



Accessibility TipSheet Large Print Programs

From the Access Office

An easy way to make older patrons and patrons who have low vision feel welcome is to provide programs, Playbills, or guides in a clean and legible format. With nothing fancier than a computer, printer and a little of your time, you can easily create Large Print documents.

To simplify conversion and to provide a level of consistency for your audience, create a style sheet for formatting and develop a process for producing and distributing Large Print materials. The Kennedy Center developed the following simple procedures and style sheet with input from audience members. Feel free to modify these based on your resources and with input from your local community.

Sample Style Sheet and Procedures for Producing Large Print Programs and Playbills

1. Transfer the information to a Word document.

- a. Copy the text from the original file source and paste it into a Word document.
- b. Make sure that all of the information has been transferred and is in the correct order.
- c. Remove graphics and photos and replace with descriptive text when appropriate.

2. Clean up the Document.

Equal access to information is the goal but because resources and time are limited, our audience members with low vision recommended the following:

- a. Cut all long donor lists, lists of board members, and lists of orchestra and chorus members. In place of these put in the sentence: "List of (name of list) is available upon request. Please contact (name or office) at (phone number and/or email address)."
- b. Eliminate all general advertising with the exception of ads and announcements for upcoming performance events.
- c. Move information not specifically related to the performance or event and other non-essential information to the end of the program.

3. Format the Text

Keep in mind that most formatting is done to "look pretty" and to guide a sighted individual to specific information. With large print the goal is to make the text **legible**. Someone who has low vision might read the document one sentence or word at a time, under a magnifier, or with a scanner attached to a computer monitor.

- a. Convert all text to a san serif font, such as Arial, Helvetica or Verdana.
- b. Convert all text to **18 pt** font size or larger. (*14 pt font size is considered to be the minimum for large print*)
- c. **Left justify** the text throughout the document.

- d. Set the **line spacing** throughout the document to 1.5.
- e. Set top and bottom **margins** at .75" and left and right margins at 1".
- f. Remove all italics, underlines, and any other formatting inserted for emphasis or to draw attention.
- g. Use bold to emphasize headings, section titles, or other important text.
- h. Take out large spacing gaps such as tabs.
- i. Convert tables to legible lists.
- j. Format essential lists for legibility. There are several ways this can be accomplished for example:
 - i. Lists of names, such as cast members or staff, should be formatted uniformly and consistently throughout the document. One example for a standard theater program would be to list the name of the character or title, a colon, and then the name of the actor:
 - Mr. Smith: Fred Jones
 - Joey, Mr. Smith's son: John Doe
 - Lighting Designer: Jean Brown
 - ii. In dance programs, lists of dancers can be formatted one of two ways:
 - 1. In a sentence with comas between each name:
 - Jean Brown, Fred Jones, John Doe
 - 2. In a list with one name right below the other:
 - Jean Brown
 - Fred Jones
 - John Doe
 - iii. In concert programs, list the composer, name of piece, and titles of movements on separate lines. Descriptions of movements should remain on the same line as the movement title:
 - Ludwig van Beethoven**
 - Symphony No. 9 in D minor, Op. 125 "Choral"
 - 1. Allegro ma non troppo, un poco maestoso
 - 2. Scherzo: Molto vivace - Presto

4. Print the Large Print Copies

Start by printing a small number of copies (5 to 15) and print additional copies on an as-needed basis. Over time you will be able to determine a baseline that is right for your audience.

- a. Use non-glossy, white paper.
- b. 8 ½ by 11 is easy to handle; larger paper is awkward to manipulate.
- c. Staple or bind the program together so that pages are easy to turn and read.

5. Distribute the programs

Train your front of house staff to offer Large Print. Post signage to let your patrons and visitors know where and how Large Print materials can be picked up.

ABOUT TIPSHEETS

TipSheets are produced collaboratively with members of the Leadership Exchange in Arts and Disability (LEAD) network. TipSheets are intended solely as guidance and are not a determination of an organization's legal rights and responsibilities. You are welcome to copy and distribute this TipSheet.

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