



## Accessible Educational Materials (AEM) Format Clarification Form

When requesting a book from the Assistive Technology and Accessible Educational Materials (AT&AEM) Center, please provide the following information to allow us to serve your student in a timely manner. The AT&AEM Center will produce an electronic file and send the file or your print copy of the textbook to the recipient you indicated on your initial AT&AEM Materials Request form. The requestor is responsible for printing the large print copy and formatting for braille embossing.

The AT&AEM Center may need to chop and scan the district's textbook if no electronic text is available. The AT&AEM Center will deliver as much of the textbook as needed. If you only need certain chapters of the book, or need the chapters in a particular order, please indicate the needed portions below.

### Which accessible format does your student need?

#### Large Print

The student will:

\_\_\_\_\_ View **on tablet**. A set of PDF files divided by chapter or units that is formatted and ready for viewing on a tablet (These PDFs may also be viewed on computers).

- Circle the diagonal measurement of the visible screen size for tablets: 9.7, 10.1, 10.2, 10.5, 11, 12.9 landscape or 12.9 portrait. If you aren't sure of your screen size please contact [katie\\_robinson@ocali.org](mailto:katie_robinson@ocali.org).
- Circle the font size: 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, and 42pt
- Circle the text color: black text on white background **or** white text on black background

\_\_\_\_\_ Use a **paper copy**. A set of PDF files divided by chapters or units that is formatted and ready for printing. Please select a font size: 14, 16, 18, 20, 22, or 24pt (larger sizes available for primary materials K-1, at the discretion of AT&AEM Center staff).

#### Braille

The student will use an:

\_\_\_\_\_ **Embossed** braille copy. A set of Word files divided by chapters or units, ready to be formatted and embossed by the district transcriber. An image file is included for the production of tactile graphics, when available. The file will not contain pictures or picture descriptions. If the district requires transcription services, the AT&AEM Center can offer assistance.

\_\_\_\_\_ **Electronic** braille reading device. Braille Notetaker Use: A set of Word files divided by chapters or units. Page numbers are preceded with a \$pg in front of each number to allow for easier navigation. File will not contain pictures or picture descriptions.

### Student needs this textbook in the following manner:

The student will need:

\_\_\_\_\_ Entire textbook

\_\_\_\_\_ Chapters or units only, in the following order: \_\_\_\_\_

Comments: \_\_\_\_\_

**Questions regarding production:** If you have any questions about your request regarding production, please contact Katie Robinson at [katie\\_robinson@ocali.org](mailto:katie_robinson@ocali.org) or call Katie at 614-410-1045. This student has been assigned a hard copy of this textbook.

\*Requestor Signature \_\_\_\_\_