

# Jumbo four line braille frame (BF16)

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Please retain these instructions for future reference. These instructions are also available in other formats.

## General description

This aluminium frame has four lines with 18 cells, pins on the top side and produces large braille dots. It is supplied with a style and reverser sheet.

## Getting started

### Fitting paper into the frame

Put the frame on a table in front of you with the hinge on the left. Open the hinged metal frame and place the paper as close as you can to the hinge. You will find that the top plate has pins slightly in from each corner, which holds the paper secure when you close the plates together.

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### How to write

The principles of writing braille with a frame are the same, whatever type of frame you use. You will need a braille style (a sharp pin with a plastic or wooden handle) for making the dots. Braille styles are specially designed to make the right size of dot, so it is best not to use other sharp implements. All frames have hinged plates, the top plate being a grid, the base plate having corresponding rows of indentations for forming the braille dot.

With the paper placed securely between the plates. Rest the handle of the style under the knuckle of your index finger where the finger meets the hand. The pin of the style should be pointing down. The thumb, index and middle fingers then grip the narrow part of the style and guide it into position.

Start at the top right hole in the grid, as you will be writing from right to left with the letters in reverse. You will find the sides of the holes in the grid are ridged. When the tip of the style is placed between the ridges at the side of the hole it is in the correct position to make a good dot by pressing the paper down into the indentations under the paper. The amount of pressure you need will depend on the thickness of the paper.

It is advisable to practise writing a full line of all six dots to become familiar with the positioning of the style and pressure needed before starting to write letters.

Once you start writing, you will need to reverse the letters again starting at the right side of the grid. Letter A will be the top right, B will be the top right and middle right dots etc.

As the pins are on the top side, when you open the frame, you will be able to read what you have written the “right way around” without having to remove the paper. If you want to carry on writing on the same sheet, you do not need to realign the paper.

If you have made a mistake, it is a good idea to write two full cells of dots and continue writing. This is equivalent to crossing out a couple of letters and will indicate that what follows is correct, when you read your work again.

NB: Styles are sharp, and other frames have sharp pins on them. They should be kept away from young children.

## How to contact RNIB

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Date: March 2019.

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