

BLTS Menu Guidelines December 2022

- 1 Use a forty-cell line. Use standard braille page numbering, and print page numbers if there are any.
- 2 Center the name of the restaurant on the first line, or lines, followed by a blank line. Follow print capitalization. Ignore font attributes unless necessary.
- 3 Headings such as *Breakfast*, *Lunch*, or *Dinner* are centered. Always leave a blank line before and after centered headings.
- 4 Category headings such as *From the Grill* or *Sandwiches* should start in cell 5 with runover lines also starting in cell 5. Cell-5 headings should always be preceded by a blank line but never followed by one.
- 5 Braille general information, such as, "All sandwiches served with choice of potato chips..." in standard paragraph form (3-1).
- 6 If there are only names and prices of menu items (without descriptions), start the item in cell 1 with runovers in cell 3 (list format).
- 7 If the menu choice is followed by descriptions, use nested list format. Descriptions begin in cell 3 with runovers in cell 5.
- 8 Place the price at the right margin following the end of the name of the menu item's name. Insert unspaced guide dots (dot 5) between the end of the menu item and the price. Leave a blank cell before and after the guide dots. If there is not room for at least 2 guide dots with a preceding and following blank cell, do not use any guide dots. When a description requires more than one braille line, divide it so that at least six blank cells are left empty at the end of each line. This allows the price to be easily identified.
- 9 Place any information related to restaurant service, such as sales tax and charge card acceptance, at the end of the menu.
- 10 For some lengthy menus, a contents page may be helpful.

Sample menu on following page.

Menu items should be followed by guide dots (dot 5) and the price ending at the right margin. Leave a blank cell before and after the guide dots. If there is not room for at least 2 guide dots with a preceding and following blank cell, do not use any guide dots. When a description requires more than one braille line, divide it so that at least six blank cells are left empty at the end of each line. This allows the price to be easily identified.

~~ The Village Inn ~~
Lunch

Sandwiches

All sandwiches served with choice of potato chips and pickle,
carrot & celery sticks, or orange wedges

Grilled Chicken Sandwich \$8.00

Half Sandwich & One Trip Salad Bar \$7.50

Sandwich choice: grilled Cheese (Swiss, Cheddar
or American), Tuna Salad, Egg Salad, BLT,
Deli Ham or Deli Turkey

Half Sandwich & Cup of Soup \$7.50

