

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