

WEEKLY DOSE OF BRAILLE GUIDELINES WHEN USING A RUNNING HEAD AT A GLANCE

1.8.2 RUNNING HEADS. Running heads appears on the first line of every page, EXCEPT THE TITLE PAGE and the FIRST PAGE OF TEXT.

- SPECIAL SYMBOLS USED IN THIS VOLUME is placed on lines 3 and 4. A blank line precedes and follows the heading.
- TRANSCRIBER'S NOTES is placed on line 3. A blank line precedes and follows the heading.
- Center Heading with Running Head: The first heading on the page is placed on line 3.
- Boxed material beginning at top of page with Running Head: The top box line is placed on line 3.
- A LIST starting at the top of a braille page will NOW start on line 3.
- Each exercise set with accompanying directions or headings is preceded and followed by a blank line. Begin directions on line 3 when a running head is used. The directions are PRECEDED by a blank line and BLOCKED in cell 5.

REMINDER TIP: When you have cell 5 heading followed by directions YOU DO NOT PLACE A BLANK LINE BETWEEN THE HEADING AND THE DIRECTIONS.

Source: NBA