Accessible Instructional Materials (AIM) Glossary

Accessible Instructional Materials (AIM) - A copy of print material in a format that is useful to a student with a print disability. (Note that a copy that is accessible to one person may not be "an accessible copy" for another person.)

AIM – Accessible Instructional Materials

Alternative/Accessible format books - Books in format other than standard print/text – includes large print (18 point font or greater), Braille, audio or electronic text.

Audio
- Audio tape from RFBD or produced "in-house"
- CD or MP3 created from wav or MP3 files electronically created
- Human reader

Braille and tactile graphics
- Hard copy of brailed text
- Refreshable Braille from electronic text
- Tactile graphics - visual learning tools such as images, charts, and graphs presented in a form that can be "read" by touch.

Large print
- Hard copy
- Screen magnification of electronic text
- CCTV may also be used to provide access to "regular print" hardcopy

Electronic text
- Text file formats such as PDF, Microsoft Word, XML, Rich Text Format (RTI), ANSI text, ASCII text, HTML

American Printing House for the Blind (APH) - The American Printing House for the Blind provides specialized materials, products, and services for blind and visually impaired people.

Association of Educational Publishers (AEP) - A national, non-profit professional organization for publishers of educational materials. Available at: http://www.aepweb.org/

Association of American Publishers (AAP) - website to find the appropriate contacts at publishing houses from whom to request electronic formats of textbooks, and/or scanning permissions.
Available at: http://www.publisherlookup.com/

Audiobook - An audiobook is a recording that is primarily of the spoken word as opposed to music. Audiobooks are usually distributed on CDs,

cassette tapes, downloadable digital formats (e.g., MP3 and Windows Media Audio) and, most recently, some preloaded digital formats (e.g., Playaway).

Authorized Entity - Authorized entities are referred to in the Chafee Amendment of 1996 and are defined as—"'authorized entity' means a non-profit organization or a governmental agency that has a primary mission to provide specialized services relating to training, education, or adaptive reading or information access needs of blind or other persons with disabilities."

Blind or Other Persons with Print Disabilities - "Blind or other persons with print disabilities," which means children served under IDEA and who may qualify in accordance with the act entitled "An Act to Provide Books for the Adult Blind," approved March 31, 1931 (2 U.S.C. 135a; 46 Stat. 1487) to receive books and other publications produced in specialized formats."

Bookshare.org – A free, online website that enables people with visual and other print disabilities to legally share scanned books. It is designed exclusively for the use of the blind and other individuals with print related disabilities. Available at: http://www.bookshare.org/web/Welcome.html

Books on Tape - The term "books on tape" was frequently used as a synonym for audiobooks when the majority of audiobooks (then called "spoken word audio") were available on cassette.

Braille - System of embossed characters formed by using a Braille cell, a combination of six dots consisting of two vertical columns of three dots each.

Braille Embosser - A Braille Embosser is a hardware device for "printing" a hard copy of electronic text documents in Braille.

Chafee Amendment - A 1996 Copyright Law Amendment allowing "authorized entities to reproduce or distribute copies or phonorecords of previously published non-dramatic literary works in specialized formats exclusively for use by blind or other persons with disabilities."

Character encoding - Character encoding is a term for a mechanism that takes place behind the screens of every digital document and tells a computer which characters (letters, numbers, punctuation symbols, etc.) a document contains: bytes are translated into characters and vice versa.

Copyright - Copyright is law that protects unpublished and published *Intellectual Property.* It is a property right attached to an original work of art or literature. It grants the author or creator exclusive rights to reproduce,

distribute, adapt, perform, or display the protected work. The two exceptions to the law are *Fair Use* and the *Chafee Amendment.*

- <u>Intellectual Property</u> is the concept that creativity and the expression of ideas can be owned and treated as if they are "property" when the ideas are committed to a "tangible medium." The work must be recorded in some physical medium, whether on paper, audio tape or computer disk. This means that spontaneous speech or musicianship that is not recorded, (a jazz solo, for instance) is not protected by copyright.
- <u>Fair Use and Teachers</u> - Explicitly allows use of copyrighted materials for educational purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Rather than listing exact limits of fair use, copyright law provides four standards for determination of the fair use exemption:
  1. Purpose of use: Copying and using selected parts of copyrighted works for specific educational purposes qualifies as fair use, especially if the copies are made spontaneously, are used temporarily, and are not part of an anthology.
  2. Nature of the work: For copying paragraphs from a copyrighted source, fair use easily applies. For copying a chapter, fair use may be questionable.
  3. Proportion/extent of the material used: Duplicating excerpts that are short in relation to the entire copyrighted work or segments that do not reflect the "essence" of the work is usually considered fair use.
  4. The effect on marketability: If there will be no reduction in sales because of copying or distribution, the fair use exemption is likely to apply. This is the most important of the four tests for fair use.

DAISY - The acronym stands for Digital Accessible Information System. DAISY is a technical standard for producing navigable, multimedia documents.

DAISY 3 - otherwise known as ANSI/NISO Z39.86 2002, is a standard for the production of digital talking books adopted on March 6, 2002 by ANSI (American National Standards Institute) /NISO (National Information Standards Organization).

The DAISY Consortium - Members of the Consortium actively promote the DAISY Standard for Digital Talking Books.

Digital - Computer formatted data or information.

Digital talking book - A digital talking book (DTB) is most commonly defined as an audio book created according to a specific standard including multiple navigation options.

Digitize - Process of converting an image into digital data for storing. A good example of digitizing is when a computer scanner converts a non-digital image, such as a picture, into binary.

Digitized speech-Speech that has been recorded and can be played back at another time.

E-Book (Electronic Book) - An electronic version of a book that can be retrieved by and read via a computer, PDA, etc. E-book can also refer to a digital book designed to simulate a printed book including special features like searching and text-to-speech. A PDF formatted book or a Microsoft Reader book would be included in this latter definition.

E-Text (Electronic Text) - Also, digital text, refers to text in a digital format (e.g., text in a Word document, text in a web page). E-text can be read by text-to-speech software (or screen readers).

Fair Use- Allows reproduction of some copyrighted works for educational purposes. Copyright and Fair Use Guidelines for Teachers available at: http://www.mediafestival.org/copyrightchart.html

Infringing copy - A copy of copyright material that was made without the permission of the copyright owner, and outside the scope of the exceptions in the Copyright Act.

Large print books - Most ordinary print is six to ten points in height (about 1/16 to 1/8 of an inch). Large type is 14 to 18 points (about 1/8 to 1/4 of an inch) and sometimes larger. The format of large print books is also proportionately larger (usually 8 1/2 x 11 inches).

Legitimate copy - A copy made by the copyright owner or under an express or implied license, or under an exception to infringement, or in which copyright has expired.

MP3 (MPEG-1 Audio Layer-3) - MP3 is an audio-specific format that is designed to greatly reduce the amount of data required to represent an audio recording and still sound like a faithful reproduction of the original uncompressed audio.

Multimedia: In terms of electronic information, any data which is presented through several formats including text, graphics, moving pictures and sound.

The National Library Service for the Blind and Physically Handicapped - Library of Congress - NLS administers a free library program of braille and audio materials circulated to eligible borrowers in the United States by postage-free mail.

NIMAC – NIMAC is the acronym for the National Instructional Materials Access Center. The NIMAC will establish procedures for downloading publisher-provided files by agencies authorized to develop specialized formats.

NIMAS - A technical standard used by publishers to produce source files (in XML) that may be used to develop multiple specialized formats (such as Braille or audio books) for students with print disabilities.

Optical character recognition (OCR) - Optical character recognition (OCR) is the process of converting an image of text, such as a scanned paper document or electronic fax file, into computer-editable text.

Personal use - Use of copyright material by an individual for his or her own private, non-commercial purposes (for example, scanning a book to make a copy you can read). Supplying a copy to another person would not be "personal use" and a violation of the copyright law.

PDF (Portable Document Format) - A universal computer file type used to exchange and view documents on any computer that has the free Adobe Acrobat Reader, free Foxit Reader software or other PDF. Reading software installed.

Print disability - People with a print disability are those who cannot obtain access to information in a print format because they:
- are blind or vision impaired
- have physical disabilities which limit their ability to hold or manipulate information in a printed form
- have perceptual or other disabilities which limit their ability to follow a line of print or which affect their concentration
- cannot comprehend information in a print format due to insufficient literacy or language skills

Print Disability Students - students who, for reasons of a sensory, physical or neural disability, cannot effectively use print materials.

Print Instructional Materials - IDEA 2004 indicates that the term "print instructional materials" includes printed textbooks and related printed core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a SEA or LEA for use by students in a classroom.

Reader - Volunteer or employee of an individual with a disability (e.g., visual impairment, learning disability) who reads printed material in person or records to an audio-tape/MP3 or CD.

Reading system - Hardware and software designed to provide access to printed text for people with visual impairments, mobility impairments, or learning disabilities.

RTF - Abbreviation for Rich Text Format. File format for text that contains formatting codes for text styles. Rich Text can be read by many word processing programs. Originally a Microsoft file format.

Reasonable Accommodation - A physical or policy modification to accommodate a person's disability, for example, the provision of written materials in a different format for someone who can't read print.

Refreshable Braille Display - Refreshable Braille Displays are electronic devices that are used to read text that a computer sends to the monitor. The device is connected to the computer by a serial cable and produces Braille output on the Braille display. Refreshable Braille displays only read one line of text at a time.

Recording for the Blind & Dyslexic (RFB&D) - A national, nonprofit volunteer organization producing accessible educational materials for people who cannot effectively read standard print because of a visual impairment, learning disability or other physical disability. Their largest client base is learning disabled people.

Scanning - The process in which a device (scanner) uses a camera to move across (scan) a page in order to capture text or graphic information. The image of the document is digitized and sent to a computer.

Screen reader – A screen reader reads the information on the computer screen and makes it accessible to programs that translate that information into speech or Braille.

Steps in producing scanned AIM (Accessible Instructional Materials)
1. Books are un-bound

2. Pages are scanned into a high speed scanner
3. Text is converted using an optical character recognition system
4. Text is edited for formatting errors
5. Content is edited (page by page) for content quality
6. Text is converted to requested format (MP3, PDF. RTF.,etc.)

Synthesized speech - Computer-generated simulation of human speech.

Tactile graphics - Graphics designed for people who are blind or visually impaired. They are images that are designed to be touched rather than looked at.

Talking browsers and email software - Talking browsers and email software converts text from a document like a web page or an email message into audible speech. This software is ideal for people who have visual, cognitive, or physical impairments that need assistance with reading the content of their web pages and/or email.

Text-to-speech - Programs or devices that convert text into computer-generated speech. Text-to-Speech software is used to convert words from a computer document (e.g. word processor document, web page) into audible speech spoken through the computer speaker.

Types of Instructional Materials Accessibility:
Perceivable: Users are able to access the information contained in the materials by modifying its presentation.
Operable: Users are able to interact with and manipulate the content.
Understandable: Users are able to receive the content in a comprehensive manner.
Robust: Users are able to transform the content into formats that are more compatible with assistive technology.

Voice output software - Software that converts the information (text and graphic) on a computer screen into synthesized speech (computer-generated speech).