

General Guidelines for Creating Alternate Formats for People with Disabilities

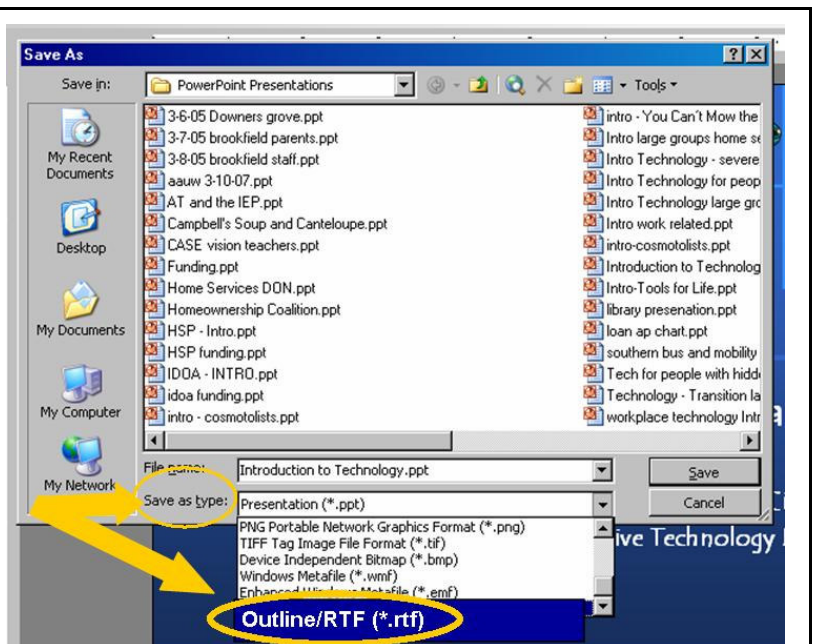
Creating alternate format is the conversion of visual material into a printed format for people with visual/reading disabilities; or it is the conversion of spoken words into print for people who cannot hear or understand the spoken word. Without these conversions, people with disabilities cannot benefit from your presentation.

The follow instructions will help you convert your materials into accessible documents.

For Visual and Reading Disabilities

Power Point (PPT)

- Save presentation as usual.
- Now click, "file", "save as". Click on "save as type" pull-down window. Scroll down and select "Outline/RTF (*.rtf)". See Illustration to right.
- Close PPT.
- Open the outline/RTF file in Word.
- Go through the text file to ensure the outline is in the proper order and makes sense.
- Provide a written description of all essential pictures/illustrations. (See below for more detail.) For example, if a picture is of a pie chart, or cartoon, it needs to be described. If a picture/ illustration is background or border, or other non essential visual, it's not necessary to describe it.
- Save again
- Send both versions.

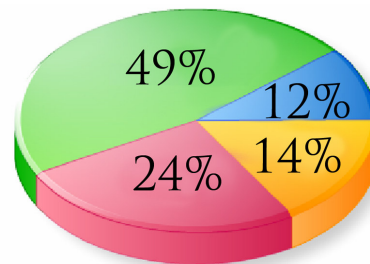


Pictures/Illustrations

If the illustration is key to understanding the idea or concept you are trying to convey, the description should reflect that... the more important the illustration, the fuller the explanation.

The pie chart to the right provides a lot of information. That information must also appear as text. For example:

"The following percentages break down profit by region: North 49%; South 14%; East 24%, and; West 12%".



■ NORTH ■ SOUTH
■ EAST ■ WEST

Scanned Documents

Two alternatives:*

If you do not have an original document, in a word processing format, it's the same as having a picture or illustration. Unfortunately, it has to be re-keyed and sent along with the scanned document.

If you have a scanner that has "optical character recognition" (OCR), you can rescan the document. Be sure you go over the document and correct the inevitable errors that the OCR will miss. Use the cleanest version you can find. Copying a document from a copy, not the original, makes the conversion even less accurate than if you use the original.

*Remember-- if the scanned document has an illustration... that too must be described.

Tables

Regular Print Version:

Descriptive Phrases Describe People with Disabilities	
Negative Phrases	Affirmative Phrases
The disabled; handicapped; crippled; suffers from a disability	Person with a disability
The blind	Person who is blind; Person with a visual impairment
The deaf; deaf and dumb; suffers a hearing loss	Person who is deaf; Person with a hearing impairment

Disk Version:

Phrases used to describe persons with disabilities.

Affirmative Phrases: Person with a disability; Person who is blind; person with a visual impairment; Person who is deaf; person with a hearing impairment.

Negative Phrases: The disabled; handicapped; crippled; suffers from a disability; The blind; The deaf; deaf and dumb; suffers a hearing loss.

Forms

- If forms have tables, they will need to be converted using the method above.
- If a form has several underlined spaces (i.e.: _____) you will need to remove them all and clean up the white spaces on the form as described in General Guidelines.
- If there are check boxes, change the directions to circle the appropriate response.

Converting the Spoken Word in Video, CD or DVD

Video, Audio CDs and DVDs create a huge barrier for people who are deaf or hard of hearing. It also creates a barrier for people who have vision disabilities. :

- For People with Visual Disabilities
 - Provide video description - verbal depictions visual elements that are inserted into natural pauses in the spoken dialogue.
- For People with Hearing Disabilities
 - Have captioning open while a DVD or other audio/visual medium or is playing.
 - If the medium does not have open captioning, provide a script of the audio
 - Use an American Sign Language Interpreter to sign script.
- In any case, the room will have to have enough lighting to use the alternate formats.