



**Duxbury Braille Translator for Windows  
(Version 12.2 SR1)**

# SWIFT 5.2



**[January 16, 2018]**

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(E&OE)

## DBT with SWIFT

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### Introduction

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SWIFT (**S**end **W**ord file **I**mmediately **F**or **T**ranslation) was originally developed by a DBT user in the U.K. many years ago to fine tune some aspects of Word files prior to importing them into DBT. It became very popular as there was more and more demand for importing Word files.

With this demand came requests for additional features from the user community. One was to map Word styles to DBT braille styles, especially where custom Word styles were being used. As time went on, users wanted a facility to make a selection in Word and only import that selection into DBT. Now users can select separate passages of text which are not even contiguous. As DBT's math braille capability increased, many users wanted to import MathType - and similar - equations.

Peter Sullivan of Duxbury Systems re-architected and rewrote SWIFT. One of the new visitors to the duck pond, Tim Burgess from the UK, was tasked with implementing many user suggestions, and in the specifications for doing this was a line which read, "Make George happy!"

Well, I am happy, and I hope you will be, too.

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### Acknowledgments

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It would be a major error on my part if I did not say a very sincere, "Thank you!" to the many people who have been such a great help and support in compiling this book.

Everyone at Duxbury Systems has been extremely patient and understanding with all the questions I have raised. And users world-wide, knowingly or unknowingly, have contributed either directly to me, or through the DuxUser Group email list.

And last, but far from least, my Danish wife, Helle, who has had to put up with me disappearing for hours at a time.

Thank you one and all.

George Bell

Help System Author

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### Additional Notes

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This document has primarily been designed to be printable. If you are fortunate enough to have a double-sided printer, which will you save paper, all main sections will begin in a right hand page with headers which change color with each section.

You will occasionally find what appear to be hyper-links in the print, rather than page reference numbers. Our apologies, but we will fine tune these soon.

If you are viewing the PDF in Adobe Reader or the like, you may find the linked Index useful. Clicking on the page number in the index will take you to the referenced topic.

If you have any comments or suggestions, please feel free to contact Duxbury by e-mail to [info@duxburysystems.com](mailto:info@duxburysystems.com). Full contact information is on the back (last) page.

## DBT with SWIFT

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## DBT with SWIFT

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# SWIFT 5.2

## Send Word (TO DUXBURY) Immediately For Translation.

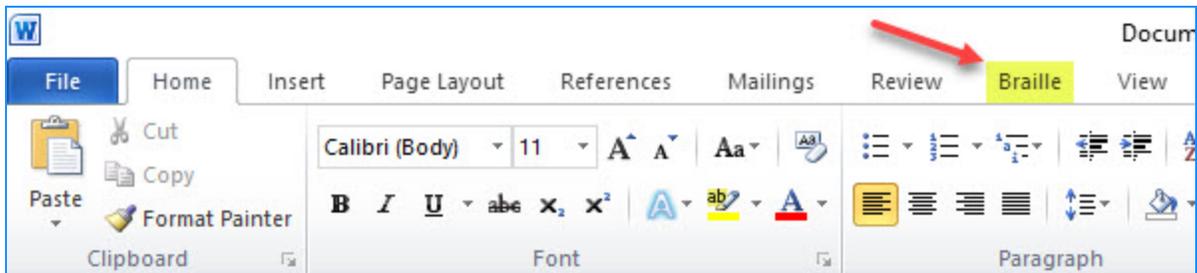
**NOTE:** Because DBT has been specifically enhanced to support the new features of SWIFT, SWIFT 5.2 only works correctly in DBT 12.2 SR1 or above.

This add-in is quite a powerful tool that can save time preparing documents in Word.

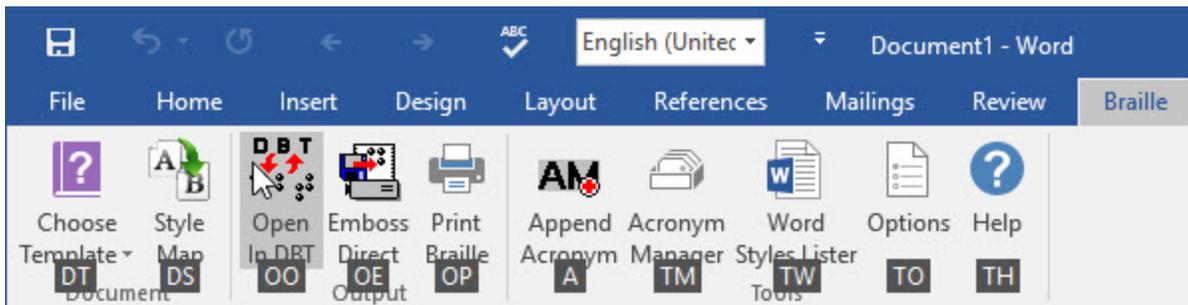
The first time you run Word after installing SWIFT, you are presented with the [Options](#) dialog.

While you may return to this dialog at any time, you may wish to consider your personal settings at this time.

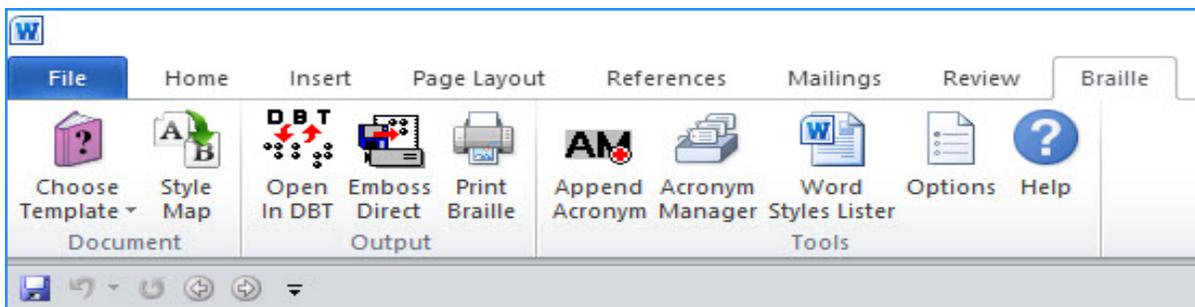
Word now displays an additional "Braille" ribbon as shown here.



When you select the Braille ribbon with the keystroke **Alt + B**, it displays as follows showing the quick keys for each option. For example, **Alt + B T O** brings up the Options dialog.



Alternatively, if you select the Braille tab using the mouse, the ribbon is displayed without the keyboard shortcuts.



There are three sections to the Braille ribbon as follows.

## 1) Document.

- Chose Template (Alt + B D T)
- Style Map (Alt + B D S)

## 2) Output.

- Open In DBT (Alt + B O O)
- Emboss Direct (Alt + B O E)
- Print Braille (Alt + B O P)

## 3) Tools.

- Append Acronym (Alt + B A)
- Acronym Manager (Alt + B T M)
- Word Styles Lister (Alt + B T W)
- Options (Alt + B T O)
- Help (Alt + B T H)

If this is your first time using SWIFT, you may wish to look at the Options settings in more detail.

### Installing SWIFT 5.2

For SWIFT 5.2 to work as designed, you are required to use DBT 12.2 sr1 or later.

The process for installing Swift 5.2 is quite simple, but ideally requires the use of Microsoft Word for Windows 2007 or above. Locate the SWIFT installation file on your system, and double click on it to begin the installation which will initially display a Welcome dialog show below.



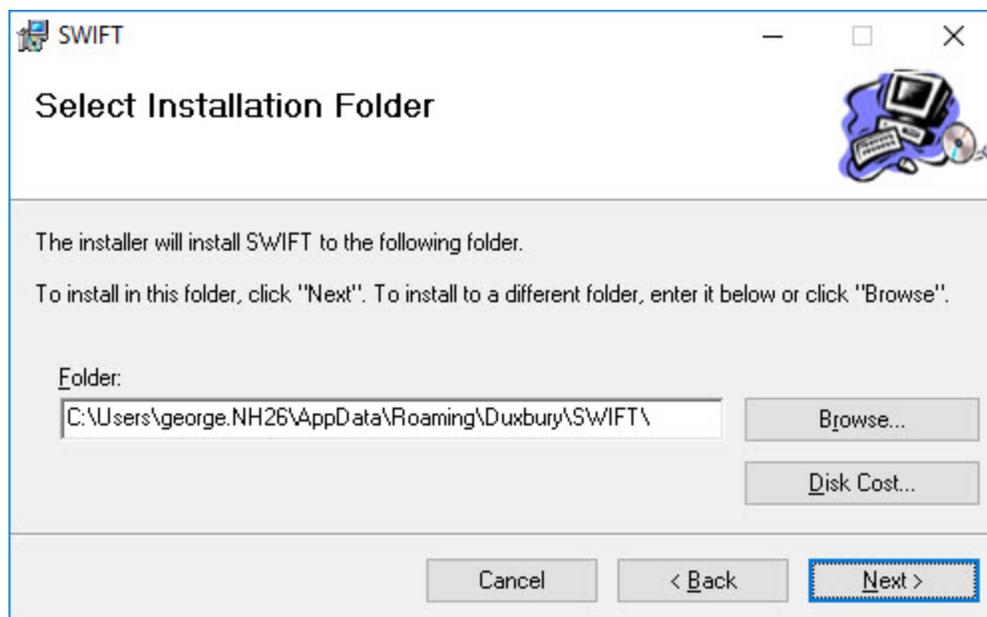
Click next to continue.

The installer will check your system for a valid version of Word and DBT and ask you to confirm that you wish to proceed. Click Next to continue.

You will now be presented with a dialog concerning the End User License Agreement (EULA). You must accept this in order to proceed by activating the "I Agree" radio button, then clicking the "Next" button.

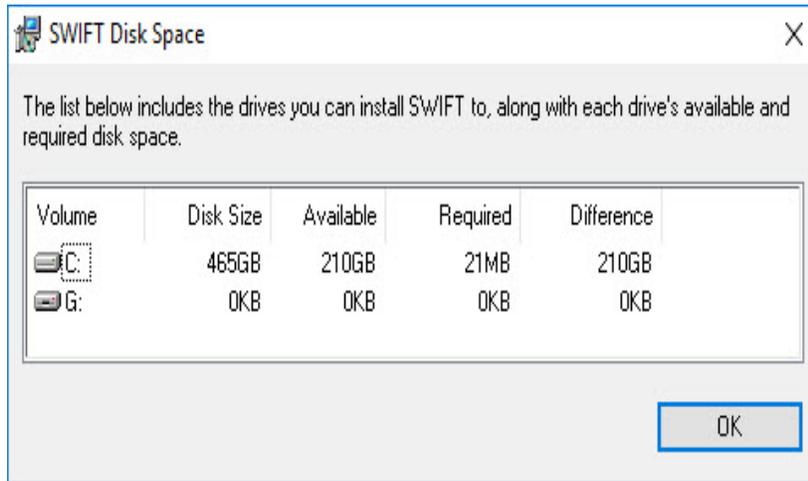
You are now ready to proceed with the installation.

SWIFT will normally be installed within your own user account and the Folder will be displayed on the next screen. We suggest you accept the defaults.

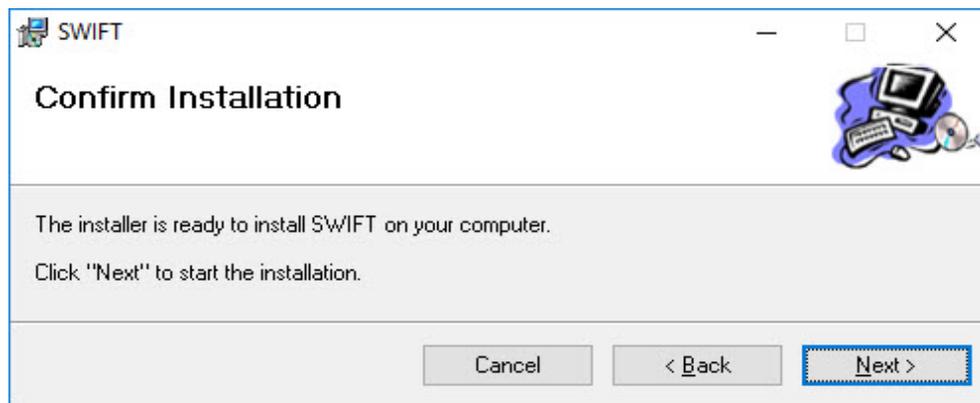


## DBT with SWIFT

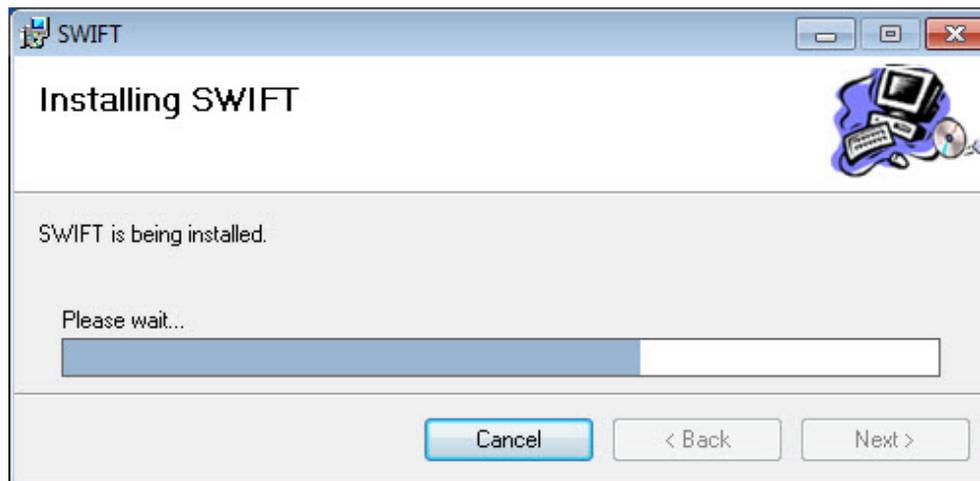
If you select the "Disk Cost..." button, you will then be presented with a list of your available disk drives, their size, available space and how much space SWIFT will require on the selected drive. You can normally accept the default path and click Next.



The next dialog is simply to Confirm Installation. This is your last chance to abort the installation.

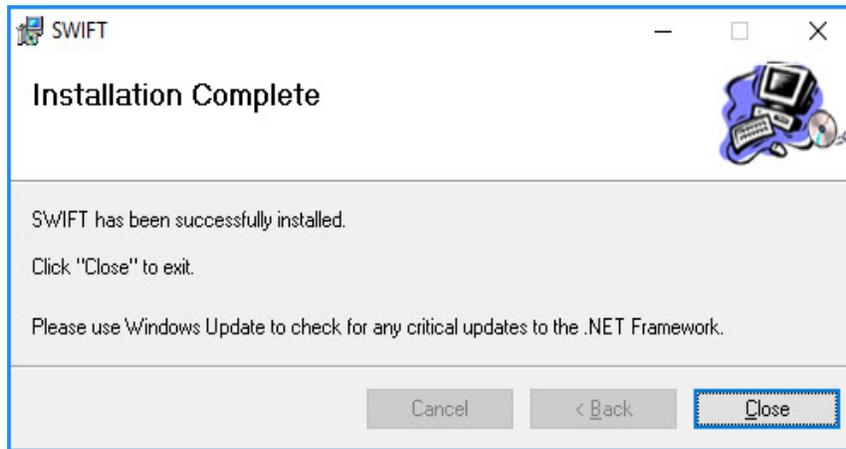


The usual progress bar will be displayed as SWIFT installs.



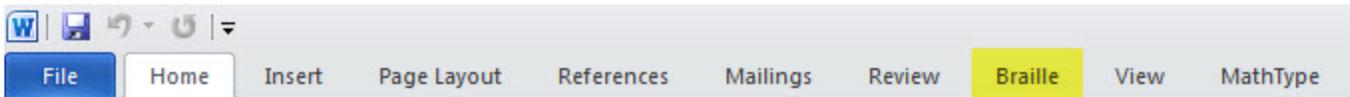
When the installation is complete, you will receive a confirmation as shown below. You may then click the "Close" button.

## SWIFT 5.2 - Installation



SWIFT is now installed and you can now click the Close button.

After you have installed SWIFT, when you run Word for Windows, you should now find an additional "Braille" ribbon appears as shown here (a Braille menu and toolbar will appear if you are using Word 2003, which has no ribbon).

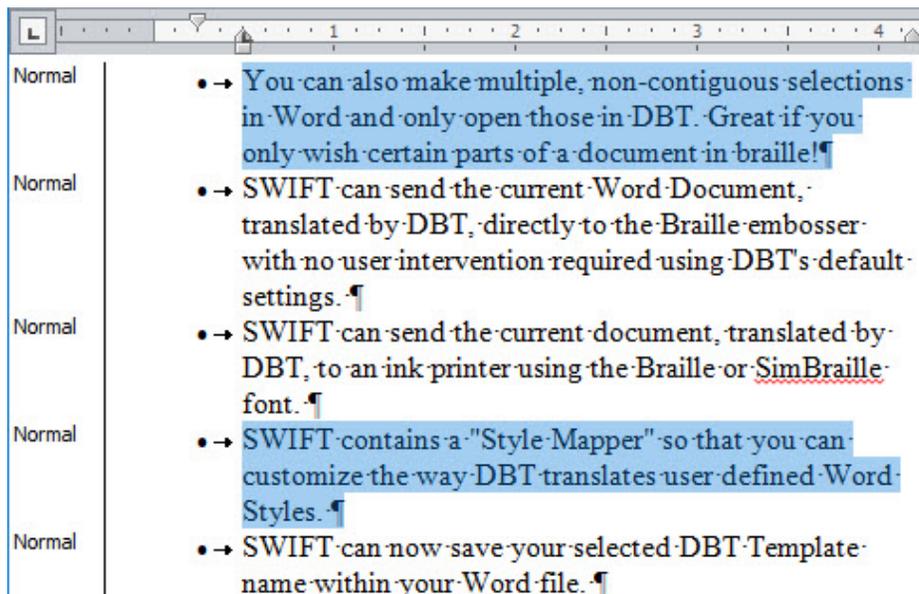


### **Selecting non sequential text in Word**

Rather than have to edit selected text in DBT, you can do this in Word.

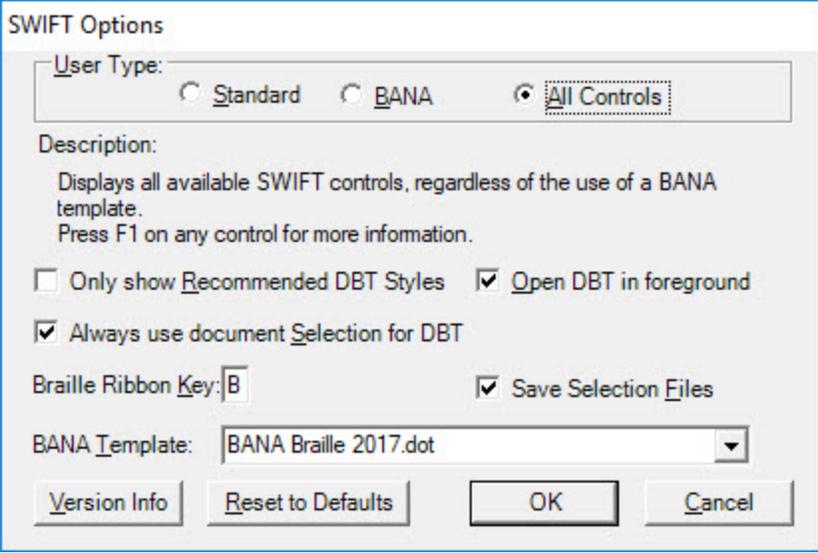
In the example below, which is shown in Word's "Draft" view, we have simply clicked on the "Normal" Style on the left to select the first paragraph we wish to open in DBT. Then hold down the Ctrl key, and select the next item you wish to open in DBT. Repeat the last command as often as you require.

When you have completed your selection, select SWIFT's, "Open in DBT", and confirm you only wish to open the selection.



## Setting up SWIFT

You must begin by setting up SWIFT's Options. You can always return to this dialog if you wish to make changes.



The image shows the 'SWIFT Options' dialog box. It has a title bar 'SWIFT Options'. Below the title bar is a 'User Type:' section with three radio buttons: 'Standard', 'BANA', and 'All Controls'. The 'All Controls' button is selected. Below this is a 'Description:' section with the text: 'Displays all available SWIFT controls, regardless of the use of a BANA template. Press F1 on any control for more information.' There are two checkboxes: 'Only show Recommended DBT Styles' (unchecked) and 'Open DBT in foreground' (checked). Below these is another checkbox: 'Always use document Selection for DBT' (checked). There is a 'Braille Ribbon Key:' field with the letter 'B' entered. To its right is a checkbox 'Save Selection Files' (checked). Below that is a 'BANA Template:' dropdown menu showing 'BANA Braille 2017.dot'. At the bottom are four buttons: 'Version Info', 'Reset to Defaults', 'OK', and 'Cancel'.

**User Type:** Radio Buttons. The choices are Standard, BANA and All Controls. Unless you apply BANA formatting to your braille documents, select the Standard button.

**Description:** Provides basic information about your selection.

**Only show Recommended DBT Styles.** Check Box. This determines if you wish to see all available Styles, or only recommended ones.

**Open DBT in Foreground.** Check Box. This option forces DBT to appear in the foreground.

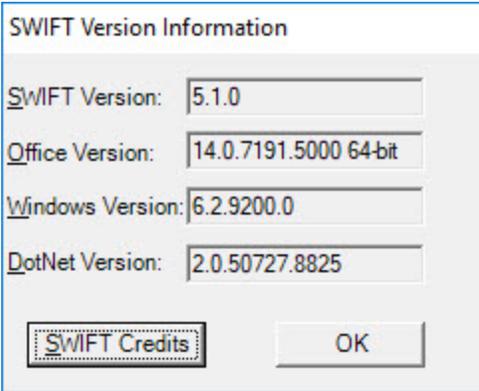
**Always use document Selection for DBT.** Check Box. There can often be times when you only wish to have part of a Word document in braille. Consequently if you check this option, and have selected one or more sections of a Word document, only those sections will be opened in DBT,

**Braille Ribbon Key:** Default is B

**Save Selection File:** Check Box.

**BANA Template:** Selection List.

**Version Info:** Button. This displays the versions of SWIFT, Office, Windows and DotNet on your PC.



The image shows the 'SWIFT Version Information' dialog box. It has a title bar 'SWIFT Version Information'. Below the title bar are four text boxes: 'SWIFT Version: 5.1.0', 'Office Version: 14.0.7191.5000 64-bit', 'Windows Version: 6.2.9200.0', and 'DotNet Version: 2.0.50727.8825'. At the bottom are two buttons: 'SWIFT Credits' and 'OK'.

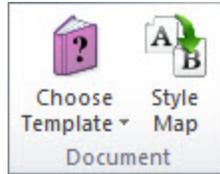
**Reset to Defaults:** Button. A good way to start again.

**OK:** Button

**Cancel:** Button

## Document

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Choose Template - visible when "BANA" or "All Controls" is selected in Options.

Style Map - visible when "All Controls" or "Standard" is selected in Options.

---

## Choose Template

---

In this instance, "Template" refers to a Word template which can be applied to your open Word document. These templates contain Word Styles which, when applied to the text in the document, result in a very specific layout in braille. This can be an especially useful feature for professional transcribers.

Currently this menu only contains BANA-oriented Word Templates. If you use the BANA braille layout guidelines as defined in, "[Braille Formats Principles of Print-to-Braille Transcription, 2016](#)", please see the section entitled "[BANA Templates](#)".

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## General Note Concerning Templates

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Unified English Braille (UEB) defines braille rules, but specifically not braille layout. National Braille authorities may make specific recommendations such as where print and braille page numbers are placed, how headings are formatted, and such like.

If you have national guidelines and wish these to be included in a new template to be released in DBT, please contact Duxbury as early as possible [languages@duxsys.com](mailto:languages@duxsys.com) to discuss your specific requirements.

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## Style Map

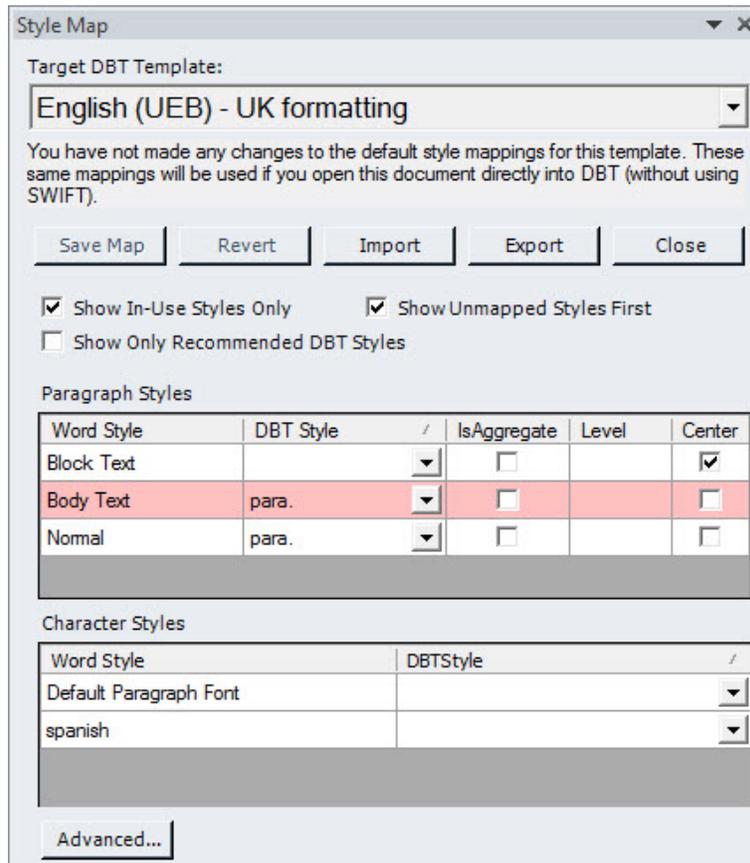
---

It should be noted that SWIFT is installed "locally" under your own user name. That is to say, anyone else logging on as a different user, will not see any changes you make here.

One of the main purpose of SWIFT's Style Map is to show Word users what Word Styles are "mapped" to DBT Styles. Or equally more important, what is NOT mapped.

Any Word Style which is not mapped, will simply be brought into DBT as left aligned text unless you select a DBT Style to "map" it to.

(The screen shot below is from an actual document where customized Word Styles have been used)



### **Target DBT Template - (Drop down list):**

This is a drop down list which displays all available DBT Templates. Your first task should be to select an appropriate Template for the document you wish produced in braille.

If you have opened a new document in Word, the default Target DBT Template initially displayed here will be whatever you have set as the default within DBT itself.

If you are open a document which has previously been opened in SWIFT version 5 (this version) and had changed the Target Template, it will be the changed Template which will be shown here. This allows you to work with multiple Word documents which use different DBT Templates.

Please note the comment in the dialog above which reads: "You have not made any changes to the default style mappings for this template. These same mappings will be used if you open this document directly in to DBT (without using SWIFT)."

### **Save Map - (Button):**

Saves any changes of mappings you have made away from the default mapping contained in your chosen DBT Template. Note that this will be saved in your user folder

%appdata%\durbury\swift\Templates. These settings will be used for all future work on your system when you select the corresponding Template. To restore all settings to their defaults:

1. Hold down the Windows key and press R to bring up the Run dialog.
2. Type in the following command: %appdata%\durbury\swift\Templates
3. Press Enter or click on the OK button
4. When the folder view opens, delete the .mws files.

### **Revert - (Button):**

Reverts any changes made back to the default settings.

### ***Import - (Button):***

Allows you to import a Style Map (\*.mws) file from another user or system.

### ***Export - (Button):***

Allows you to export a Style Map (\*.mws) file to another user or system.

### ***Close - (Button):***

Simply closes the Style Map dialog.

### ***Show In-Use Styles Only - (Checkbox):***

When checked, normally only the Styles used in the Word document itself will be listed here.

### ***Show Unmapped Styles First - (Checkbox):***

When checked, and Word Style which is not mapped to a DBT Style will be shown at the beginning of the list of Word Styles.

### ***Show Only Recommended Styles:***

In some DBT templates, certain styles are no longer recommended for use. We've created better styles to replace them. In these cases, DBT itself generally won't show the older styles when you elect to apply a style. (The styles normally hidden are kept so that Word documents created to target these now "historical" styles will continue to be imported properly.)

SWIFT can emulate this part of DBT behavior and show only styles that are recommended for use with new DBT documents. Such styles are generally the best targets for your Word styles.

### ***Paragraph Styles:***

This is a table comprising of 5 columns. Name, DBT Style, (Selection List), IsAggregate (checkbox), Level (Number) and Center (Checkbox)

### ***Character Styles:***

This is a table comprising two columns. Word Style and DBT ;Style.

### ***Map Status: (Text Box)***

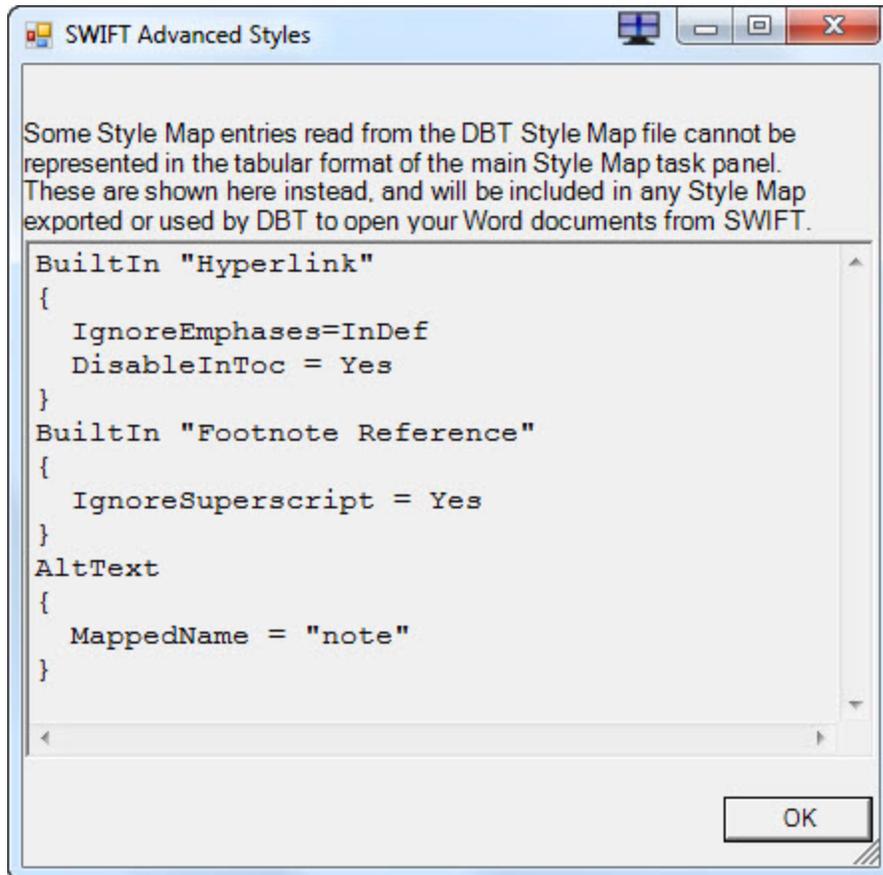
This is purely a read only text box, and will advise whether or not you have made any changes.

### ***Advanced - (Button):***

This dialog reads, "Some Style Map entries read from the DBT Style Map file cannot be represented in the tabular format of the main Style Map task panel. These are shown here instead, and will be included in any Style Map exported or used by DBT to open your Word documents from SWIFT."

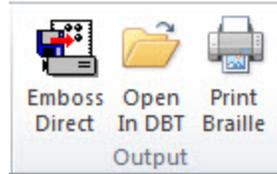
The example in the dialog below shows that "Hyperlink", "Footnote Reference" and "Alt Text" are automatically taken care of in the selected Template.

## DBT with SWIFT



# SWIFT 5.2 - Output

## Output



Three Output options allow you to Emboss Direct, Open in DBT and Print Braille. The output goes to whatever you have set up as your default in DBT itself.

One of the main features here is that in Word, you can select a section of a document, and have only that section output, as opposed to the whole document.

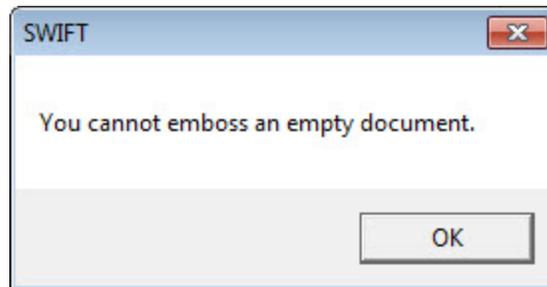
Moreover, you can even select non-contiguous sections of text in your Word document if you wish, and only those sections will be output.

If you have a blank document in Word, you will not be able to print or emboss, since it is an obvious waste of paper. However you can "Open in DBT".

## Emboss Direct

This will send your Word document, via DBT, to your default embosser.

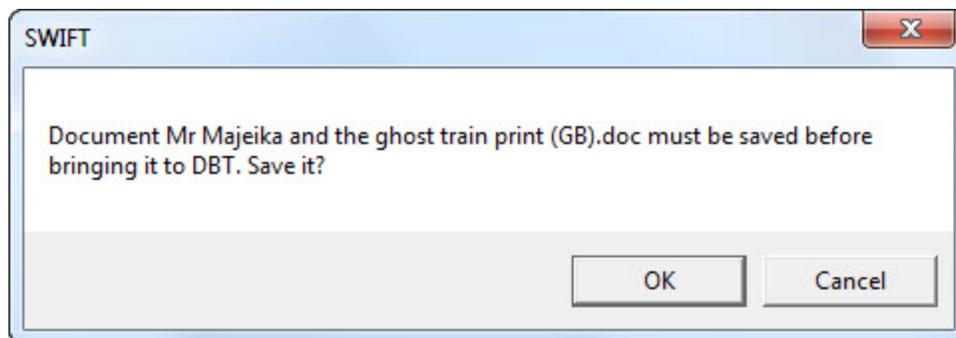
However, please be aware that if you attempt to emboss an empty document you will be advised that you cannot emboss.



## Open in DBT

When you select this option within Word, it opens the same file in DBT.

If your Word file has not been saved, you get the following warning prompting you to save the file before bringing it into DBT.



You may either select the Cancel button to return to Word, or click the OK button to save the file as you would normally in Word.

## DBT with SWIFT

### ***Template Name is Saved Automatically***

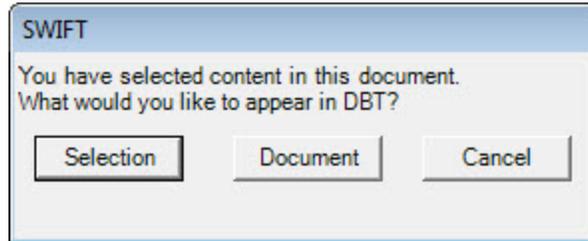
---

Please note that the DBT template name will be saved within the Word file. Therefore if you open the Word file at a later date, that is the DBT template which will be used.

### ***Open a Selection***

---

If you wish to open just a selection from the text, you may see the following dialog. Its appearance can be changed using [SWIFT Options](#); check or uncheck, "Always use document selection for DBT".



---

### **Print Braille**

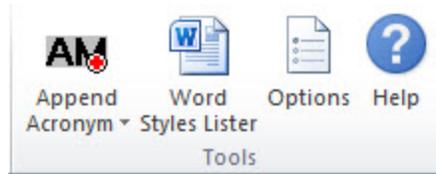
---

This will send a braille version of your Word document to your ink printer.

The default braille font is taken from DBT's Global: Default Views setting where you have a choice of Braille or SimBraille.

# SWIFT 5.2 - Tools

## Tools



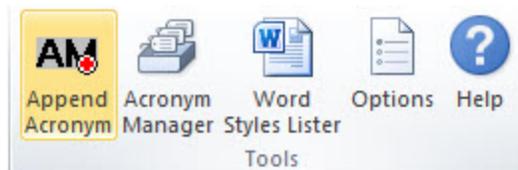
The four tools in SWIFT are Append Acronym, Word Styles Lister, Options (for SWIFT) and Help.

## Append Acronyms

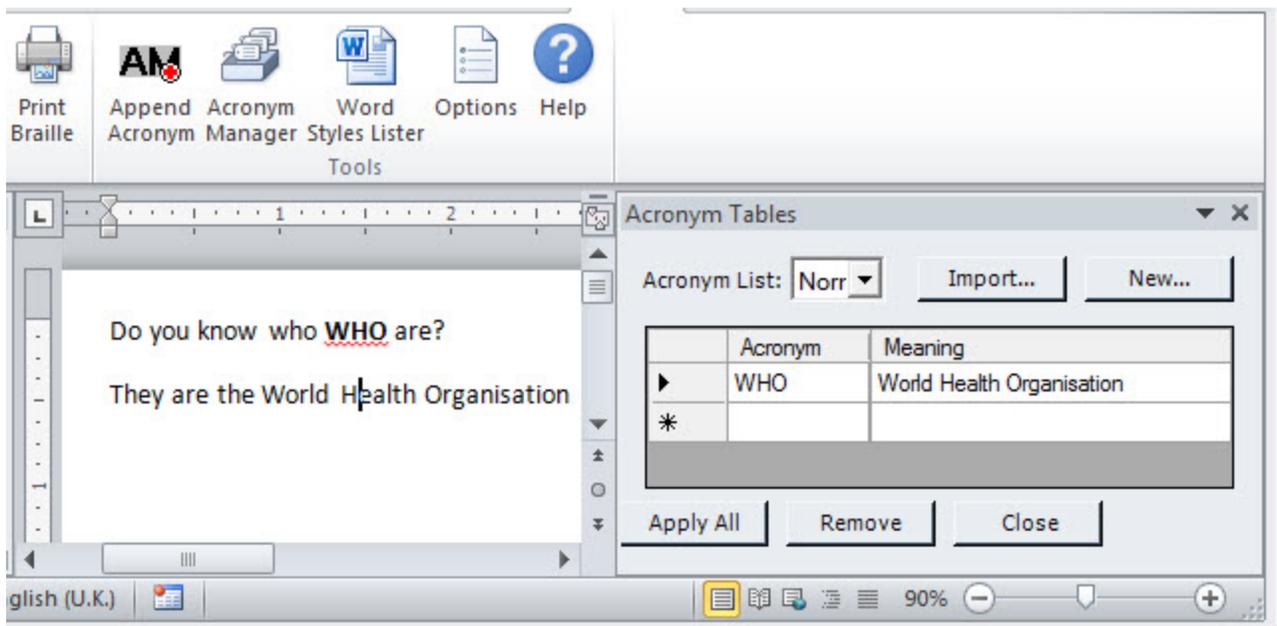
**NOTE:** This option will not appear if you have selected "BANA" in Options.

In many countries a special sign is used to indicate that what follows is an acronym and not a word. For example, "Do you know who WHO are? They are the World Health Organization.". In this case, the upper case WHO would be prefixed in Standard English Braille with dots 5,6 indicating that what follows should be read as individual letters.

The Append Acronym is shown below.



You will now see the Acronym dialog appear on the right hand side of your Word screen as shown here.



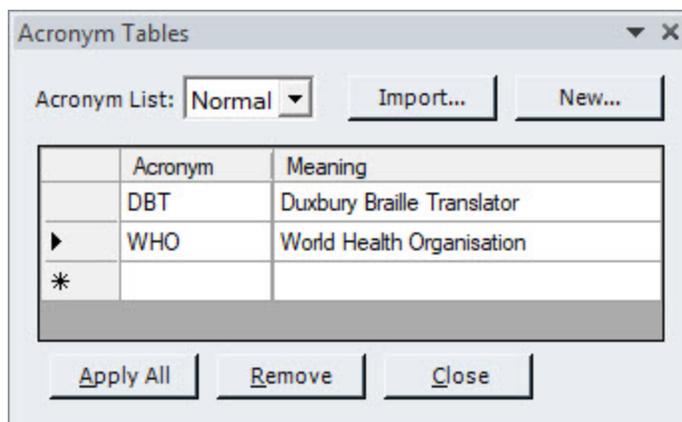
In this very simple example, where WHO (Note the upper case) has already been added to the List, we would simply press the "Apply All" button at the bottom right, and Word's Acronym Character Style would be applied only to the WHO" in upper case. When the file is opened in DBT, the appropriate rule will be applied.

## DBT with SWIFT

You may also create Custom Acronym Tables if an when required. See [Acronym Manager](#). It should be noted that anything added to the Normal Acronym List will be applied when you apply Acronyms to a document. If you select a specific Acronym List, acronyms in the selected list as well as the Normal list will be applied.

---

### Acronym Manager



This is where you may add new Acronym Tables for specific subjects. It should be noted that anything added to the Normal Acronym List will be applied when you apply Acronyms to a document.

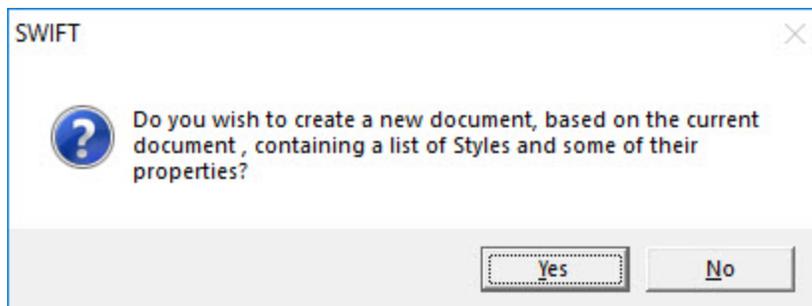
---

### Word Styles Lister

Word contains many default Styles, and it can be confusing if you do not know how they are formatted.

This option allows you to create a Word document which summarizes all Styles in alphabetical order.

When you select "Styles Lister", the following dialog will appear.



Be aware this can be quite a large document, a sample of which is shown here:

## SWIFT 5.2 - Tools

### 192. Normal

Font: Calibri 11 point

Paragraph format: alignment is left justified; line spacing is 13.8points (approx 1.25 lines); space after is 10 points, (approx 0.91 lines)

### 193. Normal (Web)

Based on Normal style

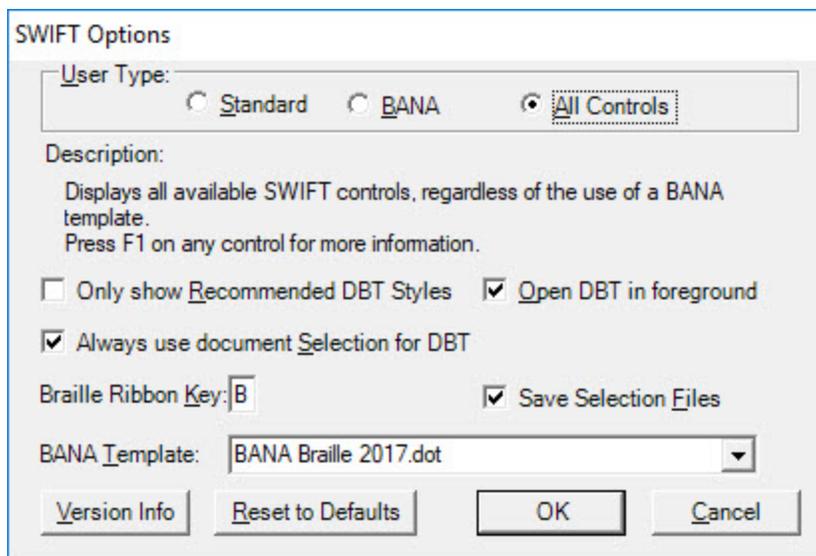
Font: Times New Roman 12 point

Paragraph format: alignment is left justified; line spacing is 13.8points (approx 1.15 lines); space after is 10 points, (approx 0.83 lines)

---

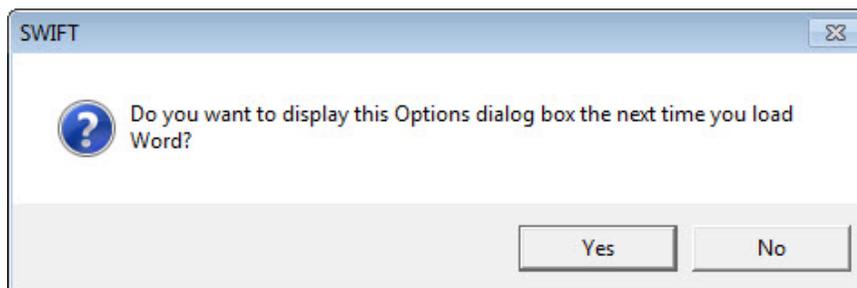
## Options

When you first run Word after installing SWIFT, you will be presented with the following "SWIFT Options" dialog. Please note that at this point it would be helpful to make a choice of User Type explained below.



When you select the OK button, you will get the following prompt asking if you wish to see this dialog box next time you open Word. This can be useful if you are alternating between BANA and non-BANA work.

**Note that you can still access this dialog from within Swift in Word.**



***User Type: There are three radio buttons in the Option dialog - select an appropriate one as described here.***

### ***Standard. (Radio Button)***

This presents you with the standard user-interface which currently we would expect to be used by most users who do not use the [BANA<sup>1</sup>](#) rules for formatting braille.

### ***BANA. (Radio Button)***

This currently adds additional options to the SWIFT ribbon whereby a special BANA Word Template is applied to the Word document.

### ***All Controls. (Radio Button)***

Those who produce braille for many different countries may prefer to see both Standard and BANA options.

### ***Only show Recommended DBT Styles. (Check Box)***

There may be cases where DBT Templates contain special "hidden" DBT Styles. By checking this box, these hidden Styles will not be shown when mapping to DBT Styles

### ***Open DBT in foreground. (Check Box)***

It is reasonable to assume that having selected "Open in DBT" from Output, that you wish to see DBT itself, and not, as often happens, find the application hidden behind other windows. Checking this option therefore ensures DBT is positioned in the foreground with focus on it.

### ***Always use document Selection for DBT. (Check Box)***

If you regularly only wish to emboss, open or print selected parts of documents, this will spare you being asked to confirm if you wish to proceed with the whole document or just the selection.

### ***Show Options at startup. (Check Box)***

When checked, you will always see the Options dialog when you run Word.

### ***Braille Ribbon Key: (Single character Text Box)***

The default shown here is B. Consequently, to access the SWIFT ribbon, you use the command Alt+B. Since there can be 3rd party add-on applications with which this command conflicts, you may try alternative letters, with the exception of Alt+X. (Used in Word to toggle Unicode value of a visual character.)

### ***Save Selection Files***

In cases when you have opened a selection from Word in DBT, these files may be saved also.

### ***BANA Template: (Drop down Selection List)***

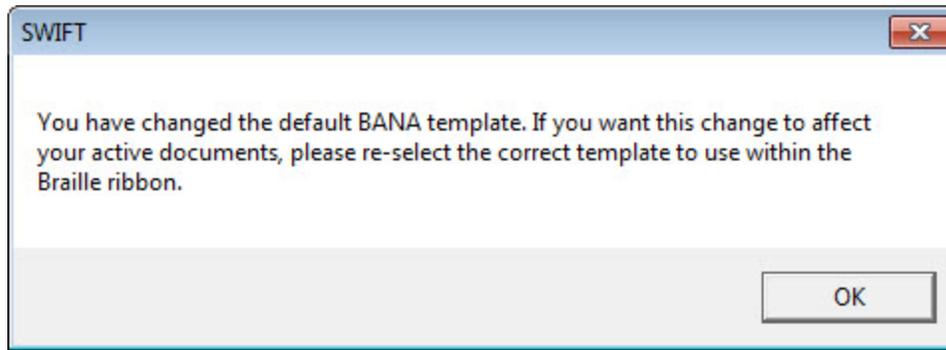
This function will be grayed out if the Standard User Type radio button is selected.

Please be aware that if this selection is changed while you have a file open, you must re-select the Template. You will also received a pop-up warning.

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<sup>1</sup>Braille Authority of North America

## SWIFT 5.2 - Tools

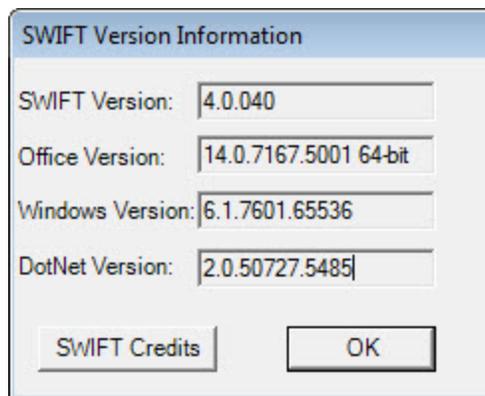


### ***Other Options.***

It is possible that you may see other options appear not described here which are activated by Duxbury Systems for diagnostic purposes.

### ***Version Info. (Button)***

The dialog which appears when this button is used, is helpful information often asked for when diagnosing problems. Note that it even tells you whether you are using the 32 bit or 64 bit version of Office. The SWIFT Credits button speaks for itself when selected.



### ***Reset to Defaults (Button)***

This will reset all options to their default values. Note that it will **NOT** set the User Type.

### ***OK (Button)***

If you have made changes and wish to accept them, click the OK ;button, or press Enter.

### ***Cancel (Button)***

Clicking this button or pressing Escape enable to you exit the Options dialog without any changes being made.

---

## **Help**

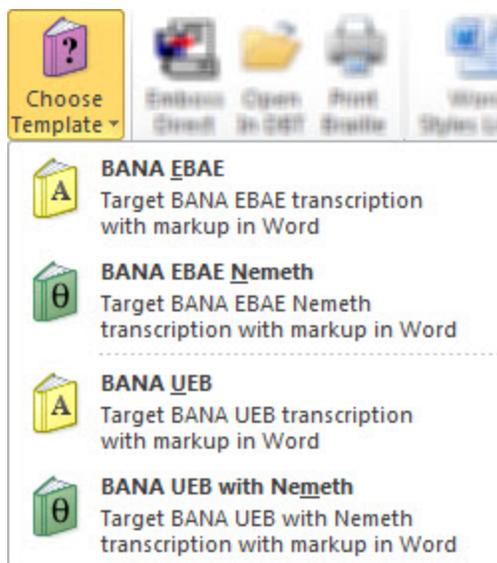
SWIFT has its own on-line Help system. Please feel free to advise us regarding anything which you feel is badly explained or could be improved.

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## SWIFT 5.2 - BANA Template

# Choose Template - Currently only for BANA Formatting

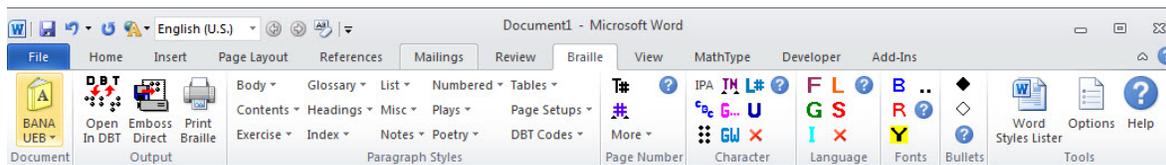
NOTE: This option only appears if you selected "BANA" or "All Controls" in [Options](#).



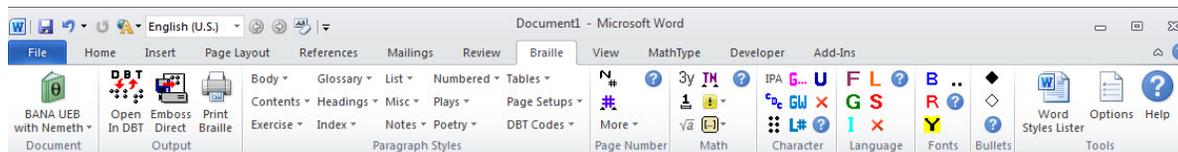
At the current release, templates are only available for [BANA](#) formats. If others are developed, Duxbury Systems, Inc. will be happy to look into adding them. You may wish to select one of these templates with a view to possibly developing one for your own country's braille code. (See [Using the BANA Braille Template for Word](#) for a more detailed explanation of how the templates work.)

When you select one of the templates above, you see one of the following ribbons (with or without a Math section) depending on whether the template is intended for literary braille or includes math and technical notation using the Nemeth code.

### *BANA Literary*



### *BANA Nemeth*



### Using the BANA Braille Template for Word

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The DBT [BANA<sup>1</sup>](#) Braille template for Word discussed in this section is only available for Microsoft Word 2007 and newer. Note that the template is identified as "BANA" because the formatting it does conform to BANA guidelines. This does not restrict its use otherwise.

Versions of this template have been available since 2000. The template was developed by Susan Christensen, a well-known North American braille transcriber and trainer.

Although the template was designed for BANA guidelines (Currently [Braille Formats: Principles of Print-to-Braille Transcription, 2016](#)), there is no reason why copies of the BANA template cannot be modified for different braille layout standards worldwide.

This topic actually discusses five valuable and labor saving templates, the BANA Braille template for Microsoft Word, and four more for DBT. The Word and DBT templates are in fact closely linked. The BANA Braille template is powerful enough that many users can do all of their preparatory work in Microsoft Word, using DBT for translation and embossing.

The four DBT templates that work co-operatively with this Word template are:

- English (UEB) - BANA
- English (UEB) - BANA with Nemeth
- English (BANA Pre-UEB Textbook DE) - BANA
- English (BANA Pre-UEB Textbook DE) - BANA Nemeth

Given the general acceptance of Unified English Braille, the first two templates are likely the ones you will most often use, one for literary work, and one for mathematics and technical work.

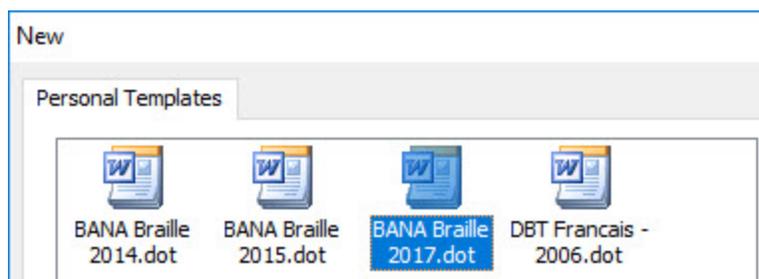
A Word document created with the BANA Braille template can be imported into DBT and paired with one of the above templates for smooth, seamless braille production, because the styles in the Word template map directly into the styles defined in the DBT template. The other DBT templates do not share this close correspondence. **You must use one of these DBT templates for the files created with BANA Braille template to open, translate, and format as intended.**

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### Template Installation

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If Word is already installed on your computer when DBT is installed, one or more "BANA Braille" templates get added to your Word templates list as shown below. (Word templates are generally found under the File, New tab.) Note that it is important to use the *latest* BANA Braille template to take advantage of the latest features. However, you may keep the earlier templates and use them at your discretion.

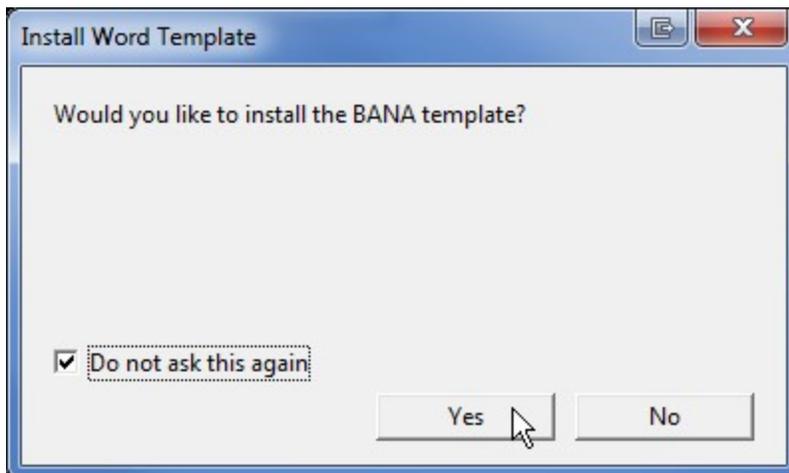


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<sup>1</sup>Braille Authority of North America

## SWIFT 5.2 - BANA Template

Microsoft Word should be installed before DBT. Without Word, DBT cannot place the BANA template into the correct folder. A pop-up message when DBT is first started is the step that installs the BANA template. You need to answer yes to, "Would you like to install the BANA template?" (You may check the box that says, "Do not ask this again" to avoid future prompts.)



If the BANA Braille template was not installed, you may either reinstall DBT, ([See DBT 12.2 Installation](#)) or copy the "BANA Braille 20xx.dot" file (where "xx" stands for the year of the latest template) into your Word Templates folder. A backup copy of the template can be found in the DBT "Templates" folder: C:\...\Duxbury\DBT 12.2\Templates.

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### New Features

Click here to see [What is new in the latest BANA Braille template](#).

See [Producing Nemeth Code within UEB](#) for information on using the latest Nemeth codes.

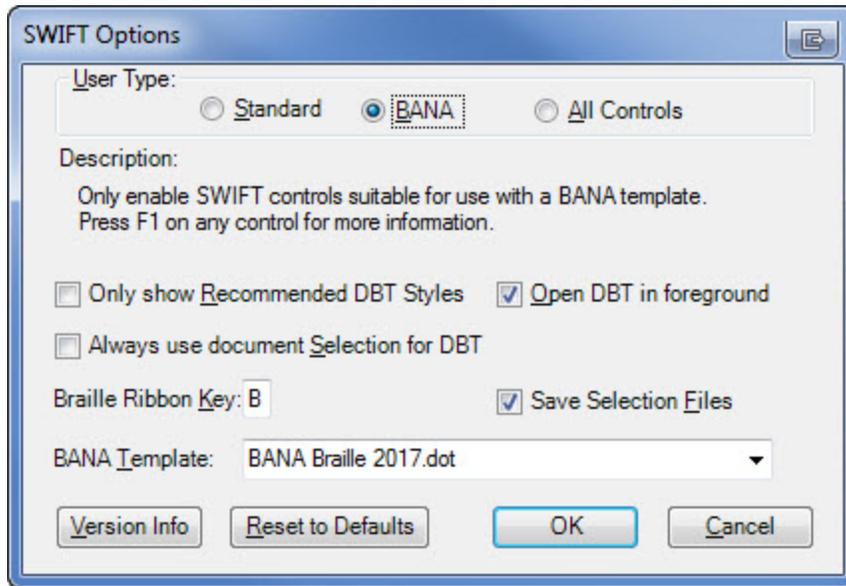
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### SWIFT and the BANA Braille Template

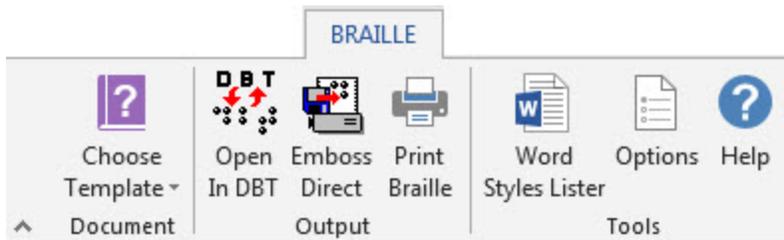
SWIFT is an add-in for Microsoft Word designed to send text material directly to DBT. When used in "BANA mode" it automatically presents to you only the controls and styles that match the desired target DBT template, making it easy for you to select the appropriate options for UEB v. EBAE, with or without Nemeth.

Installing SWIFT adds a Braille tab to the Word ribbon interface. In your initial set-up, open the Options dialog and select the user type BANA (as below). Likewise, make sure the best (usually the latest) BANA Template is selected from the drop-down list.

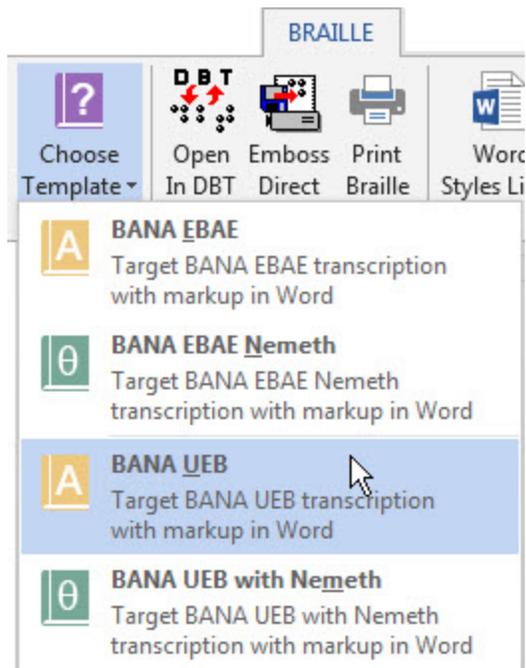
# DBT with SWIFT



The Braille ribbon displays only limited options before a target DBT template is selected.

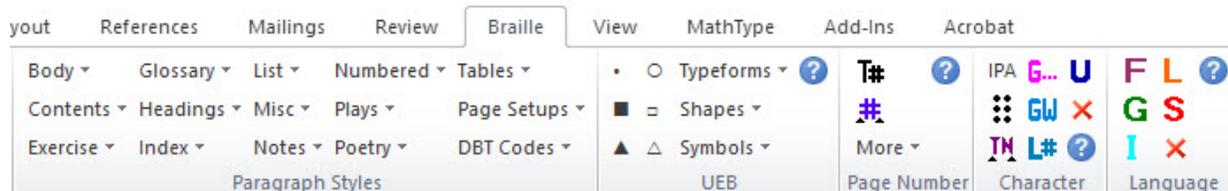


Use the Choose Template control to select your target DBT template.



Selecting a DBT template populates the Braille tab of the Word ribbon interface with the appropriate styles and commands for that template.

# SWIFT 5.2 - BANA Template



To help you find what you need, the Braille ribbon organizes related formatting styles into groups. There is a group for Paragraph Styles, another for Character and word level mark-up, another for Language switching commands, etc.

This Help provides a separate sub-topic covering the controls in each group. All the groups are listed below, but certain groups (such as UEB and Math) apply only to select templates.

## The Braille Ribbon Groups

- [Paragraph Styles](#)
- [UEB](#)
- [Page Number](#)
- [Math](#)
- [Character](#)
- [Language](#)
- [Bullets](#)
- [Fonts](#)

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## Setting Up Word

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The following settings and options in Word have proven of value to users employing the BANA Braille template. With just a few steps, you can make the styles in use visible. You can enable screen tips to help identify the icons on the ribbon, and you can have the related "shortcut" key combination displayed (to access often-used commands more quickly).

Once we have Word set up, there is similar configuration to be done in DBT, which we present later.

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## First, the Style Area

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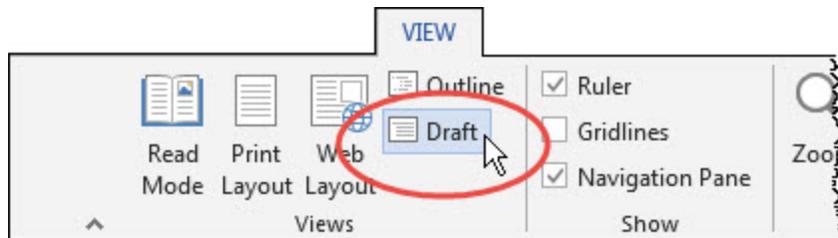
Word has the option to display the Style Area on the left side of your document to show the Word paragraph styles in use. Because the intent is to map Word styles to the matching DBT styles, it helps to see them.

The correct rendering in braille depends on the function of each element in the document: heading v. footnote v. body text, etc. Therefore, we want to style each element according to its function. To see styles, go to the View tab and switch to Draft view. If you are using SWIFT, it does this for you automatically.

Heading 1	<h2>Troubleshooting</h2>
Heading 2	<h3>Word—Backward Compatibility</h3>
Body Text	<p>If you are handing documents from many outside sources, it usually pays to keep up to date with the latest version of Word for Windows. However, this can cause a problem if you need to send files to someone who has an older version than you have.</p>

## DBT with SWIFT

SWIFT changes to the Draft view and displays the Style Area whenever a BANA Braille template is attached. In some versions of Word (2007 and 2010) Draft view “sticks” when the file is closed, and the file reopens in that view. Unfortunately, this behavior is no longer automatic for Word 2013/2016 users, but Draft view can always be activated by pressing **Alt+Ctrl+n**, or by going to the View tab and selecting Draft.



To close the Style Area and return to the regular Print view, press **Alt+Ctrl+p**, or go to the View tab and switch from Draft to Print Layout. Depending on the version of Word, the Document View options are also on the Status Bar. (Draft view is not on the Status Bar for Word 2013/2016.)

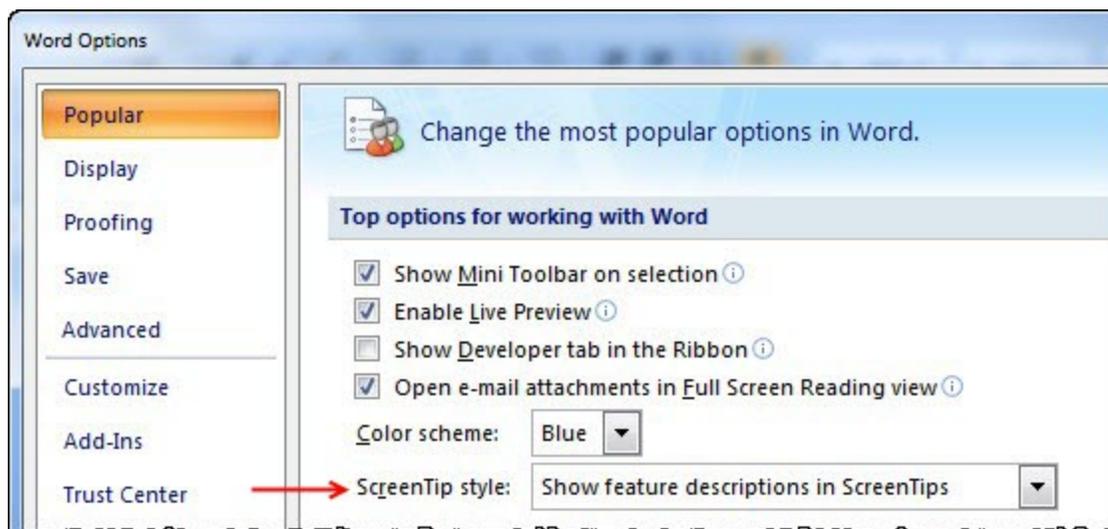
### Second, ScreenTips & Shortcuts

As long as Word is configured to enable them, a ScreenTip can appear to identify each user interface control. The Braille ribbon has a large number of icons and terse abbreviations. With screen tips enabled, the title or a brief description of each one appears when the cursor hovers over them.

Likewise, the shortcut key combination for each command can be displayed along with the Screen Tip.

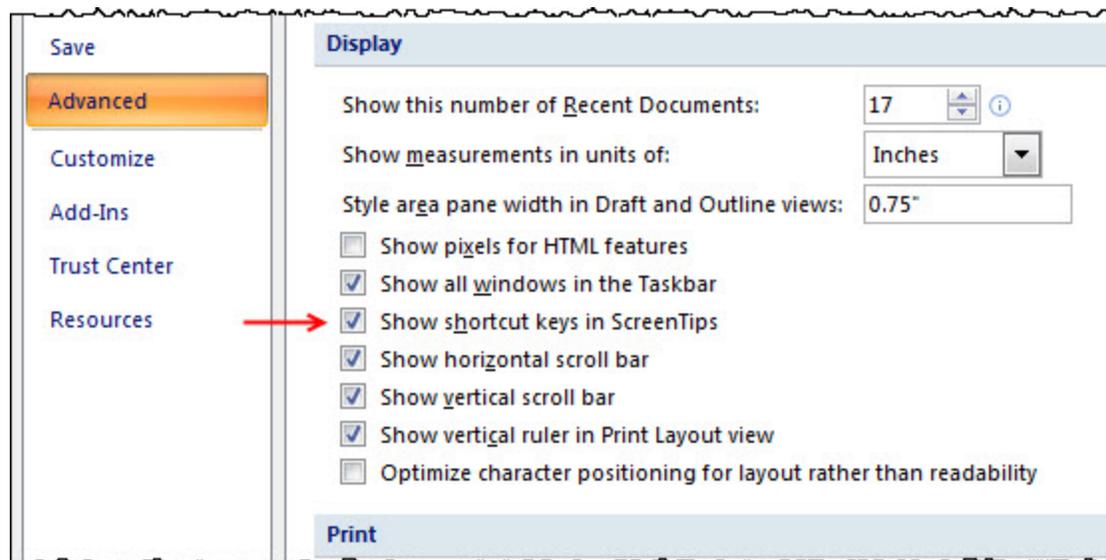
If screen tips are not turned on, take the following steps.

For **Word 2007**: got to the Office Button, Word Options, Popular, and find the section "Top options for working with Word". Find **ScreenTip style** and set, "Show feature description in ScreenTips".



To see the "shortcut" along with the Screen Tip, to go the Office Button, Word Options, Advanced. Find the Display section and check the box, "Show shortcut keys in ScreenTips".

## SWIFT 5.2 - BANA Template



In **Word 2010/2013/2016**: The navigation to these items is different from Word 2007, but the options to be selected are the same. For Screen Tips, go to File, Options, General, User Interface options, and set ScreenTip style: "Show feature description in ScreenTips".

For shortcuts, go to File, Options, Advanced, Display, and set "Show shortcut keys in ScreenTips".

### **A List of Shortcut Keys for Styles**

Some styles have shortcut keystrokes already assigned. For example, the shortcut keystroke for Heading 1 is Alt+Ctrl+1. Here is a list for your reference.

- CBC+Inline: Alt+Ctrl+Shift+c (for "BANA EBAE" and "BANA EBAE Nemeth" templates only)
- Centered: Ctrl+e
- Exact Translation: Alt+Ctrl+Shift+e
- French: Alt+Ctrl+Shift+f
- German: Alt+Ctrl+Shift+g
- Guide Word: Alt+Ctrl+Shift+w
- Guide Dots: Alt+Ctrl+Shift+d
- Heading 1: Alt+Ctrl+1
- Heading 2: Alt+Ctrl+2
- Heading 3: Alt+Ctrl+3
- Italian: Alt+Ctrl+Shift+i
- Latin: Alt+Ctrl+Shift+l
- Line Nums: Alt+Ctrl+Shift+n
- Textbook Reference Page Number, Nemeth: Alt+Shift+Enter ("BANA EBAE Nemeth" and "BANA UEB with Nemeth" only)
- Textbook Reference Page Number, Nemeth Embed: Alt+Ctrl+Shift+m ("BANA EBAE Nemeth" and "BANA UEB with Nemeth" only)
- Textbook Reference Page Number: Alt+Enter ("BANA EBAE" and "BANA UEB" only)
- Textbook Reference Page Number, Embed: Alt+Ctrl+Shift+t ("BANA EBAE" and "BANA UEB" only)
- Reset: Ctrl+Space

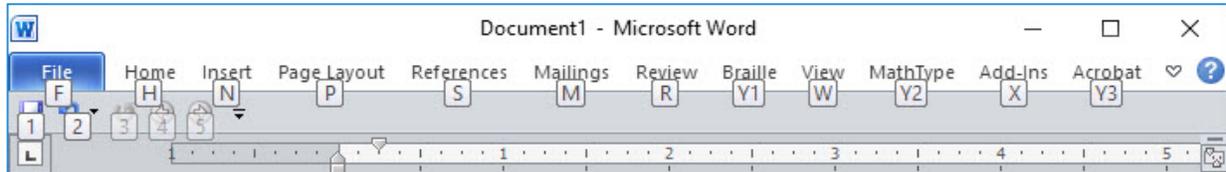
# DBT with SWIFT

- Spanish: Alt+Shift+s
- Uncontracted: Alt+Ctrl+Shift+u

## Key Tips

Whereas "shortcuts" execute a command without opening the menu, Key Tips allow you to open the menu and select a command from it by using your keyboard.

In **Word 2007/2010/2013/2016**: You can use Key Tips to access the BANA Braille menu and its styles. Press **Alt** and follow up by pressing the keys as displayed.



## Setting DBT Options to Use the BANA Braille Template

**Two Reminders:** First, when you launch DBT Win 12.2 SR1 the first time, make sure you accept installing the BANA Braille template for Word.

Second, you must use one of the *BANA* templates in DBT for the BANA Braille files from Word to open, translate, and format correctly. They are:

- English (UEB) - BANA
- English (UEB) - BANA with Nemeth
- English (BANA Pre-UEB Textbook DE) - BANA
- English (BANA Pre-UEB Textbook DE) - BANA Nemeth

## Settings

Presumably you have already done the basic set-up tasks for your DBT installation. (These are mostly tasks in the DBT Global menu.) In particular, it is important that you have your embosser attached and configured. If you have not yet done that task, take the time to set up your embosser through "[Global: Embosser Setup](#)."

Then you have one small task, also in the Global menu. It is very important to set the [Word Importer](#) so it works correctly with the BANA template. This requires turning *off* the automatic interpretation of any text in the Courier font as computer braille, turning *off* the treatment of braille and simbraille fonts as braille, and turning *on* recognition of DBT codes embedded in the Word document, as shown below.

## SWIFT 5.2 - BANA Template

Global: Word Importer...

Transcribe Courier to CBC **Do not check**

Preserve hard page breaks

Preserve Skipped Lines

Print Page Breaks: Ignore

Treat braille and simbraille fonts as braille **Do not check**

Allow embedded DBT codes, eg. [[\*pg\*]]

Ignore:

- bold
- italics
- underline
- language switches

UEB Typeform Mappings

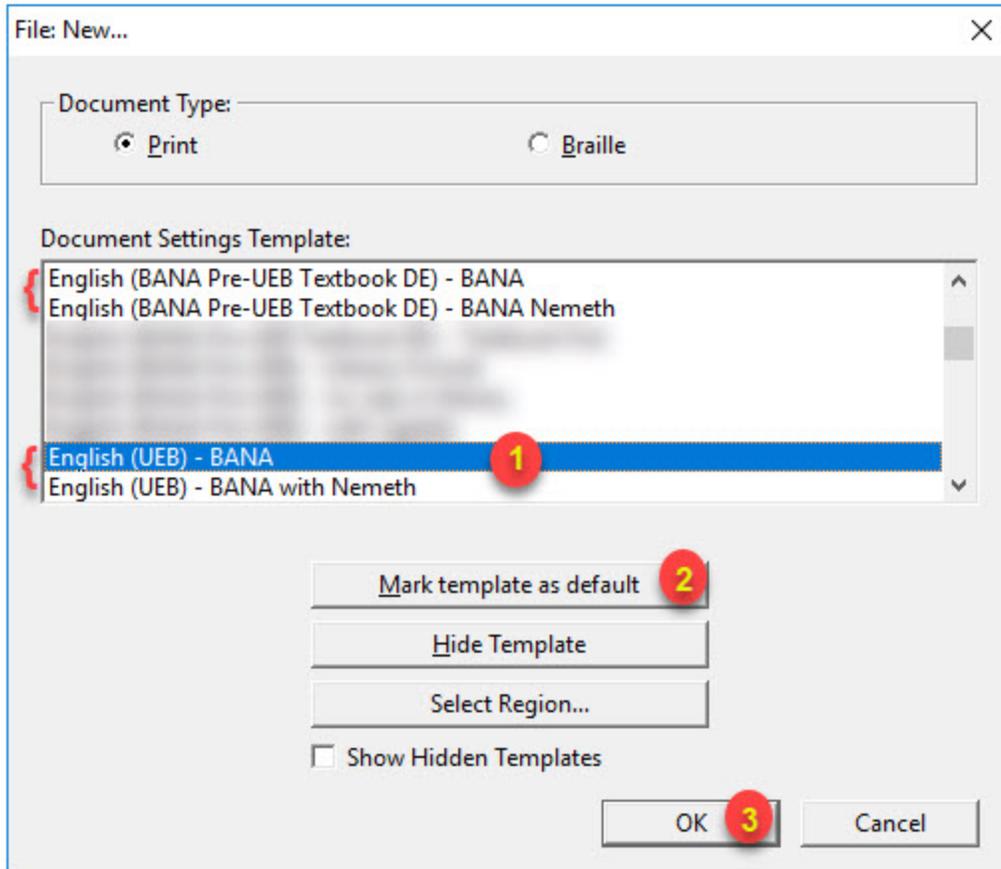
Script	(Unused)	
Transcriber-defined #1	(Unused)	
Transcriber-defined #2	(Unused)	
Transcriber-defined #3	(Unused)	
Transcriber-defined #4	(Unused)	
Transcriber-defined #5	(Unused)	

OK Cancel

Those settings are all you need. However, for convenience you can select one of the BANA templates as the default to make importing your Word files or creating a new file quicker. The most likely template to pick as a default would be "English (UEB) – BANA". (The choice is, of course, up to you.)

## DBT with SWIFT

As an example, if you open File, New, the dialog below appears. ① Scroll to your preferred template and select it. ② Then select the button “Mark template as default” and ③ click OK. This template will now be selected automatically whenever you import a file or create a new file (though you can always override the default template by selecting a different one).



## SWIFT 5.2 - BANA Template

### Matching Word Styles to DBT Styles (and Codes)

In the first column, this table lists the styles contained in the current BANA Braille template. The second column shows where to find that style in the SWIFT Braille Ribbon interface. The third column names the DBT style (or code) that replaces the Word style when the file is imported into DBT.

Wherever the number sign (#) appears in the table, it can be replaced by any digit in the range: 1-6, unless otherwise noted.

This chart is preliminary and does not include every style in the BANA Braille template and every mapping done by the Word importer. Please contact us regarding questions or errors at [support@duxsys.com](mailto:support@duxsys.com).

**Style Table**

<b>Word Style BANA Braille (current)</b>	<b>Group: Menu</b>	<b>DBT Style (BANA template)</b>
Acronym		acronym
AlphabeticDivision	Paragraph Styles: Glossary, also Index	AlphabeticDivision
Attribution	Paragraph Styles: Misc	Attribution.
Body Text	Paragraph Styles: Body	B-BodyText.
BoxBegin (AutoText)	Paragraph Styles: Misc	BB-BoxBegin.
BoxDouble (AutoText)	Paragraph Styles: Misc	BD-BoxDouble
BoxEnd (AutoText)	Paragraph Styles: Misc	BE-BoxEnd
BoxBottomText (Nemeth and AutoText)	Paragraph Styles: Misc. (BANA UEB with Nemeth template only)	BoxBottomText
BoxTopText (variation for color and AutoText)	Paragraph Styles: Misc. (BANA UEB templates only)	BoxTopText
BoxTopText (Nemeth and AutoText)	Paragraph Styles: Misc (BANA UEB with Nemeth template only)	BoxTopText
brinline		brinline
Caption	Paragraph Styles: Misc	C-Caption.
CBC-Display	Paragraph Styles:	CD-CBCDisplay.

## DBT with SWIFT

Word Style BANA Braille (current)	Group: Menu	DBT Style (BANA template)
	Misc	
CBC-Inline	Character (BANA EBAE templates only)	CI-CBCInline
Centered	Paragraph Styles: Contents, Headings, Index	Centered.
CenteredWithGuideDots	Paragraph Styles: Contents	CG-CenteredWithGuideDots.
CenteredFullLine	Paragraph Styles: Headings	CF-CenteredFullLine.
CrossReference	Paragraph Styles: Misc	CR-CrossReference.
Directions	Paragraph Styles: Exercise	Directions.
DirectionsNemeth	Paragraph Styles: Exercise (Nemeth templates only)	DirectionsNemeth.
Embedded Reference PageNumber	Page Number	RefPageNumberEmbed
Exercise #	Styles: Exercise	E-Exercise. [hl#]
ExactTranslation	Character	ExactTranslation.
Ex2Nemeth# (# = 1 or 2)	Paragraph Styles: Exercise (Nemeth templates only)	E-ExerciseNemeth. [hl#]
Footnote	Paragraph Styles: Notes	Footnote.
French	Language	french
German	Language	german
Glossary #	Paragraph Styles: Glossary	G-Glossary. [hl#]
GuideDots	Character	GuideDots
Guide Word	Character	GW-GuideWord
Heading 1	Paragraph Styles: Headings	H1-HeadingCentered.
Heading 2	Paragraph Styles: Headings	H2-HeadingCell5.
Heading 3	Paragraph Styles: Headings	H3-HeadingCell7.
Index #	Paragraph Styles: Index	I1-Index. [hl#]

## SWIFT 5.2 - BANA Template

Word Style BANA Braille (current)	Group: Menu	DBT Style (BANA template)
IPA	Character	IPA
Italian	Language	italian
Latin	Language	latin
LeftFlush	Paragraph Styles: Body	LeftFlush.
LinearMath	Math (Nemeth templates only)	LinearMath
LineNums	Character	LineNums
List #	Paragraph Styles: List	L-List. [hl#]
LitBold	Math Emphasis (Nemeth templates only)	LitBold
Literary	Math (Nemeth templates only)	Literary
LitItalics	Math Emphasis (Nemeth templates only)	LitItalics
Main Body Interpoint (style and AutoText)	Paragraph Styles: Page Setups	MainBody.
Main Body Single (style and AutoText)	Paragraph Styles: Page Setups	MainBodySingle.
NoteSeparationLine (Style and AutoText)	Paragraph Styles: Note	NoteSeparationLine.
OneWordBridge	Math (BANA UEB with Nemeth template only)	OneWordBridge
Poetry #	Paragraph Styles: Poetry	P-Poetry. [hl#]
PrelimPageNumber (style and AutoText)	Paragraph Styles: Page Setups	PrelimPageNumber.
PrelimPageNumberSingle (style and AutoText)	Paragraph Styles: Page Setups	PrelimPageNumberSingle.
ProsePlay	Paragraph Styles: Plays	PP-ProsePlay.
ProseStage	Paragraph Styles: Plays	PS-ProseStage.
Quote	Paragraph Styles: Body	Quote.
RefPageNemeth	Page Number (Nemeth templates only)	RefPageNemeth.

## DBT with SWIFT

<b>Word Style BANA Braille (current)</b>	<b>Group: Menu</b>	<b>DBT Style (BANA template)</b>
RefPageNemethEmbed	Page Number (Nemeth templates only)	RefPageNemethEmbed
RightFlush	Paragraph Styles: Body	RF-RightFlush.
RunningHead	Paragraph Styles: Headings	RunningHead.
Soft Return (AutoText only)	Paragraph Styles: DBT Codes	SoftReturn
Spanish	Language	spanish
TechnicalNotation	Math (Nemeth templates only)	math
TG-Key	Paragraph Styles: Misc.	TG-Key.
TN-Embed	Character	TN-Embed
TN-Nemeth	Math: (Nemeth templates only)	TN-Nemeth
TOC #	Paragraph Styles: Contents	C-Contents. [hl#]
Textbook Reference PageNumber	Page Number	RefPageNumber.
TranscriberGeneratedPageNumber	Paragraph Styles: Page Setups	TranscriberGeneratedPageNumber
TranscriberNote	Paragraph Styles: Misc	TranscriberNote.
Uncontracted	Character	Uncontracted
VersePlay1	Paragraph Styles: Plays	VP-VersePlay.
VersePlay2	Paragraph Styles: Plays	VP-VersePlay. [hl2]
VerseStage	Paragraph Styles: Plays	VS-VerseStage.

# The Braille Tab Menu Groups

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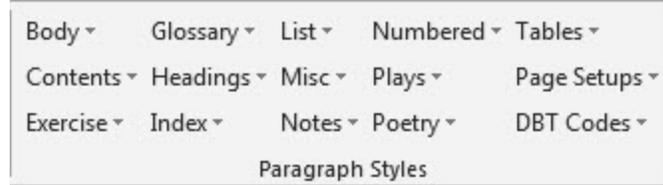
For more help on each group of controls in the Braille ribbon, please see the appropriate sub-topic. Note that certain function groups only appear with specific templates.

- [Paragraph Styles](#)
- [UEB](#)
- [Page Number](#)
- [Math](#)
- [Character](#)
- [Language](#)
- [Bullets](#)
- [Fonts](#)

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## Paragraph Styles Group

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This group includes menus for paragraph styles and page setups. The menus are categorized to allow faster access to a small set of related styles.

Style names are provided for those who take a normal word processing approach to the component elements of a document and who may not be familiar with the indentation and runover margin required in braille for a particular format. On the other hand, the Numbered menu may be preferred by those who think of format in terms of the specific indent and runover in braille. Using the Numbered menu also avoids any "side effects" of the named styles, such as skipped lines or block protection, when they are not intended. For example, it may be preferable to use numbered style **1-3** instead of the named style **List** in some circumstances.

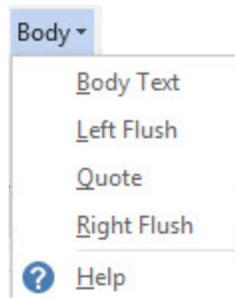
For reference, here is the list of paragraph styles that include skipped lines as part of the style definition. This corresponds with the desired formatting in braille in the most usual case.

- **Attribution**: blank line after.
- **CBC-Display**: blank line before and after.
- **Cross Reference**: blank line before and after.
- **Directions**: blank line before. (However, there is no blank line between Heading 2 and Directions; no blank line between Heading 3 and Directions.)
- **Heading 1**: blank line before and after.
- **Heading 2**: blank line before.
- **Heading 3**: blank line before.
- **List**: blank line before and after full list (no blank line between Heading 2 and List; no blank line between Heading 3 and List).
- **Quote**: blank line before and after.

Paragraph Styles is a large group. Each of the menus in the Paragraph Styles group is presented in its own section below.

---

### Body Menu



The definition for each Body style is given in terms of the basic left margin and runover position, with additions as required.

**Body Text**: 3-1

**Left Flush**: 1-1

**Quote**: 3-1, with a blank line before and after.

# DBT with SWIFT

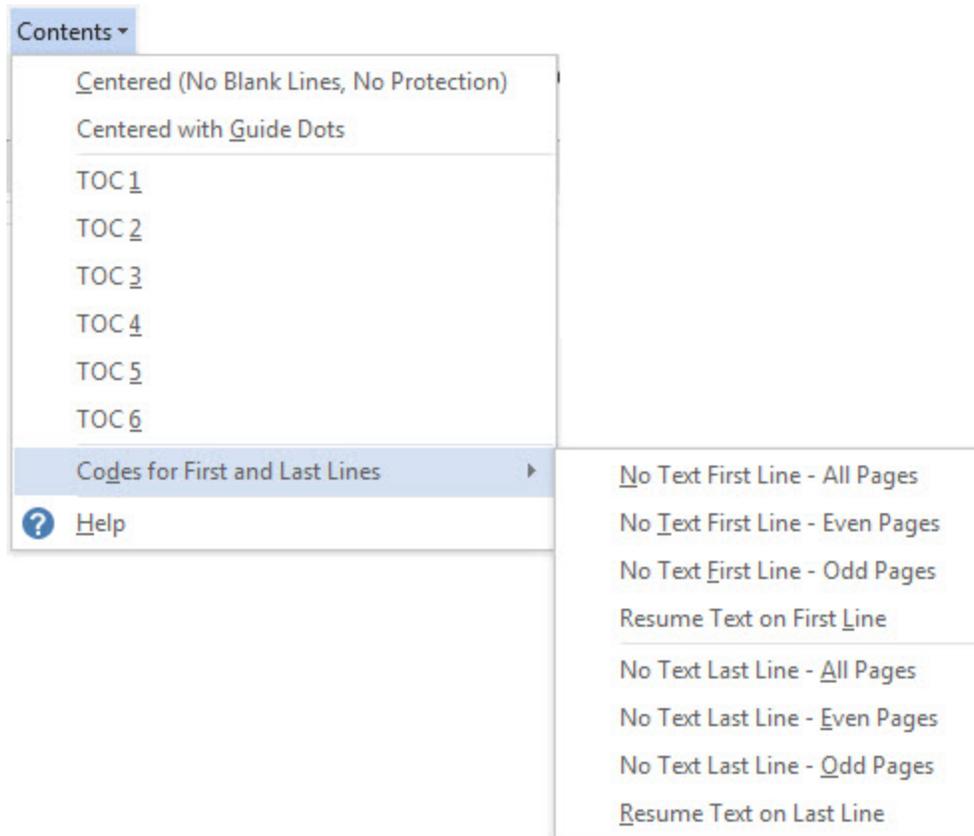
**Right Flush:** flush to the right margin. (Note: This style does *not* align the first character of multiple Right Flush paragraphs.)

---

## Contents Menu

---

This menu contains styles used on Table of Contents (TOC) pages.



**Centered:** This style can be used for centered headings, such as Unit/Part, that don't have a TOC entry page number.

**Centered with Guide Dots:** Use this style when a Unit/Part heading includes an entry page number. This keeps the heading centered and allows you to use the Guide Dots character style for the page number. A long "Centered with Guide Dots" heading needs to be divided by pressing

**Enter** at the most appropriate location. This results in two (or more) consecutive "Centered with Guide Dots" paragraphs. The last line includes the page number.

**TOC1 - TOC6:** Applying these styles to TOC entries creates a nested list format, and DBT automatically adjusts the runover.

**Codes for First and Last Lines:** These codes keep text from appearing on the first and last lines of the braille page, thereby interfering with table of contents entry page numbers. Insert the appropriate first-line codes at the top of the table of contents. Typically a transcription to be embossed single-sided will require "No Text First Line - All Pages". Codes to suppress the first line do not need to be used when a running head is used. If braille page numbers are suppressed on even pages for interpoint, select the appropriate option.

Once the table of contents is completed, it is necessary to insert the **Resume Text on First Line** and **Resume Text on Last Line** codes so text will again appear on the first and last lines. (See the sample file: [front\\_matter\\_pages.docx](#))

No Text First Line - All Pages: **[[\*svrhp3\*]] [[\*t1s\*]] [[\*tle\*]]**

## SWIFT 5.2 Paragraph Styles Group

No Text First Line - Even Pages: `[[*svrhp2*]][[*t1s*]] [[*tle*]]`

No Text First Line - Odd Pages: `[[*svrhp1*]][[*t1s*]] [[*tle*]]`

Resume Text on First Line: `[[*tld*]]`

No Text Last Line - All Pages: `[[*svrfp3*]][[*rfs*]] [[*rfe*]]`

No Text Last Line - Even Pages: `[[*svrfp2*]][[*rfs*]] [[*rfe*]]`

No Text Last Line - Odd Pages: `[[*svrfp1*]][[*rfs*]] [[*rfe*]]`

Resume Text on Last Line: `[[*rfd*]]`

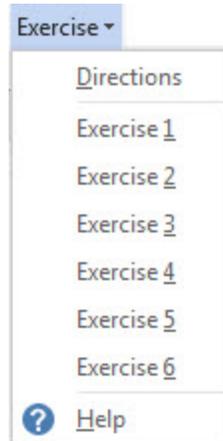
---

### Exercise Menu

---

#### *Exercise - BANA UEB & BANA EBAE templates*

---



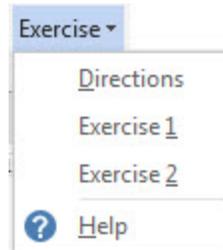
**Directions:** 5-5

Note: Directions following a running head or print page indicator are preceded by a blank line. Subsequent paragraphs are automatically indented two cells (7-5).

**Exercise 1 - Exercise 6:** The nested list format is used for the Exercise styles, and DBT automatically adjusts the runover.

#### *Exercise - BANA UEB with Nemeth & BANA EBAE Nemeth templates*

---

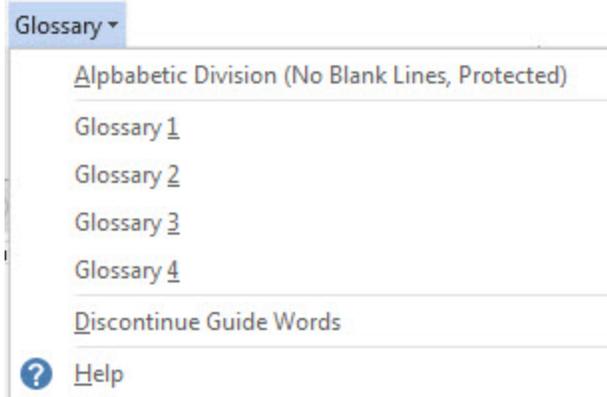


**Directions:** 5-3

**Exercise 1 - Exercise 2:** 1-3 for a single level exercise; and 1-5, 3-5, for two or more levels.

## Glossary Menu

---



**Alphabetic Division:** At least one line of text appears with the Alphabetic Division at the bottom of a braille page. For BANA EBAE contracted braille, be sure to force the letter sign for A, I, and O.

**Glossary 1 - Glossary 4:** The nested list format is used for the Glossary styles, and DBT automatically adjusts the runover.

**Discontinue Guide Words:** inserts the code `[[*rfd*]]` on the next page after the completed glossary. The code needs to go on the page *after* the completed glossary, otherwise guide words will not appear on the last page.

## Headings Menu

---



**Centered (No Blank Lines, No Protection):** can be used in conjunction with Heading 1 to easily separate multiple major headings and to get the required blank lines.

**Centered (Full Line Width, No Blank Lines, No Protection):** remains available for those who produce centered title pages.

**Heading 1:** Centered with a blank line before and after the heading.

**Heading 2:** 5-5

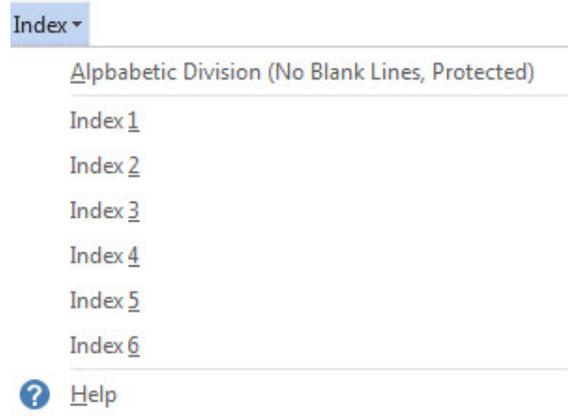
**Heading 3:** 7-7

All headings are preceded by a blank line. DBT suppresses the blank line between Heading 2 and Heading 3 automatically.

**Running Head:** use of a running page header is an agency decision.

# SWIFT 5.2 Paragraph Styles Group

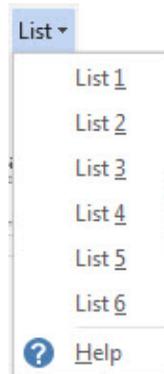
## Index Menu



**Alphabetic Division:** At least one line of text appears with the Alphabetic Division at the bottom of a braille page. For BANA EBAE contracted braille, be sure to force the letter sign for A, I, or O.

**Index#:** The nested list format is used for the Index styles, and DBT automatically adjusts the runover.

## List Menu



**List#:** The nested list format is used for the List styles, and DBT automatically adjusts the runover.

## Misc Menu



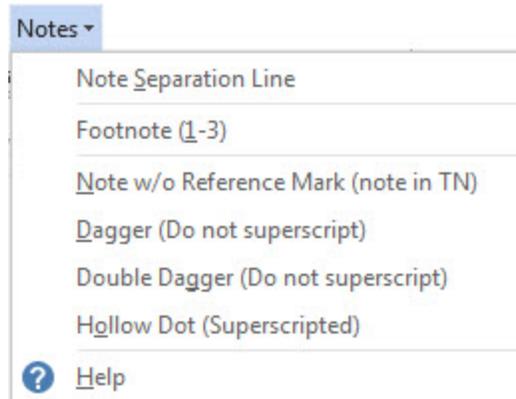


## SWIFT 5.2 Paragraph Styles Group

### Notes Menu

#### Notes - BANA UEB and BANA UEB with Nemeth templates

The Notes menu provides support for various types of footnotes and endnotes.



All notes are handled manually, because Formats 2016 follows the print appearance for all note indicators, which often are not the same at the point of reference and they appear before the note. (See sample file: [footnote\\_manual.docx](#))

**Note Separation Line:** Insert this style to indicate the start of a list of notes at the bottom of a print page. This style inserts SimBraille (dots 5, 35, 35, 35, 35, 35, 35) beginning in cell 1.

⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

**Footnote (1-3):** Use this style for the list of notes. Follow the print for the correct note indicator.

**Dagger**, and **Double Dagger** are included in the menu and are not to be superscripted. The **Hollow Dot** is also included in the menu and is already superscripted. Use the asterisk (\*) as is on the keyboard. Select numbers or letters and apply a superscript to them as needed (Ctrl+Shift++).

## Notes - BANA EBAE and BANA EBAE Nemeth templates



The Notes menu provides support for various types of notes and endnotes.

There are multiple ways in which notes can be handled in the Word file.

1. Notes can be inserted within a paragraph, using the Footnote Embed style, and DBT will automatically insert the Note Separation Line and move the notes to the end of the print page. When this approach is used, the NoteRef indicator is *only inserted once*, before the Footnote Embed style. DBT will automatically insert the NoteRef indicator at the beginning of the note, at the end of the print page.  
*Warning:* If notes appear on the last print page, it is necessary to insert the End Footnotes Code at the end of the file to force DBT to recognize the end of the page and insert the notes. (See sample file: [footnote\\_manual.docx](#))
2. Note indicators can be inserted at the point of reference, with the Note Separation Line and notes inserted at the end of the print page by the producer. This may be the best option when notes already appear at the end of the print page, such as in a scanned file. (See sample file: [footnote\\_manual\\_ebae.docx](#))

## SWIFT 5.2 Paragraph Styles Group

- Word's Footnote and Endnote features can be used, but this is only appropriate when all the note indicators are the same. This particular Word feature may still have some bugs.

**Endnote Embed:** This style is used when notes are moved to a separate section. It is supported with the Endnotes Page Setup, which automatically inserts the necessary codes so that DBT knows where to move the notes.

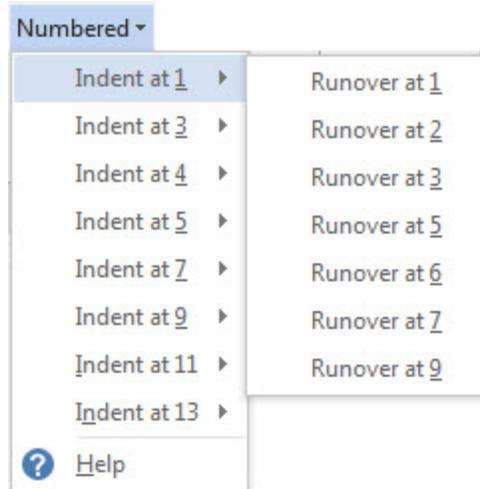
**At this time it will be necessary to modify the *DBT file* to include the print page number for each note.**

(See sample file: [endnotes.docx](#))

---

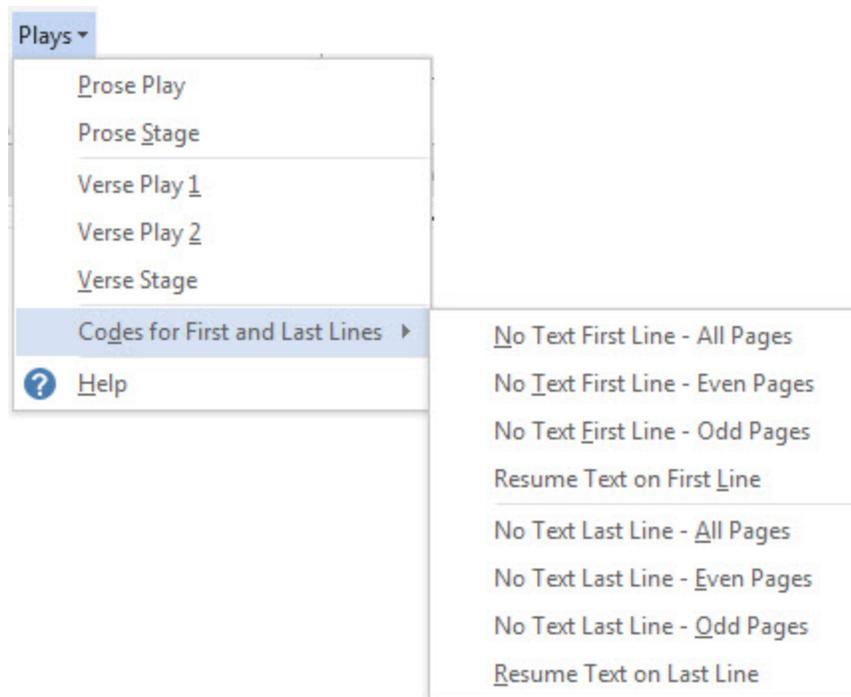
### Numbered Menu

---



**Indent at # -> Runover at #:** These styles can be used when total control of the braille format is desired. They are especially useful when blank lines are not wanted. Use **1-6** and **4-6** styles for partially bulleted lists.

## Plays Menu



**Prose Play**: 1-3

**Prose Stage**: 7-7 with subsequent paragraphs automatically indented two cells (9-7)

**Prose Stage EBAE**: 5-5 with subsequent paragraphs automatically indented two cells (7-5)

**Verse Play 1**: 1-5

**Verse Play 2**: 3-5

**Verse Stage**: 7-7 Subsequent paragraphs are automatically indented two cells (9-7).

### **Codes for First and Last Lines:**

Line numbered prose or verse cannot appear on the first or last line of a braille page (to keep print and braille page numbers from interfering with the line numbers in the right margin). Which option to select is based on whether the braille page numbers appear on every page. However, if a running head is used, the first line code isn't needed.

No Text First Line All Pages **[[\*svrhp3\*]][[\*t1s\*]] [[\*tle\*]]**

No Text First Line Even Pages **[[\*svrhp2\*]][[\*t1s\*]] [[\*tle\*]]**

No Text First Line Odd Pages **[[\*svrhp1\*]][[\*t1s\*]] [[\*tle\*]]**

Resume Text on First Line **[[\*t1d\*]]**

No Text Last Line All Pages **[[\*svrfp3\*]][[\*rfs\*]] [[\*rfe\*]]**

No Text Last Line Even Pages **[[\*svrfp2\*]][[\*rfs\*]] [[\*rfe\*]]**

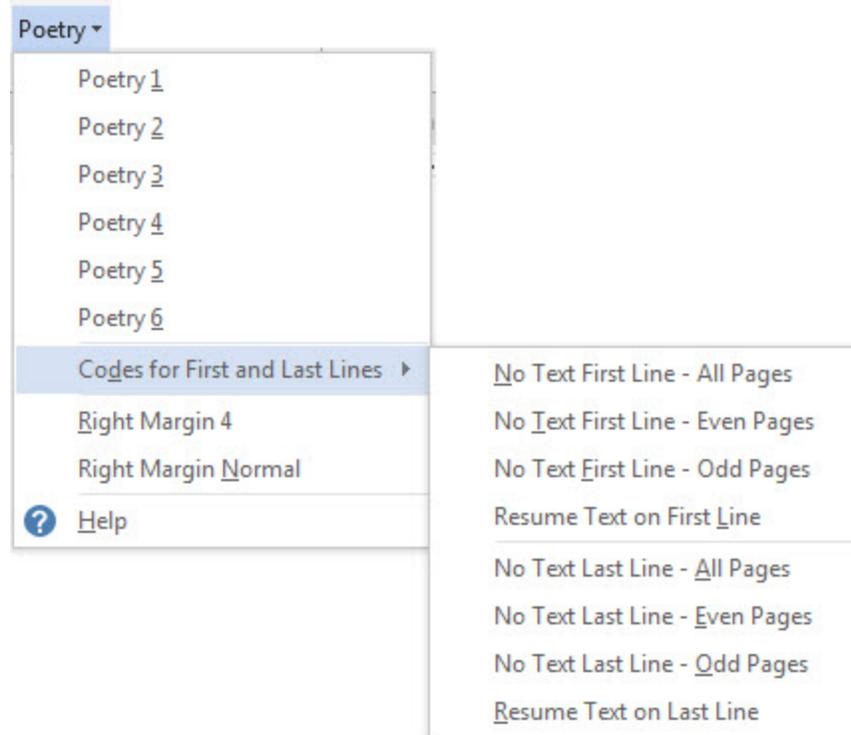
No Text Last Line Odd Pages **[[\*svrfp1\*]][[\*rfs\*]] [[\*rfe\*]]**

Resume Text on Last Line **[[\*rfd\*]]**

After the completion of the line numbered material, it is necessary to insert the Resume Text on First and Last Line codes to allow text to once again appear on those lines. (See sample file: [line\\_numbered\\_poetry\\_with\\_right\\_margin-codes.docx](#))

## SWIFT 5.2 Paragraph Styles Group

### Poetry Menu



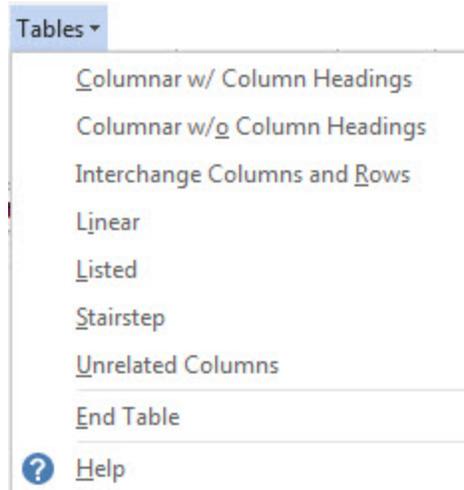
**Poetry#:** The nested list format is used for the Poetry styles, and DBT automatically adjusts the runover.

If the poetry has line numbers, see the discussion of "[Codes for First and Last Lines](#)" in the Plays section above.

**Right Margin 4:** [ [\*rm4 : 4\*] ] and

**Right Margin Normal:** [ [\*rm0 : 0\*] ] are included in this menu for convenience when the right margin needs to be adjusted for line numbering.

### Tables Menu



## DBT with SWIFT

Selecting the desired table type (Columnar, Linear, Stairstep, etc.) inserts the appropriate codes before the table. If box lines are used with the table, the table code goes on the next line after the box line (Box Begin, Table Start code ... Box End, End Table code). Make sure to use End Table after the completion of the table.

Columnar w/ Column Headings: `[[*htbs;r:1:0:b:n:c*]]`

Columnar w/o Column Headings: `[[*htbs;r:0:0:b:n:c*]]`

Interchange Columns and Rows: `[[*htbs;r:1:1:b:y:c*]]`

Linear: `[[*htbs;r:0:0:b:n:p*]]`

Listed: `[[*htbs;r:0:0:b:n:l*]]`

Stairstep: `[[*htbs;r:0:0:b:n:s*]]`

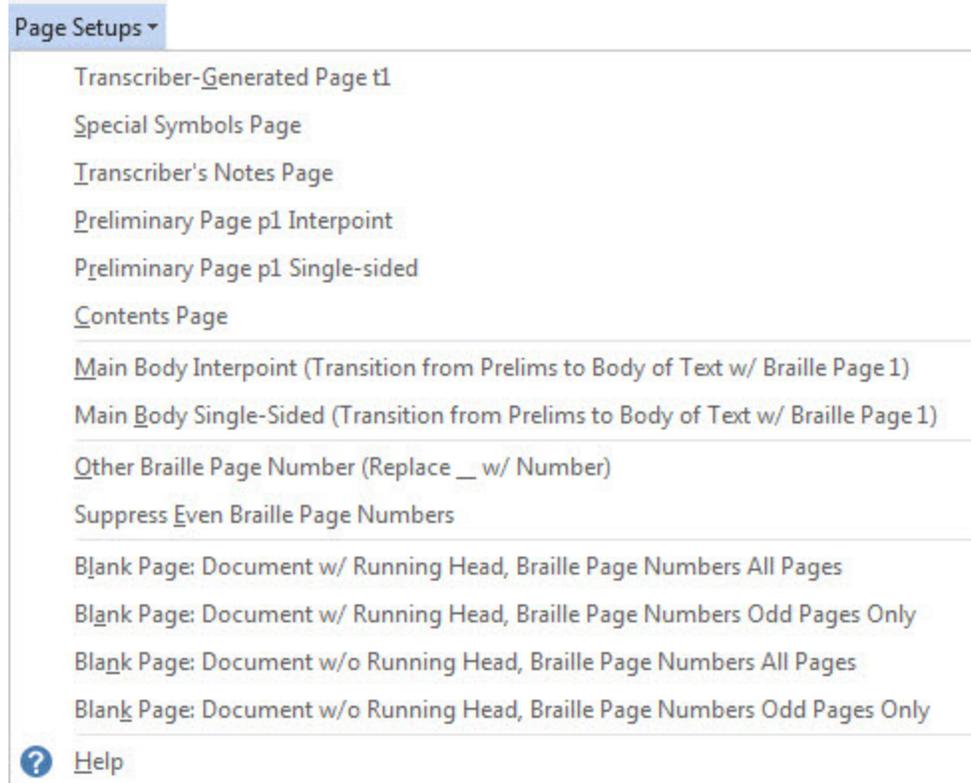
Unrelated Columns: `[[*htbs;u*]]`

End Table: `[[*htbe*]][[*sk1*]]`

---

### Page Setups Menu

---



The items on this menu help provide the correct format for front matter pages. These page setups are used when the braille includes one or more of the various types of front matter (preliminary pages).

Show/Hide (Ctrl+\*) must be active.

**Transcriber-Generated Page t1:** This style inserts informational text that is deleted when the file is opened in DBT. Insert this at the beginning of the file to set up the "t" braille page numbers.

**Special Symbols Page:** This style forces a new braille page and inserts the SPECIAL SYMBOLS USED IN THIS VOLUME heading.

**Transcriber's Notes Page:** This style forces a new braille page and inserts the TRANSCRIBER'S NOTES heading.

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## SWIFT 5.2 Paragraph Styles Group

**Preliminary Page p1 Interpoint:** inserts informational text that is deleted when the file is opened in DBT. Text is forced to a right hand page for interpoint. Preliminary Page p1 Interpoint is necessary for transitioning from "t" pages to "p" pages and to set the braille page number as "p1".

**Preliminary Page p1 Single-sided:** inserts informational text that is deleted when the file is opened in DBT. Text is forced to the top of the next braille page. Preliminary Page p1 Single-sided is necessary for transitioning from "t" pages to "p" pages and to set the braille page number as "p1".

**Contents Page:** This style forces a new braille page and inserts the CONTENTS heading, along with the Chapter line. It will be necessary to modify "CONTENTS" and "Chapter" if other text is used in the print.

**Main Body Interpoint:** This inserts informational text that is deleted when the file is opened in DBT. The primary purpose is to discontinue the running head if used (insert again after full title), force a new right hand braille page for interpoint, and to set the braille page number at 1.

**Main Body Single-sided:** This inserts informational text that is deleted when the file is opened in DBT. The primary purpose is to discontinue the running head if used (insert again after full title), force a new braille page, and to set the braille page number at 1.

**Other Braille Page Number (Replace \_\_ w/ Number):** `[[*pv__*]][[*pnta*]]`

For those who start a volume on a braille page other than 1, use this code and replace the underscore in the code with the appropriate number. The code will be inserted as a **LeftFlush** paragraph. Don't insert other text in the paragraph. It must be placed between the **MainBody** and the Textbook Reference Page Number (**RefPageNumber**) paragraphs (either before or after the `[[*rfd*]]` code paragraph will work).

**Suppress Even Braille Page Numbers:** `[[*svpnp4:0:2:2*]]`

**Blank Page options:** These four choices support those who need to insert a blank page on the back of a tactile graphic. All options force the blank page to be an even page. The page is totally blank. Page numbers are implied and continue on the next page after text resumes. When a Running Head option is used, the yellow highlighted text needs to be replaced with appropriate text. (Possible conflict: be sure to delete the highlighting if yellow highlighting is used to indicate typeform indicators!)

**Blank Page: Document w/ Running Head, Braille Page Numbers All Pages:**

`[[*top*]][[*svpnp0:0:0:0*]][[*svrhp3*]][[*t1s*]] [[*tle*]][[*pg*]]`

REPLACE THIS TEXT WITH RUNNING HEAD

`[[*svpnp4:4:2:2*]]`

**Blank Page: Document w/ Running Head, Braille Page Numbers Odd Pages Only:**

`[[*top*]][[*svpnp0:0:0:0*]][[*svrhp3*]][[*t1s*]] [[*tle*]][[*pg*]]`

REPLACE THIS TEXT WITH RUNNING HEAD

`[[*svpnp4:0:2:2*]]`

**Blank Page: Document w/o Running Head, Braille Page Numbers All Pages:**

`[[*top*]][[*svpnp0:0:0:0*]][[*pg*]][[*svpnp4:4:2:2*]]`

**Blank Page: Document w/o Running Head, Braille Page Numbers Odd Pages Only:**

`[[*top*]][[*svpnp0:0:0:0*]][[*pg*]][[*svpnp4:0:2:2*]]`

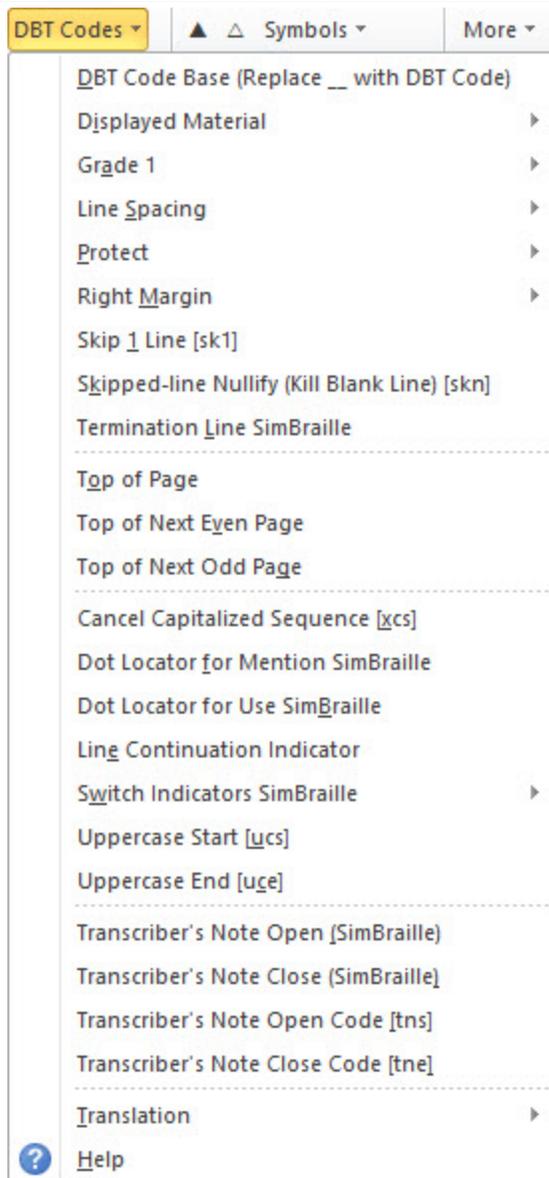
**Page Setups - BANA EBAE and BANA EBAE Nemeth templates**

**Endnotes Page:** This option is listed in this menu as well as the Notes menu. It inserts the codes and beginning text for an end notes page.

(See sample file: [front\\_matter\\_pages.docx](#))

## DBT Codes Menu

### DBT Codes - BANA UEB and BANA UEB with Nemeth templates



These menu items help control specific translation situations.

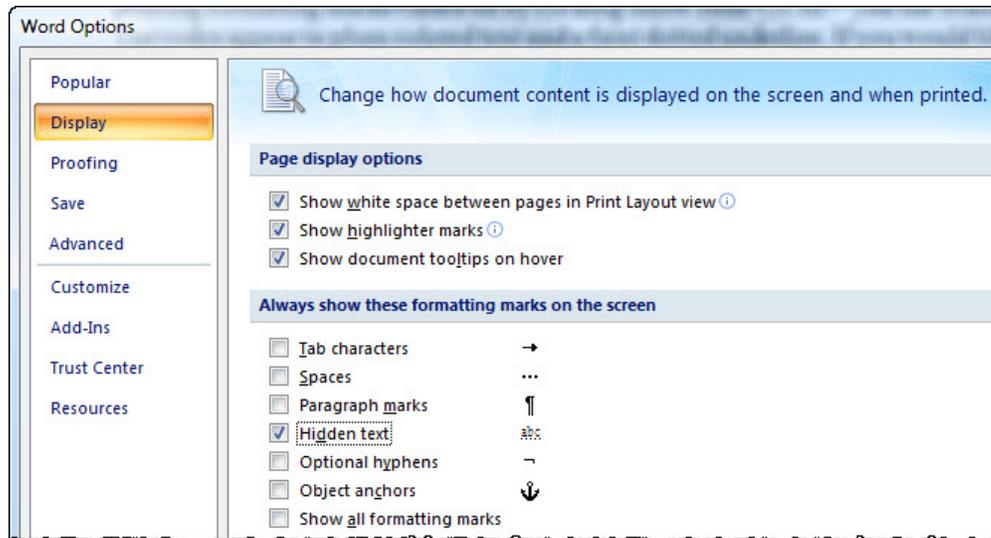
DBT codes allow even finer control for preparing a file for braille translation. Many of the common codes have been placed on these menus for easy access. Because the codes may be intrusive for general editing and printing, they are added to the document as hidden text. (It doesn't matter to the importer whether DBT codes are hidden text or normal text.) **To see the codes, it is necessary to work with non-printing formatting marks turned on by clicking ¶ Show/Hide (Ctrl+\*).**

The codes appear in plum colored text with a faint dotted underline. How or when you choose to see the DBT codes is personal preference, although it is suggested they be visible while codes are being inserted into the document. The hidden code/text cannot be deleted or modified if it is not visible.

You can set an option if you would like to see only the hidden text without seeing the rest of the non-printing formatting marks. Those who use screen readers will find this option preferable.

## SWIFT 5.2 Paragraph Styles Group

**Word 2007:** Go to Office Button, Word Options, Display. Find section: Always show these formatting marks on the screen and check: “Hidden text”.



**Word 2010/2013/2016:** Go to File, Options, Display, section Always show these formatting marks on the screen, check: “Hidden text”.

### ***DBT Code Base (Replace \_\_ with DBT Code)***

There are many DBT codes not included in the BANA Braille template. When it is necessary to insert one of these codes, you can insert this as the basic code markup, and replace the underscores within the brackets and asterisks `[[* __*]]` with the needed code.

### ***Displayed Material***



Displayed Material codes adjust the left margin in a displayed section.

Insert the **Displayed Material Start** code `[[*svlma:2*]][[*sc1:1:1*]]` before the displayed material section. This code creates a cell-3 left margin. Heading 1 (centered) remains centered on the full width of the page. All other styles are offset by 2 cells to the right.

After the completion of the displayed section, use the **Displayed Material End** code, `[[*sc1:0:1*]][[*svlma:0*]]`.

To create a left margin beginning in cell 5, modify the Start code to `[[*svlma:4*]][[*skn1:1*]]`.

(See sample file: [displayed material.docx](#))

### ***Grade 1***

Grade 1 Following Word: `[[*i*]]`

Grade 1 and Prefix with Grade 1 Indicator: `[[*ii*]]`

## Line Spacing



Double line spacing (braille on every other line) is typically used in early grade books (after the title page).

Line Spacing Single [ [\*svsb10\*] ]

Line Spacing Double [ [\*svsb11\*] ]

## Number Sign



Other than in Nemeth (math), this set of codes has limited use.

Omit Number Sign Start [ [\*ons\*] ]

Omit Number Sign End [ [\*one\*] ]

## Protect



**Group:** Used to keep text grouped together on a single line or treated as a single unit. The example below keeps “artificial intelligence” on the same line.

Group Start [ [\*:\*] ]

Group End [ [\*;\*] ]

Example: [ [\*:\*] ] artificial intelligence [ [\*;\*] ]

**Protect Block:** Used to keep a block of text on a single page. A typical use is to keep test question and answer choices on a single page. (See sample file: [test\\_with\\_protected\\_questions.docx](#))

Protect Block Start [ [\*kps\*] ]

Protect Block End [ [\*kpe\*] ]

**Protect Text:** When possible keeps text on a single line and page. For example, use these codes to prevent a telephone number from dividing between lines or between two pages.

Protect Text Start [ [\*kbs\*] ]

Protect Text End [ [\*kbe\*] ]

Example: [ [\*kbs\*] ] 1-800-555-5555 [ [\*kbe\*] ]



## Top of Page Codes

Top of Page  
Top of Next Even Page  
Top of Next Odd Page

These codes are conditional new braille page breaks (i.e., they have no effect if already at the top of a page). They are inserted in a **LeftFlush** style and it is best not to include any text within the same paragraph.

“Top of Next Even Page” and “Top of Next Odd Page” are used with interpoint (braille on the front side and back side of each sheet).

Top of Page **[[\*top\*]]**

Top of Next Even Page **[[\*top\*]] [[\*sd0\*]]**

Top of Next Odd Page **[[\*top\*]] [[\*sd1\*]]**

## Cancel Capitalized Sequence [xcs]

Cancel Capitalized Sequence [xcs]

This code manually interrupts a capitalized passage. For example:

"I assure you, THAT FUSE IS TOO SHORT. **[[\*xcs\*]]** BUT IF YOU INSIST, go ahead and light it – after I have left." (See [Codes Quick Reference](#))

Note: DBT breaks a capitalized passage automatically when transitioning from one style to another, as shown.

Centered

Centered

Heading 1

Heading 1

PART ONE  
THE UNITED STATES  
CHAPTER ONE  
THE NORTHEAST

Braille representation of the text above, with yellow highlights on the first and last cells of each line.

Braille representation of the text above, with yellow highlights on the first and last cells of each line.

## Dot Locator for Mention SimBraille

Dot Locator for Mention SimBraille

## SWIFT 5.2 Paragraph Styles Group

Use this as a quick option for inserting the SimBraille for a dot locator for mention. ⠠⠠⠠⠠

### *Dot Locator for Use SimBraille*

Dot Locator for Use SimBraille

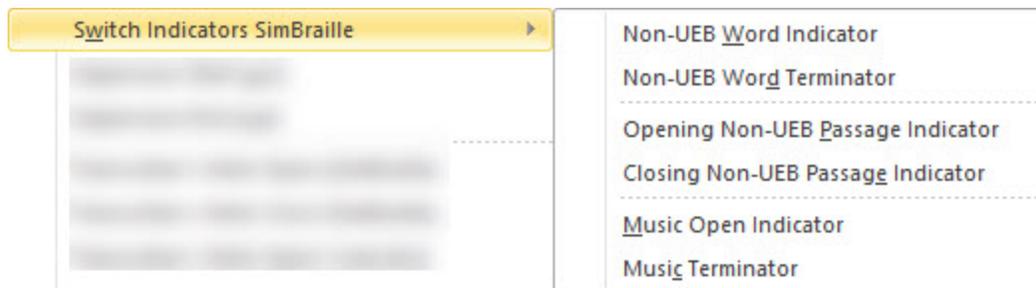
Use this as a quick option for inserting the SimBraille for a dot locator for use. ⠠⠠⠠⠠

### *Line Continuation Indicator* **[[\*q~"\*]] [[\*l\*]] [[\*run\*]]**

Line Continuation Indicator

is used to indicate a break-point for a long URL, e-mail address, etc..

### *Switch Indicators SimBraille*



Note: DBT automatically inserts the IPA switch indicators when the text is marked up using the IPA character style.

These controls produce manual switch indicators as needed.

**Non-UEB Word Indicator** ⠠⠠⠠⠠

**Non-UEB Word Terminator** ⠠⠠⠠⠠

**Opening Non-UEB Passage Indicator** ⠠⠠⠠⠠⠠⠠

**Closing Non-UEB Passage Indicator** ⠠⠠⠠⠠⠠⠠

**Music Open Indicator** ⠠⠠⠠⠠

**Music Terminator** ⠠⠠⠠⠠

### *Uppercase Start [ucs]*

Uppercase Start [ucs]

This code allows for total control of capitalized passages. Insert **[[\*ucs\*]]** before the start of the capitalized passage. The text must be entered as lowercase letters.

## Uppercase End [uce]

Uppercase End [uce]

This code is used in conjunction `[[*ucs*]]` above. Insert `[[*uce*]]` at the end of the capitalized passage.

## Transcriber's Note

Transcriber's Note Open (SimBraille)  
Transcriber's Note Close (SimBraille)  
Transcriber's Note Open Code [tns]  
Transcriber's Note Close Code [tne]

These four options allow the use of SimBraille or codes to insert Transcriber's Note indicators. Be aware that there is a Transcriber's Note style that automatically inserts the indicators for full 7-5 paragraphs. Also, the TN-Embed command (in Character Styles) is another option for inserting Transcriber's Note indicators for short embedded passages.

Transcriber's Note Open (SimBraille) ⠠⠠⠠⠠

Transcriber's Note Close (SimBraille) ⠠⠠⠠⠠

Transcriber's Note Open Code [tns] `[[*tns*]]`

Transcriber's Note Close Code [tne] `[[*tne*]]`

## Translation

Translation

Grade 1 (Uncontracted)

Grade 2 (Contracted)

Use the **Grade 1** codes at the beginning of a file if the entire document should be translated to uncontracted braille.

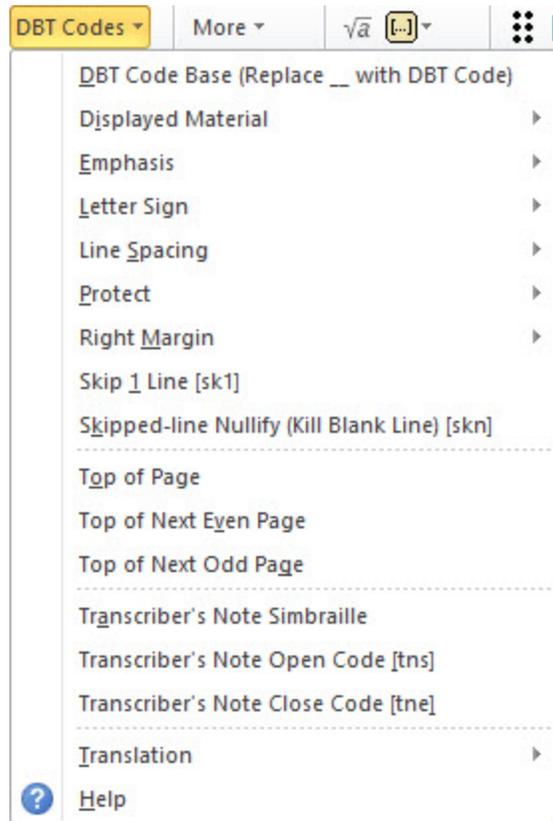
Grade 1 (Uncontracted): `[[*tx*]] [[*g1*]]`

Grade 2 (Contracted): `[[*tx*]] [[*g2*]]`

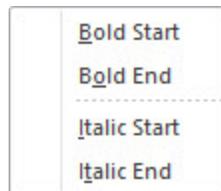
## DBT Codes - BANA EBAE and BANA EBAE Nemeth templates

The EBAE version of the DBT Codes menu has mostly the same options as the DBT Codes menu for BANA UEB. The menu options *not* already explained (above) are listed and described below.

## SWIFT 5.2 Paragraph Styles Group



### *Emphasis*



**Note:** Do not format bold/italic text with another character style (such as uncontracted or Spanish), as Word will delete the bold/italic font attributes. Apply the character style first and then add the bold/italics on top of the styled text. Sometimes it is easier to use the emphasis codes instead of using bold/italics.

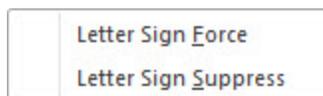
**Bold Start:** `[[*fts~b*]]`

**Bold End:** `[[*fte~b*]]`

**Italics Start:** `[[*fts~i*]]`

**Italics End:** `[[*fte~i*]]`

### *Letter Sign*



It may be necessary to force or suppress a letter sign for correct translation. Being aware of this and inserting the appropriate codes in the Word file can save time later.

**Letter Sign Force:** `[[*ii*]]` Example: Put the book in box `[[*ii*]]`b.

## DBT with SWIFT

**Letter Sign Suppress:** `[[*i*]]` Example: Henry `[[*i*]]`V (Note: This code will also uncontract everything before the next space.)

### *Nemeth Indicators (SimBraille)*

Nemeth <u>B</u> egin (SimBraille)
Nemeth <u>E</u> nd (SimBraille)

Formats 2011 allows the use of Nemeth indicators for short sections of Nemeth in nontechnical books.

The SimBraille **Nemeth Begin** indicator is followed by a hard, nonbreaking space 

The SimBraille **Nemeth End** indicator is preceded by a hard, nonbreaking space 

### *Transcriber's Note*

Transcriber's Note Simbraille
Transcriber's Note Open Code [tns]
Transcriber's Note Close Code [tne]

These three options allow the use of either SimBraille or codes to insert Transcriber's Note indicators. Be aware that there is a Transcriber's Note style that automatically inserts the indicators for full 7-5 paragraphs. Likewise, the TN-Embed (in Character Styles) is another option for inserting Transcriber's Note indicators for short embedded passages.

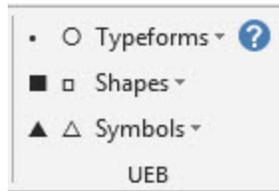
Transcriber's Note SimBraille 

Transcriber's Note Open Code [tns] `[[*tns*]]`

Transcriber's Note Close Code [tne] `[[*tne*]]`

## UEB Group

This group includes typeforms, shapes, and symbols unique to UEB (Unified English Braille).



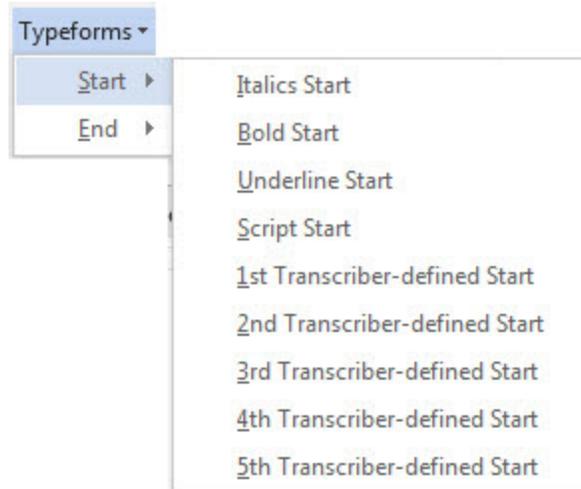
## Unicode Shapes

These icon buttons insert the indicated shape character.

	Unicode	Description
•	U+2022	Bullet Sign
○	U+25CB	White Circle
■	U+25A0	Black Square
□	U+25A1	White Square
▲	U+25B2	Black Triangle
△	U+25B3	White Triangle

## Typeforms

Typeforms can usually be managed via DBT's Word Importer [UEB Typeform Mappings](#) options. However, sometimes it might be difficult to use typeform mappings if they need to be applied to character styles. In this situation, codes can be used to control italics, bold, underline, script, and the transcriber-defined typeform indicators (items 1st-5th).



Italics: **[[\*fts~i\*]]... [[\*fte~i\*]]**

Bold: **[[\*fts~b\*]]... [[\*fte~b\*]]**

Underline: **[[\*fts~u\*]]... [[\*fte~u\*]]**

Script: **[[\*fts~s\*]]... [[\*fte~s\*]]**

1st Transcriber-define typeform indicator: **[[\*fts~1\*]]... [[\*fte~1\*]]**

2nd Transcriber-define typeform indicator: **[[\*fts~2\*]]... [[\*fte~2\*]]**

3rd Transcriber-define typeform indicator: **[[\*fts~3\*]]... [[\*fte~3\*]]**

# DBT with SWIFT

4th Transcriber-define typeform indicator: **[[\*fts~4\*]]...[[\*fte~4\*]]**

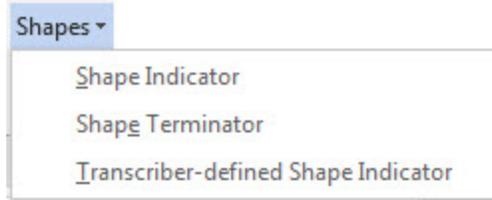
5th Transcriber-define typeform indicator: **[[\*fts~5\*]]...[[\*fte~5\*]]**

---

## Shapes (Indicators)

---

This menu provides SimBraille shape symbols.



Shape indicator ⠠⠠

Shape terminator ⠠⠠⠠

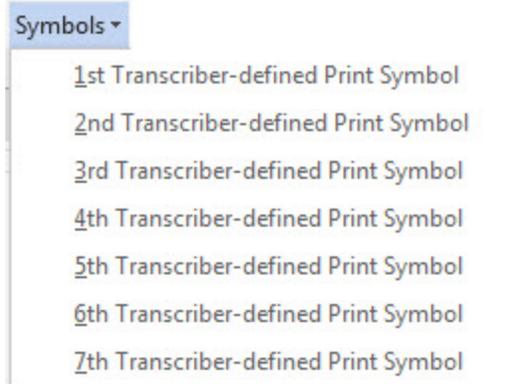
Transcriber-defined shape indicator ⠠⠠⠠⠠

---

## Symbols

---

This menu provides SimBraille transcriber-defined print symbols (1st-7th).



1st Transcriber-defined print symbol: ⠠⠠

2nd Transcriber-defined print symbol: ⠠⠠⠠

3rd Transcriber-defined print symbol: ⠠⠠⠠⠠

4th Transcriber-defined print symbol: ⠠⠠⠠⠠⠠

5th Transcriber-defined print symbol: ⠠⠠⠠⠠⠠⠠

6th Transcriber-defined print symbol: ⠠⠠⠠⠠⠠⠠⠠

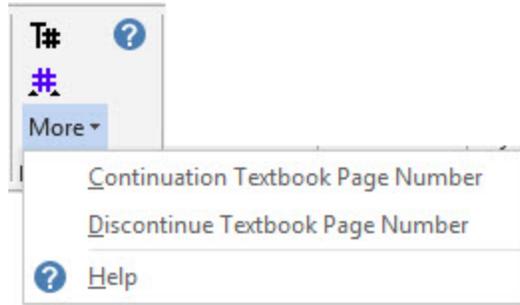
7th Transcriber-defined print symbol: ⠠⠠⠠⠠⠠⠠⠠⠠

## Page Number Group

---

### BANA UEB template

---



**[T#]** - **Textbook Reference Page Number**: (Alt+Return): Used to enter the print page number. This is a paragraph style, and only the page number is allowed in this paragraph.

**[^#^]** - **Embedded [Mid-Paragraph] Textbook Reference Page Number**: (Alt+Ctrl+Shift+t): Use for the print page number when the page break is in the middle of a paragraph. This is a character style, and only the page number is marked with this style.

**More**: These items control other page number situations (such as combined page numbers). Show/Hide (Ctrl+\*) must be active.

**Continuation Textbook Page Number**: **[[\*lec\*]] [\*i\*]** Used to insert a range of print page numbers with the Textbook Reference Page Number (RefPageNumber) style. Example:

1-5 **[[\*lec\*]] [\*i\*]** 5

The print page numbers in braille are: 1-5, a5, b5, etc.

This is also used for lowercase Roman numerals **⠠⠠**, **⠠⠠⠠**, **⠠⠠⠠⠠**, etc. for proper translation. Example:

v **[[\*lec\*]] [\*i\*]** v

The print page numbers in braille are: **⠠⠠⠠**, **⠠⠠⠠⠠**, **⠠⠠⠠⠠⠠**, etc.

**Discontinue Textbook Page Number**: **[[\*led\*]]** Used to discontinue print page numbers if a section of text does not have print page numbers. Insert this code instead of a number in the Textbook Reference Page Number style.

---

### BANA UEB with Nemeth template

---



This version of the Page Number group holds the same menu items as the BANA UEB template, but the braille numbering adheres to Nemeth code rules, and the "T#" icon is replaced with "N#".

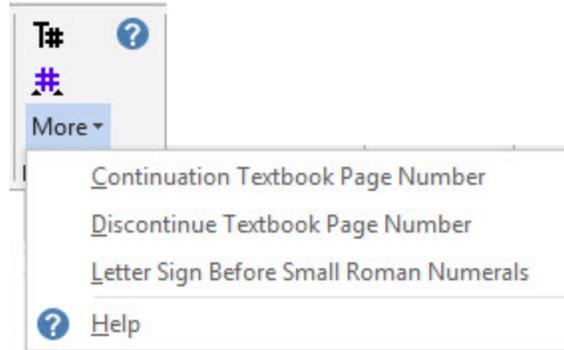
**[N#]** - **Nemeth Reference Page Number**: (Alt+Shift+Return): makes sure the print page numbers are literary numbers and then returns to Nemeth numbers.

**[^#^]** - **Embedded [Mid-Paragraph] Nemeth Reference Page Number**: (Alt+Ctrl+Shift+m): is used for the print page number when the page break is in the middle of a paragraph.



## SWIFT 5.2 Page Number Group

### BANA EBAE Nemeth template



This version of the Page Number group holds the same menu items as in the BANA EBAE template, but the braille numbering adheres to Nemeth code rules, and the "N#" icon replaces "T#".

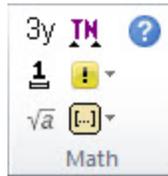
**[N#] - Nemeth Reference Page Number:** (Alt+Shift+Return): renders the print page numbers as literary numbers and then returns to Nemeth numbers.

**[^#^] - Embedded [Mid-Paragraph] Nemeth Reference Page Number:** (Alt+Ctrl+Shift+m): is used for the print page number when the page break is in the middle of a paragraph.

The **More** options in this menu are the same as the BANA EBAE template above.

## Math Group

**Note:** The Math Group only appears in the ribbon if one of the two Math templates has been applied.



---

### **[3y] - Linear Math (Exact Translation, Protected)**

---

The first icon in the Math Group, "3y", indicates the "Linear Math" style. (Think of "3y" as a term in a mathematical equation.)

This option is for transcribers who want to enter a piece of math in direct braille.

Enclosing a math expression in this style places the expression into the SimBraille font and will pass it to DBT as "exact translation" material (a piece of pre-translated braille). This means the author is taking on the task of entering the correct braille markup directly into the Word document, which implies knowledge of the spacing and symbols required.

This style also attempts to keep the entire math expression on the same braille line and same braille page.

---

### **[1] - One Word Bridge (UEB) or [A] - Literary Context (EBAE)**

---

#### ***[1] - One Word Bridge - in the BANA UEB with Nemeth template***

One Word Bridge is intended to indicate a single word that appears between two segments of technical notation. It puts that single word into UEB (instead of Nemeth code). However, rather than the full set of indicators to end and start Nemeth Code, it simply inserts dots 6, 3 before the word.

This option is in the UEB with Nemeth template only.

#### ***[A] - Literary Context - in the BANA EBAE Nemeth template***

While in a section of technical notation, use this style to indicate that the enclosed text is literary text, not math. This style is not limited to use on a single word. It is in the BANA EBAE Nemeth template only.

---

### **[√a] - Technical Notation**

---

Use this style to specify that a section of text in a document should be treated as Nemeth code. This icon appears in both Math templates.

---

### **[▲TN▲] - TN-Nemeth (Embedded)**

---

Use this style in either Math template to enter an embedded transcriber's note (7 words or fewer) in a Nemeth context. Beginning and ending transcriber's note indicators are automatically inserted surrounding the text. (Each TN indicator appears as the combination, comma and single quote (','), in ASCII braille; which are the 2 cells: dot 6, dot 3.)



## [.] - Nemeth Codes Menu

### *BANA UEB with Nemeth template*



These codes allow the Nemeth transcriber greater control over how text is translated. Show/Hide (Ctrl+\*) - must be active.

**Technical Notation Start Nemeth** `[[*ts*]]`

**Technical Notation End Nemeth** `[[*te*]]`

**Technical Chain Start** `[[*idle~ptims*]]`

**Technical Chain End** `[[*idle~ptime*]]`

Displayed Material codes adjust the left margin in a displayed section.

Insert the **Displayed Material Start** code `[[*svlma:2*]]` before the displayed material section. This code creates a cell-3 left margin. A Heading 1 (centered) remains centered on the full width of the page. All other styles are offset by 2 cells to the right.

After the completion of the displayed section, use the **Displayed Material End** code, `[[*svlma:0*]]`.

To create a left margin beginning in cell 5, modify the Start code to `[[*svlma:4*]]`.

These codes are like the regular Displayed Material codes (in the Paragraph Styles group), but there are no associated blank lines inserted before and after the displayed text.

**Nemeth Code Open Indicator** ⋮⋮⋮ (followed by a nonbreaking space)

**Nemeth Code Terminator** ⋮⋮⋮ (preceded by a nonbreaking space)

**Omit Number Sign Start** `[[*ons*]]`

**Omit Number Sign End** `[[*one*]]`

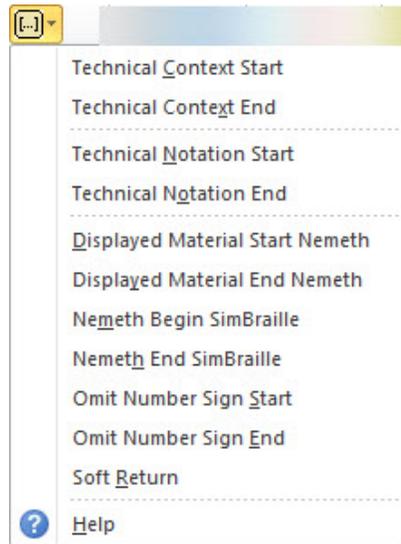
**Soft Return** `[[*l*]]` `[[*run*]]` Forces a new line and maintains the correct runover position for DBT.

## SWIFT 5.2Math Group

See "Producing Nemeth Code Math within UEB" on page 83 for additional information on using the new Nemeth codes.

### ***BANA EBAE Nemeth template***

---



These codes allow the Nemeth transcriber greater control over how text is translated. Show/Hide (Ctrl+\*) - must be active.

**Technical Context Start** `[[*tcs*]]`

**Technical Context End** `[[*tce*]]`

**Technical Notation Start** `[[*ts*]]`

**Technical Notation End** `[[*te*]]`

Displayed Material codes adjust the left margin in a displayed section.

Insert the **Displayed Material Start** code `[[*svlma:2*]]` before the displayed material section. This code creates a cell-3 left margin. Heading 1 (centered) remains centered on the full width of the page. All other styles are offset by 2 cells to the right.

After the completion of the displayed section, use the **Displayed Material End** code, `[[*svlma:0*]]`.

To create a left margin beginning in cell 5, modify the Start code to `[[*svlma:4*]]`.

These codes are like the regular Displayed Material codes (in the Paragraph Styles group), but there are no associated blank lines inserted before and after the displayed text.

### ***Nemeth Indicators (SimBraille)***

Formats 2011 allows the use of Nemeth indicators for short sections of Nemeth in nontechnical books.

The SimBraille **Nemeth Begin Simbraille** indicator is followed by a hard, nonbreaking

space  $\cdot\cdot\cdot\cdot$

The SimBraille **Nemeth End Simbraille** indicator is preceded by a hard, nonbreaking

space  $\cdot\cdot\cdot\cdot$

**Omit Number Sign Start** `[[*ons*]]`

**Omit Number Sign End** `[[*one*]]`

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**Soft Return** `[[*l*]]` `[[*run*]]` Forces a new line and maintains the correct runover position for DBT.

## Character Group

The set of icons in the Character Group varies just a little bit with each different template. Below, the BANA UEB template is pictured first, then the BANA EBAE template.



---

### [IPA] - International Phonetic Alphabet

IPA characters enclosed in this markup are translated according to [IPA Braille: An Updated Tactile Representation of the International Phonetic Alphabet](#).

---

### [CBC] - Computer Braille - in BANA EBAE templates only

This style is used to indicate that the material should be translated using "computer braille code". This option appears on the two BANA EBAE templates only.

---

### [::] - Exact Translation

Exact Translation: (Alt+Ctrl+Shift+e): Anything in this character style will appear in the SimBraille font (assuming the font is installed), and will import and translate into DBT without making any changes. Make sure DBT's Global | Word Importer | Treat braille and SimBraille fonts as braille is not checked. (See above image) The style takes care of treating the font as braille.

---

### [^TN^] - TN-Embed

Use the embedded Transcriber's Note style to place a short transcriber's note within a paragraph. DBT will enclose the note within the TN symbols. (Each TN indicator appears as the combination, comma and single quote (','), in ASCII braille; which are the braille cells: dot 6, dot 3.)

The Math templates do not have this menu item. Instead they have "TN-Nemeth" in the Math group.

---

### [G...] - Guide Dots

Guide Dots: (Alt+Ctrl+Shift+d): DBT automatically inserts guide dots when this style is applied to the page numbers in a table of contents.

**Note:** Do not include the space preceding the page number within this mark-up.

---

### [GW] - Guide Word

Guide Word: (Alt+Ctrl+Shift+w): Apply this style to glossary entry words, and DBT will insert the guide words on the last line of the braille page.

---

### [L#] - LineNums

LineNums: (Alt+Ctrl+Shift+n): In Word, apply to prose and poetry line numbers at the beginning of the line. DBT automatically moves the line number to the right margin for braille.

---

### [U] - Uncontracted

Uncontracted: (Alt+Ctrl+Shift+u): Apply to any word(s) that should be translated into uncontracted braille.

---

### [x] - Reset

Reset (Ctrl+Space): Used when typing, this command ends the character style being entered and returns to the style of the enclosing paragraph.

This page is intentionally blank

## SWIFT 5.2 Language Group

### Language Group

---

The six icons in the Language Group are identical in all four BANA templates.



In each case, applying one of the language styles to a piece of text causes the text to be translated according to the rules for that language (as a secondary language within an overall English context).

---

#### **[F] - French (Alt+Ctrl+Shift+f)**

Apply to French text.

---

#### **[G] - German (Alt+Ctrl+Shift+g)**

Apply to German.

---

#### **[I] - Italian (Alt+Ctrl+Shift+i)**

Apply to Italian.

---

#### **[L] - Latin (Alt+Ctrl+Shift+l)**

Apply to Latin.

---

#### **[S] - Spanish (Alt+Shift+s)**

Apply to Spanish.

---

#### **[x] - Reset (Ctrl+Space)**

Reset: (Ctrl+Space): This command ends the character style being entered and returns to the format of the enclosing paragraph style.

This page is intentionally blank

## SWIFT 5.2 Fonts Group

### Fonts Group

---

This group appears only for the BANA EBAE (Pre-UEB) templates.



---

#### [B] - Blue Font

Inserts  followed by a hard, nonbreaking space. Replace b as needed for other colors.

---

#### [R] - Red Font

Inserts  followed by a hard, nonbreaking space. (Replace r as needed for other colors.)

---

#### [Y] - Yellow Highlight

Inserts  followed by a hard, nonbreaking space. (Replace y as needed for other highlight colors.)

---

#### [..] - Font Termination

Inserts dots 6, 3: , preceded by a hard, nonbreaking space.

This page is intentionally blank

## SWIFT 5.2 Bullets Group

### Bullets Group

---

This group appears only for the two BANA EBAE (Pre-UEB) templates.



---

#### Primary Bullet

---

Inserts   for the primary bullet symbol.

---

#### Secondary Bullet

---

Inserts   for the secondary bullet symbol.

This page is intentionally blank

### Producing Nemeth Code Math within UEB

---

Working in Word and using the MathType add-on from Design Science for technical notation (mathematical expressions, etc.) is an efficient means to produce braille math. Your choice of DBT template also matters.

Choose your DBT template according to the desired braille math code. If you create a Word document (or LaTeX file as described below) and choose the DBT template "English (UEB) - BANA with Nemeth", DBT produces Unified English Braille with Nemeth Code math.

If you take the same Word document (or LaTeX file) and choose the DBT template "English (UEB) - BANA", DBT produces Unified English Braille with UEB math.

As an alternative to MathType, a user may choose instead to work directly in DBT, in Word without MathType, in Scientific Notebook, or in another math word processing program that creates LaTeX output.

---

#### BANA Guidelines

For Nemeth material within UEB, Duxbury DBT and the style definitions in the DBT template for Nemeth math closely follow the BANA guidelines. The guidelines, *Guidance for Transcription Using the Nemeth Code within UEB Contexts*, can be found at:

[www.brailleauthority.org/ueb.html#nemeth](http://www.brailleauthority.org/ueb.html#nemeth)

Please, use the above link to get full instructions, but here is the guiding principle:

This method of switching between the Nemeth Code and Unified English Braille has been developed to ensure the continued viability of the use of the Nemeth Code for mathematics. The necessity for this adaptation, which is similar to the current use of switching to computer braille code for email addresses and the like, stems from two basic issues:

In current Nemeth code transcriptions, the non-mathematical text that surrounds the mathematics is based on English Braille, American Edition (EBAE), which is being replaced by Unified English Braille (UEB). If the surrounding text were to continue to be in EBAE, then, in order to use Nemeth Code, braille users and producers would need to be familiar with two sets of rules for contractions, capitalization, emphasis, punctuation, spacing, and so on. Such a requirement would be especially burdensome in the long term to future braille users and producers who learn braille according to UEB symbols and rules and would then need to learn old rules that have been replaced.

As the use of electronic means to read and write in both print and braille proliferates, the need for accurate translation both from print to braille and from braille to print becomes an increasingly critical consideration. An unambiguous switching method eliminates code conflicts and makes possible accurate translation in either direction, so that mathematics can be communicated between print users and braille users using Nemeth Code.

#### *The One-Word Switch and Math Problem Labels*

Duxbury made sure to support item 4 in the section "Basic Guidance" regarding when to switch:

To avoid use of switch indicators when a single word standing alone occurs between two math expressions, a one-word switch indicator (6, 3) may be used in Nemeth mode to indicate that the following word is in UEB. Contractions may be used in the subsequent word. The one-word switch indicator should precede the word whether or

## DBT with SWIFT

not it contains contractions. Otherwise, no contractions are used in Nemeth mode. ...

Likewise, Duxbury made sure to support item 4 in the "Additional Guidelines" section on how to handle the labels for math problems:

In a numbered or lettered series of math problems that are in Nemeth code, leave Nemeth mode in effect for the identifiers to avoid excessive switching, even though these identifiers are not technically part of the math.

---

### The Basics

---

The DBT translation and formatting template, "English (UEB) - BANA with Nemeth" is for producing UEB material that uses Nemeth Code for technical notation. Whether you are working in Word with MathType and the BANA Braille template, in Word without one or the other of those tools, in Scientific Notebook, in a similar program, or directly in DBT, that is the DBT template to use for producing Nemeth Code in UEB.

There are styles in this DBT template that are especially important for producing Nemeth Code within UEB. They are:

- math
- math-TextInMath
- OneWordBridge
- math-NLE

When translating into braille, the style **math** starts by inserting the start Nemeth indicator, dots 456, 146, followed by space and switching into Nemeth Code translation. It ends by switching back to UEB translation and inserting the end Nemeth indicator, space followed by dots 456, 156.

The style **math-TextInMath** is meant to identify words and problem identifiers which are in a Nemeth context but do not contain technical notation.

When translating into braille, the style **OneWordBridge** inserts dots 6, 3, switches the translation to UEB, and then switches translation back to Nemeth Code. Used for one word of text between two segments of technical notation, it implements the "one-word switch" described in the Guidelines referenced above.

Both of the styles **math-TextInMath** and **OneWordBridge** are meant to be nested within the math style in DBT, to avoid excessive switching in and out of Nemeth Code.

The **math-NLE** style is just like the **math** style, but with one difference. In the math-NLE style, the end Nemeth indicator is placed on a new line at the left margin. This is useful if you wish to line up the end Nemeth indicator with one or more problem labels. Currently, to use this style, you need to change the style from math to math-NLE while in DBT. To do so, put DBT into Coded view, highlight the content of that instance of the math style, press **F8**, and select **math-NLE**. Then delete the begin or end marker for the math style, which deletes both.

---

### Problem Sets that Consist Entirely of Technical Notation & Problem Labels

---

One important use for the style **math-TextInMath** is for problem labels in a list of problems that consist entirely of technical notation. As specified in the *Additional Guideline #4*, problem labels should be brailled in Nemeth Code, to avoid the need for indicators to switch out of Nemeth Code and then back again. If problem labels were done in the **math** style, the period would be brailled as dots 46 and letters would not get the letter sign. On the other hand, when using the style **math-TextInMath** for problem labels, the period is brailled as dots 456, 256, and letters get the letter sign as desired.

---

### Working with Word files using MathType

---

We have two general recommendations whenever you are working in Word to prepare a document for DBT.

First, we recommend using the "BANA Braille" Word template provided with DBT. The latest versions are "BANA Braille 2017" and "BANA Braille 2017a".

Second, we recommend installing SWIFT 5.2 (or later), to take advantage of the built-in Duxbury commands that it adds to Word's ribbon interface. (SWIFT is an add-in to MS Word for Windows.) The "hot keys" combinations below assume your copy of Word has SWIFT installed. Help regarding SWIFT can be found [in the SWIFT topics](#).

### *Automatic Conversions*

When you use Word with MathType, all of the MathType objects are automatically brought into DBT as technical notation, each one marked separately with the **math** style. Any text entered in MathType using MathType's text style is automatically brought into DBT marked up with the **math-TextInMath** style.

If you follow the instructions in the next paragraph, other elements are also brought into DBT with the desired styling.

### *Manual Interventions in Word*

Assume that you want to set up a section consisting of several MathType objects, some problem labels, and some one-word text connectors. Informally, we call this a "pass-through in math section." At the start of this section insert the text **[[\*idle~ptims\*]]**, which provides a signal for the DBT importer. At the end of the section insert the text **[[\*idle~ptime\*]]**, which is another signal for the DBT importer.

If you are working with the BANA Braille template in Word, you will find buttons for inserting these codes under the **Add-Ins** tab. Then look for the **Nemeth Codes** menu (hotkeys: Alt followed by X, Y, Y, N). These buttons are called **Technical Chain Start** (Alt, X, Y, Y, N, T) and **Technical Chain End** (Alt, X, Y, Y, N, L). In the **Nemeth** menu (likewise in the Add-Ins tab), you will find a control for applying the style **OneWordBridge** (Alt, X, Y, Y, M, O).

When you open the Word document in DBT, the entire "pass-through in math" section is marked with the **math** style to put the start and end Nemeth indicators around the whole section, not around individual items within it. Within the mathematical material, all of the problem labels are marked with the style **math-TextInMath**. Any Word that you marked with the **OneWordBridge** style in Word is marked automatically with the OneWordBridge style in DBT.

---

### Working in Word Without MathType

---

If you are working in Word without MathType, our general recommendations are the same. We recommend using SWIFT 5.2 (or later) and the latest "BANA Braille" Word template provided with DBT.

Without MathType, you need a different way to specify where the technical notation begins and ends. Insert the text **[[\*ts\*]]**, which acts as a "technical notation start" code for the DBT importer, and the text **[[\*te\*]]**, which is a "technical notation end" code for the DBT importer.

Again, when working with the BANA Braille template in Word, you will find buttons for inserting these codes under the **Add-Ins** tab. Then look for the **Nemeth Codes** menu (hotkeys: Alt, X, Y, Y, N). Use the buttons called **Technical Notation Start** (Alt, X, Y, Y, N, N) and **Technical Notation End** (Alt, X, Y, Y, N, O). These buttons insert the codes **[[\*ts\*]]** and **[[\*te\*]]** as hidden text in Word.

## DBT with SWIFT

To create a pass through in math section, insert the text `[[*idle~ptims*]]` and `[[*idle~ptime*]]` at the start and end. As mentioned above, there are buttons for inserting these codes. The buttons, called **Technical Chain Start** (Alt, X, Y, Y, N, T) and **Technical Chain End** (Alt, X, Y, Y, N, L), are in the **Nemeth Codes** menu in the Add-Ins tab.

When preparing UEB braille, either with Nemeth Code math or with UEB math, there is no reason to use the buttons **Technical Context Start** and **Technical Context End** in the Nemeth Codes menu. These are useful only when preparing pre-UEB Nemeth Code (and hence are marked *EBAE only*).

---

### Working in Scientific Notebook

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Starting with version 12.2 of DBT, when you use Scientific Notebook or another tool to create a LaTeX file to open in DBT, the DBT LaTeX importer determines on its own where to create a "pass-through in math" section for Nemeth Code in UEB context. It assigns the DBT styles **math**, **math-TextInMath** and **OneWordBridge** where they are needed.

---

### Working Directly in DBT

---

When working directly in DBT, for a section consisting entirely of technical notation and problem labels, and up to one word at a time of text within technical notation, highlight the entire section, press **F8** to apply a style, and select **math** for the style. Within this section, highlight any problem label and apply the style **math-TextInMath**. For any single word of text within this section, highlight the word and apply the style **OneWordBridge**.

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