# Tops Tips for accessible printed information and communication

## Bigger, Brighter, Bolder

* Use Arial or other plain, sans serif fonts.
* Font size should be 14pt as standard, as this is readable by a greater proportion of people.
* Large-print fonts range from 16-20pt.  If you are writing a standard footer on a letter informing people they can request alternative formats, ensure this is always at least 16pt.
* Make sure there is a strong colour contrast between the text and the paper.
* Align text to the left and avoid “justifying” text.
* Print on matt paper.
* Use page numbers.
* Bullet point marks should be bold and solid, e.g. round.
* Quotes should be left aligned.
* Do not underline text.
* Ensure there is plenty of ‘white’ space between paragraphs and sections and double space between paragraphs. Use “default / auto” spacing between lines.
* Word has several functions to improve accessibility which you use when creating printed communication. These include an accessibility checker (in the review function) and Styles (in the home function) which enables you to create a consistent heading structure.
* When using bulleted or numbered lists, use the list options in the “Styles” bar in the home function rather than indenting.
* When printed double sided make sure the paper is thick enough so that text cannot show from the other side.
* If you are planning for people to read your document online, provide meaningful alternative text (alt text) description for images to describe their purpose. Decorative images should have empty alt text so they can be ignored by screen readers.

Use tables sparingly, but when you do, ensure you put a clear description above it. e.g. The below table has four columns and three rows.

Document ends.