

The logo for the United Braille Experience (UEB) consists of the letters 'UEB' in a bold, white, sans-serif font, positioned in the bottom-left corner of a large blue rectangular area that features a wavy, abstract pattern of lighter blue and teal shades.

# Typeforms in Literary Contexts

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## Introduction

Simply put, typeforms are any changes to print texts that are different from the surrounding text. The transcriber needs to be able to recognize these differences and decide the best way to present them to the braille reader.

For example, the most common typeforms seen in print are *italics*, **bold**, underlining, or *script*—which are represented in UEB by specific typeform indicators.

Other distinguishing typeforms, such as those shown below, are represented in UEB by up to five transcriber-defined typeform indicators, which will be discussed later.

double, dotted, colored underlined text

~~crossed-out~~ text

larger or smaller text

sans serif font text

handprinted text

colored text

highlighted text

OUTLINED text

plain ⠠ ⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠ or ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ font in print texts

SMALL CAPITALS, etc.

**Examples.** Print-to-braille examples used in this handout could appear in either leisure reading or commercial publishing. Most of this information may also be applied to *UEB Math/Science*.

The typeform indicators of UEB are also used in the narrative text in *Nemeth Code within UEB contexts*. When it is necessary to indicate emphasis or distinction inside the Nemeth Code switches, the typeform indicators of the Nemeth Code are used.

The Nemeth Code has indicators and rules for applying four special typeforms (bold, italic, sanserif, and script) to individual letters, to numerals, and to symbols, as well as indicators and rules for applying typeforms to words. We will not be covering typeforms of the Nemeth Code in this workshop.

For purposes of maintaining a broad understanding of UEB typeform uses, we will refer to the following cross-references:

*Rules of Unified English Braille, Second Edition, 2013*, unless stated otherwise.

*Braille Formats: Principles of Print-to-Braille Transcription, 2016*—abbreviated as *BF*.

*UEB Guidelines for Technical Material, 2008 version updated August 2014*—abbreviated, *GTM*

## 2.1 Terminology

**braille character:** any one of the 64 distinct patterns of six dots, including the space, which can be expressed in braille

**braille symbol:** one or more consecutive braille characters comprising a unit, consisting of a root on its own or a root preceded by one or more prefixes

**standing alone rule:** A letter or letters-sequence is considered to be "standing alone" if it is preceded and followed by a space, a hyphen or a dash.

**symbols-sequence:** an unbroken string of braille signs, whether alphabetic or non-alphabetic, preceded and followed by space (also referred to as *symbols-word*)

**typeform symbol indicator:** sets the designated typeform for the next letter or symbol.

**typeform word indicator:** initiates the designated typeform mode which extends over the next symbols-sequence.

**typeform passage:** three or more symbols-sequences in typeform mode

**typeform terminator:** a braille sign which marks the end of the designated typeform mode

### Typeform Prefixes, Roots, and Modes

**indicator:** a braille sign that does not directly represent a print symbol but that indicates how subsequent braille sign(s) are to be interpreted

**mode:** a condition initiated by an indicator and describing the effect of the indicator on subsequent braille signs

**prefix:** any one of the seven braille characters having only right-hand dots

⠠ ⠡ ⠢ ⠣ ⠤ ⠥ ⠦ or the braille character ⠇

**root:** any one of the 56 braille characters, including the space, which is not a prefix

**UEB Section 9:** Typeform indicators consist of two parts: a prefix and a root. The prefix designates the typeform and the root determines its extent. Typeforms are terminated by the designated typeform terminator.

Roots	Prefixes			
	italic	bold	underlined	script
symbol indicator	⠠⠠	⠠⠡	⠠⠢	⠠⠣
word indicator	⠠⠡	⠠⠢	⠠⠣	⠠⠣
passage indicator	⠠⠢	⠠⠣	⠠⠣	⠠⠣
terminator	⠠⠣	⠠⠣	⠠⠣	⠠⠣

## Typeform Symbol Indicator

**9.2.1** A typeform symbol indicator sets the designated typeform for the next letter or symbol. The effect of the typeform symbol indicator is only applied to the letter, single-digit number, or symbol that immediately follows it.

	italic	bold	underlined	script
typeform symbol indicator	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠

A print symbol in a typeface different from the surrounding text could be a letter, a number, or other print symbol either standing alone or anywhere within a symbols-sequence. In braille, it may be comprised of one or more braille characters but is treated as a unit that includes a root and one or more prefixes.

Are *o* and *i* vowels? ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

Single letters *a*, *i*, and *o* have no contracted meaning and do not require grade 1 indicators.

story or stories ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

Even numbers: 123456 ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

Typeform indicators are not in the list of six symbols that may appear in numeric mode. Therefore, the numeric indicator must be repeated after each underline indicator. Anything other than the list of six symbols (digits 1-0; period/decimal; comma; numeric space; simple fraction line; and the two continuation indicators) terminates numeric mode. 6.2.1

## BF vs. UEB Differences for Single Letters That Mean Letters

**BF 5.3.2** You may ignore font attributes used for letters that mean letters and are shown standing alone, with or without punctuation. Note this change on the Transcriber's Notes page.

The updated edition (2016) of *Braille Formats: Principles of Print-to-Braille Transcription* was created to bring Braille Formats into line with Unified English Braille (UEB). A comparative difference is explained below that will give you the option to ignore typeforms for letters that mean letters in addition to word parts standing alone when transcribing books according to Braille Formats 2016.

**Braille Formats 2016:** For book transcriptions that follow rules of BF 2016 or in the Braille Formats Certification Exam, ignore typeforms for single letters that mean letters standing alone as well as parts of words standing alone as explained in **BF 5.3.2 and 5.3.3**.

*i* before *e*, except after *c*

⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

dis- *ible* -ance

⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠



Rules of Unified English Braille (2013) show examples in Section 9 where typeforms are used for single letters that mean letters and are standing alone.

**Unified English Braille 2013:** For literary transcriptions including braille certification courses that follow UEB 2013, use the typeform for single letters standing alone. **UEB 9.2.1**

change *y* to *i*



the set of real numbers,  $\mathcal{R}$



Rules of UEB do not specifically address emphasized symbols-sequences that are parts of words standing alone. The typeform word indicator will be discussed in the next section.

**Subsequent examples in braille:** To illustrate the proper use of typeform symbol indicators for single letters standing alone in this UEB literary workshop, the instructions in the Rules of UEB §9.2.1 will be observed.

The typeform symbol indicator should precede the grade 1 indicator for single letters standing alone. 9.2.1

**A symbol (letter) is treated as a unit.** This example illustrates the five braille characters required as a unit to represent the single italicized capital letter *B*. Order and spacing is important.

*B* is for Ben.

1) prefix: italics mode 2) root: symbol indicator 3) grade 1 symbol indicator 4) capital letter indicator 5) affected letter: *b*

I play it in **b**-flat, not **e**.



Typeform symbol indicators may also be used to emphasize punctuation or other print symbols.

83% of 67# is ?



It's \$45 not €45 nor £45.



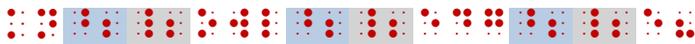
98.6% or 0\_986



Decimals do not terminate numeric mode but typeform indicators do. The numeric indicator needs to be repeated after the underlined decimal.



Which vowels are underlined in knowledge?


  
 not 

*Knowledge* cannot be used because it is not standing alone. *Know* cannot be used because the *o* is underlined, but *ow* and *ed* may be used. Only the first letter of the contraction is emphasized. 10.1.1

Bold emphasis added to the underlined letters that are mentioned in the text in *knowledge* is ignored since it is used more for the sighted reader to draw the eye to the vowels and doesn't add any information for the braille reader that isn't already provided.

**9.2.3** If any letter of a contraction other than the first is to be preceded by a typeform symbol indicator, the contraction is not used.

The wordsign *mother* is not used below, but the group signs *the*, *th*, or *er* may be used.

mother mother mother mother






## Single Letters in Quotation Marks

**9.1.2** Typeform indicators are considered necessary in braille when the print change in typeform is significant because it indicates emphasis or shows distinction.

**BF 5.3.10** Ignore font attributes when used to indicate quoted material enclosed in quotation marks. **Note:** There may be situations when it is better to retain emphasis for the quoted text, and it is the transcriber's responsibility to evaluate each situation for readability and clarity.

Does "x" or "a" mark the spot?


  
 not 

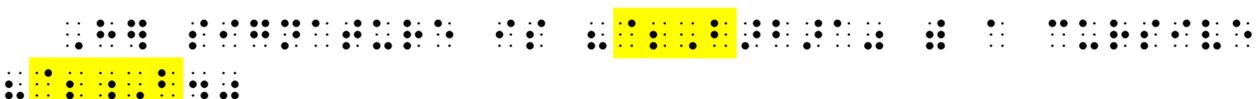
The bold emphasis in print is ignored since distinction is achieved by the quotation marks for the single letters "x" and "a" standing alone. Quotation marks and other print punctuation is never ignored in braille.

Did you hit the "#" key or the "\*" key?



Retain font attributes that add meaning and may be referenced by someone or somewhere in the text. BF 5.1.2

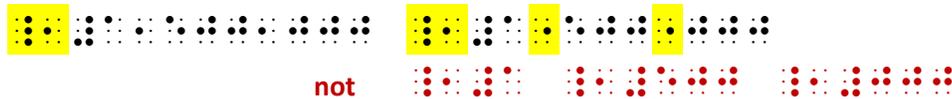
Her signature is "*B*arbara" with a cursive "*B*."





**Numeric space indicators:** Typeforms are not terminated by numeric space indicators. 9.3.2

1,500,000 1 500 000



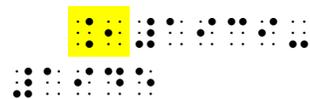
**Non-alphanumeric:** Print symbols and punctuation do not terminate typeforms and are affected the same as letters or numbers that may occur in a symbols-sequence.

**\$20.00US = \$26.72CAN**



**Division between lines:** The typeform word indicator is not repeated on the next line in a divided hyphenated symbols-sequence. Italics continue in this example.

*1939-*  
*1945*



**Beginning in the Middle:** Typeforms that begin in the middle affect the remainder of the symbols-sequence.

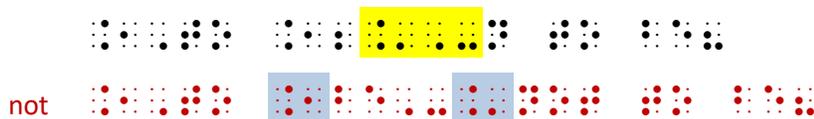
HarperCollins*Publishers*



## The Typeform Terminator

**9.3.2** The effect of the typeform word indicator is only terminated by a space or the designated typeform terminator.

*To be*—not to be?



The lower wordsign *be* is standing alone in this example. Lower wordsigns cannot be in direct contact with lower punctuation. However, the typeform terminator prevents direct contact. If the typeform terminator was placed after the dash, the lower wordsign *be* cannot be used where it would be in direct contact with lower punctuation.

The alphabetic wordsign *not* would no longer be standing alone because the typeform terminator is not in the list of punctuation and indicators in §2.6.2 that may come before a letter or letters-sequence in order to be considered as standing alone. As a rule, terminate a typeform in a hyphenated symbols-sequence before a hyphen or a dash. Follow §9.7.2 for a comma, a period, etc.





**9.4.4** A typeform word indicator may also be terminated within a symbols-sequence by the designated typeform terminator.

Use 2 teaspoons, not tablespoons!



If only the first part of the word is in a different typeface, use the typeform terminator to show where the typeform ends

"**Great**books is now in **Little**town."



Shortforms *Great* and *Little* may be used in longer words but not in this case because the bold indicators in the symbols-sequences prevent the longer words from standing alone. The typeform terminator is not required after *town* since the space terminates typeform mode. 10.9.2

## Typeforms in UEB Math vs. UEB Literary Contexts

*UEB Guidelines for Technical Materials* (GTM) will not be studied in this workshop, except to include the sections that address typeforms that may apply to literary as well as technical materials.

**GTM 2.7 Emphasis of Digits.** If a typeform indicator applies to a digit or digits within a number, the numeric indicator needs repeating after any typeform indicator. If the first digit is affected then the typeform indicator should be placed before the numeric indicator.

67845



67845



67845



67845



**GTM 1.5 Typeforms.** In mathematics, algebraic letters are frequently italicized as a distinction from ordinary text. It is generally not necessary to indicate this in braille.

$x + y = 65$



Note: In most common mathematics including algebra, operation signs should be unspaced on both sides but comparison signs should be spaced. UEB 11.2.2



**9.7.3** For better readability, ignore a change in typeform for closing punctuation when a typeform word indicator is used.

Did you read Hamlet?   
 not 

Terminating the typeform word indicator before the question mark to show that it is not underlined in print would not add any useful information for the reader unless the sentence were being studied.

"*Help!* I'm *falling*."   
 not 

The quotes are not in italics in print so the italics word indicator is placed after the opening quote. For better readability, don't terminate typeforms just for ending punctuation following an emphasized word.

(*I'm falling*.)   
 not 

## Typeform Word Indicator with Lower Signs

**Lower wordsigns:** *be*, *his*, *was*, and *were* may not be used in contact with lower punctuation.

However, when a typeform indicator is placed between punctuation and a lower wordsign, the lower wordsign may be used since the sequence contains an upper dot. 10.5.1

"Was that his car?"



The opening lower quotation mark is NOT in direct contact with the lower wordsign was. The intervening typeform word indicator contains an upper dot-4 so that the lower wordsign may be used.

"Was that *his*?"



In the second example, *was* is uncontracted since it is in contact with lower punctuation without an upper dot in the sequence. Lower wordsign *his* is preceded by the typeform indicator but cannot be contracted since it is in direct contact with lower punctuation despite the dot 4 in the typeform indicator.

**10.5.4** Use the lower wordsigns for "enough" and "in" with any number of lower punctuation signs provided the sequence includes a sign with upper dots. If there is not a sign with upper dots in the sequence, do not use the final lower wordsign.

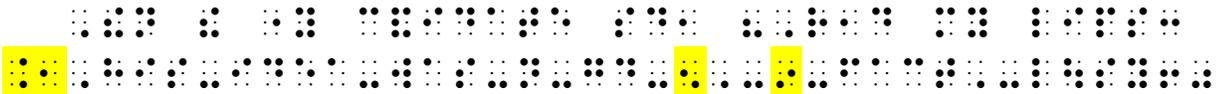
That's *enough!* —come in— "in" I tell you!



Lower wordsigns *enough* and *in* may be in direct contact with lower punctuation as in the above example as long there is an upper dot in the symbols-sequence. The first wordsign *in* is in contact with a dash and is uncontracted, but "*in*" in quotes may be contracted because an upper dot is in the sequence.

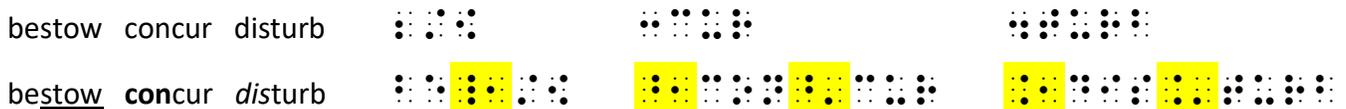
Lower wordsigns *be*, *his*, *was*, and *were* do not have this capability.

Then the young candidate said, "Read my lips: *His-idea-was-not-good-enough—in-fact—lousy!*"

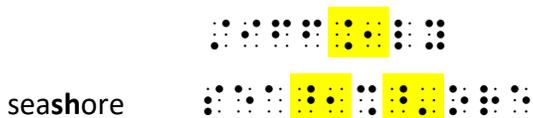


This long articulated hyphenated symbols-sequence requires only one italics word indicator since it is preceded and followed by space. *His* may not be contracted since it is in contact with lower punctuation. *In* and *enough* are the only lower wordsigns permitted in contact with lower punctuation.

**With lower group signs.** Use the lower group sign for "be", "con" or "dis" only at the beginning of a word and only when followed by a letter, a contraction, a modified letter or a ligatured letter. **10.6.2**



**10.6.5** Group signs for "ea", "bb", "cc", "ff", or "gg" are used when the letters they represent are both preceded and followed by a letter, a contraction, a modified letter or a ligatured letter unless other rules limit its use.



The *ff* lower group sign may not be used since it is followed by the italics word indicator and not a letter or contraction. The *ea* lower group sign cannot be used since it's followed by the bold word indicator.



**The Lower Sign Rule.** Use any number of lower group signs and lower punctuation signs following one another provided the sequence includes a sign with upper dots and no other rules limit their use. If there is not a sign with an upper dot in the sequence, do not use the final lower group sign. 10.6.10

bein' "bein' *bein'*



not



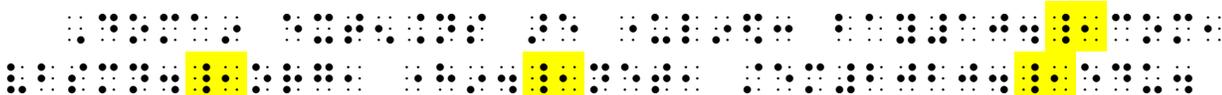
The *in* lower wordsign can only be used if the sequence includes an upper dot, which is provided by the italic word indicator for *bein'*.

"And with himself bein' such a grand human *bein'* like."



**Multiple typeforms.** Special typefaces should not be indicated in braille when they have been used in print strictly to attract a print reader's attention. When distinction is sufficiently indicated in braille by other means, ignore typeforms that do not reinforce learning or provide additional information for the braille reader. BF 5.3.1

Domain extensions are underlined: bay10.com, vbsmn.org, herein.net, stem2020.edu.



The domain names are shown in print in underlined bold italics. The only typeform needed is underlining since it is the only typeform mentioned in the sentence. Italics and bold are visual enhancements.

\* \* \*

## FYI: Webinar Archives/Typeforms

NBA members can replay short training videos covering multiple topics in the NBA Webinar Archives. Three recent webinars talk about *typeforms*.

**UEB Literary** May 2020: *Typeforms Do's and Don'ts* was presented by the UEB Literary Committee.

**UEB Technical Materials** September 2020: *Section 1.5 Typeforms* also discusses §2.4 and was presented by the UEB Technical Materials Committee.

**Braille Formats/Textbook** May 2020: *Emphasis: To Keep or Not to Keep That is the Question* was presented by the Braille Formats/Textbook Committee.

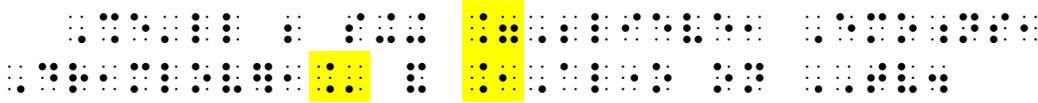
NBA members may view these webinars by going to:

<https://www.nationalbraille.org/resources/webinars-archive/0>





She'll be singing *Believe, Emotions, Dreamlover, and Alone* on TV.

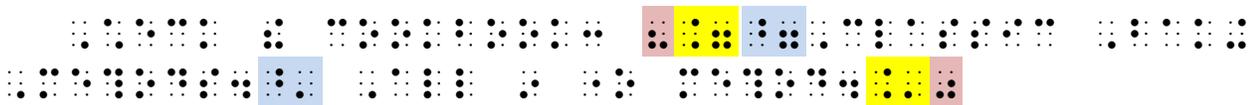


Emphasized lists in a sentence usually contain a conjunctive word that is not emphasized. There is just one italics passage, followed by an unitalicized "and." In common italicized linear lists, the last item is usually only a single word or two, though it could be a final passage.

## Multiple Typeform Indicators for the Same Text

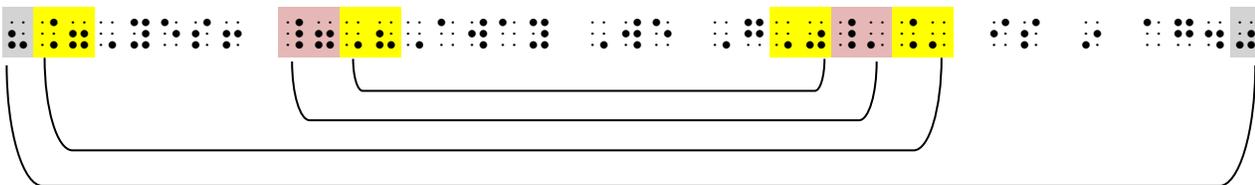
**9.8.1** The order for typeform indicators in braille is not prescribed. Therefore, when braille requires the use of two (or more) different typeform indicators for the same text, the indicators and terminators are best nested – meaning that the first typeform to be opened is the last typeform to be closed.

Check the cookbook: "*Classic Baking Methods. All in one method.*"



When more than one typeform indicator is applied at the same time, close the indicators in the reverse order in which they were opened. The italics passage begins first so it should be terminated last. The nested bold passage above is also in italics but is terminated before the italics passage ends.

"Yes! 'Away We Go' is in again."



This sentence illustrates the proper nesting of punctuation (quotation marks) and typeform indicators (italics and underline.) Proper nesting in this sentence means:

- Double quotes open 1st / Italics passage begins 2nd / Underline passage begins 3rd / Single open quotes open 4th
- Single quotes close 1st / Underline passage terminates 2nd / Italics passage terminates 3rd / Double quotes close last



## Typeform Passages Extending Across Consecutive Same Text Elements

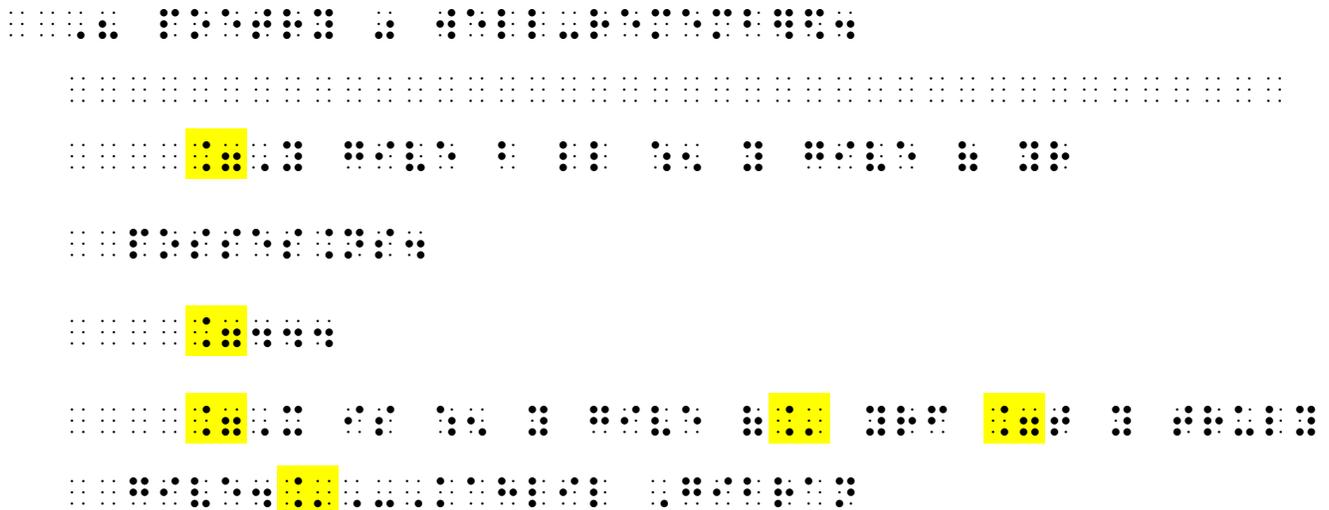
**9.9.1** When transcribing a typeform passage which extends over more than one text element (e.g. a series of consecutive paragraphs), each text element is preceded by the typeform passage indicator and the typeform is terminated only at the point where the typeform changes.

His poetry was well-remembered.

*You give but little when you  
give of your possessions.*

...

*It is when you give of yourself  
that you truly give.—Kahlil Gibran*



The ellipsis (256, 256, 256) represents an omission of text, but it is still treated as a paragraph (i.e., text element) and the italics passage indicator is repeated the same as the other paragraphs

Often the change back to normal text for one word is overlooked. On the third line of the poem, the italics passage was interrupted by the embedded non-emphasized word "yourself." Italics are terminated after *of* and started again before *that*.

Assume the ending punctuation is included in the passage and place the terminator after it (unless otherwise shown.)





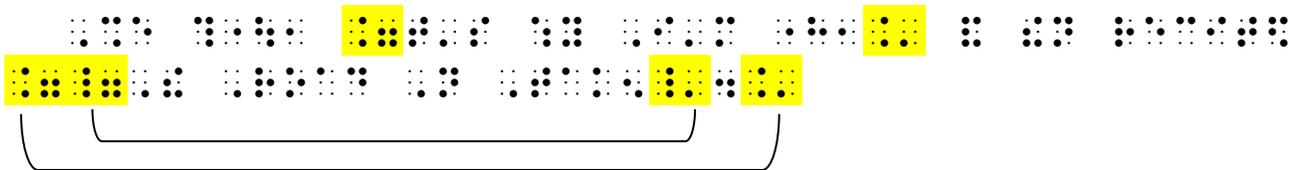
Having a little anxiety? Some transcribers struggle over where to place a typeform passage terminator in relation to common punctuation such as a comma or a period. For instance, in an italics passage that ends with a question mark, exclamation, or anything that can appear slanted, it may be a simple decision.

But a comma or period can appear benign in determining if it was meant to be italicized. The important thing to consider is whether terminating before or after the italics passage terminator would matter to the braille reader. What is most important is that no matter what you decide, be consistent.

In any case, it should be noted that in §9.7.2 it tells you,

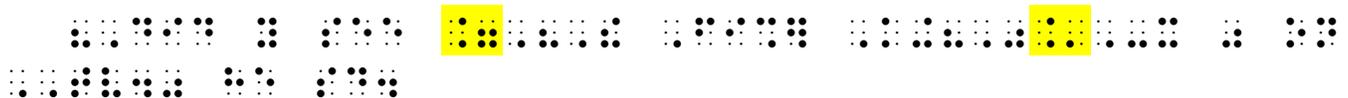
"When there is doubt, except for the hyphen, dash and ellipsis, consider the punctuation as being included in the typeform."

She thought, *that's why I'm here*, and then recited *The Road Not Taken*.



The italics was terminated after the comma which was concluded to be part of the italics passage. The underline passage was nested inside the italics passage and terminated before the period.

"Did you see *'The Fisher King?'*—it was on TV." he said.



The single quotes appear to be slanted, forcing the conclusion that they are meant to be part of the italics passage. The italics terminator is placed before the unspaced dash to ensure the alphabetic wordsign *it* is standing alone.

"A Red, Red Rose" is from Burns.



There is no reason to think the double quotes are in italics in print. The italics passage is nested within the quotation marks in braille. In this case, the terminator comes before the punctuation.

If you decide to terminate a passage before punctuation, consider the braille reader's perspective. It would be very uncommon to separate a comma or a period from the word it follows in print. It's best in most cases to consider punctuation to be part of the passage.







## Should We Always Follow Print for Typeforms?

**BF 5.1.6** Typeform indicators in braille do not emphasize, i.e., they do not draw our attention to material. They simply indicate that the print shows emphasis. That is why we do not emphasize material in braille that is emphasized for decorative purposes.

**9.1.1** It's not always necessary to indicate typeforms (font attributes) in braille. For example, a distinctive typeface for headings should generally be ignored in braille where formatting will distinguish the headings from the rest of the text.

**9.1.2** Typeform indicators are considered necessary in braille when the print change in typeform is significant because it indicates emphasis or shows distinction.

**9.1.3** When it cannot be determined whether a typeform is significant, use the typeform.

Follow print for the specific typeform shown. For example, don't substitute italics or bold for colored text that is significant and should be represented by transcriber-defined typeforms. 9.5.1.

**Ignoring Font Attributes primarily in UEB literary texts.** Do not use typeforms in the following situations:

- ignore typeforms for centered, cell-5, or cell-7 headings 9.1.1, BF 5.3.1
- ignore typeforms in electronic addresses that are obvious links (such as [www.iceb.org](http://www.iceb.org)) UEB 9.1.3
- ignore emphasis used for stylistic or decorative purposes that do not add information BF 5.3.1
- ignore typeforms in vertical lists or table of contents that are fully emphasized BF 5.3.1
- ignore typeforms used to indicate quoted material unless needed for distinction BF 5.3.10

Generally, if distinction is adequately shown in print by some other means or indicator, it is permissible to ignore the typeform if it doesn't provide additional value or information for the braille reader. see 9.1.3

**Retaining Font Attributes in UEB.** Follow print for font attributes in the following situations:

- retain emphasis when it's considered necessary for distinction 9.1.2
- retain emphasis for foreign words 9.1.2
- retain emphasis for paragraph headings 9.1.2
- retain emphasis in hyperlinks that do not indicate active hyperlinks (such as [About Us](#)) 9.1.3
- retain emphasis when it cannot be determined whether the typeform change is significant 9.1.3
- retain emphasis for proper nouns, titles within text, silent thought 9.1.2
- retain all font attributes that add meaning to the text BF 5.1.2
- retain all font attributes that are referenced in the text BF 5.1.6b
- retain emphasis for quoted material in situations the transcriber evaluates as significant. BF 5.3.10

See *Braille Formats Principles of Print-to-Braille Transcriptions, 2016* [Section 5](#) for details concerning other specific use or non-use of typeforms in textbook transcriptions that follow Braille Formats rules.