Duxbury Braille Translator Beginner Workshop (Part I)
Agenda

7:45 a.m. – 8 a.m.	Registration

8 a.m. – 9:30 a.m.

Section I - Overview
Features
Standard vs. Textbook vs. BANA
Customizing Document and Global Menu
Set up Embosser/Printer
Translation Options
Prepare the File
Duxbury
Menu Bar
Proofing and Editing
Participant Practice

9:30 a.m. – 9:45 a.m.   **Break**

9:45 a.m. – 11 a.m.

Section II - Working with Word
Prepare the Word File
Scanning, E-file, Storage Disk
SWIFT
Foreign Language
Participant Practice

11 a.m. – 11:30 a.m.   **Lunch**, Q & A

11:30 a.m. – 1:15 p.m.

Section III

Recap
Codes - What they are and how to use them
Templates
Math (Linear and Spatial)
Scientific Notebook
Participant Practice

1:15 p.m. – 1:45 p.m.   Section IV

Tables and Charts

Participant Practice

2 p.m. – 2:10 p.m.   **Break**

2:10 p.m. – 2:40 p.m.   Group Discussion

2:40 p.m. – 2:45 p.m.   Wrap Up with Evaluation