

ABA Workshop

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Australian DBT Template

Definitions

Code: DBT uses codes to control translation and formatting. Some codes are simple, some are complex.

- Documents can be viewed unformatted with the codes showing or formatted with the codes hidden.
- Alt-F3 toggles between these views. Codes are shown in square brackets.
- The **DBT Codes Quick Reference**, in the help menu, is a good resource for determining the effect of each code.

Style: A style in DBT is a group of codes which can be used to control aspects of formatting or translation.

- There is always a begin style and an end style shown with angled brackets, even if there is no text in between. The end style begins with a forward slash.
- Paragraph or linear styles apply to a whole paragraph. These styles have a full stop at the end of their names.
- Character or nestable styles apply to text within a paragraph or across paragraphs. These styles do not have a full stop after their name.

Style Codes: You can view the codes within a style by going to Document (Alt-d), Modify Style (m).

Template: A template is a defined set of styles attached to a document.

- A template also has a corresponding .mws file which controls how DBT maps Word styles when a Word file is opened in DBT.

Conventions used

- Adjacent begin and end styles and code strings are shown in this document with a space between each style or code. This space doesn't appear on the

screen, but has been added to prevent inappropriate line breaks in the middle of a long string in both print and braille.

- Some styles are designed to have text between the begin and end style, some are designed to not have any intervening text. An ellipsis has been used in the following list to indicate where intervening text is expected. Spaces have been added around the ellipses to prevent inappropriate line breaks in either print or braille. No space is required in DBT between styles and any enclosed text.

Applying styles

- F8, or Apply Style under the Layout Menu brings up a list of styles, you can arrow through the styles or press the first letter of the required style, then arrow down to the required choice. Press Enter.
- For paragraph or linear styles, the cursor simply needs to be placed somewhere within the paragraph you wish to apply the style.
- For multiple paragraphs or for nested styles, highlight the text first then apply the style.

Australian Template

The Australian template: **English (UEB) - Australian Formatting**, distributed as part of the DBT package was developed by the ABA in accordance with the Rules and Guidelines of Formatting Braille, released by the ABA in 2016.

The template has also been developed to maximise the ability to import Word documents into DBT which have been formatted using appropriate styles.

Many organisations have developed their own templates over the years, however I would encourage that if you haven't already done so, you relook at the Australian Template, and then add additional styles you use. You can then save the template with an appropriate name. For example at SASVI we use the template **English (UEB) - SASVI** which is in essence the same as the Australian template but has some additional styles to suit our requirements.

The Australian template is always being looked at to see what other options may be appropriate. Suggestions are always appreciated.

The current template was distributed with DBT 12.1. It will however work with earlier versions of DBT.

The styles are explained below grouped in types of styles. An alphabetical list appears in Appendix 5 of the Formatting Guidelines.

Initial

The initial style is an important style which sets the default parameters for a document. It does not actually appear within the text of a file but can be edited in Modify Style under the Document Menu.

If there are codes you automatically put at the top of every document, placing them in the initial style negates this need.

The codes currently in the Australian template are:

```
[svrhs6:6] [svgrn~}] [svles0:0:1:1] [svdac~4] [svpfd2] [htbfmt1:c,2,l,s,p,a]
[svcbh2~"]
```

What does this all mean?

- Define the amount of sideroom for a running title
- Ensure that the grade 1 indicator is correctly shown for Roman page numbers
- Define how reference page turnovers are shown
- Define the decimal character (lower 4) for decimal alignment with a tab.
- Define the first page number displayed to be 2
- Define parameters for the handling of automatic tables.
- Define dot 5 as the line continuation indicator—this feature is still not perfect, but will improve with DBT updates.

Future Update: The 0517 update of the format will change the code to define tables to [htbfmt0:cls]. This corrects the symbol used for guide dots to dot 5.

Headings

Note that the name of each heading style ends with a full stop. These are paragraph styles.

Headings give structure to a document. The Formatting Guidelines defines the rules for the use of headings in a braille document. The following styles follow these rules.

<H1.> ... </H1.>

Main heading. Centred, blank line above, at least 6 cells either side, at least 2 lines following.

Begin codes: [l] [kps] [rm12] [rps1] [hds3:1]

End codes: [rpe1] [hde] [rm0] [kpe2:2]

Future update: The 0517 version of the template will change the [kpe2:2] command to just [kpe2]. Currently when headings follow one another a new page is sometimes forced even if there is room on the page. This should improve this situation.

<H2.> ... </H2.>

Second level heading. Blocked in cell 5, blank line above, at least 2 lines following.

Begin codes: [kps] [ind5] [rps2] [cp2:1]

End codes: [rpe2] [ind] [kpe2:2] [I]

<H3.> ... </H3.>

Third level heading. Blocked in cell 3, blank line above, at least 2 lines following.

Begin codes: [kps] [ind3] [rps3] [cp2:1]

End codes: [rpe3] [ind] [kpe2:2] [I]

<H4.> ... </H4.>

Fourth level heading. Blocked at the margin, blank line above, at least 2 lines following.

Begin codes: [kps] [ind] [cp2:1]

End codes: [kpe2:2] [I]

Word: Any text which has the **Heading 1** to **Heading 4** Word styles will map to the appropriate heading in DBT. Any typeface such as bold or italics which form part of the Word style definition are ignored.

<H2lessline.> ... </H2lessline.>

Second level heading, no blank line above

Begin codes: [kps] [cp2] [rps2] [ind5]

End codes: [rpe2] [ind] [kpe2:2] [I]

<H3lessline.> ... </H3lessline.>

Third level heading, no blank line above

Begin codes: [kps] [cp2] [rps3] [ind3]

End codes: [rpe3] [ind] [kpe2:2] [I]

<H4lessline.> ... </H4lessline.>

Fourth level heading, no blank line above

Begin codes: [kps] [ind] [cp2]

End codes: [kpe2:2] [l]

lessline: These are the same as their respective headings, but without the blank line above. The blank line is not required between headings which immediately follow each other. An alternative method is to insert the [skn] code immediately after the begin style.

Future update: The 0517 version of the template will change the [kpe2:2] command to just [kpe1] in Headings 2, 3 and 4. Currently when headings follow one another a new page is sometimes forced even if there is room on the page. This should improve this situation. The order of codes within the headings will also be altered for consistency.

Running Title

<RunningTitle.> ... </RunningTitle.>

Begin codes: [svrhp3][svrhs6:6][tls]

End code: [tle]

- This style sets the running title which appears at the top of subsequent braille pages.
- Care needs to be taken to ensure that the running title does not extend across more than one line of braille and that there will be a blank space between any page numbering and the running title.
- If the running title is inserted immediately after a page break, or page break which is immediately followed by a new reference page number, it takes effect on the same page. Otherwise it will take effect on the next braille page.
- The code [tld] suppresses the running title.
- Where a running title changes for each chapter or section, it is common practice not to have a running title on the first page of the new chapter or section. To achieve this, place a [tld] code at the end of the previous chapter or section. Force the new page [pg], add the new reference page number followed by a <H1.> to state the title of the new chapter or section. If the running title is stated immediately following the heading, it will then automatically take effect on the next and subsequent braille pages.

Hierarchical Styles

The use of hierarchical styles is very powerful and gives scope to clearly define a paragraph structure including the ability to create a hierarchy of indentation.

The code used is [hiL:V:R:I:J] where L is left margin, V is runover margin, R is right margin offset (used for contents); I and J define the increment of the left and runover margins for each incremental level or hierarchy.

There is a later section in this document on using the [hi] code to define paragraph or list structure, negating the need for [ind] and [ptys] codes.

There is an expanded version of this code with more parameters, but these are not required for the following styles.

An [hiN] code at the beginning of a paragraph (immediately after the begin style) defines the increment or hierarchy level of a paragraph. This may be manually inserted, or the value increased or decreased by positioning the cursor in the paragraph and pressing the Alt-right or -left arrow.

In the definitions below, paragraph structure is defined in terms of 1st line cell then runover cell. For example, 3-1 is a standard paragraph, which begins in cell 3 with runovers in cell 1.

<Para.> ... </Para.>

3-1, 2 cell increment. A standard or prose paragraph.

Begin code: [hi3:1:0:2:2]

End codes: [hi] [I]

[hi2] 5-3, [hi3] 7-5 etc

Word: **Normal** and **Body Text** styles import to <Para.>. Most information, from Word regardless of its formatting appearance will import as <Para.> unless you have specifically applied styles in Word. **Normal** is the default style.

Future update: The 0517 version of the template will have the .mws file updated so that **Body Text 2**, **Body Text 3** etc in Word will map to <Para.> with the relevant increment level to allow for indented paragraphs to be defined in Word.

<List.> ... </List.>

1-3, 2 cell increment (A standard list)

Begin code: [hi1:3:0:2:2]

End codes: [hi] [I]

[h12] 3-5, [h13] 5-7 etc

Word: **List**, **List 2**, **List 3** etc, **List Bullet**, **List Bullet 2**, **List Bullet 3** etc, **List Number**, **List Number 2**, **List Number 3** etc, **List Paragraph**, **List Paragraph 2**, **List Paragraph 3** etc styles in Word all map to <List.> with the relevant increment level.

<ListBegin> </ListBegin>

Begin code: [hi1:3:0:2:2]

End code: blank

<ListEnd> </ListEnd>

Begin code: [hi]

End code: blank

These two styles may be used to mark the beginning and ending of a series of paragraphs in list format. This negates the need to highlight the section to apply the style as required for multiple paragraphs when applying <List.>

<ListDeep.> ... </ListDeep.>

1-5, 2 cell increment. (A list with deeper indent)

Begin code: [hi1:5:0:2:2]

End code: [hi] [l]

[h12] 3-7, [h13] 5-9 etc

Future update: The 0517 version of the template will have the .mws file updated so that **List Deep**, **List Deep 2**, **List Deep 3** etc styles will map to <ListDeep.> with the relevant increment level.

<ListBullet.> ... </ListBullet.>

1-4, 3 cell increment

Begin code: [hi1:4:0:3:3]

End code: [hi] [l]

[h12] 4-7, [h13] 7-10 etc

Note: If you wish to use this style on a bulleted list imported from Word, you will need to apply this style manually in DBT. To add a bullet (U2022) character in a .dwp file press Alt-0149 (using the numpad), or Ctrl-], type ec52 then Enter.

<Block.> ... </Block.> or <Outline.> ... </Outline.>

1-1, 2 cell increment

Begin code: [hi1:1:0:2:2]

End codes: [hi] [I]

[hl2] 3-3, [hl3] 5-5 etc

Future update: The 0517 version of the template will have the .mws file updated so that **Outline, Outline 2, Outline 3** etc, **Block, Block 2, Block 3** etc Word styles will map to <Outline.> with the relevant increment level.

<Contents.> ... </Contents.> or <ListRm6.> ... </ListRm6.>

1-3, Right margin 6, 2 cell increment

Begin code: [hi1:3:6:2:2]

End codes: [hi] [I]

[hl2] 3-5 RM6, [hl3] 5-7 RM6 etc

Word: Word uses the style TOC (Table of Contents). Currently **TOC, TOC 2, TOC 3** etc Word styles will map to <List.> with the relevant indent. The tab character needs to be changed to the [fr;p~"] code, which is entered in DBT with Alt-F7, or F5 (Code List), fr then enter.

Future update: The 0517 version of the template will have the .mws file updated so that the **TOC, TOC 2, TOC 3** etc Word styles will map to <Contents.> with the relevant increment level.

Other paragraph formatting

<CentredText> ... </CentredText>

Begin code: [hds0:0]

End code: [hde]

Text between the begin and end styles will be centred on the braille line. This is different to the <H1.> style in two respects, there is no 6 cell margin either side, nor is there a blank line above.

Future update: In the 0517 version of the template this style will be converted to a paragraph style rather than a nested style. This will allow for a Word style named either **Centred** or **Centered** to be mapped to this style.

<MarginNote.> ... </MarginNote.>

1-5 with arrow

The note begins with a left pointing arrow at the margin and any runovers are in cell 5. Some agencies use this format for small margin notes. Refer to the Formatting Guidelines, 2.12.2, example 2 for an example of this format.

Begin codes: [hi1:5] [d~\[]

End code: [hi]

<Note.> ... </Note.>

7-5. This style is used for footnotes presented within the text, stage directions, or other forms of notes. Equivalent to <Para.>[hl3]

Begin code: [hi7:5]

End code [hi]

<RightFlush.> ... </RightFlush>

Text is right aligned. This is only suitable for short lines of text.

Begin codes: [fr] [:]

End code [;]

Boxes

The Australian template has a variety of styles for creating top and bottom box lines. Enclosure boxes where left and right box lines are required must be handled manually.

<Box.> ... </Box> Text boxes in Word are generally ignored when a file is imported but earlier versions of DBT applied this style to text boxes. This style has been left in for historical reasons. It is preferable to create boxes using the separate top and bottom styles or use the <BoxWithin> style.

<BoxBegin> </BoxBegin>

The top line of a simple box.

Horizontal line mode indicator (dots 5, dots 25), followed by a line of dots 25 across the page, ending with dots 256 (indicating the top corner of the box)

Begin codes: [cp2] [ind1] [q~"3] [fr;f~3] [q~4] [!]

End code: blank

<BoxEnd> </BoxEnd>

The bottom line of a simple box.

End code: [l]

<G1TextEnd> </G1TextEnd>

The dot locator for "use", with the grade 1 passage terminator when placed on a line by itself. This indicates the end of a section in grade 1 mode.

Begin codes: [cp2] [q~""=;'] [g2]

End code: [l]

Future update: The 0517 version of the template will have the [q~""][g1] code replaced with [ts] and the [q~""=;'] [g2] replaced with [q~""=][te]

$...$

Begin code [ts]

End code [te]

<math-TextinMath> ... </math-TextinMath>

Begin code [te]

End code [ts]

These two styles are automatically applied to notation produced by MathType in a Word document. This does not exclude manually using them for mathematical expressions. Grade 1 indicators may need to be checked following translation.

<Continuation> </Continuation>

Inserts the continuation indicator (dot 5) and begins a new line at the correct runover point. This is very useful for long mathematical expressions or electronic addresses.

Begin codes: [q~"] [l] [run]

End code: blank

<SoftReturn> </Softreturn>

Forces a new line at the runover point.

Begin code: [l] [run]

End code: blank

Foreign Languages

Text within these styles is translated uncontracted using the accents of that language as per *World Braille Usage*. UEB indicators and punctuation are still used. This is the convention for producing most foreign language education material within the school sector.

Where the indicators and punctuation as used by the foreign language are required, the [Inb~X] series of codes are used. More information can be found in the help section of DBT.

<French> ... </French>

Begin code: [Ing~fr]

End code: [Ing]

<German> ... </German>

Begin code: [Ing~de]

End code: [Ing]

<Italian> ... </Italian>

Begin code: [Ing~it]

End code: [Ing]

<Spanish> ... </Spanish>

Begin code: [Ing~es]

End code: [Ing]

Word: Text which has a **French**, **German**, **Italian** or **Spanish** style applied in Word will map to the <French>, <German>, <Italian> and <Spanish> styles in DBT. It may be beneficial for sighted transcribers when defining these styles in Word to add a colour to the font. You can also define the language used within the style to get a more accurate spell check in Word.

<FrenchBegin> </FrenchBegin>

Begin code: [Ing~fr]

End code: blank

<GermanBegin> </GermanBegin>

Begin code: [Ing~de]

End code: blank

<ItalianBegin> </ItalianBegin>

Begin code: [Ing~it]

End code: blank

<SpanishBegin> </SpanishBegin>

Begin code: [Ing~es]

End code: blank

<EnglishResume> </EnglishResume>

Begin code: [Ing]

End code: blank

These codes are useful for long passages spanning a number of paragraphs.

Typeforms

<Bold> ... </Bold>

Begin code: [fts~b]

End code [fte~b]

<Italics> ... </Italics>

Begin code [fts~i]

End code [fte~i]

<Script> ... </Script>

Begin code [fts~s]

End code [fte~s]

<Underline> ... </Underline>

Begin code [fts~u]

End code [fte~u]

DBT will automatically add the appropriate symbol, word or passage with terminator indicators as necessary.

Where multiple paragraphs have a typeform applied, the begin typeform code [fts~i], [fts~b], [fts~s], [fts~u] needs to be added at the beginning of the second and subsequent paragraphs.

Word: Word files when imported into DBT retain any italics, bold and underline UNLESS the typeform was defined as part of a style such as a heading.

Multiple paragraphs in italics etc imported from Word have begin and end typeform codes applied individually to each paragraph. In DBT, remove the end styles from all but the last paragraph.

Text Breaks

There are three styles used for text breaks.

`<CentredAsterisks>` `</CentredAsterisks>`

3 asterisks centred on the line, used to indicate a minor break in text.

Begin codes: `[hds0]` `[d~"9]` `[d~"9]` `[d~"9]`

End code: `[hde]`

`<CentredLine>` `</CentredLine>`

A centred line used to indicate the end of a major section or chapter. This line is 12 cells long beginning with the horizontal line mode indicator. It replaces the previously used centred line of 12 colons.

Begin code: `[hds0]` `[q~"333333333333]`

End code: `[hde]`

`<HorizontalLine>` `<HorizontalLine>`

A horizontal line across the page beginning with the horizontal line mode indicator. This is often used to indicate the end of a question in exam papers.

Begin code: `[l]` `[q~"]` `[fr;f~3]` `[d~3]` `[l]`

End code: blank

Future update: The 0517 version of the template will change the `[d~3]` to `[q~3]`. This has no effect other than consistency.

Page Numbering

The default setting for page numbering is Arabic numbers, with the first page number displayed as 2.

`<PageRoman>` `</PageRoman>`

Sets braille page numbering to Roman numbers for preliminary pages. As the Initial style sets the first page number to be displayed as 2, no number appears on the first page which is usually the title page.

End code [uce]

<KeepTogether> ... </KeepTogether>

Keeps a short phrase together on a braille line.

Example: <KeepTogether>y = x+4</KeepTogether> would stop this equation being split across two lines.

BeginCodes: [wb-no] [:]

End codes [;] [wb]

<StopWordBreak> </StopWordBreak>

Supresses word breaking at hyphens and dashes.

Begin code: [wb-no]

End code: [wb]

<TNote> ... </TNote>

The text between the begin and end style are translated with transcriber note indicators.

Begin code: [tns]

End code [tne]

New Styles for updated template

The following styles will be included in the 0517 template update.

<RefPage.> ... </RefPage.>

Insert a reference page turnover as a **separate paragraph**. This is added to enable importation of Word files which use a **RefPage** style to show page turnovers. This differs from the <Lea> style as it is a paragraph style.

The style for the paragraph following this style must reflect the desired formatting. For example, where a page turnover occurs in the middle of a standard prose paragraph, the continuation of the paragraph following the <RefPage.> style would need to be in <Outline.> style.

When entering reference page numbers in a .dxb or .dxb file it is easier to use the [lea] code or <Lea> style as these be positioned within a paragraph.

Begin code: [lea]

End code: [!]

<Poetry.> ... </Poetry.>

This is a hierarchical style with a difference. The level of indent is adjusted according to the maximum hierarchy level.

This style is useful for poetry where lines have a variety of indent.

If one hierarchy level: 1-3

If two hierarchy levels: [hl1] 1-5, [hl2] 3-5

If three hierarchy levels: [hl1] 1-7, [hl2] 3-7, [hl3] 5-7 etc

Begin code: [mfcs]

End code [mfce]

More on [hi] code

Some agencies like to block the runover of listed material just beyond the level of the reference mark such as a number, bullet, letter etc.

The [hi] code may be used at the beginning of paragraphs to enable the definition of the indent and runover with the use of a single code negating the need for multiple codes such as the [ind] and [ptys].

The left margin and runover margin can be defined using the single code [hiL:V].

eg to get a 1-6 paragraph use [hi1:6], or a 4-8 use [hi4:8] etc.

<Poetry.> style

The poetry style is useful in a number of scenarios, for example a poem which has varied line indents. An example is the poem "Cuppacumalonga", part of the formatting section of the Training Manual. Another is Shakespearean blank verse.

"Rover, rover, cattle-drover, where go you to-day?"

I go to Cuppacumalonga, fifty miles away;

Over plains where Summer rains have sung a song of glee,

Over hills where laughing rills go seeking for the sea,

* * *

<Poetry.>"Rover, rover, cattle-drover, where go you to-day?"[<]

[hl2]I go to Cuppacumalonga, fifty miles away;[<]

[hl2]Over plains where Summer rains have sung a song of glee,[<]

indented paragraph, or the beginning of a runover line, use a tab [`>`] instead of the space.

- [`taaN`] is an absolute tab and will override the left margin setting, allowing the number to be placed to the left of the left margin.
- Repeat for each line number required.
-