

A New Choice in Braille Transcription Software

BrailleBlaster™ is a braille transcription program developed by the American Printing House for the Blind to help transcribers provide blind students with braille textbooks on the first day of class.

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SREE VENKATESWARA COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

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BrailleBlaster

 BrailleBlaster

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AMERICAN
PRINTING
HOUSE 

ICONS

- File
- Open
- Save
- Print
- Emboss
- Document
- Undo
- Redo
- Braille Preview
- Emphasis
- Bold
- Italics
- Underline
- Script
- Transcriber Note Symbols
- Transcriber-Defined 1
- View
- Style View
- Print View
- Braille View
- Tools
- Edit Table
- Six-Key Entry
- Find/Replace
- Change Translation

Style

- Basic
- Captions
- Heading
- Lists
- Poetry
- Glossary
- Exercise Material
- Index
- Numeric
- Notes
- Plays
- Miscellaneous
- Repeat Last Style
- Math
- Math Translation Toggle
- Numeric Series
- ASCII Math Hub
- Number Line Editor
- Matrix Editor
- Math Templates
- Math Table
- Nemeth Block
- Numeric Passage
- Math Help

HOTKEYS

File Operations

Emboss a document	Ctrl + E
Open the Braille Preview	Alt + Home
Open Book Tree	Alt + End

Editing

Hide the selected elements	Ctrl + H
Open the find/replace pane	Ctrl + F
Repeat the last search	F3
Split Element	Enter
Insert Line Break	Shift + Enter
Insert Page Break	Ctrl + Enter
Spell check	F7
Refresh translation	F5
Increase font size 1 point	Ctrl + +
Decrease font size 1 point	Ctrl + -
Insert non-breaking space	Ctrl + Space
Repeat last style applied	Ctrl + R
Correct Braille translation	Ctrl + T
Six-Key Input	F6

Navigation

Toggle Print View	Alt + P
Open the page selection dialog	Ctrl + G

Typeforms

Remove Emphasis from Selection	Ctrl + Shift + R
Direct Translation	Ctrl + D
Uncontracted	Ctrl + Shift + T

Loadouts

Set Miscellaneous style loadout	Ctrl + Shift + M
Set Basic style loadout	Ctrl + Shift + B
Set Caption style loadout	Ctrl + Shift + C
Set Heading style loadout	Ctrl + Shift + H
Set Lists style loadout	Ctrl + Shift + L
Set Poetry style loadout	Ctrl + Shift + P
Set Plays style loadout	Ctrl + Shift + A
Set Glossary style loadout	Ctrl + Shift + G
Set Exercise Material style loadout	Ctrl + Shift + E
Set Index style loadout	Ctrl + Shift + I
Set Numeric style loadout	Ctrl + Shift + U
Set Notes style loadout	Ctrl + Shift + N
Apply corresponding style	Alt + Number 1-8

Miscellaneous

Open BrailleBlaster User Guide	F1
Math Translation Toggle	Ctrl + M

APPLYING EMPHASIS

To apply emphasis, highlight the text and either select the desired Emphasis menu item, or use the shortcut key, or select it from the toolbar.

Once applied, BrailleBlaster automatically applies the appropriate symbol, word, or passage indicator, and a terminator if necessary. For more information, see the Rules of Unified English Braille, 2013 (<http://www.iceb.org/ueb.html>).

Braille Prefix	Name	Hotkey	Appearance
:	Bold	Ctrl+B	Bold
:	Italic	Ctrl+I	<i>Italic</i>
:	Underline	Ctrl+U	<u>Underline</u>
.	Script	Shift+Alt+S	<i>Script</i>
⠠	Transcriber-Defined 1	Shift+Alt+1	Transcriber-Defined 1
⠠	Transcriber-Defined 2	Shift+Alt+2	Transcriber-Defined 2
⠠	Transcriber-Defined 3	Shift+Alt+3	Transcriber-Defined 3
⠠	Transcriber-Defined 4	Shift+Alt+4	Transcriber-Defined 4
⠠	Transcriber-Defined 5	Shift+Alt+5	Transcriber-Defined 5

STYLE DESCRIPTIONS

Basic Styles

- Blocked Text:** (Margins: 1-1)—A simple, left-justified paragraph.
- Body Text:** (Margins: 3-1)—A simple, indented paragraph.
- Centered Text:** (Margins: Variable (centered))—Centered text with no automatic blank lines before or after.
- Displayed 3-5:** (Margins: 3-5)—Used to display elements that are normally 1-3. Format: Blank lines before and after
- Displayed Body Text:** (Margins: 5-3)—A displayed indented paragraph. Format: Blank lines before and after
- Displayed Blocked:** (Margins: 3-3)—A displayed, left-justified paragraph. Format: Blank lines before and after

Caption Styles

- Caption:** (Margins: 7-5)—Used to style captions. Still needs transcriber's notes symbols added when appropriate.
- Description:** (Margins: 7-5)—Used to style picture descriptions. Still needs transcriber's notes symbols added.

Heading Styles

- Cell 5 Heading:** (Margins: 5-5)—Format: Blank line before
Special: Must be followed by other non-heading text (Keep With Next)
- Cell 7 Heading:** (Margins: 7-7)—Format: Blank line before
Special: Must be followed by other non-heading text (Keep With Next)
- Centered Heading:** (Margins: Variable (centered))—Format: Blank lines before and after
Special: Must be followed by other non-heading text (Keep With Next)

Notes Styles

- Incidental Note With Heading:** (Margins: 5-5)—Used to make an incidental note that has a heading. Format: Blank lines before and after
- Incidental Note Without Heading:** (Margins: 7-5)—Used to make an incidental note that does not have a heading. Format: Blank lines before and after
- Footnote:** (Margins: 1-3)—Used for notes at the bottom of a print page.

Plays Styles

- Prose Play:**
Prose Play 1-3: (Margins: 1-3)—Used for the first paragraph of a speaker in a prose play. Format: Blank line before
- Prose Play 5-3:** (Margins: 5-3)—Used for every paragraph after the first for a speaker in a prose play. Format: Blank line before
- Stage Directions:**
Stage Directions 7-7: (Margins: 7-7)—Used for the first paragraph of stage directions. Format: Blank line before
- Stage Directions 9-7:** (Margins: 9-7)—Used for every paragraph after the first stage direction. Format: Blank line before
- Verse Play:**
Verse Play 1-5: (Margins: 1-5)—Used for the first line of a speaker in a verse play. Format: Blank line before
- Verse Play 3-5:** (Margins: 3-5)—Used for every line after the first of a speaker in a verse play. Format: Blank line before

Miscellaneous Styles

- Alphabetic Division:** (Margins: Centered)—Can be applied to the first alphabetic division in a glossary. Format: Blank line before
- Attribution:** (Margins: 5-5)—This style can be used for an attribution when the previous element's last line is in cell 1. Format: Blank line after
- Citation:** (Margins: 7-5)—Used for a source citation or permission to copy. Format: Blank line after
- Guide Word:** (Margins: Centered)—Used to add a guide word for the word or series of words to which it is applied to the last line of the braille page. Format: Appears on last line of the braille page
- Page:** Makes highlighted text the print page number; creating a print page break if in the middle of a braille page.
- Transcriber's Note:** (Margins: 7-5)—Used to apply the transcriber's note style and symbols to text that is already written. Format: No blank line before or after
Special: Applies the transcriber's note symbols to the element as well as the margins. Because of the need for symbols, the entire element must be highlighted before this style can be applied.

Boxes:

- Box:** (Margins: N/A)—Puts a box line before and after the element or elements it is applied to. A top box line consists of the braille cell (2356) going across the width of the page. A bottom box line consists of the braille cell (1245) going across the width of the page. Format: Blank before top line, blank after bottom line
- Color Box:** (Margins: N/A)—Acts like a Box, but includes the chosen color name in transcriber's note indicators before the opening box line begins. Format: Blank before top line, blank after bottom line
- Full Box:** (Margins: N/A)—Puts a full-celled box line before and after the element or elements it is applied to. A full top and bottom box line consist of the full braille cell (123456) going across the width of the page. Format: Blank before top line, blank after bottom line
- Color Full Box:** (Margins: N/A)—Acts like a Full Box, but includes the chosen color name in transcriber's note indicators before the opening full box line begins. Format: Blank before top line, blank after bottom line

NESTED STYLES

Nested styles function the same way as other styles, in terms of formatting; the only difference being the margins.

Each nested style is identified with the letter associated with that style, followed by the margin numbers for that style (i.e., L1-3, L1-5, L3-5, etc. for Lists).

They are organized by level, with each level indicating the number of styles available. Level also affects the runover and formatting. For example, all Level 2s have a runover of 5, and do not have a blank line between them, but there is a blank line between Level 2s and Level 3s.

List Styles

- List X Level(s):** (Margins: Variable)—Format: Blank lines before and after
(L1-3, L1-5, L3-5, etc.)

Poetry Styles

- Poetic Stanza:** (Margins: N/A)—Used to wrap poetry styles; forces a blank line between Poetry styles of the same level. Format: Blank line before and after
- Poetry X Level(s):** (Margins: Variable)—Format: Blank lines before and after
(P1-3, P1-5, P3-5, etc.)

Glossary Styles

- Glossary X Level(s):** (Margins: Variable)—Format: Blank lines before and after
Special: Typically, the publisher has identified the term and the definition, so the term can be used automatically as a Guide Word. For more information, see Guide Words.
(G1-3, G1-5, G3-5, etc.)

Exercise Styles

- Directions:** (Margins: 5-5)—Used for the first paragraph of directions. Format: Blank line before
- Directions 7-5:** (Margins: 7-5)—Used for the second paragraph of directions. Format: Blank line before, unless preceded by Directions
- Exercise X Level(s):** (Margins: Variable)—Format: Blank lines before and after
(E1-3, E1-5, E3-5, etc.)

Index Styles

- Index X Level(s):** (Margins: Variable)—Format: Blank lines before and after
(I1-3, I1-5, I3-5, etc.)

Numeric Styles

- Indent X:** (Margins: Variable)—Format: No automatic blank lines
They are organized by indent with each indent level indicating the indent of the styles available.
(1-3, 1-5, 3-5, etc.)

BrailleBlaster User Guide

- **Table of contents**
- BrailleBlaster User Guide
 - Getting Started
 - Modifying the View
 - Changing Font Size
 - Modifying Toolbar Icons
 - Toggle Views
 - Rearrange Views
 - Changing Simulated Braille to ASCII
 - Basic File Operations
 - Creating Files
 - Opening Files
 - Saving Files
 - Navigating Files
 - Printing and Embossing
 - Setting up a Printer
 - Printing a Document
 - Automated Features and Tools
 - Building the Table of Contents (TOC)
 - Creating a Table of Contents Entry
 - Formatting a Table of Contents Entry
 - Working with Tables
 - Inserting/Creating an Unformatted Table
 - Creating Formatted Tables
 - Editing Tables

Getting Started

1. Modifying the View

Braille Blaster's customizable interface allows you to adjust the size and placement of tools to suit your preferences.

- **Changing Font Size**

Font Size can be increased or decreased to your preferred text size. Be aware that increasing or decreasing the font size may change how much text is shown on the screen in the Print and Braille Views.

To change Font Size either go to View > Increase Font Size or Decrease Font Size. You can also use the shortcuts (Ctrl + "+") to Increase Font Size OR (Ctrl + "-") to Decrease Font Size.

- **Modifying Toolbar Icons**

The button icons on the toolbar can be displayed or hidden from view. The size of the icons can also be changed by going to View > Icon Size. This gives you the option of having Small, Medium, or Large icons. How much text is shown in the Print and Braille Views of your document is also dependent on Icon Size.

To change how the toolbar buttons are displayed:

1. Go to View > Toolbar. The buttons that are currently shown on the toolbar have checkmarks beside them.
2. Check or uncheck which grouping of buttons you would like to have shown or hidden in the toolbar.

Note: The default for the toolbar buttons is all groupings are shown in the toolbar, except for the View and Math tools.

- **Toggle Views**

You can choose to hide or display text views on your screen allowing you to focus on one view or multiple views.

1. Go to View > Toggle Views. This shows which views you have open in the main window with check marks beside the following views:

View	Tools	Settings	Emphasis	Styles	Insert	Math	Help
<input type="checkbox"/>	Toggle Views			>	✓	Print	Alt + P
<input type="checkbox"/>	Toolbar			>	✓	Braille	
<input type="checkbox"/>	Icon Size			>	✓	Style	
<input checked="" type="checkbox"/>	View Braille				✓	Breadcrumbs	
	Increase Font Size		Ctrl + +				
	Decrease Font Size		Ctrl + -			Rearrange Views...	



Print (Alt + P): Shows the Print text

Note: You can only make changes to the text from within the Print View.



Braille: Shows the Braille text



Breadcrumbs: Shows what styles are applied to sections of the text in the bottom section of the toolbar. Like a trail of breadcrumbs, it shows every style used leading up to that specific piece of text.

2. Unchecking an item hides the view from the window.
3. Whenever a view is hidden and then displayed it moves to the right-hand side of the screen.

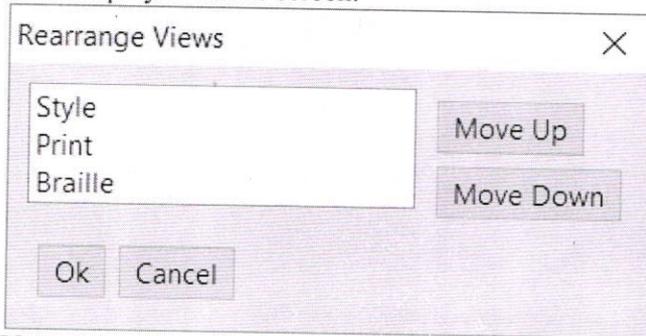
Note: At least one view must always be displayed.

• Rearrange Views

BrailleBlaster allows you to arrange the print, braille, and style views in the order that works best for you.

To arrange the views:

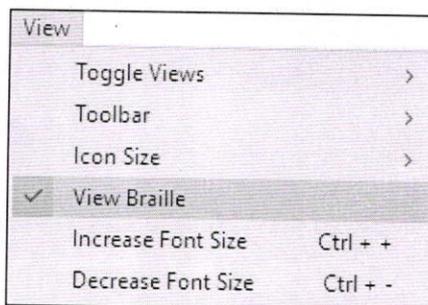
1. Go to View > Toggle Views > Rearrange Views
2. From here, you can select Move Up or Move Down to switch where each view is displayed on the screen.



Note: The views display from left to right starting with the first item in the list.

• Changing Simulated Braille to ASCII

By checking or unchecking View Braille in the main View menu, you can choose whether you want the text in the Braille View and Braille Preview to appear as simulated braille or ASCII.



View Braille Checked

Braille representation of the text in the 'View Braille Checked' section. The text is rendered in a standard Braille font, showing the correct output of a Braille conversion process. The content is a dense block of Braille characters, including letters, numbers, and punctuation, all correctly represented in the Braille code.

View Braille Unchecked

```
lld] prep>a;n to bett] meet ! ne$s$ biv
( all /ud5ts4 ,curr5tly %e is "w+ ) !
,univ]s;y ( ,florida at ! ,collabora;n =
,e6ective ,Sucator ,develop;t1
,a3.tabil;y1 & ,re=m ,c5t] "<,,ce$>
,c5t]"> to improve ! a*ieve;t ( /ud5ts )
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& pres5ta;ns1 ,dr4 ,h\g5 has publi%$ two
college textbooks3 .7,! ,funda;tals (
,lit]acy ,assess;t & ,9/ruc;n
,pre-; ,k,-#f.' "<#bjab"> & .7,!
,funda;tals ( ,lit]acy ,assess;t &
,9/ruc;n #f,-#ab.' "<#bjad">4
^1,c>ol ^1,jago ,t1*] ( ,5gli% ) #cb
ye>s ( expli;e at ,santa ,monica ,hi<
,s*ool 9 ,cali=nia2 au?or & na;nally "kn
lectur]2 & =m] presid5t ( ! ,na;nal
,c\ncil ( ,t1*]s ( ,5gli%4 ,curr5tly
s]ves z ,associate ,director ( ! p#e
```

2. Basic File Operations

BrailleBlaster makes creating, opening, and saving files easy through the use of keyboard shortcuts.

• Creating Files

When creating a new document, go to File > New or use the shortcut (Ctrl + N) to begin working in a new blank tab/page.

Pasting Text

You can copy text from another document and paste it into Braille Blaster, including special symbols not available on the keyboard. All of the text automatically formats into the Body Text style (3-1 margins). Add additional formatting and print page numbers to your document using Styles the Page tool.

Creating an Original Document

If you are creating a document from scratch, you can type your text directly into Braille Blaster. Formatting and editing can be applied as you create your document.



• Opening Files

If you want to open a file in BrailleBlaster or continue working on a file you have already created, go to File > Open or use the keyboard shortcut (Ctrl + O) to open the file. BrailleBlaster opens many different types of files. When you select Open in the File menu, a list of the recognized file types is displayed.

Note: LaTeX will be converted into ASCII Math when opened in BrailleBlaster **except** in NIMAS XML, TXT, BRL, and ZIP file types.

- BB XML (*.bbx)
- BB Archive (*.bbz)
- Braille Ready File (*.brf) *Note:* When BrailleBlaster opens a BRF, it opens in the [[Manual v2.0#Previewing Your File as an Embossed Braille Document | Braille Preview]] window and no changes can be made to the file.
- Braille text (*.brl)
- Microsoft Word files (*.docx)
- EPUB e-books (*.epub)
- HTML files (*.htm or *.html)
- Markdown files (*.md)
- Open Document files (*.odt)
- LaTeX files (*.tex)
- Text files (*.txt)
- XHTML files (*.xhtml or *.xhtm or *.xht)
- NIMAS XML files (*.xml)
- NIMAS zipped files (*.zip)



• Saving Files

There are several unique file types that BrailleBlaster uses when saving a file.

BrailleBlaster XML File (BBX): XML stands for eXtensible Markup Language. By default, BrailleBlaster saves your file as a BBX, which is specific to BrailleBlaster. Save retains any

changes made to a document, while Save As saves the current document as a new file, preserving the original document.

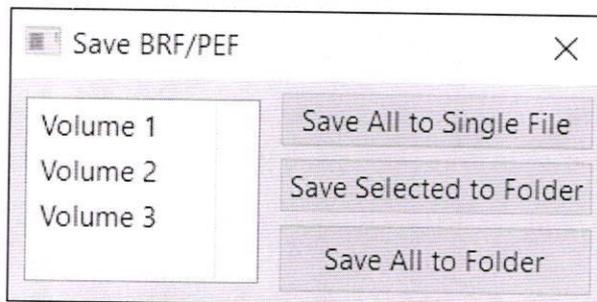
BrailleBlaster ZIP File (BBZ): This is a zipped NIMAS file set. When the ZIP file is saved, it saves as a BBZ. This allows images to remain in the file, making describing images with the [Image Describer](#) even easier.

Braille Ready File (BRF): BrailleBlaster allows files to be saved as a BRF. You can also save your file in the Portable Embosser Format (PEF). These are the file formats that are used to Emboss the document.

Note: You cannot edit a BRF or PEF in BrailleBlaster. Make desired changes before saving as BRF or PEF. You can download BrailleZephyr (a free and simple BRF editor) to edit BRFs.

To save a BRF or PEF, go to File > Save BRF/PEF. Selecting this option does one of two things depending on whether or not [Volume Breaks](#) have been inserted into the document. If there are no Volume Breaks in your document, selecting Save BRF/PEF saves your entire document as a single BRF or PEF. It opens the Save window and allows you to name your file.

If Volume Breaks have been inserted, a window opens which gives you two options for how to save your BRF or PEF.



- Individual Volumes: Individual volumes may be saved as separate files.
 1. Select the volume to save from the list and click the Save Selected to Folder button.
 2. Type the name of the file in the edit field of the Save window.
- Multiple Volumes: Multiple volumes may also be saved as separate files. The default file name for each volume is the name of the document followed by the volume number (Ex: Literature_volume1.brf).

save multiple volumes:

1. Hold the Ctrl key and select the volumes from the list.
2. Click the Save Selected to Folder button.
3. Select the destination for the saved volumes from the file browser.

• Navigating Files

BrailleBlaster has many tools to help you successfully navigate through your file. If you are using a NIMAS file, the [Book Tree](#) is the most useful tool for navigation, but other tools can be used to navigate any file.

Navigating to the Beginning of Your File

Home allows immediate navigation to the beginning of your document.

Go to Navigate > Home or use the keyboard shortcut (Ctrl + Home). This places the cursor at the very beginning of the document. before the first word on the first page.

Navigating to the End of Your File

End allows immediate navigation to the end of your document.

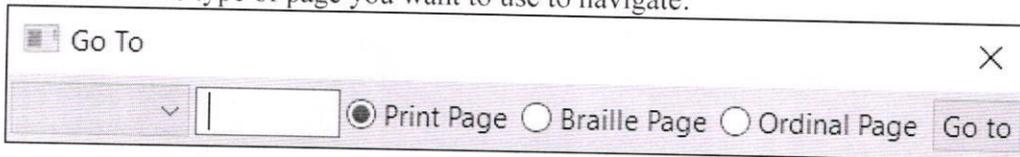
Go to Navigate > End or use the keyboard shortcut (Ctrl + End). This places the cursor at the end of the file, after the last word on the last page.

Navigating to a Particular Page

Go to Page allows you to navigate to a specific page in your document. This is helpful for long documents that are difficult to navigate simply by scrolling. Alternatively, you can also use the Find and Replace feature to search your document if you are looking for a specific word or type of formatting in your document.

To navigate to a particular page:

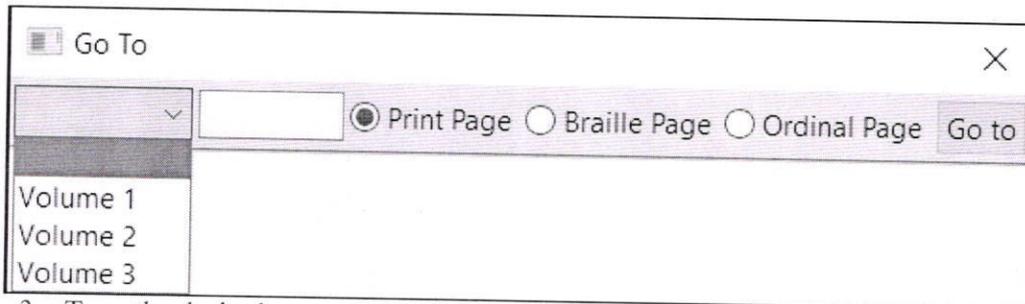
1. Go to Navigate > Go To Page or use the keyboard shortcut (Ctrl + G).
2. Select the type of page you want to use to navigate:



Print Page: The page number normally displayed in the top-right corner of a braille page.
Braille Page: The page number normally displayed in the bottom-right corner of a braille page.

Ordinal Page: The page number out of the total number of pages in your document, regardless of how the print and braille page numbers appear.

Note: If your document has Volume Breaks, you can search for a specific braille page within a single volume rather than the entire file.

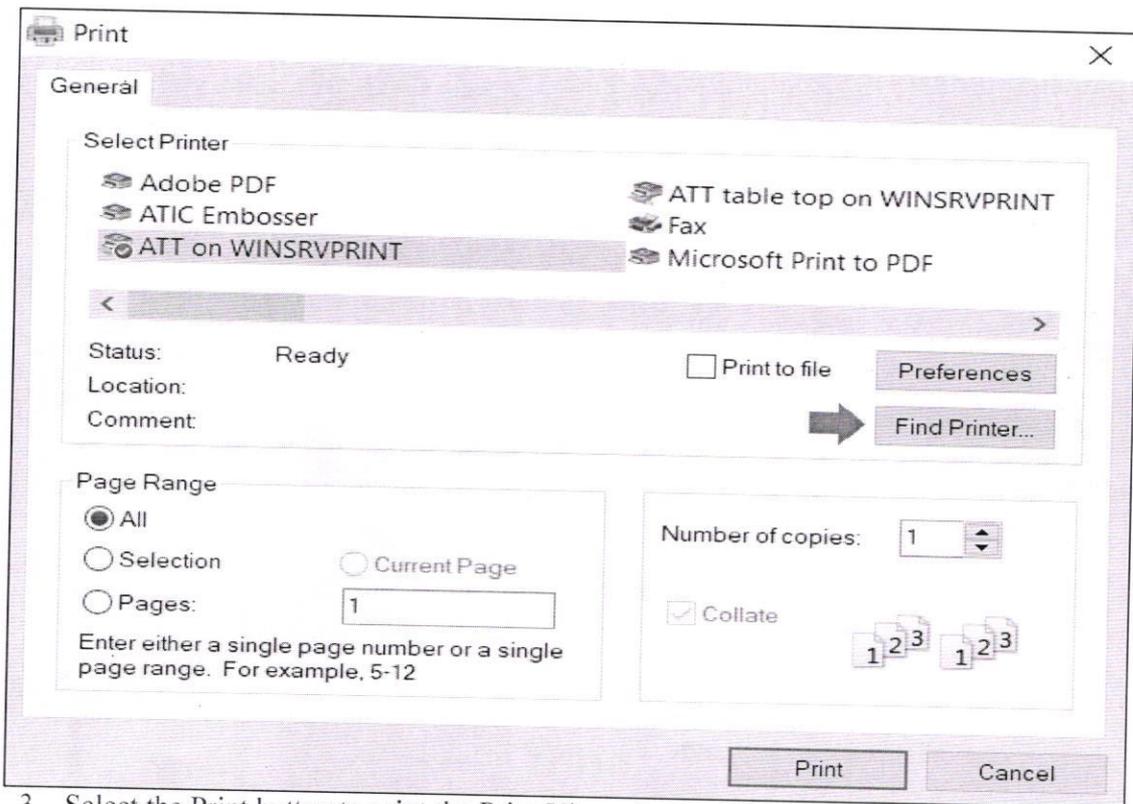


3. Type the desired page number in the textbox and select Go To to complete the action.

3. Printing

• Setting up a Printer

1. Go to File > Print or use the keyboard shortcut (Ctrl + P) to open the Print window.
2. Under Select Printer any printer connected to your computer should automatically be listed. However, if your printer does not show up, use the Find Printer button.

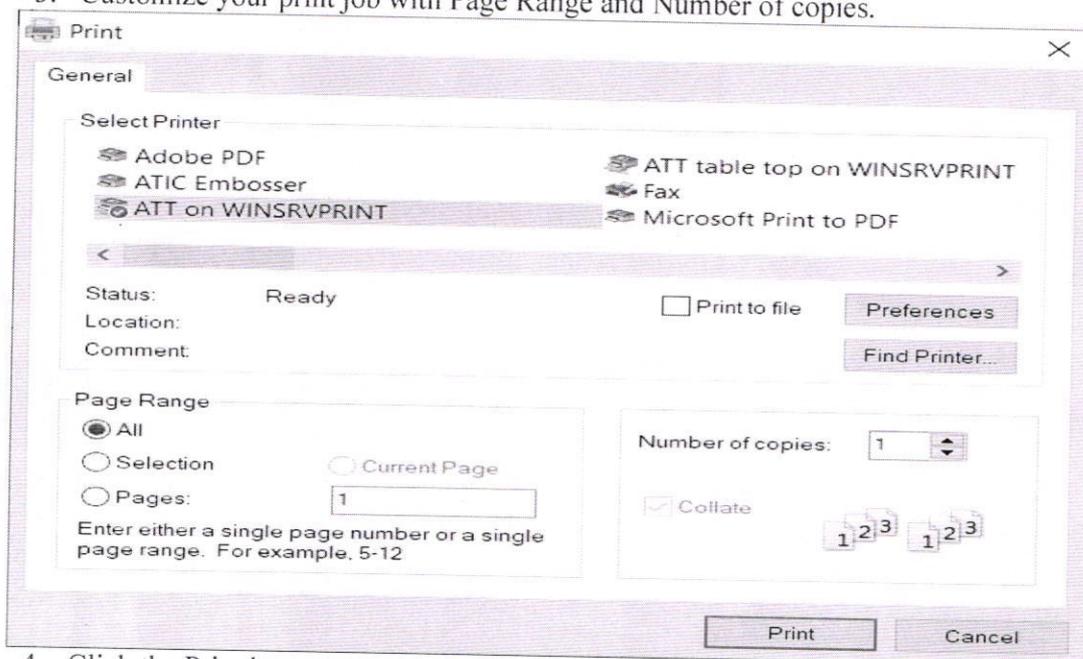


3. Select the Print button to print the Print View of your document.



- **Printing a Document**

1. Go to File > Print or use the keyboard shortcut (Ctrl + P) to open the Print window.
2. Select a printer.
3. Customize your print job with Page Range and Number of copies.



4. Click the Print button to send your file to the printer.

Automated Features and Tools

BrailleBlaster is equipped with many innovative and unique features that help speed up the transcription process.

1. Building the Table of Contents(TOC)

• Creating a Table of Contents Entry

The TOC Builder in BrailleBlaster improves the creation of the Table of Contents (TOC) by speeding up and simplifying the process. It opens a set of tools that both applies the necessary margins and guide dots of a TOC and automates the process of dividing the TOC between volumes.

Go to Tools > TOC Builder. This opens a new set of TOC tools in the toolbar. From this toolbar, you can make all of the changes you need to your TOC.



To create a TOC Entry:

1. Select the text from the print view.
2. Select the TOC Entry button in the toolbar or use the keyboard shortcut (F4).

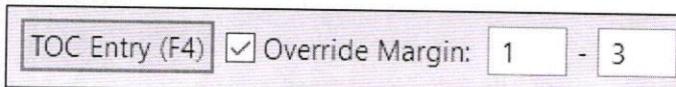
• Formatting a Table of Contents Entry

There are three ways to format TOC entries to create the TOC that you want. You can format TOC entries by:

- overriding the TOC margins
- creating TOC headings
- converting page numbers

Overriding the TOC Margins

When the Override Margin box is checked, a multi-leveled TOC can be created. The margins are determined by the numbers in the two text boxes to the right of the Override Margin checkbox.

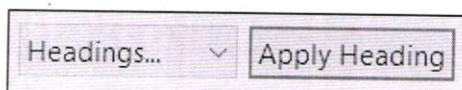


When Override Margin is not checked, the margins are taken from the original style and the item is changed to a TOC item. An item with the style L1-3, for example, will become a T1-3. A multi-level list will become a multi-level TOC. Styles without numeric margins, such as body text will default to the base TOC style, T1-3. Headings will be converted to their TOC equivalent.

Creating Table of Contents Headings

A TOC Heading differs from a normal braille heading because it is repeated when it is referenced in another volume.

1. Place your cursor inside the text that you wish to make a TOC Heading.
2. Go to the Headings dropdown menu in the TOC toolbar. There are four choices to choose from to create a TOC Heading:



- Centered NB: Creates a centered TOC Heading with no blank lines.
 - Cell 5: Creates a TOC Heading beginning in cell 5.
 - Cell 7: Creates a TOC Heading beginning in cell 7.
3. Select a heading style. The action automatically applies to the text where your cursor was located.

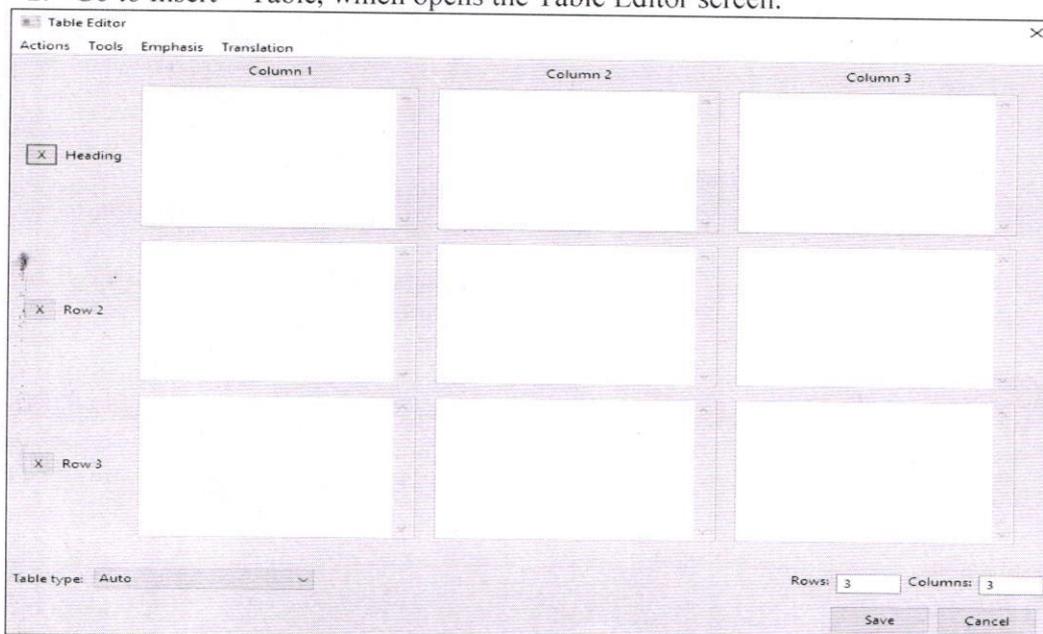
2. Working with Tables

The Table tool and Table Editor in BrailleBlaster can help you create and reformat braille tables more efficiently than ever before.

• Inserting/Creating an Unformatted Table

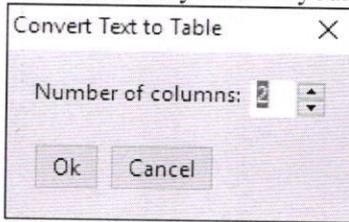
There are two ways to create a Table: 1) enter information for your table manually or 2) use the Convert Text to Table tool to change regular text into a Table. To create a table manually:

1. Place the cursor where you want the table to begin.
2. Go to Insert > Table, which opens the Table Editor screen.



3. In the lower right corner of the screen there are two textboxes labeled Rows and Columns. The default is 3 rows and 3 columns, but you can add or remove rows and columns by entering the number of Rows and Columns you want your table to have.
 4. Begin adding the text for each entry.
 5. (Optional step) To add Emphasis or a different Translation, use the dropdown menus from the toolbar.
 - Tools: You can Swap Columns and Rows for better table fit; Add Emphasis to All or Add Math Translation to All to change all entries at once; or Remove All Emphasis from the table if emphasis is not necessary.
 - Emphasis: You can use any of the forms of Emphasis that are found in the Emphasis toolbar in BrailleBlaster's main window and apply them to text in the table.
 - Translation: You can use Direct Translation, Uncontracted Translation, or Math Translation to change the braille translation to suit your needs.
 6. Check that the Table type in the lower left corner of the window is on Auto and select Save. Your table is automatically formatted into the style type of table BrailleBlaster thinks is the best fit for the amount and length of the information in your table.
- If you want to create a table from the text that is already in BrailleBlaster:

1. Highlight the text elements that you want to change into a Table.
2. Go to Tools > Convert Text to Table. This opens a small window asking how many columns you want your table to have.



3. Click Ok. The Table Editor opens allowing you to edit your table as you see fit.

• Creating Formatted Tables

BrailleBlaster can automatically create many types of tables, which can be selected from the drop-down menu labeled Table type in the lower left corner. These are arranged to match the formatting of tables outlined in [Braille Formats 2016](#).

Make a Simple Table

The Simple table style sets the table to display as a standard braille table with columns and rows and a line separator beneath each column heading.

	Heads	Tails
Robert	45	55
Tina	64	36

Make a Listed Table

The Listed table style changes the table format so that the Row fields become Cell 5 Headings while information in the Column Heading fields become the first part of each listed item, followed by a colon, which is inserted automatically. Information in the column fields is added after the colon for each appropriate list item.

Robert
Heads: 45
Tails: 55
Tina
Heads: 64
Tails: 36

• Editing Tables

Any changes to the text within a table must occur within the Table Editor, whether it is simply correcting a typo or adding columns and rows, as the text cannot be edited in the Print View. To use the Table Editor, the cursor must be placed inside text designated as a table. Otherwise, BrailleBlaster generates the error message "Cursor is not on table." Some of the features can be used for any table, while others are specific to each table type.

Adding or Removing Emphasis

Within the Table Editor, any text can be changed to appear with Emphasis. You can add Emphasis by highlighting text in the table then selecting the type form from those listed in the menu.

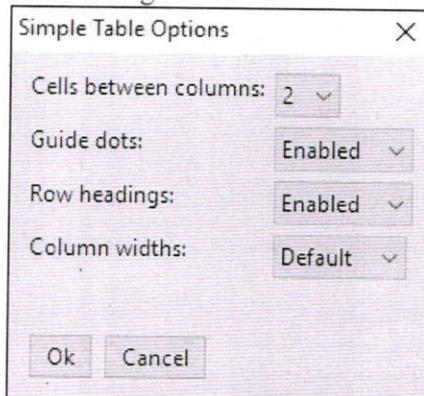
Emphasis	
Bold	Ctrl + B
Italic	Ctrl + I
Bold + Italic	Ctrl + Shift + B
Script	Ctrl + S
Underline	Ctrl + U
Transcriber Emphasis 1	Ctrl + 1
Transcriber Emphasis 2	Ctrl + 2
Transcriber Emphasis 3	Ctrl + 3
Transcriber Emphasis 4	Ctrl + 4
Transcriber Emphasis 5	Ctrl + 5

If all of the text in the table needs emphasis added, you can go to Tools > Add Emphasis To All and choose from those same options. If emphasis needs to be removed from part of the text, select the text and apply the emphasis again. If the entire table is emphasized but should not be, you can remove all the emphasis at once if you go to Tools > Remove All Emphasis.

Edit a Simple Table

When the Simple table style is applied, a button appears to the right of the drop-down menu labeled Simple Table Options.

1. Open the Simple Table Options. This opens a window with several tools for customizing your table:



- Cells between columns: Choose either 2 cells between each column or 1 cell between each column. The default is 2.
- Guide dots: Controls whether guide dots appear after material in columns. Choose either Enabled or Disabled. The default is enabled.
- Row headings: Controls whether information in column 2 and beyond appears on the same line as any runovers in column 1. When enabled, materials in

column 1. When disabled, material in column 2 and beyond begin on the same line on which the heading starts. The default is enabled.

- Columns widths: Allows control over the cell width of individual columns. Choose either default or custom. When custom is selected, a set of editable fields appear below the drop-down menu, showing each column in the table. (More about column widths following step 2.)

2. Click Ok to return to the Table Editor.

About Column Widths: In each field, the number displayed represents the number of braille cells that column takes up. Between each column is a number in parentheses, either a (1) or a (2). This number represents the number of Cells between columns. The fields can be edited to change the width of each column as desired.

The text Total Width: "X" is shown below the fields, where "X" is the total number of cells the columns, and the spaces between them, occupy on the braille page. This number automatically changes as the column widths are changed. This can be useful to ensure custom column widths do not exceed the width of the braille page.