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## *Using Braille2000 Basic Edition*

### Overview

Braille2000 is a comprehensive tool for creating braille files and getting them embossed on a commercial embosser device attached to the computer. Braille2000 is designed for Windows98, Windows-ME, Windows2000, and Windows-XP. It will also operate with Windows95 if extra care is taken (see Specifications sheet for more details).

The Basic Edition offers the following capabilities:

- Direct Entry braille editing, six-key braillewriter style, using the keys SDF JKL.

- On-screen display of full braille pages, with braille cells shown as dot patterns.

- Editing via standard Windows mechanisms: backspace, del, insert and replace modes, cut/copy/paste, undo, find, replace.

- Automated page layout, with word-wrap, indent and runover control, and textbook-format page numbering and optional running heads.

- File Management.

- Ink-printing of the braille as dots (SimBraille) or as ASCII-braille characters, or as regular prose that interpret grade 2 braille as text..

The Basic Edition is sufficient for preparing braille transcriptions of any complexity in any code of braille. The more advanced editions (beyond the Basic Edition) provide time-saving and accuracy-enhancing assists.

### File Management

A braille transcription is held in the computer in a file. A file used by Braille2000 can be as large as desired, without any limit except the storage capacity of the computer. Small sized projects will normally be done in one file. When a textbook is transcribed, it usually yields many volumes of braille, and the intended approach is to place each braille volume into a file of its own, one file per volume. (This is not because of size restrictions, but because volume size units are handy at braille production centers.)

Braille2000 can be used by transcribers in a variety of ways. The suggested approach is to create a Project for each book being transcribed. A Project is a computer folder where all the files for that book will reside. When Braille2000 is initially installed, there is a default Project called "Miscellaneous". You can put files in this project, or into a new project, or elsewhere on your computer, as you wish. By default, Braille2000 will put new files into the current Project folder.

There is a "New" button in the Braille2000 Control Panel (the vertical bar of controls that runs up and down the left side of the Braille2000 window). Via the New button, you can create a new file, a new

volume, or a new project. (The functions of the Control Panel buttons are also found in the main menu, reached via the Menu button.)

A Volume in Braille2000 is a numbered file used to hold the braille for one volume of the current book. Volumes are designated by numbers from 001 to 999. There is a separate series of volumes for each Project (for each book) you do. Except for the numerically ordered name, a Volume file is just a file.

To start with, you will probably do short transcriptions not really representing a volume of work. You can click the New button and then ask for a New File. You can name the file whatever you wish (subject to Windows syntax limitations). By default the new file will be placed in the current Project folder, but you can put it anywhere on your computer you wish, or on a diskette.

Once you have used New to create a New File or a New Volume, that file is opened and shows on the screen, initially as an all-white empty space. You can begin entering braille, using the SDF JKL keys and the dots will appear on the screen. After each session working on your file, you must Save your work, via the Save button. Then you can close Braille2000 by clicking on the "" button in the upper right corner of the window. If you close without having saved your latest work, a reminder message appears.

To resume work on a file that already exists, you should click on the Open button. In the menu that appears you will find listed a number of the most recently accessed files. You may select one of those to continue working on that file. If the file you want is not listed directly in the menu, then if it is a Volume file, click Volume in the menu and then select the volume, by number, in the list that appears as part of the menu. If you want to open a braille file that is not a Volume file, select "Braille File" to choose a file anywhere on your computer.

## Page Layout Techniques

When you enter braille text you do so in braillewriter style. The cells appear on the screen (which you should think of as virtual braille paper) at the location of the blinking vertical line, called the cursor. When you reach the right-hand edge of the braille page, the cursor will automatically jump down a line and continue from the left. Any word that spills over the edge of the page will be brought down to the next line too. This process is called word-wrap.

You should enter an entire paragraph at a time. Press the Enter key (carriage return) to separate paragraphs (not lines). If you need to enter a short line, e.g., for a cell-5 heading, press Enter when you get to the end of the text for that line. Then continue brailleing the next paragraph. If you need a blank line, pressing the Enter key will create it. If you need to remove a line, position the cursor at the beginning of the blank line and use backspace. The behavior is exactly the same as with standard Windows editing tools, such as WordPad or Word.

Although BANA no longer requires hyphenating (splitting) words at ends of lines, NLS still does. If you need to produce split (hyphenated) words to fill out lines, you will have to tell Braille2000 when you want hyphenation. For compound words (two or more words connected by a hyphen that is part of the normal spelling), Braille2000 normally will not allow word break after the hyphen, in order to protect those few words whose grade 2 spelling changes when they are broken across two lines. For words whose spelling does not change when the compound word breaks across two lines, you may enter a "breaking hyphen" instead of an ordinary hyphen. The breaking hyphen is entered typewriter-style, by pressing the hyphen key while holding down the CTRL key. A breaking hyphen looks like a regular braille hyphen, but word wrap is permitted after such a hyphen.

For non-compound hyphenated words, you have to be more careful, because there are some words that are spelled differently in grade 2 when they are broken across two lines. For those words whose spelling does not change, you can put a "vanishing hyphen" within the word at a place (or places) where a hyphen would be permitted. If word wrap does not need to break the word at that spot, the word appears with normal spelling without any hyphen (i.e., the vanishing hyphen is invisible in this situation). If word wrap does need to break the word in order to maximally fill the line, then Braille2000 permits the word to break at any place where it contains a vanishing hyphen and then a hyphen is generated to complete the line that is broken. Note that Braille2000 does not adjust any spelling when a word is broken in this matter (it only generates the hyphen that otherwise is invisible). Braille2000 does not hyphenate any word unless it contains one or more vanishing hyphens, and then it only breaks a word at the location of a vanishing hyphen. The vanishing hyphen is entered by pressing the hyphen key (typewriter-style input) while holding down both the Shift and Ctrl keys. Unless the word is right at the word-wrap point, the vanishing hyphen just entered will not show. Normally you would not enter a vanishing hyphen unless you wanted to promote hyphenation at some spot in the transcription.

### Running heads and automatic page numbers

Braille2000 Basic Edition automates the generation of running heads and takes care of positioning and incrementing page numbers. Both of these features manifest themselves at the spots in your transcription where the feature is activated. For example, if you want to begin showing a running head on the second page of your transcription, scroll the braille display so that you see the top of page 2. Click in the upper left cell position of that page (so that the cursor shows there) and then click the right-hand mouse button. In the popup menu, select Do and Running Head. Fill in the text you want, click OK, and that text will appear at the top of the current page and each successive page (until you turn the running head off). The cursor location at the time you turn on running heads (or later, the spot where you elect to change the running head) determines where the running head effect initiates and/or changes. That spot where an effect takes place shifts with the text as you change anything above that location.

For example, if you add a paragraph to page 1, after having enabled running heads at the start of page 2, and the addition causes the paragraph that used to begin page 2 to move to the middle of page 2, that will also have moved the running head "turn on" point into the middle of page two (moving along with the text that gets "pushed down") such that the first running head won't show up now until page 3. Usually effects from the mobility of control points work for you not against you.

Braille text (such as running heads) that Braille2000 generates on your behalf shows up with a yellow background. Text you enter in the normal way shows with a white background. White or yellow, it embosses the same. The cursor (the blinking vertical bar) will not enter yellow text, and because of that, you cannot change yellow text the same way you can change white text. All yellow text items respond to a right-hand mouse click, and via the popup menu you can change or delete the generated text item. For example, if you put the mouse on a yellow running head line and click the right-hand mouse button and select Make Correction, you will get a control box in which you can edit the text that shows in the running head.

In textbook format braille, a print-reference page number is placed in the upper right corner of each page and a braille page number is placed in the lower right corner of each page (except when doing two-sided, interpoint, braille). The top line on each page may or may not also contain the running head. The bottom line on a page normally has regular prose in it. You can imagine what a hassle it is to

editing if you need to adjust any part of the transcription that changes the words that fit on the last line of any page... such a change will also move the braille page number placed there. It can be a real mess. Transcribers don't do that manually any more. Instead they use automatic page numbering.

Different braille codes place page numbers in different locations. There are three basic formats: literary braille, textbook-format braille, and music braille. To activate automatic page numbering, you again put the cursor at the top of the first page in your file where the page numbering is to begin. Click once with the mouse to position the cursor. Then click with the right-hand mouse button and select Do and Page Numbering from the popup menu. Page numbering can be complicated, but for most things, use the controls shown in the Standard index tab, setting the kind of page numbering you want in "Quick setup for" and then giving the initial print and braille page numbers. Of course if you are doing literary style page numbering, the print number does not matter (leave it blank).

Once you have enabled automatic page numbering, the system will supply print and braille page numbers on subsequent pages. The braille page number is incremented by one for each new page. The print page number proceeds to have letter prefixes, beginning with A on the second page. In a file or volume, it is usual for the braille page numbers to run sequentially all through the file. You don't have to adjust them once they are turned on, although they are adjustable.

For the print number, the sequence through the letter prefixes, A, B, C, etc., must start anew when you get to the text that is transcribed from the next page of print. At that point, which could be at a new paragraph or in the middle of some paragraph, you need to indicate that the transcription has shifted to a new page of print. This is done like other things, by positioning the cursor at the location of the first word on the new print page, and then clicking with the right-hand mouse button and selecting Next Print Page in the popup menu. This action tells Braille2000 that that word (at the cursor) starts the new page of print. Braille2000 increments the print number by one and starts the letter prefixes fresh (initially without any prefix). If the location of this print page transition is in the middle of a braille page, a line of hyphens is generated (the standard textbook format mark). If the transition happens to occur at the top or bottom of a braille page, no line of hyphens is generated. It is all automatic. And it is dynamic, such that the layout instantly adjusts to any further editing you do to the file.

## Using Help

On-computer operation reference explanations can be viewed via the "Help" button, at the top of the Braille2000 Control Panel and in all popup control windows. In most windows, specific help for a particular control can be displayed by clicking the "?" button (usually in the upper-right corner of a control window) and then clicking on the control in question.

Help text is shown in a separate window, which you can resize, move, or close as you wish. The left-hand panel of the Help window can show the table of contents for Help topics, or it can be used to Search for topics by keywords. (At this time the Index remains incomplete; use Search instead).

If you have problems with Braille2000 software, send e-mail to Computer Application Specialties Company, using the address: [help@c-a-s.com](mailto:help@c-a-s.com) or visit the Braille2000 Web page at <http://www.BRL2000.com>.