

WISCONSIN CENTER FOR THE BLIND AND VISUALLY IMPAIRED

# Braille2000 from the Beginning

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(Plus a Few Extras)

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**Contents**

Opening Braille2000 for the First Time..... 1

Paragraph Style..... 3

Running Heads..... 5

Page Numbering..... 7

Annotations..... 12

Table of Contents..... 16

Typeforms..... 20

SpeedBraille Keys..... 21

Bookmarks..... 30

Language Settings..... 34

Find & Replace..... 36

Proofreading..... 38

    1. Green Line..... 38

    2. Print View..... 40

    3. Dual View..... 41

Page Control..... 42

Select Pages..... 44

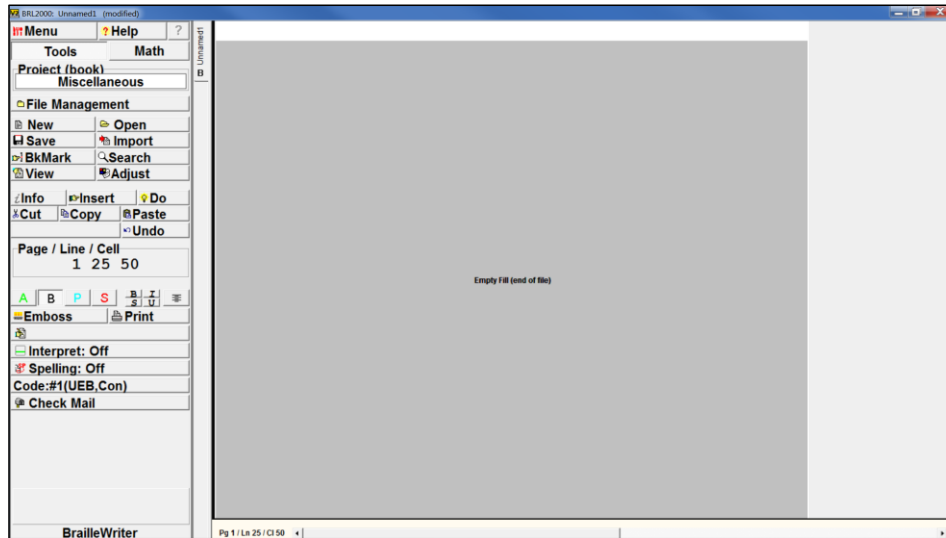
Guide Words..... 47

Closing a File Without Closing Braille2000..... 50

Ctrl+Space..... 52

## Opening Braille2000 for the First Time

When you open Braille2000 for the first time, you'll get a screen like this:



All the buttons on the left are called the Control Panel. The area to the right of the Control Panel is the Workarea. Between them is the Tab Area.

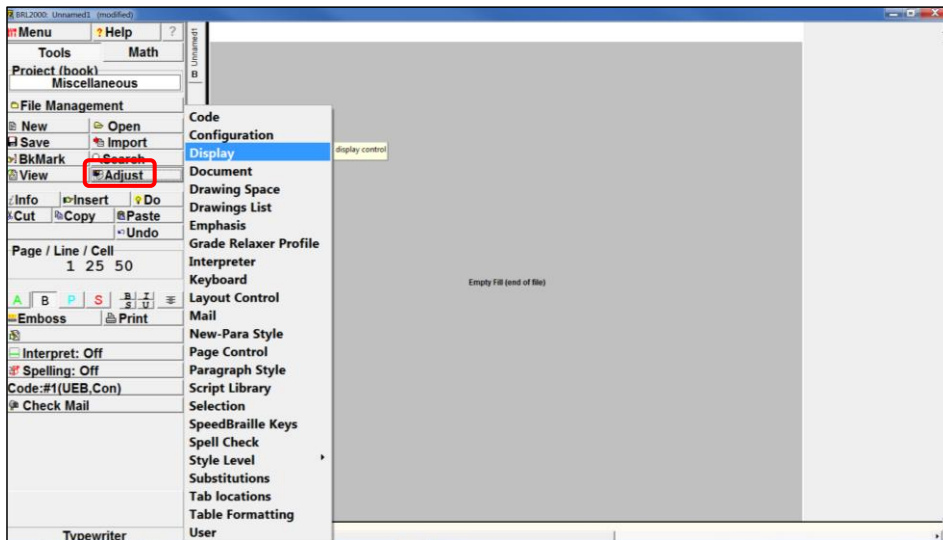
You can change the width of the Control Panel by positioning the cursor on the rightmost edge of the Control Panel. Click and drag the border where you want it. The more to the right you drag it, the larger the buttons and text become.

The first two changes I recommend are options to show paragraph marks and line numbers. I'll explain how to do these things in a moment.

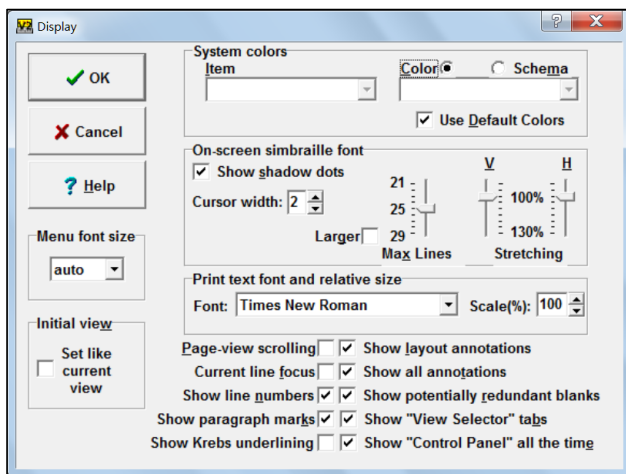
"Paragraph," as defined by Braille2000, is any hard return. Since a new format can only start after a hard return, paragraph marks often signal a change of format. So a "paragraph" might be exercise directions, a listed item, a picture caption, or a prose paragraph.

## Braille2000 from the Beginning

To show paragraph marks and line numbers, click the Adjust button on the Control Panel, then Display.  
[Alt + A + D]



The pop-up screen below appears. Check the boxes that say "Show line numbers" and "Show paragraph marks." [N, K]



This is a good time to check the boxes "Show layout annotations," [l] "Show all annotations," [t] and "Show potentially redundant blanks" [r] as well, if they are unchecked. I'll explain those later. Click OK. [Enter]

Paragraph Style

There are two ways to change the paragraph style, or indentions. Left-clicking on the Style button in the control panel gives you a list of certain styles. [no keyboard shortcut, skip to next page] Some of those have a sub-list for more specifics:

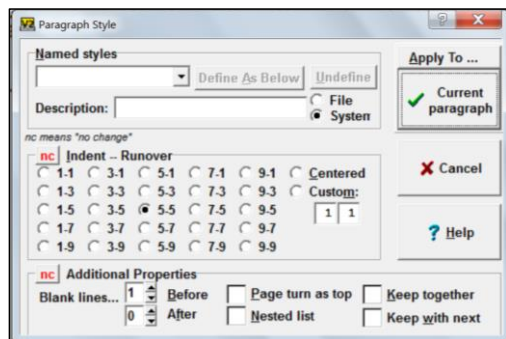
- Block: 1-1, 3-3, 5-5, 7-7, etc.
- Centered: Just centered, without built-in blank lines
- Head: Centered with blank lines, 5-5, 7-7
- Indent:

Styles	
block	1 ( 3-- 1)
centered	2 ( 5-- 3)
head	3 ( 7-- 5)
✓ indent	4 ( 9-- 7)
N-list	5 (11-- 9)
note	6 (13--11)
subhead	7 (15--13)
toc	8 (17--15)
I-R grid	9 (19--17)

- N-list: Nested list ... opposite indentions of "indent": 1-3, 3-5, etc.
- Note: 7-5 transcriber's note
- Subhead: 5-5
- TOC: ... not sure
- I-R grid: Indent-Runover grid

Styles	1--1	3--1	5--1	7--1	9--1
block	1--3	3--3	5--3	7--3	9--3
centered	1--5	3--5	5--5	7--5	9--5
head	1--7	3--7	5--7	7--7	9--7
indent	1--9	3--9	5--9	7--9	9--9
N-list					
note					
subhead					
toc					
✓ I-R grid					

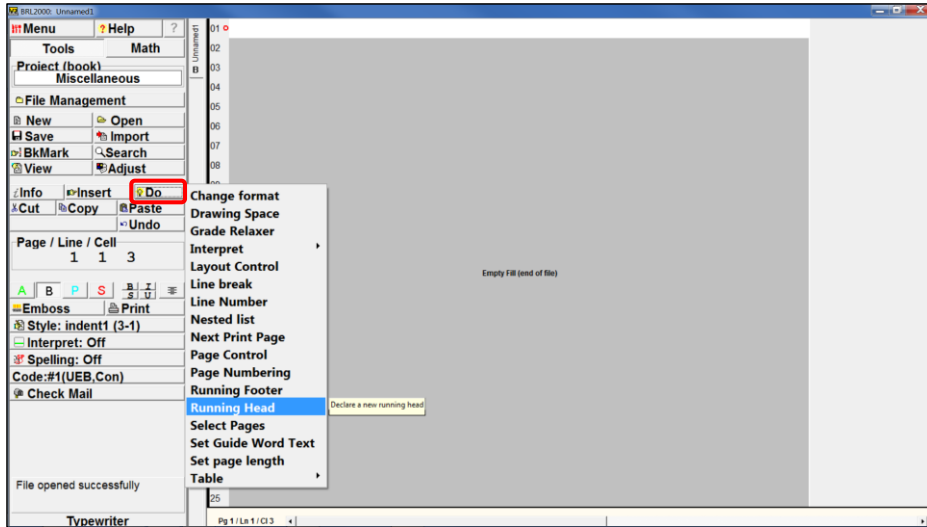
Another way is to right-click the Style button to get this box: [Alt + P + Y]



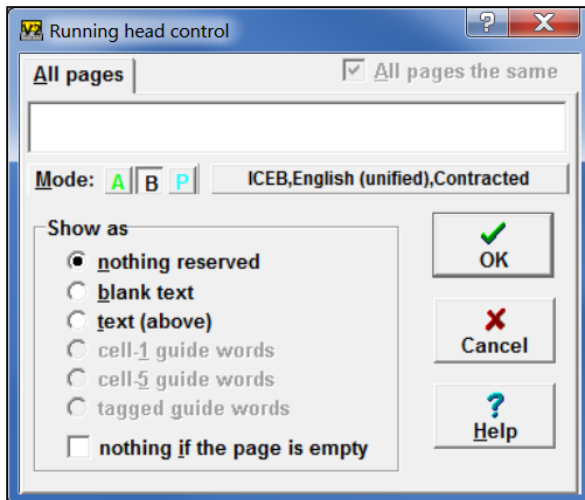
The radio buttons (circles) seem to work okay. [Alt + P + Y + I, then arrow keys] Everything else seems either inconsistent or nonfunctional.

## Running Heads

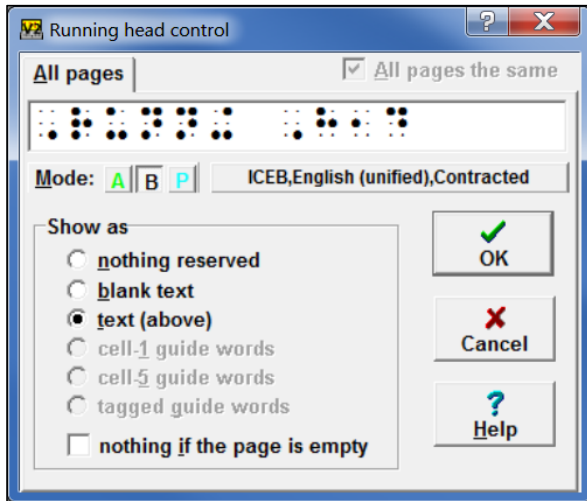
Click the Do button > Running Head. [Alt + D + R]



This box pops up.



The default is to braille the running head. You can type it if you click the blue P button [Alt+M, P]. The language, code, and contraction usage can be controlled with the long language button {Alt+D, R, Tab}. The check box at the bottom, "nothing if the page is empty," [Alt+I] is convenient for removing the running head from blank pages.

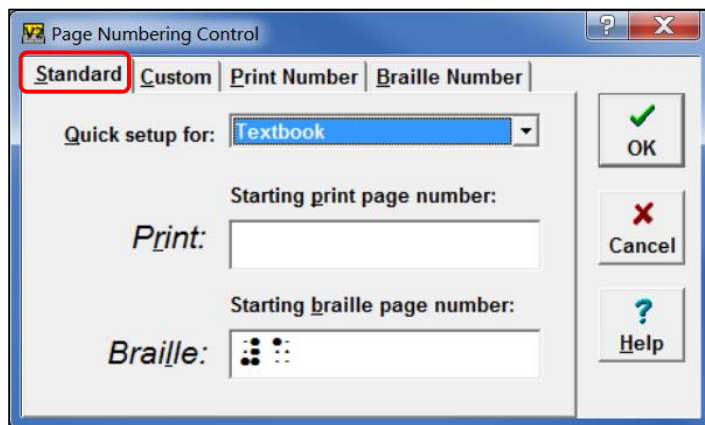




## Page Numbering

Set up page numbering right away, on page 1, line 1, cell 1.

Do > Page Numbering [Alt+D, P]. This is the default screen:

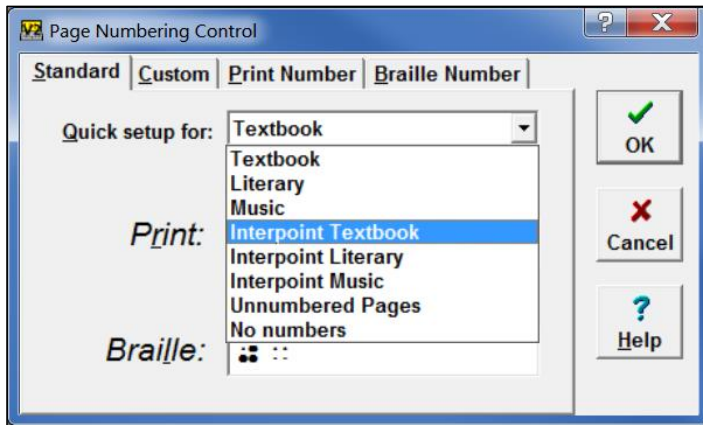


Choose your setup [Alt+Q, arrow keys]. "Textbook" and "Literary" are holdover terms from the past.

**Textbook page numbering** has print pages at the upper right corner of the page and braille page numbers in the lower right corner.

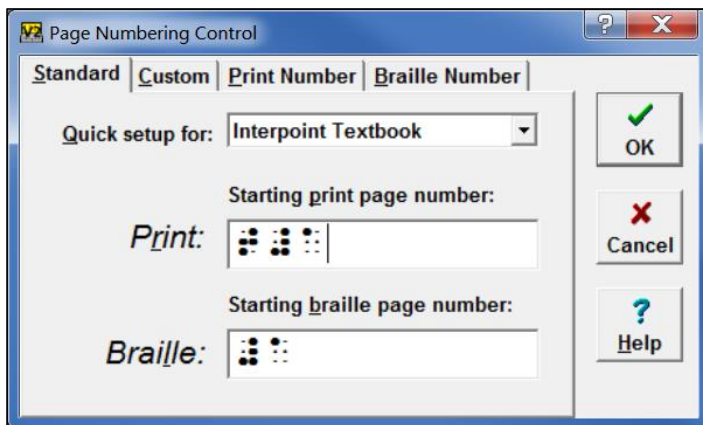
**Literary page numbering** has braille page numbers at the upper right corner and no page numbers in the lower right corner.

- The first three options are for single-sided documents.
- The next three are for interpoint documents.
- Unnumbered Pages still allow for print page indicators but have no numbers at the right margin. Braille page numbers still show. This is useful for print/braille books, photograph sections, etc.
- No Numbers means no numbers at all.



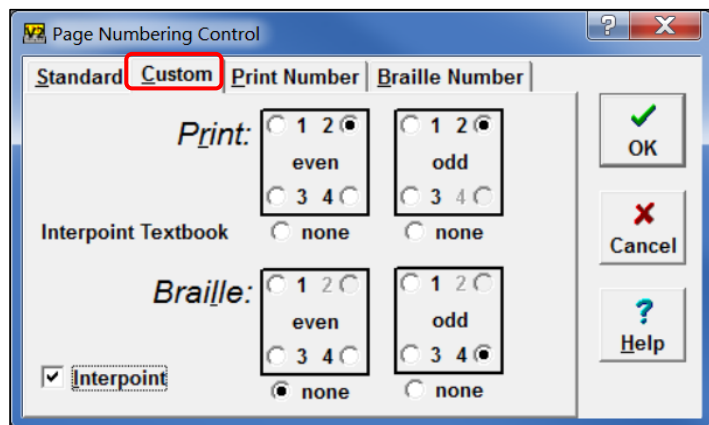
Braille your page numbers. [Alt+R for "Print"; Alt+L for "Braille"] You can type or braille "t" and "p" before transcriber-generated and preliminary pages.

**Commented [JS1]:** Check up to this point for lower-case l; needs to be L.

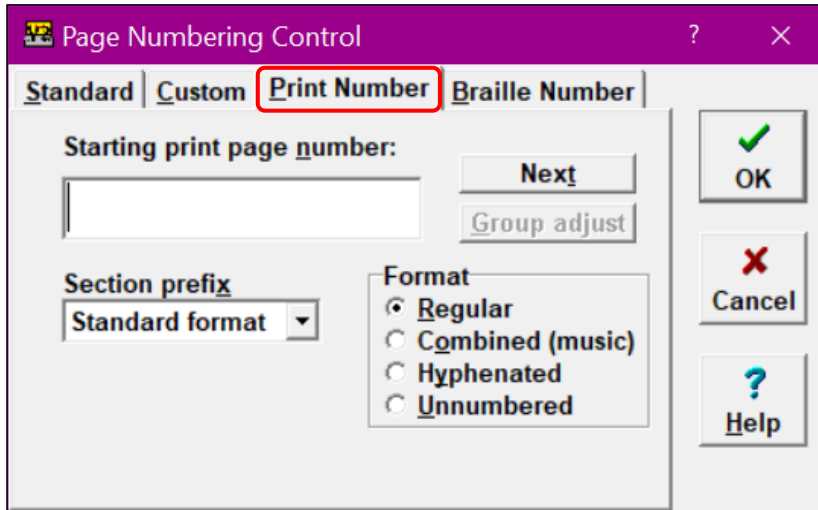


Do the same for p-pages and again for regular pages. Always start at the first line of braille text (depending on the presence or absence of a running head), cell 1.

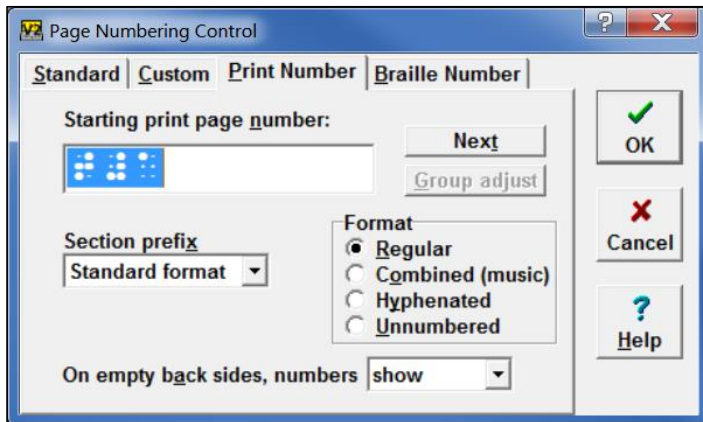
The placement of page numbers can be adjusted under the Custom tab [Alt+C]. For instance, if braille pages are desired on every page, in the lower left corner on even (left-hand) pages and the usual lower right corner of odd (right-hand) pages, this is where that can be specified. [Alt+R for "Print"; Alt+L for "Braille"; then arrow keys; Alt+I for "interpoint"]



Under the Print Number tab [Alt+P], there are more options for the print page numbers.



You can enter letters and numbers in the "Starting print page number" [Alt+N] field.



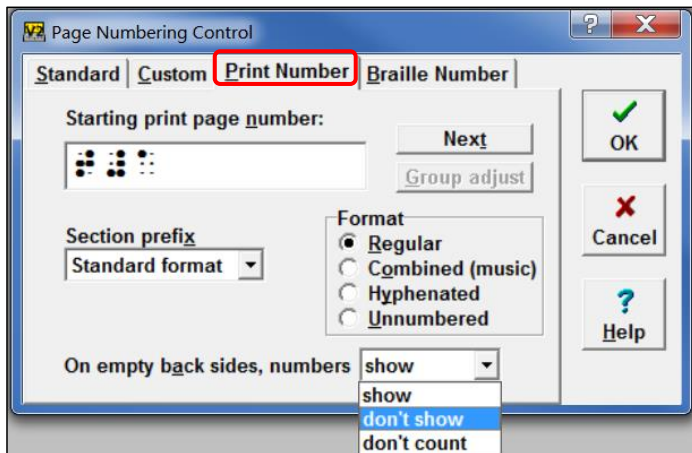
In the Format section, "Hyphenated" [Alt+Y] allows for hyphenated (not *inclusive*) print page numbers. For instance, *Braille Formats 2016* uses hyphenated page numbering, showing the section number first and then the page number of that section. Each section starts numbering at 1 again.

Section 1: 1-1, 1-2, 1-3, 1-4, 1-5, etc.

Section 2: 2-1, 2-2, 2-3, 2-4, 2-5, etc.

Inclusive page numbers span a range of page numbers, such as 259-260, t1-t3, or i-iv. You can enter those in different ways, such as in the Standard [Alt+S] tab.

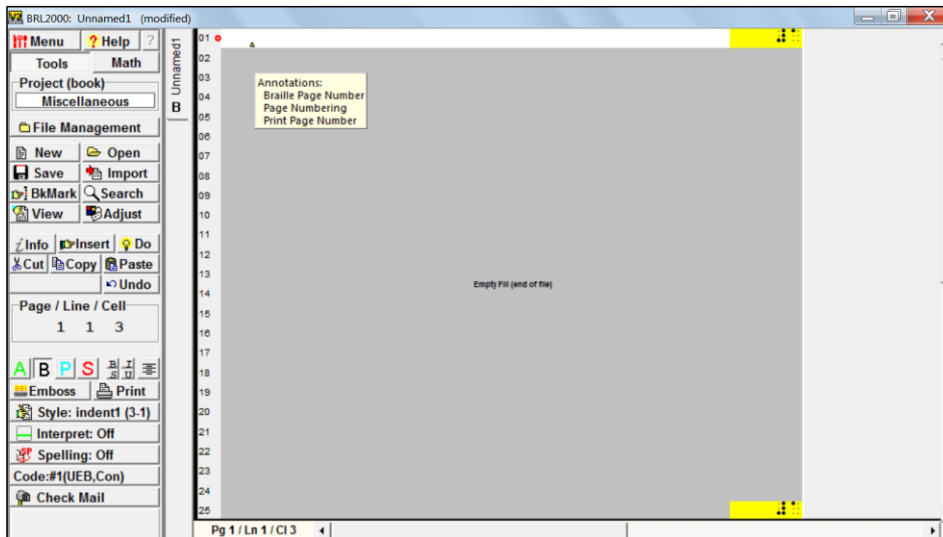
If blank pages are to be completely blank without page numbers, choose "don't show" [Alt+A, arrow keys to select] in the drop-down menu for empty back sides.



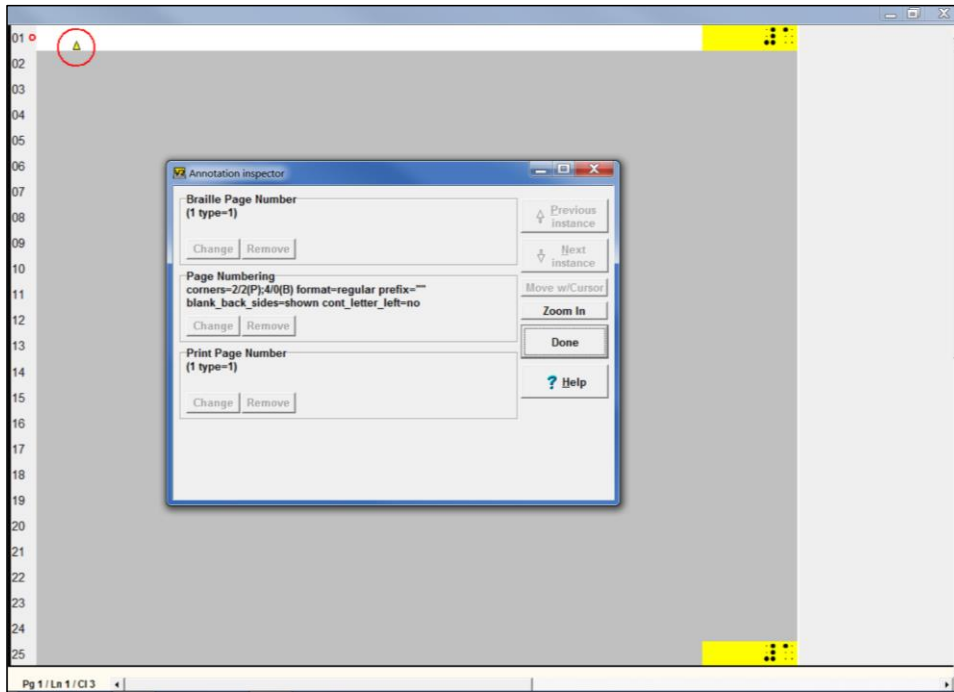
## Annotations

Annotations are programming instructions, such as layout (page numbers, running heads, nested list, etc.), language selection, code, uncontracted vs. contracted, and more. They are marked with little yellow triangles. If they have been set up as described at the beginning of this handout, they will be visible.

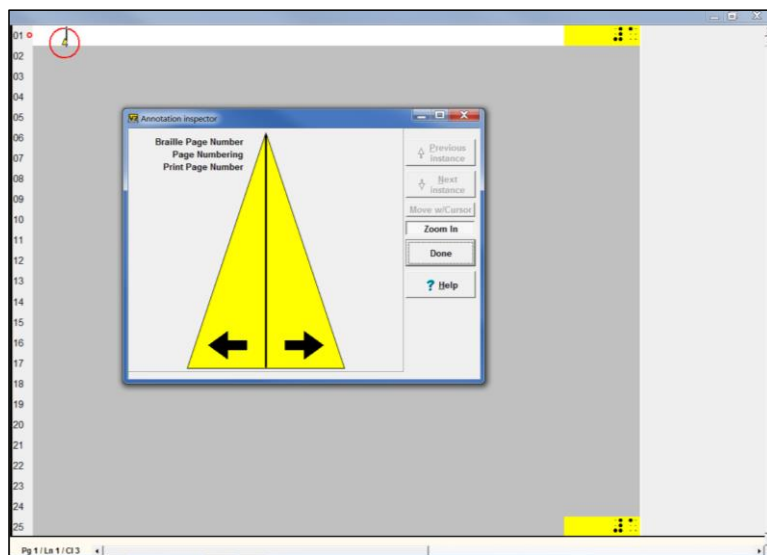
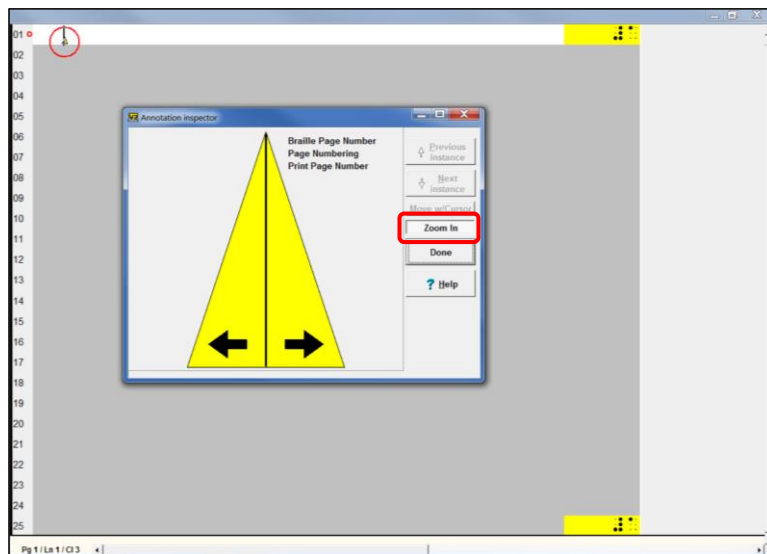
Hover the mouse [no keyboard shortcut] over an annotation to see what commands are given there. A single location can have multiple commands. Annotations are two-sided, with a left side and a right side, to be explained in a moment. Each side can have its own commands.



Right-click on an annotation mark to bring up the Annotation inspector dialog box [no keyboard shortcut]. All the commands at that location are listed. Two buttons, Change and Remove, are below each command. They are grayed out at first, but they can be clicked to become active. Click them again to bring up a dialog box that will give you options to change that feature or remove it.

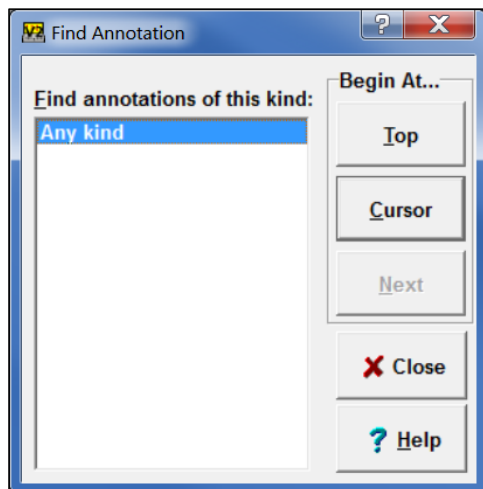


Click the Zoom in button to see what commands are on which side of the annotation.

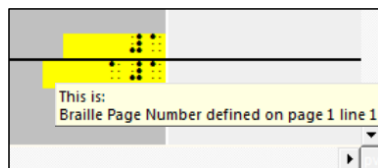




Annotations can be searched [Alt+S, A]. This way, you can find where all your page numbering annotations are, for instance.



You can also hover the mouse over a page number [no keyboard shortcuts] and a note will pop up giving the location of the annotation that initiated the page number.



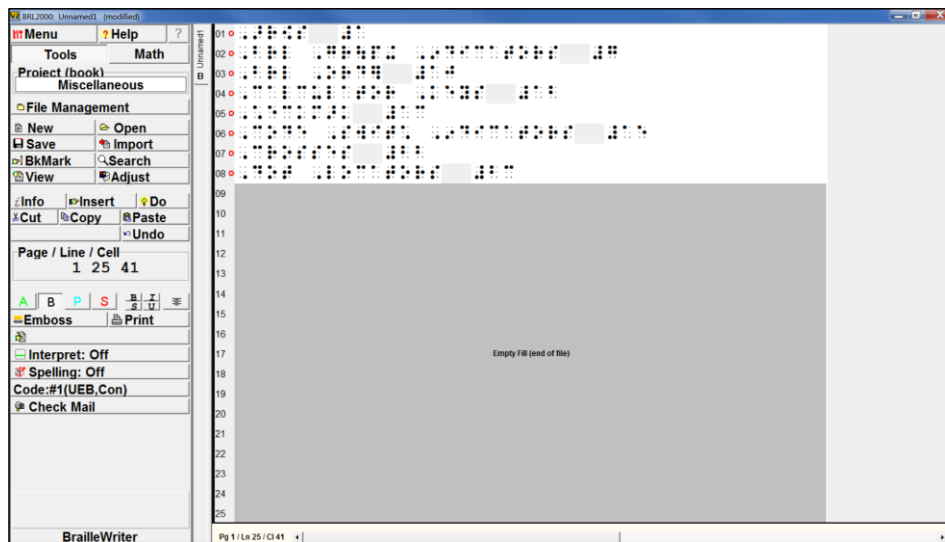
## Table of Contents

A table of contents with guide dots can be generated all at once.

If this is what scans into Word:

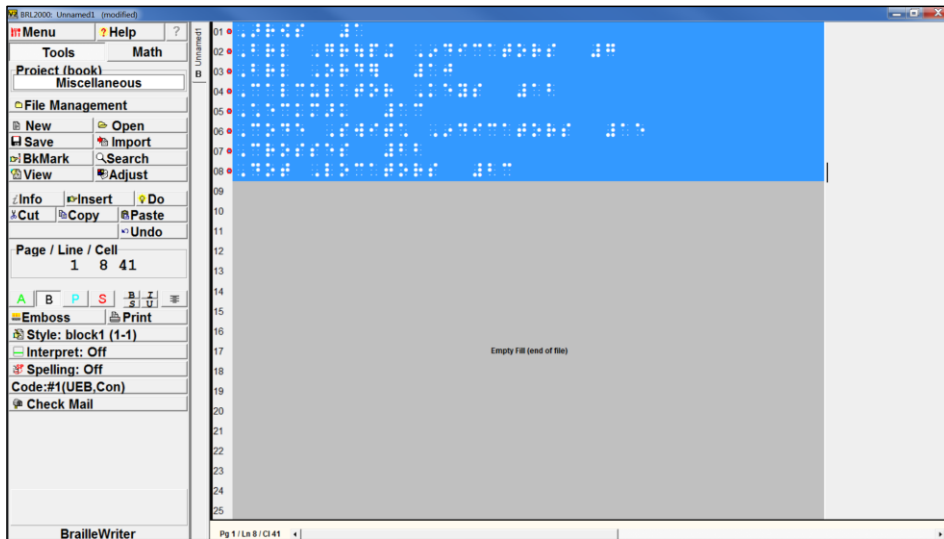
Arrows	1
Braille Grouping Indicators	7
Braille Order	10
Calculator Keys	12
Checkmark	13
Code Switch Indicators	15
Crosses	22
Dot Locators	23

This is what comes into Braille2000:

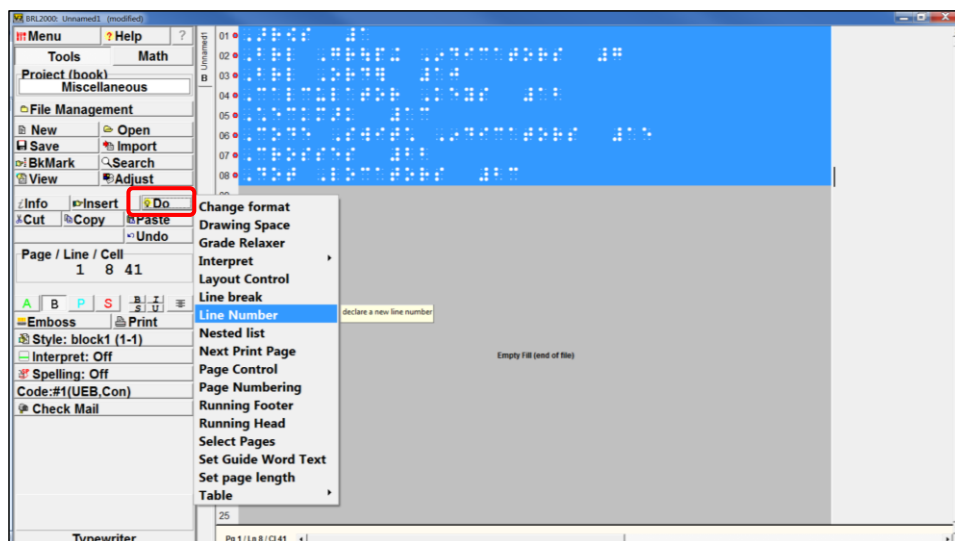


## Braille2000 from the Beginning

Highlight the section that is the table of contents, using your mouse to click and drag from one corner diagonally to the opposite corner. [With cursor at the top left, press Shift+down arrow until all lines are highlighted.]



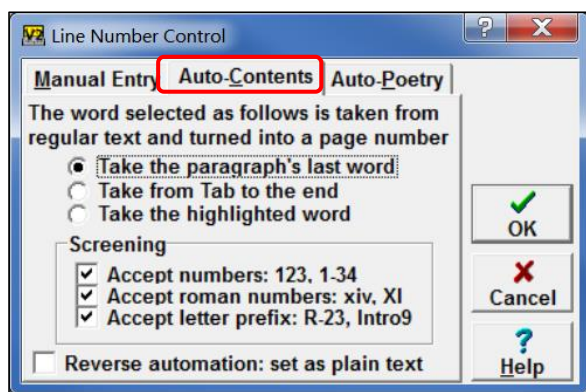
On the Control Panel, click Do > Line Number [Alt+D, L].



Click the Auto-Contents tab [C] at the top of the dialog box that pops up.

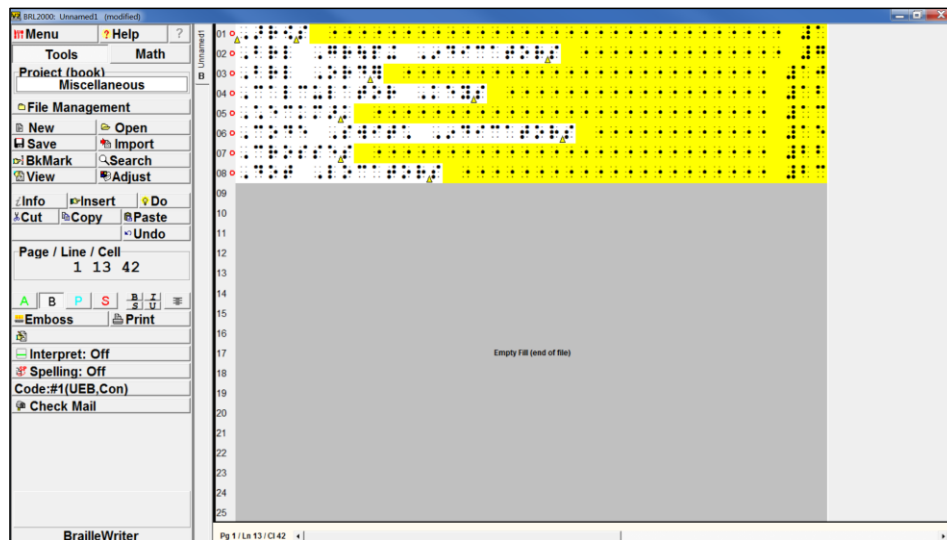
**Make sure the page numbers are the last item of each paragraph.**

The round radio button “Take the paragraph’s last word” should be checked. The three check boxes under Screening should also be checked. Click Okay or press Enter.



Guide dots are generated and the page numbers placed on the right margin. Lines 1 and 25 are left blank if there are volume page numbers there. A six-cell margin at the right is maintained for runovers, per BANA guidelines.

## Braille2000 from the Beginning



The guide dots will adjust if changes are made to the entries.

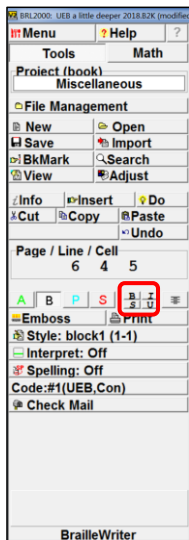
**Summary:** Highlight the TOC section, then Do > Line Number > Auto-Contents tab > Take the paragraph's last word [highlight, Alt+D, L, Alt+C, Take the paragraph's last word].

## Typeforms

Remove a typeform: Highlight the section and toggle the appropriate button. [Alt+E, E, arrow keys]

- Bold
- Italic
- Script
- Underline

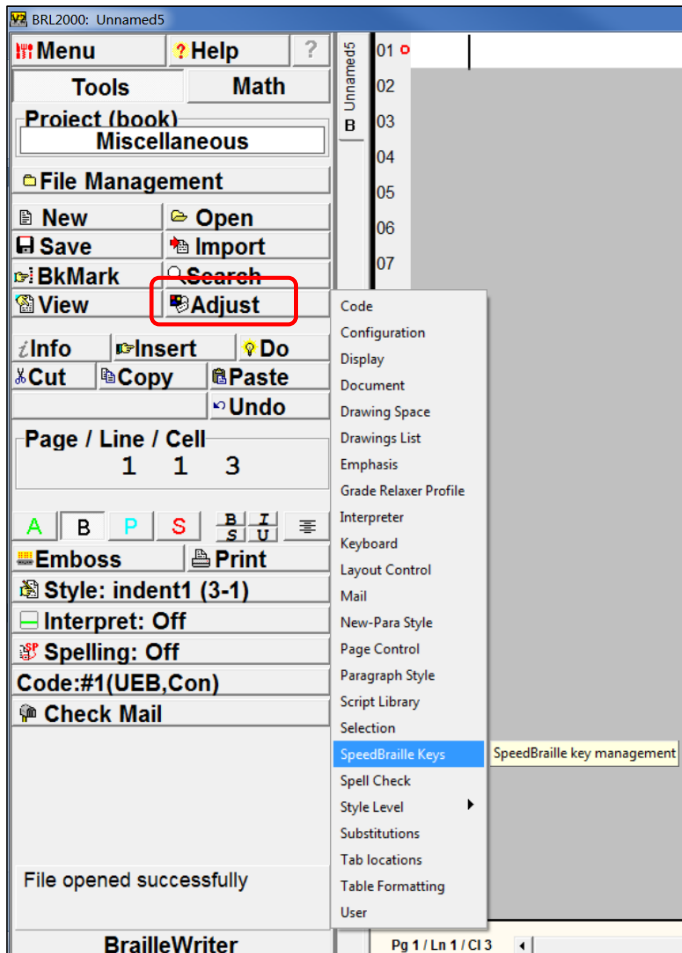
Add a typeform: Highlight the section and toggle the appropriate button. [Alt+E, E, arrow keys]



Be sure to check the outcome. The indicators don't always land where they should.

## SpeedBraille Keys

SpeedBraille keys are customized keyboard shortcuts. Start with the Adjust button in the Control Panel and select SpeedBraille keys from the menu [Alt+A, B].



You'll get a dialog box that looks like the one on the next page. I've already created some SpeedBraille keys, so there's a list. The first time you create a SpeedBraille key, there will just be a blank area.

Click the New button [N] to create a new SpeedBraille key.

--The rest of this page is intentionally blank.--



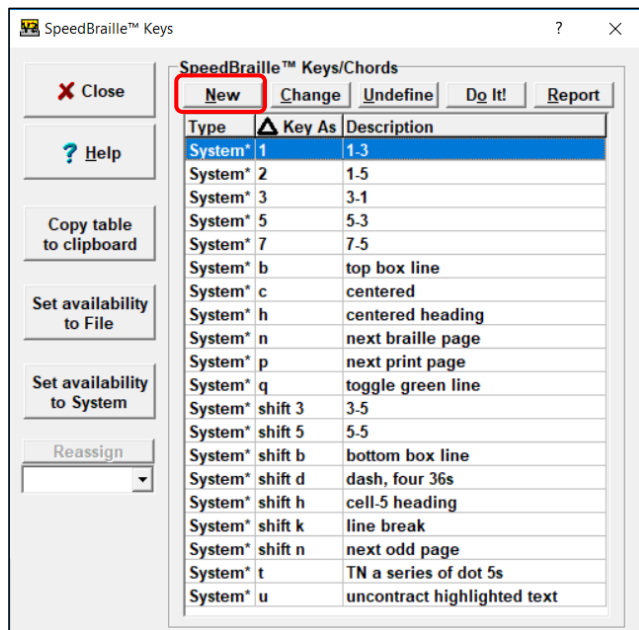


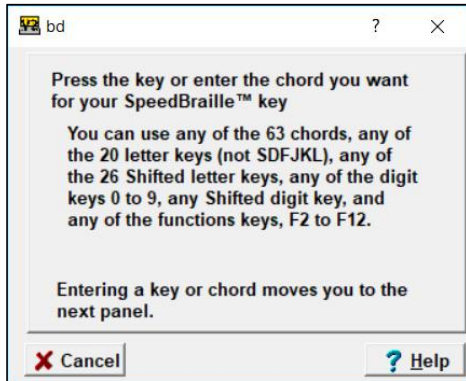
Image description: The following fields are shown in the screenshot above:

List of Descriptions:

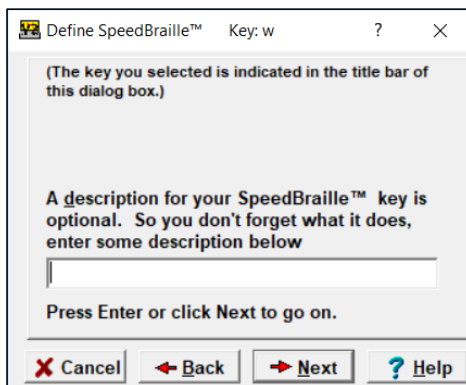
1-3  
1-5  
3-1  
5-3  
7-5  
top box line  
centered  
centered heading  
next braille page  
next print page  
toggle green line  
3-5  
5-5  
bottom box line  
dash (four 36s)  
cell-5 heading  
line break  
next odd page,  
TN a series of dot 5s  
uncontract highlighted text

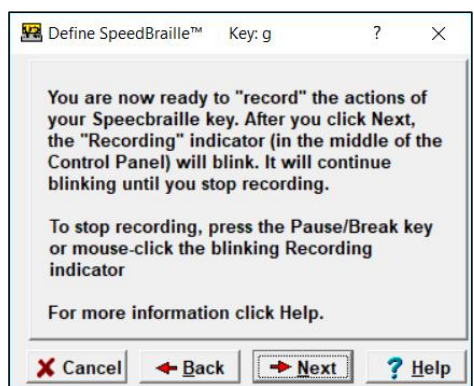
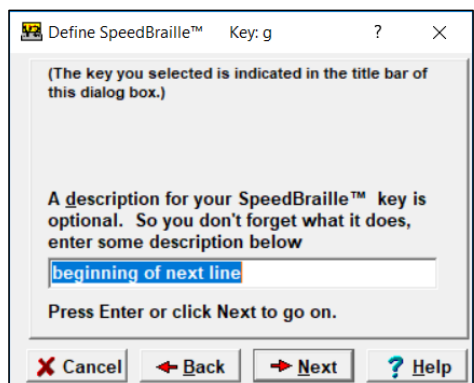
The next box explains which trigger (keyboard) keys can be used for SpeedBraille keys. There are 140 possibilities. Chords are dot configurations plus the space bar, all pressed at the same time.

There's no blank field to enter your selection; just press the key or keys. I'll pick "g" for this one.

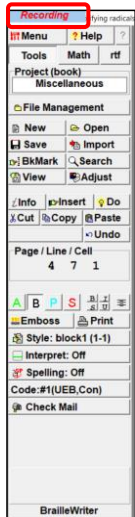


In the next box, enter a description of what the new SpeedBraille key will do. The list on the previous page demonstrates some descriptions. Follow the prompts on the next two screens.

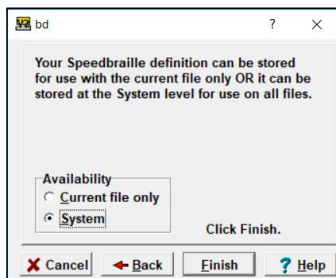
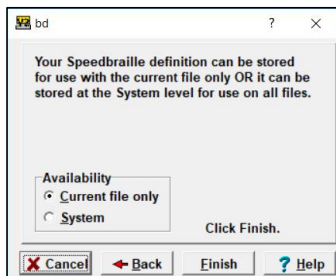




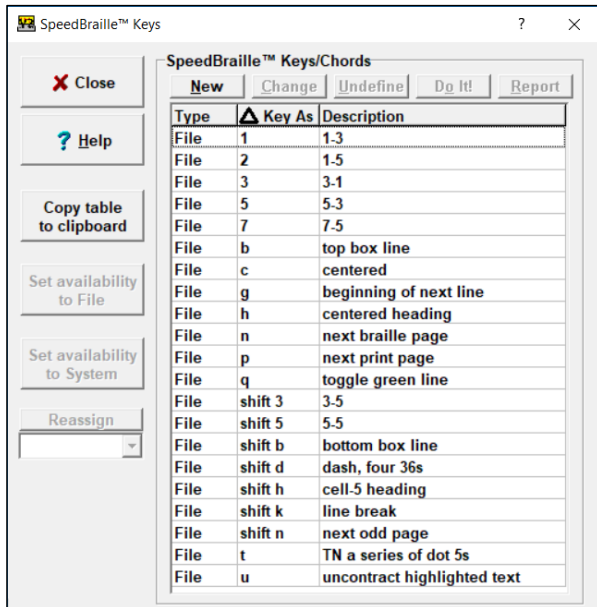
The word "Recording" will flash red in the upper left corner of the screen, at the top of the Control Panel.



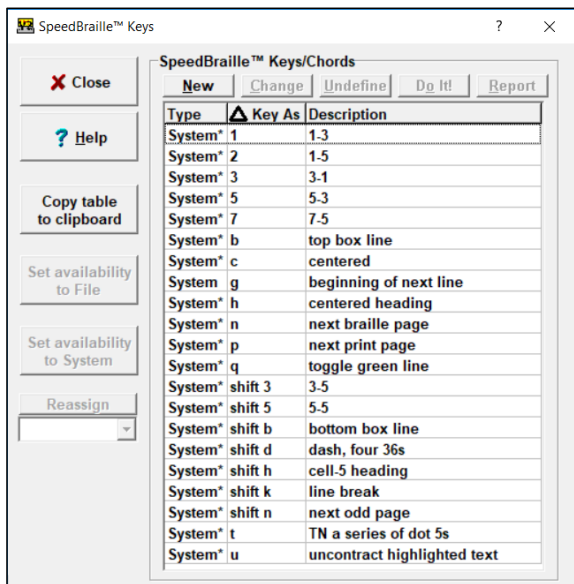
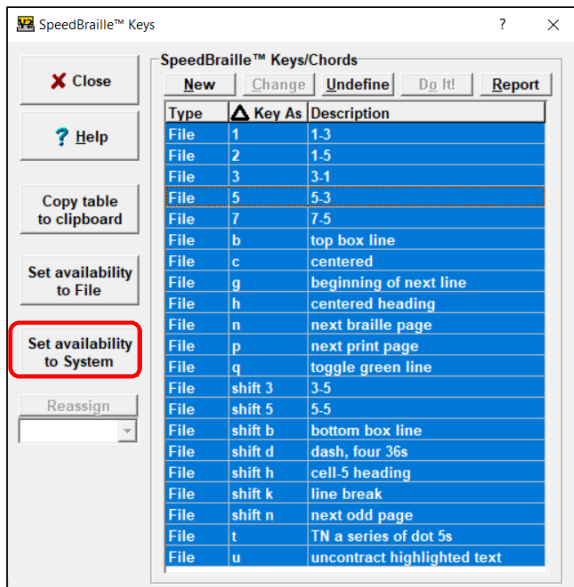
The default setting for the next screen is “Current file only” [C]. If you want the SpeedBraille key to work on all your files from now on, click “System” [S]. Then click Finish [F] and you’re done! The next time you want to do the same function, you can just press “g”.



If you want to transfer all your SpeedBraille keys to another computer, copy a recent file on your old/first computer and open it on your new/second computer. All your SpeedBraille keys will be labeled as File in the Type column when you click the Adjust button [Alt+A] in the Control Panel and then SpeedBraille keys [B].

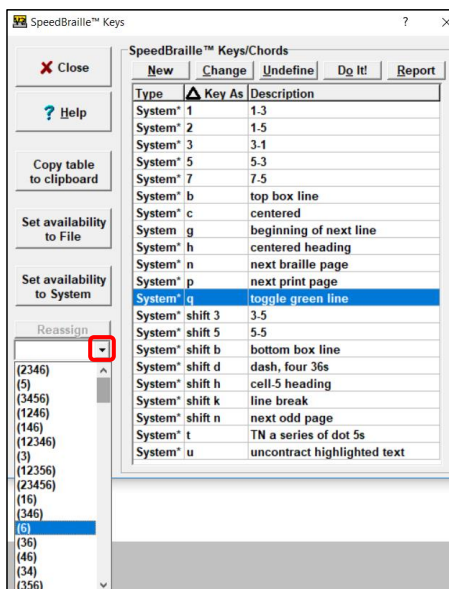


Select all your SpeedBraille keys with Ctrl+A. Click “Set availability to System.” [Tab to list, arrow keys (even for the first one), Enter, Alt+S]



You can reassign a SpeedBraille key to another key without having to go through the recording process again. From the SpeedBraille key list, click on the SpeedBraille key you want to change. [Tab to list, arrow keys (even for the first one), Enter, Alt+S]

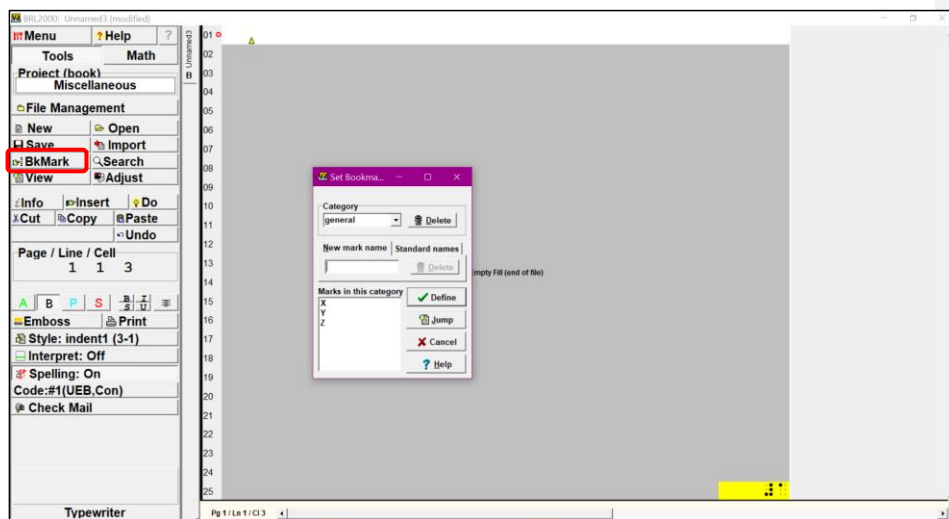
The Reassign button is grayed out, but you can still get the drop-down menu [Alt+A]. Click on the down arrow [left-right arrows]. All the possibilities for a new assignment will be listed. The first group is for chords, the second group for function keys, then the shifted function keys, and so on. Click the one you want and then the now active Reassign button [Enter]. Your SpeedBraille key now has a new designation.



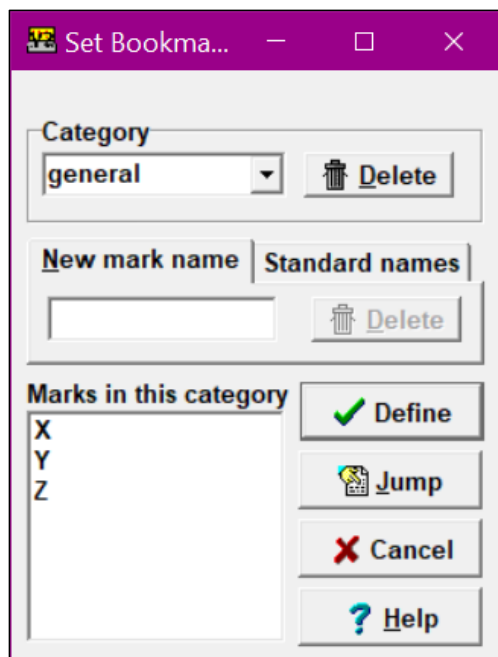
## Bookmarks

Bookmarks can be set to mark places you want to find and return to quickly. (E.g., Questions, Special Symbols, Formatting Cues, etc.)

Right click on the BkMark button [Alt+S, D] in the control panel and you'll get this box:



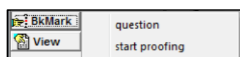




You can use the generic XYZ labels by clicking on the letter [Tab, then arrow keys] and then the Define button [Enter]. Or you can name a bookmark whatever you want. Type something in the "New mark name" box [N] and click the Define button [Enter]. I've added a couple:



When I left click the BkMark button on the control panel [Alt+S, M] I can choose which bookmark I want to go to:



You can create categories. Type something in the Category box [no keystrokes available]:



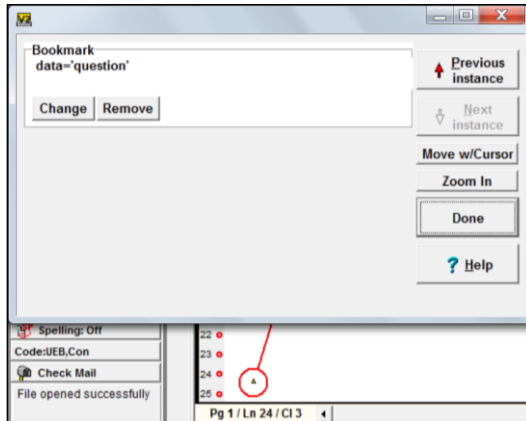
You can name the bookmark anything you want. Click Define [Enter] and it will appear in the list below. [You may have to re-enter Alt+D, S.] I've already defined a couple:



Now when I left click on the BkMark button [Alt+D, S], I can choose which category and bookmark I want to go to:



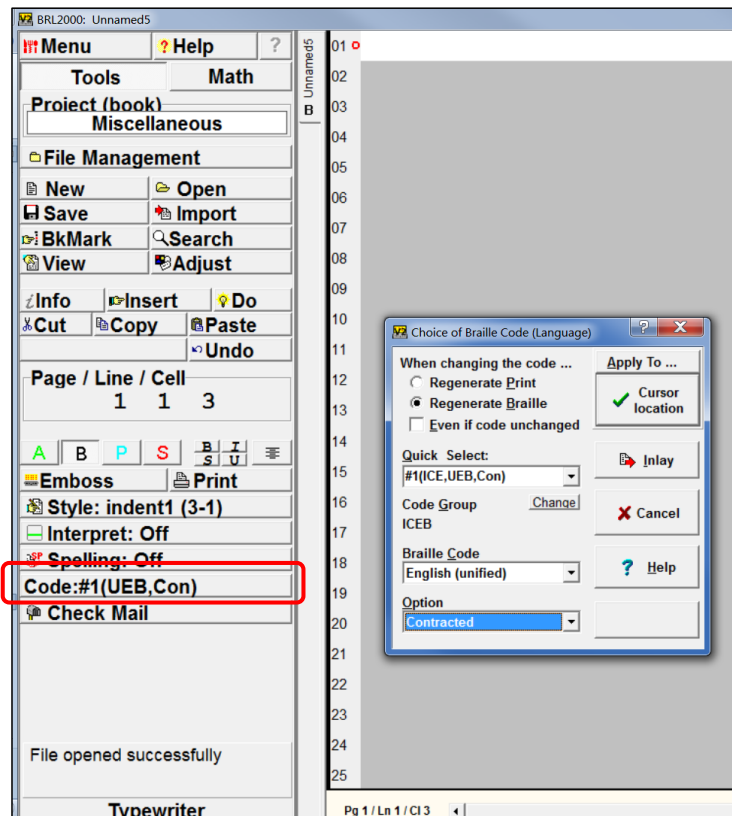
One way to remove a bookmark is to right click the BkMark button [Alt+D, S], choose the category if applicable and the bookmark, then click the Delete button [Alt+D]. Another way is to right click on the little yellow triangle (annotation) [no keystrokes available] that marks the location of the bookmark and you'll get this box:



Click Remove and the bookmark is deleted. If the Change and Remove buttons are grayed out, just click on the Remove button anyway and it will become active (black letters) and then you can click it again to remove the bookmark.

## Language Settings

Language settings mean world languages, contracted vs. uncontracted UEB, Nemeth, or simbraille. They are set by right-clicking the Code button in the Control Panel [Alt+P, C, C, Enter, O].



Regenerate Print [P] will leave the braille dots as they are when changing the language of existing text. The green line's interpretation will change.

Regenerate Braille [B] will change the braille dots of existing text or affect the braille of imported/pasted text.

I don't know what "Even if code unchanged" [E] means.

Code Groups [G]:

ABL: refers to NUBS (Nemeth Uniform Braille System), a proposed code

BANA: EBAE (English Braille American Edition), the code replaced by UEB

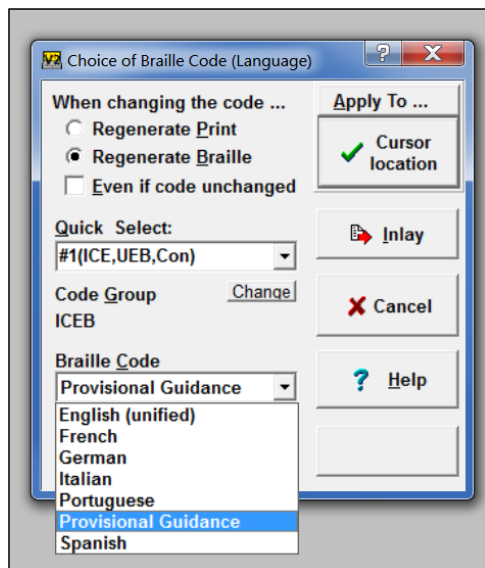
ICEB: (International Council on English Braille), UEB (Unified English Braille), the code now in use.

Braille Code [C]:

Provisional Guidance refers to the rules of *Guidance for Transcription Using the Nemeth Code within UEB Contexts*, which was preceded by *Provisional Guidance for Transcription Using the Nemeth Code within UEB Contexts*.

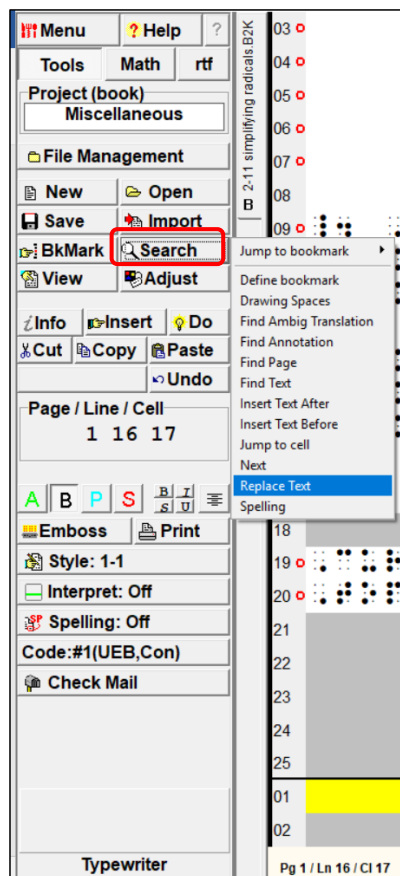
Inlay:

This will insert the settings of another language into the current language settings, such as inserting Nemeth within UEB, or uncontracted braille within contracted braille. Highlight the text to be in another code or language, then click Inlay [Alt+I]. Type or braille the text that should replace the placeholder word in the highlighting (“Spanish”, etc.) with the text that should be there.



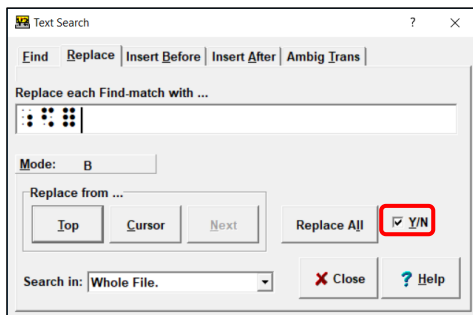
## Find & Replace

Click the Search button in the Control Panel [Alt+S] and click Replace Text [R].

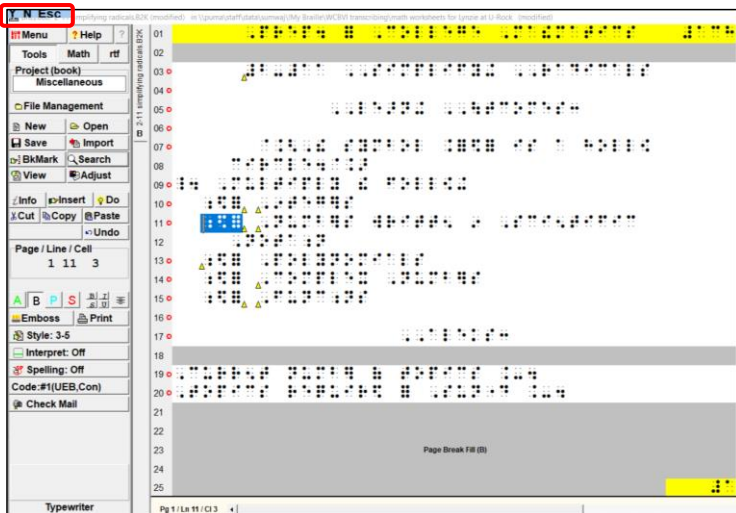


The Text Search box pops up. The default setting brings up the Replace tab first, but you need to find something before you can replace it, so click the Find tab [Alt+F]. Enter what you want to find, then click the Replace tab [Alt+R]. Enter what you want as a final result.

I highly recommend clicking the Y/N box [Alt+Y]. Do this before you click Replace All [Alt+L]. Since we only have six dots to work with, it is all too easy to replace something you never thought about.



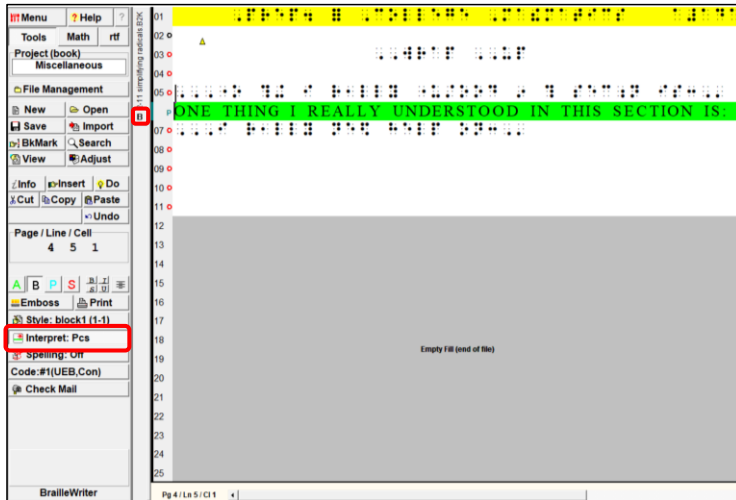
You can press Y or N on your keyboard to replace or not replace each occurrence of the dot sequence you specified, or you can click the options at the top left corner of your screen, at the top of the Control Panel. "Esc" on your keyboard will stop the whole process.



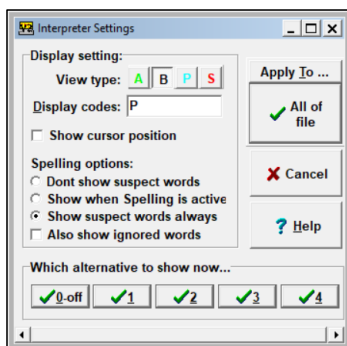
## Proofreading

There are three ways to proofread your work.

### 1. Green Line

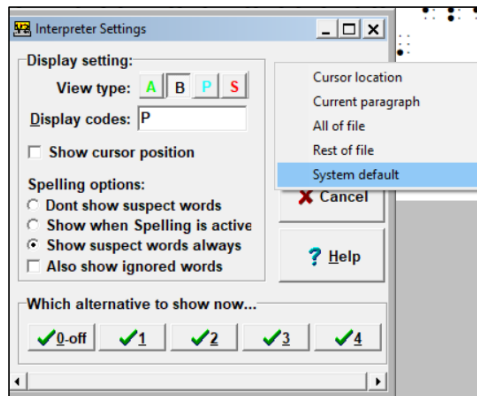


Right-clicking on the Interpret button [Alt+A, R] in the Control Panel brings up this box. I've chosen not to show the cursor position and to show suspect words always.





I want these to be my settings for all my documents, so I'll click Apply To [T] and choose System default [S].

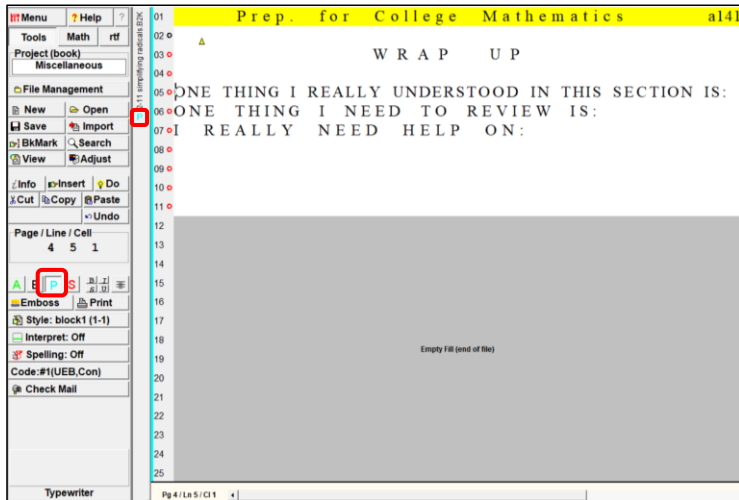


I'm not sure the Alternative buttons are functional.

## 2. Print View

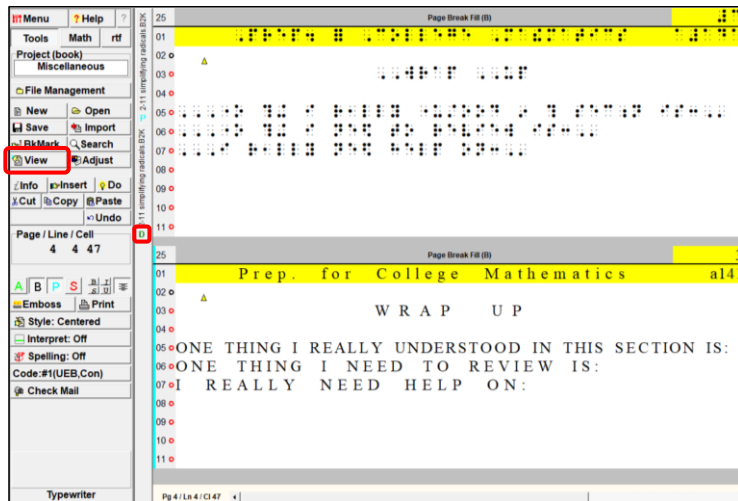
There are multiple ways to get the print view. One way is to simply click the blue P button in the Control Panel [Alt+V, V, P]. A little blue P shows up on the vertical file tab.

Note that SpeedBraille keys do not work in Print View.



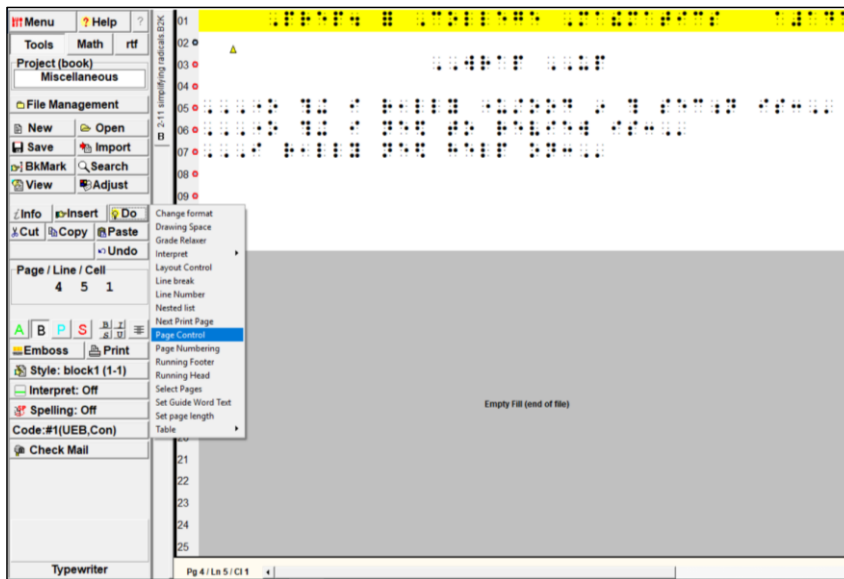
### 3. Dual View

There are multiple ways to get dual view, braille and print at the same time. One way is to click the View button on the Control Panel > View As > Dual [Alt+V, V, D]. A little D shows up on the vertical file tab.



## Page Control

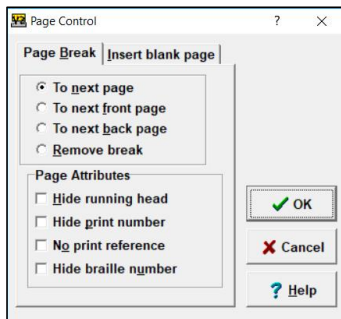
Page Control [Alt+D, C] is useful for forcing pages to land on one side or the other in interpoint, or to start on a new page for single-sided braille. This is usually better than using a bunch of hard returns, which have to be adjusted every time a change is made and things get bumped around.



The following box pops up. Make your choices and click OK.

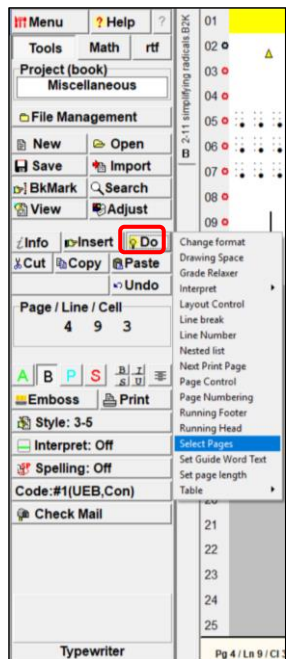
Keystrokes:

- [N] To next page
- [F] To next front page
- [B] To next back page
- [R] Remove break
- [H] Hide running head
- [P] Hide print number
- [O] No print reference
- [U] Hide braille number

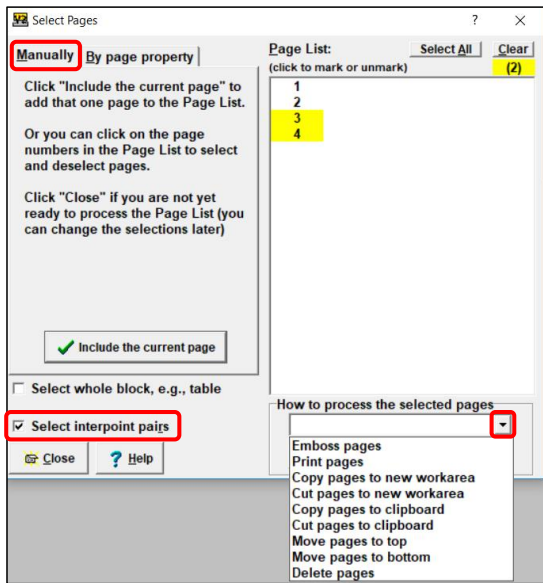


## Select Pages

Select Pages has many applications. Click Do > Select Pages [Alt+D, S].

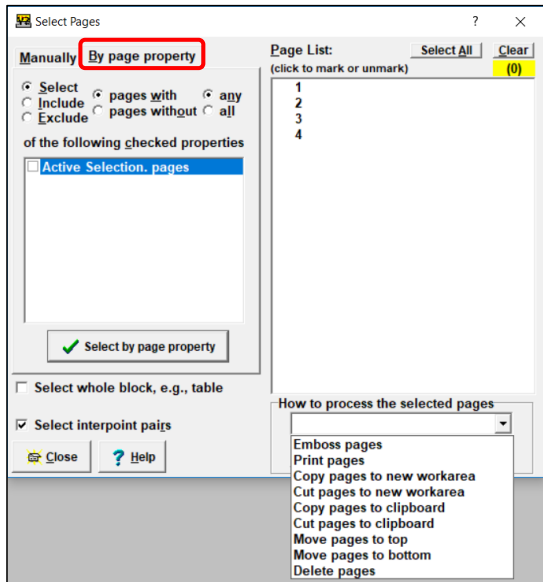


I've clicked on the 3 in the list of pages [no keystrokes available] and the fourth page was automatically highlighted as well, because I have the "Select interpoint pairs" box checked [R].



Click the down arrow for the drop-down menu under "How to process the selected pages"[P]. Choose your desired operation and click the "Process the page list now" button [repeat P as needed, then Shift+Tab, Enter to process].

You can also select pages by property. Click the “By page property” tab [Alt+B] and make your selections for Include/Exclude [Alt+I/Alt+E], pages with/pages without [Alt+W/Alt+O], and any/all [Alt+N/Alt+L]. A larger file would have more properties, such as blank backs, tactile graphics, running head, print page numbers, etc. listed {C, tab}.



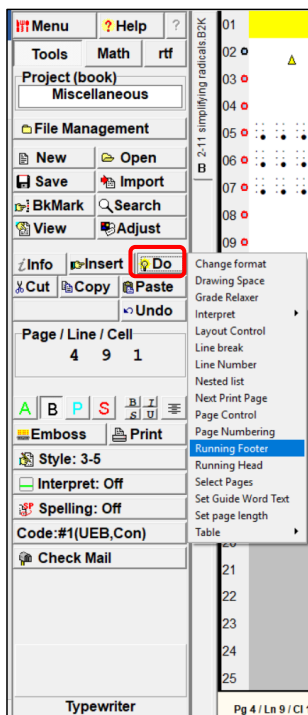


### Guide Words

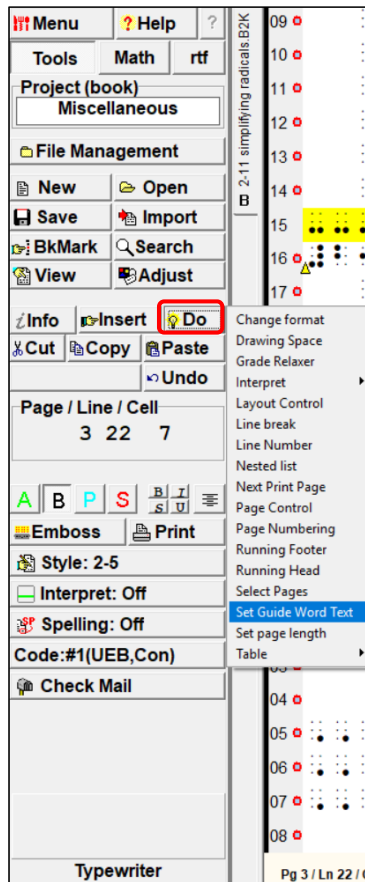
Guide words are at the bottom of the braille page to allow a braille reader to quickly locate sections of a volume. They are used in glossaries, dictionaries, multi-page figures such as tables, and can be very helpful in long menus.

***This function may not be complete.***

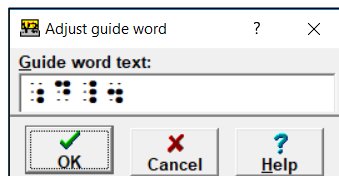
Set guide words in Braille2000 by clicking the Do button > Running Footer [Alt+D, O].



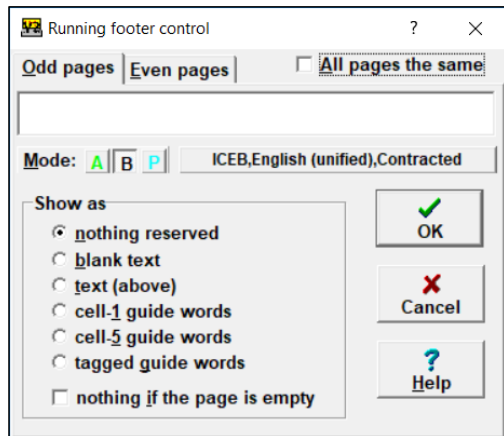
This box pops up. Highlight the word you want to set as a guide word and then click Do > Set Guide Word Text [Alt+D, W].



This box pops up. Click OK [Enter].



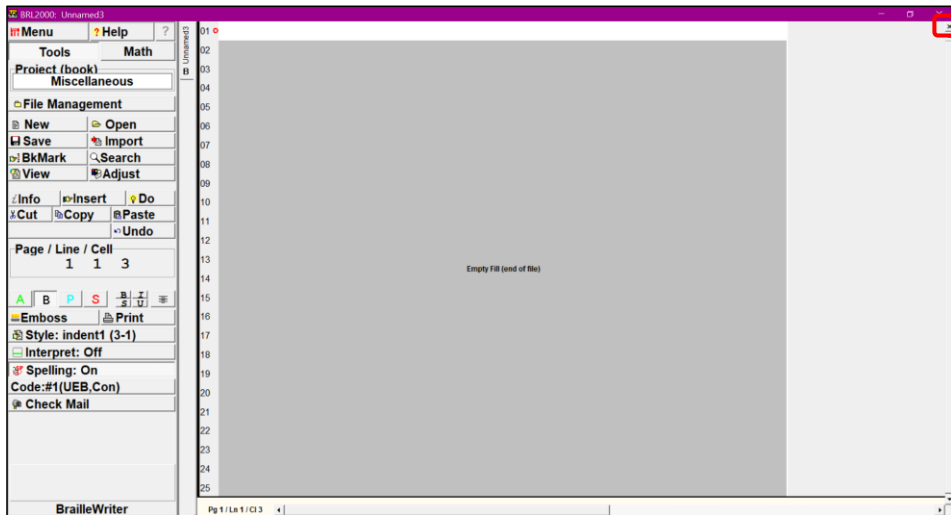
Then click Do > Running Footer [Alt+D, O]. Click “tagged guide words” [Alt+G] and OK [Enter].



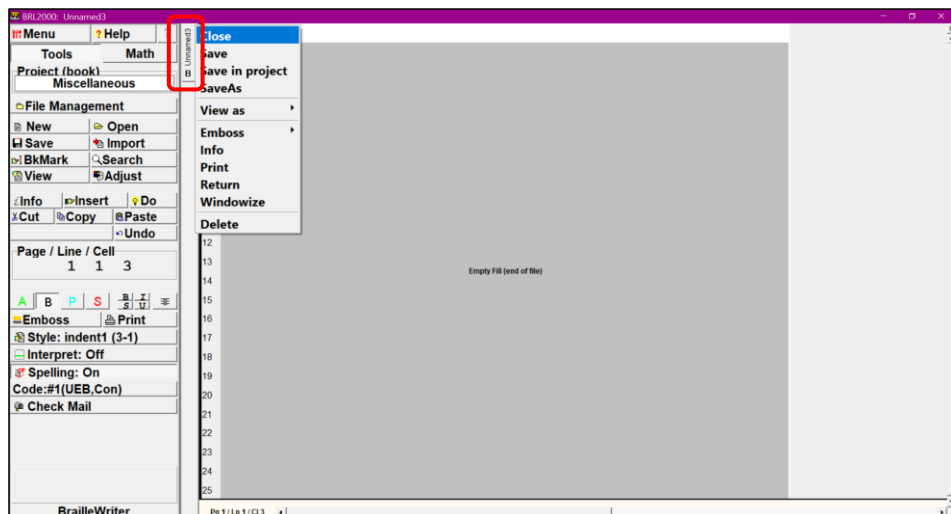
## Closing a File Without Closing Braille2000

You can close files without closing the Braille2000 program. There are two ways.

1. Click on the little gray x under the big red X in the upper right corner of your screen [Ctrl+F4].



2. Right-click on the vertical tab between the control panel and the work area. Click Close.



The red X in the upper right corner [Alt+F4] closes Braille2000 completely.

## **Ctrl+Space**

Clicking Ctrl+Space will keep two spaced symbols-sequences together so they fall on the same braille line. It seems to only work after the fact, when Ctrl+Space is inserted between two symbols-sequences already brailled.

Julie Sumwalt, Braille Specialist  
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