

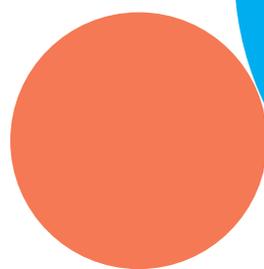
## Vision Support Team Information sheets

# Enlarging print for students with a visual impairment up to N18

When a student requires enlarged font the Vision Support Service will always advise that the best way is to get the original document and change the font size and spacing as necessary, directly on the computer. This is easiest when using work sheets created by teaching staff. Sections of books will first require downloading from another source such as [www.seeingear.org](http://www.seeingear.org) or RNIB Bookshare found at [www.rnibbookshare.org/cms](http://www.rnibbookshare.org/cms)

It may be possible to use a photocopier however, for small amounts of print so long as the student requires a print size no bigger than font size 18\*. However, **A3 should be avoided** when possible as it is harder to visually scan and the resultant paper is harder for the student to organise.

\*Font size is sometimes written as N or pt e.g. N18 or 18pt which are printing terms.



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## Enlarging on a Photocopier

If enlarging documents for older students with milder visual impairments who require a print size of no more than Font size Arial 18, it is important to understand that this **cannot always be achieved by increasing from A4 to A3**. This will only increase text by 6 font sizes (e.g. size 10 to 16) so you need a larger percentage increase to go from e.g. 8 to 18 (which is a 10 font size increase).

**8 - 18 is + 10 font sizes or 200%**

**The following are percentage increases:**

Number of X increase	Example in Arial	% increase on copier
+ 2 font sizes	10 - 12	115%
+ 4	10 - 14	122%
+ 6	10 - 16	(A4 - A3) 141%
+ 8	10 - 18	175%
+ 10	10 - 20	200%

**When enlarging try to remember the following:**

- ▶ Check the size of the original text.
- ▶ The original needs to be sharp and clear, the writing not overlaying colours. Quality also deteriorates quickly each time you photocopy a photocopy.
- ▶ Whenever possible try to use two sheets of A4 rather than one A3 to make it easier to manage.
- ▶ Check the new enlarged size against the size guide
- ▶ If at all possible, fold the original sheet in half at a suitable point, select the size increase and select A4 paper on the copier and copy each half on to A4 rather than A3.
- ▶ Each time something is copied the quality deteriorates so avoid doing multiple enlargements to get the size. (i.e. 10 - 14 using A4 - A3 followed by recopying A4 - A3 to get 14 - 18, use 175% increase instead).
- ▶ Sometimes if the original is very close text or times new roman then **the student will need a bigger size than usual**, so if Font size 14 is the normal enlargement Font 18 might be needed, for example if copying news print.

*'If you were mad, do you think I should hate you? Then you are mistaken, and you know nothing about me, and nothing about the sort of love of which I am capable. Every atom of your flesh is as dear to me as my own: in pain and sickness it would still be dear. Your mind is my treasure, and if it were broken, it would be my treasure still: if you raved, my arms should confine you, and not a straight waistcoat — your grasp, even in fury, would have a charm for me: if you flew at me as wildly as that woman did this morning, I should receive you in an*

*“Because,” he said, “I sometimes have a queer feeling with regard to you—especially when you are near me, as now: it is as if I had a string somewhere under my left ribs, tightly and inextricably knotted to a similar string situated in the corresponding quarter of your little frame. And if that boisterous channel, and two hundred miles or so of land come broad between us, I am afraid that cord of communion will be snapped; and then I’ve a nervous notion I should take to bleeding inwardly. As for you,—you’d forget me.”*

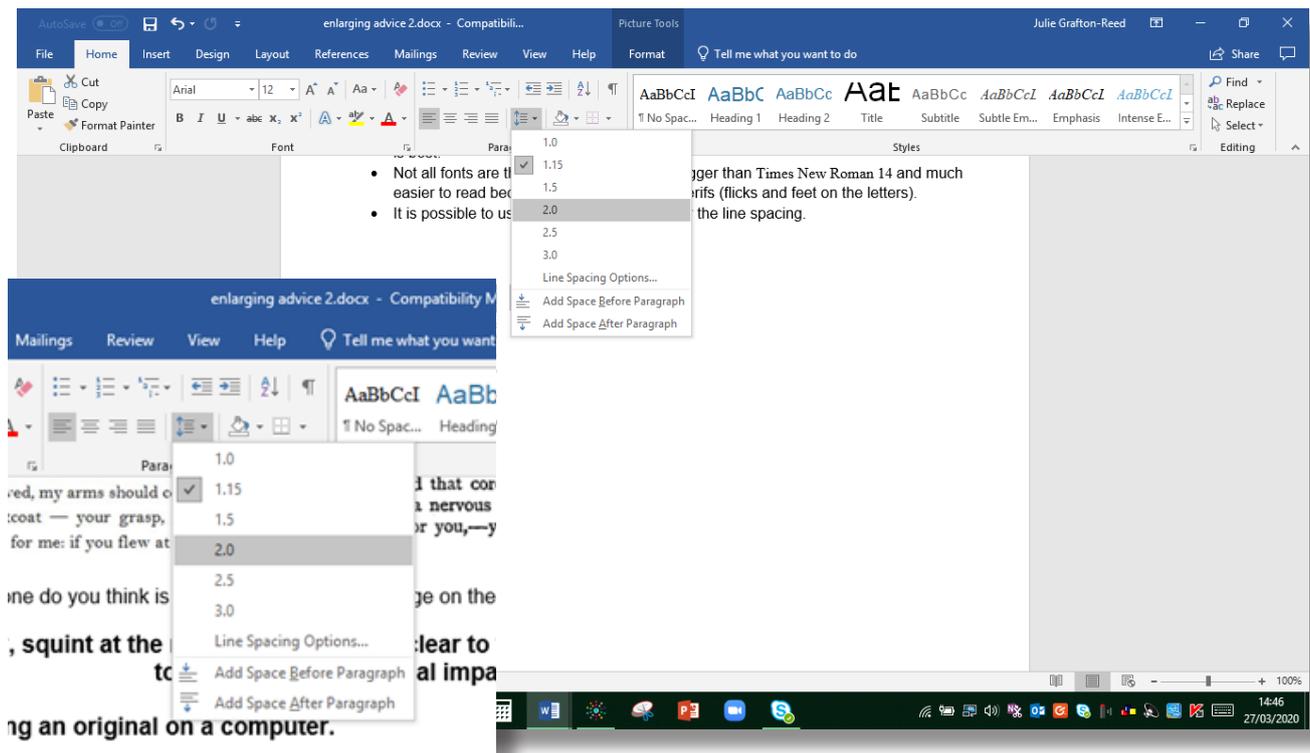
Which one do you think is easier to read? The passage on the right is a bigger size text!

**Finally, squint at the result. If it seems unclear to you it will be even more so to a student with a visual impairment.**

## Enlarging an original on a computer

Ideally this is the best way if staff have a digital copy of a worksheet or book, most will enlarge to 18 without throwing the format out too much, however please remember

- ▶ Keep to a plain font like Arial, consider making it **bold** and think about line spacing, 1.5 is best.
- ▶ Not all fonts are the same size: Arial 14 is bigger than Times New Roman 14 and much easier to read because it doesn't have the serifs (flicks and feet on the letters).
- ▶ It is possible to use the feature below to alter the line spacing.



## Text Comparison Chart

This is Arial N8

This is Arial N10

This is Arial N 12

This is Arial N14

This is Arial N16

This is Arial N 18

This is Arial N 20

This is Arial N 24

This is Arial N 30

This is Arial N 36

This is Arial N40

This is Arial N48

This is Arial N60

This is Arial N72

### To increase with a photocopier:

+ 2 font sizes (e.g. N10 – N12) 115%

+ 4 (e.g. N10 – N14) 122%

+ 6 (e.g. N10 – N16) 141%

+ 8 (e.g. N10 – N18) 175%

+ 10 (e.g. N10 – N20) 200%

Please make sure original is sharp and clear.

(**N** or sometime **pt** is a printers term for font size)