Braille Labeler
User's Manual

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INDEX
B R A I L L E

Braille Labeler

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Foreword

Index Braille is a privately owned company with one mission
- to make it easy for its customers to produce braille.

Index Braille produces market leading braille embossers, completely equipped for braille production, including a comprehensive software support for Windows users. Index Braille is an efficeint and high quality company where the final assembly and quality control of an Index embosser takes less than one hour. This creates the necessary conditions for further development and the provision of embosser products to competitive prices.

The development at Index has made it easy to produce braille documents. You can print on both tractor fed paper and on cut sheet paper, you can carry the Basic around and you can mass produce with the 4X4 PRO. The extensive software support helps you from embossing a short memo from your mail system until producing books and broschures with tactile images and sophisticated format and layout on a multitude of languages. Index Brailles skilled development team works continuously on product improvements and new ideas. As a customer you will continously see the result of that development in frequent releases of new embosser and software features.

1   Braille Labeler

1.1   Introduction

Braille Labeler is a tool for creation of Braille labels. You define the physical orientation of the labels on paper, the Braille translation to use and the text to insert. Easy to use, this tool is the perfect help for the production of labels for Braille readers.

Braille Labeler and Index Braille embossers support any type of label format since the size and position of the labels can be defined within +/- 0,25 mm. Adjust the embosser impact level or use the multiple impact function to enable embossing also to labels made in plastic and in aluminum.

Since Braille Labeler can retrieve all or parts of the label texts from Excel it is easy to produce series of labels with individual addresses, product serial numbers etc.

1.2   Version

Version: 2006-01-23

1.3   Overview

This document covers:
- This overview
- Installation of the Braille Labeler.
- A brief overview of how to use Braille Labeler
- A reference section for each Braille Labeler view.

1.4   Installing Braille Labeler

1.4.1   Software requirements

Braille Labeler supports
- Windows 2003
- Windows XP Pro Service Pack 2
- Windows XP Home XP Service Pack 2
- Microsoft Windows 2000

1.4.2   Requires Index Braille embossers

Braille Labeler requires Index Braille version 3 embossers with USB and network interface. You can use Single sheet (Everest, 4X4 PRO) or tractor fed label sheets (Basic D/S, 4Waves PRO) made by paper, plastic foil (up to 0,8 mm) or thin aluminium foil.

1.4.3   Installing Braille Labeler

Before you start the installation, make sure that your computer fulfills the Software Requirements, then close all other applications to ensure that no harm is done to them.

Braille Labeler is delivered as a SetUp file:

setup
WinBraille Label Wizard Setup
WinBraille AB

To install do as follows:

Double Click on the SetUp file. This will start an installation wizard that guides you through the following steps:

1. Read and then accept the License agreement, click **Next**

2. Read the Version History, when you are done click **Next**

3. Select installation folder. Unless you have very specific reasons, just click **Next** (accepting the proposed default).

4. You are now ready to install, click **Install** to continue

The installation takes a few seconds and then you will see the following view:

To install an Index Braille embosser to use for the Label printouts keep the selection **Launch Index Add printer Wizard** checked. If the embosser that you are going to use is installed already, uncheck it.

If you want Braille Labeler to be started directly, just click **Finish**. If not, uncheck **Launch Braille Labeler** before you click **Finish**.

1.4.4 Retrieving and Entering the License number

Braille Labeler starts up and you will see the following startup view.
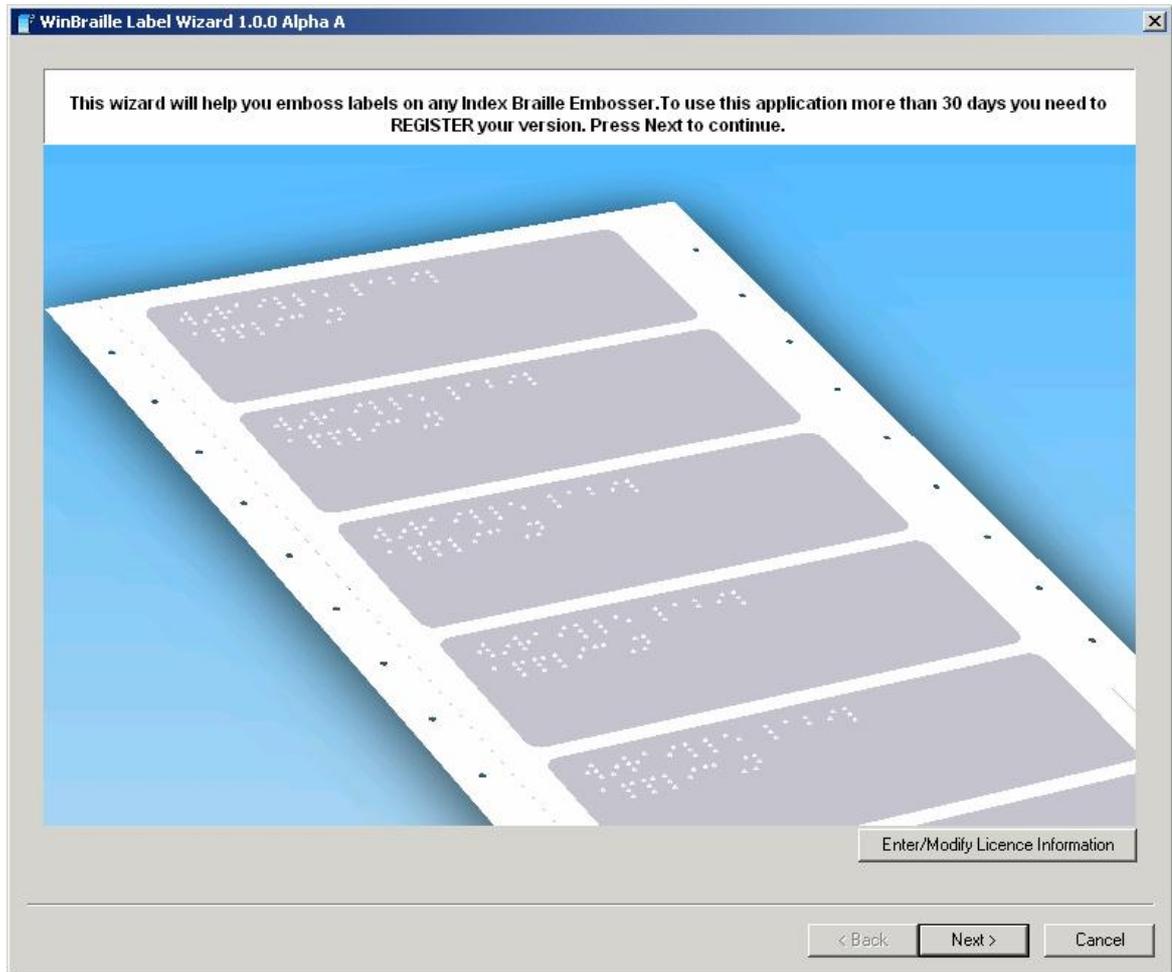
Click **Enter/Modify License Information** and you will see the following dialogue:

To install Braille Labeler you need a license number which is based on your PC's unique Mac address. To fetch that Mac address, click **Copy to clipboard** and paste the retrieved Mac address into a mail that you send to Index Braille through support@indexbraille.com. In return you will receive a number sequence that you shall use during the registration phase.
When you have retrieved the answer from Index Braille support, start up Braille Labeler again, click on **Enter/Modify License Information** and then on **Paste key from clipboard**. Once you have done that the **Register** button will be available, click on it and you are registered!
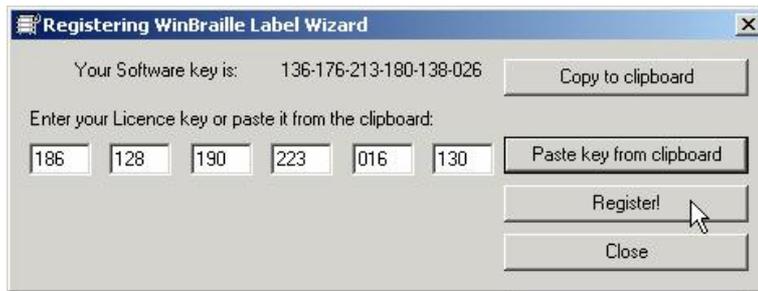
You now have a registered copy of Braille Labeler. Click **Next** to continue.

1.5   **Using Braille Labeler**

There are two different ways with which you can start Braille Labeler:
- Use the Icon on your desktop:

- Use the Start menu to locate Index Braille and then Braille Labeler:
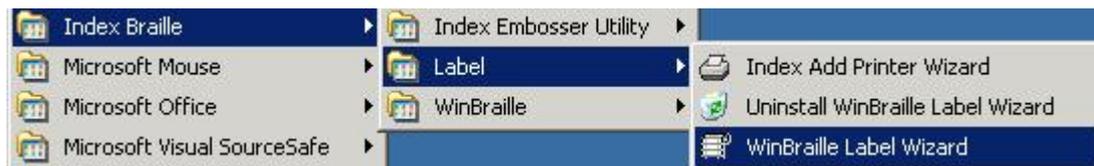
Braille Labeler works as a wizard, guiding you through each step of the way. When you step through Braille Labeler you will see the following views:
- the start view
- the project view
- the sheet format view
- the label layout view
- the translation view
- the database connection view
- the emboss view

In each of the views you make selections and perform configuration work until the final set of labels are defined and translated to Braille the way you want. You can then select an embosser, print it out and study the result.

See the reference section for details on each of the views.

1.6 Reference

1.6.1 The start view

The start view makes it possible to Register or Modify the license information, see Installing Braille Labeler.
It also contains two buttons, **Next** to reach the Project View, **Cancel** to leave Braille Labeler.
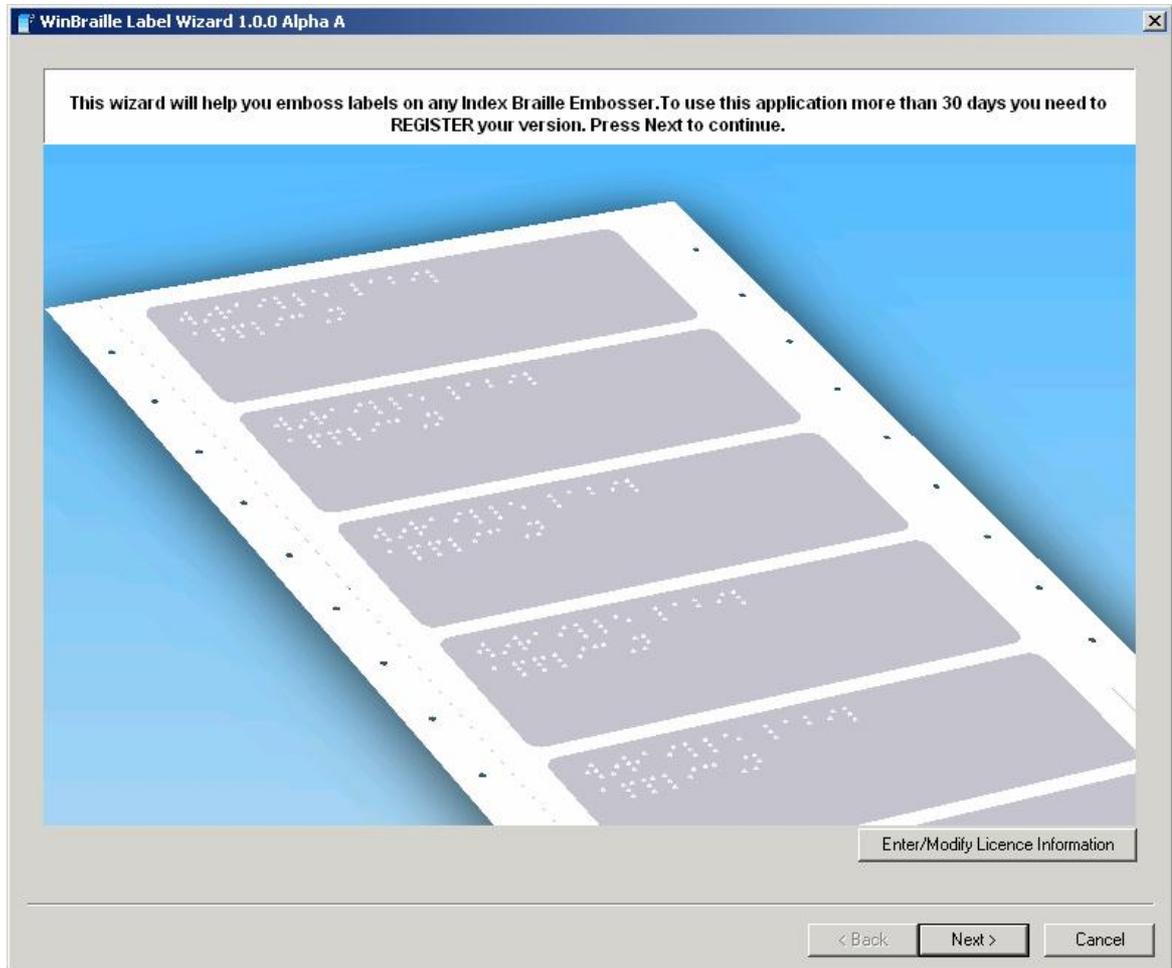
When you click on **Enter/Modify License Information** the following view is shown:
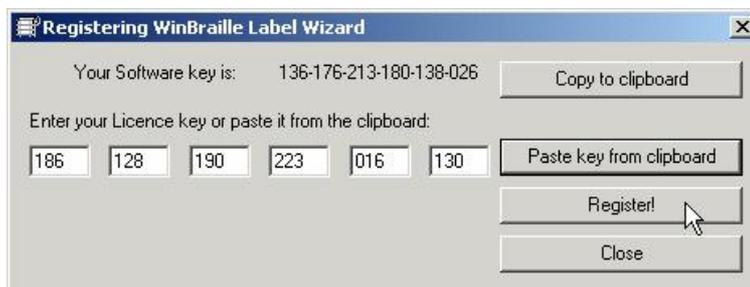
You can enter the license key in two ways, either by entering it into the license key fields or by simply pasting the license string copied from for example a mail using **Paste key from clipboard**. Once the key is entered you can register using the **Register** button. When you are done, click **Close**.

1.6.2 The project view

The project view makes it possible for you to either open an existing project or to create a new one.
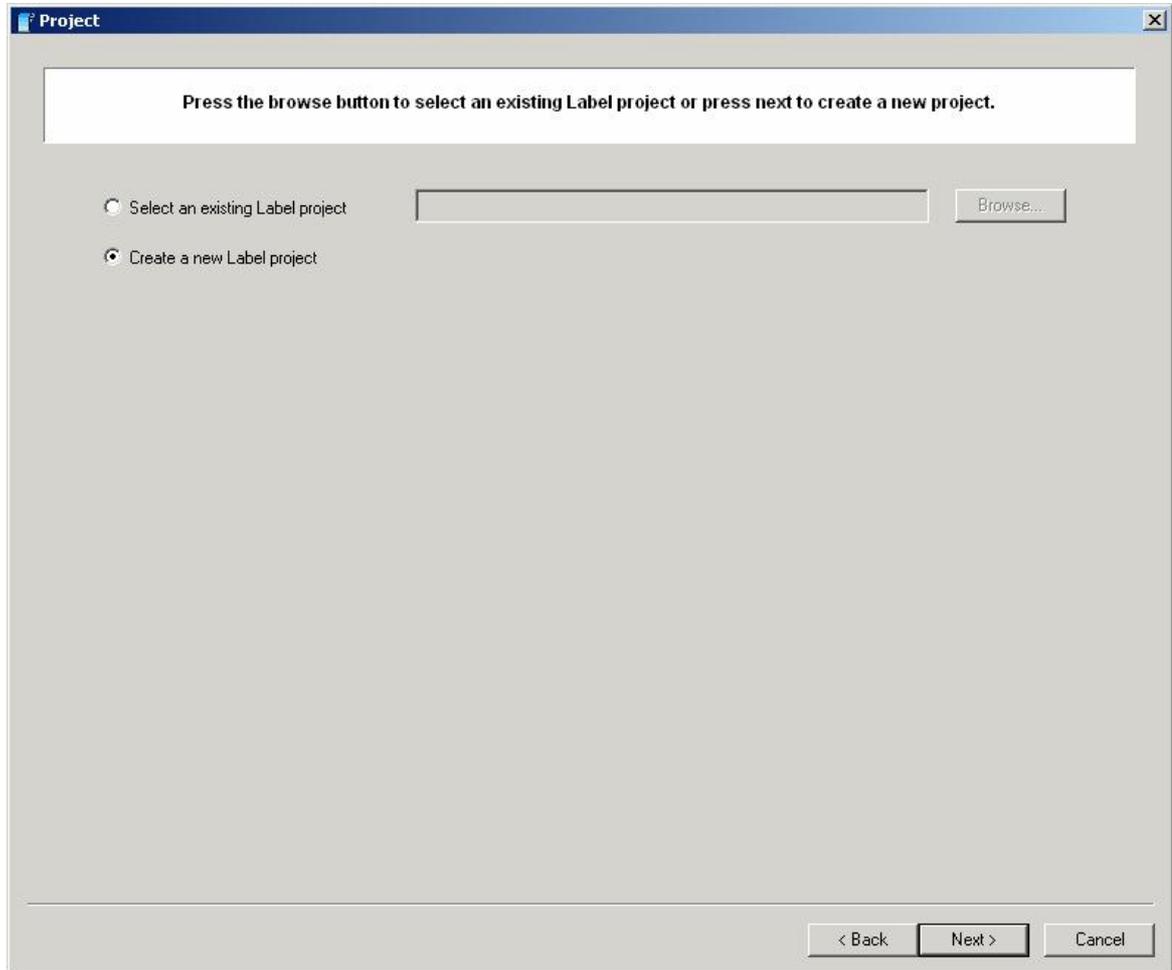
Make a selection and click **Next**. To leave Braille Labeler click **Cancel**. To return back to the main view, click **Back**.

1.6.3 The sheet format view

The sheet format view makes it possible to either select one of the predefined label formats or to define a completely new one.
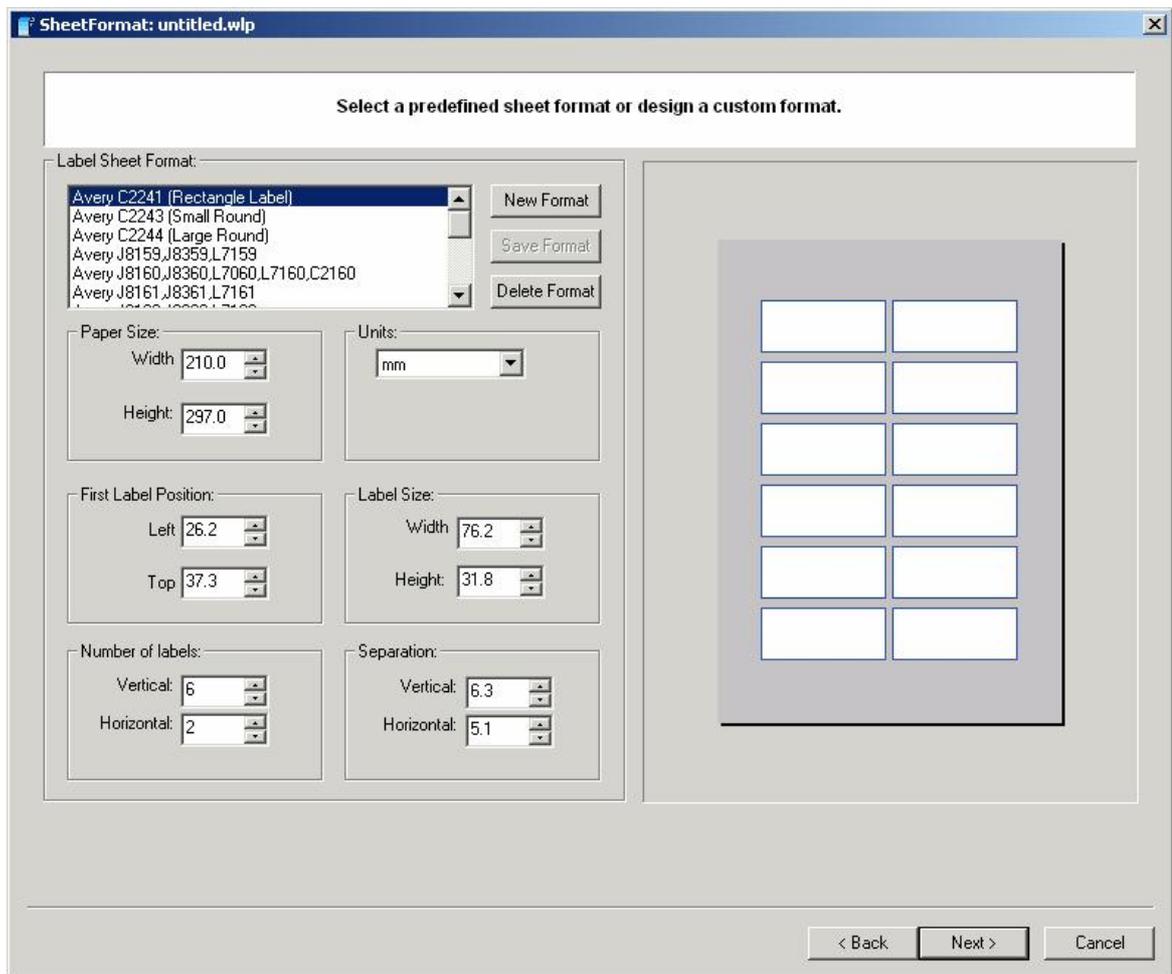
Selecting an existing format is simple enough, just scroll the list, click on the descriptive text to see a visual representation of the labels in the view to the right.

You are allowed to change an existing format, the name of the sheet format will then receive a * before the name. When you click **Save Format** the new format will be saved.

You can also create a new label sheet format either from scratch, click **New Format.** The new format will start with the currently selected format definition so a good advice is to select a sheet format that is as close to the desired one as possible before you click on **New Format**. You are now asked to enter a descriptive name on the new label sheet format:

Enter a name on the label sheet format (remember that the more formats you will have the more important it is to provide descriptive names). Click **OK** to finish the dialogue or Cancel to abort.

You will now be able to use the current settings. Play along for a few seconds and you will realize what and how to do. Most of the fields allow you to increase or decrease a numerical value by clicking on the up or down arrow. A good advice is to use the available fields in the order they are presented below:

Unit
Set the Unit first, inches or mm.
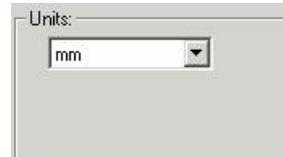
Paper size
Paper size is also imperative for the further layout work to make sure the paper size is properly defined before you continue.
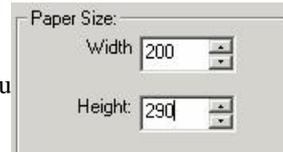
First Label Position
Use the first label position to define the upper left margin.
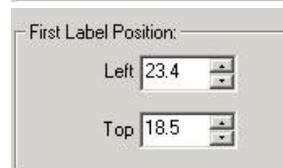
Label Size
Define the label size using the label size control.
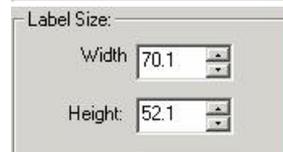
Separation
Define the distance between the labels using the separation control.
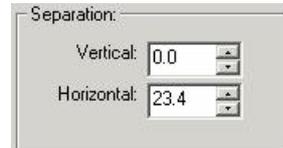
Number of Labels
Use Number of labels to define the matrix of labels. You will no be able to increase the number outside what is possible to place within the Paper Size using the First Label Position, Label Size and Separation as parameters.
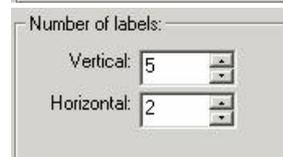
Use **Save Format** to save the new format when you are finished with your settings.

After you have done your selection or defined and saved your format click **Next**. To leave Braille Labeler click **Cancel**. To return back to the project view, click **Back**.

1.6.4 **The label layout view**

Use the label layout to define the label text and to position the text within the label according to the label size that you defined in the sheet format view.
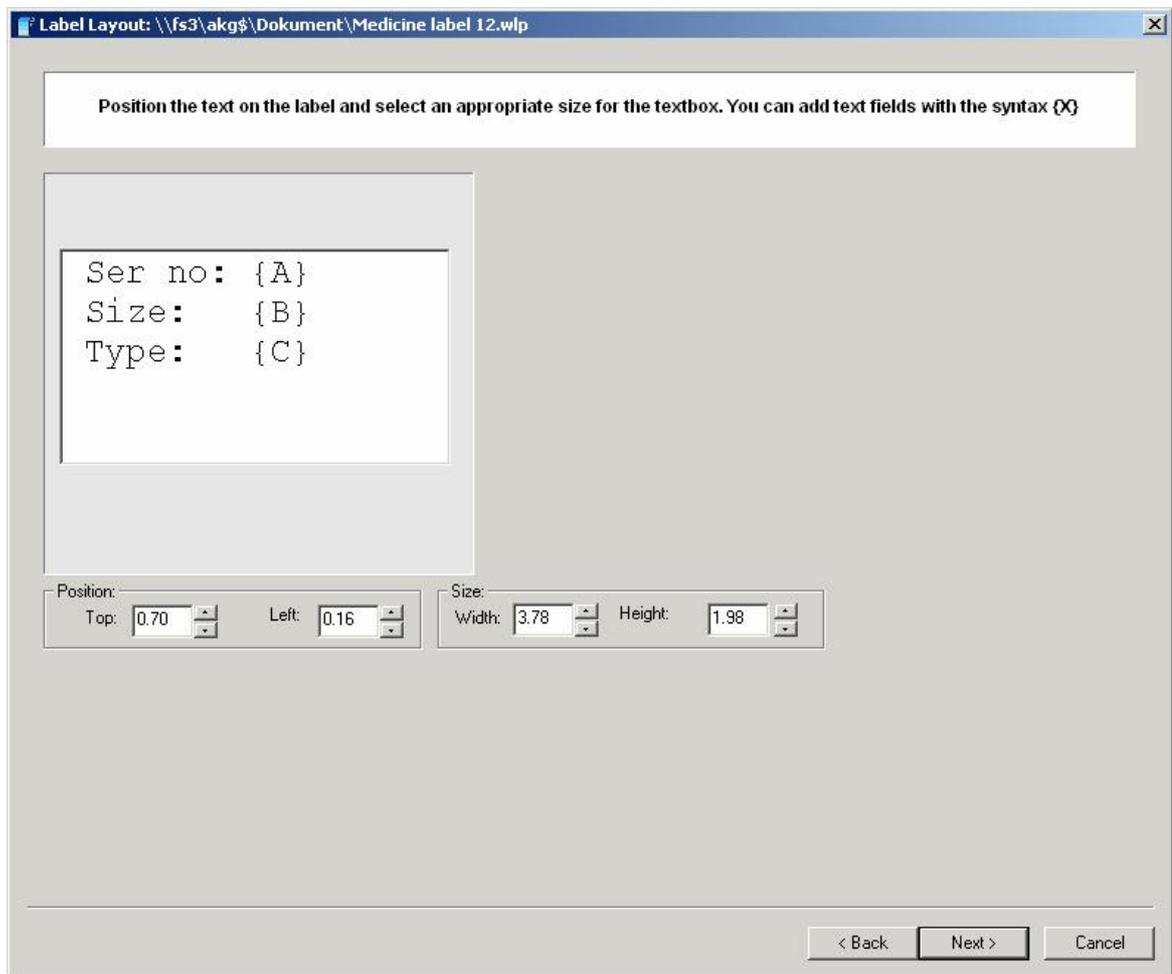
Braille Labeler has the ability to include the label text from an excel spread sheet. You use brackets {} surrounding the spread sheet column (A, B, C etc.) to identify where the text shall be fetched. Enter the text you intend to create, including excel spread sheet references, and then position and resize the text to make the best possible fit into the label outside frames.

Position

Use the position controls to adjust the top left position of the text frame.

```
Ser no: {A}
Size:   {B}
Type:   {C}
```
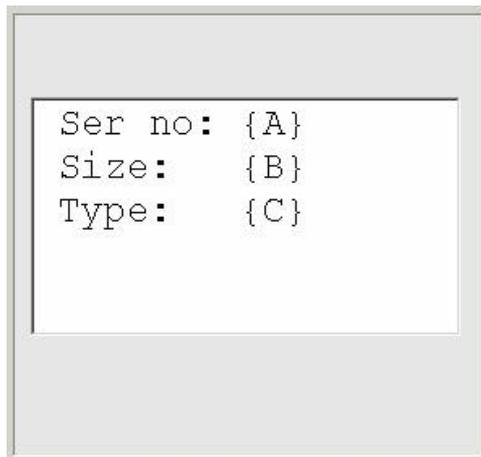
Size

Use the size controls to adjust size of the text frame.

Size:
Width: 53.9   Height: 20.1
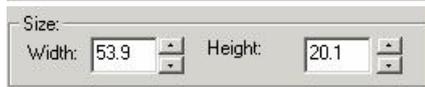
Resulting label

The resulting label including the text is visualized in the presentation view:

```
Ser no: {A}
Size:   {B}
Type:   {C}
```
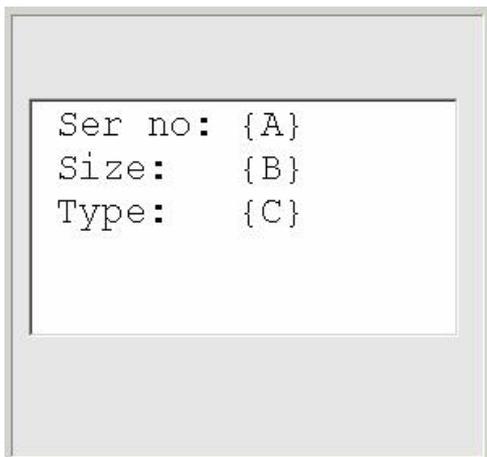
When you are satisfied, click **Next**. To leave the label layout view click **Cancel**. To return back to the sheet format view, click **Back**.

1.6.5   The translation view

Now it is time to define how the translation of the label text to Braille shall be done.
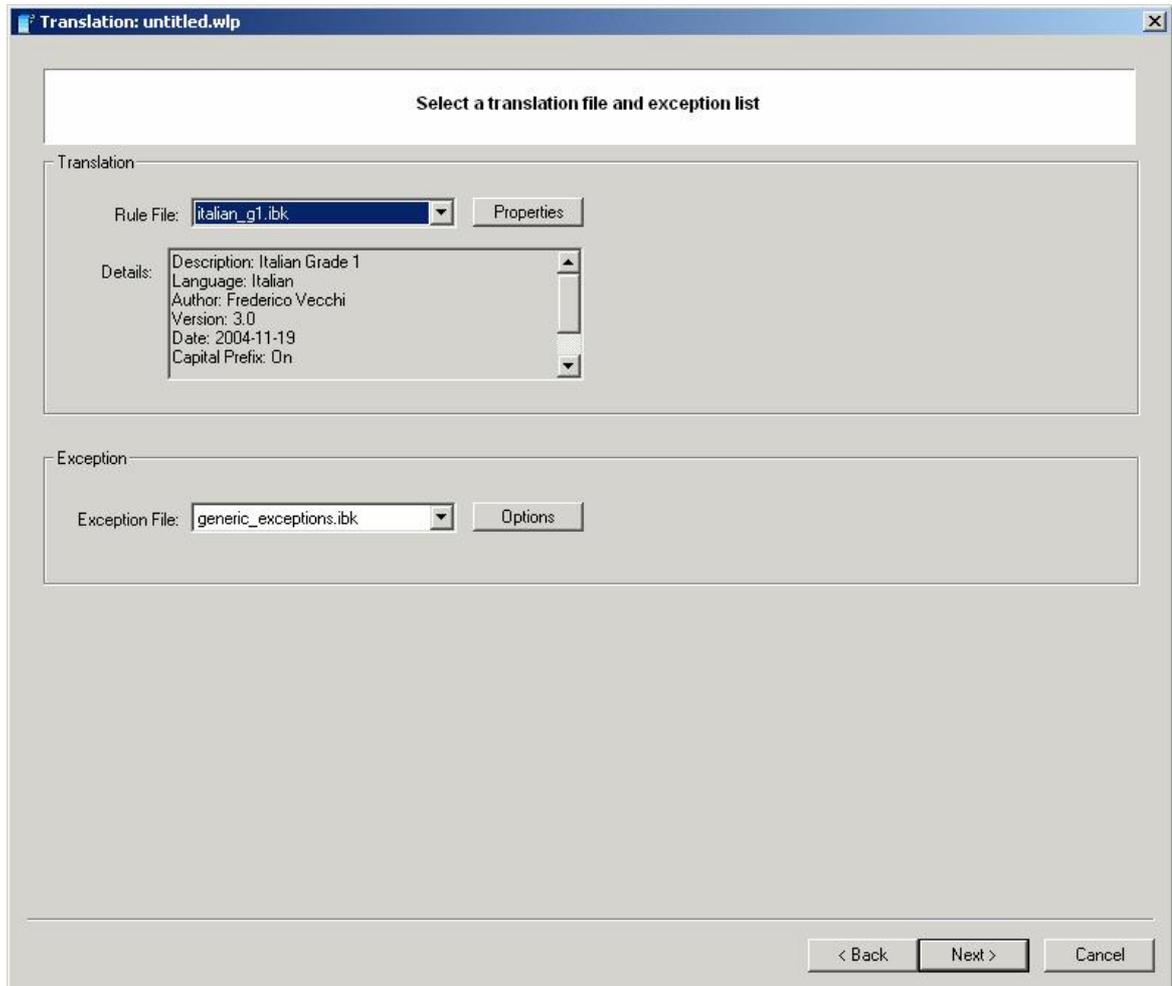
The translation view makes it possible to select the translation rule file and the properties of that rule file:
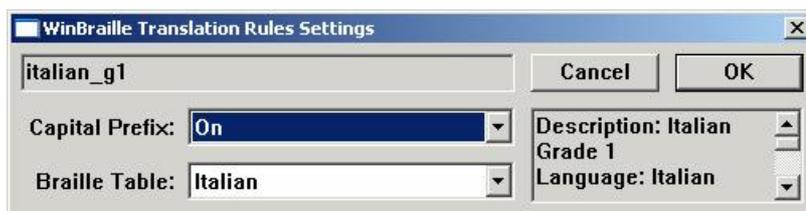
Each rule file may have it's own configurable settings for example capital prefix. Make your selections and click **OK**. To leave without changing the defaults, click **Cancel**.

The translation view also makes it possible to define exceptions to the translation rules. Select an exceptions file and by clicking on **Options** choose from which rule file the exceptions shall be collected. You also have a possibility to make further adjustments using the **Edit List** feature. This is not recommended for the everyday user so if you have specific needs, contact Index Braille support first before you try this out.
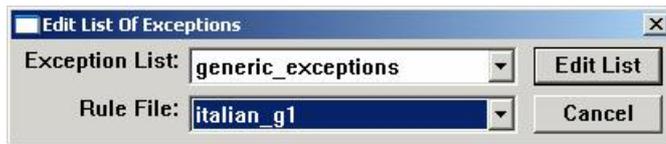
When you are satisfied, click **Next**. To leave the translation view click **Cancel**. To return back to the label layout view, click **Back**.

1.6.6 The database connection view

If you include a database connect for example {A} in the label layout view you will be requested to enter a database connection in the Database connection view:
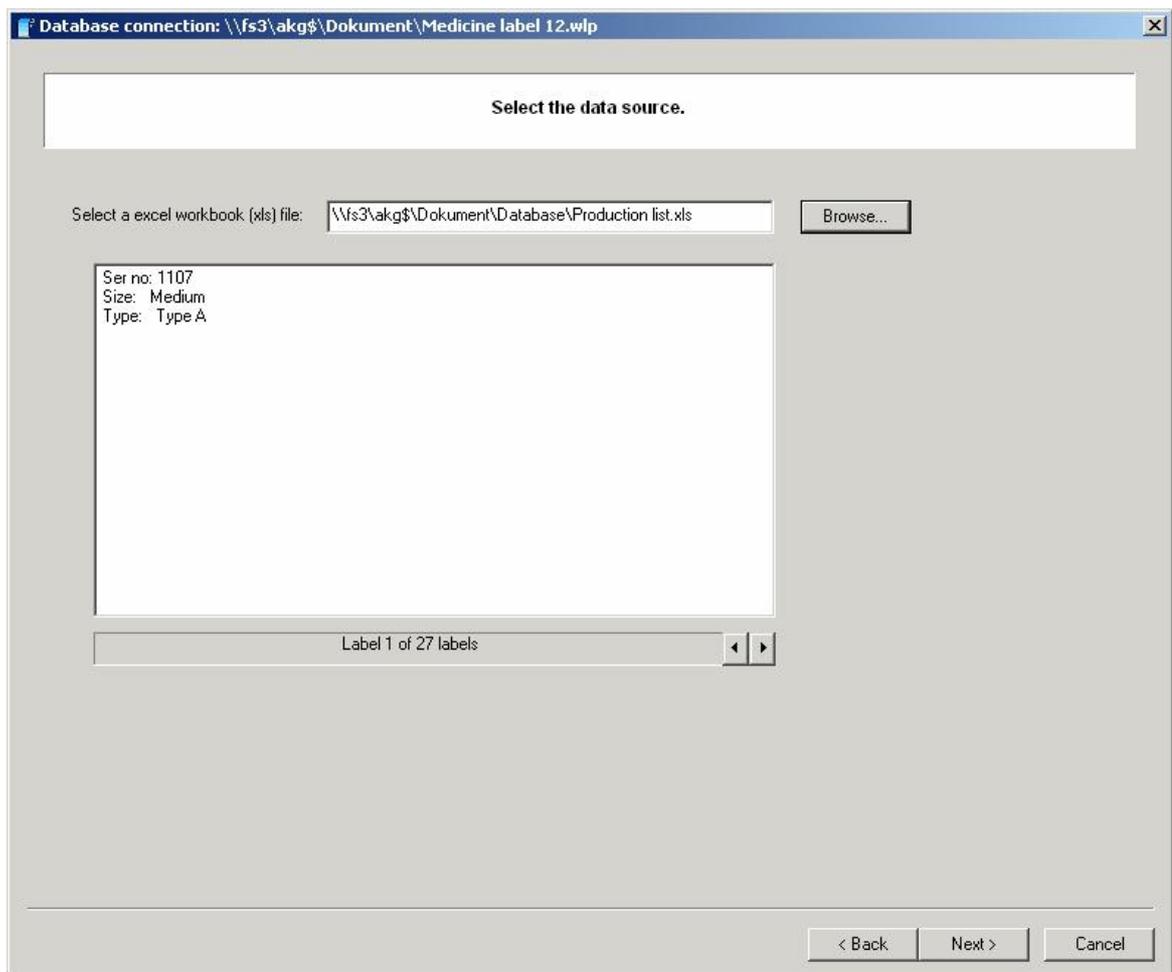
Browse to the excel spread sheet and click Open. The resulting text for each respective label can then be viewed in plain text to verify the result, just press the left and right arrows.

When you are satisfied, click **Next**. To leave the database connection view click **Cancel**. To return back to the translation view, click **Back**.

1.6.7 The emboss view

```
Now it is time to emboss to your Index Braille embosser.
```
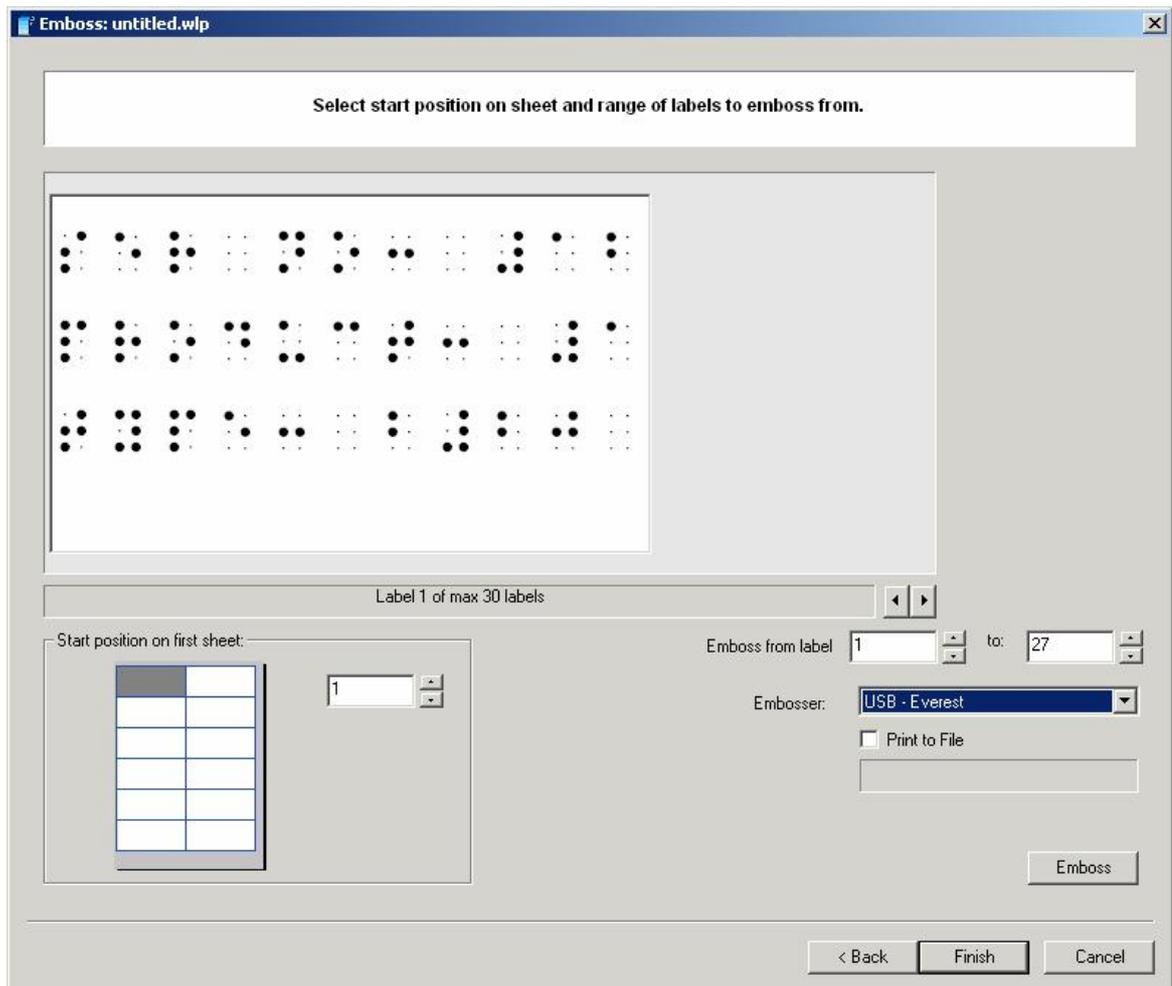

Most of the time you print all the labels at one time so you do not need to do any adjustments in the emboss view. If however you have a need to print the labels step by step you can make a number of selections:
- In the main presentation view you see the currently selected label exactly as it will be embossed (Braille format). Use the left and right arrows below that view to choose which label to view if you want to verify a particular label.
- To the left - **Start position on the sheet** - you can choose which label to start the embossing from. Use the up and down arrows below that view to choose which label to start the embossing with. This is visualized in the graphic representation to the left of the control.
- To the right - **Emboss from Label** - you can choose which database record (line in excel spread sheet), to start the embossing with. Normally you synchronize the start position and the database record to be the same.

Before embossing, choose the embosser among the installed Index Braille embossers, make sure to load the correct label paper in the embosser and click **emboss**.

To leave the emboss view click **Cancel**. To return back to the database connection view, click **Back**. When you are satisfied, click **Finish**. This makes it possible to save the complete label project making it possible for you to reuse all settings and print the same labels again or just with another content in the excel spread sheet.

Click **Yes** and you will be requested to provide a file name and file location. Click **No** to leave without saving and **Cancel** to go back to the emboss view.