

Accessibility guidelines

People living with sight and hearing loss, sensory disability or another condition such as dyslexia may find it difficult to accessing information, especially in a printed format.

The following guidelines are designed to help you maximise the accessibility of any document or communication.

Alternative formats: Clearly offer to supply information in alternative formats, such as audio, Braille or e-mail on request. Remember that photos cannot be transferred into braille, but a description can.

Bullet points: Use square bullet points, as they help to line up text across the page. Avoid using hyphens as bullet points as these can be seen as grammar by screen readers.

Capital letters: Avoid large blocks of capital letters (except when using acronyms). Capital letters give no shape to the words and are harder for people with sight loss to read.

Colour blindness: Avoid red and green colour combinations, as these can cause problems for people with the most common form of colour blindness.

Colour contrast: Ensure good colour contrast between text and background, such as black text on a white background.

Contents page: The larger the font size, the more pages a document will have so a contents page might be beneficial.

Dotted lines: Avoid using dotted lines; if you need to use a line, use a solid one.

Emphasis: Bold can help key points and headings stand out. Do not use italic text and avoiding underlining, as this can make text more difficult to read.

Contact us to find out more:



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Font size: We recommend a minimum font size of 14, and try to use a sans-serif font, like Arial. Avoid using superscript or subscript text, instead make all text the same size.

Headings: Headings are easier to read if they are aligned left and bold (rather than underlined or central)

Images and diagrams: Include a description of every image and diagram as screen readers will be able to read the description, but not the image.

Margins: It is helpful if the left hand margin is at least 2.5 cm, to leave more room for people who need to use a magnifier.

Numbering: Use page numbers in the bottom left hand corner, the same font and size as the rest of the text in the document.

Paper: Use matt or uncoated paper, as silk and glossy paper can create glare and reflection. Avoid using very thin paper (lower than 100gsm) as text can show through from the other side.

Text alignment: Align text to the left, not centered, justified or aligned to the right.

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