

## Nature Centers Commission Sign Policy for Gainesville Nature Parks

### 1. Purpose and Applicability

#### 1.1 Purpose and Applicability

It is the philosophy of the City of Gainesville Nature Centers Commission (NCC) that signs, both within Gainesville nature parks and outside of parks that direct visitors to the parks, are intended to enhance the park experience while providing safe and efficient accommodation of park visitors. In this regard, the purpose of this policy is to maximize efficiency and communication, minimize cost and maintenance, and assure that parks retain as natural and aesthetically pleasing appearance as possible.

This sign policy should be utilized by park managers in making decisions on the design, location, and application of all signs associated with Gainesville nature parks. The decision to utilize a particular sign at a particular location requires the application of good judgment, drawing upon available guides, resources, and traffic safety engineering expertise, and considering a variety of other factors, such as appearance as it relates to the natural and/or historical environment. It is important in this regard that such decisions bear in mind an intention by NCC to minimally intrude on the natural or historic setting and to avoid an unnecessary proliferation of signs, while striving to ensure the safety and enhance the experience of park visitors.

The Nature Operations Division (NOD) manager or designee, following the guidelines and procedures in this policy, has the responsibility for determining if a sign is necessary or appropriate at a given location and is responsible for final determinations. Difficulties in interpreting this policy or other such unresolved issues should be brought before the NCC for resolution.

### 2. Implementation and Planning Considerations

2.1. For cost savings, the following items 1-6 should be considered:

1. Signs should be replaced gradually as N.O.D. determines them to be unserviceable.
2. Remove unnecessary signs and those no longer permitted by the sign policy during triennial staff reviews.
3. Utilize volunteers when possible.
4. Seek outside funding in the form of grants or contributions from private businesses.
5. Develop projects in predetermined stages.
6. Items 1-5 should be a yearly point of discussion at the NCC annual retreat.

2.2. When appropriate, to reduce proliferation of signage NOD is encouraged to use other arenas, such as web page, video, or brochures, to convey additional information or information about areas that the public is unable to view due to the conservation needs of a park.

### 3. General Policies

3.1. NCC should review the entire sign policy a minimum of every 3 years.

3.2. NOD staff should review all signs and brochures at least every 3 years (yearly if possible) to determine if:

1. The information is pertinent
2. The information is timely
3. The information is being adequately communicated to all potential audiences
4. The sign is placed in a suitable location
5. The sign is in good repair
  - A. If in disrepair, staff should determine if different materials or construction should be implemented.

3.2.1. N.O.D. should maintain a reference guide containing the following information to be used for easy reference as part of the N.O.D. sign maintenance program.

1. A list of signs, by park;
2. A map of sign locations, by park;
3. Style specifications for all signs, by park.

3.3. All signs and kiosks should be:

1. Sturdy
  - A. Signs with widths greater than three feet should be mounted on two posts.
2. Simple
3. Easy to maintain
4. Attractive
5. Appropriate to the surroundings
6. Consider cost effectiveness
  - A. When possible, utilize signs, such as those constructed of metal, which can be made with city sign equipment.
7. Use international symbols when possible (see Appendix A).
8. Use of recycled materials when possible.

### 3.4. Uniformity

3.4.1. To enhance aesthetics and communication, items listed in 3.4.2 should be provided at all nature parks. When possible, this information should be placed in the kiosk. Additional information may be placed on other interpretive signage or brochures, however the necessity of such additions should be carefully considered.

3.4.2. While NOD staff should determine the detailed information presented, the following basic types of information should be provided in all nature parks as per section 3.4.1:

1. Identification:

- A. Park ownership (City of Gainesville)
- B. Management (NOD)
- C. Contact info:
  - i. NOD
  - ii. Web site address.

2. Brief mission statement

3. Map of the park

4. Map of other Gainesville Parks

5. History of park.

6. Justification: Why are we preserving this area

7. Description of unique features. When appropriate, some or all of items A-F should be described:

A. Natural Communities

i. Plants

a. Seasonality

ii. Animals

a. Seasonality such as migration, reproduction, births, etc.

B. Geology

C. Hydrology

D. Topography

E. Climate / Fire

F. Archeological features

3.5. NOD staff should work with an interpretive planner when possible.

### 3.6. Special exception policy

3.6.1. This sign policy may be amended or suspended per NOD on a temporary basis for the purpose of special events. All signs associated with such events must be removed within three days following said event.

#### 4. Specific Policies

##### 4.1. Highway / Road Signs

- 4.1.1. Highway signs intended to direct visitors to the park should conform to the following specifications:
  1. Brown background
  2. White border
  3. White lettering including the following information:
    - A. Name of park
    - B. Approach distance
  4. Font size, font type, font color, background color, sign dimensions, and content in accordance with D.O.T. or appropriate agencies standards.
- 4.1.2. Highway signs shall be located 1000' from the park entrance (both directions). Exact location shall be determined by N.O.D. in conjunction with the D.O.T. Additional highway signs may be utilized as dictated by specific park needs and as permitted by the D.O.T. or appropriate agencies.
- 4.1.3. No highway sign shall be erected unless the location and sign is approved by the D.O.T. or appropriate agency. N.O.D. is responsible for requesting and acquiring sign location approval.

##### 4.2. Intra-park Signs

###### 4.2.1. Design

- 4.2.1.1. All intra-park signs should be as uniform in appearance as possible. While it is recognized that this may not always be possible or desirable, every effort should be made to maintain a standard font size, font type, font color, and background color within and between parks. While a unique character may be desired, such uniqueness should not compromise the NCC intent of uniformity.
- 4.2.1.2. Font size, font type, font color, background color, and signage placement (e.g. height, angle) should be in accordance with Americans with Disabilities Act (ADA) recommendations and attempting to meet the needs of the most people (see Appendix B for recommendations).
  - 4.2.1.2.1. Letter sizes for intra-park signs will vary according to placement and purpose. Roadside signs should feature no letter sizes smaller than 2".

4.2.1.3. Sign dimensions should not exceed that necessary to encompass the lettering and other graphics. While the sizes will vary according to the amount of text and viewing distance, all shall be of the same general shapes and materials.

#### 4.2.2. Entrance Signs

4.2.2.1. All parks must display a unique entrance sign (see 4.2.2.3) and only where needed may be supplemented with a standard entrance sign (see 4.2.2.2).

4.2.2.2. Standard Entrance Signs, when needed (see 4.2.1), should conform to the following specifications:

1. Metal
2. Brown background
3. White border
4. White lettering including the following information:
  - A. Name of park
  - B. Directional arrow (if needed)

4.2.2.3. Unique Entrance Signs (Unique to each park) should conform to the following specifications:

1. Durable material that meets acceptable industry standards
2. Attractive
3. All entrance signs should include:
  - A. City Seal
  - B. The statement "Recreation and Parks Department, Nature Operations Division".
  - C. A design element representing a unique feature of the park.
4. Illuminated if possible
  - A. Solar powered if feasible

4.2.3. Operational Hours signs should conform to the following specifications:

1. Metal
2. Green reflective background
3. White border
4. White reflective lettering with closing hours much larger than opening hours
5. Located at the front gate and parking lot area (also see kiosks)

#### 4.2.4. Traffic Signs

4.2.4.1. Traffic signs include but are not limited to: speed limit, curve ahead, stop, yield, one way, tow away zone, handicap parking

4.2.4.2. Conform to standard D.O.T. specifications.

#### 4.2.5. Other Parking Lot Signs Where Required by Risk Management

4.2.5.1. Should conform to the following specifications unless otherwise mandated:

1. Metal
2. Brown background
3. White border
4. White lettering

#### 4.2.6. Boundary Signs

4.2.6.1. Signs marking the boundaries of Gainesville nature parks should conform to the following specifications:

1. Material: Metal or other durable material
2. Size: 6 1/2" x 9 1/2"
3. White background
4. Blue reflective lettering

4.2.6.2. The following information should be included. While wording may be amended, the general message should be retained.

1. Identification: Nature Sanctuary
2. Entrance: Use Designated Access Points
3. Protection: All plants and animals protected.
4. Essential prohibited activities: No Camping, No Dumping, No Digging
5. Ownership:
  - a. City seal
  - b. City of Gainesville
  - c. Recreation and Parks Department
  - d. Nature Operations Division
  - e. NOD Telephone number
6. Other: Please help preserve your city's natural areas.

4.2.6.3. Boundaries should be marked in the following manner:

1. Conspicuous boundaries (boundaries adjacent to roads and developed properties, highly visible to the public, and or containing designated access points) should be marked at approximately 500 foot intervals with "Nature Sanctuary...." signs.
2. Signs should be placed at property corners, points of intersection, designated access points, and problematic non-designated access areas.
3. Inconspicuous boundaries should be marked with boundary marking paint.

4. Boundary signs or paint should be placed on mature healthy trees, or posts when no trees are present, adjacent to and inside of the property line.
5. If signs are to be adhered to trees, it should be done so in accordance to N.O.D. policies and to best protect the health of the tree.

#### 4.2.7. Signs Recognizing Donors or Contributors

4.2.7.1. Signs recognizing donors or contributors should conform to the following specifications:

1. No larger than 4 inches by 6 inches per donor;
2. Etched on brass
3. Any exceptions must be brought before the NCC for review.

4.2.7.2. If possible, to reduce sign proliferation, multiple donors should be incorporated into a single sign bearing in mind the size recommendations of 4.2.7.1 point 1.

4.2.7.3. If possible, recognition signs required by granting agencies should be incorporated into existing signage such as entrance signs or kiosks.

#### 4.2.8. Temporary signs

4.2.8.1. Include but are not limited to signs communicating: fire hazard level, temporary hazardous conditions due to flooding or debris, park or trail closures, holidays, controlled burn in progress, etc. For temporary signs for special events, such as but not limited to Farm Day, see 3.6.1.

4.2.8.2. Should conform to the following specifications:

1. Metal
2. Green reflective background
3. White border
4. White reflective lettering

#### 4.2.9. Rules and Policies

4.2.9.1. Where appropriate may include but is not limited to: No dogs, No campfires, No motor vehicles, etc.

4.2.9.2. A list should be placed in the first kiosk encountered upon entrance into the park.

4.2.9.3. Additional signs outside of the kiosk may be placed as required by risk management, necessitated by public safety need, or at park staff discretion.

1. NOD staff should review the necessity of such signs yearly.

4.2.9.4. When possible, both written rules and international symbols should be utilized (See appendix A).

4.2.9.5. When possible, rules should be accompanied by a brief explanation as to why the public is being asked to do or not do something.

4.2.9.6. All content and presentation should be reviewed by an interdisciplinary committee.

#### 4.2.10. Accessibility Signs for People with Disabilities

4.2.10.1. Accessibility signage must meet the legal requirements of the Americans With Disabilities Act (Public Law 101-336).

#### 4.2.11. Kiosks

4.2.11.1. Every park shall have at least one kiosk.

4.2.11.2. Kiosk design should conform to the basic design included in Appendix C and include the following design elements:

1. Constructed of rot resistant pine conforming to industry standards for durability and environmental safety.
2. Natural color.
3. Green metal roof conforming to industry standards for durability.
4. Plexiglas covering content.
5. Brochure holders as needed.
  - a. Include sign asking visitors to return unwanted brochures before leaving park.
  - b. Brochure holders should be monitored weekly.

4.2.11.3. All orientation kiosks, i.e. the first kiosk encountered upon entrance, should contain the following content:

1. Rules and policies – see 4.2.9.
2. Accessibility information regarding the following should be included:
  - a. Trail length
  - b. Trail difficulty
  - c. Wheelchair and stroller accessibility



3. Potentially harmful plants and animals or other hazardous situations as deemed appropriate by N.O.D.
4. Interpretive information if no other kiosk or interpretive signage is provided- see 3.4.2 and 4.2.12.

#### 4.2.12. Interpretive Signage

- 4.2.12.1. All interpretive signs should be based on the mission statement for each park thus reflecting the particular conservation, preservation, and / or public education goals of the facility.
- 4.2.12.2. Prior to placement or major change, an interdisciplinary committee, including if possible an interpretive specialist, should review all content and presentation.

Appendix A (page 1 of 3)

Examples of international symbols

International Signs and Symbols\*



\* From <http://members.aol.com/rcmoeur/signman.html>

BLM International MARKERS

page 1

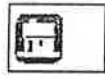
	 campground	 parking	 mountain bike trail	 handicapped	 wildlife viewing area
 information	 campfires	 picnic area	 motor boating	 marina	 hiking
 all terrain vehicle trail	 fishing	 boat ramp	 hunting	 interpretive trail	 first aid
 rock collecting		 restrooms	 scenic area	 climbing	 horse trail
 wild horse viewing area	 dirt bike trail	 four wheel drive trail	 bird viewing area	 bird of prey viewing area	 spelunking
 bicycle trail	 white water rafting	 kayaking	 canoeing	 scenic geology	 visitor center
 BLM back country byway	 drinking water	 cross country skiing	 point of interest	 picnic shelter	 downhill skiing
 food service	 interpretive auto road	 snowmobiling	 trailer camping	 interpretive sign	 playground
 petroglyph	 archeological site	 emergency shelter	 trailer sanitary station	 gasoline station	 hang gliding area

BLM International Markers

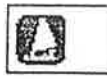
page 2



telephone



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rental



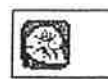
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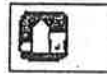
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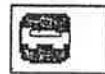
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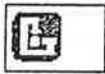
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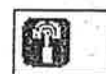
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swimming



emergency  
radio

## Suggestions For Making Signage and Brochures Accessible To The Visually Impaired

Signs required to meet specific criteria by the Americans With Disabilities Act (ADA) must follow ADA guidelines. Signs not mandated to meet specific ADA guidelines should however, consider ADA and the following suggestions since their use will result in reaching the widest audience possible. It is understood that the following suggestions may not be applicable to all situations.

### 1. Signage

- A. Signage and guiding should be in mixed case as it is more difficult to read anything that is in written only in capitals. Mixed case allows people who do not see clearly, to recognize the broad shapes of words, even if they have difficulty identifying individual characters.

Using upper and lower case letters creates word shapes for easier recognition, by both sighted people and those with vision problems. This convention has been used on motorway signs since the late fifties as the shape of the town name is recognized long before the individual letters can be picked out. This also helps people with dyslexia.

- B. A plain typeface like this one (Helvetica or Arial) is easier to read than one with serifs, such as Times New Roman.

Here are some other suggested font styles that have been found to conform to ADA specifications: Antique Olive, Avant Garde Demi, Eras Demi, Eras Medium, Franklin Gothic Bold, Futura Bold, Gill Sans Roman, Helvetica Regular, Helvetica Medium, Optima, Universe 65, Bitstream Amerigo, Cheltenham, Clearface Bold, Friz Quadrata, Korinna, Garamond, Goudy Bold, Palatino, Schoolbook, Times

- C. The typeface should have good color contrast with the background, be of adequate size and thickness.
- D. Non-reflective material should be used. Laminating signs and notices causes reflection from lights and windows, which makes them more difficult for everyone to read.
- E. Capital letter height. Minimum 15mm (19/32 in), preferably 25mm - 37mm (1" - 1.5"). The letter size is very important, as it needs to be visible approaching the sign but not too large not to recognize the raised shape. Combined with the careful selection of the font this tends to govern the overall image the sign creates. There are also guidelines for letter size that relate to only the visibility of a sign from a distance - avoid mixing the two.

## Appendix B (page 2 of 8)

- F. Signs sizes - Signs for people with restricted or no vision need to be slightly larger. The Americans with Disabilities Act requires toilet door signs, for example, to be 150 mm (6") high.
- G. Signs position - Average shoulder height. Signs should be located 1500mm (59") from the floor. Where other obstacles exist this may be varied between 1400mm and 1700mm (55" and 67"). Tactile signs specifically for visually impaired people in wheelchairs may be located at 800-1000mm (31.5"-39.5") from the floor.

### 2. Brochures, Forms, and Leaflets

- A. The paper used for forms and leaflets should be off-white or cream, rather than bright white, and matt rather than glossy, to avoid reflection and glare.
- B. Text should be on a plain background and not printed over logos or illustrations, to provide clear contrast.
- C. Lines that have a ragged right-hand margin are easier to read than right justified lines, because justification alters the space between words and individual characters.
- D. The font size should not normally be less than 12 point, and 14 point is preferable.
- E. Strong color contrast for high visibility and ease of recognition by those with reduced vision.
- F. It is recommended that printed material should follow the Royal National Institute For The Blind (RNIB) 'Clearprint guidelines' (1997) available on the internet at <http://www.rnib.org.uk/wesupply/fctsheet/clearp.htm> and included below. Clear print helps everyone, not just people with severe sight problems.

Excerpts from the Americans with Disabilities Act (ADA)

4.30 Signage.

4.30.1\* General. Signage required to be accessible by 4.1 shall comply with the applicable provisions of 4.30.

A4.30.1 General. In building complexes where finding locations independently on a routine basis may be a necessity (for example, college campuses), tactile maps or prerecorded instructions can be very helpful to visually impaired people. Several maps and auditory instructions have been developed and tested for specific applications. The type of map or instructions used must be based on the information to be communicated, which depends highly on the type of buildings or users.

Landmarks that can easily be distinguished by visually impaired individuals are useful as orientation cues. Such cues include changes in illumination level, bright colors, unique patterns, wall murals, location of special equipment or other architectural features.

Many people with disabilities have limitations in movement of their heads and reduced peripheral vision. Thus, signage positioned perpendicular to the path of travel is easiest for them to notice. People can generally distinguish signage within an angle of 30 degrees to either side of the center lines of their faces without moving their heads.

4.30.2\* Character Proportion. Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

A4.30.2 Character Proportion. The legibility of printed characters is a function of the viewing distance, character height, the ratio of the stroke width to the height of the character, the contrast of color between character and background, and print font.

The size of characters must be based upon the intended viewing distance. A severely nearsighted person may have to be much closer to recognize a character of a given size than a person with normal visual acuity.

4.30.3 Character Height. Characters and numbers on signs shall be sized according to the viewing distance from which they are to be read. The minimum height is measured using an upper case X. Lower case characters are permitted.

Recommendations for a new Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG), 1996

**703 Signs**

**703.1 General.** Signs required to be accessible shall comply with 703.

**703.4 Visual Characters.** Visual characters required to be accessible shall comply with 703.4.1 through 703.4.5.

**703.4.1 Finish and Contrast.** Characters and their background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.

**703.4.2 Character forms.** Fonts shall have characters complying with 703.4.2.1 through 703.4.2.5.

**703.4.2.1 Case.** Characters shall be uppercase or lowercase or a combination thereof.

**703.4.2.2 Style.** Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative or of other unusual forms.

**703.4.2.3 Width.** Character width shall be 55 per cent minimum and 110 per cent maximum the height of the character with the width based upon the uppercase letter "O" and the height based upon the uppercase letter "I".

**703.4.2.4 Height.** Minimum character height measured from the baseline of the character shall comply with Table 703.4.2.4 based upon the height of the characters above the finished floor of the viewing location and the minimum viewing distance. Character height shall be based upon the uppercase letter "I". Minimum viewing distance is the horizontal distance where an obstruction prevents further approach towards the sign.



Table 703.4.2.4 Visual Character Dimensions

Height Above Floor to Baseline of Character	Minimum Viewing Distance	Minimum Character Height	Notes
< 40 inches (100 mm)	----	----	Not permitted except in elevators
40 inches (100mm) to < 70 inches (1780 mm)	< 6 feet (1830 mm)	5/8 inch (1 mm)	
	> 6 feet (1830 mm)	5/8 inch (1 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 6 feet (1830 mm)	
> 70 inches (1780 mm) to < 120 inches (3050 mm)	< 15 feet (4570 mm)	2 inches (51 mm)	
	> 15 feet (4570 mm)	2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 15 feet (4570 mm)	
> 120 inches (3050 mm)	< 21 feet (6400 mm)	3 inches (75 mm)	
	> 21 feet (6400 mm)	3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)	

**703.4.2.5 Stroke Thickness.** Stroke thickness of the uppercase letter "I" shall be 10 per cent minimum and 30 per cent maximum of the height of the character.

**703.4.3 Character Spacing.** Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 per cent minimum and 35 per cent maximum of character height.

**703.4.4 Line Spacing.** Spacing between the baselines of separate lines of characters shall be 135 per cent minimum and 170 per cent maximum of the character height.

**703.4.5 Mounting Height.** Visual characters shall be located 40 inches (1015 mm) minimum above the floor of the viewing position. Mounting heights shall comply with Table 703.4.2.4 based on the size of the characters on the sign.

Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG). "Accessibility Guidelines for Buildings and Facilities".

Royal National Institute For the Blind (RNIB) 'Clearprint Guidelines' (1997)

## Introduction

Good standards of print legibility help all readers, but for many people with a visual impairment the issue is crucial to whether they read or not. It is important to recognise that blind and partially sighted people have different eye conditions and what they see can greatly differ. It is therefore impossible to devise a 'print standard' which will meet all needs. These guidelines simply aim to describe a few inexpensive, commonsense steps which can be taken easily.

## Contrast

An important factor affecting print legibility is the contrast between the type and the paper on which it is printed (or photocopied). Contrast is affected by paper colour, printing inks and type size and weight, all of which are considered below. Without doubt publishers can best help blind and partially sighted people by paying attention to this very simple aspect of print legibility.

Black type on white or yellow paper gives a very good contrast. If you wish to use paper in other colours, or to print text on top of tints, the background colours selected must be very pale.

Printing ink, if not black, should be as dark as possible - for example greens, blues, reds or browns can be acceptable if dark ink is used and the background is very pale. Never use yellow printing inks; they are as good as invisible. Avoid pale colours on coloured backgrounds - for example grey on blue. Do not be tempted to run type across a photograph or illustration. This limits the contrast and confuses the eye.

## Reversals of type (white out of black)

White type on black or another dark colour is acceptable, provided that the typeface, size and weight are suitable. Avoid reversing out small type sizes and light faces because these tend to fill in with ink and tend to become indistinct. Some blind and partially sighted people prefer reversed-out type if the size and weight are adequate.

## Type size

Publishers should bear in mind that size can significantly improve legibility. For the general reader type sizes between 8 point - 10 point (this means that the height of a letter x is around 1mm - 1.5mm) are frequently used. These print sizes are not legible enough for many readers, including, of course, blind and partially sighted people.

## Appendix B (page 7 of 8)

RNIB's own aim is to produce documents intended for general readers using 12 point (to give an x height of approximately 2mm) and this is the size of print to which we believe others should also aspire. The text of this document is printed in 12 point Universe and the titles are 14 point Universe Bold.

RNIB's research has shown that a significant proportion of blind and partially sighted people can read large print. RNIB recommends 14 point as the **minimum** print size for material intended for blind and partially sighted readers.

However, RNIB sometimes uses 16 point when producing information for blind and partially sighted readers as, in our experience, many blind and partially sighted people need a typesize larger than 14 point.

It is difficult to be prescriptive in this area, as factors such as typeface and type weight will also be relevant to any decision on type size. There appear to be no advantages in enlarging type above about 20 point, though larger sizes may be necessary for headings.

### **Type weight**

This is almost as important as the size in determining legibility. Light typefaces should be avoided, especially in smaller sizes. Blind and partially sighted people may need medium or bold type weights; even 'regular' weights may provide inadequate contrast between the type and the background.

### **Typeface**

Most typefaces in common use in books and newspapers are legible and the choice of typeface is less important than contrast, size, weight, and the way in which characters are spaced. Typefaces to avoid are the obviously bizarre or indistinct ones. If you print documents with numbers in them, for example, bank statements, accounts or tables it is important to ensure the numerals are as distinct as possible. Blind and partially sighted people can easily misread 3, 5, and 8 in some typefaces, and even 0 and 6.

### **Spacing**

Stick to even word spacing. Do not condense or stretch lines of type or, worse, single words, to fit your line length. RNIB prefers to use unjustified right hand margins as we believe that this is helpful to blind and partially sighted people. Leave reasonable space between lines of type.

### **Line length**

This should ideally be in the range of 50-65 characters. Blind and partially sighted people may prefer even shorter lines than this. Avoid splitting words at the ends of lines.

## Paper

Print on glossy paper (art paper) can be difficult to read, especially if your sight is impaired, because it reflects too much light. Very thin, semi-transparent papers can cause problems because text can show through from the reverse.

## Capital letters

These are harder to read than lower case letters. Although a word or two in capitals may present no serious difficulties, capitals should be avoided for continuous text.

## Design and layout

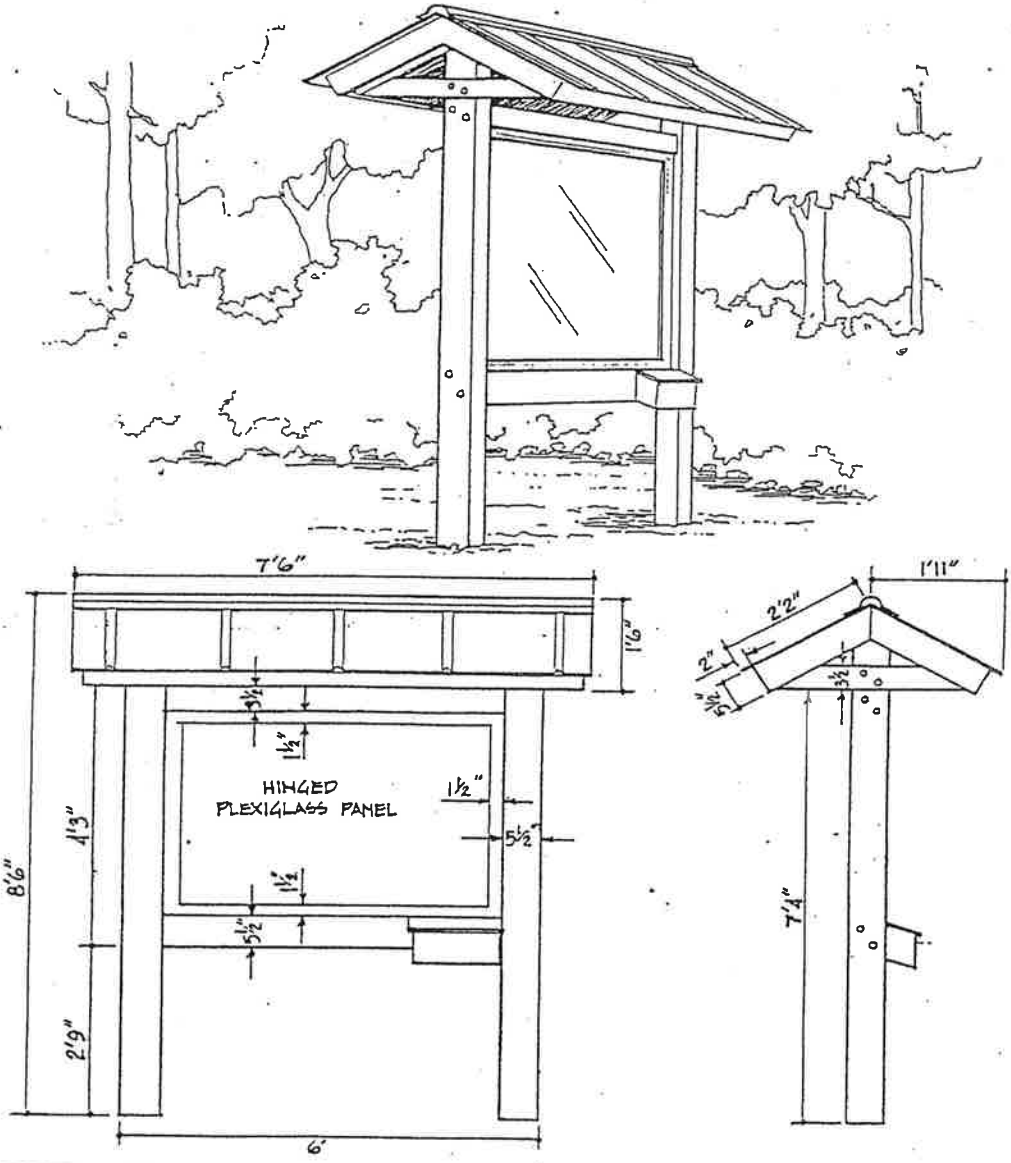
This is very important as many readers are easily daunted by a page of close-set type. Layouts should therefore be simple and clear:

- Leave space between paragraphs and don't cram the page.
- If you are setting text in double columns, make sure the margin between columns clearly separates the two columns. If space is limited, use a vertical rule to separate columns.
- It helps to provide good 'navigational' aids for the reader - for example a contents list, clearly differentiated headings, rules to separate un-related sections - anything which makes the layout easy to follow.
- RNIB prefers to avoid fitting text round illustrations, as this results in different line lengths.
- It is also worth noting that, on forms, blind and partially sighted people often need generous space to fill in details that have to be hand-written: their writing tends to be larger than average.

Appendix C (page 1 of 1)

Basic Kiosk Design

The following kiosk design is intended as a basic guideline to insure uniformity and reasonable levels of structural integrity. It is understood that minor modifications may be needed to improve structural integrity. Such modifications should not alter the general appearance of the kiosk. If the appearance of the kiosk is altered by any modifications, such design changes should be brought before the NCC for approval.



**INFORMATION KIOSK  
DIMENSIONS**

SCALE 1/2" = 1'  
DATE: AUGUST 1992  
Prepared By: Larry Teague

