

**just info**

# **Accessible Information**

## **by Manchester People First**



**justinfo:** Information for everyone

# Who we are



Manchester People First is a self-advocacy group run by and for adults with a learning disability. The group started in 1992 and now has over 350 members.

If you want to know more about us, please see our Information Booklet, Annual Report or Newsletter. You can download them from our web site, or we can send you a copy by post.



Just Info is our project that helps groups make information easier for everyone to understand. We can give you advice or do all the work.

This booklet tells you what we can do for you. If you want to know more, please get in touch.

## How to contact us:



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Cheetham Hill  
M8 8RF



Phone/Fax: (0161) 839-3700



Email: [mcrpeoplefirst@googlemail.com](mailto:mcrpeoplefirst@googlemail.com)



Web: [www.manpf.org](http://www.manpf.org)

# Information for everyone

**Think** of all the information your group sends out; letters, reports, minutes, newsletters, flyers and posters. If they cannot be understood, they are just wastepaper.



It makes sense to make all your information accessible to everyone. It shows you care about equality, it can save you time and money and the Disability Discrimination Act says you have to.

Making things accessible means giving people the information they need and want, in a way they can understand.

The best way to start is to write everything in simple, plain English. Do not use jargon and do not waffle.

Use large print and a clear design. Look at what other formats are needed such as audio, electronic, or Braille.

We think it's best to make one version that everyone can understand, instead of trying to make lots of different versions as people ask for them. Think about accessibility from the start.



Just Info can give you advice and even do all the work for you!

# What we have done

We have a lot of experience. We have produced accessible minutes, newsletters, leaflets, booklets, posters, research documents, signs, logos, letterheads etc.

We have done work for councils, the police, universities, health service, voluntary sector groups and commercial organisations. We can also do audio versions of your documents.



The University Of Sheffield.



MANCHESTER CITY COUNCIL



NEWSLETTER • Number 13 • Autumn 2005

# Friday Group

## Funding

We have just won a £2000 grant from The Community Foundation for Greater Manchester. The money will pay for a Development Worker to help us develop the Friday Group's work.

## Fund Raising

We will be holding a collection on Friday 18 November for the BBC's 'Children in Need' event. This year we have already raised over £60 for Comic Relief and £50 for Diabetes UK. Barry is also organising another car washing event to raise money for our Christmas Party. Don't forget to visit our web site at [www.fridaygroup.org](http://www.fridaygroup.org)

## Film outings

We've had a couple of outings to Showcase Cinema recently to see 'Charlie and the Chocolate Factory' and 'Wallace and Gromit'. We have also been for another free meal at 'The Bandstand' pub.

**New Committee**  
At our Annual General Meeting in July, we elected a new committee to run the group:  
•Barry Edwards: Chair  
•David Sneddon: Vice Chair  
•David Sidebottom: Secretary  
•Andrew Connors: Member Sec.  
•Richard Hughes: Treasurer

**New Members**  
Welcome to Karen and Michelle.

**Video**  
We've now recorded some of the commentary of our short video.

**Prize Draw**  
We will be having a raffle on Friday 28 October to win one of three Gromit mugs.



## Guidelines for accessible meetings and events

Disabled People's Network Steering Group  
Community Network for Manchester



Manchester Learning Disability Partnership Board

# together



## Employment sub-group

Minutes of the September Meeting

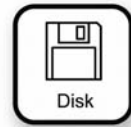
Issue 9 • November and December 2005  
Free • Published every two months.

**Find a Fire**  
Set off the alarm by breaking the glass on any alarm button

**Alarm Starts**  
Get out by the nearest exit  
From Old Town Hall:  
→ Go to St Peter's Square  
From Town Hall Extension:  
→ Go to Albert Square

**Do Not**  
Stop to get things  
Use the lifts  
Go back into the building

**Other Emergencies**  
See Reception or ring ext. 4433



I am a person not a label

# SPEAK UP

Issue #26 Autumn 2005  
Newsletter from Manchester People First

## Annual General Meeting

Thursday  
27 October 2005  
11am-2.30pm  
St. Thomas Centre  
Ardwick Green North  
Manchester

All members are invited to our AGM. We will be electing our new committee who will run the group for the next year. Come and hear what we have been doing and join us for free lunch and raffles! See the back page for details.

**New People First Web Site**  
We have launched our new web site. You can visit us on the internet at: [www.manpf.org](http://www.manpf.org)  
It's early days, but let us know what you want to see.

**What's inside?**  
New worker page 9  
All Our World page 4  
The New Middle  
Big changes at MPF: See Stephen's Report on page 10!

**Manchester People First**  
The Voice of the Learning Disabled

## Manchester People First Information Booklet

## Contacting the police in an emergency

If there is an emergency and you need the police to come right away phone 999. The call is free.

When you phone tell the operator that you want the police.

Be ready to:

- give your name and address and
- explain where the problem is.

You will be put through to the police. The police will ask you to:

- give your name and address and
- explain where the problem is and what it is.

Do not phone 999 for advice. If you need to talk to the officer who is already helping you, phone your local police station.

Other leaflets:  
'Making a complaint about the police'  
'A guide to what the police do'

# What we can do for you



**Get** as little or as much done as you want. We can:

- Edit and re-write documents using plain English guidelines.
- Design and lay-out documents following clear print guidelines.
- Add pictures to make documents easier to follow.
- Produce electronic versions of documents such as Adobe Acrobat (.pdf) and plain text (.txt).
- Record audio versions of documents on compact disc, cassette tape or mp3.
- Print out Braille versions.
- Give advice about making things accessible.

We can also arrange for documents to be commercially printed.

## What will it cost?

What we charge simply depends on how long it takes us to do the job. Decide what you want doing, send us the document and we can quickly give you a no obligation quote.



# What you need to do

**Edit** your document. Check spellings and make sure it's the final version. Simplify as much as you can, explain all your abbreviations, get rid of jargon. It will help us do things quicker and so cheaper. Give us enough time. Think about accessible formats from the start. Leave yourself enough time to make any corrections.

Send us the finished document on disc. Word (.doc) or Rich Text Format (.rtf) are good, but we can deal with most formats. We can even scan print outs or type up handwritten versions, but it will take us longer and cost you more.

Send us all the photographs, drawings diagrams, logos etc. in your document. For printed documents these have to be 300ppi in formats such as TIFF, JPEG or EPS. Please note that pictures saved from a web page are not usually high enough quality for print use. We can scan original artwork for you, but will charge.

Decide what you want to do with the finished document. For example, for an annual report you might want a version to be commercially printed, so we might give you a QuarkXPress document for the printer. You might also need a version people can download from your web site, so we can give do a PDF version to pass on to your web master. You might want a text version for people who use screen reader software, so we can get you a plain text (.txt) version. We can also do audio versions on cd, tape or mp3 and Braille versions.

We are happy to give advice on what you may need.

It's only information if you can understand it