

# How to submit a resource to the CFVI Hub

Thank you for your interest in submitting resources to the Bookshare Curriculum Framework for Children and young People with Vision Impairment (CFVI) site.

The CFVI site accepts uploads of resources submitted by schools, services and individuals in accessible pdf format. To submit a resource, please follow the guidance below:

- first produce an accessible WORD document of the resource.
- submit the resource for review. Please email [cypf@rnib.org.uk](mailto:cypf@rnib.org.uk) , attaching your resource and marking the subject box - CFVI resource(s).
- once review is complete and the necessary permissions to upload signed, the resource can then be converted to an accessible pdf using software such as Adobe. This should be done by the provider or, if the provider has no access to suitable software, RNIB will convert.

## Producing an accessible WORD document

Below is guidance on producing accessible WORD documents. This guidance is also housed on the [Bookshare CFVI site in Area 1: Facilitating an Inclusive World \(External Link\)](#) but for ease the links are replicated here.

1. [CALL Scotland Creating Accessible formats \(External\)](#). A YouTube playlist explaining how to create an accessible Word document and export it to a range of formats such as ePub, Large Print, accessible PDF and more.
2. [CALL Scotland Creating Accessible Documents Online Learning Module \(External\)](#). An interactive online step by step guide on how to create an accessible Word document and convert it to different format.

## General Guidance - before submitting resources remember to:

- proofread your document.
- ensure content is current.
- acknowledge any sources that informed the development of the resource.
- include the provider's name/organisation as a header/footer.
- introduce and explain any acronyms.
- check: does the resource mention something very specific to your setting e.g. resource 1 in cupboard 2 etc. If so, amend.
- if you mention a toy or item or a resource you have devised that another school/service may not recognise, include a picture (with alt-text).