

Braille, Large Print, PDF, DAISY

Doing it with Style!!

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Onedrive link for files: <http://1drv.ms/1KukzFj>

Introduction

The holy grail for producers of alternative print documents is a single source file. That is a document structured in such a way that it can automatically produce a number of accessible formats such as braille, large print, PDF, DAISY, and EPUB. Most of what I have read on this subject goes straight over my head, but the one constant in all my reading is the importance of using styles.

At SASVI we initially began using styles to enable a seamless interface between Word 2003 and the Duxbury Braille Translator (DBT). This has developed to a point where all our editing for braille is done in a Word document. The journey doesn't end there, we now use the same document structure, or style names for large print and more recently PDF and are working towards DAISY and EPUB. Each step along this journey affirms how powerful using styles can be. A common statement in our workroom at SASVI is "Why the **** didn't I know that a month ago!!!"

My goal today is to demonstrate how at SASVI we use styles in Microsoft Word to produce well formatted, navigable, accessible documents in braille, large print, PDF, DAISY and EPUB. I don't have all the answers. In fact I probably have more questions than answers. At SASVI, we are still searching and learning, but I want to share with you where we are on this journey.

I will be using Microsoft Word 2010 and will demonstrate how this interacts with the Duxbury Braille Translator (DBT) 11.1, Adobe Acrobat X, the SaveAsDaisy addin for Word and DAISY Pipeline 2. We will look at how the use of style sets enables you to quickly change the font and font size within a Word document without losing structure.

Document Structure

Every document you read contains not just words but has some form of structure. You can determine a lot about a document by just looking at the page without reading a single word. There is no need to read every word to navigate through a document. A reader may use a variety of tools to navigate: contents, headings, page numbers. Each of these navigation tools are vitally important when reproducing documents in alternative accessible formats.

The two structural elements which are vital to navigation in accessible documents, particularly when we consider the education setting are:

- headings
- reference to print page numbers

The other important structural concept when format shifting, is reading order. A lot of printed material is not linear in its visual presentation and a reading order also needs to be established. However, we will not be looking at this as such today.

Styles

When using a word processor most people will visually create the structure of their document. To show headings they manually add bold and make the font larger or even change colour. They manually change indentation, add space between paragraphs etc.

Using styles enables the structure of a document to be electronically defined.

This means:

- you can give each type of structural element a style name and define how it is formatted.
- you can create style sets, each of which has the same list of style names, but the formatting is different. Style sets enable you to quickly apply alternative predetermined formats to a document.
- when importing a document into different software, eg Word to DBT, you can transfer the style names and the document will then automatically be formatted according to the style definitions in the new software.

How does this work?

When you begin Word for the very first time, there is a ribbon across the top, and you are by default on the Home Ribbon.

Towards the right of this ribbon is the "Styles" tab with the set of default styles supplied by Microsoft: Normal, No Spacing, Heading 1, Heading 2 etc. The formatting of the current paragraph changes simply by choosing a different style name.

However, other than the heading styles many of the options that Microsoft supply have no meaning when it comes to producing alternative print. Consequently, at SASVI, the Alternative Print Production team has modified the Normal template supplied by Microsoft to give a set of styles which directly relate to our needs. From this standard template, we have further created a number of style sets to suit various formats, fonts and sizes.

A look at the SASVI template

For the purpose of this demonstration I am using Word almost as it comes from the box, no modifications have been made other than changing the default margins of my document and I have saved some of our standard style sets into the Quickstyle folder that Word looks to. I have also added a couple of items to the Quick Access Toolbar which I have positioned below the ribbon.

We are going to apply the **braille 16.dotx** stylesheet from the Quick Style Sets. The font is Tahoma, size 16 which I find most comfortable for proofreading on the screen.

Commands:

Home Ribbon: Change Styles: Style Set: Braille 16

If you now look at the home ribbon the Styles Tab now looks quite different. By clicking on the arrow in the bottom right corner of the Styles Tab the styles will also be listed in a pane on the right hand side of the screen.

There are two basic types of styles, character and paragraph. Character styles relate just to the formatting of each character such as font, size, colour, bold, italic etc. Paragraph styles relate to the formatting of not just the characters but the whole paragraph including such things as line spacing, indentation, and what happens before and after a paragraph.

In the SASVI templates the common character styles we use, which have relevance to DBT or large print have been listed first. These are followed by the paragraph styles, and lastly character styles for foreign languages specifically for braille use.

Unfortunately there is not enough time to go through these in depth, but the styles along with their function, have been listed in Appendix 2 at the end of this document.

Creating a Word file for braille

We are going to create a braille file for pages 11 and 12, Unit 4 of a book called **WordWise**.

I have already copied and pasted the text of these pages from PDF supplied by the publisher and saved it in a file called **Wordwise, copied text.docx**. Some pre-editing has been done to put the text in order.

The first step is to insert this file into our blank document. It is important to insert rather than copy and paste, otherwise unwanted formatting can be carried over from the source document.

Commands:

Insert Ribbon: Object [down arrow]: Text from file ...: Select file:
Enter

Save the file as **WordWise, Braille ready.doc**. The .doc format is used for braille rather than .docx as DBT is not yet fully stable with bold and italics from a .docx file.

The first step is to remove all existing formatting. Select the whole document and make the font Tahoma 16 and colour Automatic. If it is not important to keep bold and italic from the original document, you can simply press ctrl-spacebar to remove any character formatting. However for this demonstration we want to keep the italics from the original document.

Whilst the document is still selected apply the List style, as this is the majority format of the original document. This creates a clean document with virtually no formatting other than Bold and Italic. At SASVI we use a macro to do this process automatically.

Commands:

Ctrl-a — Highlight whole document

Right Mouse: Font:

Font: Tahoma

Size: 16

Colour: Automatic

OK

List — from the list of styles

At this stage, if we translate the file to braille using DBT you can see that whilst the text translates to braille there is no structure to the document. You can either apply this structure in DBT or go back and use styles to apply it in Word. We will close the braille and format the Word document.

Working through the document systematically with reference to the print document.

- 12 is a page number, so we apply a style specifically for print pages which we have called **RefPage**.
- Next our unit heading is **Heading 1** followed by the heading to the first subsection which is a **Heading 2**.
- This is followed by a list of words, which already has a **List** style applied.
- Another **Heading 2** followed by paragraphs which need **Body Text** style applied
- We then have a list a-k, which is already in **List** style.
- And so on
- Coming back to 5 c. where there is a sub paragraph. By applying the **Outline 2** style you the sub paragraph is formatted with the first line and runover at the same level, and the 2 indicating its indent level.

You can see the structure of the document develop as the styles are applied.

As this document we are creating is for braille, there are some braille specific things which need to be added. DBT will automatically place a blank line between the Headings 1 and 2 at the beginning, and this needs to be removed. This can be done in Word inserting the DBT code [skn] between double square brackets, asterisk. This code removes the blank line when the braille is formatted. Because the **DBT Code** style was used, you can later use a global find and replace to quickly remove all such DBT codes from a document. At SASVI as part

of our template structure we have autotexts and macros to do some of these things automatically.

Finally, we need to add a line which DBT will recognise as a **Running Head**.

If positioned at the top of the document, the running header will start on page 1 of the braille, if lower down, it will start on page 2. We are going to set it to begin on page 2 of the braille, so we create a blank line in the Word document between the Headings, apply the **Running Head** style and type our text.

The file is now ready to save and translate to braille. This time when the file is translated, you can see that DBT has recognised the styles that were used in Word and transferred them to equivalent styles in DBT and the file is fully formatted. The reference page number appears in the top left corner, blank lines are left before the headings, the running header appears at the top of each page, and lists and paragraphs are appropriately formatted. If we look at 5 part c, the sub paragraph has been indented as wanted. Some tidying up of the formatting may be required, however we have found it best to do this at the Word level rather than the DBT level. We can use the split screen feature of Windows to look at the braille file and Word file simultaneously. As you see something which needs to be altered in the braille, the Word file can then be altered accordingly.

Commands:

Windows key-left arrow: locks an open window to the left side of the screen

Windows key-right arrow: locks and open window to the right side of the screen.

There are times when a print transcript is required of a braille document. Having used Word to produce the braille simplifies the process of producing a transcript as the words are the same and the structure has been defined.

Large Print

Next I will demonstrate how with the use of style sheets I can use the same file produced for braille to then produce two different large print documents. One will be in Tahoma 20 and the other in Verdana 28, with 1.3 line spacing.

The first document is going to be the Tahoma 20 document. Use the save as command to rename the file as **Wordwise, LP Tahoma 20.docx**. Note the shift back to the .docx format.

Let's see what happens if we apply the SASVI **LP Tahoma 20** style set to our existing file.

Command:

Home Ribbon: Change Styles: Style Set: LP Tahoma 20

The font size and paragraphing are automatically adjusted according to the parameters of the new style set. Of course a few changes still need to be made.

Notice the Reference Page numbers are no longer in green. The style name is still **RefPage**, but this style is now defined as black. At SASVI we put a tab with leader line in front of the Reference Page for large print (similar to braille) and the tab setting has been included in the style definition.

The running header added for braille needs to be deleted. That's why it's black and gold so it stands out. We also need to delete the DBT code.

Finally a footer is added to the page. As we edit the footer, we insert a Word page number, a centre alignment tab, the footer text, a right alignment tab, then type the characters pp to represent print page.

Remember the statement made right at the beginning of this demonstration, highlighting the importance of reference to print page

numbering. Because we use styles in particular, the style we call **RefPage**, we can automatically add a reference to this into our footer text with the use of a field.

Commands:

Insert Ribbon: Footer: Edit Footer

Page Number: Current Position: Plain Number

Insert Alignment Tab: Center: Type footer text

Insert Alignment Tab: Right: Type "pp"

Insert Ribbon: Quick Parts: Field

Field Name: StyleRef

Style Name: RefPage

Field Options: Search from bottom to top

OK

Header and Footer Tools Design ribbon: Close Header and Footer

The reference page number now automatically appears in the footer and will be automatically updated as the document is edited.

The document is now ready for printing.

Because the file produced for braille was well structured using styles, it took just a few steps to create a Large Print copy of the same document.

We also require a document in Verdana 28, 1.3 line spacing. Save the file as Wordwise, **LP Verdana 28.docx**.

There isn't a style set for this on the computer, the closest is Tahoma 28 so we will begin with that.

At the top of the style list is what is called Normal style, and all the other styles below are based on this style. See what happens if we modify the Normal Style to Font Verdana, and Line spacing 1.3.

Commands:

Right Click: Normal

Font: Verdana

Format: Paragraph: Line spacing 1.3.

The **Heading 2** style appears too indented, so I can adjust the heading to be just on the left.

Commands:

Right Click Heading 2: Modify

Format: Paragraph: Indentation: Left 0

This file is now ready for printing.

Using style sets a document can be quickly and efficiently changed to a different font type, size or line spacing to suit the preferences of an individual student.

Creating PDFs

Rather than the printed document, students are more and more requesting PDFs which can be read either on a laptop or a tablet of some form. There may not be an electronic version of the book available or the PDF produced by publishers for textbooks is not suitable or accessible for students with a vision impairment. Either way the document needs to be reproduced then converted to PDF. As with other accessible documents navigation is vitally important, including navigation using print page numbers.

Once a Word document has the appropriate styles the creation a navigable PDF is extremely simple using Adobe Acrobat.

For this demonstration we will be use a larger document which has chapters as well as print pages, **Kumiko and the Dragon, LP Tahoma 20.docx**. For simplicity, the file contains just the first three chapters.

Microsoft Office has a builtin **Save as PDF** option. However, using this option does not give complete navigation. The text is there, which can be accessed with screen readers, but there is no navigation structure unless there is a contents page generated in the original Word document, but there is no navigation by original print page numbers.

When installing Adobe Acrobat a ribbon can be added to Word. Using this ribbon you are able to define preferences for the automatic creation of bookmarks before creating a PDF. Any style can be used to define a bookmark. By default bookmarks are based on headings, however in this demonstration we are going to use the **RefPage** style instead to create bookmarks. We will also generate a contents page based on the heading styles in the document and show how both a contents page based on headings and bookmarks based on print page numbers can be used for navigation.

The file we are using was originally produced for large print. I have already removed the footer from this document to save time and we won't be updating the preliminary pages to reflect the change of format. First thing, I will remove the existing contents page to demonstrate the use of the Contents generator of Word.

The page numbers which will be shown in this contents page are those of the Large Print Word document.

Commands:

References Ribbon: Table of Contents: Insert Table of Contents

Choose the number of heading levels, in this case 1

OK

Kumiko and the Dragon has only one level of heading. Where a document has two or more levels of headings, the contents page can reflect this. Notice that each item in the Contents page is automatically linked to the relevant place within the Word document.

Before converting to PDF we need to also set up the bookmark settings.

Commands:

Acrobat Ribbon: Preferences: Bookmarks

Uncheck all the Bookmark Options

Element: Check Ref Page as Bookmark and set to Level 1

OK

As an additional option, which is not strictly to do with styles but is a useful option for Vision Impaired readers to reduce glare, we will add shading to the pages.

Command:

Page Layout Ribbon: Page Colour: Blue Accent 1 (Or whatever the preference is)

The Word document is now ready to be converted to a PDF.

Command:

Acrobat Ribbon: Create PDF

For the purpose of this demonstration, once the conversion is complete we will close the file in Adobe Acrobat and open it in Acrobat Reader as that is the standard software that people use for reading PDFs on PCs.

To navigate by Chapter or headings, press Tab to go directly to the contents page. You can then tab through the choices and press enter to go to the required chapter.

To navigate by print page numbers, press F6 then down arrow to select the Bookmark navigation pane, down arrow to the required page and press enter. F5 then changes the focus back to the document at the point of the chosen page. F6 changes the focus to the navigation pane and F5 changes the focus to the document.

The use of styles in the Word document has enabled the conversion to a PDF which is navigable by a contents page based on headings or the original print page numbers.

DAISY

The next demonstration is the conversion of the same Word file, Kumiko and the Dragon into synthetic audio DAISY.

You can download free software from the DAISY consortium, www.daisy.org, for the production of accessible documents. Navigation in DAISY is again based on both Headings and Print Page numbers, both of which already exist in our document by means of styles.

DAISY Consortium: www.daisy.org

Installing the **Word to Daisy** addin adds an Accessibility ribbon to Word.

Before we start I will save the file as **Kumiko and the Dragon, DAISY.docx**.

On the Ribbon there is an option to import the DAISY styles into your document. This takes a few moments and the style that is of particular interest for this demonstration is the **Page Number (DAISY)** style. We already have a **RefPage** style and with the use of global find and replace we can change all our **RefPage** to **Page Number (DAISY)**.

The first step is to remove the tab in front of each of the RefPage numbers.

Command:

Ctrl-h: open Find and Replace dialog, ensure that the "more" option is expanded

Find What: make sure cursor is in box

Special: Tab Character

Format: Style: Refpage: OK

Replace with: Leave box blank

Replace All

We can then run another Find and Replace routine to change all our **RefPage** styles to **Page Number (DAISY)** style.

Command:

Ctrl-h: open Find and Replace dialog, ensure that the "more" option is expanded

Find What: make sure cursor is in box

Format: Style: Refpage: OK

Replace with: make sure cursor is in box

Format: Style: Page Number (DAISY)

Replace All

When the document was originally created care was taken to ensure that all the drawings were inserted into the document from a file rather than cut and paste, and are formatted as "in line with text". Alt-text has also been added to give a brief description of each drawing.

The document properties were also edited to reflect the title of the book and the author. This can be done under the File, Info, Properties section.

We can now run the SaveAsDAISY addin.

Command:

Accessibility Ribbon: SaveAsDAISY: Full Daisy (from Single Docx)

The conversion process can take quite a long time, so I am going to open a pre-converted DAISY file using AMIS, the free DAISY reader available from the DAISY consortium.

The left hand navigation panel on the left gives a choice of navigation either by chapter (headings), or by page number. The original heading and page number styles that were present in Word have been used to create these navigation points.

EPUB

This is a new and exciting area of investigation for me. EPUB books can be created using a variety of software, but for today's demonstration I am again going to utilise the SaveAsDAISY addin for Word, but this time combining it with the DAISY Pipeline 2.

No further changes need to be made to the Word document before running the SaveAsDAISY. The different this time is I am choosing to create a DAISY XML document.

Command:

Accessibility Ribbon: SaveAsDAISY: DAISY XML (from Single docx)

Begin the DAISY Pipeline 2 app.

A job is create by uploading the files generated by the SaveAsDAISY option, and then running the DTB to EPUB3 script.

Again this takes time so I will show the outcome this time using the Calibre EPUB viewer.

There are other software options for creating both DAISY and EPUB, but the common feature is they all require the use of styles.

Summary

Once upon a time, not all that long ago, there were printed books and there was braille which was manually produced. For a person with low vision there were large text typewriters, or magnifying glasses and sometimes large print novels. Now in the computer age, there are a multitude of formats available, which are constantly evolving.

This is both exciting and scary at the same time.

The question is: how can we as alternative print producers produce well formatted, navigable documents in a variety of formats with minimum intervention?

The answer lies in the use of styles. Simply by using styles within Word you create the electronic structure which can be utilised to create well formatted braille, a variety of Large Print formats, navigable PDFs, electronic DAISY and EPUB.

No we don't yet have the ability to simply create a single source file which does everything, but we do have the ability to create a style structure within Word documents which can be utilised by whichever accessible format you require.

Appendix 1

Templates and Style Sets

The default style sheet in Word which is applied whenever you begin a new document is the **Normal** style sheet.

This can be edited to reflect the default styles you prefer to use as well as the font and formatting structure you wish each style to have.

Some standards, like the preferred margins, paragraph formatting, and font can be changed using the "Set as Default option" in their respective dialog boxes.

Templates

Templates are stored in a templates folder in Word. A template includes the set of styles as well as page layout such as margins, and may include some standard text.

A workgroup directory for templates can also be defined in File, Options, Advanced, File Locations (under General).

You can begin a file using an existing template from the File, New, My Templates dialog.

Both personal and workgroup templates will be displayed to choose from.

Style Sets

A style set is similar to a template, but it doesn't have page layout or text embedded.

Style Sets are saved in a Quickstyles directory for each individual user on a computer. Unfortunately there is no workgroup option for these.

When a style set is applied to a document using the Change Styles, Style Set option on the Home Ribbon you are applying a new set of formatting options for each style name.

SASVI templates

To add a SASVI template to your Quick Styles folder.

Method 1

Command: File, New, New from Existing, Find and choose the SASVI Template.

Once this is open.

Command: Change Styles, Style Set, Save as Quick Style Set

The style is then added to your Quickstyles folder.

Method 2

Ensure that you can see hidden files and folders.

Copy the template file/s to

c:\Users\Username\AppData\Roaming\Microsoft\QuickStyles

Making a Style Set the default

Once you have a style set in your Quickstyles folder, you can make this the default or Normal style by.

Begin a new file and apply the desired style set

Command: Change Styles, Set as Default

The next time you begin Word, this will then be your default set of styles.

Style Pane

The style pane which can be positioned on the right hand side of the screen gives the options of:

- choosing to apply the style to the current paragraph or highlighted text.
- modifying existing styles by right clicking on the style name
- creating new styles using the left hand button at the bottom
- managing styles using the right hand button at the bottom. This can be used to determine which styles are shown and the order they are shown in as well as editing and deleting existing styles.

Appendix 2

SASVI Styles

Word and DBT

The file which appears in the Templates folder of DBT called dbt.mws is used by DBT to map the styles used in Word across to equivalent styles in DBT.

At SASVI we edited this file using Notepad, to ensure correct mapping of all the Word styles we use to equivalent styles in our DBT template. The DBT template used as SASVI is based on the template developed by the Australian Braille Authority.

The UEB-SASVI and dbt.mws files as used by SASVI are included with the files available for download.

Style List

The following is a list of the styles in the Word templates used at SASVI, their function and how they are mapped into DBT.

Normal: This sets the base formatting such as font type, size, paragraph spacing etc. All other styles have been based on this unless modified. Whilst this maps to a paragraph style in DBT we tend to use the **Body Text** style as our style of choice.

DBT: maps to <para.> the standard paragraph style.

Character Styles:

DBT Code: Character style used for DBT codes which are embedded in Word. Applying a style to these enables the use of global search and replace to remove them. Pink is used to make them more visible.

DBT: Text between `[[* *]]` will import into DBT as a DBT code. For example, `[[*cp1*]]` will import as [cp1] in DBT which is a conditional page break if less than 1 line is left on the braille page.

DBT Tech Code: Character style used for DBT codes embedded in Word. These are codes used in places where the file may need further editing for a format other than braille such as large print etc. An example is where a fraction is entered in Word using DBT codes: `[[*fs*]]56[[*fl*]]100[[*fe*]]`. This would need to be edited to create an actual fraction if large print was required.

Reverse Highlight: Sometimes used in Large Print as an alternative to bold or italics.

DBT: has no effect

Simbraille: Braille specific, what you see is what you get. Two or more consecutive spaces need to be converted to hard spaces (ctrl-shift-space) otherwise DBT will remove multiple spaces. This is useful where there is no translation available for the braille such as music.

DBT: maps to the <brinline> style.

Subscript, Superscript: This style is not necessary for braille, however we use them for all superscripts and subscripts as it allows the use of a larger font in large print to improve readability. In the large print stylesheets the font is usually set 4 points above Normal. The SASVI template has set the shortcut keys for these two styles to be the same as the standard Word shortcut keys.

DBT: DBT will automatically apply the superscript codes [ps] and [pe].

Uncontracted: Any words with this style applied will be uncontracted in braille.

DBT: maps to DBT <uncontract> style. Braille will be uncontracted, with no grade 1 indicators.

Paragraph Styles

Centred: The paragraph is centred. At SASVI the shortcut key for this style is Ctrl-e, the same as the standard shortcut key in Word.

DBT: Maps to <centred text.> style in DBT

RefPage: Print page references are put on a line by themselves and the RefPage style is applied. This is green in the braille stylesheets, but reverts to black in the Large Print stylesheets. A right-aligned tab has been set with a lead line assuming 1.5 cm margins on a portrait A4 page.

DBT: Maps to <RefPage.> style. This style contains the [lea] code used to define print page numbers.

Right Flush: Only useful for short lines of text in braille. Aligns the text to the right.

DBT: Maps to <RightFlush.> style in DBT.

Running Header: Braille specific. Defines the Running Header for the braille document.

DBT: Maps to <RunningTitle.> style in DBT.

Heading 1, Heading 2, Heading 3, Heading 4: These are used for the various levels of headings. They show in bold with a larger font and larger space around them in print.

DBT: Map to <H1.>, <H2.>, <H3.>, <H4.> styles respectively. The bold in the print heading is not shown in braille. Each of these styles have a blank line above them and are formatted according to the Australian guidelines.

Body Text, Body Text 2, Body Text 3. These are used for paragraphs where the first line is indented. Body Text 2 and 3 are further indented from the left margin.

DBT: Map to <para.>, <para.>[level 2], <para.>[level 3] respectively. The first line of each paragraph is indented two cells.

List, List 2, List 3: These are used for material that is presented in a list format. The paragraph begins on the left margin and any runovers are indented. List 2 and 3 are further indented from the margin to make sublists.

DBT: Map to <List.>, <List.>[level 2], <List.>[level 3] respectively. Each list item begins on the left and any runovers are indented two cells.

List Deep, List Deep 2, List Deep 3: Similar to List, however the runovers are further indented.

DBT: Map to <ListDeep.>, <ListDeep>[level 2], <ListDeep.>[level 3] respectively.

List Bullet, List Bullet 2, List Bullet 3: Create bulleted lists. These styles should be used rather than the shortcut keys on the ribbon.

DBT: Map to <List.> etc

List Number, List Number 2, List Number 3: Create numbered lists. These styles should be used rather than the shortcut keys on the ribbon.

DBT: Map to <List.> etc.

Outline, Outline 2, Outline 3: These styles are for paragraphs where the first line and runover are the same level. Note that the braille will also have this format, so if the intention is to show normal paragraphs in this manner it is better to modify the Body Text style accordingly, to ensure that any braille copies will format correctly.

DBT: Map to <Outline.> etc. Each paragraph begins at the left hand margin with runovers the same.

TOC 1, TOC 2, TOC 3: These are the default Word styles used for Table of Contents. This style is also useful for Menus and other documents where a right hand column is required. The right margin is indented and a right aligned tab with leader dots has been set for the right hand side of the page. For braille the `[[*fr:p~".*]]` code needs to be used instead of the tab.

DBT: Maps to <Contents.> etc. Each paragraph begins at the left hand margin, will run over to cell 3 when the braille is within six cells of the right margin.

Character Styles

French, German, Italian, Spanish: These styles are braille specific and are only used for textbooks where a student is learning a foreign language. Any accents will be translated as those used in countries where those languages are spoken rather than the UEB accents. These styles should not be used for foreign words in general as UEB accents would normally be used in translation.

DBT: Map to <ForeignFrench>, <ForeignGerman>, <ForeignItalian>, <ForeignSpanish> respectively.

Appendix 3

Some helpful hints

Word: Quick Access Toolbar

When you first install Word the quick access toolbar is shown above the ribbon. By pressing the down arrow on the right you can set it to show below the ribbon.

Commonly used commands can be added to this toolbar which is always visible. Some standard ones which I use are:

Font: From the home ribbon, right click on down arrow next to the font box and choose to add to the Quick Access Toolbar

Font Size: From the home ribbon, right click on the down arrow next to the font size box and choose to add to the Quick Access Toolbar

Style: Right click in the blank section on the right of the Quick Access Toolbar and choose Customise Quick Access Toolbar. Scroll down the list of commands and choose Style, then Add to the List on the right.

Any command you regularly use can be added to this toolbar by right clicking on a command on any ribbon or by choosing the Customise the Quick Access Toolbar option.

Word: Multiple Views

There are times when you want to view and work in two different sections of a Word document at the same time. You may be working on a section on page 64 but can't remember what you did with a similar section on page 10. You can have two copies of the same document open by creating a New Window under the View Ribbon.

This starts second window of the same document. This gives the ability to have the cursor in two different parts of the same document depending on which window you are working in.

You can switch between the windows from the Ribbon or by using Alt-tab. It is also possible to view both windows at the same time on the screen using the Windows key-right arrow and left-arrow to lock each window to each side of the screen.

Word: Math Autotext

Word has an autotext feature by which many common, and not so common symbols can be entered using simple keystrokes. This feature needs to be switched on before use.

Commands: File: Options: Proofing: Autocorrect Options: Math AutoCorrect: Use Math Autocorrect rules outside of Math regions.

The list of Math Autocorrect options is worth going through. DBT will translate most of the symbols correctly into UEB. Some of the common ones we use are:

`\div` gives \div (Unicode 00F7), division sign

`\times` gives \times (Unicode 00D7), multiplication sign

`\minus` gives $-$ (Unicode 2212), minus sign (see below on how to add to list)

`\neq` gives \neq (Unicode 2260), not equal to

`\approx` gives \approx (Unicode 2248), approximately equal to

`>=` gives \geq (Unicode 2265) — greater than or equal to

`<=` gives \leq (Unicode 2264) — less than or equal to

`\therefore` gives \therefore (Unicode 2234) — therefore

`\degree` gives $^\circ$ (Unicode 00B0) — degree sign

`\pi` gives π (Greek pi)

`\Sigma` gives Σ (Greek capital sigma)

`\mu` gives μ (Greek mu or micro in metric measurements)

All Greek letters both lowercase and uppercase can be entered using this method.

To add the minus sign to Math Autocorrect:

In the **replace** box: \minus

In the **with** box: 2212 then press alt-x

Appendix 4

Macros and Autotexts

At SASVI we use a number of macros and autotexts in our work.

These are part of a macro-enabled template which is automatically loaded as part of the startup routine. A workgroup startup directory can be defined under File, Options, Advanced, File Locations (under General).

In this template are:

- shortcut keystrokes for each many of the styles we use, eg the list style can be applied using the keystrokes: alt-l, l

Where there is an existing keystroke in Word, such ctrl-= for subscript, this has been retained.

- autotext entries for DBT codes: eg type **dou F3** to get the codes for double line spacing
- macros for routine tasks: eg Clear formatting, Highlight quotes

When the highlight quotes macro is applied all double quotes are highlighted in yellow, apostrophes in green, single quotes in blue. Minus and multiplication signs are highlighted in red, hyphens in blue, dashes in purple, long dash in grey.

Using such highlights enables a sighted proofreader to determine exactly which character has been used and thus enable correct braille translation.