

## NIMAS: WHAT AN IDEA! NATIONAL INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD

FDLRS CONFERENCE, APRIL 2006  
JACKSONVILLE, FLORIDA

### NIMAS HI LITES

**NIMAS AND  
IDEIA**

**FLORIDA NIMAS  
BLOG**

**PUBLISHERS  
RESPONSIBILITY**

**ACCESSIBLE  
TEXT BOOKS**

**STANDARD  
SOURCE FILE**

**EDUCATION BY  
THE BOOK,  
DAVID DAVIS**

**NIMAS AND  
NIMAC**

### RESOURCES

- **Florida NIMAS BLOG**
- **Florida Instructional Materials Center for the Visually Impaired**
- **[sdalton@fimcvi.org](mailto:sdalton@fimcvi.org)**
- **[www.bookshare.org](http://www.bookshare.org)**
- **<http://nimas.cast.org>**
- **[www.fdlrs.com](http://www.fdlrs.com)**

### THE BENEFITS OF A STANDARD SOURCE FILE NOTES FROM WWW.CAST.ORG

“While there are many barriers to accessibility, problems that are caused by multiple file formats are particularly frustrating. The adoption of a common, or standard, format is a simplifying step that has been crucial to progress in many other fields - from railroads (adopting a common track gauge), to video technology (adopting a common format for DVD, and HDTV). Similarly, progress in addressing the needs of students with disabilities has been enhanced by the United States Department of Education's endorsement of a common National Instructional Materials Accessibility Standard. With that single change, a number of barriers at many points in the educational system can now be addressed.

The National Instructional Materials Accessibility Standard (NIMAS) is addressed in the Individuals with Disabilities Education Improvement Act 2004 (IDEIA) as a way to address the longstanding information access barrier and to enrich learning experiences for students with print disabilities. It is hoped that NIMAS will streamline the provision of accessible materials, creating equal opportunities for these students' participation in the general curriculum.

The Baseline Element Set details the requirement that must be delivered to fulfill the NIMAS.

It is the responsibility of publishers to provide this NIMAS-conformant XML file along with a separate PDF file with embedded images for reference in creating descriptions, and a NIMAS-conformant package file.

NIMAS-conformant content must be valid to the dtbook110.dtd [see ANSI/NISO Z39.86 or subsequent revisions]. Files are required to use the tags from the Baseline Element Set when such tags are appropriate. For the purposes of NIMAS, appropriate usage of elements, both baseline and optional, is defined by the DAISY Structure Guidelines. Z39.86-2005 available from <http://www.daisy.org/z3986/>. “

### ACCESSIBLE TEXT BOOKS: JOIN THE ONGOING DISCUSSION [HTTP://FLORIDA-NIMAS.BLOGSPOT.COM/](http://FLORIDA-NIMAS.BLOGSPOT.COM/)

**Accessible text books** are a critical area, we should be knowledgeable about.

**1. Completely understand NIMAS** and regardless of the outcome (final definition of print disabilities) continue to pursue avenues to get files in the NIMAS standard from the publishers. Understand how to convert these to useable text for students.

**2. Understand the files** S.Dalton has. Determine if they can be used for your ESE students in an alternative format.

**[sdalton@fimcvi.org](mailto:sdalton@fimcvi.org)**

**3. Know who manages** the text books for your District. Contact that person to help with your provision of accessible text books. Educate that person on accessible text.

**4. Be knowledgeable about how text books are purchased** through the Bureau of Instruction. Understand the contract the Bureau has with text book publishers. Find out what that Bureau can do to provide you with accessible text books.

**5. Know how to scan** text book material and how to decide what format is most suited for your student.

### INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a success-

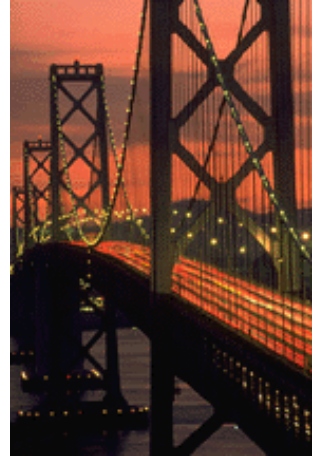
ful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a

variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

### INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also

profile new employees or top customers or vendors.

**"To catch the reader's attention, place an interesting sentence or quote from the story here."**

### INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images

that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an

image, place it close to the article. Be sure to place the caption of the image near the image.



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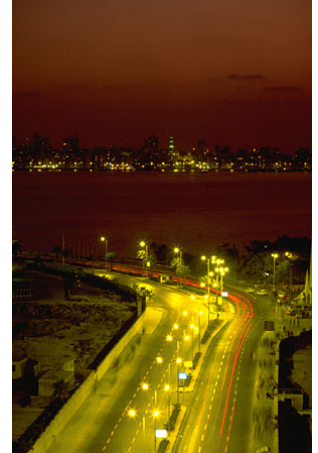
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We are on the web!

example.microsoft.com

WWW.FDLRS.COM

Assistive Technology Educational Network

Region 1 Lab

FDLRS/Miccosukee

3955 West Pensacola Street

Phone: 850-413-0440

Fax: 850-921-0497

Email: carneyr@mail.leon.k12.fl.us



## Organization

YOUR BUSINESS TAG LINE HERE.

### BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark

their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Caption describing picture or graphic.