The following pages demonstrate the method of preparing transcriber-generated (t-pages) and preliminary (p-pages) for general reading and textbooks. Although it does not begin to cover the variety of considerations the transcriber faces with each new book, this guide can serve as a BASIC MODEL. Carefully study section 2 of Braille Formats 2016 for additional textbook requirements.

ORDER OF PAGES

print copy of braille title page [supplied by BLTS office]

t-pages
Title page (required)
Supplemental Title Page (if needed) (1st volume only)
Special Symbols (if needed)
Transcriber’s Notes (if needed)

p-pages (1st volume only)
Cover/Jacket material first
Other p-pages in order in which they occur in print.
  Dedication
  Accolades/Acknowledgements
  About the Author
  Complete Table of Contents

______________________________
Braille Library & Transcribing Services, Inc.
Revised April 2023
Table of Contents

Order of Pages .............................................................................................................. 1
Title Pages
   1. Short Title Page .................................................................................................. 4
   2. Long Title Page ................................................................................................. 6
   3. Supplemental Title Page ................................................................................... 8
Special Symbols Page ................................................................................................. 10
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Specific Transcribing Information (see https://bltsinc.org/transcribers.html)
   1. Cookbooks
   2. Knit and Crochet Patterns
   3. Menus
   4. Print/Braille
SHORT TITLE PAGE
(No Supplemental Title Page)

Example:
01 Dump Cakes & One-Bowl Baking
02 FAVORITE Brand Name RECIPES
03
04 Ima Cook
05
06 Published by Publications International,
07 Ltd., Lincolnwood, IL (Use postal code if shown in print)
08 Web page address
09 Copyright © 2014 Publications International,
10 Ltd.
11 Any further reproduction or distribution other than in an
12 accessible format is an infringement.
13 Transcription of
15 Printing History: 9 8 7 6 5 4 3 2
16
17 Transcribed 2020 in Unified English
18 Braille by (Name of transcriber)
19 Braille Library & Transcribing Services
20 Madison, WI 53719
21 Proofread by (Name of proofreader)
22
23 In 1 Volume
24 Braille pages t1-t4, p1–p2 and 1-97
25 Print pages 1-d128

Braille as a list (1-3 margins) in 5 sections with at least one blank line separating each section.

When there is not enough room on the Title Page, publisher's address and/or website, Further Reproduction statement, printing history and proofreader may be taken to the following supplement title page.

See Long Title Page/Supplement title Page examples.

Back of Short Title Page is left blank with NO running head or page number.

Reproduction Statement change can be found under BANA Addendum to Braille Formats January 23, 2020.
LONG TITLE PAGE
(With Supplemental Title Page)

Example:
01 The Complete Chicken: level 3
02 An Entertaining History of Chickens
03 Amelia Cox Series
04
05 Pam Percy, et al.
06
07 Published by Voyageur Press
08 New York, NY (Use postal code if shown in print)
09 Copyright © 2007 by Pam Percy
10 Any further reproduction or distribution other than in an
11 accessible format is an infringement.
12 Transcription of
15
16 Transcribed 2020 in Unified English
17 Braille by (Name of Transcriber)
18 Braille Library & Transcribing Services
19 Madison, WI 53719
20 Proofread by (Name of proofreader)
21
22 In 2 Volumes
23 Volume 1
24 Braille pages t1-t4, p1-p7 and 1-144
25 Print pages i-vii and 1-b128

Braille as a list (1-3 margins) in 5 sections with at least one blank line separating each section.

When there is not enough room on the Title Page, publisher's address and/or
website, Further Reproduction statement, printing history and proofreader
may be taken to the following supplement title page.

If there is a series name, edition name or number, grade or reading level, add
them to section 1 - on separate lines if possible, or separated by semi-colons. See
Braille Formats 2.3.4

When there are more than 3 author's names, or not room for all on the short title
page, list first name followed by "et al." Take others to next (supplemental) title
page. Do not italicize "et al." Use grade 1 indicator before "al."

The printing history should follow ISBN, but if there is not room, take it to the next
page (supplemental title page).
COMPLETE YOUR LEVEL VC
HISTORY & SOCIETIES
AMELIA C. MOXSEY

PAM PACY ET AL.

PUBLISHED BY VOYAGEUR PRESS
NEW YORK, NY

COPYRIGHT BY PAM PACY
ANY FURTHER REPRODUCTION OR DISTRIBUTION
OF THISabet IS AN ACT OF
TRANSCRIPTION
ISBN-10: 0-7735-8465-6

TRANSCRIBED BY "IN" TRANSCRIBING
LIBRARY AND TRANSCRIBIX SERVICES
MADISON, WI 53706
PRODUCED BY "IN" PRODUCING

VOLUMES

VOLUME 23
PAGES 187-212, 231-262 & 91-94
PRINT PAGES 1-38 & 39-58

-7-
SUPPLEMENTAL TITLE PAGE

Example:

01 The Complete Chicken (Running Head)

02

03 Additional authors: Cynthia Farthingham,

04 Arnold Presscot

05

06 www.voyageur.com

07

08 Printing history: 9 8 7 6 5 4 3 2

09

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

Place Supplemental Title Page on back of Title Page. If Supplemental Title Page isn’t needed, leave back of Title Page blank. If left blank, NO running head or page numbers.

First appearance of Running Head.

This page may also be used for a complete list of authors, degrees, affiliations, and names of tactile graphic specialists and proofreaders.

This is braille page t2, but even-numbered pages do not show page numbers.

Supplemental Title Page, 1st volume only.
Example:
01  The Complete Chicken
02
03  SPECIAL SYMBOLS
04  USED IN THIS VOLUME
05
06  Dot locator precedes listed symbols
07  At sign
08  Degrees
09  Bold word indicator
10  Bold symbol indicator
11  Bold passage indicator
12  Bold terminator
13  Opening Parenthesis
14  Asterisk
15  Closing Parenthesis
16  Italic word indicator
17
18
19
20
21
22
23
24
25  t3

If the symbols list continues to a following page, do not repeat the heading.

Symbols must be listed in braille order. See UEB Rule 1.1.2.

Not all UEB symbols are required to be listed. Some are optional, dependent upon the transcriber’s discretion based on the age and reading level of the reader.

See Appendix’s A (required) and B (braille order) at the end of this document for required braille symbols and symbols in braille order.
COMPLETE VOLUME

SPECIAL SYMBOLS

US$ VOLUME

DOT LOCATOR PRECEDES LIST SYMBOLS

AT SIGN

DEGREES

BOLD TW Indicator

BOLD SYMBOL Indicator

BOLD PASSAGE Indicator

BOLD TM Indicator

OP5+ PLUS SYMBOL

CLOS+ PLUS SYMBOL

ITALIC TW Indicator

ITALIC PLUS SYMBOL
Maps and drawings have been omitted.

List notes using indented paragraph format (3-1 margins).

Do not use transcriber’s note indicators to enclose notes on this page.
COVER & JACKET MATERIAL

Example:

01 The Complete Chicken
02
03 STORY SUMMARY  [enclose in TN symbols]
04
05 Which came first, the chicken or the egg? That’s just about
06 the only question that isn’t answered in The Complete
07 Chicken, which pays tribute to the popular poultry.
08
09
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

P-pages begin here, on an odd-numbered page.

Braille all other p-pages in the same order as they appear in text.

Ignore advertising on the book jacket.

Including reviews and accolades is the transcribers option. If you do not include them, state so on the Transcribers Notes page. Story summaries, and if included, reviews, accolades, etc., should be placed at the beginning of the p-pages in the first volume only. Do not include them in textbooks. Place specific materials such as maps or charts that are needed throughout the book at the beginning of each volume — or at the beginning of those volumes requiring them.
If the information has no print heading, center a heading, e.g., STORY SUMMARY or ABOUT THE AUTHOR or REVIEWS, on line 3 enclosed in transcriber’s note indicators. Do not use the heading JACKET MATERIAL.

**STORY SUMMARY**

**Come for a Kicke or an Egg**. Step 7

**Come only if it is not an Egg. Step 1**

**Complete Kicke. It pays tribute to Populi Phity.**

**J**
DEDICATION

Example:

01 The Complete Chicken 1-5
02
03 This book is dedicated to Marty, who shares my
04 love of chickens.
05

Regardless of print placement, a dedication is placed on its own page starting on line 3 (assuming a running head). 1st volume only.

Use standard paragraph formatting (indented or blocked), or poetry format if needed.

In this example, this is the first print page number used, but there have been four preceding pages without numbers. The implied page numbers must be included on line 1 of the braille page.

Print page numbers go at the end of line 1. Braille page numbers at the end of line 25.

Do not add a heading, such as DEDICATION, if there is none in print.
This book is dedicated to Emily, my love & kisses.
# TABLE OF CONTENTS

Example:

<table>
<thead>
<tr>
<th>01</th>
<th>The Complete Chicken</th>
<th>6-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Volume 1 [enclose in TN symbols]</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Introduction</td>
<td>9</td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Chapter [identifier added only if it occurs in print]</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>1 Chicken History: Which, When, Where</td>
<td>15</td>
</tr>
<tr>
<td>10</td>
<td>2 Real Chickens</td>
<td>37</td>
</tr>
<tr>
<td>11</td>
<td>3 The Artful Chicken</td>
<td>69</td>
</tr>
<tr>
<td>12</td>
<td>4 Famous Clucks</td>
<td>93</td>
</tr>
<tr>
<td>13</td>
<td>5 Household Chickens</td>
<td>113</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Volume 2 [enclose in TN symbols]</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>6 A Chicken Dictionary and Other</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>7 A Chicken of Old</td>
<td>129</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Table of Breeds</td>
<td>138</td>
</tr>
<tr>
<td>22</td>
<td>Reading and References</td>
<td>140</td>
</tr>
<tr>
<td>23</td>
<td>Index</td>
<td>142</td>
</tr>
<tr>
<td>24</td>
<td>About the Author</td>
<td>144</td>
</tr>
<tr>
<td>25</td>
<td>p3</td>
<td></td>
</tr>
</tbody>
</table>

The entire book’s table of contents is brailled in Volume 1 only. The contents page of each subsequent volume lists only the contents of that volume.

Headings not in print (Volume 1, Volume 2, etc.) must be enclosed in transcriber notes symbols. These headings are centered — preceded, but not followed, by blank lines.

Page numbers are the print page numbers. Do not include continuation letters.

Contents pages on odd-numbered braille pages (those containing braille page numbers) may not contain any text on line 25 other than the braille page number.
<table>
<thead>
<tr>
<th>Volume 1</th>
<th>Volume 2</th>
<th>Volume 3</th>
<th>Volume 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td>Chapter</td>
<td>Chapter</td>
<td>Chapter</td>
</tr>
<tr>
<td>1 A History</td>
<td>2 Oral Stories</td>
<td>3 Sister Stories</td>
<td>4 Family Stories</td>
</tr>
<tr>
<td>5 A House</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Tidbits</td>
<td>7 A Family</td>
<td>8 Old</td>
<td></td>
</tr>
<tr>
<td>9 Appendix</td>
<td>10 Table of</td>
<td>11 Index</td>
<td>12 Author Index</td>
</tr>
<tr>
<td></td>
<td>Sources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example:

01 The Complete Chicken 8-9
02 An Entertaining History of Chickens
03 Amelia Cox Series
04 Introduction
05
07 My name is Pam and I am coming out—out of the
08 coop—and admitting to the world that I am obsessed
09 with chickens. This “problem” began in 1986 when
10 I bought a five-acre farm in River Hills, a town
11 twelve miles north of Milwaukee. . . .

The main body of the book begins with the first item listed on the Contents page (in this case, the introduction). If there is no contents page, begin the first page of narrative (prologue, introduction, etc.) with braille page 1 (.Topic).

Start the first page of the body matter on an odd-numbered braille page.

On the first page of text of each volume, omit the running head and center the FULL title, subtitle (if any), and series name (if any).

Body matter pages begin with braille page 1 in each volume.
Introduction

My name is Pam and I am a member of the Vicks Club. Over the last fifteen years, I have been actively involved in Vicks products. In fact, I am so obsessed with Vicks products that I even have a problem solving for the company. I currently live in a five-acre farm in the hills near Milwaukee. It is twelve miles north of Milwaukee.  

wa
Example:

01  The Complete Chicken
02
03  Chapter 1
04  Chicken History:
05  Which, When, and Where
06  The question “Which came first—the chicken or the egg?”
07  has baffled humans for eons. Now the butt of many a joke,
08  this popular conundrum was mused over by such philosophers
09  as Aristotle (384-322 B.C.) and Plutarch (c. A.D. 46-120).
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  

The first chapter begins at the top of a new odd-numbered braille page. Subsequent chapters need not start on a new page.
Is complete joke: yet

What if the came from vioce or 2 eggs?
Has baly humans wons. one's butter in
A joke: a popull undrum a must ogy by
Se philopohys w ticotle ojchd vcc
Ob wic t w purps evs vdd.

""
BLTS Format Specifications

Page Size
- Assume all work will be embossed interpoint (on both sides of the paper) with 40 cells to a line and 25 lines to a page unless instructed otherwise.

Title Page
- Left-justify the information on the title page.
- All 40 cells may be used; runovers in cell 3.
- Distribute blank lines as evenly as possible between the sections of the title page.
- Follow print for capitalization of title and author. Use the word “by” only if used in print.
- If there is a website for the publisher it should be included on the line below the publisher’s address.
- In the braille page information line, include t-pages and p-pages as well as regular braille page numbers. Include continuation letters.

Blank Backs
The only blank backs required are:
- The back of the title page, unless there is a supplemental title page.
- The back of the last t or p-page, if that page is an odd-numbered page.
- Do not use a running head or page number on blank pages.

Running Head
- Place a running head on every page, with the exception of the title page, the first page of body matter, and blank backs.
- Follow print for capitalization of running head if possible.

Page Numbering
- In control panel, select Do, then Page Numbering. Under Quick Setup For: select Interpoint Textbook
- Print page numbers are placed in the upper right corner on every preliminary and text page. Braille page numbers are in the lower right corner of every odd-numbered page. Do not put a braille page number on even-numbered pages. Look on the left of your screen to see if you are on an odd or even page.
- Each volume begins with braille page 1, placed in the lower right-hand corner.
- T-pages consist of the title page, special symbols page, and transcriber’s note page. T-pages have only t-page numbers (t#··, t#·“, etc.) in the lower right corner of the odd numbered pages.
- P-pages begin on an odd-numbered braille page and are brailled in the order in which they appear in the book. P-pages have the print page numbers in the upper right corner of the page and p-page numbers (starting with p#·‘) in the lower right corner of the page.
Body matter. The first page of body matter (text) in each volume begins on an odd-numbered page. If there is a table of contents, the first item listed is regarded as the first page of text. Text pages have the print page numbers in the upper right and consecutive braille page numbers, starting with $. in the lower right corner of the page.

Paragraphing
- Follow print unless an entire text is printed in block paragraphs, in which case use indented paragraphs. List such a change on the Transcriber’s Notes Page.

Word Division
- When in print a word is divided between pages, follow print.

Volume Size
- Maximum size for interpoint volumes is 150-160 braille pages. This includes the transcriber-generated and preliminary pages.

End of Volume Indicators
Use TN indicators
- END OF VOLUME 1, 2, etc.
- THE END
These should be centered and in full caps, there should also be a blank line before.

File Names
- Save each volume in a separate file. Suggested file names are as follows: Ex.: The book War and Peace, in 10 volumes. Save as: War and Peace v1, War and Peace v2 and so on

Saving Your Work
- Be sure to keep an up-to-date backup copy of your work at home, either on your hard drive or a removable storage medium

Subsequent volume t-pages and p-pages should include the Title Page, Special Symbols, Table of Contents and Transcriber Notes for that volume only.

Include in first volume only.
- Supplemental Title Page
- Cover and Jacket Material
- Dedication
- Accolades/Acknowledgments
- About the Author
- Complete Table of Contents

For specific transcribing information for knit and crochet, cookbooks or print/braille books, contact the braille coordinator.
Appendix A
Required Special Symbols
(Based on Formats Appendix G-10)

The following symbols are required on the Special Symbols page if they are used within a braille volume. Each symbol is preceded by the Dot locator for "mention" which is the first symbol in the list.

* Numbers in parentheses are from the Rules of UEB
   Dot locator(s)
   Arrow symbols (11.6)
   Line mode indicators (16.2, 16.3)
   Shapes (11.7)
   Grouping indicators braille grouping indicators, parentheses, braces, brackets, angle brackets (7)
   Typeform indicators (9)
   Foreign language symbols (13)
   Music symbols (3.18)
   Modified letter indicators (4)
   Shape indicators (11.7)
   Math symbols (3.17, 3.24, 6, 11)
   Currency symbols (3, 10, 11)
   Ratio (3.17)
   Proportion (3.17)
   Prime (3.11, 3.15)
   Double prime (3.11, 3.15)
   Minutes (3.11)
   Feet (3.15)
   At sign (3.7)
   Tilde (3.25)
   Trademark and Registered Trademark (3.8)
   Code Switch indicators (14)

Clarification: Box lines, copyright, forward slash, ampersand, crosshatch, bullet or note separation line are no longer required.
The dagger and asterisk are required.
https://www.nationalbraille.org/forums/topic/special-symbols-2/
Appendix B
Special Symbols in Braille Order
Courtesy of Melody Moore/Joel DeVore

Note: This is a list of many special symbols in braille order. Not all are required. See Appendix A for required special symbols.

*See UEB 1.1.2; each symbol listed there is given a number, in order, resulting in this Braille order.

- Dot locator, precedes listed symbols
- Computer dot ..................................(44)*
- Ellipsis ......................................(44, 44, 44)
- Subscript indicator ...........................(45)
- Superscript indicator ...........................(49)
- At sign ........................................(57, 1)
- Ampersand ....................................(57, 26)
- Less than or Opening angle bracket ........(57, 32)
- Script word indicator ........................(57, 41)
- Script symbol indicator .....................(57, 42)
- Script passage indicator ....................(57, 47)
- Breve above following letter ..............(57, 52)
- Greater than or closing angle bracket ......(57, 54)
- Script terminator ............................(57, 55)
- Macron above following letter .............(57, 56)
- Opening transcriber’s note indicator ......(57, 61, 32)
- Closing transcriber’s note indicator ......(57, 61, 54)
- Dagger .........................................(57, 63, 34)
- Copyright ......................................(58, 3)
- Degrees ........................................(58, 10)
- Registered trademark ........................(58, 18)
- Trademark ......................................(58, 20)
- Cedilla below following letter .............(58, 26)
- Grave accent above following letter ......(58, 31)
- Circumflex above following letter ........(58, 33)
- Ring (circle) above following letter ......(58, 36)
- Tilde above following letter ...............(58, 37)
- Bold word indicator ..........................(58, 41)
- Bold symbol indicator .......................(58, 42)
- Dieresis (umlaut) above following letter ..(58, 43)
- Bold passage indicator ......................(58, 47)
- Acute accent above following letter ......(58, 51)
- Caron (hacek, wedge) above following letter ...(58, 52)
- Bold terminator ................................(58, 55)
- Opening (curly) brackets ....................(59, 32)
<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>Number sign, Crosshatch, Pound sign .............</td>
<td>(59, 34)</td>
</tr>
<tr>
<td>:</td>
<td>Underlined word indicator</td>
<td>(59, 41)</td>
</tr>
<tr>
<td>:</td>
<td>Underlined symbol indicator</td>
<td>(59, 42)</td>
</tr>
<tr>
<td>:</td>
<td>Bullet</td>
<td>(59, 44)</td>
</tr>
<tr>
<td>:</td>
<td>Underlined passage indicator</td>
<td>(59, 47)</td>
</tr>
<tr>
<td>:</td>
<td>Closing (curly) brackets</td>
<td>(59, 54)</td>
</tr>
<tr>
<td>:</td>
<td>Underline terminator</td>
<td>(59, 55)</td>
</tr>
<tr>
<td>:</td>
<td>Opening parenthesis</td>
<td>(60, 32)</td>
</tr>
<tr>
<td>:</td>
<td>Plus</td>
<td>(60, 46)</td>
</tr>
<tr>
<td>:</td>
<td>Equal</td>
<td>(60, 47)</td>
</tr>
<tr>
<td>:</td>
<td>Multiplication, Times</td>
<td>(60, 48)</td>
</tr>
<tr>
<td>:</td>
<td>Asterisk</td>
<td>(60, 49)</td>
</tr>
<tr>
<td>:</td>
<td>Division</td>
<td>(60, 51)</td>
</tr>
<tr>
<td>:</td>
<td>Closing parenthesis</td>
<td>(60, 54)</td>
</tr>
<tr>
<td>:</td>
<td>Minus</td>
<td>(60, 56)</td>
</tr>
<tr>
<td>:</td>
<td>Dot locator for use</td>
<td>(60, 27)</td>
</tr>
<tr>
<td>:</td>
<td>Long Dash</td>
<td>(60, 56)</td>
</tr>
<tr>
<td>:</td>
<td>Opening (square) brackets</td>
<td>(61, 32)</td>
</tr>
<tr>
<td>:</td>
<td>Italic word indicator</td>
<td>(61, 41)</td>
</tr>
<tr>
<td>:</td>
<td>Italic symbol indicator</td>
<td>(61, 42)</td>
</tr>
<tr>
<td>:</td>
<td>Italic passage indicator</td>
<td>(61, 47)</td>
</tr>
<tr>
<td>:</td>
<td>Percent</td>
<td>(61, 50)</td>
</tr>
<tr>
<td>:</td>
<td>Closing (square) brackets</td>
<td>(61, 54)</td>
</tr>
<tr>
<td>:</td>
<td>Italic terminator</td>
<td>(61, 55)</td>
</tr>
<tr>
<td>:</td>
<td>Low line, Underscore</td>
<td>(61, 56)</td>
</tr>
<tr>
<td>:</td>
<td>Grade 1 symbol indicator</td>
<td>(62)</td>
</tr>
<tr>
<td>:</td>
<td>Grade 1 terminator</td>
<td>(62, 55)</td>
</tr>
<tr>
<td>:</td>
<td>Grade 1 word indicator</td>
<td>(62, 62)</td>
</tr>
<tr>
<td>:</td>
<td>Grade 1 passage indicator</td>
<td>(62, 62)</td>
</tr>
<tr>
<td>:</td>
<td>Opening single quotation mark</td>
<td>(63, 48)</td>
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<tr>
<td>:</td>
<td>Closing single quotation mark</td>
<td>(63, 50)</td>
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<tr>
<td>:</td>
<td>Capitals terminator</td>
<td>(63, 55)</td>
</tr>
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<td>:</td>
<td>Dash</td>
<td>(63, 56)</td>
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<td>Capitalized passage indicator</td>
<td>(63, 63)</td>
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