

Guidelines for Producing Accessible Hard Copy Documents

<p>Use:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Non-serif fonts: Arial and Verdana <input checked="" type="checkbox"/> Point 14 (12 minimum) <input checked="" type="checkbox"/> Left alignment <input checked="" type="checkbox"/> 1.5 spacing <input checked="" type="checkbox"/> Short paragraphs <input checked="" type="checkbox"/> Good contrast <input checked="" type="checkbox"/> Graphics <input checked="" type="checkbox"/> Plain, jargon free language 	<p>Avoid:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Serif or 'fancy' fonts: Times New Roman, Playbill <input checked="" type="checkbox"/> Small point size <input checked="" type="checkbox"/> Large blocks of <i>italics</i>/unbroken text <input checked="" type="checkbox"/> Justified and centred alignment <input checked="" type="checkbox"/> Undefined acronyms and abbreviations <input checked="" type="checkbox"/> Background printing/text on top of graphics <input checked="" type="checkbox"/> Glossy paper
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Guidelines for Producing Accessible Electronic Word Documents

Creating Headings	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Do use 'styles' <input checked="" type="checkbox"/> Don't just enlarge and embolden text
Adding Space Round Paragraphs	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Do use 'style' formatting options <input checked="" type="checkbox"/> Don't just press the carriage return
Creating Columns	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Do use built in table tools <input checked="" type="checkbox"/> Don't just use tabs
Using Pictures/Images/Graphics	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provide an alternative written label