



How to improve your Printed Documents

Our guide will help you to improve the accessibility of your printed documents. Answer the questions below and if you would like to learn more about improving accessibility, visit gov.gg/disability.

Yes / No

1. Are you using sans serif fonts like Arial, Calibri or Candara?
2. Do you use the same font consistently?
3. Is text written in sentence case (Not Title Case or CAPITALS)?
4. Do you use BOLD for emphasis (rather than italics, underlining or different colours, which may be less accessible to users)?
5. Are you using a minimum of 12pt text (or 14pt for Easy Read)?
6. If colour is used, does the text colour contrast well with the background?
7. Is text left aligned (not centred or justified)?
8. Do you use short sentences in plain English and break up long text with headings and subheadings?
9. Do you explain the content of images in text for users who cannot see them?
10. If you are using video, are these captioned?

Yes / No

- 11. If you are using audio, do you offer a transcript?
- 12. Do you alert readers if easy read information is available?
- 13. Do you offer different ways for people to get in touch with you?
- 14. Have you visited the Business Development Forum's website for further information and training?



States of
Guernsey

For more information
go to gov.gg/disability

GOV.GG