

Using Microsoft Word VBA Macros for the BANA Braille Template of the Duxbury Braille Translator

A User Guide

Version 3.2

For VBA Macros Version 1.0c

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Macros by Jerry Whittaker

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jerry@thewhittakers.org

Table of Contents

(**Note:** If you are reading this document in a PDF reader, the items in this table of contents are hyperlinked. Click the table of contents item to move directly to the topic. Use Alt+Left-Arrow to return to the table of contents. Alternating Alt+Left-Arrow with Alt+Right-Arrow will move between the two locations.)

Overview	7
What are VBA macros?	7
Why Macros for the BANA Template?	7
System Requirements	7
Links for Downloading Current Macros	7
Limitations for Use of this Product	8
About this User Guide.....	8
Configuring Word for Use with EquatIO	8
Trouble Shooting the Look of Equations in Word	10
Notes Regarding Equation Views	10
Guide to the Quick Access Toolbar (QAT)	11
QAT Screen Position	11
Function of Each of the QAT Icons	11
Modifying the QAT	14
Restoring QAT Icons	14
Guide to the Braille Macros (the Braille Macros Ribbon)	15
Attach BANA Template Group	15
Attaching the BANA Template using SWIFT	17
File Cleanup Group	18
File Cleanup Sequence	18
Images and the Fix Common File Errors Macro	19
Delete Multiple Paragraph Marks	19
Selected Cleanup	20
Show ANSI Character Value	20

Reference Page Number Formatting Group	21
Auto Tag Page Numbers	21
Roman Numeral Reference Page Numbers and UEB	21
Roman Numeral Reference Page Numbers and EBAE.....	22
Validating \$pg Tags.....	22
Validating Reference Page Tags Using the Navigation Pane	23
Validating Reference Page Tags using a Temporary Document.....	23
Manual Tag Page Numbers	24
Format Tagged Pg Numbers	25
Inter Para to Embedded (Convert Inter-Paragraph Page Number Style to Embedded Page Number Style) ...	25
Embedded to Inter Para (Convert Embedded Page Number Style to Inter-Paragraph Page Number Style) ...	25
Other Formatting Tools Group.....	25
Format a Spelling List	26
Horizontal List to Vertical	27
Exercise Levels 1 & 2 (Format Exercise Levels 1 and 2)	28
Dashes/Primes/Fractions.....	29
Compress Linear Math	30
DAISY, NIMAS and Text Tools Group	31
Add \$pg to XML File	31
Txt File Para Fix	31
Help Group	32
Document Settings	32
Current Version and Download Links	32
Guide to Special Procedures.....	33
Creating Word Files from NIMAS and DAISY File Sets	33
The Content of the NIMAS File Set	33
The Content of the DAISY File Set.....	34
Procedures for Extracting Text from NIMAS and DAISY File Sets	34

Managing Large Documents	36
Viewing the Structure of a Book	36
Breaking the Book into Manageable Sections.....	38
Extracting Sections of the Book	38
Required United States Copyright Law Notification	41

Overview

What are VBA macros?

Macros have been an available feature in Microsoft Word for many, many, years. Few Word users know about them and even fewer feel comfortable experimenting with them. The macros are written in Visual Basic for Applications (VBA), a built-in macro language in Microsoft Office applications.

Macros are powerful tools which enable the automation of frequently used text manipulation techniques. Macros are little programs which work within Microsoft Office applications to save time and ease work-loads.

Why Macros for the BANA Template?

There is little doubt that the introduction of the BANA (Braille Authority of North America) Braille Template for Microsoft Word has simplified much of the formatting work for producing braille using the ***Duxbury Braille Translator (DBT)***.

Despite its ease of use, there are many formatting activities that are tedious and time-consuming or require knowledge of Microsoft Word far beyond that of even experience users.

System Requirements

These macros are designed to assist users of the ***BANA Braille Template*** in performing some of more frequently used and tedious formatting tasks with ease and accuracy.

These macros will work well with Microsoft Word versions 2013, 2016, 2019, and 365 (locally installed) and will only work with versions of the ***Duxbury Braille Translator*** (DBT) which use ***BANA Braille templates versions 2014 and higher***.

Links for Downloading Current Macros

To download the installation file package, type the following address into your web browser to access an informational document. <https://bit.ly/2nwx4IS> The document contains web links and instructions for downloading the installation package. You do not need to download the document as the web links it contains will work directly from your browser.

The installation package contains both a written description and a video to guide you through installation. Installation takes less than 5 minutes.

NOTE: Users will not be notified of newer versions of these macros. Periodic checks of the current version relative to the installed version are the responsibility of the user.



The version of the Braille Macros installed on your computer can be viewed by running the ***Current Version & Updates*** macro in the **Help** group of the **Braille Macros** tab ribbon.

A button at the bottom of the dialog box will connect, via the internet, to a document which will show the most recent version of the macros and templates. The document contains links for downloading the installation package for the most recent version.

Limitations for Use of this Product



A software agreement is viewable by selecting the Version & Update icon in the Help group at the right side of the Braille Macros tab ribbon. Basically, it is free to use and distribute. The author disavows any claim of usefulness and assumes no liability for damage to documents, loss of revenue etc. Use it at your own risk.

About this User Guide

This document is your gateway to information about the MS Word VBA **Braille Macros** for the **BANA Braille Template**. It contains detailed information about the macros and how to use them.

This document also contains links to videos which demonstrate how to use the macros. In addition, there are download links to the sample files which are used in the videos. These files can be used for practicing the macros.



Look for the butterfly in this guide. The butterfly indicates that a video is available for viewing and/or a practice file is available for download for this topic.

Please report problems with the macros in some detail along with sample files, when possible, to jerry@thewhittakers.org. Suggestions for new macros are also welcome.

Configuring Word for Use with EquatIO

EquatIO is an equation OCR program capable for converting image and text-based equations into MathML. EquatIO should be used in conjunction with Math Type.

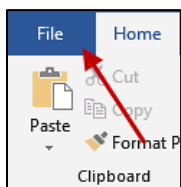
Web link for EquatIO is <https://www.texthelp.com/en-us/>

Web link for Math Type is <https://www.dessci.com/en/>

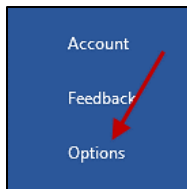
There are two critical settings which are needed to properly view the math equations created by EquatIO.

To make those settings do the following:

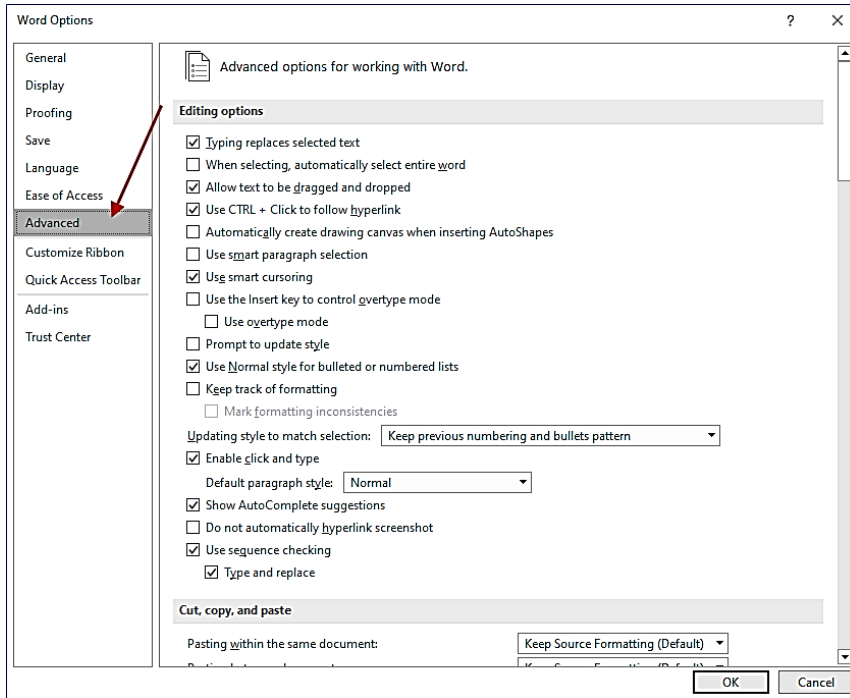
1. Select Word's "File" tab.



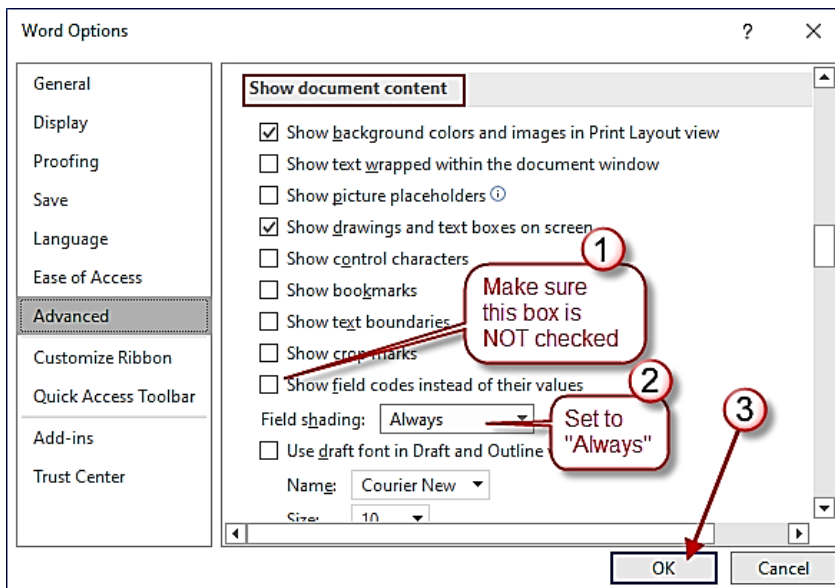
2. In the file menu, find and select the "Options" button.



3. In the "Word Options" dialog box menu, select "Advanced"



4. Scroll down in the "Word Options" dialog box to find the area called "Show document content" and follow the steps below.



Trouble Shooting the Look of Equations in Word

1. If, after converting the text-based or image-based equation with EquatIO, your equation looks like this...

{ EMBED Equation.DSMT4 }

instead of looking like this...

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

then the problem is that the "Show field codes instead of their values" check-box (shown in the settings example above) is checked and you are seeing the "field code" rather than the equation.

2. If you see the MathML equation without a gray background, like this...

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Rather than this...

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

then the problem is that the "Field shading" selection (shown in the settings example above) is not set to "Always".

Notes Regarding Equation Views

1. Equations which do not appear with a gray background are not "fields" and are not encoded with MathML. Showing the gray background is a quick indicator that equation conversion from text-based math or image based-math into MathML has been done.
2. Double clicking the MathML equation will cause it to become cross-hatched like this...

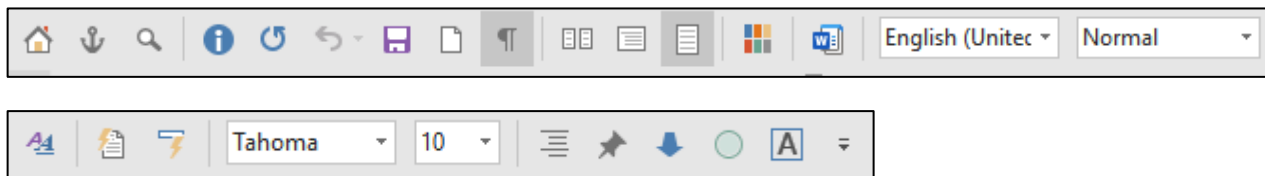
$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Double clicking the MathML equation will send it to Math Type for further editing and the Math Type editor should appear on the screen. The cross-hatching will disappear when the equation is set back to Word from Math Type.

3. The view of the MathML equation can be toggled between the "field code" view and the MathML equation view by pressing Alt+F9.
4. The size of the MathML equation can be adjusted by clicking on the equation and dragging the corner handles.

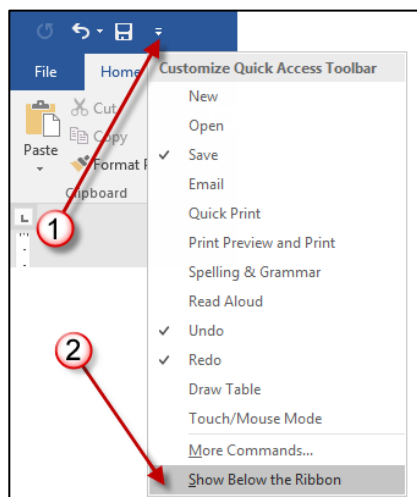
Guide to the Quick Access Toolbar (QAT)

QAT shown below in left and right halves.



Images vary with different versions of Word.

QAT Screen Position



The default position of the QAT is above the ribbon. It is strongly suggested that it be placed below the ribbon for easier and quicker access. Click the menu button at the right of the QAT (circle 1) then click Show Below the Ribbon (circle 2) at the bottom of the pop-up menu.

The image of the QAT shown above is before installation of the Braille Macros.

After installation of the braille Macros, the menu button will still at the right of the icons.

Function of Each of the QAT Icons



House - This icon executes the *Set Word Configuration to Installation Default* macro. It configures MS Word's settings to those establish when Word is first installed on the computer (the installation default configuration). It is suitable for general text editing but contains many settings which may not be desirable for formatting, typing, or editing a Word document for producing braille.



Anchor - This icon executes the *Set Word Configuration for Braille* macro which configures MS Word's settings to those recommended for formatting, typing and editing a Word document for braille.



Magnifying Glass - This icon executes the *Set Word Configuration for Large Print* macro which configures MS Word's settings to those recommended for formatting, typing and editing a Word document for Large print.

More Information on Use of the House, Anchor, and Magnifying Glass Icons

Users may freely change from one Word configuration to another at any time using the house, anchor, and magnifying glass icons, the three icons on the left of the QAT.

When more than one document is open in Word and each document requires a different Word configuration, switching from one document to another will **not** change the Word configuration. The last Word configuration set will remain in effect until changed by the user by selecting the House, Anchor or Magnifying Glass Icons. The current Word configuration can be seen and changed to the recommended configuration of the currently open document by selecting the **Doc Info** icon  on the QAT.



Doc Info – This executes a macro which informs the user of the document's currently attached template, the page size, the page orientation, and the page margin settings of Word's current configuration.



Redo Typing (same as typing Ctrl+Y). The icon changes to  when redo can be executed.



Undo Typing (same as typing Ctrl+Z). The drop-down menu (little down-pointing triangle) will present a history of activities which can be undone.



File Save (same as typing Ctrl+S)



Show/Hide non-printing characters (same as typing Ctrl+*). This will toggle between on and off states. In its on state, non-printing characters like spaces, tabs, paragraph marks, non-breaking spaces, optional hyphens, page and column breaks, and more can be seen on the screen. The on state is recommended for editing documents.



New Blank Document Opens a new blank document (same as typing Ctrl+N).



Multi Page View - Displays multiple pages on the screen.



Draft View - Selecting this icon will place Word's screen into draft view. In draft view the paragraph style of the current location can be seen in a column on the left-hand side of the screen. Headers, footers and images (pictures) cannot be seen in draft view even though they remain part of the document. In addition, the boxed four-headed arrow (select entire table) at the upper left corner of tables cannot be seen or selected.



Document View - Selecting this icon will place Word's screen into a view that represents how the document will appear if printed on paper. Images, headers, tables, and footers are viewable in this view mode.



Document Template - Selecting this icon will present the first of several dialogue boxes which allow the manual attachment of MS Word templates.



Language - This item displays the language of the character or word at the cursor. It also provides access to select other languages for the selected word or paragraph by using the down-pointing triangle.



Style - This item displays the current paragraph style or character style at the cursor location. Access to additional styles (using the down-pointing triangle) can be used to clarify the style name shown in the display or to change the style of the selected words or paragraphs.



Styles (same as typing Alt+Ctrl+Shift+S) Selecting this icon will show or hide the styles pane. Styles showing in the pane are those of the template currently attached to the document and are used for formatting the document.



AutoFormat Dialog - This is a built-in feature of Word which gives access to the *AutoFormat* settings. The settings can be changed and executed from the dialog box



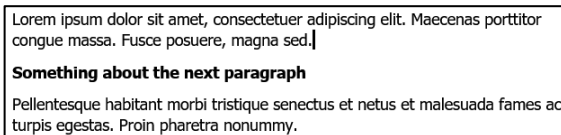
AutoCorrect - This is a built-in feature of Word which gives access to the *AutoCorrect* settings dialog where changes can be made to the automatic corrections and auto correction features of word.



Font and Font Size – These are the same settings as on the Home tab and are placed here for quick visual reference. It shows the current font and font size at the cursor location or can be used to change the selected font or font size of the currently selected text by using the down-pointing triangle.



No Space after Para (Toggle) This macro is handy for closing the gap between a titling paragraph and the paragraph below it. Place the cursor in the titling paragraph and run the macro. Doing it second time will reverses the effect.



Keep with Next Para (Toggle)- This option will pin (glue) the current paragraph to the paragraph which follows it. Should the paragraph which follows this move to the next page as text flows, the current paragraph will move with it.



Move Para to Next Pg (Toggle) This macro will force the current paragraph (the paragraph in which the cursor is located) to the top of the next page. It will work on any paragraph, table, or image.



Para Keep Lines Together (Toggle) – This tool toggles the status of a paragraph which has broken (has been split) over a page boundary to a paragraph which will be unbroken on a single page. To use this built-in Word Function, place the cursor in the target paragraph and click. When used, the left margin of the first line of the paragraph will display a small black square. Clicking the icon a second time will reverse the status of the paragraph.



Apply Title Case Capitalization – This icon invokes a macro which will change the case of words in a paragraph. Each word in the paragraph will be capitalized except for words like: to, a, and, but, or, at, on, and by and many others. To use the macro, place the cursor in the paragraph and click the icon.



Show **Menu for editing Word's QAT, Ribbon Tabs** and General Word Settings.

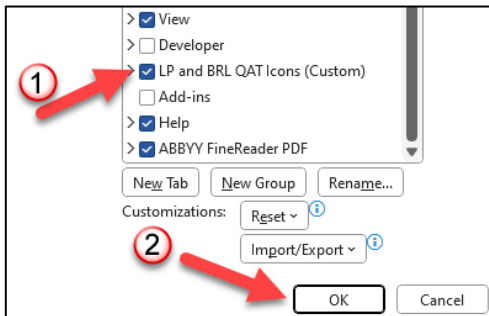
Modifying the QAT

Items on any Word Ribbon including custom ribbons like the Large Print Tab Ribbon can be added to the QAT from a popup menu by right clicking on the item and selecting **Add to the Quick Access Toolbar**.

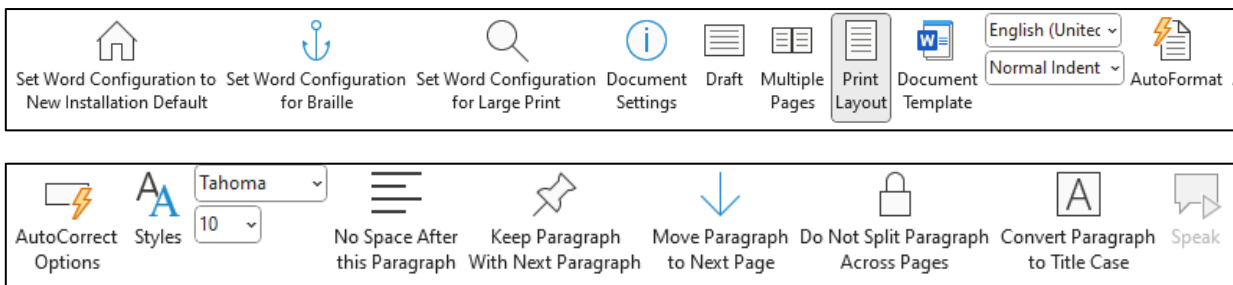
Restoring QAT Icons

The Quick Access Toolbar (QAT) contains a mixture of built-in Word functions and Braille Macros. In the event that items on the QAT are removed a "back-up" tab named **"LP and BRL QAT Icons"** and its ribbon are available to assist in restoring them.

In order to make the **LP and BRL QAT Icons** tab and ribbon visible, go to **File/Options** and select **Customize Ribbon** on the left side menu. In the right-hand pane, locate the item called "LP and BRL QAT Icons (Custom)" and place a check mark in the box next to it (see picture below). Click the OK button and the tab will be added to the Word tabs.

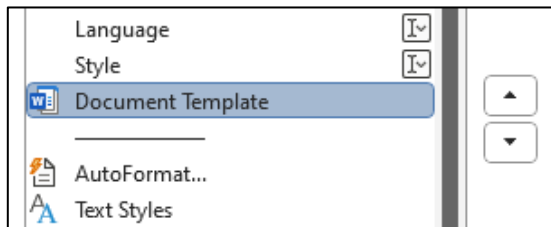


The left and right sides of the LP and BRL QAT Icons tab are shown below.



Right clicking on the icon and selecting **Add to the Quick Access Toolbar** from the pop-up menu will add the icon to the right-hand side of the QAT.

The left-right order of the icons on the QAT can be changed by going to **File/Options** and selecting **Quick Access Toolbar** on the left side menu. In the right-hand pane, the order of a selected item can be shifted up or down (moving the icon to the right or left on the QAT) by clicking the up or down buttons on the right of the pane.



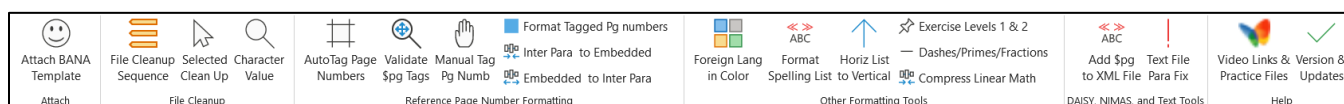
Guide to the Braille Macros (the Braille Macros Ribbon)

This section provides an explanation of the purpose of each of the macros in the *Braille Macros* tab ribbon. Additionally, hyperlinks for demonstration videos and downloadable practice files used in the videos are provided for some macros.

For a better learning experience, download the practice file, then stream the video and use the practice file to get a better understanding of how a macro works. You may want to consider viewing the videos on a separate device or screen while working on the computer.

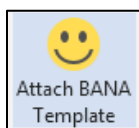
Note: The appearance of **the macro icons on the *Braille Macros* tab ribbon may differ from computer to computer** depending on screen width, Word version, and color scheme. The icon images will be similar to those shown below. The icon labels may not appear on narrow screens but will appear as a tool-tip when hovering the mouse over the icon. The Braille Macros tab ribbon images below are from MS Word 2021.

Note that the Braille Macros tab ribbon is divided into groups separated by a vertical bar. The name of each group is centered between the bars at the bottom of the ribbon.



The ***Braille Macros*** tab ribbon as it appears in MS Word 2021

Attach BANA Template Group



Purpose: This macro attaches a *BANA Template* to the currently open document. If no document is open, the macro creates a new blank document and attaches the ***BANA Template***.

SWIFT, the Word add-in used for formatting braille (appearing as the Braille tab), can also be used to attach the template. Unfortunately, there is currently no method of communication between SWIFT and the Braille Macros. Neither is aware of the chosen template made by the other. This means that that operation must be completed twice; once from within the Braille Macros ribbon AND again from within the Braille (SWIFT) ribbon.

Foreign Language and Text Box Issues

Foreign language tags are often placed within documents by their authors or by an Optical Character Recognition (OCR) program such as Abbyy FineReader. Attaching the BANA template from the Braille tab ribbon (SWIFT) may delete any foreign language tags applied to text within the document resulting in the need to format each foreign language word, phrase, or paragraph manually. In addition documents which contain text in text boxes or frames may also be lost by Attaching the BANA template from the Braille tab ribbon (SWIFT)

Attaching the BANA template to the document from the Braille Macros ribbon will avoid this problem and can save hours of work manually formatting foreign languages or tying text for an original document. To accomplish this, **ATTACHING THE BANA TEMPLATE FROM THE BRAILLE MACROS RIBBON MUST BE DONE FIRST IN ORDER TO AVOID THESE PROBLEMS!**

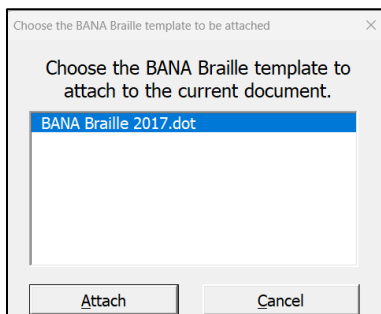
After attaching the BANA Template from the Braille Macros ribbon, user can attach the BANA Template from the SWIFT (Braille Tab) Ribbon in order to get the proper SWIFT formatting ribbon. **Users will need to assure that the SWIFT and Braille macro selections are the same.**



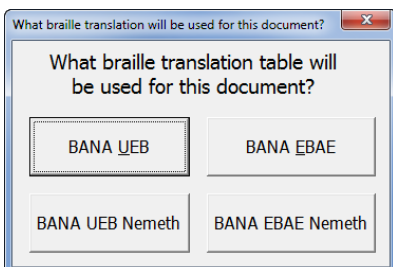
For video and practice files - See #1 on the *Video and Practice File Links* page.

BANA Braille Templates must be versions 2014 (BANA Braille 2014.dot) or later. If more than one template is found on the computer, the **Attach BANA Template** macro will present a menu to ask which template to attach to the document. For new documents this will typically be the most recent template.

If only one BANA Braille template is found on the computer, that template will be attached to the document and no selection dialog will be presented.



Once a template has been selected, it will be attached to the document. Immediately after attachment, the **Attach BANA Template** macro will present a menu asking what Duxbury Braille Translator (DBT) template will be used for the translation of the document



The DBT translation table information is used to control the action of certain macros. For example, the reference page number macros will behave differently for Nemeth documents than it will for literary documents. Likewise, other macros will behave differently for EBAE and UEB documents.

Cleanup Messages: If the document contains text and the BANA Template has not been previously attached, two messages will follow the attachment process:

The first will ask if the the common file errors should be fixed (this should be answer with “Yes” for all new documents).

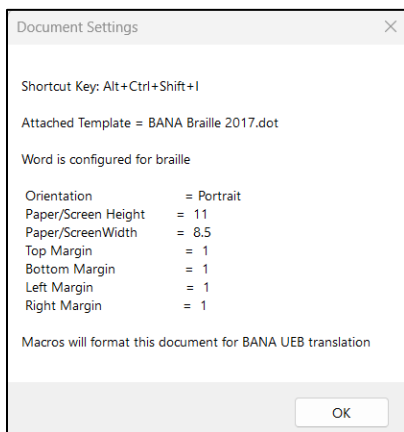
The second will ask if multiple consecutive paragraph marks should be removed (this should be answered “Yes” only for new documents as removing them after formatting the document would cause significant problems).

The DBT translation table information is stored inside the Word file. If the file is saved and later reopened for editing, the Braille macros will “remember” the DBT translation table information and will behave accordingly.

If a previously edited file (without the stored DBT translation table information) is opened, the Braille macros will present the translation type menu and will store that selection in the file.

The DBT translation table setting can be changed by re-attaching the BANA template but keep in mind that formatting existing in the file will NOT be changed to match a new translation setting. Those formatting differences must be changed by the user.

Document Information: To view information about the attached BANA template and the selected DBT translation of the active document, use the **Doc Info** macro on the **Quick Access Toolbar**.



The macro configures MS Word options for use with the **BANA Braille Template** and replaces **body text**-like styles (such as **normal** and **normal (web)**) with the **BANA body text** style.

The macro turns on Word’s **draft** view and Word’s **show/hide** setting so that hidden characters can be seen. It then returns control to the user.

Attaching the BANA Template using SWIFT

Note: SWIFT (requires DBT version 11.3 SR1 or later)

SWIFT, the Word add-in used for formatting braille (using the Braille tab ribbon), can also be used to attach the template. Unfortunately, there is currently no method of communication between SWIFT and the Braille Macros. Neither is aware of the chosen template made by the other. This means that that operation must be completed twice; once from within the Braille Macros ribbon AND again from within the Braille (SWIFT) ribbon.

Foreign Language Issues

Foreign language tags are often placed within documents by their authors or by an Optical Character

Recognition (OCR) program such as Abbyy FineReader. Attaching the BANA template from the Braille tab ribbon (SWIFT) will delete any foreign language tags applied to text within the document resulting in the need to format each foreign language word, phrase, or paragraph manually.

Attaching the BANA template to the document from the Braille Macros ribbon will avoid this problem and can save hours of work manually formatting foreign languages. To accomplish this, **ATTACHING THE BANA TEMPLATE FROM THE BRAILLE MACROS RIBBON MUST BE DONE FIRST TO AVOID THESE PROBLEMS!** Users will need to assure that the **SWIFT** and **Braille macro selections are the same.**

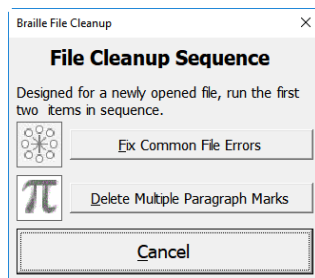
During the attachment of the BANA template from the Braille Macros ribbon, the macro will ask the user whether the document contains foreign language which must be preserved in braille for the reader. If the question is answered "Yes", the macro will preserve the foreign language tags and will automatically format the foreign language with the appropriate DBT codes.

File Cleanup Group

File Cleanup Sequence



Purpose: This icon presents a menu of three file cleanup macros; explained below.



Fix Common File Errors

Fix Common File Errors - Purpose: This macro

executes multiple find and replaces on the entire document to correct many of the common errors which are found in files weather scanned and OCR'd or acquired in electronic form. It does the following and more:

1. Fixes Abbyy FineReader styles when files were saved as "formatted" text".
2. Removes spaces before punctuation.
3. Converts En dashes to hyphens.
4. Removes spaces before and after Em dashes and hyphens (for EBAE only).
5. Removes spaces before and after paragraph marks.
6. Replaces multiple spaces with a single space.
7. Replaces **body text**-like styles (such as **normal** and **normal (web)** with the **body text** style.
8. Fixes some character problems for math translation (for Nemeth translation only)
9. Converts automatic numbers, bullets, and automatic outline structures to editable text.
10. Removes text boxes and frames while preserving the text
11. Replaces straight quotes with smart quotes.
12. Removes spaces following open double quotes and spaces preceding closed double quotes.
13. Converts small caps to all caps.
14. Removes section and page breaks
15. Removes, with user permission, in-line images (pictures or picture place holders)

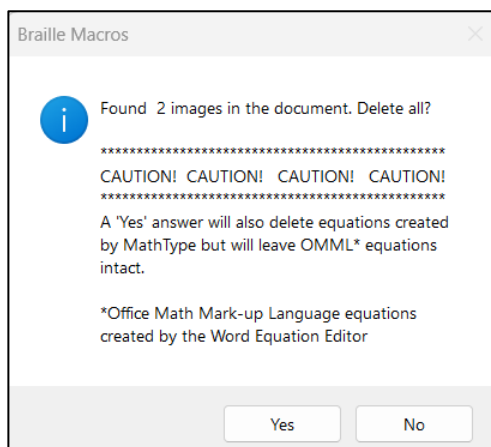
16. Converts drop caps to normal text
17. Removes tabs before and after paragraph marks
18. Removes shading (background color and highlighting) from words and paragraphs
19. Converts single and double straight quotes and single and double curly (smart) quotes to primes when they follow a number.

The **Fix Common File Errors** macro can usually be run at any time (multiple times) without damage to an already formatted document. It is recommended that this macro be executed immediately after attaching the **BANA Braille Template**.

Images and the Fix Common File Errors Macro

Images can be used in braille documents when, during formatting the transcriber may need to type image captions, descriptions, and text content from images. It is far easier to use the image on the screen for the text than referring to the image in the original document. At the completion of formatting, a simple find and replace will remove all images from the document.

During the execution of the **Fix Common File Errors** macro, the images in the file will be counted and the count will be displayed. The user will be asked whether to delete the images or not. **Do not answer "Yes" if the document contains mathematics produced by MathType!**



Delete Multiple Paragraph Marks



Delete Multiple Paragraph Marks

Delete Multiple Paragraph Marks - Purpose:

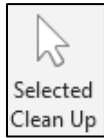
This macro replaces multiple Paragraph marks with a single paragraph mark. It is recommended that this macro be executed immediately after attaching the **BANA Braille Template** to a file in order to clear multiple paragraph marks.

The scope of the macro can be limited by selecting the range of the text to be cleared of multiple paragraph marks. If no text is selected, the scope is the entire document. **The selected text must include a paragraph mark at the end of the selection** otherwise an extra paragraph mark will be added to the text at the end of the selection.

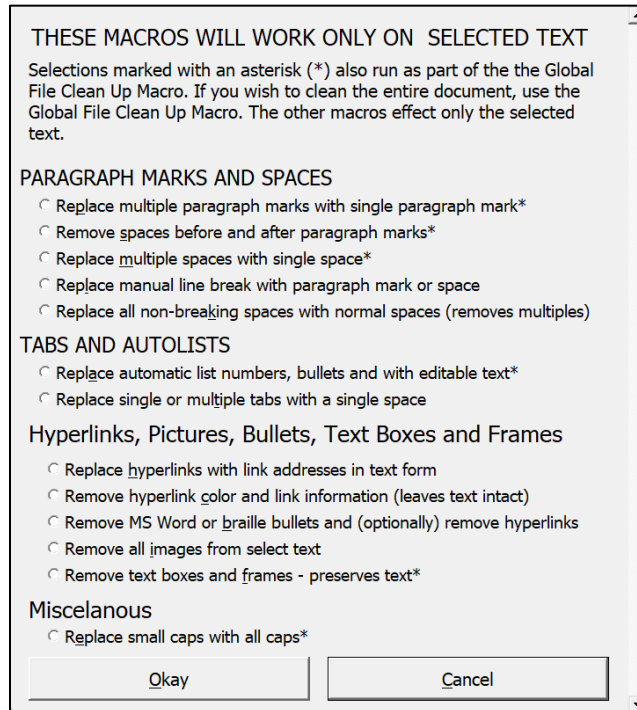
Since some braille formatting may require the use of multiple paragraph marks (empty paragraphs) to produce blank lines in the embossed braille, caution should be used in executing this macro on a global basis more than once. As an alternative to the using empty paragraphs to enter blank lines in the document, consider using the **BANA Braille Template Skip 1 Line** code `[[*sk1*]]`. The number in the `[[*sk1*]]` can be changed to represent the

number of blank lines desired in the braille output. (The code can only be seen with **show/hide** turned on.)

Selected Cleanup

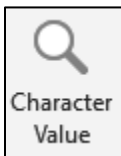


Purpose: This macro enables the user to execute many of the fixes provided in the **Fix Common File Errors** macro on selected parts of the document. In addition, it provides fixes for other file problems. It presents a menu of selections



Select the section of document before executing. The selection must include the ending paragraph mark of the section. Follow the screen prompts and dialogs as needed.

Show ANSI Character Value



Purpose: This macro is a tool to assist the user in performing **find and replace** operations in Word. It shows the ANSI decimal, hexadecimal and Unicode values of the single character to the right of the cursor. Additionally, the macro provides information about the format values to use in Word's **find and replace** dialog.

For more information about using Word's find and replace:

Download this free article from [Editorium.com](https://editorium.com) called [Advanced Find and Replace in Microsoft Word](https://bit.ly/2kCMI2z)
<https://bit.ly/2kCMI2z>

Purchase the book, *Wildcard Cookbook for Microsoft Word* by Jack Lyon
([Amazon.com](https://www.amazon.com/dp/B000APR08Q) \$9.95)

Sometimes free: *Wildcard Cookbook for Microsoft Word* by Jack Lyon as PDF file.
<http://www.intelligentediting.com/resources/free-ebook-wildcard-cookbook-for-ms-word/>
<https://bit.ly/2sx8Knq>

Purchase the e-book, *Word Find and Replace, Second Edition*, from
http://store.tips.net/T009914_Word_Find_and_Replace.html?awt_l=OeeRM&awt_m=JEJVRJSp9Qn74X (\$27.99)
<https://bit.ly/2J074Mq>

Reference Page Number Formatting Group



For video and practice files - See #2 on the *Video and Practice File Links* page.

For purposes of simplicity there is a single sample file and a single video to explain and demonstrate the use of all of the macros dealing with reference page numbers. The function of each of the individual macros used for reference page number formatting is explained in some detail below.

Auto Tag Page Numbers



Purpose: This macro attempts to locate reference page numbers (page numbers in the original print document). When found, the tag, "\$pg" (without the quotes), is placed in front of the number. i.e. the page number "12" would appear as "\$pg12".

In order to be found, the page numbers must appear in a paragraph of their own, not at the beginning, embedded within or at the end of a paragraph of text.

The macro will find plain Arabic page numbers and Arabic page numbers preceded by or followed by the upper or lower case letters. i.e. The following page number configurations will be found: "12", "A12", "12C", "A12B". In addition, continuation page numbers such as "13-15" (including continuation page numbers with leading and/or following letters) will be found and tagged.

When continuation page numbers are found, the form of the continuation pages will be set to "\$pg13-15[**lec**]15". The [**lec**] is the Duxbury Braille Translator code for continuation pages and the page number following that code is the page number which will be continued on the next braille page. (The code can only be seen with **show/hide** turned on.)

The macro will also find roman numerals use for reference page numbers in the range of I through CCC (1-300).

Roman Numeral Reference Page Numbers and UEB

For UEB, both upper and lower case Roman numerals are tagged with the "\$pg". Lower case Roman numerals "c", "l", and "v" also include the DBT letter sign code "[**ii**]".

Lower case Roman numerals "c", "l", and "v" can be manually tagged with the **Tag Lower Case Roman for EBAE** macro described below. Upper case Roman numerals for UEB can be manually tagged using the **Manual Tag Pg Numb** macro.

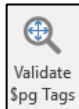
Roman Numeral Reference Page Numbers and EBAE

For EBAE, upper case Roman numerals are tagged with the "\$pg" only, Lower case Roman numerals are tagged with both the "\$pg" and the DBT letter sign code "[[*ii*]]". Lower case Roman numerals can be manually tagged with the **Tag Lower Case Roman for EBAE** macro described below.

Validating \$pg Tags

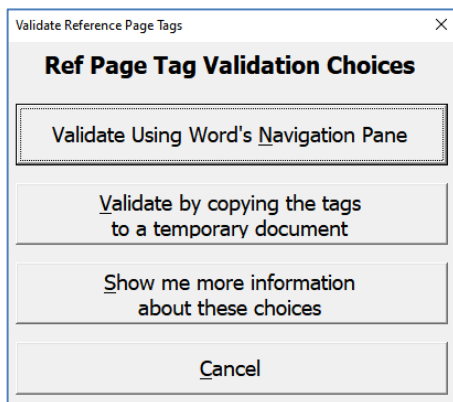
After running the **Auto Tag Pg Nmbs** macro, the user is asked if he/she wishes to validate the reference page numbers which have been tagged. If the user answers "yes" to the validation query a menu of validation choices will be presented.

This same menu can be invoked by selecting the **Validate \$pg Tags** icon in the Reference Page Numbers group of the Large Print tab ribbon.



Validation involves making sure that all pages are represented (no missing page numbers) and that they are in the correct order and that there are no false reference page tags.

The validation begins with the Validation Choices menu. The "Show me more information about these choices" button will provide on-screen information about how to validate the reference page number tags.



There are two methods which can be used for validation

1. **Validation using Word's Navigation Pane**

This method should be selected first. It will work with small to moderate sized documents but has limits. If too many reference page numbers are found the Navigation Pane will display the message "*There are too many results to show here.*". Use the second validation method when this message appears or when it is a personal preference.

2. **Validation using a temporary document**

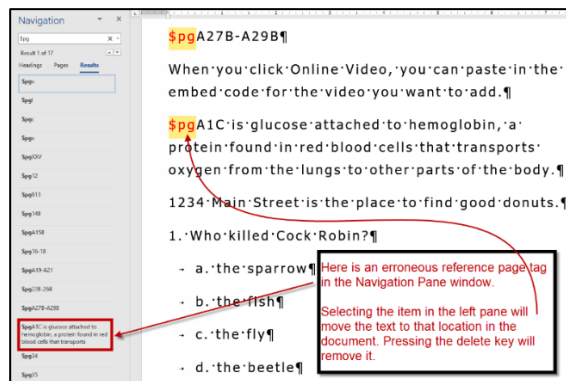
This validation method is a fully macro automated for validating the tagged pages when there are more pages than can be handled by the *Navigation Pane*, but the correction process requires task switching between a temporary document and the original document. Validating Reference Page Tags Using the Navigation Pane

Validating Reference Page Tags Using the Navigation Pane

The found “\$pg’s” excerpts can be viewed in the Navigation pane. The small boxed triangles to the right and above the *Results* button can be used to move up and down in the document from one “\$pg” to the next. Clicking on the an item in the Navigation Pane will more the document to that location in the document.

Erroneous “\$pg’s” can usually be deleted with the Delete key, without moving the cursor into the document. Other corrections with the cursor placed in the document can be made and movement within the document can resume using the boxed triangles.

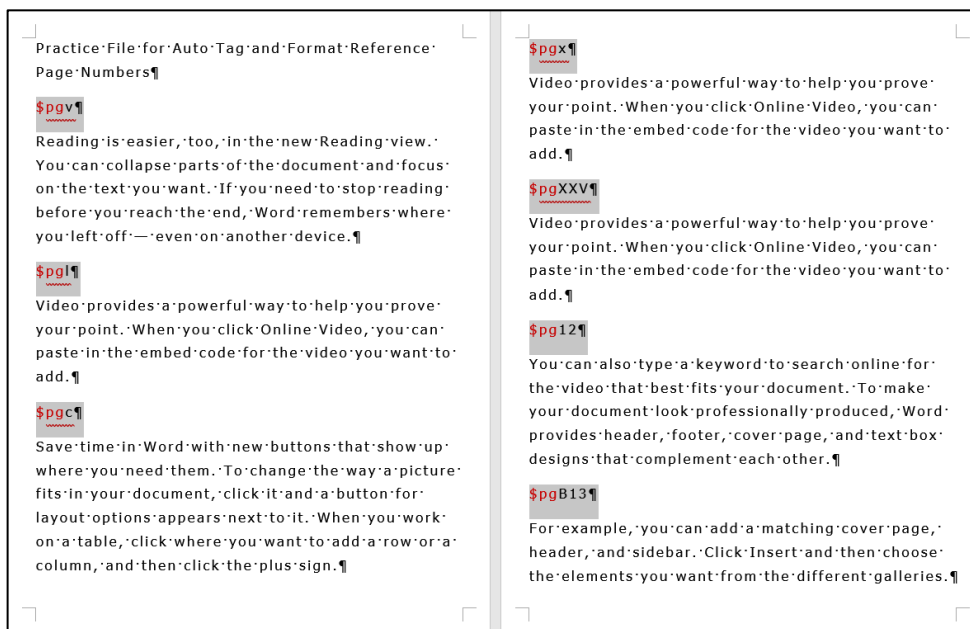
Missing page numbers can be inserted manually in the text by inserting an empty paragraph and typing the page number. Without moving the cursor, use the *Manual Tag Pg Number* macro to tag the number.



Validating Reference Page Tags using a Temporary Document

This macro will extract the tagged paragraphs from the document, will open a new document and will paste them into the document in a column format.

Here are two pages showing the tags have been selected by the macro:



Below are the reference page tags from the document shown above after pasting them into a new document.

\$pgv¶ \$pgl¶ \$pgc¶ \$pgx¶ \$pgXXV¶ \$pg12¶ \$pgB13¶ \$pg14B¶ \$pgA15B¶ \$pg16-18¶ \$pgA19-A21¶ \$pg22B-26B¶ \$pgA27B-A29B¶ \$pgA1C:is glucose attached to hemoglobin, a protein found in red blood cells that	transports oxygen from the lungs to other parts of the body.¶ \$pg34¶ \$pg35¶ \$pg36¶ ¶
---	--

Here are the first 154 reference page tags of a 376-page book on the first two pages of the temporary document when the document is shown with 4 columns per page.

\$pg2¶	\$pg21¶	\$pg40¶	\$pg59¶	\$pg78¶	\$pg97¶	\$pg116¶	\$pg135¶
\$pg3¶	\$pg22¶	\$pg41¶	\$pg60¶	\$pg79¶	\$pg98¶	\$pg117¶	\$pg138¶
\$pg4¶	\$pg23¶	\$pg42¶	\$pg61¶	\$pg80¶	\$pg99¶	\$pg118¶	\$pg137¶
\$pg5¶	\$pg24¶	\$pg43¶	\$pg63¶	\$pg81¶	\$pg100¶	\$pg119¶	\$pg139¶
\$pg6¶	\$pg25¶	\$pg44¶	\$pg64¶	\$pg82¶	\$pg101¶	\$pg120¶	\$pg140¶
\$pg7¶	\$pg26¶	\$pg45¶	\$pg65¶	\$pg83¶	\$pg103¶	\$pg121¶	\$pg141¶
\$pg8¶	\$pg27¶	\$pg47¶	\$pg66¶	\$pg84¶	\$pg104¶	\$pg123¶	\$pg142¶
\$pg10¶	\$pg28¶	\$pg48¶	\$pg67¶	\$pg86¶	\$pg105¶	\$pg124¶	\$pg144¶
\$pg11¶	\$pg30¶	\$pg49¶	\$pg68¶	\$pg87¶	\$pg106¶	\$pg125¶	\$pg145¶
\$pg12¶	\$pg31¶	\$pg50¶	\$pg69¶	\$pg88¶	\$pg107¶	\$pg126¶	\$pg146¶
\$pg13¶	\$pg32¶	\$pg51¶	\$pg70¶	\$pg89¶	\$pg108¶	\$pg127¶	\$pg147¶
\$pg14¶	\$pg33¶	\$pg52¶	\$pg71¶	\$pg90¶	\$pg109¶	\$pg128¶	\$pg148¶
\$pg15¶	\$pg34¶	\$pg53¶	\$pg72¶	\$pg91¶	\$pg110¶	\$pg130¶	\$pg149¶
\$pg16¶	\$pg35¶	\$pg54¶	\$pg73¶	\$pg92¶	\$pg112¶	\$pg131¶	\$pg150¶
\$pg17¶	\$pg36¶	\$pg56¶	\$pg75¶	\$pg93¶	\$pg113¶	\$pg132¶	\$pg152¶
\$pg19¶	\$pg37¶	\$pg57¶	\$pg76¶	\$pg94¶	\$pg114¶	\$pg133¶	\$pg153¶
\$pg20¶	\$pg39¶	\$pg58¶	\$pg77¶	\$pg96¶	\$pg115¶	\$pg134¶	\$pg154¶

Making corrections will require returning to the original document. Use Alt+Tab to move between the two documents. Repeat until all corrections have been made in the original document, then close the temporary document without saving.

Manual Tag Page Numbers



Purpose: This macro can be used to manually tag any reference page numbers with “\$pg” including Arabic or large upper case roman and continuation pages. Place the cursor in the paragraph with the reference number before running the macro.

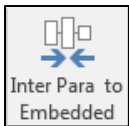
Format Tagged Pg Numbers



Purpose: This macro will find any reference page numbers tagged with "\$pg" and will transform them into the **BANA Braille Template Reference Page Number** style and will remove the "\$pg" tag. This is the equivalent of selecting the "T#" icon on the **BANA Braille Template** menu on the **SWIFT** ribbon or on the **Add-Ins** ribbon if it is being used.

This macro should be run only after completing the reference page number validation. It should also be run when new reference page numbers have been tagged by using the **Manual Tag Pg Numb** macro... This macro will not change any of the numbers previously styled as a **BANA Braille Template Reference Page Number** or **Embedded (Mid-Paragraph) Reference Page Number**.

Inter Para to Embedded (Convert Inter-Paragraph Page Number Style to Embedded Page Number Style)

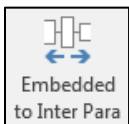


Purpose: The **BANA Braille Template Reference Page Number** style (which is the equivalent of selecting the "T#" on the **BANA Braille Template** ribbon) is designed to be used for reference page numbers which appear between paragraphs in the original print document.

In many printed documents, paragraphs are split across a page, with the first part of the paragraph at the bottom of a page and the rest of the paragraph continuing on the next page. The page number that occurs in the middle of a paragraph special handling. For these reference page numbers, The **BANA Braille Template** ribbon provides the "▲#▲" icon for **Embedded (Mid-Paragraph) Reference Page Number**.

This macro will convert the inter-paragraph reference page number into an embedded reference page number. Place the cursor in the paragraph of the reference page number to be converted before executing the macro. Selecting the entire paragraph is unnecessary.

Embedded to Inter Para (Convert Embedded Page Number Style to Inter-Paragraph Page Number Style)



Purpose: This macro is an "oops" button for converting an embedded reference page number back to an inter-paragraph reference page number. Place the cursor within or to the right of the embedded page number before executing the macro.

Other Formatting Tools Group

Foreign Lang in Color (Display Foreign Languages in Color and Style of the BANA Template)



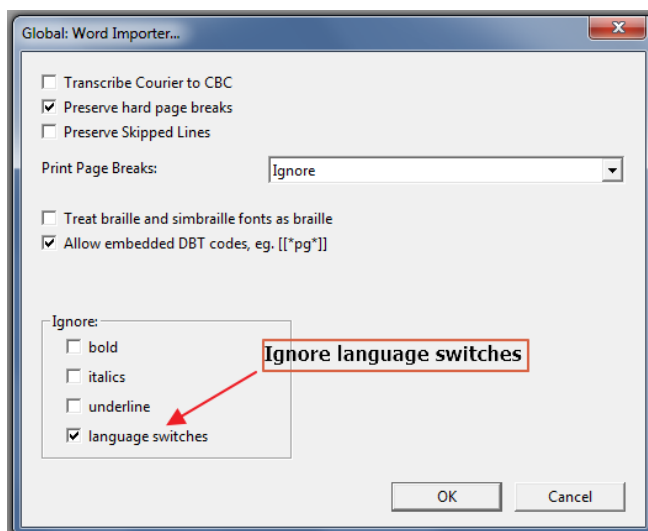
For video and practice files - See #3 on the *Video and Practice File Links* page.



Purpose: Text which has been scanned and processed using OCR software which is configured to recognize foreign languages saves hours of language coding but presents the user with two problems... there is no easy way to identify which words are in what language as all appear in the same font color and DBT will not recognize Word's language tags.

This macro identifies the words which are tagged (in Word) as a foreign language. Foreign language tags can be applied to the text by OCR programs (such as Abbyy Fine Reader). The macro changes the character style and color to the style and color of the foreign language selections in the **BANA Braille Template**. Languages include French, German, Latin, Italian, and Spanish.

Be sure to have the Duxbury Braille Translator's **Global/Word Importer** set to **Ignore the language switches**. Duxbury will translate the foreign language correctly because the style is set to the foreign language by the macro.



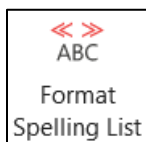
After running the macro, words which are incorrectly colored (with the foreign language character style) as foreign language can be reset to English by selecting the word and clicking the **reset** button on the **Add-in** tab ribbon or by selecting the red X in the language group on the SWIFT **Braille** tab ribbon.

Words which are in English but should be colored with the foreign language character style can be changed to the correct style by selecting the word and choosing the correct foreign language style from either the **Add-ins** tab ribbon or (SWIFT) **Braille** tab ribbon.

Format a Spelling List



For video and practice files - See #4 on the *Video and Practice File Links* page.



Purpose: Spelling lists are common in workbook documents. Since the objective is to learn the correct spelling of the words, presenting the words only in contracted braille is of little help to the student. Spelling lists are usually presented first in contracted form followed by the same word in uncontracted form.

This macro provides a method for presenting a spelling list in the form described above. Lists are either unordered (without organizing numbers or letters) or ordered (organized by numbers or letters).

The macro offers to place one or two spaces between the contracted word and the uncontracted word. If a word has no contractions and are not wanted, they must be removed manually.

Horizontal List to Vertical

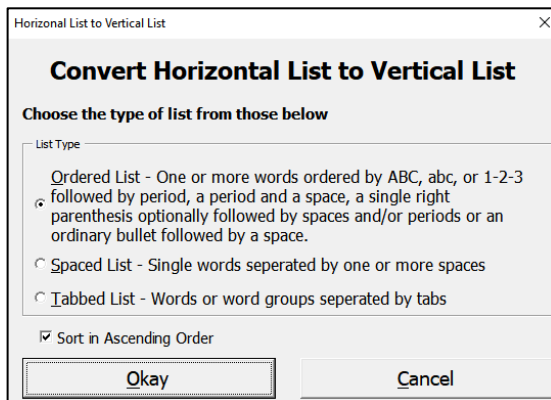
This macro has been assigned to a shortcut key: **Alt+Ctrl+Shift+Z**



For video and practice files - See #5 on the *Video and Practice File Links* page.



Purpose: This handy tool simplifies the problem of manually reformatting a horizontal list which would be better in vertical format; something often seen in workbooks where answers to exercise questions are placed horizontally to conserve paper.



The macro will work with a variety of horizontally configured formats.

As an example, a question with a horizontal answer selection might look like this:

1. Who killed Cock Robin?
- a. the Sparrow b. the Fly c. the Fish d. the Beetle

or it might look like this:

- a) the Sparrow b) the Fly c) the Fish d) the Beetle

After running this macro on the either example line above, the question and answers would look like this:

1. Who killed Cock Robin?
- a. the Sparrow
- b. the Fly
- c. the Fish
- d. the Beetle

If the possible answers are in a single paragraph, place the cursor in the paragraph. No need to manually select the paragraph... the macro will select the paragraph. Choose the type of list to be converted and execute the macro.

If the possible answers are in two or more paragraphs or in a paragraph with manual line breaks, select the paragraph(s) (including the ending paragraph mark) then click the macro icon and choose the type of list to be converted.

By default, all lists are sorted in ascending order unless the "Sort in Ascending Order" checkbox is unchecked.

Exercise Levels 1 & 2 (Format Exercise Levels 1 and 2)



For video and practice files - See #6 on the *Video and Practice File Links* page.



Purpose: This macro will format exercise materials. Exercises can be Level 1 items or Level 1 items with one or more Level 2 items.

The macro looks for **Level 1 items beginning with a number** followed by a period or a space or the combination of both a period and a space. These items (typically questions) will be styled as **Exercise1.**

Items following the numbered items (typically answers) will be styled as **Exercise2.**

For two level exercises, the user may optionally choose to have the Exercise Level 2 items (the answers) preceded by a fill-in indicator. The fill-in characters can be either UEB (Unified English Braille) characters (one underscore) or EBAE (English Braille American Edition) (four hyphens). This option is often requested by teachers who want students to physically mark answers on the braille page.

Each tab character or underscore character within any exercise level will be replaced with fill-in indicators. The fill-in characters can be either UEB (Unified English Braille) (one underscore) or EBAE (English Braille American Edition) characters (four hyphens).

Block Protect Start codes and **Block Protect End** codes will be applied to the exercise groups to keep the exercise questions and answers on the same braille page.

The exercise items must be selected before running the macro. Select the all of the exercise items. The selection should begin with the number of first item in the exercise group and **must include the paragraph mark at the end of the exercise group**. The selection must contain only the exercise items. When an exercise is interspersed with non-exercise material, that material must NOT be included within the selection.

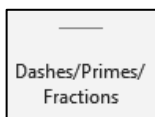
The macro will properly format any number of Level 2 (the answers) items. i.e. One question may have four possible answers and the following question may have only two possible answers. Single level exercise items may be interspaced with level 1 & 2 exercises and vice versa without causing problems.

If you make an error (forget to select some part of the question/answers or have chosen the wrong leading fill-in indicator), simply select the exercise again and repeat the macro.

The following is an exercise example formatted with a single execution of the macro. Fill-in indicators are for EBAE

Before		After	
Body Text	1. ·Who·killed·Cock·Robin?¶	Exercise1	[[*kps*]]1. ·Who·killed·Cock·Robin?¶
Body Text	a. ·the·Sparrow. ·Why?·.¶	Exercise2	----a. ·the·Sparrow. ·Why?·----.¶
Body Text	b. ·the·Fly. ·Why?· → ¶	Exercise2	----b. ·the·Fly. ·Why?·----.¶
Body Text	c. ·the·Fish. ·Why?· → ¶	Exercise2	----c. ·the·Fish. ·Why?·----.¶
Body Text	d. ·the·Beetle. ·Why?· → ¶	Exercise2	----d. ·the·Beetle. ·Why?·----[[*kpe*]]¶
Body Text	2. ·Who·invented·the·internet?¶	Exercise1	[[*kps*]]2. ·Who·invented·the·internet?¶
Body Text	a. ·Robert·E. ·Kahn¶	Exercise2	----a. ·Robert·E. ·Kahn¶
Body Text	b. ·Al·Gore¶	Exercise2	----b. ·Al·Gore¶
Body Text	c. ·all·of·the·above¶	Exercise2	----c. ·all·of·the·above[[*kpe*]]¶

Dashes/Primes/Fractions



Purpose: This macro invokes a multi button menu which will type a single character into the text at the location of the cursor. The menu is broken into four sections: **Dashes**, **Fractions** and **Any Fraction** and **Convert Fractions to DBT Coded Fractions**.

Many of the Items on the menu are not available on the keyboard. A secondary method of creating these characters is by typing the Unicode value followed by an Alt+X on the keyboard. Unicode values for each dash or prime are included on the menu display.

Dashes	Fractions	Any Fraction
— Long dash - AKA horizontal bar (Unicode 2015)	1/2	Enter the numerator and denominator below and click the 'Enter Fraction' button to place the fraction in the document with DBT code markup. / Enter Fraction
— Em dash (Unicode 2014)	1/3	
— En dash (Unicode 2013)	2/3	
— Minus sign (Unicode 2212)	1/4	
- Hyphen (Unicode 2010)	3/4	
- Non-breaking Hyphen (Unicode 2011)	1/5	
Primes ' Single prime (Unicode 2032) " Double Prime (Unicode 2033)		Convert Text Fractions to DBT Coded Fractions Select all text containing text fractions (not dates like 12/25) Encode Fractions
Cancel		

Dashes

The selection of dashes includes Long dash, Em dash, En dash, the Minus sign, and more.

Primes

The prime symbol (') is commonly used to represent feet (ft), arcminutes (am), and minutes (min). The double prime (") represents inches (in), arcseconds (as), and seconds (s). **The prime and double prime symbols MUST be used for correct braille translation.**

Fractions

Each of the eighteen (compact) fractions which can be produced by Word are contained in buttons. These fractions can be produced without the use of this form by simply typing the fraction in on the screen... Word's Autocorrect function will convert these fractions into the compact fraction format, but, they can also be produced from the form with a mouse click.

Unicode values for fractions are not shown on the menu. The limited number of fractions shown in the menu will appear on the screen and will translate correctly into braille by DBT.

Any Fraction

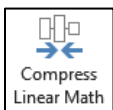
Any fraction which does not appear in the **Fractions** list can be entered into the **Any Fraction** numerator and denominator fields on the form followed by clicking the **Enter Fraction** button. These fractions (which may also include a decimal point) will be placed in the Word document embedded within DBT codes for producing the fraction.

e.g. The fraction 132.65/567.9 will appear as `[[*fs*]]132.65[[*fl*]]567.9[[*fe*]]` where `[[*fs*]]` = Fraction Start, `[[*fl*]]`=Fraction Line, and `[[*fe*]]`=Fraction End

Convert Fractions to DBT Coded Fractions

Any fractions in text can be converted to DBT coded Fractions using this macro. Select any text containing fraction number-forward slash-number format will be encoded with the DBT codes shown above. Do not include text that contains dates in this format.

Compress Linear Math



Purpose: This macro will remove all spaces from linear math except for those preceding and following signs of comparison. It is useable only on linear math which is in text form. It is not useable with linear math produced using Math Type.

If the math is contained in a paragraph of its own, place the cursor in the paragraph before running the macro. The macro will select the entire paragraph and ask for confirmation.

If the math is in a paragraph with other non-math text, select the math text and run the macro. Confirm that only the math text is selected.

The macro will recognize the following symbols of comparison:

- = equal
- ≈ approximately equal
- <> not equal
- ≠ not equal
- > greater than

< less than
 ≥ greater than or equal
 ≤ less than or equal

$$y = 2 \cdot x + 1$$

equation with spaces (small dots are spaces)

$$y = 2x + 1$$

equation with spaces removed (small dots are spaces)

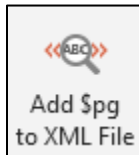
DAISY, NIMAS and Text Tools Group

This Tab is installed as part of the Braille MACROS. The macros contained in this tab are used for braille formatting but are useful for extracting text from DAISY, NIMAS and text files.

Add \$pg to XML File

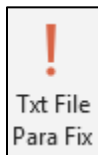


For video and practice files - See #7 on the *Video and Practice File Links* page.



Purpose: DAISY and NIMAS files contain reference page numbers within a special markup. This macro locates the reference page numbers in DAISY or NIMAS XML files and tags them with a "\$pg" so that conversion of the page numbers into a style for braille can happen automatically. To see how to extract text from DAISY or NIMAS files, use the video link below.

Txt File Para Fix



Purpose: Some downloadable text files contain paragraph marks at the end of each line of text and use a single empty paragraph to create a white space between paragraphs. These files are not suitable for braille formatting until the paragraph marks are removed in a way which preserves the real paragraphs and permits the re-flow of text. Here is an example of how that type of text looks (with hidden marks turned on).

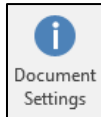
“Oh, that’s all very fine to SAY, Tom Sawyer, but how in the nation are ¶
 these fellows going to be ransomed if we don’t know how to do it to them? ¶
 --that’s the thing I want to get at. Now, what do you reckon it is?” ¶
 ¶
 “Well, I don’t know. But per’aps if we keep them till they’re ransomed, ¶
 it means that we keep them till they’re dead.” ¶
 ¶
 “Now, that’s something LIKE. That’ll answer. Why couldn’t you said that ¶
 before? We’ll keep them till they’re ransomed to death; and a bothersome ¶

Lot·they'll·be,·too--eating·up·everything,·and·always·trying·to·get·loose.”¶

This macro removes all end-of-line paragraph marks while preserving a single paragraph mark at the end of the legitimate paragraphs. It operates on the whole document.

Help Group

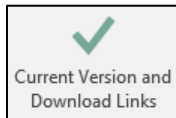
Document Settings



Purpose: This executes a macro which informs the user of the name of the Word's currently attached template, page size, orientation and margin settings. The same item is available on the QAT.

Current Version and Download Links

NOTE: Users will not be notified of newer versions of these macros. Periodic checks of the current version relative to the installed version are the responsibility of the user.



Purpose: The version of the Braille Macros installed on your computer can be viewed by running the **Current Version and Download Links** macro in the **Help** group of the **Braille Macros** tab ribbon.

A button at the bottom of the dialog box will connect, via the internet, to a document which will show the most recent version of the macros and templates. The document contains links for downloading the installation package for the most recent version.

Guide to Special Procedures

Creating Word Files from NIMAS and DAISY File Sets



For video and practice files - See #8 on the *Video and Practice File Links* page.

Note: Seeing the extension type of files (e.g. .doc, .docx, .pdf, .xml) can be very useful. If you cannot see the file extensions, go the **Control Panel**, select either the **File Explorer Options** or the **Folder Options**. Open the **View Tab** and uncheck the **Hide extensions for known file types** option and click the **OK** button.

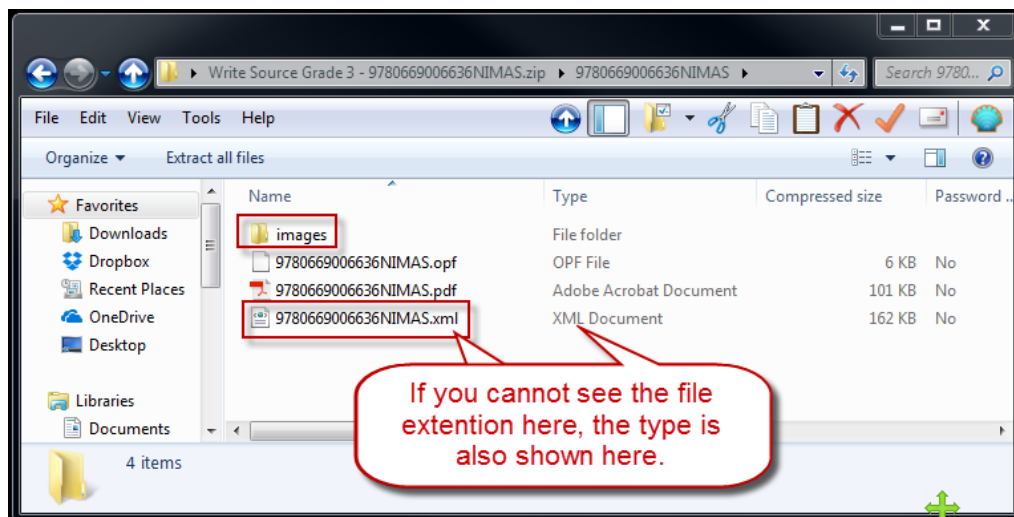
The Content of the NIMAS File Set

The NIMAS file set consists of three file types:

1. OPF file – a file that contains meta-data about the file set.
2. PDF file – a file containing a picture of the title page and copyright page
3. XML File – a file which contains the text of the book in a mark-up format. The XML file is, in reality, a plain text file which can be opened with the Windows Notepad.

In addition, the file set will include a folder which is usually labeled “images”. This folder may contain subfolders with names matching the structural organization of the book. Every image in the book will be contained somewhere in this file.

When the NIMAS file set folder is opened, the file set looks like this.

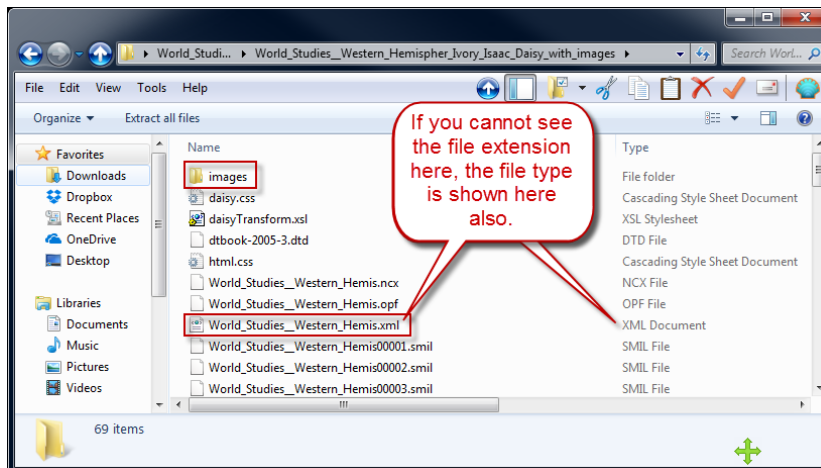


Most NIMAS file sets are named with the ISBN number of the book.

The Content of the DAISY File Set

The content of a DAISY file set will vary greatly depending on the class of DAISY file (text, text and audio, etc.). At the very least there will be an XML file which contains the text of the book in a mark-up format.

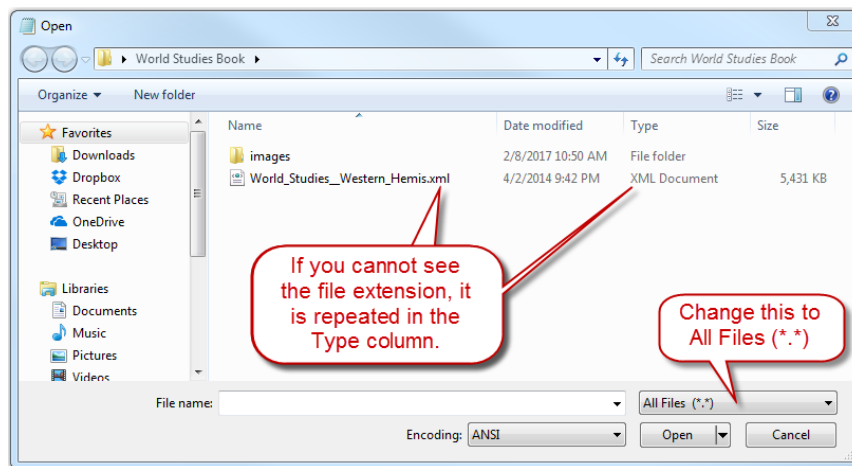
In addition, the file set may include a folder which is usually labeled "images" It is recommend that images be used in braille documents for producing captions, image descriptions, and repeating text within an image, . This folder may contain subfolders with names matching the structural organization of the book. Every image in the book will be contained somewhere in this folder.



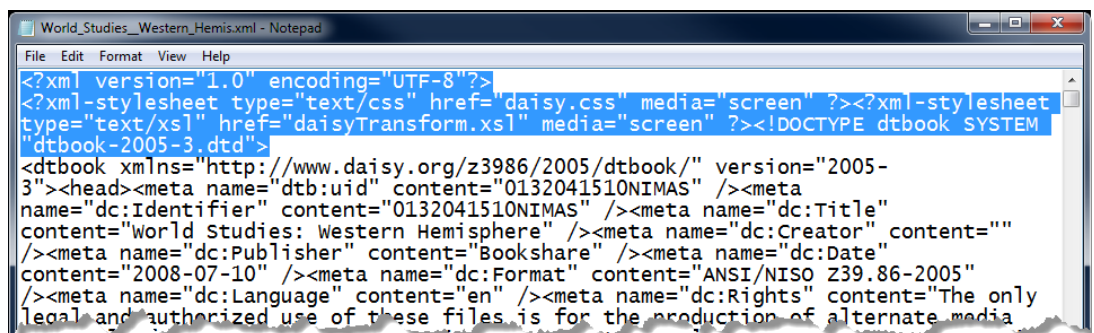
Procedures for Extracting Text from NIMAS and DAISY File Sets

Whether working with a DAISY file set or a NIMAS file set, the only items needed for this procedure are the images folder and the .XML file.

1. Create a new folder and name it something that reflects the name of the book.
2. Extract all files from the DAISY or NIMAS zip folder.
3. Copy the .XML file and the Images folder from the extracted zip folder to the new folder.
4. In the new folder, open the .XML in Notepad. If you cannot see the .XML file extension, make sure that "All Files (*)" is selected (see the image below).



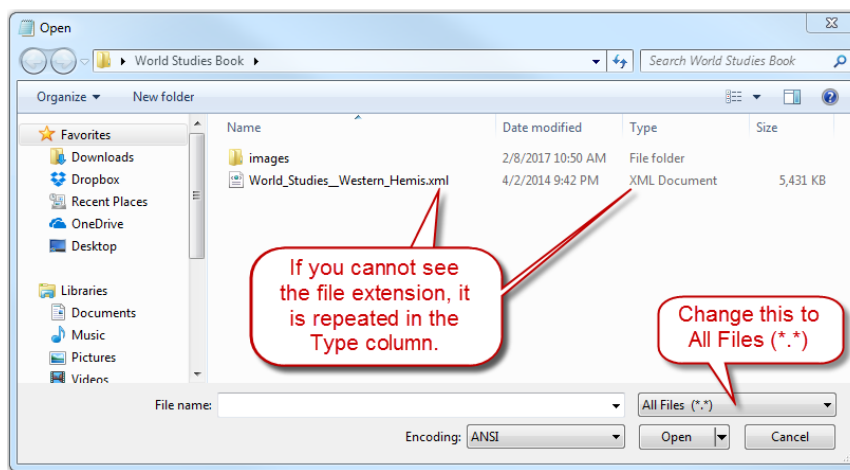
5. In Notepad, select and delete all text before the line which begins with "<dtbook". This line is usually three or four lines from the top of the document. It may not appear at the beginning of a line.



At this point you can add **\$pg** tags to the .XML file. This will make it extremely easy to format the reference page numbers after the book is opened in Word and the braille template has been attached. To do this:

6. Press Ctrl+A to select all text in the Notepad file.
7. Press Ctrl+C to copy the entire file to the clipboard.
8. Start MS Word with a blank document. Do not attach any template at this point.
9. In Word, press Ctrl+V to paste the copied text into the Word document.
10. Select the **Braille Macros** tab on the Word ribbon and run the macro called **Add \$pg to XML File** located in the DAISY, NIMAS and Text Tools group toward the right of the ribbon.
11. When the macro has ended, press Ctrl+A to select all the text in the Word document
12. Press Ctrl+C to copy the entire file to the clipboard.
13. Task switch (Alt+Tab) back to the notepad file and press Ctrl+V. The text from clipboard will replace the selected text in Notepad.
14. In Notepad, save the .XML file (Ctrl+S) and then close Notepad Then...

15. Return to MS Word. If the .XML file is still open, close it without saving.
16. In Word's file menu, open the .XML file that was just saved from notepad. If you cannot see the .XML file extension, make sure that "All Files (*)" is selected (see the image below).



The entire book will open and both the text and the images will be visible.

17. Immediately save the file as a .DOC or .DOCX file (do a Save As).

Make sure that the save location for the .DOC or .DOCX file is the location where the image folder is located. If the .DOC or .DOCX file and the image folder are in different folders, the Word document will show image placeholders (image frames) instead of the images.

The entire book is now in a useable Word file complete with pictures.

18. The next step may for the book file may be to break it into sections for easier editing. See [Managing Large Documents](#)

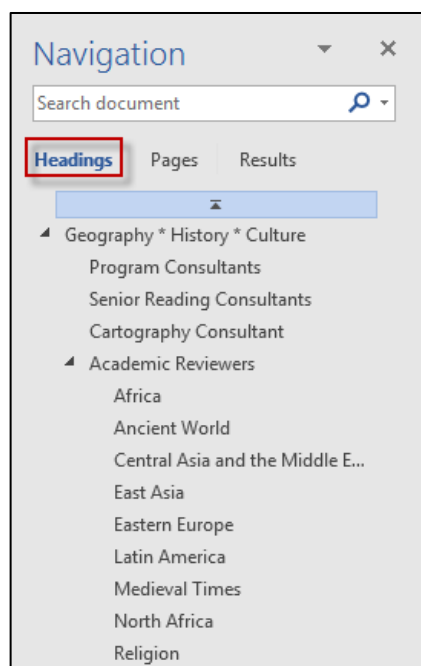
Managing Large Documents

Large books with many images and tables (like books extracted from DAISY or NIMAS files) in Word can easily contain over a thousand pages. Books may then be divided into smaller segments by chapter or units, however, it is strongly suggested the [File Cleanup Sequence](#) macros and the reference page numbers should be formatted on the entire book before splitting the book. This will eliminate the need to run these procedures on each of the book segments.

Viewing the Structure of a Book

The outline structure of a book is established by its heading levels. This outline structure can be viewed in the navigation pane. Press Ctrl+F to invoke the navigation pane.

When the navigation pane appears, click the word "Headings" under the search box. The outline structure of the book will appear.



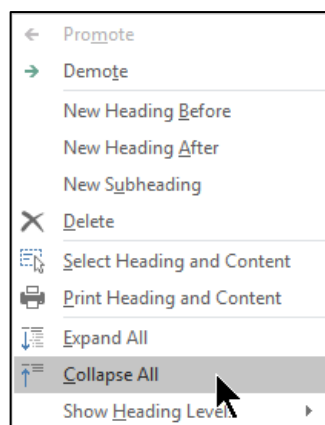
Each heading level which contains sub-heading levels is marked by a small slanted triangle. Clicking the triangle will collapse or expand that section of the book in the Navigation Pane.

In the example above, the "Geography * History * Culture" is Heading 1 level. The items beneath it are Heading 2 levels. In this example, there are no Heading 3 levels following any of these Heading 2 levels.

The Heading 2 item "Academic Reviewers" contains many Heading 3 items but does not contain any Heading 4 items.

Clicking on any of the items in the listing will immediately move the cursor to that location in the document. This is extremely useful in breaking the book down into units or chapters.

Right-clicking on the headings list will bring up a pop-up menu which will allow the presentation of only those heading levels desired. Selecting "Collapse All" will show only heading level 1 items.



Breaking the Book into Manageable Sections.

It is often easier to work on the book in smaller pieces than to deal with a document that is computer-overwhelming.

Breaking a book into manageable sections is a matter of transcriber choice but keep in mind that the sections should make sense to the reader.

Many transcribers will extract the front matter into a file of its own. The front matter may contain items such as lists and pictures of reviewers, tables of contents etc.

Likewise, the rear matter of the book might be extracted into a file of its own. The rear matter may contain items such as glossaries, indexes, photo credits, skill assessments, and other reference items.

If the body of the book is organized by units (which contain chapters) then it may make sense to divide the book into units which contain both the unit introduction and the chapters. But keep in mind that there is nothing wrong with extracting the unit introduction and its chapters into individual files.

If the book is simply organized only by chapters, then breaking the book into chapters would seem logical.

In any case, each of the sections of the book should become a separate Word document with a prefixing number used as a file organizing feature. For example, a book with front matter, six chapters, and rear matter might be given files named like this.

- 01 Introduction - Credits and Table of Contents
- 02 Chapter 1 - Name of the Chapter
- 03 Chapter 2 - Name of the Chapter
- 04 Chapter 3 - Name of the Chapter
- 05 Chapter 4 - Name of the Chapter
- 06 Chapter 5 - Name of the Chapter
- 07 Chapter 6 - Name of the Chapter
- 08 Glossary and Index

In this example, the numbers (01 through 08) keep the structural order of the book intact not only for the transcriber but also for the reader when the book is delivered in electronic such as a PDF file.

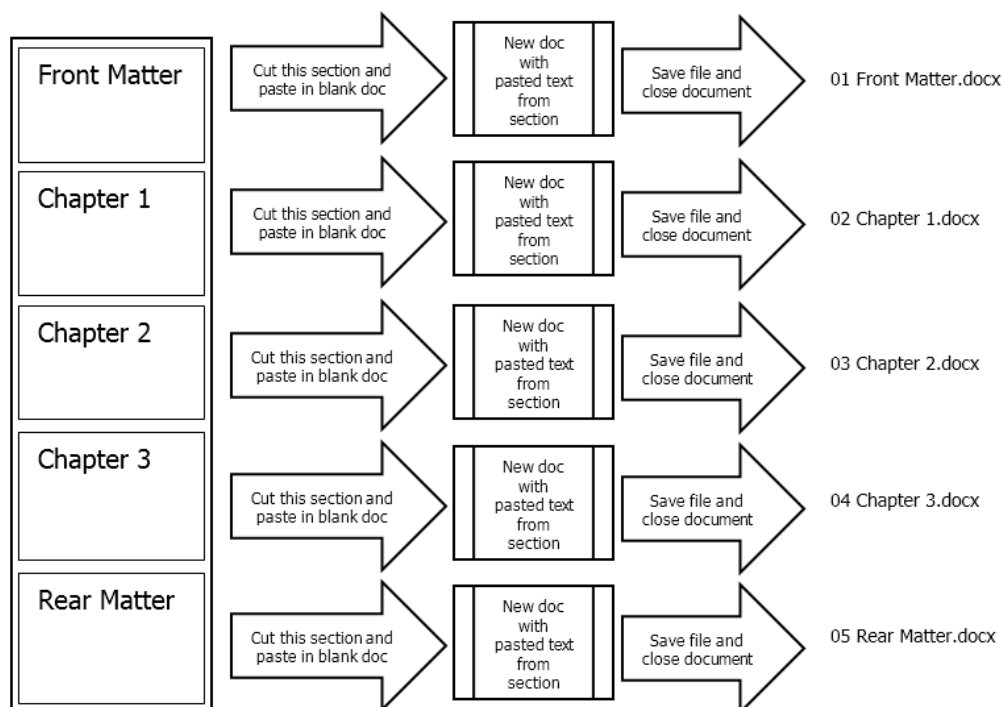
Extracting Sections of the Book

Use caution when performing this action on a file which holds the content of the entire book. Do **NOT** use this file for this process... make a copy of the file and use the copy for the process described below. At the end of this process, the copied file will have been destroyed.

Using the **Navigation Pane** (CTRL+F - showing the book structure), the process begins at the top of the file. The section of the book that is to be placed into a separate file is cut from the file and is pasted into a new blank document.

Hint: To select a section of the book, use the **Navigation Pane** to move to the heading level below the section to be extracted. Then press Ctrl+Shift+Home. This will select all text from the cursor to the top of the document. User Ctrl+X to cut it from the document, then paste it into a new document as described above.

The new file is then saved using the naming conventions shown above. The new is given an appropriate file name, is saved and then then closed. The focus then returns to the whole book document which now is one section shorter. This process is repeated until the copy of the whole book file has been consumed and each section of the book is now a separate Word file.



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(from: [Copyright Laws and the Chafee Amendment](#) or <https://tinyurl.com/tqsw9uk>)

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Here is link to the full text of title 17:

<https://www.copyright.gov/title17/title17.pdf>

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End of Document