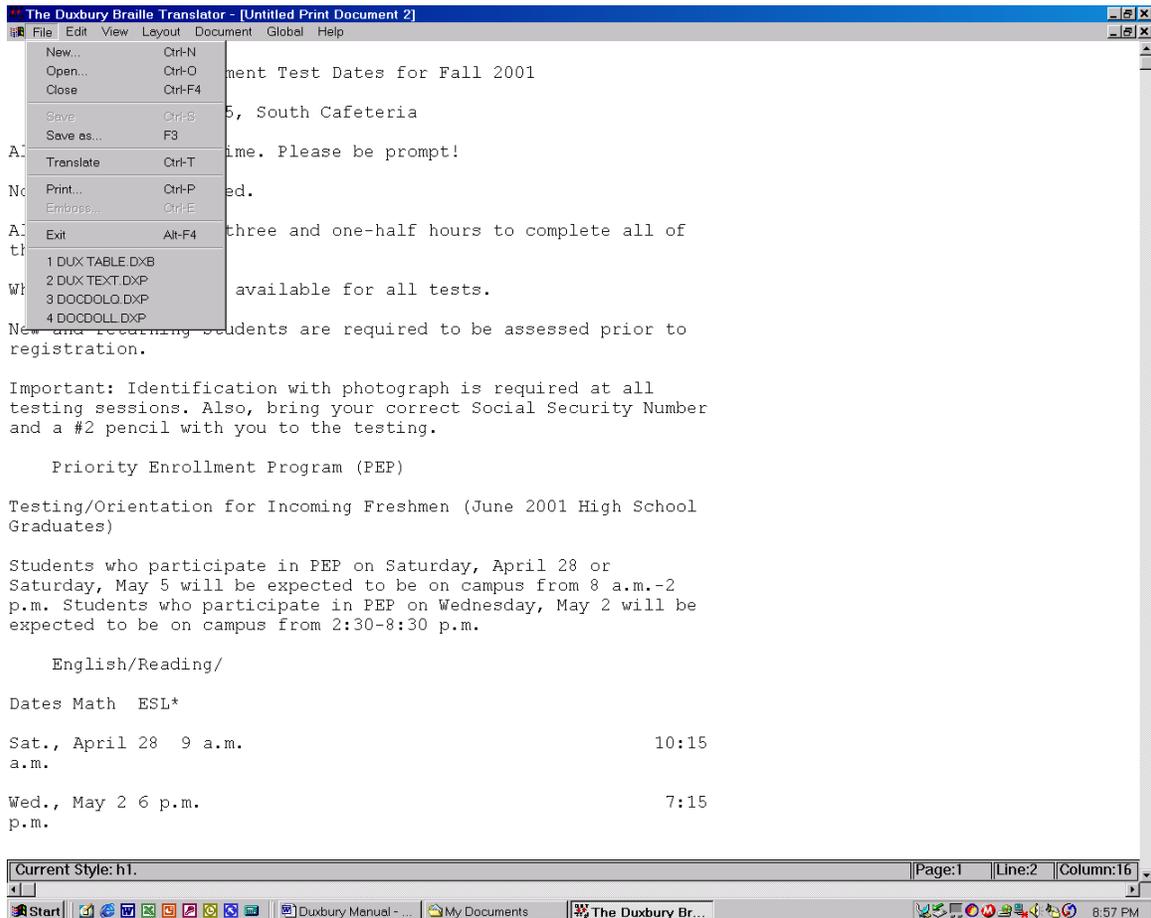
There are a number of minor differences between standard and textbook formats, but the one that is of greatest significance to us is that textbook format uses the print page numbers. Whenever you need to know which page would correspond in print to the Braille, you must use textbook format.

If the print page numbers do not matter, as in books of literature, you may use standard format; however, in most classroom settings, we want the print page numbers.

Never Go Back!

If you are eager to see what all your hard work looks like in Braille, you can choose to translate your print document into Braille.

From the File menu, choose translate, or use CTRL-T.

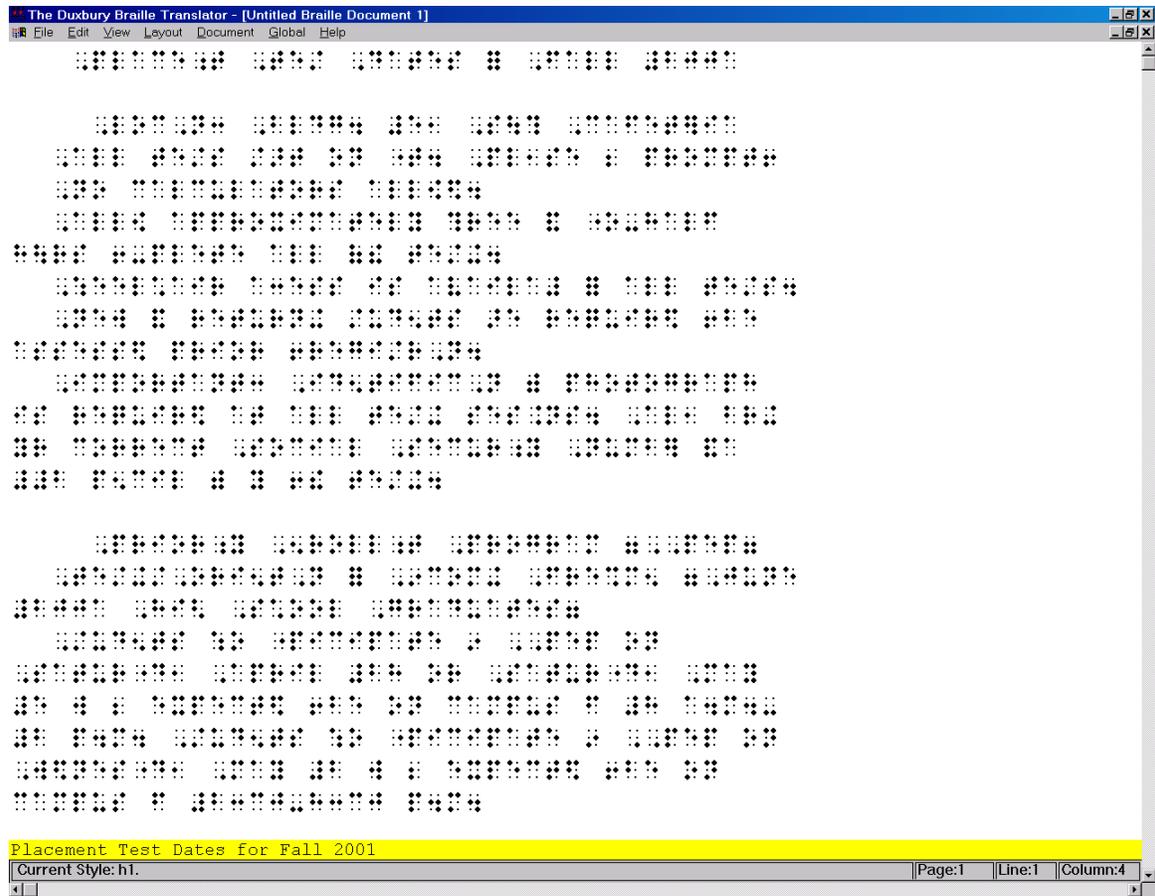


Remember, once you have translated a file into Braille, **never back translate** it into text. If you need to make corrections, return to the print window and discard the Braille.

To close out of the Braille window, you can corner close the Braille document, hit CTRL-F4, or choose File > Close.

The reason you do not back translate is that, although Duxbury is quite accurate in translating print into Grade Two Braille, it is not at all good at translating from Braille back into print.

Here is an actual example that one of our alt media professionals sent to me: You have the acronym SMUHSD. When you back translate that acronym from Braille into print, you get SMUHSAID. The Braille is fine. The problem is that in Braille, the letters “sd” stand for the word “said.” Duxbury is not smart enough to understand that in this context those letters do not stand for the word.



This same problem with back translation occurs in the yellow status bar at the bottom of the window. It is not completely trustworthy or accurate. Not infrequently, I have found that the Braille is fine, while the back translation is inaccurate.

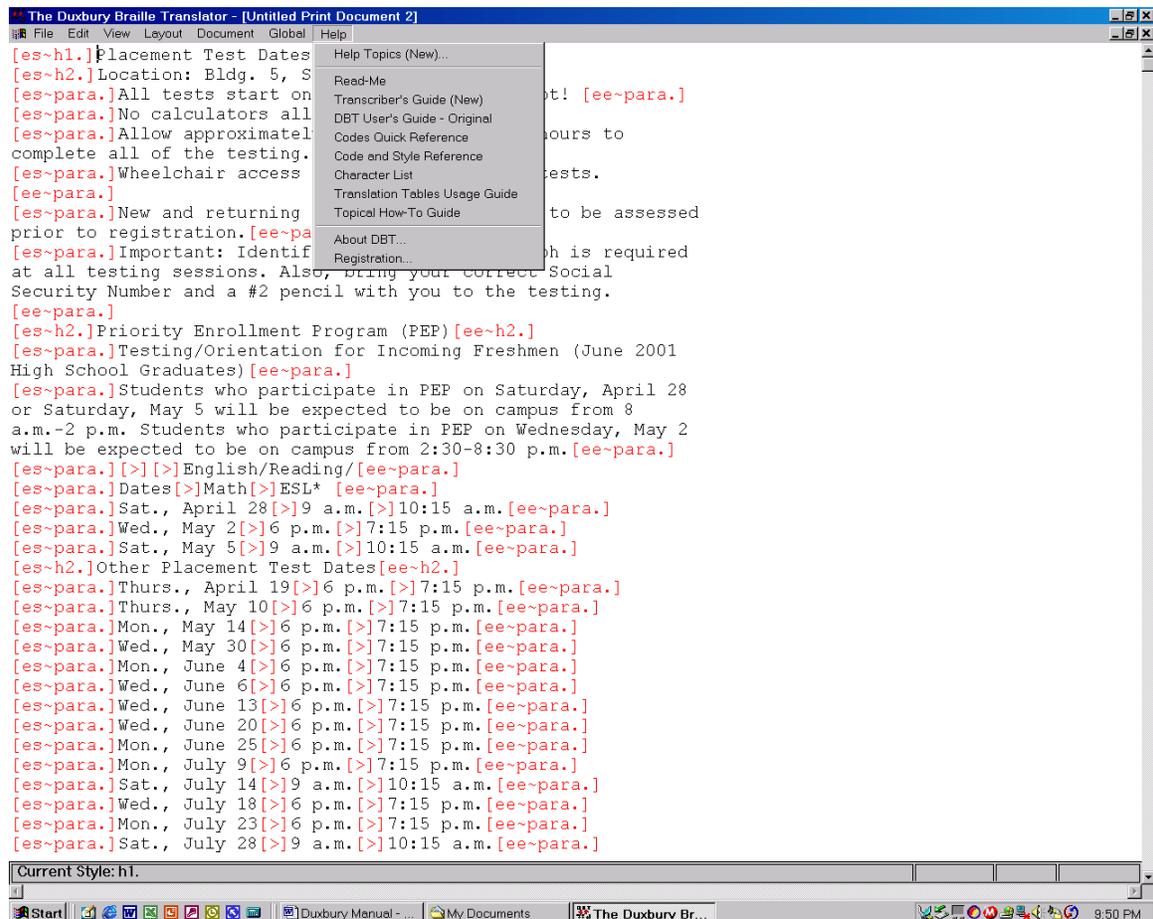
So the moral is, Discard the Braille. Do not back translate! NEVER, EVER!

Fine-tuning in Duxbury

To have real control over the way the Braille appears in Duxbury, you can use the codes. Lists of the codes and what they do can be found in the Duxbury Help menu. We will just look at a couple of examples.

Using Codes

To use codes, you must be in the Duxbury codes view (ALT-F3). Note that if you access the codes view while in the Braille document, you will see the ASCII characters for the Braille. Unless you have a very good sense of ASCII Braille, you will probably want to access the code view from the print document.



In the Duxbury codes, “es~” shows you where a code starts, and “ee~” shows where the code ends. (If you know HTML, the way the codes work is somewhat similar.) The > symbol is a tab. Note that the codes are always found between red square brackets []. To add a code, use Ctrl + [.

To find out what a particular code means, access the Codes Quick Reference in the Duxbury Help menu.

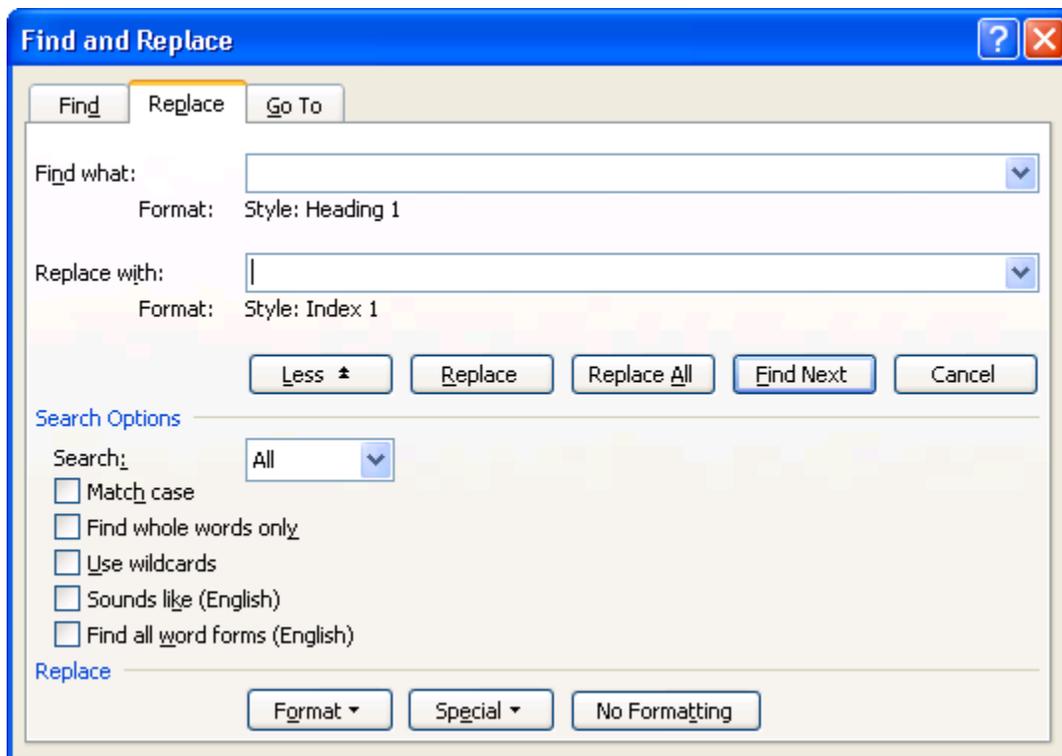
Advanced Features

PowerPoint

PowerPoint presentations that have been based on the templates in PowerPoint are quite easy to Braille.

The first step is to save the PowerPoint presentation to RTF (PPT calls this an Outline). Then open the outline in Word. The title of each slide will be a heading level one, and the bullet points underneath will be heading level two, with indents being level three, double indents level four, etc.

Open the search and replace window (Ctrl + H). With the cursor in the first combo box, go down to Format (Alt + O) and select Style (S). The style window is keyboard sensitive, and tapping the letter H once or twice will take you to Heading 1. Tab to the replace with combo box and choose Index 1 as the replacement style.



Continue this process, replacing Heading 2 with Index 2, Heading 3 with Index 3, etc. Continue replacing until you get the message that none of that heading level was found.

There is just a bit more formatting to do. Select the title for the entire presentation and make it a Heading 1. Make sure that any URLs or e-mail addresses are set to CBC (Computer Braille Code). As an added touch for navigation, you can place an asterisk, followed by a space, in front of the first heading for each slide (Index 1's). Save as a Word file and open the file in Duxbury as usual.

Tables

Duxbury allows you to Braille tables, foreign languages, computer language, and math. With the exception of the math, the other features are built into Duxbury and do not require any additional software.

We will cover advanced table, foreign languages, and math in the advanced Duxbury class. Simple tables we will cover here.

Tables in Braille can be quite tricky, but there are a couple of hints that will help. You can place tables on facing pages in a book. If the label for a column is rather long, you can assign the column a number, and insert a little key before the table telling what label corresponds to which number.

You might, for example, have something like the following:

- 1 Population Growth after World War I
- 2 Population Growth after World War II

If the table is really a list of facts that do not need a row and column cross reference, you can use your index styles to create an indented format.

The following table, for example, does not have any cross reference of rows and columns and could be set up in an indented style.

Law	Application	Mandates
Section 504	Anyone receiving federal funds	Opportunity for disabled students to participate must be as effective as that provided to others
Title II	Public entities	Equal information access, including print and computer-based information
Section 508	Federal entities	Provide disabled people access to electronic and information technology
Title 5	Anyone receiving California state funds	Distance education courses must be accessible
AB 422	Postsecondary-textbook publishers	Must provide disabled students with e-text of required textbooks

When you set up this table in Word, you can make the first column index 1 style, the second column index 2 style, and the third column index 3 style as shown below.

Section 504

Anyone receiving federal funds

Opportunity for disabled students to participate must be as effective as that provided to others

Title II

Public entities

Equal information access, including print and computer-based information

Section 508

Federal entities

Provide disabled people access to electronic and information technology

Title 5

Anyone receiving California state funds

Distance education courses must be accessible

AB 422

Postsecondary-textbook publishers

Must provide disabled students with e-text of required textbooks

You can also create the table in Word and then open it directly in Duxbury. Duxbury will make the first column indent (called outline style in Duxbury) level 1, the second column indent level 2, etc.

Computer Braille

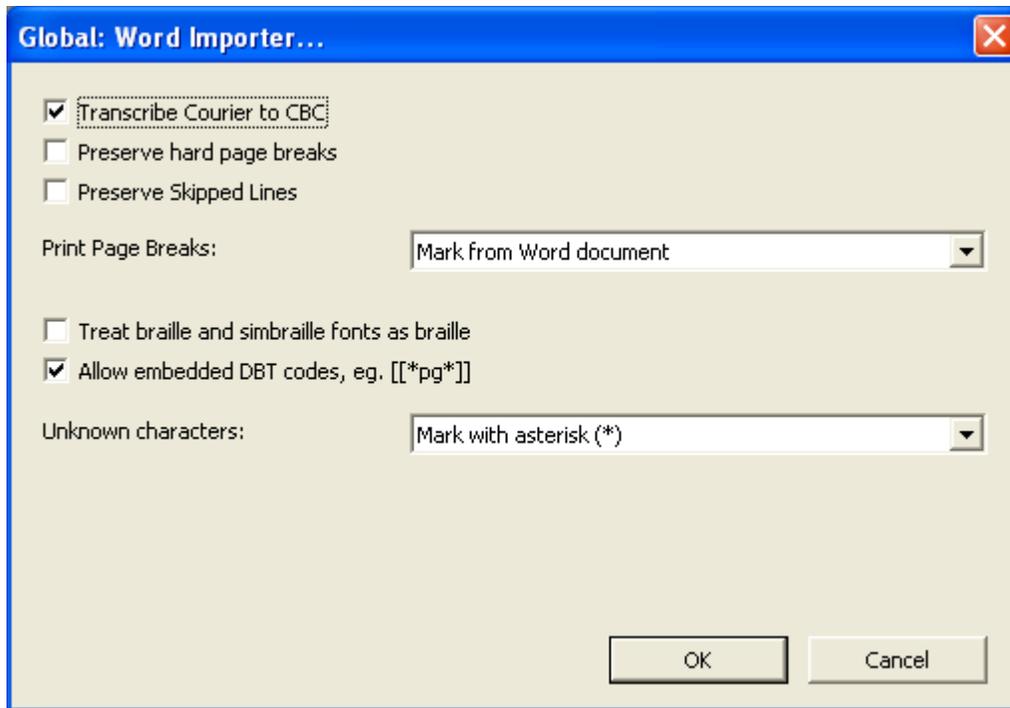
To apply the proper style to e-mail addresses or URLs, select the text, use F8 or go up to Layout > Apply Style, and choose “compinline.” The back translation will look very strange, so be forewarned—computer Braille looks different. If you have multiple lines of computer Braille, use “compdisplay”

Note that you can set preferences so that when Courier is the font for the text, Duxbury will see that text as computer Braille (CBC).

If you are using the Braille template in Word, **do not** ask Duxbury to recognize Courier as CBC. You will set the text to CBC in the template. Checking the “Transcribe Courier” option will actually *remove* the CBC style.

Summary

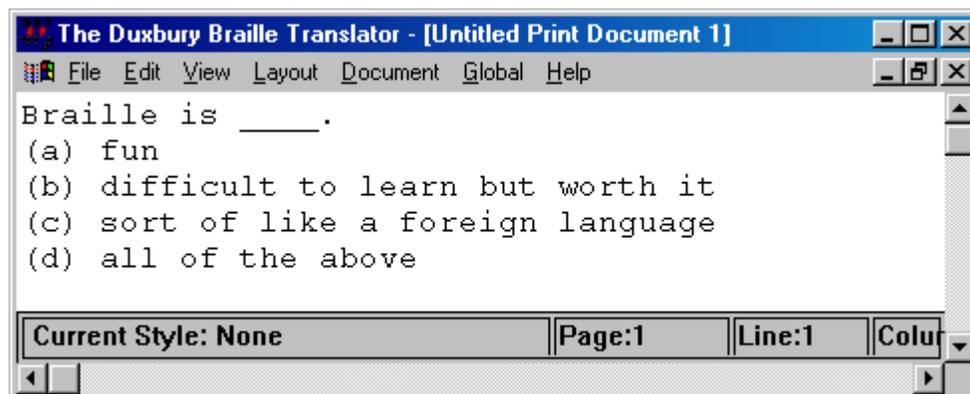
If using BANA template in Word	uncheck Transcribe Courier to CBC
Not using BANA template in Word	mark URLs & e-mail address as Courier and check Transcribe Courier to CBC

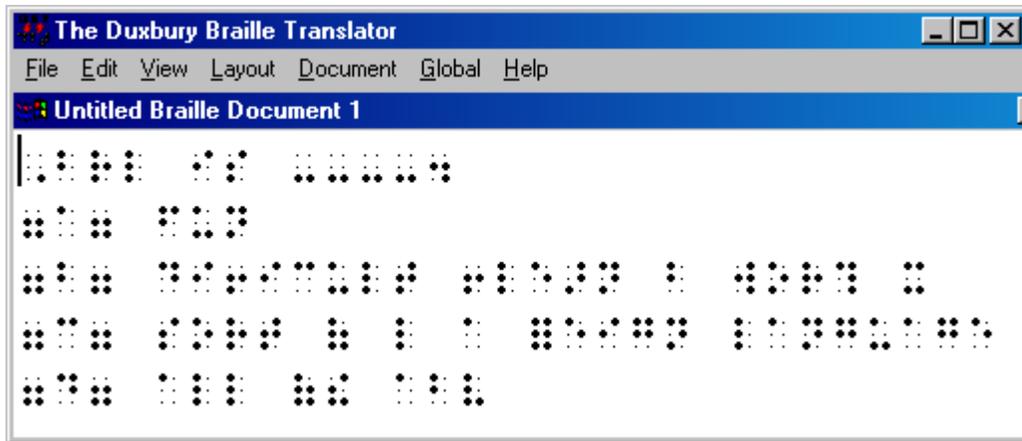


Helpful Hints

Multiple Choice Tests

If you have lettered choices, put the letters in parentheses, and as long as there are not more than six choices, place the choices on individual lines. If you have more than six choices, you can use two columns. Set the columns as you would a table, and leave at least two spaces between each column. (But even with more choices, your student probably won't mind if you put each choice on its own line.)

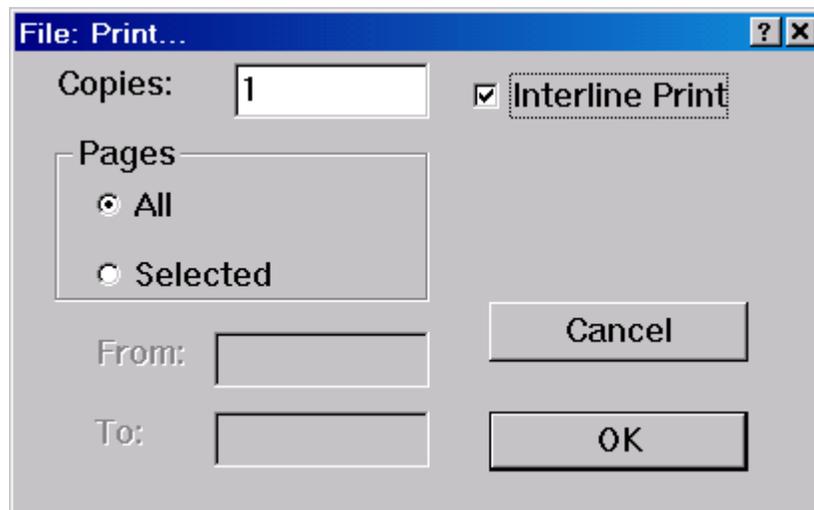




Please note: To create a blank line in Braille, use four unspaced hyphens.

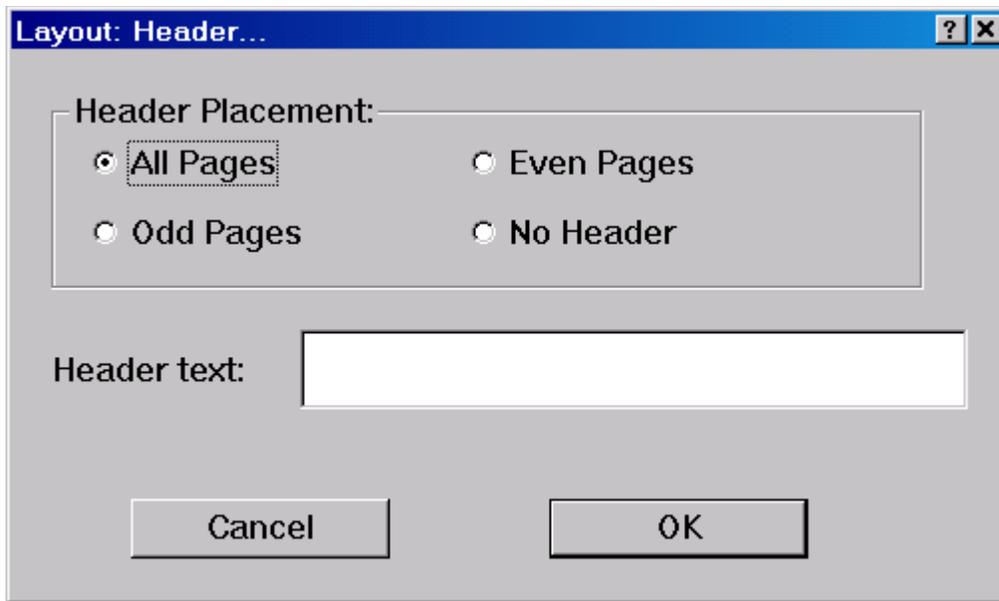
Interline

One way to proof your Braille is to choose Interline Print in the print options window.



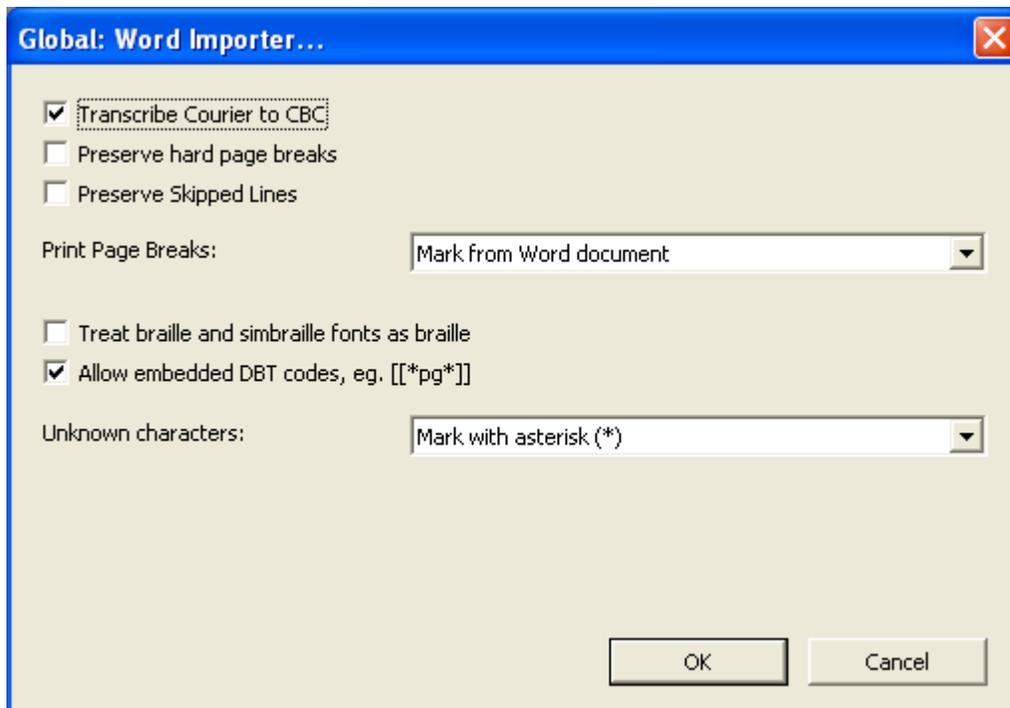
Running Heads

If you want a running header on your pages (usually used in literary works), choose Layout > Header from the menu and enter the text that you want on the page.



Word Importer Settings

The Word Importer now gives you the choice of whether to pay attention to hard page breaks and skipped lines. By not checking those boxes, you can safely ignore all extra hard returns in the document.



Index Basic-D Tips

When you use the Index Basic-D embosser with Duxbury, set the embosser driver to “unlisted interpoint.” This generic driver works better than the one supposedly for the Index Basic-D. In fact, I suspect you are best served by using unlisted interpoint with all your embossers.

With the Index Basic-D, never use the top of form button. You’ll only confuse it. The machine is set up to find the top by itself.

Default setting A is for 11" x 11 ½" paper. Setting B is for 8 ½" x 11" paper. The following settings work best for these different paper sizes:

Setting A	11" x 11 ½" paper	40 characters/line	25 lines/page
Setting B	8 ½" x 11" paper	30 characters/line	25 lines/page

Replacing Your Braille Embosser

If you need to replace the Index Basic-D that was originally provided to the CCC system, I recommend looking at the Juliet Pro from Enabling Technologies. It is a wonderful embosser, and everyone I have ever spoken to who owns one has been very happy with it.

Purchasing Braille Paper

For the embossers, look for continuous feed paper that is 19-hole punched (for binding). I like the paper from the Star Continuous Cards company: www.braillepaper.com. Their paper is high quality, and their shipping containers are excellent. I have never had a shipment where the corner of the carton (and the paper inside) has been deformed.

And a Final Tip

Never use a Braille book as a booster seat for a child—no matter how big the book or how small the child, we do not sit on our Braille! ;-)

Braille Files from the ATPC

Thank you to Alice McGary, former Braille formatter for the ATPC, for the following information.

When the Duxbury braille files are sent to the colleges for embossing, there will be a Word file with a print title page for each volume included (required by law), and if there are any graphics, there will be a .PDF file with a set of graphics masters. After embossing, the print title page is to be inserted before the braille title page in each volume. Where there are graphics, the braille file will have placeholder pages that will only carry the running head, print page number, and braille page number. Pull out the placeholder page and insert the graphic in its place. The graphics pages will not carry a running header or a braille page number at the bottom—only the print page number with its alpha number if needed. It's very important that these graphics be inserted into their correct place in the volume.

Summary

1. Emboss the Braille volume.
2. Print the title page.
3. Insert print title page before the Braille title page in every volume.
4. Print the PDF files.
5. PIAF the graphics.
6. For graphics, look for placeholder pages and replace with graphic.

Duxbury Shortcut Keys

The following is a list of available keyboard shortcuts. In addition to these shortcuts, you may always access menu options by using the ALT key plus the underlined letter(s). For example, to access the File menu, type ALT-F. To select File: New, type ALT-F-N.

File Menu

New: CTRL-N
Open: CTRL-O
Close: CTRL-F4
Save: CTRL-S
Save As: F3
Translate: CTRL-T
Print: CTRL-P
Emboss: CTRL-E
Exit DBT: ALT-F4

Edit Menu

Cut: CTRL-X
Copy: CTRL-C
Paste: CTRL-V
Clear: Delete Key
Select All: CTRL-A
Highlight: CTRL-H
Go to: CTRL-G
Find: CTRL-F
Find Again: CTRL-I
Replace: F6
Spell Check: Shift-F11
Find Misspelling: F11

View Menu

Print Font: CTRL-F5
Braille Font: CTRL-F6
SimBraille Font: CTRL-F7
Six Key Entry: F2
Codes: ALT-F3
Enter codes: Ctrl + [
Translated Line: CTRL-F8

Layout Menu

Apply Style: F8
Style Level +: ALT-Right Arrow
Style Level -: ALT-Left Arrow
Code List: F5

Global Menu

Embosser Setup: CTRL-F11
Printer Setup: CTRL-F12

A Duxbury tutorial is available on the Duxbury Web site:
<http://www.duxburysystems.com/tutorial/intro.asp>

ASCII Braille Table

⠁	⠃	⠉	⠇	⠑	⠋	⠎	⠈	⠊	⠚
a	b	c	d	e	f	g	h	i	j
⠅	⠇	⠍	⠏	⠕	⠋	⠗	⠞	⠎	⠟
k	l	m	n	o	p	q	r	s	t
⠥	⠦	⠨	⠬	⠭	⠎	⠏	⠒	⠠	⠤
u	v	x	y	z	&	=	(!)
⠠	⠨	⠬	⠭	⠮	⠎	⠏	⠒	⠠	⠤
*	<	%	?	:	\$]	\	[w
⠠	⠨	⠬	⠭	⠮	⠎	⠏	⠒	⠠	⠤
1	2	3	4	5	6	7	8	9	0
⠠	⠨	⠬	⠭	⠮	⠎	⠏	⠒	⠠	⠤
/	+	#	>	‘	-				
⠠	⠨	⠬	⠭	⠮	⠎	⠏	⠒	⠠	⠤
@	^	_	“	•	;	,			