

# VAVF NEWSLETTER

*Visual Aid Volunteers of Florida, Inc.*

BRAILLISTS  
TRANSLATION TYPISTS  
PROOFREADERS  
VOLUNTEERS  
EDUCATORS  
GRAPHICS ARTISTS  
RECORDING ARTISTS



Spring Edition

[www.vavf.org](http://www.vavf.org)

January-March 2009

*"Dedication Makes the Difference"*

## "LEON'S BROADCAST"

Whee ... the 2009 VAVF annual Conference is over !!!

Wave it good-bye ... but don't forget it!

If you attended and gained further knowledge you're ahead of the game, way ahead.

If you missed the Conference, for whatever reason, you've got some catching up to do!

### What-A-Group

The 2009 Conference had some of the world's best teachers presenting the technical know-how that makes the finest brailleists even better.

Please, plan now to put the 2010 Conference on your schedule ... it'll be worth its weight in gold.

Besides 'getting smarter' you'll have the chance of rubbing shoulders with some of the greatest people the face of the earth presents ... just the social side of the Conference makes the time you invest worth while. Why ... Conference goes even learned a new way of waving hello and good-bye ... by using just the four fingers of your hand, tucking the thumb in the palm, and by remembering each of the fingers standing for V-A-V-F ... try it next

time ... even puts a smile on your face, doesn't it?

Come around and visit ... you'll like what you find !!!

Till next time ... tell your friends and neighbors about volunteering ... it makes a difference.

### **WANT THE VAVF NEWSLETTER DELIVERED SNAIL-MAIL OR ONLINE?**

Would you would rather get your *VAVF Newsletter* sent to you via the postal service or online.

Depending on the number of people requesting the switch to online delivery, costs could be reduced significantly since we wouldn't have to pay for as much copying or postage. New rules for Bulk Mail require time-consuming preparation prior to mailing.

We would still mail the *VAVF Newsletter* to those who prefer having the paper version. Please let Eva Burris, Membership, (See p. 15) know if you prefer the paper version.

**NON-RESPONSES WILL BE COUNTED  
AS A VOTE FOR ONLINE DELIVERY.**

**Newsletter Information**

*Editor:* Susie Coleman

*Braille Edition:* BRAILLE2000

by Lynnette Taylor

*Production:* Donna Ross

*Assisted by:* Diane Moyer, FIMC (Florida Instructional Materials Center), Tampa, Florida

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**Memorial Scholarship Contributors**

**General**

Donald Baldwin, Tucker, GA;  
Nancy Berger, St. Augustine.

**In Honor of:**

**Arlene Jensen** from Jean Webber, Orlando.

**In Memory of:**

**Mary Keith** from Arlene Jensen, Orlando.

VAVF has 20 1G flash drives for sale. They're red with "VAVF" imprinted in black. Send \$11.00 (\$10 drive, \$1 postage) for each one to Arlene Jensen, VAVF Treasurer, 6425 Streamport Dr., Orlando, FL 32822-3066, 407-925-2388, e-mail: [arlenejen@aol.com](mailto:arlenejen@aol.com).



**MARY CIRCLE  
OBITUARY**

Mary Ingles Circle, 84, passed away Thursday, April 30, 2009 in South Pasadena. Born in Portsmouth, OH, she came to St. Petersburg in 1955. A graduate of Huntington East High School and Marshall University, Huntington, WV. She attended St. Petersburg Junior College and University of Florida and University of South Florida graduate extension classes. She completed a two-year photography course at Pinellas Vo-Tec. She was a Wave in the U.S. Navy for 2 years. Mary taught in the public school systems in Key West, Franklin, IN; and in Pinellas County. Mary did volunteer work for Meals-on-Wheels and was a certified braille transcriber. Her affiliations are Pinellas Braille Group, Inc, President 2006-2008, and Braille Instructor for many years, Visual Aid Volunteers of Florida, Inc., National Braille Association, St. Petersburg Center for the Arts, Pasadena Yacht and Country Club. She was preceded in death by her husband of 49 years, Drake; and three sisters, Grace Haeberle, Huntington, WV, Winona Burns, Barboursville, WV, Irene Pearson. Wilmington, DE. Survived by son, Kenneth Drake, St. Petersburg; sisters, Margaret Brooks, Massillon, OH and Virginia Irby, Sebastian, FL; brother, Harrison David Ingles, Cary, NC.

## WARM SPRING GREETINGS From DONNA ROSS

Warm Spring greetings to all!!

FIMC-VI has been busily gearing up for the 2009 VAVF Conference held in Orlando, April 21-23. I felt this year's conference was a huge success, even though participant attendance was less than anticipated. The sessions offered were well received, relevant, instructional, and fun.

FIMC-VI is requesting your assistance in maintaining accurate records for our inventory. We need to have all volunteer braillists complete updated *Equipment Loan Contracts* for the computers, scanners, and/or software currently in your possession that have been issued through FIMC. If you did not have the opportunity to pick up a new form during the conference, please contact me or your local volunteer organization for a new form.

FIMC-VI would also like to obtain your input regarding future training opportunities for braille transcription and/or other volunteer activities through a needs-assessment survey. Again, if you did not have the opportunity to complete the needs-assessment survey during the conference, please contact Peg Rogaski, [progaski@comcast.net](mailto:progaski@comcast.net) or 904-825-9959, for an alternate method of completion and submission.

FIMC-VI is happy to announce that we now have a new contact person for the Educational Aids volunteer program. Please join me in welcoming Teri Abrams from West Palm Beach. She has agreed to be the FIMC-VI liaison for volunteers who enjoy making instructional items for our students with visual impairments and/or blindness. You can contact her at 561-762-9674 or [abramst@PalmBeach.K12.fl.us](mailto:abramst@PalmBeach.K12.fl.us)

The current economic recession has affected all of us in a variety of ways. As in most businesses, drastic financial cuts have been made and will continue to be made in our educational budgets until

Florida revenues begin to improve. Your volunteer services, therefore, are needed and appreciated more than ever. On behalf of all of Florida's teachers of the visually impaired and the students who are visually impaired, blind, or deaf-blind, please accept our heart-felt gratitude for all you do to enhance our students' educational endeavors.

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## HI-JINKS AT THE VAVF CONFERENCE By BETTIE DOWNING

While most of you attendees were paying attention to the workshops and talking to one another in nice one-on-one chats, two of us were making mischief. I was helping Evelyn Dawursk. navigate the hallways from room to room. While en route to one gathering we decided to take a detour to the ladies' room. I saw the signs for the restrooms and gently steered us both in the proper direction while we both were chatting away non-stop. Turning left, I guided Evelyn inside the door where she informed me that she preferred not to go in the larger handicap stall but would like the smaller stall. Once inside she continued talking to me while I was standing at the sink surveying the room. I was just wondering why there was a urinal in the ladies' room when Evelyn emerged from her stall and at the same time a man walked in the door. He took one look at the two women and exclaimed, "What are you doing in the men's room?"

"Well," I thought, "that certainly explains the urinal!" But I hastened to apologize and say we were talking and not paying attention and would hurry to the other room to wash our hands. Please excuse us.

He got in the last word as we hurried out, muttering, "It looks like the visually-impaired leading the blind."

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## **NUBS CLASSES STARTED!** **By JOYCE HULL**

The interest in the Nemeth Uniform Braille System (NUBS) has grown tremendously in the past year! Dr. Nemeth has been working on this new braille system for over twenty years (!) and I have been supporting him for about 7 years. This braille system is designed to replace the current literary code, the 1972 Nemeth Code, and the Computer Braille Code. All of these codes will be handled efficiently in a single braille system. BANA has charged its research committee with assessing the merits of NUBS by having many transcribers and readers study the NUBS document.

I have been making presentations at braille conferences – discussing the literary and the scientific aspects of this new system. There was such enthusiasm there that I offered to conduct a class, online, using the Instruction Manual for Braille Transcribing – Fourth Edition, 2000, as the source. These classes are informal, just to help people learn more about NUBS. The classes are not designed to lead to certification. There is no cost for the lessons.

Each student is asked to send in one lesson at a time with each lesson transcribed using NUBS. Students send the lessons to me, by email. I grade the lesson and report back to that student. There is no definite starting date or schedule. Each student works at his own pace.

Students will need a copy of the 2000 Instruction Manual. (I have some spares of these and can provide a copy to any who needs one.) As you know there will be a new instruction manual out in the next few months. Students will also want to download the NUBS document from <http://www.braille2000.com/>. I will explain how to do that to anyone who shows an interest.

If you are interested in joining this NUBS class, please contact me at [jhull@fbs.net](mailto:jhull@fbs.net) or 407-349-5059. I have 9

enrollees now and would love to have you join us.

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## **MAP TRACING WORKSHOP HANDOUTS ARE AVAILABLE By PAT GRAY**

The Handouts for the Map Tracing Workshop are available at **braillemaps@yahoo.com**. The April e-mails are the Workshop Handouts. Sorry about the mix-up with the discs.

To access them, go to **www.yahoo.com**.  
Click on **Mail**.  
Yahoo ID: **braillemaps@yahoo.com**  
Password: **Jacksonville**  
Uncheck **Keep me signed in**.

**Note:** I opened this account in the name of **Catherine** so don't worry when you see "Hi Catherine!" You are in the correct account.

Then open the **Inbox** and the Handouts are there. In each e-mail there is a *writing* version with the print words and a *picture* version with the same text plus the screenshots of what the computer should look like.

**Note:** If you use a Yahoo e-mail account, **Sign Out** of your account first. (top right-hand corner to the left of **Help**)

To find out which version of **Word** you have:

Open a **Word** file.  
Click on **Help**.  
Select **About Microsoft Office Word**.  
(The first line will tell you which version is on your computer.)

If anyone would prefer me to send them a CD with the handouts just pop me an e-mail at **irishpgray@yahoo.com**. I also have some maps on a CD from two years ago. Again let me know if you want that CD.

# **BRILLE FORMATS AND THE NEMETH CODE**

## **By JOANNE BALDWIN**

There is considerable confusion about when to apply the rules of Braille Formats (BF) when transcribing a math book. I think one reason this exists is due to the wording of the rules in BF. The troublesome word is “must.” Rule 1 section 1 states that if a technical code is being used then the provisions of that code should be followed, and there are a couple of reminders of this elsewhere in BF, but I think one can get caught up by the “must.” This is especially true for relatively inexperienced textbook transcribers.

What follows is a section-by-section look at the rules in BF identifying those that conflict with Nemeth code provisions. Nemeth Code sections are enclosed in brackets. Some comments are suggestions only, such as those relating to dictionaries and diacritics.

### **RULE 1**

- §1b(3)(c) Underlining that has mathematical significance should be done as a modification. [86]
- §2a(8)(b) All paragraphs are indented. [190]
- §2b(1) Blank lines should not be left within spatial arithmetic problems.
- §4b(4) The English letter indicator is used when a single letter or a letter combination corresponding to a short form word is preceded and followed by only space or punctuation signs.. [25, 26, 27]
- §6d(2) In a mathematical context, the foreign letters should be transcribed as specified in Nemeth Code Rule IV. [23, 24]
- §7b(3) The Nemeth Code has additional restrictions for contractions in contact with grouping symbols. [55]
- §8a All Nemeth Code transcriptions should be done using 11 by 11½ inch paper with 25 lines and 40 cells per line.
- §12b(6) A blank line is required before directions done in 5/3. [191]
- §13a(3)(c) Blank lines are required for other types of material; for example, directions before itemized material, spatial arrangements,
- §15a(2) When a letter is followed by a numeral that is not a subscript. The multipurpose indicator should precede the numeral. [177]
- §15c(3) The numeric indicator is repeated following punctuation. [9]
- §16c(1) The appropriate Nemeth Code symbol should be used.

### **RULE 2**

- All preliminary pages except page p1 are brailled using Nemeth Code symbols, numerals, etc.
- §5b Only transcriber-devised reference indicators need be listed. Typeface indicators need not be listed. The transcriber’s note symbol is a standard grouping symbol of the Nemeth Code and need not be listed as a special symbol.

### **RULE 3**

- §1c(1)-(2) If the typeface is retained, then the appropriate typeform indicators are used. The routine substitution of italics for bold print is not done. [31-35]
- §1d The Nemeth typeform indicators do not need to be listed as special symbols.
- §2c The indicators listed for colored print should not be used because the 456 symbol has meaning in the Nemeth Code. It is the German alphabet indicator and also could be read as the boldface indicator. Devise a shape symbol to designate color. [107]

§5a, b The lower cell symbols should not be used. Devise a reference symbol as specified in section 107. [46, 107]

#### **RULE 4**

§3c(3) A blank line may be left after a cell 5 heading if what follows is directions, spatial material, or some other item requiring a blank line before it.

§4a(1) All paragraphs are indented, [190]

§7a Reference symbols should be those of the Nemeth Code. [46-48]

#### **RULE 5**

§2 This section does not apply for texts transcribed in the Nemeth Code.

§3 The symbols listed should not be used. If necessary, devise a shape [107] and use it as a reference indicator. [46, 48]

§4a(1) The numeric indicator is not used following a slash. [9, 11]

§4a(3) The numeric indicator is used immediately before the numeral following an apostrophe. [9, 11]

§4a(4) The English letter indicator is not used. [39]

§4b The numeric indicator is not repeated after the hyphen. [9f, 11d]

§4c The English letter indicator is not used. [39]

§4d The English letter indicator is not used. [39]

§4e The English letter indicator is not used when a letter immediately follows a numeral. [26-27]

§4g A comma is not inserted in the space within a segmented number. [11c]

§4h The number should not be divided between lines if it will fit on one line. [195]

§5 Follow the Nemeth Code provisions for superscripts and subscripts. [71-84]

#### **RULE 6**

§1e The slash need not be listed as a special symbol unless it appears on the title page.

§2 Grouping symbols are discussed in sections 122-128.

§2b(2)-(5) Grouping symbols are listed in Nemeth Rule XVIII.

§2b(6) The vinculum may be part of the square root symbol [103-105] Otherwise, it is a modifier. [86, 118]

§2c For the use of enlarged grouping symbols, see sections 126-127.

#### **RULE 7**

No exceptions.

#### **RULE 8**

If all entries in a table are numerals, segmenting commas, and decimal points – including the column 1 entries – the numeric indicator is not used. [17]

§8d The ditto mark is (6, 3). It should not be listed as a special symbol. [167]

§8f The print space is retained in segmented numbers. [11c]

§9c Alphabetic keys should consist of two lowercase letters which do not correspond to short form words. No contractions may be used. Numeric keys use literary numerals. [187]

#### **RULE 9**

§1a(3)(b) The ditto mark is (6, 3). It need not be listed as a special symbol. [167]

### **RULE 10**

§1a(6)(b), §2b, c Use the listed symbols and include them as special symbols. Identify them as being used for poetry.

### **RULE 11**

No exceptions.

### **RULE 12**

§1, §2, §5b(2)(b), §5b(c)[2], §5b(3) All reference indicators and devised indicators should be those provided in the Nemeth Code. [46-48, 107]

### **RULE 13**

§2a A blank line is required before directions done in 5/3. [191] Blank lines should not be left within spatial material.

§2c(1) Displayed mathematical expressions should be indented as specified in Nemeth Code sections 188-191.

§3e For directions preceding itemized exercises, see Nemeth Code section 191. Directions preceding unitemized exercise material should be done as narrative text. [190]

§7c, d, e For margins used for itemized exercises with subdivisions, see Nemeth Code sections 191-193.

§8a(2) For omission symbols, see sec. 57-59 and 166 of the Nemeth Code.

§8a(4) The general omission symbol is used. [57]

### **RULE 14**

§1 Displayed mathematical expressions should be indented as provided in Nemeth Code sections 188-191.

§5 If the cross-out denotes cancellation, the Nemeth Code cancellation indicators are used. [60, 185]

### **RULE 15**

§3b(1) The arrows specified should be identified as pertaining to sentence diagramming only.

### **RULE 16**

No exceptions.

### **RULE 17**

No exceptions.

### **RULE 18**

§3b, §4b The enclosure symbols listed should be used and they should be identified as pertaining only to diacritics or phonetics.

### **RULE 19**

§4b(3) Since a dot 4 before a numeric indicator is an asterisk and the 45 symbol is the superscript indicator, a transcriber's note must explain the different meaning of these symbols in a dictionary.

§7 Explain the use of these symbols in the non-mathematical context.

§8d Use the English letter indicator to avoid confusion.

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# SENDING FILES VIA E-MAILS

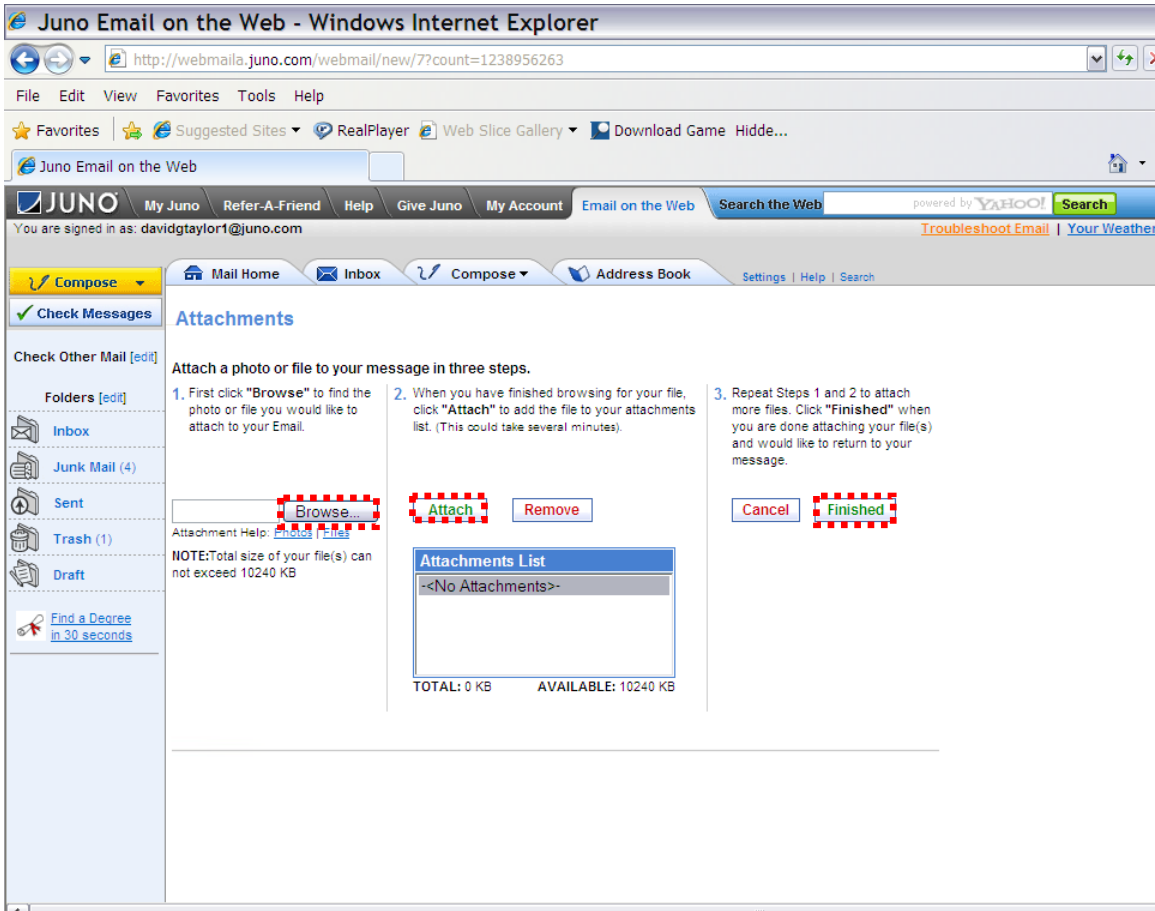
## Juno Attachments

To attach a file:

1. Click on **Attach**.
2. Click on **Browse**.
3. Locate your file.
4. Click on **Attach**.
5. Click on **Finished**.

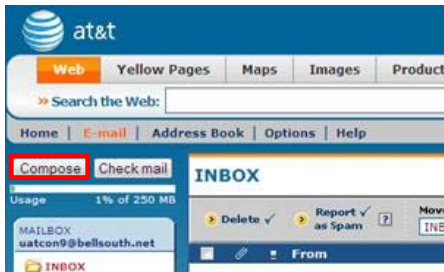
The first screen then appears, add the e-mail address, the subject, and the message and click on **Send**.

The screenshot shows the Juno webmail interface in a Windows Internet Explorer browser window. The address bar displays the URL: //webmaila.juno.com/webmail/new/?count=1238956263. The browser's menu bar includes 'Favorites', 'Tools', and 'Help'. Below the menu bar, there are 'Suggested Sites' and a search bar powered by Yahoo!. The Juno navigation bar includes links for 'Juno', 'Refer-A-Friend', 'Help', 'Give Juno', 'My Account', 'Email on the Web', and a search bar. The user's email address, 'idgtaylor1@juno.com', is visible in the top right corner. The main content area is titled 'Write a Message' and contains the following fields: 'To:', 'Cc:', 'Bcc:', and 'Subject:'. The 'Attachments:' field has an 'Attach' button highlighted with a red dashed box. Below the fields, there is a checkbox for 'Copy Message to Sent Folder' and buttons for 'Cancel', 'Save Draft', 'Spell Check', and 'Send'. At the bottom, there are links for '>>Switch to Rich Text' and 'what's this?'. A large text area for writing the message is located at the bottom of the form.

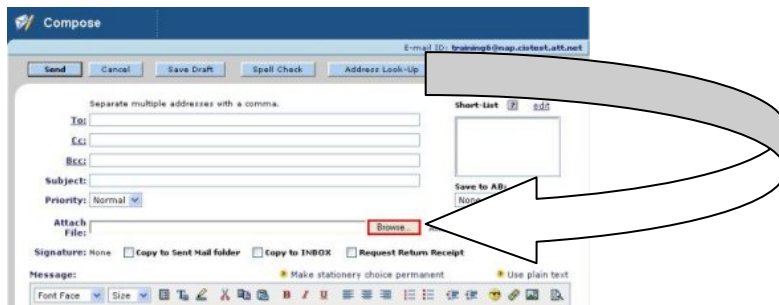


## Bell South/AT&T Attachments

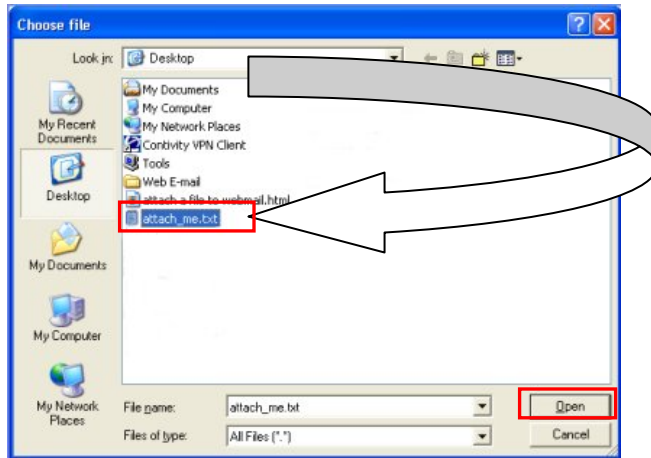
1. Click on the **Compose** button.



2. Next to the **Attach File** field, click **Browse** to locate the file to attach to the email message.



3. In the **Choose file** screen, highlight the file and click **Open**.



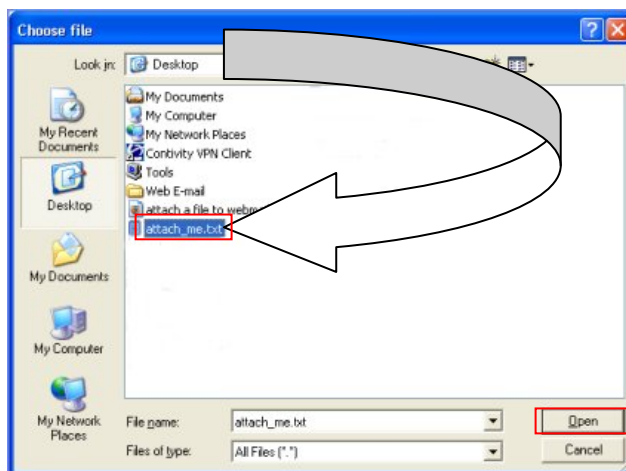
**Note:** If the wrong file is chosen, highlight the **Attach File** field and press delete on the keyboard.

4. If attaching more files, click **Attach more files below**.
5. Next to the **Additional Attachments** fields, click **Browse** to locate the file to attach to the email message.

**Note:** You can only have **four** attachments per email. To send additional attachments, you must create a new email message.



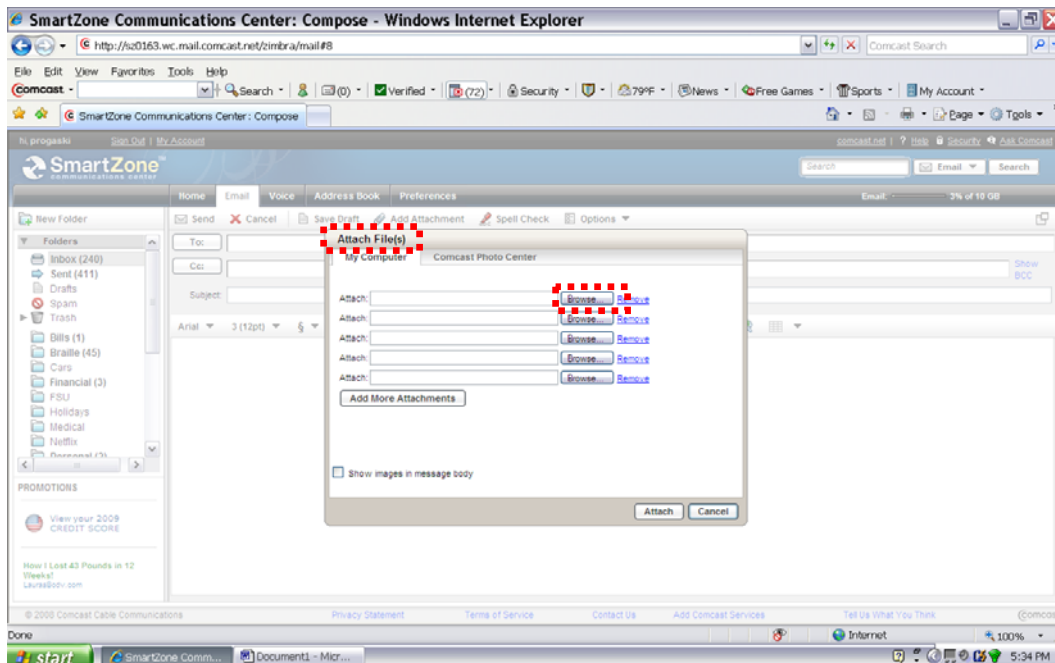
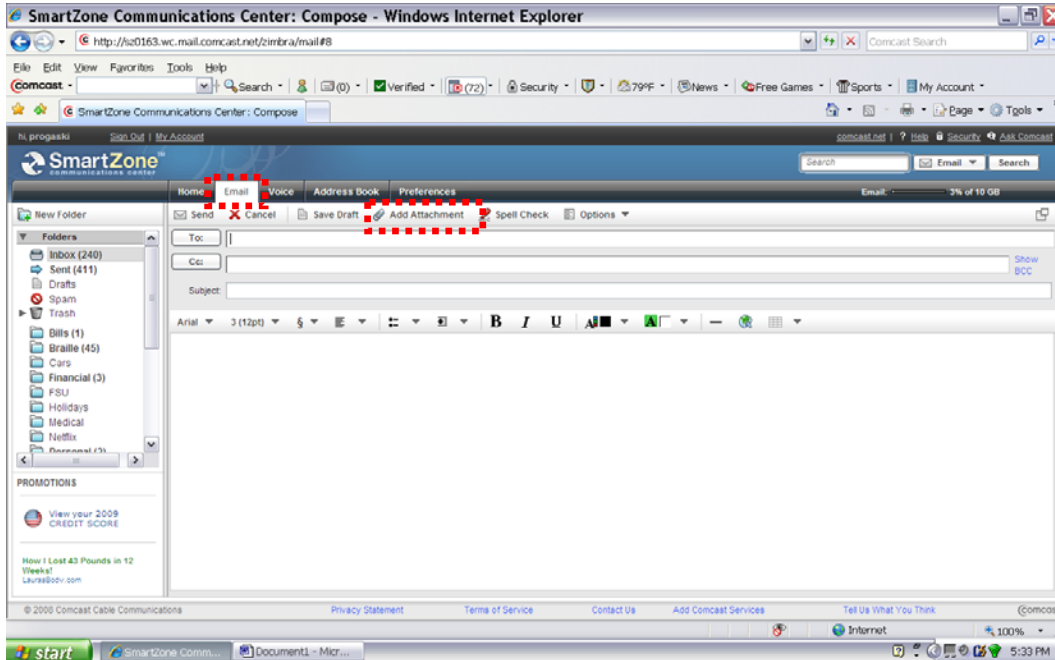
6. In the **Choose file** screen, highlight the file and click **Open**. Repeat as needed.

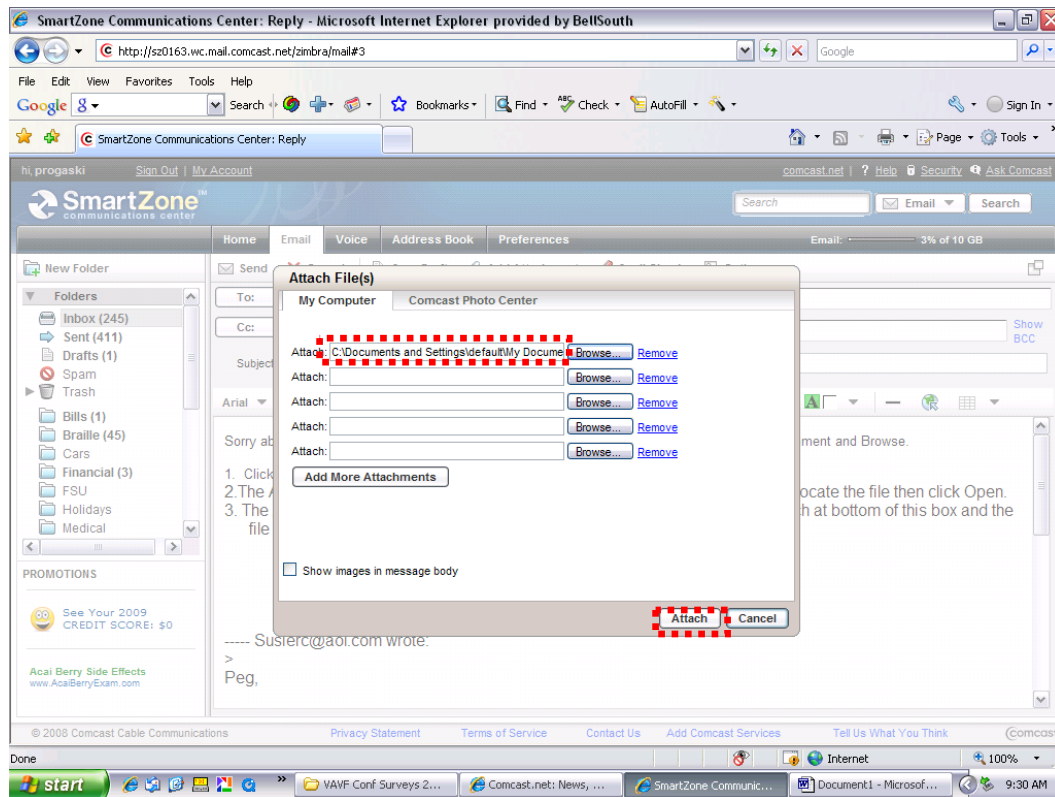
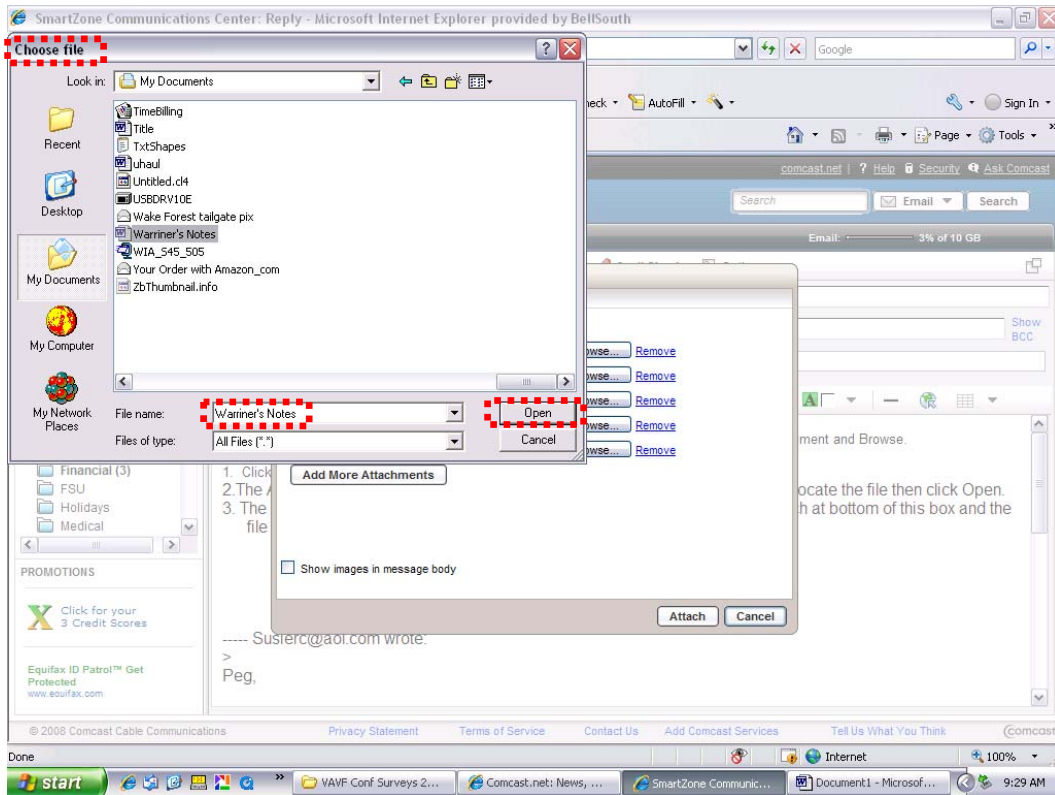


7. Compose the email message.
8. Click **Send Mail**.

# Comcast E-Mail Attachments

1. Click on **Add Attachment** (4th choice under **Email** tab).
2. The **Attach File** box appears. Click on **Browse**. The **Choose File** box pops up. Locate the file then click **Open**.
3. The **Attach File** box will reappear with the file name in the first blank. Click **Attach** at bottom of this box and the file will be attached. You will see it under the **Subject** box of the e-mail you're sending.

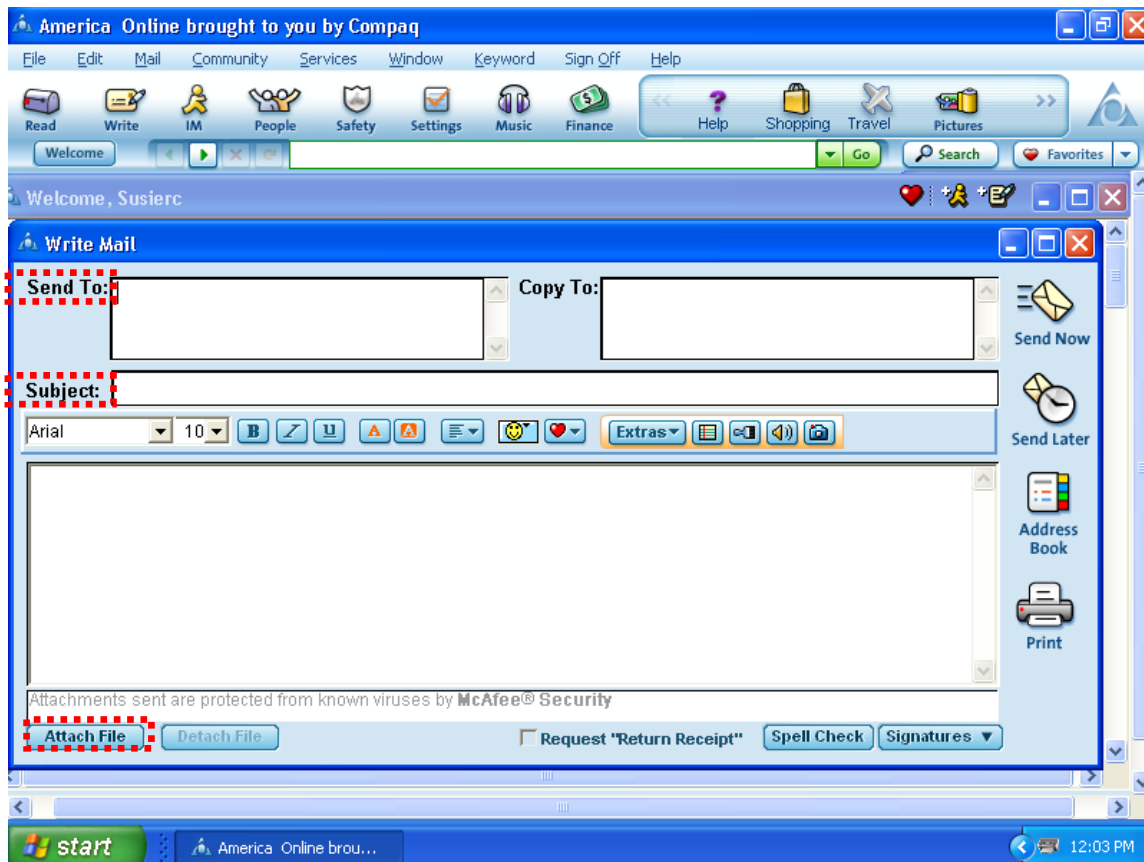


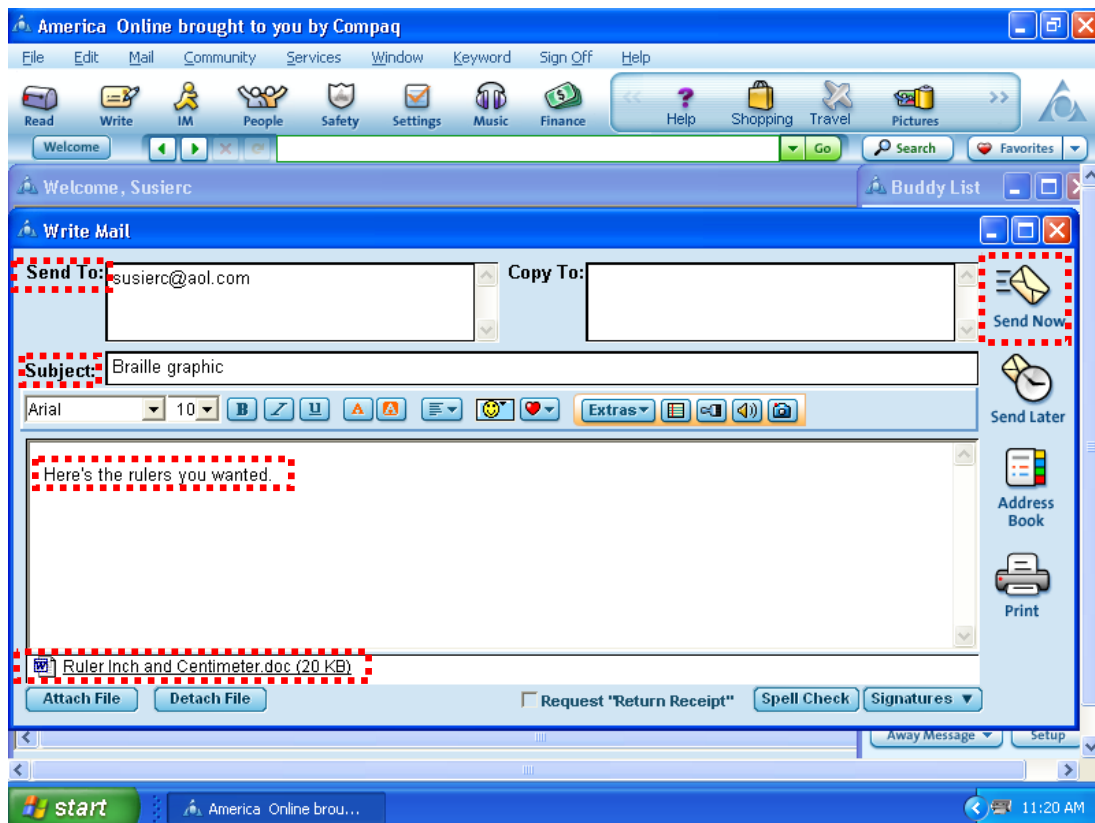
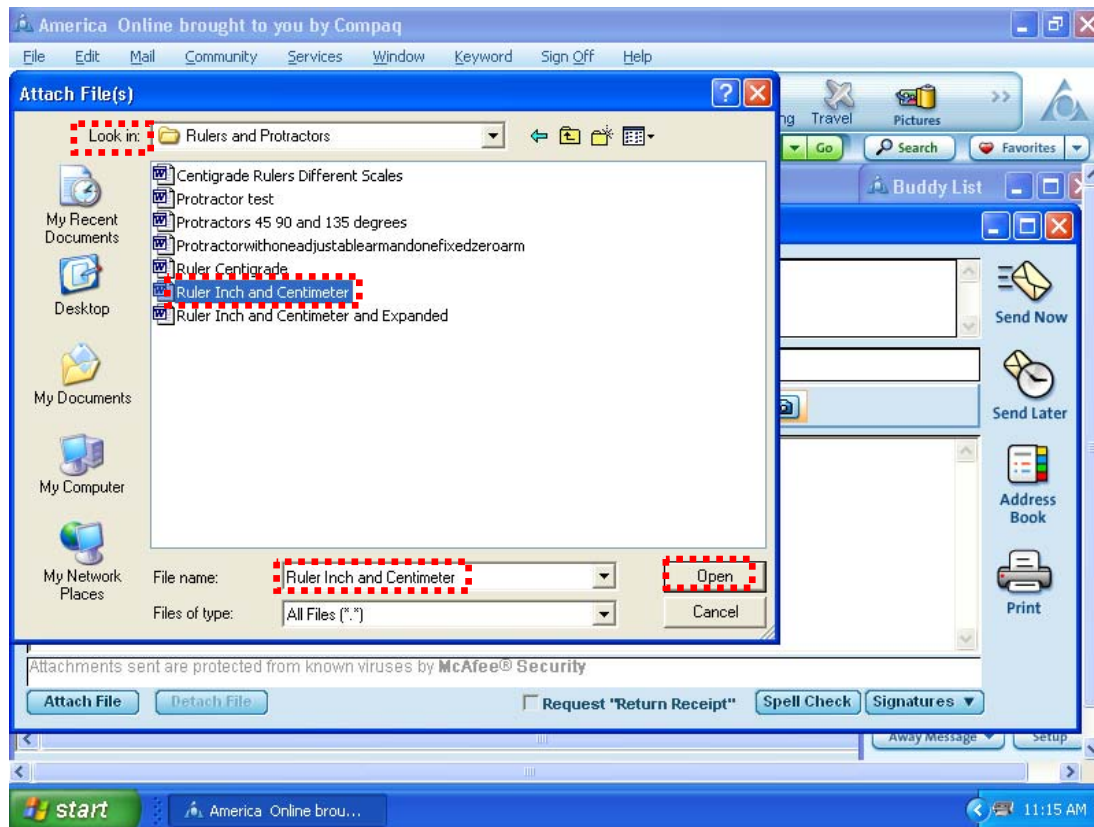


## AOL E-Mail Attachments

1. After opening your e-mail and filling out the **Send To**, **Subject**, and e-mail, click on the **Attach File**.
2. Locate the needed file by clicking the down-pointing arrowhead to the right of the **Look In** box.
3. Double-click on both the correct folder and file or click the file once before clicking **Open**.
4. The attached file will be listed below the e-mail text and over the **Attach** button.
5. Repeat if you need to attach other files.
6. Click on **Send** to send your e-mail and its attachment(s).

**Note:** If you only have dial-up instead of the faster DSL, etc., you should zip your attachment files. This compresses the files so that a large file may be sent via the internet faster. A simple way to force AOL to zip your single needed file is to add an extra small, unneeded file. AOL automatically zips more than one attached file. So instead of taking 80 minutes to send a file, it may only take you 40. Wow! As you can tell, I have DSL envy.





## EXECUTIVE BOARD OF VAVF, INC.

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**Textbook:** Lynnette Taylor, 1423 Marlee Rd, Switzerland 32259-8847, 904-287-1275, e-mail: [dandltaylor@att.net](mailto:dandltaylor@att.net)



**CONTRIBUTION (Memorial Scholarship Fund)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ payable to VAVF, Inc. In memory/honor of: \_\_\_\_\_

**Send to: Arlene Jensen, Treasurer, 6425 Streamport Dr., Orlando, FL 32822-3066.** If there is a special occasion, such as a birthday or anniversary, or if the contribution is in memory/honor of, please fill in the information below and a card will be sent to the family of/honoree, with your brief message.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Occasion/Brief Message: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MEMBERSHIP APPLICATION OR RENEWAL**

Membership in VAVF is based on the calendar year--January-December. If you wish to join the statewide organization, please fill in the categories shown below on the membership application form and send it to **Arlene Jensen, Treasurer, 6425 Streamport Dr., Orlando, FL 32822-3066.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

My specialties are: (*Certification Year or √ if working in but not certified in:* \_\_\_\_\_)

BRaille: Literary: \_\_\_\_\_ Textbook: \_\_\_\_\_ Translation Typing: \_\_\_\_\_

Nemeth: \_\_\_\_\_ Music: \_\_\_\_\_ Foreign Language: \_\_\_\_\_

RECORDING: \_\_\_\_\_ GRAPHICS: \_\_\_\_\_

LARGE TYPE: \_\_\_\_\_ OTHER: \_\_\_\_\_

I need: braille \_\_\_\_\_ large print \_\_\_\_\_.

**FEES:** \$15.00 Regular Membership \_\_\_\_\_

\$20.00 Booster Membership \_\_\_\_\_

\$5.00 Associate Membership (spouse or other family members who accompany  
braillists/tapists/other media users to conferences) \_\_\_\_\_

\$150.00 Lifetime Membership (may be paid in installments over 3 years) \_\_\_\_\_

**Indicate total amount paid: \$ \_\_\_\_\_ payable to VAVF, Inc.**

***MOVING? If so, please notify your Membership Chairman, Eva Burris, 904-448-8073, email: evanburris@aol.com, so that you do not miss a single copy of the VAVF Newsletter. This publication can only be delivered as addressed. Bulk Mail cannot be forwarded.***