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Weekly Dose Wide Table Stairstep Format

Table formatting questions continue, let's take time to narrow our focus on the different options of wide table formatting.

RULE GUIDELINES

- Limit this format to tables with four or fewer columns.
- Columns cannot be combined.
- Place all columns in the row on the same braille page, if possible.
- Do not repeat column headings when continued to next page.
- Follow print for use of the dash or ellipsis.
- Headings may be used when there is none in print, you must insert a transcriber note of this change.
- Insert three unspaced guide dots to represent a blank entry in print and explain in a transcriber note. For Example, *A series of three guide dots indicates a blank entry.*

Example of formatting to follow:

Table changed as follows: [7-5] (*Following the table title, or after the top box line insert a transcriber's note to indicate format change.*)

Insert a blank line after the transcriber note

Heading of first column [3-3]

Heading of second column [3-3]

Heading of third column [5-5]

Source: *Braille Formats: Principles of Print-to-Braille* Section 11.18.1