

# **REVISION LOG FOR PDF UPLOADS OF INSTRUCTION MANUAL FOR BRAILLE TRANSCRIBING UEB EDITION 2015**

(Last Updated: March 28, 2017)

This document contains information about revisions to the uploaded PDF files of the Instruction Manual. Individuals who downloaded the files prior to their most current upload dates should note this information about what has been changed. If you encounter any errors in the course material, please email [transcribers@nfb.org](mailto:transcribers@nfb.org).

## **DRILLS SUPPLEMENT**

[All copies of the Drills downloaded before the March 28, 2017 version are now out of date and should be replaced.]

September 6, 2016: Corrected the transcription of the small capitals in Drill 36 #4.

March 28, 2017: Drill 36 #9, fixed so that the italics terminator follows the comma. Drill 39 #9, italicized the two Greek letters (this could be accepted either way). On the two title pages at the back, fixed the format of the publisher's information and transcriber's affiliation/city/state; added the base code to the transcription information (BF 2.3.7). Fixed the special symbols page at the end to match the one in the manual.

## **FRONT MATTER**

February 6, 2015: First upload

September 3, 2015: Completed table of contents

September 4, 2015: Page numbers within the contents were off for the preliminary pages; corrected.

November 28, 2016: Updated contents to match changes in Lesson 11; removed reference to Appendix B; added revision date to end of front matter.

## **LESSON 1**

February 6, 2015: First upload

March 12, 2015: Fixed small error in exercise  
April 2, 2015: Made small correction to reading exercise

## **LESSON 2**

February 6, 2015: First upload  
February 11, 2015: Fixed some formatting, typos, and capitalization; clarified wording in 2.1 third paragraph, 2.5 first paragraph; small change to exercise sentence 12  
March 12, 2015: Fixed dash error in example in 2.7  
April 14, 2015: Removed clause about dividing words in first paragraph of 2.5, as it caused confusion. In Unified English Braille, it is preferred not to divide words or symbols-sequences between lines.  
May 28, 2015: Modified example in 2.8b.  
March 28, 2017: Modified examples at the end of 2.1; expanded and added examples to 2.7a for clarification; added the revision date at the end of the lesson.

## **LESSON 3**

February 6, 2015: First upload  
February 23, 2015: Added important information about the use of quotation marks to 3.1; clarified language in 3.4; made changes to the exercise in sentences 10 and 15.  
May 28, 2015: Modified information in 3.1; more information on quotation marks will be covered in Lesson 16. Fixed quotes in Drill 10 sentence 7 (no change needed to this sentence in Drills Supplement). Changed order of quotation marks in exercise sentence 17.  
December 2, 2015: Fixed first dash in exercise sentence #10 so that it is one continuous long dash.

## **LESSON 4**

February 6, 2015: First upload  
February 9, 2015: Fixed a font issue in 4.3b; no content changes  
February 17, 2016: Added detail to the note under 4.2 about the "standing alone rule." Made slight wording changes to 4.2c and 4.2d.

## **LESSON 5**

February 9, 2015: First upload

April 14, 2015: Exercise sentence 30, changed "southeast" to "southwest."  
December 8, 2015: Removed reference to *GH* groupsign from 5.3b as it has not been introduced yet; fixed some instances of outdated terminology

## **LESSON 6**

February 9, 2015: First upload  
February 10, 2015: Fixed some formatting; no changes to content  
March 13, 2015: Clarified instructions to Exercise 6.  
August 24, 2015: Fixed small typo in the text  
September 1, 2015: Added 6.1b discussing non-use of contractions with aspirated h.  
April 25, 2016: The first sentence of the lesson was not quite accurate and has been corrected; made small clarification to 6.1b; modified exercise sentence 15; added some missing italics in various places in the text for clarity.

## **LESSON 7**

February 9, 2015: First upload  
March 24, 2015: Modified Exercise sentence 29  
April 15, 2015: Modified exercise sentence 16  
December 2, 2015: Deleted extraneous visible spaces in chart in 7.1  
February 17, 2016: Made a slight wording change in first sentence 7.2a. Added a sentence to the explanation in 7.3. Clarified the note that was at the end of 7.5c and moved it earlier; renumbered 7.5; consolidated and rearranged 7.7 for clarity.  
November 28: Small edits, no content change; added the revision date to the end of the lesson.

## **LESSON 8**

February 9, 2015: First upload  
April 28, 2015: Added to exercise instructions to use a 3-1 margin.  
November 23, 2015: Fixed small typo in text  
February 16, 2016: Removed "headdress" from examples in 8.1c and added "doggone."

## **LESSON 9**

February 9, 2015: First upload

December 2, 2015: On page 9-1, fixed middle column heading on first page to match font of other two column headings. Fixed spelling of "somersault" in 9.2f.

## **LESSON 10**

February 16, 2015: First upload

August 24, 2015: Fixed small typos within the text.

April 22: Rearranged sections 10.1 and 10.2; re-worded some instructions in both of these for clarity; added some examples to what is now 10.2c; added to exercise the instruction to use a 3-1 margin.

## **LESSON 11**

February 16, 2015: First upload

March 12, 2015: Fixed an error in the examples in 11.5.

July 15, 2015: Fixed capitalization in exercise sentence 32.

August 3, 2015: Added missing paragraph break in reading practice; added missing asterisks to the words "little" and "quick" in shortforms list; fixed some formatting in drills.

November 14, 2016: Fixed the format of the shortforms list; deleted an extraneous paragraph break from the reading practice; added the revision date at the end of the lesson.

## **LESSON 12**

February 16, 2015: First upload

March 12, 2015: Removed sentence 10 from Drill 29; made important clarification to instructions in 12.2a.

April 14, 2015: Corrected page 12-8 example about slithering snakes; corrected transcription of example showing "17C4-6" in 12.1e.

August 24, 2015: Fixed a few typos in the text; fixed example in 12.1e ("RCV90" has been removed and replaced with an example that applies); corrected example in 12.2b ("gg" contraction should be used); corrected capitalization in exercise sentence 5; corrected spelling of "imitating" in exercise sentence 11.

September 8, 2015: Added "Standing alone" to the definitions; clarified information in 12.1b(1); clarified information and corrected one example in 12.1b(2); moved "outline" example to 12.1b(1); clarified information in 12.1d; clarified information and corrected examples in 12.2a

November 14, 2016: In the examples in 12.2b, corrected two instances in which print was not followed for the use of hyphens and dashes; the

example in 12.3 now shows "st" groupsign in "just-ice" which was omitted in error; Drill 31 sentence 12, corrected presentation of capitalization; sentence 2 in the exercise, added period at the end which was omitted in error; removed extra "e" from "me"; added the revision date to the end of the lesson.

## **LESSON 13**

March 16, 2015: First upload

April 2, 2015: Corrected simbraille example for "CD-ROM" under 13.1d.

April 21, 2015: Page 13-5, Corrected dots for crosshatch, should be dots 456, 1456.

April 28, 2015: Fixed typos, no content changes.

November 23, 2015: Corrected font error on grade 1 symbol indicators in 13.1 example and 13.1d example; on capital indicator in 13.2 example. Fixed symbols in first paragraph of 13.3.

September 14, 2016: Moved the prime and double prime in the chart in 13.3 so that the symbols are in braille order; removed the words "Eh what?" from the end of Exercise 13; added a missing bracket in one of the examples; added the revision date at the end of the last page.

## **LESSON 14**

March 16, 2015: First upload

March 24, 2015: Corrected simbraille roman numeral examples; slight modification to exercise sentence 20

April 21, 2015: Page 14-5, corrected print spacing for first example (9 x 12 ft. rug); corrected print fraction example in 14.3a; corrected dots for superscript (should be dots 35); made corrections to Drill 35 #4 and #13; corrected the print URL in 14.7 example to match the braille.

May 28, 2015: Corrected simbraille in last example under 14.5. Clarified first paragraph in 14.7. Removed information about braille grouping symbols because of a clarification from BANA that superscripts in ordinal numbers should generally be ignored; grouping symbols will be covered in Lesson 16.

November 23, 2015: Fixed small capitalization error in the text.

February 16, 2016: Fixed a few typos; expanded directions and added an example to 14.7.

March 10: Fixed simbraille on superscript and subscript in 14.6; Added upload date to the end of the lesson.

## **LESSON 15**

April 2, 2015: First upload

April 22, 2015: Corrected example on page 15-3 to show braille dots.

April 28, 2015: Fixed typos, no content changes.

July 15, 2015: Fixed typos in simbraille on 15.1a.

November 23, 2015: Added missing numeric indicator to example in 15.1a, and also changed "a priori" to a different example since it actually needs an italic symbol indicator which has not been covered yet. Also added to 15.1a an example and instruction not to use lower groupsigns for "be", "con", and "dis" if their letters are followed by a typeform indicator. Added "a priori" example to 15.1g. In 15.1h fixed fourth transcriber-defined symbol indicator and added missing ellipsis to print example. 15.2: Corrected misstatement and corresponding examples about small capitals. If small capitals are used in print for emphasis or distinction, use a transcriber-defined indicator if the change in typeform is significant.

December 1, 2015: Corrected simbraille error in note example under 15.2.

December 8, 2015: Added missing numeric indicator to example in 15.1a

December 10, 2015: Substituted the second example at the top of page 15-3 with a new one to show a partially emphasized possessive; added quotation marks to the fifth example under 15.1b.

February 19, 2016: Added wording and another example to 15.4a.

June 15, 2016: 15.1a clarified the last two sentences; 15.1b removed the word "immediately" from the last sentence; 15.1d added a clarifying sentence; 15.1g changed the example; 15.1i added examples of two different types of hyperlinks; 15.1i(1) Changed sixth bullet so it matches with instructions in 15.5 about typeforms in displayed material; 15.1i added a #4 and #5 under "do not use ..."; 15.4b clarified sentences and added another example; exercise sentence #29 removed italics from one of the words.

## **LESSON 16**

June 29, 2015: First Upload

July 14, 2015: Corrected simbraille in breve example on 16-1; Corrected simbraille in examples 16.1a, 16.1b, 16.3a; Corrected typeform in Drill 38 sentence 13.

October 16, 2015: Added the capitalized Greek letters to the listing in 16.4.

December 1, 2015: Added missing u to print example in 16.1a; Fixed spelling of "Derfflinger" in 16.3a; added bold to words in exercise 23.

## **LESSON 17**

July 2, 2015: First Upload

June 16, 2016: fixed a few general typos and formatting issues; 17.1c, revised text slightly to update terminology; 17.2a corrected page referenced from introductory materials; 17.4a slight re-wording in second paragraph; rearranged exercise excerpts, moving old #3 to the end so it is now #6; made the roman numerals in exercise new #3 and new #5 small capitals; removed the word "new" from exercise #8.

March 9, 2017: Removed the second paragraph about the Formats revision; updated all referenced section numbers to match those in *Braille Formats 2016*; changed the last sentence in 17.1d to reflect the change in practice from the new *formats* [BF §1.10.2]; added a sentence in 17.2a and 17.2b to indicate the requirement for at least one line of text to follow the headings on a page; fixed Roman numerals in exercise #5 to small capitals as was intended last time; added the revision date to the end of the lesson along with information about *Braille Formats 2016*, available at <http://www.brailleauthority.org/formats/formats2016.html>.

March 10: Fixed simbraille for asterisk in 17.4.

## **LESSON 18**

July 2, 2015: First Upload

December 8, 2015: 18.2c, the 6th line of braille is now indented to cell 5 as it should be; 18.2d checkmarks were changed to bullets; 18.2e added review and clarification in directions and fixed formatting of simbraille transcriber's note; 18.3a added missing italics on the poem in print.

## **LESSON 19**

[All copies of this lesson that were downloaded before the March 28 version are now outdated and should be replaced.]

March 28, 2017: Revised wording in the following sections to align with *Braille Formats 2016*:

- 19.2a(1)[b] (second paragraph);
- 19.2a(1)[c]
- 19.2a(1)[i]
- 19.2a(2)
- 19.2b(1) (removed second paragraph)

corrected the publisher information formatting for the title pages on page 19-7; updated a few numbered references to BF; added the revision date to the end of the lesson.

## **LESSON 20**

September 2, 2015: First upload

### **Appendix A**

February 27, 2015: First upload

April 2, 2015: Small correction to wording in Lesson 1; Added missing sentences from Lesson 3; small correction to wording in Lesson 7.

May 28, 2015: Corrected error in lesson 3 sentence 5 so it matches the braille in the lesson.

August 24, 2015: Fixed two places in Lesson 10 second paragraph so that they match the braille in the manual.

November 23, 2015: Lesson 11, 2015: Deleted an extra paragraph break.

December 2, 2015: Removed repeated text in Lesson 9