

PLANNING SHEET

Title:	Page:	Figure #:						
<p>1. What information should be conveyed?</p> <ul style="list-style-type: none">• <i>Read the surrounding text, caption, and labels to determine the purpose of the print graphic.</i>• <i>Read review questions at the end of chapter/unit.</i>								
Include:								
<p>2. Decide how the illustration will be presented in braille:</p> <table border="0"><tr><td><input type="checkbox"/> description in transcriber's note</td><td><input type="checkbox"/> overview, layers or sections</td></tr><tr><td><input type="checkbox"/> tactile graphic</td><td><input type="checkbox"/> not produced</td></tr><tr><td><input type="checkbox"/> description and tactile graphic</td><td></td></tr></table>			<input type="checkbox"/> description in transcriber's note	<input type="checkbox"/> overview, layers or sections	<input type="checkbox"/> tactile graphic	<input type="checkbox"/> not produced	<input type="checkbox"/> description and tactile graphic	
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<input type="checkbox"/> description and tactile graphic								
<p>3. Simplify the drawing. Consider:</p> <ul style="list-style-type: none">• <i>Can any of the parts be eliminated and/or margins cropped in the tactile representation?</i>• <i>Can some parts be consolidated and/or minimally distorted?</i>• <i>Can some parts be described in a transcriber's note?</i>• <i>Will the graphic be separated into more than one section?</i>• <i>Does the graphic need to be enlarged?</i>								
<p>4. Identify components to be included in the graphic.</p> <ul style="list-style-type: none">• <i>Will the print labels fit in the available space or will a key be required?</i>• <i>What keying technique will be used?</i>								
<p>5. Which production method is most suited for this tactile graphic?</p>								
<p>6. Possible modifications:</p>								

SYMBOLS

	Area	Line	Point
1			
2			
3			
4			
5			

Alphabetic			

Numeric			