Transcription of Materials for Blind and Partially Sighted People.

Leeds University Transcription Centre (TC) can provide transcription of materials for blind and partially sighted people.

Types of Transcription

The TC produces Braille, audio, large print, tactile diagrams and digital audio CD’s. Each type of transcription requires different skills, technology and procedures.

Depending on the type of transcription and complexity of the material, the transcription can take more or less time. Usually, the centre aims to complete a transcription in the shortest time possible, but it may take up to 10 working days, but on occasions longer, if the volume of work submitted is high.

Submitting information to be transcribed

You can submit materials to the TC either by hand/post or electronically by email.

Materials submitted by hand or by post

All materials should be submitted on disk and as a hard copy if possible. If only a hard copy can be provided, these materials will have to be scanned or re-typed, making the transcription process longer. Submitting electronic materials ensures much speedier transcription and delivery.

The address is: Leeds University/RNIB Transcription Centre, Ground Floor, Economics and Social Sciences Building, University of Leeds, Leeds, LS2 9JT.

Materials submitted by email

Materials can be submitted electronically, by sending them to leedstrans@rnib.org.uk

A request form attached to the email should accompany all such request submissions. Electronic information includes information submitted on disk, attached to an email or in the body of an email. The TC can read all electronic formats, except desktop publishing packages like Quark Express.

Please contact the Transcription centre for further information regarding changes.