

# 4.1 Optimizing Resources for Improved Braille Production

## Part I: MS Word, a Braille Template, and DBT

---

AHEAD

Seattle, Washington

Thursday July 14, 2011

Susan Christensen

Braille Production & Software Specialist

chrn3292@gmail.com

This material is an excerpt and modified from DBT 11.1: Help, Help Topics, Working with Word, Word Template (BANA Braille 2010)

### Contents

Optimizing Resources for Improved Braille Production: MS Word, A Braille Template, and DBT .....	1
Word Template (BANA Braille 2010.dot) .....	1
Using the BANA Braille 2010 Template .....	1
Braille – Paragraph Styles Toolbar .....	4
Braille – Character Styles Toolbar .....	5
Braille – Nemeth (Math) Toolbar .....	6
DBT Codes in Word .....	7
Configuring DBT .....	9
Setting the Default Document Template .....	9
DBT's Word Importer .....	9

# Optimizing Resources for Improved Braille Production: MS Word, a Braille Template, and DBT

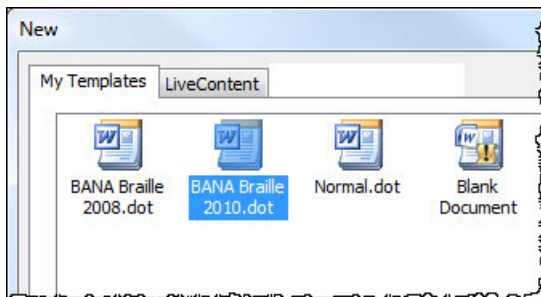
## Word Template (BANA Braille 2010.dot)

BANA = Braille Authority of North America

If Word 2000 or newer is already on the computer when DBT is installed, a new Word template called *BANA Braille 2010.dot* is added to the Templates folder. For those who used earlier versions of the template, it's important to now use the *BANA Braille 2010.dot* template to take advantage of the latest features. There is no need to delete earlier templates.

If the *BANA Braille 2010.dot* template was not installed, either reinstall DBT or copy the *BANA Braille 2010.dot* file into the Templates folder. A backup copy of the template is found in

C:\Program Files (x86)\Duxbury\DBT 11.1\Templates (Vista and Windows 7).



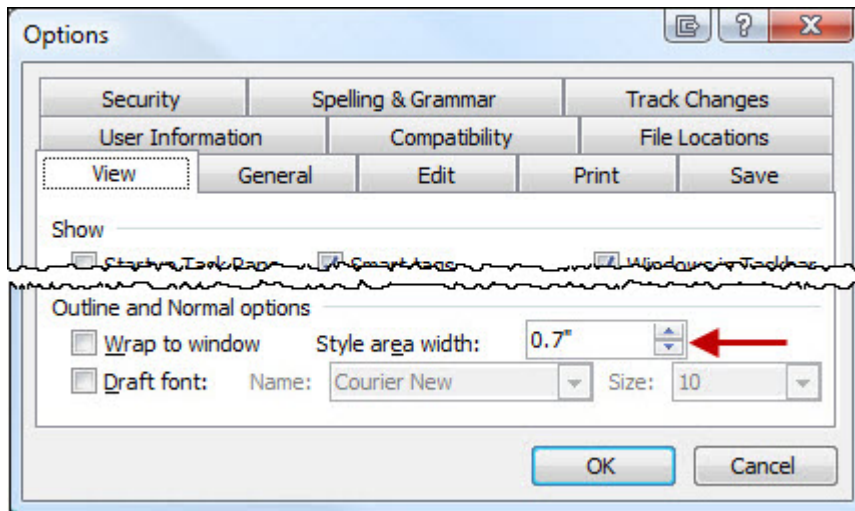
Additionally DBT includes two templates called, *English (American Textbook DE) – BANA* and *English (American Textbook DE) BANA Nemeth*.

## Using the BANA Braille 2010 Template

Using the Style Area in Word is recommended. This area appears in Draft View (and Outline View) in Word. It displays a column on the left side of the screen, showing the Word paragraph styles in use.

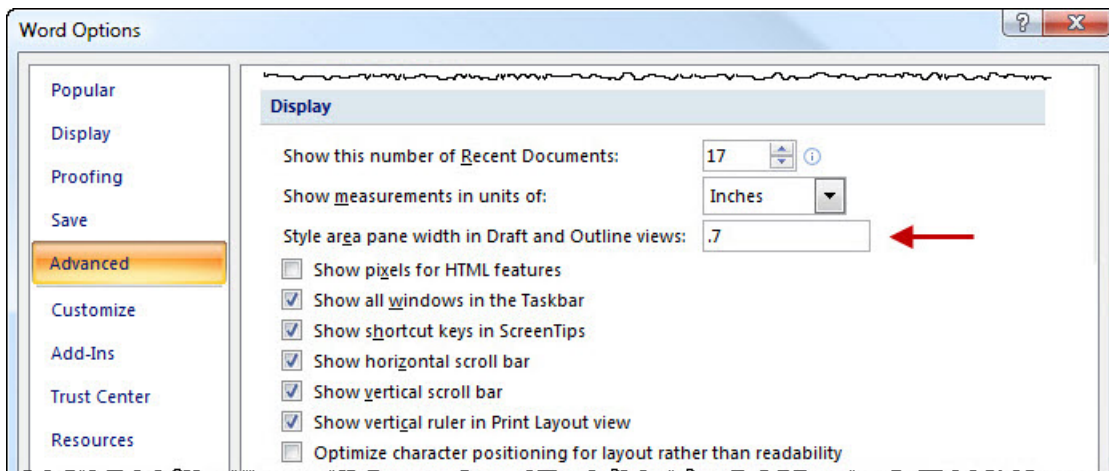
Heading 1	CHAPTER 1
Heading 1	Communication
Body Text	You will learn ...
List	ways to express thoughts and feelings honestly and directly.
List	how to use I-messages and active listening.
List	how to avoid sending mixed messages.
List	ways to resolve conflicts with others.
Body Text	Relationships are the interactions you have with other people.


Word 2000, 2002, 2003: Tools, Options (Alt-T, O, Alt-E)



Word 2007: Office Button, Word Options, Advanced, Display section, Style area pane width in Draft and Outline views (Alt-F, I, A, Alt-E-E-E-E)

Word 2010: File, Options, Advanced, Display section, Style area pane width in Draft and Outline views (Alt-F, I, A, Alt-E-E-E-E)



Word 2000, 2002, 2003: Use Normal view (Alt-Ctrl-N or Alt-V-N) to see the Style area. 

Word 2007, 2010: Use Draft view (Alt-Ctrl-N or Alt-W-E) to see the Style area.



To use the braille template for a new file:

Word 2000: File, New, BANA Braille 2010.dot

Word 2002: File, New, (Task pane) New from template, General Templates, General, BANA Braille 2010.dot

Word 2003: File, New, (Task pane) Templates, On my computer, General, BANA Braille 2010.dot

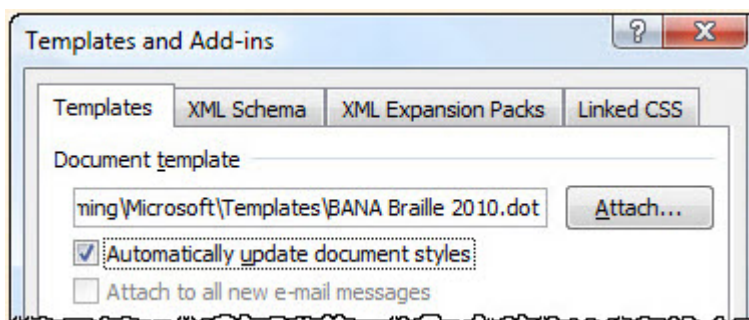
Word 2007: Office Button, New, My Templates ..., My Templates, BANA Braille 2010.dot (May be found in Recently Used group after first time)

Word 2010: File, New, My templates, Personal Templates, BANA Braille 2010.dot (May be found in Recent templates after first time)

To attach the braille template to a current file:

Word 2000, 2002, 2003

- Tools, Templates and Add-ins, Document template, Attach, *BANA Braille 2010.dot*, Open. **Make sure *Automatically update document styles* is checked before clicking OK.** (Alt-T, I, Alt-A, BANA Braille 2010.dot, Alt-O, Alt-U, Enter)
- Note: It is strongly suggested that after clicking OK you return to the dialog and uncheck *Automatically update document styles*.



Word 2007, 2010

The easiest option for access to the *Templates and Add-ins* dialog is to add it to the Quick Access Toolbar (QAT).



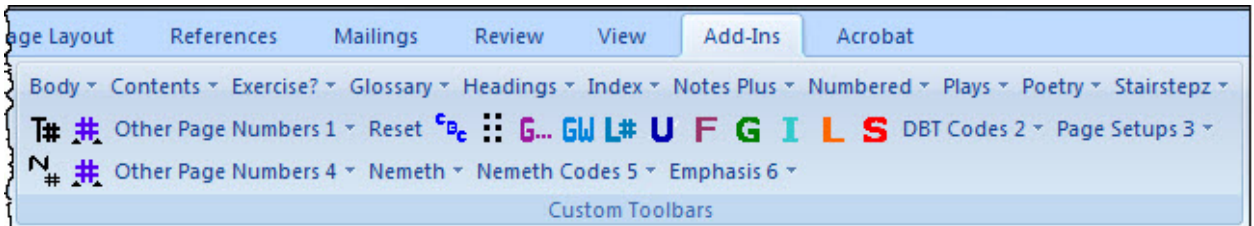
- Click the arrow at the end of the Quick Access Toolbar (Alt, Shift-Tab, Enter or Spacebar)
- Click on *More Commands* (M)
- In the *Choose Commands from* drop down, select *All Commands* (Alt-C, A, Enter)
- Select *Templates* from the alphabetical list and click the *Add* button (Alt-A) between the two lists. This adds *Templates* to the end of the list (or after a selected command in the QAT list). The up and down arrows at the right side of the screen can be used to move commands within the list.
- Select the *Templates* button on the QAT and go through the procedure for attaching the template above (Word 2000, 2002, 2003).

Toolbars: The toolbars may appear in a different configuration than shown below.

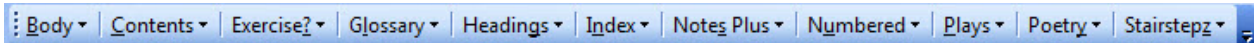
Word 2000, 2002, 2003: Three braille toolbars appear in the toolbars area.



Word 2007, 2010: The toolbars appear in the Add-Ins tab.



## Braille - Paragraph Styles Toolbar

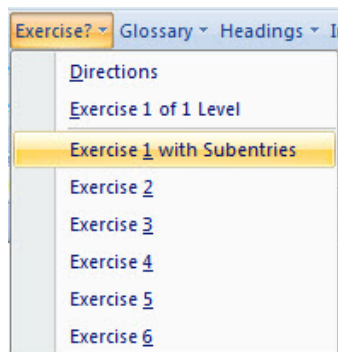


Style names are used for those who may not be as familiar with the actual indent/runover required for a particular format.

Apply styles using your favorite method:

Contents, Exercise, Glossary, and Index have a style that must be used when there is no subentry – for example, Exercise 1 of 1 Level. When there is a subentry, use the style with number for correct importing into DBT.

Exercise material: When an exercise has a subentry, use *Exercise 1 with Subentries* for the first level and *Exercise 2* for the subentry.



1. What is the capital of Wisconsin?
  - a. Milwaukee
  - b. Sheboygan
  - c. Madison
  - d. Green Bay

Exercise1	1. What is the capital of Wisconsin?
Exercise2	a. Milwaukee
Exercise2	b. Sheboygan
Exercise2	c. Madison
Exercise2	d. Green Bay

## Braille - Character Styles Toolbar



This toolbar includes character styles, the styles for page numbers, and DBT Codes.

T# – Textbook Reference Page Number (Alt-Return) – Places the print page number at the right margin in the .doc file.

▲#▲ – Embedded Textbook Reference Page Number (Alt-Ctrl-Shift-T) – Apply to print page numbers that happen mid-paragraph.

Other page Numbers (Alt-1) – These items help control other page numbering situations (such as combined page numbers). Show/Hide (Ctrl-\*) must be active.

Reset (Ctrl-Space) – Used when typing. This ends the character style and returns to the format of the paragraph style in use.

CBC – CBC-Inline (Alt-Ctrl-Shift-C) – Text using this character style will appear in blue Courier New font. This is equivalent to DBT's BANA CI-CBCInline style, and DBT's compinline style. Note: For proper mapping to DBT, make sure DBT's Global, Word Importer, Transcribe Courier to CBC is unchecked.

⠆ – Exact translation (Alt-Ctrl-Shift-E) – Anything in this character style will appear in the Simbraille font (assuming the font is installed), and will import and translate into DBT without making any changes.

G... – Guide Dots (Alt-Ctrl-Shift-D) DBT will automatically insert the guide dots in DBT when this style is applied to the page numbers in a table of contents.

GW – Guide Word (Alt-Ctrl-Shift-W) Apply this style to glossary entry words and DBT will insert the guide words on the last line of the braille page.

L# – LineNums (Alt-Ctrl-Shift-N) Apply to prose and poetic line numbers.

U – Uncontracted (Alt-Ctrl-Shift-U) Apply to any word(s) that should be uncontracted.

F – French (Alt-Ctrl-Shift-F)

G – German (Alt-Ctrl-Shift-G)

I – Italian (Alt-Ctrl-Shift-I)

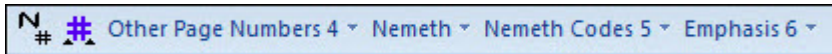
L – Latin (Alt-Ctrl-Shift-L)

S – Spanish (Alt-Ctrl-Shift-S) Note, the Word shortcut Alt-Ctrl-Shift-S is the shortcut for the BANA Spanish style that was set before Word introduced the Style Pane. Change the shortcut for either the Styles Pane or Spanish style as desired.

DBT Codes (Alt-2) – These items help control specific translation situations. Show/Hide (Ctrl-\*) must be active.

Page Setups (Alt-3) – These items set up Special Symbols, Transcriber's Notes, and Contents pages, along with making sure the preliminary pages and text pages are handled correctly. Show/Hide (Ctrl-\*) must be active.

## Braille – Nemeth (Math) Toolbar



NOTE: Use this toolbar only if the document is a math document using Nemeth code.

N# – Nemeth Reference Page Number (Alt-Shift-Return)

▲#▲ – Embedded Nemeth Textbook Reference Page Number (Alt-Ctrl-Shift-M)  
– Apply to print page numbers that happen mid-paragraph.

Other page Numbers (Alt-4) – These items help control other page numbering situations. Show/Hide (Ctrl-\*) must be active.

Nemeth – Menu includes Directions and Exercise paragraph styles. It is necessary to use the Directions and Exercise styles on this menu for DBT to import and translate the document correctly. Literary Context, Linear Math, Technical Notation and TN-Nemeth (Embedded) character styles are also included on this menu.

Nemeth Codes (Alt-5) – Menu includes specific DBT codes to help control common Nemeth translation. Show/Hide (Ctrl-\*) – must be active.

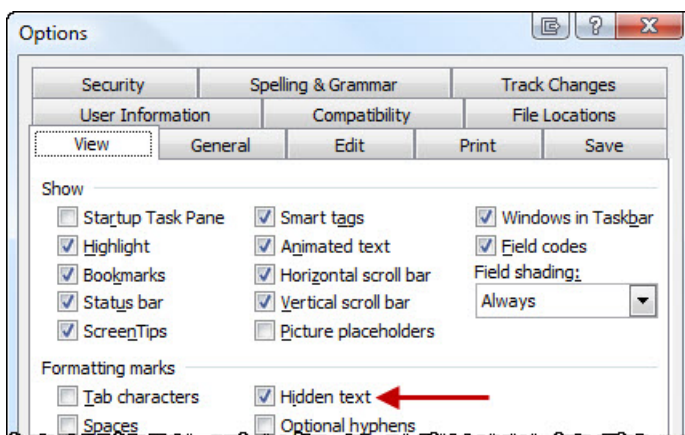
Emphasis (Alt-6) – Menu includes Nemeth italic and bold character styles.

## DBT Codes in Word

Because the codes may be intrusive for general editing and printing, these codes are set up as hidden text. To see the codes, it will be necessary to work with non-printing formatting marks turned on by clicking Show/Hide (Ctrl-\*) on the Standard toolbar. The codes begin with [[\* and end with \*]] and are plum colored with a faint dotted underline. Hidden codes cannot be deleted or modified if they aren't visible.

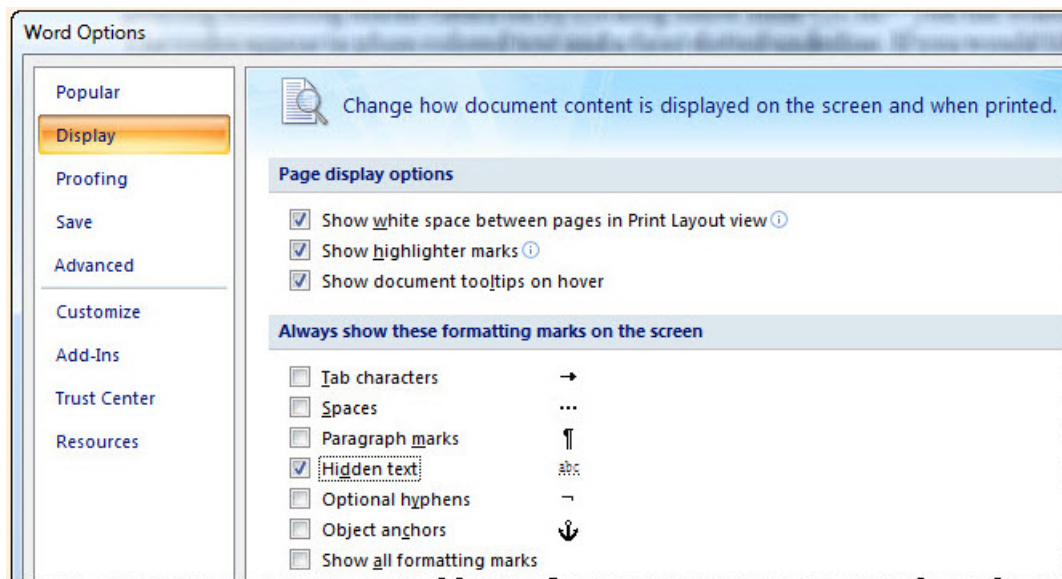
It is possible to see only hidden text without seeing the rest of the non-printing formatting marks. Those who use screen readers will find this option preferable.

Word 2000, 2002, 2003: Tools, Options, View, Hidden text (Alt-T O, View, Alt-I)



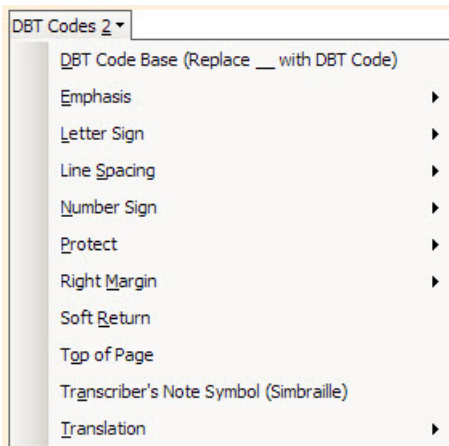
Word 2007: Office Button, Word Options, Display, Always show these formatting marks on the screen, Hidden text

Word 2010: File, Options, Display, Always show these formatting marks on the screen, Hidden text





DBT codes are used to control specific translation issues. Inserting the codes in Word limits the need for manipulating the braille file after translation.



**Protect Block:** Used to keep text on a single page. A typical use is to keep test question and answer choices on a single braille page.



- Protect Block Start `[[*kps*]]`
- Protect Block End `[[*kpe*]]`

Exercise 1	<code>[[*kps*]]</code> 1. What is the capital of Wisconsin?
Exercise 2	a. Milwaukee
Exercise 2	b. Sheboygan
Exercise 2	c. Madison
Exercise 2	d. Green Bay <code>[[*kpe*]]</code>

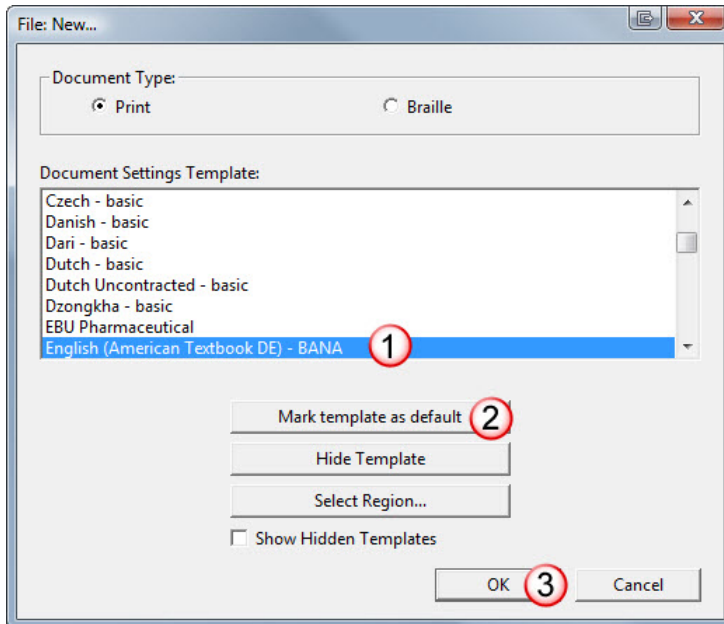
**Soft Return** `[[*l*]][[*run*]]`: Forces a new line and maintains the correct runover position for DBT.

**Top of Page** `[[*top*]]`: Conditional new braille page break (no effect if already at the top of a page). For best results keep the code as its own paragraph.

## Configuring DBT

### Setting the Default Document Template

File, New (Ctrl-N): Find *English (American Textbook DE) - BANA* and select *Mark template as default*.



### DBT's Word Importer

Global: Word Importer (Alt-G, R)

Use *Preserve Skipped Lines* cautiously. If blank paragraphs are used to create extra space, in addition to using the Word braille styles, the .dxb file will have two blank lines where there should be only one blank line.

*Ignore language switches*: Uncheck with intentional foreign language markup.

