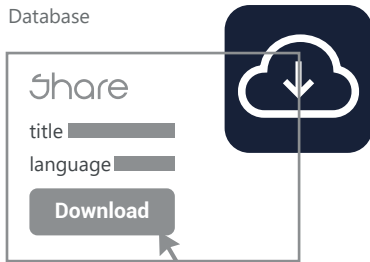


## Quick Guide: Creating a tactile graphic

### 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

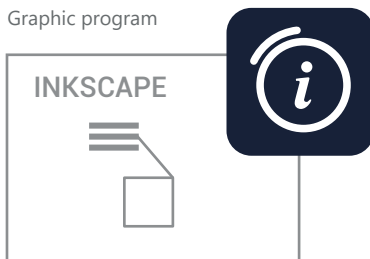


### Design Graphic

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. Only Courier New 27 pt font is converted to Braille

### Step 3

Graphic program

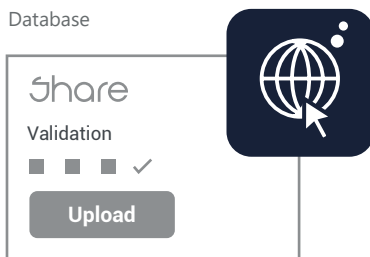


### Add Information

1. You can explain tangible elements with texts. For this set fields Inkscape tools in transparent color #00000001.
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. In „Metadata“ [ Datei/Dokumenteinstellungen ] Specify graphic context, structure, perspective, and entry point in metadata.
4. Indicate sources, if available

### Step 4

Database

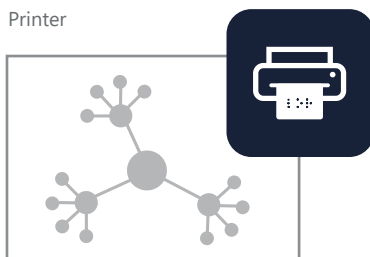


### Upload

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

### Step 5

Printer



### Print

1. Select print type: Threshold paper or braille printing
2. Do not print in browser as size will be changed
3. Print in color for treshold paper, as QR code must not swell up
4. Print QR code separately for B/W printer. True to scale!
5. For braille printing, print the tax stamps and QR code in advance

## Checklist

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

#### Filling and contour

- 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 ✕ or transparent #00000001.

#### Sizes and Distances

- Lines/contours should be at least 0.4 mm thick.
- Graphic elements can be grasped with a fingertip.
- Interactive fields are at least 10 mm<sup>2</sup> in size.
- 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.

#### 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

- Ink font, ID and QR code are not printed in black.
- The graphic should be printed without margins, at a scale of 100%, so that it does not result in a reduction in size.