PRINT/BRAILLE BOOK GUIDELINES
June, 2022

Determine the number of cells per line

Embossable paper measures 8 ½ inches across and will only accommodate **30 cells**, maximum

Book width less than 8 ½ inches will require fewer cells per line

To change the number of cells per line:

Open Braille 2000 as you normally do

Click NEW

Click WORK AREA

Click ADJUST

Click DOCUMENT

Be sure the SINGLE SIDED circle is marked

In the Cells per Line box enter the appropriate number of cells and Click ALL OF FILE

Begin Project

Read through the book and note and resolve problems. (There is always something)

Follow print for paragraph style, 3/1 or 1/1. If the book is written in a poetic form use 1/3.

Use contracted braille unless otherwise directed.

Cover material is ignored.

Running Heads are not used

Page numbers are not used even if they appear in print.

Braille the book title for the outside cover in ALL CAPS.

Title Page: Include ONLY the following information, single spaced and use List Format

Title and **Author**   Follow print for capitalization.

Include the normal credit for BLTS:

Transcribed 202_ in Unified English Braille by (your name)

Braille Library and Transcribing Services

Madison, WI 53719

Include a Special Symbols Page

Other Instructions

Braille any dedication as printed with attributions indented 4 cells to the right of the last line.

ALWAYS leave a blank line between PRINT pages. The whole PRINT page must be on one page of Embossable (25 lines)

Start each new BRAILLE PAGE ON LINE 1.

After the last line of the book's text, skip a line and type THE END in transcriber's notes symbol.

Send completed file and book to assigned proofreader who will proofread, make corrections and notify you of the corrections that have been made. The proofreader will send the corrected file to the braillist and the Braille Coordinator. The Braille Coordinator will emboss the book and assign it for assembly.

These are basic guidelines but each book presents new questions. Discuss any questions with the Braille Coordinator or other BLTS authority.