

Appendix A

Changes and Amendments

Changes from *Braille Formats: Principles of Print-to-Braille Transcription, 2011* to *Braille Formats: Principles of Print-to-Braille Transcription, 2016*.

This listing is of the most significant changes to this revision and does *not* include sections where things were changed to use UEB symbols rather than EBAE symbols. The section headings listed below are those that appeared in the 2011 version; the section numbers refer to those in the 2016 revision.

Section 1: Basic Principles and General Formats

- §1.2 Transcriber's Notes for technical guidelines that are used (e.g., *Guidelines and Standards for Tactile Graphics* and *Music Braille Code*)
- §1.5 Formatting for magazines or newsletters
- §1.6.3 Preliminary volumes
- §1.6.4 Supplemental volumes
- §1.9.5 Break in context
- §1.11.6 Page change indicators for pages with no print numbers
- §1.11.8d Clarified wording regarding uncaptioned illustrations that take up a whole print page
- §1.15.2 Repeated or omitted braille page numbers
- §1.16 Foreign material in English context

Section 2: Transcriber-Generated Pages and Front Matter

- §2.3.4g Grade levels
- §2.3.6g Printing history (requirement for printing history statement was removed)
- §2.3.7a Code used is to be placed on the title page
- §2.5.2e Special Symbols page should be in braille order
- §2.10.1c Volume indicators and brief contents
- §2.10.2b Table of contents begin on a new page
- §2.10.3b Added words are enclosed in transcriber's note indicators

Section 3: Transcriber's Notes

No content changes

Section 4: Headings

§4.8.1 Fully capitalized paragraph headings

Section 5: Font Attributes

This section was completely rewritten. Follow print for emphasis used and use UEB typeform indicators.

Section 6: Illustrative Materials

§6.7.3e Use an underscore to represent blanks

§6.8.2b Use three dot 5s to represent missing data

Section 7: Boxed Material

§7.5.2 Colored boxes

Section 8: Lists

No content changes

Section 9: Displayed Material, Attributions, and Source Information

§9.5.5 Source citations and permission to copy

§9.7.1c Use the script typeforms to indicate handwriting

Section 10: Exercise Material

No content changes

Section 11: Tables and Related Columns

§11.2.5g Source citations to tables

§11.6.4 Use guide dots to indicate blank space in tables

§11.7.1j Numeric passage indicator and tables

§11.8.1c Keys may not correspond to shortform words or contractions

§11.16.1h Use guide dots to indicate blank space in tables

§11.16.1l Listed format requires a transcriber's note

§11.17.1c Linear format does not require a period at the end of the row

Section 12: Sidebars

No content changes

Section 13: Poetry and Song Lyrics

§13.11.2a Permission-to-copy notice

Section 14: Plays, Cartoons, and Graphic Novels

§14.1.2 Follow print for capitalization on speaker names

§14.1.3 Retain print emphasis on speaker names

§14.1.4 Retain only capitals if both capitals and emphasis are used on speaker names

§14.5.1c Follow print for punctuation after speaker names; do not add punctuation not found in print

§14.5.1d Speaker names with no print distinction

§14.5.3a Stage directions and cues between lines of dialogue

§14.5.3b Additional paragraphs in stage directions

§14.7.2 Stage directions

§14.10.5 Frame numbers are enclosed in transcriber's note indicators

§14.11 Graphic novels

Section 15: Line-Numbered and Line-Lettered Text

§15.7.1 Emphasized rhyme scheme letters

Section 16: Notes (Entire section)

§16.2.2 Follow print for reference indicators

§16.3 Emphasis as a reference mark (line numbers are no longer required to be part of the reference indicator)

§16.4 Unmarked reference notes

§16.6 Gloss notes in foreign language materials

§16.9 Endnotes

§16.11.1 Marginal labels

Section 17: Spellers

§17.5 Marked words in a list

§17.7 Word lists in foreign language materials

§17.8.1.b Syllabified words

Section 18: Grammar

§18.2.2 Follow print; contractions may be used

§18.7.1 Use UEB transcriber-defined typeform indicators for print emphasis

Section 19: Codes and Puzzles

- §19.2.2 Grade 1 passage indicator and puzzle codes
- §19.4 Morse code
- §19.6 Word puzzles and the grade 1 passage indicator
- §19.7 Puzzles and line mode

Tests

This section was removed

Section 20: Pronunciation

- §20.4.3 Follow print for emphasis in diacritics
- §20.5.1 Follow print for free-standing diacritic symbols
- §20.6 Syllabification and pronunciation
- §20.7.4d Use the dot locator for “mention” on symbols in a list
- §20.7.5b Use contractions in example words

Section 21: Alphabetic References

- §21.8.6 Superscripts of entry words
- §21.9 Alphabetic references in foreign language materials

Section 22: Bibliographies

- §22.2.3 Use the long dash to represent a 3-em dash
- §22.2.4 Bibliographies in foreign language materials

Appendix B

Agency Decisions

Some formats are agency decisions. The agency is responsible for distributing its decisions to transcribers who work for it. See the following sections for more specific details.

Section 1: Basic Principles and General Formats

- §1.6.1 Volume size
- §1.6.3 Designation of volume number for preliminary volume
- §1.7.1 Page size, line length, and spacing
- §1.8.2 Running head
- §1.17 Volume labels

Section 2: Transcriber Pages and Front Matter

- §2.3.3 Title page requirements
- §2.3.6e Placement of reproduction notice
- §2.3.6g Format of printing history
- §2.3.7 Placement of transcriber/transcription segment
- §2.3.8a Volume identification
- §2.4.2 The inclusion of lists of consultants

Section 6: Illustrative Materials

- §6.4 Decision to omit illustrations
- §6.11 Guidelines when a tactile graphic is not produced

Section 8: Lists

- §8.8.5f Inclusion of outline division guide on odd pages only

Section 10: Exercise Material

- §10.1.3 Inclusion of repetitive material in exercises
- §10.1.4 Requesting accommodations for expendable material
- §10.1.5 Notification of material unsuitable for braille
- §10.1.7d Whether question and answer choices should be shown on facing pages

Section 11: Tables and Related Columns

- §11.11.1 Decision to change graphs to charts or tables

Section 16: Notes

- §16.7.7 Providing notes in a separate volume when the notes and text are on facing pages
- §16.10.1a Create an endnote section at the end of a volume
- §16.10.1b Move notes to a separate volume

Section 19: Codes and Puzzles

- §19.1.2 Binding two-page puzzles to facing pages

Section 21: Alphabetic References

- §21.3.2 Omission of guide words in alphabetical references

Interpoint Guidelines

- §1.1.3 Request materials in interpoint
- §1.6.1 Volume size
- §1.15.1f Suppression of even page numbers
- §8.8.5f Use of guide text on odd pages only
- §10.1.7d Whether questions and answer choices must be on facing pages

Appendix C

Blank Lines

When a page change indicator occurs at a place where the guidelines require a blank line before it, (e.g., at the end of a list) and another guideline requires a blank line after it (e.g., before a centered heading) only one blank line is used. Place that blank line *after* the page change indicator.

Alphabetical Divisions in Glossary or Index

Blank line only before first alphabetical division

Blank line as alphabetical divisions when print uses blank lines only

No blank line before or after print guide words

No blank line between a heading and illustrative material

Alphabetic Page Number

No blank line between alphabetic page number and heading

Answer Choices

Blank line before and after boxed answer choices

Blank line before and after list of choices for multiple questions

Attribution

Blank line after an attribution

Boxed Material

Blank lines before the top box line and after the bottom box line in most situations

Blank line between separate boxes that follow each other

Blank line between adjoining vertical boxes

Blank line after a page change indicator and before the top box line

Blank line between heading and box when heading is *unrelated* to the boxed material

Exceptions

No blank line between *related* heading and top box line

No blank line between bottom box line and source

No blank line after a top box or before a bottom box line

No blank line before or after interior box lines

Cartoons

Blank line before and after each single cartoon or multi-frame cartoon

Cell-5 Heading

Blank line before but not after a cell-5 heading

Exceptions

Blank line after if followed by columned material

No blank line between a top box line and heading on next line

No blank line between cell-5 and related cell-7 heading

Cell-7 Heading

Blank line before but not after a cell-7 heading

No blank line between cell-7 headings and lists

Exceptions

Blank line after if followed by columned material

No blank line between a top box line and heading on next line

No blank line before cell-7 heading that follows a cell-5 heading

Centered Heading

Blank line before and after a centered heading

Exceptions

No blank line between *related* centered headings

No blank line after Following Volumes or Volume number in the table of contents

No blank line after centered heading in the table of contents

No blank line following a *related* centered heading following a box line

No blank line when used as an alphabetic division in an alphabetic reference

Codes

Blank line before and after code characters

Columns and Tables

Blank line after column/table before beginning regular text

Follow print for blank lines within the column or table

Blank line between sections of a table

Blank line separates a cell-5 heading from columned material

Blank line separates a cell-7 heading from columned material

Correspondence, Instructional

Blank line before and after the letter if not in a box

Cross-References

Blank line before and after cross-references and incidental notes

Displayed Material

Blank line before and after displayed material

Exception

No blank line between individual elements of displayed material

Double-Spaced Material

Two blank lines where there is normally one blank line

Blank line before and after a page change indicator

Exceptions

No blank lines after a top box line

No blank lines before a bottom box line

No blank lines between a column heading and a separation line

End of Volume

Blank line before the end-of-volume statement, unless the text ends
on line 24

Epigraphs

Blank line before and after epigraphs

Exercises

Blank line before and after each complete exercise

Blank line before and after displayed material in an exercise

Blank line before and after exercise examples

Blank line between page change indicator and directions/exercise material

Blank line between directions and matching columns

Expendable Materials

Blank lines are inserted for writing answers

Extraneous Material

Blank line before and after extraneous material

Headings

Blank line before and after centered heading

Blank line before cell-5 headings

Blank line before cell-7 heading

Blank line before heading when it follows a page change indicator

Exceptions

No blank line between headings and illustrative material in glossary

No blank line between note separation line and heading

No blank line between a cell-5 and cell-7 heading

No blank line between related headings, e.g. chapter heading and title

No blank line between top box line and following heading

No blank line between centered heading and its related box

Incidental Notes

Blank line before and after the note

Instructions (Directions)

Blank line before but not after instructions unless required by other formats

Keys

Blank line before and after key

Blank line before and after key list

Blank line between key and title of column/table

Letters (Correspondence)

Blank line before and after letter

Line-Numbered Material

Blank line between end of a note and *beginning* of line-numbered material (not within line-numbered material)

Lists

Blank line before and after a list

Exceptions

No blank line between a list and a cell-5 or cell-7 heading

No blank line between a top box line and following list

Notes

Blank line between notes for multiple titles on same print page

No blank line between note separation line and headings

Blank line between notes and page change indicator when text is in same runover position as note

Blank line before note separation line when required by other formats, such as end of a list

Page Change Indicator

Blank line after list, before page change indicator

Blank line follows or precedes displayed material and the page change indicator

Blank line after page change indicator and before exercises

Blank line after page change indicator and before headings

Blank line before the page change indicator when the text after the indicator begins in the same cell as note runovers

Blank line between page change indicator and top box line

Paragraphs

Blank line before each blocked paragraph except following a cell-5 or cell-7 heading

Plays

Blank line after scene setting

Blank line before and after end-of-play statement

Poetry and Lyrics

Blank line before and after each poem or song

Blank line between each verse or stanza

Blank line before beginning new verse or stanza on new braille page

Blank line before second writing of scansion

Blank line following the music title before information printed between the title and the song

Blank line between page change indicator and new stanza

Blank line at top of braille page when new stanza begins

Blank line between end of poem and note separation line

Exception

No blank line between entry word and poem in a glossary

Print Blank Lines

Blank line inserted to represent print blank lines in columns

Puzzles/Grids

Blank line before and after code key

Blank line before and after each puzzle

Running Head

Blank line between running head and headings

Blank line following running head before any format requiring a leading blank line, e.g., list, instructions, etc.

Blank line between running head and repeated headings

Second/Subsequent Title Page

Blank lines between title page segments

Sentence Diagrams

Blank line before and after each sentence diagram

Blank line before each line in sentence diagram with arrows

Sidebars

Blank line before and after sidebar when not in box

Source

Blank line after the source

Table of Contents

Blank line after Contents heading

Blank line before connected centered headings

Blank line before unit/part headings

Blank line separates front matter or end matter from body matter

Blank line before chapter or other identifier when it follows front matter

Blank line before cell-5 heading in body of table

Blank line before volume division

Exception

No blank line after centered headings (Volume, Unit, Part, etc.)

Tables

Blank line before and after a table

Blank line when print uses blank line to indicate groupings or set off column totals

Blank line between each row of listed table

Blank line following transcriber's note in wide table

Blank line between transcriber's note and key heading

Blank line between end of key and table title

Blank line between transcriber's note and listing of column headings for stairstep table

Title Page

Blank line(s) between segments (no blank line within segment information)

Transcriber's Notes

Blank line between transcriber's note and key list and table title

Blank line between transcriber's note and listing of column headings for stairstep table

Blank line between explanatory transcriber's note and line-numbered material

Blank line before directions

Word Lists

Blank line before and after word lists

Appendix D

Foreign Language Symbols

*Guidance for Transcribing Foreign Language Material in UEB apply when a complete section is in a foreign language. See **Formats, §1.16 Foreign Material in English Context.***

D.1 French

Symbol	Letter	Name
â	â	a circumflex
à	à	a grave
ç	ç	c cedilla
é	é	e acute
ê	ê	e circumflex
ë	ë	e diaeresis
è	è	e grave
î	î	i circumflex
ï	ï	i diaeresis
ô	ô	o circumflex
œ	œ	o-e ligature
û	û	u circumflex
ü	ü	u diaeresis
ù	ù	u grave
æ	æ	a-e ligature (archaic character)

Example D-1: French

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

D.2

German

| Symbol | Letter | Name |
|--------|--------|-----------|
| ä | ä | a umlaut |
| ö | ö | o umlaut |
| ü | ü | u umlaut |
| ß | ß | ess-tsett |

Example D-2: German

Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.

Figure 1. Schematic representation of the experimental design. The figure is divided into three main sections: 'Pre-Test', 'Main Experiment', and 'Post-Test'. The 'Pre-Test' section includes 'Pre-Test 1' and 'Pre-Test 2'. The 'Main Experiment' section includes 'Main Experiment 1' and 'Main Experiment 2'. The 'Post-Test' section includes 'Post-Test 1' and 'Post-Test 2'. The 'Main Experiment' section is further divided into 'Main Experiment 1' and 'Main Experiment 2'. The 'Main Experiment 1' section includes 'Main Experiment 1.1' and 'Main Experiment 1.2'. The 'Main Experiment 2' section includes 'Main Experiment 2.1' and 'Main Experiment 2.2'. The 'Post-Test' section includes 'Post-Test 1' and 'Post-Test 2'. The 'Main Experiment' section is further divided into 'Main Experiment 1' and 'Main Experiment 2'. The 'Main Experiment 1' section includes 'Main Experiment 1.1' and 'Main Experiment 1.2'. The 'Main Experiment 2' section includes 'Main Experiment 2.1' and 'Main Experiment 2.2'. The 'Post-Test' section includes 'Post-Test 1' and 'Post-Test 2'.

D.3

Italian

| Symbol | Letter | Name |
|--------|--------|--------------|
| â | â | a circumflex |
| à | à | a grave |
| ç | ç | c cedilla |
| é | é | e acute |
| ê | ê | e circumflex |
| ë | ë | e diaeresis |
| è | è | e grave |
| î | î | i circumflex |
| ï | ï | i diaeresis |
| ì | ì | i grave |
| ô | ô | o circumflex |
| ö | ö | o diaeresis |
| ò | ò | o grave |
| û | û | u circumflex |
| ü | ü | u diaeresis |
| ù | ù | u grave |

Example D-3: Italian

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ...

The figure displays a 5x10 grid of 50 small square plots. Each plot contains a unique arrangement of black dots on a white background. The patterns of dots vary significantly across the grid, ranging from sparse, isolated dots to dense, complex clusters. This visual representation likely corresponds to the 'Complexity' values listed in the table above, where each row represents a different 'Complexity' level and each column represents a different 'Information' level. The plots illustrate how the spatial distribution of dots changes as the complexity of the pattern increases.

D.4

Spanish

| Symbol | Letter | Name |
|--------|--------|-----------------------------|
| ⋈ | á | a acute |
| ⋈ | é | e acute |
| ⋈ | í | i acute |
| ⋈ | ñ | n tilde |
| ⋈ | ó | o acute |
| ⋈ | ú | u acute |
| ⋈ | ü | u diaeresis |
| ⋈ | ç | cedilla (archaic character) |
| ⋈ | ¿ ? | question mark |
| ⋈ | ¡ ! | exclamation point |

Example D-4: Spanish

¿Cuáles pantalones cuestan más, los de él o los de ella?

Appendix E

Interpoint Guidelines

E.1 General Information

- E.1.1 These guidelines are recommendations only. Agencies may choose to use some or all of them. The recommendations are presented to foster a consistency of procedure.

E.2 Front Matter Pages

- E.2.1 The title page begins on the right-hand side. Some agencies leave the back of the title page (braille page **t2**) blank.
- E.2.2 Some agencies choose to have the table of contents begin on a right-hand page.
- E.2.3 All other preliminary pages may begin on a new right-hand or left-hand page.

E.3 Text Pages

- E.3.1 The first page of text in a volume begins on a right-hand page.
- E.3.2 Some agencies choose to have units and chapters begin on a right-hand page, which allows a volume to be unbound and individual sections handed out easily.
- E.3.3 Include the print page number on all pages.
- E.3.4 The braille page number usually is on all pages. An agency may choose to omit the braille page number for left-hand pages.
- E.3.5 All braille pages must be accounted for, therefore blank pages have either an actual or implied braille page number.
- E.3.6 When used, a running head appears on all pages that have text. The running head is not used on blank pages.

E.4 Graphics

- E.4.1 Braille is not produced on the reverse of a graphics page.
- E.4.2 See *Guidelines and Standards for Tactile Graphics, 2010* for information on tactile graphics.

E.5 Special Formats

- E.5.1 Table of contents entries may be on line 25 of a left-hand page when even braille page numbers are suppressed.
- E.5.2 Line-numbered prose and poetry may be on line 25 of a left-hand page when even braille page numbers are suppressed.
- E.5.3 Guide words appear on both right-hand and left-hand pages. An agency may choose to limit the guide word text to right-hand pages.
- E.5.4 Expendable braille is single-sided only.

Appendix F

Glossary for Transcribers

acronym: a word formed by using the initial letters of other words
radar (*radio detecting and ranging*)

acute: a print accent mark
café

alliteration: repetition of initial sounds in two or more syllables or words

Bill's boy Bobbie bent the bike.

alphabetic reference: text listed in alphabetical order, such as a dictionary, index, or glossary

analogies: comparisons of words

a leaf is to a tree as a page is to a book

arabic numbers: numbers written as 1, 2, 3, 4, 5, 6, 7, 8, 9, 0

asterisk: print symbol * often used as a footnote or reference indicator

attribution: identification of the source or author of the material

Ask Not What Your Country Can Do For You

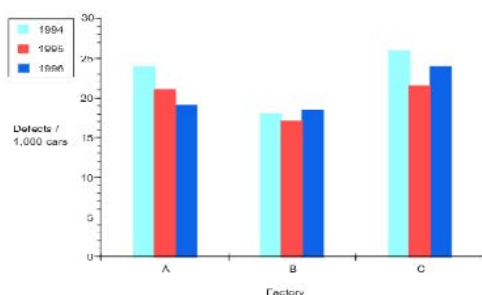
—Inaugural Address by John F. Kennedy, January 20, 1961

author segment: portion of braille title page with information concerning author(s)

authorized entity: a nonprofit organization or governmental agency having a primary mission to provide specialized services related to training, education, or adaptive reading or information access needs of the blind or other persons with disabilities

back matter: the material following the main body of the text; it may include—but is not limited to—a bibliography, glossary, and index

bar graph: a diagram showing information using vertical or horizontal bars



bibliography: a list of books, magazine articles, stories, and other resources used in the writing of the text

Capodiferro, Alessandra, ed. Wonders of the World: Masterpieces of Architecture from 4000 BC to the Present. Vercelli: White Star, 2004.

Cross, Charles R. Room Full of Mirrors: A Biography of Jimi Hendrix. New York: Hyperion, 2005.

Maltin, Leonard, ed. Movie & Video Guide 2002 Edition. New York: New American, 2001.

Meidenbauer, Jörg, ed. Discoveries and Inventions: From Prehistoric to Modern Times. Lisse: Rebo, 2004.

blank line: a line with no braille on it that appears between lines of braille; may also be line 2 or line 25 of a braille page

blank space: a cell with no braille in it

blocked paragraph: a paragraph with no indent

body matter: the main text, including state-mandated materials and extra explanatory materials

boldface: a font attribute used for **emphasis**

braces: enclosure symbols { }

Get your book {history, science, health} and follow me.

brackets: enclosure symbols []

Get your book [history, science, health] and follow me.

breve: a print accent mark indicating a short vowel

tĕn

bullet: print symbol • often used at the beginning of a list item; may appear also with another shape, such as a triangle ▲ or diamond ◆

- go to bank
- fill car with gas
- pick up laundry

caesura: double vertical lines representing a break in poetic meter
To err is human; || to forgive, divine.

caret: a print proofreading symbol indicating letters or words are to be inserted

to be ^{not} or to be
^

cedilla: a print accent mark with a hook below the letter
François

chart: method of visually representing information, such as a pie chart, bar chart, and line chart

circumflex: a print accent mark, often called a caret
brôt

column entry: intersection of a row and a column

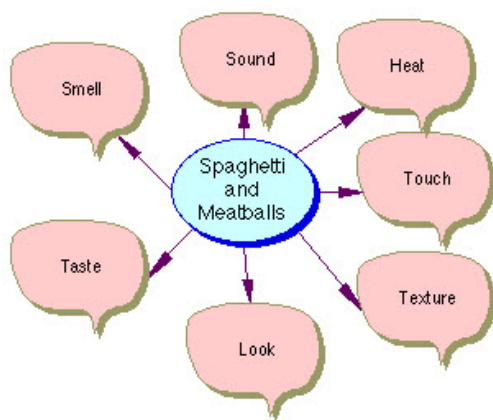
commentaries: material inserted to explain or elaborate on the text, often in a biblical context

Introduction to Psalm (Matthew Henry's Concise Commentary)

David was the penman of most of the psalms, but some evidently were composed by other writers, and the writers of some are doubtful. ...

compound word: a word composed of two or more words; specifically, two or more words joined together by a hyphen

concept map: a visual arrangement of material to show relationships



contracted braille: transcription that uses contractions for letter combinations or words

credit lines: identification of the source or author of the material (see **attribution**)

cross-reference: reference directing the reader to another location in the same book

declension: listing of a verb in all its forms, such as past and present

| | |
|--------------------|---------|
| Infinitive | write |
| Past | wrote |
| Present Participle | writing |
| Past Participle | written |
| Present: | |
| I | write |
| You | write |
| He, She, It | writes |
| We | write |
| You | write |
| They | write |

definition segment: includes the part-of-speech label, definition, descriptions, examples, etc.

diacritic mark: a print symbol that shows the pronunciation of a letter, such as the breve and acute

| DIACRITICS | | |
|------------|---|--------------|
| ´ | é | acute accent |
| ` | è | grave accent |
| ^ | ô | circumflex |
| ~ | ñ | tilde |
| ¯ | ō | macron |
| ˘ | ǔ | breve |
| ˇ | č | hacek |
| ¨ | ö | diaeresis |
| ¸ | ç | cedilla |

diaeresis: two dots placed over a vowel to indicate that the vowel is pronounced as a separate syllable

naïve, Brontë

diagramming: linear diagramming shows sentence structure on one line, using font attributes to distinguish parts of speech; spatial diagramming shows sentence structure using visual cues such as horizontal, vertical, and diagonal lines

digraph: two successive letters that indicate a single sound

ea in bread

diphthong: a sound made by two vowels that seems to be pronounced without hesitation between the vowels

oy in toy

directions: instructions given to the student concerning material immediately following the instructions

Write the same words without endings in the second column.

directive sentences: similar to directions, but not followed by an activity in the book to be completed

Ask your grandparents about a significant world event in their life.

elision: the omission of a letter or shortening of a word, e.g., comin' for coming

emphasis: accentuation of a word or words using **color** or attributes such as **bold**, underlining or *italics*

ellipsis: a symbol—specifically, a set of three equally spaced periods—that shows the omission of a word or words, or numbers in a series

...

em dash: a typographic dash, which is supposed to be as wide as an "m" (can vary between fonts), but frequently is twice as wide as an en dash; used as a break between two thoughts

She is—according to her brother—a geek.

en dash: a typographic dash the width of an "n"; typically used as a range in numbers

It will be 14–16 days before the application can be processed.

enclosure symbols: any symbols that come in pairs, such as quotation marks, parentheses, brackets, braces

endnotes: footnotes (references) compiled at the end of a chapter, section, or book in print

entry: a word or phrase, and all its accompanying information, in an alphabetical listing

entry-word segment: a word(s) and its pronunciation

enunciate: to pronounce, articulate; to state or set forth precisely or systematically

enunciate a doctrine

epigraph: a quotation, with or without quotation marks, at the beginning of a chapter or unit that sets the theme of the section

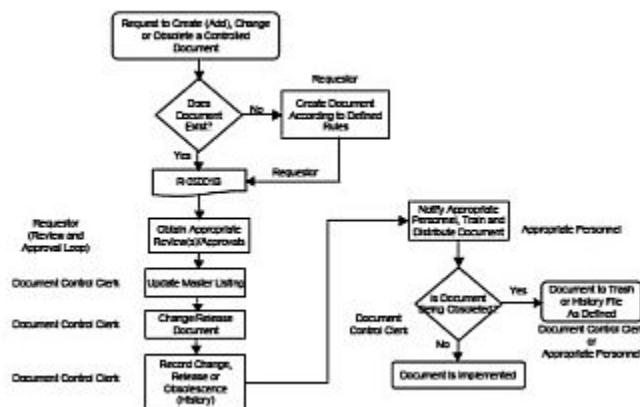
"Persons attempting to find a motive in this narrative will be prosecuted; persons attempting to find a moral in it will be banished; persons attempting to find a plot in it will be shot."

—From *Huckleberry Finn*

exercise set: the complete assignment, which includes directions, examples, questions, and answer choices

expendable materials: classroom worksheets, etc., intended to be written on by the student

flowchart: diagram showing the step-by-step progression through a procedure or system, using connecting lines and symbols



font: a specific size and style of a typeface

Times New Roman, 14 pt bold

Arial, 14 pt italic

Courier New, 14 pt

(SimBraille, 14 pt)

font attribute: the look of the print letter, e.g., **boldface**, *italics*, **color**, underlining, etc.

footnote: an explanation or comment about a word or phrase; also called a reference in braille

front matter: the print preliminary pages, e.g., dedication, table of contents, and other material not included with the main body of the text

guide words: in print, words usually at the top of a dictionary page listing the beginning and ending word on the page or facing pages; in braille, words centered on the last line listing the beginning and ending words on the braille page

guillemet: either of the marks « or » used as quotation marks in French

highlighting: use of a colored background to emphasize a word, phrase, sentence, etc.

hyperlink: a word, phrase, or image that can be clicked on to jump to a different location

idea web: see **concept map**

incidental note: a note directing the reader to another source, e.g., an accompanying handbook, a website, etc.

IPA: International Phonetic Alphabet; used by linguists to show exact pronunciations

ISO: International Organization for Standardization; sets the standards for state and country abbreviations

italics: font attribute used for emphasis

Latin alphabet: the alphabet that is the direct derivation of the alphabet first used to write Latin

liaison: the upper [^] or lower _˘ tie bar symbol, connecting two letters

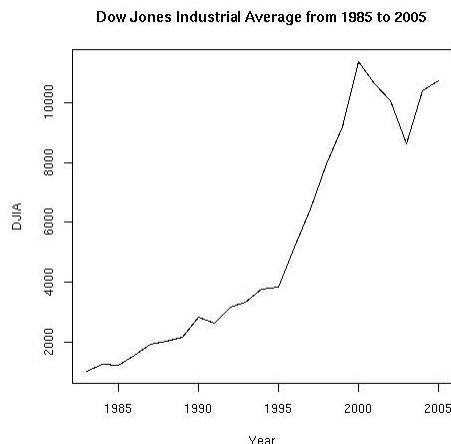
ng ring

libretto: lyrics without the musical notation

ligature: connected print letters

encyclopædia

line graph: a diagram of connecting lines between data points



lowercase letters: uncapitalized letters, a b c d e

macron: a print accent mark indicating a long vowel
āpe

marginal notes: marked or unmarked word definitions that have a specific location and direct relationship with an element of the text

nested list: a multi-level list, e.g., questions/answers, table of contents, poetry, etc.

NIMAS: National Instructional Materials Accessibility Standard, which is the technical standard K–12 textbook publishers use to produce source files that may be used to create specialized formats, such as braille, for students with print disabilities

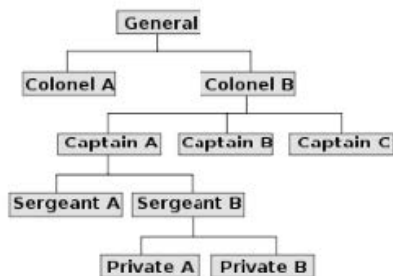
note separation line: a line used to separate regular text from notes at the bottom of the print page; ⠠⠠⠠⠠⠠⠠⠠⠠ (5, 25, 25, 25, 25, 25, 25)

numbered lines: lines in prose or poetry that are numbered in print, either in the left or right margin; in braille, every print line is numbered in prose; print numbering is followed for poetry (verse)

oblique stroke: slash

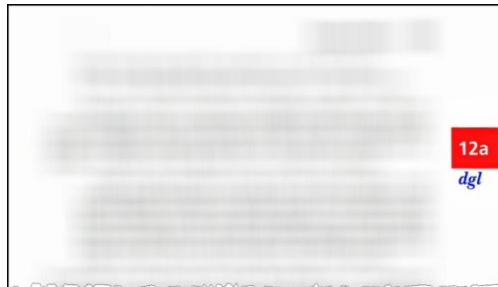
either/or

organizational chart: a chart showing areas of responsibility, usually with the most important person or thing at the top



page information line: used as the last line on the braille page to indicate the first and last page entries, e.g., guide words in an alphabetic reference, outline numbers, etc.

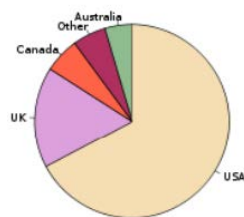
page tab: a print indication of what is on the page; it may be numbers or words and is usually along the outside edge of the page in a tabbed layout



paragraph heading: generally an indication of the subject of a paragraph; text in a different font at the beginning of a paragraph

partial table of contents: a short table of contents at the beginning of a unit or chapter

pie chart: a diagram showing information using sections of a circle



Pie chart of populations of
English native speakers

poetic line: a unit of verse ending in a visual or typographic break and generally characterized by its length and meter

poetry: a form of literary art in which language is used for its aesthetic and evocative qualities in addition to, or in lieu of, its apparent meaning

primary stress mark: the larger or darker of the stress marks used to indicate the pronunciation of a word

prose: ordinary speech or writing, without metrical structure

publisher and copyright segment: portion of braille title page with the publisher and copyright information

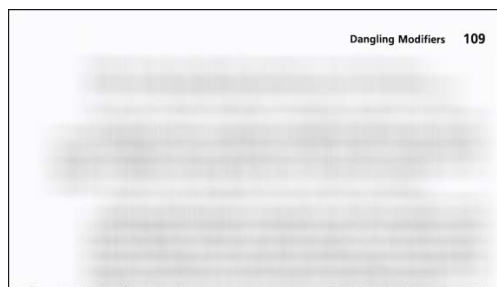
pull quote: "quotation or excerpt from an article that typically is placed in a larger or distinctive typeface on the same page, serving to entice readers into an article or to highlight a key topic" (https://en.wikipedia.org/wiki/Pull_quote)



puzzle grid: a puzzle pattern with open and filled-in squares
roman numerals: numbers written as i, ii, iii, or I, II, III
run-in headings: headings that are shown at the beginning of a paragraph, i.e., paragraph headings
running footer: a word, phrase, or number that is repeated at the bottom of more than one print page



running head: the title of the book, centered on line one of each braille page
running header: a word, phrase, or number that is repeated at the top of more than one print page, such as Chapter 11 Nouns



scansion: the metrical analysis of verse

secondary stress mark: the smaller or lighter of the stress marks used to indicate the pronunciation of a word

separation line: in tables, the line separating the column headings from the cell entries; in footnotes, the line separating the footnotes from the body of the text

shared poetic line: two or more short lines of poetry that, together, are a complete line in the rhyme scheme or layout of the poem

sidebar: a typographically distinct section of a page, as in a book or magazine, that amplifies or highlights the main text

source citations: identification of the source or author of the material (see **attribution**)

stairstep table: a braille format for a wide table, using a stepped format (1-1, 3-3, 5-5, etc.) for each cell entry

STEM: description guidelines for Science, Technology, Engineering, and Math content; helpful for writing transcriber's notes
http://ncam.wgbh.org/experience_learn/educational_media/stemdx/guidelines

stress marks: primary, secondary, and tertiary marks indicating syllable stress

subentry: an entry that is indented further than the main entry

subject-specific table of contents: a table of contents arranged by subject or type of material

sub-subentry: an entry that is indented further than the subentry

summary table of pronunciation: table in the running footer at the bottom of each print page or alternate print page

swung dash: symbol for a dash which resembles a tilde ~

syllable stress: a syllable with a stress mark before or after the syllable; if there is more than one stress mark, the darker or larger of the two is the primary stress, and the lighter or smaller is the secondary stress

table: a chart in which the information is arranged in columns and rows

| Dept. Code | Class # | Days | Start Time | End Time | Inst. |
|------------|---------|-------------|------------|----------|---------|
| BIO | 100 | Mon,Wed,Fri | 10:00 | 11:00 | Magde |
| | 100 | Tue,Thu | 11:00 | 12:30 | Indge |
| | 205 | Tue,Thu | 09:00 | 10:30 | Magde |
| | 315 | Mon,Wed,Fri | 13:00 | 14:00 | Indge |
| BUS | 150 | Mon,Wed,Fri | 09:00 | 10:00 | Roberts |
| | 210 | Mon,Wed,Fri | 08:00 | 09:00 | Rasid |

table of pronunciation: the key to the pronunciation symbols used in print

Pronunciation Symbols (Merriam-Webster)

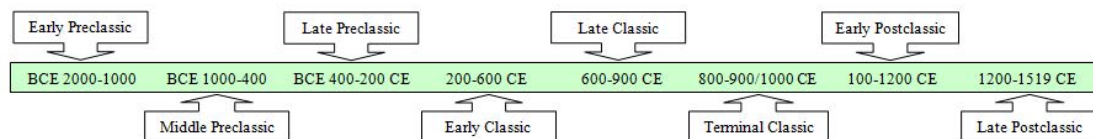
| | | |
|--------------------------|-----------------------|----------------------|
| \ə\ as a in abut | \g\ as g in go | \r\ as r in red |
| \ə\ as u in abut | \h\ as h in hat | \s\ as s in less |
| \e\ as e in kitten | \i\ as i in hit | \sh\ as sh in shy |
| \er\ as ur/er in further | \il\ as i in ice | \t\ as t in tie |
| \a\ as a in ash | \j\ as j in job | \th\ as th in thin |
| \a\ as a in ace | \k\ as k in kin | \th\ as th in the |
| \a\ as o in mop | \k\ as ch in ich dien | \ū\ as oo in loot |
| \a\ as ou in out | \l\ as l in lily | \ū\ as oo in foot |
| \b\ as in baby | \m\ as m in murmur | \v\ as v in vivid |
| \ch\ as ch in chin | \n\ as n in own | \w\ as w in away |
| \d\ as d in did | \ŋ\ as ng in sing | \y\ as y in yet |
| \e\ as e in bet | \o\ as o in go | \yū\ as you in youth |
| \ē\ as ea in easy | \ō\ as aw in law | \yū\ as u in curable |
| \ē\ as y in easy | \ōi\ as oy in boy | \z\ as z in zone |
| \f\ as f in fifty | \p\ as p in pepper | \zh\ as si in vision |

tertiary stress: rarely used third level of syllable stress

tilde: a print accent mark frequently over the letter *n*
señor

time line: a vertical or horizontal listing of points of information, such as historical dates and events

Summary of the Chronology and Cultures of Mesoamerica, Preclassic to Postclassic



title case: capitalization of the first and last words in titles and subtitles and all other major words

The Chicago Manual of Style, 16th ed. The Univ. of Chicago Press, 2010

title segment: portion of braille title page with book title information

transcriber's note: information inserted by the transcriber

transcriber/transcription segment: portion of braille title page concerning the transcriber and his/her location and affiliation

typeface: set of characters of the same design, including letters, numbers, punctuation marks, and symbols; popular typefaces are Arial, Helvetica, Times, and Verdana (Verdana is a typeface, **Verdana 12 pt bold** is a font)

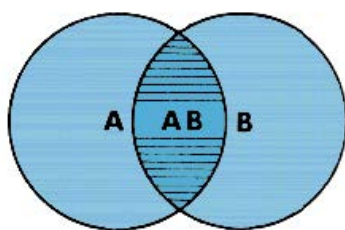
umlaut: a diacritical mark with two dots placed over a vowel to indicate a more central or front articulation

älter

uncontracted braille: transcription that uses none of the braille contractions and is transcribed letter for letter

uppercase letters: capitalized letters A B C D

Venn diagram: overlapping shapes (typically circles) used to show differences and similarities



Venn diagram: AB represents the intersection of sets A and B

volume segment: portion of braille title page that states information about the volume: number, paging, etc.

Appendix G

Symbols and Indicators

Note that symbols may require a grade 1 indicator preceding them when used within text. Refer to *The Rules of Unified English Braille (UEB)* for rules governing symbol usage. If a symbol has more than one meaning, only list the definition that applies to the material being transcribed.

The following symbols are required on the Special Symbols page if they are used within a braille volume. Each symbol is preceded by the dot locator for "mention," which is the first symbol in the list.

Dot locator(s) (*UEB* §3.13, §3.14)

Arrow symbols (*UEB* §11.6)

Line mode indicators (*UEB* §16.2, §16.3)

Sections and Paragraph Marks (*UEB* §3.20)

Grouping indicators [braille grouping indicators, parentheses, braces, brackets, angle brackets] (*UEB* §7)

Typeform indicators (*UEB* §9)

Foreign language symbols (*UEB* §13)

Music symbols (*UEB* §3.18)

Modified letter indicators (*UEB* §4)

Shape indicators (*UEB* §11.7)

Math symbols (*UEB* §3.17, §3.24, §6, §11)

Numeric passage/terminator (*UEB* §6.9)

Currency symbols (*UEB* §3.10)

Ratio (*UEB* §3.17)

Proportion (*UEB* §3.17)

Prime (*UEB* §3.11, §3.15)

Double prime (*UEB* §3.11, §3.15)

Minutes (*UEB* §3.11)

Feet (*UEB* §3.15)

At sign (*UEB* §3.7)

Tilde (*UEB* §3.25)

Trademark and Registered Trademark (*UEB* §3.8)

Code switch indicators (*UEB* §14)

Subscript and superscript indicators (*UEB* §3.24)

Transcriber-defined symbols (*UEB* §3.26)

Ditto sign (*UEB* §3.12)

The following symbols are new with the approval of UEB. These symbols may be included on the Special Symbols list.

Ellipsis

Opening transcriber's note indicator

Closing transcriber's note indicator

Percent sign

Low line (underscore)

Grade 1 symbol indicator (new terminology, same symbol)

Single closing quotation mark

Capitalized passage indicator

Capitals mode terminator

Dash

Period, dot, or decimal (*UEB* §6) [Only when used as a dot or decimal]

Punctuation (*UEB* §7)

| Braille | Print | Meaning |
|----------------|--------------|-------------------------------|
| ⠠ | , | Comma |
| ⠤ | ; | Semicolon |
| ⠒ | : | Colon |
| ⠨ | . | Period, Full stop, Decimal |
| ⠠⠠⠠ | ... | Ellipsis |
| ⠠ | ! | Exclamation point |
| ⠒ | ? | Question mark |
| ⠠ | “ ” | Opening double quotation mark |
| ⠨ | ” ” | Closing double quotation mark |
| ⠠⠨ | ` ’ | Opening single quotation mark |

| Braille | Print | Meaning |
|----------------|--------------|-----------------------------------|
| ⠠⠠⠠ | ' ' | Closing single quotation mark |
| ⠠ | ' ' | Apostrophe |
| ⠠⠠ ⠠⠠ | () | Opening/closing parenthesis |
| ⠠⠠ ⠠⠠ | [] | Opening/closing (square) brackets |
| ⠠⠠ ⠠⠠ | < > | Opening/closing (angle) brackets |
| ⠠⠠ ⠠⠠ | { } | Opening/closing (curly) brackets |
| ⠠⠠ | / | Solidus, Slash |
| ⠠⠠ | \ | Reverse solidus, backslash |
| ⠠ | - | Hyphen |
| ⠠⠠ | — | Dash |
| ⠠⠠⠠ | — | Long Dash |
| ⠠⠠ | | Low line, Underscore |

General Symbols and Indicators (*UEB §3*)

| Braille | Print | Meaning |
|---------|-------|---|
| ⠠ ⠨ | | Opening/closing braille grouping indicators |
| ⠠ | | Shape indicator |
| ⠠ | | Arrow indicator |
| ⠠⠠ | ← | Simple left-pointing arrow |
| ⠠⠠ | → | Simple right-pointing arrow |
| ⠠⠠ | ↑ | Simple up-pointing arrow |
| ⠠⠠ | ↓ | Simple down-pointing arrow |
| ⠠ | : | Ratio, is to |
| ⠠⠠ | :: | Proportion, as |
| ⠠ | | Subscript indicator |
| ⠠ | ' | Single prime meaning foot or feet |
| ⠠ | ' | Single prime meaning minutes or arc |
| ⠠⠠ | " | Double prime meaning inches |
| ⠠⠠ | " | Double prime meaning seconds or arc |
| ⠠ | | Superscript indicator |
| ⠠⠠ | ℎ | Natural |
| ⠠⠠ | ℓ | Flat |
| ⠠⠠ | # | Sharp |
| ⠠⠠ | @ | At sign |
| ⠠⠠ | ¢ | Cents |

| Braille | Print | Meaning |
|----------------|--------------|--------------------------------------|
| ⠠⠠⠠ | € | Euro |
| ⠠⠠⠠ | ₣ | French franc |
| ⠠⠠⠠ | £ | Pounds sterling |
| ⠠⠠⠠ | ₵ | Naira |
| ⠠⠠⠠ | \$ | Dollar sign |
| ⠠⠠⠠ | ¥ | Yen |
| ⠠⠠⠠ | & | Ampersand |
| ⠠⠠⠠ | < | Less than |
| ⠠⠠⠠ | ^ | Caret |
| ⠠⠠⠠ | ~ | Tilde |
| ⠠⠠⠠ | > | Greater than |
| ⠠⠠⠠⠠ | | Opening transcriber's note indicator |
| ⠠⠠⠠⠠ | | Closing transcriber's note indicator |
| ⠠⠠⠠⠠ | † | Dagger |
| ⠠⠠⠠⠠ | ‡ | Double dagger |
| ⠠⠠⠠ | © | Copyright |
| ⠠⠠⠠ | ° | Degrees |
| ⠠⠠⠠ | ¶ | Paragraph |
| ⠠⠠⠠ | ® | Registered trademark |
| ⠠⠠⠠ | § | Section |
| ⠠⠠⠠ | ™ | Trademark |

| Braille | Print | Meaning |
|----------------|--------------|--|
| ⠠⠠⠠⠠ | ♀ | Female sign |
| ⠠⠠⠠⠠ | ♂ | Male sign |
| ⠠⠠⠠⠠ | # | Number sign, Crosshatch, Pound sign |
| ⠠⠠⠠⠠ | • | Bullet |
| ⠠⠠⠠⠠ | // | Ditto |
| ⠠⠠⠠⠠ | + | Plus |
| ⠠⠠⠠⠠ | = | Equal |
| ⠠⠠⠠⠠ | × | Multiplication, Times |
| ⠠⠠⠠⠠ | * | Asterisk |
| ⠠⠠⠠⠠ | ÷ | Division |
| ⠠⠠⠠⠠ | — | Minus |
| ⠠⠠⠠⠠⠠ | | Dot locator for “use” |
| ⠠⠠⠠⠠ | | Dot locator for “mention” |
| ⠠⠠⠠⠠ | % | Percent |
| ⠠⠠⠠⠠ | | Vertical line (<i>UEB</i> §15.1) |
| ⠠⠠⠠⠠⠠ | | Double vertical line (<i>UEB</i> §15.1) |

Indicators

| Braille | Meaning |
|---------|--|
| ⠠ | Grade 1 symbol indicator (<i>UEB</i> §5.2) |
| ⠡ | Grade 1 word indicator (<i>UEB</i> §5.3) |
| ⠢ | Grade 1 passage indicator (<i>UEB</i> §5.4) |
| ⠣ | Grade 1 terminator (<i>UEB</i> §5.5) |
| ⠠ | Numeric indicator (<i>UEB</i> §5.6, §6.1) |
| ⠡ | Numeric passage indicator (<i>UEB</i> §6.9) |
| ⠢ | Numeric terminator (<i>UEB</i> §6.9) |
| ⠠ | Capitalized symbol indicator (<i>UEB</i> §8.1) |
| ⠡ | Capitalized word indicator (<i>UEB</i> §8.4) |
| ⠢ | Capitalized passage indicator (<i>UEB</i> §8.5) |
| ⠣ | Capitals terminator (<i>UEB</i> §8.6) |

Typeform Indicators (*UEB §9*)

| Braille | Meaning |
|---------|------------------------------|
| ⠠⠨ | Italic symbol indicator |
| ⠠⠨⠠ | Italic word indicator |
| ⠠⠨⠠⠨ | Italic passage indicator |
| ⠠⠨⠠⠨⠠ | Italic terminator |
| ⠠⠨⠠⠨ | Bold symbol indicator |
| ⠠⠨⠠⠨⠠ | Bold word indicator |
| ⠠⠨⠠⠨⠠⠨ | Bold passage indicator |
| ⠠⠨⠠⠨⠠⠨⠠ | Bold terminator |
| ⠠⠨⠠⠨ | Underlined symbol indicator |
| ⠠⠨⠠⠨⠠ | Underlined word indicator |
| ⠠⠨⠠⠨⠠⠨ | Underlined passage indicator |
| ⠠⠨⠠⠨⠠⠨⠠ | Underline terminator |
| ⠠⠨⠠⠨ | Script symbol indicator |
| ⠠⠨⠠⠨⠠ | Script word indicator |
| ⠠⠨⠠⠨⠠⠨ | Script passage indicator |
| ⠠⠨⠠⠨⠠⠨⠠ | Script terminator |

Modified Letter Indicators (*UEB* §4.2)

| Braille | Print | Meaning |
|---------|-------|---|
| ⠠⠨ | ∕ | Solidus (forward slash) overlay on following letter |
| ⠠⠨ | ⊖ | Horizontal stroke overlay on following letter |
| ⠠⠨ | ◌̆ | Breve above following letter |
| ⠠⠨ | ◌̄ | Macron above following letter |
| ⠠⠨ | ◌̸ | Cedilla below following letter |
| ⠠⠨ | ◌̀ | Grave accent above following letter |
| ⠠⠨ | ◌̂ | Circumflex above following letter |
| ⠠⠨ | ◌̊ | Ring (circle) above following letter |
| ⠠⠨ | ◌̃ | Tilde above following letter |
| ⠠⠨ | ◌̈ | Diaeresis (umlaut) above following letter |
| ⠠⠨ | ◌́ | Acute accent above following letter |
| ⠠⠨ | ◌̣ | Caron (hacek, wedge) above following letter |
| ⠠⠨⠨ | | First transcriber-defined modifier on following letter |
| ⠠⠨⠨⠨ | | Second transcriber-defined modifier on following letter |
| ⠠⠨⠨⠨⠨ | | Third transcriber-defined modifier on following letter |

Pronunciation Symbols

| Braille | Print | Meaning |
|---------|-------|------------------|
| ⠠⠠⠠⠠ | | Primary stress |
| ⠠⠠⠠⠠ | | Secondary stress |
| ⠠⠠ | ə | Schwa |
| ⠠⠠ | ŋ | Eng |

Transcriber-Defined Symbols (*UEB §3.26*)

| Braille | Meaning |
|---------|------------------------------------|
| ⠠ | First transcriber-defined symbol |
| ⠠⠠ | Second transcriber-defined symbol |
| ⠠⠠⠠ | Third transcriber-defined symbol |
| ⠠⠠⠠⠠ | Fourth transcriber-defined symbol |
| ⠠⠠⠠⠠ | Fifth transcriber-defined symbol |
| ⠠⠠⠠⠠ | Sixth transcriber-defined symbol |
| ⠠⠠⠠⠠ | Seventh transcriber-defined symbol |

Transcriber-Defined Emphasis Indicators (*UEB §9*)

| Braille | Meaning |
|---------|--------------------------------------|
| ⠠⠠ | First transcriber-defined indicator |
| ⠠⠠ | Second transcriber-defined indicator |
| ⠠⠠ | Third transcriber-defined indicator |
| ⠠⠠ | Fourth transcriber-defined indicator |
| ⠠⠠ | Fifth transcriber-defined indicator |