

Weekly Dose Keying Long Entries

QUESTION: The teacher gave me a worksheet with a table that has really, long entries, I don't even begin to understand how to make this fit, help!

ANSWER: No worries, keying items is a great way to consolidate important information provided on a print table.

RULE GUIDELINES 11.8.1 Column headings, row headings, and column entries must not exceed two lines. Longer headings and column entries may be condensed or shortened, abbreviated, or keyed to fit this guideline. The keying technique below is applicable whenever it is necessary to condense long headings/entries into a few cells.

[The highlighted and underlined area are important guidelines to follow.]

- Devise a key for an item that reflects the meaning of the heading or entry.
- Use letters, numbers, or a combination of letters and numbers, consisting of two or three cells.
- Key items may not correspond to shortform words or contractions.
- One of the letters in the key item must have a dot 3 or 6, except for standard International Organization for Standardization (ISO) abbreviations for states (CA, IA, etc.), provinces (AB, BC), and countries (CC, FJ, etc.).

Source: *Braille Formats: Principles of Print-to-Braille* Section 11.8.1