

Decision Tree for Creating a Tactile Graphic

Step One

Ask the following questions about your graphic:

- Does the student need the information from a map/figure/graph to participate in classroom discussions, answer questions, etc.?
- Is the information in the graphic unique and unduplicated or unavailable in the text?
- Will the information be more meaningful in graphic form than in descriptive text form?
- Can the graphic be interpreted without visual discrimination or visual perception skills?

If Step One Questions = No

If you answer "no" to all the questions in Step One, then provide alternative access as needed, such as alternate text, mark as decorative, hide in background, etc.

If Step One Questions = Yes

If you answer "yes" to any of the questions in Step One, then create a tactile graphic. Steps Two and Three below will guide the considerations for creating a tactile graphic.

Step Two

If you need to create a tactile graphic, then consider What information will be conveyed. The questions below will guide your considerations.

- Identify the content that needs to be included.
 - Determine if the graphic requires an operation of measurement or scale.
- Simplify the drawing
 - Eliminate unnecessary parts. Determine if the objects presented in the print need to be retained or exactly reproduced. Can another symbol be used to represent shapes, objects, etc.?
 - Separate the graphic with too many components into sections.
- Identify the components included in your graphic.
 - Areas, Lines, Points, Labels, Keys, and Legends

Step Three

Once you have determined what information will need to be conveyed by the graphic, consider which production method will be used. Possible production

methods include the following: vacuum form (aka Thermoform), Emboss on a braille embosser capable of embossing tactiles (Tiger, Phoenix, Index, etc.), Microcapsule (PIAF, Xychem), Customized options (collage, Wikki Stix, corkboard and string, 3D graphic (various machines and materials). In determining which production method to use, consider the questions below.

- 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?

Decision Tree for Creating a Tactile Graphic adapted from Hasty, L. and Seki, V. "Tactile Graphics Decision Tree." New York: American Foundation for the Blind, in press.