

# Translating Text to Braille with Duxbury

This document outlines how to translate text to braille with the Duxbury Braille Translator (DBT).

## Starting a New Document From Scratch

1. Start DBT Win.
2. Select File: New (Ctrl + N) from the menu.
3. Select document type: Print or Braille from the dialog box.
4. Select the desired Document Settings Template, then click OK.
5. Enter text into document using standard keyboard methods.
6. Move within the document using arrows, page up, page down, home and end keys, and edit as necessary.

*Hint:* The template used most often is English (UEB) – BANA Nemeth

## Translating a Document

From the File menu (Alt + F), select Translate (Ctrl + T). You now have two documents: one print and one braille. Your document is now ready to be embossed.

*Hint 1:* At the bottom of the braille document, you will see a yellow line showing the translated version of the braille. This can be very helpful for checking accuracy.

*Hint 2:* **Do not back translate a document**, instead close the braille document and go back to make changes in the print document.

## Embossing or Printing a Document

Make sure the embosser and printer are set up using factory instructions. You have one of two options:

1. From the file menu (Alt + F), select Emboss (Ctrl + E).
2. From the file menu (Alt + F), select Print (Ctrl + P) for a hard copy (print) of either the braille or print file.

*Hint:* You can only emboss a translated file (braille document).

## Saving and Closing a Document

1. From the File menu (Alt + F), select Save (Ctrl +S) and name your document.
2. From the File menu, select Close (Ctrl + F4). DBT remains running but the document is closed.

*Hint:* Remember, you have two documents. You can save one or both:

- DBT saves print files with the .dxd extension
- DBT saves braille files with the .dxb extension

### **Exiting DBT Win**

From the File menu, select Exit (Alt + F4). Duxbury will then shut down until you are ready to restart it.

### **Opening an Existing Document**

To open an existing document that was created in Duxbury or Microsoft Word:

1. Start DBT Win.
2. Select File (Alt + F) then Open (Ctrl + O).
3. Navigate to the file you are looking for.

*Hint:* For quick access, Duxbury creates a list of the last few files you have worked with at the bottom of the file menu.

### **Importing a Document**

To import a document into DBT:

1. Start DBT Win.
2. Select File (Alt + F) the Open (Ctrl + O).
3. Navigate to the file you want to import.
4. Click OK.

Duxbury will understand you want to import the file and will automatically select a template and Import Filter for you.

*Hint:* Duxbury usually knows which import filter to use but you can change it.

## Spell-Checking a Document

To spell check a document you are currently working in:

1. Move to the top of the document (page up button).
2. Start Spell Check (Shift + F11).
3. A new dialog box opens with the first misspelled word.
4. Options are to Ignore, Add to Dictionary, or Replace.
5. Check the radio button to Replace and type in your replacement or pick it from the list of suggested replacements.
6. Click OK.
7. Continue with these steps to the end of the document to find and correct all errors.

*Hint 1:* Spell Check looks at the document from the cursor forward, so be sure to start with your cursor at the top of the document.

## Cut, Copy and Paste Options

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

1. Highlight or select text by inserting the cursor at the desired location
2. While holding down the shift key, move the cursor to the right with the right arrow key.

After the text has been highlighted:

- To **copy**, go to the edit menu and select Copy (Ctrl + C). This places a copy of the highlighted text onto the clipboard.
- To **paste**, move your cursor to the desired location where you would like the text to be inserted. Go to the edit menu and select Paste (Ctrl + V). This inserts the contents of the clipboard into your document.
- To **cut**, go to the edit menu and select Cut (Ctrl + X). This removes the selected text from the document.

*Hint:* You can also copy and paste from another document into the one you are currently working on.

## Double Spacing

You can add double spacing your document either before you start or afterward with a simple command of Shift + F2. Be sure to place the cursor at the point you want double spacing to begin.

## **DBT Fonts**

When you translate a document, there are three font options: Braille, SimBraille, and Print.

- **Braille Font:** The Braille font looks like braille.
- **SimBraille Font:** The SimBraille font has “shadow dots” so a sighted person can see the whole braille cell, including unused dots, making it easier to read visually on the screen.
- **Print Font:** The Print font shows the document in ASCII type (computer braille).

## **Six-Key Entry**

To create a document in braille:

1. Start DBT.
2. Select document type (braille).
3. Select Template.
4. Click OK.
5. Using the keys f, d, s, j, k, and l on your standard keyboard to input braille.

## **Global Menu / Document Menu**

Preferences can be set for all documents using the Global Menu, or just for the current document using Document Menu. Use the Global Menu to set up and select embossers and printers for all documents. Use the Global Menu to set up preferences for autosave, fonts, views and shortcuts as well.

Preferences for how documents are imported are also setup in Global Menu.

Adjust the current open document with the Document Menu. In this menu, you can change the printer or embosser, select how the page is numbered, select different tables, and add, modify, or delete styles. Templates are created and deleted from this menu.

## **Find, Find Again, Replace**

To find a particular word or phrase in your document, use the Find Command.

1. From the Edit Menu (Alt + E), select Find (Ctrl + F).
2. A new dialog box opens.
3. Type in the text to find and select any options. Once activated, "find" moves the cursor to the first character of your search text in the next place it can be found.
4. Use "Find Again" to reactivate the "find" process using the search text last specified (Ctrl + I).
5. Use "Replace" (F6) to find a particular text string and replace it with another text string.

### **Using the Go To Command**

This command takes the cursor to an exact location with page number, line, and column.

1. From the Edit Menu (Alt + F), select Go To (Ctrl + G).
2. A new dialog box opens.
3. Enter the desired location information.
4. Click OK.
5. The cursor moves to the desired location.

### **Adding Print Page Numbers**

You can add a page number to your document to show where the source document changed pages. This is used when marking print pages while creating a braille textbook. A line will appear across your document with the referenced page number flush right against the margin.

To add a page number:

1. Move the cursor to the last word on the print page.
2. Use Command + Left Bracket.
3. A new dialog box opens.
4. Type in lea, then press Enter.
5. Type the page number that would be on the next page.

## **Need Help?**

- Use the Duxbury Help file
- APH Access Academy: Foundations of Duxbury
- DBT Quick Reference Codes
- [Peter Zaremba YouTube Channel](https://www.youtube.com/@peterzaremba8041/videos)  
(youtube.com/@peterzaremba8041/videos)