

## Accessible Information Guidelines

- **Font type** – Avoid complicated, decorative fonts and instead use fonts with easily recognised characters. San serif fonts such as Arial, Helvetica and Swiss are recommended.
- **Font size** – This should be large, at least 12 point, preferably more if possible. For large-print documents 16 to 18 point should be used.
- **Contrast** – Text should be printed with the highest possible contrast eg black on white.
- **Colour** – Printed material generally is most readable in black and white. Use colours only for larger or highlighted text, such as headlines and titles, maintaining as high a contrast of light and dark as possible.
- **Spacing** – Spacing between lines of text should enhance the clarity of the text and not make it look too busy. For large-print documents, spacing should be increased by at least 30%.
- **Typeface** – An ordinary typeface using upper and lower case is more readable than styles such as italics, small caps or all caps. Bold versions of any typeface are often more legible because the letters are thicker.
- **Letter spacing** – Where possible, spacing should be wide.
- **Margins** – Margins should be the same width on both sides of the page. A wide margin is often helpful in bound material, because it makes it easier to hold the volume flat.
- **Paper** – A matt finish is preferable to a glossy finish, to avoid glare.
- **Background** – Avoid patterned or screened background.
- **Alignment** – Left aligned text with ragged right side is preferred.
- **Character use** – Where possible, avoid use of brackets, slashes, colons, semicolons, hyphens, italics and underlining.
- **Text descriptions** – Provide to explain tables, graphs, photographs, symbols and illustrations.