



SAIF supports the rights of disabled people and carers to have access to timely and accurate information to meet their needs.

SAIF aims to improve the provision of information to disabled people and carers and make information more accessible to everyone who needs it. Rather than being forced to rely on others, disabled people should receive information directly and in their preferred format.

SAIF was set up as a result of the *Enabling Information* report, published by the Scottish Office in 1995. SAIF is funded by the Scottish Government, employs two part-time project workers, and is based at Consumer Focus Scotland. The SAIF advisory body is made up of 21 people drawn from disability-led organisations and information providers.

SAIF has:

- Produced the SAIF Standards for Disability Information and Advice Provision in Scotland, and a range of supplements to that publication.
- Established Update, the new national disability information service.

SAIF is:

- Supporting and developing the SAIF Standards.
- Working with local authorities and others to encourage the development of local accessible information strategies.
- Producing guidance material to promote accessible information and accessible web sites.
- Providing what support and training it can to any agency interested in improving the accessibility of its information services.
- Acting as an advisory body to the Scottish Government.

## SAIF PUBLICATIONS

- SAIF Standards for Disability Information and Advice Provision in Scotland.** (Third edition 2007 with accompanying CD Rom)  
(A4 82 pages) ISBN 0-9551942-6-1/978-0-9551942-6-9
- Making Ecommunication Accessible** (2006, A4 64 pages)  
ISBN 0-9551942-5-3 / 978-0-9551942-5-2
- Guide To User-Led Reviews** (Second edition 2007)  
(A4 20 pages)  
ISBN 0-9551942-8-8 / 978-0-9551942-8-3
- Barrier Free Information – How To Develop Your Local Accessible Information Strategy – A practical Guide for Local Authorities and Others**  
(2004, A4 16 pages) ISBN 0-9546700-8-6
- Scottish Formats Resource** (Second edition 2006, CD Rom)
- Making Information Accessible** (A3 poster, 2004)
- Making Websites Accessible** (A4 poster, 2006)
- Making Word Documents Accessible** (A4 poster, 2006)
- Making Email Accessible** (A4 poster, 2007)
- Converting Word documents into accessible PDFs** (A4 poster, 2008)
- Making PowerPoint accessible for the Web** (A4 poster, 2008)
- Is Your Business Attractive to Potential Customers and Employees Who Are Disabled People?** (2004, A4 4 pages)
- Information And Advice Services - What Disabled People Should Expect and Receive** (2007, A5 8 page booklet)
- Getting Information and Advice**  
(2008, easy-to-understand, incorporating graphics, A5 12 page booklet)

### NOTES

The above publications can be provided in other formats or downloaded from our Website. They are free. Multiple copies are available. They can be copied, in whole or in part, providing the source is quoted.

**For copies of any of the publications, or more information about SAIF, contact:**

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