Duxbury Braille Translator for Windows (Version 11.3)

Installation and Setup (Complete) (Reference Manual)

E&OE

July 2015

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Contents

Getting Help

Technical Support.

To request product support from Duxbury Systems,

email: support@duxsys.com

Phone: +1-978-692-3000.

Fax: +1-978-692-7912

or send us mail to:

Duxbury Systems, Inc.
270 Littleton Road, Unit 6,
Westford, MA 01886.
United States of America.

Please try to have your DBT Serial Number and version available. If you are unsure of this information, it can be found on the Help: About DBT... screen

NOTE: In many cases, particularly outside North America, your Duxbury Dealer may be able to provide support.

The World Wide Web:

Self Help and Internet Support Lists

Our World Wide Web site offers lots of information about our company, braille issues, and blindness issues. If our site doesn't have the information you need, it's very likely that we have a link to another site where it can be found:

http://www.duxburysystems.com

E-mail Lists:

DBT - DuxUser Discussion Group

The DuxUser forum is an Internet email listserv that is open to Duxbury users, or others potentially interested in becoming Duxbury users, for sharing of ideas and to seek advice on matters beyond routine technical support. Duxbury posts notices of interest to Duxbury users, including the electronic edition of its newsletter (DuxUser) and prompt detailed information about all releases (even minor updates), to DuxUser.

To subscribe to DuxUser, send a blank message to duxuser-request@freelists.org with "subscribe" (without the quotes) in the subject line. Alternatively, one may visit www.freelists.org and subscribe, unsubscribe, or change subscription options at any time via the "login" page. List archives may also be viewed at that site.

(For support messages to be answered by Duxbury, please do not use DuxUser but e-mail directly to Duxbury -- see Technical Support.)

DuxNews - Duxbury's Email Newsletter

Receive news about Duxbury Systems and our products by signing up for DuxNews -- Duxbury's email newsletter. Here is how you can join:

To subscribe to DuxNews, send a blank message to duxnews-request@freelists.org with "subscribe" (without the quotes) in the subject line. Alternatively, one may visit www.freelists.org and subscribe, unsubscribe, or change subscription options at any time via the "login" page. List archives may also be viewed at that site.

(There is no need to join both DuxUser and Duxnews, because any information that we post to Duxnews would also be posted to DuxUser.)

Archives for DuxUser

Our archives are publicly available, and you do not need to be subscribed to DuxUser to view them.

http://www.freelists.org/archives/duxuser/

The archives date back to July 2002.

Older DuxUser messages are archived on Yahoogroups at:

http://groups.yahoo.com/group/duxuser/messages

We also have archives of the old Dotty Duck advice columns on Yahoogroups at:

http://groups.yahoo.com/group/dux101g/messages (for general users)

http://groups.yahoo.com/group/dux101t/messages (for transcribers)

To view the Yahoogroup archives you will need to sign up for a user account with Yahoo.

Installation

DBT supports these three types of installation:

1. Simple Installation is nearly automatic, and is sufficient for the needs of most users.
2. Custom Installation allows a greater degree of control over the installation, but in practice should be seldom needed.
3. Network Installation allows network support personnel to easily install and maintain multiple DBT installations through a network.

(Items 2 and 3 above are only detailed in the "Complete" version of this guide.)

To get started, simply choose, from the list above, the type of installation that fits your needs, click the link and start reading. If you're unsure which to try, we strongly recommend Simple Installation.

Related Topics:

End User License Agreement (EULA) The **EULA** is a legal agreement between you and Duxbury Systems, Inc.

Removing DBT How to use the Control Panel to Remove DBT (should that be necessary) .

Installation Check List

The following is provided to assist you with the installation of your software and the various options you may wish to address.

You may wish to print this page and use it to check off items as completed.

Installation Check List

Item	Action	Section/Page	Required	Completed
1	Install DBT	See "Installation" on page 6	Yes	
2	Install Embosser	See "Global: Embosser Setup..." on page 41	Yes	
3	Install Printer	See "Document and Global: Printer Setup..." on page 49	Optional	
4	Register	See "Help: Registration" on page 34	Recommended	
5	Activate	See "Activate this Computer" on page 32	Yes	
6	**Check that the software is working for all users.**		Yes	
THE FOLLOWING TEND TO BE ITEMS WHICH THE USER WILL WISH TO CONSIDER, BUT MAY ALSO REQUIRE ADMINISTRATIVE RIGHTS TO CHANGE.				
7	Autosave options (Check Time)	See "Global: Autosave Options" on page 51	For user	
8	Default Views	See "Global: Default Views..." on page 54	For user	
9	Internationalization	See "Global: Internationalization" on page 56	For user	
10	Fonts	See "Global: Fonts..." on page 58	For user	
11	View Preferences	See "Global: View Preferences..." on page 58	For user	
12	Shortcut Preferences	See "Global: Shortcut Preferences..." on page 61	For user	
13	Word Perfect Importer	See "Global: WordPerfect Importer..." on page 62	For user	
14	Word Importer	See "Global: Word Importer..." on page 63	For user	
15	Formatted Braille Importer	See "Global: Formatted Braille Importer..." on page 65	For user	
16	Hyperlink Settings	See "Global: Import Options" on page 61	For user	

Simple Installation

Chances are that you can get DBT installed with only the instructions included in this topic, or, for that matter without any instructions at all. Installation of DBT should usually be as simple as inserting the CD and following the prompts. But this guide is included to help you as necessary along the way.

Step 1: Insert the CD

To get things started, insert the DBT product CD into a CD drive on your computer. After a moment, you should see a screen much like the following:
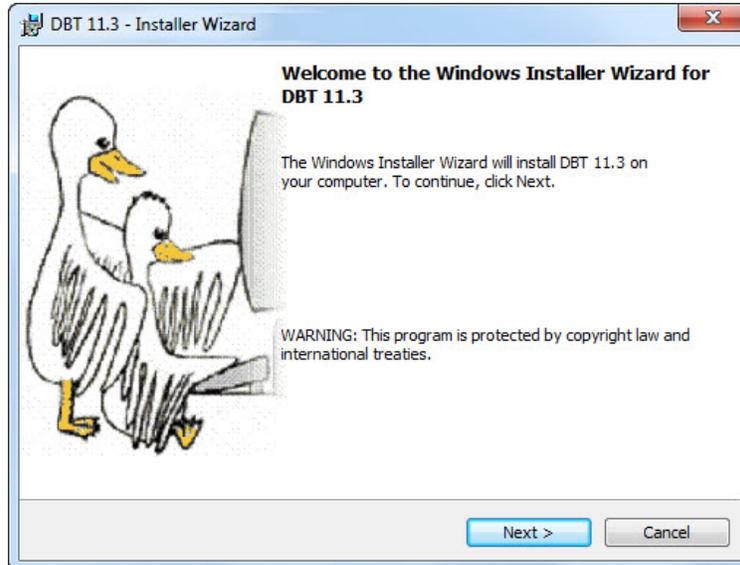

Simply click the Next button, or type **Alt+N** or **Enter**, to continue. If you wish to quit now, or when viewing any subsequent screen, click the Cancel button, or type **Escape**. Your system will not be changed regardless of when you choose to cancel the installation.

If, for whatever reason, inserting the CD does not cause the Installer Wizard to appear, then browse the CD contents for a file called dbt-1103.msi and open it, then proceed as above.

Step 2: Read the License Agreement

Next, you will see a screen like the following:
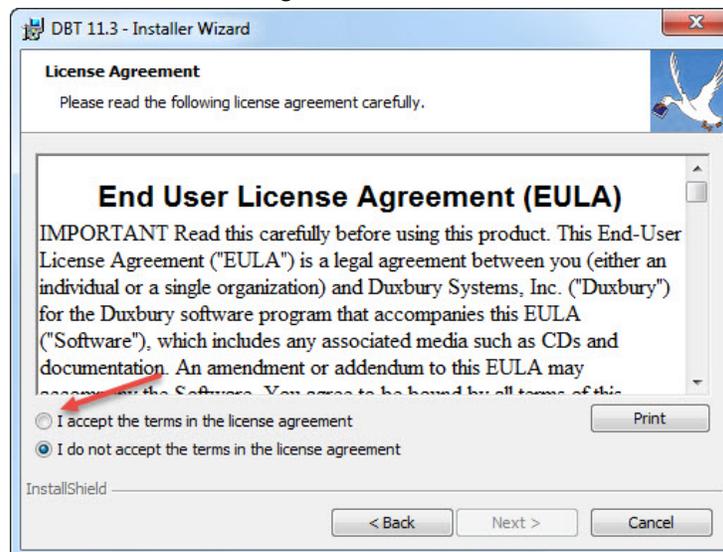
Notice that the Next button is initially disabled. In order to continue installation, you must accept the terms of the license agreement by selecting the radio button so labeled, or by typing **Alt+A**. *If this is*

your first time installing DBT 11.3, we urge you to read the text first. If you choose not to accept the agreement, you may cancel installation and contact your dealer or Duxbury Systems to return the software, within 90 days of your purchase.

If you accept the license agreement, simply click Next, or type **Alt+N** or **Enter**, to continue.

Step 3: Personalize your Installation

The next screen looks like this:

Some parts of the dialog, the User Name, Organization, and License Text fields, may be filled in. Unless you hear otherwise from your network administrator or supervisor, there is generally no need to be particular about how you fill out the first two fields.

If you wish to enter (or correct) the User Name, type your name when the dialog first appears, then type the **Tab** key to move on; if you do not want to enter (or correct) the User name, just type the **Tab** key.

Now, if you wish to enter (or correct) the Organization, type your company name and **Tab** to move on. If you do not want to enter (or correct) the Organization, then just type **Tab**. This datum is very often left blank.

At this point, you'll have reached the critical part of the dialog. Into this third field, you must enter your License Text. If you are updating to DBT 11.3 from an earlier installation, then your License Text will usually be displayed already. If this is a new installation, then you should find your License Text, in both print and braille, on card stock in the original shipping carton. Be sure to enter the License Text exactly as it appears on the card, paying attention to spaces and capital letters.

License Text will usually look something like one of the following samples:

**DBT H1234-12345678**

or

Single-user license G1234-12345678

If you have any difficulty locating your License Text, then please contact your dealer or Duxbury Systems.

Leave the License Text field blank if you are installing a demonstration version of DBT. You'll be given the chance to supply your license text after DBT is installed and running, should you decide that you wish to purchase a license.

When you have completed the license text, or decided to omit it, click the Next button, or type **Alt+N** or **Enter**, to continue.

Step 4: Select the "Typical" Setup Type

This step could not be simpler! You'll see a screen like this one
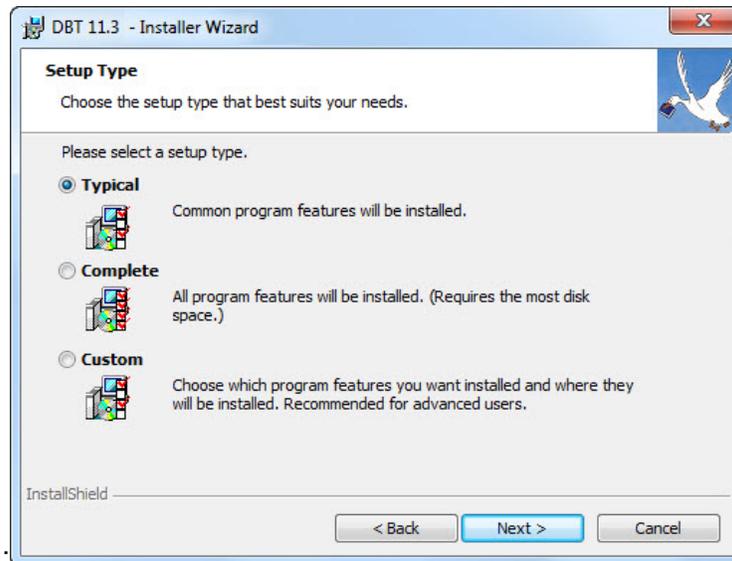
Just click Next, or type **Alt+N** or **Enter** to continue. Changing anything in this dialog before clicking Next would start you along toward a Custom Installation. We do not recommend that for most users.

Step 5: Confirm your Work

The next screen simply shows you the answers that you have chosen so far:
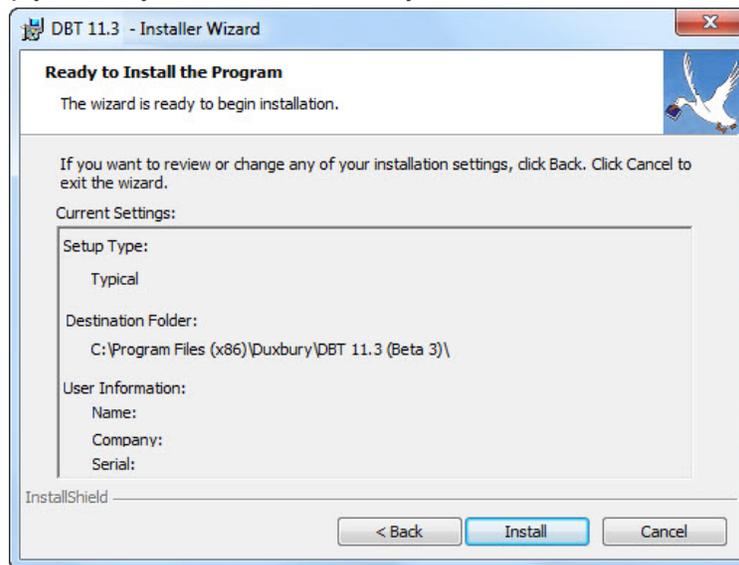
This is your chance to stop and review the information you have given to the installer so far. If you want to make a change to the information on any of the earlier screens, click the Back button, or type **Alt+B** to return to the previous screen. That screen, in turn, will have a Back button for you to press (or type **Alt+B**), and so forth through to the first screen of the installer. Once you have made any corrections, use the Next button, or type **Alt+N**, within each dialog, until you have returned to this one.

Usually, however, there is no point in using that Back button. Just click the Install button, or type **Alt+I** or **Enter**, to let the installer go about its work. As the installer proceeds, you'll see a screen like this:
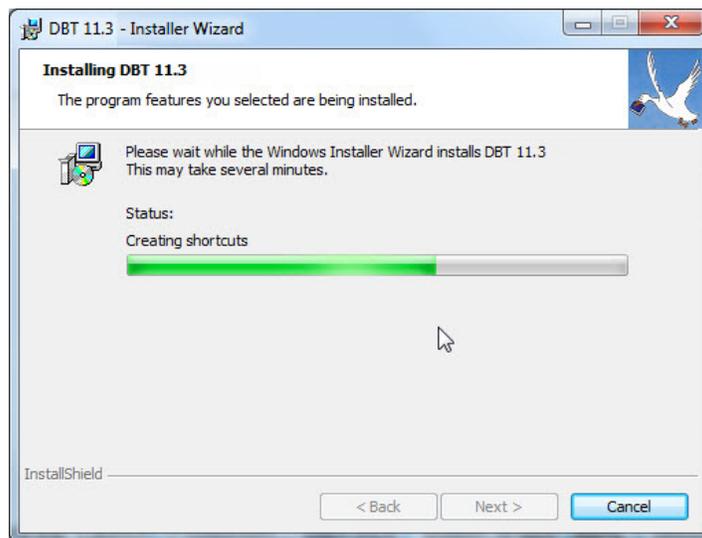
Even now, you can cancel the installation, though this takes longer than it would have before, because cancelling now will leave the installer with some clean-up tasks (which it handles automatically) in order to leave your computer unmodified.

The status bar will reset itself several times and progress again from the left to the right. This can be modestly frustrating, but it is perfectly normal for this kind of program installation.

Step 6: Finish the Installation

When the installer has finished installing DBT and configuring your system, you'll see one final screen, like this one:

It is often a good idea to check the "LaunchDBT 11.3" button, or type **Alt+L**, before clicking Finish, or typing **Alt+F** or **Enter**. Only "Finish" is truly required, but if you check the "Launch DBT 11.3" button first, then the Installer will start DBT for you. Not only will this allow you to quickly confirm that DBT is working, but you'll also be able to Activate DBT (under most circumstances) and install and configure embossers. If you are not the end user, and the end user does not have Administrative Rights on this machine, then you should perform these tasks before turning the computer over to the end user.

Custom Installation

Before reading this topic, be sure that you have read and understood the instructions for Simple Installation. That topic includes full instructions for the simplest (and most common) type of DBT installation. This topic, in contrast, does not give full instructions for a more complex installation, but simply explains how to modify the Simple Installation steps to customize your installation.

There are three different ways to modify the Simple Installation instructions covered here. You can easily elect to:

1. Install all features,
2. Change where the software is installed,
3. Change where DBT's activation is stored, or
4. Customize what features are installed.

Each of these customizations is covered in a separate section below.

Customization 1: Install all features

If this is all you want to do, the first thing to do is reconsider. The Simple Installation procedure in fact installs all or nearly all features anyhow. The only features you're likely to miss this way are the French Braille Fonts, which are not generally of interest outside of French-speaking nations. However, if you want to be absolutely certain that everything is installed, then simply click Complete, or type **Alt+C**, when you see this screen (in step 4 of the Simple Installation instructions):
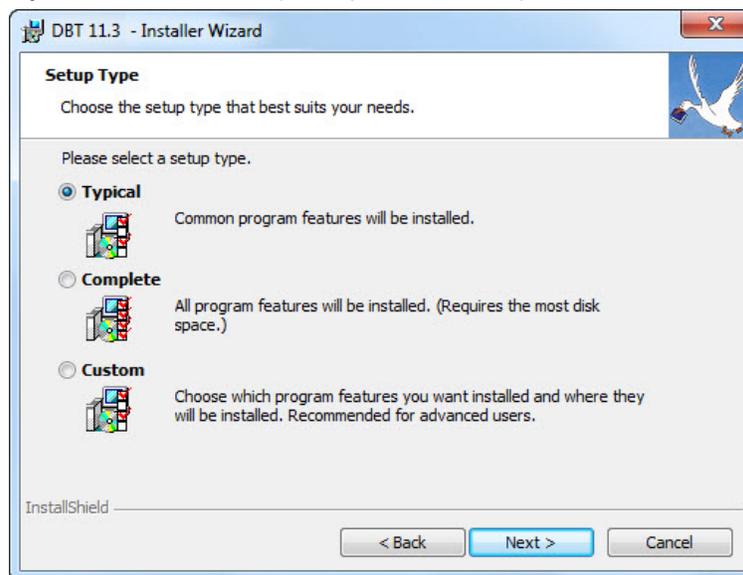
The remainder of the installation proceeds just as it does in the Simple Installation instructions.

Note: If you want to install all features *and* change the installation or activation storage directory, then you must instead follow the steps below for Customization 4: Customize what features are installed, then simply elect to install each and every feature. This is necessary because you can modify the installation directories only if you select Custom in the dialog shown above.

Customization 2: Change where the software is installed

Most of the files that the installer puts on your system are placed into a single folder, typically C:\Program Files\Duxbury Systems, Inc.\DBT 11.3, for 32-bit computers. (On 64-bit machines, the typical folder is, C:\Program Files (x86)\Duxbury Systems, Inc.\DBT 11.3.) If the default location for this folder does not suit you, you can change it.

First, when you see the dialog shown above (in step 4 of the Simple Installation instructions), you must click Custom, or type **Alt+S**, before clicking Next, or typing **Alt+N** or **Enter**. By doing this, you cause the installer to insert two extra dialogs in the installation sequence.

Note: If you do not alter any of the settings in either of these two installation dialogs, then the result is exactly the same as if you had followed the Simple Installation instructions without elaboration. That is, the result is a "Typical" installation.

The first extra dialog, which allows you to change where the software is installed, is shown here:
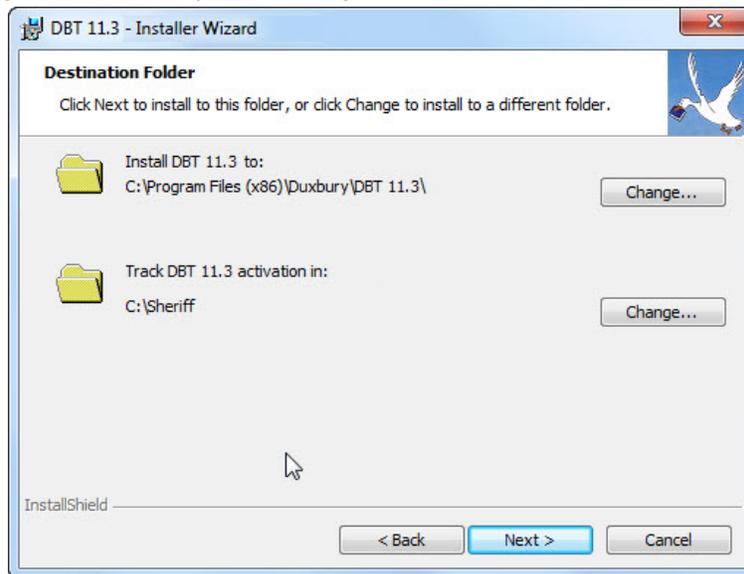
If you want to change where the software is installed, click on the first Change button, or type the **Tab** key until you reach it, then strike the **Spacebar**. You will then see a dialog like this one:
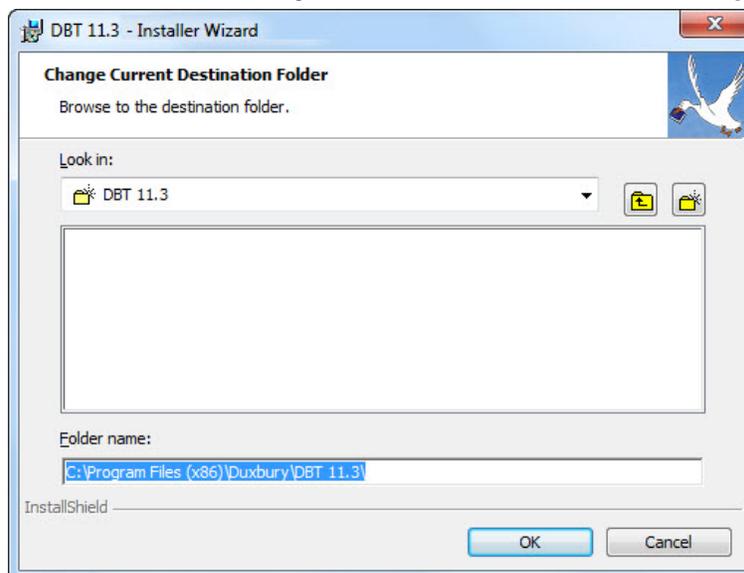
If you wish, you can use the drop-down list at the top of the dialog to review the name of the current destination folder, and see the hierarchy of folders in which it will be created. (**Note:** the radiating lines shown in the folder icon to the left of "DBT 11.3" in the image shown above indicate that this will be a new folder.)

You can also use the Parent Folder and Create New Folder tool buttons that appear to the right of the drop-down list.

However, it may be simplest just to use the editable text control near the bottom of the dialog. This shows, as plain text, the full path to the folder proposed as a destination for DBT 11.3. In our example above, this control contains the text "c:\Program Files (x86)\Duxbury\DBT 11.3". This text is also highlighted in the example shown above, which indicates that it is selected. This is the way the dialog first appears. So be careful when the dialog first appears, because any text that you type will replace the entire proposed destination path. We recommend using an arrow key, or perhaps the **Home** key, if you just want to change the drive letter, before you start editing the text of this control.

(Note: If you make a mistake, just press **Escape**, or click the Cancel button, then push **Spacebar** again, or re-click the Change button in the Destination Folder dialog, to return to this dialog.)

The path that you specify does not need to exist. The installer will create the destination folder for you, as well as any parent folders as required. However, you do need to have sufficient operating privileges on this computer in order to create these folders.

When you have finished modifying the destination folder, click the OK button or type **Enter**. You will be returned to the Destination Folder dialog, which will now be updated to reflect the new Destination Folder you specified. Click Next, or type **Alt+N**, to continue. Or, if you wish to change the folder for DBT's Activation files, then read the next section.

Note: While the Change Destination Folder dialog remains active, the Installer periodically checks to be sure that you're specifying a valid location — either an existing folder to which you can write files, or a path that you can create. It also checks this when you click OK to dismiss the dialog. If the path is not valid, the installer might pop up an error message like this one:
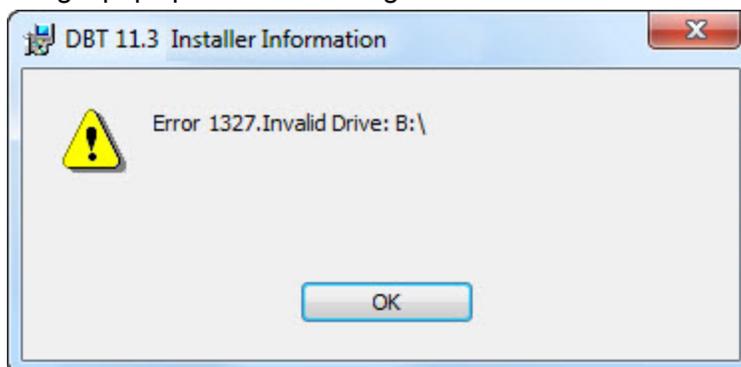
You can dismiss any such error message easily enough by clicking OK or pressing **Enter**. The Installer may or may not then immediately "fix" your mistake by resetting the text of the Folder Name to be what it was when the dialog first appeared. Watch out for that.

## Customization 3: Change where DBT's Activation is stored

In order to become activated, DBT needs to store several activation files on your hard drive. These files are stored separately from your DBT software because, unlike the program files which are normally in a read-only directory, the activation files must be placed in a folder that is writable by any person running DBT. DBT normally places the activation folder at C:\Sheriff.

If you need to change the location of the Activation files, follow the procedures as outlined above for changing where the software is installed, but use the second Change button in the Destination Folder dialog instead of the first. Be sure that you specify a location that your end users can read and write.

Note: If you make this change while updating or modifying a previous DBT 11.3 installation, then the installer might need to deactivate DBT before relocating the activation files. It will do this automatically; but this will leave your software deactivated, so you'll have to activate it again when you next run DBT.

Customization 4: Customize what features are installed

When you select a Custom installation, the Destination Folder dialog required to change the location where DBT itself or its activation files are stored is but the first of two dialogs that the installer inserts into the normal sequence. The second of these two dialogs is used to choose specific features to be installed. It looks like this:
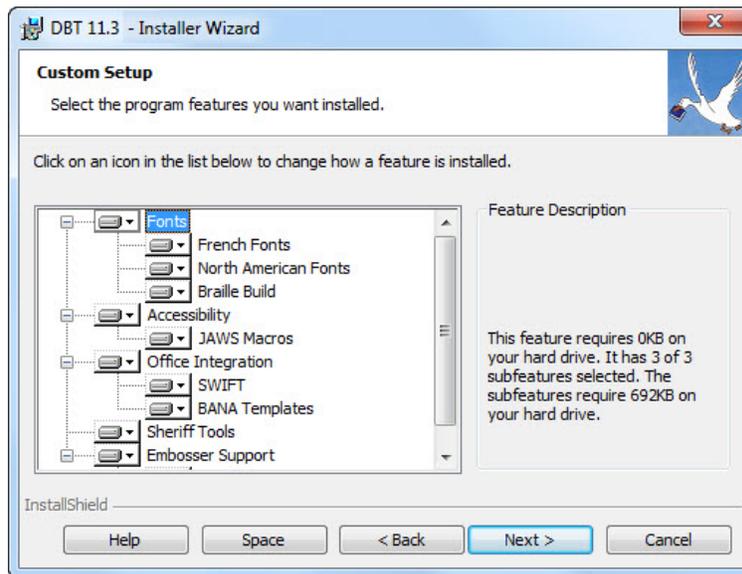
The most important part of this dialog is the tree control, on the left side of the dialog. This is used to show which features are currently selected for installation, and can be used to select or de-select features for installation.

The tree control shows only the name of each feature. Unfortunately that may not always tell you enough about it to know whether you want it installed. For certain select items in the tree control, additional information is displayed in the "Feature Description" portion of the dialog, to the right of the tree control. For these items (like Sheriff Tools), you can read this information to learn more. Note that you can not de-select the basic features of DBT, so you can not create an installation that will not work.

The following keys can be used within the tree control:

- **Up Arrow** moves the selection to the previous item in the tree control, scrolling the control if necessary. **Up Arrow** does nothing if the first item in the control is already selected.
- **Down Arrow** moves the selection to the next item in the tree control, scrolling the control if necessary. **Down Arrow** does nothing if the last item in the control is already selected.
- **Right Arrow** moves the selection to the first individual item or subgroup within a feature group, expanding the tree control to show the contents of the feature group if necessary. **Right Arrow** does nothing when it is on an individual feature.
- **Left Arrow** moves the selection from an individual feature to the feature group that contains it. When a feature group is selected, **Left Arrow** hides the features within it, or does nothing if they are already hidden.
- **Spacebar** brings up a popup menu, which is discussed in more detail below.

When the Feature Selection dialog is first displayed, all feature groups are expanded, so all individual features are showing. Moreover, most or all features are selected for installation.

To de-select a particular feature, navigate to it within the tree control, using the keystrokes shown above, or by clicking on the feature with the mouse. Now push **Spacebar** or right click on the feature with the mouse. A menu will pop up, as shown here:
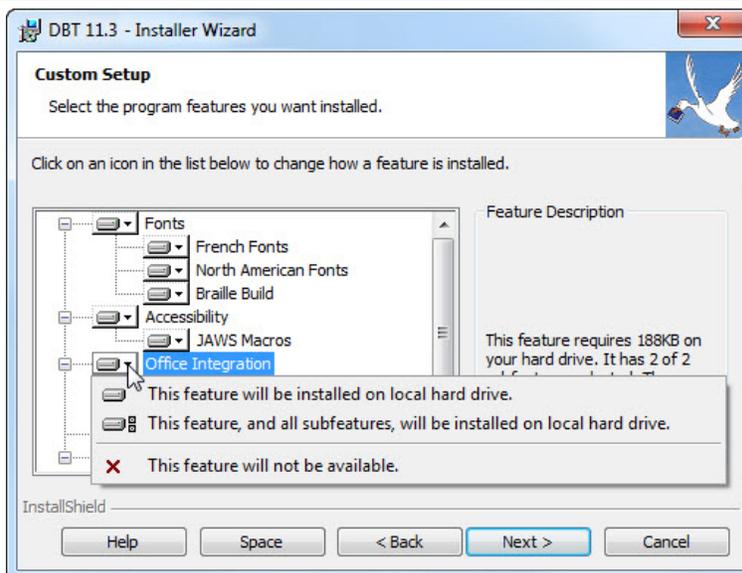
The pop-up menu contains these choices:

- This feature will be installed on local hard drive. This choice is the default for most individual features. It simply means that files related to this feature will be installed. However, if this is a feature group, rather than an individual feature, then selecting this will not automatically imply that individual features within this group will also be installed.
- This feature, and all subfeatures, will be installed on local hard drive. This choice is available only for feature groups. Selecting it means that all files associated with the feature group and all individual features within the group, will be installed.
- This feature will be installed to run from network. This choice is **not supported** by DBT. So please **do not select it**.
- This feature, and all subfeatures, will be installed to run from the network. This choice is available only for feature groups, not for individual features. As with the previous choice, it is **not supported** by DBT. So please **do not select it**.
- This feature will not be available. Select this choice if you do not want to install an individual feature. When you select this for a feature group, no feature within the group will be installed.

If you bring up the pop-up menu for a feature and decide that you do not want to change whether it is to be installed, you can dismiss the menu by striking the **Escape** key. Either **Escape** or **Enter** will dismiss the menu; **Enter** may change whether the feature is to be installed.

You can continue navigating through the tree control, observing the Feature Description, and using the pop-up menu to change whether a feature is to be installed, until you are satisfied that you have selected just the right combination of features. When you're done, click the Next button, or type **Alt+N**, to continue.

The other buttons at the bottom of the dialog are typically not necessary to use. The Back and Cancel buttons serve their usual functions. The Help and Space buttons both bring up informational dialogs. The Help dialog explains what the different choices in the pop-up menu mean, and what the icon associated with each choice looks like. But it will not tell you that setting a feature to run from the network is not supported by DBT. The Space dialog lists the hard drives you have and how much space is available on each. It will highlight any hard drive that does not have enough space to install DBT. So if you're tight on space, you can use that dialog to explore where there might be room for DBT. Note also that de-selecting features for installation will reduce the space needed for the installation.

Network Installation

DBT 11.3 has been carefully designed to support installation of multiple copies of the program on a corporate or educational network. If DBT will be used by a relatively smaller number of users who share a large number of computers with other users then you will want to install DBT on your network using a server and a shared activation model. With shared activation, DBT can be installed and accessible on many machines, but may only be run by a limited number of users at one time, with that number determined by your license agreement.

In corporate and educational networks, individual users frequently lack administrative access privileges, meaning a network support professional must generally perform these installations.

Users of prior versions of the Duxbury Braille Translator should know that some details of network installation have changed, so please review these instructions even if you are experienced with DBT installation.

Getting Started

If you want to launch right into your installation, you can follow these links to the two options for installing DBT on your network, or you may want first to view the two brief background topics that follow.

- Instructions for manually installing DBT on server and client machines
- Instructions for automatically deploying DBT software from the server onto client machines

About the Automatic Deployment Option

For all of the technology behind the Windows installer (see links below), your task boils down to one essential trick: creating a "server image." A server image is a customized form of the DBT installer that you create yourself. You then use the server image instead of the original DBT installer on each client computer. The server image is customized to supply automatically answers to the questions you would normally answer during a Simple Installation.

Thus, you can breeze through, clicking only the Next button at each dialog. Better still, you have the option to run the installation without any interaction at all, showing only a progress bar or running completely in the background.

The server image is customized so that it automatically includes in every installation:

• Your license number

• A (standard) user name

• Embosser configuration definitions (optional)

Including embosser definitions can be a big time saver. Be sure to try this feature if you have many installations that use the same embosser or set of embossers.

About Windows Installers

The DBT installer is a Windows installer package. Using Windows installer technology confers all its standard features: installation, software maintenance and repair, clean software removal, and even installation onto workstations from a central location.

The following external links to Microsoft support resources will help to familiarize you with the Windows installer:

Overview of the Windows Installer Technology

Frequently Asked Questions About Windows Installer

How to resolve Common "Windows Installer" Problems

Command-Line Switches for the Microsoft Windows Installer Tool

Admittedly, installation onto workstations from a central location is an advanced topic and not recommended to the inexperienced. Moreover, the details about how to perform this task vary

depending on your edition of the Windows Server operating system. If you would like to know more, we recommend that you look for information on "Software Installation and Maintenance" within the "Distributed Systems Guide" that should come with the Resource Kit for your server OS.

Additional, or revised information is available at:

http://www.duxburysystems.com/documentation/dbt11.2/getting_setup_in_ DBT/Installation/Installation.htm

Network Installation using the Activation Wizard (Manual)

A network-based installation of DBT is simply an installation in which all the instances of DBT, on as many machines as they are installed, are all activated through a single server machine on your network. Only the server computer needs to be officially activated; all other DBT's on the network become activated as its clients. Naturally, in this set-up the server must be activated for multiple users.

Overview

Network installation is a fairly dense topic. Here we summarize the instructions to show an outline of the steps.

1. Assemble the tools for the tasks listed below.
2. Install DBT on the server or master workstation.
3. Activate DBT for multiple users on that server.
4. Install the Shared License Service on that server, and allow it in the firewall.
5. Install DBT on the client workstations, and connect each one to the server using the DBT Activation Wizard.

Now we go through these steps in detail.

(1) Assemble the Tools

1. You need to know the location of your standard DBT installer, whether on CD or downloaded from Duxbury. If you have the DBT distribution CD in your computer, this location might be D:\dbt-1103.msi. But it is up to you to know the exact volume letter and path. You also need to know the location of the Shared License Service installer, a separate installer which is also on the CD or downloaded from Duxbury (http://www.duxburysystems.com/downloads/duxsls-0100.msi, but please note that the number of this installer file can change over time).
2. You should know your license text and the maximum number of DBT users you are licensed for. The license text can usually be found on a print-and-braille card that came with your original purchase of DBT. It may also be found in a file called gjgmw.dxr or hjgmw.dxr that came with your original purchase of DBT if your first purchase was of version 10.4 or earlier. The number of users should be found on your purchase paperwork or other key documents relating to your installation.
3. You will install and activate DBT on your server or master workstation as your first task. The next section covers the server installation task in detail.
4. You should verify that TCP/IP port 8080 is not already in use on your network, and will not be blocked by internal firewalls between the machines where DBT will be installed. This is the default port number that the "Shared License Service" uses. If port 8080 is not available or not suitable, then choose another port and play close attention to the instructions about where to enter the custom port number.
5. Know your server's DNS name in order to locate it from the client machines. If you do not have a DNS name, you can instead use the server's IP address as long as it is a static IP number. On the server, use **ipconfig /all <Enter>** to obtain its DNS name. Use **ping** (name) **<Enter>** on the client machines to verify that the client machines can find the server with that name. **Note:** Do not use a dynamic IP number or DBT activations will only work for a short time.

(2) Install DBT on the Server or Master Workstation

We say, "server" *or "master workstation"* because the computer you choose as the master for DBT activation need not be running a server operating system. This gives you a wider choice of which computer to use as your master for activation. If the computer you choose is not a Windows Server

machine, then it must be at least a Windows 7 computer or later, and you need to be willing to leave it powered on whenever DBT is needed by any user on the network

Once you have chosen a server machine, install DBT on it by following the <u>Simple Installation</u> instructions.

(3) Activate DBT on the server

The next step is to activate DBT on the server machine. When you launch DBT, you will see the "Activate" button on the splash screen. When you click that (or the like button in the "About" box), it invokes the Activation Wizard. Or the Activation Wizard can be invoked directly from the DBT home folder (actwiz.exe).

On the Activation Wizard main page is a radio button labeled, "`Set up this server to host the network license.`" Select that choice and click the "Next" button. From there you can simply follow the instructions in the Activation Wizard, but here are some helpful tips.

Activating by Internet, if possible, is by far the quickest and most convenient method.

If you are not using port 8080, the Wizard will direct you where to enter your selected port number.

You will need your license text, the server computer name, and a user name. The license text may be pre-populated for you. To avoid confusion, we suggest you enter the same computer name as the DNS name that client machines will use to address this server (but this is not a requirement). In the User Name field, you may want to enter the name of the organization (perhaps abbreviated) instead of the name of an individual. Whatever name you use here, keep track of it to enter it again from the DBT client machines.

To see page-by-page instructions for using the Activation Wizard see <u>Registration and Activation</u>.

Note: This is the only activation you need to do. Do not attempt to activate the client machines separately, instead they will be "connected" your server.

(4) Install the Shared License Service

Summary: Just the same way DBT is installed from an installer package (an .msi file), you need to install the Shared License Service from its .msi file, duxsls-<version>.msi. When you complete the installation, the network license-sharing service starts up. This service allows other machines on the network to obtain their DBT activations from your server.

The Installer: The installer guides you through each step, beginning with the End User License Agreement, which you must accept to enable the Next button and which we recommend you read through at least once. By default the installer places the Shared License Service files in the "Duxbury\Shared License Server" folder. We recommend you accept the default location.

On the last page of the installer, the Install button completes the installation using the selected folder. If your version of the installer includes a checkbox prompting you to "Configure and start service" you should leave that checked, because it will open the Duxbury SLS Editor for you automatically. If not, you need to go to your selected installation folder (again, it is "Duxbury\Shared License Server" by default) and click on the DuxSlsEditor.exe to run it.

The Editor: If your installation includes multiple versions of DBT, or includes other Duxbury products like NimPro, or uses third-party software that is activated using "Sheriff," you need to configure them using the SLS Editor. Even if you have no complications, you invoke the Editor to build the required initialization files and to start the service.

The Editor prompts you for a port number for the Shared License Service. As previously noted the default is port 8080, and you can use that if it is not already in use or unsuitable for some reason local to your own network. If you chose a different port number in the Activation Wizard, enter that same port number here.

On this same screen, the Editor provides a list of checkboxes for you to indicate which Duxbury products you wish to share from this server. In the most common case, that list contains only the

single version of DBT that you have just installed and activated. In the most complicated case, the list may include several Duxbury products and versions, and even third-party software.

Unless necessary, we do not recommend running third-party products (should any be listed) under the same port number as your Duxbury applications. In the most complex case, conflicts between Duxbury and third-party software may possibly be resolved by editing the content of the initialization (.ini) files per the next screen in the Editor. Consult your local IT personnel if you need to do this. Normally no editing of these settings is required.

On leaving the Editor you must click the "Start Service" button to launch the Duxbury Shared License Service. You can confirm this service is running by finding it under this name in your "Administrative Tools: Services" screen.

Concerning Your Firewall

The Duxbury Shared License Service is not added to the list of rules (or programs) in your firewall automatically. You must edit the Inbound Rules of the Windows Firewall (or similar program list on your third-party firewall) to add this service.

Using Windows 7 as an example:

In the Windows Firewall, you need to access the "Advanced settings" (administrative level) functions.

To avoid confusion, we suggest you name the new entry, "Duxbury Shared License Service."

Assuming you have installed the Shared License Service in the normal default location, the program you need to allow is under the "Duxbury\ Shared License Server" folder. The program you need to allow is named slsServer.exe.

Once you make the new entry, you can open the specific port number that this service communicates on. In the Windows Firewall this setting is found under the Properties of the Duxbury Shared License Service.

Consult your specific firewall documentation for additional guidance.

(5) Install DBT on the Client Workstations and Connect Them using the DBT Activation Wizard

For each client computer, install DBT by following the Simple Installation instructions.

Then you need to connect the client machine to the server. To do this, launch the DBT Activation Wizard. You can do this by running DBT and then clicking the "Activate" button on the splash screen or in the DBT "About" box, or by invoking the Activation Wizard (actwiz.exe) directly in the DBT home folder.

On the Wizard's main page is a radio button labeled, **"Connect to the network license server on your LAN."** Select that choice and click the "Next" button.

To complete your connection on each client machine, you need to fill in:

1. The DNS name or IP address of the server.
2. The port number used to communicate with the server (again, the default is 8080).
3. Your DBT license text.
4. The User Name as entered on the server.
5. The local computer name.

Once you have entered this data, click the Test button. Test attempts to complete the connection. This lets you know the data you entered are valid. Then click Next.

Network Installation Using a Server Image (Automatic)

A network-based installation of DBT is simply an installation in which all the instances of DBT, on as many machines as they are installed, are all activated through a single server machine on your network. Only the server computer needs to be officially activated; all other DBT's on the network become activated as its clients. Naturally, in this set-up the server must be activated for multiple users.

This method of installation requires at a minimum that you have a network accessible location to host the "server image" installer you will create. This location must be accessible by all your client computers that will run DBT. Use the Network Installation using the Activation Wizard (Manual) instructions if you cannot set up such a shared location on your network.

These instructions consist of an overview, detailed step-by-step instructions for installation and activation, and some notes at the end on Unattended Installation and Quiet Installation.

Overview

Network installation is a fairly dense topic. Here we summarize the instructions to show an outline of the steps:

1. Assemble the information and tools to create the server image.
2. Install DBT on the server or master workstation.
3. Activate DBT for multiple users on that server.
4. Configure embossers in DBT on that server.
5. Install the Shared License Service on that server, and allow it in the firewall.
6. Create the "server image" of the DBT installer. Save the server image in a shared folder that client computers can access.
7. On each client machine, install DBT from the server image.

Now we go through these steps in detail.

(1) Assemble the Information and Tools

1. You need to know the location of your standard DBT installer, whether on CD or downloaded from Duxbury. If you have the DBT distribution CD in your computer, this location might be D:\dbt-1103.msi. But it is up to you to know the exact volume letter and path. You also need to know the location of the Shared License Service installer, a separate installer which is also on the CD or downloaded from Duxbury.
2. You must prepare a network location or shared volume to make available the server image you will create. There should be at least 100 MB free at this location. **This location must be writable for you, and it must be readable from all the computers where DBT will be installed.** Do not use the "Program Files (x86), Program Files," or "Windows" directories. The location you share from need not be on your DBT server computer. For example, let us say that you have set up a directory on "server10" called "DBTinstall". The network location of the server image would be "\\server10\DBTinstall."
3. You should know your license text and the maximum number of DBT users you are licensed for. The license text can usually be found on a print-and-braille card that came with your original purchase of DBT. It may also be found in a file called gjgmw.dxr or hjgmw.dxr that came with your original purchase of DBT if your first purchase was of version 10.4 or earlier. The number of users should be found on your purchase paperwork or other key documents relating to your installation.
4. You will install and activate DBT on your server or master workstation as your first task. The next section covers the server installation task in detail.

5. You should verify that TCP/IP port 8080 is not already in use on your network, and will not be blocked by internal firewalls between the machines where DBT will be installed. This is the default port number that the "Shared License Service" uses. If port 8080 is not available or not suitable, then choose another port and pay close attention to the instructions about where to enter the custom port number.
6. Know your server's DNS name in order to locate it from the client machines. If you do not have a DNS name, you can instead use the server's IP address as long as it is a static IP number. On the server, use ipconfig /all <Enter> to obtain its DNS name.
    Use `ping` (name) **`<Enter>`** on the client machines to verify that the client machines can find the server with that name. **Note:** Do not use a dynamic IP number or DBT activations will only work for a short time.
7. If you intend to share one or more braille embossers with all the DBT users on the network, you should have any documentation you need to define a global embosser configuration for each one that is to be shared.

(2) Install DBT on the Server or Master Workstation

We say, "server" *or* "master workstation," because the computer you choose as the master for DBT activation need not be running a server operating system. This gives you a wider choice of which computer to use as your master for activation. If the computer you choose is not a Windows Server machine, then it must be at least a Windows 7 computer or later, and you need to be willing to leave it powered on whenever DBT is needed by any user on the network.

Once you have chosen a server machine, install DBT on it by following the Simple Installation instructions.

(3) Activate DBT on the Server

The next step is to activate DBT on the server machine. When you launch DBT, you will see the "Activate" button on the splash screen. When you click that (or the like button in the "About" box), it invokes the Activation Wizard. Or the Activation Wizard can be invoked directly from the DBT home folder (actwiz.exe).

On the Activation Wizard main page is a radio button labeled, **"Set up this server to host the network license."** Select that choice and click the "Next" button. From there you can simply follow the instructions in the Activation Wizard, but here are some helpful tips.

- Activating by Internet, if possible, is by far the quickest and most convenient method.
- If you are not using port 8080, the wizard will direct you where to enter your selected port number.
- You will need your license text, the server computer name, and a user name. The license text may be pre-populated for you.
- To avoid confusion, we suggest you enter the same computer name as the DNS name that client machines will use to address this server (but this is not a requirement).
- In the User Name field, you may want to enter the name of the organization (perhaps abbreviated) instead of the name of an individual.

To see page-by-page instructions for using the Activation Wizard see Activation.

Note: This is the only activation you need to do. Do not attempt to activate the individual client machines.

(4) Configure Global Embossers on the Server

Now that the server is activated for DBT, you may configure any embossers that you wish to support for all DBT installations on your network.

To create global embosser configurations, your DBT must be running with administrative privileges. Start your DBT by right clicking on the DBT icon and select "Run as administrator." Then, at the User Account Control (UAC) prompt, enter the admin password if needed.

In the DBT menu bar, go to Global menu, and select Embosser Set-up. Use the New button in this dialogue box to define new embossers (or use Modify Embosser to revise existing definitions). Enter all the settings your embosser requires, and on the General tab you must set the value of "Configuration location" to "All users on this computer." You must do this explicitly to share the embosser definition; this is not the default setting.

At this time, only configure the embossers that you intend to share with all the DBT client machines.

(5) Install the Shared License Service

Summary: Just the same way DBT is installed from an installer package (an .msi file), you need to install the Shared License Service from its .msi file, duxsls-<version>.msi. When you complete the installation, the network license-sharing service starts up. This service allows other machines on the network to obtain their DBT activations from your server.

The Installer: The installer guides you through each step, beginning with the End User License Agreement, which you must accept to enable the Next button and which we recommend you read through at least once. By default the installer places the Shared License Service files in the "Duxbury\Shared License Server" folder. We recommend you accept the default location.

On the last page of the installer, the Install button completes the installation using the selected folder. If your version of the installer includes a checkbox prompting you to "Configure and start service" you should leave that checked, because it will open the Duxbury SLS Editor for you automatically. If not, you need to go to your selected installation folder (again, it is "Duxbury\Shared License Server" by default) and click on the DuxSlsEditor.exe to run it.

The Editor: If your installation includes multiple versions of DBT, or includes other Duxbury products like NimPro, or uses third-party software that is activated using "Sheriff," you need to configure them using the SLS Editor. Even if you have no complications, you invoke the Editor to build the required initialization files and to start the service.

The Editor prompts you for a port number for the Shared License Service. As previously noted the default is port 8080, and you can use that if it is not already in use or unsuitable for some reason local to your own network. If you chose a different port number in the Activation Wizard, enter that same port number here.

On this same screen, the Editor provides a list of checkboxes for you to indicate which Duxbury products you wish to share from this server. In the most common case, that list contains only the

single version of DBT that you have just installed and activated. In the most complicated case, the list may include several Duxbury products and versions, and even third-party software.

Unless necessary, we do not recommend running third-party products (should any be listed) under the same port number as your Duxbury applications. In the most complex case, conflicts between Duxbury and third-party software may possibly be resolved by editing the content of the initialization (.ini) files per the next screen in the Editor. Consult your local IT personnel if you need to do this. Normally no editing of these settings is required.

On leaving the Editor you must click the "Start Service" button to launch the Duxbury Shared License Service. You can confirm this service is running by finding it under this name in your "Administrative Tools: Services" screen.

Concerning Your Firewall

The Duxbury Shared License Service is not added to the list of rules (or programs) in your firewall automatically. You must edit the Inbound Rules of the Windows Firewall (or similar program list on your third-party firewall) to add this service.

Using Windows 7 as an example:

In the Windows Firewall, you need to access the "Advanced settings" (administrative level) functions.

To avoid confusion, we suggest you name the new entry, "Duxbury Shared License Service."

Assuming you have installed the Shared License Service in the normal location, the program you need to allow is under the "Duxbury\ Shared License Server" folder. The program you need to allow is named "slsServer.exe".

Once you make the new entry, you can open the specific port number through which this service communicates. In the Windows Firewall this setting is found under the Properties of the Duxbury Shared License Service.

Consult your specific firewall documentation for additional guidance.

(6) Create the Server Image of the DBT Installer

All the preceding steps have been done on your DBT server machine. This step should be done there as well, because this is the only way that you can include your DBT global embosser definitions in the server image that you will use for installing your clients. At the end of this procedure, you can place the server image that you have created on the DBT server or on another network location (a writable shared volume accessible by your client computers).

To create your server image, follow these steps:

1. From a command prompt, open the DBT installer by invoking the Windows msiexec.exe program with the "/a" switch and the path to the installer. If you are installing from a Duxbury CD on your D: volume, for example, the command line is: **msiexec /a d:\dbt-1103.msi** <Enter>
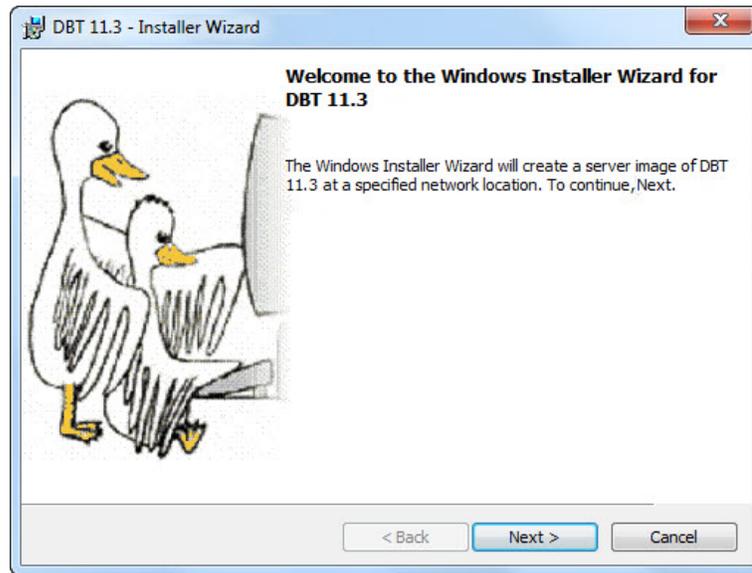

2. Click Next, or type <Alt>+N, to dismiss the Welcome Screen. (It is very similar to the first screen in the Simple Installation instructions, though a subtle difference in the text shows that you have started the process of creating a server image.)
3. Please, read the End User License Agreement (EULA) in the next dialog, if you have not read the EULA for DBT 11.3 before. You must agree to the terms of the EULA to proceed. Click Cancel, or type <Escape>, if you do not agree to the terms. Otherwise, type <Alt>+A to accept the agreement and <Alt>+N to proceed. (The screen described in this step is exactly the same as the second screen in the Simple Installation instructions.)
4. You will now see the Customer Information Screen, the same as the third screen shown in the Simple Installation instructions. You can enter information in this screen just as if you were doing a simple installation, but bear in mind that the information you supply will be stored with the server image. When you install from that image, this information is pre-filled for you. In this screen, you must enter your License Text, and we recommend that you enter your Organization name. For the User Name field, we recommend entering another reference to your organization, or a generic user description, such as "School District Braille Transcriber" or whatever fits your situation. Click Next, or type <Alt>+N, when done.
5. The next screen, Choose Activation Model, is unlike anything in the Simple Installation procedure. It looks like this:
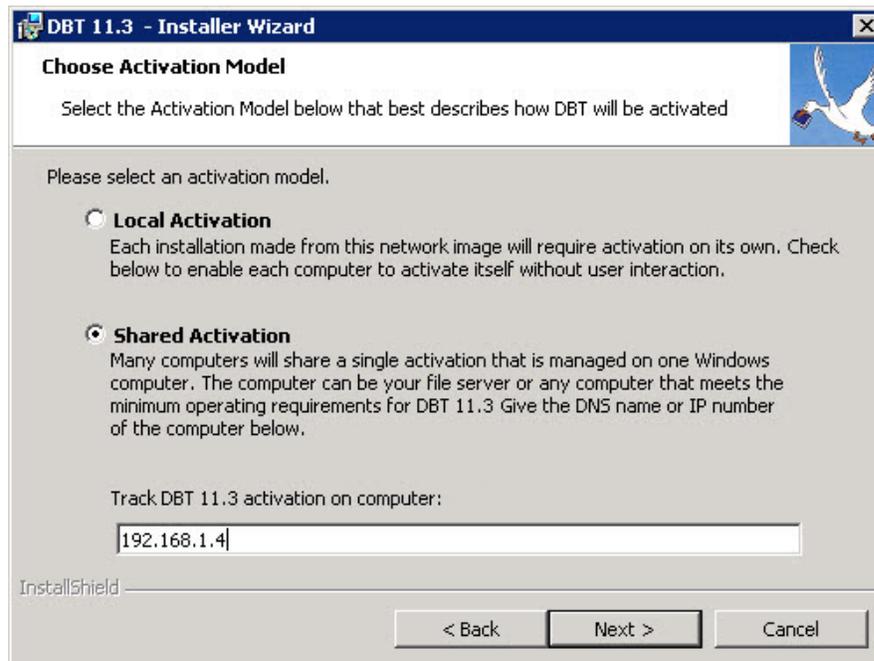
Note that "Local Activation" is selected when this dialog first appears. You must change the selection to "Shared Activation" by pushing the down-arrow key or clicking on the second radio button. (This was done before taking the screen shot shown above.) "Shared Activation" is the correct option for sharing DBT activations over the network. Now use the Tab key to reach the text field labeled "Track DBT 11.3 activation on computer" and type the DNS name or IP number of the server computer that you activated. (Notes: 1.You can only use an IP address if it is a static IP number. 2.If you are using a port other than 8080, then you should add a colon and the port number to the contents of this field, for example, for a computer named "server6" you might type "server6.mydomain.com:8010".) Click <Alt>+N to continue.

6. If, as described in an earlier section, you have used your new DBT – on this computer – to configure at least one braille embosser for "All users on this computer," the installer now displays the Include Embossers screen:
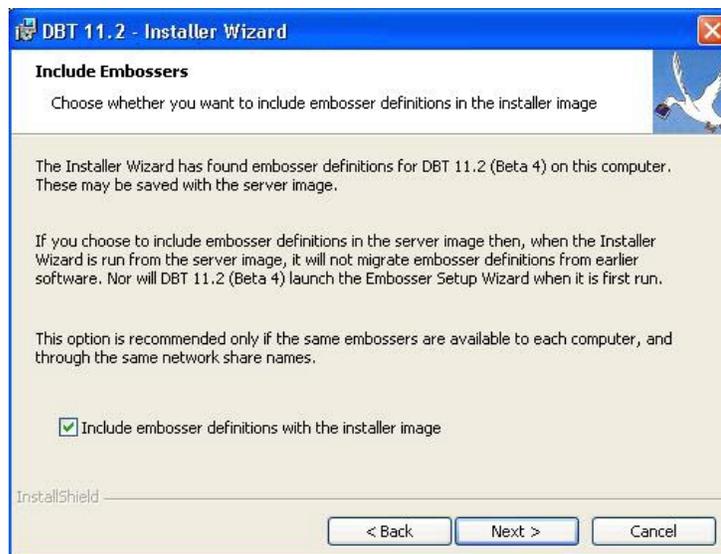
If you do not see this screen, then no embosser configurationss will be included in your server image!
Therefore, if you intended to include embosser configurations in your server image, but do not

see this screen, you must click Cancel (or press Escape) now and start the process again after you have created your global embosser configurations. Remember that they must be created on this machine, and the "location" setting must be set to "All Users on this Computer". Only these configurations can be shared through this process.

If, on the other hand, you do see this screen, but do not want to include embosser definitions in the server image, simply click on the check box or type <Alt>+I, to remove the check mark. Then click Next, or type <Alt>+N, to continue.

7. Now, the installer displays the Network Location screen:
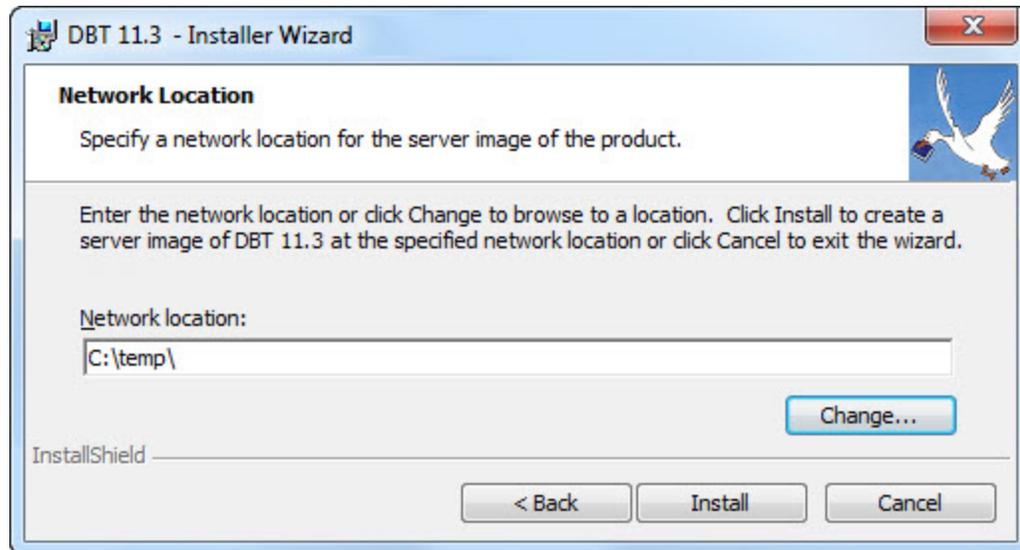
You should type the network path where you want your server image created. Using the example given earlier with a server named "server10" and a location found at the simple path "DBTinstall," you would enter "\\server10\DBTinstall" in this field. You can use the Change button to browse for this path. (Note: The installer will create the path if necessary, and it will create or overwrite directories within that path.) Click Install, or type <Alt>+I, to begin creating your server image.

8. The installer next displays a dialog with a progress bar and a Cancel button, much like the one shown in the Simple Installation instructions, and eventually it displays a Completed dialog as well. Click the Finish button, or type <Alt>+F, and your server image is completed.

(7) Install DBT on each Client Machine from the Server Image

After you have created the server image, use it to install DBT on each client computer. From the client machine, double click on the server image, and then follow the instructions as per a Simple Installation, except that your text information and selections have generally all been pre-entered for you.

Unattended Installation

Unattended Installation is a feature available with any installer built with Windows installer technology. However, because you are not given the chance to give any data to the installer while it runs, it only makes sense to do this with the DBT installer in those cases where you know the installer already has all of the data it needs, as with a fully set-up server image.

While Unattended Installation is running, you see only a small dialog with a progress bar and a Cancel button. It is possible to cancel Unattended Installation, just like a normal installation.

To start Unattended Installation, you must run msiexec.exe with both the "/i" and "/passive" command-line options. For example, if your server image is in a file called dbt-1103.msi (the default name) at a network share location called \\Server2\Images\DBT 11.3, then you would give the following command to install DBT, without any user interaction:

msiexec /i "\\Server2\Images\DBT 11.3\dbt-1103.msi" /passive

(Note: quotation marks are needed around the installer path because it contains spaces.)

You can run this command either from a command prompt or from the Start Menu's Run prompt. You may need to specify the full path to the msiexec program. Typically, this is C:\Windows\System32\msiexec.exe.

Quiet Installation

Quiet Installation works much like Unattended Installation, except that the process runs completely in the background with no progress display.

As with Unattended Installation, we recommend attempting Quiet Installation only after you have provided all the needed data by creating a server image.

To start Quiet Installation, you must run msiexec.exe with both the "/i" and "/quiet" command-line options. For example, if your server image has been placed in a file called **dbt-1103.msi** (the default name) at a network share location called **\\Server2\Images\DBT 11.3**, then you would give the following command to install DBT, without any user interaction or progress dialog:

```
msiexec /i "\\Server2\Images\DBT 11.3\dbt-1103.msi" /quiet
```

(Note: quotation marks are needed around the installer path because it contains spaces.)

You can run this command either from a command prompt or from the Start Menu's Run prompt. You may need to specify the full path to the msiexec program. Typically, this is C:\Windows\System32\msiexec.exe.

De-Activating and Removing DBT

If you no longer wish to use DBT on a system, you MUST deactivate it and remove it from that PC in order to restore your user count.

Prior to removing DBT, use the Deactivate button in the Help: About box to deactivate your DBT. If you have an Internet connection we recommend using that as the easiest and quickest method. If you do not, you should save the deactivation data placed in a file on your desktop and send that information to Duxbury Systems to adjust your activation count. Once you have deactivated you can remove DBT from your computer.

The procedure for removing DBT from your system is done via Windows Add/Remove Programs accessible from the Control Panel.

Provided you are connected to the Internet, (without firewall restrictions) the removal process will normally adjust your activation count, ensuring that you can activate later on another system.

In the event you are NOT connected to the Internet, a text file will be placed on your desktop with deactivation information. (Note: The file name may be slightly different depending on the version you are removing.)
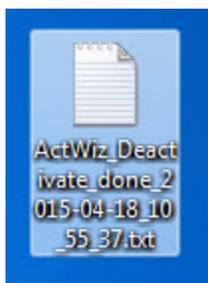
This file may be e-mailed or printed and faxed to Duxbury Systems whereupon your License count will be adjusted accordingly.

Registration and Activation

In order to complete tasks in this section, you will often require administrator rights, especially with Windows 7 and above. When you select an operation that requires these rights, the Activation Wizard automatically invokes the User Account Control prompt, where you can enter a username and password if required.

There are two places you may activate from. If you have installed and not yet activated DBT 11.3 you will see the following screen when you run the program.

(NOTE: The License Number shown in the screen shot is for illustrative purposes only!)
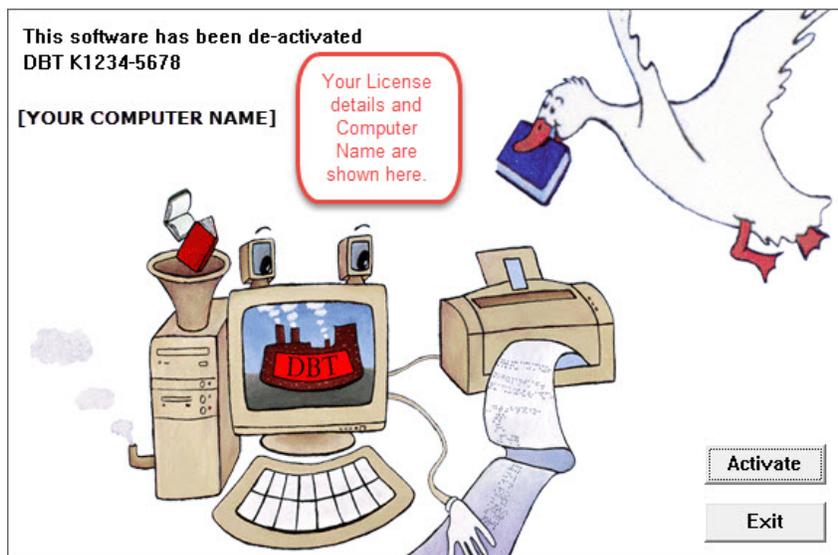
The second access point for activation is from the Help: About DBT... dialog. (See "Help: About DBT" on page 66.)

When you click on the Activate button, you will be taken to the Activation Wizard.

The Activation Wizard

You will now see the Duxbury Activation Wizard "Welcome"screen:
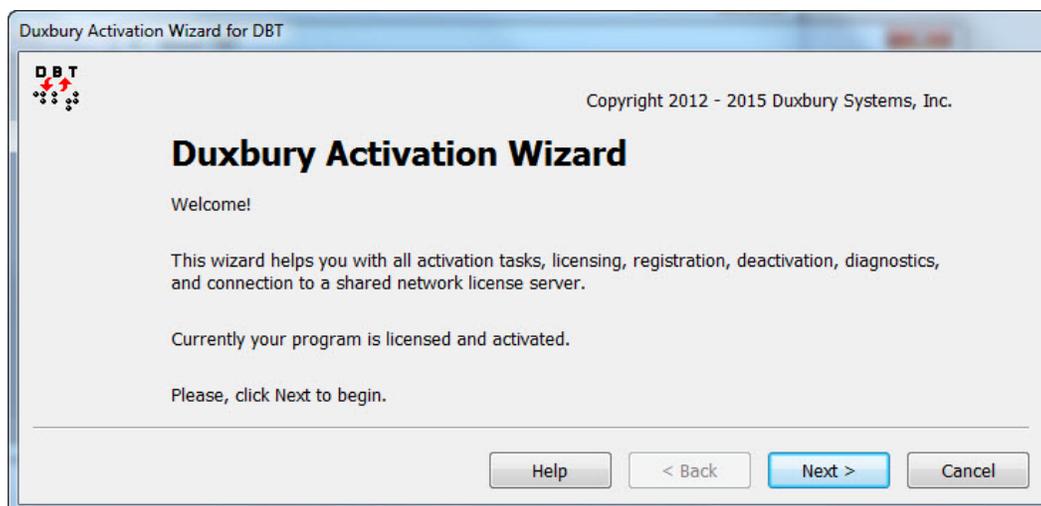
When you click "Next", a screen similar to the following will appear. Do not be surprised if not all options appear here.

The Activation Wizard will lead you through the process of Activating and Registering DBT on your computer. It works most easily through an internet connection, but will offer you other ways to activate if you do not have, or cannot use, your internet connection.

We will explain the options shown above in more detail, but to briefly summarize .

Activate this computer - produces a fully working version. (There is also a sub-Topic covering Common Activation Problems)

Submit a new or updated registration - allows you to register your software for future technical support.

Diagnose activation problems - allows sending diagnostics to Duxbury if you are requested to do so.

De-activate this computer - a necessary function if you wish, for example, to reformat your hard drive.

Set up this server to host the network license - allows this computer to act as a server to share activations up to the limit purchased.

Connect to the network license server on your LAN[1] - allows you to connect a computer as a client of your main license system (as set up as per the previous item).

License for 45-day trial - If you have agreed to a 45-day trial, you will be supplied with a Special License Text by Duxbury which can be entered here.

NOTE: There is additional Help information available within the Activation Wizard itself.

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[1]Local Area Network

Activate this Computer
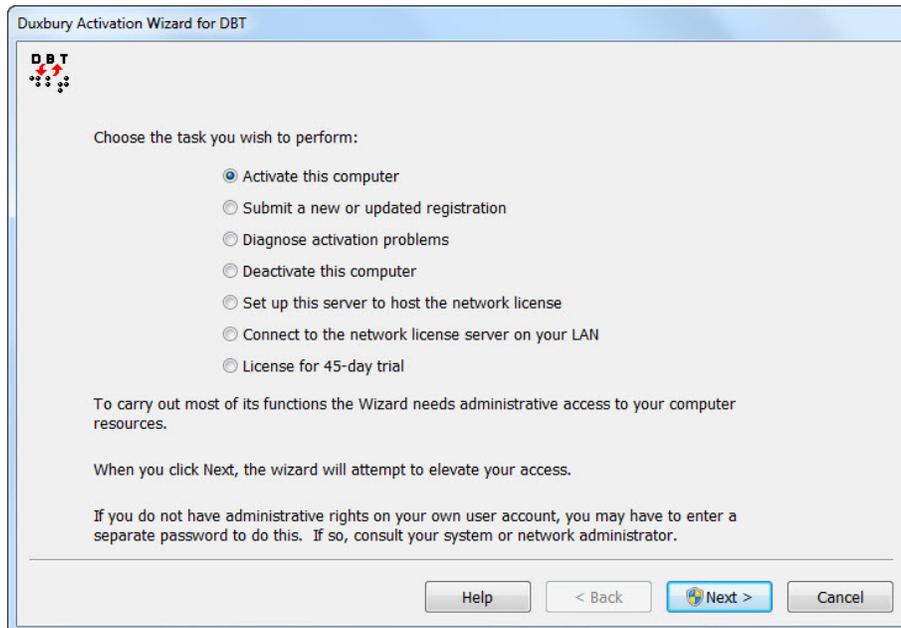
When you select "Activate this computer" or "License and activate", you will be presented with the following dialog which contains three radio buttons, one of which you must select.
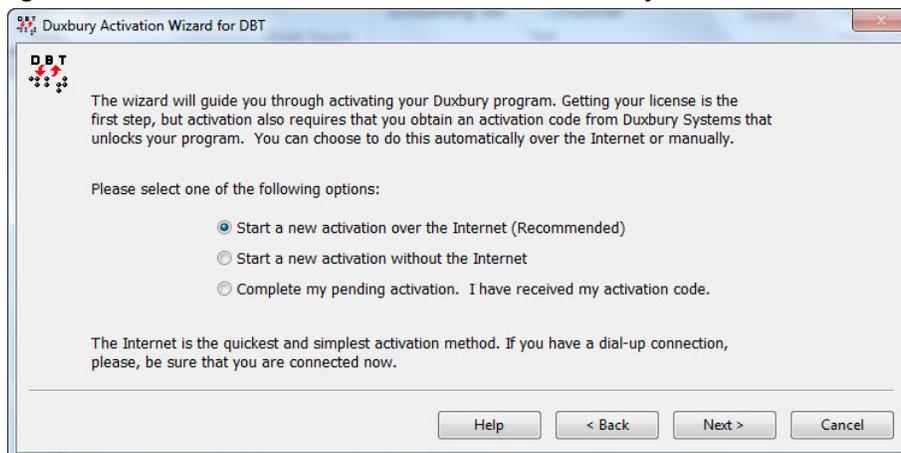
Here we have three options - select one and press Next.

1) Start a new activation over the Internet (Recommended)

Provided your system has an internet connection, this is the simplest and quickest method of activating your software. Please note however that many organizations may use security options which can prevent this process from working. If this occurs, you will need to use the second option.

Whichever option you choose, you will next be asked to enter your basic information as shown below.

NOTE:

A) Duxbury License Text: should not be changed unless you are going to use a different License.
B) It is not useful to change the normal computer name unless there is another computer which shares your same Duxbury license which already uses that name.
C) User: Windows may offer an acceptable default, or you may change this if you wish.

2) Start a new activation without the Internet

If your system is not connected to the Internet, or the previous method fails for some reason, you may use this option to activate your DBT.

Here you have three options. Activate by e-mail, in which case an e-mail message will be raised. You can telephone Duxbury's Customer Support in the USA: +1 (978) 692 3000, or you can fax: +1 (978) 692 7912 or even mail the resultant form.

Whichever method you select, you will be guided through the process.

3) Complete my pending activation. I have received my activation code.

When this option is selected, you will see the following dialog into which you enter the details supplied by Duxbury Systems.

Please note that if no Reference Code is shown, this suggests that Step 2) above may not have been completed correctly.

Help: Registration

We cannot stress enough the importance of Registering your copy of the Duxbury Braille Translator. Amongst other benefits, this will ensure your eligibility to receive free updates via the Internet.

Here there are four options. Register automatically, by e-mail, by telephone, or by fax or post.

Whichever method you select, the information you need to supply will appear on the following screen.

PLEASE NOTE:

In order to avoid future problems if or when the software is transferred, careful consideration should be given as to who the Registered owner of the software is.

For example, if the software has been purchased by an Education Authority for use in a school, or with a specific student, does the software belong to the Authority, the school or the student?

There are occasions when you may be asked for Registration details, particularly when upgrading.

If ownership or a change of Registration is required, we will require written confirmation from the original Registered Owner.

Diagnose activation problems

The screen below shows the result of running diagnostic tests. In addition to the test results, this screen provides these two commands:

View Log: This button opens Windows Notepad and displays the activation log, which may assist Duxbury Technical Support staff to identify the problem you are having.

Send Email: If you have an e-mail program installed, this button creates an e-mail message addressed to Duxbury with the log file attached. You will need to then manually "send" the message as normal.

Note: In network installations of DBT, the Diagnostics report will differ depending on whether it is run on the network license host or on a client of the license host. Duxbury Technical Support can interpret the diagnostics in each of these two cases. For most network activation issues, diagnostics from the license host provide the more useful information.

Common Activation Problems

The two most common problems which occur are:

1. SFAIL_DUPLICATE_LOCATION

This error means that the system you are attempting to activate, or a computer with the same name, has already been activated. If you see this error, you normally also see this message, "Two different computers on the same license cannot use the same computer/location name."

If there is another computer that uses your Duxbury license and that has the same name as the current machine, you will get this error. Computers that use the same Duxbury license must have unique names. You will need to give your machine a different name to activate it.

Otherwise, this error can occur if you have upgraded your system in some major way without deactivating DBT first, perhaps by an update to the BIOS or by replacing your hard disk drive. In this case, the system upgrade causes your machine to appear (to the activation process) to be a new machine with the old name. In such cases, you will need to contact Duxbury or your dealer to resolve the issue. You can e-mail Duxbury at activation@duxsys.com. Please ensure you include your License Number , Computer Name, and the full details of your problem.

2. INVALID MACHINE CODE

This error normally occurs when a system has been "imaged". It is quite common for technicians to prepare a customized master version of a computer system, and copy it on to a number of other systems. If DBT has been installed on the master image, the copy protection system will fail when you attempt to activate locally.

The solution is to remove DBT from the local system you are attempting to activate, and reinstall.

If DBT is required on more than one system, you will require a network license. Please contact Duxbury Systems or your local dealer for more details.

De-activate this computer

Important Note: *Network users **must** consult their system administrator before attempting to use this process.*

If for any reason you wish to remove DBT from your system (See Remove DBT), perhaps to install it on a different system, you should de-activate DBT. Access to this process is via the De-activate button found in DBT's Help: About DBT dialog shown below.
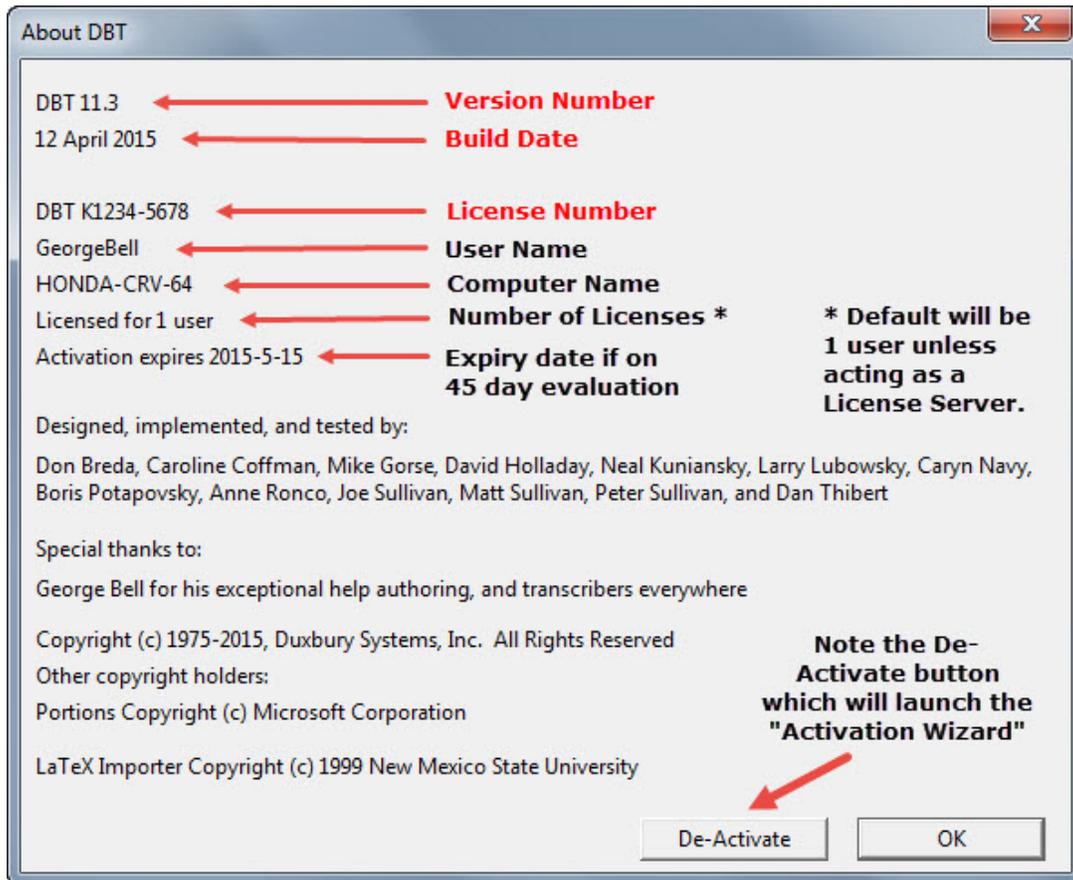

You should ideally de-activate while connected to the Internet. This will ensure that your activation count is immediately adjusted on the Duxbury Activation Server.

If you do not have an Internet connection available, please proceed anyway. A special de-activation text file will be copied to your desktop. This text file may then be e-mailed, faxed, or the details relayed by telephone to Duxbury. The adjustment to your user count will then be done manually.
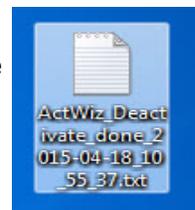
Set up this computer to host the network license

Important Note: Network installation of DBT entails a number of steps in addition to the one shown here. If you have not already read the Network Installation instructions, we recommend you do so before attempting this operation. If you do not feel comfortable with those instructions, please consult your system administrator.
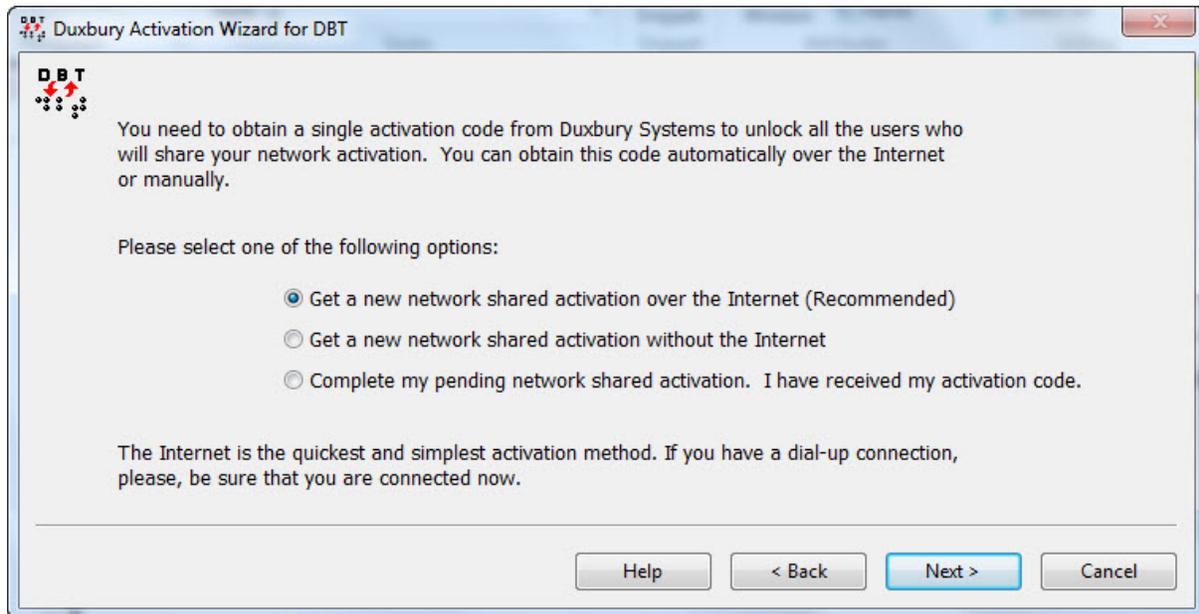
Connect to the network license server on your LAN[1]

Important Note: *Network users **must** consult their system administrator before attempting to use this process.*

This dialog allows you to connect your local computer to the server or computer that provides activation to DBT users on your network. Entering the information in this screen allows this computer to "connect" as a client of that license host.
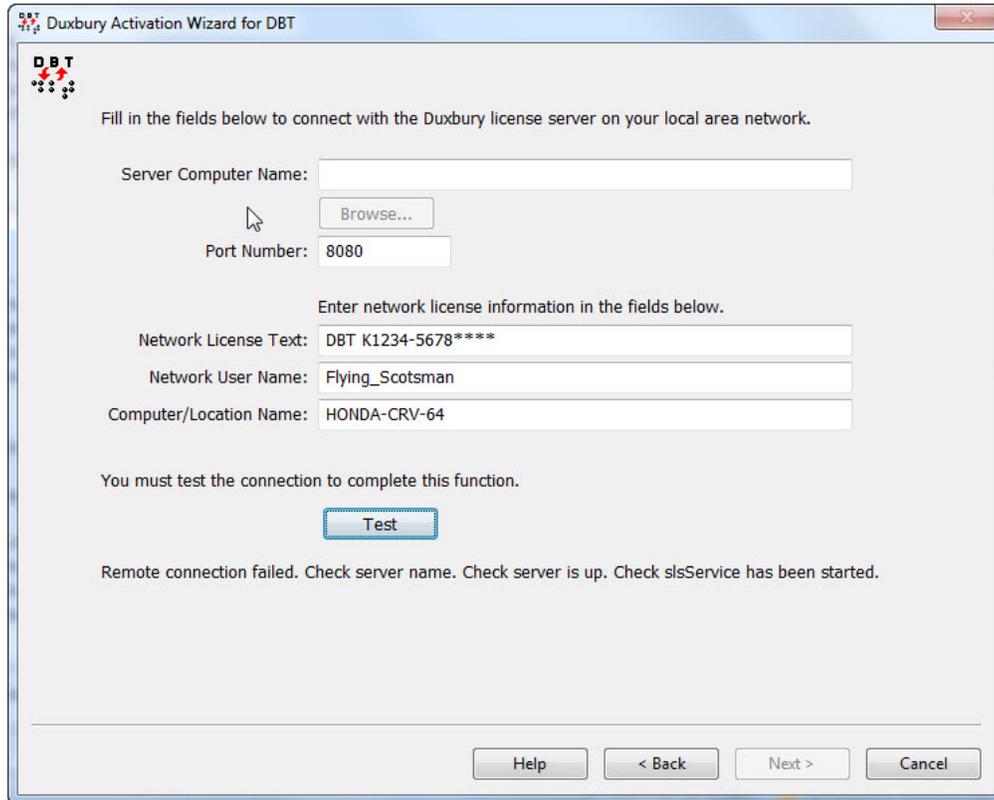
You need to enter the name of the license server as it is known on your network, or in some cases you can enter its IP address (only if it is a static IP address). You must also enter the Port Number that was selected on your server if the default (8080) was not used. Then you must enter the Duxbury license text and User Name as they were entered on the server. As for the Computer/Location Name, you can enter your local machine name unless instructed otherwise by your system administrator. (That is a rare and special case; normally the Computer/Location Name entered here is unimportant.) Once you have entered this data, you must click the "Test" button. Test attempts to complete the connection, which lets you know the data you entered are valid.

Note: A successful Test does not prove that the server is properly activated, only that the connection data are correct and that the remote sharing process is running. If in doubt about server activation, run diagnostics after completing this operation. Once this computer is connected, the diagnostics can confirm that the server is activated.

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[1]Local Area Network

License for 45-day trial

If you have been provided with a 45 day trial, this is where you insert the supplied Duxbury License Text.

Note that the trial period begins when the license is supplied, it does NOT begin as of the date of installation or activation.

See Help: About DBT... which will display when your trial expires.
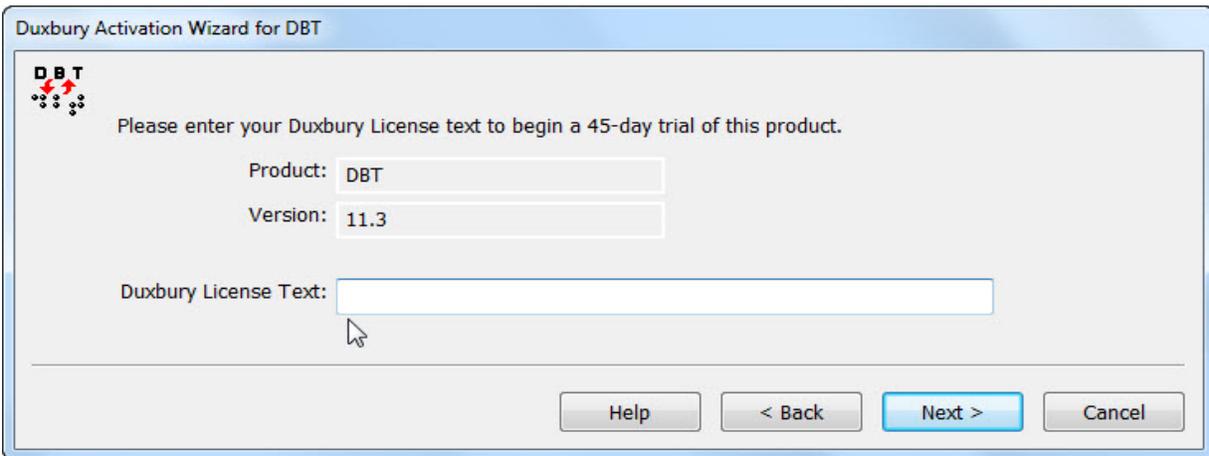
GLOBAL: (Menu)

Note: This topic has been included as part of the overall personalizing of your installation and provides useful additional information.

Keystroke: **Alt + g**

After you have installed DBT for the first time, you will need to attend to a few "house-keeping" exercises, such as setting up your braille embosser and ink printer.

Global	Help
	Embosser Setup...
	Printer Setup...
	Autosave Options...
	Default Views...
	Internationalization...
	Fonts...
	View Preferences...
	Shortcut Preferences...
	Import Options...
	WordPerfect Importer...
	Word Importer...
	Formatted Braille Importer...
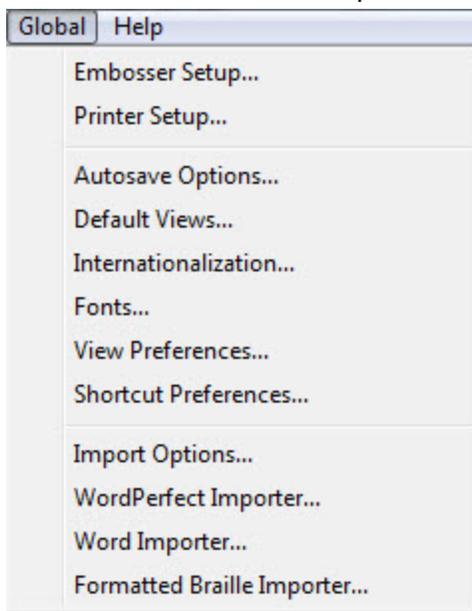
When you select the GLOBAL menu,the above screen appears which contains a list of twelve items. Click on the links below to go directly to the topic:

Embosser setup... (or **e**)

Printer setup... (or **p**)

Autosave Options... (or **a**)

Default Views... (or **d**)

Internationalization... (or **i**)

Fonts... (or **f**)

View Preferences... (or **v**)

Shortcut Preferences... (or **s**)

Import Options... (or **o**)

Word Perfect Importer... (or **w**)

Word Importer... (or **r**)

Formatted Braille Importer... (or **b**)

Hyperlink Settings... (No longer used, from 11.3 upwards - see Import Options above)

Global: Embosser Setup...

Keyboard: **e** from Global menu.

Keyboard: Select from Menu

(Advanced Users - See also Editing the emb.elt file in on-line Help.)

NOTE: If your embosser does not have a UEB port and/or your laptop or PC has no serial or parallel port, see USB and Embossers for some additional advice.

This module is provided to enable you to set up one or more embossers on your system and to allow you to specify a default embosser for all new documents. If you wish to change the embosser or its settings only for an individual document (new or existing), you MUST do this in Document: Embosser Setup.

The **Global: Embosser Setup** dialog is used to tell DBT about your braille embosser. You must normally have at least one embosser (Brailler Device) set up on your system, but you may now have as many devices as you like. See Additional Notes at the end of this topic for more information.

Brailler Device: (Selection/List box) During the DBT installation process, you may have chosen to install one or more embossers. If so, they will appear in this list. If the list only contains "(No Target Embosser)", and you wish to set one up, tab to the "New" button, and press Enter.

New: This button will take you to the Embosser Setup: General Tab, which is one of three tabs where you may begin the setup process. (If you are setting up a new embosser, may we suggest you click on the above link now.)

Modify Embosser: Before you click this button, please ensure that you have highlighted the embosser you wish to edit in the Braille Device selection list. This button will also take you to the Embosser Setup: General Tab.

Remove: If you wish to remove an embosser, please ensure it is highlighted in the Brailler Device list first, before pressing the "Remove" button. [Note: You cannot remove the "(No Target Embosser)" entry.] You will be asked to confirm that you wish to remove the selected embosser as shown below. Press the "Yes" or "No" button as appropriate.
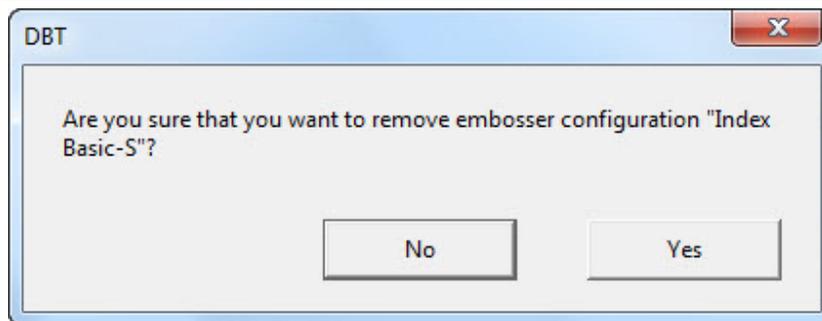
Note 1: If you remove all Brailler Devices, DBT sets the Brailler Device to "(No Target Embosser)". In such circumstances, you will only have the Characters per line and Lines per page options available.

In these fields you may only select between 10 and 160 Characters per line, and between 4 and 40 Lines per page.

Note 2: The "Modify Embosser" and "Remove" buttons are disabled if a user will be unable to save changes to the configuration. So, unprivileged users in Windows systems with User Account Control (UAC) will often find that these buttons are disabled. In WindowsVista, they will be disabled if a user has not run DBT "As Administrator".

Desired Braille Document Formatting - This section contains 8 controls. However, it is important to appreciate that entries here may be constrained by settings in the Global: Embosser Setup - Device Settings tab. For example, if you have set up a Top Margin of 2 in Device Settings, you cannot have a Top Margin of less than 2 in this section.

Characters per line: Enter your desired characters per line, excluding the binding margin.

Lines per page: Enter your desired lines per page, excluding the top margin.

Top margin in Lines: Enter your desired top margin in lines.

Binding margin in characters: Enter your desired margin in characters.

Now we have three check boxes which may or may not be enabled. Availability of these items is controlled by capabilities of your selected embosser.

Emboss in Interpoint: This will only be available if your embosser supports Interpoint (or double-sided) embossing.

Banner Page: This is an additional page which is embossed at the beginning of each file you emboss giving basic file information.

Interline Print: This will only be available if your embosser supports interline printing or if you are using the TranSend SE

If you are satisfied with your changes, press the OK button. If you wish to abort this process and return to DBT, press the Cancel button.

Please note that pressing OK is this main dialog not only confirms any changes made to this dialog, but also any made to the General, Devices Settings and Advanced dialogs.

Take special care to ensure that you have highlighted the Brailler Device which you wish to be your default for any NEW documents created.

Additional Notes: Remember that DBT's files contain "sticky document information". In simple terms, when you save a file, it also saves additional details, such as the selected Brailler Device.

Templates also contain this "sticky document information". If you commonly work with two or more paper sizes, we recommend that you generate a template for each paper size.

Global: Embosser Setup: General

When you select "New" from the Global: Embosser Setup dialog, you will be presented with the following dialog.

This dialog contains four tabs: General (This topic), Device Settings, TranSend SE and Advanced.
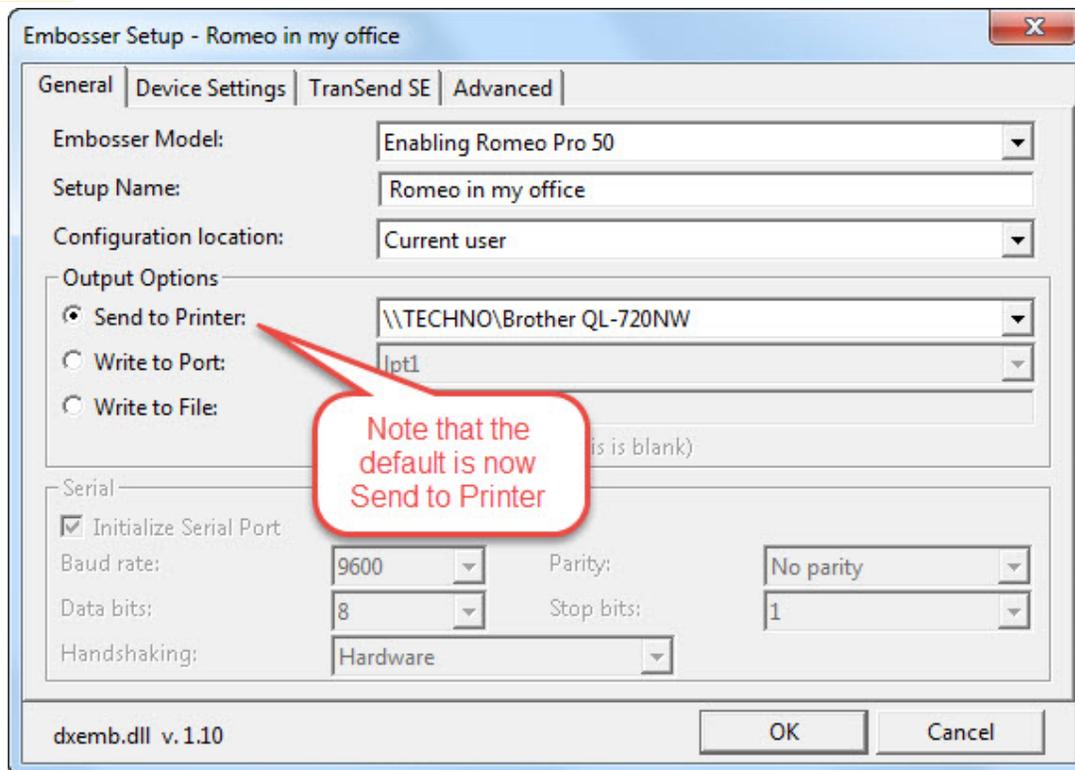
Embosser Model: This is a drop-down list containing an alphabetic listing of all supported makes and models of braille embosser. Note however that Generic embossers are at the top of the list.

If your embosser is not listed, then select "Generic" if your embosser embosses on just one side of the page. Select "Generic Interpoint" if it embosses on both sides of the page.

Setup Name: You may leave this field blank, in which case, DBT will simply use the name of the embosser you selected above. However, you may type in a free-format name of your own choice. (See Additional Notes for more information)

Configuration Location: A drop down list with two choices a) The current user, or b) All users of this computer.

Note: Network administrators should be aware that "Current User" essentially stores this configuration on the User's Profile. Hence care should be taken if Roving Profiles are in use. If you are setting up a model installation for replication throughout a network using a network installation image, then you should set the Configuration Location for all embossers to "All users of this computer". DBT's installer supports automatic migration of embosser configurations set this way, using a network installation image.

Output Options - here you select one of 3 Radio Buttons.

(Users of earlier versions should note that the default is now "Send to Printer")

1. **Send to Printer:** If you have installed your braille embosser as a Windows Device, or to use Windows drivers, you should normally find it listed here. (You can use this option only if your braille embosser shows up among the printers in the Windows' Printers Control Panel.)
2. **Write to Port:** If your embosser is not listed above, you may select a Parallel Port (lpt#), or Serial Port (com#) from the list box.
3. **Write to File:** There are occasions when you may wish to redirect braille output to a file. Normally you should leave this field blank, in which case you will be prompted for a file name

each time you emboss using this Brailler Device. Otherwise you may enter a path and file name as appropriate.

You should also be aware that if you specify a file name, the file will be overwritten without prompting, therefore you should only specify a file name in exceptional circumstances.

Serial: This section will be disabled unless you have selected a Serial (com#) device. Enter the parameters for Baud Rate, Parity, Data Bits and Stop Bits and Handshaking as required.

If you are using a Serial Device, please consult your manual or supplier for appropriate details.

Global: Embosser Setup: Device Settings

When you select Device Settings tab, the dialog may not appear as shown in the example below. There is a simple explanation for this:- what appears is entirely dependent on which Brailler Device you have selected in the General tab.

For many modern embossers, little or nothing appears in this panel. This simply means that DBT does not need additional information to drive your embosser correctly.

In the example shown below, we have an Enabling Juliet Pro 60 with the "Left Margin (first cell):" set at 1, the "Rightmost cell placement:" set at 40 and the "Top margin setting:" set at 0. These are the factory default settings for the embosser that will produce a 40 character line.

Allow escape codes - checking the "Allow escape codes" check box allows you to temporarily override some of your embosser settings using the settings from Document: Embosser Setup (Ctrl-F11).

Interpoint Embossing is Enabled - checking the "Interpoint Embossing is Enabled" check box tells DBT that you are using an interpoint embosser. This checkbox enables special pagination control for interpoint embossers.
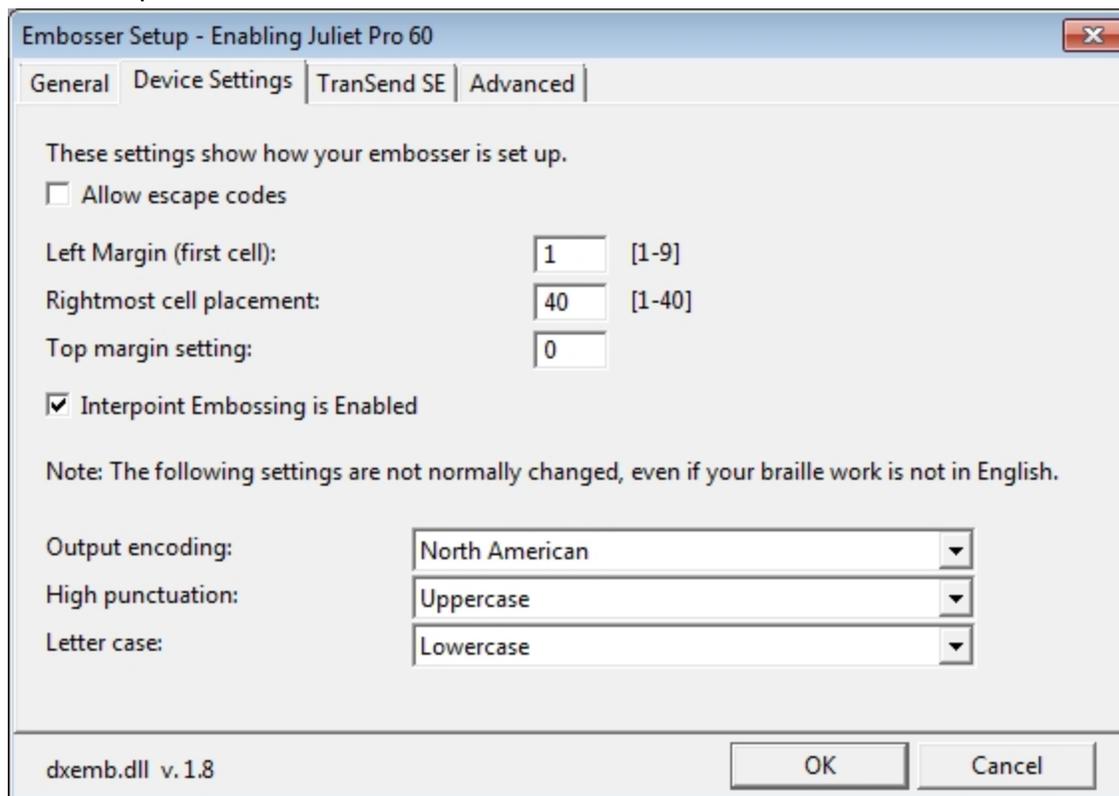

In the following example shown below, we have the same Enabling Juliet Pro 60, which is set up to "Allow escape codes" and has speech.

Allow escape codes - checking the "Allow escape codes" check box allows you to temporarily override some of your embosser settings using the settings from Document: Embosser Setup (Ctrl-F11).

Manage ET Speaks - checking the "Manage ET Speaks" check box allows you to silence the speaking of escape sequences.

Leave ET Speaks On - checking the "Leave ET Speaks On" check box allows you to force speech at the end of a document.

Send Seek Top of Form - checking the "Send Seek Top of Form" check box allows DBT to send an automatic top of form control to supported embossers.
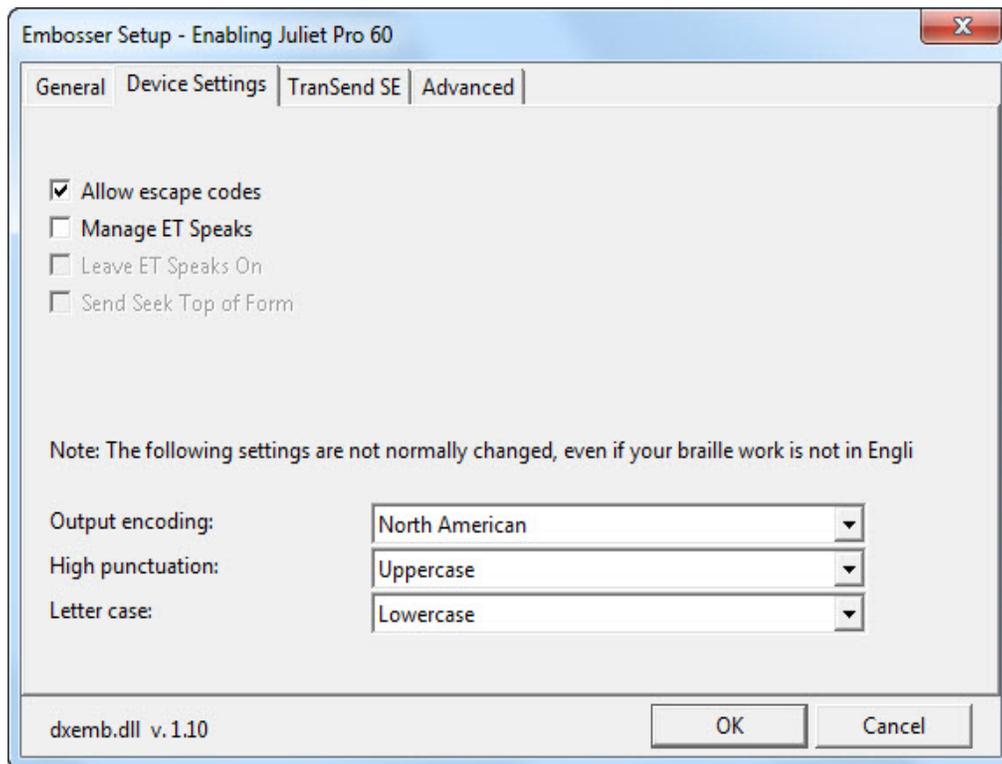

The remaining three List Boxes, "Output encoding", High punctuation" and "Letter case" should only be changed in very exceptional circumstances.

Global: Embosser Setup: TranSendSE

Note: This tab only appears if you have purchased the TranSendSE add-on from Enabling Technologies.

When you select an Enabling Technologies embosser from the "Brailler Device" list and select "Modify Embosser" from the Global: Embosser Setup dialog, you will be presented with the following dialog under the "TranSend SE" tab.
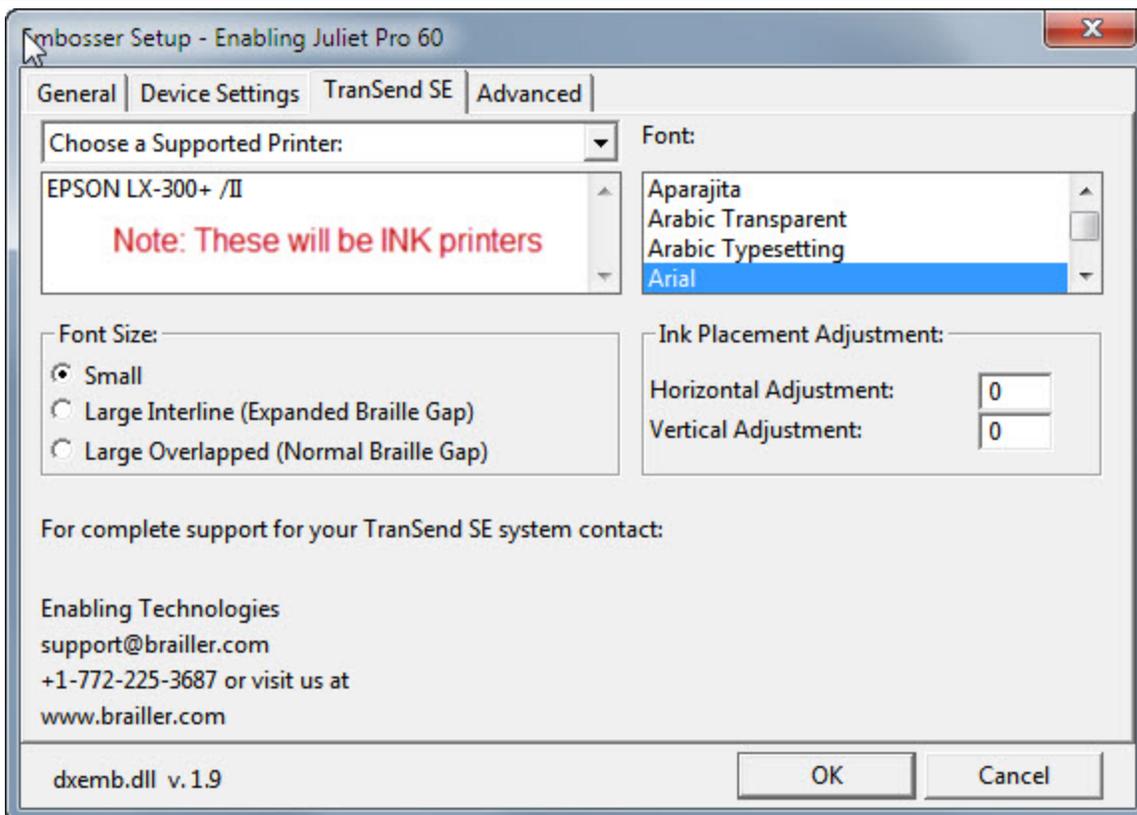
The first control is a drop-down combo box containing three items, the first item in the drop-down "**Choose a Supported Printer:**" contains an alphabetic listing of all supported makes and models of inkprint printers that are supported with TranSend SE. The second item in the drop-down, "**Choose a Supported or Compatible Printer:**" contains an alphabetic listing of all supported or compatible makes and models of inkprint printers that are supported with TranSend SE. The third item in the drop-down, "**Choose any Printer:**" contains an alphabetic listing of all inkprint printers that are installed on your computer.

Font: You may select any font installed in your computer for the print output for the selected printer.

Font Size: Selects the size of the printer font.

Ink Placement Adjustment: Lets you adjust the physical horizontal and vertical offset from the left margin of the print document.

Global: Embosser Setup: Advanced

When you select the "Advanced" tab, the following dialog will appear.

WARNING: Do not make any changes to this dialog unless you know precisely what you are doing!

With the vast majority of Brailler Devices, you will not need to make any changes to this dialog unless specifically advised by either Duxbury Systems or your embosser manufacturer.

However if you are faced with a device which is unlisted or unknown to DBT, you may find this dialog useful in some areas.

Return to Embosser Setup Topic (or continue at your peril!)
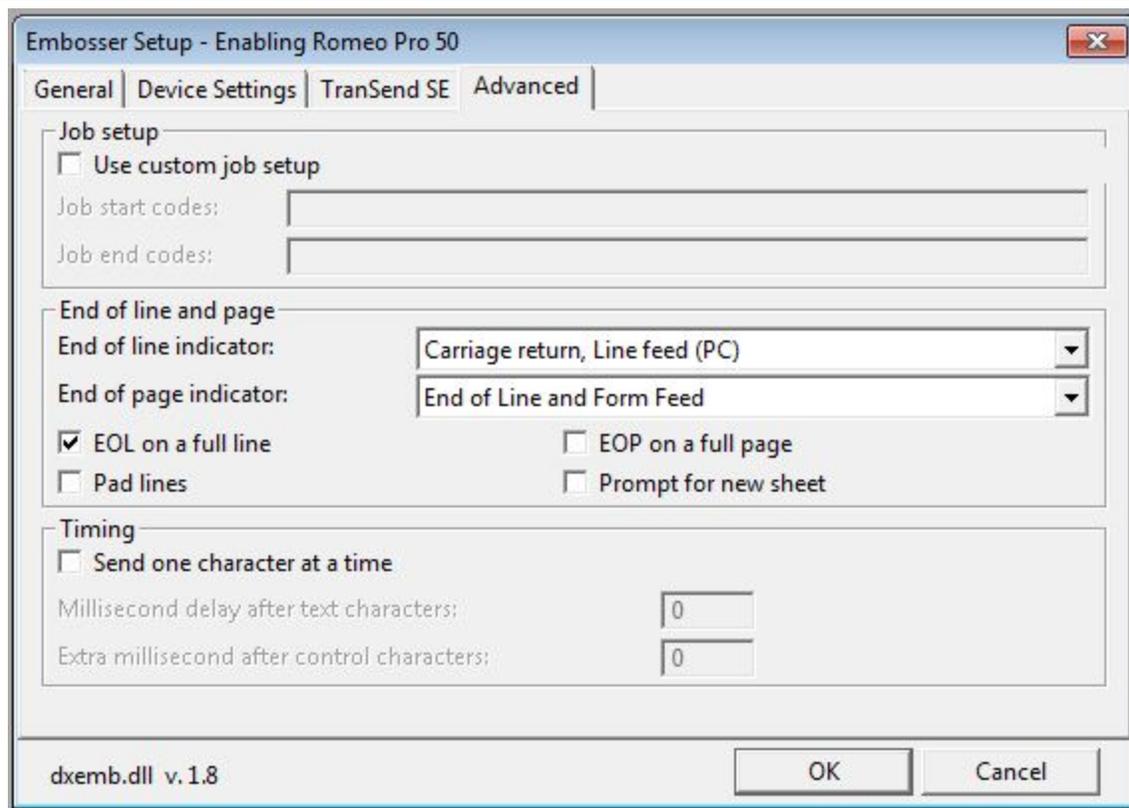
Job Setup - checking the "Use custom job setup" check box allows you to enable "Job start codes" and "Job end codes", described below.

A user of the Gemini embosser might enter <esc><esc>Q to enable double-sized interline print and/or <esc><esc>D to enable double-striking of the braille. Note that neither of these changes affects the form size or the layout of the braille on the form.

Job Start Codes: Text that you type here will be sent to the embosser *after* any setup sequence (e.g. escape codes) that DBT normally sends when starting to emboss. The additional text that you add to the setup sequence may be used for any purpose. However, it is best to avoid using this feature to redefine the form length, the braille cell size, or the interline spacing of the braille. Any change to these characteristics in the Start Job Codes will not be shared by DBT while it is preparing your pages for output, and so DBT will not create a document properly formatted for the page. Text that you type here may be any printable ASCII character (including space, but excluding less-than and greater-than), or any of the following special sequences:

- <esc> Escape (ASCII 27)
- <lf> Line Feed (ASCII 10)
- <ff> Form Feed (ASCII 12)
- <cr> Carriage Return (ASCII 13)
- <ctrl-@> NUL (ASCII 0)
- <ctrl-A> Control-A (ASCII 1)
- <ctrl-Z> Control-Z (ASCII 26)
- <lt> Less-than (ASCII 60)
- <gt> Greater-than (ASCII 62)

Job End Codes: Text that you type here will be sent to the embosser *before* any job-ending sequence (e.g. escape codes) that DBT sends on its own. Text may contain the same ASCII printable characters and special sequences as are defined for Job Start Codes. Job End Codes are often left blank even when start codes are used.

End of line and page - These options control which device Control Codes are produced at the ends of lines and pages.

End of line indicator: Normally DBT will send a CR/LF Control Code at the end of each line. However, if you have opted to Write to file, with a view to processing that file on a non-Windows or non-DBT system, you may make an appropriate selection here.

End of page indicator: As with End of line indicators, you may wish to select a more suitable option here.

EOL on a full line: Check this box if you wish to add an End of Line Code even when the line contains as many braille cells as the embosser will support. Many embossers automatically skip to the beginning of the next line in this circumstance, so it can be important to leave this option un-checked.

EOP on a full page: Check this box if you wish to add an End of Page Code even when all possible lines contain braille. Many embossers automatically skip to the top of the next page in this circumstance, so it can be important to leave this option un-checked.

Pad lines: Some devices need to see at least a few characters on each line. Checking this box will therefore cause spaces to be added at the end of any lines that are blank or very short.

Prompt for new sheet: Checking this box causes DBT to pause after each page has been sent to the Braille Device. This can be useful if for any reason you have to feed each page of material manually into the device.

Timing: This is a highly technical area, but basically it controls how long DBT waits after sending a text character or control character. It is enabled only when "Write to Port" is selected in the General tab. DBT normally maintains Timing values appropriate for the device and port you select; you should only change these values if you are having extreme difficulty interfacing a device.

Document and Global: Printer Setup...

Keyboard: **Ctrl** + **F12** for Document, or from **p** from Global menu.

Note: this option only affects new documents. To make changes to the CURRENT document, you MUST use DOCUMENT: Printer Setup.

When you select this option, the following dialog will be displayed.

Before making adjustments, be aware that there are two likely situations where you may want to "print" a document. (As opposed to embossing it)

The first is to obtain a copy of your text document, and the second to obtain a print copy of your braille document. In the case of the latter, (often used by sighted braille proof readers) you need to take special care when setting up the Formatted Page Size.
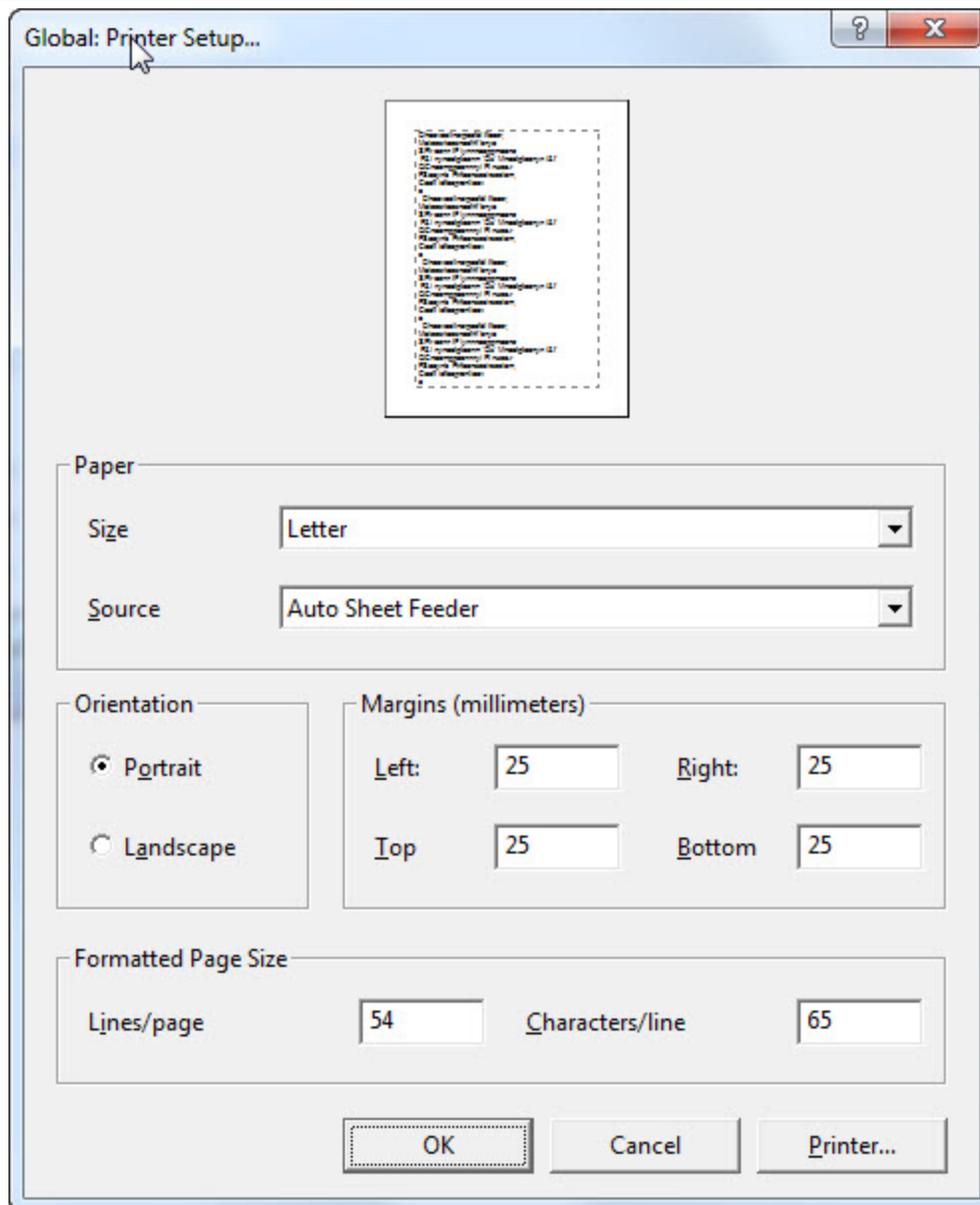
Printer...: (Button or press **Alt + p**)

It may seem odd to start at the end of the dialog, but in fact we do need to select an ink printer before we can make appropriate changes to the main dialog. This will bring up another dialog (not shown here), enabling us to select a printer which is already installed on the system. From the Name: drop down list box, select the printer you wish you use for all printing.

Properties: (Button) This button opens yet another dialog which shows the Properties for the selected printer. This will be a dialog appropriate for the printer selected, and as these vary considerably, we suggest you may wish to refer to your printer manual for a detailed explanation.

Network: (Button) If the printer you wish to use is on a Network, this button opens the standard Windows Network Printer dialog appropriate to your operating system. If you are unsure about this function, please refer to your system manager or administrator.

When you have selected your printer, press OK to return to the main Global: Printer Setup dialog and proceed as follows:

Paper

Size: This is a drop down list box which enables you to select the size of paper to be used for printed output. The list of sizes available is determined by the make & model of printer selected.
Source: Some printers allow you to feed paper in a variety of ways. Some also have multiple paper trays to enable you to select different types and colour of paper. Again, what is available is dependent on the make & model of printer selected.

Orientation

Radio Buttons - Portrait or Landscape - These buttons change the direction of the print on the page. Portrait orientation provides more lines per page (but shorter lines), and Landscape provides very long lines (but fewer lines per page).

Margins

This set of text fields allows you to enter Left, Right, Top and Bottom margins.

Formatted Page Size

You may enter Lines per page and Characters per line here. However - please note the following:

1. DBT uses whatever font and point size you have selected from the **Global: Fonts** menu for its printed output. You may therefore have to experiment to ensure that your output fits the selected paper size. For example, with 22 point Braille or SimBraille font, you will only get around 25-26 lines per page, and 30 - 32 characters per line.
2. These settings will be ignored if you have checked "Auto-determine point size for printed output" in the **Global: Fonts** dialog.

If you are happy with your changes, press the OK button, or to leave without making any changes press the **Cancel** button.

Global: Autosave Options

Keystroke: **a** from Global menu.
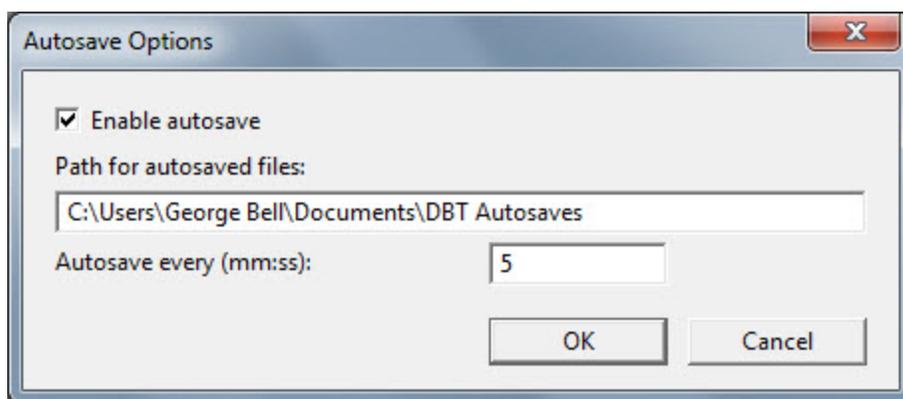
By default, Autosave is turned on and defaults to 5 minute intervals. Essentially this feature saves files which you have opened, and made changes to at pre-determined intervals. The dialog which appears is relatively simple, with just three options.

Enable autosave: is a checkbox. If you do not wish to use the Autosave feature, uncheck this box.

Path for autosaved files: By default, autosaved files will be stored in your My Documents folder, within a folder called "DBT Autosaves". If you wish these files to be saved elsewhere, you may provide an alternative path.

Note: "DBT Autosaves" is a Hidden Folder, and cannot normally be seen within My Documents unless you have elected to show hidden files on your system.

Autosave every (mm:ss): The default setting is 5 minutes, however you may enter a longer or shorter period as required.

For details of how to use the Recovery Wizard to recover files, please see the next topic: Autosave Recovery Wizard

Global: DBT Autosave Recovery Wizard

Should your system fail for any reason while using DBT, next time you run this program, you will normally see the Recovery Wizard appear. This gives you the option to recover any document(s) you had open, but had not saved during your last DBT session.

Please note that if you open a document, and do not make any changes, it will not be listed.

The DBT Autosave recovery Wizard dialog displays a list of the files which have been autosaved. You have a choice of three buttons explained below. Note that focus will normally be on the "Open" button.
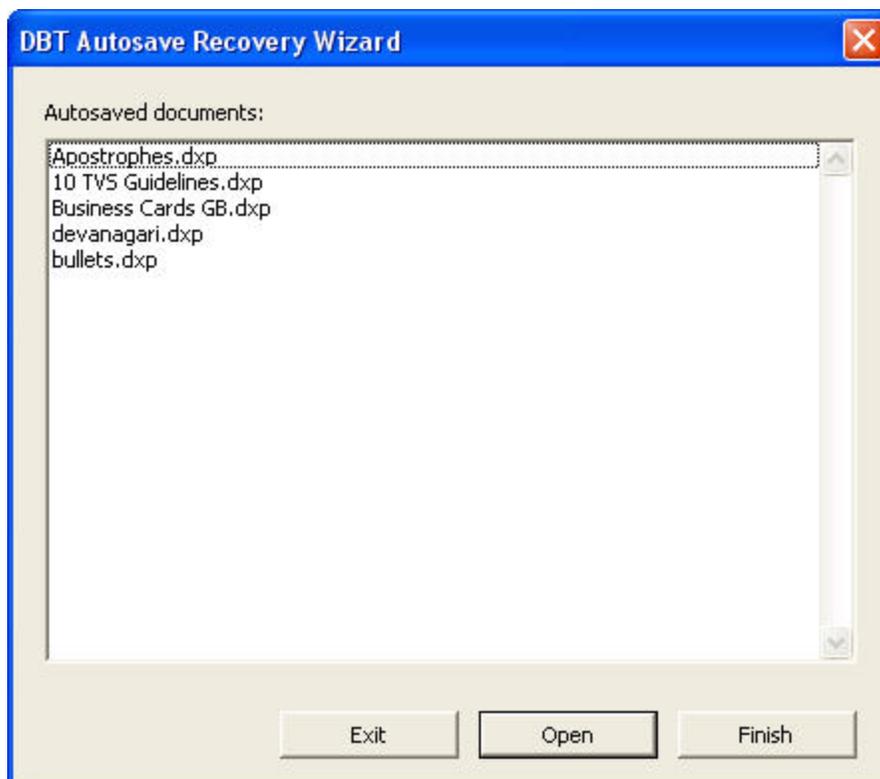
Exit: Select this button if you do not wish to proceed. You will see the following dialog advising that The Recovery Wizard will be displayed again when DBT is next launched. Click OK to exit or click Cancel if you wish to return to the RecoveryWizard.

Open: This action opens **all** the autosaved documents. You can see them listed in DBT's View Menu.

Finish: When you click this button, the following warning screen comes up advising you that you have not recovered all your unsaved documents.

DBT

You have not recovered all autosaved documents. Are you sure you want to finish the DBT recovery wizard?

No   Yes
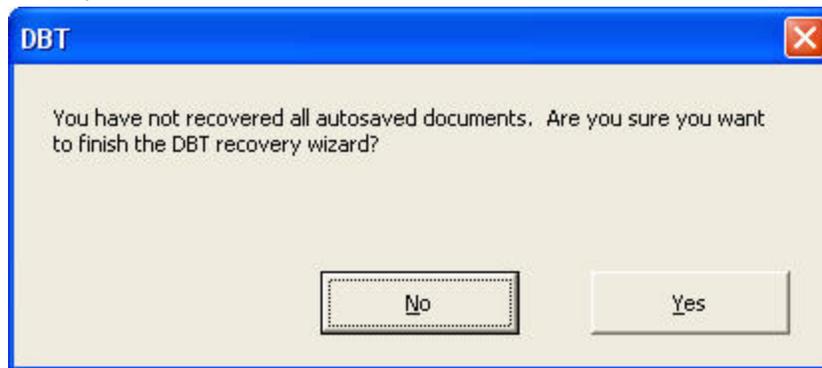
To prevent accidental data loss, if you click Yes to the above dialog, you still get one last chance to recover files. Think carefully before you click Yes on the following message!

DBT

Finishing the recovery wizard before all documents have been processed is not reversible. The remaining documents cannot later be recovered. Proceed?

No   Yes
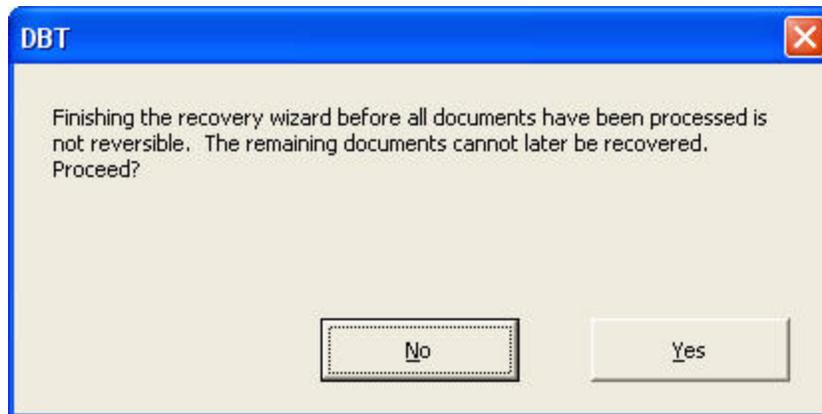
Technical Note: Autosaved files are stored in a hidden folder named "DBT Autosaves" within My Documents. You should not make any changes to the files within this folder, but be aware that if you are backing up My Documents or restoring after a failure, you may wish to include Hidden Files.

Global: Default Views...

Keystroke: **d** from Global menu
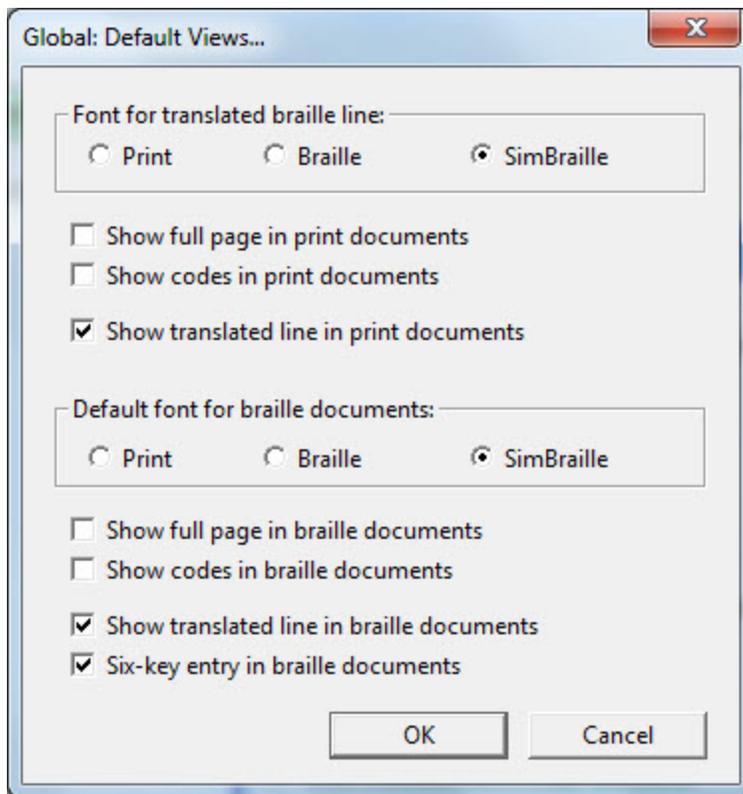
Each setting in this dialog corresponds to a setting in the View Menu . When a new document is created using File, New by importing a document, or by translating an existing document, the state of the View menu is derived from the settings here. Some of these settings apply only to print documents or only to braille documents.   Whenever you open a document that was previously saved in DBT, the View menu is set as it was when the document was saved.

Any preference set here can be overridden for an individual document via DBT's View Menu.

Font for Translated Braille Line: The translation line displays the braille (or print) translation of the current line of the document, that is, the line where the cursor is located. These font choices, "Print", "Braille" or "SimBraille", determine the appearance of the translation line, which is displayed at the foot of the screen.
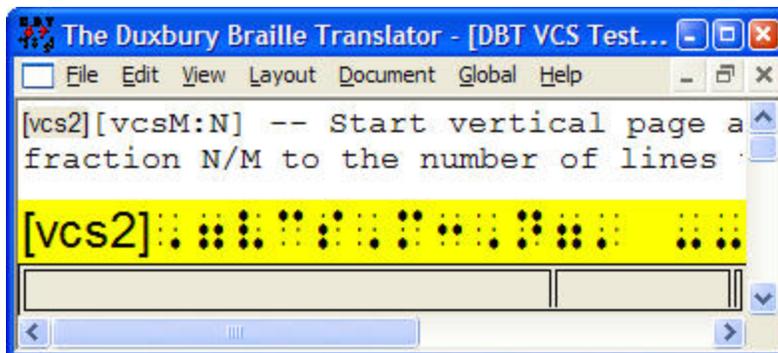
Show full page in print documents: Check this box if you always wish to see the whole print page on your screen. Please bear in mind that what you actually see is largely dependent on what your PC's monitor can display.

Show codes in print documents: Check this box if you wish to display DBT's codes by default. This is more useful for experienced users.

Show translated line in print documents: Check this box to display the translation line at the bottom of the DBT screen. This line shows the translation into braille of the print line your cursor is located on. You can also toggle this line on and off with **Ctrl + F8**)

(See Important Note **below**.)

Default font for braille documents: The font selected here determines the on-screen appearance of a document when you translate it into braille.

Show full page in braille documents: Check this box to see the whole braille page on your screen. Please bear in mind that what you actually see is largely dependent on what your PC's monitor can display.

Show codes in braille documents: Check this box if you wish to display DBT's codes by default. This is more useful for experienced users.

Show translated line in braille documents: Check this box to display the translation line at the bottom of the DBT screen. This line shows the translation into print of the braille line your cursor is located on.

(See Important Note **below**.)

Six key entry in braille documents: Check this box to switch the default typing mode to six-key entry, that is, to use the keys **f d s** and **j k l** as dots 1 2 3 and 4 5 6 to enter text. (This feature is subject to having a suitable keyboard.)

Important Note: The translated line is provided primarily as a guide for forward and backward translation of literary braille. It should not be assumed as definitive because the translation context is limited to the single line displayed

Global: Internationalization

Keystroke: **i** (as in India) from Global menu.
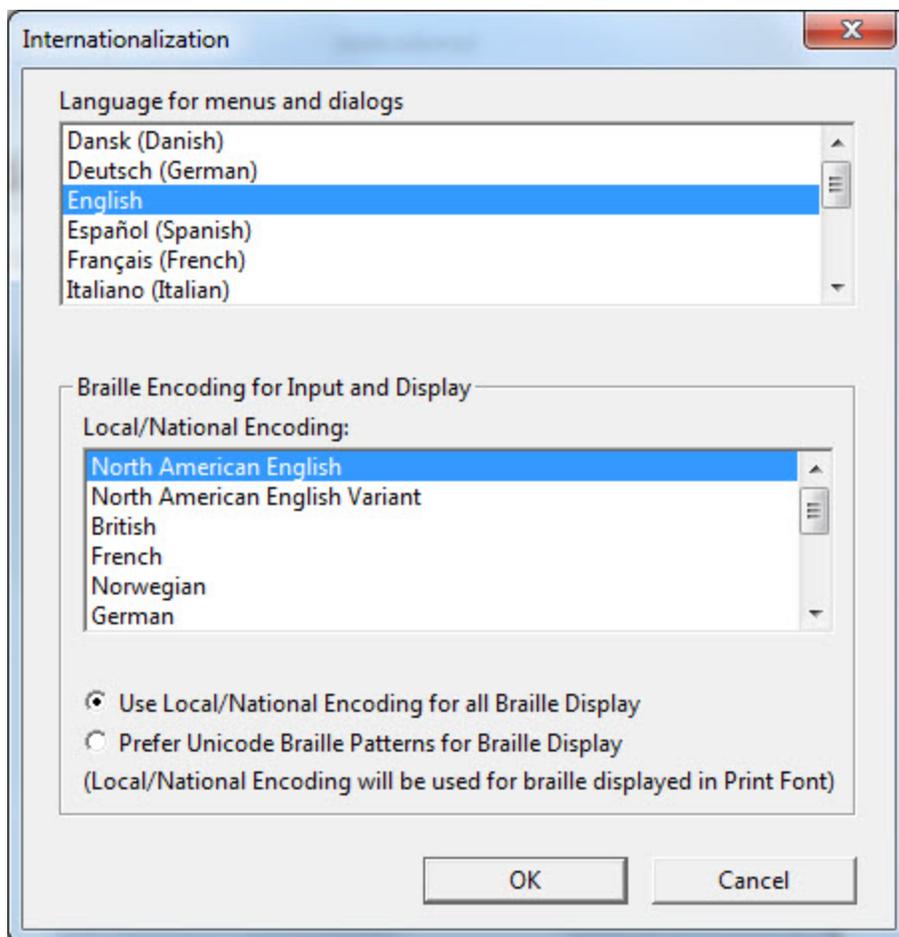
Braille Encoding for Input and Display

A braille encoding is a direct one-to-one correspondence between individual braille cells and single imprint symbols for the convenience of constructing braille fonts and displaying braille on a screen. A braille encoding is not related to the current braille translator being used.

In North America, the normal braille encoding is North American. It would be difficult to imagine a reason to change this, except to provide technical support for DBT users outside of North America.

For a user in Germany, on the other hand, the need may be to import German braille documents, to have those documents appear correctly on the DBT screen, and to have a connected refreshable braille display produce the correct braille dot patterns. This requires using the German braille encoding. Again, this "encoding" is a standard correspondence between a braille dot pattern and the computer character used to represent it.

As another example, when DBT displays braille dot patterns on the screen, the way this is done is usually not an issue to a user. But if the user is blind, and is using software like JAWS to drive a braille device to follow the screen, then the user very much wants the braille on the screen to match the braille on the braille display. This is only possible if the braille font the DBT uses matches the braille encoding used on the braille display device.

DBT sends ASCII characters to drive different braille devices. Different devices and/or different regions use different systems to associate braille characters with ASCII characters. This is an area that is quite technical, and frustrating if it is not set up properly. However, virtually all braille devices

made can work with the North American system, which is the default. Or the user can select another system in the Global, Internationalization Menu.

When you make a change in this option, there is no immediate change. You need to close and then re-launch DBT. As DBT starts up, it constructs a braille font for its own use based on the previous settings of this menu item.

DBT uses a file called display.cpt to link braille symbols with ASCII characters. To solve problems that cannot be handled using the existing choices, this table can be edited. Please do not ever rearrange items in this file. DBT remembers settings based on their order in this list.

See "DBT Code Pages for Textfiles" for more detailed technical information.

Please take VERY careful note of the tip at the end of this section!

Subject to availability, you may now select a different language for the DBT interface. Therefore if you select Dansk for example, all your menus and dialogs will appear in Danish.

In some instances, you may need to perform additional tasks to set up DBT for your own country/locale. Your local dealer is best placed to advise you on the requirements here.

Should you change the Braille code for display, you will need to restart DBT for the change to take effect. You will also receive the following warning dialog.
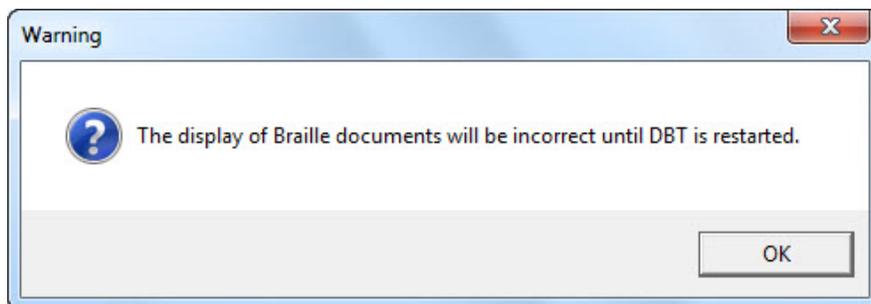
TIP: This could save you an anxious telephone call!

If you come in to school one day, to find one of your clever students has played a trick on you and changed the language of your user interface, do not panic. Click on the last but one menu item (second from the right). This is the Global menu. Go down to the fifth item on this menu and click on it. The Internationalization dialog will come up, and you will be able to select your own language.

(The following shows what the DBT user interface would look like in Russian)
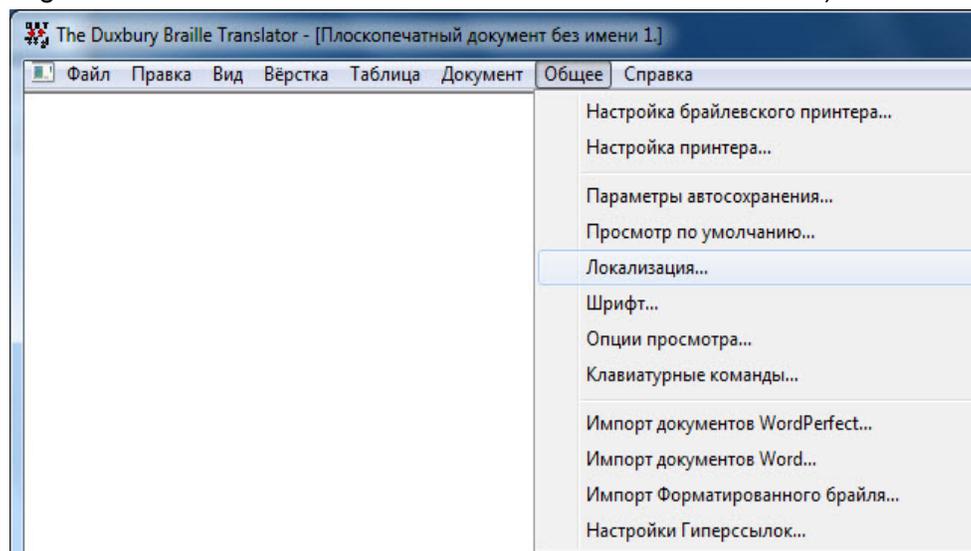
Global: Fonts...

Keystroke: **f** from Global menu

This dialog allows you to select the default font and size for both on-screen display and your printer output.

Please note: Fixed width fonts are listed first in alphabetical sequence, followed by proportional fonts also in alphabetical sequence.

Please ensure you select a font which supports the language you wish to display. Arabic fonts, for example, do not work with English text.
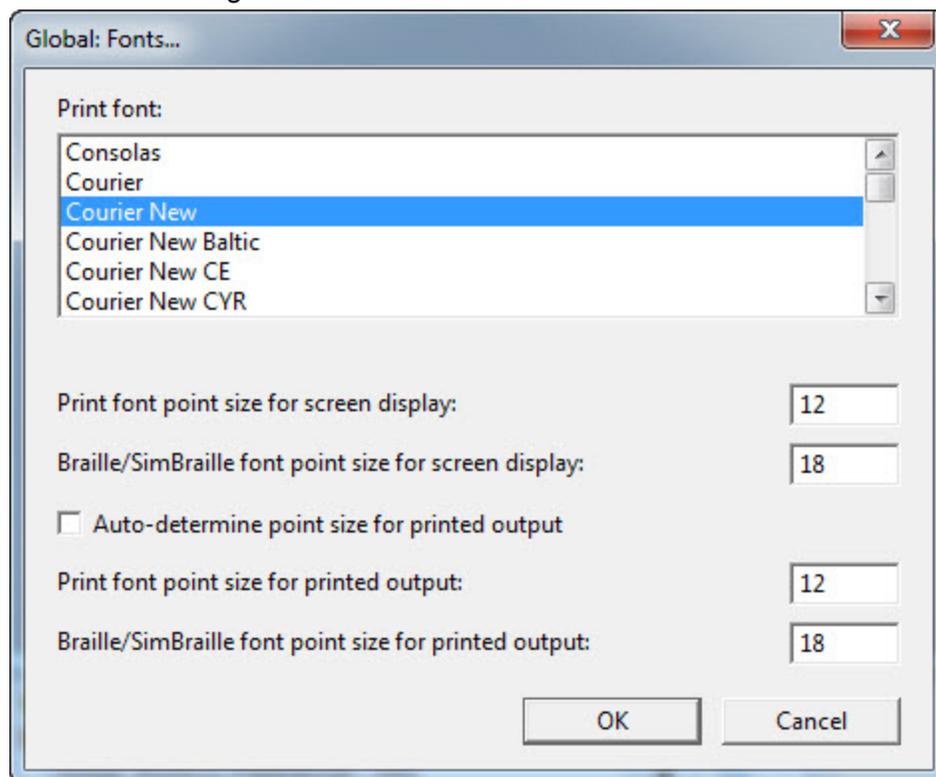

There are 8 controls in this dialog.

1. **Print Font:** This list box presents the list of available fonts.
2. **Print font size for screen display:** A text box. Enter the point size for print text displayed on screen.
3. **Braille/SimBraille font point size for screen display:** A text box. Enter the point size to use when either the Braille or SimBraille font is displayed on the screen.
4. **Auto-determine point size for output:** A check box. If this box is checked, DBT will automatically re-size any ink-printed output, whether text or Braille. If checked, the next two items are not available.
5. **Print font point size for printed output:** A text box. Allows you specify the size of font used in printed DBT text documents
6. **Braille/SimBraille font point size for printed output:** A text box. Allows you to specify the point size of ink printed braille. Note: 24 point is close to actual size
7. **Cancel**: Click this button or press **Esc** to exit this dialog without making changes.
8. **OK:** Click this button or press **Enter** to confirm your changes. The dialog will now close.

Global: View Preferences...

Keystroke: **v** from Global menu
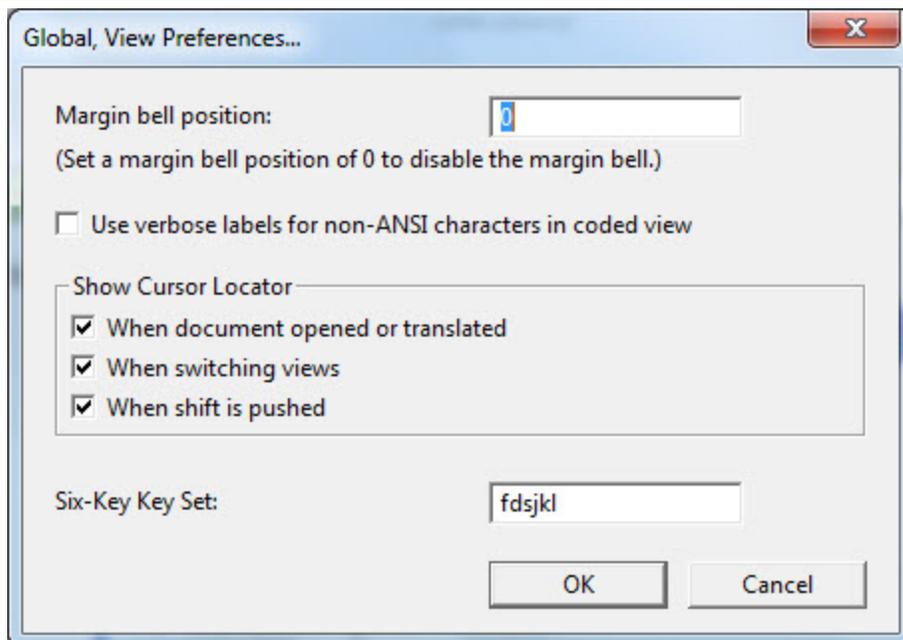
Despite its name, this dialog controls audible, screen view, and keyboard interface elements

Margin bell position: This feature is <u>only</u> available when using 6-key entry <u>into</u> a braille file. This feature is much the same as the bell on a Perkins brailler, and indeed you will hear an actual Perkins bell sound through your computer's sound card if present and enabled.

If you enter the number 5 in this field, the sound will be emitted when you reach the 5th last cell on the line. To turn the bell off, enter a position of zero.

See **TIPS** below for more information.

Use verbose labels for non-ANSI characters in coded view: This can be especially useful, particularly when characters appear identical, such as these: "`z and z`". (Can you see any difference?)

If you check this box, when you enter Coded View (Alt + F3) the Unicode value of the character where the cursor is positioned displays in DBT's Status Line, as shown in the following screen shot.
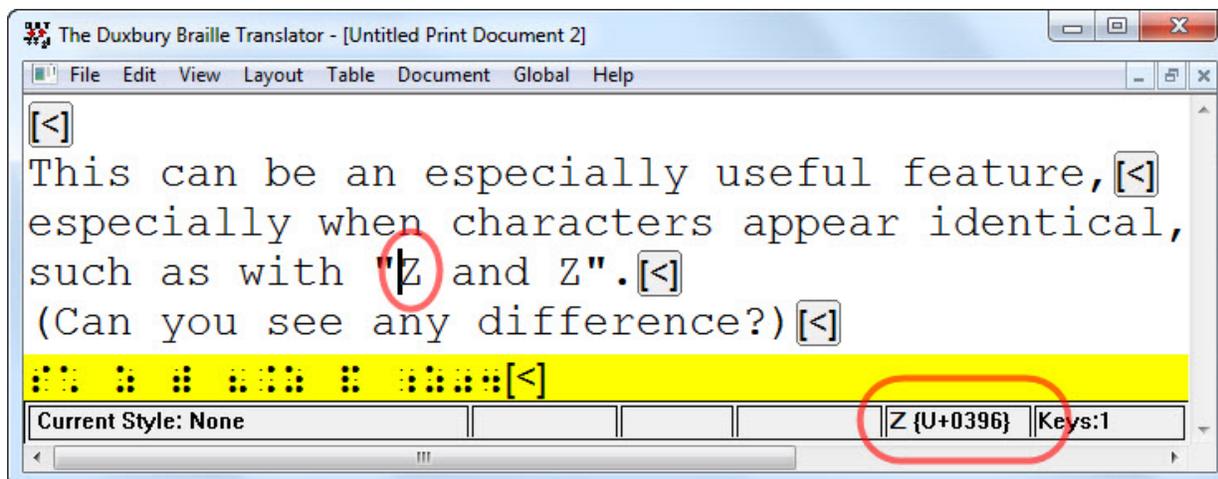
For more about non-ANSI characters, see Special Characters in the Miscellaneous topic in Help. In this example, you will find Zeta listed in Character Code Table - (U+03xx)

Show Cursor Locator - The Cursor Locator displays a series of rings surrounding the cursor location, which can be useful when editing and translating documents.

```
But, in a larger sense, we cannot dedicate--we cannot consecrate
--we cannot hallow--this ground. The brave men, living and dead,
who struggled here, have consecrated it, far above our poor power
to add or detract. The world will little note, nor long remember
what we say here, but it can never forget what they did here. It
is for us the living, rather, to be dedicated here to the
unfinished work which they who fought here have thus far so nobly
advanced. It is rather for us to be here dedicated to the great
task remaining before us--that from these honored dead we take
```

The set of check boxes provides options for when to show the Cursor Locator.

1. **When a document is opened or translated.** (Remember that the last cursor location is stored with all saved documents. The cursor is also positioned in the translated document as close as possible to where it was located in the text document)
2. **When Switching views.**
3. **When the Shift key is pressed and released.**

If you do not wish to see the Cursor locator at all, uncheck all three boxes.

Note: Some communication software such as Microsoft Remote Desktop Connection, may require that special cursors be turned off.

Six-key Key Set: You can use "Six-key Entry" to input braille directly into DBT documents. If this feature is enabled (see Global: Default Views) the default set of keys for six-key input uses the **fds** and **jkl** keys to represent dots 123 and 456 respectively.

However, if these keys are not suitable, or perhaps do not work on your keyboard, you may select a different combination of keys here.

IMPORTANT NOTE: Not all PC keyboards support Six-Key Entry. However, some will allow you to use alternatives such as **ewq** and **op[**

There is no magic solution for keyboards which do not support Six-key Entry. However generally speaking, keyboards at the low end of the price range are those most likely to work.

TIPS:

1. If you wish to play a different bell sound, you can replace the "margin.wav" file found in the duxbury program folder (normally c:\Program Files\Duxbury\DBT 11.3). It will play your wave file instead. You can use any existing wave file of your choosing, but note that you MUST rename the file to margin.wav.
2. You may wish to adjust the volume of the bell, especially if using a screen reader.

Global: Shortcut Preferences...

Keystroke: **s** from Global menu.
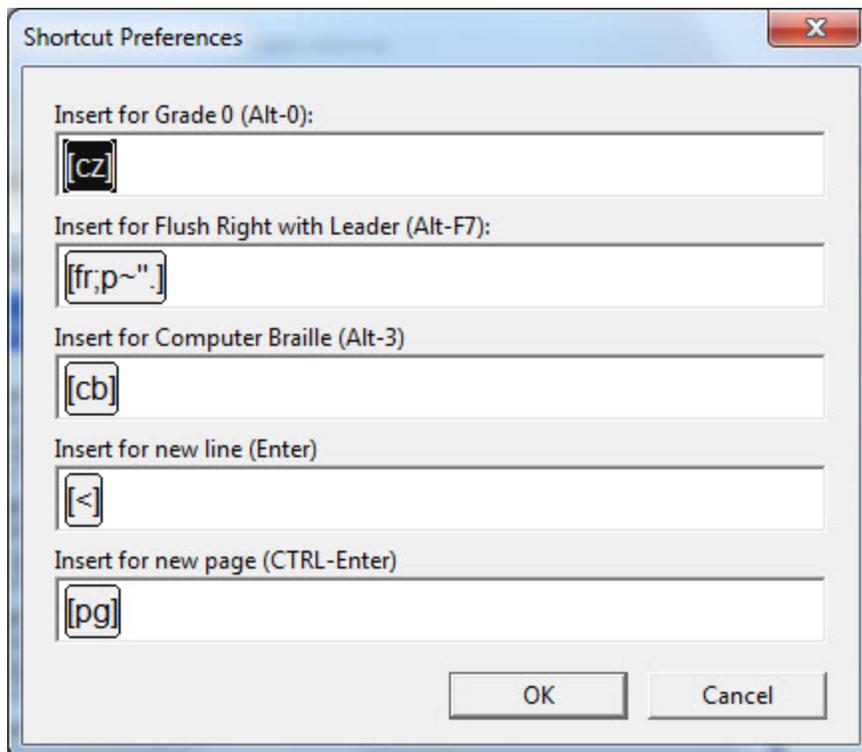
Note: This set of selections should generally be left as shown above. It has been provided to resolve a situation relating to a particular International version of DBT.

This dialog allows customization of the codes inserted for five pre-defined shortcut keystrokes:

The pre-set definitions for English are:

Insert for Grade 0 - (**Alt + 0**) generates the code **[cz]**

Insert for Flush Right with Leader - (**Alt + F7**) generates the code **[fr;p~".]**

Insert for Computer Braille - (**Alt + 3**) generates the code **[cb]**

Insert for New Line - (**Enter**) generates the code **[<]**

Insert for New Page - (**Ctrl +Enter**) generates the code **[pg]**

If you wish to find out more about DBT codes, please refer to the alphabetical listing in DBT Codes Quick Reference and subsequent "Tell me more" buttons available in on-line Help.

Global: Import Options

Keystroke: **o** from Global menu.

The **Import from Hyperlinks:** list box, shown here, gives you three options: URLs Only, Text Only and Both Text and URLs.

This is best explained with an actual example of text such as the following:

To go to our web site click here.

The reader can see underlined text representing a Hyperlink. Here is how DBT would import using the options above.

```
To go to our web site http://www.duxburysystems.com.
To go to our web site click here.
To go to our web site click here (http://www.duxburysystems.com).
```

In the event that both thetext and URL are identical, checking the "Remove duplicates" check box eliminates the duplicate text.

Auto-Tag URLS as Computer Notation: Per the braille code currently in use, Computer Braille may or may not be used for URLs.

Add spaces around math signs of comparison: a UEB rule allows spaces to be added around signs of comparison (such as = equals) for new braille learners.

Remove spaces surrounding dashes: There are cases where the local rules require there to be no spaces around dashes.

Unknown characters: With many thousands of Unicode characters now available it is sometimes the case that these have no braille definition as yet. This list-box allows you to a) mark them with an asterisk, b) ignore them, or c) output the Unicode Value.

Output Unicode value ▾
Mark with asterisk (*)
Ignore
Output Unicode value
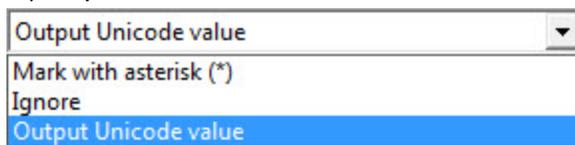
If you wish to investigate what the unknown character is, we suggest you select the Unicode option and make a note of the value given after import. This will enable you to look up the character in the Unicode tables.

Default language for Han (Chinese) script: (This option has no effect unless you are using Chinese scripts.) When using Chinese scripts, select one of the four radio buttons, Mandarin, Cantonese (Yue), Japanese or Korean.

Global: WordPerfect Importer...

Keystroke: **w** from Global menu

Global: WordPerfect Importer...

☐ Transcribe Courier to CBC
☑ Preserve hard page breaks
☑ Compress Skipped Lines
☐ Mark print page breaks

Paragraph Style:
○ None   ○ Newline Tab
◉ Skipped Line ○ Skipped Line with Tab

Indent one braille cell per (inches/cm): 0.25

Units
◉ Inches   ○ Centimeters

OK   Cancel
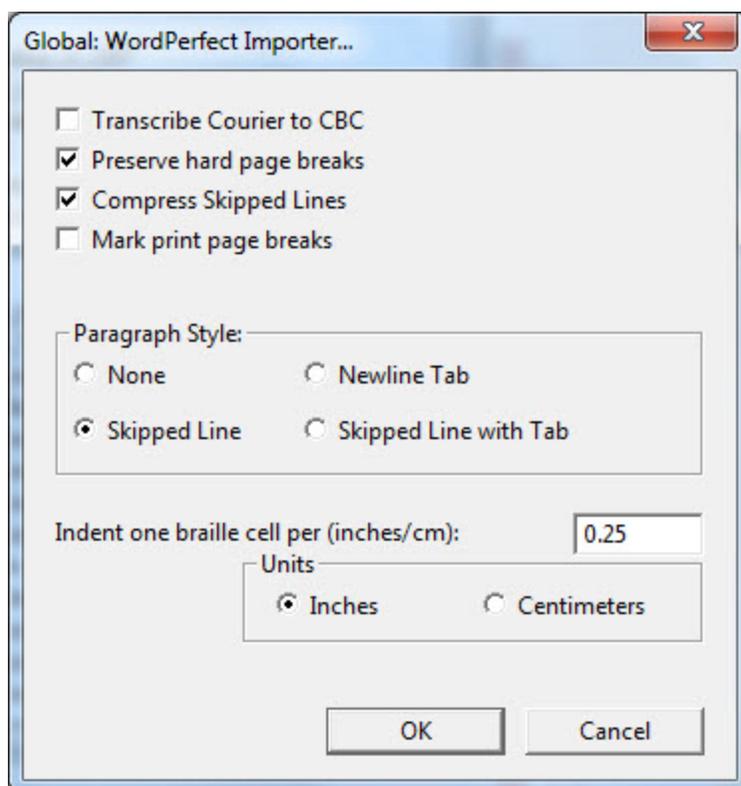
The WordPerfect Importer dialog tells DBT how to import WordPerfect coded files. There are seven controls.

First is a check box to optionally translate any Courier text into CBC (Computer Braille Code). Use this feature with caution; if Courier happens to be the default base font, the entire document may come out in CBC instead of grade 2.

Second is a check box to force a new braille page wherever a hard page break exists in the print. If you are highly concerned with paper conservation, leave this option unchecked. Otherwise, check the box so that your print and braille formats more closely resemble each other.

Third is a check box to reduce three or more hard Returns in the print so that only one skipped line appears in braille. It is not customary to have more than one blank line in braille so you will generally want to keep this box checked.

Fourth is a check box to tell DBT that you wish to indicate print page breaks with a line of dots across the page. Be sure to use this feature when producing a braille document in Textbook format.

The next control, **Paragraph Style**, lets you choose from four options for recognizing the print paragraph style. DBT will automatically create a braille paragraph (a new line with indent to cell three) whenever it comes across the pattern you choose. Choices are:

1. None -- DBT formats the braille the same as the print.
2. Skipped Line -- DBT converts **[HRt][HRt]** to a braille paragraph.
3. Newline Tab -- DBT converts **[HRt][Tab]** to a braille paragraph.
4. Skipped Line with Tab -- DBT converts [**HRt][HRt][Tab]** to a braille paragraph.

The next text box controls how much space in the print document translates to a single indented braille cell. DBT will use this number to honor WordPerfect's Tab and Indent commands by converting them into braille indents.

The last control tells DBT whether the size you set in the previous control is in inches or centimeters. Normally you'll want to leave the last two controls at their default values of 0.25 and Inches, respectively.

Global: Word Importer...

Keystroke: **r** from Global menu

(See also: Working with Word for Windows)
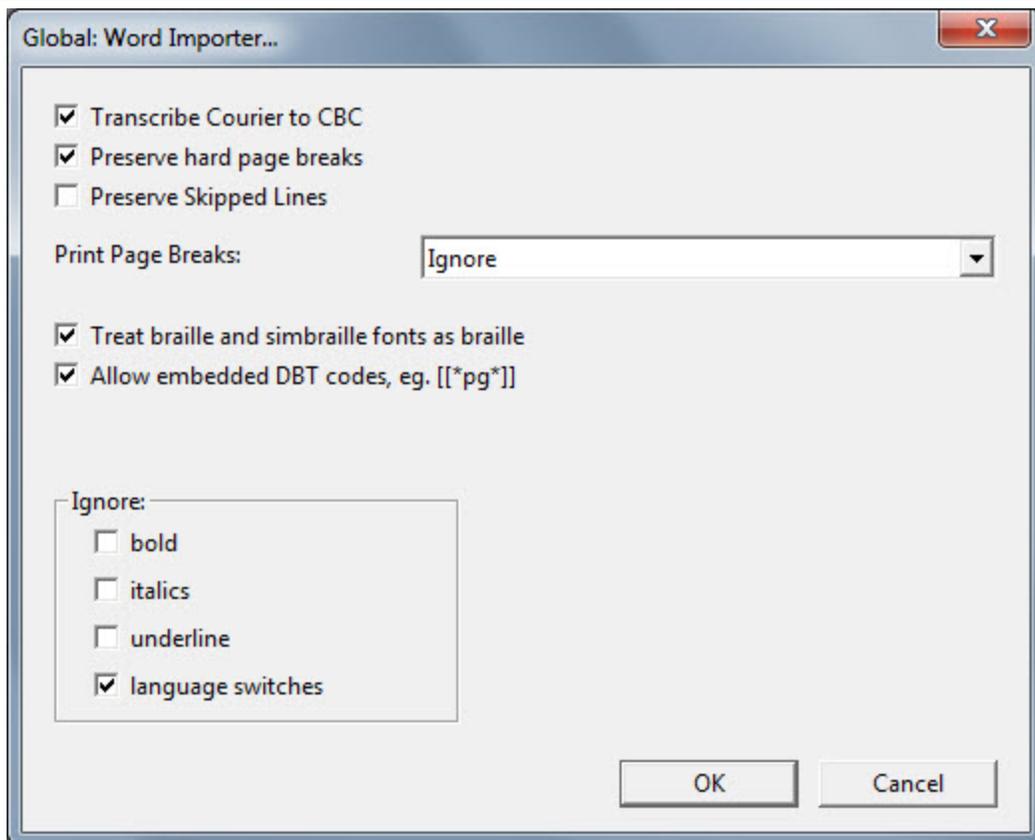
The Word Importer dialog allows you to control specific aspects of how DBT handles the import of Microsoft Word files. All options except one are check boxes.

Transcribe Courier to CBC: Any Word text in Courier font will be automatically marked as a run of Computer Braille Code when this item is checked.

Preserve hard page breaks: DBT will put the New Page code in wherever Word has a hard page break. (NOTE: Soft page breaks are ignored)

Preserve Skipped Lines: Where there is a Hard Carriage Return on a blank line in Word, DBT will also insert a blank line code. (Note: Take care that what appears to be a blank line, is *actually* a blank line and not "White Space")

Print Page Breaks: (This is a list box with four options)
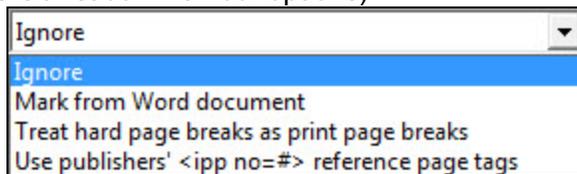
1. **Ignore** - Page breaks in the Word document will be ignored.
2. **Mark from Word document** - This option will insert "Print Page Indicators" at the appropriate point in the document. Care should be taken when using this option. These Print page indicators are usually only required for documents such as school exercise books, or minutes of a meeting, where the print page numbers are often referred to.
3. **Treat hard page breaks as print page breaks** - A "Hard Page Break" is one which is inserted into a Word document intentionally using the Word command **Ctrl + Enter**.

(Note: Many Word authors will use the Enter key to force text on to a new page. This will **NOT** cause a new page in a braille document.)

4. **Use publishers' <ipp no=#> reference page tags** - Some publishers now provide electronic files where the print page number is defined within HTML/XML Style tags. If this box is checked, DBT will insert appropriate "Print Page Indicators".

Treat Braille & SimBraille fonts as braille: If you used these two fonts in your Word document, they will be imported into DBT exactly as is. i.e., they will not be translated in any way.

Allow embedded DBT codes, eg. [[*pg*]] : It is now possible to include DBT Codes in a Word document, provided they are enclosed as shown here.

Ignore: - There are four check boxes here.

1. **bold** - Check this if you do not wish to show bold indicators from your Word document.
2. *italics* - Check this if you do not wish to show italic indicators from your Word document.
3. underline - Check this if you do not wish to show underline indicators from your Word document.
4. language switches - Word can have a nasty habit of automatically adding language indicators when you do not want them. Check this to have them ignored.

Global: Formatted Braille Importer...

Keystroke: **b** from Global menu

See also: BRF files - Importing in the on-line Help.

Note: To open a .brf file in DBT, please use the normal File: Open command.

The Formatted Braille Importer dialog is used to inform DBT about the dimensions and page numbering conventions of the braille files you wish to import. DBT can import BRF files from older DBT versions, as well as PokaDot files and other formatted braille files. Note that DBT uses these settings for import analysis only. In other words, the incoming file will be reformatted to the dimensions set in the Global Embosser Setup dialog or template, using the numbering scheme set in the Document Menu, not in its original format as described here.

There are 11 Controls in this dialog.

The Check Box, **Read formatted braille without interpretation**. - When this is checked, most of the other controls on the dialog are disabled.

Next are two groups of Radio Buttons to tell DBT in what corners it can expect to find braille page numbers on even and odd pages, respectively.

The next two radio button groups work the same as the first two, but they refer to the print page, as used in Textbook braille format.

Next are two additional radio button groups in which you can tell DBT where it will find running headers and running footers, respectively.

The final two controls are text fieldsto tell DBT the dimensions, in characters, of the formatted ASCII braille file. The lines per page is a maximum value (which should be set higher than the actual format) while the cells per line should be set for the exact width of the pages in your BRF, or equivalent, file.

 Note: By their nature, formatted (ASCII) braille files are stripped of all format and translation codes. To get the file ready for editing, DBT interprets the format and adds codes accordingly. Because an interpretive process can go wrong, we recommend, whenever possible, that you use the source TXT or WP file instead of the BRF for importing.

Hyperlink Settings (Moved)

Please note that with DBT 11.3 onwards this menu item no longer appears in the Global menu as above. Instead, hyperlinks are handled in the new topic "Global: Import Options", which is also in the Global menu.

Help: About DBT

Keystroke: **a** from Help menu
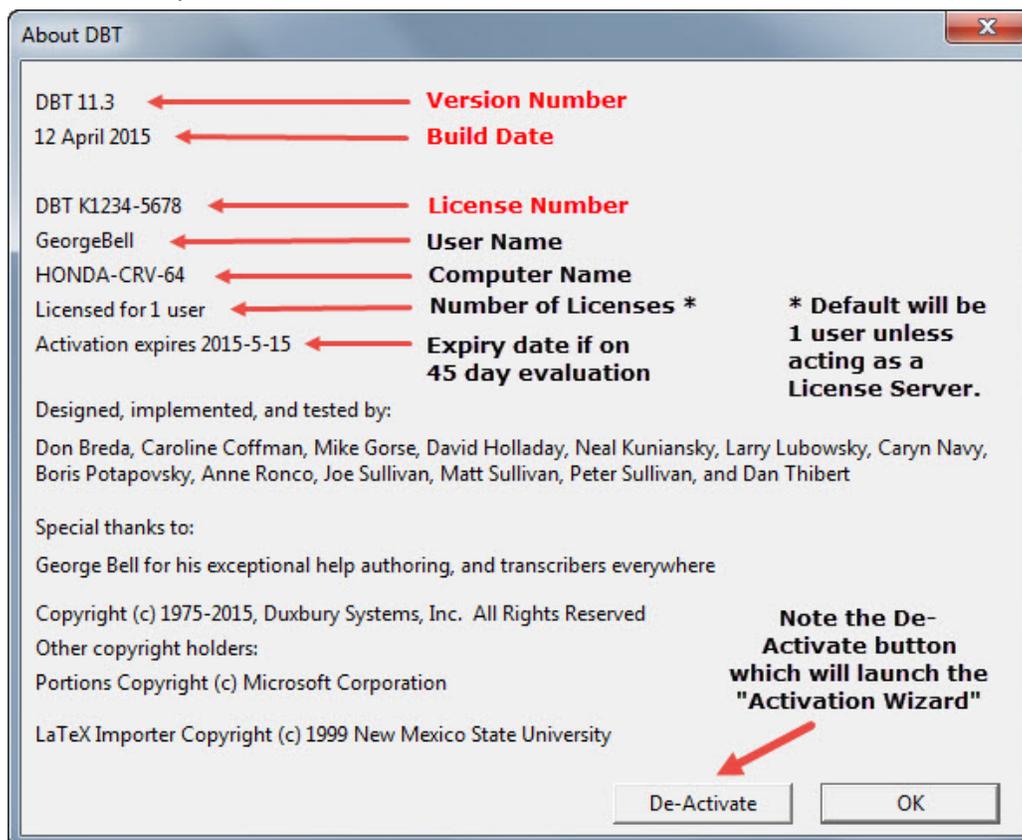
There are two very important items on this screen which you will require if you contact Duxbury or your Duxbury dealer for any reason. The Version number and date which may follow, and the license number.

If you are using a screen reader, simply pressing the tab key will allow you to hear the Version and License Number.

Please Note: The example license number "DBT K1234-5678" is <u>purely</u> for illustrative purposes.

If for any reason you require to remove DBT from your system, for example, to install on another system, you must uninstall or De-activate first.

You should also uninstall or De-activate DBT if you require to change any hardware on your system.

Full details are provided in the Registration and Activation: Remove DBT topic.

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Index

F

G

H

I

Y

- 78 -

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