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Weekly Dose What is in a SIDEBAR?

There are more and more sidebars being utilized in student material, especially textbooks. Why are sidebars used, to draw more attention to the content and to make text more interesting? Unfortunately, with this new type of print formatting, it is no longer easy to understand the flow when material is transcribed into braille. Also, the use of sidebars, a publishing term for information placed adjacent to text, is one of the design elements that can create confusion.

A few suggestions to help with the confusion of a SIDEBAR

- If the sidebar adds supportive information, look in the main text for specific references to its content. Then insert the sidebar at an appropriate location (after the paragraph of reference).
- Determine the best location for the sidebar when it provides extraneous information. This may be after the final full paragraph on the page, before a heading, etc.
- Sidebars use the full width of the braille page. **Exception:** Table of Contents guidelines when sidebars appear within the table of contents.
- The text layout of the sidebar dictates the format used, i.e., headings (centered, cell-5, cell-7), 3-1 paragraph, nested list, poetry, etc.
- Insert a blank line before and after a sidebar.
- Add box lines for clarity if the content of the sidebar interrupts the flow of text.
- When a sidebar is necessary for the understanding of a particular text, insert that sidebar before the related text.

Source: Braille Formats Print-to-Braille 2016 Section Sidebars