

Guidelines for Creating Accessible Documents

Here are a few things to consider when preparing material for the public;

Font Size

18-point print is an ideal font size for persons with visual impairments while 12 point is the minimum. Smaller print can appear blurred while larger print is difficult to read for those with peripheral vision loss.

Typeface

Avoid decorative fonts (*decorative fonts*) and italics (*italics*). Sans-serif fonts are preferred but standard serif may also be acceptable. “**Arial**” and “**Helvetica**” (sans serif) along with “**Times Roman**” (standard serif) are three font styles that are easy to read. Upper and lower case letters are easier to read than all capital letters (ALL CAPITAL LETTERS ARE DIFFICULT TO READ).

Bold & Underline

Bold print and underlining should be used to highlight specific sections in the text such as headings, quotations, or crucial areas which need identifying. Italics should not be used in any circumstances as this distorts the type face, making information potentially difficult to read.

Contrast

Text should be printed with the highest contrast possible. Light letters on a dark background are more readable than dark letters on a light background for many people.

Paper

Use black print on white, ivory, cream or yellow paper with a dull finish so as not to promote glare. Avoid printing over a background design or other graphical material.

Graphics

Large print materials that are highly graphical (maps, graphs, and charts) should also adhere to type size, font and other large print guidelines. When color is not possible, high-quality black line drawings are preferred over gray scale print.