



# APH Transcriber Training Using NIMAS Files & Duxbury/Nimpro

## Session 1

# Learning Objectives:

- How to access a file from NIMAC.
- Download, Save & Convert NIMAS file to braille using Nimpro/Duxbury.
- Exploring Nimpro's features.
- Identify file types in NIMAS file set and how they can be used for transcription, esp. PDF, xml, and images.



# What is NIMAC/NIMAS?



# What is the NIMAC?

- The National Instructional Materials Access Center
- Created by IDEA 2004, the NIMAC is the national source file repository for K-12 textbooks and instructional materials.
- The NIMAC receives NIMAS files from publishers and makes them available to states for use in producing accessible formats for K-12 instructional materials.
- There are over 68,000 file sets from almost 160 publishers in the NIMAC.
- All 50 states plus 6 outlying areas and the Department of Defense work with the NIMAC.



# What is NIMAS?

- NIMAS stands for the “National Instructional Materials Accessibility Standard.”
- It is an XML-based source file format.
- NIMAS is designed for use in producing formats such as braille, DAISY, EPUB, large print.
- NIMAS files cannot be directly embossed – they require translation into braille (or another format) before being used by a student. NIMAS files are not distributed directly to students.



# Types of Materials in the NIMAC

- Per IDEA, NIMAC receives files when states and districts require NIMAS in their textbook adoption contracts with publishers.
- The wide range of student-facing instructional materials received by the NIMAC include: textbooks, workbooks, supplementary readers, and ancillary materials such as blackline masters.
- Not all materials used in the classroom are within scope for the NIMAC. Examples of materials that are usually exempt include: teacher's editions, pre-2006 titles, trade books, college textbooks, and reference books.



# NIMAC Accounts for Accessible Media Producers (AMPs)

- Braille transcribers -- and producers of other accessible formats from NIMAS -- are invited to request an account so that they can download files from the NIMAC.
- An AMP account allows you to download any file assigned to you by an Authorized User in any state.
- Registering as an Accessible Media Producer is free and easy! Please reach out to the NIMAC at [nimac@aph.org](mailto:nimac@aph.org) for more information or to request the registration link.



# How to Access a NIMAS File Through Your Authorized User

- If you are not a NIMAC Authorized User you can:
  - Go to <http://www.nimac.us>.
  - Search by title, publisher, or ISBN
  - (AMPs) Alternate Media Producers including transcribers can obtain content assigned by an Authorized User.





What should you do  
when you are assigned  
a NIMAS file?

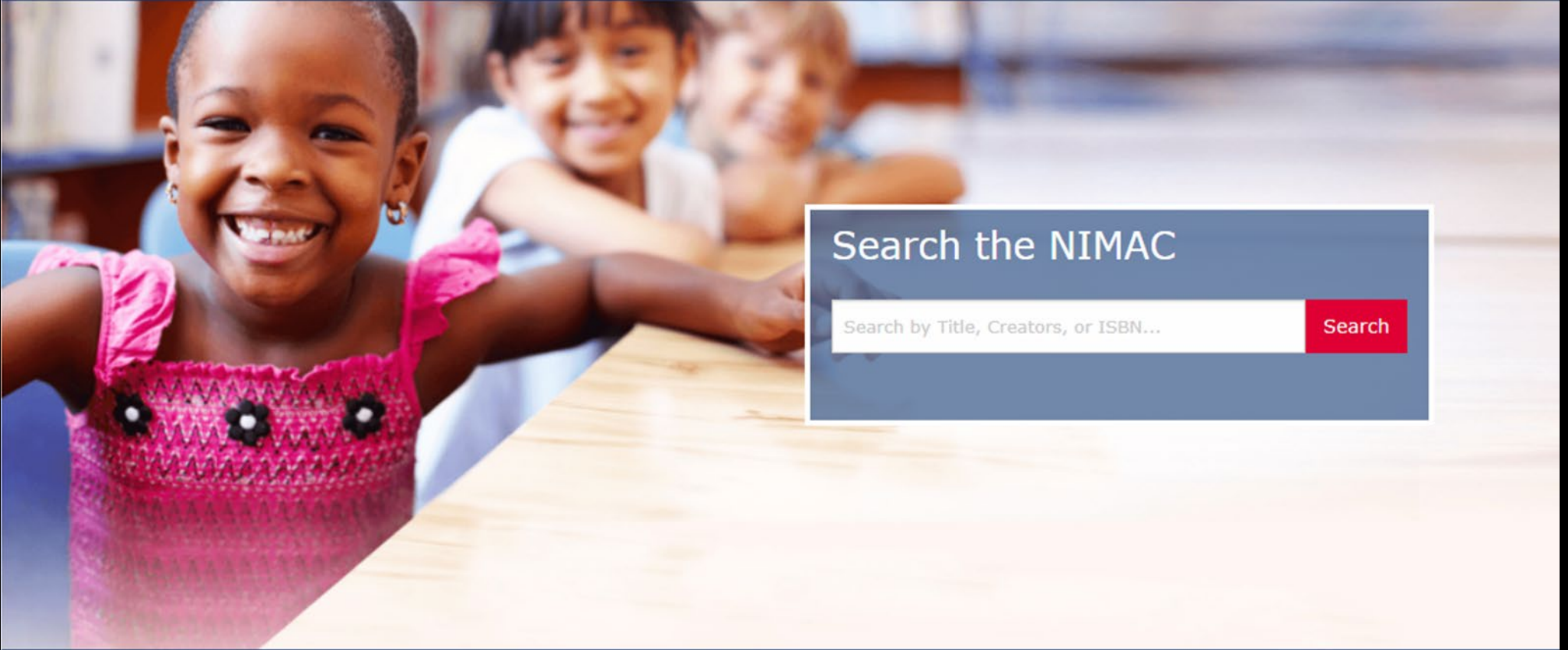


# NIMAC Homepage



National Instructional  
Materials Access Center

[Log in](#)



Search the NIMAC

Search by Title, Creators, or ISBN...

Search

Call us at 502-800-9230 or 877-526-4622



# NIMAC Login Screen



National Instructional  
Materials Access Center

Log in

## Log in

Username

Password

**The Password field is required.**

Log in

[Forgot Password?](#)

Call us at 502-899-2230 or 877-526-4622

[Policy Information](#) | [Contact Us](#)

Powered by OverDrive, Inc.



# NIMAC Title Assignments

The screenshot shows the NIMAC Title Assignments page. At the top left is the NIMAC logo and the text "National Instructional Materials Access Center". To the right, it says "Hello, Deb Krise" and provides links for "User Information", "My Downloads", and "Log off". A search bar is located below these links with the placeholder text "Search by Title, Creators, or ISBN..." and a "Search" button. Below the search bar is a navigation menu with "Publisher Contact Information", "Title Assignments", "Reports", and "Manage Watchlist". The main heading is "Title Assignments". There is a "VIEW" dropdown set to "25" and a pagination control showing "1 | 2 | 3 | 4 | 5". Below this are two tabs: "Active Queue" and "Completed Queue". The results section shows "Results: 1-25 of 128" and a "Search Within..." input field. A "Generate Queue Report" button is present. Below the report button are two buttons: "+ Add To My Downloads (0)" and "Move To Completed (0)". A table with the following columns is displayed: "TITLE DETAILS", "FORMAT", "AUTHORIZED USER", "DATE ASSIGNED", and "DATE DOWNLOADED". The first row of data is for "Chemistry, AP Edition" in "Large Print" format, assigned to "Tennessee School for the Blind" on "05/25/2022" and downloaded on "05/26/2022". Below the table, the "Identifier" is "9780076812141NIMAS" and the "Publisher" is "McGraw-Hill Education".

NIMAC National Instructional Materials Access Center

Hello, Deb Krise | User Information | My Downloads | Log off

Search by Title, Creators, or ISBN... Search

Publisher Contact Information Title Assignments Reports Manage Watchlist

## Title Assignments

VIEW 25

Active Queue Completed Queue

Results: 1-25 of 128 Search Within...

Generate Queue Report

+ Add To My Downloads (0) Move To Completed (0)

<input type="checkbox"/>	TITLE DETAILS	FORMAT	AUTHORIZED USER	DATE ASSIGNED	DATE DOWNLOADED
<input type="checkbox"/>	<b>Chemistry, AP Edition</b> Identifier: 9780076812141NIMAS Publisher: McGraw-Hill Education	Large Print	Tennessee School for the Blind	05/25/2022	05/26/2022



# Download Request

**NiMAC** National Instructional Materials Access Center

## Submit Download Request

You have selected **1** item for download.

Select the type of content you would like to download.

- Full Download (includes images)
- Full Download - No MathML (includes images)
- XML Download (excludes images)

To continue, please accept the terms of the LUA by clicking the "I agree..." button at the bottom of this screen.

THIS USER AGREEMENT is between the National Instructional Materials Access Center (NIMAC) and the authorized user who physically signed, or assented electronically, to this Agreement under the terms and conditions set forth herein.

### 1. INTRODUCTION

**1.1. Terms.** The authorized user is called "USER" or "YOU". "YOU" also includes any representatives you designate as authorized users for your agency. The National Instructional Materials Access Center is called "the Center," "WE" or "US," depending upon the context of the reference. This is referred to as "the Agreement," while the services WE provide are called "the Services" and the electronic NIMAS file sets available on or from the Web Site described below are

I agree that my agency and I will abide by the NIMAC Limitation of Use Agreement.

I do not agree that my agency and I will abide by the NIMAC Limitation of Use Agreement.

**Title Assignments**

VIEW 25

Active Queue Completed Queue

Results: 1-25 of 128

Generate Queue Report

+ Add To My Downloads (1)

TITLE DETAILS	DATE DOWNLOADED
<input checked="" type="checkbox"/> <b>Chemistry, AP Edition</b> Identifier: 9780076812141NIN Publisher: McGraw-Hill Educati	05/26/2022
<input type="checkbox"/> <b>African American History</b>	05/23/2022



# Add to My Downloads

Publisher Contact Information Title Assignments Reports Manage Watchlist

## Title Assignments

VIEW 25

Active Queue Completed Queue

Results: 1-25 of 128

Generate Queue Report

Search Within...

+ Add To My Downloads (1) Move To Completed (1)

<input type="checkbox"/>	TITLE DETAILS	FORMAT	AUTHORIZED USER	DATE ASSIGNED	DATE DOWNLOADED
<input checked="" type="checkbox"/>	<b>Chemistry, AP Edition</b> Identifier: 9780076812141NIMAS Publisher: McGraw-Hill Education	Large Print	Tennessee School for the Blind	05/25/2022	05/26/2022



# Download File

ing re... Sage X3 Supervisor login UEB Technical | CNIB TNCloud Log in - NIMAC Por... TRICOR HOME - H... CanonPrinter

**NiMAC** National Instructional Materials Access Center Hello, Deb Krise | **User Information**

Search by Title, Creators, or ISBN...

Publisher Contact Information Title Assignments Reports Manage Watchlist

## My Downloads

Please note that the download processing status indicator does not update automatically. To view status changes, please refresh the page in your browser.

Send me an email notification when a requested file is ready for download in My Downloads.

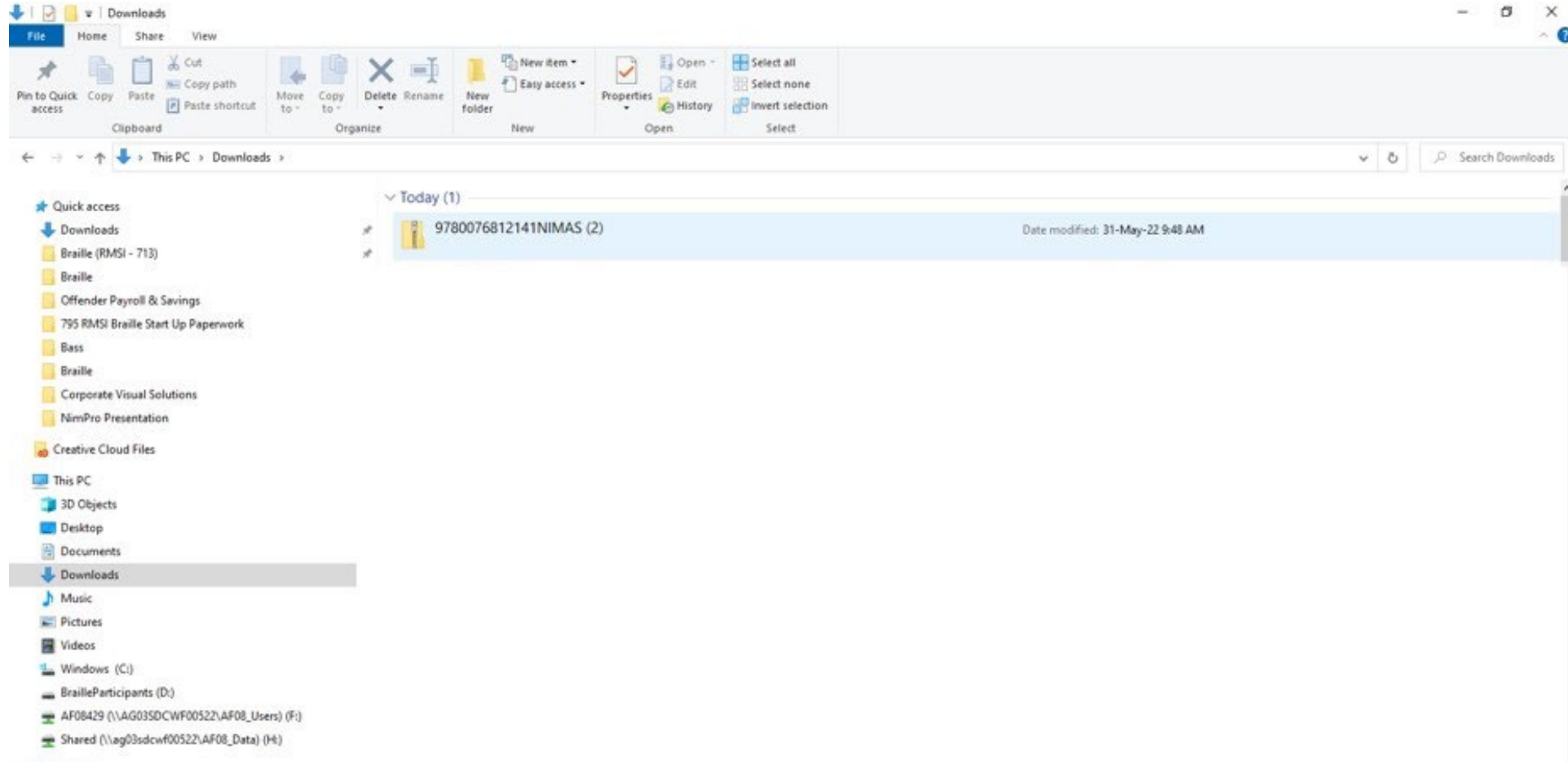
Showing: 1-2 of 2

[Delete All Download Queue Items](#)

TITLE DETAILS	DOWNLOAD TYPE	DATE ADDED TO QUEUE	ACTIONS
<b>Chemistry, AP Edition</b> Identifier: 9780076812141NIMAS	Full (83.29 MB)	05/26/2022 10:08:18 AM	<a href="#">Download</a> <a href="#">Delete</a>

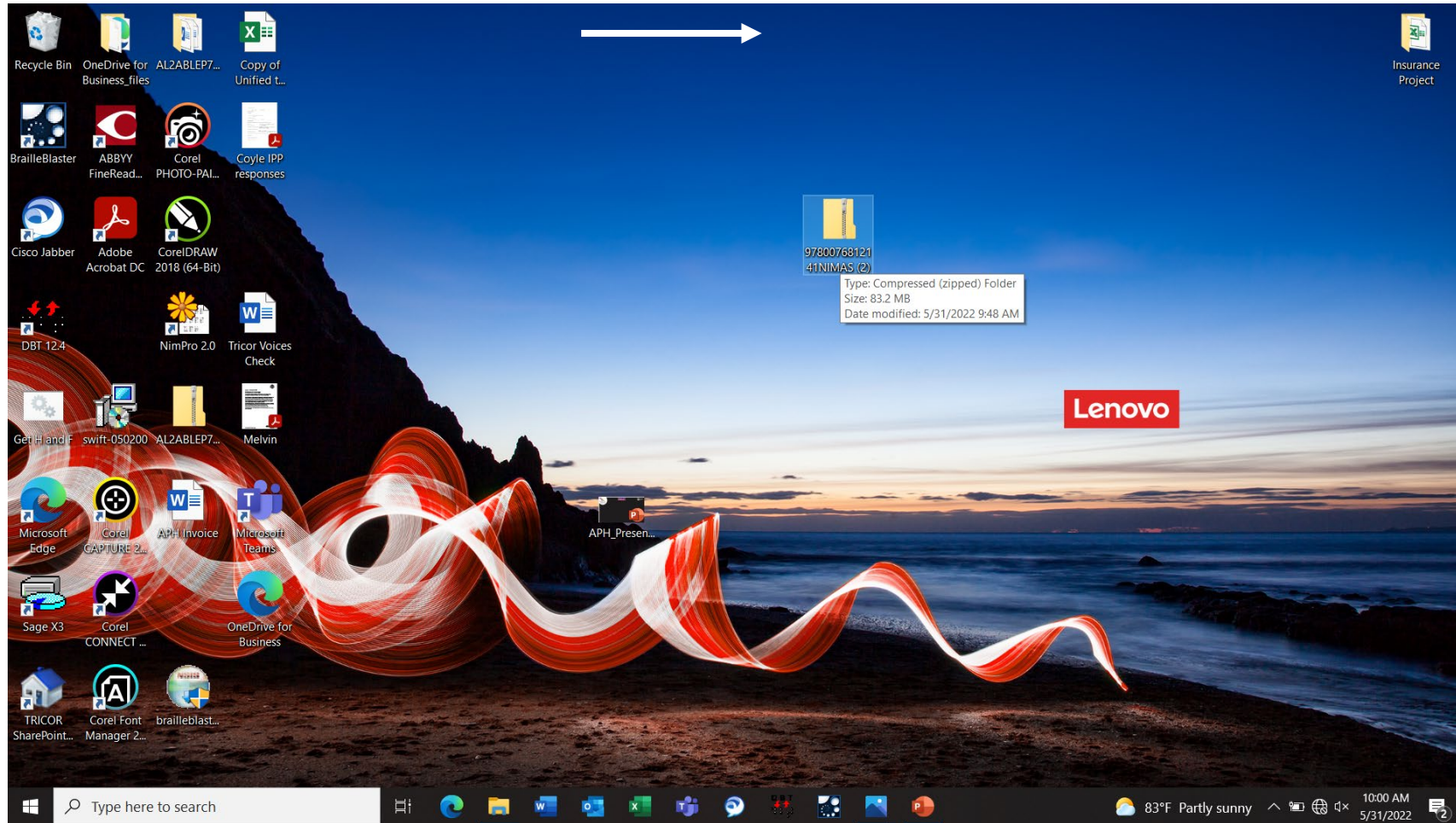


# Downloaded File





# Downloaded File on Desktop



# Unzipping and opening the NIMAS file:

As shown in the previous slide, you will find, click and unzip the NIMAS file set. Once that is accomplished, you will have access to the files for the book.

The following slides will give you an example of the files included in a NIMAS file set.








# Files in NIMAS File Set



# NIMAS XML File


- (XML) Extensible Markup Language which allows for accessible format production, including braille. This file contains the contents of the material.
- Must have an XML converter software to open.







 images	File folder	
 9781643831466NIMAS	Adobe Acrobat Document	397 KB
 9781643831466NIMAS	XML Document	317 KB
 9781643831466NIMAS.opf	OPF File	4 KB

# NIMAS PDF File

- The PDF contains the title and copyright pages of the book. It can be used to verify that you are working with the correct file.
- Adobe Acrobat Document, Word, and others will allow you to open this file.



 images	File folder	
 9781643831466NIMAS	Adobe Acrobat Document	397 KB
 9781643831466NIMAS	XML Document	317 KB
 9781643831466NIMAS.opf	OPF File	4 KB

# Opening NIMAS File in NimPro



# Opening NimPro:

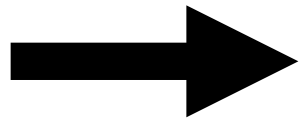


To open NimPro simply click the icon, which is either located on your toolbar or desktop. It depends how you have your computer set up.



# NimPro

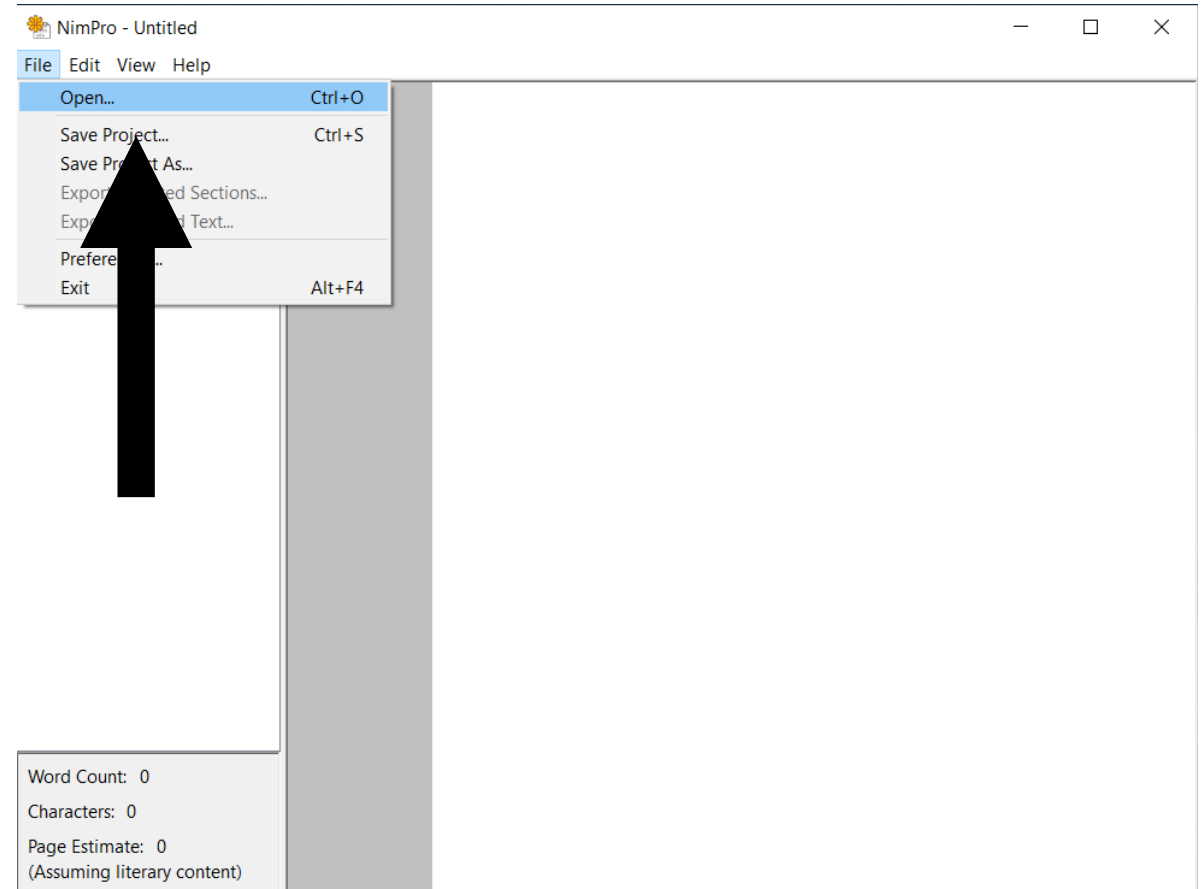
Once NimPro is open, you are ready to open the NIMAS files for Duxbury or Windows use.





# Opening File in NimPro

- Open the File Tab
- Select Open



# Choosing a NIMAS File:

- I. Select the NIMAS File
- II. Click Open
- III. NIMAS file will automatically open in NimPro

NimPro - 9781643831466NIMAS\_Amplify ELA Gr 8

File Edit View Help

Front Matter  
Body Matter  
Rear Matter

DocTitle  
Amplify ELA [Grade 8]

DocAuthor  
Amnplify

Choose a NIMAS file

Look in: Braille Accomplishments (W:)

Name	Date modified	Type
9781643831114 Amplify ELA G7	5/18/2022 1:25 AM	File folder
Fisher	5/23/2022 8:39 PM	File folder
NimPro	5/23/2022 8:57 PM	File folder
9781643831466NIMAS.xml	6/1/2022 8:49 PM	XML File
9781643831466NIMAS_Amplify ELA Gr 8.zip	5/17/2022 9:37 AM	Compressed (zip)

File name: 9781643831466NIMAS\_Amplify ELA Gr 8.zip

Files of type: NIMAS Files (\*.zip;\*.nimpro;\*.xml)

Open Cancel

Word Count: 686  
Characters: 5,703  
Page Estimate: 6  
(Assuming literary content)

Body Text

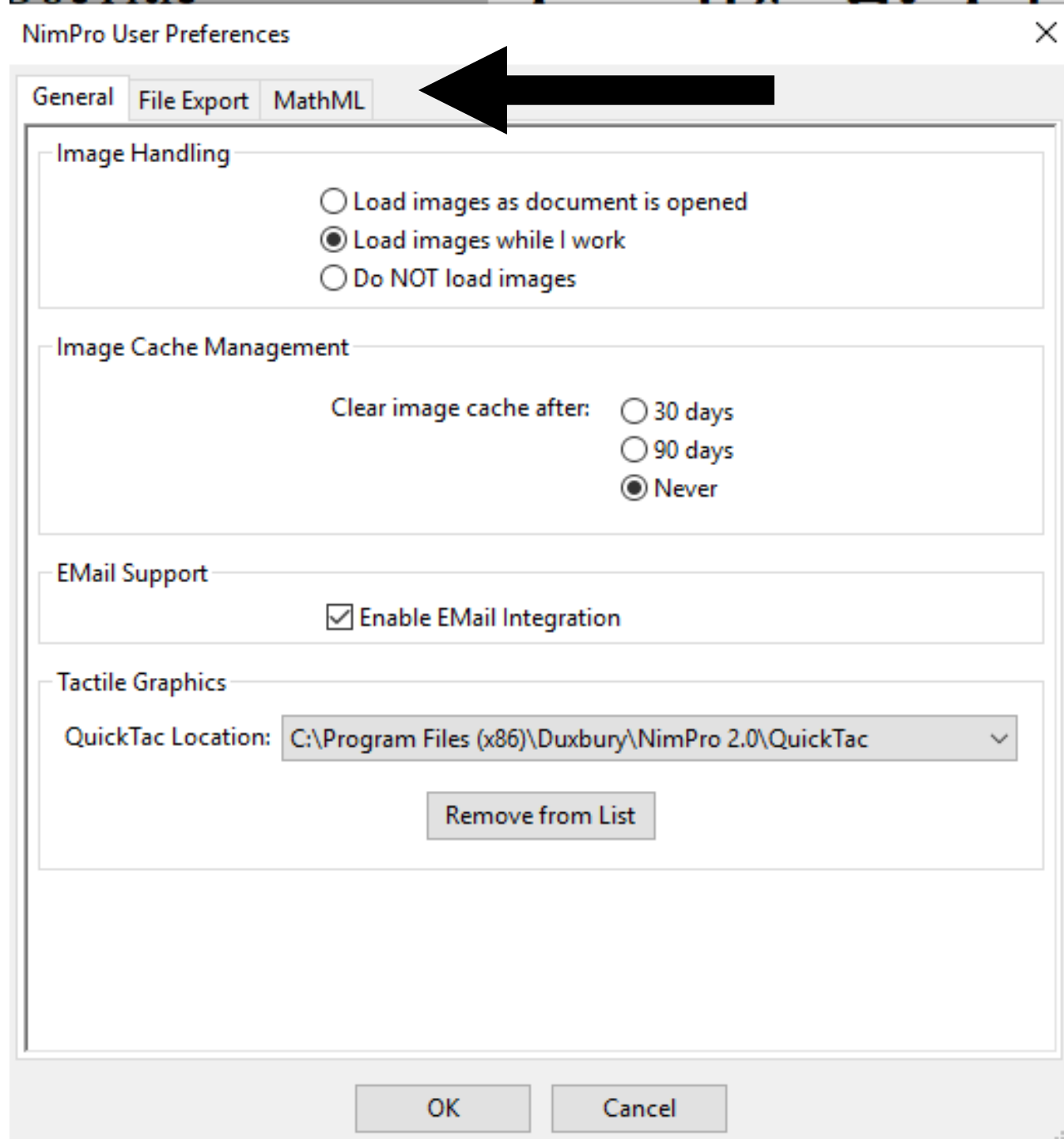
Copyright © 2019 by Amplify Education,

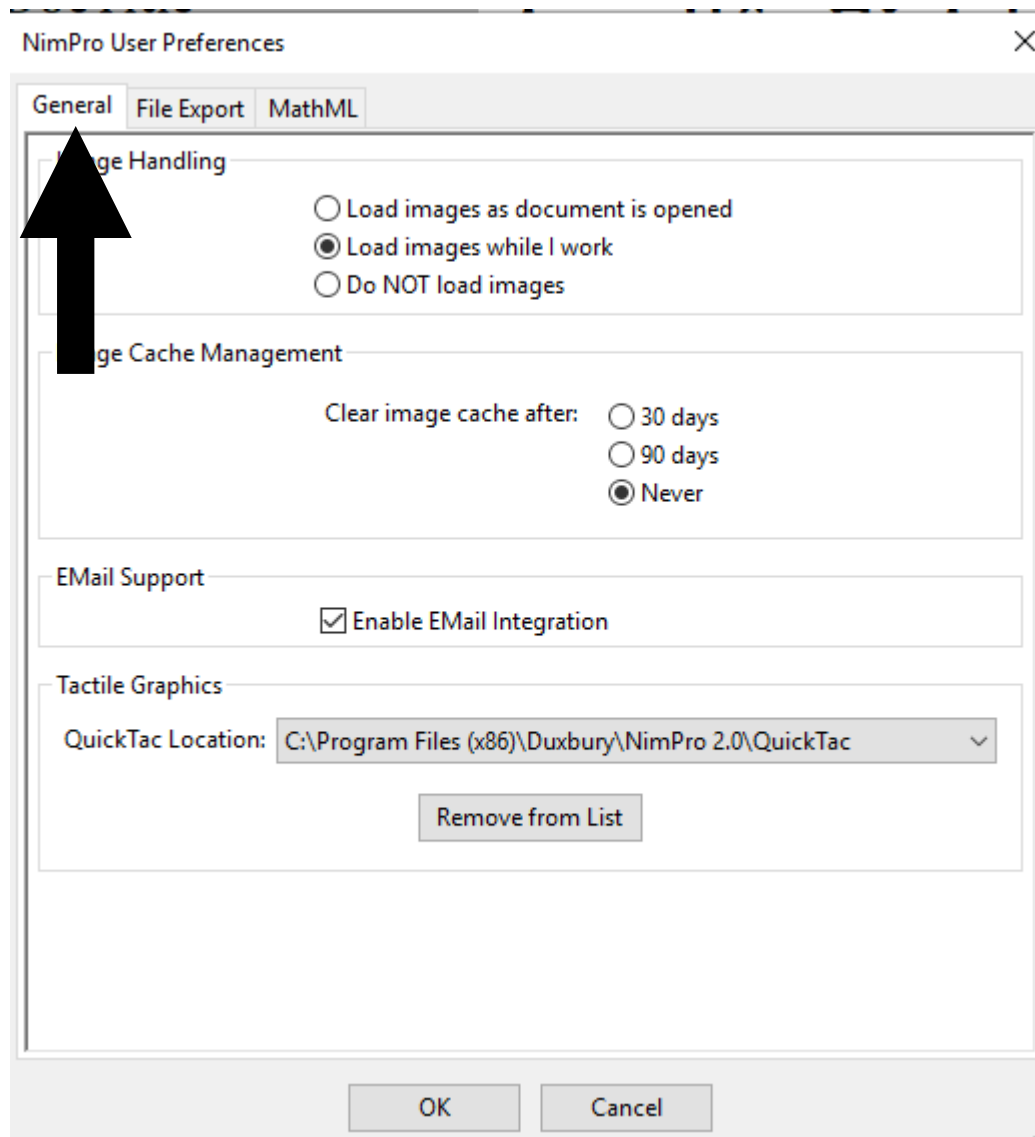
# User Preferences in NimPro

Once the file is open check preferences:

Under these preferences there are three tablatures:

- General
- File Export
- MathML





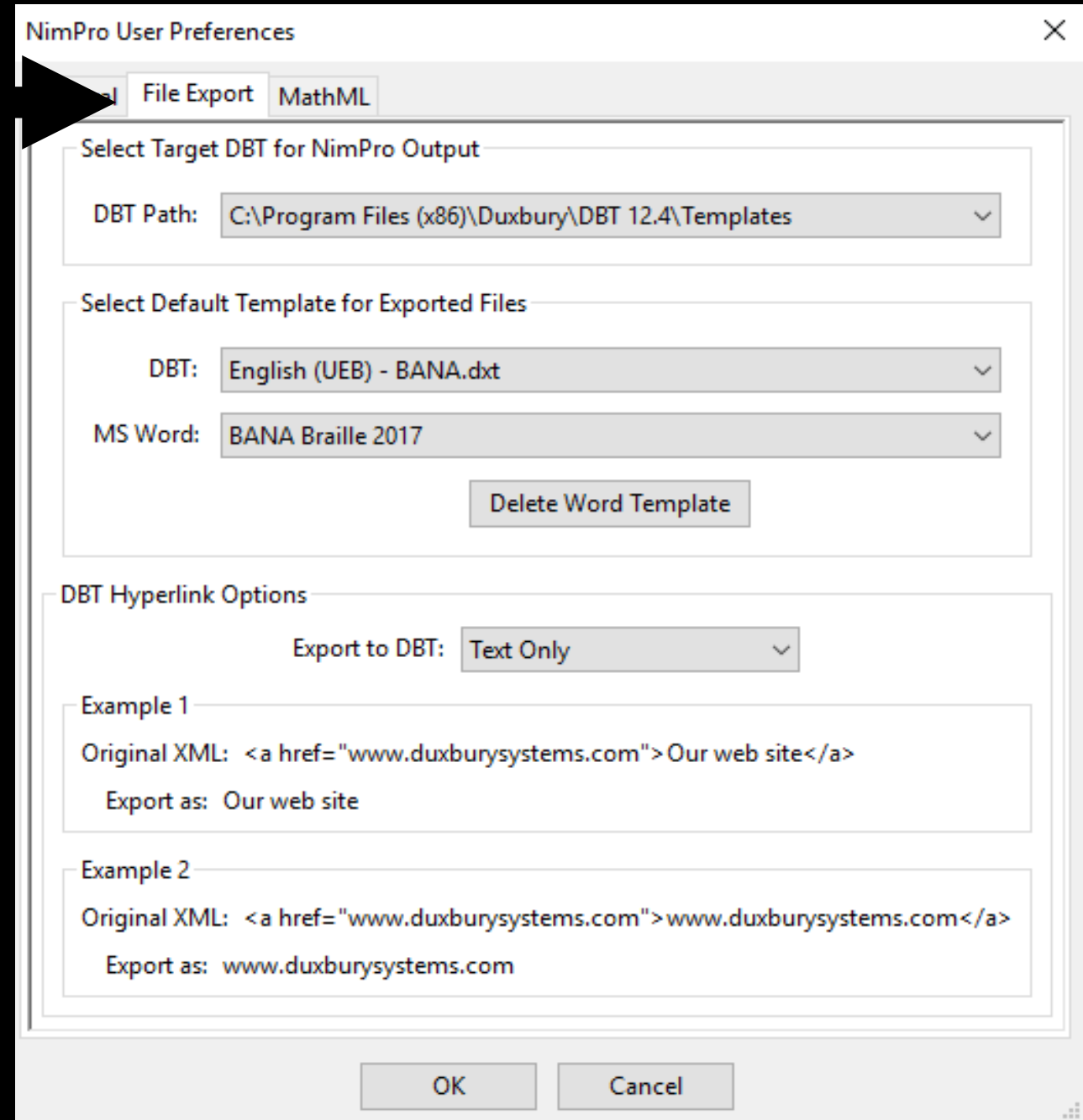
# General Tab

- Select the General tab under the NimPro User Preferences tab.
- This will allow you to work with the images.



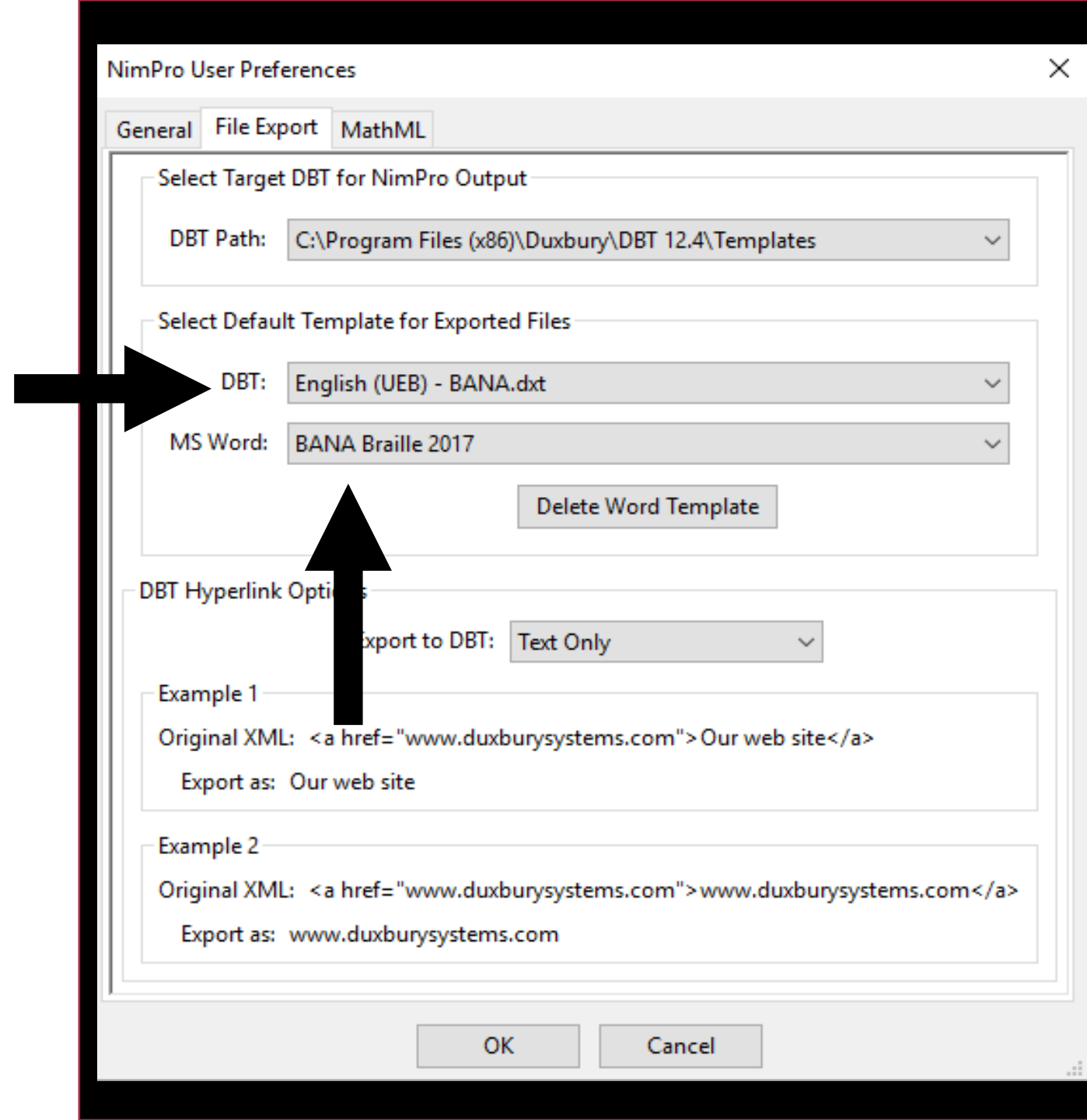
# File Export Tab

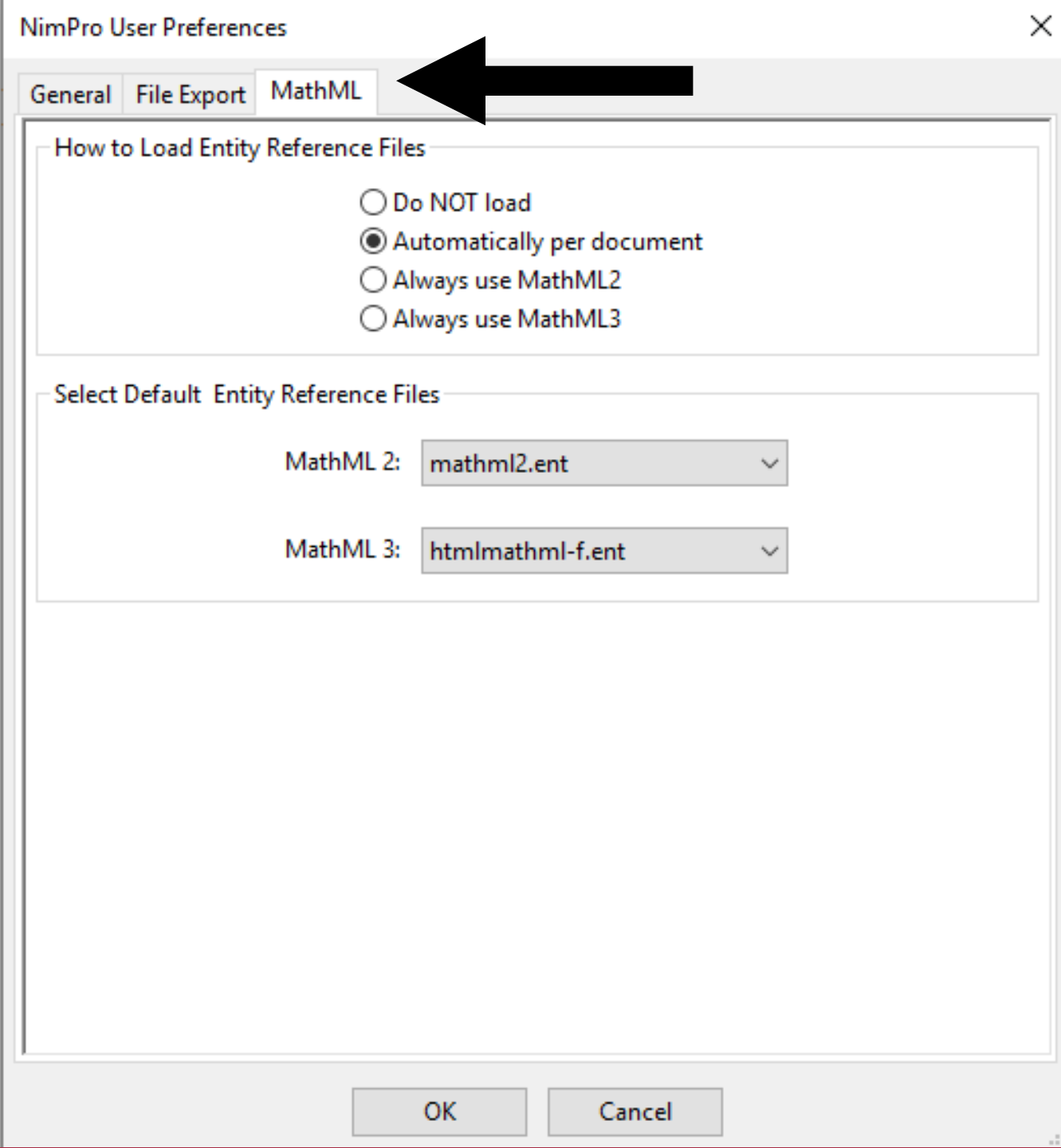
Allows you to select BANA & MS Template



# File Export Tab (continued)

- After selecting the File Export, then select the Template for Exported file.
- In this case, the Transcriber selected BANA.dxt for DBT and BANA Braille 2017 for MS Word.





MathML Tab

# When Working in NimPro

## It is very important to remember:

- Always make a copy of the file you open first and foremost; this will be your working file. This is the file you'll be formatting and/or changing.
- NimPro does not have an undo feature, therefore if a mistake is made you can not correct it. This is why it's important to make a copy of the file.
- In the copy, you can format your changes, saving your work every so often. If a mistake is made you can close your work and re-open from the previous save.





# Explore NimPro Features



# NimPro Features

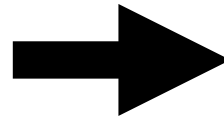
- These features are called wizards
- They allow you to work within the selected text, e.g. List Items, Paragraphs, Table of Contents etc.



# Changing Styles

1. Select Edit.

2. Select Edit Styles.



NimPro - 9781643831466NIMAS\_Amplify ELA Gr 8

File Edit View Help

- Table of Contents Wizard...
- Heading Wizard...
- Exercise Wizard...
- List Wizard...
- Picture Wizard...
- Glossary Wizard...
- Index Wizard...
- Edit Styles**
- Edit Text
- Page Nr Reference...


Word Count: 686  
Characters: 5,703  
Page Estimate: 6  
(Assuming literary content)

Body Text

Amplify ELA [Grade 8]  
Amplify

i

Amplify ELA



ii

iii

iv

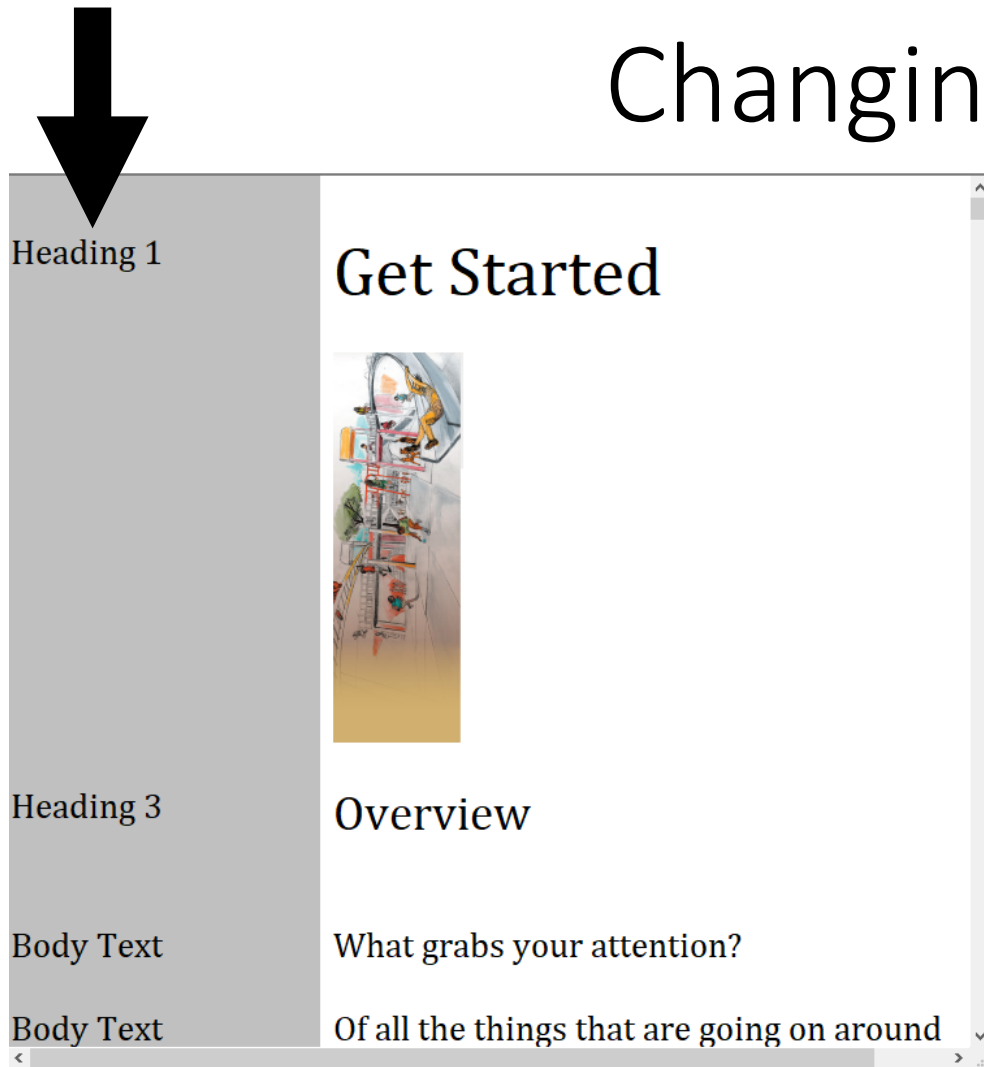
v

Copyright © 2019 by Amplify  
Inc.

# Formatting Keystroke Commands

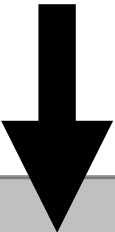
Keystroke	Style/Effect
B	Body text (i.e., make this an ordinary text paragraph.)
D	Directions
E	Exercise (a specialized list style)
H1	Heading level 1
H2	Heading level 2
H3	Heading level 3
H4	Heading level 4
H5	Heading level 5
H6	Heading level 6
L	List Item (an entry in a list, see Notes below.)
T	Transcriber's Note (aka Production Note)
Space	Move the cursor to the next paragraph

# Changing Headings:




- A quick example: Here you can see Get Started is in Heading 1. If you place the cursor before the text and type H2 the Heading will change to Heading 2.

# Changing Headings (continued):



Heading 2

Get Started



Heading 2

Overview

Body Text

What grabs your attention?

- A quick example: The Heading has changed to Heading 2.

# Exporting NimPro into MS & DXP

- Exporting a selected section of content from the NimPro file, e.g. Front Matter, Body Matter, Rear Matter, as well as sub-categories.



NimPro - 9781643831466NIMAS\_Amplify ELA Gr 8


File Edit View Help

Front Matter  
Body Matter  
Rear Matter

DocTitle  
Amplify ELA [Grade 8]

DocAuthor  
Amplify

AmplifyELA



ii  
iii  
iv  
v

Body Text  
Copyright © 2019 by Amplify Education, Inc.

Body Text  
55 Washington Street, Suite 800, Brooklyn, NY 11201

Body Text  
[www.amplify.com](http://www.amplify.com)

Body Text  
All rights reserved. No part of this publication may be reproduced or distributed

Word Count: 122,218  
Characters: 699,956  
Page Estimate: 700  
(Assuming literary content)

# Exporting from NimPro

## Before exporting:

Make sure if you are sending the entire file and not a section, the Front, Body and Rear Matter are all selected. This will ensure that the entire book is converted to either Word or Duxbury.

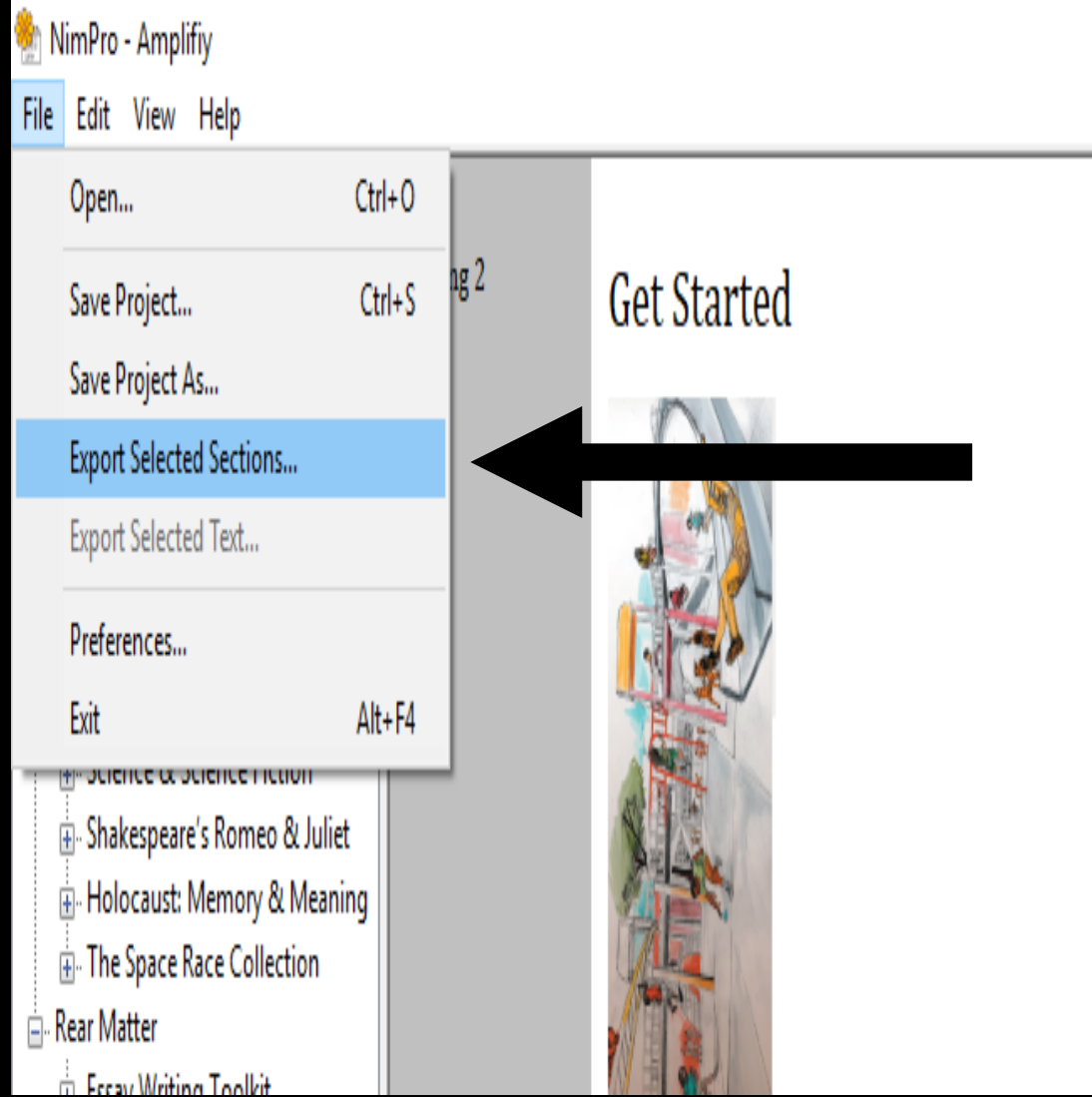


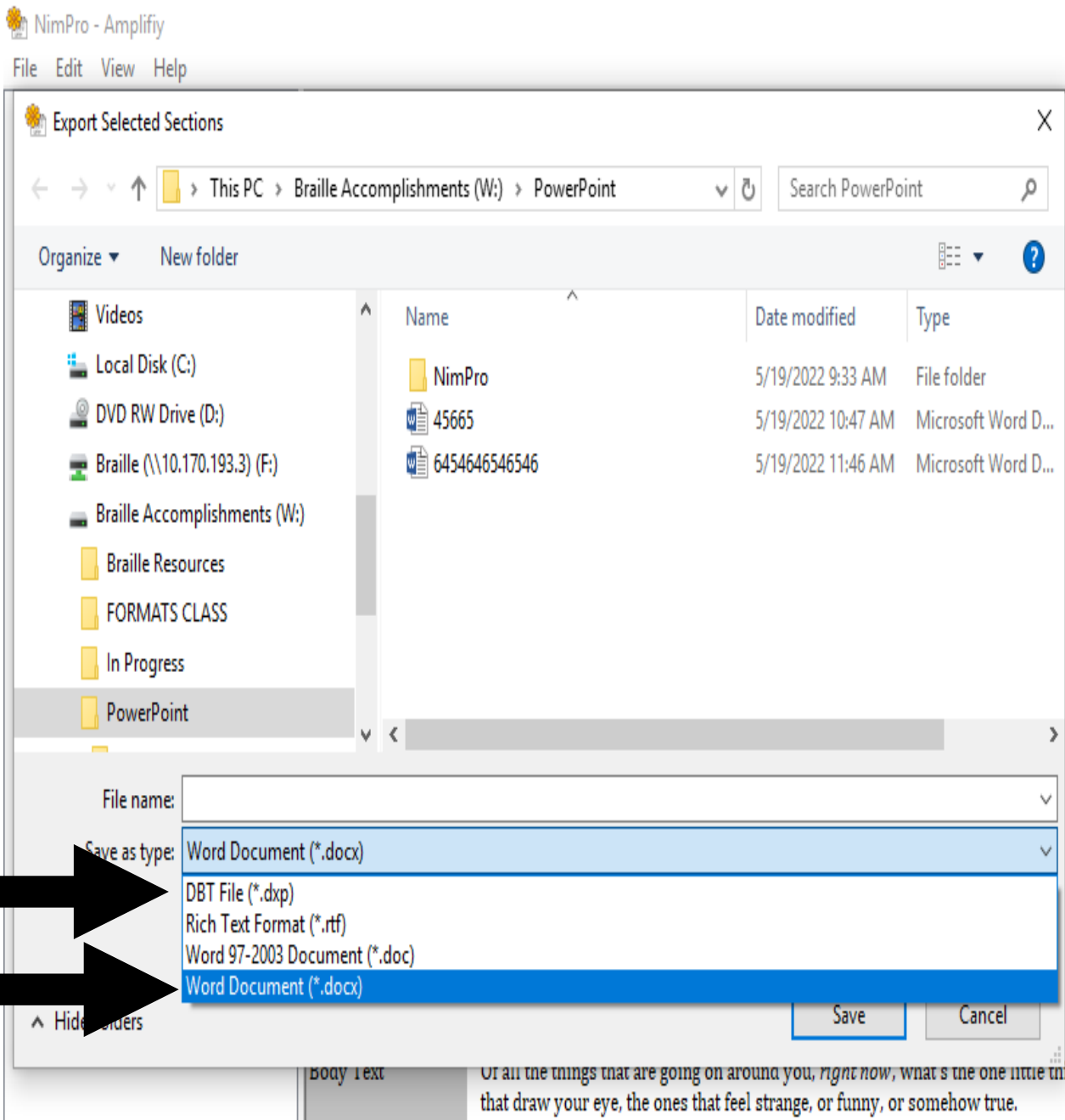


# Export Steps

1. Select File

2. Select Export Selected Sections





# Export Steps (continued)

3. Select Save as Type:

4. Select Word Document (\*.docx) or a DBT File (\*.dpx)

5. Save as your choice of file name

- ★ Quick access
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)

- | Name                              |
|-----------------------------------|
| APH_Presentation 7th.pptx         |
| Test.docx                         |
| 9781643831114 Amplify ELA G8.dxp  |
| 9781643831114 Amplify ELA G8.docx |
| ~\$APH_Presentation 7th.pptx      |
| New folder                        |

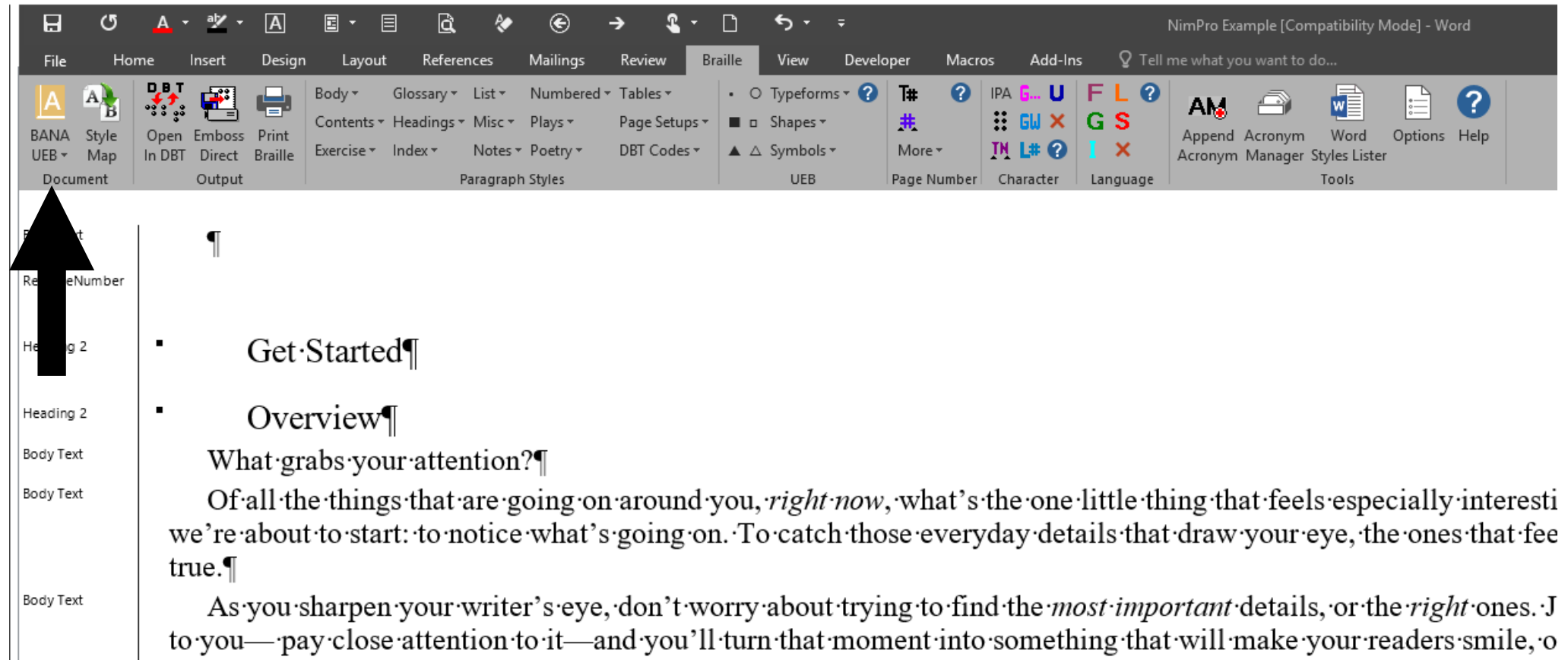
# Export Steps (cont.)

6. Select document  
in File Explorer.

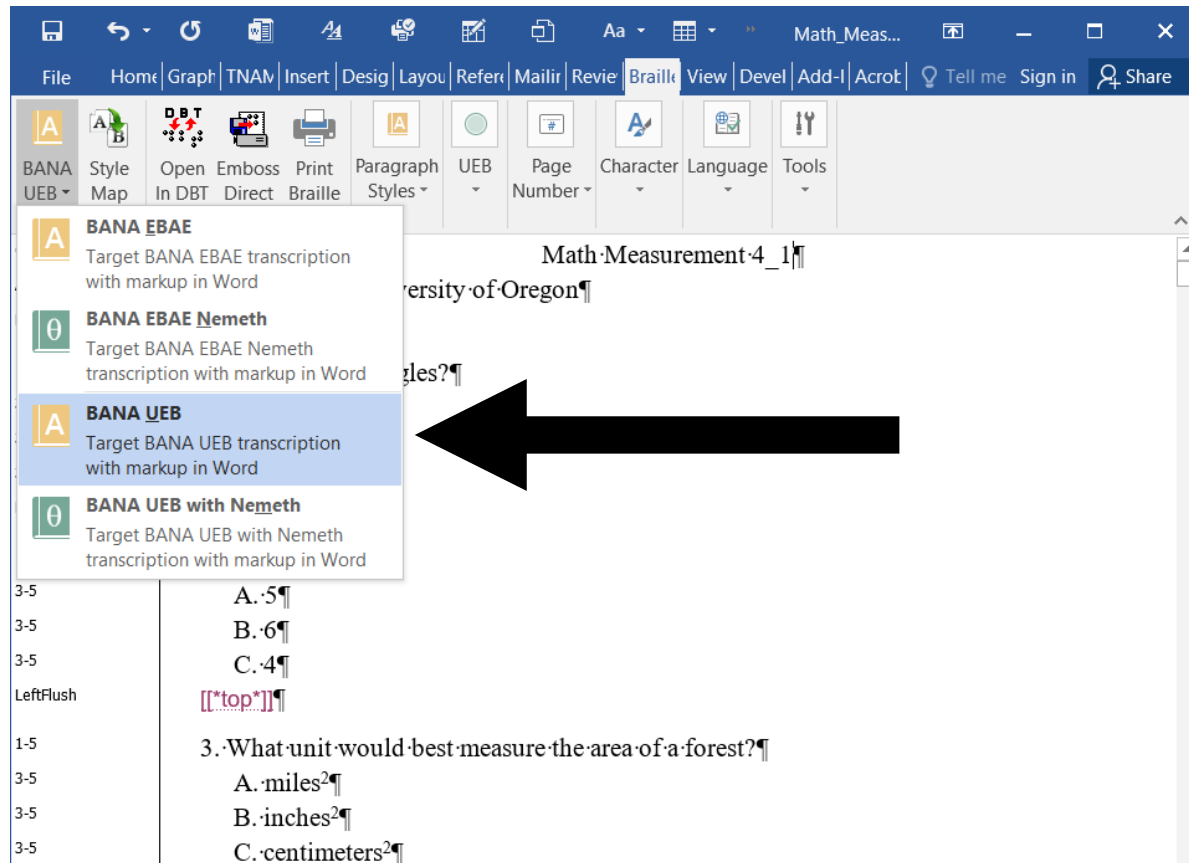


# Steps to Saving

- Once in Word select BANA template



# Selecting the BANA Template



- Select BANA UEB from the dropdown menu

# Saving to Duxbury

To save as a Duxbury file:

- You will follow the exact same steps to the point of saving the file as Word file, but instead you would select DBT and save.
- Open the file with Duxbury and begin your formatting at this point



# Saving to Duxbury (continued)

As you save to Duxbury you also will be asked to use a template, choose and then click ok.

NimPro - 9781643831466NIMAS\_Amplify ELA Gr 8

File Edit View Help

Front Matter  
Body Matter  
Rear Matter

DocTitle  
Amplify ELA [Grade 8]

DocAuthor  
Amplify

AmplifyELA

Choose or Confirm Templates

To output this document

DBT Template: English (UEB) - BANA.dxt

For MS Word output, select both a Word template and a DBT template.

Word BANA Braille 2017

OK Cancel

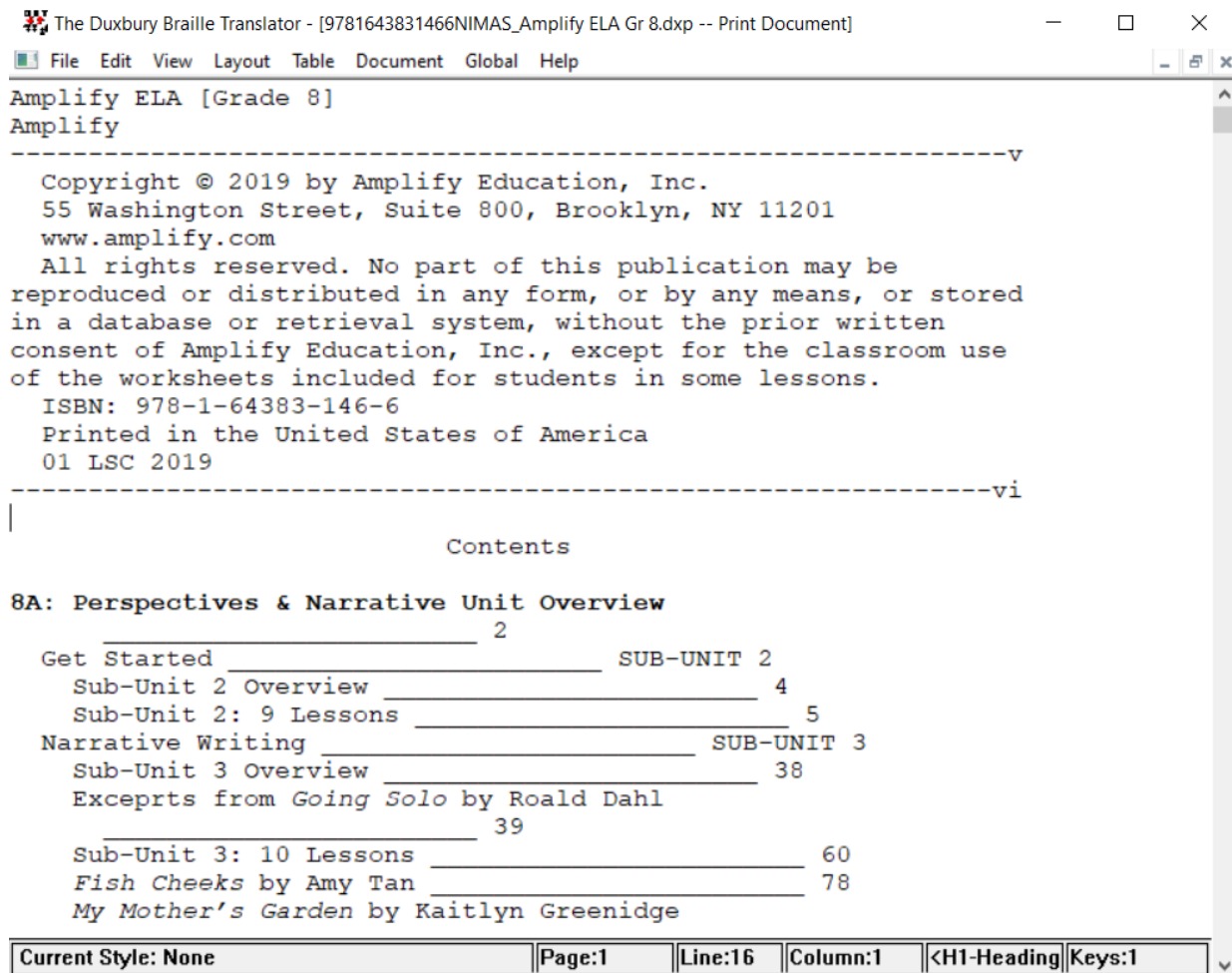
Body Text  
Copyright © 2019 by Amplify Education, Inc.

Body Text  
55 Washington Street, Suite 800, Brooklyn, NY 11201

Body Text  
[www.amplify.com](http://www.amplify.com)

Word Count: 122,218  
Characters: 699,956





# Formatting in Duxbury

After you convert the file, you are now ready to format your project using the styles command under the Layout tab.





# NimPro With Images



# Images



- NimPro has several ways of handling images:
  - One approach is to render images from the original text into tactile graphics using QuickTac, available free from Duxbury Systems.
  - Another approach is to replace graphic images from the original text with either text or direct Braille.

# Images (continued)

\* Right click on the image

\* Trace with QuickTac - launches Duxbury's QuickTac program, which allows you to replace key images with tactile graphics that convey their salient elements.

Body Text

List 1

List 2

List 2

List 2

List 1

Map A:



1.

Point to each location on Map A as your teacher asks the following questions:

Why was Fort Sumter important?

Why was the battle at Gettysburg important?

Washington, DC?

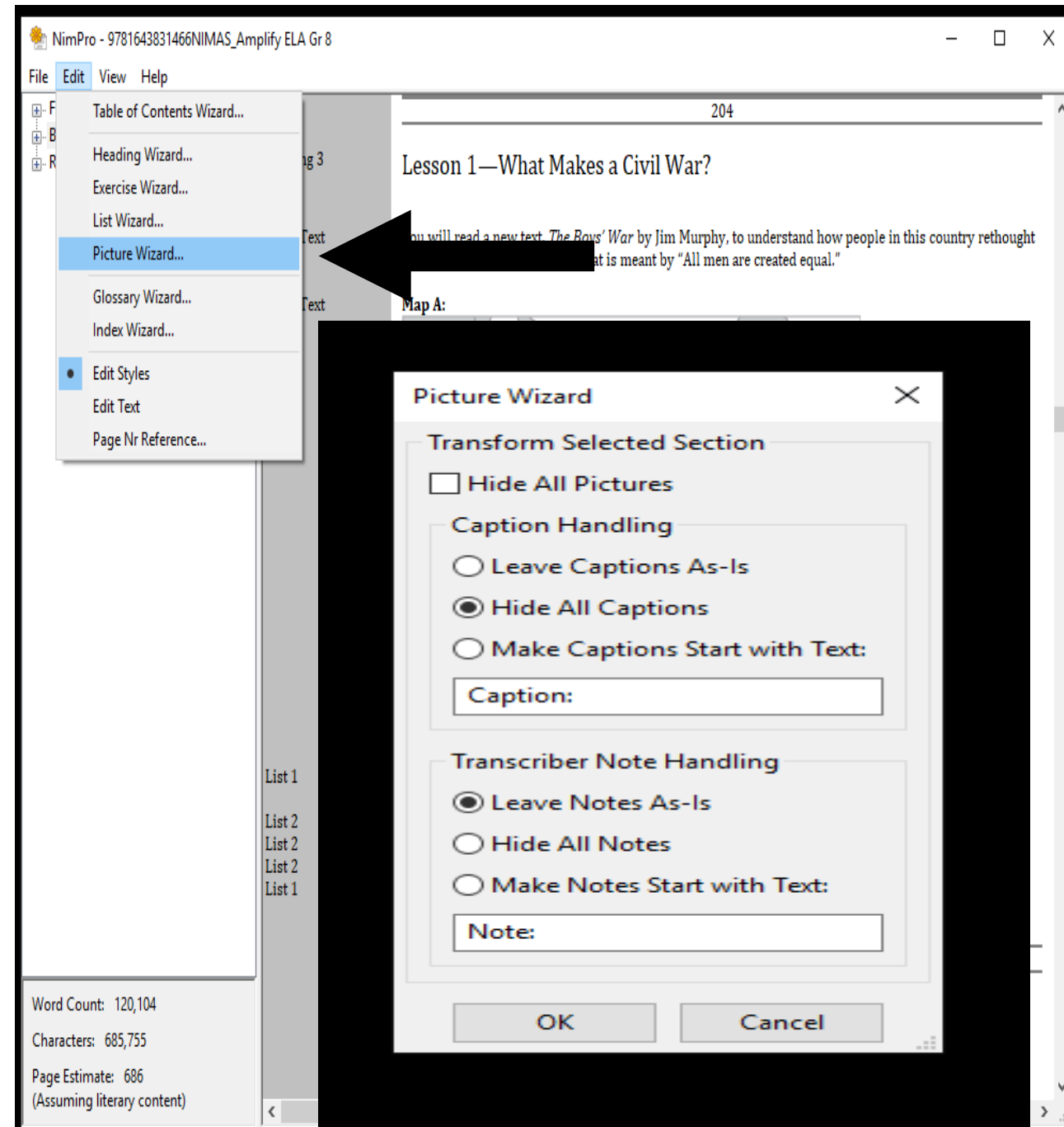
2.

Follow along in the text as your teacher

# Picture Wizard

The suite of wizards in the Edit Menu includes the Picture Wizard, which is described in the Help topic Using the Wizards.

One service of the Picture Wizard is simply to "get images out of the way" if you have no need for them, but it does more as well.



# Image Descriptions in NIMAS

- Pictures commonly have a caption (description) that accompanies them. In some NIMAS files, that description uses the Caption style. In others, it uses the Production Note style. It is worth remembering that in a braille production context, the Production Note style is converted to a Transcriber's Note, while Caption is not.



# Image Descriptions in NIMAS (continued)

- In other NIMAS files, both the Caption and Production Note styles are used, either on separate images or even both on the same one. Given these variations, the Picture Wizard has options to deal with both styles.
- If you are not sure what to do, save the current state of your document, then run tests on one page or small section. If you do not like your results, you can immediately reload from the saved project file and continue with a “clean slate.”



# Other Options Using NimPro

- Replace with Braille - opens a dialog box for you to enter direct braille to replace the image. You enter the braille using 6-key input, DBT style. When you are done, NimPro hides the image and puts the paragraph(s) of pre-translated braille into the document. On export to DBT, this braille is preserved.



# Other Options Using NimPro (continued)

- Export - lets you save the image to a file. Note that this command copies the image from the NimPro image cache, not the original.
- Hide - makes the image disappear from the NimPro document display. (However, a pointer to the image remains in the saved .nimpro project file.)







# Q & A