

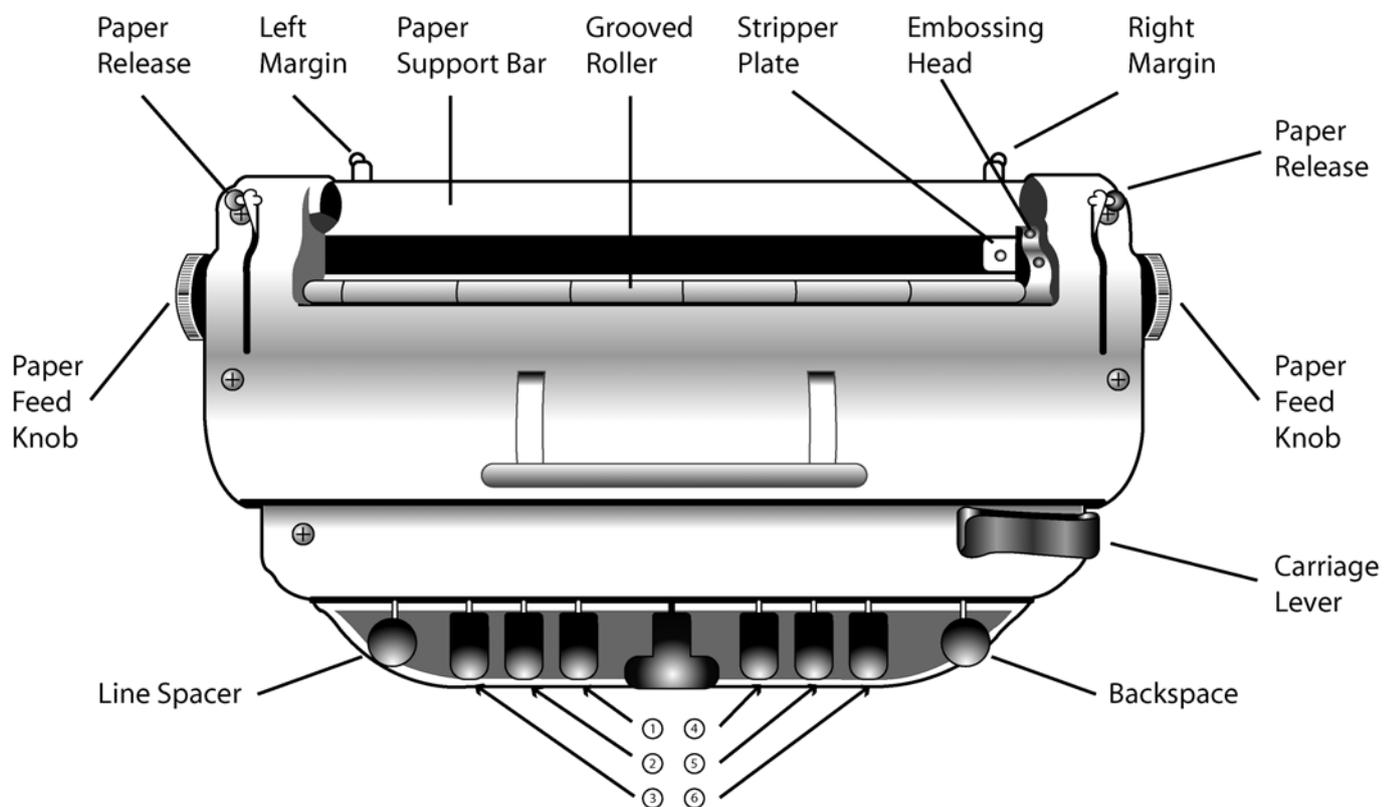
The Perkins Braille

Operating Instructions

Adapted by the Visual Impairment Centre for Teaching and Research, School of Education,
University of Birmingham from the Perkins Braille Manual, the Howe Press,
Watertown, Mass., USA.

For use in conjunction with the
ChildVision Learn Braille Course only

Perkins Braille Diagram



IDENTIFICATION OF PARTS

Explore your machine and familiarise yourself with the different parts. Please see illustration on page 3 to identify named parts.

1. NINE KEYS

In the centre is the Spacer Key and to the left, in order, the keys for dots 1, 2 and 3 and on the extreme left, the Line Spacing Key. To the right of the Spacer Key are the keys for dots 4, 5 and 6 and on the extreme right is the Back Spacing Key

2. PAPER FEED KNOBS

These are the only projections on the ends of the machine. Winding them towards you feeds the paper into the machine and winding them away from you feeds the paper out. The latter is shown by arrows on the enclosed illustration on cover page.

3. PAPER RELEASE LEVERS

These have small Knobs and are on top near each end of the machine. A movement of either one of these Levers towards you releases the paper. A movement away from you clamps the paper. Take note here that in moving the Levers towards you, they *must* move the full length of the slots in which they work. Later on, when you move them to release the paper, you will encounter a midway resistance.

4. PAPER SUPPORT BAR / GROOVED ROLLER

Both are at the top back of the machine. The Bar supports the paper. The Grooved Roller presses on the paper and is grooved to avoid crushing dots. It has 42 grooves corresponding to number of cells available. These grooves may be used for counting to set margins.

5. CARRIAGE / CARRIAGE LEVER / EMBOSSING HEAD

The Carriage on the Perkins Braille carries the Embossing Head across the fixed paper, Brailleing as it moves from left to right.

The Carriage Lever is located at the front above the six keys. Although the three-finger method allows you to slide the Carriage Lever silently right or left, it has been found that sliding the carriage to the left with the right forefinger in the cup of the Lever and without "downward pressure, makes more certain of starting at the correct margin. This makes a little clicking noise which does no harm to the machine. If the three-finger method is used to move to the left, be sure to release pressure on Lever before Carriage is allowed to move to the right.

Practice moving the carriage to the right and left. Notice that the embossing head moves at the same time. Do not attempt to move carriage by means of the embossing head. Always use the lever and return the carriage without needless slamming.

6. LEFT PAPER STOP

This is at upper left rear of machine, and it has a roughened knob. There is a one-half inch movement right or left. To move, unscrew the roughened knob (counter clockwise when facing the back of the machine). Its extreme right position (viewed from front) is conventional and gives equal margins of one-half inch on eleven-inch paper. The extreme left position gives one-half inch extra margins on left of paper for binding purposes if required (this should be locked at either extreme and not in between).

7. MARGIN STOPS / BELL

The Left and Right Margin Stops are at the back of the machine and work in a long slot. A squeeze of the flat projection and knob will release them.

To position the Right Margin Stop accurately, slide the carriage by means of the Carriage Lever, placing the Embossing Head to position of last cell required. Slide Right Margin Stop to left against Carriage, release squeeze and pull back until it clicks. If this is not used, or positioned properly, the carriage may catch the edge of the paper when it is returned to the left.

To set Left Margin Stop, move Embossing Head as before, one cell to the left of the required position. Slide Left Margin Stop against Carriage and release squeeze. The Bell is fixed to the right margin stop and rings seven cells before the end of the line.

8. PAPER BOTTOM STOP

This is in rear of the Grooved Roller and runs the full width of the machine, assuring good alignment of the paper.

USING THE BRAILLER

Remember to go through the same steps each time you place paper in, or remove paper from, your Perkins Braille. If you hear strange noises, stop and check to see that you have followed the steps correctly. Do not panic. The Perkins Braille is a sturdy little machine that has stood up to many beginners, young and old.

1. INSERTING PAPER

- 1.1 Roll the Paper Feed Knobs on either side of the Braille completely away from you. If they do not move, you are ready to insert the paper.
- 1.2 Pull the Paper Release Levers on the top of the Braille towards you (this opens or unlocks the paper holder inside the Braille).
- 1.3 Slide the paper into the Braille. Ensure the paper is under the Embossing Head, as far left as it will go, and sits flat under the grooved roller.
- 1.4 Push the Paper Release levers on the top of the Braille away from you (this locks the paper onto the roller inside the Braille).
- 1.5 Roll the paper in using the Paper Feed knobs on either side of the Braille. The paper should stop automatically when the top of the page is just under the Embossing Head. If your paper does not stop, you might have inserted the paper incorrectly or your Braille may be broken.

- 1.6 Push the Line Spacer key (this locks the line spacing mechanism - the Paper Feed Knobs will now turn line by line rather than turn freely).
- 1.7 Adjust margins if necessary. (See Page 5)
- 1.8 Using the Carriage Lever, slide the Embossing Head to the left before beginning your work.

2. GETTING STARTED

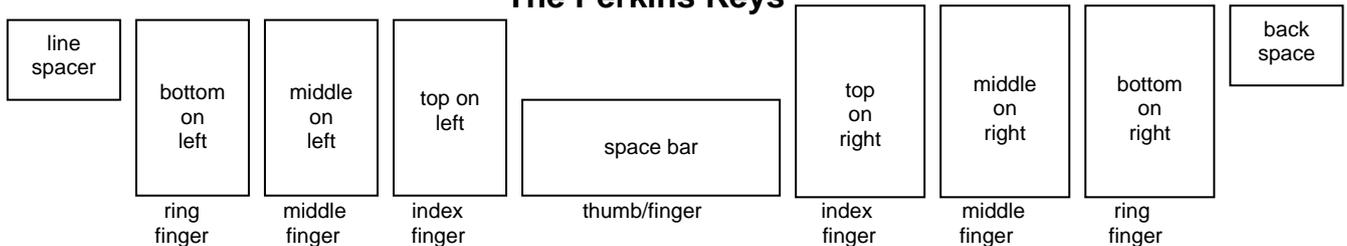
The braille cell is composed of six dots numbered as below:

The Braille Cell

- | | | | |
|---|---|---|--|
| Dot 1 - top on the left (Key 1) | ● | ● | Dot 4 - top on the right (Key 4) |
| Dot 2 - middle on the left (Key 2) | ● | ● | Dot 5 - middle on the right (Key 5) |
| Dot 3 - bottom on the left (Key 3) | ● | ● | Dot 6 - bottom on the right (Key 6) |

To create the full braille cell above, place your fingers on the six braille keys -1 to 6 - and push down (see illustration below). Do it again. Continue pressing all six keys down until you have a whole row of full cells (all six dots together). A firm, even push will work. If the dots are "broken" (the middle of the dots look and feel rough or torn), you have probably pressed too hard and can lighten your touch. If the dots are not fully formed, you will need to press down more firmly. Every Brailier is a little different. You will get to know the appropriate pressure for your own Brailier in no time. If you feel you cannot ever get the dots well formed, have someone familiar with braille check your Brailier. Your Brailier may be in need of a tune-up. Do not be too hard on yourself in the beginning. Your touch will improve with practice.

The Perkins Keys



When you get to the end of the line, press the line spacer, then use the carriage return to bring the Embossing Head back to the left margin (doing it in this order prevents the Head from accidentally pressing down any dots on its return journey).

3. MAKING LETTERS

Pressing both of your index fingers down **at the same time** will give you "top-top" (the two top dots in the braille cell). This is the letter C, your first braille letter. Again Braille an entire row of the letter C. For more advanced practice, press the Space Bar between each letter (very fast Braillists use their thumb on the Space Bar, others prefer to use one index finger or the other.)

You are now ready to begin Brailleing.

4. REMOVING PAPER

- 4.1 Roll paper out of the Braille until it stops. Do not pull on the paper, always use the Paper Release knobs.
- 4.2 Pull the Paper Release knobs towards you. This will unlock the paper from the roller inside the Braille.
- 4.3 Remove the paper. Notice that at this point, you are ready to put a new piece of paper into the Braille and begin again.

Adjusting the Right Margin Stop

(First study the diagram above P.3)

The Left and Right Margin Stops are at the back of the machine in a long slot.

1. Squeeze the flat projection and knob together to release them.
2. To position the Right Margin Stop accurately, slide the carriage by means of the Carriage Lever, placing the Embossing Head to the position of the last cell required.
3. Slide the Right Margin Stop to the left against the Carriage, release squeeze and pull back until it clicks.
4. The bell is fixed to the Right Margin Stop and rings seven cells before the end of the line.