

Glossary of terms and further resources

Accessible information	Accessible information is about putting information in a suitable form for the reader. When creating information resources, make all documents suitable for a wide audience by choosing a plain, good sized font, making the layout easy to follow, and avoiding long words and jargon. It is also about being aware that some readers may prefer a specialist accessible format, such as Braille, Easy Read, audio or DAISY
Braille	Braille is a tactile reading code that enables blind and partially sighted people to access information by touch - increasing independence and enabling the joy of "reading" and writing to continue.
DAISY	DAISY stands for Digital Accessible Information SYstem. The DAISY format enables the reader flexible access to the digital material via enhanced navigation. So, the same way a sighted reader may skip through the front matter of a book, find chapter headings, find a specific page, jump to certain parts of the text or read from cover to cover - this is all possible within a DAISY Digital Talking Book (DTB). ⁱ
DDA	Disability Discrimination Act The Disability Discrimination Act (DDA) 1995 aims to end the discrimination that many disabled people face. This Act has been significantly extended, including by the Disability Discrimination Act 2005. It gives disabled people rights in the areas of:

	<ul style="list-style-type: none"> • employment • education • access to goods, facilities and services • buying or renting land or property, including making it easier for disabled people to rent property and for tenants to make disability-related adaptations <p>The Act requires public bodies to promote equality of opportunity for disabled people.ⁱⁱ</p>
Easy read	<p>Easy read is one of the accessible information formats along with large print, braille and audio recordings. It is mostly used by people with learning difficulties, as well as other groups like older people and speakers of other languages.</p> <p>People making easy read do two main things - make the words simpler, and use pictures alongside the words.ⁱⁱⁱ</p>
Learning Difficulties	<p>Learning Difficulties is a general term used to describe a range of conditions. These conditions may make it difficult for the person to learn in a traditional way. For example, a person with dyslexia may have difficulty in reading black text on a white page, but find it easier to read text on a pastel background.</p>
Literacy	<p>Literacy is the ability to read or write.</p>
Plain English	<p>Plain English (sometimes referred to more broadly as plain language) is a generic term for communication styles that emphasise clarity, brevity</p>

	<p>and the avoidance of technical language - particularly in relation to official government communication, including laws.</p> <p>The intention is to write in a manner that is easily understood by its target audience: appropriate to their reading skills and knowledge, clear and direct, free of cliché and unnecessary jargon.^{iv}</p>
RNIB	Royal National Institute of Blind People

Further support;

Accessible information -

RNIB has online guides for producing a range of materials, including printed materials, spreadsheets, and online information. For more details see their website at;

http://www.rnib.org.uk/professionals/accessibleinformation/Pages/accessible_information.aspx

The Plain English campaign is an independent pressure group, campaigning against gobbledygook, jargon and misleading public information. They have a series of free guides to help people write in Plain English.

See their website for more information;

<http://www.plainenglish.co.uk/free-guides.html>

Braille -

<http://www.rnib.org.uk/professionals/accessibleinformation/accessibleformats/braille/Pages/braille.aspx>

(Need to check if YBPSS are happy for us to publicise that they have a Braille writer if people need materials in this format...)

Easy Read – There are a number of different sources of pictures and symbols for use in producing Easy Read information. If possible, it is best to ask the people who will use the information which pictures or symbols they prefer. The main sources are Change, Photosymbols, and Widgit. For more information, see their websites at;

Change - <http://www.changeleeds.cswebsites.org/default.aspx>

Photosymbols - <http://www.photosymbols.com/>

Widgit - <http://www.widgit.com/>

ⁱ Taken from

<http://www.rnib.org.uk/professionals/accessibleinformation/accessibleformats/daisy/Pages/daisy.aspx>

ⁱⁱ Taken from <http://www.ddashop.com/khxc/gbu0-display/aboutthedda.html>

ⁱⁱⁱ Taken from <http://www.photosymbols.com/easyread.htm>

^{iv} Taken from http://en.wikipedia.org/wiki/Plain_English