The Kennedy Center

Accessibility TipSheet
Large Print Programs

From the Access Office

Kennedy Center developed the following simple procedures and style sheet with input audience members. Feel free to modify these based on your resources and with in 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.