



LARGE PRINT – CHECKLIST

We work with highly skilled, professional transcribers who can adapt any text to ensure it meets your requirements.

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

We advise that you include information relating to the following points when communicating with us about your requirements:

- What is the subject matter of the text?
- Do you have a preference regarding font type? (*Arial and Calibri have characters which are easily distinguished, for example*)
- Do you have a preference for whether the typeface is "medium" or "bold"?
- Do you have a preference for the point size of the font? (*Size 14 is considered to be the absolute minimum for Large Print*)
- Who will be the end user?
- Are there any pictures or diagrams?
- Do you have a preference regarding the paper used? (*We recommend non-glossy and a minimum of 90gsm to prevent print-through*)
- How many copies do you require?
- When is your deadline?
- Are there any other notes or instructions that can be provided?