

Weekly Dose

Fundamentals of being a Transcriber

1. A Transcriber does not edit text.
2. If a print format or font style can't be shown in braille, let the reader know using a transcriber's note or other device.
3. Clear presentation is more important than saving space.
4. A transcriber looks at the print first to organize the text clearly and consistently.
5. Text is transcribed as printed, keeping the same words and order. Marginal materials are placed where appropriate for their format.
6. Expendable materials follow the same formatting guidelines as permanent materials.
7. Agency communication is key, especially when print cannot be transcribed.
8. Print running headers and footers are ignored in braille. These often include the chapter or lesson title, the book title, etc.

Source: Braille Formats: Principles of Print-to-Braille 2016, referenced Section 1 Basic Principles.