# **Downloading Braille Books from the TSBVI Library**

1. 1. Go to tsbvi.edu, hover over Campus Resources, then click Campus Library.
2. 2. Toward the bottom of the page, there will be a link that says Books in Braille. Click on that.
3. 3. Click on the yellow button that says TSBVI Online Catalog System.
4. 4. You are now in our library. Go to the search field in the upper left corner of the screen.
5. 5. To see all of our UEB library books available for download, search for "UEB DXB"
6. 6. You can also search for book title, subject, braille format, etc., but be aware that even if search results come up, they may be for physical hard copy books in the library, EBAE braille files, or another medium that you aren't looking for. Including "UEB DXB" will narrow the results to only high quality transcribed UEB files available for download.
7. 7. Read **News and Messages** for more details about downloading and help.
8. 8. Once you have found a book to download, select which format you want to download.

* For example: Duxbury (DXB) - UEB uncontracted Braille, Any Braille Translator (BRF) - UEB contracted Braille.
* Note: If the format does not say UEB or EBAE in front of it, it is EBAE, and was uploaded before UEB was adopted. These EBAE files were transcribed by volunteers and the quality varies from book to book.

1. 9. Click on the file in the lower left hand corner of the screen.

* Once you've clicked on the file you want, it will automatically download. Click on the file to open it in Duxbury.
* You can skip steps 10 and 11 by using shortcut Ctrl-F11

1. 10. Select "Document" to choose embosser and check margins.

* In Duxbury, "Document" is the 6th tab from the left.

1. 11. Select "Embosser Setup…"

* Under "Document", "Embosser Setup…" is the first list item. You can also get there using the shortcut Ctrl-F11

1. 12. Select your embosser.

* (No Target Embosser) will be selected, and you will need to select your embosser or add a new one if you aren't yet connected to an embosser.

1. 13. Check paper size and margins.

* Once you have selected an embosser, ensure the margins are set correctly. All books are formatted for wide paper, so the characters per line will be 40, and lines per page will be 25. The top and binding numbers may need to be changed, depending on your embosser.
* Check to see if interpoint is checked, and check or uncheck as necessary.

1. You are now ready to emboss your book!

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