



Using Word
and the
Duxbury BANA Template
to
Create Braille Documents

The Duxbury BANA Template

- **What is the Duxbury BANA template?**
 - A template used for formatting Word documents to be opened in the Duxbury Braille Translation Software
- **Have you ever formatted a Word document?**
 - Probably ... Using Fonts, Paragraph and Styles on the Word ribbon
 - BANA Template sets Styles for braille documents



The Duxbury BANA Template

- **How do I access and install the BANA template?**
 - If you have Duxbury, you have the BANA template.
 - When installing Duxbury you will be asked: "Would you like to install the BANA Template"?
 - YES! You can check the box, do not ask me again.
 - It will also ask if you want the French Template ... NO. You can check the box, do not ask me again.

Where is the BANA Template located?

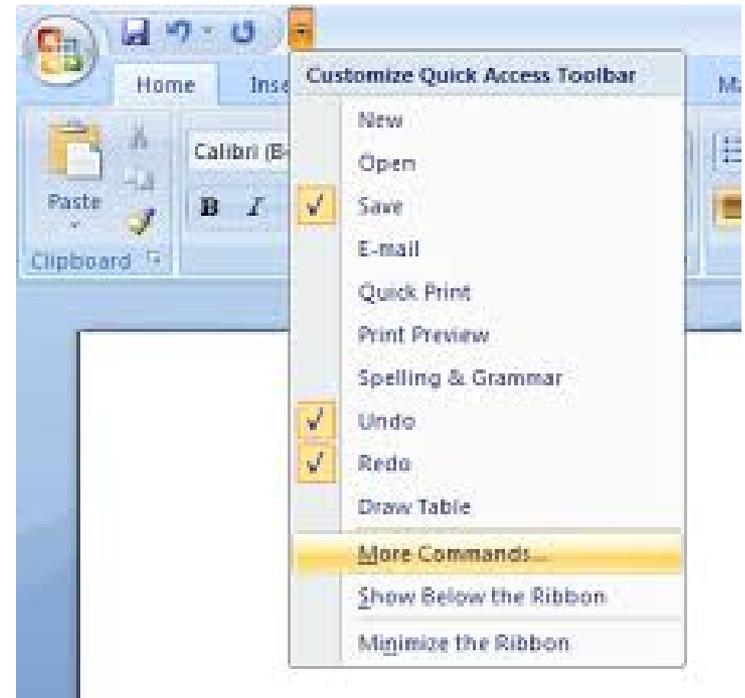
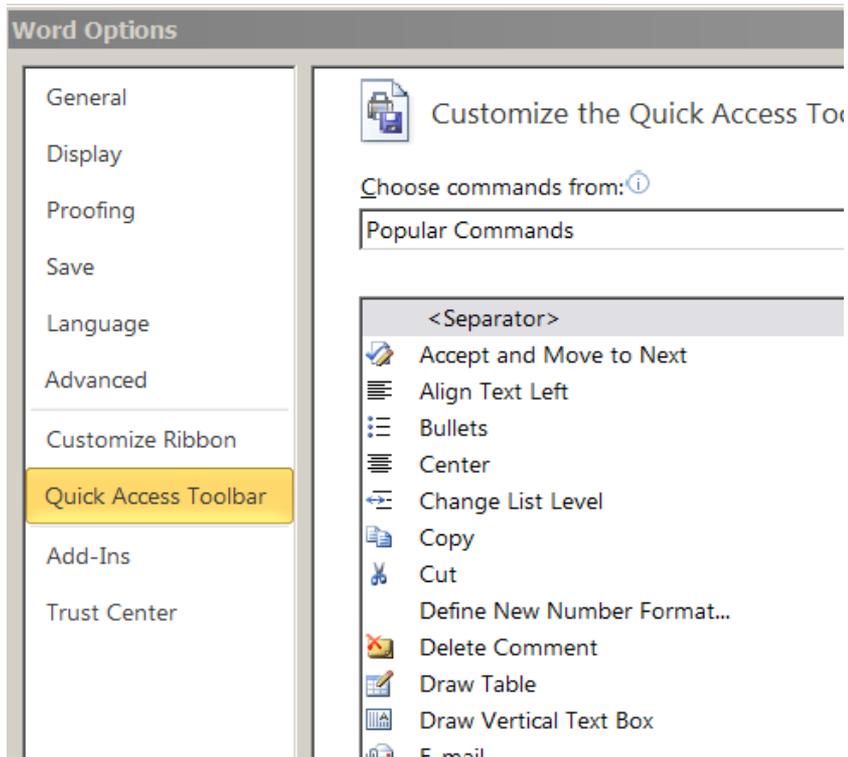
- When Duxbury is installed, a backup copy of the template should be in C:\Program Files\Duxbury\DBT 12.1 (11.3, 11.2)\Templates
- The BANA Template could also reside in another folder/location.

Duxbury Help

- Look under Codes, Styles and Templates\Templates\Default Templates
 - English (American Textbook DE) - BANA
 - Provides link: [Word Template \(BANA Braille 2014\)](#) for more detailed information
- This link can also be accessed in Duxbury Help in the Working With Word folder.

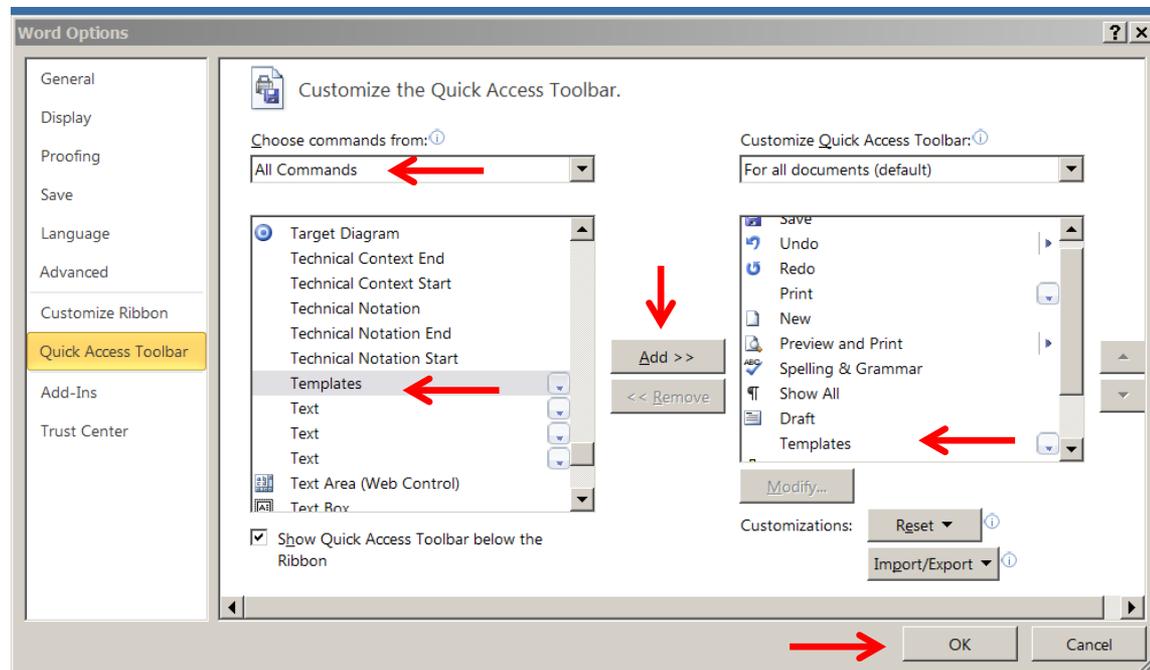
Adding BANA template to Quick Access Toolbar

- Go to: **File\Options\Quick Access Toolbar** or use down arrow on the **Quick Access Toolbar** and select **More Commands**



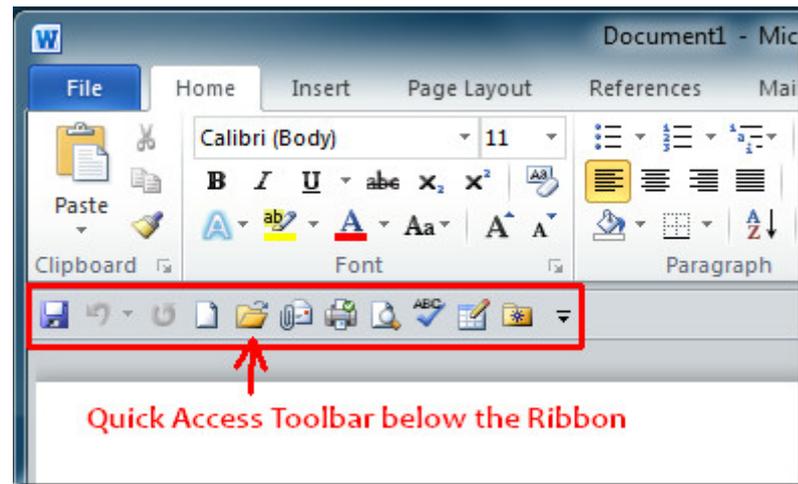
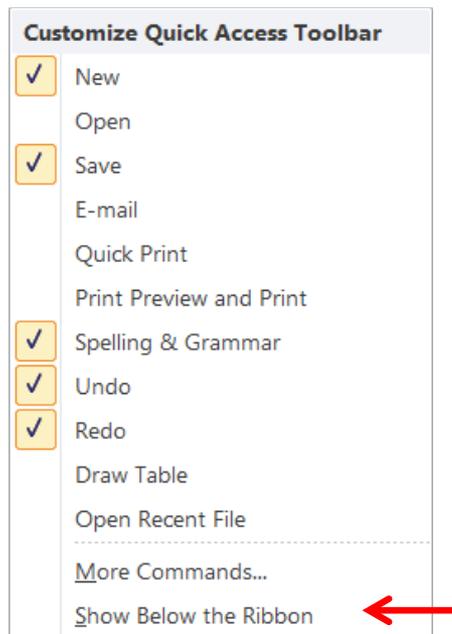
Adding BANA template to Quick Access Toolbar

- Select **All Commands**
- Find **Templates** in left column. Click **Add**.
- It will appear in right column, which adds it to your Quick Access Toolbar.
- Click **OK**.



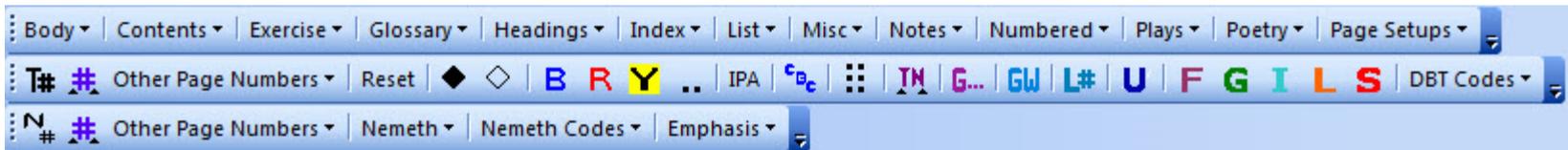
Adding BANA template to Quick Access Toolbar

- The Quick Access Toolbar may appear above or below the Ribbon
- You can change its location (above or below the Ribbon) to your preference.



BANA Template Toolbars on Word Ribbon

- Word 2003: Three toolbars are added to the toolbar area when the BANA template is active.



- Word 2007/2010/2013: The toolbars appear in the Add-Ins tab.



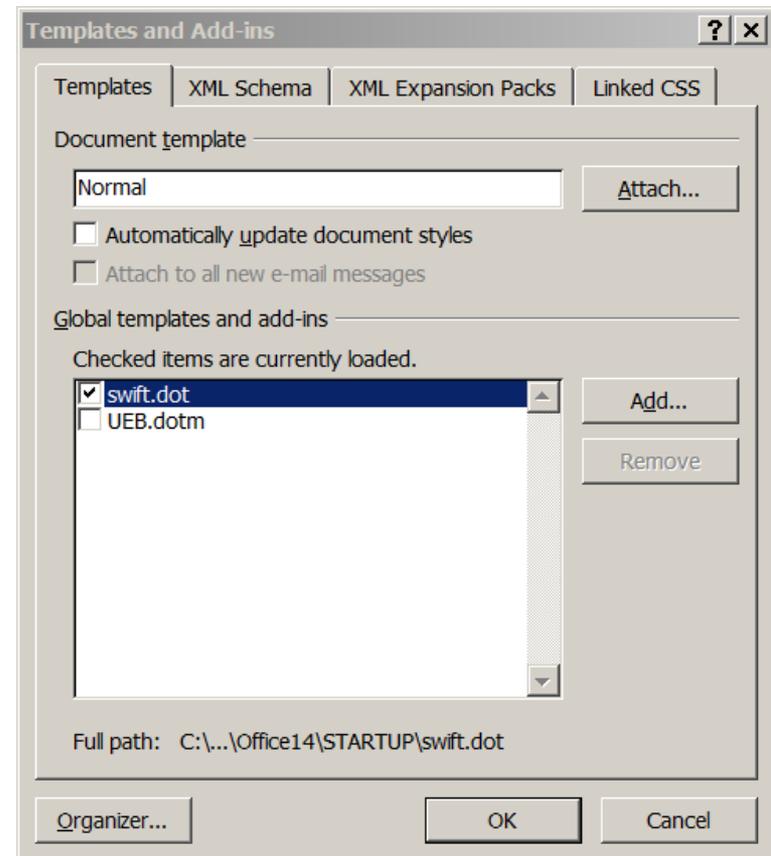
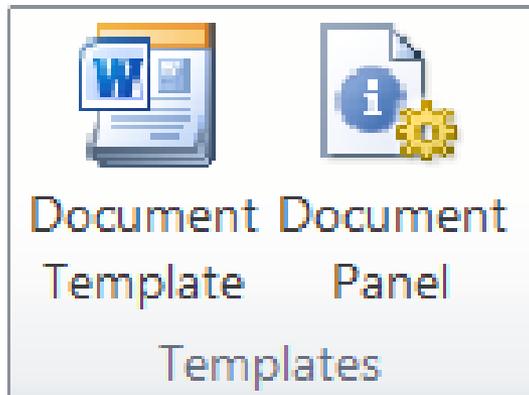
Adding BANA Template to new document

- Open a new Word document
 - Important: BANA Template must be added to each document!
- Click on the **Template** icon on Quick Access Toolbar



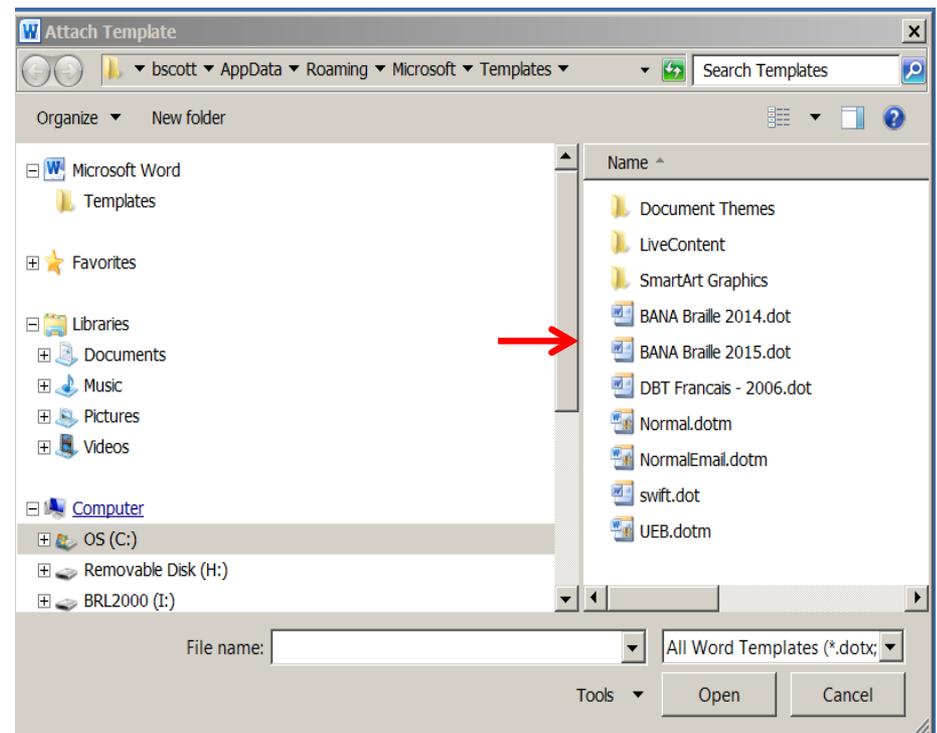
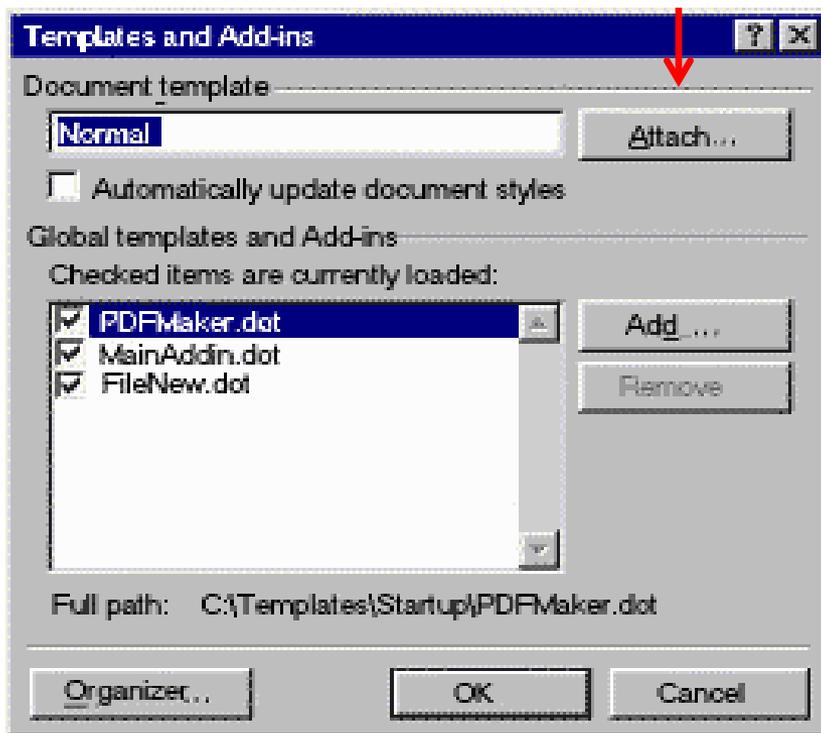
Adding BANA Template to new document

- Select **Document Template**



Adding BANA Template to New Document

- Select Attach: BANA Braille 2015.dot



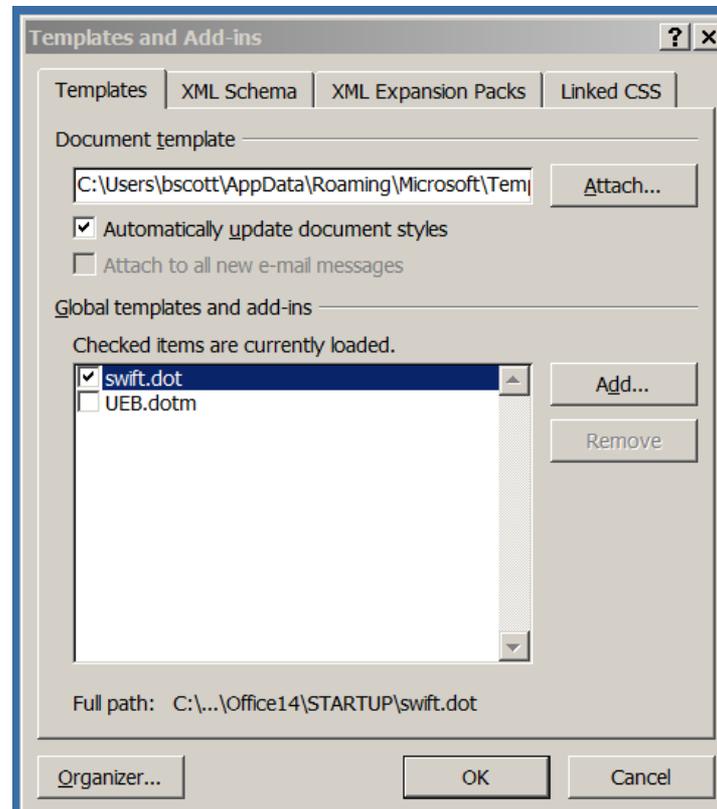
Adding BANA Template to New Document

- Check: **Automatically update document styles**
- Click: **OK**

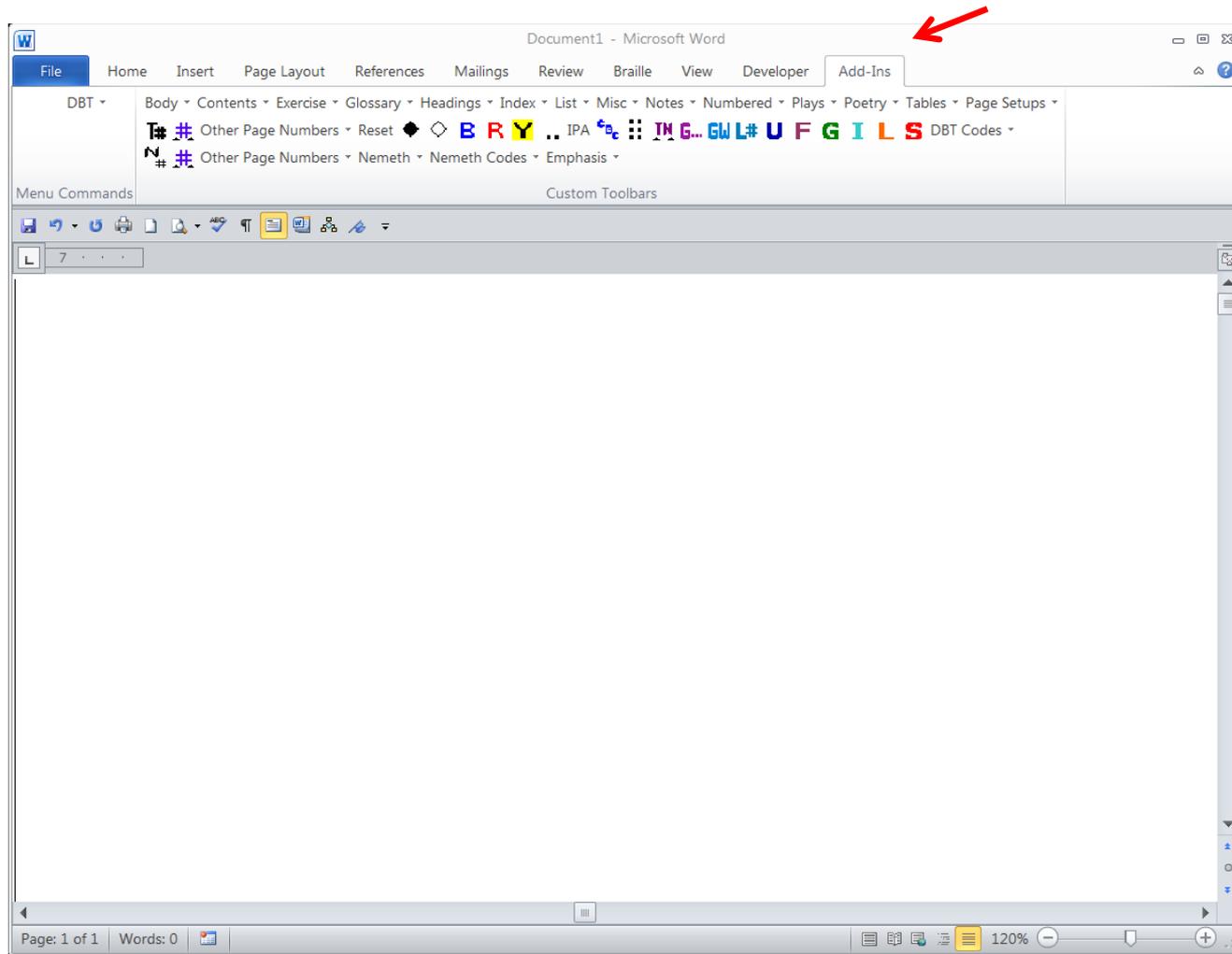
This box must be checked!



Nothing needs added or changed in this box.

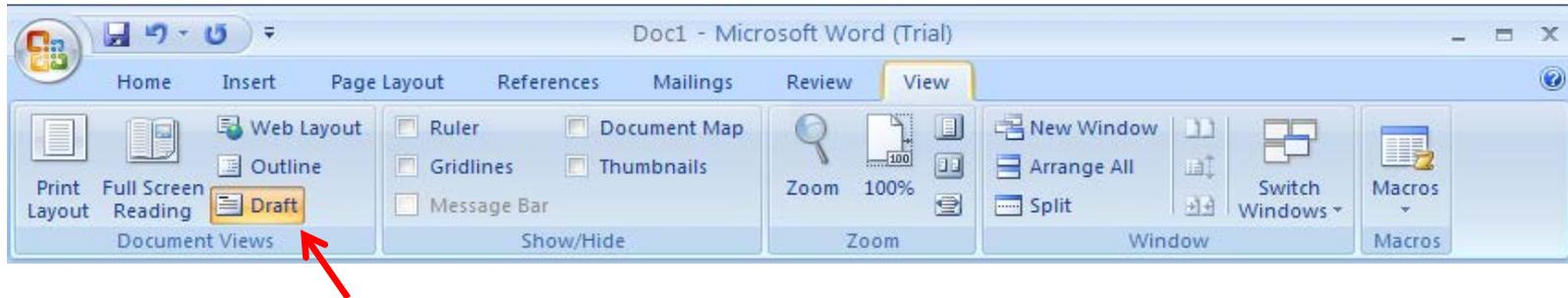


Adding BANA Template to New Document

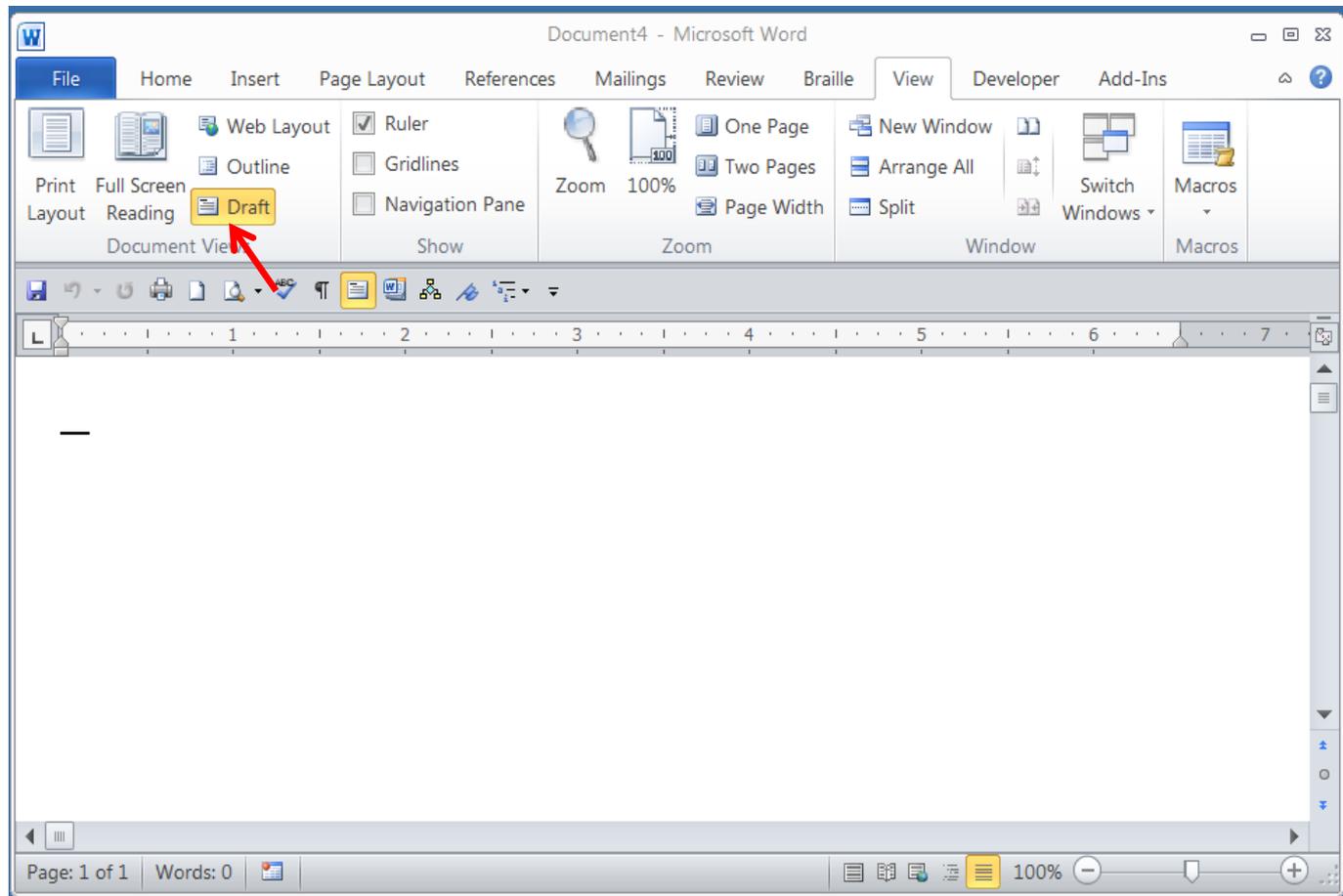


BANA Template Styles in Word

- Draft View: To view styles in a Word Document the Draft View must be selected.



Showing Styles in a Word Document

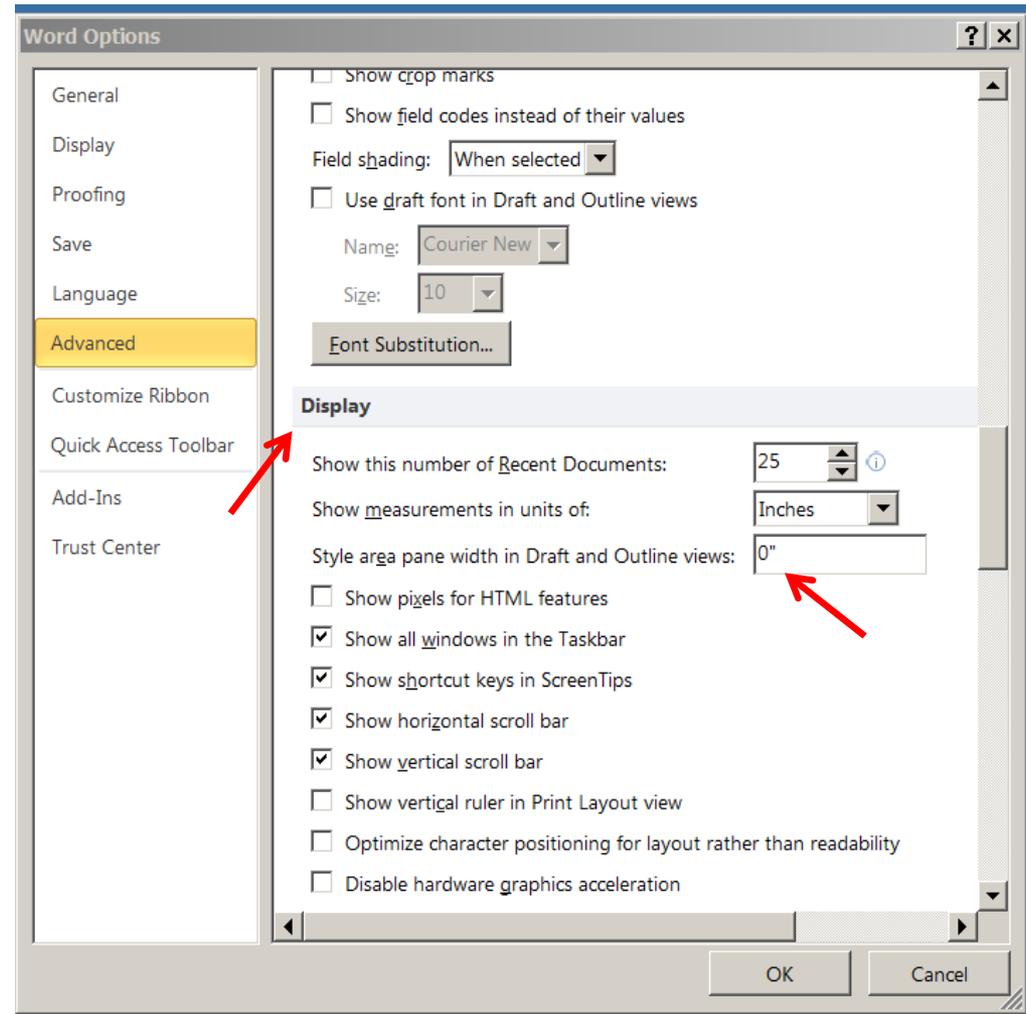


Style area pane is not visible.



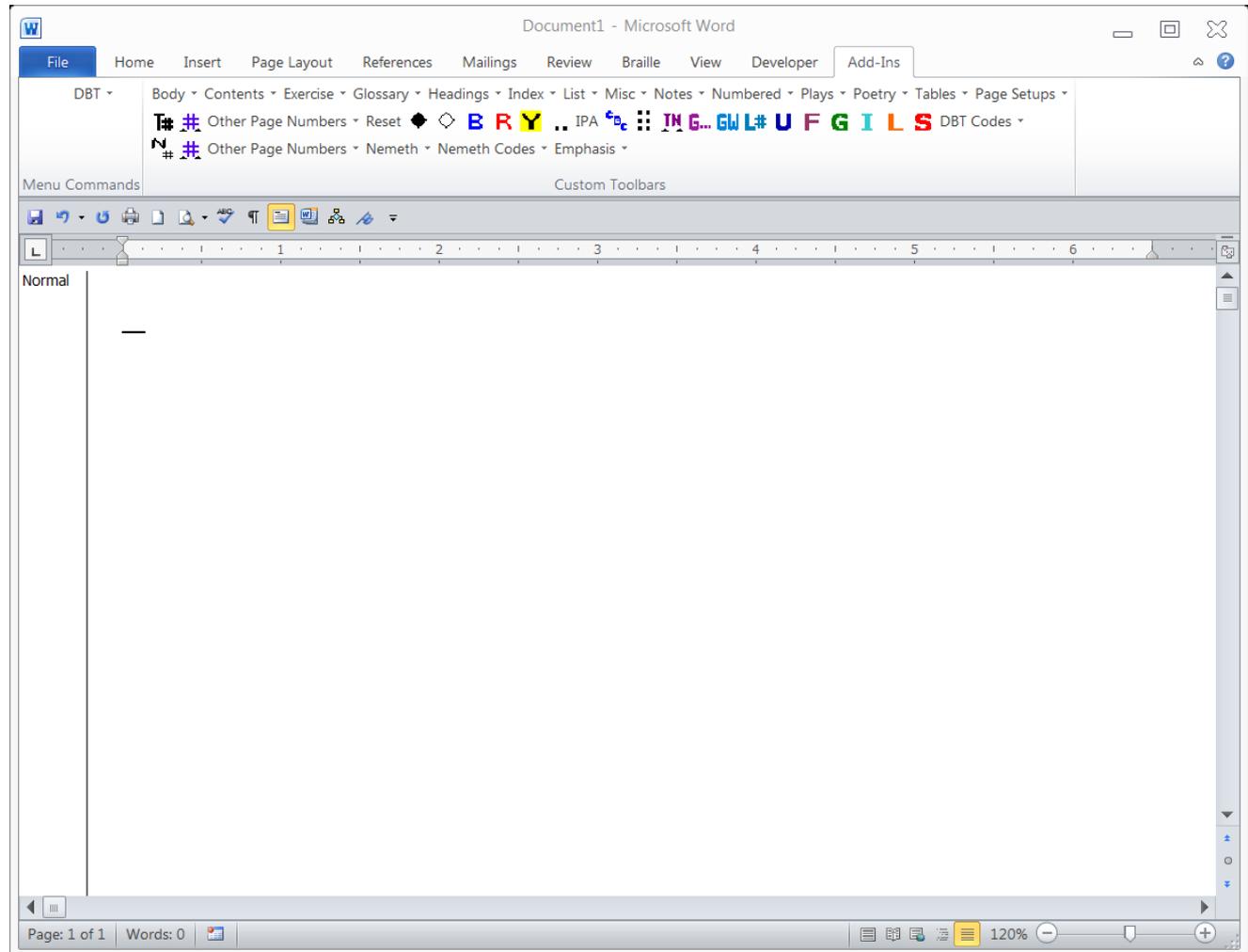
Showing Styles in a Word Document

- Go to:
 - **File**
 - **Options**
 - **Advanced**
- Scroll down to **Display**
- Set Style area pane width in Draft view to 0.5
- Click **OK**



Showing Styles in a Word Document

Style area pane is visible.



Styles for Braille Formatting

- Many styles for formatting braille are named referring to the cell **where braille begins** and **where it continues** onto another braille line.

For example: If you begin a long sentence in cell 1 that goes more than the 40 cells of that line, you must continue onto the next braille line.

If you continue that sentence in cell 1, then the format is 1-1 or Left Flush. This is the same as a blocked paragraph in print.

Style Types

- Headings

- Centered Heading (Heading 1)
- Cell 5 Heading (Heading 2) -- blocked in cell 5: 5-5
- Cell 7 Heading (Heading 3) -- blocked in cell 7: 7-7

- Paragraphs

- Blocked paragraph (Left Flush): 1-1
- Regular indented paragraph (Body Text): 3-1

- List: 1-3

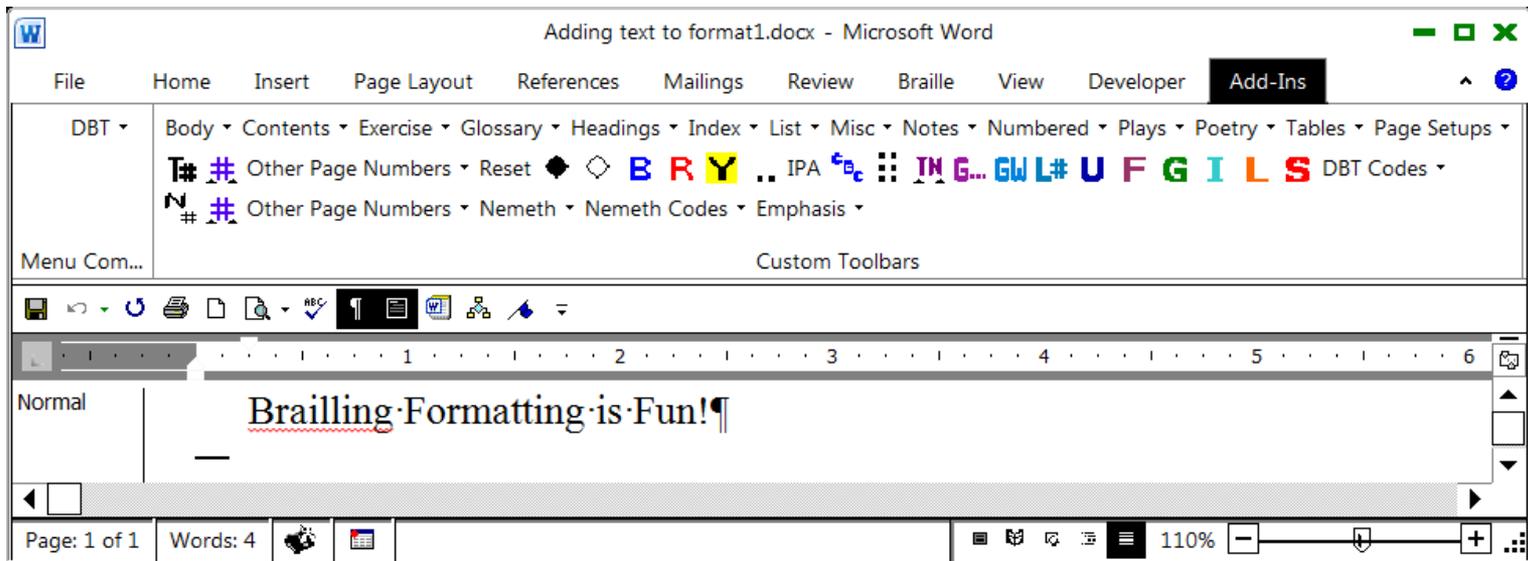
- Spelling words
- Numbered sentences to read/write

Style Types

- Directions: 5-5
 - Precedes an activity to be completed
 - A directive statement is not the same as directions to an activity
- Listed items with and without subentries.
 - Similar to outline format
 - Multiple choice questions and their answer choices are lists with one subentry. 1-5 / 3-5
 - Each new subentry begins two cells to the right
 - All runovers should be in the same cell
 - Example of a list with 3 subentries:
 - State / Capital / State bird / State flower
 - 1-9 / 3-9 / 5-9 / 7-9

Adding Text to be Formatted

- Open a New Word Document
- Add the BANA Template (from the Quick Access Toolbar)
- Select Draft View
- Type Text to be Formatted

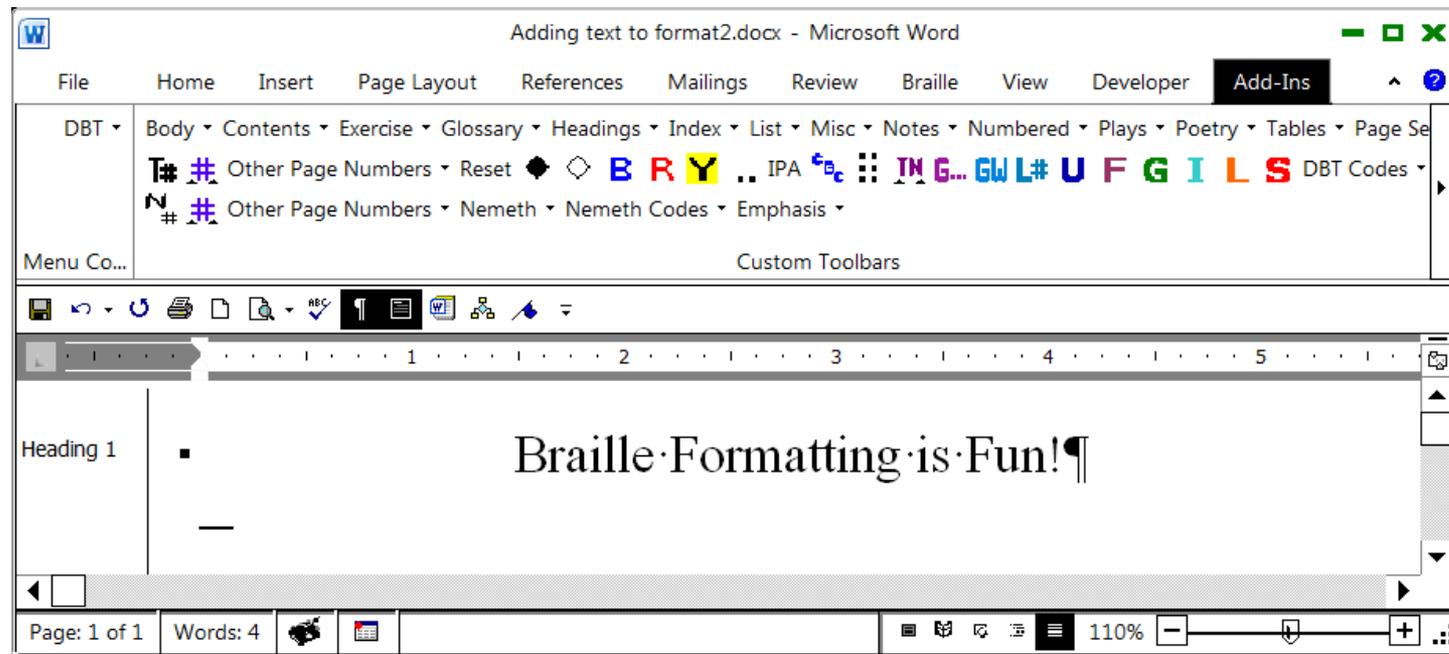


Adding Text to be Formatted

- "Show All" ¶
 - Feature in Word
 - You can activate it with short-cut Ctrl + * (Ctrl\shift*)
 - It can be added to your Quick Access Toolbar
 - Shows paragraph marks and other hidden formatting
 - Helps identify blank lines in Word that will be retained in the Duxbury braille document

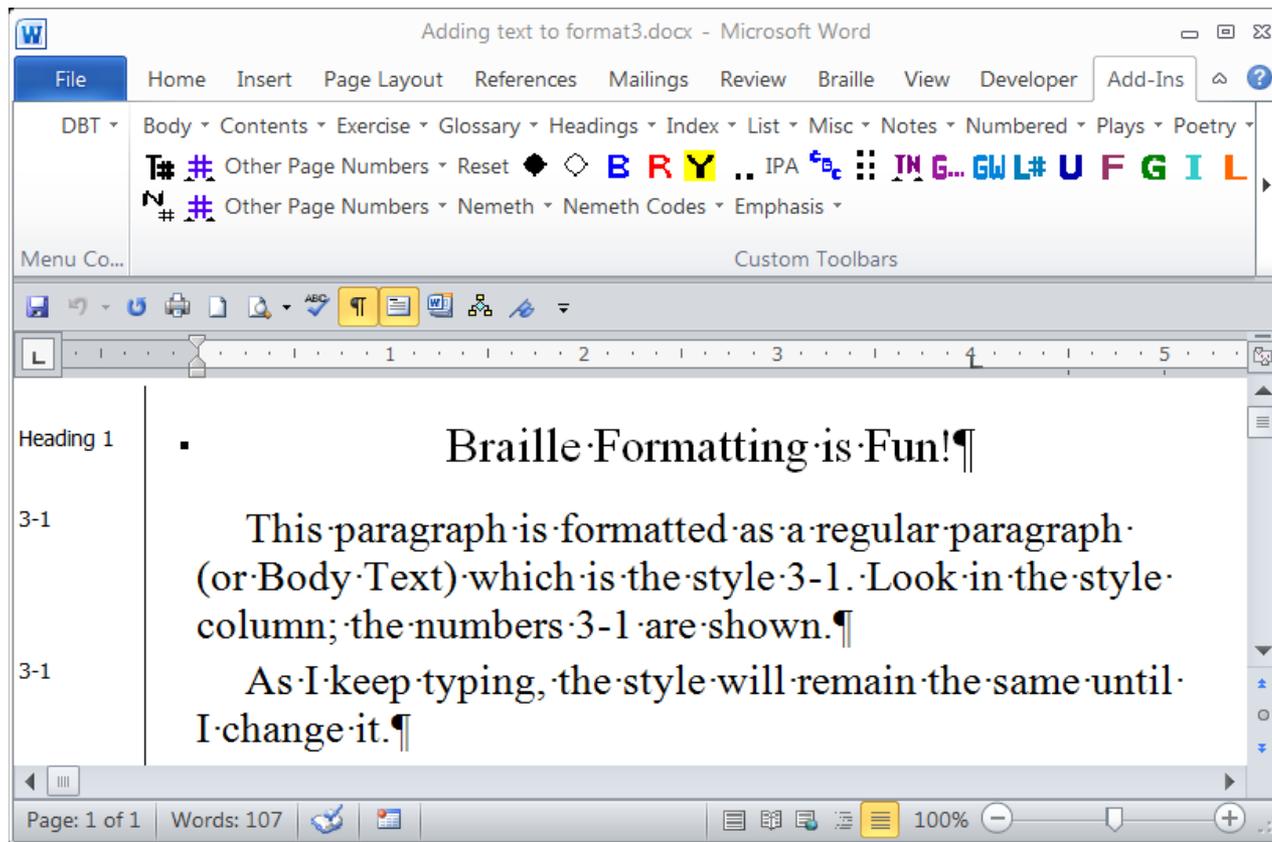
Adding Text to be Formatted

- Go to the BANA Template and select the Heading you want to use for the text you just added.

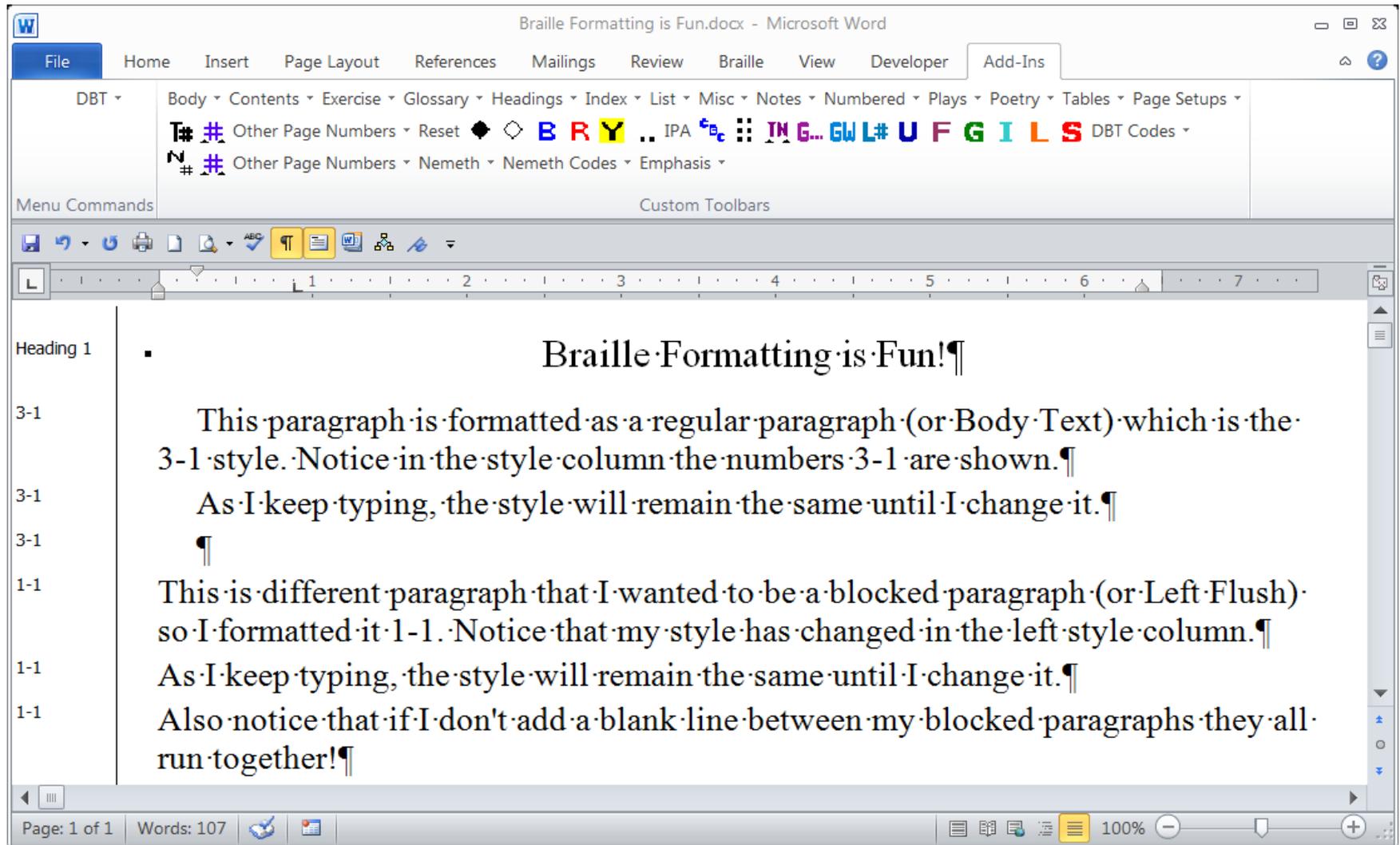


Adding Text to be Formatted

- Go to the tab labeled **Body** or **Numbered** on the BANA Template. Select the paragraph format you want to use for the new text you are adding. Type in the text.



- Repeat steps for adding a new paragraph.



Braille Formatting is Fun!

3-1 This paragraph is formatted as a regular paragraph (or Body Text) which is the 3-1 style. Notice in the style column the numbers 3-1 are shown.

3-1 As I keep typing, the style will remain the same until I change it.

1-1 This is different paragraph that I wanted to be a blocked paragraph (or Left Flush) so I formatted it 1-1. Notice that my style has changed in the left style column.

1-1 As I keep typing, the style will remain the same until I change it.

1-1 Also notice that if I don't add a blank line between my blocked paragraphs they all run together!

Contact Information

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