

## McCormick County Senior Center / McCormick Area Transit

### Request for Alternate Formats

Many people with disabilities, particularly people who have sensory disabilities, (visual and hearing) require alternative formats beyond conventional print so they can have access to information. Examples of alternative formats include large print, and e-Text.

The most commonly requested alternative formats include:

- **Large Print:** a publication using 14-point type or larger. Staff can produce documents in larger than standard print: Most word processing and other software programs offer a choice of font sizes or copy machines can enlarge documents. With the exception of the need for additional paper, using large print seldom reflects perceptible additional costs. Pages on the World Wide Web must also consider large print options. The use of Cascading Style Sheets allows each user to set the format of pages to his or her own preference.
- **Diskette, CD. or Jump Disk:** a method of saving information from a computer onto a disk in a format usable with assistive technology such as screen readers. Costs of producing information on diskettes are low compared to many other formats. You can purchase diskettes for less than \$1 each. Additional resources are not necessary and preparing materials in this format does not use more staff time. CD ROMS can hold much more information and are continuing to replace diskettes.
- **E-Mail Attachments:** E-Mail messages with attachments should provide the attachments in different, alternate formats; i.e., PDF and Word, especially if the E-Mail is sent to a large number of addressees.
- **General Correspondence Font, Size:** It is recommended that a font without serifs be used (Arial, Tahoma, Univers) at a size no smaller than 12 points for all general correspondence