

Weekly Dose Indexes

Where can you find the indexes of a book? In most cases on the last page or inside cover.

RULE Transcribe indexes printed in two or more columns as a list. Exclude column headings. Important, insert a transcriber's note to explain the change to print format. [Remember, anytime you make a change, a transcriber note must be included.]

- **Omit font attributes** when a letter is emphasized as part of a page number in the index.
[Emphasis used in this case has no teaching or guidance, other than standing out visually.]
- Index Entry [Index with listed subentry], change subentries in paragraph form to a nested list.

Source: Braille Formats Principles of Print-to- Braille 2016 –
Section 21 Alphabetic References