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DEDICATION OF NEW CENTERS

All new centers should have a Dedication Service as soon as the center is ready to start production. We believe the Lord has blessed this work and we like to have His blessing for each new work center.

TRAINING FOR NEW CENTERS

Training will be provided by a knowledgeable person as soon as all supplies are received. All equipment and supplies are ordered by the home office and they will provide someone to train you. Please make this manual accessible to all the volunteers and advise them to be present at the training session.

SUPPLY INSTRUCTIONS

PLEASE NOTE: All supplies must be ordered through the Yucaipa office except the tape for packaging, which is handled by work center #89. Please **DO NOT** contact the manufacturer directly.

For all supplies you will receive a pink copy of the purchase order. Please keep this copy until the items have been received. Immediately return this pink copy to the home office. Please initial it and mark the amount and the date it was received. This is very important so that we can pay the bills on time.

CARTONS - Allow approximately **ONE MONTH** for delivery. Order by the depth of the carton from the following standard sizes: 1-1/2", 2-1/2" 3-1/2", 5", 7-3/4", 9-1/2", 12".

How many books you can ship in a box depends on the thickness of your book, so please order by carton depth, not by the number of books.

REMEMBER THERE ARE SIZE AND WEIGHT RESTRICTIONS ON INTERNATIONAL PACKAGES. SEE PACKAGING INSTRUCTIONS

SPIRALS - Approximately **ONE MONTH** for delivery. (see spiral size chart, page 24)
The Spiral size depends on the number of pages in the book. If in doubt, advise home office of the number of pages in the book and they will send the appropriate spiral.

COVERS - Approximately **TWO MONTHS** for delivery. Order by name of book, giving Book #, grade of Braille if English, and language if International.

PAPER - Please place order when you get down to a one month supply. It only takes about two weeks for you to receive your order once you place it. We will try to order you enough for six months.

TAPE - For mailing packages. Order directly from WC #89 advising if you want brown (2" Tape), filament or clear tape (to be used to cover labels).

Order from: Lutheran Braille Workers Center #89
Zion Lutheran Church
241 5th Ave. N.
Hopkins, MN 55343
Phone: (763)476-9608

ENVELOPES - Approximately one month for delivery.

Order by size: 10 x 13
11 1/2 x 14 1/2

DELIVERIES - All deliveries take a lot of prayer and patience. The better delivery instructions you can give us, the more chance you have for prompt delivery.

RUBBER STAMPS

Order all stamps from WC#1

1. Stamp in upper left hand corner of carton. In some parts of the world religious braille is frowned upon so your return rubber stamp must be made as follows:

BRAILLE WORKERS, INC.
(Do not list church)
Work center No. _____
Street Address _____
City, State, Zip Code, USA

2. A stamp 1" x 2 1/4" Stamp in upper right hand corner of box:
**FREE
READING MATERIAL
FOR THE BLIND**

3. A Stamp 1" x 2 1/2" Stamp in lower left hand corner of box:
**FRAGILE
Braille Books Only**

4. A stamp 1/2" x 3 1/2" Stamp under address label:
**BRAILLE MATERIAL - NOT FOR RESALE
AND OF NO COMMERCIAL VALUE**

LABELS

Braille book labels are sent from the home office on the 15th day of each month for the following month.

Example of the information contained on the top two labels of each label packet:

WC# 1
BOOK # 565
BOOK TITLE - RUN DATE 11/98
DISTRIBUTION DATE 12/98

WC# 1
BOOK # 565
BOOK TITLE - RUN DATE 11/98
NUMBER OF BOOKS - 20

Work center producing book
Book number
Book title & date labels were run
Month and year books to be shipped

Work center producing book
Book number
Book title & date labels were run
Total books to be produced

When you first receive your labels

1. Check the book titles on the label packets. If you mistakenly receive labels for another center, **IMMEDIATELY** notify the home office and forward them to the center indicated on the label sheet, using the leaders home address and not the church.
2. Check the amounts of books to be produced. If they are incorrect, call or write the home office.

Keep the home office informed of any changes in your production. Many centers have seasonal swings in attendance, and therefore production amounts. So if your center has production changes due to cold winters or hot summers, notify the home office and the amount of labels being sent to you will be adjusted to your production.

ALL LABELS ARE TO BE SENT OUT DURING THE MONTH MARKED AS THE DISTRIBUTION DATE.

EACH LEADER IS RESPONSIBLE TO SEE THAT ALL LABELS ARE SHIPPED EACH MONTH - NO CARRY OVER.

ZINC PLATES

Zinc plates are the folded metal sheets with the braille dots on them.

NEW PLATE PREPARATION - All new zinc plates are sent out tested and prepared for production. When you receive a new plate or a new set of plates, the following procedure is recommended. (see FIGURE 1)

1. Round off or cut off both corners of the lower plate to make it easier to open.
2. Nip the top plate to eliminate the sharp corners. Sharp edges should be lightly dressed with a fine metal file.
3. Plates should be examined or watched by person stuffing paper to catch any sharp edges, damaged areas or other signs of trouble. Plate housekeeping is very important to good braille.
4. If necessary to replace paper stop, use reinforced filament tape. See FIGURE 2.

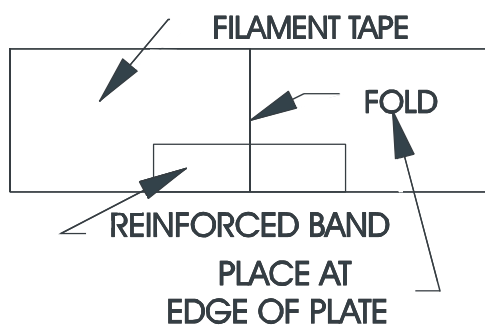


FIGURE 2

TRIM 1/8" APPROX.
BOTH CORNERS
UPPER SHEET

TRIM 1/4" APPROX.
BOTH CORNERS
LOWER SHEET

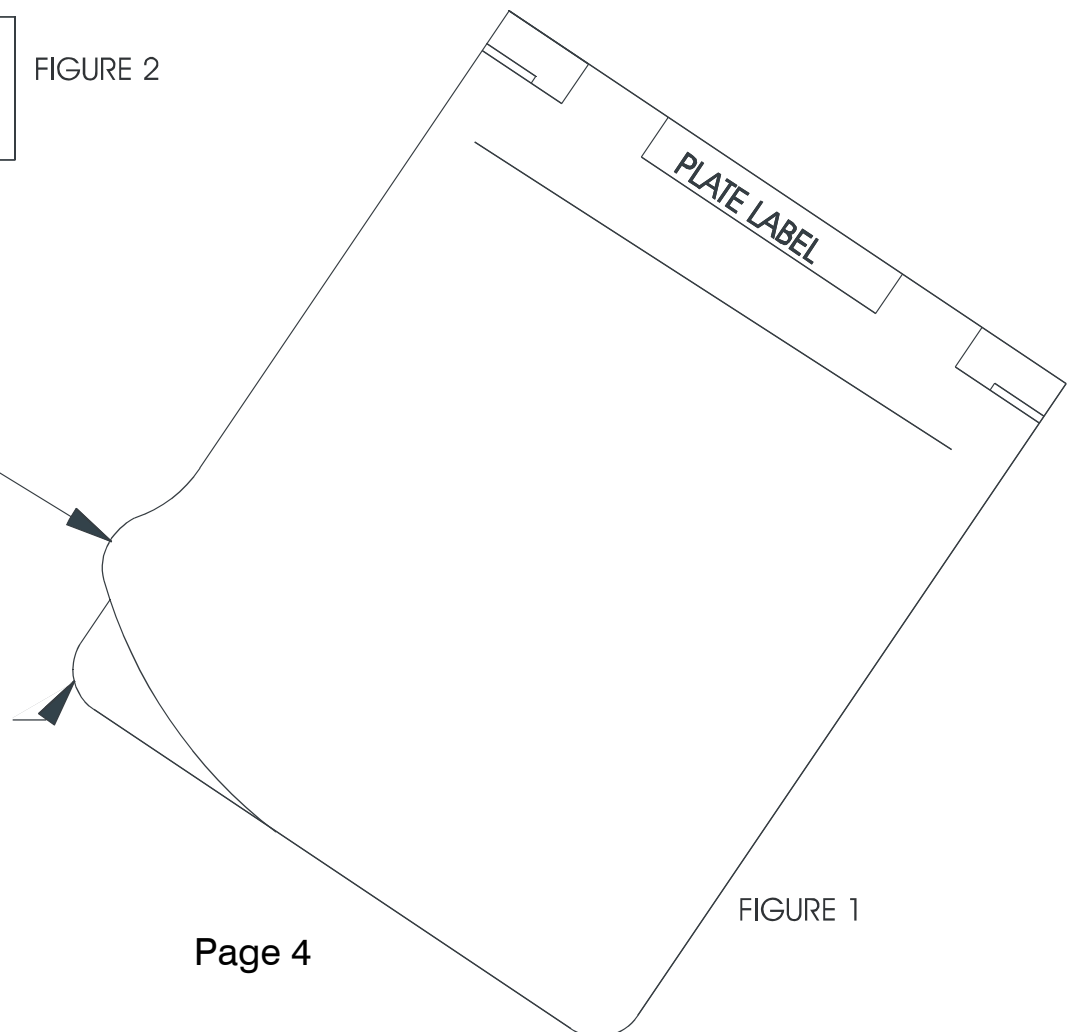


FIGURE 1

CARE AND STORAGE OF ZINC PLATES

IMPORTANT!!!

The quality of braille your center produces is directly related to the care of your plates.

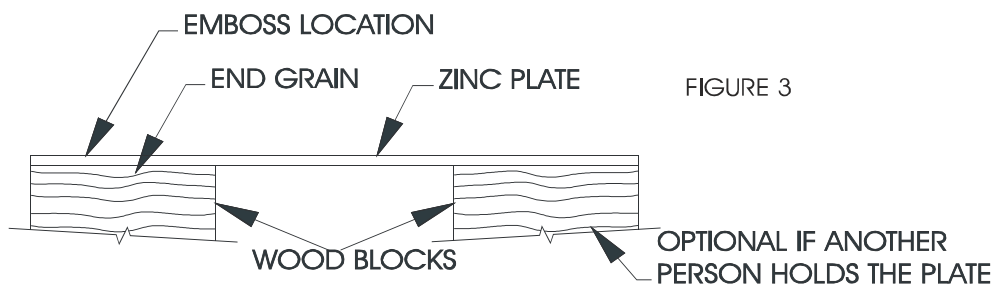
1. Handle plates with both hands, keeping them flat. **Do Not Flex or Bend.**
2. Store plates flat in stacks of no more than 10, (5 preferred) with corrugated cardboard, cut to size of plate, underneath and between plates. Vertical storage has been found to result in plate damage. Sliding may cause damage to upper corners and/or edges. Plates could crack and warp. If vertical storage is your only option, be sure bin has frequent dividers to hold plates upright. Separate plates with cardboard.
3. If plate is accidentally dropped, examine the damage immediately. If edges become nicked or rough, smooth by using a solid knife handle or the back of a stainless steel teaspoon. Rub the rounded portion of the spoon over the rough edge until it is smooth. Use a metal file if necessary.
4. Do not wash plates. Handle with clean hands. Don't use hand lotion when touching the plates.
5. The Work Center Leader or designated person should regularly examine plates for any signs of damage or deterioration.
6. In case of cracked plates or dots worn through with tops missing, contact home office for instructions.
7. When placing the plate in the aluminum jacket, the top fold of the plate should be in the blue line area. Placing the plate too high will cause the fold of the plate to crack. Placing it too low also damages the fold and the bottom of the plate may not emboss properly.
8. Open plate only far enough to insert and remove paper (about 2-4 inches).
9. Braille plates should have an indefinite life, but accidents and problems do occur.

ANY PROBLEMS WITH PLATES, CONTACT HOME OFFICE!

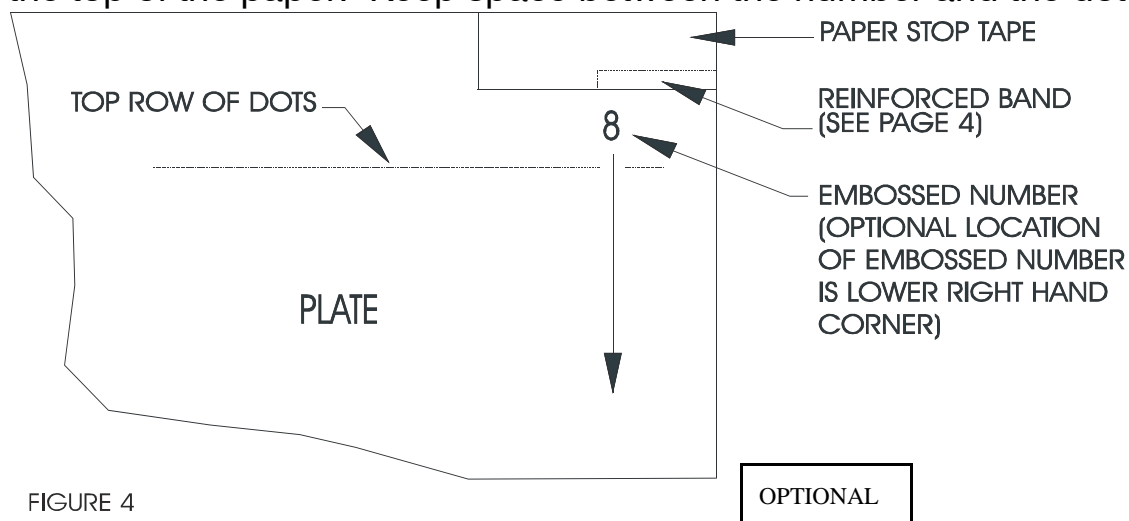
INSTRUCTION FOR EMBOSSING PAGE NUMBERS ON ZINC PLATES

Embossing page number will eliminate numbering by hand.

1. Use 1/4" numbers when embossing. You usually can borrow a set of these stamps from a machine shop. **DO NOT USE 3/16" OR 3/8" STAMPS.**
2. Emboss numbers in upper or lower right corner of plate. (see sketch below) **Do not interfere or damage braille dots.**
3. Emboss numbers deep enough in plates so that they are readable. If the number is not readable, hit the stamp again until it is readable. Do a test run on each plate after embossing. The number should show clearly on the back side.
4. Use HARD woods such as OAK or ASH. Using soft woods such as pine, the imprint is not clear and the metal stamp could go through the plate.
5. Use 2 pieces of wood approximately 8" long, 4" wide and at least 3/4" thick and place the plate on the wood as shown in FIGURE 3.



NOTE: The number 1 will require less force than an 8. Center the number between the bottom of the tape and the first row of dots. Keep space between number and what would be the top of the paper. Keep space between the number and the dots.



ALUMINUM JACKET

DESCRIPTION: LOWER INSIDE VIEW

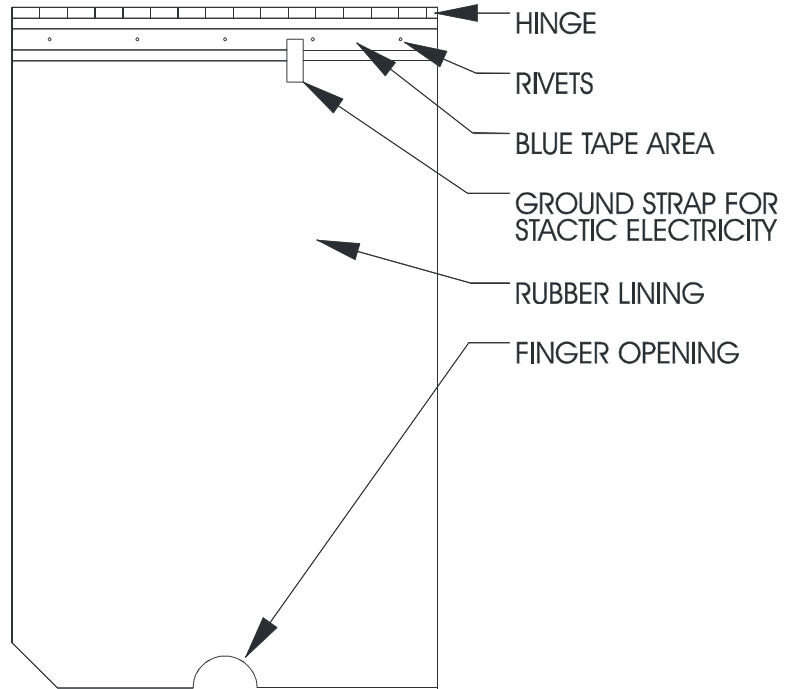


FIGURE 5

PLACING ZINC PLATE INSIDE THE JACKET

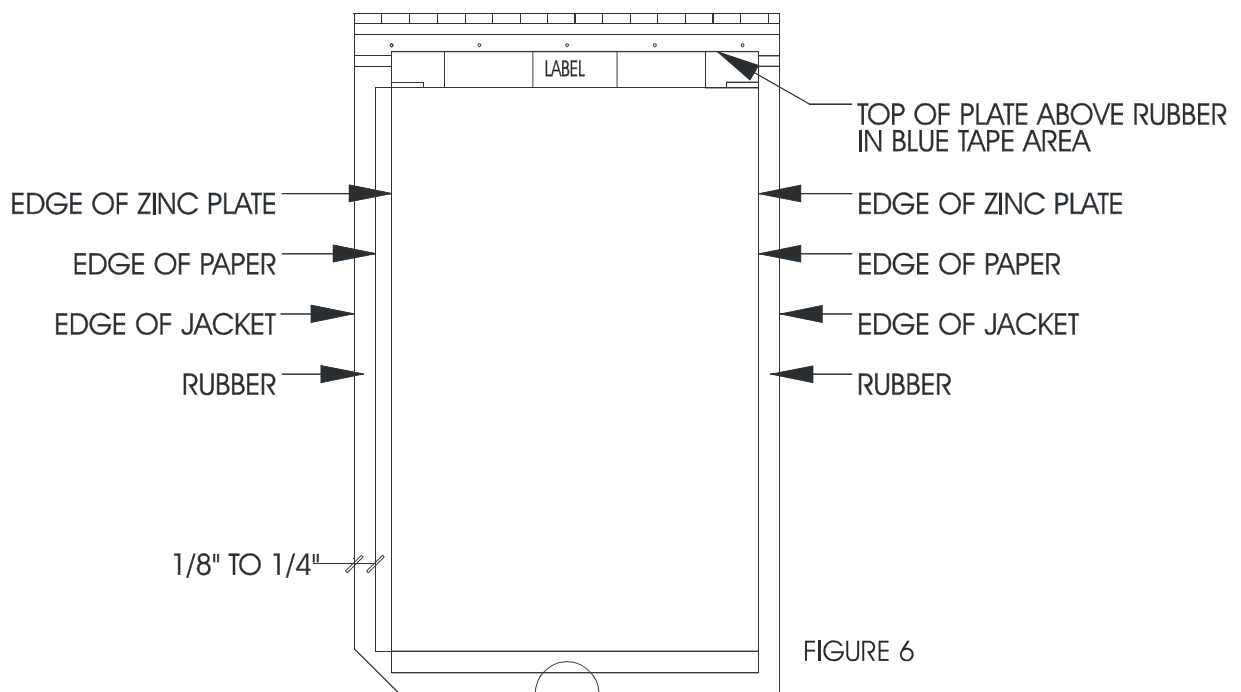


FIGURE 6

ALUMINUM JACKET

The ground strap is to drain off static electricity that is created when paper and zinc plates are forced together by rollers. Make sure your zinc plates have bare metal at this point or annoying shocks may result when zinc plate is removed from jacket. You may still use jackets without the ground strap or if the strap becomes unusable.

Contact covering on the outside of jacket is to prevent oxidation of the jacket and to keep your hands relatively clean. Keep in good condition. If damaged, lift edge of material with razor blade and strip off and apply new contact paper covering. Rubber rollers do not grip contact paper well, so start contact paper 1/2" from top of hinge or at the bottom of first set of rivets. Trim with razor blade. (contact paper may be obtained from K-Mart (Martha Stewart brand) or Staples - Rubber Maid heavy duty.

Clean with "LOR 326 Roller Cleaner" following the directions on the bottle.. The rubber lining on the jacket SHOULD NOT be washed or treated with any other cleaning fluids, or deterioration and shocks will result.

DAMAGE TO JACKET

SAFETY WARNING!!! DO NOT OPERATE PRESS WHILE WEARING NECKTIES, LONG SCARVES OR LOOSE SLEEVES

Most problems will not occur if the following are observed:

1. Concentrate fully when operating machinery.
2. Feed jackets straight.
3. Don't drop jackets!

The following kinds of damage are **NOT** justification for replacement of the jacket as long as good braille is being produced.

1. Small cracks along hinged rivets on outside.
2. Pin in the hinge working it's way out:
Take a small hammer and pound it back in, and crimp the end.
3. Jacket picking up dirt from rollers;
see ROLLER PRESS SERVICE: ROLLERS.
Never clean rollers with the machine plugged in.

CAUTION!

Do replace jacket if any protrusion on the jacket this may cut or damage rollers.

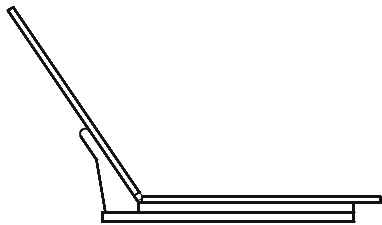
DO NOT FORCE OUT JACKETS JAMMED IN THE MACHINE.

Loosen bearing hold down bolts on **one end only** enough to slide the jacket out.

This is best done by a mechanic.

ALUMINUM JACKET - INSTRUCTIONS FOR USE

1. Put one sheet of paper into the zinc plate.
 - a. Make sure the plate is label side up.
 - b. Lift up the upper half to open the plate slightly. Do Not press down with other fingers on outside of plate. (This causes cracks)
 - c. With the other hand, insert a sheet of braille paper into plate until paper hits the filament tape at top of sides. Excess paper will protrude on left side (except for some of the older plates). Should not have more than 1/8th inch showing on right side.
 - d. Close plate.
2. Place the aluminum jacket on the (optional) stand. Open the jacket.



FIGURE

3. Place the zinc plate with the paper inside on the rubber pad with the top edge of the plate in the blue tape area. Plate and paper should not extend outside the sides of the jacket. See illustration "Placing Zinc Plate Inside The Jacket " on page 7.

4. Close jacket.

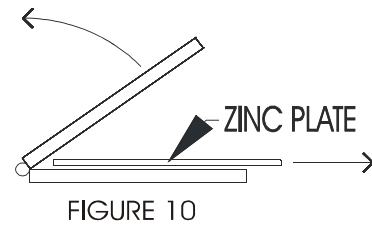
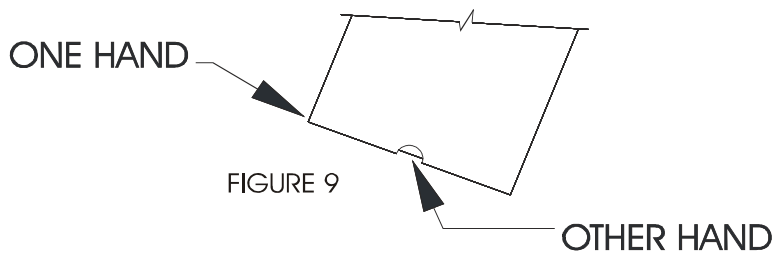


FIGURE 8

5. Run jacket and plate through press, hinge end first. Remove jacket and zinc plate together from machine.

Never Reverse Direction of the Jacket Through the Press.

6. Remove the plate from jacket by raising the top half of the jacket with one hand and gripping the bottom of the plate with the other hand.



7. Replace aluminum jacket on (optional) stand ready for the next plate. Repeat process from step #3.

INITIAL ROLLER PRESS INSTALLATION

Roller presses are shipped with a solid plug in the gear box to prevent oil leakage during transit. This plug may be painted red. A vent plug is shipped with the machine, screwed into the floor of the case. This is usually a hex head plug with small vent holes in it. The top may be painted blue. **It is important to exchange these two plugs before using the press.** Otherwise heat and pressure builds up inside the gear case and forces the grease through the seals. This may damage the seals and bearings and eventually cause leaking. See FIGURES 11 and 12.

Save the solid plug in the space provided and use it if the roller press is to be shipped or tipped in transit.

SAFETY CHECK

When installing the roller press and at least twice a year thereafter, the ON/OFF power control (safety bar switch) should be checked. This bar operates the power switch. It should operate easily and without hesitation if bumped by the operator getting too close to the embossing rollers.

THE LBW ROLLER PRESS

ILLUSTRATION #1

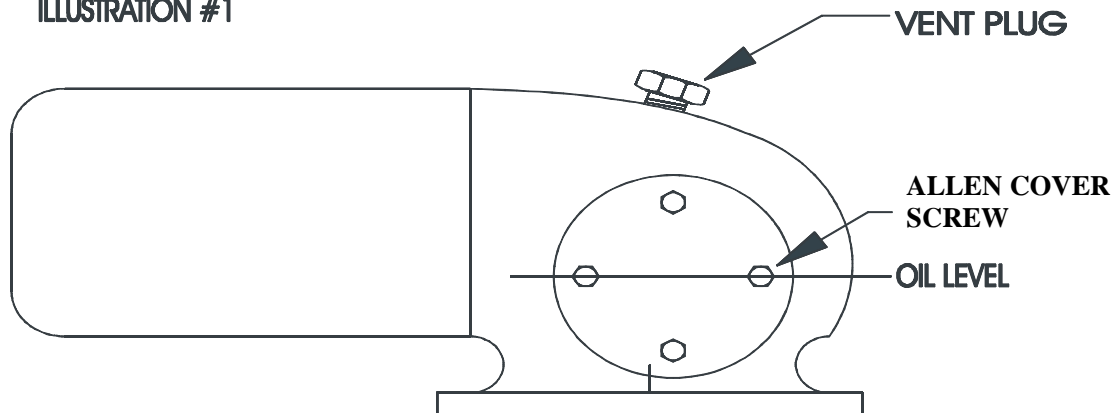


FIGURE 11

ILLUSTRATION #2 (TOP VIEW)

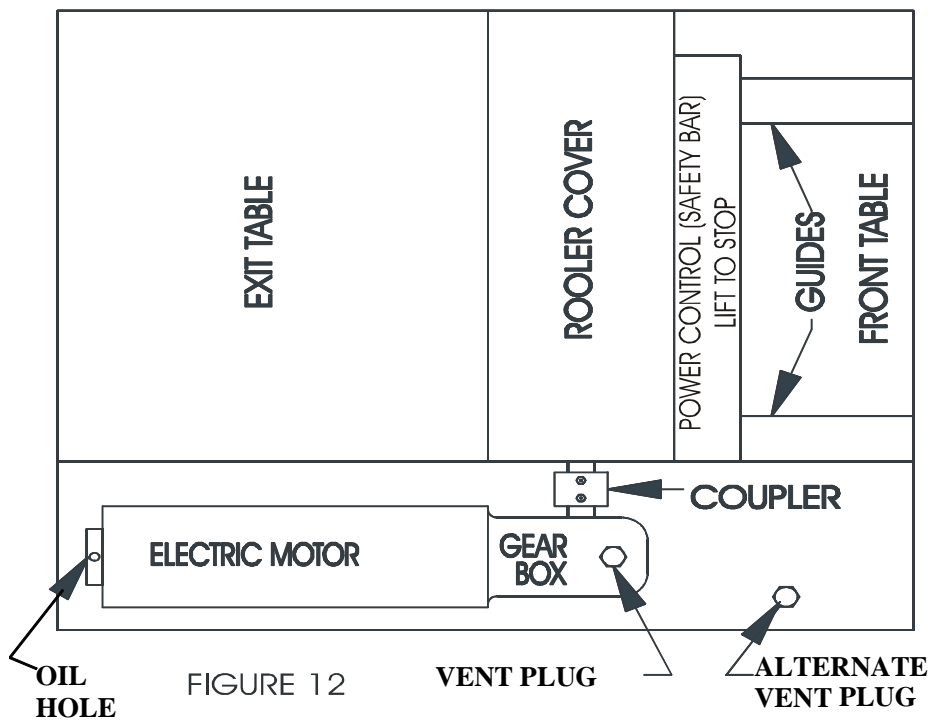


FIGURE 12

FREQUENTLY REQUIRED ROLLER PRESS SERVICE

WARNING

Unplug power cord before servicing the press

**Do not run motor to clean rollers
This could be very dangerous**

The rollers and jackets should be cleaned at least every three months or sooner if the press is used frequently. The jackets normally go through very easily. If they have to be forced, the rollers are dirty and need to be cleaned.

MATERIALS NEEDED

- # Screwdriver
- # LOR 326 (LITH-O-ROLLER) cleaner. (Every center should have a small 8oz. Bottle. If not, please order from the home office.)
- # Paste wax for table surface
- # Several clean rags

PROCEDURE

1. Place press on a sturdy table and clear area of unnecessary people and especially children. Remove roller cover. Remove screws in exit table and remove table. This must be done to facilitate cleaning the lower roller.
2. Examine both rollers for build up of gray or slate colored residue. This should be cleaned off with LOR 326 cleaner. Follow directions on the bottle. Also any excess oil or grease should be cleaned up at this time.
3. Re-install exit table
4. Plug power cord back into electrical outlet and turn machine on. **CAUTION: KEEP YOUR HANDS, CLOTHING AND TOOLS AWAY FROM RUBBER ROLLERS OR MOVING PARTS.** Press should run quietly and under no apparent strain.

FREQUENTLY REQUIRED SERVICE (CONTINUED)

5. Run a copy of the Inter-point Braille and check the embossing. Examine both sides, top, bottom, and center and edges. All dots should be well formed and distinctive without any splitting on the top.
6. Clean and wax front and exit table. Replace cover over the rollers and secure. Run a test using several different plates. Check embossing.
7. **SAFETY CHECK:** The ON/OFF power control (safety bar switch) should be checked for proper operation. This bar controls the motor. It should operate easily and without hesitation if bumped by the operator getting too close to the embossing rollers.
8. Record service date and actions on the history chart.

ROLLER PRESS MAINTENANCE

The following routines should be performed if the roller press is not producing good quality Braille, if the press is noisy or not functioning properly. Jackets should feed into the press smoothly and not require excessive pressure when starting into the rollers. Depending on usage and operating conditions this maintenance should be performed every year or two.

We suggest that a person with known MECHANICAL ABILITY perform this service.

GEAR MOTOR SERVICE

The gear motor used in Lutheran Braille presses should last indefinitely. The gear box part of these unit should be checked . Rapid wear and serious damage to gear motor could occur if there is insufficient lubrication.

MATERIALS NEEDED

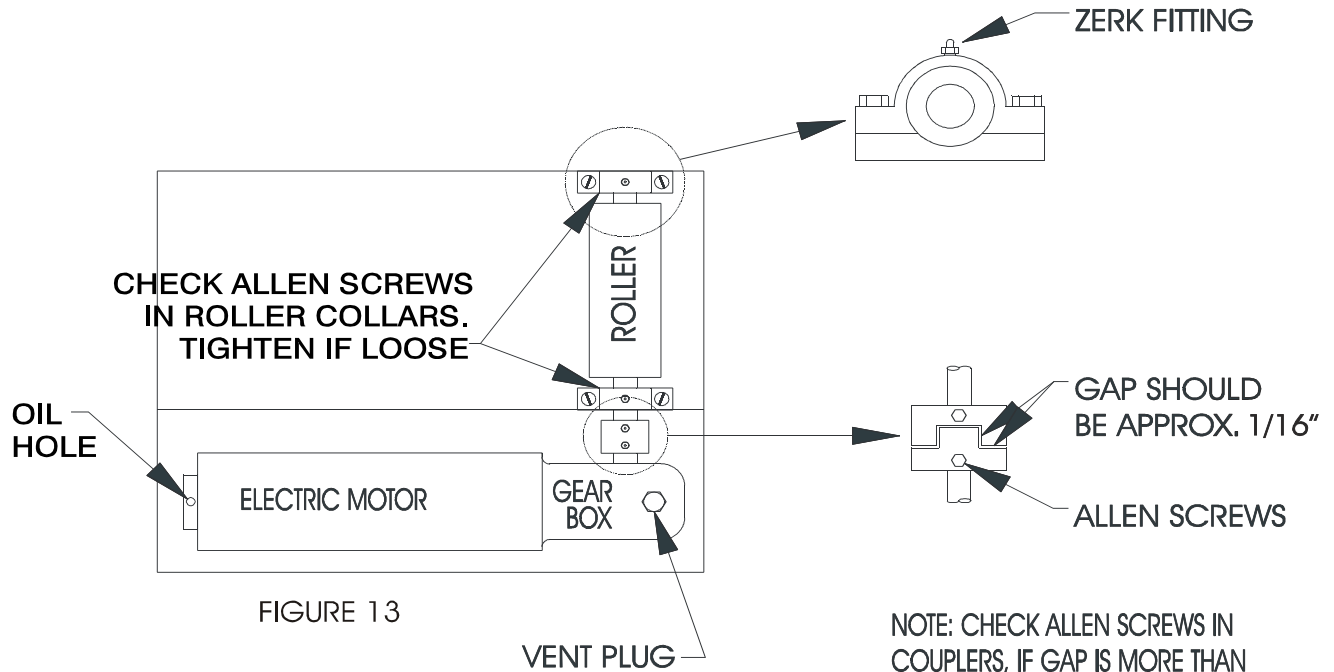
6" crescent or adjusting wrench
1/4" long handled Allen wrench
Clean rags

TO CHECK MOTOR

1. Remove cover over motor part of press box
2. Remove vent plug. (See illustration on page 11)
3. If light is not sufficient, use a flashlight to see into opening. Turn motor on and you should see oil flowing over worm gear as motor operates.
4. If you do not see a good oil flow, do the following:
With press level, remove Allen screw on side of gear case as per illustration #1 on page 11. Oil level should be at the bottom of that hole. If oil needs to be added, **synthetic must be used**. DO NOT change oil. The oil is synthetic permanent type.
5. Remove the small rubber plug in the rear of the MOTOR and put in 3 or 4 drops of 30-weight oil every 3-6 months. Newer motors with external fan at rear do not have an oil hole. See FIGURE 13

ROLLER PRESS: MAINTENANCE

VIEW WITH COVER REMOVED



NOTE: CHECK ALLEN SCREWS IN COUPLERS, IF GAP IS MORE THAN 1/8", LOOSEN SCREWS AND MOVE COUPLERS TOGETHER. RETIGHTEN SCREWS

If your roller has grease fitting on the bearings (2 on the top roller, 2 on the bottom roller) these fittings are called ZERK FITTINGS. Do not grease these zerks as the bearing is a sealed type. Greasing these zerks could ruin the bearing. If any problem occurs, contact LBW Headquarters.

ROLLER PRESS MAINTENANCE (CONTINUED)

ALIGNMENT OF THE MOTOR

Be sure that the motor mounting screws are tight.

The motor drive shaft, coupling, and lower roller must be in perfect alignment. Shim or adjust if necessary to align shafts horizontally, vertically, and angularly. Check for 1/16" or 0.625" end play in coupling. See FIGURE 13

ADJUSTING ROLLER PRESSURE (Clearance)

When the press is constructed the clearance between the rollers should have been set at approximately 9/32nd inch or about 0.265 thousands of an inch. For good Braille this clearance should be maintained at + or - 0.010. Check each end of rollers, if clearances do not meet these tolerances it can be adjusted by adding or subtracting shims under the bearings. Shims used measure: 0.005, 0.010, 0.020, 0.031 and 0.0625. Braille paper measures 0.005 and covers 0.010 and can be used to check this clearance.

When changing shims remove the bolts holding the bearings on one end and lift the roller inserting or removing shims as needed. See FIGURE 13. Replace and tighten bolts, then do the same at the other end. You can do both at the same time, but you must be very cautious not to move the lower roller, which could affect the lower roller and motor alignment. When the bearing bolts are tightened the spider in the coupler should be free floating.

ADJUSTING SAFETY BAR

The safety bar edge should be approximately 9/16" to 5/8" above the entrance table, which should be approximately 1/16" below the top of the lower roller. Adding or removing washers can adjust this height. See FIGURE 16. If jacket scrapes guard, you need to adjust by adding space washer under the safety bar.

ROLLER PRESS MAINTENANCE (Continued)

ALIGNING ROLLERS ILLUSTRATIONS

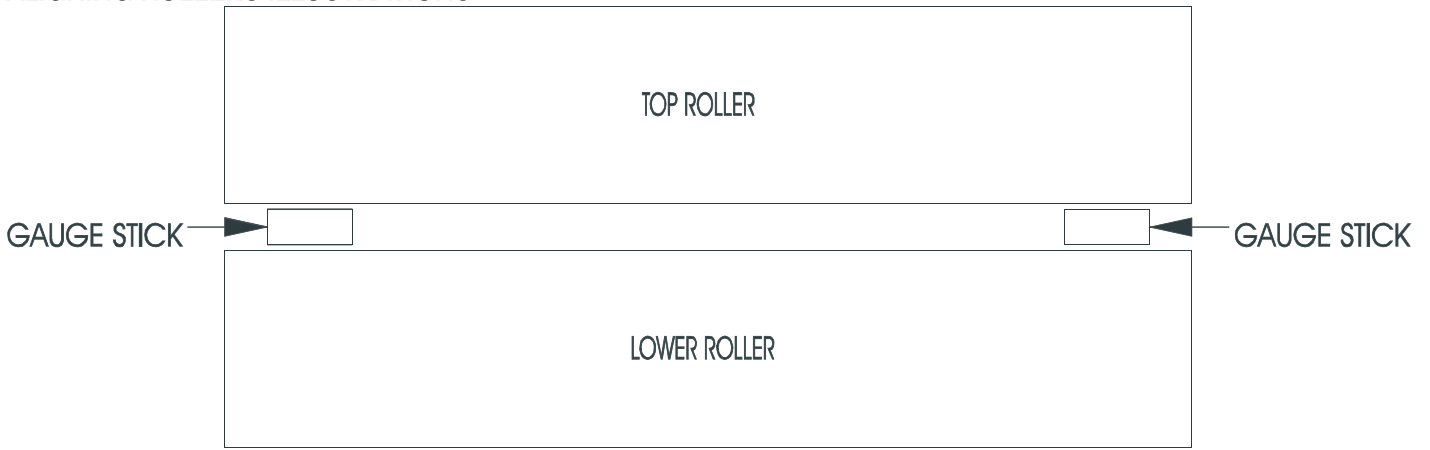


FIGURE 15

"FRONT VIEW"
FEED SIDE

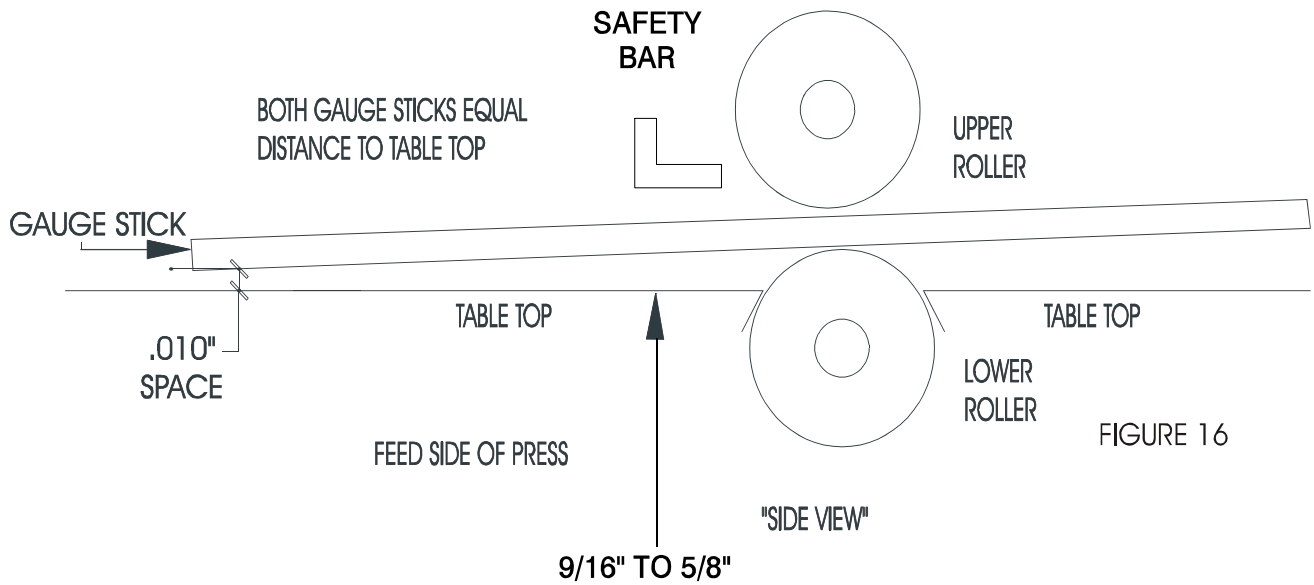


FIGURE 16

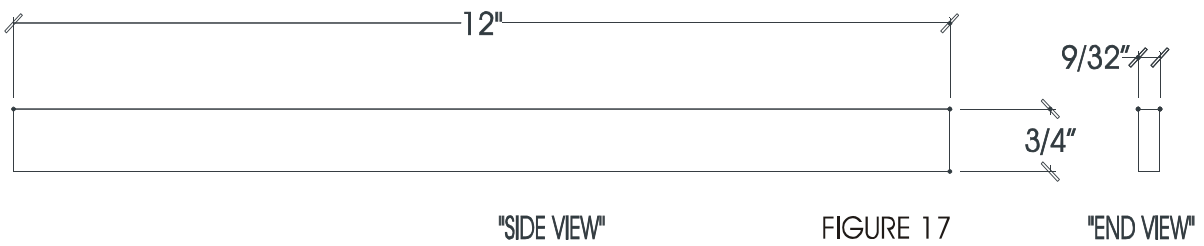


FIGURE 17

"SIDE VIEW"

"END VIEW"

DIRECTIONS FOR ALIGNING THE ROLLERS

It is very important to have the upper roller slightly towards the feed side of the press. See FIGURE 14. Be sure the gauge sticks (FIGURE 17) are not warped. Insert

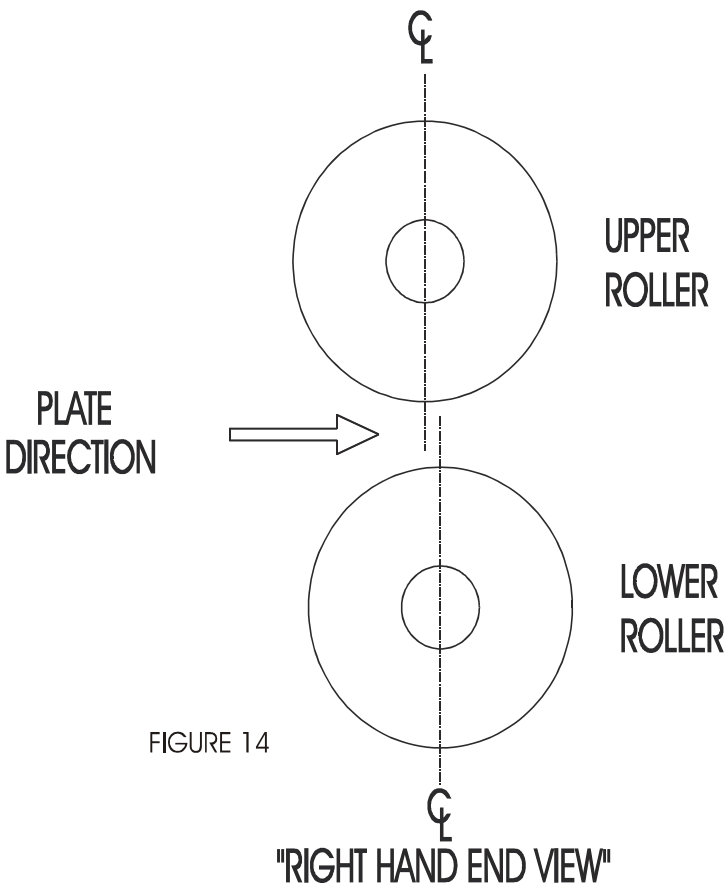


FIGURE 14

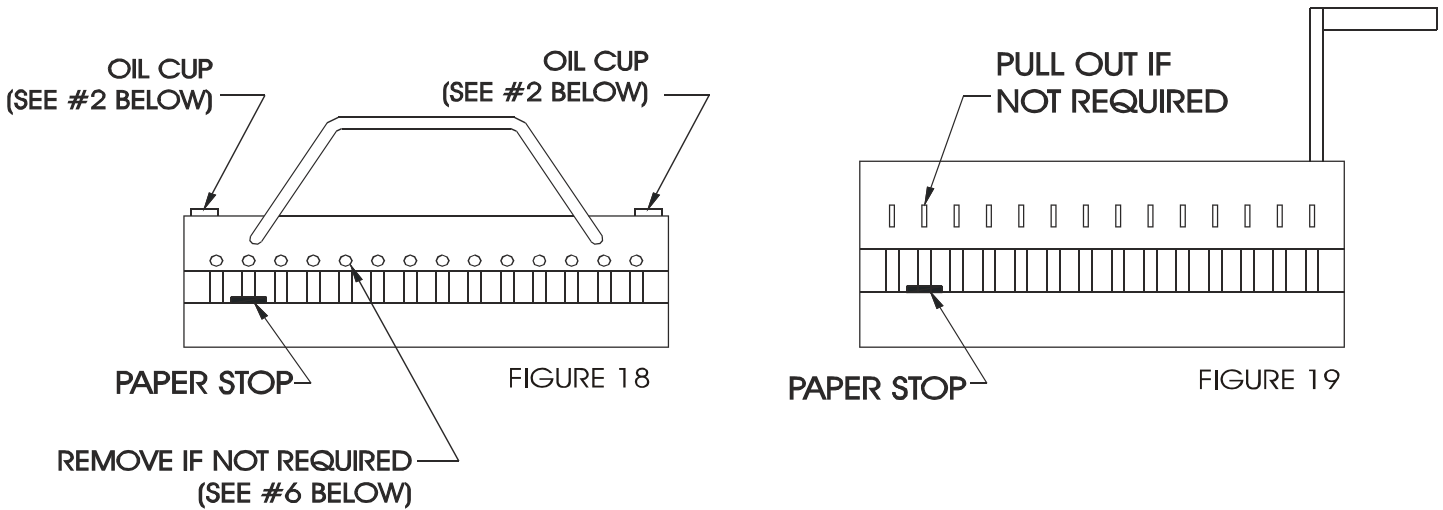
a gauge stick at each end between the rollers as shown in figure 15. Both sticks should be equally snug. If they are not it indicates a difference in roller clearance from one end to the other and the possibility of an unequal number of shims between the roller bearings. Adjust the shims if necessary. Both sticks should be at a slight downward angle to the table top as shown in FIGURE 16. If sticks are not at the slight angle to the table top it indicates that the rollers are not parallel to each other or the rollers are not offset as in FIGURE 14, and they should be aligned. Loosen the bearing holding bolts and shift the top roller bearing towards the front or back as required. Tighten the bolts and recheck the alignment. Be careful not to misalign the lower roller with the drive motor. If the sticks cannot be pushed between the rollers they may be

run in under power. Plug in the power cord and place both sticks against the rollers. Very Carefully turn on the press and then immediately turn off the press. Hopefully the sticks will stop several inches from the edge of the entrance table. See FIGURE 16. The sticks should be touching the tabletop very lightly. A cover sheet (0.010 shim) should slide under the end of the sticks without binding. If the sticks are not as described loosen the bolts holding the bearings and shift the top roller bearing one end at a time toward the front or back as required. Tighten the bolts and recheck the alignment on that side of the roller. Then do the other end.

When every adjustment has been made, run some test pages using a jacket, zinc master plate and Braille paper. Watch as the jacket goes through the press. The top of the jacket should not touch the bottom edge of the safety bar. All dots should be embossed to their maximum height (.016 to .019) everywhere on the page, both sides.

All alignments must be made with gauge sticks. Contact headquarters before attempting alignment.

HOLE PUNCH MAINTENANCE



TWO TYPES IN THE FIELD

1. Occasionally the hole puncher will squeak or stick a little. You can lubricate the cutting blades on the hole puncher by taking a cotton swab, putting 3 in 1 oil on it and painting the cutting blades in front. Do not squirt the oil in the holes as it will run down the paper.
2. Put 1 or 2 drops in each cup once a year. There is one oil cup on each end of the cutting arm. Some have a small silver ball that can be depressed with a pencil while oiling the arm.
3. To keep blades from becoming dull it helps to occasionally punch wax paper.
4. NEVER USE ANY TYPE OF SHARP OBJECT, SUCH AS A PICK, TO REMOVE TINY PUNCHED PAPER FROM THE HOLES ON THE BOTTOM OF THE MACHINE. This will dull the blades and cutting edges on holes. The punching of more paper will remove these tiny pieces of paper.
5. For ease of operation, punch no more than 3 sheets of paper or one cover or back at a time
6. Remove (or pull out) pins at left and right ends of punch so no extra holes are punched.

DIRECTIONS FOR BINDING:

1. Set spiral in machine with prongs up.
2. Open spiral by pulling handle toward you. OPEN ONLY ENOUGH to allow paper to clear prongs of spiral (to avoid damaging spiral).
3. Place book front cover face down on prongs.
4. Pick a group of approximately five pages and place with numbers (embossed or written) face down on prongs. **Always check numbers before placing on prongs.**
5. Place back cover on prong, face down.

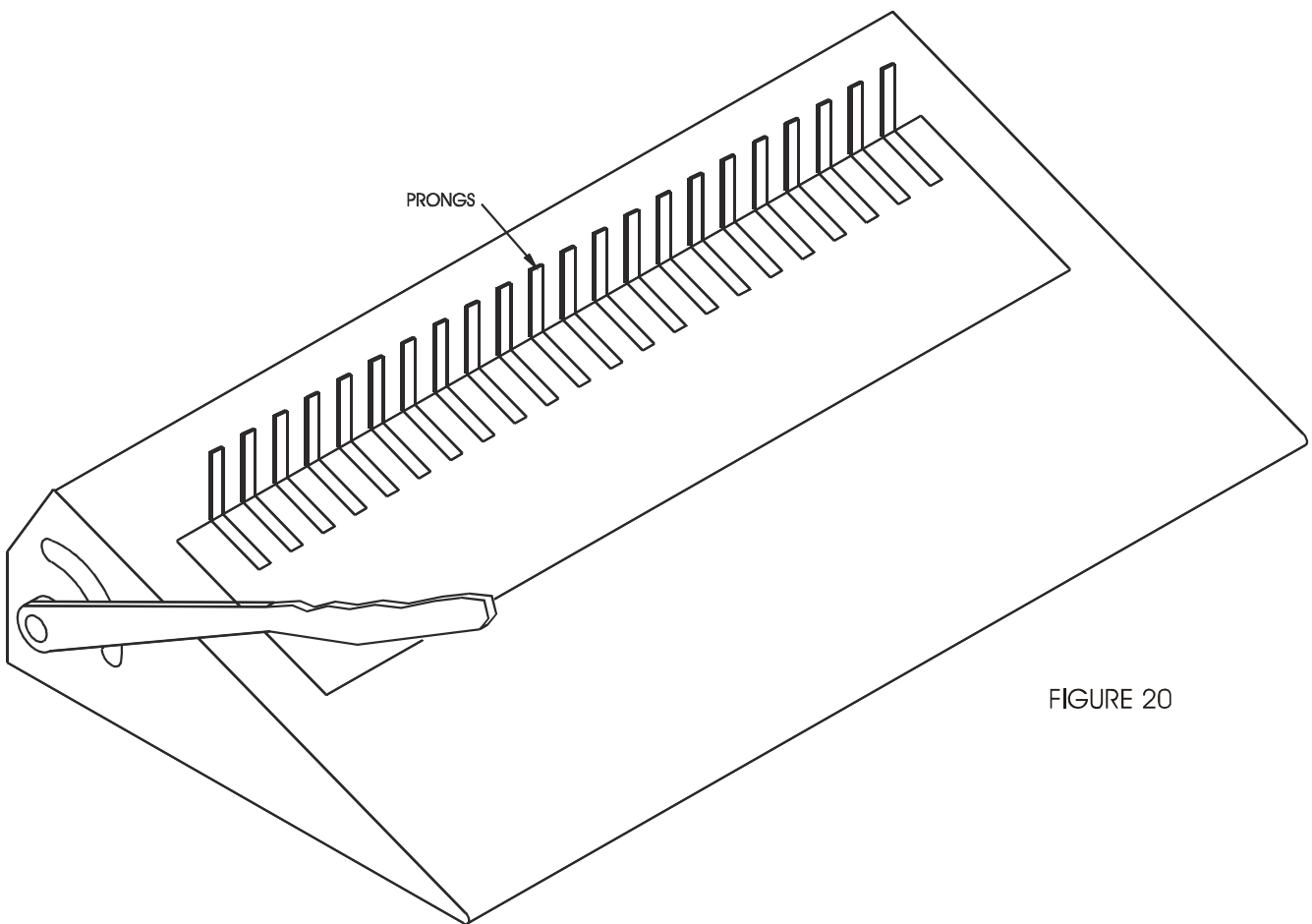


FIGURE 20

CHECKING A COMPLETED BOOK

What to look for:

1. Braille dots should start 1/2" to 3/4" down from top of page.
2. Right margin should be no more than 3/4".
3. Holes in pages should be punched so that pages turn easily and book may be opened flat. Distance of holes from edge is adjustable on the punch.
4. Height of dots: Dots uniform, dots high enough, no light areas.
5. Check page numbers, either written or embossed numbers. Check the Braille numerals (sequence will be odd numbers only 1, 3, 5...). See page 25. First few pages of a book may use Roman Numerals in Braille.
6. **If you run two sheets of paper in the same plate, discard these sheets and make a new page.**
7. When book is complete, check page sequence again. Write Work Center Number, initial and date inside back in the lower right hand corner of the last page.
8. Spirals: through all holes, completely closed, and opening to the back. Spirals with locking tabs at the ends should be inserted and locked.

PACKAGING AND MAILING

To ensure that your books arrive at their destination in readable condition, please observe the following:

1. Place 2” wide piece of corrugated cardboard, to the full depth of the box, folded half lengthwise, in each corner of the box to reinforce.
2. Wrap (do not tape) books in plastic, especially those going overseas. Do not purchase plastic, it is easily available from volunteers and congregational members who shop at produce departments, grocery stores, or dry cleaners.
3. Place cardboard on top and bottom of books. If filler is needed, place on top of cardboard before closing box.
4. Use correct size carton. We furnish 1-1/2”, 2-1/2”, 3-1/2”, 5”, 7-3/4”, 9-1/2”, 12” cartons (this does not refer to the number of books per carton). **THE LARGE 12” CARTON IS THE MAXIMUM ALLOWED FOR OVERSEAS MAILING.** If carton is not full of books, use any scrap crumpled paper, brown bags or plastic bags to fill the empty space. **DO NOT USE STYROFOAM, PEANUTS, or POPCORN THAT WILL STICK TO THE BOOKS. DO NOT USE EGG CARTONS OR MEAT TRAY FOR FILLER.**
5. Do not force cover shut by filling box too full of books or filler. **BRILLE DOTS ARE CRUSHED IF PRESSURE IS PUT ON BOOKS.**
6. Although postal requirements vary, in general, close boxes and ends with 2” masking tape or brown tape. Then strap with filament tape around length and width of carton. If filament tape is no longer available, use 2” clear tape instead of filament or masking tape.
7. Rubber stamp the cartons:
 - Return Address
 - Free Braille
 - Fragile
 - Braille Material Not For Sale
8. Install clear tape over the label and printing.
9. Do not put hand written or typed notes in the carton.
10. Foreign Shipment: attach Custom forms - **Check with your Post Master.**

PROCEDURE FOR RETURNED BRAILLE BOOKS

If braille is returned to you, be sure to check that the braille is still good. If it is, reuse the books. If it has been damaged, destroy the braille. If possible reuse the cover, back and spiral.

If braille books are returned to you, please follow these instructions:

1. Deceased - advise the home office immediately so we can discontinue any new shipments.
2. Moved - Advise the home office immediately so we can hold any new shipments and contact the post office for a better address.
3. Unclaimed, Unknown and Refused - Advise the home office immediately AND re-mail the braille a second time. It often happens that the postman leaves a notice of a braille book and the blind do not see the notice and therefore do not ask for delivery of the package. Then, too, occasionally the sighted family of the blind does not care or hasn't the time to pick up the package, so in these cases we re-send the book. Advise us again if it comes back a second time.
4. If a book is returned to you due to quality problems or if you are alerted to an ongoing problem, please correct the problem and submit a corrected copy to the Home Office marked, Attention: Braille Department Manager, as soon as possible. **DO NOT CONTINUE TO PRODUCE DEFECTIVE BOOKS, WAIT FOR APPROVAL FROM THE HOME OFFICE.**

PRESS TABLE

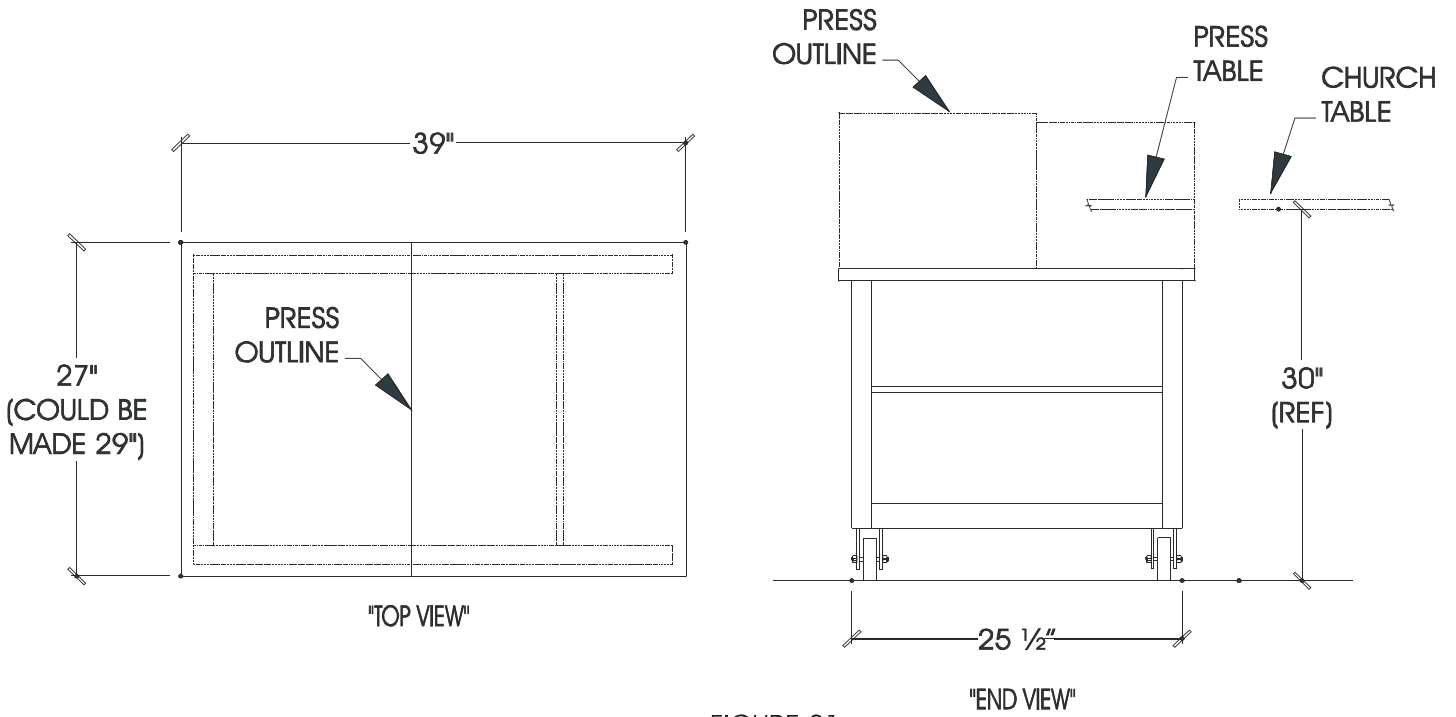


FIGURE 21

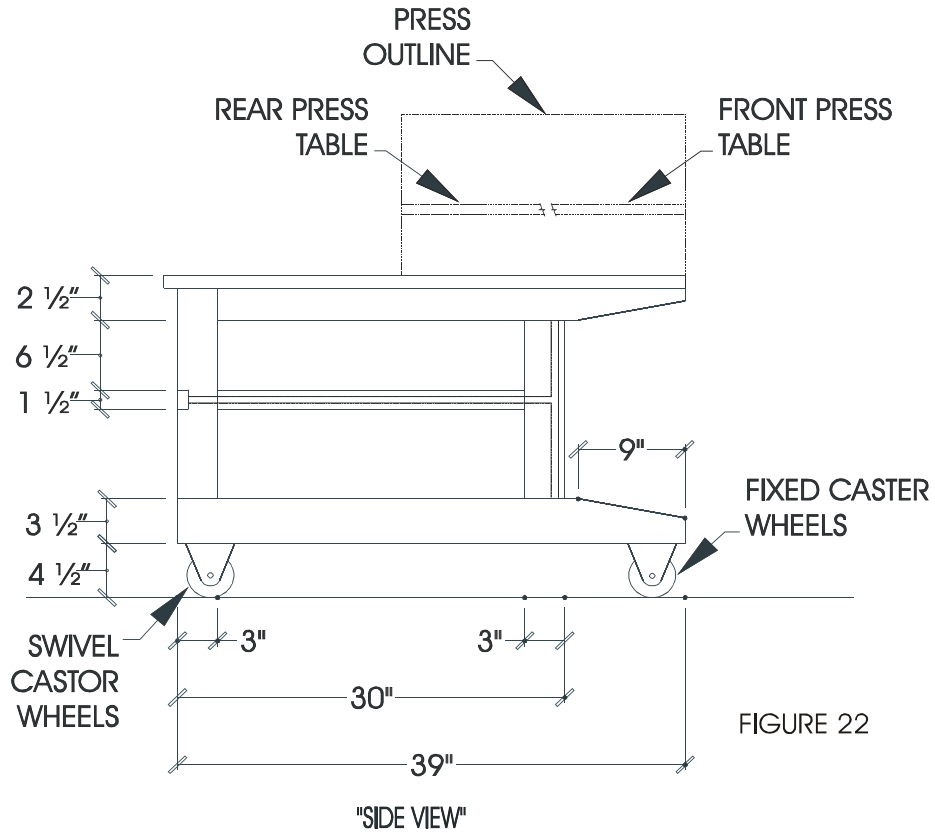


FIGURE 22

SPIRAL SIZE LIST

BOOK SIZE

SPIRAL SIZE

PAGES INCLUDE FRONT COVER AND BACK COVER!

0-7 PAGES USE	5/16"
8-12 PAGES USE	3/8"
13-18 PAGES USE	7/16"
19-29 PAGES USE	1/2"
30-39 PAGES USE	9/16"
40-49 PAGES USE	5/8"
50-59 PAGES USE	3/4"
60-69 PAGES USE	7/8"
70-79 PLATE USE	1"
80-89 PAGES USE	1-1/4"
90-100 PAGES USE	1-1/2"