APPENDIX 6:
Styles in the <u>English (UEB) - Australian Formatting</u> Template
Updated May 2018

This updated appendix relates to the <u>English (UEB) - Australian Formatting</u> template as distributed with DBT 12.2 sr1.

Transcribers who have experience with previous versions of the ABA template should note that some style names and functions have been changed in this new release. This appendix should be read carefully to gain a good understanding of the changes.

Note that a style with a full stop at the end of its name is a paragraph style (also known as a "linear style") that will apply to the whole paragraph and cannot be nested, as described in **3.2.1 What are Styles?**

Hierarchical styles have more than one level, as described in **Section 2.4.3 Style Level**. To change the level of any hierarchical style, use Layout: Style Level+ (Alt-right arrow) or Layout: Style Level− (Alt-left arrow) as appropriate. Check the embedded codes to determine the position of each successive level.

Where Word style sets are referred, this means a of styles based on a single name, but where levels of indent or hierarchy are shown by number. An example is List, List 2, List 3 etc where the number refers to increasing levels of indentation. Each of these styles maps to the <List.> style in DBT, but at the relevant hierarchy level.

English (UEB) - Australian Formatting style	Embedded Codes	Description
Block. (Paragraph)	[hi1:1:0:2:2] … [hi]	- Use for blocked text - Text begins in cell 1 with runover to cell 1 - This is a hierarchical style with increments of 2 for both left margin and runover - Equivalent to the Outline style - Applied automatically to material in **Block** set of styles imported from Word
Bold (Character)	[fts~b] … [fte~b]	Applies bold indicators (character, word or paragraph) as appropriate to the enclosed text
BoxBegin (Character)	[cp2][ind1][q~"3][fr;f~3][q~4][l]	- Box start on the margin with a simple horizontal line segment and downward corner ⠪⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠒⠕ - Use in conjunction with the <BoxEnd> style

English (UEB) - Australian Formatting style	Embedded Codes	Description
BoxDouble. (Paragraph)	[cp2][ind1][q~"3][fr;f~7][q~4][l] … [ind1][q~"3][fr;f~7][q~j][l]	- Box on the margin with double horizontal line segments and corners boxed text - Use only if more than one type of box is needed within a document
BoxEnd (Character)	[ind1][q~"3][fr;f~3][q~j][l]	- Box end on the margin with a simple horizontal line segment and upward corner - Use in conjunction with the <BoxBegin> style
BoxLabelBegin (Character)	[ind1][d~"3====] … [fr;f~3][q~4][l]	- Top line of box beginning with 4 full cells on the margin followed by a label, - The label is followed by a horizontal line and downward corner - The label is entered between the begin and end codes label - The next
BoxLabelEnd (Character)	[ind1][q~"3][fr:f~3][q~====j][l]	Bottom line of box with a horizontal line to 4 full cells and an upward corner.

English (UEB) - Australian Formatting style	Embedded Codes	Description
BoxTriple. (Paragraph)	[cp2][ind1][q~"3][fr;f~=][q~4][l] … [ind1][q~"3][fr;f~=][q~j][l]	• Box on the margin with triple horizontal line segment and corners ⠿⠿ braille line ⠿⠿ boxed text ⠿⠿ braille line ⠿⠿ • Use only if more than one type of box is needed within a document
BoxWithin (Character)	[cp2][ind1][q~"3][fr;f~3][q~4][l] … [ind1][q~"3][fr;f~3][q~j][l]	• Box with simple horizontal line segments and corners ⠿⠿ braille line ⠿⠿ boxed text ⠿⠿ braille line ⠿⠿ • Use when combining a box with other paragraph styles
BrlDisplay. (Paragraph)	[cz] … [tx][l]	• Use the BrlInline style in preference to this style. • DBT previously applied this style when importing whole paragraphs in Simbraille or Braille font from a Word Document. DBT now applies the Brlinline style. This style will be discontinued in future Australian templates.

English (UEB) - Australian Formatting style	Embedded Codes	Description
Brlinline (Character)	[cz][as-is] … [tx][compress]	• Treats all enclosed text as direct braille • Text can be entered using 6-key entry (F2 to toggle) or using ASCII entry • Can be used within a line or paragraph of standard text, i.e. is nestable • Automatically applied by DBT when importing text in SimBraille or Braille font from a Word Document
CapBreak (Character)	[xcs]	• Indicates a break between two semantically different items that should be should be capitalised separately
CapTgr (Character)	[ucs] … [uce]	• Ensures that all text between the codes is treated as a single unit for capitalisation, no matter how long or short, even if it breaks over more than one line • Use for BLOCK CAPITAL passages (e.g. headings or a stanza of a poem) which contain paragraph or line codes for formatting purposes
CentredAsterisks (Character)	[hds0][d~"9][d~"9][d~"9] … [hde]	• 3 centred asterisks ⠐⠔ ⠐⠔ ⠐⠔ • Use to indicate a minor text break • No text should appear between the opening and closing tags

English (UEB) - Australian Formatting style	Embedded Codes	Description
CentredLine (Character)	[hds0][q~"33333333333] … [hde]	• A solid single horizontal line in the centre of the braille line ⠒⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ ⠶⠶ • Use to indicate a major text break • No text should appear between the opening and closing tags
CentredText (Character)	[hds0:0] … [hde]	• Centres any enclosed text • Applied automatically to material in **Centred** or **Centered** style imported from Word
Contents. (Paragraph)	[ctb][stb9:r:9999:p~"][hi1:3:6:2:2] … [hi][ctb][l]	• List style with runover indented two spaces and reserving the last 7 spaces on the line for leader dots and page numbers • Tabulation is set so that a simple tab character will tab to the right side of the page with dot 5 leader dots. • Use on a contents page • Applied automatically to material in **TOC** set of styles imported from Word

English (UEB) - Australian Formatting style	Embedded Codes	Description
Continuation (Character)	[q~"][l][run]	• Inserts a continuation indicator (dot 5) and breaks to a new line at the current runover position • Must be inserted at the appropriate place for the line to break • No text should appear between the opening and closing tags • Use for long internet addresses, email addresses and mathematical expressions
EnglishResume (Character)	[lng]	• Reverts to English language (UEB) after a series of passages in a foreign language • No text should appear between the opening and closing tags
ExactTranslation (Character)	[cx] … [tx]	• Treats all enclosed text as direct braille
French (Character)	[lng~fr] … [lng]	• For use only in French language textbooks where the reader is learning to read French. Not to be used for normal reading matter that contains words or passages in French. • Switches to French language - uncontracted with French accents but UEB indicators, symbols and punctuation. • Use for a short string of words inside a passage • Applied automatically to material in **French** style imported from Word

English (UEB) - Australian Formatting style	Embedded Codes	Description
FrenchBegin (Character)	[lng~fr]	- For use only in French language textbooks where the reader is learning to read French. Not to be used for normal reading matter that contains words or passages in French. - Switches to French language - uncontracted with French accents but UEB indicators, symbols and punctuation. - Use at the start of a series of passages in French - No text should appear between the opening and closing tags - Insert the <EnglishResume> (or another language Begin) style at the end of the French passages to exit out of French language
G1Passage (Character)	[q~;;;][g1] … [q~;,][g2]	Inserts grade 1 passage indicators and translates enclosed text in grade 1 mode ⠰⠆ ⠰⠆ ⠰⠆ … ⠰⠄⠂
G1TextBegin (Character)	[cp2][q~""=][ts] … [l]	- Inserts a grade 1 passage indicator on a line of its own and translates all following text in grade 1 braille ⠰⠄ ⠰⠄ ⠭⠭ ⠰⠆ ⠰⠆ ⠰⠆ - Use to introduce an extended passage of material in grade 1 mode, for example when presenting mathematics - No text should appear between the opening and closing tags

English (UEB) - Australian Formatting style	Embedded Codes	Description
G1TextEnd (Character)	[l][q~""=][te] … [l]	• Terminates translation in grade 1 braille and inserts a grade 1 terminator indicator on a line of its own ⠿ ⠿ ⠿ ⠿ ⠿ • Use to end an extended passage of material in grade 1 mode, for example when presenting mathematics • No text should appear between the opening and closing tags
G1Word (Character)	[ii]	• Inserts a grade 1 word indicator ⠿ ⠿ and translates the enclosed word in grade 1 mode
German (Character)	[lng~de] … [lng]	• For use only in German language textbooks where the reader is learning to read German. Not to be used for normal reading matter that contains words or passages in German. • Switches to German language - uncontracted with German accents but UEB indicators, symbols and punctuation. • Use for a short string of words inside a passage • Applied automatically to material in **German** style imported from Word

English (UEB) - Australian Formatting style	Embedded Codes	Description
GermanBegin (Character)	[lng~de]	- For use only in German language textbooks where the reader is learning to read German. Not to be used for normal reading matter that contains words or passages in German. - Switches to German language - uncontracted with German accents but UEB indicators, symbols and punctuation. - Use at the start of a series of passages in German - No text should appear between the opening and closing tags - Insert the <EnglishResume> (or another language Begin) style at the end of the German passages to exit out of German language
H1. (Paragraph)	[l][kps][rm12][rps1][hds3:1] … [rpe1][hde][rm0][kpe2:2]	- Applies a level 1 heading style, i.e. inserts a blank line before and centres the text - Includes the heading in an automatic table of contents - Applied automatically to material in **Heading 1** style imported from Word

English (UEB) - Australian Formatting style	Embedded Codes	Description
H2. (Paragraph)	[kps][ind5][rps2][cp2:1] … [rpe2][ind][kpe1][l]	• Applies a level 2 heading style, i.e. inserts a blank line before and blocks the text in cell 5 • Includes the heading in an automatic table of contents • Applied automatically to material in **Heading 2** style imported from Word • To remove the blank line above this heading, add an [skn] code after the beginning tag
H2lessline. (Paragraph)	[kps][ind5][rps2][cp2] … [rpe2][ind][kpe1][l]	• Applies a level 2 heading style with no blank line ahead of it • Use only for headings that immediately follow another heading • Includes the heading in an automatic table of contents
H3. (Paragraph)	[kps][ind3][rps3][cp2:1] … [rpe3][ind][kpe1][l]	• Applies a level 3 heading style, i.e. inserts a blank line before and blocks the text in cell 3 • Includes the heading in an automatic table of contents • Applied automatically to material in **Heading 3** style imported from Word • To remove the blank line above this heading, add an [skn] code after the beginning tag

English (UEB) - Australian Formatting style	Embedded Codes	Description
H3lessline. (Paragraph)	[kps][ind3][rps3][cp2] … [rpe3][ind][kpe1][l]	• Applies a level 3 heading style with no blank line ahead of it • Use only for headings that immediately follow another heading • Includes the heading in an automatic table of contents
H4. (Paragraph)	[kps][ind][cp2:1] … [kpe1][l]	• Applies a level 4 heading style, i.e. inserts a blank line before and leaves text on the margin • Not included in an automatic table of contents • Applied automatically to material in **Heading 4** style imported from Word • To remove the blank line above this heading, add an [skn] code after the beginning tag
H4lessline. (Paragraph)	[kps][ind][cp2] … [kpe1][l]	• Applies a level 4 heading style with no blank line ahead of it • Use only for headings that immediately follow another heading • Not be included in an automatic table of contents
HorizontalLine (Character)	[l][q~"][fr;f~3][q~3][l]	• Creates a horizontal line across the page ⠒⠒ • Use as a break within sections of a table or to rule off questions within a test • No text should appear between the opening and closing tags

English (UEB) - Australian Formatting style	Embedded Codes	Description

Initial (Special hidden style)	[svrhs6:6][svgrn~}][svles0:0:1:1] [svdac~4][svpfd2][htbfmt0:cls] [svcbh2~"]	• Sets default parameters for all documents created from the template
		
		• Take care if modifying this style as it affects the whole document and, if the template is saved, all future documents
		
		• There is no need to insert the Initial style into a document. Its presence in the template creates default settings for the document, without any further intervention
		
		• Sets the following parameters (in coded order):
		   ○ Running header must have a minimum of 6 spaces either side
		   ○ UEB roman page numbers, i.e. grade 1 indicator is only inserted before those roman page numbers that require it (e.g. v, x, l)
		   ○ Allows a reference page turnover to appear on the second bottom line of a braille page and determines that any text following a reference page number is at the runover margin
		   ○ Sets the decimal alignment character to the UEB decimal character, lower d. This is important for tabulation to the decimal character.
		   ○ The first page number to be displayed is page 2 (or ii).
		   ○ Sets automatic table layout to BANA formatting with preference given to columnar, linear or stairstep styles in that order
		   ○ Sets the continuation indicator to dot 5 where DBT automatically adds the indicator.

English (UEB) - Australian Formatting style	Embedded Codes	Description
Italian (Character)	[lng~it] … [lng]	• For use only in Italian language textbooks where the reader is learning to read Italian. Not to be used for normal reading matter that contains words or passages in Italian • Switches to Italian language - uncontracted with Italian accents but UEB indicators, symbols and punctuation. • Use for a short string of words inside a passage
ItalianBegin (Character)	[lng~it]	• For use only in Italian language textbooks where the reader is learning to read Italian. Not to be used for normal reading matter that contains words or passages in Italian • Switches to Italian language - uncontracted with Italian accents but UEB indicators, symbols and punctuation. • Use at the start of a series of passages in Italian • No text should appear between the opening and closing tags • Insert the <EnglishResume> (or another language Begin) style at the end of the Italian passages to exit out of Italian language
Italics (Character)	[fts~i] … [fte~i]	• Applies italics indicators (character, word or paragraph) as appropriate to the enclosed text
KeepTogether (Character)	[wb-no][:] … [;][wb]	• Keeps all enclosed text on the same braille line • Useful within tables and for mathematical expressions

English (UEB) - Australian Formatting style	Embedded Codes	Description
Lea (Character)	[lea]	• Inserts a reference page number indicator. The number will appear in the braille document on its own line on the right margin, preceded by a line of dots 3,6. ⠒⠒ ⠒⠆ ⠔⠄ • Note that the [lea] code can also be easily inserted using the Alt-Enter shortcut
List. (Paragraph)	[hi1:3:0:2:2] … [hi]	• Text begins in cell 1 with runover to cell 3 • Hierarchical style with increments of 2 for both left margin and runover • Applied automatically to material in **List, List Bullet, List Number** sets of styles imported from Word
ListBegin (Character)	[hi1:3:0:2:2]	• Begins list formatting. • No text should be entered between the beginning and end tags
ListBullet. (Paragraph}	[h1:1:4:0:3:3] … [hi]	• Text begins in cell 1 with runover to cell 4 • This style is used for bulleted lists where the runover indent lines up past the bullet character.

English (UEB) - Australian Formatting style	Embedded Codes	Description
ListDeep. (Paragraph)	[hi1:5:0:2:2] … [hi]	• Text begins in cell 1 with runover to cell 5 • Hierarchical style with increments of 2 for both left margin and runover • Applied automatically to material in **List Deep** set of styles imported from Word
ListEnd (Character)	[hi]	• Ends a list
ListRm6. (Paragraph)	[hi1:3:6:2:2] … [hi]	• Each line begins in cell 1 with runover to cell 3 • Word wrap occurs 6 cells before the right margin, allowing any flush-right text (such as page numbers or prices) to extend to the original right margin • Hierarchical style with increments of 2 for both left margin and runover • Equivalent to the <Contents.> style but without the right margin tab with dot 5 leader dots.

English (UEB) - Australian Formatting style	Embedded Codes	Description
MarginNote. (Paragraph)	[hi1:5][d~;\[] … [hi]	• Inserts a left arrow ⠒⠢⠔ (left pointing arrow) beginning in cell 1 • Runover text begins in cell 5 • Use for small amounts of text (no more than one paragraph) appearing in the margin of a print book • If using the margin note style, it should be explained in a transcriber's note at the beginning of the document
math (Character)	[ts] … [te]	• DBT applies this style to MathType expressions in Word
math-TextInMath (Character)	[te] … [ts]	• DBT applies this style to text within MathType expressions in Word
Note. (Paragraph)	[hi7:5] … [hi]	• Starts paragraph in cell 7 with runover to cell 5 • Use for footnote text or stage directions. • Automatically applied to footnotes that have been imported Word

English (UEB) - Australian Formatting style	Embedded Codes	Description
Outline. (Paragraph)	[hi1:1:0:2:2] … [hi]	• Text begins in cell 1 with runover to cell 1 • Hierarchical style with increments of 2 for both left margin and runover • Applied automatically to material in **Outline** set of styles imported from Word
PageArabic (Character)	[svpnp2:2:1:1][pnta][pv1][svpfd1] … [l]	• Sets braille page numbering to Arabic (1, 2, 3, 4 etc) and resets braille page number to 1 • Page numbers are set to occur on the first page • No text should appear between the opening and closing tags • Used for the main body of a text
PageNonums (Character)	[svpnp0:0:0:0]	• Removes all page numbering from this point onwards • No text should appear between the opening and closing tags • Use PageArabic or PageRoman to reinstate page numbering
PageRoman (Character)	[svpnp2:2:1:1][pntr][pv1] … [l]	• Sets braille page numbers to Roman numerals (i, ii, iii etc) and resets page number to 1 • No text should appear between the opening and closing tags • Used for the preliminary pages of a text • Page numbering appears from the 2nd page

English (UEB) - Australian Formatting style	Embedded Codes	Description
Para. (Paragraph)	[hi3:1:0:2:2] … [hi][l]	• Applies paragraph setting – begins text in cell 3 with runover to cell 1 • This is a hierarchical style with increments of 2 for both left margin and runover • Applied automatically to material in **Normal** or the **Body Text** set of styles imported from Word
Poetry (Paragraph)	[mfcs~poetry] … [mfce]	• Applies a multi indent level poetry format based on the highest hierarchy level. • DBT scans the whole text enclosed between the beginning and end codes and determines the maximum indent level of runovers depending on the deepest level of hierarchy. • If the enclosed text has one hierarchy level, paragraphs are 1-3 (begin cell 1 and runover cell 3). If there are two hierarchy levels, 1st level 1-5, 2nd level 3-5. If there are 3 hierarchy levels 1st level 1-7, 2nd level 3-7, 3rd level 5-7 etc. • Applied automatically to material in **Poetry** set of styles imported from Word
RefPage (Paragraph)	[lea] … [l]	• This style is applied when importing a Word document which uses a **RefPage** style to show a page turnover • Use the <lea> style or add an [lea] code when adding reference page numbers manually in DBT

English (UEB) - Australian Formatting style	Embedded Codes	Description
RightFlush. (Paragraph)	[fr][:] … [;]	- Groups text together and aligns it on the right margin - May only be used for small phrases (less than a braille line) of text - Applied automatically to material in **Right Flush** style imported from Word
RunningTitle. (Paragraph)	[svrhp3][svrhs4:4][tls] … [tle]	- Creates a running title, i.e. text that will appear on the top line of every braille page - Must be placed on the top line of a page to take effect on that page; otherwise the new running title will begin on the next braille page - Applied automatically to material in **Running Head** style imported from Word
Script (Character)	[fts~s] … [fte~s]	- Applies script indicators (character, word or paragraph) as appropriate to the enclosed text - Use for special script such as handwriting
SoftReturn (Character)	[l][run]	- Begins a new line at the current runover position, rather than re-setting to cell 1 - No text should appear between the opening and closing tags

English (UEB) - Australian Formatting style	Embedded Codes	Description
Spanish (Character)	[lng~es] … [lng]	- For use only in Spanish language textbooks where the reader is learning to read Spanish. Not to be used for normal reading matter that contains words or passages in Spanish. - Switches to Spanish language - uncontracted with Spanish accents but UEB indicators, symbols and punctuation - Use for a short string of words inside a passage - Applied automatically to material in **Spanish** style imported from Word
SpanishBegin (Character)	[lng~es]	- For use only in Spanish language textbooks where the reader is learning to read Spanish. Not to be used for normal reading matter that contains words or passages in Spanish - Switches to Spanish language - uncontracted with Spanish accents but UEB indicators, symbols and punctuation - Use at the start of a series of passages in Spanish - No text should appear between the opening and closing tags - Insert the EnglishResume (or another language Begin) style at the end of the Spanish passages to exit out of Spanish language
StopWordbreak (Character)	[wb-no] … [wb]	- Prevents line breaks at hyphens or dashes - Useful in technical material to prevent line breaks at the dots36 of a minus sign

English (UEB) - Australian Formatting style	Embedded Codes	Description
TNote (Character)	[tns] … [tne]	• Inserts transcriber's note brackets ⠈⠣ ⠨⠜
Uncontract (Character)	[tx][g1] … [g2]	• Translates the text as uncontracted braille (grade 1 mode) without adding any grade 1 indicators • Use for acronyms, or where contractions are not required • Applied automatically to material in **Uncontracted** style imported from Word
Underline (Character)	[fts~u] … [fte~u]	• Applies underline indicators (character, word or paragraph) as appropriate to the enclosed text