

Center for Braille and Narration Production

**2014**

**Alternative Format  
Material Catalog**

## Some of the services we offer are...

### Braille \*

\* Minimum charge: \$10.00

formats available for braille materials include:

- ▶ Standard Braille: \$.50 per brailled page
- ▶ Nemeth Code: \$.50 per coded page
- ▶ Copies from in-stock Braille transcriptions: \$.50 per Brailled/coded page

### Large Print \*

\* Minimum charge: \$10.00

format is set in 20 pt. Arial font or user specified size and typeface:

- ▶ Standard Large Print: \$.50 per printed page
- ▶ Copies from in-stock Large Print Books: \$.50 per printed page

### Narration \*

\* Minimum charge: \$10.00

formats available for narrated materials include:

- ▶ CD Audio or MP3: \$5.00 per narrated hour
- ▶ Copies from in-stock titles: \$5.00 per narrated hour
- ▶ Enhanced Audio Titles priced separately ([See page 163](#))

### CD-Voice \*

\* Minimum charge: \$10.00

MS/Word<sup>®</sup> document formatted to use computer's narrator capabilities:

- ▶ CD-Voice: \$.50 per computer page
- ▶ Copies from in-stock transcriptions: \$.50 per computer page

### CD-Low Vision \*

\* Minimum charge: \$10.00

MS-Word<sup>®</sup> document formatted in color and can use the computer's magnifying capabilities:

- ▶ CD-Low Vision: \$.50 per computer page
- ▶ Copies from in-stock transcriptions: \$.50 per computer page

### Graphic Arts Services

Call for information

CBNP offers Graphic Arts Services including business cards with Braille, brochures, flyers, posters, menus, and custom large print and Braille products. Call for more information.

### Contact the Director

Call for a quote

Call for a quote on in-stock material, or for an estimate on material you provide for transcription, narration or custom design.

**Janet R. Moore 573.751.4719**

## Mission Statement

**O**UR MISSION, in cooperation with Missouri Rehabilitation Services for the Blind, is to provide the blind and visually impaired citizens of Missouri with quality, low-cost Braille, Large Print and Narrated materials that meet their educational, occupational, and recreational needs; at the same time providing meaningful employment for qualified individuals of the Jefferson City Correctional Center.

## About Us

**T**he highly trained and dedicated professionals at CBNP not only take great pride in their commitment to providing low-cost, high-quality resources to the citizens of our communities, but they also take great pride in their determination to explore and utilize the latest technologies and mediums available ... merging modern technologies and time-honored presentation to produce up-to-date, convenient, and efficient resources that open doors to opportunity and enrich the lives of visually impaired citizens they serve.

At the Center for Braille and Narration Production we convert printed material into alternative formats that are available on mediums from print to embossed to digital and audio formats.

Alternative formats available include **Braille**: Literary and Textbook Format (produced to Braille Association of North America standards), **Nemeth Code**: (produced to National Braille Association: The Nemeth Braille Code for Mathematics and Scientific Notation standards), and **Music Braille**: (produced to Braille Association of North America: Music Braille Code standards); **Large Print**: (20-point Arial or larger) and tabloid size pages (11x17); **CD-Low Vision**: an electronic format provided on CD as an MS-Word<sup>®</sup> document in 20 pt. Arial font with color graphics; to be viewed on your PC's monitor, and **CD-Voice**: an electronic format provided on CD as an MS-Word<sup>®</sup> document with transcription notes depicting all graphical content; to be listened to through your PC via screen reading software; **Narration**: your textbooks, magazines, cookbooks, etc., narrated in CD/Audio format of CD; and MP3 format on CD, flash drive, or SD card.

Concerned you may have a book or manual that we can't handle? We convert magazines, periodicals, cookbooks, textbooks, technical materials, instruction manuals, programming guides, and yes, we can even convert that new computer, smart phone, or tablet user's guide.

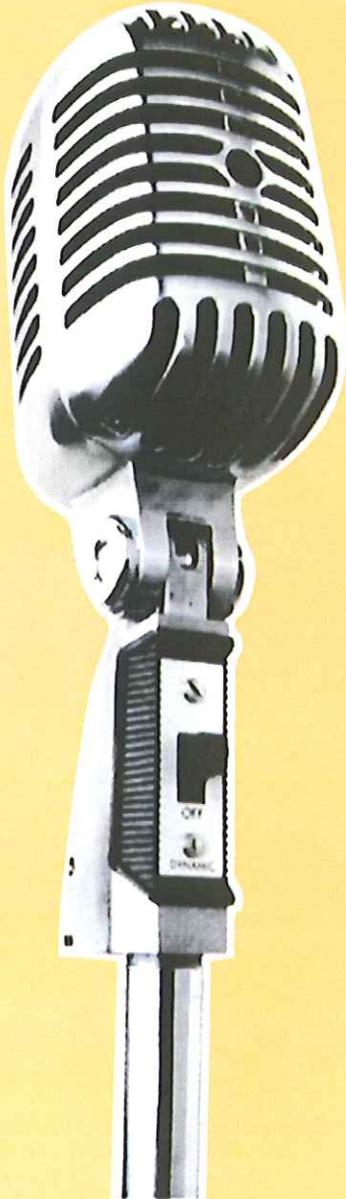
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## Narration Q & A

CBNP audio engineers answer the most common questions asked about media types, formats, and which of them fits your particular needs.

### How do I know what format to choose?



- Q. What is the definition of the term format ?
- A. Format is defined as the type of digital files (MP3, CD Audio, etc.) contained on the media. (CD, Flash drive, SD card)
- Q. How many format types does CBNP offer?
- A. CBNP offers two format options: CDAudio and MP3.
- Q. What is the definition of the term media?
- A. Media is the type of device that contains the audio files (Example: CD)
- Q. How many media types does CBNP offer?
- A. CBNP offers three media options:

- ⦿ CD(for both CD Audio and MP3 formats)
- ⦿ Flash driveA USB storage gadget for any PC, Tablet, Smart Phone, MP3 player or any device with a USB port (for MP3 format only)
- ⦿ SD card(for PC's, Tablets, Smart Phones, MP3 players and any device with an SD card slot (for MP3 format only)

- Q. What is CD Audio?
- A. CD Audio is the standard format found on any commercial music CD. It is compatible in all home and car CD players including PC's. This format limits the amount of narration to 76 minutes and is only available on disc.

- Q. What is an MP3?
- A. An MP3 is a compressed version of the audio file, requiring less space on the media due to the smaller file size. MP3's may be placed on a CD, Flash drive or SD card. The following media has a capacity of...

- ⦿ CD MP310 to 12 hours of narration, or 5 to 6 hours of stereo Enhanced Audio tracks.
- ⦿ Flash drive (4GB)Approx. 70 hours of narration, or 35 hours of stereo Enhanced Audio tracks.
- ⦿ SD card (4GB)Approx. 70 hours of narration, or 35 hours of stereo Enhanced Audio tracks.

MP3 files can be played on a PC, Tablet, Smart Phone, portable MP3 player, etc. Some newer CD players will recognize both CD-Audio and CD-MP3 formats. Consult your user guide.

- Q. What format do I need to order?
- A. If you want to listen to narration on a PC, Smart Phone, Tablet, MP3 player etc., choose MP3.

If you want to listen to narration on a home or car CD player only, choose CDAudio.

- Q. What media do I need to order?
- A. If you want to listen to narration on a PC, Smart Phone, Tablet, MP3 player etc., you may choose from all 3 (see above for capacity)

If you need to listen to narration on a home or car CD player only, ACD is your only option.

Clear Form

Print Form

# CBNP Order Form

<input type="checkbox"/> Student <input type="checkbox"/> RSB Client <input type="checkbox"/> Other		<b>Ship To:</b>		<b>Bill To:</b> (If different from Ship To)	
Name					
School Name (if applicable)					
Address					
Telephone Number					
Student Name		Contact Name		Phone Number	
				E-mail	
Additional Notes					

## Place the number of copies of each format desired

Title of Materials Please include CBNP#	CBNP#	Large Print	Braille	CD-Low Vision	CD- Voice	Narration				Date Required
						CD- Audio	MP3			
							CD	Flash Drive*	SD Card*	

\* If a partial narration shipment is made, it will be shipped on CD. When the order is complete it will be shipped on media type requested.

Send to:

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 P.O. Box 2320  
 Jefferson City, MO 65102-2320

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