



How to Improve Your Printed Documents

This guide will help you to improve the accessibility of your printed documents. Follow the guidance below to highlight where you might need to make changes.

Yes / No / Action

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|---|--------------------------|--------------------------|--------------------------|
| 1. Use sans serif fonts like Arial, Calibri or Candara; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Use the same font consistently | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Write in sentence case (Not Title Case or CAPITALS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do use bold for emphasis, rather than italics, underlining or different colours, which may be less accessible to some users | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Use a minimum of 12pt text (or 14pt for Easy Read) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If colour is used, ensure the text colour contrasts well with the background | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Use left aligned text (not centred or justified) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Use short sentences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Use plain English | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





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|--|--------------------------|--------------------------|--------------------------|
| 10. Break up long text with headings and subheadings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Use the accessibility function on your computer to advice on any changes to improve accessibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Explain the content of images in text, for users who cannot see them. This is important when someone is using a screen reader to read the document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Let readers know if easy read information is available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Offer different ways for people to get in touch with you. This might be email, text, phone call or by writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. For information visit the Business Disability Forum website | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

