

18.4 Menus

Many agencies have developed their own formats for items that have no set of rules. Following is one suggested method of brailleing a menu. As an aid to the reader, a table of contents could be added to an extensive menu.

- Use a forty-cell line. Use standard braille page numbering, and print page numbers if there are any.
- Center the name of the restaurant on the first line—or first and second lines if necessary. Follow print capitalization. Ignore font attributes unless necessary.
- Leave the line following the title blank. If the print menu has a heading such as *breakfast*, *lunch*, or *dinner*, center it on the next line. Always leave a blank line before and after a title that is centered.
- Category headings such as *From the Grill* or *Weight Watcher's Specials* should start in cell 5 with runover lines also starting in cell 5. Such "cell-5 headings" should always be preceded by a blank line but never followed by one.
- Braille general information, such as, "All entrees include our home-made bread," in standard paragraph form (3-1).
- Braille the actual menu choices in list format, or nested list format if there are subentries.

- If there are only names of menu items (without descriptions) and prices, start the item in cell 1 with runovers in cell 3.
- Place the price at the right margin following the end of the name of the menu item. Insert a line of 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.
- If the name is followed by a description, place the item name and price as described above. Start descriptions of menu items on the line following the price, using the nested list format. 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.

Do not leave a blank line between a description and the following menu item.

- Place any information related to restaurant service, such as sales tax and charge card acceptance, at the end of the menu.
- For some lengthy menus, a contents page may be helpful.
Example:

~~ The Village Inn ~~

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

title is preceded and followed by a blank line. If there is not room on a braille page for the title and at least three listed ingredients, take the recipe to the next page.

- When information, such as the number of servings or preparation time, appears along with the title, in braille place this material at the margin with runover lines starting in cell 3. Follow with a blank line. (Note that this information is not treated as a cell-5 heading.)
- If a recipe is divided into several parts that are identified by headings such as *Cake*, *Frosting*, etc., start these headings 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.
- The ingredients are then brailled in list format (start in cell 1 with runover lines starting in cell 3).
- Do not use abbreviations in braille when they are not used in print. Abbreviations are transcribed as they appear in print.
- Braille the directions in paragraph format.