

TOP TIPS ON HOW TO ADAPT WORK FOR VISUALLY IMPAIRED STUDENTS

- **Seek the advice from a specialist teacher so you can provide the most appropriate materials.**
- **Forward planning is essential so adequate time is given to modify work.**
- **Try to keep to A4 size paper. If you have to enlarge to A3 cut the sheet as small as possible.**
- **Keep the pages clutter free.**
- **Do not print too much text one sheet.**
- **Busy backgrounds can be distracting.**
- **Use a clear font. Arial Black is a good one to use.**
- **Avoid using italics, underlining and upper case letters for continuous text.**
- **Put adequate spaces between each section. It needs to be clear where one part ends and the other begins.**
- **Use a word processor to prepare learning materials where possible; print out single-sided.**