Braille Transcribing Process Checklist

Prepare for Success!

Consider Deadlines

Sketch a timeline.

1. When must the final transcription be submitted?
2. How will tactile graphics be designed? Will a request need to be sent?
3. When will proofreading start?
4. Will you schedule time for material to "age" before you review it?
5. What in your personal calendar will affect time available?

Clarify requirements and/or ask for extensions if necessary.

Scrutinize [Physical] Print Material

Notice key features and confusing spots.

1. What are the kinds of print page numbers?
2. What will the longest print page number be?
3. What quotation marks are used in the text?
   - [directional] double quotation marks ⠦　⠴ (dots 2 3 6 and dots 3 5 6)
   - single quotation marks ⠠⠦　⠠⠴ (dots 6, 2 3 6 and dots 6, 3 5 6)
   - apostrophe ⠄ (dot 3)
4. Are there exceptional formats?
   - tables
   - foreign words
   - displayed material
   - …

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Ask questions (and record answers).

1. search in a code book
2. converse one-on-one
3. post online
4. share with an electronic group

Record formatting and contraction decisions

Rev Up Digital Resources

Acquire the digital text.

Examine the digital text.

1. How are quotation marks scanned into or presented in the electronic document?
2. How are apostrophes and single quotes scanned into or presented in the electronic document?
3. Are there OCR errors?
4. What is **not** digitized (e.g., math, pictures, tables, etc.)?
5. What styles are used?

Transcribe a segment to discover your needs.

1. What styles are you using repeatedly?
2. What symbols are you inserting frequently?
3. What tools are you accessing with the mouse?

Make or find shortcuts.

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Prepare Text ("bookmarking" some challenges for later resolution)

Enter transcriber-generated and preliminary pages.

Check for common issues.

1. missing apostrophes (e.g., were that should be we're)
2. multiple periods in a row (spaced or unspaced)
3. dashes, hyphens
4. apostrophes
5. words historically translated incorrectly
6. short lines
7. ...

Verify and/or enter paragraph breaks & print page numbers.

Check use of typeforms. (italic, bold, underline, script, small caps)

1. Is punctuation included or excluded appropriately?
2. Are series of emphasized items transcribed appropriately?

Revisit "bookmarked" challenges.

Perform a spell check.

1. Will you add proper names and/or exceptional words for this text to the spell check dictionary?

Confirm print page numbers are sequential and inclusive.

Read preliminary pages closely.

Divide volumes.

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Confirm appropriate end-of-volume statements.

1. Are all end-of-volume statements enclosed in transcriber's note indicators?
2. Do all volumes but the last volume end with ⠈⠨⠼End of Volume #⠈⠨⠒? (transcriber's note indicators are dots 4, 4 6, 1 2 6 and dots 4, 4 6, 3 4 5)
3. Is the # in the statement above correct in each volume?
4. Does the last volume end with ⠈⠨⠼The End⠈⠨⠒?

Skim each volume.

1. Do braille page breaks fall at logical places?
2. Are blank lines included where appropriate?

Adjust Special Symbols Pages (SSPs).

1. Do all listed symbols appear in the volume?
2. Have any symbols from the agency's list of required symbols been used in a volume's text but left off of its SSP?

Check page range information on the title page.

See document "Braille Proofreading Checklist," which was created at the same time as this document.

Send for Review

Include *all* necessary materials.

1. hard copy print
2. braille
3. …

Double-check distribution list.

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