

Alternate Formats

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Alternate format enables access by a person who experiences communication barriers.

Common alternate formats include:

- Electronic text formats (HTML, .txt, .docx, .pdf)
- Braille
- Large print
- Audio format (MP3)
- CD / DVD
- Tactile diagram or pictograms
- Clear Language
- Descriptive video
- Sign language video

Clear Language or Plain Language

Refers to a set of principles that focuses on the needs of the reader. It presents information in a logical order using familiar, everyday words and expressions. It avoids jargon and uses a minimum of technical language. Clear language principles cover sentence length, sentence structure and the use of headings, fonts and white space. Choosing words that are of common usage and familiar to the culture of the reader will make information more accessible.

Clear Print

Clear Print is a design approach that considers the needs of people who have partial vision or people with cognitive disabilities or low literacy. Basic design elements, such as font style, type size, contrast, page navigation, words, graphics and white space follow simple structures. Clear print should be considered in all forms of written communication including flyers, notices, newsletters, pamphlets, application forms and web site pages.

Communication Access Real-time Translation (CART)

CART is the instant translation of the spoken word into text by a trained caption provider using a stenotype machine, notebook computer and real-time software. The text appears on a computer monitor or other display and is primarily used by people who are deaf, hard-of-hearing or have cochlear implants.

American Sign Language (ASL)

American Sign Language (ASL) is a visual language with unique vocabulary, grammar, syntax and social rules of use. Meaning is conveyed through signs that are composed of specific hand shapes, palm orientation, movement and location of the hands and signals on the face and body. ASL is the first language of people who are Deaf.

Sign Language Interpreters

Interpreters facilitate communication between people who use sign language and spoken language such as English and French. Example: translating between languages ASL and people who speak English.

Please contact the Disability Policy Office with any questions regarding alternate formats:

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