



# APH Transcriber Training Using NIMAS Files & Duxbury/NimPro

Session 4: Headings, Lists, Tables

# Learning Objectives

- Identify 3 Duxbury editing and formatting features (Headings, List and Tables, Alphabetic References)
- Differentiate NIMAS-generated and transcriber-made choices for headings
- Describe editing procedure used to unlock “tables” with NimPro/Duxbury conversion from NIMAS
- Describe editing features for different types of tables, with NimPro/Duxbury conversion



# Remember: Save A Copy!

- **Always** before making **any** changes in a NimPro file, save a copy of the NIMAS File.
- This is your “working copy” because NimPro does not have an Undo feature.
- As you work through with NimPro, save your work often. In the event a mistake is made, restart the program, and you’ll pick up from the last saved point.



# CHANGING STYLES

- You can make global style changes in a document using the Wizards, which automate typical style changes needed for braille. However, you may want to revise other styles interactively. Using NimPro in the "Edit Styles" mode, this can be done very quickly.
- A toggle in the Edit Menu lets you choose between Edit Styles and Edit Text. In the Edit Styles mode, you use one or two keystrokes to change the style at the current cursor location to the style you need. As each style edit is done, NimPro automatically jumps to the next paragraph, heading, etc.



# Keyboard 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 STYLES (continued)

- Like Headings, List Items have a level. You can use the number keys 1 to 6 to change the level of a list item.
- You can change the level of a Heading or a List Item without changing its style by pressing only the 1, 2, 3, 4, 5, or 6 key without pressing H or L.



# CHANGING STYLES (cont.)

- If you inadvertently change a List Item to a specialized style like a table of contents item, you can use the "L" key to change it to a List Item again. (This can be helpful to clean-up minor overreach by a wizard.)
- You can Edit Styles using either upper- or lower-case keystrokes.



# CHANGING STYLES (cont.)

- In any remaining cases where one paragraph style is nested inside another, e.g., if footnotes are nested inside list items, NimPro retains both styles, but NimPro style editing applies to the innermost style only.
- If the Style Map displays "List 1" and "Foot/End Note" on the same block of text, any attempt to change the "List 1" style will change only the Foot/End Note, which is the inner style.





# HEADINGS



# Golden Rule for Headings

Do not confuse "Headings" with "Page Headers" and "Page Footers"



# Getting Started


- As usual, export the converted NIMAS file into Duxbury.
- Launch Duxbury, opening your file.
- In the following slides we will use the “Apply Styles” command to change the headings as needed.



# Changing Heading Tags

"Headings" appear within the actual body of a document, such as the Title in this example.

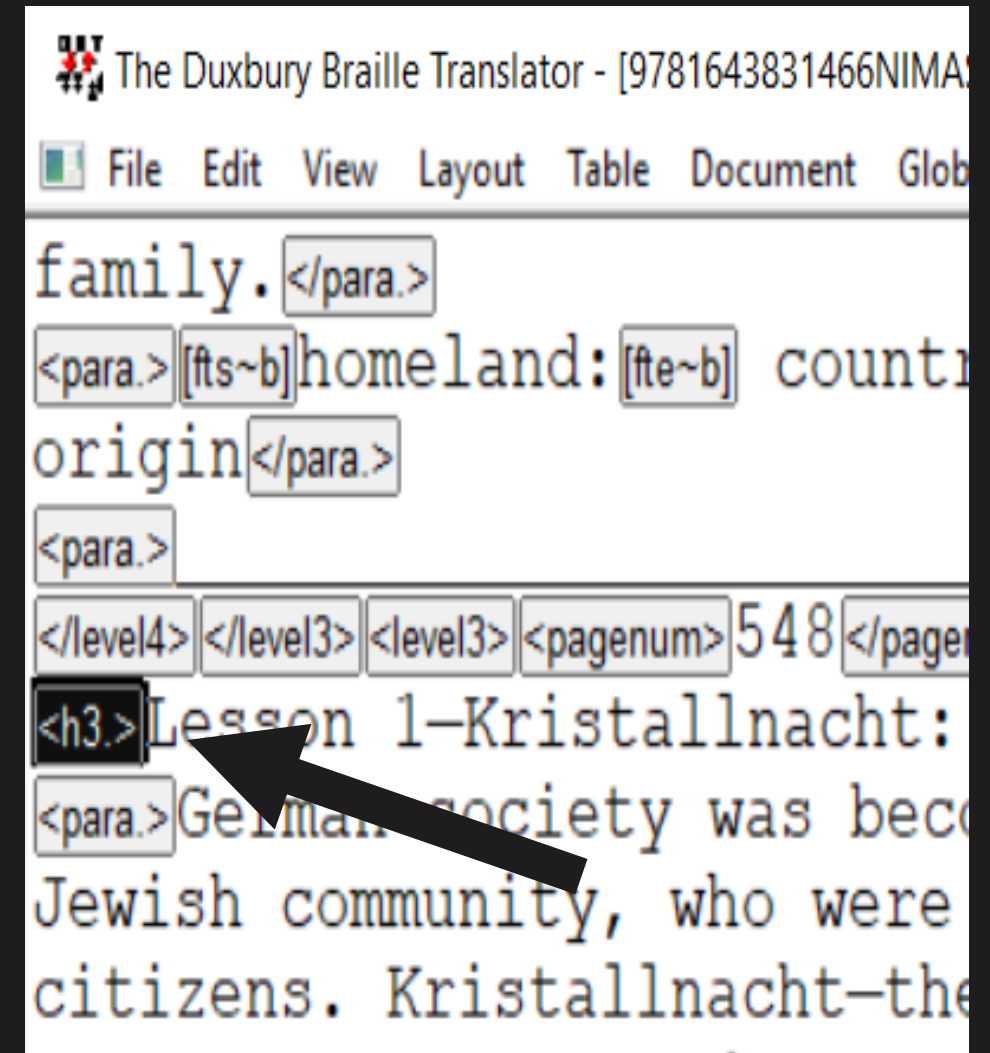
The highlighted tag shows that the Title is marked as a Heading 3. This needs to be a Heading 1 (H1).



```
The Duxbury Braille Translator - [9781643831466NIMAS.dxp]
File Edit View Layout Table Document Global
family. </para.>
<para.> [fts~b]homeland: [fte~b] country
origin</para.>
<para.>
</level4> </level3> <level3> <pagenum>548</pagenum>
<h3>Le... Kristallnacht: T...
<para.>German society was becom
Jewish community, who were no
citizens. Kristallnacht—the
government-sponsored pogrom
```

# Changing Heading Tags (continued)

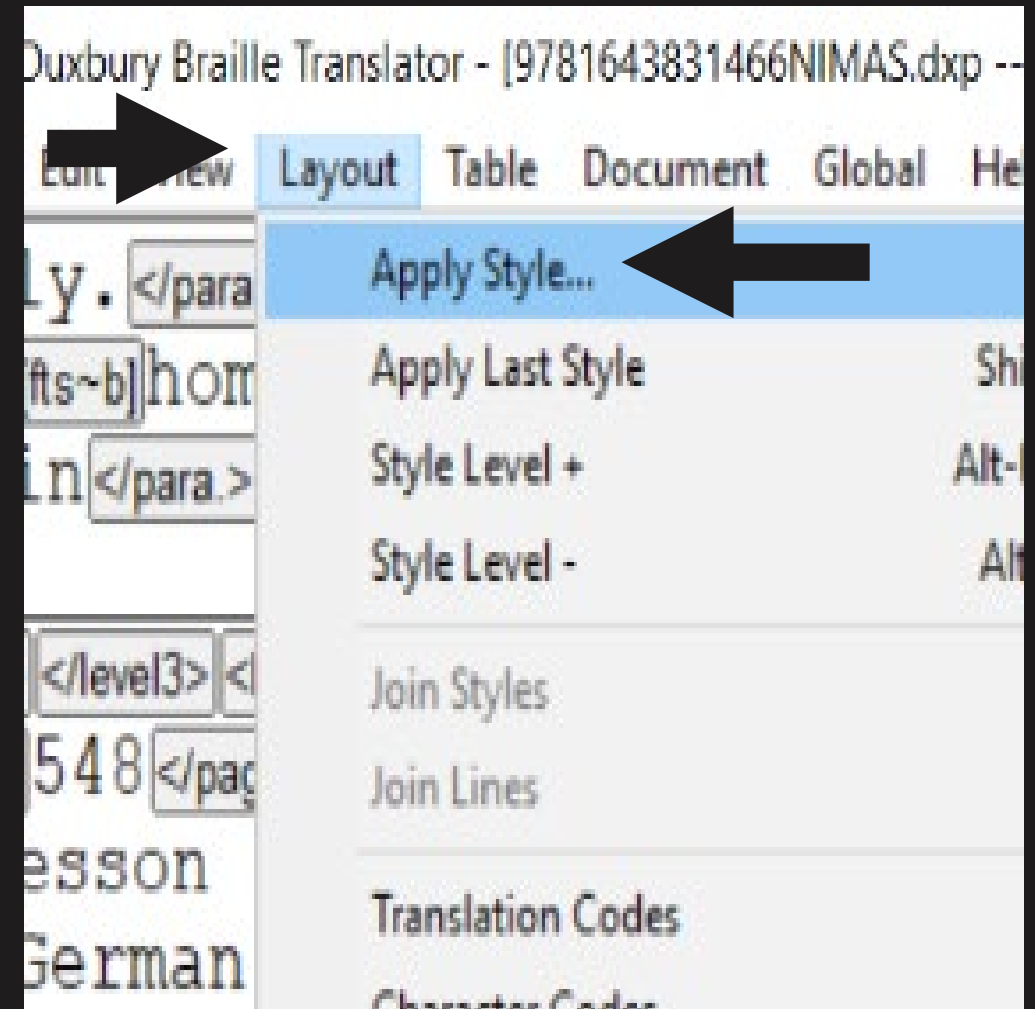
- Make sure your cursor is after the <h3.> text so the code can apply the correct change to the code.



The screenshot shows the 'The Duxbury Braille Translator' application window. The title bar includes the application name and a unique identifier. The menu bar contains 'File', 'Edit', 'View', 'Layout', 'Table', 'Document', and 'Global'. The main text area displays Braille code with several tags highlighted in light gray boxes: '</para.>', '<para.> [fts~b] homeland: [fte~b] count', 'origin</para.>', '<para.>', '</level4> </level3> <level3> <pagenum> 548 </pagen', '<h3.> Lesson 1-Kristallnacht:', and '<para.> German society was beco'. A large black arrow points from the right towards the '<h3.>' tag, which is also highlighted with a black background. The text below the arrow reads 'Jewish community, who were citizens. Kristallnacht-the'.

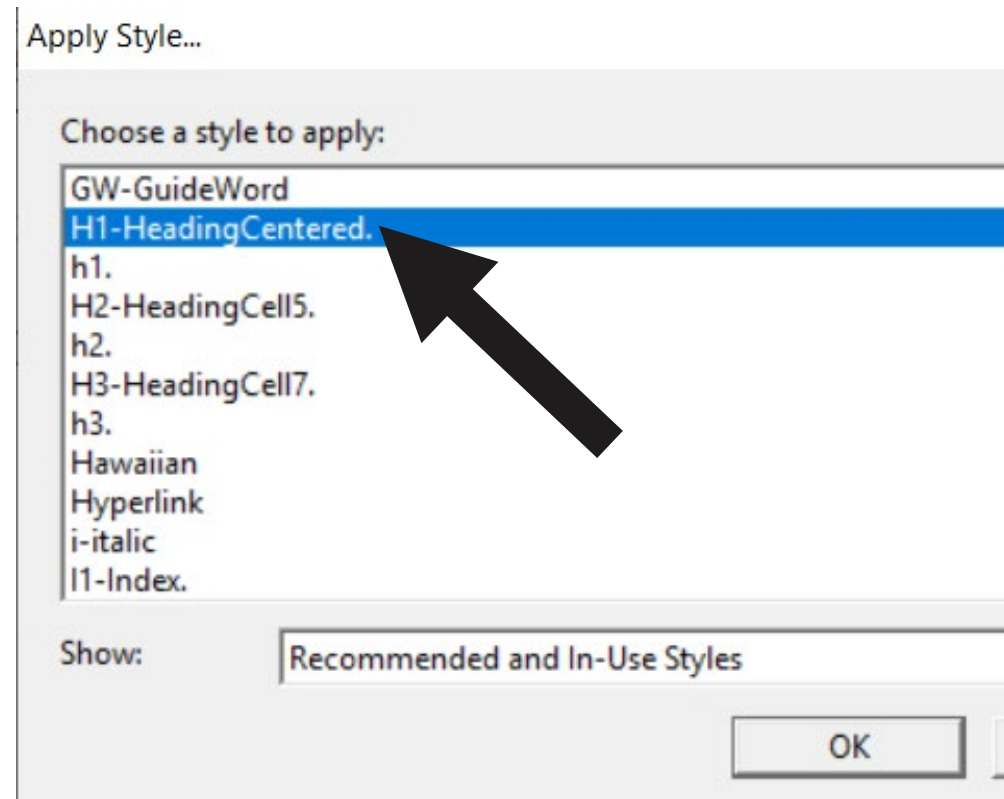
# To Change the Heading:

- Select Layout
- Then, in the drop-down box, select Apply Style.



# Select Correct Heading

- In Apply Style, scroll down to the “H1-HeadingCentered” to change from a H3 to a H1.



# Select Correct Heading (continued)

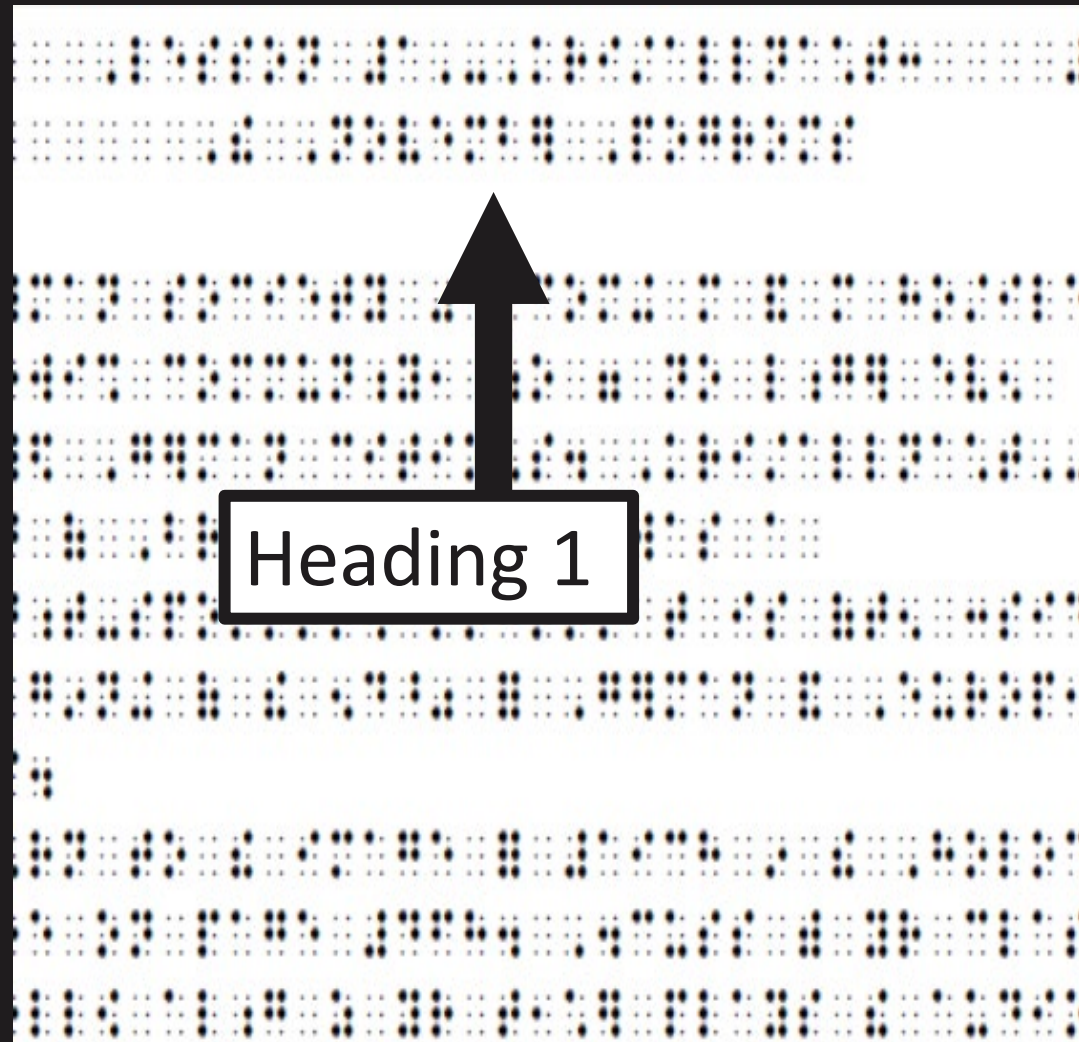
- This allows the H1 to be placed before and after the heading in the text.

```
The Duxbury Braille Translator - [9781643831466NIMAS.dxp -- New Print Document]
File Edit View Layout Table Document Global Help
famil </para.>
<para.>[f]homeland: [fte~b] country of one`s ethnic
origi /para.>
<para.> </para.>
</level4> <level3> <level3> <pagenum>
[pg] [lea] 518 </pagenum>
<H1-HeadingCentered.>Lesson 1-Kristallnacht: The Noveml
Pogroms</H1-HeadingCentered.>
<para.>German society was becoming more and more
Jewish community, who were no longer even con.
citizens. Kristallnacht-the Night of Broken G.
government-sponsored pogrom that is often con.
"beginning of the end" for German and Europea:
<ul0>
<li.>
<para.>Turn to the image for 1938 in the Holocau
page 468. Discuss with your class. </para.>
</li.>
<li.>
<para.>Follow along as your teacher plays the au
Heck`s description of Kristallnacht from [fts~i]A
Current Style: H1-HeadingCentered.
```



# Select Correct Heading (cont.)

- Then, translate to simbraille and your heading will be changed from a Heading 3 to a Heading 1.



# Formatting Lists and Tables



# Formatting Tables

- There are a lot of options for table formatting in braille. NimPro outputs tables to DBT using the DBT automatic formatting command, [htbs].
- NimPro only specifies table styles as far as to indicate that mathematics tables have no header row or header column. Everything else is up to DBT.



# Table Menu

- There are only two items in the Table menu: Create and Table Properties.
- “Create” inserts a pair of codes into your document, [htbs] and [htbe], so that you can enter a table of your own creation. To prevent errors, it is enabled only when the cursor is placed outside of any existing tables in the document.
- Contrarily, “Table Properties” is enabled only when the cursor is within an existing table.



# Table Properties

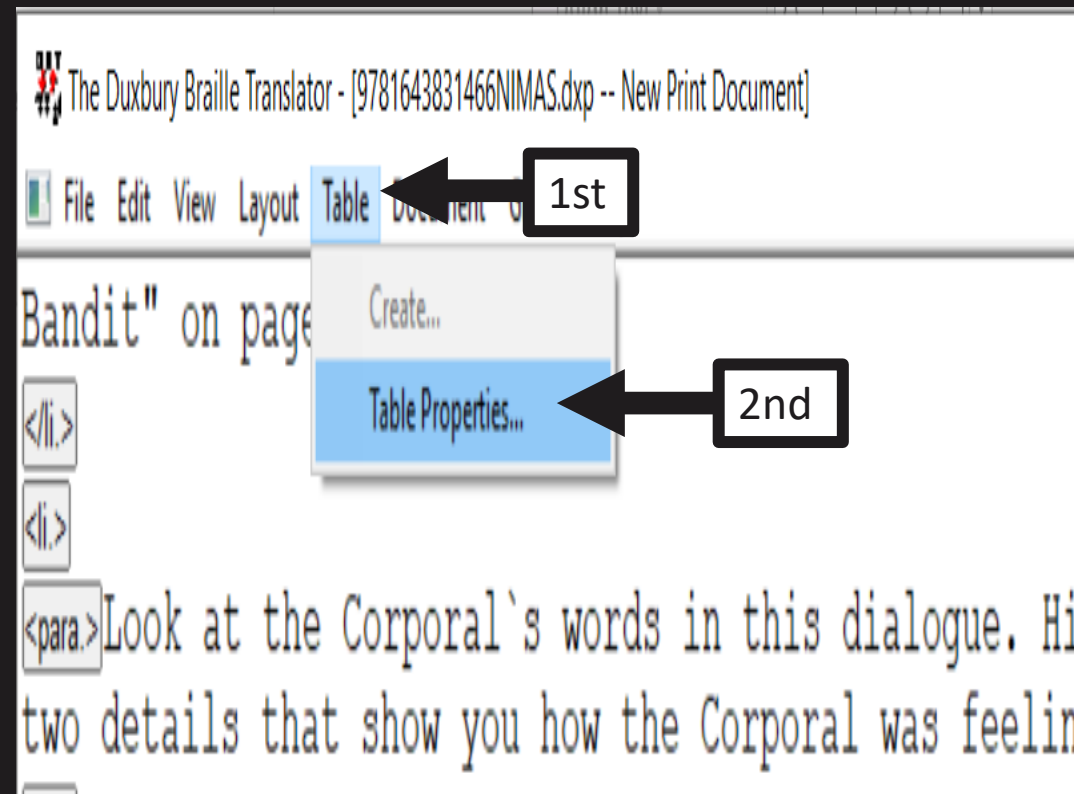
- This dialog is identical to the “Create” Table dialog, except that it permits you to change the table's attributes.
- Since your table already exists, the Total Rows and Total Columns fields will be grayed out and therefore not editable.



# Table Properties

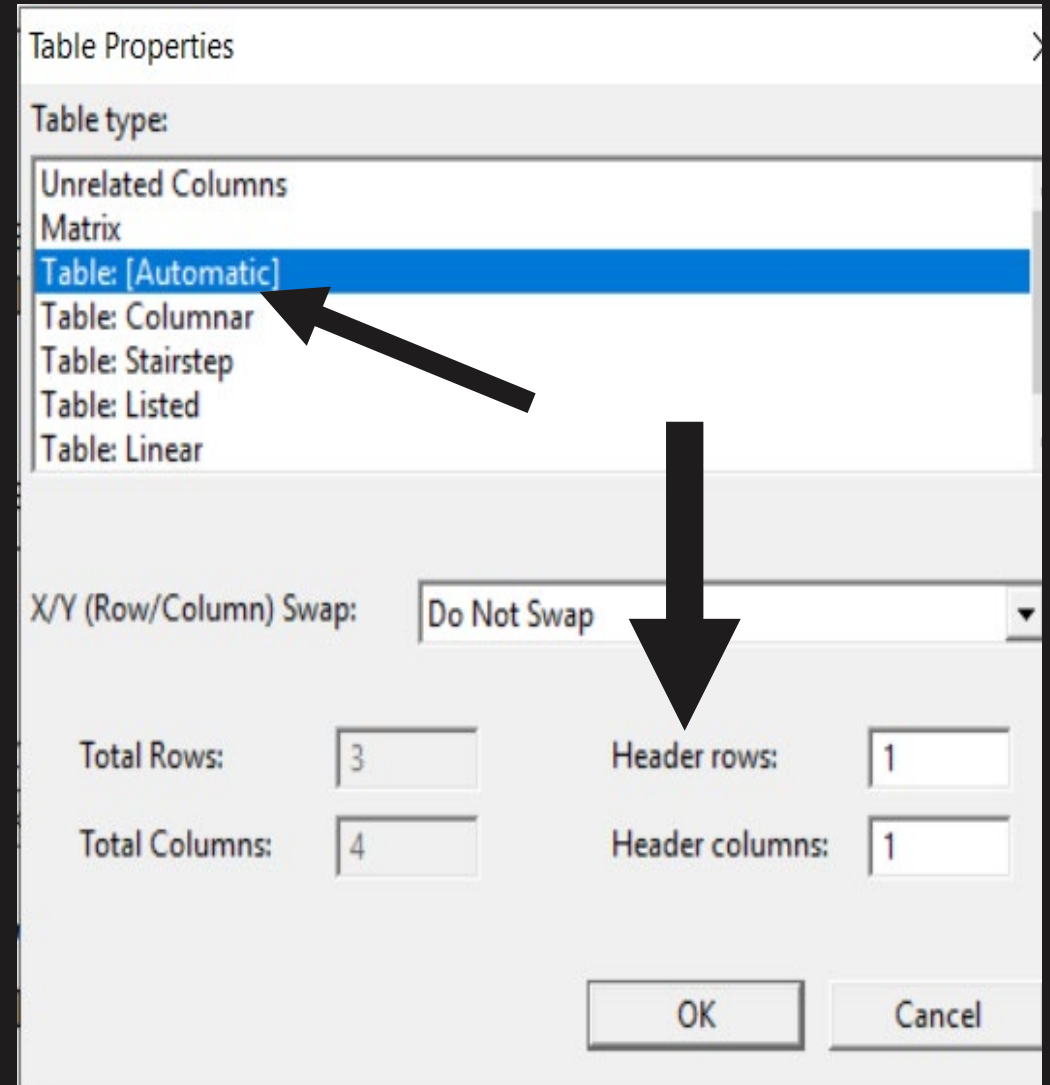
(continued)

- Tip: If you do not like the automatically selected format, revising the look of a table in DBT is easy.
- Place your cursor anywhere inside the table. Go to the Table menu and open the Table Properties dialog.



# Table Properties (cont.)

- Try alternative table types. Indicate whether the table has zero or one (or more) header rows, etc.
- You will very quickly get DBT to produce the table style you want.



# Formatting Tables (cont.)

- Nested tables are sometimes used in textbooks to achieve "elegant" layout effects.
- Those effects usually do not translate well to the requirements of braille.
- Though NimPro attempts to simplify inner nested tables on output, that may not be enough to achieve the needed readability. Check them over.





# Formatting Tables Stairstep/Lists




# Formatting Wide Tables

- Table Features within NimPro/Duxbury.
- Open your Wide table using Nimpro.

DocTitle  
DocAuthor  
DocAuthor  
Caption  
Table

**Chemistry**  
Raymond Chang  
Jason Overby

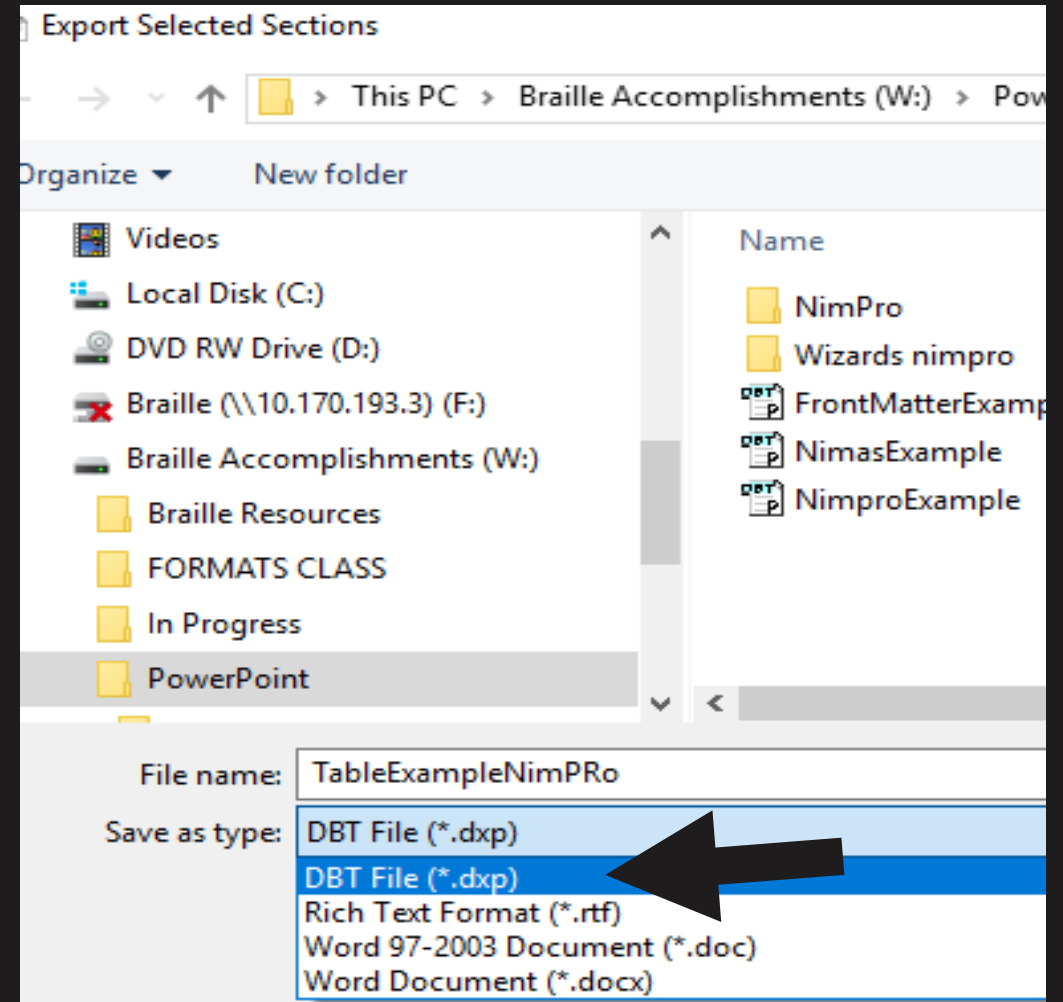


The 1-18 group designation has been recommended by  
and 1B-8B). In 2011 IUPAC revised the atomic masses

Element	Symbol
Actinium	Ac
Aluminum	Al
Americium	Am
Antimony	Sb
Argon	Ar
Arsenic	As
Astatine	At
Barium	Ba
Berkelium	Bk
Beryllium	Be
Bismuth	Bi
Bohrium	Bh

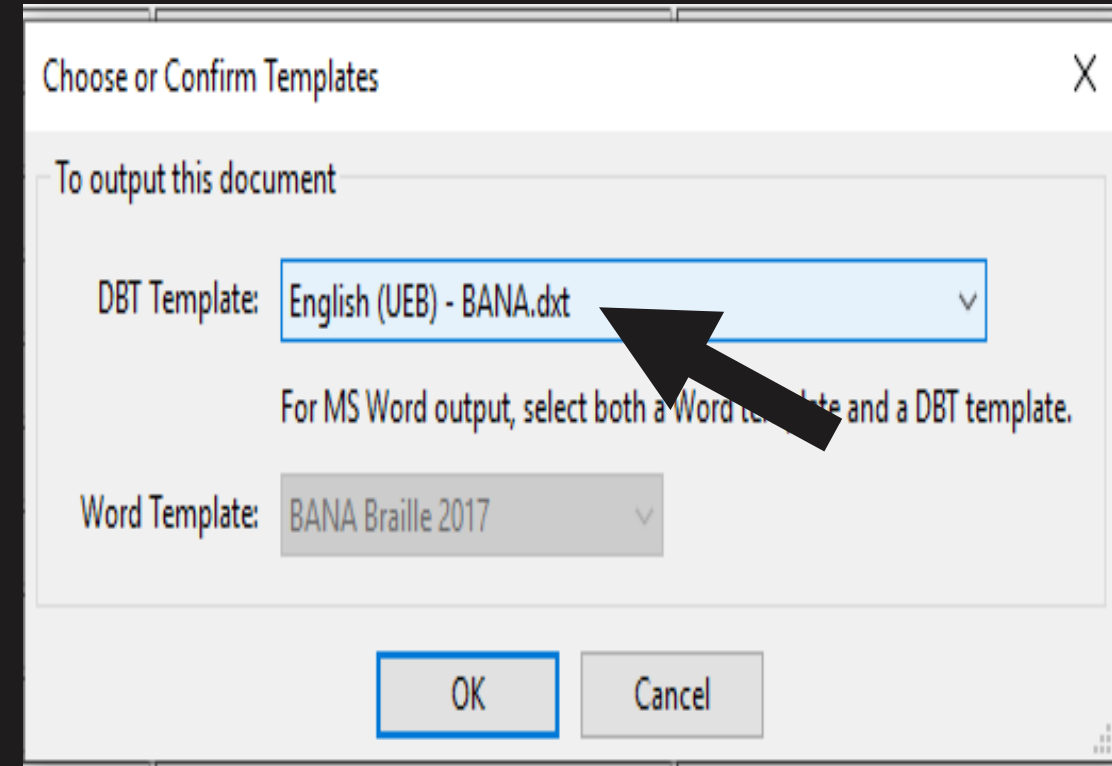
# Setting up a Wide Table

- Then, export your “Table” file to DBT File.



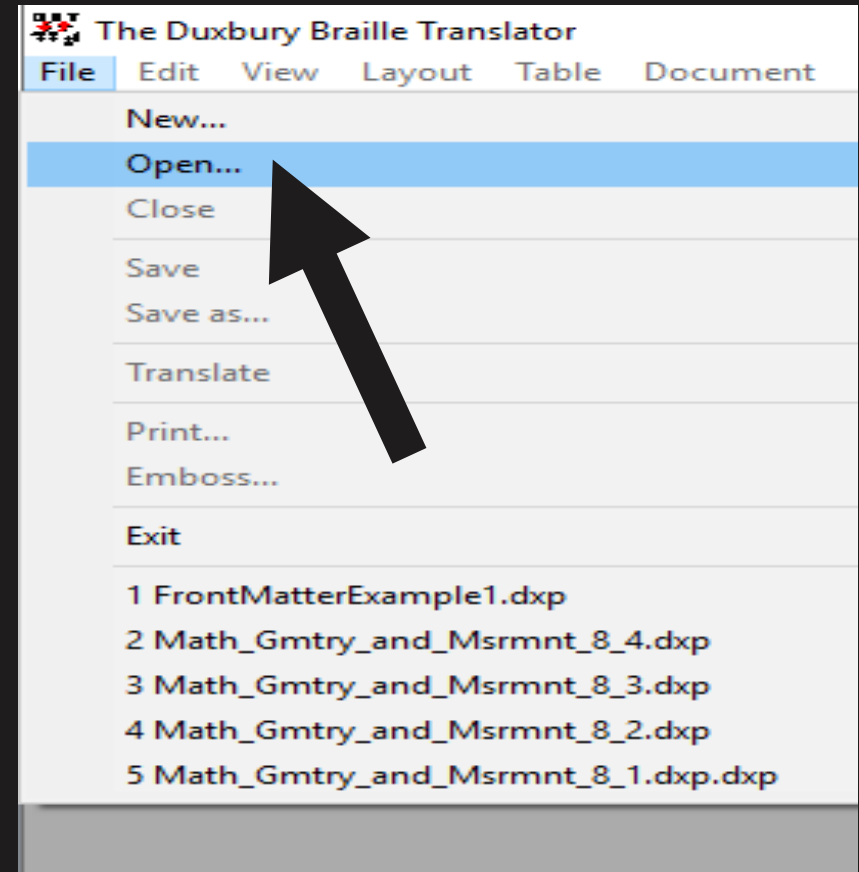
# Setting up a Wide Table (continued)

- Select BANA (UEB) template



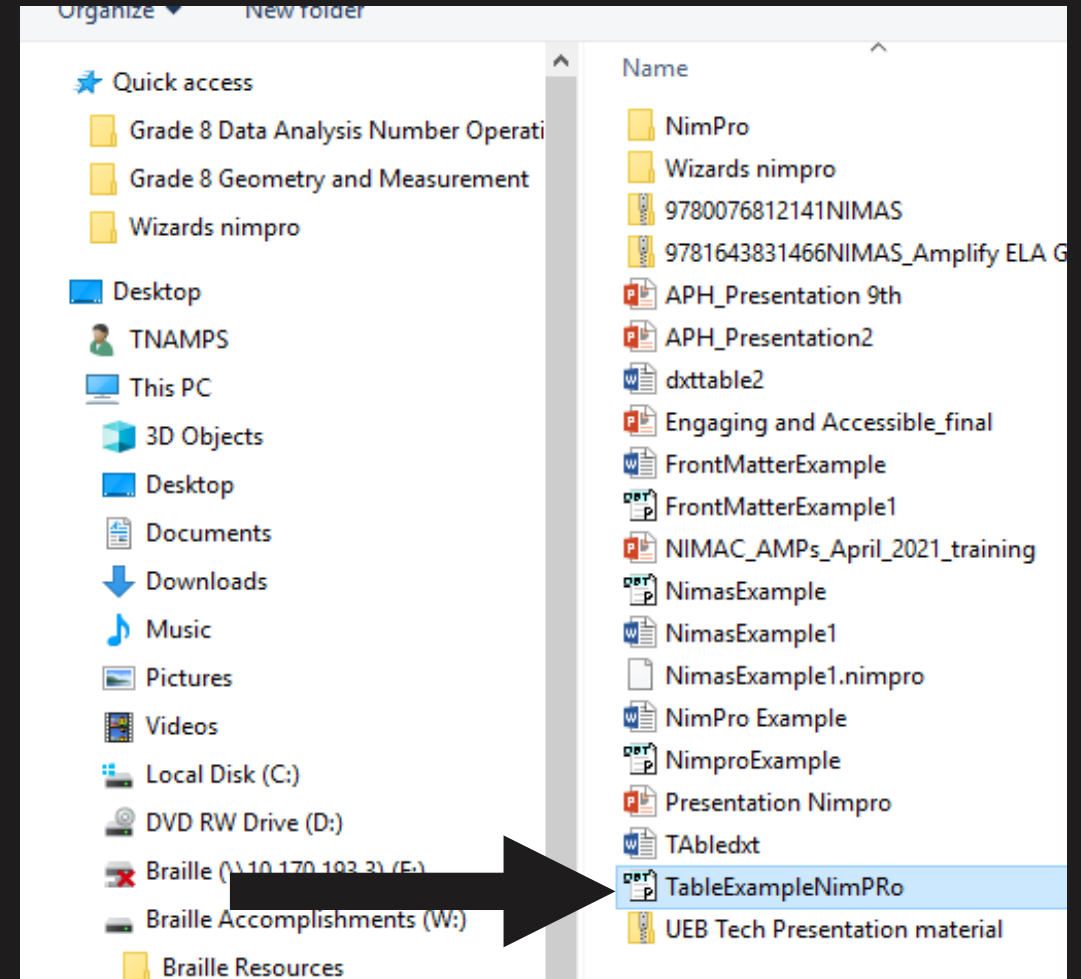
# Opening Your Table File

- Open table file in Duxbury



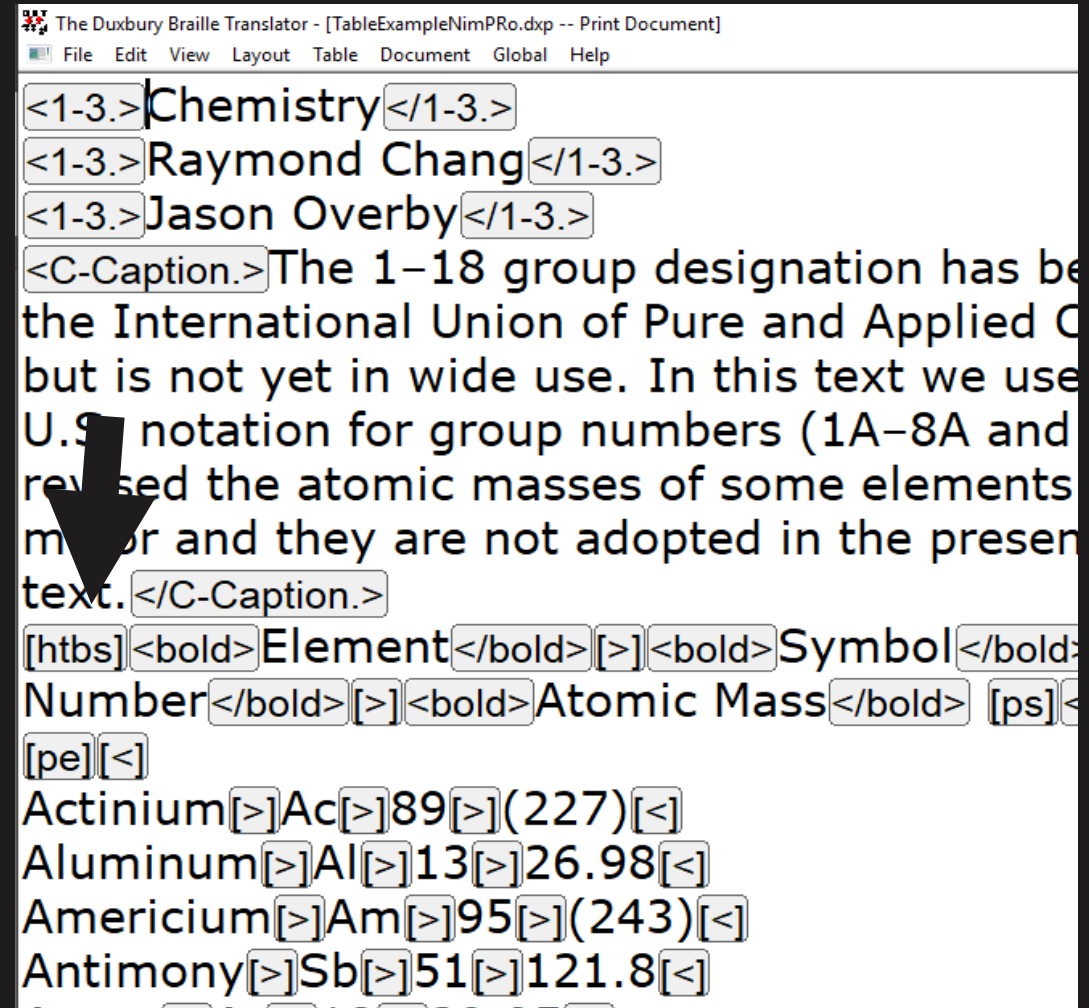
# Opening Your Table File (cont.)

- Select your Saved DBT File.



# Table File in Duxbury

- Your file will open in Duxbury.
- Put your cursor above the selected Table Code [htbs].



The Duxbury Braille Translator - [TableExampleNimPRO.dxp -- Print Document]

File Edit View Layout Table Document Global Help

<1-3.>Chemistry</1-3.>  
<1-3.>Raymond Chang</1-3.>  
<1-3.>Jason Overby</1-3.>  
<C-Caption.>The 1–18 group designation has been used by the International Union of Pure and Applied Chemistry since 1985 but is not yet in wide use. In this text we use the U.S. notation for group numbers (1A–8A and 1B–8B) and have revised the atomic masses of some elements to reflect the most recent data and they are not adopted in the present text.</C-Caption.>  
[htbs]<bold>Element</bold>[>]<bold>Symbol</bold>[>]  
Number</bold>[>]<bold>Atomic Mass</bold>[>][ps]<[<]  
[pe][<]  
Actinium[>]Ac[>]89[>](227)[<]  
Aluminum[>]Al[>]13[>]26.98[<]  
Americium[>]Am[>]95[>](243)[<]  
Antimony[>]Sb[>]51[>]121.8[<]

# Simbraille Table Example

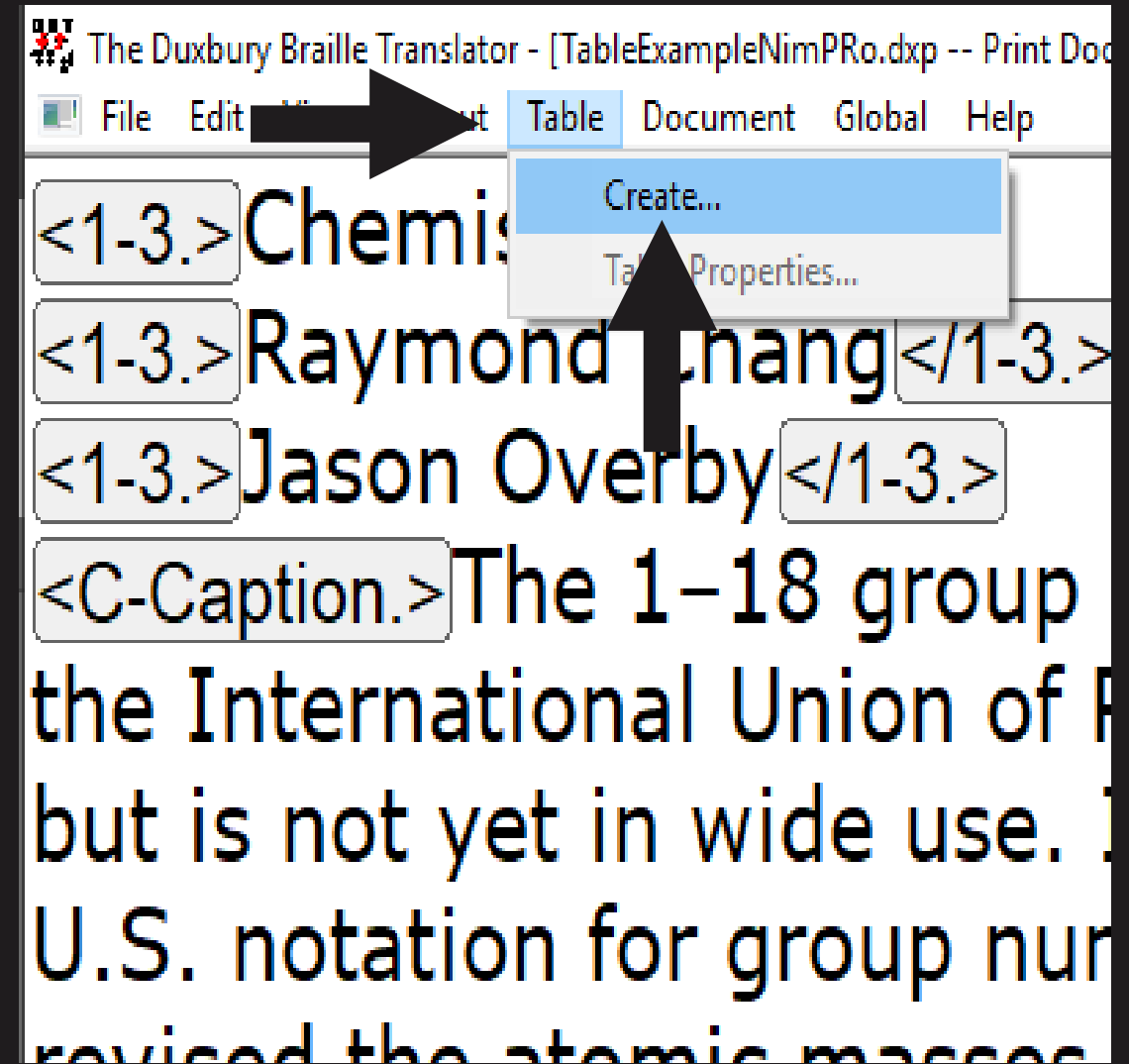
- Without the correct applied feature, the translated text will be formatted incorrectly, like the example shown here.





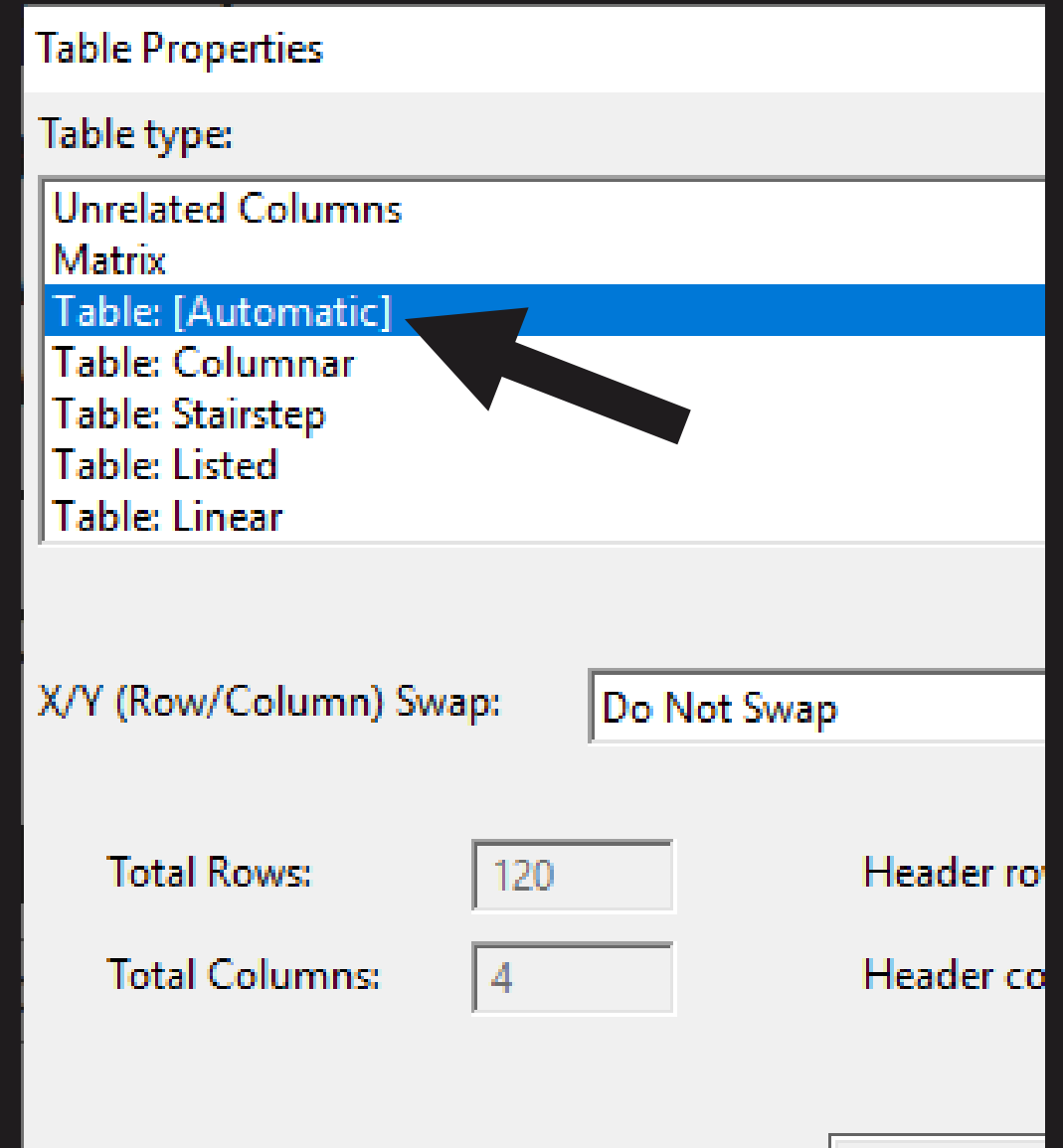
# Formatting the Table

- Return to your Print Document within Duxbury.
- Select Table
- Select Create



# Formatting the Table (cont.)

- Select the “Table Type”



# Stairstep Table Type

- For this, Wide Table exercise, select [Stairstep].

Table Properties

Table type:

- Unrelated Columns
- Matrix
- Table: [Automatic]
- Table: Columnar
- Table: Stairstep**
- Table: Listed
- Table: Linear

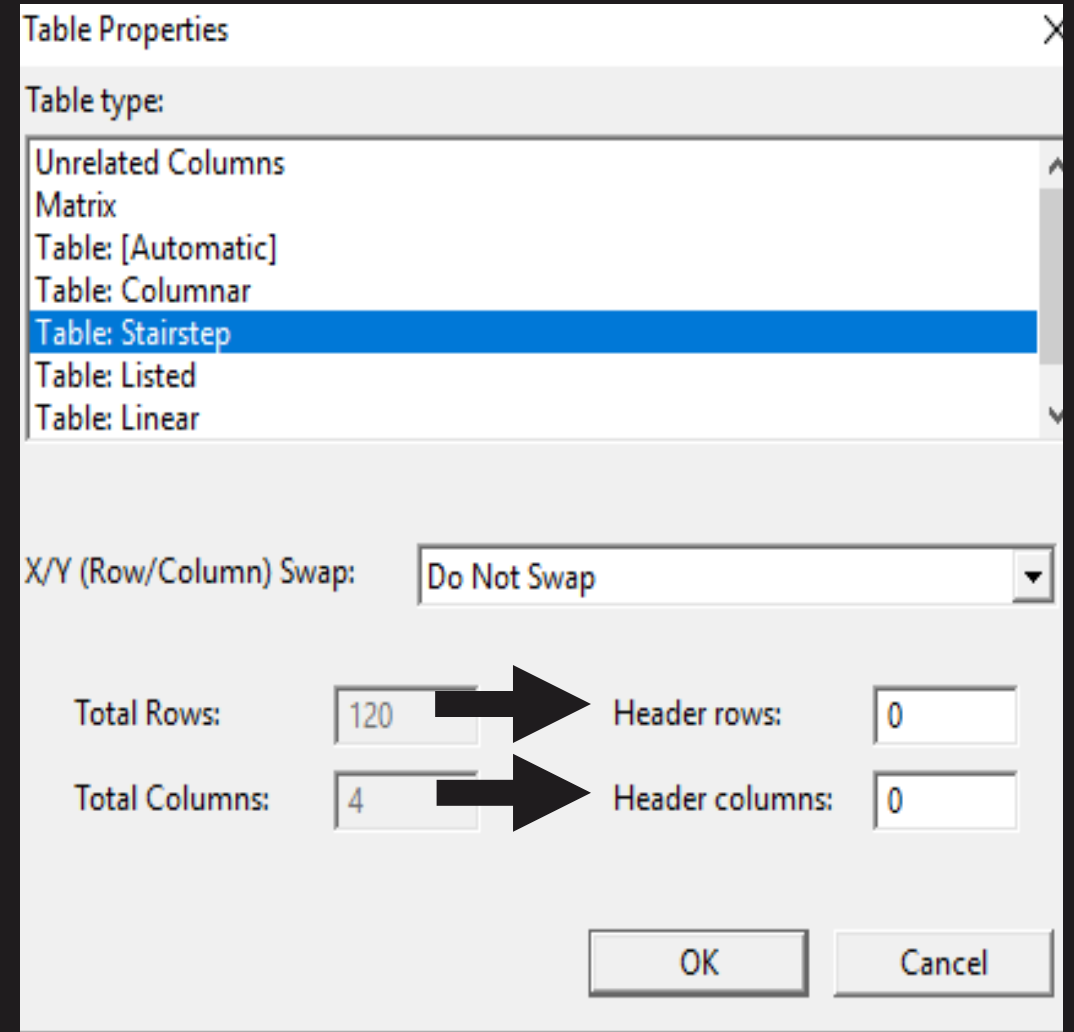
X/Y (Row/Column) Swap:

Total Rows:  Header rows:

Total Columns:  Header columns:

# Header Rows and Columns

- Select the Header rows and Header columns.
- This table has none due to Stairstep.
- Select “0” for both



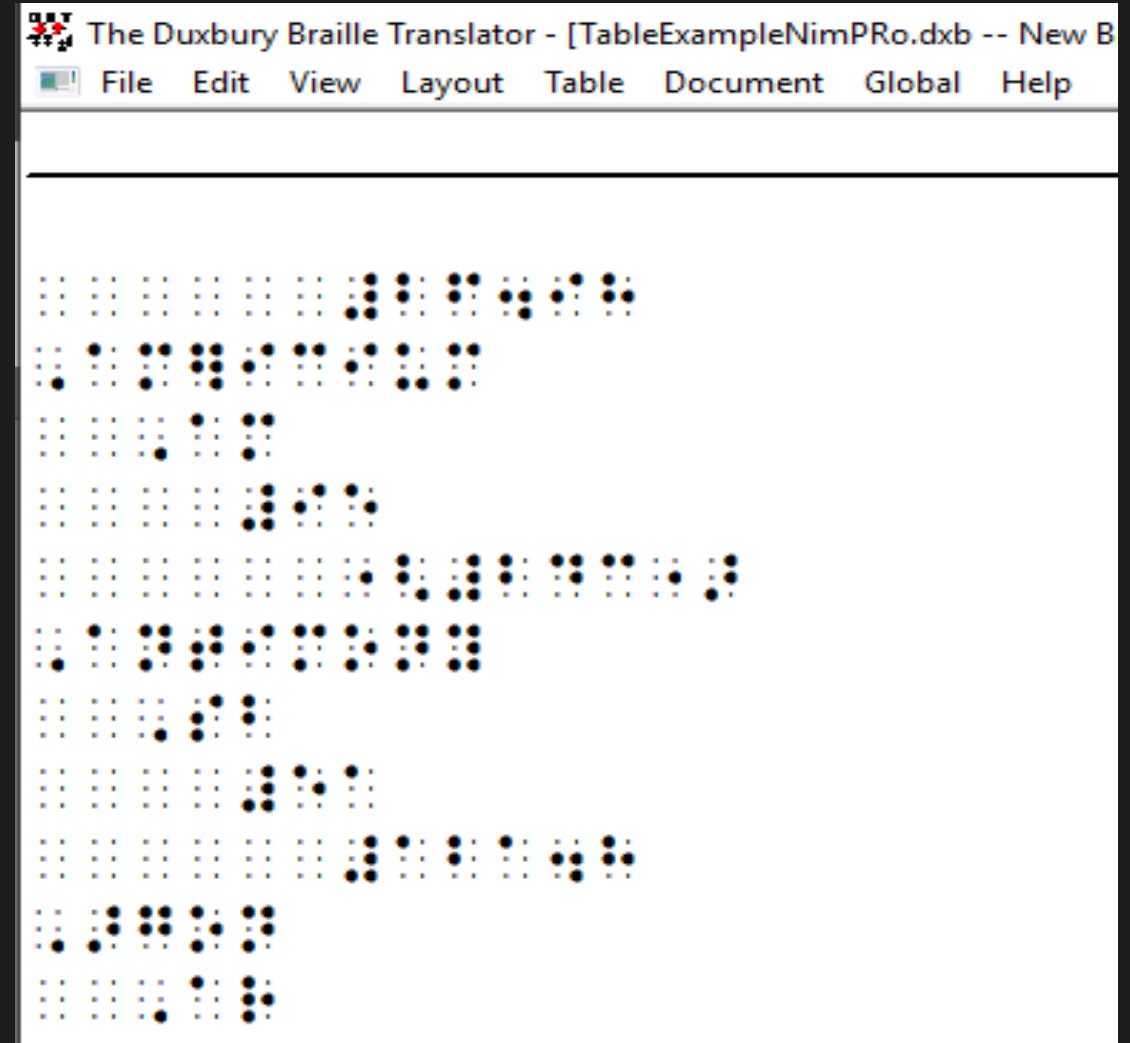
# Stairstep Table

- This will apply the Stairstep code the document.

```
The Duxbury Braille Translator - [TableExampleNimPro.dxp -- Print Document]
File Edit View Layout Table Document Global Help
<1-3.>Chemistry</1-3.>
<1-3.>Raymond Chang</1-3.>
<1-3.>Jason Overby</1-3.>
<C-Caption.>The 1-18 group designation
the International Union of Pure and App
but is not yet in wide use. In this text v
U.S. notation for group numbers (1A-8
revised the atomic masses of some ele
minor and they are not adopted in the
tex.</C-Caption.>
[htbs;r:0:0:b:n:s]<bold>Element</bold>[>]<bold>
[>]<bold>Atomic Number</bold>[>]<bold>A
[ps]<bold>†</bold>[pe][<]
Actinium[>]Ac[>]89[>](227)[<]
Aluminum[>]Al[>]13[>]26.98[<]
Americium[>]Am[>]95[>](243)[<]
Antimony[>]Sb[>]51[>]121.8[<]
Argon[>]Ar[>]18[>]39.95[<]
Arsenic[>]As[>]33[>]74.92[<]
Astatine[>]At[>]85[>](210)[<]
Barium[>]Ba[>]56[>]137.3[<]
```

# Wide Table to Stairstep Table

- “CTRL T” translates the Wide Table to a Stairstep table.

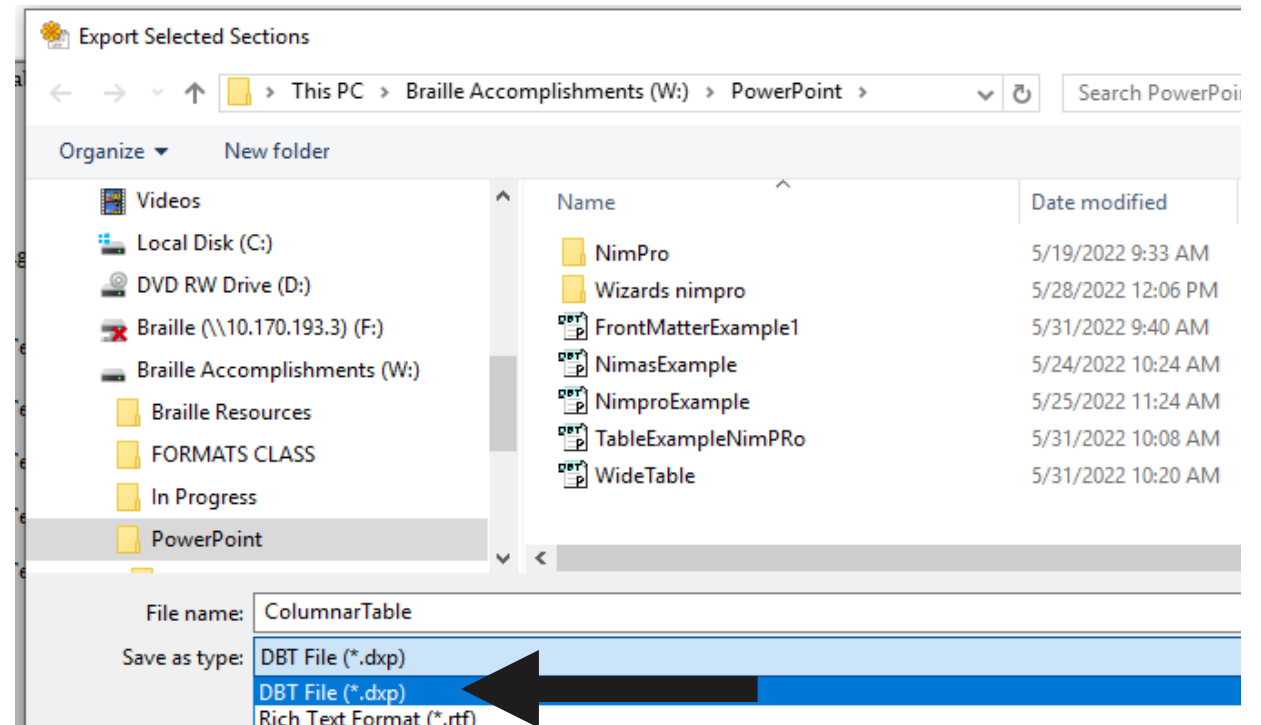


# Formatting Tables: Columns



# Export Your Table File from NimPro

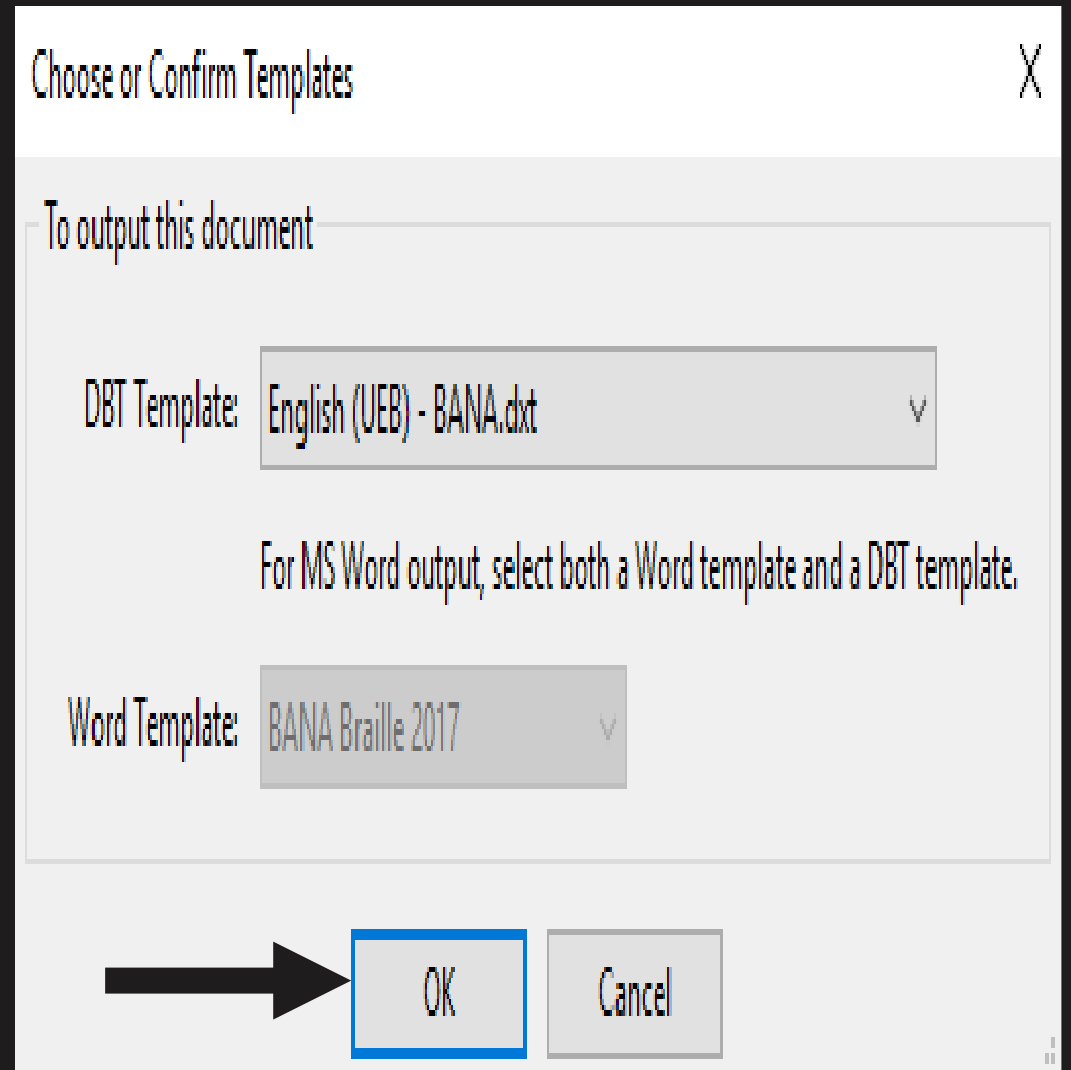
- Begin in NimPro.
- Export Selected Section.





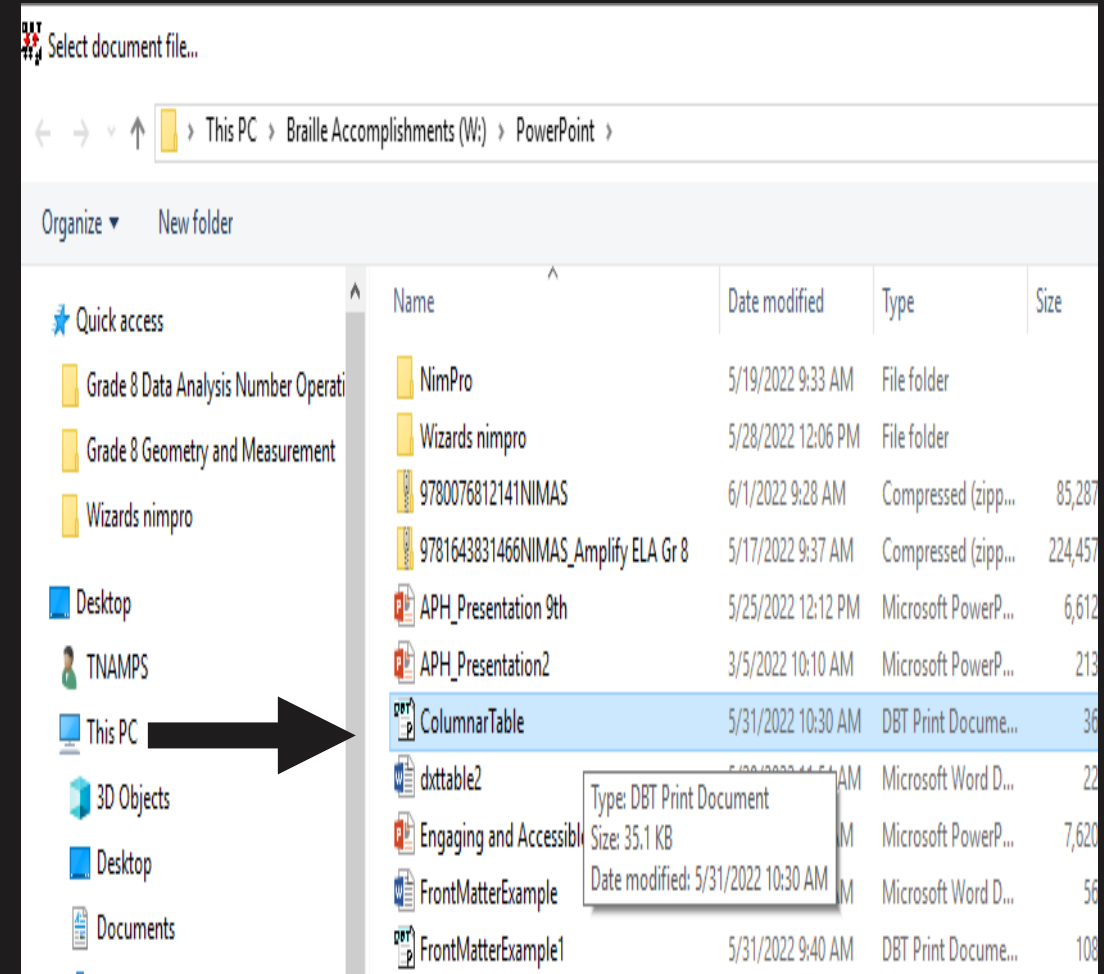
# Opening File in Duxbury

- Confirm the Template as (UEB) BANA.



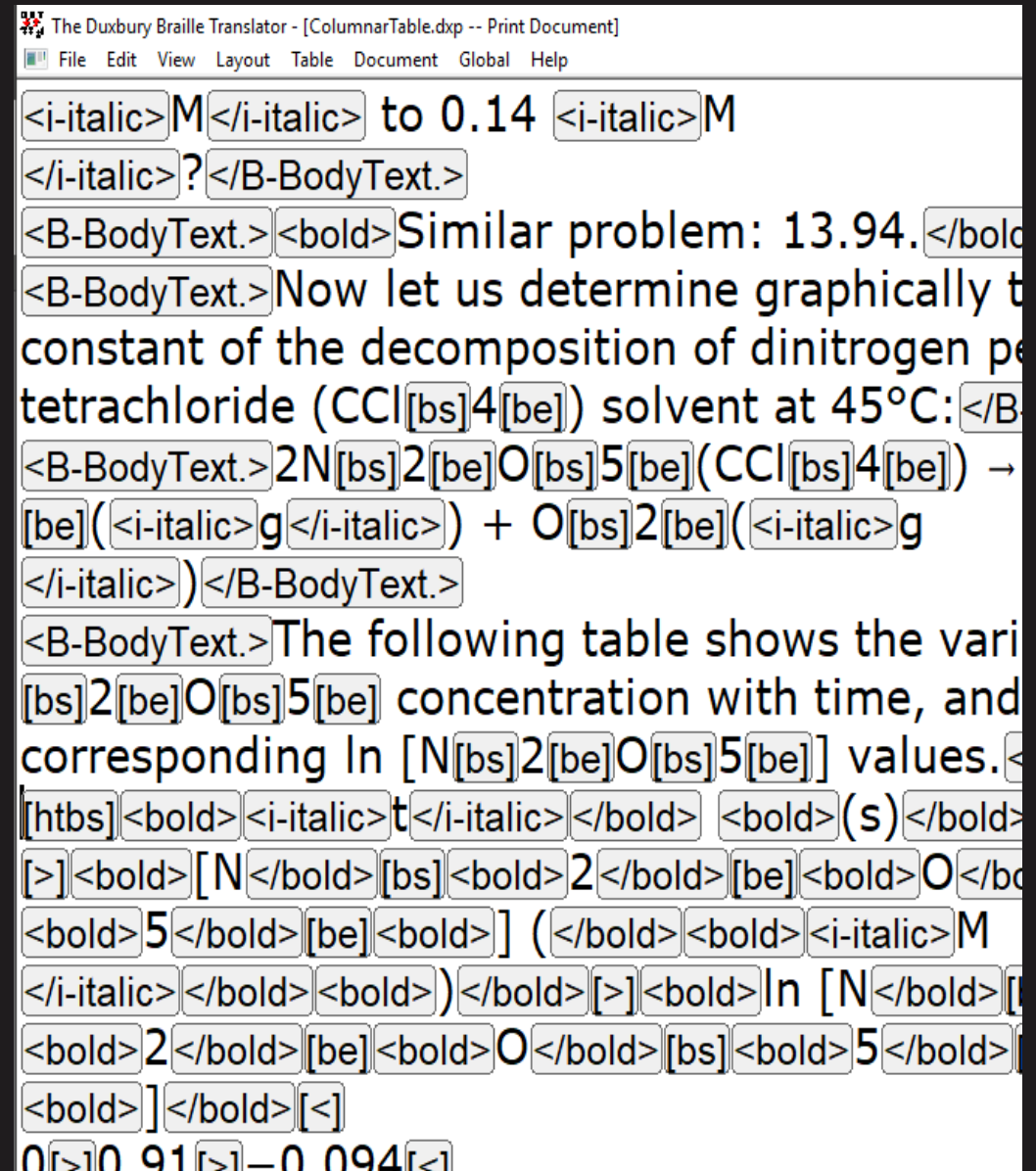
# Opening File in Duxbury (continued)

- Select DBT print file.



# Opening File in Duxbury (cont.)

- This will open your DBT print file in Duxbury.



The Duxbury Braille Translator - [ColumnarTable.dxp -- Print Document]

File Edit View Layout Table Document Global Help

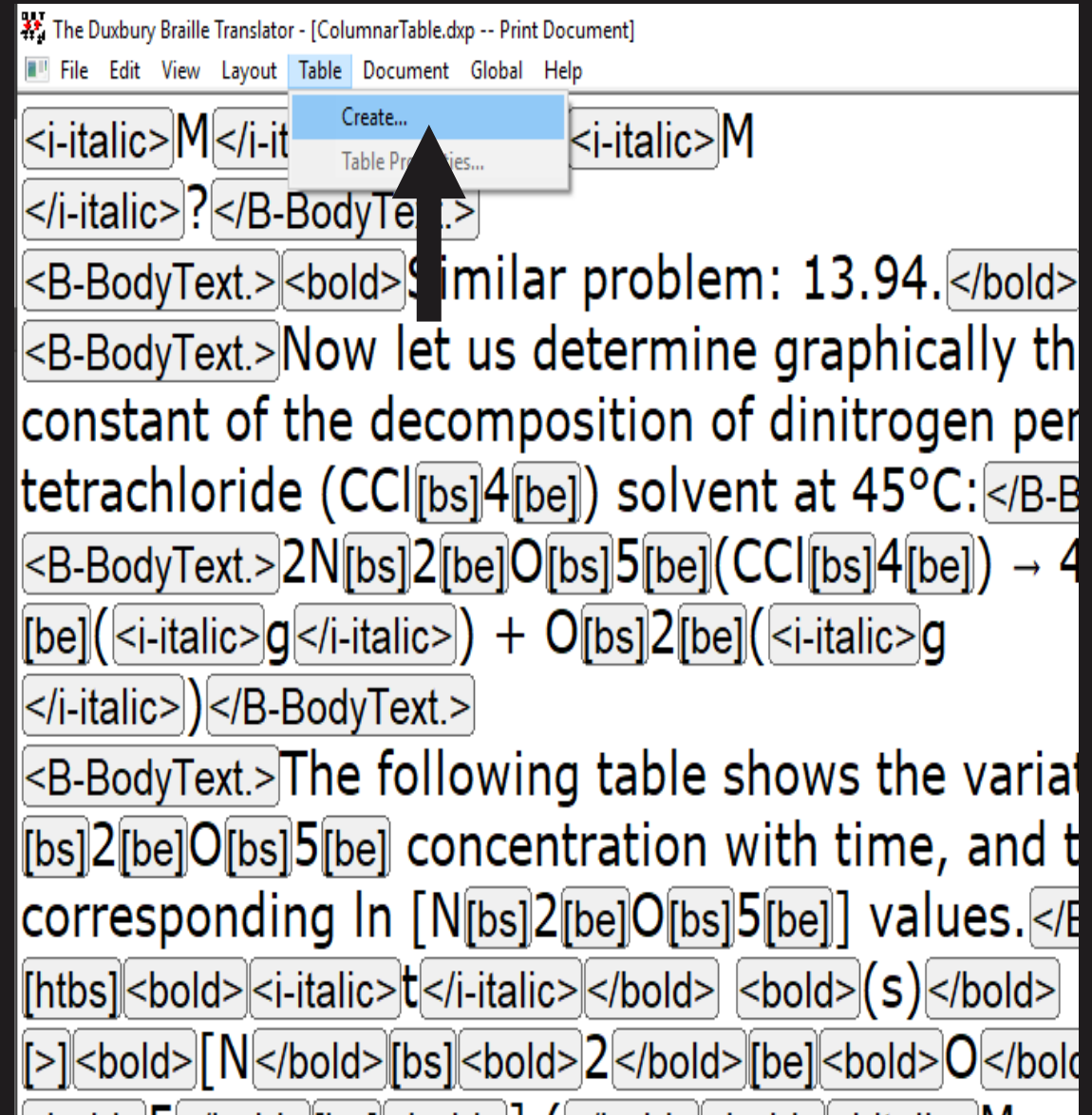
<i-italic>M</i-italic> to 0.14 <i-italic>M  
</i-italic>?</B-BodyText.>

<B-BodyText.><b>Similar problem: 13.94.</b>  
<B-BodyText.>Now let us determine graphically t  
constant of the decomposition of dinitrogen pe  
tetrachloride (CCl[bs]4[be]) solvent at 45°C:</B  
<B-BodyText.>2N[bs]2[be]O[bs]5[be](CCl[bs]4[be]) →  
[be]( <i-italic>g</i-italic>) + O[bs]2[be]( <i-italic>g  
</i-italic>)</B-BodyText.>

<B-BodyText.>The following table shows the vari  
[bs]2[be]O[bs]5[be] concentration with time, and  
corresponding ln [N[bs]2[be]O[bs]5[be]] values.</B  
[htbs]<b><i-italic>t</i-italic></b> <b>(s)</b>  
[><b>[N</b>[bs]<b>2</b>[be]<b>O</b>  
<b>5</b>[be]<b>]</b> ( <b><b><i-italic>M  
</i-italic></b><b><b></b></b>)</b>[><b>ln [N</b>  
<b>2</b>[be]<b>O</b>[bs]<b>5</b>  
<b>]</b></b>[<]  
0[>]0.91[>]-0.094[<]

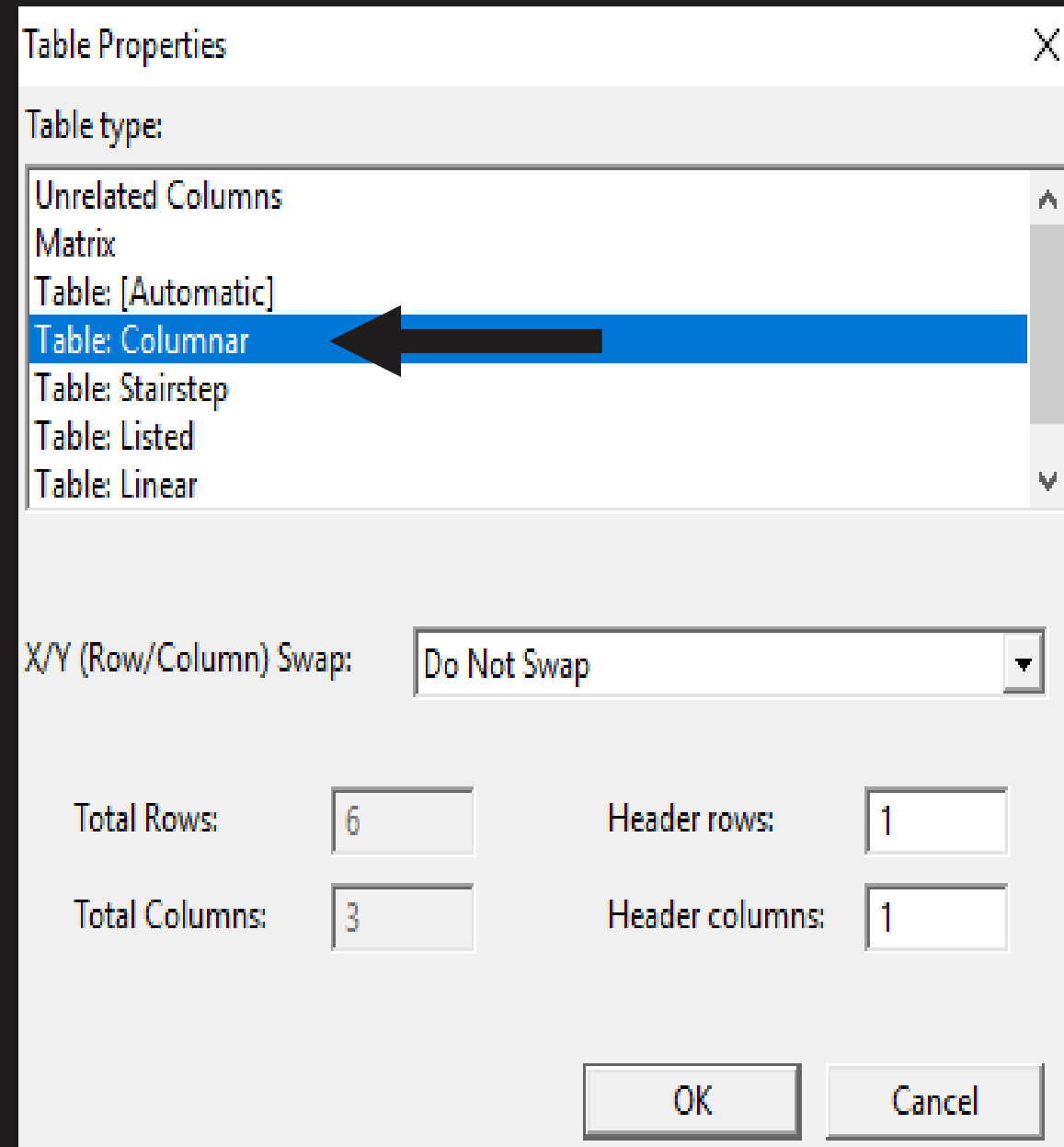
# Setting Up Columnar Table

- Select Table
- Select Create



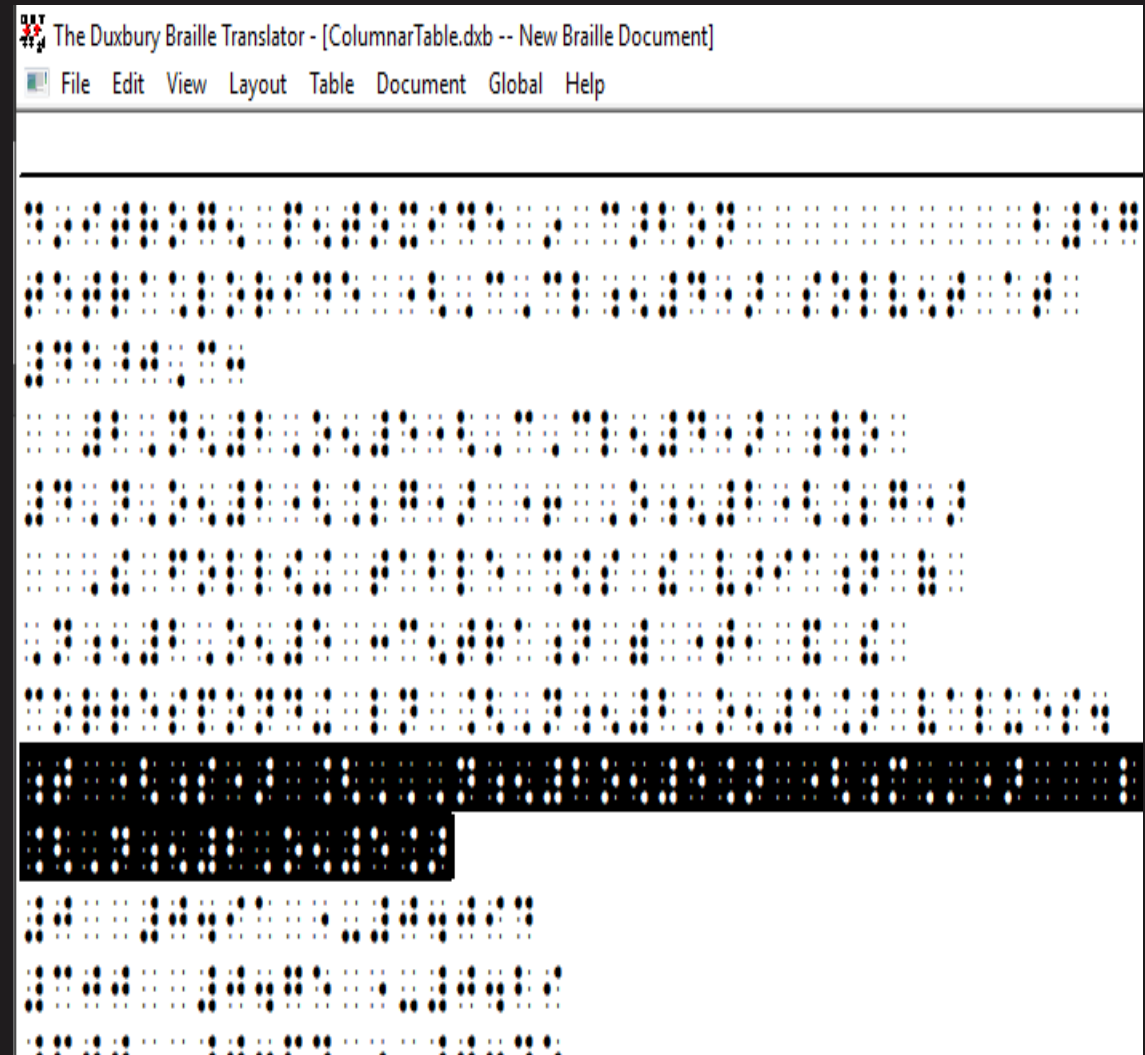
# Setting Up Columnar Table (cont.)

- Select Table Properties
- Select Columnar



# Column Heading Key

Note: When column headings are too long, a key is devised following formats.



The screenshot shows the interface of 'The Duxbury Braille Translator' with a menu bar (File, Edit, View, Layout, Table, Document, Global, Help) and a document window. The document contains Braille text, including a table structure. A thick black horizontal bar highlights a specific row of Braille, which represents a key for a column heading. Below this bar, the Braille text continues, showing the application of the key to the table's content.

# Header Rows

- Select number of “Header rows”
- Note: Total of rows and columns are preset by Duxbury.

The image shows a 'Table Properties' dialog box with the following settings:

- Table type:** A list box containing 'Unrelated Columns', 'Matrix', 'Table: [Automatic]', 'Table: Columnar' (highlighted in blue), 'Table: Stairstep', 'Table: Listed', and 'Table: Linear'.
- X/Y (Row/Column) Swap:** A dropdown menu set to 'Do Not Swap'.
- Total Rows:** A text box containing the number '6'.
- Total Columns:** A text box containing the number '3'.
- Header rows:** A text box containing the number '1'. A black arrow points from the 'Table: Columnar' selection to this field.
- Header columns:** A text box containing the number '3'. A black arrow points from the 'Table: Columnar' selection to this field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

# Header Columns

- Select number of “Header columns”
- Note: Total of rows and columns are preset by Duxbury.

Table Properties

Table type:

- Unrelated Columns
- Matrix
- Table: [Automatic]
- Table: Columnar**
- Table: Stairstep
- Table: Listed
- Table: Linear

X/Y (Row/Column) Swap:

Total Rows:  Header rows:

Total Columns:  Header columns:



# Columnar Table

- Apply the code to the document.



```
The Duxbury Braille Translator - [ColumnarTable.dxp -- Print Document]
File Edit View Layout Table Document Global Help

<i-italic>M</i-italic> to 0.14 <i-italic>M
</i-italic>?</B-BodyText.>
<B-BodyText.><bold>Similar problem: 13.94.</bold></B-BodyTe
<B-BodyText.>Now let us determine graphically the order a
constant of the decomposition of dinitrogen pentoxide in
tetrachloride (CCl[bs]4[be]) solvent at 45°C:</B-BodyText.>
<B-BodyText.>2N[bs]2[be]O[bs]5[be](CCl[bs]4[be]) → 4NO[bs]2
[be](<i-italic>g</i-italic>) + O[bs]2[be](<i-italic>g
</i-italic>)</B-BodyText.>
<B-BodyText.>The following table shows the variation of N
[bs]2[be]O[bs]5[be] concentration with time, and the
corresponding ln [N[bs]2[be]O[bs]5[be]] values.</B-BodyText.
[htbs;r:1:3:b:n:c]t[>]M[>]ln[<]
0[>]0.91[>]-0.094[<]
300[>]0.75[>]-0.29[<]
600[>]0.64[>]-0.45[<]
```



# Lists W/Images (NimPro)

- Tip: Know what happens on output when a list item contains nothing except an image.



# Lists W/Images (NimPro) (Cont.)

- NIMAS files may contain a lot of images. In some cases, the entire contents of a list (or some items in the list) might hold only images. This is particularly likely in math and science documents.
- Before outputting a page or section of a document, be aware that if a list item consists only of an image and that image is not replaced with text or braille, the list item will simply disappear from your output.
- The Trace command, as well as Replace with Text and Replace with Braille, are there at your disposal to prevent that from happening.



# Q & A

