

# **Print and Braille Labels System for Windows®**

## **Version 3.2.1 - User's Manual**



***National Library Service  
for the Blind and  
Physically Handicapped***

***The Library of Congress***

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# Overview of PBL Labels Functionality

## **SYSTEM OVERVIEW**

The Print and Braille Labels System (PBL) is a label-printing application and database. It provides a means of creating print-and-Braille medium and container labels on demand. The PBL System can produce separate labels for each medium and/or container selected. One is a paper label for print information. The paper label is applied directly to the medium. The second label is a clear plastic label on which braille is embossed. The embossed braille label is applied on the medium over the print label. PBL can produce print labels for the end and side of the mailing container. PBL also has the ability to produce a braille container label. This label will be positioned under the mailcard of the container label.

The PBL System was developed by contractors to the National Library Service for the Blind and Physically Handicapped (NLS) for use by network libraries, multistate centers, and other organizations within the NLS network. On request, NLS provides the software free of charge to network organizations and offers hotline service. The organizations must acquire the equipment and supplies for running the system, as detailed in Appendix A.

PBL for Windows® can operate in a stand-alone, single machine environment or in a multi-user network environment on all popular Windows platforms including Windows 98, NT, 2000, XP, Vista and 7. PBL utilizes both a braille embosser for braille medium and container labels and a laser printer for print medium and container labels. The two braille Embossers used are the Freedom Scientific™ Braille Blazer and the Enabling Technologies Romeo Pro LE™ Wide with NLS Label Mode. Both the Braille Blazer and Romeo Pro LE are embossers with specific capabilities for the PBL system. In contrast, the laser printer may be of any make or model that is able to accommodate the weight and thickness of the laser label stock and is compatible with TrueType fonts.

The PBL System maintains a database of information to be printed on the labels, with one record of the database corresponding to one title. The system is menu driven, with the application's drop-down menus representing the main functions:

- File
  - Open Title File
  - Open Select Labels
- Edit
  - Administration Settings
- Books
  - Title File
  - Select Labels
  - View / Edit Selected Labels
- Import
  - NLS Title File
  - External Selected Label File
  - View / Print External Selected Label File (Not Label Format)
  - Append Selected Label File to Title Database
  - Generate Imported Labels
  - Append Exported Title Database
  - View / Print External Title Database

- Export
  - Export Title File
  - Export Selected Labels
- Generate
  - Labels
  - Reports

Data is input to the system as in any data-entry system, with the exception of the braille representation of the braille title and the braille author. This will be generated by the system.

Each library has its own Book Title Database, which is maintained by that library. In addition to adding, deleting, editing, and printing their own book titles, libraries are able to export and import book titles to and from other libraries. The export and import functions are helpful to libraries that do not have the hardware to produce labels (i.e., laser printer or braille embosser). These libraries can select the labels they want printed from their Book-Title Database and export them via diskette or e-mail to a library that does have the hardware. The library receiving the data can then import the titles and print the labels. The receiving library can view these imported titles and append them to its own Book Title Database if it so desires.

The on-line functionality of PBL is described in the Main Menu Outline, Section IV. Each subsequent section further describes the functions of each menu choice.

## Setting Up The System

### ***INSTALLING THE SOFTWARE***

The PBL System for Windows® program consists of two parts: a **server** component that contains the book title database and printing files, and a **client** component that provides a user interface application with access to the information in the database. A *stand-alone* installation involves installing both the server and client components on a single machine. A *multi-user* installation involves installing the server component on a shared drive on a network and installing the client component on machines with full access to the shared drive.

### ***Windows Print Braille Label (PBL) System 3.2.1 Installation Instructions***

For the initial installation, begin with the “Server Component Install” Section. This database installation component is to be performed only once, during the initial installation of the system.

## Server Component Install / Database Setup

- 1) If a prior version of PBL is already installed on the server, it is recommended that the current production PBL folder is backed up to a secure location. If there are locally produced titles in the database that need to be copied to the new database then the data needs to be exported as follows. Within the current PBL application select 'Export' from the main drop-down menus. Select 'Export Title File' and follow the wizard steps. In the step 'Export Title File – Diskette, or E-Mail ?' window select 'Diskette'. The output from this process is a file named 'TITLEEXP.mdb'. This file will be saved to the Default Drive as defined in the Administration Settings section within PBL. This 'TITLEEXP.mdb' file will be used in a later step to Import the database back into the new PBL database using the 'Append Exported Title Database' function with PBL.
- 2) For new server installs create a folder named "PBL" in a shared area of the designated server. If a prior version of "PBL" existed you can either delete the existing "PBL" folder and recreate it or create a new "PBL" folder in another location.

**Note:** Users must have 'create' security permissions on the drive. This folder must be accessible to any workstation that will use the Print Braille Label System. Users must have full read and write permissions on the PBL folder.

Examples:

\\SERVER\_NAME\SHARE\_NAME\PBL

Or

F:\PBL

- 3) The PBL installation file can be downloaded from the Network Library Services website. Log on to the website. From the Library Menu choose 'Selected Reports and Documents'. From this menu, choose 'Print and Braille Labels Installation Package'. From this menu choose 'Print and Braille labels Installation Package'. You will be prompted to save the file 'PBL321.zip'. Save the file to the PBL folder created in step 2.
- 4) Locate the 'PBL321.zip' file downloaded in the prior step, open the file and extract the five individual files to the PBL Folder.

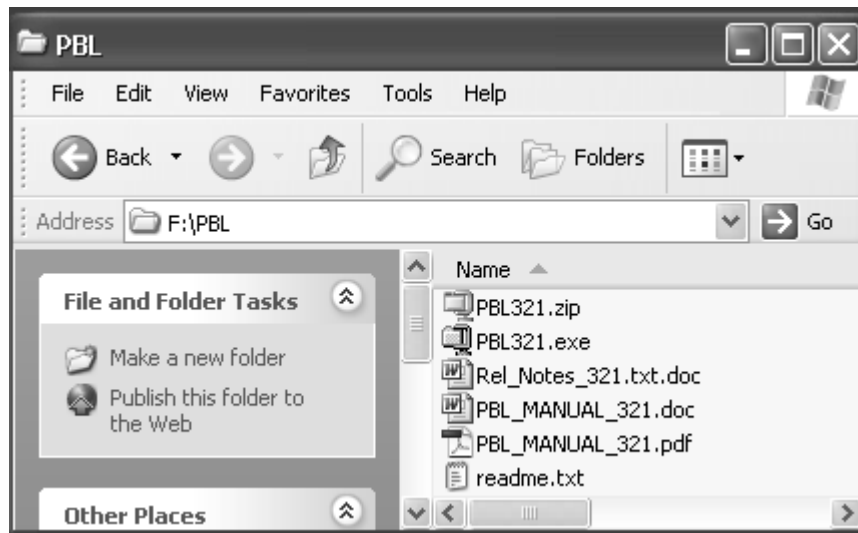
PBL321.exe - Self extracting executable

PBL\_MANUAL\_321.doc – PBL User's Manual

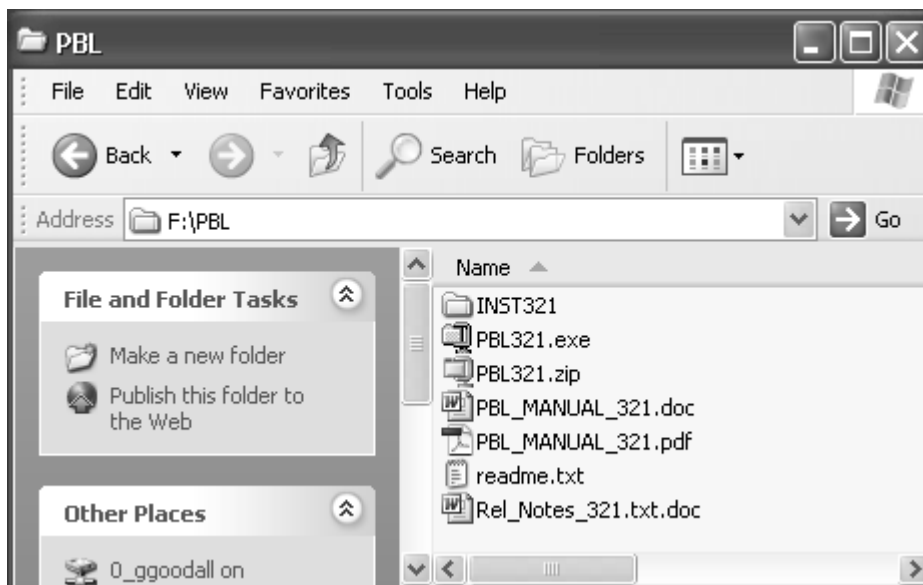
PBL\_MANUAL\_321.pdf – PBL User's Manual

readme.txt – Installation instructions

Rel\_Notes\_321.txt - Release notes for this version of PBL



- 5) Open the file “PBL321.exe” from the PBL folder. Once prompted for a folder name, leave it as INST321 and select unzip. After the files have been decompressed, select ‘Close’. You should now have a subfolder named “INST321” inside the PBL folder that now contains 9 files.



- 6) Depending on the operating system access the ‘Run’ window as follows:

**Windows 2000 and Windows XP**

Select the Windows Start icon and Run icon

**Windows Vista**

Select the Windows Start icon

In the ‘Start Search’ box type ‘run’

In the Programs list select ‘Run’



## **Windows 7**

Select the Windows Start icon

In the 'Search programs and files' box type 'run'

In the Programs list select 'Run'

In the Run Window that appears, next to the 'Open' prompt type or browse the complete path to the Setup.exe file located in the INST321 sub-directory, followed by a 'space /a' :

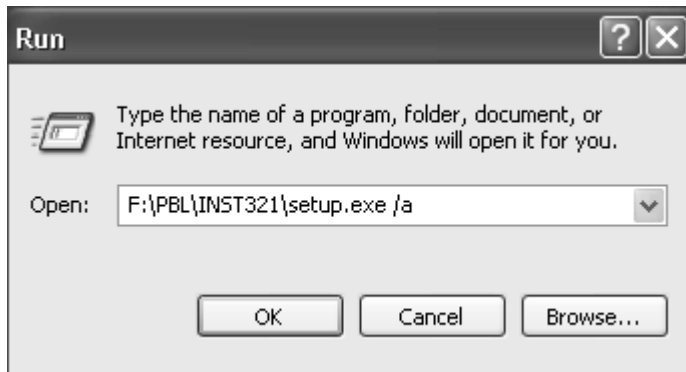
Examples:

\\SERVER\_NAME\SHARE\_NAME\PBL\INST321\Setup.exe /a

**Or**

F:\PBL\INST321\Setup.exe /a

**Note:** The selected drive letter must be a mapped drive, either on the local drive or the network.



Select 'OK'. This will begin the Server Administrative installation.

- 7) The "Welcome to the InstallShield Wizard for PBL" screen appears. Select 'Next' to continue.
- 8) The "Network Location" screen appears. Enter the full location of the PBL folder and select "Install" to continue. The installation will proceed.

Example:

\\SERVER\_NAME\SHARE\_NAME\PBL\

**Or**

F:\PBL\

- 9) The "InstallShield Wizard Completed" screen appears. Select "Finish".

- 10) Move all of the files except "**PBL.msi**" from the INST321 folder to the PBL folder. To move the files to the "PBL" folder, do the following. Open the PBL\INST321 folder. Press and hold down the 'Ctrl' key on the keyboard and select all files in the "PBL\INST321" folder except 'PBL.MSI'. The files will be highlighted. Release the 'Ctrl' key. Select the Edit drop-down menu and select 'Cut'. Open the PBL folder. Select the Edit drop-down menu and select 'Paste'.
- 11) Copy the one of the three database files located in the "PBL\ExampleDB" folder to the parent "PBL" folder. If Microsoft Access is not installed on the computer it is recommended to copy the 'PBLABEL.mdb' file, otherwise copy the matching version. If the version of Microsoft Access installed on the computer is 2007 or 2010, then use the PBLABEL\_ACC2003.mdb file.

Database Files	Version
PBLABEL_ACC1997.mdb	Microsoft Access 1997
PBLABEL.mdb	Microsoft Access 2000
PBLABEL_ACC2003.mdb	Microsoft Access 2003

To copy a database file to the "PBL" folder, do the following. Select one of the three files in the "PBL\ExampleDB" folder and select 'Copy' from the edit drop-down menu. Open the "PBL" folder, drop down the Edit menu and select 'Paste'.

If either the 'PBLABEL\_ACC1997.mdb' or the 'PBLABEL\_ACC2003.mdb' database files were copied to the parent 'PBL' folder, **rename** the file to 'PBLABEL.mdb' after you have copied it to the 'PBL' folder. If the 'PBLABEL\_ACC1997.mdb' was copied into the parent 'PBL' folder then the Windows registry needs to be updated after the client component install. Detailed instructions are listed in the step 10 of the Client Component Install.

This completes the Print Braille Label System Server Installation. Before the system may be used, at least one Client Component install must be performed.

## Client Component Install

PLEASE NOTE: The PBL Client Component must be installed on workstations that have either direct or network access to the braille embosser and/or a label-capable laser printer in order to produce braille or text labels.

- 1) If there is a previous version of PBL installed on the workstation it must be removed. To remove the old version of PBL select the 'Start' button, then choose 'Settings', then 'Control Panel'. (Please note that this procedure may vary slightly depending on the Windows Operating System you are using.) Once the Control Panel is open, select 'Add/Remove Programs'. This will open the Add/Remove programs box to the Install/Uninstall tab. From here, find PBL in the available window. Select PBL to

highlight. Then select the 'Add/Remove' button just below. This will re-open the PBL installation. Select 'Next' on the PBL welcome screen to continue. This will open a Program Maintenance screen where you can Modify, Repair, or Remove PBL. Select the Remove option and select 'Next' to continue. Select 'Remove' from the Remove Program screen. Once the uninstall is complete, select 'Finish'. Close the Add/Remove Program window, and then close the Control Panel window.

- 2) From the workstation you wish to install the client on, use Network Neighborhood, Windows Explorer or My Computer and browse to the location of the PBL directory on the server.
- 3) Once in the PBL directory on the server, open the setup.exe file. This will begin the PBL client InstallShield Wizard. The first screen you will notice will be a Welcome screen for the client installation. Select 'Next' to continue.
- 4) Customer Information Screen. Enter a user name and Organization name. You may also have the option to install the application for all users or just the current one. The default is for all users, and this setting is recommended. Select 'Next' to continue.
- 5) Setup Type Screen. The default is 'Complete.' Leave this setting as is and select 'Next' to continue.
- 6) The next screen informs you that the InstallShield is ready to install the PBL client. Select 'Install' to continue.
- 7) InstallShield Wizard Completed. When this message appears, the PBL client has been successfully installed. Select 'Finish' to end the installation and return to the desktop. If Windows informs you that a restart is necessary, please restart the workstation.
- 8) For JAWS users, copy the JAWS script files: PBL.JSS, PBL.JSD, PBL.JKM, and PBL.JDF from "C:\ProgramFiles\National Library Service\PBL" to "C:\JAWSXXX\SETTINGS\ENU" where XXX is your JAWS revision and recompile with the JAWS Script Manager.
- 9) For JAWS users, perform the following to change the graphics settings to setup two graphics labels for a checked and unchecked checkbox. Open JAWS and select the 'Utilities' menu and 'Configuration Manager' submenu. Select the 'Set Options' menu and 'Graphics And Symbols...' submenu. In the Graphics Verbosity group select 'Labeled Graphics' and 'OK'. Press Ctrl-S to save the custom configuration file. Open the PBL application and select the 'Books' menu and 'Select Labels' submenu. If the 'Previously Selected Books exist' informational message displays select 'No'. We are now going to format JAWS to label the word 'unchecked' for an unchecked graphic. While in the 'Label Selection' window position your cursor in the 'Available Cassette' listbox in a checkbox that is unchecked. Be sure to place your cursor directly in the box. On your keyboard press and hold the 'Ins' key on your numberpad then the letter 'G'. Type 'unchecked' in the Label box and select 'OK'. We are now going to format JAWS to label the word 'checked' for a checked graphic. While in the

'Label Selection' window position your cursor in the 'Available Cassette' listbox in a checkbox that is checked. Be sure to place your cursor directly in the box. On your keyboard press and hold the 'Ins' key on your number pad then the letter 'G'. Type 'checked' in the Label box and select 'OK'.

- 10) If during the server component install the 'PBLABEL\_ACC1997.mdb' file was copied into the PBL folder and renamed then the Windows Registry needs to be updated for each client user login on the client computer. It is recommended that the registry is backed up prior to performing the update. To update the registry access the Windows 'Run' window as previously described in Network and type 'regedit'. Locate the key name 'HKEY\_CURRENT\_USER\Software\Data Management\PBL\DAO\Jet Version'. In the right pane locate the name 'Version'. The Data needs to set to '3.0'. To update the data value select the Version, select 'Modify', enter '3.0' (without the apostrophes) in the value data box and select 'OK'.

This completes the Print and Braille Label Client Component Install. To install the client program on additional workstations, perform the Client Component Install steps on each workstation.

Please refer to Configuring the Embossers section before embossing labels.

### ***Append Exported Title Database***

If a prior version of PBL was in use before the new server installation and the title file was exported in anticipation of importing it into the new database perform the following. Within PBL select Import and Append Exported Title Database. An Open window will display. Locate the External title file which is named 'TITLEEXP.mdb' and select Open. A brief results window will display the Records Processed (# of records read from the TITLEEXP.mdb database), Records Added (# of records processed that were not already in the production database and now added) and Duplicate Records (# of records processed that were already in the production database and were bypassed).

### ***PRINTER PORTS AND CABLING***

The flexibility of the PBL System for Windows® program allows for several options when installing embossers and laser printers. The embossers and printers may both be installed on a single machine running PBL (for a true stand-alone system) or on a single machine to be used as a shared print server, or alternatively may be installed on machines accessible through a network as part of a printer queue for multi-user installations. Contact your system administrator for information on network printing.

The Braille Blazer should be configured for the parallel port. Parallel port communication is generally faster and more reliable while requiring less printer setup, driver configuration and cabling. Blazer parallel connection requires a free parallel port on the PC and a standard parallel cable.

The Romeo Pro LE may be configured for the parallel, USB or serial port. The default port is USB.

The laser printer should be connected according to the specifications in the printer's manual. Alternatively, a previously installed laser printer on the network may be used if accessible and able to print labels. Consult your laser printer's manual or your system administrator for more information on proper printer connection and printing options.

## **CONFIGURING THE EMBOSSERS**

Before using the Blazer with the PBL Labels System, change the following settings from the factory default to the setting specified below.

The user's manual provided with the Braille Blazer and Romeo Pro LE gives detailed instructions on changing the various embosser configurations. Below is a version tailored to the PBL System. Please refer to the embosser manual if you want a fuller description of the configuration process. There are no visual displays on the Blazer or Romeo Pro LE; all feedback to the user is provided via a speech synthesizer.

### **Braille Blazer Version File Configuration**

The PBL application needs to know which model version of the Braille Blazer is being used. Determine the model by removing the paper stock from the embosser. In the recessed area now exposed is a label listing the model such as BB1, BB1-1, BB2 or BB2-1. Open the file 'BlazerVersion.txt' which is in the installation PBL folder. If the model version is BB1 or BB1-1, set the value to '01' on the first record, columns one and two. If the model version is BB2 or BB2-1, set the value to '02' on the first record, columns one and two. The initial default value is set to 02.

### **Braille Blazer Configuration**

As you face the front of the Blazer, there are three keys in a row on the top right-hand side. In the following discussion, these keys will be referred to as keys 1, 2, and 3, with key 1 being closest to the front. 'Press' means to physically press down and release a key on the Blazer. In general, pressing key 1 cycles through the options for a given item. Pressing key 2 alone or keys 1 and 2 together exits that menu of choices and saves the last option you heard.

### **Braille Blazer Cassette Book Label Configuration (Blazer version BB1 or BB1-1)**

1. Turn on the Blazer. Blazer responds, "Braille Blazer Ready."
2. Press keys 1, 2, and 3 simultaneously. Blazer responds, "Configuration Speech

Config”.

3. Press key 2. Blazer responds, “Printer Config”.
4. Press key 1. Blazer responds, “Port Parallel Active”.
5. Press key 2. Blazer responds, “Paper Feed Pulling Active”.
6. Press key 2. Blazer responds, “Left Margin 0 Active”.
7. Press key 2. Blazer responds, “Right Margin 34 Active”.
8. Press key 2. Blazer responds, “Top Margin 0 Active”.
9. Press key 2. Blazer responds, “Bottom Margin 0 Active”.
10. Press key 2. Blazer responds, “Lines Per Page X” where X is a number equal to 0 or between 22 and 30.
  - a) If the number is “0” proceed to the next step.
  - b) If the number is not “0” Press key 1 until the Blazer responds, “0” then proceed to next step.
11. Press key 2. Blazer responds, “Page Length X Active” where X is a number between 1 and 12.
  - a) If the number is “1.75” proceed to the next step.
  - b) If the number is not “1.75” Press key 1 until the Blazer responds, “1.75” then proceed to next step.
12. Press key 2. Blazer responds, “Word Wrap Off Active”.
13. Press key 2. Blazer responds, “Paper Weight Heavy Active”.
14. Press key 2. Blazer responds, “Character Set US ASCII Active”.
15. Press key 2. Blazer responds, “Paper-Out Detector On Active”.
16. Press key 2. Blazer responds, “Auto Line Feed Off Active”.
17. Press key 2. Blazer responds, “Print Control Characters Off Active”.
18. Press key 2. Blazer responds, “Braille 6 Dot Active”.
19. Press key 2. Blazer responds, “Label Mode On Active”.
20. Press key 2. Blazer responds, “Sideway Printer Config”.

21. Press keys 1 and 2 simultaneously. Blazer responds, "Serial Config".
22. Press keys 1 and 2 simultaneously. Blazer responds, "Service Menu".
23. Press keys 1 and 2 simultaneously. Blazer responds, "Exit". This saves all changes and exits the Blazer Configuration Mode.

### **Braille Blazer Cassette Book Label Configuration (Blazer version BB2 or BB2-1)**

1. Turn on the Blazer. Blazer responds, "Braille Blazer Ready."
2. Press keys 1, 2, and 3 simultaneously. Blazer responds, "Configuration Speech Config".
3. Press key 2. Blazer responds, "Printer Config".
4. Press key 1. Blazer responds, "Port Parallel".
5. Press key 2. Blazer responds, "Paper Feed Pulling".
6. Press key 2. Blazer responds, "Left Margin 0".
7. Press key 2. Blazer responds, "Right Margin 34".
8. Press key 2. Blazer responds, "Top Margin 0".
9. Press key 2. Blazer responds, "Bottom Margin 0".
10. Press key 2. Blazer responds, "Lines Per Page X" where X is a number equal to 0 or between 22 and 30.
  - a. If the number is "0" proceed to the next step.
  - b. If the number is not "0" Press key 1 until the Blazer responds, "0" then proceed to next step.
11. Press key 2. Blazer responds, "Page Length In Inches X" where X is a number between 1 and 12.
  - a. If the number is "1" proceed to the next step.
  - b. If the number is not "1" Press key 1 until the Blazer responds, "1" then proceed to next step.
12. Press key 2. Blazer responds, "Add to Page Length Eights of an inch X" where X is a number between 1 and 7.
  - a. If the number is "6" proceed to the next step.

- b. If the number is not “6” Press key 1 until the Blazer responds, “6” then proceed to next step.
13. Press key 2. Blazer responds, “Word Wrap Off”.
14. Press key 2. Blazer responds, “Paper Weight Heavy”.
15. Press key 2. Blazer responds, “Character Set US ASCII”.
16. Press key 2. Blazer responds, “Paper-Out Detector On”.
17. Press key 2. Blazer responds, “Auto Line Feed Off”.
18. Press key 2. Blazer responds, “Print Control Characters Off”.
19. Press key 2. Blazer responds, “Braille 6 Dot”.
20. Press key 2. Blazer responds, “Label Mode On”.
21. Press key 2. Blazer responds, “Sideway Printer Config”.
22. Press keys 1 and 2 simultaneously. Blazer responds, “Serial Config”.
23. Press keys 1 and 2 simultaneously. Blazer responds, “Service Menu”.
24. Press keys 1 and 2 simultaneously. Blazer responds, “Exit”. This saves all changes and exits the Blazer Configuration Mode.

### **Braille Blazer Digital Book Label Configuration (Blazer version BB1 or BB1-1)**

1. Turn on the Blazer. Blazer responds, “Braille Blazer Ready.”
2. Press keys 1, 2, and 3 simultaneously. Blazer responds: “Configuration Speech Config”.
3. Press key 2. Blazer responds, “Printer Config”.
4. Press key 1. Blazer responds, “Port Parallel Active”.
5. Press key 2. Blazer responds, “Paper Feed Pulling Active”.
6. Press key 2. Blazer responds, “Left Margin 0 Active”.
7. Press key 2. Blazer responds, “Right Margin 34 Active”.
8. Press key 2. Blazer responds, “Top Margin 0 Active”.



9. Press key 2. Blazer responds, "Bottom Margin 0 Active".
10. Press key 2. Blazer responds, "Lines Per Page X" where X is a number either 0 or between 22 and 30.
  - a) If the number is "0" proceed to the next step.
  - b) If the number is not "0" Press key 1 until the Blazer responds, "0" then proceed to next step.
11. Press key 2. Blazer responds, "Page Length X Active" where X is a number between 1 and 12.
  - a) If the number is "3" proceed to the next step.
  - b) If the number is not "3" Press key 1 until the Blazer responds, "3" then proceed to next step.
12. Press key 2. Blazer responds, "Word Wrap Off Active".
13. Press key 2. Blazer responds, "Paper Weight Heavy Active".
14. Press key 2. Blazer responds, "Character Set US ASCII Active".
15. Press key 2. Blazer responds, "Paper-Out Detector On Active".
16. Press key 2. Blazer responds, "Auto Line Feed Off Active".
17. Press key 2. Blazer responds, "Print Control Characters Off Active".
18. Press key 2. Blazer responds, "Braille 6 Dot Active".
19. Press key 2. Blazer responds, "Label Mode On Active".
20. Press key 2. Blazer responds, "Sideway Printer Config".
21. Press keys 1 and 2 simultaneously. Blazer responds, "Serial Config".
22. Press keys 1 and 2 simultaneously. Blazer responds, "Service Menu".
23. Press keys 1 and 2 simultaneously. Blazer responds, "Exit". This saves all changes and exits the Blazer Configuration Mode.

### **Braille Blazer Digital Book Label Configuration (Blazer version BB2 or BB2-1)**

1. Turn on the Blazer. Blazer responds, "Braille Blazer Ready."

2. Press keys 1, 2, and 3 simultaneously. Blazer responds: "Configuration Speech Config".
3. Press key 2. Blazer responds, "Printer Config".
4. Press key 1. Blazer responds, "Port Parallel".
5. Press key 2. Blazer responds, "Paper Feed Pulling".
6. Press key 2. Blazer responds, "Left Margin 0".
7. Press key 2. Blazer responds, "Right Margin 34".
8. Press key 2. Blazer responds, "Top Margin 0".
9. Press key 2. Blazer responds, "Bottom Margin 0".
10. Press key 2. Blazer responds, "Lines Per Page X" where X is a number equal to 0 or between 22 and 30.
  - a. If the number is "0" proceed to the next step.
  - b. If the number is not "0" Press key 1 until the Blazer responds, "0" then proceed to next step.
11. Press key 2. Blazer responds, "Page Length In Inches X" where X is a number between 1 and 12.
  - a. If the number is "3" proceed to the next step.
  - b. If the number is not "3" Press key 1 until the Blazer responds, "3" then proceed to next step.
12. Press key 2. Blazer responds, "Add to Page Length Eights of an inch X" where X is a number between 1 and 7.
  - a. If the number is "0" proceed to the next step.
  - b. If the number is not "0" Press key 1 until the Blazer responds, "0" then proceed to next step.
13. Press key 2. Blazer responds, "Word Wrap Off".
14. Press key 2. Blazer responds, "Paper Weight Heavy".
15. Press key 2. Blazer responds, "Character Set US ASCII".
16. Press key 2. Blazer responds, "Paper-Out Detector On".
17. Press key 2. Blazer responds, "Auto Line Feed Off".

18. Press key 2. Blazer responds, "Print Control Characters Off".
19. Press key 2. Blazer responds, "Braille 6 Dot".
20. Press key 2. Blazer responds, "Label Mode On".
21. Press key 2. Blazer responds, "Sideway Printer Config".
22. Press keys 1 and 2 simultaneously. Blazer responds, "Serial Config".
23. Press keys 1 and 2 simultaneously. Blazer responds, "Service Menu".
24. Press keys 1 and 2 simultaneously. Blazer responds, "Exit". This saves all changes and exits the Blazer Configuration Mode.

### **Romeo Pro LE One Time Configuration**

1. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on USB port."
2. Press the OL key. Romeo responds: "The printer is offline."
3. Press keys 0.0E. Romeo responds: "Service Menu Enter Selection."
4. Press keys 20E. Romeo responds: "Turn off EPA Energy Star Mode. Service Menu Enter Selection."
5. Press keys 1E to save the change and exit. The Romeo responds: "The Printer is being reset." The printer resets. The Romeo responds: "The printer is ready to run on USB port."

### **Romeo Pro LE Cassette Book Label Configuration (USB port)**

1. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on USB port."
2. Press the OL key. Romeo responds, "The printer is offline."
3. Press keys 0.3E. Romeo responds, "Menu Number 3. Enter Selection."
4. Press keys 50.1E. Romeo responds, "Remote emboss control activated. Number 18. Page length equals length 4 inches. Number 17. Lines per page set at 10."
5. Press keys 35.9E. Romeo responds, "Number 35. NLS Label. Number 14. Right margin set at 40."

6. Press keys 18.5E. Romeo responds, "Number 18. Page length equals 1.75 inches."
7. Press keys 30.00E. Romeo responds, "Number 30. Top of form offset set at zero."
8. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on USB port."

An impact knob is located on the top right corner of the embosser. The force of the embosser impact can be increased or decreased by adjusting the knob. Refer to the Romeo User's Manual for additional details.

### **Romeo Pro LE Digital Book Label Configuration (USB port)**

1. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on USB port."
2. Press the OL key. Romeo responds, "The printer is offline."
3. Press keys 0.3E. Romeo responds, "Menu Number 3. Enter Selection."
4. Press keys 50.1E. Romeo responds, "Remote emboss control activated. Number 18. Page length equals 4 inches. Number 17. Lines per page set at 10."
5. Press keys 35.9E. Romeo responds, "Number 35. NLS Label. Number 14. Right margin set at 40."
6. Press keys 18.10E. Romeo responds, "Number 18. Page length equals 3 inches."
7. Press keys 30.50E. Romeo responds, "Number 30. Top of form offset set at 50."
8. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on USB port."

### **Romeo Pro LE Digital Book Label Configuration (Parallel Port)**

1. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on USB port."
2. Press the OL key. Romeo responds, "The printer is offline."
3. Press keys 0.2E. Romeo responds, "Menu Number 2. Enter Selection."
4. Press keys 2.1E. Romeo responds, "Number 2. Parallel Port Installed."
5. Press keys 1.0E. Romeo responds, "Make this user menu the startup default."

6. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on Parallel port."
7. Turn off the Romeo Pro LE.
8. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on Parallel port."
9. Press keys 0.2E. Romeo responds, "Menu Number 2. Enter Selection."
10. Press keys 2.1E. Romeo responds, "Number 2. Parallel Port Installed."
11. Press keys 50.1E. Romeo responds, "Remote emboss control activated. Number 18. Page length equals 4 inches. Number 17. Lines per page set at 10."
12. Press keys 35.9E. Romeo responds, "Number 35. NLS Label. Number 14. Right margin set at 40."
13. Press keys 18.10E. Romeo responds, "Number 18. Page length equals 3 inches."
14. Press keys 30.50E. Romeo responds, "Number 30. Top of form offset set at 50."
15. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on Parallel port."

### **Romeo Pro LE Cassette Book Label Configuration (Parallel Port)**

1. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on USB port."
2. Press the OL key. Romeo responds, "The printer is offline."
3. Press keys 0.2E. Romeo responds, "Menu Number 2. Enter Selection."
4. Press keys 2.1E. Romeo responds, "Number 2. Parallel Port Installed."
5. Press keys 1.0E. Romeo responds, "Make this user menu the startup default."
6. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on Parallel port."
7. Turn off the Romeo Pro LE.
8. Turn on the Romeo Pro LE. The Romeo Pro LE executes a self test and responds, "The printer is ready to run on Parallel port."

9. Press keys 0.2E. Romeo responds, "Menu Number 2. Enter Selection."
10. Press keys 2.1E. Romeo responds, "Number 2. Parallel Port Installed."
11. Press keys 50.1E. Romeo responds, "Remote emboss control activated. Number 18. Page length equals 4 inches. Number 17. Lines per page set at 10."
12. Press keys 35.9E. Romeo responds, "Number 35. NLS Label. Number 14. Right margin set at 40."
13. Press keys 18.50E. Romeo responds, "Number 18. Page length equals 3 inches."
14. Press keys 30.00E. Romeo responds, "Number 30. Top of form offset set at 50."
15. Press keys 1.1E. Romeo responds, "Saving Configuration Settings". The settings are saved and Romeo responds, "The printer is ready to run on Parallel port."

An impact knob is located on the top right corner of the embosser. The force of the impact can be increased or decreased by adjusting the knob. Turn the knob clockwise to increase the force and counter-clockwise to decrease the force.

## ***INSTALLING PBL PRINTERS AND DRIVERS IN WINDOWS***

Each PBL client PC that will print laser labels must install a compatible Windows® driver for that make and model of printer. The installed laser printer drivers do not require any extra configuration in order to print correctly with PBL. Each PBL client PC that will print braille labels must install a Windows® 'Generic/Text Only' driver. In addition, the machine to which the embosser is directly connected must have the Generic/Text Only driver configured in order to print correctly. Both of the printers used for PBL may be connected and shared across a network for printing as part of a printer queue. Contact your system administrator for more information on setting up a printer queue for the embosser or printing to a shared laser printer.

### **Braille Blazer Driver Installation**

Install a single 'Generic/Text Only' driver for the Braille Blazer.

Embossers attached directly to the computer, require the driver to be installed as a local printer. Embossers that are **not** connected directly to the workstation require installation of a network printer driver and do **not** require additional driver configuration. Contact your system administrator for instructions on installing drivers for printers on the network.

Depending on the operating system on the client machine install the driver as follows:

## **Windows 2000**

- Select Start / Settings / Printers / Add Printer – The ‘Add Printer Wizard’ begins. Select ‘Next’
- The ‘Local or Network Printer’ screen displays. Select ‘Local Printer’ and select ‘Next’
- The ‘Select the Printer Port’ screen displays. Select Port ‘LPT1’ and select ‘Next’
- The ‘Add Printer Wizard’ screen displays displaying Manufacturers and Printers. Select the ‘Generic’ manufacturer and the ‘Generic / Text Only’ printer. Select ‘Next’.
- If the ‘Use Existing Driver’ screen displays select ‘Keep existing driver’ and select ‘Next’.
- The ‘Name Your Printer’ screen displays. Enter ‘Blazer – Embosser’ as the Printer name. Do not set this as the default printer. Select ‘Next’.
- The ‘Printer Sharing’ screen displays. Select ‘Do not share this printer’. Select ‘Next’
- The ‘Print Test Page’ screen displays. Select ‘No’. Select ‘Next’.
- The ‘Completing the Add Printer Wizard’ screen displays. Select ‘Finish’

## **Windows XP**

- Select Start / Printers and Faxes / Add a Printer – The ‘Add Printer Wizard’ begins. Select ‘Next’
- The ‘Local or Network Printer’ screen displays. Select ‘Local Printer attached to this computer’ and select ‘Next’
- The ‘Select a Printer Port’ screen displays. Select the ‘Use the following port’ radio button and select port ‘LPT1’ and select ‘Next’
- The ‘Install Printer Software’ screen displays showing Manufacturer and Printers. Select the ‘Generic’ manufacturer and the ‘Generic / Text Only’ printer. Select ‘Next’.
- If the ‘Use Existing Driver’ screen displays select ‘Keep existing driver’ and select ‘Next’.
- The ‘Name Your Printer’ screen displays. Enter ‘Blazer – Embosser’ as the Printer name. Do not set this as the default printer. Select ‘Next’.
- The ‘Printer Sharing’ screen displays. Select ‘Do not share this printer’. Select ‘Next’
- The ‘Print Test Page’ screen displays. Select ‘No’. Select ‘Next’.
- The ‘Completing the Add Printer Wizard’ screen displays. Select ‘Finish’

## **Windows Vista**

- Select the Windows Start button in the bottom left corner of the desktop.
- Select Control Panel / Printer / Add a printer – The ‘Add Printer Wizard’ begins. Select ‘Add a local printer’
- The ‘Choose a printer port’ screen displays. Select ‘Use an existing port’ radio button and select port ‘LPT1’ and select ‘Next’
- The ‘Install the printer driver’ screen displays showing Manufacturer and Printers. Select the ‘Generic’ manufacturer and the ‘Generic / Text Only’ printer. Select ‘Next’.
- If the ‘Which version of the driver do you want to use?’ screen displays select ‘Use the

- driver that is currently installed' and select 'Next'.
- The 'Type a printer name' screen displays. Enter 'Blazer – Embosser' as the Printer name. Do not set this as the default printer. Select 'Next'.
- The 'Printer Sharing' screen may display. If so, select 'Do not share this printer'. Select 'Next'
- The 'You've successfully added Blazer Generic / Text Only' screen displays. Do not print a test page. Select 'Finish'.

## **Windows 7**

- Select the Windows Start button in the bottom left corner of the desktop.
- Select Devices and Printers / Add a printer – The 'Add Printer Wizard' begins. Select 'Add a local printer'
- The 'Choose a printer port' screen displays. Select 'Use an existing port' radio button and select port 'LPT1' and select 'Next'
- The 'Install the printer driver' screen displays showing Manufacturer and Printers. Select the 'Generic' manufacturer and the 'Generic / Text Only' printer. Select 'Next'.
- If the 'Which version of the driver do you want to use?' screen displays select 'Use the driver that is currently installed' and select 'Next'.
- The 'Type a printer name' screen displays. Enter 'Blazer – Embosser' as the Printer name.
- The 'Printer Sharing' screen displays. Select 'Do not share this printer'. Select 'Next'
- The 'You've successfully added Blazer Generic / Text Only' screen displays. Do not Set as the default printer or Print a test page. Select 'Finish'.

## **Romeo Pro LE Driver Installation**

Install a single 'Generic/Text Only' driver for the Romeo Pro LE. *Prior to adding the printer ensure the printer is **connected** to the computer and **turned on**.*

Embossers attached directly to the computer, require the driver to be installed as a local printer. Embossers that are **not** connected directly to the workstation require installation of a network printer driver and do **not** require additional driver configuration. Contact your system administrator for instructions on installing drivers for printers on the network.

Depending on the operating system on the client machine install the driver as follows:

### **Windows 2000**

- Select Start / Settings / Printers / Add Printer – The 'Add Printer Wizard' begins. Select 'Next'
- The 'Local or Network Printer' screen displays. Select 'Local Printer' and select 'Next'
- The 'Select the Printer Port' screen displays. Select Port 'USB001' and select 'Next'
- The 'Add Printer Wizard' screen displays displaying Manufacturers and Printers.



- Select the 'Generic' manufacturer and the 'Generic / Text Only' printer. Select 'Next'.
- If the 'Use Existing Driver' screen displays select 'Keep existing driver' and select 'Next'.
- The 'Name Your Printer' screen displays. Enter 'Romeo - Embosser' as the Printer name. Do not set this as the default printer. Select 'Next'.
- The 'Printer Sharing' screen displays. Select 'Do not share this printer'. Select 'Next'
- The 'Print Test Page' screen displays. Select 'No'. Select 'Next'.
- The 'Completing the Add Printer Wizard' screen displays. Select 'Finish'

### **Windows XP**

- Select Start / Printers and Faxes / Add a Printer – The 'Add Printer Wizard' begins. Select 'Next'
- The 'Local or Network Printer' screen displays. Select 'Local Printer attached to this computer' and select 'Next'
- The 'Select a Printer Port' screen displays. Select the 'Use the following port' radio button and select port 'USB001' and select 'Next'
- The 'Install Printer Software' screen displays showing Manufacturer and Printers. Select the 'Generic' manufacturer and the 'Generic / Text Only' printer. Select 'Next'.
- If the 'Use Existing Driver' screen displays select 'Keep existing driver' and select 'Next'.
- The 'Name Your Printer' screen displays. Enter 'Romeo – Embosser' as the Printer name. Do not set this as the default printer. Select 'Next'.
- The 'Printer Sharing' screen displays. Select 'Do not share this printer'. Select 'Next'
- The 'Print Test Page' screen displays. Select 'No'. Select 'Next'.
- The 'Completing the Add Printer Wizard' screen displays. Select 'Finish'

### **Windows Vista**

- Select the Windows Start button in the bottom left corner of the desktop.
- Select Control Panel / Printers / Add a printer – The 'Add Printer Wizard' begins. Select 'Add a local printer'
- The 'Choose a printer port' screen displays. Select 'Use an existing port' radio button and select port 'USB001 and select 'Next'
- The 'Install the printer driver' screen displays showing Manufacturer and Printers. Select the 'Generic' manufacturer and the 'Generic / Text Only' printer. Select 'Next'.
- If the 'Which version of the driver do you want to use?' screen displays select 'Use the driver that is currently installed' and select 'Next'.
- The 'Type a printer name' screen displays. Enter 'Romeo – Embosser' as the Printer name. Do not set this as the default printer. Select 'Next'.
- The 'Printer Sharing' screen displays. Select 'Do not share this printer'. Select 'Next'
- The 'You've successfully added Romeo – Embosser' screen displays. Do not print a test page. Select 'Finish'.

### **Windows 7**

- Select the Windows Start button in the bottom left corner of the desktop.
- Select Devices and Printers / Add a printer – The ‘Add Printer Wizard’ begins. Select ‘Add a local printer’
- The ‘Choose a printer port’ screen displays. Select ‘Use an existing port’ radio button and select port ‘USB001 and select ‘Next’
- The ‘Install the printer driver’ screen displays showing Manufacturer and Printers. Select the ‘Generic’ manufacturer and the ‘Generic / Text Only’ printer. Select ‘Next’.
- If the ‘Which version of the driver do you want to use?’ screen displays select ‘Use the driver that is currently installed’ and select ‘Next’.
- The ‘Type a printer name’ screen displays. Enter ‘Romeo – Embosser’ as the Printer name.
- The ‘Printer Sharing’ screen displays. Select ‘Do not share this printer’. Select ‘Next’
- The ‘You’ve successfully added Romeo – Embosser’ screen displays. Do not Set as the default printer or Print a test page. Select ‘Finish’.

## ***PBL ADMINISTRATION SETUP***

Prior to printing labels for the first time, the following configuration of the PBL for Windows® System Administration Settings should be completed. **Failure** to do so may result in **incorrect** printer output. For additional information on accessing the System Administration menu or setting administration options see the *System Administration* section of this document.

- 1) Start the PBL client by opening the PBL icon on the desktop.
- 2) In the ‘Edit’ Menu, select ‘Administration Settings.’ This will open the Administration window inside PBL.
- 3) Enter your library information in the ‘Home Library Code’ and ‘Home Library Name’ entry fields. The maximum allowable characters for these two fields are 4 and 36 respectively.
- 4) Select the Default Media of either ‘Digital Book’, ‘Cassette’ or ‘Diskette’
- 5) Place check marks next to any of the types of labels that produced by your library. For each type of label set the default printer that is used for that type of label. The appropriate embosser should have already been added “Installing PBL Printers and Drivers”. Print (laser) labels will be routed to a previously configured laser printer.
- 6) To save changes, select the “Save” icon on the toolbar or press Ctrl-S on the keyboard.

This example screen shot shows a configuration for Digital Books that will be routed to a Braille Blazer embosser (named Blazer – Embosser) and a laser printer (named HP LaserJet 4050N Series)

The screenshot shows the 'Administration - [1]' window with the following configuration:

- Home Library Code: NLS1
- Home Library Name: National Library Service
- Default Drive: C
- Braille Blazer:
- Send to E-Mail Address: readssupport@datamanagement.com
- Default Media: Digital Book

**Cassette Book Labels**

Label Type	Default Printer
<input type="checkbox"/> Braille Media	Blazer - Embosser
<input type="checkbox"/> Braille Container	Blazer - Embosser
<input type="checkbox"/> Print Media	HP LaserJet 4050N Series
<input type="checkbox"/> Print Container	HP LaserJet 4050N Series

**Digital Book Labels**

Label Type	Default Printer
<input checked="" type="checkbox"/> Braille Media	Blazer - Embosser
<input checked="" type="checkbox"/> Braille Container	Blazer - Embosser
<input checked="" type="checkbox"/> Print Media	HP LaserJet 4050N Series
<input checked="" type="checkbox"/> Print Container	HP LaserJet 4050N Series

This example screen shot shows a configuration for Cassettes that will be routed to a Romeo PRO LE embosser (named Romeo - Embosser) and a laser printer (named HP LaserJet 4050N Series)

**Administration - [1]**

Home Library Code: NLS1

Home Library Name: National Library Service

Default Drive: C  Braille Blazer

Send to E-Mail Address: readssupport@datamanagement.com

Default Media: Cassette

**Cassette Book Labels**

**Cassette Book Default Printers**

<input checked="" type="checkbox"/> Braille Media	Blazer - Embosser
<input checked="" type="checkbox"/> Braille Container	Blazer - Embosser
<input checked="" type="checkbox"/> Print Media	HP LaserJet 4050N Series
<input checked="" type="checkbox"/> Print Container	HP LaserJet 4050N Series

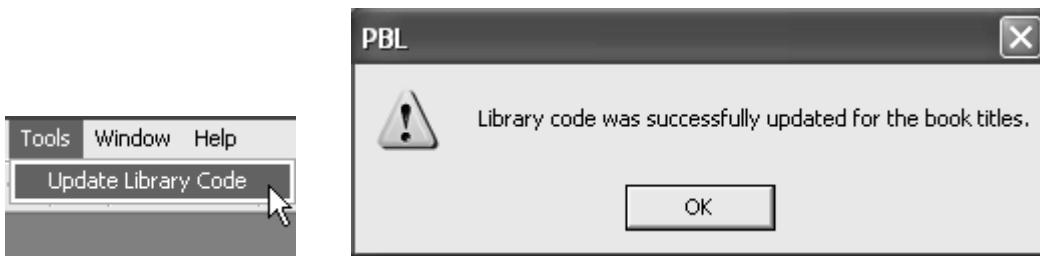
**Digital Book Labels**

**Digital Book Default Printers**

<input type="checkbox"/> Braille Media	Blazer - Embosser
<input type="checkbox"/> Braille Container	Blazer - Embosser
<input type="checkbox"/> Print Media	HP LaserJet 4050N Series
<input type="checkbox"/> Print Container	HP LaserJet 4050N Series

## UPDATE LIBRARY CODE

After the Home Library Code has been saved in the Administration Settings a one-time task to apply the Home Library Code to the database needs to be performed. Select Tools and Update Library Code. A successful update message is displayed.



## **LOADING LABEL STOCK**

### **Braille Blazer**

Follow the instructions in the Blazer manual for loading paper. Raise the locking lever on each tractor mechanism to allow the mechanisms to slide freely. Adjust the label stock until the left edge of the backing is approximately 7/8 inch from the left edge of the stainless steel paper bed at the front of the embosser. Set top of form on the Blazer by pressing keys 1 and 3 simultaneously. Set the locking levers. After a test run of labels, adjust as necessary to center braille output on labels.

Be sure the embossing bar or platen (the large gold-colored cylinder shaped rod at the front of the embosser) is set for braille text. The rubber-tipped handle at the right end of the bar should be pointing toward the rear of the machine. If the knob is not pointing toward the rear the braille

### **Romeo Pro LE**

Follow the instructions in the Romeo Pro LE manual for loading paper.

## **BRILLE BLAZER PAPER-OUT DETECTOR**

Some users have found that if the stack of label stock is too high, the stock sometimes rises off the paper bed as it feeds into the embosser. The paper-out detector (the small oval aperture in the paper bed at the front of the embosser) will stop the embosser if this happens, causing the rest of the run to be misaligned when the embosser is restarted.

## **BRILLE BLAZER PLATEN BAR**

The platen bar is the gold-colored cylinder shaped rod located on the top of the embosser a few inches from the leading edge. If when you braille a label and the braille seems very scrunched up and too close together the platen bar may not be in the correct position. Make sure the knob on the right side of the platen bar is facing toward the back of the Blazer.

## **LOADING LABEL STOCK IN LASER PRINTER**

Follow the instructions in the manufacturer's manual for loading paper of any kind. Failure to follow manufacturer recommendations can result in paper jams or printer damage. When loading labels, most laser printer models must be fed with the label stock label side up and the tops of the labels oriented upwards (towards the printer). For cassette labels, the top of the labels have a label edge with two cutoff corners. For digital book labels, the top of labels are seen when the label inset is seen on the left side of the label. When printing container labels, for most laser printers, the label stock must be fed

end-label first, so that the first label printed is the smaller end label rather than the larger side label.

## ***ADJUSTING DOT PITCH ON THE BRAILLE BLAZER***

On newer models of the Braille Blazer you may adjust the degree of embossing. This adjustment may only be made to the BB2 and BBX models of printers. If you need an adjustment on the BB1 model, it must be sent back to the manufacturer. Below is a brief description of each printer in order for you to determine whether or not you may make this adjustment yourself.

**BB1** - This printer has a cream colored case and a revision date of around August 1993. This printer would be sent back to the manufacturer if embossing settings need to be adjusted.

**BB2** - This printer is in a gray case with a cream/white lid and has a revision date of 1996. The embossing adjustment may be made to this printer.

**BBX** - This printer is physically like the BB2 but carries a revision date of October 1999.

- 1) To change the embossing setting on the BB2 and BBX, press all three buttons on the right side of the printer. You will hear "Configuration Speech Config".
- 2) Scroll down using the second button (this is the button in the middle) until you hear "Service Menu".
- 3) Press the third button (this is the button closest to you). You will hear either "Serial Number" or "Print Manual" (depending on what version of printer you have).
- 4) Scroll down using the second button until you hear "Heavy Emboss Adjustment".
- 5) Press the third button to activate the adjustment mode. Increase or decrease (a larger number indicates heavier embossing) using the rocker switch. Press the second button to print three rows of dots at the new setting. If the dot pitch is not to your liking adjust again using the rocker switch. This adjustment only affects the embossing if you have selected the "Paper weight heavy" setting in step 14 of "Braille Blazer Cassette Book Label Configuration."
- 6) Once you have the pitch you like press all three buttons to save settings to memory and you will hear "Light Emboss Adjustment". You can adjust that by using the rocker switch as well by repeating the above the steps.

## **Hints on Using the System**

## **INITIALIZING THE SYSTEM**

Open up the PBL client program from the start menu or by selecting the PBL icon on your desktop, and turn on the embosser and laser printer. Once the main PBL screen appears, load the appropriate label stock in the Blazer, Romeo Pro LE and/or laser printer.

### **SETTING TOP OF FORM**

Set the top of form on the Blazer by pressing keys 1 and 3 simultaneously. The Blazer will respond, "set top of form". If necessary, the rocker switch on top of the Blazer can be used to fine-tune the form setting if the braille falls too high or low on the labels.

Set the top of form on the Romeo by pressing OL (to go offline) and then 2E. The Romeo Pro LE will respond, "finding the top of form" followed by "setting the top of form offset."

### **CHECK OUTPUT OF EMBOSSE**

When the Blazer or Romeo embosser starts printing, check the output to be sure the braille is properly aligned on the labels.

Whether using the Blazer or Romeo embosser watch the braille output until the leading edge of the braille labels has passed beyond the rear edge of the cover. If the label stock curls slightly, labels can jam inside the cover.

When using the Blazer embosser be careful not to touch any of the buttons on top of the embosser during printing, as they can advance the label stock.

### **MATCHING PRINT AND BRAILLE OUTPUT**

To assist you in correctly matching the braille and print labels, the center cutouts (for cassette media only) of both labels carry the braille book number (in embossed form on the braille labels and in simulated braille on the paper labels). By folding the braille label output into sheets of twelve labels per sheet, beginning with the first row of labels in the batch, you can arrange the braille and print outputs for ease of matching. braille and paper container labels can also be matched in a similar fashion by folding braille container labels into sheets of twenty-four per sheet.

Each time a batch of braille labels is removed from the embosser, two to three rows of labels must be skipped when setting up for the next batch. **Note:** *You can avoid wasting labels by peeling the last three rows of labels off their backing (leaving the backing in the embosser) and adhering them to their matching paper labels.* Similarly, the laser printer can accept only full sheets of labels. Any unused labels on a sheet are thus lost. Grouping label production into large batches, therefore, will result in fewer wasted labels.

## ***PRINTING MEDIUM AND CONTAINER LABELS IN THE SAME PRINT RUN***

When printing medium and container braille or print labels during the same print run, medium labels will be printed first. (If you are using the same printer to print both medium and container print labels, the stock must be changed between the medium and container print runs.) After the medium print labels have begun to print, PBL will inform you, "When first print run is finished, change the label stock on printer before continuing to print. After changing the stock, press OK to continue printing." After the printer stops, the user will then need to change the label stock in the laser printer to container label stock. Press "OK" on the PBL information window to begin printing braille and laser container labels.

## ***RUNNING ONLY ONE TYPE OF LABEL***

To ensure proper matching of print and braille labels, if a batch of labels is reprinted in only one format, be sure the first label in the batch is in the same position as the first label of the other format, i.e., left or right column. A one medium title can be added at the beginning of a batch to shift succeeding labels to the desired position.

## ***TESTING EMBOSSER***

Braille embosser pins can sometimes stick, causing dots to be mistakenly added or omitted. It is recommended that the Blazer be checked periodically, perhaps monthly, to verify that it is embossing correctly. A test record has been included with the software to assist those who don't read braille. The record with the Book ID of RC 00000 will emboss two rows containing alternating full and empty braille cells. The full cells in the second row are offset from those in the first, creating a checkerboard effect. Any added or missing dots will be easily visible. Contact the embosser manufacturer for instructions in case of malfunction.

## ***DATABASE BACK UPS***

You should back up your main title database regularly, so that in case of problems with your PC or your network, you do not lose all of the title records you have created.

If the PBL Labels system is installed in a stand-alone configuration you can back up the title database to your network. The file you need to back up will be located on the drive that PBL Labels was installed on. The path where the file is located is in the main PBL installation folder such as:

F:\PBL

The file name is 'PBLABEL.mdb'. Simply copy the file from your local drive to your network drive. If you do not have a network, the file can be copied to a zip drive, writable



CD or DVD or USB Flash drive. The title file will typically be more than will fit on a diskette.

If you are running PBL Labels in a network environment, make sure your network administrator is backing up the network drive on a frequent basis.

## Main Menu Outline

### Main Menu

The main menu structure and the options available under each menu dropdown appear below. Many of these options are also available with keyboard shortcut keys and on the Windows toolbar. Following is the main menu structure, the appropriate keyboard shortcuts, Windows toolbar options (which will be indicated by the word 'Icon') and a brief description of each function within each menu item.

#### File Menu

*Open Title File (Alt+T) or the Book Icon on the Windows toolbar.*

This will allow you to open the Book Title file for additional new titles, deletion of old titles or corrections to existing titles.

*Open Select Labels (Alt+S) or the Select Labels Icon on the Windows toolbar.*

Choosing this option will allow you to view previously selected labels or to scroll through the file and pick and choose which labels you which to print.

*Close (Alt+C)*

This will close any open window within the application.

*Print Setup*

This is the standard print setup on any Windows application. However, the majority of the print setup will be performed in the *Administration Settings* area of PBL.

*Print (Ctrl+P) or the Printer Icon on the Windows toolbar.*

Choosing this option will allow you to print the active window.

*Print Preview*

Choosing this option will allow you to preview using the default printer selections from the System Administration Settings or define your own.

*Exit*

Allows you to close the PBL application.

## **Edit Menu**

The following drop down menu items are standard Windows functions except 'Administration Settings' which will be explained in Section IX.

Redo (Ctrl+R)

Undo (Ctrl+Z) or the Undo Icon

Cut (Shift+Del) or the Cut Icon

Copy (Ctrl+Ins) or the Copy Icon

Paste (Shift+Ins) or the Paste Icon

Admistration Settings (Alt+A)

Administration Settings allows you to edit global system settings like your Home Library ID and Name, Default Drive and E-mail address (for exporting labels) and your default printer information. This option will be described in Section IX.

## **Record Menu**

Please make note that all of these options can be accomplished from the Windows Toolbar. Using the Icons is a much quicker way to perform these functions.

First Record (Ctrl+F) or the First Record Icon

Choosing this will allow you to go to the first record of the database currently open.

Previous Record (F5) or the Previous Record Icon

This function will take you to the previous record of the database currently open.

Next Record (F6) or the Next Record Icon

This function will take you to the next record of the database currently open.

Last Record (Ctrl+L) or the Last Record Icon

Choosing this will allow you to go to the last record of the database currently open.

Save Record (Ctrl+S) or the Save Record Icon

This allows you to Save the current record. Please note that the PBL application software will not allow you to move off of a modified record without prompting you to save.

Add Record (Ctrl+A) or the Add Record Icon

This allows you to Add a record to the Book Title File.

Delete Record (F4) or the Delete Record Icon

This allows you to Delete a record from the Book Title File. Please note that performing this operation will permanently delete the record from the Book Title file.

*Find Record (F2) or the Find Record Icon*

This allows you to search for a record in the Book Title File. You may search for a record either by Media ID / Title ID or Author.

**Books Menu***Title File (Alt+T) or the Title File Icon*

Choosing this will allow you to open the Book Title File.

*Select Labels (Alt+S) or the Select Labels Icon*

This will allow you to Select Labels for printing or Export.

*View/Edit Selected Labels (Alt+V)*

This will allow you to View or Edit Selected Labels.

**Import Menu***NLS Title File*

This function will allow you to import the PICSCUR title file.

*External Selected Label File (Ctrl+I)*

This function will allow you to import selected Print Braille Labels from another source.

*View/Print External Selected Label File (Not Label Format) (Ctrl+R)*

This function will allow you to view or print an external selected label file. This is in a report format that lists the Title ID, Book Title and Author.

*Append Selected Label File to Title Database (Ctrl+N)*

This function will allow you to append a selected label file from another source to your title database.

*Generate Labels (Ctrl+G)*

From this menu selection you may generate selected labels for either viewing or printing.

*Append Exported Title Database (Ctrl+E)*

This function allows you to append a Title Database from another source to your title database.

*View/Print External Title Database (Ctrl+W)*

This function allows you to either view or print a Title Database from another source. Like the View/Print External Selected Label file, this will be presented in a report format which will display the Book ID, Title, and Author.

## Export Menu

### *Export Title File (Ctrl+T)*

This function will allow you to export your Book Title to send to another source.

### *Export Selected Labels (Ctrl+L)*

This function will allow you to export Selected Labels to send to another source.

## Generate Menu

### *Labels*

Choosing this menu item will allow you to generate All Labels, Braille/Laser Labels, or Side/End Container Labels.

### *Reports (Alt+R)*

This function will allow you to generate the various reports available in the Print Braille Label System.

## Window Menu

This menu contains all of the standard Windows selections for manipulating and displaying application windows within the Windows environment.

## Help Menu

This menu will display the current release of Print Braille Labels.

This section will explain the Books portion of the Print Braille Label System. The Books portion of the system contains Title File Maintenance, Selecting Labels, and Viewing/Editing Selected Labels.

## Books

### ***TITLE FILE MAINTENANCE***

To maintain your Title File you must first open the Title File via either the Books drop down or using the keyboard shortcut key (Alt+T) or select the Book Icon on the toolbar. Once the Title File is open you will be able to add print and braille title data, retrieve/view title information, update title information, and delete title information in the main title database.

The data entry fields that are displayed in this window are described as follows (length of field follows field description). These fields are described from left to right as they appear on the screen:

**Book ID**            Book or magazine identification code. Up to 9 characters (i.e., RC

32345, NYT060194) which is broken down into two separate fields: Media ID and Title ID. Note: Do not enter the book number suffix for multipart books, e.g., RC 33141A and RC 33141B. Cassette labels do not carry the suffix. Including it in this system will cause the cassettes to be numbered incorrectly.

- Medium** This field is a drop down list which contains the types of media that could be used with the PBL system: Cassette, Digital Book or Diskette.
- Language** This field is the language of the current title.
- Library Code** 4-character code that will appear on the label. When adding new books, this field will default to the value entered in the 'Home Library Code' field on the Administration Settings screen.

## **Title Section**

- Print Title** The system will allow you to enter two lines of a print title. These two lines are the text that will appear on the 'print' label. Up to 36 characters are allowed on each line. Avoid using all capital letters, if possible, as 36 upper-case letters may exceed the space allowed on the print label. Text in upper and lower case is also easier to read than all upper case letters.

### **Create Braille Title**

This feature will allow you to 'create braille' for the braille title lines. Once you have entered the text of the print title, simply press the 'Create Braille Title' button and the create braille title dialog will appear. (Note: If you have not saved the record prior to selecting the 'Create Braille' button the system will prompt you to save before it generates the braille title.) The create braille title dialog takes the print title and converts it to braille, placing the result(s) in Braille Title Line 1 and Line 2, word wrapping and truncating where necessary. Any truncated title will be shown converted in the 'Braille Truncated' field.

Once you are in the 'Create Braille Title' dialog, the user has the option to change the print title without affecting the original records' print title and re-braille by pressing the 'Re-Braille' button at any time. Once you are satisfied with the braille conversion of the title, press 'OK' to save. This will return you to the braille title record.

- Braille Title** This portion of the screen will automatically be generated when you select the 'Create Braille' button or automatically generated when importing the bibliographic title file from the PICS system using the NLS Title File import.

## Author Section

**Print Full** Full name of the author of the book. This data should be entered consistently as first name then last name in order for the author search to work properly. Up to 40 characters.

**Print Last** Last name of the author of the book. This data should contain only that author's last name.

### Braille Author

This portion of the screen will automatically be generated when you select the 'Create Braille Au' button or automatically generated when importing the bibliographic title file from the PICS system using the NLS Title File import.

### Create Braille Author – From Print Last

This feature will allow you to 'create braille' for the braille author line that is embossed on specific labels. Once you have entered the text of the print last, simply press the 'Create Braille Author – From Print Last' button and the 'Create Braille Author' dialog will appear. (Note: If you have not saved the record prior to selecting the button the system will prompt you to save before it generates the braille author.

The create braille dialog takes the Print Last and converts it to braille, placing the result(s) in Braille Author and truncating where necessary. Any truncated author will be shown converted in the 'Braille Truncated' field.

Once you are in the 'Create Braille Author' dialog, the user has the option to change the print author without affecting the original records' print Full or Print Last and re-braille by pressing the 'Re-Braille' button at any time. Once you are satisfied with the braille conversion of the author, press 'OK' to save. This will return you to the braille title record.

**Copyright** Date of the copyright and the name of the holder. Library of Congress agreements that copyright holders require that this data be included on the label. Up to 36 characters. The system automatically supplies the copyright symbol when the label is printed.

**Playing Speed** Playing speed of the cassettes. 5 characters. Automatically defaults to 15/16. Other option is 1-7/8. System will reject any other values.

**Number of Digital Books** The number of cartridges that comprise the book.

<b>Number of digits.</b>	The number of cassettes that comprise the book. 1 or 2 <b>Cassettes</b>
<b>Number of Containers</b>	The total number of containers that comprise the book. PBL now has the ability to produce the side and end container labels for each volume.
<b>Track Configuration</b>	Number of tracks per cassette. 2 characters. Automatically defaults to 4T. Other option is 2T. System will reject any other values.

## Adding a New Title

To add a new title to the Book Title database simply select the '+' Icon on the toolbar OR from the Menu choose Record/Add Record OR simply press Ctrl+A. Enter information into the data entry fields as described above. Notice that the Media ID will default to 'RC'. If you wish to change to another Media ID, position your cursor in the Media ID field and key in the appropriate Media ID. Once you have completed entering the new title information, simply select the Save record Icon on the toolbar. If for any reason you wish to stop the add operation, select the 'undo' Icon on the toolbar and you will be able to cancel the add operation. If you have already saved the record, you must delete the title from the database.

## Search/Retrieval of Title Information

You may search for a specific title by the 'Author – Print Full', 'Author – Print Last', 'Media ID/Title ID', or 'Author'. To search for a specific title, you must first have the Title File open. Select the Search Icon on the toolbar. If you wish to change the Index selection, select the drop down list and choose whichever index you would like to search by then select the search criteria box and enter in either the author's name (FirstName LastName or just LastName) Media ID/Title ID, or Title. Once you begin typing in the search criteria box, a selection list will appear in the window below. Once you have located the title you are searching for, highlight the title and select the OK button. The new record will appear on the screen. You may then view, update or delete the record.

## Update of Title Records

To update a record, you must search and display the book ID to be updated (using the steps described above). When you have modified the appropriate information, select the Save Icon on the toolbar. Remember that if you attempt to move off of the record and it has not been saved, PBL will prompt you that the record needs to be saved.

## Deletion of Title Records

To delete a record, search and display the title to be deleted. Once the appropriate title is on the screen, press the Delete Icon (-) on the toolbar. You will then receive the following message:

“This action will permanently delete record(s), continue?”.

Select either the ‘YES’ or ‘NO’ button below the message. If you choose YES, the title will be deleted and the next title in order will display on the screen. If you choose NO, you will be delivered back to the title you originally selected.

## Quick Print

Users sometimes wish to input title information for a book or magazine and then immediately print a set of labels without going to the **Select Labels** and **Generate Labels** screens. First display the title on the screen by searching for the appropriate title. Then press the Printer Icon on the toolbar. The following message will be displayed:

“Do you wish to use the Administration Settings as the default and print directly to the printer(s)?”

Below the message you will have three options to choose (Yes, No, or Cancel).

- Select Yes – to print directly to the printer(s) that are already configured in the Administration Settings. The output will **immediately** be spooled to the printer. In order to enable this feature, braille and laser printers must be specified for the Cassette Book and Digital Books Labels (medium labels) and the Cassette Book and Digital Book Container Labels in the System Administration Settings. For information on how to set default printers in the Administration Settings refer to “Cassette Book / Digital Book Labels” documentation in the ‘Administration Settings’ section .
- Select No – to change which labels (medium and/or container) and printers to use.
- Select Cancel – to back out and cancel the print operation

## SELECT LABELS

To access Select Labels, select ‘Books’ from the menu then select ‘Select Labels’. You may also access this function by using the shortcut key (Alt+S) or choosing the ‘Select Labels’ Icon from the toolbar.

Upon entering ‘Select Labels’, if there is at least one title in the Selected Labels File, you will be prompted with the following message:

“Previously selected Books exist. Do you want to deselect all of the previously selected Books?”

If you wish to deselect the previously selected books, select ‘YES’. If you wish to keep



the previous selection, select 'NO'.

The **Select Labels** window allows you to choose specific titles, medium or container labels from the Book Title Database to be viewed, printed, or exported. First you must find a book that you wish to select labels for by using the Search Icon on the tool bar or pressing F2.

Once you have found the book you wish to select a label for, you will have a number of choices on what or how many labels you wish to print. The following fields are available for selection criteria.

#### *Sets*

This will allow you to print multiple labels for each book. The default for this field is '1'.

#### *Select All Sides*

Selecting in this field will select all digital book labels for printing. When you select this field, a check will appear. When you select this field, all digital book medium will be selected for printing/viewing.

#### *Select All Cassettes*

Selecting in this field will select all cassette labels for printing. When you select this field, a check will appear. When you select this field, all cassettes will be selected for printing/viewing.

Notice that the system will tell you how many cassettes are associated with this particular book. If you only need specific cassettes, you would choose only those cassettes by selecting the specific 'Side' field located in the 'Available Cassettes:' area to the right of 'Select All Cassettes'.

#### *Select All Containers*

Selecting in this field will allow you to select labels for both the end and side labels of the container. As with 'Available Cassettes', you also have the ability to select specific container labels.

Once you have selected the labels, select the 'Save' icon on the toolbar. Continue to search and select labels until you are ready to print those labels.

## ***VIEW/EDIT SELECTED LABELS***

Once you have chosen specific labels for printing you may access this window to view and edit prior to printing. To access this menu, select 'Books' then 'View/Edit Selected Labels' or you may use the shortcut key, Alt+V.

This screen will show you all of the labels you have selected. The upper portion of the screen lists each title with the following information:

Media ID / Title ID  
 Title 1  
 Title 2  
 Author  
 Library  
 Medium

The lower portion of the screen displays the specific label information on the book that is currently selected on the upper portion of the screen. By moving your cursor up and down on the upper portion of the screen you can see the specific label information on each book as it is selected.

You may edit this information from this screen. If you wish to delete an entire label selection record, highlight the record on the upper portion of the screen and press 'Delete'. You will receive the following message:

"This action will permanently delete record(s), continue?"

If you wish to delete the record, select 'YES'. If you have selected the record in error, select 'NO'. Recognize that this does not delete the title record, only the label selection.

You may also choose to edit the lower portion of the screen to select/deselect specific labels. Again you must scroll to the desired record on the upper portion of the screen in order to display the correct label data on the lower portion of the screen.

Once you have finished editing the selected labels, simply close the open window. If you have made changes and not saved, the system will prompt you to save the record.

## Import

### ***NLS TITLE FILE***

This function will allow you to import NLS bibliographic files from the PICS system. The import function will only add DB and RC titles to the title table. If there are other media types in the import file, they are excluded. Prior to importing a title file it needs to be downloaded from the PICS website at <https://www.loc.gov/pics/>. PBL only imports the abbreviated MARC files which end in ".tex". After the bibliographic file(s) is downloaded to the user's computer or available on their network it can be imported into PBL.

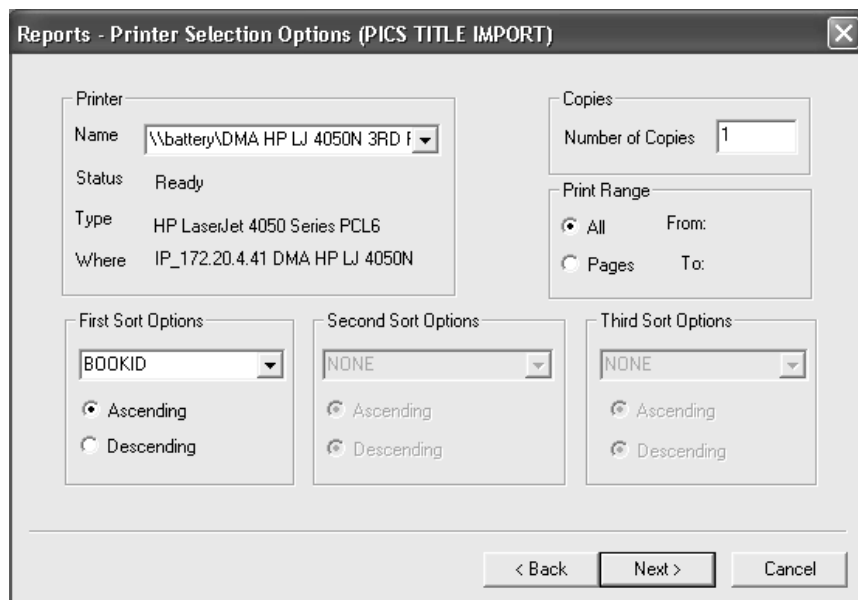
To import an NLS title file, follow the steps below:

- 1) Choose 'Import' from the Windows Menu.
- 2) Select 'Import NLS Title File'.

- 3) The 'Open' window appears. Locate the title file (ending in .tex) and select 'Open'.
- 4) The PBL results window appears with the following statistics:
  - a. Records Processed – total records in the file. This may include records with media types other than DB and RC.
  - b. Records Added – from the records processed, this is how many were added to the PBL database
  - c. Duplicate Records – records that would have been added, but were already in the PBL database.
  - d. Records Excluded – media formats excluded by the user or media types not used with the Print and Braille Label system.



- 5) The Report wizard starts for the PICS TITLE IMPORT report. Choose the Printer and Preview, Export or Print options. The report includes all books in the import file and lists the BookID, Title, Author and Status (added, duplicate or excluded). The import function will not overlay books that are already included in the PBL database.



## ***EXTERNAL SELECTED LABEL FILE***

This function will allow you to import a selected label file from another library. Generally this will be used for a sub-regional library that does not have the hardware to generate labels. The sub-regional library would export selected labels then send to either another sub-regional or regional library that has the appropriate hardware to produce labels. The receiving library would then use this function to import the file for printing.

To import a selected label file, follow the steps below:

- 1) Choose 'Import' from the Windows Menu.
- 2) Select 'Import External Selected Label File'.
- 3) You will be delivered to a Windows 'Open' dialogue box. Choose the drive/directory where the imported file is located. The file will be named TITLEEXP.MDB. Once you have located the appropriate file, select the file name and choose 'Open'. The system will import the selected label file and overwrite any prior imported label file.

### ***VIEW/PRINT EXTERNAL SELECTED LABEL FILE (NOT LABEL FORMAT)***

This function will allow you to view the external selected labels in a report format. To access this function, choose 'Import' from the menu then select 'View/Print External Selected Label File (Not Label Format)'. The following option screens will appear:

**Printer Selection Options** - Here you may change the printer where the report will print, the number of copies to be printed, the print range (specific pages to print), and three sort options. Make your changes on this screen (if any) and select 'Next'.

**Preview, Export, Print ?** - This screen will allow you to Preview the report, Export the report to another file or send the report directly to the printer. If you choose preview, you may print the report from the report preview screen or close the report window. Make your selection and select 'Finish'.

### ***APPEND SELECTED LABEL FILE TO TITLE DATABASE***

This function will allow you to append a selected label file from another library to your title database. To access this function, first choose 'Import' from the menu, then 'Append Selected Label File to Title Database'. The following option screen will appear:

**Open** - This window will allow you to open the selected label file you wish to append. Locate the drive / directory where the file is stored. The file will be named 'TITLEEXP.mdb'. Once you have located the file, highlight the file name and select 'Open'.

The system will append the selected labels to your title database. If any of the titles contained in the external file are already on your title database, the system will bypass

those and only add those titles that do not reside in your existing title database. When the process completes, you will see the following message:

“Records Processed : NN” where NN is the number of records in the file  
 “Records Added : NN” where NN is the number of records added

Select ‘OK’ to complete the process.

## **GENERATE IMPORTED LABELS**

This function is used to generate labels for external selected labels. This allows you to maintain a selected label file previously imported from an external source (Import External Selected Label File). This function uses a different table than the table used in ‘Labels’ under the Generate menu.

To access this function, first choose ‘Import’ from the menu, then ‘Generate Labels’. The following message will appear:

“Do you wish to use the Administration Settings as the default and print directly to the printer(s)?”

You will be presented with three options; YES, NO or CANCEL. The following paragraphs will explain these options.

The Administration Settings of your Print Braille Label system can be set up with the default printers. These printers would be the braille embosser to print the braille medium and container labels and a laser printer where the print medium and container labels would be printed. Several different printers can be set up for different labels. If you wish to use the default printers, select ‘YES’.

If you wish to change the printers or simply preview your labels, select ‘NO’. You will first be prompted for the two printer selections that will print the medium labels. Change the printers if needed then select ‘Next’.

The next screen will allow you to change the printers for the container labels. Change the printers if needed then select ‘Next’.

The final screen will allow you to either Preview or Print the labels. This function will generally be used to Preview the labels. If you choose ‘Preview’ the labels will be output to a preview window on the screen. Since there can be up to four preview windows, you will preview one window of label output at a time. This output will be presented in order from last to first. You can close each individual report window to get to the next or minimize the reports and view in original order. You may also print from the Preview window by selecting the Printer Icon on the PBL toolbar or Ctrl+P.

## **APPEND EXPORTED TITLE DATABASE**

This function will allow you to append a title file from another library to your title database. To access this function, first choose 'Import' from the menu, then 'Append Exported Title Database'. The following option screen will appear:

**Open** - This window will allow you to open the external title file database you wish to append. Locate the drive / directory where the file is stored. The file will be named 'EXPDATA.MDB'. Once you have located the file, highlight the file name and select 'Open'.

The system will append the external title database to your title database. If any of the titles contained in the external file are already on your title database, the system will bypass and only add those titles that do not reside in your existing title database. When the process completes, you will see the following message:

"Records Processed : NN" where NN is the number of records in the file  
 "Records Added : NN" where NN is the number of records added

Select 'OK' to complete the process.

## **VIEW/PRINT EXTERNAL TITLE DATABASE**

This function will allow you to view or print the external title database in a report format. To access this function, choose 'Import' from the menu then select 'View/Print External Title Database'. The following option screens will appear:

**Printer Selection Options** - Here you may change the printer where the report will print, the number of copies to be printed, the print range (specific pages to print), and three sort options. Make your changes on this screen (if any) and select 'Next'.

**Preview, Export, Print ?** - This screen will allow you to Preview the report, Export the report to another file or send the report directly to the printer. If you choose preview, you may print the report from the report preview screen or close the report window. Make your selection and select 'Finish'.

## **EXPORT**

All of the Export functions are now consolidated under one menu in Print Braille Labels for Windows®. The functions will be described in order as they appear on the 'Export' menu within PBL.

## **EXPORT TITLE FILE**

The Export Title File is used to export your library's database of title records to another PBL site. To access this function first choose 'Export' from the menu then select 'Export Title File' or use the shortcut key (Ctrl+T). The following screens will appear:

**Title Export Wizard** - This screen is the first of the 'wizard' that will guide you through the export title file process. If you wish to continue, select 'Next'. If for some reason you have begun this process in error, select 'Cancel'.

**Export Title File - Diskette, or E-Mail?** - You can export a title file & deliver the file to the receiving library either by E-Mail or Diskette.

If you are going to send the file via E-Mail, the receiving library's e-mail address must be in the Administration Setting under 'Send to E-Mail Address'. You also must be using either Windows Inbox, Outlook, or Outlook Express as your email client in order for this function to work. If you choose the E-Mail option you also must have your E-Mail open.

If you are going to export the file to a diskette, check and make sure the correct drive address appears in the Administration Settings under 'Default Drive'. The default drive setting for PBL is A:. Also make sure you have a diskette in the drive prior to selecting on 'Next'.

Choose either 'Diskette' or 'E-Mail' and select 'Next'.

**Export file - Generating.....** - This will be the last chance to back out of the operation. If you wish to continue, select 'Finish'.

You will see the progress bar begin to fill then the following message will appear if the operation completed successfully:

"Export of title file is complete"

Select 'OK'.

## **EXPORT SELECTED LABELS**

This function is to be used by libraries that do not have the appropriate hardware to produce labels. You would first select the labels that you wish to have another facility produce the label output for. Then choose 'Export' from the menu then select 'Export Selected Labels' or use the shortcut key (Ctrl+L). The following screens will appear:

**Selected Label Export Wizard** - This screen is the first of the 'wizard' that will guide you through the export process. If you wish to continue, select 'Next'. If for some reason you have begun this process in error, select 'Cancel'.

**Export Selected Label File - Diskette, or E-Mail?** - You can export a selected label file & deliver the file to the receiving library either by E-Mail or Diskette.

If you are going to send the file via E-Mail, the receiving libraries e-mail address must be in the Administration Setting under 'Send to E-Mail Address'. You also must be using either Windows Inbox, Outlook, or Outlook Express as your email client in order for this function to work. If you choose the E-Mail option you also must have your E-Mail open.

If you are going to export the file to a diskette, check and make sure the correct drive address appears in the Administration Settings under 'Default Drive'. The default drive setting for PBL is A:. Also make sure you have a diskette in the drive prior to selecting 'Next'.

Choose either 'Diskette' or 'E-Mail' and select 'Next'.

**Export file - Generating.....** - This will be the last chance to back out of the operation. If you wish to continue, select 'Finish'.

You will see the progress bar begin to fill then the following message will appear if the operation completed successfully:

"Export of title file is complete"

Select 'OK'.

## Generate

The Generate function in Print Braille Labels for Windows® allows you to generate either labels or reports. This is the area of the application that you would use to generate your own library's Print Braille Labels.

## LABELS

Before we begin the actual discussion of generating the different types of labels, following is a brief discussion of the actual physical labels.

### Description of Label Types

*Braille Medium Label* - This is an acetate braille label that is applied to the actual medium. This label will be embossed by the Blazer or the Romeo Pro LE.

*Laser/Medium Label* - This is an Avery (or Avery type) label that is applied to the actual medium under the braille label. This label will be printed by the laser printer.



*Braille/Container Label* - This is an acetate braille label that is applied to the outside of the container. This label should be carefully removed from the sheet with the center cutout in place, as the cutout contains braille needed on the label. This label will be embossed by the Blazer or the Romeo Pro LE. This label uses the same stock as is used for the braille medium label.

*Laser/Container Side/End Labels* - These are an Avery (or Avery type) label that is applied to the side and end of the container under the braille label. (Please note that there are actually two labels: one for the end of the container and another for the side of the container.) These labels will be printed by the laser printer.

To access the Label menu, choose 'Generate' from the menu then choose 'Labels'. You will have three additional label options to choose from.

**All Labels (Alt+P)** - Allows you to print all labels.

**Braille/Laser Labels (Alt+M)** - Allows you to only print the medium labels.

**Side/End Container Labels (Alt+D)** - Allows you to only print the side/end container labels.

Once you have chosen either *All Labels* or *Braille/Laser Labels* or *Side/End Container Labels* the following message will be displayed.

“Do you wish to use the Administration Settings as the default and print directly to the printer(s)?”

You will be presented with three options; YES, NO or CANCEL. The following paragraphs will explain these options.

The Administration Settings of your Print Braille Label system can be set up with the default printers. These printers would be the braille embosser to emboss the braille medium and container labels and a laser printer where the print medium and container labels would be printed. Several different printers can be set up for different labels. If you wish to use the default printers, select 'YES'.

#### **NOTE**

If you select YES, output will go directly to the printers selected in the Administration Screen.

If you wish to change the printers or simply preview your labels, select 'NO'. You will first be prompted for the two printer selections that will print the medium labels. Change the printers if needed then select 'Next'.

The next screen will allow you to change the printers for the container labels. Change the printers if needed then select 'Next'.

The final screen will allow you to either Preview or Print the labels. This function will generally be used to Preview the labels. If you choose 'Preview' the labels will be output to a preview window on the screen. Since there can be up to four preview windows, you will preview one window of label output at a time. This output will be presented in order from last to first. You can close each individual report window to get to the next or minimize the reports and view in original order. You may also print from the Preview window by selecting the Printer Icon on the PBL toolbar or Ctrl+P.

## **REPORTS**

To access this menu, choose 'Generate' from the menu then choose 'Reports' or press Alt+R from the main PBL screen. Currently there are two reports within the Print Braille Label System. More reports may follow & you will be able to download these reports on '<http://dmm.datamanagement.com/PBL/>'.

**Reports - Available Reports** - This is the first screen of the report 'wizard' that will guide you through the report printing process. Highlight the report you would like to generate & press 'Next'.

**Reports - Printer Selection Options** - You have the choice of changing the following on this screen.

*Printer / Name* - The printer that is displayed in this window is the default printer that is set in your Windows operation system, not the printers set under *Administration Settings*. If you wish to send the report to another printer, simply select the drop down window and select the appropriate printer.

*Number of Copies* - Allows you to print multiple copies of the report.

*Print Range (All / Pages)* - Allows you either to print all of the report or selected pages of the report.

*First Sort Option* - This will allow you to sort the report by the fields indicated in the drop down box. You may sort this field in either ascending or descending order. This will be the primary sort of the report.

*Second Sort Option* - This will allow you to sort the report by the fields indicated in the drop down box. You may sort this field in either ascending or descending order. This will be the secondary sort of the report.

*Third Sort Option* - This will allow you to sort the report by the fields indicated in the drop down box. You may sort this field in either ascending or descending order. This will be the tertiary sort of the report.

Change any of the options on this screen & select 'Next' to continue.

## Reports - Preview, Export, Print? -

*Preview* - This option will allow you to preview the report on the screen prior to printing. You may print the report by selecting the Printer Icon located within the report window or simply close the open report window if you do not wish to print the report. This function is not applicable to braille labels when the Braille Blazer checkbox is checked in the Administration window.

*Export* - This option will allow you to export the report to a file. The Export Menu contains two drop down lists, Format & Destination. First choose the format in which you would like to have the file exported then choose the destination, then select OK. Depending on what format you chose, you may be given more options. The same applies to what destination you choose.

*Print* - This option will allow you to send the report directly to the printer.

Change the option you wish and select 'Finish' to continue.

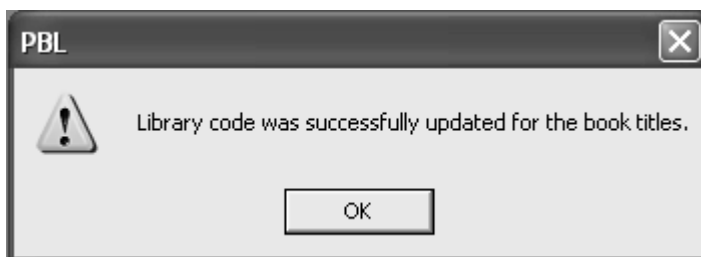
## Tools

### UPDATE LIBRARY CODE

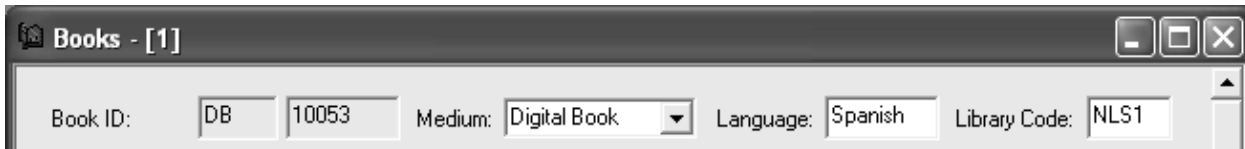
In the Administration Settings is the 'Home Library Code'.



To set the Library Code for all titles in the database to the 'Home Library Code' use the 'Update Library Code' tool. Select the 'Tools' drop down menu and select 'Update Library Code'. A message will show that the update was successfully applied.



The 'Library Code' in the Books window for any title will now show the updated value.



## System Administration

The **Administration Settings** are accessed from the 'Edit' menu. This is one of the most important areas of the PBL system as it will allow you to customize your printer choices within the system. Following is a description of all of the fields contained within the System Administration Settings.

### NOTE

If you are running Print Braille Labels in a shared or network environment, everyone must have PBL closed on their workstation prior to editing the System Administration Settings. If one other workstation has the application open, the system will deliver an error message. Any changes that are made in the System Administration Settings affect the defaults on every workstation within the PBL application.

The screenshot shows a window titled "Administration - [1]" with the following fields and options:

- Home Library Code: NLS1
- Home Library Name: National Library Service
- Default Drive: C
- Braille Blazer:
- Send to E-Mail Address: readssupport@datamanagement.com
- Default Media: Digital Book
- Cassette Book Labels:
  - Braille Labels:  [Dropdown]
  - Print Labels:  [Dropdown]
- Default Printer: [Dropdown]
- Digital Book Labels:
  - Braille Labels:  [Dropdown]
  - Print Labels:  [Dropdown]
- Default Printer: [Dropdown]
- Cassette Book Container Labels:
  - Braille Labels:  [Dropdown]
  - Print Labels:  [Dropdown]
- Default Printer: [Dropdown]
- Digital Book Container Labels:
  - Braille Labels:  [Dropdown]
  - Print Labels:  [Dropdown]
- Default Printer: [Dropdown]

### **HOME LIBRARY CODE**

This code is the library's 4-character CMLS Code. Once set to your library's code, it should only be changed under special circumstances. If you should change this code inadvertently, each new title added to your title file will carry this library code.

### **HOME LIBRARY NAME**

This field contains the library's proper name.

### **DEFAULT DRIVE**

When exporting / importing file information into PBL, the system will always ask what

drive you wish to export / import the file to. This field should indicate the most 'common' drive used throughout your library. The default value of this field is 'A'.

## ***BRAILLE BLAZER***

The 'Braille Blazer' checkbox **MUST** be checked when printing to the Braille Blazer embosser. Failure to do so will result in a misalignment of the print.

## ***SEND TO E-MAIL ADDRESS***

When you choose to e-mail files when exporting file information from PBL, the system will automatically send the file to the e-mail address indicated in this field.

## ***DEFAULT MEDIA***

Most libraries will always use the 'Cassette' media type. This field has been placed in the PBL system for more flexibility as media types change.

## ***CASSETTE BOOK / DIGITAL BOOK LABELS***

This is one of the most important areas of the System Administration Settings & also allows the most flexibility for all libraries.

This section allows you to set the default printer used when printing braille and/or print labels for the Cassette (RC) books and containers and the Digital (DB) books and containers.

There are two sections for book labels:

- Cassette Book Labels
- Digital Book Labels

There are two sections for book containers:

- Cassette Book Container Labels
- Digital Book Container Labels

### **Braille Labels / Print Labels**

Within each of the four sections you have the choice to select or deselect whether braille and print labels will be configured and printed. If your library has the hardware to print braille labels place a check mark in the braille labels checkbox. If your library has the materials for printing laser labels place a check mark in the print labels checkbox.

### **Default Printer**

Within each of the four sections you have the choice to select the default printer for each type of braille and/or print label output. The default printer for the braille labels (if you

have an embosser) will be the 'Generic/Text Only' driver previously configured. This is a standard Windows® printer driver. For the print labels, you may choose your default laser printer attached to your workstation or a network printer.

Once you have made any changes, always select the 'Save' Icon on the toolbar or press CTRL+S. Again remember that any changes you make in this area will affect all of the defaults within the application.

## **Appendix A – Equipment & Materials Specifications**

### ***EMBOSSERS***

#### **Braille Blazer:**

Freedom Scientific  
11800 31<sup>st</sup> Court N.  
St. Petersburg, FL 3371  
Phone (800) 444-4443 or (727) 803-8000  
[www.freedomscientific.com](http://www.freedomscientific.com)

**NOTE:** The Braille Blazer is no longer manufactured. If you need to send the Blazer to Freedom Scientific for repair or refurbishing, please first call Freedom Scientific to request a return material authorization number. When you place the call, please notify them that the printer is being used for the Print Braille Labels System and that you request the settings be retained.

#### **Romeo Pro LE:**

Enabling Technologies  
1601 Northeast Braille Place  
Jensen Beach, Florida 34957 USA  
Toll-Free Phone USA Only (800) 777 3687  
Toll-Free Fax USA Only (800) 950 3687  
Phone (772) 225 3687  
Fax (772) 225 3299  
E-Mail: [info@brailier.com](mailto:info@brailier.com)  
Web: <http://www.brailier.com>

### ***LABEL PRINTER***

The PBL System for Windows® System was tested with Hewlett-Packard LaserJet series printers; however, there are many makes and models of laser printers that would be compatible for print label printing. Any laser printer that is used to print with PBL must be capable of printing TrueType fonts and must be able to load and print successfully on heavier and thicker label stock without jamming inside the printer. For optimal performance, the chosen printer must be able to feed large numbers of successive label sheets automatically from a paper tray.

## ***BRaille LABELS***

Available from Multistate Centers as item number LA010. This stock is used for both cassette and container braille labels.

.003" clear acetate cassette labels, computer pinfeed, fanfold, 12 labels per sheet, Library of Congress specifications. The cost in June 2003 was \$60.33 per thousand for a purchase of 10,000. For people ordering these labels for the first time, there will be a setup fee of \$25.00. Available from Label Specialties, 2501 Technology Drive, Louisville, KY 40299. Stock number: LS3AC Phone: (502) 261-9000 Fax: (502) 261-9001.

## ***PRINT CASSETTE LABELS***

Available from Multistate Centers as item number LA005.

Polyline labels, #AL5198W - Audio Cassette Face Labels, 12 labels per sheet, 1200 labels per pack. June 2003 price was \$10.65 per pack in quantities of 10 packs or more.

Polyline label information can be found by calling (800) 701-5865 or visiting their website at [PolylineCorp.com](http://PolylineCorp.com).

## ***PRINT CONTAINER LABELS***

8-1/2" X 11" laser sheets containing 24 sets of labels for the side and end of a cassette mailing container. Available from Multistate Centers as item number LA009.

Also available from Label Specialties (contact information above) as item number LS2LM, \$673.77 for 1,000 sheets.

## ***PC REQUIREMENTS***

The PBL for Windows® program requires a minimum configuration of a 100-MHz Pentium processor with 32 MB of RAM and 40 MB of hard disk space with Microsoft® Windows® 95 or later operating system.



## **CABLES**

The braille embosser requires a standard parallel cable for parallel installation.

The Romeo Pro LE requires either a standard parallel for parallel installation or usb cable for usb installation

Most laser printers require either a standard parallel cable for parallel connection or a Universal Serial Bus (USB) cable for connection through a USB port. Check the printer manual or ask your system administrator for details.

## **Appendix B**

### ***NEW FEATURES IN PRINT & BRAILLE LABELS FOR WINDOWS® 3.2***

#### **Administration Settings**

Added Default Printer selections for digital book labels and digital book container labels.

A Braille Blazer checkbox was added in order for PBL to differentiate which embosser to use for the braille labels. If the Braille Blazer checkbox is checked, PBL defaults to the Braille Blazer. If the Braille Blazer checkbox is unchecked, PBL defaults to the Romeo Pro-LE for embossing labels.

#### **Import**

##### **Title File Import**

Added import function for importing the NLS bibliographic title files from the PICS system. The import function will add DB and RC titles to the title table.

Functionality was added for automatically creating the braille title and braille author when importing the NLS bibliographic title file.

#### **Books Screen**

Language field was added to the book screen.

Modified the book screen layout configuration for DB Media types.

Added a Create Braille function for the Braille Author field.

Added the Author Print Last field.

### **Search Screen**

Added the Author – Print Last as one of the Search By options.

### **Labels - Digital Books**

Added the capability to produce digital book medium labels for use with laser printers.

Added the capability to produce digital book side/end labels for use with laser printers.

Added the capability to produce digital book medium labels for use with the Romeo Pro-LE and the Braille Blazer.

Added the capability to produce digital book medium labels for use with the Romeo Pro-LE and the Braille Blazer.