

# Braille Library & Transcribing Services

## 2019 PRINT/BRAILLE BOOK GUIDELINES

Determine the number of cells per line of embossable paper. The maximum number of cells is 30 per line. If the book page is less than 8 ½ by 11 inches, you will have to reduce the number of cells per line.

### To do this:

Open Braille 2000 and a new work area as you normally do

Set Braille 2000 page by-

- Click ADJUST
- Click DOCUMENT
- In the Cells per line boxes, input the appropriate number of cells
- Click ALL OF FILE

Begin your project.

- Read through the book.
- Follow print for paragraph style, 3/1 or 1/1. If the book is written in a poetic form use 1/3.
- Do contracted braille unless otherwise directed.
- Decide if you are able to double space the lines.

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 outside cover in ALL CAPS.

The TITLE PAGE information is single spaced. The title and author are required. Follow Print for capitalization of TITLE and AUTHOR'S NAME.

Other information to be included:

- Transcribed 2019 into Unified English Braille by (your name)
- Braille Library and Transcribing Services
- Madison, WI

Add SPECIAL SYMBOLS PAGE.

Braille dedication as printed. If there are attributions, indent them four cells to the right of the beginning of the preceding braille line.

ALWAYS leave a blank line between PRINT pages. Start each new braille page on line 1.

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

Send your file to your assigned proofreader who will proof read and make corrections and notify you of what corrections have been made. Corrected copy will be sent to the brailist and The Braille Coordinator will also emboss the book and have it assigned to be assembled.

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