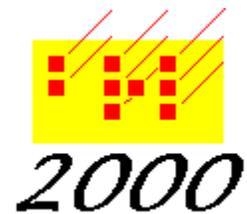




APH Transcriber Training Using NIMAS Files & Braille 2000



Day 4 Overview

- Explore Braille 2000 features for editing and formatting:
 - Headings
 - Tables
 - Lists
 - Alphabetic References (Glossary, Index)



Headings

(Formats Section 4)



Headings

- *Formats 4.1.1:* Print books use various methods to distinguish headings: different fonts and font sizes, color, placement on the page, etc. Just as print headings provide a hierarchy structure of levels, an effort should be made to achieve the same type of structure in braille. This is done after a careful examination of headings in the table of contents and the body of the text. It is important to be consistent in the treatment of similar print headings throughout the entire transcription.
- *Formats 4.1.2:* Headings are one of the most important ways a reader obtains information about the print format of material being presented on the braille page. Headings denote hierarchy, and by doing a quick finger scan one can quickly move to pertinent sections... (Read further in *Formats*.)
- NIMAS follows print design. Transcriber makes final decision.



Headings *(continued)*

- Heading Hierarchy (*Formats 4.2*)
 - Centered, cell 5, cell 7
 - Compare NIMAS heading set up with transcriber decisions.
 - It's possible in Braille 2000 to set full file conversions for NIMAS generated headings. (Complex process; contact Bob Stepp if interested.)
 - Set up keyboard commands in Braille 2000 under Styles.
- Transcriber will need to adjust file per *Formats 4* for general provisions. (blank lines, boxed material, subsequent headings, etc.).
- Demo



Lists

(Formats Section 8)



Lists

- *Formats 8.1.1*: Lists can be a series of words, phrases, or sentences. ... A list may be preceded by a heading.
- Types of lists:
 - simple (embedded, vertical, columns) lists
 - nested lists
 - bulleted lists
 - outlines
 - annotated lists
- See *Formats 8* for explanations and samples.



Lists *(continued)*

- NIMAS translation converts lists as in print.
- Some need for transcriber to edit:
 - List prefixes may be in bold type, based on print appearance.
 - Bullets are not always converted in NIMAS file and may need to be added in braille.
 - Numeric and/or alphabetic identifiers are not always converted in NIMAS file and may need to be added (e.g., numbers of exercises).
 - Note: If print layout shows a list in columns, transcriber may need to move items, or simply do direct entry.
- Demo



Tables

(Formats Section 11)



Tables

- *Formats 11.1.1*: A table is an orderly arrangement of data, especially one in which the data are arranged in columns and rows in an essentially rectangular form.
- *Formats 11.1.1 (cont.)*: Tables are transcribed as they are in print if possible and alternate methods are used when that is not possible. **Clarity for the reader, intended use, and the information contained in a table are all considered when selecting an alternative table format.**
- NIMAS files include the table formatting found in the print book. However, the braille transcriber may need to adapt this formatting or provide another alternative to best meet the needs of the student.
- See *Formats 11* for definitions of table features and types.



Tables *(continued)*

- Because of vast differences in artistic layout of print texts, either translator (BrailleBlaster & Braille 2000) will at times “read” print material as a table that is not actually a table. In this case, you may simply need to use direct entry & editing.
- Braille 2000 conversion from NIMAS shows tables and lists in blue shading. Individual items inside blue shading can not be changed.
- How to “Edit as plain text” if you need to reformat table

- Demo



Tables *(...continued)*

- Examples of some table formats:
 - Basic
 - Keyed Column Headings and/or Row Headings
 - Wide Tables: Listed Table Format
 - Wide Tables: Facing Pages

- Demo



Alphabetic References *(Formats Section 21)*



Alphabetic References: Index

- Index
 - NIMAS follows print book formatting; transcriber may need to edit.
 - *Formats 21.4.4*: Change subentries in paragraph form to a nested list.
 - Change braille dash to hyphen where needed (e.g., joining two print page numbers)
 - Typeforms: Some print page numbers in index are intentionally shown in bold type or italics, necessary for reference. Avoid whole-section emphasis adjustment.
 - Braille 2000 may insert a numeric termination indicator where *Formats* does not require it. Use whole section substitution/omission.
- Demo



Alphabetic References: Glossary

- Glossary (*Formats 21.6--SEE SAMPLES*)
 - NIMAS and Braille 2000 follow print book formatting well.
 - Typeforms: some print books may use bold type for entry words. Change emphasis in braille. (Using BrailleBlaster conversion does this up front.)
 - *Formats 21.6d*: The language by which the glossary is organized should be used for guide words.
 - *Formats 21.6d*: List foreign language symbols on Special Symbols Page.
 - *Formats 21.6e*: English and foreign language glossary words may appear as separate entries on the same page. Use 1-5 margins for the main entry words, 3-5 margins for the subentry words.



Glossary *(continued)*

- Glossary (*Formats 21.6--SEE SAMPLES*)
 - *Formats 21.6f*: English and foreign language glossary word entries may appear on facing pages. Combine the entries into a nested list as above, and use combined print page numbers.
 - Braille 2000 will help convert a section of a text into another language.
 - Glossaries with samples:
 - Omit irrelevant illustrations.
 - Retain diagrams in math and science.
 - Adjust headings, guide words, etc. See *Formats 21.6.5*.
- Demo



Alphabetic References: Miscellaneous

- Guide Words (*Formats 21.3*)
 - *Formats 21.3.1*: Omit print guide words unless the text is teaching readers how to use guide words.
 - *Formats 21.3.2*: Add braille page guide words to all alphabetic references except bibliographies. (agency discretion)
 - Guide words will be generated by transcriber. (See examples in *Formats* manual.)
- Demo



Q&A?

