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### HOTKEYS

#### File Operations

Emboss a document	Ctrl + E
Open the Braille Preview	Alt + Home
Open Book Tree	Alt + End

#### Editing

Hide the selected elements	Ctrl + H
Open the find/replace pane	Ctrl + F
Repeat the last search	F3
Split Element	Enter
Insert Line Break	Shift + Enter
Insert Page Break	Ctrl + Enter
Spell check	F7
Refresh translation	F5
Increase font size 1 point	Ctrl + +
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Insert non-breaking space	Ctrl + Space
Repeat last style applied	Ctrl + R
Correct Braille translation	Ctrl + T
Six-Key Input	F6

#### Navigation

Toggle Print View	Alt + P
Open the page selection dialog	Ctrl + G

#### Typeforms

Remove Emphasis from Selection	Ctrl + Shift + R
Direct Translation	Ctrl + D
Uncontracted	Ctrl + Shift + T

#### Loadouts

Set Miscellaneous style loadout	Ctrl + Shift + M
Set Basic style loadout	Ctrl + Shift + B
Set Caption style loadout	Ctrl + Shift + C
Set Heading style loadout	Ctrl + Shift + H
Set Lists style loadout	Ctrl + Shift + L
Set Poetry style loadout	Ctrl + Shift + P
Set Plays style loadout	Ctrl + Shift + A
Set Glossary style loadout	Ctrl + Shift + G
Set Exercise Material style loadout	Ctrl + Shift + E
Set Index style loadout	Ctrl + Shift + I
Set Numeric style loadout	Ctrl + Shift + U
Set Notes style loadout	Ctrl + Shift + N
Apply corresponding style	Alt + Number 1-8

#### Miscellaneous

Open BrailleBlaster User Guide	F1
Math Translation Toggle	Ctrl + M

### APPLYING EMPHASIS

To apply emphasis, highlight the text and either select the desired Emphasis menu item, or use the shortcut key, or select it from the toolbar.

Once applied, BrailleBlaster automatically applies the appropriate symbol, word, or passage indicator, and a terminator if necessary. For more information, see the Rules of Unified English Braille, 2013 (<http://www.iceb.org/ueb.html>).

Braille Prefix	Name	Hotkey	Appearance
:	Bold	Ctrl+B	<b>Bold</b>
:	Italic	Ctrl+I	<i>Italic</i>
:	Underline	Ctrl+U	<u>Underline</u>
.	Script	Shift+Alt+S	Script
⋮	Transcriber-Defined 1	Shift+Alt+1	Transcriber-Defined 1
⋮	Transcriber-Defined 2	Shift+Alt+2	Transcriber-Defined 2
⋮	Transcriber-Defined 3	Shift+Alt+3	Transcriber-Defined 3
⋮	Transcriber-Defined 4	Shift+Alt+4	Transcriber-Defined 4
⋮	Transcriber-Defined 5	Shift+Alt+5	Transcriber-Defined 5

# STYLE DESCRIPTIONS

## Aa Basic Styles

**Blocked Text:** (Margins: 1-1)—A simple, left-justified paragraph.  
**Body Text:** (Margins: 3-1)—A simple, indented paragraph.  
**Centered Text:** (Margins: Variable (centered))—Centered text with no automatic blank lines before or after.  
**Displayed 3-5:** (Margins: 3-5)—Used to display elements that are normally 1-3. Format: Blank lines before and after  
**Displayed Body Text:** (Margins: 5-3)—A displayed indented paragraph. Format: Blank lines before and after  
**Displayed Blocked:** (Margins: 3-3)—A displayed, left-justified paragraph. Format: Blank lines before and after

## Caption Styles

**Caption:** (Margins: 7-5)—Used to style captions. Still needs transcriber's notes symbols added when appropriate.  
**Description:** (Margins: 7-5)—Used to style picture descriptions. Still needs transcriber's notes symbols added.

## Heading Styles

**Cell 5 Heading:** (Margins: 5-5)—Format: Blank line before  
Special: Must be followed by other non-heading text (Keep With Next)  
**Cell 7 Heading:** (Margins: 7-7)—Format: Blank line before  
Special: Must be followed by other non-heading text (Keep With Next)  
**Centered Heading:** (Margins: Variable (centered))—Format: Blank lines before and after  
Special: Must be followed by other non-heading text (Keep With Next)

## Notes Styles

**Incidental Note With Heading:** (Margins: 5-5)—Used to make an incidental note that has a heading. Format: Blank lines before and after  
**Incidental Note Without Heading:** (Margins: 7-5)—Used to make an incidental note that does not have a heading. Format: Blank lines before and after  
**Footnote:** (Margins: 1-3)—Used for notes at the bottom of a print page.

## Plays Styles

**Prose Play:**  
Prose Play 1-3: (Margins: 1-3)—Used for the first paragraph of a speaker in a prose play. Format: Blank line before  
Prose Play 5-3: (Margins: 5-3)—Used for every paragraph after the first for a speaker in a prose play. Format: Blank line before  
**Stage Directions:**  
Stage Directions 7-7: (Margins: 7-7)—Used for the first paragraph of stage directions. Format: Blank line before  
Stage Directions 9-7: (Margins: 9-7)—Used for every paragraph after the first stage direction. Format: Blank line before  
**Verse Play:**  
Verse Play 1-5: (Margins: 1-5)—Used for the first line of a speaker in a verse play. Format: Blank line before  
Verse Play 3-5: (Margins: 3-5)—Used for every line after the first of a speaker in a verse play. Format: Blank line before

## Miscellaneous Styles

**Alphabetic Division:** (Margins: Centered)—Can be applied to the first alphabetic division in a glossary. Format: Blank line before  
**Attribution:** (Margins: 5-5)—This style can be used for an attribution when the previous element's last line is in cell 1. Format: Blank line after  
**Citation:** (Margins: 7-5)—Used for a source citation or permission to copy. Format: Blank line after  
**Guide Word:** (Margins: Centered)—Used to add a guide word for the word or series of words to which it is applied to the last line of the braille page. Format: Appears on last line of the braille page  
**Page:** Makes highlighted text the print page number; creating a print page break if in the middle of a braille page.  
**Transcriber's Note:** (Margins: 7-5)—Used to apply the transcriber's note style and symbols to text that is already written. Format: No blank line before or after  
Special: Applies the transcriber's note symbols to the element as well as the margins. Because of the need for symbols, the entire element must be highlighted before this style can be applied.

## Boxes:

**Box:** (Margins: N/A)—Puts a box line before and after the element or elements it is applied to. A top box line consists of the braille cell (2356) going across the width of the page. A bottom box line consists of the braille cell (1245) going across the width of the page. Format: Blank before top line, blank after bottom line  
**Color Box:** (Margins: N/A)—Acts like a Box, but includes the chosen color name in transcriber's note indicators before the opening box line begins. Format: Blank before top line, blank after bottom line  
**Full Box:** (Margins: N/A)—Puts a full-celled box line before and after the element or elements it is applied to. A full top and bottom box line consist of the full braille cell (123456) going across the width of the page. Format: Blank before top line, blank after bottom line  
**Color Full Box:** (Margins: N/A)—Acts like a Full Box, but includes the chosen color name in transcriber's note indicators before the opening full box line begins. Format: Blank before top line, blank after bottom line

## NESTED STYLES

Nested styles function the same way as other styles, in terms of formatting; the only difference being the margins.

Each nested style is identified with the letter associated with that style, followed by the margin numbers for that style (i.e., L1-3, L1-5, L3-5, etc. for Lists).

They are organized by level, with each level indicating the number of styles available. Level also affects the runover and formatting. For example, all Level 2s have a runover of 5, and do not have a blank line between them, but there is a blank line between Level 2s and Level 3s.

## List Styles

**List X Level(s):** (Margins: Variable)—Format: Blank lines before and after  
(L1-3, L1-5, L3-5, etc.)

## Poetry Styles

**Poetic Stanza:** (Margins: N/A)—Used to wrap poetry styles; forces a blank line between Poetry styles of the same level. Format: Blank line before and after

**Poetry X Level(s):** (Margins: Variable)—Format: Blank lines before and after  
(P1-3, P1-5, P3-5, etc.)

## Glossary Styles

**Glossary X Level(s):** (Margins: Variable)—Format: Blank lines before and after  
Special: Typically, the publisher has identified the term and the definition, so the term can be used automatically as a Guide Word. For more information, see Guide Words.  
(G1-3, G1-5, G3-5, etc.)

## Exercise Styles

**Directions:** (Margins: 5-5)—Used for the first paragraph of directions.  
Format: Blank line before

**Directions 7-5:** (Margins: 7-5)—Used for the second paragraph of directions. Format: Blank line before, unless preceded by Directions

**Exercise X Level(s):** (Margins: Variable)—Format: Blank lines before and after  
(E1-3, E1-5, E3-5, etc.)

## Index Styles

**Index X Level(s):** (Margins: Variable)—Format: Blank lines before and after  
(I1-3, I1-5, I3-5, etc.)

## 1-3 Numeric Styles

**Indent X:** (Margins: Variable)—Format: No automatic blank lines  
They are organized by indent with each indent level indicating the indent of the styles available.  
(1-3, 1-5, 3-5, etc.)

