Preparing Etext for the BrailleNote
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The BrailleNote can translate text documents into either braille or voice. It manages best with plain text, and does not represent pictures or diagrams. Tables do not generally come out in an easily readable form on the braille display. Documents containing pictures or diagrams take a very long time to open.

The BrailleNote Apex does not yet have the software to open Microsoft Office Word 2007 or newer (.docx) documents.

The simplest way to present documents for the BrailleNote is to save them as text only (.txt) files. By saving them like this, all difficult or special formatting and pictures are removed.

Steps to follow when a teacher hands you a print document to be prepared for the BrailleNote:

1. Ask where the source document is. Does the teacher have it on her computer? Was it downloaded from the school intranet? Was it copied from a web page? Can it be found on a computer anywhere?

> If yes: Save the document on to your computer.
> If no: Scan the document.

Ask school staff for information on how to use your scanner - each is different. For small documents, you may prefer to type it out.

2. Save the document as a text only (.txt) file. This will remove all odd, scanned formatting, for example the scanner representing black smudges as a picture.

3. Send the document back to Microsoft Word (.doc) because it has more functional editing tools:

- with the .txt file open select all (control + a)
- copy (control + c)
- open a Word 2003 (.doc) document
- paste (control + v)

4. Edit the document. Check for spelling errors, unnecessary new lines, columns etc.
If the source document has a table, represent it as a list. This may involve re-typing it or selecting and dragging the information out of the table. *see below for example

5. Save to your USB memory stick.

6. Hand the stick to your student.

Example of a table. In this example, unnecessary information has been omitted.

Original document

Period	Monday	Tuesday	Wednesday	Thursday
1	EN08E2 (UKO) English B3	HUM08E2 (CBL) Humanities A7	INT08E2 (GMN) Integrated T10	SC08E2 (RSM) Science S3
2	HUM08E2 (CBL) Humanities P4	MA08E2 (DLE) Mathematics P12	INT08E2 (GMN) Integrated T10	HL08E2 (GGA) Health BU2
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3	MA08E2 (DLE) Mathematics P5	INT08E2 (GMN) Integrated T10	EN08E2 (UKO) English B3	HUM08E2 (CBL) Humanities A7

Reformatted document
(save as:
timetable term 1 2012)

Monday
1. English B3
2. Humanities P4
3. Maths P5
Tuesday
1. Humanities A7
2. Maths P12
3. Integrated T10
Wednesday
1. Integrated T10