



AUSTRALIAN BRAILLE AUTHORITY

A subcommittee of the Round Table on
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Spanish and UEB

Introduction

This document should be read in conjunction with the *Australian Braille Authority, Guidelines for Foreign Language Material, 2019* which can be found on the brailleaustralia.org website.

Follow these guidelines when transcribing Spanish for educational purposes, such as Spanish language textbooks, examination papers, grammar and phrase books, bilingual dictionaries, etc.

Spanish within an English context such as a novel should use the guidelines given in 1.1 of the *Australian Braille Authority, Guidelines for Foreign Language Material, 2019*.

A more complete Spanish code may be requested for higher education or by a native reader. This is not covered in detail in this document. Relevant DBT codes are however given in the section on DBT.

Kathy Riessen, Editor May 2019

Contractions

Transcribe Spanish text uncontracted using the accents as listed below.

Punctuation

Use UEB punctuation, indicators and numeral conventions except for the exclamation and question marks.

Spanish places inverted question and exclamation marks at the beginning of questions and exclamatory sentences and the standard marks at the end of the sentence. The UEB symbols for the inverted question and exclamation marks are 3 cells, so the Spanish conventions are used for these punctuation signs.

Quotation signs in Spanish may sometimes be shown as the standard quotation signs as used in English and sometimes as guillemets (angled quotation signs). Generally these should be transcribed as the UEB single cell non-specific quotation signs. However, in some contexts a distinction may need to be made and the specific UEB signs should be used.

Symbol	UEB	Spanish	Description
!	⠗	⠗	exclamation
¡	⠗⠗⠗	⠗	inverted exclamation
?	⠗	⠗	question mark
¿	⠗⠗⠗	⠗	inverted question mark

Numerals

Braille numerals as they are written using UEB symbols. Note that Spanish uses a comma for a decimal and the comma should be used in the braille.

Spanish ordinal numbers are written with a fullstop followed by a superscript O or a depending on whether masculine or feminine. Transcribed as they appear in print. The superscript position is not shown in braille.

Code switching

Code switching (Section 14, Rules of Unified English Braille 2013) is very rarely used. A student can usually determine from context what is English and what is Spanish.

Music

Spanish lyrics written as part of a music score use the Spanish accents and UEB indicators and punctuation as stated above. A transcriber note explaining accent signs used may be required.

Spanish Accents:

Use the UEB capital indicator to show a capital accented letter.

Symbol	UEB	Spanish	Description
á	⠠⠁⠠⠨	⠠⠨	a acute
é	⠠⠑⠠⠨	⠠⠨	e acute
í	⠠⠊⠠⠨	⠠⠨	i acute
ó	⠠⠕⠠⠨	⠠⠨	o acute
ú	⠠⠥⠠⠨	⠠⠨	u acute
ü	⠠⠥⠠⠨⠠⠨	⠠⠨	u diaresis
ñ	⠠⠨⠠⠨⠠⠨	⠠⠨	n tilde

DBT

This information is current for DBT 12.4 using the **English (UEB) – Australian Formatting** template. Earlier versions may also be compatible.

The following styles are included in the Australian Template.

`<Spanish> ... </Spanish>` Text between the tags will be transcribed using Spanish accents and UEB punctuation and indicators.

The following two styles are useful where a long passage of Spanish spans multiple paragraphs.

`<SpanishBegin>` Begin a section in Spanish

`<EnglishResume>` Return to UEB

If using codes rather than styles, `[Ing~esp]` switches to Spanish and `[Ing]` reverts to contracted UEB. Text following the `[Ing~esp]` code is uncontracted, has the Spanish accents but UEB punctuation and indicators.

Set Spanish exclamation and question marks

The code [vrn~spp] should be added to the beginning of your document to ensure that the question marks and upside down exclamation marks within Spanish mode are transcribed using the Spanish symbols, otherwise the three-cell UEB signs are transcribed. Text in UEB will still translate using the three-cell signs.

Quotation marks

The first quotation mark that DBT encounters in a document, whether single, double or angled (guillemet), sets the non-specific single cell quotation mark for the document. All other quotation marks are transcribed using their specific UEB signs. The code [uoq] unsets this, and the next quote encountered resets the quotation mark used for the non-specific single cell quotation mark.

Where a document has standards quotes for sections in UEB and guillemets for sections in Spanish this allows for both to be transcribed using the non-specific single-cell quotation marks if required.

Higher education or native reader

The full Spanish code for may be required for higher education or a native reader. DBT has two translation tables for Spanish: Spanish and Spanish/Reducida which uses fewer contractions. However most Spanish is brailled uncontracted so either table can be used.

To switch to Spanish use the code [lnb~spa] or [lnb~spa-xre] followed by [g1] if uncontracted. The code [lnb] reverts back to UEB.

Word and DBT

Any text in Word which has a character style named **Spanish** applied will map to the <Spanish> style in DBT when the file is imported. When defining the **Spanish** style in Word, if the language is set to Spanish, Word will use the Spanish spell checker if this is installed.

Word shortcuts

Notes to the following table:

The tilde key is shift grave, to the left of 1 on the keyboard.

To get a capital accented letter, use the shift key with the letter.

Symbol	Description	Shortcut
á	a acute	ctrl-apostrophe, a
é	e acute	ctrl-apostrophe, e
í	i acute	ctrl-apostrophe, i
ó	o acute	ctrl-apostrophe, o
ú	u acute	ctrl-apostrophe, u
ö	i diaresis	ctrl-colon, i
ü	u diaresis	ctrl-colon, u
ñ	n tilde	ctrl-tilde, n
¡	inverted exclamation	ctrl-alt-exclamation
¿	inverted question	ctrl-alt-question
«	opening guillemet	alt+0171
»	closing guillemet	alt+0187
€	Euro	ctrl-alt-e

Examples

A Spanish passage. Use Spanish exclamation and question marks; other punctuation UEB. Use UEB capital and italics indicators.

Cuando llegan a la granja se encuentran con Ignacio el Ganso. Está leyéndole poesía a la Palomita Rita.

“¡*Hola* a todos!” dice Ignacio el Ganso. “¿Dónde van? ¿Por qué están tan asustados?”

“¡El cielo se está cayendo! ¡EL CIELO SE ESTÁ CAYENDO!” gritan todos.

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Passage where dash is used to indicate speech.

—Me dijo semana pasada que no podría asistir la reunión en la sala de profesores, hoy.
—Me dijo la misma cosa, ayer.

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Use UEB plus and minus signs and UEB bold indicators.

Regular -ar verbs like **hablar** (yo hablo).

hablo-o = habl

habl+e = **hable**

habl+es = **hables**

habl+e = **hable**

habl+emos = **hablemos**

habl+éis = **habléis**

habl+en = **hablen**

