

Braille Module 75

Introduction to Duxbury

General Overview of Duxbury Translation Software

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Summary	
<p>Goal(s): The goal of this module is for the students to be introduced to Duxbury translation software (direct input translation). A general overview of some tools and windows will be explored.</p> <p>SMART Objectives: <i>Specific, Measurable, Achievable, Realistic, and Time-sensitive</i></p> <p>By the end of this module, students should be able to:</p> <p>BS75.1: Develop a basic understanding of different braille translation software.</p> <p>BS75.2: Demonstrate a basic introductory knowledge of Duxbury software.</p> <p>BS75.3: Successfully complete the computer software exercise.</p>	<p>Instructor:</p> <ul style="list-style-type: none"> • Braille instructor
	<p>Delivery Method(s):</p> <ul style="list-style-type: none"> • Lecture • Hands on
	<p>Length: 5 hours</p> <p>Two topics</p>
	<p>Any Applicable Business and/or Soft Skills:</p> <p>Computer Software</p>
	<p>Corresponding <i>LOC Manual</i>:</p>
<p>Take Away Message(s): There is some disagreement on whether Duxbury or Braille 2000 is the better program. Learning about both and seeing the advantages and disadvantages of both will enable you to make the wisest decision for yourself and your braille projects.</p> <p>Learn all you can about the different software for the computer. Not all computers are braille compatible. Knowing the difference can save you time and money. Ask questions of those that have experience to help.</p>	

Instructor Preparation

Title of Module: *Introduction to Duxbury*

The purpose of this module is to provide the students with a brief description of Duxbury translation software.

This module is to show transcribers in training the Duxbury application in a general sense for possible future exploration. Duxbury and Braille 2000 are two of the most used braille translation programs. An introduction to both is greatly needed in order for a future transcriber to be informed and make a conscious, educated decision on their preferences.

Agenda

Topic: Hardware

Time Allotted: 5 Hours

A. Introduction to and Installing Duxbury

(1 hour)

B. Inside Duxbury

(4 hours)

Materials and Supplies – *items needed in order to carry out the agenda and classroom activities*

1. Desktop PC
2. Duxbury Translation Software CD/ DVD
3. Handouts: Notable Features of DBT (75.A.1), Braille Software (75.A.2), Installing Duxbury (75.A.3), and Working in Duxbury (75.B.1)

Classroom Preparation – *steps to follow when setting up the learning environment*

1. Have lab set with one computer at each station.
2. Have a Duxbury Installation CD/DVD for each station.
3. Screen/Projector

Curriculum Content

A. Introduction to and Installing Duxbury (1 hour)

Objective BS75.1: Develop a basic understanding of different braille translation software.

Objective BS75.2: BS75.2: Demonstrate a basic introductory knowledge of Duxbury software.

PREINSTRUCTIONAL ACTIVITIES

The instructor will be familiar with Duxbury in general and the installation process.

You will need copies of: the **Notable Features of DBT (75.A.1)**, **Braille Software (75.A.2)**, and **Installing Duxbury (75.A.3)**.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

The instructor will pass a handout titled **Notable Features of DBT (75.A.1)** to each student.

The **Notable Features of DBT (75.A.1)** handout lists the new key features that make Duxbury a major player in the braille translation software field. The instructor will say to the students:

“Unless you're a braille reader or a certified braille transcriber, there is no way you could possibly know all the rules. That's why you need a software package called a "translator." Translation software reads your computer files and literally "translates" them into correctly contracted, punctuated, and formatted braille pages, ready to "print" on your braille embosser. Newer translators even contain their own word processors so you can create, edit, spell check, print, translate, and emboss your documents inside the translator, just as you would in Microsoft Word or WordPerfect. Others produce braille by reading common types of word processing files, typically in ASCII text format, and creating new ready-to-emboss braille files. Translators are very easy to use and typically create the finished braille computer files (even long ones) in seconds.

Who uses software for braille?

Duxbury has never pushed DBT as a braille “editor” and recommends the use of a word processing program in conjunction with DBT. The software is designed for those who don't know braille and those that do.”

 **ASSESSMENT**

The instructor will say to the students:

“When installing braille translation software you will need a computer that is compatible and capable of handling the braille translation software. When selecting and purchasing a computer each person's needs are different. Some important things to have in mind as you begin looking for a computer are:

- How do I intend to use the equipment?
- Would local service centers for repair be important to me?
- Am I concerned about being able to sell it at some later date?

Define your needs. If you are planning on purchasing a computer PURELY for your braille transcription needs, you need a minimal computer. If this is the level of your needs, you may want to consider buying a used computer from someone you know who is upgrading.

Where to look for a new computer

In today's market it is difficult to find a computer configuration with less than a 2.0 GHz (gigahertz) processor, a 256 MB (megabyte) RAM, a 40 GB (gigabyte) hard drive, and a built-in CD/DVD ROM drive. As a transcriber you would not need such top-of-the-line options, but they would certainly add to the value if you should want to sell the computer.

Many stores have pre-configured systems that must be purchased "as is." If such computers are on sale, they may be your best buy, provided they have the features you need. Be careful to notice that many computer systems that appear to be bargains do not include a monitor which can add about \$200 to the price.

Also note that many of the newer keyboards do not handle six-key input. Keyboards can be checked by striking sdfjkl simultaneously. You should get all six characters on the screen. If you should find that the computer you have bought will not do your braille correctly (missing dots), you can purchase a basic keyboard from a typical computer store for about \$10.

Any working mouse will, do, although you might consider an optical mouse that does not depend on a rolling ball system. The rollers can get dirty and must be cleaned routinely.

The internet is a place to browse to see different features and prices available on new computers, and you have great flexibility in configuring a computer that fits your requirements. Browse at least three websites—perhaps www.dell.com,

www.gateway.com, and www.abscomputers.com (no taxes with ABS if you do not live in California). In each case, keep in mind warranties, shipping costs and possible state taxes. Then compare the configurations and prices and make your choice.

The Purpose of DBT

As implied by the name "Duxbury Braille Translator," translation between print and braille is its primary function. DBT can translate into either grade 1 (uncontracted) or grade 2 (contracted) literary braille for many languages, and also into several different braille codes for mathematics and other technical notation. DBT can also translate from braille into the equivalent print for several languages and braille codes.

DBT also provides for formatting of braille documents, along with translation of the text. This generally implies reworking the format to a certain extent, as braille format is not always similar to print format.

In support of these basic functions, DBT provides a word processor for both print and braille. Using DBT, you may edit files before translation and also the results of translation, and may send the print text to a regular printer and the braille to an embosser.

Most people understand the basics about braille: that it provides a reading medium for blind people, using "cells" made up of raised dots in various patterns instead of the characters used in regular print. But many people do not realize that cells –for –character substitutions are not typically, on a one-to one basis. The process is especially complicated in languages such as English and French where "grade 2" braille is used, involving "contractions: that are based upon pronunciation."

Handout: **Duxbury Features (75.A.1)**. Review in class the various features that are listed.

The instructor will say to the students:

"Many different types of braille translation software exist in the market today. While in the PROFITT Program we discuss the top two (Braille 2000 and Duxbury).They are in no way the only ones.

The instructor will pass out the handout titled **Braille Software (75.A.2)** which lists a variety of braille software that users are able to use when transcribing.

The instructor will say to the students:

“Remember: Some are to be downloaded for free while others are to be purchased.

After purchasing a computer you are now ready to install Duxbury Translation Software.”

The instructor will pass out the handout titled **Installing Duxbury (75.A.3)**. This handout shows the step by step process with easy to follow dialog windows.

“Please note that is installation process can differ from computer to computer and also depending on the type of user license you have purchased. Please see the user’s manual if you encounter any problems.”

B. Inside Duxbury

(4 hours)

BS75.3: Successfully complete the computer software exercise.

PREINSTRUCTIONAL ACTIVITIES

The instructor should review DBT to become familiar with the menus and tool bars. There are several ways of doing certain things. No way or path is the right way. Some students would prefer short cuts keys while others would prefer using the mouse. Keep an open mind to the previous computer modules we have gone through. The terminology and concepts are similar.

You will need copies of: **Working in Duxbury (75.B.1)**.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

Instructors will allow students to follow the **Working in Duxbury (75.B.1)** handout. This sheet touches on several easy to understand concepts that will allow the students to get a feel for what Duxbury can really do. Instructor could show this on the overhead screen while students view and then they can themselves try each of these steps.

A general overview of opening, importing, saving and working a file in Duxbury is shown in handout: **Working in Duxbury (75.B.1)**.

ASSESSMENT

The instructor will say to the students:

“Translating a document is easy but by no means complete. The proper formatting rules must be followed. The outcome isn’t to just translate a document from print of braille. It’s to produce a copy of print into an accurate copy of braille.”

Braille Module 75

Introduction to Duxbury

Module

General Overview of Duxbury

Translation Software

Handouts

Notable Features of DBT (75.A.1)

Duxbury Braille Translator was founded in July 1975 (incorporated March 1976), Duxbury Systems, Inc. is the world's oldest company dedicated to the creation of software in the service of braille.

The Purpose of DBT

As implied by the name "Duxbury Braille Translator," translation between print and braille is its primary function. DBT can translate into either grade 1 (uncontracted) or grade 2 (contracted) literary braille for many languages, and also into several different braille codes for mathematics and other technical notation. DBT can also translate from braille into the equivalent print for several languages and braille codes.

DBT also provides for formatting of braille documents, along with translation of the text. This generally implies reworking the format to a certain extent, as braille format is not always similar to print format.

In support of these basic functions, DBT provides a word processor for both print and braille. If your keyboard allows for it, you can work with the braille material using six-key editing -- that is, using the keyboard in a manner analogous to a Perkins brailier. Using DBT, you may edit files before translation and also the results of translation, and may send the print text to a regular printer and the braille to an embosser.

DBT can also import from many other word-processors and other kinds of files from various sources.

DBT can also perform similar functions for Moon, a raised-line tactile system that can be used as an introduction to braille or as an alternate reading method in some limited circumstances.

The current version provides the following features:

Built-in interline printing to have ink-braille and print together. This makes an easy proofing and teaching tool. Great for the braille-impaired too!

Technical codes for math/science and Computer Braille translation for American, British, and French Braille are also supported.

- The ability to include tactile graphics files for mixed text-and-graphic documents
- Imports from popular word processors including Microsoft Word and WordPerfect, HTML, ICADD, DAISY/NISO/NIMAS, formatted and plain ASCII, earlier braille editors such as EDGAR and Polkadot, Duxbury's own historical file formats, and more. Also includes the Duxbury Braille Font for viewing braille dots within other programs
- The current translation table menu includes dozens of major languages plus variations, including grade 2 support for most jurisdictions where grade 2 is customarily used. Now braille for foreign-language texts and language teaching texts is a snap.
- Bidirectional (print-to-braille and braille-to-print) translation
- Accurate presentation of both print and braille in either WYSIWYG (what-you-see-is-what-you-get) or coded HYGWYW (how-you-get-what-you-want) views in the word-processing screen, with easy switching between views
- A "translated line" showing the "other" form in either print or braille files
- Six-key chording for braille and print entry, not timing-based, compatible with most keyboards
- Over 100 formatting & translation codes for a high level of flexibility
- A library of user-configurable styles
- A user-extendable template library for even more flexibility
- A spell-checker with 300,000 word dictionary
- "Quick Find Misspelling" feature for increased speed and ease of use
- Embossing to all major braille printers; the first page may be a "banner" for job identification by personnel who don't read braille



Braille Software (75.A.2)

Duxbury Systems Products

Duxbury Braille Translator for Windows (DBT 11.1 SR4)

Industry leading software

- Windows software (including Windows Vista and Windows 7) supports all commercial braille embossers.
- Accurate contracted braille formatted the way you want.
- Localized into English, French, Spanish, German, Danish, Italian, Polish, Portuguese. Translators support numerous languages.
- Imports files from HTML, Word 2003/2007/2010, WordPerfect, Open Office, and other formats.
- Math translation available for Nemeth, BAUK, UEBC, and French Braille (best when using Scientific Notebook).
- The world choice and standard for over 25 years!

Mega Dots 2.5

Powerful DOS braille translator with a Windows Installer, designed for the volume transcriber and producer who is working for American or British braille readers

- New version, much easier to install; Fast, Friendly, Easy to Use
- Installs on 32 bit Windows: 98/ME/2000/XP/Vista/Windows 7, sets up your desktop icons imports files from HTML, Word 2003/2007/2010, WordPerfect, Open Office, and other formats.
- Powerful automated formatting features
- Easy access to documentation
- Supports mathematics, BANA 2007 rules, and partial use of contractions

Salsa

Interactive braille lesson maker for SAL can be used with most popular braille translators and editors.

- Reads braille formatted files from many sources. LJ
- Interactive screen display/voicing to understand the lessons
- Directly connects to the SAL Braille Teaching Tablet (made by Freedom Scientific)
- Salsa lets you create exercises and tests.
- Salsa obtains data from the SAL unit so you can monitor your students or grade tests

75.A.2

Freeware**QuickTac Download**

Free braille graphics software

- Produces braille graphics files
- These files can be imported into DBT 11.1 or MegaDots 2.5

Perky Duck Download

- Free simple braille editor
- Perky is a computer based Perkins braille emulator
- Used in distance education to demonstrate your understanding of braille

Scrub Download

- Powerful Character Replacement MS-DOS Utility
- Original basis for DBT character transformation technology, available for those who tinker with character strings in computer files

Other**BRaille2000**

Robert Stepp

Computer Application Specialties Company P.O. Box 22219

Lincoln NE 68542-2219

Phone: 402-423-4782; Fax: 402-423-5154 E-mail: rstepp@c-a-s.com

Web sites: <http://www.c-a-s.com> and <http://www.br12000.com>

Braille2000 gives you all the power of a Windows-based word processor with 6-key input, automated braille page layouts, proofreading aids, spell checking, and easy-to-use translators for uncontracted and contracted braille, Nemeth, Spanish and French, including a new feature that provides full-page back-translation. Prices depend on features requested. Discounts for group licenses are available.

BrIProof-2000 PROGRAM

Created by the Wendts of Lake Havasu City, Arizona. The program back-translates braille dots-into the original print characters and also checks for missing contractions.

COMPUTERIZED NEMETH CODE TUTOR Upshaw Institute for the Blind

16625 Grand River Avenue

Detroit, MI 48227

Website: <http://www.upshawinst.org/downloads/nemethtutor>

E-mail: webmaster@upshawinst.org

DANCING DOTS

1754 Quarry Lane

P.O. Box 927

Valley Forge, PA 19482-0927

Phone: 610-783-6692; Fax: 610-783-6732 Website: <http://www.dancingdots.com> E-

mail: info@dancingdots.com

Braille music resources and software

Micro Engineering

Phone/Fax: 909-685-6338

E-mail: microeng@pe-net

Direct 6-key entry braille program

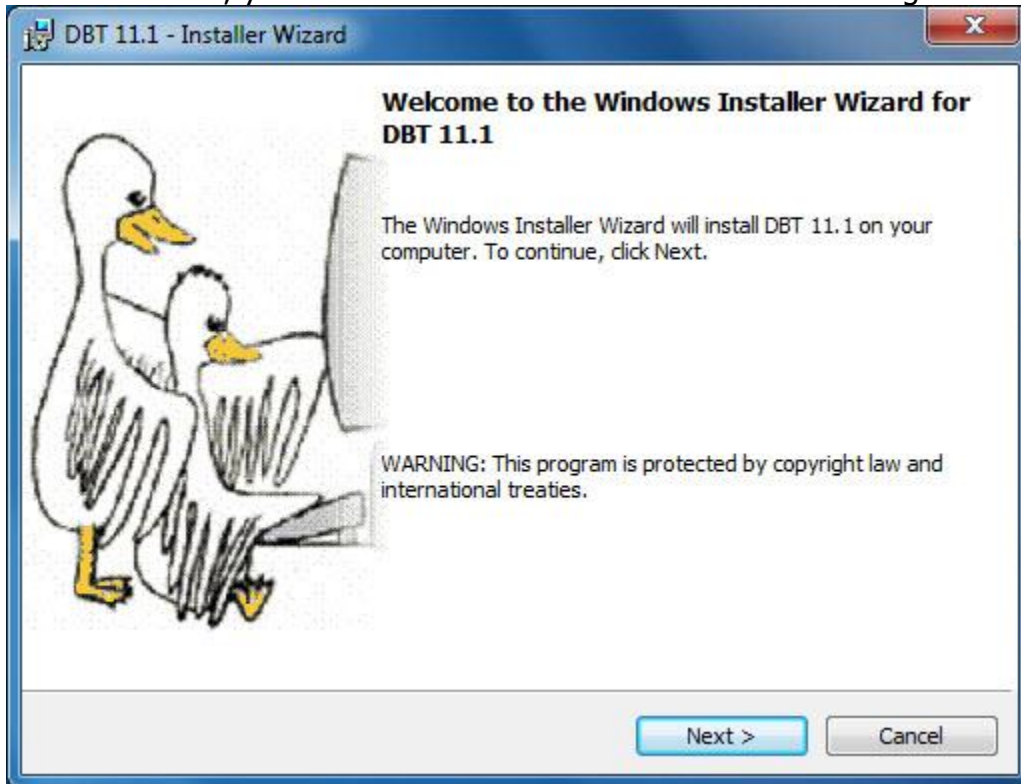


Installing Duxbury (75.A.3)

Chances are that you can get DBT installed with only the instructions included in this topic, or, for that matter without any instructions at all. Installation of DBT should usually be as simple as inserting the CD and following the prompts. But this guide is included to help you as necessary along the way.

Step 1: Insert the CD

To get things started, just slide the DBT product CD into a CD drive on your computer. After a moment, you should see a screen much like the following:



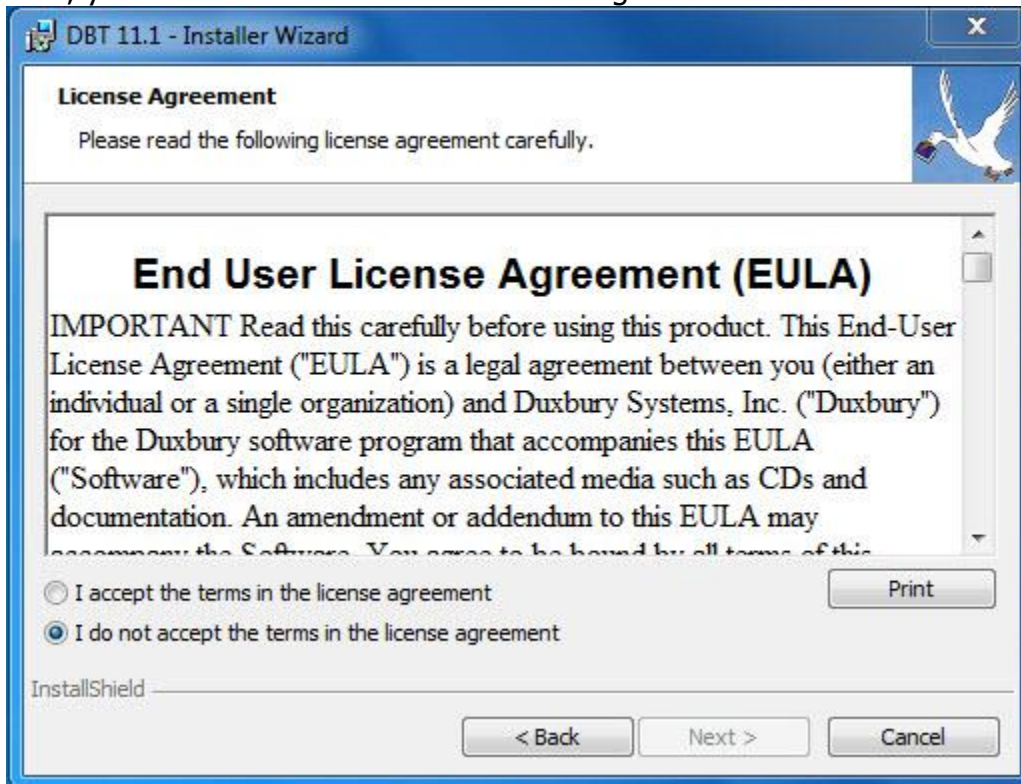
Simply click the Next button, or type **Alt+N** or press **Enter**, to continue. If you wish to quit now, or when viewing any subsequent screen, click the Cancel button, or press the **Escape** key. Your system will not be changed regardless of when you choose to cancel the installation.

If, for whatever, reason, inserting the CD doesn't cause the Installer Wizard to appear, then browse the CD contents for a file called dbt-1006.msi and open it, then proceed as above.

75.A.3

Step 2: Read the License Agreement

Next, you will see a screen like the following:

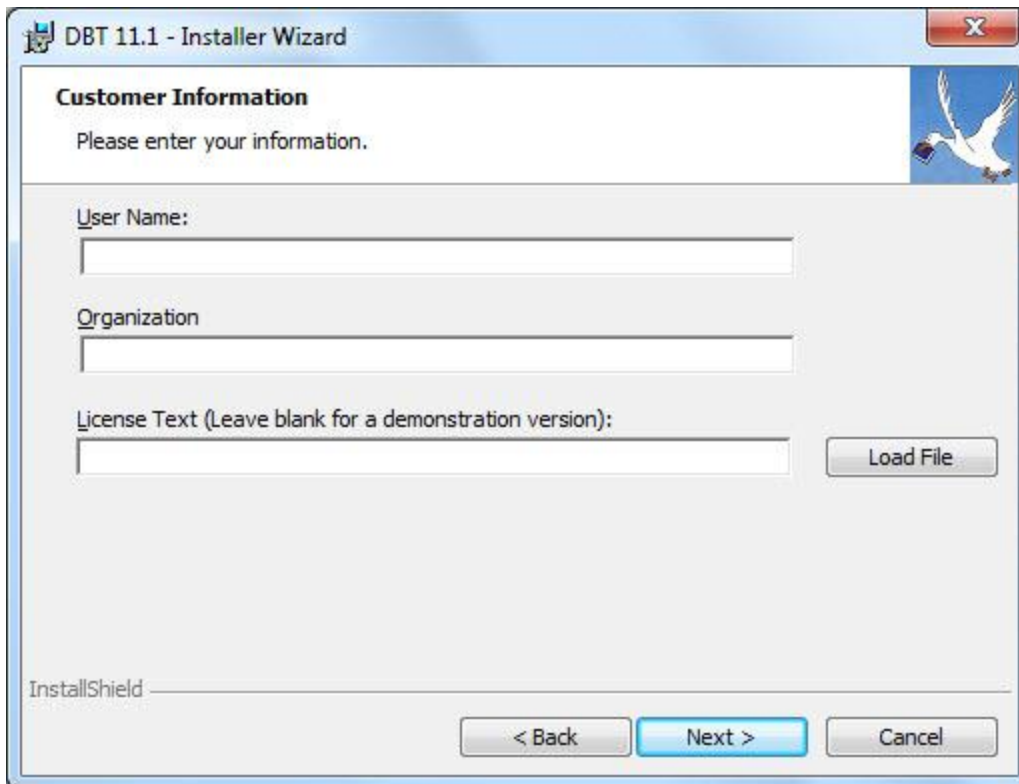


Notice that the Next button is initially disabled. In order to continue installation, you must accept the terms of the license agreement by selecting the option so labeled, or by typing **Alt+A**. *If this is your first time installing DBT 10.6, we urge you to read the text first.* If you choose not to accept the agreement, you may cancel installation and contact your dealer or Duxbury Systems to return the software, within 90 days of your purchase.

If you accept the license agreement, simply click Next, or type **Alt+N** or press **Enter**, to continue.

Step 3: Personalize your Installation

The next screen looks like this:



Some parts of the dialog, the User Name, Organization, and License Text fields, may be filled in. Unless you hear otherwise from your network administrator or supervisor, there is generally no need to be particular about how you fill out the first two fields. If you wish to enter (or correct) the User Name, type your name when the dialog first appears, then press the **Tab** key to move on; if you don't want to enter (or correct) the User name, just press the **Tab** key.

Now, if you wish to enter (or correct) the Organization, type your company name and **Tab** to move on. If you don't want to enter (or correct) the Organization, then just press **Tab**. This datum is very often left blank.

At this point, you'll have reached the critical part of the dialog. Into this third field, you must enter your License Text. If you are updating to DBT 10.6 from an earlier installation, then your License Text usually be displayed already. If this is a new installation, then you should find your License Text, in both print and braille, on card stock in the original shipping carton. Be sure to enter the License Text exactly as it appears on the card, paying attention to spaces and capital letters.

License Text will usually look something like one of the following samples:

DBT H1234-12345678

or

Single-user license G9876-98765432

If you have any difficulty locating your License Text, then please contact your dealer or [Duxbury Systems](#).

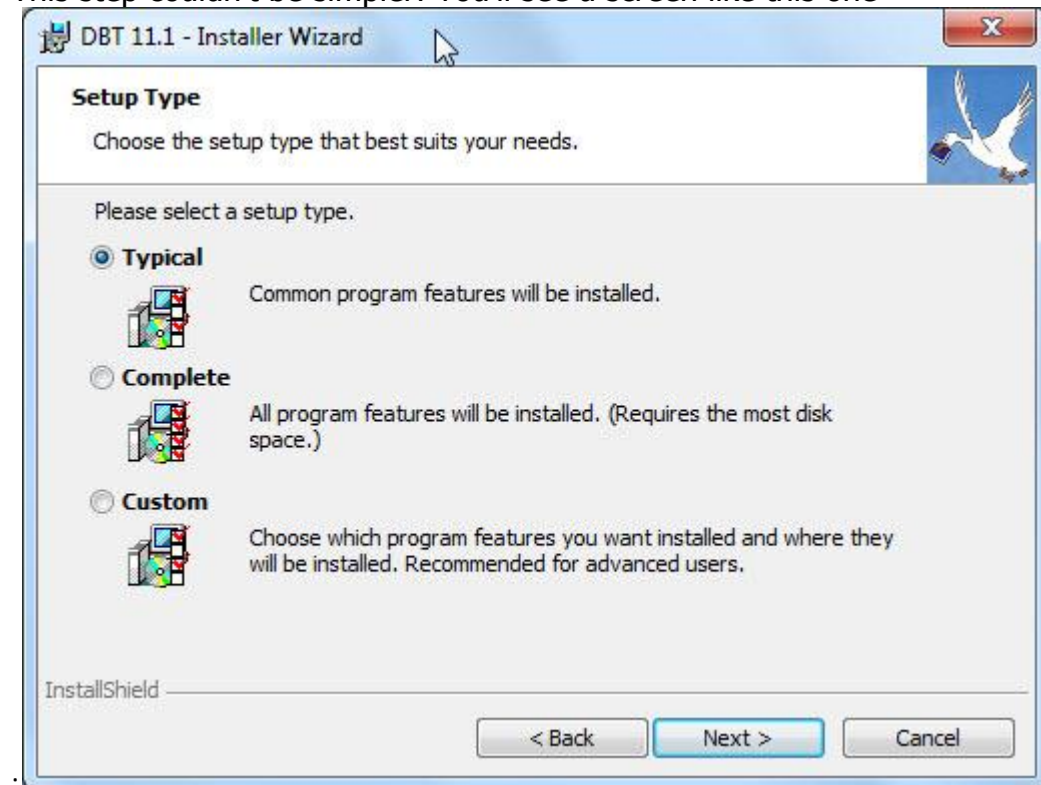
75.A.3

Leave the License Text field blank if you are installing a demonstration version of DBT. You'll be given the chance to supply your License Text after DBT is installed and running, should you decide that you wish to purchase a license.

When you've completed the license text, or decided to omit it, click the Next button, or type **Alt+N** or press **Enter**, to continue.

Step 4: Select the "Typical" Setup Type

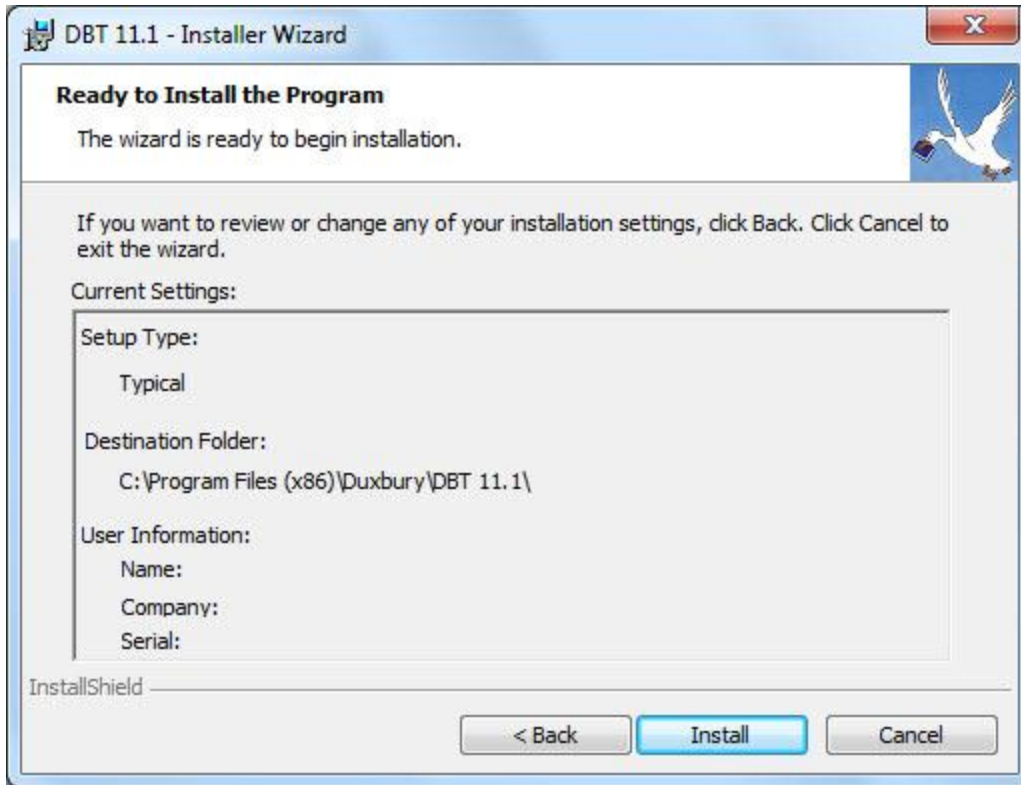
This step couldn't be simpler! You'll see a screen like this one



Just click Next, or type **Alt+N** or press **Enter** to continue. Changing anything in this dialog before clicking Next would start you along toward a [Custom Installation](#). We don't recommend that for most users.

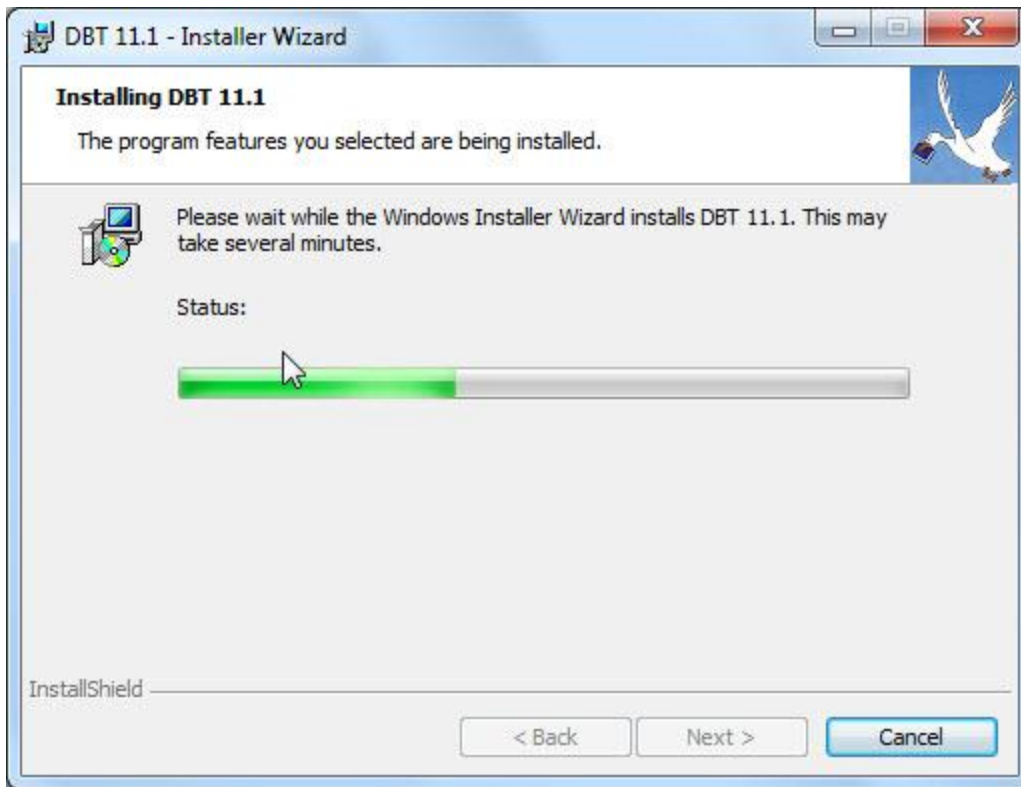
Step 5: Confirm your Work

The next screen simply shows you the answers that you've chosen so far:



This is your chance to stop and review the information you've given to the installer so far. If you want to make a change to the information on any of the earlier screens, click the Back button, or type **Alt+B** to return to the previous screen. That screen, in turn, will have a Back button for you to press (or type **Alt+B**), and so forth through to the first screen of the installer. Once you've made any corrections, use the Next button, or type **Alt+N**, within each dialog, until you've returned to this one.

Usually, however, there's no point in using that Back button. Just click the Install button, or type **Alt+I** or press **Enter**, to let the installer go about its work. As the installer proceeds, you'll see a screen like this:

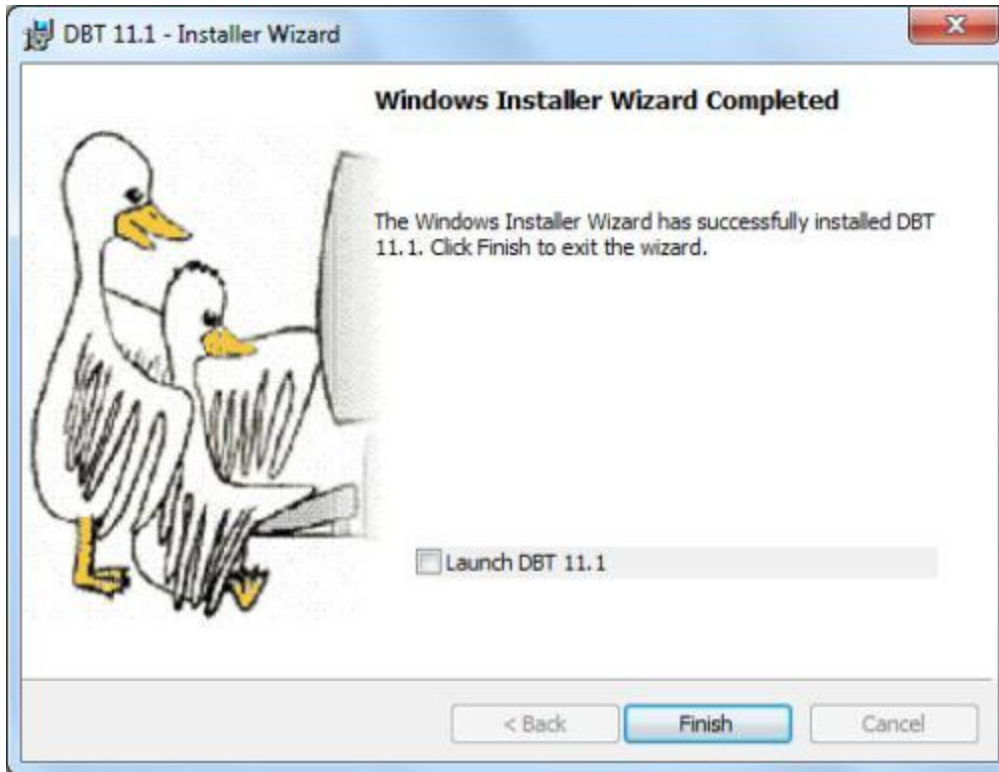


Even now, you can cancel the installation, though this takes longer than it would have before, because cancelling now will leave the installer with some cleanup tasks (which it handles automatically) in order to leave your computer unmodified.

The status bar will reset itself several times and progress again from the left to the right. This can be modestly frustrating, but it is perfectly normal for this kind of program installation.

Step 6: Finish the Installation

When the installer has finished installing DBT and configuring your system, you'll see one final screen, like this one:



It is often a good idea to check the "LaunchDBT 11.1 SR2" button, or type **Alt+L**, before clicking Finish, or typing **Alt+F** or pressing **Enter**. Only "Finish" is truly required, but if you check the "Launch DBT 11.1 SR2" button first, then the Installer will start DBT for you. Not only will this allow you to quickly confirm that DBT is working, but you'll also be able to Activate DBT (under most circumstances) and install and configure embossers. If you aren't the end user, and the end user doesn't have Administrative Rights on this machine, then you should perform these tasks before turning the computer over to the end user.

Working in Duxbury (75.B.1)

How to Start DBT Win

Windows XP, Vista and later

1. Click the Start button on the Task Bar OR: Press the **Windows Start Button**
2. Choose Programs (or press **P**)
3. Select the "Duxbury" Program Group
4. Click the "DBT Win" Icon OR: Using the arrow keys, move to the "DBT Win" option and press the **Enter** key

How to Start A New Document From Scratch

1. Select "File: New" from the menu; OR: use the shortcut command **Ctrl + N**.
2. Select "Print" and "Standard Format" in the dialog box
3. Click "OK"

Observe:

Shortcut key commands are listed next to the corresponding menu command. For instance, when you select "File: New" from the menu, you can also type **Ctrl + N**. This option is listed directly to the right of the menu command. Shortcut key options are an easy, quick way to carry out commands which can take much longer if you use the menu.

How to Enter New Text

To create our first document, we are going to type a letter. Type the following, using Enter twice at every skipped line. Do NOT press Enter where lines end within the paragraph; just use the Space bar as you normally would between words, and let DBT "wrap" the lines automatically:

Dear Mother,

How are you? I'm well. I'm learning how to use the Duxbury Braille Translator. It isn't very hard! All you have to do is to type in the text, tell the program to translate, and emboss!

Love,

Misty.

That's all - it's that simple! (Later on, we'll see that proper formatting of most kinds of documents requires more than just pressing Enter twice for skipped lines — but in this case, that's all that's needed.)

75.B.1

How to Translate a Document

Select "File: Translate" from the menu or type **Ctrl + T**.
That's all! You've translated your document!

How to Emboss a Document

Embossing a document is very easy. It's setting up the embosser that can be difficult. That subject is covered within the section entitled "Installation and Setup." Please be sure that the embosser setup has been completed before proceeding with this step -- or, if you do not have an embosser, skip this step.

1. Type **Ctrl + E** OR: Select "File: Emboss." IMPORTANT: IF YOU DO NOT HAVE AN EMOSSER SET UP, DO NOT USE THE "EMBOSS" COMMAND!
2. Click "OK" or type the Enter key

How to Close a Document

There are three ways to close a document. Be sure to close the document, not the application.

Take the Long Route - Use the File Menu

1. Select "File: Close" from the menu
2. If DBT asks whether you want to save the document, click "No."

Take the Mouse Shortcut

1. Click the document's "Close" button
2. If DBT asks whether you want to save the document, click "No."

Take the Keyboard Shortcut

1. Type **Ctrl + F4**
2. If DBT asks whether you want to save the document, click "No."

How to Save a Document

1. Select "File: Save" from the menu, or type **Ctrl + S**.
2. Type "letter.dxp"- the extension ".dyp" tells DBT that this is going to be a DBT print document.
3. Be sure to save your document in the "dbtdocs" directory.
4. Click "Yes" or press the **Enter** key.

75.B.1

A Note About Closing and Saving Documents:

When you exit DBT, the application first closes any open documents. If you have made changes to a document and have not saved those changes, DBT will ask you if you want to save your changes. DBT also saves the position of your cursor. If your document is a long one, you may find that the next time you open the document, you can't see the beginning of it. In order to avoid confusion, type **Ctrl + Home**, to place your cursor at the beginning of the document, before saving. If you want to remember where you stopped working, then don't move the cursor to the beginning of the document before saving it.

How to Exit DBT Win

Take the Long Route - Use the File Menu

- Select "File: Exit" from the men

Take the Mouse Shortcut

- Click the application's "Close" button, which on the title bar and marked with an X.

Take the Keyboard Shortcut

- Type **Alt + F4**

Using Existing Documents

How to Open an Existing Document

Now that we've already created a new document and closed DBT, we want to go back and make some changes.

1. Open DBT again. Once you've done that, we'll open the document
2. Select "File: Open" from the menu; OR: Type **Ctrl + O**
3. Select "letter.dxp". This is the file that you already created and saved.
4. Click "Open." You can double-click the file that you want to open in lieu of clicking the "Open" button.

How to Make Changes to an Already Existing Print Document

Notice where the cursor is located. When you save a document, the position of your cursor is also saved. When you open that document, you can move the cursor one of two ways:

- Using the mouse, click on the point in the text where you want the cursor to be.
- Using keyboard arrows, move the cursor to the point on the text where you want the cursor to be.

Now we'll continue working with our letter.

1. Insert the cursor in front of the question mark in the sentence "How are you?"
2. Add the word "doing"
3. The text should now say "How are you doing?"

75.B.1

Cut and Paste, Copy, Insert, Highlight

You can do all of these things just as you do in other word processing programs.

To select text, use your mouse or use the shift key with arrows. (Incidentally, I find that using the keyboard instead of the mouse is much quicker and more accurate in DBT.)

1. Select the words "I'm learning how to use the Duxbury Braille Translator." You may select text by using your mouse, or by using your keyboard.
2. To cut text, select "Edit: Cut" from the menu or type **Ctrl + X**. Cut the words you selected.
3. To paste text, select "Edit: Paste" from the menu or type **Ctrl + V**. Move the cursor and paste the words "I'm learning how to use the Duxbury Braille Translator." before the words "How are you doing?"
4. To copy text, select "Edit: Copy" from the menu or type **Ctrl + C**. Copy the words "I'm well."
5. Paste the words "I'm well." before the words "I'm learning how to use the Duxbury Braille Translator."
6. Save your changes.
7. Close the document.
8. Close DBT.

You have just made changes to your document, saved the changes and closed both the document and the application that created it.

9. Open DBT
10. Open the document "letter.dxp"

The text should now say,

Dear Mother,

I'm well. I'm learning how to use the Duxbury Braille Translator. How are you? I'm well. It isn't very hard! All you have to do is to type in the text, tell the program to translate, and emboss!

**Love,
Misty.**

About Saving Documents: Save vs. Save As

There are two ways to save a document. You have already seen the save command, which saves any changes to the document that you have made. The Save As command does the same thing, but saves the changes as a new document.

1. Delete the fourth sentence, "I'm Well." from the document.
2. Choose "File: Save As" from the menu or press the **F3** key.
3. Name the file "letterch.dxp"
4. Save the document in the \dbtdocs folder
5. Close the document
6. Open letter.dxp

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As you can see, the changes made to "letter.dxp" have not been saved. This is because you selected "Save As" rather than "Save." "Save As" saves the changes you have made into an entirely new document.

7. Close "letter.dxp"
8. Open "letterch.dxp" and observe the changes.

How to Print a Document

The subject of setting up your printer is covered within the section entitled "Installation & Setup." Please be sure that the printer setup has been completed before proceeding with this step — or, if you do not have a printer, skip this step.

1. Type **Ctrl + P** or select "File: Print" from the menu. **IMPORTANT:** If you have not set up a printer, you will just get an error message.
2. If you are printing the braille (dxb) document, there is a way of printing a translated line of print above each line of braille. In order to activate this feature, select "Interline Print" in the print dialog box.
3. Set the number of copies and the print range
4. Click "OK"

How to Edit an Existing Braille Document

It is possible to edit a braille document directly using 6-key chording. This means that six of the keys on your keyboard correspond with the six dots in a braille cell. In order to create a braille cell, press the keys which correspond with the dots in that cell simultaneously. Usually, the corresponding keys are:

- Dot 1 = f
- Dot 2 = d
- Dot 3 = s
- Dot 4 = j
- Dot 5 = k
- Dot 6 = l

However, these corresponding keys vary from keyboard to keyboard, so trial and error may be required to determine the corresponding keys. In order to determine if your keyboard supports 6-key chording, open DBT and start a new braille document.

Using Existing Documents

How to Open an Existing Document

Now that we've already created a new document and closed DBT, we want to go back and make some changes.

1. Open DBT again. Once you've done that, we'll open the document
2. Select "File: Open" from the menu; OR: Type **Ctrl + O**
3. Select "letter.dxp". This is the file that you already created and saved.
4. Click "Open." You can double-click the file that you want to open in lieu of clicking the "Open" button.

How to Make Changes to an Already Existing Print Document

Notice where the cursor is located. When you save a document, the position of your cursor is also saved. When you open that document, you can move the cursor one of two ways:

- Using the mouse, click on the point in the text where you want the cursor to be.
- Using keyboard arrows, move the cursor to the point on the text where you want the cursor to be.

Now we'll continue working with our letter.

1. Insert the cursor in front of the question mark in the sentence "How are you?"
2. Add the word "doing"
3. The text should now say "How are you doing?"

Cut and Paste, Copy, Insert, Highlight

You can do all of these things just as you do in other word processing programs.

To select text, use your mouse or use the shift key with arrows. (Incidentally, I find that using the keyboard instead of the mouse is much quicker and more accurate in DBT.)

1. Select the words "I'm learning how to use the Duxbury Braille Translator." You may select text by using your mouse, or by using your keyboard.
2. To cut text, select "Edit: Cut" from the menu or type **Ctrl + X**. Cut the words you selected.
3. To paste text, select "Edit: Paste" from the menu or type **Ctrl + V**. Move the cursor and paste the words "I'm learning how to use the Duxbury Braille Translator." before the words "How are you doing?"

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However, these corresponding keys vary from keyboard to keyboard, so trial and error may be required to determine the corresponding keys. In order to determine if your keyboard supports 6-key chording, open DBT and start a new braille document. Type all of the above keys at once. If you get a full cell, your keyboard probably supports 6-key chording.

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