



**Duxbury Braille Translator for Windows  
(Version DBT Win 12.2)  
Complete Installation and Setup  
(Reference Manual)**



[August 31, 2017]

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# Duxbury Braille Translator - INSTALLATION

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## Getting Support

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### Technical Support

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To request product support from Duxbury Systems:

email: [support@duxsys.com](mailto:support@duxsys.com)

Phone: +1-978-692-3000.

Fax: +1-978-692-7912

or send postal mail to:

Duxbury Systems, Inc.  
270 Littleton Road, Unit 6,  
Westford, MA 01886.  
United States of America.

Please try to have your DBT license number and version available. If you are unsure of this information, it can be found under Help: About DBT...

**NOTE:** In many cases, particularly outside North America, your Duxbury Dealer may be able to provide support.

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### Internet Resources

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#### *Self Help and Internet Support Lists*

The Duxbury website offers lots of information about our company, braille, and blindness issues. If our site does not have the information you need, it is very likely that it does have a link to another site where that information can be found:

<http://www.duxburysystems.com>

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### E-mail Lists

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#### *DBT - DuxUser Discussion Group*

The DuxUser forum is an Internet email list service that is open to Duxbury users, or others interested in becoming Duxbury users, for sharing of ideas and to seek advice on "best practices" beyond routine technical support. Duxbury posts to this forum notices of interest to Duxbury users, including the electronic edition of its newsletter, and prompt detailed information about all releases, even minor updates.

To subscribe to DuxUser, send a blank message to [duxuser-request@freelists.org](mailto:duxuser-request@freelists.org) with the word "subscribe" (without the quotes) in the subject line. Alternatively, you may visit [www.freelists.org](http://www.freelists.org) and subscribe, unsubscribe, or change subscription options at any time via the "login" page. List archives may also be viewed at that site.

For support messages to be answered by Duxbury, please do not use DuxUser but e-mail directly to Duxbury (see Technical Support above).

#### *DuxNews - Duxbury's Email Newsletter*

Receive news about Duxbury Systems and our products by signing up for DuxNews - Duxbury's email newsletter. This is a more limited email list than DuxUser. Here is how you can join.

To subscribe to DuxNews, send a blank message to [duxnews-request@freelists.org](mailto:duxnews-request@freelists.org) with "subscribe" (without the quotes) in the subject line. Alternatively, you may visit [www.freelists.org](http://www.freelists.org) and subscribe, unsubscribe, or change subscription options at any time via the "login" page. List archives may also be viewed at that site.

**Note:** There is no need to join both DuxUser and DuxNews, because information posted to DuxNews is also posted to DuxUser.

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## Duxbury Braille Translator - GETTING HELP

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### *Archives for DuxUser*

Our archives are publicly available, and you do not need to be subscribed to DuxUser to view them.

<http://www.freelists.org/archives/duxuser/>

The archives date back to July 2002.

Older DuxUser messages are archived on Yahoo-groups at:

<http://groups.yahoo.com/group/duxuser/messages>

We also have archives of the old Dotty Duck advice columns on Yahoo-groups at:

<http://groups.yahoo.com/group/dux101g/messages> (for general users)

<http://groups.yahoo.com/group/dux101t/messages> (for transcribers)

Note: To view the Yahoo-group archives you need to sign up for a user account with Yahoo.

## Installation of DBT Win 12.2

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On Windows, DBT supports these types of installation:

1. Simple Installation is nearly automatic, and is sufficient for the needs of most users.
2. Custom Installation allows a greater degree of control over the installation, but is seldom needed in practice.
3. Network Installation allows network support personnel to easily install and maintain multiple DBT installations through a network.

To get started, choose the type of installation that fits your needs, click the link, and start reading. If you're unsure which to try, start with SimpleInstallation.

### *Related Topics*

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- End User License Agreement (EULA) - The **EULA** is a legal agreement between you and Duxbury Systems, Inc.
- Deactivating & Removing DBT - How to uninstall DBT from your computer, should that be necessary.

# Duxbury Braille Translator - INSTALLATION CHECK LIST

## Installation Check List

To assist you with the installation of your software and the various options you may wish to address, you may wish to print this page and use it to check off items as completed.

### Installation Check List

Item	Action	Section/Page	Required	Done
1	Install DBT	"Installation of DBT Win 12.2" on page 7	Yes	
2	Install SWIFT	See "Working with Word: SWIFT"	Recommended	
3	Install Embosser	"Global: Embosser Setup..." on page 55	Yes	
4	Install Printer	"Global: Printer Setup..." on page 64	Optional	
5	Register	"Registering" on page 47	Recommended	
6	Activate	"Activating this Computer" on page 44	Yes	
7	<b>Check software is working for all users.</b>		Yes	
<b>The following items which the user may wish to configure, can also require ADMINISTRATIVE RIGHTS to change.</b>				
8	Autosave options (Check Time)	"Global: Autosave Options" on page 66	For user	
9	Default Views	"Global: Default Views..." on page 69	For user	
10	Internationalization	"Global: Internationalization" on page 71	For user	
11	Fonts	"Global: Fonts..." on page 73	For user	
12	View Preferences	"Global: View Preferences..." on page 74	For user	
13	Shortcut Preferences	"Global: Shortcut Preferences..." on page 77	For user	
14	Word Perfect Importer	"Global: WordPerfect Importer..." on page 79	For user	
15	Word Importer	"Global: Word Importer..." on page 80	For user	
16	Formatted Braille Importer	"Global: Formatted Braille Importer..." on page 83	For user	
17	Hyperlink Settings	"Global: Import Options" on page 77	For user	

# Duxbury Braille Translator - SIMPLE INSTALLATION

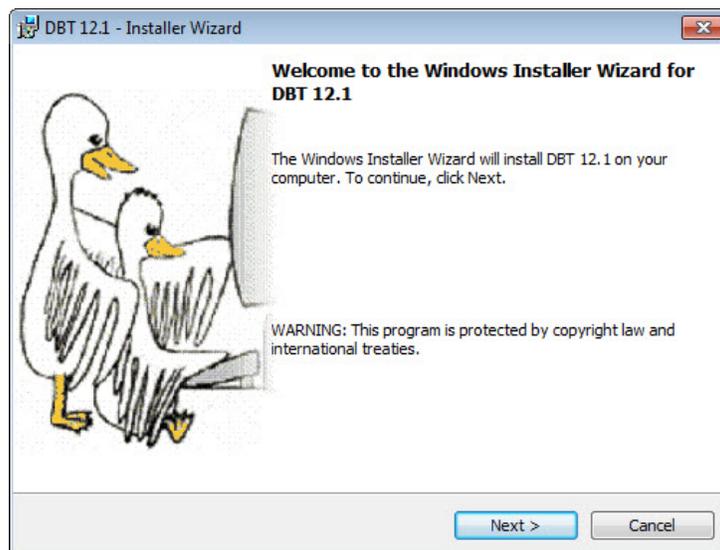
## Simple Installation

Chances are that you can install DBT with only the instructions in this topic, or even without any instructions at all. Installation of DBT should be as simple as inserting the CD and following the prompts. But this guide is included to help you as necessary along the way.

**Note:** The action and appearance of the DBT installer have not changed since the last release.

### ***Step 1: Insert the CD***

To start, insert the DBT product CD into a CD drive on your computer. After a moment, you should see a screen like the following:

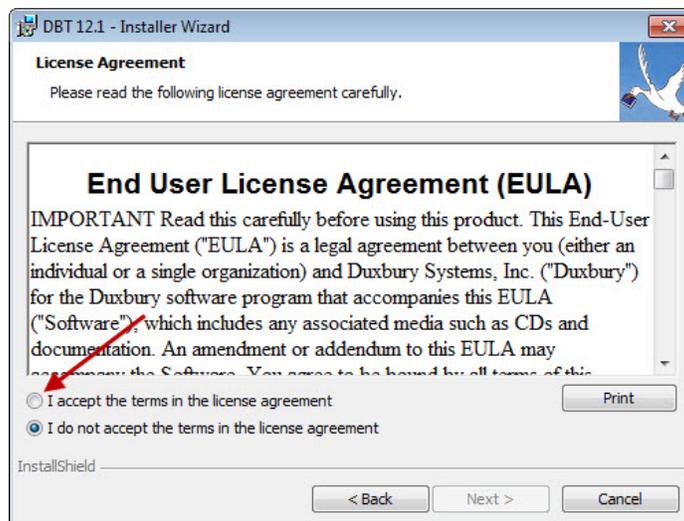


Simply click the Next button, or type **Alt+N** or **Enter**, to continue. If you wish to quit now, or when viewing any subsequent screen, click the Cancel button, or type **Escape**. Your system will not be changed regardless of when you choose to cancel the installation.

If inserting the CD does not cause the Installer Wizard to appear, then browse the CD contents for a file called dbt-12.02.msi and open it, then proceed as above.

### ***Step 2: Read the License Agreement***

You will see a screen like the following:



## Duxbury Braille Translator - SIMPLE INSTALLATION

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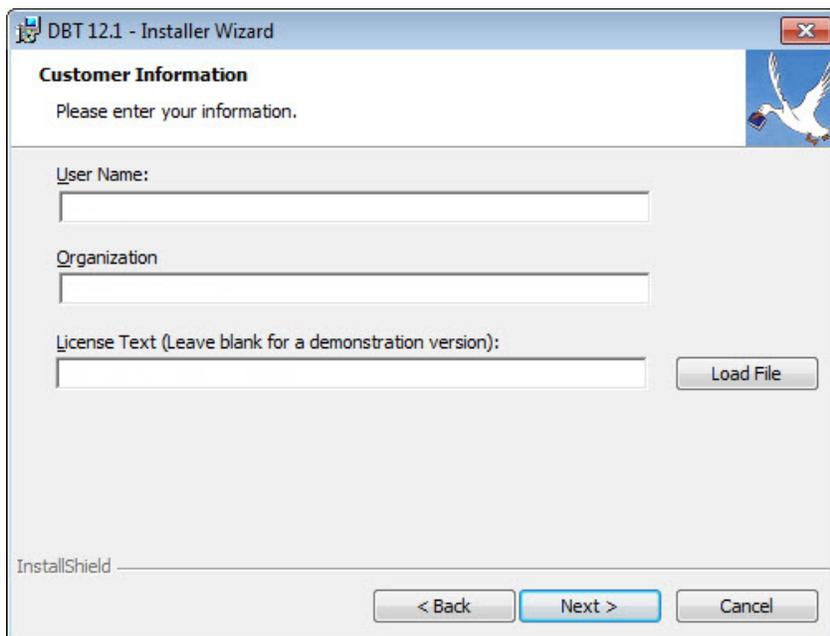
Notice that the Next button is initially disabled. In order to continue, you must accept the terms of the license agreement by selecting the radio button so labeled, or by typing **Alt+A**. **If this is your first time installing 12.2, we urge you to read the text first.** If you choose not to accept the agreement, you may cancel installation and contact your dealer or Duxbury Systems to return the software within 90 days of your purchase.

If you accept the license agreement, simply click Next, or type **Alt+N** or **Enter**, to continue.

### ***Step 3: Personalize your Installation***

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The next screen looks like this:



Some parts of the dialog, the User Name, Organization, and License Text fields, may already be filled in for you. Unless you hear otherwise from your network administrator or supervisor, simply fill in the User Name and Organization fields as you think best.

If you wish to enter (or correct) the User Name, type your name when the dialog first appears, then type the **Tab** key to move to the next field. Otherwise, just type the **Tab** key.

Now, if you wish to enter or correct the Organization entry, type your company name and **Tab** to move on. (Organization is often left blank.)

The License Text is the critical field of this dialog. If you are updating from an earlier installation, your License Text will usually be displayed. If this is a new installation from a CD, then you should find your License Text, in both print and braille, on card stock in the original shipping carton. Be sure to enter the License Text exactly as it appears on the card, paying attention to spaces and capital letters.

License Text usually looks like one of the following samples:

DBT H1234-12345678

or

Single-user license G1234-12345678

If you have any difficulty locating your License Text, please contact your dealer or [Duxbury Systems](#).

# Duxbury Braille Translator - SIMPLE INSTALLATION

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**Note:** "Load File" - You should just skip over the Load File button unless directed by Duxbury Support, or unless you are familiar with its operation. (This is a mostly obsolete option used by an older version of DBT that could have a pre-stored license text.)

You may leave the License Text field blank if you are installing a demonstration version of DBT. You'll be given the chance to supply your license text later, should you decide that you wish to purchase a license.

When done, click the Next button, or type **Alt+N** or **Enter**, to continue.

## ***Step 4: Select the "Typical" Setup Type***

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This step could not be simpler! You'll see a screen like this one.

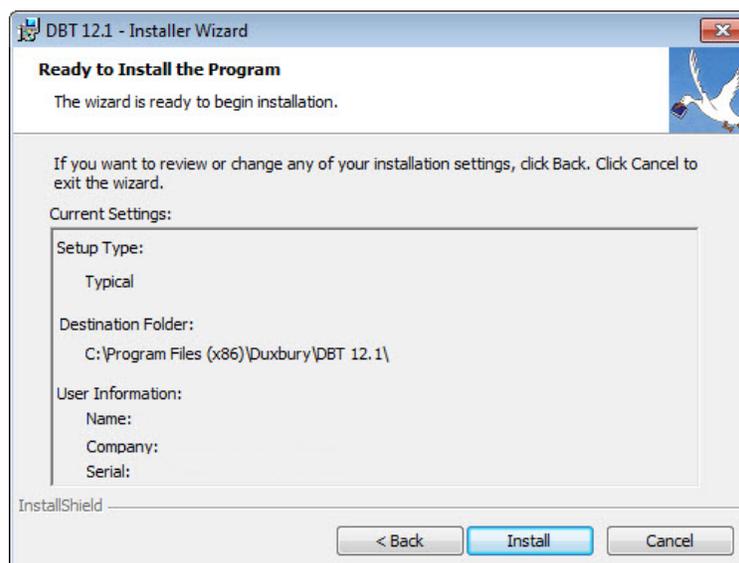


Just click Next, or type **Alt+N** or **Enter** to continue. Changing anything in this dialog before clicking Next starts you along toward a Custom Installation. We do not recommend that for most users.

## ***Step 5: Confirm your Work***

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The next screen shows you the answers that you have chosen so far:

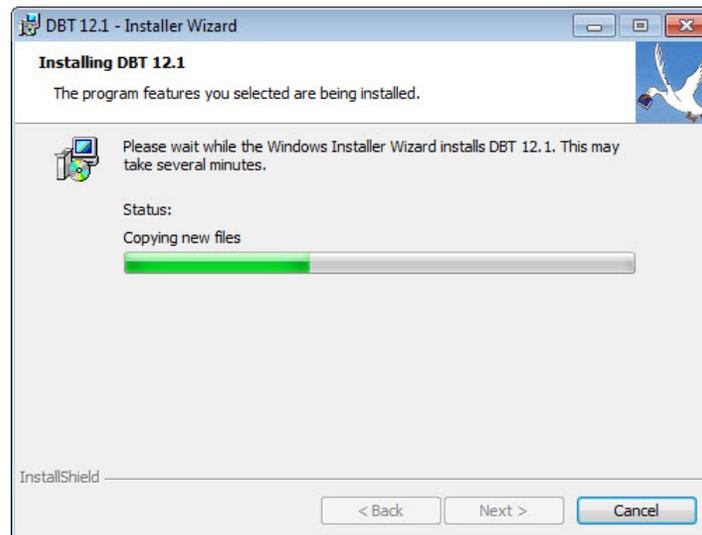


# Duxbury Braille Translator - SIMPLE INSTALLATION

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This is your chance to review the information you have given to the installer. If you want to make a change to any of your choices, click the Back button, or type **Alt+B** to return to the previous screen. That screen, in turn, will have a Back button, and so forth through to the first screen of the installer. Once you have made your corrections, use the Next button, or type **Alt+N**, in each dialog, until you have returned to this one.

Usually, though, there is no need to use that Back button. Just click the Install button, or type **Alt+I** or **Enter**, to let the installer go about its work. You'll see a screen like this:



Even now, you can cancel the installation, though this will take longer than it would have before, because canceling now leaves the installer with (automatic) clean-up tasks to do in order to leave your computer unmodified.

The status bar will reset itself several times and progress again from the left to the right. This is perfectly normal for a Windows program installation.

## ***Step 6: Finish the Installation***

When the installer has finished installing DBT, you'll see one final screen:



It is often a good idea to check the "Launch 12.2" check box, or type **Alt+L**, before clicking Finish (**Alt+F** or **Enter**).

## Duxbury Braille Translator - SIMPLE INSTALLATION

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Only "Finish" is required, but if you check the "Launch 12.2" check box first, the Installer will start DBT for you. Not only does this allow you to quickly confirm that DBT is working, but it also allows you to activate DBT (under most circumstances) as well as install and configure embossers. If you are not the end user, and the end user does not have *administrative rights* on this machine, then you should perform these tasks before turning the computer over to the end user.

## Custom Installation

Before reading this topic, be sure that you have read and understood all the instructions for [Simple Installation](#). That topic includes full instructions for the simplest (and most common) type of DBT installation. This topic, in contrast, does not give full instructions for a more complex installation, but simply explains how to modify the Simple Installation steps to customize your installation.

There are three different ways to modify the Simple Installation instructions covered here. You can easily elect to:

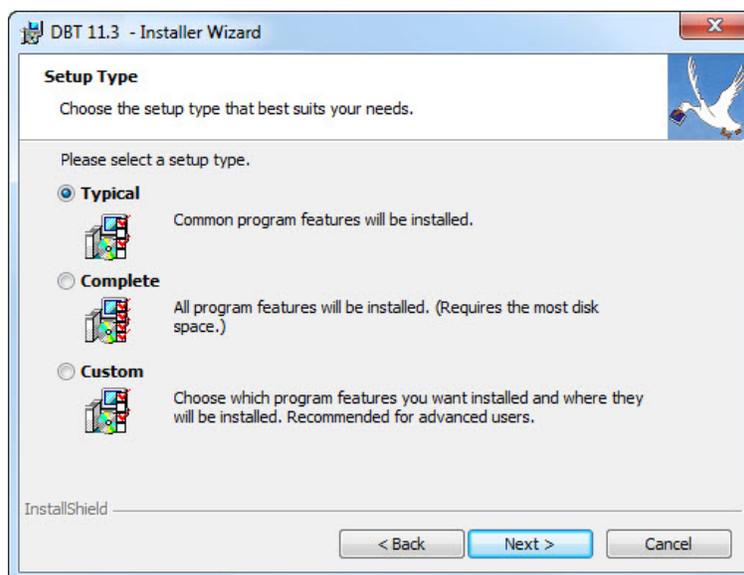
1. [Install all features](#),
2. [Change where the software is installed](#),
3. [Change where DBT's activation is stored](#), or
4. [Customize what features are installed](#).

Each of these customizations is covered in a separate section below.

### ***Customization 1: Install all features***

If this is all you want to do, the first thing to do is reconsider. The [Simple Installation](#) procedure in fact installs all or nearly all features anyhow. The only features you're likely to miss this way are the French Braille Fonts, which are not generally of interest outside of French-speaking nations.

However, if you want to be absolutely certain that everything is installed, then simply click Complete, or type **Alt+C**, when you see this screen (in step 4 of the Simple Installation instructions):



The remainder of the installation proceeds just as it does in the Simple Installation instructions.

**Note:** If you want to install all features *and* change the installation or activation storage directory, then you must instead follow the steps below for Customization 4: Customize what features are installed, then simply elect to install each and every feature. This is necessary because you can modify the installation directories only if you select Custom in the dialog shown above.

### ***Customization 2: Change where the software is installed***

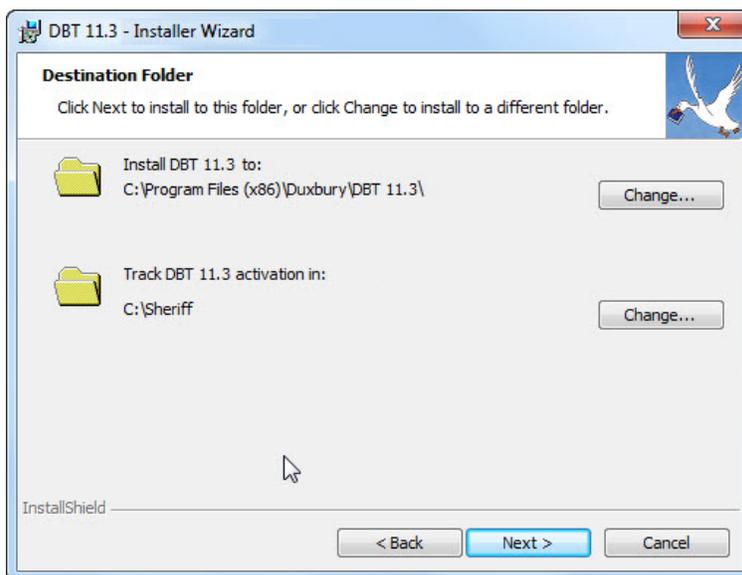
Most of the files that the installer puts on your system are placed into a single folder, typically C:\Program Files\Duxbury Systems, Inc.\DBT 12.2, for 32-bit computers. (On 64-bit machines, the typical folder is, C:\Program Files (x86)\Duxbury Systems, Inc.\12.2. ) If the default location for this folder does not suit you, you can change it.

# Duxbury Braille Translator - CUSTOM INSTALLATION

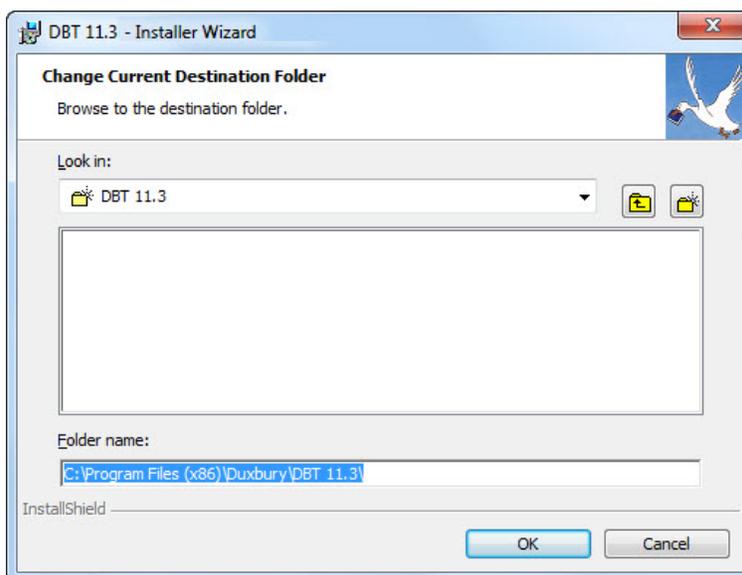
First, when you see the dialog shown above (in step 4 of the [Simple Installation](#) instructions), you must click Custom, or type **Alt+S**, before clicking Next, or typing **Alt+N** or **Enter**. By doing this, you cause the installer to insert two extra dialogs in the installation sequence.

**Note:** If you do not alter any of the settings in either of these two installation dialogs, then the result is exactly the same as if you had followed the Simple Installation instructions without elaboration. That is, the result is a "Typical" installation.

The first extra dialog, which allows you to change where the software is installed, is shown here:



If you want to change where the software is installed, click on the first Change button, or type the **Tab** key until you reach it, then strike the **Spacebar**. You will then see a dialog like this one:



If you wish, you can use the drop-down list at the top of the dialog to review the name of the current destination folder, and see the hierarchy of folders in which it will be created. (**Note:** the radiating lines shown in the folder icon to the left of "DBT #.#" in the image shown above indicate that this will be a new folder.)

You can also use the Parent Folder and Create New Folder tool buttons that appear to the right of the drop-down list.

## Duxbury Braille Translator - CUSTOM INSTALLATION

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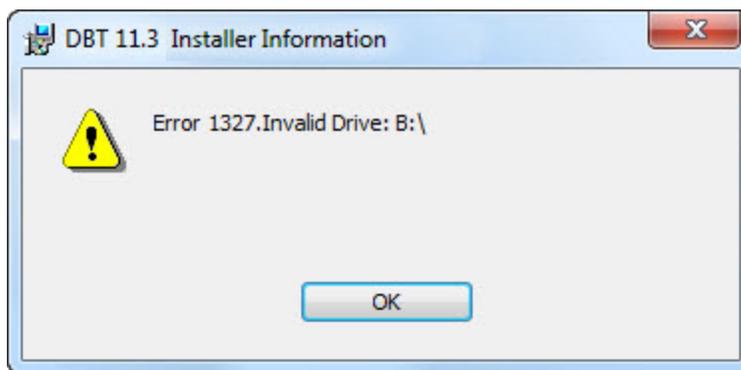
However, it may be simpler to use the editable text control near the bottom of the dialog. This shows the full path to the folder proposed as a destination for DBT 12.2. In our case, this control would contain the text "c:\Program Files (x86)\Duxbury\DBT 12.2". Similar text is highlighted in the example shown above, which indicates that it is selected. The text is already highlighted when the dialog appears. So be careful, because any text that you type will replace the entire proposed destination path. To avoid losing the whole path, we recommend using an arrow key, or perhaps the **Home** key, if you just want to change the drive letter, before you start editing the text of this control.

(Note: If you make a mistake, press **Escape**, or click the Cancel button, then push **Spacebar** again, or re-click the Change button in the Destination Folder dialog, to return to this dialog with the path once again displayed.)

The path that you specify does not need to exist. The installer will create the destination folder for you as well as any parent folders required. However, you do need to have sufficient operating privileges on the computer in order to create these folders.

When you have finished modifying the destination folder, click the OK button or type **Enter**. You return to the Destination Folder dialog, which will now reflect the new destination you specified. Click Next, or type **Alt+N**, to continue. Or, if you wish to change the folder for the DBT activation files, then read on.

**Note:** While the Change Destination Folder dialog remains active, the Installer periodically checks to be sure that you're specifying a valid location — either an existing folder to which you can write files, or a path that you can create. It also checks this when you click OK to dismiss the dialog. If the path is not valid, the installer might pop up an error message like this one:



You can dismiss any such error message easily enough by clicking OK or pressing **Enter**. The Installer may or may not then immediately "fix" your mistake by resetting the text of the Folder Name to what it was when the dialog first appeared. Watch out for that.

### ***Customization 3: Change where DBT's Activation is stored***

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In order to become activated, DBT needs to store several activation files on your hard drive. These files are stored separately from your DBT software because, unlike the program files, which are normally in a read-only directory, the activation files must be placed in a folder that is writable by any person running DBT. DBT normally places the activation folder at C:\Sheriff.

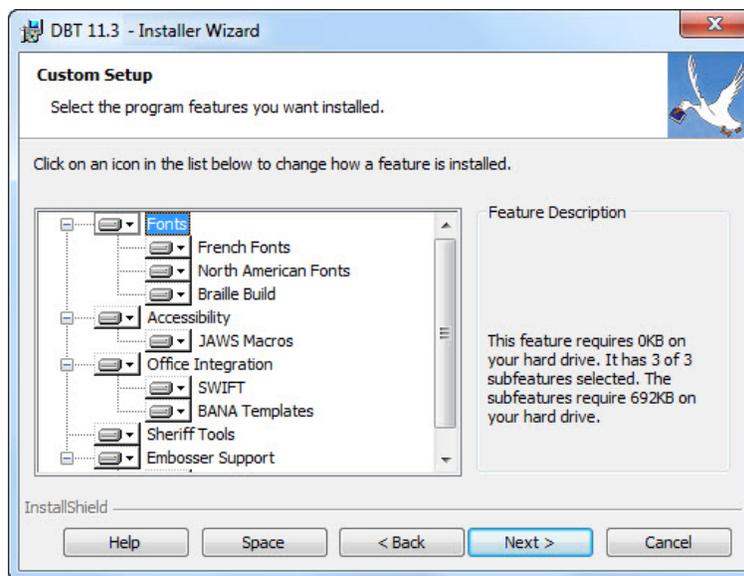
If you need to change the location of the activation files, follow the procedures as above for changing where the software is installed, but use the second Change button in the Destination Folder dialog instead of the first. Be sure that you specify a location that your end users can read and write.

**Note:** If you make this change while updating or modifying a previous 12.2 installation, then the installer might need to deactivate DBT before relocating the activation files. It will do this automatically, but this will leave your software deactivated. So, you'll have to activate again when you next run DBT.

# Duxbury Braille Translator - CUSTOM INSTALLATION

## *Customization 4: Customize what features are installed*

When you select a Custom installation, the Destination Folder dialog required to change the location where DBT itself or its activation files are stored is but the first of two dialogs that the installer inserts into the normal sequence. The second of these two dialogs is used to choose specific features to be installed. It looks like this:



The most important part of this dialog is the tree control, on the left side of the dialog. This shows which features are currently selected, and can be used to select or de-select other features for installation.

The tree control shows only the name of each feature. Unfortunately that may not always tell you enough about it to know whether you want it installed. For certain select items in the tree control, additional information is displayed in the "Feature Description" column of the dialog, to the right of the tree control. For these items (like Sheriff Tools), you can read this information to learn more. Note that you can not de-select the basic features of DBT, so you can not create an installation that will not work.

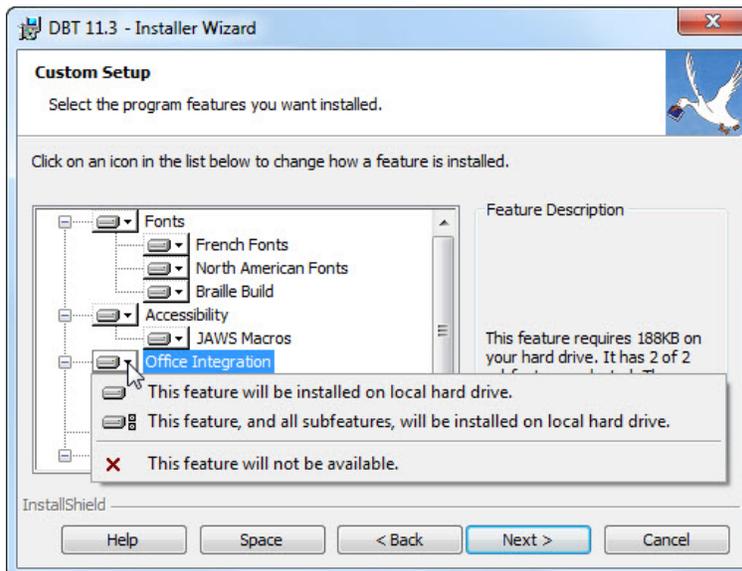
The following keys can be used within the tree control:

- **Up Arrow** moves the selection to the previous item in the tree control, scrolling the control if necessary. **Up Arrow** does nothing if the first item in the control is already selected.
- **Down Arrow** moves the selection to the next item in the tree control, scrolling the control if necessary. **Down Arrow** does nothing if the last item in the control is already selected.
- **Right Arrow** moves the selection to the first individual item or subgroup within a feature group, expanding the tree control to show the contents of the feature group if necessary. **Right Arrow** does nothing when it is on an individual feature.
- **Left Arrow** moves the selection from an individual feature to the feature group that contains it. When a feature group is selected, **Left Arrow** hides the features within it, or does nothing if they are already hidden.
- **Spacebar** brings up a popup menu, which is discussed in more detail below.

When the Feature Selection dialog is first displayed, all feature groups are expanded, so all individual features are showing. Moreover, most or all features are selected for installation.

# Duxbury Braille Translator - CUSTOM INSTALLATION

To de-select a particular feature, navigate to it in the tree control, using the keystrokes shown above, or by clicking on the feature with the mouse. Then push **Spacebar** or right click on the feature with the mouse. A menu will pop up, as shown here:



The pop-up menu contains these choices:

- This feature will be installed on local hard drive. This choice is the default for most individual features. It simply means that files related to this feature will be installed. However, if this is a feature group, rather than an individual feature, then selecting this will not automatically imply that individual features within this group will also be installed.
- This feature, and all subfeatures, will be installed on local hard drive. This choice is available only for feature groups. Selecting it means that all files associated with the feature group and all individual features within the group, will be installed.
- This feature will be installed to run from network. This choice is **not supported** by DBT. So please **do not select it**.
- This feature, and all subfeatures, will be installed to run from the network. This choice appears only for feature groups. As with the previous choice, it is **not supported** by DBT. So please **do not select it**.
- This feature will not be available. Select this choice if you do not want to install an individual feature. When you select this for a feature group, no feature within the group will be installed.

If you bring up the pop-up menu for a feature and decide that you do not want to change it, you can dismiss the pop-up by striking the **Escape** key. Either **Escape** or **Enter** will dismiss the menu, but **Enter** may change whether the feature is to be installed.

When you are done making your selections, click the Next button, or type **Alt+N**, to continue.

## Duxbury Braille Translator - CUSTOM INSTALLATION

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The other buttons at the bottom of the dialog are typically not necessary to use. The Back and Cancel buttons serve their usual functions. The Help and Space buttons both bring up informational dialogs. The Help dialog explains what the different choices in the pop-up menu mean, and what the icon associated with each choice looks like. But it does not tell you that setting a feature to run from the network is not supported by DBT. The Space dialog lists the computer hard drives and how much space is available on each. It highlights any hard drive that does not have enough space to install DBT. So if you are tight on space, you can use that dialog to explore where there might be room for DBT. Note also that de-selecting features for installation will reduce the space needed for the installation.

# Duxbury Braille Translator - NETWORK INSTALLATION

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## Network Installation Overview

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The Duxbury Braille Translator (DBT) has been carefully designed to support installation of multiple copies of the program on a corporate or educational network. If DBT will be used by a relatively smaller number of users who share a large number of computers with other users, then you will want to install DBT on your network using a server that shares activation. With shared activation, DBT can be installed and accessible on many machines, but may only be run by a limited number of users at one time, with that number determined by your license agreement.

In corporate and educational networks, individual users frequently lack administrative access privileges, meaning a network support professional must generally perform these installations.

Users of prior versions of DBT are advised that some details of network installation changed as of DBT 11.2, so please review these instructions even if you are experienced with DBT installation.

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## Getting Started

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You can follow these links to the two options for installing DBT on your network. We suggest you peruse each one before beginning your installation. The "manual" option requires fewer steps on the server. The "automatic" option is a great convenience when there is a large number of client machines.

- [Manually installing DBT on server and client machines](#)
- [Automatically deploying DBT software from the server onto client machines](#)

Please refer to this link for instructions specific to upgrading an existing installation.

- [Upgrading a network installation of DBT](#)

If you need additional background information, you may want to review the two brief background topics that follow, especially the explanation of the automatic deployment option.

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## About the Automatic Deployment Option

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For this option, server installation includes one extra step: creating a **server image**. A server image is a customized form of the DBT installer, which you use instead of the original DBT installer to place DBT on each client computer. The server image automatically fills in the data you would enter during a normal installation. Thus, each client install proceeds quickly, requiring you only to review and click the Next button for each dialog. Better still, you also have the option to run the installation showing only a progress bar or running entirely in the background.

The server image is customized so that it automatically includes in every installation:

- Your Duxbury license number
- A (standard) user name
- Global embosser definitions (optional)

Including embosser definitions can be a big time saver. Be sure to try this feature if you have many users who share the same embossers.

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## About Windows Installers

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The DBT installer is a Windows installer package. Using Windows installer technology confers all the standard features: installation, software maintenance and repair, clean software removal, and even installation onto other workstations from a central location.

The following external links to Microsoft support resources can help to familiarize you with the Windows installer.

[Overview of Windows Installer Technology](#)

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# Duxbury Braille Translator - NETWORK INSTALLATION

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[How to Resolve Common Windows Installer Problems](#)

[Command-Line Switches for the Microsoft Windows Installer Tool](#)

Installation onto workstations from a central location is an advanced topic and not recommended to the inexperienced. Moreover, the details about how to perform this task vary depending on your edition of the Windows Server operating system. To learn more, we recommend that you look for information on "Software Installation and Maintenance" within the Distributed Systems Guide that should come with the resource kit for your server OS.

## Network Installation Using the Activation Wizard (Manual Connection)

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Note: (1) These instructions were written for all versions of DBT from 11.2 on. (2) A word or abbreviation inside angle brackets, like <Enter> or <Esc>, indicates a specific key on your keyboard.

Acquiring a multi-user license for DBT enables you to run your own network-based DBT installation. A network-based installation of DBT is simply an installation in which all the instances of DBT, on as many machines as they are installed, are all activated through a single server machine on your network. Only the server computer needs to be officially activated; all other DBT's on the network become activated as its clients. Naturally, the server must be activated for a sufficient number of users to serve your intended number of client DBT's, and the server must be up and running at all times.

This method of installation requires that you open the Activation Wizard on each client DBT to connect it to the server. If you have a large number of client DBT's, you may want to use a specialized installer that connects them automatically. If so, see [Network Installation Using a Server Image](#).

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## Overview

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Network installation requires the following steps:

1. [Assemble the information and tools](#).
2. [Install DBT on the server or master workstation](#).
3. [Activate DBT for multiple users on the server](#).
4. [Install the Shared License Service and allow it in the firewall](#).
5. [Install DBT on the client workstations](#), and connect each one to the server using the DBT Activation Wizard.

Now we go through these steps in detail.

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## (1) Assemble the Information and Tools

---

- First, you need to know the location of your **DBT installer**, whether on CD or downloaded from Duxbury. If you have the DBT distribution CD in your computer, this location might be D:\dbt-1103.msi. But it is up to you to know the exact volume letter and path. Second, you need to know the location of the Shared License Service installer, a separate installer which is also on the distribution CD or downloaded from Duxbury (<http://www.duxburysystems.com/downloads/duxsls-0100.msi>, but note that the revision number of this installer file can change over time).
- You should know your **license text** and the maximum **number of DBT users** you are licensed for. The license text can usually be found on a print-and-braille card that came with your original purchase of DBT. It may also be found in a file called gjgmw.dxr or hjgmw.dxr that came with your original purchase of DBT if your first purchase was of version 10.4 or earlier. The number of users should be found on your purchase paperwork or other key documents relating to your installation.
- You should verify that **TCP/IP port 8080** is not already in use on your network, and will not be blocked by internal firewalls between the machines where DBT will be installed. This is the default port number that the Shared License Service uses. If port 8080 is not available or not suitable, then choose another port and pay close attention to the instructions about where to enter a custom port number.

- Know your server's **DNS name** in order to locate it from the client machines. If you do not have a DNS name, you can instead use the server's IP address as long as it is a static IP number (i.e., not dynamically assigned and therefore changeable over time). On the server, use `ipconfig /all` <Enter> to find out its DNS name. Use `ping server-name` <Enter> on the client machines to verify that the client machines can locate the server with that name. (In this example, replace "server-name" with the actual name of your server machine.)

Note: Do not use a dynamic IP address, or your DBT clients will only work until the next time the server is rebooted!

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## (2) Install DBT on the Server or Master Workstation

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We say, server or master workstation, because the computer you choose as the master for DBT activation need not be running a server operating system. This gives you a wider choice of which computer to use as your master for activation. If the computer you choose is not a Windows Server machine, then it must be at least a Windows 7 computer or later, and you need to be willing to leave it running whenever DBT is needed by any user on the network.

Once you have chosen a server machine, install DBT on it by following the [Simple Installation](#) instructions.

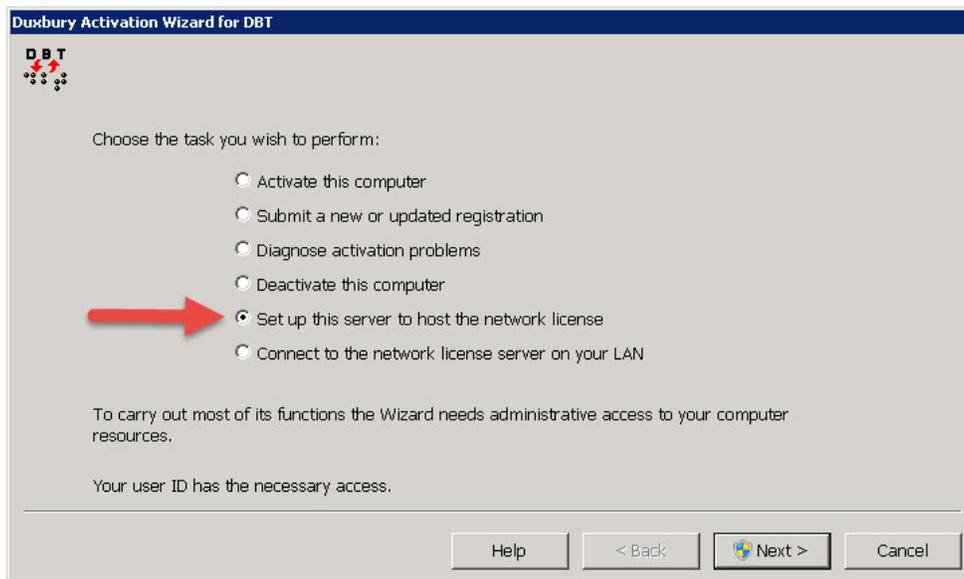
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## (3) Activate DBT on the Server

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The next step is to activate DBT on the server machine. When you launch DBT, you will see the Activate button on the splash screen. When you click that (or the like button in the About DBT dialogue), it invokes the Activation Wizard. The Activation Wizard can also be run directly from the DBT home folder (actwiz.exe).

On the Activation Wizard main page is a radio button labeled, **Set up this server to host the network license**. Select that choice and click the Next button.



From there you can simply follow the instructions in the Activation Wizard, but here are some helpful tips.

- Activating by Internet, if possible, is by far the quickest and most convenient method.
- If you are not using port 8080, the wizard will show you where to enter your selected port number.
- You will need your license text, the server computer name, and a user name. The license text may be pre-populated for you by the installer.
- Though it is not strictly required, to avoid confusion we recommend you enter the same computer name as the DNS name that client machines will use to address this server.
- In the User Name field, you may want to enter the name of the organization (perhaps abbreviated) or the name of the license owner. This is the name that will be associated with your activation.

To see how to invoke the Activation Wizard from DBT and get an overview, see [Registration and Activation](#) or see [Activation Wizard Help](#) for page by page information.

Note: This is the only activation you should do. Do not attempt to activate the individual client machines.

Instead they will be “connected” your server.

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## (4) Install the Shared License Service

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**Summary:** Just the same way DBT is installed from an installer package (an .msi file), you install the Shared License Service from its installer, `duxsls-0100.msi` (Note: version number may change). When you complete the installation, the network license-sharing service starts up. This service allows other machines on the network to obtain their DBT activations from your server.

**The Installer:** The installer guides you through each step, beginning with the End User License Agreement, which you must accept to enable the Next button, and which we recommend you read through at least once. By default the installer places the Shared License Service files in the `Duxbury\Shared License Server` folder. We recommend you accept the default location.

On the last page of the installer, the Install button completes the installation using the selected folder. If your version of the installer includes a checkbox prompting you to “Configure and start service” you should leave that checked, because it will open the Duxbury SLS Editor for you automatically. If not, you need to go to your selected installation folder (again, it is “`Duxbury\Shared License Server`” by default) and click on the `DuxSlsEditor.exe` to run it.

**The Editor:** If your installation includes multiple versions of DBT, or includes other Duxbury products like NimPro, or uses third-party software that is activated using Sheriff, you need to configure them using the SLS Editor. Even if you have no complications, you invoke the Editor to build the required initialization files and to start the service.

The Editor prompts you for a port number for the Shared License Service. As previously noted the default is port 8080, and you can use that if it is not already in use or unsuitable for some reason local to your own network. If you choose a different port number in the Activation Wizard, enter that same port number here.

On this same screen, the Editor provides a list of checkboxes for you to indicate which Duxbury products you wish to share from this server. In the most common case, that list contains only the single version of DBT that you have just installed and activated. In the most complicated case, the list may include several Duxbury products and versions, or even third-party software.

Unless necessary, we do not recommend running third-party products (should any be listed) under the same port number as your Duxbury applications. In the most complex case, conflicts between Duxbury and third-party software may possibly be resolved by editing the content of the initialization (.ini) files per the next screen in the Editor. Consult your local IT personnel if you need to do this. Normally no editing of these settings is required.

# Duxbury Braille Translator - NETWORK INSTALL - Manual

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On leaving the Editor you must click the Start Service button to launch the Duxbury Shared License Service. You can confirm this service is running by finding it under this name in your Services control panel. That is variously found under Administrative Tools or Computer Management (or elsewhere) depending on your Windows OS version.

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## Concerning Your Firewall

The Duxbury Shared License Service is not added to the list of rules (or programs) in your firewall automatically. You must edit the Inbound Rules of the Windows Firewall (or similar program list on your third-party firewall) to add it.

Using the Firewall in Windows 7 and Windows 10 as an example:

In the Windows Firewall, you need to access the Advanced Settings (administrative level) functions.

To avoid confusion, we suggest you name the new entry, "Duxbury Shared License Service."

Assuming you have installed the Shared License Service in the normal location, the program you need to allow is under the "Duxbury\ Shared License Server" folder. The program you need to allow is named "slsServer.exe".

Once you create the new entry, you can open the specific port number through which this service communicates. In the Windows Firewall this setting is found under the Properties of the Duxbury Shared License Service.

Consult your specific firewall documentation for additional guidance.

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## (5) Install DBT on the Client Workstations & Connect Them Using the Wizard

Note: Please be sure that your server is activated before trying to connect the client DBT's.

For each client computer, install DBT by following the [Simple Installation](#) instructions.

Then you need to connect each client machine to the server. To do this, launch the DBT Activation Wizard. You can do this by running DBT and then clicking the Activate button on the splash screen, or the De-activate button in the About DBT dialogue box, or by invoking the Activation Wizard (actwiz.exe) directly in the DBT home folder. If you have any problems starting up DBT, go directly to the Activation Wizard.

On the Activation Wizard main page is a radio button labeled, **Connect to the network license server**. Select that and click the Next button.

To complete your connection on each client machine, you need to fill in:

- The DNS name or IP address of the server (static IP addresses only).
- The port number used to communicate with the server (again, the default is 8080).
- Your DBT license text.
- The User Name as entered on the **server**.
- The local computer name.

Once you have entered this data, click the Test button to try the connection. A successful test indicates that the data you entered are valid. If the test is unsuccessful, the most common causes of connection failure are these:

1. The port number is wrong (client and server must match);
2. Some other application is using the same port;
3. The server name or IP address is wrong;
4. A network connectivity problem between the client and server (this includes disconnected Ethernet cables and wireless Ethernet problems or the server is off-line);

5. The Duxbury Shared License service is not running on the server and needs to be restarted in the Services control panel;
6. Your firewall is preventing communication between these machines;
7. Your firewall is preventing communication on your chosen port.

Assuming your test was successful, click Next to see the final confirmation page. Click Finish to save your connection.

Note: It is possible to connect to a server DBT even if it is not activated. If your client DBT does not run after the connection is complete, check your server.

## Network Installation Using a Server Image (Automatic Client Deployment)

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Note: (1) These instructions were written for all versions of DBT from 11.2 on. (2) A word or abbreviation inside angle brackets, like <Enter> or <Esc>, indicates a specific key on your keyboard. Acquiring a multi-user license for DBT enables you to run your own network-based DBT installation. A network-based installation of DBT is simply an installation in which all the instances of DBT, on as many machines as they are installed, are all activated through a single server machine on your network. Only the server computer needs to be officially activated; all other DBT's on the network become activated as its clients. Naturally, the server must be activated for a sufficient number of users to serve your intended number of client DBT's, and the server must be up and running at all times.

For this method of installation, you create a specialized installer package that we refer to as a **server image**. To use it, you must place the server image in a network location accessible by the client machines where you intend to install DBT, or you must copy it to the individual client machines. If either creating the server image or mounting the image on your network is inappropriate for any reason, you should use the manual approach instead. See [Network Installation using the Activation Wizard](#).

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## Overview

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Network installation with automatic deployment consists of these steps:

1. [Assemble the information and tools to create the server image.](#)
2. [Install DBT on the server or master workstation.](#)
3. [Activate DBT for multiple users on the server.](#)
4. [Configure embossers in DBT on the server.](#)
5. [Install the Shared License Service and allow it in the firewall.](#)
6. [Create the server image of the DBT installer.](#) Save the server image in a shared folder that client computers can access.
7. [On each client machine, install DBT from the server image.](#)

Now we go through these steps in detail.

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## (1) Assemble the Information and Tools

---

- First, you need to know the location of your **DBT installer**, whether on CD or downloaded from Duxbury. If you have the DBT distribution CD in your computer, this location might be D:\dbt-1103.msi. But it is up to you to know the exact volume letter and path. Second, you need to know the location of the Shared License Service installer, a separate installer which is also on the distribution CD or downloaded from Duxbury (<http://www.duxburysystems.com/downloads/duxsls-0100.msi>, but note that the revision number of this installer file can change over time).
- You should know your **license text** and the maximum **number of DBT users** you are licensed for. The license text can usually be found on a print-and-braille card that came with your original purchase of DBT. It may also be found in a file called gjgmw.dxr or hjgmw.dxr that came with your original purchase of DBT if your first purchase was of version 10.4 or earlier. The number of users should be found on your purchase paperwork or other key documents relating to your installation.

- You should verify that **TCP/IP port 8080** is not already in use on your network, and will not be blocked by internal firewalls between the machines where DBT will be installed. This is the default port number that the Shared License Service uses. If port 8080 is not available or not suitable, then choose another port and pay close attention to the instructions about where to enter a custom port number.
- Know your server's **DNS name** in order to locate it from the client machines. If you do not have a DNS name, you can instead use the server's IP address as long as it is a static IP number (i.e., not dynamically assigned and therefore changeable over time). On the server, use `ipconfig /all <Enter>` to find out its DNS name. Use `ping server-name <Enter>` on the client machines to verify that the client machines can locate the server with that name. (In this example, replace "server-name" with the actual name of your server machine.)  
Note: Do not use a dynamic IP address, or your DBT clients will only work until the next time the server is rebooted!
- If you intend to share one or more **braille embossers** with all the DBT users on the network, you should have any documentation you need to define a global embosser configuration for each one that is to be shared.
- You must prepare a network location (**shared volume**) to make available the server image you will create. There should be at least 100 MB free at this location. **This location must be writable for you, and it must be readable from all the computers where DBT will be installed.** Do not use the "Program Files (x86)", "Program Files," or "Windows" directories. Use a new directory with nothing else in it. The location you share from need not be on your DBT server computer. For example, let us say that you have set up a directory on "server10" called "DBTinstall". The network location of the server image would be "\\server10\DBTinstall."

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## (2) Install DBT on the Server or Master Workstation

---

We say, server or master workstation, because the computer you choose as the master for DBT activation need not be running a server operating system. This gives you a wider choice of which computer to use as your master for activation. If the computer you choose is not a Windows Server machine, then it must be at least a Windows 7 computer or later, and you need to be willing to leave it running whenever DBT is needed by any user on the network.

Once you have chosen a server machine, install DBT on it by following the [Simple Installation](#) instructions.

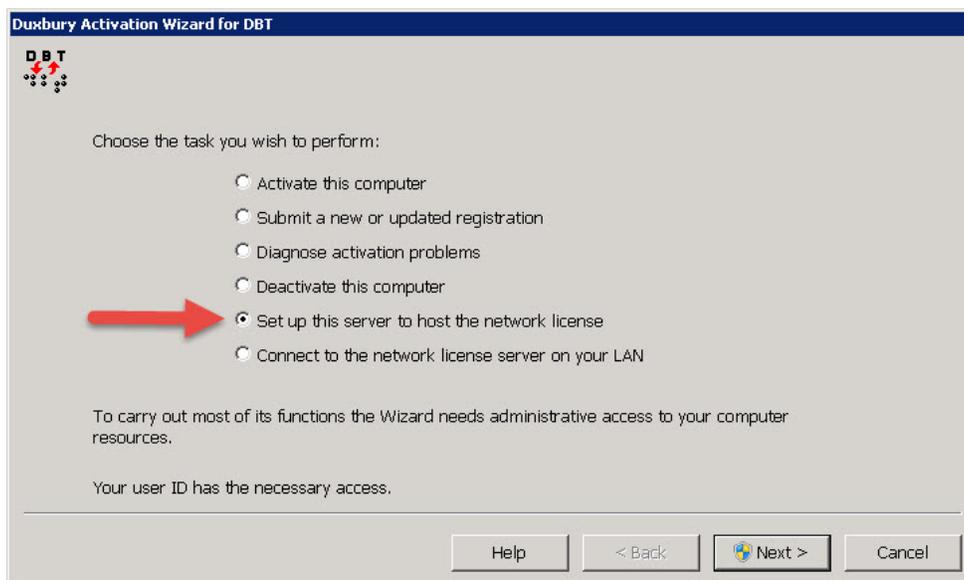
---

## (3) Activate DBT on the Server

---

The next step is to activate DBT on the server machine. When you launch DBT, you will see the Activate button on the splash screen. When you click that (or the like button in the About DBT dialogue), it invokes the Activation Wizard. The Activation Wizard can also be run directly from the DBT home folder (`actwiz.exe`).

On the Activation Wizard main page is a radio button labeled, **Set up this server to host the network license**. Select that choice and click the Next button.



From there you can simply follow the instructions in the Activation Wizard, but here are some helpful tips.

- Activating by Internet, if possible, is by far the quickest and most convenient method.
- If you are not using port 8080, the wizard will show you where to enter your selected port number.
- You will need your license text, the server computer name, and a user name. The license text may be pre-populated for you by the installer.
- Though it is not strictly required, to avoid confusion we recommend you enter the same computer name as the DNS name that client machines will use to address this server.
- In the User Name field, you may want to enter the name of the organization (perhaps abbreviated) or the name of the license owner. This is the name that will be associated with your activation.

To see how to invoke the Activation Wizard from DBT and get an overview, see [Registration and Activation](#) or see [Activation Wizard Help](#) for page by page information.

Note: This is the only activation you should do. Do not attempt to activate the individual client machines.

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## **(4) Configure Global Embossers on the Server**

Now that the server is activated for DBT, you may configure the embossers that you wish to support for all DBT installations on your network.

To create global embosser configurations, your DBT must be running with administrative privileges. Start DBT by right clicking on the DBT icon and select *Run as administrator*. Then, at the User Account Control (UAC) prompt, enter the admin password if needed.

In the DBT menu bar, open the Global menu and select Embosser Set-up. Use the New button in the dialogue box to define new embossers (or use Modify Embosser to revise existing definitions). Enter all the settings your embosser requires, and on the General tab you must set the value of Configuration Location to "All users on this computer." You must do this explicitly to share the embosser definition; this is not the default setting.

At this time, only configure the embossers that you intend to share with all the DBT client machines.

## (5) Install the Shared License Service

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**Summary:** Just the same way DBT is installed from an installer package (an .msi file), you install the Shared License Service from its installer, `duxsls-0100.msi` (Note: version number may change). When you complete the installation, the network license-sharing service starts up. This service allows other machines on the network to obtain their DBT activations from your server.

**The Installer:** The installer guides you through each step, beginning with the End User License Agreement, which you must accept to enable the Next button, and which we recommend you read through at least once. By default the installer places the Shared License Service files in the `Duxbury\Shared License Server` folder. We recommend you accept the default location.

On the last page of the installer, the Install button completes the installation using the selected folder. If your version of the installer includes a checkbox prompting you to “Configure and start service” you should leave that checked, because it will open the Duxbury SLS Editor for you automatically. If not, you need to go to your selected installation folder (again, it is “Duxbury\Shared License Server” by default) and click on the `DuxSlsEditor.exe` to run it.

**The Editor:** If your installation includes multiple versions of DBT, or includes other Duxbury products like NimPro, or uses third-party software that is activated using Sheriff, you need to configure them using the SLS Editor. Even if you have no complications, you invoke the Editor to build the required initialization files and to start the service.

The Editor prompts you for a port number for the Shared License Service. As previously noted the default is port 8080, and you can use that if it is not already in use or unsuitable for some reason local to your own network. If you choose a different port number in the Activation Wizard, enter that same port number here.

On this same screen, the Editor provides a list of checkboxes for you to indicate which Duxbury products you wish to share from this server. In the most common case, that list contains only the single version of DBT that you have just installed and activated. In the most complicated case, the list may include several Duxbury products and versions, or even third-party software.

Unless necessary, we do not recommend running third-party products (should any be listed) under the same port number as your Duxbury applications. In the most complex case, conflicts between Duxbury and third-party software may possibly be resolved by editing the content of the initialization (.ini) files per the next screen in the Editor. Consult your local IT personnel if you need to do this. Normally no editing of these settings is required.

On leaving the Editor you must click the Start Service button to launch the Duxbury Shared License Service. You can confirm this service is running by finding it under this name in your Services control panel. That is variously found under Administrative Tools or Computer Management (or elsewhere) depending on your Windows OS version.

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## Concerning Your Firewall

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The Duxbury Shared License Service is not added to the list of rules (or programs) in your firewall automatically. You must edit the Inbound Rules of the Windows Firewall (or similar program list on your third-party firewall) to add it.

Using the Firewall in Windows 7 and Windows 10 as an example:

In the Windows Firewall, you need to access the Advanced Settings (administrative level) functions.

To avoid confusion, we suggest you name the new entry, “Duxbury Shared License Service.”

Assuming you have installed the Shared License Service in the normal location, the program you need to allow is under the “Duxbury\Shared License Server” folder. The program you need to allow is named “`slsServer.exe`”.

Once you create the new entry, you can open the specific port number through which this service communicates. In the Windows Firewall this setting is found under the Properties of the Duxbury Shared License Service.

# Duxbury Braille Translator - NETWORK INSTALL - Automatic

Consult your specific firewall documentation for additional guidance.

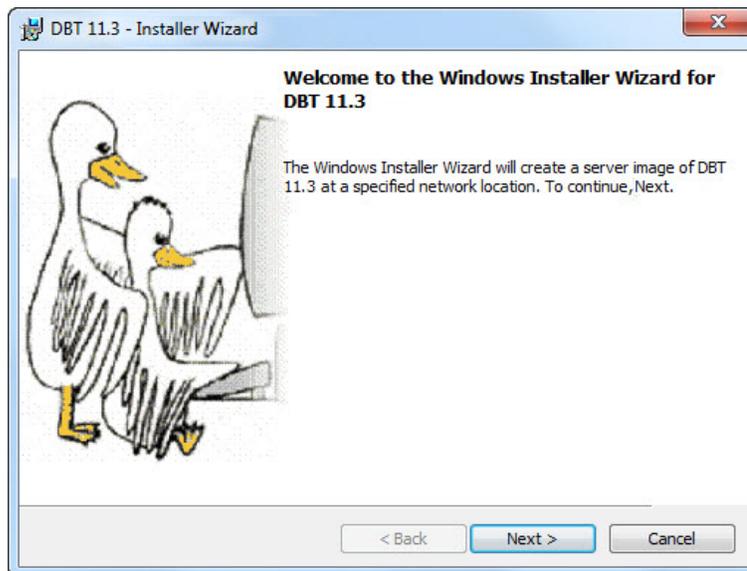
## (6) Create the Server Image of the DBT Installer

All the preceding steps have been done on your DBT server machine. This step must be done there as well, because this is the only way to include global embosser definitions in the server image that you will use to install your clients. At the end of this procedure, you place the server image in an empty destination folder either on the DBT server or another network location.

Note: The destination folder must be a writable shared volume and accessible by your client computers.

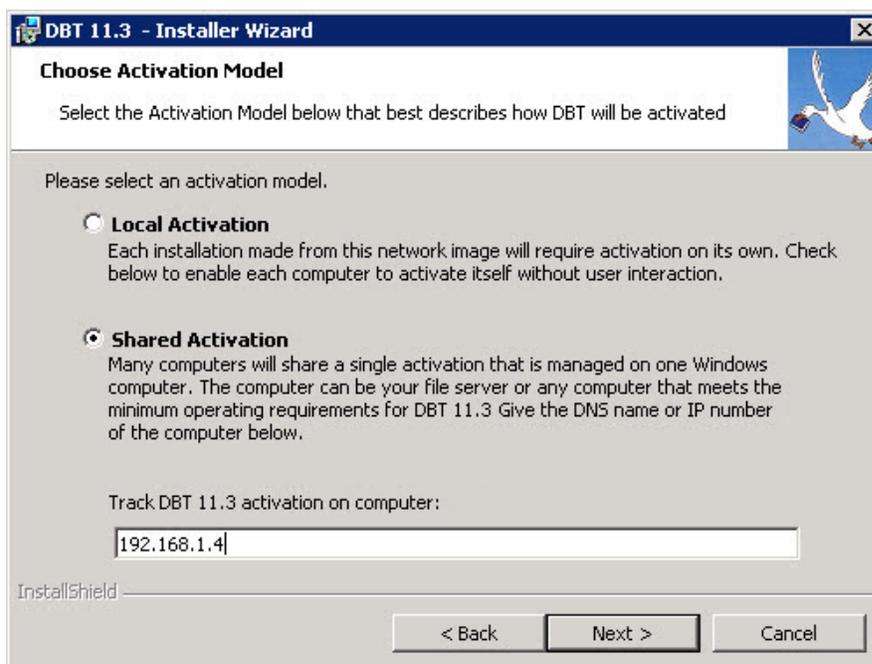
To create your server image:

1. From a command prompt window, open the DBT installer by invoking the Windows `msiexec.exe` program with the `/a` switch and the path to the installer. If you are installing from a Duxbury CD on your D: volume, for example, the command line is:  
`msiexec /a D:\dbt-1103.msi <Enter>`



2. Click Next, or type `<Alt>+N`, to dismiss the Welcome Screen. (It is similar to the first screen in the Simple Installation instructions, but the text shows that you are creating a server image.)
3. Please, read the End User License Agreement (EULA) if you haven't read it before. You must agree to the terms of the EULA to proceed. Click Cancel or type `<Esc>` if you do not agree to the terms. Otherwise, type `<Alt>+A` to accept the agreement and `<Alt>+N` to proceed. (The screen described in this step is exactly the same as in the [Simple Installation](#) instructions.)

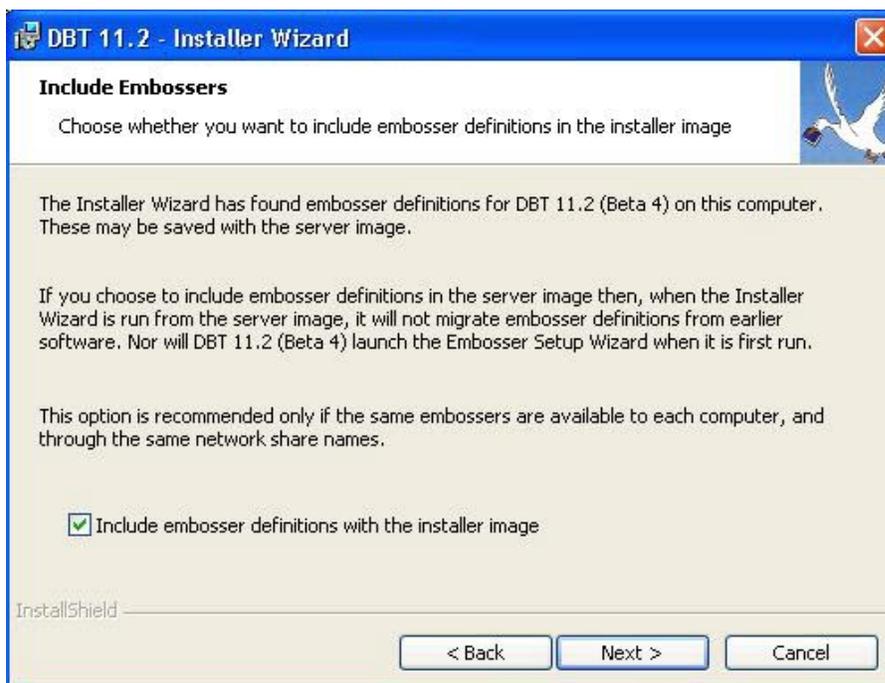
4. You now see the Customer Information Screen, the same as the third screen in the Simple Installation instructions. You enter information in this screen just as if you were doing a typical install, but bear in mind that the information will be stored in the server image for use in the DBT clients. When you install from the server image, this information will be preset for you. You must enter your Duxbury License Text. We recommend that you enter your Organization name. For the User Name field, enter the name you want to have associated with your activation. This might be a reference to your organization ("Xxx School f/t Blind"), the name of the license owner, or even a generic user description such as "Xxx Sch. Dist. Transcriber" as befits your situation. Click Next, or type <Alt>+N, to continue.
5. The next screen, Choose Activation Model, is unlike anything in the Simple Installation. It looks like this:



When this dialogue opens Local Activation is selected. Change the selection to **Shared Activation** (push the down-arrow key or click on the second radio button). Shared Activation is the required option for sharing DBT activations over the network. Now use the Tab key to reach the text field labeled **Track DBT activation on computer** and type the DNS name or IP address of the server that you just activated. Click <Alt>+N to continue.

Notes: First, you can only use an IP address if it was assigned to the server as a static IP number. Second, if you are using a port other than 8080, you must add a colon and the port number to the contents of this field. For example, for a computer named "Server6" using port 8010 you might enter "Server6.mydomain.com:8010".

- If, as described earlier, you have used DBT – on this computer – to configure at least one braille embosser for “All users on this computer,” the installer now displays the Include Embossers screen:

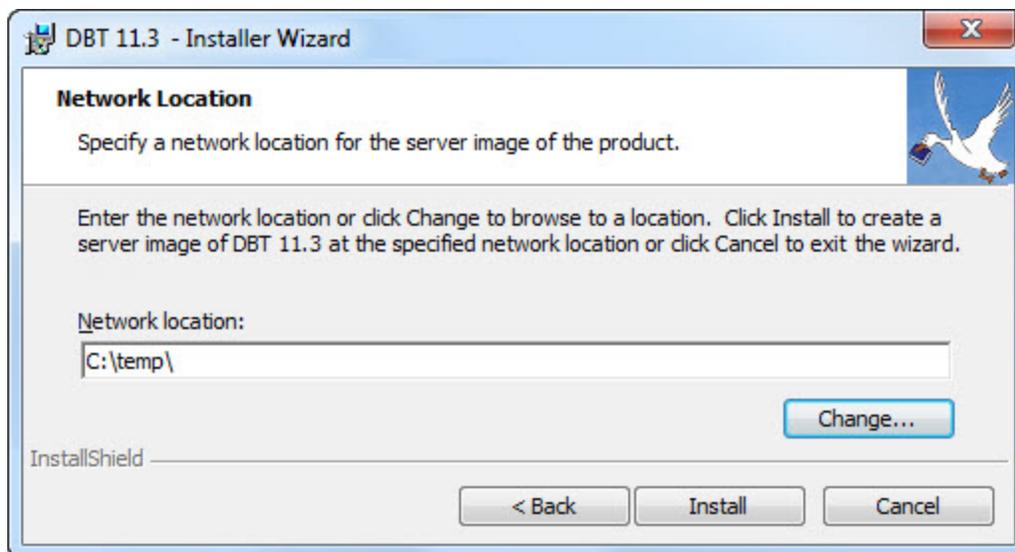


If you do not see this screen, no embosser configurations will be included in your server image!

If you intended to include global embosser configurations in your server image but do not see this screen, you must click Cancel (or press <Esc>) and start the process over after you have created them. Remember that they must be created on this machine, and the location must be set to "All Users on this computer." Only the configurations for all users are included in the server image.

If, on the other hand, you do see this screen, but do not want to include embosser definitions in the server image, simply uncheck the check box or type <Alt>+I, to remove the check mark. Then click Next, or type <Alt>+N, to continue.

7. Next, the installer displays the Network Location screen:



You must provide the network path (shared volume) where you want the server image created. Remember that the server image destination must be an empty folder where you have write access. For example, given a server named “server10” and a location found at the simple path “DBTinstall\new,” you would enter “\\server10\DBTinstall\new” in this field. You can also use the Change button to browse for the destination path you have prepared.

Note: The installer will create the destination path if it does not already exist. In the process it will create or overwrite directories within that path as necessary.

Click Install, or type <Alt>+I, to begin creating your server image.

8. The installer next displays a dialogue with a progress bar and a Cancel button, and eventually it displays “Completed”. Click the Finish button, or type <Alt>+F, and your server image is ready for use.

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## (7) Install DBT on each Client Machine from the Server Image

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After you have created the server image in a network accessible location, use it to install DBT on each client computer. From the client machine, double click on the server image, and follow the instructions. This proceeds like a [Simple Installation](#), except that your text information and selections have all been pre-entered for you.

If for any reason you need to copy the server image in order to install it on a client, be sure to copy the entire server image directory and its subfolders!

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### Unattended Installation

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Unattended Installation is a feature available with any installer built with Windows installer technology. However, because you are not given the chance to give any data to the installer while it runs, it only makes sense to do this with the DBT installer in those cases where you know the installer already has all of the data it needs, as with a fully set-up server image.

While Unattended Installation is running, you see only a small dialogue with a progress bar and a Cancel button. It is possible to cancel Unattended Installation, just like a normal installation.

To start Unattended Installation, you must run `msiexec.exe` with both the `/i` and `/passive` [msiexec command-line options](#). For example, if your server image is in a file called `dbt-1103.msi` at a network share location called `\\Server2\Images\DBT 11.3`, then you would give the following command to install DBT without any user interaction:

```
msiexec /i "\\Server2\Images\DBT 11.3\dbt-1103.msi" /passive
```

# Duxbury Braille Translator - NETWORK INSTALL - Automatic

---

(Note: In this example, quotation marks are needed because the installer path contains spaces.)

You can run this command either from a command prompt window or from the Run prompt in the Start Menu. You may need to specify the full path to the msiexec program. Typically, this is C:\Windows\System32\msiexec.exe.

---

## Quiet Installation

---

Quiet Installation works like Unattended Installation, except that the process runs completely in the background with no progress display.

As with Unattended Installation, you should use Quiet Installation only after you have provided all the needed data by creating a server image.

To start Quiet Installation, you must run msiexec.exe with both the /i and /passive [msiexec command-line options](#). For example, if your server image has been placed in a file called dbt-1103.msi at a network share location called \\Server2\Images\DBT 11.3, then you would give the following command to install DBT without any user interaction or progress dialogue:

```
msiexec /i "\\Server2\Images\DBT 11.3\dbt-1103.msi" /quiet
```

(Note: Again, quotation marks are needed around the installer path because it contains spaces.)

You can run this command either from a command prompt window or from the Run prompt in the Start Menu. You may need to specify the full path to the msiexec program, typically, C:\Windows\System32\msiexec.exe.

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## Upgrading a Network Installation of DBT

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### Introduction

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The standard multi-user configuration of DBT uses a single computer on your local area network that acts as the DBT server for all the other computers on the network. In this configuration, only the server DBT must be activated. All the other instances of DBT on the network are clients of that server. To run, they receive their activation by connecting to the server.

Duxbury provides instructions for two methods of installing client DBT's on the network. One method relies on the standard, simple installation instructions and using the Activation Wizard to reconnect the clients to the server. The other method relies on creating a **server image** (custom installer) on the server computer and then using that to install the client DBT's. For upgrades, just as for original installations, both methods are available.

Only the server image method preserves the existing connections of the DBT clients to their server.

---

### Preparation and Warning

---

First, quite apart from any upgrade to DBT, there is the matter of system upgrades and hardware changes.

Many customers know this by heart, but it is highly advantageous to deactivate DBT prior to a system or hardware change that may alter the "signature" of your computer system. If you do not do so, you will get an Invalid Machine Code error when you run DBT again after the system change.

Prior deactivation avoids this error. Once you get the Invalid Machine Code error, you have to uninstall and reinstall your DBT, then contact Duxbury customer service to get your activation record reset, and then you can reactivate.

What system changes will alter your computer system signature? Here is a list of the common events that will make your computer become "invalid" to the activation protection software:

- Upgrading the computer Operating System
- Updating the computer BIOS
- Changing or updating the virtual machine
- Changing or updating the virtual machine host software or tools

- Repartitioning or reformatting the hard disk
- Adding a disk
- Imaging DBT onto another computer, whether virtual or real
- Moving the hard disk
- Moving DBT to another disk

This list is not exhaustive, but these are the most common issues. If you are making any of these changes, deactivate DBT beforehand.

However, if you are only upgrading DBT to a newer version sans any other system changes, you can keep DBT activated.

Second, **do not uninstall** the old DBT on your server. When doing a DBT upgrade you have the choice of uninstalling the old version or simply installing the new version and leaving the two versions side by side. Some customers like to uninstall the old version to avoid clutter or to make configuration management easier, but it is not necessary.

Even for those who consider removing the old version a requirement, you should retain it until the new one is installed and the upgrade is complete. If you leave your old DBT in place while upgrading to the new one, your activation remains intact during the upgrade process and saves you the bother of reactivating the DBT server. Furthermore, waiting to remove the old DBT can also preserve your global embosser definitions, your license record, and your other DBT configuration data.

If you choose to uninstall the old DBT after the new version is installed, that will have no adverse effect on DBT activation.

The only limitation on this approach is that you must install the new version of DBT to the same location (disk and system volume) as the old version. (See [Limitations](#), below.)

Third, when you upgrade DBT, the **Shared License Service** running on the DBT server does not need to be removed or reinstalled. The service does not even need to be stopped. Nor is there any need to remove and reinstall the “Shared License Server” folder or files.

Keeping this service unchanged dictates only that when clients connect to the server they must continue to use the same port number as before. Usually, this is exactly what you want.

Note: The Shared License Service is independent of the DBT installer package and is not removed during uninstallation of DBT. It will only need to be stopped, removed, and reinstalled if a new version of the service should be released.

---

## Limitations

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The limitations on the recommendations above are not frequent occurrences, but you should be aware of them.

### *Installing the Upgrade to a Different Volume or Disk*

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As noted in the Preparation discussion above, moving DBT to a different disk or different system volume makes the computer signature appear to change and causes an activation error. If you need to do this you need to deactivate first and reactivate after the upgrade.

Duxbury recommends in this case that you follow one of two options:

(1) Deactivate the old DBT, and then move it to the desired new disk location. Reactivate it there, and then start the upgrade. This retains most of the advantages of the normal upgrade procedure, like retaining the server activation and configuration data, and it allows you to retain the old version on the system if you so desire.

(2) Uninstall the old DBT from the old location before installing the new version in the new location, effectively starting your installation from scratch.

## ***Product Families***

All versions of DBT from DBT 11.2 through the most recent release are a single product family. However, Duxbury has, from time to time, started a new product family when circumstances required. If a new version of DBT starts a new product family, the old DBT activation will not carry over to the new version.

As a practical matter you can ignore this possibility and follow your normal preferred installation procedure (one of the two methods described in the following sections). If the new DBT turns out not to be activated you will have to reactivate your server DBT and then continue the upgrade as described. You will also have to run the DuxSIsEditor.exe editor for the Shared License Service to allow it to configure the new DBT product initialization file.

---

## **Upgrading a Network Installation using a Server Image**

The upgrade software must be installed on both the server DBT and the client DBT's. You should install DBT on the server first.

Note: The "server image" approach is usually the most efficient because it potentially retains your current configuration data, global embosser definitions, the license record, your current activation on the server, and all the client connections to the server.

Be sure you have read and understood whether your situation requires deactivating or even uninstalling your old DBT prior to the upgrade. If your circumstances require that you must uninstall DBT, most of the advantages noted above are lost. If you uninstalled, you must follow the complete instructions per [Network Installation Using a Server Image](#). Even so, this installation method still automatically connects all of the client DBT's to the server.

Assuming your old DBT is still installed, refer to [Network Installation Using a Server Image](#), and do these steps:

1. Review Section 1 to again familiarize yourself with the required information.
2. Install DBT on the server per Section 2 and the Simple Installation steps. The principal guideline here is that wherever possible you want to install exactly as before: on the same server, to the same location (disk and system volume), using the same standard user name, the same organization name, the same Duxbury license, and the same folder location for activation data, etc.
3. Unless you had to deactivate, you can skip Section 3.
4. In the typical upgrade situation you do not need to reconfigure embossers; skip Section 4.
5. Unless your prior DBT installation predates the use of the separate installer for the Shared License Service (DuxSIs-0100.msi), the Shared License Service can be carried forward from the older DBT to the new one; skip Section 5. (Otherwise, see the [Note for Long-time Customers](#) below.)
6. Create the server image installer as described in Section 6.
7. Then install on your DBT client machines using the server image installer as described in Section 7.

---

## **Upgrading a Network Installation using the Activation Wizard**

The upgrade software must be installed on both the server DBT and the client DBT's. You should install DBT on the server first.

Note: This approach potentially retains your current configuration data, global embosser definitions, the license record, and your current activation on the server. It eliminates the step to create a server image (custom installer), but it does not retain the former client connections. Those connections can be restored using the Activation Wizard.

# Duxbury Braille Translator - NETWORK INSTALL - Automatic

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Assuming your old DBT is still installed, refer to [Network Installation Using the Activation Wizard](#), and do these steps:

1. Review Section 1 to again familiarize yourself with the required information.
2. Install DBT on the server per Section 2 and the Simple Installation steps. The principal guideline here is that wherever possible you want to install exactly as before: on the same server, to the same location (disk and system volume), using the same standard user name, the same organization name, the same Duxbury license, and the same folder locations for activation data, etc.
3. Unless you had to deactivate, you can skip Section 3.
4. Unless your prior DBT installation predates the use of the separate installer for the Shared License Service (DuxSls-0100.msi), the Shared License Service can be carried forward from the older DBT to the new one; skip Section 4. (Otherwise, see the [Note for Long-time Customers](#) below.)
5. Read the next section: [When Upgrading DBT Clients](#). Then install your DBT client machines using the instructions in Section 5.

---

## When Upgrading DBT Clients

In the case of an upgrade installation, when the client DBT is first started, usually it reports that it is deactivated. This is an undesirable side effect of simple client installation, but it is normal. To reconnect the client, on the DBT splash screen click the Activate button to enter the Activation Wizard, select "Connect to the network license server," and follow the prompts.

Occasionally under these circumstances you might see, "DBT license and activation initialization failed: Error 0x8004105C" – which is a network connectivity error. Unfortunately, when this error occurs DBT immediately closes, so you have to open the Activation Wizard (actwiz.exe, in the DBT folder) directly to fix it.

This error does not indicate the server installation is compromised or that the server is not activated, although it could indicate a problem with the Shared License Service such as a port conflict or multiple copies of the service running using the same port number (See [Note for Long-time Customers](#)). You can open the Activation Wizard directly to resolve the problem. Look for the Activation Wizard (actwiz.exe) in the DBT folder.

In the instructions for [Network Installation Using Activation Wizard](#), go to Section 5, client installation, and follow the steps to reconnect the client DBT to the server. The instructions also list the most likely reasons for a connection failure to help you trace down any issues.

---

## Note for Long-time Customers

If you currently have a DBT older than version 11.2 you probably have an old copy of slsService.exe running on your DBT server. You can check that in your Services control panel. We recommend you delete that copy of the shared license service and reinstall using the DuxSLS-0100.msi installer. Doing so eliminates future confusion identifying the service, especially if work must be done to open up a pathway in your firewall.

You cannot delete the old service using the Services control panel, only stop it. Instead, use the Programs and Features control panel to uninstall it, or open a Command Prompt with administrative privileges and remove it that way. The procedure is: right-click on the Command Prompt icon and select `Run as administrator`. Then enter this command:

```
sc delete slsService
```

That command removes the old service and prevents any port-access conflicts with the new service. Then follow the Network Installation instructions for "Install the Shared License Service" to install this service and configure your firewall.

### **The Fall-back Option: Uninstall and Reinstall from Scratch**

---

We would like to stress that for most upgrades, you do not need to uninstall your current DBT and start over.

You only need to uninstall it if you want to change where DBT is located compared to the old version, e.g., to put it on a different disk, or on a different system volume, or on another host computer.

Before you uninstall you should (1) deactivate DBT and (2) take notes regarding your global embosser definitions so that you can recreate them easily.

You can uninstall DBT through the system control panel: select your DBT and use the Uninstall command.

Then, to install your new DBT, follow the normal Network Installation instructions using either the Server Image (automatic deployment) method or the Activation Wizard (manual) method as you choose.

# Duxbury Braille Translator - DEACTIVATE & REMOVE

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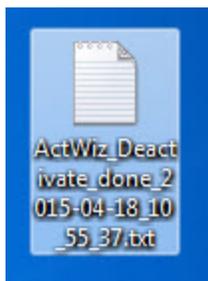
## De-activating and Removing DBT

---

If you no longer wish to use DBT on a system, you **must** deactivate it and remove it from the computer in order to restore your user count.

Prior to removing DBT, use the De-activate button in the "Help: About" box to de-activate your DBT. If you have an Internet connection we recommend using that as the easiest and quickest method of deactivating. Provided you are connected to the Internet without firewall restrictions, deactivation normally adjusts your activation count automatically, ensuring that you can activate later on another system.

If you do not have an Internet connection, deactivation allows you to save the deactivation data in a file on your desktop or documents folder. This file may be e-mailed or printed and faxed to Duxbury Systems whereupon your License count will be adjusted accordingly. (Note: The deactivation file name may differ slightly depending on the version you are removing.)



Once you have deactivated you can remove DBT from your computer via the Windows "Add/Remove Programs" or "Programs and Features" function accessible from the Control Panel.

## Registration and Activation

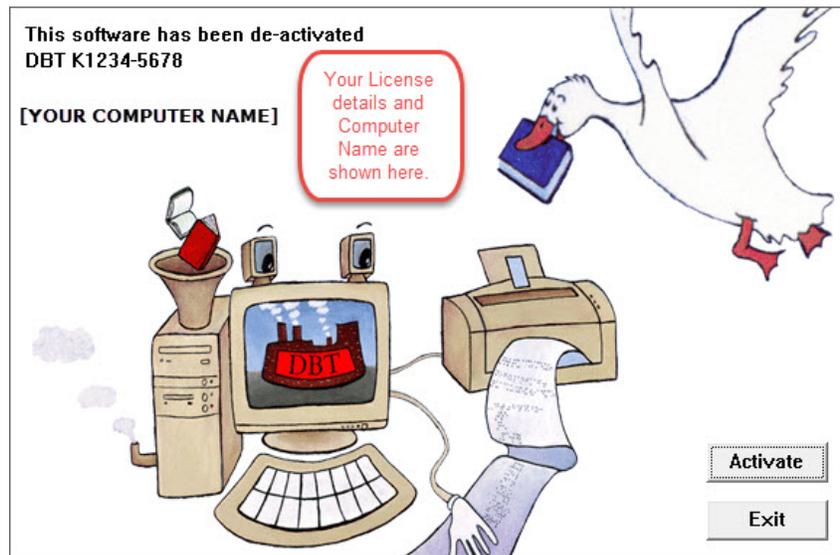
What are these steps? **Registration** provides your contact information to Duxbury Systems, connecting you with your license, which allows you to receive customer support.

Activation is something different. **Activation** turns on the full feature set of your DBT. For example, you cannot produce actual, valid Braille output without activating first. In order to activate, you need your license, and you need to have administrative privileges on your computer. If you do not, you will need help from your IT department.

Both Registration and Activation can be done using the Activation Wizard.

DBT provides two places where you can enter the Activation Wizard. If you have installed and not yet activated 12.2 you will see the following splash screen when you start the program.

(NOTE: The License Number shown in the screen shot is for illustrative purposes only!)



The second access point for activation is from the [Help: About DBT...](#) dialog, which likewise provides an Activate button. ("Help: About DBT" on page 85.)

When you click on the Activate button, you will be taken to the Activation Wizard.

**Notes:** (1) DBT also provides a Registration... item under the Help menu, but registering using the Activation Wizard is easier. In fact, if you activate first, the wizard will give you the option to register at the same time.

(2) For a new installation, DBT does allow a 45-day grace period before activation must be done on a permanent basis. Duxbury recommends you proceed to normal activation right away, regardless of the grace period, so as to avoid confusion later.

# Duxbury Braille Translator - REGISTER & ACTIVATE

## The Activation Wizard

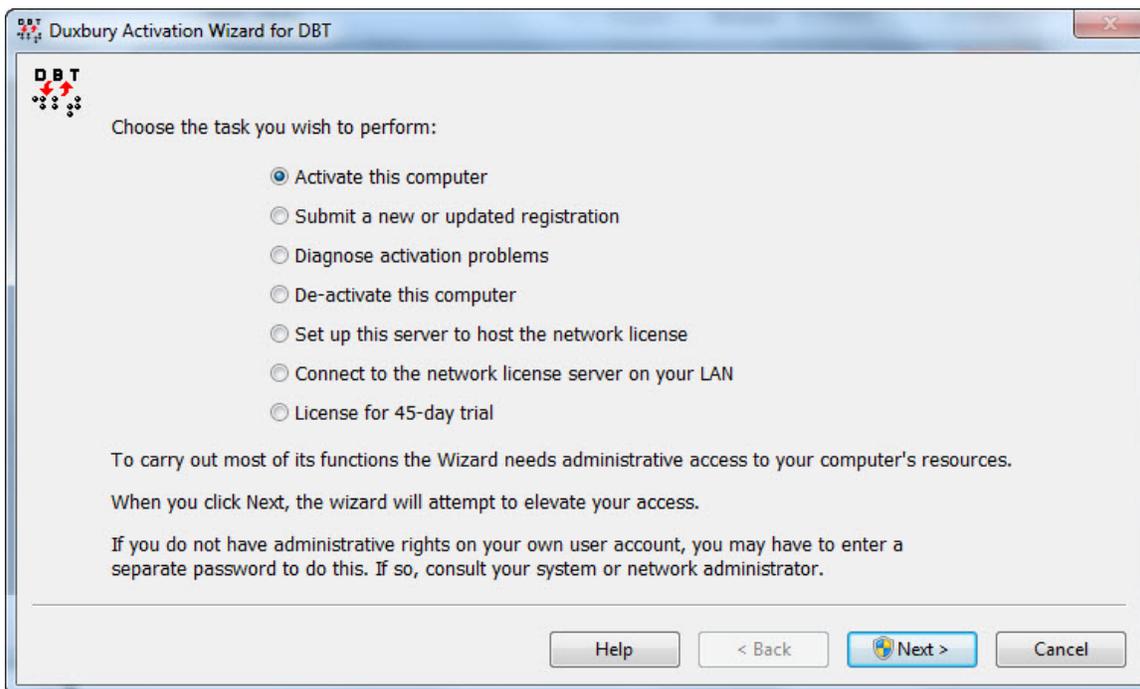
You will now see the Duxbury Activation Wizard "Welcome" screen:



When you click "Next", a screen similar to the following will appear.

Not all options shown below appear under all circumstances. Do not be concerned if your wizard display differs slightly.

**Note:** When you select activation (or de-activation), the Activation Wizard automatically invokes the User Account Control prompt, where you can enter a user name and password as needed.



The Activation Wizard leads you through activating and registering your DBT. The easiest method is through an internet connection, but the wizard offers you other ways to activate if you do not have, or cannot use, your internet connection.

Here is a list of the wizard operations, with links to more detail.

[Activate this computer](#) - unlocks the full functionality of your DBT, including Braille output.

## Duxbury Braille Translator - REGISTER & ACTIVATE

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Submit a new or updated registration - registers your software and enables you to receive technical support.

Diagnose activation problems - allows sending diagnostics to Duxbury if you are requested to do so.

Deactivate this computer- a necessary function before making any major hardware change or BIOS update.

Set up this server to host the network license - allows this computer to act as a server to share activations on a multi-user license.

Connect to the network license server on your LAN- allows you to activate this computer as a client of the license server on your local area network (as set up in the previous item).

License for 45-day trial - appears only if you did not supply your license when you installed your DBT.

NOTE: There is additional Help information available within the Activation Wizard itself.

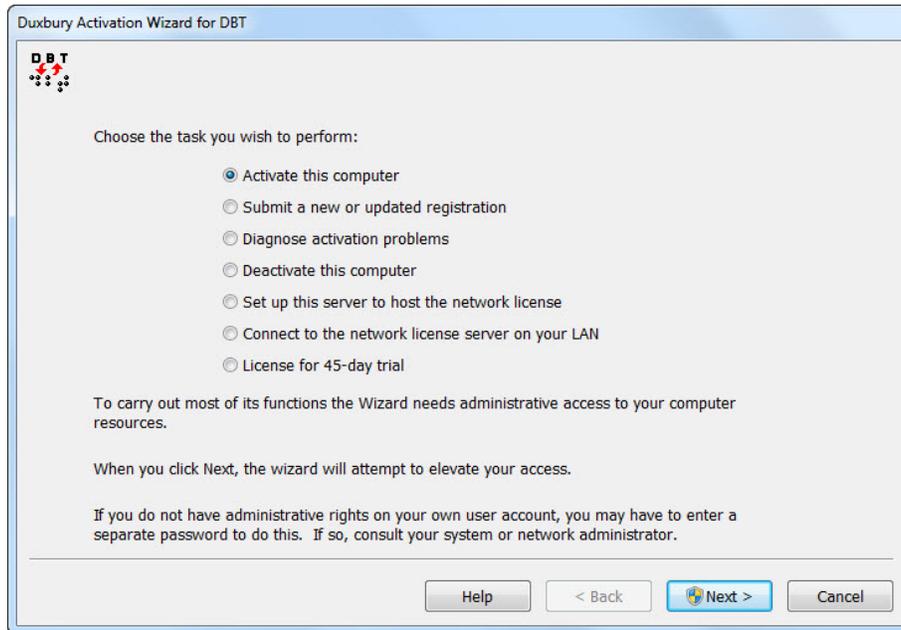
# Duxbury Braille Translator - ACTIVATION

## Activating this Computer

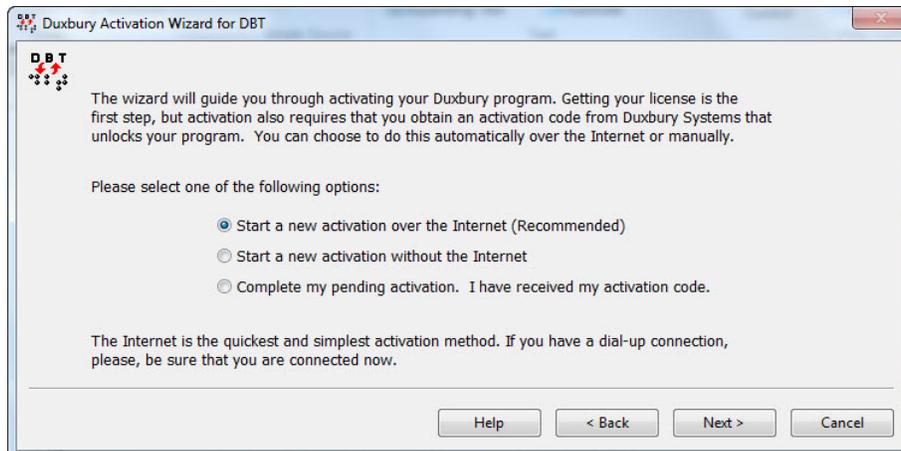
The essential steps through the activation wizard are summarized below, commencing with the Main page where all wizard operations begin.

**NOTE: If major hardware changes are planned or it is proposed to re-image the system, deactivating DBT beforehand will generally prevent activation problems after the change or update is complete. The failure to deactivate before such a change will generally *cause* a failure to re-activate. See "Common Activation Problems" on page 49.**

Please advise your IT staff that DBT should be deactivated and removed per the instructions at "Deactivating This Computer" on page 51.



When you select the button labeled either "Activate this computer" or "License and activate", you are presented with the following dialog from which you select activation using the Internet (automatic, one step) or without the Internet (manual, two steps).



Once you have chosen your option, press Next. The radio buttons and the options they represent are explained below.

# Duxbury Braille Translator - ACTIVATION

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## 1) Start a new activation over the Internet (Recommended)

---

Provided your system has an Internet connection, this is the simplest and quickest method of activating your software. Please note, however, that some organizations use security measures which can prevent this process from working. If this occurs, you will need local IT assistance or you will need to use the non-Internet option.

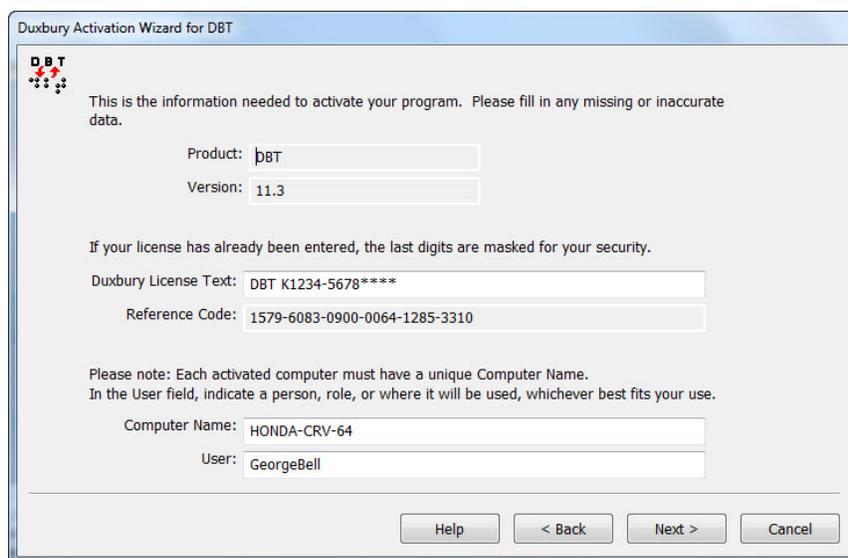
Whichever option you choose, you will next be asked to enter your basic information as shown below.

### Notes:

**Duxbury License Text:** appears here automatically if it was entered during installation.

**Computer Name:** It is not useful to change the normal system name that appears unless there is another computer which shares your same Duxbury license and which *already uses the same name*. (Using the system name is very helpful if you later contact Duxbury about an activation problem.)

**User:** Your login ID is provided as your default name. You may change this to something more meaningful if you wish.



The screenshot shows a dialog box titled "Duxbury Activation Wizard for DBT". It contains the following fields and text:

- Product:
- Version:
- Duxbury License Text:
- Reference Code:
- Computer Name:
- User:

Buttons at the bottom: Help, < Back, Next >, Cancel.

## 2) Start a new activation without the Internet

---

If your system is not connected to the Internet, or if you prefer for any reason, you may use one of the manual options to activate your DBT.

You can activate by e-mail, in which case an e-mail message will be raised. You can telephone Duxbury's Customer Support in the USA: +1 (978) 692 3000, or you can fax: +1 (978) 692 7912 or even mail the resultant form.

Whichever method you select, you will be guided through the two-step process.

## 3) Complete my pending activation. I have received my activation code.

---

If you have used a manual option to request activation, you return to the wizard and select this radio button to complete the task. You will see the following dialog into which you enter the activation code, maximum version number, and confirmation code supplied by Duxbury Systems. If you received this information by email, we suggest you use cut and paste from the email to this dialog to avoid errors.

# Duxbury Braille Translator - ACTIVATION

---

Duxbury Activation Wizard for DBT

DBT

Your Reference Code:  
1579-6083-0900-0064-1285-3310

Please enter the activation code, maximum version, and confirmation number you received from Duxbury Systems in the fields below.

Activation Code:  
[Empty text box]

Maximum Version License is Valid For:  
11.3

Confirmation Number:  
[Empty text box]

Help < Back Next > Cancel

- Notes:** 1. If the "Maximum Version" you received from Duxbury does not match the version you are activating, this is not an error! It indicates that your license is also valid for a later version of DBT. Do not change it. Please enter the maximum version number as you received it.
2. It rarely happens, but if no Reference Code is shown, that indicates the first step of manual activation was Canceled instead of Finished, which means your work was not saved. To activate, you will need to start over.

# Duxbury Braille Translator - REGISTRATION

## Registering

We cannot stress enough the importance of Registering your copy of the Duxbury Braille Translator. Among other benefits, registering ensures your eligibility to receive free updates via the Internet.

On the Windows platform, assuming you have an internet connection, the "Help: Registration..." menu item opens your browser and presents you with a Duxbury web form. However, you may find it more convenient to register using the Activation Wizard instead.

Registration is most commonly done via the Activation Wizard. You have four options: register automatically, by e-mail, by telephone, or by fax or post. Registering automatically is the easiest.



Whichever method you select, you supply your contact information on the following screen.

### PLEASE NOTE:

In order to avoid future problems if the software is transferred, carefully consider who the registered owner of the software should be. For example, if the software has been purchased by an Education Authority for use in a school, or with a specific student, does the software belong to the authority, the school, or the student?

There are occasions when you may be asked for registration details, particularly when upgrading your software.

## Duxbury Braille Translator - REGISTRATION

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If a future change of ownership or registration is requested, we will require written confirmation from the original Registered Owner.

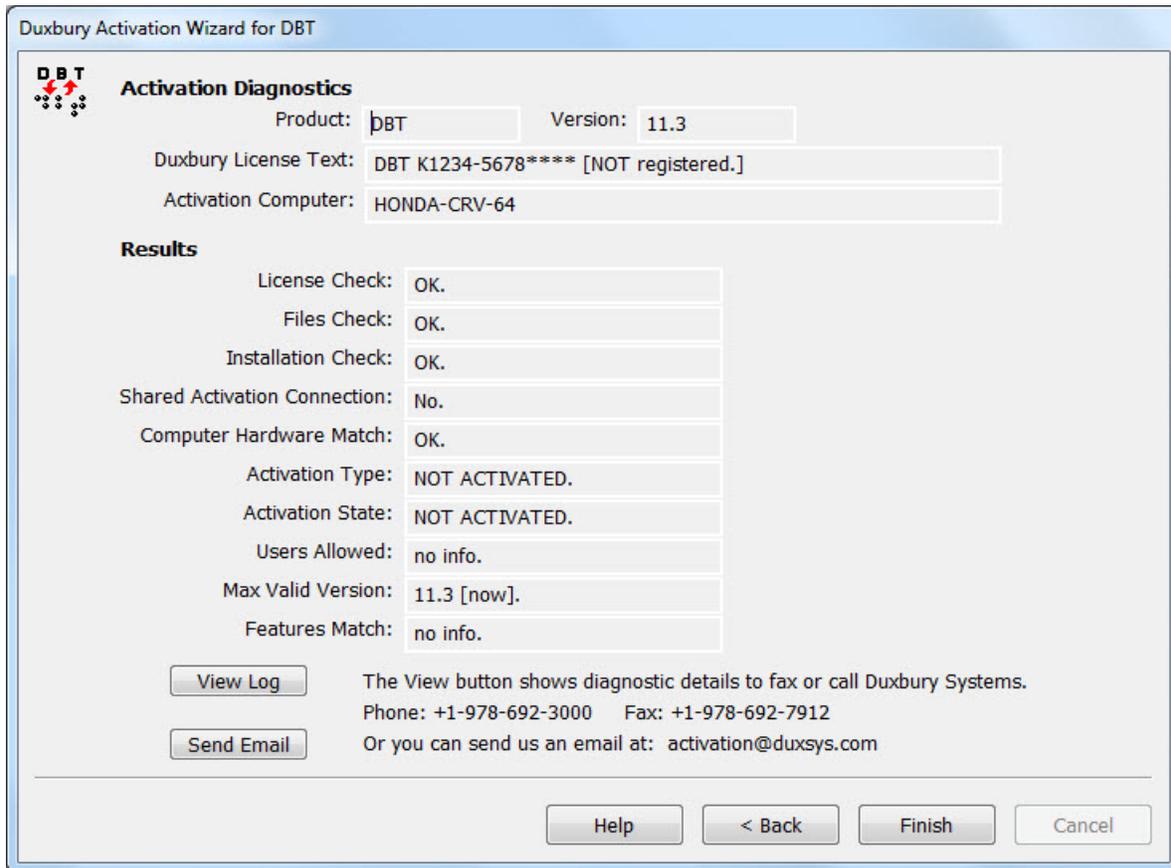
# Duxbury Braille Translator - PROBLEM DIAGNOSIS

## Diagnosing Activation Problems

The screen below shows the result of running diagnostic tests. In addition to the test results, this screen provides these two commands:

**View Log:** This button opens Windows Notepad and displays the activation log, which may assist Duxbury Technical Support staff to identify the problem you are having.

**Send Email:** If you have an e-mail program installed, this button creates an e-mail message addressed to Duxbury with the log file attached. You will need to then manually "send" the message as normal.



The screenshot shows the 'Duxbury Activation Wizard for DBT' window. It features a 'D B T' logo in the top left. The main area is titled 'Activation Diagnostics' and contains several input fields: 'Product: dbt', 'Version: 11.3', 'Duxbury License Text: DBT K1234-5678\*\*\*\* [NOT registered.]', and 'Activation Computer: HONDA-CRV-64'. Below this is a 'Results' section with a list of checks: License Check: OK, Files Check: OK, Installation Check: OK, Shared Activation Connection: No, Computer Hardware Match: OK, Activation Type: NOT ACTIVATED, Activation State: NOT ACTIVATED, Users Allowed: no info, Max Valid Version: 11.3 [now], and Features Match: no info. At the bottom left are 'View Log' and 'Send Email' buttons. To the right of these buttons is contact information: 'The View button shows diagnostic details to fax or call Duxbury Systems. Phone: +1-978-692-3000 Fax: +1-978-692-7912 Or you can send us an email at: activation@duxsys.com'. At the very bottom are 'Help', '< Back', 'Finish', and 'Cancel' buttons.

Note: In network installations of DBT, the Diagnostics report will differ depending on whether it is run on the network license host or on a client of the license host. Duxbury Technical Support can interpret the diagnostics in each of these two cases. For most network activation issues, diagnostics from the license host provide the more useful information.

## Common Activation Problems

The two most common problems which occur are:

### ***DUPLICATE LOCATION***

This error means that the system you are attempting to activate, or a computer with the same name, has already been activated. If you see this error, you normally also see this message, "Two different computers on the same license cannot use the same computer/location name."

If there is another computer that uses your Duxbury license and that has the same name as the current machine, you will get this error. Computers that use the same Duxbury license must have unique names. You will need to give your machine a different name to activate it.

## Duxbury Braille Translator - PROBLEM DIAGNOSIS

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Otherwise, this error can occur if you have upgraded your system in some major way without deactivating DBT first, perhaps by an update to the BIOS or by replacing your hard disk drive. In this case, the system upgrade causes your machine to appear (to the activation process) to be a new machine with the old name. In such cases, you should first uninstall and then reinstall your program. Then you will need to call your dealer to resolve the issue or contact Duxbury to clear your old activation. You can e-mail Duxbury at [activation@duxsys.com](mailto:activation@duxsys.com). Please ensure you include your License Number, Computer Name, and the full details of your problem.

### ***INVALID MACHINE CODE***

This error normally occurs when a system has been "imaged". It is quite common for technicians to prepare an organization-wide master version of a computer system and copy it onto a number of other systems. If DBT has been installed on the master image, the copy protection system will fail when you attempt to activate locally.

The solution is to remove DBT from the local system you are attempting to activate, and reinstall. If DBT is required on more than one computer, you will require multiple single-user licenses or a network license (available on Windows systems). Please contact Duxbury Systems or your local dealer for more details.

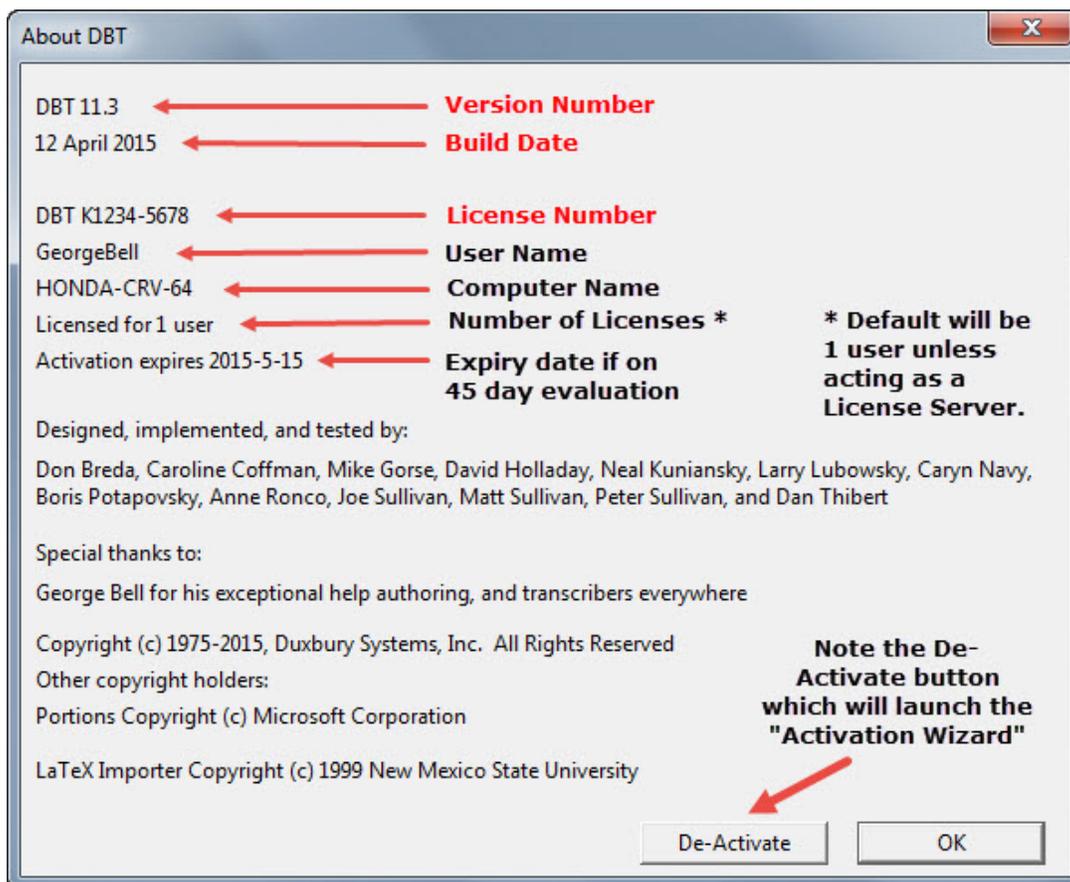
# Duxbury Braille Translator - DEACTIVATE & REMOVE

## Deactivating This Computer

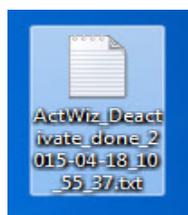
**Note: Network users must consult their system administrator before attempting to use this process.**

If for any reason you wish to remove DBT from your system, perhaps to install it on a different system, you should deactivate DBT first.

Access to this process is via the De-activate button found in DBT's Help: About DBT dialog shown below.



You should ideally deactivate while connected to the Internet. This will ensure that your activation count is immediately adjusted on the Duxbury Activation Server.



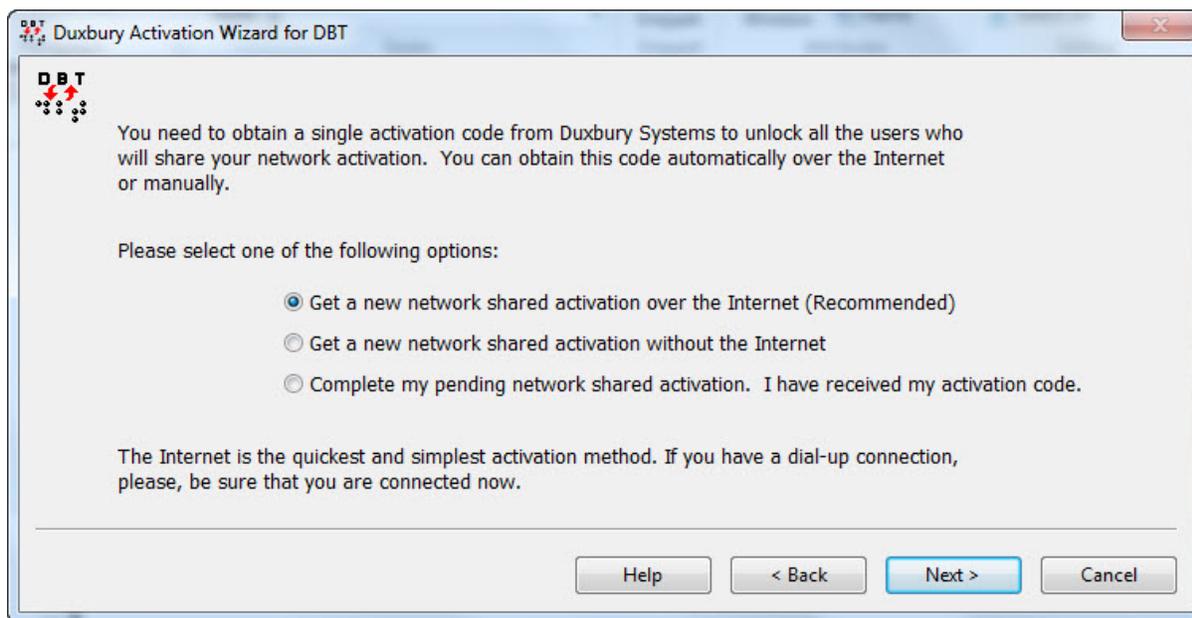
If you do not have an Internet connection available, please proceed anyway. Deactivation will create a deactivation text file for you and allow you to save it to your desktop or documents folder. This text file may then be e-mailed, faxed, or the details relayed by telephone to Duxbury Systems. The adjustment to your user count will then be done manually.

# Duxbury Braille Translator - NETWORK ACTIVATION

## Set up this computer to host the network license

**Note:** Network activation of a single server (a.k.a., "hosting the network license") activates all the client machines on the network as well as the server itself. Likewise, deactivation of the server deactivates all of its clients. Activation of a single computer as the server requires leaving that machine running at all times that DBT is to be available on the network.

Network activation begins much like activation of a single computer. Choose internet activation or manual, two-step activation as shown below. (See also [Activating this Computer](#) for the common steps in activation.)



There are two steps particular to network activation. First, you are requested to specify the number of users who will share this license and the port number this computer will listen on for client activation requests. Normally you should select the default port for this communication (8080). However, you must consult your network administrator or IT department to determine if that is the correct port to use on your network. That port will be already set if the Shared License Service has been installed as part of DBT installation.

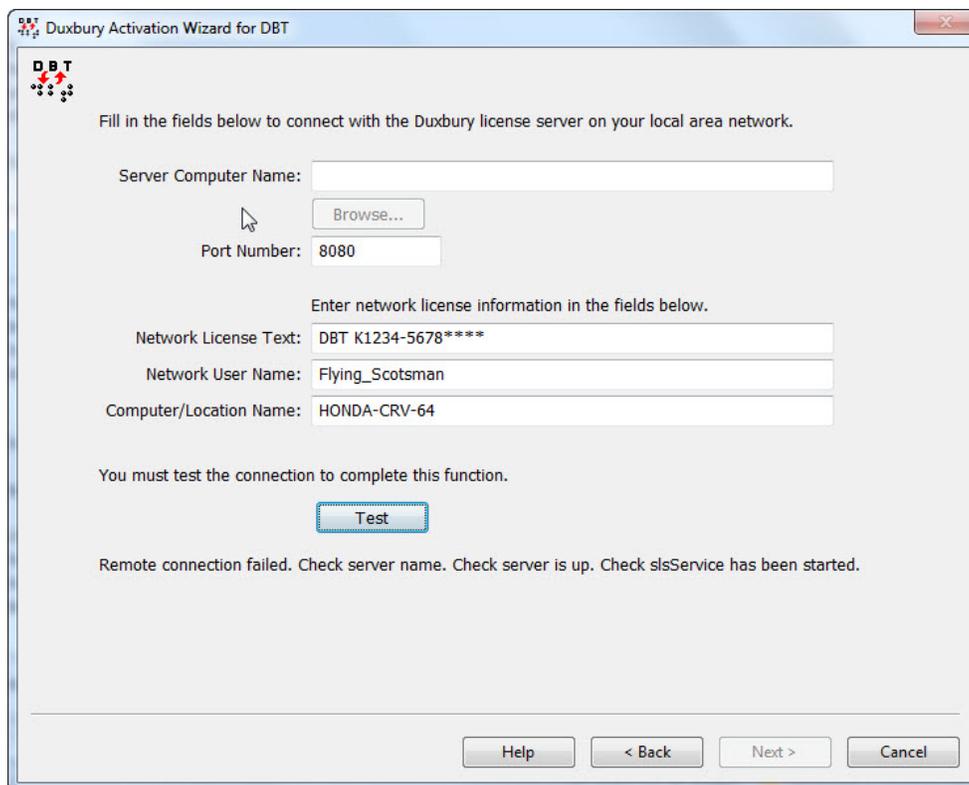
Second, in case it has not yet been installed, after activation you are shown the instructions for installing and starting the Shared License Service on this computer. Normally, this would be done during installation if a network installation was planned. However, the reminder and instructions are provided in case this step is yet to be done. Again, if you are not comfortable with running background services and changing settings in the firewall, you should seek help from your network administrator or IT department.

# Duxbury Braille Translator - NETWORK ACTIVATION

## Connect to the Network License Server on your Local Area Network

**Important Note: Network users must consult their system administrator before attempting this procedure.**

This dialog allows you to connect your local computer to the server or computer that provides activation to DBT users on your network. Entering the information in this screen allows this computer to “connect” as a client of that license host.



The screenshot shows a Windows-style dialog box titled "Duxbury Activation Wizard for DBT". The dialog contains the following elements:

- A logo in the top-left corner consisting of the letters "DBT" above a cluster of red dots.
- Instructional text: "Fill in the fields below to connect with the Duxbury license server on your local area network."
- A text input field for "Server Computer Name:" with a "Browse..." button to its right.
- A text input field for "Port Number:" containing the value "8080".
- Section header: "Enter network license information in the fields below."
- A text input field for "Network License Text:" containing "DBT K1234-5678\*\*\*\*".
- A text input field for "Network User Name:" containing "Flying\_Scotsman".
- A text input field for "Computer/Location Name:" containing "HONDA-CRV-64".
- Instructional text: "You must test the connection to complete this function."
- A "Test" button.
- Feedback text: "Remote connection failed. Check server name. Check server is up. Check slsService has been started."
- Navigation buttons at the bottom: "Help", "< Back", "Next >", and "Cancel".

You need to enter the name of the license server as it is known on your network, or in some cases you can enter its IP address (only if it is a static IP address). You must also enter the Port Number that was selected on your server if the default (8080) was not used. Then you must enter the Duxbury license text and User Name as they were entered on the server. As for the Computer/Location Name, you can enter your local machine name unless instructed otherwise by your system administrator. (That is a rare and special case; normally the Computer/Location Name entered here is unimportant.) Once you have entered this data, you must click the “Test” button. Test attempts to complete the connection, which lets you know the data you entered are valid.

**Note:** A successful Test does not prove that the server is properly activated, only that the connection data are correct and that the remote sharing process is running. If in doubt about server activation, run diagnostics after completing this operation. Once this computer is connected, the diagnostics can confirm that the server is activated.

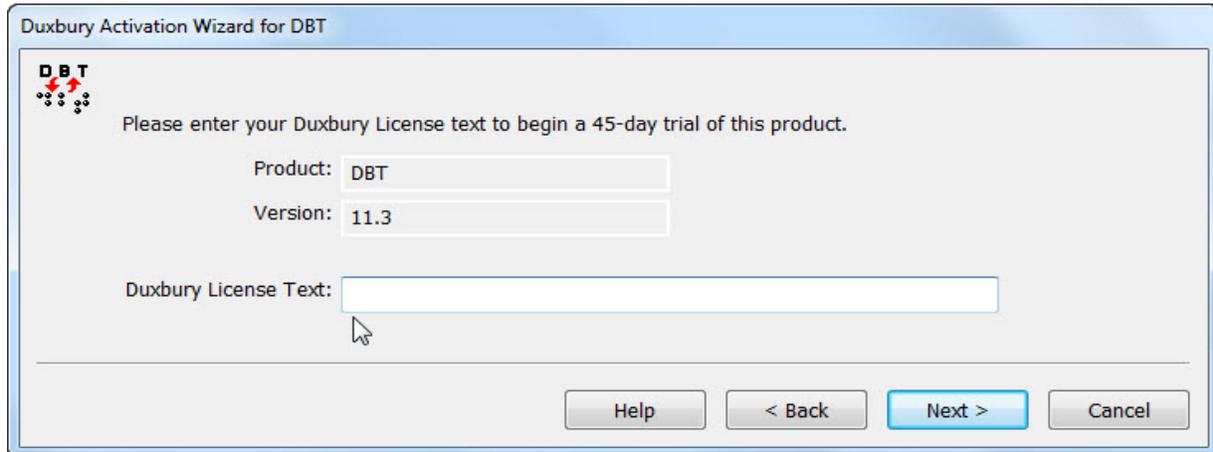
# Duxbury Braille Translator - 45 Day Trial

## License for 45-day trial

If you did not supply a license number when you installed your DBT, it runs in demo mode. Supplying your license here begins a 45-day period of normal operation even without activating your DBT. At the end of 45 days, you *must* activate DBT for it to continue normal operation.

Once you have entered your license, this option no longer appears. The 45 day trial period does not repeat.

[Help: About DBT...](#) displays the 45-day expiration date to help you keep track.



The screenshot shows a dialog box titled "Duxbury Activation Wizard for DBT". In the top-left corner is the DBT logo, which consists of the letters "D B T" above a cluster of red and black dots. The main text of the dialog reads: "Please enter your Duxbury License text to begin a 45-day trial of this product." Below this text are three input fields: "Product:" with the value "DBT", "Version:" with the value "11.3", and "Duxbury License Text:" which is currently empty. At the bottom of the dialog are four buttons: "Help", "< Back", "Next >" (which is highlighted in blue), and "Cancel".

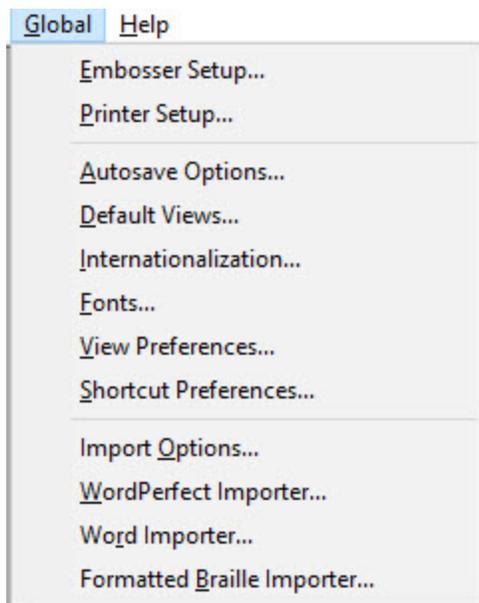
## GLOBAL: (Menu)

---

**Note:** This topic has been included as part of the overall personalizing of your installation and provides useful additional information. Look for it and its sub-topics in the on-line DBT Help.

Keystroke: **Alt + g**

After you have installed DBT for the first time, you will need to attend to a few "house-keeping" exercises, such as setting up your braille embosser and ink printer.



When you select the GLOBAL menu, the above screen appears which contains a list of twelve items.

1. Embosser Setup (or **e**)
2. Printer Setup (or **p**)
3. Autosave Options (or **a**)
4. Default Views (or **d**)
5. Internationalization (or **i**)
6. Fonts (or **f**)
7. View Preferences (or **v**)
8. Shortcut Preferences (or **s**)
9. Import Options (or **o**)
10. Word Perfect Importer (or **w**)
11. Word Importer (or **r**)
12. Formatted Braille Importer (or **b**)

---

## Global: Embosser Setup...

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Keyboard: **e** from Global menu.

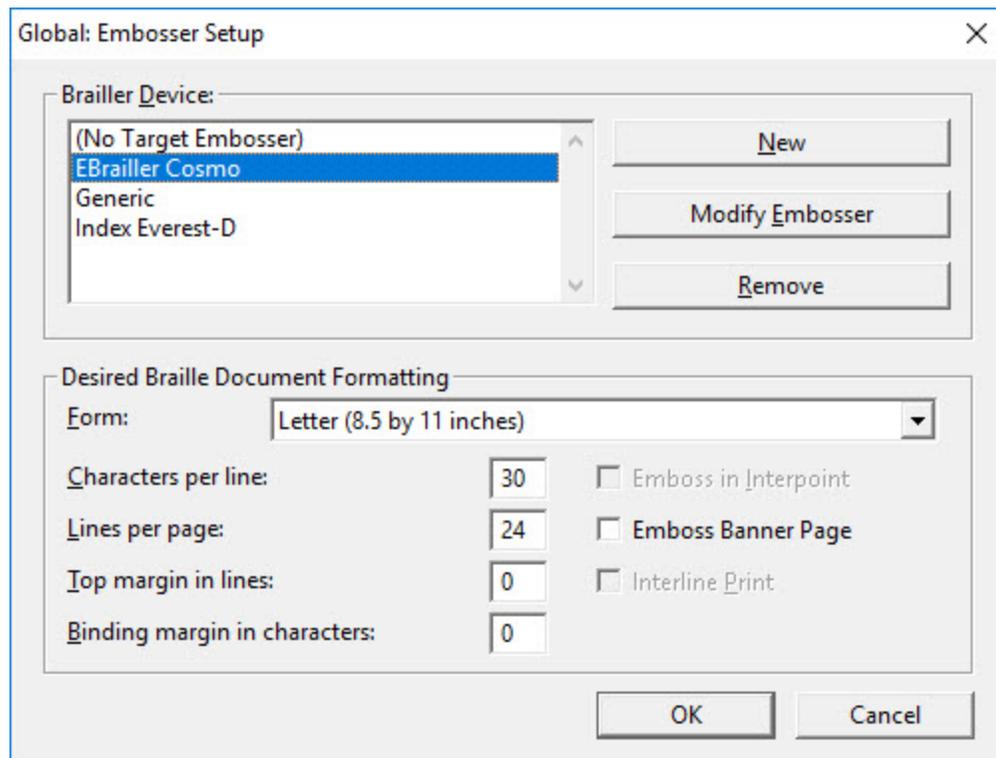
(Advanced Users - See also Editing the emb.elt file in on-line Help.)

**NOTE: If your embosser does not have a USB port and/or your laptop or PC has no serial or parallel port, see "USB and Embossers" on page 1**

## Duxbury Braille Translator - GLOBAL MENU

This module is provided to enable you to set up one or more embossers on your system and to allow you to specify a default embosser for all new documents. If you wish to change the embosser or its settings only for an individual document (new or existing), you *must* do this in "Document: Embosser Setup..." on page 1 .

The **Global: Embosser Setup** dialog is used to tell DBT about your braille embosser. You must normally have at least one embosser (Braille Device) set up on your system, and you may now have as many devices as you like. See [Additional Notes](#) at the end of this topic for more information.



**Notes:** Remember that DBT files contain "sticky document information." In simple terms, that means when you save a file, it also saves additional details such as the selected Braille embosser and the embosser settings then in use.

**Braille Device:** (Selection/List box) During the DBT installation process, you may have chosen to install one or more embossers. If so, they will appear in this list. If the list only contains "(No Target Embosser)", and you wish to set one up, tab to the "New" button, and press Enter.

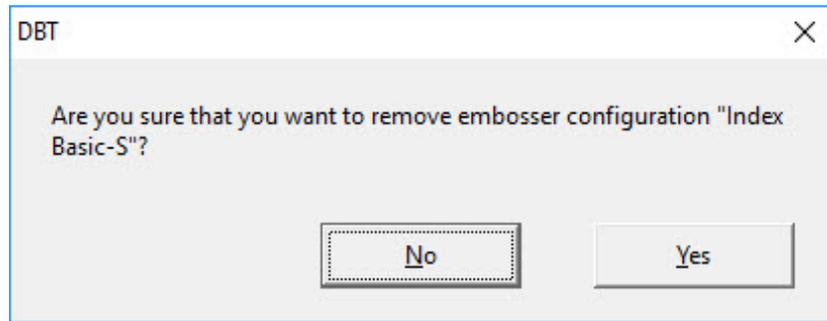
**New:** This button will take you to "Global: Embosser Setup: General" on page 58, which is one of three tabs where you may begin the setup process. (If you are setting up a new embosser, may we suggest you click on the link now.)

**Modify Embosser:** Before you click this button, please ensure that you have highlighted the embosser you wish to edit in the Braille Device selection list. This button will also take you to [Embosser Setup: General](#).

**Remove:** If you wish to remove an embosser, please ensure it is highlighted in the Braille Device list first, before pressing the "Remove" button. [Note: You cannot remove the "(No Target Embosser)" entry.] You will be asked to confirm that you wish to remove the selected embosser as shown below. Press the "Yes" or "No" button as appropriate.

## Duxbury Braille Translator - GLOBAL MENU

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**Note 1:** If you remove all Braille Devices, DBT sets the Braille Device to "(No Target Embosser)". In such circumstances, you will only have the Characters per line and Lines per page options available.

In these fields you may only select between 10 and 160 Characters per line, and between 4 and 40 Lines per page.

**Note 2:** The "Modify Embosser" and "Remove" buttons are disabled if a user will be unable to save changes to the configuration. So, unprivileged users in Windows systems with User Account Control (UAC) will often find that these buttons are disabled.

**Desired Braille Document Formatting** - This section contains 8 controls. However, it is important to appreciate that entries here may be constrained by settings in "Global: Embosser Setup: Device Settings" on page 59. For example, if you have set up a Top Margin of 2 in Device Settings, you cannot have a Top Margin of less than 2 in this section.

**Characters per line:** Enter your desired characters per line, excluding the binding margin.

**Lines per page:** Enter your desired lines per page, excluding the top margin.

**Top margin in Lines:** Enter your desired top margin in lines.

**Binding margin in characters:** Enter your desired margin in characters.

Now we have three check boxes which may or may not be enabled. Availability of these items is controlled by capabilities of your selected embosser.

**Emboss in Interpoint:** This will only be available if your embosser supports Interpoint (or double-sided) embossing.

**Banner Page:** This is an additional page which is embossed at the beginning of each file you emboss giving basic file information.

**Interline Print:** This will only be available if your embosser supports interline printing or if you are using the TranSend SE.

**If you are satisfied with your changes, press the OK button. If you wish to abort this process and return to DBT, press the Cancel button.**

**Please note that pressing OK in this main dialog not only confirms any changes made to this dialog, but also any made to the General, Devices Settings and Advanced dialogs.**

Take special care to ensure that you have highlighted the Braille Device which you wish to be your default for any NEW documents created.

Templates also contain this "sticky document information". If you commonly work with two or more paper sizes, we recommend that you generate a template for each paper size.

# Duxbury Braille Translator - GLOBAL MENU

## ***Global: Embosser Setup: General***

When you select "New" from "Global: Embosser Setup..." on page 55, you will be presented with the following dialog.

This dialog usually only contains three tabs: General (This topic), "Global: Embosser Setup: Device Settings" on the next page [TranSend SE](#) and "Global: Embosser Setup: Advanced" on page 62. (The extra tab shown below, [Transend SE](#), is a software option available from Enabling Technologies.)

The screenshot shows the 'Embosser Setup - Enabling Romeo 60' dialog box. It has four tabs: 'General', 'Device Settings', 'TranSend SE', and 'Advanced'. The 'General' tab is selected. The fields are as follows:

- Embosser Model: Enabling Romeo Pro 50 (dropdown)
- Setup Name: Enabling Romeo 60 (text)
- Configuration location: Current user (dropdown)
- Output Options:
  - Send to Printer: Generic / Romeo (dropdown, selected)
  - Write to Port: lpt1 (dropdown)
  - Write to File: (empty text box)(DBT will prompt if this is blank)
- Serial:
  - Initialize Serial Port:
  - Baud rate: 9600 (dropdown)
  - Parity: No parity (dropdown)
  - Data bits: 8 (dropdown)
  - Stop bits: 1 (dropdown)
  - Handshaking: Hardware (dropdown)

At the bottom left, it says 'dxemb.dll v. 1.11'. At the bottom right, there are 'OK' and 'Cancel' buttons.

**Embosser Model:** This is a drop-down list containing an alphabetic listing of all supported makes and models of braille embosser. Note however that Generic embossers are at the top of the list. *If your embosser is not listed, then select "Generic" if your embosser embosses on just one side of the page. Select "Generic Interpoint" if it embosses on both sides of the page.*

**Setup Name:** You may leave this field blank, in which case, DBT will simply use the name of the embosser you selected above. However, you may type in a free-format name of your own choice. (See [Additional Notes](#) for more information)

**Configuration Location:** A drop down list with two choices a) The current user, or b) All users of this computer.

*Note: Network administrators should be aware that "Current User" essentially stores this configuration on the User's Profile. Hence care should be taken if Roving Profiles are in use. If you are setting up a model installation for replication throughout a network using a network installation image, then you should set the Configuration Location for all embossers to "All users of this computer". DBT's installer supports automatic migration of embosser configurations set this way, using a network installation image.*

**Output Options** - Here you select one of 3 Radio Buttons. (Users of earlier versions should note that the default is now "Send to Printer")

## Duxbury Braille Translator - GLOBAL MENU

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1. **Send to Printer:** If you have installed your braille embosser as a Windows Device, or to use Windows drivers, you should normally find it listed here. (You can use this option only if your braille embosser shows up among the printers in the Windows' Printers Control Panel.)
2. **Write to Port:** If your embosser is not listed above, you may select a Parallel Port (lpt#), or Serial Port (com#) from the list box.
3. **Write to File:** There are occasions when you may wish to redirect braille output to a file. Normally you should leave this field blank, in which case you will be prompted for a file name each time you emboss using this Braille Device. Otherwise you may enter a path and file name as appropriate.  
You should also be aware that if you specify a file name, the file will be overwritten without prompting, therefore you should only specify a file name in exceptional circumstances.

**Serial:** This section will be disabled unless you have selected a Serial (com#) device. Enter the parameters for Baud Rate, Parity, Data Bits and Stop Bits and Handshaking as required. If you are using a Serial Device, please consult your manual or supplier for appropriate details.

### ***Global: Embosser Setup: Device Settings***

---

When you select Device Settings tab, the dialog may not appear as shown in the example below. There is a simple explanation for this:- what appears is entirely dependent on which Braille Device you have selected in "Global: Embosser Setup: General" on the previous page.

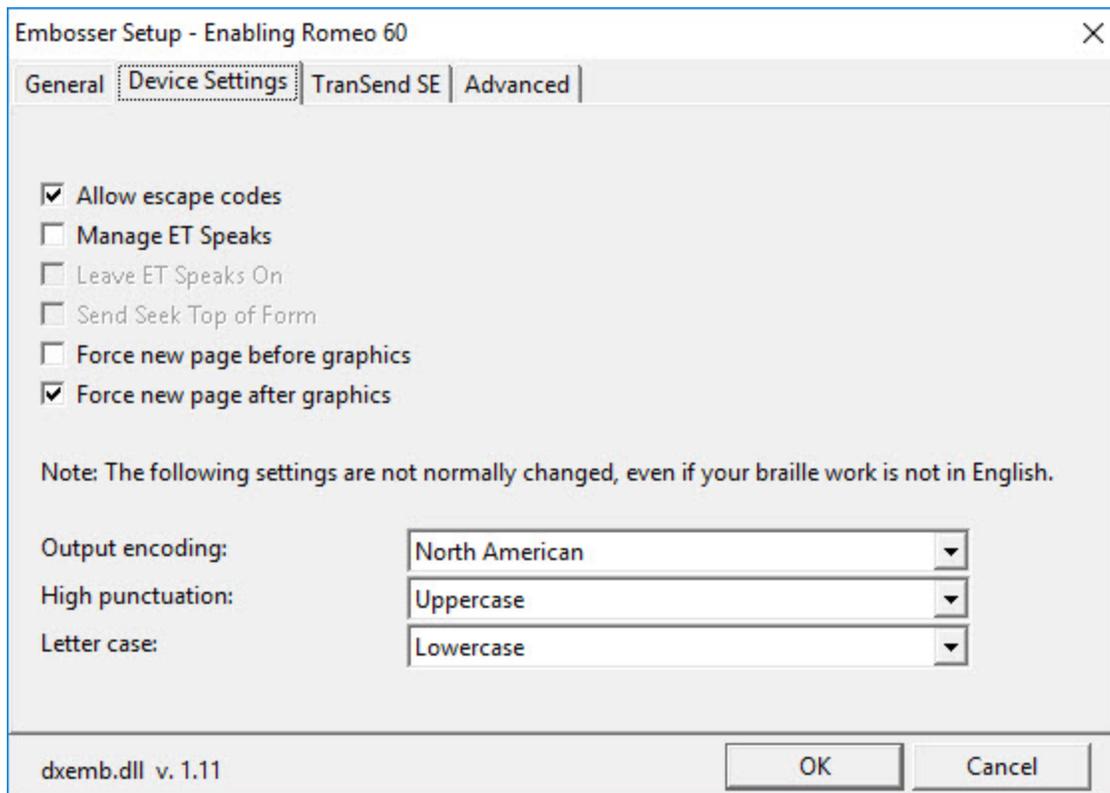
For many modern embossers, little or nothing appears in this panel. This simply means that DBT does not need additional information to drive your embosser correctly.

In the example shown below, we have an Enabling Juliet Pro 60 with the "Left Margin (first cell):" set at 1, the "Rightmost cell placement:" set at 40 and the "Top margin setting:" set at 0. These are the factory default settings for the embosser that will produce a 40 character line.

**Allow escape codes** - checking the "Allow escape codes" check box allows you to temporarily override some of your embosser settings using the settings from "Document: Embosser Setup..." on page 1 (Ctrl-F11).

**Interpoint Embossing is Enabled** - checking the "Interpoint Embossing is Enabled" check box tells DBT that you are using an interpoint embosser. This checkbox enables special pagination control for interpoint embossers.

## Duxbury Braille Translator - GLOBAL MENU



In the following example shown below, we have the same Enabling Juliet Pro 60, which is set up to "Allow escape codes" and has speech.

**Allow escape codes** - checking the "Allow escape codes" check box allows you to temporarily override some of your embosser settings using the settings from "Document: Embosser Setup..." on page 1 (Ctrl-F11).

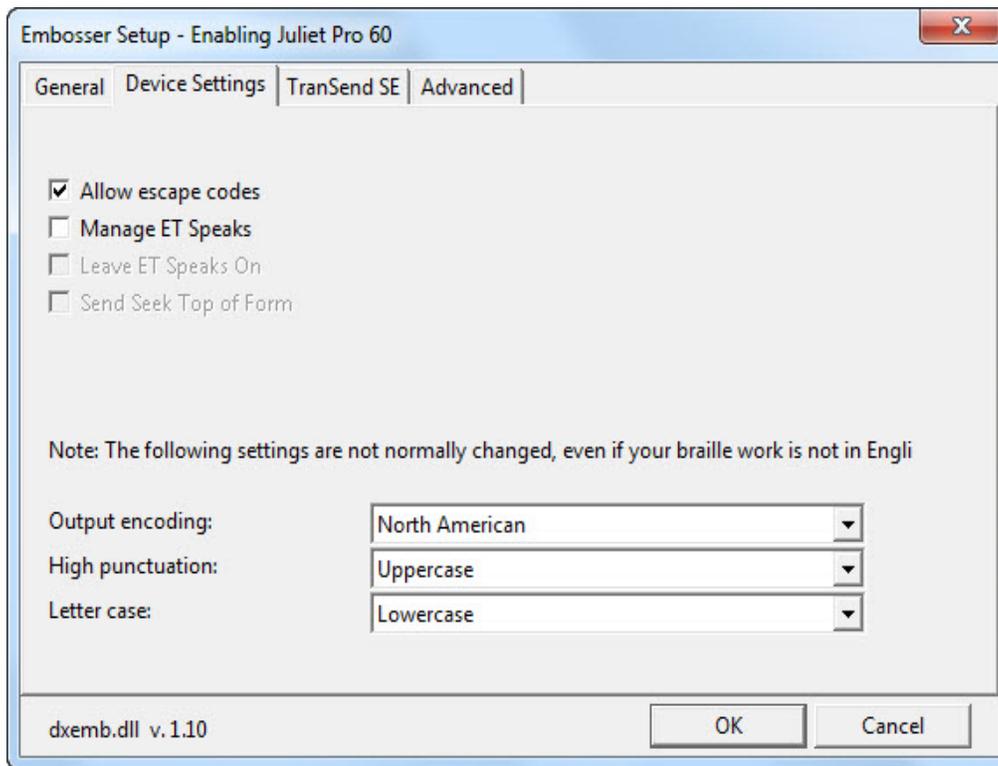
**Manage ET Speaks** - checking the "Manage ET Speaks" check box allows you to silence the speaking of escape sequences.

**Leave ET Speaks On** - checking the "Leave ET Speaks On" check box allows you to force speech at the end of a document.

**Send Seek Top of Form** - checking the "Send Seek Top of Form" check box allows DBT to send an automatic top of form control to supported embossers.

## Duxbury Braille Translator - GLOBAL MENU

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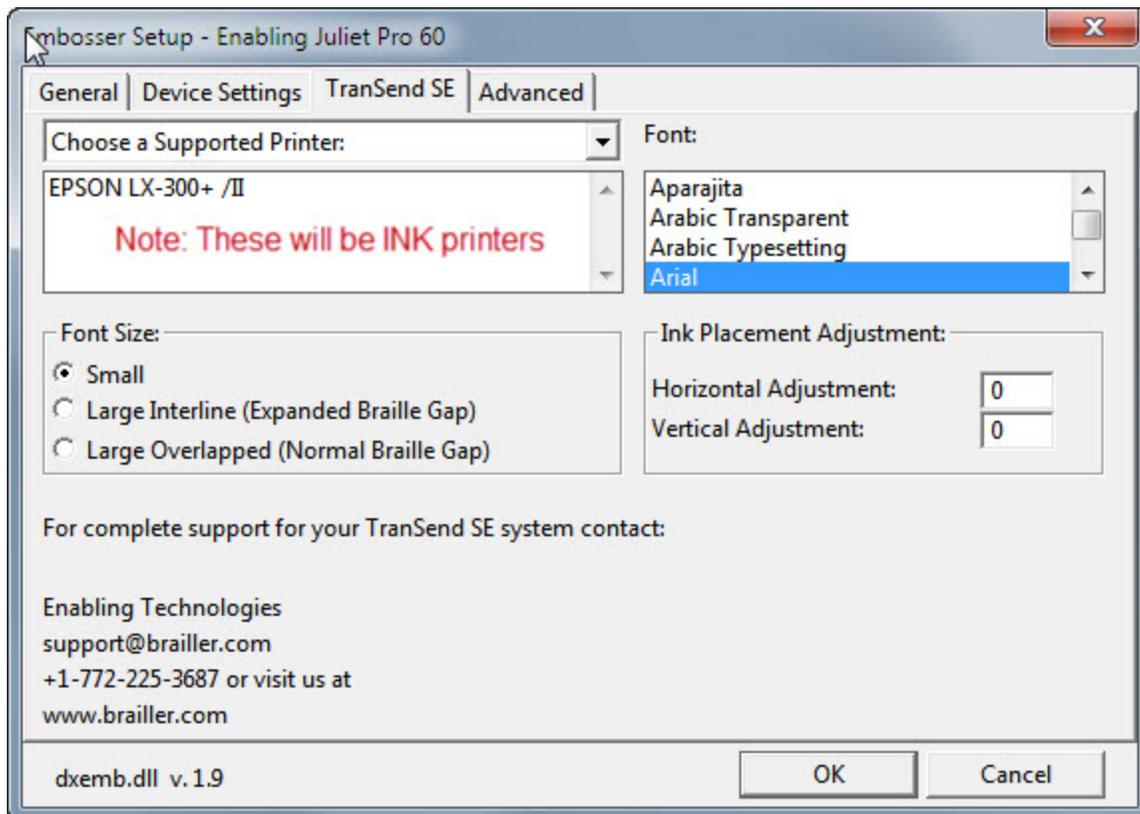
**The remaining three List Boxes, "Output encoding", High punctuation" and "Letter case" should only be changed in very exceptional circumstances.**

### ***Global: Embosser Setup: TranSendSE***

**Note:** This tab only appears if you have purchased the TranSendSE add-on from Enabling Technologies.

When you select an Enabling Technologies embosser from the "Braille Device" list and select "Modify Embosser" from the [Global: Embosser Setup](#) dialog, you will be presented with the following dialog under the "TranSend SE" tab.

## Duxbury Braille Translator - GLOBAL MENU



The first control is a drop-down combo box containing three items, the first item in the drop-down “**Choose a Supported Printer:**” contains an alphabetic listing of all supported makes and models of inkprint printers that are supported with TranSend SE. The second item in the drop-down, “**Choose a Supported or Compatible Printer:**” contains an alphabetic listing of all supported or compatible makes and models of inkprint printers that are supported with TranSend SE. The third item in the drop-down, “**Choose any Printer:**” contains an alphabetic listing of all inkprint printers that are installed on your computer.

**Font:** You may select any font installed in your computer for the print output for the selected printer.

**Font Size:** Selects the size of the printer font.

**Ink Placement Adjustment:** Lets you adjust the physical horizontal and vertical offset from the left margin of the print document.

### ***Global: Embosser Setup: Advanced***

When you select the "Advanced" tab, the following dialog will appear.

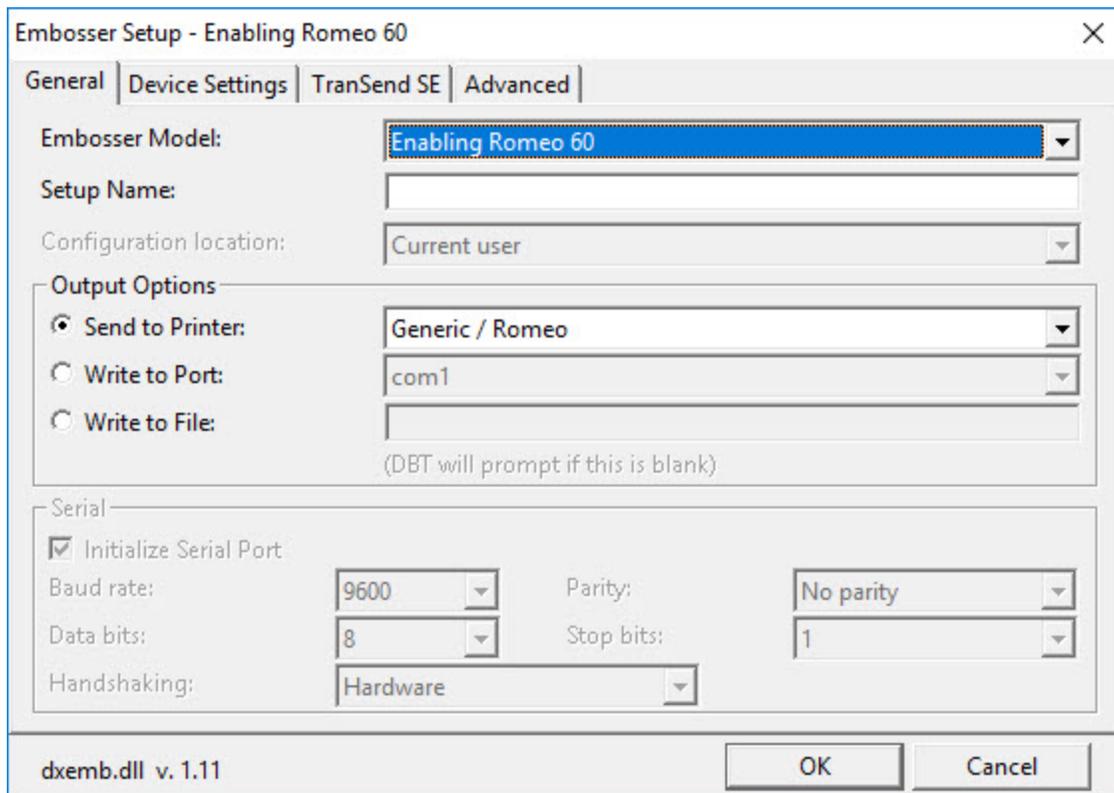
**WARNING: Do not make any changes to this dialog unless you know precisely what you are doing!**

With the vast majority of Brailleur Devices, you will not need to make any changes to this dialog unless specifically advised by either Duxbury Systems or your embosser manufacturer.

However if you are faced with a device which is unlisted or unknown to DBT, you may find this dialog useful in some areas.

**"Global: Embosser Setup..." on page 55 (or continue at your peril!)**

## Duxbury Braille Translator - GLOBAL MENU



**Job Setup** - checking the "Use custom job setup" check box allows you to enable "Job start codes" and "Job end codes", described below.

A user of the Gemini embosser might enter <esc><esc>Q to enable double-sized interline print and/or <esc><esc>D to enable double-striking of the braille. Note that neither of these changes affects the form size or the layout of the braille on the form.

**Job Start Codes:** Text that you type here will be sent to the embosser *after* any setup sequence (e.g. escape codes) that DBT normally sends when starting to emboss. The additional text that you add to the setup sequence may be used for any purpose. However, it is best to avoid using this feature to redefine the form length, the braille cell size, or the interline spacing of the braille. Any change to these characteristics in the Start Job Codes will not be shared by DBT while it is preparing your pages for output, and so DBT will not create a document properly formatted for the page. Text that you type here may be any printable ASCII character (including space, but excluding less-than and greater-than), or any of the following special sequences:

- <esc> Escape (ASCII 27)
- <lf> Line Feed (ASCII 10)
- <ff> Form Feed (ASCII 12)
- <cr> Carriage Return (ASCII 13)
- <ctrl-@> NUL (ASCII 0)
- <ctrl-A> Control-A (ASCII 1)
- <ctrl-Z> Control-Z (ASCII 26)
- <lt> Less-than (ASCII 60)
- <gt> Greater-than (ASCII 62)

## Duxbury Braille Translator - GLOBAL MENU

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**Job End Codes:** Text that you type here will be sent to the embosser **before** any job-ending sequence (e.g. escape codes) that DBT sends on its own. Text may contain the same ASCII printable characters and special sequences as are defined for Job Start Codes. Job End Codes are often left blank even when start codes are used.

**End of line and page** - These options control which device Control Codes are produced at the ends of lines and pages.

**End of line indicator:** Normally DBT will send a CR/LF Control Code at the end of each line. However, if you have opted to [Write to file](#), with a view to processing that file on a non-Windows or non-DBT system, you may make an appropriate selection here.

**End of page indicator:** As with End of line indicators, you may wish to select a more suitable option here.

**EOL on a full line:** Check this box if you wish to add an End of Line Code even when the line contains as many braille cells as the embosser will support. Many embossers automatically skip to the beginning of the next line in this circumstance, so it can be important to leave this option un-checked.

**EOP on a full page:** Check this box if you wish to add an End of Page Code even when all possible lines contain braille. Many embossers automatically skip to the top of the next page in this circumstance, so it can be important to leave this option un-checked.

**Pad lines:** Some devices need to see at least a few characters on each line. Checking this box will therefore cause spaces to be added at the end of any lines that are blank or very short.

**Prompt for new sheet:** Checking this box causes DBT to pause after each page has been sent to the Braille Device. This can be useful if for any reason you have to feed each page of material manually into the device.

**Timing:** This is a highly technical area, but basically it controls how long DBT waits after sending a text character or control character. It is enabled only when "Write to Port" is selected in the [General tab](#). DBT normally maintains Timing values appropriate for the device and port you select; you should only change these values if you are having extreme difficulty interfacing a device.

---

### Global: Printer Setup...

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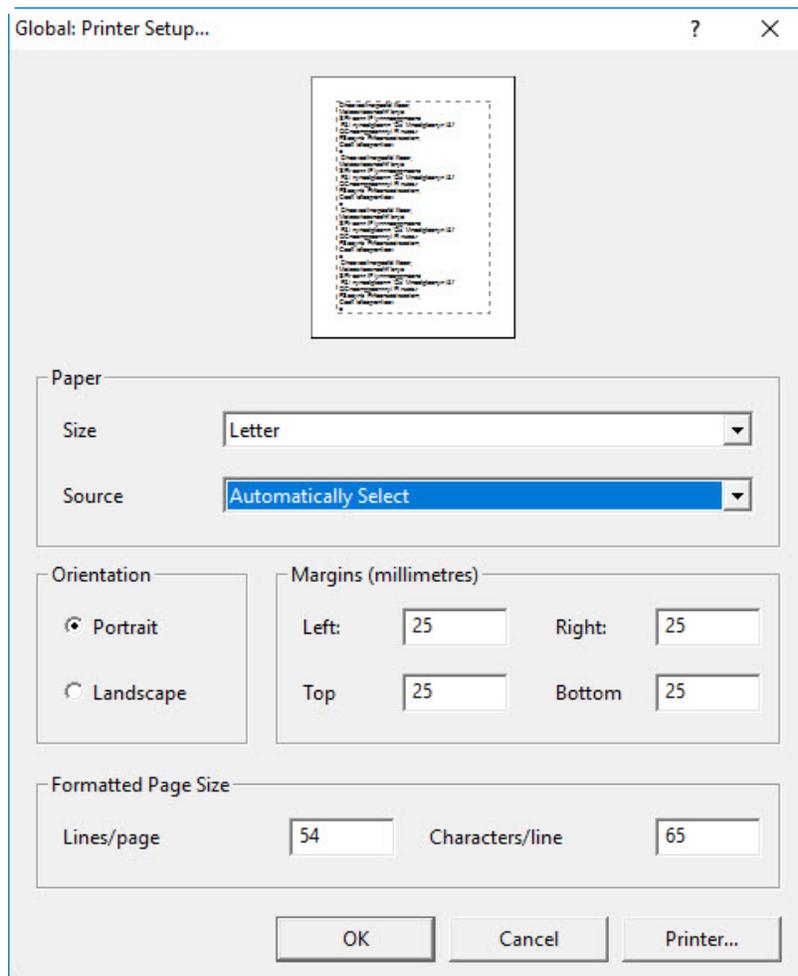
Keyboard: **Alt, G, P** from the Global menu.

**Note: This dialog affects only *new* documents. To make changes to the *current* document, you must use DOCUMENT: Printer Setup.**

When you select this menu item, the following dialog is displayed. Before making adjustments, be aware that there are two likely situations where you may want to *print* a document as opposed to embossing it.

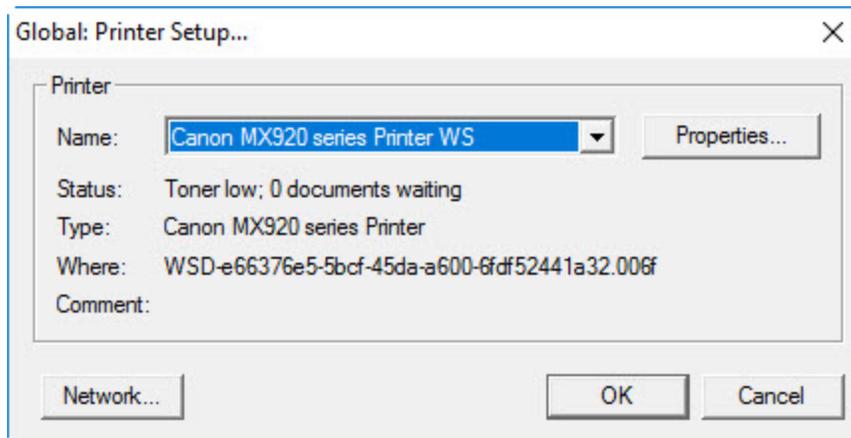
The first is to obtain a copy of your text document, and the second to obtain a print copy of your braille document. In the case of the latter, often used by sighted braille proof readers, you need to take special care when setting up the Formatted Page Size.

# Duxbury Braille Translator - GLOBAL MENU



**Printer...:** (Button or press **Alt + p**)

It may seem odd to start at the end of the dialog, but in fact we do need to select an ink printer before we can make appropriate changes to the main dialog. This will bring up another dialog (not shown here), enabling us to select a printer which is already installed on the system. From the Name: drop down list box, select the printer you wish you use for all printing.



**Properties:** (Button) This button opens yet another dialog which shows the Properties for the selected printer. This will be a dialog appropriate for the printer selected, and as these vary considerably, we suggest you may wish to refer to your printer manual for a detailed explanation.

# Duxbury Braille Translator - GLOBAL MENU

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**Network:** (Button) If the printer you wish to use is on a Network, this button opens the standard Windows Network Printer dialog appropriate to your operating system. If you are unsure about this function, please refer to your system manager or administrator.

When you have selected your printer, press OK to return to the main Global: Printer Setup dialog and proceed as follows:

## ***Paper***

---

**Size:** This is a drop down list box which enables you to select the size of paper to be used for printed output. The list of sizes available is determined by the make & model of printer selected.

**Source:** Some printers allow you to feed paper in a variety of ways. Some also have multiple paper trays to enable you to select different types and colour of paper. Again, what is available is dependent on the make & model of printer selected.

## ***Orientation***

---

Radio Buttons - Portrait or Landscape - These buttons change the direction of the print on the page. Portrait orientation provides more lines per page (but shorter lines), and Landscape provides very long lines (but fewer lines per page).

## ***Margins***

---

This set of text fields allows you to enter Left, Right, Top and Bottom margins.

## ***Formatted Page Size***

---

You may enter Lines per page and Characters per line here. However - please note the following:

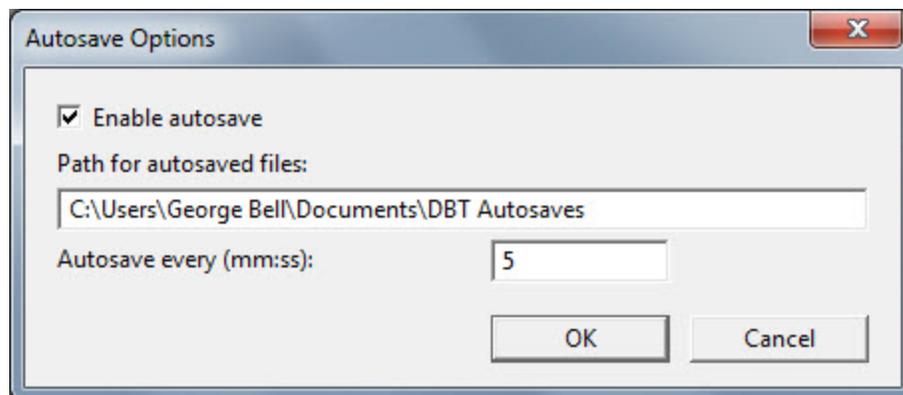
1. DBT uses whatever font and point size you have selected from "Global: Fonts..." on page 73 for its printed output. You may therefore have to experiment to ensure that your output fits the selected paper size. For example, with 22 point Braille or SimBraille font, you will only get around 25-26 lines per page, and 30 - 32 characters per line.
2. These settings will be ignored if you have checked "Auto-determine point size for printed output" in "Global: Fonts..." on page 73.

If you are happy with your changes, press the OK button, or to leave without making any changes press the **Cancel** button.

## **Global: Autosave Options**

---

Keystroke: **a** from Global menu.



By default, Autosave is turned on and defaults to 5 minute intervals. Essentially this feature saves files which you have opened, and made changes to at pre-determined intervals. The dialog which appears is relatively simple, with just three options.

## Duxbury Braille Translator - GLOBAL MENU

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**Enable autosave:** is a checkbox. If you do not wish to use the Autosave feature, uncheck this box.

**Path for autosaved files:** By default, autosaved files will be stored in your Documents folder, within a folder called "DBT Autosaves". If you wish these files to be saved elsewhere, you may provide an alternative path.

**Note: "DBT Autosaves" is a Hidden Folder, and cannot normally be seen within Documents unless you have elected to show hidden files on your system.**

**Autosave every (mm:ss):** The default setting is 5 minutes, however you may enter a longer or shorter period as required.

*For details of how to use the Recovery Wizard to recover files, please see the next topic: [Autosave Recovery Wizard](#).*

### ***Global: DBT Autosave Recovery Wizard***

---

Should your system fail for any reason while using DBT, the next time you run this program you will normally see the Recovery Wizard. This wizard gives you the option to recover any document(s) you had open, but had not saved during your last DBT session.

Please note that if you open a document but do not make any changes, it will not be listed.

The DBT Autosave recovery Wizard dialog displays a list of the files which have been autosaved. You have a choice of three buttons explained below. Note that focus will normally be on the "Open" button.



**Exit:** Select this button if you do not wish to proceed. You will see the following dialog advising that The Recovery Wizard will display again when DBT is next launched. Click OK to exit or click Cancel if you wish to return to the Recovery Wizard.

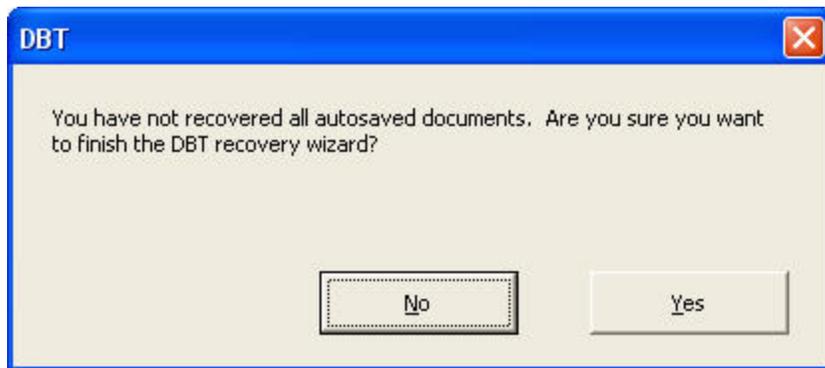


**Open:** This action opens **all** the autosaved documents. You can see them listed in DBT's [View Menu](#).

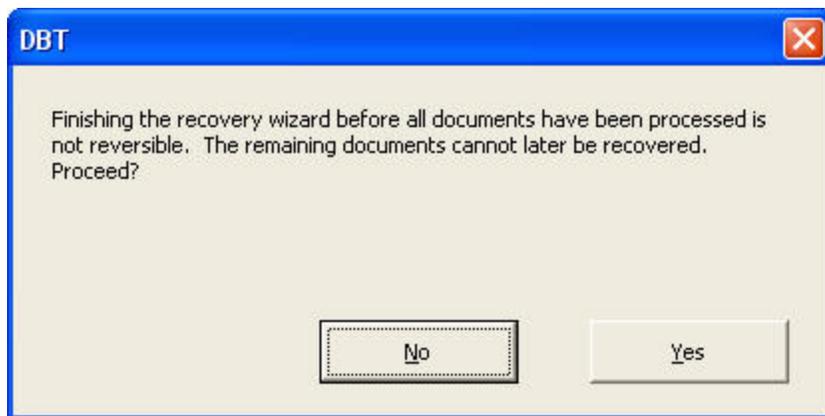
## Duxbury Braille Translator - GLOBAL MENU

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**Finish:** When you click this button, the following warning screen comes up advising you that you have not recovered all your unsaved documents.



To prevent accidental data loss, if you click Yes to the above dialog, you still get one last chance to recover files. Think carefully before you click Yes on the following message!

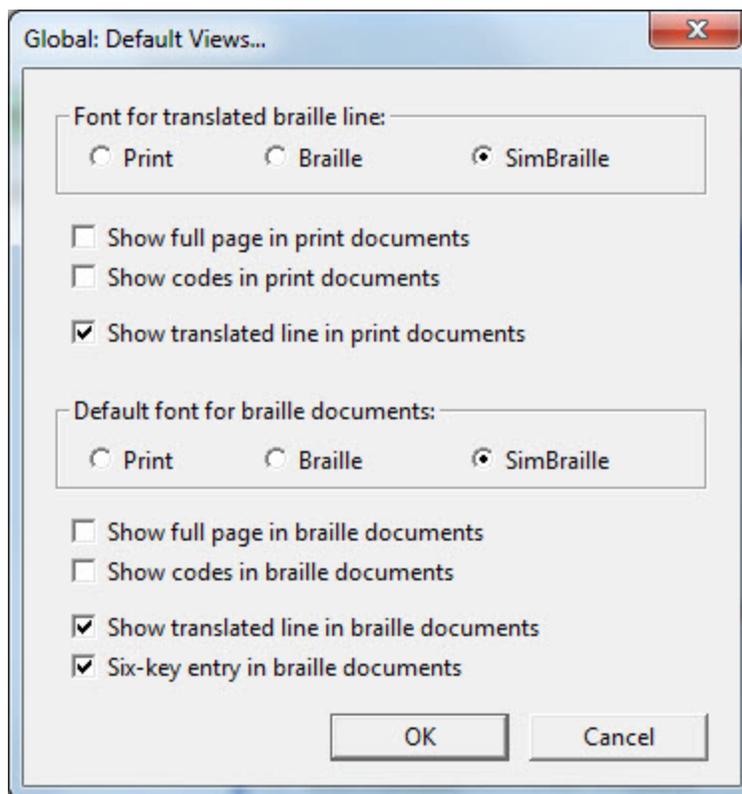


**Technical Note:** Autosaved files are stored in a hidden folder named "DBT Autosaves" within My Documents. You should not make any changes to the files within this folder, but be aware that if you are backing up My Documents or restoring after a failure, you may wish to include Hidden Files.

# Duxbury Braille Translator - GLOBAL MENU

## Global: Default Views...

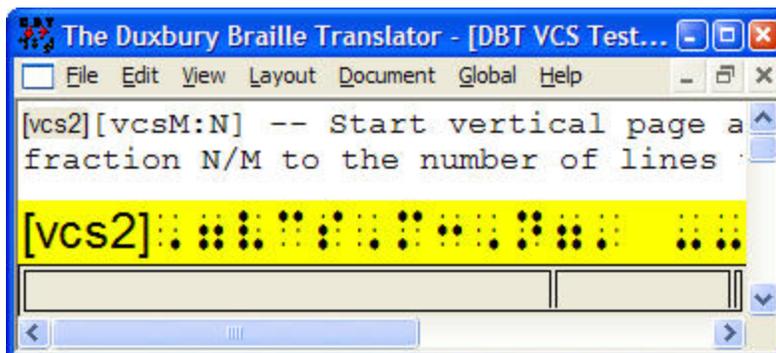
Keystroke: **d** from Global menu



Each setting in this dialog corresponds to a setting in the View Menu . When a new document is created using File, New by importing a document, or by translating an existing document, the state of the View menu is derived from the settings here. Some of these settings apply only to print documents or only to braille documents. Whenever you open a document that was previously saved in DBT, the View menu is set as it was when the document was saved.

Any preference set here can be overridden for an individual document via DBT's View Menu.

**Font for Translated Braille Line:** The translation line displays the braille (or print) translation of the current line of the document, that is, the line where the cursor is located. These font choices, "Print", "Braille" or "SimBraille", determine the appearance of the translation line, which is displayed at the foot of the screen.



## Duxbury Braille Translator - GLOBAL MENU

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**Show full page in print documents:** Check this box if you always wish to see the whole print page on your screen. Please bear in mind that what you actually see is largely dependent on what your PC's monitor can display.

**Show codes in print documents:** Check this box if you wish to display DBT's codes by default. This is more useful for experienced users.

**Show translated line in print documents:** Check this box to display the translation line at the bottom of the DBT screen. This line shows the translation into braille of the print line your cursor is located on. You can also toggle this line on and off with **Ctrl + F8**)

(See [Important Note](#) below.)

**Default font for braille documents:** The font selected here determines the on-screen appearance of a document when you translate it into braille.

**Show full page in braille documents:** Check this box to see the whole braille page on your screen. Please bear in mind that what you actually see is largely dependent on what your PC's monitor can display.

**Show codes in braille documents:** Check this box if you wish to display DBT's codes by default. This is more useful for experienced users.

**Show translated line in braille documents:** Check this box to display the translation line at the bottom of the DBT screen. This line shows the translation into print of the braille line your cursor is located on.

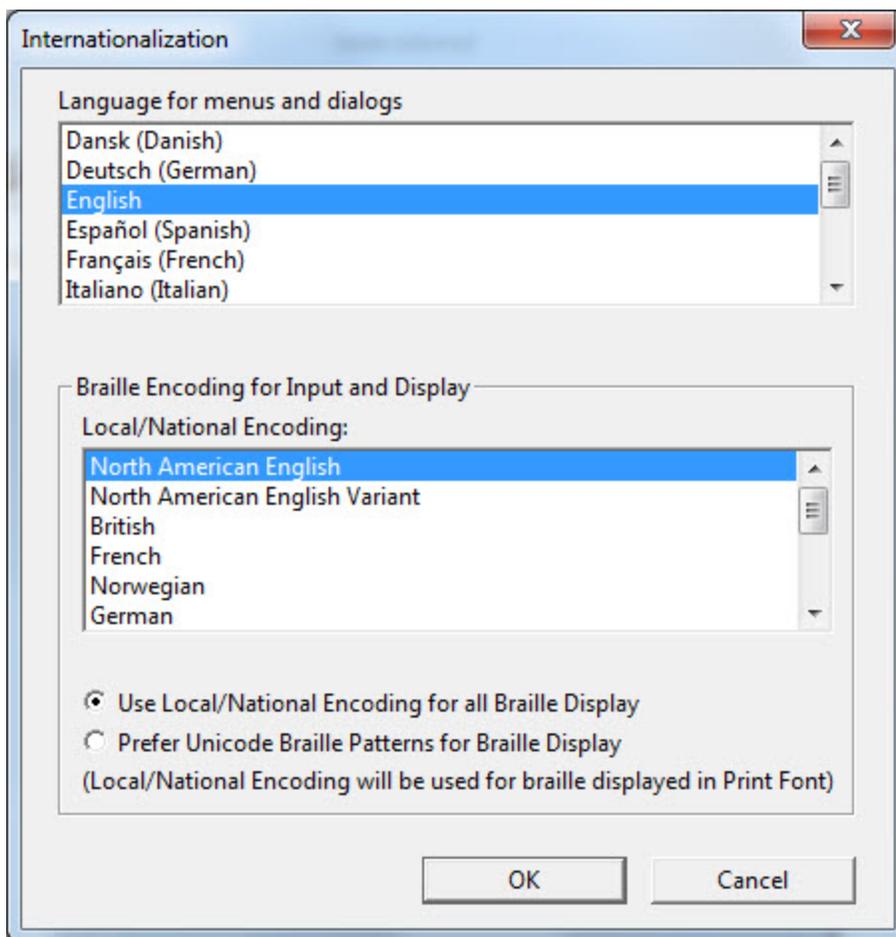
(See [Important Note](#) below.)

**Six key entry in braille documents:** Check this box to switch the default typing mode to six-key entry, that is, to use the keys **f d s** and **j k l** as dots 1 2 3 and 4 5 6 to enter text. (This feature is subject to having a suitable keyboard.)

**Important Note:** The translated line is provided primarily as a guide for forward and backward translation of literary braille. It should not be assumed as definitive because the translation context is limited to the single line displayed

## Global: Internationalization

Keystroke: i (as in India) from Global menu.



**Please take VERY careful note of the tip at the end of this section!**

### ***Language for menus and dialogs***

Subject to availability, you may now select a different language for the DBT interface. Therefore if you select Dansk for example, all your menus and dialogs will appear in Danish.

In some instances, you may need to perform additional tasks to set up DBT for your own country or locale. Your local dealer is best placed to advise you on the requirements here.

### ***Braille Encoding for Input and Display***

A braille encoding is not related to the current braille translator being used. A braille encoding is a direct one-to-one correspondence between individual braille cells and the computer characters used to represent them. This set of corresponding character-codes and dot patterns enables constructing braille fonts and displaying braille on a screen.

In North America, the normal braille encoding is North American. For American braille users it would be difficult to imagine a reason to change this, except to provide technical support for DBT users outside of North America.

For a user in Germany, on the other hand, the likely need is to import German braille documents, to have those documents appear correctly on the DBT screen, and to have a connected refreshable braille display produce the correct braille dot patterns. This requires using the German braille encoding. Again, this “encoding” is a standard correspondence between a braille dot pattern and the computer character used to represent it.

## Duxbury Braille Translator - GLOBAL MENU

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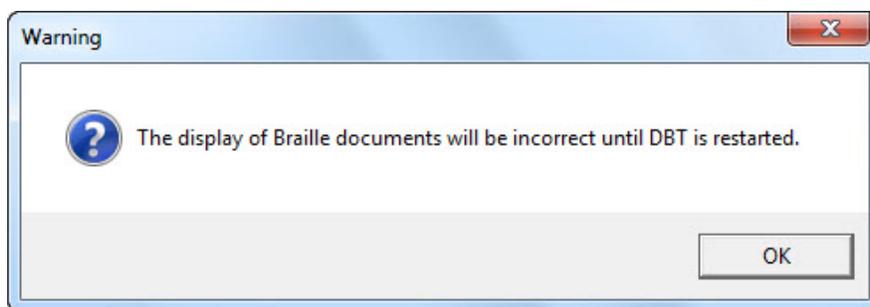
As another example, when DBT displays braille dot patterns on its own screen, the way this is done is usually not an issue to a user. But if the user is blind and is using software like JAWS to drive a braille device to follow the screen, then the user very much wants the braille on the screen to match the braille on the braille display. This is only possible if the braille font the DBT uses matches the braille encoding used on the braille display device.

DBT sends ASCII characters to drive different braille devices. Different devices and different regions may use different systems (encodings) to associate braille dot patterns with ASCII characters. This is an area that is quite technical, and it is frustrating if it is not set up properly. However, virtually all braille devices can work with the North American system, which is the default in DBT. Or the user can select another system in the **Global: Internationalization** menu.

**Note:** When you make a change in this option, you need to close and then re-launch DBT to have the change take effect. As DBT starts up, it constructs the correct braille font for its own use based on the setting of this menu item. This *only* happens at start-up.

DBT uses a file called `display.cpt` to link braille symbols with ASCII characters. To solve problems that cannot be handled using the existing Internationalization choices, this table can be edited directly. However, please, do not ever *rearrange* items in this file. DBT remembers settings based on their order in this list.

Again, should you change the Braille code for display, you will need to restart DBT for the change to take effect. You will also receive a warning dialog that the display will be incorrect until you restart the program.



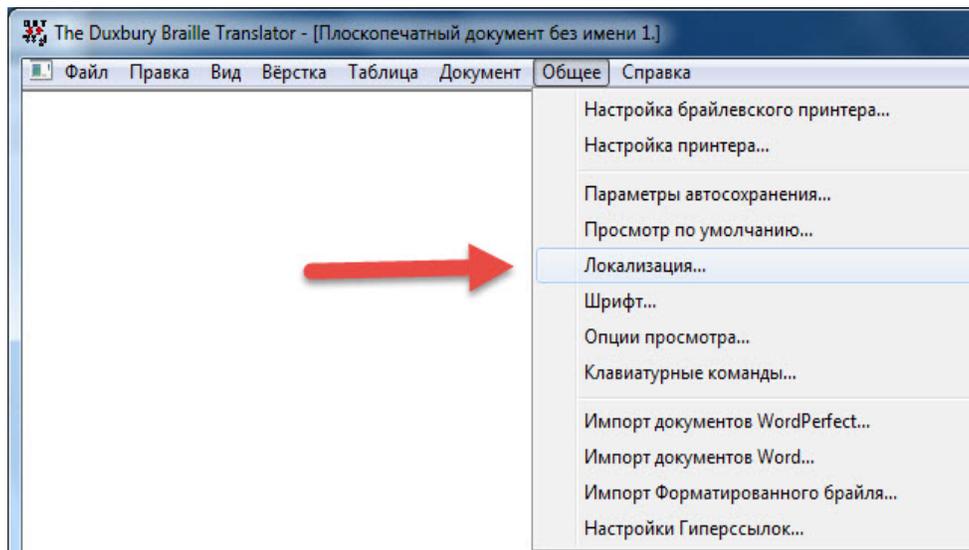
---

### **TIP: This could save you an anxious telephone call!**

If you come in to school one day, to find one of your clever students has played a trick on you and changed the language of your user interface, do not panic. Click on the last but one menu in the menu bar (the second from the right). This is the Global menu. Go down to the fifth item on this menu and click on it. The Internationalization dialog will come up, and you will be able to select your own language.

(The following shows what the DBT user interface would look like in Russian)

# Duxbury Braille Translator - GLOBAL MENU



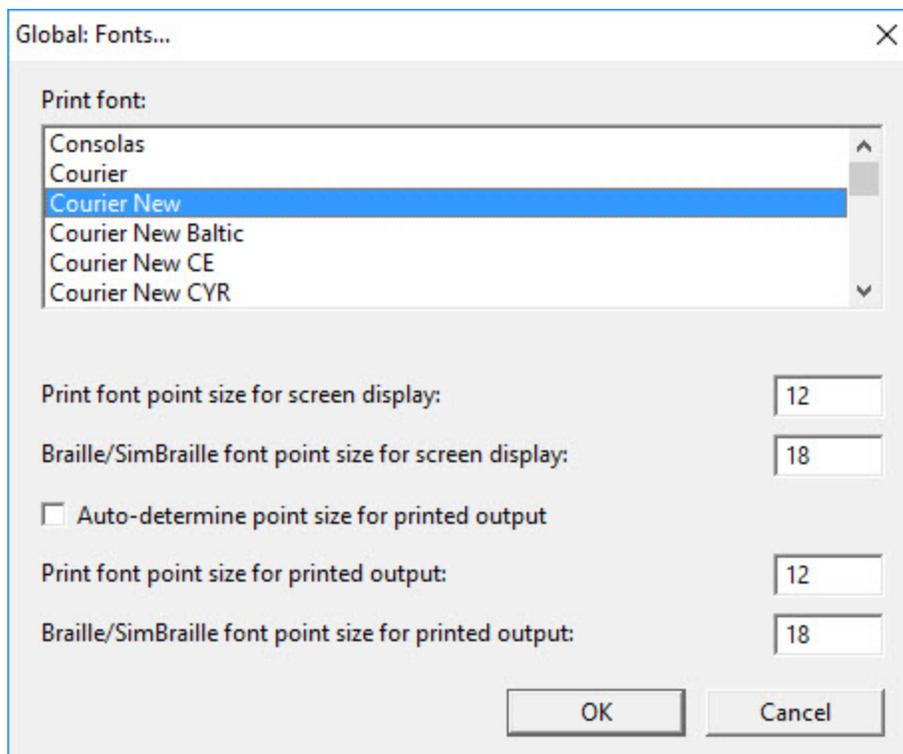
## Global: Fonts...

Keystroke: **f** from Global menu.

This dialog allows you to select the default font and size for both on-screen display and your printer output.

**Please note:** Fixed width fonts are listed first in alphabetical sequence, followed by proportional fonts also in alphabetical sequence.

Please ensure you select a font which supports the language you wish to display. Arabic fonts, for example, do not work with English text.



There are 8 controls in this dialog.

## Duxbury Braille Translator - GLOBAL MENU

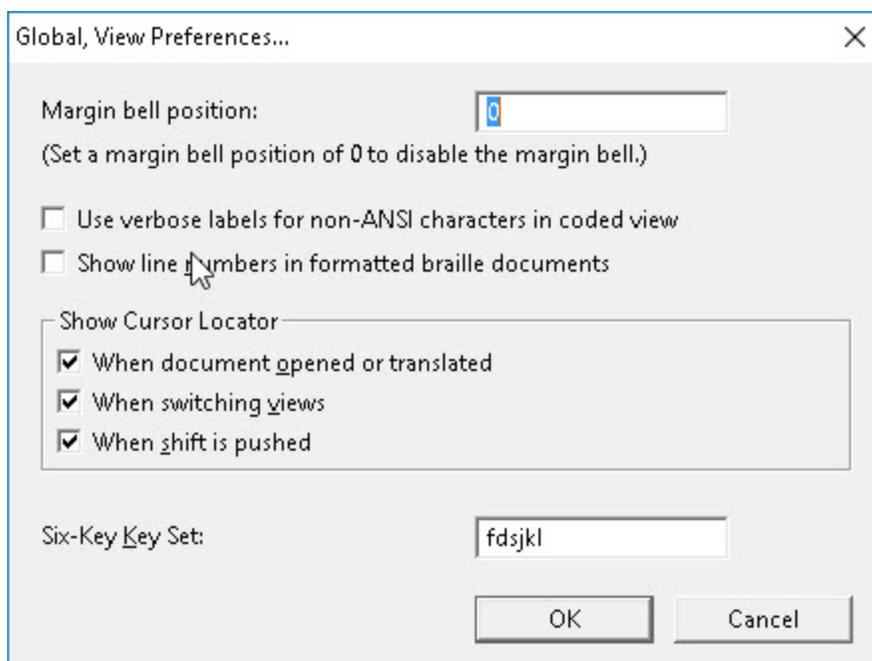
---

1. **Print Font:** This list box presents the list of available fonts.
  2. **Print font size for screen display:** A text box. Enter the point size for print text displayed on screen.
  3. **Braille/SimBraille font point size for screen display:** A text box. Enter the point size to use when either the Braille or SimBraille font is displayed on the screen.
  4. **Auto-determine point size for output:** A check box. If this box is checked, DBT will automatically re-size any ink-printed output, whether text or Braille. If checked, the next two items are not available.
  5. **Print font point size for printed output:** A text box. Allows you specify the size of font used in printed DBT text documents
  6. **Braille/SimBraille font point size for printed output:** A text box. Allows you to specify the point size of ink printed braille. Note: 24 point is close to actual size
  7. **Cancel:** Click this button or press **Esc** to exit this dialog without making changes.
  8. **OK:** Click this button or press **Enter** to confirm your changes. The dialog will now close.
- 

### Global: View Preferences...

---

Keystroke: **v** from Global menu.



Despite its name, this dialog controls audible, screen view, and keyboard interface elements

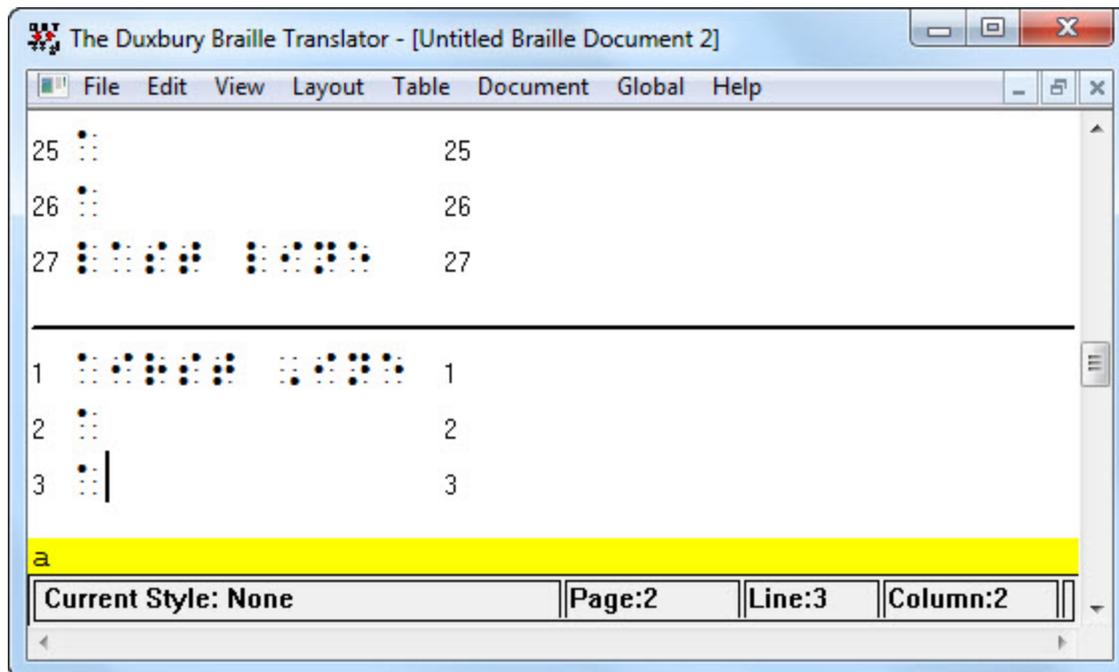
**Margin bell position:** This feature is only available when using 6-key entry into a braille file. This feature is much the same as the bell on a Perkins braille, and indeed you will hear an actual Perkins bell sound through your computer's sound card if present and enabled.

If you enter the number 5 in this field, the sound will be emitted when you reach the 5th last cell on the line. To turn the bell off, enter a position of zero.

See [TIPS](#) below for more information.

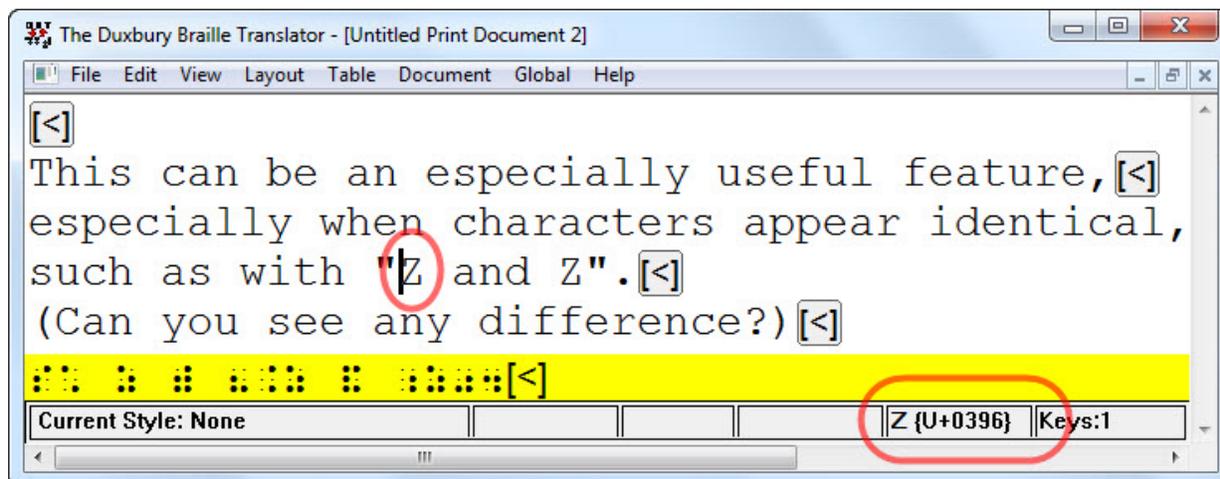
**Show line numbers in formatted braille documents:** This option allows you to display Line Numbers when editing DBTBraille files. These numbers will also appear if braille is printed as described in "File: Print..." on page 1.

## Duxbury Braille Translator - GLOBAL MENU



**Use verbose labels for non-ANSI characters in coded view:** This can be especially useful, particularly when characters appear identical, such as these: "z and z". (Can you see any difference?)

If you check this box, when you enter "View: Codes" on page 1 (Alt + F3) the Unicode value of the character where the cursor is positioned displays in DBT's Status Line, as shown in the following screen shot.



For more about non-ANSI characters, see Comprehensive List of Characters in the Miscellaneous topic in Help. In this example, you will find Zeta listed in Character Code Table - (U+03xx)

**Show Cursor Locator** - The Cursor Locator displays a series of rings surrounding the cursor location, which can be useful when editing and translating documents.

# Duxbury Braille Translator - GLOBAL MENU

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But, in a larger sense, we cannot dedicate--we cannot consecrate --we cannot hallow--this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us--that from these honored dead we take

The set of check boxes provides options for when to show the Cursor Locator.

1. **When a document is opened or translated.** (Remember that the last cursor location is stored with all saved documents. The cursor is also positioned in the translated document as close as possible to where it was located in the text document)
2. **When Switching views.**
3. **Shift key is pressed and released.**

If you do not wish to see the Cursor locator at all, uncheck all three boxes.

**Note:** Some communication software such as Microsoft Remote Desktop Connection, may require that special cursors be turned off.

**Six-key Key Set:** You can use "Six-key Entry" to input braille directly into DBT documents. If this feature is enabled (see Global: Default Views) the default set of keys for six-key input uses the **fds** and **jkl** keys to represent dots 123 and 456 respectively.

However, if these keys are not suitable, or perhaps do not work on your keyboard, you may select a different combination of keys here.

**IMPORTANT NOTE:** Not all PC keyboards support Six-Key Entry. However, some will allow you to use alternatives such as **e w q** and **o p [**

There is no magic solution for keyboards which do not support Six-key Entry. However generally speaking, keyboards at the low end of the price range are those most likely to work.

## TIPS:

1. If you wish to play a different bell sound, you can replace the "margin.wav" file found in the duxbury program folder (normally c:\Program Files\Duxbury\DBT 12.2). It will play your wave file instead. You can use any existing wave file of your choosing, but note that you **MUST** rename the file to margin.wav.
2. You may wish to adjust the volume of the bell, especially if using a screen reader.

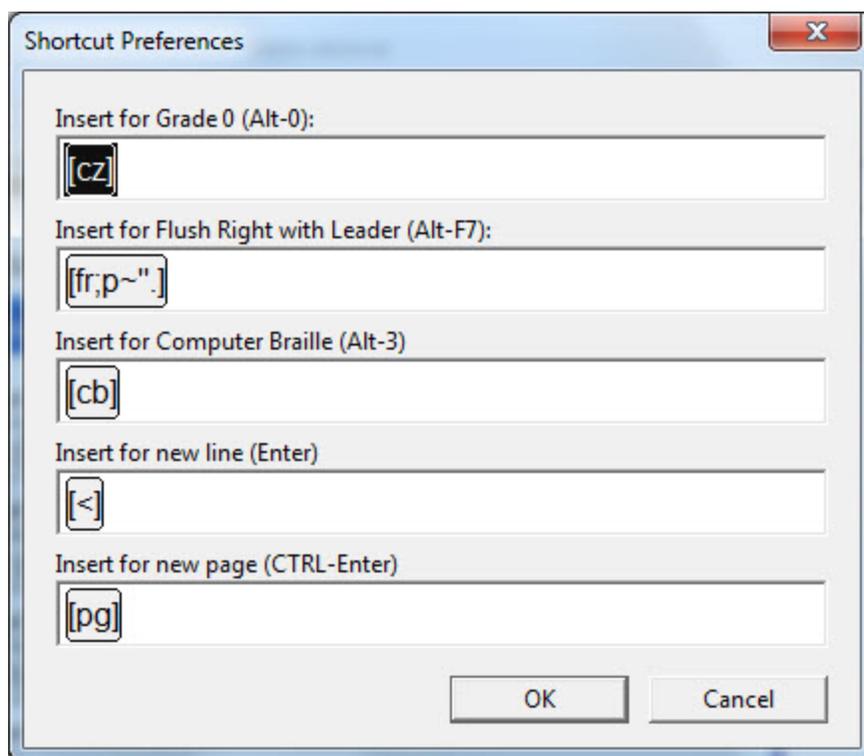
# Duxbury Braille Translator - GLOBAL MENU

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## Global: Shortcut Preferences...

---

Keystroke: **s** from Global menu.



**Note:** This set of selections should generally be left as shown above. It has been provided to resolve a situation relating to a particular International version of DBT.

This dialog allows customization of the codes inserted for five pre-defined shortcut keystrokes:

The pre-set definitions for English are:

Insert for Grade 0 - (**Alt + 0**) generates the code **[cz]**

Insert for Flush Right with Leader - (**Alt + F7**) generates the code **[fr;p~" .]**

Insert for Computer Braille - (**Alt + 3**) generates the code **[cb]**

Insert for New Line - (**Enter**) generates the code **<**

Insert for New Page - (**Ctrl + Enter**) generates the code **[pg]**

If you wish to find out more about DBT codes, please refer to the alphabetical listing in [DBT Codes Quick Reference](#) and subsequent "Tell me more" buttons.

**Note:** DBT Codes Quick Reference and subsequent "Tell me more" buttons are available in on-line Help.

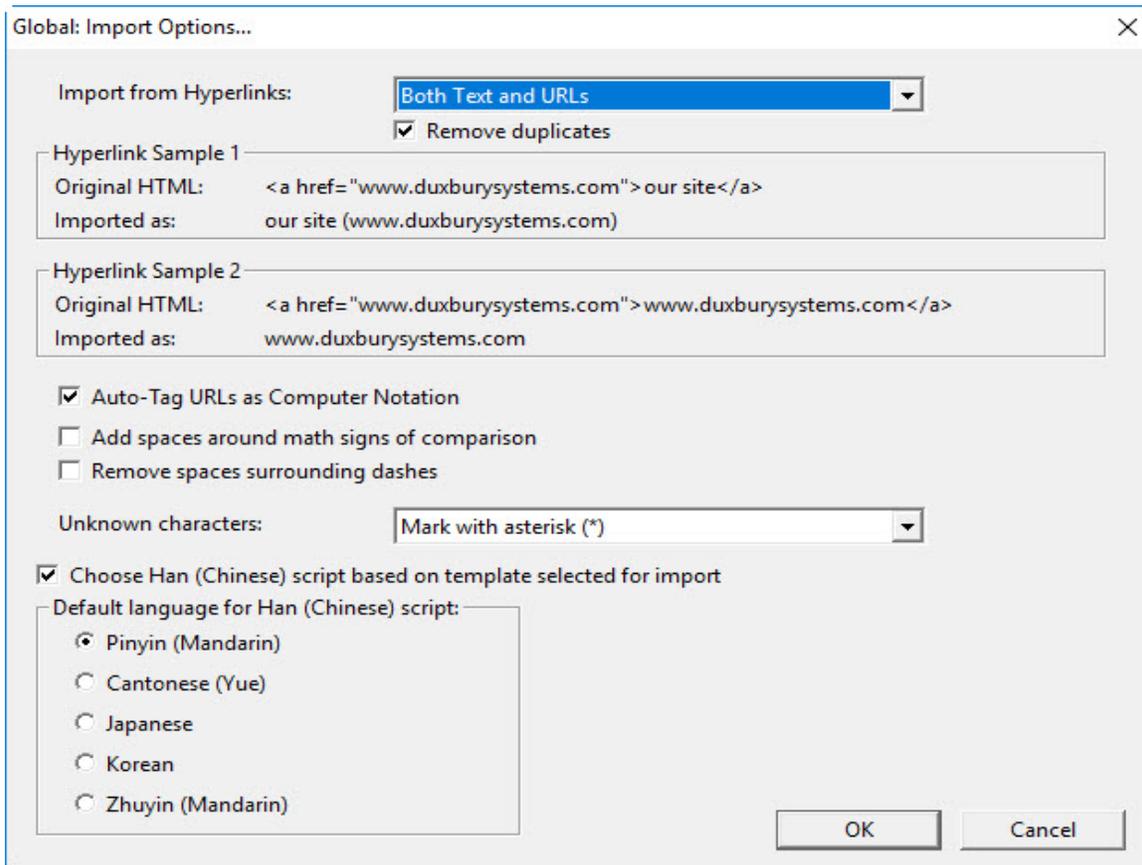
---

## Global: Import Options

---

Keystroke: **o** from Global menu.

# Duxbury Braille Translator - GLOBAL MENU



The **Import from Hyperlinks** list box, shown here, gives you three options: URLs Only, Text Only and Both Text and URLs.



This is best explained with an actual example of text such as the following:

To go to our web site click here.

The reader can see underlined text representing a Hyperlink. Here is how DBT would import using the options above.

To go to our web site `http://www.duxburysystems.com`.

To go to our web site click here.

To go to our web site click here  
(`http://www.duxburysystems.com`).

In the event that both the text and URL are identical, checking the "Remove duplicates" check box eliminates the duplicate text.

**Auto-Tag URLs as Computer Notation:** Whether to mark URLs as "Computer Braille" depends on the braille code currently in use.

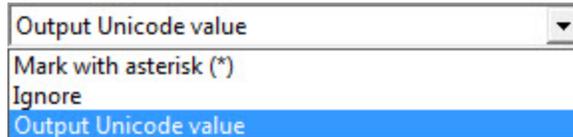
**Add spaces around math signs of comparison:** a UEB rule allows spaces to be added around signs of comparison (such as = equals) for new braille learners.

**Remove spaces surrounding dashes:** There are cases where the local rules require there to be no spaces around dashes.

## Duxbury Braille Translator - GLOBAL MENU

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**Unknown characters:** With many thousands of Unicode characters now available it is sometimes the case that these have no braille definition as yet. This list-box allows you to either (a) mark them with an asterisk, (b) ignore them, or (c) output their Unicode Value.



If you wish to investigate what the unknown character is, we suggest you select the Unicode option, import your file, and make a note of the value displayed. This option allows you to look up the character in the Unicode tables.

For a more detailed explanation about Unicode [please click here](#).

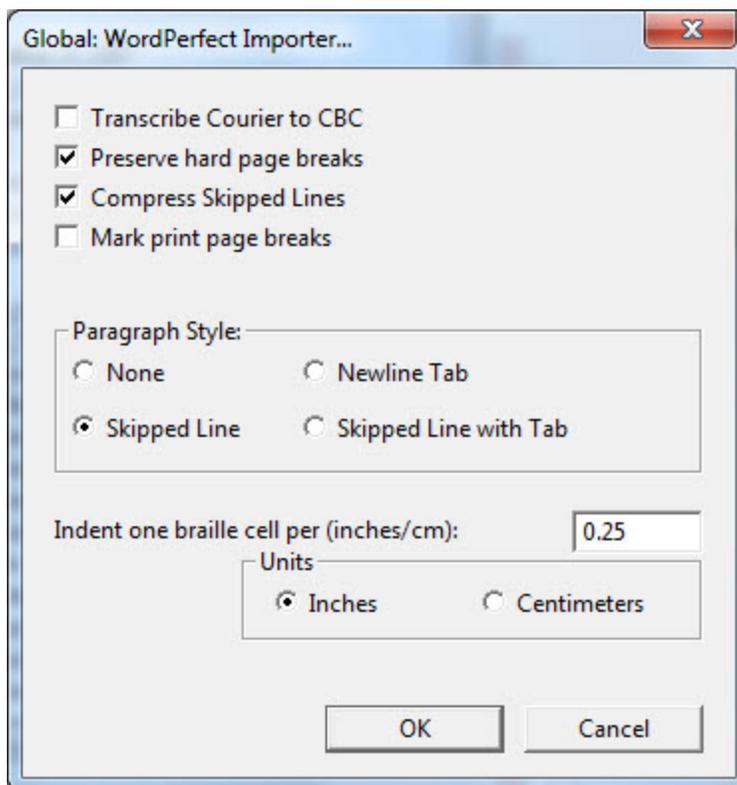
**Choose Han (Chinese) script based on template selected for import:** From DBT 12.1 SR2 there is a new checkbox in this dialog. Most users who work with Han languages will want to leave the new option checked. It allows the user to skip revisiting the dialog to set a specific Han script treatment for importing documents containing Korean, Japanese, or Chinese ideograms.

**Default language for Han (Chinese)script:** When using Chinese (Han) scripts, select one of the five radio buttons, Mandarin, Cantonese (Yue), Japanese, Korean, or Zhuyin (Mandarin) to force a language interpretation regardless of the DBT template selected for import.

### Global: WordPerfect Importer...

---

Keystroke: **w** from Global menu



The WordPerfect Importer dialog tells DBT how to import WordPerfect coded files. There are seven controls.

## Duxbury Braille Translator - GLOBAL MENU

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First is a check box to optionally translate any Courier text into CBC (Computer Braille Code). Use this feature with caution; if Courier happens to be the default base font, the entire document may come out in CBC instead of grade 2.

Second is a check box to force a new braille page wherever a hard page break exists in the print. If you are highly concerned with paper conservation, leave this option unchecked. Otherwise, check the box so that your print and braille formats more closely resemble each other.

Third is a check box to reduce three or more hard Returns in the print so that only one skipped line appears in braille. It is not customary to have more than one blank line in braille so you will generally want to keep this box checked.

Fourth is a check box to tell DBT that you wish to indicate print page breaks with a line of dots across the page. Be sure to use this feature when producing a braille document in Textbook format.

The next control, **Paragraph Style**, lets you choose from four options for recognizing the print paragraph style. DBT will automatically create a braille paragraph (a new line with indent to cell three) whenever it comes across the pattern you choose. Choices are:

1. None -- DBT formats the braille the same as the print.
2. Skipped Line -- DBT converts **[HRt] [HRt]** to a braille paragraph.
3. Newline Tab -- DBT converts **[HRt] [Tab]** to a braille paragraph.
4. Skipped Line with Tab -- DBT converts **[HRt] [HRt] [Tab]** to a braille paragraph.

The next text box controls how much space in the print document translates to a single indented braille cell. DBT will use this number to honor WordPerfect's Tab and Indent commands by converting them into braille indents.

The last control tells DBT whether the size you set in the previous control is in inches or centimeters. Normally you'll want to leave the last two controls at their default values of 0.25 and Inches, respectively.

---

### **Global: Word Importer...**

---

Keystroke: **r** from Global menu.

(See also "Working with Word for Windows" in the on-line Help

## Duxbury Braille Translator - GLOBAL MENU

Script	Font Is	Script MT Bold
#1	Font Contains	Courier
#2	Highlight Is	Yellow
#3	Text Color Is	Red
#4	Drop Shadow	
#5	Outline	

The Word Importer dialog allows you to control specific aspects of how DBT handles the import of Microsoft Word files. All options except one are check boxes.

**Transcribe Courier to CBC:** Any Word text in Courier font will be automatically marked as a run of Computer Braille Code when this item is checked.

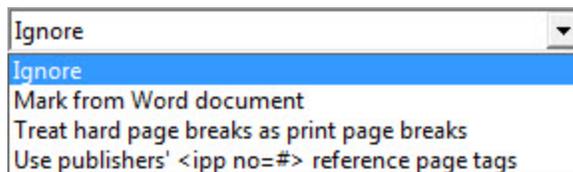
**Preserve hard page breaks:** DBT will put the New Page code in wherever Word has a hard page break. (NOTE: Soft page breaks are ignored)

**Preserve Skipped Lines:** Where there is a Hard Carriage Return on a blank line in Word, DBT will also insert a blank line code. (Note: Take care that what appears to be a blank line, is *actually* a blank line and not "White Space")

**Print Page Breaks:** (This is a list box with four options)

# Duxbury Braille Translator - GLOBAL MENU

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1. **Ignore** - Page breaks in the Word document will be ignored.
2. **Mark from Word document** - This option will insert "Print Page Indicators" at the appropriate point in the document. Care should be taken when using this option. These Print page indicators are usually only required for documents such as school exercise books, or minutes of a meeting, where the print page numbers are often referred to.
3. **Treat hard page breaks as print page breaks** - A "Hard Page Break" is one which is inserted into a Word document intentionally using the Word command **Ctrl + Enter**.

(Note: Many Word authors use the Enter key to force text on to a new page. This does **not** cause a new page in a braille document.)

4. **Use publishers' <ipp no=#> reference page tags** - Some publishers provide electronic files where the print page number is defined within HTML/XML Style tags. If this box is checked, DBT will insert appropriate "Print Page Indicators".

**Treat Braille and SimBraille fonts as braille:** If you use these two fonts in your Word document, they are imported into DBT exactly as is. i.e., they are not translated in any way.

**Allow embedded DBT codes, eg. [ [**\*pg\*** ] ] :** It is now possible to include DBT Codes in a Word document, provided they are enclosed as shown here. (See also [Working with Word - Using DBT Codes.htm.](#))

**Ignore:** - There are four check boxes here.

1. **bold** - Check this if you do not wish to show bold indicators from your Word document.
2. **italics** - Check this if you do not wish to show italic indicators from your Word document.
3. **underline** - Check this if you do not wish to show underline indicators from your Word document.
4. language switches - Word can have a nasty habit of automatically adding language indicators when you do not want them. Check this to have them ignored.

## ***UEB Typeform Mappings***

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To more fully understand this concept , please first refer to Section 9 in the publication: **Rules of Unified English Braille**, Second Edition 2013, Page 91, Section 9: Typeforms. (This publication is often referred to as "RUEB".)

If you do not have a copy of this publication, you may either download in various formats from <http://www.iceb.org/ueb.html>.

or

in the Root folder of your DBT CD you should see two files:

1. Rules of Unified English Braille 2013.pdf.
2. Rules of Unified English Braille 2013 (linked).pdf.

Select the first if you wish to print a copy, and the second if you wish to view it on screen.

### **First Column**

# Duxbury Braille Translator - GLOBAL MENU

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The first column identifies the six transcriber-definable mappings, "Script", and "#1" thru "#5". These correspond to Typeform Indicator numbers as listed in RUEB.

Please note that you must add a Transcriber's Note to explain to readers what each indicator means in the particular document where they are used.

## Second Column

Each row of the second column contains a drop down selection list comprising these choices:

- 1 - (Unused) - no further entry required
- 2 - Font Is - full name of Font
- 3 - Font Contains - name of Font contains
- 4 - Highlight Is - enter color from [Supported Highlight colors list below](#)
- 5 - Text Color Is - enter color from [Supported text colors list below](#)
- 6 - Drop Shadow - no further entry required
- 7 - Outline - no further entry required

## Third Column

Enter your choice of highlight or text color as described above.

### Supported highlight colors are:

yellow  
bright green  
turquoise  
pink  
blue  
red  
dark blue  
teal  
green  
violet  
dark red  
dark yellow  
gray-50%  
gray-25%  
black

### Supported text colors are:

dark red  
red  
orange  
yellow  
light green  
green  
light green  
green  
light blue  
blue  
dark blue  
purple

---

## Global: Formatted Braille Importer...

---

Keystroke: **b** from Global menu

See also: BRF files - Importing in the on-line Help.

## Duxbury Braille Translator - GLOBAL MENU

Global: Formatted Braille Importer...

Read formatted braille without interpretation

Braille Page Numbering for Even Pages of Input File:

None  Upper Left  Upper Right  Lower Left  Lower Right

Braille Page Numbering for Odd Pages of Input File:

None  Upper Left  Upper Right  Lower Left  Lower Right

Print Page Numbering for Even Pages of Input File:

None  Upper Left  Upper Right  Lower Left  Lower Right

Print Page Numbering for Odd Pages of Input File:

None  Upper Left  Upper Right  Lower Left  Lower Right

Header Placement:

No Header  Odd Pages  Even Pages  All Pages

Footer Placement:

No Footer  Odd Pages  Even Pages  All Pages

Maximum lines per input page:

Cells per line on input page:

OK Cancel

**Note:** To open a .brf file in DBT, please use the normal "File: Open..." on page 1 command.

The Formatted Braille Importer dialog is used to inform DBT about the dimensions and page numbering conventions of the BRF format braille files you wish to import. DBT can import BRF files from older DBT versions, as well as PokaDot files and other formatted braille files. Note that DBT use the settings in this dialog for import analysis only. In other words, after the import is complete the incoming file will be reformatted to the dimensions set in the Global Embosser Setup dialog or template, using the numbering scheme set in the Document Menu, not in its original format as described here.

There are 11 Controls in this dialog.

The Check Box, **Read formatted braille without interpretation**. When this is checked, most of the other controls on the dialog are disabled.

Next are two groups of Radio Buttons to tell DBT in what corners it can expect to find braille page numbers on even and odd pages, respectively.

The next two radio button groups work the same as the first two, but they refer to the print page, as used in Textbook braille format.

Next are two additional radio button groups in which you can tell DBT where it will find running headers and running footers, respectively.

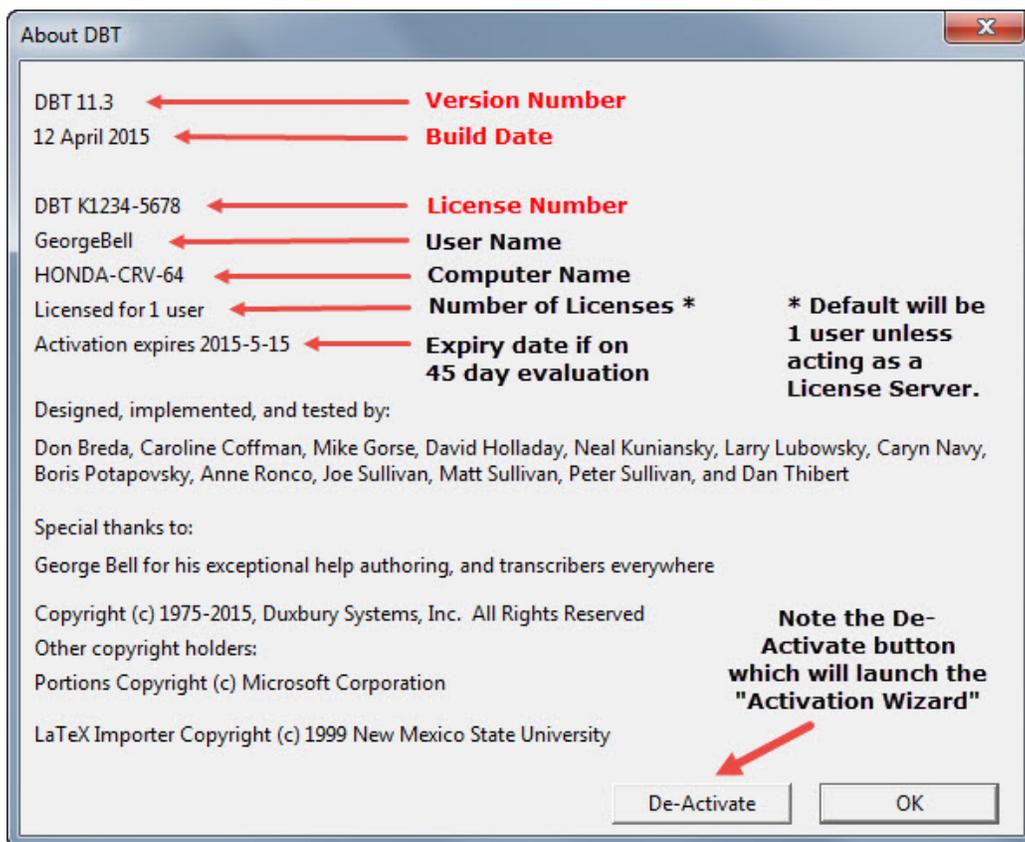
The final two controls are text fields to tell DBT the dimensions, in characters, of the formatted ASCII braille file. The lines per page is a maximum value (which should be set higher than the actual format) while the cells per line should be set for the exact width of the pages in your BRF, or equivalent, file.

**Note:** By their nature, formatted (ASCII) braille files are stripped of all format and translation codes. To get the file ready for editing, DBT interprets the format and adds codes accordingly. Because an interpretive process can go wrong, we recommend, whenever possible, that you use the source TXT or WP file instead of the BRF for importing.

# Duxbury Braille Translator - ABOUT DBT

## Help: About DBT

Keystroke: **a** from Help menu



There are two very important items on this screen which you will require if you contact Duxbury or your Duxbury dealer for any reason. The Version number and date which may follow, and the license number.

If you are using a screen reader, simply pressing the tab key will allow you to hear the Version and License Number.

**Please Note: The example license number "DBT K1234-5678" is purely for illustrative purposes.**

## End User License Agreement (EULA)

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IMPORTANT Read this carefully before using this product. This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single organization) and Duxbury Systems, Inc. ("Duxbury") for the Duxbury software program that accompanies this EULA ("Software"), which includes any associated media such as CDs and documentation. An amendment or addendum to this EULA may accompany the Software. You agree to be bound by all terms of this EULA by installing, copying, or using the Software. If you do not agree, do not install, copy, or use the Software; you may return it to your place of purchase for a full refund within ninety (90) days of purchase.

### ***Ownership of the Software***

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