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APH Transcriber Training Using NIMAS Files & Duxbury/NimPro

Session 5: Additional Features

Objectives:

- Describe editing features for nested lists (e.g. Glossary, Index).
- Describe features in NIMAS generated files for Sidebars, Footnotes, Line Numbered Text, and MathML

Glossary and Index Features

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Glossary and Index Wizards

- The Glossary and Index wizards also apply font changes to headings.
- The next slide provides a quick reference chart for Duxbury wizards.

Scope of Duxbury Wizard Effects

Wizard	List Items	Paragraphs	Headings
Table of Contents	X	-	X
List	X	-	-
Exercise	X	X	-
Glossary	X	-	X
Index	X	-	X

Scope of Wizard Edits

- Note: The entire page, set of pages, or section of the document that you selected in the Navigation panel is subject to the changes that you specify when you run your wizard.

Scope of Wizard Edits (continued)

- That means other normal "body text" paragraphs that are not directions for exercises can get restyled as "Directions" erroneously.

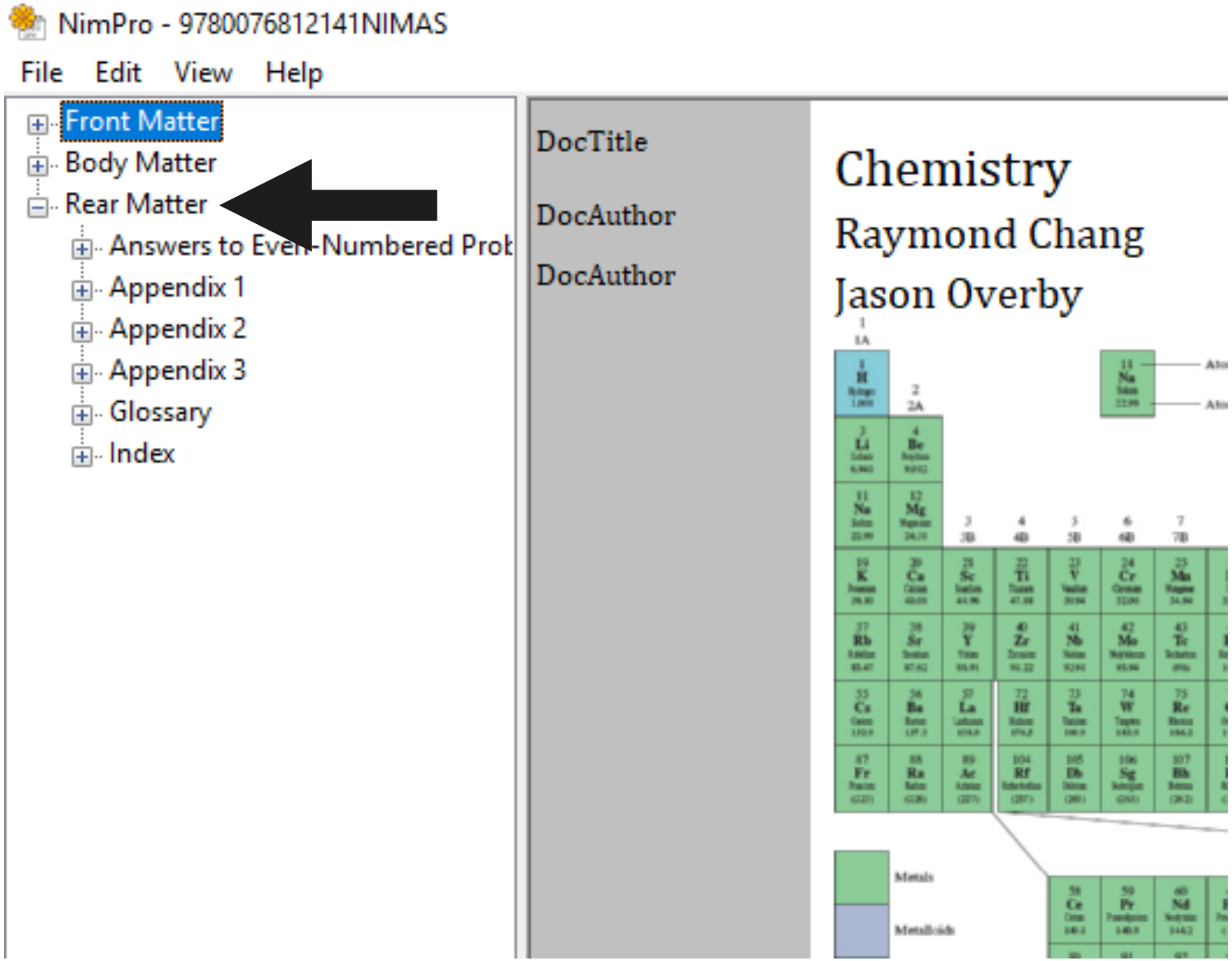
Scope of Wizard Edits (cont.)

- If this should happen to you, you can use the single-key style edit functions to change them back.

Glossary

Glossary Formatting in NimPro

- Open your file in NimPro.
- Select the Rear Matter.



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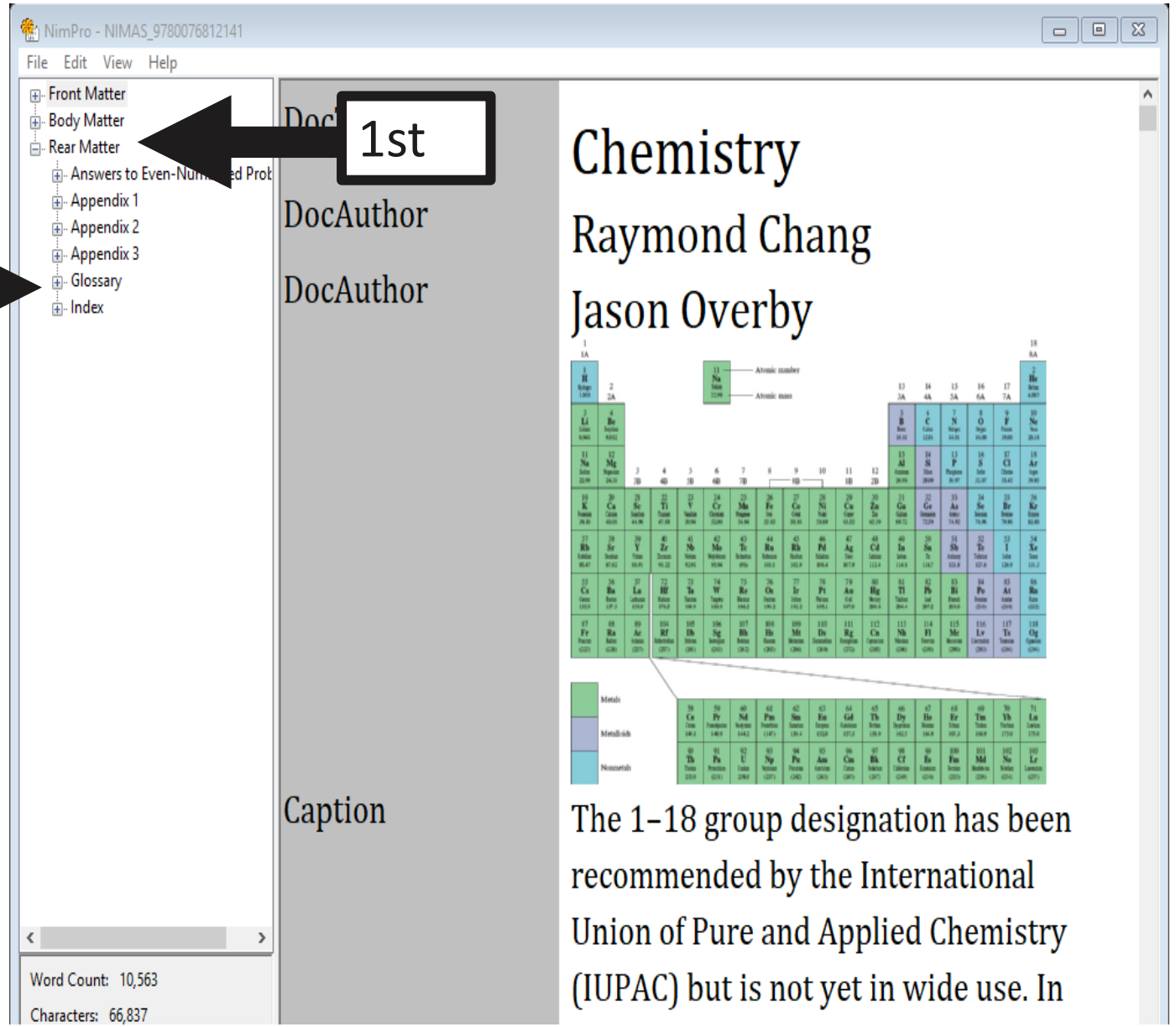
Glossary Formatting in NimPro (continued)

- Select Rear Matter
- Select Glossary



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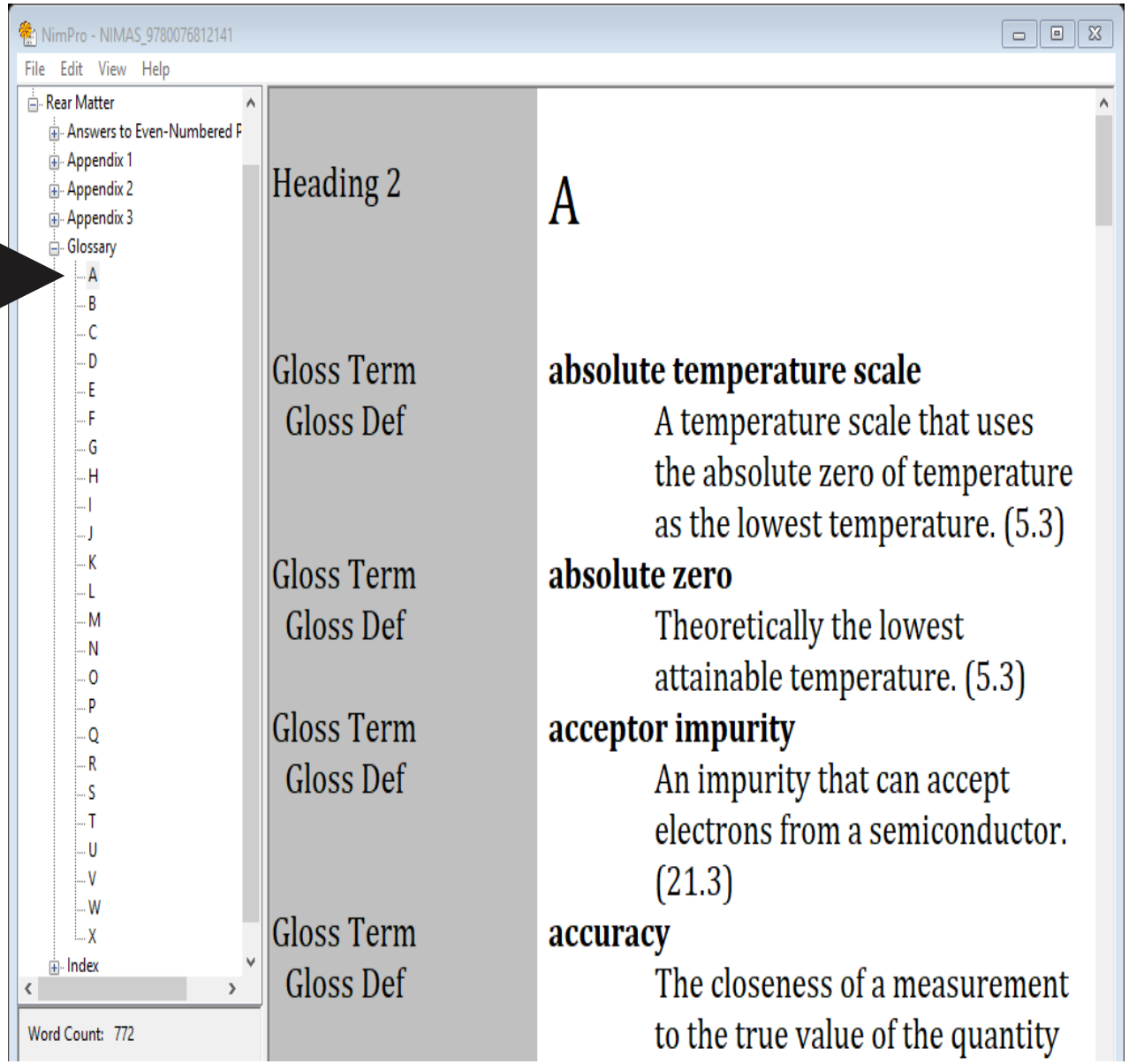
Glossary Formatting in NimPro (cont.)

- Select subheading “A”
- Glossary will appear at “A”



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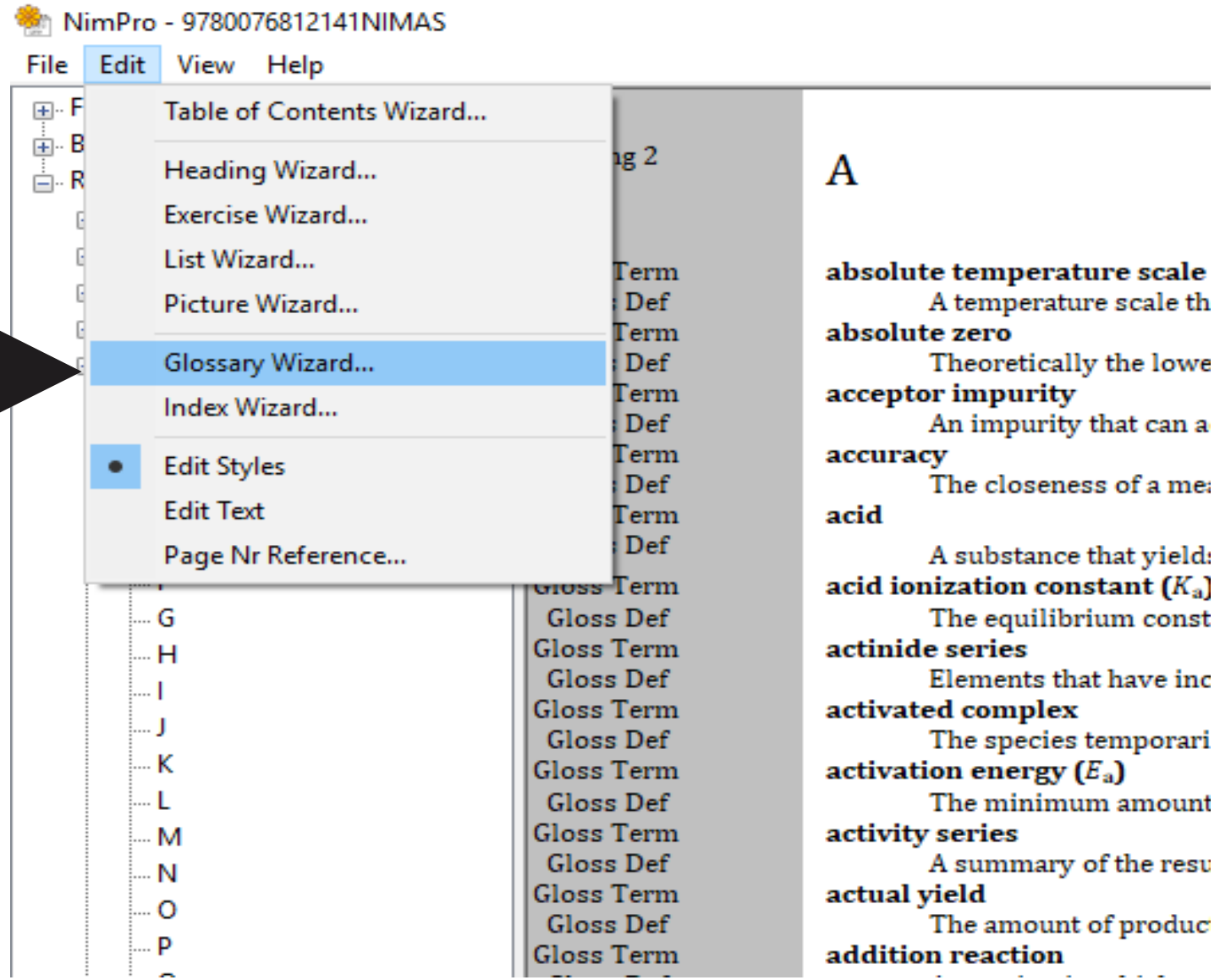
NimPro Glossary Wizard

- Select Edit
- Select Glossary Wizard



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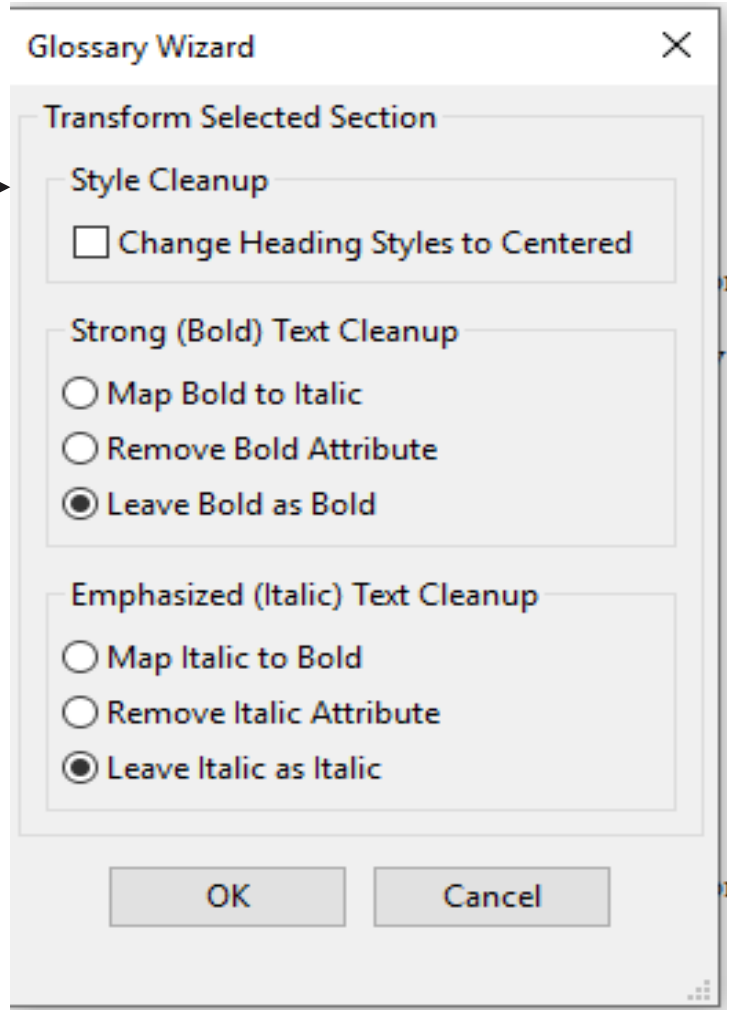
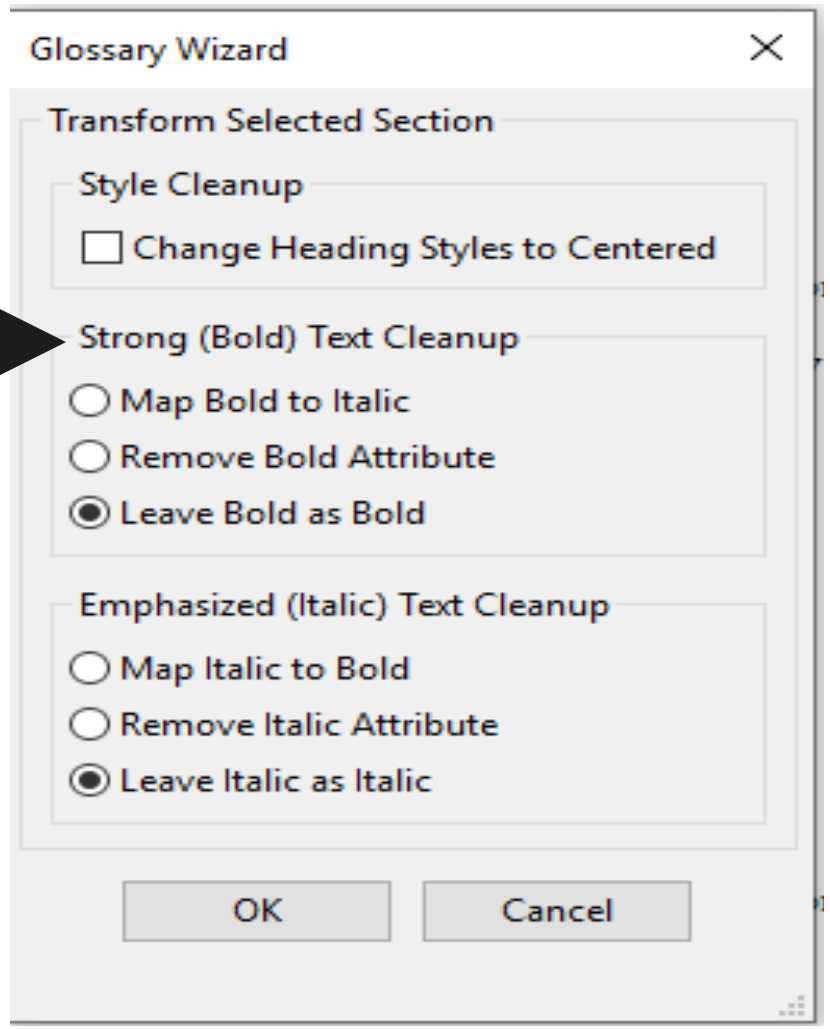
Glossary Wizard Options

- Glossary Wizard has three selections:
  - Style Cleanup



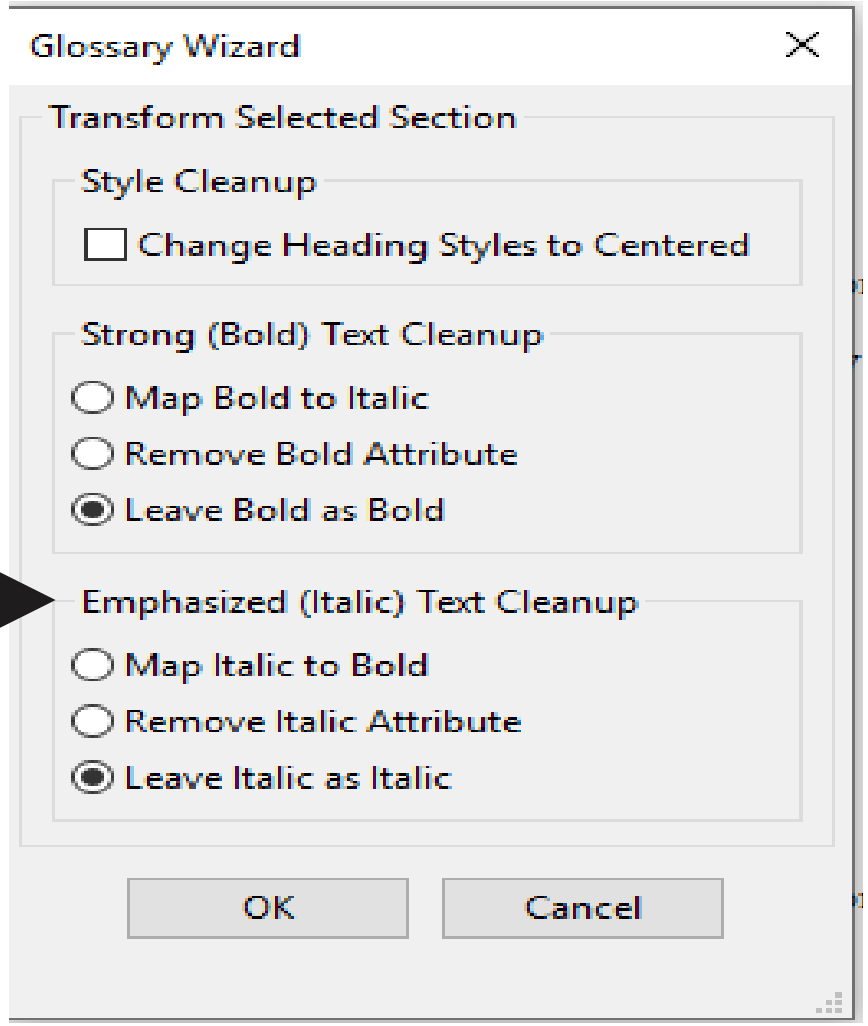
Glossary Wizard Options (continued)

- Glossary Wizard has three selections:
  - Strong (Bold) Text Cleanup



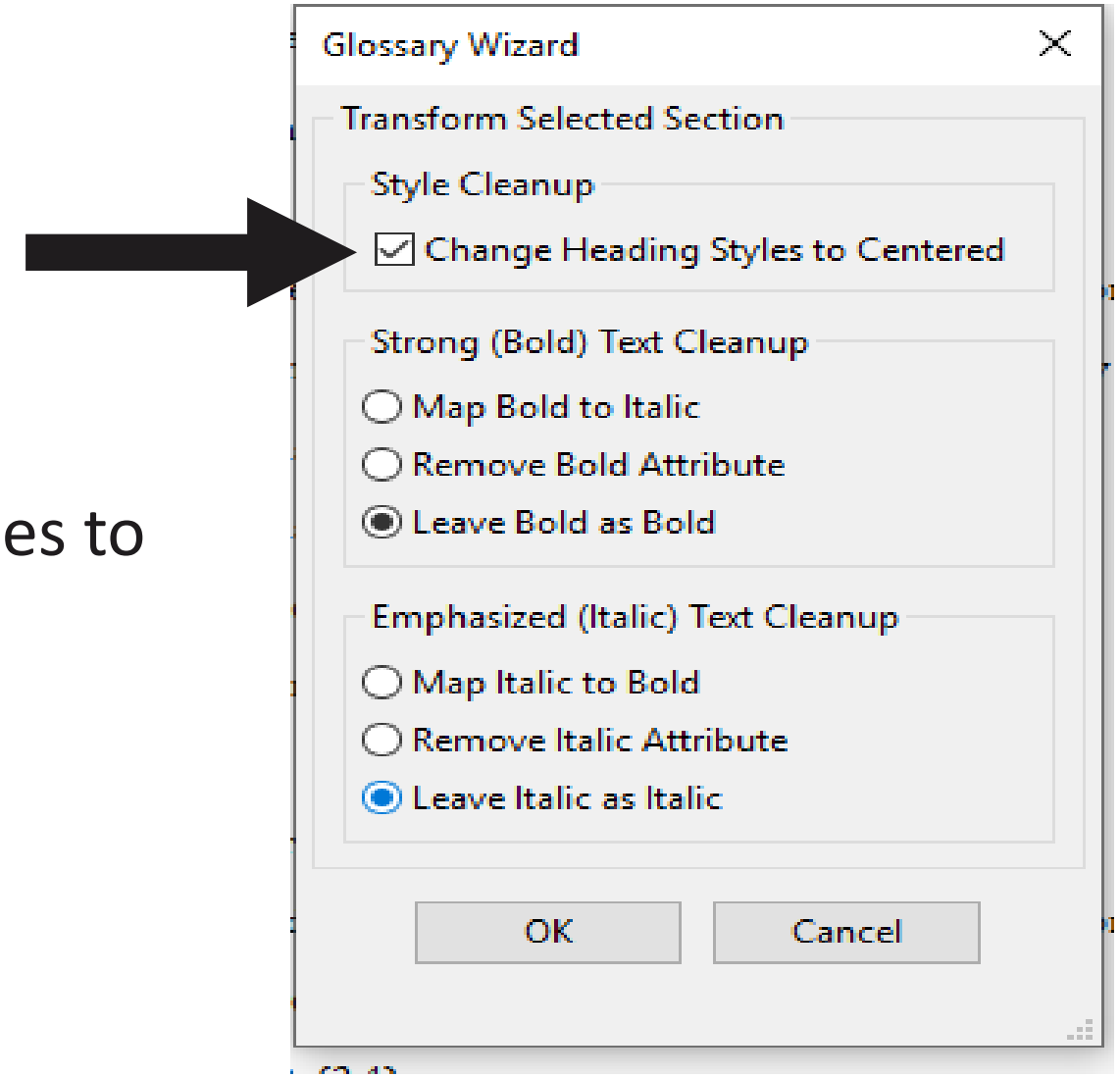
Glossary Wizard Options (cont.)

- Glossary Wizard has three selections:
  - Emphasized (Italic) Text Cleanup



Style Cleanup

- Under Style Cleanup section
  - Select Change Heading Styles to Centered



Style Cleanup (cont.)

- This will Center the Alphabetic Reference Letter “A.”

Centered (2)	 A
Gloss Term	**absolute temperature scale**
Gloss Def	A temperature scale that uses the absolute zero of temperature as the lowest temperature. (5.3)
Gloss Term	**absolute zero**
Gloss Def	Theoretically the lowest attainable temperature. (5.3)
Gloss Term	**acceptor impurity**
Gloss Def	An impurity that can accept electrons from a semiconductor. (21.3)
Gloss Term	**accuracy**
Gloss Def	The closeness of a measurement to the true value of the quantity that is measured. (1.6)
Gloss Term	**acid**
Gloss Def	A substance that yields hydrogen ions (H^+) when dissolved in water. (2.7)
Gloss Term	**acid ionization constant (K_a)**
Gloss Def	The equilibrium constant for the acid ionization. (15.5)
Gloss Term	**actinide series**
Gloss Def	Elements that have incompletely filled $5f$ subshells or readily give rise to cations that have incompletely filled $5f$ subshells. (7.9)
Gloss Term	**activated complex**
Gloss Def	The species temporarily formed by the reactant molecules as a result of the collision before they form the product. (13.4)
Gloss Term	**activation energy (E_a)**
Gloss Def	The minimum amount of energy required to initiate a chemical reaction. (13.4)
Gloss Term	**activity series**
Gloss Def	A summary of the results of many possible displacement reactions. (4.4)
Gloss Term	**actual yield**

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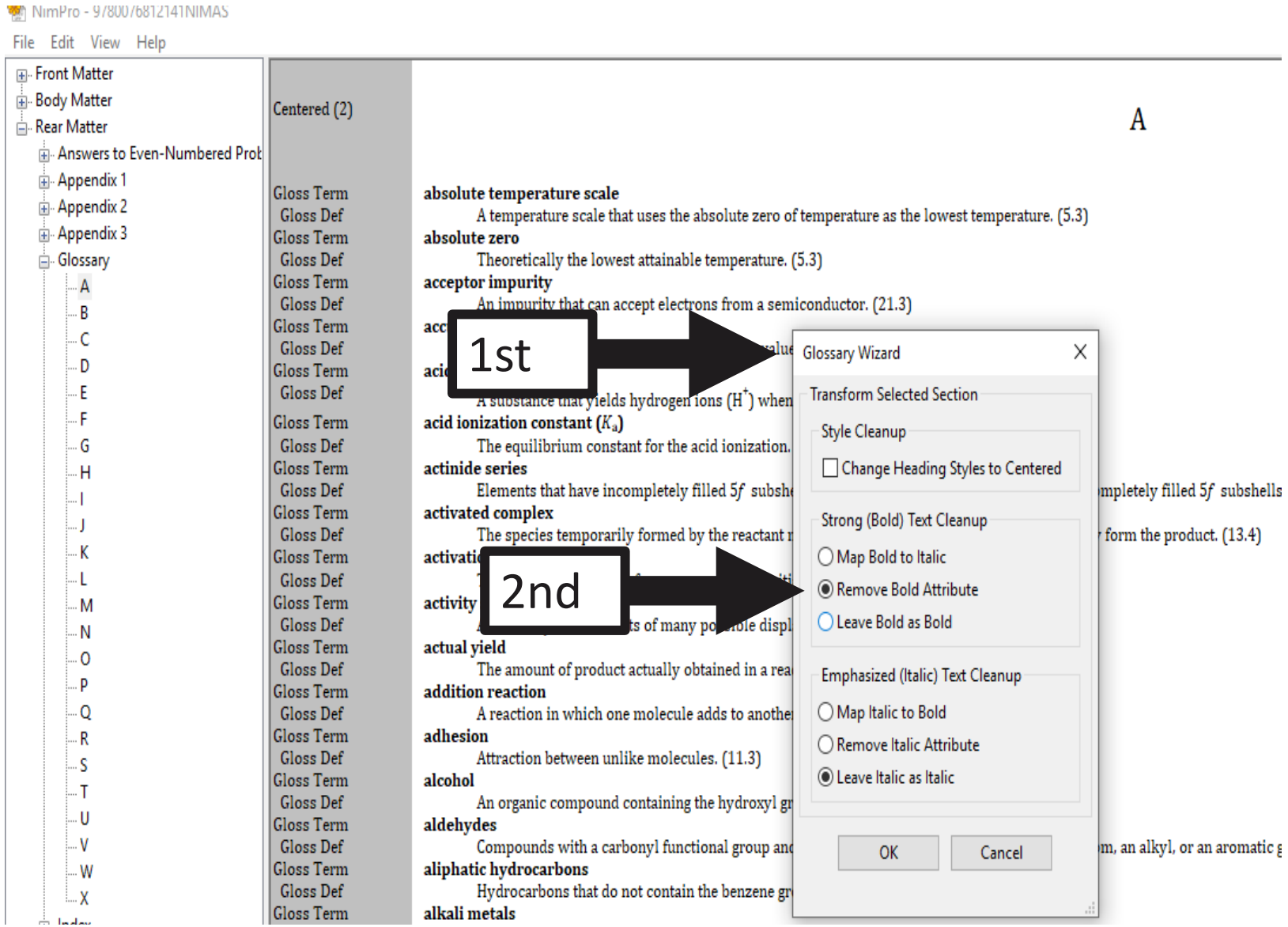
Strong (Bold) Text Cleanup

- To remove Bold from the text, select the Glossary Wizard in Edit.
- Select Remove Bold Attribute.



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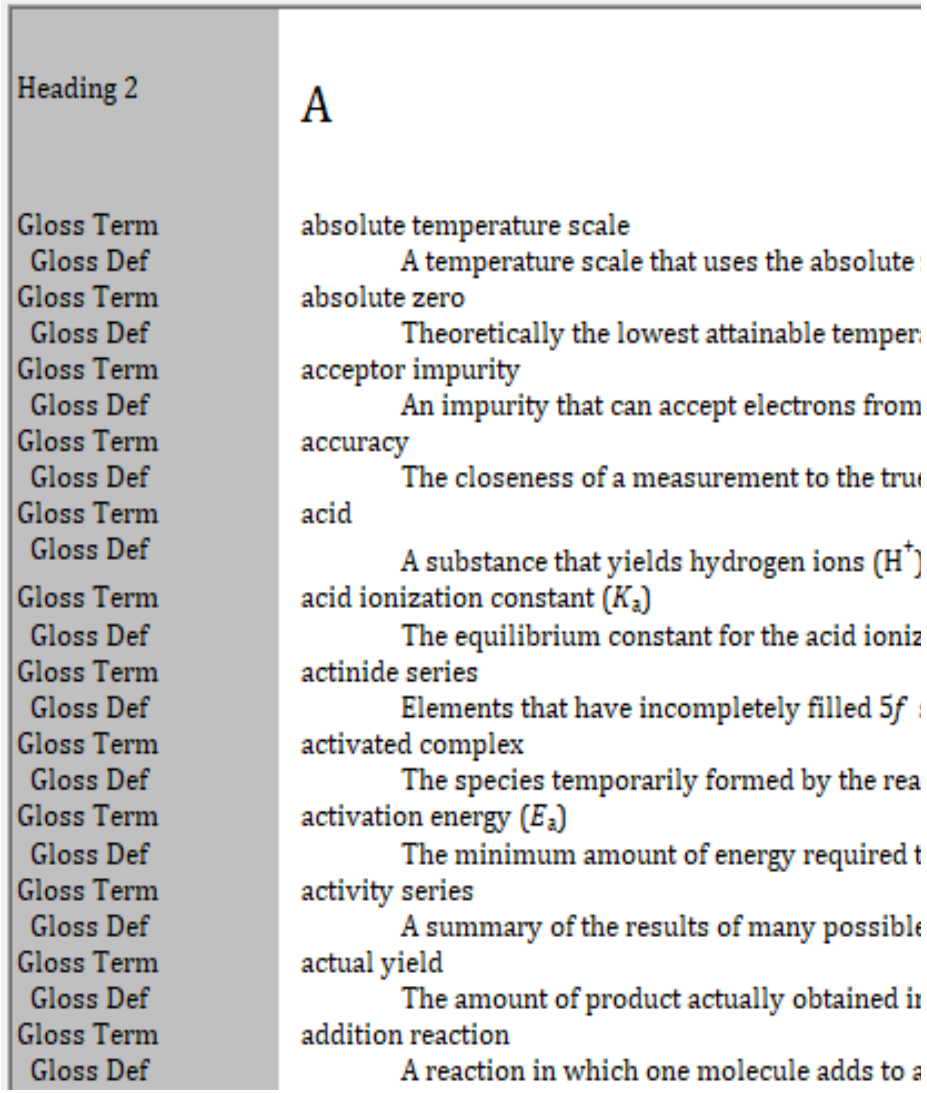
Strong (Bold) Text Cleanup (cont.)

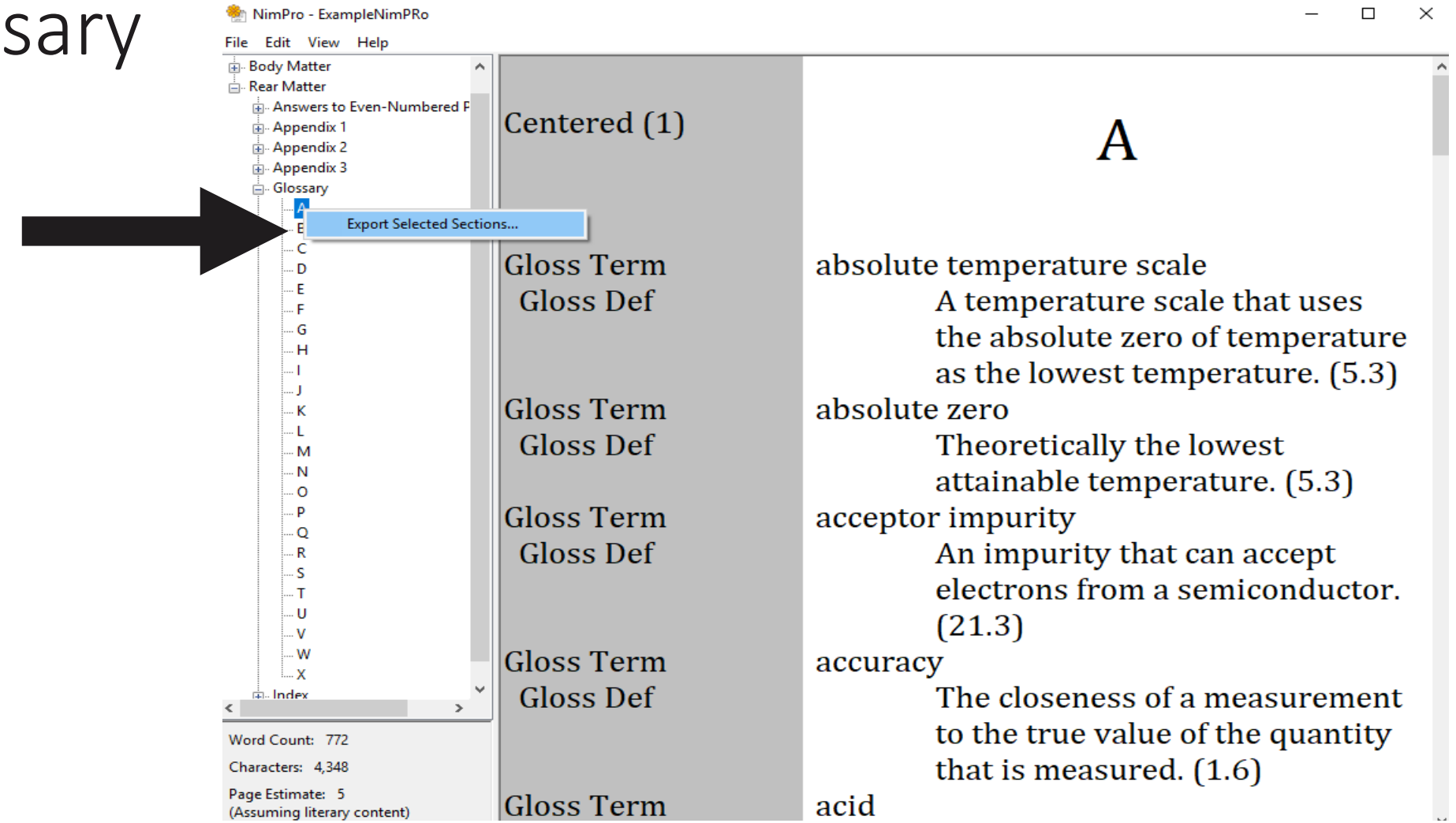
- All Glossary Terms now have the Bold removed.



Heading 2	A
Gloss Term	absolute temperature scale
Gloss Def	A temperature scale that uses the absolute
Gloss Term	absolute zero
Gloss Def	Theoretically the lowest attainable temper
Gloss Term	acceptor impurity
Gloss Def	An impurity that can accept electrons from
Gloss Term	accuracy
Gloss Def	The closeness of a measurement to the tru
Gloss Term	acid
Gloss Def	A substance that yields hydrogen ions (H^+)
Gloss Term	acid ionization constant (K_a)
Gloss Def	The equilibrium constant for the acid ioniz
Gloss Term	actinide series
Gloss Def	Elements that have incompletely filled 5f
Gloss Term	activated complex
Gloss Def	The species temporarily formed by the rea
Gloss Term	activation energy (E_a)
Gloss Def	The minimum amount of energy required t
Gloss Term	activity series
Gloss Def	A summary of the results of many possible
Gloss Term	actual yield
Gloss Def	The amount of product actually obtained i
Gloss Term	addition reaction
Gloss Def	A reaction in which one molecule adds to a

Exporting Glossary to Duxbury

- Next, export the file to Duxbury.



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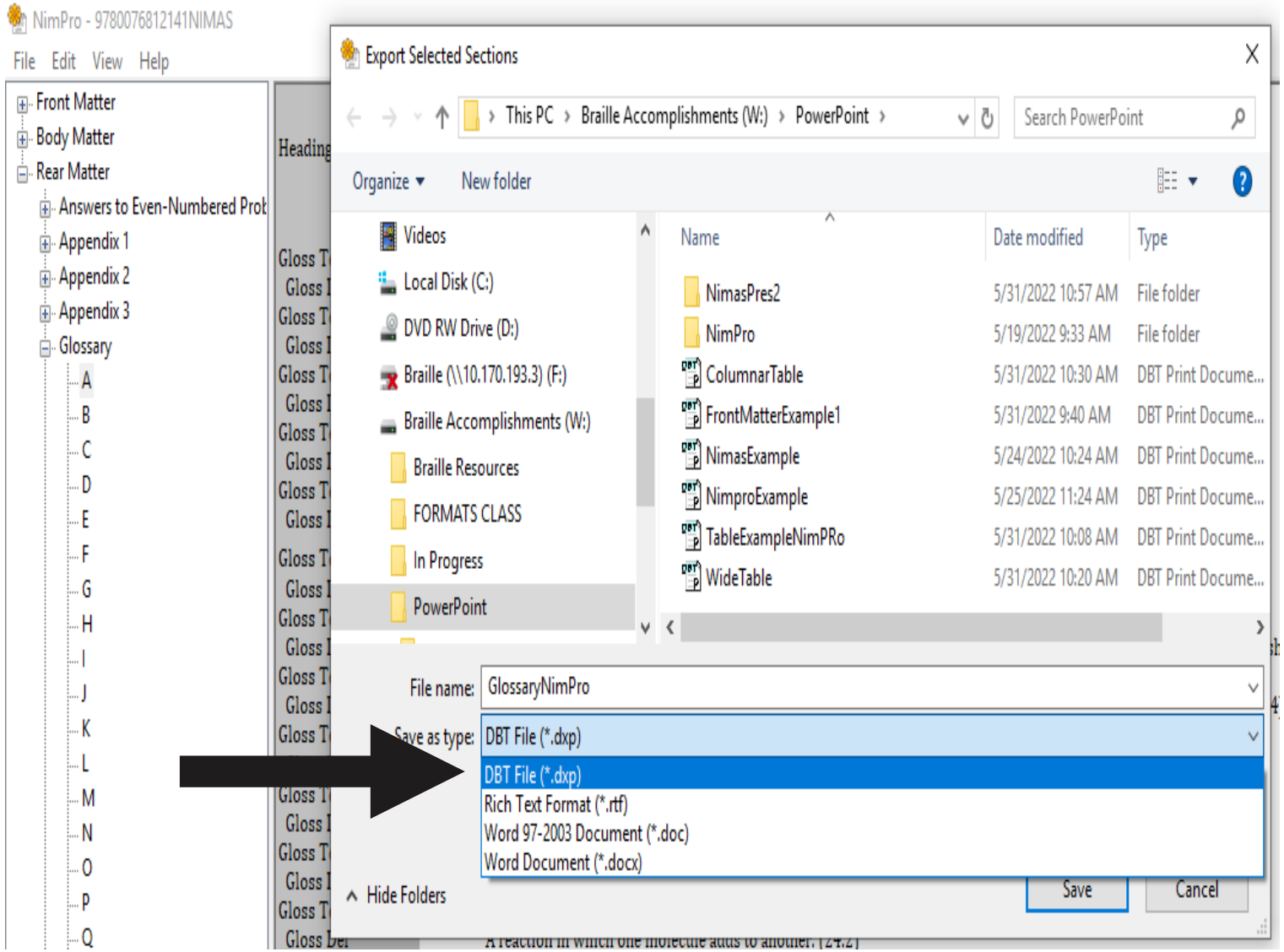
Exporting Glossary to Duxbury (continued)

- Save as DBT file.



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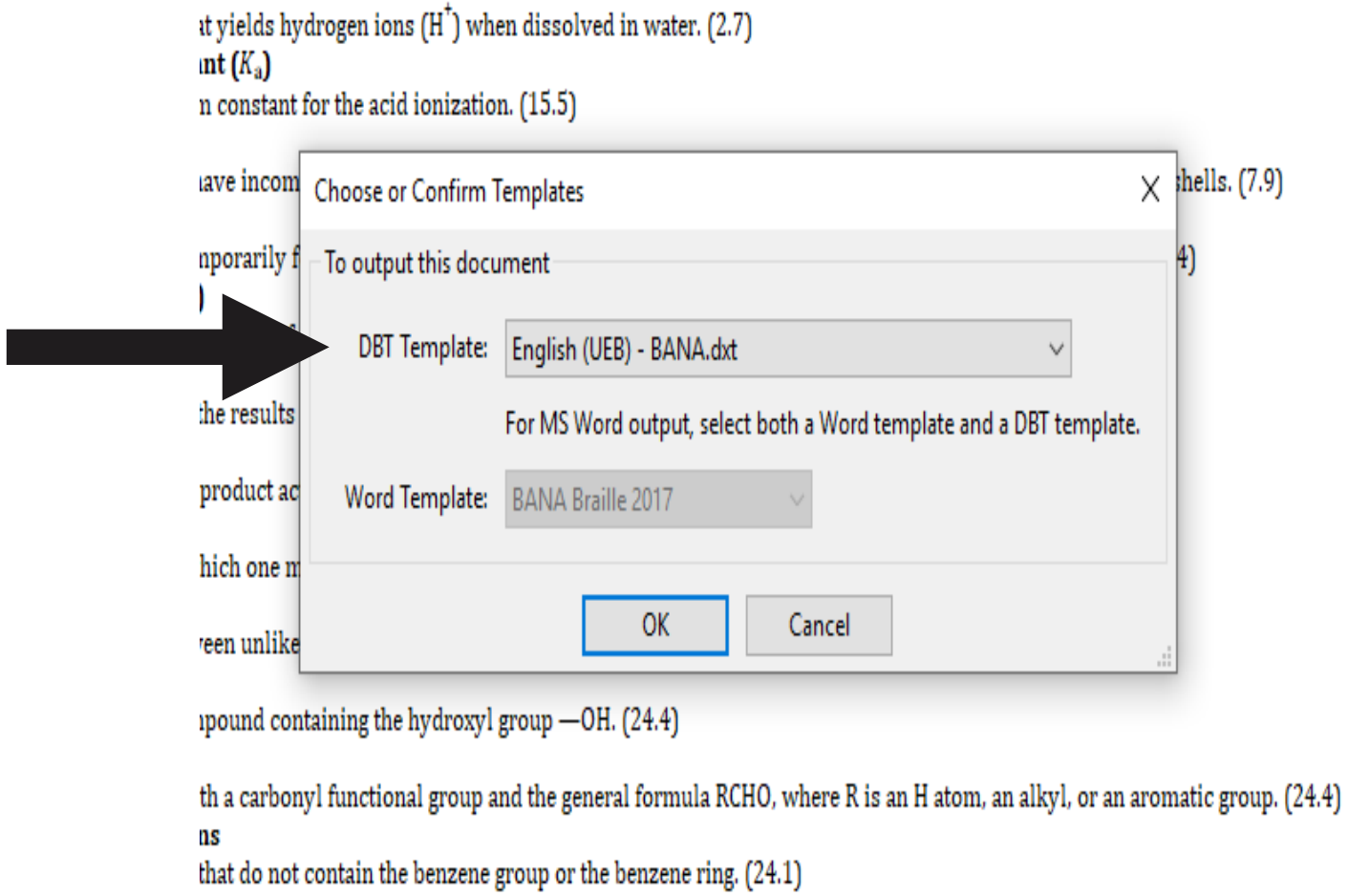
Exporting Glossary to Duxbury (cont.)

- Confirm the BANA template.



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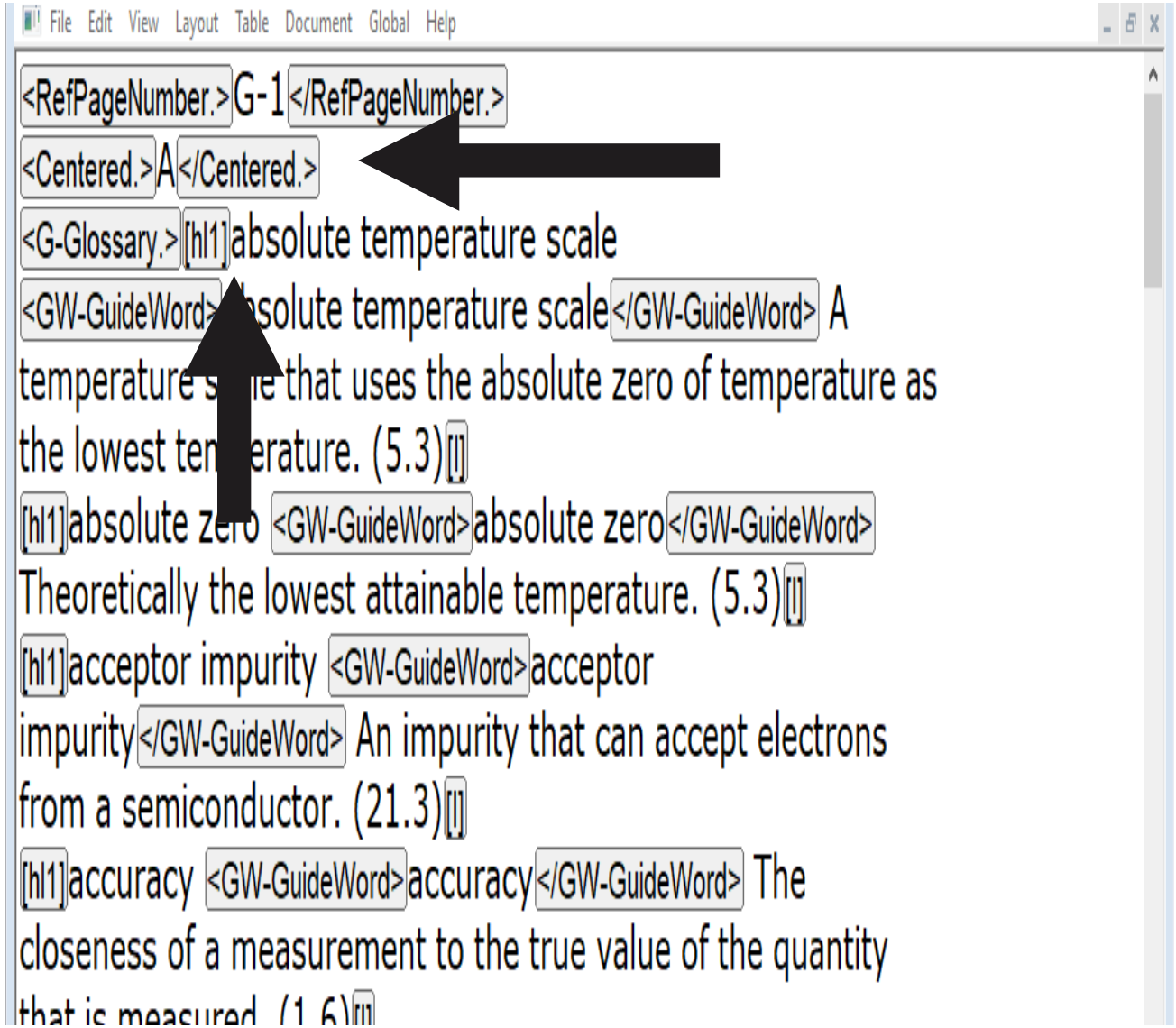
Exported Glossary

- Then, open in Duxbury.
- Notice: The Alphabetic Reference Letter “A”
- The bold typeform has been removed.



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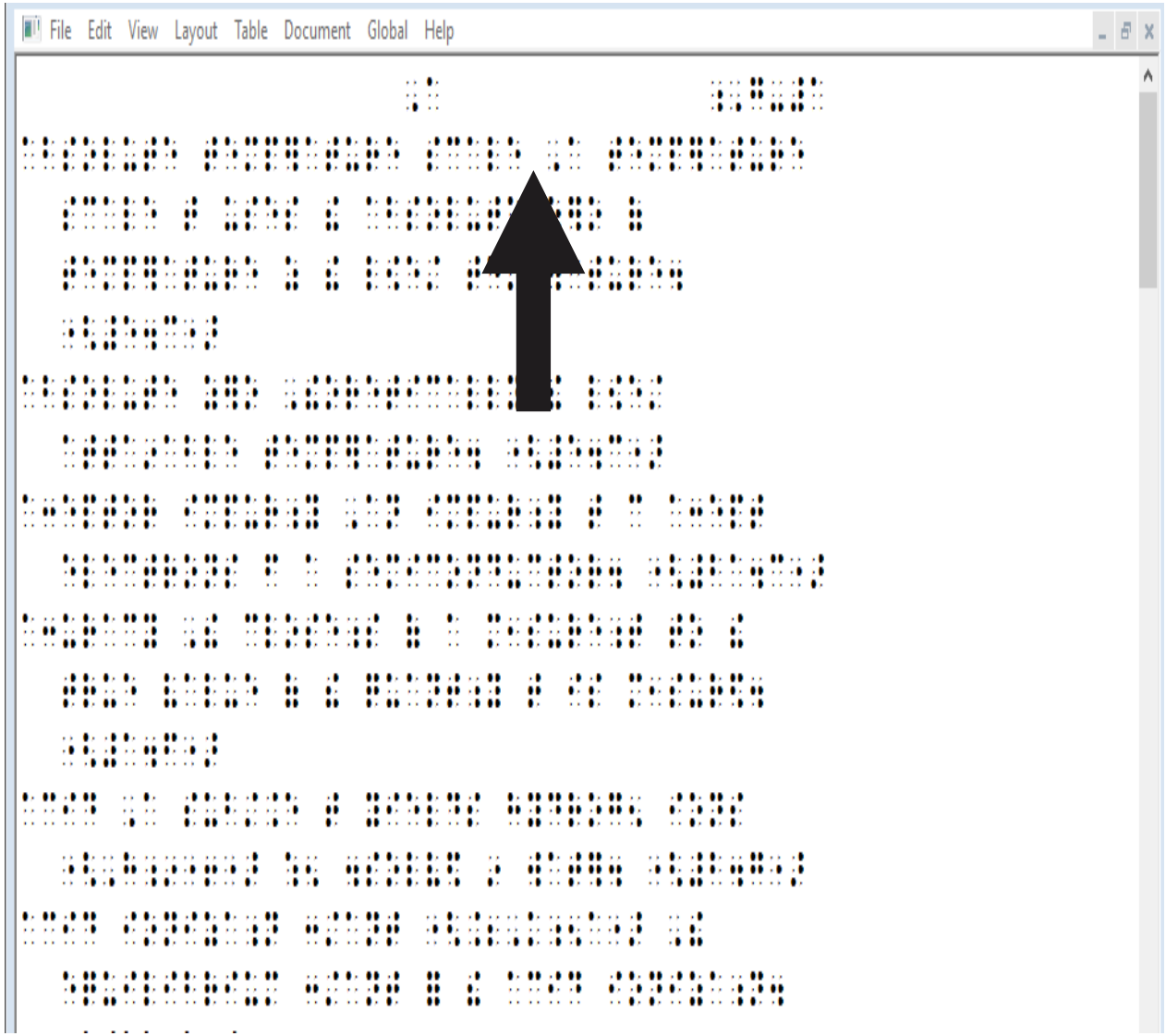
Glossary Tagging Cleanup

- “CTRL T” in Duxbury to Translate.
- As you can see, most of the formatting has been done for you, including guide words.
- Exception: according to Formats 21.2.2, two blank cells are to be left between the entry words and the definition.
- The hard spaces will have to be added.



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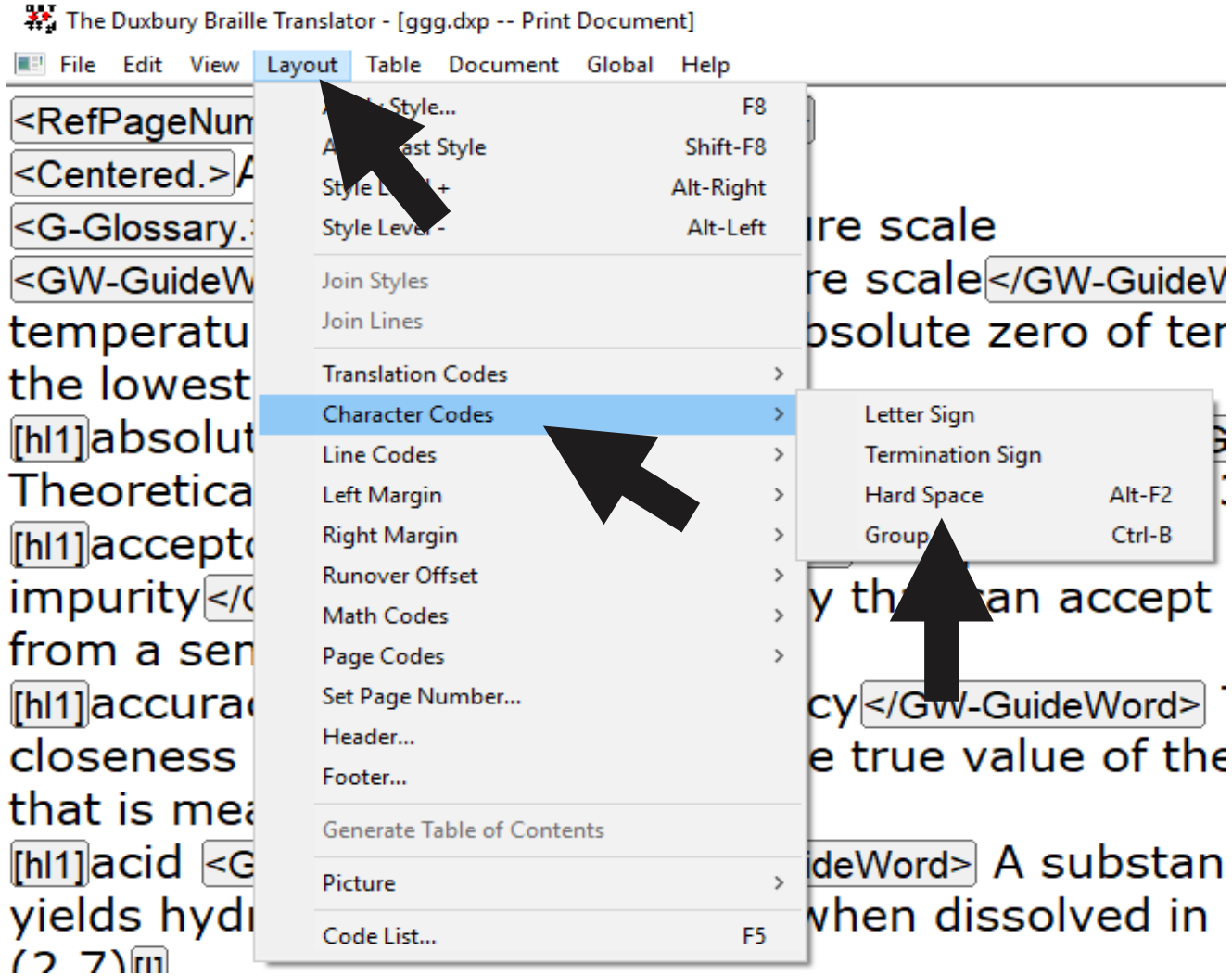
Adding Hard Spaces to Glossary

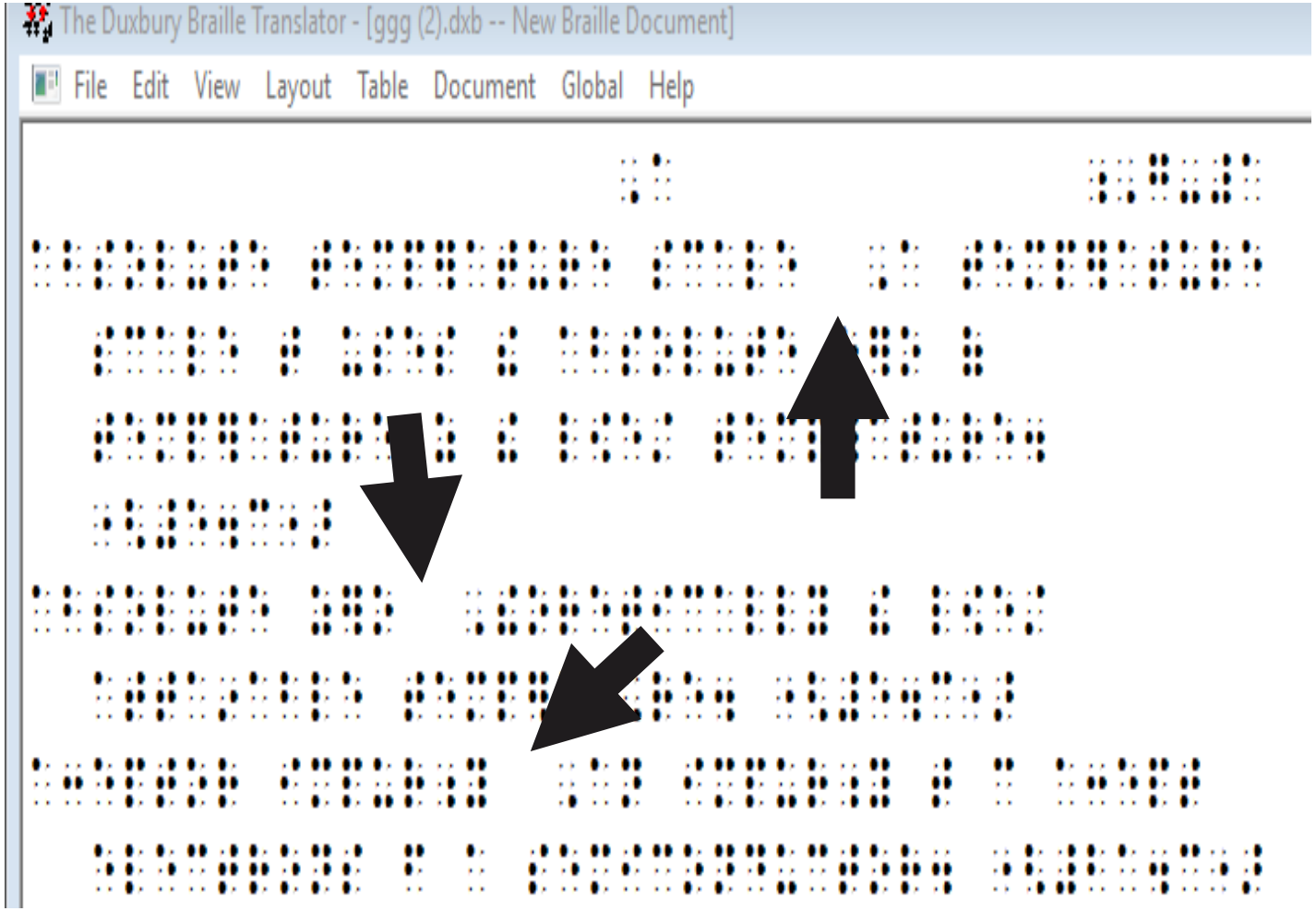
To add the hard spaces that are needed:

- Go to Layout, then to Character Codes, and then to Hard Space.
- This will allow you to enter the spaces you need.



Adding Hard Spaces to Glossary (cont)

After Translation: Hard Spaces have been successfully added.



A Final Thought

- Guide words have been added, as shown in the demo.
- Though NimPro will do most of the work for you, you will still need to go through and check all the format selections: Headings, Hard Spaces, etc.

Index

Index Heading

- One aspect of creating a properly formatted index in braille is changing the generic heading above the index into a centered "Index Heading."
  - The Index Wizard provides this option for you.

Index Style

- The Index Wizard changes items in the simple List style into the Index style.

NimPro Index Wizard Features

- It offers the option to fix auto-numbering problems and re-map bold and italic text.
- It also allows you the option to restyle the heading that precedes the index as an index heading (centered).

Using the NimPro Index Wizard

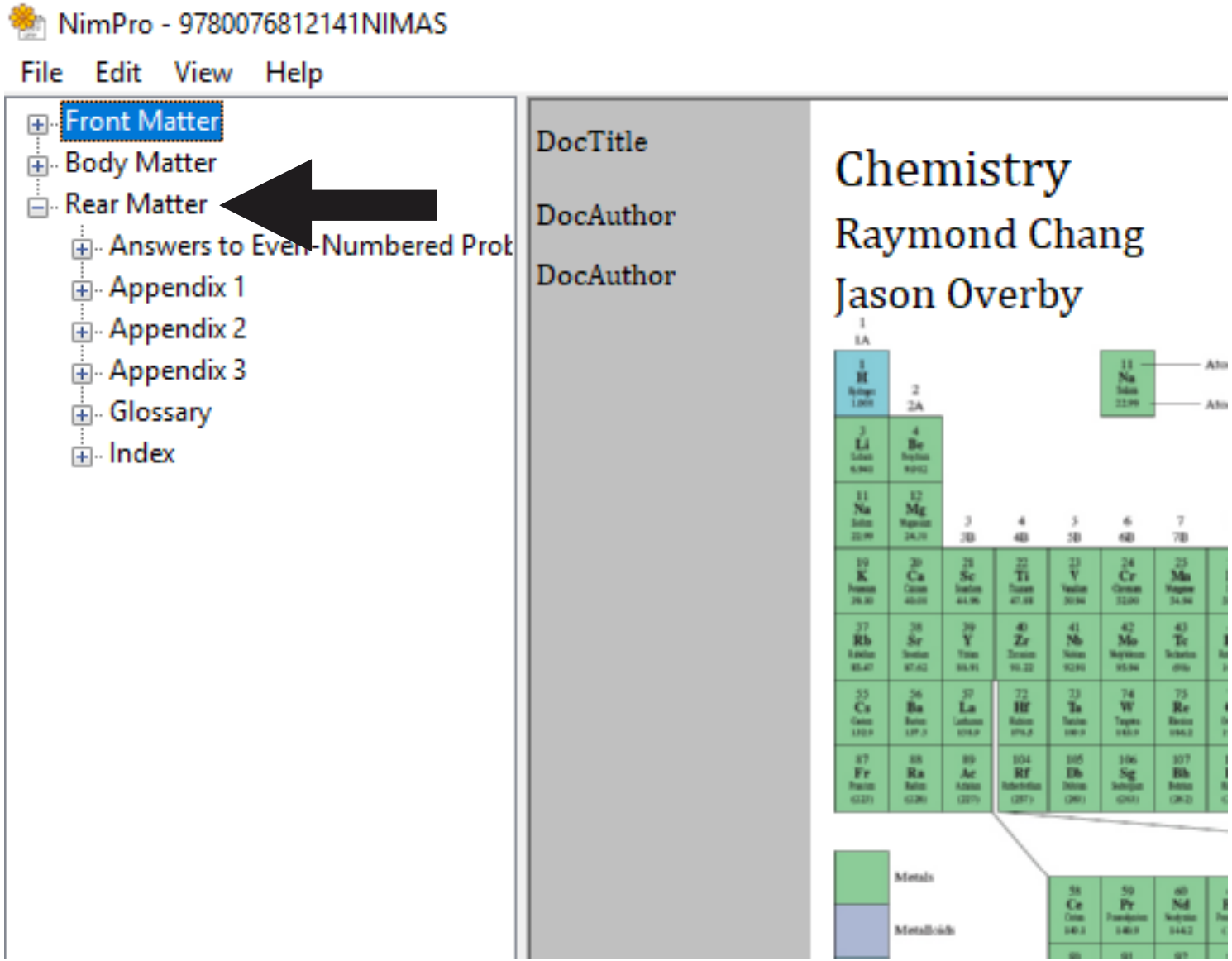
- Before you use the Index Wizard, you need to identify which section or pages of your document contain the index.

Using the NimPro Index Wizard (cont.)

- Select only that section or those pages in NimPro's navigation pane before you start the Index Wizard.
  - Note: If you choose the option to restyle the index heading, any subheadings in the index will receive the same treatment.

Index Formatting in NimPro

- Open your file in NimPro.
- Select the Rear Matter.



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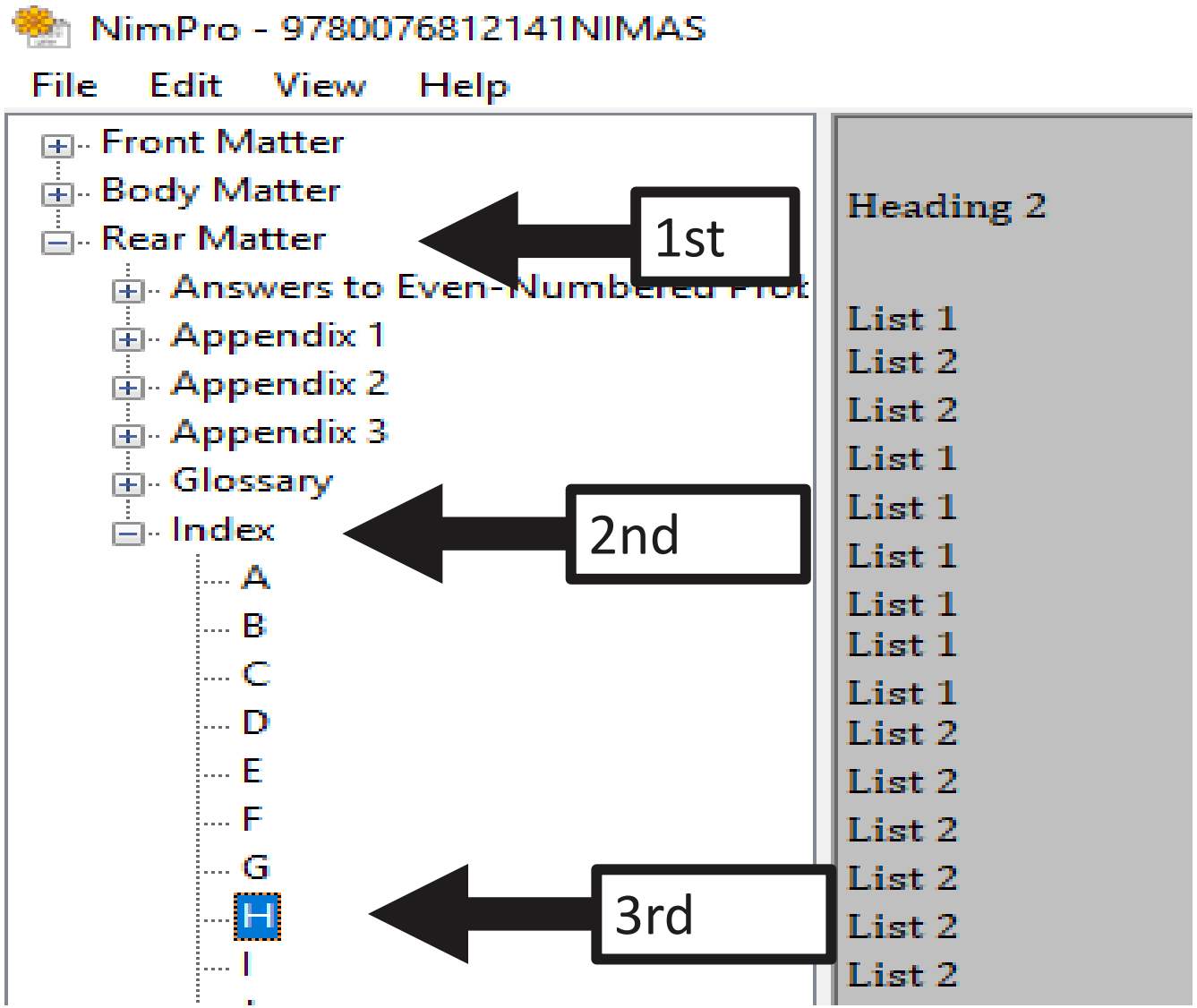
Index Formatting in NimPro (continued)

- Next, select Index
- Select the letter you choose to work in, e.g. “H”



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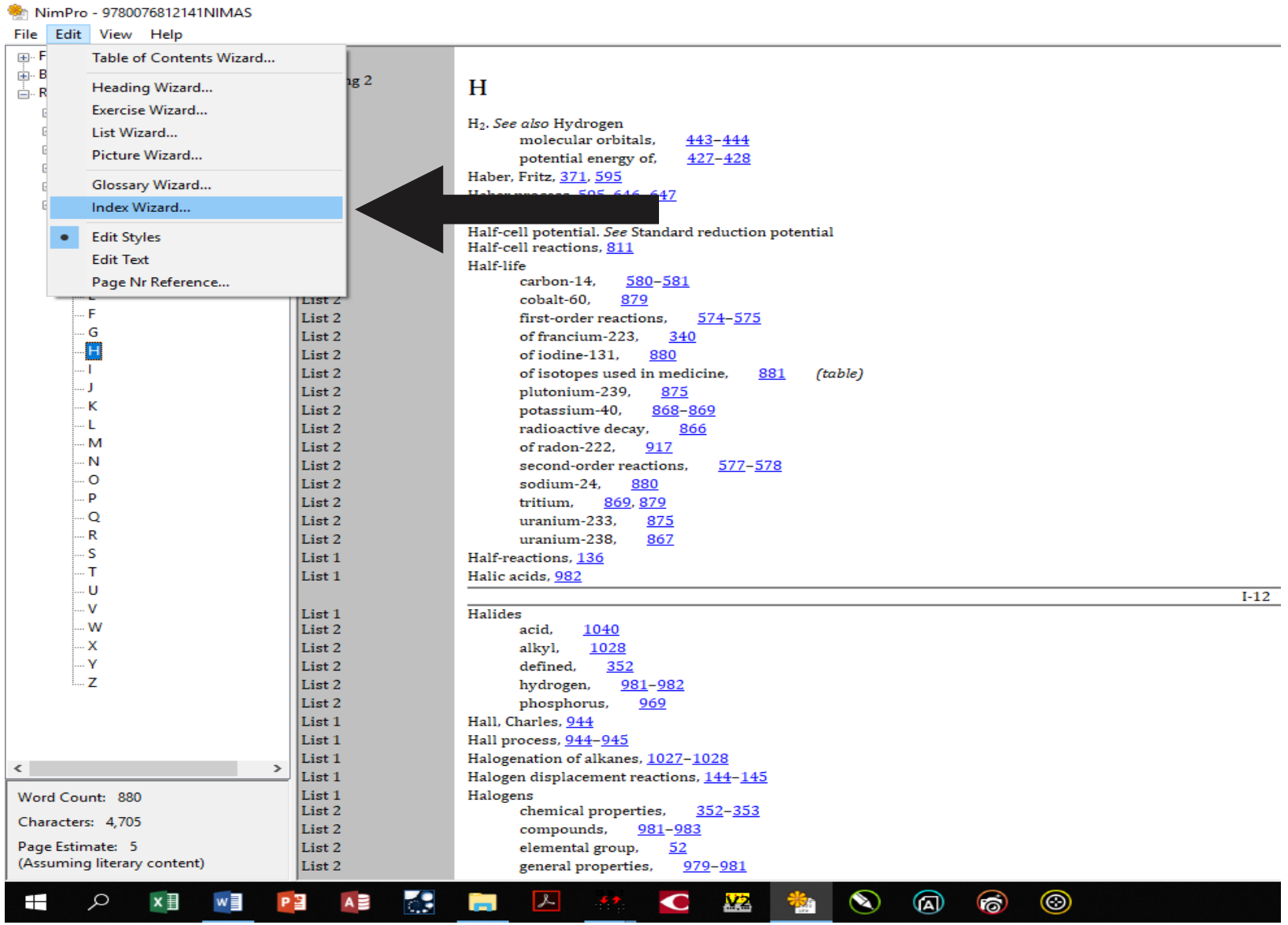
Using the Index Wizard

- Select Edit
- Choose Index Wizard



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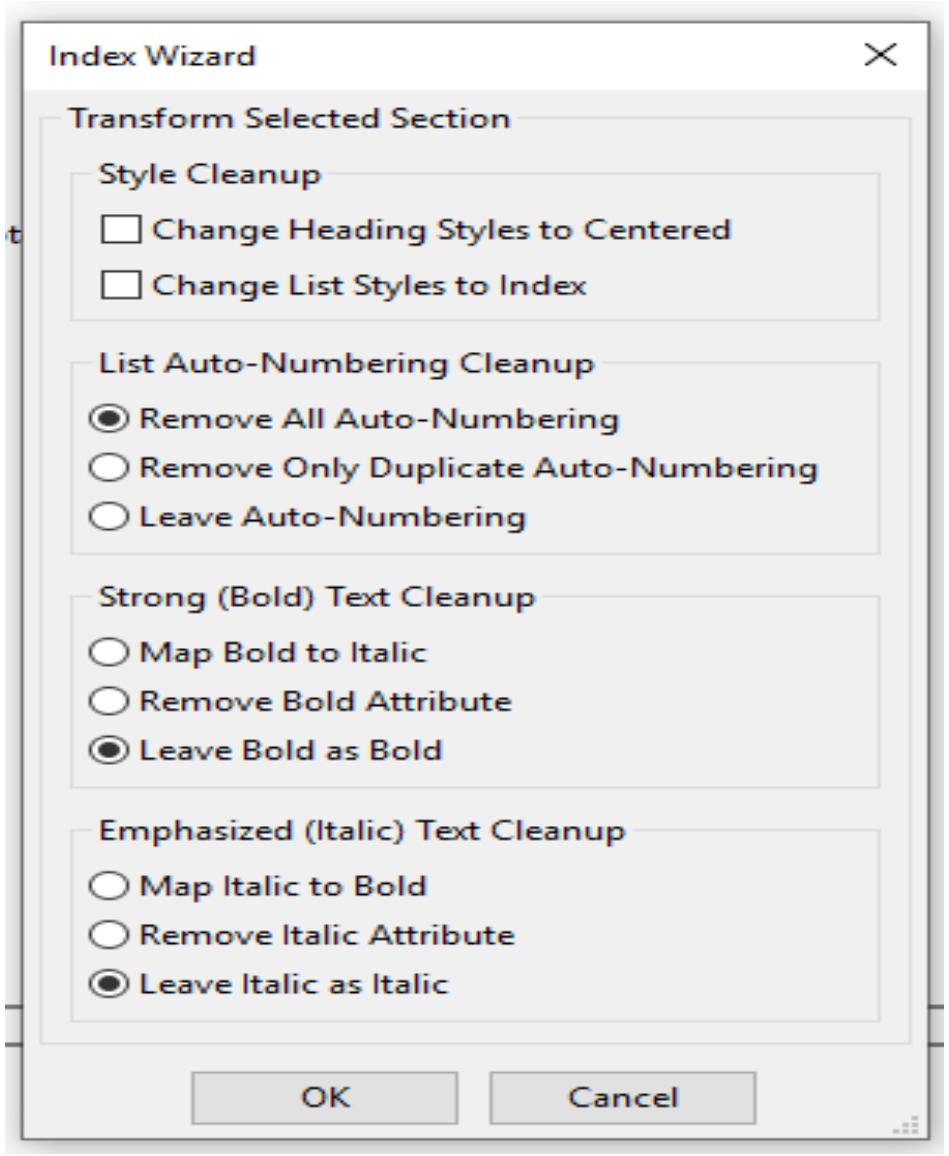
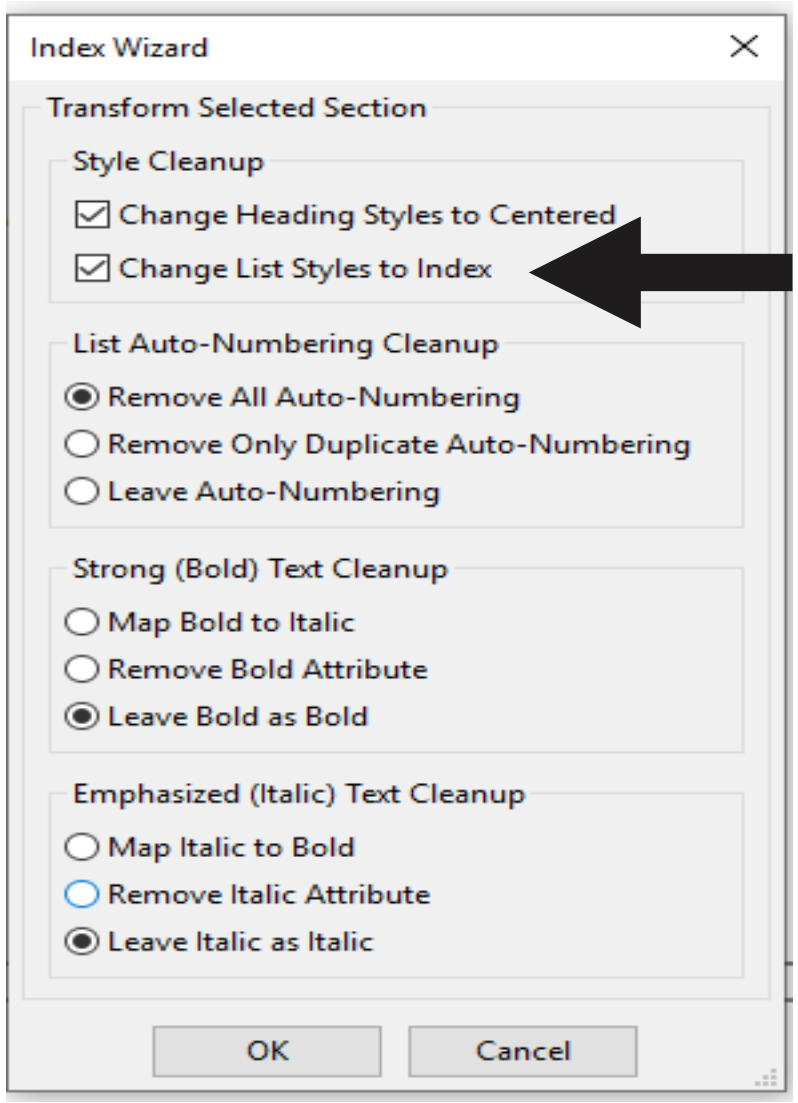
Options in Index Wizard

- Index Wizard allows:
  - Centered heading
  - List numbering
  - Bold
  - Italics



Index Style Cleanup

- Select “Change Heading Styles to Centered”
- Change List Style to Index

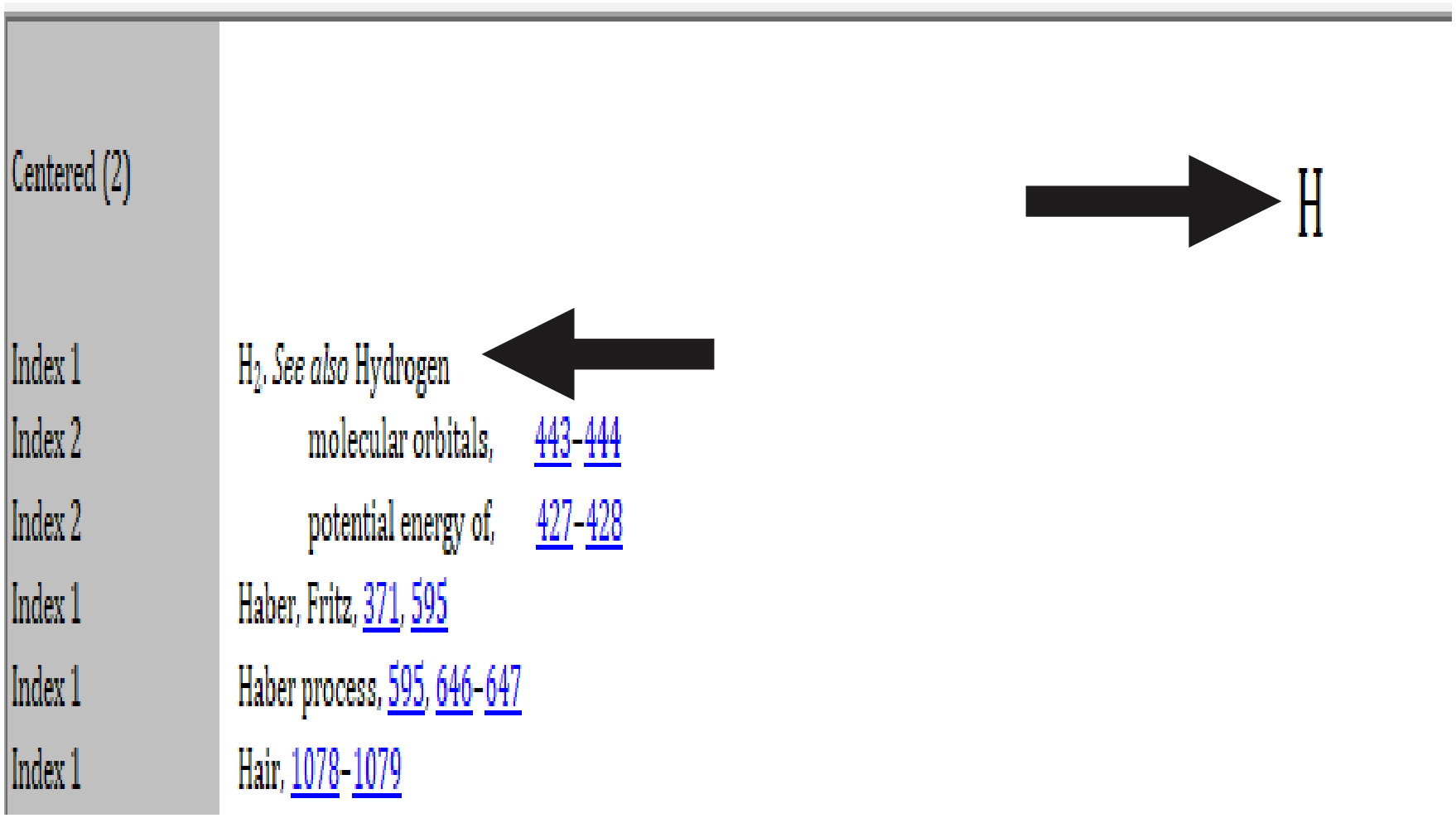


Index Style Cleanup (cont.)

Notice:

- “H” Centered
- List 1 changed to

  Index 1



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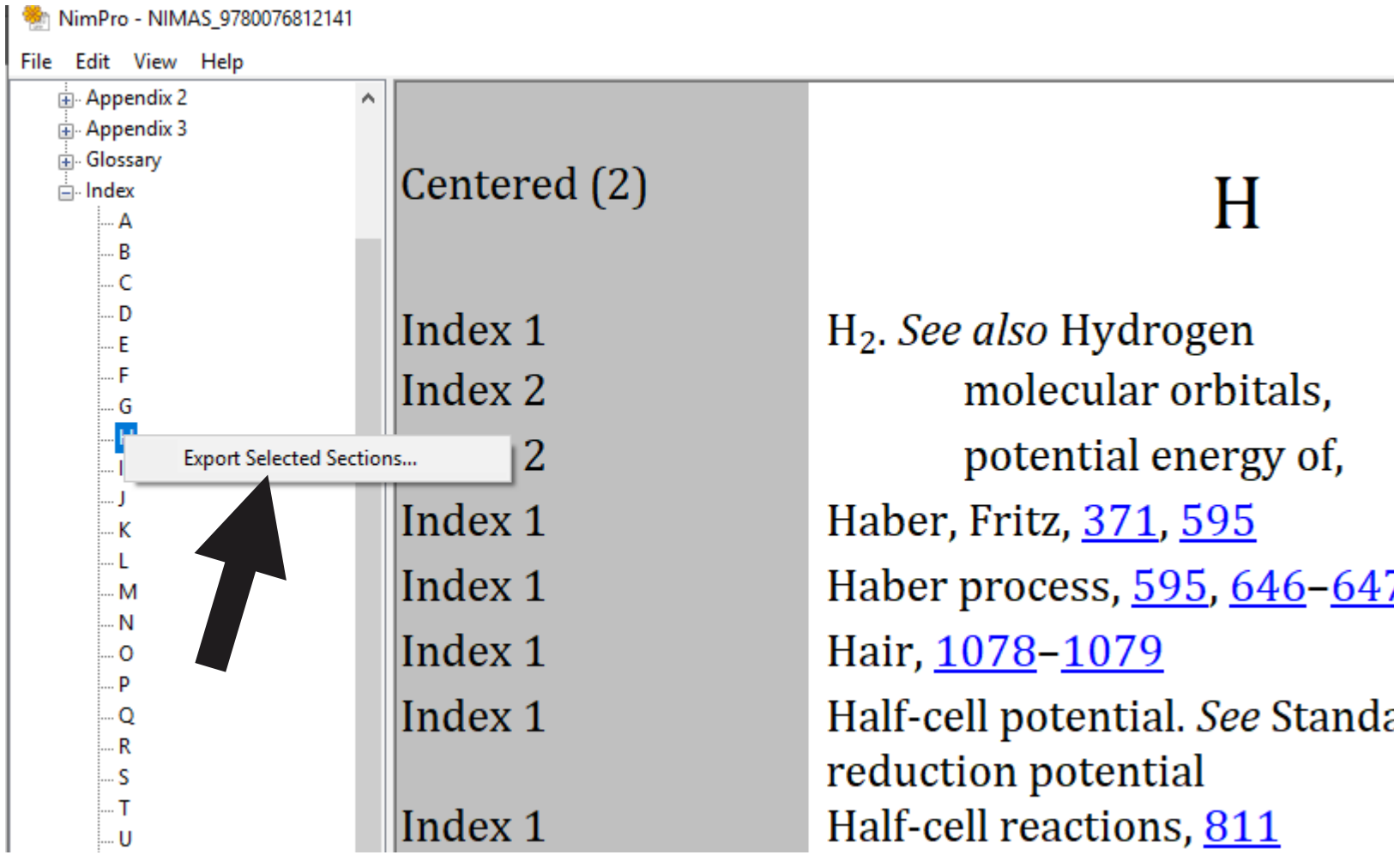
Export Index

From this point:

- Right click the H and then Export Selected Sections



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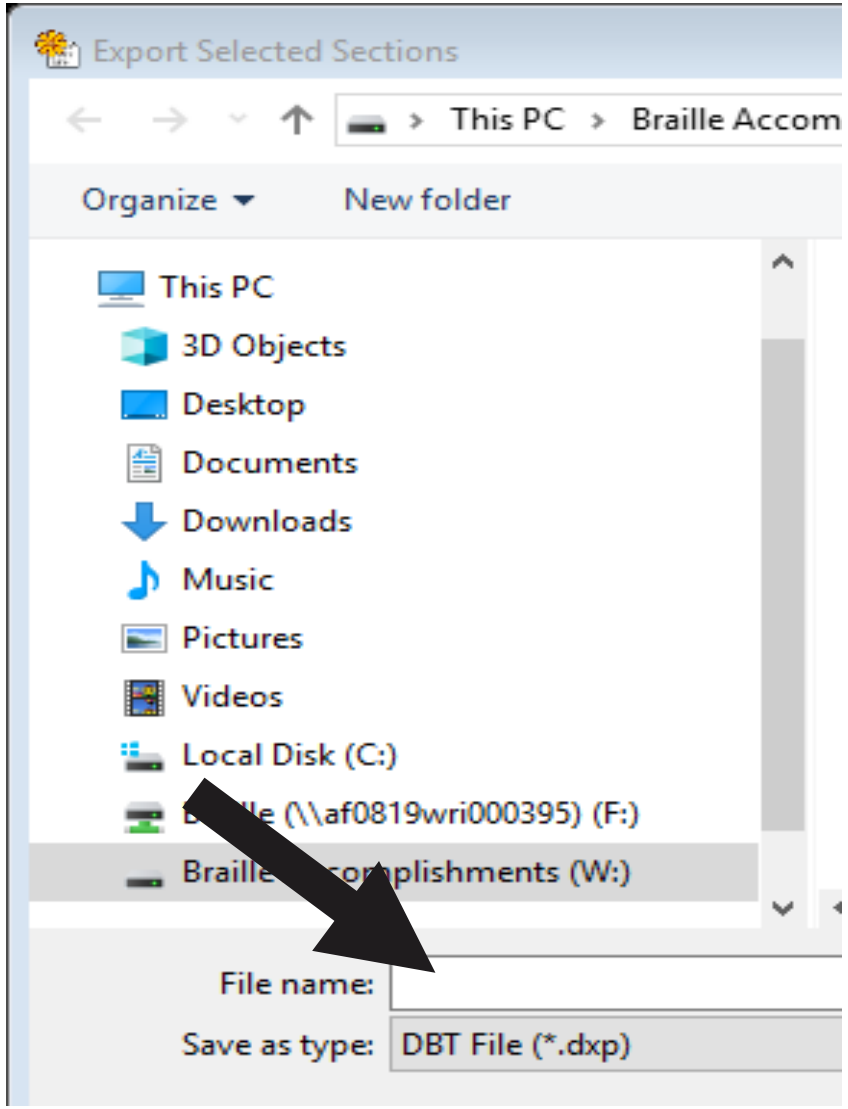
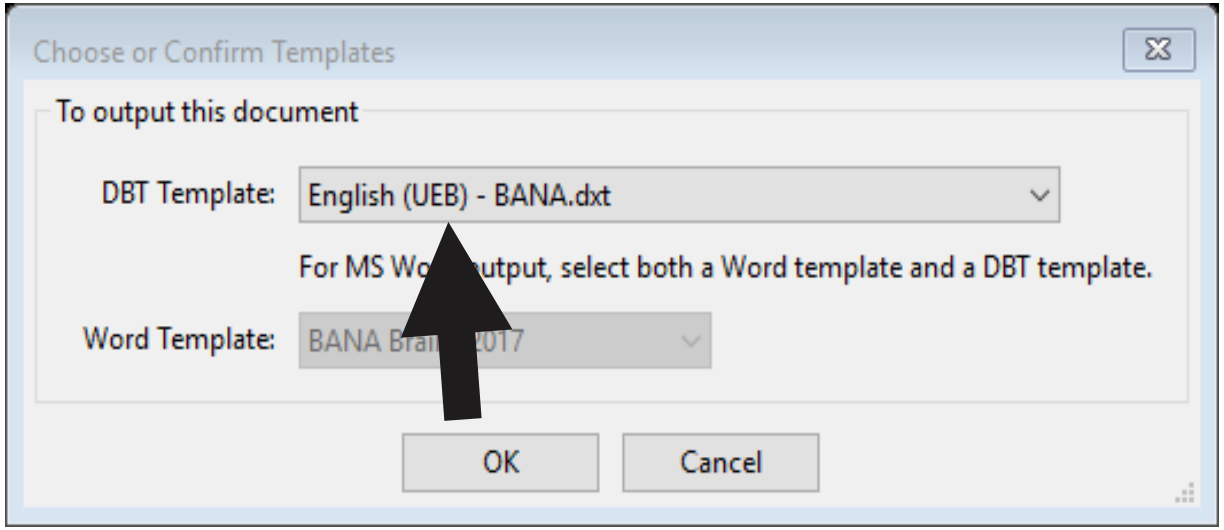
Export Index (continued)

- Save the file as a Duxbury file



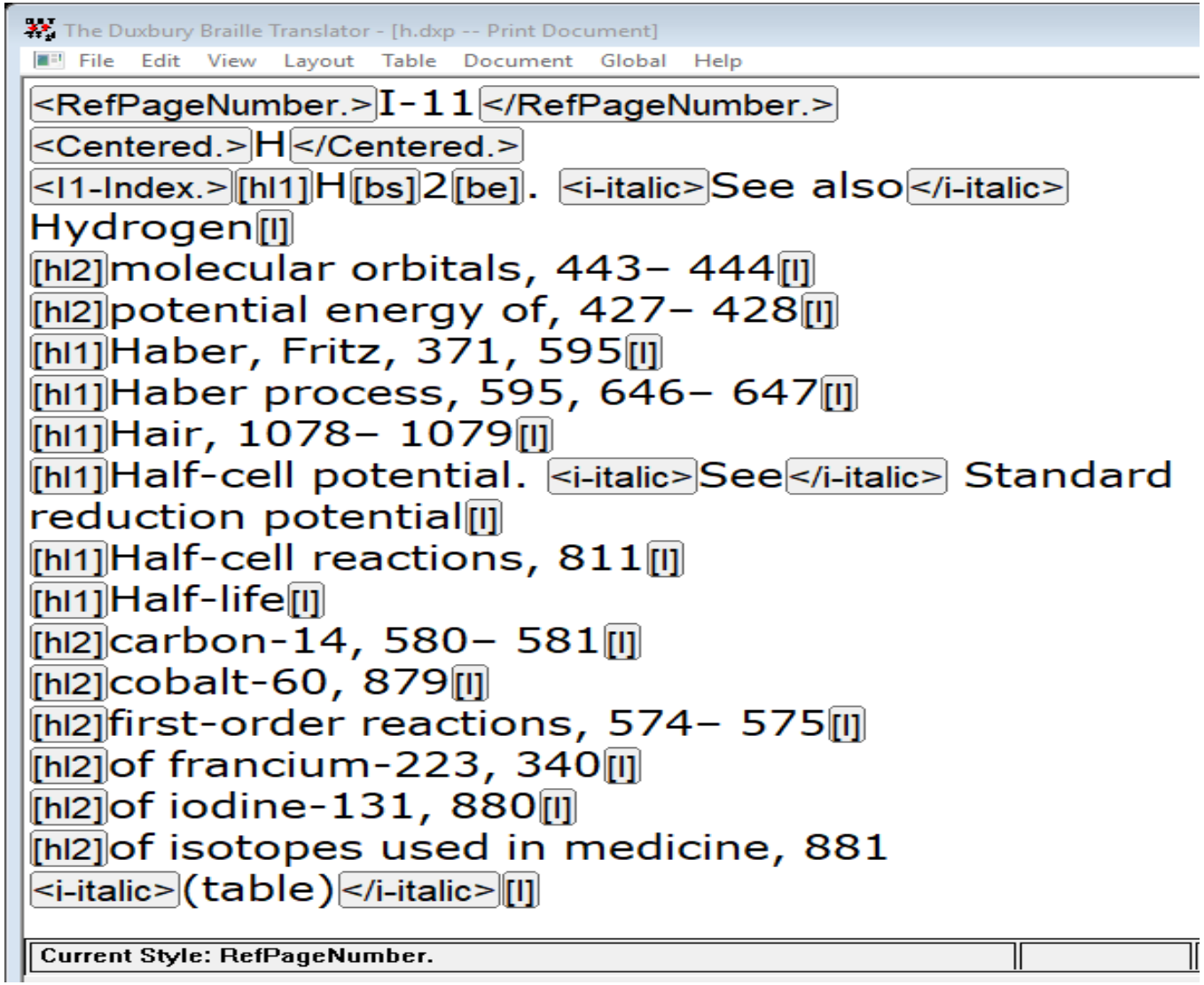
Export Index
(cont.)

- Select the UEB – BANA template.



Index Cleanup in Duxbury

- Open your file in Duxbury.
- Your file should look similar to this example.
- Make any further code changes here, and then translate.



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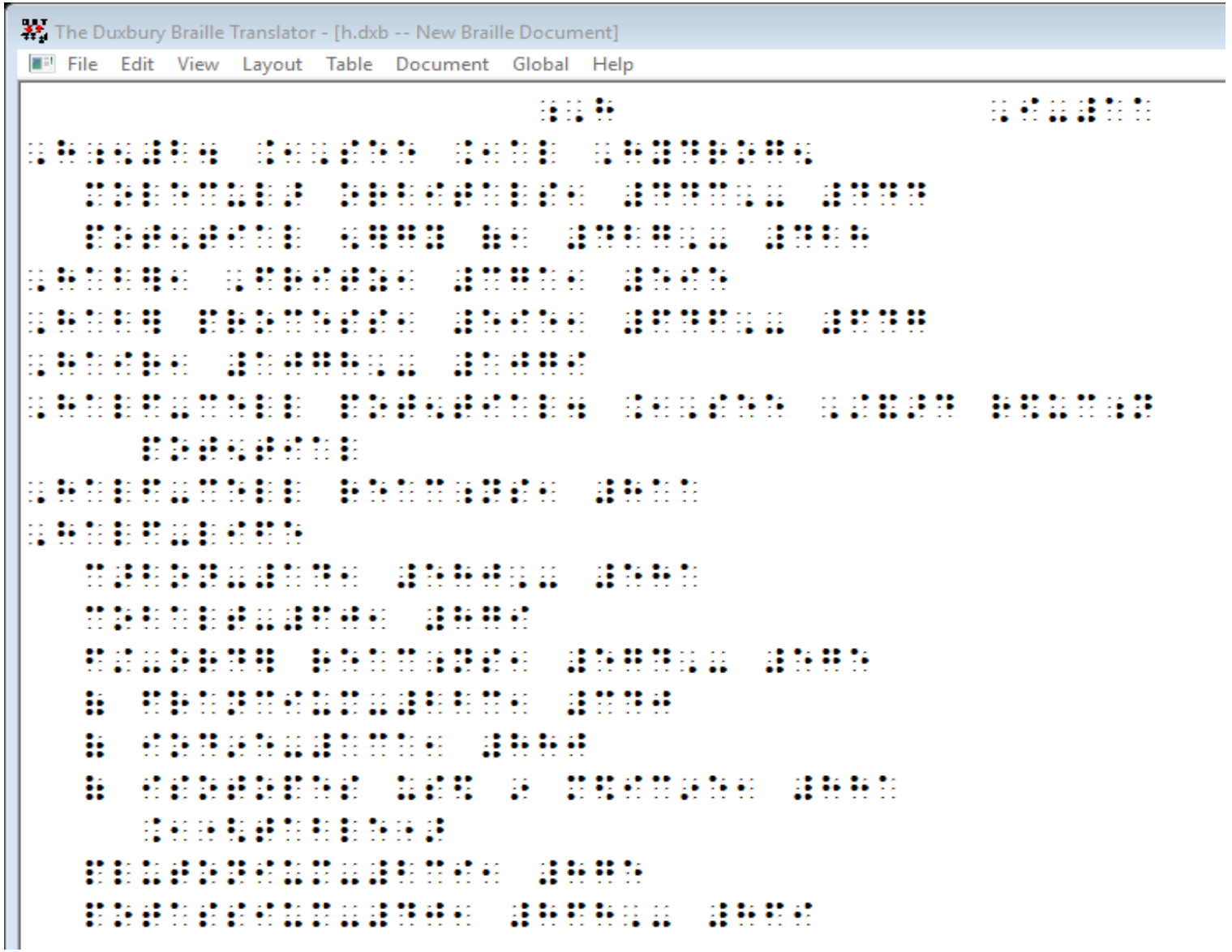
Final Translation

- As you can see in this example, we have translated the file and all codes are intact.



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Sidebars

Sidebars in NimPro

- Here we have opened NimPro to the section that is needed.
- Text in a Sidebar has a light gray background to cue the user that it is not part of the main text flow. See the examples on the next two slides.

Sidebar Example

NimPro - 9780076812141NIMAS

File Edit View Help

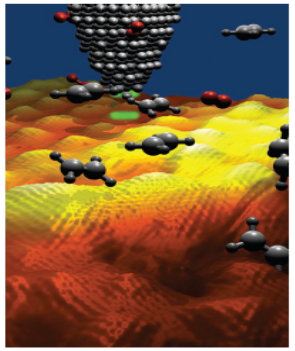
- Front Matter
- Body Matter
  - CHAPTER 1: Chemistry The Study
  - CHAPTER 2: Atoms, Molecules, a
  - CHAPTER 3: Mass Relationships i
  - CHAPTER 4: Reactions in Aqueou
  - CHAPTER 5: Gases
  - CHAPTER 6: Thermochemistry
  - CHAPTER 7: Quantum Theory an
  - CHAPTER 8: Periodic Relationshi
  - CHAPTER 9: Chemical Bonding I
  - CHAPTER 10: Chemical Bonding
  - CHAPTER 11: Intermolecular For
  - CHAPTER 12: Physical Properties
  - CHAPTER 13: Chemical Kinetics
  - CHAPTER 14: Chemical Equilibriu
  - CHAPTER 15: Acids and Bases
  - CHAPTER 16: Acid-Base Equilibri
  - CHAPTER 17: Entropy, Free Energ
  - CHAPTER 18: Electrochemistry
  - CHAPTER 19: Nuclear Chemistry
  - CHAPTER 20: Chemistry in the At
  - CHAPTER 21: Metallurgy and the
  - CHAPTER 22: Nonmetallic Eleme
  - CHAPTER 23: Transition Metals C
  - CHAPTER 24: Organic Chemistry
  - CHAPTER 25: Synthetic and Natu
- Rear Matter

Word Count: 20,334
Characters: 110,565
Page Estimate: 111
(Assuming literary content)

1

Heading 1

CHAPTER 1: Chemistry The Study of Change



Caption: A scanning tunneling microscope probes individual small molecules when they adsorb on graphene, a single-atom thin sheet of carbon atoms.

Byline: ©Science Source

Sidebar Heading (1)

AP CHAPTER OUTLINE

List 1: 1.1 Chemistry: A Science for the Twenty-First Century
List 1: 1.2 Introducing the AP Big Ideas
List 1: 1.3 Introducing the AP Science Practices
List 1: 1.4 Review: The Scientific Method
List 1: 1.5 Review: Measurements
List 1: 1.6 Review: Handling Numbers
List 1: 1.7 Review: Dimensional Analysis in Problem Solving
List 1: 1.8 Review: Problem Solving: Information, Assumptions, and Simplifications

2

Sidebar Heading (1)

AP BIG IDEAS A LOOK AHEAD

1 2 3 4 5 6

Body Text: Chemistry surrounds us. It determines the myriad of interactions needed for our bodies to function. Its laws determine the function of the food we eat and the water we drink. It is in our daily routines. Consider the car or bus ride to school. As a result of chemical interactions, a vehicle starts when the ignition is turned on and accelerates when the gas pedal is depressed. A mini explosion occurs within each cylinder and that energy is transferred to turn the wheels of the car. The tires grip the road with a prescribed air pressure within. Exhaust fumes are cleaned up by the catalytic converter. Halogen headlights, an interaction of matter and energy, show

10:27 AM 6/2/2022

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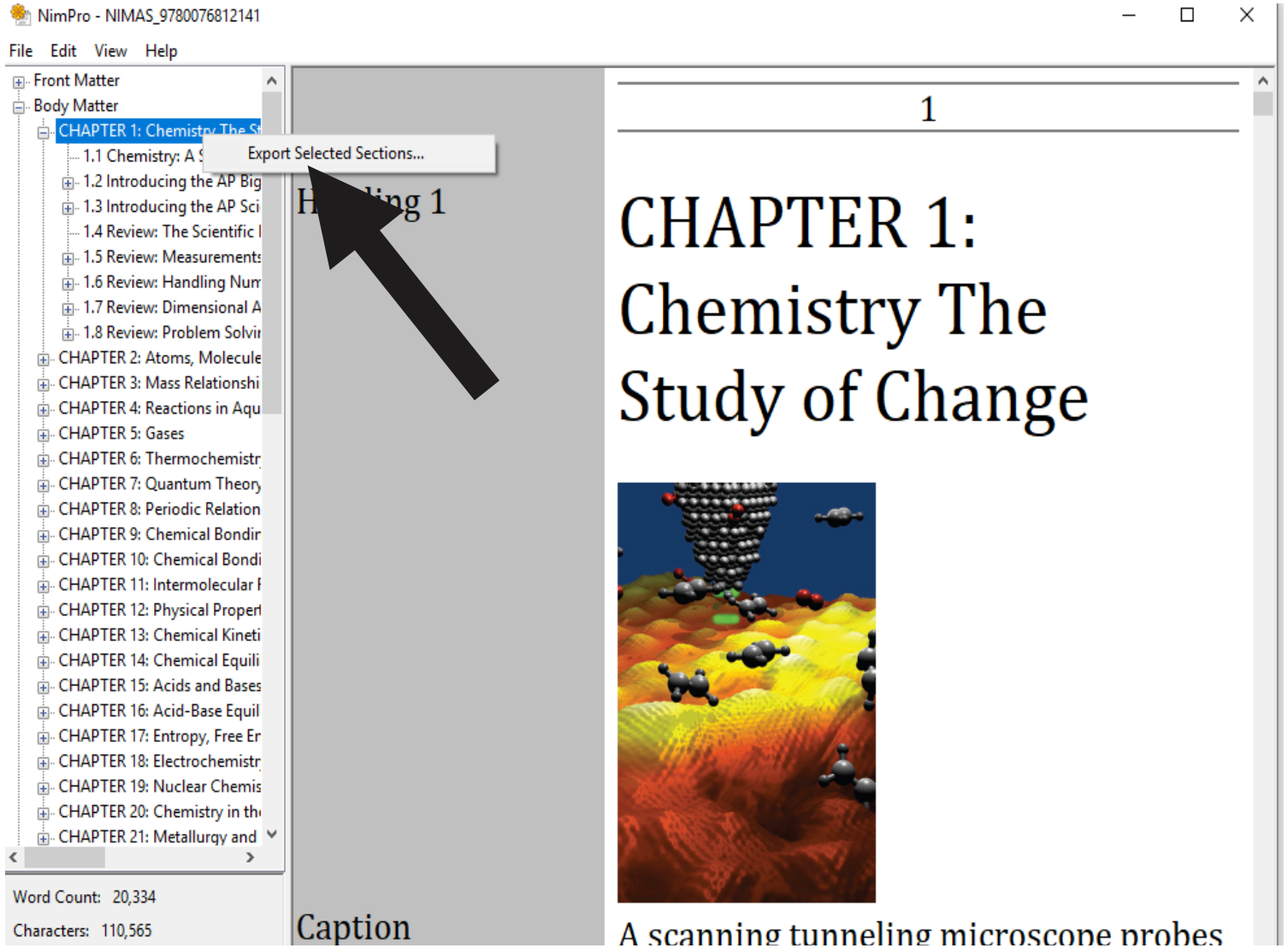
Export to Duxbury

- Here we will Export the file to Duxbury to view and adjust if necessary.
- Save the file as a DBT file.



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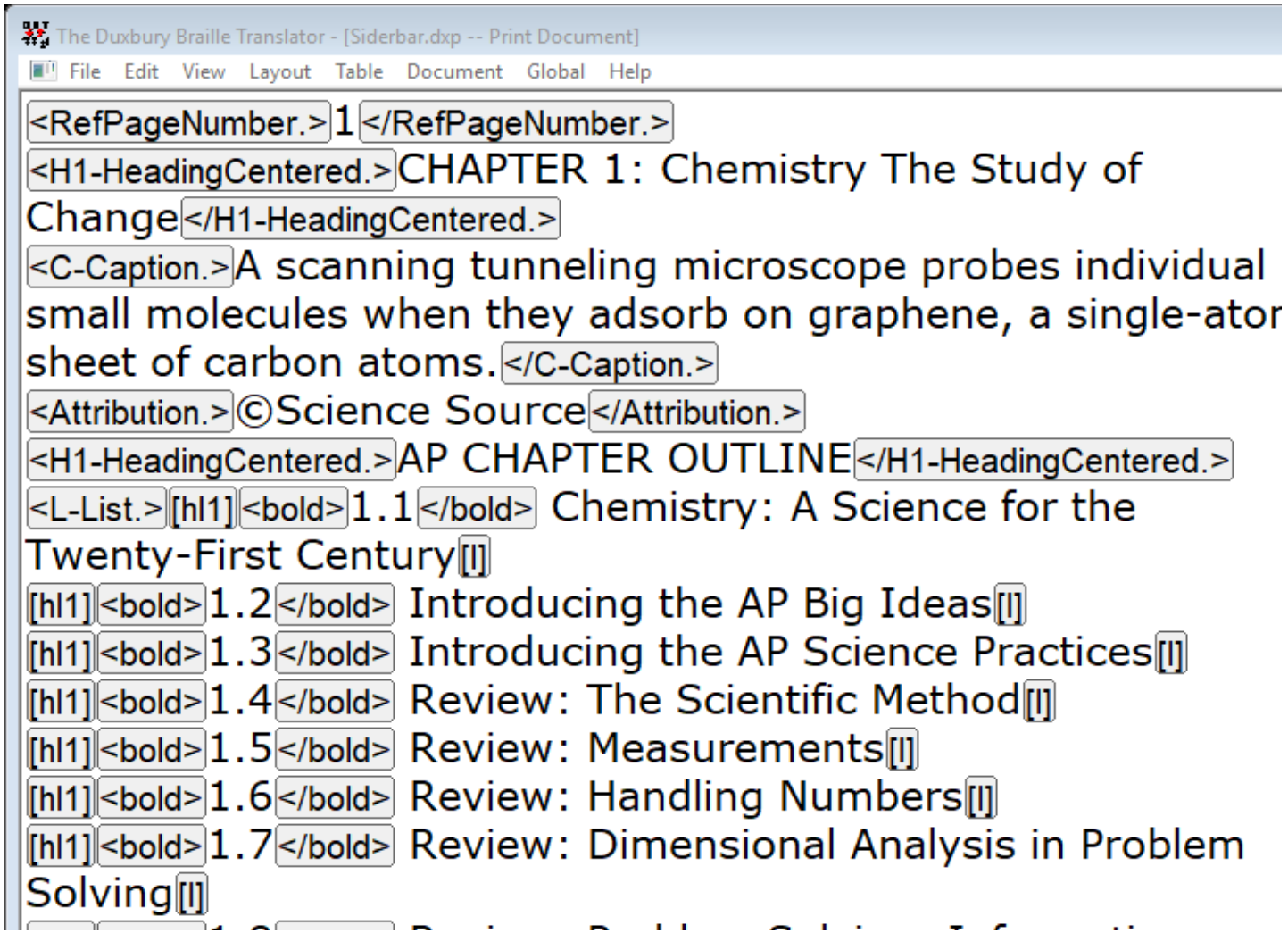
Editing Sidebar in Duxbury

- Open the file.
- Here we can change any of the codes if needed, then we can translate the file to simbraille.



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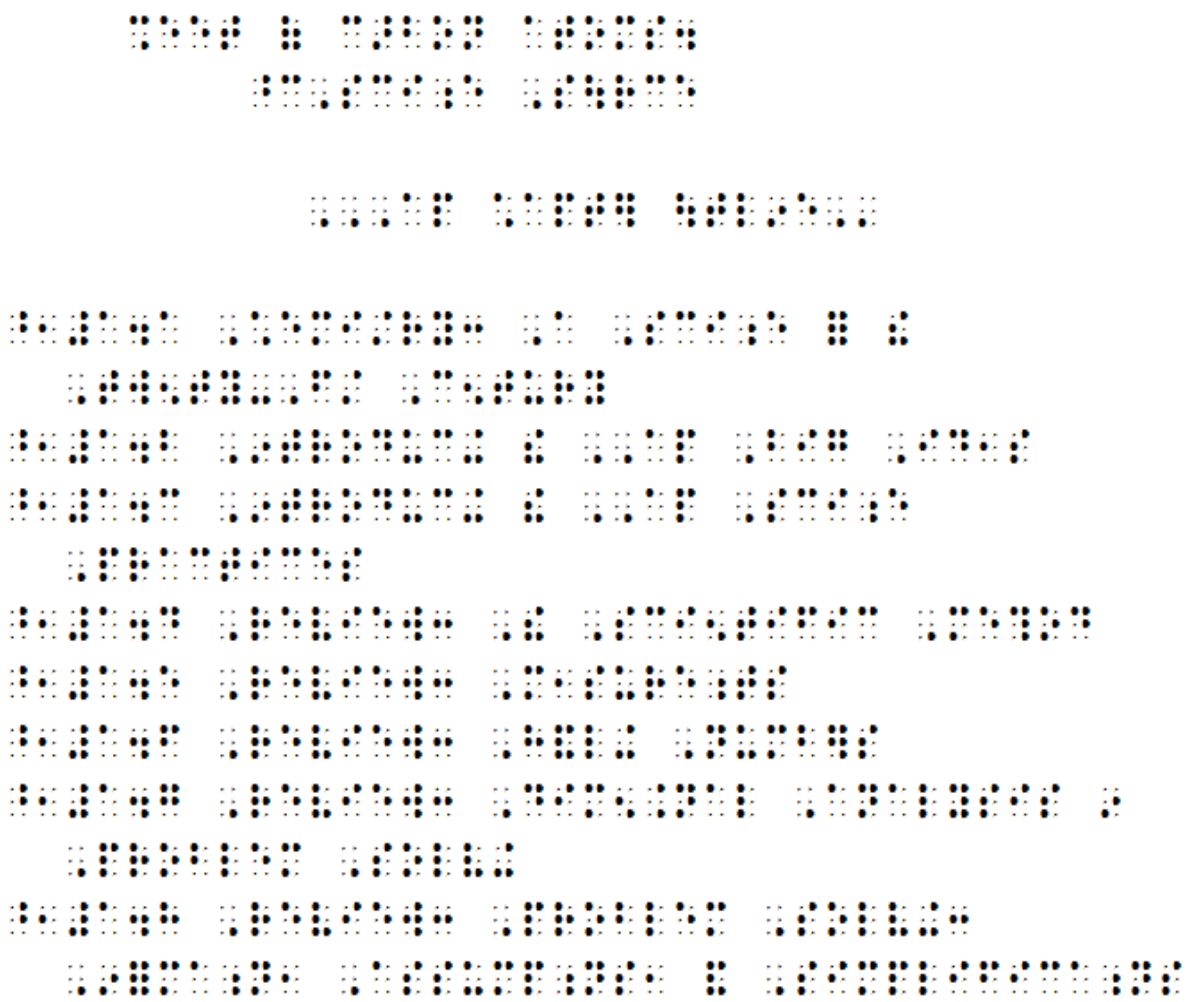
Editing Sidebar in Duxbury (cont.)

After translating we have our Sidebar complete with:

- Centered heading
- Correct list formatting
- Blank lines before and after



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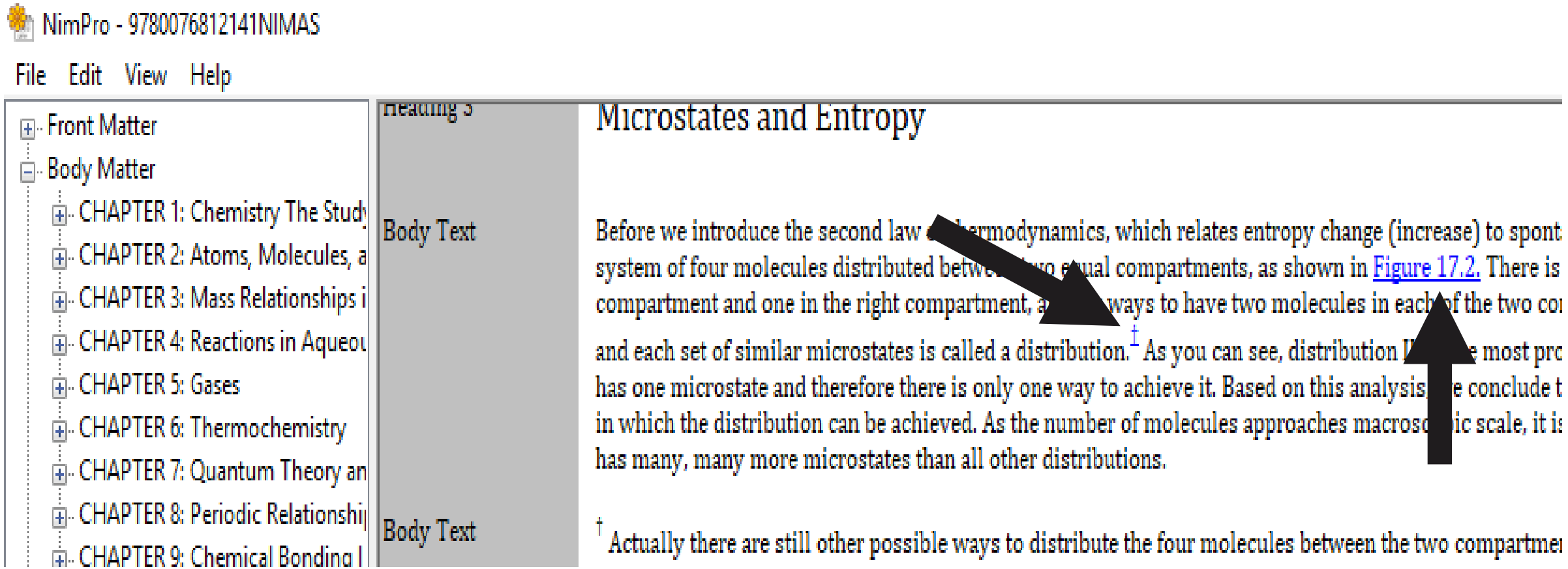
Reference Notes

Reference Notes in NimPro

- In the next slide you will see an example of Reference Notes.
- Blue text identifies footnote references.
- A footnote reference is a symbol such as a number, asterisk, or dagger ‡ that appears (usually on a higher baseline) after a word or sentence.

Reference Note Symbols in NimPro



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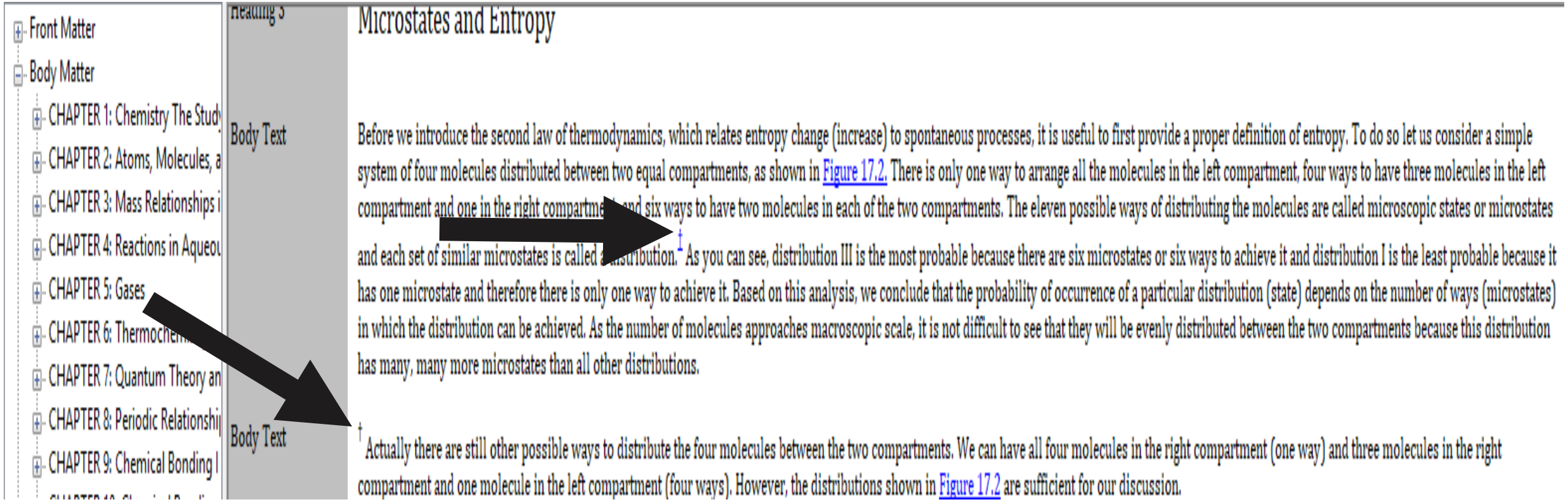
Reference Note Symbols in NimPro (cont.)

- Footnote references are displayed in a blue font to highlight them.

  Not all NIMAS documents have footnote numbers displayed as superscript.

Examples of Reference Notes

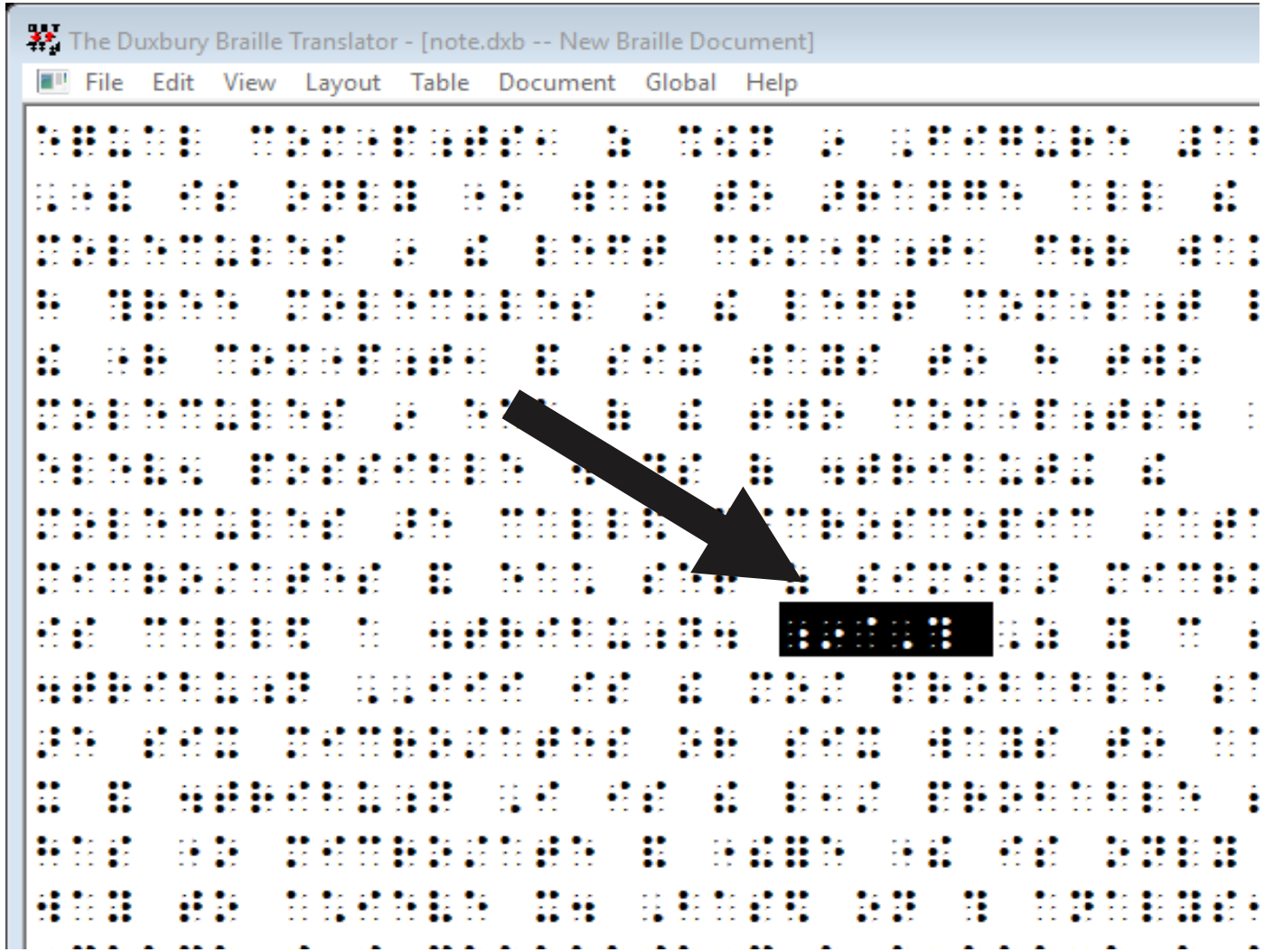
Here we see the actual note that is indicated in text.



Reference Note Symbol in Simbraille

For this example the file has already been saved to Duxbury:

- Here you can see our dagger came over correctly in the translation.



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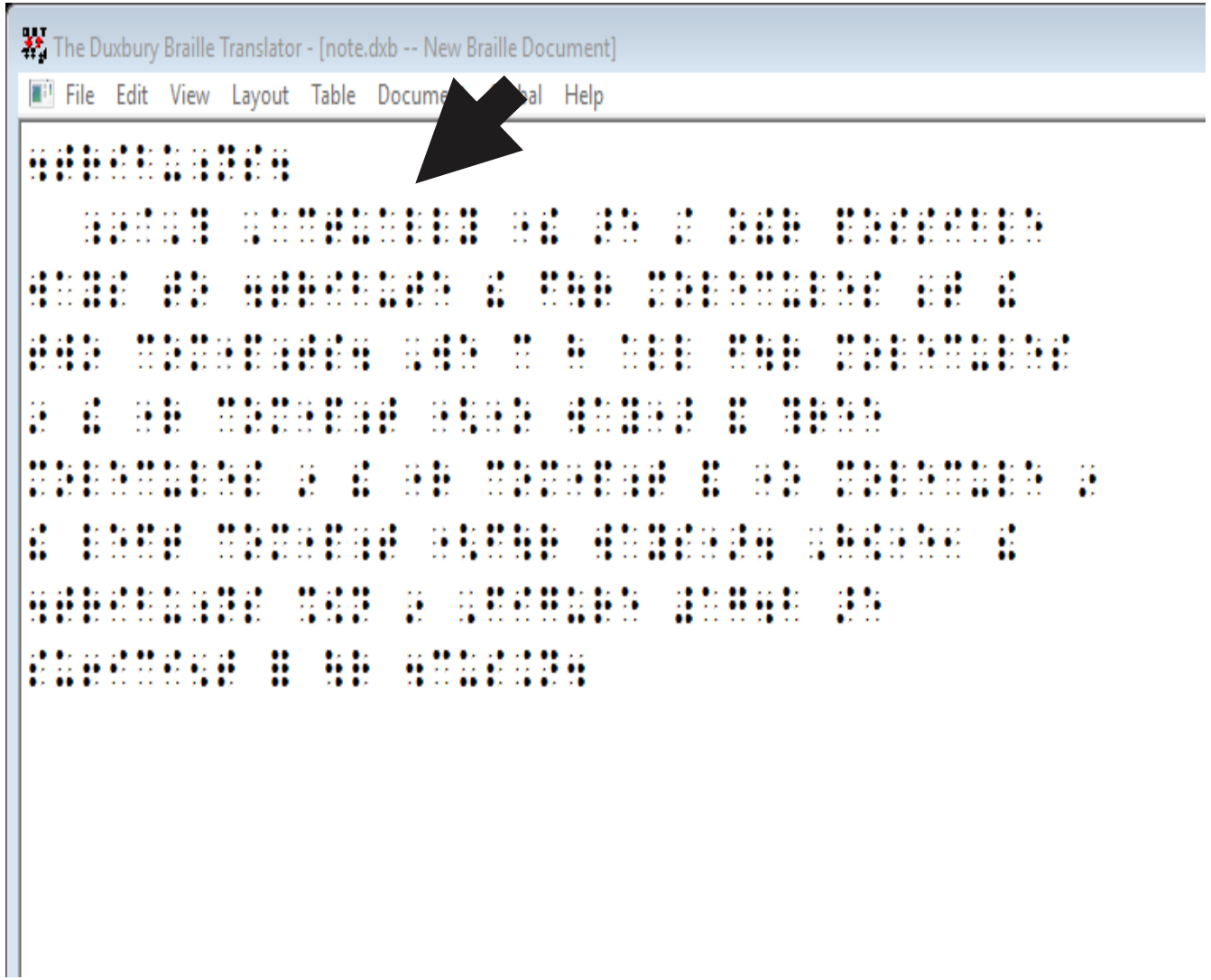
Reference Notes (cont.)

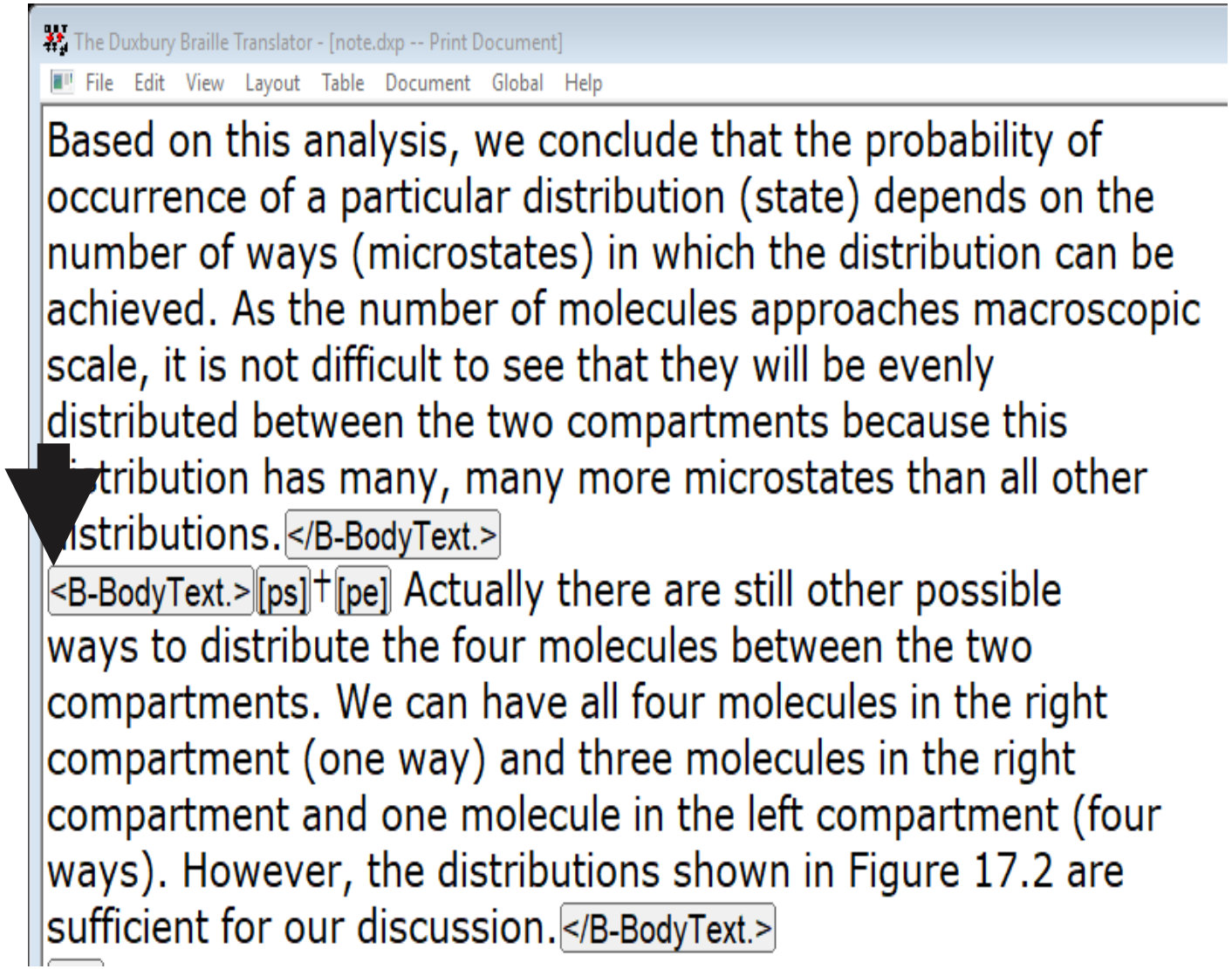
- However, our actual note has need for an adjustment.



Reformatting Reference Notes

In the print screen we will need to make code adjustments:

- First, you'll need to change the format for the note from Body Text to 1-3.
- To do this, put your cursor in front of Body Text and delete it.



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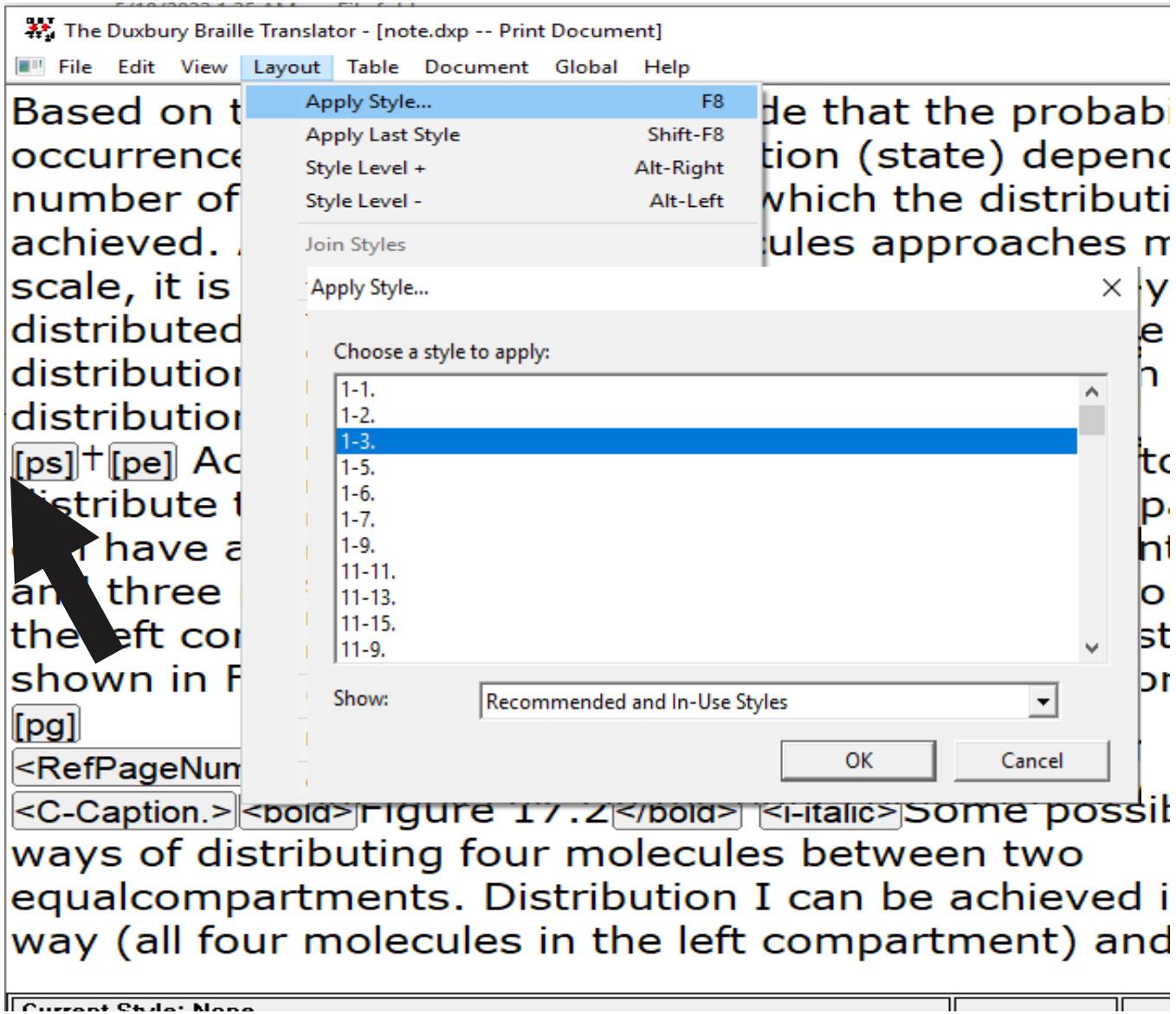
Reformatting Reference Notes (continued)

- Next, with your cursor in front of the dagger, go to Layout, then Apply Styles.
- You'll need to choose the 1-3 format.



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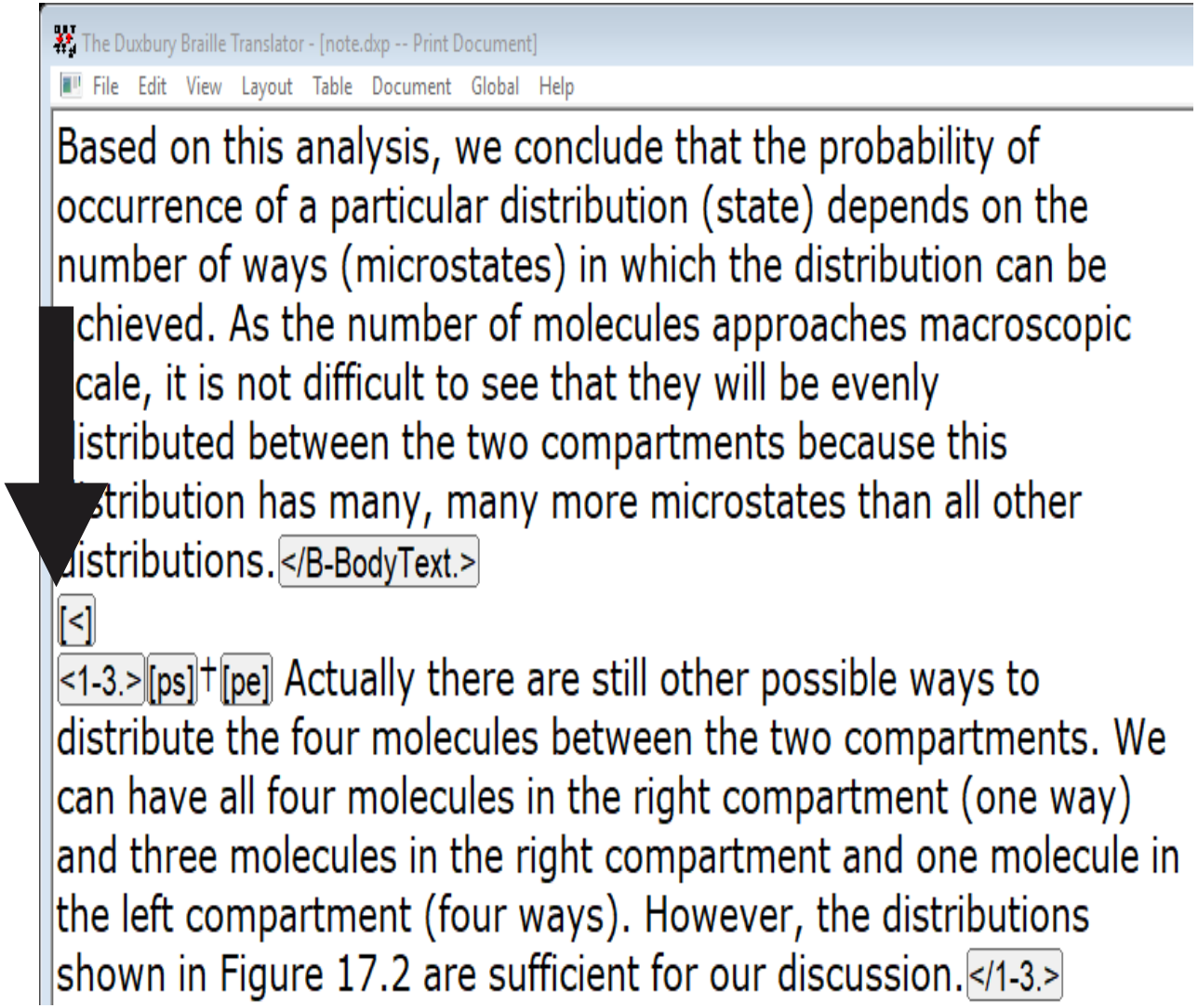
Reformatting Reference Notes (cont.)

- Next, place your cursor in front of the 1-3 format code and hit enter on your keyboard. This will create a blank line.
- You'll then need to put your cursor in front of the blank line and click Layout.



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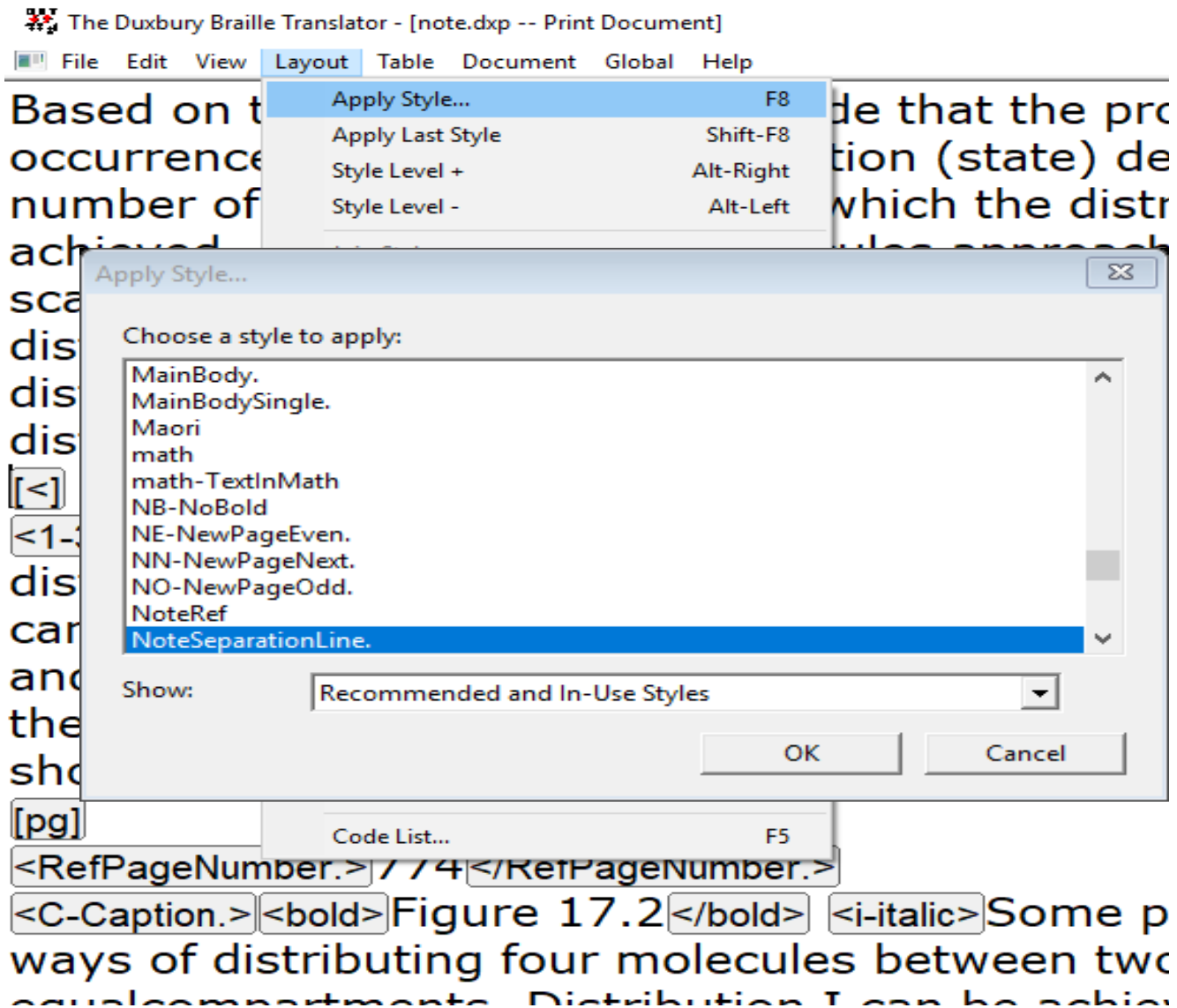
Applying Note Separation Line

- Go to the Apply Styles menu and select the Note Separation Line code.
- This will apply the line before the note.



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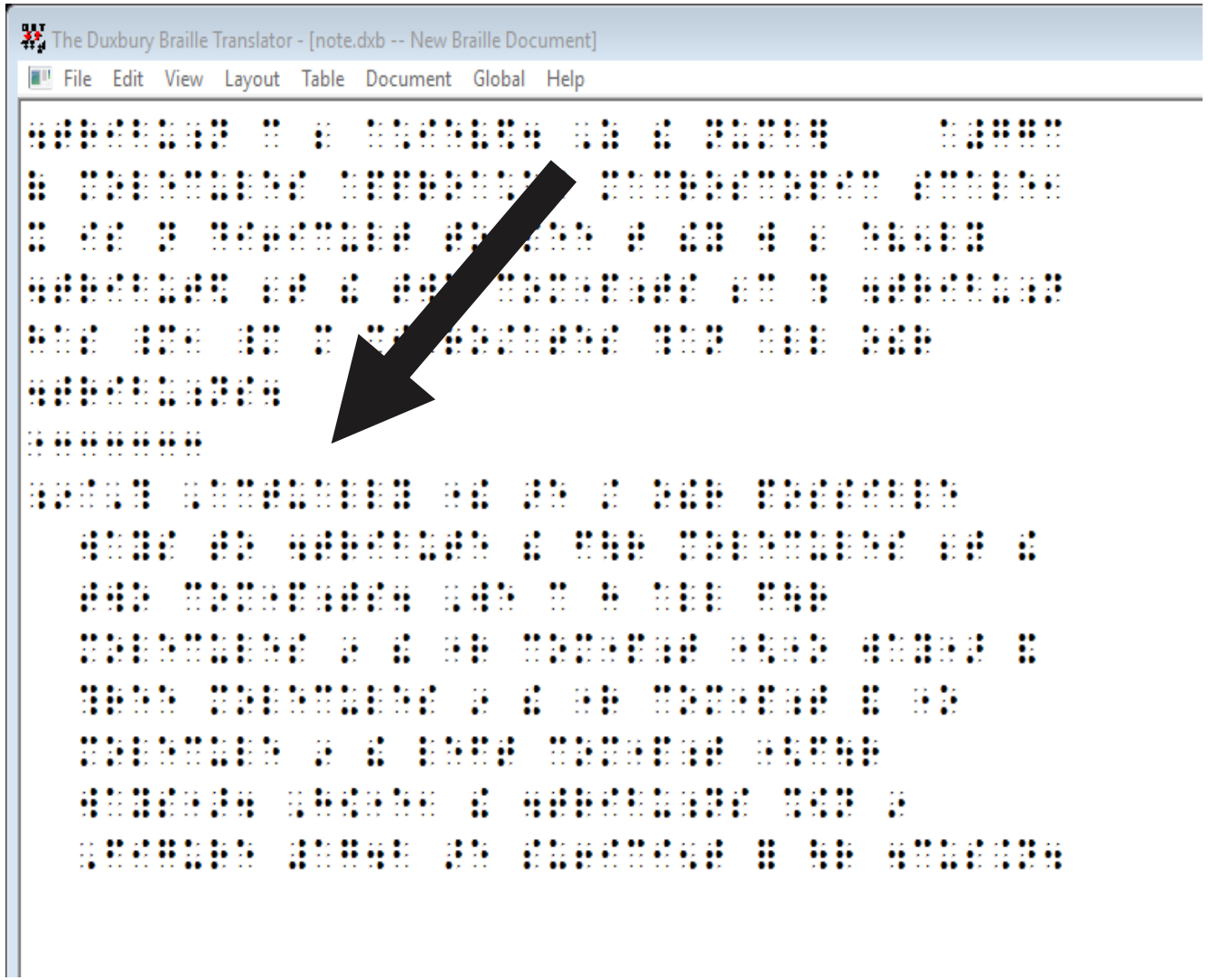
Applying Note Separation Line (cont.)

- Translate the file to Braille. It should look similar to this example.



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Line Number Text/Poetry

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Line Numbers in Text

- Some literature textbooks place line numbers at intervals in the text.
- Line numbers in a text are displayed in red.

Tagging for Line Numbers

- (Technically, line numbers are put either inside a LINENUM tag or inside a SPAN tag that has the attribute class="linenum".)

MathML

What is MathML?

- Mathematical Markup Language (MathML) is
  - An application of XML for describing mathematical notation and capturing both its structure and content.
  - It is part of HTML5 and an ISO standard ... since 2015.

Source: WikiPedia

MathML Versions

- Each new version of MathML has adjustments to the elements used to describe mathematical expressions, the attributes allowed for those elements, and the rules for their use.
- MathML 2.0 and 3.0 are both in use today.
- NimPro adheres to MathML 3.0.
- **Downloading MathML as part of your NIMAS file is optional (will be demonstrated on Day 6).**

Types of MathML Markup

- MathML specifies two forms of "mark-up" for two distinct use cases:
  - "Content mark-up" describes mathematical expressions in a manner that allows the math to be evaluated by an automated process.
  - For our purpose (textbooks and related publications), the more important form of MathML is "presentation mark-up," which describes math in a manner that allows it to be laid out on a page.

NimPro and MathML

- NimPro reads MathML and translates the mathematics markup into elements of NimPro's own internal document structure.

NimPro and MathML (cont.)

- NimPro is able to do a reasonable representation on screen of the two-dimensional expressions typical in MathML.
- You can scan the math, traverse its elements with the keyboard arrow keys, and even do touch-up edits if required.

Q & A

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