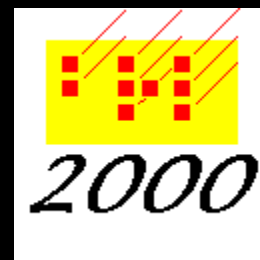




APH Transcriber Training Using NIMAS Files & Braille 2000



Points Covered Today

Purpose:

- Convert NIMAS files into braille text using Braille 2000 transcription program

Process:

- Access file from NIMAC site as Accessible Media Producer (AMP)
- Download, Save, & Convert NIMAC file to braille file (using BrailleBlaster & Braille 2000)
- Format, edit, proofread files to reflect print copy, using *Braille Formats: Principles of Print-to-Braille Transcription, 2016*.



Day 2 Overview

- Initial formatting
- Transcriber-Generated Pages (*Formats 2.2*)
 - Title page
 - Second Title page(s)
 - Special Symbols page
 - Transcriber's Notes page
 - Back cover of book
- Bookmarks in Braille 2000
- Running Heads
- Transferring information between works



Formatting, Editing, and Proofreading Braille Files



Formatting, Editing, and Proofreading Braille Files

- *Braille Formats: Principles of Print-to-Braille Transcription, 2016.*
 - Accessible on BANA (*Braille Authority of North America*) website
 - www.brailleauthority.org → Codebooks and Guidelines → Braille Formats, 2016
 - Downloads (BRF or PDF files)
 - Hard Copy (available through APH)
 - Online (HTML) includes customized search function
- Demo



Formatting – Volume Setup

Formats... Sections 1 & 2

- Section 1: Basic Principles & Fundamentals
 - NIMAS files provide general formatting, but transcriber must adapt the file. (1.1.1. – 1.1.2.)
 - Follow *Formats* and agency preferences.
 - Make formatting decisions before starting.
 - Examine print copy (1.1.7.) before beginning, in order to “structure the text consistently.”
 - NIMAS PDF of front and back cover
 - Hard print copy – either PDF or text (examine to confirm title page information)
 - Agency decisions (1.1.3): Follow SPECS for Title Page.



Formatting – Volume Setup

Formats... Sections 1 & 2 (continued)

- Volume info (1.6)
 - Page size, line length, & line spacing (1.7) Set up in Braille 2000. Braille 2000 is able to insert different size braille pages within the context of a file. Contact Bob Stepp for step-by-step help with initial set up, if needed. (not covered in this course)
 - Preliminary & Supplemental Volumes (1.6.2 & 1.6.3)
 - Suggestion: Set up NIMAS working files for Front Matter and Supplementary Volumes, if extensive.
- Demo



Title Pages *(Formats 2.3)*



Title Pages (*Formats 2.3*)

- Agency guidelines/templates
- Use NIMAS PDF (title page) and print text to clarify information.
- Initial volume
 - Copy and paste relevant information from NIMAS file.
 - Edit to follow required formatting.
 - Second title page – Follow print; select relevant information to copy & paste, or delete unnecessary information.
 - Formatting: Transcriber may have to edit, to fit transcriber's formatting decisions (e.g., placement of headings: centered, cell 5, cell 7, etc.).



Title Pages *(continued)*

- Complete title appears on:
 - First line(s) of Title Page
 - Centered on first page of text
 - Braille 2000 set up: Do (Alt D) → Page control (C) → “Omit running head” → enter
- Demo



Title Pages *(continued)* & Continuing With New Volume

- Subsequent volumes
 - Copy and paste OR
 - Save (file) As (new volume name); edit volume and page numbers.
- When copying from finished file in the same work:
 - Edit to fit new file. (Volume #, Section names, page numbers)
 - Edit Table of Contents. (covered in Day 3)
- Demo



Running Heads (*Formats 1.8*)



Running Heads (*Formats 1.8*)

- Running Heads
 - Easy set up in Braille 2000: Menu → Do (Alt D) → Running Head (R) → (Enter braille) → OK (Enter)
 - Centered on first line of every page
 - Exceptions: Title Page and first page of text
- To omit running head from first page of text in Braille 2000:
 - Braille 2000 set up: Do (Alt D) → Page control (C) → “Omit running head” → enter
- Demo



Special Symbols & Transcriber Notes Pages (*Formats 2.5 & 2.6*)



Special Symbols & Transcriber Notes Pages

(*Formats 2.5 & 2.6*)

- Annotations in Braille 2000--marked by yellow triangles
- When copying preliminary pages (Title, Special Symbols, Transcriber's Notes) from another project
 - Remove annotations in Braille 2000, e.g. running head and page numbers, that were carried over from the other work. (older versions only; these should not carry over in Version 2.9 and subsequent updates).
 - Search (Alt S) → Find Annotation (A) → Running Head



Special Symbols & Transcriber Notes Pages (*continued*)

- Bookmarks in Braille 2000: Use to navigate between transcription & SS page
 - Panel (Alt P) → Bookmark (B) → Set (S) OR Jump to (J) → (select X, y, or z)
- Demo



Q&A?

