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TOP TIPS to stay CONNECTED

1

Font

Use a clear, legible font such as minimum 14pt Arial.

2

Typography

Consider the use of **bold** and CAPS for emphasis, but avoid *italics*.

3

Text Alignment

Keep text left aligned and horizontal. Avoid vertical or rotated text.

4

Colour

Use high colour contrasts - white on yellow would be hard to read but black on yellow would stand out.

5

Layout

Ensure spacing and arrangement is consistent, following a logical reading order.

6

Graphics

Simplify graphics and provide descriptions if necessary.

7

Transcription

Provide transcriptions for interactive content such as videos or audio clips.

8

Appropriate use of materials

Use appropriate paper (non-glossy) of a sufficient size and thickness i.e 100 gsm.

9

Alternative Formats

Think about alternative formats such as Large Print, Braille and Accessible PDFs.

10

Requirements

Above all, think about your audience and their specific requirements. Everyone is different!

People need to *connect*

For more information:

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