

## **Thirty-one Critical Job Tasks for a Braille Textbook Transcriber**

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### **Braille**

Ability to read and write braille.

- Demonstrate proficiency in transcribing, in proofreading, and in correcting Braille errors
- Acquire the ability to read ASCII Braille
- Appropriately utilize quality control to ensure dot quality, accurate Braille, and accurate format
- Demonstrate basic use of tactile graphic production methods
- Have awareness of appropriate use of specialized codes: Nemeth, Music, Computer, Foreign Language and Chemistry
- Possess the ability to read single-sided and interpointed braille
- Understand simple graphics such as pie charts or simple graphs
- Acquire the ability to produce 6-key computer direct entry Braille
- Acquire an appreciation and basic knowledge of how brailled texts are used and how blind students learn
- Obtain NLS Literary Certification
- Acquire knowledge of national certification requirements and types of certification
- Acquire the ability to manually produce hard copy Braille with a Perkins and a slate and stylus
- Acquire the knowledge of the evolution of Braille and Braille production

## **Format**

Correct placement of print to braille on a page.

- Acquire basic knowledge of production process including formatting, transcribing, proofreading, correcting, and reproduction
- Demonstrate basic troubleshooting and problem solving in formatting Braille
- Demonstrate proficiency in applying: Braille Formats: Principles of Print to Braille Transcription
- Appropriately utilize quality control to ensure dot quality, accurate Braille, and accurate format
- Acquire techniques for quality control
- Demonstrate proficiency in applying: English Braille American Edition (EBAE)
- Develop the ability to effectively interpret and appropriately describe pictures and graphics in print books
- Understand and translate literary contents
- Demonstrate basic use of tactile graphic production methods
- Possess the ability to read single-sided and interpointed braille
- Understand simple graphics such as pie charts or simple graphs
- Acquire an appreciation and basic knowledge of how brailled texts are used and how blind students learn

## **Technology**

Using software and hardware to produce literary braille textbooks

- Acquire the ability to use current Braille transcription and translation software
- Demonstrate knowledge of computer applications to include programming techniques
- Demonstrate computer literacy which includes knowledge of appropriate components
- Acquire the knowledge of appropriate use of current scanning software to include imaging, editing, OCR enhancements
- Create, zip/unzip, save and transfer different Braille software formats
- Demonstrate basic troubleshooting and problem solving techniques, such as software, computer equipment, and interfacing different equipment
- Possess the ability to appropriately use network expertise
- Use e-mail and appropriate attachments to transfer files
- Acquire basic knowledge of braille production equipment
- Understand simple graphics such as pie charts or simple graphs
- Acquire the ability to produce 6-key computer direct entry Braille
- Obtain knowledge of various media commonly exported from publishers' files

## **Business Practices**

Job practices that will develop for-profit strategies as a literary braille textbook transcriber

- Acquire techniques for quality control
  
- Possess the ability to appropriately use network expertise
  
- Acquire basic knowledge of braille production equipment
  
- Develop knowledge in administering a small business and/or setting up private contracts