

Living with Vision Loss:

Your Office

www.VisionAware.org



Large File Labels



Legal Size Envelope Writing Guide



Video Magnifier for Reading Letters, Bills, & More

Are you experiencing vision problems that make everyday tasks like reading or paying bills difficult?

VisionAware™ can help. Almost any room in your home can be made safer and easier to navigate with a few straightforward and often inexpensive modifications and products. Here are a few tips for your office:

- Mark all file folders with bold, large print labels, putting only essential information on the labels to keep them easy to read. For example, rather than "Information for the accountant," simply write "Account Info" on the label.
- If you're having trouble writing checks or addressing envelopes, try using a check writing or envelope writing guide.
- When shopping for office tools, be aware that there are large numeral and talking clocks, calculators, telephones, rulers, calendars, label makers, and other items to choose from that are adapted for people with vision loss.
- Several options are available to keep you reading everything from the morning paper to the latest bestseller to your monthly phone bill, including large print books, magnification tools, braille, audio texts, and more.

To find more office tips, and where to buy low vision products, visit VisionAware anytime at www.VisionAware.org, or visit the **AFB Center on Vision Loss** in Dallas, Texas. Call 214-352-7222 for an appointment.



More tips for organizing

Your Home and Office

www.VisionAware.org

Simple changes around the house can make life easier and safer for a person with vision loss.

- Use color, texture, and contrast whenever and wherever possible; for example:
 - paint your walls and trim in contrasting colors;
 - use plates on outlets and switches that contrast in color to your walls;
 - consider using different flooring in different rooms so you can tell where you are in your home.
- Increase lighting but avoid glare.
- Remove low tables and area rugs to prevent falls.
- Keep walkways clear of clutter, electrical cords, toys, and other tripping hazards.
- Keep items (e.g., office supplies, remote controls, reading glasses, or magnifiers) in the room or area where they are likely to be used.
- Decide on a place for everything and keep it in its place.
- Ask visitors and family members to respect your arrangement and to warn you if something is moved.

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