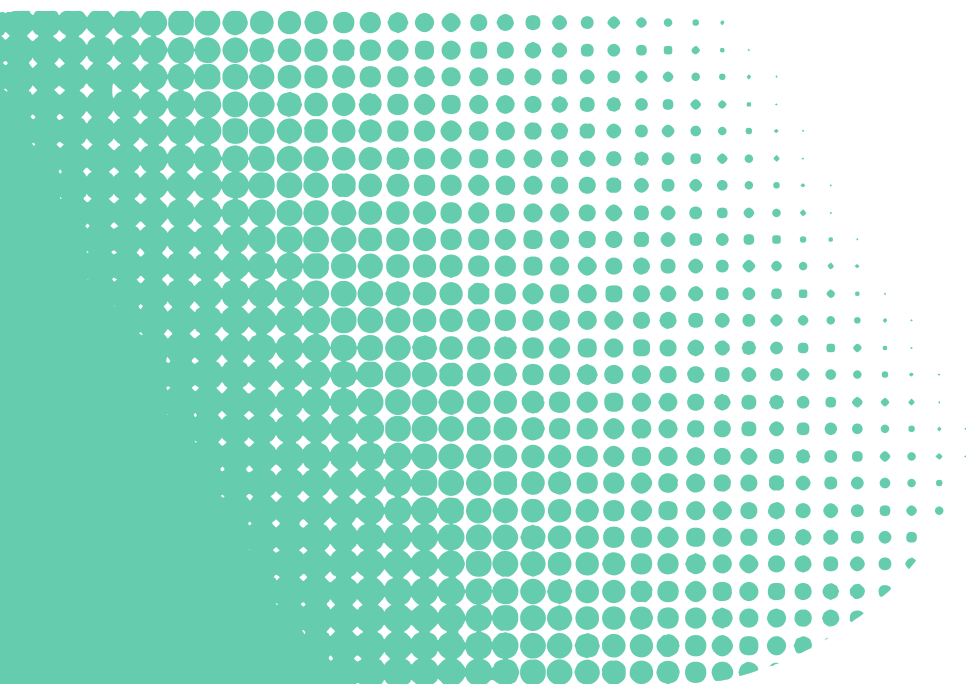




Large Print Checklist

August 2024



Large Print

This service involves transcribing text into large print for those who are visually impaired. As well as increasing font size, this work includes adjusting text layout, colours and fonts so it is possible to track the text visually. We work with highly skilled, professional transcribers who can adapt any text to ensure it meets your requirements.

We refer you to our terms and conditions of business; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your translation project:

- What is the subject matter of the text?
- Do you have a preference regarding:
 - Font type (e.g. Arial and Calibri have characters which are easily distinguished)
 - Typeface (e.g. "medium" or "bold")
 - Font size (Size 14 is considered to be the absolute minimum for Large Print)
 - Paper weight (We recommend non-glossy and a minimum of 90gsm to prevent print-through)
- Who will be the end user audience?
- Are there any pictures or diagrams to be included?
- How many copies do you require?
- When is your deadline?
- Can you provide any other notes or instructions for this project?