**DECISION TREE**

**START**

Is this appropriate for a tactile graphic?

* Is the information a repeat of facts in the text?
* Would the information be more meaningful in text format?
* Does the graphic require the reader to use visual discrimination or visual perception?

Yes – Do Not Produce

No

* Is the object unavailable, too small or too large to examine by touch and perceive details, or too dangerous?
* Does the student need the information from a map/figure/graph to participate in classroom discussions, answer questions, etc.?

No – Do Not Produce

Yes

What information will be conveyed?

* Identify the content that needs to be included.
  + Determine if the graphic requires an operation of measurement or scale. Is it necessary to show size relationship between objects?
* Simplify the drawing.
  + Eliminate unnecessary parts. Determine if the objects or shapes presented in the print need to be retained, exactly reproduced, or can be replaced with simpler symbols.
  + Separate the graphic with too many components into sections.
* Identify the components included in your graphic.
  + Areas, Lines, Points, Labels, Keys and Legends.

Which production method will be used?

* Is there a specific method or “format” being requested?
* What resources or equipment are available to create the graphic for that production method?
* Which production method will provide the best readable graphic?
* Is this graphic for a one-time use or for production of multiple copies?
* Choices: Vacuum form, Emboss, Microcapsule, Customized