

13.1a Capitalization in abbreviations. Remember that the effect of the capitalized word indicator is terminated by a space, a capitals terminator, any nonalphabetic symbol, or a single capital letter. Use the capitalized word indicator only where two or more capital letters in an abbreviation follow one another with no intervening periods. Following a period, the appropriate capital indicator is repeated. Because the hyphen is a nonalphabetic symbol, the capitalized word indicator placed before a hyphenated compound abbreviation is repeated after the hyphen to indicate that all the letters of the abbreviation are capitals. Examples:

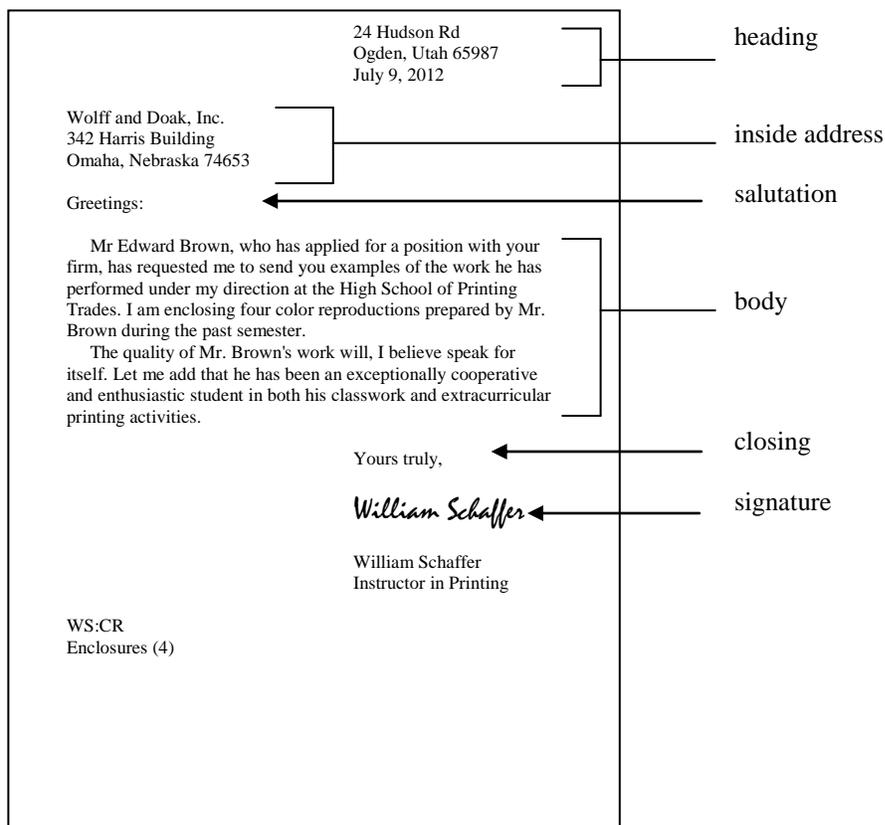
NATO ⠠⠠⠠⠠⠠⠠	Y.W.C.A. ⠠⠠⠠⠠⠠⠠⠠⠠	LL.D. ⠠⠠⠠⠠⠠⠠
MHz ⠠⠠⠠⠠⠠	USAir ⠠⠠⠠⠠⠠⠠⠠	AFL-CIO ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

13.1b Connecting words in abbreviations. Use contractions for lowercase connecting words and suffixes that are part of abbreviations. Follow print spacing. Examples:

AFofL ⠠⠠⠠⠠⠠⠠⠠	AT&T ⠠⠠⠠⠠⠠⠠⠠	4-Hers [or] 4-H'ers ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
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13.1c Contractions in abbreviations. The use of contractions in abbreviations is governed by the same rules as in full words. Examples:

St. Paul, Minn. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	Little Rock, Ark. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
Prof. Smith ⠠⠠⠠⠠⠠⠠⠠⠠	first ed. [edition] ⠠⠠⠠⠠⠠	Ted Mead, Ed. [editor] ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
Phys. Ed. Dept. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	ch. 7, pg. 3 ⠠⠠⠠⠠⠠⠠⠠⠠⠠		
OfofW [Ohio Federation of Workers] ⠠⠠⠠⠠⠠⠠⠠⠠⠠	8 ins. ⠠⠠⠠⠠⠠	3ft, 6in ⠠⠠⠠⠠⠠⠠⠠⠠	8-in. dia. ⠠⠠⠠⠠⠠⠠⠠
Belg. [Bel/gium] ⠠⠠⠠⠠⠠⠠⠠	Conn. [Con/nect/i/cut] ⠠⠠⠠⠠⠠⠠		
Dis. [District] ⠠⠠⠠⠠⠠⠠	Be [beryllium] ⠠⠠⠠⠠		



To block a heading, count the number of cells needed for the longest line. This line should end at the extreme right-hand margin. All other lines of the heading start in the same numbered cell as the longest line. Runover lines should be avoided in the heading and inside address—even if this means that the blocked lines of the heading start left of the middle of the page.

If there is not room to include the last line of the body of the letter as well as the complimentary closing, signature, writer's and typist's initials, and notice of enclosure on a braille page, take the last line of the body of the letter to a new page.

It is recommended that the closing and signature be brailled following the rules for attributions (see 17.3)—i.e., start each line in cell 5.

13.8b Blank lines in letters. Blank lines are left in braille letters between segments that are not distinguished by margin indentions. When a letter is written in *semiblock form*, as in the illustration above and the following exercise, the only place a blank line is needed in braille is between the inside address and the salutation.

If a letter is written in *full block form* (without any indentions) and all segments start at the left margin, the same should be done in braille. In order to enable a braille reader to distinguish the different segments of the letter, leave a blank line between the inside address and the salutation, the salutation

and the first paragraph, and between following paragraphs. A blank line is also left between the last line of the body of the letter and the closing. If there are writer's initials and/or a notice of enclosures followed by a postscript, a blank line should separate the two.

13.9 Braille Translation Software

As referenced in the course introductory material, this course will present some of the general concepts the student should understand in order to best utilize computer software that can assist with the conversion of a print document into braille. Several braille software packages are available, and the specifics of each program will not be covered here. The student should consult the documentation for the particular program being used.

It is emphasized that the transcriber must have a thorough knowledge of the braille characters and proper formatting. The software should be viewed as a tool to help produce braille more efficiently, not a substitute for the detailed knowledge and skills of a transcriber. Intervention by a transcriber is generally required to ensure high quality braille for the reader.

13.9a Styles.

When preparing braille using a Perkins Brailier or a six-key entry program, the transcriber uses the spacebar and the return key to create centering, blank lines, and paragraph indentions manually. With translation software, it is possible to accomplish such formatting by applying a *paragraph style* to the entire block of text so that the software will format it automatically. This can be done when working with the document in its print format before translating it to braille, and in some cases it can even be done in a word processing program before importing the document into the braille software.

Following are the names and features of styles corresponding to the formatting that you have learned so far. Note that it may at times be necessary for the transcriber to add blank lines where the styles do not automatically create them in order to achieve correct formatting. Additional formats and styles will be studied later:

STYLE NAME	FORMAT
Paragraph or Body Text	3-1 margins; leaves no blank lines between paragraphs that are all in this style, but blank lines are created according to format rules (to be studied later) before and/or after the entire section of body text
List or List1	1-3 margins; leaves no blank lines between paragraphs that are all in this style, but blank lines are created according to format rules before and/or after the entire list
Running Head	Places the selected text, centered, at the top of each page of the document; creates no blank line below
Attribution	Margin is 4 cells to the right of the beginning of the previous line; creates no blank line above and one blank line below
Transcriber's note	7-5 margins; follows format rules for blank lines before and

after; places transcriber's note indicator at the beginning and end of the text; only used when the entire paragraph is a transcriber's note
Left flush or 1-1 1-1 margins; creates no blank line above or below

EXERCISE

Prepare the following letter for submission to the instructor. Use the first line of each page for the running head **LESSON 13**, as usual. A blank line should be left on the first page between the running head and the heading.

745 16th St., N.W.
Washington, DC 20006
3/29/72

Mr. J. W. Wetherby
116 Crumpet St.
London W2N 6AA England

Dear Jim,

Shortly after 10 a.m., Feb. 5th, the SS Tubb reached the good old U.S.A. with me and the Mrs. on board. We were treated to the very best weather the Atlantic has to offer, i.e., wind, rain and fog, with the temperature dropping to 5°F at times. However, the unpleasantness was greatly mitigated by the fact that we became acquainted with many interesting people. Allow me, for instance, to introduce you to Dr. Wm. Windham. (The Dr. is for Ph.D., not M.D.) Windy, as he was familiarly known to his fellow passengers, was formerly head of the Phys. Ed. Dept. of an obscure institution in New Haven, Conn. His specialty is the improvement of health through breath control and Yoga, and being a typical absent-minded prof. we jokingly told him that we feared we might someday find him turning blue in the face from having forgotten to resume breathing.

Also on board were an AFL-CIO official from Texas with an LL.D. from T. C. U. (c1970) and a D.Litt from UCLA and a Conservative M. P. from somewhere in Sussex, whose father had served with Eisenhower at S.H.A.E.F. during the 2d World War. These two were constantly engaged in interminable arguments over the UN and NATO. A third passenger would sometimes join in these discussions. He was a retired AT&T executive who often reminisced about F.D.R. and recalled how he had approved the WPA projects.

Further diversion was provided by a comedian who had performed on several TV networks including ABC and NBC. His wife was more interested in her lineage than in comedy and frequently reminded us of her membership in the DAR.

I will finish this account in a later letter as I must start packing. The Mrs. and I are taking off for Florida for a month of rest in the sun. Until the first of May address your letters to me c/o Gen. H. G. Fairweather, 1210 St. Augustine Rd., W. Palm Beach, FL 33401. Telephone no.: 305 743 6262.

Cordially yours,
Ed Goodman

EGG/ham

P.S. 4/10/72. You can thank a sudden change in the weather for the fact that you are finally receiving this letter. Since arriving here in Fla., the temperature has been in the 70s and 80s, until last night, when it began turning colder about 10 p.m.; and early this a.m. the thermometer on our veranda registered 45° (F). I was forced to dig out my coat, and lo and behold! there in the pocket was your letter still unmailed.

Our trip down was remarkably fast—2 hr., 20 min. Not bad for a 1200 mi. jaunt, wouldn't you say? We were able to hitch a ride on an old B-52 that was being flown to Fla. to be used in training missions.

Gen. Fairweather has a beautiful and comfortable house with a large swimming pool that measures 20'6" by 40'. The only disturbing factor which somewhat interferes with my rest and quiet is a constantly barking dog that has the bark of a Great Dane but is about 20 ins. long and weighs all of 2# soaking wet!

I am proud to say that I will soon be able to type my own letters. While I was in England I began taking a correspondence course in typing—at the exorbitant cost of £495, 10% off for cash. I am now struggling with the intricacies of &, @, \$, and °. After next month I will no longer need the services of a secretary.

Remember our conversation about the Japanese ¥? If you will check page C6, §4 of last Sunday's paper, you will see that it is on the rebound. Even so, I'll stick with investing in the good ol' US\$ and/or the British £.

The wife and I are considering taking a trip to France and Belg. next spring. Would you be interested in joining us? Perhaps we could rent a BMW and do Europe in style. ☺

Cheerio, old bean,
E.G.G.

Last Revised 9/14/2016