



Top tips for creating accessible print documents

- Not everyone with sight loss has the same needs. If you know your reader, ask what they need!
- Bear in mind that someone might read your document using some specialist equipment, including magnifiers, video magnifiers or scanning devices. The layout and structure of your document will have a big impact on their device's effectiveness.
- Well formatted text documents are easier to transcribe into accessible formats, including braille, audio or large print.
- You should produce all documents in at least clear print (font size 14 point). Large print is anything larger than 16 point, but is often produced in 18 point.
- If somebody wants a document in a larger font size, never just enlarge your original using a photocopier. Always prepare a new document to suit their needs.
- Use a plain sans serif font style, such as Ariel or Helvetica.
- Don't use block capitals, italics, underlining or break words up over different lines using hyphens, as these can interrupt someone's reading flow. **Use bold text sparingly for emphasis.**

- Print onto a good quality matte finish paper to avoid glare. If you want to print double sided, use thicker paper to prevent text bleeding through to the other side.
 - If you're printing a bound leaflet or booklet, don't print too close to the centre fold or you'll make it difficult for someone to use a magnifier.
 - Create contrast between the text and paper using black on white, black on yellow or white on black.
 - Align all text to the left-hand margin, and avoid the use of columns where possible.
 - If you must use columns, ensure adequate spacing between each column and emphasise the column by using a dividing line.
 - Give your document a title and headings using your word processor's built-in heading level tools. This will make it much easier for someone using a screen reader or magnification software to read it on their computer or tablet.
 - If a table extends over two pages, inset column headings on both pages
 - Use dotted lines to enable the reader to track across open space.
 - When creating reply slips, consider that someone with sight loss might have bigger handwriting and need more space to complete it.
 - Print page numbers, footnotes and superscripts in the same print size.
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If you would like more detailed information about how to create accessible documents, visit the UK Association for Accessible Formats' website (www.ukaaf.org).

**For more about living with sight loss call
RNIB Helpline on **0303 123 9999****

