

Guidance on photo enlarging for modification for children with Visual Impairment

It is ideal for students to use low vision devices when possible to view printed material as this empowers the student to make their own adaptations.

Where copy enlarging is required, be sure to use a photocopier that can provide clear, sharp, clean copies.

There is no magical formula regarding copying as the size is dependent upon the original font size. However, copying regular print at 129% will produce **16pt font size**. Copying regular print at 155% will produce **18pt font size**. Copying regular print at 181% will produce **20pt font size**.

Tips for Making Good Quality Photocopies or Scans

- Make sure the copier's glass surface is clean
- If possible, use a copier with fresh toner
- Apply pressure to a book's spine to reduce centre margin problems.
- If possible, select the copier's photo setting for best detail.
This can be done by selecting the "Reduce/Enlarge" button and selecting the % size of enlargement you wish to use that best suits the results you require.

Trial and error is required to get the right combination of effects, so make a few test sheets to establish the best setting for each individual print job that meet your text size requirements and that allows all text and images to be captured and seen well,

Remember you will need to including a blank margin beside text/images if binding is required.

Set the contrast button, to darken the work being copied or lighten so that the text is clearer and better defined. This is especially important when you are photocopying a black and white textbook, a play or reading book.

- Check the orientation of the book and the image emerging from the copier. Some copiers require books to be laid horizontally on the glass and some vertically.
- Make a note of the settings and paper orientation you have decided to work with in case you are interrupted part way through the modification and have to return to the job.
- Try to complete an enlargement modification in one go.
If interrupted, make a note of the page you have reached and ensure to pause on the back of a two sided copy page. When you resume copying check you are starting from the next page and it is page one of two if double sided. Otherwise it is possible to miss individual pages and not synchronise correctly.
- Periodically check the finish of pages as they come off the copier to ensure you have captured all the text and images, have the book/copier correctly aligned and have good colour contrast/lack of inappropriate shading effects.
- If the item to be copied is small, place a white sheet of paper behind the item to avoid using excess ink or getting grey or black shadows on copies.
- When copying pages from a book, insert a piece of blank white paper behind the pages. Make sure it is placed straight up and down, parallel to the edge of the book's cover.
- Adjust the paper so it lines up with the 8 ½" mark to ensure the paper is at the edge of where the copier will copy.
- Lower the copier hood as you are making copies so as to avoid flashes to the eyes from the copying process.

When you need to enlarge maps, charts and diagrams, it is critical to have good contrast. If coloured materials turn to shades of grey, it can be difficult if not impossible to distinguish the different areas and sections.

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