

# Accessible Information Quiz Answers

## **1. Jargon words or phrases (technical or subject specific words) are acceptable if:**

- a. You know your intended audience will understand them ✓
- b. You are giving information to the general public
- c. You know what they mean
- d. Never

### **Note:**

We all use jargon words and phrases, they are a useful shorthand for often complex ideas; in social/community circles for example "social inclusion" ,"user engagement", "informed choice" are frequently used jargon terms. It is acceptable to use them if you are sure of your audience, if in doubt, provide a glossary.

## **2. Acronyms (shortening a phrase or name to the initial letters of each word.) and abbreviations (shortening a word) are acceptable without giving them in full the first time they are used if:**

- a. You think your intended audience will understand them
- b. You are giving information to the general public
- c. You know what they mean
- d. Never ✓

**Note:**

Do not assume that people will recognise acronyms and abbreviations.

It is best practice to put words, phrase or name in full followed by the abbreviation or acronym in brackets the first time you use it. It is also useful to provide a List to which the reader can refer .

**3. Which of these layouts would create the most accessible document?**

- a. Small print size; long paragraphs; justified alignment (even on both left and right edge of text); serif font (letters with 'tails & tags'.)
- b. Larger print size; shorter paragraphs; centred alignment (uneven on both left and right edge of text); non-serif font (letters without 'tails & tags')
- c. Larger print size; shorter paragraphs; left alignment (even on left and uneven on right of text); text broken by bullet points; non-serif font. ✓

**Note:**

Using the layouts within 'c' will ensure that your document is clearly laid out and easy for people to read.

A larger print can be particularly useful for those with a visual impairment. Using left alignment and non-serif fonts makes reading the text easier especially for people with dyslexia or poor eye/brain co-ordination.

**4. Screen-reading Software (used by people who cannot access information using a screen and mouse/touchpad) can recognise Headings in a document if:**

- a. They are bigger and **bolder**
- b. They have been created using the Styles function in the application ✓
- c. They are a different colour

**Note:**

Screen-reading Software (SRS) relies on the underlying structure of a document to help the user navigate through a document. This can only be achieved by using the Styles function to create Headings. SRS cannot "see" visual changes achieved by simply emboldening, enlarging and/or colouring text.

**Question 5: Documents in PDF (Portable Document Format) can be accessible to Screen-reading software if they have been created:**

- a. with a scanner
- b. from a source document created using the Styles function ✓
- c. from a source document without embedded Styles

**Note:**

PDF's produced by a scanner are not accessible to assistive technology because they are images of the pages therefore have no text or structure to read or follow.

The styles function within a source document provides the structure required for screen-readers to read the text.

## Question 6: Pictures can

- a. support understanding of the text if they are relevant to it ✓
- b. support understanding of the text even if they are nothing to do with it
- c. always be 'read' by Screen-reading software

### **Note:**

Pictures can be a very useful way to highlight information for those who find it difficult to read or understand text. Easy Read is an accessible format that uses both text and pictures.

Screen-reading software can only 'read' pictures that have been given an alternative text .

### **For further information**

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