



Washington Talking Book & Braille Library

BOOK SCANNER & EDITOR

The Washington Talking Book & Braille Library (WTBBL) builds community and provides equitable access to information and reading materials for Washington residents unable to read standard print. WTBBL has more than 200 volunteers working with us and we are proud of their passion to work in an organization that values and promotes diversity, equity, inclusion and anti-racism.

VOLUNTEER POSITION DESCRIPTION:

The Braille Department's goal is to produce braille books that are equal in content and quality to the print edition. To expedite the braille transcription process, we scan the print book and then edit the resulting document for errors. This position scans the book into PDF form. The PDF is then converted to Word and compared with the print version. Common errors to correct include removing or adding hard returns, adding missed text, removing headers/footers, adjust spacing for indentations and centering, remove and/or add blank lines, and double check emphasis. Training is provided. Although scanning is done onsite, editing the scan can be done remotely. Onsite work is done at WTBBL in the South Lake Union neighborhood of Seattle with free parking provided.

RESPONSIBILITIES:

- Scan books using the Bookeye book scanner.
- Convert PDF documents to Word.
- Make corrections in document so that text in printed book matches that in Word.

QUALIFICATIONS & SKILLS:

- Ability to work with Microsoft Word.
- Possess good command of written language and the ability to proofread and edit.
- Strong attention to detail.
- Ability to take direction and correct mistakes.

TIME COMMITMENT:

There is no set schedule for this position, but a guideline of 2-4 hours per week helps keep projects moving forward.

Go to <https://www.volgistics.com/appform/1427973300> to complete an application.

To learn more, please email: wtbblvolunteer@sos.wa.gov.