Producing information in alternative formats

Achieving access for all

Producing information in alternative formats.

Putting materials on computer file or disc.

The simplest way to ensure that your printed information can be made accessible to all users is to save the text in a "text only" file. E-mail and other electronic formats are increasingly becoming the preferred method of communication for people with visual impairments.

Large print.

If you have saved your information as a text only file you can easily enlarge this for someone who needs a large print version. The RNIB defines large print as 16 point or above. To get a good result for your reader keep the following points in mind:
- Ask the customer the print size they prefer;
- Re-format allowing text to flow, keeping sentences on the same page;
- For larger documents provide a "Contents List" or Executive Summary;
- Maintain spaces between lines and paragraphs;
- Align text to the left. Don't justify or centre text, split words between two lines or just photocopy onto A3 size paper;
- Avoid folds which make text hard to read;
- Make sure images are well defined;
- Check page size is easy to handle.

Spoken word on CDs.

Larger documents or high profile information should be produced professionally. For larger documents the Translating and Interpreting Unit within the Council can assist in obtaining a professional transcription. They can be contacted on **020 8407 1369**.

Braille.

Braille may be the most practical format. However, increasingly visually impaired people prefer documents in text format on Word as they can use their computer software to transcribe into voice. Braille is also quite expensive and mainly only suitable on request unless you know you are likely to need some Braille copies, or for some short handout leaflets or exhibition information. Further information on obtaining information in Braille is available from the Council's Translating and Interpreting Unit on **020 8407 1369**.

Easy Read for people with learning disabilities.

Using symbols or pictures helps people with learning disabilities to read text. The Better Understanding Group (BUG) is a group of people with learning disabilities who can help you make information accessible for people with learning disabilities. BUG can be contacted on **020 8726 6000**, extension **61393**.

Formats for people with dyslexia.

Some people with dyslexia, and people with some visual impairments, find different colour paper or print can make the text more legible to them. Ask the individual reader which colours they prefer. If you have an electronic copy of the information this is an easy and quick task.

Tactile diagrams.

Information on producing tactile pictures, diagrams or maps can be obtained from the National Centre for Tactile diagrams website or the RNIB.

Video, DVD, CD-Rom subtitles.

Information about subtitle systems can be found on the BBC website. MAGpie is a tool for captioning computer based video and multimedia material. Information can be downloaded from the National Centre for Accessible Media website.