

Producing Documents for Braille Embossing

In order for the Braille embosser to correctly produce readable Braille from a Word document, a translation program is required. At Aberdeen University we use **Duxbury Braille Translator (DBT)**.

In order for Duxbury to correctly translate a Word document, the document must be formatted appropriately. This guide will help you to do this.

Once your document is correctly formatted, you should email it as an attachment to braille@abdn.ac.uk and request that it be embossed. You should state clearly your preferred delivery method: **internal mail** or **collection**. If you choose collection, you should collect it from the Service Desk in the Edward Wright building once you have been notified that it is ready.

Braille embossing is charged in the same way as printing. Note that the turnaround time for Braille documents is 3 days due to the process involved in production.

In addition to this document, we strongly recommend that you read [Word - Top 10 Word Guidelines](#) written by Duxbury.

1. Order of Information

For people reading Braille it is difficult to scan a document quickly, so any important information must be put at the top of the document. For example, if you were preparing an exam paper, you would need to ensure that any instructions (e.g. "Complete all five questions") are at the beginning rather than at the end of the document.

2. Styles

The following styles in Word are recognized and distinguished by DBT:

- Heading 1
- Heading 2
- Heading 3
- Normal

Please make use of the above styles to structure your document.

Text formatted with any other style in Word will be produced using the the default Braille style i.e. further heading levels, indentation etc applied in Word will be ignored.

DBT will correctly indicate bulleted and numbered lists.

Braille does not make any distinction between normal text and that which is **bold**, *italic* or underlined.

If you are unsure about using styles, refer to the following Microsoft guides that describe what styles are, and how to use them:

Word 2003:

<http://office.microsoft.com/en-us/word-help/overview-RZ001103924.aspx>

Word 2007/2010:

<http://office.microsoft.com/en-us/word-help/style-basics-in-word-HA010230882.aspx>

For printable materials, download [Word Further - Chapter 2: Styles](#) from the Workbooks section of the Training & Documentation Team website (<http://www.abdn.ac.uk/tad>).

3. Graphics

Images and diagrams cannot be produced usefully in Braille, so do not include them in your document. Ask yourself if the graphic is really necessary. If it is, you will need to describe the image/diagrams in the text.

4. Tables

Duxbury will deal with simple tables by creating an indented format as shown in the example below. If your tables are more complex, please contact the Assistive Technology Team for further advice.

Example Table:

Title	Category	Description
Access Databases	Microsoft Office	Create and operate simple databases.
WebCT	Learning Technologies	Further develop your WebCT site.
PowerPoint	Microsoft Office	Create a basic slide show.

Braille Layout:

Title
 Category
 Description
Access Database
 Microsoft Office
 Create and operate simple databases.
WebCT
 Learning Technologies
 Further develop your WebCT site.
PowerPoint
 Microsoft Office
 Create a basic slide show.

For Further Information:

For further advice and information, please contact the Assistive Technology Team.

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