



access made easy...



Braille Transcription UK is committed to increasing the reading opportunities and promoting independence and safety for the countless thousands of blind and partially sighted people.

We strongly believe that, to deny a blind or partially sighted person the right to the written or spoken word, is not only excluding them from a whole repertoire of valuable and enjoyable reading material, but it could potentially be life-threatening in some cases. For example, by not being able to read the safety instructions on a bottle of tablets, might lead a blind person to taking the incorrect dosage of medication.

Through our many and varied co-ordinated initiatives with both the public and private sector, we are endeavouring to make material more readably available so that the lives of the visually impaired are enriched, safe and secure.



We can convert text to...

- Braille
- Large Print
- Audio Cassette/CD



What can we do to help you effectively meet their reading needs

- we guarantee to make your job of reaching your blind and visually impaired client(s) problem-free!
- we can aid you in determining which of your clients read Braille/large print &/or prefer material you provide on audio tape/CD
- we can save you money by dispatching the completed transcribed document directly to your client(s) absolutely free of charge
- we can archive your original documents in case you should require further copies in the future which automatically saves you money on the origination costs
- we can provide a flexible service in accordance with your client(s) reading/listening preferences: grade 1 Braille instead of grade 2; single-sided text rather than double-sided, and we can offer you a choice of point sizes and coloured backgrounds for the partially sighted using large print
- we can offer you a 24 hour turn around lead time on telephone/other utility bills/bank statements
- we can guarantee to save you an additional 25% or more when you send us documents for transcribing by e-mail &/or on CD.

Free quotations available upon request.

Creating accessible opportunities for all our clients

"I wanted to thank you again for the very rapid translation work. The person who requested it, who is a very senior figure, telephoned me especially to say what high quality work it was - far higher in fact than most Braille translations that he is given."

Jonathan Morgan, Saxton Bampfylde Hever plc

Helping you reach your visually impaired clients

In whatever line of business you happen to be:

- hotel
- leisure
- legal
- education
- utility
- finance
- health

you will invariably have clients with a visual impairment.

Our Services

Braille



Out of the estimated 2 million or so registered blind people in the UK, approximately 20 thousand use Braille.*

What can we transcribe into Braille?

- utility bills
- bank statements
- restaurant menus and hotel itineraries
- books and magazines
- church services
- letters and press releases
- power point presentations and spreadsheets
- we can also provide text narratives in lieu of photography and other images.

How does the transcription process work?

Every document we receive is initially handled by our front of house reading committee whose job it is to determine the format the Braille will take and to highlight and resolve possible problems.

Material is then passed on to any of our production team for transcribing. Following the initial translation into Braille, documents are then read by our experienced visually impaired proofreaders - and any discrepancies are noted and passed back to the production team for correcting.

When completed, the document is then printed and bound in the preferred style of the client and dispatched.

Our printers are capable of producing Braille on a variety of sizes of paper and can either be embossed on one or both sides of the page.

What else can we offer you?

- **Two types of services:**

Standard Service - in which jobs are completed according to the order in which they are received, or within an allotted timescale agreed between the client and Braille Transcription UK

Express Service (Grade A) - in which the document is guaranteed to be completed within a timescale set by the client: 24/48 hrs, for example. This service is charged at 300% above the Standard price and includes guaranteed next-day delivery**

- **A choice of binding:**

We offer two types of binding - saddle stitch or comb - and whichever you choose, we will include durable, high-quality covers which are designed to protect the Braille and ensure a clean and smartly presented document is maintained. These covers are gloss coated on the outside and matt finished on the inside.

What sort of Paper Do We Use?

Anything from 100 to 180gsm - and always in white as we feel this makes for a brighter and a more attractively-looking document.

Unless otherwise requested by the client, all our Braille documents are printed in Grade 2 English format in accordance with the regulations set down by the Braille Authority of the United Kingdom.

* Figures correct at September 2005.

** Our Express (grade A) service charges only applies to bespoke, one-off documents and therefore does not apply to monthly contracts requiring next-day lead times. Presently, we cannot produce audio documents via our Express (grade A) service.

Large Print



As the name suggests, the text of the document is bigger than the conventional 10/12 point texts published for the consumers with no evidence of sight loss.

Large print can be re-designed from 14 to 18 point and over depending on the degree of visual impairment.

The way one lays out the text of a large print document is equally as important as the overall font size. We here at Braille Transcription UK take great care when preparing our large print documents - and design and treat each new job differently in keeping with the client's visual requirements.

Production Method

The following is far from definitive, but is included here as an example of how we apply our production methods when creating our large print documents.

- we use matt white or matt yellow to avoid light glare
- when producing large print on both sides of the page, we use 100 and above gsm paper to avoid image bleeding
- we use coloured pages between sections as dividers
- headings and paragraphs are left justified
- page numbers from the original text are right justified in square brackets as it is considered useful when referencing
- we prefer to comb bind all our large print documents as it enables the reader using CCTVS to keep the publication flat on the moving camera board
- tables are set out line by line separated by semi-colons if the text cannot be ideally laid out as a larger table.

Free quotations and samples available upon request.

Audio Recordings



We can produce your documents on either cassette or CD.

What Format Does The Process Take?

As with the Braille and large print documents, material is initially handled by our front of house reading committee before being passed on to the studio editors.

Our experienced readers have been trained in the field of audio production for the visually impaired:

- difficult/unusual/foreign words, e-mail/web addresses, are always announced and then spelled out character by character so that the person listening to the recording can take down the information correctly. Students, especially, find this helpful
- unless otherwise requested, we use Tone Index Signals within all our recordings. These signals are audible as high-pitched bleeps on tape recorders which contain Cue and Review facilities
- CDs are formatted in such a way that makes the job of referencing, user-friendly
- audio cassettes are usually 90 minutes in length and can hold approximately 20 pages of printed material (8,000 words) per side
- we can produce both visual and Braille labels for the cassettes and library boxes
- we can supply anything from single to multi presentation library cases.

Free quotations available upon request.



Submitting documents for transcription

We accept the following formats: Word for Windows; rich text/plain text; PDF and HTML, Excel and Quark Xpress. We also accept hard copy documents.

In order for us to provide you with an accurate quotation, we strongly recommend that you send us samples of the documents first.

Finally, we suggest that companies planning to avail their literature in various formats, should set the wheels in motion at, or as near to, the time they decide to produce them in print so as to allow enough time for the material to be transcribed and ready on the date of their printed documents.

Timescales

No two jobs are the same in terms of size and style. Therefore timescales will vary accordingly.

Naturally, plain text is easier and will invariably take less time than charts and tables.

Because we take great care with everything we transcribe, enlarge and record, we believe little can be gained by speed.

Your responsibilities under new legislation

Following the introduction of the Disability Discrimination Act 1995 (DDA), which came into force as a vehicle to help combat discrimination faced by the UK's population of disabled people, we, as a company, are making every effort to help public service providers bring their policies into line with the legislation. Under the Act, companies and all public service providers have an obligation to make reasonable and acceptable adjustment to the way they operate in order to accommodate the needs of persons with a disability. For us, our mission is to encourage them to make their literature available to the sight impaired in formats they can readily access - like, Braille, for instance, large print and audio recordings.

Does your company's equal opportunities policy include provisions for blind and partially-sighted people?

The 1995 Disability Discrimination Act explains in detail what companies and public service providers should now be doing to accommodate the needs of the disabled. To obtain more information about the Act, call the Disability Rights Commission on 0845 762 2633.

Our quotation and ordering policy

It is now no longer our policy to supply quotations over the telephone without first having seen the document you wish to be transcribed. You may wish to receive your quotation by e-mail, fax or by post. We will not, however, proceed with the transcription of any material without the signed and dated copy of our initial quotation which you may return either by fax or surface mail.

Telephone: 01782 563383



The history of Braille Transcription UK

Since 2000, we have been transcribing numerous documents into Braille, large print and onto audio cassette/CD for a variety of public and private businesses within the UK and in mainland Europe.

The quality of our work is of the highest standard and our charges reflects all that is involved in running this service. But don't just accept our word on that, why not see for yourself.

So far, we have placed Braille and other formats into schools, colleges, universities, the leisure industry, the legal professions, restaurants, telecommunication businesses, and even into the hands of Mr David Blunkett, MP.

Our substantial client database includes:

- the Ritz Hotel, London
- Center Parcs
- O2
- Orange PCS
- The Arts Council, England.

“Thank you for all your help with the production of our ‘Equality’ document into Braille. I will be using your services in the future and will certainly recommend you to others.”

Julie Weston, The Heart of Birmingham, TPCT.

How to contact us

Office hours - Monday to Friday 9.00am - 5.00pm

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- Large Print
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Corporate clients who use our services have witnessed:

- an increase in their company profit
- an increase in customers
- an increase in their company profile.

To find out how we can do the same for you please contact:

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