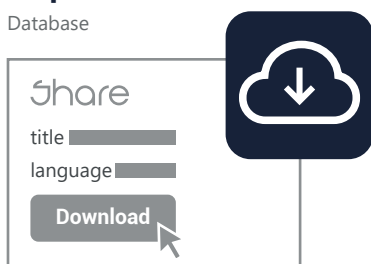


Step 1

Database



Download template

1. Go to <https://share.problind.org>
2. [login/registration](#) for free use of the database
3. Click on tab „[Create](#)“
4. Give the graphic a title, select language and license
Please select recommended license (CC-BY 4.0)
5. Click on button „Download template“

Step 2

Graphic program



Design Graphic

1. Download the free graphic software [Inkscape](#)
2. Open downloaded template with Inkscape
3. Draw graphic and keep it as simple as possible
[quick guide - graphic software Inkscape](#)
4. Do not use colors for graphics, only black swells
The QR code must be colored, it does not work when swollen.
5. Black text will be automatically converted to Braille later:
Recommended: Courier New font in 27pt

Step 3

Graphic program



Add Information

1. Insert audio explanations into the graphic objects.
Alternatively: place transparent area with color value #00000001 over the object
2. Enter text in „Object properties“ window, therefore choose „Title“ and „Description“, confirm with „Set“. A graphic reader can automatically convert these texts into speech and play them back
3. Initial text for the graphic under: „Metadata“
[File>Document Settings: Description].
Specify graphic context, structure, perspective and entry point
4. Specify sources if available and add tags

Step 4

Database

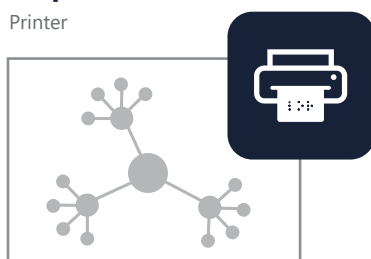


Upload

1. Go to <https://share.problind.org>, click on tab „[Upload](#)“
2. Select and upload graphic
3. Check/change file contents
4. Possibility to upload sound effects
5. Graphic is now ready to print

Step 5

Printer



Drucken

1. Select print type: Threshold paper or braille printing
2. Print on threshold paper in color, as the QR code must not swell. If only B/W printers are available, the QR code must be added later
3. For Braille print graphics, the linking QR codes and markers are applied subsequently. These are available [here](#)
4. For threshold paper, it is recommended to download the graphic as a PDF to avoid distortions

Checklist

Have I forgotten important settings? Is my graphic user-friendly?

Füllung und Kontur

- Fillings as well as contours of all graphic elements have the color value black #000000ff.
Only black elements can be processed during threshold printing.
- Black font, ID and QR code do not have the color value black.
- Fillings of interactive fields have the transparent color value #00000001.
- Contours of interactive fields are removed ✕

Sizes and Distances

- Lines/contours should be at least 0.5 mm thick.
- Graphic elements can be grasped with a fingertip.
- Interactive fields are at least 10 mm² in size. (the bigger, the better for finger detection)
- The 4 round markers are visible and not hidden..

Objects

- In the object list all interactive fields are arranged above the graphic elements.
They are at the top of the object list.
Make sure that no interactive element is covered by another.
- For simple objects, use the tools for rectangle, ellipse, and polygon instead of the path tool.

Contents

- The content of the graphic is concise and meaningful.
There are no graphic elements that are irrelevant to the context.
- The recommended license (CC-BY-4.0) or alternatives are indicated.
- Source citation, if available [file>document settings>metadata: source]
- Introductory description text available [file>document settings>metadata: description]
- In order for blind user to be able to handle the graphic independently, they need an introductory explanation.
The following questions can help:
What is being depicted? What is the purpose of the graphic? What is the type of representation?
What is the structure of the graphic? Which elements are shown? Where is the entry point of the graphic, if there is any?

Print

- Threshold printing: All graphics, including blackface, ID and QR code, must be printed in color.
- Braille printing: The graphic is printed without markers and QR code. These are applied subsequently and are available here (www.tactonom.com/shop).