



APH Transcriber Training Using NIMAS Files & Duxbury/NimPro

Session 3: Editing/Formatting

DUXBURY

Objectives:

- Editing and Formatting issues in Duxbury from exported NimPro file.
- How to edit print page numbers in a text from a NIMAS file using Duxbury.
- Set up and editing Table of Contents from exported NimPro file.



PAGINATION

- Pagination is the system with which the pages are numbered.



Using Your NimPro File

- Open your file using Duxbury from NimPro as presented in the last presentation.
- Once your file is open, you can control pagination with formatting codes.



Beginning a New Page

New page will insert a Code to force a page break, even if plenty of room exists on the current page. This is commonly used between chapters of a book.



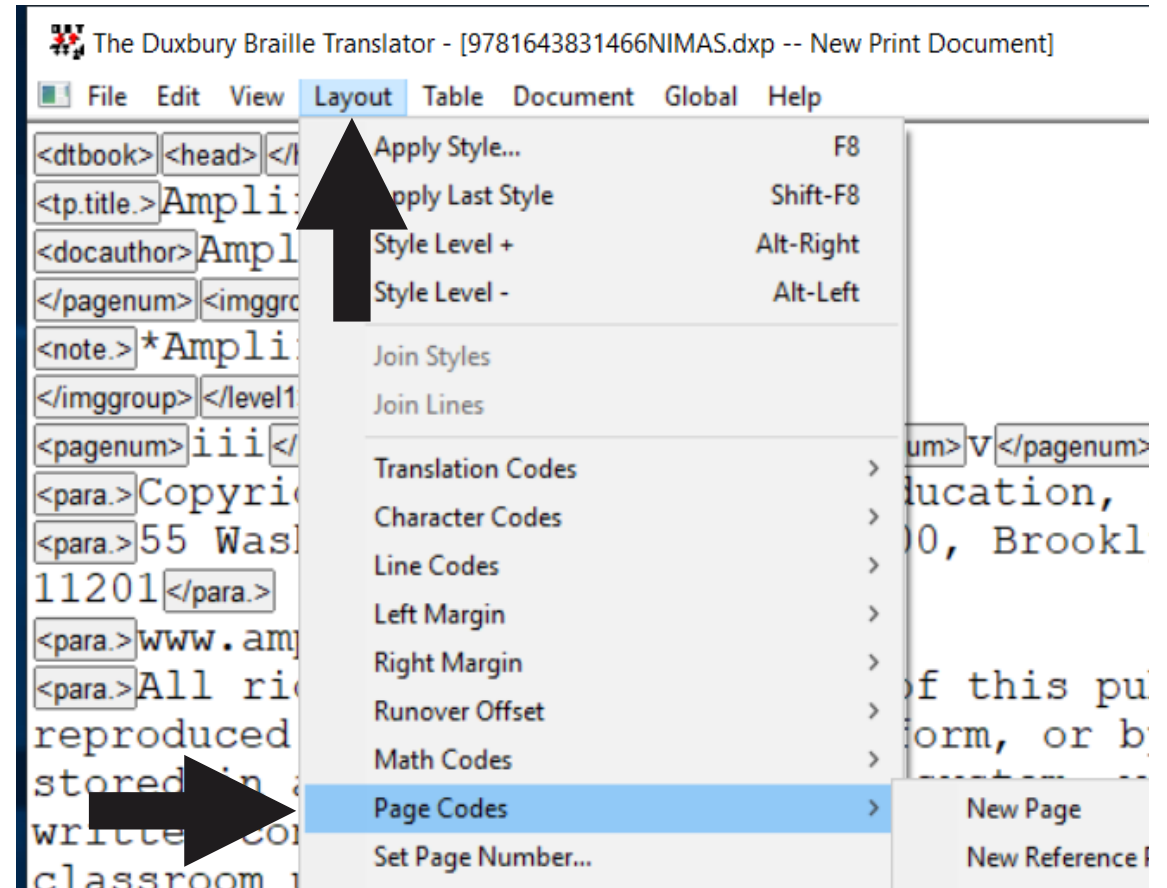
Getting Started

- Select where you want to put a new page in your document.
- The highlighted text is where you will be working.

```
The Duxbury Braille Translator - [9781643831466NIMAS.dxp -- New]
File Edit View Layout Table Document Global Help
at the bottom-right reads, "The
fair Verona, where we lay our so
"where," "lay," and "scene" in k
bottom-right reads, "The Prologue
</imggroup></li.>
<li.>
<para.>You may recite the line from
do so.</para.>
</li.>
</ul0><pagenum>381</pagenum><ul0>
<li.>
<para.>Use the memorization cards (
The Prologue.</para.>
```

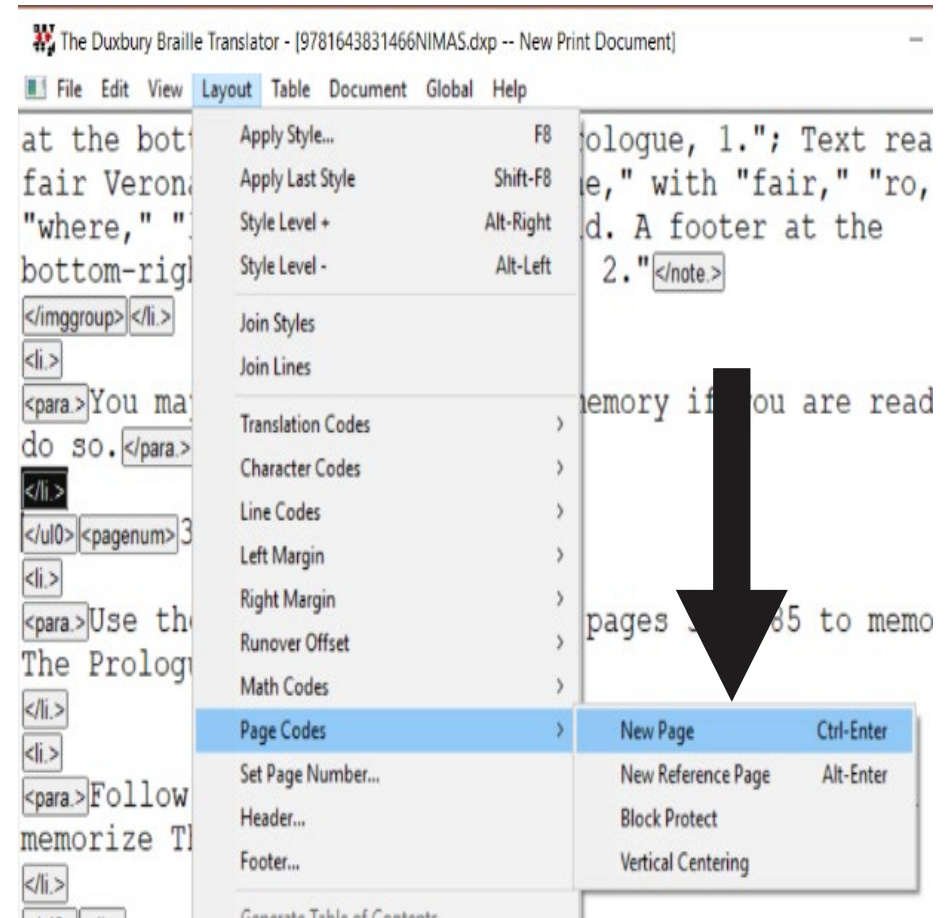
Layout Options:

- With an open document select the tab Layout.
- Then, select the “Page Codes” tab.



More Functions:

- Next, select the New page tab, or you can use the “Ctrl-Enter” key on your keyboard to utilize this function.



Before Pagination

- The selected page number in the braille document is highlighted for your viewing.



After Pagination

- Once the code is implanted this will create a “Top of page” for this document.

```
at the bottom-right re  
fair Verona, where we  
"where," "lay," and "s  
bottom-right reads, "T  
</imggroup> </li.>  
<li.>  
<para.>You may recite the  
do so. </para.>  
[pg] </li.>  
381  
<li.>  
<para.>Use the memorizati  
the Duologue </p>
```



Successful Change

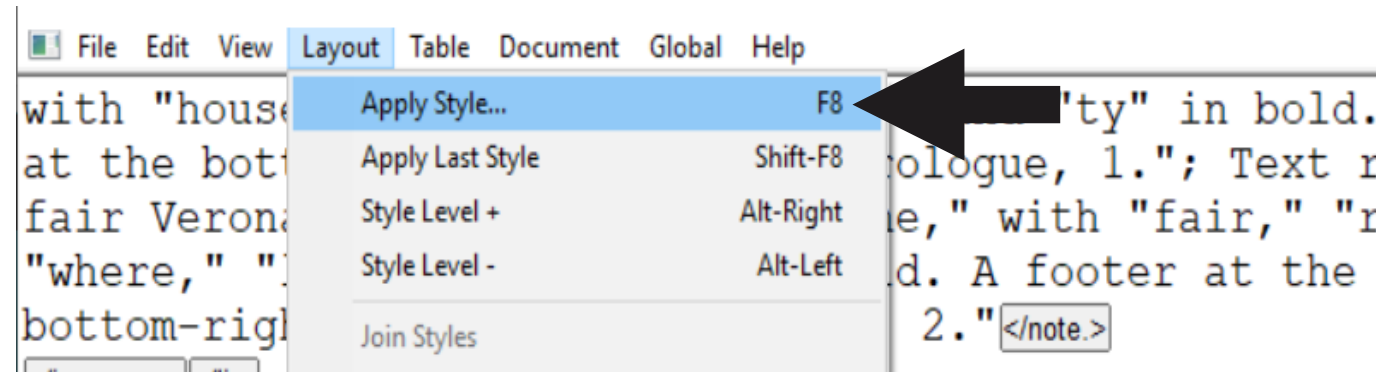
TRANSLATED DOCUMENT
INTO SIMBRAILLE



Current Style: None | Page:504 | Line:1 | Column:4 | a

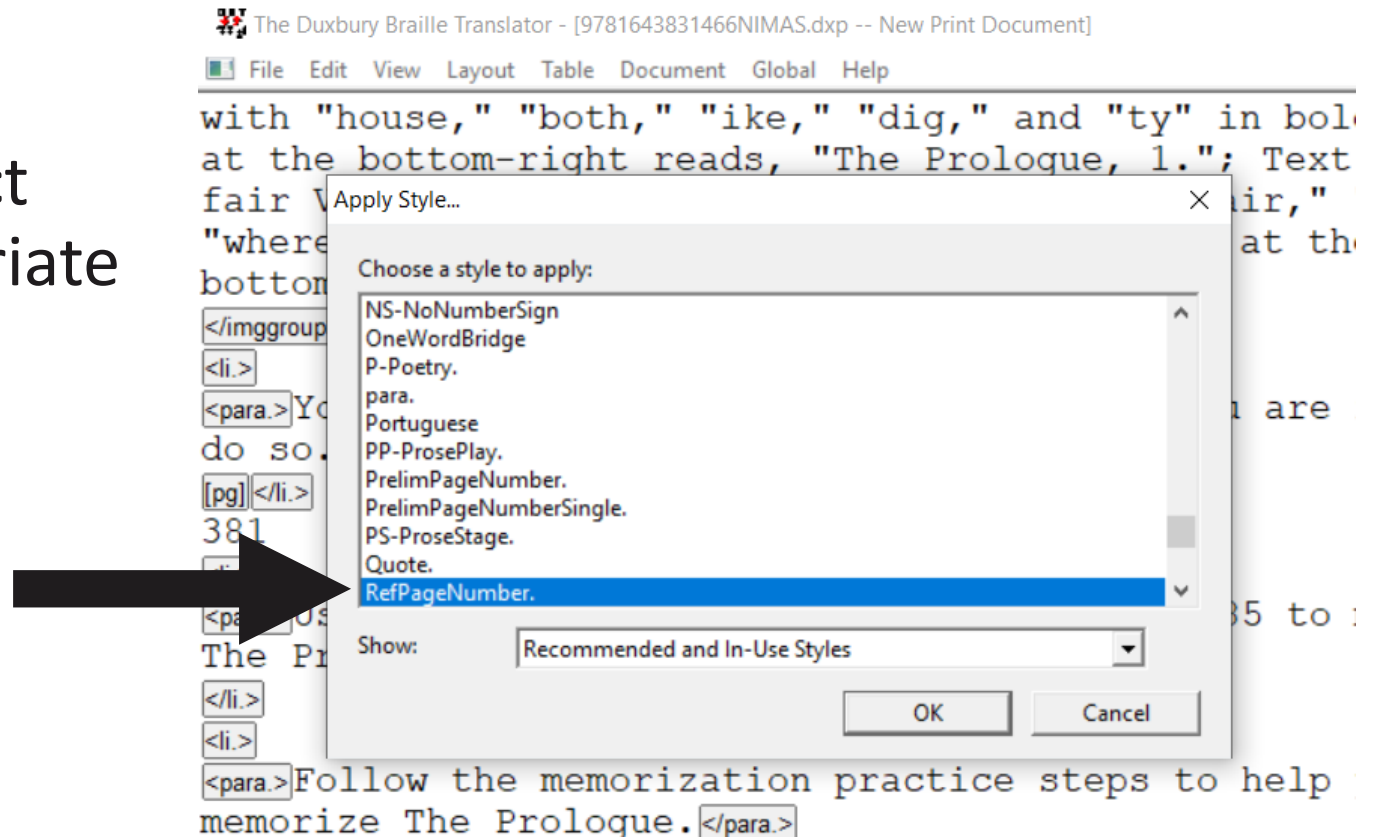
Page Reference Numbers

- The next step is to add your page reference number.
- Select Layout, then, “Apply Styles.”



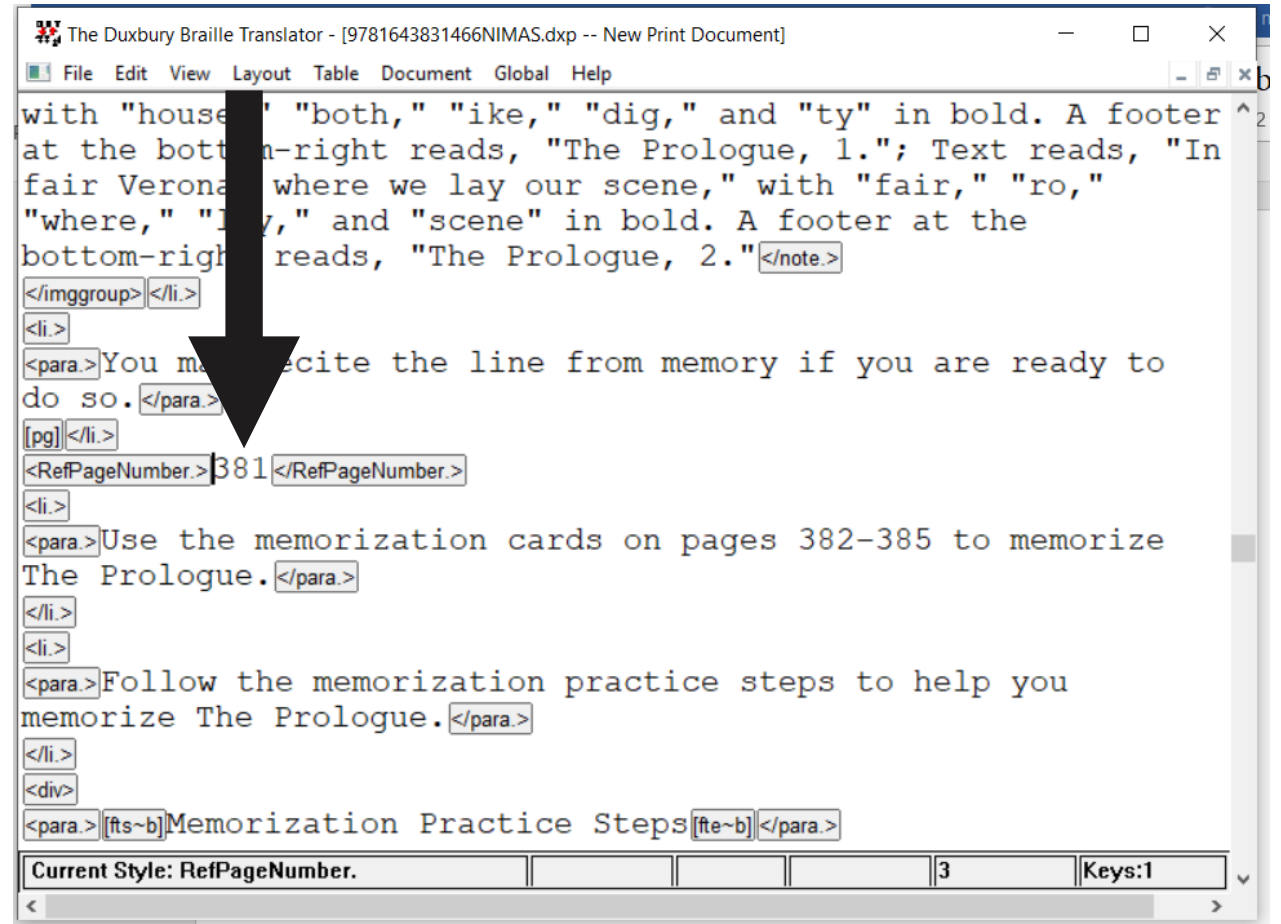
Finding the Style

- Scroll down to the style “RefPageNumber” and select this code within the appropriate place in your document.



Checking Your Work:

- This should be right before the number. Example: (381)

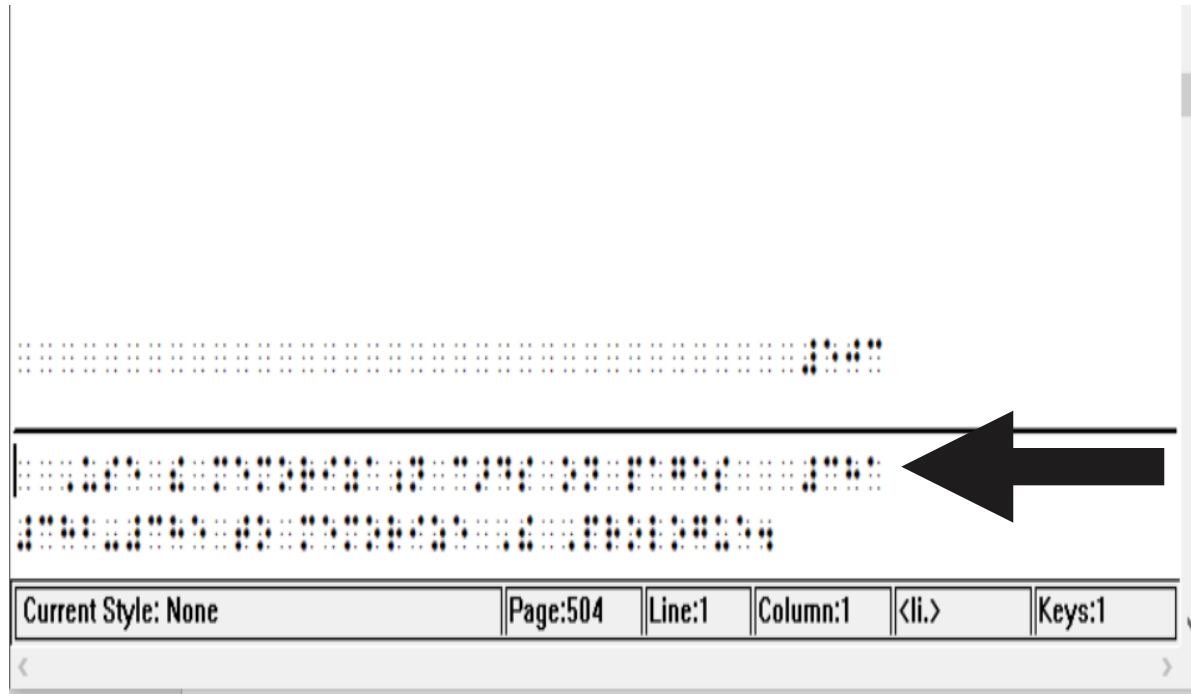


The screenshot shows the 'The Duxbury Braille Translator' window. The document content includes the following Braille code and text:

```
with "house," "both," "ike," "dig," and "ty" in bold. A footer  
at the bottom-right reads, "The Prologue, 1.;" Text reads, "In  
fair Verona where we lay our scene," with "fair," "ro,"  
"where," "ly," and "scene" in bold. A footer at the  
bottom-right reads, "The Prologue, 2."</note.>  
</imggroup></li.>  
<li.>  
<para.>You may recite the line from memory if you are ready to  
do so.</para.>  
</li.>  
<pg></li.>  
<RefPageNumber.>381</RefPageNumber.>  
<li.>  
<para.>Use the memorization cards on pages 382-385 to memorize  
The Prologue.</para.>  
</li.>  
<li.>  
<para.>Follow the memorization practice steps to help you  
memorize The Prologue.</para.>  
</li.>  
<div>  
<para.>[fts~b]Memorization Practice Steps[fte~b]</para.>
```

The status bar at the bottom indicates: Current Style: RefPageNumber. | | | | 3 | Keys:1

Using What You've Learned



- This allows the code to place the print page number in its correct format to the right margin, also with the three cell rule.
- This is also used to edit page numbers in documents.

TABLE OF CONTENTS

Setting up and editing Table of Contents



Table of Contents (cont.)

In this portion of the presentation, you'll be shown how to set up a Contents Page:

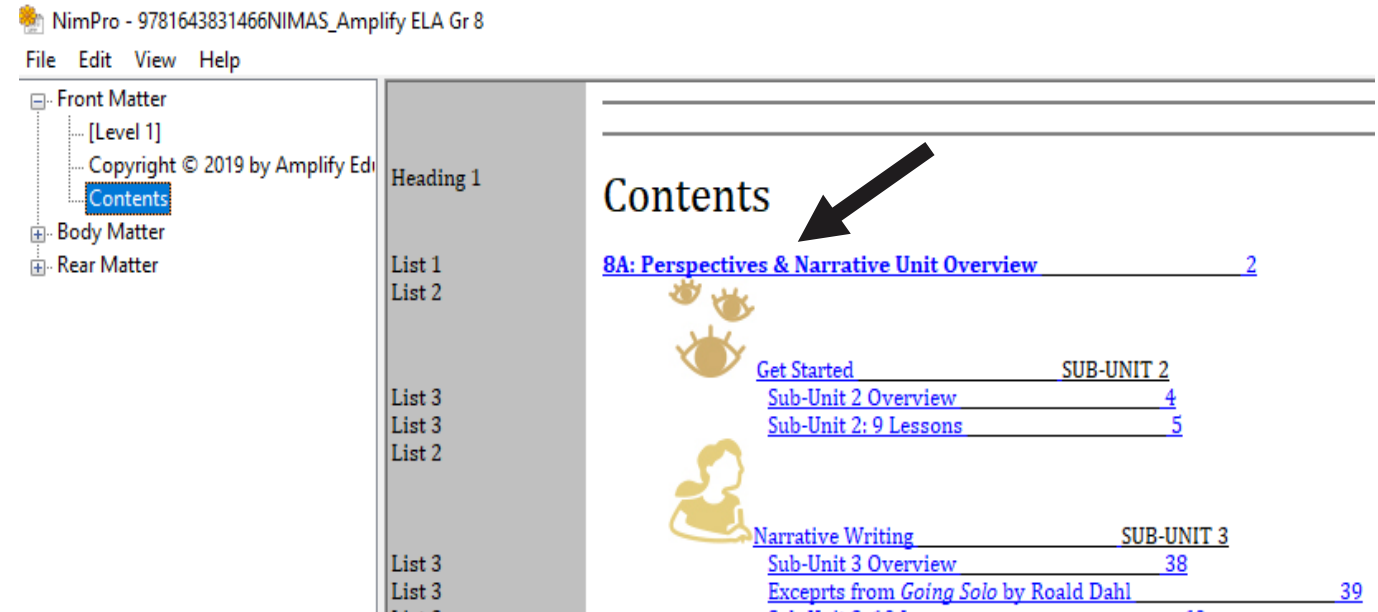
- As explained in the previous sessions: After opening your NIMAS file in NimPro and saving the file to Duxbury as dxp.file, you will need to launch your Duxbury program, and then open your newly created file.
- From here, you'll be given steps to create a table of contents.





NimPro and the TOC NIMAS File

Getting Started:

When NimPro is launched, you can see how the TOC has been set up for you, prior to saving as a Duxbury file.

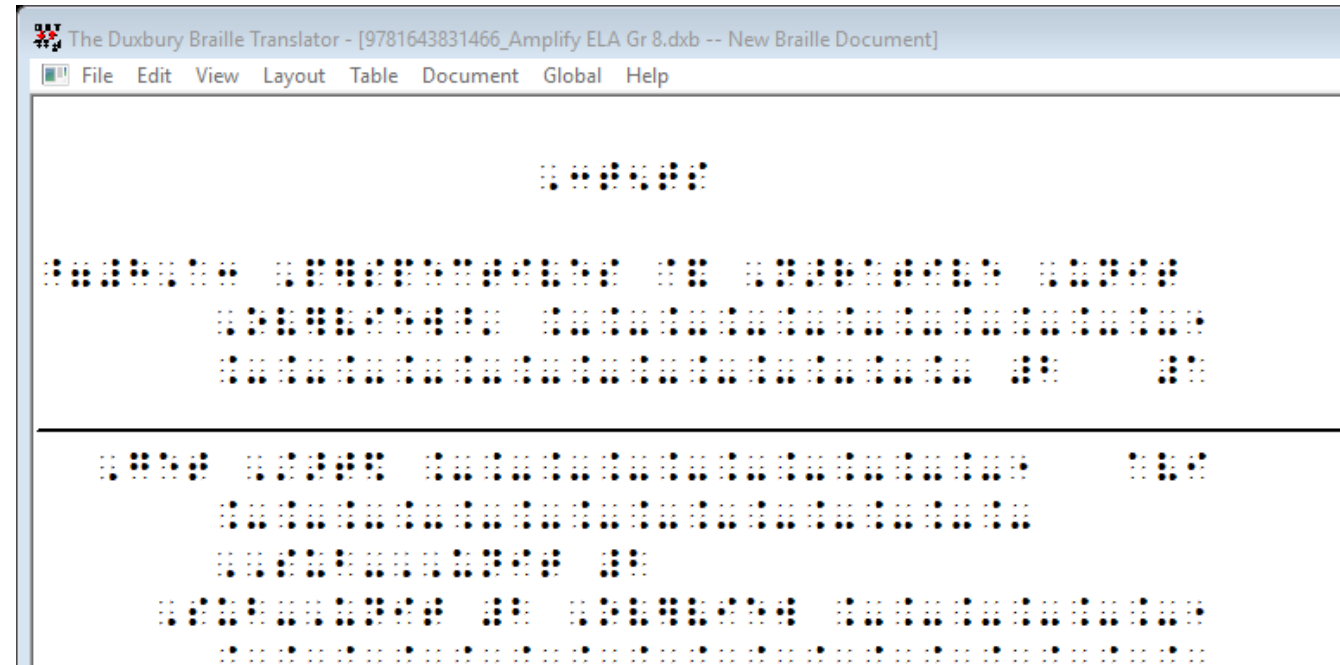


The screenshot shows the NimPro software interface with a table of contents. The window title is "NimPro - 9781643831466NIMAS_Amplify ELA Gr 8". The menu bar includes "File", "Edit", "View", and "Help". The left sidebar shows a tree view with "Front Matter", "[Level 1]", "Copyright © 2019 by Amplify Ed", "Contents" (highlighted), "Body Matter", and "Rear Matter". The main content area displays a table of contents with a black arrow pointing to the "8A: Perspectives & Narrative Unit Overview" entry.

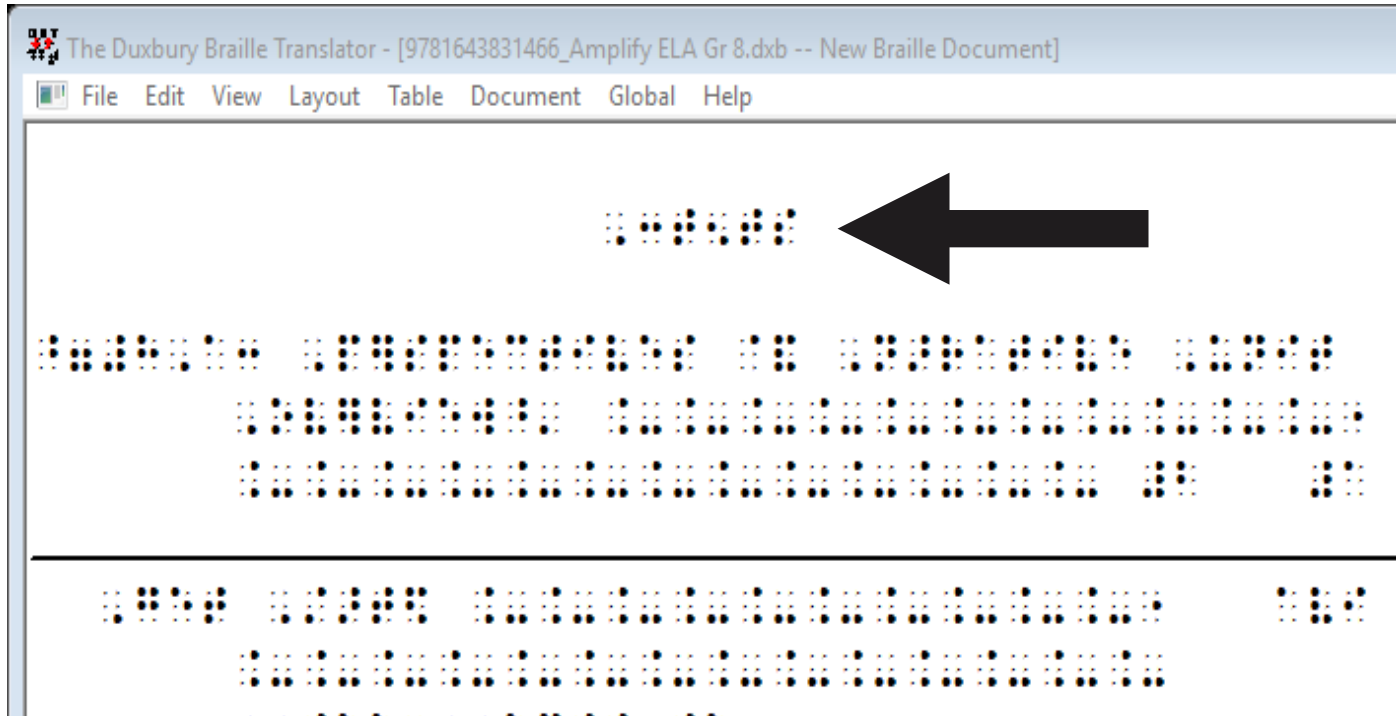
Contents	
8A: Perspectives & Narrative Unit Overview	2
	
Get Started	SUB-UNIT 2
Sub-Unit 2 Overview	4
Sub-Unit 2: 9 Lessons	5
	
Narrative Writing	SUB-UNIT 3
Sub-Unit 3 Overview	38
Excerpt from <i>Going Solo</i> by Roald Dahl	39

How a TOC will Appear from a NIMAS File

- Here we have moved the file from NimPro into Duxbury and opened it. As you can see, we have some work to do.



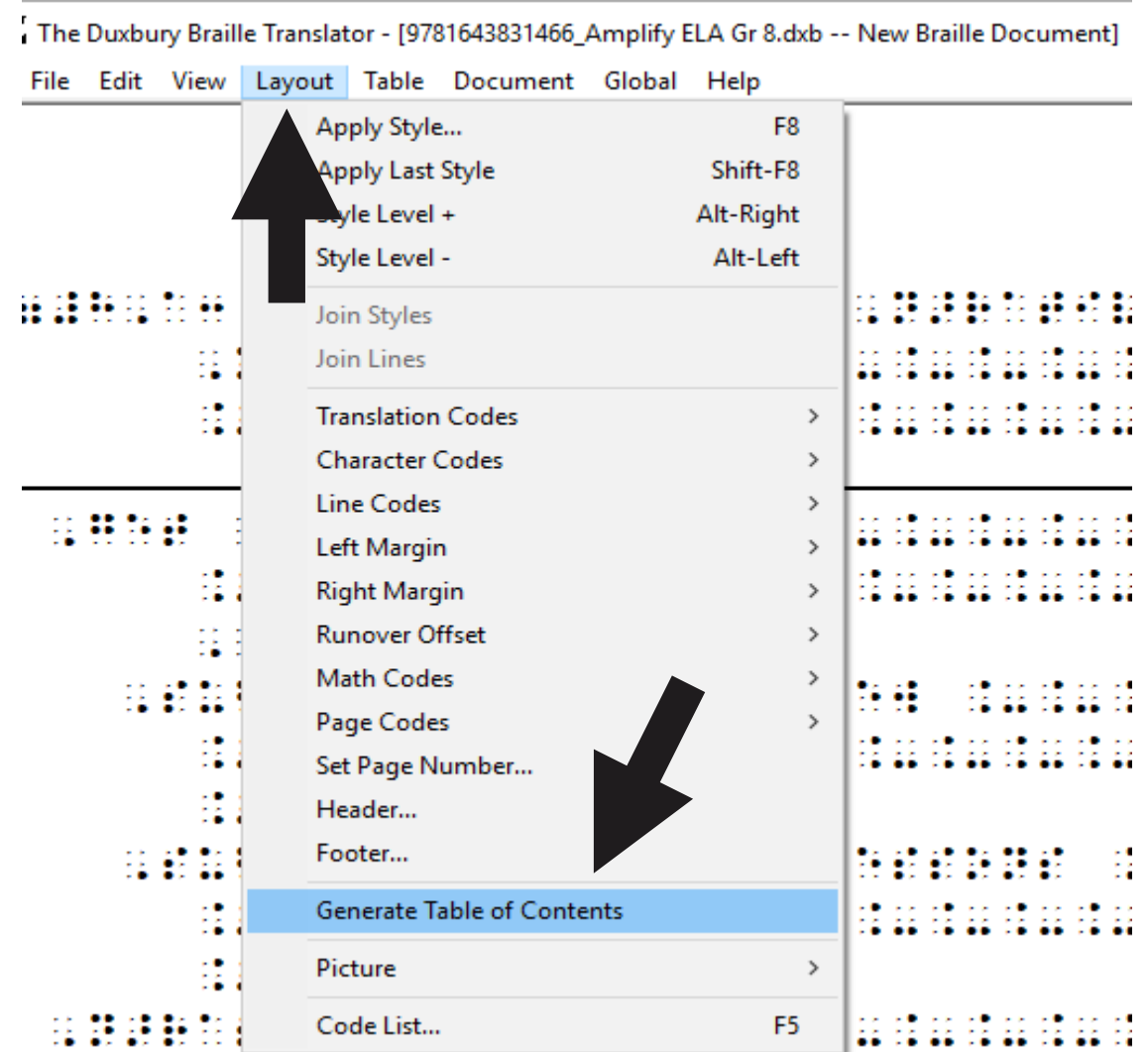
Getting Started



- Your Braille file should be open to SimBraille.
- Scroll down in your file to the beginning of your Table of Contents.

Duxbury and the TOC

- Go to Layout.
- Select: “Generate Table of Contents” or simply type b.
- If your file is not open to SimBraille, your Layout, “Generate Table of Contents,” will not work.

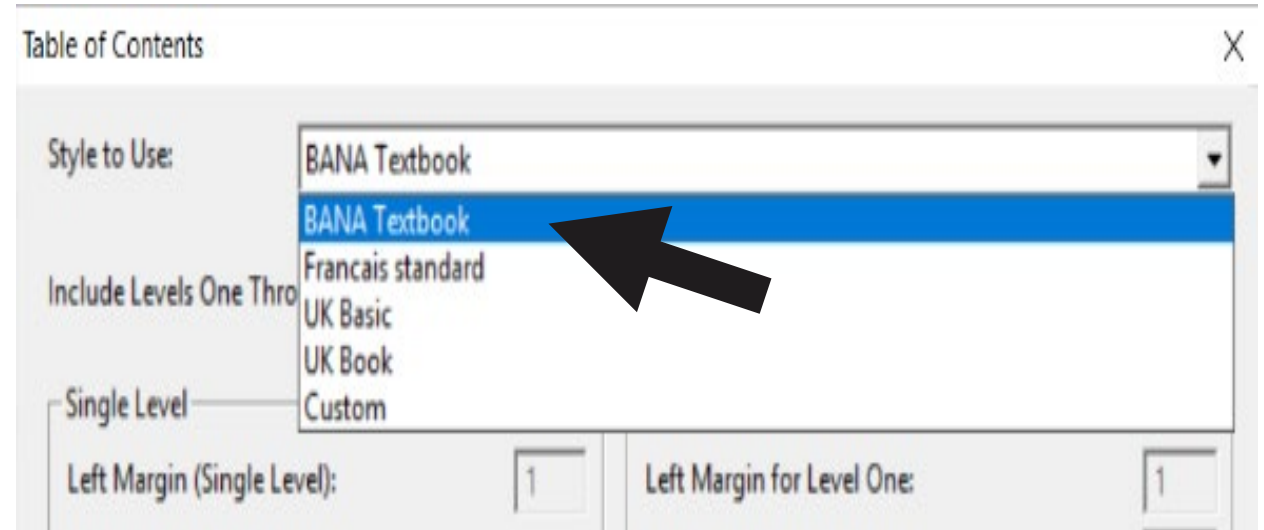


Duxbury and the TOC (cont.)

Styles to use:

- BANA
- French
- UK Basic
- UK Book
- Custom.

For this file select BANA.



Styles to Use

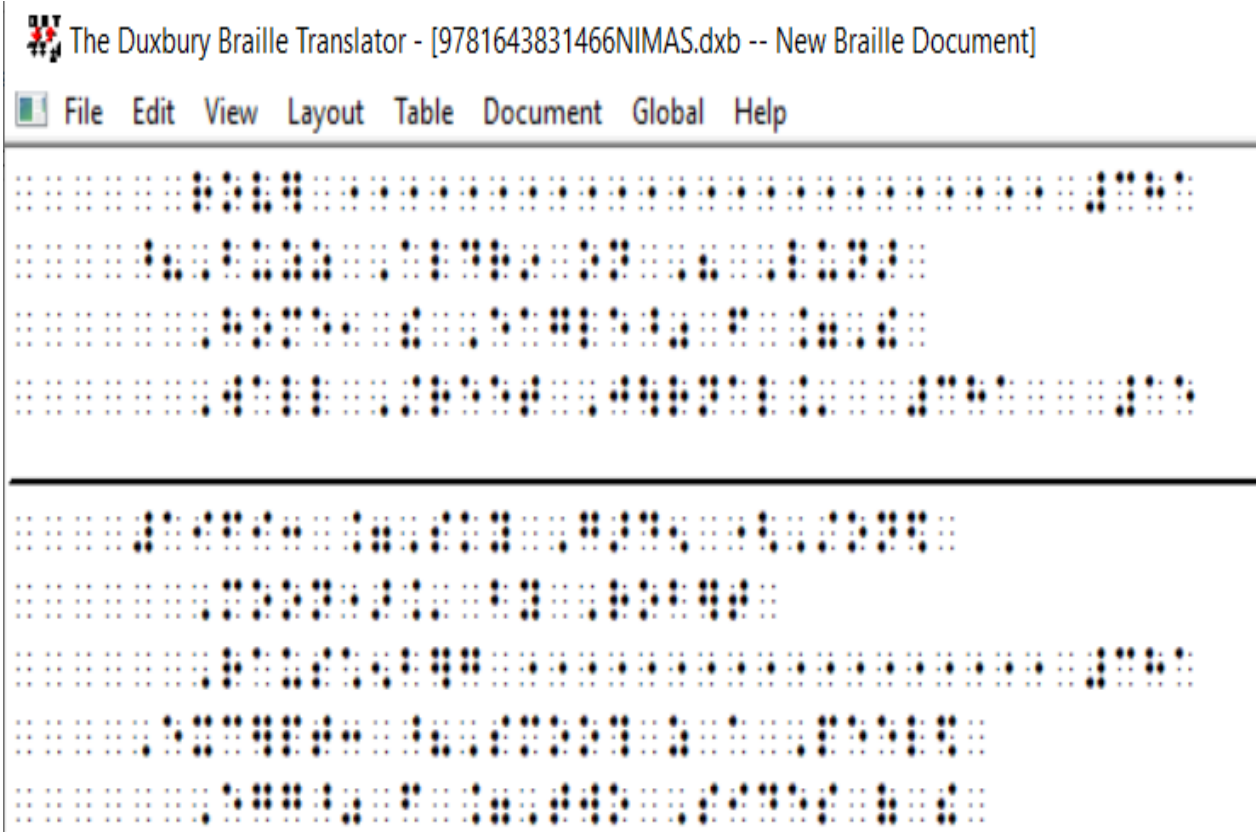
Table of Contents

CHOOSING BANA TEXTBOOK:

- Your levels “Single” and “Multi-Level” are preset.
- Yet, you can choose your headings/heading labels.



SETTING UP THE TABLE OF CONTENTS



- BANA sets your “Table of Contents,” yet it does not completely set up all formatting.
- For example, it does not add the format to omit the first and last line of text within the Table of Contents.



Setting up the Table of Contents (cont.)

Choosing Custom as a Style

- In the custom style, you are able to select your levels and run-overs.
- Custom allows you to better modify to fit your document.

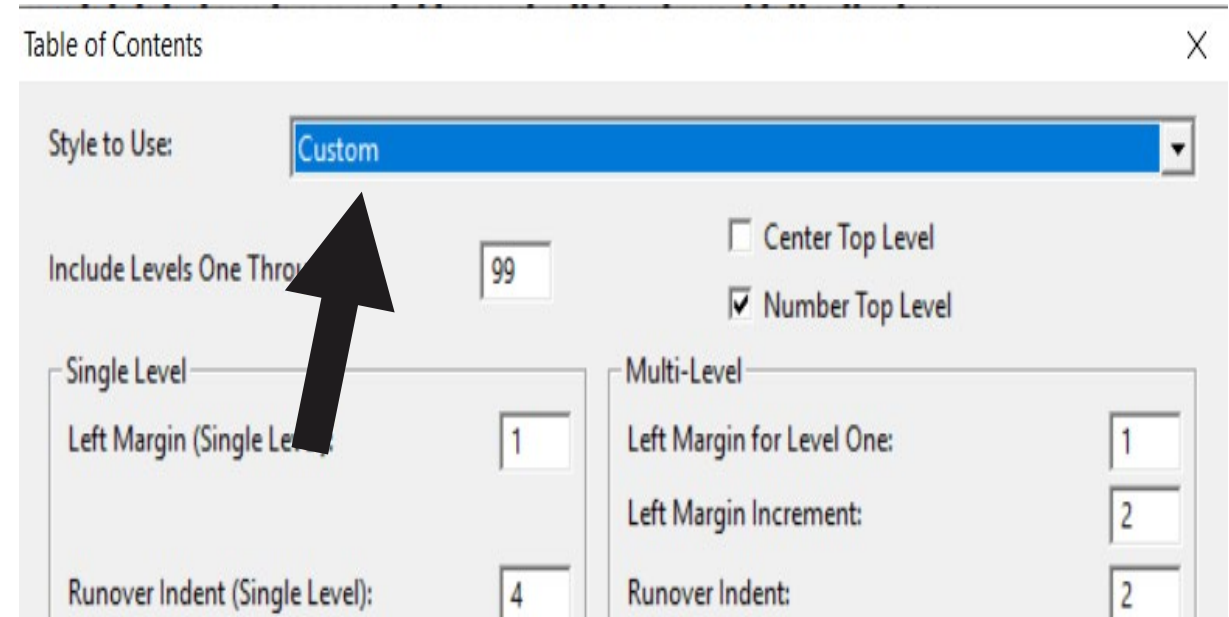


Table of Contents

Style to Use: Custom

Include Levels One Through: 99

Center Top Level

Number Top Level

Single Level

Left Margin (Single Level): 1

Runover Indent (Single Level): 4

Multi-Level

Left Margin for Level One: 1

Left Margin Increment: 2

Runover Indent: 2

Setting up the TOC (cont.)

Table of Contents

Style to Use: **Custom**

Include Levels One Through:

Center Top Level
 Number Top Level

Single Level

Left Margin (Single Level):

Runover Indent (Single Level):

Right Margin (Single Level):

Multi-Level


Left Margin for Level One:

Left Margin Increment:

Runover Indent:

Always Use Maximum Runover

Right Margin:



- Include Levels One Through: (default is 99) Your document may contain DBT Heading Styles from H1. to H3. but you may only want the first two levels, H1. & H2., to appear in the Table of Contents.
- You would therefore enter 2 in this box.

Setting up the TOC (continued)

Table of Contents

Style to Use: Custom

Include Levels One Through: 99

Center Top Level

Number Top Level

Single Level	Multi-Level
Left Margin (Single Level): 1	Left Margin for Level One: 1
Runover Indent (Single Level): 4	Left Margin Increment: 2
Right Margin (Single Level): 6	Runover Indent: 2
	<input type="checkbox"/> Always Use Maximum Runover
	Right Margin: 6

- Center Top Level: (Check Box)
- Number Top Level: (Check Box)



Customizing Your Document

- The next three items are grouped together to define a Single Level Table of Contents.

Table of Contents

Style to Use: Custom

Include Levels One through: 99

Center Top Level
 Number Top Level

Single Level

Left Margin (Single Level): 1

Runover Indent (Single Level): 3

Right Margin (Single Level): 6

Multi-Level

Left Margin for Level One: 1

Left Margin Increment: 2

Runover Indent: 2

Always Use Maximum Runover

Right Margin: 6

Centered Heading:

Left Column Heading:

Right Column Heading:

Character for Guide Dots: Dot 5

Place Numbers: Right-Aligned

Use: Print Page Num

End Codes: [top]

OK Cancel

Runover Indent

- Change the runover indent from 4 to 3 to better fit your document formatting.



Table of Contents

Style to Use: Custom

Include Levels One Through: 99

Center Top Level
 Number Top Level

Single Level		Multi-Level	
Left Margin (Single Level):	1	Left Margin for Level One:	1
Runover Indent (Single Level):	4	Left Margin Increment:	2
Right Margin (Single Level):	6	Runover Indent:	2
		<input type="checkbox"/> Always Use Maximum Runover	
		Right Margin:	6

Table of Contents (cont.)

- You can also put additional elements from your text into a Table of Contents by surrounding them with the correct DBT codes.



Multi-Level TOC

Table of Contents

Style to Use: Custom

Include Levels One Through: 99

Center Top Level
 Bulge Top Level

Single Level

Left Margin (Single Level): 1

Runover Indent (Single Level): 3

Right Margin (Single Level): 6

Multi-Level

Left Margin for Level One: 1

Left Margin Increment: 2

Runover Indent: 2

Always Use Maximum Runover

Right Margin: 6

- The next five items are grouped together to define a Multi-Level Table of Contents.
- Step 1: Left Margin for Level 1: (Text Box)
- Step 2: Left Margin Increment: (Text Box)

Multi-Level TOC (cont.)

- Step 3: Runover Indent: (Text Box)
- Step 4: Always Use Maximum Run over: (Check Box)
- Step 5: Right Margin: (Text Box)

Table of Contents

Style to Use: Custom

Include Levels One Through: 99

Center Top Level
 Number Top Level

Single Level

Left Margin (Single Level): 1

Runover Indent (Single Level):

Right Margin (Single Level):

Multi-Level

Left Margin for Level One: 1

Left Margin Increment: 2

Runover Indent: 2

Always Use Maximum Runover

Right Margin: 6

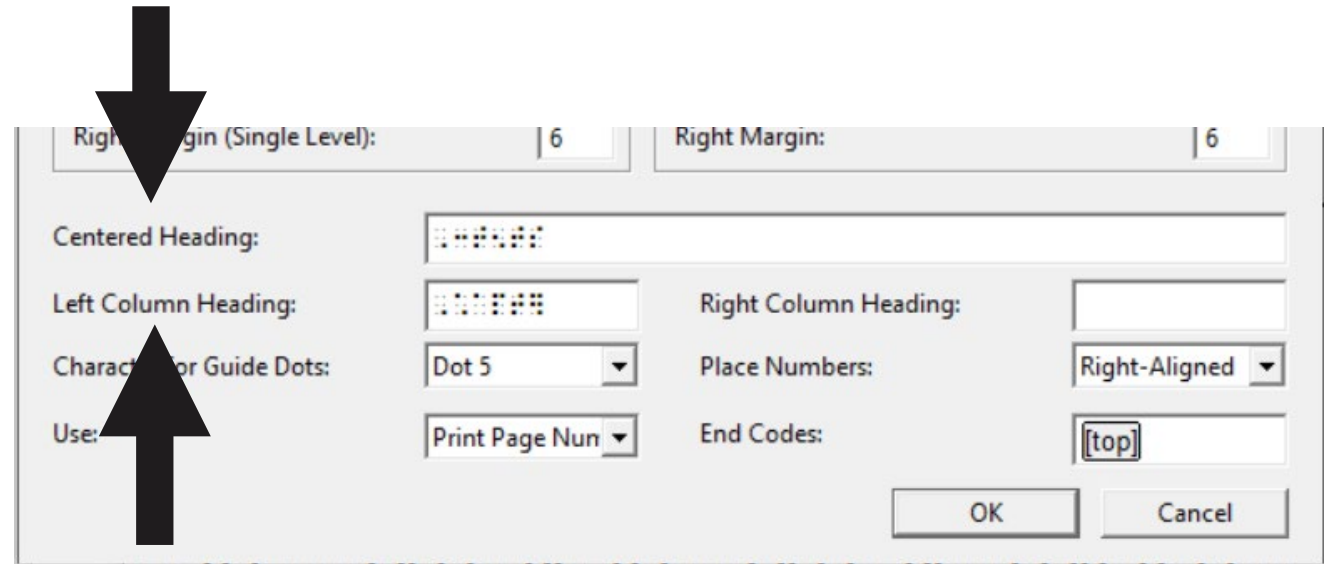
Steps to Complete TOC Setup

STEP 1:

- Centered Heading: Contents

STEP 2:

- Left Column Heading: Chapter



The screenshot shows the TOC Setup dialog box with the following settings:

- Right Margin (Single Level): 6
- Right Margin: 6
- Centered Heading: Contents
- Left Column Heading: Chapter
- Right Column Heading: (empty)
- Character for Guide Dots: Dot 5
- Place Numbers: Right-Aligned
- Use: Print Page Number
- End Codes: [top]

Arrows point to the 'Centered Heading' and 'Left Column Heading' fields.

Steps to Complete TOC Setup (cont.)

STEP 3:

- Right Column Heading: Page

STEP 4:

- Character for Guide Dots: Dropdown options are Dot 3, 5 or 6, or dots 3 & 6.

The screenshot shows a dialog box for TOC setup. At the top, there are two input fields for 'Right Margin (Single Level):' and 'Right Margin:', both containing the value '6'. Below these are four rows of settings:

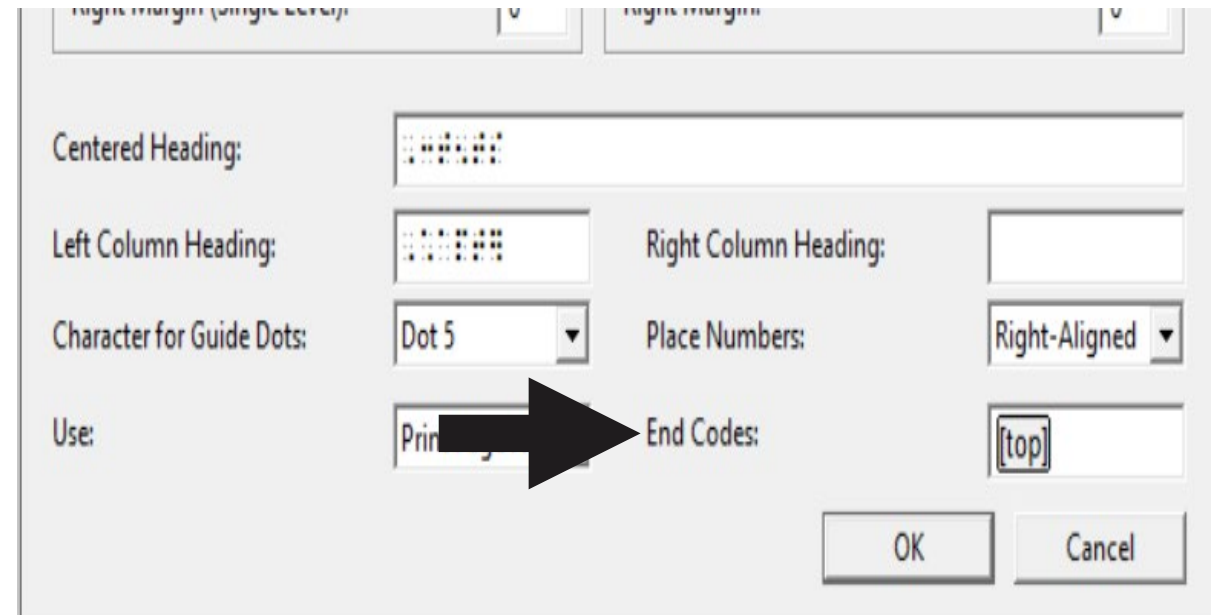
- 'Centered Heading:' with a text box containing six dots.
- 'Left Column Heading:' with a text box containing six dots.
- 'Right Column Heading:' with an empty text box. A large black arrow points to this field.
- 'Character for Guide Dots:' with a dropdown menu showing 'Dot 5'. A large black arrow points to this dropdown.
- 'Place Numbers:' with a dropdown menu showing 'Right-Aligned'.
- 'End Codes:' with a text box containing '[top]'.

At the bottom right, there are 'OK' and 'Cancel' buttons.

Steps to Complete TOC Setup (cont.)

STEP 7:

- End Codes: Normally DBT will go to a new page, but in some instances, this may not be the case, and for example, a colon separator is added. This field allows you to enter appropriate DBT Codes to achieve this.

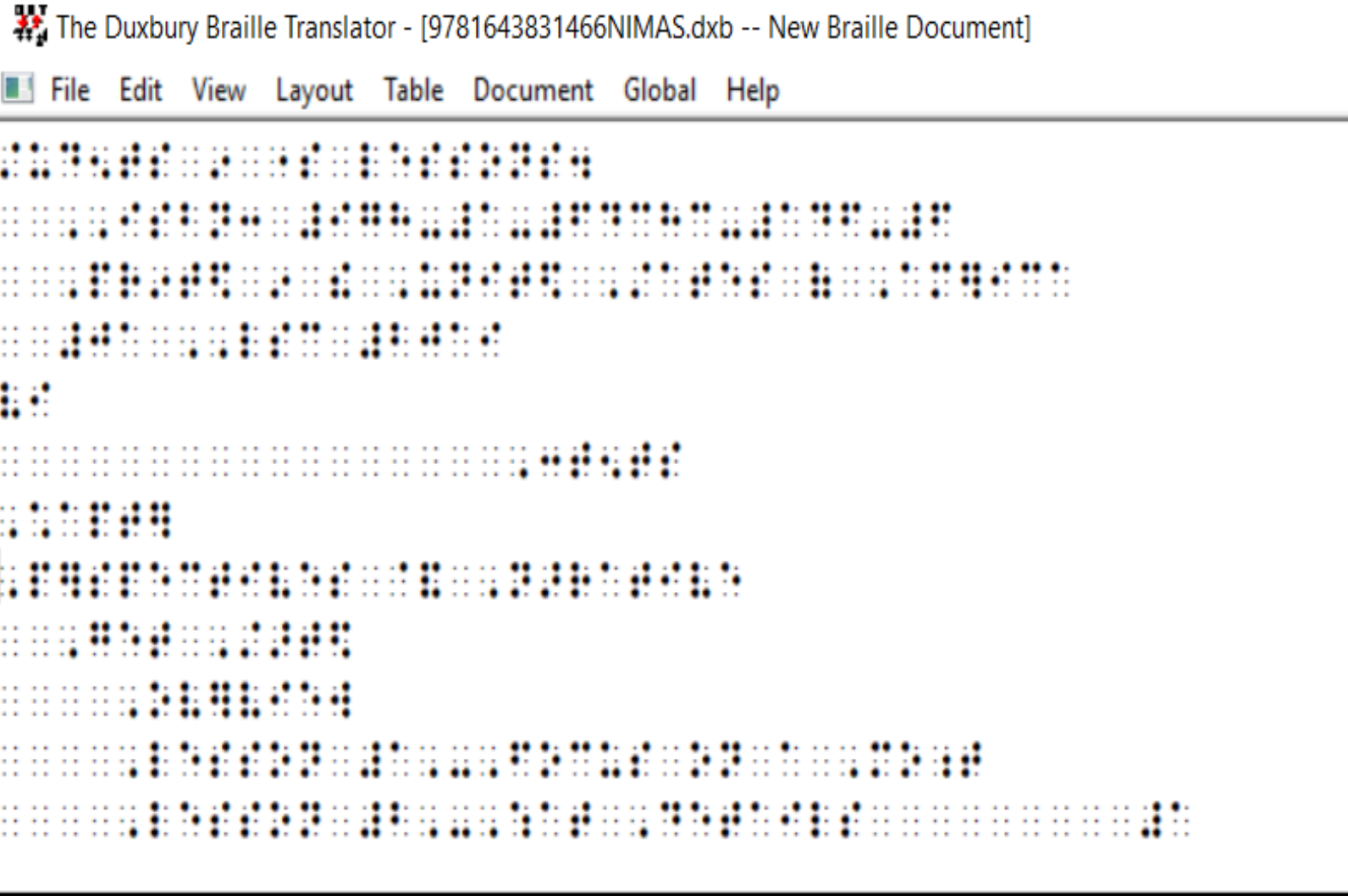


The screenshot shows a dialog box with the following fields and values:

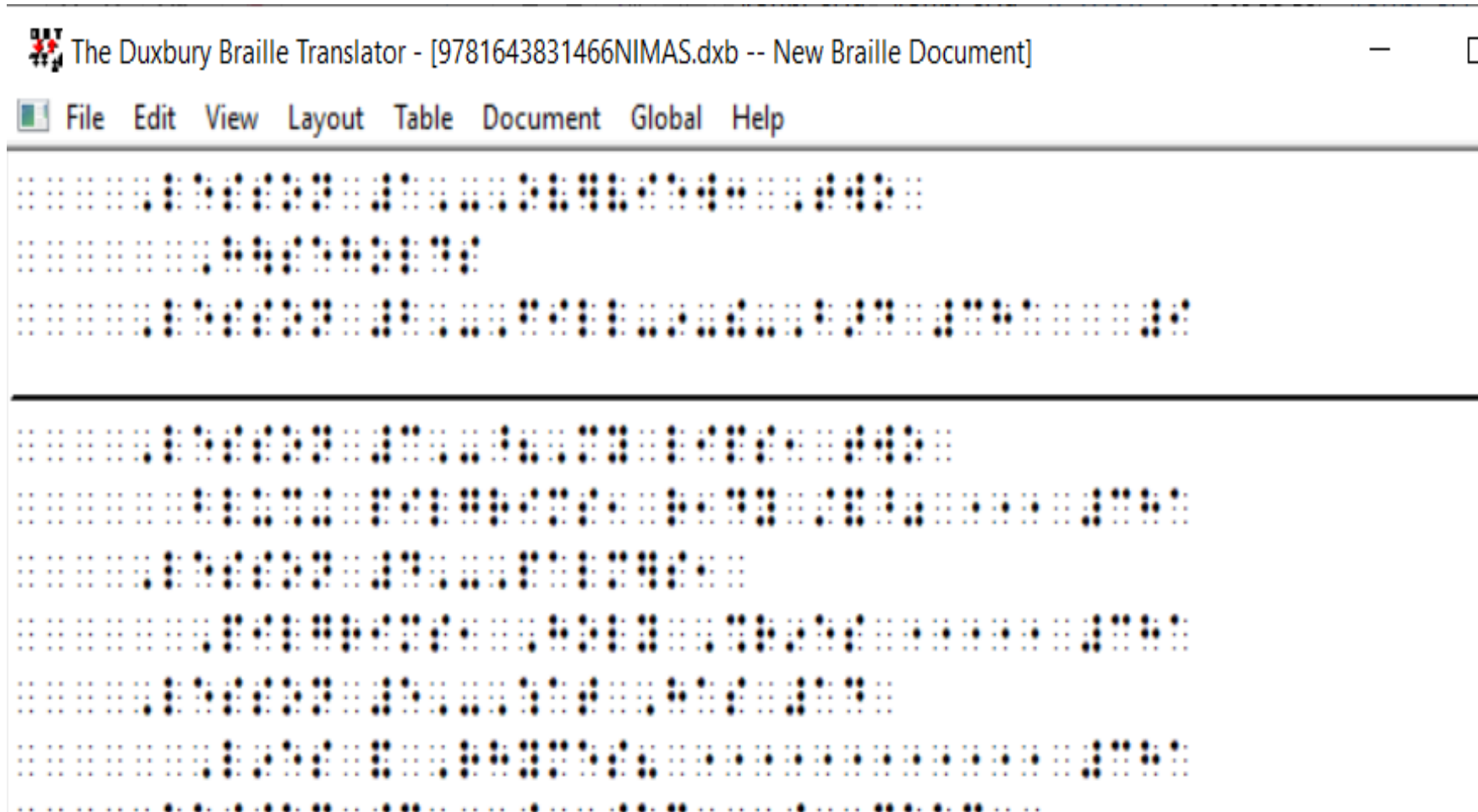
- Centered Heading: [.....]
- Left Column Heading: [.....]
- Right Column Heading: []
- Character for Guide Dots: [Dot 5]
- Place Numbers: [Right-Aligned]
- Use: [Print] → End Codes: [top]

Buttons: OK, Cancel

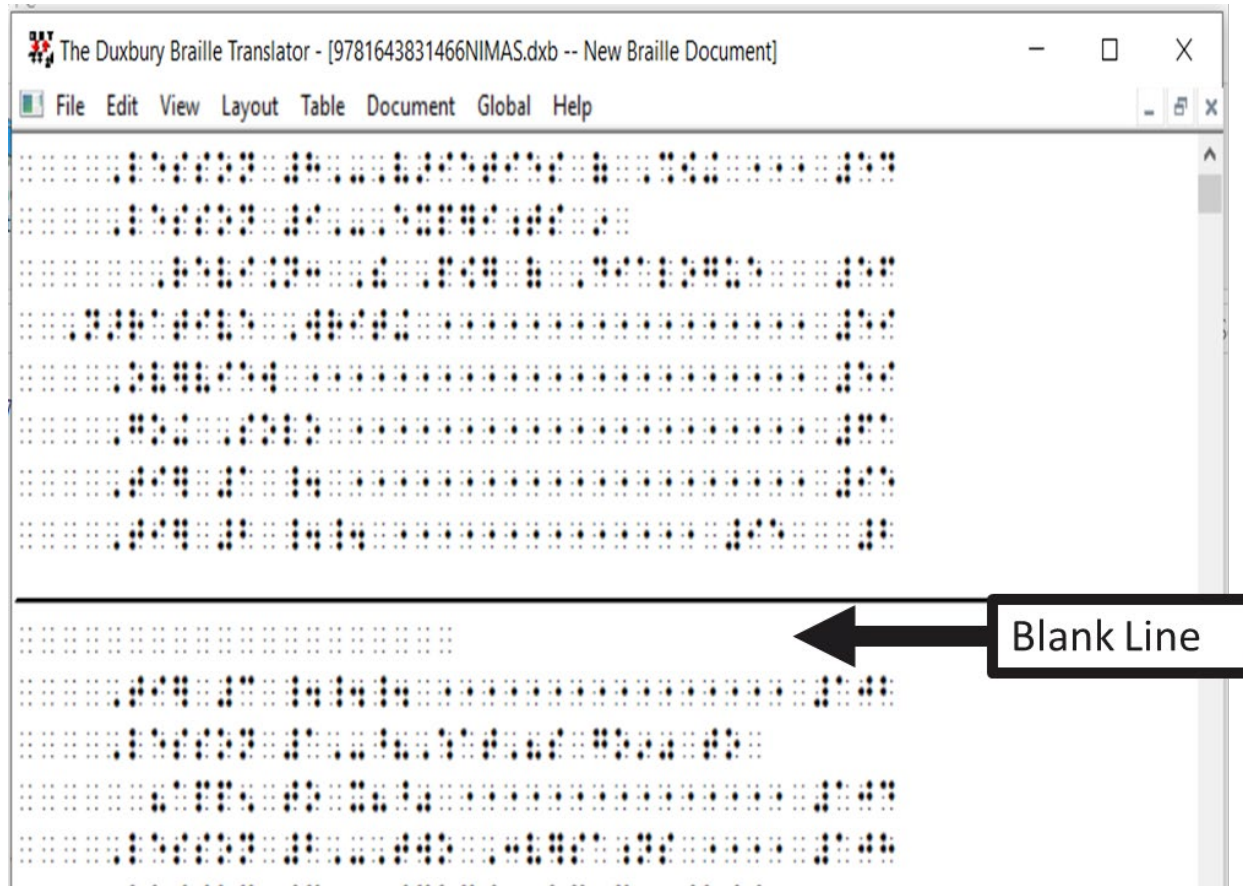
TOC Formatting Before...



TOC Formatting After...



LINE CODES



- In order to apply the correct formatting you must use the codes correctly.
- To apply formatting to the Table of Contents, add the codes [tls] and [tle], so the text will not be on the first and last line following formats.

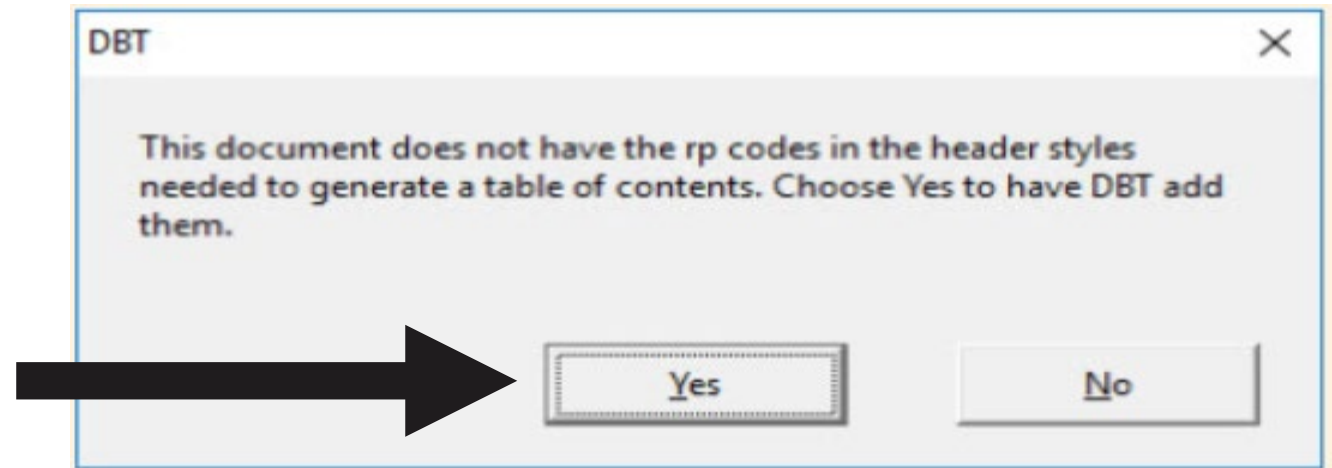
Notes on TOC Formatting

- Note 1: It is essential to have Reference Page Numbers properly used in DBT if Print Page Numbers are to be used.
- Note 2: If you create a template from your braille document immediately after generating a Table of Contents, all of the options in this dialog are saved with the template.



Notes on TOC Formatting (continued)

- Note 3: In some cases, normally when creating a TOC with a Template, you may see the following message. Answer "Yes" to have DBT correct the problem for you.



Notes on TOC Formatting (cont.)

- Note 4: You can also add entries for a Table of Contents at the appropriate places in your text and mark them with DBT codes that make them invisible in the text but add them to the Table of Contents.



TYPEFORMS

How NimPro reflects print Typeforms



NimPro/Typeforms

- After opening a NIMAS file in NimPro you will notice that bold or Italics Typeforms are present.
- Braille makes sparing use of "strong" or "emphasized" text, eliminating the bold or italic attribute when its use is merely decorative, or when it is used for a purpose already indicated by other formatting. A case in point is Headings, which are already identified by their centering or indentation level, making the bold or italic indicator redundant.



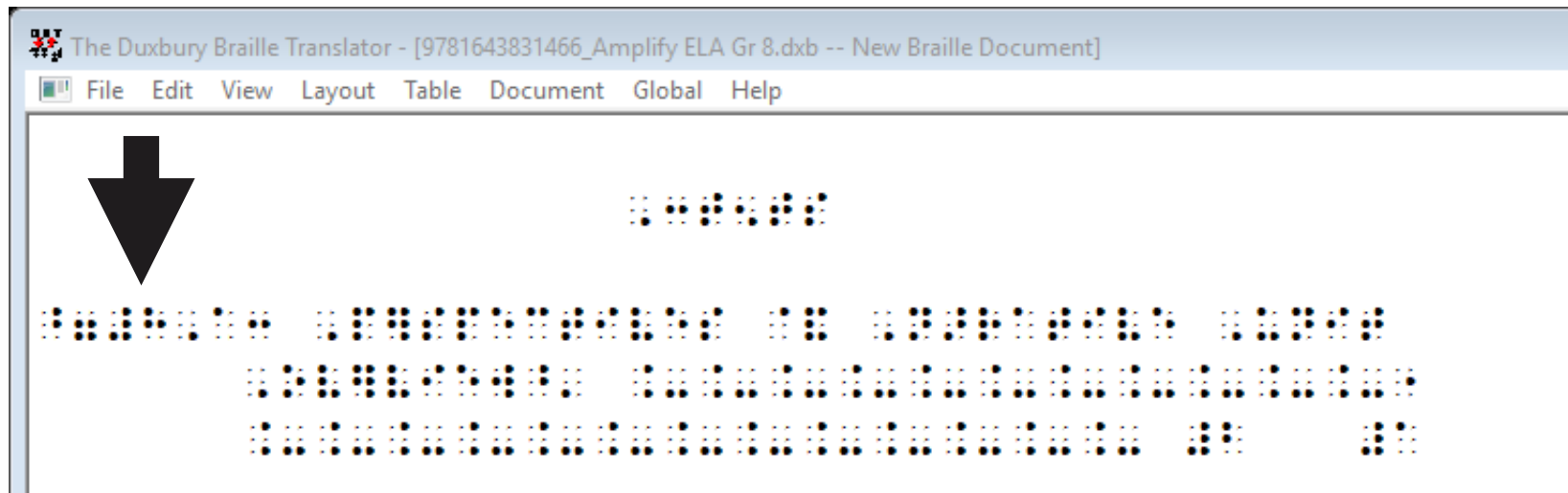
NimPro/Typeforms (cont.)

- You can adjust the Typeforms in NimPro as discussed earlier, by right clicking within the word or phrase followed by clicking “Ignore Strong” for bold and “Ignore Emphasis” for italics. This will remove the Typeform.
- When exporting the file to a Duxbury/Word file, the unadjusted Typeforms will remain intact and can be adjusted in whichever program you’re working in.



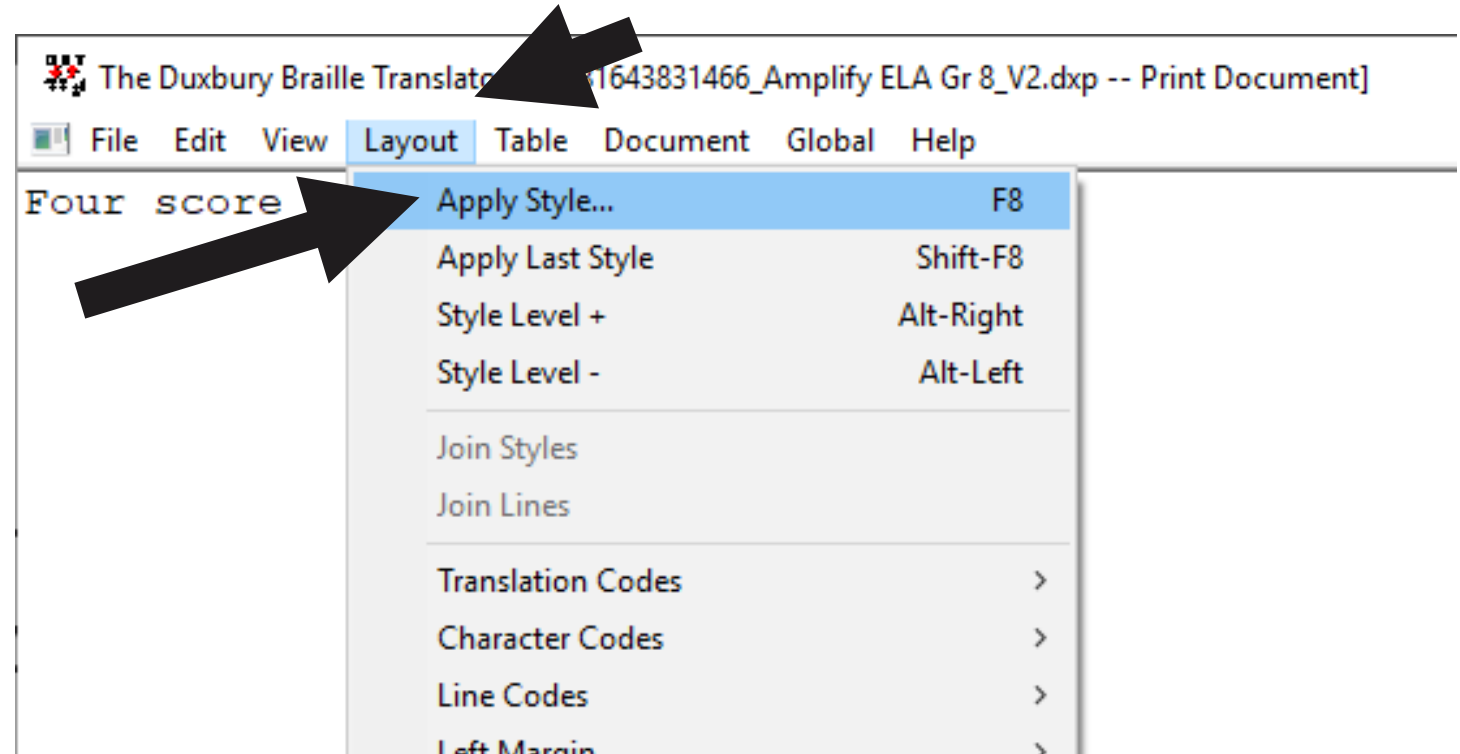
Typoforms Exported from NimPro

Exported From NimPro into Duxbury, the bold/italic typeform is brought over in the conversion.



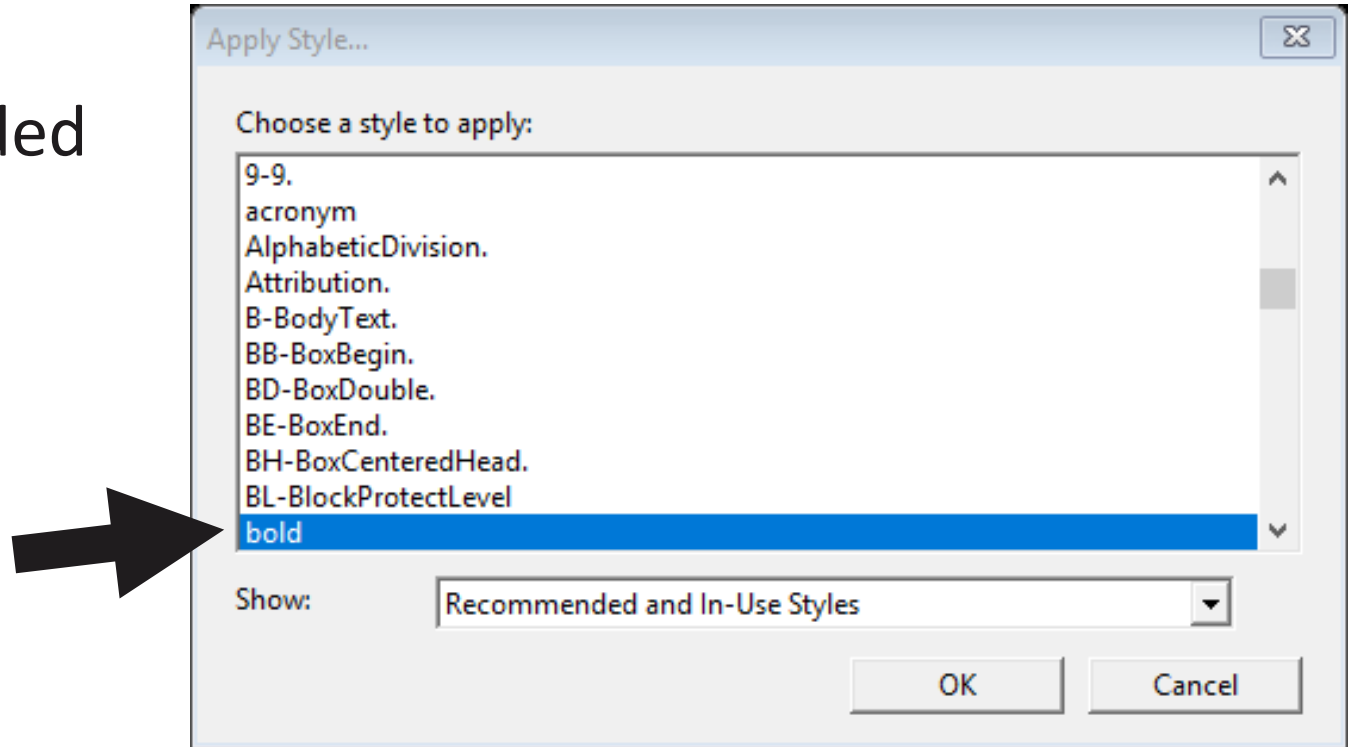
Adjusting Typeforms

- From the Layout tab, through the Apply Styles command you may adjust the Typeforms.



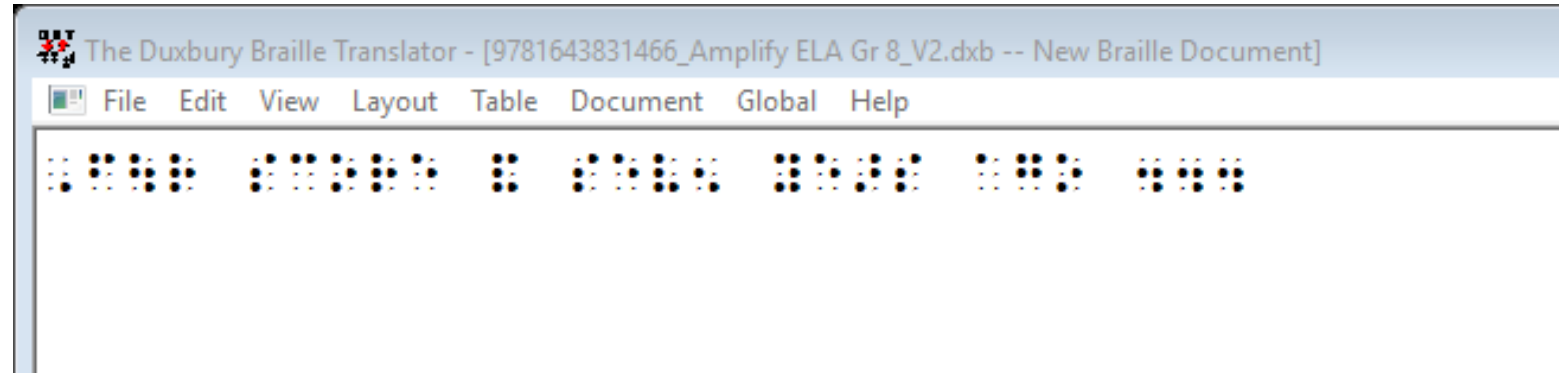
Adjusting Typeforms (continued)

- From here you can change or add the Typeform that is needed or printed.

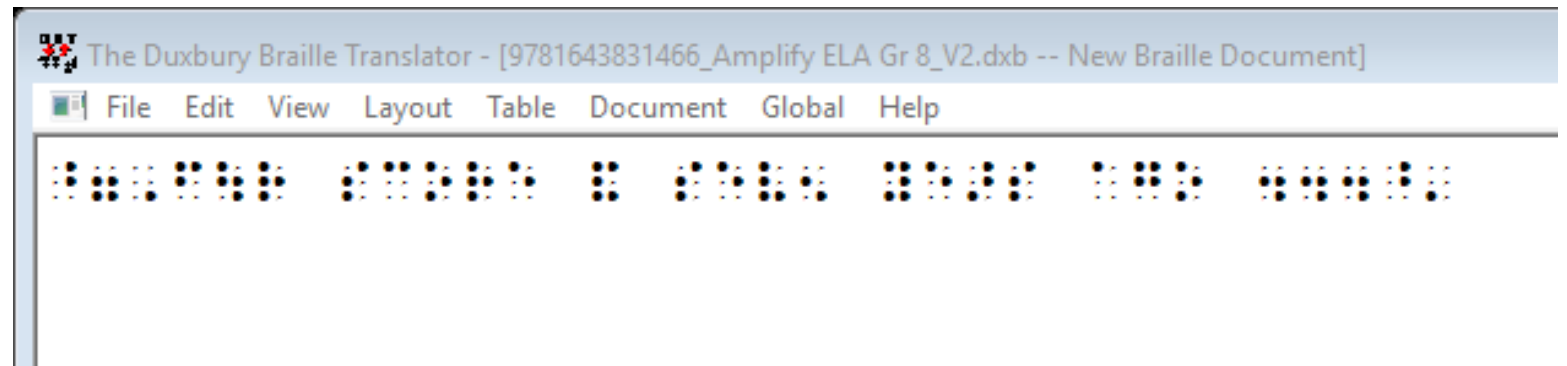


Typeforms Before and After

Before



After



Notes on Typeforms

- Analyze the document. Determine the purposes for which bold, italic, or other forms of emphasis are used. Decide how you want to divide the document into volumes for braille. Look for issues that you may want to resolve in NimPro or in Word before going to DBT.
- Using a NIMAS file converted by NimPro to a Duxbury file or Word will send the Typeforms of **bold** or *italics* over for you to your new file, making transcribing easier and timesaving.



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

Q & A

