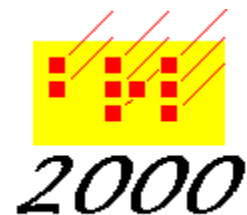# APH Transcriber Training Using NIMAS Files & Braille 2000

Day 3 Overview

- Explore Braille 2000 features for editing and formatting:
  - Pagination
  - Table of Contents
  - Typeforms
  - Book Cover & Jacket
  - Search and Edit

Pagination

Setting Pagination in Braille 2000

- Initial page set up in Braille 2000
- Pagination for entire volume
- Do (Alt D) → Page numbering (P) → Quick setup for: → (Explore Options)
- Choose Textbook
  - Literary is no longer recommended in *Formats*, but still appears as a selection in Braille 2000
  - Starting print and braille page numbers : direct entry
- Demo

Setting Pagination *(continued)*

- Options in Braille 2000
- Advance to next braille page: Do (Alt D) → Page Control (C) → (Options)
  - Default: To next braille page (Enter)
  - Braille 2000 automatically adds continuation numbers
- Advance to next print page number: Do (Alt D) → Next print page (N)
  - Page change line and new print page number
  - When cursor is on line 25, this command will insert blank line on line 25 and advance to next page
- Demo

Table of Contents
(*Formats 2.10*)

Setting Up Table of Contents

- Use Braille 2000 features to set up and edit Table of Contents according to *Braille Formats*
- Set up entire TOC in first volume (*Formats* 2.10.2d)
- Headings (Edit NIMAS file according to *Formats 2.10*)
  - Center print contents heading (e.g., TOC)
  - Volume 1 (in transcriber's note indicators); no blank line
  - Other Volumes (in transcriber's note indicators)
  - Identifiers in cell 1, following blank line; nested list format (2.10.6)

Setting Up Table of Contents *(continued)*

- Braille 2000 set up for TOC

- Page Numbers (2.10.7); Braille 2000: adds guide dots between entry and page number; retains 6 cell distance between text and margin; keeps line 25 blank.

- Important to check/proofread

- Sidebars and other displayed material in TOC (*Formats* 2.10.2i; 2.10.7b): Retain six cell right margin; do this manually in Braille 2000

- Retain capitalization and font attributes in TOC (*Formats* 2.10.8)

Setting Up Table of Contents *(...continued)*

- Pre-edit
  - Spacing of numbers
  - Check numbers when lesson number precedes another number.
- Highlight portion to convert.
- Do (Alt D) → Line number (L)→(Select With guide dots) → Auto-contents (C) → (select options) → OK/Enter
- Check braille copy carefully. The conversion is a great time-saver, but doesn't perfectly catch every print division.
- Demo

Using Table of Contents to Divide Volumes

- Volume division
  - Divide volumes between chapters or sections.
  - Use Table of Contents to help decide where to end volume.
  - On title page, use continuation numbers where relevant.
    - Print text--where print layout begins a new section on the same print page as the previous section
    - For continuation of a print page within the TOC
  - Demo

Typeforms

Adjusting Typeforms

- Typeforms in NIMAS reflect print design, and may need to be edited to align to *Formats* requirements.

- BrailleBlaster conversion allows some initial all-file conversions:
  - Remove All Emphasis from Headings
  - Remove Emphasis from List Prefixes
  - Remove emphasis from Alphabetic Reference Entry Words.

- Demonstrated on Day 1

Adjusting Typeforms *(continued)*

- Braille 2000 set up for adjusting typeforms
- In-file editing
  - Using "Search" & Edit functions in Braille 2000
  - Highlight text portions
  - Select/edit as you go
- Adjust (Alt A)→ Emphasis (E) → (Select from options in dialog box) → (Select from Apply To)
- Demo

Book Cover & Jacket
(*Formats 2.8*)

Book Cover & Jacket

- 2.8.1 Include information from the front and/or back covers of a book only in the first volume of the braille edition.
  - a. The cover/jacket material is inserted as the first front matter page p1, and no print page number is used. Insert a transcriber's note to explain this format.
    - (Transcriber's Note): The following material is from the back cover of the book.
  - b. Include book jacket or inside cover information not included within the text, e.g., lists of author's works, author's biography, etc.
  - c. Do not include advertising material, reviews by other authors, etc.

Book Cover & Jacket *(continued)*

- Use Braille 2000 search to locate book cover text within the NIMAS translation. It may or may not be included in a particular NIMAS file.

- Transfer information to braille page p1 in first volume only.

- Demo

Q&A?