

## Consulting, training, support

Of course we support gladly all authors of study materials.

In addition we offer regularly and among other things training courses for tutors and students, with which the different techniques for the conversion of texts and diagrams are obtained. Appropriate manuals are present.

Furthermore, the electronic aids of the SZS are available to all students and authors according to prior agreement.

## For questions and further information

Partner for literature conversions in the SZS is **Dr. Thorsten Schwarz**. For inquiries send an email to

***material@szs.kit.edu***

or just call and/or pass by.



## Contact

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# Transfer of literature

conversion service of the SZS

adaptation of study materials for blind  
and partially sighted students

STUDY CENTRE FOR THE  
VISUALLY IMPAIRED STUDENTS (SZS)



## Conversion service of the SZS for the adaptation of study materials for blind and partially sighted students

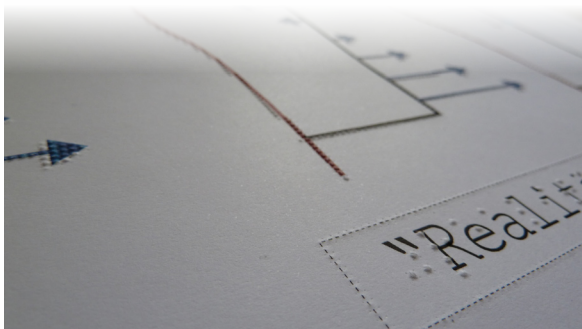
The conversion service of the SZS is available to blind and partially sighted students as well as their lecturers. We convert not only lecture notes, scientific papers, presentations and different documents, but also exams, books and further study-relevant materials, which are necessary for the participation in lectures and examinations.

The study material is prepared electronically by the SZS. It can be read at a computer with a braille display or a screen reader – alternatively also printed in braille. Many diagrams are additionally made available in tactile form.

All converted materials are archived electronically to be available for future visually impaired students.

The conversion itself takes place according to current criteria of scientific text conversion and is being constantly further developed and/or adapted to the needs of the students.

The medium form into which the study material is converted is determined in principle by the visually impaired student.



## How does the conversion take place?

Usually the student contacts you first and asks you to get in touch with the SZS.

For the conversion we need an electronic version of the original material which can be converted and/or a printed draft. Furthermore the following data are important to us:

1. Name of the student.
2. Date, until when the conversion should be finished. Please bear in mind that extensive material should be in due time delivered, since the conversion lasts longer. In principle: ***The sooner the better!***
3. Purpose and type/name of the lecture for which the documents are needed.
4. Please give us your name and contact details (email, telephone number), so that we can reach you if there are further questions about the documents.

## How should the raw material look like?

There are a few conditions which need to be fulfilled for the study material to be converted more easily and efficiently:

1. The text to be converted should be present in digital form and/or must be available in a digitizable way, including complete bibliographic data.
2. Texts should ideally be saved as LaTeX source code and PDF file or as Microsoft Word files (DOC). Other formats are possible, they may however cause increased conversion expenditure.

3. Graphics can also be made accessible. Since their conversion is complex, it is very helpful, if these are already made available to us as vector graphics (Corel-Draw, Inkscape, OpenOffice Draw, PowerPoint drawing or the like).

## Exam conversions

Exams will only be handed out, converted and supervised in agreement with the respective responsible person of the institutes.

Exams that have to be converted should be delivered to us at least three working-days before the examination date, in digital form. In exceptional cases it might also work out on a shorter notice.

The SZS guarantees that no information is published and that the documents are converted only by SZS employees themselves and locked safely before the exam. The exam is usually written at the SZS at the same time with the official exam and under the supervision of an institute or SZS coworker. The visually impaired students receive a time extension of 50% to 100% in dependence of the extent and the complexity of the exam and in consultation with the person responsible for the exam.

