

Re-formatting and updating the National Access Forum Guidance Papers

Purpose

1. This paper describes an exercise to re-format and update the set of guidance documents issued by the National Access Forum, to make them more user-friendly, particularly for online use, and to refresh and improve the National Access Forum logo.

Action

2. **Members are invited to note the contents of the paper and comment as necessary, and to approve the similar re-formatting of the full set of guidance documents.**

Background

3. The updated Scottish Outdoor Access Code website has provided an opportunity for all existing documents to be checked and reviewed, to ensure that content, links and contacts etc are up to date. The suite of National Access Forum Guidance Papers developed over the years have been identified as documents that look rather dated and would benefit from a fresh format, primarily in style, but also to update links etc to ensure they are current.

Find them on the Access Code website:

<http://www.outdooraccess-scotland.com/The-Act-and-the-Code/Guidance-documents> .

4. SNH communications staff have looked for instance at clearer dating of the guidance papers, including indications of when a publication had been revised or recently checked. In the faster pace of the online world, people may not expect a document from 2006 to still be current, even if it is, and if we can indicate a recently revised/updated date, that helps provide confidence to the reader. Some illustrative photographs are added, and in general a revised format also creates an opportunity for fresh promotion of the documents and website.

5. The National Access Forum logo has been redrawn to improve its quality, and a disability icon added to ensure inclusiveness. It is hoped wider use of the National Access Forum logo on official documents and papers will increase the brand awareness of the organisation and its work.

6. Two example Guidance Papers have been selected to demonstrate the re-formatting of the papers to create an updated presentational style – without any substantive alteration to what the guidance says. These initial two examples illustrate the type of re-formatting envisaged, and are put forward for comment, before proceeding further to similarly update the rest of the suite of National Access Forum guidance papers.

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