# THE BRAILLIST FOUNDATION

## Master Class on Braille Formatting.

Formatting documents is essential if you want to transcribe your document in to Braille. Like most things, everything has a beginning and end. So you must be able to form a structure in order for this to work.

Below I give some examples of how one can structure word documents and then I’ll talk about the same for when you wish to transcribe your document using the Duxbury Translation software. But the key to all of this is that you must be consistent with whatever you wish to do. When I speak about Braille transcription, there are different layouts in each country. For this purpose, I will talk about the UK. Whatever layout one uses, the principles are the same.

Always put a title or heading at top of your word

Document. You can do this with the heading styles in word. The short cut keys for this are very useful. The steps for this are as follows:

* Place the cursor where you want to apply a style
* To open the Styles menu, press Alt H, L.
* Use the arrow keys to browse the list of available styles.
* When you hear the style you want, press Enter to apply it to your document. You can also press Control Alt and 1 to 3 for your shortcut keys.

You can also do bulleted lists in your word documents, tables too. Tables have lots of challenges and they need to be handled with care. I could go in to this subject but it would need another master class for this procedure to be explained.

Heading level1, will come out as a centred heading in braille. Heading level 2 and 3 are subheadings.

in the UK, the page information line or running header, should not have any capitals.

One benefit of using styles in your Word document is that you can more easily create tables of contents, but I won't go into detail here. Also, there should be no spaces at the beginning or end of the text.

When you import your word document into Duxbury, it will automatically apply the appropriate styles. But I always like to check myself.

When you have styled up your document(s) you can either import straight to Duxbury or go to your File Explorer and find the document once you open Duxbury.

I use Duxbury to do Braille transcription as it’s one of the most popular programs that people are using at the present time. In the past, I have used Cipher and Braille Maker. You can use Google to see what free translation programs are out there.

If you are an advanced Duxbury user, you can insert the styles manually. I’m happy to talk about this at another time.

When you open Duxbury, you always have to start by choosing an existing template. you can create your own templates, but this is beyond what I'll cover here

I suggest, for UK users, using the template currently called English (UEB) - UK (UKAAF). I know that here there are people attending from the USA, and thus you can use the USA template as well which is called English (UEB) - BANA.

When you are styling up your headings, always make sure that the headings are evenly balanced (each line is about the same length).

Web and email addresses may need attention to make sure that they do not split in the wrong place. You need to know the UEB indicators for the emails and web addresses to be split in the wright places.

So once you open your file in Duxbury, you will find a lot of templates to choose from. Once you have chosen your template, you can set this template as your default template so the next time you open a file, you don’t need to keep choosing your templates.

As stated above, you will need to style your work up in order to get a good Braille file which you can emboss once you have completed the process. Or you can keep pressing the enter key without styling your documents. Some people call this quick and dirty braille. You also need to set a style for grade 1 mode or to tell the embosser that you'd like a grade 1 document before you start checking your DXB file. It's important that you do all this in the DXP file.

Once you have opened your document, you need to go to the Document menu or press Alt D and choose embosser Setup … Then you need to tab through this dialog box. If you don’t have a Braille embosser, you should ignore the first option. When you reach the second and third options, you need to tell Duxbury how many characters and lines you want per page. You can also do this in the Global menu if you are going to stick to the default settings. This depends on what size paper you have. You may have A4 paper and therefore you may wish to use 28 characters across and 27 lines down. Then you can press the Enter key to close the dialog box. Do this in your DXP file. When you press Control S to save your file, it will automatically choose DXP.

To apply styles to your Duxbury document:

* Press Alt and F3 which will enable you to initiate Coded view. This is very useful so you know where the styles will begin and end. I tend to use this only in the DXP file.
* Either highlight the text or put your cursor at the beginning of the line and press F8. You can then choose what you would like from the list of styles which will be presented to you.

Once you have finished with your DXP file, you can translate this file in to Braille by pressing Control T for Translate. Here you can check your braille layout and once you have finished, you can press F3 for Save As. Then press the Tab key and choose Formatted BRF to save it. You also need to know that there will be two documents on your screen. One is the DXP file and the other is the braille file. It is best to do all the corrections in your DXP file and then you can continue to make changes and finally save the file as a BRF file. Don’t forget each time you do an amendment in the DXP file, close the Braille file otherwise the file will not update with your changes. Press Control Tab which will enable you to go from the DXP file to the Braille file when you are checking your layout.

I’ve been using Duxbury for over 20 years so am very happy to help anyone with braille transcription layout.

Please do visit my website to see what I have done. [www.brailletranscriptionaudio.co.uk](http://www.brailletranscriptionaudio.co.uk). My business email address is kawal@brailletranscriptionaudio.co.uk I am still transcribing for people if they wish it. You can find all this information on my website.