

## Pearl Camera + OpenBook → Word → Duxbury

### Preparing text for embossing in braille

#### Scan text using Pearl camera

1. Plug Pearl camera in to computer (USB)
2. Open the OpenBook program
3. Place text under camera, align with camera stand base
4. Scan: Press Space, wait till camera click is heard

#### Save as Word

1. Go to File ... Save As ...
2. In the drop down box: Files of type: select Word Document (\*.DOC)
3. Save the document in a folder that you will be able to find later
4. Close OpenBook

#### Edit in Word

1. Open the document in Microsoft Office Word
2. Edit the text (document can be saved now for BrailleNote or computer)
3. Select all text and copy (control + a; then control + c)
4. Close Word

#### Prepare braille copy in Duxbury

1. Open Duxbury
2. Open a new document (control + n; then enter)
3. Paste (control + v)
4. Check formatting – new lines, centred headings etc
5. Translate to braille (control + t)
6. Check layout – page breaks etc
7. Emboss (control + e)

#### LOTE:

If a foreign language is inserted amongst English text – before you translate to braille:

1. Turn on codes: alt + f3 (also turns off codes)
2. Select the language: press f8 then type the first few letters of the language until the one you want is displayed; press enter
3. Place the foreign language text in the middle of this code. This will give you the code at the beginning and end of the foreign language

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