TOP TIPS

Writing An Accessible Document

enhance the uk
changing society's views on disability

A document is more appealing and more people will read it if there's as many designs, descriptions and colours on it as possible, right..?

Wrong! - In fact, by over processing our documents, we are often making them inaccessible to many readers who might otherwise find them useful. Making a document accessible doesn't mean it has to look boring, though, and there are clear hints and tips to help all of us put accessibility as a priority when we are creating new texts, adverts and information sheets, like this one! So, if you'd like there to be higher engagement with your content, whilst keeping it as interesting as it always was, read on!

FONTS

- If there's anything to say about fonts, it's to keep them simple, and use as few different fonts as you possibly can, as lots of font choices make any document harder to read, the different letters harder to distinguish, and it all ends up just looking a bit too messy. If you want to use one font for the headings and one for the body of the text, great, but that's all you should really need to do.

- Sans Serif fonts like Ariel are considered the best for accessibility, as the slight curl at the end of each letter is said to make words easier to identify. We would also recommend a size 14 font (and an absolute minimum of size 12) for accessibility purposes.

- Too many capital letters in a block of text, italic text or underlined text can also make a document less accessible to all. Where possible, try to restrict your use of these.

IMAGES

- Images can really boost the interest and engagement in your document, and help readers to understand the content and flow of the piece.   However, images are, unfortunately, rarely accessible to all. By providing alternative text with images (a description of what is happening in the image) you can ensure that everyone can appreciate the image alongside the text.

CONTRAST

- A lack of contrast between the background and text on either printed or web documents can equal a lack of accessibility for many readers. It's good to make sure that your website has the option for readers to pick their own colour, contrast and increase the text size if needed, and black text on a yellow background is often a safe accessibility bet when printing documents.

HYPERLINKS

- If you are directing a reader to another site online, avoid creating hyperlinks that include terms such as 'Click Here' as this can prove difficult to navigate for some readers. Make sure that the text on the hyperlink relates to the content or topic that your reader will be directed to.

There's More!

We've got more great resources on our website, www.enhancetheuk.org and lots of other helpful hints and tips on our social media channels. Find us @EnhancetheUK